

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**June 01, 2026**

The May meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Linda Cook. Present was board members Sarah May, Melissa Rosso, Lucas Loughmiller, Tara Coleman, and Mayor Susan Adamchak. Also present was Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Director Rhonna Hargett. Guest staff members present were Breanna Braun, Tera Horsman, Tina Hennessy, Cody Wassenberg, and Crystal Hicks. Tanya González and Kendra Kuhlman were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve April 27, 2026, minutes as presented. Sarah May seconded, and the motion passed.

**Financial Statement and Bills**

May 2026 expenses:

Tax Fund/General Operations.....	\$ 266,039.97
Tax Fund/Employee Benefits.....	68,142.13
Grants, Fees, and Interest.....	14,850.19
Endowment Account.....	38,761.14
Capital Improvement.....	10,062.50

We sent three staff members to PLA this year. We paid American Hydrovac for elevator project work. All other expenses were routine.

Tara Coleman made a motion to approve the May 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**

**June 1, 2026 (May Meeting)**

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Eric Norris, Director

*"The library is the temple of learning, and learning has liberated more people than all the wars in history."*

— Carl Thomas Rowan, journalist, author, and diplomat.

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- ["Your library card just became the hottest ticket in town!"](#) Earlier in May, we announced the partnership with IHOP that library card holders can get one free item off the menu every Monday night from 4pm to 8pm in June and July.
  - IHOP also gave us 5,000 coupons for kid's meals in support of summer reading.
- We changed the procedural when allowing patrons that have been suspended from the premise back onto the property after a suspension ends. Before they are allowed back freely, they must set up a meeting to discuss the reason for their suspension with Becky Smith, Safety Manager, and set the expectations moving forward.
- We are making a few changes with the hiring practices and making sure that the HR Manager is involved with the interviews with all full-time candidates.
- We are developing a new Project Management system to track projects from idea to completion.
- ["Unearth A Story!"](#) – the 2026 Summer Reading Challenge goes from June 1 till July 31, and the Kick-Off Party, ["Dinosaur Dimensions"](#) and [free snow cones](#) is June 6, with two showings of the interactive show featuring life-like dinosaur puppets.
  - Early signups are underway with 280 kids (ages 0-11), 51 teens (ages 12-17 (and that's really good start actually!)), and 187 adults, already registered.
  - I would like to extend a very warm and sincere thank you to all of our sponsors this year: Manhattan Library Foundation (MLF), Manhattan Library Association (MLA), A + H Farm, Arrow Coffee Co., Baskin Robbins, Bluestem Bistro, Commerce Bank, Community First National Bank, Crumbl Cookies, Dearborn Coffee, Flight Crew Coffee, Flint Hills Discovery Center, Goblin Games, Hyvee, IHOP, Kansas State Fair, Manhattan Brewing Company, Manhattan Kiwanis Club, Papa Murphy's Take 'N Bake Pizza, Pediatric Associates of Manhattan, Pizza Hut, Raising Canes, Rosie's Corner (MLA), Sonic (3rd Street), Sunflower Cat Café, Sunset Zoo, TheraPie LLC, UnCorked Inspiration, Varsity Donuts, The Village Geek, Vista Drive In, and Wildflower Trading Co.
    - This event is so special because of such strong community support! Thank You!!

**Meetings & Events**

- Apr 29: Purple Wave Book Donation
- May 4: Mamava Lactation Pod Ribbon Cutting
- May 13: Empowering Library Staff and Customers, Webinar
- May 14: NCKLS Executive Meeting
- May 14: Meeting with Mayor Susan Adamchak
- May 15: Tour with [Newton Public Library](#)
- May 18: Directors Community of Practice
- May 20: Meeting with Commissioner Larry Fox
- May 20: Meeting with Commissioner Andrew Von Lintel
- May 24-25: Library Closed for Memorial Day
- May 26-27: Design Central in to set up Cubicles in east basement
- May 28: KLA Council Meeting
- June 19: Library Closed for Juneteenth Holiday

### Collection Management

- Crystal and Corey attended PLA from March 31 to April 3 in Minneapolis.
- The magazine count ran, with a new survey format that required less staff time and hopefully more accurate results.
- We weeded 300s in adult nonfiction; Geography, Languages, and Parent & Teacher in Children's; and fiction, nonfiction, and comics in YA.
- YA STEAM kits launched on April 13.
- Crystal attended a Sunflower eLibrary board meeting as a representative from the NCKLS region.
- It was decided to delete online resource MARC records after hiding them from the OPAC for 6 months. IT will work on this as they have time.
- Aja turned in her resignation from the Finishing and Acquisitions Assistant position.

	March 2026	March 2025	2026 YTD	2025 YTD
<b>Collection</b>				
Total size	130,907	135,041		
New items added	959	1,221	4,715	4,268
Purchase requests filled	76	95	270	370
Items finished	845	855	3,585	2,780
Items mended	101	149	380	516
Items withdrawn	1,159	1,287	4,939	5,052
<b>Circulation</b>				
Physical circ	34,357	34,431	139,568	140,631
Sunflower circ	13,456	12,252	54,081	50,485
Hoopla circ	2,480	2,875	10,695	12,042
Kanopy circ	637	836	2,898	3,136
Database usage	41,559	22,660	138,843	91,506
<b>Interlibrary Loan</b>				
ILLs lent out	135	197	553	705
ILLs borrowed for us	197	327	935	1,290

## Facilities

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- Otis #1 Modernization
  - Elevator modernization work on Otis #1 continued to make significant progress over the past month.
  - During drilling operations, crews encountered underground water infiltration, unstable sediment conditions, and difficulty removing the original 18-inch casing.
  - Due to site conditions, the project scope was adjusted to install a larger 24-inch casing around the existing casing before removal efforts continued.
  - Additional concrete cutting and expansion of the elevator pit blockout were required to accommodate the revised casing installation.
  - A hydrovac/evacuation truck was brought on site to assist with slurry removal and support continued casing extraction efforts.
  - ADCO Elevator Drilling successfully removed the original hydraulic jack casing and assisted MEI with plumbing and alignment of the new hydraulic jack assembly. After completing its portion of the project, ADCO demobilized and left the site on May 15.
  - Since then, MEI has continued making substantial progress toward project completion. Approximately 12 tons of sand were brought in to fill the void beneath the elevator pit floor created during drilling operations, followed by placement of flowable fill concrete to stabilize the area.
  - MEI currently anticipates the remaining project timeline will be approximately three additional weeks, barring unforeseen delays.
  - Although the project encountered several unexpected underground challenges, it has now reached a stage where steady forward progress is clearly visible, and completion is beginning to come into sight.
- East Building Dover Elevators
  - Annual state inspections for the East Building Dover elevators were completed.
  - A new alarm bell button was installed in the atrium Dover elevator control panel to satisfy current compliance requirements.
- HVAC / Building Systems
  - Thermal Comfort Air completed seasonal preventative maintenance activities, including quarterly filter changes and spring HVAC system inspections.
  - Facilities and Thermal Comfort Air responded to a boiler controls issue following a building power disruption. System resets were completed and normal boiler operation was restored.
  - Thermal Comfort Air responded to a service issue with the West Building MZU-2 unit related to discharge temperature. Two failed thermistors were identified and replaced, restoring the unit to normal operation.
  - Thermal Comfort Air also responded to a service issue involving increasing noise from West Building Air Handling Unit 2 (AHU-2). Following evaluation, TCA determined the unit's internal bearings require replacement, and replacement parts have been ordered.
  - Thermal Comfort Air responded to a faulty airflow sensor affecting VAV315 within the building automation system. It was determined that the existing controller had failed. A new controller has been ordered, and repairs are pending installation.
- General Operations

- Facilities coordinated planning for new cubicle and workstation installation within the East Basement Programming/PR area, including repainting and electrical coordination.
- Facilities continues ongoing work related to building key inventory organization, access control review, and key management procedures.
- Facilities staff continue responding to routine maintenance requests, seasonal building needs, and preparation for upcoming summer programming and public events. Increased daily building usage and activity levels throughout the spring and early summer season have significantly increased ongoing daily cleaning, upkeep, and operational demands across the building.

### Human Resources

- Hired Earlisha Killen and David Hannen as our part time Safety and Security Specialists. Their first day will be 6/2 & 6/3.
- HR and Business managers are working with Rippling to implement new Human Resources Information System.
- Working on new Parental Leave policy, to be brought to the board in July.
- Gathering information and quotes for the library to conduct a new salary study this year.

### Information Technology

- In April, the IT Help Desk received 132 tickets and closed 123.
- Summer Reading 2026: IT staff continues working with library departments to prepare for the Summer Reading Program. Current projects include configuring the Beanstack platform and developing the program website. Beanstack setup is expected to be completed in early May, with website development beginning shortly after.
- Community Outreach: IT staff provided support during Science Fest, including assisting staff, answering questions, and helping with event setup and cleanup. IT staff also volunteered at Little Apple Pride in support of the library’s outreach efforts.
- Battery Backup Maintenance: IT reviewed and updated several battery backup systems throughout the library following issues caused by recent storms.
- Website Accessibility Improvements: IT continued updates to improve website accessibility and meet WCAG 2.1 AA standards. Work included replacing some PDF documents with web pages, updating backend systems, and making design improvements. Accessibility updates will continue as the library works toward the April 2027 compliance deadline.
- Phone Service Transition: IT staff continues coordinating with vendors on the transition to a new phone service provider. The change to WTC is scheduled for May 13, 2026.
- System Infrastructure Updates: IT continued implementing new workstation management and imaging tools to improve device setup, software deployment, and overall management of staff and public computers.

### Public Services

All-Ages Reading Programs	Participants
<a href="#">Reading Challenge “Kansas 250”</a>	53

Programs & Activities	Target age	Total Events	Attendance
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Children's Programs	0 to 11 & Family	28	4290
Teen Programs	12 to 18	5	100
Adult Programs	18 on up	5	99
	<b>Total</b>	<b>38</b>	<b>4,489</b>

Tours & Outreaches	Age Group	# of Events	Attendance
	Children	11	784
	Teen	6	1,059
	Adult	0	0
	All Family	1	353
	<b>Total</b>	<b>18</b>	<b>2,196</b>

Technology Training & Service	Attendance
TTC Appointments	30
Consults	0
Assistive Tech Appointments	3
Senior Center Drop-In	11
Basic Tech Class	0
<b>Total Patrons Served</b>	<b>44</b>

#### Additional Services & Statistics

- 1000 Books Before Kindergarten: **5** new participants, **42** Active
- Check-up/Check out: **45** coupons redeemed
- Teen Zone:
  - **678** Teens visited the Teen Zone
- Enjoy & Share: **280** books delivered to Common Table, the Airport, Stonecreek Physicians, Flint Hills Breadbasket, Jardine, and the Cat's Cupboard.
- Homebound: **31** patrons in **17** locations, **160** books delivered
- Display Checkouts: **406** adult books, **54** YA books, **85** children's books
- Reference Desk questions: **1,441**

#### Continuing Education & Training

- Savannah, Crystal, & Corey: Public Library Association Conference
- Rhonna: Practical Project Management for Librarians – Niche Academy webinar; Communication Skills for Modern Management – LinkedIn Learning Course

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

- "Your library card just became the hottest ticket in town!" – <https://www.facebook.com/share/p/1Dad42oXwp/>
- "Unearth A Story!" – <https://mhklibrary.org/sr/>
- "Dinosaur Dimensions" and free snow cones – <https://manhattanks.librarycalendar.com/event/dinosaur-dimensions-28025>
- Newton Public Library – <https://www.facebook.com/share/p/1DbYTFQ76B/>

- Reading Challenge “Kansas 250” – <https://mhklibrary.org/reading-challenges/kansas-250/#1769630754156-06a07b24-79b6>
- Items for Discussion:
  - “Show Your Receipts” Campaign  
Brea Braun went through a slide show of the campaign. Answered questions from the board.

#### **Old Business**

- None

#### **New Business**

- Policy Update: MNG-25: Library Programming

Melissa Rosso made a motion to approve the policy with the change of holiday from upper case to lower case. Lucas Loughmiller seconded and the motion passed.

- Policy Update: INF-5: Homebound Services

Lucas Loughmiller made a motion to approve the policy changes as presented. Tara Coleman seconded the motion passed.

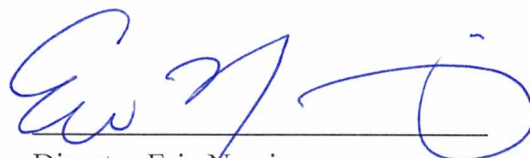
#### **Adjournment**

The next regular meeting will be on June 29, 2026, at 4 p.m. in the Auditorium.

Susan Adamchak made a motion to adjourn the meeting. Melissa Rosso seconded, and the motion passed.

Respectfully submitted by,

  
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President Linda Cook

  
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Director Eric Norris

