



Frequently Asked Questions

1. I understand the Manheim Township Public Library (MTPL) is now independent. What does that mean?

As of May 1, 2007, the MTPL is no longer a branch of the Lancaster Public Library on Duke St. The MTPL is still a member of the Library System of Lancaster County (LSLC) and is now governed by its own board of directors. All monetary allocations made by the Manheim Township (MT) commissioners and any donations made by MT residents go only to the MTPL. The library will also receive Commonwealth and Lancaster County aid.* As a member of the LSLC, it will participate in free lending of all items between other libraries within the county. *The amount of aid received is determined by the library's budget and patron's borrowing activity.

2. Now that the MTPL is no longer a branch, do I need a new library card?

No. Your library card may be used at ANY Lancaster County public library. You may still check out and return library items to any public library in the county.

3. I see that the library has moved from Granite Run to a new location on Oregon Pike. Is this a permanent location?

No. Construction of a new library is planned to start in 2009 with money set aside by the commissioners and funds raised from a capital campaign. The lease on the Granite Run location expired - so Oregon Pike was selected as an interim location.

4. Where will the new library be located?

The new library will be built on the Overlook Campus. Overlook, located in the heart of Manheim Township (MT), was purchased with the idea that it would become the recreational and cultural hub of our community. Locating a library on the campus fits perfectly with this goal and will make the Overlook campus an even more convenient place for MT residents to visit.

For example, parents with young children can attend a story time at the library then head to the playground, while parents with older children can spend time at the library while children practice on nearby sports fields. When a thunderstorm interrupts swimming at the Overlook pool - or a game of miniature golf - kids can go to the library for indoor entertainment. Youths and adults alike can attend a book club or program and then go to Barney's for lunch. Nature lovers enjoying Overlook's extensive walking trails can stop by to check out books on birds or plant life. And, golfers, seeking instruction or inspiration, can peruse magazines on the sport to help improve their game.



5. How large will the new library be?

The new library will have 17,500-22,500 square feet of floor area. The size of the library is influenced by state standards which require specific collection and staff related to the library's service area population. These standards will be met in order to meet requirements for state aid.

6. What will be included in the new library?

The library will be an inviting and inspiring place that includes ample space for books as well as a children's section with a play area and *story time* room. There will be a young adult area with tables, computers and study/tutoring rooms that students of all ages can use for homework and research. Quiet reading areas with comfortable seating will be available throughout the library, In nice weather patrons can take advantage of peaceful outdoor reading gardens. There will be meeting rooms to accommodate library and other public programs (i.e., Girl or Boy Scout troops, service organizations, book clubs, etc.), and a snack/coffee shop and used book store. Self-check out stations, state-of-the art wireless communication, security systems, a parcel drop box and outside pick-up/drop-off lockers for library materials are also part of the plan.

The new library will be sensitive to its natural surroundings and certifiable according to the US Green Building Council's LEED® program* criteria. Among these criteria are requirements that the site and building be constructed using sustainable design and construction practices and sustainable building materials and mechanical, plumbing and electrical systems. Among the sustainable design and construction practices employed will be measures taken to: minimize the impervious footprint and site disruption during construction; contain water run-off within the site; and, use native landscape plantings that do not require irrigation. The library will also conduct nature-oriented programs, using the library project as a model of sustainable design, and will encourage community-oriented volunteer organizations to help develop nature refuges on the site.

*LEED = Leadership in Energy and Environmental Design

7. Will the MTPL Board seek community input on the library design, content and programs?

The MTPL Board will invite comments from individuals and community groups through presentations and surveys. The Friends of the Library group will be requested to form community panels to provide guidance during the facility planning and design phase as well as for library content and program planning.



8. How much will the new library cost?

The planned development and construction budget for the library – including fundraising, professional fees, site work, building, contents and an inflation factor, is \$7-8 million. The actual cost will depend on the amount of funds raised, the size of the library and its collection, and how much costs inflate during the fundraising process. The operating cost of the new library is projected to be approximately \$700,000/year. More than half of the operating cost will be funded by Commonwealth and Lancaster County aid combined with revenues from fundraising, book sales, user fees, and fines.

The cost of equipping the library includes furniture, shelving, computers, printers, copiers and other electronic media equipment. Mid-range - or better - furnishings will be used to withstand high volume, long-term use. The cost also includes the opening day collection of books, CDs, DVDs and a contingency for construction inflation which is at least twice the rate of general inflation.

The construction budget for the library is in the lower middle range for single-story libraries constructed in the US. However, libraries cost more to construct and fit-out than many other building types, including schools. A preliminary breakdown of expenses follows:

Item	% of Cost
■ Fundraising (Consultant, Grant Preparation & Application, Renderings, Collateral, Mailings, Events, etc.)	3%±
■ Professional Fees (Attorney, RFPs, Market Research, Library Consultant, Architect, Engineers, Landscape Architect, Interior Designer, etc.)	6%±
■ Permits (Environmental, Utilities, Building, etc.)	1%±
■ Sitework, Utilities & Landscaping	11%±
■ Building Construction & Interiors (incl. CM fee, communication & security)	45%±
■ Furnishings, Fixtures & Equipment (incl. computers, printers, copiers, etc.)	8%±
■ Books, Periodicals, Databases, Tapes, CDs, DVDs, etc.	10%±
■ Contingencies	5%±
■ Inflation*	<u>11%+</u>
TOTAL	100%

*Consistent with recent history, construction costs are assumed to inflate at more than twice the rate of general inflation.

As the building size decreases, relative costs for some budget items (e.g., sitework, fees, content) may increase because these relatively fixed costs are spread over a smaller floor area.



9. How will the construction budget for the new library be funded?

The MT commissioners have pledged \$5 million of the \$15 million net proceeds from the 2003 sewer system sale towards the construction of the library. The remaining funds will be raised through foundation grants and a capital campaign beginning in 2007.

10. What happens if fundraising falls short of expectations or construction bids come in over budget?

If fundraising falls short of the goal or construction bids exceed the budget, then the building will be downsized.

11. How will the library design and construction teams be selected?

The project will be publicly bid and prevailing wages will be required. The Board will select the lowest qualified bidder to perform the work.

12. How will the operating budget for the library be funded?

The MT commissioners assumed financial responsibility for the MTPL when it became independent from the Lancaster Public Library. The MTPL will receive county aid money through the LSLC. An annual report will be submitted to the Commonwealth in 2008 to qualify for state funding. Once the new library is built, state and county aid money, combined funds from fund-raising, donations, and an endowment fund could account for 60% of the operating budget.

13. Why do we need to build a new library building? Why can't we incorporate the new library into Bucher Elementary renovation project?

There are several reasons why it is not feasible to have the public library in a school building. The primary reason is that if the library is part of the school, the library would not be eligible for state aid, which could account for as much as 40% of its operating budget. Other reasons include accessibility – too much traffic when school is beginning in the morning and letting out in the afternoon; security – schools are stringent about letting the general public into their buildings; content – school libraries have different collections than those found in a public library; and the building itself – libraries must be built to withstand the tremendous weight of books. To reconfigure and reinforce Bucher Elementary could be as costly as building a new structure.



14. I would like to see a new library but I do not want a community center. Why does the library need meeting rooms? Why not use the Barn?

The library needs meeting rooms for programs and events that enhance the mission of our library – to encourage lifelong learning for all MT residents. The Barn is a wonderful addition to the Overlook Campus but there is a cost to rent the upstairs room, and, unlike the Program Room planned for the library, the Barn’s large meeting room is not easily divisible to accommodate several groups at once. Library programs also need access to library materials such as books, computers, and the internet. These assets are not readily available at a remote facility. Additionally, library staff must present to supervise off-site programs which requires an increase in library staff.

15. With so many libraries around, it seems there is a duplication of services. Why does MT need its own library? For example, why build another library when we can just go to Lititz or to the Duke St. library?

There are a number of libraries accessible from MT but each one is operated to serve the unique demographic needs, interests and values of its own community. New residents also expect a municipality like MT to have its own substantial library.

The Lititz Library is a wonderful example of a community library – serving the needs of its community. It offers many and varied programs for adults and children which are open to the public. However, Lititz is feeling the responsibility of serving so many MT residents. In the story times offered at Lititz, MT residents often make up more than half the participants, yet MT makes no direct monetary contribution to the Lititz Library.

The Duke St. library is another example of how a library has adapted to meet the specific needs of its community. This library has incorporated a large selection of books and DVDs/CDs in Spanish into its collection and many of the programs support the unique needs of the Duke St. community. Many MT residents choose not to use the Duke St. facility because of its location. Inconvenient and expensive parking as well as downtown traffic are two reasons most often cited for not using the Duke St. library.

MT’s demographics and the corresponding needs, interests and values of its residents are different from both Lititz and Lancaster. For example, higher percentages of MT residents take college prep courses, have four-year college degrees, or household incomes over \$75,000 than in neighboring communities. MT also has the highest percentage of residents who are age 65 and over. As a result, the library collections, programs and services offered by the MT library will be very different from those available elsewhere in Lancaster County.



16. Why is a library needed when we have computers and the Internet?

Public libraries support and promote literacy and lifelong learning by offering a variety of materials, programs and services not available on the Internet. They also bridge the “digital divide” by ensuring access to fast computers and high-speed Internet services for everyone – *including families who already have computers**.

Libraries today serve as:

- a great place for parents to take young children for an education break and a safe gathering spot for teens;
- an after school complement to school libraries with degreed staff that can help raise classroom and standardized test scores;
- a resource for businesses, consultants and job seekers;
- a welcome center for new arrivals to the community, providing them with the information they need to find their way around and put down roots;
- a media delivery service so that “shut-ins” are not “shut-off” from the world;
- a venue for programs of all kinds for people of all ages*.

*(E.g., reading, language, technology, healthcare, personal finance, investment, retirement, etc.)

A recent study funded by the Bill & Melinda Gates Foundation also shows that having enough current books for children, enough reference materials, a friendly, knowledgeable library staff, and good programs for children and teens are considered absolute essentials for libraries. According to the study, the public views libraries as one of the solutions to pressing problems ranging from improving literacy and providing ready access to information about government services, including making public documents and forms readily available to providing universal access to computers to

address the need for better options to keep teens safe and productive. The study further shows that families with higher incomes are even more likely to use public libraries and the technology services they offer than low-income families.

Another recent [major study](#), conducted in South Carolina, found that a majority of respondents perceived that the public library contributed to their financial well-being by making investment information available, nurtured a love of reading, was a source of personal enjoyment and helped users with life-long learning.



A significant percentage of respondents also said that libraries attract new businesses to the community and patrons to local businesses, help with business opportunities, and assist workers to be more productive in their jobs. Libraries were also found to be helpful in introducing users to new technologies, home schooling and successful job searches. In addition, the study revealed that among business users, most of their business/research information came from public libraries and that if they did not have access to the public library it would have a negative impact on their business.

Manheim Township library users explain why a library is important to them:

- *“To have a place to read and use the Internet.” - Richard W.*
- *“It can help me with my schoolwork like researching for a project.” - Britanni T.*
- *“It gives you good books to read.” - Katherine T.*
- *“It provides up to date information about all subjects and topics.” - Don S.*
“I read a LOT and enjoy browsing through the new books!” - Judi R.
- *“I love books.” - Owen K.*
- *“It can help educate the community.” - Becky H.*

The bottom line is that in the Age of Computers and the Internet, libraries still play an essential role in providing the information that allows citizens to learn and make informed decisions. *Libraries make a difference. Libraries transform lives.*

17. What tangible benefits will MT residents receive from building a new library?

A library with a focus on serving pre-school and school-age children will help sustain or increase property values. This is because public school test scores are one of the drivers of property value and libraries – and public libraries, with their specialized materials and knowledgeable staff -- help improve test scores.

For example, a study conducted in Colorado found that in school districts scoring in the highest third on standardized reading tests, circulation of print and electronic children’s materials per capita by public libraries was 50 percent higher than in school districts scoring in the lowest third. Research also supports the fact that children who are read to at home perform better in school. Reading is a learned behavior – not just a basic skill, and libraries can provide a rich source of reading materials and reading programs for rapidly evolving young minds.



18. Will the MTPL Board interface with the Overlook Foundation and the MT School District to ensure that community resources are used wisely?

To ensure good communication among the community's different boards, when the MT Commissioners formed the MTPL Board they made sure that it shared one member in common with the Overlook Foundation Board and another with the Manheim Township School Board.

19. How can I keep up with what's going on with the new library or make suggestions?

Look for our newsletter and a public opinion survey. You can also visit www.mtpl.info soon to stay current and share your thoughts in our suggestion box.

20. How can I help?

A "Friends of the MT Library" group has been formed and you can become a member. You can help spread the word about the new library, make presentations about the library to an organization, and volunteer to help with the planning, start-up or operation of the new library. If you'd like to become a Friend, or make a donation to the new library, contact David Miller at 560.1951. If you would like to volunteer at the Oregon Pike Library, contact Janet Bailey at 560.6441 or jbailey@lancaster.lib.us.