

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**February 23, 2026**

The February 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, Tanya González, Melissa Rosso, Lucas Loughmiller, and Mayor Susan Adamchek. Also, present was Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Director Rhonna Hargett. Tara Coleman and Kendra Kuhlman were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve January 26, 2026, minutes as presented. Melissa Rosso seconded, and the motion passed.

**Financial Statement and Bills**

February 2026 expenses:

Tax Fund/General Operations.....	\$ 77,742.49
Tax Fund/Employee Benefits.....	0.00
Grants, Fees, and Interest.....	13,182.52
Endowment Account.....	7,949.34
Capital Improvement.....	14,877.90

Payroll and employee benefits were not included for February because of the short month. All other expenses were routine.

Lucas Loughmiller made a motion to approve the February 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 Norris reported that the book sale is this weekend.

## Manhattan Library Foundation

No report.

## Director's Review Committee

No report.

## **Director's Report**

Eric Norris, Director

***"I have often thought that nothing would do more extensive good at small expense than the establishment of a small circulating library in every county."***

— Thomas Jefferson, 3rd U.S. President and Library Enthusiast.

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Otis Elevator #1 Update: We moved forward with the change order to drill out a new jack hole after conferring with MEI that conversion to a hydraulic system would not be feasible. The 30% deposit for the cost of the job has been sent, and, at the time of this report, we are waiting to schedule the work.

Flipster Discontinued: The library discontinued the subscription to Flipster due to a combination of low use and availability of resources elsewhere. *The New Yorker*, the most-read title on Flipster, is now available on PressReader. *The Atlantic*, the second-most-read title, is available text-only on NewsBank, which also has the online-only articles that can't be accessed through Flipster. All magazines previously on Flipster are still available as print magazines in the library, and back issues can be checked out.

Carnegie Libraries 250: Last year, we were contacted by the [Carnegie Corporation of New York](#) who were gathering information for a database of libraries across the country who were originally funded by Andrew Carnegie. Later in the year we received notice of a \$10,000 unrestricted gift coming our way on behalf of the Carnegie Corporation to commemorate the 250th anniversary of the signing of the Declaration of Independence. This February we received the check and are holding those funds until a planned use for the money is developed. The letter that was included with the check follows this report.

MLA Book Sale: The [2026 MLA Book Sale](#) will be held here in the library, Feb 27 – Mar. 1. Given the amount of books gathered by the MLA sorters from patron donations and withdrawn library materials, it is shaping up to be one of the largest sales yet, in terms of volume of material.



2026 Staff Development Day: We held a Staff Development Day on Monday, February 16, where we close to the public and use the day to review policies or emergency procedures, talk about library related issues, and get to know each other. This year we invited Tyrone Townsend, LCPC, a Licensed Clinical Professional Counselor and former law enforcement officer with the Riley County Police Department to talk with staff about stress recovery, trauma-informed care, and de-escalation strategies for individuals working in high-stress, public-facing roles. We also reviewed the Empac benefits, were introduced to the therapy dog who is often here from programs, and ran through a live tornado drill. After Lunch, staff and the families or loved ones were encouraged to spend a few hours at the [Flint Hills Discovery Center](#), which almost 60 people attended. And I would like to give a great big “Thank You!” to the committee who organized the day ~ Whitney, Nina, Victoria, Kaitlyn R., Kaitlynn F., Tina and Rhonna. They did a great job with a very short notice and several being new to the library!

KLA Legislative Day at Capitol: I attended the 2026 KLA Legislative Day and took the opportunity to share information about all the great things we have been doing at MPL specific and work by libraries across the state with Sen. Starnes, Rep. Roeser, and Rep. Carlin, as well as Sen. Tyson, Rep. Rajhes, Rep. Amyx, and Rep. Chuck Smith. This covered our local officials and those on the Taxation and Appropriations committees that have influence over the State Library Budget and the amount of State Aid received.

### **Meetings & Events**

- 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. 11: MLA Board Meeting
- Feb. 16: Staff Development Day - Library Closed to the Public
- Feb. 16: GAC Meeting
- Feb. 24: Responding to ICE at the Library: Real World Approaches – PLA Webinar
- Feb. 27 – Mar. 2: MLA Book sale
- Feb. 27: NCKLS Survey Due
- Mar. 2: GAC Meeting
- Mar. 5: Annual Audit
- Mar. 16: Director’s Community of Practice
- Mar. 16: GAC Meeting
- Mar. 26: NCKLS Executive Meeting
- Mar. 30: GAC Meeting

### **Collection Management**

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- Crystal and Corey are revising their book complaint training to share with all staff again in 2026.
- Corey’s planning a YA STEAM kit collection.
- We began planning “New” media collections for DVDs, Blu-rays, and video games.
- Crystal started planning for updating adult graphic novel call numbers to be consistent with children’s and YA graphic novels.
- Holiday music CDs were pulled and withdrawn. All withdrawn music CDs will go to the book sale.

- Our primary book vendor, Ingram, is starting to get caught up on orders and is getting us books closer to their sale dates.

	<b>Jan 2026</b>	<b>Jan 2025</b>	<b>2026 YTD</b>	<b>2025 YTD</b>
<b>Collection</b>				
Total size	130,753	135,731		
New items added	1,513	1,060	1,513	1,060
Purchase requests filled	79	110	79	110
Items finished	1,028	703	1,028	703
Items mended	58	120	58	120
Items withdrawn	1,625	1,359	1,625	1,359
<b>Circulation</b>				
Physical circ	35,830	35,308	35,830	35,308
Sunflower circ	14,175	13,324	14,175	13,324
Hoopla circ	2,973	3,155	2,973	3,155
Kanopy circ	738	71	738	710
Flipster circ	77	291	77	291
Database usage	33,189	24,752	33,189	24,752
<b>Interlibrary Loan</b>				
ILLs lent out	152	156	152	153
ILLs borrowed for us	273	349	273	349

## Facilities

- Work to modernize the Otis #1 elevator is moving forward following Board approval. A 30% down payment has been made to ADCO Elevator Drilling, and we are currently awaiting the contractor's project schedule. Updates will be shared as timing is confirmed.
- Thermal Comfort Air completed scheduled HVAC maintenance items identified on the annual systems "red flag" list to support reliable system operation throughout the building.
- Manhattan Public Library successfully passed the annual fire sprinkler inspection in February. The system will be due for a required five-year internal pipe inspection next year as part of fire code requirements.
- Manhattan Public Library renewed its annual HVAC maintenance contract with Thermal Comfort Air and its lawn and landscaping contract with Blueville Nursery in February to continue routine building and grounds maintenance services.

## Human Resources

- Technology Trainer Update: Fred Darkow was hired at the end of January and has hit the ground running.
- Safety & Security Manager Update: Rebecca Smith will begin her role at the start of March.
- HRIS Review: Jenn (Business Manager) and I have been reviewing HRIS systems to determine which options would best align with the library's operational and staffing needs.
- Supervisor/Manager Development: Researched and identified potential training opportunities to support ongoing development for supervisors and managers.

- New Hire Onboarding: Met with three new LA2 hires to review onboarding tasks and ensure a smooth transition into their roles.
- Staff Development Day: Committee members and I coordinated Staff Development Day on February 16; the event was well attended and provided a valuable and engaging experience for staff.

### **Information Technology**

- In January, the IT Help Desk received 112 tickets and closed 108.
- Staff Relocations: With new staff successfully settled in the basement offices, additional staff were relocated to newly vacated areas on the third floor. The transitions have gone smoothly, and teams are now comfortably established in their updated workspaces.
- New Equipment Deployment: IT coordinated the installation of new copiers in work areas throughout the building. These units replace aging equipment and provide improved support for newly configured staff spaces.
- Cloud Migration Progress: We continue advancing our transition to the Microsoft 365 ecosystem by decommissioning our on-premises Microsoft Exchange Server in favor of the cloud-hosted version. This move provides staff with quicker access to new features, enhances system reliability, and reduces maintenance demands on IT staff, allowing greater focus on strategic initiatives.
- VITA Tax Assistance Support: IT partnered with the VITA team to prepare the Collaboration Space and Classroom technology in support of the 2025 tax season. Both spaces are now fully equipped to begin accepting appointments.
- Kansas 250 Program Support: IT provided technical support in the development of the Kansas 250 website and created the associated Beanstack program to support the Kansas 250 Reading Challenge.
- Staff Onboarding: IT supported the onboarding of our new HR Manager, Whitney, ensuring timely set up of equipment, accounts, and system access as well as training on IT systems. We are pleased to welcome her to the MPL team.

### **Public Services**

<b>All-Ages Redding Programs</b>	<b>Participants</b>
Winter Reading	440
<a href="#">Reading Challenge “Kansas 250”</a>	34

<b>Programs &amp; Activities</b>	<b>Target age</b>	<b>Total Events</b>	<b>Attendance</b>
Children’s Programs	0 to 11 & Family	18	632
Teen Programs	12 to 18	4	47
Adult Programs	18 on up	6	467
	<b>Total</b>	<b>28</b>	<b>1,146</b>

<b>Tours &amp; Outreaches</b>	<b>Age Group</b>	<b># of Events</b>	<b>Attendance</b>
	Children	0	0

	Teen	1	12
	Adult	1	10
	<b>Total</b>	<b>2</b>	<b>22</b>

<b>Technology Training &amp; Service</b>	<b>Attendance</b>
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**

- 1000 Books Before Kindergarten: **7** new participants, **52** Active
- Check-up/Check out: **30** coupons redeemed
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.
- Teen Zone:
  - **466** Teens visited the Teen Zone
- Enjoy & Share: **130** books delivered to Common Table, Hale Library, Breadbasket, Shepherd's Crossing, Islamic Center, Be Able, Apartment Towers, and the Health Department
- Homebound: **33** patrons in **17** locations, **215** books delivered
- Display Checkouts: **386** adult books, **28** YA books, **78** children's books
- Reference Desk questions: **1,451**

### **Continuing Education & Training**

- Jay, Hannah, Sam, & Rachel: *Unearth a Story: Digging into Summer Reading with Will Stuck* – NCKLS Workshop
- Staff tour of KSU Hale Library

### **Security**

- **21** behavior reports, **14** incident reports
  - 7 RCPD calls
  - 3 suspensions
  - Top time of day – Saturday afternoon
  - Top locations – Bathrooms, Atrium, Outside, PC/Reference
  - Top types – Verbal aggression, inappropriate language, noise

### **Patron Comments**

- A parent of a teen, who has recently started coming to the Teen Zone, thanked Sam and the Teen zone staff for being welcoming and kind to their teen.



- A kiddo visited the Teen Zone for the first time during Homeschool Hangout and stated multiple times during the program that they never wanted to leave the Teen Zone!
- The Boys and Girls Club group are excited for their D&D sessions as well as Anime Club!
- Rhonna was approached by a regular library patron when out shopping. The patron greeted her warmly and thanked her for all that we do at the library. She then said, “Seriously, the library means so much to me. The library has greatly contributed to my career success. I couldn’t afford to have a computer at home, so I would come to the library to read articles and the news.”

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

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- Carnegie Corporation of New York – <https://www.carnegie.org/news/articles/hundreds-of-carnegie-libraries-to-receive-10000-gifts-in-celebration-of-united-states-250th-anniversary/>
- 2026 MLA Book Sale – <https://mhklibrary.org/home/manhattan-library-association/>
- Flint Hills Discovery Center – <https://www.facebook.com/share/p/1Dk9aFwG2N/>
- Reading Challenge “Kansas 250” – <https://mhklibrary.org/reading-challenges/kansas-250/#1769630754156-06a07b24-79b6>

**Old Business**

- None

**New Business**

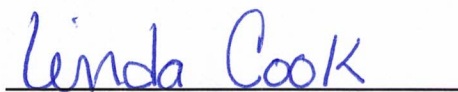
- None

**Adjournment**

The next regular meeting will be on March 30, 2026, at 4 p.m. in the Auditorium.

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

Respectfully submitted by,



President Linda Cook



Director Eric Norris