

**Manhattan Public Library
Regular Meeting of the Board of Trustees
February 24, 2025**

The February meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Linda Cook. Present were board members Sarah May, Lucas Loughmiller, Melissa Rosso, Tara Coleman, Tanya González, and Mayor Karen McCulloh. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and Assistant Director Rhonna Hargett. Tyler Darnell was absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve the January 28, 2025, minutes as presented. Tara Coleman seconded, and the motion passed.

Financial Statement and Bills

February 2025 expenses:

Tax Fund/General Operations.....	\$ 271,544.68
Tax Fund/Employee Benefits.....	61,099.56
Grants, Fees, and Interest.....	1,071.25
Endowment Account.....	9,552.91
Capital Improvement.....	91,832.80

The business manager mentioned that, from the tax fund, the maintenance contract fees from Thermal Comfort Air were paid, Evergy was paid double this month due to mail delays, and the annual courier bill was paid. Activity in all other funds was routine.

Tara Coleman made a motion to approve the February 2025 financial statements as presented. Melissa Rosso seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

Eric Norris mentioned there may

Finance

No report.

Policy and Planning

New business.

North Central Kansas Libraries

No report.

Manhattan Library Association

Eric Norris reported that the annual book sale is Feb. 28 – Mar. 2 this year. Sign-up Genius will be emailed out so that volunteers can sign up.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

Eric Norris, Director

"I have often thought that nothing would do more extensive good at small expense than the establishment of a small circulating library in every county."

Thomas Jefferson, 3rd U.S. President and Library Enthusiast.

- Staff Development Day this year was held on Feb. 17, and we had 47 employees in attendance, which is almost 80% of the staff. We had a conversation with retired Hale Library Associate Dean Mike Haddock about the fire at Hale Library in the spring of 2018. Mr. Haddock not only shared details about the fire but also an extensive overview of what they learned including what they would do differently to prepare.

We then discussed our policies and heard from Wade McKinley, Fire Inspector, with the Manhattan Fire Department. We were able to run a live-fire drill with some staff acting as different types of patrons – someone sleeping, with limited mobility, non-compliant, etc.

We also had a panel discussion with:

- Rachel Fontenot and Kacie Allen of The Crisis Center
- Katie Baker of True Colors
- Emily Wagner of the Manhattan Emergency Center Inc.
- Chad Wormstadt of Be Able
- Debbie L Nuss of the MHK Common Table and Flint Hills Community Care Team

It was a robust discussion about how each organization meets the different needs of our community.

We also had a wonderful round of team trivia that covered MPL facts and librarianship, facts about Manhattan, literature, and fire safety. Team six, composed of employees who have been with us for an average of a year, won.

- I would like to give a particular shout-out to Hannah Atchison, Teri Barton, Harley Bienko, and Eric Filter who organized the entire day – They did a really great job!
- 2024 Stats – We submitted our 2024 Stats to the State Library on Jan. 30. Brea created an infographic based on the information, and it is included in this report. One item of particular note is that our visits for 2024 were 396,982. This is 25,772 over the 2023 visits. We are going to use this information, as well as other information that we track, to put together something like an annual report.

- BHS will begin the Jack Goldstein Garden project in April after the VITA tax folks are done for the year. I think this is the right move as they are very busy, and many people are particularly stressed out about taxes this year. Demo work could just raise the temperature for them.
- We received a notice from the city about the Juliette Avenue Phase IV Rehabilitation Project (Poyntz Ave. to Pierre St.) which is set to begin the week of Feb. 24. This will affect where the evening staff will park and possibly affect our sprinkler lines along the street.

Meetings and Events:

- Jan. 30: Security Team Meeting
- Feb. 3: APPLE Budget Class Presentation
- Feb. 3: GAC Meeting
- Feb. 5: Public Library Survey due into State Library (we submitted Jan. 30)
- Feb. 17: Staff Development Day (Library Closed to the Public)
- Feb. 17: GMCF Radio Interview for the Book Sale and other library activities.
- Feb. 26: Audit
- Feb. 28 – Mar. 2: MLA Book Sale
- March 3: GAC Meeting
- March 19: KLA Conference Planning Committee

Collection Management

- We weeded I-L and U-Z in adult fiction, DVDs, Blu-rays, and JF eBooks in Children's, and Playaway tablets in Young Adults.
- We reduced the number of titles available on Flipster to 6 total since many titles are also available on PressReader.
- We reduced the holds ratio to 1:3 for print books and 1:4 for physical media so we will buy more copies of those items to fill patron requests faster.
- Marlene Moormann announced her retirement. Her last day will be in April. She began working for MPL in 1982 and celebrated her 43rd anniversary in January!
- We started the process of opening an account with Ingram, another major book vendor.
- Crystal attended 2 meetings of the collection development subcommittee for the Sunflower eLibrary Consortium board.

	January 2025	January 2024	2025 YTD	2024 YTD
Collection				
Total size	135,731	135,925		
New Items Added	1,060	1,092	1,060	1,092
Requests Filled	110	126	110	126
Items Finished	703	1,242	703	1,242
Items Mended	120	119	120	119
Items Withdrawn	1,359	1,581	1,359	1,581
Circulation				
Physical Circ	35,308	39,147	35,308	39,147
Sunflower Circ	13,324	14,636	13,324	14,636
Hoopla Circ	3,155	3,623	3,155	3,623
Kanopy Circ	710	1,330	710	1,330

Flipster Circ	291	380	291	380
Database Usage	24,485	13,983	24,485	13,983
Interlibrary Loan				
ILLs Lent Out	162	226	162	226
ILLs Borrowed	349	257	349	257

IT Activity Report

In January, the IT department received 103 help desk tickets and successfully closed 91.

- New Staff Computers – Devin began imaging and deploying new computers for Collection Services, Public Relations, and Administration.
- PlayStation 5 Pro Upgrade – Installed and set up a PlayStation 5 Pro to replace the aging Xbox One in the Teen Zone.
- Polaris Server Migration & Upgrade – Worked with Innovative to upgrade Polaris to version 7.7 and migrated both training and production servers to new hardware.
- Staff Development Day – Teri Barton contributed to planning and implementing training for our all-staff development day on February 17.
- Website Updates – Started initial work with Collection Services, Programming, and Public Relations to start the Summer Reading 2025 website as well as a new refresh for the Interlibrary Loan page.
- Unity Updates – Added a new FMLA module to keep track of FMLA usage in the library.

Human Resources and Facilities

- MLA Annual Book Sale – February 28th through March 2nd. There are still plenty of spaces open for volunteer opportunities, especially cashier positions on Friday night and Saturday. Shifts are only 2 hours long. If you are interested, you can sign up here: [2025 Book Sale Volunteer](#)
- Eric and Teri met with our property and liability insurance agent to review our coverage on February 7th. We did not see the need to increase or change what we currently have covered. The premium notice will be sent to us in a few weeks.
- Snow removal for the library is done by Blueville Nursery. Those bills are starting to come in, and as you can imagine, they are quite high. They charge by the hour and add in the cost of ice melt.
- The work for the west building elevator and smoke alarm systems has not been scheduled. The elevator company has placed an order for materials. After the materials have been shipped, they will get our project back on schedule.
- Carrie Aponte has been hired as the new Training Specialist in the Information Technology Department. She started work on February 17th. Primary duties for this new position will be responsible for designing, delivering, and evaluating Information Technology (IT) training programs for new hires, employees transitioning into new roles or assignments, and organization-wide initiatives involving new software, systems, or technology. The Training Specialist will provide support for IT-related projects, ensuring alignment with training objectives and departmental needs.
- The management staff worked on changes to the personnel policy. They will be submitted for your review and approval at the February meeting.

Public Services

Children's Programs	# of Events	Attendance
"Be a King" MLK Day Program	1	35
18 Months & Up Storytime	5	216
3 & Up Storytime	1	37
Baby Rhyme Time	3	78
Chess night	1	17
Dance Party	1	35
Lego Club	2	50
Pawsitivity Pals	1	32
Saturday Storytime	1	81
Storywalk Indoors "Be a King"	1	62
Stuffed Animal Storytime/Sleepover	1	74
Zoofari Tails Storytime	1	94
Total	19	811

Teen Programs	# of Events	Attendance
Teen Anime Club	2	14
Teen Journaling Program	1	0
Teen Social Hour	3	24
Total	6	38

Adult Programs	# of Events	Attendance
Adult Passive Program: Travel Scavenger Hunt	1	53
DIY Night for Adults & Teens: World Map Notebooks	1	21
Donuts & Danger Book Club	1	17
Introverts Book Club	1	7
Seniors' Scrabble, Tea, and More	1	0
Yarn Crafters' Niche	1	2
Total	6	100

Technology Training	Attendance
TTC Appointments	14
Consults	21
Assistive Tech Appointments	5
Drop-In: Douglass Center	2
Drop-In: Meadowlark	3
Basic Tech Class	4
Total Patrons Served	49

Tours & Outreach	# of Events	Attendance
Storytime for USD 383 Early Learning Families	1	12
Total	1	12

- Winter Reading Challenge – **627** participants, with **119** reaching the 3000 points goal.
- 1000 Books Before Kindergarten: **10** new participants, **1076** total enrolled, **14** rewards
- Check-up/Check-out – **24** coupons redeemed

- **294** Teens visited the Teen Zone.
- Questions answered at Reference Desk – **1,441**
- Enjoy & Share – **185** books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat's Cupboard, Apartment Towers, Airport, Riley County Health Department, and Hale Library
- Homebound – **32** Patrons, **169** books delivered to **16** locations
- Book Display Checkouts:
 - **436** adult books checked out from 6 displays.
 - **69** YA books checked out from 3 displays.
 - **545** children's books checked out from 2 displays.
- Continuing education & Training
 - Harley & Jay presented a webinar about teen programs for statewide summer reading training.
 - Circulation Staff – *Presentation about the Technology Training Center – Wandeau Rivers*
 - Harley – *Confetti: Color Our World (storytelling tips & tricks)* – webinar
- Security: **17** behavior reports, **3** incident reports

Patron Comments

- A patron told Audrey that our Reference Desk staff should be commended for how patient they are.
- Patron at Donuts & Danger book club - "I love this group because they are so accepting of other people."
- Patron at Yarn Crafters' Niche - "Thank you, Victoria, for teaching me how to start crocheting."
- Harley was helping with Introverts' Book Club and was able to provide assistance for a blind young man who was trying to listen to a Barnes & Noble audiobook on his laptop. After much troubleshooting, they found out the B&N site was actually down. Harley introduced him to Libby and got him set up with an audiobook through them. He was extremely appreciative and said he wanted to come to the next book club so he could get in the full hour of reading.
- Some comments from Introverts' Book Club: "[The best part was] reading in the community. It is good to feel supported by like-minded people." "Thanks for bringing people together who love to read but are shy." Another person was happy just to have an hour of uninterrupted reading.
- This is from a Beanstack review during the Winter Reading Challenge:
 - *Marion strikes a pose*, Created by Lilly Robbins (age 7):
I like these books. I also like chapter books and animals, and also, Marion is my favorite character. I am glad that these books are here at Manhattan Public Library. This is pretty much the best and biggest library I've ever seen in my life. It's so cool, and there's so much stuff, but I'm glad that I get to go here, and that this place is amazing. I wanna give this place a five-star review, especially the [Beanstack] app. It's fully functional and perfect for all kids and adult readers. Everyone should use it.

URLs for the Links Included in the Director's Report:

- **2025 Book Sale Volunteer:** <https://www.signupgenius.com/go/20F094FA8AE2CA75-54449193-2025#/>

Old Business

- None

New Business

- Personnel Policy Changes
 - This is not the entire document, just the changes that warrant board approval.
 - Text in red are new policies or are changed or additions to existing policy, each of those changes are included in this document. Text in GREEN are clarification changes, not altering or additions, that do not require Board approval.

Tanya González made a motion to approve the policy changes with the rewording of 801- 9, d. Lucas Loughmiller seconded, and the motion passed.

Board Comments

There were no general comments from board members.

Adjournment

The next regular meeting will be Monday, March 31, 2024, at 4 p.m. in the library's Auditorium Meeting Room.

Lucas Loughmiller made a motion to adjourn. Melissa Rosso seconded, and the motion passed.

Respectfully submitted by,



President Linda Cook



Director Eric Norris

