

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**June 30, 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, Tara Coleman, and Kendra Kuhlman. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and Assistant Director Rhonna Hargett. Melissa Rosso, Mayor Karen McCulloh, and Tanya González were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve June 2, 2025, minutes as presented. Tara Coleman seconded, and the motion passed.

**Financial Statement and Bills**

June 2025 expenses:

Tax Fund/General Operations.....	\$ 240,547.15
Tax Fund/Employee Benefits.....	66,478.91
Grants, Fees, and Interest.....	76,989.27
Endowment Account.....	49,333.10
Capital Improvement.....	1,450.47

The third payment from the City of Manhattan was received and credited to the Tax and Employee Benefits Funds. The annual worker's compensation premium was paid from the Employee Benefit Fund. Payment for the construction of the Goldstein Garden was made from the Grants, Fees, and Interest Fund. The administration desk and tables were paid from the Endowment Account. The Capital Improvement expense was for the elevator modernization.

Lucas Loughmiller made a motion to approve the June 2025 financial statements as presented. Tara Coleman 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

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

**Director's Report**

*"The very existence of libraries affords the best evidence that we may yet have hope for the future of man."* — T.S. Eliot, poet, essayist, playwright, and literary critic.

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- Just a reminder: there is no board meeting scheduled for July.
- A call went out through the State Library's social media asking for book donations to the school library and for classrooms in Grinnell after a tornado hit the building. MPL sent 5 boxes of children's books, and, through the work of Lucas Loughmiller, we sent 7 boxes through the courier for USD 383.
- City Budgeting has begun with the work session on Tuesday, June 24. Though there will not be formal presentations this year by Outside Agencies (that is the group we normally present with), we were instructed to be at the July 8 work session in case there are any questions from the Commission. We submitted the 2026 Budget to the City on May 29.
- The Goldstein Garden ever nears completion... The plants and irrigation are in, the gate is up, the furniture is here (but needs assembled), and we have a draft of procedurals for staff to work with the new space. The procedurals mostly include patron behavior expectations, and we are working on a formal policy for both outside areas. The last two items that need to be taken care of are a recognition plaque and an alarm on the emergency exit gate. The inspector was here on June 25, and I have heard of no changes at the time of this report. Once the alarm is on and the furniture put together, we will soft-open the space.
- With the help of Volunteers from KSU's TRIO Upward Bound program, the MLA Book sorters are moved out of the west basement, all their furniture, shelving, and other items, and into the east basement. The Sorters will be moving into what once was the NCKLS Rotating book room but it all still needs to be organized. The 28 volunteers travelled here from Salina, through the weather we experienced that evening, and we couldn't have done it without them!
- With the MLA move mostly complete, we are going to move with intention into the office reorganization project. We are still developing a timeline and communication plan, and our intention is to get everyone into their new space with workable accommodation, using what desks and other furniture we have available. We will plan what upgrades will be needed in the future and can be purchased with available funding.
- Last month I reported receiving a subpoena and I was informed before the hearing the case was settled and there would not be a hearing. I did not receive any further information about it.



- Cimex lectularius – We found what we suspected to be bed bugs in items that returned from our Homebound Delivery service. Staff acted fast, the items were treated, and we are looking to update our procedures.
- Art Donation

#### Meetings and Events:

- 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 18: Marianna Kistler Beach Museum of Art strategic engagement workshop
- June 19: Juneteenth – Library Closed
- June 25: KLA Conference Planning Committee meeting
- June 26 – July 2: ALA in Philadelphia
- July 4: Independence Day – Library Closed

#### **Collection Management**

- We reopened the Acquisitions and Finishing Assistant position and hired Aja Wong for it. Aja had previously been a mending and finishing volunteer at MPL.
- We weeded toddler books, beginning readers, the Children's Geography neighborhood, and the YA middle school collection.

	May 2025	May 2024	2025 YTD	2024 YTD
<b>Collection</b>				
Total size	135,125	135,082		
New items added	929	1,169	5,197	5,593
Purchase requests filled	81	81	451	506
Items finished	926	696	3,706	4,610
Items mended	209	182	725	849
Items withdrawn	1,087	1,431	6,139	6,762
<b>Circulation</b>				
Physical circ	36,049	39,851	176,680	194,295
Sunflower circ	13,045	12,829	63,530	66,359
Hoopla circ	3,003	388	15,045	18,076
Kanopy circ	834	798	3,970	4,898
Flipster circ	129	253	835	1,711
Database usage	22,080	19,399	113,586	73,946
<b>Interlibrary Loan</b>				
ILLs lent out	185	203	914	1,054
ILLs borrowed for us	296	279	1,586	1,334

## Human Resources and Facilities

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- We've been working to fill four part-time library assistant positions; Two in Circulation and two in adult services. A summer temporary position was filled to help in the Children's library through the end of July.
- Interviews are taking place for a full-time Adult Services Librarian, an Adult Services Supervisor, and a Training Specialist.

## IT Activity Report

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- In May, the IT department received 118 help-desk tickets and closed 138.
- Continuing to develop new software and applications to support HRM tasks and purchase request workflows.
- Completed updates to the ILL Request page and transformed it into a new "Explore your Borrowing Page" that gives patrons a better understanding of different ways they can borrow materials. Also finalized the Summer Reading 2025 website and Beanstack.
- Moved Programming staff to a new temporary location in the basement to help give staff additional room to work during the busy summer months.
- Worked with the Business Manager and Maintenance Manager to prepare a new, efficient desk for the Administrative Assistant position. This included new electricity and data lines for this area.
- With Windows 10 end of life quickly approaching in October, the IT team has finalized getting all staff workstations migrated over to the latest Windows 11 Operating System.
- Continuing our next phase of Microsoft 365 migrations, we enabled OneDrive and Microsoft Office on the Web applications to all staff. This allows staff to share, collaborate, and manage documents online in the cloud. This is a continuing step in our Microsoft 365 migration.

## Public Services

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### Summer Reading

- 1,227 registrations in May, 2,483 registrations as of 6/13
- 28,051 minutes were logged on the 1st day, 732,119 as of 6/13
- 3,797 activity badges completed as of 6/13

Children's Programs & Self-Directed Activities	Target age	# of Events	Attendance
Color Your World with Magic (SR Kickoff)	All ages	2	295
Puppet Show – KSU Creative Drama Students	3 & up	1	51
Zoofari Tails Storytime	3 & up	1	182
Riley Co. Safe Kids Storytime	3 & up	1	25
StoryWalk Downtown: Pete the Cat	K-5th	1	57
Celebrate Cultures: Mexico	All Ages	1	53



	<b>Total</b>	<b>7</b>	<b>663</b>
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<b>Teen Programs</b>	<b># of Events</b>	<b>Attendance</b>
Teen Anime Club	5	49
<b>Total</b>	<b>5</b>	<b>49</b>

<b>Adult Programs &amp; Self-Directed Activities</b>	<b># of Events</b>	<b>Attendance</b>
DIY Night: May Day	1	14
Adult Free Forum	1	7
Donuts & Danger Book Club	1	10
Atrium Passive Program: Consumer Reports	1	25
<b>Total</b>	<b>4</b>	<b>56</b>

<b>Tours &amp; Outreaches</b>	<b># of Events</b>	<b>Attendance</b>
MCS Kindergarten Tour	1	32
Riley Co. Preschool Tour	1	31
2nd Grade Tours	3	130
AMS Outreach	1	289
MHS Outreach	1	98
Community Baby Shower – Northview Elementary	1	135
Boys & Girls Club Outreach	1	101
K-5th School Outreach	8	1165
<b>Total</b>	<b>17</b>	<b>1981</b>

<b>Technology Training</b>	<b>Attendance</b>
TTC Appointments	17
Consults	10
TTC appointments	15
Assistive Tech Appointments	9
Douglass Center Drop-In	0
Meadowlark Drop-In	2
Manhattan Senior Center	6
<b>Total Patrons Served</b>	<b>59</b>

- About 500 people attended the Summer Reading Kick-Off.
- Books for Babies – 260 books delivered to Ascension Via Christi.
- 1000 Books Before Kindergarten: 52 new participants, 7 rewards, total 1,172 participants
- Check-up/Check out – 39 coupons redeemed.
- MPL also assisted United Way with promotion and address checking for the Dolly Parton Imagination Library.
- 456 Teens visited the Teen Zone.

- Enjoy & Share – 155 books to Shepherd’s Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat’s Cupboard, Airport, Health Department, and Apartment Towers.
- Homebound – 30 patrons in 15 locations, 185 books delivered.
- Displays – 359 adult books checked out from 7 displays. 73 YA books checked out from 4 displays. 28 children’s books checked out from 2 displays.
- Reference Desk questions – 1,325
- Security: 5 behavior reports, 10 incident reports.

#### Continuing education & Training:

- Jay, Jennifer, and Laura went to the Topeka Shawnee Library’s grand opening for their revamped Children’s Room and Teen Area
- Rhonna - Human Trafficking 101 – Polaris Project webinar (recommended by RCPD)
- Rhonna – Beyond the Pizza Party: A Panel Discussion on How to Maintain Staff Morale – Homeless Library Institute webinar.
- Victoria – Creating Community Connections in Programming – WebJunction webinar.

#### **Patron Comments**

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- “I love this library so much. I haven’t been to many events but loved the I have. I love using Libby through this library. I love everything y’all put on, including this bingo! \*heart\*” - Grace
- “Always Helpful!”
- “My children and I love visiting the library. It’s a wonderful place to come and hang out with your kids. We love the staff here and all the amazing things you all have to offer for children and families, especially the events n ad resources.” – Shante
- “Ms. Alessia was helpful with printing.” – Christine
- "Ms. Victoria was patient, knowledgeable, patient, sweet, kind, funny, precise – I appreciate her so much.” – Christine

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

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- Book Donation Request - <https://www.facebook.com/share/p/12M1eWVfhH3/>
- Homebound Delivery - <https://mhklibrary.org/homebound-delivery/>

Below is a postcard I received addressed to the Board:

Thank you for changing policy  
so that part time employees  
are paid if we were supposed  
to work and it is a snow day.  
It shows that we are valued.  
Thank you again

#### Old Business

- None

#### New Business

- Audit RFP Results
  - The board asked staff to gather proposals for auditing services. Jennifer Lund reached out to three auditing firms, one said they don't do our style of audits, one didn't respond to phone calls, and the third was \$6,000 more than our current auditor. The board decided to keep the auditing services of Kientz & Penick.

#### Adjournment

The next regular meeting will be on August 25, 2025, at 4 p.m. in the library auditorium.

Tara Coleman made a motion to adjourn the meeting. Lucas Loughmiller seconded, and the motion passed.

Respectfully submitted by,

Linda J Cook  
President Linda Cook

Eric Norris  
Director Eric Norris