Manhattan Public Library
Regular Meeting of the Board of Trustees
August 31, 2026

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

Public Comment

No public comment.

Approval of Minutes

Sarah May made a motion to approve June 29, 2026, minutes as presented. Lucas Loughmiller seconded, and the motion passed.

Financial Statement and Bills

July 2026 expenses:

Tax Fund/General Operations.....	$ 309,913.12
Tax Fund/Employee Benefits.....	68,797.83
Grants, Fees, and Interest.....	3,946.52
Endowment Account.....	21,239.81
Capital Improvement.....	94,897.00

August 2026 expenses:

Tax Fund/General Operations.....	$ 294,040.34
Tax Fund/Employee Benefits.....	68,372.97
Grants, Fees, and Interest.....	10,661.76
Endowment Account.....	42,490.25
Capital Improvement.....	0.00

We received our second ad valorem payment from the city in August. We paid our insurance and our library system (Polaris) annual payments.

Lucas Loughmiller made a motion to approve the July & August 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
Eric Norris reported NCKLS had their annual meeting, and they went a little abovee the RNR rate. Nothing else was significant.

Manhattan Library Association
No report.

Manhattan Library Foundation
No report.

Director's Review Committee
No report.

Director's Report

"So, it is not too much to ask of Americans that they not be censors… If we are wounded by an ugly idea, we must count it as part of the cost of freedom and, like American heroes in the days gone by, bravely carry on."
— Kurt Vonnegut, author.

- The library now has an established fund with the Greater Manhattan Community Foundation (GMCF) called The Patricia Lambert Swann Literacy Support Fund, thanks to Patricia and Michael Swann of Leawood, Kansas. Patricia has close ties to MPL, having grown up in town, her father Jack L. Lambert was a long-term Board Member and volunteer, and she worked for MPL at the time when the library moved from the Carnegie building to our current location here at 629 Poyntz Ave. The fund is active right now, MPL is findable on the GMCF site and ready to take donations.
- I will be setting up a meeting with the Finance Committee to discuss an idea previously brought to us by our auditor, Eric Kientz, about investing funds held in CD and money in reserve in the Endowment Fund.
- I was asked to join the Advisory Council for the Beach Museum of Art. Council members are generally appointed to three-year terms, with the full Council meeting twice each year. There are additional opportunities for involvement based on each member's interests and availability, but no one is required to participate in anything more than the two annual meetings.
- I had a conversation with Brandy McDonald, MLA VP & Booksale Coordinator, about holding a pop-up style (quick) book sale in the Community Room in November. Pretty sure we can get it to work out. I suggested streamlining tips to keep it simple and possibly only selling withdrawn items from the collection to keep the pricing easy and stable. Having less pricing difference on items will keep us from needing more volunteers to "tally." Encouraged them to think of ways to keep it small, agile, and simple.

- We are planning a Staff Development Morning on Oct. 7, and the library will be closed to the public until 1:30pm. We will focus on safety and emergency training with an officer from RCPD and conduct a walkthrough to discuss potential situations in different areas of the library. A light breakfast and lunch will be provided.

- I have stepped down from my position as the ALA Councilor for the KLA, it was only a one-year position, and I am happy to let someone else take that role. I was asked to be considered to chair the Governmental Affairs Committee (GAC), by the incoming president of KLA. The GAC "monitors the legislative session in Topeka for library related issues, advocates on behalf of all libraries in Kansas, and serves as KLA's source of information about legislative positions and actions." I have been involved with GAC since 2019 and am very familiar with the lobbyist for KLA, who works directly with the committee on behalf of KLA.

Meetings & Events

- June 27-29: ALA Council Meetings (online)
- July 4: Library Closed for July 4 Holiday
- July 6: Chamber Ribbon Cutting: Flint Hills Discovery Center
- July 8: Chamber Business Afterhours: Hilton Garden Inn
- July 10: Nonprofit Directors Meeting
- July 14: "Destination Library: Crafting Community Spaces from the Outside In" Webinar
- July 15: "Return on Investment (ROI): Beyond What Your Library is Worth" Webinar
- July 16: Chamber Community Conversation
- July 20: Director Community of Practice
- July 21: MLF Disbursement Meeting
- July 23: KLA Council Meeting
- July 29: "Getting on the Same Page: Communication Strategies" Webinar
- Aug 1: Everybody Counts
- Aug 4: Met with Ed Klimek
- Aug 6: "A Safe Haven for Libraries" Webinar
- Aug 7: Nonprofit Directors Meeting
- Aug 12: Chamber Business Afterhours: A&H Farm
- Aug 13: Met with Corrina Schwarz
- Aug 14: Roof Assessment
- Aug 17: Director Community of Practice
- Aug 18: Met with Dean of Libraries, James Wiser
- Aug 19: "Practice of Real Prioritization" Webinar
- Aug 20: Met with Erik Kientz
- Aug 24: GAC Meeting with KLA President
- Aug 26: Security Team Meeting
- Aug 27: NCKLS Executive Meeting
- Sept 2: Retired Educators Group Meeting
- Sept 3: EMPAC Supervisor Training
- Sept 4: Meeting with City Manager Danielle Dulin

- Sept 7: Close for Labor Day

Collection Management

- MakeMake launched on June 3. It offers authentic Spanish-language eBooks for youth.
- The annual magazine renewal has been submitted.
- We set up an Ingram Express account to start receiving items more quickly but without mylar jackets.

	June 2026	July 2026	June 2025	July 2025	2026 YTD	2025 YTD
Collection						
Total size	131,212	133,684	135,213	135,029		
New items added	1,378	1,190	911	1,165	8,287	7,273
Purchase requests filled	71	68	92	102	449	645
Items finished	1,067	1,087	637	842	6,615	5,185
Items mended	116	128	178	202	716	1,105
Items withdrawn	1,308	1,135	793	1,203	8,181	8,135
Circulation						
Physical circ	43,803	44,597	42,317	43,760	265,638	262,757
Sunflower circ	14,355	14,623	13,413	14,084	97,330	91,027
Hoopla circ	2,747	2,767	2,989	3,156	19,037	21,190
Kanopy circ	1,126	1,201	120	123	5,933	5,182
Database usage	36,121	30,097	23,005	23,993	238,983	160,584
Interlibrary Loan						
ILLs lent out	211	276	146	177	1,169	1,200
ILLs borrowed for us	285	263	272	324	1,722	2,182

*MakeMake added

Facilities

Elevators:

- The West Building Otis #1 elevator logged approximately 1,500 trips between June 16 and August 3, demonstrating regular use since modernization was completed and the elevator returned to public service.
- MEI completed replacement of the emergency alarm bell in the atrium Dover elevator.

Roofing:

- J.B. Turner Roofing completed a visual assessment of the library's roofing systems as part of our effort to evaluate recurring leak locations and transition toward a more comprehensive preventative maintenance approach. We are awaiting their findings and recommendations.

HVAC / Mechanical:

- TCA replaced the internal bearings on AHU-2, returning the air handler to normal operation.

- TCA replaced a failed VAV controller serving part of the third-floor atrium. Another failed VAV controller in the Children's Department is scheduled for replacement when parts arrive.
- One of the East Building hot-water boilers was temporarily out of service following a power surge that caused the battery backup to fail.

Equipment:

- The Manhattan Library Foundation approved the Facilities equipment request for replacement custodial equipment and two new exterior waste stations. The custodial equipment has been delivered, with the exterior waste stations expected to ship toward the end of August.

Human Resources

- Tina Hennessy received her HRCI certification in June as an Associate Professional of Human Resources.
- Starting new employee recognition program with birthday goodie bags to be rolled out in Sept.
- Personnel Policy 813: Parental Leave approved by the board on 6/29.
- In July we announced the rollout of Rippling, our new Human Resources Information System. Will be working with business manager as well as IT to get staff trained. Will be utilized starting Jan 2027.
- We have filled two 18hr LA2 Adult Services positions. Kaila started on 7/25; Aaron started on 7/30.
- At the July Foundation Board meeting, I received approval for supervisor training. Nine managers will start Supervisor Success training in Sept. They will be attending eight sessions throughout September and October. Training provided by EMPAC.

Information Technology

In June, the IT Help Desk received **112 tickets** and **closed 102**.
In July, the IT Help Desk received **109 tickets** and **closed 111**.

- Polaris Database Maintenance: IT partnered with Collection Services to remove outdated records from the Polaris database, improving data quality and supporting long-term system maintenance. This was completed in July and removed around 300K records.
- System Infrastructure Updates: IT deployed a new Hyper-V server, positioning the department to decommission two aging virtualization hosts. The library's Wi-Fi server was also migrated to new hardware to improve reliability and performance.
- Technology Services: The public content creation station was retired following an evaluation of usage trends and operating costs, allowing resources to be focused on higher-demand services.
- Website Updates: IT continued collaborating with multiple departments and Public Relations to enhance the library website by developing added content and pages, including an upcoming newsletter archive. Ongoing work also focused on improving website accessibility to meet WCAG 2.1 AA compliance requirements, supporting a more accessible online experience for all users.
- Summer Reading Survey: Devin worked with the PR and Programming departments to develop a post-Summer Reading survey, providing community members with an opportunity to share feedback about their Summer Reading experience this year. The survey will be available on the library website and through our newsletter for a limited time.
- New Newsletter Page: IT worked with PR to create a new landing page dedicated to the library's monthly newsletter. The page features both current and past issues of the MPL Newsletter, with

the ability to view each issue directly in a web browser. We also updated the newsletter sign-up page so that the newsletter is now prominently featured at the top, with reading recommendations listed below. The page also includes links to Events, Online Resources, and the MLA Friends page.

- New Additions to the Community Resources Page: Teri worked with the Adult Services and PR departments to update the Community Resources page by adding three new categories: Clubs & Recreation, Legal Resources, and Senior Citizens. Staff have been working to identify and create resource pages for these topics, making it easier for patrons to find relevant information and services.
- Show Your Receipts Campaign: IT assisted with the Show Your Receipts campaign by tracking participation and retrieving the necessary information from the database. We also helped develop the digital signage for the display, which shows near-real-time anonymous savings to demonstrate the value the library provides to patrons.

Public Services

Stats for June and July

Programs & Activities	Target age	Total Events	Attendance
Children's	0 to 11	59	2,144
Teen	12 to 18	16	274
Adult	18 on up	9	428
All Ages / Family		13	3,993
	Total	**97**	**6,839**

Tours & Outreaches	Age Group	# of Events	Attendance
	Children	4	147
	Teen	0	0
	Adult	1	14
	All Family	2	203
	Total	**7**	**364**

Technology Training & Service	Attendance
TTC Appointments	52
Consults	0
Assistive Tech Appointments	0
Senior Center Drop-In	6
Basic Tech Class	181
Total Patrons Served	**239**

Additional Services & Statistics:

- 1000 Books Before Kindergarten: **16** new participants, **121** Active
- Books for Babies: **274** board books delivered to Ascension Hospital
- Check-up/Check out: **77** coupons redeemed.
- Teen Zone: **1,180** Teens visited the Teen Zone

- Enjoy & Share: **350** books delivered to Airport, Apartment Towers, Cat's Cupboard, Common Table, Flint Hills Breadbasket, Hale Library, Islamic Center, Riley County Health Department, Shepherd's Crossing, & Stonecreek Physicians.
- Homebound: **57** patrons in **32** locations, **340** books delivered
- Display Checkouts: **909** adult books, **131** YA books, **194** children's books.
- Reference Desk questions: **3,174**

Other Activities:

- 140 Years of Soul up on 1st floor for Juneteenth.
- Early Lit Table: Activities relating to the book "Here We Go Digging for Dinosaur Bones"
- MPL also assists United Way with promotion and address checking for the Dolly Parton Imagination Library.

Patron Comments:

- Several Boys and Girls club campers have been very excited about coding classes.
- We received positive feedback about Dylan at the desk - that he had been very helpful when working with a guest trying to scan documents for legal purposes.
- One patron remarked that they really appreciated that the library has study space for free now that school is about to start again.

Safety and Security

June Incident Reporting:

- Incidents: **27** total for month; **156** total YTD
    - Monthly Top Reported Concerns: Month: **5** Distress/Welfare checks
    - Monthly Top Areas in the Building: Month: **6** Computer Area
    - Property Restrictions: **6** June / Year to Date: **21**

July Incident Reporting:

- Incidents: **10** total for the month/ **166** total YTD
    - Monthly Top Reported Concerns: Month: **3** thefts
    - Monthly Top Areas in the Building: **5** Outside
    - Property Restrictions: **1** July / Year to Date: **22**

Safety Team members training update: Team members have begun leading incident response activities. They are expected to be fully signed off by mid-July and prepared to independently lead safety efforts within the library, enhancing overall response effectiveness.

Community Outreach:

- Riley County of Social Service
- Volunteered at the Juneteenth event in support of the library's outreach effort.
- Meet with Bethany at Common Table

Projects:

- Camera Installation Project: Installation of additional security cameras within the public library to enhance patron safety, protect staff and assets, and support incident prevention and response. WTC provided us with an estimate for the installation process. We will be submitting a request to the Foundation at next month's meeting.

- ATA Bus Website Project: Working with ATA Bus to help update their website to show where community centers are located on bus routes. Allows users to filter to specific needs they are looking for i.e., Shelter, food, medical attention, etc. Estimated to go live by end of August.

Staff Continuing Education & Training

- In August, we are resuming both the Manager Skills and All-Staff Emergency bi-monthly training.
- Becky – "Encouraging Self" (Niche Academy webinar); "One Library, One Voice: Cohesive content across channels" (Clarivate webinar)
- Corey – "Turn Your Library into a Dyslexic Positive Literacy Hub & Help Kids Learn to Read" (ALA webinar)
- Rhonna – "Leading with Emotional Intelligence" (LinkedIn Course)

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

- The Patricia Lambert Swann Literacy Support Fund: https://www.mcfks.org/funds-of-the-foundation?id=5383
- Governmental Affairs Committee: https://kslibassoc.org/Governmental-Affairs-Committee
- Summer Reading Survey: https://mhklibrary.org/summer-reading-survey/
- MPL Newsletters: https://mhklibrary.org/newsletters/
- Community Resources page: https://mhklibrary.org/community-resources/

- Items for Discussion
  - August 11 Work Session
  - KPERS 401(a)
  - Drug Testing Strips from DCCCA
  - JB Turner Roof Assessment

Old Business

- None

New Business

- Policy Update: COL-1 Collection Development
  - The revisions primarily modernize the policy by addressing AI-generated content and add guidance local-author submissions and collection guidelines and removes references to CDs in collection demand standards.

Lucas Loughmiller made a motion to accept the changes to the policy as presented. Melissa Rosso seconded the motion passed.

- Policy Update: CUS-2 Customer Conduct
  - The revisions strengthen the Customer Conduct Policy by explicitly addressing stalking, harassment, and unwanted attention, while clarifying that unlawful conduct may result in suspension, trespass, or referral to law enforcement.

Sarah May made a motion to accept the changes to the policy as presented. Lucas Loughmiller seconded the motion passed.

- Policy Update: MNG-22 Security Camera
    - The revisions clarify security camera record retention, footage access and release procedures, and the limited circumstances under which live monitoring may occur, while making minor administrative updates.

Lucas Loughmiller made a motion to accept the changes to the policy as presented. Sarah May seconded the motion passed.

Adjournment

The next regular meeting will be on September 28, 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,

Linda Cook

President Linda Cook

Director Eric Norris