

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**March 30, 2026**

The March 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, Tara Coleman, and Kendra Kuhlman. Also present was Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Rhonna Hargett and guest Eric Kientz. Mayor Susan Adamchek was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve February 23, 2026, minutes as presented. Melissa Rosso seconded, and the motion passed.

**Financial Statement and Bills**

March 2026 expenses:

Tax Fund/General Operations.....	\$ 575,267.09
Tax Fund/Employee Benefits.....	136,476.04
Grants, Fees, and Interest.....	5,628.37
Endowment Account.....	20,393.26
Capital Improvement.....	0.00

We received our first payment from the city and the expansion bond payment was recorded. All payroll items and associated items were double due to not recording any payroll items in February. All other expenses were routine.

Tara Coleman made a motion to approve the March 2026 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**

**Manhattan Public Library Director's Report**

**March 30, 2026**

Eric Norris, Director

*"Libraries will get you through times of no money better than money will get you through times of no libraries."*

— Anne Herbert, journalist and author.

MPL Board Reappointments: On March 2, Mayor Adamchak appointed the City Commission approved the reappointment of both Tara Coleman and Tanya González to the MPL Board for their second four-year term beginning on May 1, 2026, to April 30, 2030. I very much appreciate the knowledge, professional expertise, and connection to the community, both of them bring to the library. Thank you for continuing to serve our community through this board.

Also, I would like to congratulate Tara on her [promotion to Associate Dean for Collections, Technology and Innovation](#) at K-State Libraries – very well deserved and we are proud you are part of our family here at MPL!

Asbestos Remediation: Earlier in March, Heather discovered a small but consistent leak from a pipe on the west basement air handler, and it was determined by TCA that the pipe was insulated with asbestos and would require specific remediation to remove it properly. On March 23, Associated Insulation, Inc. was onsite and removed the pipe and insulation, the pipe was replaced, and the air handler and boiler were turned back on without issue.

Electric Failure: On Sunday, March 15, we experienced a power outage that caused us to close the library earlier in the day. We also discovered that the outage caused issues with fire detection system that required service call to Marmic Fire & Safety. They discovered that a heat detector failed to reset once power was restored, and they replaced the detector at a cost of \$1,094. The outage also threw an alarm in the exhaust system that required a service call from TCA.

TSCPL Visit: We are planning a field trip to the [Topeka & Shawnee County Public Library](#) this spring.

New Staff: Several new staff have joined the team in the last several weeks. Tina Hennessy has been named our new HR manager and Becky Smith has joined us as our new Safety and Security Manager.

**Meetings & Events**

- Feb 24: Responding to ICE at the Library: Real World Approaches – PLA Webinar
- Feb 25: NCKLS Directors meeting
- Feb 26: Security Team Meeting
- Feb 27 – Mar. 2: MLA Book sale

- Mar 2: GAC Meeting
- Mar 5: Annual Audit
- Mar 10: Meet with Dr. Wisner, KSU Hale Library
- Mar 11: Chamber Business Afterhours at MATC
- Mar 12: ALA Chapter Meeting Exchange
- Mar 16: Director's Community of Practice
- Mar 16: GAC Meeting
- Mar 19: Chamber Community Conversation
- Mar 24: Design Central Meeting
- Mar 26: NCKLS Executive Meeting
- Mar 26: After Lunch Course: Everyday Advocacy
- Mar 26: Security Team Meeting
- Mar 26: KLA Council Meeting
- Mar 30: GAC Meeting
- Apr 1: Practical Project Management for Librarians and Nonprofit Leaders
- Apr 2: Domestic Science Club - Afternoon Tea

### Collection Management

- We weeded adult fiction B and all of young adult fiction. We paused weeding on February 16 because of the book sale.
- We decided to remove Flipster, due to a combination of low usage and titles available through other resources.
- We set up "New" media sections for Blu-rays, DVDs, and video games on February 9.
- Crystal finished a Domestic Science Club donation, and Corey worked on a Manhattan Book Club donation for America 250.
- With IT's help, we updated the spine labels on all Berenstain Bears books to now be BERENSTAIN BEARS regardless of author.
- With IT's help, we added new spine labels to adult fiction Star Wars books that include the titles for books where it wasn't clear based on the cover or spine.
- Working with Circulation, we added colored dots to board books to make it easier to tell which tub board books should be shelved in.

	Feb 2026	Feb 2025	2026 YTD	2025 YTD
<b>Collection</b>				
Total size	130,738	135,860		
New items added	1,013	959	2,526	2,019
Purchase requests filled	64	72	143	182
Items finished	886	616	1,914	1,319
Items mended	122	95	180	215
Items withdrawn	1,215	747	2,840	2,106
<b>Circulation</b>				
Physical circ	33,551	33,603	69,381	68,911
Sunflower circ	12,503	11,696	26,678	25,020
Hoopla circ	2,601	2,884	5,574	6,039
Kanopy circ	725	878	1,463	1,588

Flipster circ	24*	162	101	453
Database usage	28,897	21,645	62,051	46,397
<b>Interlibrary Loan</b>				
ILLs lent out	135	156	287	312
ILLs borrowed for us	227	296	500	645

\* Last Month of Flipster

## Facilities

- West Building Steam Boiler: A leak was identified in the West Building steam supply line. Due to asbestos-containing insulation, professional abatement was completed prior to repair. Thermal Comfort Air repaired the piping, which has since been reinsulated. The system has been returned to normal operation with no further issues observed.
- Irrigation System: The irrigation backflow failed its annual test in February and was rebuilt by Thermal Comfort Air on March 11. This repair was required prior to seasonal startup.
- Fire Alarm System: A power outage on March 15 caused a failure of one heat detector. Marmic Fire & Safety responded and repaired the issue.
- Window Cleaning: Spring interior and exterior window cleaning is scheduled with MTB Services for March 26.
- Otis #1 Modernization: The elevator modernization project remains in progress. ADCO Elevator Drilling anticipates mobilizing to the library in approximately two weeks following completion of their current project at K-State. The team conducted a recent site visit to assess the jack hole, confirm site readiness, and develop next steps. Drilling operations are expected to generate significant noise; the contractor will provide hearing protection and coordinate to minimize disruption.

## Information Technology

- In February, the IT Help Desk received 115 tickets and closed 102.
- Summer Reading 2026: IT staff have begun collaborating with departments across the library to prepare for this year's Summer Reading Program. IT's role includes developing the program website and configuring the associated Beanstack program.
- MLA Book Sale 2026: IT assisted with the setup and operation of iPads for the annual book sale. Volunteers received brief training, and IT staff provided on-site support throughout sale. The event ran smoothly, and the updated setup contributed to a more efficient overall experience.
- New Staff: IT has been assisting with onboarding and technology setup for new staff members. In February, the library welcomed a new Technology Trainer in the Adult Services department, bringing valuable skills to support staff and patrons.
- Phone Service: IT staff are working with vendors to transition the library's phone service to a new provider. The current system is hosted internally on a physical server due to PRI requirements. The new SIP-based service will provide greater flexibility, including options to host the system virtually or move to a dedicated PBX appliance in the future.
- E-rate: IT completed this year's E-rate request for Category 2 equipment. The request includes additional network equipment and quotes for refreshing the library's Wi-Fi access points.

## Public Services

All-Ages Reading Programs	Participants
<a href="#">Reading Challenge "Kansas 250"</a>	74

Programs & Activities	Target age	Total Events	Attendance
Children's Programs	0 to 11 & Family	29	1,332
Teen Programs	12 to 18	5	70
Adult Programs	18 on up	5	50
	<b>Total</b>	<b>39</b>	<b>1,452</b>

Tours & Outreaches	Age Group	# of Events	Attendance
	Children	0	0
	Teen	0	0
	Adult	0	0
	All Family	1	98
	<b>Total</b>	<b>1</b>	<b>98</b>

Technology Training & Service	Attendance
TTC Appointments	21
Consults	2
Assistive Tech Appointments	1
Senior Center Drop-In	0
Basic Tech Class	0
<b>Total Patrons Served</b>	<b>24</b>

### Additional Services & Statistics

- 1000 Books Before Kindergarten: 9 new participants, 43 Active
- Check-up/Check out: 25 coupons redeemed
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.
- Teen Zone:
  - 552 Teens visited the Teen Zone
- Enjoy & Share: 285 books delivered to Common Table, Airport, Jardine, Stonecreek Physicians, Cat's Cupboard, and Hale Library.
- Homebound: 31 patrons in 17 locations, 197 books delivered
- Display Checkouts: 325 adult books, 65 YA books, 69 children's books
- Reference Desk questions: 1,431

### Continuing Education & Training

- Brinna - Teens with Trauma- Homeless Training Webinar; Teens in Groups – Homeless Training Webinar; Unattended Children – Homeless Training Webinar; and Small Talk for Introverts – LinkedIn Learning

- Laura & Brinna - Summer Reading Webinar with Will Stuck
- Victoria & Brinna - Dig Into Library Programs for Adults
- Brinna & Sam - Digging Into SLP, 2026: Teen Idea Share

## Security

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- **24** behavior reports, **16** incident reports
  - 7 RCPD calls
  - 9 suspensions
  - Top time of day – Saturday afternoon
  - Top locations – PC/Reference, Community Room
  - Top types – Verbal aggression, inappropriate language, noise, messes/leaving stuff

## Patron Comments

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- Nina had an excellent reader's advisory conversation to recommend manga to a guest
- One regular computer-using guest expressed that Amanda has been very helpful when providing printer assistance
- Jennifer sat by someone at church who showed her that she had a cookbook from the library in her bag with her. She said, "Whoever is ordering books at the library is doing a great job. The cookbooks always hit!"
- At the tour Brinna set up for Hale librarians, we had some great interactions. A few had not seen our Rosie's Corner space, and one of the librarians picked out 5 books while we were standing there and went over to Circ to purchase them. They were all interested in finding ways to collaborate and cross-promote each other's collections and programs.
- A gal named Melanie donated her son's anime pin collection to us for Anime club (he moved out and said he didn't want them so \\_(ツ)\_/). They are very cool and very nice! We will be using them for prizes at the end of summer and end of the year anime parties. Probably worth over \$1000 combined.
- Teen complimented the chairs in the Groesbeck room and said they were really comfy
- Lana, from Donuts and Danger gave Victoria a rewarding compliment. She hasn't been at the club for some months now and came for Feb. At the end of the program she came to me and said, "You are sounding great, and have grown in leading this club."
- One of our toddlers comes in with her dad every week and one of her favorite things to do is 'check-out' books. She goes to find a book on the shelves with her dad and then carries it over to a self-check machine and places it under the scanner.

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

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- promotion to Associate Dean for Collections, Technology and Innovation – <https://www.k-state.edu/news/articles/2026/01/tara-coleman-named-associate-dean-k-state-libraries.html>
- Topeka & Shawnee County Public Library – <https://tscpl.org/>
- Reading Challenge "Kansas 250" – <https://mhklibrary.org/reading-challenges/kansas-250/#1769630754156-06a07b24-79b6>

Directors report Items for Discussion:

- Exploring a reduction in weekly business hours of operation
  - Update on the process
- 2026 Booksale Overview
- 2025 Annual Report

**Old Business**

- None

**New Business**

- 2025 Financial Audit
  - Presented by Eric Kientz, Senior Audit partner for Kientz & Penick CPAs, LLC

Lucas Loughmiller made a motion to accept the audit as presented. Melissa Rosso seconded and the motion passed.

**Adjournment**

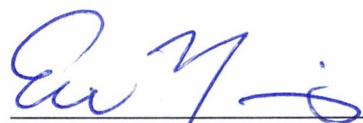
The next regular meeting will be on April 27, 2026, at 4 p.m. in the Auditorium.

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

Respectfully submitted by,

  
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President Linda Cook

  
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Director Eric Norris

