

Manhattan Public Library
Regular Meeting of the Board of Trustees
September 29, 2025

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

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve August 25, 2025, minutes as presented. Melissa Wooden seconded, and the motion passed.

Financial Statement and Bills

September 2025 expenses:

Tax Fund/General Operations.....	\$ 231,856.03
Tax Fund/Employee Benefits.....	61,925.48
Grants, Fees, and Interest.....	19,291.53
Endowment Account.....	2,026.71
Capital Improvement.....	80.50

We received a refund after our workers' comp audit was finished. We paid our annual copier contract payment.

Melissa Wooden made a motion to approve the September 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

"The libraries of America are and must ever remain the home of free and inquiring minds. To them, our citizens - of all ages and races, of all creeds and persuasions - must be able to turn with clear confidence that there they can freely seek the whole truth, unvarnished by fashion and uncompromised by expediency." – Dwight D. Eisenhower, 34th President of the United States.

Elevator Update: Work on the Otis elevators began September 16 and a lot of work is happening at once, though Heather is doing a great job at tracking the activity of the contractors and keeping the staff informed. Otis #2 (the staff one) will be the first one to be modernized. It is projected to take about 4 weeks if everything goes as planned. Otis #1 (the public one) will follow, and that project is projected to take closer to 6 weeks, since it requires a bit more work.

The anticipated remaining cost, \$153,948.60 in total, broke out as follows:

- MEI = \$98,039.75
- Heartland Alarms = \$33,407.09
- BHS = \$9,166.76
- Economy Electric = \$13,335



Potential Tree Removal: City is planning to remove 3 trees from around the parking lot this fall, pictured below. We don't really have any further information but will share it when we do.



Annual Public Survey: The annual public survey is set to run from the month of October in both physical and digital forms. We are hoping to reach patrons to gather ideas about programming and outreach.

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

- Sept 1: Labor Day, Library Closed
- Sept 3: ALA Special Councilors Meeting
- Sept 3: 2025 Downtown Manhattan Stakeholders Meeting
- Sept 9: SBII Workshop: Douglas Crane
- Sept 9: Ribbon Cutting at Flint Hills Volunteer Center.
- Sept 9: KLA Conference Meeting
- Sept 10: Downtown Faith Collective Meeting with RCPD
- Sept 10: MLA Meeting
- Sept 10: Chamber After Hours
- Sept 15: Director's Community of Practice
- Sept 17: ALA Councilors Meeting
- Sept 18: KLA Meeting
- Sept 18: MLA Sorters Meeting
- Oct 1: Security Team Meeting
- Oct 14: AI Town Hall Meeting – KSU AI Conference

Collection Management

- We weeded 800s in adult nonfiction, children's picture books, and duplicate titles in young adult.
- We finished putting romance genre stickers on adult large print fiction.
- Crystal and Corey will be presenting a version of their book challenge training at KLA.

Collection	August 2025	August 2024	2025 YTD	2024 YTD
Total size	134,529	134,529		
New items added	825	1,169	5,197	5,593

Purchase requests filled	87	104	732	822
Items finished	755	1,349	5,940	7,627
Items mended	139	207	1,244	1,470
Items withdrawn	1,444	551	9,579	8,645
Circulation				
Physical circ	36,049	39,589	301,048	301,048
Sunflower circ	13,487	12,503	104,514	105,680
Hoopla circ	2,921	3,811	24,111	29,561
Kanopy circ	849	702	6,031	7,462
Flipster circ	191	324	1,299	2,544
Database usage	21,212	23,087	181,796	135,918
Interlibrary Loan				
ILLs lent out	153	176	1,353	1,538
ILLs borrowed for us	308	389	2,490	2,298

Human Resources and Facilities

- The library is now better staffed, with only two assistant positions left to fill and a steady flow of applicants.
- Douglas Crane from the Palm Bach County Public Library System presented training using the SBII system managing employee performance. SBII stands for Situation, Behavior, Impact, and Intent. The system is easy to understand and can be used for praising performance or coaching for improvement.
- The Director's evaluation process will begin at the October board meeting, where a report on 2025 goal progress and proposed 2026 goals will be included. After that, surveys will be sent to staff and board members to help the Evaluation Committee prepare a final evaluation for approval at the November board meeting.

IT Activity Report

- In July, the IT department received 82 help-desk tickets and closed 111.
- In August, the IT department received 123 help-desk tickets and closed 122.
- Continuing to develop new software and applications to support Unity tasks and purchase request workflows.
- IT staff installed new computers for the Programming and Outreach department, now located in the basement.
- It's that time of year when we find out which UPS (Uninterrupted Power Supplies) are starting to go bad due to the weather. Staff are keeping on top of finding ones that need replacing and getting them new protectors.
- Once a year, we contact our local recycler in town and send them all of our old equipment. The IT staff were able to get this completed in July.
- IT and Collection Services staff were able to meet with our Polaris representative to learn about new products and features coming to our ILS.

- We are happy to welcome back access to the eEdition of the Manhattan Mercury. We lost access when the paper updated their entire system to a new vendor. This is a service we offer patrons in-house.
- Devin is part of the team that organizes and launches the library's public survey. He contributes to the project by making the survey in an electronic format and working with other staff to set up Kiosks in the atrium.
- Continue to work with Directors, Managers, and Supervisors to continue to integrate Microsoft 365 products and workflows into the library.

Public Services

Children's Programs & Activities	Target age	Total Events	Attendance
Baby Toddler Play Date	0-1	2	60
Yoga Storytime	3 & up	2	49
Pawsitivity Pals	3 & up	1	14
Dance Party	3 & up	1	56
Stuffed Animal Storytime and Sleepover	0 – 5th	2	57
Zoofari Tails Storytime: Pollinators	3 & up	1	101
Kids Crafternoon	3 & up	1	20
	TOTAL	10	357

Teen Programs	Total Events	Attendance
Mini Paint & Sip	1	17
	TOTAL	1

Adult Programs	Total Events	Attendance
Donuts & Danger Book Club	1	14
MPL Book Club: One Flew Over the Cuckoo's Nest	1	11
Introverts' Book Club	1	10
Adult Free Forum	1	8
DIY Night: Henna Art	1	13
Art Unplugged	1	45
Passive Program: A Look Into History – Adult Book Giveaway	1	30
Mental Health Training: QPR Suicide Intervention	1	10
	TOTAL	8
		141

Tours & Outreach	Total Events	Attendance
Kiwanis Club Tour	1	12
Northview Back to School Night	1	94
Sunflower Pilot Club	1	14
MATC Community Resource Fair	1	41
Everybody Counts	1	385

Genealogy & History Fair	1	91
City Budget Open House	2	37
TOTAL	8	674

Service	Total Patrons Served
TTC Appointments	12
Consults	5
Assistive Tech Appointments	16
iPhone class at Senior Center	15
TOTAL	48

Additional Services & Statistics

- 1000 Books Before Kindergarten: 11 new participants, 140 active participants.
- Check-up/Check Out: 44 coupons redeemed.
- Books for Babies: 142 books delivered to Ascension Via Christi Hospital.
- Assists United Way in promotion and address checking for the Dolly Parton Imagination Library.
- Teen Zone: 376 visits.
- Enjoy & Share: 182 books to Shepherd's Crossing, Islamic Center, Flint Hills Breadbasket, Cat's Cupboard, Jardine, Stonecreek Physicians, and the Airport.
- Homebound: 30 patrons in 15 locations, 166 books delivered, 1 new Talking Books sign-up.
- Displays: 268 adult books, 71 YA books, 70 children's books checked out.
- Reference Desk questions: 1,587.

Continuing Education & Training

- Rhonna – LinkedIn Webinar: *Tips for Better Business Writing and Coaching and Developing Employees*; Pawnee Mental Health Workshop: *QPR* (suicide intervention).
- Sam – Colorado State Library: *Teens are Patrons, Too*.

Security

- 11 behavior reports, 9 incident reports.

Old Business

- None

New Business

- New Policy: CUS-4 Children's and Teen Spaces
 - Suggested policy is written out for review.

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

- Policy Change: INF- Interlibrary Loan
 - Suggested changes in red are added text or eliminated if struck through.

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- Policy Change: COL- 1 Collection Development
 - Suggested changes in red are added text or eliminated if struck through.

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

- Policy Change: MNG-5 Reconsideration of Library Materials
 - 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.

- Change to Form: Request for Reconsideration of Library Materials and Request for Reconsideration Committee Form
 - 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.

Adjournment

The next regular meeting will be on October 27, 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,

Linda J Cook
President Linda Cook

Eric Norris
Director Eric Norris

