

September 18, 2017

To: Manhattan Public Library Board of Trustees and Mayor

The regular meeting of the Board of Trustees will be held Monday, September 25, 2017 at 4:00 p.m. in the 2<sup>nd</sup> floor board room of the Administration office at Manhattan Public Library.

Agenda  
Meeting of the Board of Trustees  
Manhattan Public Library  
September 25, 2017  
4:00 pm Board Room

Public Comment

Approve the August 28, 2017 Minutes

Approve the September Financial Statements 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

- Interlibrary Loan Policy
- Photography and Video Recording in the Library

New Business

- 2018 Salaries
- Facilities study update
- 2017 Implementation Plans Review
- Loyalty Oath/Affirmation – Jenn Lund

Adjournment

## **MPL Board of Trustees Standing Committees**

<u>Committee Name</u>	<u>Members (*denotes chair)</u>
Building and Grounds	*Tyler Darnell, Elaine Shannon, Stacy Kohlmeier
Legislative	*Stacy Kohlmeier
Finance	*Kerry Spencer, Stacy Kohlmeier, Medo Morcos
Policy and Planning	*Elaine Shannon, Tyler Darnell, Kerry Spencer
Director's Evaluation	*Elaine Shannon, Carolyn Elliott, Medo Morcos
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**  
**August 28, 2017**

The August 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 Tyler Darnell, Carolyn Elliott, Stacy Kohlmeier, Medo Morcos, Elaine Shannon, Kerry Spencer, and Mayor Pro-Tem Linda Morse. Also present were Library Director Linda Knupp, Assistant Director John Pecoraro, Business Manager Jennifer Lund. Members of the public in attendance were: Shukeyla Harrison, TeAndra Rhone, Jahvelle Rhone, Kimetris Baltrip, Katy Karlin, Chris Remple.

**Public Comment**

Shukeyla Harrison introduced herself and expressed her concern about a program that the Riley County Genealogical Society held at the library on July 23, 2017 titled *The History and the Three Phases of the Ku Klux Klan*. Her friend, Jahvelle Rhone attended to determine the nature of the program. He believed it was not an educational or cohesive program, and that he found the content and presentation offensive and troubling. Mr. Rhone recorded part of the program. Ms. Harrison viewed the recording and said she found it offensive. She asked the board to consider the role of the library in Manhattan with regard to families, unity, nondiscrimination and equality. She thanked the board for their time.

Linda Knupp summarized the library's meeting room policy that allows groups and individuals to use meeting rooms and the nature of designated public forums. Library meeting rooms are used an average of 30 times a week.

Jahvelle Rhone shared information about his experience at the program. The title was concerning and he wanted to find out more. He found the presentation to be at odds with the serious nature of the topic, creating an uncomfortable environment, and that people were laughing at parts of the presentation that were offensive. He noted that his church uses library meeting rooms.

Mr. Rhone's wife, TeAndra Rhone, told the board about Mr. Rhone's experience and her concerns about the purpose of the meeting.

Kim Baltrip addressed the board to share her concern about Mr. Rhone's experience and the nature of the program. The topic created online discussion as to why the library would allow such a program. She wants to insure that the library is a safe and welcoming place. She thanked the board for being open to the discussion.

Katy Karlin stated that she heard the program was not balanced or educational and that perhaps the library should have a program that provides an alternate point of view. ~~to counter that.~~

Chris Remple said that he supports open discussion and the use of the library by community groups. He suggested that if a group inadvertently gives a presentation that doesn't address a topic seriously the library could provide education about that to round out the history or purpose.

Bill Lansdowne said that library staff determine the schedule of library programs and the meeting room policy allows groups and organizations to host programs and determine the content of their meetings. He reiterated that the board will review the meeting room policy and further information will be shared. He thanked members of the public for their interest and time.

**Approval of Minutes**

Elaine Shannon moved to approve the June 30, 2017 and the August 31, 2017 minutes. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

July 2017 expenses:

Tax Fund/General Operations.....	\$ 195,930.63
Tax Fund/Employee Benefits.....	46,401.26
Grants, Fines, Fees, and Interest.....	13,162.88
Endowment Account.....	13,237.62
Capital Improvement.....	0.00

The tax fund shows that MPL reimbursed NCKL for postage through June. There were routine expenses from the employee benefit fund. The grants, fines, fees account showed maintenance expenses that included an elevator after-hours repair, a breaker on the air chiller, and an emergency lighting upgrade. The endowment account was routine and the capital improvement fund had no activity.

August 2017 expenses:

Tax Fund/General Operations.....	\$ 176,249.48
Tax Fund/Employee Benefits.....	44,590.51
Grants, Fines, Fees, and Interest.....	7,043.54
Endowment Account.....	7,008.23
Capital Improvement.....	0.00

The State audit filing fee of \$150 was paid from the tax fund. There were routine expenses from the employee benefit fund and the grants, fines, fees accounts. The endowment account was routine and the capital improvement fund showed no activity.

Stacy Kohlmeier made a motion to approve the July 2017 and August 2017 financial statements and bills. Carolyn Elliott seconded and the motion passed.

**Directors Report**  
Services and Activities

The “Build a Better World” summer reading program ended on July 31<sup>st</sup> and the numbers follow:

Program	Registered	Completed 300	% Completed	Minutes Logged
Adult	701	484	69.04%	1,170,674
Staff	39	34	87.18%	70,204
Children (0-3rd grade)	1,850	1,205	65.14%	737,456
Tween/Teen*	1,154	803	69.58%	899,403
Total	3,744	2,526	67.47%	2,877,737
*Tween (4th-6th grade)	702	491	69.94%	334,083
Teen (7 <sup>th</sup> -12 <sup>th</sup> grade)	452	312	69.03%	565,320

The total number of registered participants exceeded 2016 by 347 people. Two hundred and thirty six (236) of those were adults. Total time read in 2017 is 747,622 minutes, or 12,460 hours and exceeded the time read in 2016. The completion rate for children and teens was lower than the previous year of 72%.

The library distributed 2,000 pairs of eclipse glasses courtesy of the STAR Library Network, which provided 2.1 million pair to organizations across the nation.

A media creation station for public use is now located in the Technology Center with Adobe Creative Cloud software for design, photography and film editing.

Staff represented the library at outreach events at the Kansas State International Student Fair, the Graduate Student Fair on campus, and the Flint Hills Discovery Center’s annual Community Day.

A new seasonal calendar/brochure has been produced featuring the schedule of all activities and programs for the rest of the year. One thousand copies have been distributed, and there is a downloadable .pdf online. The brochure also highlights information about several services and library facts.

There are a number of new adult programs this fall, including a brown bag lunch book club that begins September 7<sup>th</sup>. Staff are working with the Kansas State Book Network on the annual all campus/community read. One of the brown bag book discussions will feature this year’s selected title *The Curious Incident of the Dog at Nighttime*. In addition, the library will host a panel of local experts in a discussion in October about autism.

The Beach Museum of Art has provided the library the opportunity to host visiting artist Artemio Rodriguez and El Grafico Movil – a mobile art gallery, mural, movie theater and printmaking studio. The renovated 1948 Chevy van will be in the parking lot on October 8<sup>th</sup> and 9<sup>th</sup>. We appreciate the Beach for including the library on this project.

Weeding of adult fiction was completed this summer, and the collection was shifted to leave top and bottom shelves empty for patron easy reach and better lighting. There has been some discussion on shelving fiction by genres as building changes progress.

Staff worked with Riley County Historical Society on a display for the 100<sup>th</sup> anniversary of Big Red One in the atrium through August. It includes a basket for collecting flags for retirement as part of an Eagle Scout Project.

Staff have revamped the library's web page for public release on September 18<sup>th</sup>.

### Building and Grounds

Summer maintenance activity included:

- Plumbing repairs on sinks and urinals
- Lock repairs
- Elevator repair on a bent door clutch
- Supply closet reconstruction
- Installation of new pump in the fountain
- Electrical outlet upgrades in two rooms
- Annual fire extinguisher inspection
- Coils cleaned on all AC units
- Door repair of one of the old air-handler units

The city forester will remove the dead trees in the parking lot islands in the next month, and we will discuss replacements with Blueville Nursery.

### NCKLS

The Governor's office has yet to provide information regarding the legislative change moving the authority for making appointments to the NCKLS board to individual county commissions. I am working on a process for moving this forward in conjunction with other regional library system administrators and expect that we will be able to approach each county with a recommendation and develop a process to fill each of the eight positions by the end of the year.

The annual NCKLS board meeting was held on August 3<sup>rd</sup>. The budget and annual plan of service for 2018 were adopted. Marci Penner presented a program featuring libraries across Kansas. The budget and plan were also accepted by the State Library Advisory Board in June.

Jo Budler retired from her position as state librarian on August 1. Cindy Roupe will serve as the interim state librarian for the foreseeable future.

### Staff and Administration

There are new staff members in maintenance, circulation, and adult and youth services due to turnover, which is often common with the beginning of the school year.

New photo copiers were installed in staff areas at the end of a five year contract and renewed at a lower price than before.

An all staff meeting scheduled for August 30<sup>th</sup> will provide information on workplace harassment. Adult services staff are attending mental health first aid workshops through Pawnee Mental Health. They

are the front line staff for dealing with patrons who may show signs of emotional or mental distress, and they will share what they learn with other staff at future training sessions.

Carolyn Elliot, John Pecoraro and I attended the city of Manhattan's board appreciation evening. I appreciate the city including our board. It was rewarding to see the number of citizens who give their time to support their community. The MPL and NCKLS boards are fine examples.

Staff who receive health insurance program participated in the city's annual health fair. The purpose of this event is to try to keep costs low through awareness and coaching to reduce common health risks.

Mary Swabb, Assistant Circulation Supervisor, is the recipient of a \$500 scholarship to pursue her master's degree in library science. The scholarship is made available each semester through the Manhattan Library Foundation. The scholarship fund was established by Susan Adamchak in 2005. Mary is a student at Emporia State University's School of Library and Information Management.

I had the pleasure of meeting with members of Gerry Walton's (former head of reference for MPL) family to say a few words about her career at the library. Former director Fred Atchison joined us. The family met at the library in June as part of a program on family history, and we displayed the panels that were created with memorial funds to compliment her book, *100 Years of Soul: A History of the African American Community in Manhattan*.

### **Committee Reports**

#### Building and Grounds

No report.

#### Legislative

No report.

#### Finance

City commissioners approved the library's 2018 budget. President Bill Lansdowne read the budget resolution for the record.

### BUDGET RESOLUTION NO. 2018

*A resolution expressing the property taxation policy of the Manhattan Public Library with respect to financing the annual budget for 2018.*

Whereas, K.S.A. 79-2925b, as amended, provides that a levy of property taxes to finance the 2016 budget of the Manhattan Public Library exceeding the amount levied to finance the 2017 budget of the library, as adjusted to reflect changes in the Consumer Price Index for All Urban Consumers for calendar year 2016, be authorized by a resolution adopted in advance of the adoption of a budget supported by such levy; and

Whereas, K.S.A. 79-2925b, as amended, also provides that current year revenue that is produced and attributable to the taxation of (1) new improvements, (2) increased personal property valuation other than increased valuation of oil and gas leaseholds and mobile homes, (3) property located within added jurisdictional territory, and (4) property which

has changed in use shall not be considered when determining whether revenue produced from property tax has increased from the preceding year; and

Whereas, the Manhattan Public Library provides essential services to its citizens; and

Whereas, the cost of providing these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED by the Manhattan Public Library Board of Trustees that a levy of property taxes in support of the 2018 budget exceeding the amount levied in 2017 as adjusted pursuant to K.S.A. 79-2925b, as amended, is hereby approved.

Adopted by majority vote on this 28th day of August, 2017 by the Manhattan Public Library Board of Trustees.

#### Policy and Planning

No report.

#### North Central Kansas Libraries

Carolyn reported that NCKL held their annual meeting on August 3rd. The full system board reviewed the 2018 goals and approved the 2018 budget. Author Marci Penner provided a program about libraries in Kansas.

#### Manhattan Library Association

Carolyn reported that after a summer recess, MLA will resume meetings on September 13th.

#### Manhattan Library Foundation

No report.

### **Old Business**

#### 2018 Budget

#### Cash Handling Policy MNG 3

Elaine moved to accept the changes to MNG 3 Cash Handling policy as noted. Tyler seconded and the motion passed.

### **New Business**

#### Committee Appointments

Bill appointed Tyler Darnell as the chair of the Building and Grounds committee and to the Policy and Planning committee. Medo Morcos was appointed to the Finance Committee and the Directors Evaluation Committee, Elaine Shannon was appointed as chair of the Policy and Planning Committee.

Committee assignments are now as follows (\*indicates chair): Building and Grounds: \*Tyler Darnell, Elaine Shannon, Stacy Kohlmeier; Legislative: Stacy Kohlmeier; Finance: \*Kerry Spencer, Stacy Kohlmeier, Medo Morcos; Policy and Planning: \*Elaine Shannon, Tyler Darnell, Kerry Spencer; Director's Evaluation: \*Elaine Shannon, Carolyn Elliott, Medo Morcos; NCKL Representative: Carolyn Elliott; MLA Representative: Carolyn Elliott; MLF Representative: Bill Lansdowne. The board president serves as a member of all standing committees

Tyler Darnell made a motion to accept the new committee appointments as named. Carolyn Elliott seconded and the motion passed.

Policy Reviews

President Bill Lansdowne asked to table the policy reviews until the September meeting.

Facilities study update

Brent Bowman will be at the September meeting to give the board an update and pricing.

Building and Grounds tour

Bill Lansdowne asked Tyler Darnell and Linda Knupp to get a tour date set up for the new board members to tour the library, anyone is welcome to join the tour.

**Board Comments**

Carolyn Elliott wanted to note that she really enjoyed the summer reading program this year. She wanted to thank staff responsible for fixing the bathroom stall door in the ladies room. She is very proud that we are taking flags to be properly disposed. She wanted to thank the library for providing eclipse glasses to the public.

**Adjournment**

There being no further business, the meeting was adjourned. The next meeting will be **Monday, September 25, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

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President Bill Lansdowne

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Director Linda Knupp

MANHATTAN PUBLIC LIBRARY  
TAX FUND/GENERAL OPERATIONS  
September 20, 2017

	MONTHLY 2017 SEPTEMBER	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 673,862.92	\$ -		
REVENUE				
General Fund Ad Valorem Tax	\$ -	\$ 2,228,533.99	\$ 2,397,500.00	92.95%
TOTAL REVENUE	\$ -	\$ 2,228,533.99	\$ 2,397,500.00	92.95%
EXPENSES				
Personnel Services				
Salaries	\$ 138,839.24	\$ 1,227,187.42	\$ 1,665,000.00	73.70%
Building and Grounds				
Maintenance	-	75,000.00	75,000.00	100.00%
Utilities	9,408.14	77,177.88	98,000.00	78.75%
Technology				
Equipment and Software	1,488.06	33,506.28	60,000.00	55.84%
Supplies	1,264.37	8,369.07	14,000.00	59.78%
Training/Consulting	-	3,566.74	2,000.00	178.34%
Access	2,830.27	25,734.53	38,500.00	66.84%
Maintenance	359.88	20,793.84	50,000.00	41.59%
Materials	17,115.36	199,047.41	275,000.00	72.38%
Administration				
Audit and Legal Fees	-	8,107.00	7,000.00	115.81%
Staff Development	361.50	2,551.16	3,000.00	85.04%
Supplies	1,803.42	11,010.59	16,000.00	68.82%
Insurance	-	31,397.00	33,000.00	95.14%
Postage	-	4,692.39	11,000.00	42.66%
Transfer to Capital Improvement Fund	-	-	50,000.00	0.00%
TOTAL EXPENSES	<u>\$ 173,470.24</u>	<u>\$ 1,728,141.31</u>	<u>\$ 2,397,500.00</u>	<u>72.08%</u>
CASH BALANCE 9/20/2017	<u>\$ 500,392.68</u>	<u>\$ 500,392.68</u>		

MANHATTAN PUBLIC LIBRARY  
TAX FUND/EMPLOYEE BENEFITS  
September 20, 2017

	MONTHLY 2017 SEPTEMBER	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 386,211.46	\$ 162,701.66		
REVENUE				
Employee Benefits Ad Valorem Tax	-	\$ 563,141.76	\$ 606,150.00	92.90%
TOTAL REVENUE	\$ -	\$ 563,141.76	\$ 606,150.00	92.90%
EXPENSES				
Social Security	\$ 10,155.53	\$ 89,733.05	\$ 124,000.00	72.37%
KPERS	10,314.56	90,192.05	154,000.00	58.57%
Workers' Compensation	967.60	3,880.40	6,500.00	59.70%
Unemployment Compensation	-	773.64	1,650.00	46.89%
Health Insurance	22,911.00	199,401.51	320,000.00	62.31%
TOTAL EXPENSES	<u>\$ 44,348.69</u>	<u>\$ 383,980.65</u>	<u>\$ 606,150.00</u>	<u>63.35%</u>
CASH BALANCE 9/20/2017	<u>\$ 341,862.77</u>	<u>\$ 341,862.77</u>		

MANHATTAN PUBLIC LIBRARY  
GRANTS, FEES, FINES, INTEREST  
September 20, 2017

	MONTHLY 2017 SEPTEMBER	YEAR TO DATE JAN. 1, 2017	2017 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 173,001.94	\$ 305,468.69		
REVENUE				
Fines and Fees	\$ 7,981.04	\$ 61,057.84	\$ 90,000.00	67.84%
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.	1,004.40	11,564.16	29,000.00	39.88%
Interest	1,016.57	6,529.61	4,500.00	145.10%
Miscellaneous Grants	-	-	-	-
Miscellaneous Income	280.65	6,034.67	6,000.00	100.58%
NCKL Space Allocation	-	-	16,000.00	0.00%
TOTAL REVENUE	<u>\$ 10,282.66</u>	<u>\$ 109,165.82</u>	<u>\$ 167,000.00</u>	<u>65.37%</u>
EXPENSES				
Building and Grounds				
Maintenance	\$ 5,696.13	\$ 28,620.83	\$ 40,000.00	71.55%
Equip./Furniture/Fixtures	-	2,966.29	10,000.00	29.66%
Technology				
Equipment and Software	-	-	43,000.00	0.00%
Materials	-	-	51,000.00	0.00%
Miscellaneous Grants Exp.	-	37.96	-	-
Services				
Reimbursed Expenditures	62.98	911.34	1,500.00	60.76%
Collection Services	366.95	2,756.60	4,000.00	68.92%
Copy Machine/Reader Printer	3,833.65	4,898.09	8,500.00	57.62%
Administration				
Supplies	-	-	7,000.00	0.00%
Credit Card Processing	187.91	1,306.42	1,500.00	87.09%
Transfer to Capital Improvement Fund	-	-	-	-
TOTAL EXPENSES	<u>\$ 10,147.62</u>	<u>\$ 41,497.53</u>	<u>\$ 166,500.00</u>	<u>24.92%</u>
ENDING BALANCE	<u>\$ 173,136.98</u>	<u>\$ 173,136.98</u>		
CONTINGENCY		<u>\$ 200,000.00</u>		
BALANCE AS OF 9/20/2017		<u>\$ 373,136.98</u>		

MANHATTAN PUBLIC LIBRARY  
 ENDOWMENT ACCOUNT  
 September 20, 2017

	MONTHLY 2017 SEPTEMBER	YEAR TO DATE JAN. 1, 2017	2017 ENDOWMENT BUDGET	% OF BUDGET
BEGINNING CASH BALANCE	\$ 527,401.97	\$ 382,744.84		
REVENUE				
Interest	\$ 188.95	\$ 2,034.80	\$ 1,400.00	145.34%
Library Foundation Income	-	209,616.00	204,000.00	102.75%
Manhattan Library Association	2,282.09	17,721.02	33,000.00	53.70%
Gifts to Endowment	102.90	4,114.00	6,600.00	62.33%
TOTAL REVENUE	<u>\$ 2,573.94</u>	<u>\$ 233,485.82</u>	<u>\$ 245,000.00</u>	<u>95.30%</u>
EXPENSES				
Materials	\$ 4,333.62	\$ 41,924.84	\$ 90,000.00	46.58%
Administration				
Programming	2,259.03	18,678.77	35,000.00	53.37%
Restricted Gift Expense	(1,459.65)	3,067.63	6,000.00	51.13%
MLF Summer Reading Books	2,283.49	10,000.00	-	-
Staff Development	-	-	4,000.00	0.00%
Facilities Study	-	20,000.00	35,000.00	57.14%
Building Projects	-	-	75,000.00	0.00%
TOTAL EXPENSES	<u>\$ 7,416.49</u>	<u>\$ 93,671.24</u>	<u>\$ 245,000.00</u>	<u>38.23%</u>
ENDING CASH BALANCE 9/20/2017	<u>\$ 522,559.42</u>	<u>\$ 522,559.42</u>		

MANHATTAN PUBLIC LIBRARY  
CAPITAL IMPROVEMENTS/SPECIAL PROJECTS  
September 20, 2017

	MONTHLY 2017 SEPTEMBER	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, 9/20/2017	\$ 131,021.34	\$ 131,021.34		

MANHATTAN PUBLIC LIBRARY  
SUMMARY OF FUNDS SEPTEMBER 20, 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	\$ 2,228,533.99					\$ 2,228,533.99	\$ 2,397,500.00	92.95%
Employee Benefits Ad Valorem Tax		563,141.76				563,141.76	606,150.00	92.90%
Fines and Fees			61,037.84			61,037.84	90,000.00	67.84%
State Aid and Grants			16,979.54			16,979.54	16,500.00	102.91%
NKCL System Grants			7,000.00			7,000.00	5,000.00	140.00%
E-Rate Reimbursements			11,564.16			11,564.16	29,000.00	39.88%
Interest			6,523.61	2,034.90		8,558.51	5,900.00	145.18%
Library Foundation Income				209,616.00		209,616.00	204,000.00	102.75%
Manhattan Library Association				17,721.02		17,721.02	33,000.00	53.70%
Gifts to Endowment				4,114.00		4,114.00	6,600.00	62.33%
Miscellaneous Grants								0.00%
Miscellaneous			6,034.67			6,034.67	6,000.00	100.58%
NKCL Space Allocation							16,000.00	0.00%
Capital Improvement Fund							50,000.00	0.00%
TOTAL REVENUE	\$ 2,228,533.99	\$ 563,141.76	\$ 109,165.82	\$ 233,485.82	\$ -	\$ 3,134,327.39	\$ 3,465,650.00	90.44%
EXPENSES								
Salaries	\$ 1,227,187.42					1,227,187.42	\$ 1,665,000.00	73.70%
Employee Benefits		383,980.65				383,980.65	606,150.00	63.35%
Building and Grounds								
Maintenance	75,000.00		28,620.63			103,620.63	115,000.00	90.11%
Equip./Furniture/Fixtures			2,966.29			2,966.29	10,000.00	29.66%
Utilities	77,177.88					77,177.88	96,000.00	79.75%
Technology								
Equipment and Software	33,506.28					33,506.28	103,000.00	32.53%
Supplies	8,369.07					8,369.07	14,000.00	59.78%
Training/Consulting	3,566.74					3,566.74	2,000.00	178.34%
Access	25,734.53					25,734.53	36,500.00	69.94%
Maintenance	20,793.84					20,793.84	50,000.00	41.59%
Materials	159,047.41			41,924.84		200,972.25	416,000.00	48.31%
Miscellaneous Grants Exp.			37.96			37.96		0.00%
Reimbursed Expenditures								
Collection Services			911.34			911.34	1,500.00	60.76%
Copy Machine/Reader Printer			2,736.60			2,736.60	4,000.00	68.92%
Administration			4,898.09			4,898.09	8,500.00	57.62%
Audit/Legal								
Staff Development	8,107.00					8,107.00	7,000.00	115.81%
Supplies	2,551.16					2,551.16	7,000.00	36.45%
Insurance	11,010.59					11,010.59	23,000.00	47.87%
Credit Card Processing	31,397.00					31,397.00	33,000.00	95.14%
Postage	4,682.39		1,306.42			5,988.81	1,500.00	87.09%
Programming				18,678.77		18,678.77	11,000.00	42.66%
Restricted Gift Expense				3,067.63		3,067.63	35,000.00	53.37%
MLF Summer Reading Books				10,000.00		10,000.00	6,000.00	166.67%
Facilities Study				20,000.00		20,000.00	6,000.00	333.33%
Building Projects								
Transfer to Capital Improvement Fu								
Capital Improvement Fund								
TOTAL EXPENSES	\$ 1,728,141.31	\$ 383,980.65	\$ 41,497.53	\$ 53,671.24	\$ 25,471.00	\$ 2,272,761.73	\$ 3,456,621.00	65.80%
ENDING BALANCE	\$ 500,382.68	\$ 341,662.77	\$ 173,136.98	\$ 522,559.42	\$ 131,021.34	\$ 1,668,973.19		
CONTINGENCY			\$ 200,000.00			\$ 200,000.00		
ENDING CASH BALANCE, 9/20/2017	\$ 500,382.68	\$ 341,662.77	\$ 373,136.98	\$ 522,559.42	\$ 131,021.34	\$ 1,868,973.19		

**Manhattan Public Library**  
**Director's Report – September 25, 2017**

**Services and Activities**

Year to-date statistics show the following comparison between this year and last year.

Jan-Aug	2017	2016	Change
Door Count	250,747	253,276	-1.00%
Circulation	515,822	499,497	3.27%
Sunflower eLibrary	36,713	34,082	7.72%
Hoopla	14,123	7,231	95.31%
Total Circulation	566,658	540,810	4.78%
Patrons Added	3,703	4,374	-15.34%
Holds Placed	53,430	52,950	0.91%
Meeting Room Use	1,014	980	3.47%
Computer Use	49,066	57,050	-13.99%
Wi-Fi	38,020	41,176	-7.66%
Total Tech	87,086	98,226	-11.34%

A redesigned web site was launched on September 18, 2017. Reorganized sections and updated graphics highlight the information of greatest interest to patrons, featuring resources and activities.

Between January and August, staff have made 75 visits to off-site locations to present a program or provide information at a booth. This does not include homebound or “enjoy and share” collections at community locations. The majority of visits have been programs for preschoolers and promotion of summer reading activity, but there has been an increased presence at community events. In addition to providing information, the upgrade in software for the library’s integrated library system and a wifi hotspot allow staff to register people for cards. Most recently, the library had a table at Kansas State’s Graduate Student Fair and International Student Resource Fair. The most successful event to-date was a table at Hale Library where staff registered 70 new borrowers. The library will have a booth at the Mini Maker Faire in Aggieville on September 23.

The new Adulting 101 program series was featured in the fall issue of *Manhattan MAG*.

New hardware was installed on the circulation credit card terminals to accept chips as well as smartphone pay options.

The “creation station” is up and running in the technology center. Adobe Creative Cloud software is available on this workstation, including Photoshop, Lightroom, InDesign, and Illustrator. Lynda.com is also accessible at the station so learners may watch the videos and practice with exercise files provided in the tutorials. It is also available for individual projects.

**Building and Grounds**

Maintenance issues in September were routine and minor including fall window washing (outside only) and small plumbing and wiring repairs and changes. The city forestry department is scheduled remove trees in the islands of the parking lot the week of September 17<sup>th</sup>. New landscaping will be completed in October.

**NCKLS**

I will be sending letters and making phone calls to the county clerks in the 8 taxing NCKLS counties to discuss the new appointment process to the NCKLS board. Until new appointments are made, current board members

will continue to serve and are eligible to be reappointed. I will also be working with a committee of the NCKLS Executive Board to revise NCKLS bylaws before the next annual meeting in August to reflect changes.

### **Staff and Administration**

An all-staff training session was held at the end of August and covered recognizing and responding to harassment in the workplace.

RCPD visited with managers on September 19<sup>th</sup> to review responding to violence in the workplace, particularly active shooters. We will review current policy and procedures to share with staff.

Supervisor training for MPL managers and NCKLS librarians was held on September 22. Tiffany Henschel, HR manager for Johnson County discussed options to change the annual employee review process to quarterly meetings and using the Meyers-Briggs assessment in the workplace. NCKLS librarians worked with Tiffany to develop an employee handbook.

Full-time and half-time staff are eligible to receive free flu shots in October through the city of Manhattan in conjunction with our health insurance plan.

New staff includes pages Heather King and Eric Matthews. Hannah Atchison was promoted from library page to part time children's assistant.

There was an increase in theft of DVD's after the school session began. Scheduled walk-throughs by staff were increased, and the problem has subsided for now.

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
<b>Goal 1 - Inspire Young Readers:</b>															
Attendance at preschool programs in the library will increase															
1.1	984	1,642	1,438	1,637	316	1,935	1,169	1,306					10,407	9,501	9,935
Attendance at preschool programs sponsored or co-sponsored															
1.2	211	240	208	262	252	17	0	0					1,190	1,745	1,137
Circulation of all children's materials will increase															
1.3	27,748	26,780	30,769	28,428	29,736	40,073	35,128	29,727					248,389	343,022	357,653
Attendance at programs for grade school children will increase															
1.4	276	197	382	598	2,611	617	517	222					5,420	5,697	5,620
1.5 Participation in summer reading programs will increase from 1,564 to 2,000															
The percentage of participants in summer reading programs															
1.5a							1,863						1,863	1,795	1,846
95% of parents will say the library helps their children develop a															
1.6							65%						65%	72%	69%
lifelong love of reading															
														97%	91%
<b>Goal 2 - Engage Tweens and Teens</b>															
Tweens and teens participating in summer reading will															
2.1							1,161						1,161	1,147	1,066
2.1a increase from 1,002 to 1,300															
The percentage of tweens and teens participating in summer reading															
2.2							70%						70%	72%	68%
2.2a who reach their first reading goal will increase from 59% to 70%															
Participation by tweens and teens in library sponsored or															
2.3	108	106	142	169	503	320	110	20					1,478	2,003	1,637
2.3a co-sponsored events will increase from 546 to 1,750															
2.3b 99% of tweens and teens will say they are comfortable at the library															
														100%	84%
<b>Goal 3 - Support Adult Reading, Viewing, and Listening</b>															
3.1 Circulation of adult fiction will increase from 130,418 to 150,000															
3.1	10,446	9,091	10,140	9,667	9,868	10,758	11,004	10,397					81,371	123,231	131,041
3.2 Circulation of adult non fiction will increase from 83,138 to 95,000															
3.2	7,331	6,450	7,058	6,219	6,509	7,096	7,343	6,981					54,987	78,150	84,154
3.3 Circulation of adult media will increase from 140,016 to 157,000															
3.3	13,585	11,670	12,262	11,768	12,564	13,364	14,153	13,770					103,156	141,032	142,068
3.4 Circulation of downloaded materials will increase from 34,942 to 75,000															
3.4	6,216	5,517	6,460	6,097	6,149	6,710	6,966	6,721					50,836	62,689	42,578
3.5 99% of people will say they receive materials they reserve in a timely manner															
98% of adults will indicate staff were helpful in finding something good															
3.6														99%	97%
3.6a to read, listen to, or view at the library															
<b>Goal 4 - Bring Technology Benefits to Everyone</b>															
4.1 Log-ins to the library wireless will increase from 29,072 to 64,000															
4.1	4,401	5,568	5,164	5,306	5,569	3,685	4,035	4,292					38,020	58,403	48,003
The number of people using the library computers or devices will increase															
4.2	5,870	5,477	5,912	5,208	5,383	7,074	7,107	7,035					49,066	79,751	97,671
4.3 The number of people who receive one-on-one technology assistance															
4.3													10,608	16,952	16,952
3,000 people will participate in library sponsored or co-sponsored															
4.4															
4.4 technology training programs															
4.5	348	275	229	161	178	163	138	153					1,643	2,641	1,634
4.5a 90% will indicate that they are satisfied with the library's wi-fi															
95% of adults will indicate they are satisfied or very satisfied with the															
4.6														94%	94%
4.6 technology assistance they received from staff															
														98%	96%
<b>Goal 5 - Welcome Everyone Onsite and Online</b>															
The total number of library card holders will increase															
5.1	84,646	85,216	85,766	86,266	86,886	88,006	86,586	89,266					89,266	84,266	85,406
5.1a from 76% to 85% of the population of Manhattan (50,008)															
5.2 visits to the library will increase from 332,359 to 421,700															
5.2	29,851	29,811	30,298	27,756	28,471	35,227	36,218	33,117					250,749	364,531	362,609
Community meetings in library meeting rooms will increase															
5.3	141	125	112	134	123	126	122	131					1,014	1,481	1,269
5.3a from 971 to 1,500															
The number of followers or friends on the library's social media sites															
5.4	5,628	5,716	5,793	5,877	5,962	6,037	6,106	6,184					6,184	5,397	4,142
5.4a will increase from 2,963 to 8,125															
99% of people will indicate the library is a welcoming place to															
5.5														100%	100%
5.5a work alone or interact with others															

## **MNG-3**

### **CASH HANDLING**

#### **Policy Statement:**

The library has established procedures and rules for the management, security, and accountability of cash received for MLA revenue, fines and fees, in order to satisfy financial audit requirements.

This policy addresses the use of cash received at the Circulation Desk and self-service machines. (Photocopiers, change machines, printing station, etc.)

Gifts and donations are covered in policy MNG4 – Fundraising and Gifts.

#### **Definitions:**

**Cash:** All currency, coins, checks, and receipts received by the library for sales, fines and fees.

#### **Found Money:**

From time to time staff finds lost money in the library.

#### **Regulations:**

Cash fines, fees, and sale receipts are only collected at the Circulation Desk and self-service machines.

Found money in excess of \$1.00 is placed in an envelope. Staff who find the money write the amount on the envelope, the date found, the location found, and their initials. The money will be kept in the locked cabinet. Circulation will clean out unclaimed money once a month and give it to the Circulation Manager who will then follow the \$20 rule.

Occasionally the library receives small amounts of cash as a “donation” for services, for example a “keep the change” transaction at Circulation, or a token of appreciation for a genealogy search. Donations under \$20 are taken to the Circulation desk and rung up as a gift. Donations of \$20 or more are taken to the administrative assistant.

Money from self-service machines includes: copy machines, PAM (APM), pen and pencil machine. The machines are emptied and counted by administrative staff who also makes a deposit slip. Money is deposited to library’s grants, fines, and fees account.

**Procedures:****Daily procedures for accounting for the cash drawer taken at the circulation desk.**

A balance of \$340 is kept in the Circulation cash drawer for each day's activity. Keys for locking bank bags are kept at Circulation and in Administration.

MPL = Manhattan Public Library    MLA = Manhattan Library Association

On Monday through Friday mornings, administrative staff is responsible for preparing the cash report and deposit:

**Cash Register**

- All supplies and money are kept in a locked cabinet in the old mail room.
- Run cash register report tapes for the previous day's cash transactions.
- Count the total cash drawer and record the total on the "circulation cash drawer" form.
- Separate and count out the \$340 from the total to put in register to start the day. The denominations are on the circulation cash drawer form.
- Prepare two deposit slips, one for MPL money and one for MLA.
- Place MPL money and deposit slips in a lockable bank bag.
- Place MLA money and deposit slips into a purple zipped bag, then into a lockable bank bag.
- MPL deposit will be left at the bank to return the next business day.
- The bank bags will be deposited by designated staff, Monday – Friday by 9:00 am
- Saturday deposits are taken by maintenance staff to the bank.
- Administration takes previous days deposit slips to business manager and returns bank bag to locked cabinet.

**Machines**

- Count and make deposits from money for the copy machines and PAM machines weekly, and the pencil/paper machine quarterly.

On Saturday mornings Adult Services staff is responsible for preparing the cash report and deposit:

- All supplies and money are kept in a locked cabinet in the old mail room.
- Run the cash register report tapes for the previous day's cash transactions.
- Count the total cash drawer and record the total on the "circulation cash drawer" form.
- Prepare one deposit for MPL which includes all checks, \$20, and big bills.
- Place the money and deposit slips into a lockable bank bag. Give to designated staff to take to bank.
- Place the returned deposit bag with the cash box under the Circulation counter.

On Saturday mornings, the designated staff:

- Picks up the bank bag at Circulation at 9:00 and takes the deposit to the bank.
- Returns a bank bag to Adult Services staff.

Sunday morning, Adult Services opening staff:

- Counts the total cash drawer and records the total on the “circulation cash drawer” form.
- Places all checks, \$20, and big bills in a purple bag in the locked cabinet in the old mail room.

**\$\$\$ Chart**

<b>Pennies</b>	<b>10</b>	<b>.10</b>
<b>Nickels</b>	<b>38</b>	<b>1.90</b>
<b>Dimes</b>	<b>50</b>	<b>5.00</b>
<b>Quarters</b>	<b>80</b>	<b>20.00</b>
<b>Ones</b>	<b>63</b>	<b>63.00</b>
<b>Fives</b>	<b>20</b>	<b>100.00</b>
<b>Tens</b>	<b>15</b>	<b>150.00</b>
<b>TOTAL</b>		<b>340.00</b>

**SAMPLE**

<b>Monday</b>
Copiers 1 <sup>st</sup> & 2 <sup>nd</sup> Floor
<b>Wednesday</b>
PAM 1 <sup>st</sup> & 2 <sup>nd</sup> Floor
<b>Friday</b>
Quarter Machine

## INF-2

### INTERLIBRARY LOAN POLICY

#### Policy Statement

The Manhattan Public Library (MPL) provides interlibrary loan service (ILL) to enhance and extend resources available to its users. Because the library cannot purchase or subscribe to every useful resource, ILL is an essential service to meet the information needs of the community.

#### Definition

ILL is a cooperative service agreement between libraries to lend or borrow materials in order to fill borrower requests.

#### Regulations

##### Borrowing Materials from other Libraries

1. ILL is available to all MPL cardholders with accounts in good standing (less than \$5.00 in outstanding fines or fees), **except non-residents**.
2. There are no restrictions on the type of materials borrowers may request, with the exception of textbooks **and items that have not yet been published**. **Requests for very new or very popular items may be declined in order for other libraries to allow their patrons first use**. ~~The library will attempt to locate books, articles, DVD's, etc.~~ ILL requests are not made for items that are in MPL's collection unless the item is lost or has been missing for over 30 days.
3. Generally there are no fees or charges for borrowing materials through ILL. If materials are not available within the MPL ILL system, requests may be extended to out of state libraries. In this instance, borrowers are asked if they are willing to pay postage and handling or photocopy fees if required, and are asked to specify a maximum amount they are willing to pay.
4. ~~Borrowers may request up to three items a day.~~ A borrower may **not** have **more than ten outstanding active** requests at any one time, including items checked out, requested and in transit. **A request is considered active from the time it is placed until the item is returned to the lending library.**
5. Overdue fines of ten cents a day are charged for most ILL materials, up to a maximum fine of \$3.00. Overdue fines of \$1.00 a day are charged for DVD's, **Blu-Rays, video games, and book discussion kits**, up to a maximum fine of \$5.00. There is a one-day grace period before fines accrue. **Additionally, ILL materials returned without the identifying band will be charged \$5.00 for vinyl bands and \$2.00 for paper bands, which will be waived when the band is returned.**

6. Borrowers are charged for lost ILL items for the amount assessed by the lending library.
7. Borrowers are responsible for damage done to ILL material while in their possession. Fines for damage or replacement costs are assessed by the lending library. MPL communicates charges to the borrower, takes payment of the fine and pays the lending library for the damages. The ILL librarian notifies borrowers of damage fines and fees by mail.
8. Records of ILL transactions are only maintained for the length of time necessary to retrieve and return an item that is on loan.

### **Lending Materials to Other Libraries**

1. MPL does not lend microfilm, non-circulating reference materials, story kits, discovery packs, **video games, Blu-Rays**, or any item that is irreplaceable through ILL. Popular, high-demand items needed to fill demand of Manhattan's borrowers are not loaned.
2. The loan period for ILL items is four weeks from the date that item is checked out to the borrowing library. The loan period for DVD's is ~~two~~ **three** weeks. **Out-of-state loans are six weeks for books and four weeks for DVDs.** ~~Most~~ Items may be renewed for the original loan period, unless there is a hold on that item. ~~DVD's can be renewed.~~
3. MPL does not charge fees for items sent to other libraries on ILL, including overdue fees, unless photocopies of more than two pages are requested.
4. Borrowing libraries are charged for the list costs of items that are returned damaged and beyond use. In addition, a \$5.00 processing fee is charged. There is no charge for minor damage that can be repaired or minor wear and tear. Borrowing libraries will be billed for items that are lost and not returned. Libraries with outstanding fees for lost or damaged items may be denied ILL privileges.

### **Procedures**

#### **Borrowing Procedures**

1. MPL participates in KIC-NET, the Kansas Interlibrary Loan Circuit, through web-based interlibrary loan software.
2. Borrowers may request that an item be obtained through ILL by phone, email or in person **through any of the service desks (Interlibrary Loan, Circulation, Adult Services, or Youth Services)**. Borrowers may also ~~opt to~~ place their own ILL ~~self-~~requests online **after registering with the automated ILL system.** **Patrons are automatically registered after placing their first request through any of the service desks. Patrons must contact one of the service desks to register.** They may then

access the Kansas Library Catalog and log in by using their MPL library cards and passwords [through the link provided on the Interlibrary Loan section of the library's website](#). The subsequent steps for completing the self-request loan are found [in the Interlibrary Loan section of the website](#).

3. All requests are forwarded to ILL staff for approval and then sent to prospective lenders [if they meet the criteria listed in the 'Borrowing' section of the ILL policy](#).
4. Borrowers will be notified when the requested item is available to be picked up, ~~and checked out or used at MPL~~. Notification may be made by email, phone, or postal mail, as designated by the borrower at the time [of the request](#).
5. A [vinyl or paper strap](#) attached to each item informs borrowers of the date an ILL item is due [as well as](#) contact information for the ILL department and renewal information.
6. Borrowers are notified of overdue ILL items by [either email or postal mail, or by phone](#).
7. ~~If a patron comes to a service desk in person to~~ [wishes to](#) request multiple copies of a title for a book discussion group, the patron will be directed to [the list of prepared book kits provided on the Interlibrary Loan section of the library's website](#). [They will be asked to choose a title from the list, and then asked to fill out a book kit request form. Staff will fill out the form if the request comes via phone or email. The form will be forwarded to ILL staff. call the ILL department and speak to ILL staff. When an ILL request for books for a discussion group is received via e-mail, phone, or in person, ILL staff will check the catalog to see if MPL has available copies and pull them. ILL staff will then check out the copies to the patron. ILL staff will then forward the requests for the remaining number of books needed and keep the MPL copies on the ILL cart until the total number of copies is received. ILL staff will verify the request information with the patron, then send out the request for a prepared book kit to prospective lenders.](#)

### Procedures for lending

For detailed procedures and practices see the Interlibrary Loan Manual.

1. ILL staff is responsible for filling requests from other libraries to MPL. Other assigned Technical Services staff will act as backup when needed.

### Practices

1. Libraries may elect to use the state sponsored "Materials Replacement Fund" to repay replacement costs for lost or damaged items.

2. Library staff will inform borrowers of ILL services when MPL does not own a desired item.

## MNG-24

### PHOTOGRAPHY AND VIDEO-RECORDING IN THE LIBRARY

#### Policy Statement

In support of the library's policies on confidentiality (MNG-1) and customer behavior, the following guidelines have been established for photography and video-recording in the library.

#### Procedures

1. ~~Staff return completed *Release of Photograph and/or Name Forms* to the Technology Center for scanning. Staff will make every effort to notify members of the public when photography, video, or audio recording is taking place.~~
2. ~~Digital copies are stored in the "Public Relations" folder on the G: drive. Physical copies are filed in the Public Relations office. If a member of the public or library staff does not wish to be photographed or recorded for publicity, those wishes will be respected whenever possible.~~
3. ~~Digital copies are retained indefinitely. Physical copies are retained for ten years.~~

#### Guidelines

##### 1. PHOTOGRAPHY BY NON-LIBRARY STAFF

~~Anyone who wishes to take pictures in the library should notify staff. Pictures of the building and facilities are welcome, but in order to respect the confidentiality and privacy, pictures of library users are not allowed. Photography and video recording must not disrupt service or violate the rights of others.~~

~~Formal photo sessions or news organizations should contact library administration. The Manhattan Public Library is permitted to take photographs and video footage of people of all ages at the library and library sponsored events for publicity. Anyone who does not wish to be photographed or filmed may opt out by notifying library staff. Names of patrons will not be used in publicity without consent.~~

##### 2. PHOTOGRAPHY BY NON-LIBRARY STAFF

###### ~~Release of Photograph and/or Name Form is Required~~

- a. ~~**For Models:** Use the form when taking a posed photo of a library customer. They are acting as a model and need to sign a photo permission form. Example: a family poses with their favorite books for a READ poster~~
- b. ~~**For Close-ups:** A close-up on a particular person(s), individually or from among a large group requires a signed *Release of Photograph and/or Name Form*.~~

## MNG-24 Photography and Video-Recording in the Library

~~e. (Example: a close-up photo of a child singing at story time because of the expression on that child's face)~~

Anyone who wishes to take pictures in the library should notify staff. Pictures of the building and facilities are welcome, but in order to respect the confidentiality and privacy of patrons, pictures of library users are not allowed without permission.

- a. Refrain from the use of flash equipment in reading rooms and other areas in which it might disturb library users.
- b. Equipment such as tripods may not obstruct passageways or cause disturbances to library users.
- c. Photography and video-recording must not disrupt service or violate the rights of users.
- d. Library access by photographers may be limited either by time or by area depending on the impact or effect upon library users.

### **Release of Photograph and/or Name Form Not Required:**

- ~~a. For programs held at the library. Group photos do not need to be from the "back-of-head" perspective. In lieu of photo release forms, programmers will need to announce at the beginning of each program that "the library may take pictures for library promotional purposes. Notify library staff if you do not want to be photographed."~~
- ~~b. The following announcement may be used on program publicity materials:  
"Programs, events and classes are photographed or video-recorded for library promotional purposes. Notify library staff if you prefer not to be photographed."~~

## **Release of Photograph and/or Name**

~~I give consent to the Manhattan Public Library, Manhattan, KS, and its staff to photograph film, or record me or my child, and to use photos, digital reproductions, films, or videos with or without my or my child's name, and to quote or record statements from me or my child for promotions, advertisements, publicity, and other purposes including flyers, newspapers and websites.~~

~~The Manhattan Public Library has no financial commitment to me as a result of this consent and release.~~

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

~~If you are under age 18, a parent or legal guardian must sign below.~~

~~*I hereby certify that I am the parent or legal guardian of the person named above and I give my consent on behalf of him or her.*~~

**Signature of Parent or legal guardian:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

~~Thank you for visiting the Manhattan Public Library and thank you for willingness to help us promote library services.~~

**Version 1 1.5 Cola 2.0 Merit**

	MPL	NCKL
Wages	\$1,677,559.14	\$460,856.97
FICA	\$127,872.09	\$36,185.74
KPERS	\$144,572.02	\$47,429.09
SUTA	\$1,671.53	\$473.02
Health	\$315,856.34	\$116,402.36
WC	\$6,400.00	\$2,400.00

**Version 2 .8 Cola 2.5 Merit**

	MPL	NCKL
Wages	\$1,670,524.31	\$459,108.83
FICA	\$127,090.25	\$36,294.55
KPERS	\$144,434.95	\$47,551.72
SUTA	\$1,661.31	\$474.44
Health	\$315,856.34	\$116,402.36
WC	\$6,400.00	\$2,400.00

**Version 3 .8 Cola 2.6 Merit**

	MPL	NCKL
Wages	\$1,671,425.57	\$459,394.87
FICA	\$127,158.80	\$36,317.25
KPERS	\$144,513.82	\$47,581.55
SUTA	\$1,662.21	\$474.74
Health	\$315,856.34	\$116,402.36
WC	\$6,400.00	\$2,400.00

## **Masterplan Introduction**

The Manhattan Public Library continues to grow and change with the needs of the community. The library board and staff have worked diligently to summarize these needs now and forecast them for the next 10 years. These documents were used by the design team to help facilitate discussions and guide the masterplan concepts.

The masterplan has analyzed the current use of the existing spaces and identified opportunities to better serve the community's needs. This study also considers the unfinished shell space as it relates to the strategic plan for the library.

## **Main Library**

The library building has a strong, timeless architectural aesthetic using concrete, stone and wood. The new interior concepts will thoughtfully honor those elements while updating the other finishes. These include new paint on walls, new carpet and a study of ceiling treatments and lighting throughout.

Paired with the new finishes, updating the furnishings and shelving is also critical to one cohesive design. In the past few years, new trends have emerged in the way patrons use the library seating spaces, primarily because of the access to technology. New furniture layouts will be used and lower shelving for better visual connection and daylight.

New, enticing display shelving will also be incorporated close to entrance points.

## **Teen Space**

A dedicated teen space will be provided on the first floor. It is part of the strategic plan to engage the community in all age groups and this room will provide a much needed space for the young adults. In the space, a variety of furniture arrangements will facilitate teens in groups and as individuals, meeting, studying and relaxing. It will be enclosed to provide noise separation, when needed, but use transparency to provide visual connections and daylight penetration.

The YA collection will be moved in close proximity to this space but will be outside of the teen room so there is still good availability for the adult population as well.

## **Friends of the Library Bookstore**

A small bookstore can be created under the existing entrance canopy on the West side of the library. This will allow the Friends of the Library to display the books for sale and secure the space when not in use. A high degree of transparency will remain to entice patrons to enter the store and to allow daylight to penetrate.

### **Meeting Room/ Reading Room**

A new meeting room will be created on the 1st floor, where the existing quiet room is. This space will undergo general finish updates, similar to the main library, as well as new furnishings to provide a flexible space for meetings and reading. The space will be open to the public when there is not a meeting scheduled.

The meeting room locations on the first floor are ideal to mitigate group noise from distracting patrons further in the library.

### **Auditorium**

The existing technology center has provided the community with access to technology for many years. As remote connection to technology continues to increase, the function of a large computer room has changed. The technology space will be relocated to the 2nd floor where there will be a quiet space with computer access. Other computers will be strategically placed throughout the library for easy access to technology in a variety of settings.

Because of the size, location and autonomy to the main library, this space is well suited for the Auditorium. Along the North Wall, there will be a small kitchenette, which already has water service to it, furniture storage, technology closet and mechanical. The space will be similar in size to the existing auditorium.

The mechanical equipment serving this space will be analyzed in further studies to see if it is adequate for an assembly space, if not, it will need to be replaced.

### **Relocation of Circulation Desk**

With more self-checkout stations, the circulation desk function is also changing. This masterplan includes relocating the service desk and making it smaller allowing for a larger self-checkout area, more digital media and "books on hold" shelving. Further study is needed for this relocation, but it was included in the masterplan as an idea worth pursuing in later design phases.

Additionally, further study is also requested on a larger sorting/return machine that would be placed in the existing circulation desk location.

### **Technology Center**

A new technology space is located on the 2nd floor. This will be a quiet space where patrons can have access to computer equipment, printers and staff to aid them. A high degree of transparency will be maintained for daylight penetration and visual connection to the rest of the library.

## **Quiet/Reading Room**

The Quiet Room will be located on the 2nd floor. This location allows for a quieter atmosphere for users. The periodicals will also be located in this space. New furnishings will provide a variety of seating options for patrons who want to focus, relax or just browse.

## **Relocation of Reference Service Desk and Office Space**

The reference department has also changed quite a bit with technological advances and therefore the existing desk and spaces adjacent do not function as they once did. The new reference desk location will be smaller, more centrally located, and a service point to help patrons throughout the library. Sightlines from the desk to the patrons are critical in providing service.

A new workroom and office will also be provided in adjacent to the quiet room and IT training room

## **IT Training Room**

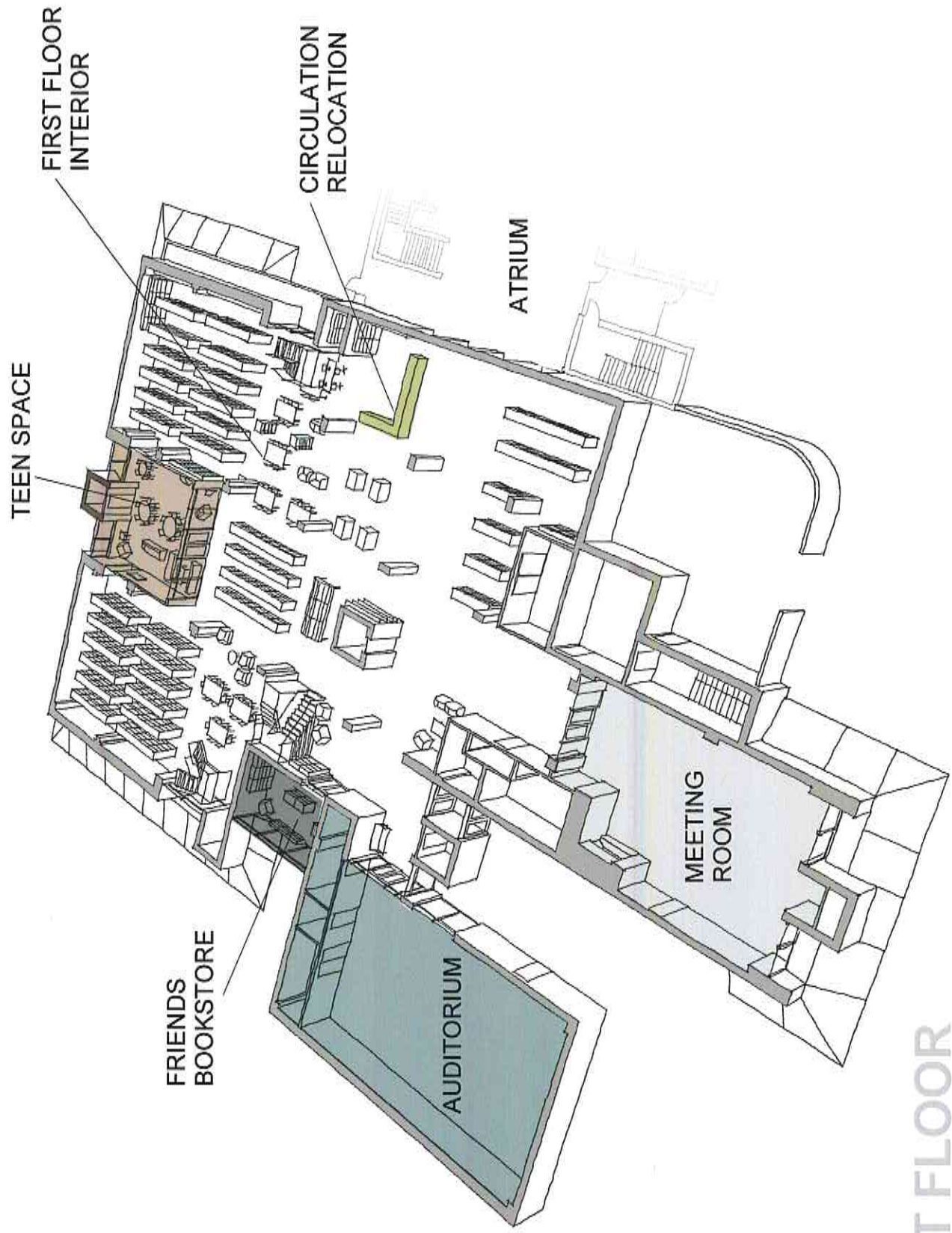
One small meeting room will be repurposed to become the IT training room. This will be a flexible space for staff training. Some renovation work will be need to adequately separate this space from the quiet room.

## **Unfinished Shell Space**

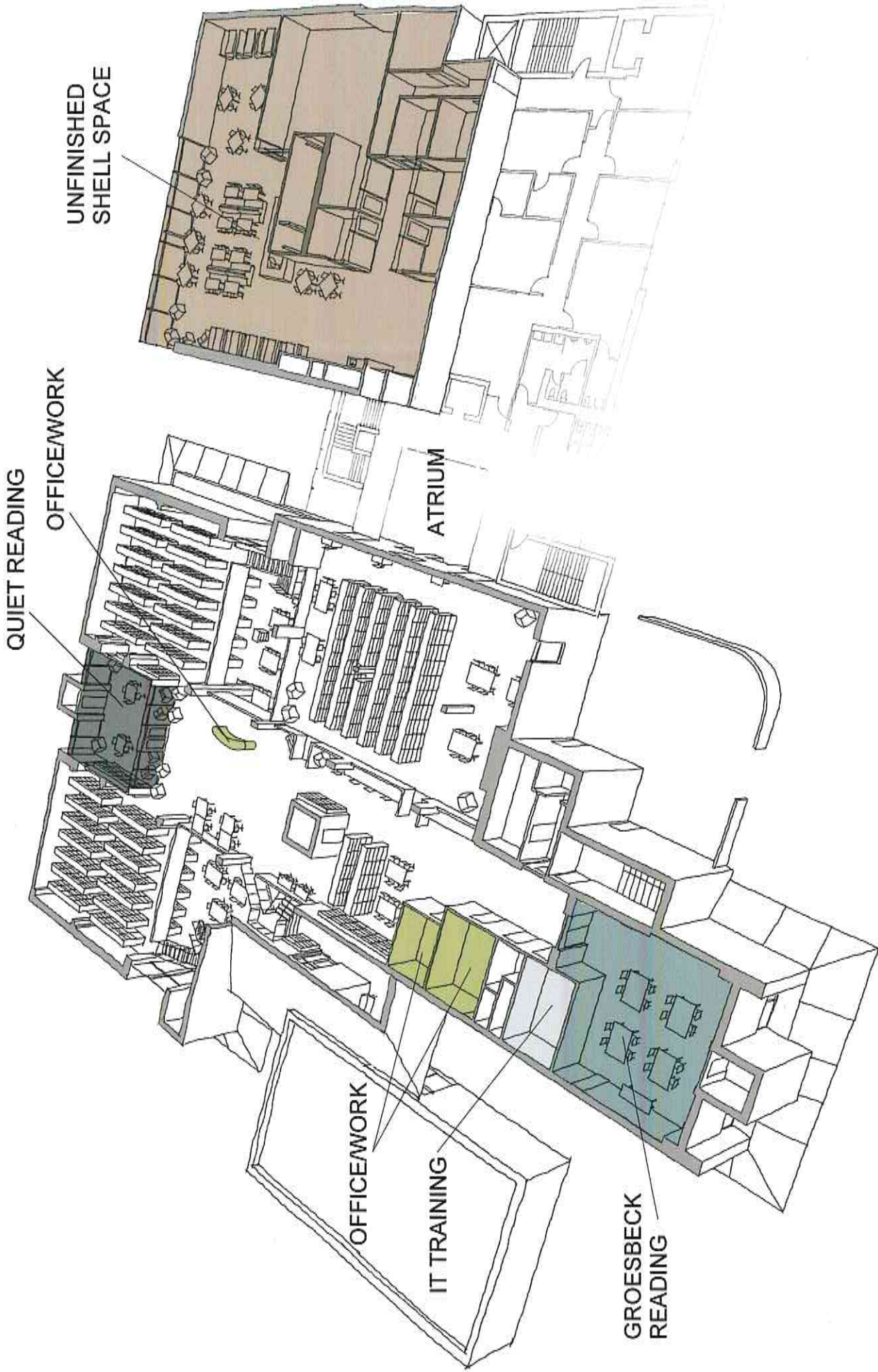
One of the best assets of the unfinished shell space is the large expanse of North facing windows. These windows give great views of downtown Manhattan and are ideal for gathering around and enjoying. Because of this, the shell space will be a place for the public.

This space will have the feeling of a cafe, with a variety of seating options in a large open space facilitating people to meet in groups, read independently and relax. Some amenities like coffee/drinks, maker's space (speciality technology), large meeting room, and small meeting rooms will also be included in this space. A small service desk will be provided to aid patrons in this area.

Three private offices with adjacency to the main administration area were created for IT staff that were in the old technology center.



**FIRST FLOOR**  
Manhattan Public Library Masterplan



UNFINISHED  
SHELL SPACE

QUIET READING

OFFICE/WORK

ATRIUM

OFFICE/WORK

IT TRAINING

GROESBECK  
READING

**SECOND FLOOR**  
Manhattan Public Library Masterplan

## Manhattan Public Library Master Planning

Area	Const And Design	Furnishings	Subtotal	10.00% Contingency Range	20.00% Contingency Range	
<b>First Floor</b>						
Area 1	Friends Bookstore	\$74,075	\$14,250	\$88,325	\$97,158	\$105,990
Area 2	Auditorium	\$229,342	\$27,500	\$256,842	\$282,526	\$308,211
Area 3	Meeting Room	\$77,418	\$30,250	\$107,668	\$118,435	\$129,202
Area 4	Circulation Relocation	\$222,880	\$28,000	\$250,880	\$275,968	\$301,056
Area 5	Teen Space	\$159,588	\$25,925	\$185,213	\$203,734	\$222,255
Area 6	Balance of 1st Floor (Min)	\$125,485	\$0	\$125,485	\$138,034	\$150,582
	Balance of 1st (Furnishings)	\$0	\$121,625	\$121,625	\$133,788	\$145,950
	Balance of 1st (Major) New Ceilings Lighting, Power Technology	\$485,357	\$0	\$485,357	\$533,893	\$582,428
<b>Second Floor</b>						
Area 7	Quiet Reading	\$148,744	\$20,125	\$168,869	\$185,756	\$202,643
Area 8	Office/ Work	\$68,598	\$6,250	\$74,848	\$82,333	\$89,818
Area 9	IT Training	\$21,932	\$6,250	\$28,182	\$31,000	\$33,819
Area 10	Balance of 2nd (Minimum)	\$178,062	\$41,625	\$219,687	\$241,656	\$263,624
	Balance of 2nd (Furnishings)	\$0	\$75,375	\$75,375	\$82,913	\$90,450
	Balance of 2nd (Major) New Ceilings Lighting, Power Technology	\$588,179	\$0	\$588,179	\$646,997	\$705,815
Area 11	Unfinished Space- Shell	\$663,315	\$154,375	\$817,690	\$899,459	\$981,228
Area 12	Groesbeck Reading	\$65,480	\$20,000	\$85,480	\$94,028	\$102,576

### DISCLAIMER

This opinion of probable construction cost is made on the basis of the Architect's experience and qualifications and represents the best judgment as an experienced and qualified professional generally familiar with the industry. However, since the Architect has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Architect cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this opinion of probable construction costs.

# MANHATTAN PUBLIC LIBRARY STRATEGIC PLANNING: 2017 IMPLEMENTATION PLANS

Committee reports and notes available at G:/Committees/

## Staff resources

A. Action	B. Units That Will Be Affected	C. Person/People Responsible	D. Dates		E. Notes
			Begin	End	
Regular communication about status of objectives	All units	Linda, John, Vivienne, managers, all staff			<ul style="list-style-type: none"> <li>Monthly review of plans at manager's meetings</li> <li>Monthly posting of goals progress following board meetings.</li> <li>Department meetings</li> <li>Updates on staffpress</li> <li>Weekly tip sheet – add reminder of where to find progress updates for committees and plans</li> <li>Morning PA announcements</li> <li>Activities and services calendar published for fall/winter. Winter/spring underway</li> </ul>
Annual staff development day in February and bi-monthly staff meetings  Complete outline and content for new staff training and implement program	All Units	John Teri Belin, ad hoc group	Feb 1	Dec 1	<p>Topics for annual review</p> <ol style="list-style-type: none"> <li>Emergency and safety procedures – DONE APRIL</li> <li>Customer service – OCT.</li> <li>PCI compliance – DONE - MAY</li> <li>FMLA/FLSA/HR related information - AUGUST</li> <li>Update on goals</li> </ol> <p>Successful implementation of orientation program. Training blog to be reviewed and implemented.</p>
Consistently use new project planning and evaluation form as a framework for vetting new initiatives and evaluating current services.	All Units	Linda, John, managers	Ongoing		Project planning and evaluation form in use – framework for new initiatives and evaluation of current and future ones



						templates to effectively route volunteers. Teri Belin – begins volunteer coordination - August
Clean up network drives - specifically G	All units	Cody	Mar 1	DONE OLD DRIVE DELETED IN OCTOBER, REMINDER ISSUED IN SEPTEMBER		Communicate process for transferring files on the G:drive to a holding area. Transfer Department files as they are –departments clean up and retrieve others as needed until an end date for deletion is set before the end of the year. (60,000 files in 5,500 folders since late 1990)
Online form for incident reports	All units	Cody	Pending			Pending with respect to other projects. Involve managers group for review of proposed form. John sent information and descriptive information to Cody for a selection menu.

### Collection Resources

A. Action	B. Units That Will Be Affected	C. Person/People Responsible	D. Dates		E. Notes
			Begin	End	
Reallocate budget to meet demand for e-book resources	Tech services, Public services	Marcia	Jan 1	Dec 30	Done for 2017, evaluate for 2018 budget Evaluating Overdrive.
Review collection development policy revise as needed	Public services Tech services Administration	Marcia		Oct 30	
Establish and review routine reports and data from Polaris	Administration Tech services	Marcia	Ongoing		Annual turnover rate in January Circ per cap Others...
Outline weeding goals for 2017-2018	Tech services Administration Public services	Marcia, Jennifer B. Rhonna		3/30	Complete ANF and LP Review AF and other collections Move LP to 2 <sup>nd</sup> floor DVD's and CD's weeded
Review and update merchandizing and shelving procedures and guidelines	Public Services Maintenance	Marilyn, Rhonna	Ongoing		Guidelines, procedures and implementation. Maintain on G drive, make available on staff press.

Add tablet stands in the reading room for viewing online newspapers and magazines	Adult Services Technology	Rhonna, Kerry	Feb 2	March	DONE – Update on use and reporting. Set up and in use as of March 2. Monthly use stats on database report. 50 users in March.
Add Flipster online magazine resource	Adult Services	Rhonna	Jan	Feb	DONE
Develop staff Reader's advisory skills	Public Services	Rhonna	Ongoing		Adult services developing RA page for web site.

### Facility Resources

A. Action	B. Units That Will Be Affected	C. Person/People Responsible	D. Dates		E. Notes
			Begin	End	
Facility Plan project <ul style="list-style-type: none"> <li>• Teen space</li> <li>• Updates</li> <li>• Food/café</li> <li>• Signage</li> <li>• Quiet/collaborative spaces</li> <li>• Laptop and charging stations</li> <li>• Small Group Meeting Spaces/Viewing</li> <li>• Maker Space</li> <li>• MLA space</li> <li>• Shell</li> </ul>	All units	Linda plus ad hoc work teams	January 1	June 30	Board accepted proposal 1/20. Met with architects 2/14 First staff meeting with architect 3/14 2 <sup>nd</sup> meeting with architect 4/4 Additional staff review at dept meetings and break room. Plan ready for board review and cost estimates to review at June board meeting Complete architectural plan for review and implementation Set dates and targets for implementation
Replace Groesbeck A/V equipment	Technology Administration	Kerry	January 1	January 30 DONE	
Complete new wiring closet in east basement	Technology Administration	Kerry	January 1	February 28 DONE	Fire dampers to be installed by Thermal Comfort by the end of April (John)

Upgrade switches	Technology Administration	Kerry	Sept 1	Oct 1	2 this year at \$5,600. One per year after that – maintenance cost at \$2,800.
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## Technology Resources

A. Action	B. Units That Will Be Affected	C. Person/People Responsible	D. Dates		E. Notes
			Begin	End	
Upgrade Wi-Fi Network – extend access in the building	Technology Public Services	Kerry	April	May/June	COMPLETED IN MAY
Add remote Wi-Fi locations in MHK as grant allows	Technology; Administration	Kerry, Linda	Feb 1	Aug	CANCELLED – GRANT REDUCTION AND VENDOR OPTIONS IN THE AREA Blue Earth Plaza, Triangle Park options? EMS potential. To be determined with admin by grant deadline. Upgrading hotspots at the pool . Adding one to the pavilion.
Outline immediate options for computers to create content – creative software	Technology Public Services	Kerry	October	December	Pilot project with single PC for film and photo editing. Requires evaluation of policy and procedure. Additional Envision license. New equipment. Adobe software. Soft launch the week of 8/22? Public launch in September On target for staff feedback in July Staff training – August
Redesign web page to emphasize digital services	Public services Technology	Rhonna	Feb 1	Sept 30	Evaluate appropriate vendors. Proposal for board review and vendor consideration. Pending Facility Study Plan ready to move forward with PC move and 2018 budget Pending Facility Study
Develop RFP for RFID technology	Circulation Technical services Technology	Linda, Marilyn		Dec	
Plan and develop mobile computer lab for meeting room use and possible in-house circulation.	Technology Adult services	Kerry		Dec 30	

Implement LGL donor database	Administration	Teri Belin			<ul style="list-style-type: none"> <li>• MLA records transferred January</li> <li>• Summer reading donors transferred January</li> <li>• MLF records and capital campaign records next</li> <li>• Volunteer records</li> <li>• Communicate with staff on process and training</li> </ul>
Mi-Fi device for outreach	Public Services Technology	John/Kerry	Feb	Mar PURCHASED	Cody developed instructions for use. John to develop checklist for outreach use including all supplies and equipment – process, etc. Develop evaluation process
ILS enhancements - LEAP	Technology, Circulation, Public Services	Teri Barton/Marilyn	February	April/May PURCHASED	LEAP – Installed on training server. Teri will send link to John, Marilyn, Mary and Rhonna for review to determine training needs and time table for installation. Training for circ staff in SEPT.
ILS enhancements – Discovery tools	Technology, Public Services	Teri Barton/Rhonna	?	?	Explore vendors, options and requirements. NEED NOT CLEAR
ILS enhancements					API needs, add ons like Chilifresh? NEED NOT IDENTIFIED
Touchscreens for self-service print stations	Circulation		Feb	Mar DONE	Touchscreens for self-service print stations

### Program and outreach activities

A. Action	B. Units That Will Be Affected	C. Person/People Responsible	D. Dates		E. Notes
			Begin	End	
Continue to provide wide variety of youth services programs and activities for preschool to teens	Youth Services	Jennifer B.	Ongoing		Preschool programs School-age programs Teen volunteers Tween and teen activities Passive programs and activities in the room
Provide technology training in various formats and venues	Adult services	Rhonna	Ongoing		One on one training Tech classes Tech exploration sessions Lynda.com Monthly programs at Douglas center New programs at Senior Center in

Library-wide planning for summer reading activities	Public services	Jennifer B. Rhonna	Ongoing	June?	Establish partnership with schools and/or city resources, or for wider reach
Implement an "e-card" with a pilot project to connect users to the digital library	Public services	John	January		Look at available models. Schools likely partners. Possibly Meadowlark, Job Corps... with the goal to increase e-resource use. Records management issues to address. PROJECT DROPPED Privacy, policy, process issues to address. School has resources. Meadowlark outreach this fall.
Partner with organizations for adult activities and program that support reading for pleasure and library use	Public services	Rhonna			Partnership for community slam-deck program MHKTALK20 in June and January 2018 Library lab Homebound delivery Enjoy and share collections extend to Douglas Center and Senior Center Kansas State Book Network program.
Continue to use and evaluate social media activities to promote library services and engage with the community	Public Services	Vivienne	Ongoing		Facebook, Twitter, Pinterest, Instagram
Upgrade Evanced software	Public services, Administration	Teri Barton/Kerry	Apr	Sept	Teri Barton will work with John and public services staff to train on Wandoo reader prior to summer reading. Set up a May meeting to review the room reservation system for launch after summer to begin work on policy and procedures. Include Teri Belin, Tim, Viv, Jerrod, John. Others?
Participate in select outreach events	Public Services	John			Selection and evaluation process