

JOHNSON COUNTY LIBRARY

BOARD REPORT

DECEMBER 11, 2014

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

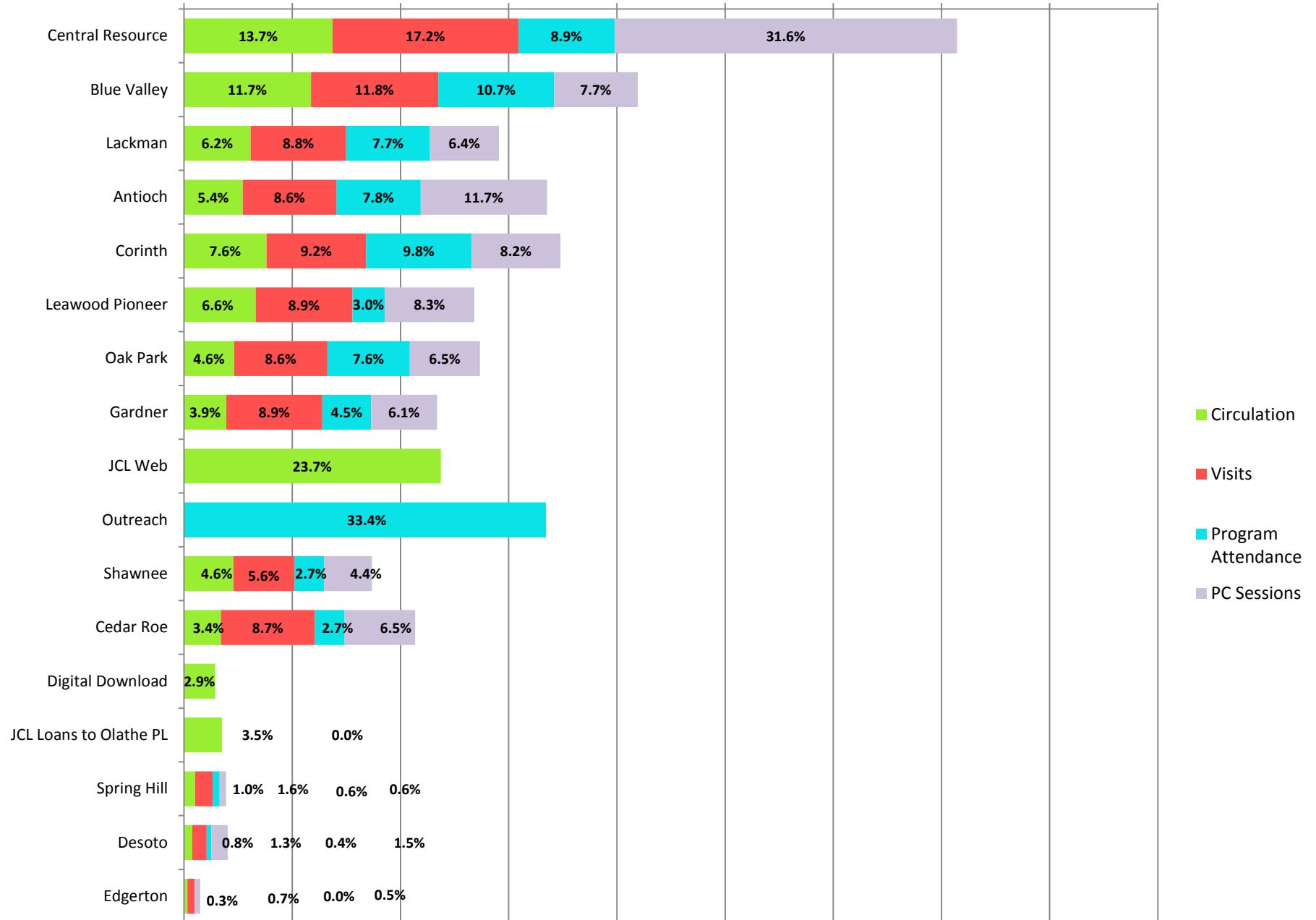
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, DECEMBER 11, 2014
CENTRAL RESOURCE LIBRARY
4:00 P.M.

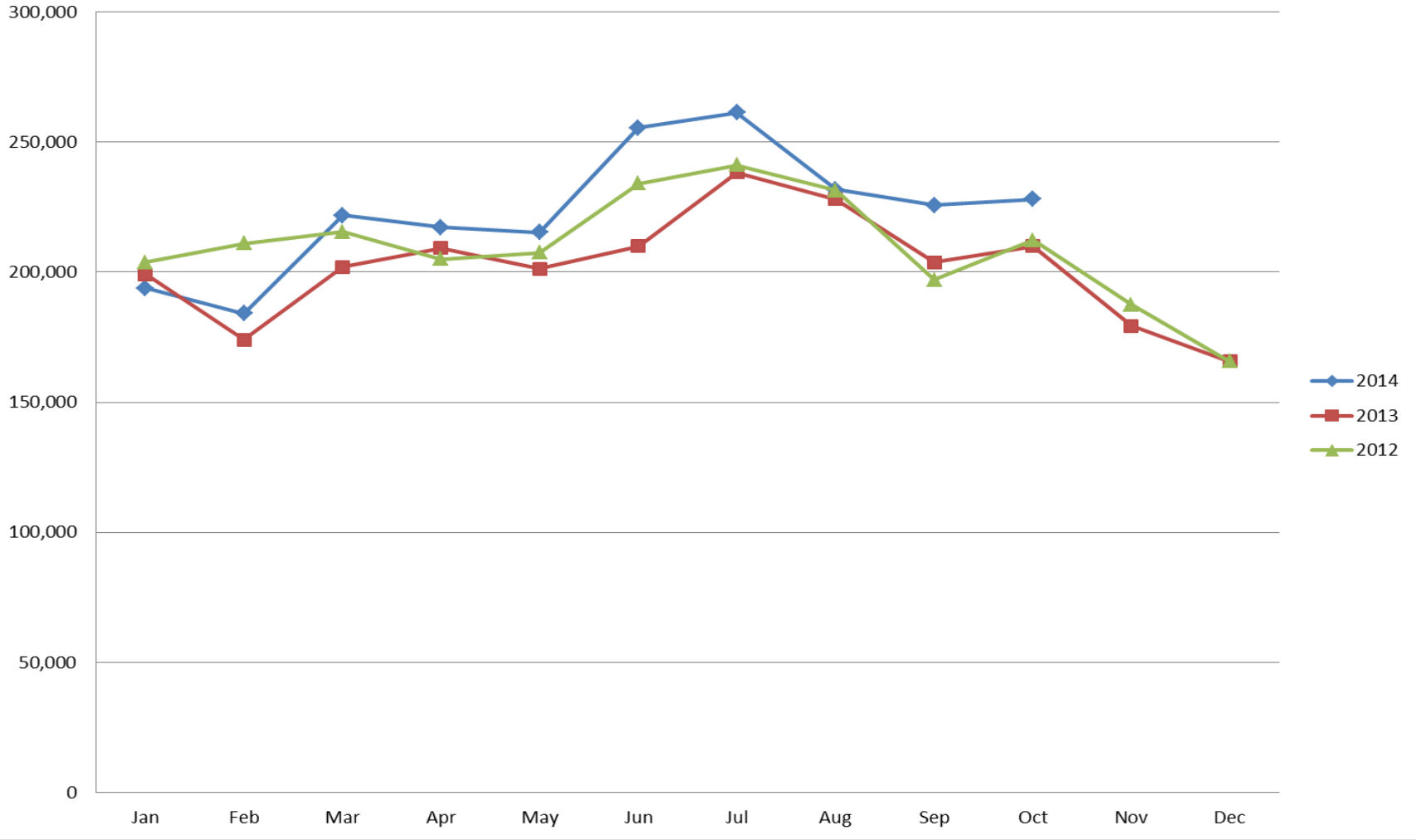
- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Nancy Hupp, Board Chair
 - C. Rebecca Phillips, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Budget Actuals – Nicki Neufeld
 - 2. Strategic Plan – Sean Casserley
 - 3. Central Building Upgrade report – Scott Sime
 - a) Consideration of approval of phasing
 - 4. Comprehensive Library Master Plan – Kim Gile and Scott Sime
 - 5. Updates
 - a) Communication Plan – Sean Casserley
 - b) Collection Development Policy – John Helling 27
 - c) Hours by Branch – John Helling
 - d) Second Saturdays/Outreach – Sean Casserley
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of November 13, 2014 Regular Library Board meeting 9
 - 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 October 2014 were handled in accordance with library and County policy.
 - b) The October 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. Consideration of Renewal of the Interlocal Agreement with Olathe Public Library	77
VII. New Business	
A. Consideration of the Renewal of the Memorandum of Understanding with the AARP	85
VIII. Adjournment	

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



Johnson County Library Three-Year Trend in Library Visits



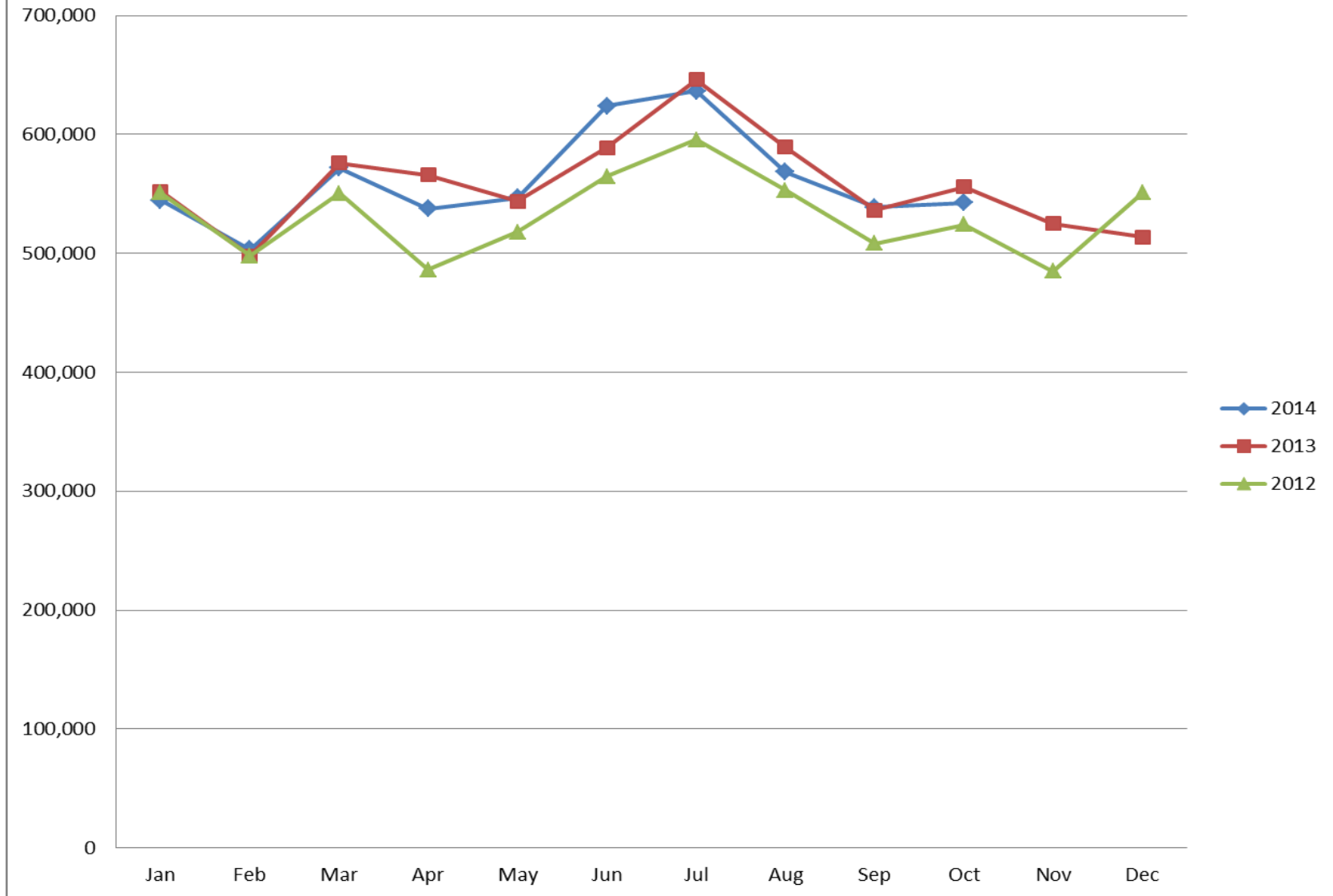
Johnson County Library
USER VISITS

October 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	19,693	8.6%	199,452	233,978	286	69	29,464	1.5	21,429	10.2%	205,475	241,307	-8.1%	-2.9%	-3.0%
Blue Valley	26,843	11.8%	262,756	306,738	286	94	63,589	2.4	26,288	12.5%	267,207	307,123	2.1%	-1.7%	-0.1%
Cedar Roe	19,796	8.7%	204,437	221,663	254	78	18,496	0.9	10,440	5.0%	92,803	108,202	89.6%	120.3%	104.9%
Central Resource	39,212	17.2%	379,097	443,000	309	127	74,391	1.9	39,106	18.6%	362,882	455,390	0.3%	4.5%	-2.7%
Corinth	20,963	9.2%	227,232	228,347	286	73	41,348	2.0	22,190	10.6%	241,969	261,279	-5.5%	-6.1%	-12.6%
DeSoto	3,026	1.3%	33,414	38,408	163	19	4,098	1.4	3,130	1.5%	48,509	34,407	-3.3%	-31.1%	11.6%
Edgerton	1,508	0.7%	12,762	13,877	116	13	1,753	1.2	582	0.3%	8,479	7,191	159.1%	50.5%	93.0%
Gardner	20,274	8.9%	160,760	178,220	270	75	21,153	1.0	10,609	5.1%	92,572	121,284	91.1%	73.7%	46.9%
Lackman	20,139	8.8%	214,565	242,686	270	75	33,412	1.7	16,832	8.0%	179,540	221,154	19.6%	19.5%	9.7%
Leawood Pioneer	20,389	8.9%	204,026	240,047	270	76	35,932	1.8	21,671	10.3%	225,043	265,854	-5.9%	-9.3%	-9.7%
Oak Park	19,648	8.6%	175,598	211,763	270	73	25,113	1.3	21,256	10.1%	180,193	214,285	-7.6%	-2.5%	-1.2%
Shawnee	12,814	5.6%	119,123	135,437	270	47	24,786	1.9	11,813	5.6%	121,731	138,829	8.5%	-2.1%	-2.4%
Spring Hill	3,714	1.6%	41,277	47,891	155	24	5,570	1.5	4,652	2.2%	54,496	53,207	-20.2%	-24.3%	-10.0%
Branch Total	188,807	82.8%	1,855,401	2,099,055	2,896	65	304,714	1.6	170,892	81.4%	1,718,017	1,974,122	10.5%	8.0%	6.3%
SYSTEM TOTAL	228,019	100.0%	2,234,498	2,542,055	3,205	71	379,105	1.7	209,998	100.0%	2,080,899	2,429,512	8.6%	7.4%	4.6%

	2014	2013
Average Visits per Capita for Current Month:	0.5	0.5
Average Visits per Capita for Year-to-Date:	5.2	4.8
Service Area Population:	431,000	431,000

Johnson County Library Three-Year Trend in Circulation



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

October 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	2013 to 2014		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total			Month	Yr-to-Dt	Previous 12 mos.
Antioch	29,464	5.4%	310,263	365,039	31,179	5.6%	318,863	378,349	-5.5%	-2.7%	-3.5%
Blue Valley	63,589	11.7%	676,933	789,793	60,852	10.9%	668,266	789,632	4.5%	1.3%	0.0%
Cedar Roe	18,496	3.4%	192,763	238,962	22,140	4.0%	200,807	237,476	-16.5%	-4.0%	0.6%
Central Resource	74,391	13.7%	786,236	932,751	79,327	14.3%	782,690	935,686	-6.2%	0.5%	-0.3%
Corinth	41,348	7.6%	443,774	523,420	42,697	7.7%	447,989	522,245	-3.2%	-0.9%	0.2%
Desoto	4,098	0.8%	43,523	50,969	4,746	0.9%	43,780	52,520	-13.7%	-0.6%	-3.0%
Edgerton	1,753	0.3%	14,590	18,324	1,305	0.2%	14,053	16,509	34.3%	3.8%	11.0%
Gardner	21,153	3.9%	207,624	241,680	20,253	3.6%	207,863	246,053	4.4%	-0.1%	-1.8%
Lackman	33,412	6.2%	358,141	421,404	36,164	6.5%	375,746	444,940	-7.6%	-4.7%	-5.3%
Leawood Pioneer	35,932	6.6%	386,570	458,234	38,682	7.0%	396,951	470,838	-7.1%	-2.6%	-2.7%
Oak Park	25,113	4.6%	266,777	315,258	27,091	4.9%	268,337	322,502	-7.3%	-0.6%	-2.2%
Shawnee	24,786	4.6%	263,286	306,729	24,773	4.5%	260,420	307,563	0.1%	1.1%	-0.3%
Spring Hill	5,570	1.0%	54,647	64,960	6,967	1.3%	62,225	72,744	-20.1%	-12.2%	-10.7%
JCL Web Renewals	128,669	23.7%	1,253,646	1,499,535	124,157	22.3%	1,283,935	1,526,794	3.6%	-2.4%	-1.8%
Digital Downloads	15,599	2.9%	154,911	334,650	15,472	2.8%	111,457	111,457	0.8%	39.0%	200.2%
JCL Loans to Olathe P	18,962	3.5%	200,102	236,309	20,267	3.6%	208,878	252,590	-6.4%	-4.2%	-6.4%
JCL Branch Total	304,714	56.2%	3,218,891	3,794,772	316,849	57.0%	3,265,300	3,861,371	-3.8%	-1.4%	-1.7%
JCL Brances and Cer	379,105	69.9%	4,005,127	4,727,523	396,176	71.2%	4,047,990	4,797,057	-4.3%	-1.1%	-1.4%
JCL SYSTEM TOTAL	542,335	100.0%	5,613,786	6,798,017	556,072	100.0%	5,652,260	6,687,898	-2.5%	-0.7%	1.6%

Average Circulation per Capita		
	2014	2013
Current Month	1.3	1.3
Year-to-Date	13.0	13.1
Service Area Population	431,000	431,000

MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, November 13, 2014
4:00 p.m.
Antioch Library

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

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY:

STAFF: Roxanne Belcher, Barbara Brand, Sean Casserley, Monica Duffield, Elana Franklin, Kim Gile, Mike Heffernan, John Helling, Bev Jaderborg, Joseph Keehn, Christopher Leitch, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Rebecca Phillips, Rita Rubick, Michaela Scruggs, Scott Sime, Georgia Sizemore, Allie Steiner, Tricia Suellentrop

GUESTS: Beverly Jaderborg, Emily Baker, Rick Wise

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

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Mr. Shortlidge attended the Foundation KC Connect event and thanked Susan Mong and Joseph Keehn for their work in organizing the event.

Ms. Hupp enjoyed reading the County Librarian's report this month which highlighted Kim Gile's election to a leadership position with the Kansas Library Association. Mr. Casserley and the leadership team are to be commended for their outstanding staff.

FRIENDS OF THE LIBRARY

Julie Steiner reported for the Friends. The Big Fall Kids Book sale is underway at the Central Resource Library today through Saturday. The Sizzlin' Summer book sale will be held at the Johnson County Community College next summer. The total amount of sales in October for the book stores was \$8,489.00. The biggest sales were sold for \$100 each.

The Friend's annual meeting is next Tuesday.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong introduced Jim Fischer with the Ewing Marion Kauffman Foundation. The Kauffman Foundation recently awarded a grant to Johnson County Library in support of the MakerSpace.

Mr. Fischer thanked the Johnson County Library and Board for recognition of the Ewing Marion Kauffman Foundation's support of the MakerSpace. The Kauffman Foundation is pleased to see the library's commitment to serving our patron's current and future needs. The waiting queue for the 3D printer is a testament to the interest and need. Mr. Kauffman was the ultimate "maker-guy" and the Foundation believes he would be proud to support the Library's maker-endeavor. The Kauffman Foundation wishes Johnson County Library the best of luck.

Ms. Mong reported that the 13th annual Pinnacle awards were a success. \$61,810 was raised, this is an increase over funds raised in 2013. There were 38 sponsors of the event, the room was filled and this year there was live tweeting.

The Foundation has received a new grant from the Flo Harris Foundation in support of Homework Help. Ms. Mong provided a tour to a representative of the Royals Charities Foundation several weeks ago.

The Berkley Writers fund has been supporting writing events this fall. A wonderful event with 3 authors, Maggie Stiefvater, Tessa Gratton and Brenna Yovanoff was held Monday, November 10th. 150 people attended the event.

The Foundation's year end board meeting will be held next week. The new slate of board officers will be voted on.

The Overland Park chamber morning wake-up event will be hosted by the Central Resource Library on Wednesday, December 3rd. Library Board members are welcome to attend. The event will be held from 8:00 a.m. to 9:00 a.m.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus addressed a rumor that the county will try to address budgetary needs with the mill levy of the Library and Park and Recreation. Commissioner Osterhaus stated the commission is not interested in solving the issue with this method. The Commissioners take difficult budget times seriously and have previously committed to leaving Park and Recreation and the Library's mill levies as they are, there has been no change to the plan.

BOARD COUNSEL REPORT

Consideration of the contract with Group 4 for the Comprehensive Library Master Plan

Fred Logan reported on the agreement with the Comprehensive Library Master Plan.

Mr. Logan stated that last month the Board approved a cover agreement. The cover agreement is still in effect, there have been some non-substantive changes to terminology.

Exhibit A describes both core and option services and includes a cap of the fee not to exceed \$270,000. Mr. Logan expressed his opinion that the agreement is in good shape. Group 4 architecture is ready to sign the agreement after approval by the Library Board.

MOTION: Mitra Templin moved to withdraw the previous cover agreement for strategic library master planning services and to approve the agreement for strategic library master planning services including schedule A with a fee not to exceed \$270,000 and the county's special and standard terms and conditions.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

Mortgage Registration Tax

Mr. Logan stated that in light of Commissioner Osterhaus' comments the mortgage registration tax is not pertinent to the Library.

Mr. Logan provided an overview of the issue. Formerly there was a mortgage registration tax from which the County received fairly substantial proceeds. The legislature has decided they want to phase out the mortgage registration tax. Phasing out a source of revenue puts pressure on the mill levy.

COUNTY LIBRARIAN REPORT

Change in Hours of Operations Discussion

John Helling reported on library usage by the hour. Last month we began discussing the effects of closing an hour earlier and opening an hour earlier. Over the last month statistics have been gathered and compiled so the Board can make an informed decision.

Mr. Helling presented the statistics gathered. Patron traffic was measured through self-check usage, physical head counts, PC sessions and Gimlet, a tracking program used when patrons interact with a staff member,.

Mr. Helling reviewed the data on daily traffic patterns, including a breakdown based on hours. The busy times are in the early afternoon and traffic begins to drop steadily beginning at 4:30 p.m.

Mr. Helling showed the breakdown in patron traffic based on age. We see the most kids in the morning and afternoon from 3:30 to 5:00.

Mr. Helling presented data on the average number of people in the branches from 8:00 to 8:30 and the average numbers from 8:30 to 9:00. The numbers vary, however most branches show a sharp decline of patrons approaching the 9:00 hour.

Self-check usage accounts for approximately 98% of books checked out in the system. At each branch self-check usage peaks at 4:00. Mr. Helling noted the self-check usage is high at 10:00 and continues to increase until early afternoon.

As a system, the data shows the busiest time is 4:00 p.m. and least busy time is 8:00 p.m.

Ms. Robinson noted that an assumption is being made that traffic patterns for November through April will be the same as the other half of the year. Mr. Helling agreed and said this information is based on the data we were able to obtain through the PC sessions.

To arrive at an estimate of what adding an additional hour would cost, Mr. Helling and Ms. Neufeld calculated what was spent on public service in 2013. In 2013, the number was \$7.2 million dollars and we calculated that the library was open 36,099 total hours. Therefore, the average cost to operate one location for one hour can be calculated at \$199.82. This is a broad average because actual costs can vary between branches.

Ms. Robinson asked if the branches are staffed with the same number of people. Mr. Helling responded that no, staffing varies by traffic and branch size. Ms. Suellentrop provided an example that at Central there may be 8 staff members in the evening, while Gardner has 3 the last hour of the day.

Adding an hour at every branch, except Central, would increase open hours to 39,000. This would increase public service costs to 7.8 million, which would be an increase of \$574,000 over 2013 costs.

In summary, all of the data shows a significant decline in patron visits after 4:00 p.m. In terms of cost analysis, adding hours only will cost an additional \$360,000 to \$550,000. Mr. Helling also noted that adding hours without adding staff will cause service levels to drop.

Mr. Helling recommends opening earlier in the morning and closing an hour earlier.

Ms. Robinson requested data on the hourly traffic pattern by branch. The assumption is being made that the traffic pattern at each branch follows the same bell curve; she would like to see this confirmed. Ms. Robinson asked two questions:

1. Do hours need to be uniform across the library branches? Can we differentiate by usage?
2. Do branches have to be staffed the same at every location, or can staffing also vary by patron usage?

Ms. Robinson noted that 4% of Blue Valley High School students use Johnson County Library computers for homework. 4% of 16,000 is a large number. We offer an important service and the Board would like finer detail for making this decision.

Ms. Templin also suggested that the times that libraries are open may generate more use. If patrons know a library is open at a certain time, they may take fuller advantage.

Programming and Events

Joseph Keehn, Event Producer for the library system gave a report on programming and events. Mr. Keehn provided a snapshot of events accomplished in the last quarter. All of the data has been culled from the Gimlet tracking program.

The total number of programs in the last quarter numbered 872 and total attendance for all programs combined was just under 19,000.

On average youth programs have 22 attendees each, teen programs have 20 and adult programs have 45.

Highlights included Latino Festival with 1,200 people in attendance. Latino services are being transitioned into a systemwide service, which will change the look of Latino Festival next year.

This quarter 7 branches hosted art exhibitions that included a total of 82 artists. Second Saturdays is a program we started last quarter; a new way to promote Saturday programming. Second Saturdays have proven to be popular with the number of attendees consistently growing.

Last the year the library began thematic programming, following the summer programming model. The themes change every quarter and themes are selected by a committee of 11. Themes over the past year included Loss & Desire and The Art of Discovery.

Mr. Keehn invited Board members to attend a Second Saturday. Saturday, December 13th there will be sixteen events across the library.

Mr. Nelson asked how programs are advertised. Mr. Keehn noted that there are several paths, including word of mouth, list serves, community relations, a quarterly calendar and the library is working toward sending e-blasts to patrons. Mr. Keehn also works with the web content team and events are featured on the webpage, online calendar and through social media accounts.

Financial Update

Finance Director, Nicki Neufeld addressed the Board. Ms. Neufeld provided the Board with pages from the 2015 budget. As discussed at the previous meeting, Ms. Neufeld is considering restructuring the budget. There are currently 8 major services:

1. Administration and facilities
2. Collections
3. Branch Services
4. Technical Services
5. Information Technology
6. Systemwide services
7. Central Resource Library
8. Library General Tax Increment.

These 8 categories are not indicative of our major services and Ms. Neufeld would like to reduce this number to 5 in order to align more closely to the strategic plan and proposes maintaining:

1. Administration and facilities
2. Collections
3. Branch Services
4. Information Technology
5. Systemwide services.

She would like to roll the other items into the 5 major services. For example, when the budget was set up technical services was a large department and most of our technical services were done in house. Today, the department is smaller and many of the services are handled elsewhere. Technical services will be rolled into systemwide services in the restructure.

The library general tax increment is the amount of taxes that we have deferred. It is an amount we are unable to spend and is not a major service. Ms. Neufeld explained that it will be moved under administration and facilities.

Ms. Neufeld is also working to reduce the number of cost centers. Johnson County Library has more than fifty cost centers. Ms. Neufeld would like to reduce this number to thirty-one to thirty-five. This change will improve our ability to more closely align spending with our strategic goals.

Mr. Nelson asked if capital spending and deferred maintenance are still being reviewed. Ms. Neufeld responded that capital spending and deferred maintenance will still be reviewed and are part of the long-term plan. A new plan for capital improvement program spending is also being reviewed with the goal of developing a more comprehensive understanding of needs. This will help us to make more intentional decisions on spending.

Ms. Neufeld noted that she has updated the scheduled replacement report. Ms. Neufeld went through every transaction in the last 4 years and separated the report out by year. She will be working on the reports to make them more concise.

Interlocal Agreement Update

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. We will renew the agreement in December.

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.

Mr. Helling introduced Emily Baker, Director of the Olathe Public Library.

Ms. Baker expressed how much Olathe Public Library values the relationship with JCL and expressed appreciation for the efficiencies and similarities in policies that makes access to services easier for all of our patrons.

Mr. Casserley noted that this agreement wouldn't be possible without Ms. Baker's leadership. It is a collaborative effort and he thanked Ms. Baker and her staff.

Central Building Upgrade update

Scott Sime provided an update on the Central Building upgrade. Over the last month, we have finished and finalized the design documents packet. The packet has been submitted to our pre-construction manager, Titan Build. Titan is working on estimating costs and time duration for the project. We are also working on a staff moving plan for the space that will become public space.

Rick Wise presented the design schematics to the Board. He reminded the Board that the prioritized goals were:

1. Infrastructure
2. Public space
3. Material flow
4. Staff Space

The design process began in May and the new plan was developed. This plan showed us what we will be able to do long-term. With what is possible in the budget, this project will focus on improving infrastructure and improving and gaining public space. Staff areas will not see much change.

Mr. Wise gave a PowerPoint presentation of the changes that will be made. Updates include the current Carmack room becoming the space for the new makerspace, a café/vending area and the sorter will be moved in the circulation area to make it more accessible. A Friend's bookstore will be brought on site and the Carmack room will be moved north of the administrative area.

In addition, entry points to the administrative area will be consolidated. The Youth Services area is unchanged from previous plans

Mr. Wise presented a 3D model of the planned updates.

Ms. Robinson asked if updating security of the building has been considered as part of the project. Mr. Casserley responded that security of the building is always a consideration. We have a program for staff called, Securing the Building.

We do not have the resources to update security, although safety considerations were made. For example, the space for children is located in a back area of the building to enhance security. There are also security cameras throughout the building. Also, visibility in the building is being improved as part of the project.

The project is scheduled to have the design documents to the contractor by January. A guaranteed maximum price will be brought to the Board in March. The planned start date for the construction is the beginning of April.

CONSENT AGENDA

MOTION: Amy Ruo moved to approve the consent agenda.

SECONDED: Pam Robinson **MOTION CARRIED UNANIMOUSLY**

NEW BUSINESS

Consideration of renewal of MOU with Overland Park Community Garden

Beverly Jaderborg gave an update on the Overland Park Community Garden. This memorandum of understanding between the community garden and Johnson County Library marks the beginning of the fifth year of collaboration.

Ms. Jaderborg presented pictures of the Overland Park community garden over the past five years. The garden had been a fallow field and has excellent soil. Ms. Jaderborg commented that she is unable to grow root crops in her yard; she can grow them in the community garden.

This year, the community garden hosted two Eagle Scout projects. The garden served as a monarch weigh station to provide habitat that supports their life cycle. The garden builds community and is a great community project.

Extra produce is donated to food pantries. This year 215lbs. of produce was donated.

Ms. Jaderborg commented that the gardeners are grateful for the partnership. Ms. Hupp commented that she believes this is a wonderful partnership and project. The Board expressed their appreciation for the update.

MOTION: Mitra Templin moved to authorize staff to renew the agreement with Overland Park Community Garden, Inc. for the operation of the community garden at Oak Park Neighborhood Library for the period of April 1, 2015 to March 31, 2016.

SECONDED: John Nelson **MOTION CARRIED UNANIMOUSLY**

EXECUTIVE SESSION

MOTION: Neil Shortlidge moved that the Board recess into executive session under the personnel matters of non-elected personnel exception to the Open Meetings Act in order to conduct the County Librarian’s annual performance review, with the open meeting to resume in this room at 6:00 p.m.

SECONDED: Mitra Templin **MOTION CARRIED UNANIMOUSLY**

No votes were taken. The Board returned to regular session at 6:00 p.m.

MOTION: Neil Shortlidge moved to extend the executive session by 15 minutes in order to continue the annual performance evaluation of the County Librarian, with the open meeting to resume in this room at 6:15 p.m.

SECONDED: Nancy Hupp **MOTION CARRIED UNANIMOUSLY**

No votes were taken. The Board returned to regular session at 6:15 p.m.

ADJOURNMENT

MOTION: Mitra Templin moved to adjourn.

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

Adjourned at 6:15 p.m.

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
John Lim Production	Video production	\$ 1,500.00
iBossWell	Meeting facilitation	\$ 2,800.00
Johnson County Community College	Friends booksale contract	\$ 3,600.00
	Total	\$ 7,900.00

SIGNED:

Finance Director

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

		Receipts	Payments	Balance
	Opening cash balance			\$136,456.74
	Add Receipts	\$75,112.16		
	Less Payments		\$0.00	
	Ending Cash balance			\$211,568.90
	Less Liabilities		\$0.00	
	Unobligated cash balance			\$211,568.90

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

October 2014

83.33% 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	78,872.00	85,000.00	93%	54%
Library Generated - Overdues / Fees	610,216.00	725,000.00	84%	46%
Sale of Library Books	50,000.00	50,000.00	100%	50%
Misc Other	12,090.00	21,290.00	57%	27%
Library Generated - Other Charges	418,768.00	322,050.00	130%	22%
Investment	48,889.00	56,621.00	86%	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	159,829.00	226,278.00	71%	1%
TOTAL REVENUE	\$23,424,086.00	\$24,237,117	97%	89%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
October 2014
83.33% of Year Lapsed

OPERATING FUND	2014	2014	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	3,333,673	3,412,889	98%	76%
Administrative Services	2,277,510	2,647,899	86%	75%
Branch Services	5,185,038	4,361,726	119%	82%
Technical Services	553,121	765,438	72%	74%
Systemwide Services	369,061	2,472,746	15%	71%
Central	3,183,095	3,936,955	81%	77%
Facilities	1,756,510	1,926,919	91%	73%
Information Technology	1,807,701	2,130,677	85%	78%
Risk Management Charges	95,798	95,798	100%	75%
Library General Tax Increment	0	0	0%	0%
Grants *	148,493	226,278	66%	84%
Transfer to Capital Projects	0	0	0%	100%
Interfund Transfers	0	0	0%	0%

TOTAL OPERATING FUND EXPENDITURES	\$18,710,000	\$21,977,325	85%	76%
--	---------------------	---------------------	------------	------------

* Includes expenditures for 2014 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2014	2014	% Budget	% Expended
	Year to Date	Budget	Expended	Last Year
Contractual Services (General Maintenance)	21,842	0		0%
Commodities (Capital Equipment)	199,077	208,868	95%	57%
Transfer to Debt Payment	1,106,978	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%

TOTAL SPECIAL USE FUND EXPENDITURES	\$1,764,634	\$2,259,792	78%	95%
--	--------------------	--------------------	------------	------------

TOTAL EXPENDITURES	\$20,474,634	\$24,237,117	84%	38%
---------------------------	---------------------	---------------------	------------	------------

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
October 2014
83.33% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2014 Year to Date	2014 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	11,125,967	13,907,080	80%	78%
Contractual Services	3,662,834	3,041,351	120%	112%
Supplies	3,440,367	3,878,782	89%	71%
Capital - Operating	5,443	8,412	65%	111%
Risk Management Charges	95,798	95,798	100%	75%
Library General Tax Increment	0	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	148,493	226,278	66%	78%

TOTAL EXPENDITURES	\$20,474,634	\$24,220,813	85%	82%
---------------------------	---------------------	---------------------	------------	------------

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						Grant	Budget
Expenditures through 10/31/14	Source	Received	Expend By	Expenditures		Award	Remaining
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		\$8,000.00	\$4,030.96
2013 Ks H. C.	State	Mar-13		\$2,400.00		\$2,650.00	\$250.00
2014 Check up and Check Out	State	Jul-14		\$1,315.17		\$5,250.00	\$3,934.83
2014 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		\$118,477.46		\$154,271.77	\$35,794.31
Dust, Drought and Dreams	State	Aug-14		\$347.39		\$1,200.00	\$852.61

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

Monticello Land Acquisition

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

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

Scheduled Replacement Account

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

Total Revenue 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			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
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>261,160.20</u>

Budget Remaining \$ 269,516.99

Expenditure of Friends of the JCL Donations 2014

October 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$435.00
Advertising/Promotion		\$750.00	\$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		\$1,703.94	\$9,498.44
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
Total Expenditures		\$ 2,453.94	\$ 47,162.45



Collection Development Policy

Revisions Adopted by the Johnson County Library
Board of Directors

~~January 10, 2013~~ January 8, 2015

Table of Contents

1. PURPOSE..... 4

- 1.1 Mission Statement 5
- 1.2 Vision Statement..... 5
- 1.3 Values Statement..... 5
- 1.4 ~~Trends, Operating Environment & Community Composition in Johnson Co. in 2008~~..... 6
- 1.5 Outcomes and Strategies..... 7
- 1.6 Focus of Central Resources Library and Branch Collections..... 9

2. DEFINITIONS..... 9

3. GUIDELINES FOR MATERIALS SELECTION 10

- 3.1 General Guidelines 10
- 3.2 Evaluation..... 11
- 3.3 Controversial Subjects/Items 11
- 3.4 Criteria for Selection 13

4. RESPONSIBILITY FOR MATERIALS SELECTION AND DESELECTION..... 17

5. RELATIONSHIPS TO OTHER LIBRARIES, INSTITUTIONS AND ORGANIZATIONS.. 18

6. COLLECTION MANAGEMENT..... 19

- 6.1 Duplicates..... 19
- 6.2 Need Versus Demand..... 19
- 6.3 Replacements..... 19
- 6.4 Preservation..... 19
- 6.5 Weeding 20

7. POLICIES BY CLIENTELE SERVED..... 20

- 7.1 Adults..... 20
- 7.2 Teens..... 20
- 7.3 Children 20
- 7.4 Individuals with Visual Disabilities 21
- 7.5 Individuals with Hearing Disabilities 21
- 7.6 Students 21
- 7.7 Business Community 21
- 7.8 Outreach and Programming..... 22

8. POLICIES BY FORMAT OF MATERIALS..... 22

- 8.1 Books..... 22
- 8.2 Videos..... 22
- 8.3 Audiobooks 23
- 8.4 Recorded Music..... 23
- 8.5 Newspapers..... 23
- 8.6 Art Prints..... 23
- 8.7 Maps..... 24

8.8	Periodicals	24
8.9	Government Documents	24
8.10	Microforms	25
8.11	Manuscripts, Rare Books, and Archival Materials	25
8.12	Printed Music	25
8.13	Computer Software and Video Games	25
8.14	Large Print	26
8.15	Digital Resources	26
8.16	Realia	26
9.	POLICIES BY SUBJECT OF MATERIAL	26
9.1	Fiction	26
9.2	Non-English Language Materials	26
9.3	Medicine and Related Fields	27
9.4	Law	28
9.5	Human Sexuality	28
9.6	Substance Abuse	28
9.7	Semi and Pseudo-Scientific Materials	28
9.8	Religion	29
9.9	Librarianship/Library Management/Professional Materials	29
9.10	Small Press Materials	29
9.11	Local Authors and Local and Kansas History	29
9.12	Genealogy and Heraldry	30
9.13	Regional Reference	31
9.13.1	Local History	31
9.13.2	Urban Reference	33
9.14	Business Collection	34
10.	GIFTS	36
11.	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS	36

APPENDIX

Library Bill of Rights	ARM 10-20-10	Appendix A.....40
Freedom to Read	ARM 10-20-30	Appendix B.....42
Freedom to View	ARM 10-20-31	Appendix C.....48

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, and Outcomes and Strategies in Experience Johnson County Library: Strategic Plan 2008-2012, approved by the Board of Directors of the Johnson County Library, on March 19, 2008. 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 20082015

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. In preparing the new strategic plan, a Staff Steering Committee collected and analyzed data gathered through interviews, focus groups and surveys. The perceived strengths, weaknesses, opportunities, and threats (SWOT's) to the growth of JCL were investigated in the context of current trends, operating environment, and community composition.

These were the findings:

Formatted: Right: -0.13", Tab stops: 1.56", Left + 1.94", Left + 2", Left + 2.06", Left

Population. The current estimated population of Johnson County is 520,000, of which the Johnson County Library District holds 405,200. By 2020, the population of the county is predicted by Mid-America Regional Council to reach 654,774 and by 2030 it will reach, 744,057. In 2030, Johnson County will have surpassed Jackson County, Missouri by about 30,000 persons.

Median age. A rising median age in the population is occurring but does not necessarily mean fewer children. The proportion of children in the population may diminish, but the numbers may actually increase as population increases. Families will continue to be attracted to Johnson County, as in the past, by the low crime, job opportunities, and good public schools. We may expect larger proportions of children in developing areas, but re-development in older areas of the district will attract young families as well.

More diversity in terms of ethnicity, race, and language. Johnson County is becoming more diverse in terms of ethnicity, race, and language. The numbers, although still small, are growing.

~~Children will continue to be a necessary factor in planning. There are a growing number of persons who do not speak English well or at all. And in a county stereotyped for its wealthy residents, there is poverty and its attendant issues. 3.1% of families were found in 2006 to have incomes below the poverty level, accounting for 4.9% of individuals. For families with children under age 5, this rises to 6.1%. Among families with a female householder, with no husband present, with children under five the number rises to 19.0%.~~

~~**Greatest growth areas.** The greatest growth areas in the district are in the “Monticello” Neighborhood Library service area in western Shawnee, which is projected to grow from 14,766 in 2000 to about 60,000 in 2020, and on to a 2030 population of about 75,000. A close second is the Blue Valley Neighborhood Library service area south of I-435 down to Aubry Township. The total Blue Valley population is projected to increase from 71,677 in 2000 to about 135,000 by 2020. Gardner Neighborhood Library will also have significant growth. Modest growth in Desoto and Spring Hill is projected. The northeast sections of the county, including the Corinth, Central Resource Library, Cedar Roe, and Antioch branch service areas will see slight declines.~~

~~**Language.** A total of about 9.5% of the district population speak a language other than English at home, or 35,612 persons. Of these, 12,705 speak Spanish, and of these about 4,740 speak English less than well. An estimated total of 12,027 speak English less than well. About 7,300 speak other languages. The number of persons who did not speak English well grew 165% between 2000 and 2006 from 4,534 to 12,027. (Jerry Roy, **Experience Johnson County**, March 19, 2008)~~

~~For more information about trends that will impact library service, see **Experience Johnson County Library: Strategic Plan 2008-2012, Appendix D: Trends Facing Johnson County and Demographic Information.**~~

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.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

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.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 2.5" + Indent at: 2.75"

- People with specific educational or informational needs will be supported by the library.

Formatted: Font: (Default) Arial

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.

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

~~Experience Johnson County Library identified Service, Place, and Reaching Underserved Populations as the three most influential focus areas likely to inspire positive changes. Our major areas of focus, or strategic outcomes, going forward are about the experience — service to customers, place, and targeted services to members of the community who are underserved or not currently served.~~

~~**Outcome 1. Patrons will experience convenient, Delightful and rewarding library service.**~~

~~**Strategies**~~

- ~~• Library services are easy and convenient to use.~~
- ~~• Patrons of all ages report their library experience is delightful~~
- ~~• Patrons learn about library services from staff who are well-informed and proactive in promoting appropriate library resources.~~
- ~~• Patrons are able to find and obtain the library resources they want in the shortest possible time.~~
- ~~• Technology support will be improved by conducting a technology assessment and developing a technology master plan.~~

~~Outcome 2. Patrons will experience inviting, comfortable spaces that facilitate lifelong learning and civic engagement.~~

~~Strategies~~

- ~~• Patrons and staff report that libraries are welcoming and comfortable, and safe places.~~
- ~~• Sustainable practices are implemented in overall library operations.~~
- ~~• Johnson County is served by a library system with adequate facilities that have been planned in accordance with community growth.~~
- ~~• Develop a new long term facilities master plan for the next 15-20 years.~~
- ~~• Patrons find opportunities to engage in civic and community life at the library or via the library.~~

~~Outcome 3. Patrons in underserved segments of Johnson County will experience library services.~~

~~Strategies~~

- ~~• Identify strategic opportunities to serve underserved groups.~~
- ~~• Stretch outreach capacity by integrating outreach at all locations~~
- ~~• Implement a more comprehensive outreach function in order to reach communities not currently being served.~~
- ~~• Provide more comprehensive early literacy library experiences for youth at risk.~~
- ~~• Implement a more effective and responsive service to the Hispanic community or other immigrant populations.~~

**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.

~~"**Experience Johnson County Library**" refers to Experience Johnson County Library: Strategic Plan 2008-2012, approved by the Board of Directors of the Johnson County Library on March 18, 2008.~~

"**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.

~~Materials are selected to support library programs with emphasis on groups targeted in Experience Johnson County Library.~~

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.
- Materials which advocate violence or defame race, gender, or religion are avoided.

Teen

- 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.

~~The Collection Oversight Committee provides general direction and coordination for the planning, development, and evaluation of the Library's collections and the development and implementation of the Collection Development plan. The committee has oversight of resources and recommends the collection's budget to the County Librarian. Membership consists of Administrative and Collection Development staff.~~

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 large—print 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 DVD's 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. In accordance with Experience Johnson County, Collections provides material support to outreach aimed at specific underserved populations and support programs which rely on specific materials.~~

**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.

- | | | |
|--------------------|------------|--|
| Newspapers | 8.5 | 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. |
| Art Prints | 8.6 | 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. |
| Maps | 8.7 | 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. |
| Periodicals | 8.8 | Periodicals are purchased for one or more of the following reasons: <ul style="list-style-type: none">• To provide access to the most current research and thought in various fields.• To provide information not available in books.• To satisfy recreational reading needs.• To provide the staff with selection aids and |

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.

Microforms	8.10	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.
Manuscripts, Rare Books, and Archival Material	8.11	<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>
Printed Music	8.12	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.
Computer Software and Video Games	8.13	<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>
Large Print	8.14	The Library provides large print books.
eResources	8.15	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, eJournals <u>eMagazines</u> , 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.
Realia	8.16	Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not <u>usually</u> acquired <u>under Collection Development</u> . 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.



Johnson County
Library

Request for Reconsideration of Library Materials

Title _____

Author (if appropriate) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

Library _____ Date _____

If the item is already in the collection, please answer the following questions:

1. To what in the item do you object? (Please be specific)

2. Did you read or view the entire item? _____

If not, which portion did you read or view? _____

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.
 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.
 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- Represent All Views
- Censorship
- Alliances

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 6. Libraries which make exhibit spaces
Meeting 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 ARM 10-20-
Number 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 ARM 10-
Number 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
December 11, 2014

AGENDA ITEM: VI. A. Consideration of Proposed Renewal of the Interlocal Cooperation Agreement between the Johnson County Library and the Olathe Public Library for Automation, Remote Database and E-content Access, and Computer Control and Reservation Services.

ISSUE FOR BOARD DETERMINATION:

Whether to renew the proposed revised interlocal cooperation agreement with Olathe Public Library for automation, remote databases and e-content, and the provision of public computer control and reservation services for 2015.

DISCUSSION:

The Johnson County Library currently has in effect an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect.

The following revisions to the renewal agreement represent a fair and equitable approach based on type of service and costs to maintain that service. Respective costs for the Johnson County Library and the Olathe Public Library are determined by either Olathe's 23% population total or time/cost studies, as appropriate. **The amounts below reflect 2014 costs for reference.**

SIRSI costs

Includes SIRSI related costs such as enhanced content, subscription fees, but does **not** include Johnson County Library staff time to implement the SIRSI system.

SIRSI Symphony (Integrated Library System) Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$111,520.39
Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$11,403.91
Total	\$122,924.30

Total cost to Olathe Public Library (Total X 23%) \$28,272.59

Hardware costs

Includes hardware/non SIRSI software costs and maintenance
 Cost to Olathe Public Library – 23% of total costs

Symphony (Integrated Library System) Server	\$6,624.00	
Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.		
Uninterruptable Power Supply	\$2,125.00	
Yearly maintenance service and warranty on battery backup system used by SIRSI servers.		
Total	\$8,749	
Total cost to Olathe Public Library (Total X 23%)		\$2,012.27

Database/E-content

Cost to Olathe Public Library -- 23% of yearly costs
 To abide by contractual licensing agreements for database and e-content, the Johnson County Library and the Olathe Public Library must come to consensus in the selection of all e-content. The Collections Manager and the E-content Selector will work closely with the Olathe Public Library’s selectors to ensure that all e-content is selected and negotiated in common.

In the event of severance of the interlocal agreement with the Johnson County Library, 23% of mutual e-book content remains the property of the Olathe Public Library. The specific titles retained will be determined by the Olathe Public Library.

Content enhancements (upgrade costs)	\$25,012.26
Electronic databases	\$392,323.21
E Book/E Audiobooks content	\$645,631.84
Total:	\$1,062,967.31

Cost to Olathe Public Library (Total X 23%) \$244,482.48

Staff fees

Two staff members, the Integrated Library Systems Coordinator and the E-content Selector, spend significant portions of their time supporting defined mutual Olathe Public Library/Johnson County Library projects.

Cost to Olathe Public Library –

- 23% of Integrated Library System Coordinator’s compensation
- 23% of .5FTE of E-content Selector’s compensation

Integrated Library System Coordinator	\$21,641.94
---------------------------------------	-------------

Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of third party products. Development of custom reports and applications

E-content Administration \$9,072.57
Negotiation of contracts for e-content on behalf of Johnson County Library and Olathe Public Library.

Total Cost to Olathe Public Library \$33,714.51

Administrative support

Estimated average costs of Johnson County Library staff dedicated to Olathe Public Library-only projects and complications. These are costs above and beyond mutually defined projects. They involve distinct and unique customizations which vary depending degree of difficulty in resolving.

Total Cost to Olathe Public Library \$0

Couriers

The Olathe Public Library provides courier service between the two Olathe Public Libraries and the Central Resource Library to allow for the sharing of materials for library customers. The service is provided Monday through Saturday.

Total Courier Costs: \$21,871.20 X 77% = approximately \$17,000

Total Cost to the Johnson County Library \$17,000

Grand Total Cost to Olathe Public Library	\$293,206.67
---	--------------

REVIEW BY BOARD COUNSEL:

The document has been reviewed by Board Counsel.

RECOMMENDATION:

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 in the estimated amount of \$61,131.57 plus \$216,374.46 (23%) of the cost of the remote database access services minus \$17,000 for the cost of courier service between the two libraries for a grand total of \$260,506.03.. If Olathe opts in for new products and services not covered in this agreement, JCL will bill accordingly.

PERSON(S) RESPONSIBLE:

Sean Casserley
John Helling

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE BOARD OF DIRECTORS OF THE OLATHE PUBLIC
LIBRARY FOR AUTOMATED CIRCULATION, PATRON, AND
BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this 11th day of December 2014, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the Board of Directors of the Olathe Public Library ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, 2015 through December 31, 2015 with Sections 10 and 10A as set forth below.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
 - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5FTE for E-content Selector negotiation

services, plus 23% additional costs for database subscriptions for the period of January 1, 2015 through December 31, 2015. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:

10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and OPL agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
1. OPL will be responsible for 23% of the total cost in 2015 plus additional costs associated with OPL being made a party to any applicable leases.
 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in 2015.
 3. In 2015, databases will be billed from 1/1/15 – 9/30/15. In 2016, databases will be billed from 10/1/15 – 9/30/16 and will continue billing on an October – September cycle thereafter.
 4. In 2015, e-books will be billed from 8/1/14 – 9/30/15. In 2016, e-books will be billed from 10/1/15 – 9/30/16 and will continue billing on an October – September cycle thereafter.
- B. JCL shall provide OPL with the following services at no additional cost JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access. OPL will pay 23% of .5FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.
- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.

D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book content will remain the property of OPL. The specific titles retained will be determined by OPL.

4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and OPL agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:

1. OPL will be responsible for 23% of the total cost in 2012, plus additional costs associated with OPL being made a party to any applicable leases.
2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

B. JCL shall provide OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.

C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

BOARD OF DIRECTORS OF THE
OLATHE PUBLIC LIBRARY

BY: _____
Name: _____
Title: _____

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

JOHNSON COUNTY LIBRARY
Board of Directors
December 11, 2014

AGENDA ITEM VII. A.: Memorandum of Understanding with AARP

ISSUE FOR BOARD DETERMINATION: Whether or not to renew the MOU with AARP to provide tax assistance to patrons.

DISCUSSION: 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.

REVIEW BY BOARD COUNSEL: reviewed and approved by library attorney.

RECOMMENDATION: The Johnson County Library Board of Directors renews the agreement with AARP to provide tax assistance to the public for the 2014 tax season.

BUDGET IMPACT: No direct costs.

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

Memorandum of Understanding (MOU) between the Johnson County Library and AARP Tax-Aide

This MOU is intended to document the relationship between the Johnson County Library System and AARP Tax-Aide organization

Tax Year 2014 (Oct 2014 – May 2015)

Training:

- Johnson County Library (JCL) will provide meeting space for training of tax volunteers both at the Central Resource Library and the Antioch Library. This training will take place primarily in December of 2014 and January of 2015.

Tax Preparation:

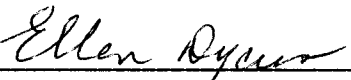
- Johnson County Library will provide one room (capacity of 16) at the Lackman Library (15345 W. 87th ST Pkwy, Lenexa). The room is lockable and will be used exclusively by the AARP tax volunteers until April 18.
- For this year AARP will provide services by appointment only at the Lackman Library
- Walk ins may be taken if space is available but that option will not be promoted
- AARP will provide all the hardware and software needed to prepare taxes
- JCL will provide key card access for volunteers to the Lackman location as well as tables and chairs.

Communication:

- AARP will provide content on tax tips and FAQs to JCL for inclusion on library Web site.
- JCL will print the handout of the tax preparations sites (content provided by AARP)
- JCL will promote the service on its Web site
- JCL staff will assist patrons who call with making appointments

End of Year Celebration:

- AARP is invited to participate in JCL's Annual Volunteer Recognition Luncheon in April 2015.
- AARP will provide their volunteer mailing list to JCL's Volunteer Coordinator by March 2015 so that invitations to the Annual Volunteer Recognition Luncheon may be sent.



AARP Tax Aide Representative

*District 27 Coordinator
KS-1 Training Specialist*

County Librarian

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

December 1-18	Homework Help Coaches Central Resource Library
December 4	Author event, Ruth Campus Author of <i>My Journey in Faith</i> Oak Park Neighborhood Library
December 9	Holiday Card Extravaganza Lackman Neighborhood Library
December 13	Author event, Wyatt Townley, Poet Laureate of Kansas Corinth Neighborhood Library
December 13	Author Event, Samantha Charles Author of <i>Redemption</i> Central Resource Library
December 13	smART Exchange: Creating the Library Panel discussion Central Resource Library
December 13	Storyteller Priscilla Howe: Silly Stuff Cedar Roe Neighborhood Library
December 13	¡Vamos a Cantar! (Let's Sing!) Corinth Neighborhood Library
December 17	Teen Book League Teen Book Club Spring Hill Neighborhood Library