

**JOHNSON COUNTY**  
  
**KANSAS**

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**Library**

**Board Report  
June 11, 2015**

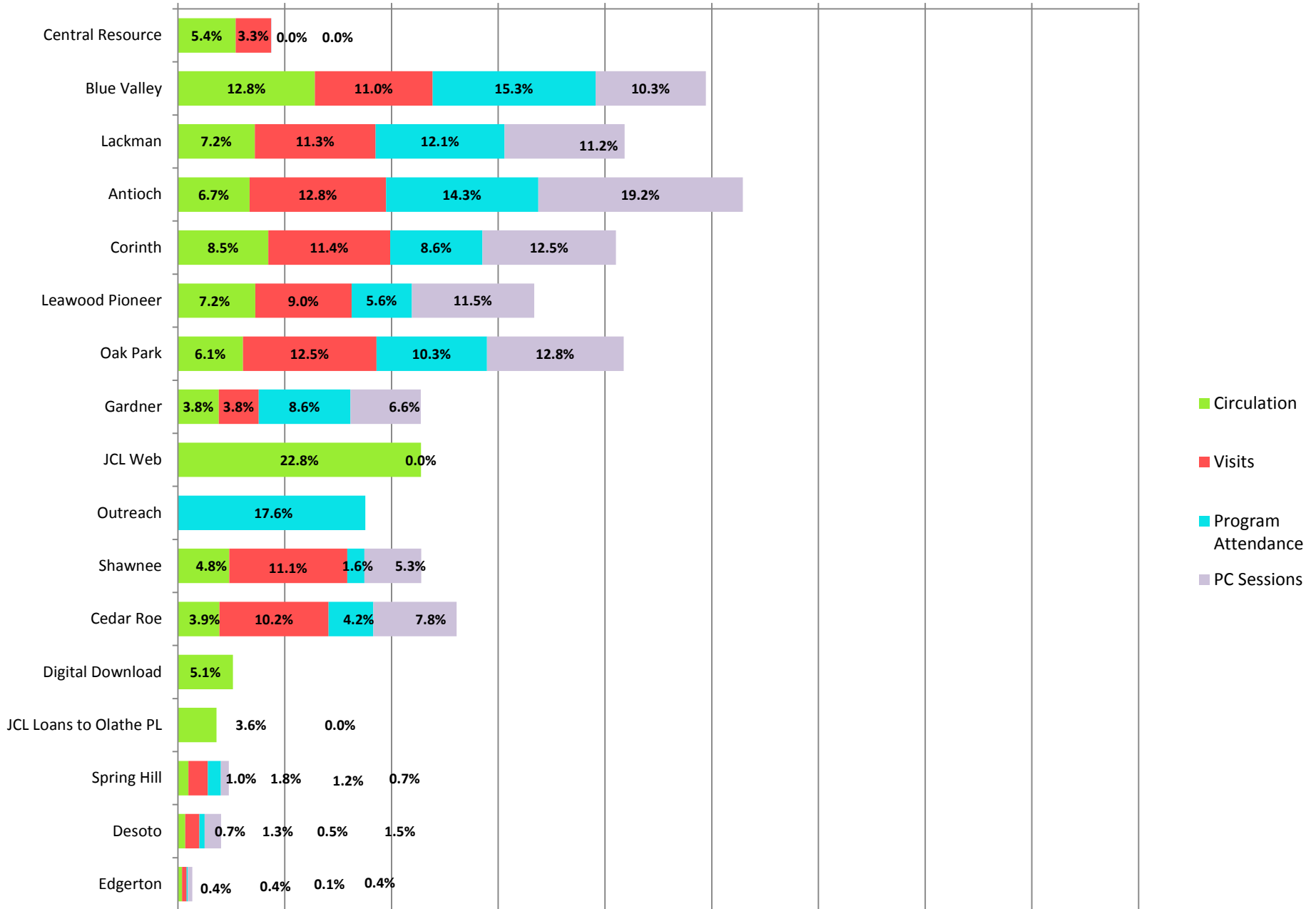
IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

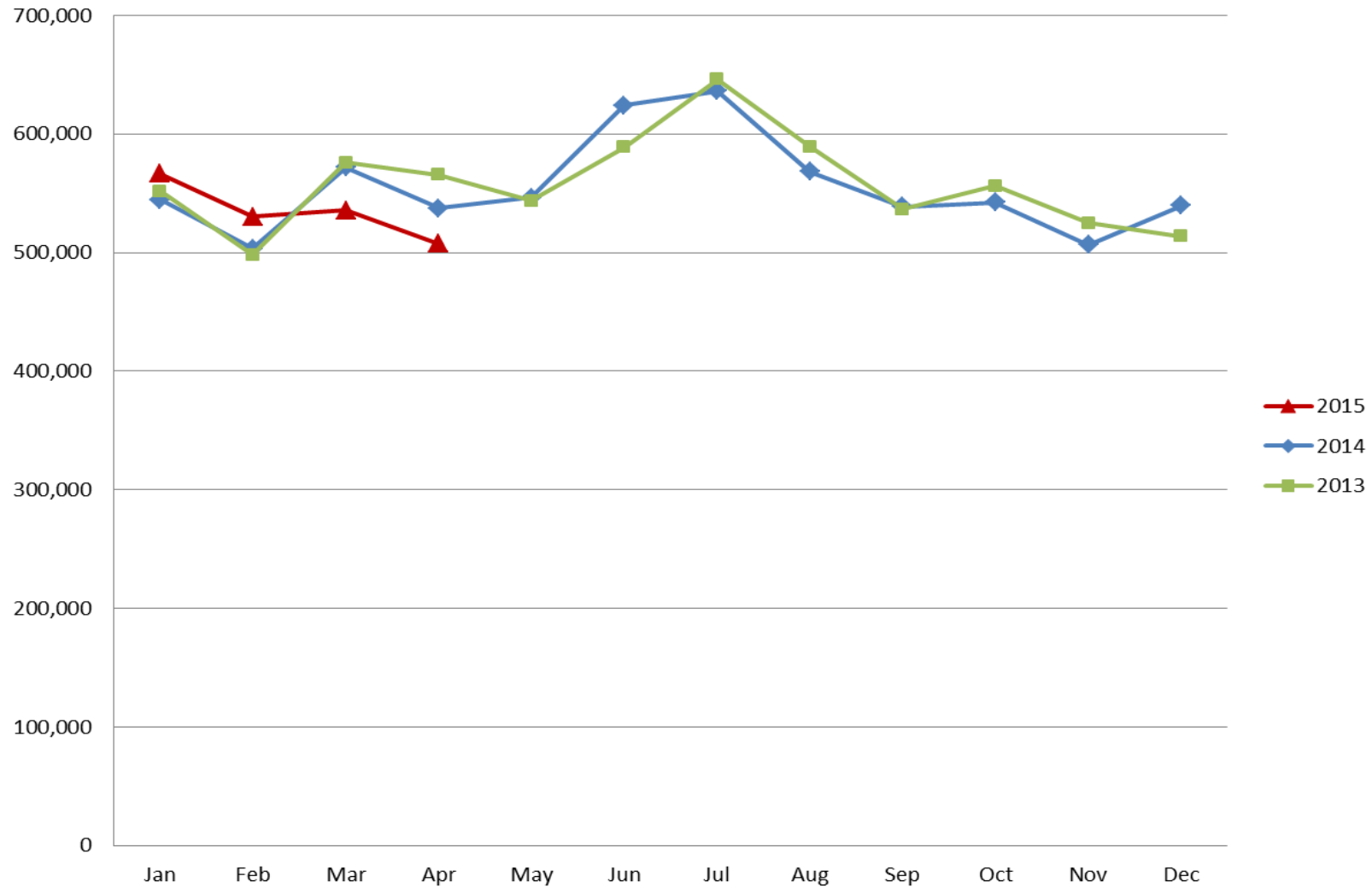
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JUNE 11, 2015  
OAK PARK NEIGHBORHOOD LIBRARY  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Friends of the Library
  - C. Susan Mong, Executive Director, Johnson County Library Foundation
  - D. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    - 1. Budget.....26
      - a) Approve operating budget
      - b) Request for Additional Resources (RAR)
    - 2.Strategic Plan
    - 3.Central Building Upgrade report – Mike Heffernan
    - 4.Updates
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of April 29, 2015 Special Library Board meeting.....8
    - 2. Minutes of May 14, 2015 Regular Library Board meeting.....16
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....35
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2015 were handled in accordance with library and County policy.
      - b) The April 2015 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures
  - C. Gift Fund Report
    - 1. Treasurer’s Report.....36
- VI. New Business
  - A. Review of the Memorandum of Understanding with the Johnson County Library Foundation.....45
- VII. Adjournment

### Johnson County Library Touch Points Percentage of Activity by Location -- April 2015



## Johnson County Library Three-Year Trend in Circulation



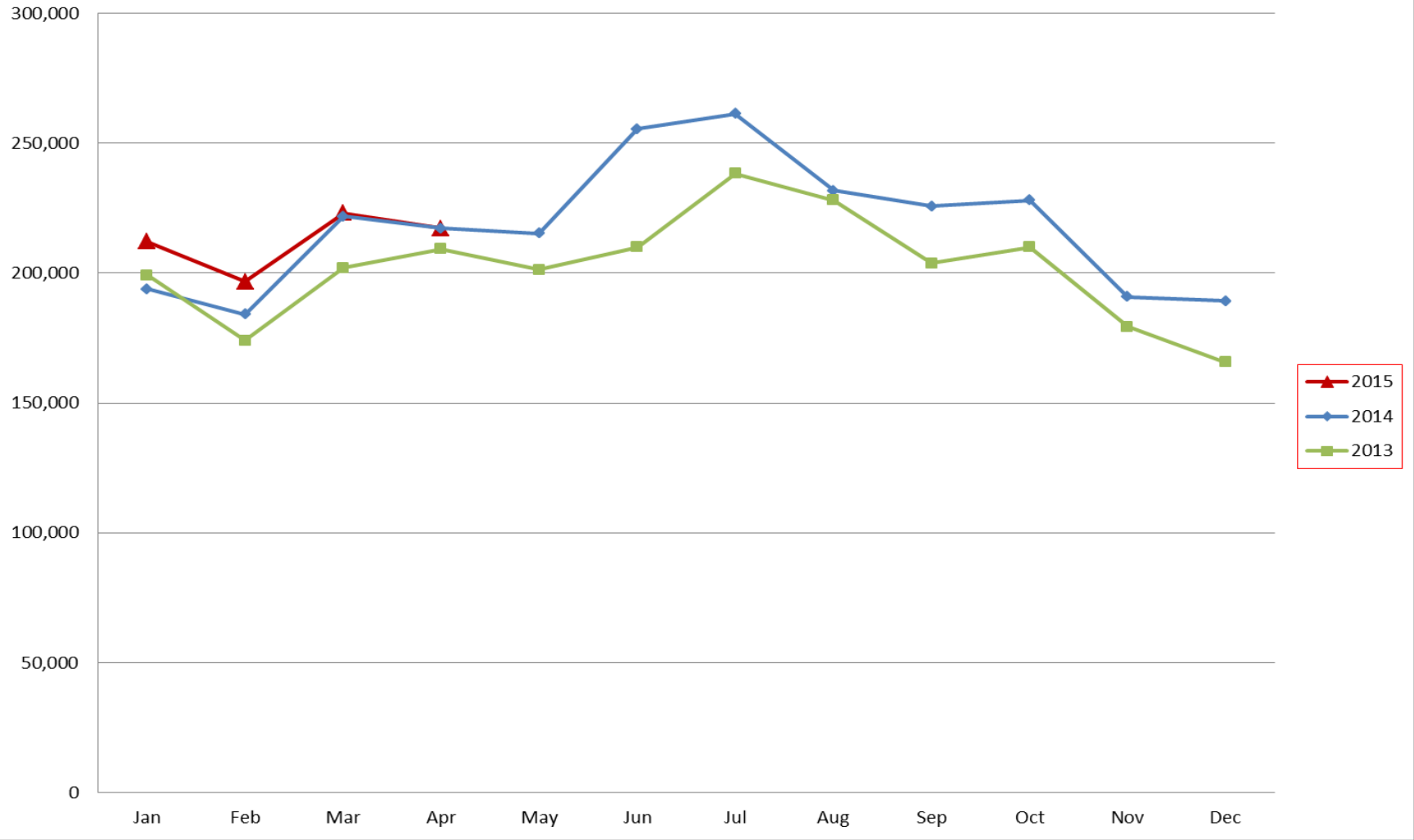
Johnson County Library  
**OFFICIAL CIRCULATION BY LOCATION**

April 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change 2014 to 2015		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation				
Antioch	34,052	6.7%	128,353	374,186	29,882	5.6%	120,496	371,722	14.0%	6.5%	0.7%
Blue Valley	65,101	12.8%	266,196	811,781	60,583	11.3%	252,767	782,675	7.5%	5.3%	3.7%
Cedar Roe	19,717	3.9%	72,887	223,643	19,127	3.6%	76,355	247,236	3.1%	-4.5%	-9.5%
Central Resource	27,399	5.4%	216,498	844,098	75,408	14.0%	303,498	938,969	-63.7%	-28.7%	-10.1%
Corinth	42,972	8.5%	174,504	530,477	41,074	7.6%	168,809	522,685	4.6%	3.4%	1.5%
Desoto	3,480	0.7%	14,948	49,971	4,463	0.8%	16,281	52,164	-22.0%	-8.2%	-4.2%
Edgerton	1,951	0.4%	6,795	19,690	1,129	0.2%	4,904	17,405	72.8%	38.6%	13.1%
Gardner	19,342	3.8%	78,410	244,695	19,135	3.6%	76,710	239,128	1.1%	2.2%	2.3%
Lackman	36,511	7.2%	143,102	429,337	34,657	6.4%	135,007	427,985	5.3%	6.0%	0.3%
Leawood Pioneer	36,730	7.2%	144,285	448,568	36,384	6.8%	149,158	467,559	1.0%	-3.3%	-4.1%
Oak Park	30,858	6.1%	116,154	328,336	25,640	4.8%	101,920	316,451	20.4%	14.0%	3.8%
Shawnee	24,365	4.8%	100,483	312,800	24,295	4.5%	97,147	302,633	0.3%	3.4%	3.4%
Spring Hill	4,943	1.0%	19,538	63,713	4,821	0.9%	20,648	69,473	2.5%	-5.4%	-8.3%
JCL Web Renewals	115,547	22.8%	485,812	1,491,231	128,134	23.8%	496,648	1,479,063	-9.8%	-2.2%	0.8%
Digital Downloads	26,116	5.1%	91,945	231,772	14,004	2.6%	58,352	324,648	86.5%	57.6%	-28.6%
JCL Loans to Olathe PL	18,281	3.6%	79,825	238,239	18,898	3.5%	78,555	242,311	-3.3%	1.6%	-1.7%
<b>JCL Branch Total</b>	<b>320,022</b>	<b>63.1%</b>	<b>1,265,655</b>	<b>3,837,197</b>	<b>301,190</b>	<b>56.0%</b>	<b>1,220,202</b>	<b>3,817,116</b>	<b>6.3%</b>	<b>3.7%</b>	<b>0.5%</b>
<b>JCL Brances and Central</b>	<b>347,421</b>	<b>68.5%</b>	<b>1,482,153</b>	<b>4,681,295</b>	<b>376,598</b>	<b>70.0%</b>	<b>1,523,700</b>	<b>4,756,085</b>	<b>-7.7%</b>	<b>-2.7%</b>	<b>-1.6%</b>
<b>JCL SYSTEM TOTAL</b>	<b>507,365</b>	<b>100.0%</b>	<b>2,139,735</b>	<b>6,642,537</b>	<b>537,634</b>	<b>100.0%</b>	<b>2,157,255</b>	<b>6,802,107</b>	<b>-5.6%</b>	<b>-0.8%</b>	<b>-2.3%</b>

Average Circulation per Capita		
	2015	2014
Current Month	1.2	1.2
Year-to-Date	5.0	5.0
Service Area Population	431,000	431,000

### Johnson County Library Three-Year Trend in Library Visits



Johnson County Library  
**USER VISITS**

**April 2015**

Location	Current Month 2015								Current Month 2014				Percent Change 2014 to 2015		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	27,762	12.8%	97,186	254,489	278	100	34,052	1.2	21,648	10.0%	78,027	239,507	28.2%	24.6%	6.3%
Blue Valley	23,956	11.0%	91,578	301,489	278	86	65,101	2.7	23,788	11.0%	98,003	309,397	0.7%	-6.6%	-2.6%
Cedar Roe	22,231	10.2%	81,410	236,624	250	89	19,717	0.9	22,115	10.2%	81,444	157,424	0.5%	0.0%	50.3%
Central Resource	7,231	3.3%	80,329	384,589	278	26	27,399	3.8	36,519	16.8%	138,224	445,201	-80.2%	-41.9%	-13.6%
Corinth	24,795	11.4%	90,706	266,939	278	89	42,972	1.7	22,121	10.2%	88,951	266,928	12.1%	2.0%	0.0%
DeSoto	2,850	1.3%	11,008	33,571	155	18	3,480	1.2	5,804	2.7%	15,240	39,198	-50.9%	-27.8%	-14.4%
Edgerton	896	0.4%	4,050	16,052	111	8	1,951	2.2	1,171	0.5%	2,873	8,163	-23.5%	41.0%	96.6%
Gardner	8,157	3.8%	37,934	191,656	266	31	19,342	2.4	10,810	5.0%	40,075	123,082	-24.5%	-5.3%	55.7%
Lackman	24,607	11.3%	86,211	251,000	266	93	36,511	1.5	20,573	9.5%	82,559	219,474	19.6%	4.4%	14.4%
Leawood Pioneer	19,630	9.0%	75,470	238,691	266	74	36,730	1.9	18,783	8.6%	75,815	253,680	4.5%	-0.5%	-5.9%
Oak Park	27,187	12.5%	95,803	239,177	266	102	30,858	1.1	19,490	9.0%	66,000	210,509	39.5%	45.2%	13.6%
Shawnee	24,030	11.1%	84,330	186,201	266	90	24,365	1.0	10,619	4.9%	35,179	127,983	126.3%	139.7%	45.5%
Spring Hill	3,957	1.8%	13,066	46,081	155	26	4,943	1.2	3,750	1.7%	14,615	52,517	5.5%	-10.6%	-12.3%
Branch Total	210,058	96.7%	768,752	2,261,970	2,835	74	320,022	1.5	180,672	83.2%	678,780	2,007,862	16.3%	13.3%	12.7%
<b>SYSTEM TOTAL</b>	<b>217,289</b>	<b>100.0%</b>	<b>849,081</b>	<b>2,646,559</b>	<b>3,113</b>	<b>70</b>	<b>347,421</b>	<b>1.6</b>	<b>217,191</b>	<b>100.0%</b>	<b>817,004</b>	<b>2,453,063</b>	<b>0.0%</b>	<b>3.9%</b>	<b>7.9%</b>

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.5
Average Visits per Capita for Year-to-Date:	2.0	1.9
Service Area Population:	431,000	431,000

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
SPECIAL MEETING  
Thursday, April 29, 2015  
Leawood Pioneer Neighborhood Library  
4:00 p.m.**

**BOARD:** Nancy Hupp, Pam Robinson, Amy Ruo, Neil Shortlidge, Mitra Templin  
Absent: John Nelson

**BOARD ATTORNEY:** Fred Logan

**STAFF:** Peter Cartford, Sean Casserley, Kim Gile, Lacie Griffin, John Helling, Susan Mong, Nicki Neufeld, Michaela Scruggs, Scott Sime, Adam Wathen, Kristin Whitehair, Mike Zakoura

**GUESTS:** Commissioner Ashcraft, Jill Eyres, Danni Livingston, Kim Morrissey, Janice Phillips, Brad Reinhardt, J.R. Riley, David Schnee, Maury Thompson, Dave Vratny

Neil Shortlidge called the meeting to order at 4:00 p.m.

### **INTRODUCTION**

Mr. Casserley welcomed the Board and stated that the goal of the meeting is to review the draft of the Comprehensive Library Master Plan in more depth and provide time for Board discussion.

### **BOARD COUNSEL REPORT**

Fred Logan addressed the roles and responsibilities of the Board.

Mr. Logan reminded the Board of a meeting a year ago when he advised the Board to approach the planning process step by step and keep it simple. He believes the Board has followed his directive well.

Mr. Logan also advised that the Board not become too focused on how the plan will be funded. The focus of the Board should be to develop the best plan. The process for funding is a separate step to be approached jointly with the Board of County Commissioners.

The primary advice remains the same: be a great Board, develop a great strategic plan and last consider how it will be funded.

Mr. Logan appreciates the process and work of the Board. He recommends that the Board continue to focus on the plan and contemplate the funding and how it will be presented to the commission later.

Ms. Robinson expressed her hesitancy of not considering funding because the Board of County Commissioners may not approve the plan as voted on by the Library Board. Mr. Logan responded that the Board's obligation is not to try to determine what the Board of County Commissioners will do, but to make sure the plan is great. The Library Board has control of the Comprehensive Library Master Plan. The Board of County Commissioners will most likely choose not to fund the full plan, whatever happens will happen over time. Elements of the plan will be selected; this is part of the political process. The Library Board should focus on developing the best plan possible that they are comfortable presenting to the community. The next step will be a discussion with the Commission of what will be funded and how.

### **REVIEW OF THE LAST CLMP SUMMIT**

Mr. Casserley provided a review of the process that has brought us to today. We started this process in 2009 with the Facilities Master Plan; in 2013 Johnson County Library was asked by the Board of County Commissioners to begin updating the plan. With Library Board input sessions, civic leader meetings, steering and advisory meetings we have been building on the plan. The participation from across our community has been inspiring.



The goals have remained the same throughout the process: to improve access, achieve fairness, increase efficiency, provide equity among an urban, rural and suburban community and restore an aging infrastructure.

#### **REVIEW OF THE CLMP SUMMIT FROM GROUP 4**

David Schnee provided a summary of the Summit meeting.

3 things that resonated during the summit:

1. The library is a successful organization with an impressive Return on Investment to the community
2. The network framework of the Johnson County Library branches – projects are interrelated
3. The idea of an operations center and the opportunity to increase efficiencies

Group 4 would like to strengthen the understanding that the planning recommendations that have been presented to the Board are a refined plan and represent what is possible.

Today the goal is for the Board to focus on one desired outcome, which is to come closer to a plan that best serves our community.

Mr. Casserley stated that as we receive results from the ROI study we are able to share the value the library brings to the community. On book circulation alone, the library offers more than a one to one return on every dollar invested by our patrons.

The operations center is an exciting concept that not only brings efficiency but will bring square footage back to the branches.

Mr. Casserley expressed that the comprehensive library master plan is more about the services than the buildings themselves.

The comprehensive plan will need to address operations, collections, technology, and facilities costs. The collection budget has not changed in 10 years. A flat budget is a diminished budget as books cost more and population increases. Technology is an important offering by the library and technology becomes outdated typically with 5 years. It is important to consider technology in the budget. The infrastructure and facilities of the library is aging. The last major building/renovation project for the library occurred in 1999.

Operationally, in 2010 we had 290 positions. JCL currently operates with less than 250 positions. While we have lost FTE during this time, circulation has increased by 19%.

Group 4 has proposed that to meet the community's needs today, we need to increase square footage by 120,000 square feet. This would bring us to .6 square feet per capita. It would also bring the JCL system closer to what is currently offered by library systems of comparative size and service area.

#### **THE PROPOSED PLAN**

Mr. Casserley presented an overview of the plan.

An Operations Center would free up valuable space in all of our locations. It also streamlines our materials handling and increases our collection capacity to bring it up to par with demand. With the operations center we may be able to co-locate with the Friends who currently pay \$240,000 per year for rent.

New Libraries are proposed for Monticello and Stilwell.

- Monticello | 30,000 sf | Const. \$14.5M | Op/Staffing \$1.2M
- Stilwell | 40,000 sf | Const. \$19.3M | Op/Staffing \$1.5M

Expanded Libraries are proposed for De Soto, Lackman and Spring Hill

- DeSoto | 20,000 sf | Const. \$10.4M | Op/Staffing \$750K
- Lackman | 40,000 sf | Const. \$19.3M | Op/Staffing \$1.5M
- Spring Hill | 20,000 sf | Const. \$10.4M | Op/Staffing \$750K

Mr. Casserley noted that we are not proposing added square footage to Shawnee. We believe that Monticello will offset demand for library service in the area. We are also not recommending added square footage to Blue Valley due to the size of the lot. We believe a Stilwell branch will offset additional demand in the area.

Replaced Libraries are proposed for Antioch, Cedar Roe and Corinth

- Antioch | 15,000 sf | Const. \$4M | Op/Staffing \$675K
- Cedar Roe | 16,000 sf | Const. \$5.8M | Op/Staffing \$425K
- Corinth | 20,000 sf | Const. \$10.9M | Op/Staffing \$750K

These 3 libraries are the oldest in the system. The circulation is still most dense in the northeast corner of the county.

Ms. Ruo asked if we will be reducing the amount of patron space at Antioch. Mr. Casserley responded that the building is currently 30,000 square feet; however much of that space is unavailable due to ADA restrictions. The building currently has 17,000 square feet of usable patron space.

Mr. Shortlidge noted that Antioch may also be tied to the operations center, which has been proposed at that location.

Renovated Libraries are proposed for Blue Valley, Central, Edgerton, Gardner, Leawood, Oak Park and Shawnee

- Blue Valley | 24,000 sf | Const. \$5.8M | Op/Staffing \$1.6M
- Central | 84,000 sf | Const. \$5.1M | Op/Staffing \$13M\*
- Edgerton | 3,000 sf | Const. \$400K | Op/Staffing \$675K
- Gardner | 14,000 sf | Const. \$2.9M | Op/Staffing \$560K
- Leawood | 19,000 sf | Const. \$200K | Op/Staffing \$605K
- Oak Park | 18,000 sf | Const. \$2.3M | Op/Staffing \$2.9M
- Shawnee | 12,000 sf | Const. \$2.3M | Op/Staffing \$540K

Renovation keeps the buildings fresh and pleasant for the 2.2 million patrons who come through our doors annually.

## **TIERS**

In the planning priority we've grouped individual projects into 3 tiers.

### **Tier A (.5 mill)**

Operations Center | 40,000 sf.  
Monticello | 30,000 sf. (2016 deadline)  
Lackman | 40,000 sf.  
Stilwell | land acquisition  
Corinth | 20,000 sf.

### **Tier B (1 mill)**

Antioch | 15,000 sf.  
Cedar Roe | 16,000 sf.  
Spring Hill | 20,000 sf.  
Blue Valley | 24,000 sf.

Stilwell | construction  
DeSoto | 20,000 sf.

**Tier C (1.5 mill)**

Shawnee | 12,000 sf.  
Oak Park | 18,000 sf.  
Gardner | 14,000 sf.  
Leawood | 19,000 sf.  
Central | 84,000 sf.  
Edgerton | 3,000 sf.

In response to a question from the Board, Mr. Casserley stated that the Board should be developing the best plan possible and be aware of what can be done with the range of mills.

Mr. Casserley emphasized that this is a 20 year plan. Central is listed in Tier C because within 20 years it will need to be repaired and refreshed. Edgerton is in Tier C because the building is not owned by JCL and we have limited control over renovations.

The population of Johnson County is growing. The data shows that density is increasing in the northeast portion of the county with an increase of multi-use properties. The population is also expanding in the northwest and southeast portions of the county. There is disagreement within the county about the rate of growth in the county.

The plan treats the library as a network of services and equity is a foundational value in the plan.

Mr. Casserley explained that the library has been in decline since 2004. As the population has increased our budget and buying power has declined.

Library square footage has not increased since 1999 and we currently have a lower square footage per capita than the average library in the country. Since 2004, building maintenance has only been funded at 50% of the need.

Since 2004, staffing has been reduced by about 50 positions which has reduced programming. During this same time materials circulation has increased. We still have 6 FTE open from VRIP. These positions will be re-hired. We will need an additional 16 FTE to bring us to adequate staffing levels to meet the needs of the community.

Mr. Casserley walked through the .5, 1.0 and 1.5 mill options describing what the funding amounts could provide.

With .5 mills, we are able to replace staffing, staff the new Monticello and Lackman locations, restore collections budget, and keep up with technology replacement cycles. It will include the new operations center and land acquisitions in Stilwell.

Mr. Shortlidge clarified that Lackman would likely be in Lenexa City Center. Mr. Casserley confirmed that the city has agreed to provide space.

In discussion, the Board made clear that there is not going to be an additional library building in Lenexa. The current branch will be moving west to the Lenexa City Center site.

With the 1.0 mill option, the library will be able to do everything in the .5 option as well as the Antioch, Cedar Roe, Spring Hill, Blue Valley and De Soto projects.

Mr. Casserley said that each tier includes staffing salary increases and construction cost increases.

If property values decline during this time there is flexibility in the plan to make changes. Mr. Casserley stated it's important that we not put ourselves in the position where we are unable to pay the debts.

Mr. Casserley talked about the 1.5 mill option, or Tier C, which includes all building projects, collection increases, technology costs, and staffing costs.

Ms. Templin asked if this includes additional FTE for the transition from Lackman to Lenexa City Center. Mr. Casserley said that it did, and we will need 15 FTE for Lenexa. He also indicated that public service hours will depend on the level of staffing, for example, whether or not staff is available to open a building on Sundays.

Mr. Casserley asked the Board if there was any concern with the plan as presented.

Ms. Robinson expressed concern that land acquisition in Stilwell is misleading, as it is not construction.

Ms. Templin said that it represents a commitment in the area. Ms. Robinson said that it wasn't representative of a commitment unless the plan is fully funded by the Board of County Commissioners.

Ms. Templin stated that the library can show a commitment to the community through our plans and the Board of County Commissioners can choose to fund or not fund projects. As an example, construction of Monticello has been the primary commitment for the library for the last 8 years; however the project has not been funded by the BOCC.

Mr. Shortlidge said it is ultimately the BOCC's prerogative as to whether or not the plan is funded.

Ms. Robinson is concerned that the BOCC will pick and choose projects out of the plan.

Mr. Casserley confirmed that he would like to building Stilwell, but he needs the funding to do it. The Board can push the construction in Stilwell to Tier A, and the Corinth project would fall to Tier B. Ms. Templin expressed concern that Corinth might have to close if it was pushed to Tier B and the plan was not funded.

Ms. Templin said that she would like to adopt the entire plan and present the 1.5 mill increase request to the BOCC. She has seen many county buildings built, and nothing for the library since Leawood in 1999.

Mr. Casserley said that this is not the library system we had in 2008. What we are running into staffing situations where if one person is sick, we are shipping another person to that building to cover. Staff is in crisis mode, and we are at staffing minimums.

Mr. Shortlidge agreed with Ms. Templin on advocating for the entire plan. He said the Board needs to recognize their role and decision making authority.

Mr. Casserley said the county courthouse has more square footage than the entire library system. The library doesn't have parking garages, water features, cafeterias or exercise rooms. The county offices do. None of those buildings are open to the public, and the libraries are. With door traffic of 2.2 million people annually, Mr. Casserley encouraged the Board to communicate that to the BOCC. He iterated that this is a below average system that operates above average.

Ms. Templin said that the slide in the presentation representing the population increase is very influential. Mr. Casserley said we won't be able to meet the increased demand of a growing population.

Mr. Shortlidge asked if Corinth was the most critical project in the plan. Mr. Casserley said it has a sinking floor, a leaking roof, flooding issues recurring in the basement and parking issues. Corinth is critical. He said that Antioch also runs to critical because of the parking limitations.

Ms. Hupp said that the interior of Antioch is also very inefficient, particularly in light of the fact that it has the system's largest meeting room and is ideally located.

Ms. Templin said it seems there isn't much dissent from the Board. Ms. Robinson said she needs more time to look at the plan in order to make a decision.

Ms. Hupp said that each Board member has emotions attached to it, and overall it looks to be a good plan.

Ms. Robinson said she doesn't agree with the priorities. She said that the entire county is being asked to support 1.5 mills for libraries but there would be no new construction south of I-435.

Ms. Templin said that Stilwell and Spring Hill are new construction.

Mr. Casserley said that we looked at where people work, live, and play. Patrons use the libraries as a network, and are willing to travel to get to a convenient location.

Ms. Robinson reiterated that there is very little to nothing to support the southern half of the county. She sees the northern half of the county as getting priority.

Mr. Shortlidge said the last two projects JCL has done have been south of I-435, in Leawood and Blue Valley. Ms. Templin said that the southeast portion of the county has gotten the new dollars we have had. In the last 15 years, the Central renovation has been the only investment in the northern half of the county. Ms. Templin said it is time we address the population that has not been served in western Shawnee and address the aging infrastructure in the northeast.

Mr. Shortlidge commented that the two largest projects after Central would be Lackman and Spring Hill.

Mr. Casserley said that the plan looked at providing equity in service, square footage, and experiences.

Ms. Ruo commented that the population has already grown in Lenexa and western Shawnee, while the growth in Stilwell hasn't happened yet.

Ms. Templin agreed that the population has not yet grown in Stilwell. She emphasized the importance of investing in areas that already have underserved populations.

Mr. Casserley said that many residents want to age in place but don't want to take care of their houses. We are seeing population density increase. We see this now in Lenexa's new condos in the city center. We know that the population isn't in decline. We don't know the rate at which the population will increase. It is still unclear.

Mr. Thompson recalled that Group 4 built the recommendations on MARC population growth projections.

Mr. Casserley indicated that Dean Palos from the county has publicly disagreed with the MARC data, so it has made it difficult for the Board to make decisions.

Ms. Templin said that this plan still addresses all of these concerns.

Ms. Ruo agreed with Ms. Templin that the facilities in the southern portion of the county are nicer than the northeastern portion.

Mr. Shortlidge asked for the consensus of the Board.

Mr. Casserley reiterated that we are on the low end of what people spend on library systems. He asked what the Board wants from him. He stated that if we kept working on this for another year, we would likely end up with the same plan. The plan is to have a distributed library system, which is a good fit for the community.

Mr. Shortlidge commented that the Board asked for more information from staff. A lot of work has been done in those weeks since then, and he thanked the staff for it. He asked Ms. Eyres what more will be provided in the final product.

Ms. Eyres said that the final report is in progress. She said that if the Board feels that the recommendations are on track, they will proceed with finalization. The final report will describe the recommended project and the general priorities. She asked whether the dollar amounts should be in the report or keep it separate.

Ms. Hupp said that without having the dollars attached to the plan, it won't be clear how much the library system needs. Mr. Shortlidge said that some cost estimation is necessary to figure how many mills we need. Ms. Templin said they should be listed in an appendix that can be updated.

The Board agreed that the cost estimates should be listed as an appendix to the plan that can be updated.

Mr. Schnee said that the Board will receive a draft for review before the May Board meeting.

Mr. Casserley said that the Board will receive the presentation today and accompanying costs on the Board Portal for review.

Mr. Casserley asked if the plan was heading in the right direction so that when we come to vote in May, there are no surprises and the plan has developed as the Board wished.

Mr. Shortlidge said that he agrees with the plan. He said there may be some disagreement with what the priorities are, but there is consensus for the plan as a whole. He asked the Board to speak if there were any additions or deletions that should be made to the plan.

Ms. Robinson said she has voiced her concerns and she needs more time to review it.

Ms. Hupp commented that this plan incorporates more than just buildings, it includes services.

Ms. Robinson said that if the whole plan isn't adopted, the northwest portion of the county would be treated unequally.

Mr. Casserley said that if the entire plan is adopted, the BOCC may pick and choose which projects to fund. The Board's role is to engage the community, stakeholders, staff, to build on existing plans, and the Board has done that. There does need to be a collaborative effort between the Board and the BOCC. He reminded the Board of what they can and can't control.

Mr. Shortlidge said that the BOCC is interested in the input of the Library Board as appointees who represent the library. He asked again if anything is missing or that shouldn't be included, it should be brought to the table for discussion.

No dissent was made.

Mr. Casserley said that he, Scott Sime and Kim Gile are available to take any questions from the Board. He asked if there were any final questions.

Mr. Thompson said that once consensus has been reached among the Board, the BOCC is interested in having a joint meeting. He said the Chairman would like to meet the week following the May Board meeting.

Ms. Robinson asked the purpose of the joint-meeting. Mr. Thompson said that the BOCC would like the chance to hear the Board's recommendations for the plan. The Board would like to meet at Antioch.

Mr. Shortlidge asked if there was anything further. He asked for a motion to adjourn.

**MOTION:** Nancy Hupp moved to adjourn

**SECONDED:** Amy Ruo

**MOTION CARRIED UNANIMOUSLY**

Adjourned at 5:31 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Pam Robinson

CHAIRMAN \_\_\_\_\_  
Neil Shortlidge

SIGNED \_\_\_\_\_  
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, May 14, 2015  
Leewood Pioneer Neighborhood Library  
4:00 p.m.**

**BOARD:** Nancy Hupp, John Nelson, JR Riley, Pam Robinson, Amy Ruo, Neil Shortlidge, Mitra Templin

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**FRIENDS OF THE LIBRARY:** Kathy McGinley

**STAFF:** Becky Carlton, Sean Casserley, Cassidy Coles, Kim Gile, Mike Heffernan, John Helling, Austin Johnson, Linda King, Christopher Leitch, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Michelle Olsen, Rita Rubick, Michaela Scruggs, Kari Sime, Tricia Suellentrop, Adam Wathen, Ken Werne, Kristin Whitehair

**GUESTS:** Betty Anderson, Emily Baker, Dr. Wonhyuk Cho, Dr. Marilu Goodyear, Hedi Heinz, Dr. Alfred Ho, Danni Livingston, Ann Walter, Bob Zender

**CITIZEN COMMENTS**

No comments.

**BOARD OF DIRECTORS COMMENTS**

Newly appointed Board member, Mr. JR Riley, introduced himself. He is excited to be a member of the Board. Mr. Riley is originally from Jamaica; he moved to Washington D.C. as a young man and later joined the army. He's been traveling the world with the army for the last 32 years. He recently retired and moved with his family to Johnson county. He looks forward to working with the Board to conduct the peoples' business. He stated that no mission is too difficult, no sacrifice is too big, his name is J.R. Riley and he's ready to serve.

Ms. Hupp stated that she is glad to be back after a month long absence.

Mr. Casserley presented flowers to the exiting Board chair, Nancy Hupp. Mr. Casserley thanked Ms. Hupp for her service as chair on behalf of the Board, Library and community. She is a truly an engaged citizen.

Mr. Shortlidge noted that the next agenda item was influenced by Foundation Director, Susan Mong.

Mr. Casserley thanked Mr. Shortlidge for 30 years of dedication and commitment to the Johnson County Library and Foundation. He has volunteered thousands of hours of time and given freely of his knowledge and expertise. Mr. Casserley thanked Mr. Shortlidge for his humble approach to public service. He stated that we look forward to working with Mr. Shortlidge for the next 30 years.

Ms. Mong presented Mr. Shortlidge with a clock.



Commissioner Osterhaus presented Mr. Shortlidge with a proclamation honoring Mr. Shortlidge for his dedicated service to this community.

Ms. Robinson gave a report from the County Librarian evaluation committee. As members of the committee, Mr. Shortlidge, Ms. Robinson and Ms. Ruo have been working to make the evaluation process more streamlined. Their goal has been to streamline the process and develop a document that can be consistent from year to year. The document will also tie together the measurements the county uses and measurements the library board needs.

In addition, the document will be purposeful for the County librarian, providing meaningful data and feedback.

Ms. Robinson stated they are 95% completed. They have one more meeting scheduled with the consultant. It will come before the Library Board for review in June and approval in July.

Mr. Shortlidge commented that in May of 1985 the Board of County Commissioners first appointed Mr. Shortlidge to the Library Board. At that meeting in 1985 there was a change in statute that converted the board from 5 members to 7. At the June meeting in 1985, County Librarian Roy Fox had 4 out of 7 new library board members. It has been his pleasure to serve the library since that time.

## **FRIENDS OF THE LIBRARY**

Kathy McGinley reported for the Friends.

The two main issues for the Friends right now are the upcoming Sizzlin' Summer Book Sale and the new Friends' Bookstore which will be in the remodeled Central Resource Library.

The Book Sale will be held in the gym at Johnson County Community College with the Friends' preview night to begin on Wednesday, June 3<sup>rd</sup>.

The Friends have over 65,000 books and still need volunteers to help with the sale. The Friends invited the Board of Directors to volunteer at the sale.

The Friends have been meeting with Mr. Scott Sime and watching the progress of the changes at Central with anticipation. The work on the new bookstore is scheduled for the second phase of the remodel. They are very grateful to the library for this wonderful opportunity. They view the bookstore at Central as our flagship store and know that its success will benefit not only the Friends, but also the library system.

The Friends presently have 14 volunteers listing items for sale and five volunteers shipping items April sales totaled \$11,149.97 with a total of 623 items sold.

### **Biggest sales:**

#### **Donations**

- Collector's Library of the Civil War Complete 30 Volume Leather Bound Set \$199.95
- The Main Stem: The History & Architecture of North Meridian Street \$129.98

#### **Ex-library**

- Directory of Supermarket, Grocery & Convenience Store Chains 2012 \$149.95
- Pokemon: The First Three Movies [DVD] \$118.44

International orders went to Malaysia, Australia, Canada, Mexico, Great Britain, New Zealand, Belarus, and Spain.

The Annual Volunteer Luncheon was April 17<sup>th</sup> and it was quite a success. Thanks very much to Ron Zluticky for all his hard work on this event.

Friends' staff took a field trip to the Topeka & Shawnee County Public Library and the Lawrence Public Library on April 29<sup>th</sup>. This was a wonderful opportunity to observe the sorting operations of both Friends groups and the Chandler Booktique at the Topeka Public Library.

Three Friends' Board members and one Friends' staff person are heading to the ALA Conference in late June in San Francisco.

### **JOHNSON COUNTY LIBRARY FOUNDATION**

Susan Mong, Executive Director of the Foundation recognized the Foundation Board members in attendance, Bob Zender, Ann Walter and Betty Anderson. She thanked Jason Osterhaus and Jason Glasrud for speaking at the April 11<sup>th</sup> 6 by 6 event. Mayor Morrow and Commissioner Toplikar were also in attendance.

Blue Valley is scheduled to be the next branch to receive a new 6 by 6 unit.

The Breakfast at the Library donor event was held May 7<sup>th</sup> and there were over 60 in attendance. At the event, Samuel Bennett from the W.T. Kemper Foundation presented a check to the Foundation for \$25,000. BMO Harris was also introduced as a new charitable partner in 2015.

Nominations for the Pinnacle Awards are open. Ms. Mong asked the Board consider deserving nominees for Pinnacle. There is an online process to submit nominations.

The categories for Pinnacle are:

- Excellence in the Arts
- Excellence in Advocacy and Public Engagement
- Excellence in Business and Entrepreneurship
- Excellence in Literacy and Education

Nominations will close on June 25<sup>th</sup>.

### **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus noted that JR Riley was appointed unanimously today. The Commissioners are looking forward to the results of the Comprehensive Library Master Plan.

### **BOARD COUNSEL REPORT**

Mr. Logan commented that he was bowled over by the outstanding comprehensive library master plan.

Mr. Logan provided some perspective. In 1983 the library negotiated with the County Commission for governance statutes for the library system. At that time strategic planning was called library

programming. There was a debate at that time if library programming for the future should be done by the Library Board or the County Commission. There was consensus that county had expertise in personnel policies and the Library Board should follow county for personnel policies. However, for library programming it made sense to have citizen input.

The statute that was developed stated that in Johnson County the Johnson County Library shall formulate new policies and revise existing programs, facilities and services for the Johnson County Library program.

Mr. Logan expressed his belief that the plan was successfully developed in a short time frame because of the large amount of cooperation between county facility and budget staffs, the consultants, the public, Library Board and library staff.

Mr. Logan advised that a good strategic plan is a living document. It may be amended and revised over the next few years.

Job well done to everyone.

## **COUNTY LIBRARIAN REPORT**

### **Return on Investment Study presentation with Marilu Goodyear and Sean Casserley**

Mr. Casserley and Dr. Goodyear reported on the Return on Investment (ROI) study.

At the end of 2014 a private donor inquired if an ROI study had ever been done for the library. Mr. Casserley was aware of ROI studies that had been completed for other library systems, but one had never been completed for Johnson County Library.

Mr. Casserley noted that the ROI study looks through a lens of public value, which is the proper lens when spending tax payer dollars.

With a generous donation from the private donor and the support from the Johnson County Library Foundation the library determined to commission a study. We reached out to KU Edwards to form a partnership to begin the study.

The ROI study complements the comprehensive library master plan as we consider capital funding. The study is examining both the direct and indirect benefits the library provides to the community.

The study is not yet complete, but preliminary ROI numbers show that for every \$1.00 spent the community receives \$3.00 in return value.

KU Edwards has taken a conservative approach to considering the market.

In June, the preliminary report will be ready for the library. It will be presented to the public in July and published in August.

Mr. Casserley is interested in receiving the thoughts and feedback of the Board for integration in the final report.

Mr. Casserley thanked the KU Edwards research team including Dr. Goodyear, Dr. Ho, Dr. Cho and Dr. Marrs.

Dr. Goodyear noted that in the 70's she went to library school and interned for former County Librarian Roy Fox. KU has developed a strategic plan that includes engaged scholarship opportunities. The Library ROI study fits nicely into the engaged scholarship area of the strategic plan.

The three part definition of engaged scholarships is to engage the community by:

- Working together with a community partner to formulate a research project that will advance the careers of faculty and provide public benefit to the community partner
- Working with the community partners in the data collection of the study
- Publishing the work in scholarly journal (ex. Public Administration Review)

Dr. Goodyear acknowledged research partners, Dr. Ho and Dr. Cho. In June, Diana Mars will also be introduced to the Board. She thanked both Susan Mong and John Helling for their role in data collection.

Mr. Casserley noted that publishing also brings a level of rigor that sets a high bar. JCL is proud to be partnering with KU Edwards. He stated the leadership displayed by Dr. Cook and Dr. Goodyear is impressive. On behalf of the Library, Friends and Foundation, Mr. Casserley thanked Dr. Goodyear and the KU Edwards team.

## **Comprehensive Library Master Plan**

### **Consideration of approval of the Comprehensive Library Master Plan**

Mr. Casserley noted that the CLMP is built on the 2009 plan, the report from the Citizens Visioning Committee and community input. This plan has been driven by the community. Group 4 did an excellent job engaging elected officials, stakeholders in the business community and members of the community while developing the plan.

Mr. Casserley thanked Emily Baker Director of the Olathe Public Library, David Vratny and the County Finance office, Danni Livingston, Hedi Heinz, Brad Reinhardt and the staff of the County Facilities office. He also thanked the County Managers Office, Hannes Zacharias, Maury Thompson, Penny Postoak Ferguson and Joe Waters who helped guide us through the steps. This report was a truly collaborative effort.

Mr. Schnee and Ms. Eyres presented the Comprehensive Library Master Plan. Group 4 has planned over 350 libraries across the country in many communities.

Mr. Schnee spoke about the different types of libraries around the country, the different needs they fill and their different levels of funding. Johnson County Library looks to have judicious investments and works to provide the maximum value to the patron and community.

Group 4 will be reviewing three overall topics in the presentation.

1. High-performance network
2. Comprehensive Library vision
3. Implementation considerations

The purpose of the plan is to create a cohesive and connected guide for services, operations and facilities.

Mr. Schnee noted the plan is built on the key principles of equity, access, existing infrastructure, operational sustainability, flexibility and responsiveness.

The plan is also built for the community and the patrons. Johnson County Library has an impact in the community as an educational partner through programming for children to providing opportunities for life-long learning. The comprehensive library master plan also ties to the strategic plan in the areas of community building and convenience.

The future of the library is multi-format. The popularity of ebooks will continue, but they will not overtake print materials. The plan is built to be flexible for future building and infrastructure needs as well as responsive and adaptable for change.

Mr. Schnee explained what went into the plan:

- Previous strategic service and facilities plans
- JCL data and information
- AIMS mapping of JCL data + new maps at each branch
- Tours and observations
- Broad participation of multiple groups

Group 4 found that the majority of library users use multiple libraries. In fact, the Johnson County Library is a high performance network. Johnson County is a mobile community and the library as a destination is another important concept.

Ms. Eyres presented the draft plan. The JCL service vision is both responsive and forward-looking. It will fulfill the needs of the people by increasing the focus on collaboration of programs and services and adapting the collection.

Johnson County Library is both innovative and effective. The concept of an operations center will leverage the investment in people and technology. It will serve the growth we know is coming to the Johnson County community.

Another central concept of the plan is to harness the people power by increasing staff skills and adopting a deployment model. It recommends finding new ways to have volunteers contribute.

The network concept has changed the facilities vision. The 2009 plan was built on space proportionate to estimated population growth. The network concept allows for a larger system-wide view. Group 4 recommends a lower square foot per capita than the 2009 plan.

Core services should be provided at every library, but not every library needs to be identical. The network concept allows for special collections to be placed strategically throughout the county. In this way, destination libraries are represented in the plan.

Population is an important factor when considering square foot per capita. Group 4 considered many characteristics of Johnson County Library to develop a recommended target of .6 square foot per capita. The previous master plan recommended a larger square foot per capita.

Ms. Eyres discussed modernization and capacity building in the northeast and southwest.

- In the northeast facilities are older and need modernization
- Capacity also needs to be built in the areas of the county where population is growing

Group 4 recommends:

- Ten modernization projects (renovating or replacing buildings at their current size)
- Three build capacity projects
  - expanding current facilities (De Soto, Spring Hill, Lackman)
- Two new branches to serve areas (Monticello, Blue Valley south)
- One new operations center

Mr. Schnee noted that part of the scope of work is to recommend implementation considerations including:

- Staffing considerations
- Collection and technology
- Other costs
- Capital budgets

Cost considerations have been made for hard costs including furniture, fixtures and equipment, signage, technology and other owner costs.

The plan is a twenty year plan and Group 4 recommends phasing projects in within that timeframe.

Mr. Nelson asked about the possibility of using Antioch as an operations center and if Group 4 has information that would indicate that would not be a workable option.

Mr. Schnee responded that Antioch has some access issues. Maintaining both public access and delivery access would be a challenge that would need to be resolved.

Mr. Nelson asked if there needs to be a public service library branch at the Antioch location as the northeast currently has the highest concentration of libraries in the county and that area of the county is not projected to see much growth.

Ms. Eyres responded that Group 4 did consider that option and the 2009 plan recommended the closing of the Antioch branch. The feedback from the community has indicated that they are uncomfortable with that suggestion and Group 4 considered how to keep a public service space in that community in order to best serve the area.

It made sense to find another building that already exists that can be cost-effectively transformed as an operations center and leave the Antioch site, possibly at a smaller size, to continue to provide service to the community.

Mr. Nelson asked where the budget projection came from for the operations center. Was Group 4 able to look at comparables?

Ms. Eyres reported that Group 4 worked with staff to develop the initial number of 40,000 square feet. This was based on estimates of space needs of the functions that would go in that space and estimates for the needed space of potential partnerships (Friends of the Library). The number was also based on finding an existing building and renovating it to suit the purposes of the library.

The operation center is budgeted at a lower cost per square foot than the proposed new branch of Blue Valley south or Monticello.

Ms. Robinson estimated that the square foot per capita in the northeast is approximately .9 square feet per capita and questioned why Cedar Roe and Antioch are not being combined. She stated that renovating two buildings with problems is more expensive than building a new combined facility. Ms. Robinson wants a fiscally responsible plan.

Ms. Robinson shared a map from MARC that projects that 12% of the population will be lost in the northeast portion of the county.

Ms. Hupp commented that two meeting ago, Mr. Logan spoke about the history of the branches. The land for the branches in the northeast was donated for the purpose of a library. Mr. Logan advised at that time that we should honor those donations and keep library services in those communities.

Mr. Schnee stated that there is wisdom on both sides.

Ms. Templin commented that she has been in favor of combining Antioch and Cedar Roe. She recommended that on page 18 of the comprehensive library master plan the language be updated to leave the option for combining the facilities in the future.

Ms. Robinson wants to provide the best service for the community and suggested a new library would better serve the population than two renovated branches.

Commissioner Osterhaus had to leave for another meeting, but encouraged the Board to consider what the best is for the community.

Mr. Shortlidge commented that he was happy to see that the prioritization was not part of this report. The prioritization was a distraction to getting to a plan. Board counsel has advised the Board to develop a great plan and decide about prioritization/implementation at a later point.

Mr. Nelson agreed with the suggestion of updating the language.

Ms. Templin asked how Olathe is incorporated in the JCL plan. Is the plan complementary with the Olathe plan? Do the two plans serve the Olathe population?

Mr. Schnee responded that at the PAC meeting Ms. Baker expressed that she does see synergy between the JCL and Olathe plans. In 2012 the Olathe council adopted a new facilities plan and the two locations serve Olathe well.

Ms. Hupp noted the efficiency of the operations center and the possibility partnering with Olathe will provide additional cost savings.

In response to a question, Ms. Eyres responded that it is possible to add flexible language to accommodate for different projects in the plan. The plan itself has been built to be flexible.

Ms. Templin stated that she would like the plan to be open ended as it is the Board that ultimately makes the decisions. Ms. Robinson would like the chart on page 18 to include different captions to provide flexibility.

Mr. Shortlidge stated that he could not support combining Antioch and Cedar Roe when it is time to make a decision. The communities have expressed that they want their current libraries modernized, not combined into a new branch.

Mr. Nelson commented that Oak Park is very close to Central and there is no deed restriction on the property. He would like the Board to be responsive to the population trends.

Ms. Robinson did not find in her research that the land for Cedar Roe and Antioch was donated.

Ms. Hupp stated the public perception of combining those branches would be that the communities will feel deserted.

Ms. Templin thought suggested this could be a conversation at a later point when it is time to discuss implementation.

Ms. Ruo is also concerned about upsetting the communities.

Mr. Riley commented that with his military experience, delay does not make things smoother. 80% of the community is satisfied with the service provided by the library. That is an excellent percentage and he would like to see the percentage increase. He believes this draft of the plan has the necessary ingredients for success.

**MOTION:** Mitra Templin moved that the library adopt the Comprehensive Library Master Plan draft as presented by Group 4 with language giving flexibility.

**SECONDED:** Nancy Hupp

**MOTION CARRIED UNANIMOUSLY**

Mr. Shortlidge thanked Mr. Schnee, Ms. Eyres and the Core Team for their efforts. Ms. Templin commented that she appreciates the work that Group 4 has done and is impressed that it is not a redo of prior work.

**Central Building Upgrade (CBU)**

Scott Sime provided an update on the CBU. We received the building permit. The stacks have been moved and there was excellent media coverage of the stack moving.

The first phase of the project has begun with demolition and framing.

Next steps:

1. Demolition phase 1
2. HVAC ducting work
3. Overhead power and lighting

Mr. Sime noted that the project is on schedule. We estimate project completion in December or early January.

Mr. Nelson asked if there is anything that needs to be adjusted in the project based on the recommendations provided by Carson Block.

Mr. Sime responded that we are expanding wireless coverage to better serve the northeast corner.



**Mill Creek**

Associate Director, Jennifer Mahnken provided an update on the Mill Creek lending machine. The project ran into an issue initially when it was discovered that the machine was not adequately weather proofed for Kansas weather. A shelter has been put in place to protect the machine from the elements.

The lending machine is on and testing has begun. There are some small changes being made to the programming.

The lending machine is a different point of service. It will not have holds and the method of returns is still being determined. We want the machine to provide the best experience for our patrons possible.

Ms. Templin asked about branding of the machine. Ms. Mahnken replied that the lending machine will be branded with the Johnson County Library logo.

**CONSENT AGENDA**

**MOTION:** Nancy Hupp moved to approve the consent agenda.

**SECONDED:** Amy Ruo

**MOTION CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOTION:** Mitra Templin moved to adjourn the meeting.

**SECONDED:** Nancy Hupp

**MOTION CARRIED UNANIMOUSLY**

Adjourned at 6:01 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_

Amy Ruo

CHAIRMAN \_\_\_\_\_

Nancy Hupp

SIGNED \_\_\_\_\_

Sean Casserley

**Budget Outline: Library (Operating Fund & Special Use Fund)**

**Thursday, June 18th**

FTEs:	FTEs remain constant at 262.75.
Revenues:	Operating revenues decrease overall by \$402,836 (20.73%) mostly due to a planned Use of Reserves in 2015.  Special Use revenues remain constant in 2016.
Expenditure Changes:	Total expenditures for FY 2016, excluding transfers and Risk Management charges, are budgeted to increase by \$1,409,750 (6.38%) compared to FY 2015. The increase is due to: 1) \$624,653 added to Contractual Services, 2) \$11,634 in additional commodities in part from increased anticipated grant revenues, and 3) the budgeted salary and benefit increases included in the budget parameters.  Special Use expenditures, excluding transfers and lease payments, remain relatively flat.  In Special Use, the decrease is due to a slight decrease in debt service payments planned in 2016.
Request for Additional Resources: See Page #4 of Library's Section	Operating: 1) Increased Mill Rate Requested to Fund JCL 20 Year Plan (not funded).
CIP: See Pages #5-7 of Library's Section	Operating: 1) \$699,000 Capital Replacement Plan (funded) 2) \$20,464,699 New Antioch/Cedar Roe (not funded) 3) \$4,326,936 Shawnee Library Expansion (not funded) 4) \$21,764,953 Monticello Phase II (not funded) 5) \$14,266,240 Corinth Library Replacement (not funded)
Estimated Mill Levy:	Operating: 2.897 Special Use: 0.260
Estimated Fund Balance Amount as of 12-31-16:	Operating: \$4,044,694 Reserve % 16.7% Special Use: \$693,845 Reserve% 33.2%  Calculated as a percentage of FY 2016 Expenditures.

Fund:  
Library Operating

Strategic Program:  
Culture & Recreation

Agency:  
Library Operating

	Actual FY 2014	Budget FY 2015	Estimated FY 2015	Requested FY 2016	Budget FY 2016	2015 - 2016 % Change
<b>Agency Revenues</b>						
Charges for Service	\$178,251	\$158,113	\$147,100	\$156,803	\$156,803	6.60%
<b>Total Agency Fees &amp; Charges</b>	<b>\$178,251</b>	<b>\$158,113</b>	<b>\$147,100</b>	<b>\$156,803</b>	<b>\$156,803</b>	<b>6.60%</b>
Use of Carryover	\$0	\$436,865	\$436,865	\$0	\$0	(100.00%)
Intergovernmental	\$186,078	\$206,788	\$206,788	\$213,780	\$213,780	3.38%
Miscellaneous	\$1,163,970	\$1,066,550	\$1,077,563	\$1,092,353	\$1,092,353	1.37%
Interest	\$54,498	\$86,374	\$48,340	\$50,884	\$50,884	5.26%
Interfund Transfers	\$0	\$26,278	\$26,278	\$26,278	\$26,278	0.00%
<b>Total Other Agency Revenues</b>	<b>1,404,546</b>	<b>1,822,855</b>	<b>1,795,834</b>	<b>1,383,295</b>	<b>1,383,295</b>	<b>(22.97%)</b>
<b>a) Total Agency Revenues</b>	<b>1,582,797</b>	<b>1,980,968</b>	<b>1,942,934</b>	<b>1,540,098</b>	<b>1,540,098</b>	<b>(20.73%)</b>
<b>Expenditures</b>						
Personnel	\$13,579,790	\$14,601,228	\$14,435,161	\$15,208,624	\$15,208,624	5.36%
Contractual Services	\$3,958,223	\$3,542,638	\$3,542,638	\$4,167,291	\$4,167,291	17.63%
Commodities	\$3,294,569	\$4,099,307	\$4,099,307	\$4,110,941	\$4,110,941	0.28%
Capital Outlay	\$0	\$8,412	\$8,412	\$8,412	\$8,412	0.00%
<b>Subtotal</b>	<b>20,832,582</b>	<b>22,251,585</b>	<b>22,085,518</b>	<b>23,495,268</b>	<b>23,495,268</b>	<b>6.38%</b>
Miscellaneous	\$5,998	\$0	\$0	\$0	\$0	-
Transfer to Capital Projects	\$330,566	\$786,865	\$786,865	\$699,000	\$699,000	(11.17%)
<b>Subtotal</b>	<b>336,564</b>	<b>786,865</b>	<b>786,865</b>	<b>699,000</b>	<b>699,000</b>	<b>(11.17%)</b>
<b>Expenditures Subtotal</b>	<b>21,169,146</b>	<b>23,038,450</b>	<b>22,872,383</b>	<b>24,194,268</b>	<b>24,194,268</b>	<b>5.78%</b>
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$95,798	\$79,926	\$79,926	\$84,066	\$84,066	5.18%
<b>b) Total Expenditures</b>	<b>21,264,944</b>	<b>23,118,376</b>	<b>22,952,309</b>	<b>24,278,334</b>	<b>24,278,334</b>	<b>5.78%</b>
<b>Difference: b) minus a)</b>	<b>(19,682,147)</b>	<b>(21,137,408)</b>	<b>(21,009,375)</b>	<b>(22,738,236)</b>	<b>(22,738,236)</b>	<b>8.23%</b>
<b>Tax Revenues</b>						
Ad Valorem Support	\$17,674,281	\$18,907,348	\$18,907,347	\$20,243,543	\$20,243,543	7.07%
Other Taxes	\$2,167,015	\$2,230,060	\$2,272,545	\$2,494,693	\$2,494,693	9.78%
<b>Total Tax Revenues</b>	<b>19,841,296</b>	<b>21,137,408</b>	<b>21,179,892</b>	<b>22,738,236</b>	<b>22,738,236</b>	<b>7.36%</b>
<b>FTE Positions</b>						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	262.75	262.75	262.75	262.75	262.75	0.00%
<b>Total FTE Positions</b>	<b>262.75</b>	<b>262.75</b>	<b>262.75</b>	<b>262.75</b>	<b>262.75</b>	<b>0.00%</b>

**Agency Mission**

The Johnson County Library (JCL) provides access to ideas, information, experiences and materials that support and enrich people's lives.

**Budget Highlights**

Total expenditures for FY 2016, excluding transfers and Risk Management charges, are budgeted to increase by \$1,409,750 (6.38%) compared to FY 2015. The increase is due to: 1) \$624,653 added to Contractual Services, 2) \$11,634 in additional commodities in part from increased anticipated grant revenues, and 3) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Capital Projects are \$699,000 for Capital Replacement Plan.

FTEs for FY 2016 remain constant at 262.75.

Agency:  
Library Operating

**Agency Goals & Objectives**

<u>Service Delivery Goals and Associated Objectives</u>	Associated PMs:
1) <b>Patrons will experience convenient service.</b> *Patrons are able to find and obtain the library resources they want in the shortest possible time.	i, j, k, l, n, o
2) <b>Patrons will experience educational opportunities in a safe and inviting environment.</b> *Patrons and staff report that libraries are welcoming, comfortable, safe and user-friendly places. *Johnson County is served by a library system with adequate facilities that have been planned in accordance with community growth. *Provide more comprehensive early literacy library experiences.	h g, h b
3) <b>Patrons will strengthen their lives and their neighborhoods through community building experiences.</b> *Implement a more effective and responsive service to immigrant populations. *Patrons find opportunities to engage in civic and community life.	c a, m

**Agency Key Performance Measures (PMs)**

<u>Output</u>	Actual 2014	Estimated 2015	Estimated 2016
a) Attendance at civic engagement programs.	870	900	925
b) # of people served in early literacy programs.	35,117	35,000	36,000
c) # of people served through Latino services.	7,198	7,300	7,500
e) Total information contacts.	162,711	163,000	163,500
f) Circulation.	6,244,164	6,250,000	6,250,000
g) User visits.	2,614,208	2,630,000	2,650,000
 <b>Efficiency/Cost Measures</b>			
h) % of unmet Capital Replacement Plan needs.	65%	50%	45%
i) Median wait time for materials < 1 year old (days).	1	1	1
j) Median wait time for materials > 1 year old (days).	1	1	
k) % network uptime.	99.97%	99.97%	99.97%
 <b>Effectiveness Measures</b>			
l) Median publication date of the collection.	2009	2010	2011
m) Library web page visits.	3,035,025	3,070,000	3,070,000
N) Ratio of copies of bestsellers to patrons waiting.	1:5	1:5	1:5

**Agency:**  
**Library Operating**

**Major Services**

	<u>Actual FY 2014</u>	<u>Budget FY 2015</u>	<u>Estimated FY 2015</u>	<u>Requested FY 2016</u>	<u>Budget FY 2016</u>	<u>2015-2016 %Change</u>
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**Service #1: Administration and Facilities**

To support Johnson County Library operations and facilities.

Agency	\$ 788,186	\$ 1,541,952	\$ 1,387,818	\$ 977,990	\$ 977,990	-41.91%
Expenditures	5,058,427	5,907,305	5,243,223	5,721,119	5,721,119	8.35%
Difference	\$ (4,270,241)	\$ (4,365,353)	\$ (3,855,405)	\$ (4,743,129)	\$ (4,743,129)	18.72%
FTE Positions	47.98	47.98	39.13	39.13	39.13	0.00%

**Service #2: Information Technology**

To support Library automation and resources for access to electronic information.

Agency	\$ 7,893	\$ 26,278	\$ 121,778	\$ 121,778	\$ 121,778	0.00%
Expenditures	2,673,564	2,843,627	2,146,291	2,191,317	2,191,317	2.05%
Difference	\$ (2,665,671)	\$ (2,817,349)	\$ (2,024,513)	\$ (2,069,539)	\$ (2,069,539)	2.18%
FTE Positions	29.40	29.40	15.00	15.00	15.00	0.00%

**Service #3: Collections**

To provide a robust collection of Library materials in a variety of formats.

Agency	\$ 154,272	\$ 186,188	\$ 186,188	\$ 192,562	\$ 192,562	3.31%
Expenditures	3,997,792	4,284,283	3,475,499	3,475,499	3,475,499	0.00%
Difference	\$ (3,843,520)	\$ (4,098,095)	\$ (3,289,311)	\$ (3,282,937)	\$ (3,282,937)	-0.19%
FTE Positions	11.18	11.18	0.00	0.00	0.00	0.00%

**Service #4: Systemwide and Branch Services**

To organize and provide information, materials and services to the public in Library facilities.

Agency	\$ 632,446	\$ 226,550	\$ 247,150	\$ 247,768	\$ 247,768	0.25%
Expenditures	9,439,363	10,003,235	12,007,370	12,806,333	12,806,333	6.24%
Difference	\$ (8,806,917)	\$ (9,776,685)	\$ (11,760,220)	\$ (12,558,565)	\$ (12,558,565)	6.36%
FTE Positions	174.19	174.19	208.62	208.62	208.62	0.00%

**FY 2016 Budget  
Request for Additional Resources**

Request:	Funding JCL 20 Year Plan	Major Service:	Library System
On-Going/One-Time:	On-Going	Priority:	1
Department:	Johnson County Library	Funded:	Not Funded

1. Please provide a brief summary of this request.

This request is for additional funding to help in implement Johnson County Library's 20 Year Library Master Plan. The additional funds would be used to renovate, replace, expand, and build the as indicated by the Comprehensive Library Master Plan. The additional Mill Levy capacity also allows for addressing other JCL core funding needs for additional resources and funds for other identified future capital project needs. It is estimated that an additional 1.151 in Library Mill support over a 20 year period would fully fund Johnson County Library's 20 year plan.

2. Place an X next to the purpose of the request and explain how the request will meet the goal.

Maintain Existing Service  Enhance Existing Service  Implement New Service

This request is to help strengthen the already strong Johnson County Library system and to help the current JCL system develop into an even stronger system designed to meet the needs of the public now and into the next 20 years and beyond.

3. Please list the performance measures and budget drivers that are related to this request.

The JCL Master Plan's main principles were to create an equitable library system that provided services throughout the County. Doing so by optimizing access to services valued by customers and building as much as can be on existing infrastructure, while building an operationally sustainable organization that is flexible and responsive to the evolving service needs of a changing community.

4. What problems or difficulties would the organization, service, function, or activity face if this request was not approved? What alternatives have been considered in lieu of this request?

If this request is not approved, it would result in Johnson County Library continuing on the current pathway. Focus would shift mainly to trying to address maintenance issues as best they can be with existing resources and small remodel projects and new capital investments would be planned as resources become available. Timeframes between large scale capital investments could be rather long.

The estimated additional revenue generated from 1.151 Johnson County Library Mill for 2016 is: \$8,043,708 (1 JCL Mill is estimated to bring in approximately \$6,988,452 for 2016).

Request	Requested FY 2016	Budget FY 2016	Requested FY 2017	Projected FY 2017
Agency Revenues	\$8,043,708	\$0	\$8,462,982	\$0
Expenditures	\$8,043,708	\$0	\$8,462,982	\$0
Total County Support	\$0	\$0	\$0	\$0

**Agency:  
Library Operating**

**Capital Improvement Program (CIP)**

**Title:** New Antioch/Cedar Roe Library **Year Placed:** N/A

**Description:** The JCL Facilities Master Plan calls for a new library to be constructed in the northeast area of the Library district to replace the aging Antioch and Cedar Roe facilities; a site has not yet been determined. Square footage is estimated at approximately 36,000 square feet at a total cost of \$20.5 million (not including revenue from the sale of one or both of the current sites). Current combined square footage totals 41,142. The request for 2016 is land acquisition with a preliminary study to begin in 2017, and design and construction in 2018 and 2019. This project is not included in the 5 year CIP.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$	\$ 91,397	\$	\$	\$	\$ 91,397
Land Acquisition	\$ 2,500,000	\$	\$	\$	\$	\$ 2,500,000
Design and Construction	\$	\$	\$ 1,425,467	\$ 13,601,743	\$	\$ 15,027,210
Public Art	\$	\$	\$	\$ 174,696	\$	\$ 174,696
Equipment	\$	\$	\$	\$ 2,671,396	\$	\$ 2,671,396
<b>Total</b>	<b>\$ 2,500,000</b>	<b>\$ 91,397</b>	<b>\$ 1,425,467</b>	<b>\$ 16,447,835</b>	<b>\$</b>	<b>\$ 20,464,699</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>
Personnel		\$	\$	\$
Contractual	\$	\$	\$	\$
Commodities	\$	\$	\$	\$
Capital	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$
Start Up	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Title:** Shawnee Library Expansion **Year Placed:** N/A

**Description:** The JCL Facilities Master Plan recommends finishing the basement shell space, replacing the roof and upgrading upper level interior finishes at the Shawnee Library. The 6,068 square foot lower level would be finished and the upper level expanded by 1,462 square feet at a total cost of \$4.3 million. Current square footage totals 17,256. This was requested to start in 2016 but this project is not included in the 5 year CIP.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$ 35,492	\$	\$	\$	\$	\$ 35,492
Design and Construction	\$	\$ 354,340	\$ 3,154,243	\$	\$	\$ 3,508,583
Equipment	\$	\$	\$ 782,861	\$	\$	\$ 782,861
<b>Total</b>	<b>\$ 35,492</b>	<b>\$ 354,340</b>	<b>\$ 3,937,104</b>	<b>\$</b>	<b>\$</b>	<b>\$ 4,326,936</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Personnel	4.00	\$ 34,274	\$ 205,644	\$ 211,813	\$ 218,168
Contractual	\$	\$ 2,500	\$ 32,833	\$ 65,298	\$ 65,298
Commodities	\$	\$	\$ 3,645	\$ 99,541	\$ 99,541
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$ 36,774	\$ 242,122	\$ 376,652	\$ 383,007
Start Up	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$ 36,774</b>	<b>\$ 242,122</b>	<b>\$ 376,652</b>	<b>\$ 383,007</b>

**Agency:  
Library Operating**

**Capital Improvement Program (CIP)**

**Title:** Monticello Library - Phase II **Year Placed:** N/A

*Description:* This project would construct a 36,000 square foot Library facility on a four acre site in the Monticello service area. The Monticello service area population continues to grow and expand and is projected to exceed 50,000 residents by 2020, according to MARC projections. Johnson County Library planning standards dictate that 95% of the district's population be located within three miles of a library facility. The nearest Library branches to this service area are Shawnee, Lackman and De Soto Libraries, all of which are 5-10 miles away. This FY 2016 requested project is not included in the current 5-year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Site Preparation	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 456,081	\$ 912,162	\$ 9,584,345	\$ 3,042,755	\$	\$ 13,995,343
Public Art	\$	\$	\$ 104,072	\$ 104,072	\$	\$ 208,144
Equipment	\$	\$	\$ 1,515,950	\$ 1,515,950	\$	\$ 3,031,900
<b>Total</b>	<b>\$ 456,081</b>	<b>\$ 912,162</b>	<b>\$ 11,204,367</b>	<b>\$ 4,662,777</b>	<b>\$</b>	<b>\$ 17,235,387</b>

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3
Personnel	22.20	\$ 75,593	\$ 311,304	\$ 1,132,328
Contractual	\$	\$ 2,500	\$ 7,500	\$ 173,498
Commodities	\$	\$	\$	\$ 188,986
Capital	\$	\$	\$	\$
On-going Total	\$	\$ 78,093	\$ 318,804	\$ 1,494,812
Start Up	\$	\$	\$	\$ 4,529,566
<b>TOTAL</b>	<b>\$</b>	<b>\$ 78,093</b>	<b>\$ 318,804</b>	<b>\$ 6,024,378</b>

**Title:** Corinth Library Replacement **Year Placed:** N/A

*Description:* This project is for the demolition of the current Corinth Library and the rebuilding of a new Corinth Library on the same 1.8 acre site at 8100 Mission Road in Prairie Village. The current building has a number of deficiencies, including the need for roof replacement for part of the building, sloping floors, safety issues in terms of egress, and no outside exits in the basement. The building is over crowded and cramped, traffic flow in the parking lot is a safety issue, and the main electrical distribution system has insufficient capacity and is in need of replacement. An engineering study conducted during the development of the Facilities Master Plan for the Library found the current building to be beyond its useful life. This project is based on a new 25,200 square foot building which would replace the 20,458 square foot building built in 1963. This project has requested funding for FY 2016 but is not currently in the 5-year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$ 77,613	\$	\$	\$	\$	\$ 77,613
Design and Construction	\$	\$ 975,492	\$ 8,792,811	\$	\$	\$ 9,768,303
Public Art	\$	\$	\$ 140,401	\$	\$	\$ 140,401
Equipment	\$	\$	\$ 2,039,107	\$	\$	\$ 2,039,107
<b>Total</b>	<b>\$ 77,613</b>	<b>\$ 975,492</b>	<b>\$ 10,972,319</b>	<b>\$</b>	<b>\$</b>	<b>\$ 12,025,424</b>

Operating Expenditures	Total FTE	Year 3	Year 4	Year 5	Year 6
Personnel	4.20	\$ 51,593	\$ 204,381	\$ 210,512	\$ 216,827
Contractual	\$	\$ 10,000	\$ 106,672	\$ 106,672	\$ 106,672
Commodities	\$	\$	\$ 89,415	\$ 89,415	\$ 89,415
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$ 61,593	\$ 400,468	\$ 406,599	\$ 412,914
Start Up	\$	\$ 2,240,816	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$ 2,302,409</b>	<b>\$ 400,468</b>	<b>\$ 406,599</b>	<b>\$ 412,914</b>



**Agency:  
Library Operating**

**Capital Improvement Program (CIP)**

**Title:** Capital Replacement Plan **Year Placed:** 2016

**Description:** The Library's aging facilities, equipment and furnishings are in need of continued funding for scheduled replacement and maintenance. Projects requested for 2016 include funds for carpet/flooring replacement, parking lot repair/treatment, some roof repair/replacement, and HVAC equipment replacements, et c. Funding for this plan has been placed in 2016.

Capital Expenditures	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 699,000	\$ 634,000	\$ 700,000	\$ 736,000	\$ 799,000	\$ 3,568,000
Equipment	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 699,000</b>	<b>\$ 634,000</b>	<b>\$ 700,000</b>	<b>\$ 736,000</b>	<b>\$ 799,000</b>	<b>\$ 3,568,000</b>

Operating Expenditures	Total FTE	FY 2016	FY 2017	FY 2018	FY 2019
Personnel		\$	\$	\$	\$
Contractual		\$	\$	\$	\$
Commodities		\$	\$	\$	\$
Capital		\$	\$	\$	\$
On-going Total		\$	\$	\$	\$
Start Up		\$	\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Fund:  
Library Special Use

Strategic Program:  
Culture & Recreation

Agency:  
Library Special Use

	Actual FY 2014	Budget FY 2015	Estimated FY 2015	Requested FY 2016	Budget FY 2016	2015 - 2016 % Change
<b>Agency Revenues</b>						
Charges for Service	\$0	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Use of Carryover	\$0	\$10,000	\$10,000	\$10,000	\$10,000	0.00%
Miscellaneous	\$0	\$2,690	\$2,690	\$2,690	\$2,690	0.00%
<b>Total Other Agency Revenues</b>	<b>0</b>	<b>12,690</b>	<b>12,690</b>	<b>12,690</b>	<b>12,690</b>	<b>0.00%</b>
<b>a) Total Agency Revenues</b>	<b>0</b>	<b>12,690</b>	<b>12,690</b>	<b>12,690</b>	<b>12,690</b>	<b>0.00%</b>
<b>Expenditures</b>						
Contractual Services	\$154,720	\$16,305	\$16,305	\$16,305	\$16,305	0.00%
Commodities	\$202,910	\$192,564	\$192,564	\$192,564	\$192,564	0.00%
<b>Subtotal</b>	<b>357,630</b>	<b>208,869</b>	<b>208,869</b>	<b>208,869</b>	<b>208,869</b>	<b>0.00%</b>
Lease Payment to PBC	\$436,737	\$952,300	\$903,880	\$903,156	\$903,156	(0.08%)
Interfund Transfers	\$1,112,736	\$990,598	\$990,598	\$979,435	\$979,435	(1.13%)
Transfer to Capital Projects	\$0	\$0	\$0	\$0	\$0	-
<b>Subtotal</b>	<b>1,549,473</b>	<b>1,942,898</b>	<b>1,894,478</b>	<b>1,882,591</b>	<b>1,882,591</b>	<b>(0.63%)</b>
<b>Expenditures Subtotal</b>	<b>1,907,103</b>	<b>2,151,767</b>	<b>2,103,347</b>	<b>2,091,460</b>	<b>2,091,460</b>	<b>(0.57%)</b>
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
<b>b) Total Expenditures</b>	<b>1,907,103</b>	<b>2,151,767</b>	<b>2,103,347</b>	<b>2,091,460</b>	<b>2,091,460</b>	<b>(0.57%)</b>
<b>Difference: b) minus a)</b>	<b>(1,907,103)</b>	<b>(2,139,077)</b>	<b>(2,090,657)</b>	<b>(2,078,770)</b>	<b>(2,078,770)</b>	<b>(0.57%)</b>
<b>Tax Revenues</b>						
Ad Valorem Support	\$1,995,546	\$1,883,009	\$1,883,009	\$1,816,498	\$1,816,498	(3.53%)
Other Taxes	\$245,726	\$256,068	\$262,568	\$262,272	\$262,272	(0.11%)
<b>Total Tax Revenues</b>	<b>2,241,272</b>	<b>2,139,077</b>	<b>2,145,577</b>	<b>2,078,770</b>	<b>2,078,770</b>	<b>(3.11%)</b>
<b>FTE Positions</b>						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	0.00	-
<b>Total FTE Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

#### Agency Mission

The Library Special Use Fund was authorized by K.S.A. 12-1257 and established by BOCC resolution in 1979 for the acquisition of sites, and for the constructing, equipping, repairing, remodeling and furnishing of buildings for County Library purposes. The statute authorizes debt service to be paid out of the fund.

#### Budget Highlights

Total expenditures for FY 2016 are budgeted to decrease by \$11,887 (0.57%) compared to FY 2015. The decrease is due to a slight decrease in debt service payments scheduled for 2016.

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
Apr-15**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Mergent	Database license	\$37,950.00
Business Voice	On hold marketing service	\$615.00
	<b>Total</b>	<b><u><u>\$38,565.00</u></u></b>

**SIGNED:**

\_\_\_\_\_  
**Finance Director**

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: APR-2015

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$160,429.45</b>
	Add Receipts	\$91.38		
	Less Payments		\$833.15	
	<b>Ending Cash balance</b>			<b>\$159,687.68</b>
	Less Liabilities		\$170.06	
	<b>Unobligated cash balance</b>			<b>\$159,517.62</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2015  
33% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	11,864,296	20,790,357	57%	56%
Ad Valorem Delinquent	202,747	214,495	95%	72%
Motor Vehicle	602,805	2,236,495	27%	19%
Library Generated - Copying/Printing	33,185	93,530	35%	17%
Library Generated - Overdues / Fees	250,732	739,500	34%	15%
Sale of Library Books	25,021	50,000	50%	0%
Misc Other	5,459	48,551	11%	3%
Library Generated - Other Charges	7,718	322,050	2%	0%
Investment	20,784	86,374	24%	11%
Unencumbered Balance Forward	0	446,865	0%	0%
Recreational Vehicle Tax	1,509	6,958	22%	11%
Commercial Vehicle Tax	32,950	0		0%
Heavy Trucks Tax	2,638	1,464	180%	74%
Rental Excise Tax	14,495	26,716	54%	56%
State and Federal Grants	74,648	206,788	36%	0%
<b>TOTAL REVENUE</b>	<b>\$13,138,987</b>	<b>\$25,270,143</b>	<b>52%</b>	<b>49%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**April 2015**  
**33% Year Lapsed**

**OPERATING FUND**

Programs	2015 Year to Date	2015 Budget	% Program Expended
Administrative Services	1,610,102	4,603,940	35%
Information Technology	941,287	2,189,844	43%
Collection Development	3,483,329	3,412,889	102%
Branch/Systemwide Services	3,807,483	12,037,668	32%
Risk Management Charges	0	79,926	0%
Library Tax Increment	0	124,178	0%
Grants *	1,890	233,066	1%
Transfer to Capital Projects	0	436,865	0%
Interfund Transfers			

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$9,844,091</b>	<b>\$23,118,376</b>	<b>43%</b>
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\* Includes expenditures for 2015 calendar year only. The life of the grant may cover more than one year.

**SPECIAL USE FUND**

	2015 Year to Date	2015 Budget	% Budget Expended
Contractual Services (General Maintenance)	14,133	16,305	87%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment	0	990,598	0%
Transfer to Capital Projects	0	952,300	0%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$21,925</b>	<b>\$2,151,767</b>	<b>1%</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$9,866,016</b>	<b>\$25,270,143</b>	<b>39%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**April 2015**  
**33% of Year Lapsed**

**ALL FUNDS**

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	4,511,904	14,601,228	31%
Contractual Services	1,821,015	3,388,487	54%
Commodities	3,161,225	4,105,083	77%
Capital - Operating		8,412	0%
Risk Management Charges	19,982	79,926	25%
Library General Tax Increment		124,178	0%
Capital / Maintenance / Repair	350,000	786,865	44%
Transfer to Debt Payment		990,598	0%
Transfer to PBC Capital Leases		952,300	0%
Grants	1,890	233,066	1%
	\$9,866,016	\$25,270,143	

**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>						<b>Grant</b>	<b>Budget</b>
<b>Expenditures through 4/30/15</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>		<b>Award</b>	<b>Remaining</b>
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$6,994.64		\$7,744.75	\$750.11
2014 Check up and Check Out	State	Jul-14		\$1,315.17		\$5,250.00	\$3,934.83
2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,707.24		\$4,289.90	\$2,582.66
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$781.10		\$1,912.00	\$1,130.90
6 By 6 2014	State	Mar-15		\$27,221.49		\$27,221.49	\$0.00
2015 State Grant	State	Mar-15				\$72,503.48	\$72,503.48

\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).



**Monticello Land Acquisition**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
Library Fund Transfer	\$100,000	\$100,000
Bond Sale Proceeds	\$710,000	\$710,000
<b>TOTAL REVENUE</b>	<b>\$810,000</b>	<b>\$810,000</b>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$7,015.00	
Site Survey	\$1,900.00	\$37,306.36
<b>TOTAL EXPENDITURES</b>	<b>\$772,693.64</b>	<b>\$37,306.36</b>

**Scheduled Replacement Account**

<u>REVENUE</u>	<u>REVENUE RECEIVED TO DATE</u>
2011 Operating Fund Transfer	360,175.00
2012 Operating/SU Fund Transfer	642,934.00
2013 Operating/SU Fund Transfer	551,250.00
2014 Operating/SU Fund Transfer	330,566.00

**Total Revenue** 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			91,193.27
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43

Computer and Study Room Furniture AN

			43,200.40
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>
			<u>276,824.15</u>

**Budget Remaining**

<u>\$</u>	<u>253,853.04</u>
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# Expenditure of Friends of the JCL Donations 2015

## April 2015 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$159.61	\$159.61
Advertising/Promotion		\$0.00	\$6,000.00
Collection Materials		\$0.00	
Professional Development/Staff Recognition		\$225.00	\$2,340.29
Technology/Recruitment Consulting & Expenses		\$0.00	\$7,924.00
Card Services		\$0.00	\$0.00
Homework Help and Tudor.com		\$0.00	
Summer Reading Club/Elementia		\$0.00	\$1,401.95
Other Library Programming		\$0.00	
MidAmerica Regional Council		\$0.00	
Board Travel Expences		\$889.50	\$889.50
Miscellaneous		\$0.00	
<b>Total Expenditures</b>		<b>\$ 1,274.11</b>	<b>\$ 18,715.35</b>

## **AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING**

THIS AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this \_\_\_ day of \_\_\_\_\_, 201<sup>54</sup> by and between the BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY (“the Library”) and the JOHNSON COUNTY LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), a Kansas non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)(3), both parties of Overland Park, Kansas.

### **Recitals**

A. The Foundation was formed in 1996 to “establish an endowment that would be used for the benefit of the collections and programs of the Johnson County Library, and to engage in other activities that assist the Johnson County Library in fulfilling its mission of serving the residents of Johnson County.”

B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.

C. The Library has provided and will, subject to adequate funding approved by the board of county commissioners, continue to provide assistance to the Foundation to facilitate its operation and the fulfillment of its stated mission.

D. On November 18, 2009, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

E. The Library and Foundation now wish to amend and restate that Memorandum of Understanding to revise certain provisions and to include new provisions on gifts made to the Foundation and to the Library.

### **Agreements**

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes by the board of county commissioners:

#### **I. OPERATIONS**

1.0 Office space. The Library will furnish office space at the Central Resource Library sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website, with

the understanding that the Foundation will be responsible for submitting changes and updates to the Library's website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will own and provide software to manage Foundation fundraising records and will assist with data processing of those records.

4.0 Marketing and volunteer activities. The Library marketing staff and volunteer coordinator will assist the Foundation with marketing and volunteer support, as needed.

5.0 Personnel. The Library will hire an Executive Director on behalf of the Foundation. The County Librarian will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of Johnson County government. The parties acknowledge that the Foundation's Executive Director will be a county employee subject to the policies of the county's Human Resources department, including those pertaining to compensation. In accordance with county policy, the County Librarian will supervise the Executive Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors.

6.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities, including pens, presentation folders, notebooks, card stock, and printing costs.

## II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual audit and prepare necessary government reports at its own expense, including Form 990 and a Kansas Annual Report. The Board will comply with the Foundation's articles of organization, bylaws, and applicable federal and state laws and regulations. The Executive Director will consult with the County Librarian on all matters pertaining to such compliance.

## III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all gifts made to the Foundation's endowment by donors will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Library's statutory obligations with respect to gifts made to the Library. Pursuant to K.S.A. 12-1225(h) and 12-1225b(a), the Board of Directors of the Library has the following powers and duties with respect to gifts made to the library:

(h) to receive and accept any gift or donation to the library and administer the same in accordance with provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library;

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall administer the same in accordance with such restrictions or conditions. It may implement such restrictions or conditions by placing the gift with the Foundation in accordance with section 10.0 of this Memorandum of Understanding.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Directors of the Library has determined that it will best serve the interests of the Library for unrestricted gifts in an amount exceeding \$500 to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements to be put into place by the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President. The Library agrees to notify the Foundation, through its Executive Director, or, in the absence of an Executive Director, the Foundation's President, when it has received and accepted an unrestricted gift in an amount exceeding \$500. The parties agree that the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President, are authorized to implement safeguards and agreements with respect to the placement of such gifts with the Foundation. Without limiting such safeguards and agreements that might be implemented, the parties acknowledge that the same might address concerns related to receipt and refunding agreements imposed by trustees, unforeseen tax liability, and auditing requirements.

10.0 Restricted gifts. All gifts restricted for a specific library service will be initially authorized by the County Librarian, subject to Library Board of Directors approval when required under Library policies, and then accepted by the Foundation. The Foundation agrees to administer such gifts in accordance with the restrictions imposed by the donor or donors.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Executive Director will manage the proceeds of the Foundation, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation in support of the Library. The parties agree that the Foundation will continue to contract with the Greater Kansas City Community Foundation for investment and reporting services relating to all such funds.

12.0 Grant requests. Any grant request for unrestricted Foundation funds by the Library shall be presented in writing by the County Librarian to the Foundation. The Foundation will process the request following the Foundation's procedure for grant requests, with the Foundation Board of Directors having full authority to accept or deny the grant request.

13.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the endowment to supplement the Library's collection needs. The Foundation Board will on an annual basis approve a disbursement from the endowment fund to the Library for collection development equal to at least 5% of the corpus of the endowment, except in those years in which the Foundation Board specifically finds that the endowment assets have sufficiently declined in value to render such a disbursement imprudent.

14.0 Gifts from Friends of the Johnson County Library. When the Foundation receives gifts and donations from the Friends of the Johnson County Library, it shall separately account for such funds, and disburse the same in accordance with the instructions of the Friends for the Library's benefit.

IV. MISCELLANEOUS PROVISIONS

15.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

16.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation.

17.0 Governing law. This Agreement shall be governed by Kansas law.

In witness whereof, the parties have hereunto set their hands:

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY  
FOUNDATION

By: \_\_\_\_\_  
| ~~Nancy Hupp~~ Neil Shortlidge, Chair  
President

By: \_\_\_\_\_  
Jason Glasrud,