

March 19, 2019

To: Manhattan Public Library Board of Trustees and Mayor

The regular meeting of the Board of Trustees will be held Monday, March 25, 2019 at 4:00 p.m. in the 2nd floor Auditorium at Manhattan Public Library.

Agenda
Meeting of the Board of Trustees
Manhattan Public Library
March 25, 2019
4:00 pm Auditorium

Public Comment

Approve the February 25, 2019 Minutes

Approve the March 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

New Business

Finance Committee – April 18th 4:00 p.m.

Summer Reading Program Review

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
February 25, 2019**

The February 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 Kerry Spencer, Medo Morcos, Elaine Shannon, Stacy Kohlmeier and Mayor Mike Dodson. Also present was Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, and Business Manager Jennifer Lund. Tyler Darnell and Carolyn Elliott were absent.

Public Comment

No public comment.

Approval of Minutes

Elaine Shannon moved to approve the November 26, 2018 minutes. Medo Morcos seconded and the motion passed.

Financial Statement and Bills

February 2019 expenses:

Tax Fund/General Operations.....	\$ 232,195.17
Tax Fund/Employee Benefits.....	48,461.28
Grants, Fines, Fees, and Interest.....	1,866.46
Endowment Account.....	9,730.03
Capital Improvement.....	0.00

We received the first tax disbursement from the City of Manhattan. Our annual insurance payment came in 40% under budget. Our agent was able to secure better coverage at a lower cost with a new carrier Chubb. All other funds expenses were routine.

Kerry Spencer made a motion to approve the February 2019 financial statements and bills. Elaine Shannon seconded and the motion passed.

Directors Report

Services and Activities

Use statistics

YTD Circulation statistics (January 1-February 18)

Checkouts 93,570
Checkins 64,934
Patrons 38,459

Virtual Checkouts 14,436 (13.36% of total circulation in this period)
Total Checkouts 108,006

Monthly Goals Progress Report
(Attached)

The Volunteer Tax Assistance program through Riley County Extension offers qualified tax payers assistance with filing returns by appointment at the library and at the Senior Center. AARP also provides

some assistance. Both organizations use the library's computer classroom for training and as a place to meet clients every spring. Basic tax forms are available to pick up at the library; others may be found on the IRS's web site.

Thirty individuals attended a technology training class or met individually with staff for assistance with technology-related questions. The Flint Hills Volunteer Center has requested assistance with technology education.

Manhattan Library Association

Maddy Ogle and Gary Jeffery (MLA volunteer) were on KMAN on Monday, February 18th to promote the book sale. Many thanks to MLA for their work on this project. There are many book sorters who work tirelessly throughout the year (1,580 hours in 2018) to get things ready for the sale and to keep Rosie's Corner stocked. Keri Mills and Elaine Shannon do an excellent job pulling all the details together to make the sale happen. Teri Belin, Maddy Ogle, and Mike Helget are key staff who assist our volunteers.

We will have a full book sale report at the February 25th board meeting.

Manhattan Library Foundation

I will meet with Foundation president Bob Haines in March to prepare for the annual Foundation meeting on April 16th.

Building and Grounds

Staff met with the architect and the vendor on Friday, February 22nd, about the study rooms on the 2nd floor. We will be able to update you at the board meeting.

Annual property and library insurance has been renewed through Assurance Partners. The new insurance carrier is Chubb. Good news! Premiums were lowered significantly. The 2018 premium was \$32,194 and the 2019 premium is \$22,468. We are considering employee practices liability that would cover wrongful terminations, etc. The limit of liability would be \$1,000,000, and the premium would be \$2,361 for the year. We will do more research to decide if this is something we need. Some of the liability is covered in a directors and officers policy we already have. There were some adjustments to policy coverage minimums and maximums, but overall coverage limits have increased.

Thermal Comfort (TCA) replaced relief valves and repaired leaks on east boilers. TCA also completed bi-annual preventative maintenance check and made adjustments to the heat pump rooftop unit servicing the Technology Center. The unit was freezing up during severe cold.

Annual service contracts with Thermal Comfort and Blueville Nursery have been renewed.

Received quote from Parsons Communications for the pink noise project on the north end of the 2nd floor between the nonfiction stacks -- \$5,360.24 to include 20 sound-masking emitters.

North Central Kansas Libraries System

A committee of member librarians is reviewing NCKLS grants to see if changes should be made in the 2020 budget year.

Staff and Administration

The library was closed on President's Day, February 18th, for all-staff training. Teri Belin and Cody Wassenberg presented how the new performance management system will work. Cody demonstrated features of our new internal communication system. Rhonna Hargett presented information and led an exercise on using the panic button on library phones. Linda Knupp gave an update on NCKLS services, MPL library activities and goals, and spoke to staff about the suggestions they made to service goals. Speaker Chris Jones, Professor at Washburn University, gave a two-hour presentation on world religions in the workplace. There was time in the late afternoon for individual department meetings.

Rhonna Hargett completed a series of training for all staff on security with an emphasis on working with customers in a variety of circumstances, including policy and best practices. Library and Information Services staff are working on department manuals, procedures and unit training plans.

Four employees have resigned, and we are currently hiring a computer lab assistant, a circulation assistant and two library assistants who will start out working in the children's room. Before the end of February, we will begin the hiring process for a part-time public relations assistant.

Circulation assistants are completing task analysis forms on the miscellaneous desk jobs assigned by the circulation manager. The circulation manager is creating a spreadsheet estimating time spent on tasks.

Patron Comments and Service Highlights:

Over the course of 2 phone calls Jared helped an 83 year-old patron create a Hoopla account and download a book.

Committee Reports

Building and Grounds

No report.

Legislative

Linda gave a handout from KLA on current legislation.

Finance

No report.

Policy and Planning

See old business.

North Central Kansas Libraries

See Linda's director's report.

Manhattan Library Association

Linda mentioned that the book sale for 2019 was a success.

Manhattan Library Foundation

No report.

Old Business

Internet Policy

John Pecoraro asked for board approval on the updated policy INF-4.

Elaine Shannon made a motion to accept the changes made to the INF-4 policy. Kerry Spencer seconded and the motion passed.

New Business

Parking Lot Overlay

John Pecoraro included handouts with the different bids in the board packet. He explained each one and it was discussed that he will call Holland Paving and accept the bid.

2018 Activities Update

Linda Knupp distributed 2018 activities report.

2019 Goals & Activities

Linda distributed 2019 goals & activities for the board to review.

Annual State Report – Fact Card

Linda provided board members with a 2018 library statistics promotional bookmark.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, March 25, 2019** 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
March 20, 2019

	MONTHLY 2019 MARCH	YEAR TO DATE JAN. 1, 2019	2019 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 875,269.65	\$ -		
REVENUE				
General Fund Ad Valorem Tax	\$ -	\$ 1,282,500.00	\$ 2,687,800.00	47.72%
Income Withheld for Bond Obligation	\$ -	\$ -		-
TOTAL REVENUE	\$ -	\$ 1,282,500.00	\$ 2,687,800.00	47.72%
EXPENSES				
Personnel Services				
Salaries	\$ 143,563.63	\$ 433,352.05	\$ 1,780,000.00	24.35%
Building and Grounds				
Maintenance	12,374.98	\$ 29,072.01	82,000.00	35.45%
Utilities	7,494.45	\$ 25,845.84	110,000.00	23.50%
Technology				
Equipment and Software	5,638.24	\$ 7,098.70	70,000.00	10.14%
Supplies	1,702.65	\$ 1,882.56	12,000.00	15.69%
Training/Consulting	-	\$ 777.60	3,000.00	25.92%
Access	1,534.83	\$ 4,605.71	26,000.00	17.71%
Maintenance	3,156.33	\$ 5,715.34	55,000.00	10.39%
Materials	17,104.62	\$ 68,119.50	275,000.00	24.77%
Administration				
Audit and Legal Fees	-	\$ -	8,300.00	0.00%
Staff Development	-	\$ 420.33	7,000.00	6.00%
Supplies	1,593.87	\$ 3,194.31	16,500.00	19.36%
Insurance	-	\$ 19,610.00	33,000.00	59.42%
Postage	-	\$ 1,700.00	10,000.00	17.00%
Expansion Bond	-	\$ -	150,000.00	0.00%
Transfer to Capital Improvement Fund	-	\$ -	50,000.00	0.00%
TOTAL EXPENSES	\$ 194,163.60	\$ 601,393.95	\$ 2,687,800.00	22.37%
CASH BALANCE 3/20/2019	\$ 681,106.05	\$ 681,106.05		

MANHATTAN PUBLIC LIBRARY
TAX FUND/EMPLOYEE BENEFITS
March 20, 2019

	MONTHLY 2019 MARCH	YEAR TO DATE JAN. 1, 2019	2019 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 529,079.47	\$ 281,107.80		
REVENUE				
Employee Benefits Ad Valorem Tax	-	\$ 343,000.00	\$ 647,800.00	52.95%
TOTAL REVENUE	\$ -	\$ 343,000.00	\$ 647,800.00	52.95%
EXPENSES				
Social Security	\$ 10,533.06	\$ 31,838.01	\$ 139,000.00	22.91%
KPERS	12,712.39	\$ 38,389.47	173,000.00	22.19%
Workers' Compensation	-	\$ -	8,500.00	0.00%
Unemployment Compensation	-	\$ -	2,300.00	0.00%
Health Insurance	27,317.30	\$ 75,363.60	345,000.00	21.84%
TOTAL EXPENSES	<u>\$ 50,562.75</u>	<u>\$ 145,591.08</u>	<u>\$ 667,800.00</u>	<u>21.80%</u>
CASH BALANCE, 3/20/2019	<u>\$ 478,516.72</u>	<u>\$ 478,516.72</u>		

MANHATTAN PUBLIC LIBRARY
GRANTS, FEES, FINES, INTEREST
March 20, 2019

	MONTHLY 2019 MARCH	YEAR TO DATE JAN. 1, 2019	2019 BUDGET	% OF BUDGET
BEGINNING BALANCE	\$ 124,799.70	\$ 314,359.93		
REVENUE				
Fines and Fees	\$ 6,966.11	\$ 13,811.16	\$ 90,000.00	15.35%
State Aid	15,615.97	15,615.97	15,000.00	104.11%
NCKL System Grants	-	-	7,000.00	0.00%
Federal Grants - E-Rate Reimb.	149.97	2,681.91	16,000.00	16.76%
Interest	5,211.95	5,978.35	9,000.00	66.43%
Miscellaneous Grants	-	2,859.95	-	-
Miscellaneous	-	8.62	6,000.00	0.14%
NCKL Space Allocation	-	-	30,000.00	0.00%
TOTAL REVENUE	<u>\$ 27,944.00</u>	<u>\$ 40,955.96</u>	<u>\$ 173,000.00</u>	<u>23.67%</u>
EXPENSES				
Building and Grounds				
Maintenance	\$ -	\$ -	\$ 43,600.00	0.00%
Equip./Furniture/Fixtures	270.75	1,103.24	12,000.00	9.19%
Technology				
Equipment and Software	-	-	50,000.00	0.00%
Materials	-	-	45,000.00	0.00%
Miscellaneous Grants Exp.	920.70	1,120.70	-	-
Services				
Reimbursed Expenditures	39.16	151.09	1,200.00	12.59%
Collection Services	241.65	1,038.20	4,200.00	24.72%
Copy Machine/Reader Printer	-	439.53	7,000.00	6.28%
Administration				
Supplies	-	-	7,000.00	0.00%
Credit Card Processing	221.44	413.13	3,000.00	13.77%
Transfer to Capital Improvement Fund	-	-	-	-
TOTAL EXPENSES	<u>\$ 1,693.70</u>	<u>\$ 4,265.89</u>	<u>\$ 173,000.00</u>	<u>2.47%</u>
ENDING BALANCE	<u>\$ 151,050.00</u>	<u>\$ 151,050.00</u>		
CONTINGENCY		<u>\$ 200,000.00</u>		
BALANCE AS OF 3/20/2019		<u><u>\$ 351,050.00</u></u>		

MANHATTAN PUBLIC LIBRARY
 ENDOWMENT ACCOUNT
 March 20, 2019

	MONTHLY 2019 MARCH	YEAR TO DATE JAN. 1, 2019	2019 ENDOWMENT BUDGET	% OF BUDGET
BEGINNING CASH BALANCE	\$ 525,212.54	\$ 537,241.21		
REVENUE				
Interest	\$ 2,656.94	\$ 2,960.69	\$ 2,500.00	118.43%
Library Foundation Income	-	-	190,000.00	0.00%
Manhattan Library Association	1,757.89	3,063.11	30,000.00	10.21%
Gifts to Endowment	180.85	196.00	5,000.00	3.92%
TOTAL REVENUE	<u>\$ 4,595.68</u>	<u>\$ 6,219.80</u>	<u>\$ 227,500.00</u>	<u>2.73%</u>
EXPENSES				
Materials	\$ 3,818.55	\$ 12,068.22	\$ 122,500.00	9.85%
Administration				
Programming	837.73	3,244.26	35,000.00	9.27%
Gift Expense	-	2,876.77	-	-
MLF Summer Reading Books	475.82	475.82	10,388.55	4.58%
Staff Development	-	119.82	119.82	100.00%
Fund Development	-	-	60,000.00	0.00%
Building Projects	13,883.50	13,883.50	-	-
TOTAL EXPENSES	<u>\$ 19,015.60</u>	<u>\$ 32,668.39</u>	<u>\$ 228,008.37</u>	<u>14.33%</u>
ENDING CASH BALANCE 3/20/2019	<u>\$ 510,792.62</u>	<u>\$ 510,792.62</u>		

MANHATTAN PUBLIC LIBRARY
CAPITAL IMPROVEMENTS/SPECIAL PROJECTS
March 20, 2019

	MONTHLY 2019 MARCH	YEAR TO DATE JAN. 1, 2019	2019 BUDGET	% OF BUDGET
BEGINNING BALANCE	<u>\$ 322,211.22</u>	<u>\$ 347,682.22</u>		
REVENUE				
Carryover from the Tax Fund 2018	-	-	50,000.00	-
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000.00</u>	<u>-</u>
EXPENSES				
City Lighting Project	\$ -	\$ 25,471.00	\$ 25,471.00	100.00%
Other Projects	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL EXPENSES	<u>\$ -</u>	<u>\$ 25,471.00</u>	<u>\$ 25,471.00</u>	<u>100.00%</u>
CASH BALANCE, 3/20/2019	<u>\$ 322,211.22</u>	<u>\$ 322,211.22</u>		

MANHATTAN PUBLIC LIBRARY
SUMMARY OF FUNDS MARCH 20, 2019

	GENERAL TAX YEAR TO DATE	EMPLOYEE BENEFITS YEAR TO DATE	GRANTS FINES & FEES YEAR TO DATE	ENDORWMENT 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	\$ -	\$ 281,107.80	\$ 314,359.93	\$ 537,241.21	\$ 347,682.22	\$ 1,480,391.16		
REVENUE								
General Fund Ad Valorem Tax	\$ 1,282,500.00					\$ 1,282,500.00	\$ 2,687,800.00	47.72%
Income Withheld for Bond Obligat								
Employee Benefits Ad Valorem Tax		343,000.00				343,000.00	647,800.00	52.95%
Fines and Fees			13,811.16			13,811.16	90,000.00	15.35%
State Aid and Grants			15,615.97			15,615.97	13,000.00	104.11%
NCKL System Grants							7,000.00	0.00%
E-Rate Reimbursements			2,681.91			2,681.91	16,000.00	16.76%
Interest			5,978.35	2,960.69		8,939.04	11,500.00	77.73%
Library Foundation Income							190,000.00	0.00%
Manhattan Library Association				3,063.11		3,063.11	30,000.00	10.21%
Gifts to Endowment				196.00		196.00	5,000.00	3.92%
Miscellaneous Grants			2,859.95			2,859.95	6,000.00	0.14%
Miscellaneous			8.62			8.62	30,000.00	0.00%
NCKL Space Allocation							50,000.00	0.00%
Capital Improvement Fund							3,786,100.00	44.18%
TOTAL REVENUE	\$ 1,282,500.00	\$ 343,000.00	\$ 40,955.96	\$ 6,219.80	\$ -	\$ 1,672,675.76	\$ -	
EXPENSES								
Salaries	\$ 433,352.05					433,352.05	\$ 1,780,000.00	24.35%
Employee Benefits		145,591.08				145,591.08	667,800.00	21.80%
Building and Grounds								
Maintenance	29,072.01		1,103.24			29,072.01	125,600.00	23.15%
Equip./Furniture/Fixtures	25,845.84					25,845.84	110,000.00	23.50%
Utilities								
Technology								
Equipment and Software	7,098.70					7,098.70	120,000.00	5.92%
Supplies	1,882.56					1,882.56	12,000.00	15.69%
Training/Consulting	777.60					777.60	3,000.00	25.92%
Access	4,605.71					4,605.71	26,000.00	17.71%
Maintenance	5,715.34					5,715.34	55,000.00	10.39%
Materials	68,119.50			12,068.22		80,187.72	442,500.00	18.12%
Miscellaneous Grants Exp.			1,120.70			1,120.70		
Services								
Reimbursed Expenditures			151.09			151.09	1,200.00	12.59%
Collection Services			1,036.20			1,036.20	4,200.00	24.72%
Copy Machine/Reader Printer			439.53			439.53	7,000.00	6.28%
Administration								
Audit/Legal								
Staff Development	420.33			119.82		540.15	8,300.00	0.00%
Supplies	3,194.31					3,194.31	7,000.00	7.72%
Insurance	19,610.00					19,610.00	23,500.00	13.59%
Credit Card Processing			413.13			413.13	33,000.00	59.42%
Postage	1,700.00					1,700.00	3,000.00	13.77%
Programming							10,000.00	17.00%
Designated Gift Expense			3,244.26			3,244.26	35,000.00	9.27%
MIF Summer Reading Books			2,876.77			2,876.77		
Fund Development			475.82			475.82	10,388.55	4.58%
Building Projects							60,000.00	0.00%
Expansion Bond				13,883.50		13,883.50		
Transfer to Capital Improvement Fu							150,000.00	0.00%
Capital Improvement Fund					25,471.00	25,471.00	50,000.00	0.00%
TOTAL EXPENSES	\$ 601,393.95	\$ 145,591.08	\$ 4,265.89	\$ 32,668.39	\$ 25,471.00	\$ 809,390.31	\$ 3,781,959.55	100.00%
ENDING BALANCE	\$ 681,106.05	\$ 478,516.72	\$ 151,050.00	\$ 510,792.62	\$ 322,211.22	\$ 2,143,676.61		
CONTINGENCY			\$ 200,000.00			200,000.00		
ENDING CASH BALANCE, 3/20/2019	\$ 681,106.05	\$ 478,516.72	\$ 351,050.00	\$ 510,792.62	\$ 322,211.22	\$ 2,343,676.61		

Manhattan Public Library
Director's Report – March 25, 2019

Services and Activities

YTD Circulation statistics (January 1-March 18)

Checkouts	151,405
Check-ins	107,822
Patrons	38,502
Digital Checkouts	22,665 (13% of total)
Total Checkouts	174,070

The visit from former White House photographer and Kansas State alumnus, Pete Souza, was a successful event for the Beach Museum and the library. Every seat in McCain Auditorium was filled for the presentation. The following day, Mr. Souza was scheduled for one hour at the library but stayed about 45 minutes longer to sign books for the 120 people who waited in line.

Applications for teen volunteers are being accepted through April 19th. Each summer, around 25 teens, ages 12 to 17, assist staff with summer reading activities and other tasks. Teens may volunteer throughout the year as well. Staff also met with the Youth Volunteer Corps (with the Flint Hills Volunteer Center) to recruit teens to assist with scheduled technology center drop-ins over the summer. People can drop-in and receive assistance with basic computer use questions.

Two of three vendors that deal with self-check and automated vending systems visited the library to tell us about their products and review the library's needs and requirements. A third vendor visit will be scheduled in the near future.

The library partnered with USD 383 to provide a tour of library services to seven families who are part of the district's Family Tech Talks program. They visited the library for a tour and a review of all of the resources available to them. The parents speak Spanish only and are learning how to use online resources to help their children and themselves be successful. Staff showed the families all of the areas of the library. USD 383 provided interpreters and staff. Jennifer Bergen worked closely with the district to insure a successful visit. Library staff were able explain how to use library resources and welcome the group.

Staff made three presentations this month, one to a K-State English class and two to K-State education classes.

April 7-13 is National Volunteer Appreciation Week. A reception for all library volunteers will be held April 10th prior to the MLA meeting.

Manhattan Library Association

The annual MLA meeting is April 10th, 2019 at 4:00 pm in the auditorium. Marcia Allen, Collection Services Manager, will present "Good Reads for 2019" and share some of the most interesting and notable new book titles. In addition to recognizing honorary members of MLA, there will be a vote to update the bylaws.

Building and Grounds

A water bottle filler was installed on the first floor drinking fountain.

Jayhawk Sprinkler conducted the annual test of the fire sprinkler system on March 13.

TCA replaced belts on exhaust fans and also replaced bearings on one of the west building air handlers (repairs identified during their preventative maintenance check).

Work on the HVAC ducts and lighting to prepare for the 2nd floor study rooms will be completed by the time the DIRRT walls arrive during the week of April 8th.

The pink noise system was installed in the south study area of the 2nd floor.

North Central Kansas Libraries System

The NCKLS Executive Committee meets on Thursday, March 28th to review subcommittee recommendations regarding NCKL grants and 2020 fees for contracting libraries.

Staff and Administration

A new performance management system was launched in March. Supervisors will meet with their direct reports on a regular basis throughout the year to discuss what was done well and identify areas for improvement. Managers and employees work together to establish goals and priorities. An ongoing process of feedback and coaching takes place with the overall goal of enhancing productivity.

I met with Bob Haines, Manhattan Library Foundation president, to review information for the April 16th meeting.

Staff/Patron Comments and Service Highlights:

The Adult Craft Night consistently brings new users to the library. The May craft event has already reached its 20-person limit and has a waiting list. At the conclusion of the Hanging Book Art, three of the participants went to the reference desk and signed up for the TALK series book discussions. Also, the craft night is a terrific social event. Mothers and daughters, grandmother and grandchildren, husband and wife have attended and seemed to enjoy both the craft, but maybe more importantly, the interaction this brought to their relationships.

This month, I interacted with a father who was new to the library and who was very excited about the hours we were open, which met his needs as someone who works. He was also excited about the variety of books we have available.

One morning, I watched a 2-year-old come into the Children's Room with his dad. He looked around at the room and said one word: "Idea!" Who knows what exciting idea was forming in his little active brain because of what he saw around him, but that was a goose-bump moment for me. It really epitomizes my biggest hope for kids (and adults for that matter) when they enter our library -- a place to spark their own, unique ideas.

INF-4**INTERNET ACCESS AND PUBLIC COMPUTER SAFETY****Policy Statement:**

The Manhattan Public Library provides access to the Internet at public access computers in the library to support its mission, connecting everyone to the online world of information and ideas. The library also offers free wireless Internet access within the library and at several remote locations.

Customers who use the library's computers or wireless network to access the Internet must abide by state and federal laws, particularly those ensuring the safety of minors, and follow the policies of the library.

Use of the library's computers or wireless network to access the Internet constitutes agreement with this policy.

Unacceptable use includes, but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with system operations, integrity, or security
- Violating copyright laws and software licensing agreements

A customer who is observed using a workstation in an unacceptable manner may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other library privileges
- Notification of appropriate law enforcement officials
- Prosecution

Internet Safety

The library complies with both the Children's Internet Protection Act (CIPA), and the Kansas Children's Internet Protection Act (KS-CIPA). KS-CIPA requires that any public library in Kansas that provides public access to a computer shall implement and enforce technology protection measures to ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene, and to ensure that no person

has access to visual depictions that are child pornography or obscene while using a public access computer.

Computers in the Children's Technology Zone are limited to children ages 15 and under. Parents are welcome to sit with their children to assist them. Computers in the Teen Zone are limited to children in grades 7-12 or who are at least 13 years old.

Library staff monitor usage of the online computer network and access to the Internet through Internet filtering software, observations by staff, and other available means.

Customers who encounter websites which they believe should be blocked but which are not, may submit a written complaint to the Library Director and include the URL of the site in question. Library staff will examine the site and determine whether it should be blocked or unblocked.

Concerns about the enforcement of the policy and observed patron behavior should be submitted in writing to the Library Director.

The library shall inform patrons of the provisions of this policy, including standards used and procedures for complaint, by making the policy available on the website and in print on request.

Library Rights and Responsibilities

Library staff will not disclose customers' use of the library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state, or local law, or as a result of unacceptable use as described herein.

Library staff may establish limits on the length and number of sessions allowed. The library is not responsible for any unauthorized use or illegal activity conducted over the library's Internet connection or while using library equipment.

The library is not responsible for the loss of data, damage, or liability that may occur for files or programs downloaded from the Internet.

The library cannot guarantee that Internet filters will block offensive and/or illegal materials.

Policy Review

This policy will be reviewed at least once every three years by the Library Board of Trustees.

Procedures:**1. Availability of Staff Assistance**

Library staff will assist customers by actively involving them in learning to use library computers as well as their personal laptops, tablets, eReaders, phones, and other devices. Library staff should handle customers' personal devices as little as possible. For customers requiring more in depth assistance, staff may refer them to library technology programs or to the Technology Training Center for individual help.

2. Downloading Files

Downloading of files to a memory card or USB flash drive is permissible. USB flash drives may be purchased at the Circulation Desk. Data cannot be stored on the hard drive or on the library's network.

3. Restrictions, Age Limits and Parental Supervision

There are no age restrictions for Internet use in the library. Cards issued to adults 18 years of age and older allow the option for unfiltered Internet use. Cards issued to minors 17 years and younger restrict the user to filtered Internet use. Parents and guardians of minor children are responsible for their children's use of the Internet through the library. Parents are expected to monitor and supervise their children's access to the Internet; library staff cannot provide this supervision.

Computers in the Children's Room are limited to children ages 15 and under and are always filtered. These computers may also have limitations on games and viewing.

Computers in the Teen Zone are limited to children in grades 7-12 or who are at least 13 years old. These computers are always filtered. Filters are not always 100% effective in blocking sites that may be offensive to any individual. They can also block desired and inoffensive material.

Computers to accommodate persons with special needs are available by appointment (with staff assistance) in the Technology Training Center.

4. Computer Usage Procedures

To use computers in the library, customers must have a current Manhattan Public Library card and be in good standing, with no outstanding fines or fees over \$5.00 or lost items. Customers may not use multiple cards to extend time limits or gain access to additional free prints. Doing so may result in the loss of computer privileges.

Customers who do not have a library card and wish to use a library computer may obtain a one-day Guest Pass at any service desk. A Guest Pass is intended for customers who are traveling through the area and who do not use Manhattan

Public Library routinely. A Guest Pass may be issued to any customer regardless of age.

Customers enter their library card number and password or Guest Card number and password at the first available computer. If all computers are in use, customers sign up at one of three sign-up stations, located in the Children's Room, at Reference Desk, or in the Technology Center, to be put on a waiting list. The monitor at the sign up station will assign a computer station or put customers on a waiting list. Customers on a waiting list will be notified of an available computer on the display panel next to the sign-up station.

Once the system assigns a computer, customers have 5 minutes to log-on to that computer before the computer is released for another waiting customer.

5. Time Limits

Computer sessions are limited to 60 minutes when other customers are waiting. Users may log on for additional 60-minute sessions if no other customer is waiting. In the Children's Room, sessions are limited to 30 minutes. In the Teen Zone, sessions are limited to 60 minutes.

Computer sessions on the Creation Station are limited to 4 hours. Users must first check in at the Technology Center Help Desk for log in instructions.

The library does not reserve computers. They are available on a first-come first-served basis.

6. Printing

Customers with library cards are given .25 cents per day of free printing. The free printing allocation does not accumulate over time. Additional printouts from library computers are 10 cents per page for black and white, and 25 cents per page for color. The library cannot accommodate requests to print on special paper and printing is only available on the paper supplied by the library.

Customers print by depositing money on their library accounts or by using the coin and bill acceptors. They may deposit money on their library accounts either at the self-serve stations or by going to the Circulation Desk. The largest amount customers can deposit on their accounts is \$10.00. Money deposited to customer accounts cannot be refunded and can only be used for printing. Guests must use the coin and bill acceptors to pay for prints. The machines give change. Coin and bill acceptors are available in the Technology Center and at the Reference Desk.

Mobile printing is available to customers and guests by clicking on the "Mobile Printing" link on the bottom of our website or by sending emails and attachments to specific email addresses. Costs for mobile printing are the same as printing documents from library computers. Print jobs are deleted from our system after 48 hours.

7. Wireless Access

Access to the wireless network (Wi-Fi) is provided without charge. Users of the service are advised that the library's wireless network is not secure. The library is not responsible for the corruption of personal equipment, device configurations, security or data files resulting from connection to the wireless network. Wireless Internet access is not filtered.

To access the Wi-Fi, customers confirm acceptance of the Internet Access and Public Computer Safety policy.

The library offers free wireless access as a privilege under its Internet Access and Public Computer Safety policy. The policy states the terms of access and lists the responsibilities for using the service.

8. Request for Modification of the Content Management Systems blocklist

Internet content management systems or filters aren't perfect in blocking all Internet sites that are in conflict with federal law and Kansas law. Filters may block sites that are not in conflict with the laws.

Customers may request modification of the content filter's block list by completing a Content Filter Maintenance Form and giving the form to a staff member. Forms are available at public service desks. Forms will be collected by the Information Technology Manager, who will appoint an ad hoc committee from the staff to consider the site and set a deadline to review and recommend inclusion or exclusion from the block list. The process should not take more than two weeks.

The Director will be informed of the committee's decision. The Information Technology Manager will inform the customer of the decision and will block, unblock, or maintain the status of the site according to the decision of the committee. If the person submitting the Content Filter Maintenance Form disagrees with the library's response to the request, an appeal can be made to the Board of Trustees in the form of a written letter.