

**LEAVENWORTH PUBLIC LIBRARY  
FACILITIES POLICY  
THURSDAY OCTOBER 14, 2021**

**I. Library facility lease**

- A. On 2/5/1985, the Library and the City of Leavenworth agreed to a 99-year, rent-free lease of the facility located at 417 Spruce. Upon written notification, the Library may renew or extend the lease for an additional 99 years, including all existing terms and conditions.

**II. General terms and conditions of facility lease**

- A. The Library is responsible for
1. Maintaining and keeping the interior of the structure in good order.
  2. Maintaining furnishings and other interior accessories.
  3. Providing janitorial and custodial services.
  4. Providing all utilities.
- B. The City of Leavenworth is responsible for
1. Exterior and structural maintenance and repair including
    - a. Roof
    - b. Heating/Air conditioning (exterior and interior)
    - c. Plumbing (exterior and interior)
    - d. Electrical (exterior and interior)
    - e. Parking lots, sidewalks and lawn
    - f. Snow removal
  2. Other exterior and interior maintenance to which the parties agree.
  3. Maintaining fire, windstorm and other casualty, liability and personal property insurance in an amount not less than the estimated replacement value for the property. Liability protection shall be provided as for other City properties with the Library named as co-insured.
- C. Neither party may make or undertake to assign or sublease any part of the premises for continuous use without the consent of the other.

**III. Maintenance notification**

- A. Employees must notify their supervisor when an interior or exterior maintenance need is identified.
- B. The supervisor will investigate and evaluate. The supervisor will notify the Library Director who will determine if the services of an outside contractor are required.
- C. The Director will notify the City facility liaison to inform and seek approval to engage the services of an outside contractor if necessary.
- D. An emergency exists if a malfunction occurs that presents a safety risk for the public or staff or a risk of damage to the library facility or equipment.
- E. In an emergency, one of the contractors listed in **Section VI** can be contacted immediately. The Library Director or Assistant Director should be notified as soon as possible. The Director or Assistant Director will notify the City facility liaison as soon as possible.

**IV. Emergency procedure**

- A. Library staff will be oriented to utility emergency shutoff locations and procedures. Utilities may be shut off to protect the safety of employees and patrons and/or prevent damage to the facility.
- B. If a utility service is interrupted, it may be necessary to evacuate staff and patrons and close temporarily. Employees will follow the Emergency/Disaster policy in this circumstance.

## V. Facility evaluation

- A. A Library Trustee, the Library Director and an appropriate representative of the City of Leavenworth will conduct a maintenance review of the facility and grounds every two years.
- B. Every five years, the Director and Board of Trustees will compare the community's current and future needs with the existing facility to determine needs for renovation or a new facility.
- C. Capital improvement needs identified during periodic facility evaluations will be communicated to the City.

## VI. Maintenance contacts

- A. If the contact listed is unavailable, service may be provided by any qualified employee of the company.
- B. The City Facility Liaison may ask that a call be placed to another contractor of their choice. If so, ask if the Liaison has contact information for that company.

<b>Maintenance need</b>	<b>Contact</b>	
City Facility Liaison	Hal Burdette	(913) 306-1992 mobile
General (lights/plumbing/interior)	<u>CCI Bill Corbett</u>	(913) 683-1569
Elevator	<u>Kone</u>	(877) 276-8691 Building ID 501-9281
Roofing/leaks	<u>American Roofing</u>	(913) 772-1776
Heating/AC and controls	<u>D'Agostino Jim Morley</u>	(913) 683-3353
Cleaning/janitorial	<u>Citywide Mark Hoeven</u>	(816) 985-8915
Pest control	<u>Advance Pest</u>	(913) 290-0899
Landscaping/grounds	<u>Parks/Rec Dave Sommerla</u>	(913) 758-6605
Snow removal	<u>Municipal Service Center</u>	(913) 682-0650
Electric (Evergy)	<u>To report outage</u> Customer service	(800) 544-4857 Acct 4267651289 (800) 401-5666
Gas	<u>To report leak</u> Customer service	(888) 482-4950 Acct 510499316150814045 (800) 794-4780
Water	<u>Customer service</u> After hours	(913) 682-1513 Acct 2988-1674 (913) 727-1902
Telephone	<u>Arsenal Kirk Schmitt</u>	(913) 362-9000
Telephone lines	<u>Netsolutions support</u> Customer service	(800) 722-1301 options 3, 2, 2 (800) 722-1301 options 3, 2, 3
Alarm panel/equipment	<u>MTI Anthony Wickam</u>	(855) 506-5437
Sprinklers and Halon system	<u>Keller Fire and Safety</u>	(913) 371-8494
Computers/printers/network	<u>TS Conard</u>	(816) 233-3777

Copiers and coinboxes

Midwest Office  
Reference copier ID  
YA copier ID  
Admin copier ID

(913) 894-9600  
KS1175  
KS1174  
KS1169

Internet service provider

Spectrum

Acct 20505-107476801-4001