

Manhattan Public Library
Regular Meeting of the Board of Trustees
August 25, 2025

The August 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, Mayor Karen McCulloh, Tanya González and Melissa Wooden. Also, present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and Assistant Director Rhonna Hargett. Kendra Kuhlman was absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve June 30, 2025, minutes as presented. Melissa Wooden seconded, and the motion passed.

Financial Statement and Bills

July 2025 expenses:

Tax Fund/General Operations.....	\$ 297,992.87
Tax Fund/Employee Benefits.....	60,975.06
Grants, Fees, and Interest.....	17,144.45
Endowment Account.....	13,839.91
Capital Improvement.....	644.00

Eric Norris attended the ALA conference in Philadelphia and the expenses were charged to the Staff Development budget.

August 2025 expenses:

Tax Fund/General Operations.....	\$ 283,603.81
Tax Fund/Employee Benefits.....	62,254.03
Grants, Fees, and Interest.....	8,332.54
Endowment Account.....	10,398.57
Capital Improvement.....	47,138.50

The annual library catalog system payment was charged to the Technology budget. Repairs of the book drop were charged to the Capital Improvement Fund. All other expenses were routine.

Melissa Wooden made a motion to approve the July & August 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

New business.

North Central Kansas Libraries

Eric Norris reported that they had their annual meeting. The RNR hearing and budget were both approved.

Manhattan Library Association

They will meet on Sept. 10, 2025, after being off for the summer.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

“So, it is not too much to ask of Americans that they not be censors... If we are wounded by an ugly idea, we must count it as part of the cost of freedom and, like American heroes in the days gone by, bravely carry on.” — Kurt Vonnegut, author.

Building Updates:

- We were finally able to “soft” opened the Goldstein Garden once the final touches of the construction were complete, including the alarm on the outside emergency exit gate, and the furniture was assembled and put into the space. We have had very few issues establishing open and closing procedures, staff adjusted quickly to the new space. We do plan to make a larger community announcement about the space as a “Grand Opening” soon.
- The “No Smoking/Vaping” areas were expanded around the outside of the building beyond the ordinance of 20-feet from the entrances to include the walkways from the street on the north side and the parking lot on the south side of the building. We experienced an uptick in people not moving far from either of those entrances to smoke and that created a rise in complaints. The policy change addresses this to make it official, but I put it into practice already.
- The old rooftop unit was replaced, added to the system, and is up and running.
- Heather has been tracking all of the pre-planning needed to organize the refurbishment of the two old Otis elevators on the west side of the building that have been down for most of the year. The two will be replaced consecutively, starting with the staff unit. Due to this refurbishment, we will lose some exemptions from state regulations, in particular with the fire and smoke detection around the doors of each unit and the hoist ways, as well as creating an enclosure around the mechanics of the public unit. Unfortunate but unavoidable.
- Planning a discussion with Jennifer, Brea, Heather, and Rhonna, to map out what moving PR and Programming departments to the basement and establish the expectations of each department, types of workspaces needed, and develop a plan. First steps will be to get them in the space as we

can, set up a workable working area with what we have on hand and already in use, then identify purchases needed and funding sources to make needed purchases.

- The MLA sorters are in their new space in the east basement and are working to set new patterns and procedures.

I attended the City Budget Open House event at the Douglass Center as noted in the *Meetings & Events* below. It was not well attended by the public, but I had really good conversations with the several city employees. A new handout that was created for the event follows this report.

For Discussion

- How would the Board prefer to see this report? The layout, the information? Would it be better to have this report accessible online instead of through an emailed meeting invite?

Meetings & Events

- June 25: KLA Conference Planning Committee meeting
- June 26 – July 2: ALA in Philadelphia (Report Submitted to KLA following)
- July 4: Independence Day – Library Closed
- July 8: City Budget Discussion
- July 9: Chamber Event, Business After-Hours
- July 11: Meeting with Commissioner Jayme Minton
- July 15: City Commission Meeting discussion of Revenue Neutral Rate
- July 21: Kansas Action for Children Meeting
- July 21: Directors Community of Practice: RFID and Counting People
- July 23: Meetings that Matter Webinar
- July 26: Teen After-Hour “Art Heist” Party
- July 30 KLA Conference Committee Meeting
- Aug 2: Everybody Counts at Douglass Center
- Aug 8: Nonprofit Directors Meeting
- Aug 16: Community Open House: City Budget at Douglass Center
- Aug 18: Directors Community of Practice: Patron Suspensions and Access
- Aug 19: Meeting with Stephen Bridenstine, Director of Flint Hills Discovery Center
- Aug 19: Security Team Meeting
- Aug 20: KLA Council Meeting
- Sept 1: Labor Day, Library Closed

Collection Management

- Aja Wong started full-time in the Acquisitions and Finishing Assistant position.
- Crystal submitted the annual magazine renewal with EBSCO.
- Crystal completed spending on the Lois Morrison memorial, a very generous memorial that allowed us to supplement our large print and eaudiobook collections.
- We started a new collection of young adult read-alongs.
- We resumed work on adding romance genre stickers to the adult large print collection.

- We added labels for hi-lo readers and books with dyslexic-friendly fonts to make finding them easier.
- Weeding was paused in June due to the changes in the book sorters' work area. In July we resumed weeding and weeded adult audiobooks on CD, adult music CDs, YA graphic novels, children's fiction, and children's beginning readers.

	June 2025	June 2024	July 2025	July 2024	2025 Year to Date	2024 Year to Date
Collection						
Total size	135,213	135,464	135,029	135,903		
New items added	911	1,178	1,165	1,368	7,273	8,139
Purchase requests filled	92	74	102	138	645	718
Items finished	637	840	842	828	5,185	6,278
Items mended	178	221	202	193	1,105	1,263
Items withdrawn	793	665	1,203	667	8,135	8,094
Circulation						
Physical circ	42,317	44,009	43,760	45,143	262,757	283,447
Sunflower circ	13,413	13,072	14,084	13,746	91,027	93,177
Hoopla circ	2,989	3,747	3,156	3,927	21,190	25,750
Kanopy circ	614	1,120	598	742	5,182	6,760
Flipster circ	120	294	123	215	1,108	2,220
Database usage	23,005	16,363	23,993	22,522	160,584	112,831
Interlibrary Loan						
ILLs lent out	146	150	177	158	1,200	1,362
ILLs borrowed for us	272	259	324	316	2,182	1,909

Human Resources and Facilities

- Since June 1st, we have filled 9 positions.
- Douglas Crane, Director of the Palm Beach County Library System will provide online supervisor training. His topic is "Managing Employee Performance: The SBI Approach." SBI stands for "Situation, Behavior, Impact." While Eric was in Philadelphia for the ALA conference in June, he attended Douglas' session. Eric thought this would be a useful tool for MPL supervisors.

Public Services

Summer Reading Challenge 2025 Quick Summary

- Total Participants – 3,267 people
- Total who met at least the first goal of 300 pts/5 hours – 2,077 people (64%)
- Challenge Completions (6000 points/100 hours) – 331 people (10%)
- "Hidden Goal" Completions (12,000 points/200 hours) - 96 people (3%)
- Minutes read – 5.9 million
- Officially announced as 5,912,997 minutes

- Note from Jennifer: We set our community goal at 4 million minutes, so we blew it out of the water this year!

Combined Stats for June and July

Children's Programs & Activities	Target age	Total Events	Attendance
Baby Rhyme Time	0 - 5	11	374
18 Month & Up	0 - 5	17	650
3 & Up	0 - 3	4	114
Saturday Storytime	All ages	6	242
Pawsitivity Pals	3 & up	4	93
Baby Art Party	0 - 3	1	65
Glow-In-the-Dark Dance Party	3 & up	2	57
Zoofari Tails Storytime	3 & up	2	136
Chess Night	All Ages	3	24
Pete the Cat Tea Party	K-5th	3	170
Kids Art Together	K-5th	1	27
Kids Movie	K-5th	1	54
Wild Robot Party	K-5th	1	70
Kids: Art with the Beach Museum	K-5th	1	38
Kids: Picture a Poem	K-5th	1	21
Kids: Clay Creations	K-5th	1	36
Kids Crafternoon	K-5th	1	29
Family Art Night	All Ages	1	43
Lego Club	K-5th	5	155
	TOTAL	66	2,398

Teen Programs	Total Events	Attendance
Teen Anime Club	3	27
Teen Adventuring League	4	69
Teen Tuesdays	4	83
Teen After Hours: Art Heist	1	19
Teens: Adventures in Synesthesia	1	10
Teens: Create Like a Renaissance Master	1	12
Teens: Share S'more Stories	1	14
	TOTAL	15
		234

Adult Programs	Total Events	Attendance
Donuts & Danger Book Club	2	31
MPL Book Club	2	26
Introverts' Book Club	2	18
Adult Free Forum	2	12
Mental Health Training	2	34
DIY Night: Clothing Swap	1	21
Movie Date Night: Moulin Rouge	1	15

Art Unplugged: Kelly Yarbrough & Traci Brimhall	1	16
Adult Passive Program: Art Bingo	1	175
Grown-Ups' Coloring Party	1	20
Mimic the Masters Painting	1	15
"Pleasant-Tree" Painting	1	16
TOTAL	17	399

Tours & Outreach	Total Events	Attendance
Juneteenth	1	131
Rock Creek Summer Skills Academy Visit	1	29
Cool Care Club Summer Reading Visit	2	192
TOTAL	4	352

Service	Total Patrons Served
TTC Appointments	32
Consults	26
Assistive Tech Appointments	12
Manhattan Senior Center Drop-In	2
Meadowlark Tech Drop-In	3
Basic Tech Class	6
Senior Center Android Training	13
TOTAL	94

Additional Services & Statistics

- 1000 Books Before Kindergarten: 2 new participants (June), 20 new participants (July), 140 active participants
- Check-up/Check Out: 42 coupons redeemed (June), 44 coupons redeemed (July)
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.
- 389 Teens visited the Teen Zone (June), 435 Teens visited the Teen Zone (July).
- Enjoy & Share: 147 books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, Cat's Cupboard, Airport, Stonecreek Family Physicians (June); 135 books to Be Able, Flint Hills Breadbasket, Cat's Cupboard, Airport, Health Department, Apartment Towers (July)
- Homebound: 30 patrons in 15 locations, 163 books delivered (June); 28 patrons in 15 locations, 146 books delivered (July)
- Displays:
 - 320 adult books checked out from 7 displays. 96 YA books checked out from 4 displays. 100 children's books checked out from 2 displays (June).
 - 301 adult books checked out from 7 displays. 80 YA books checked out from 4 displays. 66 children's books checked out from 2 displays (July).
- 140 Years of Soul Display: Up during Juneteenth week and left up through July & August. Will be taken down Aug. 15 so we can take them to the Genealogy & History Fair.
- Reference Desk questions: 2,158 (June), 1,775 (July)

Continuing Education & Training

- Alessia, Nissa, Cecily, & Eric -- Comet (Changing Our Mental and Emotional Trajectory) Training -- MPL Program
- Rhonna -- Self-Compassion: Caring for others better by caring for yourself -- EMPAC webinar
- Rhonna -- Reimagining Feedback at Work -- PLA Webinar
- All Managers -- Teamwork Foundations -- LinkedIn Webinar
- Rachel Carnes -- Serving Library Users on the Autism Spectrum
- Jay -- Basics of Teen Behavior
- Hannah Atchison, Rachel Carnes, Corey, & Jay -- Mental Health First Aid
- Sam -- Talking Teen Services

Security

- 14 behavior reports, 6 incident reports (June); 30 behavior reports, 8 incident reports (July)

Patron Comments

- "I live at Meadowlark now and LIVE for the wonderful books you offer us. Researching them and awaiting their arrival keeps me going. I do appreciate your help!"
- "I'm not very good with a computer, but I love that I can search for upcoming books (and older ones) and reserve them from the library so I always have books to read. Your library and my previous one in Colorado have saved me thousands of dollars over the years."
- From Jennifer: A person I know was looking at the puzzle shelf so I started talking to her. She said the puzzle shelf is "just exactly what she needed" as she was thinking about fun things their family could do together this summer.
- "Thank you for everything. The world is a scary place sometimes but I feel safe here."
- From Victoria: Jennifer and I received a dozen roses each from a family that stated, "Thank you for making our summer special." The mother and adult son came to almost every adult program and indicated that they couldn't do a lot of other things right now but the library provided the entertainment they needed.
- "I have always had this Library as my favorite (52 years of moves). Lately, I have been printing, copying, & scanning ~ those folks are KIND, smart, good souls... Thank you!"

Old Business

- None

New Business

- Policy Change: CUS-2 Customer Conduct
 - Suggested changes in red are added text or eliminated if struck through.

Lucas Loughmiller made a motion to approve the policy with the changes as presented. Melissa Wooden seconded, and the motion passed.

- Considering Art Piece by Lois Lenski for Donation

Melissa Wooden made a motion to allow Eric Norris to determine the best place to donate the art piece. Lucas Loughmiller seconded, and the motion passed.

Adjournment

The next regular meeting will be on September 29, 2025, at 4 p.m. in the library auditorium.

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

Respectfully submitted by,

President Linda Cook

Director Eric Norris