

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**January 26, 2026**

The January meeting of the Manhattan Public Library Board of Trustees was called to order at 4:10 p.m. by President Linda Cook. Present were board members Sarah May, Tanya González, and Melissa Rosso. Also, present was Library Director Eric Norris, Business Manager Jennifer Lund, HR Manager Whitney Phebus, and Assistant Director Rhonna Hargett. Tara Coleman, Lucas Loughmiller, Mayor Susan Adamchek, and Kendra Kuhlman were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Melissa Rosso made a motion to approve November 24, 2025, minutes as presented. Sara May seconded, and the motion passed.

**Financial Statement and Bills**

December 2025 expenses:

Tax Fund/General Operations.....	\$ 346,843.95
Tax Fund/Employee Benefits.....	72,788.06
Grants, Fees, and Interest.....	35,231.79
Endowment Account.....	103,102.29
Capital Improvement.....	0.00

We receive 3 grants from NCKLS totaling \$2,500. We were able to transfer \$126,058.13 to the capital improvement fund from the tax fund. All other expenses were routine.

January 2026 expenses:

Tax Fund/General Operations.....	\$ 233,155.59
Tax Fund/Employee Benefits.....	61,614.70
Grants, Fees, and Interest.....	498.33
Endowment Account.....	878.04
Capital Improvement.....	0.00

We put \$5,000 on the mail machine for the year. All other expenses were routine.

Tanya González made a motion to approve the December 2025 & January 2026 financial statements as presented. Melissa Rosso 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

Eric reported that there is a president change. The president is Julie Witt.

Manhattan Library Foundation

Eric reported that the board had a special meeting in January and agreed to meet 3 times a year.

Director's Review Committee

No report.

**Director's Report**

**Manhattan Public Library Director's Report**

**January 26,2026**

Eric Norris, Director

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***"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."***

*— Walter Cronkite, journalist and television news anchor.*

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Otis Elevator #1 Update: The work of the change order to replace the tube lining the jack hole that was approved in the November meeting, simply put, failed. This along with next steps and options will be discussed at this meeting, listed as Old Business.

Safety and Security Manager Update: At the time of writing this report, Rhonna and I have concluded the interviews and will be making selections to bring the top candidates forward for a second interview with the Facilities and Youth Services Managers, Heather and Jay.

Flint Hills Discovery Center Pass: Conversations with the FHDC have been initiated to create a circulating family pass for patrons to check out from the library. The idea is very appealing but is also very complicated to bring into reality in a manner that isn't frustrating for the staff of both organizations, and it will require a lot of discussion between both the Collection Services and Circulation Managers, Crystal and Rachel, and FHDC staff in charge of making their decisions.

Basement Move Furniture: After getting through the holiday season, we are resuming our conversation with both Circadia and Design Central about furnishing ideas and price quotes for the basement to move both the PR and Programming Departments in the space vacated by NCKLS. Both Departments are relocated and are now working out of the space with a temporary set-up. Both managers will need a space with reasonable expectation of privacy for meetings. We have asked both companies to give us options that include one "office-like" cubicle for either one of manager and use the current office for the other; or



to include two new spaces for both managers and keep the current office a meeting room, similar to the Boardroom or McCormick.

Stolzer Family Fund Donation: The Stolzer Family donated \$10,000 to the Children's Area. We are grateful and humbled at their generosity, consideration, and community-driven focus.

Annual Report and Annual Stats: We are currently working to gather the 2025 statistics for the State Library annual [Public Library Survey](#). With that information, we plan to create our first annual report as an overview of our accomplishments and highlight our service to the community.

### Meetings & Events

- Nov. 27-28: Library Closed for Thanksgiving
- Dec. 1: Mitten Tree Kickoff
- Dec. 2: Decorating Breakfast
- Dec. 4: NCKLS Executive Committee Meeting
- Dec. 4: Domestic Science Club Meeting
- Dec. 5: Nonprofit Directors Meeting
- Dec. 10: Chamber event: Business After Hours
- Dec. 12: America 250 Committee Meeting
- Dec. 15: MLA Planning Discussion with President and Vice President
- Dec. 15: Director Community of Practice
- Dec. 23: MLF Planning Discussion with President
- Dec. 24-25: Closed for Christmas
- Jan. 1: Closed for New Years Day
- Jan. 2: Misinformation in the Digital Age, Webinar
- Jan 5: [Mitten Tree Donations Delivery](#): Be Able, MESI, & USD 383 FIT Closet
- Jan. 6: Parenting Collection Discussion with Hays Public Library
- Jan. 6: City Commission Meeting
- Jan. 8: MLF Special Meeting
- Jan. 12: City Manager's Office Meeting
- Jan. 13: City Commission Meeting
- Jan. 15: Chamber Community Conversation at Foundation Building
- Jan. 15: Design Central Meeting
- Jan. 16: America 250 Committee Meeting
- Jan. 21: Circadia Meeting
- Jan. 21 – 23: ALA Council Meeting: Zoom
- Jan. 21: GAC Meeting
- Jan. 21: Giving Effective Feedback, Webinar
- Jan. 22: Security Team Meeting
- Jan. 22 KLA Council Meeting
- Jan. 27: KLA Legislative Day at Capitol in Topeka
- Jan. 29: NCKLS Executive Committee Meeting
- Jan. 29: Meet with MLF New Board Member, Katrina Lewison
- Jan 30: Homeless Task Force Meeting
- Feb. 5: State Library Statistics Report Due
- Feb. 16: Staff Development Day - Library Closed

## Collection Management

- Crystal, Corey, and Sara attended KLA 2025 in November. Crystal and Corey presented about how to train staff to handle patron complaints about books.
- The entire music CD collection was weeded in December. The collection hadn't been updated in years, no new adult CDs have been purchased 2018 and no new children's since 2022, and had seen decreasing use.
- Spending was paused for most of December but purchasing continued uninterrupted from Amazon by using a gift card to fill purchase requests.
- Two volunteers, Erika and Cindy, started and are helping with deaccessioning and finishing.

	Nov 2025	Nov 2024	Dec 2025	Dec 2024	2025 Total	2024 Total
<b>Collection</b>						
Total size	133,010	136,398	131,088	136,137		
New Items Added	1,141	1,195	625	796	11,851	13,123
Requests Filled	71	64	86	67	1,053	1,119
Items Finished	623	858	1,103	932	9,190	11,172
Items Mended	130	205	107	140	1,745	2,042
Items Withdrawn	1,184	1,218	3,204	1,582	17,087	14,023
<b>Circulation</b>						
Physical Circ	34,065	34,945	32,802	34,271	439,157	464,339
Sunflower Circ	12,163	11,495	12,679	12,084	154,569	153,068
Hoopla Circ	2,754	3,195	2,734	3,336	34,875	42,537
Kanopy Circ	811	631	629	638	8,649	9,950
Flipster Circ	79	279	56	276	1,687	3,805
Database Usage	23,901	20,233	30,872	19,805	284,687	219,836
<b>Interlibrary Loan</b>						
ILLs Lent Out	100	161	78	117	1,816	2,159
ILLs Borrowed	230	216	225	242	3,564	3,368

## Facilities

- During modernization of the West Building Otis #1 elevator, soil instability prevented proper alignment of the new hydraulic jack casing despite multiple corrective attempts.
- MEI has determined that a fully supported drilled jack hole is required to complete the installation.
- A proposal from ADCO Elevator Drilling for a 26-ft hydraulic jack hole with a 16-in steel casing will be presented to the Board on January 26. Project scheduling is estimated at 8–10 weeks following board approval.
- Thermal Comfort Air (TCA) completed system updates including JACE software updates, VAV controller installations, pneumatic transducer adjustments, and replacement of a failed actuator on a West Building air handling unit.
- Repairs to Exhaust Fan #1 were completed with replacement of the motor, sheave, and belt.
- A leak in the West Building steam boiler main burner tube was repaired by North Point Boiler & Combustion on January 7; the system has returned to normal operation.
- All three boiler systems passed state inspection, with inspection certificates posted as required.
- Quarterly air filter changes were completed on all air handlers in January.



- MPL hosted HandsOn K-State volunteers on January 24 as part of the MLK Day of Service to assist with dusting public areas.

### Human Resources

- Whitney Phebus was hired as the HR Manager and will be introduced at the meeting.
- Tina Hennessy was hired as the Administrative Assistant.
- Interviews are being held for the full-time Tech Trainer and the Safety and Security Manager.

### Information Technology

- In 2025, the IT Help Desk received 1,244 tickets and closed 1,239.
- In late December, IT supported the move of PR and Programming staff to the basement. This helps make room for staff moving into new third-floor spaces.
- Work began on setting up equipment for new staff areas. We are also preparing a new server and moving several smaller servers to newer hardware.
- IT helped departments with end-of-year technology purchases, reporting, database upkeep, and required administrative submissions.
- Worked with vendors to install new copiers and a printer to support the new staff work areas.
- IT support helped ensure a smooth December 1 launch of the Winter Reading Program, which is now underway.

### Public Services

Programs & Activities	Target age	Total Events	Attendance
Children's Programs	0 to 11 & Family	39	1,573
Teen Programs	12 to 18	8	118
Adult Programs	18 on up	9	123
	<b>Total</b>	<b>56</b>	<b>1,814</b>

Tours & Outreaches	Age Group	# of Events	Attendance
MHS Outreach	Teen	1	176
AMS Outreach	Teen	1	150
Wilson Outreach	Children	1	132
Bergman Outreach	Children	1	74
Hale Library	Adult	1	22
KSU Class	Adult	1	9
MHS Visit	Teen	1	43
AMS Visit	Teen	1	21
Boys & Girls Club Visit	Children	1	10
Ogden Community Baby Shower	Adult	1	41
	<b>Total</b>	<b>10</b>	<b>678</b>

Technology Training & Service	Attendance
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TTC Appointments	
Consults	
Assistive Tech Appointments	
Senior Center Drop-In	
Basic Tech Class	
<b>Total Patrons Served</b>	<b>0</b>

(position of Tech Trainer temporarily vacant)

### Additional Services & Statistics

- Model Train Display in Atrium: November 3-7
- 1000 Books Before Kindergarten: **34** new participants, **96** Active
- Check-up/Check out: **44** coupons redeemed
- Book Delivery & Pick-Up Service Checkouts: **41**
- Books for Babies: **117** books delivered to Ascension Via Christi Hospital
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.
- Teen Zone:
  - **848** Teens visited the Teen Zone (425 + 423)
  - Brinna made a sticker poll for the teens to express what kinds of programs they would like to see in the future and got 124 votes in total!
- Enjoy & Share: **375** books delivered to Common Table, Breadbasket, Shepherd's Crossing, Islamic Center, Be Able, Apartment Towers, Health Department, Cat's Cupboard, Stonecreek Physicians, and the Airport
- Homebound: **33** patrons in **16** locations, **414** books delivered
- Display Checkouts: **778** adult books, **101** YA books, **301** children's books
- Reference Desk questions: **2,545**

### Continuing Education & Training

- Rhonna: *The Safe Library* by Steve Albrecht
- Jay, Rachel, Hannah, Sam, Brinna, Laura, Victoria, & Jennifer: *CSLP Summer Symposium* presented at NCKLS Offices
- Brinna: *How to Back Up Your Coworkers* – Homeless Training for Libraries
- Rachel, Hannah, & Jay: *Weave a Tale Storytime Workshop*
- Kaitlyn, Nina, & Alessia: Excel Training
- Annika: *Burnout & Moral Injury* – Ryan Dowd webinar
- All Managers: *Hiring and Supporting Neurodiversity in the Workplace* – LinkedIn Course

#### 2025 KLA Conference in Manhattan (Nov 5-7):

- 5 employees attended entire conference, 2 attended two days, 5 attended one day
- Crystal and Corey presented *Designing Training for Staff about Book Complaints and Challenges*
- Jennifer co-presented *Stuck in the Middle: Navigating the Complex World of Library Middle Management*
- Laura presented *Crash Course in Preschool Storytime*



## Security

- 40 behavior reports, 21 incident reports
- 7 RCPD Calls
- 12 Suspensions Issued
- Top time of day – Sunday afternoon
- Top locations – Community Room, Bathrooms, Public Computers/Ref Desk Area
- Top types – Messes/Leaving Stuff, Alcohol/Drug Related, Verbal Aggression, Inappropriate Language, Noise

## Patron Comments

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- Recent [Google Review](#):

★★★★★ a month ago

The librarians are always helpful and kind to our family. There is an awesome Teen Room which has games and the children's section has a wide array of books that our kids enjoy. Improv night is particularly fun and the kids enjoy the chess club meetings as well. This library is the best of the best.

- The Boys and Girls Club visited the Teen Zone and Teen Programs a few times. The teens were very pleased and surprised by all that we have to offer, and Sam is starting a Dungeons and Dragons campaign for them twice a month.
- A patron commented about how great the library is and how much there is for kids. She couldn't believe that she had not come in with her family before, and how she thinks other libraries "pale in comparison" to ours.
- At the November Bergman Family Literacy Night, educators utilized MPL materials for multilingual programming in Korean, Farsi, Spanish, and French. One teacher commended the Children's Room language collection, particularly noting the availability of a specific requested Korean-language title, demonstrating the collection's effectiveness in meeting diverse community needs.
- Regular library patron Melody Padgett, a local preschool teacher, reached a significant milestone in November, accumulating \$100,000 in savings through library materials borrowed since the 1990s. Ms. Padgett has consistently utilized library resources to enhance her classroom instruction and has expressed appreciation for the library's impact on her teaching practice. The milestone was featured on the library's social media platforms, highlighting the tangible value the library provides to the community and educators.
  - On [Instagram](#) and on [Facebook](#)

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

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Public Library Survey: <https://library.ks.gov/librarians/pls>

Mitten Tree Donations Delivery: <https://www.facebook.com/share/p/16z1mNodod/>

Google Review: <https://share.google/uyiANvaZRblGWtmJt>

Instagram:

[https://www.instagram.com/p/DRc73TIDlpK/?utm\\_source=ig\\_web\\_copy\\_link&igsh=NTc4MTIwNjQ2YQ==](https://www.instagram.com/p/DRc73TIDlpK/?utm_source=ig_web_copy_link&igsh=NTc4MTIwNjQ2YQ==)

**Old Business**

- Otis #1 Elevator Change Order  
Eric presented the quote to have the elevator fixed. The option #1 we went with to fix the jack hole did not work. ADCO was hired to give the quote, it will save money to use ADCO directly instead of going through MEI.

Tanya González made a motion to approve the recommend change order to fix the Otis #1 contingent on Eric getting information on a pulley system and coming back to the board if the cost is reasonable. Melissa Rosso seconded, and the motion passed.

**New Business**

- Policy Change: CIR-4 Lost or Damaged Materials  
The board was provided with the policy with changes marked.

Melissa Rosso made a motion to accept the new policy as presented. Tanya González seconded and the motion passed.

- New Policy: CUS-5 Health and Safety  
The board was provided with the policy.

Melissa Rosso made a motion to accept the policy changes as presented. Sarah May seconded and the motion passed.

- 2026 Annual Agreement for receiving NCKLS grant funds

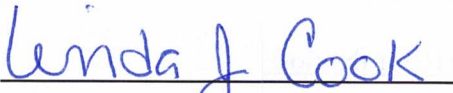
Tanya González made a motion to accept the agreement as presented. Melissa Rosso seconded and the motion passed.

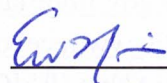
**Adjournment**

The next regular meeting will be on February 23, 2026, at 4 p.m. in the Groesbeck room.

Melissa Rosso made a motion to adjourn the meeting. Tanya González seconded, and the motion passed.

Respectfully submitted by,

  
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President Linda Cook

  
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Director Eric Norris