

JOHNSON COUNTY LIBRARY

BOARD REPORT

NOVEMBER 14, 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

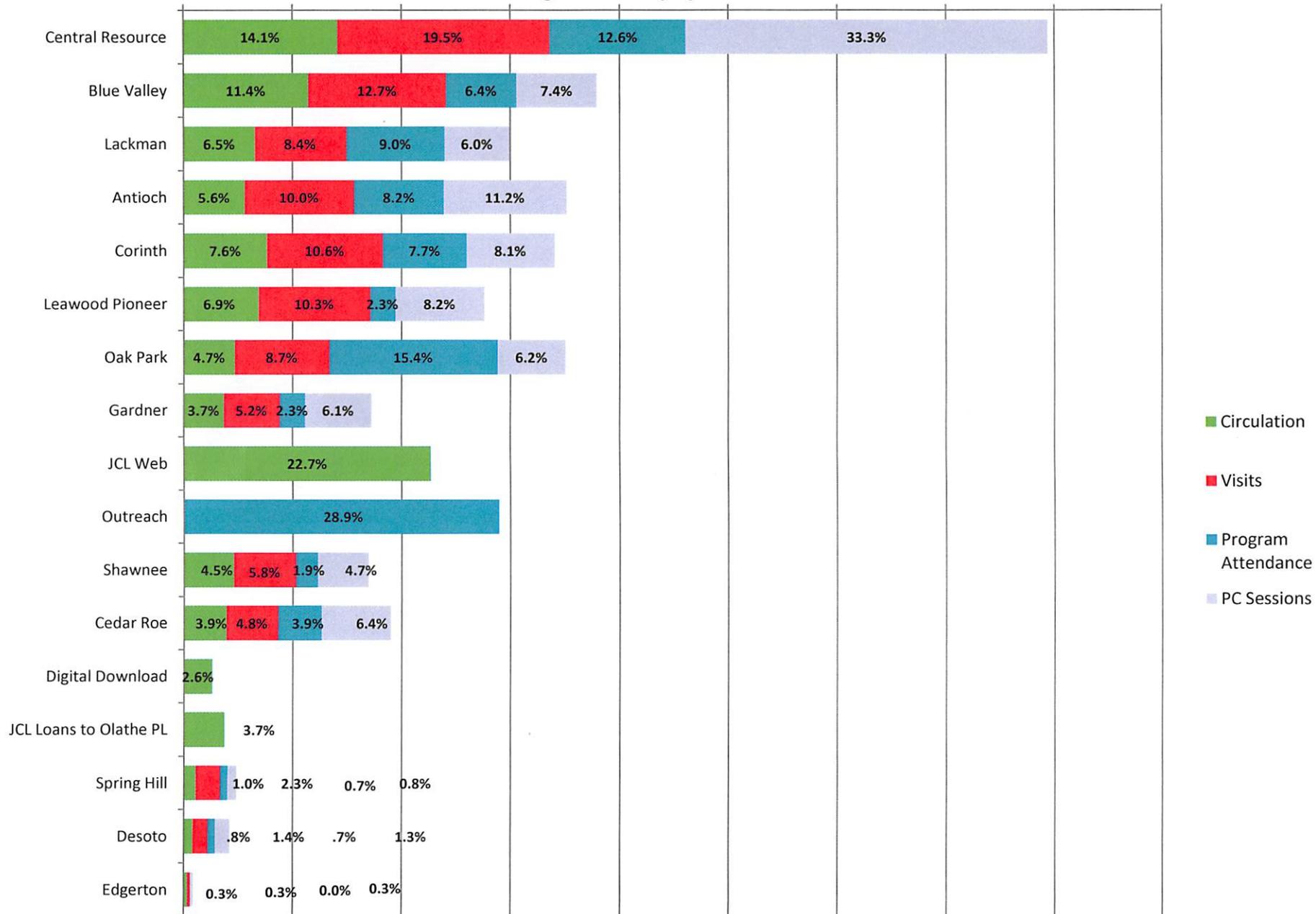
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 14, 2013
CENTRAL RESOURCE LIBRARY
4:00 P.M.

- 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
 - 1. Dennis Siefers, Vice President, PNC Real Estate
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. County Librarian Report – Sean Casserley, County Librarian
 - 1. Strategic Plan Draft.....29
 - 2. SFMP Update – Timeline and Process
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of October 10, 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 September, 2013 were handled in accordance with library and County policy.
 - b) The September, 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. Document Signing

VII. Adjournment

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



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

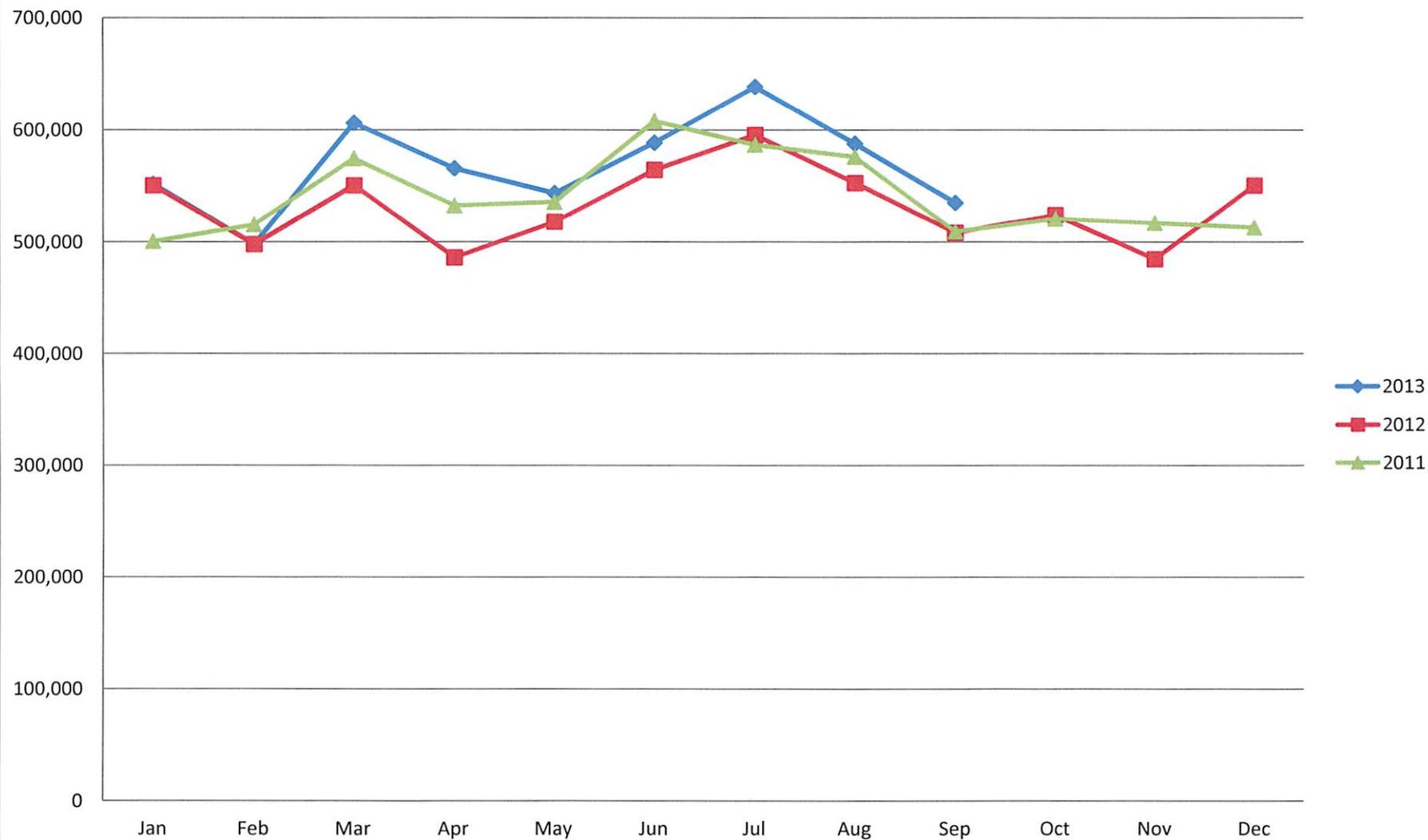
September 2013

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	Month	Yr-to-Dt	Previous 12 mos.	
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	29,858	5.6%	287,684	378,683	30,826	6.1%	280,284	377,351	-3.1%	2.6%	0.4%
Blue Valley	61,171	11.4%	607,414	789,837	60,789	12.0%	588,217	772,251	0.6%	3.3%	2.3%
Cedar Roe	20,649	3.9%	178,667	233,614	18,691	3.7%	175,697	237,642	10.5%	1.7%	-1.7%
Central Resource	75,374	14.1%	703,363	931,039	72,352	14.2%	672,263	909,990	4.2%	4.6%	2.3%
Corinth	40,774	7.6%	405,292	522,160	42,170	8.3%	386,013	484,304	-3.3%	5.0%	7.8%
Desoto	4,234	0.8%	39,034	51,734	3,865	0.8%	40,744	54,830	9.5%	-4.2%	-5.6%
Edgerton	1,568	0.3%	12,748	16,423	1,531	0.3%	13,069	17,070	2.4%	-2.5%	-3.8%
Gardner	19,492	3.6%	187,610	248,189	19,518	3.8%	189,537	246,153	-0.1%	-1.0%	0.8%
Lackman	34,942	6.5%	339,582	443,959	34,793	6.8%	340,558	452,811	0.4%	-0.3%	-2.0%
Leawood Pioneer	36,665	6.9%	358,269	469,812	37,915	7.5%	368,641	486,846	-3.3%	-2.8%	-3.5%
Oak Park	24,925	4.7%	241,243	322,076	25,017	4.9%	244,084	325,022	-0.4%	-1.2%	-0.9%
Shawnee	24,297	4.5%	229,647	300,863	22,801	4.5%	228,276	298,821	6.6%	0.6%	0.7%
Spring Hill	5,566	1.0%	55,258	71,346	5,490	1.1%	51,953	66,979	1.4%	6.4%	6.5%
JCL Web Renewals	121,146	22.6%	1,159,778	1,522,022	113,359	22.3%	1,052,622	1,384,342	6.9%	10.2%	9.9%
Digital Downloads	14,447	2.7%	90,950	90,950	0	0.0%	0	0	0.0%	0.0%	0.0%
JCL Loans to Olathe PL	19,940	3.7%	188,611	252,302	19,269	3.8%	192,777	261,344	3.5%	-2.2%	-3.5%
JCL Branch Total	304,141	56.8%	2,942,448	3,848,696	303,406	60%	2,907,073	3,820,080	0.2%	1.2%	0.7%
JCL Branches and Central	379,515	70.9%	3,645,811	4,779,735	375,758	74%	3,579,336	4,730,070	1.0%	1.9%	1.0%
JCL SYSTEM TOTAL	535,048	100.0%	5,085,150	6,645,009	508,386	100%	4,824,735	6,375,756	5.2%	5.4%	4.2%

Average Circulation per Capita		
	2013	2012
Current Month	14.9	14.5
Year-to-Date	15.7	15.3
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



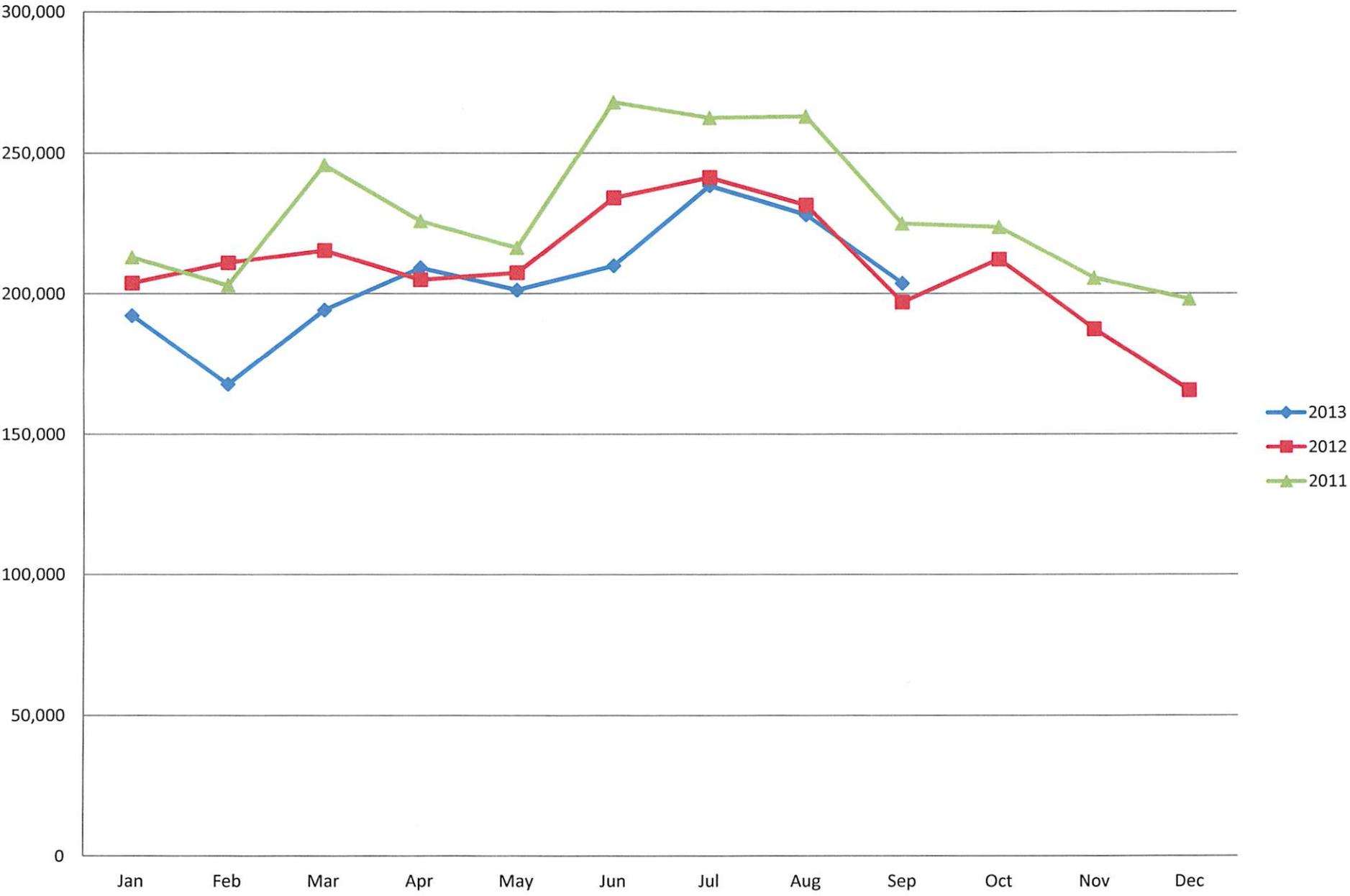
Johnson County Library
USER VISITS

September 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	20,479	10.1%	184,047	242,330	256	80	29,858	1.5	19,222	9.8%	189,201	247,484	6.5%	-2.7%	-2.1%
Blue Valley	25,821	12.7%	240,919	312,172	256	101	61,171	2.4	23,569	12.0%	243,674	314,927	9.6%	-1.1%	-0.9%
Cedar Roe	9,755	4.8%	82,362	113,947	224	44	20,649	2.1	8,242	4.2%	83,008	114,593	18.4%	-0.8%	-0.6%
Central Resource	39,736	19.5%	355,353	457,043	276	144	75,374	1.9	38,742	19.7%	365,643	467,334	2.6%	-2.8%	-2.2%
Corinth	21,699	10.7%	201,119	273,078	256	85	40,774	1.9	20,187	10.2%	199,964	271,923	7.5%	0.6%	0.4%
DeSoto	2,895	1.4%	26,582	35,225	140	21	4,234	1.5	2,488	1.3%	24,715	33,357	16.4%	7.6%	5.6%
Edgerton	597	0.3%	5,648	7,197	100	6	1,568	2.6	423	0.2%	6,200	7,749	41.2%	-8.9%	-7.1%
Gardner	10,540	5.2%	91,352	124,874	240	44	19,492	1.8	10,617	5.4%	107,770	141,291	-0.7%	-15.2%	-11.6%
Lackman	17,097	8.4%	173,621	240,683	240	71	34,942	2.0	17,568	8.9%	186,339	253,401	-2.7%	-6.8%	-5.0%
Leawood Pioneer	20,894	10.3%	202,870	280,264	240	87	36,665	1.8	22,727	11.5%	228,113	305,507	-8.1%	-11.1%	-8.3%
Oak Park	17,712	8.7%	154,125	213,918	240	74	24,925	1.4	16,936	8.6%	158,989	218,782	4.6%	-3.1%	-2.2%
Shawnee	11,735	5.8%	105,617	137,191	232	51	24,297	2.1	11,884	6.0%	112,561	144,135	-1.3%	-6.2%	-4.8%
Spring Hill	4,696	2.3%	41,867	54,812	140	34	5,566	1.2	4,359	2.2%	43,038	55,982	7.7%	-2.7%	-2.1%
Branch Total	163,921	80.5%	1,510,129	2,035,691	2,564	64	304,141	1.9	158,221	80.3%	1,583,571	2,109,133	3.6%	-4.6%	-3.5%
SYSTEM TOTAL	203,658	100.0%	1,865,482	2,492,735	2,840	72	379,515	1.9	196,963	100%	1,949,215	2,576,467	3.4%	-4.3%	-3.2%

	2013	2012
Average Visits per Capita for Current Month:	5.7	5.6
Average Visits per Capita for Year-to- Date:	4.3	4.6
Service Area Population:	431,000	422,500

Johnson County Library Three-Year Trend in Library Visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
October 10, 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, Logan Logan & Watson, L.C.

BOCC: Not present

FRIENDS OF THE LIBRARY: Gloria Snowden

STAFF: Dean Allman, Michelle Beesley, Marsha Bennett, Barbara Brand, Sean Casserley, Barb Grigsby, Hope Harms, Christine Hiles, Jennifer Mahnken, Kate McNair, Kasey Riley, Matt Sapp, Kari Sime, Tricia Suellentrop, Jeff Walker, Adam Wathen, Carolyn Weeks, Magali Vallazza, Ron Zluticky

GUESTS: Alexis Combs, Bev Jaderborg, Angela Smart, Bailee McCracken, Essence Crain

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

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Pam Robinson commended Sean Casserley and the library staff for the Strategic Facilities Planning meeting.

Neil Shortlidge reminded the Board that the Foundation Pinnacle awards are Thursday night.

Nancy Hupp agreed with the comments made by Ms. Robinson and Mr. Shortlidge.

FRIENDS OF THE LIBRARY

Gloria Snowden, reported for the Friends.

Kathy McGinley and Dave White represented the Friends Board at the September 17th facilities planning meeting.

The Friends will attend the Foundation Pinnacle Award dinner next week.

Sales through the first three quarters for the book stores and Internet sales are overall a bit above plan, due to Internet sales leading the way.

The BIG Fall Book Sale at Metcalf South will be November 7th through 8th. Preview night for Friends members is Wednesday, November 6th.

The officer slate is ready for election at the Annual Meeting on November 12th. They are:

President -- Kathy McGinley
Vice President -- Lindsay Mohn
Secretary – LaVerris Steadham
Treasurer – Koji Watanabe

The Friends are in good shape for committee chairs and members for 2 of 3 working committees and hope to have the 3rd committee members and chairperson resolved by the Annual Meeting next month.

Three Board members will be leaving at the end of the year. Vickie Trott, Courtney Schmidt, and Mike Dark will be missed. Special recognition should be made for Vickie Trott, past president of the Friends Board and a willing and very able contributor in so many ways to numerous aspects of our Board's operation across her many years of service.

The Friends have finalized and voted on goals for 2014. They are:

- Develop an advocacy plan and establish a communications network to be implemented when critical issues arise related to the Johnson County Library.
- Work with Johnson County Library to identify and establish additional book selling opportunities.
- Develop a contingency plan should Metcalf South no longer be available for future large book sales.
- Conduct analyses on cost v. income and long term financial viability.
- Develop and execute a plan to involve and engage Friends members in committees, to establish strong committee leadership and to recruit Friends Board members.

A preliminary budget for 2014 was presented and the numbers overall are similar to the 2013 numbers.

Senior Fest will be held on Thursday October 24th at the Ritz Charles hotel, and the Friends will be manning a booth to promote the BIG Fall Sale.

October 20th-26th is "National Friends of the Library" week. Friends Board members will be visiting all 13 branches during that week to drop off goodies in appreciation of all the hard work that Library staff do throughout the year.

Top Internet Items sold in September:

- A set of 9 copies of Oppositions (an architectural magazine) \$400.00
- Jewish Roots in Ukraine and Moldova: Pages from the Past and Archival Inventories \$250.00
- The Hamlet by William Faulkner (audiobook) \$85.00

International orders went to Australia, Israel, Ireland, Canada (3), Hong Kong and Argentina.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Executive Director of the Foundation provided bookmarks to the Board as a reminder of the Pinnacle Award winners.

Ms. Mong introduced Angela Andreson Smart, Vice President of the Hall Family Foundation. The grant received by the Hall Family Foundation will allow JCL to provide patrons access to Tutor.com.

Ms. Andreson Smart is a patron of the Corinth branch, and stated she found working on the grant for Johnson County Library rewarding. Johnson County Library has 6.5 million check-outs a year, reinforcing the need for a healthy library system.

The library meets the needs for the changing demographics in Johnson County. The Hall Family Foundation has studied the topic of the suburbanization of poverty and follows the growth rate of poverty. On behalf of the Hall Family Foundation, Ms. Andresen Smart thanked Johnson County Library for meeting the needs of the community and the changing population.

Sean Casserley thanked Ms. Andreson Smart and the Hall Family Foundation for their support.

Ms. Mong reported that \$42,500 has been received in tickets and sponsorships for the Pinnacle awards, which is a gain on the amount made last year. The total is expected to rise with the silent auction at the event.

Mona Carmack, former County Librarian will be attending the Pinnacle Awards. Five County Commissioners and representatives of the County Manager's Office will also be in attendance.

The Mt. Holyoke reception and program was well received. This is a new partnership between Johnson County Library and the Mt. Holyoke Club of Kansas City. Over 16 donors attended the luncheon.

The Foundation has established an honorary Board. The honorary Board will not meet on a regular basis and will focus on serving an advocacy role.

Members include:

Joan Cabell

Mona Carmack

Dale Curtin

Enid Dickson

Cynthia Enright

Josephine Foote

Kristin Hansen

Dr. Norge Jerome

Suzanne Koontz

Asher Langworthy

Donna Lauffer

Fred Logan

Kay Martin
Penny Moeller
Cindy Reynolds
Marcia Rinehart

The Foundation is working to identify a sponsor for the automated book dispenser that will be placed at the Mill Creek Activity Center.

COUNTY LIBRARIAN REPORT

Library website redesign update –

Michelle Beesley, Web Content Manager, presented on the new library website design.

This is the first update to the backend of the website since 2007. One of the primary goals is to produce a mobile friendly site; within the last 6 months over 300 different mobile devices have visited the site.

The web content team has developed a user experience guide that conceptualizes the site as a place where patrons can explore, grow and dare to be different. Guiding principles include a bright and inviting look and feel and a focus on the rich eContent collection.

Ms. Beesley provided an overview of the new beta site, including the ‘About Us’ area that tells the story of Johnson County library.

Mr. Casserley added that the technology is adaptive and will change depending on the device used to access the site. The updated website will provide a consistent look and feel across the platform.

In response from a question from the Board, Ms. Beesley clarified that the new site will not replace the application. The catalog will also remain the same.

Latino Fest –

Branch Manager, Maggie Vallazza reported on Latino Fest held on September 7th. Over 900 people attended Latino Fest. Ms. Vallazza shared some of the wonderful comments received by patrons, including: “Thank you for this fabulous program.”, “This is the only activity in the community that allows my children to learn about my culture.”, and “I cried when I saw the children dancing to Mexican music.”.

The Festival featured many different presentations including a magic show, Mexican Folk dancers, an Argentinian singer, and dance presentations representing Equador, Argentina and Columbia. Patrons were given a quiz that they could complete by visiting the tables that provided information on Latin American countries.

Children’s activities included making Mexican crafts, sugar skulls and hitting a piñata.

Ms. Vallazza thanked the Board and library administration for their support.

Board Chair Mitra Templin expressed awe at the extent of the program and thanked Ms. Vallazza and staff for the hard work.

Incarcerated Services Program –

Young Adult librarian, Kate McNair, provided a presentation to the Board on the services JCL provides to the incarcerated in Johnson County.

Programs include CARE (Court Assisted Reading Encouragement) that provides bookshelves & books in the courtroom for children, Changing Lives through Literature, a book group for teens on probation, and Read to Succeed, a facilitated book discussion at the Juvenile Detention Center (JDC). Other services include deposit collections and programs at the Adult Residential Center. Primary funding for the programs comes from support from the Foundation, an ATF Grant and a grant from the Hall Family Foundation. Ms. McNair shared that working with the kids in the detention center is one of the most rewarding parts of her job.

Ms. McNair shared a story of recently leading a book discussion at the JDC early in the morning. One member of the group was struggling to stay awake and eventually explained that he had stayed awake until 2:00 a.m. because he couldn't put down his book. Lights out in the detention center is at 10:00 p.m., the teen stood by the small window of his door to read by the light in the hall all night. It is powerful to be part of their lives.

In response to several questions, Ms. McNair explained that teens in the Juvenile Detention Center can check out any item as long as they are not a security risk. The Juvenile Correction Officers are great at working with us and helping the teens get what they need.

Mr. Casserley discussed a new partnership with Johnson County Parks and Recreation at Antioch Park. The new program is a Story Walk, where park goers can walk around the play area and interact with a 6by6 book.

Affordable Care Act –

Mr. Casserley reported on the Library's position on the Affordable Care Act. The Library is a neutral place where we provide people with information.

CONSENT AGENDA

MOTION: Nancy Hupp moved to approve the consent agenda.

SECONDED: Emmanuel Obi **MOTION CARRIED UNANIMOUSLY**

Update on the Strategic Plan & Strategic Facilities Master Plan -

Sean reported that progress is being made with the new strategic plan. The All Managers group has written 150 goals under the portfolio areas of education, convenience and community. A smaller committee is working on narrowing down and refining the goals to 10.

The strategic plan will be brought to the Board in November.

JCL held a Strategic Facilities Master Planning meeting on September 17th. Joan Frye Williams facilitated the conversation with Mayors, Commissioners, Board members and School District representatives about the needs of the community.

There have been two follow up meetings with the steering committee and administrative staff to discuss attributes of a transactional library. Meetings are also scheduled on the topics of attributes of a destination library and criteria for locations.

The two groups will meet to develop a master list of criteria for library locations and develop a recommendation of where libraries should be located in the county. The goal is to share the plan with the Board by December.

In response to a question from the Board, Mr. Casserley clarified that the role of the Board will be to examine the new SFMP and provide feedback. Ultimately, the final SFMP recommendation will be presented from the Library Board to the Board of County Commissioners.

The Board will be prepared with information from the steering committee before the presentation.

The Board expressed concern that the December timeline may be too tight if they would like to make changes to the SFMP. Mr. Casserley stated that a rough recommendation could be ready by November.

NEW BUSINESS

Overland Park Community Garden MOU renewal –

Bev Jaderborg with the Overland Park Community Garden reported that the garden at Oak Park Library has had an excellent year. 60% of the gardeners returned this year, and there is a strong draw of gardeners from the neighborhoods near the library. The plots are grown for individual use, although an abundance of peppers and tomatoes have been donated to local food pantries. The garden is also a habitat for the Monarch butterfly.

There have been two incidents of vandalism, a hose was stolen and a structure that holds the hose was damaged. A quarter of the plots were also damaged.

Overall it has been a successful year. Ms. Jaderborg thanked the Board and JCL for allowing the garden to be on library property.

In response to questions from the Board, Ms. Jaderborg noted that the garden is not lit at night. There is some residual light from the parking lot. There has been discussed of purchasing a solar paneled light.

MOTION: Neil Shortlidge moved to renew the Overland Park Community Garden MOU

SECONDED: Carol Snyder

MOTION CARRIED UNANIMOUSLY

Holiday Schedule approval –

Sean Casserley presented ARM 20-10-11 that guides holiday closings and the 2014 JCL holiday schedule to the Board for their approval.

MOTION: Amy Amos Ruo moved to approve the 2014 holiday schedule and reaffirmed ARM 20-10-11.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

Fiber Update discussion –

Paul Haugan, Chief Information Officer of Johnson County, presented the Board with an introduction to a proposal to join a consortium of groups to financially back a plan to extend fiber throughout Johnson County.

Mr. Haugan explained that the county is not currently invested in the network infrastructure. Most of the network is run on fiber that belongs to the cities, and large portions of the county are not served by the network. The Johnson County fiber master plan is to extend the network into places and facilities without services, one of those groups is the library.

The project is in 4 phases, the first phase is the southwest part of the county which would reach the Gardner & Edgerton branches.

DTI is trying to build a consortium of groups to financially back the project. DTI has asked if JCL will support the project.

The consortium is composed of County Organizations, including the Sheriff's Department, Park and Recreation and DTI. They are also in discussions with the City of Gardner, City of Edgerton, Shawnee Mission School District, Blue Valley School District, and Johnson County Community College.

Each entity would have access to the fiber through their own fiber in the bundle, and DTI is asking that all organizations contribute funds.

Mr. Haugan initiated the discussion because he saw a need in the county. Installing county owned fiber would eliminate monthly fees that the County currently pays.

The cost for the southwest portion of the project is estimated at \$700,000 to \$800,000. The northeast quadrant would be less as there are some services already in place.

Mr. Haugan explained that the fiber will be laid with best route planning.

The Board expressed that they need more information.

Mr. Casserley explained that the presentation was intended as an informational item, and asked that Mr. Haugan come back to discuss the topic in the future.

The Board asked about Google Fiber and how it may or may not fit with this plan. Mr. Haugan indicated that Google's intent is to go into the home. DTI has asked to partner with Google when they begin their installation.

The Board asked the amount DTI would like JCL to contribute. Mr. Haugan indicated DTI would be happy with anything that can be contributed. There are commitments from organizations in the range of \$150,000 to \$300,000.

The Board stated that they would prefer the requested number be based on a rubric. The Library is publically funded and good stewardship of taxpayer money means fully understanding how the number is developed. Also, they would like to know the other public entities that will be contributing.

Mr. Haugan stated that the information the Board would like to see is available. His intention was only to introduce the project and the idea. If there is an interest he would like to return and provide the allocations, quotes and costs of the project in detail.

The Board requested a written presentation or proposal to better understand the project prior to returning to the discussion, they also requested a summary of the report be included.

They also requested a number based on benefit, how much DTI would like JCL to buy into the project based on projected benefits to JCL.

Mr. Haugan will provide the requested information to Michaela Scruggs who will distribute the information to the Board.

Additional questions the Board would like answered follow:

Would the library own the fiber? Would the library pay for the maintenance?

Ms. Robinson stated that the Board needs to think about the precedence that would be set by joining in the consortium.

Ms. Templin asked Mr. Casserley if this is the only option for getting fiber to our library?

Mr. Casserley indicated that all of our libraries are connected now, JCL pays a vendor. This is the first step in a longer conversation.

This is a 4 to 5 year project for the entire county. DTI would like to break ground for the first phase in the first part of 2014.

ADJOURNMENT

MOTION: Neil Shortlidge **SECONDED:** Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:20 p.m.

DATE _____

SECRETARY _____
Neil Shortlidge

CHAIRMAN _____
Mitra Templin

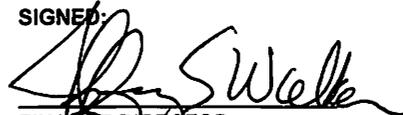
SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
September 2013**

VENDOR	DESCRIPTION	AMOUNT
Collection HQ Baker & Taylor	Renewal of Internal Database for collection assessment Axis 360 Subscription	\$ 29,640.00 \$ 10,000.00
	Total	<u>\$ 39,640.00</u>

SIGNED:



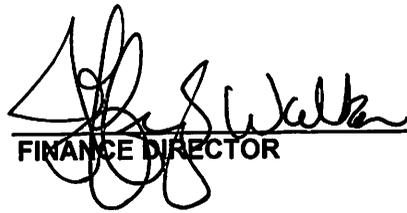
FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS

09/01/13

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

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

		Receipts	Payments	Balance
	Opening cash balance			\$239,588.59
	Add Receipts	\$16.94		
	Less Payments		\$32,126.00	
	Ending Cash balance			\$207,479.53
	Less Liabilities		\$45,000.00	
	Unobligated cash balance			\$162,479.53

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-September-2013 To 30-September-2013

Donor	Description	Comments	Amount
		Total	

SIGNED:



FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS
September, 2013

VENDOR	DESCRIPTION	AMOUNT
Collection HQ	Annual Subscription	\$ 29,640.00
Baker & Taylor	Axis 360 Subscription	\$ 10,000.00
	TOTAL	<u>\$ 39,640.00</u>

SIGNED: 
Finance Director

JOHNSON COUNTY LIBRARY REVENUE REPORT

September 2013

75% of Year Lapsed

REVENUE ALL FUNDS AS OF 9/30/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,409,815.70	\$19,276,854	101%	100%
Ad Valorem Delinquent	\$298,818.89	\$416,911	72%	131%
Motor Vehicle	\$1,797,313.41	\$2,004,318	90%	90%
Library Generated - Copying/Printing	\$69,893.66	\$85,000	82%	80%
Library Generated - Overdues / Fees	\$495,892.17	\$750,000	66%	62%
Sale of Library Books	\$37,500.00	\$50,000	75%	75%
Misc Other	\$9,912.15	\$25,890	38%	42%
Library Generated - Other Charges	\$70,646.38	\$271,500	26%	19%
Investment	\$37,373.66	\$79,673	47%	36%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	233%
Recreational Vehicle Tax	\$5,688.43	\$8,754	65%	63%
Heavy Trucks Tax	\$9,151.25	\$8,695	105%	106%
Rental Excise Tax	\$25,182.22	\$22,200	113%	108%
State and Federal Grants	\$172,882.00	\$230,000	75%	96%
Transfers	\$0.00	\$0	0%	0%
TOTAL REVENUE	\$22,440,069.92	\$23,635,773	95%	105%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
9/30/2013
75% of Year Lapsed

OPERATING FUND

Programs	2013 Year to Date	2013 Budget	% Program Expended	% Expended Last Year
Collection Development	\$2,347,197	\$3,222,372	73%	68%
Administrative Services	\$1,435,253	\$2,131,640	67%	65%
Branch Services	\$2,802,058	\$3,705,665	76%	72%
Technical Services	\$501,568	\$808,812	62%	61%
Systemwide Services	\$2,145,581	\$2,970,642	72%	62%
Central	\$2,780,758	\$3,956,189	70%	66%
Facilities	\$1,467,065	\$1,639,012	90%	63%
Information Technology	\$1,552,583	\$2,021,685	77%	72%
Risk Management Charges	\$71,299	\$95,065	75%	50%
Library General Tax Increment	\$0	\$124,178	0%	0%
Grants *	\$52,672	\$230,000	23%	74%
Transfer to Capital Projects	\$0	\$411,250	0%	100%
Interfund Transfers	\$0	\$0	0%	0%

TOTAL OPERATING FUND EXPENDITURES	\$15,156,033	\$21,316,510	71%	67%
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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)	\$20,673	\$16,304	127%	0%
Commodities (Capital Equipment)	\$69,782	\$192,564	36%	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	\$2,176,684	\$2,319,263	94%	95%
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TOTAL EXPENDITURES	\$17,332,717	\$23,635,773	73%	70%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
September 2013
75% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2013 Year to Date	2013 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	\$9,753,956	\$13,868,681	70%	66%
Contractual Services	\$2,462,023	\$2,748,145	90%	77%
Supplies	\$2,401,406	\$3,847,083	62%	56%
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	\$93,883	\$192,564	49%	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	\$52,672	\$230,000	23%	74%

TOTAL EXPENDITURES	\$17,332,717	\$23,635,773	73%	70%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 9/30/13	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$710.10	\$5,000.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$8,501.90	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$9,212.00	\$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	
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	\$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	
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 & 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	
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	
TOTAL EXPENDITURES	\$1,196,930.63	\$357,428.37

Expenditure of Friends of the JCL Donations 2013

September 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>SEPTEMBER</i>	<i>SEPTEMBER YTD</i>
Volunteer Recognition		0.00	3,160.00
Advertising/Promotion		750.00	4,618.60
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		3,001.97	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
Miscellaneous		0.00	4,249.98
Total Expenditures		\$ 37,690.16	\$ 88,400.99



Johnson County
Library

**2013 JCL Strategic Plan
Summary**

DRAFT

Table of Contents

Executive Summary.....	1
Background.....	2
Key Decision Points.....	3
Results.....	4
Next Steps and Works Cited.....	5

DRAFT

Executive Summary

For the last ten months, the Johnson County Library has been rewriting its Strategic Plan. We've listened to the community, we've listened to the staff, and we've listened to the library board. These groups have provided us insight that will help us to ensure our resources are utilized effectively and appropriately.

This process, as you may expect, has been lengthy and thorough. It has involved undertaking large, "broad stroke" initiatives like community meetings and staff input sessions, and it has involved small, targeted committees tasked with accomplishing specific portions of the work, like data condensing or goal writing.

This document will provide a brief history of this process from its inception to its current state, and will provide detail regarding how key decisions were made and how the process was carried out by library staff. It will also provide a detailed summation of the last few stages of the planning process, which were the production and compilation of specific goals for the library to work towards over the next five years. Finally, it will provide an overview of the next steps that the library will take to finalize the work we've done so far and turn it into a living, breathing plan.

Background

- 1. Initial planning phases, January 2013** – Ad Team decided on the structure of the strategic planning process by utilizing *Strategic Planning for Results*.
- 2. Community Meetings, April 10 and May 8, 2013** – Specific, representative members of the community were invited to weigh in on their priorities in two meetings facilitated by Jari Holland Buck. This built on the work of the Citizens Visioning Committee.
- 3. MindMixer feedback, April 2013 and ongoing**– A website called MindMixer was set up to capture suggestions from the general public. Participants could either respond to prompts or suggest their own ideas for what the library needs.
- 4. Staff meetings, May 2013** – Members of the library’s Administrative Team held a series of meetings for library staff to offer input. All staff members were invited, and two meetings were scheduled for non-business hours so that all staff, regardless of shift scheduling, could attend.
- 5. Data condensing, May/June 2013** – The input from the community meetings, the staff meetings, and MindMixer was condensed into digestible trends for the library’s Administrative Team. Based on these trends, the Administrative Team began to formulate responses.
- 6. Selection of the Portfolio of Services, June 17, 2013** – After viewing the data trends, the Administrative Team selected the areas of Education, Community Building, and Convenience as the three focal points of the Strategic Plan, which are referred to as our Portfolio of Services.
- 7. Library “All Managers” group goal writing, August 2013** – With the Portfolio of Services in hand, the “All Managers” group, consisting of every manager in the library, began to brainstorm goals to use as milestones. This process generated several dozen goals.
- 8. Ad Team created “goal clusters” at Westport library, 9/23/13** – From the dozens of goals generated by the All Managers group, the Administrative Team searched for common trends and themes that could be grouped to eliminate redundancy. This produced 31 “goal groups.”
- 9. “All Managers” formed small groups to distill the “goal groups” into broader goals, September 26, 2013** – The Administrative Team handed the “goal groups” back to the All Managers group, who then summarized the “goal groups” into broad, overarching goals. This produced 31 goals.
- 10. A Goal Compilation committee condensed the 31 goals into eight, October 2013** – A subcommittee of the All Managers group was tasked with further condensing the 31 goals into a more manageable number. This produced eight final goals, which were then edited for consistency of language and shared back with All Managers.

Key Decision Points

There were several key decision points that gave shape the strategic planning process. They are detailed below to give insight into the reasoning behind these decisions.

The strategic planning process would be as “grassroots” as possible. It was decided very early in the process that the process needed to gather input from all levels, not just managers, administrators, or department heads. People who were on the front lines of public service needed a chance to participate, as did the people who were the targets of library services. If we failed to gather ideas from these groups, then the entire strategic planning process would have been largely guesswork. For more accurate feedback, and to create a sense of engagement with all constituencies, the strategic plan had to be built from the ground up.

The input of three key groups would be gathered: the community, the library board, and the staff. After the decision was made to carry out a grassroots process, it had to be decided who the grassroots really were. We decided that we need to talk to the community that we serve, the library staff who works so hard to provide service the community, and the library board who govern and oversee the services that we provide. Our strategic planning process had to include mechanisms that gathered the ideas of these specific groups; if we left any of these groups out, vital voices would not be included in the discussion. Each of these groups has a unique perspective on the library that the other groups do not necessarily have access to, and so the balancing of these perspectives provides a truly holistic view of the library and the people it services.

The process would be as “in-house” as possible, with minimal use of external consultants. It was decided that completing the work without the use of external consultants would create a larger amount of staff buy-in. We wanted staff to know that Ad Team was truly engaged in the processes and had not assigned this important work to someone else, with the hopes that their increased engagement would lead to an increased amount of personal investment in the finished product. Additionally, while a consultant could bring an understanding of process to the table, they would never be able to match the deep knowledge that library staff has of our community.

The strategic plan would be democratic, with administrators empowering staff to take a leading role in its creation. After input was gathered, someone would need to actually synthesize all the information and turn it into achievable goals for the library. By making use of the collective intelligence of our entire managerial staff (as opposed to just the Administrative Team), the process would take advantage of the strengths of as many people as possible.

Results

At a result of the process detailed above, we have eight goals within our three portfolio areas that will guide our work for the next five years.

The goals, listed within their portfolio areas, are below in no particular order:

Portfolio area: **Education**

- Goal 1: Library staff will exemplify the brand promise in their interactions with people.
- Goal 2: People will achieve higher levels of personal success through digital literacy.
- Goal 3: People with specific educational or informational needs will be supported by the Library.

Portfolio area: **Community Building**

- Goal 4: People will connect and interact because of Library partnerships and collaborations.
- Goal 5: People will experience a welcoming library environment that meets their needs.

Portfolio area: **Convenience**

- Goal 6: People will find Library staff, materials, and services convenient and easy to access.
- Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.
- Goal 8: People will experience library services and resources through the innovative use of technology.

Next Steps

Now that we have identified created our Portfolio of Services, which are the broad areas of focus for the library, and our goals, which will give us measurable, achievable ways to work towards our Portfolio items, we will (with the library board's approval) move forward with the creation of tactics.

Tactics are the nitty-gritty of the Strategic Plan. They are the actual methods we will use to achieve our goals. As such, they will inform the work plans of all library staff members. Literally, they will determine how staff members spend their days, and will ensure that our day-to-day activity is focused on achieving the initiatives put forth in the Strategic Plan. In this way, we will have taken the direct input of our community, our board, and our staff and turned it into meaningful work that will ensure the Johnson County Library remains a valued, relevant institution.

When the formulation of tactics is complete, the Administrative Team of the library will be able to use the tactics as guidelines when creating the library's annual budget. We will use the Balanced Scorecard Method to achieve this. In other words, the tax dollars that we collect will be allocated based on the priorities identified in the strategic plan, which come directly from the community we serve.

Works Cited

Nelson, Sandra. *Strategic Planning for Results*. Chicago: American Library Association, 2008. Print.

Johnson County Library
Board of Directors
Calendar of Events
NOVEMBER 2013

September 1 – November 30	Happy 75 th Birthday, Caldecott Medal!
September 1 – December 2	elementia – Call for Submissions
November 2, 2013	Create a Book Trailer Blue Valley Neighborhood Library
November 7-9, 2013	JCL Friends Big Fall Book Sale, Metcalf South
November 9, 2013	Clay Day! Demonstration of Raku firing process, Central Resource Library
November 9, 2013	Singing the Cattle North, Presentation by Jim Hoy De Soto Neighborhood Library
November 13, 2013	Meet Chris Baty, Inventor of NaNoWriMo, Central Resource Library
November 13, 2013	Start Your Engines – Sara Richter, racing fan and dean at Oklahoma Panhandle State University discusses the role Kansas has played in development of stock car and drag racing. Lackman Library
November 15, 2013	Cooking for One: Easy, Health and Inexpensive Meals Antioch Neighborhood Library
November 21, 2013	GovFest – Over 30 exhibitors provide tools to get a business off the ground Central Resource Library
November 21, 2013	NaNoWriMo Reception Central Resource Library
November 21, 2013	Dystopian Book Club Lackman Library
November 25, 2013	Get Up and Dance, Preschool Holiday Party Corinth Neighborhood Library