

**Manhattan Public Library
Regular Meeting of the Board of Trustees
April 27, 2026**

The April 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, Kendra Kuhlman and Mayor Susan Adamchak. Also present was Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Director Rhonna Hargett.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve March 30, 2026, minutes as presented. Melissa Rosso seconded, and the motion passed.

Financial Statement and Bills

April 2026 expenses:

Tax Fund/General Operations.....	\$ 263,364.41
Tax Fund/Employee Benefits.....	64,641.32
Grants, Fees, and Interest.....	8,497.35
Endowment Account.....	23,054.02
Capital Improvement.....	0.00

We received an E-Rate reimbursement for technology purchased and paid 1 year of insurance on the van. We also purchased 20,000 new library cards which will last 4.5 to 5.5 years. All other expenses were routine.

Lucas Loughmiller made a motion to approve the April 2026 financial statements as presented. Tara Coleman 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
2026**

April 27,

Eric Norris, Director

"A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert."

— Andrew Carnegie, industrialist and philanthropist.

Each year we are one of the host sites for the Riley County Extension Volunteer Income Tax Assistance (VITA) program, which helps prepare state and federal income tax returns for active-duty military, low to moderate income households, and retired military and non-military individuals, and can file those returns electronically, at no cost. From January to April, 21 volunteers put in 1,454 hours, and helped file 1,195 returns. We are very pleased to be a host site for VITA. It is a great service for the community.

Meetings & Events

- Mar 26: KLA Council Meeting
- Mar 30: GAC Meeting
- Mar 31: MLF Meeting
- Apr 1: Practical Project Management for Librarians and Nonprofit Leaders
- Apr 1: 1998 Jack Goldstein Grant Due
- Apr 1: Practical Project Management for Libraries
- Apr 2: Domestic Science Club - Afternoon Tea
- Apr 3: Nonprofit Directors Meeting
- Apr 8: MLA Annual and Monthly Meeting
- Apr 13: GAC Meeting
- Apr 20: Financial Committee Meeting
- Apr 21: Tanner Symposium – Library Leadership
- Apr 23: ML Meeting with Mike and Pat Swann
- Apr 25: Little Apple Pridefest
- Apr 25: Sciencefest
- Apr 29: Purple Wave Book Donation
- May 4: Mamava Lactation Pod Ribbon Cutting
- May 14: NCKLS Executive Meeting
- May 15: Tour with Newton Public Library
- May 18: Directors Community of Practice
- May 24-25: Library Closed for Memorial Day

Collection Management

- We finished weeding we had paused in February.
- Crystal and Corey resumed going to department meetings to train staff on how to handle book complaints and challenges.
- We evaluated MakeMake, a Spanish-language ebook platform for kids, and will add it at a future date.
- We worked with the South East Kansas Library System and Child Care Aware to get early literacy kits on interlibrary loan, which we can share with local childcare centers.
- Crystal and Corey attended the Public Library Association conference in Minneapolis from March 31-April 3.

	March 2026	March 2025	2026 YTD	2025 YTD
Collection				
Total size	130,966	135,077		
New items added	1,230	1,028	3,756	3,047
Purchase requests filled	51	93	194	275
Items finished	826	606	2,740	1,925
Items mended	99	152	279	367
Items withdrawn	940	1,659	3,780	3,765
Circulation				
Physical circ	35,830	37,289	105,211	106,200
Sunflower circ	13,947	13,213	40,625	38,233
Hoopla circ	2,641	3,128	8,215	9,167
Kanopy circ	798	712	2,261	2,300
Database usage	34,717	22,449	97,034	68,846
Interlibrary Loan				
ILLs lent out	131	196	418	508
ILLs borrowed for us	238	318	738	963

*No ValueLine stats

Facilities

- The Otis #1 modernization project is actively underway. ADCO Elevator Drilling and MEI are on site and have begun work within the elevator pit. The team determined that the existing 18-inch casing must be replaced with a 20-inch casing to meet project requirements.
 - As anticipated, progress has been slower due to challenging conditions within the jack hole, including unstable sediment and water infiltration. The team continues to make steady progress as conditions allow.
 - Drilling operations are taking place Monday through Thursday, approximately 7:00 a.m. to 5:00 p.m. This phase of the project involves increased noise, and temporary closure of the Goldstein Garden during certain operations. Efforts are being made to minimize disruption to library operations.
- Thermal Comfort Air responded to a service issue with the West Building MZU-2 unit related to discharge temperature. A corroded control sensor was repaired, and the unit has returned to normal

operation. Annual spring A/C coil cleaning has been completed as part of routine preventative maintenance. Annual operational testing of the fire system exhaust fans was completed by Thermal Comfort Air.

- The lawn irrigation system has been brought online for the season following completion of the backflow rebuild in March.
- The annual inspection of the East Building Dover #1 and #2 elevators is scheduled and will be completed prior to the upcoming Board meeting.
- Planning is underway to repaint the East Basement Programming/PR area ahead of new cubicle and desk installation.
- Facilities is working with BHS to evaluate installation options for shade sails in the Goldstein Garden.
- Facilities staff have been preparing the building and grounds for increased spring and summer activity and upcoming events.

Human Resources

- Hired Rebecca (Becky) Smith as our Safety and Security Manager. First day was 3/2.
- Whitney Phebus last day as HR Manager was 3/13. Hired Tina Hennessy (internal) to fill position, her start date was 3/9.
- Filled the Administrative Assistant position. Tera Horsman started in the role on 4/8.
- Tina Hennessy became a member of SHRM as well as the Flint Hills SHRM Chapter on 3/7.
- HR and Business Manager are working on a business proposal for a new HRIS system.
- The library celebrated National Library Week April 20-24. MLA funds provided pizza on National Library Workers Day, which was 4/2. MLA funds also provided each employee with a tumbler to take home as a thank you for their hard work every day!

Information Technology

- In March, the IT Help Desk received 122 tickets and closed 119.
- Summer Reading 2026: IT staff is actively collaborating with departments across the library to prepare for this year's Summer Reading Program. IT's responsibilities include developing the program website and configuring the associated Beanstack setup in preparation for the summer launch. Work is currently in progress, with program information being entered into Beanstack. Website development will begin in April.
- New Staff: IT has been assisting with onboarding and technology setup for new staff members. In March, the library welcomed a new Safety and Security Manager, who is now getting set up with the necessary systems and tools for their role.
- Phone Service: IT staff continues working with vendors on the transition of the library's phone service to a new provider. We are currently in the planning and configuration phase, including review of SIP requirements and system options for future hosting. Next steps include finalizing setup details and coordinating implementation timelines.
- IT Operations: IT staff continued routine technical support, system maintenance, and troubleshooting for staff and public technology services across the library.

- System Infrastructure Updates: IT continued deployment and configuration work for new workstation imaging and management tools, including application deployment, directory integration, and device provisioning across staff and public computing environments.

Public Services

All-Ages Reading Programs	Participants
Reading Challenge "Kansas 250"	28

Programs & Activities	Target age	Total Events	Attendance
Children's Programs	0 to 11 & Family	32	1,206
Teen Programs	12 to 18	5	54
Adult Programs	18 on up	5	48
	Total	42	1,308

Tours & Outreaches	Age Group	# of Events	Attendance
	Children	6	430
	Teen	0	0
	Adult	2	31
	All Family	0	0
	Total	8	461

Technology Training & Service	Attendance
TTC Appointments	37
Consults	0
Assistive Tech Appointments	2
Senior Center Drop-In	0
Basic Tech Class	0
Total Patrons Served	39

Additional Services & Statistics

- 1000 Books Before Kindergarten: 9 new participants, 40 Active
- Check-up/Check out: 29 coupons redeemed
- Teen Zone:
 - 608 Teens visited the Teen Zone
- Enjoy & Share: 130 books delivered to Common Table, Flint Hills Breadbasket, Shepherd's Crossing, Islamic Center, Be Able, Apartment Towers.
- Homebound: 31 patrons in 17 locations, 168 books delivered
- Display Checkouts: 368 adult books, 50 YA books, 70 children's books
- Reference Desk questions: 1,567
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.
- We also helped with 2 new Talking Books registrations!

Continuing Education & Training

- Jay & Hannah – Power Up: Youth Services Virtual Conference – University of Wisconsin Continuing Education
- Rhonna – Grief in the Workplace – Kansas SHRM webinar
- Rhonna – Giving and Receiving Feedback – LinkedIn Learning Course

Security

- 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

- A patron that Fred has been assisting used the skills he is teaching to secure a job at a local nursing agency.
- After the Teen Writers Guild, one teen participant continued working on her writing after the program. We came back from our dinner at 6pm and she was still in the atrium continuing to write from one of the prompts. (Brinna).

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

- Reading Challenge “Kansas 250” – <https://mhklibrary.org/reading-challenges/kansas-250/#1769630754156-06a07b24-79b6>

Old Business

- None

New Business

- Approval of May monthly bills
 - We need approval to pay bills in the month of May, ahead of the meeting
 - The May meeting is on June 1st, moved due to Memorial Day Weekend.Melissa Rosso made a motion to preapprove the May monthly bills and pay them. Lucas Loughmiller seconded and the motion passed.
- 2027 Budget Presentation
 - Eric went over the budget and supporting information.

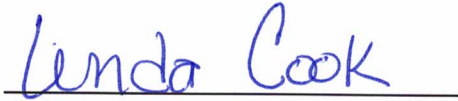
Melissa Rosso made a motion to approve the budget as presented. Tanya González seconded the motion passed 5 to 3. Sarah May, Mayor Susan Adamchak, and Tara Coleman voted not to approve the budget as presented.

Adjournment

The next regular meeting will be on June 1, 2026, at 4 p.m. in the Auditorium.

Lucas Loughmiller made a motion to adjourn the meeting. Tara Coleman seconded, and the motion passed.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Linda Cook". The signature is written in a cursive style and is positioned above a horizontal line.

President Linda Cook

A handwritten signature in blue ink that appears to read "Eric Norris". The signature is written in a cursive style and is positioned above a horizontal line.

Director Eric Norris

