

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
April 28, 2025**

The April 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, Tara Coleman, and Tyler Darnell. Also present were Library Director Eric Norris, Business Manager Jennifer Lund (by video connection), Assistant Director Teri Belin, and Assistant Director Rhonna Hargett. Eric Keintz from the Kientz & Penick, CPA firm was in attendance to provide the audit report.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve March 31, 2025, minutes as presented. Tyler Darnell seconded, and the motion passed.

**Audit Report**

Eric Keintz reported that the annual audit was complete. The audit document will be made available to the Board after the meeting and can be accepted at the May meeting. There were no difficulties found and no adjustments to the financial records are necessary. He gave the library an “unmodified” opinion which is the best rating an auditor can give. He shared two ideas (not recommendations or requirements) for the board to consider. The first is to consider moving the certificate of deposit accounts to money market investments for a greater return on the investment. The second would be to set up a review that allows a person who is not the business manager to look for irregularities in bank statements. Eric Keintz stated that library management is a pleasure to work with.

**Financial Statement and Bills**

April 2025 expenses:

Tax Fund/General Operations.....	\$ 264,895.96
Tax Fund/Employee Benefits.....	62,129.35
Grants, Fees, and Interest.....	643.83
Endowment Account.....	11,948.74
Capital Improvement.....	213,765.55

The notable expense in the tax account was for vehicle insurance. Expenses in the Employee Benefit Fund were routine. State Aid in the Grants, Fees, and Interest Fund was higher than 2024. Expenses in this account were routine. A \$5,000 gift from Susan Adamchak was received and deposited into the Endowment Fund. Expenses in the Capital Improvement Fund were for the elevator modernization.

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

**Committee Reports**

**Building and Grounds**

No report.

## Legislative

No report.

## Finance

No report.

## Policy and Planning

No report.

## North Central Kansas Libraries

Eric Norris reported that NCKLS has moved out of the building. Their next Executive Committee meeting is in May.

## Manhattan Library Association

The annual meeting took place in April. They will not meet again until September.

## Manhattan Library Foundation

No report.

## Director's Review Committee

No report.

## Director's Report

***"A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert."* – Andrew Carnegie, industrialist and philanthropist.**

- This is Tyler's last meeting after serving two full terms on the Board. I want to thank him for his years of commitment and service to the Manhattan Public Library. At this time, the writing of this report, a replacement has not yet been named by Mayor McCulloh.
- *1998 Jack Goldstein Charitable Trust Funding Request*: I submitted the 2025 Grant Request prior to the deadline of April 1, request \$10,000 for continued support of providing the online educational platform LinkedIn Learning, which helps our patrons develop business, technology, and creative skills. The formal request letter follows this report.
- *The Jack Goldstein Garden*: Due to the weather, BHS has moved the start of construction to Monday, April 28.
- *VITA*: From February 3<sup>rd</sup> to April 15<sup>th</sup>, they processed 1,089 tax returns for qualifying community members.

## Meetings and Events:

- April 1: 1998 Jack Goldstein Trust Grant Request Due
- April 9: MLA Annual Meeting
- April 12: PrideFest
- April 21: Library Directors Community of Practice Meeting
- April 22: Kansas Association of Counties Tour
- April 26: Science fest



- April 28: GAC

## Collection Management

- We weeded 700s in adult nonfiction; Arts & Crafts, Holidays, picture books, and Parent & Teacher books in Children's; and young adult fiction and nonfiction.
- We started adding romance genre stickers to books.
- We started ordering books from Ingram and received our first order, which went well. It will take months to fully switch primary ordering from Baker & Taylor to Ingram.
- Sara Hupp was hired as a Cataloger, and Charles Ring was hired as the Acquisitions and Finishing Assistant.
- We moved the location of the children's oversized books to make more room for the Holidays neighborhood.
- We started the spring magazine count to track in-house magazine use.

	March 2025	March 2024	2025 YTD	2024 YTD
<b>Collection</b>				
Total size	135,077	135,809		
New items added	1,028	1,150	3,047	3,395
Purchase requests filled	93	90	275	329
Items finished	606	959	1,925	3,240
Items mended	137	165	352	443
Items withdrawn	1,659	1,672	3,765	4,044
<b>Circulation</b>				
Physical circ	37,289	40,364	106,200	116,494
Sunflower circ	13,213	13,245	38,233	40,870
Hoopla circ	3,128	3,617	9,167	10,560
Kanopy circ	712	876	2,300	3,340
Flipster circ	211	308	664	1,055
Database usage	22,449	12,432	68,846	38,642
<b>Interlibrary Loan</b>				
ILLs lent out	199	200	528	629
ILLs borrowed for us	318	314	963	818

## Human Resources and Facilities

- We have seven positions open, and managers are actively reviewing applications and interviewing. There are two Library Assistant positions open in Circulation, and we are hiring a Program Librarian, Administrative Assistant (Charles is starting a position in Collections), Training Specialist, Facilities Manager, and Summer Library Assistant.
- The west building's public elevator broke down, and it was several days before it was repaired. However, we have limited use because it will not call the car from the first or second floors to the basement. There is a workaround for that, and staff have been informed. We can use it between the public access floors. Work to modernize both west building elevators is scheduled for later this year.

- Brighter bulbs were installed in the atrium canister fixtures. This change has made the area considerably brighter after the sun goes down. A light will be installed on the east wall above the main atrium stairs to help illuminate the stairway.
- We are exploring different bulb types that will help with the lighting in the first-floor stacks.
- Rooftop air conditioner coils have been cleaned so the units operate efficiently in the summer. Thermal Comfort Air has repaired the exhaust fans and an issue that was causing a noisy air control box above the ceiling on the third floor. The noise was coming from a unit that was installed in 1999. It is possible that it will be more cost-effective to replace the entire unit than to keep doing repairs. We are waiting for a quote on replacing the unit.

## IT Activity Report

- In March, the IT department received 111 help-desk tickets and closed 110 tickets.
- Completed getting the rest of our staff computers upgraded from Microsoft Office 2019 to the latest Microsoft Office 365 software. This also enabled cloud applications for applications like file sharing, cooperative editing, and more.
- Devin completed the rest of our 2025 staff computer replacements for the year.
- Set up a new laptop in the old NCKLS breakroom so that when severe weather conditions happen, staff will have a dedicated computer to check on weather conditions.
- Continued work on some ongoing projects, such as the development of a new ILL page and our 2025 Summer Reading Page. Also, continued to work on internal tools that help staff with purchase request workflows.

## Public Services

Children's Programs	Target age	# of Events	Attendance
Baby Rhyme Time	0-5	6	117
18 Months & Up	0-5	8	374
Baby Toddler Playdate	0-5	1	29
3 & Up	3 & up	2	77
Saturday Storytime	All Ages	3	187
Storywalk Indoors: The Pigeon Needs a Bath	0 – 5th gr.	1	125
All Things Fairies	3 & up	1	57
Zoofari Tails Storytime	3 & up	1	52
Ask a Scientist Passive Program	3 & up	1	25
Dance Party	0-11	1	61
Celebrate Cultures: France	K-5th gr.	1	47
Pawsitivity Pals	K-5th	1	29
Kids in the Kitchen: International Cuisine	K-5th	1	21
Chess Night	8 & up	2	34
Lego Club	8 & up	2	37
	<b>Total</b>	<b>32</b>	<b>1272</b>



<b>Teen Programs</b>	<b># of Events</b>	<b>Attendance</b>
Teen Super Smash Bros. Ultimate Tournament	1	12
Teen Tech Teardown	1	8
Teen Anime Club	2	12
Teen Social Hour	3	24
<b>Total</b>	<b>7</b>	<b>56</b>

<b>Adult Programs</b>	<b># of Events</b>	<b>Attendance</b>
DIY Night: Book Folding	1	27
Yarn Crafters' Niche	1	1
Donuts & Danger Book Club	1	11
Book Discussion: Letters of a Woman Homesteader	1	13
Seniors' Scrabble, Tea & More	1	2
Introverts' Book Club	1	14
Western Movie Night: Tombstone	1	14
Poetry & Stars	1	14
Adult Passive Program: Microfilm Madness	1	10
<b>Total</b>	<b>9</b>	<b>106</b>

<b>Technology Training</b>	<b>Attendance</b>
TTC Appointments	10
Consults	14
Assistive Tech Appointments	3
Douglass Center Drop-In	2
Meadowlark Drop-In	3
Manhattan Senior Center	0
<b>Total Patrons Served</b>	<b>32</b>

<b>Tours &amp; Outreach</b>	<b>Attendance</b>
1st UMC PreK Storytime	3
<b>Total</b>	<b>3</b>

- 1000 Books Before Kindergarten: 0 new participants, 1090 total enrolled, 8 rewards
- Check-up/Check out - 22 coupons redeemed
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library
- 324 Teens visited the Teen Zone.
- Enjoy & Share – 170 books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat's Cupboard, Airport, Apartment Towers, and Health Department
- Homebound – 31 Patrons, 166 books delivered to 15 locations
- 50 large print NCKL books delivered to Meadowlark's library
- Displays – 607 adult books checked out from 7 displays. 129 YA books checked out from 4 displays. 366 children's books checked out from 2 displays.
- Reference Desk questions – 1,518
- Continuing education & Training

- On March 5th, Hannah and Jay attended the CSLP Summer Reading Champion Kickoff. The champion this year was Katherine Applegate. This was the best summer presentation so far, and we got several cool programming ideas to use in the future.
- Jared – Dealing with Difficult Situations
- Wandean - Statewide Services from the State Library of Kansas Webinar
- Security: 14 behavior reports, 7 incident reports

### **Patron Comments**

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- Savannah received a call at the Reference Desk from a former patron who had moved to Illinois a week prior. He wanted to tell her that he already missed MPL because our services and offerings are so good.
- Wandean worked with a patron to gain access to her email account and parent portal app. The patron was very relieved.
- Working at the Reference Desk, Audrey had patrons call her “a lifesaver” and “brilliantly awesome.”
- Movie Night- “I love these movie nights! They are such a nice thing to do on an evening.”
- HK Book club- “These discussions are really nice and you do such a nice job at them.”
- Harley and Jay helped a young patron and their grandmother find information on Thomas Jefferson for a school project using our physical and digital resources. Once they started feeling satisfied with all the information on the computer, Harley helped them to print and cut out their pictures and word bubbles. Before going to read and take more notes from the books provided, they thanked Harley, and the grandmother said, “We need more people like you in the world,” which Harley said felt like a major accomplishment.
- Harley helped a family find the Yellow Submarine Beatles film along with some other books about The Beatles, and she loved witnessing the young patron’s excitement because it brought back memories of being around the same age when she also discovered the Yellow Submarine album and being just as in love with it. So, she got to relate to a family’s interests and help them find everything they wanted and more!

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

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- Institute of Museum and Library Services – <https://www.ims.gov/>
- Show Up for Libraries – [https://www.ala.org/news/2025/03/ala-statement-white-house-assault/institute-museum-and-library-services?\\_zs=Rflvg1&\\_zl=2Oa7A](https://www.ala.org/news/2025/03/ala-statement-white-house-assault/institute-museum-and-library-services?_zs=Rflvg1&_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://manhattank.librarycalendar.com/event/freevita-tax-preparation-22441>

### **Old Business**

- Policy Change: CUS-2 Customer Conduct
  - Update to section concerning adults interacting with teens.



Lucas Loughmiller made a motion to approve policy change as presented. Tara Coleman seconded, and the motion passed.

### **New Business**

- 2026 DRAFT Budget Presentation

Eric Norris reviewed the draft budget. The 2026 budget includes a 5.31% increase to the tax budget. The budget will remain below the 6-mill levy limit. He did not know when or if he will need to make a budget presentation to the City Commission.

### **Board Comments**

Tara Coleman asked if federal IMLS cuts will have an impact on the summer reading program. Eric Norris replies that those funds come from the State Library. How IMLS funding cuts impact Kansas libraries will depend on how the State Library adjusts its budget.

Tyler Darnell has served the eight-year term limit. This is his last meeting. Sarah May asked if there were any applications to fill the board seat vacancy. Eric Norris said that he is aware of four candidates. The mayor will make the appointment.

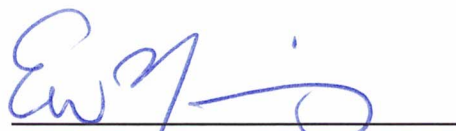
### **Adjournment**

The next regular meeting will be June 2, 2025, at 4 p.m. in the library auditorium.

Tyler Darnell made a motion to adjourn. Lucas Loughmiller seconded, and the motion passed.

Respectfully submitted by,

  
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President Linda Cook

  
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Director Eric Norris

