

JOHNSON COUNTY LIBRARY

BOARD REPORT

JANUARY 9, 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, JANUARY 9, 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. Mitra Templin, Board Chair
 - C. Dave White, President, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
 - 1. Public Square
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Facilities Master Plan update
 - 2. Report on Freegal
 - 3. Report on Orangeboy Data
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of December 12, 2013 Board meeting.....6
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....15
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November, 2013 were handled in accordance with library and County policy.
 - b) The November, 2013 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.....17
 - 2. Summary of Gift Fund Receipts.....18
 - 3. Summary of Gift Fund Payments.....19

The County Librarian and the Finance Director certify

the Gift Fund receipts and disbursements were handled in accordance with Regulations 10-55-12 and 10-55-12A of the Library’s Administrative Policy Manual.

VI. Old Business

- A. Consideration of Renewal of MOU between Johnson County Library and Head Start of Shawnee Mission, Inc.....29
- B. Consideration of Renewal of Agreement between Johnson County Library and Johnson County Genealogical Society.....32
- C. Update on Edgerton

VII. New Business

- A. Presentation of Addition of County Logo to Library Buildings presented by Nancy Mays, Director of Communications and Public Affairs
- B. Consideration of Revision to ARM 20-80-27, presentation of software purchase...36
- C. Discussion of Dates for Board Retreat

VIII. Document Signing

IX. Adjournment

Johnson County Library Touch Points Percentage of Activity by Location -- NOVEMBER 2013



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

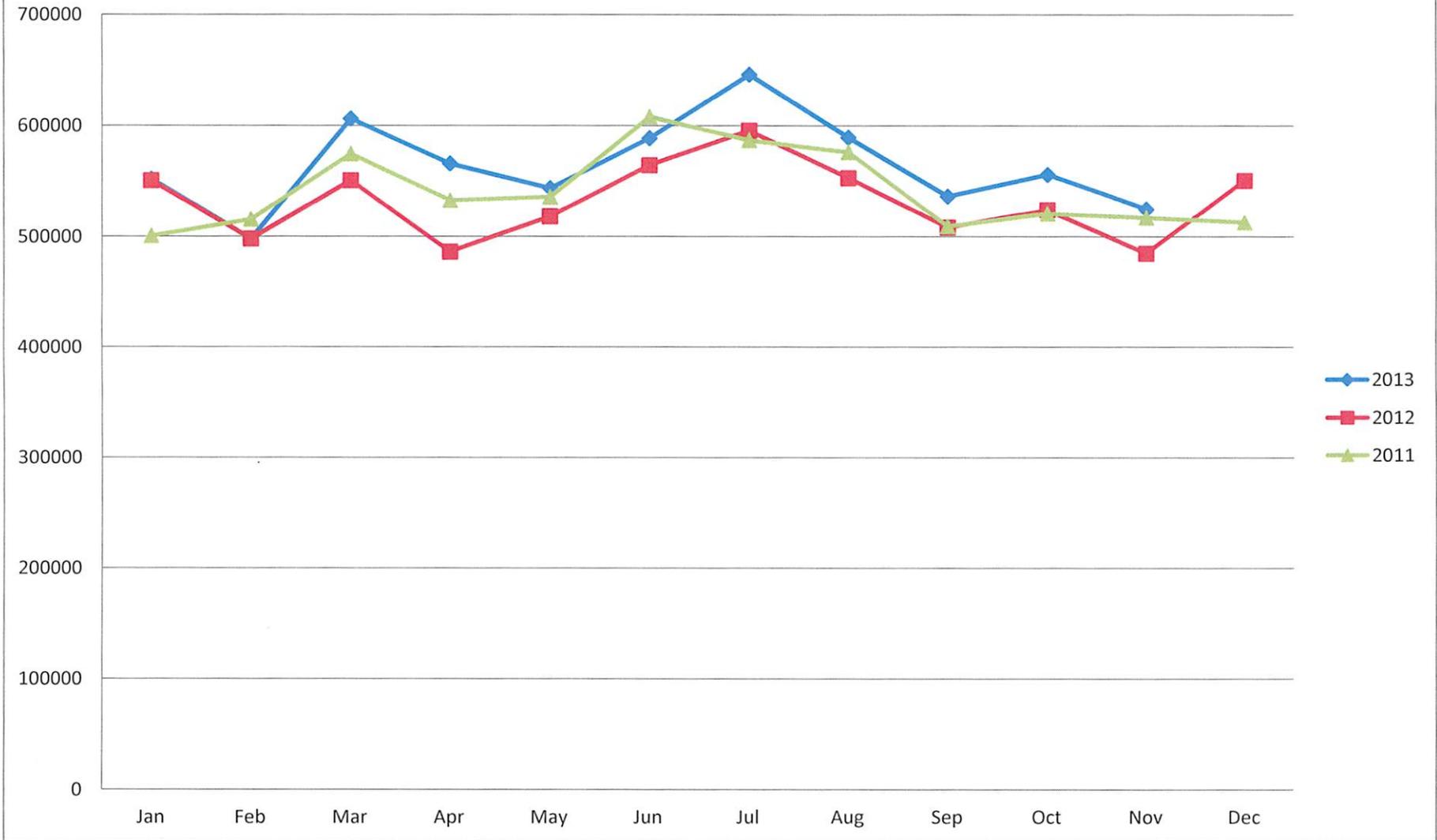
November 2013

Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change 2012 to 2013		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	28,359	5.4%	347,222	377,439	29,269	6.0%	341,066	370,458	-3.1%	1.8%	1.9%
Blue Valley	58,073	11.1%	726,339	791,137	56,568	11.7%	705,842	768,307	2.7%	2.9%	3.0%
Cedar Roe	27,183	5.2%	227,990	247,484	17,175	3.5%	211,150	232,108	58.3%	8.0%	6.6%
Central Resource	72,307	13.8%	854,997	942,172	65,821	13.6%	812,764	890,252	9.9%	5.2%	5.8%
Corinth	40,747	7.8%	488,736	524,028	38,964	8.0%	467,589	501,657	4.6%	4.5%	4.5%
Desoto	3,787	0.7%	47,567	52,060	4,247	0.9%	48,951	53,605	-10.8%	-2.8%	-2.9%
Edgerton	2,715	0.5%	16,768	18,035	1,189	0.2%	15,477	16,895	128.3%	8.3%	6.7%
Gardner	18,424	3.5%	226,287	245,259	19,218	4.0%	231,144	249,181	-4.1%	-2.1%	-1.6%
Lackman	33,316	6.3%	409,062	446,240	32,016	6.6%	407,757	443,320	4.1%	0.3%	0.7%
Leawood Pioneer	36,229	6.9%	433,180	472,851	34,216	7.1%	440,513	480,752	5.9%	-1.7%	-1.6%
Oak Park	25,737	4.9%	294,074	322,224	26,015	5.4%	296,767	324,737	-1.1%	-0.9%	-0.8%
Shawnee	22,100	4.2%	282,520	307,336	22,327	4.6%	274,676	298,179	-1.0%	2.9%	3.1%
Spring Hill	5,169	1.0%	67,394	72,806	5,107	1.1%	62,629	67,608	1.2%	7.6%	7.7%
JCL Web Renewals	116,803	22.3%	1,400,738	1,529,475	114,122	23.5%	1,286,129	1,395,559	2.3%	8.9%	9.6%
Digital Downloads	15,591	3.0%	127,048	127,048	0	0.0%	0	0	0.0%	0.0%	0.0%
JCL Loans to Olathe PL	18,392	3.5%	227,270	252,519	18,463	3.8%	231,219	254,035	-0.4%	-1.7%	-0.6%
JCL Branch Total	301,839	57.5%	3,567,139	3,876,899	286,311	59%	3,503,561	3,806,807	5.4%	1.8%	1.8%
JCL Branches and Central	374,146	71.3%	4,422,136	4,819,071	352,132	73%	4,316,325	4,697,059	6.3%	2.5%	2.6%
JCL SYSTEM TOTAL	524,932	100.0%	6,177,192	6,728,113	484,717	100%	5,833,673	6,346,653	8.3%	5.9%	6.0%

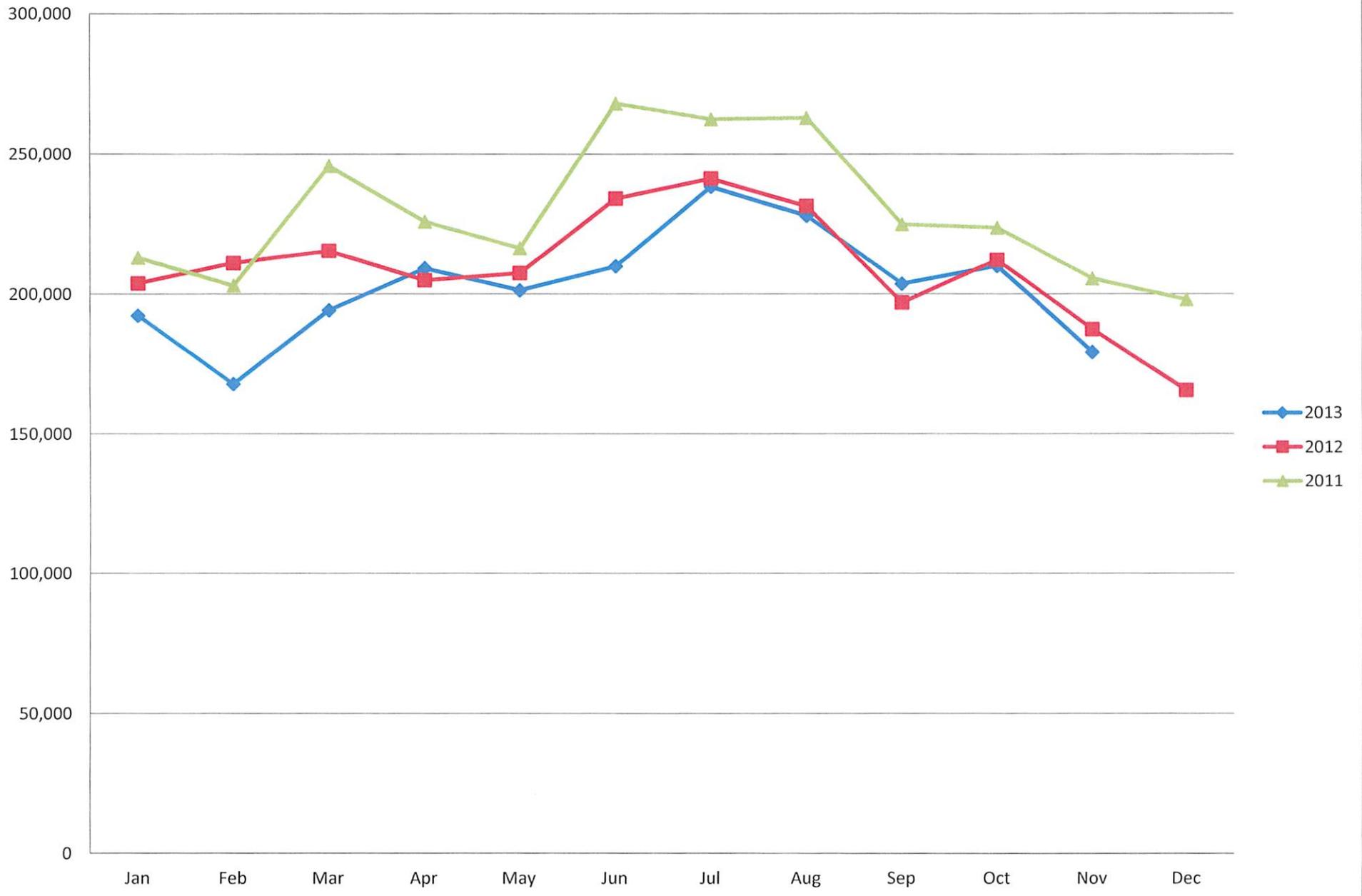
Average Circulation per Capita		
	2013	2012
Current Month	14.6	13.8
Year-to-Date	15.6	15.1
Service Area Population	431,000	421,500

Notes: Service Area Population for the Editor and Publisher Market Guide. Previous twelve month data includes current month.

Johnson County Library Three-Year Trend in Circulation



Johnson County Library Three-Year Trend in Library Visits



Johnson County Library
USER VISITS

November 2013

Location	Current Month 2013						Current Month 2012				Percent Change 2012 to 2013				
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hr		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous 12 Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	17,992	10.0%	223,467	242,012	238	76	31,179	1.7	17,972	9.6%	229,546	248,091	0.1%	-2.6%	-2.5%
Blue Valley	23,565	13.1%	290,772	312,087	238	99	60,852	2.6	21,295	11.4%	289,670	310,985	10.7%	0.4%	0.4%
Cedar Roe	8,754	4.9%	101,556	112,092	206	42	22,140	2.5	8,200	4.4%	99,579	110,115	6.8%	2.0%	1.8%
Central Resource	32,957	18.4%	427,416	457,152	256	129	79,327	2.4	32,690	17.4%	436,337	466,073	0.8%	-2.0%	-1.9%
Corinth	19,594	10.9%	242,903	266,927	238	82	42,697	2.2	19,218	10.3%	240,718	264,742	2.0%	0.9%	0.8%
DeSoto	2,569	1.4%	32,282	35,089	137	19	4,746	1.8	2,535	1.4%	29,874	32,681	1.4%	8.1%	7.4%
Edgerton	604	0.3%	6,833	7,372	97	6	1,305	2.2	466	0.2%	7,397	7,935	29.5%	-7.6%	-7.1%
Gardner	9,202	5.1%	111,163	122,346	226	41	20,253	2.2	10,186	5.4%	130,220	141,403	-9.7%	-14.6%	-13.5%
Lackman	14,694	8.2%	205,148	226,575	226	65	36,164	2.5	16,064	8.6%	221,020	242,448	-8.5%	-7.2%	-6.5%
Leawood Pioneer	18,308	10.2%	242,849	267,312	226	81	38,682	2.1	21,679	11.6%	275,663	300,126	-15.5%	-11.9%	-10.9%
Oak Park	17,802	9.9%	193,183	212,747	226	79	27,091	1.5	22,172	11.8%	201,495	221,059	-19.7%	-4.1%	-3.8%
Shawnee	9,747	5.4%	127,177	137,318	226	43	24,773	2.5	11,319	6.0%	136,484	146,625	-13.9%	-6.8%	-6.3%
Spring Hill	3,480	1.9%	49,999	53,776	129	27	6,967	2.0	3,615	1.9%	50,833	54,610	-3.7%	-1.6%	-1.5%
Branch Total	146,311	81.6%	1,827,332	1,995,653	2,413	61	316,849	2.2	154,719	82.6%	1,912,499	2,080,820	-5.4%	-4.5%	-4.1%
SYSTEM TOTAL	179,269	100.0%	2,254,748	2,452,805	2,669	67	396,176	2.2	187,409	100%	2,348,836	2,546,893	-4.3%	-4.0%	-3.7%

	2013	2012
Average Visits per Capita for Current Month:	5.0	5.3
Average Visits per Capita for Year-to-Date:	5.2	5.6
Service Area Population:	431,000	422,500

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
December 12, 2013
4:00 p.m.
Central Resource Library**

BOARD: Mitra Templin, Nancy Hupp, Emmanuel Obi, Amy Amos Ruo, Neil Shortlidge, Carol Snyder
Absent: Pam Robinson

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Dave White

STAFF: Marsha Bennett, Barbara Brand, Sean Casserley, Kim Gile, Hope Harms, Mike Heffernan, John Helling, Jennifer Mahnken, Carmen Misse, Susan Mong, Michelle Olsen, Matt Sapp, Scott Sime, Tricia Suellentrop, Jeff Walker, Ken Werne

GUESTS: Emily Baker, Dan Blom, Ashley Hendersen, Kathy McGinley, Sheri McNeil, Georgia Sizemore

Mitra Templin called the meeting to order at 4:00 p.m.

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Nancy Hupp expressed her appreciation for the lovely and personal comments written by Susan Mong on the floral arrangement for the funeral of Irene French.

Neil Shortlidge commented on the success of The Joan Berkley Writers Fund event, presented by the Foundation. It was a wonderful event and an interesting program.

Carol Snyder made a personal statement that she is upset regarding the concealed carry law in Kansas. She believes there is no reason for anyone to bring guns into a library where children are often present.

Mitra Templin stated that Neil Shortlidge has agreed to serve as board representative on the Central Resource library CIP committee. Ms. Templin thanked Amy Amos Ruo, Carol Snyder and Emmanuel Obi for their thorough and diligent work on Sean Casserley's annual performance review.

Nancy Hupp will be representing the Johnson County Library board at the Kansas Library Association conference in October 2014.

FRIENDS OF THE LIBRARY

Dave White reported for the friends of the library. Internet sales continue to be excellent with year to date sales through November of \$126,000, already above the budgeted number for the year. The two Book Stores are only at about 81% of budget through November. However, December sales are usually a bit above average due to Holiday gift shopping, and the Friends are hopeful the numbers relative to budget will improve by year-end. Combined, the Internet and Book Stores are right on track with the budget.

Weeds sold:

The Collected Jorkens, Vol. 1: The Travel Tales of Mr. Joseph Jorkens and Jorkens Remembers Africa - \$149.00

82 Blu Ray videos for \$724.66

Donations sold:

Chassin's Operative Strategy in General Surgery: \$164.48

Quality of Life: Applications for People with Intellectual and Developmental Disabilities - \$99.95

Rodgers & Hammerstein's Cinderella DVD - \$94.95

International shipments: Singapore, Slovakia, Great Britain (2), France, Spain, Romania, Canada, Sweden, Australia

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Foundation Executive Director, reported that in early 2014 the Foundation is partnering with P&M Artworks to bring artwork in the medium of paper to the Central Resource library and two other branches. The event is titled *Papercuts* and 10 to 12 nationally and regionally known artists will be represented. Following the month long exhibition, all of the art work will be auctioned at a reception March 6th from 5-7 p.m. at the Leawood City Hall Community Center. The artwork will range in price from \$150 to \$3000 dollars.

The Foundation's year-end appeal will be sent next week, they hope for good support from the effort.

The Joan Berkley Writers Fund reception was excellent. The event honors Joan Berkley and the Berkley family was pleased with the event. JCL staff was also enthusiastic about the program. There were 150 participants at the two events.

The Foundation is embarking on a new initiative in 2014 by creating a corporate council. The goal is to engage 20 companies that will support the library with a gift. The goal is to raise \$50,000. The Foundation is looking for an honorary chair.

The Foundation will be launching a new website in January.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus wished everyone happy holidays and offered to assist Ms. Mong with companies that may want to donate to the Foundation. Maury Thompson will not be able to give an update on the Town Square process today.

BOARD COUNSEL REPORT –

Revision to ARM 20-10-50 “Patron Code of Behavior”-

Fred Logan introduced proposed revisions to ARM 20-10-50 to address legislative amendments to concealed carry. Previously the Board adopted the six month exemption that was allowed under the law until January 1, 2014. The purpose of the exemption was to give Boards the opportunity to consider installing adequate security measures, defined by legislation, as metal detectors and a staff member to manage the system. The estimated cost of adequate security measures ranged from \$300,000 to \$800,000.

Mr. Logan stated that the library had previously determined that unless the County was willing to fund the adequate security measures, concealed carry license holders would be able to carry in the library effective January 1, 2014. County is exempting a limited number of buildings, including the Court House and Mental Health Center. Other public buildings, like the county administrative buildings will not be exempted. It has also been determined that it is cost prohibitive to install adequate security measures at each entrance of the 19 library facilities.

The Library Patron Code of Behavior has been revised to address the new statute. Mr. Logan explained that the ban on weapons will remain in place, except for law enforcement officers and those with concealed carry licenses. The new regulations make clear that patrons must comply with all municipal, state and federal laws.

Mr. Logan reviewed the revised regulation and the memo that went through the steps he went through. He also clarified that there is no 4 year exemption available to libraries unless they are in the process of moving to installation of adequate security measures. This is not currently an option for Johnson County Library.

Mr. Logan recommended that if there is an issue and a patron is suspected of carrying concealed, only law enforcement officers should ask to view the license. This is not the role of staff. He also noted that there is no instance in Kansas history of a violent event being committed by a concealed carry license holder.

Mr. Logan recommended the regulation be adopted to be effective January 1, 2014.

Commissioner Osterhaus stated that the county is in the same situation, next week they will vote on policies and guidelines that county employees will undertake in relation to the new legislation. Mr. Logan added that Library employees will be subject to county human resources policies on concealed carry.

MOTION: Amy Amos Ruo moved that the Library Board of Directors approve revisions to ARM 20-10-50, "Patron Code of Behavior," as recommended by legal counsel Fred Logan.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY.

Mr. Logan addressed the situation with the Mental Health Board. The Johnson County Commission is considering becoming the mental health governing board in response to some financial and personnel issues. Mr. Logan advised that this will in no way impact the library board or any other board.

Commissioner Osterhaus confirmed that this action is in response to events affecting Mental Health and will not affect the library board.

Mr. Logan advised that Speaker Merrick will promote legislation that will make certain boards, advisory boards. He believes this move has do with the Blue Valley Recreation commission, which is not elected. Mr. Logan advised that the library board is unique mix of advisory and governing roles; he does not believe this will affect the board and will keep the Board apprised.

Renewal of Contract for 2014 –

Mr. Logan explained that the agreement is very simple, the same as it has been for many years and the hourly rate will remain the same.

Mr. Logan is beginning his thirty-fourth year as counsel to the library; he provides contract review and legal advice to the board and coordinates with the County Legal Department for items that fall under their jurisdiction such as some bidding documents or personnel issues.

Sean Casserley stated that Mr. Logan's hourly rate has not been raised in the last 5 years. He recommended that the Board raise the hourly amount from \$160 to \$190. Mr. Logan stated that \$190 per hour is still less than what he charges in his private practice.

The Board confirmed with Mr. Casserley that the increased fee can be accommodated in the operating budget and stated that it is important to keep the fee as market driven as possible.

MOTION: Nancy Hupp moved that the Library Board of Directors renew the contract with Logan, Logan & Watson, L.C. for legal services for 2014 at the rate of \$190.00 per hour.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

COUNTY LIBRARIAN REPORT

Strategic Facilities Master Plan –

Mr. Casserley provided an overview of the Strategic Facilities master plan project.

At the July Board Retreat a Facilitator and Library Futurist began to guide the library administrative team and Board through updating the plan by looking at a variety of factors including population growth and density in Johnson County, how people travel within the county, population groups, convenience and libraries as destinations. The new plan will address access, fairness, efficiency, relationships and results.

In an effort to meet with stakeholders, Johnson County Library invited the mayors of townships within Johnson County, School Superintendents, Board of County Commissioners, the County Managers Office and County Agency and Department heads to a large meeting on the topic of what a future library system might look like.

From the Board Retreat and meeting with stakeholders the idea of a two-type library system began to emerge. A destination library with full services and programming and convenient libraries that could have meeting space and possibly 24-hour automated services.

Two teams began to work on developing the updated SFMP, an outside steering committee made-up of County department directors and a JCL Board member, as well as a team internal to the library.

The teams have worked on attributes for each type of library and the criteria for where the libraries should be placed. Referencing maps that identify attributes in the county to guide the placement areas, they placed circles on the map to show preferential locations.

In a final meeting the two groups came together to work on ideal placement of the libraries. Some committee members had concerns when asked if the drafted plan could come to the library board. There was concern that destination and convenience was defined differently by committee members and concern that the number of buildings was arbitrary.

The JCL administrative team met with Joan Frye Williams to discuss the emerging plan. Ms. Williams assisted the team in clarifying definitions of destination and convenience libraries. She also assisted with developing a rubric to determine how large the buildings should be to best serve all residents of Johnson County. Types of programming and space use were also discussed.

Using a map that shows population density in Johnson County, we will again begin placing destination libraries that serve a 6 mile radius and convenience libraries that serve densely populated areas within the county.

In response to questions from the Board and Commissioner Osterhaus, Mr. Casserley clarified that population data used was from MARC. Commissioner Osterhaus recommended CERI as a source for projected population data in the county, particularly in the Gardner area which may experience growth due to the Intermodal. The Olathe population was represented in the numbers.

The Board invited questions from the audience. Audience member Sheri McNeil asked if a decision has been made regarding Cedar Roe.

Mr. Casserley stated that no decision has been made. The next step in the facilities master plan is to determine placement of libraries within the county. The decisions will be made based on convenience for the majority determined by population density within the county.

A recommendation will be available in January and if the Board approves, it will be taken to the commission at that time.

Ms. Templin commented that Mr. Casserley has led a tremendous effort to accomplish this work within a short timeframe. As the governing body of the library she requested the Board review the materials thoroughly. The data will be available on the Board Portal.

OrangeBoy –

JCL has contracted with OrangeBoy to provide market data. OrangeBoy employed a cardholder survey, market analysis and patron interviews to gather data. With this information they developed cluster types, groups of patrons that display similar behavior. Mr. Casserley will be sharing results from the market survey at every meeting.

Cluster groups for JCL are Digitarians, Transitionals, Staying Connected, Bedtime Stories, Bright Future, Dependables, Page Turners, Audiophiles, Double Feature, Dining In and Occasionals.

Mr. Casserley described the Digitarian profile. Digitarians are comfortable with technology; they use smart phones and online calendars. They enjoy obtaining library materials on digital devices. 28% read 40+ books a year, 72% visit the website more than once a month. 41% have children over the age of 18. They prefer to browse materials on the website and 60% visit the library when they are coming or going from doing something else. 47% said they would increase their usage of the library if they received regular emails. 80% regularly use smartphones and are app users.

Digitarians represent 3% of JCL Cardholders. 91% of patrons who use Johnson County Library are Johnson County residents.

This information will help us as we develop tactics for the Strategic Plan.

CONSENT AGENDA

MOTION: Nancy Hupp

SECONDED: Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Ms. Templin moved the order of the agenda to address the Interlocal Agreement with Olathe Public Library first.

Consideration of Interlocal Agreement with Olathe Public Library –

Mr. Casserley reviewed the agreement between Olathe Public Library and Johnson County Library. The Olathe population is 23% of all of Johnson County which has been factored into the agreement. The document has been reviewed by legal counsel.

Emily Baker, Director of Olathe Public Library, expressed appreciation from the Olathe library board and staff. They appreciate the working agreement and the many benefits to this arrangement, including the ability to serve the entire county. Ms. Baker noted that on page 53, section 3D, the shared eBook collection should also include eAudio. The agreement will be updated for clarity.

The Board asked for clarification of courier costs. Mr. Casserley explained that Olathe sends their truck to the Central Resource Library and JCL then uses our trucks to move materials to JCL branches.

MOTION: Neil Shortlidge moved that the Interlocal agreement with Olathe Public Library be approved for the total cost of \$260,506.03 with the amendment to 3D.

SECONDED: Carol Snyder

MOTION CARRIED UNANIMOUSLY

Consideration of the Proposed Strategic Plan –

Mr. Casserley previously shared the draft of the Strategic Plan with the board. Tactics for the strategic plan are currently in development by first examining what we are doing now. The goal is to have the completed tactics by mid-March.

MOTION: Nancy Hupp moved the Library Board of Directors adopt the Johnson County Library Strategic Plan for 2014-2019.

SECONDED: Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

Consideration of Renewal of Interlocal Agreement with Johnson County Community College for Johnson County Adult Education Services –

John Helling presented the Interlocal Agreement with JCCC for renewal. This is a renewal of longstanding agreement, only the date and name of the JCCC President have changed. It has been reviewed by counsel.

With this agreement JCCC operates adult education centers in 3 JCL branches, Antioch, Oak Park and Gardner. The program serves approximately 1000 adult students annually through the 3 locations. 250 GEDs are awarded through the programs. JCCC provides the classes and we provide IT support for the computers in JCL buildings.

MOTION: Carol Snyder moved that the Board approve the proposed renewal of the agreement with Johnson County Community College with Johnson County Library support and involvement in Johnson County Adult Education in 2014 as presented.

SECONDED: Emmanuel Obi

MOTION CARRIED UNANIMOUSLY

Consideration of the renewal of Lease with Edgerton –

Mr. Helling presented the renewal of the Lease with Edgerton and noted that there have been two slight changes in the agreement. The date has changed and Edgerton and JCL have added a clause addressing Kansas Tort Law that has been approved by counsel.

Mr. Helling took the opportunity to update the Board on a change in status on an MOU with Edgerton. The Board previously approved an MOU with the City of Edgerton to modify the building to make room for the Sheriff's department on site. Edgerton no longer wants to modify the building and has proposed other opportunities for a substation for the Sheriff's department.

Mr. Helling and the Branch Manager of Edgerton are working on bringing the Sheriff into the building in other ways. To increase safety, the city of Edgerton has offered to provide security cameras, increased lighting and a panic button has been proposed.

The Board stated their appreciation for the information and encouraged Mr. Helling to continue conversations with Edgerton regarding increased security measures for the building as the Edgerton branch is often staffed with a single staff member.

Mr. Helling noted that the MOU was originally developed after an incident where a lone staff member was in an uncomfortable situation. There have been no additional incidents in the past year. He is confident that increased security measures will be a good solution.

The Board stated their concern that the security measures need to be put in place, that the safety of staff and patrons is extremely important.

Ms. Templin requested that Mr. Helling let the City of Edgerton know that JCL has a Board that is very concerned about the safety of staff in the Edgerton facility. She encourages Edgerton to move forward with the security measures in a timely manner and if nothing is done the Board will discuss options.

The city of Edgerton is approving the lease simultaneously. We rent the space for \$500 a month.

MOTION: Nancy Hupp moved to renew the lease agreement with the City of Edgerton.

SECONDED: Neil Shortlidge

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 performance evaluation, with the open meeting to resume in the Carmack Room at 6:00.

SECONDED: Nancy Hupp

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

ADJOURNMENT

MOTION: Neil Shortlidge moved to adjourn the meeting.

SECONDED: Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

DATE _____

SECRETARY _____
Neil Shortlidge

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
November 2013

VENDOR	DESCRIPTION		AMOUNT
360 Core	License renewal	\$	4,421.00
State Library	6 by 6 Activity Kits; payment to JCL from the State Library	\$	2,144.95
	Total	\$	<u>6,565.95</u>

SIGNED:



FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
11/01/13

CONTRACTOR	PROJECT/C.O. #	AMOUNT	ORIGINAL CONTRACT	TOTAL CONTRACT
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FINANCE DIRECTOR

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: NOV-2013

		Receipts	Payments	Balance
	Opening cash balance			\$206,532.39
	Add Receipts	\$82.30		
	Less Payments		\$0.00	
	Ending Cash balance			\$206,614.69
	Less Liabilities		\$84,640.00	
	Unobligated cash balance			\$121,974.69

DATE: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-November-2013 To 30-November-2013

Donor	Description	Comments	Amount
		Total	

SIGNED:



FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY
SUMMARY OF GIFT FUND PAYMENTS
November, 2013

VENDOR	DESCRIPTION	AMOUNT
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TOTAL

\$ -

SIGNED: 
FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY REVENUE REPORT

November 2013

92% of Year Lapsed

REVENUE ALL FUNDS AS OF 11/30/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,409,786.22	\$19,276,854	101%	100%
Ad Valorem Delinquent	\$318,757.70	\$416,911	76%	132%
Motor Vehicle	\$2,048,447.65	\$2,004,318	102%	103%
Library Generated - Copying/Printing	\$84,481.20	\$85,000	99%	97%
Library Generated - Overdues / Fees	\$616,049.26	\$750,000	82%	76%
Sale of Library Books	\$50,000.00	\$50,000	100%	100%
Misc Other	\$15,803.61	\$25,890	61%	50%
Library Generated - Other Charges	\$365,522.19	\$271,500	135%	102%
Investment	\$42,291.20	\$79,673	53%	41%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	233%
Recreational Vehicle Tax	\$6,558.29	\$8,754	75%	71%
Heavy Trucks Tax	\$9,150.22	\$8,695	105%	106%
Rental Excise Tax	\$25,182.22	\$22,200	113%	108%
State and Federal Grants	\$173,782.00	\$230,000	76%	94%
Transfers	\$0.00	\$0	0%	0%
TOTAL REVENUE	\$23,165,811.76	\$23,635,773	98%	107%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
11/30/2013
92% of Year Lapsed

OPERATING FUND

Programs	2013 Year to Date	2013 Budget	% Program Expended	% Expended Last Year
Collection Development	\$2,794,995	\$3,222,372	87%	85%
Administrative Services	\$1,762,278	\$2,131,640	83%	81%
Branch Services	\$3,389,853	\$3,705,665	91%	90%
Technical Services	\$602,678	\$808,812	75%	81%
Systemwide Services	\$2,600,903	\$2,970,642	88%	77%
Central	\$3,389,974	\$3,956,189	86%	84%
Facilities	\$2,236,338	\$1,639,012	136%	80%
Information Technology	\$1,781,712	\$2,021,685	88%	83%
Risk Management Charges	\$95,065	\$95,065	100%	100%
Library General Tax Increment	\$0	\$124,178	0%	0%
Grants *	\$180,959	\$230,000	79%	85%
Transfer to Capital Projects	\$0	\$411,250	0%	100%
Interfund Transfers	\$0	\$0	0%	0%

TOTAL OPERATING FUND EXPENDITURES	\$18,834,754	\$21,316,510	88%	83%
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* Includes expenditures for 2013 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND

	\$2,013 Year to Date	2013 Budget	% Budget Expended	% Expended Last Year
Contractual Services (General Maintenance)	\$21,613	\$16,304	133%	0%
Commodities (Capital Equipment)	\$168,075	\$192,564	87%	57%
Transfer to Debt Payment	\$1,510,417	\$1,535,582	98%	100%
Transfer to Capital Projects	\$140,000	\$140,000	100%	100%
PBC Debt Payment (Library Building Tax Increment)	\$435,813	\$434,813	100%	0%

TOTAL SPECIAL USE FUND EXPENDITURES	\$2,275,918	\$2,319,263	98%	95%
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TOTAL EXPENDITURES	\$21,110,672	\$23,635,773	89%	84%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2013
92% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2013 Year to Date	2013 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	\$11,718,362	\$13,868,681	84%	84%
Contractual Services	\$3,456,727	\$2,748,145	126%	91%
Supplies	\$2,963,087	\$3,847,083	77%	73%
Capital - Operating	\$9,304	\$8,412	111%	97%
Risk Management Charges	\$95,065	\$95,065	100%	100%
Library General Tax Increment	\$0	\$124,178	0%	0%
Capital / Maintenance / Repair	\$189,689	\$192,564	99%	57%
Transfer to Debt Payment	\$1,921,667	\$1,535,582	125%	100%
Transfer to Capital Projects	\$140,000	\$551,250	25%	100%
Library Building Tax Increment	\$435,813	\$434,813	100%	0%
Grants	\$180,959	\$230,000	79%	85%

TOTAL EXPENDITURES	\$21,110,672	\$23,635,773	89%	84%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 11/30/13	Source	Received	Expend By	Expenditures	Grant Award	
6by6 Activity Kits	State	Sep-12	Dec-13	\$710.10	\$5,000.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$8,828.19	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$9,538.29	\$22,500.00	

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

Deferred Maintenance Account

REVENUE	TO DATE	BUDGET
2008 Operating Fund Transfer	\$520,000	\$520,000
2010 Special Use Fund Transfer	\$551,250	\$551,250
Total Revenue	\$1,071,250	\$1,071,250
		BUDGET
EXPENDITURES	TO DATE	REMAINING
Antioch Chiller	\$11,371.56	
Antioch Security System Upgrade	\$31,058.60	
Antioch Interior Renovations	\$8,263.42	
Antioch-Carpet	\$5,400.00	
Blue Valley HVAC Consulting	\$4,510.00	
Blue Valley Return Fan Project	\$5,980.66	
Blue Valley Carpet Repair	\$2,100.00	
Blue Valley Circulation Area Renovation	\$6,516.21	
Blue Valley Sorter Wall	\$4,450.00	
Blue Valley Security Camera Upgrade	\$15,488.04	
Cedar Roe Security System Upgrade	\$8,517.32	
Corinth Door Replacement	\$4,601.75	
Corinth Framing Project	\$9,000.00	
Corinth Card Entry Addition	\$1,488.00	
Corinth Wireless Intrusion System/Cameras	\$5,010.80	
Corinth Sidewalk Replacement	\$9,195.00	
Corinth Fire System Installation	\$25,125.00	
Corinth Upgraded Controls System	\$13,832.30	
Corinth Trash Receptacle Enclosure	\$10,950.00	
Corinth Retaining Wall	\$3,450.00	
Corinth Condensing Unit	\$27,709.14	
Corinth Asphalt Patching	\$10,000.00	
Corinth Generator Replacement	\$17,000.00	
CRL Sidewalk Replacement	\$13,650.00	
CRL Sign Refurbishment	\$2,771.61	
CRL Front Entrance - Architectural	\$14,780.30	
CRL Front Entrance Remodel	\$214,428.20	
CRL Roof Repair	\$204.34	
CRL - Youth Services Carpet Replacement	\$57,533.00	
CRL - Circulation Area Renovations	\$1,850.00	
CRL - Renovations	\$19,562.50	
CRL Security Upgrade	\$23,743.66	
Cedar Roe - City Commercial Permit	\$80.50	
Gardner Security System Improvements	\$11,296.32	
Desoto Security System Improvements	\$1,998.00	
Lackman Exterior Lights & Drive Repair	\$10,009.00	
Lackman Door Repair	\$5,905.00	
Lackman Security System Upgrade	\$26,381.56	
Leawood Repair & Paint	\$2,429.04	
Spring Hill Sidewalk Repairs	\$12,405.00	
Spring Hill Security System Improvements	\$1,998.00	
Spring Hill furnishings	\$5,253.89	
SSB-Card Entry System	\$3,488.80	
Furniture Replacement	\$136,843.30	
Oak Park HVAC - Engineering	\$29,488.55	
Oak Park HVAC Upgrade	\$146,830.00	
Oak Park Security System Upgrade	\$24,189.00	
Oak Park Entrance Walls	\$2,900.00	
Self-Check Machine Cabinet	\$12,272.82	
Shawnee Wall Construction& Book Drop	\$12,934.00	
Shawnee Security Camera Upgrade	\$3,184.00	
Shawnee Interior-Exterior Door Controls	\$11,977.00	
Miscellaneous Equipment	\$17,649.96	
TOTAL EXPENDITURES	\$1,069,055.15	\$2,194.85

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

REVENUE	TO DATE	BUDGET
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
2013 Operating/SU Fund Transfer	\$551,250	\$551,250
Total Revenue	\$1,554,359	\$1,554,359
EXPENDITURES	TO DATE	REMAINING
Concrete Work - Antioch	\$28,900.00	
Grounds & Concrete Work - Blue Valley	\$46,755.50	
Furnishings and Equipment	\$118,568.34	
Vehicle Replacement	\$64,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting Lights & Improvements - CRL	\$96,176.00	
CRL Parking Lot Improvements	\$82,951.00	
Monticello Vending Solution Design	\$9,482.50	
Site Improvements - AN & CRL	\$5,101.50	
Drainage Repairs - Corinth	\$4,730.00	
Roof & Window Replacement - CRL	\$130,195.34	
Carpet/Tile Replacement - Blue Valley	\$6,433.00	
Parking lot Maintenance - Cedar Roe	\$15,040.00	
Door Replacement - Blue Valley	\$24,000.00	
Copier Replacement - Creative Services	\$11,415.00	
Parking Lot Repair - Gardner	\$4,063.03	
Parking Lot Repair - Antioch	\$33,180.00	
Remove bookcases/Painting - CO Meeting & Reading Rooms	\$4,325.00	
Painting - Oak Park	\$2,810.00	
Painting/Furnishings Gardner	\$5,909.26	
Carmack Room Blinds	\$6,994.00	
Office Remodel - Leawood	\$7,236.50	
Security System Upgrade - Blue Valley	\$8,138.00	
Blind Replacement & Furnish - OP	\$16,607.71	
HVAC Improvements - Antioch	\$108,235.97	
Concrete Repairs - Shawnee	\$30,625.00	
Handicap Ramp / landscape- Gardner	\$5,222.00	
Office Remodel - Blue Valley	\$2,950.00	
Computer Tables - Corinth	\$7,349.58	
Electrical & Security Camera Installation - CR	\$41,725.00	
Roof Repairs - Corinth	\$39,483.20	
Stack Moving for Carpet Replacement - CRL	\$8,370.00	
Emergency Lighting & Electrical work - CRL	\$69,873.00	
JCL Logo Etching - Blue Valley	\$8,700.00	
Carpet Replacement - AN & SSB furnishings	\$21,818.85	
Carpet Replacement - Shawnee	\$48,312.25	
Leawood Sorter Installation	\$54,167.13	
Retaining Walls - Corinth	\$13,825.00	
HVAC Improvements - Corinth	\$13,800.00	
HVAC Improvements - Shawnee	\$15,285.00	
Edgerton Environmental Sampling	\$712.80	
Carpet & Security System Improvement - Lackman	\$1,713.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades/Furnishings - Lackman	\$12,632.16	
Circulation Area Remodel - Shawnee	\$11,250.00	
Remodel & Landscape BV	\$15,605.50	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Carpet/Furnishing CO	\$7,910.95	
Architectural Services - CRL	\$9,453.75	
TOTAL EXPENDITURES	\$1,309,787.23	\$244,571.77

Expenditure of Friends of the JCL Donations 2013

November 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>NOVEMBER</i>	<i>NOVEMBER YTD</i>
Volunteer Recognition		0.00	3,160.00
Advertising/Promotion		0.00	4,618.60
Collection Materials		0.00	7,000.00
Professional Development/Staff Recognition		1,035.09	13,813.18
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		2,217.02	11,006.16
Homework Help and Tudor.com		24,046.24	24,046.24
Summer Reading Club/Elementia		0.00	9,859.57
Other Library Programming		1,602.02	8,682.35
MidAmerica Regional Council		0.00	3,000.00
Board Travel Expences		343.67	343.67
Miscellaneous		0.00	4,249.98
Total Expenditures		\$ 29,244.04	\$ 89,779.75

JOHNSON COUNTY LIBRARY
Board of Directors
January 9, 2014

AGENDA ITEM: VI. A. Consideration of Renewal of the Agreement between the Johnson County Library (JCL) and Head Start of Shawnee Mission (HSSM)

ISSUE FOR BOARD DETERMINATION:

Whether to renew the agreement with HSSM for the continued provision of outreach service to their location.

DISCUSSION:

JCL entered an agreement with HSSM in 2012 for the provision of on-site library services at Head Start.

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

BUDGET IMPACT:

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

RECOMMENDATION:

That the Johnson County Library Board of Directors authorize staff to renew the agreement with Head Start of Shawnee Mission until December 31, 2014.

PERSON(S) RESPONSIBLE:

Sean Casserley
John Helling

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
HEAD START OF SHAWNEE MISSION, INC.**

Purpose:

The purpose of the Understanding is to outline collaboration between Johnson County Library (JCL) and Head Start of Shawnee Mission, Inc. (HSSM). The Memorandum of Understanding is designed to coordinate early literacy and library services.

Agency Roles and Responsibilities

Johnson County Library will:

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

Head Start of Shawnee Mission, Inc. will:

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

Cancellation and Termination:

Both parties mutually agree that this Memorandum of Understanding may be cancelled by either party upon provision of written notice at least 30 days, and can be modified by mutual agreement with 30 days prior notice

Duration of Understanding:

The duration of this MOU is from January 1, 2013, through December 31, 2014, and is renewable every year thereafter upon written agreement of the parties.

Signatures:

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

Terrie VanZandt-Travis, Executive Director

Date

Sean Casserley, County Librarian

Date

JOHNSON COUNTY LIBRARY
Board of Directors
January 9, 2014

AGENDA ITEM: VI.B. Consideration of renewal of the Memorandum of Understanding between the Johnson County Genealogical Society, Inc. (JCGS) and the Johnson County Library (JCL)

ISSUE FOR BOARD DETERMINATION:

Whether to renew the existing Memorandum of Understanding with the Johnson County Genealogical Society, Inc.

DISCUSSION:

The Johnson County Library and the Johnson County Genealogical Society, Inc. have worked together since the 1970's to provide service and basic collections to library genealogy patrons. In fact most of the physical genealogical collection housed at the Central Resource Library belongs to the JCGS. Over the intervening years the loose agreement between the two entities needed to be codified annually because of changing library and JCGS service needs and opportunities. In 2011, the Library and JCGS wrote and signed an updated mutual agreement which has been renewed yearly.

This year's Memorandum represents no change from the previous agreement. The Board of JCGS and JCL's Administrative Team have approved the document.

REVIEW BY BOARD COUNSEL: N/A

RECOMMENDATION:

Renew the Memorandum of Understanding between the Johnson County Genealogical Society, Inc. and the Johnson County Library.

PERSON(S) RESPONSIBLE:

Carolyn Weeks
Sean Casserley

**AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND JOHNSON COUNTY GENEALOGICAL SOCIETY**

THIS AGREEMENT is made and entered into for the year ~~2013~~ 2014 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

WHEREAS, JCGS is a volunteer organization whose purpose is to assist individuals interested in family history research and to provide genealogical materials for inclusion in the combined JCGS and JCL Genealogy Collection located at the Johnson County Library (the Library),

WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

- I. **Johnson County Genealogical Society shall:**
 - a. Use Library space to schedule and staff the genealogy service desk with JCGS volunteers working under the JCL volunteer service program regulations and guidelines.
 - b. JCGS will designate a Volunteer Coordinator who will facilitate communication between the genealogy volunteers and the designated Library staff member, and will coordinate genealogy desk scheduling with the designated Library staff member.
 - c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
 - d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
 - e. Use JCGS/JCL Volunteers to pursue special projects.
 - f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.

g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with the Collection Development Manager to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

II. **If the Johnson County Library’s budget and staffing levels are adequate, it shall:**

- a. Provide basic genealogy collection support including print reference and databases.
- b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library’s *Collection Development Policy* section on Genealogy (9.12) will be followed with respect to this collection:

“It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere.” And “Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.”
- c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
- d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, and meeting room space.
- e. For JCGS monthly meetings and programming, allow the JCGS use of microphones (1 regular, 1 lapel), VGA cable, projector, and public wireless internet. Staff side internet access may be provided for JCGS programming publicized in JCL’s quarterly program of events.
- f. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library’s Integrated Library System for materials searching and retrieval, use of the Library’s IT staff for routine support of genealogy databases.
- g. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions, meeting room set-up, and access to the meeting room equipment listed in item (e).
- h. Provide staff to answer general genealogy questions.
- i. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft.

IN WITNESS WHEREOF, the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: _____
~~Susan K. Nelson~~, Char Mitts, President

By: _____
Sean Casserley, County Librarian

Date: _____

Date: _____

JOHNSON COUNTY LIBRARY
Board of Directors
January 9, 2014

AGENDA ITEM: VII.B. Consideration of change to ARM 20-80-27 (Study Rooms)

ISSUE FOR BOARD DETERMINATION:

Whether to change ARM 20-80-27 to increase patron convenience and minimize staff intervention in the use of the study rooms.

DISCUSSION:

Current Library policy requires a valid JCL library card for use of study rooms. This differs from use of the Meeting Rooms (ARM 20-80-26) and other Library facilities none of which require a library card. Current Study Room policy is staff intensive as it requires staff to verify library cards and sign patrons in and out of rooms.

Beginning in April 2014, new software will allow online booking of study rooms by patrons without staff intervention. In anticipation of this improvement, Central, Leawood and Corinth staffs have been testing a new model of patron check-in to study rooms. As part of the test, none of these three sites have required library cards. Patrons simply use study rooms as they are available without checking-in at the information desk. Results of this yearlong test are as follows:

- No study room damages have occurred
- Significant staff time savings (64.5 hours/month in staff time at Central alone)
- Positive response from the public regarding convenience and trust.

Customer convenience is a major tenet of the Library's new Strategic Plan. This revision of policy goes a long way to streamline and simplify a basic service.

REVIEW BY BOARD COUNSEL: N/A

RECOMMENDATION:

Approve the change to ARM 20-80-27 thereby dropping the requirement for a valid library card to use library study rooms.

PERSON(S) RESPONSIBLE:

Carolyn Weeks
Sean Casserley



ADMINISTRATIVE REGULATIONS Document Number ARM 20-80-27

Tab: Patron Services
Section: Facility Usage
Subject: STUDY ROOMS

SUMMARY

This regulation describes the policy for public use of JCL study rooms.

Effective Date:

March 8, 2012

Reviewed

December 27, 2013

PURPOSE

a. The purpose of study rooms is to provide space, free of charge, for quiet study and small group meetings, for use by individuals of any age. Study rooms are non-public forum areas.

GUIDELINES FOR USE

b. The County Librarian or designee will establish guidelines and procedures for study room use and make them available to patrons.

Library Card Required

~~1. A verified Johnson County Library card whose dollar amount of unpaid fines and fees does not exceed \$25.00 or a card from any library with which Johnson County Library has a borrowing agreement is required for study room use.~~

Prohibited Activity

2. Selling and solicitation are prohibited

Damage to Study Rooms

~~3. Damages to a study room and its furnishings will be charged to the library card of the person reserving the room. Parents of children less than 16 years of age will be notified of damage incurred. Intentional damage to study rooms will result in future denial of study room use.~~

PENALTIES

c. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library study room, financial liability for damages, and/or immediate removal from the room.

March 8, 2012

ARM 20-80-27 End

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

January 2 – February 28	2014 Bookmark Design Contest, sponsored by Friends of the Johnson County Library
January 4	Read to a Dog Cedar Roe Neighborhood Library
January 4	Cedar Roe Reads: <i>Maze of Bones</i> by Rick Riordan
January 6, 13	STEM Discovery Center Lackman Neighborhood Library
January 6, 13, 20, 27	Jardín de Cuentos: Spanish Bilingual Storytime Oak Park Neighborhood Library
January 11	Author Claire Caterer, Central Resource Library
January 13	The Village English Garden presentation Corinth Neighborhood Library
January 16	Storytime Fun for the Family, a 6 by 6 program De Soto Neighborhood Library
January 22, 29	Evening Family Storytime Gardner Neighborhood Library
January 23	Book Party! Antioch Neighborhood Library
January 27	Resumes – It’s All About You Shawnee Neighborhood Library
January 30	BYOT (Bring Your Own Tablet) App Chat Blue Valley Neighborhood Library