Manhattan Public Library
Regular Meeting of the Board of Trustees
June 29, 2026

The June 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, Kendra Kuhlman, Tara Coleman, and Mayor Susan Adamchak. Also present were Business Manager Jennifer Lund, and Assistant Director Rhonna Hargett. Eric Norris, Melissa Rosso and Lucas Loughmiller were absent.

Public Comment

No public comment.

Approval of Minutes

Tara Coleman made a motion to approve June 01, 2026, minutes as presented. Sarah May seconded, and the motion passed.

Financial Statement and Bills

June 2026 expenses:

Tax Fund/General Operations.....	$ 275,662.92
Tax Fund/Employee Benefits.....	72,588.99
Grants, Fees, and Interest.....	6,829.24
Endowment Account.....	75,776.37
Capital Improvement.....	37,581.10

We paid for a 5-year warranty for the AMH machine and paid some on the basement remodel project with both given to us by the foundation. All other expenses were routine.

Tara Coleman made a motion to approve the June 2026 financial statements as presented. Mayor Susan Adamchak 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

"The very existence of libraries affords the best evidence that we may yet have hope for the future of man."

— T.S. Eliot, poet, essayist, playwright, and literary critic.



- On Wednesday, July 8, we are officially launching Show Your Receipts, a community-wide awareness campaign emphasizing the financial wellness the library provides. Our checkout slips have featured a personalized "Value Statement" at the bottom that list three savings amounts, for the current checkout, the year to date, and since 2017 when we began keeping track. We've already kicked off a trial run with local leaders (like City Commissioners and School Board members) to build up some buzz when we launch in July. Thank you to Board Members who have already participated!
    - If you are interested in helping with this awareness campaign, please let me know by email and we can set up a time.
- "Unearth A Story!" – the 2026 Summer Reading Challenge is underway!
    - Unfortunately, I did not have up to date stats or a specific report on the program at the time of writing this report.
- The cubicles and desks have been installed in the east basement for the PR and Programming staff. This, along with the painting and electrical work, was paid for by the MLF. We are still needing to purchase a few shelving units and storage cabinets which will be paid for out of the Capital Improvement Fund.
- The Otis #1 elevator is back in action! Heather report on June 16:
    - After approximately thirteen months out of service, the Otis #1 elevator has successfully completed its state acceptance inspection and been approved for certification. Today marks 388 days since the elevator was removed from service and 273 days since modernization work officially began. Both West Building elevators are now operational!
    - Jason Smith, Manhattan Chamber CEO, is working with us to create a fun spoof Ribbon-Cutting video to "officially" open it!

Meetings & Events

- June 10: Chamber After Hours Event
- June 12: Chamber Ribbon Cutting
- June 15: Public Library Director's Community of Practice

- June 18: Chamber Community Conversation
- June 19: Library Closed for Juneteenth Holiday
- June 20: Juneteenth Community Outreach Event
- June 27-29: ALA Council Meetings (online)
- July 4: Library Closed for July 4 Holiday

Collection Management

- We weeded DVDs and graphic novels in Children's.
- We hired Erika Hart for the Acquisitions and Finishing Assistant position.
- The Switch 2 video game collection launched for patrons.
- We added subsections to the adult graphic novels for manga and series, and within series we grouped titles by Marvel and DC.
- We prepped to launch MakeMake and held a staff training for it on May 27.

	May 2026	May 2025	2026 YTD	2025 YTD
Collection				
Total size	131,259	135,125		
New items added	1,004	929	5,719	5,197
Purchase requests filled	40	81	310	451
Items finished	876	926	4,461	3,706
Items mended	92	209	472	725
Items withdrawn	799	1,087	5,738	6,139
Circulation				
Physical circ	37,670	36,049	177,238	176,680
Sunflower circ	14,271	13,045	68,352	63,530
Hoopla circ	2,828	3,003	13,523	15,045
Kanopy circ	708	834	3,606	3,970
Database usage	33,657	22,080	172,500	113,586
Interlibrary Loan				
ILLs lent out	129	172	682	877
ILLs borrowed for us	239	296	1,172	1,586

*no ValueLine stats yet

Facilities

- Elevator Modernization Project:
  - A major milestone was achieved this month with the successful completion of the West Building Otis #1 elevator modernization project. On Monday, June 15th, the elevator passed its state acceptance inspection and was approved for certification. Both West Building elevators are now fully operational.
- HVAC:
  - HVAC repair work included replacing failed discharge air temperature sensors serving West Building MZU-2, as well as continued progress on repairs to AHU-2 bearing components and VAV-315 airflow controls.
  - The West Building steam boiler was shut down for the cooling season.

- Roof System Assessment:
  - Recent severe weather resulted in water intrusion at multiple locations throughout the facility. Facilities staff continued documenting leak locations, evaluating recurring problem areas, and assessing overall roof system conditions.
  - Several leaks appear to be associated with areas that were previously repaired but reoccurred this spring. Work is underway to develop recommendations for a comprehensive roof system assessment, along with future capital planning related to roofing and building envelope improvements.

Human Resources

- Tina Hennessy (HR Manager) received her HRCI aPHR certification.
  - Congratulations Tina!
- Working with Adult Services to hire an AS Supervisor, as well as hiring for an 18hr Library Assistant position.
- Internally promoted two library assistant 18hr positions to 25hr positions.
- New onboarding supervisor training is to be implemented in July.
- Developing new soft skills manager training.

Information Technology

- In May, the IT Help Desk received 117 tickets and closed 125.
- Summer Reading 2026: Preparation for the Summer Reading Program has been completed. The Beanstack platform and program website are ready, and preregistration opened on May 22, 2026.
- New Online Resource: IT staff worked with Collection Services and the PR Department to launch MakeMake, a new online resource that provides access to Spanish-language eBooks for library patrons.
- Department Projects: IT staff continued collaborating with multiple departments on a variety of projects and updates. Current work includes Polaris statistics reporting, updates to PRL workflows and resources, security system improvements, phone service updates, basement move coordination, graphic novel collection moves, planning to add a Nintendo Switch 2 collection, and other ongoing initiatives.
- Safety Team Preparation: IT completed technology updates and support work to help prepare for the launch of the library's new Safety Team in June.

Public Services

Programs & Activities	Target age	Total Events	Attendance
Children's	0 to 11	6	262
Teen	12 to 18	5	129
Adult	18 on up	4	166
All Ages / Family		4	1,180
	Total	**19**	**1,737**

Tours & Outreaches	Age Group	# of Events	Attendance
	Children	7	1,925
	Teen	0	0

	Adult	2	30
	All Family	1	653
	Total	**10**	**2,608**

Technology Training & Service	**Attendance**
TTC Appointments	16
Consults	0
Assistive Tech Appointments	2
Senior Center Drop-In	22
Basic Tech Class	0
Total Patrons Served	**40**

Additional Services & Statistics

- 1000 Books Before Kindergarten: **47** new participants, **96** Active
- Check-up/Check out: **53** coupons redeemed
  - Stormont Vail has joined the program
- Teen Zone:
  - **601** Teens visited the Teen Zone
- Enjoy & Share: **90** books delivered to Flint Hills Breadbasket, Shepherd's Crossing, Islamic Center, Apartment Towers, Riley County Health Department
- Homebound: **29** patrons in **15** locations, **177** books delivered
- Display Checkouts: **483** adult books, **31** YA books, **36** children's books
- Reference Desk questions: **1,357**

Continuing Education & Training

- In August, we are resuming both the Manager Skills and All-Staff Emergency trainings.

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

- "Unearth A Story!" – https://mhklibrary.org/sr/
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Old Business

- None

New Business

- New Policy: 813-Parental Leave
  - Policy included in packet

Mayor Susan Adamchak made a motion to approve the policy as presented. Tara Coleman seconded and the motion passed on a 5 to 1 vote. Sarah May voted against the policy.

- July Meeting and approval of the monthly bill payments for July

Tanya González made a motion to approve paying the July bills. Tara Coleman seconded the motion passed.

Adjournment

The next regular meeting will be on August 31, 2026, at 4 p.m. in the Auditorium.

Tanya González made a motion to adjourn the meeting. Sarah May seconded, and the motion passed.

Respectfully submitted by,

Linda J Cook

President Linda Cook

Director Eric Norris