AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, SEPTEMBER 10, 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
      1. Presentation to the Board by TK Architects, MBB and Harmon Construction
   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 – Sean Casserley
      3. Central Building Upgrade report – Scott Sime
      4. Updates
         a) Comprehensive Library Master Plan timetable

V. Consent Agenda
   A. Action Items:
      1. Minutes of the August 13, 2015 Special Library Board meeting ........................................9
      2. Minutes of the August 13, 2015 Regular Library Board meeting ........................................16
   B. Information Items
      1. Summary of New and/or Renewed Contracts .................................................................23
      2. Financial and Personnel
         a) The County Librarian and the Finance Director certify
            those payment vouchers and personnel authorizations for
            July 2015 were handled in accordance with library and
            County policy.
         b) The July 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 ........................................................................................................30

VI. New Business
   A. Consideration of approval of changes to ARMs 20-10-10, 20-10-12, 20-10-85, 20-10-91, 50-
      20-20, 50-20-50, 50-20-60 ................................................................................................31
   B. Consideration of the affirmation of ARMs 20-10-11, 20-10-30, 20-10-55, 20-10-61, 20-10-90,
      20-10-95, 50-20-30 ........................................................................................................45

VII. Executive Session

VIII. Adjournment
Johnson County Library
Touch Points Percentage of Activity by Location -- July 2015

- Central Resource: 4.7% Circulation, 2.8% Visits, 0.0% Program Attendance, 0.0% PC Sessions
- Blue Valley: 14.2% Circulation, 15.4% Visits, 3.6% Program Attendance, 11.4% PC Sessions
- Lackman: 7.4% Circulation, 11.5% Visits, 14.6% Program Attendance, 11.1% PC Sessions
- Antioch: 6.2% Circulation, 11.1% Visits, 13.4% Program Attendance, 17.7% PC Sessions
- Corinth: 8.3% Circulation, 11.4% Visits, 1.6% Program Attendance, 11.8% PC Sessions
- Leawood Pioneer: 7.7% Circulation, 11.1% Visits, 5.4% Program Attendance, 10.8% PC Sessions
- Oak Park: 6.1% Circulation, 12.5% Visits, 8.4% Program Attendance, 12.7% PC Sessions
- Gardner: 3.8% Circulation, 4.5% Visits, 6.9% Program Attendance, 7.7% PC Sessions
- JCL Web: 23.6% Circulation, 0.0% Visits, 0.0% Program Attendance, 0.0% PC Sessions
- Outreach: 34.4% Circulation
- Shawnee: 5.2% Circulation, 6.9% Visits, 4.7% Program Attendance, 6.7% PC Sessions
- Cedar Roe: 3.4% Circulation, 9.1% Visits, 3.4% Program Attendance, 7.3% PC Sessions
- Digital Download: 3.9%
- JCL Loans to Olathe PL: 3.5% Circulation, 0.0% Visits, 0.0% Program Attendance, 0.0% PC Sessions
- Spring Hill: 1.0% Circulation, 1.9% Visits, 0.5% Program Attendance, 0.7% PC Sessions
- Desoto: 0.7% Circulation, 1.2% Visits, 2.6% Program Attendance, 1.2% PC Sessions
- Edgerton: 0.3% Circulation, 0.4% Visits, 0.6% Program Attendance, 0.8% PC Sessions
## Johnson County Library
### OFFICIAL CIRCULATION BY LOCATION
#### July 2015

<table>
<thead>
<tr>
<th>Location</th>
<th>Current Month 2015</th>
<th>Current Month 2014</th>
<th>Percentage Change 2014 to 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number (inc. ILL)</td>
<td>Percent of Yr-to-Dt</td>
<td>Twelve Months</td>
</tr>
<tr>
<td></td>
<td>System Circulation Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antioch</td>
<td>37,462</td>
<td>6.2%</td>
<td>238,763</td>
</tr>
<tr>
<td>Blue Valley</td>
<td>85,611</td>
<td>14.2%</td>
<td>512,877</td>
</tr>
<tr>
<td>Cedar Roe</td>
<td>20,443</td>
<td>3.4%</td>
<td>133,720</td>
</tr>
<tr>
<td>Central Resource</td>
<td>28,389</td>
<td>4.7%</td>
<td>297,702</td>
</tr>
<tr>
<td>Corinth</td>
<td>50,360</td>
<td>8.3%</td>
<td>324,383</td>
</tr>
<tr>
<td>Desoto</td>
<td>4,099</td>
<td>0.7%</td>
<td>27,608</td>
</tr>
<tr>
<td>Edgerton</td>
<td>1,525</td>
<td>0.3%</td>
<td>12,910</td>
</tr>
<tr>
<td>Gardner</td>
<td>22,732</td>
<td>3.8%</td>
<td>145,978</td>
</tr>
<tr>
<td>Lackman</td>
<td>44,744</td>
<td>7.4%</td>
<td>273,518</td>
</tr>
<tr>
<td>Leawood Pioneer</td>
<td>46,197</td>
<td>7.7%</td>
<td>276,069</td>
</tr>
<tr>
<td>Oak Park</td>
<td>36,844</td>
<td>6.1%</td>
<td>224,095</td>
</tr>
<tr>
<td>Shawnee</td>
<td>31,491</td>
<td>5.2%</td>
<td>189,629</td>
</tr>
<tr>
<td>Spring Hill</td>
<td>5,734</td>
<td>1.0%</td>
<td>35,264</td>
</tr>
<tr>
<td>JCL Web Renewals</td>
<td>142,663</td>
<td>23.6%</td>
<td>882,868</td>
</tr>
<tr>
<td>Digital Downloads</td>
<td>23,645</td>
<td>3.9%</td>
<td>159,083</td>
</tr>
<tr>
<td>JCL Loans to Olathe PL</td>
<td>21,301</td>
<td>3.5%</td>
<td>142,077</td>
</tr>
<tr>
<td>JCL Branch Total</td>
<td>387,242</td>
<td>64.2%</td>
<td>2,394,814</td>
</tr>
<tr>
<td>JCL Branches and Central</td>
<td>415,631</td>
<td>68.9%</td>
<td>2,692,516</td>
</tr>
<tr>
<td>JCL SYSTEM TOTAL</td>
<td>603,240</td>
<td>100.0%</td>
<td>3,876,544</td>
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</table>

### Average Circulation per Capita

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Month</td>
<td>1.4</td>
<td>1.5</td>
</tr>
<tr>
<td>Year-to-Date</td>
<td>9.0</td>
<td>9.2</td>
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<tr>
<td>Service Area Population</td>
<td>431,000</td>
<td>431,000</td>
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</table>
# Johnson County Library
## USER VISITS

### July 2015

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Visits</th>
<th>% of Yr-to-Dt</th>
<th>Yr-to-Dt Visits</th>
<th>Twelve Months</th>
<th>Visits per Hour</th>
<th>Circulations per Visit</th>
<th>Total % of Yr-to-Dt</th>
<th>% of Yr-to-Dt</th>
<th>Previous Visits per Hour</th>
<th>circ</th>
<th>Previous Circulations per Visit</th>
<th>% of Yr-to-Dt</th>
<th>Previous % of Yr-to-Dt</th>
<th>Previous % of Yr-to-Dt</th>
<th>Percent Change 2014 to 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Antioch</strong></td>
<td>25,988</td>
<td>11.1%</td>
<td>174,119</td>
<td>270,622</td>
<td>274</td>
<td>95</td>
<td>37,462</td>
<td>1.4</td>
<td>21,466</td>
<td>8.2%</td>
<td>138,827</td>
<td>236,996</td>
<td>21.1%</td>
<td>25.4%</td>
<td>14.2%</td>
</tr>
<tr>
<td><strong>Blue Valley</strong></td>
<td>36,026</td>
<td>15.4%</td>
<td>190,292</td>
<td>314,111</td>
<td>274</td>
<td>131</td>
<td>85,611</td>
<td>2.4</td>
<td>32,388</td>
<td>12.4%</td>
<td>184,095</td>
<td>310,544</td>
<td>11.2%</td>
<td>3.4%</td>
<td>1.1%</td>
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<tr>
<td><strong>Cedar Roe</strong></td>
<td>21,240</td>
<td>9.1%</td>
<td>146,145</td>
<td>238,115</td>
<td>246</td>
<td>86</td>
<td>20,443</td>
<td>1.0</td>
<td>22,271</td>
<td>8.5%</td>
<td>144,688</td>
<td>192,685</td>
<td>-4.6%</td>
<td>1.0%</td>
<td>23.6%</td>
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<tr>
<td><strong>Central Resource</strong></td>
<td>6,650</td>
<td>2.8%</td>
<td>100,359</td>
<td>282,771</td>
<td>274</td>
<td>24</td>
<td>28,389</td>
<td>4.3</td>
<td>44,419</td>
<td>17.0%</td>
<td>260,072</td>
<td>448,750</td>
<td>-85.0%</td>
<td>-61.4%</td>
<td>-37.0%</td>
</tr>
<tr>
<td><strong>Corinth</strong></td>
<td>26,667</td>
<td>11.4%</td>
<td>167,784</td>
<td>270,365</td>
<td>274</td>
<td>97</td>
<td>50,360</td>
<td>1.9</td>
<td>25,476</td>
<td>9.7%</td>
<td>162,603</td>
<td>269,353</td>
<td>4.7%</td>
<td>3.2%</td>
<td>0.4%</td>
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<tr>
<td><strong>DeSoto</strong></td>
<td>2,924</td>
<td>1.2%</td>
<td>19,619</td>
<td>32,654</td>
<td>151</td>
<td>19</td>
<td>4,099</td>
<td>1.4</td>
<td>3,389</td>
<td>1.3%</td>
<td>24,768</td>
<td>39,166</td>
<td>-13.7%</td>
<td>-20.8%</td>
<td>-16.8%</td>
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<tr>
<td><strong>Edgerton</strong></td>
<td>1,033</td>
<td>0.4%</td>
<td>7,014</td>
<td>13,666</td>
<td>108</td>
<td>10</td>
<td>1,525</td>
<td>1.5</td>
<td>1,944</td>
<td>0.7%</td>
<td>8,223</td>
<td>11,161</td>
<td>-46.9%</td>
<td>-14.7%</td>
<td>22.4%</td>
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<tr>
<td><strong>Gardner</strong></td>
<td>10,570</td>
<td>4.5%</td>
<td>67,705</td>
<td>161,544</td>
<td>258</td>
<td>41</td>
<td>22,732</td>
<td>2.2</td>
<td>21,656</td>
<td>8.3%</td>
<td>99,958</td>
<td>150,517</td>
<td>-51.2%</td>
<td>-32.3%</td>
<td>7.3%</td>
</tr>
<tr>
<td><strong>Lackman</strong></td>
<td>27,036</td>
<td>11.5%</td>
<td>163,840</td>
<td>259,560</td>
<td>258</td>
<td>105</td>
<td>44,744</td>
<td>1.7</td>
<td>25,463</td>
<td>9.7%</td>
<td>151,628</td>
<td>231,573</td>
<td>6.2%</td>
<td>8.1%</td>
<td>12.1%</td>
</tr>
<tr>
<td><strong>Leawood Pioneer</strong></td>
<td>25,982</td>
<td>11.1%</td>
<td>149,357</td>
<td>245,126</td>
<td>258</td>
<td>101</td>
<td>46,197</td>
<td>1.8</td>
<td>21,888</td>
<td>8.4%</td>
<td>143,267</td>
<td>246,419</td>
<td>18.7%</td>
<td>4.3%</td>
<td>-0.5%</td>
</tr>
<tr>
<td><strong>Oak Park</strong></td>
<td>29,288</td>
<td>12.5%</td>
<td>180,479</td>
<td>267,427</td>
<td>258</td>
<td>114</td>
<td>36,844</td>
<td>1.3</td>
<td>19,803</td>
<td>7.6%</td>
<td>122,426</td>
<td>216,168</td>
<td>47.9%</td>
<td>47.4%</td>
<td>23.7%</td>
</tr>
<tr>
<td><strong>Shawnee</strong></td>
<td>16,193</td>
<td>6.9%</td>
<td>129,527</td>
<td>186,646</td>
<td>258</td>
<td>63</td>
<td>31,491</td>
<td>1.9</td>
<td>15,987</td>
<td>6.1%</td>
<td>79,931</td>
<td>132,099</td>
<td>1.3%</td>
<td>62.0%</td>
<td>41.3%</td>
</tr>
<tr>
<td><strong>Spring Hill</strong></td>
<td>4,505</td>
<td>1.9%</td>
<td>25,201</td>
<td>44,221</td>
<td>151</td>
<td>30</td>
<td>5,734</td>
<td>1.3</td>
<td>5,223</td>
<td>2.0%</td>
<td>28,610</td>
<td>50,252</td>
<td>-13.7%</td>
<td>-11.9%</td>
<td>-12.0%</td>
</tr>
<tr>
<td><strong>Branch Total</strong></td>
<td>227,452</td>
<td>97.2%</td>
<td>1,421,082</td>
<td>2,304,057</td>
<td>2,768</td>
<td>82</td>
<td>367,242</td>
<td>1.7</td>
<td>216,954</td>
<td>83.0%</td>
<td>1,289,024</td>
<td>2,086,933</td>
<td>4.8%</td>
<td>10.2%</td>
<td>10.4%</td>
</tr>
<tr>
<td><strong>SYSTEM TOTAL</strong></td>
<td>234,102</td>
<td>100.0%</td>
<td>1,521,441</td>
<td>2,586,828</td>
<td>3,042</td>
<td>77</td>
<td>415,631</td>
<td>1.9</td>
<td>261,373</td>
<td>100.0%</td>
<td>1,549,096</td>
<td>2,535,683</td>
<td>-10.4%</td>
<td>-1.8%</td>
<td>2.0%</td>
</tr>
</tbody>
</table>

### Average Visits per Capita

- **Current Month:** 0.5
- **Year-to-Date:** 3.5

### Service Area Population

- **Current Month:** 431,000
- **Year-to-Date:** 431,000
County Librarian’s Report

Book Closes on 2015 Summer Reading

Another year of Summer Reading wrapped in August, with readers of all ages immersing themselves in stories under the ‘Every Hero Has a Story’ theme. Young students in particular joined the fun to the tune of 129,331 books read, 7,479 more than in 2014. Each book represented an effort to neutralize the summer learning loss that handicaps many students once the fall semester begins.

Foundation Unveils 2015 Pinnacle Winners

The Johnson County Library Foundation announced an all-star cast of 2015 Pinnacle Award recipients this past month:

- Pete Cowdin and Deb Pettid, Reading Reptile bookstore owners
- Fred Logan, attorney and public education advocate
- Clara Reyes, Dos Mundos founder
- Cheryl Kimmi, KC Fringe Festival founder

The class has helped transform the Kansas City area in a positive way and through a variety of avenues. All winners will be formally celebrated at an Oct. 22 event held at Johnson County Community College’s Regnier Center. Stay tuned for forthcoming invitations and contact Susan Mong directly with questions.

Save the Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Birthday, 6 by 6!</td>
<td>SEPT 12</td>
<td>Ribbon Cutting 10 am @ Antioch Library</td>
</tr>
<tr>
<td>ROI Study Breakfast</td>
<td>SEPT 24</td>
<td>8 am @ JCCC’s Regnier Hall RSVP with Michaela Scruggs</td>
</tr>
<tr>
<td>Front Row Center Luncheon &amp; Program</td>
<td>SEPT 26</td>
<td>Noon @ Antioch RSVP with Susan Mong for lunch</td>
</tr>
</tbody>
</table>
MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL MEETING
August 13, 2015
Oak Park Neighborhood Library
2:00 p.m.

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

BOARD COUNSEL: Fred Logan

BOCC LIASON: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Kathy McGinley

STAFF: Dean Allman, Michelle Beesley, Chris Carleton, Sean Casserley, Kim Gile, Mike Heffernan, John Helling, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Christine Peterson, Michaela Scruggs, Scott Sime, Tricia Suellentrop, Julie Timmins, Maggie Vallazza, Adam Wathen, Ken Werne

GUESTS: Danni Livingston, Mike Nolan, Todd Pelham, Janice Peterson, Maury Thompson

Neil Shortlidge called the meeting to order at 2:01 p.m. He announced that Board members Amy Ruo and JR Riley were joining the meeting via conference line.

County Librarian introductory comments regarding CLMP projects

Mr. Casserley announced that the Board of County Commissioners voted to pass the budget and the library will see an increase of .75 mills. Mr. Casserley thanked the Library Board, Friends, Foundation, library supporters and Commissioners for their support of the library.

Mr. Casserley shared that this meeting has been called specifically to discuss prioritization of the comprehensive library master plan projects. The City of Lenexa is in attendance to give the Board a refresher on the City Center project.

Lenexa Assistant City Administrator, Todd Pelham, thanked the Board for the discussions they have entered into over the last year about a potential partnership with Lenexa City Center.

Mr. Pelham and Mr. Nolan gave a presentation to the Board on Lenexa City Center. Located at the intersection of 87th Street and Renner, Lenexa City Center is a mixed-use community neighborhood. Mr. Pelham described it as a generational investment for the city that has been 20 years in the making.

Several completed projects, offices, and residences have been built in the City Center area. There are additional plans for a Hyatt hotel and spaces for both retail and commercial use.

The idea is to create a new downtown for Lenexa that is both dense with amenities and walkable. Mr. Pelham shared that there is discussion of bringing a regional aquatics complex, plans for structured parking and a 100,000 square foot community center. Lenexa City Hall will also be relocated.

Mr. Pelham showed the potential future library space and walked the Board through a visual presentation of the project.

The city of Lenexa is known as the City of Festivals, this space will be a gathering space that lives up to the tagline.
In response to a question from the Board Mr. Nolan offered to provide us with the link of the presentation.

BOARD DISCUSSION REGARDING PRIORITIZATION OF CLMP PROJECTS

Mr. Casserley gave an overview of the path the Board took to develop the CLMP, beginning with the development of the strategic plan in 2013. The plan was built on the principles of access, fairness, efficiency, relationships and results. Operational sustainability, flexibility and existing infrastructure were also key points of consideration.

Mr. Casserley took the opportunity to thank Commissioner Osterhaus and the BoCC for engaging the community and being deliberative in their processes. The Library Board, Foundation and staff appreciate all the thoughtfulness that went into making the budget decisions.

The CLMP has been partially funded, which means it will not be possible to complete every project. The Board will prioritize projects that they would like to be completed first. Using the prioritized list, staff can then propose scenarios for alternative or concurrent projects.

When the prioritization packages have been solidified, Mr. Casserley and Ms. Neufeld will then present the package to the CIP committee for approval. If approved by the CIP committee, the projects will be brought before the BoCC. If not approved they would come back to the Library Board for revision.

With the mill levy passage, the BoCC included an amendment requiring an annual review of the plan, priorities and projects. If approved by the BoCC the package then goes to the Public Building Commission for approval. After approval of the PBC bonds will then be issued.

The CIP process typically occurs in late February which gives the Library Board time to deliberate about project prioritization.

Mr. Nelson asked how this process is different than the standard CIP process. Mr. Casserley responded that it is the same process; the difference is that the Library has resources to spend.

Commissioner Osterhaus commented that the amendment requiring annual review by the BoCC was to alleviate the fears of those who had concerns about the plan. The amendment is intended as an oversight component.

Commissioner Osterhaus agreed that this is a good process and that the CIP committee is comprised of knowledgeable people.

Mr. Casserley shared the results of the prioritization survey the Board and executive staff completed. The top five planning priorities for the Board in order of highest priority were: Monticello, Lackman, the Operating Center, Corinth and Blue Valley south.

The top five planning priorities for the executive staff were: The Operating Center, Monticello, Corinth, Lackman and Blue Valley south.

Mr. Casserley noted that the top five of both groups were the same, however in different order.

Mr. Casserley shared the financial projections prepared by Mr. Vratny in the County budget office that estimate that the top five projects can all be completed with a .75 mill levy increase.

Commissioner Osterhaus asked if these numbers took the property tax lid into account.
Mr. Casserley responded that those calculations were not considered in these projections.

Commissioner Osterhaus shared a handout prepared by county budget staff that estimates what valuations will look like over the next 20 years if everything is left alone. The property tax lid is scheduled to go into effect in 2018. Although there is speculation that it could come into effect as soon as July 2016. This would mean the library would only be able to collect tax from increased valuations to the level of inflationary rates.

In response to a question, Commissioner Osterhaus clarified that the tax amount would be the new mill rate plus 1-2%. The mills we have now will be increasing, but at a slower rate. The difference between what would have been collected had the tax lid not gone into place is approximately $44,127,112. Overall the valuation of the mills is closer to $185,745,725 over 20 years.

These estimates are based on a 2018 implementation of the tax lid.

Commissioner Osterhaus commented that there are exceptions built in, but anything is open to revision.

Commissioner Osterhaus stated that in simple terms the library would bond less because the mill is worth less.

Mr. Shortlidge stated that the exception is that if an entity has bonds that are outstanding it can continue to levy to pay off the bonds.

Mr. Casserley noted that another exception is that the Board could request it to go to a public vote. He noted that not only will the library be affected, but also the entirety of county government will face a narrowing of options.

Mr. Casserley recommended that at every annual Board retreat the Board re-examine the prioritization and make changes. Opportunities may arise that would change the Board’s priorities. As an example, Mr. Casserley shared that he met with the mayor of Spring Hill and that there may be an opportunity for land to be given to the library.

Ms. Robinson commented that she feels strongly that the Board should not use the word “promise”. She has felt constrained by promises that were made prior to her appointment to the Board and her desire to do what is right for the community. With the uncertainty of the tax lid the Board may not be able to commit to projects. The Board should not make promises to the community that it may not be able to fulfill.

Mr. Nelson added that the Library goes through the CIP process annually, the Library Board changes and the BoCC changes. Things change and he agrees with Ms. Robinson’s point.

Mr. Casserley agreed and stated that prioritization is to set alignment it is not a promise that all projects will be completed or completed in this order.

Mr. Casserley noted that at this time last year we were scheduled to complete Monticello Phase I, completing a structure with a lending machine on the site. He stated that where we are today, it does not make sense to continue with this project because our situation has changed and we now have the flexibility to move right into the building of the main facility.

As we move forward with projects Mr. Casserley will be looking for offers of donated land and to find savings in construction costs. He will be looking to do more with less.

Ms. Robinson asked if we have enough information about our resources.
Mr. Casserley responded that the resources are known for the first three projects and he noted that utilities and staffing are included in the mill levy.

Mr. Casserley discussed considering projections continuously as we go through the process, moving forward with expenditures as possible and including a layer of contingency in recognition of the uncertain outcomes decisions at the state level may cause.

Ms. Templin noted that this has been the process the last six years with the CIP. Every year the Board re-evaluates the CIP and sets the priorities, but the funding has not been in place to move past prioritization.

Mr. Casserley proposed a discussion about making Monticello the number one priority.

Mr. Nelson cited the growing population in the west and the south of the county. He would like to see a better match of library branches to demographics. The land is in place.

Ms. Templin stated that she ranked the operations center as the first priority because it opens up space in all of the branches allowing for a larger immediate impact in all of the libraries county-wide. She noted that in their survey staff also selected the operations center as the top priority.

If we are committed to an operations center it may change the look of future buildings.

Mr. Nelson stated that he is still not convinced that the operations center could not be included at Antioch.

In response to a question about projected cost savings for an operations center Mr. Casserley said that intuitively we think there are savings from improved efficiencies and possible partnerships, but we do not have projections at this time.

Mr. Casserley noted that it appears that Monticello and the Operating Center are the Board’s first and second priorities.

Mr. Shortlidge listed the Board’s priority rankings from the survey as follows:
1. Monticello
2. Lackman
3. Operating Center

Ms. Ruo commented that she would agree that the operating center would take priority over Monticello because of the opportunity to positively impact all of the branches. Mr. Riley supported the top three and stated he is not concerned about order.

Ms. Hupp expressed conflicted feelings over Monticello and the operating center and asked if it is possible to build them concurrently.

Mr. Shortlidge responded that we will be putting together a request for a bond issue that would cover more than one project.

Mr. Casserley asked if Monticello and the operating center should both be prioritized at number one.

Ms. Robinson stated that she will agree with the ranking, although she is lukewarm about the operating center. The library is already very efficient; she would like to provide for branches in areas that are growing and where services are needed. She would like to maximize dollars by putting the operating center in Antioch.
Mr. Casserley asked the Board if we should move forward with a term and supply process through the county or go through an RFP process on the Monticello project.

The Board discussed the differences in an RFP process and term and supply process and advised that they would like Mr. Casserley to move forward with a competitive RFP process.

Mr. Shortlidge stated that at his direction Mr. Casserley consulted with Mr. Logan and County Bond Counsel to confirm that the Board can use the bonds that are currently outstanding for the Monticello building project, instead of on the phase one project. 1.2 million is available for the Monticello project immediately. Changes do not need to be made to the bond.

Mr. Casserley asked the Board for direction on the operating center noting that we do not currently have funds to move forward with this project. He summarized two different suggestions he heard the Board make in their discussion:

1. Direction to look at a separate building for the operating center
2. Direction to consider Antioch as a location for the operating center

Mr. Nelson requested more information on the feasibility of including the operating center at Antioch. He would like to know if it would fit our needs. He would also like a report on what the market looks like for purchase of another building or sale of the Antioch building.

Mr. Shortlidge expressed his opinion that Johnson County Library would be better off with another building for an operations center. Group 4 was clear that Antioch was not ideal as an operating center because of the access issues.

Ms. Templin stated that the Board of County Commissioners approved the CIP with the understanding that there would be no closures of buildings.

Group 4 estimated that we would need 40,000 square feet for an operating center.

Mr. Casserley recommended moving forward with a feasibility study on Antioch as an operating center and also gathering more information on the feasibility of purchasing a separate building, then weighing the pros and cons of both options.

The Board agreed with the plan to gather more information.

Ms. Templin regards the Lackman/Lenexa City Center as an ideal situation. The opportunity is available now.

Mr. Casserley stated that the current Lackman building was evaluated at 1.9 million. Mr. Casserley commented that advantages to moving into City Center include the donated land and the availability of a parking structure. The City Center discussion dates back to 2006. The project is priced at 19.3 million.

Mr. Casserley stated that negotiated items are not yet included in a written agreement. Now that the resources are in place and the Library is able to make a commitment we can move forward with contractual agreements.

Mr. Pelham noted that the conveyance would be triggered upon a building permit, so funding would be in place.

Mr. Casserley asked if the library would need to use PGAV Architects for the project.
Mr. Pelham responded that the decision of architecture firms would be up to the discretion of the Board.

Mr. Shortlidge commented that the next step would be to authorize Mr. Logan and staff to begin negotiating a Memorandum of Understanding. Ms. Ruo agreed.

Mr. Nelson stated that he likes the project and is concerned about the cost. He would encourage creative thinking around financing of projects, particularly in mixed-use settings.

Ms. Robinson stated that she trusts staff to start the negotiation process, understanding the constraints the Library is under to get the best deal possible.

Mr. Shortlidge commented that the City of Lenexa is offering very valuable real estate to the Board.

The Board agreed that the third priority is the Lenexa City Center project.

Mr. Nelson expressed concern that not having current projects south of I-435 appears inequitable. He suggested that there might be opportunities in the Blue Valley area and that should be the next priority. Blue Valley is the second most trafficked branch. The population in that area is projected to grow within the next 20 years. There may be opportunities to look at the existing facility or consider other solutions to meet the growing need for expanded services in the south.

Mr. Casserley agreed with Mr. Nelson regarding equity. He spoke about ideas cabinet has discussed to create 24/7 access in some locations, perhaps partnering with a police station. Other ideas have included expanding the hours at Blue Valley during finals weeks to support the student population and partnering with school libraries in the area.

Mr. Casserley requested direction from the Board to engage the property owners who own land adjacent to Blue Valley.

The board directed Mr. Casserley to engage the City of Overland Park to find out if additional land can be made available.

The Board questioned why staff ranked Corinth higher in the priority survey. Mr. Casserley explained that Corinth ranks higher for Cabinet because of the water issues, foundation issues and staffing issues with the multi-level building. In addition, there are parking lot safety issues. It is also a beloved library in the community.

Ms. Hupp asked if mold has been a concern.

Mr. Casserley responded that mold is always a concern and that it is monitored carefully. To our knowledge we do not have an issue of mold. The library is a highly used branch in an area with a dense population.

Mr. Nelson commented that he would like to see Blue Valley take priority over Corinth based on regional concerns.

Ms. Hupp commented that there may be redevelopment opportunities that come to us from Prairie Village. Mr. Casserley shared that the Board has received an offer from a real estate agent to partner for a shared parking garage at the Corinth location. The project is estimated at .75 million dollars.

Ms. Robinson asked if there is a formal process in place for partnerships and opportunities to be presented to the Board. Mr. Casserley stated that he has not been soliciting partnerships and when he is approached by third parties he brings the opportunities to the Board.
Mr. Shortlidge stated that he would like the community to know that the Board is open to opportunities and proposals for the Corinth and Blue Valley locations in particular.

Mr. Casserley suggested that the Board may want to hold summits where potential partners may come in to engage the Board. These summits would be publicized.

Ms. Robinson responded that she would appreciate a process with parameters in place.

The Board responded positively to the suggestion.

The Board agreed that Blue Valley should come before Corinth in the prioritization.

The Board expressed their comfort with prioritizing projects one through five with continual re-evaluation as projects move forward.

Ms. Robinson asked for a clarification on the priority of Antioch.

Mr. Casserley stated that Antioch is not in the top five. Antioch is being considered only in relation to the Operations Center which is in the top five.

**ADJOURNMENT**

**MOTION**: John Nelson moved to adjourn
**SECONDED**: Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

DATE________________________

SECRETARY______________________
   Pam Robinson

CHAIRMAN_______________________   SIGNED___________________________
   Neil Shortlidge                              Sean Casserley
Mr. Shortlidge called the meeting to order at 4:02

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Hupp was glad to attend the budget presentation this morning; she was pleased to hear that the project was funded.

Ms. Robinson thanked Commissioner Osterhaus and his colleagues at the county for their work.

Mr. Shortlidge commented that he appreciated the process this morning. It was a great result.

FRIENDS OF THE LIBRARY

Kate Kaltembach presented for the Friends. The Friends Board continued its focus on the FY 2016 Johnson County Budget during the past month. The Friends circulated several Action Alerts to Friends’ members and others asking them to contact their representatives on the Board of County Commissioners (BOCC) and urge their support for the increased funding for the library included in the proposed county budget. The Friends also asked people to attend – and speak if so desired – at the July 27th open hearing on the budget, as well as at the August 13th regular meeting of the BOCC.

A Back to School Book Sale was held at the Blue Valley Library August 5-8. The flow of traffic was fairly constant and $1,300.00 was raised.

Both book stores were a bit under budget for July. However, overall year-to-date sales are $53,175.00 -- ahead of the projected 2015 budget.
Internet sales continue to be wonderful. Currently there are 14 volunteers listing items on the internet and five volunteers shipping orders. July sales totaled $11,925.00, with a total of 658 items sold. The hottest items this past month were all donations:

- Great Books of the Western World (54 volume set) $195.00
- The Death of Captain America Omnibus $174.95
- Rendering with Radiance (the Morgan Kaufmann Series in Computer Graphics) $171.39

Library Outreach support and book donations included – among others -- the Detention Center; Library Senior Services; Book Groups at Cedar Roe, Antioch, Corinth, and Blue Valley; Shawnee Mission Head Start, and WIC and Public Health Center waiting rooms in Olathe and Mission. During June and July, Library Latino Services partnered with the FOL and did outreach to several of the Shawnee Mission Schools that offered free lunch to children 1-18 years of age -- Comanche Elementary, Nieman Elementary, and Shawano Elementary.

The Andrew Smith Author Event was held July 11th at the Leawood Library as part of Second Saturday and three of his books were sold by the Friends.

There was an Ice Cream Social for Friends Volunteers on July 17th.

The Friends wait in anticipation for the gearing up of Phase II of the renovations at Central – when work on the new bookstore begins. Phase II demolition starts next week and construction follows. The Friends continue planning for furnishings, management, staffing, and special events, etc. Meetings between the Friends and the library begin again next month.

**FOUNDATION**

Executive Director, Susan Mong presented for the Foundation.

Ms. Mong thanked the library communication staff for the updated and redesigned program guide. The Friends and Foundation are featured. Ms. Mong thanked everyone for their efforts that led up to this day.

The 6 by 6 ribbon cutting will be held on September 12th at the Antioch branch. A new interactive unit will be installed. She invited the Library Board to attend.

The Board will receive an invitation to the Return on Investment (ROI) study results breakfast that is being hosted by KU Edwards on September 24th.

The Mount Holyoke club of Kansas City luncheon event will be held on September 26th. The Board is invited to the wonderful, high-quality program on theater design.

Ms. Mong announced that The Foundation has a Board opening and encouraged Board members to connect her with any engaged members of the community who might be interested.

The Pinnacle award details are well-underway. The awards will take place on October 22nd. The Foundation is partnering with Scenic Roads productions on an in-kind video that will be featured at the event. Also, the event will be highlighting Listen Local, a celebration of local musicians.
BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus commented on the tax-lid and the limits it will place on the budgeting process.

BOARD COUNSEL REPORT

Mr. Logan reported on the previous bond documentation that included the 280 square foot structure at Monticello. Mr. Logan stated that it is no impediment if the Board chooses to make the Monticello branch a priority. It can be revised as discussed with bond counsel.

Mr. Logan may need the Board to make a revised resolution. Mr. Logan will be able to report on the mechanics next month.

REVISIONS TO ARM 20 10 50

Mr. Logan presented a revised patron code of behavior. There is an outright prohibition to weapons but there are exceptions under the personal and family protection act. The revised ARM now reflects those exceptions. Now those who conceal carry with a permit and conceal carry without a permit (as long as they are lawfully qualified) may enter the library.

Mr. Nelson asked if there have been any changes since the last session.

Mr. Logan responded that there have been no changes.

MOTION: Nancy Hupp moved to accept the revised ARM 20-10-50, patron code of behavior.
SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

COUNTY LIBRARIAN’S REPORT

Budget

Nicki Neufeld reported that we are about where we expect to be for revenue in the second half of the year. The second half of the ad valorem has come in. Expenses are on track at about 55% for June. This number also includes most of the spending for the collection.

Strategic Plan

Mr. Casserley reported on results of the quarterly reports. In the last quarter we processed 22,786 physical items. 18,845 of the 22,786 were pre-processed. The average process time from purchase to shelf is 12 days, which is very short.

In the last quarter we purchased 4,478 DVDs, 1,319 CDs, 1,314 audiobooks and 1,949 e-titles.

Mr. Casserley reported that the ROI study results indicate the organization needs to move to provide more e-content.
As of mid-July the summer reading program had 1500 total participants, including 755 kids, 329 teens and 414 adults. 6,300 books were read. 5,500 badges were issued and 4,300 hours were spent reading. The program was a huge success.

Mr. Casserley reported that online registration is moving forward. He anticipates the Library will be able to offer electronic library cards by the fourth quarter of this year.

Mr. Casserley shared that we have new job postings, including the Maker Space Facilitator and an IT support position.

Mr. Casserley thanked Christopher Leitch for accepting the role of interim communication manager.

Over the last quarter Youth Services ran over 400 programs with 11,000 youth, 1,600 teens and 7,211 adults attending. This summer we formed a unique partnership with Downtown Overland Park and offered music and movies in the park. The programs were very successful and we will be looking to form more of these types of partnerships in the future.

The guide is now featuring artwork by local artists on the cover.

**Central Building Upgrade report**

Scott Sime reported that the stacks are being moved back into place. Phase 1 of the Central Building Plan is closing down and phase 2 is starting up.

He showed current photos of the space.

Next steps:
- Saw, cut and demo the phase 2 area
- Frame new rooms
- Above-ceiling work
- Demo the front public restrooms

Mr. Casserley commented that the project is on schedule and we are utilizing contingency funds as there have been some unforeseen circumstances.

**CONSENT AGENDA**

**MOTION:** Nancy Hupp moved to approve the consent agenda  
**SECONDED:** Mitra Templin  

**MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**Prioritization of CLMP Projects.**

Mr. Shortlidge announced that at the special library board meeting the Board came to consensus on how to move forward with the prioritization of CLMP projects. The Board will be making several motions to give staff direction.
MOTION: Pam Robinson moved that library staff begin all necessary steps to complete an RFP process for architectural services for the Monticello Library.

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

MOTION: Pam Robinson moved that the library staff complete a feasibility study for possible use of the Antioch Branch as an Operating Center as well as explore other real estate options to construct a new facility.

SECONDED: John Nelson

MOTION CARRIED UNANIMOUSLY

MOTION: Pam Robinson moved that library staff actively pursue partnership opportunities with the city of Overland Park or other interested parties in order to expand library services at the Blue Valley branch or other appropriate locations in the area.

SECONDED: John Nelson

MOTION CARRIED UNANIMOUSLY

Ms. Hupp also requested a motion be made for the Lenexa project.

MOTION: Mitra Templin moved to authorize staff and county to move into negotiations with the city of Lenexa for a future library location.

SECONDED: Pam Robinson

MOTION CARRIED UNANIMOUSLY

Ms. Templin noted the motions were not made in order of preference.

Mr. Shortlidge stated that Mr. Casserley has been approached by a real estate firm with an offer to present an opportunity to the Board regarding Corinth. He stated the idea of a summit was to make the Board accessible to others to come forward with opportunities and partnership offers.

Ms. Robinson suggested that a summit would also help to avoid the appearance of favoritism.

Ms. Templin stated that because the Library Board meetings are open to the public she doesn’t feel that a motion is needed to invite the public to come to present to the Board.

Mr. Casserley noted that procedurally issuing an RFP or RFI is a formal method to indicate the Library is open to offers and partnerships.

Mr. Logan offered that in the past partnerships have just emerged.
Ms. Hupp recommended issuing a press release.

Commissioner Osterhaus suggested authorizing library staff to work with the County’s communication department to issue a press release.

Ms. Templin stated that a summit should be specifically about one project. That would possibly set the stage for other opportunities. Ms. Templin doesn’t think there is a lack of knowledge in the county that the Board is open to discussion of projects and opportunities.

Mr. Shortlidge stated that a developer would like to make a proposal to the Board involving Corinth.

Ms. Robinson would like everyone to have equal opportunity to pitch their partnership.

**MOTION:** John Nelson moved to authorize library staff to work with the county communication department to develop a press release about potential opportunities at Corinth.

**SECONDED:** Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

Ms. Templin noted that the Board is quite unanimous on the top five priorities and the Board is in agreement that it will need to be reconsidered annually and as opportunities become available.

Mr. Casserley commended the Board for their work. This is the first mill levy increase in 20 years. The last new construction was Gardner in 1999.

**EXECUTIVE SESSION**

**MOTION:** Pam Robinson moved that the Board recess into executive session under the attorney client privilege exception to the open meeting act in order to receive legal advice from Board counsel concerning an ongoing dispute with Kansas City Power and Light with the open meeting to resume in this room at 5:05 p.m.

**SECONDED:** Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

The Library Board returned to open session at 5:05 p.m. No votes were taken.

**MOTION:** Mitra Templin moved to authorize the County Librarian to sign documents to settle the claim with Kansas City Power and Light.

**SECONDED:** Pam Robinson

**MOTION CARRIED UNANIMOUSLY**

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

**SECONDED:** Pam Robinson

**MOTION CARRIED UNANIMOUSLY**

Adjourned at 5:07 p.m.

DATE________________________

SECRETARY______________________

   Pam Robinson

CHAIRMAN________________________  SIGNED_________________________

   Neil Shortlidge   Sean Casserley
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<th>DESCRIPTION</th>
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<td>EBSCO</td>
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<tr>
<td>Lynda.com</td>
<td>Online resource</td>
<td>$24,500</td>
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**Total** $89,428.00

**SIGNED:**

___________________________
Finance Director
## JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

### July 2015

58% of Year Lapsed

<table>
<thead>
<tr>
<th>REVENUE ALL FUNDS</th>
<th>2015 Year to Date</th>
<th>2015 Budget</th>
<th>% Budget Year to Date</th>
<th>% Budget YTD Prior Year</th>
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</thead>
<tbody>
<tr>
<td>Ad Valorem</td>
<td>18,562,439</td>
<td>20,790,357</td>
<td>89%</td>
<td>58%</td>
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<td>Ad Valorem Delinquent</td>
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<td>214,495</td>
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<tr>
<td>Motor Vehicle</td>
<td>1,022,731</td>
<td>2,236,495</td>
<td>46%</td>
<td>26%</td>
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<tr>
<td>Library Generated - Copying/Printing</td>
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<td>93,530</td>
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<td>27%</td>
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<tr>
<td>Library Generated - Overdues / Fees</td>
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<td>739,500</td>
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<tr>
<td>Sale of Library Books</td>
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<td>50,000</td>
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<td>25%</td>
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<tr>
<td>Misc Other</td>
<td>5,934</td>
<td>48,551</td>
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<td>15%</td>
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<tr>
<td>Library Generated - Other Charges</td>
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<td>Unencumbered Balance Forward</td>
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<td>Recreational Vehicle Tax</td>
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<td>Commercial Vehicle Tax</td>
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<tr>
<td>Heavy Trucks Tax</td>
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<tr>
<td>Rental Excise Tax</td>
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<td>26,716</td>
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<tr>
<td>State and Federal Grants</td>
<td>147,152</td>
<td>206,788</td>
<td>71%</td>
<td>2%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$20,569,265</strong></td>
<td><strong>$25,270,143</strong></td>
<td><strong>81%</strong></td>
<td><strong>52%</strong></td>
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## OPERATING FUND

<table>
<thead>
<tr>
<th>Programs</th>
<th>2015 Year to Date</th>
<th>2015 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>2,438,556</td>
<td>4,603,940</td>
<td>53%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,346,700</td>
<td>2,189,844</td>
<td>61%</td>
</tr>
<tr>
<td>Collection Development</td>
<td>3,571,724</td>
<td>3,412,889</td>
<td>105%</td>
</tr>
<tr>
<td>Branch/Systemwide Services</td>
<td>6,568,270</td>
<td>12,037,668</td>
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<tr>
<td>Risk Management Charges</td>
<td>59,945</td>
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<tr>
<td>Library Tax Increment</td>
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<td>Grants *</td>
<td>101,513</td>
<td>233,066</td>
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<tr>
<td>Transfer to Capital Projects</td>
<td></td>
<td>436,865</td>
<td>0%</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING FUND EXPENDITURES**

| $14,086,707 | $23,118,376 | 61% |

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

## SPECIAL USE FUND

<table>
<thead>
<tr>
<th>Programs</th>
<th>2015 Year to Date</th>
<th>2015 Budget</th>
<th>% Budget Expended</th>
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<tbody>
<tr>
<td>Contractual Services (General Maintenance)</td>
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<tr>
<td>Commodities (Capital Equipment)</td>
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<td>192,564</td>
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<tr>
<td>Transfer to Debt Payment</td>
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<td>Transfer to Capital Projects</td>
<td>98,624</td>
<td>952,300</td>
<td>10%</td>
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</table>

**TOTAL SPECIAL USE FUND EXPENDITURES**

| $190,962 | $2,151,767 | 9% |

**TOTAL EXPENDITURES**

| $14,277,669 | $25,270,143 | 57% |
## JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
### July 2015
#### 58% of Year Lapsed

### ALL FUNDS

<table>
<thead>
<tr>
<th>Categories</th>
<th>2015 Year to Date</th>
<th>2015 Budget</th>
<th>% Categories Expended</th>
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<td>Salaries and Benefits</td>
<td>7,775,718</td>
<td>14,601,228</td>
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<td>Contractual Services</td>
<td>2,534,675</td>
<td>3,388,487</td>
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<td>Commodities</td>
<td>3,286,751</td>
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<td>Capital - Operating</td>
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<td>8,412</td>
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<td>Risk Management Charges</td>
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<td>Library General Tax Increment</td>
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<td>Capital / Maintenance / Repair</td>
<td>350,000</td>
<td>786,865</td>
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<td>Transfer to Debt Payment</td>
<td>70,444</td>
<td>990,598</td>
<td>7%</td>
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<tr>
<td>Transfer to PBC Capital Leases</td>
<td>98,824</td>
<td>952,300</td>
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<td>Grants</td>
<td>101,513</td>
<td>233,066</td>
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$14,277,670 $25,270,143 57%
## GRANTS

<table>
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<tr>
<th>Grant Budget</th>
<th>Expenditures through 6/30/15</th>
<th>Source</th>
<th>Received</th>
<th>Expend By</th>
<th>Expenditures</th>
<th>Grant Award</th>
<th>Budget Remaining</th>
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<tbody>
<tr>
<td>2014 Check up and Check Out</td>
<td>State</td>
<td>Jul-14</td>
<td>$1,600.98</td>
<td>$5,250.00</td>
<td>$3,649.02</td>
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<td>2013 6by6 Activity Kits</td>
<td>State</td>
<td>Jul-13 Dec-14</td>
<td>$2,109.38</td>
<td>$4,289.90</td>
<td>$2,180.52</td>
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<td>2014 Kansas Town Hall</td>
<td>Federal</td>
<td>Dec-14 Dec-14</td>
<td>$1,134.10</td>
<td>$1,912.00</td>
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<td>2015 State Grant</td>
<td>State</td>
<td>Mar-15</td>
<td>$97,563.09</td>
<td>$145,006.96</td>
<td>$47,443.87</td>
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*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).
## Monticello Land Acquisition

### REVENUE

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<thead>
<tr>
<th>Description</th>
<th>TO DATE</th>
<th>BUDGET</th>
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<td>Library Fund Transfer</td>
<td>$100,000</td>
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<td>Bond Sale Proceeds</td>
<td>$710,000</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$810,000</td>
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### EXPENDITURES

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<tr>
<th>Description</th>
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<th>BUDGET</th>
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<tr>
<td>Earnest Money for Land Purchase</td>
<td>$50,000.00</td>
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<td>Land Purchase</td>
<td>$713,778.64</td>
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<td>Engineering</td>
<td>$7,015.00</td>
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<tr>
<td>Site Survey</td>
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<td>$37,306.36</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$772,693.64</td>
<td>$37,306.36</td>
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## Scheduled Replacement Account

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<tr>
<th>REVENUE</th>
<th>REVENUE RECEIVED TO DATE</th>
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<td>2011 Operating Fund Transfer</td>
<td>360,175.00</td>
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<td>2012 Operating/SU Fund Transfer</td>
<td>642,934.00</td>
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<td>2013 Operating/SU Fund Transfer</td>
<td>551,250.00</td>
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<td>2014 Operating/SU Fund Transfer</td>
<td>330,566.00</td>
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Total Revenue: **1,884,925.00**

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<th>2012</th>
<th>2013</th>
<th>2014</th>
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<td>Concrete Work - Antioch</td>
<td>28,900.00</td>
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<td>Grounds &amp; Concrete Work - Blue Valley</td>
<td>43,800.00</td>
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<td>Furnishings and Equipment</td>
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<td>Vehicle Replacement</td>
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<td>Shawnee Roof Replacement</td>
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<td>Painting Lights &amp; Improvements - CRL</td>
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<td>CRL Parking Lot Improvements</td>
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<td>Monticello Vending Solution Design</td>
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<td>Site Improvements - AN &amp; CRL</td>
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<td>Drainage Repairs - Corinth</td>
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<td>Roof &amp; Window &amp; Fire System Replacement - CRL</td>
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<td>Parking lot Maintenance - Cedar Roe</td>
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<td>Copier Replacement - Creative Services</td>
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<td>Parking Lot Repair - Gardner</td>
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<td>Parking Lot Repair &amp; Boiler Replace - Antioch</td>
<td>33,180.00</td>
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<td>91,193.27</td>
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<td>Remove bookcases/Painting - CO Meeting &amp; Reading Rooms</td>
<td>2,750.00</td>
<td>1,575.00</td>
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<tr>
<td>Painting &amp; Security upgrades- Oak Park</td>
<td>2,810.00</td>
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<td>1,554.00</td>
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<td>Painting/Furnishings Gardner</td>
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<td>Carmack Room Blinds</td>
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<td>Office Remodel / Security upgrade LE</td>
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<td>Security System Upgrade - Blue Valley</td>
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<td>Blind Replacement &amp; Furnish - OP</td>
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<td>HVAC Improvements - Antioch</td>
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<td>Concrete Repairs - Shawnee</td>
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<td>Handicap Ramp / landscape- Gardner</td>
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<td>Office Remodel - Blue Valley</td>
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<td>Electrical &amp; Security Camera Installation - CR</td>
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<td>Roof Repairs - Corinth</td>
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<td>Stack Moving for Carpet Replacement - CRL</td>
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<td>Emergency Lighting &amp; Electrical work - CRL</td>
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<td>Leawood Sorter Installation</td>
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<td>Retaining Walls - Corinth</td>
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<td>HVAC Improvements - Shawnee</td>
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<td>Edgerton Environmental Sampling</td>
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<td>Entryway Handrail Repair - Corinth</td>
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<td>Fence Repair - Antioch</td>
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<td>Rear Entry Modifications - Antioch</td>
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<td>Circulation Area Remodel - Shawnee</td>
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<td>Grounds BV/Remodel &amp; Landscape</td>
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<td>Security Improvements DE/ED/SH</td>
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<td>Carpet/Furnishings CO</td>
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<td>CRL Furnishings/Painting/Carpet</td>
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<td>Lackman Carpet/Furnishings</td>
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<td>Water Heater Install CRL</td>
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<td>Passenger Vehicles</td>
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<td>Corinth repairs and replacements</td>
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<td>Interior Painting at Antioch</td>
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<td>Mill Creek Shelter Assembly and Install</td>
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<td>Plumbing at Corinth - New Gas Line</td>
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<td>Computer and Study Room Furniture AN</td>
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<td>Digging parking lot for drainage pipe, baffle - COR</td>
<td>3,600.00</td>
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Total Budget Remaining: **$181,092.14**
JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER’S REPORT
Period: JUL-2015

<table>
<thead>
<tr>
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<th>Receipts</th>
<th>Payments</th>
<th>Balance</th>
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<td>Add Receipts</td>
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<td>Ending Cash balance</td>
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<td>Less Liabilities</td>
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<td>Unobligated cash balance</td>
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<td>$159,230.52</td>
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APPROVED: ____________________________

DATE: ____________________________
AGENDA ITEM: VI. A.

ISSUE FOR BOARD DETERMINATION: Whether to approved the revised versions of ARMs 20-10-10, 20-10-12, 20-10-85, 20-10-91, 50-20-20, 50-20-50 and the recommendation to rescind ARM 50-20-60.

DISCUSSION: Library staff have reviewed the following policies and made the determination that changes are needed:

20-10-10, Hours of Service
20-10-12, Facility Closings for Inclement Weather
20-10-85, Patron Comments
20-10-91, Overdue, Lost or Damaged Materials Fee Schedule
50-20-20, Americans with Disabilities Act Compliance
50-20-50, Surplus Property
50-20-60, Sale of Gift Items

REVIEW BY BOARD COUNSEL: These documents have been reviewed by Counsel.

RECOMMENDATION:
That the Board of Directors approve changes to ARMs 20-10-10, 20-10-12, 20-10-85, 20-10-91, 50-20-20, 50-20-50 and the recommendation to rescind ARM 50-20-60.

PERSON(S) RESPONSIBLE:
Sean Casserley
Tricia Suellentrop
The purpose of this regulation is to establish hours during which library services will be available to the public at each library facility.

**Effective Date:** April 1, 2015

**Reviewed:** September 10, 2015

**CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE**

a. Hours of service at each public service location will be established by the Library Board of Directors based upon the needs of the community it serves, availability of qualified staff, and consideration of budget factors.

b. The hours of service of public service locations are:

i. Central Resource Library
   - Monday - Thursday: 9am to 9pm
   - Friday: 9am to 6pm
   - Saturday: 9am to 5pm
   - Sunday: 1pm to 5pm

ii. Antioch Branch, Corinth Branch, and Blue Valley Branch
   - Monday - Thursday: 10am to 9pm
   - Friday: 10am to 6pm
   - Saturday: 9am to 5pm
   - Sunday: Closed

iii. Gardner Branch, Lackman Branch, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch
   - Monday - Thursday: 10am to 9pm
   - Friday: 10am to 6pm
   - Saturday: 9am to 5pm
   - Sunday: Closed

iv. Cedar Roe Library
   - Monday - Thursday: 10am to 9pm
   - Friday: 10am to 6pm
   - Saturday: 10am to 2pm
   - Sunday: Closed
v. De Soto Branch
Tuesday, Wednesday, Friday 10am to 6pm
Thursday 1pm to 8pm
Friday 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

vi. Spring Hill Branch
Monday, Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday Closed
Saturday 10am to 2pm
Sunday Closed

vii. Edgerton Branch
Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

September 10, 2015
ARM 20-10-10  End
SUMMARY
This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:
September 10, 2015
Reviewed
July 21, 2011
September 10, 2015
July, 2011 - Reaffirmed

POLICY

a. Johnson County Library facilities do not close due to severe weather, unless the County Librarian or his or her designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

b. The County Librarian may postpone opening libraries until weather conditions abate or until travel conditions are improved, or may close facilities early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility.

c. Scheduled employees who are not able to work due to partial or complete closings have the following options: 1) They may elect to take leave without pay. 2) They may, with supervisor approval, adjust their schedules within the work week in which the incident occurred, if at all possible, to work additional time equal to the work time missed. If the occurrence is too late in the work week to allow this, then the time must be made up within the next pay period. 3) They may elect to use annual or personal leave, within normal procedures. Library administrative staff are responsible for issuing will follow.
payroll procedures for use in these circumstances.

issued by Library administrative staff.

September 10, 2015
The purpose of this regulation is to describe the County Librarian’s responsibility in providing opportunity for patron comment and in providing Library Board access to that comment.

September 10, 2015, July 21, 2011
September 10, 2015, July 21, 2011—Reaffirmed

a. A major measurement of library services is public reaction to its delivery. The Library Board of Directors encourages direct and indirect citizen input through use of surveys, focus groups, comment forms, citizen comment at board meetings, and other appropriate measurements.

b. On a regular basis, at least annually, as needed, the County Librarian will report patron feedback trends to the Board.

c. The County Librarian will implement procedures which will enable all patrons to comment on any aspect of service. Special accommodation will be provided to individuals with disabilities requiring assistance to comment. Library Board meetings shall also be accessible to individuals with disabilities, as defined in the Americans with Disabilities Act (ADA). Persons requiring interpretative services or other accommodations to attend a Library Board meeting should notify Library staff at least 48 hours prior to the scheduled Library Board meeting.
This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.

**SUMMARY**

**Effective Date:**
- September 10, 2015
- March 8, 2012

**Review Date**
- September 10, 2015
- March 8, 2012

**AUTHORITY**

a. Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt. The maximum fine of $6 will be deducted from the refund. Damaged materials fees apply to both borrowed materials and materials used in the library.

c. Overdue materials accrue a $.30 fine per item per day, with a maximum fine of $6.00. Damaged or lost materials will be charged to the patron according to the schedule.

**PROCEDURE**

- **Denial of Borrowing Privileges**
  - When the dollar amount of unpaid fines and fees posted to a borrower's record is $25.00 or more, further checkout of materials is prohibited, study rooms may not be utilized (Per ARM 20-80-27). The County Librarian is authorized to establish procedures for restoration of borrowing privileges.

- **ILL Materials**
  - Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.
### APPEAL

e. Fines and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

### SCHEDULE

f. The fee schedule of overdue, lost, or damaged materials is as follows:

<table>
<thead>
<tr>
<th>READING LEVEL</th>
<th>MATERIAL TYPE</th>
<th>REPLACEMENT CHARGE</th>
<th>DEFAULT REPLACEMENT CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Art Print</td>
<td>Cost of Item</td>
<td>$30.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Audio books on CD</td>
<td>Cost of Item</td>
<td>$45.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Bi-Folkal Kit</td>
<td>Cost of Set or $12 Part(s)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Book</td>
<td>Cost of Item</td>
<td>$25.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Compact Disc (Music)</td>
<td>Cost of Item</td>
<td>$18.00</td>
</tr>
<tr>
<td>Adult</td>
<td>DVD</td>
<td>Cost of Item</td>
<td>$30.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Federal Doc. Leaflet &amp; Circulating Maps</td>
<td>Cost of Item</td>
<td>$15.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Holder, Plastic A-V</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Periodical</td>
<td>Cost of Item</td>
<td>$6.00</td>
</tr>
<tr>
<td>Adult</td>
<td>Laptop</td>
<td>$500 for Laptop, $50 for Power Cord</td>
<td>$500 for Laptop, $50 for Power Cord</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Audio books on CD</td>
<td>Cost of Item</td>
<td>$15.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Book</td>
<td>Cost of Item</td>
<td>$10.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Books to Go Kit, Large Print</td>
<td>Cost of Item or $12 Part(s)</td>
<td>$300.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Book Club to Go Kit</td>
<td>Cost of Item</td>
<td>$18.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>DVD</td>
<td>Cost of Item</td>
<td>$3.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Compact Disc (Music)</td>
<td>Cost of Item</td>
<td>$3.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Holder, Plastic A-V</td>
<td>$3.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Periodical</td>
<td>Cost of Item</td>
<td>$60.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Video Games</td>
<td>Cost of Item, Pending Invoice</td>
<td>$200.00</td>
</tr>
<tr>
<td>E, J, YA</td>
<td>Inter-Library Loan Items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

September 10, 2015 March 8, 2012
SUMMARY
This document describes Library compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and Kansas Act Against Discrimination.

Effective Date:
July 21, 2011
Reviewed July, 2011

ADHERENCE TO ACTS

a. The Johnson County Library adheres to the Americans with Disabilities Act ADAAA of 2009 (PL 10410-33625) and the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq), and amendments thereto.

INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

b. Qualified individuals are those individuals with disabilities as defined by the ADAAA.

Services, Programs, and Activities

Services, programs, and activities shall be provided in such manner that qualified individuals can participate in them and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. Service animals are allowed in all libraries.

Integration into Activities

The services, programs, and activities of the Library shall be provided in a manner that permits maximum integration and independent function for qualified individuals.

c. The Library follows the employment Human Resources policies and procedures of the Johnson
County Human Resources Department. In doing so, the Library does not discriminate against qualified individuals in hiring, promotion, retention, compensation, job training, or other employment practices.

**EMPLOYMENT Vacancies**

In accordance with County policy job vacancy notices shall provide information on the essential tasks and physical requirements of the position, and posting shall be available in alternative formats upon request.

**Grievances Disputes**

Individuals with employment-related grievances may make use of the County Human Resources Policy grievance procedure Dispute Resolution Procedure.

d. Information disseminated about Library services, programs, and activities shall be made available in alternative formats upon request. The Library shall publish information concerning adaptations and services available to individuals with disabilities. In planning for and implementing provisions of the acts, the Library shall consult with interested individuals, organizations, and individuals with disabilities.

**COMMUNICATION**

e. The Library shall provide staff development activities to all employees to keep them informed of Library efforts to serve individuals with disabilities and about staff roles in providing Library services. Activities shall include developing interpersonal communication skills with individuals with disabilities and making staff sensitive to the needs of individuals with disabilities.

**STAFF DEVELOPMENT**

f. The County Librarian shall appoint an ADAAA Compliance Officer. Information about how to contact the ADAAA Compliance Officer shall be easily available to the staff and the public.

**ADAAA COMPLIANCE OFFICER**

The ADAAA Compliance Officer shall be responsible for coordinating compliance efforts, monitoring services to individuals with disabilities, maintaining expertise in the acquisition and use of auxiliary aids, receiving questions and complaints concerning compliance with the acts, and communicating with the staff and public concerning the acts.

g. Individuals with discrimination complaints under the acts may present grievances for resolution to the staff member in charge at any public service location or to the ADAAA Compliance Officer. Complaints may be made in person, by telephone, by TDD, by mail, or in
any format in which the aggrieved can communicate.

<table>
<thead>
<tr>
<th>GRIEVANCES</th>
<th>Investigation</th>
<th>The ADAAA Compliance Officer shall promptly investigate all complaints and communicate a suggested resolution to the aggrieved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the aggrieved may bring the complaint before the Library Board of Directors for resolution.</td>
<td></td>
</tr>
<tr>
<td>Notice</td>
<td>Rights of individuals to complain under the acts and procedures for doing so shall be made available in all public service locations in alternative formats upon request.</td>
<td></td>
</tr>
</tbody>
</table>

July 21, 2011
SUMMARY
This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:
Reaffirmed August 17, 2011
September 10, 2015
Reviewed August 17, 2011
September 10, 2015

POLICY
a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

LIBRARY MATERIALS
Weeding
b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice
d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by Employees and e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. All
Library Board Members sales to Library Board members must take place at a book store or at scheduled book sales.

Without Intrinsic Value

f. **Undamaged** Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

GIFTS g. Disposal of gifts must be handled in accordance with any approved pre-conditions.

TANGIBLE PROPERTY h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

AGREEMENT WITH FRIENDS i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.
SUMMARY

This document describes the Library Board’s policy and procedures on selling gift items for fundraising purposes.

Effective Date:

August 17, 2005
Reviewed
July, 2005

POLICY

a. The Johnson County Library may offer library-related and general gift items for sale to the public.

PURPOSE

b. The purpose of gift sales is to accommodate public interest and raise funds for the Library.

PROCEDURES

c. The County Librarian will establish procedures for gift sales.

gift fund

d. All inventory offered for public sale, other than library discards and donations, will be purchased with money from the Johnson County Library Gift Fund, upon approval by the County Librarian. All funds generated from the sale of gift items will be received into the Johnson County Library Gift Fund. Standard record keeping procedures will be followed.

August 17, 2005
AGENDA ITEM: VI. B.


DISCUSSION: Library staff have reviewed the following policies and made the determination that no changes are needed at this time:

20-10-11, Holiday closings
20-10-30, Denial or Restriction of Library Use
20-10-55, Theft of Library Property
20-10-61, Unattended Children and Parental Responsibility
20-10-90, Fee Schedule
20-10-95, Waiving Patron Fines
50-20-30, Travel

REVIEW BY BOARD COUNSEL: These documents have been reviewed by Counsel.


PERSON(S) RESPONSIBLE:
Sean Casserley
Tricia Suellentrop
This document describes the policy of the Library Board in closing the library in observance of holidays.

September 10, 2015

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

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

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

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

e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on
the day before other BOCC-designated holidays that apply to the JCL.

September 10, 2015

 ARM 20-10-11 End
DENIAL OR RESTRICTION OF LIBRARY USE

The purpose of this document is to establish the authority and procedures under which statute-mandated rules and regulations can be applied by the Library Board in denying or restricting library use.

Effective Date: September 10, 2015

STATUTORY AUTHORITY

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or his or her expressly designated representative.
The County Librarian or his/her designee is authorized to suspend, deny, or restrict an individual's library privileges for violation of federal or state law, local codes, or library regulations. The County Librarian may also suspend, deny, or restrict library privileges of individuals who interfere with the access of others to information. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, he or she may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

APPEAL PROCEDURE AND APPLICATION FOR REINSTATEMENT

e. The County Librarian shall notify the individual in writing of the suspension, denial, or restriction of his or her library privileges. The individual will then have ten days from the date upon which the privileges have been suspended, denied, or restricted to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration. The Library Board shall hear the appeal at its next regular meeting. The County Librarian may withdraw or modify his or her order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present his or her case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of his or her library privileges or modification of the order denying or restricting his or her library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of directors, whichever is later. The order of the County Librarian on the application for reinstatement or modification shall be subject to the same appeal procedure set forth in this subsection.

September 10, 2015

ARM 20-10-30
End
This regulation describes the circumstances in which members of the library staff are authorized to search containers of any kind in the possession of a patron for library materials that have not been checked out.

a. A patron's use of the library shall constitute an authorization from the patron to library staff to search sacks, bags, brief cases, or containers of any kind, carried or in the possession of such patron, when staff has reason to believe that such patron is concealing library materials that have not been checked out.
SUMMARY

The purpose of this document is to describe the responsibilities of parents and librarians in regard to minors who are using the library. This regulation also describes the library policy on children left unattended at closing of a library facility.

Effective Date: September 10, 2015
Reviewed: September 10, 2015- Reaffirmed

POLICY

a. Parents are responsible for making sure that their children age 7 and under are attended and supervised at all times while using the library.

b. Pursuant to ARM 20-10-10 Hours of Service, the library establishes hours of service. The library prominently publishes those hours for the benefit of library patrons.

Library employees are employed to provide library service during library hours of service. Library employees are not custodians, babysitters, or caregivers for children at any time, including after the library doors are closed. Parents are responsible for ensuring that their children have rides or are picked up and off of the library premises no later than the time that the library closes.

c. Parents or guardians of all children under the age of 18 are responsible for making sure that their children are prepared to leave the library when the library closes.

d. At 45 minutes after closing, a child under the age of 12 will be treated by the library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care.
e. The County Librarian may establish additional rules and guidelines for the enforcement of this regulation.
ADMINISTRATIVE REGULATIONS
Document Number
ARM 20-10-90

Tab: Patron Services
Section: General Patron Services
Subject: FEE SCHEDULE

SUMMARY
This regulation describes charges made to patrons for direct services.

Effective Date: September 10, 2015
Reviewed: September 10, 2015

AUTHORITY FOR FEES
a. Fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

REGULAR FEE SCHEDULE
b. The Fee Schedule for services available from public service desks is:

- **USB Flash Drive**: 2. $9.00
- **Ear buds**: 3. $2.00
- **Interlibrary Loan**: 4. Interlibrary Loan
  - Actual charge from loaning institution.
- **Photocopies**: 5. Photocopies (paper and microform)
  - $.15 per black and white exposure. This charge is waived for patrons receiving service under ARM 20-15-50 (Services to Homebound Patrons.)
  - $.50 per color exposure
- **Printed Copies**: 6. Printed copies from public use computers.
  - $.15 per page for black and white
  - $.50 per page for color
- **Materials Recovery Fee**: 7. Processing fee per patron account handled by the materials recovery vendor.
  - $10.00
- **Returned Check Fee**: 8. For a returned check, the library assesses a $25.00 fee, which is added to the borrower record.
This regulation defines the parameters within which aged patron library fines and fees (accounts receivable) may be automatically waived and authorizes the County Librarian to adopt procedures with respect to waiving such fines.

DEFINITION OF FINE WAIVER

a. A fine waiver removes a fine from a patron's account and clears the patron's record of fines owed. The amount owed may include fees owed by the patron pursuant to ARM 20-10-90, Fee Schedule; fines, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "Overdue, Lost or Damaged Materials Fee Schedule;" and any other fees or charges owed by the patron pursuant to these regulations.

b. The County Librarian is authorized to adopt procedures for automatic waivers of aged accounts receivable from the Library's Integrated Library System (ILS). Such procedures may include appropriate definitions; rules governing timing of automatic waivers; and procedures relating to reports on aged accounts receivable.

c. Fines that were billed before 2008 and total $6 or less will be automatically waived in the Library ILS in 2011. Thereafter, on an annual basis, fines that are older than five years and total $3 or less will be automatically waived in the Library ILS. When such fines are waived, the debt of the patron to the Library is eliminated.
This document states the Library Board's policy regarding travel on official business.

Effective Date: September 10, 2015
Reviewed September 10, 2015

POLICY

a. The Johnson County Library adheres to the Travel Policy adopted by the Board of County Commissioners. The Library Board will approve the travel requests of the County Librarian in accordance with that policy. The Library Board does not approve the travel requests of other library employees.
A Selection of Programs & Events @ Johnson County Libraries

September 2015 Happenings Theme  Natural Consumption  Full calendar:  
http://www.jocolibrary.org/events

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elementia PRESENTS: DRAWING WORKSHOP  
BLUE VALLEY LIBRARY
Saturday, September 5  2 – 4pm  
9000 W 151st Street  Overland Park

"elementia," is the young adult literary arts magazine published by Johnson County Library. Participants will create a work eligible for submission for this annual zine. Supplies provided.

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SECOND SATURDAYS  
AT BRANCHES ACROSS THE COUNTY
Saturday, September 12
Second Saturdays is an ongoing collection of educational and entertaining events for all ages.
When is it? The second Saturday of every month (get it?)
http://www.jocolibrary.org/events/second-saturdays

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THIS MONTH  
ANTIOCH LIBRARY
Storytime: 11:15am - Noon  
8700 Shawnee Mtn Pkwy, Merriam

Celebrate the 6th Birthday of the popular 6 by 6 program! Sing along with musician Kevin Roth and hear him read from his book, "Wabby Wabbit: The Garden." Learn about unique instruments and enjoy folk and children's favorites, as well as some "green gardening" songs. Singing and storytelling are critical early literacy skills. Ages 2 and up and a caregiver.

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AN EDIBLE DISCUSSION  
CORINTH LIBRARY
Monday, September 10  6:30 - 7:30pm  
8100 Mission Road, Prairie Village

This popular meet-up includes a potluck dinner and group discussion about cookbooks, cooking and, of course, food! Each month features a specific nationality or type of cuisine, with discussion led by special guest speakers. You can share new or favorite dishes, test others' creations, learn about new expert techniques and discuss food with other foodies!

September: Indian Food with Jyoti Mukarji, culinary arts instructor
GREEN POCKETBOOK
Wednesday, September 23  6:30 – 7:45pm
9500 Bluejacket Street, Overland Park

Presented by Bridging the Gap, Green Pocketbook is designed to help people of all ages shop with principles that reduce expense, increase individual health, and help the environment. Also gain ideas for grocery shopping and improving home efficiency.

BYOF: BRING YOUR OWN FANDOM
Saturday, September 19   2 – 3:30pm
15345 W 87th Street, Lenexa

Calling all fangirls, otaku, YouTubers: if your heart flutters for Doctor Who, Supernatural or My Chemical Romance, this is the group for you. Bring your geeky love for your favorite movies, TV shows, books, musicians and anime. We'll provide snacks and art supplies for an afternoon of discussion, crafts, trivia and geeking out. Ages 12-18.

WOMEN & MONEY
Monday, September 21  6 – 7:30p
Monday, September 28  6 – 7:30p
9500 Bluejacket Street, Overland Park

This five-part financial literacy series designed by and for women offers instruction on reading credit reports; developing a spending plan; making informed decisions about banking and consumer borrowing; and investing and estate planning. A light meal will be provided at the start of each session. Registration necessary for this popular series

Thanks to Housing and Credit Counseling Inc. and the Kansas Securities Commission.

FRONT ROW CENTER: WOMEN & THEATER DESIGN
Saturday, September 26  1 – 3:30pm
8700 Shawnee Msn Pkway, Merriam

In this presentation, renowned theater designer/scholar Dr. Vanessa James explores the work of distinguished women designing for live theater and film. Refreshments will be served.

This event is generously supported by Mount Holyoke College, the Mount Holyoke Kansas City Alumnae Club and the Johnson County Library Foundation.
## Johnson County Library Locations

### ANTIOCH LIBRARY
8700 Shawnee Mission Pkwy • Merriam, KS 66202
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm
- Sunday: 1 – 5 pm

### BLUE VALLEY LIBRARY
9000 W. 151st • Overland Park, KS 66221
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm
- Sunday: 1 – 5 pm

### CEDAR ROE LIBRARY
5120 Cedar • Roeland Park, KS 66205
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm
- Sunday: 1 – 5 pm

### CENTRAL RESOURCE LIBRARY
9875 W. 87th St. • Overland Park, KS 66212
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm
- Sunday: 10 am – 2 pm

### CORINTH LIBRARY
8100 Mission Road • Prairie Village, KS 66208
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm
- Sunday: 1 – 5 pm

### DESOTO LIBRARY
33145 W. 83rd St. • De Soto, KS 66018
- Tues, Wed, Friday: 10am – 6 pm
- Thursday: 1 – 8 pm
- Saturday: 10 am – 2 pm

### EDGERTON LIBRARY
319 E. Nelson • Edgerton, KS 66021
- Tues., Wednesday: 1 – 6 pm
- Thursday: 1 – 8 pm
- Friday: 1 – 5 pm
- Saturday: 10 am – 2 pm

### GARDNER LIBRARY
137 E. Shawnee • Gardner, KS 66030
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm

### LACKMAN LIBRARY
15345 W. 87th St. Pkwy. • Lenexa, KS 66219
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm

### LEAWOOD PIONEER LIBRARY
4700 Town Center Drive • Leawood, KS 66211
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm

### OAK PARK LIBRARY
9500 Bluejacket • Overland Park, KS 66214
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm

### SHAWNEE LIBRARY
13811 Johnson Drive • Shawnee, KS 66216
- Monday – Thursday: 9 am – 8 pm
- Friday: 9 am – 6 pm
- Saturday: 9 am – 5 pm

### SPRING HILL LIBRARY
109 S. Webster St. • Spring Hill, KS 66083
- Monday - Wednesday: 10 am – 6 pm
- Thursday: 1 – 8 pm
- Friday: Closed
- Saturday: 10 am – 2 pm

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### About the Johnson County Library
Through its 13 Neighborhood Libraries County-wide, the mission of the Johnson County Library is to provide access to ideas, information, experiences and materials that support and enrich people’s lives. The Library is supported by ad valorem taxes, by the Friends of Johnson County Library book sales, and by the philanthropic efforts of the Johnson County Library Foundation. Learn more at [www.jocolibrary.org](http://www.jocolibrary.org)

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