

**JOHNSON COUNTY LIBRARY**

**BOARD REPORT**

**NOVEMBER 13, 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, NOVEMBER 13, 2014  
ANTIOCH LIBRARY  
4:00 P.M.

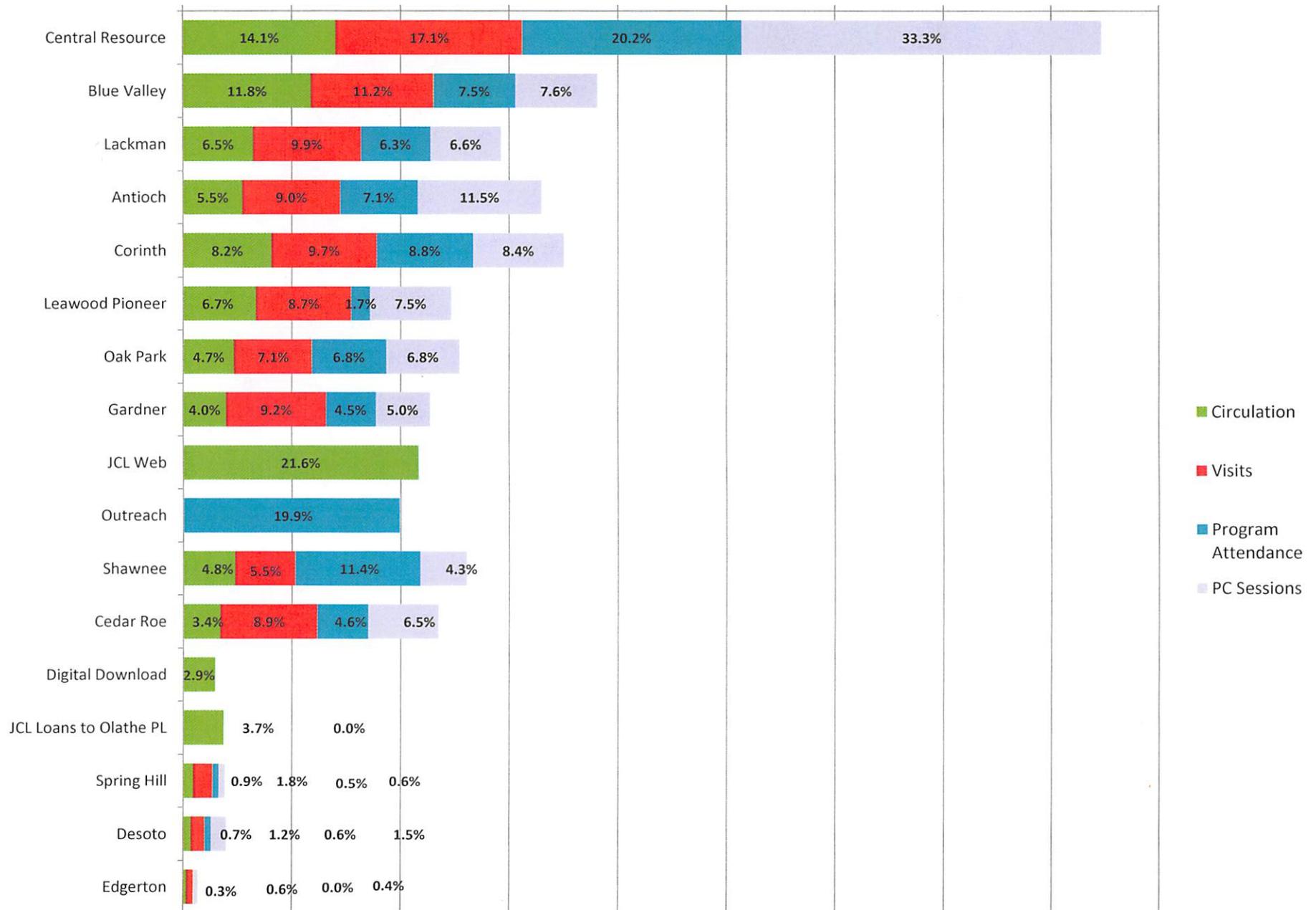
- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Nancy Hupp, Board Chair
  - C. Julie Steiner, Friends of the Library
  - D. Susan Mong, Executive Director, Johnson County Library Foundation
    - 1. Ewing Marion Kauffman Foundation
  - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
    - 1. Mortgage Exemption Law and Effects to Local Government
  - B. County Librarian Report
    - 1. Change in hours of operations discussion – John Helling
    - 2. Programming and Events – Joseph Keehn
    - 3. Financial Update – Nicki Neufeld
    - 4. Interlocal agreement update – John Helling.....40
    - 5. Central Building Upgrade update – Scott Sime
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of September 11, 2014 Regular Library Board meeting.....9
    - 2. Minutes of October 2, 2014 Special Library Board meeting.....15
    - 3. Minutes of October 9, 2014 Regular Library Board meeting.....18
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....29
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2014 were handled in accordance with library and County policy.
      - b) The September 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.....30

VI. New Business  
    A. Consideration of renewal of MOU with Overland Park Community Garden – Beverly  
        Jaderborg.....44

VII. Executive Session

VIII. Adjournment

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



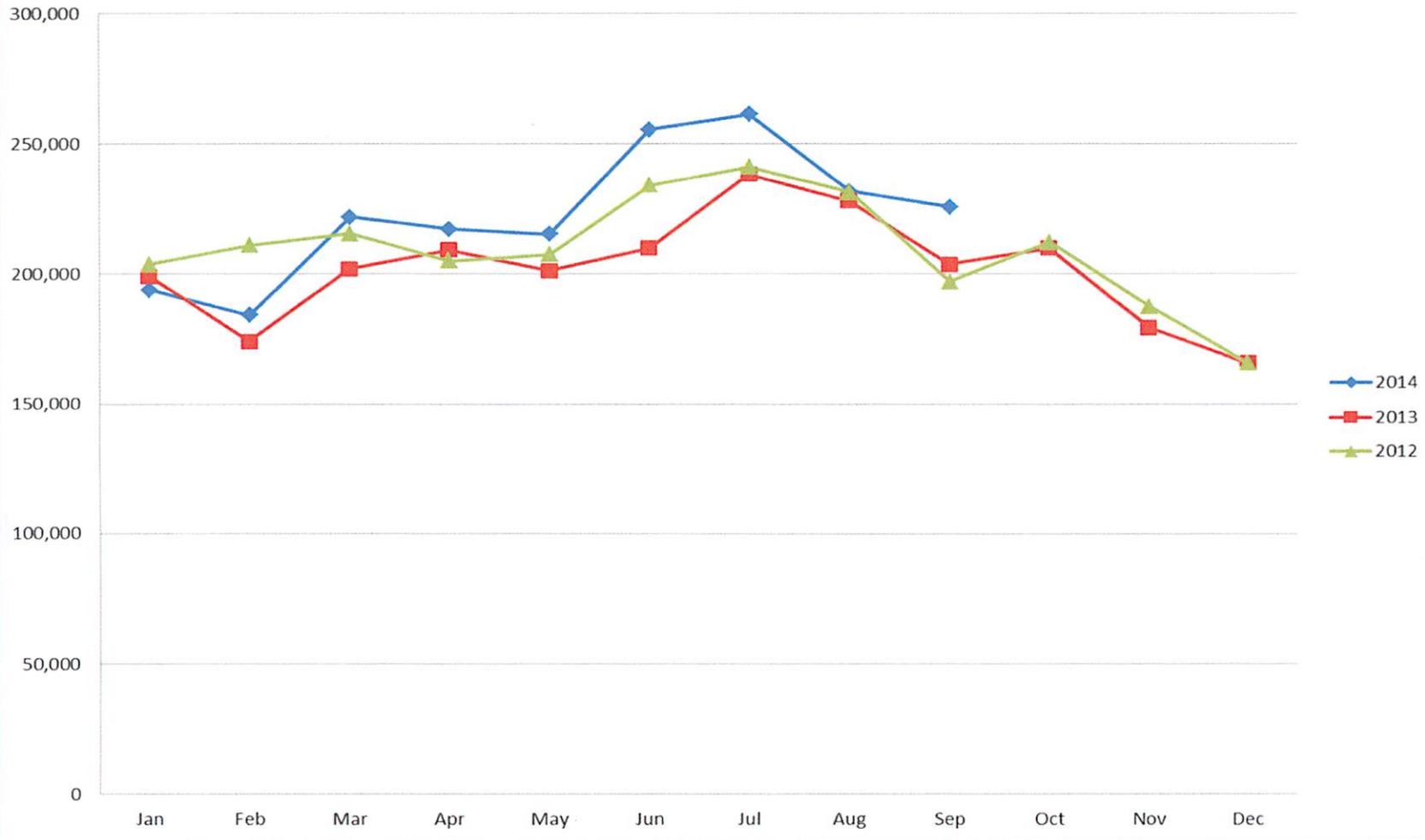
Johnson County Library  
USER VISITS

September 2014

Location	Current Month 2014								Current Month 2013				Percent Change 2013 to 2014		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	20,284	9.0%	179,759	235,714	267	76	29,567	1.5	20,479	10.1%	184,046	242,251	-1.0%	-2.3%	-2.7%
Blue Valley	25,300	11.2%	235,913	306,183	260	97	63,728	2.5	25,821	12.7%	240,919	305,536	-2.0%	-2.1%	0.2%
Cedar Roe	20,108	8.9%	184,641	212,307	235	86	18,550	0.9	9,755	4.8%	82,363	106,132	106.1%	124.2%	100.0%
Central Resource	38,627	17.1%	339,885	442,895	288	134	75,928	2.0	39,736	19.5%	323,776	454,288	-2.8%	5.0%	-2.5%
Corinth	21,796	9.7%	206,269	266,948	267	82	43,956	2.0	21,699	10.7%	219,779	260,626	0.4%	-6.1%	2.4%
DeSoto	2,800	1.2%	30,388	38,513	148	19	3,951	1.4	2,895	1.4%	45,379	33,902	-3.3%	-33.0%	13.6%
Edgerton	1,432	0.6%	11,254	12,950	105	14	1,660	1.2	597	0.3%	7,897	7,340	139.9%	42.5%	76.4%
Gardner	20,721	9.2%	140,486	168,554	251	83	21,550	1.0	10,540	5.2%	81,963	122,939	96.6%	71.4%	37.1%
Lackman	22,344	9.9%	194,426	239,379	251	89	34,832	1.6	17,097	8.4%	162,708	222,939	30.7%	19.5%	7.4%
Leawood Pioneer	19,701	8.7%	183,637	241,330	251	78	36,374	1.8	20,894	10.3%	203,372	270,054	-5.7%	-9.7%	-10.6%
Oak Park	16,095	7.1%	155,950	213,371	251	64	25,470	1.6	17,712	8.7%	158,937	213,364	-9.1%	-1.9%	0.0%
Shawnee	12,453	5.5%	106,309	134,435	251	50	25,854	2.1	11,735	5.8%	109,918	139,620	6.1%	-3.3%	-3.7%
Spring Hill	3,995	1.8%	37,563	48,829	148	27	5,042	1.3	4,696	2.3%	49,844	52,736	-14.9%	-24.6%	-7.4%
Branch Total	187,029	82.9%	1,666,594	2,118,513	2,685	70	310,534	1.7	163,920	80.5%	1,510,133	1,976,439	14.1%	10.4%	7.2%
<b>SYSTEM TOTAL</b>	<b>225,656</b>	<b>100.0%</b>	<b>2,006,479</b>	<b>2,561,407</b>	<b>2,973</b>	<b>76</b>	<b>386,462</b>	<b>1.7</b>	<b>203,656</b>	<b>100.0%</b>	<b>1,865,486</b>	<b>2,430,727</b>	<b>10.8%</b>	<b>7.6%</b>	<b>5.4%</b>

	2014	2013
Average Visits per Capita for Current Month:	0.5	0.5
Average Visits per Capita for Year-to-Date:	4.7	4.3
Service Area Population:	431,000	431,000

### Johnson County Library Three-Year Trend in Library Visits



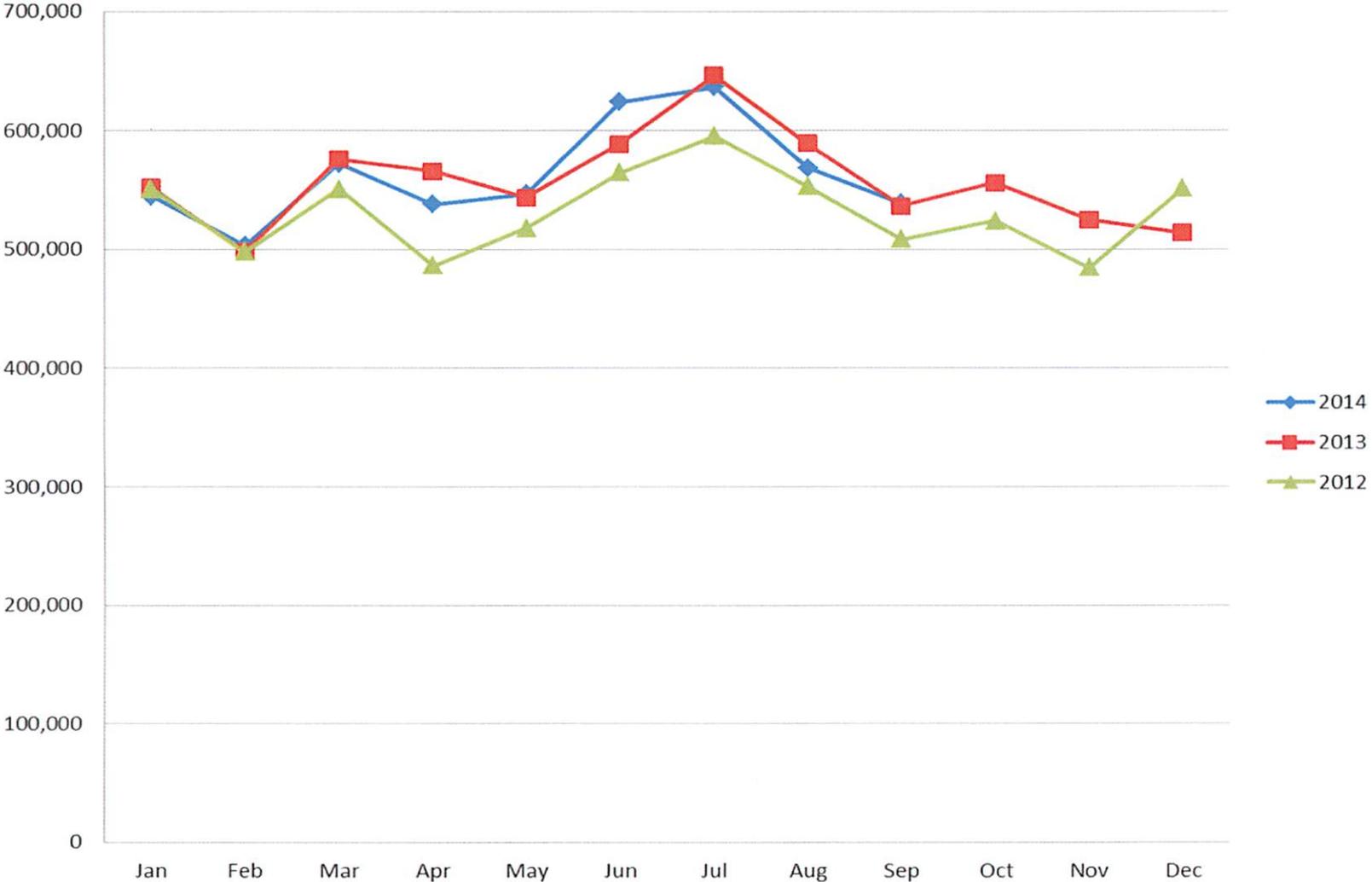
Johnson County Library  
OFFICIAL CIRCULATION BY LOCATION

September 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change 2013 to 2014		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	29,567	5.5%	280,799	366,754	29,858	5.6%	287,684	378,683	-1.0%	-2.4%	-3.2%
Blue Valley	63,728	11.8%	613,344	787,056	61,171	11.4%	607,414	789,837	4.2%	1.0%	-0.4%
Cedar Roe	18,550	3.4%	174,267	242,606	20,649	3.8%	178,667	233,614	-10.2%	-2.5%	3.8%
Central Resource	75,928	14.1%	711,845	937,687	75,374	14.1%	703,363	931,039	0.7%	1.2%	0.7%
Corinth	43,956	8.2%	402,426	524,769	40,774	7.6%	405,292	522,160	7.8%	-0.7%	0.5%
Desoto	3,951	0.7%	39,425	51,617	4,234	0.8%	39,034	51,734	-6.7%	1.0%	-0.2%
Edgerton	1,660	0.3%	12,837	17,876	1,568	0.3%	12,748	16,423	5.9%	0.7%	8.8%
Gardner	21,550	4.0%	186,471	240,780	19,492	3.6%	187,610	248,189	10.6%	-0.6%	-3.0%
Lackman	34,832	6.5%	324,729	424,156	34,942	6.5%	339,582	443,959	-0.3%	-4.4%	-4.5%
Leawood Pioneer	36,374	6.7%	350,638	460,984	36,665	6.8%	358,269	469,812	-0.8%	-2.1%	-1.9%
Oak Park	25,470	4.7%	241,664	317,236	24,925	4.6%	241,246	322,079	2.2%	0.2%	-1.5%
Shawnee	25,854	4.8%	238,500	306,716	24,297	4.5%	235,647	306,863	6.4%	1.2%	0.0%
Spring Hill	5,042	0.9%	49,077	66,357	5,566	1.0%	55,258	71,346	-9.4%	-11.2%	-7.0%
JCL Web Renewals	116,629	21.6%	1,124,977	1,495,023	121,146	22.6%	1,159,778	1,522,022	-3.7%	-3.0%	-1.8%
Digital Downloads	15,757	2.9%	139,312	334,523	15,834	3.0%	95,985	95,985	-0.5%	45.1%	248.5%
JCL Loans to Olathe PL	20,031	3.7%	181,140	237,614	19,940	3.7%	188,611	252,302	0.5%	-4.0%	-5.8%
<b>JCL Branch Total</b>	<b>310,534</b>	<b>57.6%</b>	<b>2,914,177</b>	<b>3,806,907</b>	<b>304,141</b>	<b>56.7%</b>	<b>2,948,451</b>	<b>3,854,699</b>	<b>2.1%</b>	<b>-1.2%</b>	<b>-1.2%</b>
<b>JCL Brances and Central</b>	<b>386,462</b>	<b>71.7%</b>	<b>3,626,022</b>	<b>4,744,594</b>	<b>379,515</b>	<b>70.7%</b>	<b>3,651,814</b>	<b>4,785,738</b>	<b>1.8%</b>	<b>-0.7%</b>	<b>-0.9%</b>
<b>JCL SYSTEM TOTAL</b>	<b>538,879</b>	<b>100.0%</b>	<b>5,071,451</b>	<b>6,666,156</b>	<b>536,435</b>	<b>100.0%</b>	<b>5,096,188</b>	<b>6,656,047</b>	<b>0.5%</b>	<b>-0.5%</b>	<b>0.2%</b>

Average Circulation per Capita		
	2014	2013
Current Month	1.3	1.2
Year-to-Date	11.8	11.8
Service Area Population	431,000	431,000

# Johnson County Library Three-Year Trend in Circulation



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR BOARD MEETING  
Thursday,  
September 11, 2014  
4:00 p.m.  
Leawood Pioneer Library**

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**STAFF:** Megan Bannen, Jesseca Bear, Brian Berrens, Barbara Brand, Channell Butts, Carly Cadena, Sean Casserley, Zainab Fatima, Axel Fust, Kim Gile, Barb Grigsby, Jared Harper, Mike Heffernan, John Helling, Lisa Jordan, Erin Lavin, Christopher Leitch, Jennifer Mahnken, Susan Mong, Matthew Morgan, Nicki Neufeld, Rita Rubick, Jan Schobert, Michaela Scruggs, Aubrey Seavey, Scott Sime, Tricia Suellentrop, Lauren Vieyra, Lisa Weeks, Rachel Wilson, Ron Zluticky

**GUESTS:** Kathy McGinley, Georgia Sizemore

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

Nancy asked that we take a moment to pause and remember the millions of lives affect by the terrorist attacks 13 years ago and the changes to our country.

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Neil Shortlidge commented that he has been serving on the Central Library upgrade committee. The committee is beginning the vendor selection process for the construction manager at risk and several of the vendors are clients of Mr. Shortlidge’s firm, Stinson Leonard Street LLP. Mr. Shortlidge has chosen to recuse himself from participating in the selection due to the potential of a perceived conflict of interest. He asked if another member of the Library Board would like to participate in the interviews of “short-listed” vendors being held September 23<sup>rd</sup>.

The selection committee will review all of the proposals and work through a pre-ranking process to create a “short list” of candidates. The short-listed candidates will be interviewed. The short-list will be developed by determining the natural break in the pre-ranking, the top of the pre-ranked pool will move into the finalist round for the interviews on the 23<sup>rd</sup>.

Ms. Hupp asked that board members let her know by Monday, September 15, if they will or will not be able to participate.

Ms. Hupp commented that on Sept. 3<sup>rd</sup>, she, Pam Robinson, Tricia Suellentrop and Sean Casserley met with representatives from the City of Lenexa to discuss their thoughts and anxiety regarding the Lenexa City Center project. Ms. Hupp told the representatives of Lenexa that the Board had made a unanimous decision to stay the course and not deviate from the plan of identifying and working with a consultant for the Library Master Plan study.

Ms. Robinson and Mr. Shortlidge are working with Staff Development manager Rita Rubick and her staff to develop a consistent annual performance review format for the County Librarian position. The format of the review will be used from year to year going forward.

Nancy asked that a third Board member join the committee. Amy Ruo volunteered.

Ms. Robinson thanked Ms. Ruo for volunteering, noting that Ms. Ruo was on the committee last year and that her experience and knowledge will be invaluable. The committee has been researching how the review was developed in the past and what will be of the most value for the County Librarian going forward.

This year the committee will use the same process and questions as were used last year on the evaluation. They are working on studying best practices, preferred characteristics and traits in a library director. With these benchmarks they will create a meaningful assessment and evaluation for next year and the years going forward. Ms. Rubick and her team will assist.

This year's survey will be sent on September 15<sup>th</sup> with the request that the survey be completed by September 25<sup>th</sup>. Responses will be compiled and in October the committee will finalize results. The results will be presented to Mr. Casserley in November. Ms. Robinson stated that it is her experience with evaluations that reinventing the system annually is not helpful and does not provide opportunity to show growth.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus noted that the Board of County Commissioners in the process of putting together the legislative platform. He asked that the library board notify the Board of County Commissioners or the County Managers Office if they believe an issue should be included in the platform.

Ms. Hupp stated that in the meeting with Lenexa, Mayor Boehm discussed the idea of developing an independent library system for Lenexa.

Mr. Logan provided his opinion that the topic will not need to go to the commission and recommended waiting to see if there is movement.

Commissioner Osterhaus added that developing a Lenexa library system would create an additional tax for Lenexa citizens. The tax would be in addition to the tax already in place for the Johnson County Library system. He noted that Chairman Eilert has planned to meet with Mayor Boehm to discuss the issue more in depth.

Ms. Robinson asked if the conversation that occurred last year about making board positions elected positions went anywhere.

Mr. Logan responded that the discussion did not reach the form of a bill. In response to a question if the topic could be resurrected, Mr. Logan stated that he has learned to expect everything and nothing from the

legislature. The library board is unique mix of advisory and governing roles and by statute can only impose a mill levy through the Board of County Commissioners. As such, Mr. Logan does not believe the proposed legislation would have affected the Library Board. If the topic should be resurrected he will keep the Board apprised.

## **FRIENDS OF THE LIBRARY**

Kathy McGinley reported that the Friends and the Friend's staff have been very busy the last few months.

Planning is ongoing for the BIG Fall Kid's Book Sale, which will be November 13-15 in the Carmack Room at Central. There is a Friends-Only Preview Night Wednesday the 11<sup>th</sup>, 4-8pm. This kid's focused book sale is taking place instead of the large general fall sale which was held the past several years.

Planning also is ongoing for the June 2015 Sizzlin' Summer Book Sale, which most likely will be held at JCCC. This is the second change of venue for the Summer Sale and the Friends are hopeful that the JCCC location will be popular.

The Friends pamphlet and informational bookmark have been updated. Both are currently available through the bookstores and the Sorting center and soon will be available at branches. Ms. McGinley urged people to share these informational materials and spread the word of the Friends.

The Friends also have promotional materials available in Spanish. They hope to add more bilingual informational materials.

The Friends thanked the library staff for including them in Latino Fest. They also appreciate the staff of the Library's ongoing efforts to help the Friends broaden their role and participate in more activities.

Friend's staff continues to work with the planners of the remodel at Central on the design for a potential book store. This would be a major step forward for the visibility of the Friend's book selling efforts.

Internet Sales continue to boom. August sales totaled \$14,401.53 with a total of 710 items sold. The high ticket items were:

- A Genealogical Dictionary of the First Settlers of New England 3rd Edition 4 vols. - \$195.00
- Psychiatric Mental Health Nurse Practitioner: Nursing Review & Resource Manual - \$127.97
- Directory of Supermarket, Grocery & Convenience Stores - \$254.96

International orders went to Canada (3), Australia (2), Sweden, Czech Republic, Kuwait, Italy and Great Britain.

August sales at the Blue Valley Store met the budget with total sales of \$2388.16. There was a successful Back to School Sidewalk sale at Blue Valley August 7-9. Sales at the Antioch store were somewhat below budget, but we have set very high goals for the Antioch store.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Ms. Mong took a moment to celebrate staff for organizing and holding a successful Latino Fest, which was at Central this year and drew 1,200 community members.

The Foundation has raised \$42,000 in committed sponsorships for the Pinnacle awards. In addition, 245 tickets have been sold. The room capacity is 300, so they are closely monitoring ticket sales.

The Foundation has received the second half of the grant from the Hall Family Foundation in support of Tutor.com and the 6 by 6 ready to read program. Target has awarded the Foundation a \$2,000 grant in support of the 6 by 6 program.

Ms. Mong attended the opening of IKEA; she enjoyed the Swedish meatballs and is working on building the relationship between IKEA and Johnson County Library.

There will be two Foundation Board openings next year; Ms. Mong would welcome recommendations for potential Board members.

Through several different funding sources another batch of 6 by 6 cards has been printed. Staff is excited to again have cards.

The Tanner Colby author event is Wednesday, October 8<sup>th</sup>. There will be a private reception before the event and Library Board members are welcome and encouraged to attend. The event is funded through the Lauffer Civic Engagement Fund.

The Board was uncertain if they had received an invitation to the Tanner Colby event. Ms. Mong will send an email invitation.

## **BOARD COUNSEL REPORT**

No Report this month.

## **COUNTY LIBRARIAN REPORT**

### **Request for Additional Resources (RAR) Update**

Mr. Casserley reported that the Commission has approved the request for additional resources. \$200,000 of the \$350,000 will be moved into the 2014 budget. This move will provide funding to complete the Library Master Plan study.

### **Alcohol Exemption for Central Update**

The request for an exemption to provide alcohol at the Central Resource Library has been approved by the Board of County Commissioners. The exemption will allow alcohol to be served at Friends, Foundation, Board and Library supported events.

The Commissioners expressed many of the same concerns as the Library Board regarding the regulation of alcohol consumption in a building where children are present. The general rule will remain for patrons that alcoholic beverages are prohibited. The exemption is only for specific, well-regulated events.

The Board asked Ms. Mong when the Foundation anticipates their first event with alcohol will be held.

Ms. Mong replied that the first potential event is the Tanner Colby author private reception. However, the Tanner Colby event is only the first potential event; plans have not yet been made to offer alcohol.

### **Strategic Plan Executive Summary**

Mr. Casserley presented the Library Board with the Executive Summary of the Library's Strategic Plan. The Executive Summary lists the mission statement, vision statement and core values. It then provides an overview of the organizational goals and tactics of the strategic plan. The tactics are further delineated as gold, silver and bronze to indicate priority.

Mr. Casserley gave an overview of the goals and tactics of the strategic plan. The report includes a color coded dashboard that indicates if tasks and tactics are on schedule (green), behind schedule (yellow) or at a stop (red). A blue indicator shows a tactic that hasn't started.

Mr. Casserley asked if the Board would like more detailed report that includes tasks. Ms. Hupp stated her belief that this overview level is appropriate for the Board.

In response to a question regarding target completion date for the plan, Mr. Casserley stated that the goal is to continue to build on the plan. Every year staff will create new tactics and tasks within the portfolio areas of Community Building, Education and Convenience. In five years, Johnson County may again touch base with the community to seek alignment on the portfolio areas of Community Building, Education and Convenience. However, the strategic plan has been created with the intention that is a living, changing and evolving document.

The organization is scheduled to examine tactics for the 2015 strategic plan in November and December.

In response to a question, Mr. Casserley clarified that the gold, silver and bronze designations indicate the priority level of a tactic. Gold tactics are those staff should focus on first, then silver and finally bronze. It is a framework to focus our intention and allow us to make decisions not to do something.

The Board asked Mr. Casserley about a comment attached to Tactic 1.1.2, *"We have investigated providing tablets and determined that it is not feasible. We will move on to other ideas."*

Mr. Casserley stated that the idea was to provide tablets to staff for the purpose of collectively improving familiarity to tablet technology. However, it has been deemed unworkable because under County policy non-exempt staff would have to be paid for using a tablet at home, even for personal use.

In response to a question on how the executive summary relates to the five-page strategic plan, Mr. Casserley explained that this is the work plan of the strategic plan. The work plan is designed to explain the goals, tactics and tasks in detail. It is how we carry-out the strategic plan.

### **Central Building Update –**

Scott Sime provided an update on the Central Building renovation.

Another round of schematic design meetings have been completed over the last month. This is a further refinement of both public and staff work areas. The Request for Proposal (RFP) was released three weeks ago. Proposals have been received.

Next, interviews will be held for construction manager at risk. The interviews are scheduled for September 23. A team of three county departments, including Johnson County Library, County Facilities and Purchasing will review the proposals and select the construction manager at risk.

~~At the October 2<sup>nd</sup>, special board meeting, the selected construction manager and pre-construction services contract will be brought to the Board for action. The contract will be vetted by legal counsel, Mr. Logan, County Risk Management, County Legal and the project team prior to the presentation to the Board.~~

At the October 2nd, special board meeting, the comprehensive library master plan will be discussed and the proposed consultant will be brought to the Board for consideration and action. (As amended 10/9/14) MJS

**CONSENT AGENDA**

**MOTION:** Mitra Templin moved to approve the consent agenda.

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

**ADJOURNMENT**

**MOTION:** Mitra Templin moved to adjourn

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

Meeting Adjourned at 4:36 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIRMAN \_\_\_\_\_  
Nancy Hupp

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

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
SPECIAL BOARD MEETING  
Thursday, October 2, 2014  
4:00 p.m.  
Oak Park Library**

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Not present

**STAFF:** Sean Casserley, Kim Gile, Mike Heffernan, Nicki Neufeld, Michaela Scruggs, Scott Sime, Tricia Suellentrop

**GUESTS:** Georgia Sizemore, Danni Livingston, Kathy McGinley

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

**NEW BUSINESS**

**Consideration of Approval of the consultant for the Comprehensive Library Master Plan**

County Librarian, Sean Casserley, provided a summary of the process to date. Earlier this year the timeline of the comprehensive master plan was accelerated by a year. The Board of County Commissioners approved a request from Johnson County library to move \$200,000 to \$350,000 from the special use fund allocated for the project.

Johnson County Library worked with the County Facilities Department to form a selection team who, with guidance from legal counsel, developed a Request for Proposal (RFP) for the study. The RFP was issued and one response was received. The selection team fully vetted the vendor who responded.

Kim Gile, Co-Project Manager for the Comprehensive Master Plan, gave a brief presentation to the board. The RFP was written and published in August through the normal channels; in addition, 8 firms were contacted specifically.

One response was received. The project group consulted with Fred Logan, legal counsel, and County Purchasing, who both advised that the project can move forward as long as the firm meets Johnson County Library's expectations. The vendor who responded was Group 4 and they do meet our expectations. Their references are excellent and the interview was comprehensive. Group 4 has local experience; they are the same company that developed a plan for the Olathe Public Library.

The RFP requested that Group 4 develop a final report that provides a cohesive, holistic look at Johnson County Library including, collections, programing, services, and (as a last step) facilities. The goal is to first create the understanding of the services we want to provide, fully understand the needs we will have for our facilities and then create the building plan.

The report from Group 4 will be a twenty year plan and they will provide information on how to keep the content fresh for the next twenty years.

Mr. Shortlidge asked if the report will be draft plan. Ms. Gile stated that a draft will be developed and will be brought to the Board for approval if it meets all expectations.

Mr. Obi stated that the selection committee did an excellent job in the RFP process. They were tasked with sending an RFP with a challenging timeline. They have done a very good job.

Ms. Hupp noted that Group 4 is not just about building. When they worked with Olathe they recommended that Olathe not build new locations, but invest in the properties they already have.

Ms. Gile added that feedback from other libraries on Group 4 was excellent; many stated that the information Group 4 gleaned from the community made them consider their library service in a completely different way.

Mr. Nelson asked about Johnson County Library's prior experience with Group 4 on the Monticello project. Ms. Suellentrop responded that it was a good experience. The consultant met with Johnson County Library both in person and remotely. She had a wealth of expertise, was informative and educational.

Ms. Suellentrop stated that the content of the plan was excellent. The consultant challenged the JCL committee to project past what they knew to be true and seek a further vision.

Ms. Robinson suggested the team consider the different expectations regarding communication among members of the Board. She recommended a fully defined communication plan be developed to meet the communication needs and expectations.

Mr. Obi noted that the project team has developed a complete communication plan and process. Mr. Casserley explained that the communication plan will be presented to the Board at the regular Board meeting on October 9<sup>th</sup>. Group 4 will also work with us to create a plan that will include scope and communication milestones.

Mr. Nelson expressed his concern with the additional services and change orders referenced in schedule A of the agreement which he did not see included.

Mr. Logan stated that the Board will see schedule A for consideration, most likely in November. Schedule A will list the basic and core services with costs. There will be a not to exceed number on the basic services. We are negotiating additional and core services as we believe several of the additional services as outlined by Group 4 to be core. When the agreement is finalized, it will be presented to the board for approval.

Change orders under \$100,000 are approved by the County Librarian.

Mr. Obi stated that additional costs occur when we defer from the scope of work, which is why it is important we clearly define the scope of work and expectations from the consultant.

Mr. Logan stated that we will be agreeing on basic services, capping the fee and including travel expense and reimbursement in the agreement.

**MOTION:** Neil Shortlidge moved to approve the consultant and the form of agreement

**SECOND:** Emmanuel Obi

**MOTION CARRIED UNANIMOUSLY**

Mr. Logan informed the board that there will be a resolution prepared by the County's bond counsel to issue the bonds on the Monticello and Central Resource projects in the board materials for the next regular Board meeting,

In addition to the resolution, there will be a base lease, a trust indenture, a sublease and notice of bond sale. The materials are extensive and they will be included in the record because the bond resolution states they will be included in the record.

Mr. Logan, County Legal counsel and Bond counsel have reviewed the documentation thoroughly. He encouraged Board members to familiarize themselves with the resolution and read the other documentation if they are inclined.

Mr. Casserley noted that Thursday evening he will be meeting with the Public Building Commission to respond to questions regarding the Central Building project and the Comprehensive Library Master Plan. The purpose of the Central Building renovation is to maintain the building, upgrade the HVAC and roofing, regain public space and improve efficiencies. The driving reason for the project is to keep the facilities in good repair as it is our responsibility to the tax payer. The other part of the bond is to offer services to the Monticello area, which is underserved by Johnson County Library.

Mr. Logan noted that with the Public Building Commission process, we will have a base lease with the Public Building Commission, which in turn will lease it to the commission, which subleases it back to the Johnson County Library Board. When the bonds are paid off, ownership will go back to the Library Board.

**ADJOURNMENT**

**MOTION:** Neil Shortlidge moved to adjourn

**SECONDED:** Emmanuel Obi

**MOTION CARRIED UNANIMOUSLY**

Meeting Adjourned at 4:23 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIRMAN \_\_\_\_\_  
Nancy Hupp

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

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, October 9, 2014  
4:00 p.m.  
Antioch Library**

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

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**FRIENDS OF THE LIBRARY:** Gloria Snowden

**STAFF:** Bev Baker, Barbara Brand, Heather Burgess, Sean Casserley, Rachel Crowe, Bradley Debrick, Kim Gile, Mike Heffernan, John Helling, Linda King, Jennifer Mahnken, Sarah Mathews, Susan Mong, Nicki Neufeld, Thomas Parks, Ashley Post, Rita Rubick, Matt Sapp, Scott Sime, Kari Sime, Tricia Suellentrop

**GUESTS:** Todd Boyer, Kate Galati, Danni Livingston, Georgia Sizemore, Maury Thompson,

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

**CITIZEN COMMENTS**

Todd Boyer, addressed the Board noting he wears multiple hats as a neighbor and patron of the Antioch library, as a colleague, as Events Manager of the Kansas City Public Library, and also as a representative of the Merriam City Council.

Mr. Boyer presented a proclamation to the Library Board that has been drafted and formally accepted by the Merriam City Council.

Dated September 1, 2014, the proclamation affirms the city of Merriam's historic and current support of the Antioch Library and encourages the Johnson County Library Board of Directors to consider maintaining library service within the City of Merriam as the comprehensive library master plan is being developed.

The proclamation was unanimously approved and signed by members of the Merriam City Council, with the exception of Nancy Hupp, who abstained due to her dual role as Chair of the Library Board and member of the Merriam City Council.

Mr. Boyer stated that the City Council would like to continue the partnership between the Johnson County Library and the City of Merriam into the future.

**BOARD OF DIRECTORS COMMENTS**

Mr. Nelson noted that he will have comments for the discussion of the resolution in the new business portion of the meeting.

Ms. Hupp commented that it continues to be a pleasure to work with Board and staff. There are both exciting and challenging times ahead.

## **FRIENDS OF THE LIBRARY**

Gloria Snowden reported for the Friends of the Library. The Friends have 13 volunteers listing items for sale on the internet and 5 volunteers shipping items ordered. August internet sales totaled \$12,069.12 with a total of 579 items sold. Sales in August were exceptional because of the sale of textbooks.

September was an interesting month for the bookstores. The Antioch store beat budget by about \$20, with sales of \$5,019.60. The Blue Valley store uncharacteristically did not hit budget in September, but this likely was due to some unusual events (including a thunderstorm and technology glitches) throughout the month. Blue Valley, however, still raised \$1,905.76 with a budget of \$2,300.

Coming up soon:

- Buy One Get One (BOGO) Mystery Sale at both Friends Bookstores 10/13 – 10/18
- National Friends of Libraries Week is 10/19 – 10/25, with 20% off bookstore purchases all week long for Friends members

Other Events:

- There will be a Tabletop sale at the Teen Anime Festival, which is October 25, 10am-4:30pm at Central Resource Library. The Friends will offer a variety of manga, graphic novels & anime DVDs for sale \$1.00 - \$3.00 each.
- The BIG Fall Kid's Book Sale will be November 13-15 in the Carmack Room at Central Resource Library. The Friends Only Preview Night Wed November 12 from 4-8pm. This sale will be our major fall event and should draw a crowd of kids, young adults, parents, grandparents, relatives of all types, and teachers.

Friends' staff has toured the site of next year's Sizzlin' Summer Book Sale at JCCC and planning is underway in full force. This is an opportunity for lots of volunteering.

The next meeting of the Friends' Board is Tuesday the 14<sup>th</sup> at Antioch Library at 6:00 pm. The Friend's Annual Meeting is Tuesday, November 18<sup>th</sup> also at Antioch.

Biggest Internet sales in September:

- Civil War magazines (lot of over 300) - \$215.00
- The Bank Directory: Complete Five Volume Set; June – November, 2013 - \$199.95
- American Financial Directory: Five Volume Set June, 2014 – \$198.95

International orders went to Canada (3), Australia, Italy, Great Britain (2), Portugal, Japan, South Africa (2), Philippines, and Spain (2).

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Ms. Mong stated that the Tanner Colby event was fantastic and on behalf of the Foundation Board she congratulated the Johnson County Library staff who collaborated with the Blue Valley School District, and Johnson County Community College to put on the amazing event.

McGowan Gordan recently selected the library as an organization to support in their 15 days of giving. They formally joined the corporate partner program and collected and donated gently used books to the Friends for re-sale.

The Pinnacle Awards are next Thursday, 10/16. The event will be live tweeted and is poised to surpass earnings from last year.

We received good news from the Kauffman Foundation that they will be supporting us with a grant of \$70,000 to support the MakerSpace. A representative of the Kauffman Foundation will join us at the next Board meeting to provide more information.

Wal-Mart provided a gift of \$1,000 in support of 6 by 6 Ready to Read.

An invitation will be sent to the Board for a First Friday event featuring literary artists featured in our Gallery spaces. Ms. Mong expressed she hopes Board members will be able to attend.

Ms. Hupp commented that we have never received money from the Kauffman Foundation, the gift is phenomenal. She thanked Ms. Mong for her hard work.

Mr. Casserley added his thanks to Ms. Mong for her work on making connections and building the partnership.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus requested a copy of the proclamation from the City of Merriam to share with the Commissioners.

The Commissioners are looking forward to the Pinnacle Awards. The renovations for the Central Resource Library passed the Public Building Commission this morning.

## **BOARD COUNSEL REPORT**

Mr. Logan will discuss the bond resolution in the new business section of the meeting.

## **COUNTY LIBRARIAN REPORT**

### **Wonderscope/Headstart**

Mr. Casserley reported that he and Ms. Suellentrop recently toured Wonderscope, the children's museum in Shawnee, KS. Their work with children complements the work Johnson County Library does with early childhood development and literacy. They also have a relationship with Head Start. As part of their strategic plan, Wonderscope will be embarking on a capital campaign.

Mr. Casserley asked if there is interest from the Board in meeting with the Boards of Wonderscope and HeadStart for the purpose of discussing collaboration. They are major stakeholders in early childhood development.

Mr. Casserley stated that a conversation could focus on collaboration around facilities and programming. The programming we currently have would align well with Wonderscope and Headstart. In addition, Wonderscope may be looking to relocate and there may be an opportunity to create a shared campus.

Ms. Templin recommended the conversations begin with library staff, Wonderscope and Headstart. Staff can bring any policy discussion back to the Board.

Mr. Nelson stated that the conversations could also take place as part of the comprehensive library master planning process.

Ms. Robinson commented that there are also other early childhood programs in the county and suggested that the vision should be wider than one organization.

The Board supported the idea of identifying opportunities with Wonderscope, Headstart and other early childhood development organizations through the comprehensive library master plan process.

### **Overland Park Community Garden**

At the next meeting, a representative of the Overland Park Community Garden will present a Memorandum of Understanding (MOU) to renew the agreement between Johnson County Library and the Overland Park Community Garden.

Mr. Casserley asked if Board members had any questions or reservations with continuing the relationship. Board members were supportive of the MOU and the program.

### **Change in Hours of Operations Discussion**

Associate Director for Branch Services, Jennifer Mahnken, presented a recommendation for a change in operating hours. The recommendation is informational at this time; Board action is not being requested.

Johnson County library evaluates our services and programs on a regular basis. Throughout the year, the administrative staff has been visiting with staff at the branches for morning meetings. Administrative staff began to notice a trend of patrons queuing up at the doors and trying to use the library before the opening hour of 10:00 a.m.

Staff began to gather data in order to evaluate if it is feasible to open our branches an hour earlier, 9:00 a.m., instead of 10:00 a.m. at all Johnson County Library branches.

We are currently open from 9:00 a.m. to 9:00 p.m. at Central and 10:00 a.m. to 9:00 at larger branches. The community branches are open shorter hours due to usage by patrons and staffing.

Staff gathered data from various sources including door count, patron surveys and data from Gimlet, an internal tracking log.

Our recommendation is to open at 9:00 a.m. and close at 8:00 p.m. This would be a net loss of 3 hours, due to closing Central an hour early.

Rationale for the recommendation is based on observation; the earlier hour would allow us to offer story time earlier allowing us to increase the number of families we reach.

One concern was raised from Johnson County Adult Education who has patron/students who use the building between 8:00 and 9:00 p.m. We are committed to finding a solution that would allow them to stay in the building for that hour.

Ms. Templin expressed concern that 8:00p.m. is early, particularly for children who have after school activities. She questioned the possibility of examining Saturday usage hours in comparison to evening hours.

Ms. Mahnken responded that anecdotally she believes Saturday afternoons to be busier than the 8:00 p.m. to 9:00 p.m. The data that has been gathered shows there is a significant decline in the number of questions asked of staff during the last hour of the day.

Mr. Obi asked how data was gathered. Ms. Mahnken responded that data was gathered from a user survey, number of patron visits and the Gimlet database where staff records patron questions.

Ms. Amos Ruo expressed concern for students who will go to the library after work or class and study until closing. Ms. Robinson agreed that closing at 8:00 p.m. seems early, particularly for students who need access to computers to work on homework.

Ms. Templin expressed support for opening early and asked for data that shows closing early in the evening Monday through Thursday is the best time to balance hours as opposed to another time during the week.

Commissioner Osterhaus requested a cost analysis for adding hours only, not cutting hours.

Mr. Casserley summarized the Board's feedback. We will examine traffic in the libraries for all seven days of the week and investigate the cost of opening earlier and keeping closing hours as they are.

### **Lending Machine Awning update**

Prior to the purchase of the lending machine, the vendor assured Johnson County Library that the machine could withstand the changeable Midwestern weather. However, when the machine was exposed to the rain it leaked causing damage to the test material inside. The machine has been protected with a cover. A permanent awning was designed for the machine, on further examination of the design it was determined that it would not provide adequate cover for the machine.

Other options have been explored:

1. Placing the machine inside another facility in Western Shawnee.
2. Alter the design of the original awning
3. Identify a new shelter

A new shelter has been identified by Handi Hut Inc., a company that manufactures structures for bus stops. The shelter would be light in color and include a graphic element on the sides. The structure has two entries/exits. The structure would house a camera. There is a cost savings in purchasing the Handi Hut instead of the original awning.

The new design will need to go before the city of Shawnee for approval which may affect the timeline.

Ms. Mahnken stated that Johnson County Library will pay for the awning as it was part of the initial project plan and budget. Only the design is changing.

The vendor has guaranteed the lending machine 100% and if another issue should arise they will either replace the machine or fix it to our satisfaction.

Mr. Casserley noted that we are continuing to work with Johnson County Park and Recreation Department. They have been understanding and great partners.

Ms. Mahnken noted there is still opportunity for corporate sponsorship on the machine itself. Cost of sponsorship is \$25,000 for two years.

Ms. Hupp asked if the machine supports browsing. Ms. Mahnken responded that the machine supports browsing through the computer screen.

### **Budget Update**

Mr. Casserley introduced Financial Director, Nicki Neufeld, to discuss increasing efficiency and transparency and more closely align spending with the strategic plan.

Ms. Neufeld presented Board members with the preliminary budget pages as approved by the Board of County Commissioners and began to review the budget process Johnson County Library goes through every year.

Ms. Neufeld reviewed the Library Operating budget. Total expected expenditures for 2015 are \$23,118,376.00. Anticipated revenue for 2015 is \$1,980,968.00. Ad Valorem is anticipated to be \$21,137,408.00.

Total expenditures for fiscal year 2015, excluding transfers and risk management charges, are budgeted to increase by \$1,053,325 compared to fiscal year 2014. The increase is anticipated to be used for salary increases approved by the Board of County Commissioners, the ongoing collections restoration and operational costs for Monticello phase one.

Each fiscal year, the finance office begins the structure of the budget by first considering major services. There are currently 8 major services: 1. Administration and facilities 2. Collections 3. Branch Services 4. Technical Services 5. Information Technology 6. Systemwide services 7. Central Resource Library 8. Library General Tax Increment.

Ms. Neufeld would like to reduce this number to 5 in order to align more closely to the strategic plan and proposes maintaining: 1. Administration and facilities 2. Collections 3. Branch Services 4. Information Technology 5. Systemwide services. She would like to roll the other items into the 5 major services.

When major services are established, the library operationally handles the budget through cost centers. Each service in the library has a cost center. At the end of the month, the manager of the cost center can see what they have in their budget. Currently, Johnson County Library has between fifty-five and fifty-eight cost centers.

Ms. Neufeld has assessed the situation, met with the managers to discuss the budget and cost centers and would like to simplify the structure of the budget. Simplifying the structure of the budget will allow the Board and Mr. Casserley to more easily make strategic decisions regarding the budget and spending.

Ms. Neufeld would like to propose reducing the fifty-five cost centers to between fifteen and thirty. It is a big job that will cause ripple effects.

She is meeting with county staff, TFM, Budget and HR to fully understand the ripples and make sure necessary tasks can be accomplished to make the restructure possible and efficient.

The goal is to have the restructure in place by January 2015.

Mr. Nelson stated that he is supportive of the effort; he would like to compare our model with what other agencies are doing, for example, Park and Recreation.

Ms. Neufeld responded that her office has reviewed the Parks and Recreation budget. She noted that our businesses are similar in some ways. We are library specific and it is important to keep the major services and cost services in line with our business. With this in mind, the finance office is also comparing other library systems and how they structure their budget.

Mr. Nelson suggested that a next phase would be to update the financial reporting that more clearly shows an income statement and balance.

Ms. Neufeld responded that she has been considering updating the reports. She has made some changes and is being careful not to alter the reports too quickly. With investigation she found that the board reports have been designed by board action. Changing them will require additional research. Mr. Casserley noted that we want to be deliberate with the changes we make.

Ms. Neufeld referred to Kansas City Public Library and noted that as a quasi-municipality they produce their own Comprehensive Annual Financial Report (CAFR). Johnson County Library is part of the County General and the CAFR is produced and on the County website. The Johnson County Library income statement and balance sheets are part of this report.

Ms. Neufeld noted that she has updated the scheduled replacement report. Ms. Neufeld went through every transaction in the last 4 years and separated the report out by year. This is the same report with the same number, but it has been broken out. She will be working on this report and making it more succinct.

In addition, she is collaborating with Facilities Director, Mike Heffernan, to evaluate the capital improvement plan. Mr. Heffernan is developing a 5 year look and a 10 year look at maintenance needs. This will allow us to develop a more informed and strategic capital improvement request.

### **Central Building Upgrade update**

Scott Sime, Central Building Project Manager, provided an update to the Board.

The RFP was submitted in August and eleven responses were received. Four vendors were interviewed and were then ranked by the selection team based on a variety of attributes. Titan Built was selected.

Members of the selection committee are Scott Sime (library), Mike Heffernan (library), Georgia Sizemore (county facilities), Kate Galati (county facilities), and Marilyn Bell (county budget office).

Next Steps:

The central upgrade committee has been meeting with stakeholders at Central to determine what works best in their spaces. The next steps will involve taking that information and overlaying the wish list with what is possible in the budget. This process will continue and be more accurate with the involvement of the construction manager.

Next month, Rick Wise with Clark Enersen will give a presentation to the Board on the schematic design for Central.

In the first quarter of 2015, a contract for the construction services will be brought to the Board for action. The contract will include a guaranteed maximum price.

Construction is anticipated to begin in March and be completed by the end of 2015.

Mr. Shortlidge noted that the priorities for the project are infrastructure and the addition of public space. Material flow and staff space will be addressed as budget allows.

### **comprehensive library master plan**

Kim Gile, presented an update on the comprehensive library master plan.

Ms. Gile provided copies of the project charter and list of project team members to the Board.

The scope of the project is larger than our facilities. Facilities will be the last phase of the project to be addressed, flowing from the other data gather throughout the process.

The RFP has been written and published. The core team received a response and thoroughly evaluated the response. The vendor selected is Group 4. All county purchasing processes have been followed and Fred Logan, legal counsel for the library, has been consulted in the decision making.

The development of the comprehensive library master plan will be conducted with the consultant. Potential solutions will be reviewed and then presented to the Board for action.

We have an aggressive 6 month timeline for the project. This project is an organizational priority; Ms. Gile thanked Board liaisons, Ms. Hupp, Mr. Obi and Mr. Nelson for their flexibility on working with short notice.

The communication process (both internal and external) is important to the success of the plan. A communication plan has been developed to ensure thorough and accurate communication flow with all stakeholders.

Group 4 will develop a final report that provides a cohesive, holistic look at Johnson County Library system including, collections, programming, services, and facilities. The goal is to first create the understanding of the services we want to provide, fully understand the needs we will have for our facilities and then create the building plan.

The report from Group 4 will be a twenty year plan and they will provide information on how to keep the content fresh for the next twenty years.

Next steps:

The core team is negotiating cost with Group 4. When an agreement in cost is reached, it will be brought to the Board for action.

If a cost agreement is reached before the next regularly scheduled Board meeting, Mr. Logan recommended that a special meeting be convened by conference call to discuss and approve cost. This approach will allow for a quick turnaround on the decision.

On October 10<sup>th</sup>, the Core team will hold the kick-off meeting with Group 4 at the Corinth library. Group 4 will be on site.

Ms. Gile thanked the Board for their support in the process. Mr. Logan complimented the Johnson County Library staff and the Core team for their thorough and professional work.

## **CONSENT AGENDA**

Ms. Hupp noted that there was an error in the September 11, 2014 meeting minutes. On the final page, the minutes indicate the construction manager and pre-construction services contract would be brought to the Board for action at the October 2, 2014 special Board meeting. This was incorrect. At the October 2, 2014 special Board meeting the comprehensive library master plan was discussed, not the construction manager and pre-construction services.

The September 11, 2014 minutes will be removed from the consent agenda, corrected and approved at the regular Library Board meeting on November 13.

**MOTION:** John Nelson moved to approve the consent agenda as revised

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

## **NEW BUSINESS**

Mr. Logan stated that at the special meeting on October 2, he introduced the fact that the county was preparing to issue the bonds through the Public Building Commission on the Monticello and Central Resource projects. At that time, Mr. Logan presented a draft resolution. The resolution has now been completed, Resolution 2014-1 and the maximum interest rate of 3.20% have been completed on section 2, page 2 of the document.

The resolution, base lease, trust indenture, sublease and notice of bond sale will be made part of the record. The preliminary official statement will also be made part of the record.

Mr. Logan noted the bids will be issued as soon as possible and the financing is moving quickly.

Mr. Nelson expressed concern about the project, not the way it has been prepared. Mr. Nelson is opposed to the Central Building project. He believes that we are doing an excellent job on the comprehensive library master plan and is concerned by the timing of working on the Central Building project concurrently.

Mr. Nelson stated that he understands the need for updating the mechanics and roof of the Central Building. He expressed concern of the scope of the project beyond those facility issues. He would prefer the comprehensive library master plan be completed prior to beginning the Central Building upgrade. Mr. Nelson doesn't disagree with the resolution or the process, but he does disagree with the Central project itself.

Ms. Templin expressed that she understands Mr. Nelson's apprehension. The usage of the Central library has changed since 1995. Although we are developing the comprehensive library master plan, it could be 15 to 20 years before funding is obtained to fulfill the plan. The Central Resource Library may need to stay open to support the needs of patrons for another twenty years. When the Central project was initially proposed, it was envisioned as a 5 to 7 million dollar project. It has been pared down considerably in response to a difficult financial time with the goal of serving the needs of Johnson County residents for many years to come. Central is a very used facility and this is a solution for a lot of uncertainty.

Mr. Nelson stated that he feels the question has been fairly debated. His stance remains the same and he would not like to continue the debate.

Mr. Shortlidge agreed with Ms. Templin's points, stating that for a long period of time the Board of County Commissioners did not support capital improvement projects for the library. The plans for Monticello and the Central Library renovation have been in the works for years.

Thereupon, there was presented a Resolution entitled:

**A RESOLUTION AUTHORIZING THE CONSTRUCTION, EXPANDING, RECONSTRUCTING, FURNISHING AND EQUIPPING OF AN EXPANSION TO THE CENTRAL RESOURCE LIBRARY AND THE CONSTRUCTION, FURNISHING AND EQUIPPING OF A BUILDING FOR USE AS THE INITIAL PHASE OF THE MONTICELLO LIBRARY; APPROVING THE ISSUANCE BY THE PUBLIC BUILDING COMMISSION OF JOHNSON COUNTY, KANSAS OF ITS LEASE PURCHASE REVENUE BONDS (LIBRARY PROJECTS), SERIES 2014B TO PAY THE COSTS OF SUCH IMPROVEMENTS; AUTHORIZING THE EXECUTION AND DELIVERY OF A BASE LEASE AND A SUBLEASE IN CONNECTION THEREWITH; AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN OTHER DOCUMENTS AND THE TAKING OF CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH.**

The Resolution was considered and discussed; and on motion of Neil Shortlidge, seconded by Mitra Templin, the Resolution was adopted by the following roll call vote:

Aye: Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Mitra Templin, Pam Robinson, Amy Amos Ruo  
Nay: John Nelson.

Thereupon, a majority of the members of the Library Board having voted in favor of the adoption of the Resolution, it was given No. 2014-1 and was signed by the Chair and attested by the Secretary.

**EXECUTIVE SESSION**

**MOTION:** Neil Shortlidge moved that the Board recess into executive session under the personnel exception to the Open Meetings Act in order to conduct the annual performance evaluation of the County Librarian, with the open meeting to resume in this room at 6:15p.m.

**SECONDED:** Mitra Templin                   **MOTION CARRIED UNANIMOUSLY**

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

**MOTION:** Neil Shortlidge moved to extend the executive session by 15 minutes in order to continue the annual performance evaluation of the County Librarian, with the open meeting to resume in this room at 6:30 p.m.

**SECONDED:** Emmanuel Obi                   **MOTION CARRIED UNANIMOUSLY**

No votes were taken. The Board returned to regular session at 6:30p.m.

**MOTION:** Mitra Templin moved to extend the executive session by 15 minutes order to continue the annual performance evaluation of the County Librarian, with the open meeting to resume in this room at 6:45 p.m.

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

No votes were taken. The Board returned to regular session at 6:45p.m.

**ADJOURNMENT**

**MOTION:** Mitra Templin moved to adjourn the meeting.

**SECONDED:** Neil Shortlidge                   **MOTION CARRIED UNANIMOUSLY**

Adjourned at 6:46 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIRMAN \_\_\_\_\_  
Nancy Hupp

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

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
September, 2014**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
New York Times	Digital license	\$3,981.91
State Library	6 by 6 contract (\$5,000 grant awarded to JCL)	\$5,000.00
	<b>Total</b>	<b>\$ 8,981.91</b>

**SIGNED:**

\_\_\_\_\_  
**Finance Director**

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$136,357.06</b>
	Add Receipts	\$99.68		
	Less Payments		\$0.00	
	<b>Ending Cash balance</b>			<b>\$136,456.74</b>
	Less Liabilities		\$0.00	
	<b>Unobligated cash balance</b>			<b>\$136,456.74</b>

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

DATE \_\_\_\_\_

# JOHNSON COUNTY LIBRARY REVENUE REPORT

September 2014

75% of Year Lapsed

REVENUE ALL FUNDS	2014 Year to Date	2014 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	19,669,826.89	19,612,122.00	100%	99%
Ad Valorem Delinquent	189,878.81	308,005.00	62%	72%
Motor Vehicle	1,865,165.58	2,159,126.00	86%	51%
Library Generated - Copying/Printing	70,785.79	85,000.00	83%	54%
Library Generated - Overdues / Fees	472,533.08	725,000.00	65%	46%
Sale of Library Books	37,500.00	50,000.00	75%	50%
Misc Other	12,975.51	21,290.00	61%	27%
Library Generated - Other Charges	39,089.13	322,050.00	12%	22%
Investment	44,630.41	56,621.00	79%	35%
Unencumbered Balance Forward	0.00	630,000.00	0%	0%
Recreational Vehicle Tax	6,037.38	6,497.00	93%	33%
Heavy Trucks Tax	9,029.23	10,131.00	89%	104%
Rental Excise Tax	24,330.97	24,997.00	97%	56%
State and Federal Grants	159,828.72	226,278.00	71%	1%
<b>TOTAL REVENUE</b>	<b>\$22,601,611.50</b>	<b>\$24,237,117</b>	<b>93%</b>	<b>89%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**September 2014**  
**75% of Year Lapsed**

<b>OPERATING FUND</b>	<b>2014</b>	<b>2014</b>	<b>% Program</b>	<b>% Expended</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Collection Development	3,304,465	3,412,889	97%	50%
Administrative Services	2,116,508	2,647,899	80%	42%
Branch Services	4,711,725	4,361,726	108%	48%
Technical Services	505,453	765,438	66%	40%
Systemwide Services	319,338	2,472,746	13%	45%
Central	2,882,100	3,936,955	73%	46%
Facilities	1,645,116	1,926,919	85%	66%
Information Technology	1,686,650	2,130,677	79%	51%
Risk Management Charges	71,850	95,798	75%	50%
Library General Tax Increment	0	0	0%	0%
Grants *	125,151	226,278	55%	2%
Transfer to Capital Projects	0	0	0%	0%
Interfund Transfers	0	0	0%	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$17,368,356</b>	<b>\$21,977,325</b>	<b>79%</b>	<b>47%</b>

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

<b>SPECIAL USE FUND</b>	<b>2014</b>	<b>2014</b>	<b>% Budget</b>	<b>% Expended</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Contractual Services (General Maintenance)	13,389	0		0%
Commodities (Capital Equipment)	161,471	208,868	77%	32%
Transfer to Debt Payment	1,106,978	1,122,186	99%	5%
Transfer to Capital Projects	0	0	0%	100%
PBC Debt Payment (Library Building Tax Increment)	436,737	928,738	47%	662%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$1,718,575</b>	<b>\$2,259,792</b>	<b>76%</b>	<b>18%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$19,086,930</b>	<b>\$24,237,117</b>	<b>79%</b>	<b>38%</b>
---------------------------	---------------------	---------------------	------------	------------

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2014**  
**75% of Year Lapsed**

**ALL FUNDS**

**(OPERATING & SPECIAL USE)**

<b>Categories</b>	<b>2014 Year to Date</b>	<b>2014 Budget</b>	<b>% Categories Expended</b>	<b>% Expended Last Year</b>
Salaries and Benefits	10,077,432	13,907,080	72%	45%
Contractual Services	3,462,967	3,041,351	114%	66%
Supplies	3,340,409	3,878,782	86%	38%
Capital - Operating	13,389	8,412	159%	0%
Risk Management Charges	71,850	95,798	75%	50%
Library General Tax Increment	0	0	0%	0%
Capital / Maintenance / Repair	121,450	221,622	55%	43%
Transfer to Debt Payment	1,106,979	1,122,186	99%	0%
Transfer to Capital Projects	330,566	790,566	42%	0%
Library Building Tax Increment	436,737	928,738	47%	0%
Grants	125,151	226,278	55%	2%

<b>TOTAL EXPENDITURES</b>	<b>\$19,086,930</b>	<b>\$24,220,813</b>	<b>79%</b>	<b>43%</b>
---------------------------	---------------------	---------------------	------------	------------

**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>						<b>Grant</b>	<b>Budget</b>
<b>Expenditures through 8/31/14</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>		<b>Award</b>	<b>Remaining</b>
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,500.00		\$9,736.00	\$236.00
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$3,969.04		\$8,000.00	\$4,030.96
2013 Ks H. C.	State	Mar-13		\$2,400.00		\$2,650.00	\$250.00
2014 Check up and Check Out	State	Jul-14		\$1,051.62		\$5,250.00	\$4,198.38
2014 6by6 Activity Kits	State	Jul-13	Dec-14	\$701.91		\$2,144.95	\$1,443.04
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$561.50		\$1,912.00	\$1,350.50
2014 State Aid Grant	State	Jul-14		\$118,477.46		\$154,271.77	\$35,794.31
Dust, Drought and Dreams	State	Aug-14		\$347.39		\$1,200.00	\$852.61

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

**Deferred Maintenance Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
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>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
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	\$19,594.81	
<b>TOTAL EXPENDITURES</b>	<b>\$1,071,000.00</b>	<b>\$250.00</b>

**Deferred Maintenance Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
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>
		<b>REMAINING</b>
<b>EXPENDITURES</b>	<b>TO DATE</b>	
<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	\$12,819.85	
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	
HVAC Equipment	\$250.00	
<b>2013 &amp; 2014 Expenditures</b>	<b>\$83,752.38</b>	
<b>Sub-Total 2013 &amp; 2014 Expenditures</b>	<b>\$83,752.38</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$1,071,250.00</b>	<b>\$0.00</b>

**Monticello Land Acquisition**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
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>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
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**

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

**Total Revenue** 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			49,670.00
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Encumbered for Vehicle replacement (ordered)				40,634.00
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>208,766.20</u>

**Budget Remaining** \$ 321,910.99

## Expenditure of Friends of the JCL Donations 2014

### September 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>September</i>	<i>September YTD</i>
Volunteer Recognition		\$0.00	\$435.00
Advertising/Promotion		\$750.00	\$16,773.74
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$912.85
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$0.00	\$7,794.50
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$0.00	\$18,768.68
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expenses		\$0.00	\$23.74
Miscellaneous		\$0.00	\$0.00
<b>Total Expenditures</b>		<b>\$ 750.00</b>	<b>\$ 44,708.51</b>

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

This Renewal Memorandum (the "Renewal" hereinafter) is made this ~~13<sup>th</sup>~~ 11<sup>th</sup> day of December ~~2013~~ 2014, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the Board of Directors of the Olathe Public Library ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, ~~2014~~ 2015 through December 31, ~~2014~~ 2015 with Sections 10 and 10A as set forth below.
  
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
  10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
    - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
  
    - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
  
    - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of ~~\$30,152.11 automation software costs, \$2,012 automation hardware costs and a computer control and reservation~~

~~system, \$22,582.30 for 23% of Integrated Library System Coordinator services costs, \$0 for OPL customized service costs, \$8,702 \$6,385.00 for 23% of .5FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the period of January 1, 2014 2015 through December 31, 2014 2015. (Estimated at \$216,374.46)~~ If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

~~The parties agree that JCL will pay OPL a service fee in the amount of \$17,000 for 77% of Monday through Saturday courier service between OPL and JCL. (NOTE: This language is repeated in the final section of this agreement)~~

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

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

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
1. OPL will be responsible for 23% of the total cost in ~~2014 2015~~ plus additional costs associated with OPL being made a party to any applicable leases.
  2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in ~~2014 2015~~.
  3. ~~In 2015, databases will be billed from 1/1/15 – 9/30/15. In 2016, databases will be billed from 10/1/15 – 9/30/16 and will continue billing on an October – September cycle thereafter.~~
  4. ~~In 2015, e-books will be billed from 8/1/14 – 9/30/15. In 2016, e-books will be billed from 10/1/15 – 9/30/16 and will continue billing on an October – September cycle thereafter.~~
- B. JCL shall provide OPL with the following services at no additional cost JCL staff shall provide the necessary equipment and software to perform use authentication; and

JCL staff shall provide support desk services relating to remote data base and e-content access.  
OPL will pay ~~\$6,385.00~~ for 23% of .5FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.
- D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book content will remain the property of OPL. The specific titles retained will be determined by OPL.

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

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

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

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

- A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:
  - 1. OPL will be responsible for 23% of the total cost in 2012, plus additional costs associated with OPL being made a party to any applicable leases.
  - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

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

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

COURIERS JCL shall pay ~~\$17,000 for~~ 77% of Monday through Saturday courier service between OPL and JCL.

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

BOARD OF DIRECTORS OF THE  
OLATHE PUBLIC LIBRARY

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**November 13, 2014**

**AGENDA ITEM:** VI.A. Consideration of Renewal of the MOU 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, 2015. 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, 2015 to March 31, 2016.

**PERSON(S) RESPONSIBLE:**

Sean Casserley  
John Helling

THIS AGREEMENT (the Agreement) is made this ~~13<sup>th</sup>~~<sup>14<sup>th</sup></sup> day of ~~October~~<sup>November</sup>, 201~~4~~<sup>3</sup> by and between the Board of Directors of the Johnson Country 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, 201~~4~~<sup>5</sup>, and ending March 31, 201~~5~~<sup>6</sup>. 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

---

~~Mitra Templin~~ Nancy Hupp

Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

---

Beverly Jaderborg

President

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

November 7	KC+Connect First Friday Group Exhibition Mid-America Arts Alliance
November 8	Liederkrantz Singers DeSoto Neighborhood Library
November 8	Meet the Artists in the Beyond Skin Exhibition Central Resource Library
November 10	Author Event Maggie Stiefvater, Tessa Gratton and Brenna Yovanof Central Resource Library
November 13-15	Big Fall Kid's Book Sale Friends of the Library Central Resource Library
November 15	Not a Box: or, Minecraft Live Lackman Neighborhood Library
November 18	Native American Dream Catcher Leawood Pioneer Library
November 19	Grandma's Yellow Pie Plate  Shawnee Neighborhood Library
November 20	Business Plan Blues Central Resource Library
November 20	Foundation Year End Meeting The Blue Moose, Prairie Village
November 26	All the Colors We Are Cedar Roe Neighborhood Library