Manhattan Public Library

Connecting the community to a world of ideas and information.

May 22, 2017

To: Manhattan Public Library Board of Trustees and Mayor

The regular meeting of the Board of Trustees will be held Wednesday, May 31, 2017 at 4:00 p.m. in the 2nd floor board room of the Administration office at Manhattan Public Library.

629 Poyntz Ave, Manhattan, KS 66502 - 6131
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Agenda

Meeting of the Board of Trustees
Manhattan Public Library
May 31, 2017

Public Comment

Approve the April 24, 2017 Minutes

Approve the May Financial Statement and Bills

Committee reports
- Building and Grounds
- Legislative Committee
- Finance
- Policy and Planning
- North Central Kansas Libraries
- Manhattan Library Association
- Manhattan Library Foundation

Director's Report

Old Business
- 2018 Budget

New Business

- Committee Assignments

Adjournment

MPL Board of Trustees Standing Committees

Committee Name	Members (*denotes chair)
Building and Grounds	*Kent Stewart, Elaine Shannon, Stacy Kohlmeier
Legislative	*Stacy Kohlmeier
Finance	*Kerry Spencer, Stacy Kohlmeier
Policy and Planning	*Sheila Hochhauser, Elaine Shannon, Kerry Spencer
Director's Evaluation	*Elaine Shannon, Carolyn Elliott, Sheila Hochhauser
NCKL Representative	Carolyn Elliott
MLA Representative	Carolyn Elliott
MLF Representative	Bill Lansdowne

Note: The president serves as a member of all standing committees.

Manhattan Public Library
Regular Meeting of the Board of Trustees
April 24, 2017

The April meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Bill Lansdowne. Present were board members Carolyn Elliott, Elaine Shannon, Kerry Spencer, Kent Stewart, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Assistant Director John Pecoraro. Sheila Hochhauser and Stacy Kohlmeier were absent.

Public Comment

There was no public comment.

Approval of Minutes

Kent Stewart moved to approve the March 27, 2017 minutes. Elaine Shannon seconded and the motion passed.

Financial Statement and Bills

April 2017 expenses:

Tax Fund/General Operations.....	$ 206,622.88
Tax Fund/Employee Benefits.....	41,651.65
Grants, Fines, Fees, and Interest.....	500.17
Endowment Account.....	8,486.72
Capital Improvement.....	0.00

Two new security cameras, our yearly subscription to our credit card machine vendor, and our annual audit was paid from the tax/general operations fund. The employee benefit fund, grants fines and fees fund, and endowment fund expenses were routine. No activity in the capital improvement fund.

Elaine Shannon made a motion to approve the April 2017 financial statements and bills. Kerry Spencer seconded and the motion passed.

Directors Report

Services and Activities

In March we saw a 1.7% increase in circulation year-to-date.

	March 2017	Feb 2017	March 2016
Checkout	63,653	56,786	60,913
Check-in	46,324	42,340	46,052
New Patrons	338	390	412
Self-Checkout	23,817	20,271	19,122
% of Self-Checkout	50	48	42

Year Total	**2017**	**2016**
Checkout	182,722	179,604

Over 20 applications were received for teen volunteers. During the summer, they are critical to helping with summer reading activities, including sign up, prize distribution, and program preparation.

Shelving and furniture on the 2nd floor have been rearranged, and the change has been well received thus far. Large print books are now located on the 2nd floor between the adult services desk and administration. Adult fiction will be weeded and shifted to fill out the empty shelves on the 1st floor and reduce crowding in this collection.

Building and Grounds

Thermal Comfort set up a meeting with library administration and a representative from the Trane Company to discuss the future of the steam boiler in the west basement. The current condition of the old boiler is good, but the Trane representative will present an analysis of utility savings with a hot water system and cost estimates for replacement, if and when that should happen.

Maintenance staff have been cleaning soft furnishings and overseeing carpet cleaning in the Groesbeck room and children's room.

BBN staff held a second meeting with staff on April 11, narrowing four scenarios for library space arrangement to two. When we meet again, we will look at one scenario.

Technology

The controller and recorder for the library's security cameras have been upgraded, and two new cameras were added at the garden entrance and the "old" mail room. All entrances now have a camera.

Staff and Administration

One of 6 bi-monthly staff meetings will be held on April 26th to review emergency procedures and storm warnings.

Librarians from the Central Kansas Library System visited Manhattan on a bus tour of libraries on March 30. They were particularly interested in the children's room.

Customer Service Anecdotes shared by public service staff this month include:

- I overheard a six or seven-year-old boy declare, "Nothing's better than going back to the library!" as he marched into our room. (Grace)
- After storytime this week, a mother approached me to ask if her son could take a picture with me. They are moving to London in a few weeks and had been taking pictures of him in his favorite places around town. She said I was "his librarian" that he talked about, so they wanted to make sure to take a picture of us together, for him to remember. (Amber)
- Patron excited about being able to learn how to use computer independently. "You didn't take it from me. But allowed me to learn how by patiently working with me." (Wandean)
- "My mom has become a reading demon – she is reading books on cassette and the BARD digital books. The machine runs all day and night." (Wandean)
- Showed a patron how to download and send a video of his car accident to his insurance company and the insurance company of the person who hit him. The video clearly showed who was at fault and expedited the insurance process. (Jared)
- I received a very nice thank you card for the presentation on library services at Keats. Also, a lady who was at the presentation, stopped me here in the library last week to tell me how much they appreciated the information about our many services. (Linda H.)

Committee Reports

Building and Grounds

Kent encouraged the board members to review the drawings of Bowman's concepts of changes. Linda spoke about the old boiler and that Thermal Comfort is looking into costs to replace it.

Legislative

No report.

Finance

The finance committee met and the 2018 budget will be brought up under new business.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that the annual audit was presented by Eric Kientz. It was as a good audit just like the MPL audit was.

Manhattan Library Association

Carolyn reported that they had their annual meeting and recognized Kent Stewart and Wilma Schmeller with their achievements. Jennifer Bergen gave a presentation on the summer reading program.

Manhattan Library Foundation

The MLF had their annual meeting and agreed to give the youth services summer reading program the money from the Langford trust which will be $10,000 each year for the next six years. They also voted to give Manhattan Public Library $260,000 for the 2018 budget.

Old Business

There was no old business.

New Business

2018 Budget

There was discussion on the budget sheets that were included in the packet. Linda will meet with city officials and bring back more information at the May meeting.

Kent Stewart made a motion to approve, in principal, the 2018 budget until Linda meets with city officials. Elaine Shannon seconded and the motion passed.

May meeting date

The May meeting will be on the 31st at 4:00.

Board changes

Kent is leaving the board, Sheila Hochhauser will also be leaving later this year. The applications of new board members will be reviewed.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Wednesday, May 31, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne	Director Linda Knupp

MANHATTAN PUBLIC LIBRARY
TAX FUND/GENERAL OPERATIONS
May 24, 2017

	MONTHLY 2017 MAY	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	$ 477,121.73	$ -		
REVENUE				
General Fund Ad Valorem Tax	$ 56,737.64	$ 1,317,487.64	$ 2,397,500.00	54.95%
TOTAL REVENUE	$ 56,737.64	$ 1,317,487.64	$ 2,397,500.00	54.95%
EXPENSES				
Personnel Services				
Salaries	$ 135,894.47	$ 669,824.90	$ 1,665,000.00	40.23%
Building and Grounds				
Maintenance	15,280.98	64,284.07	75,000.00	85.71%
Utilities	7,725.90	39,920.79	98,000.00	40.74%
Technology				
Equipment and Software	11,405.36	26,145.55	60,000.00	43.58%
Supplies	1,030.42	4,437.33	14,000.00	31.70%
Training/Consulting	-	3,566.74	2,000.00	178.34%
Access	2,830.62	13,933.22	38,500.00	36.19%
Maintenance	10,945.81	19,803.96	50,000.00	39.61%
Materials	20,902.73	100,771.23	275,000.00	36.64%
Administration				
Audit and Legal Fees	-	7,957.00	7,000.00	113.67%
Staff Development	598.00	1,970.53	3,000.00	65.68%
Supplies	1,771.71	6,301.95	16,000.00	39.39%
Insurance	-	31,397.00	33,000.00	95.14%
Postage	-	1,700.00	11,000.00	15.45%
Transfer to Capital Improvement Fund	-	-	50,000.00	0.00%
TOTAL EXPENSES	$ 208,386.00	$ 992,014.27	$ 2,397,500.00	41.38%
CASH BALANCE 5/24/2017	$ 325,473.37	$ 325,473.37		

MANHATTAN PUBLIC LIBRARY
TAX FUND/EMPLOYEE BENEFITS
May 24, 2017

	MONTHLY 2017 MAY	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	$ 314,928.90	$ 162,701.66		
REVENUE				
Employee Benefits Ad Valorem Tax	15,589.71	$ 332,839.71	$ 606,150.00	54.91%
TOTAL REVENUE	$ 15,589.71	$ 332,839.71	$ 606,150.00	54.91%
EXPENSES				
Social Security	$ 9,963.30	$ 48,969.32	$ 124,000.00	39.49%
KPERS	9,927.76	49,063.44	154,000.00	31.86%
Workers' Compensation	-	-	6,500.00	0.00%
Unemployment Compensation	-	355.78	1,650.00	21.56%
Health Insurance	20,648.56	107,173.84	320,000.00	33.49%
TOTAL EXPENSES	$ 40,539.62	$ 205,562.38	$ 606,150.00	33.91%
CASH BALANCE 5/24/2017	$ 289,978.99	$ 289,978.99		

MANHATTAN PUBLIC LIBRARY
GRANTS, FEES, FINES, INTEREST
May 24, 2017

	MONTHLY 2017 MAY	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	$ 162,182.95	$ 305,468.69		
REVENUE				
Fines and Fees	$ 6,276.97	$ 29,253.44	$ 90,000.00	32.50%
State Aid	-	16,979.54	16,500.00	102.91%
NCKL System Grants	-	7,000.00	5,000.00	140.00%
Federal Grants - E-Rate Reimb.	1,319.97	6,599.85	29,000.00	22.76%
Interest	552.60	3,726.78	4,500.00	82.82%
Miscellaneous Grants		-	-	-
Miscellaneous Income	593.89	5,734.76	6,000.00	95.58%
NCKL Space Allocation	-	-	16,000.00	0.00%
TOTAL REVENUE	$ 8,743.43	$ 69,294.37	$ 167,000.00	41.49%
EXPENSES				
Building and Grounds				
Maintenance	$ -	$ -	$ 40,000.00	0.00%
Equip./Furniture/Fixtures	469.56	1,807.78	10,000.00	18.08%
Technology				
Equipment and Software	-	-	43,000.00	0.00%
Materials	-	-	51,000.00	0.00%
Miscellaneous Grants Exp.	-	37.96	-	-
Services				
Reimbursed Expenditures	9.66	412.00	1,500.00	27.47%
Collection Services	241.65	1,485.70	4,000.00	37.14%
Copy Machine/Reader Printer	-	379.14	8,500.00	4.46%
Administration				
Supplies	-	-	7,000.00	0.00%
Credit Card Processing	169.84	604.81	1,500.00	40.32%
Transfer to Capital Improvement Fund	-	-	-	-
TOTAL EXPENSES	$ 890.71	$ 4,727.39	$ 166,500.00	2.84%
ENDING BALANCE	$ 170,035.67	$ 170,035.67		
CONTINGENCY		$ 200,000.00		
BALANCE AS OF 5/24/2017		$ 370,035.67		

MANHATTAN PUBLIC LIBRARY
ENDOWMENT ACCOUNT
May 24, 2017

	MONTHLY 2017 MAY	YEAR TO DATE JAN. 1, 2017	2017 ENDOWMENT BUDGET	% OF BUDGET
BEGINNING CASH BALANCE	$ 365,915.33	$ 382,744.84		
REVENUE				
Interest	$ 56.99	$ 1,450.28	$ 1,400.00	103.59%
Library Foundation Income	209,616.00	209,616.00	204,000.00	102.75%
Manhattan Library Association	4,844.65	9,618.79	33,000.00	29.15%
Gifts to Endowment	1,621.73	3,511.10	6,600.00	53.20%
TOTAL REVENUE	$ 216,139.37	$ 224,196.17	$ 245,000.00	91.51%
EXPENSES				
Materials	$ 4,378.74	$ 22,090.58	$ 90,000.00	24.55%
Administration				
Programming	3,871.46	10,379.07	35,000.00	29.65%
Restricted Gift Expense	951.16	1,618.02	6,000.00	26.97%
MLF Summer Reading Books	3,805.98	3,805.98	-	-
Staff Development	-	-	4,000.00	0.00%
Facilities Study	14,069.25	14,069.25	35,000.00	40.20%
Building Projects	-	-	75,000.00	0.00%
TOTAL EXPENSES	$ 27,076.59	$ 51,962.90	$ 245,000.00	21.21%
ENDING CASH BALANCE 5/24/2017	$ 554,978.11	$ 554,978.11		

MANHATTAN PUBLIC LIBRARY
CAPITAL IMPROVEMENTS/SPECIAL PROJECTS
May 24, 2017

	MONTHLY 2017 MAY	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	$ 131,021.34	$ 156,492.34		
REVENUE				
Carryover from the Tax Fund 2017	-	-	50,000.00	-
TOTAL REVENUE	$ -	$ -	$ 50,000.00	-
EXPENSES				
City Lighting Project	$ -	$ 25,471.00	$ 25,471.00	100.00%
Other Projects	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL EXPENSES	$ -	$ 25,471.00	$ 25,471.00	100.00%
CASH BALANCE, 5/24/2017	$ 131,021.34	$ 131,021.34		

MANHATTAN PUBLIC LIBRARY
SUMMARY OF FUNDS May 24, 2017

	GENERAL TAX YEAR TO DATE	EMPLOYEE BENEFITS YEAR TO DATE	GRANTS FINES &FEES YEAR TO DATE	ENDOWMENT OPERATIONS YEAR TO DATE	CAPITAL IMPROVEMENT SPECIAL PROJECT YEAR TO DATE	TOTAL ALL FUNDS YEAR TO DATE	TOTAL ALL BUDGETS	% OF BUDGET
BEGINNING CASH BALANCE	$ -	$ 162,701.66	$ 305,468.69	$ 382,744.84	$ 156,492.34	$ 1,007,407.53		
REVENUE								
General Fund Ad Valorem Tax	$ 1,317,487.64					$ 1,317,487.64	$ 2,397,500.00	54.95%
Employee Benefits Ad Valorem Tax		332,839.71				332,839.71	606,150.00	54.91%
Fines and Fees			29,253.44			29,253.44	90,000.00	32.50%
State Aid and Grants			16,979.54			16,979.54	16,500.00	102.91%
NCKL System Grants			7,000.00			7,000.00	5,000.00	140.00%
E-Rate Reimbursements			6,599.85			6,599.85	29,000.00	22.76%
Interest			3,726.78	1,450.28		5,177.06	5,900.00	87.75%
Library Foundation Income				209,616.00		209,616.00	204,000.00	102.75%
Manhattan Library Association				9,618.79		9,618.79	33,000.00	29.15%
Gifts to Endowment				3,511.10		3,511.10	6,600.00	53.20%
Miscellaneous Grants			-			-	-	0.00%
Miscellaneous			5,734.76			5,734.76	6,000.00	95.58%
NCKL Spade Allocation			-			-	16,000.00	0.00%
Capital Improvement Fund					-	-	50,000.00	0.00%
TOTAL REVENUE	$ 1,317,487.64	$ 332,839.71	$ 69,294.37	$ 224,196.17	$ -	$ 1,943,817.89	$ 3,465,650.00	56.09%
EXPENSES								
Salaries	$ 669,824.90					669,824.90	$ 1,665,000.00	40.23%
Employee Benefits		205,562.38				205,562.38	606,150.00	33.91%
Building and Grounds								
Maintenance	64,284.07		-			64,284.07	115,000.00	55.90%
Equip./Furniture/Fixtures			1,807.78			1,807.78	10,000.00	18.08%
Utilities	39,920.79		-			39,920.79	98,000.00	40.74%
Technology								
Equipment and Software	26,145.55		-			26,145.55	103,000.00	25.38%
Supplies	4,437.33					4,437.33	14,000.00	31.70%
Training/Consulting	3,566.74					3,566.74	2,000.00	178.34%
Access	13,933.22					13,933.22	38,500.00	36.19%
Maintenance	19,803.96					19,803.96	50,000.00	39.61%
Materials	100,771.23		-	22,090.58		122,861.81	416,000.00	29.53%
Miscellaneous Grants Exp.			37.96			37.96	-	0.00%
Services								
Reimbursed Expenditures			412.00			412.00	1,500.00	27.47%
Collection Services			1,485.70			1,485.70	4,000.00	37.14%
Copy Machine/Reader Printer			379.14			379.14	8,500.00	4.46%
Administration								
Audit/Legal	7,957.00					7,957.00	7,000.00	113.67%
Staff Development	1,970.53			-		1,970.53	7,000.00	28.15%
Supplies	6,301.95		-			6,301.95	23,000.00	27.40%
Insurance	31,397.00					31,397.00	33,000.00	95.14%
Credit Card Processing			604.81			604.81	1,500.00	40.32%
Postage	1,700.00					1,700.00	11,000.00	15.45%
Programming				10,379.07		10,379.07	35,000.00	29.65%
Restricted Gift Expense				1,618.02		1,618.02	6,000.00	26.97%
MLF Summer Reading Books				3,805.98		3,805.98	-	-
Facilities Study				14,069.25		14,069.25	35,000.00	40.20%
Building Projects				-		-	75,000.00	0.00%
Transfer to Capital Improvement F	-		-			-	50,000.00	0.00%
Capital Improvement Fund					25,471.00	25,471.00	25,471.00	100.00%
TOTAL EXPENSES	$ 992,014.27	$ 205,562.38	$ 4,727.39	$ 51,962.90	$ 25,471.00	$ 1,279,737.94	$ 3,440,621.00	37.19%
ENDING BALANCE	$ 325,473.37	$ 289,978.99	$ 170,035.67	$ 554,978.11	$ 131,021.34	$ 1,471,487.48		
CONTINGENCY			$ 200,000.00			$ 200,000.00		
ENDING CASH BALANCE, 5/24/2017	$ 325,473.37	$ 289,978.99	$ 370,035.67	$ 554,978.11	$ 131,021.34	$ 1,671,487.48		

Manhattan Public Library
Director's Report
May 31, 2017

Services and Activities

Circulation statistics for Jan 1 – May 22, 2017: Circulation is currently up by 5.02% over this time last year.

Polaris Circulation	**284,665**
Overdrive	20,730
Hoopla	7,826
eJournals	1,676
Virtual Subtotal	**30,232**
% of total e-resources	*9.6%*
TOTAL	314, 897

Twenty teenagevolunteers will help with summer reading activities and programs. This is a very busy time of year for children's activities, and we appreciate their help. In addition, it's a great program for teens in which they can gain volunteer credit for school and college applications as well as job skills. Registration opened May 17th. Manhattan Broadcasting matched 36 radio spots with an additional 144 on all five of their radio stations which will play between now and mid-June.

The summer reading kickoff party is June 3 from 10 to 12. Performances will include a drummer from Iran, crafts with Kansas State's Confucius Institute and an Indian dancer. Alison Booth with www.paintingpearls.com decorated the windows on Poyntz Ave. to promote summer reading with the "Build a Better World" theme. She created the initial design, and teens in library programs will be able to help her fill it in. From May 17 to the end of July, all ages of readers can track their reading and earn prizes. In addition to food coupons and small prizes, children reaching 300 minutes and 300 minutes will receive a free book. A full list of programs, sponsors and information may be found online or in the summer reading brochure.

In addition to the $10,000 from the Manhattan Library Foundation for prize books and MLA's ongoing support, the library received $3,067 in cash donations and in-kind donations valued at $19,255 from the following sponsors Varsity Donuts, Pediatric Associates and Sunset Zoo will also make contributions that are not yet in this total.

- Applebees
- Chick-fil-A
- Cool Care Club
- Flint Hills Discovery Center
- Goblin Games
- Kappa Kappa Gamma
- Manhattan Arts Center
- Manhattan Broadcasting Company
- Manhattan Kiwanis
- Manhattan Library Association
- Manhattan Library Foundation
- Manhattan Town Center
- Noodles & Co
- Olson't Birkenstock
- Papa Muphy's Take 'N' Bake Pizza
- Pediatric Associates
- Sunset Zoo
- Varsity Donuts

- Vista Drive In

Staff visited all schools (elementary, middle and high schools) to share information about summer reading activities. The Junior League of the Flint Hills held their annual library card day on April 29th. Out of 44 new cards issued that day, 30 were children's cards. The Junior League provided funding for a new book to each child who got a new card that day or showed their card.

In cooperation with the University for Man, the library will host "Talk20MHK," a program to provide individuals a platform to share their knowledge, stories, and skills with the community. Up to eight speakers will participate on the evening of June 22.

Building and Grounds

An additional A/C unit will be installed to maintain temperatures in the server room on the second floor. The room is currently on a multi-zoned unit which covers public areas. When there is a temperature change, it is difficult to keep the room as cool as it needs to be, and we have used a portable cooler twice. The value of the equipment and the operation from that room required this change.

BBN architect submitted drawings of future plans for the library. The drawings are included in the board packet. Brent Bowman will meet with the board at the June meeting to answer questions, and cost estimates will soon be available.

Maintenance staff finished cleaning all furniture, including shampooing all soft seating.

NCKLS

Earlier this year, SB 132, which moved the responsibility of making appointments to regional library system boards from the governor's office to the state librarian, was amended to move the responsibility to individual county commissions. That bill did not advance; however, on March 28, House Bill 2102, granting county commissions the authority to set the dates and times for meetings at the local level, was amended to change in K.S.A. 75-2550, moving the appointment responsibility from the governor' office to each individual county commission. The senate concurred on May 19th. Now the governor will sign the bill and the process is law. Regional system directors will be discussing what sort of process might be suggested for county commissions to facilitate appointments. Regional library systems will have a booth at the Kansas Association of Counties on November 15.

I spent a day in the archives at the Kansas State Historical Society to get copies of the documents that established each regional library system, as well as petitions for membership. NCKLS now has digital copies of these fundamental documents.

The NCKLS annual budget and plan will be presented at the NCKLS Executive Committee meeting on May 25. It is also presented to the State Library Advisory Board on June 30, and then to the NCKLS System Board at their annual meeting on August 4th for final approval.

Technology

The upgrade of the wireless system has been completed. Additional access points were added to cover the entire facility and speed has increased.

Staff and Administration

NCKLS has hired a new assistant technology consultant who will begin work on June 1.
MPL has hired a new adult services librarian, a new children's librarian, a new circulation assistant, a new part-time custodian, and children's summer pages. There will be additional changes in circulation. This time of year

routinely brings some staff turnover after graduation, and this year there was a retirement and two staff who have moved. Teri Belin developed a comprehensive orientation program and is working closely with Jennifer Lund to ensure all employees receive consistent information when they begin work. This is a big help to individual supervisors as well.

Jenn, Carol Barta and I attended the annual Municipal Services Budget Workshop in Salina. It was particularly helpful this year to understand the budget process with the tax levy lid and exemptions.

Monthly Goals Progress Report 2017

BY 2018

		January	February	March	April	May	June	July	August	September	October	November	December	2017 Total	2016 Total	2015 Total
	Goal 1 - Inspire Young Readers:															
1.1	Attendance at preschool programs in the library will increase from 5,117 to 11,000	964	1,642	1,438	1,637									5,681	9,501	9,935
1.2	Attendance at preschool programs sponsored or co-sponsored by the library in off-site locations will increase from 363 to 400	211	240	208	262									921	1,745	1,137
1.3	Circulation of all children's materials will increase from 331,281 to 381,000	27,748	26,780	30,769	28,428									113,725	343,022	357,653
1.4	Attendance at programs for grade school children will increase from 2,206 to 7,000	276	197	382	598									1,453	5,697	5,620
1.5	Participation in summer reading programs will increase from 1,584 to 2,000														1,755	1,846
1.5a	The percentage of participants in summer reading programs who reach their first reading goal will increase from 64% to 75%														72%	69%
1.6	95% of parents will say the library helps their children develop a lifelong love of reading														97%	91%
	Goal 2 - Engage Tweens and Teens															
2.1	Tweens and teens participating in summer reading will increase from 1,002 to 1,300														1,147	1,066
2.1a	The percentage of tweens and teens participating in summer reading who reach their first reading goal will increase from 59% to 70%														72%	68%
2.2	Participation by tweens and teens in library sponsored or co-sponsored events will increase from 548 to 1,750	108	106	142	169									525	2,023	1,637
2.3	99% of tweens and teens will say they are comfortable at the library														100%	84%
	Goal 3 - Support Adult Reading, Viewing, and Listening															
3.1	Circulation of adult fiction will increase from 130,418 to 150,000	10,446	9,091	10,140	9,667									39,344	123,231	131,041
3.2	Circulation of adult non fiction will increase from 83,138 to 95,000	7,331	6,450	7,058	6,219									27,058	78,150	84,154
3.3	Circulation of adult media will increase from 140,016 to 157,000	13,585	11,670	12,262	11,768									49,285	141,032	142,068
3.4	Circualtion of downloaded materials will increase from 34,942 to 75,000	6,216	5,517	6,460	6,097									24,290	62,689	42,578
3.5	99% of people will say they receive materials they reserve in a timley maner														98%	93%
3.6	96% of adults will indicate staff were helpful in finding something good to read, listen to, or view at the library														99%	97%
	Goal 4- Bring Technology Benefits to Everyone															
4.1	Log-ins to the library wireless will increase from 29,072 to 64,000	4,401	5,568	5,164	5,306									20,439	58,423	48,003
4.2	The number of people using the library computers or devices will increase from 94,917 to 117,000	5,870	5,477	5,912	5,208									22,467	79,751	97,671
4.3	The number of people who receive one-on-one technology assistance from library staff will increase from 8,455 to 12,000														10,608	16,952
4.4	3,000 people will participate in library sponsored or co-sponsored technology training programs	346	275	229	161									1,011	2,641	1,634
4.5	90% will indicate that they are satisfied with the library's wi-fi														94%	94%
4.6	95% of adults will indicate they are satisfied or very satisfied with the technology assistance they received from staff														99%	96%
	Goal 5- Welcome Everyone Onsite and Online															
5.1	The total number of library card holders will increase from 76% to 85% of the population of Manhattan (56308)	84.64%	85.21%	85.76%	86.26%									86.26%	84.26%	85.40%
5.2	Visits to the library will increase from 332,359 to 421,703	29,851	29,811	30,298	27,756									117,716	364,531	362,609
5.3	Community meetings in library meeting rooms will increase from 971 to 1,500	141	125	112	134									512	1,481	1,269
5.4	The number of followers or friends on the library's social media sites will increase from 2,963 to 8,125	5,628	5,716	5,793	5,877									5,877	5,397	4,142
5.5	99% of people will indicate the library is a welcoming place to work alone or interact with others														100%	100%

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May 2, 2017

Kerry Ingersoll
Manhattan Public Library
629 Poyntz Ave.
Manhattan, KS 66502

Dear Kerry,

On behalf of K-State Research and Extension–Riley County and the Volunteer Income Tax Assistance program, I would like to sincerely thank you for partnering with us this tax season. I really appreciate the use of your computer lab and all of the support of the library staff during the tax season.

We were able to electronically file 574 federal and 585 state returns which is a 8% increase over last year!! I know that we helped many other people that did not e-file and therefore, don't show up in our records. I estimate that more than 650 people visited the technology classroom to see us during the eight week period that we were open. Through the VITA program we were able to help tax payers receive more than $802,417 in tax refunds and pay almost $69,000 in tax liabilities. When you also consider that we saved each tax payer an average of $206.50 on preparation fees, not to mention refund loan fees, we have certainly made a financial impact on the community.

We could have not made this kind of impact with out support from you and your staff. Your tech lab staff is always so accommodating and great to work with. Please let them know how much I appreciate them. Thanks again. I look forward to working with you again in the future.

Sincerely,

Jennifer R. Wilson
County Extension Director

Kansas State University, County Extension Councils, Extension Districts, and U.S. Department of Agriculture Cooperating.

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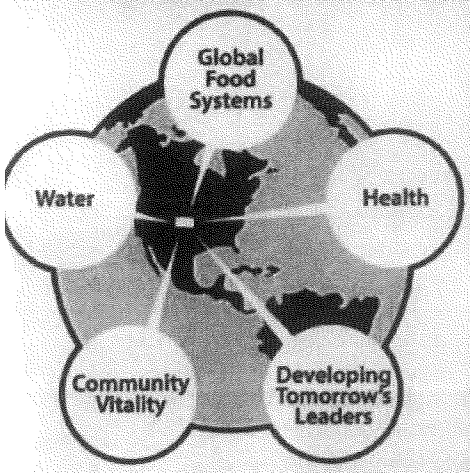
K-State Research and Extension - Riley County

MAKING A DIFFERENCE

April 2017



Grand Challenges

K-State Research and Extension develops and delivers practical, research-based solutions to challenges faced by all Kansans, which includes the grand challenges:

- Global Food Systems
- Water
- Health
- Community Vitality
- Developing Tomorrow's Leaders

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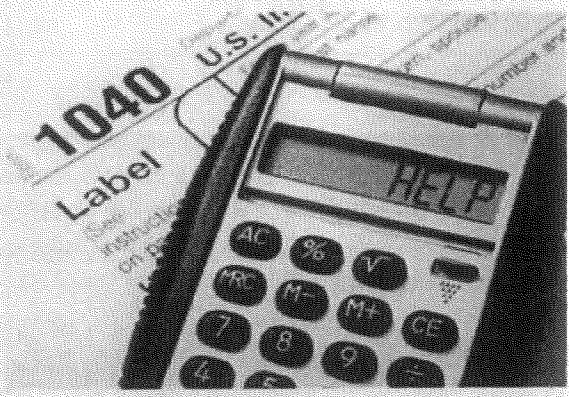
Grand Challenge: Community Vitality

Title: Extension Provides Financial Education at Tax Time

Why is this issue important? Taxes are a stressor for much of the population. It can stress taxpayers both emotionally and financially. Taxpayers often lack financial education that helps them understand their tax returns and how changes to family, work, and income may affect their returns and financial security in the future. As a result, they may not be using their financial resources to the best benefit of their family.



How did Extension address this issue? Riley County Extension, in cooperation with the IRS and the Manhattan Public Library, coordinates the Volunteer Income Tax Assistance (VITA) program. Fifteen volunteers were recruited and trained to complete basic tax returns. Volunteers logged more than 500 hours of service and prepared 574 federal tax returns and 585 state returns. Volunteers have the opportunity to connect one-on-one with tax payers and help them understand their tax return, and credits such as the Child Tax Credit, Earned Income Credit and Retirement Saver's Credit.

What was the impact? During the 2017 tax filing season:

- $802,417 in tax refunds were returned to the local community which helps to stimulate the local economy, and reduces the demand for public assistance by assisting taxpayers to first access money they are legally entitled to through a tax refund.
- $ $68,635 in tax liabilities were paid.
- The IRS sets the value of tax preparation at $206.50 per return, bringing a total in estimated value of tax fee savings performed by volunteers to be over $118,500.
- Grant funding allowed for the hire of an assistant site coordinator and paid advertising which resulted in a 8% increase in the number of taxpayers served.
- When asked why VITA is important to them, one taxpayer responded: "I am a single parent of 3 with a poverty level income so this service is very beneficial to me. I appreciate it SO much! I'm afraid if I were to do the taxes by myself that I would mess something up, but the volunteers at VITA are very knowledgeable and I feel secure doing my taxes here."

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2017 Summer Teen Volunteers