

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**October 27, 2025**

The October 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, Mayor Karen McCulloh, and 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 Melissa Wooden were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve September 29, 2025, minutes as presented. Sara May seconded, and the motion passed.

**Financial Statement and Bills**

October 2025 expenses:

Tax Fund/General Operations.....	\$ 362,051.71
Tax Fund/Employee Benefits.....	63,253.85
Grants, Fees, and Interest.....	8,975.36
Endowment Account.....	4,341.02
Capital Improvement.....	9,166.76

The final disbursement from the city was received, and the expansion bond payment was recorded. West elevator repair invoices were made from the capital improvement fund. More elevator repair invoices will be shown next month. All other expenses were routine.

Tanya González made a motion to approve the October 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

No report.

## Manhattan Library Association

No report.

## Manhattan Library Foundation

No report.

## Director's Review Committee

No report.

## **Director's Report**

- Project Tracking Spreadsheet

***"With a library you are free, not confined by temporary political climates. It is the most democratic of institutions because no one – but no one at all – can tell you what to read and when and how."*** – Doris Lessing, British novelist, and winner of the Nobel Prize for literature in 2007.

- Elevator Update: I have included information in the Board Packet about an issue that recently developed with the refurbishment of the public Otis elevator. I have included it as a New Business Item as I may have a quote for the additional work that will be required and will need Board consideration.
- Technology Trainer Position: I am going to use the opportunity of Wandean's retirement (see information below in the HR section of this report) to create a 40-hour position for tech training for both the public and staff. I believe this is the perfect opportunity to create programming to help patrons better understand and utilize our resources, train staff on new technologies we use in the library, help with new employee orientation and training, continue existing outreach into communities already established, and further develop new relationships and outreach opportunities. This position will remain under the supervision of Adult Services, using the established office space, and will work with many departments, including a close relationship with both the IT and Programming departments. Ideally this position will focus on training customers, both internal and externally, to use the technology the library provides.
- Mitten Tree Kickoff, December 1: I am inviting both the MPL and MLA Boards to join us on Dec. 1 to help with the opening of the annual Mitten Tree donation drive. We will be asking members of each board who wish to bring a donation of winter hats, scarves, or mittens, the morning December 1 for a photo opportunity to share on our social media outlets announcing the start of the month-long drive. This is just a notice; more detailed information will follow soon by email.
- MLA Planning: At the next MLA Board meeting on Wednesday, Nov. 12, they are planning to hold a brainstorming session to explore the future goals of the organization.
- Meeting with Salina Public Library: On Tuesday, September 28, Rhonna and I are travelling to Salina to meet with their Director and Head of Security to discuss security issues they face and how they deal with the challenges of serving individuals who are under stress and have difficulty following customer conduct policies.

- Leadership Manhattan: I am applying for the Leadership Manhattan program through the Chamber of Commerce. Application deadline is Oct. 27.
- Library Security Issues: As I have reported recently, we have been experiencing a significant increase in patron incidents as the community continues to face more people experiencing homelessness. We are also seeing increased cases of visitors experiencing various levels of mental health conditions, which is putting a lot of stress on staff and using up valuable work hours. Rhonna and I have been working to give the staff guidance, and I plan to give a more concise report to the Board once the issue and potential resolutions have been fully explored.

## Meetings & Events

- Sept. 30: Stats Planning Meeting.
- Oct 1: KLA Conference planning meeting.
- Oct. 3: Meeting with MLA Chair and Vice-Chair.
- Oct. 4: MHK City Commission Forum.
- Oct. 8: Downtown Faith Collective Meeting with RCPD.
- Oct. 8: MLA Executive Meeting.
- Oct. 8: Chamber After Hours event.
- Oct. 9: Book Challenge Discussion with Hays Public Library Staff.
- Oct. 15: Furniture discussion with Kelly at Circadia about basement move.
- Oct. 16: Furniture discussion with Dave at Design Central about basement move.
- Oct. 20: Director Community of Practice discussion.
- Oct. 20: GAC Meeting.
- Oct. 22: KLA Conference planning meeting.
- Oct. 23: Dorothy Bramlage Public Library Director, Susan Moyer, retirement.
- Oct. 24: America 250 Planning meeting.
- Oct. 24: Homelessness Services discussion with RCPD and Pawnee Mental Health.
- Oct. 28: Meeting with Salina PL Director and Head of Security.
- Nov. 4: Election Day.
- Nov. 4 Security Team Meeting.
- Nov. 5-7: KLA Conference
- Nov. 7 Functional Zero Poverty Symposium.
- Nov. 27-28: Library Closed for Thanksgiving.

## Collection Management

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- We launched a YAF MS read-along collection.
- We launched New York Times All Access, which allows patrons to access NYT Cooking, Games, The Athletic, and Wire cutter in addition to News.
- We resumed putting romance genre stickers on adult fiction.
- We started cleaning up inconsistencies in audience indicators on bibliographic records.
- We weeded adult DVDs and Blu-rays, and children's JF E, Fairy Tales & Folklore, Animals, and Transportation neighborhoods.

	Sept 2025	Sept 2024	2025 YTD	2024 YTD
Collection				
Total size	134,239	136,825		
New items added	1,091	1,116	9,189	10,030
Purchase requests filled	79	81	811	903
Items finished	771	926	6,711	8,553
Items mended	126	144	1,370	1,614
Items withdrawn	1,282	1,172	10,861	9,817
Circulation				
Physical circ	35,477	35,860	336,525	358,896
Sunflower circ	12,522	11,800	117,036	117,480
Hoopla circ	2,618	3,237	26,729	32,798
Kanopy circ	682	689	6,713	8,151
Flipster circ	155	341	1,454	2,885
Database usage	22,504	19,231	204,697	155,149
Interlibrary Loan				
ILLs lent out	139	186	1,492	1,724
ILLs borrowed for us	342	266	2,832	2,564

## Human Resources and Facilities

- The annual Director's Evaluation process starts this month. Committee members are Linda Cook, Tara Coleman, and Melissa Wooden. In this month's packet, you will see Eric's report on the status of his 2025 goals and his recommendation for his 2026 goals. A discussion about goals is on the October agenda. The entire board should provide input on what goals should be established for 2026.
- On Tuesday, October 29th you will receive a link to a site to complete your assessment of Eric's performance. Please submit it by November 7th. On November 10th, the committee will meet to review all the material and create a final report for the board to accept at the November 24th meeting.
- Two retirements were announced this month:
  - Technology Trainer Wandean Rivers will retire on November 1st. Wandean has been employed at the library since June of 2001. She has started in the Talking Books Department and has been providing assistive technology training since that time.
  - Teri Belin will retire on January 2, 2026. She began her career at the library in February of 1999 as the administrative assistant. Her roles also included the MLA staff liaison, supporting the maintenance manager in his role, and human resources. Hiring for both positions is underway.
- Annkia Lewis started her new role at the Adult Services Manager on September 8th. She holds a master's degree in library science and previously worked in the Oklahoma City library system.

## IT Activity Report

- In September, the IT department received 111 help-desk tickets and closed 103.

- Continuing to develop new software and applications to support HRM tasks and purchase request workflows.
- Devin was able to set up the survey software and the catalog computer kiosks, allowing patrons to fill out the survey through October.
- Worked with our vendor, Envisionware, to get our terminals to brand new M400 units that are compatible with better security standards.
- Devin helped programming get a Summer Reading survey set up for this year's summer reading project.
- Working with our vendor to get our 2025 computer upgrades for staff ready to purchase.
- Started a project to get our IVR set up with more consistent call records for a better, smoother experience.
- 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 Rhyme Time	0-1	7	188
18 Months & Up Storytime	0-5	10	455
3 & Up Storytime	3 & up	2	62
Saturday Storytime	All Ages	3	123
Chess Night	8 & up	2	32
Zoofari Tails Storytime: Flamingos	3 & up	1	70
Lego Club	K-5th	1	22
Pawsitivity Pals	3 & up	1	22
“Cuenta Cuentos” Bilingual Storytime	K-5th	1	19
No-School Day events - “Dragon Masters Party”	K-5th	1	23
	<b>TOTAL</b>	<b>29</b>	<b>1,016</b>

Teen Programs	Total Events	Attendance
Teen Anime Club	1	18
Teen Adventuring League	1	11
Career Shuffle “Tattoo Artistry”	1	9
	<b>TOTAL</b>	<b>3</b>

Adult Programs	Total Events	Attendance
Donuts & Danger Book Club	1	17
Homegrown Voices: An Evening with Kansas Authors	1	40
Introverts’ Book Club	1	12
Adult Free Forum	1	12
DIY Night: Beach Museum presents watercolor	1	18
Voices of Turtle Island	1	35

	<b>TOTAL</b>	<b>6</b>	<b>134</b>
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<b>Tours &amp; Outreach</b>	<b>Total Events</b>	<b>Attendance</b>
Sunflower Fair	1	307
K-State Ambassadors Retreat	1	30
Hale Library Outreach	1	34
Fort Riley Community Baby Shower	1	32
Architecture Class Tours	3	70
<b>TOTAL</b>	<b>7</b>	<b>473</b>

<b>Service</b>	<b>Total Patrons Served</b>
TTC Appointments	5
Consults	16
Assistive Tech Appointments	16
Senior Center Drop-In	6
<b>TOTAL</b>	<b>43</b>

### **Additional Services & Statistics**

- 1000 Books Before Kindergarten: 1 new participant.
- Check-up/Check Out: 47 coupons redeemed.
- Teen Zone: 436 visits.
- Enjoy & Share: 100 books to Shepherd's Crossing, Islamic Center, Be Able, Flint Hills Breadbasket, the Riley County Health Department, Apartment Towers, and Hale Library.
- Homebound: 29 patrons in 16 locations, 165 books delivered.
- Displays: 333 adult books, 36 YA books, 63 children's books checked out.
- Reference Desk questions: 1,459.
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.

### **Continuing Education & Training**

- Rhonna – *Library Safety Summit*, Library Journal conference
- All managers – *Teamwork Foundations*, LinkedIn Online Course
- Jay, Rachel, Sam, & Hannah – *Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation*, WebJunction webinar.

### **Security**

- 6 behavior reports, 9 incident reports.

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

Leadership Manhattan: <https://www.manhattan.org/316/Leadership-Manhattan>

### **Old Business**

- New Policy: CUS-4 Children's and Teen Spaces

Lucas Loughmiller made a motion to approve the policy as presented. Sara May seconded, and the motion passed.

- Policy Change: MNG-5 Reconsideration of Library Materials

Tanya González made a motion to approve the policy with the changes as presented. Sara May seconded, and the motion passed 5 to 1.

## New Business

- Project Tracking Spreadsheet

The project tracking sheet was projected on the television screen. Eric and Rhonna showed the board how projects are being tracked. At manager's meetings once a month, the list is reviewed and updated.

- Otis Elevator #1 (public)

Eric informed the board that the work on the west building public elevator ran into a problem that requires additional work beyond what was included in the original contract. To fix the broken casement around the jack hole, two options were presented: option #1 \$36,000, and option #2 \$55,000. The board agreed to proceed with option one.

- Discussion of 2026 Director's Goals

The board recommended the goal regarding staff development for staff and managers be expanded to specifically mention that Eric seek continuing education opportunity in 2026. There was discussion about finishing the empty space on the second floor. Eric said this will be included in the comprehensive facilities plan. Eric's goals can still be amended at the November meeting.

## Adjournment

The next regular meeting will be on November 24, 2025, at 4 p.m. in the library auditorium.

Lucas Loughmiller made a motion to adjourn the meeting. Sara May seconded, and the motion passed.

Respectfully submitted by,

Linda Cook  
President Linda Cook

Eric  
Director Eric Norris

