

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**June 02, 2025**

The May 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, Tanya González, and new member Kendra Kuhlman. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and Assistant Director Rhonna Hargett. Tara Coleman and Mayor Karen McCulloh were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve April 28, 2025, minutes as presented. Melissa Rosso seconded, and the motion passed.

**Financial Statement and Bills**

May 2025 expenses:

Tax Fund/General Operations.....	\$ 235,982.74
Tax Fund/Employee Benefits.....	59,157.17
Grants, Fees, and Interest.....	18,636.24
Endowment Account.....	16,046.79
Capital Improvement.....	80,353.70

The notable expense in the tax account was for elevator repairs. Expenses in the Employee Benefit Fund were routine. The Grants, Fees, and Interest Fund expenses were routine. The Manhattan Library Foundation gave us our 2025 check and it was deposited into the Endowment Fund. Expenses in the Capital Improvement Fund were for the elevator modernization.

Lucas Loughmiller made a motion to approve the May 2025 financial statements as presented. Melissa Rosso seconded, and the motion passed.

**Committee Reports**

Building and Grounds

New Business.

Legislative

No report.

Finance

No report.

Policy and Planning

New Business.

North Central Kansas Libraries

Eric Norris reported that NCKLS presented their 2026 system plan.

Manhattan Library Association

They will not meet again until September.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

**Director's Report**

*"The library is the temple of learning, and learning has liberated more people than all the wars in history."* — Carl Thomas Rowan, journalist, author, and diplomat.

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- Kendra Kuhlman joins us for her first meeting! Kendra is the Executive Director of the [Manhattan Arts Center](#).
- Heather Jones was promoted to the Facilities Manager position. She will begin her new duties June 1st. Heather has worked at the library for eight and a half years with increasing levels of responsibility.
- The Administrative Assistant desk will be updated in June.
- We are moving the MLA Sorters from the basement on the west side to the previous rotating books room on the east side of the building. Once they are out of the old space, we will use that space for IT storage of replaced computers and other equipment.
- I will be finalizing plans for a restructuring of offices around the library, in particular the staff workspace on the third floor and other offices around the library. In this move, some departments will be moving to the basement previously occupied by NCKLS. We will be looking to reuse much of the furniture around the library, but we may need to purchase some new items.
- At the time of this report, there are 361 people who have registered early for the summer reading program. This year the theme is [Color Our World](#).
- I am working with Katie Philp to reorganize the process that the MLF awards funds to the library. This work will involve updating policy and holding meetings more than once a year. The next MLF Board meeting is scheduled for March 2026.

Meetings and Events:

- May 6: Discussion with MLA Sorters
- May 9: Mercury Reporter
- May 15: NCKLS Executive Committee Meeting
- May 19: Director Community of Practice Meeting
- May 21: KLA Council Meeting
- May 27: Discussion with MLA Sorters
- May 28: KLA Conference Committee Meeting
- May 29: Security Team Meeting
- June 4: ALA Chapter Leaders Orientation
- June 10: Advocacy at Your Library: Hosting Legislator Visits

- June 11: Chamber After Hours
- June 12: An interview with a Representative of Congress on What Actually Works
- June 12: ALA Chapter Councilors Orientation
- June 19: Juneteenth Holiday – Library Closed
- June 26 – July 2: ALA in Philadelphia
- July 4: Independence Day – Library Closed

## Collection Management

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- We took a break from weeding for the month due to position changes.
- Sara, our new Cataloger, took an online cataloging course.
- Corey and Crystal, who purchase materials, attended an online conference about building diverse collections.
- Crystal attended an ethics training at NCKLS.
- We finished round one of putting romance stickers on items in adult fiction. There will be several more rounds before we catch all romance titles in the adult collections. YAF, YAF MS, and JF are complete.
- We finished spending encumbered funds from 2024 and closed out all remaining open orders.
- Crystal attended a Sunflower eLibrary board meeting and completed her work on the collection development policy subcommittee.

	April 2025	April 2024	2025 YTD	2024 YTD
<b>Collection</b>				
Total size	135,041	135,584		
New items added	1,221	1,029	4,268	4,424
Purchase requests filled	95	96	370	425
Items finished	855	674	2,780	3,914
Items mended	96	224	448	667
Items withdrawn	1,287	1,287	5,052	5,331
<b>Circulation</b>				
Physical circ	34,431	37,950	140,631	154,444
Sunflower circ	12,252	12,660	50,485	53,530
Hoopla circ	2,875	3,636	12,042	14,196
Kanopy circ	836	760	3,136	4,100
Flipster circ	72	403	736	1,458
Database usage	22,660	15,905	91,506	54,547
<b>Interlibrary Loan</b>				
ILLs lent out	201	222	729	851
ILLs borrowed for us	327	237	1,290	1,055

## Human Resources and Facilities

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- Hannah Belknap began her role as the Administrative Assistant on May 19th. Applications are being accepted for Library Assistants (two positions currently open), an Adult Services Supervisor, an Acquisitions Assistant, and a Training Specialist.
- We purchased new tables were purchased with money from the Foundation. These tables are on wheels and can nest together for easy storage. The public often needs to rearrange tables for their events, and these will be easier for them to move. We also purchased round tables on wheels for events that require collaborative work, and we are considering a new standard layout for the auditorium tables and chairs. Some of the new rectangle tables will be placed in the small study rooms so they are not as crowded.
- The public elevator on the west side of the building broke down again.
- Potholes in the parking lot were filled. Heavy rain on April 27th caused a few more new building leaks to show up. Most places where we made repairs for leaks held up.
- We are working on replacing the bulbs above the first-floor stack with a brighter bulb to improve the lighting in that area.

## IT Activity Report

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- In April, the IT department received 114 help-desk tickets and closed 129.
- With recent staff changes and NCKLS moving out of the building, we've updated several phone extensions to align with our new organizational chart. Each phone now includes an updated soft panel showing the correct names and extensions.
- Devin Caster, our IT Support Technician, recently attended the Computers in Libraries conference in Washington, D.C. He's putting together a summary of key takeaways to share with staff soon.
- We're continuing work on several internal projects, including a redesigned ILL request page, the 2025 Summer Reading website, and tools to support staff with HRM tasks and purchase request workflows.

## Public Services

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Children's Programs & Self-Directed Activities	Target age	# of Events	Attendance
Baby Rhyme Time	0-5	6	93
18 Month & Up	0-5	6	242
Baby Toddler Playdate	0-5	1	19
Dance Party	0-5	1	37
3 & Up	3 & up	2	49
Saturday Storytime	All Ages	2	101
Pajama Storytime – Partnership with Stepping Stones and RCPD (Child Abuse Prevention Month)	3 & up	1	14
Garden Party – Partnership with Riley Co. Extension	3 & up	1	26

Zoofari Tails Storytime	3 & up	1	82
MHS Presents STEM for Kids & Teens	3 & up	1	36
Pawsitivity Pals	K-5 <sup>th</sup>	1	20
Chess Night	8 & up	2	26
Lego Club	8 & up	2	34
	<b>Total</b>	<b>27</b>	<b>779</b>

<b>Teen Programs</b>	<b># of Events</b>	<b>Attendance</b>
Teen Anime Club	2	19
Teen Social Hour	5	42
<b>Total</b>	<b>7</b>	<b>61</b>

<b>Adult Programs &amp; Self-Directed Activities</b>	<b># of Events</b>	<b>Attendance</b>
DIY Night: Grapevine Wreaths	1	12
Milford Nature Center Presents: Prairie Animals partnered with Tim Keane, a Cowboy poet	1	40
Donuts & Danger Book Club	1	10
Book Discussion: Tombstone	1	8
Let's Talk Art: Justice Catron and Kim Casebeer	1	13
Sunflower Passive Program	1	100
Yarn Crafters Niche	1	0
<b>Total</b>	<b>7</b>	<b>183</b>

<b>Tours &amp; Outreaches</b>	<b># of Events</b>	<b>Attendance</b>
Pottawotomie County Community Baby Shower	1	37
EMS Literacy Night	1	140
2 <sup>nd</sup> Grade Tours	8	344
Little Apple Pride Festival	1	405
K-5 <sup>th</sup> School Outreach – Ogden	1	170
<b>Total</b>	<b>12</b>	<b>1096</b>

<b>Technology Training</b>	<b>Attendance</b>
TTC Appointments	17
Consults	10
Assistive Tech Appointments	10
Douglass Center Drop-In	2
Meadowlark Drop-In	3
Manhattan Senior Center	2

Basic Tech Class	7
<b>Total Patrons Served</b>	<b>51</b>

- The Science Festival (organized by Kansas Science Festival) brought about 3,000 people into the library.
- Ask a Scientist, a passive program supported by Kansas Science Festival, received 20 questions.
- Egg Guessing Game activity in the Children's Room was enjoyed by 273 participants.
- 1000 Books Before Kindergarten: 4 new participants, 3 rewards
- Check-up/Check-out - 50 coupons redeemed.
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library
- 347 Teens visited the Teen Zone.
- Enjoy & Share – 182 books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat's Cupboard, Airport, Jardine Apartments, Stonecreek Family Physicians, and Hale Library
- Homebound – 29 patrons in 14 locations, 162 books delivered to 15 locations.
- Displays – 537 adult books checked out from 7 displays. 187 YA books checked out from 4 displays. 500 children's books checked out from 2 displays.
- Reference Desk questions – 1,269
- Continuing education & Training
  - Jared – *How to Read a Book (and More) with AI: tools for You and Your Students*
  - Rhonna – *Cultivating an Inclusive Workplace for Neurodivergent Staff* – WebJunction webinar.
  - Laura Ransom, Jay Williams, Rachel Carnes, & Hannah Atchison – *Music Play is Learning Play* – workshop at Newton Public Library
- Security: 13 behavior reports, 8 incident reports

### **Patron Comments**

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- Savannah and MPL were featured in an article in [Manhattan City Lifestyle](#).
- At the end of the 2nd grade tour, when the kids were about to leave, one kiddo asked Sam "Does that mean library time is over?" Sam answered, "yes but come back soon!" and the kiddo then gave Sam a huge hug before saying goodbye!
- At Pride Fest, a couple who stopped by our table said, "the library is what convinced us to move here!" She told a story about them visiting Manhattan, walking into the library and thinking, this is where they wanted to live.

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

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- Manhattan Arts Center: <https://www.manhattanarts.org/people/person/kendra-kuhlman>
- Color Our World: <https://mhklibrary.org/sr/>
- Manhattan City Lifestyle: <https://citylifestyle.com/articles/lifelong-learning-2>

### **Old Business**

- 2024 Audit

Melissa Rosso made a motion to accept the 2024 Audit as presented. Lucas Loughmiller seconded, and the motion passed.

## **New Business**

- Policy Change: Policy 507 Emergency Closing of the library.

The board was given the policy with changes noted in the board packet.

Lucas Loughmiller made a motion to approve the policy changed as presented. Melissa Rosso seconded, and the motion passed.

- Quote from TCA to replace faulty and failing Roof Top Unit
  - There are 3 options in the quote: one is to replace only the compressor, and two are full unit replacements from different manufacturers.

Melissa Rosso made a motion to allow Director Eric Norris to pick the best option. Lucas Loughmiller seconded, and the motion passed.

- Board Committee Assignments

The following committee assignments were made: Lucas Loughmiller, Vice President; Tanya González, Building and Grounds; Sarah May, Policy and Planning, Eric Norris, MLA and NCKL Representative. Committee assignments that will remain in place are: Sarah May, Legislative; Tara Coleman and Lucas Loughmiller, Finance; Tara Coleman and Melissa Wooden, Director's Evaluation; Linda Cook, MLF Representative. As board president, Linda Cook is a member of all standing committees.

Melissa Rosso made a motion to approve the changes to committees and Lucas as vice president. Tanya González seconded, and the motion passed.

## **Board Comments**

The board went into executive session for five minutes from 4:51 to 4:56 pm.

Lucas Loughmiller made a motion to go into an executive session for 5 minutes. Melissa Rosso seconded, and the motion passed.

The meeting was reconvened at 4:56 p.m.

## **Adjournment**

The next regular meeting will be June 30, 2025, at 4 p.m. in the library auditorium.

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

Respectfully submitted by,

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President Linda Cook

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Vice-President Lucas Loughmiller