



**Board Report
September 10, 2015**

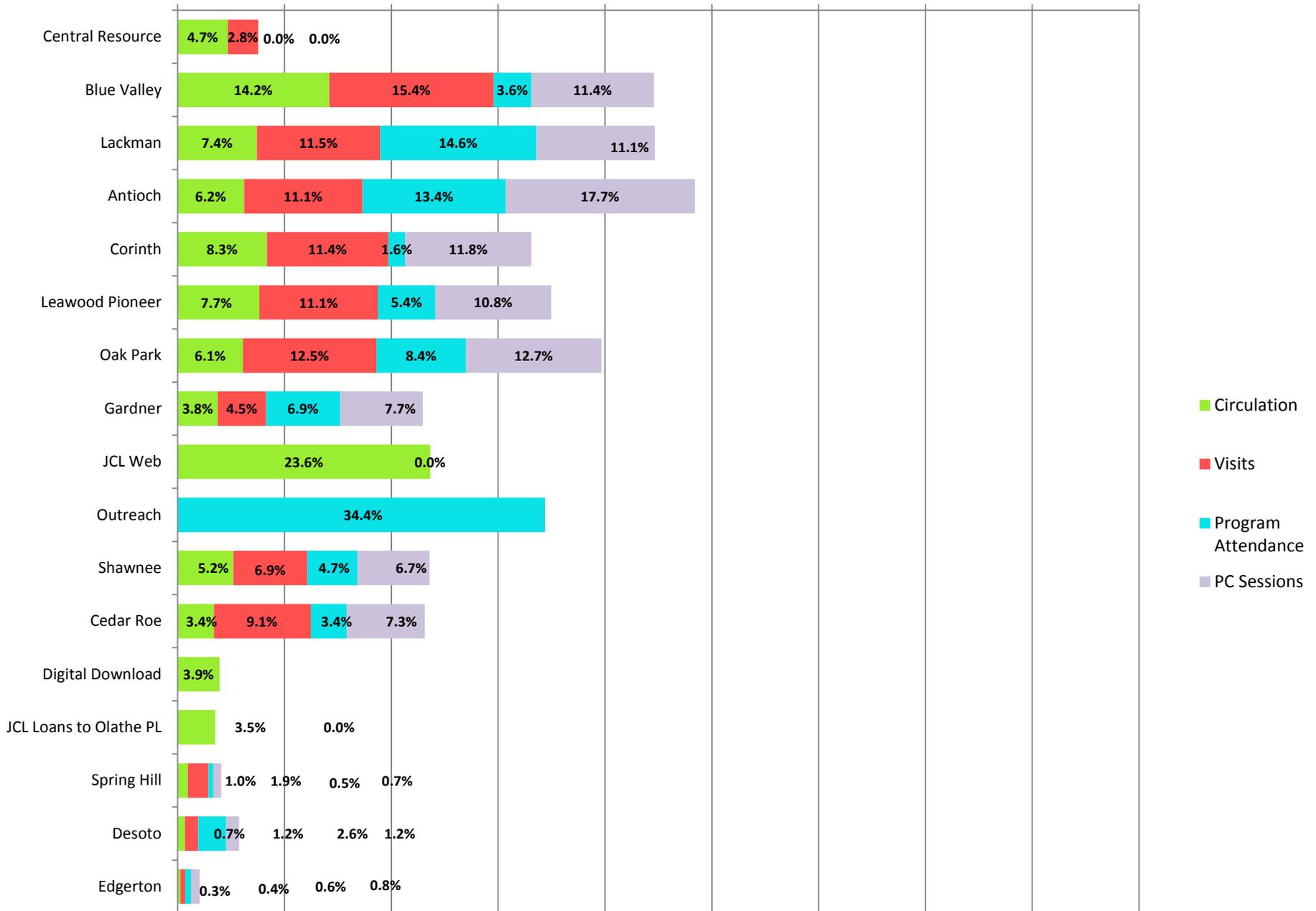
IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, 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 meeting9
 - 2. Minutes of the August 13, 2015 Regular Library Board meeting16
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts23
 - 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 Report30
- 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, 50-20-6031
 - 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, 50-20-3045
- VII. Executive Session
- VIII. Adjournment

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



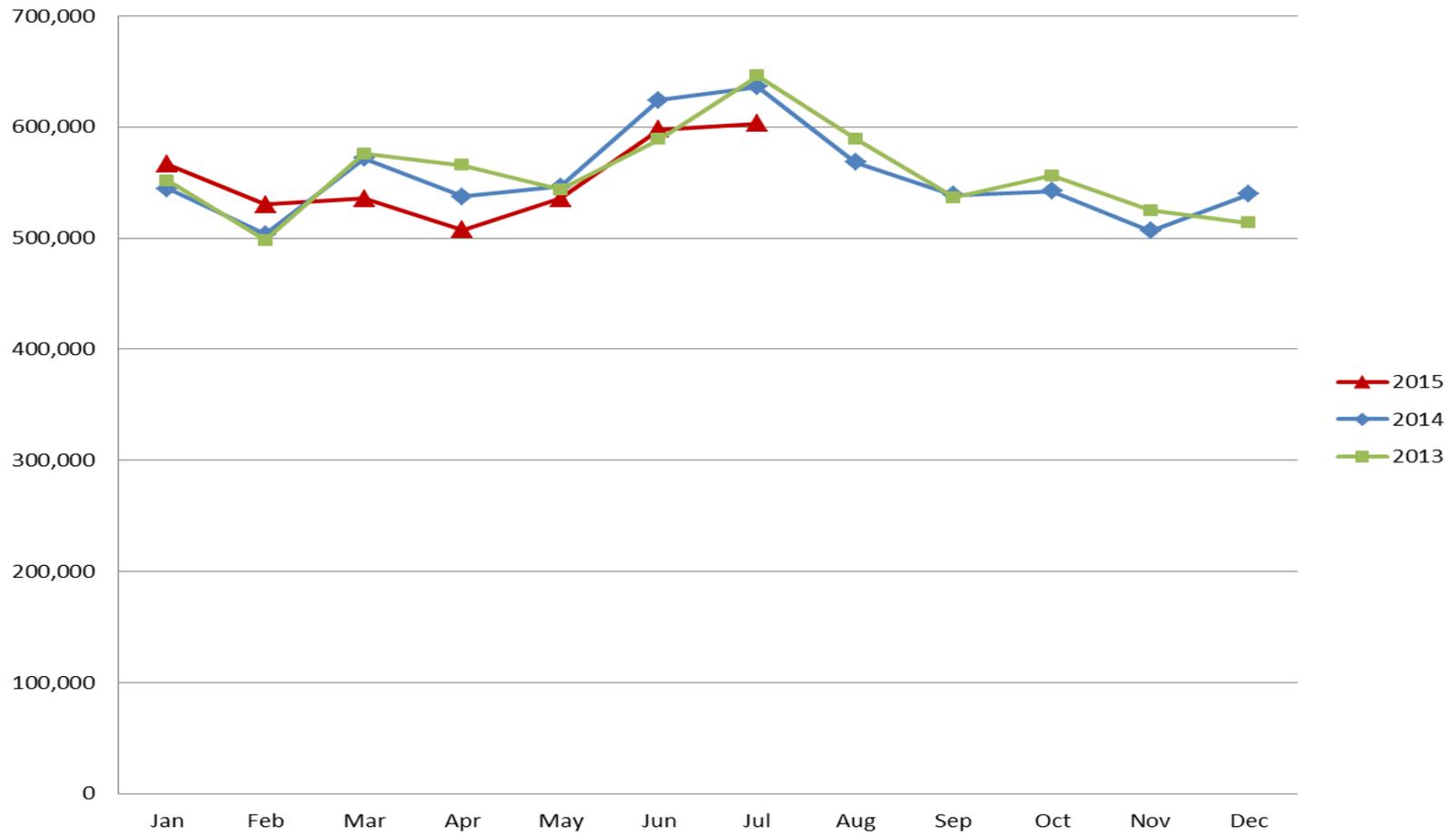
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

July 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	2014 to 2015		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total			Month	Yr-to-Dt	Previous 12 mos.
Antioch	37,462	6.2%	238,763	384,871	34,326	5.4%	220,221	368,927	9.1%	8.4%	4.3%
Blue Valley	85,611	14.2%	512,877	828,729	82,201	12.9%	482,500	788,400	4.1%	6.3%	5.1%
Cedar Roe	20,443	3.4%	133,720	224,189	21,245	3.3%	136,642	246,820	-3.8%	-2.1%	-9.2%
Central Resource	28,389	4.7%	297,702	673,758	89,008	14.0%	555,042	941,746	-68.1%	-46.4%	-28.5%
Corinth	50,360	8.3%	324,383	536,674	50,067	7.9%	312,491	522,005	0.6%	3.8%	2.8%
Desoto	4,099	0.7%	27,608	47,613	5,436	0.9%	31,299	53,125	-24.6%	-11.8%	-10.4%
Edgerton	1,525	0.3%	12,910	21,511	1,671	0.3%	9,198	17,182	-8.7%	40.4%	25.2%
Gardner	22,732	3.8%	145,978	245,769	23,218	3.6%	143,204	238,544	-2.1%	1.9%	3.0%
Lackman	44,744	7.4%	273,518	439,920	41,050	6.5%	254,840	427,200	9.0%	7.3%	3.0%
Leawood Pioneer	46,197	7.7%	276,069	454,722	44,280	7.0%	274,788	463,419	4.3%	0.5%	-1.9%
Oak Park	36,844	6.1%	224,095	349,165	31,257	4.9%	189,032	317,881	17.9%	18.5%	9.8%
Shawnee	31,491	5.2%	189,629	314,071	30,154	4.7%	185,022	305,128	4.4%	2.5%	2.9%
Spring Hill	5,734	1.0%	35,264	61,539	5,955	0.9%	38,548	68,374	-3.7%	-8.5%	-10.0%
JCL Web Renewals	142,663	23.6%	882,868	1,501,530	137,900	21.7%	883,405	1,497,938	3.5%	-0.1%	0.2%
Digital Downloads	23,645	3.9%	159,083	250,214	16,782	2.6%	107,048	334,303	40.9%	48.6%	-25.2%
JCL Loans to Olathe PL	21,301	3.5%	142,077	238,174	21,799	3.4%	140,872	239,266	-2.3%	0.9%	-0.5%
JCL Branch Total	387,242	64.2%	2,394,814	3,908,773	370,860	58.3%	2,277,785	3,817,005	4.4%	5.1%	2.4%
JCL Brances and Central	415,631	68.9%	2,692,516	4,582,531	459,868	72.3%	2,832,827	4,758,751	-9.6%	-5.0%	-3.7%
JCL SYSTEM TOTAL	603,240	100.0%	3,876,544	6,572,449	636,349	100.0%	3,964,152	6,830,258	-5.2%	-2.2%	-3.8%

Average Circulation per Capita		
	2015	2014
Current Month	1.4	1.5
Year-to-Date	9.0	9.2
Service Area Population	431,000	431,000

Johnson County Library Three-Year Trend in Circulation



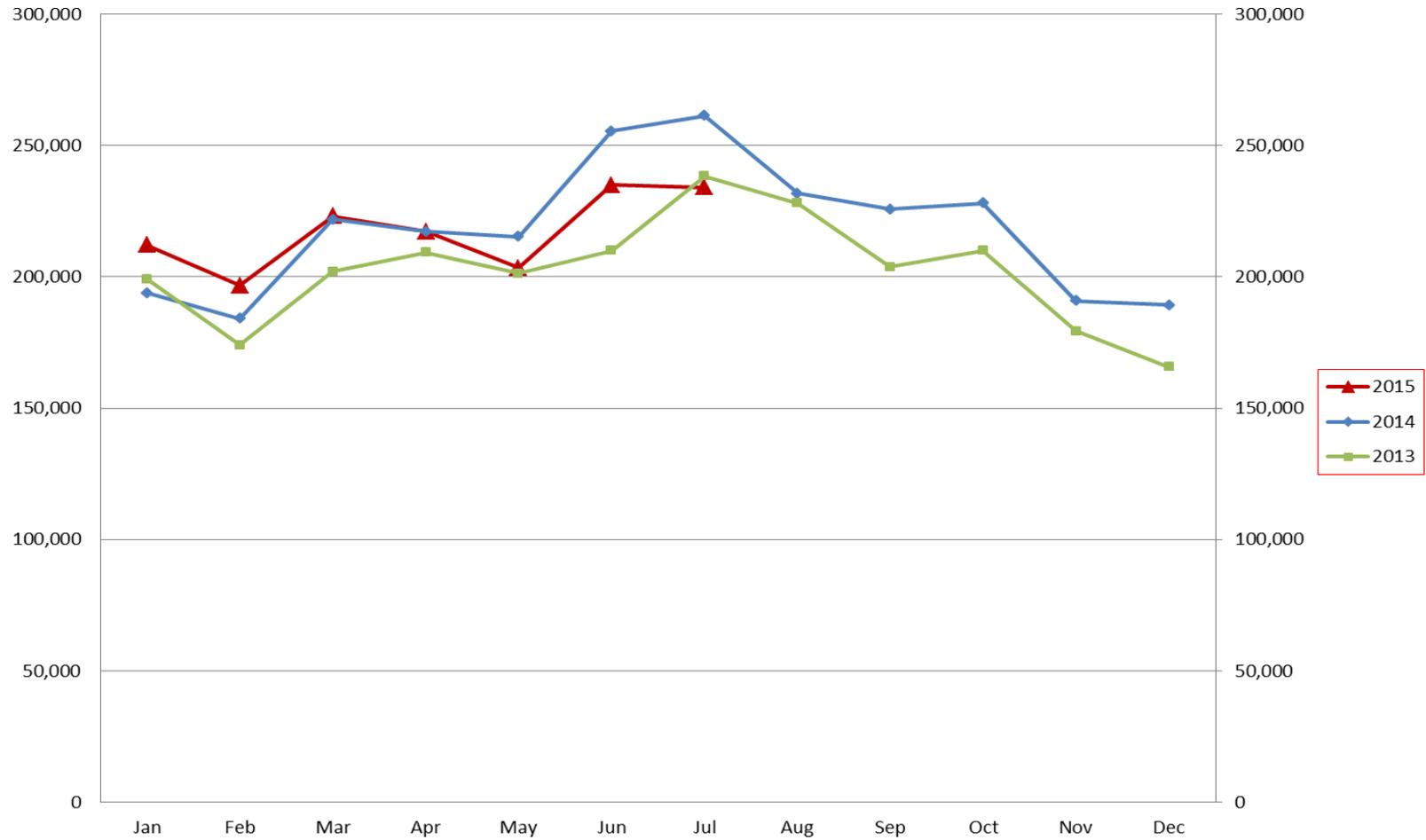
Johnson County Library
USER VISITS

July 2015

Location	Current Month 2015								Current Month 2014				Percent Change 2014 to 2015		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	25,988	11.1%	174,119	270,622	274	95	37,462	1.4	21,466	8.2%	138,827	236,996	21.1%	25.4%	14.2%
Blue Valley	36,026	15.4%	190,292	314,111	274	131	85,611	2.4	32,388	12.4%	184,095	310,544	11.2%	3.4%	1.1%
Cedar Roe	21,240	9.1%	146,145	238,115	246	86	20,443	1.0	22,271	8.5%	144,688	192,685	-4.6%	1.0%	23.6%
Central Resource	6,650	2.8%	100,359	282,771	274	24	28,389	4.3	44,419	17.0%	260,072	448,750	-85.0%	-61.4%	-37.0%
Corinth	26,667	11.4%	167,784	270,365	274	97	50,360	1.9	25,476	9.7%	162,603	269,353	4.7%	3.2%	0.4%
DeSoto	2,924	1.2%	19,619	32,654	151	19	4,099	1.4	3,389	1.3%	24,768	39,166	-13.7%	-20.8%	-16.6%
Edgerton	1,033	0.4%	7,014	13,666	108	10	1,525	1.5	1,944	0.7%	8,223	11,161	-46.9%	-14.7%	22.4%
Gardner	10,570	4.5%	67,705	161,544	258	41	22,732	2.2	21,656	8.3%	99,958	150,517	-51.2%	-32.3%	7.3%
Lackman	27,036	11.5%	163,840	259,560	258	105	44,744	1.7	25,463	9.7%	151,628	231,573	6.2%	8.1%	12.1%
Leawood Pioneer	25,982	11.1%	149,357	245,126	258	101	46,197	1.8	21,888	8.4%	143,267	246,419	18.7%	4.3%	-0.5%
Oak Park	29,288	12.5%	180,479	267,427	258	114	36,844	1.3	19,803	7.6%	122,426	216,168	47.9%	47.4%	23.7%
Shawnee	16,193	6.9%	129,527	186,646	258	63	31,491	1.9	15,987	6.1%	79,931	132,099	1.3%	62.0%	41.3%
Spring Hill	4,505	1.9%	25,201	44,221	151	30	5,734	1.3	5,223	2.0%	28,610	50,252	-13.7%	-11.9%	-12.0%
Branch Total	227,452	97.2%	1,421,082	2,304,057	2,768	82	387,242	1.7	216,954	83.0%	1,289,024	2,086,933	4.8%	10.2%	10.4%
SYSTEM TOTAL	234,102	100.0%	1,521,441	2,586,828	3,042	77	415,631	1.8	261,373	100.0%	1,549,096	2,535,683	-10.4%	-1.8%	2.0%

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.6
Average Visits per Capita for Year-to-Date:	3.5	3.6
Service Area Population:	431,000	431,000

Johnson County Library Three-Year Trend in Library Visits



County Librarian's Report

Book Closes on 2015 Summer Reading

Education

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.

Save the Dates

SEPT

12

**Happy Birthday, 6 by 6!
Ribbon Cutting**
10 am @ Antioch Library

SEPT

24

ROI Study Breakfast
8 am @ JCCC's Regnier Hall
RSVP with Michaela Scruggs

SEPT

26

**Front Row Center
Luncheon & Program**
Noon @ Antioch
RSVP with Susan Mong for lunch

Foundation Unveils 2015 Pinnacle Winners

Community

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.

**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 _____
Neil Shortlidge

SIGNED _____
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, August 13 2015
Oak Park Neighborhood Library
4:00 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: Kate Kaltembach

STAFF: Dean Allman, Michelle Beesley, Roxanne Belcher, Chris Carleton, Sean Casserley, Bradley Debrick, Monica Duffield, Kim Gile, Mike Heffernan, John Helling, Christopher Leitch, Jennifer Mahnken, Kate McNair, Susan Mong, Nicki Neufeld, Christine Peterson, Michaela Scruggs, Scott Sime, Tricia Suellentrop, Julie Timmins, Maggie Vallazza, Adam Wathen, Ken Werne, Kristin Whitehair

GUESTS: Kathy McGinley, Jeff Sturkey, Ann Walter

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 Shawanoe 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 _____
Neil Shortlidge

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Jul-15**

VENDOR	DESCRIPTION	AMOUNT
EBSCO	Database license	\$26,458.00
Tutor.com	Online license	\$25,550.00
Foundation Directory	Online license	\$4,720
Engineering Diagnostics	water infiltration study	\$8,200.00
Lynda.com	Online resource	\$24,500
	Total	<u><u>\$89,428.00</u></u>

SIGNED:

Finance Director

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

July 2015
58% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	18,562,439	20,790,357	89%	58%
Ad Valorem Delinquent	178,298	214,495	83%	62%
Motor Vehicle	1,022,731	2,236,495	46%	26%
Library Generated - Copying/Printing	54,561	93,530	58%	27%
Library Generated - Overdues / Fees	424,180	739,500	57%	24%
Sale of Library Books	37,521	50,000	75%	25%
Misc Other	5,934	48,551	12%	15%
Library Generated - Other Charges	41,626	322,050	13%	2%
Investment	40,493	86,374	47%	27%
Unencumbered Balance Forward	0	446,865	0%	0%
Recreational Vehicle Tax	3,085	6,958	44%	23%
Commercial Vehicle Tax	35,480	0		0%
Heavy Trucks Tax	2,678	1,464	183%	76%
Rental Excise Tax	13,086	26,716	49%	47%
State and Federal Grants	147,152	206,788	71%	2%
TOTAL REVENUE	\$20,569,265	\$25,270,143	81%	52%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
July 2015
58% Year Lapsed

OPERATING FUND	2015	2015	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	2,438,556	4,603,940	53%
Information Technology	1,346,700	2,189,844	61%
Collection Development	3,571,724	3,412,889	105%
Branch/Systemwide Services	6,568,270	12,037,668	55%
Risk Management Charges	59,945	79,926	75%
Library Tax Increment		124,178	0%
Grants *	101,513	233,066	44%
Transfer to Capital Projects		436,865	0%
Interfund Transfers			
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	2015	2015	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	14,103	16,305	86%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment	70,444	990,598	7%
Transfer to Capital Projects	98,624	952,300	10%
TOTAL SPECIAL USE FUND EXPENDITURES	\$190,962	\$2,151,767	9%

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

ALL FUNDS

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	7,775,718	14,601,228	53%
Contractual Services	2,534,675	3,388,487	75%
Commodities	3,286,751	4,105,083	80%
Capital - Operating	0	8,412	0%
Risk Management Charges	\$59,944.50	79,926	75%
Library General Tax Increment	0	124,178	0%
Capital / Maintenance / Repair	350,000	786,865	44%
Transfer to Debt Payment	70,444	990,598	7%
Transfer to PBC Capital Leases	98,624	952,300	10%
Grants	101,513	233,066	44%
	\$14,277,670	\$25,270,143	57%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 6/30/15	Source	Received	Expend By	Expenditures	Grant Award	Budget Remaining
	2014 Check up and Check Out	State	Jul-14		\$1,600.98	\$5,250.00	\$3,649.02
	2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$2,109.38	\$4,289.90	\$2,180.52
	2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$1,134.10	\$1,912.00	\$777.90
	2015 State Grant	State	Mar-15		\$97,563.09	\$145,006.96	\$47,443.87

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

Monticello Land Acquisition

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

EXPENDITURES	TO DATE	BUDGET REMAINING
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$7,015.00	
Site Survey	\$1,900.00	\$37,306.36
TOTAL EXPENDITURES	\$772,693.64	\$37,306.36

Scheduled Replacement Account

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

Total Revenue 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			91,193.27
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43
Interior Painting at Antioch				9,719.50
Millcreek Shelter Assembly and Install				8,776.00
Plumbing at Corinth - New Gas Line				7,465.00
Computer and Study Room Furniture AN				43,200.40
Digging parking lot for drainage pipe, backfill - COR				3,600.00
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>349,585.05</u>

Budget Remaining \$ 181,092.14

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

		Receipts	Payments	Balance
	Opening cash balance			\$159,379.19
	Add Receipts	\$21.39		
	Less Payments		\$144.58	
	Ending Cash balance			\$159,256.00
	Less Liabilities		\$25.48	
	Unobligated cash balance			\$159,230.52

APPROVED: _____

DATE: _____

JOHNSON COUNTY LIBRARY
Board of Directors
September 10, 2015

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

ADMINISTRATIVE REGULATIONS Document ARM 20-10-10

Tab: Patron Services
Section: General Patron Services
Subject: HOURS OF SERVICE

SUMMARY

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.

HOURS OF SERVICE

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

i. Central Resource Library

Monday - Thursday 9am to ~~9pm~~8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm

ii. Antioch Branch, Corinth Branch, and Blue Valley Branch

Monday - Thursday ~~10am-9am~~ to ~~9pm~~8pm
Friday ~~10am-9am~~ to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm

iii. Gardner Branch, Lackman Branch, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch

Monday - Thursday ~~10am-9am~~ to ~~9pm~~8pm
Friday ~~10am-9am~~ to 6pm
Saturday 9am to 5pm
Sunday Closed

iv. Cedar Roe Library

Monday - Thursday ~~10am-9am~~ to ~~9pm~~8pm
Friday ~~10am-9am~~ 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](#)

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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



ADMINISTRATIVE REGULATIONS Document
ARM 20-10-12
Number

Tab: Patron Services

Section: General Patron Services

Subject: FACILITY CLOSINGS FOR INCLEMENT
WEATHER

SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:
Reviewed

~~September 10, 2015~~
~~July 21, 2014~~
~~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~~ ~~July 21, 2011~~

ARM 20-10-12 End

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ADMINISTRATIVE REGULATIONS
Document Number
ARM 20-10-85

Tab: Patron Services
Section: General Patron Services
Subject: PATRON FEEDBACK

SUMMARY

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.

Effective Date:

Review Date

~~September 10, 2015~~
~~July 21, 2011~~
~~September 10, 2015~~
~~July, 2011 - Reaffirmed~~

POLICY ON PATRON COMMENTS

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.

COUNTY LIBRARIAN'S RESPONSIBILITY

Reporting

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

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Enabling Comment

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.

~~September 10, 2015~~
~~July 21, 2011~~

ARM 20-10-85 End

ADMINISTRATIVE REGULATIONS

**Document Number
 ARM 20-10-91**

Tab: Patron Services

Section: General Patron Services

Subject: OVERDUE, LOST OR DAMAGED
 MATERIALS FEE SCHEDULE

SUMMARY

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.

Effective Date:

Review Date

September 10, 2015
~~March 8, 2012~~
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.

PROCEDURE

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.

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

d. 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:

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

September 10, 2015 ~~March 8, 2012~~

ARM 20-10-91 End

ADMINISTRATIVE REGULATIONS
Document Number
ARM 50-20-20

Tab: Administration
Section: Administrative Services
Subject: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

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 ~~104-10-33625~~) 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 disputes 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 ADA/AA Compliance Officer. Information about how to contact the ADA/AA Compliance Officer shall be easily available to the staff and the public.

ADA/AA
COMPLIANCE
OFFICER

Duties

The ADA/AA 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 ADA/AA Compliance Officer. Complaints may be made in person, by telephone, by TDD, by mail, or in

any format in which the aggrieved can communicate.

GRIEVANCES	Investigation	The ADAAA Compliance Officer shall promptly investigate all complaints and communicate a suggested resolution to the aggrieved.
	Appeal	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.
	Notice	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.

ARM 50-20-20 End

July 21, 2011

ADMINISTRATIVE REGULATIONS
Document Number
ARM 50-20-50

Tab: Administration
Section: Administrative Services
Subject: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:

Reaffirmed
Reviewed

~~August 17, 2014~~ September 10, 2015
~~August 17, 2014~~ 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.

With Intrinsic Value

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.

~~September 10, 2015~~
~~August 17, 2011~~

ARM 50-20-50 End



ADMINISTRATIVE REGULATIONS **Document** **ARM 50-20-60**
Number

Tab: Administration
Section: Administrative Services
Subject: SALE OF GIFT ITEMS

SUMMARY

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

Effective Date:

Reviewed August 17, 2005
 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

ARM 50-20-60 End

Recommended Rescind

JOHNSON COUNTY LIBRARY
Board of Directors
September 10, 2015

AGENDA ITEM: VI. B.

ISSUE FOR BOARD DETERMINATION: 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

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.

RECOMMENDATION: That the Library Board reaffirm ARMs 20-10-11, 20-10-30, 20-10-55, 20-10-61, 20-10-90, 20-10-95, 50-20-30

PERSON(S) RESPONSIBLE:

Sean Casserley
Tricia Suellentrop

ADMINISTRATIVE REGULATIONS

Document Number

ARM 20-10-11

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

SUMMARY

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

Effective Date:

September 10, 2015

Reviewed:

September 10, 2015

POLICY

Regulation Purpose

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

Closing on Adjacent Days

b. 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.

Early Closings

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

Thanksgiving

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

Other Deviations

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

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

September 10,
2015

ARM 20-10-11 End

ARM Regulation
Document Number
ARM 20-10-30

Tab: Patron Services
Section: General Patron Services
Subject: DENIAL OR RESTRICTON OF LIBRARY
USE

SUMMARY

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."

OPEN ACCESS

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.

SUSPENSION, DENIAL OR
RESTRICTION POLICY &
PROCEDURE

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

ADMINISTRATIVE REGULATIONS

Document Number

ARM 20-10-55

Tab: Patron Services

Section: General Patron Services

Subject: THEFT OF LIBRARY PROPERTY

SUMMARY

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.

Effective Date:

September 10, 2015

Review Date:

September 10, 2015-
Reaffirmed

POLICY

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

September 10, 2015

ARM 20-10-55 End

ADMINISTRATIVE REGULATIONS
Document Number
ARM 20-10-61

Tab: Patron Services
Section: General Patron Services
Subject: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY

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.

September 10, 2015

ARM 20-10-61 End

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. |

September 10, 2015

ARM 20-10-90 End

ADMINISTRATIVE REGULATIONS

Document Number

ARM 20-10-95

Tab: Administration
Section: Finance
Subject: WAIVING AGED PATRON ACCOUNTS
RECEIVABLE

SUMMARY

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.

Effective Date:

September 10, 2015

**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.

**AUTHORIZATION
FOR COUNTY
LIBRARIAN TO
ADOPT
PROCEDURES ON
AUTOMATIC
WAIVERS**

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.

**ELIGIBILITY FOR
AUTOMATIC
WAIVER OF
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.

September 10, 2015

**ARM 20-10-95
End**

ADMINISTRATIVE REGULATIONS
Document Number ARM 50-20-30

Tab: Administration
Section: Administrative Services
Subject: TRAVEL

SUMMARY

This document states the Library Board's policy regarding travel on official business.

Effective Date:

Reviewed

September 10, 2015
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.

September 10, 2015

ARM 50-20-30 End

For Immediate Release
August 28, 2015

Contact:
Christopher Leitch
913-826-4301 (desk)
913-244-7774 (mobile)
leitchc@jocolibrary.org

A Selection of Programs & Events @ Johnson County Libraries

September 2015 Happenings Theme *Natural Consumption* Full calendar:

<http://www.jocolibrary.org/events>



elementia PRESENTS: DRAWING WORKSHOP

Saturday, September 5 2 – 4pm

BLUE VALLEY LIBRARY

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.



SECOND SATURDAYS

Saturday, September 12

AT BRANCHES ACROSS THE COUNTY

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>



THIS MONTH

Storytime: 11:15am - Noon

ANTIOCH LIBRARY

8700 Shawnee Msn 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.



AN EDIBLE DISCUSSION

Monday, September 10 6:30 - 7:30pm

CORINTH LIBRARY

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

OAK PARK LIBRARY

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

LACKMAN LIBRARY

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

OAK PARK LIBRARY

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

ANTIOCH LIBRARY

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](#).

Library

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 10 am – 2 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 1 – 5 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

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*

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