



**City of Leavenworth**  
**100 N. 5<sup>th</sup> Street**  
**Leavenworth, Kansas 66048**

**CITY COMMISSION STUDY SESSION**  
**COMMISSION CHAMBERS**  
**TUESDAY, JULY 16, 2024 6:00 P.M.**

**Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube*

**Study Session:**

1. The Guidance Center Annual Update (pg. 02)
2. Leavenworth Main Street Program Annual Update (pg. 03)
3. Leavenworth Public Library Needs Assessment Discussion (pg. 04)

**STUDY SESSION POLICY REPORT  
THE GUIDANCE CENTER ANNUAL UPDATE**

**JULY 16, 2024**

**Issue:**

Representatives from The Guidance Center will present an annual update to the City Commission.

**STUDY SESSION POLICY REPORT  
LEAVENWORTH MAIN STREET PROGRAM  
ANNUAL UPDATE**

**JULY 16, 2024**

**Issue:**

Executive Director Haley Shaw will present the annual report for Leavenworth Main Street Program.

**STUDY SESSION POLICY REPORT  
LEAVENWORTH PUBLIC LIBRARY  
NEEDS ASSESSMENT DISCUSSION**

**JULY 16, 2024**

**Issue:**

Leavenworth Public Library Director Matt Nojonen will present and discuss a Library Needs Assessment with the City Commission.



# LEAVENWORTH PUBLIC LIBRARY

*Where People and Ideas Gather*

Dear City Commissioner,

In 2022, the Leavenworth Public Library worked with S Brand Solutions to complete strategic planning. A survey was conducted in April/May/June and 364 community members responded. In-depth interviews were held with 20 individuals who represented a cross-section of Leavenworth.

These community members singled out one subject more than any other: the state of the Library facility. Spreadsheets containing all of those comments are included in this report. Examining them reveals a wide range of needs and expectations, including size, condition, organization, utility and new ways of using libraries.

The Library responded by adopting **Contemporary Facilities** as one of four “Focus Areas” in the final Strategic Plan. Specific goals related to **Contemporary Facilities** include:

- Meet with partners and stakeholders to communicate need for upgrade/rebuild
- Hire qualified architect and design firm to investigate feasibility of new build versus rehabilitation of existing building
- Analyze current facility/use study for current optimization of workflow and space needs
- Conduct internal needs assessment with staff

Partners and stakeholders have been identified and they joined a Library Development Team in February 2023. The Team drafted an RFQ for a needs assessment, incorporating advice from a design professional with significant library experience and the City Engineer. A copy of the draft RFQ is included in this report.

The need for a feasibility study for the Library is also an element of the Leavenworth 2030: First City, Future Forward Comprehensive Plan.

This process was followed 40 years ago when the Library relocated from the Carnegie building. A copy of the needs assessment proposal received in January 1984 is in this report. In February 1984, the Commission unanimously approved funding for the assessment.

A new needs assessment is the best first step to begin informed conversations about how to provide quality Library service in Leavenworth for the future. We request your financial support for the effort.

Sincerely,

Matt Nojonen  
Director

**MILEAGE TO/FROM MAIN DESK TO BOOK DROP**

Hours Mon-Thurs	48
Hours Fri and Sat	16
Hours Sunday	4
Trips to book drop per week	68
Weeks in year	52
Trips to book drop per year	3,536
Feet per round trip	160
Feet to book drop per year	565,760
Feet per mile	5,280
<b>Miles per year</b>	<b>107</b>
*Does not reflect roundtrip to book drop at east entrance	

**TONS OF BOOKS THROUGH LOADING DOCK 2023**

Average weight of paperback in ounces*	16
Items loaned/borrowed through ILL	30,920
Total ounces	482,352
Total pounds	30,147
<b>Tons per year</b>	<b>15.1</b>
<p>This tonnage is manually loaded in and out of a dock 5 feet off the ground. Then it is carted down a 60 foot corridor, loaded on an elevator, carted 100 more feet to the main desk. The same trip is made with every cart of new and deleted material for all collections: in 2023, 5,676 items added 3,410 deleted (4.5 tons)</p>	
*Average hardback weighs twice as much (32 ounces)	

**EVERGY BILLS 2023**

January	\$3,088
February	\$2,926
March	\$2,873
April	\$2,701
May	\$2,959
June	\$3,297
July	\$3,818
August	\$4,240
September	\$4,060
October	\$3,085
November	\$2,526
December	\$2,649
<b>Total</b>	<b>\$38,222</b>
<b>Monthly Average</b>	<b>\$3,185</b>

<b>LIGHT BULB EXPENSES</b>	
5/6/2022	\$301
5/18/2022	\$1,337
10/28/2022	\$224
12/27/2022	\$827
1/6/2023	\$758
3/7/2023	\$150
<b>Total</b>	<b>\$3,597</b>

<b>GENERAL DEFICIENCIES</b>
Equipment for meeting rooms stored in meeting rooms
Restrooms and ADA (compliant vs. really usable for the disabled)
No power openers for airlock doors at either entrance--doors propped open (wasted energy and noise)
Increasing frequency of general maintenance as infrastructure and systems fail
1986-era power supply, extension cords strung across carrels to power patron laptops and other devices
Changing light bulbs in main area requires two people and a lift, bulbs emit loud, constant buzzing
Layout of shelves and walls interfere with line of sight, creating security risk
Storage space for supplies and equipment inadequate and not located properly
Most unique/irreplaceable items in the collection adjacent to water entry room
Sound/noise carries throughout the building due to open floor plan, no quiet spaces
Alcove at northeast corner used for camping, smoking, urinating
Both entrances hidden from view of circulation desks
Large area built/furnished for reference, a largely antiquated service
Double storage of AV materials, new design and technology would vastly improve service and efficiency

**Q5. Thinking about the future of the Library, what is it you would want to keep no matter what?  
Answered 306**

space for meetings, books, kids to learn, internet and computers.

easy access to books; couches and chairs...a little more comfortable; children's activities

Kids and teen zones

Children's area

Dirty, smelled funny, and the kids area was just over all not a great space.

Love having a place to go... We used to play instruments there at least for two clubs in the past.

I also utilize the study room frequently.

Internet, computer's, a home like comfortable nice place to read quiet.

The children's section board books and the little table and chairs :)

The Jahn room and the east room. Very nice for small events.

Meeting rooms

The ability for groups to hold their meetings in your rooms.

Community programming.

Community meetings

Having the meeting rooms for meetings is fantastic!

Kids room. Bring back toy room for smaller children. Private meeting areas

programs good for communit, public space to hang out that's free and that anyone can go to

ability to use facility to communicate with others in the community.

I would like to keep the printed books and a physical library space.

Free meeting rooms are a great feature

Deep stacks, reading areas, silence

In-person access, public meeting rooms, youth reading programs.

quiet areas, magazines and books on sale.

The space to read or study, computers, children and youth books and activities

Children's section. Hopefully the computer with the kids games will be up and working soon!

Your physical plant is losing its relevance

Rooms available for public meetings and activities.

The children's area of the library. Set up and decorated colorfully with children in mind.

I would love a revamping of the outside of the library. I just wish it was a bit bigger.

Childrens area

Kids section

The childrens area, the computers, the community room for programs



**Q6. If you could wave a magic wand, what are the top three things you would see change about the library? Please enter up to three answers or type in 'no opinion'.**

**First Answer (291 answered the question)**

A two story building. Second floor computer labs/study areas
modernize the whole building, paint, carpet, furniture
Comfy furniture
A bigger manga section
Aesthetic appeal
More new age design, furniture, comfy areas
Kids area to be more interactive and fun.
Science Fiction & Fantasy separated from regular Fiction and organized by genre.
the color scheme
More comfy chairs/couches
Make it two stories to spread out
A drive thru drop box
Updated facilities
Have a meeting room with a kitchen space
Private meeting rooms
Quiet spaces
More space for quiet reading
More dynamic area for kids - it's good, but any improvements
I would change the look of the building to it more attractive
I would want the walls re-done
Updated building, new chairs, repaired wallpaper, updated signs
Add comfy stuffed chairs to sit and read
lighting
Better usage of space: more shelving less seating, comfortable not homeless hangout.
Noise level
Warmer, more inviting. The space feels a bit distant.
Larger, more often updated non-fiction section
Less drab looking building outside
more computers with privacy panels around them
Security
New paint and wallpaper. The library looks shabby.
more meeting space
Atmosphere: stuffy and often smells awful
Bigger with more windows.
Updated decor
Private reading lounge
New building
Updated building (peeling wallpaper, wrong signs)
updated building
Updated or new building

## Magic Wand-Second answer

A meeting area for discussion

A more welcoming atmosphere

access to sit outside and read

Add an art gallery

Add more public access computers

Adult evening activities

Better kid reading area

Better lights

Better location for kids story time (or decorated to be fun)

Bigger kids section

Brighter lighting: skylight? More windows? Or maybe just brighter light fixtures

Cameras in the parking lot or other upgraded security.

Cleaner library

Computer tables no privacy

Drive through window for picking up holds

Drop box for drive by drops

facelift. old and feels yucky. more modern and sleek, get rid of all the brown, yuck!

greater dvd selection

Have a meeting room that has play space for children

I would hire an actual cleaning company to clean and not just take out the trash

I would like to have a mobile library to visit communities and neighborhoods.

Improved air conditioning-air purification

Increase opportunities to recycle books, by accepting donations and conducting even more book sales

Interactive toy room for small kids

Kids area to be clean and pre more imaginative play

Larger digital audiobook selection

Larger size library

Lounge room with movies

Monitor the homeless population inhabiting the area (safety)

more advertisements saying, Your club is welcome to use our space

More areas to read for adult

more audiobooks

More computers

More dynamic shelving

More fun events to keep kids interested

More meeting rooms for book and informational discussions

More natural light in building

Nicer Children's department

Outside courtyard

Re do the entry to make more appealing

re-do the hilly parking lot

Safer parking lot Walking is difficult on the slope

## Magic Wand-Second answer

the lighting

Updated areas for reading and games in both kids and adults

updated everything
Updated remodeling
Weekly training events or opportunities hosted in the library

### Magic Wand-Third answer

Out doors gardening/ sitting area for the library to use
a warmer, bright, colorful teen environment with new furniture
prominent leveled readers area with beginning readers separated by levels - I haven't yet figured out how to
Increase New Book/Release Section.
Reading/study books. Updated interior of library.
privacy screens for the computers (a bit weird when strangers behind me can see my screen straight on)
A second nicer place and chairs for movies need more rooms.
Larger nonfiction selection
more computer stations
Better ventilation
metal detectors
More comfy spots to sit and read
A separate entrance foyer with NEW restrooms
Fun paintings on outdoor walls, gray is a bit bland
Patrons want to feel safe inside and outside the building.
More colorful and modern decor throughout the library space.
Drive through book drop
Revamping of the building
More technology
look at other libraries in our area to develop similarly
If old building, improvements inside and out
Increased security outside and inside of building.
Maybe an interior design refresh to be more stimulating and less of a 1970s bank feel
Children's area is not fun

**Q7. What are your three favorite things about the Leavenworth Public Library? Please enter up to three answers or type in 'no opinion'. Answered 286**

**First Answer**

Quiet space
I like the window displays in front lobby
Quiet
Staff
Large kids section
Location
Children's books area
I love how close it is to post
Location
very quiet
Display cases
Stacks
Location
Meeting rooms
Location
Public meeting rooms
The quiet rooms
New Book Area
Beautiful facility
accessible location
layout of materials/areas
The displays. I like seeing staff favorites and recommendations.
Roominess of library.
location
Children's area
The Jahn room is a good size for meetings
The kid playroom
Accessibility

## FAVORITE THINGS SECOND ANSWER

Location
The layout (items are easy to find)
Great children's department
The children's area with a table set up with crayons and preprinted coloring pages.
A section dedicated to teens
Convenience
New arrivals area
Quiet
separate section for board books (display so covers can be seen by the little ones as covers is how they pick a book, not by spine)
Kids area
Children's play area
Club meetings
I like the displays.
Lots of large print books
Suggestion themed table/exhibits with mix of books, DVDs, games, & music recommendations.
Computers for use to the public need more
Arrangement of material
Event space
Big and roomy
Children's section
open spaces
Clean and orderly
Ease of finding everything
The location
the location - very handy
More meeting space.
Ease in finding things
Art displays
Good new book area
Kids Room / and activities
The teen room
Free meeting rooms
Availability of public meeting rooms
I like being about to schedule meetings there.
The easy-to-find new books
The children's and teen's areas
The flowers outside
regular book sales
Crayons/coloring sheets for kids while parents browse children's stacks
Jahn meeting room

## FAVORITE THINGS THIRD ANSWER

Layout

Safe place

Kid's DVD selection.

Peaceful

Pleasant peaceful environment

It's welcoming atmosphere ! space, lighting, books ,etc,

Air conditioning

I think it's just been over looked and just needs a little more addressed for families and kids.

The childrens area

Community events

convenient

It is always clean and that is what brings me back

Bathroom not very clean

Community events

Clean environment

Bulletin boards

Calm atmosphere, ie a safe, restful place

Ease of parking

Available rooms to meet

Accessibility

Quiet spots to read

Quiet space

fun displays

Selection of books (given size of facility)

great building design and layout

Parking is close to entance

community access to meeting rooms

The look and feel of the building

Location

I tart is clean and neat.

Nice areas to hang out in

The kids sections

New Books Section

reading area with natural lighting

Teen room

Room for small group meetings with out charges

**Q8. What are your three least favorite things about the Leavenworth Public library?**

259 responses

**FIRST ANSWER**

It's not bigger
old looking
Lighting - needs to be brighter!
Looks old
The kids spot
The sometimes cranky toilets.
No self checkout or hold pickup
Old building
You could brighten up the interior entrance
The bathrooms need updated
Front meeting room needs new carpet
No nice place to just set a spell and read
Bathrooms
I t does not seem very inviting
Jahn Room carpeting is musty
The old building
No more play room in the toddler area
Looks dark
People talking loudly
Too loud. Especially around the computers.
Not enough study rooms
It's run down
It's dirty!
bigger room for some presentations, especially theatrical and musical presentations
seems dark to me
the carpet
No comfortable areas to sit and read
the layout of the building
Other than quilts on walls, interior looks a little blah & boring, maybe just because it's dim
Musty smell, need better air handlers
Outdated restroom
Location and outside building appearance
The bathrooms by the front
Bathrooms-no seat covers.
The peeling paint and peeling wallpaper throughout the space. It's not inviting.
Feels dark
blah and dated.
Atmosphere (stuffy and often smells bad)
It's dark and dreary
Repurposed building
Lack of seating near the entry.
Visual aesthetics
Old



### LEAST FAVORITE FIRST ANSWER

Lighting in the computer areas are poor and hard to see to navigate through
Dark and dreary
The style and feel of the building are kind of boring.
It's dirty
It appears dark and worn
building is dirty
Lighting

## LEAST FAVORITE THINGS SECOND ANSWER

No outside areas

Bookdrop requires leaving your car to return books/dvds

not enough light

Lots of glitches on mobile website

Doesn't feel loved

Drab atmosphere.

Interior decor is outdated but nostalgic to my childhood.

study/quiet rooms upstairs aren't easily accessible (sometimes people don't want to sit amongst the loud talking/laughter)

Having to get out of my car to drop off books

no book return w/o leaving car

Entrance doors

Need to be re decorated

Too loud. Especially around the computers.

Childrens section is small and limited

it feels dirty

Building is outdated / in need of repair

Insufficient book displays in children area

Atmosphere unwelcoming

Poor ventilation

Entrance and exit to the parking lot

The dark corners

smell of urine

Outdated bathrooms

Inconvenient book drop outside

Wore out entry way

The location of the desk should be more visible as patrons enter the building.

The shabby out of date colors and decor. The library needs a new updated and modern look.

Too small

Not enough sunshine (doing what you can with an old grocery store)

The way everything is situated is odd.

Wish it were more midtown, say where the Plaza was torn down?

Drop box

No opinion

The outdated and annoying lighting/fixtures.

Computers in middle of public area

Facilities could stand some updating

It's dark

No or not a lot of large print books

Wish you had smaller meeting places for mom and kids to be

## LEAST FAVORITE THINGS THIRD ANSWER

Entry doors

dirty bathrooms

No adult reading room

People need different things from the library

Dedicated play/ learning space for kids, clean, clear

that there arent more old or used book sales

No media drop box

Smaller selection of audiobooks

The space in general, needs to be bigger

Not enough printers and copiers, quiet

Carpet

Design of building

Too loud. Especially around the computers.

It just seems old compared to other libraries

The children's room doesn't have as much for kids to do as it used to

Childrens' section needs a door in summer to muffle noise

Lighting is not sufficient in the parking lot

Cleaner restrooms

Buildings too small

Not enough sitting areas to look over books when making decisions to check out books

Carpet is also fraying and needs to be replaced.

Needs modernization

It's not very inviting outside

No opinion

It's outdated

**Q14. What are the biggest opportunities for the Library in the next three years?**

**193 responded**

Going green with a self sustained power grid.

Fresh look, groups utilizing space, more family activities,

Changing the visual appeal of the building

kids spaces dedicated to learning fun growth and understanding that kids will be kids.

Concerts...

Building upgrades/beautification of interior. Self check out. More work rooms/study rooms.

Opening a cafe, providing computer classes, self-checkout

Expanding maybe

Basic updates

book mobile

Updating the inside, more books and more programs

Increase online presence

Library ever had a program where they take books out to folks who can't get to the library?

Re-engage the community, hub for the community

Additional children's programs

Add more books

Destination place for kids. Murals

library stuck 20 years ago, stale, new Fresh building

book delivery?

The building interior needs updating. More light. Jahn room is very dark, maybe a paint job.

remodel for better ventilation, more natural light, and noise buffer for childrens area.

Senior book delivery or mobile program

Expanding the more books

Growing book collection and programming

Childrens activities and computer labs

Build a better reputation of being a friendly,safe and clean place to bring whole family.

To expand!

new modern look, hasn't been remodeled, painted, or cared for inside since the day it opened.

more outreach

Continue to grow the book inventory.

Free content

I hope that it gets some much needed renovation and new content and kids areas.

Maybe expand in a larger space?

Continue the curbside pickup for available holds

Community outreach

You could work with community groups to create programs for everyone, possibly deliver books?

New building

Better and diversified programming

The community has much new construction thus new residents needing all types of services you can provide. The library should be a central, safe meeting place for all in the community and serve as a sort of "Welcome Wagon" for

**FACILITIES DEVELOPMENT TEAM  
DRAFT RFQ (3/23/2023)**

The City Engineer and Library Board reviewed and amended the first draft of this document. Two design pros visited the Library and also reviewed the first draft. Their comments have been added and are in blue.

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL DESIGN SERVICES**

The Board of Trustees of the Leavenworth Public Library (the “Owner”) in cooperation with \_\_\_\_\_ intends to contract with a professional design firm for professional design services (“Professional design services”) in connection with the Project as described below.

**I. Project Description**

A. Assessment of Current Facility/Programming. The professional design services will consist initially of providing an assessment of the Owner’s current facility at 417 Spruce Street, Leavenworth KS and developing a program consisting of detailed and thorough lists of architectural spaces including, but not limited to size, physical characteristics, adjacencies, systems, technology and contents that meet future service needs of the community. **Full drawings of existing facility are available. A final report should outline options for implementation of the program including feasibility of using the current facility and property, possible alternatives, budget comparisons, and a schedule for completion.** The Owner, at its option, may either utilize the firm selected for the assessment and programming to provide the services in Part B of Article 1 or solicit additional statements of qualifications from professional design firms for those services. The firm providing the assessment and programming under Part A of Article 1 is not guaranteed that it will be utilized by the Owner to provide the services set forth in Part B of Article 1. **Project budget for Part B will be set after Project A is complete.**

B. Implementation of the Program. Professional design services may also include but are not limited to: assisting the Owner in evaluating statements of qualifications and technical and pricing proposals of a construction manager at risk; standard schematic design, design development and construction document phase services; construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, technology, communications, security, sound, lighting, landscape **in coordination with Owner’s consultants\*** and such additional services as may be necessary or appropriate.

**II. Evaluation Criteria for Selection**

Statements of qualifications should separately describe the firm’s capabilities to provide the Professional Design Services and the statements of qualifications should include:

- (a) a cover letter providing the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;
- (c) the technical training, education and library programming experience of the firm’s owners and key personnel who will be assigned to perform services on the Project;

- (d) services the firm typically performs in-house versus services that the firm typically performs through a consultant;
- (e) relevant past library programming work and performance of any prospective consultants and the firm's previous experience when working with its proposed consultants;
- (f) availability of key personnel who will be assigned to perform services on the Project;
- (g) experience in new construction, renovations and additions;
- (h) the firm's experience with Leavenworth City or other Leavenworth entities with jurisdiction over the Project and their requirements;
- (i) the firm's track record and ability to deliver a project on scope, on time and within budget.
- (j) list of completed library projects or projects under construction, the scope of each project, the names of any other architectural firms involved in these projects and if any of those firms served as the lead design professionals.
- (k) Anticipated schedule for completion of Part I A

### III. Questions and Inquiries

One formal tour of the facility will take place on \_\_\_\_\_ (set date prior to submitting questions). Firms are encouraged to attend.

Questions regarding interpretation of the content of this Request for Qualifications must be directed by email to:

The subject line of the email should clearly read "Request for Qualifications for Professional Design Services."

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at \_\_\_\_\_ no later than \_\_\_\_\_

The Owner will endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. All firms will be presumed to have actual knowledge of all information posted on the Owner's website relating to the Request for Qualifications.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part III.

### IV. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications on a thumb/flash drive to \_\_\_\_\_. Printed copies are not required. All files should be PDF formatted to print on 8.5 x 11 paper.



The subject line of the email should clearly read “Statement of Qualifications for Professional Design Services.”

Statements of qualifications must be submitted not later than \_\_\_\_\_. Statements of qualifications submitted after this date and time will not be accepted.

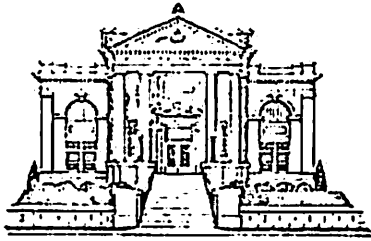
## V. Selection Process

Statements of Qualifications will be opened at (DATE/TIME/PLACE)

Responding firms will be evaluated separately by the Library’s Facility Development Team and ranked in order of their qualifications. The Facility Development Team will recommend the 3-4 most qualified firms to be interviewed by the Library Board of Trustees. Interviews will be held \_\_\_\_\_. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner reserves the right, in any manner the Owner deems appropriate, to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project. If an agreement cannot be reached with the first finalist, the Owner will enter into negotiations with another qualified firm. The project will begin on a date agreed upon by the Owner and the selected firm.

\*The Library contracts with different consultants to handle various system/tech installation and maintenance. Those firms will be involved in Part A and Part B (particularly the schematic and construction document phases). They include

Arsenal Teledynamics	Telecommunications (Mitel VOIP network wiring/hardware/services)
ATT	Telecommunications (fax line)
B+W Fire	Fire suppression (extinguishers)
D’Agostino	HVAC (heat/AC/dehumidifying)
Keller Fire	Fire suppression (sprinklers/halon)
Kone	Elevator service/maintenance
Spectrum	Internet service provider (Dmark, wireless/server connection)
TS Conard	Network (wiring/wireless connectivity/hardware/support)



*The Public Library*  
of LEAVENWORTH, KANSAS

5TH AND WALNUT  
LEAVENWORTH, KANSAS 66048  
PHONE 913/682-5666

December 19, 1983

Mr. Richard C. Peters  
Peters, Kubota, Glenn  
2500 West Sixth Street  
Lawrence, Kansas 66044

Dear Mr. Peters:

The Leavenworth Public Library Board of Trustees requests proposals from architects for Professional services to work with the Board and the Library staff to evaluate existing conditions and prepare recommendations for a course of action relative to facilities development.

The Board anticipates an elapsed time of 90 days in which the services are to be performed. This time period includes time for Board review and consideration.

The following items of work are to be performed for a fixed fee by the professionals.

1. Attend up to six (6) meetings in Leavenworth over a 90-day period with the Library Board of Trustees.
2. Attend necessary meetings in Leavenworth with Library staff to consult with the staff and gain the necessary knowledge to perform the requested services.
3. Review existing library material resources (collection) and compare to existing, recognized standards.
4. Review existing level of library service and compare to existing, recognized standards
5. Review long range planning for the Leavenworth community, including projected population trends.
6. Propose standards for the Leavenworth Public Library in both resources and level of service.
7. Discuss reviews and proposed standards with the Board of Trustees.
8. Develop ideas for a planning period for a new facility and a schedule for expansion, if any.
9. Develop a Library "Building Program" which establishes the character and size of specific spaces within a Library facility for Leavenworth.
10. Review and evaluate possible building sites, listing their advantages and disadvantages and ranking them as to desirability.



December 19, 1983  
page 2

Mr. Richard Peters

11. Review and evaluate the existing facility, proposing possible future uses for the facility when it ceases to serve as a public library.
12. Prepare a budget for a proposed library facility.
13. Prepare an evaluation of Leavenworth with other first class cities in Kansas to illustrate the strengths and weaknesses of the community's financial picture.
14. Outline a "Plan of Action" for the Board of Trustees to pursue in realizing the idea of a new library facility.
15. Outline architectural/engineering fee requirements for professional services to design, prepare contract documents and administer the construction contract for a new library.

Bids for this work should be submitted in time for review by the Leavenworth Public Library Board of Trustees at its next meeting, January 10, 1984, at 3:30 P. M.

I shall look forward to hearing from you at the earliest possible date.

Sincerely,

  
James C. Hathaway  
Librarian

MINUTES REGULAR MEETING  
February 28, 1984

The Governing Body met in regular session at 7:00 p.m., Tuesday, February 28, 1984 with the following present: Mayor Clyde D. Graeber, Commissioners Clarkson Brown, Lee Farnsworth, and Thomas F. Bragg; Manager Harold A. Anderson, Clerk Marguerite B. Strange, Attorney Robert Beall, Engineer David Pennington, C.D. Director John Krueger and Administrative Assistant Melissa Vossmer.

Mayor Graeber opened the meeting with a moment of silent prayer.

Minutes of the regular meeting of February 14, 1984 were accepted as presented on motion by Commissioner Farnsworth; seconded by Brownson and the roll call vote.

Verneil Searles, representing River City Community Players, explained the "Hidden Arts Locked Away Project" held at the Leavenworth Plaza on February 15, 1984. Mrs. Searles explained they had many artists from the penitentiaries submitting art work to be sold; from the Federal Penitentiary - \$8,034.00 was sold, the prisoners receiving \$7,168.90; from the Lansing State Penitentiary - \$220.00 was sold, the prisoners receiving \$181.50, the commission of \$1,303.60 was turned over to the City to help defray expenses at the Performing Arts Center.

Rena Russell, President, Leavenworth Public Library Board of Trustees explained to the Governing Body that they had secured a firm bid price from Peter, Kabota and Glen of Lawrence, Kansas, for a needs study of the Leavenworth Public Library. Mrs. Russell explained she had contacted different architectural firms asking for proposals of the firm of Peters, Kabota and Glen was selected to do a needs study to find out what the community wants for the future of the public library.

Mrs. Russell explained that the study would indicate the future use of the present building or needs for a different building and this firm is experienced in library projects.

Commissioner Brown was concerned about a separate study, he felt the Library Board would be able to determine the needs and not have to pay out so much money for a study.

Mrs. Lessing explained that in the past 3 1/2 years, the library has spend over \$55,000.00 in maintenance, \$23,000.00 for the handicapped entrance, \$35,000.00 for the north parapet, tuckpointing a repair of the roof, ect., over \$113,000.00 has been spent trying to maintain the library building and now the radiators and boilers need replacing and the question is: whether the present facility is the place to spend the money, or if there should be a new building.

Commissioner Bragg moved the Governing Body pay \$2,000.00 towards the study. Commissioner Farnsworth amended the motion to move the City pay \$3,000.00 for the needs study for the library; seconded by Brown and approved on the roll call vote with five yes votes. The money to come from the Revenue Sharing Contingency Fund.

Ordinance 6715, an ordinance amending the Standard Traffic Ordinance for Kansas Cities, Edition 1983, Incorporated by reference by Ordinance #6709 by amending Section 98 to address loading and unloading, blocking traffic by commercial delivery vehicles, was considered for the second time; passed and approved on the roll call vote with five yes votes.

Ordinance 6716, an ordinance providing for violation notices and time limits for illegally parked vehicles in the central downtown business district to allow the parking meter person to ticket illegally parked vehicles, was considered for the second time; passed and approved on the roll call vote with five yes votes.

Ordinance 6717, an ordinance adopting the Kansas State Statutes pertaining to pawnbrokers and precious metal dealers, to be effective July 1, 1984, was considered for the second time; passed and approved on the roll call vote with five yes votes.

A request for a building permit on a divided tract of ground along New Lawrence Road by John Schermbeck was considered.

The Fire Inspector noted the nearest fire hydrant was approximately 2,000 feet from the intended building site and recommended the permit be denied.

Mr. Schermbeck explained he was building his own home and would be living in the house with his family and would accept the responsibility in case of a fire.

Commissioner Brown moved the request for a building permit on a divided tract be approved; seconded by Farnsworth and approved on the roll call vote with Commissioner Brownson abstaining, since he had been unable to find the location.

St. John Hospital's request to be allowed to place a banner across 4th Street north of Delaware from April 23 to May 15, 1984 to advertise their "Run for Your Life, 10 K Race and 2 mile Fun Run" and a start/finish banner across Delaware east of 7th Street was approved on motion by Commissioner Farnsworth; seconded by Bragg and the roll call vote.

The Planning Commission recommended rezoning of the four corners of 4th and Kiowa (Lots 11 through 16, Block 36, Lots 17 through 21, Block 37, Lots 27 through 32, Block 56 and Lots 1 through 3, Block 57, Leavenworth City Proper from B-1, Neighborhood Business to R-2, Two Family Residential.

An ordinance rezoning the above described property was considered for the first time.

The Planning Commission recommended a 10 acre tract of ground located the southeast corner of Wilson Ave. and Limit St. be zoned R-1, Single Family.

An ordinance zoning a tract of land in the Northwest 1/4 of Section 7, Township 9 South, Range 23 East in the City of Leavenworth, Leavenworth County, Kansas, being more fully described as follows:

Beginning at a point 30.00 feet East and 30.00 South of the Northwest corner of the Northwest 1/4 of Section 7, Township 9, Range 23, said point also being on the South right-of-way line of Limit Street; thence East 839.00 feet along said right-of-way; thence South 519.80 feet to a point; thence West 839.00 feet to a point on the East right-of-way line of Wilson Avenue; thence North 519.80 feet along said right-of-way line to the point of beginning; southeast corner of Wilson Ave. and Limit R-1, Single Family was considered for the first time.