

**JOHNSON COUNTY LIBRARY**

**BOARD REPORT**

**OCTOBER 10, 2013**

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.

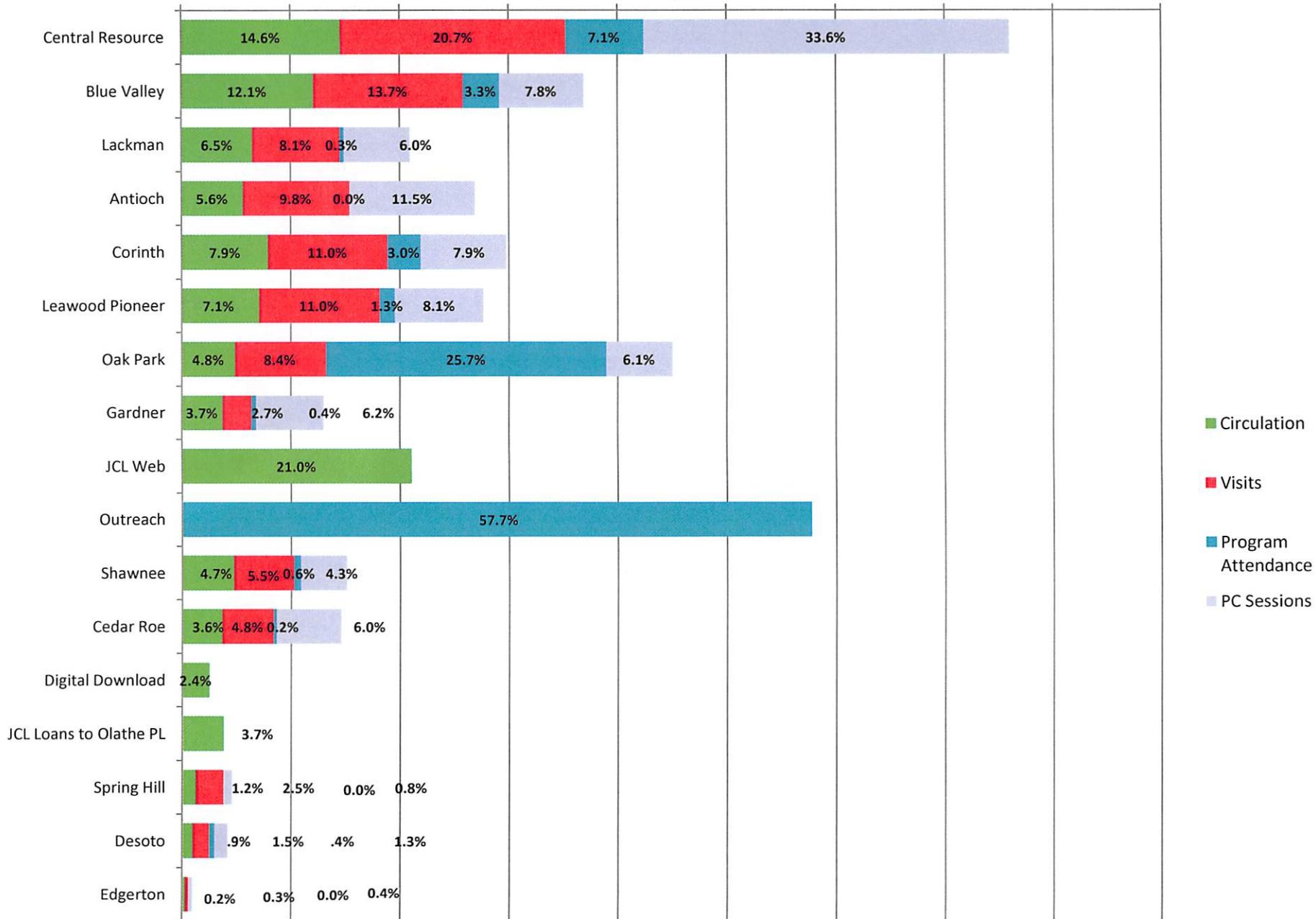
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, OCTOBER 10, 2013  
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
- IV. Reports
  - A. Board Counsel
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Library website redesign update – Michelle Beesley
    - 2. Report on Latino Fest – Maggie Vallazza
    - 3. Report on Incarcerated Services – Kate McNair
    - 4. Update on the Affordable Care Act – Sean Casserley
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of September 12, 2013 Board meeting.....6
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....13
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August, 2013 were handled in accordance with library and County policy.
      - b) The August, 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.....15
    - 2. Summary of Gift Fund Receipts.....16
    - 3. Summary of Gift Fund Payments.....17
      - 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. Update on Strategic Plan and Strategic Facilities Master Plan	
VII. New Business	
A. Overland Park Community Garden MOU renewal – Bev Jaderborg .....	27
B. Holiday Schedule approval.....	31
C. Fiber Update Discussion	
VIII. Document Signing	
IX. Adjournment	

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



Johnson County Library  
**OFFICIAL CIRCULATION BY LOCATION**

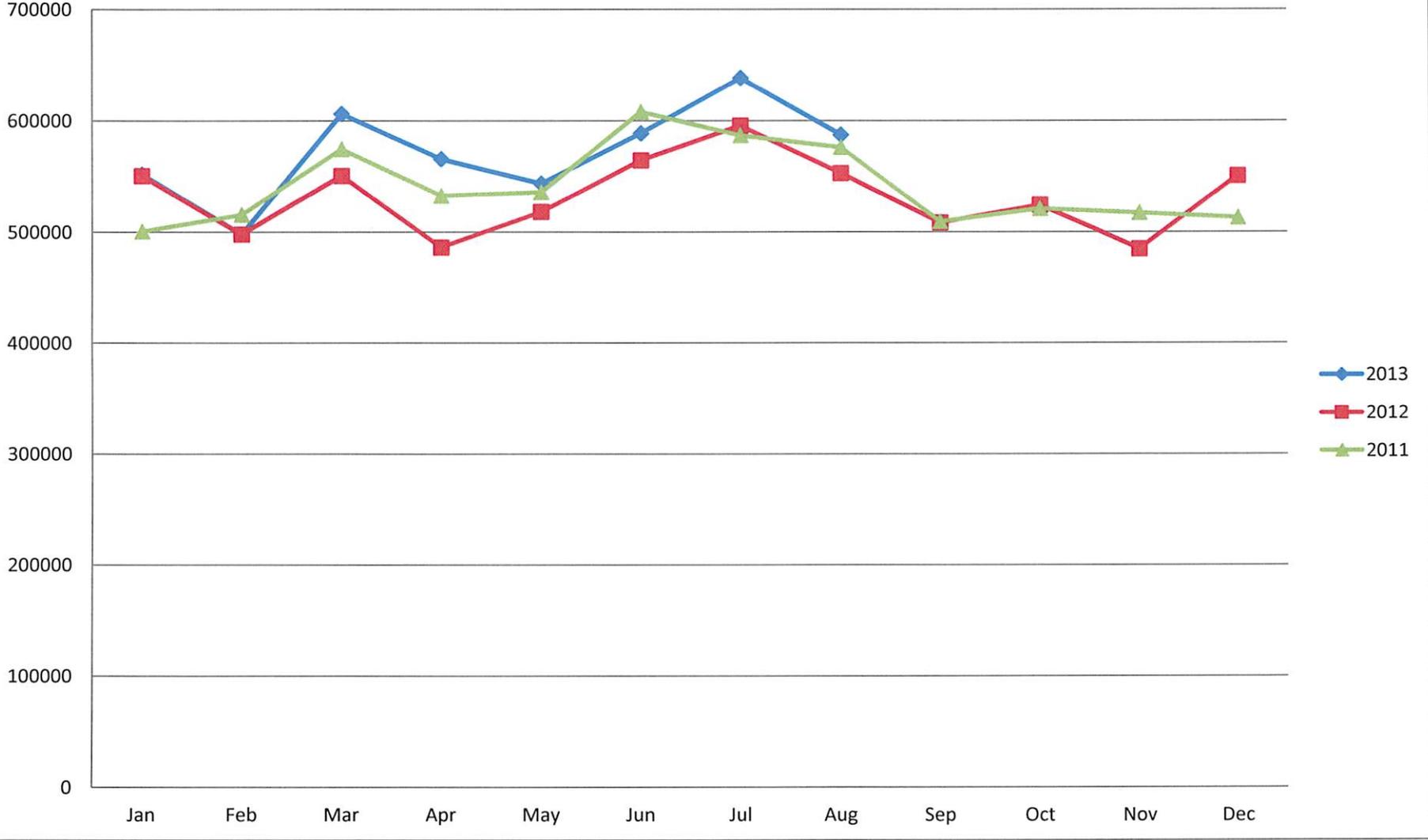
August 2013

Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change 2012 to 2013		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Previous Twelve Months	2012 to 2013			
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total		Month	Yr-to-Dt	Previous 12 mos.	
Antioch	32,893	5.6%	257,826	379,651	32,535	5.9%	249,458	379,433	1.1%	3.4%	0.1%
Blue Valley	71,017	12.1%	546,243	789,455	65,428	11.8%	527,428	771,559	8.5%	3.6%	2.3%
Cedar Roe	21,190	3.6%	158,018	231,656	19,836	3.6%	157,006	239,835	6.8%	0.6%	-3.4%
Central Resource	85,488	14.6%	627,989	928,017	79,427	14.4%	599,911	909,291	7.6%	4.7%	2.1%
Corinth	46,397	7.9%	364,518	523,556	47,641	8.6%	343,843	475,147	-2.6%	6.0%	10.2%
Desoto	5,400	0.9%	34,800	51,365	4,391	0.8%	36,879	55,719	23.0%	-5.6%	-7.8%
Edgerton	1,377	0.2%	11,180	16,386	1,351	0.2%	11,538	16,925	1.9%	-3.1%	-3.2%
Gardner	21,539	3.7%	168,118	248,215	22,745	4.1%	170,019	247,207	-5.3%	-1.1%	0.4%
Lackman	37,991	6.5%	304,640	443,810	37,658	6.8%	305,765	457,245	0.9%	-0.4%	-2.9%
Leawood Pioneer	41,620	7.1%	321,604	471,062	42,906	7.8%	330,726	487,854	-3.0%	-2.8%	-3.4%
Oak Park	28,352	4.8%	216,318	322,168	29,360	5.3%	219,067	325,420	-3.4%	-1.3%	-1.0%
Shawnee	27,593	4.7%	205,350	299,367	26,237	4.7%	205,475	300,290	5.2%	-0.1%	-0.3%
Spring Hill	6,980	1.2%	49,692	71,270	6,028	1.1%	46,463	67,255	15.8%	6.9%	6.0%
JCL Web Renewals	123,341	21.0%	1,038,632	1,514,235	115,317	20.9%	939,263	1,376,660	7.0%	10.6%	10.0%
Digital Downloads	14,291	2.4%	76,503	76,503	0	0.0%	0	0	0.0%	0.0%	0.0%
JCL Loans to Olathe PL	21,980	3.7%	168,671	251,631	22,092	4.0%	173,508	266,919	-0.5%	-2.8%	-5.7%
<b>JCL Branch Total</b>	<b>342,349</b>	<b>58.3%</b>	<b>2,638,307</b>	<b>3,847,961</b>	<b>336,116</b>	<b>60.8%</b>	<b>2,603,667</b>	<b>3,823,889</b>	<b>1.9%</b>	<b>1.3%</b>	<b>0.6%</b>
<b>JCL Brances and Central</b>	<b>427,837</b>	<b>72.8%</b>	<b>3,266,296</b>	<b>4,775,978</b>	<b>415,543</b>	<b>75.1%</b>	<b>3,203,578</b>	<b>4,733,180</b>	<b>3.0%</b>	<b>2.0%</b>	<b>0.9%</b>
<b>JCL SYSTEM TOTAL</b>	<b>587,449</b>	<b>100.0%</b>	<b>4,550,102</b>	<b>6,618,347</b>	<b>552,952</b>	<b>100.0%</b>	<b>4,316,349</b>	<b>6,376,759</b>	<b>6.2%</b>	<b>5.4%</b>	<b>3.8%</b>

Average Circulation per Capita		
	2013	2012
Current Month	16.4	15.7
Year-to-Date	15.8	15.4
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



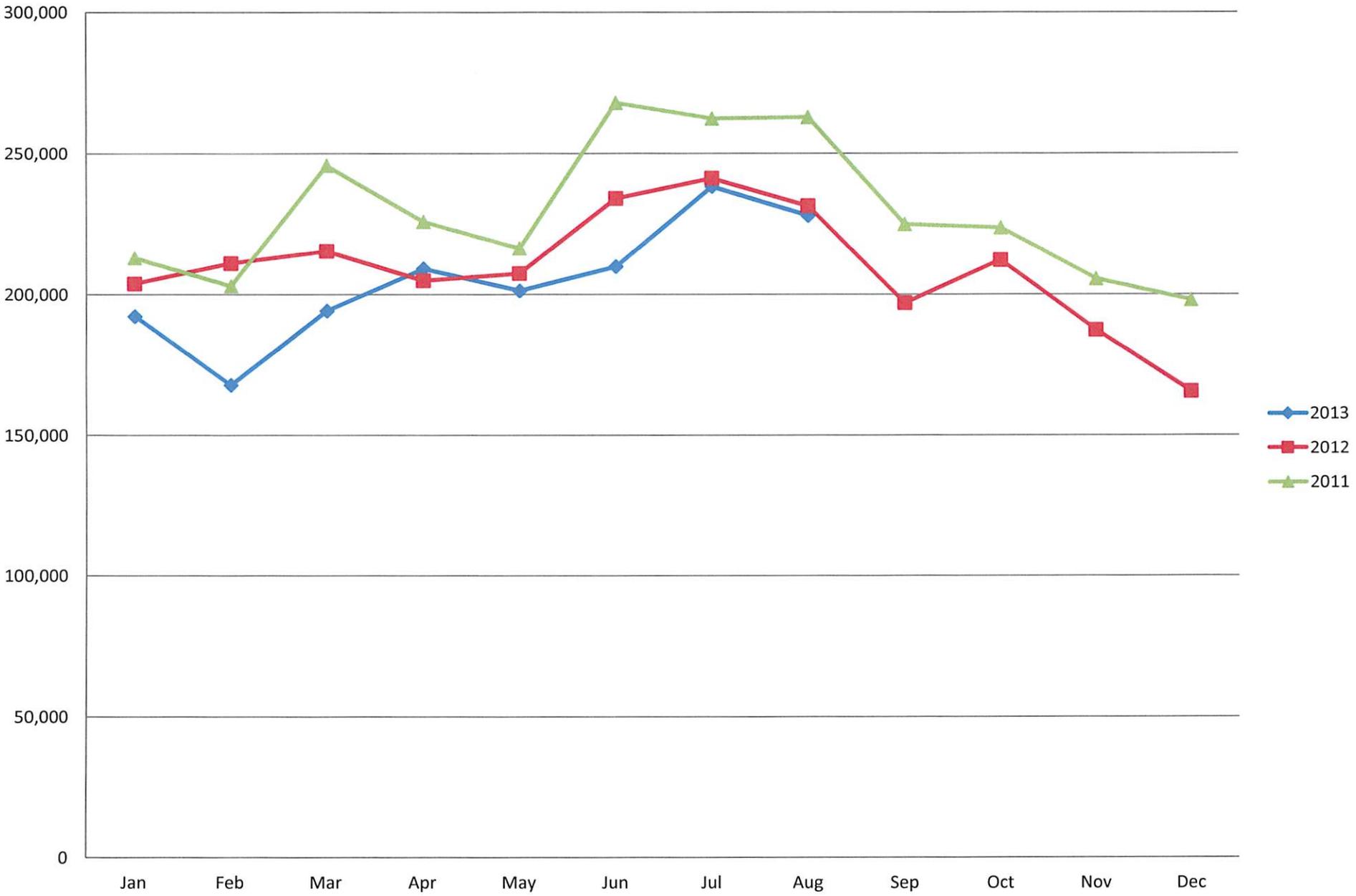
Johnson County Library  
USER VISITS

August 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	21,735	9.5%	163,568	245,434	274	79	32,893	1.5	23,762	10.3%	169,978	251,844	-8.5%	-3.8%	-2.5%
Blue Valley	30,359	13.3%	215,098	310,864	274	111	71,017	2.3	29,090	12.6%	220,105	315,871	4.4%	-2.3%	-1.6%
Cedar Roe	10,576	4.6%	72,607	115,746	242	44	21,190	2.0	9,720	4.2%	74,766	117,905	8.8%	-2.9%	-1.8%
Central Resource	45,932	20.1%	315,616	455,762	296	155	85,488	1.9	42,694	18.4%	326,901	467,047	7.6%	-3.5%	-2.4%
Corinth	24,372	10.7%	179,419	276,865	274	89	46,397	1.9	24,500	10.6%	179,776	277,222	-0.5%	-0.2%	-0.1%
DeSoto	3,378	1.5%	23,687	32,330	148	23	5,400	1.6	2,658	1.1%	22,227	34,145	27.1%	6.6%	-5.3%
Edgerton	644	0.3%	5,050	8,284	102	6	1,377	2.1	745	0.3%	5,777	9,010	-13.6%	-12.6%	-8.1%
Gardner	11,950	5.2%	74,837	126,638	258	46	21,539	1.8	12,591	5.4%	97,153	142,979	-5.1%	-23.0%	-11.4%
Lackman	17,895	7.8%	156,524	247,136	258	69	37,991	2.1	20,692	8.9%	168,771	259,383	-13.5%	-7.3%	-4.7%
Leawood Pioneer	24,565	10.8%	181,976	284,946	258	95	41,620	1.7	26,317	11.4%	205,387	308,357	-6.7%	-11.4%	-7.6%
Oak Park	18,608	8.2%	136,413	213,118	258	72	28,352	1.5	18,526	8.0%	142,053	218,758	0.4%	-4.0%	-2.6%
Shawnee	12,307	5.4%	93,883	137,480	258	48	27,593	2.2	14,636	6.3%	100,678	144,275	-15.9%	-6.7%	-74.2%
Spring Hill	5,680	2.5%	37,171	56,108	156	36	6,980	1.2	5,513	2.4%	38,678	57,615	3.0%	#REF!	-2.6%
Branch Total	182,069	79.9%	1,340,233	2,058,223	2,760	66	342,349	1.9	188,749	81.6%	1,425,349	2,137,364	-3.5%	-6.0%	-3.7%
<b>SYSTEM TOTAL</b>	<b>228,001</b>	<b>100.0%</b>	<b>1,655,849</b>	<b>2,513,985</b>	<b>3,056</b>	<b>75</b>	<b>427,837</b>	<b>1.9</b>	<b>231,443</b>	<b>100%</b>	<b>1,752,250</b>	<b>2,604,411</b>	<b>-1.5%</b>	<b>-5.5%</b>	<b>-3.5%</b>

	2013	2012
Average Visits per Capita for Current Month:	6.3	6.6
Average Visits per Capita for Year-to-Date:	3.8	4.1
Service Area Population:	431,000	422,500

# Johnson County Library Three-Year Trend in Library Visits



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

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Not present

**FRIENDS OF THE LIBRARY:** Kathy McGinley

**STAFF:** Sean Casserley, Marsha Bennett, Barbara Brand, Monica Duffield, Kim Gile, Mike Heffernan, John Helling, Christine Hiles, Joseph Keehn, Jennifer Mahnken, Susan Mong, Kasey Riley, Matt Sapp, Scott Sime, Scott Stone, Tricia Suellentrop, Jeff Walker, Carolyn Weeks, Ron Zluticky

**GUESTS:** Sandy Wahoff, JCL Foundation board member

Board Chairman Mitra Templin convened the meeting at 4:00 p.m.

**Citizen comments:** There were none.

**BOARD OF DIRECTORS COMMENTS**

Mr. Shortlidge commented that he appreciates the one page data sheets on local trends created by Sean Casserley with assistance from Michaela Scruggs.

Mrs. Hupp thanked Meredith Nelson for her presentation to the Northeast Johnson County Chamber networking council on business seminars and resources available at the library. The members were delighted.

Mrs. Snyder thanked Kasey Riley and the marketing staff for the wonderful publicity the library has received over the past month. Mrs. Snyder also appreciated the email Tricia Suellentrop sent that highlighted great comments from our patrons.

Ms. Templin reminded the board of the Johnson County Library meeting with mayors, commissioners, schools district representatives, Friends and Foundation on the 17<sup>th</sup> of September. The meeting will be held at the Johnson County Sunset building.

## **FRIENDS OF THE LIBRARY**

Kathy McGinley, Vice President of the Friends of the Library, reported that the Friends recently donated \$50,000 to the Johnson County Library, funds to be used at the discretion of the County Librarian. The Friends hope to make another donation before the end of the year.

The Friends will be sponsoring the Foundation's 2013 Pinnacle Awards. Many Friends members and staff will attend on October 17, 2013.

Many Friends members volunteered their time at the Latino Festival held at the Oak Park branch, it was a great experience. This year there were 900 to 1000 people at the event.

The Big Fall book sale will be held November 7<sup>th</sup>-9<sup>th</sup>, with a preview night for Friends members on the evening of the 6<sup>th</sup>. The location will be the Metcalf South mall. The Friends will need more than 250 volunteers to help with the sale. Those interested in volunteering can contact Ron Zluticky, Library Volunteer Coordinator.

The Friends are working on their goals, budget and appointing new board members for 2014.

Book store and online sales have been strong.

A book about the Hindenburg was recently donated, and inside was an original wine list from the airship. The wine list has been appraised at \$200 and is currently listed on eBay.

Top Internet Items sold:

*A World Transformed* by George H.W. Bush - \$150

*Fabricating Houses from Component Parts: How to Build a House for \$6,000* (Published in 1957) – \$139.95

## **JOHNSON COUNTY LIBRARY FOUNDATION**

The Hall Family Foundation gifted us with \$50,000 over the next two years. Angela Andresen Smart, Vice President of the Hall Family Foundation, will attend the board meeting in October.

The grant from the Hall Family Foundation will allow us to reinstate Tutor.com. Johnson County Library was able to provide access to Tutor.com in the past, funded by grants from Sprint and then with assistance from the State Library. Due to economic reasons the program was cut and Johnson County Library has not had it for 3 years.

Susan Mong thanked Fred Logan for assisting with the quick contract turnaround and Barbara Brand for her work coordinating the logistics.

Tutor.com will provide patrons with library services on demand wherever they are and tutoring from a mobile device. It offers one-on-one live help from professional tutors on over 25 academic subjects. It will also provide successful tutoring for common core standards and is available for Spanish speaking patrons.

In response to a question from the board, Ms. Mong explained that the Homework Help program is an in-person program. Tutor.com provides tutoring off-site and through mobile devices.

The service will be promoted through staff and contacts we have with local schools. In addition, the library promotions team and web content team are working on a campaign that will move forward within the next few weeks.

A library card and pin are used for access. There are no age restrictions and there are a number of services for adults, for example, GED, ACT, and career help services.

The Foundation has formed a partnership with the Mt. Holyoke club of Kansas City and will be hosting a lecture and luncheon event on September 21<sup>st</sup>. This will become an annual event.

The invitations for the Pinnacle awards have been sent by mail and email. There was a great article in KC Studio on the Pinnacle winners.

The audit for the Foundation has been completed. Ms. Mong thanked Sean Casserley and Jeff Walker for their assistance in the process.

## **COUNTY LIBRARIAN REPORT**

### **Strategic Plan Update-**

Scott Sime, Technology Training Specialist, provided an update on the strategic plan.

In April and May, we asked for input from the community through two community meetings and MindMixer, an online forum. We also engaged all staff in the process through six staff meetings.

After analyzing the data provided by the community and staff members, the administrative team determined the focus of the strategic plan should be around the portfolio areas of convenience, community and education.

To think through the strategic planning process, the administrative team worked through an exercise of creating a physical representation of the goals to provide a visual representation of what the strategic plan will look like.

In July and September, the JCL All Managers group will be writing and refining the goals for each portfolio area of convenience, community and education. The managers will be

working to write goals that focus on patrons, fulfill brand promise, are sustainable and realistic, are measurable, equitable, timely and exciting and innovative.

We are currently on track to present the strategic plan to the board in November for approval.

**Joint Meeting with SMSD and Mid-Continent Public Library -**

Mr. Casserley reported that the administrative team will be meeting with administrators from the Shawnee Mission School District and the Mid-Continent Public Library on Monday, September 23<sup>rd</sup>. The meeting will focus on leadership and networking. It will be facilitated by Jari Holland Buck, a MARC facilitator.

**Steering committee/Mayors/Superintendents-**

On September 17<sup>th</sup>, the library board and administrative team will meet with Johnson County mayors, superintendents, commissioners, and county agency and department directors. The meeting will be at the county Sunset building and will be on the topic of facilities planning.

A total of 64 invitations were sent and 41 have accepted to date. Joan Frye Williams will facilitate the meeting.

The first meeting with the library steering committee met on September 11<sup>th</sup>. They discussed facility planning and the working assumptions developed by the library board at the board retreat.

**Fact Sheets-**

The one-page fact sheets have been posted to the board portal. Based on feedback from the board retreat, we are working to provide information to the board about the county that is relevant as we begin planning.

Mrs. Snyder commented that the fact sheets illustrate how Johnson County has changed in the last 10 years.

**CONSENT AGENDA**

**MOTION:** Neil Shortlidge moved to approve the consent agenda.

**SECONDED:** Carol Snyder      **MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**Vending Machine –**

John Helling, Associate Director for Systemwide Services, presented a proposal to purchase a book vending machine to be placed at the Mill Creek Activity Center. The vending machine will deliver library service to the area of western Shawnee. We

currently provide story times at the Mill Creek center and would like to provide holds pick-up and circulation services as well.

The vending machine was the best intersection of customer service and convenience of the service options that were compared. The machine holds a thousand items. Holds pick-up will be provided and if there is demand, a browsing collection as well.

The machine is provided by a pre-negotiated state purchasing vendor. The vendor is based out of Texas and the machines are manufactured overseas.

If approved, the machine will be listed as a hold location on the web site as Mill Creek Activity Center.

JCL plans to place another machine at the Monticello site. The plan is to use the machine at Mill Creek first, and if there is demand it can be moved to Monticello. This is part of a bridge plan, until a branch can be built at Monticello.

The machine will be available 24 hours a day. It will be located outside of the building, an awning and benches will be included in the project.

We are working with the Foundation, Park and Recreation and County to brand the machine. There is a possibility of seeking corporate sponsorship of the machine for a donation to the Foundation. The cost to build and ship the machine is \$186,165.

There will be an additional annual fee for on-going maintenance after the first year. The machine will be insured and there will be surveillance cameras in place.

Ms. Robinson asked what the benefit of a machine is over hiring staff to work in the location.

Mr. Helling responded that this option provides optimal customer service. Another consideration was how to match service to the traffic pattern; the site may not have the sustained patron traffic that would merit a full or part-time staff member.

Ms. Templin added that the board has committed to put 2 machines at the Monticello branch; this machine may possibly be moved to that site.

There was discussion that the term vending machine does not accurately describe the machine and although concern was expressed that the public could view the purchase as costly, this is a more cost effective model than a small rental facility that included staffing, monthly fees and a collection.

Thoughtful branding of the machines will be important.

**MOTION** – Neil Shortlidge moved to approve \$186,165 to purchase the D-Tech LendiT library material dispensing system.

**SECOND** – Nancy Hupp

**MOTION CARRIED UNANIMOUSLY**

**Request for Funds Transfer –**

Jeff Walker, Finance Director, presented the plan to fund the Mill Creek automated materials delivery system.

JCL staff has been seeking possible sources of funding for this and other projects within the 2013 operating budget. JCL's Management & Budget Analyst at the county was asked to review the top half of the budget to determine savings JCL could expect before the end of the year. He believes there is \$690,000 in savings from the top half of the budget for the remainder of 2013.

JCL staff is proposing the board approve the transfer of \$490,000 from the top half of the budget (personnel services) to the bottom half of the budget (contractual services and commodities) to fund the projected \$200,000 cost of the Mill Creek project, leave room for any potential cost overruns for the project and fund other miscellaneous projects being considered between now and year end.

By only transferring \$490,000 of the projected savings, we leave \$200,000 of the remaining potential surplus in the personnel lines in case there are unforeseen changes in the budget forecast prior to year end.

This proposal is budget neutral as the funds are being transferred within the Library's operating budget.

We are requesting support for the transfer from the board before we approach the county finance office.

Board counsel, Fred Logan, is supportive of the process of budget reallocation starting with the board approval.

Mr. Walker clarified that "top half" of the budget indicates personnel and "bottom half" is contractual services and commodities.

We are requesting the authority to move money within the budget from one line to another, and will then follow all county procedures.

Clarification was made that nothing is being cut from the budget; the request is for reallocation only. There is a budget surplus in personnel is because there are 8 positions that have not been filled.

**MOTION** – Carol Snyder moved to approve the transfer of \$490,000 from personnel expenses in the top half of the 2013 operating budget to contractual services and commodities in the bottom half of the 2013 operating budget to fund the purchase and installation of an automated book/materials delivery system and Mill Creek and other miscellaneous projects.

**SECOND** – Mitra Templin                      **MOTION CARRIED UNANIMOUSLY**

**Memorandum of Understanding between the Johnson County Library and Johnson County Library Foundation –**

Mr. Casserley presented the MOU between the library and the Foundation for annual review. Nothing in the MOU has changed and a motion need not be made.

Mrs. Hupp asked about the status of the County’s new logo. Mr. Casserley responded that the new logo has not been officially released. It will be brought to the board as soon as it is made public.

**ADJOURNMENT**

**MOTION:** Nancy Hupp moved to adjourn

**SECONDED:** Amy Amos Ruo

**MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 4:52 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Neil Shortlidge

CHAIRMAN \_\_\_\_\_  
Mitra Templin

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

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
August 2013

VENDOR	DESCRIPTION	AMOUNT
ACS	ACS Fire System	\$ 46,897.00
EBSCO	EBSCO database renewal license	\$ 24,000.00
Tutor.com (Funded by JCL Foundation)	Tutor.com	\$ 47,420.00
ACS	HVAC/R planned service	\$ 3,150.00
ACS	Leawood CCTV	\$ 6,426.00
	<b>Total</b>	<b>\$ 127,893.00</b>

SIGNED:

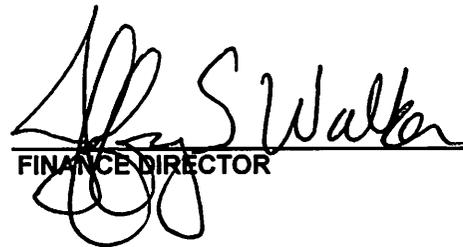


FINANCE DIRECTOR

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS**  
08/01/13

<b>CONTRACTOR</b>	<b>PROJECT/C.O. #</b>	<b>AMOUNT</b>	<b>ORIGINAL CONTRACT</b>	<b>TOTAL CONTRACT</b>
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\_\_\_\_\_  
FINANCE DIRECTOR

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

		Receipts	Payments	Balance
<b>Opening cash balance</b>				<b>\$239,323.60</b>
	Add Receipts	\$264.99		
	Less Payments		\$0.00	
<b>Ending Cash balance</b>				<b>\$239,588.59</b>
	Less Liabilities		\$77,126.00	
<b>Unobligated cash balance</b>				<b>\$162,462.59</b>

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

**TREASURER:** \_\_\_\_\_

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF GIFT FUND RECEIPTS**

01-August-2013 To 30-August-2013

<b>Donor</b>	<b>Description</b>	<b>Comments</b>	<b>Amount</b>
Christian Early Childhood Assn	Gift	Speaker Bradley Debrick	\$200.00
<b>Total</b>			<b>\$200.00</b>

SIGNED:

  
\_\_\_\_\_  
FINANCE DIRECTOR



JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS  
August, 2013

VENDOR	DESCRIPTION	AMOUNT
Melissa Depper	Youth Program	\$ 1,000.00
Comprise Technologies	Software / Hardware	\$ 32,126.00
	TOTAL	<u>\$ 33,126.00</u>

SIGNED:

  
ADMINISTRATIVE MANAGER



# JOHNSON COUNTY LIBRARY REVENUE REPORT

August 2013

75% of Year Lapsed

REVENUE ALL FUNDS AS OF 8/31/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,066,356.28	\$19,276,854	99%	100%
Ad Valorem Delinquent	\$298,818.89	\$416,911	72%	131%
Motor Vehicle	\$1,022,487.50	\$2,004,318	51%	90%
Library Generated - Copying/Printing	\$61,953.24	\$85,000	73%	80%
Library Generated - Overdues / Fees	\$455,281.26	\$750,000	61%	62%
Sale of Library Books	\$50,000.00	\$50,000	100%	75%
Misc Other	\$8,465.28	\$25,890	33%	42%
Library Generated - Other Charges	\$58,850.75	\$271,500	22%	19%
Investment	\$36,588.54	\$79,673	46%	36%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	233%
Recreational Vehicle Tax	\$2,907.91	\$8,754	33%	63%
Heavy Trucks Tax	\$9,041.85	\$8,695	104%	106%
Rental Excise Tax	\$12,430.55	\$22,200	56%	108%
State and Federal Grants	\$1,875.00	\$230,000	1%	96%
Transfers	\$0.00	\$0	0%	0%
<b>TOTAL REVENUE</b>	<b>\$21,085,057.05</b>	<b>\$23,635,773</b>	<b>89%</b>	<b>105%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**8/30/2013**  
**67% of Year Lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2013 Year to Date</b>	<b>2013 Budget</b>	<b>% Program Expended</b>	<b>% Expended Last Year</b>
Collection Development	\$2,120,397	\$3,222,372	66%	68%
Administrative Services	\$1,258,886	\$2,131,640	59%	65%
Branch Services	\$2,502,761	\$3,705,665	68%	72%
Technical Services	\$447,225	\$808,812	55%	61%
Systemwide Services	\$1,904,956	\$2,970,642	64%	62%
Central	\$2,515,813	\$3,956,189	64%	66%
Facilities	\$1,367,482	\$1,639,012	83%	63%
Information Technology	\$1,391,340	\$2,021,685	69%	72%
Risk Management Charges	\$71,299	\$95,065	75%	50%
Library General Tax Increment	\$0	\$124,178	0%	0%
Grants *	\$4,629	\$230,000	2%	74%
Transfer to Capital Projects	\$0	\$411,250	0%	100%
Interfund Transfers	\$0	\$0	0%	0%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$13,584,786</b>	<b>\$21,316,510</b>	<b>64%</b>	<b>67%</b>
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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**

	<b>\$2,013 Year to Date</b>	<b>2013 Budget</b>	<b>% Budget Expended</b>	<b>% Expended Last Year</b>
Contractual Services (General Maintenance)	\$20,673	\$16,304	127%	0%
Commodities (Capital Equipment)	\$69,782	\$192,564	36%	0%
Transfer to Debt Payment	\$1,510,417	\$1,535,582	98%	99%
Transfer to Capital Projects	\$140,000	\$140,000	100%	0%
PBC Debt Payment (Library Building Tax Increment)	\$435,813	\$434,813	100%	0%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$2,176,684</b>	<b>\$2,319,263</b>	<b>94%</b>	<b>71%</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$15,761,470</b>	<b>\$23,635,773</b>	<b>67%</b>	<b>49%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**August 2013**  
**67% of Year Lapsed**

**ALL FUNDS**

**(OPERATING & SPECIAL USE)**

<b>Categories</b>	<b>2013 Year to Date</b>	<b>2013 Budget</b>	<b>% Categories Expended</b>	<b>% Expended Last Year</b>
Salaries and Benefits	\$8,730,947	\$13,868,681	63%	57%
Contractual Services	\$2,270,972	\$2,748,145	83%	72%
Supplies	\$2,092,503	\$3,847,083	54%	50%
Capital - Operating	\$0	\$8,412	0%	95%
Risk Management Charges	\$71,299	\$95,065	75%	50%
Library General Tax Increment	\$0	\$124,178	0%	0%
Capital / Maintenance / Repair	\$93,641	\$192,564	49%	87%
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	\$4,629	\$230,000	2%	55%

<b>TOTAL EXPENDITURES</b>	<b>\$15,761,470</b>	<b>\$23,635,773</b>	<b>67%</b>	<b>63%</b>
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**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>						
<b>Expenditures through 8/31/13</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>	<b>Grant Award</b>	
6X6 Activity Kits	State	Sep-12	Dec-13	\$607.24	\$5,000.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$8,353.40	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
<b>TOTAL</b>				<b>\$8,960.64</b>	<b>\$22,500.00</b>	

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

## JOHNSON COUNTY LIBRARY

## EXPENDITURE REPORT

AUGUST 2013

## Deferred Maintenance Account

REVENUE	TO DATE	BUDGET
2008 Operating Fund Transfer	\$520,000	\$520,000
2010 Special Use Fund Transfer	\$551,250	\$551,250
<b>Total Revenue</b>	<b>\$1,071,250</b>	<b>\$1,071,250</b>
		<b>BUDGET</b>
EXPENDITURES	TO DATE	REMAINING
<b>Prior Years Total</b>	<b>\$987,497.62</b>	<b>\$83,752.38</b>
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	\$950.00	
Replace Drive - LA	\$5,850.00	
Furnishings/Electrical-LE	\$5,930.64	
Patch & Paint-LE	\$450.00	
SE Book Drop	\$7,500.00	
CRL -Electric Upgrade	\$3,562.50	
SE-Door Controls	\$11,977.00	
<b>2013 Expenditures</b>	<b>\$81,307.53</b>	
<b>Sub-Total 2013 Expenditures</b>	<b>\$81,307.53</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$1,068,805.15</b>	<b>\$2,444.85</b>

## Monticello Land Acquisition

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

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
<b>TOTAL EXPENDITURES</b>	<b>\$772,693.64</b>	<b>\$37,306.36</b>

**Scheduled Replacement Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
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
<b>Total Revenue</b>	<b>\$1,554,359</b>	<b>\$1,554,359</b>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>REMAINING</b>
Concrete Work - Antioch	\$28,900.00	
Concrete Work - Blue Valley	\$43,800.00	
Furnishings and Equipment	\$118,568.34	
Vehicle Replacement	\$64,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting Lights & Improvements - CRL	\$92,926.00	
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	
Window Replacement - CRL	\$21,924.24	
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 & R	\$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 Control Cabinet - CRL	\$21,032.00	
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	
Security System Improvement - Lackman	\$898.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades/Furnishings - Lackman	\$11,817.16	
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	
<b>TOTAL EXPENDITURES</b>	<b>\$1,144,839.63</b>	<b>\$409,519.37</b>

# Expenditure of Friends of the JCL Donations 2013

## AUGUST 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>August</i>	<i>AUGUST YTD</i>
Volunteer Recognition		0.00	3,160.00
Advertising/Promotion		750.00	3,868.60
Collection Materials		0.00	7,000.00
Professional Development/Staff Recognition		8,289.93	12,778.09
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		1,464.86	8,004.19
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
Miscellaneous		0.00	4,249.98
<b>Total Expenditures</b>		<b>\$ 12,106.81</b>	<b>\$ 60,602.78</b>

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**October 10, 2013**

**AGENDA ITEM:** VI.A. Consideration of Renewal of the Agreement with Overland Park Community Garden, Inc. for a Community Garden at Oak Park Neighborhood Library

**ISSUE FOR BOARD DETERMINATION:**

Whether to approve renewal of the agreement with Overland Park Community Garden, Inc. for the community garden on the west lawn of the Oak Park Neighborhood Library, 9500 Bluejacket, and Overland Park.

**DISCUSSION:**

The community garden at Oak Park Neighborhood Library has been in operation since spring of 2011, and the current agreement will expire March 31, 2014. The garden is managed by Overland Park Community Garden, Inc. (OPCG), which is a nonprofit established to bring the concept of community organic gardening to Overland Park. The organization operates and manages the overall garden, tool shed and compost area. Produce grown by gardeners is for their use. Individual garden spots may be rented by residents of Overland Park in compliance with City, OP Community Garden, Inc. and library rules and procedures. The site remains 100 feet by 50 feet.

Gardeners rent individual plots and are required to practice organic gardening techniques that prohibit the use of pesticides, insecticides or synthetic fertilizers. A modest compost bin is provided and managed by the OPCG team and is to be used only for plant materials removed from the garden. A tool shed of approximately 200 square feet has been erected to store common manual garden tools and is secured with a pad lock. Each authorized gardener has access to the tool shed.

Gardeners use the library parking lot. Typically gardeners spend on average an hour per visit. Many gardeners may walk or ride bicycles to the garden. There have been no parking issues reported.

**REVIEW BY BOARD COUNSEL:**

Counsel has reviewed this agreement.

**BUDGET IMPACT:**

This request is budget neutral since the water costs are the responsibility of OPCG.

**RECOMMENDATION:**

That the Johnson County Library Board of Directors 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 April 1, 2014 to March 31, 2015.

**PERSON(S) RESPONSIBLE:**

Sean Casserley  
John Helling

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**LAND USE AGREEMENT**  
**TO CREATE A COMMUNITY GARDEN**

THIS AGREEMENT (the Agreement) is made this 10<sup>th</sup> day of November, 2013 by and between the Board of Directors of the Johnson County Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG), to authorize OPCG to use a site to be designated by the property owner at the Oak Park branch facility at 9500 Bluejacket, Overland Park, Kansas (the Site) as a community gardening project.

1.0 Term. The property owner authorizes OPCG to operate a community garden at the Site designated by the property owner for a term of one year beginning April 1, 2014, and ending March 31, 2015. The County Librarian and OPCG will agree in writing to the procedures to be utilized in the OPCG's use of the Site. This Agreement may be renewed or re-negotiated with the approval of both the property owner and the OPCG at the end of the term.

2.0 Indemnification and insurance. The OPCG agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the OPCG and from any and all actions or causes of action arising from the community garden's occupation or use of the Site. Property owner's obligation shall be limited to the extent permitted by law and is subject to the maximum liability and immunity provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq). OPCG shall maintain insurance in the amount of \$1,000,000 for general liability and shall name the Board of Directors of the Johnson County Library and the Board of County Commissioners, Johnson County, Kansas as additional insureds on the policy.

3.0 Maintenance of Site. OPCG will keep the Site in a neat appearance year round. OPCG will be financially responsible for its water usage. The property owner will continue to pay all real estate taxes on the property and mow the lawn outside the Site.

4.0 Notice of termination, other changes in status. Either party may terminate this Agreement on 60 days prior written notice. The property owner agrees to give the OPCG prior written notice of changes in land ownership, development, or use at least 60 days prior to the change in status.

5.0 Expiration of term; termination of Agreement. Upon expiration of the term of this Agreement or other termination of this Agreement, OPCG will remove any property items provided by the OPCG unless the library requests for the items to remain. OPCG will restore the Site back to grass unless the library requests for it to be left as-is.

6.0 Governing law. Kansas law shall govern the terms of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Land Use Agreement the day and year first above written.

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

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Mitra Templin  
Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

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Bev Jaderborg  
President

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**October 10, 2013**

**AGENDA ITEM:** VI. B. Consideration of Reaffirmation of ARM 20-10-11, Holiday Closings, and Approval of 2014 Holiday Closings Pursuant to the ARM

**ISSUE FOR BOARD DETERMINATION:** Whether or not to reaffirm ARM 20-10-11, Holiday Closings and approve the proposed 2014 holiday closings

**DISCUSSION:**

The Library Board policy for holiday closings closely follows the official Johnson County holiday schedule. The few exceptions reflect the fact that the Library is open more evening and weekend hours than most County departments. Staff requests reaffirmation of ARM 20-10-11 and approval of the 2014 holiday closings as presented.

**BUDGET IMPACT:**

None

**REVIEW BY BOARD COUNSEL:**

NA

**RECOMMENDATION:**

That the Library Board of Directors reaffirms ARM 20-10-11, Holiday Closings and approves the proposed 2014 holiday closings pursuant to the ARM.

**PERSON(S) RESPONSIBLE:**

Sean Casserley

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**ADMINISTRATIVE REGULATIONS Document Number ARM 20-10-11**

Tab: Patron Services  
Section: General Patron Services  
Subject: HOLIDAY CLOSINGS

**SUMMARY**

This document describes the policy of the Library Board in closing the library in observance of holidays.

**Effective Date:**

Reviewed: October 11, 2012

**POLICY**

Regulation Purpose a. It is the policy of the Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

Closing on Adjacent Days b. JCL will close on Easter Sunday and on Sundays occurring the day before BOCC-designated holidays that apply to the JCL, with the exception of Martin Luther King Holiday. However, if a contiguous Monday and Tuesday are BOCC-designated holidays, the JCL will keep regular hours on the Sunday immediately before. If Independence Day, Christmas, or New Year's Day fall on Saturday or Sunday, the JCL will be closed on the day of the holiday and the day of any BOCC-designated observance that applies to the JCL.

Early Closings c. The JCL will close at 5:00 p.m. on July 3, December 24, and December 31, if the date falls on Monday, Tuesday, Wednesday, Thursday, or Friday. If July 3, December 24, or December 31 are designated holidays by the BOCC, the JCL will keep regular hours on July 2, December 23, and December 30.

Thanksgiving d. Thanksgiving Day and the Friday following are designated official County holidays. The library will close at 5:00 p.m. on the Wednesday preceding Thanksgiving and reopen on Saturday morning.

Other Deviations e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on

the day before other BOCC-designated holidays that apply to the JCL.

October 11,  
2012

**ARM 20-10-11 End**

## 2014 JCL Holiday Schedule

There are 10 fixed holidays in 2014 (shown in bold lettering) that are observed by Johnson County Government and are paid holidays for regular full-time and part-time benefitted staff. Regular full-time staff (40 hours) and part-time partial plus (30 + hours) will also have 2 additional personal holidays, which must be used by December 20, 2014.

<b>Wednesday, January 1, 2014</b>	<b>New Year's Day</b>	<b>Library Closed</b>
<b>Monday, January 20, 2014</b>	<b>Martin Luther King, Jr. Day</b>	<b>Library Closed</b>
Sunday, April 20, 2014	Easter	Library Closed
Sunday, May 25, 2014		Library Closed
<b>Monday, May 26, 2014</b>	<b>Memorial Day</b>	<b>Library Closed</b>
Thursday, July 3, 2014		Library closes at 5:00 p.m.
<b>Friday, July 4, 2013</b>	<b>Independence Day</b>	<b>Library Closed</b>
Sunday, August 31, 2014		Library Closed
<b>Monday, September 1, 2014</b>	<b>Labor Day</b>	<b>Library Closed</b>
<b>Tuesday, November 11, 2014</b>	<b>Veterans' Day</b>	<b>Library Closed</b>
Wednesday, November 26, 2014		Library closes at 5:00 p.m.
<b>Thursday, November 27, 2014</b>	<b>Thanksgiving Day</b>	<b>Library Closed</b>
<b>Friday, November 28, 2014</b>	<b>Day after Thanksgiving</b>	<b>Library Closed</b>
Wednesday, December 24, 2014		Library closes at 5:00 p.m.
<b>Thursday, December 25, 2014</b>	<b>Christmas Day</b>	<b>Library Closed</b>
<b>Friday, December 26, 2014</b>	<b>Day after Christmas</b>	<b>Library Closed</b>
Wednesday, December 31, 2014	New Year's Eve	Library closes at 5:00 p.m.

Johnson County Library  
Board of Directors  
Calendar of Events  
OCTOBER 2013

September 1 – November 30	Happy 75 <sup>th</sup> Birthday, Caldecott Medal!
September 1 – December 2	elementia – Call for Submissions
October 1, 2013	Build Meaningful Relationships: The Coffee Lunch Approach, led by Alana Muller, President of Kauffman Fast Trac Central Resource Library
October 5, 2013	Kansas Brewers and Breweries, Corinth
October 5, 2013	Animal and Human Partnerships Learn about animals that serve, assist and befriend us. Blue Valley
October 10, 2013	Library Board meeting Central Resource Library
October 11, 2013	Author Visit Eric Litwin, author of <i>Pete the Cat</i> shares songs and stories. Antioch
October 11, 2013	Superhero Party Find new superhero stories and enjoy hero games, super snacks and crafts. Lackman
October 12, 2013	NaNoWriMo Kickoff, Central Resource Library
October 12, 2013	Author Visit Niki Svenson, author of <i>Mime for Michael</i> , De Soto
October 17, 2013	Johnson County Library Foundation Pinnacle Awards Reception and Silent Auction
October 26, 2013	Storyteller event Priscilla Howe shares her favorite Halloween stories and songs. De Soto
November 7-9, 2013	JCL Friends Big Fall Book Sale, Metcalf South