

JOHNSON COUNTY LIBRARY

BOARD REPORT

FEBRUARY 12, 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, FEBRUARY 12, 2015
CENTRAL RESOURCE LIBRARY
4:00 P.M.

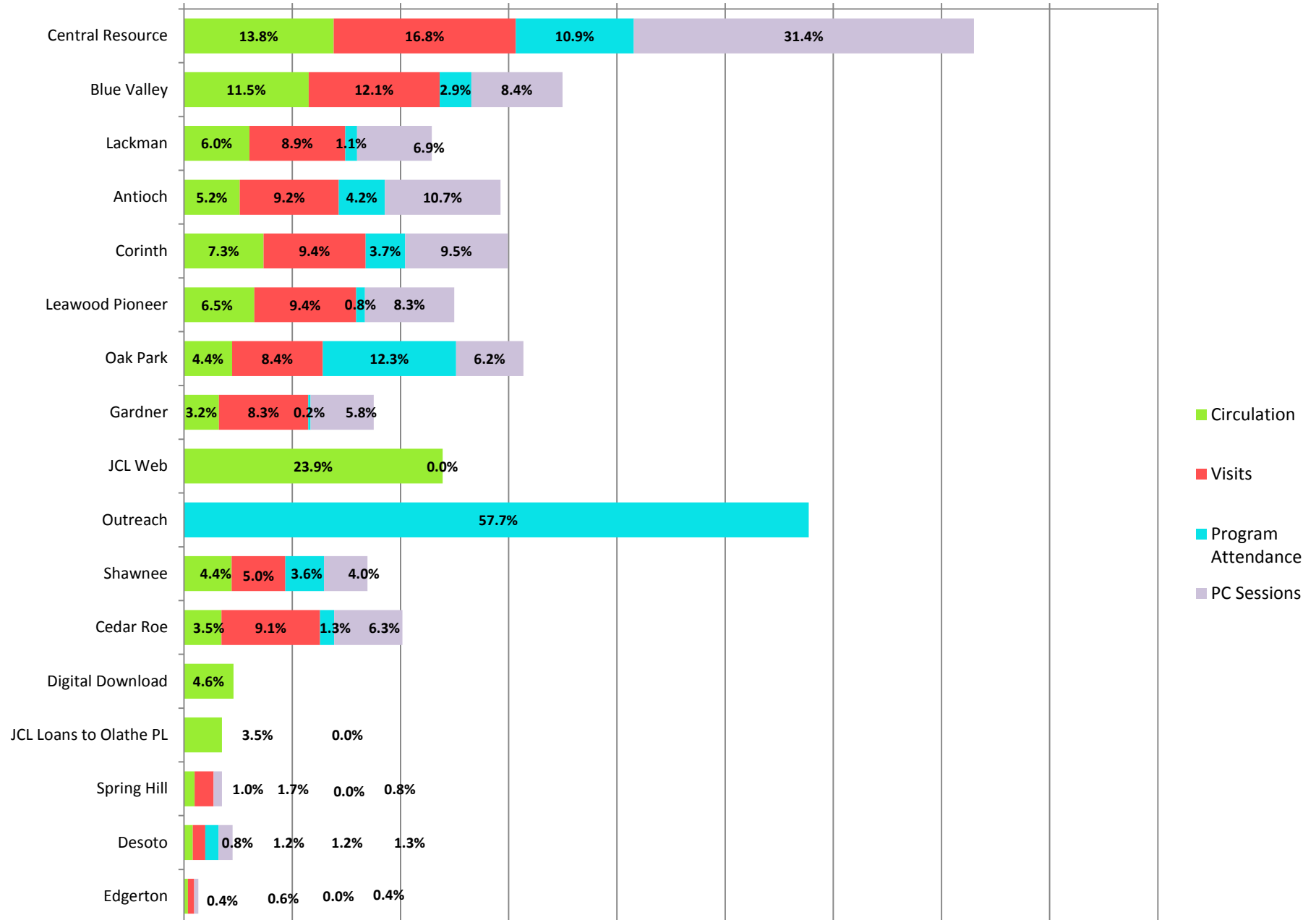
- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Nancy Hupp, Board Chair
 - C. Kathy McGinley, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Budget
 - a) Facilities maintenance update – Mike Heffernan
 - b) Turnover rates, filled and unfilled positions – Rita Rubick.....24
 - c) End of year and 2015 budget preview – Nicki Neufeld
 - 2. Central Building Upgrade report – Scott Sime
 - a) Communication Plan and Hours Change – Christopher Leitch
 - 3. Comprehensive Library Master Plan – Scott Sime
 - 4. Updates
 - a) Performance Dashboard – Sean Casserley.....25
 - b) Staff Awards – Rita Rubick
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of January 8, 2014 Regular Library Board meeting.....10
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....15
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2014 were handled in accordance with library and County policy.
 - b) The December 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.....16

VI. New Business

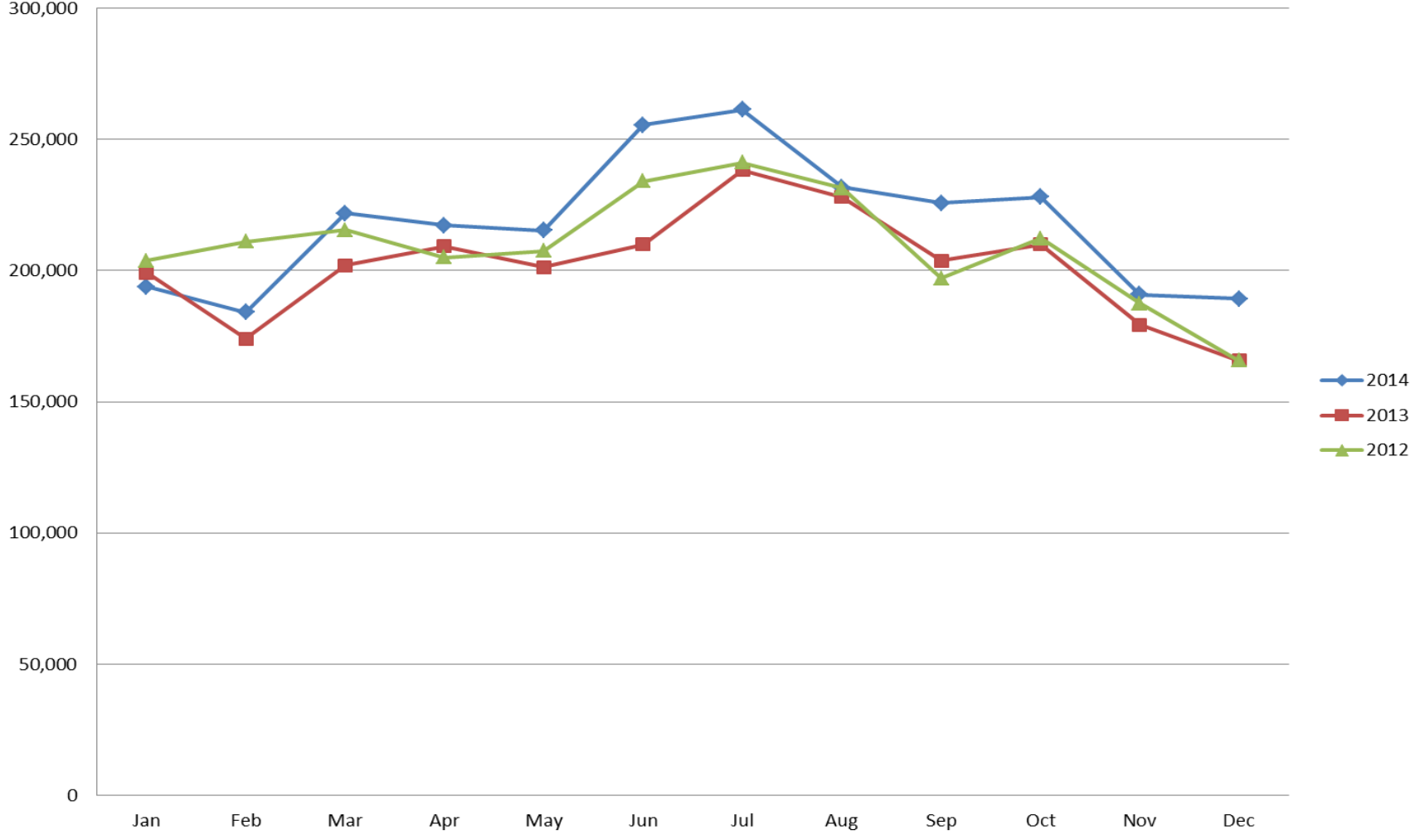
- A. Memorandum of Understanding with Growing Futures Early Education Center.....32
- B. Consideration and approval of the Black and Veatch MakerSpace Gift Agreement35

VII. Adjournment

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



Johnson County Library Three-Year Trend in Library Visits



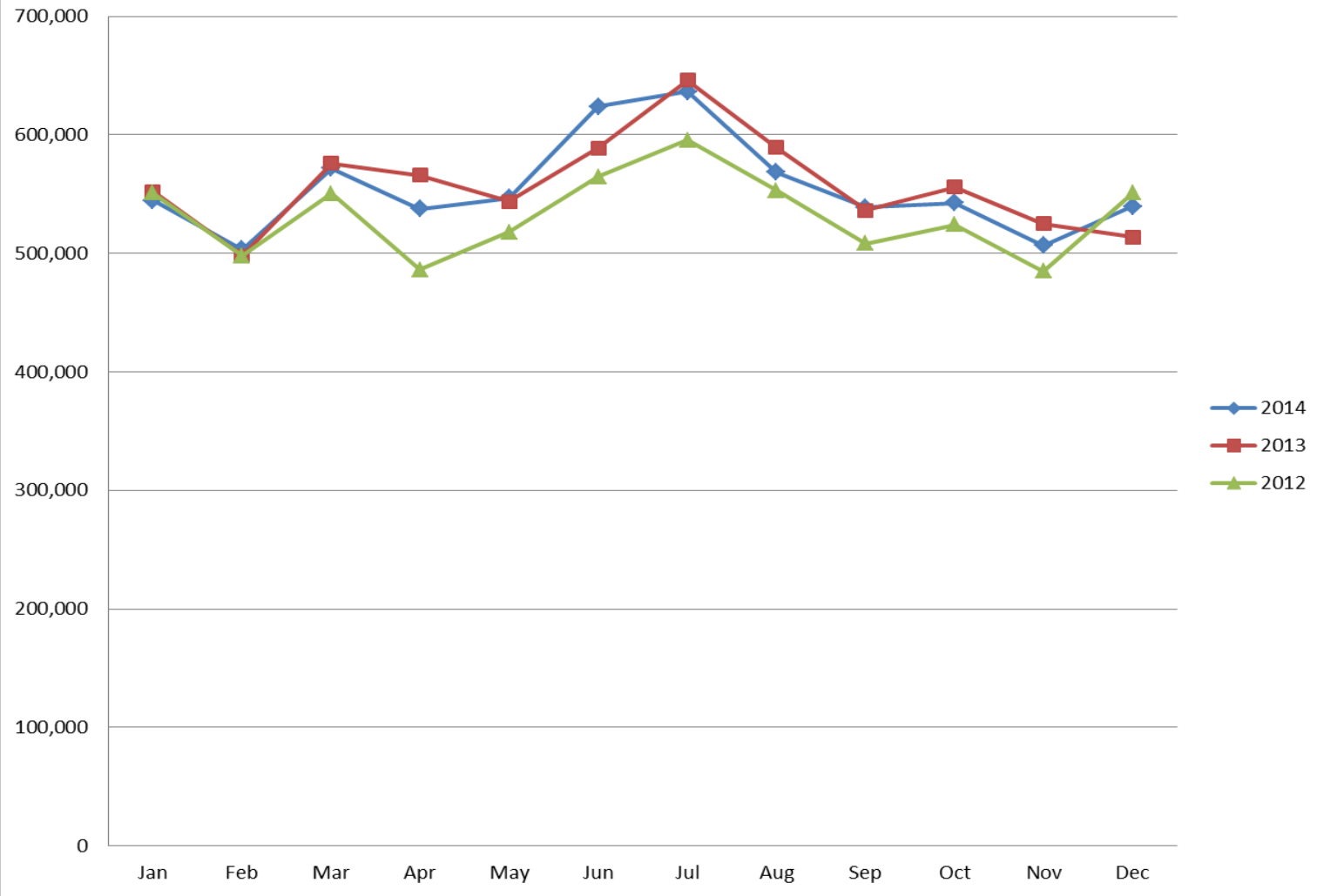
Johnson County Library
USER VISITS

December 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	17,316	9.2%	235,330	235,330	262	66	27,829	1.6	16,535	10.0%	240,002	240,002	4.7%	-1.9%	-1.9%
Blue Valley	22,874	12.1%	307,914	307,914	262	87	62,212	2.7	20,417	12.3%	311,189	311,189	12.0%	-1.1%	-1.1%
Cedar Roe	17,235	9.1%	236,658	236,658	230	75	18,709	1.1	8,472	5.1%	110,029	110,029	103.4%	115.1%	115.1%
Central Resource	31,855	16.8%	442,484	442,484	283	113	74,612	2.3	30,946	18.7%	426,785	426,785	2.9%	3.7%	3.7%
Corinth	17,846	9.4%	265,184	265,184	262	68	39,637	2.2	18,894	11.4%	280,457	280,457	-5.5%	-5.4%	-5.4%
DeSoto	2,215	1.2%	37,803	37,803	139	16	4,314	1.9	2,425	1.5%	53,503	53,503	-8.7%	-29.3%	-29.3%
Edgerton	1,091	0.6%	14,875	14,875	97	11	1,894	1.7	511	0.3%	9,594	9,594	113.5%	55.0%	55.0%
Gardner	15,635	8.3%	193,797	193,797	246	64	17,365	1.1	8,258	5.0%	110,032	110,032	89.3%	76.1%	76.1%
Lackman	16,745	8.9%	247,348	247,348	246	68	32,639	1.9	13,427	8.1%	207,661	207,661	24.7%	19.1%	19.1%
Leawood Pioneer	17,811	9.4%	239,036	239,036	246	72	35,036	2.0	17,714	10.7%	261,065	261,065	0.5%	-8.4%	-8.4%
Oak Park	15,852	8.4%	209,374	209,374	246	64	23,961	1.5	18,363	11.1%	216,358	216,358	-13.7%	-3.2%	-3.2%
Shawnee	9,388	5.0%	137,050	137,050	246	38	23,742	2.5	6,567	4.0%	138,045	138,045	43.0%	-0.7%	-0.7%
Spring Hill	3,295	1.7%	47,630	47,630	155	21	5,294	1.6	3,134	1.9%	61,110	61,110	5.1%	-22.1%	-22.1%
Branch Total	157,303	83.2%	2,171,998	2,171,998	2,637	60	292,632	1.9	134,717	81.3%	1,999,045	1,999,045	16.8%	8.7%	8.7%
SYSTEM TOTAL	189,158	100.0%	2,614,482	2,614,482	2,920	65	367,244	1.9	165,663	100.0%	2,425,830	2,425,830	14.2%	7.8%	7.8%

	2014	2013
Average Visits per Capita for Current Month:	0.4	0.4
Average Visits per Capita for Year-to-Date:	6.1	5.6
Service Area Population:	431,000	431,000

Johnson County Library Three-Year Trend in Circulation



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

December 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	2013 to 2014		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation		Month	Yr-to-Dt	Previous 12 mos.
Antioch	27,829	5.2%	366,329	366,329	26,417	5.1%	373,639	373,639	5.3%	-2.0%	-2.0%
Blue Valley	62,212	11.5%	798,352	798,352	54,787	10.7%	781,126	781,126	13.6%	2.2%	2.2%
Cedar Roe	18,709	3.5%	227,111	227,111	19,016	3.7%	247,006	247,006	-1.6%	-8.1%	-8.1%
Central Resource	74,612	13.8%	931,098	931,098	74,208	14.4%	929,205	929,205	0.5%	0.2%	0.2%
Corinth	39,637	7.3%	524,782	524,782	38,899	7.6%	527,635	527,635	1.9%	-0.5%	-0.5%
Desoto	4,314	0.8%	51,304	51,304	3,659	0.7%	51,226	51,226	17.9%	0.2%	0.2%
Edgerton	1,894	0.4%	17,799	17,799	1,019	0.2%	17,787	17,787	85.9%	0.1%	0.1%
Gardner	17,365	3.2%	242,995	242,995	15,632	3.0%	241,919	241,919	11.1%	0.4%	0.4%
Lackman	32,639	6.0%	421,242	421,242	29,947	5.8%	439,009	439,009	9.0%	-4.0%	-4.0%
Leawood Pioneer	35,036	6.5%	453,441	453,441	35,435	6.9%	468,615	468,615	-1.1%	-3.2%	-3.2%
Oak Park	23,961	4.4%	314,102	314,102	22,744	4.4%	316,818	316,818	5.4%	-0.9%	-0.9%
Shawnee	23,742	4.4%	309,464	309,464	21,343	4.2%	303,863	303,863	11.2%	1.8%	1.8%
Spring Hill	5,294	1.0%	64,823	64,823	5,144	1.0%	72,538	72,538	2.9%	-10.6%	-10.6%
JCL Web Renewals	128,955	23.9%	1,502,067	1,502,067	129,086	25.1%	1,529,824	1,529,824	-0.1%	-1.8%	-1.8%
Digital Downloads	24,635	4.6%	198,179	198,179	18,550	3.6%	145,598	145,598	32.8%	36.1%	36.1%
JCL Loans to Olathe PL	18,919	3.5%	236,969	236,969	17,815	3.5%	245,085	245,085	6.2%	-3.3%	-3.3%
JCL Branch Total	292,632	54.2%	3,791,744	3,791,744	274,042	53.3%	3,841,181	3,841,181	6.8%	-1.3%	-1.3%
JCL Brances and Central	367,244	68.0%	4,722,842	4,722,842	348,250	67.8%	4,770,386	4,770,386	5.5%	-1.0%	-1.0%
JCL SYSTEM TOTAL	539,753	100.0%	6,660,057	6,660,057	513,701	100.0%	6,690,893	6,690,893	5.1%	-0.5%	-0.5%

Average Circulation per Capita		
	2014	2013
Current Month	1.3	1.2
Year-to-Date	15.5	15.5
Service Area Population	431,000	431,000

Top Stories



Print Calendar Covers to Feature Local Artists

Community

Artwork from local artists will begin gracing the cover of Johnson County Library's spring, fall and winter print calendars of events beginning this spring! A selection committee comprised of Library communication professionals and the county librarian considers artists currently featured or to be featured in Library art exhibitions, looking for good fits with the Library's quarterly programming themes. The move stems from the strategic plan's emphasis on community building and supporting Kansas City's vibrant arts community.

Library Partners with KU Edwards on ROI Study

Community

For every dollar invested in public libraries, how much of a return does a community see? To help answer that question in the context of the Johnson County community, Johnson County Library, its foundation and the University of Kansas Edwards Campus are coming together to research the topic. The study is part of a new major strategic initiative by KU Edwards. Communication professionals from all three organizations are currently working on a joint press release to announce the initiative and its timeline.

Staff Survey Results Being Analyzed

Community

For the second year in a row, Johnson County Library staff members have taken an organizational effectiveness survey to measure the internal health of the organization. Initiatives that came as a direct result of the 2013 survey include a series of branch visits by the county librarian and deputy county librarian to communicate the strategic plan. This year's results don't depart much from year one: Johnson County Library, when compared to other organizations who have taken the survey, is at the head of the class but still has room to grow. Library leadership is currently fleshing out next steps to act on the 2014 findings.

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, January 8, 2015
4:00 p.m.
Leewood Pioneer Neighborhood Library**

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

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Kathy Tiemeier

STAFF: Michelle Beesley, Bethany Bettis, Barbara Brand, Monica Duffield, Beth Edson, Elaina Franklin, Kim Gile, John Helling, Laura Hunt, Jennifer Mahnken, Susan Mong, Michelle Olsen, Rita Rubick, Matt Sapp, Michaela Scruggs, Aubrey Seavey, Kari Sime, Scott Sime, Tricia Suellentrop, Adam Wathen

GUESTS: Fred Sherman

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

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Hupp reminded Board members that the ALA conference will be at the end of June. She requested that any Board member interested in attending please contact Tricia Suellentrop by next week.

FRIENDS OF THE LIBRARY

Kathy Tiemeier reported for the Friends. The Friends are looking forward to a successful 2015. Revenues were slightly down in 2014 due to the loss of Metcalf South as a location for the Sizzlin' Summer book sale. The Big Fall Kids book sale was held in the fall and was a success.

Internet sales and books stores are doing well.

The Friends are working with a mentor from the Service Core of Retired Executives (SCORE) to develop an enhanced business and marketing plan for the new Friends book store that will open at the Central Neighborhood library.

The Friends Development Committee has a new roster of members who are active in business, advocacy and non-profits fields.

The Operations Oversight Committee is looking forward to planning for the new book store at the Central Neighborhood library.

Christopher Leitch, Communications Coordinator is assisting the Friends by setting up Base Camp for document organization.

The Advocacy Committee is working on plans for advocacy and education of the public on the upcoming bond issue.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong introduced the Board to Marie Dispenza, Director of the Royals Charities. Royals Charities is donating \$5,000 to the Foundation in support of the 6 by 6 early literacy interactive units.

Ms. Dispenza explained that Royals Charities supports local nonprofit and charitable organizations that focus on children, education, youth baseball/softball and the military. The Library Foundation and Johnson County Library fall within both children and education.

Due to the World Series, Royals Charities had a record year in fundraising and they have donated \$1.2 million dollars to the Kansas City community. Ms. Dispenza commented that the Royal's participation in the World Series has brought the city together in amazing ways.

Ms. Dispenza appreciates the work of the library and is happy to contribute to an organization that serves such a valuable purpose in the community.

Ms. Dispenza, Ms. Mong, Ms. Hupp, Ms. Brand and Commissioner Osterhaus took part in a check presentation and photograph.

Ms. Mong stated that the first installation of a 6 by 6 interactive unit will take place at the Gardner branch on April 11th.

Ms. Mong announced that the Speas Family Foundation with Bank of America has donated \$30,000 to the Foundation in support of the 6 by 6 interactive units. Planning is underway on which branches will receive an interactive unit and we will be celebrating the 6th birthday of the 6 by 6 program.

Google Fiber has donated \$5,000 in support of the MakerSpace.

The annual appeal went out at the end of the year and donations are up from the amount raised last year.

Ms. Mong shared that the gift the Foundation made in support of the collection in 2014 went to fund a collaboration project between JCL, Axis 360 and several Public School Systems. Students in five different school districts will have access to Johnson County Library's ebook collection through their school portal. The project is still being finalized.

This is a powerful collaboration that leverages tax dollars to maximize resources.

The library economic impact study is moving forward. Results should be forthcoming in May.

Ms. Hupp praised Ms. Mong for her amazing work.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus attended a Northeast Chamber luncheon and was asked twice about the library master plan. He noted the community is interested in the project.

Commissioner Osterhaus has requested to continue in his role as liaison between the Board of County Commissioners and the Library Board. Final decisions will be made in February and new appointments will be made in March.

BOARD COUNSEL REPORT

No Report

COUNTY LIBRARIAN REPORT

Deputy County Librarian, Tricia Suellentrop, gave the County Librarian Report in Mr. Casserley's absence. Ms. Suellentrop introduced new staff members to the Board.

Budget 2015

Ms. Suellentrop provided the budget update.

The 2015 budgeted operating revenues are \$23,118,376. The total budgeted operating expenditures are the same. The 2015 special use fund is budgeted to receive \$2,151,767.

The cost center restructure is in mid-project, the estimated completion date is the end of February.

The organizational staff survey by Performance Dashboard has been completed. In 2013, 92% of the results were positive. Results for 2014 will be received this month.

Central Building Upgrade report

Scott Sime presented an update on the Central Building Upgrade project. Over the last month we have been planning for when most of the building will be made unavailable for construction. Five areas are being focused on: collection, circulation and holds, homework help and summer reading, IT and equipment, staffing and communication.

Mr. Sime discussed that the majority of the building will become unavailable for patrons in early March. Planning and communication on the details for the limited access are in progress.

The CBU project group has been meeting with the construction manager, Titan Build and architect, Clark Enerson, to further refine the construction schedule and make sure we are within budget.

Next Steps:

Continuing to meet with Titan, Clark Enersen and County Facilities to refine and sharpen the plan.

In March, the entire plan, including cost, will be brought to the Library Board for consideration and action. Alternates that can be fit into the plan will also be included.

The anticipated end of construction is the end of year 2015.

In response to a question from the Board, Mr. Sime stated that we are not planning on having public access to computers at Central during construction. Public access to computers will be available at other branch locations and this will minimize the public's need to visit Central while it is under construction.

Comprehensive Library Master Plan

Kim Gile thanked Pam Robinson for stepping into the Board Liaison role.

Over the past month data gathering for the Comprehensive Library Master plan has started. Earlier this month Group 4 conducted several meetings with staff to gather information and better understand the organization as a whole. Group 4 has given the project team a tool to gather geographic information and learn how the public moves throughout the county and which branches they use.

Group 4 will be on site at the end of the month to hold additional meetings. Community meeting dates and times are being set. The project team will be in touch with the Board when those dates and locations are confirmed.

Updates

Hours Update

John Helling addressed the Board on the upcoming change in branch hours. A date for the change has not yet been set. The project team would like to roll out the change when construction begins at the Central Neighborhood library. Making the changes congruently will allow us to communicate to the public that while services at Central may shrink during construction, there are options to visit other branches.

Procedurally we are planning for the changes by adjusting signage, updating the website and reworking staff schedules.

More concrete information will be presented in the coming months.

CONSENT AGENDA

MOTION: Neil Shortlidge moved to approve the consent agenda.

SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

Old Business

Collection Development Policy

Mr. Helling reintroduced the Collection Development Policy that was discussed as an information item last month. The Collection Development Policy is renewed every two years. It is the policy that guides the expenditures for the collections budget.

Very little has been changed this year. The bulk of the changes made were to update the language in the policy to refer to the new strategic plan. Other policy changes include a change to the realia section as we now loan out Arduino kits.

Mr. Logan noted his approval that the word “weeding” is still included as opposed to “de-selection”.

MOTION: Mitra Templin moved to approve the revisions to the Collection Development Policy.

SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

New Business

Renewal of the MOU with the City of Edgerton

Ms. Suellentrop presented the renewal of the memorandum of understanding with the City of Edgerton. There have been no changes from the past year. The City of Edgerton has reviewed and approved the MOU. The lease fee for the building remains \$500 per month. We continue to have an excellent relationship with the city of Edgerton.

Mr. Logan noted that he and the City Attorney of Edgerton discussed making a change to the MOU. The Hold Harmless paragraph at the top of the third page will be withdrawn by mutual agreement. The section caused questions about how it may impact the Kansas claims act and Kansas cash basis law. The City Attorney and Mr. Logan agreed to remove subparagraph three.

Mr. Logan asked that Board Chair Hupp initial the change.

MOTION: Amy Ruo moved to approve the Memorandum of Understanding with the City of Edgerton with changes as indicated by our attorney.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

Renewal of Contract with Mr. Logan

Ms. Suellentrop presented the contract with Logan, Logan and Watson for renewal in the year 2015. No changes have been made to the agreement from last year.

MOTION: Neil Shortlidge moved to approve the contract with Logan, Logan and Watson

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

MOTION: Pam Robinson moved to adjourn

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

Adjourned at 4:30 p.m.

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Tricia Suellentrop, Deputy County Librarian

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Dec-14**

VENDOR	DESCRIPTION	AMOUNT
Proquest	License renewal	\$ <u>22,180</u>
Baker & Taylor Axis 360	License agreement at JDC	\$ -
Austin Mohawk and Co., LLC	Custom aluminum shelter	\$ 9,105
	Total	\$ <u><u>31,285.00</u></u>

SIGNED:


Finance Director

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

		Receipts	Payments	Balance
	Opening cash balance			\$209,877.88
	Add Receipts	\$95.92		
	Less Payments		\$14,386.02	
	Ending Cash balance			\$195,587.78
	Less Liabilities		\$25.48	
	Unobligated cash balance			\$195,562.30

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

December 2014
100% of Year Lapsed

REVENUE ALL FUNDS	2014 Year to Date	2014 Budget	% Budget Year to Date
Ad Valorem	19,669,827.00	19,612,122.00	100%
Ad Valorem Delinquent	201,743.00	308,005.00	65%
Motor Vehicle	2,133,477.00	2,159,126.00	99%
Library Generated - Copying/Printing	93,025.00	85,000.00	109%
Library Generated - Overdues / Fees	757,005.00	725,000.00	104%
Sale of Library Books	50,000.00	50,000.00	100%
Misc Other	88,743.00	21,290.00	417%
Library Generated - Other Charges	436,267.00	322,050.00	135%
Investment	55,270.00	56,621.00	98%
Unencumbered Balance Forward	0.00	630,000.00	0%
Recreational Vehicle Tax	7,015.00	6,497.00	108%
Heavy Trucks Tax	9,029.00	10,131.00	89%
Rental Excise Tax	24,331.00	24,997.00	97%
Commercial Vehicle Tax	37,146.00	0.00	
State and Federal Grants	187,050.00	226,278.00	83%
TOTAL REVENUE	\$23,749,928.00	\$24,237,117	98%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
December 2014
100% Year Lapsed

OPERATING FUND

Programs	2014 Year to Date	2014 Budget	% Program Expended
Collection Development	3,335,263	3,412,889	98%
Administrative Services	2,687,549	2,647,899	101%
Branch Services	6,291,948	4,361,726	144%
Technical Services	675,189	765,438	88%
Systemwide Services	449,114	2,472,746	18%
Central	3,884,547	3,936,955	99%
Facilities	1,976,743	1,926,919	103%
Information Technology	2,116,696	2,130,677	99%
Risk Management Charges	95,798	95,798	100%
Library General Tax Increment	0	0	0%
Grants *	191,879	226,278	85%
Transfer to Capital Projects	0	0	0%
Interfund Transfers	0	0	0%

TOTAL OPERATING FUND EXPENDITURES	\$21,704,726	\$21,977,325	99%
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* Includes expenditures for 2014 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND

	2014 Year to Date	2014 Budget	% Budget Expended
Contractual Services (General Maintenance)	154,720	0	
Commodities (Capital Equipment)	231,968	208,868	111%
Transfer to Debt Payment	1,112,736	1,122,186	99%
Transfer to Capital Projects	0	0	0%
PBC Debt Payment (Library Building Tax Increment)	436,737	928,738	47%

TOTAL SPECIAL USE FUND EXPENDITURES	\$1,936,161	\$2,259,792	86%
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TOTAL EXPENDITURES	\$23,640,887	\$24,237,117	98%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
December 2014
100% of Year Lapsed

ALL FUNDS
(OPERATING & SPECIAL USE)

Categories	2014 Year to Date	2014 Budget	% Categories Expended
Salaries and Benefits	13,579,539	13,907,080	98%
Contractual Services	4,134,008	3,057,655	135%
Supplies	3,632,173	3,878,782	94%
Capital - Operating	6,000	8,412	71%
Risk Management Charges	95,798	95,798	100%
Library General Tax Increment	0	0	0%
Capital / Maintenance / Repair	121,450	221,622	55%
Transfer to Debt Payment	1,112,736	1,122,186	99%
Transfer to Capital Projects	330,566	790,566	42%
Library Building Tax Increment	436,737	928,738	47%
Grants	191,880	226,278	85%

TOTAL EXPENDITURES	\$23,640,887	\$24,237,117	98%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						Grant Award	Budget Remaining
Expenditures through 12/31/14	Source	Received	Expend By	Expenditures			
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,500.00	\$9,736.00	\$236.00	
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$6,059.00	\$7,745.00	\$1,686.00	
2014 Check up and Check Out	State	Jul-14		\$3,954.17	\$5,250.00	\$1,295.83	
2014 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,158.26	\$2,144.95	\$986.69	
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$631.10	\$1,912.00	\$1,280.90	

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

Monticello Land Acquisition

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

EXPENDITURES	TO DATE	BUDGET REMAINING
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
TOTAL EXPENDITURES	\$772,693.64	\$37,306.36

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
Encumbered for Vehicle replacement (ordered)				40,634.00
Passenger Vehicles				52,394.00
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>302,683.47</u>

Budget Remaining \$ 227,993.72

Expenditure of Friends of the JCL Donations 2014

December 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$435.00
Advertising/Promotion		\$0.00	\$17,523.74
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$912.85
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$245.00	\$9,743.44
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$3,609.92	\$22,378.60
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expences		\$0.00	\$23.74
Miscellaneous		\$0.00	\$0.00
Total Expenditures		\$ 3,854.92	\$ 51,017.37

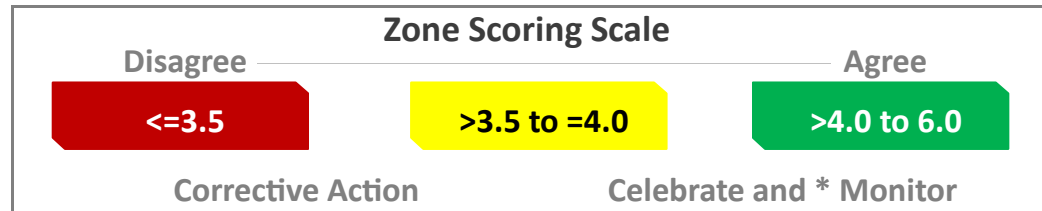
Turnover 2014 by function

Losses & turnover by Quarter	Pages	Clerks & Sr. pages	Facilities & Custodial	IS & YS	Librarians – Ref & Speciality	IT/WEB	Mgrs. & Supr.	Collection & Tech Services	Other - Admin, Couriers, Security, Marketing
Qtr. 1	3	2	0	3	0	1	2	0	1
	4%	3%	0%	5%	0%	8%	5%	0%	4%
Qtr. 2	7	3	0	0	0	2	3	0	0
	10%	5%	0%	0%	0%	17%	8%	0%	0%
Qtr. 3	11	3	0	1	0	1	0	0	1
	17%	5%	0%	2%	0%	8%	0%	0%	4%
Qtr. 4	4	1	0	1	1	0	1	0	1
	6%	2%	0%	2%	5%	0%	3%	0%	4%

A well designed survey can reveal a surprising amount of data. The data is packaged into information via presentation tables, graphs, and narrative summaries. Then it must be properly interpreted. Consider the following recommended method for reading this report...

Understand the types of Graphs and Scoring Scale:

For each organizational competency area, a distribution of possible scores ranging from **1** *very strongly disagree* to **6** *very strongly agree*--is displayed in numerical measurements that are rounded off to the nearest 10th. Example: a **Red** score of **3.4**.



* Note: Lower Green scores (4.1 - 4.5) should be monitored to avoid slipping into the yellow zone.

Types of Graphs:

Your scores will be presented in pie charts, aggregate graphs, and bar graphs:

- Pie charts identify survey demographic information.
- Aggregate graphs display various locations, departments, and positions, etc.
- Bar graphs display various organizational and departmental averages, willingness to take action, and values gap analysis.

Read the Executive Summary of Findings. The summary provides an easy to understand wrap up of results and targets **Red** and **Yellow competency** areas for improvement at the organizational level and, where applicable, at the sub-group or departmental level.

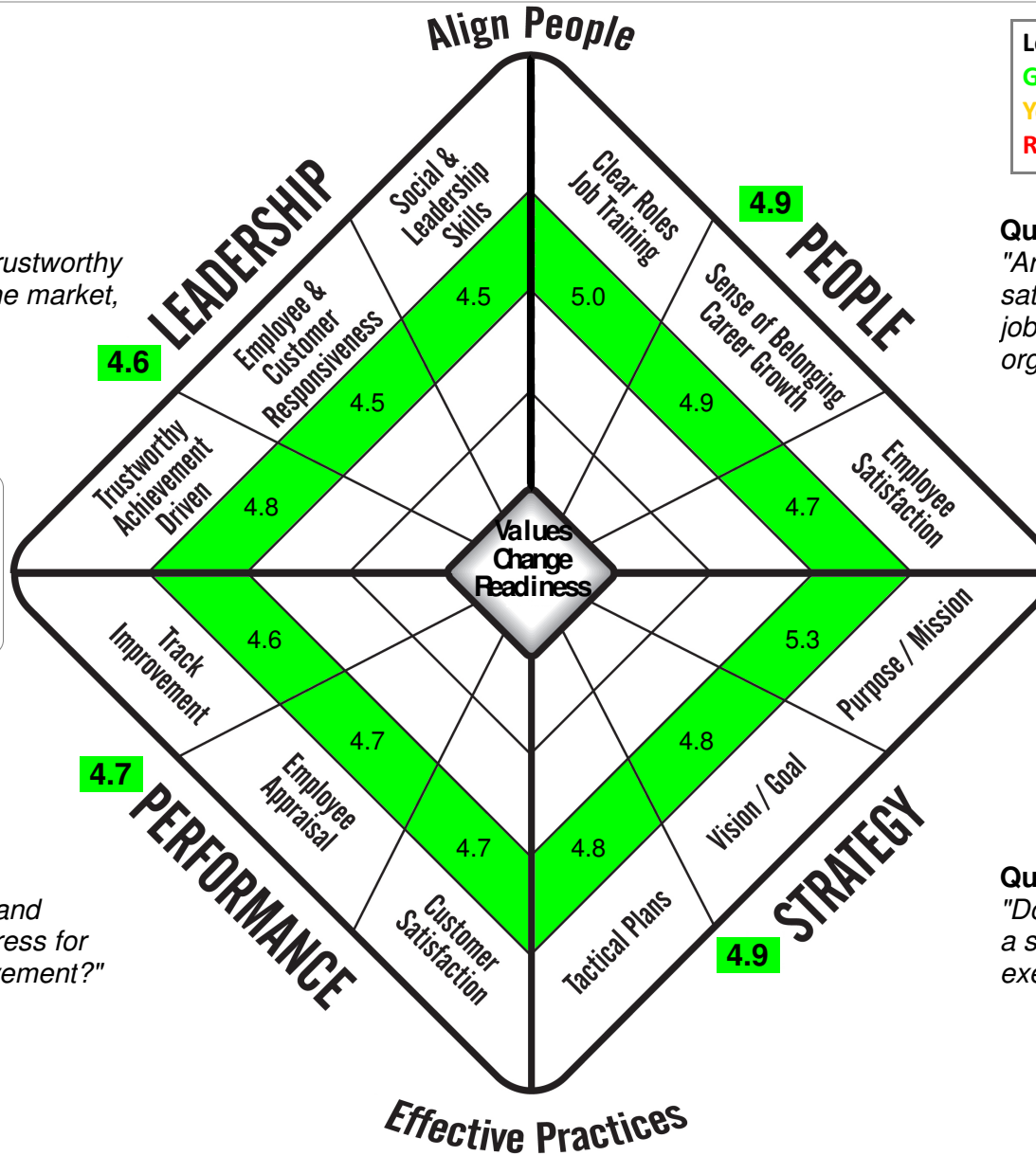
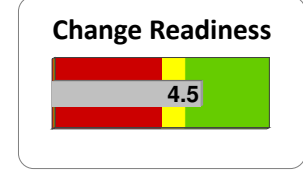
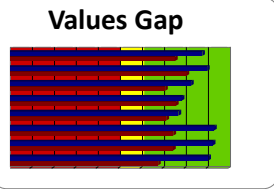
Look for Patterns within the aggregate and bar graphs displayed in the **Diagnosis and Prognosis sections** of the report. Typically, common themes and patterns will emerge. For example, it's common to find when comparing one department to another, that one department is having problems with departmental leadership, employee motivation, and compensation, while other departments are reporting they are doing well in those areas. It is also common to find problems in conflict management when teamwork and communication scores are low.

Review Treatment Action Plans. This section of the report provides recommended Treatment Action Plans for organizational areas reporting **Red** and **Yellow** scores. This section also includes a framework for building strategic action plans and monitoring progress.

Legend:
Green - Doing Well, Celebrate
Yellow - Monitor for Corrective Action
Red - Immediate Corrective Action

Questions: 1-9
"Is our Leadership trustworthy and responsive to the market, our customers, our employees?"

Questions: 10-22
"Are our people engaged, satisfied, and committed to their job, co-workers, and the organization?"



Questions: 27-29
"Are we measuring and monitoring our progress for performance improvement?"

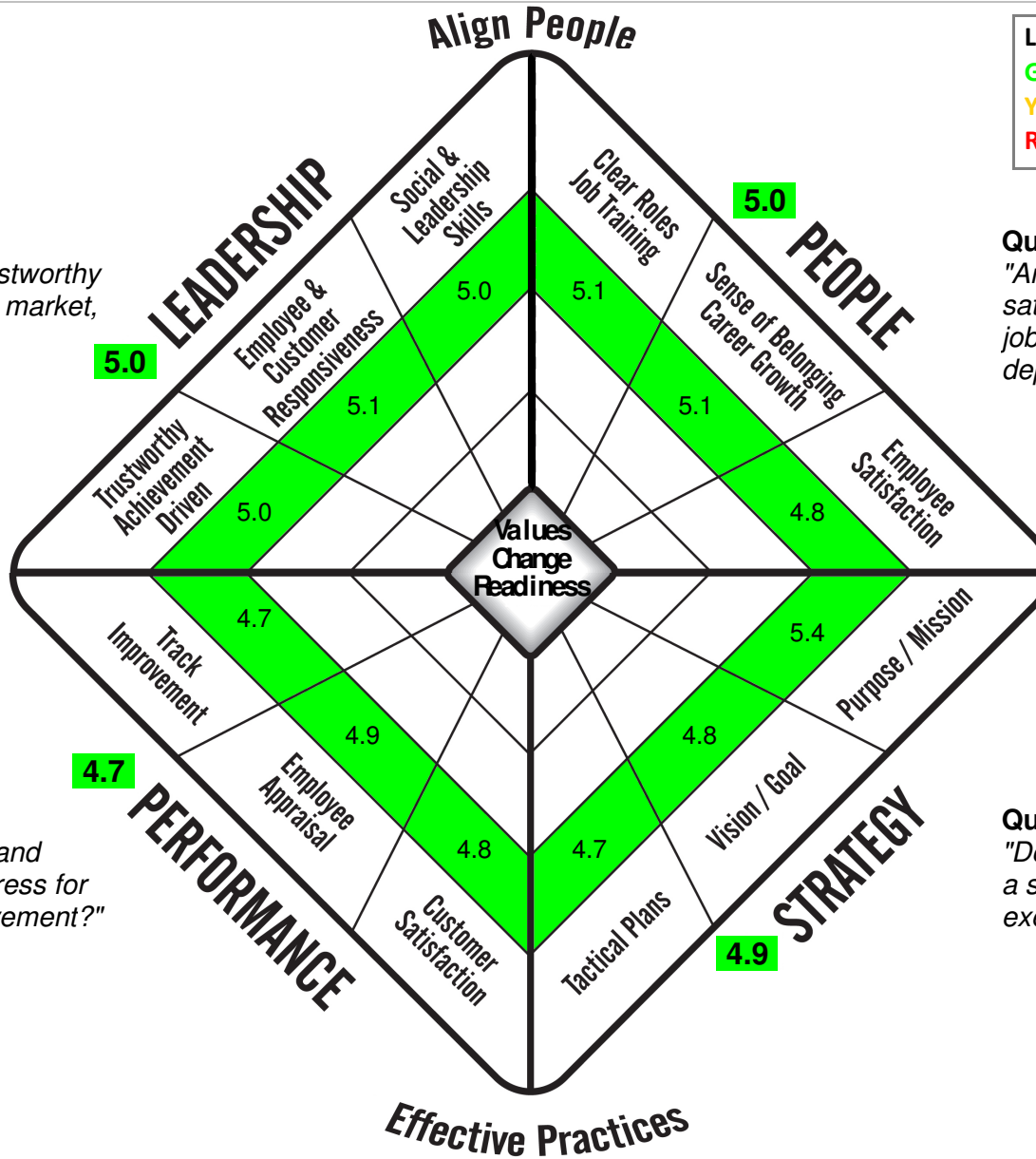
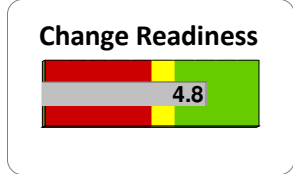
Questions: 23-26
"Do we have a sense of purpose, a strategic direction, and execution plan?"

Legend:
Green - Doing Well, Celebrate
Yellow - Monitor for Corrective Action
Red - Immediate Corrective Action

Questions: 47-55
"Is our Leadership trustworthy and responsive to the market, our customers, our employees?"

5.0

Questions: 56-68
"Are our people engaged, satisfied, and committed to their job, co-workers, and the department?"



Questions: 73-75
"Are we measuring and monitoring our progress for performance improvement?"

4.7

Questions: 69-72
"Do we have a sense of purpose, a strategic direction, and execution plan?"

4.9

Organizational Profile

4.8 Align People

People being trustworthy, responsive, engaged, and committed is critical to success.

4.6 Leadership

Is our leadership trustworthy and responsive to the market, our customers, and our employees?

4.9 Achievement Driven

Sets challenging goals, strives to outperform competitors, or achieves performance excellence.

4.6 Trustworthy / Ethical

Models integrity in working relationships that demonstrates trust, honesty, and ethical behavior.

4.4 Empathetic

Strives to listen, understand, and see things from someone else's perspective.

4.6 Cultivates Customer Relationships

Demonstrates effective communications and satisfying relationships with customers.

4.8 Develops People

Encourages learning, growth, and development of people.

5.0 Promotes Innovation

Promotes exploring new ideas and innovative improvements in operations, products, or services.

4.4 Fosters Open Communication

Fosters an atmosphere open to the exchange of ideas and dialogue.

4.2 Mobilizes Change Efforts

Alerts, energizes and leads groups of people to bring about necessary changes.

4.2 Resolves Conflict

Resolves disagreements between difficult individuals, groups of people, or tense situations.

4.9 People

Are our people engaged, satisfied, and committed to their job, co-workers, and the organization?

5.1 Clear Roles / Responsibilities

People understand what is expected of them in their job.

4.9 Adequate Work Environment

The physical work environment, tools and materials are sufficient to do the job.

5.0 Job Training

People have received the necessary training to do their job.

5.0 Skills / Talent

Every day, people have opportunities to use their skills, do what they like to do, and do their best work.

4.7 Recognition / Praise

Within the last three weeks people have been recognized or praised for doing good work.

5.1 Relationships / Wellbeing

People believe someone at work cares about their wellbeing.

4.8 Influence / Impact

People personally influence and have an impact in areas that affect their work.

5.2 Teamwork / Collaboration

People actively participate and enjoy working collaboratively with others toward a common goal.

4.7 Career Growth Opportunities

There are opportunities to learn and grow at work.

4.4 Fair Salary

People believe they receive a fair salary for their position in this geographical area.

4.6 Satisfactory Benefits

People are satisfied with the benefit package offered for their position in this geographical area.

4.9 Overall Employee Satisfaction

Overall people are very satisfied working here.

4.8 Effective Practices

Strategy, execution, processes, and tracking continuous improvement is critical to success.

4.9 Strategy

Do we have a sense of purpose, a strategic direction, and execution plan?

5.3 Inspirational Purpose / Mission

Because of the organization's purpose and mission, people believe their work is important.

5.0 Communicates Future Vision

Employees have access to written information that clearly communicates the future vision.

4.7 Identifies Strategic Goals

Strategic goals have been written and translated into action plans with time-lines.

4.8 Implements Action Plans

A process is in place that requires implementation of action plans or projects to achieve goals.

4.7 Performance

Are we measuring and monitoring our progress for performance improvement?

4.7 Evaluates Customer Satisfaction

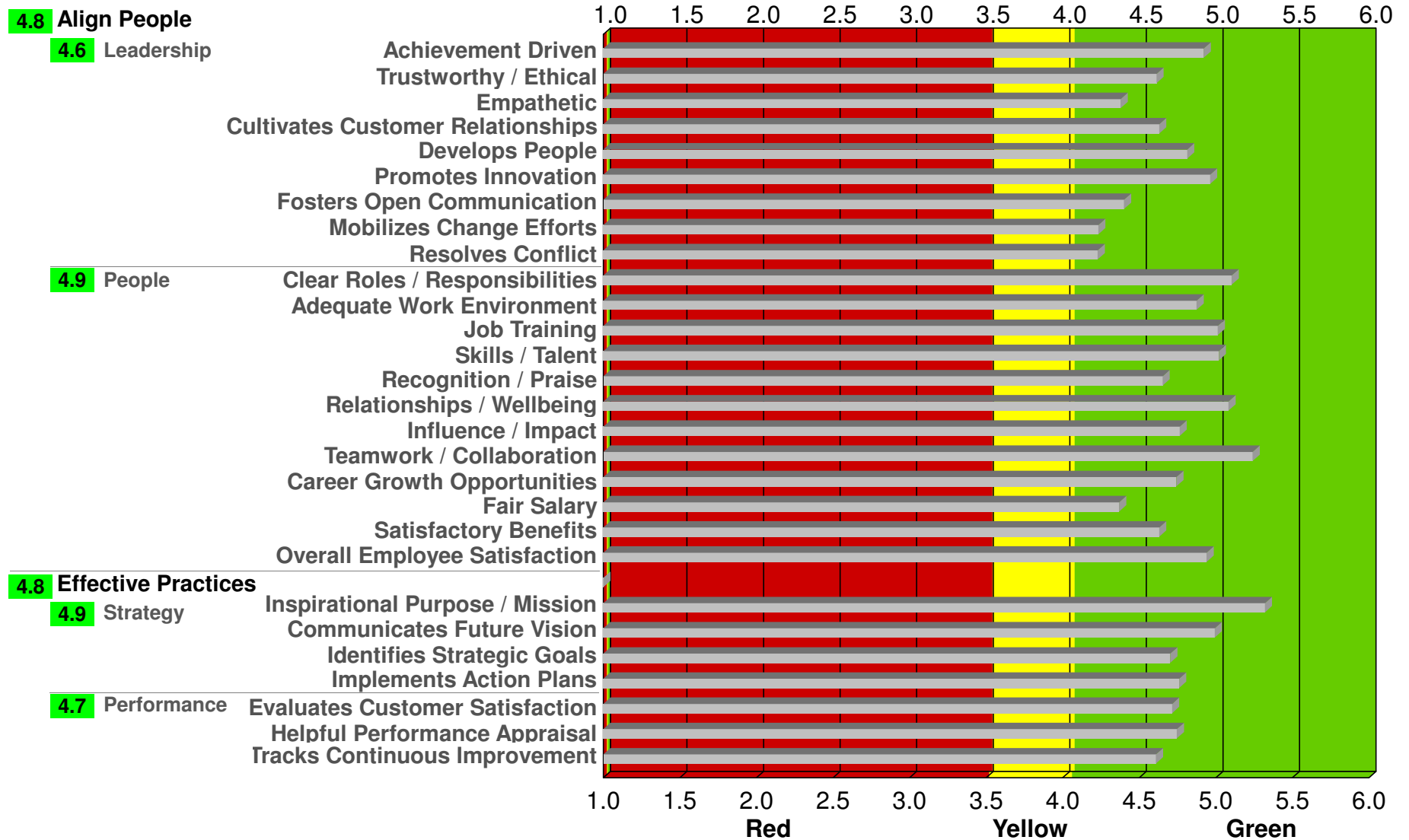
We measure and evaluate our customers' level of satisfaction with our products and services.

4.7 Helpful Performance Appraisal

Performance appraisals give helpful and useful information to improve employee performance.

4.6 Tracks Continuous Improvement

We have a system that regularly measures continuous improvement toward achieving goals and action plans.



Departmental Profile

5.0 Align People

People being trustworthy, responsive, engaged, and committed is critical to success.

5.0 Leadership

Is our leadership trustworthy and responsive to the market, our customers, and our employees?

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Sets challenging goals, strives to outperform competitors, or achieves performance excellence.

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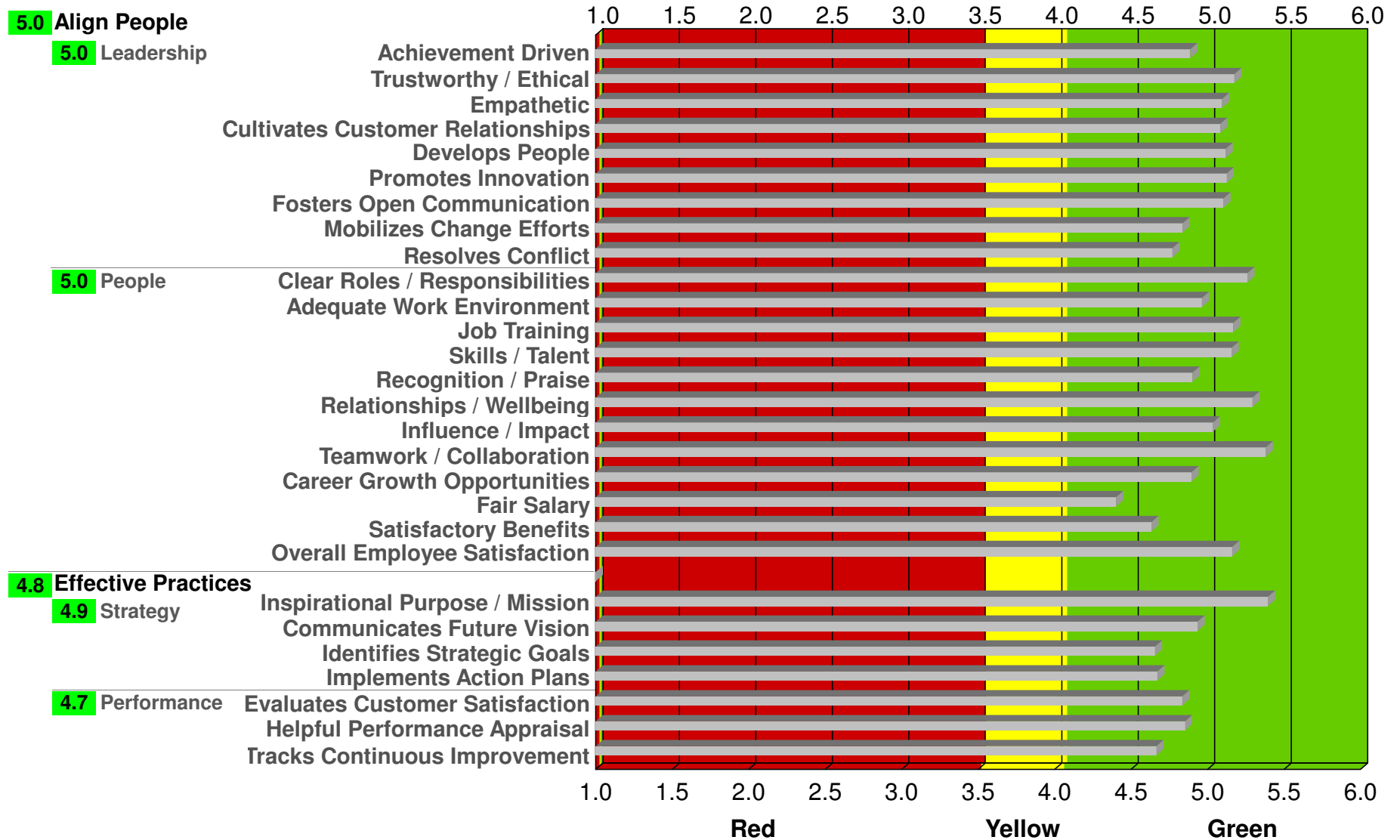
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JOHNSON COUNTY LIBRARY
Board of Directors
February 12, 2015

AGENDA ITEM: VI. A. Consideration of Renewal of the Agreement between the Johnson County Library and Growing Futures Early Education Center, Inc. (Formerly Head Start of Shawnee Mission)

ISSUE FOR BOARD DETERMINATION:

Whether to renew the agreement with Growing Futures Early Education Center, Inc. for the continued provision of outreach service to their location.

DISCUSSION:

JCL entered an agreement with Growing Futures (Formerly Head Start of Shawnee Mission) in 2012 for the provision of on-site library services at Growing Futures.

To date the partnership has been successful. JCL has received positive feedback from Growing Futures staff, students, and parents regarding the library's presence. These are children who need library service more than most others, and going directly to them is an efficient way to serve them well.

BUDGET IMPACT:

The budget impact of this project has been minimal. Service to Growing Futures has been provided by a librarian with an outreach focus and the substance of the agreement is "normal" library work.

RECOMMENDATION:

That the Johnson County Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center, Inc.

PERSON(S) RESPONSIBLE:

Sean Casserley

MEMORANDUM OF UNDERSTANDING
Between
Johnson County Library
AND
Growing Futures Early Education Center, Inc.

Purpose:

The purpose of the Understanding is to outline collaboration between Johnson County Library (JCL) and Growing Futures Early Education Center. (GFEEC). The Understanding is designed to coordinate early literacy and library services.

Agency Roles and Responsibilities

Johnson County Library will:

1. Provide regular story times in GFEEC classrooms.
2. Provide evening activities at the library and at GFEEC for GFEEC families to participate in literacy activities and sign-up for library cards.
3. Provide short articles for GFEEC newsletters.
4. Provide on-demand booklists for classrooms.
5. Provide education regarding JCL's services to GFEEC staff and families as requested.
6. Provide 2 hours per month of embedded librarian services at GFEEC. These services will involve on-site, dedicated reference & reader support for GFEEC teachers, parents, and students provided by JCL staff member.
7. Allow GFEEC to use library meeting spaces at no cost with reservations when available.

Growing Futures Early Education Center will:

1. Provide information regarding JCL services to GFEEC families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Provide education regarding GFEEC services to JCL staff as requested.
4. Provide training to JCL staff in areas of GFEEC staff's expertise.
5. Promote JCL's involvement with GFEEC in GFEEC newsletters, website and other public relations opportunities.

Duration of Understanding:

The duration of this Understanding is from January 1, 2015 to December 31, 2015.

Cancellation and Termination:

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and GFEEC Board of Directors to execute this Understanding.

Signatures:

The parties to this Understanding have been duly authorized by Johnson County Library representation and GFEEC Board of Directors to execute this Understanding.

Terrie VanZandt-Travis, Executive Director, GFEEC

Date

Sean Casserly, County Librarian, JCL

Date

JOHNSON COUNTY LIBRARY
Board of Directors
February 12, 2015

AGENDA ITEM VI. B.: Black & Veatch Gift Agreement

ISSUE FOR BOARD DETERMINATION:

Approval of gift/naming agreement for the MakerSpace outlined in the attached document.

DISCUSSION:

This proposal was provided to the board as an information-only item in November. Susan Mong, Executive Director of the JCL Foundation worked with Fred Logan to draft the agreement which has been approved by Black & Veatch legal counsel.

REVIEW BY BOARD COUNSEL:

Reviewed and approved by library attorney.

RECOMMENDATION:

The Johnson County Library Board of Directors approves the gift agreement with Black & Veatch Corporation providing naming rights to the MakerSpace in exchange for a 3 year gift commencing on November of 2015 or whenever the Central Resource Library improvements are completed. The new name shall be “Black and Veatch MakerSpace.” for this 3 year period.

BUDGET IMPACT:

Some web content staff time to update website. No other direct costs to library.

PERSON(S) RESPONSIBLE:

Susan Mong, Executive Director of JCL Foundation

THE BLACK & VEATCH MAKERSPACE

GIFT AGREEMENT

THIS GIFT AGREEMENT is made this ____ day of _____, 2015, by and between Black & Veatch Corporation (B&V), the Board of Directors of the Johnson County Library, acting for the Johnson County Library pursuant to K.S.A. 12-1223 (JCL), and the Johnson County Library Foundation (the Foundation).

RECITALS

A. JCL is undertaking a \$3.5 million capital improvement upgrade of its Central Resource Library facility.

B. The upgrade will include an expansion and other improvements of JCL's MakerSpace. The demand for the use of MakerSpace equipment at JCL's Central Resource Library facility has far exceeded capacity. The demand will continue to grow. A June, 2014 report of the Institute of Museum and Library Services stated, "MakerSpaces are part of a growing movement of hands-on, mentor-led learning environments to make and re-make the physical and digital worlds. They foster experimentation, invention, creation, and exploration through design thinking and project-based learning."

C. The expansion and improvement of the MakerSpace facility (including one year of MakerSpace outreach programming and staffing) will cost approximately \$173,000.00. All annual overhead and staffing costs of approximately \$65,000.00 for MakerSpace will be paid by Johnson County, as will the construction costs for the expansion of the MakerSpace facility at the Central Resource Library. Private gifts will be essential for JCL to be able to provide the needed improvements.

D. Pursuant to K.S.A. 12-1225(h), the Board of Directors of the Johnson County Library has the authority "to receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof."

E. B&V, JCL, and the Foundation have reached an agreement pursuant to which (1) B&V will make an annual gift to JCL Foundation that will help fund the expansion and improvement of the MakerSpace facility at the Central Resource Library and (2) JCL will in turn name its MakerSpace facility "**The Black & Veatch MakerSpace**" in accordance with the terms and conditions set forth in this Gift Agreement.

AGREEMENTS

1.0 Recitals incorporated. The recitals set forth above are incorporated in these agreements by reference.

2.0 B&V's agreement to make annual gifts to help fund MakerSpace improvements. B&V agrees, for a period of three years, to make an annual gift of \$30,000.00 to the Foundation,

for a total gift of \$90,000.00, to help fund the expansion and improvement of JCL’s MakerSpace facility at the Central Resource Library. The schedule for payments shall be as follows:

- November 1, 2015: \$30,000.00
- November 1, 2016: \$30,000.00
- November 1, 2017: \$30,000.00

3.0 The Foundation’s agreement to apply the gift proceeds to help fund MakerSpace improvements. The Foundation agrees to apply the B&V gift proceeds to help fund improvements at JCL’s MakerSpace facility in the manner designated by JCL.

4.0 JCL’s agreement to name the MakerSpace facility at the Central Resource Library “The Black & Veatch MakerSpace.” JCL agrees that commencing on the later of November 1, 2015, or whenever the Central Resource Library improvements are completed and the MakerSpace reopens, and continuing for a period of three years, its MakerSpace facility at the Central Resource Library shall be named “**The Black & Veatch MakerSpace.**” This naming agreement shall remain in effect so long as all of the terms and conditions of this Gift Agreement are being met.

5.0 Recognition of B&V. So long as the terms and conditions of this Gift Agreement are being met, B&V will be recognized in the manner set forth in this section 5.0. B&V will be featured prominently at the grand opening and ribbon-cutting for the expanded MakerSpace facility. Its sponsorship of the MakerSpace facility will be recognized on the JCL website and on signage at the MakerSpace facility. The signage shall show that the name of the facility is “**The Black & Veatch MakerSpace**” and shall be designed in a manner that is consistent with other library signage and with library policy.

6.0 Applicable law. This Gift Agreement shall be governed by Kansas law.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first set forth above.

BLACK & VEATCH CORPORATION

JOHNSON COUNTY LIBRARY

By: _____
Name: _____
Title: _____

By: _____
Nancy Hupp, Chair

JOHNSON COUNTY LIBRARY
FOUNDATION

By: _____
Name: _____
Title: _____

Johnson County Library
Board of Directors
Selection of Calendar Events
February 2015

February 9	An Edible Discussion Corinth Neighborhood Library
February 10	Comprehensive Library Master Plan Summit Johnson County Administration Office Building
February 11	Advanced Interviewing Techniques for Job Seekers Oak Park Neighborhood Library
February 14	Let's Build Drop-in Spring Hill Neighborhood Library
February 14	Where to Start to Love Your Heart Shawnee Neighborhood Library
February 19	Creation Exploration: Music Gardner Neighborhood Library
February 21	Bring Your Own Fandom Lackman Neighborhood Library
February 25	Book vs. Movie Discussion <i>The Book Thief</i> Shawnee Neighborhood Library
April 1	Tri-Board meeting Central Resource Library