

JOHNSON COUNTY LIBRARY

BOARD REPORT

MARCH 13, 2014

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, MARCH 13, 2014
CENTRAL RESOURCE 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. Mitra Templin, Board Chair
 - C. Kathy McGinley, President, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
 - 1. Announcement of Continued Appointment
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report – Carolyn Weeks, Associate Director for Central Services
 - 1. Update on Cash Drawers project – Stephanie Bailey
 - 2. Update on Shawnee Planning Commission – John Helling
 - 3. Central Building Plan update, presented by Scott Sime and Kim Gile
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of February 13, 2014 Board meeting.....6
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....13
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January, 2014 were handled in accordance with library and County policy.
 - b) The January, 2014 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.....15

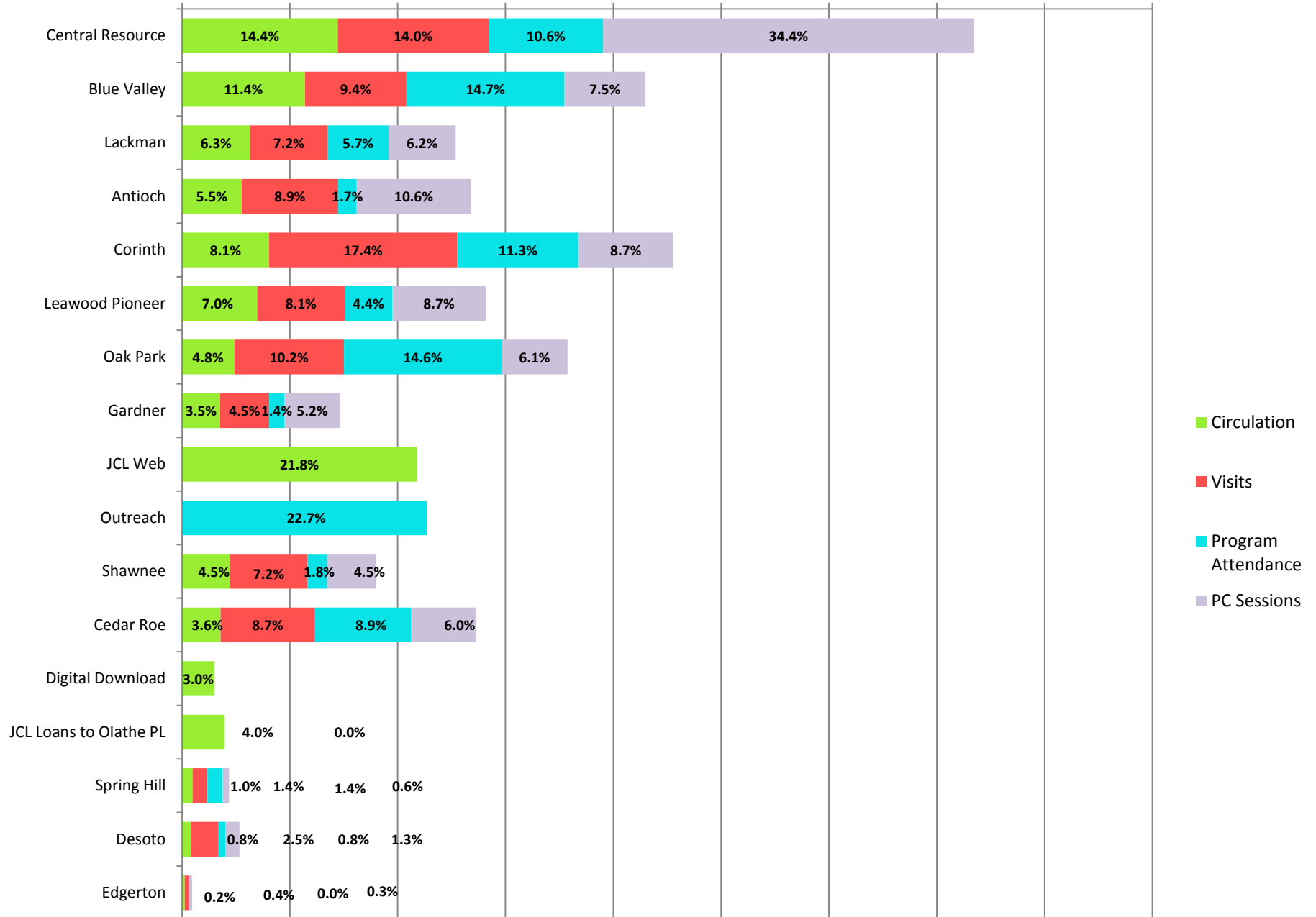
VI. New Business
 A. Consideration of 2015 Budget Approval.....26

VII. Executive Session

VIII. Document Signing

IX. Adjournment

Johnson County Library Touch Points Percentage of Activity by Location -- JANUARY 2014



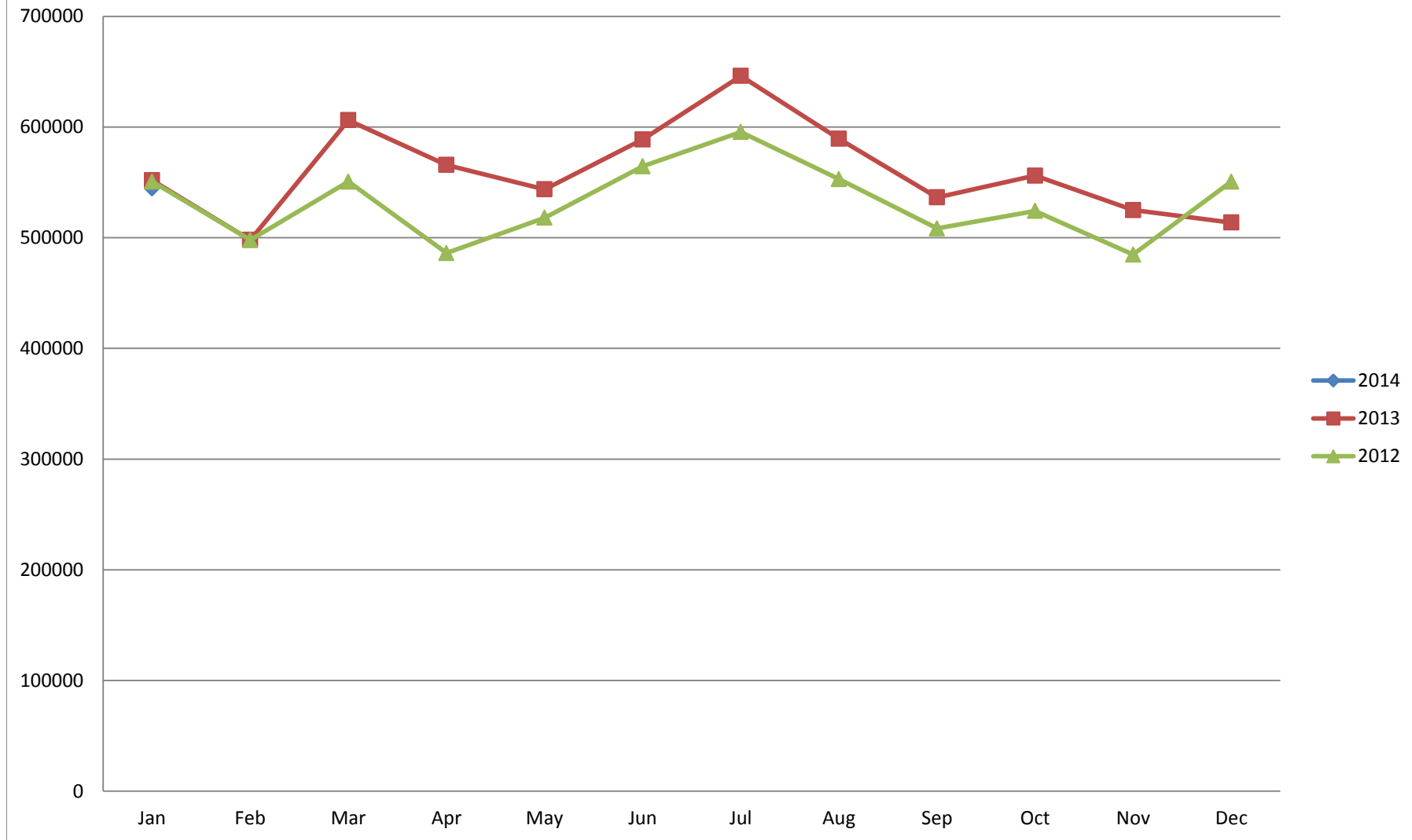
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

January 2014

| Location | Official Circulation | | | | | | | | | | |
|---------------------------------|----------------------|-------------------------------|-------------------------|------------------------------|----------------------|-------------------------------|-------------------------|------------------------------|-------------------|--------------|---------------------|
| | Current Month 2014 | | | | Current Month 2013 | | | | Percentage Change | | |
| | Month | | | Previous Twelve Months | Month | | | Previous Twelve Months | 2013 to 2014 | | |
| | Number (inc. ILL) | Percent of System Total | Yr-to-Dt Circulation | | Number (inc. ILL) | Percent of System Total | Yr-to-Dt Circulation | | Month | Yr-to-Dt | Previous 12 mos. |
| Antioch | 30,180 | 5.5% | 30,180 | 372,745 | 31,074 | 5.6% | 31,074 | 372,130 | -2.9% | -2.9% | 0.2% |
| Blue Valley | 62,141 | 11.4% | 62,141 | 779,355 | 63,912 | 11.6% | 63,912 | 769,602 | -2.8% | -2.8% | 1.3% |
| Cedar Roe | 19,483 | 3.6% | 19,483 | 247,233 | 19,256 | 3.5% | 19,256 | 230,393 | 1.2% | 1.2% | 7.3% |
| Central Resource | 78,645 | 14.4% | 78,645 | 933,325 | 74,525 | 13.5% | 74,525 | 886,190 | 5.5% | 5.5% | 5.3% |
| Corinth | 44,021 | 8.1% | 44,021 | 526,495 | 45,161 | 8.2% | 45,161 | 512,661 | -2.5% | -2.5% | 2.7% |
| Desoto | 4,425 | 0.8% | 4,425 | 51,581 | 4,070 | 0.7% | 4,070 | 53,019 | 8.7% | 8.7% | -2.7% |
| Edgerton | 1,282 | 0.2% | 1,282 | 17,765 | 1,304 | 0.2% | 1,304 | 16,781 | -1.7% | -1.7% | 5.9% |
| Gardner | 19,264 | 3.5% | 19,264 | 241,462 | 19,721 | 3.6% | 19,721 | 250,817 | -2.3% | -2.3% | -3.7% |
| Lackman | 34,422 | 6.3% | 34,422 | 434,258 | 39,173 | 7.1% | 39,173 | 446,877 | -12.1% | -12.1% | -2.8% |
| Leawood Pioneer | 38,003 | 7.0% | 38,003 | 467,955 | 38,663 | 7.0% | 38,663 | 479,057 | -1.7% | -1.7% | -2.3% |
| Oak Park | 26,390 | 4.8% | 26,390 | 316,581 | 26,627 | 4.8% | 26,627 | 323,320 | -0.9% | -0.9% | -2.1% |
| Shawnee | 24,266 | 4.5% | 24,266 | 302,453 | 25,676 | 4.7% | 25,676 | 300,314 | -5.5% | -5.5% | 0.7% |
| Spring Hill | 5,257 | 1.0% | 5,257 | 71,953 | 5,842 | 1.1% | 5,842 | 68,463 | -10.0% | -10.0% | 5.1% |
| JCL Web Renewals | 118,576 | 21.8% | 118,576 | 1,513,698 | 134,702 | 24.4% | 134,702 | 1,422,775 | -12.0% | -12.0% | 6.4% |
| Digital Downloads | 16,476 | 3.0% | 16,476 | 162,074 | 0 | 0.0% | 0 | 0 | 0.0% | 0.0% | 0.0% |
| JCL Loans to Olathe PL | 21,577 | 4.0% | 21,577 | 244,445 | 22,217 | 4.0% | 22,217 | 253,436 | -2.9% | -2.9% | -3.5% |
| JCL Branch Total | 309,134 | 56.8% | 309,134 | 3,829,836 | 320,479 | 58% | 320,479 | 3,823,434 | -3.5% | -3.5% | 0.2% |
| JCL Branches and Central | 387,779 | 71.2% | 387,779 | 4,763,161 | 395,004 | 72% | 395,004 | 4,709,624 | -1.8% | -1.8% | 1.1% |
| JCL SYSTEM TOTAL | 544,408 | 100.0% | 544,408 | 6,683,378 | 551,923 | 100% | 551,923 | 6,385,835 | -1.4% | -1.4% | 4.7% |

| Average Circulation per Capita | | |
|--------------------------------|---------|---------|
| | 2014 | 2013 |
| Current Month | 15.2 | 15.7 |
| Year-to-Date | 15.2 | 15.7 |
| Service Area Population | 431,000 | 422,500 |

Johnson County Library Three-Year Trend in Circulation



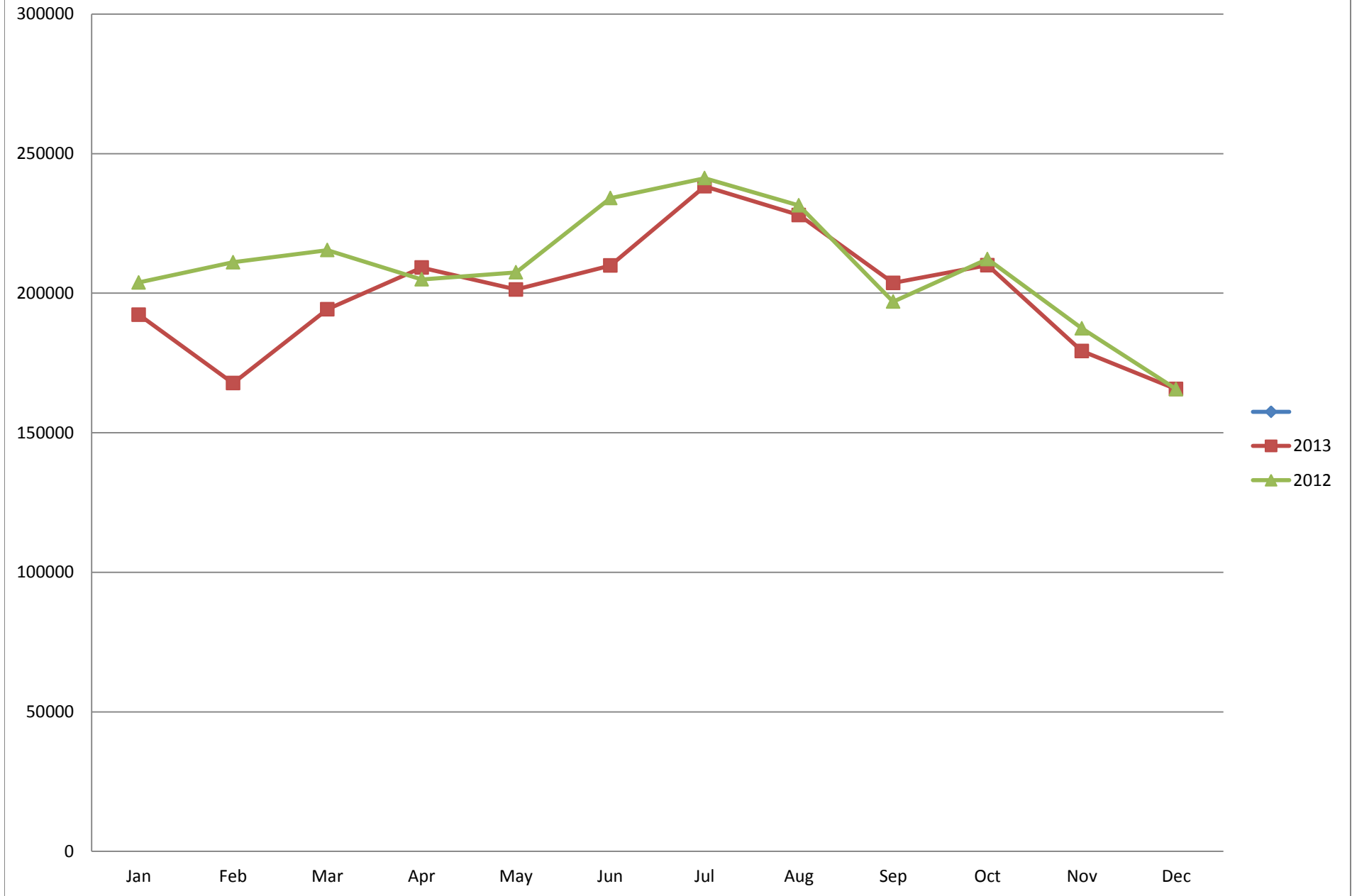
Johnson County Library
USER VISITS

January 2014

| Location | Current Month 2014 | | | | | | | | Current Month 2013 | | | | Percent Change 2013 to 2014 | | |
|---------------------|--------------------|-------------------------|--------------------|------------------------------|---------------|-----------------------|------------------------|----------------------|--------------------|-------------------------|--------------------|------------------------------|--------------------------------|-----------------|--------------------------|
| | Total Visits | % of Total Visits | Yr-to-Dt Visits | Previous Twelve Months | Visits per Hr | | Circulations per Visit | | Total Visits | % of Total Visits | Yr-to-Dt Visits | Previous Twelve Months | For Month | For Yr-to-Dt | Previous 12 Months |
| | | | | | Hours Open | Visits per Hour | Circulation | Circ per Visit | | | | | | | |
| Antioch | 18,682 | 9.9% | 18,682 | 238,424 | 259 | 72 | 30,180 | 1.6 | 20,260 | 10.5% | 20,260 | 249,855 | -7.8% | -7.8% | -4.6% |
| Blue Valley | 24,036 | 12.7% | 24,036 | 310,695 | 264 | 91 | 62,141 | 2.6 | 24,530 | 12.8% | 24,530 | 332,055 | -2.0% | -2.0% | -6.4% |
| Cedar Roe | 9,076 | 4.8% | 9,076 | 110,502 | 232 | 39 | 19,483 | 2.1 | 8,601 | 4.5% | 8,601 | 137,354 | 5.5% | 5.5% | -19.5% |
| Central Resource | 35,527 | 18.8% | 35,527 | 458,405 | 285 | 125 | 78,645 | 2.2 | 35,484 | 18.5% | 35,484 | 454,857 | 0.1% | 0.1% | 0.8% |
| Corinth | 19,310 | 10.2% | 19,310 | 259,515 | 264 | 73 | 44,021 | 2.3 | 21,593 | 11.2% | 21,593 | 310,166 | -10.6% | -10.6% | -16.3% |
| DeSoto | 2,681 | 1.4% | 2,681 | 34,442 | 155 | 17 | 4,425 | 1.7 | 2,946 | 1.5% | 2,946 | 37,916 | -9.0% | -9.0% | -9.2% |
| Edgerton | 635 | 0.3% | 635 | 7,079 | 111 | 6 | 1,282 | 2.0 | 583 | 0.3% | 583 | 7,396 | 8.9% | 8.9% | -4.3% |
| Gardner | 9,301 | 4.9% | 9,301 | 115,928 | 248 | 38 | 19,264 | 2.1 | 8,144 | 4.2% | 8,144 | 141,783 | 14.2% | 14.2% | -18.2% |
| Lackman | 19,163 | 10.2% | 19,163 | 217,199 | 248 | 77 | 34,422 | 1.8 | 20,539 | 10.7% | 20,539 | 290,218 | -6.7% | -6.7% | -25.2% |
| Leawood Pioneer | 20,384 | 10.8% | 20,384 | 257,462 | 248 | 82 | 38,003 | 1.9 | 23,484 | 12.2% | 23,484 | 332,330 | -13.2% | -13.2% | -22.5% |
| Oak Park | 18,752 | 9.9% | 18,752 | 210,730 | 248 | 76 | 26,390 | 1.4 | 19,568 | 10.2% | 19,568 | 221,251 | -4.2% | -4.2% | -4.8% |
| Shawnee | 7,600 | 4.0% | 7,600 | 131,476 | 248 | 31 | 24,266 | 3.2 | 9,867 | 5.1% | 9,867 | 144,802 | -23.0% | -23.0% | -9.2% |
| Spring Hill | 3,508 | 1.9% | 3,508 | 53,116 | 139 | 25 | 5,257 | 1.5 | 3,526 | 1.8% | 3,526 | 62,714 | -0.5% | -0.5% | -15.3% |
| Branch Total | 153,128 | 81.2% | 153,128 | 1,946,567 | 2,664 | 57 | 309,134 | 2.0 | 156,780 | 81.5% | 166,170 | 2,284,714 | -2.3% | -7.8% | -14.8% |
| SYSTEM TOTAL | 188,656 | 100.0% | 188,655 | 2,404,973 | 2,949 | 64 | 387,779 | 2.1 | 192,264 | 100% | 203,829 | 2,741,745 | -1.9% | -7.4% | -12.3% |

| | 2014 | 2013 |
|--|---------|---------|
| Average Visits per Capita for Current Month: | 5.3 | 5.5 |
| Average Visits per Capita for Year-to- Date: | 0.4 | 0.5 |
| Service Area Population: | 431,000 | 422,500 |

Johnson County Library Three-Year Trend in Library Visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
February 13, 2014
4:00 p.m.
Central Resource Library**

BOARD: Mitra Templin, Emmanuel Obi, Amy Amos Ruo, Neil Shortlidge, Carol Snyder, Nancy Hupp
Via conference call: Pam Robinson

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Kathy McGinley

STAFF: Sean Casserley, Tricia Suellentrop, Michelle Beesley, Marsha Bennett, Barbara Brand, Kate Claus, Monica Duffield, Kim Gile, Barb Grisgsby, Mike Heffernan, John Helling, Michelle Herrin, Linda King, Michelle Krooswyk, Jennifer Mahnken, Carmen Misse, Susan Mong, Meredith Nelson, Michelle Olsen, Jennifer Rhoades, Aubrey Seavey, Scott Sime, Brian Voell, Adam Wathen, Carolyn Weeks

GUESTS: Christy Cross, Sam Cross, Will Cross, Sheri McNeil, Ross Merrit, John Nelson, Georgia Sizemore, Kathy McGinley, John Nelson, Maury Thompson

Mitra Templin called the meeting to order at 4:00 p.m.

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Neil Shortlidge remarked that he has participated in two meetings of the Central Resource Library upgrade committee and a summary of their work has been posted to the board portal.

FRIENDS OF THE LIBRARY

Kathy McGinley reported that the Friends Board has had two meetings so far this year.

Sherry Bridges has resigned from the Friend's Board and will remain a member of the Friend's advocacy committee, as will Vicki Trott, whose term had ended. Rebecca Phillips, who previously worked for the library has joined the Friends board.

The Friends have initiated a new meeting schedule with a full meeting every two months and a shorter board of directors meeting in the other months with extra time for committee meetings. The new schedule will ensure that committees meet more regularly and ongoing interaction between committees.

The key focus of the Friend's board of directors is finding a site for upcoming book sales as the future of Metcalf South is uncertain. The operations oversight committee is focused on this effort. The goal is to find a no-cost space so that the Friends can continue to make large donations to the library.

January Internet sales totaled over \$17,000 with 717 items sold. Biggest sales were:

- Donations: *Marketing Real People, Real Choices* \$113.95
With United Strength, Sheik Zayid Bin Sultan Al Nahyan \$112.95
- Library: *The Complete Architecture of Adler and Sullivan* \$500.00
Encyclopedia of Associations: National Organizations of the US \$255.98.

Both Book Stores saw less traffic because of weather and other factors and came in under budget. However, a number of promotions are in the works. Right now there is a Romance promotion – related to both the gloomy weather and Valentine's Day.

In response to questions from the board, Ms. McGinley reported that it is unknown if Metcalf South will be available for the book sales this year.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Executive Director of the Foundation, shared an invitation for the March 6th, Papercuts auction. Works of 11 regionally and internationally known artists will be auctioned.

Betty Anderson and Ann Walter have recently joined the Foundation board and have gone through the orientation process.

The Foundation has successfully migrated records into a new accounting system, QuickBooks.

The corporate partner program is moving forward. Ms. Mong thanked board members for the suggestions of businesses that may be approached for the initiative. The goal is to raise \$50,000.

The Foundation received a planned gift of \$10,000 from a Corinth patron. The patron was an avid reader who lost her eyesight and enjoyed listening to the audiobooks in the collection. Her gift will be designated to the collection for audio on CD and downloadable audio books.

Ms. Mong stated that the gift is not only a tribute to the audio collection, but also the warm and personal service provided by Johnson County Library staff.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus stated that the idea of combining library and museum services has been mentioned again by the Commissioners.

Commissioner Osterhaus also received a request for the library policies on usage of equipment and asked that staff assist him in fulfilling the request.

Commissioner Osterhaus noted that legislation has not been filed in regards to non-elected boards who have taxing authority.

COUNTY LIBRARIAN REPORT

3D Printer – Media Report

Mr. Casserley shared an article that was published in the Kansas City Star. The article was about a local boy who used the 3D printer in the MakerSpace to print a prosthetic hand for another teen. The article was picked up by numerous outlets including Gizmodo, The Library Journal, the Miami Herald and PC magazine, where the video report was viewed 22,000 times.

Mr. Casserley thanked reference librarian, Meredith Nelson, JCL staff and the marketing department whose work made the story both possible and visible.

He commented that this is a fascinating story that shows that possibility is only limited by the imagination.

In response to questions from the board, Mr. Casserley confirmed that Central is the only location with a MakerSpace and a 3D printer. Anyone can use the 3D printer, and there is no charge for the plastic.

There has been an increase in the use of the printer since the article was published. The MakerSpace is a very popular and well used service.

Mill Creek Lending Library

Jennifer Mahnken, Associate Director of Branch Services, provided an update on the Mill Creek Lending Library project. The project is moving forward, the committee will be meeting with the Shawnee planning commission for final approval of the project. The board packet includes the letter that includes the basic description of what the committee is asking for and a mock-up of the lending machine.

The lending machine has been ordered, there is a 3 month wait time to get the machine in. The device will contain holds for our patrons and a browsing collection if space permits.

Central Building Plan update

Scott Sime, Technology Training Specialist, and Kim Gile, Information Services Manager, project managers for the Central Building upgrade presented the board with an update.

The existing Central Resource Library opened its doors to the public in August 1995. Since that time, the building has served over 11 million visitors. This amount of traffic and time wears out a building's

systems and infrastructure, there are heating and cooling issues. Also, patrons are using the building in new ways that could not have been anticipated twenty years ago.

Johnson County Library has been working with County Facilities on this project and Neil Shortlidge is serving as the Board representative on the project.

In 2012, JCL contracted with HBM Architects to begin planning for a building upgrade. HBM was involved in conducting research and visioning for the future of the building, with focus groups made up of community members and JCL Board members.

After gathering input from the community, Johnson County Library began working with local firm, Clark Enerson, to refine broad ideas and work within current financial parameters. The project was submitted in the 2014 CIP, which the Board approved in February 2013. The project was also approved by the BOCC in August 2013.

The project is in the amount of \$3.5 million. The timeline stretches from the end of 2013 to the end of 2015.

Currently the Public Building Commission (PBC) has approved the sale of 10 year bonds for the project. The project is currently in the programming phase; including public space analysis, inventory processing, programming prioritization and delivery method analysis. This part of the project should be completed by the end of the first quarter 2014.

Patrons will be able to use the library during construction.

In response from questions from the board, Mr. Sime and Ms. Gile clarified that only one architect, Clark Enerson, is being used for the project. HBM was selected to help with the broad scope of the project and community involvement. Clark Enerson has helped us to refine the plan and build the design elements.

3.5 million is the total project cost.

Recognition-

Mr. Casserley introduced Michelle Krooswyk to the Board. Ms. Krooswyk is the new Assistant Branch Manager of the Lackman branch.

Mr. Casserley also recognized Carolyn Weeks, Associate Director for Central Services. Ms. Weeks has worked at Johnson County Library for more than 21 years and will be retiring this year. Mr. Casserley thanked Carolyn for her service.

Tricia Suellentrop, Deputy County Librarian, recognized Ms. Weeks for her many contributions to the library stating that Carolyn has been a source of stability, competence, ideas and enthusiasm. She has been a strong leader in the organization and she has a good sense of the history of the organization which helps in decision making.

She is willing to take risks and recognizes the need to do so in order to move the organization forward. She is always willing to say the hard thing or make the tough decision. She is fair and a strong supporter of her colleagues. During times of change and complex challenges, Carolyn has been a guiding, intelligent and thoughtful force. A calm in the storm for staff while keeping her sense of humor.

Carolyn is a good communicator and represents the library well. She is eloquent, clear and can be persuasive. She is well-spoken, calm and professional. She is the model for treating patrons with respect. She is also a model for staff in speaking about intellectual freedom, the library philosophy and higher goals. Carolyn has the ability to focus on a point and argue it masterfully. She consistently pushes us to think bigger and higher and JCL is better because of it.

She is skilled at growing managers; she gives them new experiences and opportunities. She is trusting and empathetic, while still holding staff accountable to the work they need to accomplish. She is encouraging and supportive, while allowing managers to think for themselves and make decisions.

Carolyn brings expertise, as well as deep thought and conviction to issues facing the library. She expresses her opinions freely and effectively and listens as others express theirs. Her willingness to say the unpopular idea or challenge a concept is appreciated and often needed. She is respectful and thoughtful in those statements and her responses and she is ever mindful of public service implications and is truly an advocate for libraries.

The projects she has developed, implemented and shepherded along the way include: *New Way of Thinking, Intellectual Freedom Development, Materials Handling, the Central Building Upgrade and Civic Engagement.*

She has brought her expertise to various boards and community organizations, Kansas City Literary Festival, Kansas Notable Book committee, The Fringe Festival and the Mid-American Library Alliance.

She has helped build Johnson County Library by participating in Toastmasters, being part of Leadership class of 2008 and speaking as the key note speaker for Leadership this year.

She will leave a vacancy in intellect, humor, common sense, critical thinking and great shoes.

Carolyn has helped Johnson County Library accomplish amazing things beyond our dreams.

Ms. Weeks thanked everyone and remarked that working at Johnson County Library has been one of the richest experiences of her life.

BOARD COUNSEL REPORT –

Fred Logan reported on possible state legislation that had potential to affect the Library Board. Mr. Logan and Mr. Casserley conferred with Senator Wolf who provided information that the planned bill will make only boards that are not elected but have taxing authority, advisory boards. The bill will not affect the Library Board.

Mr. Logan stated that we will still need to follow the bill as we are a separate taxing district. However, the key point for the library is that although the Board is technically called the governing board of the taxing district; the Board has no taxing authority. For the library general fund only the commission can set the mill levy.

CONSENT AGENDA

MOTION: Neil Shortlidge moved to approve the consent agenda.

SECONDED: Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

Consideration of Adoption of County Logo

Nancy Mays was unable to attend the meeting. The agenda item will be tabled for the next meeting.

NEW BUSINESS

Consideration of the 2015-2019 Capital Improvement Plan request

Mr. Casserley presented the Capital Improvement Plan request to the Board, stating the request is very similar to last year's.

A Capital Replacement plan of \$350,000 is being requested. This is for regular, scheduled replacement and maintenance of carpets, roofs, vehicles, furniture, equipment and mechanical systems essential to quality library facilities and services.

\$350,000 is being requested to fund a study for the Strategic Facilities Master plan. The study would provide a clearer understanding of the community's future needs and our facilities.

Mr. Casserley provided an overview of the remaining projects listed on the CIP request: the Shawnee library expansion, Corinth Library replacement, New Antioch/Cedar Roe Library, Monticello Library Phase II and the Arc flash Hazard Compliance project.

Mr. Shortlidge asked if the projects slated for later years are placeholders until the new strategic facilities master plan is finalized.

Mr. Casserley responded that the projects are placeholders as the complete facilities master plan has not yet been created. Until final decisions are made, it is best to continue with the plan in place and then make changes when the plan alters.

Mr. Logan requested that the Board vote twice to avoid the appearance of a conflict of interest as Mr. Shortlidge represents the city of Roeland Park. Mr. Logan advised that there is no such conflict of interest for Mrs. Hupp.

MOTION: Neil Shortlidge moved for approval of the capital improvements projects excluding priority 5 and all the supporting documents.

SECONDED: Carol Snyder

MOTION CARRIED UNANIMOUSLY

MOTION: Nancy Hupp moved the Board approve the Capital Improvement program for specifically priority 5 and supporting documents.

SECONDED: Amy Amos Ruo

MOTION CARRIED

Neil Shortlidge abstained from the vote.

ADJOURNMENT

Ms. Templin asked if all were in favor of adjournment.

Voice vote: All Aye, none opposed

The meeting adjourned at 4:43p.m.

DATE _____

SECRETARY _____
Neil Shortlidge

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
January 2013**

| VENDOR | DESCRIPTION | AMOUNT |
|------------------------------------|---|----------------------------|
| CCH Wolters Kluwer License renewal | Annual subscription | \$ 2,954.00 |
| Gale License | Cengage online databases | \$ 31,689.01 |
| Red Books | RedBooks online | \$ 3,490.00 |
| Mergent | Mergent's Key Business Ratios Archives and KBR Online services | \$ 15,750.00 |
| SirsiDynix | SirsiDynix - monthly update service | \$ 16,770.00 |
| | Total | <u>\$ 70,653.01</u> |

SIGNED:

County Librarian

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS

01/01/14

| CONTRACTOR | PROJECT/C.O. # | AMOUNT | ORIGINAL CONTRACT | TOTAL CONTRACT |
|-------------------|-----------------------|---------------|------------------------------|---------------------------|
|-------------------|-----------------------|---------------|------------------------------|---------------------------|

COUNTY LIBRARIAN

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2014

| | | Receipts | Payments | Balance |
|--|---------------------------------|----------|------------|---------------------|
| | Opening cash balance | | | \$143,644.48 |
| | Add Receipts | \$75.69 | | |
| | Less Payments | | \$8,673.97 | |
| | Ending Cash balance | | | \$135,046.20 |
| | Less Liabilities | | \$0.00 | |
| | Unobligated cash balance | | | \$135,046.20 |

APPROVED: _____

DATE: _____

JOHNSON COUNTY LIBRARY REVENUE REPORT

January 2014

8% of Year Lapsed

| REVENUE ALL FUNDS AS OF 1/31/14 | 2014 Year to Date | 2014 Budget | % Budget Year to Date | % Received Last Year |
|--------------------------------------|------------------------|---------------------|--------------------------|-------------------------|
| Ad Valorem | \$10,910,278.21 | \$19,612,122 | 56% | 56% |
| Ad Valorem Delinquent | \$188,810.82 | \$308,005 | 61% | 72% |
| Motor Vehicle | \$403,686.54 | \$2,159,126 | 19% | 19% |
| Library Generated - Copying/Printing | \$7,885.44 | \$85,000 | 9% | 8% |
| Library Generated - Overdues / Fees | \$51,567.25 | \$725,000 | 7% | 8% |
| Sale of Library Books | \$12,500.00 | \$50,000 | 25% | 0% |
| Misc Other | \$774.30 | \$21,290 | 4% | 2% |
| Library Generated - Other Charges | \$6,758.37 | \$322,050 | 2% | 0% |
| Investment | \$7,863.76 | \$56,621 | 14% | 11% |
| Unencumbered Balance Forward | \$0.00 | \$630,000 | 0% | 1001% |
| Recreational Vehicle Tax | \$1,140.23 | \$6,497 | 18% | 11% |
| Heavy Trucks Tax | \$5,410.74 | \$10,131 | 53% | 74% |
| Rental Excise Tax | \$11,769.27 | \$24,997 | 47% | 56% |
| State and Federal Grants | \$4,056.95 | \$226,278 | 2% | 0% |
| Transfers | \$0.00 | \$0 | 0% | 0% |
| TOTAL REVENUE | \$11,612,501.88 | \$24,237,117 | 48% | 56% |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
1/31/2014
8% of Year Lapsed

| OPERATING FUND | 2014 | 2014 | % Program | % Expended |
|--|---------------------|---------------------|------------------|-------------------|
| Programs | Year to Date | Budget | Expended | Last Year |
| Collection Development | \$132,642 | \$3,412,889 | 4% | 8% |
| Administrative Services | \$98,198 | \$2,647,899 | 4% | 5% |
| Branch Services | \$250,127 | \$4,361,726 | 6% | 6% |
| Technical Services | \$35,085 | \$765,438 | 5% | 5% |
| Systemwide Services | \$146,103 | \$2,472,746 | 6% | 5% |
| Central | \$219,268 | \$3,936,955 | 6% | 6% |
| Facilities | \$87,318 | \$1,926,919 | 5% | 5% |
| Information Technology | \$70,771 | \$2,130,677 | 3% | 7% |
| Risk Management Charges | \$0 | \$95,798 | 0% | 0% |
| Library General Tax Increment | \$0 | \$0 | 0% | 0% |
| Grants * | \$1,240 | \$226,278 | 1% | 0% |
| Transfer to Capital Projects | \$0 | \$0 | 0% | 0% |
| Interfund Transfers | \$0 | \$0 | 0% | 0% |
| TOTAL OPERATING FUND EXPENDITURES | \$1,040,753 | \$21,977,325 | 5% | 6% |

* Includes expenditures for 2013 calendar year only. The life of the grant may cover more than one year.

| SPECIAL USE FUND | \$2,014 | 2014 | % Budget | % Expended |
|---|---------------------|--------------------|-----------------|-------------------|
| | Year to Date | Budget | Expended | Last Year |
| Contractual Services (General Maintenance) | \$0 | \$16,304 | 0% | 0% |
| Commodities (Capital Equipment) | \$0 | \$176,260 | 0% | 17% |
| Transfer to Debt Payment | \$0 | \$1,122,186 | 0% | 0% |
| Transfer to Capital Projects | \$0 | \$0.00 | 0% | 0% |
| PBC Debt Payment (Library Building Tax Increment) | \$0 | \$928,738 | 0% | 0% |
| TOTAL SPECIAL USE FUND EXPENDITURES | \$0 | \$2,243,488 | 0% | 1% |

| | | | | |
|---------------------------|--------------------|---------------------|-----------|-----------|
| TOTAL EXPENDITURES | \$1,040,753 | \$24,220,813 | 4% | 5% |
|---------------------------|--------------------|---------------------|-----------|-----------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2014
8% of Year Lapsed

| ALL FUNDS | 2014 | 2014 | % Categories | % Expended |
|--------------------------------------|---------------------|---------------|---------------------|-------------------|
| (OPERATING & SPECIAL USE) | Year to Date | Budget | Expended | Last Year |
| Salaries and Benefits | \$756,695 | \$13,811,282 | 5% | 5% |
| Contractual Services | \$120,092 | \$3,132,470 | 4% | 9% |
| Supplies | \$162,515 | \$3,912,519 | 4% | 5% |
| Capital - Operating | \$0 | \$8,412 | 0% | 0% |

| | | | | |
|--------------------------------|---------|-------------|----|-----|
| Risk Management Charges | \$0 | \$95,798 | 0% | 0% |
| Library General Tax Increment | \$0 | \$0 | 0% | 0% |
| Capital / Maintenance / Repair | \$0 | \$192,564 | 0% | 17% |
| Transfer to Debt Payment | \$0 | \$1,122,186 | 0% | 0% |
| Transfer to Capital Projects | \$0 | \$790,566 | 0% | 0% |
| Library Building Tax Increment | \$0 | \$928,738 | 0% | 0% |
| Grants | \$1,240 | \$226,278 | 1% | 0% |

| | | | | |
|---------------------------|--------------------|---------------------|-----------|-----------|
| TOTAL EXPENDITURES | \$1,040,543 | \$24,220,813 | 4% | 5% |
|---------------------------|--------------------|---------------------|-----------|-----------|

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

| GRANTS* | | | | | | |
|-------------------------------------|---------------|-----------------|------------------|---------------------|--------------------|--|
| Expenditures through 1/31/14 | Source | Received | Expend By | Expenditures | Grant Award | |
| 2013 6by6 Activity Kits | State | Sep-12 | Dec-13 | \$5,000.00 | \$5,000.00 | |
| 2011 Alcohol Tax Fund | Local | Jan-11 | Mar-12 | \$9,300.30 | \$9,500.00 | |
| 2012 Alcohol Tax Fund | Local | Jan-12 | Mar-13 | \$844.00 | \$8,000.00 | |
| TOTAL | | | | \$15,144.30 | \$22,500.00 | |

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

Deferred Maintenance Account

| REVENUE | TO DATE | BUDGET |
|--------------------------------|--------------------|--------------------|
| 2008 Operating Fund Transfer | \$520,000 | \$520,000 |
| 2010 Special Use Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,071,250 | \$1,071,250 |

| EXPENDITURES | TO DATE | BUDGET REMAINING |
|---|-----------------------|---------------------|
| Antioch Chiller | \$11,371.56 | |
| Antioch Security System Upgrade | \$31,058.60 | |
| Antioch Interior Renovations | \$8,263.42 | |
| Antioch-Carpet | \$5,400.00 | |
| Blue Valley HVAC Consulting | \$4,510.00 | |
| Blue Valley Return Fan Project | \$5,980.66 | |
| Blue Valley Carpet Repair | \$2,100.00 | |
| Blue Valley Circulation Area Renovation | \$6,516.21 | |
| Blue Valley Sorter Wall | \$4,450.00 | |
| Blue Valley Security Camera Upgrade | \$15,488.04 | |
| Cedar Roe Security System Upgrade | \$8,517.32 | |
| Corinth Door Replacement | \$4,601.75 | |
| Corinth Framing Project | \$9,000.00 | |
| Corinth Card Entry Addition | \$1,488.00 | |
| Corinth Wireless Intrusion System/Cameras | \$5,010.80 | |
| Corinth Sidewalk Replacement | \$9,195.00 | |
| Corinth Fire System Installation | \$25,125.00 | |
| Corinth Upgraded Controls System | \$13,832.30 | |
| Corinth Trash Receptacle Enclosure | \$10,950.00 | |
| Corinth Retaining Wall | \$3,450.00 | |
| Corinth Condensing Unit | \$27,709.14 | |
| Corinth Asphalt Patching | \$10,000.00 | |
| Corinth Generator Replacement | \$17,000.00 | |
| CRL Sidewalk Replacement | \$13,650.00 | |
| CRL Sign Refurbishment | \$2,771.61 | |
| CRL Front Entrance - Architectural | \$14,780.30 | |
| CRL Front Entrance Remodel | \$214,428.20 | |
| CRL Roof Repair | \$204.34 | |
| CRL - Youth Services Carpet Replacement | \$57,533.00 | |
| CRL - Circulation Area Renovations | \$1,850.00 | |
| CRL - Renovations | \$19,562.50 | |
| CRL Security Upgrade | \$23,743.66 | |
| Cedar Roe - City Commercial Permit | \$80.50 | |
| Gardner Security System Improvements | \$11,296.32 | |
| Desoto Security System Improvements | \$1,998.00 | |
| Lackman Exterior Lights & Drive Repair | \$10,009.00 | |
| Lackman Door Repair | \$5,905.00 | |
| Lackman Security System Upgrade | \$26,381.56 | |
| Leawood Repair & Paint | \$2,429.04 | |
| Spring Hill Sidewalk Repairs | \$12,405.00 | |
| Spring Hill Security System Improvements | \$1,998.00 | |
| Spring Hill furnishings | \$5,253.89 | |
| SSB-Card Entry System | \$3,488.80 | |
| Furniture Replacement | \$136,843.30 | |
| Oak Park HVAC - Engineering | \$29,488.55 | |
| Oak Park HVAC Upgrade | \$146,830.00 | |
| Oak Park Security System Upgrade | \$24,189.00 | |
| Oak Park Entrance Walls | \$2,900.00 | |
| Self-Check Machine Cabinet | \$12,272.82 | |
| Shawnee Wall Construction& Book Drop | \$12,934.00 | |
| Shawnee Security Camera Upgrade | \$3,184.00 | |
| Shawnee Interior-Exterior Door Controls | \$11,977.00 | |
| Miscellaneous Equipment | \$17,649.96 | |
| TOTAL EXPENDITURES | \$1,069,055.15 | \$2,194.85 |

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

JANUARY 2014

Deferred Maintenance Account

| REVENUE | TO DATE | BUDGET |
|--------------------------------|--------------------|--------------------|
| 2008 Operating Fund Transfer | \$520,000 | \$520,000 |
| 2010 Special Use Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,071,250 | \$1,071,250 |

| EXPENDITURES | TO DATE | BUDGET REMAINING |
|------------------------------------|-----------------------|-----------------------------|
| Prior Years Total | \$987,497.62 | \$83,752.38 |
| Painting-CRL | \$6,737.75 | |
| Security Equipment-Desoto | \$819.18 | |
| Contractual Services | \$16,001.57 | |
| Furnishings-SPH | \$5,253.89 | |
| Miscellaneous Equipment | \$10,875.00 | |
| Carpet-ANT | \$5,400.00 | |
| Bookdrop-SE | \$8,700.00 | |
| Replace Drive - LA | \$5,850.00 | |
| Furnishings/Electrical-LE | \$5,930.64 | |
| Patch & Paint-LE | \$450.00 | |
| CRL -Electric Upgrade | \$3,562.50 | |
| SE-Door Controls | \$11,977.00 | |
| 2013 Expenditures | \$81,557.53 | |
| Sub-Total 2013 Expenditures | \$81,557.53 | |
| TOTAL EXPENDITURES | \$1,069,055.15 | \$2,194.85 |

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

| REVENUE | TO DATE | BUDGET |
|---------------------------------|--------------------|--------------------|
| 2011 Operating Fund Transfer | \$360,175 | \$360,175 |
| 2012 Operating/SU Fund Transfer | \$642,934 | \$642,934 |
| 2013 Operating/SU Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,554,359 | \$1,554,359 |

| EXPENDITURES | TO DATE | REMAINING |
|---|-----------------------|---------------------|
| Concrete Work - Antioch | \$28,900.00 | |
| Grounds & Concrete Work - Blue Valley | \$46,755.50 | |
| Furnishings and Equipment | \$118,568.34 | |
| Vehicle Replacement | \$64,838.71 | |
| Shawnee Roof Replacement | \$11,997.70 | |
| Painting Lights & Improvements - CRL | \$96,176.00 | |
| CRL Parking Lot Improvements | \$82,951.00 | |
| Monticello Vending Solution Design | \$9,482.50 | |
| Site Improvements - AN & CRL | \$5,101.50 | |
| Drainage Repairs - Corinth | \$4,730.00 | |
| Roof & Window & Fire System Replacement - CRL | \$158,802.51 | |
| Carpet/Tile Replacement - Blue Valley | \$6,433.00 | |
| Parking lot Maintenance - Cedar Roe | \$15,040.00 | |
| Door Replacement - Blue Valley | \$24,000.00 | |
| Copier Replacement - Creative Services | \$11,415.00 | |
| Parking Lot Repair - Gardner | \$4,063.03 | |
| Parking Lot Repair & Boiler Replace - Antioch | \$82,850.00 | |
| Remove bookcases/Painting - CO Meeting & Reading Room | \$4,325.00 | |
| Painting - Oak Park | \$2,810.00 | |
| Painting/Furnishings Gardner | \$5,909.26 | |
| Carmack Room Blinds | \$6,994.00 | |
| Office Remodel / Security upgrade LE | \$13,662.50 | |
| Security System Upgrade - Blue Valley | \$8,138.00 | |
| Blind Replacement & Furnish - OP | \$16,607.71 | |
| HVAC Improvements - Antioch | \$108,235.97 | |
| Concrete Repairs - Shawnee | \$30,625.00 | |
| Handicap Ramp / landscape- Gardner | \$5,222.00 | |
| Office Remodel - Blue Valley | \$2,950.00 | |
| Computer Tables - Corinth | \$7,349.58 | |
| Electrical & Security Camera Installation - CR | \$41,725.00 | |
| Roof Repairs - Corinth | \$39,483.20 | |
| Stack Moving for Carpet Replacement - CRL | \$8,370.00 | |
| Emergency Lighting & Electrical work - CRL | \$69,873.00 | |
| JCL Logo Etching - Blue Valley | \$8,700.00 | |
| Carpet Replacement - AN & SSB furnishings | \$21,818.85 | |
| Carpet Replacement - Shawnee | \$48,312.25 | |
| Leawood Sorter Installation | \$54,167.13 | |
| 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 | \$1,713.00 | |
| Entryway Handrail Repair - Corinth | \$250.00 | |
| Fence Repair - Antioch | \$3,700.00 | |
| Rear Entry Modifications - Antioch | \$1,375.00 | |
| Electrical Upgrades/Furnishings - Lackman | \$12,632.16 | |
| Circulation Area Remodel - Shawnee | \$11,250.00 | |
| Remodel & Landscape BV | \$15,605.50 | |
| Security Improvements DE | \$3,198.00 | |
| Security Improvements ED | \$3,198.00 | |
| Security Improvements SH | \$3,198.00 | |
| Carpet/Furnishing CO | \$7,910.95 | |
| Architectural Services - CRL | \$9,453.75 | |
| TOTAL EXPENDITURES | \$1,394,490.40 | \$159,868.60 |

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2013

Scheduled Replacement Account

| REVENUE | TO DATE | BUDGET |
|---|-----------------------|---------------------|
| 2011 Operating Fund Transfer | \$360,175 | \$360,175 |
| 2012 Operating/SU Fund Transfer | \$642,934 | \$642,934 |
| 2013 Operating/SU Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,554,359 | \$1,554,359 |
| EXPENDITURES | TO DATE | REMAINING |
| Prior Years Total | \$890,326.51 | \$112,782.49 |
| 2013 Expenditures | | |
| CRL Repairs, Roof and Painting | \$177,103.60 | |
| Architectural Services - Monticello Vending | \$4,153.81 | |
| Replace Fire System-CRL | \$28,607.17 | |
| Architectural Services - CRL | \$16,256.25 | |
| Emergency Boiler Replace-AN | \$49,670.00 | |
| Security Improvements DE | \$3,198.00 | |
| Security Improvements ED | \$3,198.00 | |
| Security Improvements SH | \$3,198.00 | |
| Security Improvements LE | \$6,426.00 | |
| Furnishings-Book Cases | \$8,051.31 | |
| Remodel BV | \$18,561.00 | |
| Carpet COR | \$4,214.00 | |
| CRL- Upgrade | \$98,783.00 | |
| CO Renovation & Furnishings | \$5,271.95 | |
| SE-Remove/Replace Sidewalk | \$5,875.00 | |
| SSB Carpeting & Furnishings | \$1,839.85 | |
| CR Paving & Electrical | \$39,400.00 | |
| LE Upgrades | \$1,586.50 | |
| GA Landscape & Improvements | \$5,976.26 | |
| LA-Chairs & Flooring | \$8,143.16 | |
| OP Furnishings | \$14,651.03 | |
| Sub-Total 2013 Expenditures | \$504,163.89 | |
| TOTAL EXPENDITURES | \$1,394,490.40 | \$159,868.60 |

Expenditure of Friends of the JCL Donations 2014

January 2014 Report

| <i>Expenditure Details</i> | <i>Payee</i> | <i>JANUARY</i> | <i>JANUARY YTD</i> |
|--|--------------|--------------------|--------------------|
| Volunteer Recognition | | \$0.00 | \$0.00 |
| Advertising/Promotion | | \$5,216.99 | \$5,216.99 |
| Collection Materials | | \$0.00 | \$0.00 |
| Professional Development/Staff Recognition | | \$200.00 | \$200.00 |
| Technology/Recruitment Consulting & Expenses | | \$0.00 | \$0.00 |
| Card Services | | \$578.98 | \$578.98 |
| Homework Help and Tudor.com | | \$0.00 | \$0.00 |
| Summer Reading Club/Elementia | | \$0.00 | \$0.00 |
| Other Library Programming | | \$0.00 | \$0.00 |
| MidAmerica Regional Council | | \$0.00 | \$0.00 |
| Board Travel Expenses | | \$23.74 | \$23.74 |
| Miscellaneous | | \$0.00 | \$0.00 |
| Total Expenditures | | \$ 6,019.71 | \$ 6,019.71 |

JOHNSON COUNTY LIBRARY
Board of Directors
March 13, 2015

AGENDA ITEM: VI.A. 2015 Budget Request Submission

ISSUE FOR BOARD DETERMINATION:

Whether to approve submission of the 2015 budget request as presented

DISCUSSION:

Each year the Library Board of Directors recommends a budget submission to the Board of County Commissioners (BOCC). The budget request is in addition to the CIP request submitted earlier in the year. The 2015 budget request is due to the Office of Budget and Financial Planning (BFP) immediately following the April Library Board meeting. The Library Board of Directors will have the opportunity to discuss the total budget request with the Board of County Commissioners on either June 12th, 19th, 26th or 27th. The 2015 budget will be adopted by the BOCC in August, 2012.

The 2015 budget request adheres to the following guiding principles:

- Maximize existing resources through continued focus on strategic efficiencies

The overall assessed valuation for 2015 is projected to increase with final projections available in June.

In addition to the base budget request, staff is recommending a Request for Additional Resources (RAR) in the amount of \$160,000 for Collection Budget Restoration. This additional funding would restore the Collections base budget.

REVIEW BY BOARD COUNSEL:

NA

RECOMMENDATION:

That the Library Board of Directors approves submission of the 2015 Budget request.

PERSON(S) RESPONSIBLE:

Sean Casserley

Johnson County Library
 1310 and 1340 Operating Funds
 Expenditure Base Budget as of 03/07/14

| Expenditures | 2013 Actual | 2014 Budget Estimate | 2015 Base Budget Estimate |
|--------------------------------------|--------------------|-----------------------------|----------------------------------|
| Personnel | 13,182,226 | 14,014,379 | 14,490,222 |
| Contractual Services | 3,328,097 | 3,262,950 | 3,269,738 |
| Commodities | 3,464,400 | 3,912,519 | 3,752,519 |
| Capital Outlay | 177,300 | 8,412 | 8,412 |
| Miscellaneous | 4,870 | 0 | 0 |
| Transfers to Capital Projects | 411,250 | 790,566 | 330,566 |
| Transfers to Risk Management Charges | 95,065 | 95,798 | 95,798 |
| Expenditure Total | 20,663,208 | 22,084,624 | 21,947,255 |

Johnson County Library
 1370 Special Use Fund
 Expenditure Base Budget as of 03/07/14

| Expenditures | 2013 Actual | 2014 Budget Estimate | 2015 Base Budget Estimate |
|--|--------------------|-----------------------------|----------------------------------|
| Contractual Services | 43,344 | 16,305 | 16,305 |
| Commodities | 167,273 | 192,564 | 192,564 |
| Lease Payment to PBC | 435,813 | 928,738 | 924,250 |
| Interfund Transfers (to Debt Service Fund) | 1,510,417 | 1,122,186 | 990,598 |
| Transfers to Capital Projects | 140,000 | 0 | 0 |
| Expenditure Total | 2,296,847 | 2,259,793 | 2,123,717 |

Johnson County Library
Board of Directors
Selection of Calendar Events
March 2014

- March 1
Climate Change – What Do We Really Know?
Alan Werner, Professor of Geology at Mt. Holyoke College
Central Resource Library
- March 5
Lost! Storytime
Gardner Neighborhood Library
- March 6
Papercuts Auction
Leawood City Hall Community Center
- March 11
Elementia Reception
Central Resource Library
- March 12
Read to a Dog
Leawood Pioneer Library
- March 13
Guys Read Book Club
Lackman Neighborhood Library
- March 17
Get Up and Dance!
Corinth Neighborhood Library
- March 18
It's Your Story – Tell It!
Blue Valley Neighborhood Library
- March 22
The Trailer of Truth & More or Le\$\$
Artists Sarah Star and m.o.i.
Leawood Pioneer Neighborhood Library
- March 22
Cedar Roe Reads: *The Strange Case of Origami Yoda* by
Tom Angleberger
Cedar Roe Library
- March 26
Book League: Let's Talk Dystopia
Spring Hill Neighborhood Library
- March 27
Breath and Meditation
Shawnee Neighborhood Library