Manhattan Public Library

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October 22, 2018

To: Manhattan Public Library Board of Trustees and Mayor

The regular meeting of the Board of Trustees will be held Monday, October 31, 2018 at 4:00 p.m. in the 2nd floor board room of the Administration office at Manhattan Public Library.

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Agenda
Meeting of the Board of Trustees
Manhattan Public Library
October 29, 2018
4:00 pm Board Room

Public Comment

Approve the September 24, 2018 Minutes

Approve the October 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 Review Committee

Director's Report

Old Business
- Parking Lot
- MLK day – holiday

New Business
- Goals update
- Children's Expansion Bond repayment schedule
- MPL/NCKLS annual agreement
- Reorganization for 2019

Adjournment

MPL Board of Trustees Standing Committees

Committee Name	Members (*denotes 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

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

Manhattan Public Library
Regular Meeting of the Board of Trustees
September 24, 2018

The September 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, Medo Morcos, Mayor Linda Morse, Elaine Shannon, and Stacy Kohlmeier. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Human Resources Manager Teri Belin and Assistant Director John Pecoraro. Kerry Spencer was absent.

Public Comment

There was no public comment.

Approval of Minutes

Elaine Shannon moved to approve the August 27, 2018 minutes. Medo Morcos seconded and the motion passed.

Financial Statement and Bills

September 2018 expenses:

Tax Fund/General Operations.....	$ 203,442.39
Tax Fund/Employee Benefits.....	50,783.76
Grants, Fines, Fees, and Interest.....	1,418.84
Endowment Account.....	52,585.62
Capital Improvement.....	0.00

The tax fund maintenance budget has been spent out. Maintenance expenses for the rest of the year will be charged to the grants, fines and fees account. Teen space computers have been purchased and paid from the technology budget. The workers compensation bill was paid. We will see some reimbursement from NCKLS next month for their share of the cost. Second floor project fees were paid from the building project budget.

Tyler Darnell made a motion to approve the September 2018 financial statements and bills. Medo Morcos seconded and the motion passed.

Directors Report

Services and Activities

Staff evaluated Kanopy, an on-demand streaming video platform for libraries which offers a large collection of films. The selection includes classic films, documentaries, indie films, instructional films and children's programs, which would all be free for library cardholders to stream.

Entries for the library's bookmark design contest will be accepted through September 28. MLA members will help select the winning entries in five age categories, and the selected bookmarks will be printed and distributed at the library.

Several staff attended a meeting about USD 383's K-LINK Grant and partnership opportunities. The district will receive more than $3.2 million for birth through grade 12 literacy support over a three-year period from the Kansas State Department of Education and the U.S. Department of Education's Striving Readers Comprehensive Literacy program. Goals include promoting literacy, enabling students

to succeed with contemporary next-generation literacies and transforming students from content consumers to content creators. As a community partner, MPL is eligible to apply for a grant of $500 to $1,000 a year to help provide a network of resources, materials, training and opportunities for families to enable students to meet the goals of the program.

The Manhattan Library Association (MLA) resumed meeting. Planning for the 2019 book sale will begin soon. The dates of the sale are February 22-24, 2019. MLA's annual TALK program with the Kansas Humanities Council began September 17. The theme of the books in this year's program is "Childhood Classics."

TALK20, a community program in cooperation with UFM is scheduled for September 27th and will feature a variety of community members sharing information about their interests and areas of expertise.

Children's programs resumed on August 20th, with an average of 28 kids attending storytimes to-date. Staff were present at the Northview Elementary School orientation and made contact with 38 kids and 43 adults. The next day, one family came in for a card. Year-to-date, 1,238 people have attended a technology training program.

Ten lucky new cardholders received a coupon for a free ½ dozen donuts from Dunkin Donuts.

The Red Cross used the lower level atrium one day to meet with people who needed assistance after the flood.

The library will partner with the Kappa Kappa Gamma (KKG) sorority for a "Trunk or Treat" event in the parking lot of the library after closing on Sunday, October 21st. KKG's philanthropic mission supports youth literacy. Members of the sorority will dress as storybook characters, distribute candy and provide some activities for kids. Library staff will be present.

Building and Grounds

Most of the furniture for the teen area will be delivered and installed on Wednesday, September 26. The wall will arrive and be installed the same week. It may be late October/early November before the service desks arrive. New shelving will be installed by mid-November, and books will be moved to the area, completing the project.

Three vendors have been contacted and provided quotes for parking lot repair. Quotes range from seal coating to a complete replacement. John is working on obtaining additional information for the Building and Ground Committee's review and will share that at the meeting.

The fan and an air compressor in one of the rooftop HVAC units was replaced. The air compressor is currently under warranty but the library bears the expense of installation and labor.

Several staff met briefly with a sales representative from the vendor TechLogic. They reviewed their latest products for self-check and materials handling solutions. They also discussed future development, including a self-check mobile app and a product that allows people building access based on library card permissions.

Staff and Administration

Former NCKLS youth service consultant, Nikkie Sierra has moved out of state. Interviews for a candidate to fill the position have been completed and a selection has been made. Two other NCKLS employees retired this summer and positions are in the process of being filled.

Adult services provided training to staff on using the PA and emergency buttons on the phones. They are also training staff to use the software for the public access catalog that will be updated in October.

John presented a customer service video and reviewed the library's privacy policy and practices at an all staff meeting. Managers from MPL and NCKLS completed the Clifton Strengths Assessment to identify their top strengths for a leadership workshop led by Mike Finnegan, Assistant Professor at the Staley School of Leadership Studies. The session focused on activities for building strength-based teams, understanding the strengths philosophy and exploring workplace engagement.

Adults and teen volunteers have contributed a total of 3,166 hours of work year-to-date.

The annual user survey will be conducted from October 28 through November 3rd.

Other

Library Legislative Day is scheduled for Wednesday, January 23, 2019 at the statehouse in Topeka. The Kansas Library Association organizes this day each year and encourages trustees, friends, librarians and other interested parties to visit the capitol building and meet with their legislators to remind them of the value of public libraries in their community and across the state. Members of the Manhattan Library Association plan on creating small goodie bags with information about Manhattan Public Library to distribute to local representatives.

The library maintains an online presence. You can follow the library on Facebook, Twitter and Instagram, and share posts or information to help spread the word about library services. Links to all of these platforms may be found toward the bottom of the library's web page at www.mhklibrary.org.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn stated there will be a meeting on September 27, 2018.

Manhattan Library Association

Carolyn talked about a bookmark contest that MLA is sponsoring. The TALK book discussion program is being held in October and November.

Manhattan Library Foundation

No report.

Directors Review Committee

New business.

Old Business

There was no old business.

New Business

Director's Evaluation process

Human Resources Manager Teri Belin explained to the board the process that will be taking place the next couple of months and provided written instructions.

Parking Lot Update

John went through the bids he received and explained the difference between each one.

Elaine Shannon made a motion that John and Linda proceed at their discretion. Stacy Kohlmeier seconded and the motion passed.

2019 Salaries

Linda explained that the city is going with a 1.6% COLA and 2.0% merit increase in wages for 2019 and wanted the board to decide if they wanted to do the same.

Medo Morcos made a motion to accept the wage increase for 2019 of 1.6% COLA and 2.0% merit. Tyler Darnell seconded and the motion passed.

MLK Day Holiday

Linda informed the board that staff were concerned that since the library is open on MLK day, that may make some people feel we are disrespecting the holiday. Linda asked for the board's opinion on the matter. After some discussion it was decided that the board would think on it and ask others' opinions. It will be discussed further at the next meeting.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, September 24, 2018** 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
October 23, 2018

	MONTHLY 2018 OCTOBER	YEAR TO DATE JAN. 1, 2018	2018 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	$ 438,848.96	$ 10,423.00		
REVENUE				
General Fund Ad Valorem Tax	$ 198,887.58	$ 2,423,724.14	$ 2,596,000.00	93.36%
Income Withheld for Bond Obligation	$ 130,205.56	$ 130,205.56	$ -	-
TOTAL REVENUE	$ 329,093.14	$ 2,553,929.70	$ 2,596,000.00	98.38%
EXPENSES				
Personnel Services				
Salaries	$ 140,661.18	$ 1,372,201.90	$ 1,700,000.00	80.72%
Building and Grounds				
Maintenance	-	80,000.00	80,000.00	100.00%
Utilities	9,740.03	96,636.64	95,000.00	101.72%
Technology				
Equipment and Software	3,028.57	49,195.04	66,000.00	74.54%
Supplies	1,072.72	13,085.56	12,000.00	109.05%
Training/Consulting	190.00	2,342.81	2,500.00	93.71%
Access	1,535.57	23,870.90	38,500.00	62.00%
Maintenance	6,920.00	54,640.61	53,000.00	103.10%
Materials	26,048.27	236,195.36	275,000.00	85.89%
Administration				
Audit and Legal Fees	-	8,131.00	7,500.00	108.41%
Staff Development	(55.50)	918.04	7,000.00	13.11%
Supplies	2,134.87	11,740.76	15,000.00	78.27%
Insurance	-	32,194.00	33,000.00	97.56%
Postage	1,418.54	7,952.23	11,500.00	69.15%
Expansion Bond	130,205.56	130,205.56	150,000.00	86.80%
Transfer to Capital Improvement Fund	-	-	50,000.00	0.00%
TOTAL EXPENSES	$ 322,899.81	$ 2,119,310.41	$ 2,596,000.00	81.64%
FUND BALANCE AS OF 10/23/2018	$ 445,042.29	$ 445,042.29		

MANHATTAN PUBLIC LIBRARY
TAX FUND/EMPLOYEE BENEFITS
October 23, 2018

	MONTHLY 2018 OCTOBER	YEAR TO DATE JAN. 1, 2018	2018 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	$ 374,806.05	$ 249,136.92		
REVENUE				
Employee Benefits Ad Valorem Tax	48,338.42	$ 597,736.39	$ 606,500.00	98.56%
TOTAL REVENUE	$ 48,338.42	$ 597,736.39	$ 606,500.00	98.56%
EXPENSES				
Social Security	$ 10,260.10	$ 100,187.13	$ 128,000.00	78.27%
KPERS	12,763.72	$ 119,409.86	146,000.00	81.79%
Workers' Compensation	-	$ 8,636.00	6,500.00	132.86%
Unemployment Compensation	415.36	$ 1,193.09	1,700.00	70.18%
Health Insurance	25,343.95	$ 243,085.89	324,300.00	74.96%
TOTAL EXPENSES	$ 48,783.13	$ 472,511.97	$ 606,500.00	77.91%
FUND BALANCE AS OF 10/23/2018	$ 374,361.34	$ 374,361.34		

MANHATTAN PUBLIC LIBRARY
GRANTS, FEES, FINES, INTEREST
October 23, 2018

	MONTHLY 2018 OCTOBER	YEAR TO DATE JAN. 1, 2018	2018 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	$ 191,181.97	$ 308,538.67		
REVENUE				
Fines and Fees	$ 6,771.66	$ 68,551.52	$ 90,000.00	76.17%
State Aid		15,780.18	16,000.00	98.63%
NCKL System Grants		7,000.00	7,000.00	100.00%
Federal Grants - E-Rate Reimb.	330.96	9,709.86	24,000.00	40.46%
Interest	1,475.05	12,902.10	6,000.00	215.04%
Miscellaneous Grants	-	70.93	-	-
Miscellaneous	157.77	470.89	6,000.00	7.85%
NCKL Space Allocation	-	-	17,000.00	0.00%
TOTAL REVENUE	$ 8,735.44	$ 114,485.48	$ 166,000.00	68.97%
EXPENSES				
Building and Grounds				
Maintenance	$ 6,817.91	$ 7,733.56	$ 40,000.00	19.33%
Equip./Furniture/Fixtures	270.75	4,960.30	10,000.00	49.60%
Technology				
Equipment and Software	-	-	45,000.00	0.00%
Materials	-	-	48,500.00	0.00%
Miscellaneous Grants Exp.	-	-	-	-
Services				
Reimbursed Expenditures	65.85	938.44	1,500.00	62.56%
Collection Services	411.70	3,275.70	4,400.00	74.45%
Copy Machine/Reader Printer	-	5,617.83	8,000.00	70.22%
Administration				
Supplies	-	5,926.80	7,000.00	84.67%
Credit Card Processing	220.15	2,440.47	1,600.00	152.53%
Transfer to Capital Improvement Fund	-	-	-	-
TOTAL EXPENSES	$ 7,786.36	$ 30,893.10	$ 166,000.00	18.61%
ENDING BALANCE	$ 192,131.05	$ 192,131.05		
CONTINGENCY		$ 200,000.00		
FUND BALANCE AS OF 10/23/2018		$ 392,131.05		

MANHATTAN PUBLIC LIBRARY
ENDOWMENT ACCOUNT
October 23, 2018

	MONTHLY 2018 OCTOBER	YEAR TO DATE JAN. 1, 2018	2018 ENDOWMENT BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	$ 564,117.52	$ 514,156.25		
REVENUE				
Interest	$ 340.34	$ 4,517.62	$ 1,500.00	301.17%
Library Foundation Income	-	260,000.00	260,000.00	100.00%
Manhattan Library Association	784.31	22,978.48	27,000.00	85.11%
Gifts to Endowment	3,215.00	10,228.56	6,500.00	157.36%
TOTAL REVENUE	$ 4,339.65	$ 297,724.66	$ 295,000.00	100.92%
EXPENSES				
Materials	$ 4,829.63	$ 42,552.12	$ 100,000.00	42.55%
Administration				
Programming	2,005.26	24,552.97	35,000.00	70.15%
Gift Expense	326.49	2,375.79	-	-
Staff Development	816.00	2,626.36	3,218.45	81.60%
MLF Summer Reading Books	6.56	9,611.45	10,000.00	96.11%
Facilities Study	-	-	-	-
RFID Planning	-	-	50,000.00	0.00%
Building Projects	52,502.24	222,191.23	100,000.00	222.19%
TOTAL EXPENSES	$ 60,486.18	$ 303,909.92	$ 298,218.45	101.91%
FUND BALANCE AS OF 10/23/2018	$ 507,970.99	$ 507,970.99		

MANHATTAN PUBLIC LIBRARY
CAPITAL IMPROVEMENTS/SPECIAL PROJECTS
October 23, 2018

	MONTHLY 2018 OCTOBER	YEAR TO DATE JAN. 1, 2018	2018 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	$ 207,403.96	$ 272,216.99		
REVENUE				
Carryover from the Tax Fund 2018	-	-	50,000.00	-
TOTAL REVENUE	$ -	$ -	$ 50,000.00	-
EXPENSES				
City Lighting Project	$ -	$ 25,471.00	$ 25,471.00	100.00%
Security Upgrade	-	28,223.76	-	-
2nd Floor Construction Project	-	11,118.27	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL EXPENSES	$ -	$ 64,813.03	$ 25,471.00	254.46%
FUND BALANCE AS OF 10/23/2018	$ 207,403.96	$ 207,403.96		

MANHATTAN PUBLIC LIBRARY
SUMMARY OF FUNDS OCTOBER 23, 2018

	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 FUND BALANCE	$ 10,423.00	$ 249,136.92	$ 308,538.67	$ 514,156.25	$ 272,216.99	$ 1,354,471.83		
REVENUE								
General Fund Ad Valorem Tax	$ 2,423,724.14					$ 2,423,724.14	$ 2,596,000.00	93.36%
Income Withheld for Bond Obligati	$ 130,205.56					$ 130,205.56	-	-
Employee Benefits Ad Valorem Tax		597,736.39				$ 597,736.39	606,500.00	98.56%
Fines and Fees			68,551.52			$ 68,551.52	90,000.00	76.17%
State Aid and Grants			15,780.18			$ 15,780.18	16,000.00	98.63%
NCKL System Grants			7,000.00			$ 7,000.00	7,000.00	100.00%
E-Rate Reimbursements			9,709.86			$ 9,709.86	24,000.00	40.46%
Interest			12,902.10	4,517.62		$ 17,419.72	7,500.00	232.26%
Library Foundation Income				260,000.00		$ 260,000.00	260,000.00	100.00%
Manhattan Library Association				22,978.48		$ 22,978.48	27,000.00	85.11%
Gifts to Endowment				10,228.56		$ 10,228.56	6,500.00	157.36%
Miscellaneous Grants			70.93			$ 70.93	-	0.00%
Miscellaneous			470.89			$ 470.89	6,000.00	7.85%
NCKL Space Allocation			-			$ -	17,000.00	0.00%
Capital Improvement Fund					-	$ -	50,000.00	0.00%
TOTAL REVENUE	$ 2,553,929.70	$ 597,736.39	$ 114,485.48	$ 297,724.66	$ -	$ 3,563,876.23	$ 3,713,500.00	95.97%
EXPENSES								
Salaries	$ 1,372,201.90					$ 1,372,201.90	$ 1,700,000.00	80.72%
Employee Benefits		472,511.97				$ 472,511.97	606,500.00	77.91%
Building and Grounds								
Maintenance	80,000.00		7,733.56			$ 87,733.56	120,000.00	73.11%
Equip./Furniture/Fixtures			4,960.30			$ 4,960.30	10,000.00	49.60%
Utilities	96,636.64		-			$ 96,636.64	95,000.00	101.72%
Technology								
Equipment and Software	49,195.04		-			$ 49,195.04	111,000.00	44.32%
Supplies	13,085.56					$ 13,085.56	12,000.00	109.05%
Training/Consulting	2,342.81					$ 2,342.81	2,500.00	93.71%
Access	23,870.90					$ 23,870.90	38,500.00	62.00%
Maintenance	54,640.61					$ 54,640.61	53,000.00	103.10%
Materials	236,195.36		-	42,552.12		$ 278,747.48	423,500.00	65.82%
Miscellaneous Grants Exp.			-			$ -	-	0.00%
Services								
Reimbursed Expenditures			938.44			$ 938.44	1,500.00	62.56%
Collection Services			3,275.70			$ 3,275.70	4,400.00	74.45%
Copy Machine/Reader Printer			5,617.83			$ 5,617.83	8,000.00	70.22%
Administration								
Audit/Legal	8,131.00					$ 8,131.00	7,500.00	108.41%
Staff Development	918.04			2,626.36		$ 3,544.40	10,218.45	34.69%
Supplies	11,740.76		5,926.80			$ 17,667.56	22,000.00	80.31%
Insurance	32,194.00					$ 32,194.00	33,000.00	97.56%
Credit Card Processing			2,440.47			$ 2,440.47	1,600.00	152.53%
Postage	7,952.23					$ 7,952.23	11,500.00	69.15%
Programming				24,552.97		$ 24,552.97	35,000.00	70.15%
Designated Gift Expense				2,375.79		$ 2,375.79	-	-
MLF Summer Reading Books				9,611.45		$ 9,611.45	10,000.00	96.11%
Facilities Study				-		$ -	-	-
Building Projects				222,191.23		$ 222,191.23	100,000.00	222.19%
Expansion Bond	130,205.56					$ 130,205.56	150,000.00	86.80%
RFID Planning				-		$ -	50,000.00	0.00%
Transfer to Capital Improvement Fun	-		-			$ -	50,000.00	0.00%
Capital Improvement Fund					64,813.03	$ 64,813.03	25,471.00	254.46%
TOTAL EXPENSES	$ 2,119,310.41	$ 472,511.97	$ 30,893.10	$ 303,909.92	$ 64,813.03	$ 2,991,438.43	$ 3,692,189.45	81.02%
ENDING BALANCE	$ 445,042.29	$ 374,361.34	$ 192,131.05	$ 507,970.99	$ 207,403.96	$ 1,726,909.63		
CONTINGENCY			$ 200,000.00			$ 200,000.00		
FUND BALANCE AS OF 10/23/2018	$ 445,042.29	$ 374,361.34	$ 392,131.05	$ 507,970.99	$ 207,403.96	$ 1,926,909.63		

Manhattan Public Library
Director's Report – October 29, 2018

Services and Activities

Over 200 children came to Kappa Kappa Gamma sorority's for a "Trunk or Treat" in the library parking lot Sunday, October 21st after closing. KKG gave every child a free book in addition to candy. Women of KKG dressed in a variety of storybook costumes for a fun event. Library staff were present and distributed coupons for a free book for a return visit to the library. Children's service manager Jennifer Bergen remarked that she saw many families that do not usually attend regular programs.

TALKMHK featured 5 speakers from the community with 81 attendees and 7 people watching via live stream.

The library will be the drop-off location for the 2019 MLK Jr. Art and Writing Contest. Entries will be collected through December 2.

The Polaris software upgrade was completed on October 2. Operation of circulation, public catalogs, cataloging and acquisitions were all back to normal before noon.

Building and Grounds

The library will have an opening celebration for the teen area on the afternoon of November 9th. Teens will pass books (a limited number) from shelves on the first floor to the send floor to commemorate the move. Teens, Board members, Foundation Board members and Friends will be invited to drop by and see the new area. Everything will be in place by that date with the possible exception of one piece of furniture.

The room is currently open for use and there has been a steady number of teens in the space afterschool

In the last few weeks additional furniture has arrived, the service desks, signage, graphics for the wall and doors, were installed and computers and technology put into place. Some wiring required changes in section the ceiling of the first floor.

After Young adult materials are moved upstairs, staff will work on rearranging the first floor and adult fiction.

Staff and Administration

Sandy Wilkerson has accepted the NCKLS youth service consultant position and will begin in January 2019. She is currently serves the same role at the Southeast Kansas Library System.

Health insurance enrollment meetings for library and city employees are being held. In 2019 the cost for both the employee and employer will increase by 5%.

All library employees were eligible for free flu shots through the library's partnership with the City of Manhattan.

Monthly Goals Progress Report 2018

BY 2018

		January	February	March	April	May	June	July	August	September	October	November	December	2018 Total	2017 Total	2016 Total
	Goal 1 - Inspire Young Readers:															
1.1	Attendance at preschool programs in the library will increase from 5,117 to 11,000	1,262	1,397	1,420	1,175	453	1,673	994	1,134	1,780				11,288	14,970	9,501
1.2	Attendance at preschool programs sponsored or co-sponsored by the library in off-site locations will increase from 363 to 400	131	206	146	171	177	0	44	51	0				926	1,664	1,745
1.3	Circulation of all children's materials will increase from 331,281 to 381,000	27,081	24,667	30,515	26,987	27,987	37,401	33,984	29,520	27,543				265,685	354,457	343,022
1.4	Attendance at programs for grade school children will increase from 2,206 to 7,000	581	181	221	499	1,885	913	436	93	194				5,003	5,969	5,697
1.5	Participation in summer reading programs will increase from 1,584 to 2,000							1,772						1,772	1,863	1,755
1.5a	The percentage of participants in summer reading programs who reach their first reading goal will increase from 64% to 75%							70%						70%	65%	72%
1.6	95% of parents will say the library helps their children develop a lifelong love of reading														98%	97%
	Goal 2 - Engage Tweens and Teens															
2.1	Tweens and teens participating in summer reading will increase from 1,002 to 1,300							1,127						1,127	1,161	1,147
2.1a	The percentage of tweens and teens participating in summer reading who reach their first reading goal will increase from 59% to 70%							68%						68%	70%	72%
2.2	Participation by tweens and teens in library sponsored or co-sponsored events will increase from 548 to 1,750	262	109	43	302	439	121	31	35	85				1,427	2,423	2,023
2.3	99% of tweens and teens will say they are comfortable at the library														96%	100%
	Goal 3 - Support Adult Reading, Viewing, and Listening															
3.1	Circulation of adult fiction will increase from 130,418 to 150,000	9,561	8,647	9,467	9,179	9,525	10,702	11,280	10,710	9,230				88,301	118,056	123,231
3.2	Circulation of adult non fiction will increase from 83,138 to 95,000	7,100	6,155	6,772	6,215	6,093	6,570	6,945	6,242	5,787				57,879	79,508	78,150
3.3	Circulation of adult media will increase from 140,016 to 157,000	13,127	11,966	13,048	11,730	11,385	12,267	12,282	11,861	11,093				108,759	151,477	141,032
3.4	Circualtion of downloaded materials will increase from 34,942 to 75,000	7,571	6,946	8,133	7,791	7,820	8,685	8,932	8,691	7,515				72,084	80,035	62,689
3.5	99% of people will say they receive materials they reserve in a timley maner														96%	98%
3.6	96% of adults will indicate staff were helpful in finding something good to read, listen to, or view at the library														99%	99%
	Goal 4- Bring Technology Benefits to Everyone															
4.1	Log-ins to the library wireless will increase from 29,072 to 64,000	3,587	3,370	3,846	3,332	3,309	4,037	3,777	3,534	3,341				32,133	53,217	58,423
4.2	The number of people using the library computers or devices will increase from 94,917 to 117,000	4,966	4,451	5,429	4,905	5,143	6,186	5,713	5,725	5,039				47,557	68,405	79,751
4.3	The number of people who receive one-on-one technology assistance from library staff will increase from 8,455 to 12,000														8,424	10,608
4.4	3,000 people will participate in library sponsored or co-sponsored technology training programs	173	151	194	163	129	136	144	148	65				1,303	2,162	2,641
4.5	90% will indicate that they are satisfied with the library's wi-fi														96%	94%
4.6	95% of adults will indicate they are satisfied or very satisfied with the technology assistance they received from staff														97%	99%
	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 (54983)	69.27%	70.12%	70.06%	69.59%	69.37%	69.44%	69.39%	69.51%	69.83%				69.83%	67.38%	84.26%
5.2	Visits to the library will increase from 332,359 to 421,703	27,625	27,020	28,385	26,135	26,119	35,926	33,286	32,309	28,302				265,107	356,422	364,531
5.3	Community meetings in library meeting rooms will increase from 971 to 1,500	121	112	125	115	127	120	115	122	121				1,078	1,583	1,481
5.4	The number of followers or friends on the library's social media sites will increase from 2,963 to 8,125	6,487	6,522	6,568	6,611	6,648	6,697	6,727	6,815	6,787				6,787	6,393	5,397
5.5	99% of people will indicate the library is a welcoming place to work alone or interact with others														99%	100%

Parking Lot Information for Library Board

Quotes:

1) Shilling Construction: $43,554
2" mill and overlay of existing surface, striping included. Work can be completed in 3 days.

2) The Parking Lot Guys: $11,713.25
Cut out pot holes and haul off old asphalt. Fill holes with tack oil and new asphalt. Clean entire lot and fill and seal cracks. Sealcoat the parking lot and re-stripe. 3-4 days.

3) MaryCo Asphalt (Topeka): $6,500
Saw cut and remove deteriorated asphalt. Haul off debris. Apply tack oil to bond new asphalt. Clean entire parking lot. Fill large cracks with hot tar rubberized crack filler. Sealcoat the parking lot with 2 coats of coal tar emulsion asphalt sealer. Restripe. 1-2 days.

Brian Johnson, City Engineer
"Ken Hays, the project coordinator, and I looked at your parking lot this week. We both think that with some minor patching and repairs you could get several more years out of your existing lot. I would plan for a 2020/2021 removal and replacement. I would put it in the budget for 2020, but I think you could make it to 2021." (Sep 14, 2018)

Things to Consider:

Best time to be without the parking lot for 2-4 days with least impact to customers. This would have to be timed to coincide with a break in children's programs. Programs in the first half of 2019 are January 26 – March 2, and March 23 – April 27. Summer programs don't begin until June 1.

MARYCO ASPHALT

6021 SW 29th St.
Suite A #361
Topeka, KS 66614
785-267-0868

Date June 21, 2018

Hot Asphalt & Seal Coat
Licensed · Bonded · Insured

ESTIMATE

Name Manhattan Public Library

Address 629 Poyntz Ave

City Manhattan State KS Zip 66502

Home _____ Work # _____

Job Location (If Different)

Name _____

Address _____

City _____ State _____ Zip _____

DESCRIPTION OF SERVICE

Saw cut and remove marked areas of deteriorated asphalt throughout parking lot. Haul off tear out and debris. Apply hot tack oil to surface to bond new asphalt. Patch areas with hot mix asphalt and compact surface.

Clean entire parking lot of dirt and debris. Fill large cracks with hot tar rubberized crack filler. Sealcoat entire asphalt lot with 2 coats of coal tar emulsion asphalt sealer. Restripe lot using Sherwin Williams latex traffic paint.

SPECIAL INSTRUCTIONS: All Labor & Materials Included to Complete.

Estimate Void in 14 days.

Total below due upon completion unless arrangements made prior to start of work above.
All Guarantee's shall be limited to replacement of material & application of the same.
Paid on completion.
All above prices & specifications are satisfactory and I authorize MaryCo Paving to perform the work outlined above on my property.

Sub-total	$	6500.00
Tax 8.95%	$	581.75
Deposit	$	-0-
Total	$	7081.75

Property Owner Signature

X _____

Authorized MaryCo Representative

X Edward McNally

marycoasphalt@gmail.com

Shilling Construction Co., Inc.

PO Box 1568

Manhattan, KS 66505

Contact: **Eric Schwein**

Phone: **785-564-1819**

Email: **eric@shilconst.com**

Quote To: John Pecoraro
Today's Date June 8, 2018

Job Name: Manhattan Public Library
Date of Plans:

ITEM	DESCRIPTION				AMOUNT
1	2" MILL AND OVERLAY PARKING LOTS				
GRAND TOTAL					**$43,554.00**

NOTES:

We propose a 2" mill and overlay of the existing surface. Striping is included. Work can be completed in 3 days.

ONLY THOSE MATERIALS AND SERVICES NOTED ABOVE ARE INCLUDED IN OUR PRICE

1. This contract proposal is made subject to the terms and conditions printed below and attached.
2. All deliveries of materials expressed or implied by this contract proposal are contingent upon our ability to purchase and receive raw materials from the manufacturer, or supplier.
3. All purchase orders and subcontracts issued by customer must incorporate this contract proposal and its terms & conditions. Where any conflicts occur between this contract proposal and the customer's purchase order or subcontract, the seller's contract proposal will govern.
4. There are no understandings, terms or conditions not fully expressed herein. There is no implied warranty or condition except the materials meet the seller's standard for the purpose intended, and the implied warranty of title to, and freedom from encumbrance upon, the products sold hereunder
5. Prices quoted do not include sales, use or other taxes, which may be applicable to this transaction unless noted.
6. TERMS: Net due on receipt. No retainage allowed.
7. Interest will be charged on all accounts over 30 days old at the rate of 1 1/2% per month.
8. All quotations subject to change if not accepted within 15 days.

Respectfully Submitted,
Shilling Construction Co. Inc

BY: Eric Schwein
Eric Schwein SELLER

The signed acceptance of these conditions by the purchaser signifies a contract to purchase according to terms specified.

ACCEPTANCE: I / We hereby accept the prices and all conditions of the above specified job quoted.

FIRM: _____

DATE: _____ BY: _____

Quote

The Parking Lot Guys

P.O. Box 224
Manhattan, Ks 66505
theparkinglotguys@gmail.com
Business: 785-341-3151

Date: 06/12/2018
Quote No.: 10823
Salesperson: Parking lot work

Manhattan Public Library
629 Poyntz Ave
Manhattan, Ks 66502

Qty	Description	Unit Price	Total
1	This is for the parking lot work for the Manhattan Library. We wcut out the pot holes in the parking lot (7 holes) and the we will hall off all of the old asphalt. We then will put a tack oil down and then the new asphalt. All of the lot will be cleaned off and the cracks will be filled and sealed. Then we will seal coat the parking lot and then re-strip the lot.	$0.00	$0.00
1	Cost of cleaning the lot.	$265.00	$265.00
1	Cost of the asphalt for this job.	$1,675.00	$1,675.00
1	Cost of the halling off all of the old asphalt and the fuel charge.	$150.00	$150.00
1	Cost of the paint for the striping.	$848.25	$848.25
1	Cost of the tack oil.	$425.00	$425.00
1	Cost of the sealing all of the cracks in the lot.	$2,100.00	$2,100.00
1	Cost of the seal coat for the lot.	$2,450.00	$2,450.00
1	labor.	$3,800.00	$3,800.00

Total Amt $11,713.25

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby acc epted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature X_____

Thank you for your business.

MLK holiday closing review

Lawrence Public Library
"Holiday Compensatory Time: In addition to paid holidays, full-time and regular part-time employees also receive a holiday compensatory day for Martin Luther King Day, President's Day and Veterans Day (pro-rated for part-time staff

Manhattan Public Library
Personal Leave: *(equivalent to two days per year)*
It is the policy of the library to grant employees the opportunity to take holidays according to individual beliefs and preferences, without increasing the number of library closings (including but not limited to religious holidays, secular holidays, and birthdays.)

Additional Information
Other libraries:

- *Emporia Library* is **closed**.
- *Topeka/Shawnee County Library* is **closed**.
- *Dorothy Bramlage Library* is **closed.**
- *Wichita Public Libraries* are **closed**.
- *Salina Public Library* is **closed**.
- *Hutchinson Public Library* is **closed.**
- *Lawrence Public Library* is **open**.

Other Places in Manhattan:

- *Beach Museum of Art* is **closed**.
- *Wolf House* is **closed**.
- *Riley County Historical Museum* is **closed** on Mondays.
- *Park and Rec* offices **close** but parks themselves are available for public use.
- *Sunset Zoo* is **open** (but only 12-5pm)
- *Flint Hills Discovery Center* is **open** ("363 days a year!").
- *USD 320* uses the day for staff training. *USD 383* is simply closed.
- *K-State* lists theirs as a campus holiday, but classes for the semester don't even start until the following day. K-State Gardens (and the Quinlan Visitor Center) are generally closed during the winter season. Also, *K-State plays a large role in the MLK Day of Service and commemorations.*
- *Manhattan Christian College* is closed, including its offices. Like K-State, classes don't start until the following day.
- *Manhattan Virtual Academy* is closed.

Strategic Planning 2019

Goal 1
Inspire Young Readers
Children and their parents and caregivers will have interactive services and engaging materials to help the children develop a lifelong love of reading.

1.1 Attendance at preschool programs in the library will increase from 5,117 to 11,000.
New: Attendance at preschool programs will be at least 14,000.
[2017 total was 14,970, and 2018 is on track to reach 14,000.]

1.2 Attendance at preschool programs sponsored or co-sponsored by the library at off-site locations will increase from 363 to 400.
New: Attendance at preschool programs sponsored or co-sponsored by the library at off-site locations will be at least 1,500.
[Average attendance 2015-2017 was 1,515.]

1.3 Circulation of all children's materials will increase from 331,281 to 381,000.
New: There will be 360,000 circulations of children's materials.
[Average children's circulation 2015-2017 was 351,711. Highest children's circulation was 359,255 in 2012. Target's goal is to exceed circulation of 2012.]

1.4 Attendance at programs for grade school children will increase from 2,206 to 7,000.
New: Attendance at programs for school age children (K-6th) will be 7,000.
[Average attendance at programs for school age children 2015-2017 was 5,762 plus average tween attendance of 709 equals 6,471. Target is about 8% increase over average.]

1.5 Participation in summer reading programs will increase from 1,584 to 2,000.
New: At least 2,675 children from birth through 6th grade will participate in summer reading.
[Average participation 2015-2018 was 2,480. Highest participation was 2,552 in 2017. New target is approximately 5% increase to highest participation.]

1.5a The percentage of participants in summer reading programs who reach their first reading goal will increase from 64% to 75%.
New: 75% of children participating in summer reading will reach their first reading goal.

1.6 95% of parents will say the library helps their children develop a lifelong love of reading.
No change

Goal 2
Engage ~~Tweens and~~ Teens
Rewrite goal 2 as: Teens will have a comfortable environment to meet and interact with each other and will find materials and activities that support their interest in the ever-changing popular culture.

2.1 ~~Tween and~~ Teens participating in summer reading will increase from 1,002 to 1,300.
New: At least 550 teens in 7th through 12th grade will participate in summer reading.

[Average participation 2015-2018 was 449. Highest participation was 474 in 2016. New target is approximately 16% increase to highest participation.]

2.1a The percentage of ~~tweens and~~ teens participating in summer reading who reach their first reading goal will increase from 59% to 70%.
New: 70% of teens participating in summer reading will reach their first reading goal.

2.2 Participation by ~~tweens and~~ teens in library sponsored or co-sponsored events will increase from 548 to 1,750.
New: Attendance at programs for teens will be 1,750.

2.3 99% of ~~tweens and~~ teens will say they are comfortable at the library.
No change

2.4 New: There will be 35,000 circulations of young adult materials.
[Average young adult circulation 2012-2017 was 31,483. Highest young adult circulation was 35,135 in 2015. Target is about 11% increase over average.]

Goal 3
Support Adult Reading, Viewing, and Listening
Adults will have convenient and timely access to a variety of new and popular materials in multiple formats.

3.1 Circulation of adult fiction will increase from 130,418 to 150,000.
3.2 Circulation of adult non-fiction will increase from 83,138 to 95,000
New 3.1: There will be 205,000 circulations of adult fiction and non-fiction books.
[Circulation of both adult fiction and non-fiction failed to reach even starting point of old targets 2016-2017. Both fiction and non-fiction have been on negative trend the past 2 years. 2018 circulation is estimated to be 192,000. Average circulation of adult fiction and non-fiction 2016-2017 was 204,713. Target is based on average.]

3.3 Circulation of adult media will increase from 140,016 to 157,000.
New 3.2: There will be 150,000 circulations of adult media.
[Average circulation of adult media 2015-2017 was 144,859. Highest circulation was 156,030 in 2013. Target is about 3.5% increase over average.]

3.4 Circulation of downloaded materials will increase from 34,942 to 75,000.
New 3.3: There will be 110,000 circulations of downloaded materials.
[Circulation of downloaded materials has increased every year since 2012. 2018 circulation is estimated to be over 96,500. Circulation of downloaded materials accounts for an estimated 11.5% of total circulation.]

3.5 99% of people will say they receive materials they reserve in a timely manner.
New 3.4
No change

3.6 96% of ~~adults~~ people will indicate staff were helpful in finding something good to read, listen to, or view at the library.

New 3.5
No change

Goal 4
Bring Technology's Benefits to Everyone
All residents will have high-speed access to the Internet and will be able to use the latest technologies to participate in the online world and to create or share content with others.

4.1 Log-ins to the library wireless will increase from 29,072 to 64,000.
New: There will be 43,000 log-ins to the library wireless.
[Wireless counting changed June 2017, resulting in negative trend. Log-ins are estimated at 43,188 for 2018. Target is based on that estimate.]

4.2 The number of people using the library computers or devices will increase from 94,917 to 117,000.
New: 64,000 people will use library computers.
[Computer use has decreased every year since 2014, reaching a low of 68,406 in 2017. Use in 2018 is estimated to be 63,777. Target is based on that estimate.

4.3 The number of people who receive one-on-one technology assistance from library staff will increase from 8,455 to 12,000.
New: 12,000 people will receive one-on-one technology assistance from library staff.
[The existing method of counting is by taking the number of respondents who answered yes to the question on the survey "Did you ask for technology assistance?" Average responses 2015-2017 was 11,995.]

4.4 3,000 people will participate in library sponsored or co-sponsored technology training programs.
New: 2,000 people will participate in library sponsored or co-sponsored technology training.
[Participation is estimated at 1,737 for 2018. Target is about 15% over 2018 estimate.]

4.5 90% will indicate that they are satisfied with the library's wi-fi.
New: 95% will indicate that they are satisfied with the library's wi-fi.
[Average satisfaction 2015-2017 was 94.6%. Target is based on that average.]

4.6 95% ~~of adults~~ will indicate they are satisfied ~~or very satisfied~~ with the technology assistance they receive from staff.
No change

Goal 5
Welcome Everyone Onsite and Online
All residents will have inviting physical and virtual spaces for independent use or for collaborative interactions.

5.1 The total number of library cards will increase from 76% to 85% of the population of Manhattan.
New: 80% of Manhattan's population will have a library card.

[Regular purging of inactive accounts have resulted in lower total registered borrowers, and smaller increases month to month. An average of 69.59% of the service population had a card through August 2018. The new target is a 15% increase over the average.]

5.2 Visits to the library will increase from 332,359 to 421,703.
New: There will be 365,000 visits to the library.
[Average library visits 2012-2017 were 359,187. Target is a slight increase over that average.]

5.3 Community meetings in library meeting rooms will increase from 971 to 1,500.
New: There will be 1,500 community meetings in library meeting rooms.
[Average meeting room use 2015-2017 was 1,444.]

5.4 The number of followers or friends on the library's social media sites will increase from 2,963 to 8,125.
No change

5.5 99% ~~of people~~ will indicate the library is a welcoming place to work alone or interact with others.
No change

With all circulation targets reached, circulation will total 860,000 items. Highest total circulation was 824,320 in 2017. New circulation targets total about 4% increase over highest circulation.

Circulation targets may have to be adjusted once the impact of collection relocations, and possible auto-renewal are realized.

$1,030,000

City of Manhattan, Kansas

General Obligation Refunding and Improvement Bonds, Series 2017-D

Public Library Childrens Expansion

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
05/01/2018	-	-	19,455.56	19,455.56
11/01/2018	85,000.00	5.000%	25,750.00	110,750.00
05/01/2019	-	-	23,625.00	23,625.00
11/01/2019	85,000.00	5.000%	23,625.00	108,625.00
05/01/2020	-	-	21,500.00	21,500.00
11/01/2020	90,000.00	5.000%	21,500.00	111,500.00
05/01/2021	-	-	19,250.00	19,250.00
11/01/2021	95,000.00	5.000%	19,250.00	114,250.00
05/01/2022	-	-	16,875.00	16,875.00
11/01/2022	100,000.00	5.000%	16,875.00	116,875.00
05/01/2023	-	-	14,375.00	14,375.00
11/01/2023	105,000.00	5.000%	14,375.00	119,375.00
05/01/2024	-	-	11,750.00	11,750.00
11/01/2024	110,000.00	5.000%	11,750.00	121,750.00
05/01/2025	-	-	9,000.00	9,000.00
11/01/2025	115,000.00	5.000%	9,000.00	124,000.00
05/01/2026	-	-	6,125.00	6,125.00
11/01/2026	120,000.00	5.000%	6,125.00	126,125.00
05/01/2027	-	-	3,125.00	3,125.00
11/01/2027	125,000.00	5.000%	3,125.00	128,125.00
Total	$1,030,000.00	-	$296,455.56	$1,326,455.56

Payment Statement

City of Manhattan Kansas

Finance Department
c/o City Hall
1101 Poyntz Avenue
Manhattan, KS 66502

Phone: (785) 587-2465
Fax: (785) 587-2409
Website: www.cityofmhk.com

Date 10/17/2018
Statement No. 101718-A

AGENCY

Linda Knupp
Director - Manhattan Public Library
629 Poyntz Avenue
Manhattan, KS 66502

Phone: (785) 776-4741

REQUISITIONER

Bernie Hayen

Date	Description	Interest	Principal	TOTAL
1-May-2018	Interest on Improvement Bonds	$ 19,455.56	-----	$ 19,455.56
				-
1-Nov-2018	Principal and Interest on Improvement Bonds	$ 25,750.00	$ 85,000.00	$ 110,750.00
				-
				-
				-
				-
				-
				-
				-
			TOTAL	$ 130,205.56

Comments or Special Instructions

General Obligation Bonds for Public Library Children's Expansion
$1,030,000 Series 2017-D

Auto Deducted from Property Tax Distribution $ 130,205.56

If you have any questions about this payment statement, please contact
[Bernie Hayen * bhayen@cityofmhk.com * 785-587-2470]

MPL/NCKL Relationship Review
September 2018

Manhattan Public Library operates under the authority of KSA12-1218 through 12-1225. The North Central Kansas Libraries System operates under the authority of KSA 75-2547 through KSA 75-2550. Both institutions have separate governing bodies, separate by-laws, and separate budgets.

In 1965, legislation was passed in Kansas authorizing the formation of seven regional library systems encompassing the entire state. Systems work in cooperation with local libraries to provide adequate service to all citizen's of the state.

Manhattan Public Library has hosted North Central Kansas Library System staff and has provided office space since 1965. A productive relationship has developed through the years and a number of mutual benefits and efficiencies have been attained through sharing equipment, selected staff and other resources. It is the responsibility of the director, and the staff of each institution to carefully monitor shared resources, maintain records, and make reports to MPL and NCKLS boards.

As an NCKL member, MPL enjoys the same benefits as a system member including consulting services, e-rate filing, materials processing, access to vehicles, and shared continuing education opportunities. NCKLS enjoys the benefits of a well maintained and well equipped facility, collaboration with public library staff, and excellent employee benefits and administrative services. Both institutions enjoy a number of intangible benefits based on their association. Working together MPL and NCKL have improved library service in the region through collaboration and resource sharing.

The updated agreement and spreadsheet show the 2017 figures for payment in 2018.

Memorandum of Understanding Between:
The Manhattan Public Library
and The North Central Kansas Library System

The Manhattan Public Library, Manhattan, Kansas (MPL) and the North Central Kansas Library System, Manhattan, Kansas (NCKLS), desiring to formalize various informal arrangements which have existed in the past to the benefit of both parties, hereby enter into this written Understanding which shall take effect upon written ratification by the MPL Board of Trustees and the Executive Committee of NCKLS.

A. Building Ownership and Responsibility for Maintenance:

1. The Building presently housing MPL and NCKLS (the Manhattan Public Library building) is owned by the City of Manhattan.
2. MPL shall be responsible for building maintenance.

B. Personnel:

1. MPL and NCKLS shall jointly employ a Director. The salary and benefits of the position shall be 70% funded by MPL and 30% by NCKLS. The Director shall be evaluated annually according to MPL policy. The NCKLS Executive Committee President shall appoint a representative to serve on the Director's Evaluation Committee.
2. MPL shall provide Human Resource, Accounting and Payroll Services to NCKLS. MPL shall employ a Business Manager, whose salary and benefits shall be 50% funded by MPL and 50% by NCKLS. MPL shall employ an HR manager, whose salary and benefits shall be 70% funded by MPL and 30% by NCKLS.
3. MPL and NCKLS may jointly employ other staff members as is mutually beneficial and agreed upon in writing between parties. The salary and benefits for such positions shall be funded on the basis of the allocated hours worked for each institution.
4. MPL and NCKLS shall use the same job classification schedule provided by MPL.
5. MPL and NCKLS shall use the same salary and benefits schedule provided by MPL.
6. MPL and NCKLS shall use the same personnel policies and procedures provided by MPL.

C. Non-Reimbursed Goods and Services to be provided to NCKLS by MPL:

1. MPL shall provide the following to NCKLS:
   a) Approximately 3,906 square feet of finished office space (the space occupied by NCKLS at the signing of this Understanding).
   b) Utilities consistent with those NCKLS is currently receiving from MPL.
   c) Access to MPL's business equipment, such as phone system, copy and fax

machines.
d) Internet access and network support.
e) Access to MPL's meeting rooms and technology center.

D. Non-Reimbursed Goods and Services to be provided to MPL by NCKLS:

1. NCKLS shall provide the following to MPL:
   a) Bibliographic Utility Services for cataloging.
   b) Book Processing Supplies for MPL.
   c) Access to three NCKLS vehicles.
   d) Access to a NCKLS mail machine. MPL pays postage for all mail sent on behalf of MPL and a percentage of the mail machine fee based on the percent of mail sent.

E. Annual Financial Reconciliation:

1. The value of the non-reimbursed Goods and Services provided to NCKLS by MPL and the value of non-reimbursed Goods and Services provided to MPL by NCKLS shall be computed at the end of each fiscal year.

2. Any difference in non-reimbursed expenses shall be provided as an annual payment by the responsible party, and shall be referred to as "shared resource **adjustment."**

F. Annual Review of this Understanding:

1. This Understanding shall be reviewed annually by the Director of MPL, the MPL Board of Trustees, and the NCKLS Executive Committee. Any modifications, except for annual adjustments in personnel hours and salaries, shall require prior written approval by the MPL Board of Trustees and the NCKLS Executive Committee.

G. Dissolution:

1. Either party may withdraw from this Understanding upon 6 months prior written notice to the other party of its intent to withdraw.

Signed:

_____ Date: _____
President, Manhattan Public Library Board of Trustees

_____ Date:_____
President, Executive Committee, North Central Kansas Library System

MPL/NCKLS staffing percentages 2017			Shared position		
2017	MPL	NCKLS	Hrs/wk	#MPL hrs	#NCKLS hrs
Director	70%	30%	40	28	12
Business Mng	50%	50%	40	20	20
HR Coordinator	70%	30%	40	28	12
Custodian	75%	25%	40	30	10
Collection/TS mngr	60%	40%	40	24	16
Tech Services Clerk	90%	10%	40	36	4
Tech Services Clerk	50%	50%	40	20	20
Tech Services Clerk	50%	50%	40	20	20
ILL Clerk	80%	20%	40	32	8
NCKL Clerk	33%	67%	35	11.55	23.45
Total hours per week			395	249.55	145.45

2017-2018 MPL/NCKLS Agreement Expenses (based on 2017 costs)

Non-Reimbursed Costs for NCKL from MPL Budget			2017 Actual Cost	MPL 2017 Total cost	NCKLS 2017 sq. ft.	5.08% of Total cost	
Utilities			$5,153	$101,428	5.08%	$5,153	Gas and electric no other building/facility expenses
Internet Access			$576	$11,342	5.08%	$576	Internet access only - no phone charges
Market value of space	3,906	$12	$46,872	76,828 total square feet - NCKL square feet of office area- 3,906 $12 average in 2013 and have increased somewhat with an average of $13 to $14 in 2017 for space with no furnishings or amentities. No increase recommended at this time.			
Photocopies			$1,166	Actual cost per copy 5,674 color at .07 and 24,457 at .0302			
TOTAL NCKL EXPENSES			$53,767				
Non-reimbursed Costs for MPL from NCKLS budget							
Vehicle use			$509	MPL use was 10.53% of actual use in 2017 of total mileage for all vehicles. Includes gasoline, insurance and maintenance.			
OCLC costs for MPL			$15,849	Total OCLC costs for 2017 were $24,013 . Total items processed were 25,339 66% of items processed were for MPL, 34 % for other NCKLS libraries and van			
Processing supplies for MPL books			$7,443	56 cents per book average for jacket and tape 13,291 books processed for MPL in 2017			
Mail Machine cost			$1,873	MPL's use of the postage meter was 70% in 2017 Total cost was 2675.37			
TOTAL MPL EXPENSES			$25,674				
DIFFERENCE			$28,093	NCKLS owes MPL for 2017-2018 agreement			