

**JOHNSON COUNTY LIBRARY**

**BOARD REPORT**

**JANUARY 8, 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.

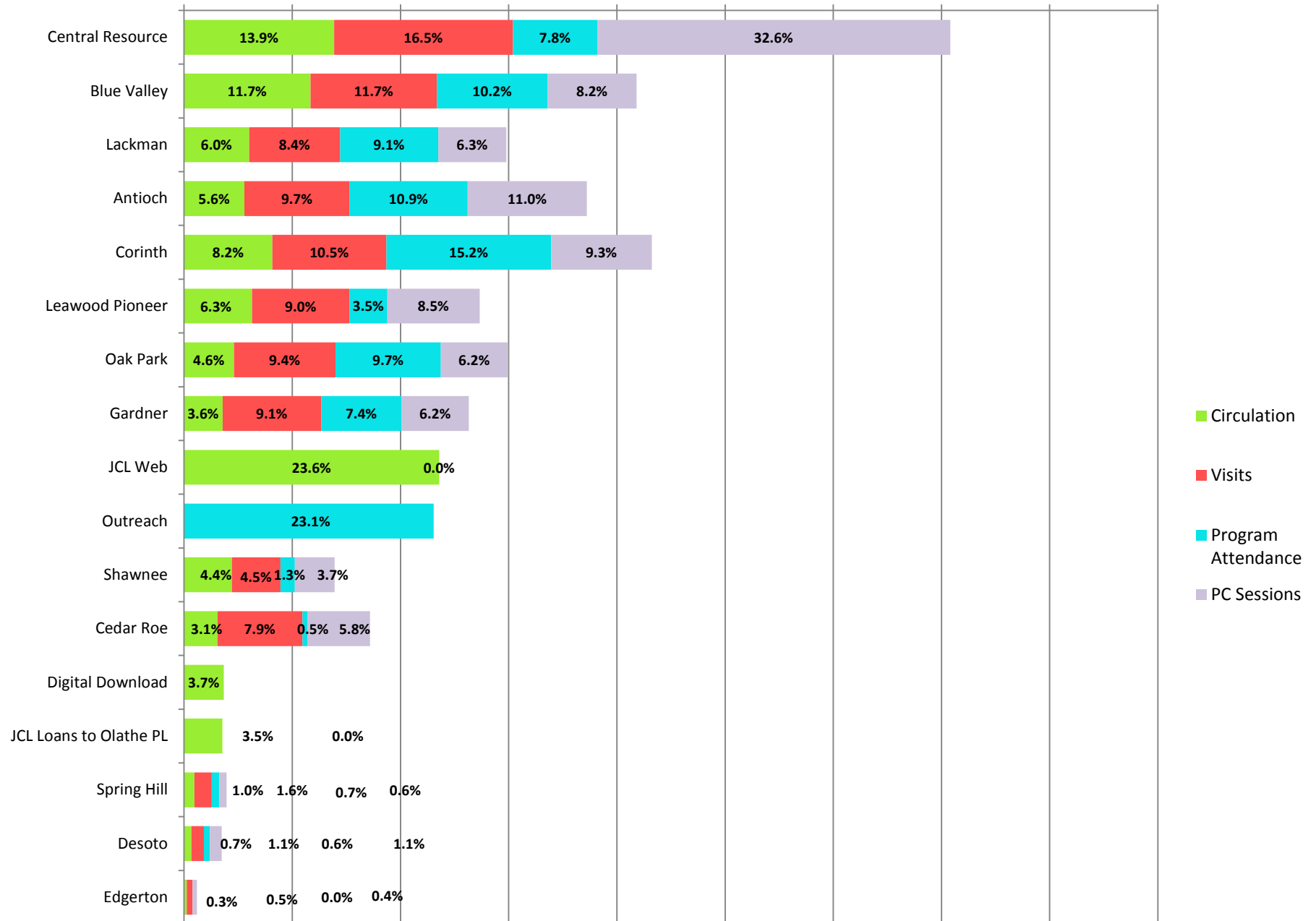
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JANUARY 8, 2015  
LEAWOOD PIONEER NEIGHBORHOOD LIBRARY  
4:00 P.M.

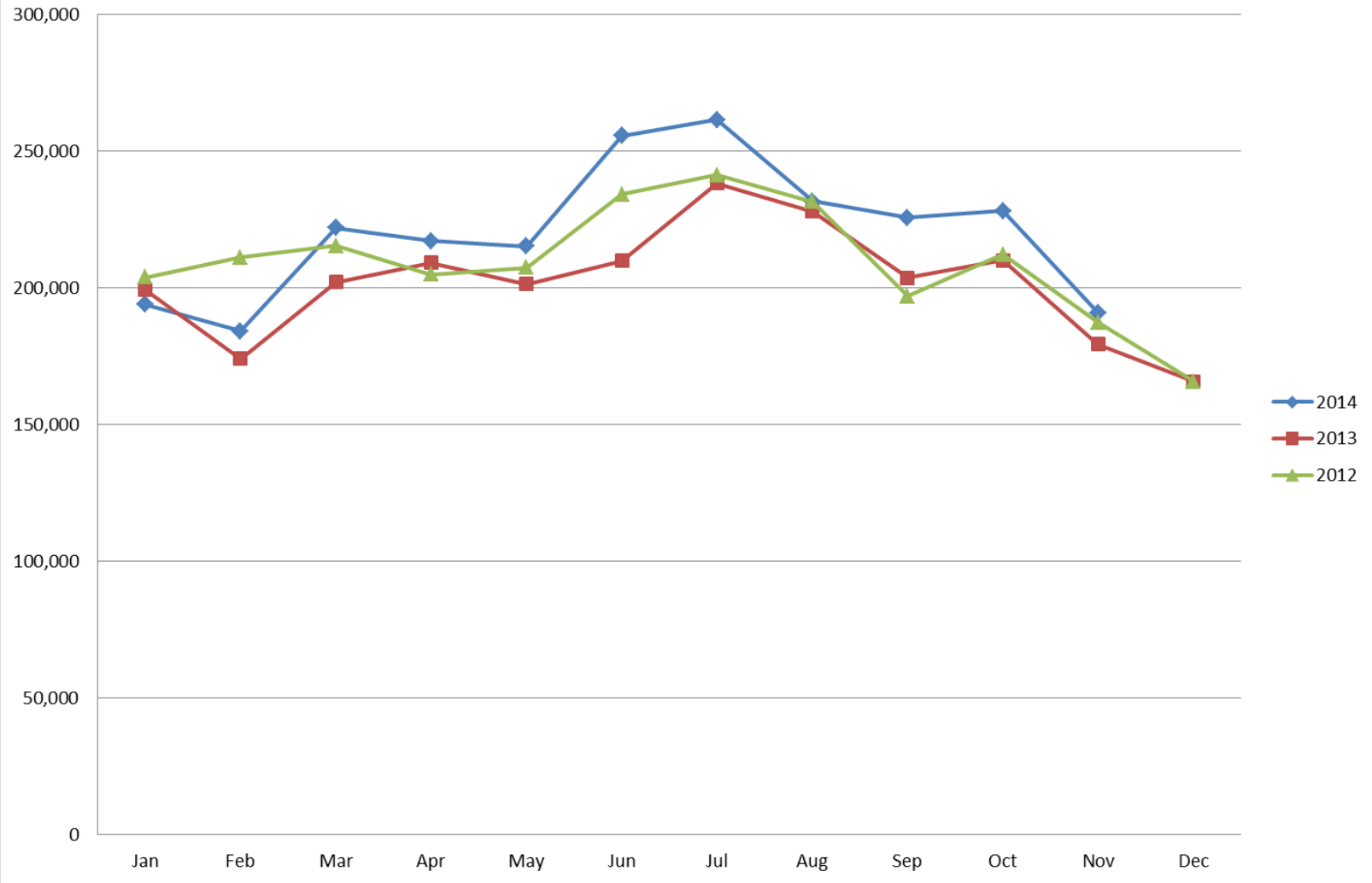
- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Nancy Hupp, Board Chair
  - C. Kathy Tiemeier, Friends of the Library
  - D. Susan Mong, Executive Director, Johnson County Library Foundation
  - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    - 1. Budget 2015 – Tricia Suellentrop
    - 2. Strategic Plan – Tricia Suellentrop
    - 3. Central Building Upgrade report – Scott Sime
    - 4. Comprehensive Library Master Plan – Kim Gile
    - 5. Updates
      - a) Hours update – John Helling
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of December 11, 2014 Regular Library Board meeting.....9
    - 2. Consideration of approval of SirsiDynix software maintenance renewal.....28
    - 3. Consideration of approval of 3M hardware maintenance renewal.....30
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....18
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November 2014 were handled in accordance with library and County policy.
      - b) The November 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.....19

VI. Old Business	
A. Approval of revisions to the Collection Development Policy – John Helling.....	48
VII. New Business	
A. Approval of the Renewal of the Memorandum of Understanding with the City of Edgerton.....	96
VIII. Adjournment	

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



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



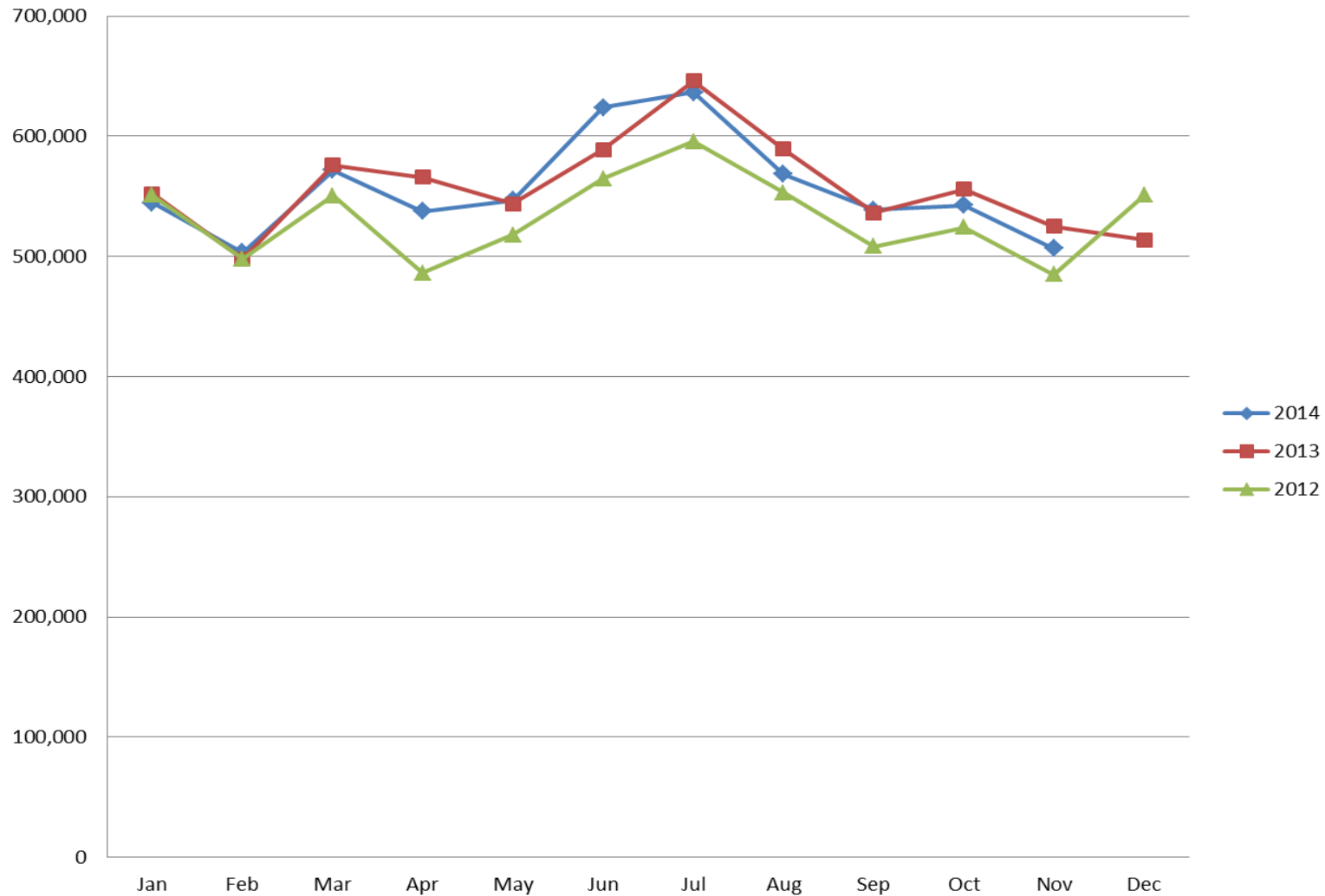
Johnson County Library  
**USER VISITS**

11/1/2014

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	18,562	9.7%	218,014	234,549	234	79	28,237	1.5	17,992	10.0%	223,467	241,327	3.2%	-2.4%	-2.8%
Blue Valley	22,284	11.7%	285,040	305,457	227	98	59,207	2.7	23,565	13.1%	290,772	309,393	-5.4%	-2.0%	-1.3%
Cedar Roe	14,986	7.9%	219,423	227,895	194	77	15,639	1.0	8,754	4.9%	101,557	108,756	71.2%	116.1%	109.5%
Central Resource	31,532	16.5%	410,629	441,575	251	126	70,250	2.2	32,957	18.4%	395,839	455,657	-4.3%	3.7%	-3.1%
Corinth	20,106	10.5%	247,338	266,232	234	86	41,371	2.1	19,594	10.9%	261,563	261,656	2.6%	-5.4%	1.7%
DeSoto	2,174	1.1%	35,588	38,013	120	18	3,467	1.6	2,569	1.4%	51,078	34,442	-15.4%	-30.3%	10.4%
Edgerton	1,022	0.5%	13,784	14,295	87	12	1,315	1.3	604	0.3%	9,083	7,329	69.2%	51.8%	95.0%
Gardner	17,402	9.1%	178,162	186,420	214	81	18,006	1.0	9,202	5.1%	101,774	120,300	89.1%	75.1%	55.0%
Lackman	16,038	8.4%	230,603	244,030	214	75	30,462	1.9	14,694	8.2%	194,234	219,784	9.1%	18.7%	11.0%
Leawood Pioneer	17,199	9.0%	221,225	238,939	214	80	31,835	1.9	18,308	10.2%	243,351	262,483	-6.1%	-9.1%	-9.0%
Oak Park	17,924	9.4%	193,522	211,885	214	84	23,364	1.3	17,802	9.9%	197,995	209,916	0.7%	-2.3%	0.9%
Shawnee	8,539	4.5%	127,662	134,229	214	40	22,436	2.6	9,747	5.4%	131,478	137,257	-12.4%	-2.9%	-2.2%
Spring Hill	3,058	1.6%	44,335	47,469	128	24	4,882	1.6	3,480	1.9%	57,976	53,072	-12.1%	-23.5%	-10.6%
Branch Total	159,294	83.5%	2,014,695	2,149,413	2,294	69	280,221	1.8	146,311	81.6%	1,864,328	1,965,715	8.9%	8.1%	9.3%
<b>SYSTEM TOTAL</b>	<b>190,826</b>	<b>100.0%</b>	<b>2,425,324</b>	<b>2,590,988</b>	<b>2,545</b>	<b>75</b>	<b>350,471</b>	<b>1.8</b>	<b>179,268</b>	<b>100.0%</b>	<b>2,260,167</b>	<b>2,421,372</b>	<b>6.4%</b>	<b>7.3%</b>	<b>7.0%</b>

	2014	2013
Average Visits per Capita for Current Month:	0.4	0.4
Average Visits per Capita for Year-to-Date:	5.6	5.2
Service Area Population:	431,000	431,000

## Johnson County Library Three-Year Trend in Circulation



Johnson County Library  
**OFFICIAL CIRCULATION BY LOCATION**

**November 2014**

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change 2013 to 2014		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation				
Antioch	28,237	5.6%	338,500	364,917	28,359	5.4%	347,222	377,439	-0.4%	-2.5%	-3.3%
Blue Valley	59,207	11.7%	736,140	790,927	58,073	11.1%	726,339	791,137	2.0%	1.3%	0.0%
Cedar Roe	15,639	3.1%	208,402	227,418	27,183	5.2%	227,990	247,484	-42.5%	-8.6%	-8.1%
Central Resource	70,250	13.9%	856,486	930,694	72,307	13.8%	854,997	942,172	-2.8%	0.2%	-1.2%
Corinth	41,371	8.2%	485,145	524,044	40,747	7.8%	488,736	524,028	1.5%	-0.7%	0.0%
Desoto	3,467	0.7%	46,990	50,649	3,787	0.7%	47,567	52,060	-8.4%	-1.2%	-2.7%
Edgerton	1,315	0.3%	15,905	16,924	2,715	0.5%	16,768	18,035	-51.6%	-5.1%	-6.2%
Gardner	18,006	3.6%	225,630	241,262	18,424	3.5%	226,287	245,259	-2.3%	-0.3%	-1.6%
Lackman	30,462	6.0%	388,603	418,550	33,316	6.3%	409,062	446,240	-8.6%	-5.0%	-6.2%
Leawood Pioneer	31,835	6.3%	418,405	453,840	36,229	6.9%	433,180	472,851	-12.1%	-3.4%	-4.0%
Oak Park	23,364	4.6%	290,141	312,885	25,737	4.9%	294,074	322,224	-9.2%	-1.3%	-2.9%
Shawnee	22,436	4.4%	285,722	307,065	22,100	4.2%	282,520	307,336	1.5%	1.1%	-0.1%
Spring Hill	4,882	1.0%	59,529	64,673	5,169	1.0%	67,394	72,806	-5.6%	-11.7%	-11.2%
JCL Web Renewals	119,466	23.6%	1,373,112	1,502,198	116,803	22.3%	1,400,738	1,529,475	2.3%	-2.0%	-1.8%
Digital Downloads	18,633	3.7%	173,544	337,692	15,591	3.0%	127,048	127,048	19.5%	36.6%	165.8%
JCL Loans to Olathe PL	17,948	3.5%	218,050	235,865	18,392	3.5%	227,270	252,519	-2.4%	-4.1%	-6.6%
<b>JCL Branch Total</b>	<b>280,221</b>	<b>55.3%</b>	<b>3,499,112</b>	<b>3,773,154</b>	<b>301,839</b>	<b>57.5%</b>	<b>3,567,139</b>	<b>3,876,899</b>	<b>-7.2%</b>	<b>-1.9%</b>	<b>-2.7%</b>
<b>JCL Brances and Central</b>	<b>350,471</b>	<b>69.2%</b>	<b>4,355,598</b>	<b>4,703,848</b>	<b>374,146</b>	<b>71.3%</b>	<b>4,422,136</b>	<b>4,819,071</b>	<b>-6.3%</b>	<b>-1.5%</b>	<b>-2.4%</b>
<b>JCL SYSTEM TOTAL</b>	<b>506,518</b>	<b>100.0%</b>	<b>6,120,304</b>	<b>6,779,603</b>	<b>524,932</b>	<b>100.0%</b>	<b>6,177,192</b>	<b>6,728,113</b>	<b>-3.5%</b>	<b>-0.9%</b>	<b>0.8%</b>

Average Circulation per Capita		
	2014	2013
Current Month	1.2	1.2
Year-to-Date	14.2	14.3
Service Area Population	431,000	431,000



**MINUTES JOHNSON COUNTY LIBRARY BOARD**  
**REGULAR MEETING**  
**Thursday, December 11, 2014**  
**4:00 p.m.**  
**Central Resource Library**

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**FRIENDS OF THE LIBRARY:**

**STAFF:** Michelle Beesley, Chris Carleton, Sean Casserley, Monica Duffield, Kim Gile, Mike Heffernan, John Helling, Maryle Her, Linda King, Christopher Leitch, Jennifer Mahnken, Daniel Molina, Susan Mong, Nicki Neufeld, Blake Olsen, Michelle Olsen, Thomas Parks, Matt Sapp, Michaela Scruggs, Kari Sime, Scott Sime, Tricia Suellentrop, Julie Timmins, Adam Wathen

**GUESTS:** Rebecca Phillips, Dave Schaecher, Georgia Sizemore, Madison McDaniel, Kayla Roith, Fred Sherman, Danni Livingston, Hedi Heinze

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

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Nancy Hupp attended the Overland Park Chamber breakfast hosted by the Central Resource Library. It was an excellent event and well-attended by the Overland Park business community.

Ms. Hupp had an opportunity to visit with Commissioner Peterson and expressed her thanks for his service to the County and his support of the library.

Welcome to members of the Shawnee Mission West government class.

**FRIENDS OF THE LIBRARY**

Rebecca Phillips reported for the Friends. The Big Fall Kids book sale was a success. The book stores were kept open during the book sale and they made budget.

The book sale made approximately \$7,000 and the book stores made approximately \$6,200 in sales. Internet sales totaled \$9,300.

Online book sales included the following tomes:

*Essential Oils Desk Reference* - \$200

*East Asia* - \$209

*Literature Travel and Exploration* - \$200

The Friends are working with the Communications Department to promote the Friends with e-Billboards.

Community Relations Coordinator, Christopher Leitch, is working with the Friends to enhance the visibility of the Book Stores with improved, eye-catching signs.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Susan Mong, Executive Director of the Foundation reported that the Overland Park Chamber event was a great success. Mr. Casserley gave an engaging speech and library staff engaged with member of the business community.

Ms. Mong reported on the Foundation's slate of officers for 2015

Incoming President – Jason Glasrud  
President Elect – Ann Walter  
Treasurer – Doris Royals

Committee Chairs:  
Fund Development – Lynne Brown  
Marketing – Karen Loggia and Bob Zender  
People – Zack Hangauer and Neil Shortlidge

Anne Blessing, current Executive Director of the Blue Valley Schools Foundation, is joining the Foundation Board. The year end appeal will be mailed soon.

A new fundraising event will be held in the spring. The *Stay at Home and Read a Book Ball* will be held Friday, March 6<sup>th</sup>. There will be an opportunity to purchase tickets and Ms. Mong will have more details closer to the event.

A naming opportunity was presented to the Board. The library has historically named rooms in honor of individuals; this opportunity is slightly different as the room name would be part of an agreement in receipt of a gift.

Mr. Logan stated that under KSA 12-1225, the Board has the right “to receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library”.

Mr. Logan advised that the board has the authority to accept the gift in terms that the board agrees to, including naming a room in a library building. Previously, a meeting room at the Oak Park branch was named after a donor.

Ms. Mong asked the Board if they are comfortable moving forward with naming the meeting room. The Board expressed their comfort and encouraged Ms. Mong to proceed with the discussion with the interested party.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus noted the Overland Park Chamber event was excellent and successful. It was eye-opening for the business community to see the resources that are available.

## **BOARD COUNSEL REPORT**

Mr. Logan reported that the bonds were issued last week and everything went forward perfectly. Commissioner Osterhaus added that it was a unanimous vote and that the interest rate was low.

## **COUNTY LIBRARIAN REPORT**

Mr. Casserley noted that in response to feedback from the Board, Ms. Neufeld will give a monthly report on the budget actuals.

### **Budget Actuals**

Ms. Neufeld watches the operating budget closely and there is approximately \$1,820,000 left for the year. There are 2.8 payrolls in December; two normal payrolls and an accrual. 1.5 million is dedicated to payroll and fringe for the remainder of the year. The total then becomes \$320,000 from which to pay utilities and any snow events.

Ms. Neufeld has held a portion of the last quarter's spending in anticipation of some larger purchases for IT and Communications. Ms. Neufeld noted that part of the end of the year is the TIF, Tax Increment Financing. The TIF is \$124,178 of budget authority that we don't spend because it is revenue we don't receive.

Mr. Shortlidge expanded on the TIF. TIF is a financing and development tool. The taxing agency defers a portion of city, county and school taxes and funnels them into a special fund to help pay the cost of future projects.

### **Strategic Plan**

Mr. Casserley provided an update on the strategic plan. Tactics are on track.

Mr. Casserley reported that a business leader in the community has offered to partially finance a Return on Investment (ROI) Study to determine the return value of the library to the Johnson County business community.

Similar studies have been successfully completed around the country. Mr. Casserley met with representative of KU Edwards to potentially collaborate on the study. KU Edwards proposed a cost and the Foundation executive board has indicated they are willing to fund the remainder of the project.

The study will be complete in 6 months.

Mr. Nelson inquired about the amount of staff time that will be involved in the study. Mr. Helling noted that it would involve a healthy amount of research for several departments.

### **Central Building Upgrade**

Mr. Sime presented a Central Building Upgrade report. There has been a project team change. Georgia Sizemore will be leaving the project to pursue other opportunities. Mr. Sime thanked Ms. Sizemore for her work on the project.

Hedi Heinz with County Facilities will be stepping into the role vacated by Ms. Sizemore.

The first round of data has returned from the construction manager.

Mr. Sime presented two scenarios regarding the level of openness of the building during the construction and explained the implications of each scenario.

<b>Factors</b>	<b>Scenario 1 (2 phases)</b>	<b>Scenario 2 – (6 phases)</b>
Cost	Keeping costs on-budget for the money we have	Costs increase past our available funds (+33%) - +\$800,000
Construction End Date	Keeping our anticipated end-date of Dec. 2015	Longer construction – until March 2016
Scope	Able to do all base-bid work with the potential to add in alternates	Will need to reduce scope to accommodate available budget

Services impacted during construction (Scenario 1):

1. Meeting / Study room space – we will be depending on assistance from other branches for this type of space
2. Public PCs – this plan does not include public PCs at Central during constructions
3. Collection access - as much of the collection as possible, we will keep available somewhere
4. MakerSpace – we will still be able to offer MakerSpace service via our mobile Maker Space

Services Available during construction (Scenario 1):

1. Some collection access at Central
2. Continued access to holds
3. Checkout and self-check functions remain available
4. Fine payment remains available
5. Systemwide phone service remains at Central
6. Material drop-off remains available

Next Steps:

- Further refining of the construction data (budget and duration)
- Further scenario planning with staff, Architect and Construction Manager

Mr. Obi asked if there is a communication plan that will be put in place during construction when access to the library may be more restricted.

Mr. Sime responded that communications are a priority and depending on the direction of the Board, the team will proactively address a communication plan. We are working with our internal communications department and County communications office.

Ms. Robinson commented that scenario 2 is not affordable. She believes we should move in the direction of scenario 1 and be cognizant that customer service may decrease during that time. She agreed with Mr. Obi that a strong communication plan will need to be in place.

She stated it will be important to stay on the timeline and complete construction as quickly as possible to minimize the disruption to the public.

Ms. Hupp agreed that there will be a balance between serving the public to the best of our ability and remaining fiscally responsible to get the most for our dollar. Scenario 2 would eliminate many of the proposed alternate improvements, including the improvement to the public restrooms.

Mr. Casserley noted that a retail space was investigated as a potential third option. However, costs for a retail space were estimated to be 1.2 million which would adversely impact the scope of the project.

Ms. Hupp requested a vote for either Scenario 1 or Scenario 2.

**MOTION:** Neil Shortlidge moved that the Library and Project Team move forward with Scenario 1.  
**SECONDED:** Mitra Templin                      **MOTION CARRIED UNANIMOUSLY**

### **Comprehensive Library Master Plan**

Kim Gile introduced Group 4 Architecture consultants, David Schnee, Jill Eyres and Carson Block.

David Schnee gave a brief presentation to the Board describing the project scope and goals and the process that Group 4 uses.

Group 4 is working with the library to update and expand on the 2009 Facilities Master Plan. The foundation of the plan is the highest quality of service with maximum efficiency and effectiveness. They intend to establish clear and realistic goals while evaluating current facilities, collections, programs, materials handling, services and the courier/fleet process.

The process is underway and they are working to complete a draft plan in May which will then be brought to the Board.

The comprehensive library master plan will fully incorporate the strategic plan and the data gathered from community input.

Group 4 is meeting with many groups and stakeholders in collaborative sessions, including the 3 Board liaisons. Mr. Schnee noted that should a Board liaison not be able to attend a meeting, a substitute Board member would be welcome to attend the meetings.

In addition to internal groups, Group 4 will be meeting with representatives of the county and park and recreation. The community will be engaged through 3 rounds of strategic engagement including public meetings. The community will also have the ability to engage with the project through online comments and social media.

Mr. Schnee asked the Board members what they believe to be the highest goal for the project and the greatest challenge.

Ms. Hupp responded that the highest goal is to keep the faith with our stakeholders, our taxpayers, and give them the best possible product for our money. The greatest challenge is pleasing everyone.

Mr. Obi responded that the highest goal is to have a successful and sustainable plan that provides continuity. Our greatest challenge is balancing funding while increasing creativity and innovation.

Ms. Robinson hopes that in 20 years the sitting Library Board members look back and congratulate the current Board for their work and forward thinking and that the libraries are serving the needs of the public. The greatest challenge is death by data.

Mr. Nelson expressed that the highest goal is embracing changes in technology and properly accommodating for changes in technology and anticipated services. The greatest challenge will be anticipating where technology is going and not judging how technology might change libraries based on current experiences.

Ms. Templin responded the highest goal is defining the location of destination libraries in the county and the greatest challenge will be patron dissatisfaction of not having a convenience or destination library located in their community.

Ms. Ruo responded that the highest goal is serving the entire county equitably. The greatest challenge is the disappointment some in the community may feel.

Mr. Shortlidge responded that the highest goal is adequately planning for the library of the future. The greatest challenge is fully explaining recommendations that may be controversial. Hopefully the plan will provide explanation for those who need it.

Mr. Schnee thanked the Board for their thoughts and noted their goals and challenges will be built into the planning process.

Ms. Hupp asked that Board liaisons for the comprehensive master plan that are not able to attend a meeting, please let her know so another Board members can step in. She also reminded Board members to any questions they may have throughout the process to Mr. Casserley.

### **Communication Plan**

Mr. Casserley requested feedback from the Board on the format and frequency of the weekly updates. Feedback from the Board is positive and Mr. Casserley stated we will post the weekly updates to the Board portal.

Community Relations Coordinator, Christopher Leitch, gave a presentation to the board on the topic of developing a cohesive and comprehensive communication plan for both internal and external use.

The team is working on realigning how information is gathered and how the information is prepared to be communicated both internally and externally.

Mr. Leitch provided an overview of the draft communication process describing the roles of newsmakers, reporters and editors. Also how fact staging, coordinating and publishing are factored into the process.

Mr. Casserley asked the Board if the new communication plan process meets the Board's expectations. The Board indicated support for the plan.

### **Collection Development Policy**

The Collection Development policy will need to be updated in January. Recommended changes to the policy are minor. The majority of changes are centered on language and using terminology from the strategic plan. In addition, Mr. Helling highlighted changes to the realia section which addresses three-dimensional materials that may be in the collection. For example, the Arduino kits currently available to our patrons.

Mr. Helling thanked Adam Wathen, Collections Manager, for assistance in updating the policy.

## Hours by Branch

Mr. Casserley reintroduced the discussion of adjusting the hours of the branches. Mr. Helling previously presented data showing steady patron traffic at the branches at opening and a significant decline in patron visits after 4:00 p.m.

He provided an overview of patron traffic/activity by branch. The data shows there is some variability among the branches, however activity tapers for each branch in the early evening.

The recommendation is to open an hour earlier in the morning and close an hour earlier. The data supports that the adjusted hours would be a better match for patrons needs and improve efficiency.

Edgerton, Spring Hill and the De Soto branches would not change their hours.

Ms. Ruo expressed her concern for students who may use our libraries to study in the evenings. She suggested adjusting hours during the school year.

Ms. Templin noted that the data has consistently shown that activity in the evening, even among the student population, tapers in the evening.

Ms. Hupp stated that changing hours to align with the school calendar may cause patron confusion. It is also important to be attentive to keeping costs level.

Ms. Robinson noted that by closing Central the public will be unhappy and is concerned that changing hours may also cause discontent. She suggested implementing the change on a trial basis.

Ms. Templin does not believe the public will be unhappy with closing Central for the upgrade project. It will cause a difference in routine, but overall the public will be excited about the changes. The data consistently shows patron usage drops in the evening and the decision is based on what the data shows patrons want.

Ms. Hupp agreed that she believes our patrons will adjust and that the Board is making a data driven decision.

Ms. Mahnken commented that opening the branches an hour earlier may be a benefit for patrons while Central is less available.

Ms. Robinson expressed her concern for the students who use PCs in the evening to do their homework.

**MOTION:** Mitra Templin moved to change library hours of operations for our branches. Branches will open an hour earlier and close an hour earlier.

**SECONDED:** Neil Shortlidge

Aye: Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Mitra Templin

Nay: John Nelson, Pam Robinson, Amy Ruo

**MOTION PASSED**

## CONSENT AGENDA

**MOTION:** Amy Ruo moved to approve the consent agenda

**SECONDED:** Pam Robinson

**MOTION CARRIED UNANIMOUSLY**

## **OLD BUSINESS**

### **Consideration of Renewal of the Interlocal Agreement with Olathe Public Library**

Mr. Helling presented the Interlocal agreement with Olathe Public Library. This is the agreement between Johnson County Library and Olathe Public Library to cooperate on services and share expenses. The Interlocal was presented to the Library Board as an information item at the last meeting.

The largest structural difference is a change in billing. Instead of billing databases and e-books for a full calendar year the billing will be adjusted to an October to September cycle. This change will allow Johnson County Library to bill for actual costs instead of projected costs.

The agreement is working structurally. There are not many changes aside from dollar amounts and percentages are staying the same.

**MOTION:** Amy Ruo moved that the Library Board approve the proposed renewal memorandum to interlocal cooperation agreement between the Olathe Public Library to provide the Olathe Public Library with automation services, remote database access, a computer control and reservation system, and Web catalog interface from January 1, 2015 through December 31, 2015

**SECONDED:** Neil Shortlidge

**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **Consideration of the Renewal of the Memorandum of Understanding with the AARP**

Jennifer Mahnken presented the updated memorandum of Understanding with the AARP.

Currently Johnson County Library and AARP have an agreement whereby the Library will provide space and technology support while AARP volunteers will provide tax assistance to the public.

Previously Central Resource has been the location for this service. Due to construction, Lackman will host the group in 2015.

AARP and JCL have reached agreement on all terms.

**MOTION:** Neil Shortlidge moved that the Johnson County Library Board of Directors renew the agreement with AARP to provide tax assistance to the public for the 2014 tax season.

**SECONDED:** Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

Mr. Casserley noted that there is always a timing issue with renewing the Memorandum of Understanding with the City of Edgerton. Services will continue at the Edgerton branch and the MOU will be brought to the Board for approval at the next meeting.

Ms. Hupp thanked staff for their work and wished both staff and the Board members a happy holiday.



**ADJOURNMENT**

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

**SECONDED:** Neil Shortlidge

**MOTION CARRIED UNANIMOUSLY**

Adjourned at 5:16 p.m.

DATE \_\_\_\_\_

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

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

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

**JOHNSON COUNTY LIBRARY**

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Mitchell 1	ProDemand online service	\$ 1,899
iBossWell	Consultant/Meeting Facilitation	\$ 2,800
Alliance Masonry	Clean and seal brick work - Antioch branch	\$ 960
State Library	6 by 6 grant (From the State Library to JCL)	\$ 2,145
Wolters Kluwer	Subscription	\$ 3,097
Lynda.com	Subscription	\$ 24,500
ACS	Cameras/surveillance system upgrade	\$ 9,987.00
Reference USA	Online database	\$ 30,000.00
Townsend Communications	Advertising	\$ 600.00
Serial Solutions	Renewal of 360 Core services	\$ 5,500.00
	<b>Total</b>	<b>\$ 46,087.00</b>

**SIGNED:**

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

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$211,568.90</b>
	Add Receipts	\$114.13		
	Less Payments		\$1,805.15	
	<b>Ending Cash balance</b>			<b>\$209,877.88</b>
	Less Liabilities		\$10,000.00	
	<b>Unobligated cash balance</b>			<b>\$199,877.88</b>

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

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

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

November 2014

92% of Year Lapsed

REVENUE ALL FUNDS	2014 Year to Date	2014 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	19,669,827.00	19,612,122.00	100%	99%
Ad Valorem Delinquent	201,743.00	308,005.00	65%	72%
Motor Vehicle	2,133,477.00	2,159,126.00	99%	51%
Library Generated - Copying/Printing	85,544.00	85,000.00	101%	54%
Library Generated - Overdues / Fees	690,446.00	725,000.00	95%	46%
Sale of Library Books	50,000.00	50,000.00	100%	50%
Misc Other	88,559.00	21,290.00	416%	27%
Library Generated - Other Charges	341,853.00	322,050.00	106%	22%
Investment	52,804.00	56,621.00	93%	35%
Unencumbered Balance Forward	0.00	630,000.00	0%	0%
Recreational Vehicle Tax	7,015.00	6,497.00	108%	33%
Heavy Trucks Tax	9,029.00	10,131.00	89%	104%
Rental Excise Tax	24,331.00	24,997.00	97%	56%
State and Federal Grants	187,050.00	226,278.00	83%	1%
<b>TOTAL REVENUE</b>	<b>\$23,541,678.00</b>	<b>\$24,237,117</b>	<b>97%</b>	<b>89%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**November 2014**  
**92% 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	3,346,537	3,412,889	98%	76%
Administrative Services	2,421,672	2,647,899	91%	75%
Branch Services	5,655,399	4,361,726	130%	82%
Technical Services	604,598	765,438	79%	74%
Systemwide Services	403,537	2,472,746	16%	71%
Central	3,483,618	3,936,955	88%	77%
Facilities	1,872,510	1,926,919	97%	73%
Information Technology	1,917,555	2,130,677	90%	78%
Risk Management Charges	95,798	95,798	100%	75%
Library General Tax Increment	0	0	0%	0%
Grants *	183,559	226,278	81%	84%
Transfer to Capital Projects	0	0	0%	100%
Interfund Transfers	0	0	0%	0%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$19,984,783</b>	<b>\$21,977,325</b>	<b>91%</b>	<b>76%</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)	28,142	0		0%
Commodities (Capital Equipment)	199,077	208,868	95%	57%
Transfer to Debt Payment	1,106,979	1,122,186	99%	100%
Transfer to Capital Projects	0	0	0%	100%
PBC Debt Payment (Library Building Tax Increment)	436,737	928,738	47%	0%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$1,770,935</b>	<b>\$2,259,792</b>	<b>78%</b>	<b>95%</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$21,755,718</b>	<b>\$24,237,117</b>	<b>90%</b>	<b>38%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**November 2014**  
**92% 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	12,168,119	13,907,080	87%	78%
Contractual Services	3,837,199	3,041,351	126%	112%
Supplies	3,469,472	3,878,782	89%	71%
Capital - Operating	5,839	8,412	69%	111%
Risk Management Charges	95,798	95,798	100%	75%
Library General Tax Increment		0	0%	0%
Capital / Maintenance / Repair	121,450	221,622	55%	64%
Transfer to Debt Payment	1,106,979	1,122,186	99%	125%
Transfer to Capital Projects	330,566	790,566	42%	25%
Library Building Tax Increment	436,737	928,738	47%	100%
Grants	183,559	226,278	81%	78%

<b>TOTAL EXPENDITURES</b>	<b>\$21,755,718</b>	<b>\$24,220,813</b>	<b>90%</b>	<b>82%</b>
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**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>						<b>Grant</b>	<b>Budget</b>
<b>Expenditures through 11/30/14</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>		<b>Award</b>	<b>Remaining</b>
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	\$3,969.04		\$7,744.75	\$3,775.71
2013 Ks H. C.	State	Mar-13		\$2,400.00		\$2,650.00	\$250.00
2014 Check up and Check Out	State	Jul-14		\$1,295.83		\$5,250.00	\$3,954.17
2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,344.89		\$2,144.95	\$800.06
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$561.50		\$1,912.00	\$1,350.50
2014 State Aid Grant	State	Jul-14		\$154,271.77		\$154,271.77	\$0.00
Dust, Drought and Dreams	State	Aug-14		\$347.39		\$1,200.00	\$852.61
2014 6 By 6 Kits	State	Jul-14		\$22,221.49		\$27,221.49	\$5,000.00

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

**Monticello Land Acquisition**

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

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



**Scheduled Replacement Account**

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

**Total Revenue** 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			49,670.00
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
Window Repairs				450.00
Furnishings and Equipment				1,859.10
Vehicle Replacement (Encumbered)				21,605.00

<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>285,074.30</u>
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Budget Remaining

<u>\$ 245,602.89</u>
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## Expenditure of Friends of the JCL Donations 2014

### November 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		\$327.81	\$9,826.25
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$0.00	\$18,768.68
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
<b>Total Expenditures</b>		<b>\$ 327.81</b>	<b>\$ 47,490.26</b>

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**Leawood Neighborhood Library**  
**January 8, 2015**

**AGENDA ITEM V. A. 2.:** Consideration of Approval of SirsiDynix Software Maintenance Renewal

**ISSUE FOR BOARD DETERMINATION:**

Whether to approve renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$155,955.94

**DISCUSSION:**

Pursuant to our County purchasing policy, the Johnson County Library Board of Directors must approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b(b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

SirsiDynix provides libraries with Integrated Library System (ILS) software. This software is the core database that enabled all day-to-day functions in the library. The ILS software maintains records all items in the collection, all patron cardholders, and all activity performed. Patrons interact with the software through multiple interfaces including the Bibliocommons web interface and 3M checkout machines and automated sorters. Staff interact with the system through a “Workflows” application provided with the software to manage the entire lifecycle of an item in the collection.

**REVIEW BY BOARD COUNSEL:**

NA

**RECOMMENDATION:**

That the Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$155,955.94.

**BUDGET IMPACT:**

This is a budgeted purchase

**PERSON(S) RESPONSIBLE:**

Matt Sapp

# Invoice



Page 1/1  
 Invoice INVMT027033  
 Date 12-Nov-14

**Sirsi Corporation**  
 SirsiDynix Technology Center  
 3300 North Ashton Boulevard  
 Lehi UT 84043

**Bill To:** Johnson County Library  
 9875 W. 87th Street  
 Overland Park KS 66212

Purchase Order No.	Customer ID	Due on or Before	
	320235	1-Jan-15	
Item Number	Description	Unit Price	Ext. Price
30-95000-110	Symphony	\$114,833.37	\$114,833.37
30-95000-551	Enriched Content-Basic	\$23,353.98	\$23,353.98
30-95000-553	Enriched Content-Elements	\$2,633.76	\$2,633.76
30-95000-583	Oracle Renewal	\$11,848.66	\$11,848.66
30-95000-700	SIP/SIP2 License	\$1,036.73	\$1,036.73
30-95003-130	Data Services	\$2,249.44	\$2,249.44
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	Effective Period: January 1, 2015 - December 31, 2015		

For questions, Please Contact:  
 Barbara M Caradine @ 800-288-8020 ext 5566  
 or barbara.caradine@sirsidynix.com

<b>Subtotal</b>	\$155,955.94
<b>Tax</b>	\$0.00
<b>Trade Discount</b>	\$0.00
<b>Total</b>	\$155,955.94

**Please Remit Payment to: SirsiDynix #774271, 4271 Solutions Center, Chicago, IL 60677-4002**

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.

International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**Leawood Neighborhood Library**  
**January 8, 2015**

**AGENDA ITEM V. A. 3.** : Consideration of Approval of 3M Hardware Maintenance Renewal

**ISSUE FOR BOARD DETERMINATION:**

Whether to approve renewal of 3M hardware maintenance renewal in an amount not to exceed \$152,441.00

**DISCUSSION:**

Pursuant to our County purchasing policy, the Johnson County Library Board of Directors must approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b(b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

3M provides libraries with hardware systems that enable tracking and handling of materials. The hardware includes Self-Checkout systems, RFID tag reading and detection systems, and automated materials handling (sorting) systems.

**REVIEW BY BOARD COUNSEL:**

NA

**RECOMMENDATION:**

That the Johnson County Library Board of Directors approve the renewal of 3M hardware maintenance renewal in an amount not to exceed \$152,441.00.

**BUDGET IMPACT:**

This is a budgeted purchase

**PERSON(S) RESPONSIBLE:**

Matt Sapp

# 3M Invoice

PAGE 1 OF 17

**PURCHASE ORDER..MATT SAPP**

**INVOICE NO..... OF63434**  
**TYPE..... ORIGINAL**  
**DATE..... 12/23/2014**  
**TERMS OF SALE**  
**NET 30 DAYS**  
**TERMS DATE.....12/23/2014**

**DIRECT INQUIRIES TO:**  
**CUSTOMER SERVICE DEPT.**  
**BLDG 225-3S-06**  
**ST PAUL MN**  
**55144**

**ORDER DATE** 12/22/2014  
**SHIP DATE.....**12/23/2014

**3M CUSTOM CONTACT CENTER**  
**PHONE NO...800-328-0067**  
**FAX NO.....888-263-1916**

**CONTRACT NO..... US42443**  
**PARTIAL ORDER..... NO**

**ACCOUNT NO.**  
**CHARGE TO: JAR8282 →**

**OF63434 H00008**

|||||  
**JOHNSON COUNTY LIBRARY**  
**CENTRAL RESOURCE LIB**  
**9875 W 87TH ST**  
**OVERLAND PARK KS 66212-4565**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
LOCATED AT JOHNSON COUNTY LIBRARY BLUE VALLEY LIBRARY 9000 W 151ST ST OVERLAND PARK KS 66221 BC00378				
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410272 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410272 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410088 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410088 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00

**DETACH AND RETURN WITH PAYMENT**

JAR8282  
 JOHNSON COUNTY LIBRARY  
 CENTRAL RESOURCE LIB  
 9875 W 87TH ST  
 OVERLAND PARK KS 66212-4565

**REMIT PAYMENT TO**  
 3M  
 P.O. BOX 844127  
 DALLAS TX 75284-4127

**INVOICE NO..... OF63434**  
**INVOICE DATE.... 12/23/2014**  
**TERMS DATE..... 12/23/2014**

**TOTAL MUST BE RECEIVED BY: 01/22/2015**  
**INVOICE TOTAL 152,441.00**

AMOUNT ENCLOSED	
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# 3M Invoice

PAGE 2 OF 17

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410089 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410089 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410090 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410090 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410085 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410085 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550052 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	2160.00	2,160.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 28500141 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600077R CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600078L CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600079R	773.00	773.00



# 3M Invoice

PAGE 3 OF 17

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16				
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2863 FX SERIAL 28630027 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2864 FX SERIAL 28640011 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 9102 Detection SA - RENEWAL B0 MODEL 9102DM SERIAL 91200351 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2820 SERIAL 28200077 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2820 SERIAL 28200078 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2830 SERIAL 28300032 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 28500142 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 28500143 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204973 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204982 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205014 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205018 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00



# Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
TYPE..... ORIGINAL  
DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205021 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205028 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205030 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY CORINTH BRANCH 8100 MISSION RD PRA VILLAGE KS 66208 CDQ2833				
1	EACH	Model 9101 Detection SA - RENEWAL BILLING MODEL 9101DM SERIAL 91100556 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1171.00	1,171.00
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200564 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204974 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204975 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204976 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204980 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410084 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410084		.00

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16				
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410265 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410265 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410271 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410271 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410260 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410260 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
EXEMPTION CERTIFICATE: GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY GARDNER BRANCH 137 E SHAWNEE ST GARDNER KS 66030 GBS6566				
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220494 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220494 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220497 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00



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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
TYPE..... ORIGINAL  
DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220497 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204981 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204990 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205023 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	Model 9102 Detection SA - RENEWAL B0 MODEL 9102DM SERIAL 91200509 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY CENTRAL RESOURCE LIB 9875 W 87TH ST OVERLAND PARK KS 66212 JAR8282				
1	EACH	Model 9102 Detection SA - RENEWAL B0 MODEL 9102DM SERIAL 91200257 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2820 SERIAL 28200079 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2820 SERIAL 28200080 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 2850a053 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550053 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	2160.00	2,160.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600080R	773.00	773.00

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16				
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600081L CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2864 FX SERIAL 28640012 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	2800 Indoor Induction SA Renewal B0 MODEL 2830 SERIAL 28300029 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 2850b053 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	2800 Sortation SA Renewal B0 MODEL 2850 FX SERIAL 2850c053 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204977 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205013 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205015 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1205022 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204554 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204555 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW B0 MODEL 895 SERIAL P1204556 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00



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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
TYPE..... ORIGINAL  
DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204222 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204223 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204557 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204558 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410267 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410267 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SVC AGMT M9410F FIREWALL SELF CHECK AR BO MODEL 9410F SERIAL 9410273 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1374.00	1,374.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410273 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410274 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410274 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410275 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS		.00

# 3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
		MODEL 3192 SERIAL 9410275 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410276 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410276 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY LEAWOOD PIONEER BRANCH 4700 TOWNCENTER DR LEAWOOD KS 66211 JBD7972				
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410258 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410258 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410259 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 9410259 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 84050007 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL B0 MODEL 8405 SERIAL 84050008 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050007 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00



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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050008 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204978 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205020 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205024 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	2800 Indoor Induction SA Renewal BO MODEL 2820 SERIAL 28200106 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Indoor Induction SA Renewal BO MODEL 2820 SERIAL 28200107 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Indoor Induction SA Renewal BO MODEL 2830 SERIAL 283000047 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	3904.00	3,904.00
1	EACH	2800 Sortation SA Renewal BO MODEL 2850 FX SERIAL 28500194 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	2800 Sortation SA Renewal BO MODEL 2850 FX SERIAL 28500195 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1030.00	1,030.00
1	EACH	Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550070 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	2160.00	2,160.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600112R CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600117L	773.00	773.00



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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16				
1	EACH	Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2863 FX SERIAL 28630040 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	773.00	773.00
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200565 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200567 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY CEDAR ROE BRANCH 5120 CEDAR ST ROELAND PARK KS 66205 JCC2592				
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200647 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204988 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204989 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205027 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SVC AGMT M9410F FIREWALL SELF CHECK AR BO MODEL 9410F SERIAL 9410270 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1374.00	1,374.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410270 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SVC AGMT M9410F FIREWALL SELF CHECK AR BO MODEL 9410F SERIAL 9410268 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1374.00	1,374.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL		.00



# Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
TYPE..... ORIGINAL  
DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
		RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410268 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		
		EXEMPTION CERTIFICATE:GOVERNMENT	G	
		LOCATED AT JOHNSON COUNTY DESOTO LIBRARY 33145 W 83RD ST DE SOTO KS 66018 JCX0022		
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220778 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220778 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205016 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205026 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
		EXEMPTION CERTIFICATE:GOVERNMENT	G	
		LOCATED AT JOHNSON COUNTY EDGERTON LIBRARY 319 E NELSON ST EDGERTON KS 66021 JCX0030		
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205019 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
		EXEMPTION CERTIFICATE:GOVERNMENT	G	
		LOCATED AT JOHNSON COUNTY SPRING HILL LIBRARY 109 S WEBSTER ST SPRING HILL KS 66083 JCX0048		
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220779 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING		.00

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
		ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220779 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205308 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205309 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
		EXEMPTION CERTIFICATE:GOVERNMENT	G	
		LOCATED AT JOHNSON COUNTY LIBRARY LACKMAN BRANCH 15345 W 87TH ST LENEXA KS 66219 LBE4398		
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204983 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204986 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204987 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410266 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200270 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220423 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220423 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422	1690.00	1,690.00

# 3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
		SERIAL 84220424 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220424 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220425 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220425 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220426 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1690.00	1,690.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220426 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
		EXEMPTION CERTIFICATE:GOVERNMENT	G	
		LOCATED AT JOHNSON COUNTY LIBRARY ANTIOCH BRANCH 8700 SHAWNEE MSN SHAWNEE MSN KS 66202 LYG3767		
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200258 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410261 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410261 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410262 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00



# Invoice

PAGE 15 OF 17

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
TYPE..... ORIGINAL  
DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410262 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410263 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410263 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204979 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204984 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1204985 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY SHAWNEE BRANCH 13811 JOHNSON DR SHAWNEE KS 66216 SDJ8507				
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205025 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205029 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
1	EACH	SRVC AGMNT M877 W/ELECT 3M CPU & TS W/O FIREWALL A NN RENEW BIL MODEL 877 SERIAL 87700414 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	2197.00	2,197.00
1	EACH	SRVC AGMNT M877 W/ELECT 3M CPU & TS W/O FIREWALL A NN RENEW BIL MODEL 877 SERIAL 87700415 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	2197.00	2,197.00

# 3M Invoice

PAGE 16 OF 17

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200631 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410264 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410264 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410266 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410083 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410083 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
EXEMPTION CERTIFICATE:GOVERNMENT			G	
LOCATED AT JOHNSON COUNTY LIBRARY OAK PARK BRANCH 9500 BLUEJACKET ST OVERLAND PARK KS 66214 YAT7499				
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410269 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410269 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 9410257 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410257		.00

# 3M Invoice

PAGE 17 OF 17

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF63434  
 TYPE..... ORIGINAL  
 DATE..... 12/23/2014

CHARGE TO ACCOUNT NO... JAR8282  
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16				
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200519 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	Model 9102 Detection SA - RENEWAL BO MODEL 9102DM SERIAL 91200520 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1473.00	1,473.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 84050005 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	Model 8405 SelfCheck SA - RENEWAL BO MODEL 8405 SERIAL 84050006 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	1337.00	1,337.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050005 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050006 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16		.00
1	EACH	SERVICE AGREEMENT MODEL 895 ANL RENEW BO MODEL 895 SERIAL P1205017 CONTRACT PERIOD IS 02/01/15 THROUGH 01/31/16	380.00	380.00
CMS ID: US42443-9 Remedy ID: 00000000151350				
EXEMPTION CERTIFICATE:GOVERNMENT			G	

TOTAL MUST BE RECEIVED BY: 01/22/2015	INVOICE TOTAL	152,441.00
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Please see reverse side for terms and conditions of sale and address change form.

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**January 8, 2015**

**AGENDA ITEM:** VI. A. Consideration of revisions to the Library Collection Development Policy

**ISSUE FOR BOARD DETERMINATION:**

Whether the Library Board of Directors should approve the proposed revision of the Collection Development Policy.

**DISCUSSION:**

ARM 30-10-10 requires biennial approval, which may include proposed revisions of the Collection Development Policy. The Collection Development staff recommends minor revisions to the Collection Development Policy in 2015.

**RECOMMENDATION:**

That the Library Board of Directors approve the recommended changes to the Collection Development Policy.

**PERSON(S) RESPONSIBLE:**

John Helling  
Sean Casserley





# Collection Development Policy

**Revisions Adopted by the Johnson County Library  
Board of Directors  
January 8, 2015**

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# COLLECTION DEVELOPMENT POLICY

## PURPOSE

- 1.0 The purpose of this policy is to guide librarians in the selection and deselection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are made. Its primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the Library a dependable resource for most people most of the time.

Johnson County Library affirms the policies of free access to information that are fundamental to informed decisions in a democratic society, including access to the Internet at all locations. The Library provides books and other resources for the interest, information, and enlightenment of all people it serves. It does not censor materials by omitting to select them, by attaching prejudicial labels, by restrictive shelving, or by selective weeding, and it places no restrictions on access to the collection because of the origin, age, background, or views of the user. These principles of intellectual freedom are outlined in a series of documents endorsed by the Library Board, including the Library Bill of Rights, Freedom to Read, and Freedom to View, which are found in the Appendix of this policy.

Provisions of this **Collection Development Policy** are subject to federal and state laws.

Johnson County Library strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire materials that serve this clientele. Materials, regardless of their physical location, are accessible to all patrons through online databases, facsimile and other digital delivery systems, courier delivery, and assistive devices.

The Library's core resource, its collection, supports the basic services and goals outlined in its Mission Statement, Vision Statement, Values Statement, and the Comprehensive Library Master Plan anticipated in 2015. These statements provide the fundamental guidelines for selecting library materials.

**Mission Statement**

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

**Vision Statement**

- 1.2 Johnson County Library creates an environment for people:
- to learn
  - to explore
  - to enjoy
  - to create
  - to connect

**Values Statement**

- 1.3 The Johnson County Library Board and staff are honored to operate this public library in trust for the citizens of our community. These are the values which guide our service:
- 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.

**Trends, Operating Environment, and Community Composition in Johnson County in 2015**

**1.4 Information from the Comprehensive Library Master Plan, Orangeboy, and other appropriate demographic analyses will inform this plan as it becomes available in 2015.**

**Outcomes and Strategies**  
**1.5** The Johnson County Library Strategic Plan (2014) identifies the areas of Education, Community Building, and Convenience as areas of focus through 2018.

Portfolio area 1: Education

Goals:

- Library staff will exemplify the brand promise in their interactions with people.
- People will achieve higher levels of personal success through digital literacy.
- People with specific educational or informational needs will be supported by the library.

Portfolio area 2: Community Building

Goals:

- People will connect and interact because of Library partnerships and collaborations.
- People will experience a welcoming library environment that meets their needs.

Portfolio area 3: Convenience

Goals:

- People will find Library staff, materials, and services convenient and easy to access.
- Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.
- People will experience library services and resources through the innovative use of technology.

## Johnson County Library Collections

**1.6** Johnson County Library develops a single collection for use among thirteen branches. Nearly all materials are available for request by patrons at any of the branches. Each branch holds a reference collection which is resident only at that branch.

Central Resource Library maintains the primary reference collection which includes materials specifically supporting business, law, medicine, and regional needs as outlined in section 9 below. The Central Resource Library maintains several additional collections which are housed and used only at the Central Resource Library:

- Serials
- Regional Reference
- Genealogy
- Microfilm
- Maps
- Business Reference

## DEFINITIONS

**2.0** The word "**materials**" as it occurs in this policy has the widest possible meaning, including print, nonprint, and digital materials and the content therein. It is implicit that every format is included, except as noted elsewhere.

**"Selection"** refers to the decision that must be made either to add a specific item or type of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual selector or of the Library Board.

**"Deselection" or "Weeding"** refers to the decision to remove a specific item or type of material from the collection.

The words "**book**," "**library materials**," and other synonyms, as they may appear in this policy, have the widest possible meaning. All forms of recorded communication, from the traditional printed forms to the latest development in nonprint media are, therefore, included in this definition.

The word "**collection**" refers to a group of books or other library materials having a common characteristic or located in one place.

"**Local**" refers to Johnson County and its environs.

"**Core**" refers to titles designated by Collection Development Team as essential to the library collection and intended to always be in the collection.

"**JCL**" refers to Johnson County Library.

"**The Library**" refers to Johnson County Library.

Johnson County Library considers "**Teen**" to be those persons of middle school or high school age.

"**Children**" includes anyone under the age of 16.

**GUIDELINES  
FOR MATERIALS  
SELECTION 3.0**

**General  
Guidelines 3.1**

This section briefly discusses some of the general guidelines used in developing the library collection. An item in any category does not have to meet all guidelines or criteria to be selected.

The acquisition of an item is based on its individual value and its relation to the collection as a whole. Reviews in professional journals, such as Kirkus Reviews, Booklist, Library Journal, Choice, Publishers Weekly, School Library Journal, Bulletin of the Center for Children's Books, Horn Book, Video Librarian, and New York Times Book Review, and subject-specific periodicals as well as other authoritative sources are consulted for all types of materials for all ages of patrons.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection decisions



are not inhibited by the possibility that materials may be accessible to use by children.

The Library maintains a core collection of titles which are considered essential to the collection because they are classic or meet a specific ongoing need of the community. These materials are not under the same constraints as the normal collection in that we may keep copies even if there is not demonstrable demand.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

The Library does not acquire textbooks except as such materials also serve the general public.

The Library always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical abilities.

The Library pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities it serves.

The Library takes a proactive approach to improving access to information by notifying publishers of patron needs.

The Library does not exclude certain materials from selection solely because of their vulnerability to mutilation or theft.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

**Evaluation**

**3.2** The Collection Development Department monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of core titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means. Collection Development staff assesses patron demand by monitoring usage patterns, holds, and Interlibrary Loan requests.

**Controversial  
Subjects/  
Items**

**3.3** The Library recognizes that some materials are

controversial. Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community as outlined in the first section of the **Collection Development Policy**. Each library user or group of users has the right to free access to any of the materials in the Library's collection.

Library materials are not marked or identified by the Library to show approval or disapproval of the contents. Voluntary ratings, by private organizations such as the Motion Picture Association of America and the Recording Industry of America, may be considered in addition to content, published reviews, and other selection criteria. However, the Library is not bound by such ratings, any more than the Library is bound by any other published review.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

The Library does not promulgate particular beliefs or views nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

The overall purpose of a work is the chief criterion of selection. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions--religious, social, political, or economic--to enable patrons to make up their own minds about controversial subjects. Variety and balance of opinion are sought whenever available. The Library does not label materials by such terms as "pro," "anti," "racist," "rightist," or "leftist."

The Library will reconsider any material in its collection upon written request from a patron on a "Request for Reconsideration" form. See **Request for Reconsideration, -Section 11.**

## **Criteria for Selection**

**3.4** An item in any category does not have to meet all guidelines or criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely, or timeless, authoritative, and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous works, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or other data.
- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.
- Materials should meet standards of physical and technical excellence.
- Because of the significant initial investment of staff time and collection funds, new formats are acquired when demand and availability indicate that the format is commercially viable and adequate staffing, equipment and space is available to support their use.

- Materials are acquired to support the Library's Mission Statement and Vision Statement.
- Locally produced materials are acquired with the intention of providing access to local content and supporting local creation of content.

In determining whether or not specific items meet the criteria set forth above, the following points are considered:

**General Factors  
for All Types  
of Materials**

- Lasting value of the work
- Reputation and significance of the author
- Reputation and significance of the illustrator
- Reputation and professional standing of the publisher or producer of the work
- Quality of artwork
- Quality of visual representation of information
- Suitable format
- Popular appeal
- Popularity of the subject
- Sustained interest
- Compliance with stated collection goals
- Local interest
- Price
- Budget guidelines and constraints
- Professional judgment
- Strengths and weaknesses of the collection
- Appearance of title in special bibliographies or indexes
- Materials may be selected even though they contain words, scenes, and ideas which some may find objectionable, provided they are necessary to portray a

period, environment, character, or incident with sincerity and truth.

- Inclusion in core lists
- Demonstrable demand

## **Nonfiction**

- Importance of the subject to the balance of the collection
- Purpose or intent of the work
- Historical value
- Scarcity of material on the subject
- Special features (plates, index, bibliography)

## **Fiction**

- Quality of the writing; style, suitable dialog
- Believability of the plot and characterization
- Originality of the work
- Literary merit
- Authenticity of the historical, regional, or social setting
- Representation of important movement (literary or social), genre, trend, or national culture

## **Children's**

- Literary content
- Appropriateness for intended audience
- Realistic portrayal of life situations
- Emphasis on positive attitudes
- Readability
- Appeal of the format
- Titles which do not meet literary standards may be chosen to fulfill emotional needs, serve as stepping stones to better reading, or to serve some other special purpose.

## **Teen**

- Materials which advocate violence or defame race, gender, or religion are avoided.
- Follows fiction/non-fiction criteria and is discerned by age level of intended audience and/or depiction of characters in the work.

## **Periodicals**

- Availability of subject matter in other formats
- Accessibility through print and digital indexes, especially with full text capability
- Patron requests
- Professional needs

## **Audiovisual**

- Reputation and significance of artists, performers, producers, directors, or others who participate in the creation of the work
- Superiority of the audiovisual format to print for the subject
- Scarcity of information in other formats
- Significance of the literary work upon which an audiovisual item is based

## **eContent and Databases**

- Content replaces, enhances, or supports other resources
- Content is not adequately covered by other resources
- Authority of creator
- Currency of material, update frequency
- Depth, breadth, and diversity of content
- Full-text content and multimedia content
- Accessibility to the average library user as judged by factors such as interface, navigation, search

modes, help and tutorials, output options (printing and electronic delivery), and aesthetics

- Reliability and stability of vendor
- Ease of maintenance and vendor support
- Hardware and software requirements and compatibility with other equipment
- Licensing for remote access
- Favorable licensing terms for access and use
- Affordable pricing
- Availability of usage statistics in compliance with recognized, uniform standards
- Favorable critical opinion among library professionals and in library literature

**RESPONSIBILITY  
FOR MATERIALS  
SELECTION AND  
DESELECTION**

**4.0** The County Librarian is responsible for selection and deselection of materials within the framework of the policies and goals determined by the Library Board of Directors. The County Librarian may delegate the authority to interpret and apply the policies in daily operation to appropriate staff members.

A centralized Collection Development Team, under the supervision of the Collection Development Manager, is responsible for the selection and deselection of materials and the maintenance, development, and evaluation of the JCL's collections. For specialized collections, the Collection Development Team relies on advice from staff with expertise in those collections to inform purchasing decisions. Suggestions for purchase are welcome from all staff and patrons.

Branch Managers are responsible for the physical maintenance of the collections at their branches and for informing the Collection Development Team of collection needs.

Government publications are selected and deselected by the Depository Librarian under the oversight of the Collection Development Manager and within the

parameters of the Collection Development Policy and Federal and State depository regulations.

The purchasing of materials based on analysis of Interlibrary Loan borrowing falls within the parameters of the Collection Development Policy.

**RELATIONSHIPS TO  
OTHER LIBRARIES,  
INSTITUTIONS, AND  
ORGANIZATIONS 5.0**

Johnson County Library serves a diverse population with diverse informational and reading needs. While the Library seeks to meet the needs of all its patrons by providing appropriate collections, it cannot own all materials or resources. To bridge this gap, the Library participates actively in extensive local, state, regional, and national networks to connect patrons with resources outside the scope of the Johnson County Library.

Johnson County Library shares its online catalog with Olathe Public Library. Materials are selected in accordance with the JCL/OPL Interlocal Agreement. Materials are shared and transported between the two libraries. If shared catalog services expand in the Kansas City area, Johnson County Library will explore such arrangements with other area libraries.

The library operates an interlibrary loan function for the purpose of borrowing or obtaining copies of library materials not available in the Johnson County Library and to provide reciprocal interlibrary loan service to other institutions. This service is available to all library patrons, regardless of age. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

As much as possible, the Johnson County Library and other cooperating libraries attempt to take advantage of the wide diversity and unique variety of library collections in the Kansas City area and to avoid unnecessary duplication in the development of these collections. As technology develops, the Library will continue to explore ways to connect and develop collections with other libraries locally, throughout the state, and nationally.

**COLLECTION  
MANAGEMENT 6.0**

**Duplicates 6.1** Duplication of titles is determined by popular demand, importance of the book to the collection, and budget.



Materials on subjects of interest are ordered in multiple copies by selectors with knowledge of the collections' strengths and weaknesses and of the public's needs for information. Material of special local interest is duplicated throughout the system.

Titles may be duplicated in adult and youth collections and reference and circulating collections as need warrants.

Basic titles in the adult and youth collections are identified and duplicated to improve the likelihood that patrons will find the materials they want immediately available at their local branches.

**Need Versus Demand**

**6.2** The Library acknowledges that each person within its service area has informational and recreational needs that are important to that individual. Therefore, as far as possible within its budget, and according to the Collection Development Policy, the Library responds to patron requests. The Library attempts to provide through interlibrary loan any patron request that falls outside the scope of the Library's collection.

During times of budgetary constraints, duplicates of titles in heavy demand are not added at the expense of a first copy of an important work in less demand which is needed in the core collection.

**Replacements**

**6.3** High demand, popular, or significant titles which are damaged or lost are replaced as needed and as budgetary constraints allow. Out-of-print books are not replaced unless there are special reasons to do so, such as persistent requests or general importance of the title to the collections.

**Preservation**

**6.4** In selected areas of specialization and in certain subject and format areas, preservation of materials having long-term value is crucial to the mission of the Library. Materials in these specific areas are selected with preservation needs in mind. When possible, materials of lasting value are purchased in quality bindings. Microform materials are purchased with the need for preservation in mind.

**Weeding**

**6.5** Weeding is the removal of an item from the collection. Criteria for weeding include:

- Duplicates of titles no longer in high demand
- Out-of-date titles
- Superseded editions
- Items which are worn out, damaged, or shabby

- Items of poor quality with missing parts or on poor quality stock
- Underused or unneeded materials
- Inadequate space to house or store materials

Collections are weeded for currency, physical condition, and low demand on a regular and continuing basis. Demand for an item is defined as the probability that it will be used in the future. If the probability of future use is low, based on objective circulation data for the item, the item will ordinarily be weeded.

System last copies are evaluated on an individual basis and are retained only if they are in demand and meet general collection criteria.

Classic titles and core titles which may circulate infrequently are retained.

**POLICIES BY  
CLIENTELE  
SERVED**

**7.0**

**Adults**

**7.1** Materials are selected for adults, including independent learners, to meet their general reading, viewing, listening, recreation, and reference needs. Materials are selected according to the various interests, backgrounds, abilities, and levels of education identified in the community.

**Teens**

**7.2** Teen materials are selected for middle school through high school grades,. Teen collections are designed to complement the recreational reading, listening, and viewing materials available at Johnson County Library. Materials in the teen nonfiction collection concern topics of interest to young people, with a focus on personal, social, and emotional needs.

**Children**

**7.3** Youth Services programs and collections meet the needs of children through the sixth grade. Strong informational collections meet homework needs, and multiple copies of popular children's authors and titles are purchased for recreational reading for all ages.

Materials for youth are classified by content and vocabulary as Easy, Juvenile, or Teen.

Reading levels do not necessarily reflect age or grade levels, and all ages are approximate. The Library places no age restrictions on the use of its collection.

## **Individuals with**

### **Visual Disabilities 7.4**

The Library provides materials in various formats, including largeprint and audiobooks for individuals with visual disabilities.

Materials in Braille are not acquired for the book collections.

For further assistance, individuals with visual disabilities are referred to the Outreach Services Department. A variety of assistive devices are available throughout the library system.

## **Individuals with Hearing Disabilities**

**7.5** In accordance with ADA guidelines, when available DVDs and eVideo content are purchased that include closed-captioning.

## **Students**

**7.6** The needs of students from elementary to undergraduate levels are served with supplementary materials and reference works. An effort is made to provide materials which support homework and study needs. Textbooks are not purchased to support the specific curricula of educational institutions and organizations but may be purchased to provide subject area development.

## **Business Community**

**7.7** The Central Resource Library Business Collection provides wide-ranging and current business information to the local business community and to government and nonprofit agencies concerned with business issues. In addition, it is a source of business information to local students and other patrons of the library.

## **Outreach and Programming**

**7.8** While the Collection supports Outreach and Programming function, items in the collection are not purchased specifically to meet demands of Outreach and Programming. Collection Development seeks input and direction from outreach coordinators to develop the collection in ways that support those programs.

## **POLICIES BY FORMAT OF MATERIALS**

**8.0** The Library acquires materials in new formats as they become available and expands existing formats as funds allow.

## **Books**

**8.1** The majority of the Library's collection is in book format. Books for the adult collection are purchased in varying formats depending on anticipated use and need for long-

term retention in the collection. Library binding is preferred for durability as opposed to trade or book club edition bindings. Children's books of high anticipated use are purchased in prebound trade editions.

## **Videos**

**8.2** Video collections are developed in the DVD and eVideo formats for all ages. Video collection development includes both theatrical and nontheatrical titles at all branches. Theatrical videos include movies, plays, short stories, TV shows, and music performances. Nontheatrical videos are informational and are acquired in a broad range of subject areas including history, science, biography, documentary, travel, and how-to.

Videos are not selected on the basis of Motion Picture Association of America ratings. Any film that meets the guidelines for audiovisual selection and the general selection criteria may be purchased.

The Library does not restrict any materials from children. It is the responsibility of the parents or guardians to monitor materials their children select. Sources are available for patrons who wish to evaluate the appropriateness of a particular entertainment film for the intended viewers, or who wish to check Motion Picture Association of America ratings.

In accordance with the ADA requirements, videos are purchased in closed-captioning and described format when available.

## **Audiobooks**

**8.3** The Library collects audiobooks in the compact disc and downloadable formats. Both fiction and nonfiction audiobook titles are selected, as well as subjects where the spoken work is very important, such as drama, poetry, foreign language, and radio shows.

Recognizing the importance of hearing the spoken word to language development, the Library acquires audiobooks (and other spoken word materials) appropriate for all ages. Areas of collection development include stories and storytelling, poetry, fiction and information.

Audiobooks may be provided in abridged or unabridged versions, depending on availability. Unabridged will be preferred where available.

## **Recorded Music**

**8.4** Recorded music is collected in the compact disc and electronic formats. A broad range of music is selected for

the collection, including classical, popular and folk music. Recordings of sounds and sound effects are also collected.

The recorded music collection provides a broad selection of classical and popular music, such as symphonies, concertos, choral music, current and classic pop music, jazz, and American and world folk music.

The Library selects recordings of popular music created specifically for children.

Any recorded music that meets selection guidelines for audiovisual materials and the general selection criteria may be purchased regardless of any warning labels that may have been attached by the manufacturer. The parental-advisory labels of the Recording Industry Association of America (RIAA) are voluntary.

- |                    |            |  |
|--------------------|------------|--|
| <b>Newspapers</b>  | <b>8.5</b> | The Library purchases all major local newspapers. The Library maintains a representative, but not complete, collection of Kansas newspapers. In addition, the Library purchases at least one major paper from neighboring states and a small selection of papers from major cities in the United States. The Library maintains backfile collections of the most significant local and national newspapers. |
| <b>Art Prints</b>  | <b>8.6</b> | The Library maintains a collection of circulating art prints at the Central Resource Library. An attempt is made to represent major artists as well as various periods and schools of art.   |
| <b>Maps</b>        | <b>8.7</b> | The Library maintains a representative collection of maps of all countries, atlases, and other books. Sheet maps are acquired to supplement those in books and atlases. Topographic maps of Kansas are available in the Central Resource Library Reference Collection.   |
| <b>Periodicals</b> | <b>8.8</b> | <p>Periodicals are purchased for one or more of the following reasons:</p> <ul style="list-style-type: none"><li>• To provide access to the most current research and thought in various fields.</li><li>• To provide information not available in books.</li><li>• To satisfy recreational reading needs.</li><li>• To provide the staff with selection aids and</li></ul>                                |

professional reading

Backfiles of periodicals are retained according to an established schedule.

The preferred format for retention of periodical backfiles is digital. The appropriate format will be evaluated and decisions made based on factors including cost, equipment needs, space, staff, ease of retrieval, full-text coverage of the resource and special features, and unnecessary duplication of holdings.

**Government Documents**

**8.9** The Central Resource Library is a full depository for Kansas State Documents and a selective depository for United States government publications. Documents of popular interest and useful aids are selected. These collections contain both circulating and non-circulating materials and a variety of formats and media.

**Federal Depository Collection**

All federal depository materials are the property of the federal government and are selected and deselected according to the Federal Depository Library Instructions, Guidelines, and Manuals.

Working with the Collection Development Manager, the Government Documents Librarian has primary responsibility for federal depository material selection and deselection, according to the guidelines listed elsewhere in this policy.

The federal depository collection is continuously weeded following depository retention and discard instructions and guidelines. Generally, materials are retained a minimum of five years.

The preferred format for Government Documents selection is digital.

**Kansas State Depository Collection**

The Kansas State Documents collection includes all materials distributed to Kansas depository libraries, regardless of subject emphasis. As a full depository, the Library is not permitted to select specific items.

<b>Microforms</b>	<b>8.10</b>	Materials are acquired and/or converted to physical or digital microform instead of, or in addition to, print format for one or more of the following reasons: space and storage limitations, budget limitations, lack of availability of the material in other practical formats, or need to preserve material of permanent reference value and historical importance.
<b>Manuscripts, Rare Books, and Archival Material</b>	<b>8.11</b>	<p>The Library generally does not attempt to purchase or collect manuscripts or rare books. Patrons who wish to donate such materials are referred to an appropriate library or institution.</p> <p>The Central Resource Library sometimes collects and solicits archival materials relating to local history. This is done primarily for the purpose of digitizing or microfilming the sources.</p>
<b>Printed Music</b>	<b>8.12</b>	The Library does not maintain a collection of sheet music for circulation. Music published in books is purchased, cataloged and shelved in the regular nonfiction collection.
<b>Computer Software and Video Games</b>	<b>8.13</b>	<p>Occasionally, software is included with a printed monograph. This software is cataloged, processed, and shelved with the monograph.</p> <p>Video Games are added to the collection for popular platforms. These games are purchased with the intention of being available to all ages.</p>
<b>Large Print</b>	<b>8.14</b>	The Library provides large print books.
<b>eResources</b>	<b>8.15</b>	Eresources are acquired or leased to address specific subject areas of the collection and to meet specific service roles and emphases. They include indexing systems, full-text databases, citation databases, eBooks, eMagazines, evideo, interactive digital products, and digital audio. In addition, collections may be digitized or obtained in digital format when their content is relevant to Johnson County. Specifically, all materials published by the County are eligible for inclusion.
<b>Realia</b>	<b>8.16</b>	Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not usually acquired under Collection Development. For example, the Library does not acquire objects such as sculptures, globes, board games,

seashells, or hand weaving for circulation. The Library does circulate collections of realia to support outreach and programming functions. For example, electricity meters and Arduino kits are currently available to our patrons.

**POLICIES BY  
SUBJECT OF  
MATERIAL**

**9.0**

**Fiction**

**9.1**

The Library provides a wide range of fiction including standard and contemporary works of cultural and literary significance and recreational reading materials for patrons of differing tastes, interests, purposes, and reading skills.

Titles are judged on individual merit. No attempt is made to collect the complete works of authors unless they are prominent and highly respected or the author is exceptionally popular among library patrons.

The works of experimental authors, while often controversial, are considered for purchase as they reflect new trends and styles of expression.

Books written with the Kansas City metropolitan area as a setting are usually purchased

**Non-English  
Language  
Materials**

**9.2**

The Library collects non-English language materials in a variety of formats for children, youth, and adults. These collections serve the needs of members of the community who are proficient in non-English languages or who are studying non-English languages. Collections in non-English language materials are selected to reflect the nationalities, academic and cultural interests of the population served.

The Library purchases dictionaries, grammars, and self-instruction materials for languages of interest to users of the Library. Audio materials and databases are purchased as an additional aid to learning a non-English language. These include grammars, pronunciation drills, and exercises in the use of the language and, when available, selections from the literature of the language such as plays and poetry. Materials in various formats are also purchased to assist in learning English as a secondary language by speakers of other languages.

Non-English language feature films are purchased to provide entertainment and, cultural enrichment. Periodicals



in foreign languages are purchased selectively based on need.

Spanish language collections for adults and children are available. These collections include books, audiovisual materials, and periodicals. Other non-English languages will be considered for development as census data indicates need.

The Library maintains a collection of classic literature so patrons will have access to some examples of world literature written in the original language. The languages included reflect the languages most frequently taught in the area.

The Library has subscriptions to some Newspapers and periodicals written in non-English languages.

Patrons have online access to materials in foreign languages through some of the Library's online databases and through interlibrary loan services.

**Medicine and  
Related Fields**

**9.3**

The primary focus in medicine is consumer health information. Persons needing technical and professional materials beyond the scope of the collection are referred to area medical libraries.

The Library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related subjects. The Library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, common diseases, prenatal and maternal care, infant care, food, diet and nutrition, physical fitness, mental health, nursing, geriatrics, alternative medicine, and medical history and biography.

**Law**

**9.4**

Local, state and federal codes and statutes are available as appropriate. The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, patents, copyrights, corporation law, and criminal law. Emphasis is placed on United States practices. Dictionaries, encyclopedias, and phrase books which are useful in general reference are purchased.

**Human  
Sexuality**

**9.5**

It is part of the function of the Library to provide, in adequate quantity for lay readers, general books on sex which are well-balanced, authoritative, and current. Materials are provided which are adapted to several levels

of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such material should be instruction rather than the stimulation of prurient interest.

Materials selected for the youth collection will explain the processes of human and animal reproduction and growth in a clear, informative manner.

The Library acquires a range of materials on and about sexuality. Materials which are legally obscene are not considered for inclusion in the Library's collection.

**Substance Abuse**

**9.6**

The Library provides for the use of parents, teachers, social workers, family members, and others legitimately concerned with the problem of substance abuse, detailed and authoritative information on the subject such as the chemistry, history, and the origin of these substances, their physiological and psychological effects, and the treatment of addiction. Materials are selected on the basis of currency, scientific accuracy, objectivity, and readability.

**Semi and Pseudo-Scientific Materials**

**9.7**

The Library purchases titles in the area of the pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them. Questionable scientific, health, and borderline materials which do not meet general selection criteria may be purchased to meet demand.

**Religion**

**9.8**

Religious materials are purchased for the lay person. Materials include, but are not limited to:

- Sacred books of major faiths, including important versions of the Bible
- Doctrines and histories of major religions and denominations with emphasis on those found in the United States
- Commentaries and concordances
- Practical aspects of church administration written for the layman
- Agnosticism and atheism

- New trends, ideas, and movements in religion
- Inspirational books
- Lives of religious figures in major faiths
- Collections of prayers
- Books of devotion and meditation
- Mythology
- Comparative religions

**Librarianship/  
Library Management/  
Professional  
Materials**

**9.9** The Library maintains a collection of library and Information science materials with an emphasis on public library service. Circulating materials are provided for public use. A limited number of professional materials are purchased for staff use only.

**Small Press  
Materials**

**9.10** The Library collects publications of small and alternative presses if materials meet general selection criteria.

**Local Authors  
And Local and  
Kansas History**

**9.11** The Library acknowledges a particular interest in local, county, and state history. As materials are selected for circulating and reference collections systemwide, the Library takes a broad view of works by and about Kansas authors as well as general works relating to the state of Kansas. However, the Library is not under obligation to add to its collection everything about Kansas or produced by authors, printers, or publishers with Kansas connections.

Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines. The library maintains a representative, not a complete, collection of locally written materials.

**Genealogy and  
Heraldry**

**9.12** The Central Resource Library and the Johnson County Genealogical Society work together to build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of

information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Johnson Countians. It is a non-circulating collection. The print collection is maintained at the Central Resource Library, and digital resources extend access to genealogy tools in the branches.

The Library staff and the Johnson County Genealogical Society work cooperatively to see that materials either purchased by or donated to either group meet the following criteria:

- Very expensive or little used genealogical materials already available in the area are not purchased.
- Geographical considerations:
  - The Library attempts to acquire all materials of genealogical interest which pertain to Johnson County.
  - Genealogical materials from the state of Kansas receive major emphasis. Genealogical materials from the East, with particular emphasis on the states which had the most influence on the settling of Kansas (the original 13 colonies, Kentucky, Tennessee, Ohio, Illinois, and Missouri) are collected.
- Types of materials acquired:
  - Handbooks which explain genealogical principles and procedures
  - Directories and guides to locations of North American records
  - Census records, territorial, state, and federal, and their indexes if available
  - Immigration and passenger lists
  - Marriage records
  - Will books
  - Cemetery indexes
  - Military records
  - Selected city directories
  - Selected indexes, bibliographies, and reference sources
  - American genealogical periodicals
- Family histories, unless of prominent Johnson Countians or Kansans, are not purchased. Donations of family histories are accepted if judged of value by the Library staff and the Johnson County Genealogical

Society members.

- Standard reference works on heraldry are acquired to serve the lay person. Highly technical works on heraldry are excluded unless they contain a large number of names.
- Materials in a variety of media and formats are acquired if they meet the criteria for selection.
- Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.

**Regional Reference**

**9.13** The purpose of the Johnson County Regional Reference Collection is to collect, preserve, organize, and make available the documentation of Johnson County and its environs--past, present and future. Materials are collected which emphasize Johnson County and its place in the region. Subjects generally fall into one of two categories relating to Johnson County: Local History or Urban Reference (items of current interest and significance.)

**Local History**

**9.13.1** Items of historical significance are acquired, and emphasis is also given to the acquisition of materials which contribute to the knowledge of the past and present social, civic educational, religious, economic, and cultural life.

Whenever possible the Library will attempt to obtain and retain one non-circulating copy of all printed items (fiction and nonfiction) contributing to the knowledge of the history of Johnson County, past and present.

The Library endeavors to acquire all significant works of recorded knowledge in the area of the history of Johnson County.

Areas which receive special emphasis for the development of the Local History Collection include:

- Information about landmarks
- Histories of counties in Kansas and Missouri that are adjacent to Johnson County
- Information about the westward expansion as it relates to Johnson County
- Information about local flora and fauna, land forms, climatic conditions, and other subjects of a biological

and/or scientific nature relating to the area

- Information about the Santa Fe Trail, the Oregon Trail, and the California Trail
- Information about local pioneer days in Kansas and Missouri
- Information about the Civil War as it pertains to the history of the area
- Selected maps and atlases emphasizing Kansas and Johnson County and the Kansas City metropolitan area
- Oral history tapes emphasizing Johnson County
- Information about local civic organizations
- Yearbooks of schools and institutions of higher learning in the Johnson County area

A vertical file of clippings about local history is maintained. Local sources such as community newspapers will be indexed to provide access to information about Johnson County.

Although very limited, efforts will be made to secure out-of-print materials when appropriate.

Items found in the Johnson County Regional Reference Collection may be duplicated throughout the library when appropriate.

**Urban  
Reference**

**9.13.2**

Current information and documents on governmental operations and activities in Johnson County are also included in the Regional Reference Collection. This provides current governmental regulations and legislation pertaining to the local area, planning programs of the various government agencies, and various official documents from municipalities and the County.

The collection serves the needs of historians, tracing the economic and physical development of Johnson County.

It also serves the general public, citizen activists, student researchers, businesses involved in

development within the County, representatives of governmental agencies, and organizations that contribute to the development of the collection such as regional planning agencies or government advisory groups.

Materials acquired are generally limited to documents of and about the governments of Johnson County and their various agencies and sub-agencies. It contains supportive materials and documents relating to the Kansas City metropolitan area.

The Regional Reference Collection includes the following materials:

- Local ordinances
- Local planning documents
- Departmental publications which are important to the planning processes and development of the County
- Background materials used in local government planning operations
- Documents for all levels of government
- Publications from quasi-governmental organizations and agencies such as regional economic councils
- Publications from data-gathering or data publishing organizations, agencies, or consultant groups
- Nonprint materials such as public information tapes
- Publications from chambers of commerce and/or tourism bureaus
- Maps of interest to urban planners

The general subject of urban affairs is supported by materials in the general reference collection, Business Reference Collection and circulating collection at the Central Resource Library.

## **Business Collection**

- 9.14** The Business Collection is designed to serve the current and future information needs of Johnson County businesses and government agencies. It is not intended to support academic research in business nor is it intended to supplant the curriculum materials used by business students, although some materials in the collection will be useful in both of these areas.

The collection focuses on serving three major audiences: personal investors, small business owners, and patrons seeking career exploration and planning. The kinds of materials housed in the Business Collection include, but are not limited to:

- Information on specific companies and industries, with an emphasis on local companies and industries
- Market research data focusing on the metropolitan area and the broader region but including national and international data as well
- Information on:
  - Marketing methods
  - Personnel management
  - Tax management and accounting
  - Real estate and insurance issues
- Data on financial market performance and guides to investment management
- Data on and overviews of international business
- Guides to starting and operating small businesses
- Information on careers, particularly mid-life career change

Since much business information is available only in a variety of specialized formats, the Business Collection contains information in many formats including:

- Monographs
- Loose-leaf services



- Periodicals
- Digital indexes and reference tools
- Digital books and periodical articles
- Government documents
- Audiovisual materials

Some of this information is available only from sources not typically tapped by the Library:

- Trade and professional associations
- Government and non-profit agencies
- Newsletter services and similar agencies

The collection does not support formal business curriculum by purchasing textbooks and reading list materials, but it does endeavor generally to provide information on topics of interest to the business community.

Historical materials are maintained only when they have practical value. They are not actively sought out and acquired.

Providing business resources digitally is an increasing emphasis, allowing greater access for the branches.

## **GIFTS**

**10.0** The Library is pleased to accept gifts of materials or money for the purchase of library materials with the understanding that general selection criteria will determine whether or not an item is added to the collection.

Gifts from Library patrons are to be acknowledged in a timely fashion.

Gifts that are not added to the collections are placed in the Friends of the Library Book Sale. The Library does not place a monetary value on book donations. The Library provides Book Donation forms for patrons who wish to fill them out themselves.

Although the practice will be discouraged because the information may not remain accurate, requests are honored

from groups donating materials to have a contact person, phone number, or address listed on the bookplate.

Invoiced unsolicited materials received by the Library are not acknowledged, returned, or paid for.

All donations of materials to the Library that are accepted become the property of the Library. The Library has the authority to place an item wherever the Library determines, to remove or relocate an item whenever the Library determines and to sell or otherwise dispose of a removed or rejected item.

All gifts and other unsolicited items from whatever source are subject to the provisions of this policy.

**REQUEST FOR  
RECONSIDERATION  
OF LIBRARY  
MATERIALS**

**11.0** Recognizing that a materials selection policy can result in comments from the public at large who may not agree with the reasons why certain items have been included, in the collection, the Library has developed the following procedures to process a patron's concerns:

- When a patron initiates a request for reconsideration of library materials, staff gives him/her a "Request for Reconsideration of Library Materials" form to fill out.
- Within 20 days after the form is submitted to the Library, the Collection Development Manager (CDM) will respond in writing to the patron setting forth the decision on the request.
- If the patron is not satisfied with the decision of the CDM, then the patron may have such decision reviewed by filing a written appeal with the CDM within 10 days after the date of the CDM's written response. Within 20 days after an appeal is filed, it shall be heard, with the patron invited to attend, by a committee composed of the CDM, the Associate Director for Central Services, and the Deputy County Librarian. The committee shall notify the patron of its decision within 10 calendar days after its meeting.

If the patron is not satisfied with the decision of the Committee, then the patron may request in writing for the County Librarian to review the Committee's decision and the patron shall be notified of the decision of the County Librarian within 20 days after the patron has filed

the request for review. If the patron is not satisfied with the decision of the County Librarian, then the patron may request in writing that the Library Board review the decision. The patron shall be present in person when the Library Board reviews the request. The decision of the Board will be final.

The only issue to be considered by the Committee, the County Librarian, and the Board is whether the Collection Development Policy has been followed with respect to the item.

The form on the following page will be made available.



# APPENDIX



**ADMINISTRATIVE  
REGULATIONS**

**Document ARM 10-  
Number 20-10**

Tab: Governance  
Section: Library Documents  
Subject: LIBRARY BILL OF RIGHTS

**SUMMARY**

This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patrons' rights.

**Effective Date:**

Reviewed January 21, 2009  
January, 2009

**LIBRARY BILL  
OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

**Basic Policy**

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

**Represent All  
Views**

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

**Censorship**

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

**Alliances**

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Right to Use 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Exhibit and Meeting Spaces 6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

January 21,  
2009

**ARM 10-20-10**



**ADMINISTRATIVE REGULATIONS**

**Document Number ARM 10-20-30**

Tab: Governance  
Section: Library Documents  
Subject: FREEDOM TO READ

**SUMMARY**

The Library Board's adoption of this document illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

**Effective Date:**

Reviewed January 21, 2009  
January, 2009

**THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for



them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian Responsibility	We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.
Constitutional Guarantee	The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.
Affirmation of Propositions	We therefore affirm these propositions:
Diversity of Views	<p>1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.</p> <p>Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.</p>
Non- Endorsement	<p>2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.</p> <p>Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for</p>

the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Content  
Independent  
Authorship

of 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

Freedom  
Choice

of 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Subjective  
Labeling

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing book or its author as subversive or dangerous.

The ideal of labeling presupposes the

existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

Responsibility to  
Contest  
Encroachments

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility to  
Provide Diversity

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and

said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

Conclusion

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

History

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Authorship

A Joint Statement by:  
American Library Association and  
Association of American Publishers

Subsequent  
Endorsement

Subsequently Endorsed by:  
  
The Association of American University  
Presses, Inc.  
Freedom to Read Foundation  
National Association of College Stores  
The Thomas Jefferson Center for the  
Protection of Free Expression

January 21, 2009

**ARM 10-20-30  
End**

**ADMINISTRATIVE REGULATIONS****Document Number**    **ARM 10-20-31**

Tab:                    Governance  
Section:              Library Documents  
Subject:              FREEDOM TO VIEW

**SUMMARY**

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

**Effective Date:**  
Reviewed

January 15, 2003 (reaffirmed May 18, 2005)  
March, 2005

**THE FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the American Library Association Council, January 10, 1990.

## SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

May 18, 2005

**ARM**    **10-20-31**  
**End**

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**January 8, 2015**

**AGENDA ITEM VII. A.** : Memorandum of Understanding with the City of Edgerton

**ISSUE FOR BOARD DETERMINATION:** Whether to renew the MOU with the City of Edgerton for the use of that facility for library services.

**DISCUSSION:** Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purposes of providing library services in the City of Edgerton.

This is the annual renewal of that agreement.

The City of Edgerton has reviewed and signed the agreement and has no changes. JCL has also reviewed the agreement and does not have any changes.

**REVIEW BY BOARD COUNSEL:** Reviewed previously.

**RECOMMENDATION:** The Johnson County Library Board of Directors renews the agreement with the City of Edgerton to continue to provide library services in that location until December 31, 2015.

**BUDGET IMPACT:** \$500.00 per month lease fee.

**PERSON(S) RESPONSIBLE:** Jennifer Mahnken, Associate Director for Branch Services



## **FACILITY USE AND MAINTENANCE AGREEMENT**

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this 11<sup>th</sup> day of December, 2014, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library. The parties agree as follows:

**SECTION ONE:** The City's Agreement to Make a Facility Available for a Branch Library. The City has renovated the former Edgerton Bank building (hereinafter "the Facility") and desires to enter into a Use and Maintenance Agreement (hereinafter "the Agreement") authorizing JCL to use an agreed area of the Facility (hereinafter the "Library Site") for the purposes of establishing and maintaining a public library.

**SECTION TWO:** JCL's Agreement to Maintain a Branch Library at the Facility. JCL and the Board of County Commissioners of Johnson County, Kansas, have approved the establishment and maintenance of a branch facility of the Johnson County Library at the Facility, and JCL desires to establish and maintain a public library at the Library Site.

### **SECTION THREE: CITY'S RESPONSIBILITIES**

1. Making the Facility Ready for Use; Compliance with Codes and Laws. The City agrees that it shall, at its sole expense, prepare the Facility and the Library Site for use by JCL. The City warrants that the Facility and the Library Site will be completed in a manner that assures that the Facility and the Library Site will be in compliance with all federal, state, county, and city laws and building and zoning codes, and that the City will, at its sole expense, bring the Facility or Library Site into compliance with such laws or codes, in the event that the parties are advised of a violation of any one of such laws or codes.
2. Signage. The City agrees that JCL shall be permitted to place appropriate signs on the exterior of the Facility identifying the library, subject to City zoning and building codes.
3. Maintenance of the Facility. The City agrees that it will, at its sole expense, maintain the grounds and sidewalk surrounding the Facility; mow the grass; assure snow and ice removal from parking and sidewalk areas around the Facility; maintain all electrical, plumbing, mechanical, and heating, ventilation, and air condition systems in good repair; maintain the floors, roof, walls, windows, entry areas and common areas of the Facility in a manner that makes the Facility safe and free of hazards for use by JCL patrons; arrange for pest and insect control; and arrange for capital improvements of the Facility that are needed to assure that the Facility is in good condition for use by JCL patrons and the citizens of Edgerton.
4. Security. The City acknowledges that JCL will have to take steps to secure the Library Site and to safeguard JCL materials used in the operation of the public library at the Library Site. The City agrees all such security measures are the sole prerogative of JCL.

**SECTION FOUR: JCL’S RESPONSIBILITIES**

1. Agreement to Use the Library Site. JCL agrees to establish and maintain a public library at the Library Site of the Facility. The parties agree that library services, selection of materials, and establishment of hours of service are the sole prerogative of JCL.
2. Library Operations. During the term of this Agreement, JCL shall operate the hours of the library as determined by JCL with no prior approval from the City. The City, however, may recommend changes to the operational hours of the library, and JCL agrees to reasonably consider such recommendations.
3. Usage of Facilities for City Functions. JCL agrees to allow the City to use the Facility for City functions upon reasonable notice, as may be required when City Hall is not otherwise available for use and the Facility is not otherwise reserved for use by another party during regular library hours of service.
4. Usage and Maintenance Fee. JCL agrees to pay the City a Usage and Maintenance Fee (hereinafter the “Fee”) in the sum of \$500.00 per month. The Fee shall be paid monthly by the first day of the each month.
5. Maintenance of Library Site and Payment of Utilities. JCL agrees to maintain and keep in good repair the Library Site (excluding capital improvements to the common areas, walls, floors, or ceiling) and agrees, at its sole expense, to contract for custodial services for the Library Site and to make all payments due for utilities used for the Library Site.

**SECTION FIVE: FAILURE TO MAKE REPAIRS**

The City agrees to respond promptly when advised of needed repairs or service for the Facility, the surrounding grounds, sidewalks, and parking. In the event that the City does not, within a reasonable period of time, respond to the call for repair or services, JCL may undertake such repair or service on its own, and the City agrees to reimburse JCL for the cost of any such repair or service.

**SECTION SIX: TERM**

The term of this Agreement shall be five years beginning January 1, 2010 through December 31, 2015, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

**SECTION SEVEN: INSURANCE AND HOLD HARMLESS**

1. City’s Insurance. The City agrees to maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence.
2. JCL’s Insurance. JCL agrees to maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence.

3. Hold Harmless. Each party agrees to protect, defend, indemnify and hold the party, the Board of County Commissioners of Johnson County, Kansas and their officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of its error, omission or negligent act.
  
4. Waiver of Subrogation. Each of the parties releases the other party from all liability for damage due to any act or neglect of the other party (except as hereinafter provided) occasioned to property owned by the parties which is or might be incident to or the result of a fire or any other casualty against loss for which either of the parties is now carrying or hereafter may carry insurance; provided, however, that these releases shall not apply to any loss or damage occasioned by the willful, wanton, or premeditated negligence of either of the parties, and the parties hereto further covenant that any insurance that they obtain on their respective properties shall contain an appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.
  
5. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or JCL waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act.

**IN WITNESS WHEREOF**, the parties have set their hands this 11th day of December, 2014.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON  
COUNTY LIBRARY

\_\_\_\_\_  
Donald Roberts, Mayor

\_\_\_\_\_  
Chair

ATTEST:

ATTEST:

\_\_\_\_\_  
Janeice Rawles, City Clerk

\_\_\_\_\_  
Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Patrick G. Reavey, City Attorney

\_\_\_\_\_  
Attorney

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

January 2	Creative Placemaking with InterUrban ArtHouse Central Resource Library
January 2	Tangled Roots: Voices, Visions and The Spirit of Home Lackman Neighborhood Library
January 3	Works by Nedra Bonds, Emily Evans Sloan & Traci Bunkers Leawood Pioneer Library
January 10	Let's Build Drop-in Blue Valley Neighborhood Library
January 10	Ice Princess Party Antioch Neighborhood Library
January 12	Mystery Minds Meetup – a Mystery Book Club Antioch Neighborhood Library
January 15	Table Games: Third Thursdays Leawood Pioneer Library
January 15	Creation Exploration: Poetry Writing Gardner Neighborhood Library
January 21	Are Your Kids Ready for Social Media? Shawnee Neighborhood Library
January 26	Resumes: It's All About You Blue Valley Neighborhood Library
January 29	Thursday Needlers Antioch Neighborhood Library