

**JOHNSON COUNTY LIBRARY**

**BOARD REPORT**

**SEPTEMBER 11, 2014**

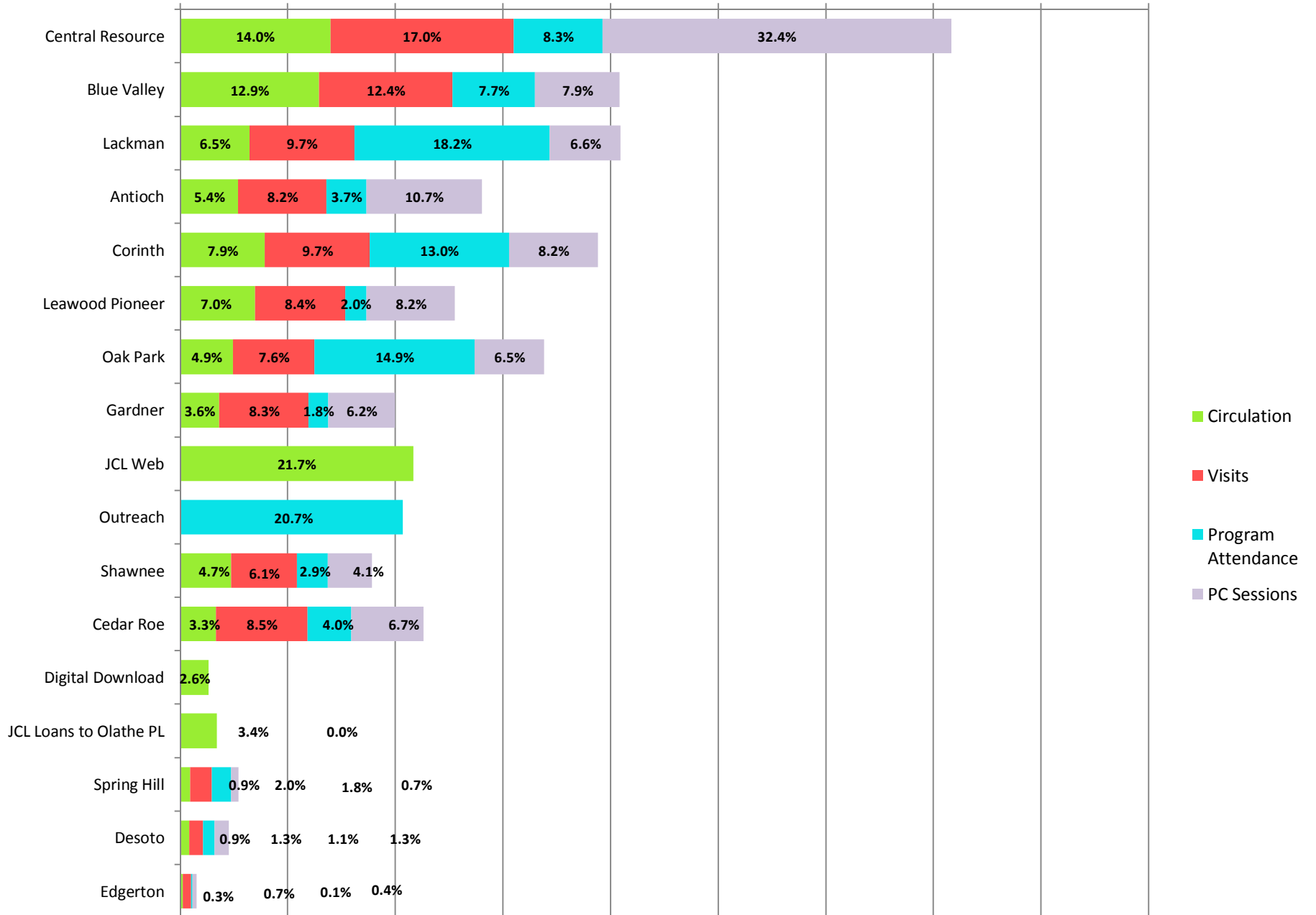
IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

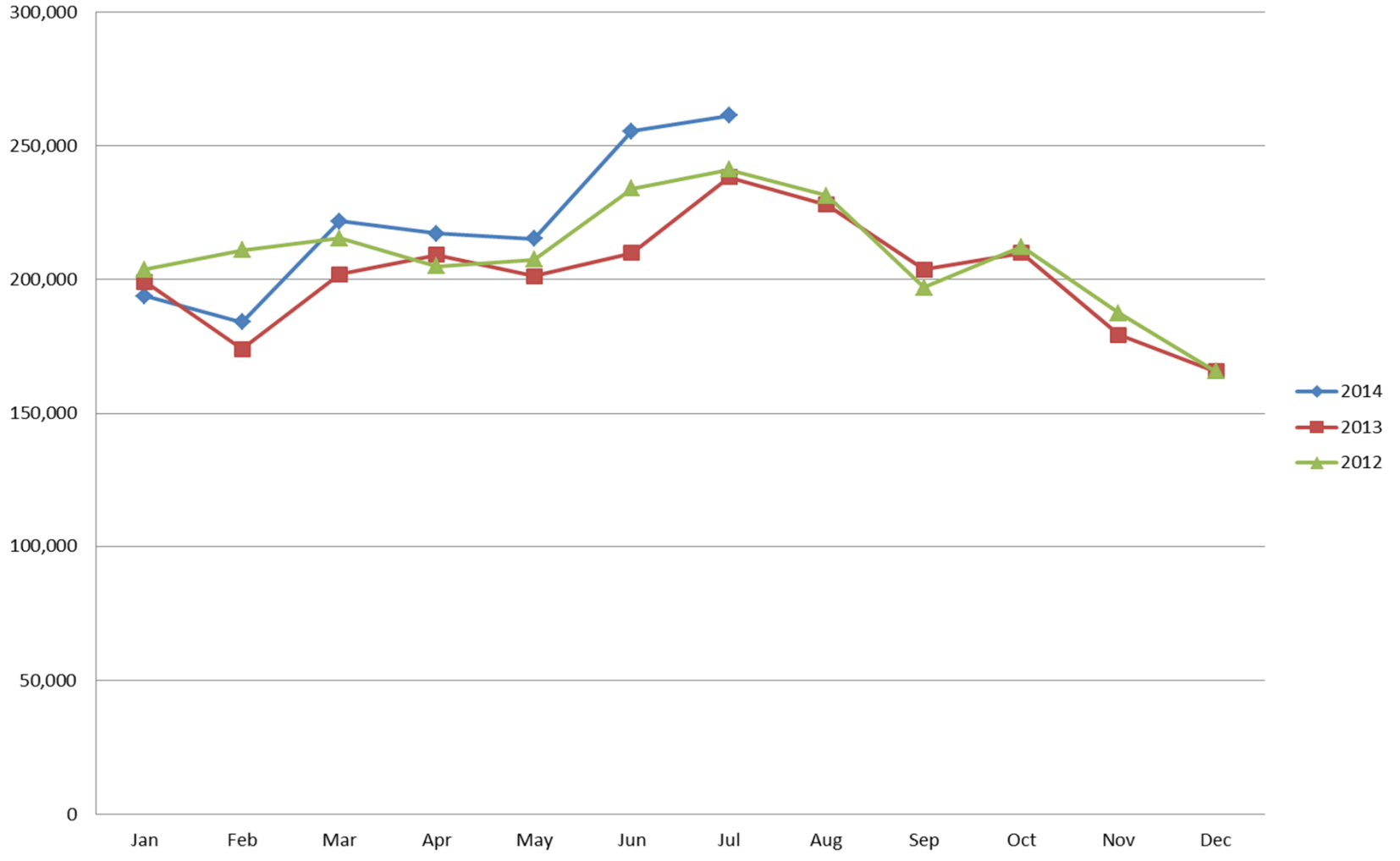
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, SEPTEMBER 11, 2014  
LEAWOOD PIONEER NEIGHBORHOOD LIBRARY  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Nancy Hupp, Board Chair
  - C. Suzanne Schmidt, Friends of the Library
  - D. Susan Mong, Executive Director, Johnson County Library Foundation
  - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    - 1. Request for Additional Resources (RAR) update
    - 2. Alcohol exemption for Central - update
    - 3. Strategic plan executive summary.....29
    - 4. Central Building Upgrade presented by Scott Sime and Kim Gile
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of August 14, 2014 Board meeting.....8
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....17
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2014 were handled in accordance with library and County policy.
      - b) The July 2014 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.....18
- VI. Document Signing
- VII. Adjournment

### Johnson County Library Touch Points Percentage of Activity by Location -- July 2014



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



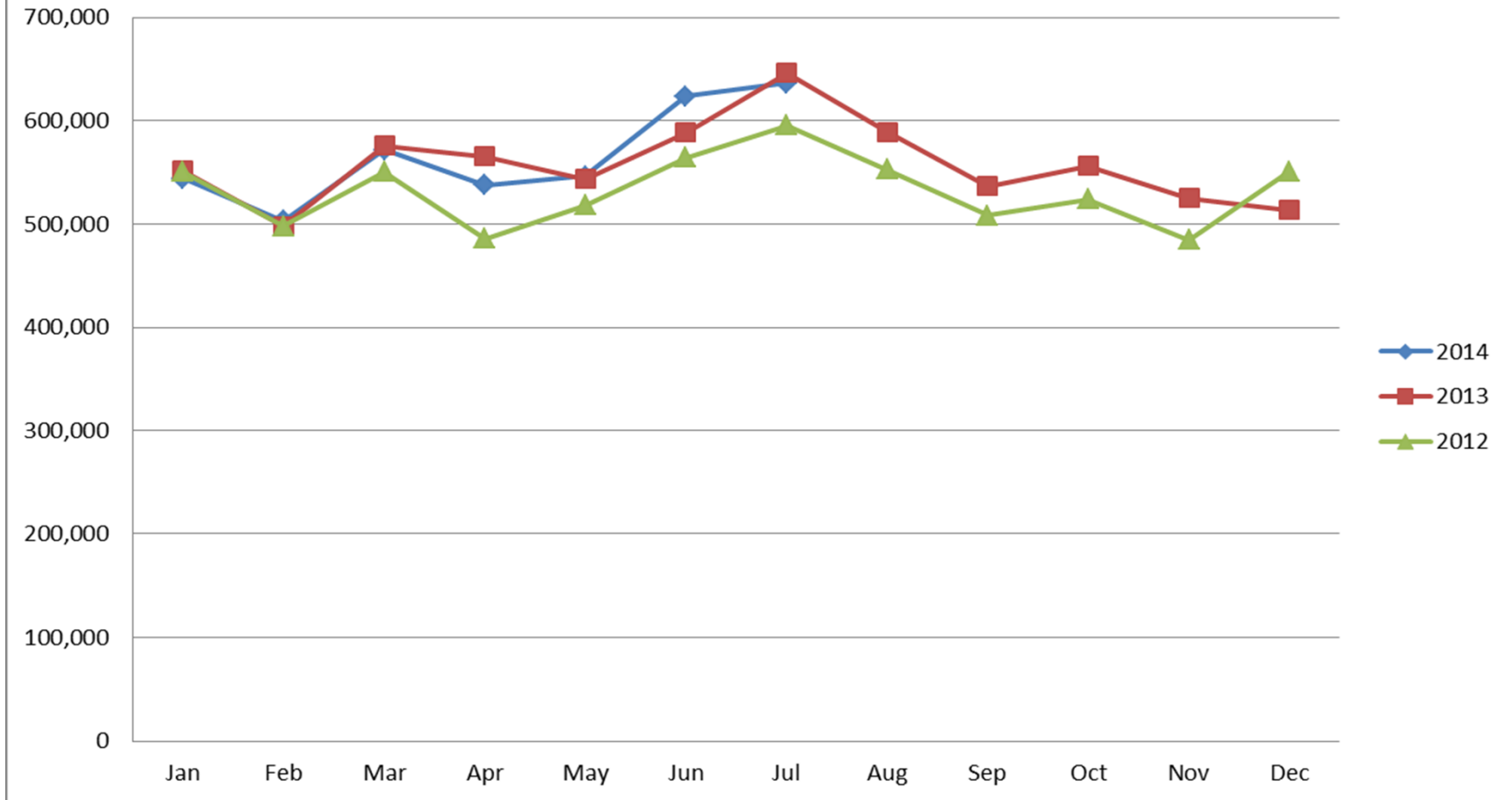
Johnson County Library  
USER VISITS

July 2014

Location	Current Month 2014								Current Month 2013				Percent Change 2013 to 2014		
	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	21,466	8.2%	138,827	236,996	277	77	34,326	1.6	22,385	9.4%	141,832	243,021	-4.1%	-2.1%	-2.5%
Blue Valley	32,388	12.4%	184,095	310,544	277	117	82,201	2.5	33,457	14.0%	184,739	302,015	-3.2%	-0.3%	2.8%
Cedar Roe	22,271	8.5%	144,688	192,685	245	91	21,245	1.0	11,506	4.8%	62,032	103,763	93.6%	133.2%	85.7%
Central Resource	44,419	17.0%	260,072	448,750	299	149	89,008	2.0	44,472	18.7%	238,108	450,056	-0.1%	9.2%	-0.3%
Corinth	25,476	9.7%	162,603	269,353	269	95	50,067	2.0	25,234	10.6%	173,708	259,242	1.0%	-6.4%	3.9%
DeSoto	3,389	1.3%	24,768	39,166	152	22	5,436	1.6	3,438	1.4%	39,106	32,775	-1.4%	-36.7%	19.5%
Edgerton	1,944	0.7%	8,223	11,161	110	18	1,671	0.9	857	0.4%	6,656	7,267	126.8%	23.5%	53.6%
Gardner	21,656	8.3%	99,958	150,517	261	83	23,218	1.1	8,974	3.8%	59,473	123,657	141.3%	68.1%	21.7%
Lackman	25,463	9.7%	151,628	231,573	261	98	41,050	1.6	20,256	8.5%	127,716	226,207	25.7%	18.7%	2.4%
Leawood Pioneer	21,888	8.4%	143,267	246,419	261	84	44,280	2.0	28,000	11.8%	157,913	273,639	-21.8%	-9.3%	-9.9%
Oak Park	19,803	7.6%	122,426	216,168	261	76	31,257	1.6	19,166	8.0%	122,617	212,506	3.3%	-0.2%	1.7%
Shawnee	15,987	6.1%	79,931	132,099	261	61	30,154	1.9	14,784	6.2%	85,876	142,098	8.1%	-6.9%	-7.0%
Spring Hill	5,223	2.0%	28,610	50,252	160	33	5,955	1.1	5,743	2.4%	39,468	52,232	-9.1%	-27.5%	-3.8%
Branch Total	216,954	83.0%	1,289,023	2,086,932	2,795	78	370,860	1.7	193,800	81.3%	1,164,144	1,977,421	11.9%	10.7%	5.5%
<b>SYSTEM TOTAL</b>	<b>261,373</b>	<b>100.0%</b>	<b>1,549,095</b>	<b>2,535,679</b>	<b>3,094</b>	<b>84</b>	<b>459,868</b>	<b>1.8</b>	<b>238,272</b>	<b>100.0%</b>	<b>1,433,829</b>	<b>2,427,477</b>	<b>9.7%</b>	<b>8.0%</b>	<b>4.5%</b>

	2014	2013
Average Visits per Capita for Current Month:	0.6	0.6
Average Visits per Capita for Year-to-Date:	3.6	3.3
Service Area Population:	431,000	431,000

## Johnson County Library Three-Year Trend in Circulation



Johnson County Library  
OFFICIAL CIRCULATION BY LOCATION

July 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change 2013 to 2014		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	34,326	5.4%	220,221	368,927	35,905	5.6%	224,933	379,293	-4.4%	-2.1%	-2.7%
Blue Valley	82,201	12.9%	482,500	788,400	80,999	12.5%	475,226	783,866	1.5%	1.5%	0.6%
Cedar Roe	21,245	3.3%	136,642	246,820	24,360	3.8%	136,828	230,302	-12.8%	-0.1%	7.2%
Central Resource	89,008	14.0%	555,042	941,746	90,462	14.0%	542,501	921,956	-1.6%	2.3%	2.1%
Corinth	50,067	7.9%	312,491	522,005	50,932	7.9%	318,121	524,800	-1.7%	-1.8%	-0.5%
Desoto	5,436	0.9%	31,299	53,125	5,419	0.8%	29,400	50,356	0.3%	6.5%	5.5%
Edgerton	1,671	0.3%	9,198	17,182	1,383	0.2%	9,803	16,360	20.8%	-6.2%	5.0%
Gardner	23,218	3.6%	143,204	238,544	24,851	3.8%	146,579	249,421	-6.6%	-2.3%	-4.4%
Lackman	41,050	6.5%	254,840	427,200	43,006	6.7%	266,649	443,477	-4.5%	-4.4%	-3.7%
Leawood Pioneer	44,280	7.0%	274,788	463,419	47,129	7.3%	279,984	472,348	-6.0%	-1.9%	-1.9%
Oak Park	31,257	4.9%	189,032	317,881	31,056	4.8%	187,969	323,179	0.6%	0.6%	-1.6%
Shawnee	30,154	4.7%	185,022	305,128	30,872	4.8%	183,757	304,011	-2.3%	0.7%	0.4%
Spring Hill	5,955	0.9%	38,548	68,374	7,019	1.1%	42,712	70,318	-15.2%	-9.7%	-2.8%
JCL Web Renewals	137,900	21.7%	883,405	1,497,938	131,983	20.4%	915,291	1,506,211	4.5%	-3.5%	-0.5%
Digital Downloads	16,782	2.6%	107,048	334,303	17,514	2.7%	63,941	63,941	-4.2%	67.4%	422.8%
JCL Loans to Olathe PL	21,799	3.4%	140,872	239,266	23,323	3.6%	146,691	251,743	-6.5%	-4.0%	-5.0%
<b>JCL Branch Total</b>	<b>370,860</b>	<b>58.3%</b>	<b>2,277,785</b>	<b>3,817,005</b>	<b>382,931</b>	<b>59.3%</b>	<b>2,301,961</b>	<b>3,847,731</b>	<b>-3.2%</b>	<b>-1.1%</b>	<b>-0.8%</b>
<b>JCL Brances and Central</b>	<b>459,868</b>	<b>72.3%</b>	<b>2,832,827</b>	<b>4,758,751</b>	<b>473,393</b>	<b>73.3%</b>	<b>2,844,462</b>	<b>4,769,687</b>	<b>-2.9%</b>	<b>-0.4%</b>	<b>-0.2%</b>
<b>JCL SYSTEM TOTAL</b>	<b>636,349</b>	<b>100.0%</b>	<b>3,964,152</b>	<b>6,684,660</b>	<b>646,213</b>	<b>100.0%</b>	<b>3,970,385</b>	<b>6,591,582</b>	<b>-1.5%</b>	<b>-0.2%</b>	<b>1.4%</b>

Average Circulation per Capita		
	2014	2013
Current Month	1.5	1.5
Year-to-Date	9.2	9.2
Service Area Population	431,000	431,000

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR BOARD MEETING  
WEDNESDAY,  
August 14, 2014  
4:00 p.m.  
Antioch Neighborhood Library**

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**STAFF:** Sean Casserley, Michelle Beesley, Harrison Berggren, Barbara Brand, Robin Davin, Mike Heffernan, John Helling, Heidi Kaiser, Kathryn Lawhon, Christopher Leitch, Jennifer Mahnken, Cathy Manring, Joyce Mitchell, Susan Mong, Michelle Olsen, Rita Rubick, Michaela Scruggs, Aubrey Seavey, Scott Sime, Kari Sime, Adam Wathen, Ellen Welch, Hong Zhai

**GUESTS:** Denise Mills

Nancy Hupp called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Mitra Templin thanked Jennifer Mahnken and Susan Mong for assisting her son with his Eagle Scout project by providing contacts. Reach Out and Read and The Friends of the Library will be the beneficiaries of his book drive. To date he has already collected over 500 books to donate.

Neil Shortlidge thanked Susan Mong and Michaela Scruggs for organizing the Tri-Board meeting.

Nancy Hupp noted that the Tri-Board meeting was enjoyable. She appreciated the opportunity to experience amenities in a different area of the county.

Ms. Hupp has asked Board members John Nelson and Emmanuel Obi to represent the Board on the Strategic Facilities Master Plan study group. Ms. Hupp will attend as her time allows.

Ms. Hupp also thanked Branch Manager Kinsley Riggs and Teen Services Librarian, Kate McNair, for assisting her when trying to download an eAudio book. They have excellent customer service skills and were very helpful.

Ms. Hupp passed along a compliment she received from a neighbor on the excellent customer service skills of a Johnson County Library staff member.



## **FRIENDS OF THE LIBRARY**

Mr. Casserley reported for the Friends of the Library. The Friends are working on an agreement with Johnson County Community College to allow the Friends to operate the Sizzlin' Summer Book sale in the JCCC Field House. The book sale would be a combined book sale with JCCC. This is a great location and partnership.

The Friends will also be holding a children's book sale in the Carmack room November 5<sup>th</sup>-November 7<sup>th</sup>.

The Friends have new board members including Jim Minges, former director of NEKLS. Internet sales continue to go well.

Johnson County Library's new Community Relations Coordinator, Christopher Leitch, was introduced to the Board. Christopher brings a background in public service and museum administration to the Library.

Mr. Casserley welcomed Mr. Leitch to the team.

Mr. Casserley announced that due to the upcoming construction at the Central Resource Library, the library board meeting will be held at different branches.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Susan Mong introduced Denise Mills, President of the Foundation Board, and thanked her for attending.

Ms. Mong thanked everyone who attended the Tri-Board event.

Ms. Mong shared that Sprint has recommitted to a \$10,000 grant in support of Homework Help for the next school year. Students come from all over the county to the Central Resource Library for the Homework Help program.

A local Wal-Mart store has contributed a \$600 gift to support our early literacy program.

Ms. Mong distributed an invitation to the Board for the Tanner Colby author event. Mr. Colby is the author of *Some of My Best Friends are Black*. The event is supported through the Lauffer Civic Engagement fund. We have partnered with the Blue Valley School District and Johnson County Community College to bring a series of programs addressing the topic of diversity and race.

There will be a private reception held Wednesday, October 8<sup>th</sup>.

The Pinnacle Award winners have been selected.

- **Excellence in the Arts:** Tyrone Aiken, executive director of the Kansas City Friends of Alvin Ailey
- **Excellence in Advocacy & Public Engagement:** John Douglass, recently retired Chief of Police for Overland Park
- **Excellence in Business & Entrepreneurship:** Fred Merrill, Jr., creator of Prairiefire, a mixed-use development in Johnson County including a renowned museum
- **Excellence in Literacy & Education:** Dr. Joe Gilhaus, principal of Shawnee Mission South High School

- **Special Achievement Award:** Mason Wilde, a Louisburg High School senior who used Johnson County Library's MakerSpace to build a prosthetic hand for his young neighbor

Ms. Mong provided a brief biography of each winner and noted that it may be of particular interest that Mason Wilde's great-uncle is Roy Fox, former Johnson County Librarian.

Ms. Mong noted that there are great sponsors for the Pinnacle Awards including SureWest Foundation, Commerce Bank, Bank of Blue Valley, Google Fiber and Sprouts Farmers Market.

Ms. Mong stated that she hopes Library Board members will be able to attend. In response to a question from the Board, Ms. Mong noted that historically Library Board members have purchased tickets on an individual basis.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus announced that the budget passed 5 to 2 with no tax increase. He thanked Scott Sime, Nancy Hupp and Sean Casserley for their presentation to the Commission on the Central Building Renovation project and strategic facilities master plan. He noted the Commissioners have been receiving requests for information on the projects from city mayors and other sources and they appreciated the status update.

## **BOARD COUNSEL REPORT**

Mr. Logan deferred his comments to later in the meeting.

## **COUNTY LIBRARIAN REPORT**

### **Update – Memorandum of Understanding between Johnson County Library and Johnson County Park and Recreation**

Jennifer Mahnken notified the board of the Memorandum of Understanding (MOU) with Johnson County Park and Recreation (JCPRD) for the operation of the Library Lending Machine at the Mill Creek Activity Center. JCPRD is currently reviewing the MOU; it has already been reviewed and approved by our legal counsel.

The MOU delineates responsibilities, for example, snow removal in front of the building, electricity and maintenance of the machine. It is a basic MOU and a standard practice for Johnson County Library to make an agreement with a group we are partnering with on a project.

In response to a question regarding contract duration, Ms. Mahnken clarified that Johnson County Library reviews MOUs annually and the MOU states that Johnson County Library agrees to leave the Library Lending machine on JCPRD property for the duration of three years which was at the direction of the Shawnee planning commission.

Ms. Templin asked if the two parking spots will be designated for library use with signage. Ms. Mahnken confirmed the spots will have signs for 5 to 10 minute parking for use of the Library Lending machine.

Ms. Hupp requested the opening date of the machine. Ms. Mahnken stated that the team is currently working through some technical difficulties that prevents us from providing a firm opening date. The machine cannot be installed without an awning and the team is working on getting bids for the awning.

### **Request for Proposal (RFP) status report**

Two RFPs are being issued; one for construction manager at risk for the central renovation project. The second RFP is for the bid for the facilities plan study.

Both RFPs are in the review and edit stage. Project Manager, Scott Sime, and County Facilities are working to make changes. If the changes are made quickly the Central Building RFP will be published by Saturday, if changes take longer the RFP will be published next week.

Ms. Robinson asked for the due date for responses to the RFP. Mr. Casserley stated that proposals will be due the week of September 16<sup>th</sup> with the ranking of choices occurring the week of September 22<sup>nd</sup>. Finalist review would occur the first week in October. A Board action will be requested at that time.

The selection panel will be responsible for ranking the proposals. The Central project panel members are Scott Sime, Kim Gile, Georgia Sizemore, Neil Shortlidge, Mike Heffernan and two other representatives from the County.

Selection will be based on a two round selection process. A list of finalists will be invited for presentations.

The RFP requests firms fulfill the following minimum qualifications:

- Submittal of portfolio
- History of doing this work for libraries
- Resumes for team members
- Significant experience in library facilities
- Experience with multi-building types
- Architectural expertise
- Experience in community urban master planning
- Completion of LEED certification as it's easier to get funding and County would like buildings to be built through this process.

Mr. Obi asked for details on the selection process. Mr. Casserley stated the first selection will be made based on fulfillment of minimum qualifications, the proposal and documents provided. Finalists will be interviewed in person.

Ms. Hupp requested that the responses to the RFPs be posted on the board portal.

Mr. Logan has provided comments to Mr. Casserley on changes he would like made to the contract. The strategic plan is a Library Board function and the plan should be developed by the library staff and Board. The contract should read as it is from the library. He believes the selection process to be sound with a team of experts.

Ms. Hupp noted that the Board needs clarity on the process so they are fully informed for decision-making.

Mr. Casserley agreed that communication will be very important especially as the timeline is accelerated. We will post information to the board portal to share information.

Ms. Robinson asked which buildings are being considered to be built LEED certified. Mr. Casserley clarified that LEED certified buildings would be those built under the strategic facilities master plan. Ms. Robinson noted that LEED certification is very expensive and expressed concern about the necessity. She further noted that there is a possibility to build to LEED specifications without going through the process of certification. She is concerned about the cost of obtaining LEED certification when the opportunity to build to specifications is an option. She requested that Commissioner Osterhaus provide the perspective from the County.

Commissioner Osterhaus stated that from a county level buildings are built LEED certified. If the will of the library board is to build to the specification and not get the certification that can be explored and is a matter for the Library Board.

Mr. Casserley stated that the question before the Board is if we want library buildings to be LEED Certified or LEED compliant or if it is not a concern.

The Board discussed taking an opportunity for a learning moment to fully understand the options, time and cost.

Ms. Mahnken noted that when the Leawood Pioneer branch was remodeled it was remodeled to meet LEED certification standards, however the certification was not applied for. The certification was priced at \$16,000.

Ms. Robinson has experience on a previous project where the LEED certification was very costly. In Ms. Robinson's previous experience, the architect paid for certification. Mr. Heffernan noted that cost of the certification depends on the size of the project.

Mr. Casserley read from the minimum qualifications in the RFP: *Demonstrated leadership in the planning and execution of highly environmentally responsible building planning and design, preferably with successful completion of LEED<sup>™</sup> certified Gold and above level project completion.*

The RFP does not require LEED certification of the building. There are decision points within the RFP that the Board should be aware of and Mr. Casserley suggested that the Board take advantage of the upcoming retreat to discuss these points. The Board indicated their agreement with that plan.

### **Request for Additional Resources (RAR) status update**

Mr. Casserley updated the Board on the Request for Additional Resources. The RAR will be under agenda review by the County Manager tomorrow. It will be put on the review agenda of the Commission and up for a vote on August 28<sup>th</sup>. The RAR is for the advance of \$200,000 to have the strategic facilities master plan study completed.

### **Discussion of Branch Hours**

Mr. Casserley and Ms. Suellentrop recently visited all of the branches for a series of meetings with staff. They made the observation that patrons were arriving and trying to enter the branches at 9:00 a.m. when the majority of branches do not open until 10:00 a.m.

Mr. Casserley and Ms. Suellentrop discussed this observation with staff and branch managers overall agreed that there is an advantage of adjusting branch hours by opening at 9:00 a.m. and closing at 8:00 p.m. 8:00 p.m. to 9:00 p.m. is currently the slowest hour of the day by volume of patrons. Circulation and branch visits data support this finding.

Mr. Casserley asked for the Board member's thoughts and if they would like more data to possibly make a change to hours in 2015.

Ms. Ruo questioned the convenience of the change for students. Mr. Casserley responded that there may be a disadvantage for students who study late at the library, but based on numbers there are few patrons during the last hour. Evening programming would also have to be moved up, which might be an advantage for families.

Mr. Nelson asked for information on usage of the Central library and comparison numbers of usage between branches. Mr. Casserley confirmed that we do have usage data and will bring the data to the Board.

### **Central Building Upgrade update –**

Scott Sime, Project Manager, provided an update for the Central Building Upgrade. The team is continuing with schematic design meetings. Schematic design is now wrapping up and the plan is being further refined.

Last month the Board asked about the possibility of relocating the Carmack room to the other side of the building nearer the park. Mr. Sime stated that the move was investigated and the cost of relocating the electrical and plumbing to make the change was prohibitive.

Next Steps:

- Completing the RFP for construction manager, publishing Saturday, August 16<sup>th</sup> if possible
- The selection panel will review proposals
- The selected construction manager choice will be brought to the board in October and the contract will have been vetted by our legal counsel, Fred Logan, County Legal and the selection committee.

Mr. Casserley noted that the primary goal of the Central Building upgrade was to give space back to the public. We are returning 10,000 square feet. He also noted the goal of renovating the mechanics of the building. Last Saturday the air conditioning unit in Central failed and the building had to be closed for the day.

### **CONSENT AGENDA**

**MOTION:** Mitra Templin moved to approve the consent agenda as amended.

**SECONDED:** Neil Shortlidge                      **MOTION CARRIED UNANIMOUSLY**

## NEW BUSINESS

### Consideration of adoption of ARM 20-80-30, Serving of alcoholic beverages

The Board had a preliminary discussion at the last Board meeting and is now ready to discuss adopting a policy.

Mr. Logan drafted a new policy that will allow the serving of alcoholic beverages in designated areas by the library, the Friends of the Johnson County Library or the Johnson County Library Foundation. Events would need a written approval. The general rule would remain for patrons that alcoholic beverages are prohibited.

Mr. Logan drafted the ARM in broad terms and the policy could apply to all facilities, but at this time serving of alcoholic beverages would only occur at Central.

In the patron code of behavior the prohibition of alcoholic beverages has been maintained with the addition of a cross-reference to ARM 20-80-30.

Ms. Hupp noted that the new policy is very narrow. Mr. Logan noted that as a practical manner the way it will work is for the Foundation to have an event that is co-sponsored by the Library.

The exemption action is on the County's docket.

Ms. Templin noted that the location of the Central Resource library as the only location where alcohol can be served in limited circumstances is not in the ARM. Mr. Logan confirmed that the ARM has been written broadly and the request for exemption to the BOCC is only for the Central Resource library.

Mr. Nelson asked what "unlawful" service means. Mr. Logan stated that the language was taken from the Johnson County Park and Recreation policy. Unlawful service would be service to minors.

Ms. Templin asked the definition of TIPS certified servers. Mr. Logan stated that the TIPS certified language was modeled on the JCPRD policy that includes the requirement that servers be TIPS certified. TIPS stands for Training for Intervention Procedures.

Mr. Shortlidge noted that the Foundation Executive committee has discussed the ARM and is in support of being able to hold events in the library.

Ms. Mills, Foundation President, stated that the Foundation is developing a corporate council. The Foundation would like to hold an evening event in the library to show off library services. Currently the Foundation invites corporations and businesses to the library for a tour and moves off-site for socializing. Ultimately the Foundation would like to honor donors and have more evening events at the library. The Foundation currently pays for events off-site; bringing patrons, donors and the business community to the library for an event is an opportunity to invite them in and show them our resources first hand.

**MOTION:** Mitra Templin moved to adopt ARM 20-80-30

**SECONDED:** Amy Ruo      **MOTION CARRIED UNANIMOUSLY**

## **Consideration of updates to ARM 20-10-50 patron code of behavior**

The patron code of behavior has been revised to reference ARM 20-80-30 and represents a change in policy with respect to food.

Currently food is not allowed in the library, ARM 20-10-50 as revised, would increase patron convenience by permitting the consumption of food in the library so long as it is not disruptive to other patrons or damaging to library facilities.

Mr. Casserley noted that the proposal to loosen the regulation on food in library came from discussing the idea with our branch managers and staff. People are already sneaking food into the library to eat. Allowing food in the library enhances convenience to patrons as long as it's not disruptive to others. This is a patron focused policy.

Ms. Hupp stated that she had concerns when she first read the proposal envisioning patrons bringing lunches and trying to manage materials. However, in perspective of allowing snacks, like a granola bar, it seems much more reasonable.

Ms. Templin noted the language of the ARM is open and allows staff to make a judgment call and step in if it is intrusive.

Ms. Robinson asked if it is possible to pilot the food allowance in branches to see how it works. Mr. Casserley noted that in some branches food is overlooked. He also stated that if the allowance of food causes issues; we can change course.

**MOTION:** Amy Ruo moved to approve revisions to ARM 20-10-50

**SECONDED:** Neil Shortlidge                      **MOTION CARRIED UNANIMOUSLY**

## **EXECUTIVE SESSION**

**MOTION:** Neil Shortlidge moved that the library board recess into executive session for the preliminary discussion of acquisition of real property. Subject to the discussion during the executive session will be the library strategic plan facilities. Those attending the executive session will include the Library Board, County Librarian, Sean Casserley, Commissioner Osterhaus, Attorney Fred Logan, and any other senior staff member designated by Mr. Casserley. The Library Board will reconvene in the meeting room at 5:22. No action will be taken during the executive session. It is not anticipated that any action other than a motion to adjourn will be taken when the Library Board returns to its regular meeting.

**SECONDED:** Mitra Templin                      **MOTION CARRIED UNANIMOUSLY**

At 5:22 p.m. Board Chair Hupp announced the extension of the executive session by 10 minutes to 5:32 p.m.

No votes were taken. The Board returned to regular session at 5:32 p.m.

**ADJOURNMENT**

**MOTION:** Neil Shortlidge moved to adjourn

**SECONDED:** Amy Ruo      **MOTION CARRIED UNANIMOUSLY**

Meeting Adjourned at 5:33 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIRMAN \_\_\_\_\_  
Nancy Hupp

SIGNED \_\_\_\_\_  
Sean Casserley, County Librarian

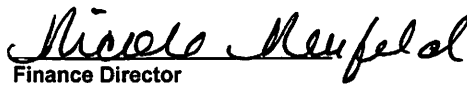


JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
July 2014

VENDOR	DESCRIPTION	AMOUNT
Zayo	Internet related services	\$1,000 installation + monthly recurring \$1,862.00
Morningstar License	Online information services	\$10,019.90
ACS	Lackman Compressor replacement	\$9,285.91
Avant Acoustics	Audio system check/Carmack	\$1,000.00
SRDS	Online media databases at srds.com	\$3,773.00
	<b>Total</b>	<b><u><u>\$26,940.81</u></u></b>

SIGNED:

  
Finance Director

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JUL-2014

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$136,159.34</b>
	Add Receipts	\$54.63		
	Less Payments		\$0.00	
	<b>Ending Cash balance</b>			<b>\$136,213.97</b>
	Less Liabilities		\$0.00	
	<b>Unobligated cash balance</b>			<b>\$136,213.97</b>

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

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

# JOHNSON COUNTY LIBRARY REVENUE REPORT

July 2014

58% of Year Lapsed

REVENUE ALL FUNDS AS OF 7/31/14	2014 Year to Date	2014 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,326,528.08	\$19,612,122	99%	99%
Ad Valorem Delinquent	\$189,878.81	\$308,005	62%	72%
Motor Vehicle	\$1,077,282.59	\$2,159,126	50%	51%
Library Generated - Copying/Printing	\$54,133.48	\$85,000	64%	54%
Library Generated - Overdues / Fees	\$386,879.12	\$725,000	53%	46%
Sale of Library Books	\$37,500.00	\$50,000	75%	50%
Misc Other	\$7,586.05	\$21,290	36%	27%
Library Generated - Other Charges	\$10,305.53	\$322,050	3%	22%
Investment	\$34,574.67	\$56,621	61%	35%
Unencumbered Balance Forward	\$0.00	\$659,058	0%	0%
Recreational Vehicle Tax	\$3,166.36	\$6,497	49%	33%
Heavy Trucks Tax	\$8,868.55	\$10,131	88%	104%
Rental Excise Tax	\$11,769.27	\$24,997	47%	56%
State and Federal Grants	\$158,628.72	\$226,278	70%	1%
<b>TOTAL REVENUE</b>	<b>\$21,307,101.23</b>	<b>\$24,266,175</b>	<b>88%</b>	<b>89%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**July 2014**  
**58% of Year Lapsed**

<b>OPERATING FUND</b>	<b>2014</b>	<b>2014</b>	<b>% Program</b>	<b>% Expended</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Collection Development	1,894,462	3,412,889	56%	50%
Administrative Services	1,621,836	2,647,899	61%	42%
Branch Services	3,556,854	4,361,726	82%	48%
Technical Services	379,286	765,438	50%	40%
Systemwide Services	248,155	2,472,746	10%	45%
Central	2,186,269	3,936,955	56%	46%
Facilities	1,418,993	1,926,919	74%	66%
Information Technology	1,186,123	2,130,677	56%	51%
Risk Management Charges	71,850	95,798	75%	50%
Library General Tax Increment	0	0	0%	0%
Grants *	86,295	226,278	38%	2%
Transfer to Capital Projects	0	0	0%	0%
Interfund Transfers	0	0	0%	0%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$12,650,123</b>	<b>\$21,977,325</b>	<b>58%</b>	<b>47%</b>
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\* Includes expenditures for 2014 calendar year only. The life of the grant may cover more than one year.

<b>SPECIAL USE FUND</b>	<b>2014</b>	<b>2014</b>	<b>% Budget</b>	<b>% Expended</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Contractual Services (General Maintenance)	5,667	16,304	35%	0%
Commodities (Capital Equipment)	114,495	221,622	52%	32%
Transfer to Debt Payment	83,386	1,122,186	7%	5%
Transfer to Capital Projects	0	0	0%	100%
PBC Debt Payment (Library Building Tax Increment)	103,368	928,738	11%	662%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$306,915</b>	<b>\$2,288,850</b>	<b>13%</b>	<b>18%</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$12,957,038</b>	<b>\$24,266,175</b>	<b>53%</b>	<b>38%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**July 2014**  
**58% of Year Lapsed**

**ALL FUNDS**

**(OPERATING & SPECIAL USE)**

<b>Categories</b>	<b>2014 Year to Date</b>	<b>2014 Budget</b>	<b>% Categories Expended</b>	<b>% Expended Last Year</b>
Salaries and Benefits	7,551,469.91	13,907,080.00	54%	45%
Contractual Services	2,777,153.44	3,057,655.00	91%	66%
Supplies	1,876,048.38	3,907,840.00	48%	38%
Capital - Operating	4,641.32	8,412.00	55%	0%
Risk Management Charges	23,949.50	95,798.00	25%	50%
Library General Tax Increment	0.00	0.00	0%	0%
Capital / Maintenance / Repair	120,161.51	221,621.70	54%	43%
Transfer to Debt Payment	83,385.57	1,122,186.00	7%	0%
Transfer to Capital Projects	330,566.00	790,566.00	42%	0%
Library Building Tax Increment	103,367.95	928,738.00	11%	0%
Grants	86,294.87	226,278.00	38%	2%

<b>TOTAL EXPENDITURES</b>	<b>\$12,957,038</b>	<b>\$24,266,175</b>	<b>53%</b>	<b>43%</b>
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

<b>GRANTS*</b>						
<b>Expenditures through 7/31/14</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>	<b>Grant Award</b>	
2013 Ks H. C.	State	Mar-13		\$2,400.00	\$2,650.00	
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,500.00	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$3,864.40	\$8,000.00	
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$461.50	\$1,912.00	
2014 6by6 Activity Kits	State	Jul-13	Dec-14	\$530.14	\$2,144.95	
2014 Check up and Check Out	State	Jul-14		\$1,051.62	\$5,250.00	
2014 State Aid Grant	State	Jul-14		\$80,364.96	\$154,271.77	
<b>TOTAL</b>				<b>\$98,172.62</b>	<b>\$183,728.72</b>	

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

**Deferred Maintenance Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
2008 Operating Fund Transfer	\$520,000	\$520,000
2010 Special Use Fund Transfer	\$551,250	\$551,250
<b>Total Revenue</b>	<b>\$1,071,250</b>	<b>\$1,071,250</b>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
Antioch Chiller	\$11,371.56	
Antioch Security System Upgrade	\$31,058.60	
Antioch Interior Renovations	\$8,263.42	
Antioch-Carpet	\$5,400.00	
Blue Valley HVAC Consulting	\$4,510.00	
Blue Valley Return Fan Project	\$5,980.66	
Blue Valley Carpet Repair	\$2,100.00	
Blue Valley Circulation Area Renovation	\$6,516.21	
Blue Valley Sorter Wall	\$4,450.00	
Blue Valley Security Camera Upgrade	\$15,488.04	
Cedar Roe Security System Upgrade	\$8,517.32	
Corinth Door Replacement	\$4,601.75	
Corinth Framing Project	\$9,000.00	
Corinth Card Entry Addition	\$1,488.00	
Corinth Wireless Intrusion System/Cameras	\$5,010.80	
Corinth Sidewalk Replacement	\$9,195.00	
Corinth Fire System Installation	\$25,125.00	
Corinth Upgraded Controls System	\$13,832.30	
Corinth Trash Receptacle Enclosure	\$10,950.00	
Corinth Retaining Wall	\$3,450.00	
Corinth Condensing Unit	\$27,709.14	
Corinth Asphalt Patching	\$10,000.00	
Corinth Generator Replacement	\$17,000.00	
CRL Sidewalk Replacement	\$13,650.00	
CRL Sign Refurbishment	\$2,771.61	
CRL Front Entrance - Architectural	\$14,780.30	
CRL Front Entrance Remodel	\$214,428.20	
CRL Roof Repair	\$204.34	
CRL - Youth Services Carpet Replacement	\$57,533.00	
CRL - Circulation Area Renovations	\$1,850.00	
CRL - Renovations	\$19,562.50	
CRL Security Upgrade	\$23,743.66	
Cedar Roe - City Commercial Permit	\$80.50	
Gardner Security System Improvements	\$11,296.32	
Desoto Security System Improvements	\$1,998.00	
Lackman Exterior Lights & Drive Repair	\$10,009.00	
Lackman Door Repair	\$5,905.00	
Lackman Security System Upgrade	\$26,381.56	
Leawood Repair & Paint	\$2,429.04	
Spring Hill Sidewalk Repairs	\$12,405.00	
Spring Hill Security System Improvements	\$1,998.00	
Spring Hill furnishings	\$5,253.89	
SSB-Card Entry System	\$3,488.80	
Furniture Replacement	\$136,843.30	
Oak Park HVAC - Engineering	\$29,488.55	
Oak Park HVAC Upgrade	\$146,830.00	
Oak Park Security System Upgrade	\$24,189.00	
Oak Park Entrance Walls	\$2,900.00	
Self-Check Machine Cabinet	\$12,272.82	
Shawnee Wall Construction& Book Drop	\$12,934.00	
Shawnee Security Camera Upgrade	\$3,184.00	
Shawnee Interior-Exterior Door Controls	\$11,977.00	
Miscellaneous Equipment	\$19,594.81	
<b>TOTAL EXPENDITURES</b>	<b>\$1,071,000.00</b>	<b>\$250.00</b>

**Deferred Maintenance Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
2008 Operating Fund Transfer	\$520,000	\$520,000
2010 Special Use Fund Transfer	\$551,250	\$551,250
<b>Total Revenue</b>	<b>\$1,071,250</b>	<b>\$1,071,250</b>
		<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>REMAINING</b>
<b>Prior Years Total</b>	<b>\$987,497.62</b>	<b>\$83,752.38</b>
Painting-CRL	\$6,737.75	
Security Equipment-Desoto	\$819.18	
Contractual Services	\$16,001.57	
Furnishings-SPH	\$5,253.89	
Miscellaneous Equipment	\$12,819.85	
Carpet-ANT	\$5,400.00	
Bookdrop-SE	\$8,700.00	
Replace Drive - LA	\$5,850.00	
Furnishings/Electrical-LE	\$5,930.64	
Patch & Paint-LE	\$450.00	
CRL -Electric Upgrade	\$3,562.50	
SE-Door Controls	\$11,977.00	
<b>2013 &amp; 2014 Expenditures</b>	<b>\$83,502.38</b>	
<b>Sub-Total 2013 &amp; 2014 Expenditures</b>	<b>\$83,502.38</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$1,071,000.00</b>	<b>\$250.00</b>



**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	
<b>Total Revenue</b>	<b>\$ 1,884,925.00</b>	
	<u>EXPENDITURES TO DATE</u>	<u>REMAINING</u>
Concrete Work - Antioch	28,900.00	
Grounds & Concrete Work - Blue Valley	46,755.50	
Furnishings and Equipment	154,855.85	
Vehicle Replacement	73,838.71	
Shawnee Roof Replacement	11,997.70	
Painting Lights & Improvements - CRL	96,176.00	
CRL Parking Lot Improvements	84,656.00	
Monticello Vending Solution Design	9,482.50	
Site Improvements - AN & CRL	5,101.50	
Drainage Repairs - Corinth	4,730.00	
Roof & Window & Fire System Replacement - CRL	169,667.69	
Carpet/Tile Replacement - Blue Valley	6,433.00	
Parking lot Maintenance - Cedar Roe	15,040.00	
Door Replacement - Blue Valley	24,000.00	
Copier Replacement - Creative Services	11,415.00	
Parking Lot Repair - Gardner	4,063.03	
Parking Lot Repair & Boiler Replace - Antioch	82,850.00	
Remove bookcases/Painting - CO Meeting & Reading Rooms	4,325.00	
Painting & Security upgrades- Oak Park	4,364.00	
Painting/Furnishings Gardner	5,909.26	
Carmack Room Blinds	6,994.00	
Office Remodel / Security upgrade LE	16,179.14	
Security System Upgrade - Blue Valley	8,138.00	
Blind Replacement & Furnish - OP	16,607.71	
HVAC Improvements - Antioch	108,235.97	
Concrete Repairs - Shawnee	30,625.00	
Handicap Ramp / landscape- Gardner	5,222.00	
Office Remodel - Blue Valley	2,950.00	
Computer Tables - Corinth	7,349.58	
Electrical & Security Camera Installation - CR	41,725.00	
Roof Repairs - Corinth	39,483.20	
Stack Moving for Carpet Replacement - CRL	8,370.00	
Emergency Lighting & Electrical work - CRL	85,349.01	
JCL Logo Etching - Blue Valley	8,700.00	
Carpet Replacement - AN & SSB furnishings	21,818.85	
Carpet Replacement - Shawnee	48,312.25	
Leawood Sorter Installation	54,167.13	
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	3,233.00	
Entryway Handrail Repair - Corinth	250.00	
Fence Repair - Antioch	3,700.00	
Rear Entry Modifications - Antioch	1,375.00	
Electrical Upgrades/Furnishings - Lackman	12,632.16	
Circulation Area Remodel - Shawnee	11,250.00	
Remodel & Landscape BV	21,230.50	
Security Improvements DE	3,198.00	
Security Improvements ED	3,198.00	
Security Improvements SH	3,198.00	
Carpet/Furnishing CO	7,910.95	
Architectural Services - CRL-Roof Repair	21,483.87	
Shawnee Interior Renovation	10,606.99	
Shawnee Remove Door Frame	475.00	
Lackman Carpet	1,105.00	
Gardner Book Case Glass	1,298.00	
Concrete replacement - Cedar Roe	4,969.00	
Central Resource - Adjustable Tables	3,185.76	
Adjustable Table - Lackman	1,646.38	
Lackman Tables	1,556.02	
	<b>\$ 1,515,912.01</b>	<b>\$ 369,012.99</b>

**Scheduled Replacement Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
2013 Operating/SU Fund Transfer	\$551,250	\$551,250
2014 Operating/SU Fund Transfer	\$330,566	\$330,566
<b>Total Revenue</b>	<b>\$1,884,925</b>	<b>\$1,884,925</b>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>REMAINING</b>
<b>Prior Years Total</b>	<b>\$933,885.45</b>	<b>\$994,598.49</b>

**2013 & 2014 Expenditures**

CRL Repairs, Roof and Painting	\$193,099.41
Architectural Services - Monticello Vending	\$4,153.81
Replace Fire System-CRL	\$44,083.18
Architectural Services - CRL	\$16,256.25
Emergency Boiler Replace-AN	\$49,670.00
Security Improvements DE	\$3,198.00
Security Improvements ED	\$3,198.00
Security Improvements SH	\$3,198.00
Security Improvements LE	\$7,325.64
Furnishings-Book Cases	\$8,051.31
Remodel BV	\$24,186.00
Carpet COR	\$4,214.00
CRL- Upgrade/Lighting	\$103,301.82
CO Renovation & Furnishings	\$5,271.95
SE-Remove/Replace Sidewalk & Upgrades	\$16,956.99
SSB Carpeting & Furnishings	\$1,839.85
CR Paving & Electrical	\$44,369.00
LE Upgrades	\$3,203.50
GA Landscape & Improvements	\$7,274.26
LA-Chairs & Flooring & Upgrades	\$13,970.56
Facilities Vehicle	\$9,000.00
OP Furnishings & Security	\$16,205.03

**Sub-Total 2013 & 2014 Expenditures** **\$582,026.56**

**TOTAL EXPENDITURES** **\$1,515,912.01** **\$369,012.99**

## Expenditure of Friends of the JCL Donations 2014

### July 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>JULY</i>	<i>JULY YTD</i>
Volunteer Recognition		\$0.00	\$435.00
Advertising/Promotion		\$0.00	\$15,182.99
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$384.31
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$0.00	\$7,794.50
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$0.00	\$18,134.11
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expenses		\$0.00	\$23.74
Miscellaneous		\$0.00	\$0.00
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 41,954.65</b>



## Johnson County Library

JCL 2014 As of September 5, 2014

*Executive Summary w/Progress Created by OnStrategy*

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

The Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

## **CORE VALUES**

### ***Customer needs come first.***

- We place the highest priority on service to our customers and treat every request with equal value.
- **People are respected.**
- We recognize the contributions of our staff and we treat all our customers and each other with respect.

### ***Access to information is ensured.***

- We ensure access to information for people of all ages, abilities and means.

### ***This is a learning organization.***

- We commit to the professional growth and enrichment of our staff and volunteers.

### ***Freedom of information is protected.***

- We protect your freedom to read and view all library information.

### ***Privacy and confidentiality are rights.***

- We safeguard your right to request and obtain information in confidence.

### ***Basic services are provided without charge.***

- We provide basic library services free of charge.

### ***Quality service is important.***

- We strive to deliver the highest quality services possible.









### ***We are stewards of community resources.***

- We respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources which you commit to us – people, time, assets and funds.

### ***Integrity is a commitment.***

- We follow the highest ethical standards which have been adopted by Johnson County government and our profession.

## JCL 2014 - PROGRESS AT-A-GLANCE

Overall Organizational Goals	Measure	Target	YTD	Status
1.1 Library staff will exemplify the brand promise in their interactions with people (Silver)	All tactics completed	100%	15%	 As of 09/04/14
1.2 People will achieve higher levels of personal success through digital literacy	All tactics completed	100%	8%	 As of 09/04/14
1.3 People with specific educational or informational needs will be supported by the library (Gold and Bronze)	All tactics completed	100%	15%	 As of 09/04/14
2.1 People will connect and interact because of library partnerships and collaborations (Bronze)	All tactics completed	100%	0%	 As of 09/04/14
2.2 People will experience a welcoming library environment that meets their needs (Gold and Silver)	All tactics completed	100%	20%	 As of 09/04/14
3.1 People will find library staff, materials, and services convenient and easy to access (Bronze)	All tactics completed	100%	15%	 As of 09/04/14
3.2 Library staff will engage in a workforce that is collaborative, connected, efficient, and effective (Gold)	All tactics completed	100%	45%	 As of 09/04/14
3.3 People will experience library services and resources throughout the innovative use of technology (Silver)	All tactics completed	100%	50%	 As of 09/04/14

# JCL 2014 - PROGRESS DETAIL

## EDUCATION STRATEGIC PORTFOLIO AREAS & OVERALL ORGANIZATIONAL GOALS

### 1 Education



**1.1 Library staff will exemplify the brand promise in their interactions with people (Silver) (Communication) (12/30/16)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
15%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
1.1.1 (Silver) Develop and train customer service standards (Scope=Develop or update a service standard guide, define measures and accountability) Owner: Leslie Nord (Branch Services)	08/01/14, 05/29/15	100% All projects completed	10%	 As of 09/04/14
1.1.2 Increase product knowledge - ensure that staff is familiar with the products, services, databases, and facility options we offer so they can appropriately help patrons and direct them to the best resources. (Systemwide Services)	04/01/15, 01/04/16	100% All projects completed	20%	 As of 09/04/14
<i>Comments on Status: We have investigated providing tablets and determined that it is not feasible. We will move on to other ideas.</i>				



**1.2 People will achieve higher levels of personal success through digital literacy (Communication) (12/30/15)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
8%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
1.2.1 Offer digitally focused group training on navigating local arts and culture, economy, and community (Systemwide Services)	11/03/14, 06/01/15	100% All projects completed	10%	 As of 09/05/14
<i>Comments on Status: Focus groups have convened and are strategizing</i>				
1.2.2 Offer digitally focused individual training on navigating local arts and culture, economy and community (Systemwide Services)	01/02/15, 12/31/15	100% All projects completed	15%	 As of 09/04/14
<i>Comments on Status: We have convened the Reference Librarian focus groups and they are currently developing plans for these services.</i>				






**1.3 People with specific educational or informational needs will be supported by the library (Gold and Bronze) (Systemwide Services) (12/30/16)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
15%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
1.3.1 Seek readers recommendations (Systemwide Services)	04/01/14, 12/31/14	100% All projects are completed	0%	 As of 09/04/14
1.3.2 (Bronze) Host and facilitate leisure activity programs (Systemwide Services)	04/01/14, 12/31/14	100% All projects are completed	0%	 As of 09/04/14
1.3.3 (Gold) Improve early childhood literacy (Systemwide Services)	04/01/14, 12/31/14	100% All projects are completed	25%	 As of 09/04/14
1.3.4 Improve collection browsability (Collections meet space demands, are well maintained, have face outs, incorporate shelf-talkers, and identified clearly through appropriate signage) (Branch Services)	04/07/14, 09/30/15	100% All projects completed	10%	 As of 09/04/14
<i>Comments on Status: collection delegates have been assigned to each branch. Collection Summit scheduled.</i>				
1.3.5 Explore the creation/improvement of targeted collections (Systemwide Services)	03/03/14, 04/30/15	100% All projects are completed	0%	 As of 09/04/14



## 2 Community Building


**2.1 People will connect and interact because of library partnerships and collaborations (Bronze) (Systemwide Services) (12/30/16)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
0%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
2.1.1 (Bronze) Develop networking skills in staff (Systemwide Services)	04/01/14, 12/31/14	100% All projects completed	0%	 As of 09/04/14

**2.2 People will experience a welcoming library environment that meets their needs (Gold and Silver) (Branch Services) (12/30/16)**




Measure:  
All tactics  
completed

Target:  
100%

YTD:  
20%

Status:  
  
As of 09/04/14

*Comments on Status: tactics being put in place to help meet this goal. We will start measuring beginning in Sept.*

Tactics	Start Date, End Date	Target, Measure	YTD	Status
2.2.1 (Silver) Visually enriching environments in all public library spaces. Owner=Jennifer Mahnken and Branch Managers to execute for each location (Scope=engaging displays, shelves 3/4 full (Branch Services) <i>Comments on Status: tactics are in place to begin implementation to affect change in door count</i>	09/02/14, 12/31/15	100% All projects completed	20%	 As of 09/04/14
2.2.2 (Gold) Visitors will find clean, well-lighted, comfortable, safe, and navigable buildings (Branch Services)	09/02/14, 12/30/16	100% All projects completed	20%	 As of 09/04/14
2.2.3 Zoned spaces (quiet, collaborative, technology) - will only work in larger facilities - Central, Blue Valley, antioch - research options; create a plan to implement. (Branch Services)	01/05/15, 10/30/15	100% All projects completed	0%	 As of 09/04/14

### 3 Convenience




**3.1 People will find library staff, materials, and services convenient and easy to access (Bronze) (Systemwide Services) (12/30/16)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
15%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
3.1.1 Staff are easily identifiable and accessible (Branch Services) <i>Comments on Status: question button piloted at BV this summer</i>	07/01/14, 07/31/15	100% All projects completed	20%	 As of 09/04/14
3.1.2 Improve self-service options (Technology)	04/01/14, 12/31/14	100% All projects completed	20%	 As of 09/04/14
3.1.3 (Bronze) Continuous improvement of materials handling (Systemwide Services)	04/01/14, 12/31/14	100% All projects completed	0%	 As of 09/04/14




**3.2 Library staff will engage in a workforce that is collaborative, connected, efficient, and effective (Gold) (Office of County Librarian) (12/30/16)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
45%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
3.2.1 (Gold) Strong internal communication and collaboration (Communication)	01/01/15, 12/31/15	100% All Projects Completed	50%	 As of 09/04/14
3.2.2 Provide internal and external training opportunities (Training)	08/01/14, 11/30/15	100% project complete	20%	 As of 09/04/14
3.2.3 Provide high-quality leadership experiences (Training)	06/02/14, 12/18/15	100% program complete	30%	 As of 09/04/14



**3.3 People will experience library services and resources throughout the innovative use of technology (Silver) (Technology) (12/31/14)**

Measure:  
All tactics  
completed

Target:  
100%

YTD:  
50%

Status:  
  
As of 09/04/14

Tactics	Start Date, End Date	Target, Measure	YTD	Status
3.3.1 (Silver) Enhance on-line services and content (Technology)	04/01/14, 12/31/14	100% All Projects Completed	50%	 As of 09/03/14
3.3.2 Access to technology that meets their present and future needs (Branch Services)	01/01/15, 12/31/15	100% All projects completed	0%	 As of 09/04/14

Johnson County Library  
Board of Directors  
Selection of Calendar Events  
SEPTEMBER 2014

September 4	Author Event, Meet Bill Worley Antioch Library, Meeting Room
September 6	Latino Festival Central Resource Library
September 7	Author Event, Meet Andrea Warren Antioch Library, Meeting Room
September 9	Friends of the Library, Board meeting Antioch Library, Meeting Room
September 13	Film: <i>We Are Superman</i> Filmmakers talk and screening Central Resource Library
September 13	Let's Lego! Gardner Library
September 13	Wizard Rock Duo: The 8 <sup>th</sup> Horcrux De Soto Library
September 25	Foundation All Board Meeting Central Resource Library, Carmack
September 25	Meet the Author: Athlete Willie Wilson Antioch Library