

JOHNSON COUNTY LIBRARY

BOARD REPORT

JUNE 12, 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.

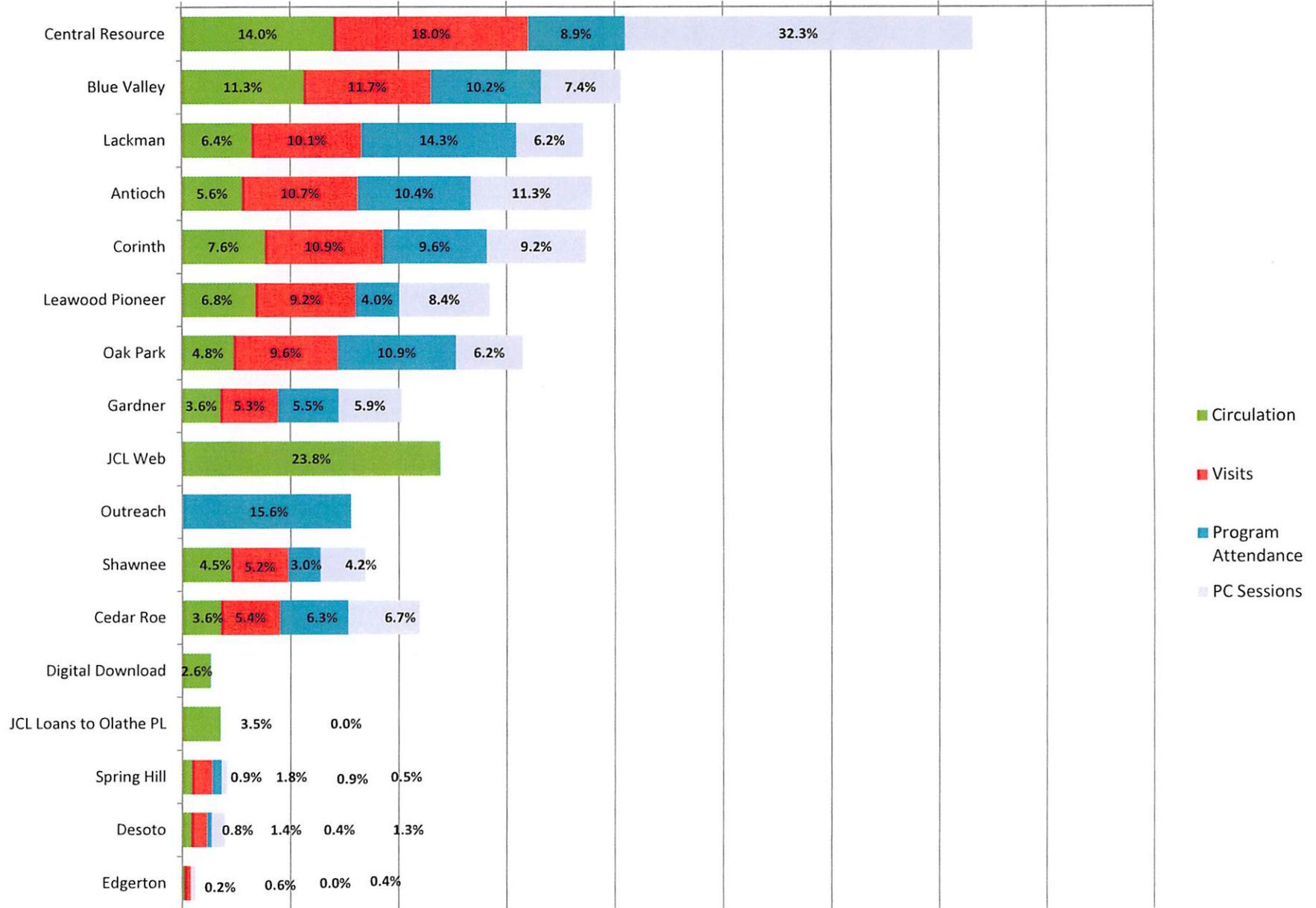
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JUNE 12, 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. Kathy Tiemeier, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Budget update, Sean Casserley
 - 2. ARM 60-10-50 update, Sean Casserley
 - 3. MakerSpace – Desktop CNC, Meredith Nelson
 - 4. Summer Reading update, Barbara Brand
 - 5. Central Building Upgrade presentation, Rick Wise from The Clark Enersen Partners
 - 6. Central Building Plan update, presented by Scott Sime and Kim Gile
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of May 8, 2014 Board meeting.....9
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....16
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April, 2014 were handled in accordance with library and County policy.
 - b) The April, 2014 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures

C. Gift Fund Report	
1. Treasurer's Report.....	18
VI. New Business	
A. Consideration of update to ARM 60-10-50, Smoking Prohibition.....	29
VIII. Document Signing	
IX. Adjournment	

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



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

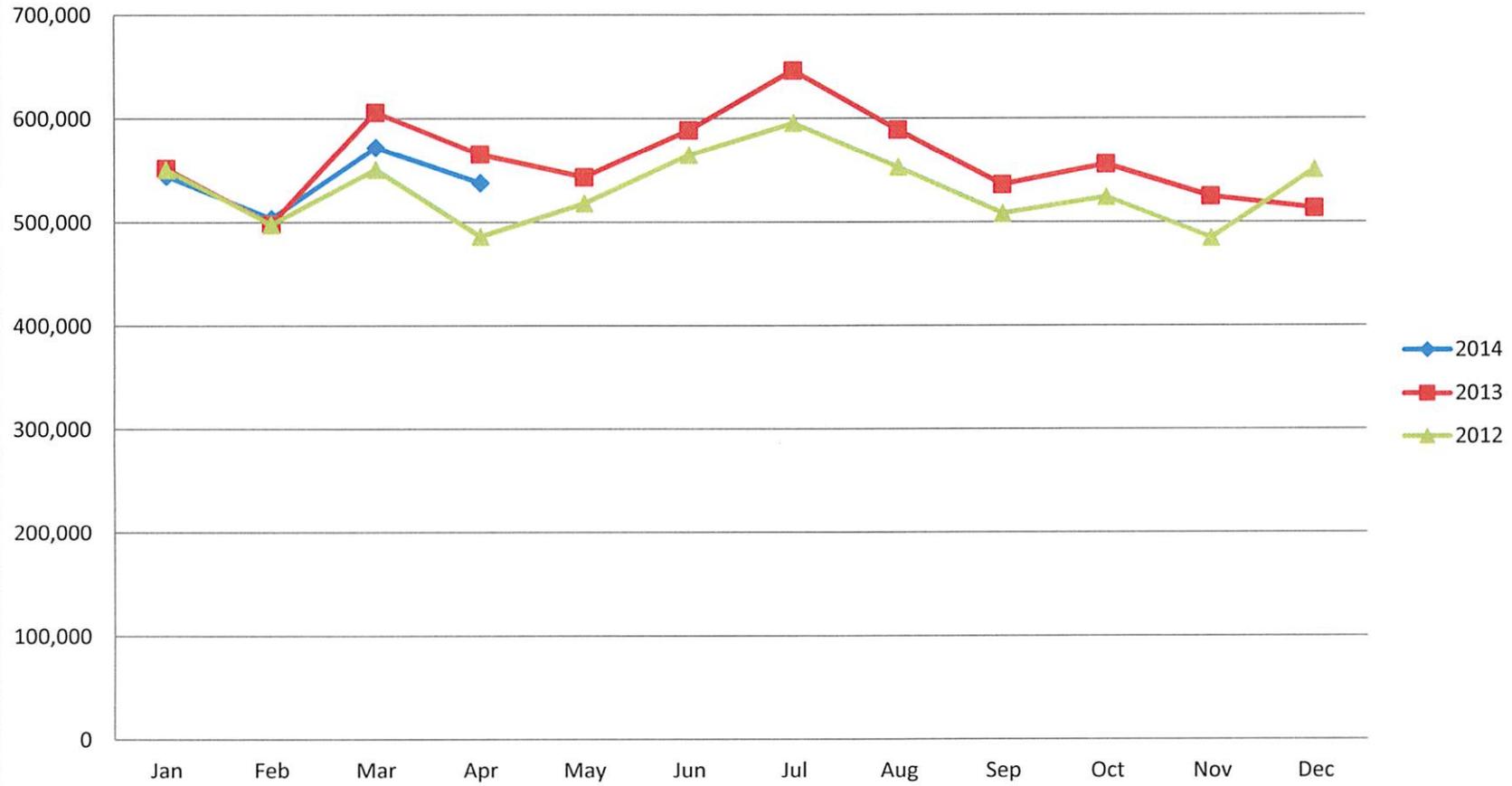
April 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	2013 to 2014		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation		Month	Yr-to-Dt	Previous 12 mos.
Antioch	29,882	5.6%	122,413	374,260	30,727	5.4%	119,436	390,952	-2.8%	2.5%	-4.3%
Blue Valley	60,583	11.3%	251,218	780,087	62,840	11.0%	241,771	777,275	-3.6%	3.9%	0.4%
Cedar Roe	19,127	3.6%	76,125	229,959	20,582	3.6%	76,810	258,963	-7.1%	-0.9%	-11.2%
Central Resource	75,408	14.0%	293,734	895,609	73,768	13.0%	298,064	940,266	2.2%	-1.5%	-4.7%
Corinth	41,074	7.6%	173,759	522,034	42,838	7.5%	154,606	437,472	-4.1%	12.4%	19.3%
Desoto	4,463	0.8%	15,343	50,817	4,059	0.7%	17,970	58,801	10.0%	-14.6%	-13.6%
Edgerton	1,129	0.2%	5,286	16,471	1,280	0.2%	5,559	17,943	-11.8%	-4.9%	-8.2%
Gardner	19,135	3.6%	79,501	252,508	19,496	3.4%	77,109	250,677	-1.9%	3.1%	0.7%
Lackman	34,657	6.4%	146,031	447,000	35,764	6.3%	143,966	462,721	-3.1%	1.4%	-3.4%
Leawood Pioneer	36,384	6.8%	150,214	474,958	36,744	6.5%	155,440	493,229	-1.0%	-3.4%	-3.7%
Oak Park	25,640	4.8%	102,287	324,076	25,289	4.4%	103,128	329,667	1.4%	-0.8%	-1.7%
Shawnee	24,295	4.5%	98,377	304,252	24,458	4.3%	93,617	306,733	-0.7%	5.1%	-0.8%
Spring Hill	4,821	0.9%	23,713	67,817	6,526	1.1%	23,937	70,440	-35.4%	-0.9%	-3.7%
JCL Web Renewals	128,134	23.8%	547,409	1,476,181	150,225	26.4%	486,094	1,388,055	-14.7%	12.6%	6.3%
Digital Downloads*	14,004	2.6%	24,900	24,900	14,529	n/a	n/a	n/a	n/a	n/a	n/a
JCL Loans to Olathe PL	18,898	3.5%	81,329	249,982	19,932	3.5%	87,815	269,455	-5.2%	-7.4%	-7.2%
JCL Branch Total	301,190	56.0%	1,244,267	3,844,239	310,603	54.6%	1,213,349	3,854,873	-3.0%	2.5%	-0.3%
JCL Brances and Central	376,598	70.0%	1,538,001	4,739,848	384,371	67.5%	1,511,413	4,795,139	-2.0%	1.8%	-1.2%
JCL SYSTEM TOTAL	537,634	100.0%	2,194,981	6,490,911	569,057	100.0%	2,085,322	6,452,649	-5.5%	5.3%	0.6%

Average Circulation per Capita			
	2014	2013	2012
Current Month	15.0	15.8	13.8
Year-to-Date	5.1	5.1	14.8
Service Area Population	431,000	431,000	422,500

*This is a new category of circulation. It currently includes Axis360 ebook checkouts and Freegal track downloads.

Johnson County Library Three-Year Trend in Circulation



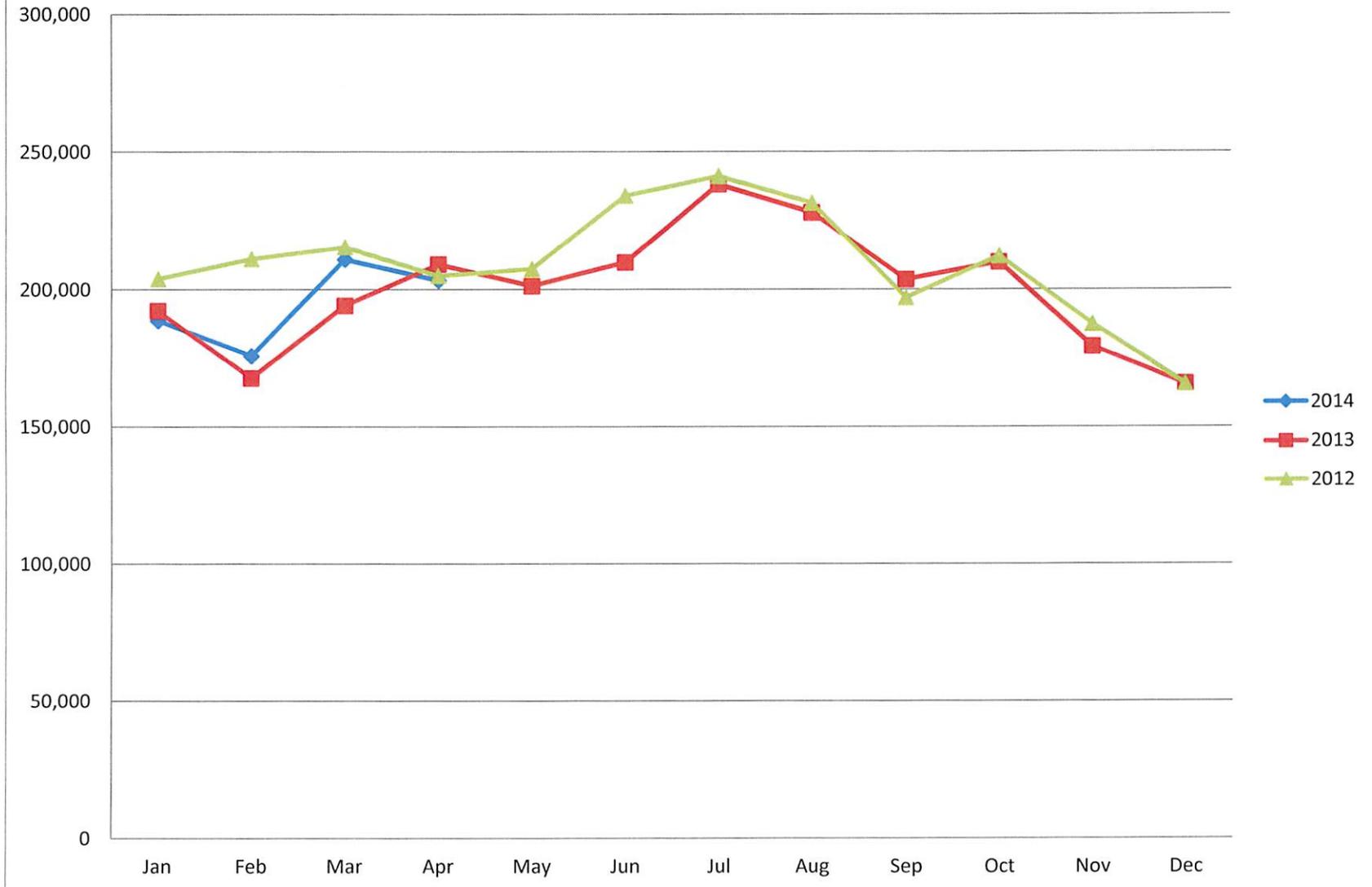
Johnson County Library
USER VISITS

April 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 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	21,648	10.7%	78,522	247,593	247	88	30,727	1.4	21,436	10.2%	81,175	250,246	1.0%	-3.3%	-1.1%
Blue Valley	23,788	11.7%	99,795	323,306	247	96	62,840	2.6	26,661	12.7%	101,064	324,576	-10.8%	-1.3%	-0.4%
Cedar Roe	11,057	5.4%	34,048	128,598	183	60	20,582	1.9	9,904	4.7%	36,700	131,250	11.6%	-7.2%	-2.0%
Central Resource	36,519	18.0%	151,385	454,771	268	136	73,768	2.0	42,108	20.1%	159,618	463,003	-13.3%	-5.2%	-1.8%
Corinth	22,120	10.9%	83,820	294,115	247	90	42,838	1.9	21,876	10.5%	83,837	294,132	1.1%	0.0%	0.0%
DeSoto	2,902	1.4%	10,749	36,521	150	19	4,059	1.4	2,668	1.3%	11,031	36,803	8.8%	-2.6%	-0.8%
Edgerton	1,171	0.6%	2,054	12,947	107	11	1,280	1.1	435	0.2%	2,619	13,512	169.2%	-21.6%	-4.2%
Gardner	10,810	5.3%	36,413	141,887	231	47	19,496	1.8	10,587	5.1%	43,633	149,107	2.1%	-16.5%	-4.8%
Lackman	20,573	10.1%	81,659	276,487	231	89	35,764	1.7	21,660	10.4%	86,940	281,767	-5.0%	-6.1%	-1.9%
Leawood Pioneer	18,783	9.2%	82,697	307,740	231	81	36,744	2.0	20,856	10.0%	95,494	320,536	-9.9%	-13.4%	-4.0%
Oak Park	19,490	9.6%	67,038	220,421	231	84	25,289	1.3	16,000	7.6%	73,002	226,386	21.8%	-8.2%	-2.6%
Shawnee	10,619	5.2%	40,940	141,179	231	46	24,458	2.3	11,035	5.3%	43,501	143,740	-3.8%	-5.9%	-1.8%
Spring Hill	3,750	1.8%	15,231	60,482	142	26	6,526	1.7	3,938	1.9%	16,644	61,896	-4.8%	-8.5%	-2.3%
Branch Total	166,711	82.0%	632,966	2,514,584	2,478	67	310,603	1.9	167,056	79.9%	675,640	2,233,952	-0.2%	-6.3%	12.6%
SYSTEM TOTAL	203,230	100.0%	784,352	2,646,048	2,746	74	569,057	2.8	209,164	100%	835,257	2,696,955	-2.8%	-6.1%	-1.9%

	2014	2013	2012
Average Visits per Capita for Current Month:	5.7	5.8	5.8
Average Visits per Capita for Year-to-Date:	5.5	5.5	5.9
Service Area Pop.:	431,000	431,000	422,500

Johnson County Library Three-Year Trend in Circulation



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
May 8, 2014
4:00 p.m.
Oak Park Library**

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

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY:

STAFF: Dean Allman, Sheila Barrett, Michelle Beesley, Roxanne Belcher, Marsha Bennett, Barbara Brand, Sean Casserley, Monica Duffield, Elizabeth Edson, Kim Gile, John Helling, Loraine MaGahee, Jennifer Mahnken, George Martin, Zoann Merryfield, Susan Mong, Nicki Neufeld, Michelle Olsen, Christine Peterson, Kasey Riley, Matt Sapp, Tricia Suellentrop, Maggie Vallazza, Sandy Wahoff, Adam Wathen, Ron Zluticky

GUESTS: Lauren Hays, Christy LaHood, Kathy McGinley, Julie Randolph, Georgia Sizemore

Mitra Templin called the meeting to order at 4:03 p.m.

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Templin welcomed John Nelson as a new member of the Library Board.

Mr. Nelson commented that he looks forward to serving.

Mr. Obi also welcomed Mr. Nelson.

Ms. Hupp commented on an article written by Sean Casserley, recently published in the Journal of Library Administration. The article addresses different forms of governance among library systems.

FRIENDS OF THE LIBRARY

Kathy McGinley reported for the Friends Board. A free space has been obtained for the Sizzlin' Summer Book Sale in the Mall of the Great Plains in Olathe. The sale will start with a preview night for Friends members on June 10th and run through June 14th.

There will be more than 80,000 hardcover, paperback and audiovisual materials at bargain prices. Ms. McGinley distributed fliers to the Board and encouraged them to volunteer at the event.

Ms. McGinley reminded all that a Friends membership is \$20 for an individual and \$25 for a family. The membership is well worth the cost when one looks at the benefits of the book sales and book stores. A lifetime membership is \$1000.00.

A search is underway for a location for the fall Sale. A few places that were on the short list for summer have been visited and will not work. Other sites and ideas are being reviewed.

Three Friends Board of Directors members will end their terms this year. Another key goal is to identify potential new members. The Organizational Development Committee will be taking the lead on this. All members will be asked to think through their various contacts and come up with a number of potential candidates.

When the Friends accepted the Proclamation for National Library Week from the Board of County Commissioners an invitation was extended to each Commissioner to have his picture taken in his home library with a favorite book. The picture will be made into a poster and hung in that library.

There was a wonderful volunteer recognition luncheon in April. It was fun and well attended. The Shankel award was awarded to two long time volunteers: Betty Caton and Louise Weller. Ms. McGinley thanked those who were able to attend.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Executive Director of the Foundation, introduced Christy La Hood, Kim Tennison and Julie Randolph, members of the Junior League of Kansas City.

Johnson County Library has been selected as a 2014/2015 partner with the Junior League. President-Elect, Julie Randolph presented a check in the amount of \$10,000 to the Foundation to support the 6 by 6 en Español program. The Junior League will also commit 10 volunteers throughout the year to support this effort and other large project needs at the library.

Ms. Randolph provided background information on the organization. The Junior League was founded in 1914 and has been associated with more than 350 community agencies and organizations. The heart of their mission is developing women and improving the community. There are over 1400 members in the Kansas City area. Since the League's inception, members have donated more than \$14 million in funding to partner agencies and given 2.2 million volunteer hours.

Ms. Mong reminded the board that the donor open house will be held at the Central Resource Library on Thursday, May 15th. Breakfast will be served and a great group of corporate contacts, grant managers and individual donors are expected.

The Foundation has completed the strategic planning process and developed a road map through 2017. The plan will be voted on at the May all board meeting.

The annual audit will be completed by Friday, May 9th.

Ms. Mong has been encouraged by the businesses that have engaged with us and toured the Central branch. There are currently 4 Corporate Partners, Baker University, Henderson Engineers, Inc., High Plains Cattle Company and Logan Logan & Watson, L.C. The Foundation will continue to engage with businesses to build the corporate partner program.

Ms. Mong extended a thank you to Ms. Hupp for the introduction to CarMax. She also thanked Mr. Logan and his firm, Logan Logan & Watson, for their contribution as inaugural members of the Corporate Partners program.

Pinnacle nominations in the categories of excellence in education/literacy, excellence in community advocacy, excellence in business/entrepreneurship and excellence in the arts are still open.

Ms. Mong displayed the new ad in Kansas City Magazine placed by the marketing department.

BOARD OF COUNTY COMMISSIONER REPORT

No Report

BOARD COUNSEL REPORT

No Report

COUNTY LIBRARIAN REPORT

Annual Report

Kasey Riley, Director of Communications, presented the 2013 Annual Report to the Board.

Ms. Riley stated that the content of the annual report was refreshed to include more specific information with the goal of providing library stakeholders a greater understanding of the work of the library. Pages 12 and 13 in the report illuminate the large network of partner organizations and county agencies that the library works with.

Ms. Riley thanked library staff members Jennifer Taylor, Marsha Bennett and Kristin Whitehair for their assistance in the development of the report.

Feedback from the Board on the report is welcome as the 2014 report is being developed.

250 copies of the report were printed. They are distributed to the Board of County Commissioners, Library Board and other key stakeholders. Due to expense and availability of technology, the amount of copies printed in hard copy has been reduced in recent years. An electronic copy of the annual report is available on the website.

In response to questions from the Board, Ms. Riley confirmed that the annual report is emailed to library donors and other key stakeholders. Patrons who are interested have access to the report through the library website.

Mr. Casserley noted that this report provides a holistic look of Johnson County Library by including the Friends and Foundation. Highlights of Johnson County Library's successes and patron testimonials have also been included.

Central Building Plan update

Kim Gile provided an update on the Central Building project. Clark Enersen Partners have completed the programming document and presented it to the Library's administration team. The document was used to prioritize goals that are most important to accomplish.

The administration team has prioritized: infrastructure, public space, material flow and staff space.

The next step is to work through a charrette activity with the administrative team and board representative, Neil Shortlidge. The goal of the charrette will be to look at potential space solutions to address the charter goals. The next stage will be to develop the design documents and a rough schematic design.

County ADA Assessment of Library Buildings

Mr. Casserley reported that the county is conducting an ADA audit of county buildings, including Library facilities. The goal is to have the audit completed in the fall.

Mr. Casserley stated his support for the audit.

CONSENT AGENDA

MOTION: Amy Amos Ruo moved to accept the consent agenda.

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

OLD BUSINESS

Consideration of Approval of the Johnson County Library Strategic Facilities Master Plan (SFMP)

Ms. Templin asked for any discussion of the proposed strategic facilities master plan that was presented as an informational item at the last meeting.

Mr. Shortlidge asked if approval of the strategic facilities master plan would also include approval of the implementation study presented as part of the SFMP.

Mr. Casserley responded that approval of the SFMP would be only for the plan, not the study. The study will need to be approved through the CIP process. The CIP presentation has been made to the Board of County Commissioners and the Library does have funds available for the study.

Mr. Nelson requested clarification on the proposed option 3 within the SFMP and asked if it would affect existing facilities.

Mr. Casserley provided an overview of the plan beginning with the development of the Library's strategic plan. The strategic plan was created with input from the community on what services residents of Johnson County need and what the Library should provide. The end result of the strategic plan was a focus on portfolio areas of education, convenience and community building.

The 2009 strategic facilities master plan reviewed current library infrastructure and recommended maintaining the infrastructure. During the 2013 library board retreat the board questioned past assumptions and began to develop a plan for the library system based on access, fairness, efficiency, relationships and results.

The idea of destination and convenience locations emerged from the board retreat. A steering committee was developed to guide the further development of the idea using studies of money spent in the Kansas City metro area for arts and culture, land-use, population data and other metrics. We also discovered that auditorium and programming space was not at the level desired by the community. The committee attempted to develop specifics, including the number of locations and realized that it would be sensible to move forward with experts.

Option 3 allows for the Library to renovate or expand current library locations where it makes sense and look for other options when it doesn't make sense. The partnership formed with Johnson County Parks and Recreation to include library services at Mill Creek is an example of another option.

Mr. Casserley confirmed that location and cost analysis will occur during the implementation study.

Ms. Templin noted that this process was started during the August 2013 board retreat. The board felt that the 2009 SFMP was no longer relevant for the needs of Johnson County residents and the way that libraries are evolving today. The strategic facilities master plan is the vision for what the library board would like to see in the future. The plan that is part of the CIP will be more detailed toward implementation.

Ms. Robinson stated that she believes the process has been thorough and well-vetted. It challenges assumptions and addresses the needs of our community.

Mr. Shortlidge stated that he endorses the plan and the departure from the 2009 plan and noted that we may need to reassess if we do not receive approval to complete the study.

In order to provide history, Mr. Casserley stated that a strategic facilities master plan was reviewed in 2006 and then again in 2009. At the joint meeting last year, Commissioner Eilert asked the board what they would like to do if funds were available and the board chose to update the 2009 plan with recognition that the 2009 plan was no longer viable.

MOTION: Neil Shortlidge moved that the Johnson County Library Board approve the updated Johnson County Library Strategic Facilities Master Plan.

SECONDED: Nancy Hupp **MOTION CARRIED UNANIMOUSLY**

Ms. Templin acknowledged the work staff and the board put into the plan.

NEW BUSINESS

Consideration of MOU between JCL and JC Facilities Management Department

Board Counsel, Fred Logan, presented the updated memorandum of understanding with the County Facilities Management Department. The former MOU was old and this agreement formalizes the agreement.

The facilities department has tremendous expertise in facilities management. We successfully worked with them on the renovation and expansion of the Leawood Pioneer branch and are currently working with them on the Central Building project. The MOU allows us to utilize their expertise.

The MOU is renewable on an annual basis. In the future, the renewal of the MOU can be signed by the County Librarian and Director of Facilities Management without going before the Library Board.

MOTION: Nancy Hupp moved to adopt the memorandum of understanding between Johnson County Library and Johnson County Facilities Management Department.

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

Election of Library Board Officers

Ms. Templin introduced the election of new officers for the Library Board of Directors.

Ms. Templin nominated Nancy Hupp as Chair, Neil Shortlidge as Vice Chair, Emmanuel Obi as Treasurer and Amy Amos Ruo as Secretary.

MOTION: Mitra Templin moved to accept the nomination slate.

SECONDED: John Nelson **MOTION CARRIED UNANIMOUSLY**

Chairman Hupp asked for comments from board members. Ms. Robinson commented that she regrets being unable to attend the joint meeting with the Board of County Commissioners and Library Board.

ADJOURNMENT

MOTION: Mitra Templin

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

Meeting adjourned at 4:43 p.m.

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
April 2014

VENDOR	DESCRIPTION	AMOUNT
Naxos	Naxos online music library	\$7,712.50
StoneLion Puppet Theatre	Grant funded puppet show	\$500.00

Total \$8,212.50

SIGNED:


Finance Director

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
04/01/14

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

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

		Receipts	Payments	Balance
	Opening cash balance			\$136,135.12
	Add Receipts	\$124.64		
	Less Payments		\$0.00	
	Ending Cash balance			\$136,259.76
	Less Liabilities		\$259.31	
	Unobligated cash balance			\$136,000.45

APPROVED: _____

Date: _____

JOHNSON COUNTY LIBRARY REVENUE REPORT

April 2014

33% of Year Lapsed

REVENUE ALL FUNDS AS OF 4/30/14	2014 Year to Date	2014 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$11,303,828.65	\$19,612,122	58%	57%
Ad Valorem Delinquent	\$189,878.81	\$308,005	62%	72%
Motor Vehicle	\$569,729.42	\$2,159,126	26%	25%
Library Generated - Copying/Printing	\$32,089.02	\$85,000	38%	38%
Library Generated - Overdues / Fees	\$227,786.69	\$725,000	31%	29%
Sale of Library Books	\$25,000.00	\$50,000	50%	50%
Misc Other	\$2,992.85	\$21,290	14%	15%
Library Generated - Other Charges	\$9,810.95	\$322,050	3%	21%
Investment	\$16,502.31	\$56,621	29%	25%
Unencumbered Balance Forward	\$0.00	\$630,000	0%	0%
Recreational Vehicle Tax	\$1,509.85	\$6,497	23%	14%
Heavy Trucks Tax	\$7,700.47	\$10,131	76%	81%
Rental Excise Tax	\$11,769.27	\$24,997	47%	56%
State and Federal Grants	\$4,356.95	\$226,278	2%	0%
Transfers	\$330,566.00	\$0	0%	0%
TOTAL REVENUE	\$12,733,521.24	\$24,237,117	53%	52%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
April 2014
33% of Year Lapsed

OPERATING FUND	2014	2014	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$1,113,675	\$3,412,889	33%	34%
Administrative Services	\$1,128,612	\$2,647,899	43%	29%
Branch Services	\$1,284,685	\$4,361,726	29%	33%
Technical Services	\$206,167	\$765,438	27%	27%
Systemwide Services	\$958,897	\$2,472,746	39%	31%
Central	\$1,242,308	\$3,936,955	32%	31%
Facilities	\$868,188	\$1,926,919	45%	54%
Information Technology	\$754,589	\$2,130,677	35%	38%
Risk Management Charges	\$23,950	\$95,798	25%	25%
Library General Tax Increment	\$0	\$0	0%	0%
Grants *	\$2,346	\$226,278	1%	1%
Transfer to Capital Projects	\$0	\$0	0%	0%
Interfund Transfers	\$0	\$0	0%	0%
TOTAL OPERATING FUND EXPENDITURES	\$7,583,416	\$21,977,325	35%	33%

* Includes expenditures for 2013 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2014	2014	% Budget	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Contractual Services (General Maintenance)	\$3,869	\$16,304	24%	127%
Commodities (Capital Equipment)	\$114,495	\$176,260	65%	32%
Transfer to Debt Payment	\$83,386	\$1,122,186	7%	6%
Transfer to Capital Projects	\$0	\$0.00	0%	100%
Debt Payment (Library Building Tax Increment)	\$103,368	\$928,738	11%	25%
TOTAL SPECIAL USE FUND EXPENDITURE	\$305,117	\$2,243,488	14%	18%

TOTAL EXPENDITURES	\$7,888,534	\$24,220,813	33%	31%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
April 2014
33% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2014 Year to Date	2014 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	\$4,399,275	\$13,811,282	32%	30%
Contractual Services	\$1,849,569	\$3,132,470	59%	48%
Supplies	\$974,740	\$3,912,519	25%	25%
Capital - Operating	\$2,972	\$8,412	35%	0%
Risk Management Charges	\$23,950	\$95,798	25%	25%
Library General Tax Increment	\$0	\$0	0%	0%
Capital / Maintenance / Repair	\$118,364	\$192,564	61%	43%
Transfer to Debt Payment	\$83,386	\$1,122,186	7%	33%
Transfer to Capital Projects	\$330,566	\$790,566	42%	25%
Library Building Tax Increment	\$103,368	\$928,738	11%	25%
Grants	\$2,346	\$226,278	1%	1%

TOTAL EXPENDITURES	\$7,888,534	\$24,220,813	33%	31%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 4/30/14	Source	Received	Expend By	Expenditures	Grant Award	
2013 Ks H. C.	State	Mar-13		\$2,400.00	\$2,650.00	
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,386.01	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$1,066.21	\$8,000.00	
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$0.00	\$1,912.00	
2014 6by6 Activity Kits	State	Jul-13	Dec-14	\$450.30	\$2,144.95	
2014 Check up and Check Out	State	Jul-14		\$1,149.78	\$5,250.00	
TOTAL				\$14,452.30	\$29,456.95	

*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

EXPENDITURES	TO DATE	BUDGET 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

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
Prior Years Total	\$987,497.62	\$83,752.38
Painting-CRL	\$6,737.75	
Security Equipment-Desoto	\$819.18	
Contractual Services	\$16,001.57	
Furnishings-SPH	\$5,253.89	
Miscellaneous Equipment	\$10,875.00	
Carpet-ANT	\$5,400.00	
Bookdrop-SE	\$8,700.00	
Replace Drive - LA	\$5,850.00	
Furnishings/Electrical-LE	\$5,930.64	
Patch & Paint-LE	\$450.00	
CRL -Electric Upgrade	\$3,562.50	
SE-Door Controls	\$11,977.00	
2013 & 2014 Expenditures	\$81,557.53	
Sub-Total 2013 & 2014 Expenditures	\$81,557.53	
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	\$111,296.91	
Vehicle Replacement	\$73,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting Lights & Improvements - CRL	\$96,176.00	
CRL Parking Lot Improvements	\$84,656.00	
Monticello Vending Solution Design	\$9,482.50	
Site Improvements - AN & CRL	\$5,101.50	
Drainage Repairs - Corinth	\$4,730.00	
Roof & Window & Fire System Replacement - CRL	\$166,853.87	
Carpet/Tile Replacement - Blue Valley	\$6,433.00	
Parking lot Maintenance - Cedar Roe	\$15,040.00	
Door Replacement - Blue Valley	\$24,000.00	
Copier Replacement - Creative Services	\$11,415.00	
Parking Lot Repair - Gardner	\$4,063.03	
Parking Lot Repair & Boiler Replace - Antioch	\$82,850.00	
Remove bookcases/Painting - CO Meeting & Reading Room	\$4,325.00	
Painting - Oak Park	\$2,810.00	
Painting/Furnishings Gardner	\$5,909.26	
Carmack Room Blinds	\$6,994.00	
Office Remodel / Security upgrade LE	\$14,562.14	
Security System Upgrade - Blue Valley	\$8,138.00	
Blind Replacement & Furnish - OP	\$16,607.71	
HVAC Improvements - Antioch	\$108,235.97	
Concrete Repairs - Shawnee	\$30,625.00	
Handicap Ramp / landscape- Gardner	\$5,222.00	
Office Remodel - Blue Valley	\$2,950.00	
Computer Tables - Corinth	\$7,349.58	
Electrical & Security Camera Installation - CR	\$41,725.00	
Roof Repairs - Corinth	\$39,483.20	
Stack Moving for Carpet Replacement - CRL	\$8,370.00	
Emergency Lighting & Electrical work - CRL	\$85,349.01	
JCL Logo Etching - Blue Valley	\$8,700.00	
Carpet Replacement - AN & SSB furnishings	\$21,818.85	
Carpet Replacement - Shawnee	\$48,312.25	
Leawood Sorter Installation	\$54,167.13	
Retaining Walls - Corinth	\$13,825.00	
HVAC Improvements - Corinth	\$13,800.00	
HVAC Improvements - Shawnee	\$15,285.00	
Edgerton Environmental Sampling	\$712.80	
Carpet & Security System Improvement - Lackman	\$3,233.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades/Furnishings - Lackman	\$12,632.16	
Circulation Area Remodel - Shawnee	\$11,250.00	
Remodel & Landscape BV	\$21,230.50	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Carpet/Furnishing CO	\$7,910.95	
Architectural Services - CRL-Roof Repair	\$21,483.87	
Shawnee Interior Renovation	\$5,225.00	
Shawnee Remove Door Frame	\$475.00	
Lackman Carpet	\$1,105.00	
Gardner Book Case Glass	\$1,298.00	
TOTAL EXPENDITURES	\$1,449,629.10	\$104,729.90

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
Prior Years Total	\$890,326.51	\$112,782.49
2013 & 2014 Expenditures		
CRL Repairs, Roof and Painting	\$189,913.65	
Architectural Services - Monticello Vending	\$4,153.81	
Replace Fire System-CRL	\$44,083.18	
Architectural Services - CRL	\$16,256.25	
Emergency Boiler Replace-AN	\$49,670.00	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Security Improvements LE	\$7,325.64	
Furnishings-Book Cases	\$8,051.31	
Remodel BV	\$24,186.00	
Carpet COR	\$4,214.00	
CRL- Upgrade/Lighting	\$100,488.00	
CO Renovation & Furnishings	\$5,271.95	
SE-Remove/Replace Sidewalk & Upgrades	\$11,575.00	
SSB Carpeting & Furnishings	\$1,839.85	
CR Paving & Electrical	\$39,400.00	
LE Upgrades	\$1,586.50	
GA Landscape & Improvements	\$7,274.26	
LA-Chairs & Flooring & Upgrades	\$10,768.16	
Facilities Vehicle	\$9,000.00	
OP Furnishings	\$14,651.03	
Sub-Total 2013 & 2014 Expenditures	\$559,302.59	
TOTAL EXPENDITURES	\$1,449,629.10	\$104,729.90

Expenditure of Friends of the JCL Donations 2014

April 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>April</i>	<i>APRIL YTD</i>
Volunteer Recognition		\$100.00	\$190.00
Advertising/Promotion		\$1,500.00	\$14,432.99
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$384.31
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$4,536.29	\$7,794.50
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$17,459.20	\$17,459.20
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expenses		\$0.00	\$23.74
Miscellaneous		\$0.00	\$0.00
Total Expenditures		\$ 23,595.49	\$ 40,284.74

JOHNSON COUNTY LIBRARY
Board of Directors
June 12, 2014

AGENDA ITEM: VI. A. Consideration of update to ARM 60-10-50, smoking prohibition

ISSUE FOR BOARD DETERMINATION: Whether or not to affirm updates to ARM 60-10-50, Smoking Prohibition

DISCUSSION:

As smoking technology has evolved, the Library's policy has become less clear concerning devices that deliver nicotine but do not actually produce smoke. The updated ARM language covers additional smoking/tobacco systems and is in line with the Johnson County policy on smoking in and around buildings. The distance a person must be from an entry or exit door when smoking has also been clarified.

BUDGET

None

RECOMMENDATION:

That the Library Board of Directors affirm updates to ARM 60-10-50, Smoking Prohibition..

PERSON(S) RESPONSIBLE:

Sean Casserley, Matt Sapp



**ADMINISTRATIVE REGULATIONS Document ARM 60-10-50
Number**

Tab: Facilities
Section: Buildings and Grounds
Subject: SMOKING PROHIBITION

SUMMARY

This document describes the Library Board's policy on prohibiting smoking in Library facilities.

Effective Date: Reaffirmed
Reviewed

~~August 17, 2011~~ June 12, 2014
~~August 17, 2011~~ May 29, 2014

PROHIBITION

a. ~~Smoking/g and tobacco use, including but not limited to cigarettes, cigars, pipes, smokeless or chewing tobacco, electronic cigarettes, personal vaporizers that dispense nicotine, and electronic nicotine delivery systems generally,~~ is prohibited ~~in~~ inside all parts of all Johnson County Library facilities, including all public, work, ~~and~~ staff lounge ~~areas~~, and warehouse areas. Smoking/tobacco use is additionally prohibited at any location within 10 feet of a Johnson County Library facility entry or exit door. Smoking/tobacco use is also prohibited in library vehicles.

SIGNAGE

b. In accordance with State law and County policy, the County Librarian will post "Smoking Prohibited" signs in each facility.

NEW FACILITIES

c. Smoking/tobacco use will not be allowed in any new facility opened by the Johnson County Library.

~~August 17, 2011~~ May 27, 2014

ARM 60-10-50 End

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

May – June 27	Pinnacle Awards – Nominations open Johnson County Library Foundation website
June 7	Meet the Author, Katherine Reece Curry Gardner Neighborhood Library
June 7-August 31	Art in the Stacks: Steampunk 21+ Central Resource Library
June 10	Meet the Author, Elizabeth Kneebone Antioch Neighborhood Library
June 11-13	Sizzlin’ Summer Book Sale Great Mall of the Great Plains
June 12	Library Board Meeting Carmack Room, Central Resource Library
June 12	Meet the Author, Laura McHugh in conversation with Bill Carmody Antioch Neighborhood Library
June 14	Theatrical production of <i>Alice in Wonderland</i> Blue Valley Neighborhood Library Antioch Neighborhood Library
June 18	Mad Science: Spin, Pop, Boom! Spring Hill Civic Center Gym
June 19	Leaf, Root, Seed: Science You Can Eat Corinth Neighborhood Library
June 25	Mobile MakerSpace Antioch Neighborhood Library
June 26	Let’s Lego Central Resource Library
June 28	Thank You for My Senses Storyteller Jo Ho Oak Park Neighborhood Library