

JOHNSON COUNTY

KANSAS

Library

**Board Report
February 11, 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, FEBRUARY 11, 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. Friends of the Library
 - C. Susan Mong, Executive Director, Johnson County Library Foundation
 - D. Board of County Commissioners Liaison
- IV. Reports
 - A. Board Counsel – Fred Logan
 1. Memorandum of Understanding with the City of Overland Park
 - B. County Librarian Report
 1. Budget
 - a) The .75 mill report - Nicki Neufeld
 2. Strategic Plan
 - a) Opening of Central
 - 1) Door count and circulation
 - b) Features from the Quarterly Reports
 - 1) Yearbook digitization
 - 2) Writers conference
 - 3) Weekly account update emails
 3. Comprehensive Library Master Plan
 4. Updates
 - a) Staff updates – Associate Director of Systemwide Services and Associate Director of Customer Experience
- V. Consent Agenda
 - A. Action Items:
 1. Minutes of the January 14, 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 December 2015 were handled in accordance with library and County policy.
 - b) The December 2015 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures
 - C. Gift Fund Report

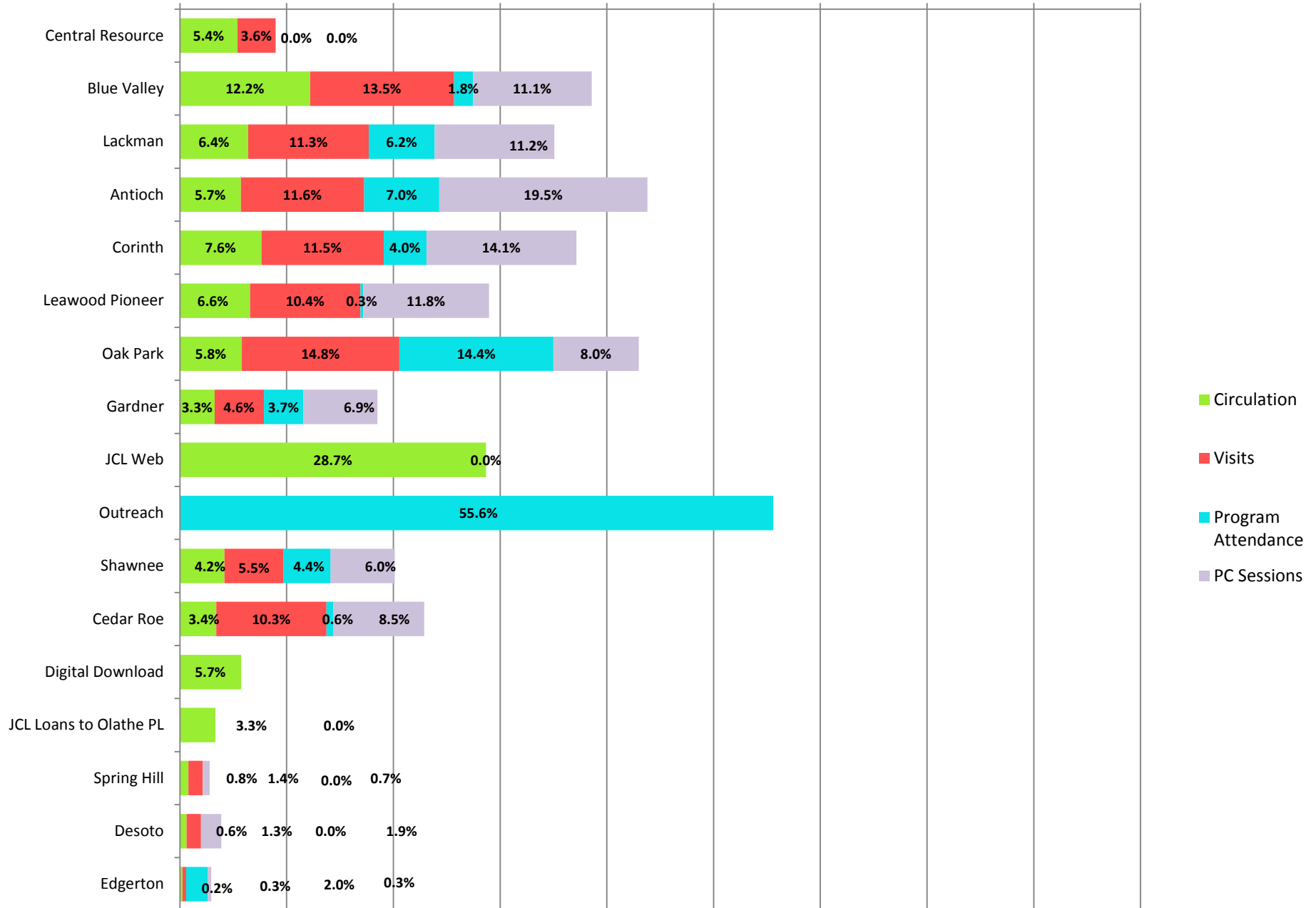
1. Treasurer's Report

VI. New Business

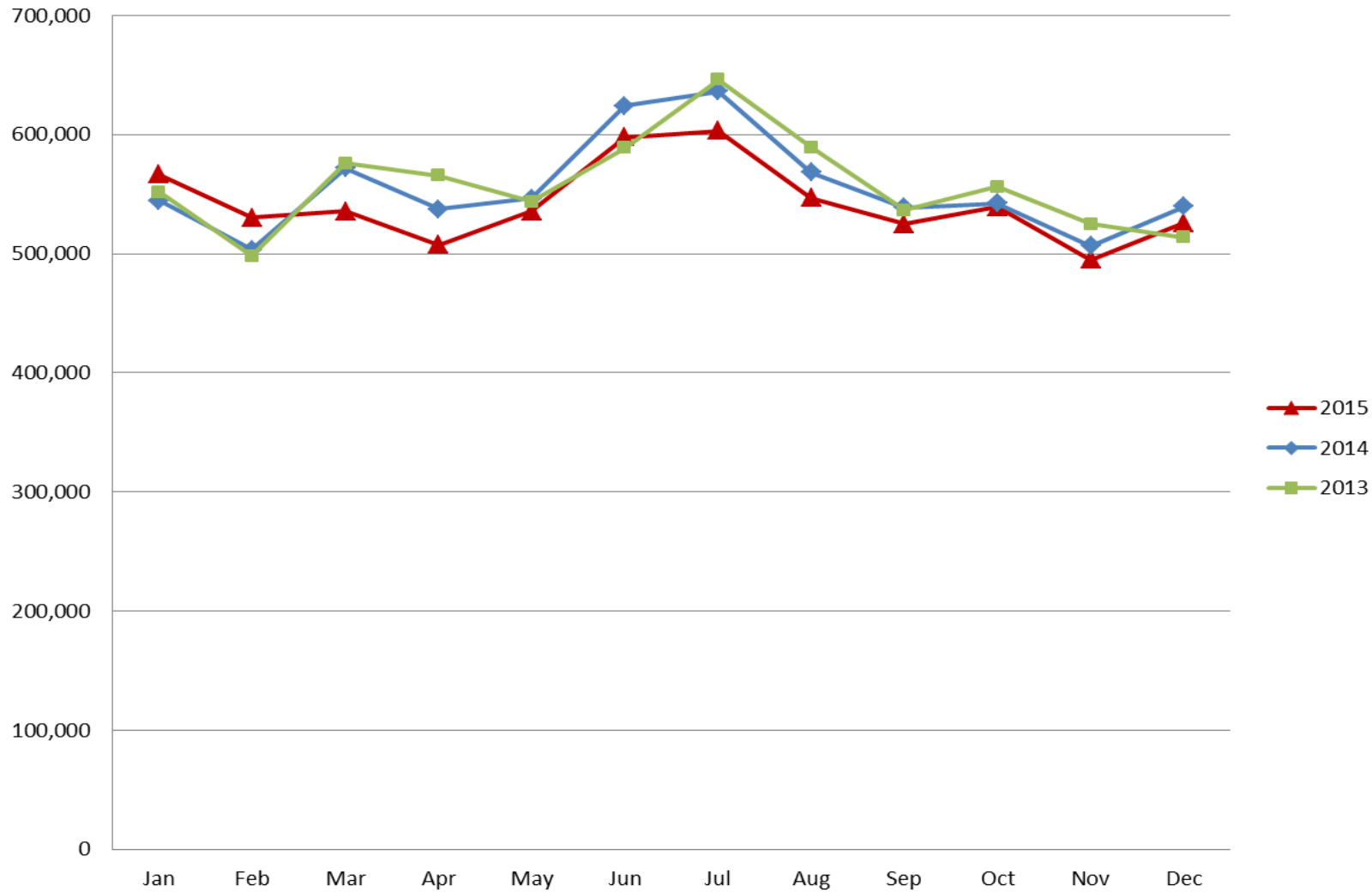
A. Consideration of update to ARM 20-10-20: Library Card and Privileges to include eCard policy

VII. Adjournment

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



Johnson County Library Three-Year Trend in Circulation



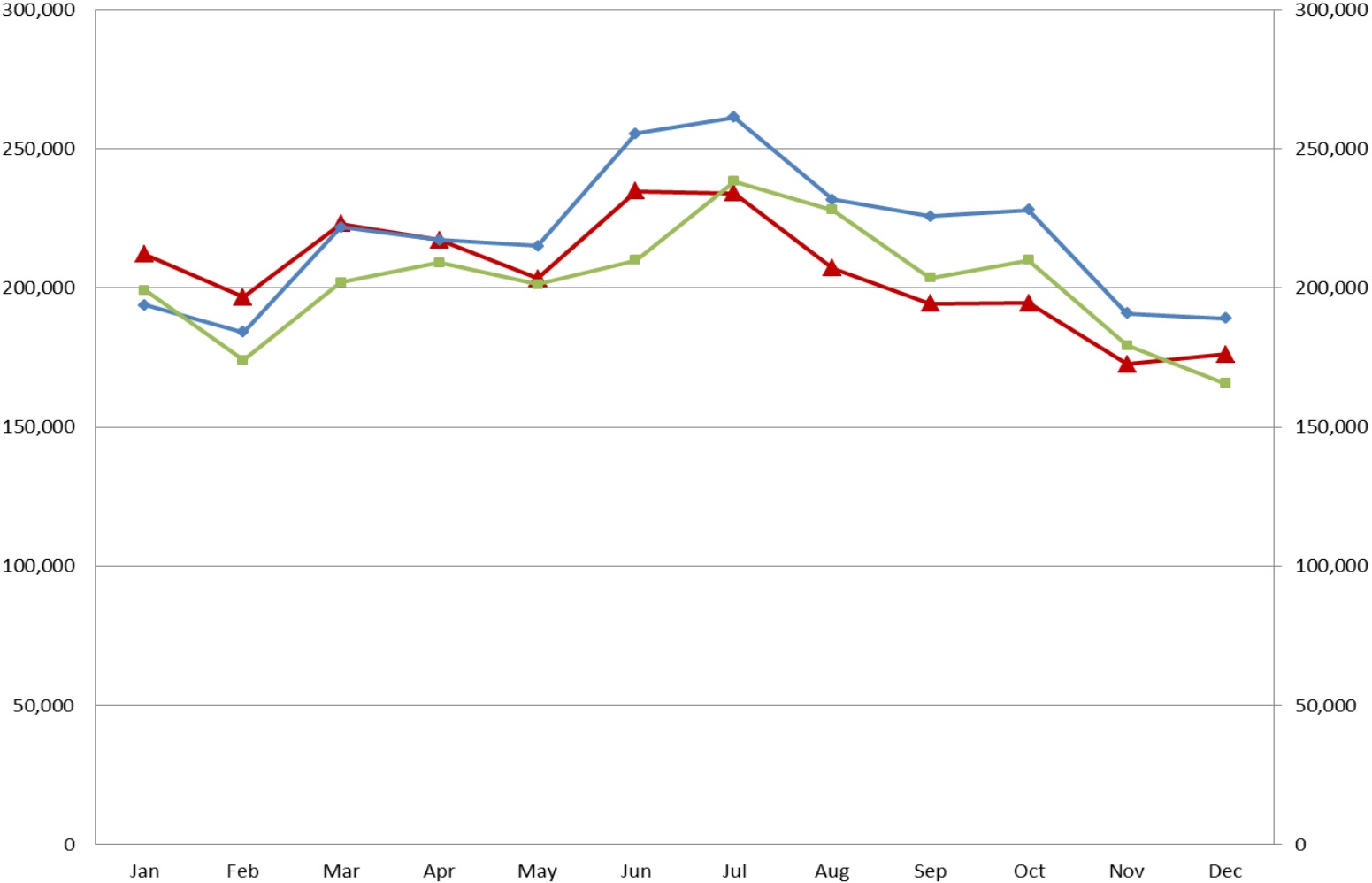
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

December 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change 2014 to 2015		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation				
Antioch	30,039	5.7%	398,536	398,536	27,829	5.2%	366,329	366,329	7.9%	8.8%	8.8%
Blue Valley	64,197	12.2%	844,210	844,210	62,212	11.5%	798,352	798,352	3.2%	5.7%	5.7%
Cedar Roe	17,953	3.4%	223,430	223,430	18,709	3.5%	227,111	227,111	-4.0%	-1.6%	-1.6%
Central Resource	28,355	5.4%	427,904	427,904	74,612	13.8%	931,098	931,098	-62.0%	-54.0%	-54.0%
Corinth	40,171	7.6%	535,391	535,391	39,637	7.3%	524,782	524,782	1.3%	2.0%	2.0%
Desoto	3,347	0.6%	45,164	45,164	4,314	0.8%	51,304	51,304	-22.4%	-12.0%	-12.0%
Edgerton	1,244	0.2%	21,267	21,267	1,894	0.4%	17,799	17,799	-34.3%	19.5%	19.5%
Gardner	17,097	3.3%	239,441	239,441	17,365	3.2%	242,995	242,995	-1.5%	-1.5%	-1.5%
Lackman	33,717	6.4%	453,598	453,598	32,639	6.0%	421,242	421,242	3.3%	7.7%	7.7%
Leawood Pioneer	34,568	6.6%	455,460	455,460	35,036	6.5%	453,441	453,441	-1.3%	0.4%	0.4%
Oak Park	30,581	5.8%	381,071	381,071	23,961	4.4%	314,102	314,102	27.6%	21.3%	21.3%
Shawnee	22,030	4.2%	310,116	310,116	23,742	4.4%	309,464	309,464	-7.2%	0.2%	0.2%
Spring Hill	4,152	0.8%	56,945	56,945	5,294	1.0%	64,823	64,823	-21.6%	-12.2%	-12.2%
JCL Web Renewals	150,885	28.7%	1,594,768	1,594,768	128,955	23.9%	1,502,067	1,502,067	17.0%	6.2%	6.2%
Digital Downloads	30,162	5.7%	287,580	287,580	24,635	4.6%	198,179	198,179	22.4%	45.1%	45.1%
JCL Loans to Olathe PL	17,489	3.3%	233,535	233,535	18,919	3.5%	236,969	236,969	-7.6%	-1.4%	-1.4%
JCL Branch Total	299,096	56.9%	3,964,629	3,964,629	292,632	54.2%	3,791,744	3,791,744	2.2%	4.6%	4.6%
JCL Brances and Central	327,451	62.3%	4,392,533	4,392,533	367,244	68.0%	4,722,842	4,722,842	-10.8%	-7.0%	-7.0%
JCL SYSTEM TOTAL	525,987	100.0%	6,508,416	6,508,416	539,753	100.0%	6,660,057	6,660,057	-2.6%	-2.3%	-2.3%

Average Circulation per Capita		
	2015	2014
Current Month	1.2	1.3
Year-to-Date	15.1	15.5
Service Area Population	431,000	431,000

Johnson County Library Three-Year Trend in Library Visits



Johnson County Library
USER VISITS

December 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	20,349	11.6%	286,709	286,709	278	73	30,039	1.5	17,316	9.2%	235,330	235,330	17.5%	21.8%	21.8%
Blue Valley	23,745	13.5%	321,339	321,339	278	85	64,197	2.7	22,874	12.1%	307,914	307,914	3.8%	4.4%	4.4%
Cedar Roe	18,194	10.3%	238,287	238,287	246	74	17,953	1.0	17,235	9.1%	236,658	236,658	5.6%	0.7%	0.7%
Central Resource	6,289	3.6%	131,853	131,853	278	23	28,355	4.5	31,855	16.8%	442,484	442,484	-80.3%	-70.2%	-70.2%
Corinth	20,179	11.5%	276,445	276,445	278	73	40,171	2.0	17,846	9.4%	265,184	265,184	13.1%	4.2%	4.2%
DeSoto	2,370	1.3%	32,120	32,120	149	16	3,347	1.4	2,215	1.2%	37,803	37,803	7.0%	-15.0%	-15.0%
Edgerton	606	0.3%	10,194	10,194	107	6	1,244	2.1	1,091	0.6%	14,875	14,875	-44.5%	-31.5%	-31.5%
Gardner	8,132	4.6%	110,900	110,900	262	31	17,097	2.1	15,635	8.3%	193,797	193,797	-48.0%	-42.8%	-42.8%
Lackman	19,878	11.3%	270,870	270,870	262	76	33,717	1.7	16,745	8.9%	247,348	247,348	18.7%	9.5%	9.5%
Leawood Pioneer	18,224	10.4%	249,451	249,451	262	70	34,568	1.9	17,811	9.4%	239,036	239,036	2.3%	4.4%	4.4%
Oak Park	25,977	14.8%	309,830	309,830	262	99	30,581	1.2	15,852	8.4%	209,374	209,374	63.9%	48.0%	48.0%
Shawnee	9,742	5.5%	186,225	186,225	262	37	22,030	2.3	9,388	5.0%	137,050	137,050	3.8%	35.9%	35.9%
Spring Hill	2,377	1.4%	41,989	41,989	157	15	4,152	1.7	3,295	1.7%	47,630	47,630	-27.9%	-11.8%	-11.8%
Branch Total	169,773	96.4%	2,334,359	2,334,359	2,803	61	299,096	1.8	157,303	83.2%	2,171,999	2,171,999	7.9%	7.5%	7.5%
SYSTEM TOTAL	176,062	100.0%	2,466,212	2,466,212	3,081	57	327,451	1.9	189,158	100.0%	2,614,483	2,614,483	-6.9%	-5.7%	-5.7%

	2015	2014
Average Visits per Capita for Current Month:	0.4	0.4
Average Visits per Capita for Year-to-Date:	5.7	6.1
Service Area Population:	431,000	431,000

January 2016

programs



- Central [RE]Opened: 525 attended the Opening Preview
- -Opening Weekend Numbers:

FRI	1/22, 2016	1,287
SAT	1/23	1,343
SUN	1/24	791
-
- Central [RE]Opening earned media blitz

Total Local TV audience	321,544
Total Publicity value	\$ 96,516



policy



- Loree Terry, new Associate Director for Customer Experience, started NEO in January. She'll office at Central, with her Cabinet colleagues. Loree has a background in research and planning. Former positions include roles as Planning Director at InTouch Solutions, Strategic Planning Director at Latinworks, and Solutions Planning Manager at Campbell Ewald.

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, January 14, 2016
Oak Park Neighborhood Library
4:00 p.m.**

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

Via conference line: Pam Robinson

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Rebecca Phillips

STAFF: Sheida Bates, Paula Berberich, Sean Casserley, Kari Engleman, Jared Harper, John Helling, Megan Kabler, Christopher Leitch, Jennifer Mahnken, Susan Mong, Thomas Moore, Nicki Neufeld, Rita Rubick, Michaela Scruggs, Lauren Semple, Scott Sime, Tricia Suellentrop, Jackie Suptic, Loree Terry, Julie Timmins, Francie Watts, Ron Zluticky

GUESTS: Janice Phillips

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

JR Riley wished everyone a prosperous New Year.

Nancy Hupp commented that she was sorry to have missed the December meeting and she thanked Susan Mong for providing her a copy of the ROI report. She also thanked John Helling and Scott Sime for meeting to update her on the logistics study project.

Neil Shortlidge read a letter he received from City of Lenexa, Mayor Boehm:

“Neil and Fellow Board Members, Thank you for your recent vote to move forward with the relocation of the Lackman Library branch to City Center. We are very excited to see this joint project move forward and our mutual tax payers are the true beneficiaries. It has been our pleasure to work with the Board and professional staff.”

FRIENDS OF THE LIBRARY

Rebecca Phillips reported for the Friends of the Library.

In December the Friends received 90 internet orders for a total of \$1600.00

The Friends have been working to have the new Book Store at Central ready for the preview reception on January 21st. The Library generously provided space for the store, bookcases, phone lines and

assistance assembling furniture. The Friends are very grateful and thank the Library Board and professional staff for all of the support.

In December book sales totaled \$8,675.66 with annual sales at \$92,355.84. This was \$1000 more than anticipated.

The Friends have been working with Librarian, Kate McNair to recruit teen ad hoc board members. They have created a draft application and there are several interested candidates. The Friends hope to form a permanent committee comprised of teen members by the end of the year.

The Friends thanked Kate McNair for her work with the program.

Ms. Hupp commented that she is excited about the teen involvement with the Friends.

Mr. Casserley thanked the Friends for their work and enthusiasm and stated that it will be great having the Friends in the Central Resource Library

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director, Susan Mong, shared the results from the year end appeal. The year-end appeal was up 30% over last year earning \$27,000. The Foundation finished the year with just under \$250,000 of corporate and Foundation support. The Foundation will be adding 3 new Board members , Freda Mendez Smith, Lisa Fewins and Suzie Kiefer.

The Foundation is preparing for the private reception next Thursday. The Foundation will be serving wine and beer at the reception and will be welcoming executive staff from Black and Veatch.

Ms. Mong asked that the Board watch for the invitation to the Stay at Home and Read a Book Ball this spring. There will be a FaceBook event page that can be shared. The hashtag for the event is #jacobobookball. Public figures will also be engaged in the event.

The Tri Board event will be held on April 28th. It will be combined with Elementia this year to maximize the experience for the Boards.

Mr. Casserley shared data that compares the Foundation's earnings since 2010. He noted that with Ms. Mong's leadership the corporate partnership program has been launched and Pinnacle earnings have increased annually.

Mr. Casserley noted that companies want to invest in an organization that has a high return on investment to the community and to the community. Ms. Mong and the Foundation are able to prove that the money given to the Foundation has a positive impact in our community. Mr. Casserley thanked Ms. Mong and the Foundation.

Mr. Shortlidge added that last month the Foundation assets exceeded \$2 million dollars for the first time.

BOARD COUNSEL REPORT

No Report

COUNTY LIBRARIAN REPORT

Budget

Finance Director, Ms. Neufeld, reported that we are at 97% of revenue for the end of November. The budget office is currently in the middle of year-end right now. The 2015 numbers will be available next month.

Also next month, Ms. Neufeld will discuss how the mill levy has affected the budget for 2016.

There was an increase of 4.2 million with the increase in mill levy that has been identified for projects associated with the Comprehensive Library Master Plan.

Risk Mitigation Report

Mr. Casserley has been working with the County Auditor to discuss risk mitigation. Most of the risk for the Library falls in the three categories:

1. Financial
2. Operational
3. Strategic

One area of risk that the Library would like to address is in the area of disaster and critical event planning. Mr. Casserley used examples of gas leaks and active shooters as critical events that have happened in our community within the last few years. He would like to put a plan in place for the Library to deal with these types of events.

Cabinet recently met with Dennis McCarthy, an expert on security, who was recommended by Ms. Robinson. Mr. McCarthy recommended creating crisis teams within each location so there is someone able to deal with critical issues at all times. He will also be meeting with our All Managers group to discuss security and run through scenarios.

Ms. Robinson expressed her appreciation that Mr. McCarthy will be working with us.

Central Building Upgrade (CBU)

Mr. Sime addressed the Board for the last Central Building update.

Over the past month construction has been completed with Titan Construction. Library staff has been applying finishing touches and we have been planning for the grand reopening.

Mr. Sime introduced a new product that will help us provide power to patrons. A semi-portable electric solution that includes power outlets will be utilized to increase access to outlets. We are one of the first in the area to have the product.

Mr. Sime announced that we will have a new large conference room named after our esteemed legal counsel, Mr. Fred Logan.

Mr. Logan expressed his appreciation and stated that it is unbelievable.

Mr. Casserley announced that we will have a ribbon cutting for the Library, MakerSpace and the Logan conference room.

Next Steps:

- Place equipment
- Take down the plastic
- Re-link Central's collection to public view
- Cut the ribbon

Mr. Sime shared some interesting statistics related to the project:

- Total project emails received: 6360
- Total pounds of library items moved: 394,000

Mr. Sime thanked Janice Phillips with County Facilities, Elspeth Malcom with County Facilities, Mike Heffernan and all the departments in the Library system: Collection, IT, Web, Tech Services, Circulation, Information Services and Facilities staff. This has been a tremendous effort.

2016 Paid Media Schedule

Community Relations Manager, Christopher Leitch presented the 2016 paid media schedule to the Library Board.

Mr. Leitch explained that there are three main channels of communication:

- Owned - Communication sources that are within the Library's control; for example, the Guide and website
- Earned – Publicity gained through efforts other than advertising; for example, editorials in the Kansas City Star
- Paid - Advertisements and paid promotions

Print communications will focus on audiences who we want to receive messages about events, programs and services:

- 913 is visible to many subscribers in print and online
- KC Parent (Parents)
- KC Studio (Foundation and Friends messaging)

The communication department has made strategic decisions about where to place advertisements based on the number of people who will view the ads in these sources.

Communication will also be focusing on messaging with resonance through broadcast radio spots on KCUR, 89.3 and The Bridge, 90.9.

Online search advertising will also be utilized. Research and industry publications show that search based advertising is the best investment. We will be making a small investment in this area and will analyze the results.

The Guide is published three times a year. This fall Communication is launching a new initiative by sending the Guide directly to patrons who have not been active Library users within the last few years. This is based on the data obtained through OrangeBoy and the Return on Investment Study that show we should focus on recapturing our occasional users.

Mr. Nelson asked if we know the addresses of these users will be current and if they are still county residents.

Mr. Leitch confirmed that these addresses are being vetted through the post office.

Mr. Nelson asked if it is possible to undertake this initiative through email.

Mr. Casserley responded that it is possible and that the Library has looked at putting a customer relations management (CRM) system in place for that purpose.

Mr. Leitch stated that the Library will have an outdoor billboard. This gives us an opportunity to capture more eyeballs. (220,100). Messaging will focus on our e-services. The billboard message duration is being negotiated now. It will be on a southbound lane.

Mr. Leitch commented that we the overall goal is to reach as many people through as many channels as possible within our budget.

Mr. Casserley stated that Mr. Leitch and the Communication department are doing an outstanding job of planning and analysis.

Mr. Leitch expressed appreciation for marketing coordinator, Daniel Molina, and his contributions to the project.

The Guide

Mr. Casserley showed a past Guide and a current Guide to show how much the publication has changed and improved. The Guide has undergone a complete redesign. It now features local artists and exhibits on display at the branches, Second Saturday events, featured events, featured partners and a Spanish language section. There is continuity of design and color between the Guide, website and signage.

Formerly, the Library had two separated publications, one for the Library and another for the Friends and Foundation. All of these sections have been brought together to form the new Guide.

Mr. Casserley appreciates the new feel of the Guide which highlights all the right things. He thanked the Communication Department for their creativity and good work.

Mr. Nelson asked if the advertising budget stays constant.

Mr. Leitch and Ms. Neufeld confirmed that there has been no increase in the marketing budget.

Mr. Leitch explained that many of the advertising vendors were chosen due to value add-ons, for example, companies that will also include our advertising online.

Mr. Shortlidge asked if Commissioner Osterhaus had comments. He and Sean had a meeting at Spring Hill to discuss possible library enhancements. Sean agreed that the Board can visit one day to explore joint partnership ideas with the school.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus reported that he and Mr. Casserley had a good meeting with the City of Spring Hill to discuss possible Library enhancements. There may be joint partnership opportunities with the school.

Commissioner Osterhaus also had a conversation with Mayor Boehm who expressed concern that there may be possible timing issues with the Library in Lenexa City Center.

Mayor Boehm is concerned that the Libraries timeline is delayed we may have difficulty with construction of the space.

Mr. Logan commented that the timeline has been agreed on. The priority order is Monticello and then Lenexa. The Library and County Facilities have only so much capacity.

Mr. Logan confirmed that the Lenexa's legal staff was part of those discussions.

Mr. Casserley noted that the timeline was agreed upon by the Library and City of Lenexa in the memorandum of understanding (MOU).

CONSENT AGENDA

1. Consideration of approval of SirsiDynix software maintenance renewal
2. Consideration of approval of 3M hardware maintenance renewal
3. Minutes of the December 10, 2015 Library Board meeting

MOTION: Nancy Hupp moved to approve the consent agenda.

SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

Consideration of renewal of the MOU with JCCC (pending)

Mr. Casserley explained that we expected to bring the annual MOU with JCCC before the Board and that this item was included on the agenda as a placeholder. The agreement was returned to us today and is under review by legal counsel. The agreement will be brought for the review of the Board at another meeting.

Consideration of renewal of MOU with the City of Edgerton

Mr. Casserley presented the annual renewal of the MOU with the City of Edgerton. There have been a few language changes to the agreement. We rent the building from the City of Edgerton to provide library services in that location. They have been excellent partners.

MOTION: Mitra Templin moved to approve the MOU with the City of Edgerton.
SECONDED: Nancy Hupp

MOTION CARRIED UNANIMOUSLY

EXECUTIVE SESSION

MOTION: Pam Robinson moved that the Board recess into executive session, under the exception of the Open Meetings Act relating to discussions with Board counsel that are privileged under the attorney-client privilege, for the purpose of discussing the proposed Olathe Public Library agreement, with the open meeting to resume in this room at 5:00 p.m.
SECONDED: Nancy Hupp

MOTION CARRIED UNANIMOUSLY

The Library Board returned to open session at 5:00 p.m. No votes were taken.

ADJOURNMENT

MOTION: Nancy Hupp moved to adjourn.
SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

Adjourned at 5:01 p.m.

DATE _____

SECRETARY _____
Pam Robinson

CHAIRMAN _____
Neil Shortlidge

SIGNED _____
Sean Casserley

ADMINISTRATIVE REGULATIONS
Document Number ARM 50-30-30

Tab: Administration
 Section: Finance
 Subject: K.S.A. 12-1257 Special Fund
 (Special Use Fund)

SUMMARY

This regulation describes the types of expenditures that may be made from the library's special fund. It also describes the types of expenditures that may not be made from that fund but that must instead be made from the library's operating fund. The library's special fund was established by the Board of County Commissioners in 1979 pursuant to K.S.A. 12-1257. While the statute refers to the fund as a "special fund," the library and Board of County Commissioners have for many years referred to the fund as the library's "special use fund." Both designations are sometimes used in this regulation.

EFFECTIVE DATE:

July 21, 2011

Reviewed

July, 2011

POLICY:

Statutory Authorization of Special Use Fund

a. K.S.A. 12-1257 provides that the Board of County Commissioners, at the request of the library board, "may make an annual levy of not to exceed one mill upon all taxable tangible property within the county for the purpose of creating a special fund to be used for the acquisition of sites, and for the constructing, equipping, repairing, remodeling and furnishing of buildings for county library purposes. . ." In addition, the statute authorizes the Board of County Commissioners, at the request of the library board, to "issue bonds of such county in an aggregate amount not exceeding 2% of the assessed tangible valuation of such county, the proceeds of which shall be placed in such special fund and may be used for the purposes herein enumerated.

BOCC and Library Use of Special Use Fund and Purpose

b. The following history and description of purpose of the special use fund are relevant to understanding this regulation.

1. The Board of County Commissioners has since 1979 adopted fourteen resolutions making use of the library's special fund authority pursuant to K.S.A. 12-1257. An

index of those resolutions and a summary of the stated purposes for each is set out in Appendix A of this regulation.

2. Don Jarrett, chief counsel to the Board of County Commissioners, and Fred Logan, counsel to the Johnson County Library, on June 21, 2006 issued a joint memorandum describing the purposes for which the funds in the library's special use fund may be expended. A copy of that memorandum is attached as Appendix B to this regulation.

3. On January 11, 2007, the County Auditor issued Report No. 2007-01 entitled "Library Special Use Fund Management and Financial Review." Among other things, the County Auditor recommended that the library establish "appropriate guidelines for the use of this special fund. The guidelines should make a clear distinction between the types of expenditures allowed in the Special Use Fund and those allowed in the Library Operating Fund."

4. The library has agreed with the recommendation of the County Auditor and has accordingly adopted this regulation.

Types Of
Expenditures
That May Be
Made From
The Special
Use Fund

c. The library may make expenditures from the Special Use Fund that are clearly and explicitly authorized under the terms of the statute and approved by the Board of County Commissioners. In addition, the following expenditures are appropriately made from the Special Use Fund:

1. Amounts sufficient to service the debt incurred by the library under the terms of K.S.A. 12-1257.

2. Sums paid for construction, renovation, or library infrastructure projects for which the Board of County Commissioners has granted budget approval.

3. Sums used to pay for major technology upgrades that include servers, routers, substantial hardware acquisition, and software acquired with budget approval granted by the Board of County Commissioners.

4. Transfers of funds from the Special Use Fund to Project Accounts for expenditures for approved construction or major maintenance projects. Project accounts shall continue to be maintained for such projects. Such accounts may be maintained over the course of more than one budget year to pay for

authorized projects given budget approval by the Board of County Commissioners.

Types of Expenditures That May Not Be Made From the Special Use Fund

d. The following expenditures may not be made from the library's Special Use Fund but must instead be made from the library's Operating Fund:

1. All personnel expenditures.
2. Expenditures made with respect to ongoing or day-to-day maintenance or repair of library facilities and properties.
3. Expenditures made for ongoing day-to-day property and facility maintenance items such as snow removal and lawn care. This prohibition extends to items of equipment, such as lawn and garden tools, that are used in such ongoing or day-to-day maintenance.
4. Expenditures that relate to the annual replacement of staff and public computers, copiers, furniture, vehicles, and other equipment that is acquired and used by the library on a three to five year cycle or more.

July 21, 2011

ARM 50-30-30 End

APPENDIX A

SUMMARY OF RESOLUTIONS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS TO CREATE A SPECIAL FUND FOR THE JOHNSON COUNTY LIBRARY PURSUANT TO K.S.A. 12-1257

1. Res. 049-79, adopted May 21, 1979
 - a. Set annual 12-1257 levy of one-half mill; authorized issuance of bonds in the amount of \$4,000,000.
 - b. Stated Purposes:
 - i. Purchase of building sites at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance site.
 - ii. Construction of new improvements at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance building.

- iii. "The equipping, repairing, maintaining, remodeling, and furnishing of furniture and equipment, to include books, computers, shelving, tables and chairs" at all library locations.

2. Res. 060-84, adopted May 3, 1984

- a. One-half mill levy.
- b. Stated Purposes:
 - i. Purchase site for Lenexa/Shawnee area library.
 - ii. Construct new improvements there and any other location (library)
 - iii. To "equip, repair, maintain, remodel, and furnish furniture and equipment, including books, computers, shelving, table and chairs" at new or any other library sites.

3. Res. 98-87, adopted September 3, 1987

- a. Bonds in the amount of \$1,865,000.
- b. Stated Purposes:

Microform conversion:	\$400,000
Building improvements:	\$265,100
Library computer:	\$1,200,000

4. Res. 04-88, adopted January 14, 1988

- a. Authorized issuance of temporary notes in the amount of \$384,270.
- b. Related to bonds authorized in Res. 98-87.

5. Res. 63-88, adopted May 19, 1988

- a. Issue bonds in the amount of \$215,000.
- b. Stated Purposes: for improvements at Corinth; temporary notes authorized.

6. Res. 63-90, adopted June 7, 1990

- a. Increased 12-1257 mill levy limit to 1.0 mills, the statutory limit.
- b. Stated Purposes: construction of branch library buildings in Shawnee and Leawood; constructing new improvements at those sites and any other library locations; "equipping, repairing, maintaining remodeling, and furnishing furniture and equipment, including books, computers, shelving, tables, and chairs at new library branch buildings and any other library location."

7. Res. 91-90, adopted September 27, 1990

- a. Authorized issuance of bonds in amount of \$2,165,000.
 - b. Stated Purposes: construction of Shawnee branch library and purchase of computer and other equipment.
8. Res. 093-91, adopted December 12, 1991
 - a. Authorizes issuance of bonds in the principal amount of \$2,250,000
 - b. Stated Purposes: construction and equipping of Leawood branch library facility.
9. Res. 061-94, adopted July 28, 1994
 - a. Authorized issuance of bonds in principal amount of \$3,100,000.
 - b. Stated Purposes: Remodeling and renovation of Antioch branch library facility.
10. Res. 103-94, adopted October, 1994
 - a. Authorizes issuance of bonds in principal amount of \$345,000.
 - b. Stated Purposes: Upgrading computer system at Central Resource Library.
11. Res. _____, adopted sometime after September 20, 1995
 - a. Resolution by BOCC yet to be located.
 - b. Resolution of Library Board (enclosed) dated September 20, 1995.
 - c. Requests issuance of bonds in the amount of \$3,059,291.
 - d. Stated Purposes: Construction of addition to Lackman branch facility and for equipping, furnishing and remodeling of same.
12. Res. 048-98, adopted April 30, 1998
 - a. Authorizes issuance of bonds in principal amount of \$6,415,000.
 - b. Stated Purposes: Acquiring, constructing, furnishing and equipping Blue Valley branch library facility.
13. Res. 116-00, adopted March 2, 2000
 - a. Authorizes issuance of bonds in principal amount of \$3,390,000.
 - b. Stated Purposes: Construction, furnishing, and equipping of Gardner branch library facility.
14. Res. 038-10, adopted July, 2010

- a. Authorizes issuance of bonds in principal amount not to exceed \$800,000.
- b. Stated Purposes: Acquisition of land for the future Monticello Library.

APPENDIX B

**JOINT MEMORANDUM ISSUED ON JUNE 21, 2006 BY DON JARRETT, CHIEF COUNSEL,
BOARD OF COUNTY COMMISSIONERS, AND FRED LOGAN, LIBRARY BOARD
COUNSEL, ON THE PURPOSES FOR WHICH
FUNDS IN THE LIBRARY'S SPECIAL USE FUND MAY BE EXPENDED**

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
JANUARY 2016 (PRELIMINARY)
0% Year Lapsed

OPERATING FUND	Programs	2016 Year to Date	2016 Budget	% Program Received / Expended
	Revenue		4,256,044	
	Administrative Services			
	Information Technology			
	Collection Development			
	Branch/Systemwide Services			
	Transfer to Capital Projects			
	Interfund Transfers			
TOTAL OPERATING FUND EXPENDITURES		\$0	\$0	
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		\$0	\$4,256,044	
SPECIAL USE FUND				
	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			
TOTAL SPECIAL USE FUND EXPENDITURES		\$0	\$0	
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		\$0	\$0	
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		\$0	\$0	

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
Arseth Insights	Executive coaching - 2016	1,800.00
BiblioCommons	Augmented online catalog content	7,027.04
	civil engineering services-parking	
SK Design Group	improvements	40,000.00
ACS	Maintenance agreement	2,400.00
Morningstar	Online database	10,320.00
	Total	<hr/> \$61,547.04

SIGNED:

Finance Director

Scheduled Replacement Account

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

Total Revenue 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014/2015</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			91,193.27
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43
Interior Painting at Antioch				9,719.50
Millcreek Shelter Assembly and Install				8,776.00
Plumbing at Corinth - New Gas Line				7,465.00
Commputer and Study Room Furniture AN				43,200.40
Digging parking lot for drainage pipe, backfill - COR				3,600.00
Curb Replacement Corinth				8,400.00
Paint metal roof Mill Creek Collection				1,700.00
Seal the north wall				9,900.00
Seal the north wall				2,900.00
Carpet Cedar Roe				58,515.00
Adjustable desks tech serv				12,598.40
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>443,598.45</u>
Budget Remaining	<u>\$ 87,078.74</u>			

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT
DECEMBER 2015 (PRELIMINARY)
100% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	20,732,388	20,790,357	100%	100%
Ad Valorem Delinquent	210,672	214,495	98%	65%
Motor Vehicle	2,274,071	2,236,495	102%	99%
Library Generated - Copying/Printing	88,277	93,530	94%	93%
Library Generated - Overdues / Fees	687,781	739,500	93%	84%
Sale of Library Books	50,021	50,000	100%	100%
Misc Other	80,464	48,551	166%	57%
Library Generated - Other Charges	372,479	322,050	116%	130%
Investment	55,104	86,374	64%	86%
Unencumbered Balance Forward	0	446,865	0%	0%
Recreational Vehicle Tax	7,355	6,958	106%	108%
Commercial Vehicle Tax	44,314	0		0%
Heavy Trucks Tax	3,010	1,464	206%	89%
Rental Excise Tax	27,454	26,716	103%	97%
State and Federal Grants	147,152	206,788	71%	71%
TOTAL REVENUE	\$24,780,543	\$25,270,143	98%	97%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
DECEMBER 2015 (PRELIMINARY)
100% Year Lapsed

OPERATING FUND

Programs	2015 Year to Date	2015 Budget	% Program Expended
Administrative Services	5,494,079	4,603,940	119%
Information Technology	2,065,426	2,189,844	94%
Collection Development	3,755,408	3,412,889	110%
Branch/Systemwide Services	11,419,641	12,037,668	95%
Risk Management Charges	79,926	79,926	100%
Library Tax Increment		124,178	0%
Grants *	152,012	233,066	65%
Transfer to Capital Projects		436,865	0%
Interfund Transfers			

TOTAL OPERATING FUND EXPENDITURES	\$22,966,492	\$23,118,376	99%
--	---------------------	---------------------	------------

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

SPECIAL USE FUND

	2015 Year to Date	2015 Budget	% Budget Expended
Contractual Services (General Maintenance)	14,103	16,305	86%
Commodities (Capital Equipment)	149,184	192,564	77%
Transfer to Debt Payment	975,743	990,598	99%
Transfer to Capital Projects	905,879	952,300	95%

TOTAL SPECIAL USE FUND EXPENDITURES	\$2,044,908	\$2,151,767	95%
--	--------------------	--------------------	------------

TOTAL EXPENDITURES	\$25,011,400	\$25,270,143	99%
---------------------------	---------------------	---------------------	------------

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
DECEMBER 2015 (PRELIMINARY)
100% Year Lapsed

ALL FUNDS

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	14,045,800	14,601,228	96%
Contractual Services	4,224,006	3,388,487	125%
Commodities	3,780,211	4,105,083	92%
Capital - Operating	0	8,412	0%
Risk Management Charges	\$79,926.00	79,926	100%
Library General Tax Increment	0	124,178	0%
Capital / Maintenance / Repair	847,823	786,865	108%
Transfer to Debt Payment	975,743	990,598	99%
Transfer to PBC Capital Leases	905,879	952,300	95%
Grants	152,012	233,066	65%
	\$25,011,400	\$25,270,143	99%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 10/31/15	Source	Received	Expend By	Expenditures	Grant Award	Budget Remaining
	2014 Check up and Check Out	State	Jul-14		\$2,015.23	\$5,250.00	\$3,234.77
	2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$3,991.13	\$4,289.90	\$298.77

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

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2015

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

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

		Receipts	Payments	Balance
	Opening cash balance			\$239,274.05
	Add Receipts	\$43.10		
	Less Payments		\$9,860.52	
	Ending Cash balance			\$229,456.63
	Less Liabilities		\$73,258.42	
	Unobligated cash balance			\$156,198.21

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY
Board of Directors
Central Resource Library
February 11, 2016

AGENDA ITEM VI. A.:

Consideration of update to ARM 20-10-20: Library Card and Privileges to include eCard policy

ISSUE FOR BOARD DETERMINATION:

Whether to approve to approve updates to ARM 20-10-20 to include eCards.

DISCUSSION:

To provide greater ease of accessibility to the collection we would like to offer online registration to patrons.

Highlights:

- Patrons who register online will be able to access the eLibrary and Research databases immediately
- New online registrants will be able to create an account in BiblioCommons and place up to two holds
- When online registrants come to the Library, staff will issue them a physical library card after verifying identity and address
- Registrants must be residents of Johnson County to register online
- Paper forms will remain in place for those who do not reside in Johnson County or don't have an email address (an email address is required for online registration)
- Kids, under 16, may be registered online by a parent or guardian

REVIEW BY BOARD COUNSEL:

Reviewed by Fred Logan.

RECOMMENDATION:

That the Johnson County Library Board of Directors approve updates to ARM 20-10-20.

PERSON(S) RESPONSIBLE:

Michelle Beesley, Interim IT Manager
Sean Casserley, County Librarian

ADMINISTRATIVE REGULATIONS Tab: Patron Services Section: General Patron Services Subject: LIBRARY CARD AND PRIVILEGES Document Number **ARM 20-10-20**

SUMMARY The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued. Effective Date: ~~March 8, 2012~~ Reviewed ~~March 8, 2012~~

BASIC CRITERIA a. A **verified** library card will be issued to a patron who can show valid proof of identification and current address. No **verified** library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.

An eCard will be issued to a patron who completes and submits the library's online registration application. The eCard is available only to patrons who live within the Johnson County Library district. An applicant for an eCard must list a Johnson County residential address in his or her online registration application but ~~no~~ proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.

Accessing Own Record 1. A patron may check out or access his/her own record by providing a **verified** library card, **verified** number, or valid proof of identity. Per ARM 20-20-20 a patron may provide their PIN number plus two other pieces of information to gain access to their account. **Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.**

Accessing Others Records 2. A patron who provides a **verified** library card or **verified** library card number of any individual may check out materials to that card or obtain information from the matching patron record. Per ARM 20-20-20, a patron may also check out materials to another account by providing the PIN number and two other pieces of information on that account. **Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.**

CHILDREN UNDER 16 b. Children under sixteen years of age must obtain a parent's or guardian's signature on their application **or electronic signature when registering online**. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, **eLibrary content** and materials accessed on library computer workstations.

ENTITLEMENT c. The right of free access to information for all individuals is basic to all aspects of library service. A **verified** library card **or eCard** entitles the patron to borrow library materials according to the Loan Period Schedule (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.

COMMUNITY OUTREACH LIBRARY CARD d. A Community Outreach library card is issued to groups or organizations serving those without mobility or otherwise lacking access to library materials. Such

groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.

USES OTHER THAN BORROWING e. A **verified** library card, **eCard** or other valid identification may be required for use of library materials within the Library. A patron must have a current library card **or eCard** and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.

STOLEN/LOST CARDS f. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to him or her until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.

REVOCAION OF BORROWING PRIVILEGES g. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT h. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card. March 8, 2012 ARM 20-10-20 End

Johnson County Library
Board of Directors
Selection of Calendar Events
February 2016

Dates	Events
Thursday, February 4	Philip Kinen Presents "Never Ever After" Central Resource Library
Wednesday, February 10	Read to a Dog Leawood Pioneer Library
Second Saturday, February 13	I Am Special Oak Park Library
Second Saturday, February 13	Philip Kinen Presents "The Huck Eternal Cycle" Central Resource Library
Second Saturday, February 13	Impromptu Puppet Plays Blue Valley Library
Second Saturday, February 13	Hands-On: Let's Make Puppets Various Johnson County Library branches
Second Saturday, February 13	StoneLion Puppet Theatre Gardner Library
Second Saturday, February 13	Listen Local: Mnemosyne Quartet Central Resource Library
Second Saturday, February 13	Artist Phillip Dizick Lackman Library
Thursday, February 18	Library Letterboxing Antioch Library
Monday, February 29	Preschool Storytime Mill Creek Activity Center