



# Library

**Board Report  
October 13, 2016**

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, OCTOBER 13, 2016  
CENTRAL RESOURCE LIBRARY  
CARMACK MEETING ROOM  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Pam Robinson, Board Chair
  - C. Friends of the Library
  - D. Susan Mong, Executive Director, Johnson County Library Foundation
  - E. Jim Allen, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    1. Finances and Statistics
      - a) Budget update – Nicki Neufeld
    2. Strategic Plan – Tricia Suellentrop
      - a) Urban Libraries Council Forum – Tricia Suellentrop
    3. Comprehensive Library Master Plan
      - a) Materials Handling study report – Michelle Olsen and CapRock Global Solutions
      - b) Lenexa City Center branch update – Scott Sime
      - c) Monticello update – Scott Sime
- V. Consent Agenda
  - A. Action Items:
    1. Minutes of the September 8, 2016 Library Board meeting
  - B. Information Items
    1. Summary of New and/or Renewed Contracts
    2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2016 were handled in accordance with library and County policy.
      - b) The August 2016 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures
  - C. Gift Fund Report
    1. Treasurer's Report

VI. New Business

- A. Board Action: Consideration of reducing the collection funds amount for Monticello – Nicki Neufeld
- B. Board Action: Consideration of update to ARM 20-10-91: Overdue, Lost or Damaged Materials Fee Schedule – Tricia Suellentrop

VII. Adjournment

# County Librarian's Report

Presented October 13, 2016

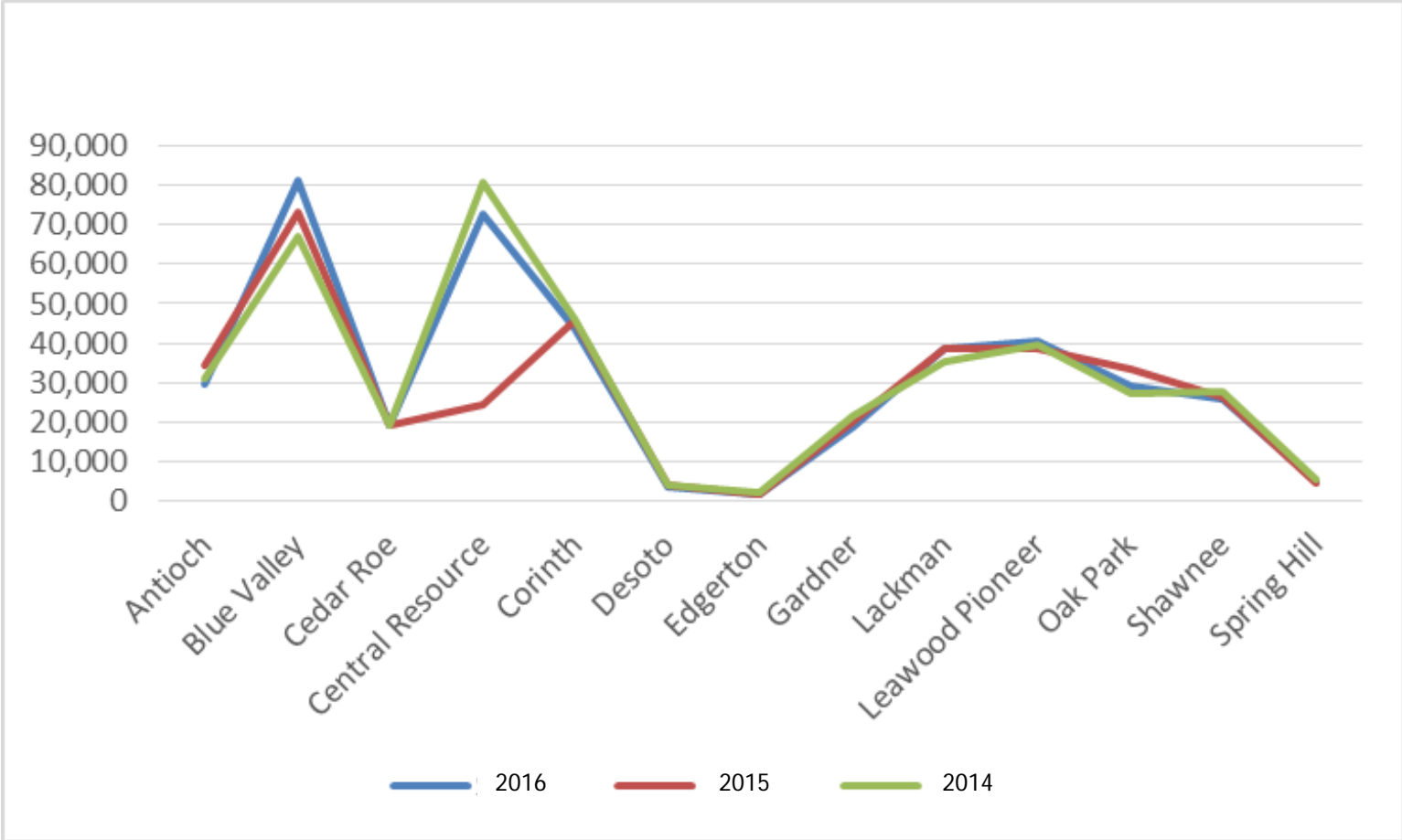
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JOHNSON COUNTY  
KANSAS

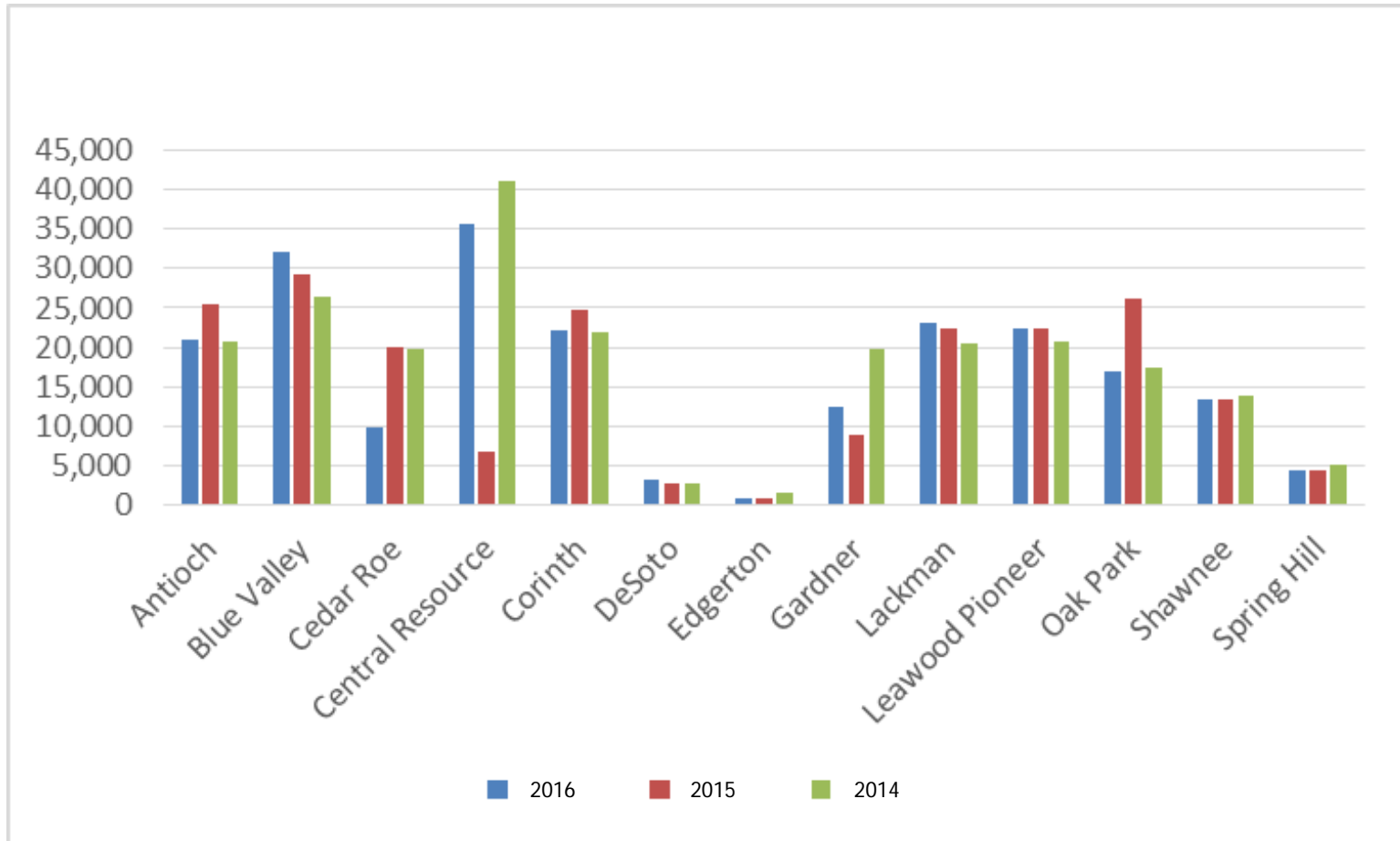
Library



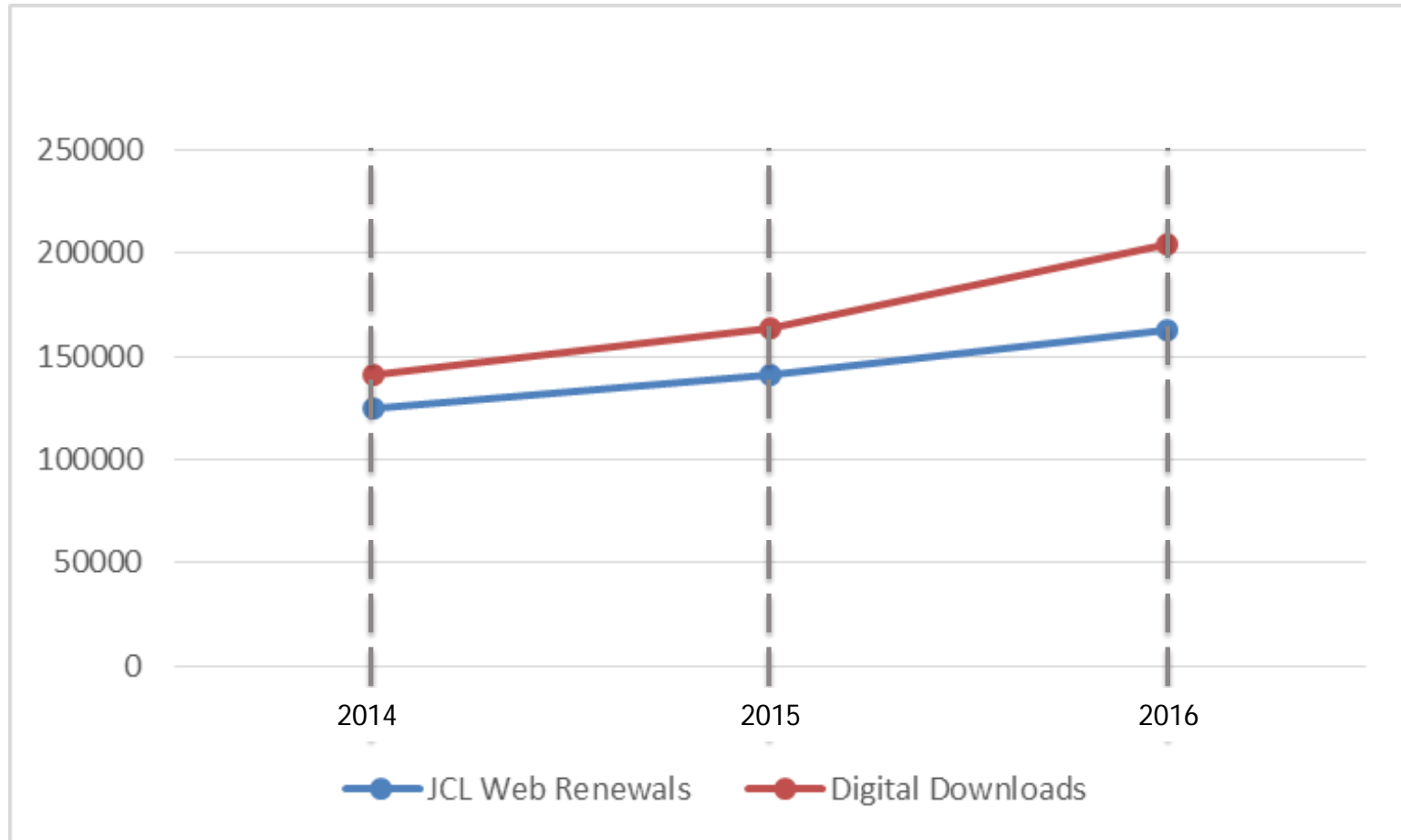
# Branch Circulation: August 2016



# Branch Visits: August 2016



# Electronic Circulation: August 2016



**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**August 2016**  
**67% Year Lapsed**

<b>OPERATING FUND</b>	<b>Programs</b>	<b>2016 Budget</b>
	Revenue	4,256,044
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	4,092,240
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$4,092,240</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$163,804</u></u></b>
<b>SPECIAL USE FUND</b>		<b>2016 Budget</b>
	Revenue:	1,000,000
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	1,000,000
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b><u>\$1,000,000</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>		<b><u><u>\$0</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>		<b><u><u>\$163,804</u></u></b>



## Scheduled Replacement Account

REVENUEREVENUE RECEIVED TO DATE

2015 Fund Transfer	350,000.00
2016 Fund Transfer	699,000.00

<b>Total Revenue</b>	<b><u>1,049,000.00</u></b>
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**2016**

Audio Visual	38,058.00
Building Repair	119,996.91
Interior Surfaces	65,107.00
Furnishings and Office Equipment	20,320.00
HVAC	147,893.96
Sorter Parts and Labor	4,113.10
Security System Maint & Repair	33,549.00

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**429,037.97****Budget Remaining**

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**\$ 619,962.03**

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# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2016

66% of Year Lapsed

REVENUE ALL FUNDS	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	26,704,813	27,316,085	98%	99%
Ad Valorem Delinquent	465,475	379,423	123%	72%
Motor Vehicle	1,157,111	2,300,787	50%	51%
Library Generated - Copying/Printing	67,629	95,401	71%	54%
Library Generated - Overdues / Fees	449,770	754,290	60%	46%
Sale of Library Books	37,500	50,000	75%	50%
Misc Other	98,231	340,753	29%	27%
Library Generated - Other Charges	2,274	11,402	20%	22%
Investment	80,459	50,884	158%	35%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	7,059	7,411	95%	33%
Commercial Vehicle Tax	40,414	39,407	103%	0%
Heavy Trucks Tax	2,273	3,173	72%	104%
Rental Excise Tax	12,532	26,764	47%	56%
State and Federal Grants	136,091	240,058	57%	1%
<b>TOTAL REVENUE</b>	<b>29,261,631</b>	<b>\$31,625,838</b>	<b>93%</b>	<b>89%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**July 2016**  
**58% Year Lapsed**

<b>OPERATING FUND</b>	<b>2016</b>	<b>2016</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	2,551,634	5,022,119	51%
Information Technology	1,214,752	2,165,039	56%
Collection Development	2,913,317	3,288,711	89%
Branch/Systemwide Services	7,079,873	12,779,341	55%
Risk Management Charges	63,050	84,066	75%
Grants *	56,727	240,058	24%
Transfer to Capital Projects	2,399,000	699,000	343%
Interfund Transfers (CLMP)	4,092,240	4,256,044	96%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>20,370,593</b>	<b>28,534,378</b>	<b>71%</b>

\* Includes expenditures for 2016 calendar year only. The life of the grant may cover more than one year.

<b>SPECIAL USE FUND</b>	<b>2016</b>	<b>2016</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	0	16,305	0%
Commodities (Capital Equipment)	0	192,564	0%
Transfer to Debt Payment	62,218	979,435	6%
Transfer to Capital Projects	148,078	903,156	16%
Capital Outlay (CLMP)	1,000,000	1,000,000	100%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$1,210,296</b>	<b>\$3,091,460</b>	<b>39%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$21,580,889</b>	<b>\$31,625,838</b>	<b>68%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**July 2016**  
**58% Year Lapsed**

<b>ALL FUNDS</b>	<b>2016</b>	<b>2016</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	8,403,143	15,208,624	55%
Contractual Services	2,708,916	4,130,326	66%
Commodities	2,704,244	4,125,129	66%
Risk Management Charges	63,050	84,066	75%
Capital / Maintenance / Repair	2,491,240	699,000	356%
Transfer to Debt Payment	62,218	979,435	6%
Transfer to PBC Capital Leases	148,078	903,156	16%
Grants		240,058	0%
CLMP	5,000,000	5,256,044	95%
<b>TOTAL EXPENDITURES</b>	<b>21,580,889</b>	<b>31,625,838</b>	<b>68%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**August 2016**  
**67% Year Lapsed**

<b>OPERATING FUND</b>	<b>2016</b>	<b>2016</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	2,864,660	5,022,119	57%
Information Technology	1,346,210	2,165,039	62%
Collection Development	2,944,901	3,288,711	90%
Branch/Systemwide Services	8,030,489	12,779,341	63%
Risk Management Charges	63,050	84,066	75%
Grants *	56,727	240,058	24%
Transfer to Capital Projects	2,399,000	699,000	343%
Interfund Transfers (CLMP)	4,092,240	4,256,044	96%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>21,797,277</b>	<b>28,534,378</b>	<b>76%</b>

\* Includes expenditures for 2016 calendar year only. The life of the grant may cover more than one year.

<b>SPECIAL USE FUND</b>	<b>2016</b>	<b>2016</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)		16,305	0%
Commodities (Capital Equipment)		192,564	0%
Transfer to Debt Payment	210,296	979,435	21%
Transfer to Capital Projects		903,156	0%
Capital Outlay (CLMP)	1,000,000	1,000,000	100%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>1,210,296</b>	<b>\$3,091,460</b>	<b>39%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$23,007,573</b>	<b>\$31,625,838</b>	<b>73%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**August 2016**  
**67% Year Lapsed**

<b>ALL FUNDS</b>	<b>2016</b>	<b>2016</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	9,524,688	15,208,624	63%
Contractual Services	2,905,486	4,130,326	70%
Commodities	2,756,086	4,125,129	67%
Risk Management Charges	63,050	84,066	75%
Capital / Maintenance / Repair	2,399,000	699,000	343%
Transfer to Debt Payment	210,296	979,435	21%
Transfer to PBC Capital Leases		903,156	0%
Grants	56,727	240,058	24%
CLMP	5,092,240	5,256,044	97%
<b>TOTAL EXPENDITURES</b>	<b>\$23,007,573</b>	<b>31,625,838</b>	<b>73%</b>

**JOHNSON COUNTY LIBRARY****GRANTS MONTHLY REPORT**

	<b>GRANTS*</b> <b>Expenditures through 6/30/2016</b>	<b>Source</b>	<b>Received</b>	<b>Expenditures</b>	<b>Grant Award</b>	<b>Budget Remaining</b>
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$56,091.32	\$136,091.32	\$80,000.00

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

## Expenditure of Friends of the JCL Donations 2016

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$296.81
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	998.05
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		0.00	0.00
Homework Help and Tudor.com		0.00	0.00
Summer Reading Club/Elementia		0.00	880.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Board Travel Expences		0.00	4,050.14
Miscellaneous		0.00	91.99
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 6,316.99</b>



# Lenexa City Center Library

Update – October 2016



# Updates

- Architectural RFP
- Construction Manager RFP
- Special Board Meeting
- Timeline update



# Architecture / Engineering RFP

- Currently is issued for proposals
- NO CONTACT WITH FIRMS!
- Proposals due in Mid-October
- Interviews scheduled for Mid-November
- Special Board Meeting to approve
- PBC Action (anticipated) on 12/8

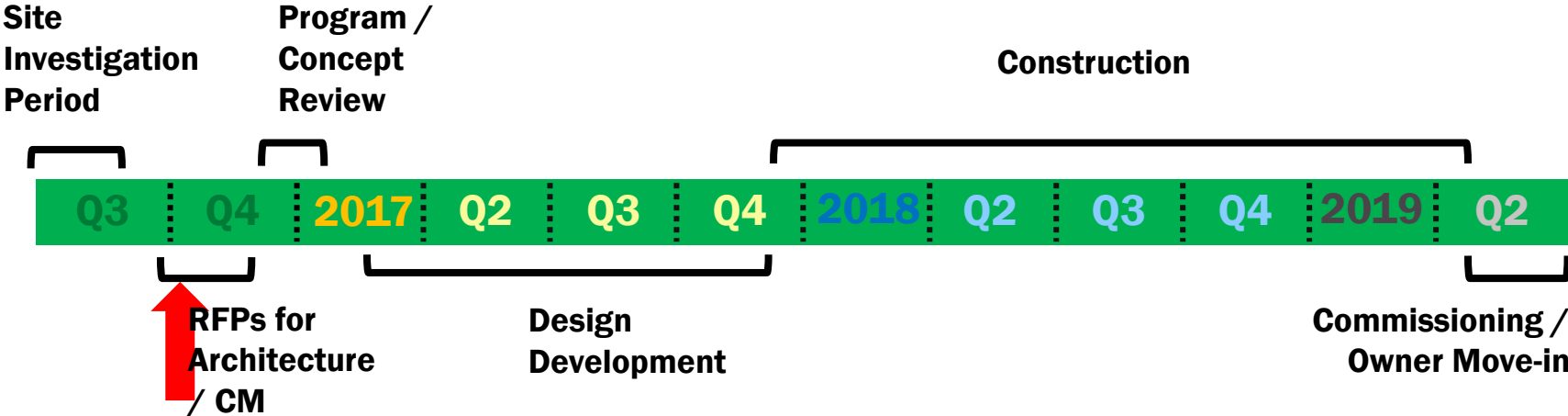


# Construction Manager RFP

- RFP is being finalized
- **NO CONTACT WITH FIRMS!**
- Anticipated to issue in mid-October
- Proposals due – beginning of November
- Interviews scheduled for late November



# Lenexa City Center Library Anticipated Timeline



# Monticello Library

Update – October 2016



# Updates

- City of Shawnee
- Public Art
- Construction Documents
- Timeline



# City of Shawnee

- Library, Facilities, and Architecture team have been meeting with the City
- Planning Review progress is going well
  - Looking at Site factors (stormwater, planting, lighting, exterior building)
- Planning Commission meeting in early November





# Public Art

- In August, we'd received 22 responses to Public Art RFP
- Shortlisted 5 artists
- PAC has given approval to try to work with two artists
- Needs Public Art Commission (PAC) and BOCC approval



# Construction Documents (CDs)

- Core team has received 50% CDs from Architect
- First iteration of all construction details (structure, materials, mechanical equipment)
- Starting to see interior and exterior colors and finishes, not just blank spaces

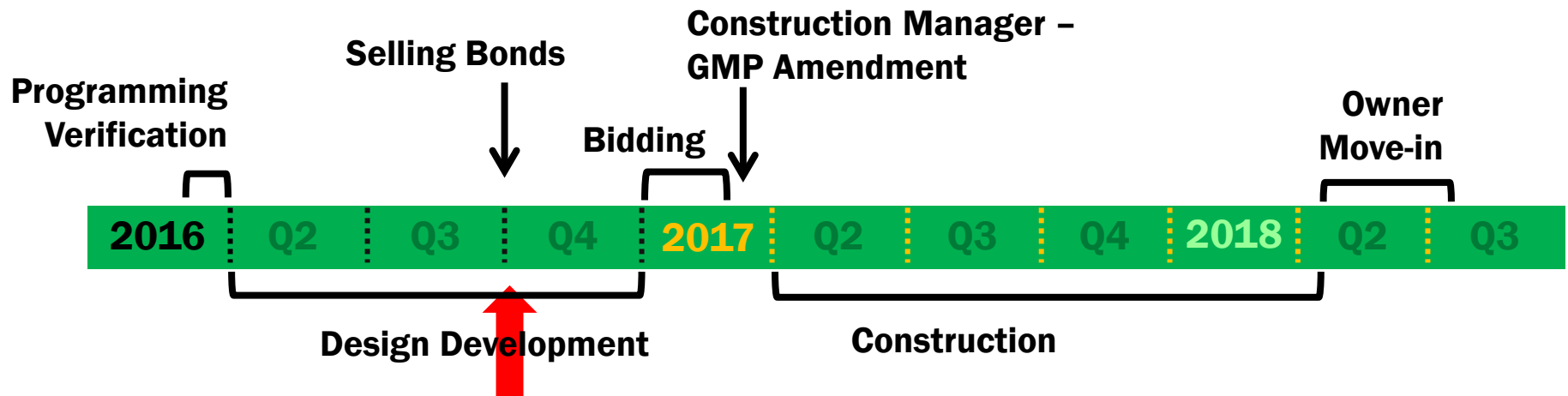


# Next Steps

- 90% Construction Drawings - December 2016
- Public Art artist selection, development, and approval
- Bidding – Q1 2017



# Monticello Library Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, September 8, 2016  
Central Resource Library  
4:00 p.m.**

**BOARD:** JR Riley, Amy Ruo, Neil Shortlidge  
**Via Conference call:** Nancy Hupp, John Nelson

**Absent:** Pam Robinson

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Jim Allen

**FRIENDS OF THE LIBRARY:** Diane Whittier

**STAFF:** Dean Allman, Michelle Beesley, Nancy Birmingham, Micki Briscoe, Sean Casserley, Monica Duffield, Kellie Gillespie, Hope Harms, Mike Heffernan, Adam Hummell, Christopher Leitch, Laura Maloney, Susan Mong, Matthew Morgan, Lisa Nason, Nicki Neufeld, Michelle Olsen, Ron Pettegrew, Rita Rubick, Michaela Scruggs, Scott Sime, Georgia Sizemore, Grace Suptic, Lorée Terry, Angel Tucker, Rick Wise, Hosung Yoon

**GUESTS:** Andrew Logan, Rick Wise, Karen Wulfkuhle

Neil Shortlidge, acting Board Chair, opened the meeting at 4:00. He stated that Board Chair Pam Robinson is unable to attend today. The Board does have quorum as Board members John Nelson and Nancy Hupp are in attendance via conference call.

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Nancy Hupp expressed that she is looking forward to the Library Lets Loose event.

Neil Shortlidge is also looking forward to the event and encouraged everyone to attend.

**FRIENDS OF THE LIBRARY**

Diane Whittier reported for the Friends. August sales totaled \$12,370.95 with a total of 718 items sold.

Best selling items included:

- Attorney's Illustrated Medical Dictionary - \$156.50
- The Campus guides: West Point U.S. Military Academy: An Architectural Tour - \$149.95

Total sales at the three Friends books stores were \$10,817.76. This number includes books, audiovisual items and promo items like coffee, memberships and greeting cards. The Antioch and Blue Valley stores made budget for the second month in a row; the Central store is a bit down.

Operations Manager Shanta Dickerson contacted JCCC in regard to the leftover books from the June sale. The leftover books were donated to the college to sell for additional fundraising. To date the college has earned \$3,000 by selling the books. This money is directed to a scholarship fund.

Last week members of the Friends Board gave the Friends of the Olathe Public Library a tour of the Central book store and sorting center.

The next event is the Big Fall Kids book sale. It will be held November 15<sup>th</sup> – 19th. The Friends are currently holding 210 boxes in storage for the sale

The sale will encourage literacy in the county and the Friends hope to see many teachers and parents at the event.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Executive Director Susan Mong shared the KC Studio magazine article that highlighted the 20<sup>th</sup> anniversary of the Foundation and featured Neil Shortlidge and Caroline McKnight.

The Foundation has received a new grant from AMC Theatres in the amount of \$12,000 to support literacy and education programs for youth.

The Foundation has reached \$72,000 in fundraising for the Library Lets Loose, surpassing their goal of \$60,000. The Foundation is pleased with the planning of the great event. Ms. Mong thanked everyone who has purchased tickets and shared the event on social media.

The Foundation is currently working on naming the event's signature cocktail that will be created by J.Reiger & Co. The cocktail will be a whisky, house-made ginger beer, bitters and lemon. Name suggestions include: Page Turner, A Whisky with a View, Lemony Snicket, Oliver with a Twist and the Malt Ease Falcon.

There will be many great tasting stations and activities at the Library Lets Loose.

Ms. Mong announced that the honorary chair for the spring Stay at Home and Read a Book Ball is Candace Millard. The event will be held March 3, 2016. Ms. Millard is a New York Times bestselling author. Her upcoming book is *Hero of the Empire*.

Mr. Shortlidge commented that there are already holds for Ms. Millard's new book.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Allen reported that county staff, the Chairman and the Commissioners are holding many open forums regarding the sales tax that will be included on the ballot in November to remodel the county courthouse and coroner's facility. The county has only two ways to finance the projects, sales tax or property tax. In surveys the sales tax was preferred.

Updates to the courthouse and a coroner's facility are major needs. The current courthouse is inefficient. Prisoners ride the same elevators as witnesses and it is a difficult building for disabled citizens to navigate.

Mr. Shortlidge commented that Commissioner Toplikar's Library board appointment was approved this morning.

**BOARD COUNSEL REPORT**

Mr. Logan reported that the Board of County Commissioners approved the property conveyance agreement addendum last Thursday. The addendum was approved by the Library Board at the last meeting.

**Approval of Resolution 2016-3**

Mr. Logan presented resolution 2016-3 for approval of the Library Board. The resolution deals with the Monticello bonds.

This is the third resolution to come before the Board for Monticello. Previously bond resolutions have come before the Board for the planned kiosk on the site and when the Commission approved the building of a branch facility on the site. The purpose for this resolution is to approve the funding for construction.

Thereupon, there was presented a Resolution entitled:

**A RESOLUTION AUTHORIZING THE CONSTRUCTING, EXPANDING, RECONSTRUCTING, FURNISHING AND EQUIPPING OF VARIOUS LIBRARY BUILDINGS AND THE REFUNDING OF BONDS PREVIOUSLY ISSUED TO FINANCE IMPROVEMENTS TO THE LEAWOOD PIONEER LIBRARY; APPROVING THE ISSUANCE BY THE PUBLIC BUILDING COMMISSION OF JOHNSON COUNTY, KANSAS OF ITS LEASE PURCHASE REVENUE BONDS (LIBRARY PROJECTS), SERIES 2016A TO PAY THE COSTS OF SUCH IMPROVEMENTS AND REFUNDING; AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS AND THE TAKING OF CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH.**

The Resolution was considered and discussed; and on motion of Amy Ruo, seconded by JR Riley, the Resolution was adopted by the following roll call vote:

Aye: Nancy Hupp, John Nelson, JR Riley, Amy Ruo, Neil Shortlidge.

Nay: \_\_\_\_\_.

Thereupon, a majority of the members of the Library Board having voted in favor of the adoption of the Resolution, it was given No. 2016-3 and was signed by the Chair and attested by the Secretary.

**COUNTY LIBRARIAN REPORT**

**Finances and Statistics**

Financial Director, Nicki Neufeld reported.

In July there were transfers into projects for the .75 increase. The transfers were made into the projects as designated by the Board of County Commissioners and the Library Board. The Library is at 92% of revenue collected for the year. This is slightly ahead of where we were last year. Ms. Neufeld stated that this is a good place to be.

The Library is at 68% in expenditures which is also where Ms. Neufeld would expect us to be.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Summer Reading**

Youth Services Manager, Angel Tucker, presented the report on Summer Reading. Our Summer Reading program concluded at the beginning of August.

Ms. Tucker considers Summer Reading paradise in the Library. Summer brings an increase of patrons in our building and this year we had many different programs including puppets, cupcake wars, read to a dog and the weekly MakerSpace passport program. The work that goes into these programs affects everyone else in our buildings. Summer programming is a collective effort.

During the summer we are able to connect with the school age child. This summer we had 177 programs that were aimed at the school age demographic. We had over 10,000 kids visit our branches. We also had 268 teen programs.

Ms. Tucker shared notes and letters of positive feedback about our summer programs that we received from patrons. We received over 300 pieces of positive feedback systemwide.

At the end of the summer the Library gives a grand prize. Summer prize winners received their own Read poster that is displayed in our branches.

Next for summer reading:

At the end of the summer reading programs, children can turn in their reading log for a free book. This year we gave out 12,000 reading logs, but at the end of the summer only gave 3,000 books. Next year we will consider giving the books at the start of the program to help build the home library. We are also focusing on the program offerings for our early literacy patrons.

This year the youth services team will also be assessing our teen volunteer program. The teen volunteer program at Blue Valley has been very successful and we will be researching what they do well and how it can be replicated.

Ms. Tucker shared that the Library is not only a place for summer reading, but also summer learning. The MakerSpace brought in 19,000 people this summer and launched a passport program. Every week the MakerSpace would provide different activities for families and children to do together.

Mr. Casserley asked for a description of the cupcake wars program. Ms. Tucker explained that cupcake wars is a cupcake decorating program. It was very successful and the idea is to build the program and make it replicable at other branches.

### **Materials Handling Study update**

Circulation Manager, Michelle Olsen, provided an update on the Materials Handling Study. The project is moving forward and is on target. CapRock will be onsite next week for their second visit. They are revisiting some of our branches and departments. They are observing and establishing a threshold for comparison with the earlier analysis they completed. We are on target to have the final report presented to the Library Board next month.

Mr. Casserley asked if working with an outside vendor was the right call. Ms. Olsen does see advantages to using an outside vendor. They have a different perspective and can challenge our assumptions.



## **Lenexa City Center Library**

Project Coordinator, Scott Sime reported that all parties have approved the land conveyance addendum. We have completed the pre-design phase. Next the architecture RFP will be published.

Mr. Casserley noted that the temporary Olathe Library has opened. Johnson County Library staff assisted with inventory before the open. Mr. Casserley encouraged everyone to visit.

Mr. Nelson asked if the Olathe library will be a permanent location.

Mr. Casserley responded that this is a temporary location and that the new location will be elsewhere.

## **Monticello Library**

Mr. Wise, Clark Enerson, reported on the Monticello design process. The site is great although there are some utilities on the site that drove the shape of the building. The shape of the building is unusual, but fits well in the site. As the project moved into design development the team began to reduce the size of the building while keeping necessary functions and spaces. The building size is currently 30,460 square feet, which represents a reduction from the previous plan.

The general organization of the building is the same as it was previously. Mr. Wise presented the current design plan.

The majority of the space on the first floor is the children's area; it is on the north side of the building. New materials are on the east entrance of the building. There are two study rooms planned for the first floor.

There will be a large multi-functional meeting room. Pivot doors will make the space an extension of library space.

There is a two story lobby at the entrance. Short stacks encourage visibility and way-finding.

The library will have robust technology in multiple areas. An elevator will be in the center of the building. Adult fiction and non-fiction have been separated into two separate areas. There are a variety of meeting room types and sizes.

Mr. Wise shared 3D images of the branch. The color scheme is still being defined.

The exterior of the building is being developed further. The building is located along West 66<sup>th</sup> Terrace and the parking is to the south. The entry includes several nodes and seating areas to introduce the 6 by 6 program at the front of the building. There are 6 stations planned that children and families can walk through. A cover is planned for over the courier drop-off.

Mr. Wise shared the timeline. Design development has been wrapped up. Detailed drawings are ongoing and 50% drawings will be completed on September 29<sup>th</sup>. 90% will be completed by December 8<sup>th</sup>.

Mr. Casserley thanked Mr. Wise and Clark Enerson for bringing the 3 focus areas of education, community building and convenience into the building design.

Ms. Ruo shared that everything looks good.

Commissioner Allen commented that he is looking forward to the building.

**CONSENT AGENDA**

- 1. Minutes of the August 2016 Library Board meeting

**MOTION:** Amy Ruo moved that the Library Board approve the consent agenda.

**SECONDED:** JR Riley

**MOTION CARRIED 5 to 0**

**Consideration of the Central Roof Partial Replacement**

The roof was replaced during the acquisition and remodeling of the building in 1995, unfortunately the existing roof was not removed before the new roof was installed. Some areas of the roof have 3 different roofs applied. The roof will have to be removed down to the deck and new insulation and roofing applied. This is a phased project. The three different roofs on the back of the structure will be replaced at this time. In addition the drainage system for the skylight will be repaired. The remaining roof will be replaced in phases as funds become available.

Mr. Logan approved the form of the agreement and also approves the details. He recommended the contract be approved by the Library Board.

**MOTION:** Amy Ruo moved that the Johnson County Library Board of Directors approve the partial roof replacement for the Central Resource Library in the amount of \$309,500.00.

**SECONDED:** JR Riley

**MOTION CARRIED 5 to 0**

**ADJOURNMENT**

**MOTION:** Amy Ruo moved to adjourn

**SECONDED:** JR Riley

**MOTION CARRIED 5 to 0**

Adjourned 4:47 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_

John Nelson

CHAIR \_\_\_\_\_

Pam Robinson

SIGNED \_\_\_\_\_

Sean Casserley

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
Aug-16**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Oakridge Investments	Warehouse space renewal	\$1,459/month
The New York Times	Online subscription	\$4,383.60
Lynda.com	Online subscription	\$27,500.00
	<b>Total</b>	<b>\$33,342.60</b>

**SIGNED:**

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

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: AUG-2016

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$218,012.03</b>
	Add Receipts	\$303.67		
	Less Payments		\$175.50	
	<b>Ending Cash balance</b>			<b>\$218,140.20</b>
	Less Liabilities		\$0.00	
	<b>Unobligated cash balance</b>			<b>\$218,140.20</b>

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

**TREASURER:** \_\_\_\_\_

## Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, Deputy Director  
**Date:** October 13, 2016

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**Issue:** Consider authorizing amending the Library Operating budget (CLMP mil increase funds) to allocate a total of \$1,000,000 over 2017 and 2018 for Library Collections for the Monticello Library.

**Background:** The PBC bonds for Monticello were sold for an amount of \$17,555,000, removing \$1,000,000 from the total project authorization. In addition to lowering the amount of debt sold, the Library is allocating \$1,000,000 of CLMP Operating funds to purchase collections for the Monticello Library over 2017 and 2018. This will result in a need for temporary storage capacity prior to JCL's move-in date, the cost of which will also be expended from these funds.

**Analysis:** This solution, using Operating funds to pay for Monticello Collection has two benefits:

1. The Library continues to use its own efficient processes for purchase of Library materials, these transactions don't need to be run through the County's Facilities or Purchasing offices, saving significant staff time.
2. Since the Library/County are bonding less money, the debt service payments are lower for the life of the bonds, and we save the interest on \$1,000,000 worth of bonded debt, making more efficient use of tax dollars.

**Alternatives:** 1) Approve the amendment to the Library Operating budget. 2) Not approve the amendment to the Library Operating budget.

**Budget Approval:** Nicki Neufeld, Finance Director

**Recommendation:** Authorize amending the Library Operating budget (CLMP mil increase funds) in the amount of \$1,000,000 for the purpose of purchasing collections for Monticello Library.

**Suggested Motion:** I move to authorize amending the Library Operating budget (CLMP mil increase funds) in the amount of \$1,000,000 for the purpose of purchasing collections for Monticello Library.

## Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Melody Kinnamon, Consumer Technology Librarian  
**Date:** 9/29/2016

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**Issue:** Proposing an updated fee schedule to include cables and adaptors for the study rooms. In addition, there are two items no longer in circulation that need to be removed from the fee schedule.

**Background:** Study Room Display Monitors have been installed in Study Rooms as part of the AV package for the Central Building Upgrade. Patrons can share their laptop screens using these wall-mounted display monitors. In order to use the monitors, patrons can provide their own cords or they will need a Study Room AV Kit containing a TV remote and HDMI cable to turn on the monitors and connect their device. If patrons' devices do not have an HDMI output on their device, they will need an adaptor. The Library will also provide three kinds of adaptors – 1) Mini HDMI to HDMI adapter, 2) VGA to HDMI adapter and 3) MAC to HDMI adaptor.

Before we can proceed with checking out these items to the public, we need a lost fee schedule approved so that we can charge patrons if the items are not returned.

Bifolkal Kits and Large Print Book Club to go Kits are no longer circulating collections and the fee schedule needs to be removed.

**Legal Review:** Reviewed and approved

**Budget Approval:** Cords purchased with operating funds

**Recommendation:** The Board approve a replacement fee of **\$50** for each of the four new pieces – the Study Room AV Kit and the three separate adaptors.

**Suggested Motion:** I move the Library Board approve the amended ARM 20-10-91 to include a replacement fee for cords and adaptors and remove the items no longer circulating.

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-91**

**SECTION: General Patron Services**

**SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE**

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**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:** September 10, 2015

**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

**ADMINISTRATIVE REGULATIONS**

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

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SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE

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:

**September 10, 2015**

**ARM 20-10-91**

**End**

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
<del>Adult</del>	<del>Bi-Folkal Kit</del>	<del>Cost of Set or \$12-Part (s)</del>	<del>\$300.00</del>
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
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, <del>Large-Print Book club to Go Kit</del>	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
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	<del>Study Room AV Kits</del>	<del>\$50.00</del>	
	<del>Mini HDMI to HDMI adapter</del>	<del>\$50.00</del>	
	<del>VGA to HDMI adapter</del>	<del>\$50.00</del>	
	<del>MAC TO HDMI adapter</del>	<del>\$50.00</del>	