

**JOHNSON COUNTY**  
  
**KANSAS**

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**Library**

**Board Report  
November 12, 2015**

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.

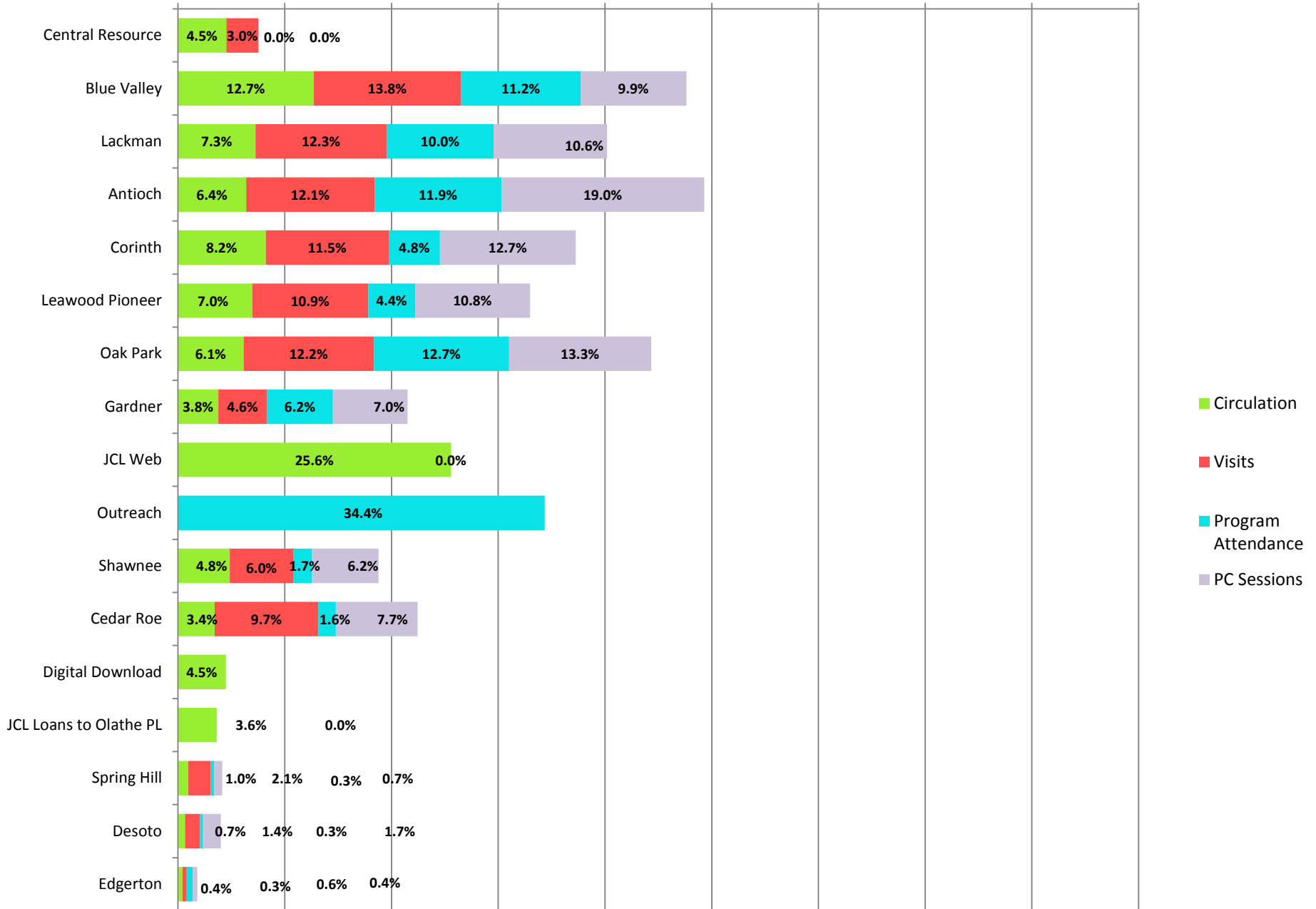
## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, NOVEMBER 12, 2015  
OAK PARK NEIGHBORHOOD LIBRARY  
4:00 P.M.

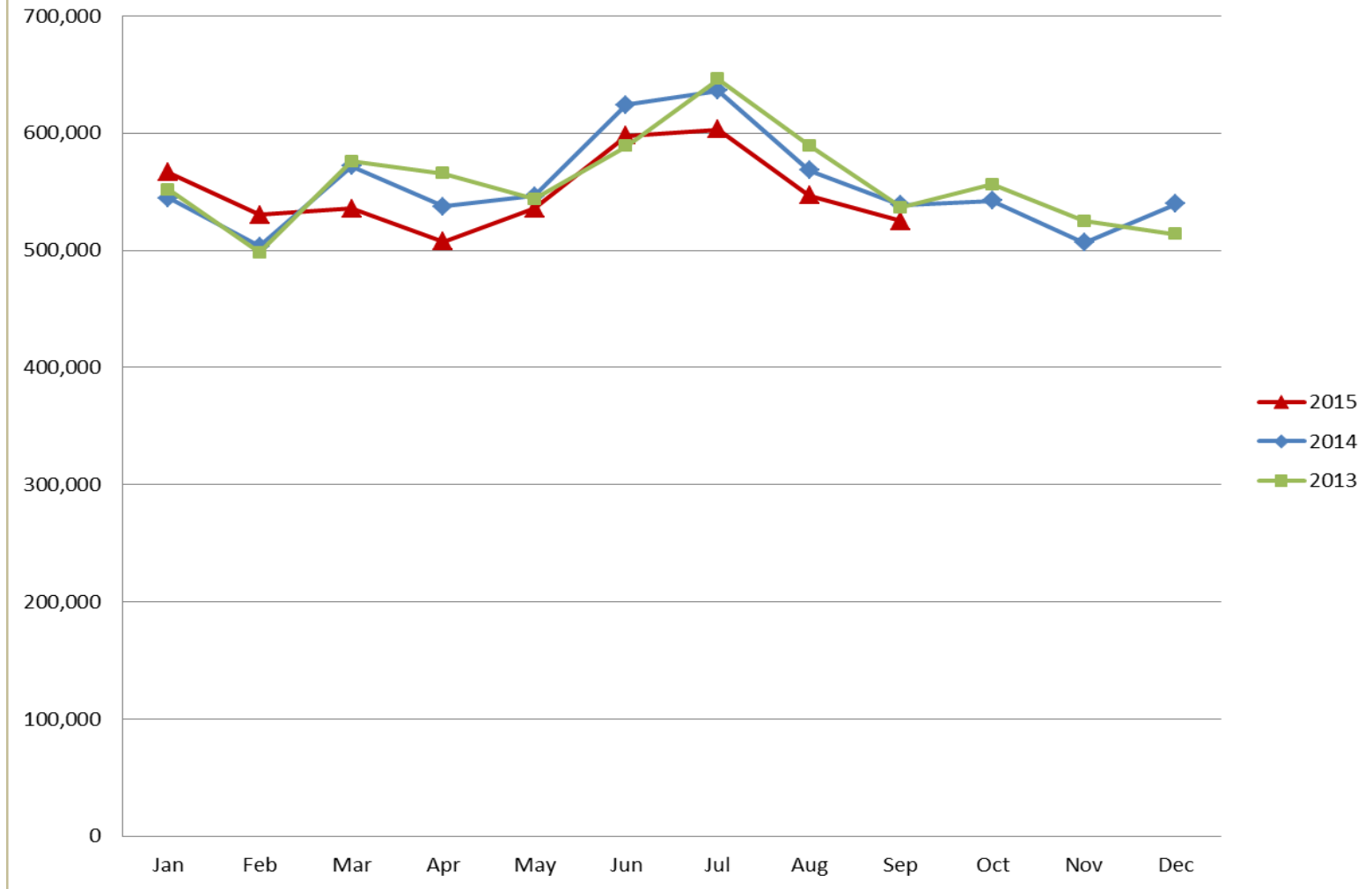
- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Friends of the Library
  - C. Susan Mong, Executive Director, Johnson County Library Foundation
  - D. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    1. Budget - Nicki Neufeld
    2. Strategic Plan
      - a) Set date for the Board retreat
      - b) Timetable for Operations center feasibility project
    3. Central Building Upgrade report – Scott Sime
    4. Updates
      - a) E-book partnership with the schools – Adam Wathen
      - b) ALA/PLA conference dates
- V. Consent Agenda
  - A. Action Items:
    1. Minutes of the October 8, 2015 Library Board meeting
  - B. Information Items
    1. Summary of New and/or Renewed Contracts
    2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2015 were handled in accordance with library and County policy.
      - b) The September 2015 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
- VI. Old Business
  - A. Committee assignments

- VII. New Business
  - A. Consideration of Closing Little Central for Ribbon Cutting/Grand Re-opening
  
- VIII. Executive Session
  - A. Consultation with the Library Board attorney
  - B. Preliminary discussion relating to the acquisition of real estate
  
- VIII. Adjournment

### Johnson County Library Touch Points Percentage of Activity by Location -- September 2015



## Johnson County Library Three-Year Trend in Circulation



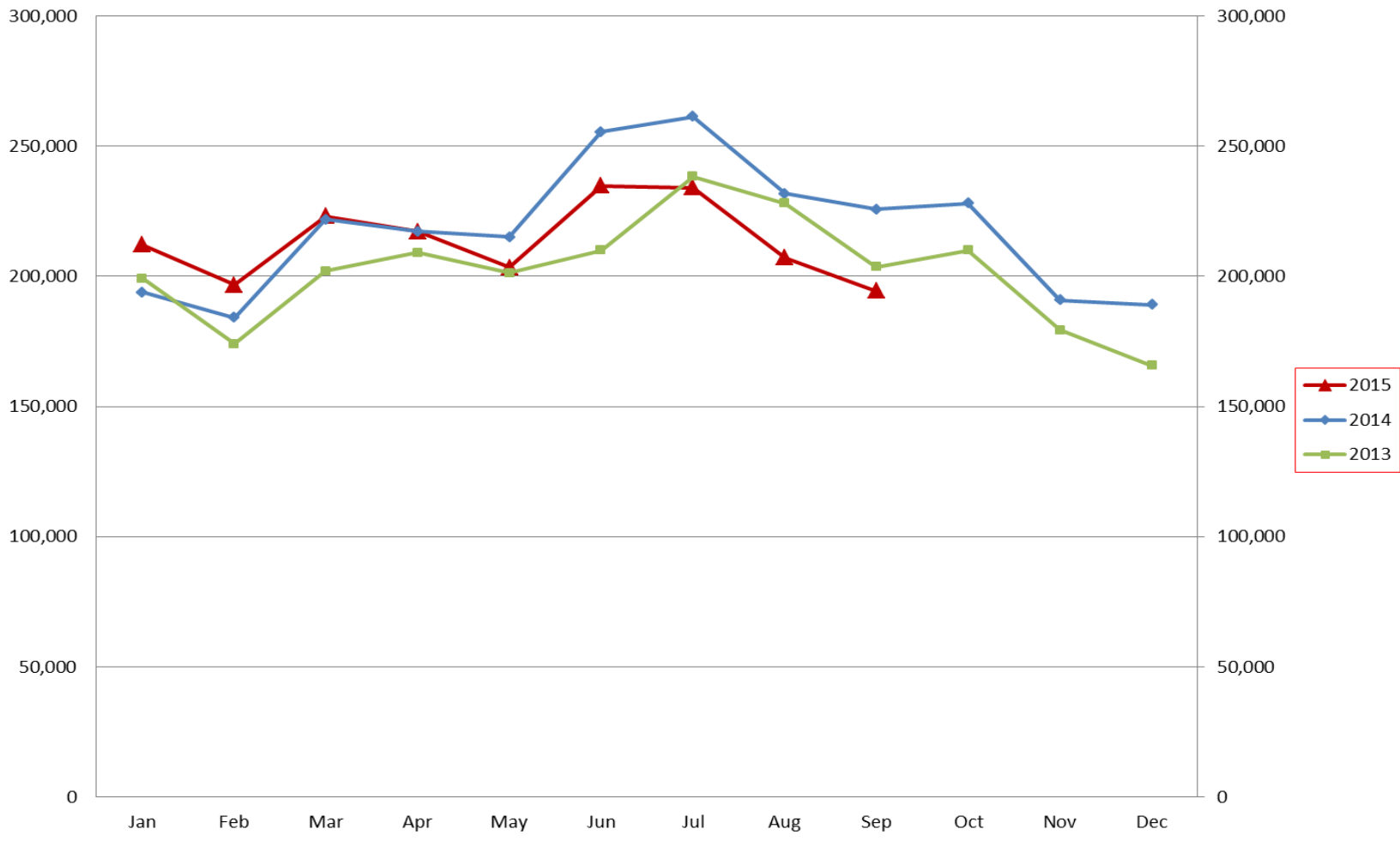
Johnson County Library  
**OFFICIAL CIRCULATION BY LOCATION**

**September 2015**

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change 2014 to 2015		
	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	Yr-to-Dt Circulation				
Antioch	33,485	6.4%	306,606	392,136	29,567	5.5%	280,799	366,754	13.3%	9.2%	6.9%
Blue Valley	66,727	12.7%	652,748	837,756	63,728	11.8%	613,344	787,056	4.7%	6.4%	6.4%
Cedar Roe	18,011	3.4%	170,679	223,523	18,550	3.4%	174,267	242,606	-2.9%	-2.1%	-7.9%
Central Resource	23,810	4.5%	345,890	565,143	75,928	14.1%	711,845	937,687	-68.6%	-51.4%	-39.7%
Corinth	43,162	8.2%	413,301	535,657	43,956	8.2%	402,426	524,769	-1.8%	2.7%	2.1%
Desoto	3,473	0.7%	34,846	46,725	3,951	0.7%	39,425	51,617	-12.1%	-11.6%	-9.5%
Edgerton	2,179	0.4%	16,850	21,812	1,660	0.3%	12,837	17,876	31.3%	31.3%	22.0%
Gardner	19,803	3.8%	185,812	242,336	21,550	4.0%	186,471	240,780	-8.1%	-0.4%	0.6%
Lackman	38,132	7.3%	350,162	446,675	34,832	6.5%	324,729	424,156	9.5%	7.8%	5.3%
Leawood Pioneer	36,525	7.0%	351,008	453,811	36,374	6.7%	350,638	460,984	0.4%	0.1%	-1.6%
Oak Park	32,255	6.1%	289,794	362,232	25,470	4.7%	241,664	317,236	26.6%	19.9%	14.2%
Shawnee	25,446	4.8%	241,336	312,300	25,854	4.8%	238,500	306,716	-1.6%	1.2%	1.8%
Spring Hill	5,019	1.0%	44,970	60,716	5,042	0.9%	49,077	66,357	-0.5%	-8.4%	-8.5%
JCL Web Renewals	134,267	25.6%	1,157,881	1,534,971	116,629	21.6%	1,124,977	1,495,023	15.1%	2.9%	2.7%
Digital Downloads	23,526	4.5%	205,851	264,718	15,757	2.9%	139,312	188,925	49.3%	47.8%	40.1%
JCL Loans to Olathe PL	19,066	3.6%	180,586	236,415	20,031	3.7%	181,140	237,614	-4.8%	-0.3%	-0.5%
<b>JCL Branch Total</b>	<b>324,217</b>	<b>61.8%</b>	<b>3,058,112</b>	<b>3,935,679</b>	<b>310,534</b>	<b>57.6%</b>	<b>2,914,177</b>	<b>3,806,907</b>	<b>4.4%</b>	<b>4.9%</b>	<b>3.4%</b>
<b>JCL Brances and Central</b>	<b>348,027</b>	<b>66.3%</b>	<b>3,404,002</b>	<b>4,500,822</b>	<b>386,462</b>	<b>71.7%</b>	<b>3,626,022</b>	<b>4,744,594</b>	<b>-9.9%</b>	<b>-6.1%</b>	<b>-5.1%</b>
<b>JCL SYSTEM TOTAL</b>	<b>524,886</b>	<b>100.0%</b>	<b>4,948,320</b>	<b>6,536,926</b>	<b>538,879</b>	<b>100.0%</b>	<b>5,071,451</b>	<b>6,666,156</b>	<b>-2.6%</b>	<b>-2.4%</b>	<b>-1.9%</b>

Average Circulation per Capita		
	2015	2014
Current Month	1.2	1.3
Year-to-Date	11.5	11.8
Service Area Population	431,000	431,000

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



Johnson County Library  
**USER VISITS**

September 2015

Location	Current Month 2015								Current Month 2014				Percent Change 2014 to 2015		
	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	23,425	12.1%	222,901	278,472	267	88	33,485	1.4	20,284	9.0%	179,759	235,714	15.5%	24.0%	18.1%
Blue Valley	26,859	13.8%	246,397	318,398	267	101	66,727	2.5	25,300	11.2%	235,913	306,183	6.2%	4.4%	4.0%
Cedar Roe	18,898	9.7%	185,064	237,081	239	79	18,011	1.0	20,108	8.9%	184,641	212,307	-6.0%	0.2%	11.7%
Central Resource	5,856	3.0%	112,922	215,521	267	22	23,810	4.1	38,627	17.1%	339,885	442,895	-84.8%	-66.8%	-51.3%
Corinth	22,430	11.5%	214,897	273,812	267	84	43,162	1.9	21,796	9.7%	206,269	266,948	2.9%	4.2%	2.6%
DeSoto	2,751	1.4%	25,096	32,511	156	18	3,473	1.3	2,800	1.2%	30,388	38,513	-1.8%	-17.4%	-15.6%
Edgerton	677	0.3%	8,452	12,073	106	6	2,179	3.2	1,432	0.6%	11,254	12,950	-52.7%	-24.9%	-6.8%
Gardner	8,915	4.6%	85,565	138,876	255	35	19,803	2.2	20,721	9.2%	140,486	168,554	-57.0%	-39.1%	-17.6%
Lackman	23,925	12.3%	210,117	263,039	255	94	38,132	1.6	22,344	9.9%	194,426	239,379	7.1%	8.1%	9.9%
Leawood Pioneer	21,120	10.9%	192,923	248,322	255	83	36,525	1.7	19,701	8.7%	183,637	241,330	7.2%	5.1%	2.9%
Oak Park	23,767	12.2%	230,507	283,931	255	93	32,255	1.4	16,095	7.1%	155,950	213,371	47.7%	47.8%	33.1%
Shawnee	11,631	6.0%	154,573	185,314	255	46	25,446	2.2	12,453	5.5%	106,309	134,435	-6.6%	45.4%	37.8%
Spring Hill	4,121	2.1%	33,580	43,647	148	28	5,019	1.2	3,995	1.8%	37,563	48,829	3.2%	-10.6%	-10.6%
Branch Total	188,519	97.0%	1,810,072	2,315,476	2,725	69	324,217	1.7	187,029	82.9%	1,666,594	2,118,513	0.8%	8.6%	9.3%
<b>SYSTEM TOTAL</b>	<b>194,375</b>	<b>100.0%</b>	<b>1,922,994</b>	<b>2,530,997</b>	<b>2,992</b>	<b>65</b>	<b>348,027</b>	<b>1.8</b>	<b>225,656</b>	<b>100.0%</b>	<b>2,006,479</b>	<b>2,561,407</b>	<b>-13.9%</b>	<b>-4.2%</b>	<b>-1.2%</b>

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.5
Average Visits per Capita for Year-to-Date:	4.5	4.7
Service Area Population:	431,000	431,000



# County Librarian's Report

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## Save the Dates

NOV

14

**Meet the Author:**  
**Roderick Townley**

2 pm @ Leawood Pioneer

NOV

14

**Listen Local:**  
**Teri Quinn**

11 am @ Antioch

## Annual Library Staff Awards Announced

### Community

Johnson County Library staff are universally exemplary – goes without sayin'. However, among the superlatives who establish our norm there are those who exert, exceed and excel. These significant contributors were recognized with a staff award in October by Deputy County Librarian Patricia Suellentrop. Pictured from left to right, Event Producer Joseph Keehn received the award for Outstanding Service, Information Specialist Brian Berrens was recognized as Morale Booster and Bryan Voell's Listen Local initiative took home Best Idea.



## 2015 Writers Conference a Hit

### Education

Headlined by New York Times Bestseller Jessica Day George (pictured), more than 230 professional and amateur writers descended upon Antioch Library Oct. 9-10 for the Library's first-ever Writers Conference co-presented with LDStorymakers. Participants talked shop and honed their skills throughout 23 sessions. When asked for advice during a panel discussion, fellow New York Times Bestselling Author Cathy Maxwell compared the practice of writing to making popcorn. You can heat the pan, add the oil and pop one kernel at a time, she explained. Or you can heat the pan, add the oil and then dump a ton of popcorn in.

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, October 8 2015  
Oak Park Neighborhood Library  
4:00 p.m.**

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

**BOARD COUNSEL:** Fred Logan

**BOCC LIASON:** Commissioner Osterhaus

**FRIENDS OF THE LIBRARY:** Lindsey Mohn

**STAFF:** Meagan Barnes, LeeAnn Blazen, Sean Casserley, Christin Devonshire-Stratton, Monica Duffield, Kim Gile, Mike Heffernan, John Helling, Melody Kinnamon, Christopher Leitch, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Leslie Nord, Edward Raab, Michelle Ranney, Rita Rubick, Michaela Scruggs, Scott Sime, Tricia Suellentrop, Julie Timmins, Cynthia Vazquez, Bryan Voell, Amanda Williams

**GUESTS:** Dave Vratny

Mr. Shortlidge called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Mr. Shortlidge commented that he stopped by the Central Resource Library and the newly constructed bathrooms look excellent. He congratulated Project Coordinator, Scott Sime, on the work done to date.

**FRIENDS OF THE LIBRARY**

Lindsey Mohn reported that the Friends September sales totaled \$10,690.38 with a total of 631 items sold. Total listings as of 10/6 were 7,361 items with a listing value of \$163,318.80.

September was a good month in the bookstores. Total sales were \$8,365.53.

Several Friends members toured the Central Resource Library and were impressed by the progress of the renovation. The Friends are excited to start stocking shelves.

Packing for the 2016 Sizzlin' Summer booksale has begun. Friends Appreciation Day is Thursday, October 8<sup>th</sup>. To celebrate, Friends members will receive 20% off purchases in the bookstores.

Biggest Sales this month included Johnson's New Illustrated Family Atlas (1867) that sold for \$536.00 and Chagall Lithographe, Vol. 2 (1957-1962) that sold for \$174.95.

International orders were shipped to France, Australia, Spain and Canada.

## **FOUNDATION**

Foundation Executive Director, Susan Mong, presented the Roasterie Freedom of Espresso coffee blend that will debut at the Pinnacle Awards.

Ms. Mong announced that the Foundation has met their fundraising goal for Pinnacle and that the room is nearing capacity.

Ms. Mong thanked the Library Board members who were able to attend the ROI breakfast. She also thanked Ms. Hupp and Mr. Shortlidge for joining the Mt. Holyoke event.

The Foundation has welcomed KU Edwards as a corporate partner.

The Foundation is working on finding funding in the amount of \$113,000 for Audio/Visual needs in the Central Resource Library. \$25,000 has been secured through the Speas Foundation Trust for that purpose.

Ms. Ruo asked if the coffee blend is available for sale.

The Friends of the Library will sell the blend at the bookstores and it can be purchased online at the Roasterie site.

Mr. Casserley thanked the Foundation for their work.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus reported that he enjoyed a recent Library speaker series and he took the opportunity to talk with Library staff. He is looking forward to the Royals game this afternoon.

## **BOARD COUNSEL REPORT**

Mr. Logan addressed the amendment of the bond document to reflect the new approach on the Monticello Library. In August, the Board asked if the prior Board action to approve the building of a small structure on the Monticello site should be rescinded to make way for the new approach to build a full branch facility. At the time, Mr. Logan advised the Board to wait because new bond documents were not yet in place. Bond counsel has revised the documents.

Mr. Logan noted that the Board will approve one resolution today, number 2015-1. The resolution authorizes the bond documents that will come up in December. The purpose is to amend the bond documents to reflect that a full branch facility will be built on the Monticello site.

Mr. Logan stated that there was discussion with bond counsel, county budget and library staff about including an increased amount of authority for the cost of the branch facility in the bond documents. The group elected not to take that path until the cost is more fully determined.

Another resolution to authorize the amount of authority will come before the Board later.

Mr. Logan stated that there are three documents. One will be formally approved today and it authorizes the Board chair to execute the base lease and sub base lease at the appropriate time in December.

In response to a question from Mr. Nelson, Mr. Logan clarified that the Board is changing the project, but the only bond authorized at this point is for the 1.13 million dollars. An amendment to that amount will come before the Board at a later date when there is a more concrete cost of construction. There is a delay because of a protest period of 30 days.

**MOTION:** John Nelson moved to approve resolution number 2015-1 and authorize the execution of the other bond documents by the Board chair in December.

**SECOND:** Mitra Templin

**Motion carried unanimously**

Mr. Logan commented that under these documents the Library has sweeping authority with respect to library facilities.

Later in the meeting the Board will authorize the in-kind donation agreement for the space outside the Central Library. The question had been raised if the Library Board has the authority to approve the project. Mr. Logan confirmed with bond counsel that the Board does have authority to approve the Central outdoor space.

As an information item, Mr. Logan shared that the City of Lenexa has presented the Board with a draft Memorandum of Understanding (MOU) on the proposal to construct a Library facility at Lenexa City Center.

Mr. Logan provided an overview of the document to assist the Board with their review and discussion.

The city of Lenexa is in the final stages of negotiating with the Shawnee Mission school district for the aquatics center to be built at the site. Next to the future building site is a civic garage. Mr. Logan noted that this would be the first time a library would be placed adjacent to a civic parking garage.

Mr. Logan stated that Lenexa would put forth design guidelines that the Library would have to comply with. This is similar to the arrangement that was made with the city of Leawood when the Leawood Pioneer Neighborhood Library was constructed.

The Library would utilize shared parking in the civic garage. We would negotiate over an annual payment for the shared maintenance of the civic garage. The city attorney did not yet have an estimated dollar amount.

Ms. Templin asked how usage would be determined; if each entity would receive a set number of parking spaces. Mr. Logan stated that the details have not yet been determined.

Mr. Logan noted that the MOU is quasi-binding and would reserve the land for the Library. There is a no cost donation of land. Under the conveyance section of the MOU, we would have a property conveyance agreement, which would spell out many of the details not addressed by the MOU.

Mr. Logan noted that the MOU would need to include an annotation that the library doesn't acquire real estate without approve of the county commission.

Ms. Robinson asked how the Board knows that the stipulations within the MOU are within reason.

Mr. Logan answered that there is a lot to like about this project and the MOU approach; this is a legal roadmap more than a binding contract.

This concept is not fully new and is similar to models we have used in the past with Leawood and Shawnee, although there are different elements. There are still many questions to ask and have answered.

Mr. Shortlidge asked who will be sharing the garage. Mr. Logan responded that all of the tenants will share, except that the aquatics center is being required to build its own garage.

There is a schedule included in the MOU that the Library will be expected to meet. Lenexa is very flexible on the project milestone schedule.

Mr. Nelson stated that he would like to make sure the Library has as much negotiating power as possible.

Mr. Logan will go through the document in more depth at the November Board meeting.

## **COUNTY LIBRARIAN'S REPORT**

### **Budget**

Ms. Neufeld introduced a plan to report on the revenue and expenditure amounts related to the .75 mil increase.

The Board report currently includes a revenue report and expenditure report. The .75 mil amount will be included on those pages to show the Board the entire operating budget.

In addition, a separate page will be included in the Board report that shows the revenue amounts that come specifically from the .75 mil increase. It will also include detail showing the expenditure amounts on an annual basis by cost center.

The new reports will begin in January with the 2016 budget amounts.

Mr. Shortlidge commented that this reporting should satisfy the condition in the Board of County Commissioners resolution to approve the .75 mil increase.

Mr. Casserley stated that although the focus has been on facilities some of the .75 mil increase will be used for operating expenses.

### **Strategic Plan**

#### ***Digital Initiatives***

Reference Librarian, Bryan Voell, gave a presentation on the Listen Local initiative to the Board. Listen Local is an innovative way to touch on community building and what local musicians are doing here in Johnson County.

The Listen Local blog was launched this past January and more than 50 musical artists have been featured. The aim is to help educate the community on the talent in our own backyard. Through the blog we are able to connect local artists to our patrons.

Mr. Voell shared that now fewer artists are selling less of their work. Listen Local is a way for the Library to represent these artists in our collection.

The blog features a wide-variety of artists, both new and established. Diverse musical genres are also represented.

The blog features artists regardless of whether they are able to produce a CD or not.

The blog is very popular on the Library website receiving 300 to 400 views a week.

In addition to a sample of music, each artist provides a list of their book, movie or music recommendations that ties back to the JCL catalog.

The response to the project has been very positive.

Mr. Voell recognized Kim Gile, Michelle Beesley, Dave Carson, Cheryl Sickels and the Promotions team for their work in supporting the project.

Ms. Templin asked where to find the blog.

Mr. Voell answered that it can be found on the Johnson County Library website under the *We Recommend* tab, <http://www.jocolibrary.org/we-recommend/listen-local>. Searching in the catalog for music will also take a patron to Listen Local.

Mr. Casserley thanked Mr. Voell for his initiative.

Mr. Voell noted that Listen Local artists will also be featured at the Pinnacle Awards.

### ***Community Building – Melody Kinnamon***

Consumer technology librarian, Melody Kinnamon, spoke to the Board about an article that was recently featured on the opinion page of the Kansas City Star. The article glowingly recounted a presentation that Ms. Kinnamon gave about the many resources the Library provides our patrons.

Ms. Kinnamon currently works at the Lackman branch. Her manager recommended that she give a presentation at a local PEO meeting. Many of the women who attended the meeting were familiar with the Johnson County Library facilities and offerings. By doing some research, Ms. Kinnamon discovered that many of the group are involved in small businesses or are self-employed.

For her presentation she shared Johnson County Library's e-learning resources, including Lynda.com. Through Lynda.com people can take over 1,000 business and technology courses. Lynda.com also offers classes for soft-skills. She found that some members of the audience were paying for memberships to Lynda.com and didn't realize they could access the resource through the Library.

She also introduced the audience to tutor.com; which offers free tutoring to students.

She found that even though the women at the presentation were library users, they didn't know about our e-resources.

This was an excellent community building experience that started by connecting to our patrons outside of the building.

Mr. Casserley thanked Ms. Kinnamon for meeting people where they are in their spaces and making the library relevant to their lives.

### **Central Building Upgrade report**

Project Coordinator, Scott Sime, provided an update to the Board on the Central Building Upgrade.

The project is both on time and on budget. Phase two of the project is nearly done. The front restrooms have been remodeled and have been re-opened. Staff is working on re-setting furniture and completing collection maintenance tasks.

Next Steps:

- Begin phase 3 (Makerspace, front entrance work and circulation)
- New chiller installation over the next few weeks
- Continue collection maintenance tasks
- A/V planning in progress – an RFP will most likely come to the Board.

The Grand opening date is still to be decided, but will most likely fall during the first quarter.

### **UCS Planning Director**

Valorie Carson from United Community Services presented to the Library Board.

In 2014 the BoCC adopted as its top strategic priority to improve the lives of vulnerable populations by addressing emerging poverty. Every Johnson County department is being asked to think about how they can support this mission.

Poverty is a difficult problem and it's important to have an understanding of who is affected by poverty in our community.

Ms. Carson explained that if poverty was a city it would be the 5<sup>th</sup> largest city and the fastest growing city. It has increased 130% since 2000. This growth in poverty is a national trend for suburbs.

Since 2000 poverty has grown more in the suburban areas than urban. This growth has been sustained for the last 10 years. People with poverty level income are spread throughout the county and the group of people experiencing poverty changes, it's not static.

Ms. Carson provided statistic about people experiencing poverty by age, race and ethnicity. She stated that most of the working age poor are working, but they don't have enough hours or make enough in wages to rise above the poverty level.

Ms. Carson discussed the support services in our community that function as a public safety net. People in poverty have unique needs. The majority of safety net programs are funded by government but delivered by charitable organizations.

She presented a framework for reducing poverty and creating opportunity in the areas of work, education and safety net.

We will need to work together on multiple levels in multiple organizations to address the difficult and widespread problem of poverty in our community.

Ms. Carson presented a call to action to make every health and human service jobs a “good job”. Johnson County government is a major employer who should pay a living wage and help employees balance work and family life.

She suggested that organizations:

- Review and adjust salary ranges
- Examine work schedules
- Assess policies and practices
- Assess work environments

UCS also encourages organizations to make a commitment to support the “Talk, Read, Play” education campaign. Talk, Read, Play is an educational awareness program that in many ways compliments 6 by 6: Ready to Read.

Mr. Casserley thanked Ms. Carson and stated that Johnson County Library is committed to work with UCS. The Talk, Read, Play research is the cornerstone to our 6 by 6 program.

### **Implementation choices and review**

Danni Livingston, Director of Planning, Design and Construction, provided an overview of implementation choices for the comprehensive library master plan projects.

Facilities, budget and library staff has been working together to make recommendation for project implementation. Recommendations are specifically related to architectural services selection, financing methods and delivery methods.

A report outlining advantage and disadvantages of the choices was put together a resource for the Board.

The recommendation for architectural services selection is that the Board utilizes the RFP process for selecting architectural firms. Facilities management staff does pledge to work with the Board and Library staff in a collaborative manner to assist with the selection.

Regarding financing methods, the recommendation is to amend the resolution to continue financing for the Monticello project. Going forward staff recommend that CLMP projects be funded with a combination of bonds and cash.

Associated with delivery methods, Facility recommends the Library use a construction manager as constructor for the Monticello project.

Mr. Casserley requested direction from the Board.

Mr. Logan would urge the Board to focus on approval of the building program, sometimes called a charrette, and then playing a role in selecting the architect and construction manager as constructor. Mr. Logan also noted that a benefit of using a construction manager as constructor is that the Library does not carry the risk.



Ms. Hupp commented that the Board can play a valuable role by relying on those with expertise.

Mr. Shortlidge noted that with this combination of recommendations the Board would be involved in the selection of the construction manager.

Mr. Nelson asked other bond options were considered as recent legislation may affect elements of the plan.

Mr. Logan stated that it is the commission's decision on how the bonds will be issued. The commission has decided to utilize the Public Building Commission (PBC). The PBC reduces cost and obtains better rates. Mr. Logan advised that having gone through two projects with the PBC, he is satisfied with the process and with the way the documents are drafted.

Mr. Casserley asked if there is agreement with the recommendations.

The Board affirmed agreement.

### **Comprehensive Library Master Plan: Planning to Plan**

Mr. Casserley provided an overview of the CLMP planning to plan process. Four meetings have been held so far, a kick off meeting, team design meeting, timetable meeting and communication planning meeting.

Mr. Casserley presented the draft of the stakeholders' map and relationship diagram for the Monticello project. He also presented the high level project timeline for the Monticello Library project.

Ms. Templin pointed out that the MOU with the City of Lenexa suggests a timetable that overlaps with the Monticello timeline.

Mr. Casserley commented that there is an overlap and the Board will be able to review the Monticello, Lenexa and Operation Center timetables to consider capacity.

Mr. Nelson commented that he did not believe the Board had completely agreed to the priority of the projects as Monticello, Lenexa and the Operating center. He questioned if the Board is getting ahead of itself. Ms. Robinson agreed.

Ms. Templin and Ms. Hupp commented that the prioritization had been agreed to by the full Board at a prior Board meeting.

Mr. Casserley understood the prioritization from the previous Board meeting to be Monticello, the Operating center and Lenexa. He recommended that the Board revisit previous minutes for clarification of the discussion.

Mr. Nelson expressed that this ranking did not represent his intention.

Mr. Shortlidge expressed his thoughts that there was clarity on prioritization of Monticello, the Operating center and Lenexa and agreed with reviewing the minutes.

Mr. Casserley asked the Board if the approach and level of communication presented will meet the Board's expectations. He noted that this approach has been modeled after the process used for the Central Building Upgrade project.

Ms. Hupp commented that she thought the communication has been cleared and appreciated the approach.

Mr. Shortlidge asked the Board members if they would like to serve as a liaison for the Monticello project. He asked that any Board member interested in the liaison role let Mr. Casserley know.

### **Overland Park and Operation Center Logistics Study - updates**

Mr. Casserley shared updates on his meeting with the City of Overland Park and the logistics study for the operation center

A team has been formed to start a logistics study. They will be researching firms that complete logistics studies, cost, and the process needed to engage a firm. Additional updates on the project will come before the Board.

Mr. Casserley reported that he met with the City Manager of Overland Park to discuss long term planning and the land adjacent to Blue Valley. The City is open to the discussion of the Library acquiring the land. The City expressed that they would enter into an agreement similar to the agreement with the City of Lenexa.

The Board will need to consider if they would like to expand Blue Valley or build a separate Blue Valley south location

Mr. Nelson asked if timing of possible construction had been discussed.

Mr. Casserley answered that construction had not yet been discussed. The next steps include writing a letter to the City Manager and going before the city council. If the city council is amenable an MOU will be drafted. The City would be involved with construction.

Mr. Nelson asked about the size of the land. Mr. Casserley shared that the parcel of land would be south and it would most likely be bigger than 18,000 square feet.

Ms. Robinson asked if there would be increased parking because parking is an issue at Blue Valley. Mr. Casserley responded that the parking lot at Blue Valley has enough capacity; the parking issue comes from illegal parking by people using the soccer fields.

In response to a question from Ms. Ruo, Mr. Casserley shared that Central is 89,000 square feet. The CLMP calls for Blue Valley to increase in size to 64,000 square feet.

Mr. Nelson asked the Board to consider the demographics of the county and to expand Blue Valley after the Monticello project. He expressed his opinion that combining the Blue Valley and Blue Valley south options in the survey rankings would put the project in the top three priorities. He would encourage the Board to give the project due consideration and continue conversations with Overland Park.

Mr. Casserley responded that he will follow the will of the Board.

### **CONSENT AGENDA**

**MOTION:** Amy Ruo moved to approve the consent agenda.

**SECONDED:** JR Riley

**MOTION CARRIED UNANIMOUSLY**

**OLD BUSINESS**

**Consideration of the In-Kind Donation of a space to be constructed a the Central Resource Library**

Associate Director John Helling re-opened discussion of an in-kind donation offered to the Board by Harmon Construction, MBB Desing and TK Architects to build an outdoor space to the south of the Central Resource Library.

He requested formal approval from the Board to for staff to move forward with the project.

Mr. Logan clarified that this would be subject to agreements coming back to the Board for approval.

**MOTION:** Mitra Templin moved that the Board allow staff to pursue the construction of the in-kind donated space to the south of the Central Resource Library.

**SECOND:** Nancy Hupp

**MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**Consideration of renewal of the MOU with County Facilities**

Mr. Casserley presented the annual renewal of the MOU between Johnson County Library and the Johnson County Facilities Management Department.

The Memorandum of Understanding is an update of a previous MOU with the Johnson County Facilities Management Department dated May 8, 2014. The MOU memorializes the working relationship between the Board of Directors of the Johnson County Library and the Johnson County Facilities Management Department.

**MOTION:** Amy Ruo moved that the Board approve the Memorandum of Understanding with the Johnson County Facilities Management Department.

**SECOND:** Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

**EXECUTIVE SESSION**

**MOTION:** Nancy Hupp moved that the Board go into executive session for a period not to exceed 30 minutes for the purpose of (1) discussing with counsel matters that are privilege under the attorney-client privilege and (2) discussing personnel matters relating to non-elected personnel. During the first part of the executive session, when attorney-client privileged matters are discussed, the only persons who shall be present shall be members of the Library Board, board counsel Fred Logan, Mr. Logan's associate Andrew Logan, Sean Casserley, Library executive staff, county management liaison to the library Maury Thompson and County Commission liaison to the library Jason Osterhaus. During the second part of the executive session, when personnel matters relating to non-elected personnel are discussed, the only persons who shall be present shall be members of the Library Board and Sean Casserley.

When the board returns form executive session, no action shall be taken, with the exception that the chair will ask for a motion to adjourn and the board will act on that motion.

**SECOND:** Amy Ruo  
**MOTION CARRIED UNANIMOUSLY**

The Library Board returned to open session at 6:30 p.m.

**MOTION:** Nancy Hupp moved to extend the executive session by 10 minutes under the personnel matters of non-elected personnel exception to the Open Meetings Act in order to continue the performance evaluation of the County Librarian, with the open meeting to resume at 6:40.

**SECOND:** John Nelson  
**MOTION CARRIED UNANIMOUSLY**

The Library Board returned to open session at 6:40 p.m. No votes were taken.

**ADJOURNMENT**

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

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

Meeting adjourned at 6:40 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Pam Robinson

CHAIRMAN \_\_\_\_\_  
Neil Shortlidge

SIGNED \_\_\_\_\_  
Sean Casserley

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
Sep-15

VENDOR	DESCRIPTION	AMOUNT
EBSCO	Access to 3 online databases	\$26,458.00
Foundation Directory online	Foundation directory online database access	\$4,720.00
Reyes Media	"makegood" advertising spots	\$0
	<b>Total</b>	<b><u><u>\$31,178.00</u></u></b>

SIGNED:

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

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2015  
75% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	18,854,070	20,790,357	91%	99%
Ad Valorem Delinquent	178,298	214,495	83%	72%
Motor Vehicle	1,766,190	2,236,495	79%	51%
Library Generated - Copying/Printing	69,136	93,530	74%	54%
Library Generated - Overdues / Fees	532,029	739,500	72%	46%
Sale of Library Books	37,521	50,000	75%	50%
Misc Other	7,349	48,551	15%	27%
Library Generated - Other Charges	43,850	322,050	14%	22%
Investment	49,240	86,374	57%	35%
Unencumbered Balance Forward	0	446,865	0%	0%
Recreational Vehicle Tax	5,649	6,958	81%	33%
Commercial Vehicle Tax	38,205	0		0%
Heavy Trucks Tax	2,702	1,464	185%	104%
Rental Excise Tax	24,732	26,716	93%	56%
State and Federal Grants	147,152	206,788	71%	1%
<b>TOTAL REVENUE</b>	<b>\$21,756,122</b>	<b>\$25,270,143</b>	<b>86%</b>	<b>89%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**September 2015**  
**75% Year Lapsed**

<b>OPERATING FUND</b>	<b>2015</b>	<b>2015</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	2,964,840	4,603,940	64%
Information Technology	1,601,780	2,189,844	73%
Collection Development	2,418,293	3,412,889	71%
Branch/Systemwide Services	8,695,553	12,037,668	72%
Risk Management Charges	59,945	79,926	75%
Library Tax Increment		124,178	0%
Grants *	150,071	233,066	64%
Transfer to Capital Projects		436,865	0%
Interfund Transfers			
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$15,890,481</b>	<b>\$23,118,376</b>	<b>69%</b>

\* Includes expenditures for 2015 calendar year only. The life of the grant may cover more than one year.

<b>SPECIAL USE FUND</b>	<b>2015</b>	<b>2015</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	14,103	16,305	86%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment	975,743	990,598	99%
Transfer to Capital Projects	226,243	952,300	24%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$1,223,880</b>	<b>\$2,151,767</b>	<b>57%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$17,114,361</b>	<b>\$25,270,143</b>	<b>68%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2015**  
**75% of Year Lapsed**

**ALL FUNDS**

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	10,390,910	14,601,228	71%
Contractual Services	2,603,435	3,388,487	77%
Commodities	2,358,014	4,105,083	57%
Capital - Operating	0	8,412	0%
Risk Management Charges	\$59,944.50	79,926	75%
Library General Tax Increment	0	124,178	0%
Capital / Maintenance / Repair	350,000	786,865	44%
Transfer to Debt Payment	975,743	990,598	99%
Transfer to PBC Capital Leases	226,243	952,300	24%
Grants	150,071	233,066	64%
	\$17,114,361	\$25,270,143	68%



**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>	<b>Expenditures through 8/31/15</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>	<b>Grant Award</b>	<b>Budget Remaining</b>
	2014 Check up and Check Out	State	Jul-14		\$1,600.98	\$5,250.00	\$3,649.02
	2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$2,465.22	\$4,289.90	\$1,824.68
	2015 State Grant	State	Mar-15		\$97,563.09	\$145,006.96	\$47,443.87

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

**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>2014/2015</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			91,193.27
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
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43
Interior Painting at Antioch				9,719.50
Millcreek Shelter Assembly and Install				8,776.00
Plumbing at Corinth - New Gas Line				7,465.00
Computer and Study Room Furniture AN				43,200.40
Digging parking lot for drainage pipe, backfill - COR				3,600.00
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>349,585.05</u>

**Budget Remaining** \$ 181,092.14

**Expenditure of Friends of the JCL Donations 2015**

<i><b>Expenditure Details</b></i>	<i><b>Payee</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></i>
Volunteer Recognition		\$0.00	\$159.61
Advertising/Promotion		\$0.00	\$6,000.00
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$1,632.49	\$3,972.78
Technology/Recruitment Consulting & Expenses		\$0.00	\$7,924.00
Card Services		\$0.00	\$0.00
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$0.00	\$1,401.95
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expences		\$0.00	\$889.50
Miscellaneous		\$0.00	\$0.00
<b>Total Expenditures</b>		<b>\$ 1,632.49</b>	<b>\$20,347.84</b>

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: SEP-2015

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$159,351.55</b>
	Add Receipts	\$74.11		
	Less Payments		\$0.00	
	<b>Ending Cash balance</b>			<b>\$159,425.66</b>
	Less Liabilities		\$25.48	
	<b>Unobligated cash balance</b>			<b>\$159,400.18</b>

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

DATE \_\_\_\_\_

Johnson County Library  
Board of Directors  
Selection of Calendar Events  
November 2015

November 7	elementia Presents: A Multimedia Art Workshop Shawnee Neighborhood Library
November 9	An Edible Discussion Corinth Neighborhood Library
November 14	Happy Birthday, 6 by 6: Hands-on: Book Augmentation Various Neighborhood Libraries
November 14	Chess and Checkers Antioch Neighborhood Library
November 14	Come Write In Leawood Pioneer Neighborhood Library
November 14	Listen Local: Teri Quinn Antioch Neighborhood Library
November 16	E-Textiles: LED Merit Badges Oak Park Neighborhood Library
November 19	Coffee with Crime Book Group Lackman Neighborhood Library
November 19	Tertulias Lationamericanas: Noches de poesía y música Oak Park Neighborhood Library