

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**March 31, 2025**

The March 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, Tyler Darnell, and Mayor Karen McCulloh. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and Assistant Director Rhonna Hargett.

**Public Comment**

No public comment.

**Approval of Minutes**

Melissa Rosso made a motion to approve February 24, 2025, minutes as presented. Lucas Loughmiller seconded, and the motion passed.

**Financial Statement and Bills**

March 2025 expenses:

Tax Fund/General Operations.....	\$ 240,902.18
Tax Fund/Employee Benefits.....	63,874.09
Grants, Fees, and Interest.....	2,137.70
Endowment Account.....	10,863.38
Capital Improvement.....	0.00

The business manager mentioned that we received the yearly State aid check and our final rental income check. Activity in all other funds was routine.

Lucas Loughmiller made a motion to approve the March 2025 financial statements as presented. Tyler Darnell seconded, and the motion passed.

**Staff Presentation**

Cody Wassenberg, Information Technology Manager, gave a slide presentation that introduced his staff and informed the board about what his department does for the library.

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

Finance

Need to schedule an April meeting to discuss the 2026 budget.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

New business.

Manhattan Library Foundation

Refer to Eric's director's report.

Director's Review Committee

No report.

**Director's Report**

Eric Norris, Director

**"Libraries will get you through times of no money better than money will get you through times of no libraries."**

*Anne Herbert, journalist and author.*

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- Foundation Meeting:
  - My request follows this report, and I will share the discussion about changing the structure of the meetings and the requests from MPL – will share details at our meeting.
- IMLS Situation:
  - On March 14, an executive order was issued that calls for the dismantling of several federal agencies, including the [Institute of Museum and Library Services](#) (IMLS), and the ALA put out a press release, [Show Up for Libraries](#). IMLS is a large agency and provides \$2 million in grant funds to the State Library of Kansas, which uses that money in large part to support statewide databases free of charge to every citizen of Kansas. The level and scope of these databases can be seen by visiting the [State Library Database Page](#). All of those databases are available with a State Library Card. We only highlight a few of the most relevant services on our [Online Services Page](#) – notice the sunflower symbol in the bottom left corner of each link. If that agency is eliminated, we lose that access, and the State Library loses one-third of its budget. The statement issued by the [Kansas Library Association \(KLA\)](#) is asking people to contact the legislators and share the impact.
- 2025 Jack Goldstein Grant Request:
  - Will discuss the 2025 request at the meeting.
- [Volunteer Income Tax Assistance \(VITA\)](#) will provide free tax assistance until April 15.

Meetings and Events:

- Feb. 25: ALA Presidential & Treasurer Candidates Forum online
- Feb. 25: Freedom of Information, ALA Webinar
- Feb. 26: Get Familiar with Freedom of Information Laws, ALA Webinar
- Feb. 26: Chamber After-Hours Event - WTC
- Feb. 27: Security Team Meeting
- March 3: GAC Meeting
- March 6: Wellness Strategies: Dealing with Anxiety and Incivility During a Time of Uncertainty



- March 7: Non-Profit Directors Meeting
- March 19: KLA Conference Planning Committee
- March 12: MLA Executive Meeting
- March 12: Chamber After-Hours Event – MATC
- March 17: Library Directors Community of Practice Meeting
- March 18: Manhattan Library Foundation Meeting
- March 19 KLA Conference Planning Meeting
- March 19: KLA Council Meeting
- March 27: NCKLS Executive Meeting
- March 27: Security Team Meeting
- April 1: 1998 Jack Goldstein Trust Grant Request Due
- April 9: MLA Annual Meeting
- April 21: Library Directors Community of Practice Meeting
- April 22: Kansas Association of Counties Tour

### Collection Management

- Weeded Young Adult Middle School books and Children's History and Science & Nature neighborhoods.
- We updated call numbers for the Rick Riordan series in the Middle School collection to make them easier to shelve and browse.
- Crystal and Corey trained the LICs on how to handle book complaints from patrons.
- We set up an account with Ingram for ordering books.
- We began creating lists of books to add romance genre stickers to, to make those books easier for patrons to find.
- We interviewed and onboarded a new mending and finishing volunteer, Aja Wong.

	February 2025	February 2024	2025 YTD	2024 YTD
<b>Collection</b>				
Total size	135,860	136,150		
New items added	959	1,153	2,019	2,245
Purchase requests filled	72	113	182	239
Items finished	616	1,039	1,319	2,281
Items mended	95	159	215	278
Items withdrawn	747	791	2,106	2,372
<b>Circulation</b>				
Physical circ	33,603	36,983	68,911	76,130
Sunflower circ	11,696	12,989	25,020	27,625
Hoopla circ	2,884	3,320	6,039	6,943
Kanopy circ	878	1,134	1,588	2,464
Flipster circ	162	367	453	747
Database usage	21,288	12,227	46,040	26,210
<b>Interlibrary Loan</b>				
ILLs lent out	167	203	329	429
ILLs borrowed for us	296	247	645	504

## IT Activity Report

In February, the IT department received 100 help-desk tickets and successfully closed 85 tickets.

- Devin started deploying new computers to staff for our 2025 replacement schedule.
- We are currently working with a new vendor to offer better SMS/Text Messaging options to staff. We are still waiting for confirmation of our campaign. Due to changes at a lot of cell phone providers, a lot of libraries are moving over to new systems causing delays in the deployment of new SMS solutions.
- Continuing work with Collection Services, Programming, and Public Relations on this year's Summer Reading 2025 landing page, as well as a new refresh for the Interlibrary Loan page.
- Started initial look at improving our paid time off sections in Unity to make it easier for staff to review their time.
- We have started looking for a new part-time IT Training Specialist position. This position will assist staff members by training them in our various IT-related software and systems, as well as developing a solution, like a learning management system, to help guide learners through various training at the library.

## Human Resources and Facilities

- Marlene Moorman is retiring on April 4th after 43 years of service to MPL. A party in her honor will be held that day from 2 pm - 4 pm in the Auditorium.
- Work on the Goldstein Garden at the old southwest entrance will begin in April.
- The Youth Services Manager is working with HR to recruit teens for the summer teen volunteer program.

## Public Services

Children's Programs	Target age	# of Events	Attendance
Dance Party	0-11	1	25
18 Months & Up	0-5	8	317
Baby Rhyme Time	0-5	6	112
3 & Up	3 & up	2	49
Grand Party w/grandparents	3 & up	1	11
Pawsitivity Pals	3 & up	1	26
Rodeo Round-Up w/K-State Rodeo	3 & up	1	24
Zoofari Tails Storytime	3 & up	1	64
Saturday Storytime	All Ages	3	192
Celebrate Cultures: Korea	K-5th	1	49
Dog Man Party	K-5th	1	27
Lego Club	K-5th	2	43
	<b>Total</b>	<b>28</b>	<b>939</b>

Teen Programs	# of Events	Attendance
Career Shuffle: Switch Wicked	1	5
Teen Anime Club	2	17



Teen Social Hour	3	22
<b>Total</b>	<b>6</b>	<b>44</b>

<b>Adult Programs</b>	<b># of Events</b>	<b>Attendance</b>
DIY Night: Rope Initial on Canvas	1	15
Yarn Crafters' Niche	1	0
Donuts & Danger Book Club	1	9
Book Discussion: The Last Cattle Drive	1	13
Seniors' Scrabble, Tea & More	2	1
<b>Total</b>	<b>6</b>	<b>38</b>

<b>Technology Training</b>	<b>Attendance</b>
TTC Appointments	12
Consults	3
Assistive Tech Appointments	2
Douglass Center Drop-In	2
Meadowlark Drop-In	4
Manhattan Senior Center	2
<b>Total Patrons Served</b>	<b>25</b>

<b>Tours &amp; Outreach</b>	<b>Attendance</b>
USD 384 McCormick Elementary 1 <sup>st</sup> Grade Tour (Blue Valley)	25
<b>Total</b>	<b>25</b>

- Children's Partnerships
  - The Riley County Health Department partnered with us to table at a few Storytimes to pass out information about safe medication practices for parents. They tabled three Storytimes, were well received, and were able to pass out medication lock boxes and safe disposal information.
  - Raising Riley tabled a Storytime this month as well to pass out information and connect with families.
- Winter Reading Challenge – **640** participants, with **169** reaching the 3000 points goal
  - **1,046,593** minutes read
- 1000 Books Before Kindergarten: **5** new participants, **1079** total enrolled, **8** rewards
- Books for Babies – **260** books delivered to Via Christi
- Check-up/Check-out - **23** coupons redeemed
- **284** Teens visited the Teen Zone.
- Questions answered at Reference Desk – **1,414**
- Enjoy & Share – **157** books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat's Cupboard, Airport, and Stonecreek Family Physicians
- Homebound – **32** Patrons, **162** books delivered to **15** locations
- Book Display Checkouts:
  - **655** adult books checked out from **7** displays.
  - **140** YA books checked out from **4** displays.
  - **475** children's books checked out from **2** displays.
- Continuing education & Training
  - All managers: "Three Pillars of Effective Communication" LinkedIn webinar.

- Victoria – “Diversity Across Generations: Supporting Workplace Inclusion” LinkedIn Course; “Color our World SR Adult programming” Webinar.
- Rhonna – “5 Steps of Outcome-Based Planning & Evaluation for Public Libraries” by Gross, Mediavilla, & Walter.
- Jay – Talking Teen Services: Working with Teen Volunteers Panel; Power Up: Leadership Conference for Youth Services Managers & Staff
- Hannah, Rachel Carnes, & Jay – CSLP Summer Reading webinar
- Security: 13 behavior reports, 2 incident reports

### **Patron Comments**

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- From Jane Kim, who helped present the Celebrate Cultures: Korea event. “It was such a wonderful opportunity to introduce Korea, and I really appreciate you including Korea in the program. I have to admit, I was pretty nervous—it’s been a while since I’ve spoken in front of such a big group! Honestly, the time flew by, and there are a few things I wish I had done better. But hearing that the participants had a great time and feel a little more connected to Korea makes me so happy.”
- “Thank you so much for bringing the childlike wonder back into people’s lives!” - From Comment Box
- "Thank you for having displays that celebrate all people and all families! Thank you for being a place of acceptance for the community! Keep it up! We need it now more than ever." - From Comment Box
- One upper elementary-age Lego Club attendee had created a whole plot line at every session about a “Sherlock Holmes” kind of Lego character they created. After coming in at a recent session, Harley overheard the patron say “\*gasp\* they have desecrated Sherlock Holmes’s grave!” which made her laugh. It turned out to be okay with a quick rebuild.

### **URLs for the Links Included in the Director’s Report:**

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- Institute of Museum and Library Services – <https://www.imls.gov/>
- Show Up for Libraries – [https://www.ala.org/news/2025/03/ala-statement-white-house-assault-institute-museum-and-library-services?\\_zs=RfIvg1&\\_zl=2Oa7A](https://www.ala.org/news/2025/03/ala-statement-white-house-assault-institute-museum-and-library-services?_zs=RfIvg1&_zl=2Oa7A)
- State Library Database Page – <https://library.ks.gov/az.php?t=60419>
- Online Services Page - <https://mhklibrary.org/home/online-resources/>
- Governmental Affairs Committee – [https://kslibassoc.org/Governmental\\_Affairs\\_Committee](https://kslibassoc.org/Governmental_Affairs_Committee)
- Kansas Library Association (KLA) – <https://www.facebook.com/share/p/1EQa8KiN6k/>
- Volunteer Income Tax Assistance (VITA) – <https://manhattankslibrarycalendar.com/event/free-vita-tax-preparation-22441>

### **Old Business**

- None

### **New Business**

- 2025 MLA Book Sale Overview
  - The board packet contains a report that shows the revenue from annual MLA book sales from the years 2012-2025.
- Policy Change: MNG-2a Data Overview
  - Request to remove this policy from the Policy Manual because the information is outdated.



Lucas Loughmiller made a motion to remove the policy from the Policy Manual. Tyler Darnell seconded, and the motion passed.

- Policy Change: CUS-2 Customer Conduct
  - Updates to sections concerning Right to Appeal and Appeal Procedure

Lucas Loughmiller made a motion to approve the policy with listed changes. Melissa Rosso seconded, and the motion passed.

- Audit Fees Increase
  - Staggered increase above the 2024 amount through 2027

Business Manager Jenn Lund reported that audit fees are increasing. The board requested that staff seek quotes from other auditing services to make sure the price is on par with market rates.

#### **Board Comments**

There were no general comments from board members.

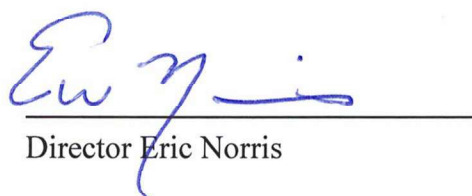
#### **Adjournment**

The next regular meeting will be Monday, April 28, 2025, at 4 p.m. in the library auditorium.

Lucas Loughmiller made a motion to adjourn. Sarah May seconded, and the motion passed.

Respectfully submitted by,

  
President Linda Cook

  
Director Eric Norris

