



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, FEBRUARY 18, 2025 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. Report from Leavenworth Public Library (pg. 02)
2. Report from The Guidance Center (pg. 38)
3. Report from Leavenworth Interfaith Community of Hope (pg. 39)

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
LEAVENWORTH PUBLIC LIBRARY**

FEBRUARY 18, 2025

Matt Nojonen, Library Director of the Leavenworth Public Library will present to the City Commission.

LEAVENWORTH PUBLIC LIBRARY ANNUAL REPORT 2024

SUMMARY

2024 was a successful year on multiple fronts. Many specific Strategic Plan initiatives were achieved. Every Technology Plan goal was achieved, improving access and efficiency for patrons and staff. Two key administrative positions (Assistant Director, Youth Services Manager) were filled with experienced, talented and energetic candidates. Four positions were vacated compared to six in 2023, eight in 2022. Library use continues to increase at a steady pace. A full report on Library use is in the January 2025 Board packet.

STRATEGIC PLAN KEY INITIATIVES

EFFECTIVE COMMUNICATIONS

Improve Digital Communications to be More Targeted and Effective

New website launched on 1/15/2024.

3,728 e-newsletter subscribers as of December 31.

200,906 newsletters sent, 75,983 opened (38%--US average across all industries 32%)

Raise Awareness and Use of Library Services and Programs

Library information was shared at all the outreach events described under Community Engagement
3,700 newsletters were printed, 3,474 were mailed the rest were distributed in the Library.

Library program marketing posted on all public computer screen savers.

Library information was published in the Leavenworth Times

Article in Leavenworth Times countywide publication called "Progress" March 2024.

Develop an internal process to keep staff more informed of library programs and services

Quarterly in-service days were held in Feb/May/Aug/Nov. Subjects addressed included: interlibrary loan, operating microfilm readers, intro to the seed library, anti-harassment and discrimination, how to shut off utilities in an emergency, using the new Aspen Discovery layer, how to administer NARCAN, operating new Clearfly digital fax, how to use Kanpay, KPERS 457 retirement plan. New partnerships were identified including: Hope Inc., the Alliance Against Family Violence, the Council on Aging and the Leavenworth Mission.

Identify opportunities to promote library programs and services outside of library

Library information was shared at all the outreach events noted in Community Engagement section.

Nine events marketed on electronic message board at Stubbe Park.

Created two pre-movie video ads screened over 56,000 times at B&B Theater.

Develop a New and Comprehensive Branding and Marketing Strategy

Branding completed. Book bags, lip balm and refrigerator magnets with new logo distributed to users.

Marketing Plan created.

Create Opportunities for Outreach Within the Community

139 Outreach programs were provided in four Leavenworth pre-schools and 1,512 children attended.

Other community outreach effort included: youth programs at Farmer's Market in May, Juneteenth

Celebration June 15, Leavenworth Family Pride picnic June 23, Kansas City Symphony Mobile Music Box June 27, Chamber of Commerce New Teacher Blast Off July 30, Ft. Leavenworth Home School Association Resource Fair August 9, TRIO End of Summer Bash August 10, University of Saint Mary Community Showcase August 22, Leavenworth Trunk or Treat October 19, Nettie Hartnett Elementary Haunted Hallway October 24, David Brewer Fall Festival October 25, NEKCAP (Northeast Kansas Community Action Program) Fall Festival November 1, Mayor's Tree Lighting and Holiday Market November 22.

Develop and Foster Mutually Beneficial Relationships Within the Community

The Library partnered with numerous local organizations including: Red Cross blood drives, USMC Toys for Tots, Hope Inc. pet supply collection, Interfaith Community of Hope hygiene products, provided space for TRIO to help their clients complete FAFSA financial aid forms, LVArts presented drama classes for youth every Saturday in June,

Establish the Library as the Go-to Community Hub

98,025 people entered the Library, up 5% from 2023 (93,585)

387 Library programs attracted 10,780 attendees.

Highlight: 13 special Summer Reading programs attracted 894 attendees.

Community groups used Library meeting rooms 608 times.

Volunteer Income Tax Assistance prepared 154 tax returns in Library meeting rooms.

12,050 people used a Library computer.

7,741 people used the Library's wireless network.

EXCEPTIONAL SERVICES

New **Technology Plan** approved in June. See report below for details on tech that improved service to patrons.

Hire, train, and retain dedicated staff

Retention rate has improved: four departures compared to eight in 2022.

Three internal promotions were completed.

Four in-service training events (see EFFECTIVE COMMUNICATIONS report for details).

External training events included: Missouri Library Association annual conference, Kansas Library Association annual conference, webinars on unattended children, onboarding employees, providing voter information, using Aspen Discovery layer.

Library provided discount Community Center fitness memberships.

Hosted KPERS representative to share information about Optional Group Life program September 18.

Curate a balanced collection of physical and digital resources

2024 materials budget \$229,400, increased 8.31% over 2023 (\$211,800).

6,282 items were added to the collection, up 11% from 2023 (5,676).

10,138 items were weeded from the collection, up 197% from 2023 (3,410).

2,138 music CDs were weeded, effort was also made to clear the bottom shelves in all areas of the adult collection to improve accessibility.

Seed library created.

Raised Kanopy's "cost barrier" to \$4.00, preventing cost-based block of access to some films.

CONTEMPORARY FACILITIES

9 Security cameras were installed in June. Additional camera installed in July and September.
20 new tables were purchased for use in Library meeting rooms in November.
New shelving for adult DVD collection installed in November.

Research and Plan for a Site and Facility That Meets Needs of the Community

Director approached City Commission regarding conducting a Needs Assessment.

TECHNOLOGY PLAN 2024 GOALS

Continuously maintain the quality of our public and staff workstations

- Objective 1: Conduct annual review of current workstations. Completed July 2024.
- Objective 2: Replace workstations that are 5 years old and/or are experiencing failure
Seven staff workstations replaced January 2025. All other equipment is 3 years old or less.
- Objective 3: Replace peripherals as needed based on age, user needs and cost of operation. Postage meter replaced December 2024. No other peripherals needed to be replaced.

Continuously maintain network security

- Objective 1: Maintain current network security technology. Threatlocker software adopted in 2025.
Requires review and permission to install any web based resource.
- Objective 2: Stay up to date on changing threats to security. Regular communication with Conard and their support if/when suspicious emails or other potential security risks are received.
- Objective 3: Train all new employees on the importance of security. This is addressed as part of each new employee's orientation/training and each employee signs Use of Library Technology statement.

Expand Library's Digital Content

- Objective 1: Analyze use of current resources and drop services that underperform. Freegal music streaming service adopted in January 2023. Dropped at the end of 2024 due to rapidly declining use. Newsbank database will be dropped in 2025 for the same reason.
- Objective 2: Identify new content that improves services to patrons. Library staff tested Craftsy from Overdrive and Fiero Code from Library Ideas.
- Objective 3: Adopt new content in 2024. No new content that was reviewed met Library expectations, no new content adopted. Other services planned for testing in 2025 including Indieflix and Quello.
- Objective 4: Budget for new content in 2025. \$17,000 budgeted for 2025.

Replace current fax technology

Clearly digital fax went live September 2024. It allows faxing from three locations instead of one.

Provide card pay system for patron fees

Kanpay went live February 2024.

Provide link for library donations on website

Donation link on new website that went live January 2024.

FINANCES

The Library's FY2024 general fund budget reduced the mill rate from 3.516 to 3.405. The Library's FY2024 Employee Benefit Fund budget reduced the mill rate from .965 to .905. Total City revenues exceeded budget projections by approximately \$11,452. A full Financial Report for 2024 is in the Board packet.

FY2024 CITY REVENUE	BUDGETED	RECEIVED	CHANGE
GENERAL FUND	\$1,156,418	\$1,166,037.92	0.83%
EMPLOYEE BENEFIT FUND	\$308,530	\$310,364.71	0.59%

Personnel costs were on target with two exceptions. Unanticipated increases in benefit and KPERS costs caused deficits in those categories.

FY2024 PERSONNEL EXPENDITURES			
CATEGORY	Budgeted	Spent	Balance
Salaries	\$870,000	\$843,644	\$26,356
Med/Dental/Vision Benefits	\$167,000	\$176,861	-\$9,861
KPERS incl Insurance	\$72,396	\$76,727	-\$4,331
Medicare	\$13,000	\$12,009	\$991
Social Security	\$55,000	\$51,348	\$3,652
Unemployment	\$1,000	\$826	\$174
Total Personnel	\$1,178,396	\$1,161,415	\$16,981

The EBF balance at the end of 2024 will carryover into 2025.

FY2024 EMPLOYEE BENEFIT FUND EXPENDITURES			
	Revenue	Spent	Balance
	\$310,365	\$317,771	-\$7,406
Surplus 12/31/2023	\$43,198		\$35,792
Balance 12/31/2024			\$28,386



2024 was a successful year on multiple fronts. Library use continues to increase at a steady pace. Many of the Library's Strategic Plan initiatives were achieved, and staff will be planning some new goals for 2025.

Effective Communications



Raise
Awareness and
Use of Library
Services
and Programs

Improve Digital
Communications
to be More
Targeted and
Effective

Develop
Internal Process
to Keep
Staff More
Informed

Identify
Opportunities
to Promote
Outside of
Library

- Launched new Website on Jan. 5, 2024.
- Continued to expand new branding and marketing strategy, which was introduced in September 2023.
- 3,728 e-newsletter subscribers as of Dec. 31, 2024, with average open rate of 38 percent.
- Developed video ads to run in between movies at B & B Theater.
- Published printed newsletter and mailed to 3,700 community members in May 2024.
- Utilized monthly staff meetings and quarterly staff in-service days to communicate new initiatives and reinforce existing policies and procedures.

Exceptional Services

- Hire, train and retain dedicated staff
 - Filled two key administrative positions (Assistant Director and Youth Services Manager) with experienced, talented and energetic candidates.
 - Promoted three internal candidates to positions of higher responsibility.
 - Conducted four in-service training events for staff.
- Curate a balanced collection of physical & digital resources
 - Materials budget: \$229,400, increased 8.31 percent over 2023.
 - 6,282 items added to the collection, up 11 percent from 2023.
 - 10,138 items weeded from the collection, Up 167 percent from 2023
 - 2,138 music CDs weeded
 - Started clearing the bottom shelves in adult collection to improve accessibility
 - Created a Seed Library
 - Raised Kanopy's "cost barrier" to \$4, preventing cost-based block of access to some films



Exceptional Services: Technology Plan

All goals met by end of year, improving access and efficiency for patrons and staff.

- Continuously maintain the quality of computer hardware
 - Conducted annual review of workstations in July
 - Replaced postage meter in December
- Replace current fax technology
 - Clearly digital fax went live in September
- Provide card payment system for patron fees
 - Kanpay went live in February
- Provide link for library donations on website
 - Link went live in January

Community Engagement

- Establish the Library as the Go-to Community Hub



98,025
people entered
the Library,
up 5 percent
from 2023

12,050
people used
a Library
computer

7,741
people used
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387 Library
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Community
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608 times

13 special
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Volunteer
Income
Tax Assistance
prepared 154 tax
returns in Library
meeting rooms

- Create Opportunities for Outreach Within the Community

- 139 storytime programs provided in four Leavenworth preschools, with 1,512 children in attendance
- Participation in community events:
 - Leavenworth Farmers Market/City Market
 - Leavenworth Juneteenth Celebration
 - Leavenworth Family Pride Picnic
 - Kansas City Mobile Music Box
 - Community Baby Shower
 - Chamber of Commerce New Teacher Blast Off
 - Ft. Leavenworth Homeschool Assoc. Resource Fair
 - TRIO End of Summer Bash
 - University of Saint Mary Community Showcase
 - Leavenworth Trunk or Treat
 - Nettie Harnett Elementary Haunted Hallway
 - David Brewer Elementary Fall Festival
 - NEK-CAP Fall Festival
 - Mayor's Tree Lighting and Holiday Market

- Develop and Foster Mutually Beneficial Relationships Within the Community

- K-State Research & Extension - support for Volunteer Income Tax Assistance
- Interfaith Community of Hope hygiene products drive
- American Red Cross blood drives
- USMC Toys for Tots
- Hope Inc. pet supply drive
- TRIO FAFSA application assistance
- LV Arts children's drama classes



Contemporary Facility

- Research and Plan for a Site and Facility That Meets the Needs of the Community
 - Installed security cameras in June
 - Purchased 20 new tables in November for use in Library meeting rooms
 - Installed new shelving for adult DVD collection in November
 - Director approached City Commission regarding conducting a Needs Assessment

**FACILITIES DEVELOPMENT TEAM
DRAFT RFQ (3/7/2023)**

This draft is modeled after several recent samples received from other libraries and documents I have prepared for past projects. The plan is to ask for an official City liaison when we meet with the Commissioners but how much control will they want to exert over this stage of the project? Other similar questions are likely to help shape this document. But it's never too early to start.

**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 including budget, schedule requirements and recommendations for implementation of the program including the feasibility of the current site and facility. 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.

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; GMP proposal phase, construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, technology, communications, security, sound, lighting, landscape ace 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

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 _____

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 by email to

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 and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. 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.

Library Maintenance
City of Leavenworth

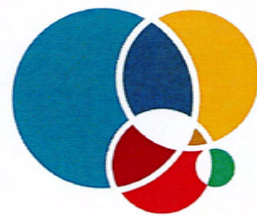
ACCOUNT	ACCOUNT NAME	ORG	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
1101-50-60-440-5865-	Lib Maint - Insurance Proceeds	01440	-	(10,734.18)	-	-	-	-	-	-	-	-	(10,734.18)
1101-50-60-440-6612-	Lib Maint - Pest Svc	01440	-	616.00	-	-	-	-	361.00	372.00	383.00	-	1,732.00
1101-50-60-440-6618-	Lib Maint - Lawn Svc	01440	-	-	-	-	-	-	-	995.00	-	-	995.00
1101-50-60-440-6803-	Lib Maint - NC B/G M&R	01440	6,508.28	34,003.07	14,375.83	14,433.87	16,479.03	6,974.86	16,527.21	29,823.62	42,566.08	36,945.94	218,637.79
1101-50-60-440-6899-	Lib Maint -Other Equipment M&R	01440	-	423.72	-	-	-	-	-	-	-	-	423.72
1101-50-60-440-6903-	Library -Miscellaneous Permits	01440	-	60.00	60.00	60.00	60.00	60.00	60.00	120.00	60.00	60.00	600.00
1101-50-60-440-7301-	Lib Maint - B/G Sup	01440	15.48	-	-	-	811.38	237.84	424.80	124.98	597.33	689.68	2,901.49
1101-50-60-440-7399-	Lib Maint - Other Sup	01440	-	-	-	-	-	-	-	-	998.14	-	998.14
1101-50-60-440-7999-	Purchasing Card Default	01440	-	-	-	-	-	-	-	-	-	-	-
			8,538.76	26,384.61	16,452.83	16,511.87	19,369.41	9,292.70	19,394.01	33,457.60	46,627.55	39,719.62	215,553.96

CIP Projects	
E1418: 2014-770 LIBRARY ATRIUM WINDOW - 2014	79,998.27
L1202: LIBRARY HVAC - 2012/2013	241,772.35
L1301: LIBRARY RESTROOM TILES - 2013	3,003.60
L1302: LIBRARY HVAC UPGRADE - 2013	227.65
L1401: LIB FIRE SUPPRESSION CTL PANEL - 2014	4,064.50
L1402: LIBRARY HVAC - 2014	105,000.00
L1501: LIBRARY EMERGENCY LIGHTING - 2015	20,000.00
L1701: LIBRARY HVAC - 2017	463,439.00
2022: Parking Lot	
2025 CIP: Roof Urethane Coating	100,000.00
2025 CIP: West Wall Panel Attachment	11,000.00
2022: Landscaping at Library	2,160.00

don't know this amount it was part of Pavement Management Prog. I have asked engineering for this information, but have not heard back from them yet.

Facility Needs

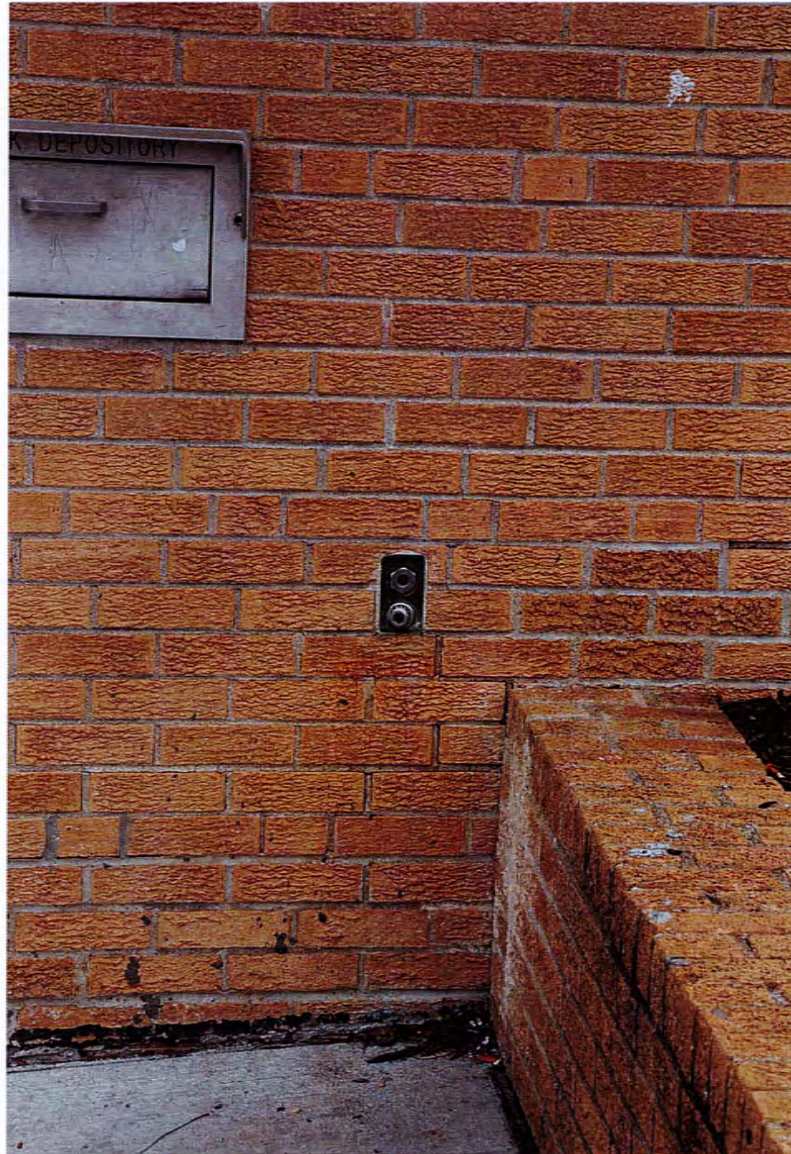
2/18/25



**LEAVENWORTH
PUBLIC LIBRARY**

Where People and Ideas Gather

Exterior water connection does not work. Watering adjacent garden beds requires connecting 50' hose to different hose bibb.





Alcove at 4th and Spruce is used for sleeping and excretion. Several hundred dollars have been spent on bio-hazard cleaning.



Interior door does not have auto-opener and must be propped open for use by disabled, parents with strollers, etc. Heating and cooling wasted.



Replacing light bulbs
in main area requires
two people and a lift.



Exterior walls spalling,
allowing moisture
penetration



Additional spalling



First floor janitor closet
inadequate space for
equipment and supplies



Locks on Jahn Room doors are not reliable after multiple repair attempts.



Emergency exit route from
Jahn Room has stairs.



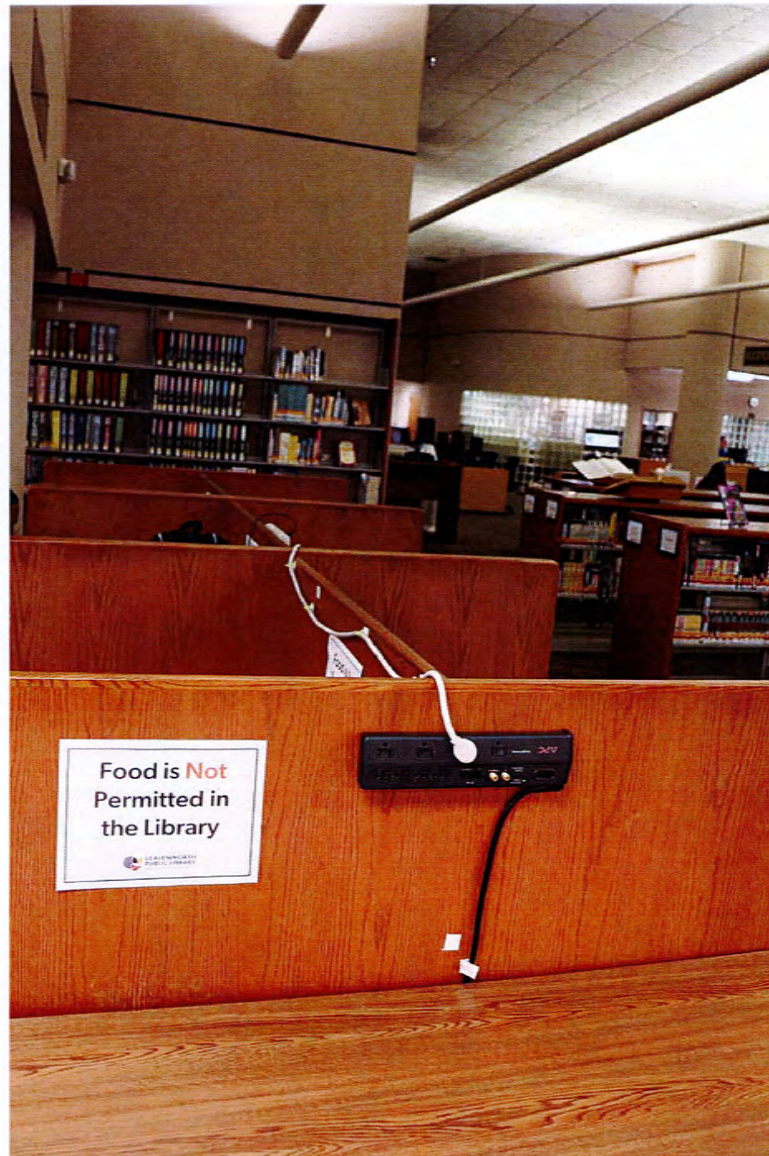
Ceiling tiles discolored
by dust blown through
HVAC system

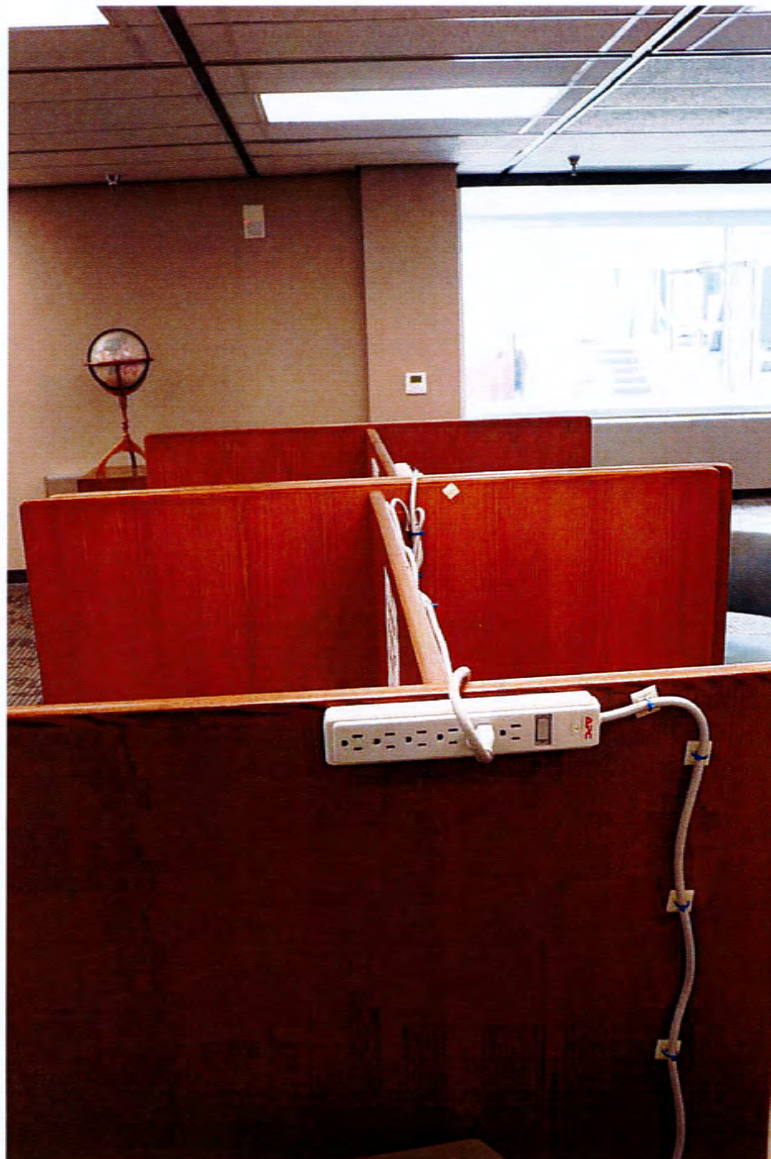


Skylights need frequent repair



Inadequate power supply
in main area requires
daisy-chain of extension
cords and power strips
for patrons using their
own devices









Locks on East Room doors are not reliable after multiple repair attempts.











Steps and hallway from
staff entrance are dark,
no light switch at the bottom
of the stairs







**STUDY SESSION POLICY REPORT
PRESENTATION BY
THE GUIDANCE CENTER**

FEBRUARY 18, 2025

Issue:

Steve Durkin, CEO of The Guidance Center will present to the City Commission.

**STUDY SESSION POLICY REPORT
PRESENTATION BY
LEAVENWORTH INTERFAITH COMMUNITY OF HOPE**

FEBRUARY 18, 2025

ISSUE:

Myranda Agnew, Executive Director of Leavenworth Interfaith Community of Hope will present to the City Commission.