

**JOHNSON COUNTY LIBRARY**

**BOARD REPORT**

**MARCH 14, 2013**

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 14, 2013  
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. Dave White, President, Friends of the Library
  - D. Susan Mong, Executive Director, Johnson County Library Foundation
  - E. Board of County Commissioners
- IV. Reports
  - A. Board Counsel
  - B. County Librarian Report - Sean Casserley, County Librarian
    - 1. Downloadable Audio Books and Freegal Update – Jennifer Mahnken
    - 2. Update on Metro Services Agreement
    - 3. Report on RFID .....12
    - 4. 2012 Year End Financials.....29
    - 5. Report on Request for Additional Resources (RAR).....35
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of February 14, 2013 Board meeting.....36
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....44
    - 2. Summary of Change Orders.....45
    - 3. Financial and Personnel
      - a) The County Librarian and the Administrative Manager certify those payment vouchers and personnel authorizations for January, 2013 were handled in accordance with library and County policy.
      - b) The January, 2013 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.....46
    - 2. Summary of Gift Fund Receipts,.....47

3. Summary of Gift Fund Payments.....48  
The County Librarian and the Administrative Manager certify  
the Gift Fund receipts and disbursements were handled in accordance with  
Regulations 10-55-12 and 10-55-12A of the Library’s Administrative Policy  
Manual.

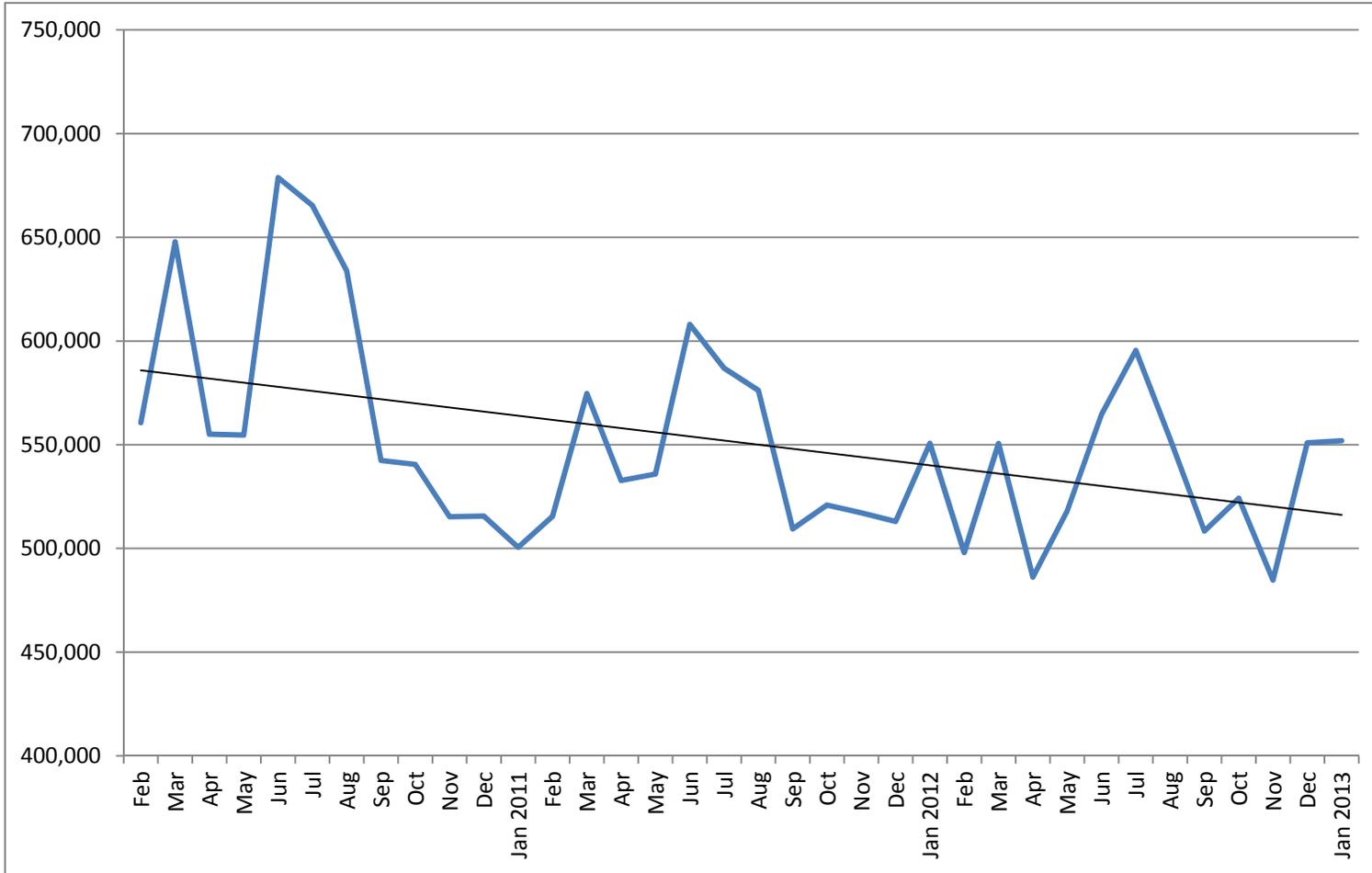
VI. Old Business  
A. Meeting Date Change.....56  
B. Hillcrest Memorandum of Understanding .....58

VII. New Business  
A. Johnson County Sheriff’s Department Memorandum of Understanding.....60

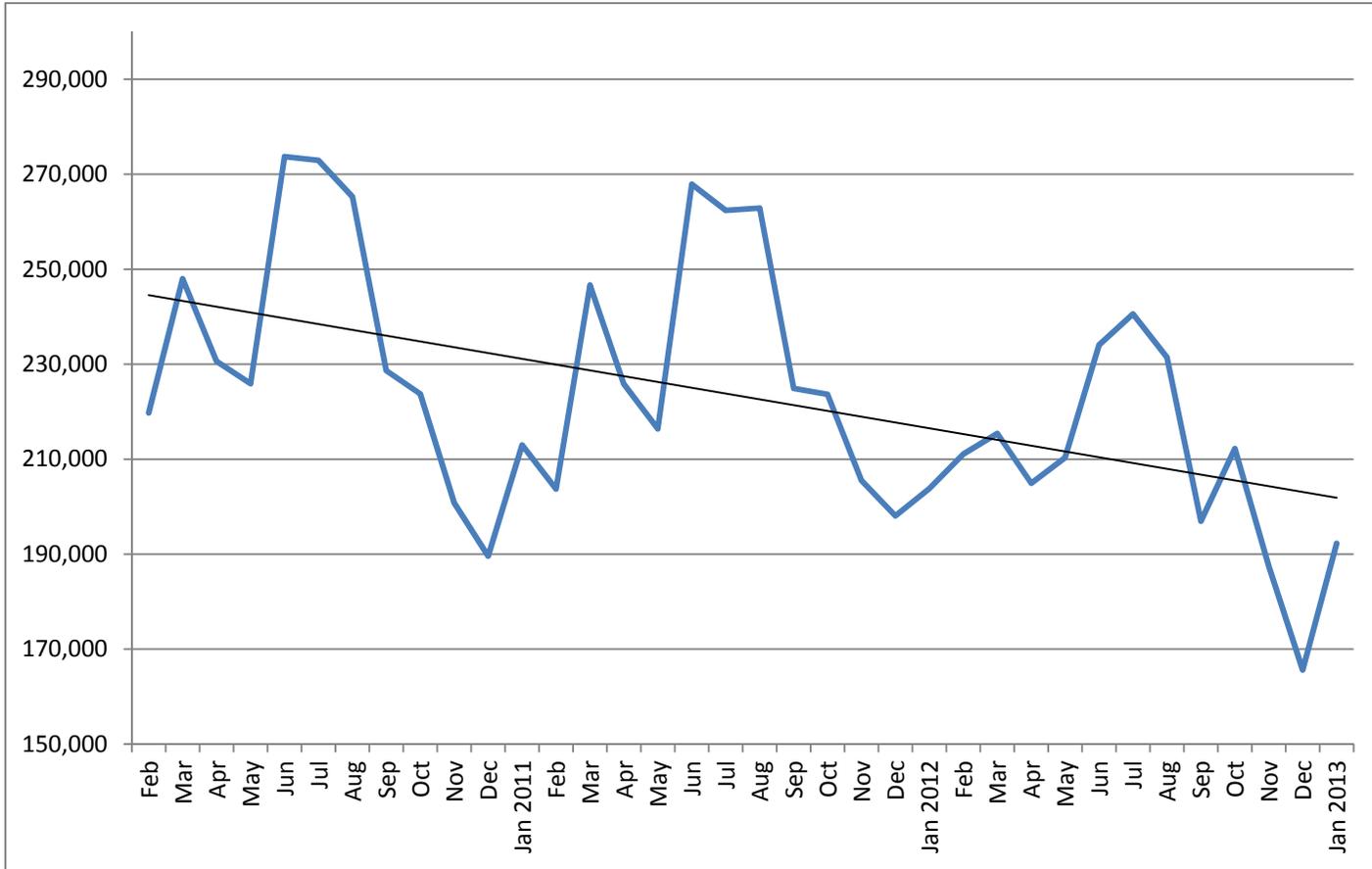
VIII. Document Signing

IX. Adjournment

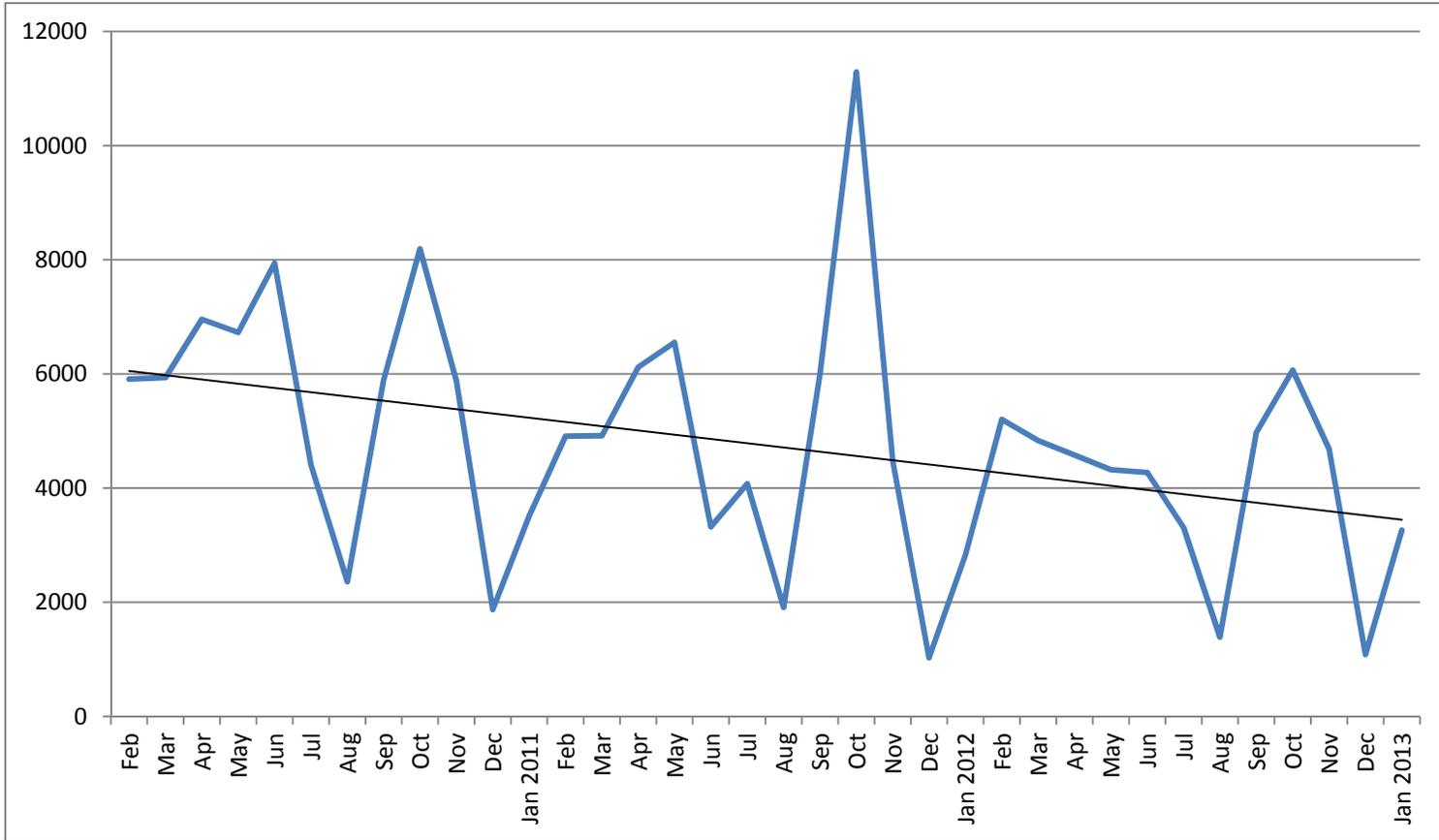
# Systemwide Circulation



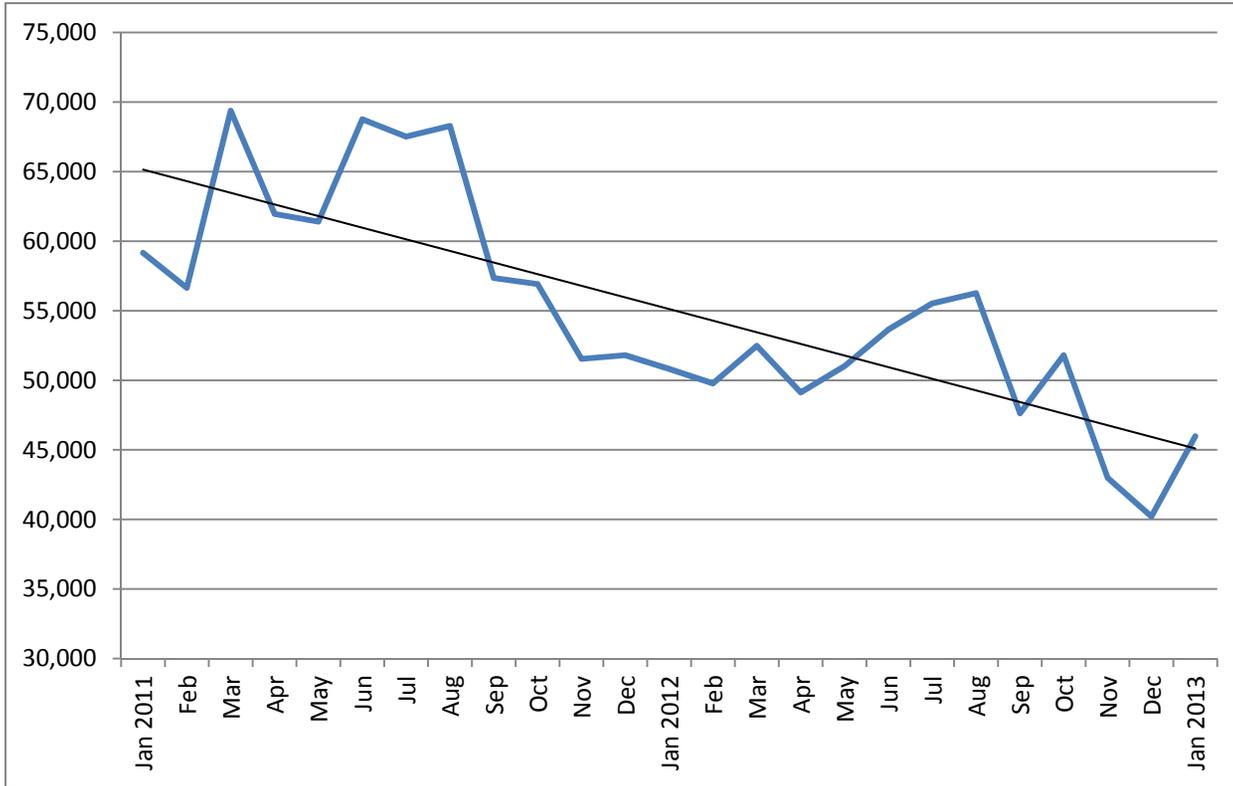
# Systemwide Visits



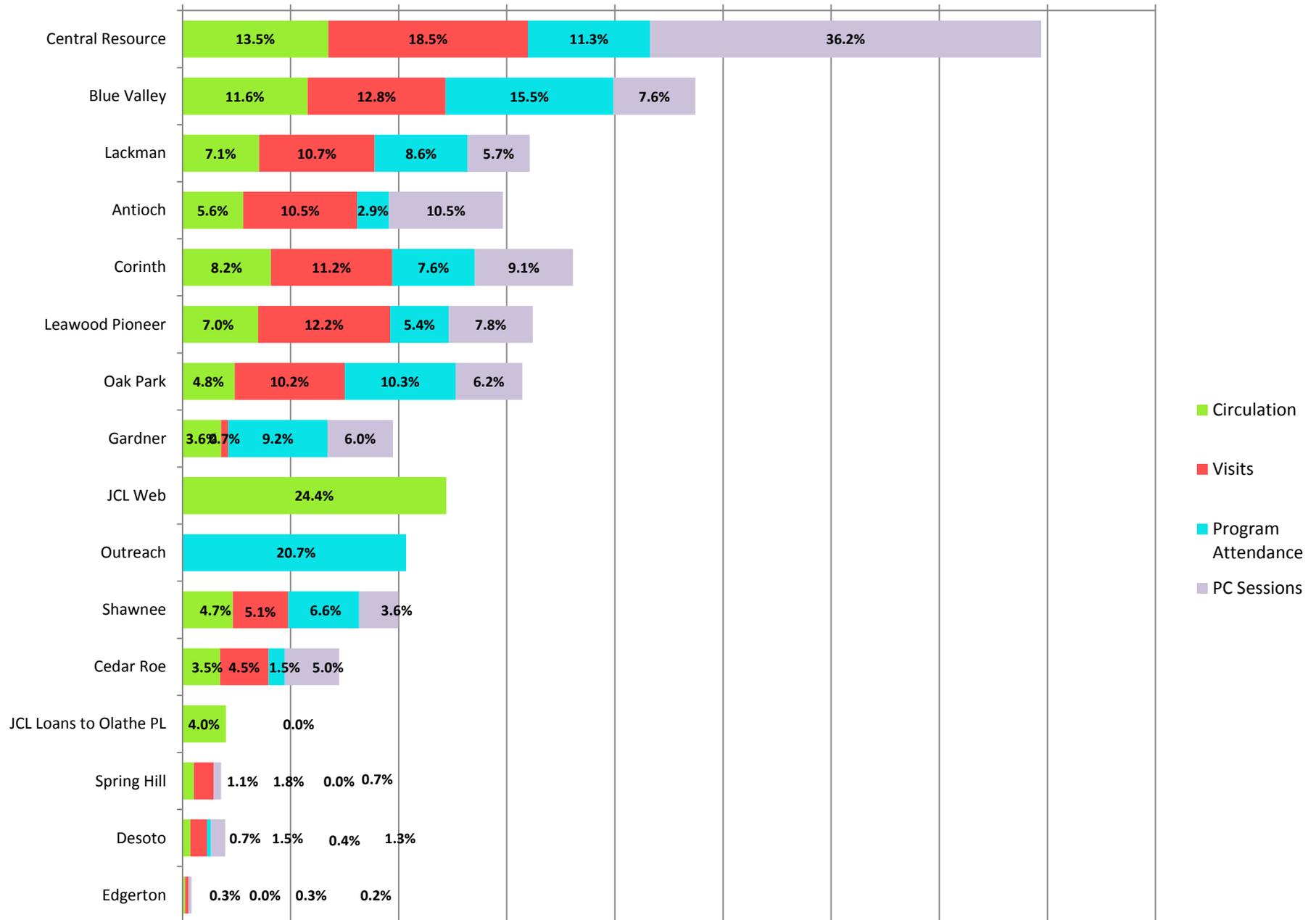
# Systemwide Program Attendance



# Systemwide PC Sessions



### Johnson County Library Touch Points Percentage of Activity by Location -- January 2013



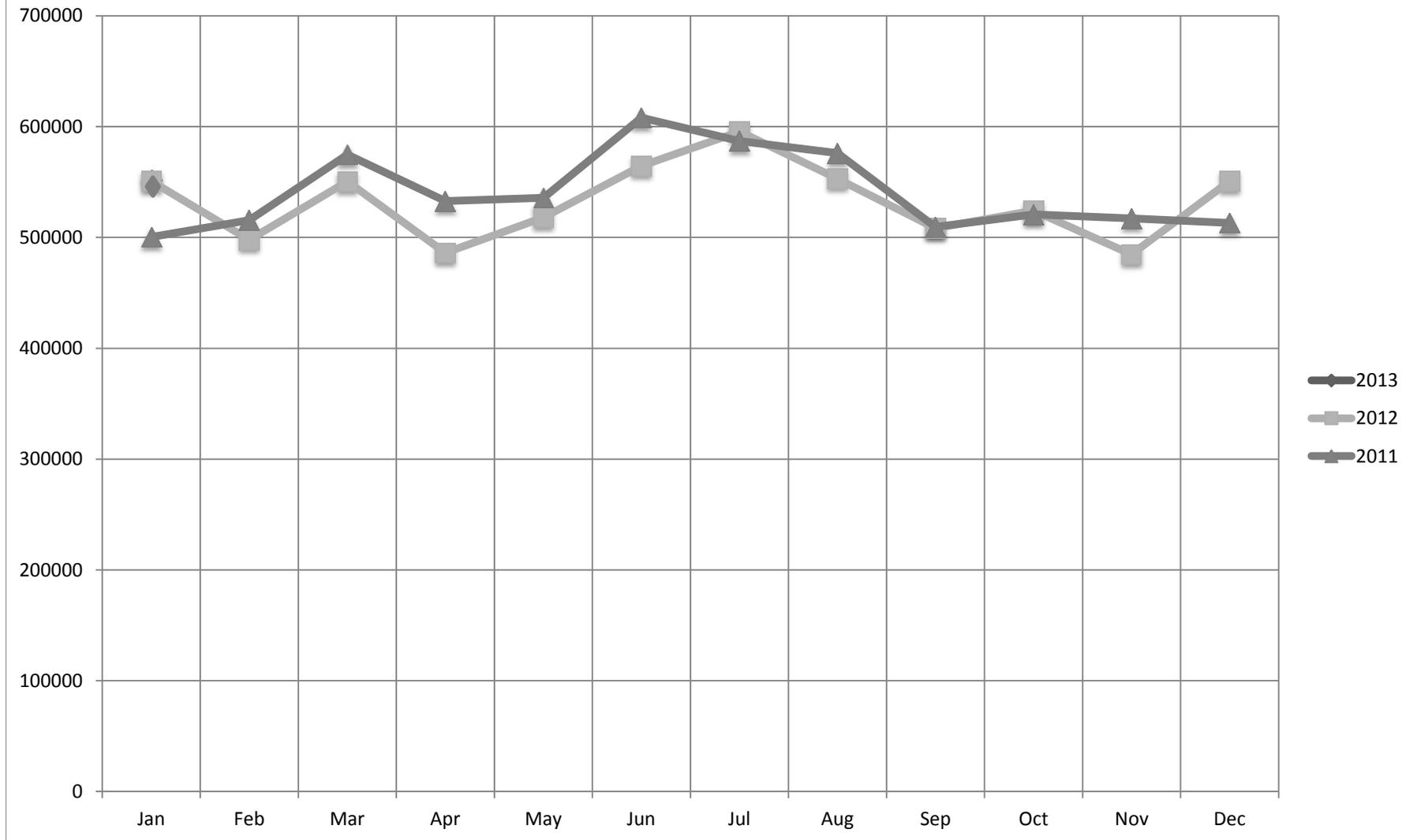
Johnson County Library  
OFFICIAL CIRCULATION BY LOCATION

January 2013

Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change 2012 to 2013		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Previous Twelve Months	2012 to 2013			
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total		Yr-to-Dt Circulation	Month	Yr-to-Dt	Previous 12 mos.
Antioch	31,074	5.6%	31,074	372,130	30,227	5.5%	30,227	399,765	2.8%	2.8%	-6.9%
Blue Valley	63,912	11.6%	63,912	769,602	64,950	11.8%	64,950	786,992	-1.6%	-1.6%	-2.2%
Cedar Roe	19,256	3.5%	19,256	230,393	19,507	3.5%	19,507	270,539	-1.3%	-1.3%	-14.8%
Central Resource	74,525	13.5%	74,525	886,190	88,274	16.0%	88,274	978,533	-15.6%	-15.6%	-9.4%
Corinth	45,161	8.2%	45,161	512,661	35,381	6.4%	35,381	423,417	27.6%	27.6%	21.1%
Desoto	4,070	0.7%	4,070	53,019	4,495	0.8%	4,495	58,277	-9.5%	-9.5%	-9.0%
Edgerton	1,304	0.2%	1,304	16,781	1,267	0.2%	1,267	17,713	2.9%	2.9%	-5.3%
Gardner	19,721	3.6%	19,721	250,817	19,020	3.5%	19,020	240,200	3.7%	3.7%	4.4%
Lackman	39,173	7.1%	39,173	446,877	37,231	6.8%	37,231	518,118	5.2%	5.2%	-13.7%
Leawood Pioneer	38,663	7.0%	38,663	479,057	39,790	7.2%	39,790	497,779	-2.8%	-2.8%	-3.8%
Oak Park	26,627	4.8%	26,627	323,320	28,224	5.1%	28,224	341,344	-5.7%	-5.7%	-5.3%
Shawnee	25,676	4.7%	25,676	300,314	24,854	4.5%	24,854	290,859	3.3%	3.3%	3.3%
Spring Hill	5,842	1.1%	5,842	68,463	5,420	1.0%	5,420	66,605	7.8%	7.8%	2.8%
JCL Web Renewals	134,702	24.4%	134,702	1,422,775	126,793	23.0%	126,793	1,388,890	6.2%	6.2%	2.4%
JCL Loans to Olathe PL	22,217	4.0%	22,217	253,436	25,249	4.6%	25,249	261,821	-12.0%	-12.0%	-3.2%
<b>JCL Branch Total</b>	<b>320,479</b>	<b>58.1%</b>	<b>320,479</b>	<b>3,823,434</b>	<b>310,366</b>	<b>56.4%</b>	<b>310,366</b>	<b>3,911,607</b>	<b>3.3%</b>	<b>3.3%</b>	<b>-2.3%</b>
<b>JCL Brances and Central</b>	<b>395,004</b>	<b>71.6%</b>	<b>395,004</b>	<b>4,709,624</b>	<b>398,640</b>	<b>72.4%</b>	<b>398,640</b>	<b>4,890,140</b>	<b>-0.9%</b>	<b>-0.9%</b>	<b>-3.7%</b>
<b>JCL SYSTEM TOTAL</b>	<b>551,923</b>	<b>100.0%</b>	<b>551,923</b>	<b>6,385,835</b>	<b>550,682</b>	<b>100.0%</b>	<b>550,682</b>	<b>6,540,851</b>	<b>0.2%</b>	<b>0.2%</b>	<b>-2.4%</b>

Average Circulation per Capita			
	2013	2012	2011
Current Month	15.7	15.7	15.6
Year-to-Date	15.7	15.7	15.6
Service Area Population	422,500	422,500	422,500

## Johnson County Library Three-Year Trend in System Circulation



Johnson County Library

**USER VISITS**

January 2013

Location	Current Month 2013								Current Month 2012				Percent Change 2012 to 2013		
	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	20,260	10.5%	20,260	249,855	247	82	31,074	1.5	18,921	8.9%	18,921	248,516	7.1%	7.1%	0.5%
Blue Valley	24,530	12.8%	24,530	332,055	247	99	63,912	2.6	23,935	11.2%	23,935	331,460	2.5%	2.5%	0.2%
Cedar Roe	8,601	4.5%	8,601	137,354	183	47	19,256	2.2	8,767	4.1%	8,767	137,519	-1.9%	-1.9%	-0.1%
Central Resource	35,484	18.5%	35,484	454,857	268	132	74,525	2.1	37,659	17.7%	37,659	457,031	-5.8%	-5.8%	-0.5%
Corinth	21,593	11.2%	21,593	310,166	247	87	45,161	2.1	20,560	9.7%	20,560	309,134	5.0%	5.0%	0.3%
DeSoto	2,946	1.5%	2,946	37,916	150	20	4,070	1.4	2,964	1.4%	2,964	37,933	-0.6%	-0.6%	0.0%
Edgerton	583	0.3%	583	14,879	107	5	1,304	2.2	493	0.2%	493	14,789	18.2%	18.2%	0.6%
Gardner	1,283	0.7%	1,283	141,783	231	6	19,721	15.4	10,379	4.9%	10,379	150,879	-87.6%	-87.6%	-6.0%
Lackman	20,539	10.7%	20,539	290,218	231	89	39,173	1.9	20,907	9.8%	20,907	290,586	-1.8%	-1.8%	-0.1%
Leawood Pioneer	23,484	12.2%	23,484	332,330	231	102	38,663	1.6	25,020	11.7%	25,020	333,866	-6.1%	-6.1%	-0.5%
Oak Park	19,568	10.2%	19,568	221,251	231	85	26,627	1.4	20,034	9.4%	20,034	221,718	-2.3%	-2.3%	-0.2%
Shawnee	9,867	5.1%	9,867	144,802	231	43	25,676	2.6	10,038	4.7%	10,038	144,972	-1.7%	-1.7%	-0.1%
Spring Hill	3,526	1.8%	3,526	62,714	142	25	5,842	1.7	4,154	2.0%	4,154	63,342	-15.1%	-15.1%	-1.0%
Branch Total	156,780	81.5%	166,170	2,284,714	2,478	63	320,479	2.0	177,127	83.2%	177,127	2,245,928	-11.5%	-6.2%	1.7%
<b>SYSTEM TOTAL</b>	<b>192,264</b>	<b>100.0%</b>	<b>203,829</b>	<b>2,741,745</b>	<b>2,746</b>	<b>70</b>	<b>395,004</b>	<b>2.1</b>	<b>212,973</b>	<b>100.0%</b>	<b>212,973</b>	<b>2,791,976</b>	<b>-9.7%</b>	<b>-4.3%</b>	<b>-1.8%</b>

	2013	2012	2011
Average Visits per Capita for Current Month:	5.5	5.8	6.0
Average Visits per Capita for Year-to-Date:	5.8	5.8	6.0
Service Area Population:	422,500	422,500	422,500

# Johnson County Library Three-Year Trend in Library Visits



# Radio Frequency Identification Conversion

Johnson County Library's Evaluation and Report

# Radio Frequency Identification Conversion

Johnson County Library's Evaluation and Report

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## The Decision to Convert to RFID Technology

In 2008, the Johnson County Library's Tier II Leadership Class completed a report analyzing materials management across departments and locations. The Library was faced with significant challenges to properly manage the collection of materials:

1. A lack of ability to conduct inventories
2. A lack of ability to accurately track and protect against loss

Several alternatives to provide better inventory management were evaluated by Johnson County Library staff:

Solution	Estimated Start-Up Costs
<b>Locking Cases</b> Locking cases for Entertainment DVDs and Video Games, as well as security gates at Central Resource Library only	\$230,000-\$320,000
<b>Juke-Box System</b> Secure systems similar to RedBox vending systems for Adult (not youth) Entertainment DVDs and Video Games	\$736,000 - \$784,000
<b>RFID System</b> Tags and security gates for all items at all 13 locations	\$652,000-\$700,000

### Locking DVD/Games Cases Solution (Minimum costs)

- Buy 13 unlocking devices to work with Self-Checks
- Buy 10 more Self-Checks (to help standardize self-checks to work with RFID)
- 80,000 RFID tags that are also hub labels for Entertainment DVDs and games
- Buy 1 set of RFID gates for Central

Estimated Costs: \$230,000-\$320,000

Considerations:

- Doesn't provide any system for conducting an inventory of the collection
- Doesn't protect against patrons walking out with DVDs or Games rather than checking them out anywhere but Central
- Doesn't protect books, CDs, or other materials at any location
- Staff capacity to lock and unlock the cases during processing reduces efficiency
- Significant on-going costs for locking cases

### Vending Machine Protection System for Most Location (Minimum costs)

- Buy vending machine style protection systems for all locations
- Includes the bare-minimum of storage space for Entertainment DVDs and Games with estimates of what is usually on the shelf, not the full inventory
- Comes with self-check as part of basic installation
- Does protect against theft

Estimated Costs: \$736,000-\$784,000

Considerations:

- Doesn't provide any system for conducting an inventory of the collection
- It would be very difficult to find the space in the 13 locations for such large systems and add-on storage units

- High staff capacity required to load discs into systems
- Doesn't project the majority of the collection: books, CDs or any other materials

#### RFID System

- 1,000,000 RFID basic tags to gradually retro-fit collection
- 50,000 RFID hub-label tags for high-theft discs
- RFID Enabled Security Gates at all 13 locations
- Upgrade to RFID Enabled Checkout Machines
- Enterprise level staff RFID software system

Estimated Costs: \$652,000-\$700,000 (Could be gradually phased in over 3 years)

#### Considerations:

- Provides the ability to conduct inventories of the collection
- Protects entire collection, all format types
- Protects at all locations
- In addition to start-up costs, there would be additional on-going costs for RFID tags for all newly purchased items, annually
- Creates exceptional opportunities for automation and improved efficiencies in the future (RFID shelf-reading, automated check-in via RFID, etc.)
- Creates exceptional opportunities for new building projects such as Monticello and the ability to automate more materials handling processes

#### RFID technology enables the library to:

- **Conduct regular inventories to improve collection management.** Inventory is essential to improving the management of the collection.
- **Save staff time and significant money.** The discharge function can be automated. Materials returned in book/AV return chutes can be automatically read and discharged without staff intervention.
- **Better secure the collection.** RFID technology works on a microchip located in books or affixed to audiovisual materials. Gates installed at library entrances are activated if materials are not checked out. Staff is notified by specific title which materials were not checked out.

In November 2010, the Library Board approved the use of RFID technology. The estimated \$652,000-\$700,000 would be phased in over 3 years and would come primarily from the Information Technology, Technical Services, and Collections budgets.

## Vendor Selection

Library requirements for an RFID system include;

- Functional, reliable RFID related equipment, including, but not limited to: security gates, self-check machines, staff RFID stations, and portable tagging carts.
- Highly accurate tagging system and reception of RFID equipment with durable, high-functioning RFID tags.
- Exceptional usability of RFID-related software and equipment including, but not limited to: security gates, self-check machines, staff RFID stations, staff command center, and portable tagging carts
- Unlimited training for technical and public service staff on all aspects of RFID-related equipment
- Gates should include the “smart” functionality that ensures that when the gates are activated, staff can be alerted to the specific title/item(s) that was/were not checked out prior to going through the gates
- Entire RFID system, including but not limited to gates, staff-stations, staff command center, and self-checks should all work alongside JCL’s Integrated Library System (ILS), SIRSIDynix’s Symphony 3.3.1
- RFID systems and software will be updated and tested to ensure that they work with continuing upgrades of SIRSIDynix’s Symphony, and 3M service and sales personnel will keep JCL staff abreast of changes in SIRSIDynix’s Symphony upgrades that will affect or be affected by the RFID system.
- Unlimited, efficient and timely in-person service on all aspects of the RFID system, including but not limited to security gates, self-check machines, staff RFID stations, and portable tagging carts.
- Timely and effective installation and calibration of security gates, checkout machines, staff RFID stations, and all other RFID-equipment.

## Vendor Research

Vendor research started with the 3 vendors JCL is already working with in some capacity relating to RFID components. Two of these vendors are strategic partners with our Integrated Library System vendor, SIRSIDynix:

- Envisionware (PC/Print Reservation System, E-Commerce, 16 checkout machines)
- 3M (26 checkout machines, existing security gates, strategic RFID partner with ILS vendor: SIRSIDynix)
- ITG (No equipment at this point, but the other strategic RFID partner with ILS vendor: SIRSIDynix)

## Colleague Interviews

JCL staff interviewed other public libraries that were similar to JCL (same ILS--SIRSIDynix, large collection, many locations, floating collections), and that had implemented Envisionware, ITG, or 3M RFID systems within the last 1-2 years. Libraries interviewed included:

- Buffalo & Erie County Public Library (37 locations)
- Austin Public Library (20 locations)
- Edmonton Public Library (17 locations)
- Pikes Peak Library District (14 locations)
- Riverside County Library System (35 locations)

**Existing State/Federal Contract for 3M vs. RFP Process**

Before interviews and research went too far, JCL staff had to determine if an RFP process would be the next step. With an existing GSA contract, JCL can purchase 3M RFID equipment and related software. Therefore, the RFID Research group focused on the following: *Is 3M the right vendor for JCL based on price, service & functionality, or should JCL publish an RFP for RFID services?*

**Evaluation of Selected RFID Vendors**

	<b>Envisionware</b>	<b>3M</b>	<b>ITG</b>
<b>Pricing for Basic RFID System + Security Gates</b>	\$800,000 (approximate)	\$708,200	\$1,000,000+
<b>Local Service Personnel</b>	No	Yes	Unknown
<b>JCL's experience with vendor's recent service</b>	Spotty	Good	N/A
<b>Reputation for Equipment Quality</b>	Fair	Excellent	Good
<b>Reputation for Software Functionality</b>	Poor out of the box, but customizable	Excellent out of the box, fewer customization options	Unknown

**3M Price**

- 3M's competitive pricing would allow JCL to implement RFID (including gates, upgraded checkout machines, staff stations, tags, and tagging station rental) for \$708,200—the lowest of all bids received.
- 3M has provided attractive ongoing service and maintenance pricing. For the basic RFID system (gates, checkout machines, staff stations), JCL would be able to plan for about \$65,000 in annual maintenance costs. JCL is currently paying \$30,000 in service and maintenance for 26 3M checkout machines, therefore, the increase would only be about \$35,000 more annually.

**3M Service**

- 3M contracts with service personnel in the Kansas City area and makes frequent on-site visits. Other vendors do not have local service available and must conduct most service remotely. Providing in-person service and trouble-shooting for RFID equipment (such as permanent gates) is important to the long-term effectiveness of the system.
- JCL staff has worked with 3M staff to develop strong relationships and good communication between the JCL IT department and the 3M service and sales teams to ensure reliable and consistent service, regardless of staffing changes (from either organization).
- As an example of 3M's service and commitment to JCL, 3M was the only vendor that took the time to fly to Kansas City and visit all 13 JCL locations to evaluate each building and provide thoughtful, accurate recommendations to ensure the lowest price without sacrificing quality.

**3M Functionality**

- In terms of usability, functionality and dependability of equipment, 3M is undisputedly the best RFID vendor for libraries.
- When other libraries have selected vendors other than 3M, they have done so based on the usual high price of 3M systems, not equipment or functionality. Everyone library JCL staff spoke with felt that 3M had the best overall system.
- JCL patrons and staff repeatedly tell us that they prefer the functionality of the 3M checkout machines over the Envisionware machines. When watching patrons use both systems, patrons are more successful and seem to have fewer problems when using 3M machines.
- 3M is a strategic partner with SIRSIDynix, JCL's ILS vendor. There are multiple successful 3M RFID implementations with SIRSIDynix sites use the same configuration as JCL. This results in a more thoroughly tested and proven reliable integration with the SIRSIDynix products. This proven track record is a valuable factor in evaluating 3M against the other vendors.

Given the above findings, staff concluded we could move forward with the term and supply purchase rather than conduct RFP for other solutions.

## Funding for RFID Conversion

The original estimated \$708,200 needed to implement RFID was phased in across 3 fiscal years (2010, 2011, and 2012) and shared among the Library's Information Technology, Technical Services, and Collection Development Departments.

Funding was accomplished within existing budgets without sacrificing patron or staff services by:

1. Phasing in the project over 3 fiscal years (2010-2012)
2. Re-structuring current work practices
3. Re-negotiating service agreements with existing vendors.

Past operating budgets have included \$250,000 - \$300,000 basic technology fees over the last several years. These fees have been evaluated and renegotiated. As a few examples:

- Renegotiating our SIRSIDynix subscription, estimated savings \$15-\$25K annually starting in 2011.
- Migrating the e-newsletter system and online program calendar system to hosted servers rather than paying to maintain the current number of JCL servers and related software.
- Discontinuing the federated search product (saving about \$9,500 annually). This search system was never truly functional and had dismal usage statistics.
- Based on recommendations from the InfoTech Consultants (Technology Assessment Report 2008), JCL IT staff spent 2010 investing time and funds into a more robust virtual server environment. These investments will save about \$65,000-\$75,000 annually.
- Overhauling PC purchasing plans to cycle staff PCs to public PCs rather than purchasing new PCs for the public.
- Utilizing the \$50,000 of fund balance approved by the BOCC in 2011 to purchase additional checkout machines.

## Actual Costs

The RFID project was completed ahead of schedule and under budget. This was managed despite staffing vacancies created by the County's Voluntary Retirement Incentive Package, hiring freeze, as well as reductions in budget and hours.

Location	Items Tagged	Staff Hours	Volunteer Hours	Equipment Cost	Total Cost
Antioch	57,000	696	160	\$ 44,121.70	\$ 56,176.42
Blue Valley	83,925	624	110	\$ 61,039.22	\$ 71,846.90
Cedar Roe	59,980	406	20	\$ 41,546.95	\$ 48,578.87
Central Resource	201,647	664	36	\$ 94,682.26	\$106,182.74
Corinth	57,016	503	21	\$ 59,297.16	\$ 68,009.12
DeSoto	15,401	90	10	\$ 10,574.32	\$ 12,133.12
Edgerton	4,601	10	0	\$ 5,360.24	\$ 5,533.44
Gardner	32,188	199	16	\$ 34,541.47	\$ 37,988.15
Lackman	54,210	364	108	\$ 43,143.70	\$ 49,448.18
Leawood Pioneer	52,155	355	28	\$ 59,779.36	\$ 65,927.96
Oak Park	60,522	786	19	\$ 59,513.16	\$ 73,126.68
Shawnee	49,109	241	16	\$ 39,920.18	\$ 44,089.97
Spring Hill	7,703	82	0	\$ 8,187.40	\$ 9,607.64
<b>TOTALS</b>	<b>735,457</b>	<b>5,020</b>	<b>544</b>	<b>\$ 561,707.06</b>	<b>\$648,649.13</b>

Equipment	Costs
Security Gates	\$149,486.46
RFID Tags	\$185,290.92
RFID Reader Pads	\$ 90,238.72
3M Conversion Station Lease	\$26,287.50
Checkout Machine Upgrades	\$110,403.46
Other Materials	\$13,468.56
<b>TOTAL</b>	<b>\$561,707.06</b>
<b>Budgeted Cost</b>	<b>\$708,200.00</b>
<b>Savings</b>	<b>\$146,492.94</b>

## Project Planning and Management

The RFID project at JCL was unprecedented and required a great deal of planning and management. The approach that was taken became a model for future project management.

There was a core group formed, as well as several sub-teams to tackle the vast reach of responsibilities and tasks involved with a project of this magnitude.

The Core RFID Team met bi-weekly or monthly throughout the entirety of the project. Sub-teams would regularly report progress to the Core RFID Team to ensure clarity, direction, and coordination. This project management structure would go on to serve as a model for JCL's approach to future projects.

There were a total of 37 people working on the RFID Teams, which counts for fully 10% of the Johnson County Library staff.

The teams were set up as follows:

### Core RFID Team

#### Kim Gile, Project Manager

Stephanie Bailey, Assistant Manager  
Emily Baker, Olathe Public Library Director  
Jason Barnes, Technical Services Manager  
Pat Beers, Integrated Library System Manager  
Aimee Bourland, Leadership Participant  
Bobbi Bradley, Leadership Participant  
Kevin Chacey, IT Analyst  
Rose Crane, Technical Services Supervisor  
Angel Dew, Leadership Participant  
Leslie Ellsworth, Olathe Public Library Representative  
Adam Wathen, Collections Manager  
Joyce Goad, Initial Project Manager

Matt Hammes, Assistant Manager  
Junie Hao, Olathe Public Library Representative  
Mike Heffernan, Facilities Manager  
Jennifer Mahnken, Associate Director for Branches  
Don Martin, Branch Representative  
Kate McNair, Leadership Participant  
Steve Neilson, Olathe Public Library Representative  
Erica Reynolds, Former IT Manager  
Matt Sapp, IT Manager  
Tricia Suellentrop, Deputy Director  
Bryan Voell, Leadership Participant  
Carolyn Weeks, Associate Director for Central

### Checkout Machine Team (Sub-Team)

#### Kevin Chacey, Lead

Pat Beers, Integrated Library System Manager  
Kim Gile, Circulation Manager  
Matt Hammes, Assistant Manager

Mike Heffernan, Facilities Manager  
Steve Neilson, Olathe Public Library Representative  
Eustache Nguie Sino, Former IT Analyst  
Erica Reynolds, Former IT Manager

### Collection Tagging & Ongoing Maintenance (Sub-Team)

#### Rose Crane, Lead

Adam Aron, Former Technical Services Clerk  
Jason Barnes, Technical Services Manager  
Peter Cartford, Collection Development Specialist

Kim Gile, Circulation Manager  
Mary Peters, Technical Services Clerk  
Adam Wathen, Collections Manager

### Communications, Promotions, & Training Team (Sub-Team)

#### Erica Reynolds, Lead

Rose Crane, Technical Services Supervisor

Kasey Riley, Communications Manager  
Scott Sime, Technology Training Specialist

Kim Gile, Circulation Manager  
Aubrey Seavey, Training Specialist

Adam Wathen, Collections Manager

**Evaluation Team (Sub-Team)**

**Jennifer Mahnken, Lead**

Pat Beers, Integrated Library System Manager  
Kim Gile, Circulation Manager  
Matt Hammes, Assistant Manager

Erica Reynolds, Former IT Manager  
Jerry Roy, Former Statistician  
Adam Wathen, Collections Manager  
Carolyn Weeks, Associate Director for Central

**Pre-Processing & Outsourcing Team (Sub-Team)**

**Jason Barnes, Lead**

Adam Wathen, Collections Manager

**Retro-Tagging Implementation Team (Sub-Team)**

**Kim Gile, Lead**

Adam Aron, Former Technical Services Clerk  
Stephanie Bailey, Leadership Participant  
Jason Barnes, Technical Services Manager  
Pat Beers, Integrated Library System Manager  
Aimee Bourland, Leadership Participant  
Bobbi Bradley, Leadership Participant  
Angel Dew, Leadership Participant

Patti Mangelsdorf, Lead Page  
Don Martin, Branch Representative  
Debbie McLeod, Former Collection Development Specialist  
Kate McNair, Leadership Participant  
Adam Wathen, Collections Manager

**Security Gates Team (Sub-Team)**

**Matt Sapp, Lead**

Dean Allman, Assistant Facilities Manager  
Mike Heffernan, Facilities Manager

Jennifer Mahnken, Associate Director for Branches  
Kevin Patrick, IT Analyst

**Staff Stations Team (Sub-Team)**

**Matt Hammes, Lead**

Pat Beers, Integrated Library System Manager

Kim Gile, Circulation Manager  
Matt Sapp, IT Manager

**Weeding & Inventory Management Team (Sub-Team)**

**Adam Wathen, Lead**

Jason Barnes, Technical Services Manager  
Pat Beers, Integrated Library System Manager

Kim Gile, Circulation Manager  
Jennifer Mahnken, Associate Director for Branches  
Carolyn Weeks, Associate Director for Central

In the end, every single member of the Johnson County Library staff played a role in the conversion to RFID technology. It impacted everyone, whether it was through evaluating contracts, training staff, tagging materials, transporting equipment, helping patrons transition to the new technology, or talking to the media. Everyone participated.

## RFID Conversion Timeline

The entire RFID project was completed between Summer 2010 and Winter 2012.

Key accomplishments include:

- Conducting an inventory of the entire collection
- Weeding the entire collection prior to and during tagging
- Implementing security at each location
- Implementing automation at 4 locations

Our timeline was as follows:

RFID Research begins	Summer 2010
RFID Presentation to Library Board	September 2010
Library Board approves basic implementation of RFID	November 17, 2010
RFID Team Meetings begin	January 2011
RFID/Sorters Presentation at Library Board Meeting	May 18, 2011
Library Board approves use of 2011 fund balance for Sorters	June 2011
Library Board approved closure of Antioch & Lackman for tagging	July 2011
All locations begin tagging holds	August 30, 2011
Antioch Library Conversion Pilot - <b>Opened Early</b>	Aug 30-Sept 1, 2011
Central Resource Library Tagged (during business hours)	Sept 12-Dec 2, 2011
Library Board approves closure of BV	September 21, 2011
Lackman Library Conversion Pilot	October 4-5, 2011
RFID update to the Library Board	October 19, 2011
Board approves remaining RFID closure schedule	November 16, 2011
Blue Valley Conversion- <b>Opened Early</b>	November 15-17, 2011
BOCC approves use of Fund Balance from 2012 for sorter purchase	November 2011
Oak Park Conversion- <b>Opened Early</b>	January 10-12, 2012
Corinth Conversion - <b>Opened Early</b>	January 31-February 2, 2012
DeSoto Conversion - <b>Early Completion</b>	February 16, 2012
Leawood Pioneer Conversion	February 21-22, 2012
Blue Valley Sorter Installed- <b>Finished and Operational Early</b>	February 28, 2012
Spring Hill Conversion - <b>Early Completion</b>	March 8, 2012
Shawnee Conversion	March 13-14, 2012
Edgerton Conversion - <b>Early Completion</b>	March 15, 2012
Central Sorter Installed - <b>Finished and Operational Early</b>	March 20, 2012
Cedar Roe Conversion	March 27-28, 2012
Gardner Conversion - <b>Opened Early</b>	April 4-5, 2012
Shawnee's Smart Schutes Installed	November 16, 2012
Leawood Pioneer's Sorter Installed	December 7, 2012
Inventory Concluded	January 2013



Above: Gardner Library staff tagging the last item during the conversion

## Inventory

Johnson County Library has never done a formal inventory. When looking at the execution of tagging the entire collection, we realized that we could capitalize on the opportunity of handling every item by conducting a simultaneous inventory.

As we tagged each item, a log was created. We regularly combed through the logs to fix cataloging errors, correct item statuses, and track progress. As we finished a building's collection, we flagged all of the items that we had listed in our database that didn't get tagged with a special status. After we had tagged all locations and allowed 8 months for checked out items to get turned in, we concluded the inventory.

Our inventory was conducted from August 2011 to January 2013. Staff anticipated that the true number of items in the inventory would be 10-15% lower than what we thought we had at the start.

Total collection prior to Inventory	1,112,189
Current Inventory	975,169
Difference	137,020
Percentage Difference	-12.4%

During the retro-tagging, staff "found" thousands of items that were previously thought to be gone. These items were thought to be missing, lost in-transit, and so on. Note that these were items recovered only during the retro-tagging, between August 2011 and April 2012. Items continued to be "found" until the inventory concluded in January 2013.

Location	Items "Found"	"Found" Value
Antioch	1,512	\$ 34,700
Blue Valley	1,563	\$ 35,871
Cedar Roe	305	\$ 7,000
Central Resource	1,303	\$ 29,904
Corinth	673	\$ 15,445
DeSoto	41	\$ 941
Edgerton	223	\$ 5,118
Gardner	232	\$ 5,324
Lackman	784	\$ 17,993
Leawood	269	\$ 6,174
Oak Park	515	\$ 11,819
Shawnee	112	\$ 2,570
Spring Hill	291	\$ 6,678
<b>TOTALS</b>	<b>7,823</b>	<b>\$ 179,538</b>

The Library has committed to conducting a regular full inventory of the collection. Meanwhile,

- We have established weekly search for missing and lost items to lower loss rates and maintain accuracy
- We track items in the catalog when they are used as an ongoing inventory practice
- We look for items that are have not been used after a period of time

## Automation

Clerks spent approximately 35% of their time checking in returned materials. It is labor intensive and can result in mistakes because of the amount of materials touched and the attention to detail needed. Clerical staff didn't always have the time to accomplish other needed duties. Information Services staff and managers would assist with clerical functions as a result. These duties included processing and shelving holds, checking out patrons, handling fines, etc.

Clerical staff can be reduced by utilizing RFID's automation capabilities. Approximately 20% less staff time will be needed to check in returned material. That time can be spent on other tasks such as direct patron service. Less Information Services and Management time will be needed to assist clerks. The reduction in the number of touches per item results in more efficient processes. More efficient processes lead to fewer staff needed to perform such tasks, as well as fewer processing errors which results in higher customer satisfaction higher return on taxpayer dollar.

Funding for automation equipment came from the 2011 and 2012 Fund Balance.

## Sorters

Sorters automated the check-in and sorting of materials. The error rate with sorters is less than 1%, according to 3M scientists. Sorted material only needs to be organized onto carts and shelves. Materials requiring special attention are sorted into a particular bin. Staff can then handle those exceptions more efficiently. Sorters speed up the check in process as well as offer a more accurate process.

The ideal setup for sorters is to have them take materials from the internal and external material drops because it enables for 24-hour processing. It would also eliminate the need for staff to come in to manage large return volumes during holiday closures. The buildings with sorters do not allow such a configuration without significant remodeling. Sorters have a large footprint and most JCL locations do not have the space to accommodate them.

Three locations have sorters installed: Central Resource, Blue Valley, and Leawood Pioneer. These locations were prioritized as ideal locations for sorters because of their circulation volume and building layout. The costs will vary based on the size of each facility and the components needed for each sorter.

Location	Equipment Cost	Annual Maintenance Cost
Blue Valley	\$240,154.00	Approximately \$19,000
Central Resource	\$218,142.00	Approximately \$19,000
Leawood Pioneer	\$191,250.00	Approximately \$19,000

Library staff estimates a 1-2 year payback from installing sorters at Blue Valley, Leawood, and Central Resource Libraries. This is based on the reduction of 3 FTE in clerical staff. This does not include the intangible paybacks including: faster turnaround getting items off patron records; fewer mistakes in processing materials; and a cleaner, more accurate inventory of materials.

*Blue Valley*

Blue Valley installed a seven bin sorter, including two patron feed intakes and one staff feed intake. It is installed at the internal material return. Staff has nicknamed the sorter Ziggy.



*Central Resource*

Central Resource installed a seven bin sorter, including two patron feed intakes and one staff feed intake. This sorter is also installed at the internal material return. Staff has nicknamed Sir Sorts-a-Lot.



*Leawood Pioneer*

Leawood Pioneer installed a five bin sorter, including two patron feed intakes and one staff feed intake. This sorter was also installed at the internal material return. Staff has nicknamed the sorter Jean Paul Sortre.



**Smart Chutes**

Smart Chutes also automate the check-in process in a simpler way. The Smart Chutes do not provide any sorting, they simply check in materials as they are dropped into a return bin. Staff then sorts materials from the bin. Like sorters, Smart Chutes allow for fewer mistakes and speedier check-in.

The Shawnee Library installed two Smart Chutes, one at the internal material drop and one at the external material drop.

Location	Equipment Cost	Annual Maintenance Cost
Shawnee	\$18,500	Approximately \$2,500



Left: Internal Material Return, Right: External Material Return

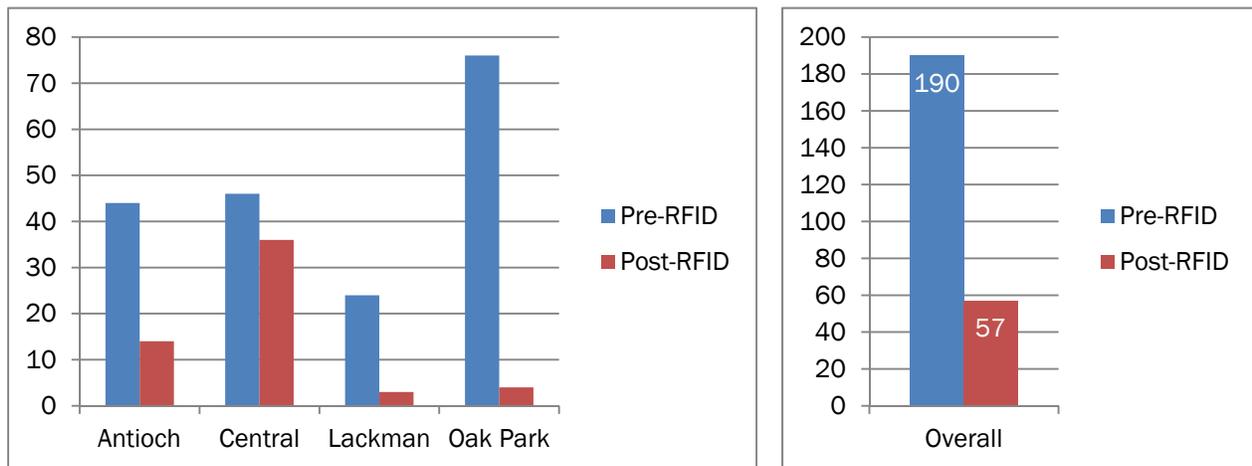
## Evaluation

### Theft Reduction

One of the driving factors in our decision to select RFID was the potential reduction in theft. According to our theft tracking via incident reports, we have been able to reduce theft by approximately 70%.

A 70% reduction in theft cannot be attributed to RFID alone. In conjunction with our implementation of an RFID system, a large-scale staff education process was launched to raise staff confidence in addressing patron behavior issues, including theft and suspicion of theft. Key outcomes of this process pertaining to theft reduction included familiarity with policies concerning theft, information on the techniques and deterrents of retail theft, and role-playing various theft scenarios. This process was designed to empower staff to proactively address issues in the library, in the name of excellent customer service with the expectation that staff would view *themselves* as the primary theft-deterrent system and the RFID gates and tags as merely an alert system.

The numbers below are gathered from four locations: Antioch, Central, Lackman, and Oak Park. For each location, a sample (pre-) was gathered as a point of comparison. The pre- sample was gathered from a three-month period (1/1/2011-4/1/2011). The post- sample (1/1/2012-4/1/2012) was taken one year after the pre- sample, after sample locations had been converted to RFID.



The pre- samples were gathered from JCL's old incident report database. The post- samples were gathered from JCL's new incident report database.

Oak Park's theft numbers dropped sharply after RFID, which was partially due to DVD holds at Oak Park being held behind the Circ Desk.

### Staff Time Saved

RFID technology has proven to reduce time spent on materials handling as well.

Materials getting checked in, or discharged, are turning over faster. The following shows the improvement in the manual discharge process alone—without automated sorters.

Time spent discharging a tub of materials pre-RFID	36:43
Time spent discharging a tub of materials post-RFID	32:12
Total time saved on each tub	4:31
Percentage saved	12.3%
Annual Savings (6.4 Million Annual Circulations)	1.54 FTE

## Lessons Learned

The staff working on this project was intentionally adaptable throughout the process. We knew that there would be things that we didn't plan for and things that wouldn't go as planned. We learned that a project of this magnitude does, indeed, take a village.

### Inventory

Key lessons from our inventory include:

- We benefited greatly from doing a simultaneous inventory as we tagged collections.
- We discovered gaps and errors that were unexpected
- The inventory needs to be maintained diligently
- We needed to wait several months for items to be returned in order to tag the majority of the collection

### Staffing

Key staffing lessons include:

- Staff had higher accuracy rates in tagging than volunteers
- Having the buildings closed greatly facilitated and expedited the tagging

### Training

Key lessons from our inventory include:

- Hands-on practice was the best way to train staff
- It's ideal to train people on tagging as soon as possible to the time they will actually be tagging
- Have a few "extra" people who can troubleshoot tagging stations and restock tags so as not to disrupt the flow of the taggers

### Evaluation

Key lessons from our evaluation include:

- It was difficult to know what we wanted to measure  
We didn't have all the statistics we wanted so we could do a before/after comparison
  - Claims returned – difficult to capture
  - Inventory number – only snapshot number really – plus it is constantly changing
- Some things based on anecdotal information, not fact ; Had to make some assumptions and then figure out how to prove it
  - Not everyone reported theft/ missing DVD cases consistently in incident report database prior to RFID, but we know it occurred – won't have a 100% accurate number of theft reduction but can say anecdotally it went down.
- We know the true savings comes with implementing sorters
  - Instant check-in without staff intervention
  - Drastically reduced number of claims returned
  - Items pre-sorted- gets items on shelf faster
  - Can't have sorters at every location
- Proving tagging will ultimately save clerk time is harder to prove, less dramatic number.
  - Faster time to process returns
  - Faster processing of holds
  - Faster processing of clear holds
- Reporting number of "found" items is somewhat subjective – can be manipulated depending on what and how we count
- Reporting the found number is also tricky – want to show we found material but don't want to admit it was lost in the first place. It also leads to the question – where are the other materials and what happened to them? How much have we lost to theft?

## **EXECUTIVE SUMMARY YEAR END 2012**

For the fiscal year ending 2012, the combined unrestricted balance for the Library Operating and Special Use funds is estimated to total \$4,065,214. This amount represents expenditure and revenue budget balances, less reserves for encumbrances and Governmental Auditing and Accounting Principles (GAAP) accruals, and produces the fund balance or carry-over. Carry-over of \$405,978 is earmarked in 2013 to fund Collection restoration at \$93,661, Scheduled Replacement at \$140,000, debt service expenses at \$10,000 and revenue shortfalls at \$162,317, leaving an estimated available balance of \$3,659,236.

### **Revenues**

The combined revenue balance for 2012 is \$2,438,809. Operating fund revenue balance totals \$2,231,830, which reflects prior year carry-over of \$2,370,357 and a 2012 revenue shortfall of \$138,527. Shortfalls occurred with the following revenue sources: Fines and Fees (\$138,186); Investment Interest (\$112,822); Grants (\$39,013); and miscellaneous revenue (\$12,192). Offsetting revenue overages include: Delinquent Property Taxes at \$94,478; Motor Vehicle Taxes at \$40,890; Property Taxes at \$18,936; and miscellaneous sources at \$9,382. When grants are removed from the equation, the shortfall is reduced to \$99,514.

The Special Use fund revenue balance totals \$206,979, which reflects prior year carry-over of \$187,573 and a 2012 revenue overage of \$19,406. Delinquent Property Taxes came in over budget by \$13,034, Motor Vehicle Taxes by \$8,616 and Property Taxes by \$1,916. These overages are offset by shortfalls in miscellaneous revenues (\$4,160).

### **Expenditures**

The overall expenditure balance for 2012 is \$1,649,964 (before reserves for encumbrances and accruals). The Operating expenditure balance totals \$1,554,527. When balances for tax increment financing (TIF) of \$121,765 and for grants of \$39,034 are removed, the adjusted operating balance totals \$1,393,728.

Salary and Benefit expenditures came in under budget by \$1,012,856. Salary savings were due to turnover and limited hiring. Collectively, Contractual Services, Supplies and Capital Outlay expenditures came in under budget by \$380,872. These savings are driven by computer hardware coming in under budget by \$205,164; this is due to lower than anticipated costs for sorters and to items totaling \$53,139 being ordered in 2012 but delivered and paid for in 2013 (these funds are encumbered and will be rolled over to reimburse the 2013 budget). Other major savings include lawn care and snow removal at \$90,072, communication at \$53,430 and temporary labor at \$23,105. Other miscellaneous balances make up the remainder of \$9,101.

The Special Use fund expenditure balance totals \$95,437, but when TIF funding of \$16,209 is removed, the resulting balance is \$79,228. Debt service expenditures were

under budget by \$8,751. Capital, Maintenance and Repair expenditures were under budget by \$70,477. This savings is partially due to items totaling \$32,735 being ordered in 2012 but being delivered and paid for in 2013; these funds are encumbered and will be rolled over to reimburse the 2013 budget. Savings of \$37,742 result from cancellation of a purchase order.

## SUMMARY YEAR END 2012

	2012 Budget	2012 Actual	2012 Balance	Adjusted Balance*
<b>Revenues</b>	\$24,860,264	\$ 27,299,073	\$ 2,438,809	\$ 2,438,809
<b>Expenditures</b>	\$24,860,264	\$ 23,210,300	\$ 1,649,964	\$ 1,649,964
<b>Estimated Carry Over - Budgetary Basis</b>				<b>\$ 4,088,773</b>
Less Accounting Adjustments by TFM**				<u>\$ 23,559</u>
<b>Adjusted Carry Over - CAFR***Basis</b>				<b><u>\$ 4,065,214</u></b>

\*Balance reflects use of prior year carryover totaling \$1,507,284 to fund the 2012 budget. Remaining prior year carryover of \$2,557,930 is included. Use of reserves funding for 2013 reduces this balance by \$405,978.

\*\*Treasury and Financial Management

\*\*\*Comprehensive Annual Financial Report

**JOHNSON COUNTY LIBRARY REVENUE REPORT**  
**Year End 2012**  
**100% of Year Lapsed**

REVENUE ALL FUNDS Year End 2012	2012 Year to Date	2012 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,312,348.87	\$19,291,497	100%	100%
Ad Valorem Delinquent	\$440,157.88	\$332,646	132%	142%
Motor Vehicle	\$2,015,706.74	\$1,966,201	103%	96%
Library Generated - Copying/Printing	\$84,154.23	\$82,200	102%	101%
Library Generated - Overdues / Fees	\$721,814.38	\$860,000	84%	85%
Sale of Library Books	\$50,000.00	\$50,000	100%	100%
Misc Other	\$19,992.68	\$32,590	61%	208%
Library Generated - Other Charges	\$253,613.73	\$249,697	102%	83%
Investment	\$78,627.77	\$191,450	41%	0%
Unencumbered Balance Forward	\$4,065,214.00 #	\$1,507,284 **	270%	230%
Recreational Vehicle Tax	\$6,176.64	\$8,754	71%	91%
Heavy Trucks Tax	\$9,202.26	\$8,695	106%	112%
Rental Excise Tax	\$24,026.44	\$22,200	108%	97%
State and Federal Grants	\$217,265.25	\$230,000	94%	68%
Transfers	\$0.00	\$26,278	0%	0%
Use of Debt Reserves ***	\$772.12	\$772	100%	100%
<b>TOTAL REVENUE</b>	<b>\$27,299,072.99</b>	<b>\$24,860,264</b>	<b>110%</b>	<b>109%</b>

#Unaudited, estimated figure

\*\*The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

\*\*\* For Year End reporting purposes, the county Debt Service Fund for library debt has been added to Special Use Fund totals. Library debt is segregated from other departments in the county-wide Debt Service Fund. Debt Fund reserves of \$772.12 were used to augment the Special Use Fund debt service allocation. The cumulative fund balance in the Library Debt Fund totaled \$20,372.03 at the end of 2012.

# JOHNSON COUNTY LIBRARY REVENUE REPORT - BY FUND

Year End 2012

100% of Year Lapsed

REVENUE - OPERATING FUND	2012 Year to Date	2012 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$17,070,705.30	\$17,051,769	100%	100%
Ad Valorem Delinquent	\$384,460.63	\$289,983	133%	145%
Motor Vehicle	\$1,776,386.69	\$1,735,497	102%	96%
Library Generated - Copying/Printing	\$84,154.23	\$82,200	102%	101%
Library Generated - Overdues / Fees	\$721,814.38	\$860,000	84%	85%
Sale of Library Books	\$50,000.00	\$50,000	100%	100%
Misc Other	\$19,992.68	\$29,900	67%	246%
Library Generated - Other Charges	\$253,613.73	\$249,697	102%	83%
Investment	\$78,627.77	\$191,450	41%	0%
Unencumbered Balance Forward	\$3,615,422.00 #	\$1,245,065 **	290%	234%
Recreational Vehicle Tax	\$5,442.56	\$7,727	70%	91%
Heavy Trucks Tax	\$8,062.99	\$7,675	105%	111%
Rental Excise Tax	\$21,122.68	\$18,000	117%	105%
State and Federal Grants	\$217,265.25	\$230,000	94%	68%
Transfers	\$0.00	\$26,278	0%	0%
<b>TOTAL OPERATING</b>	<b>\$24,307,070.89</b>	<b>\$22,075,241</b>	<b>110%</b>	<b>109%</b>
REVENUE - SPECIAL USE FUND	2012 Year to Date	2012 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$2,241,643.57	\$2,239,728	100%	100%
Ad Valorem Delinquent	\$55,697.25	\$42,663	131%	126%
Motor Vehicle	\$239,320.05	\$230,704	104%	97%
Unencumbered Balance Forward	\$449,792.00 #	\$262,219 **	172%	204%
Recreational Vehicle Tax	\$734.08	\$1,027	71%	91%
Heavy Trucks Tax	\$1,139.27	\$1,020	112%	115%
Rental Excise Tax	\$2,903.76	\$4,200	69%	64%
Misc Other	\$0.00	\$2,690	0%	0%
Transfers	\$0.00	\$0	0%	0%
Use of Debt Reserves ***	\$772.12	\$772	100%	100%
<b>TOTAL SPECIAL USE</b>	<b>\$2,992,002.10</b>	<b>\$2,785,023</b>	<b>107%</b>	<b>110%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$27,299,072.99</b>	<b>\$24,860,264</b>	<b>110%</b>	<b>109%</b>

#Undaudited, estimated figure

\*\*The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

\*\*\*For Year End reporting purposes, the county Debt Service Fund for library debt has been added to Special Use Fund totals. Library debt is segregated from other departments in the county-wide Debt Service Fund. Debt Fund reserves of \$772.12 were used to augment the Special Use Fund debt service allocation. The cumulative fund balance in the Library Debt Fund totaled \$20,372.03 at the end of 2012.

# JOHNSON COUNTY LIBRARY: Summary of Expenditures

## Year End 2012

### 100% of Year Lapsed

OPERATING FUND	2012	2012	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$3,090,661.75	\$3,093,147	100%	101%
Administrative Services	\$1,995,251.07	\$2,155,773	93%	89%
Branch Services	\$3,617,216.16	\$3,633,288	100%	96%
Technical Services	\$702,058.05	\$794,222	88%	84%
Systemwide Services	\$2,649,896.88	\$3,086,860	86%	93%
Central	\$3,728,844.12	\$3,967,356	94%	100%
Facilities	\$1,504,467.30	\$1,650,840	91%	101%
Library Information Technology	\$2,433,713.48	\$2,734,351	89%	76%
Risk Management Charges	\$88,427.00	\$88,427	100%	100%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Grants *	\$217,244.25	\$230,000	94%	66%
Transfers to Capital Projects	\$492,934.00	\$492,934	100%	100%
Interfund Transfers	\$0.00	\$26,278	0%	0%
<b>Total Operating</b>	<b>\$20,520,714.06</b>	<b>\$22,075,241</b>	<b>93%</b>	<b>92%</b>

\* Includes expenditures for 2010 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2012	2012	% Budget	% Expended
	Year to Date	Budget	Expended	Last Year
General Maintenance	\$224,305.60	\$0	0%	0%
Capital Equipment	\$0.00	\$294,783	0%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Use of Debt Reserves	\$772.12	\$772	100%	100%
Transfer to Capital Projects	\$150,000.00	\$150,000	100%	0%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
<b>Total Special Use</b>	<b>\$2,689,585.77</b>	<b>\$2,785,023</b>	<b>97%</b>	<b>94%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$23,210,299.83</b>	<b>\$24,860,264</b>	<b>93%</b>	<b>93%</b>
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ALL FUNDS	2012	2012	% Categories	% Expended
Categories	Year to Date	Budget	Expended	Last Year
Salaries and Benefits	\$12,813,134.14	\$13,825,990	93%	95%
Contractual Services	\$2,915,403.38	\$2,841,064	103%	99%
Supplies	\$3,317,488.63	\$3,752,893	88%	97%
Capital - Operating	\$676,082.66	\$695,890	97%	1%
Risk Management Charges	\$88,427.00	\$88,427	100%	100%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Capital / Maintenance / Repair	\$224,305.60	\$294,783	76%	63%
Interfund Transfers	\$0.00	\$26,278	0%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Use of Debt Reserves	\$772.12	\$772	100%	100%
Transfer to Capital Projects	\$642,934.00	\$642,934	100%	100%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
Grants	\$217,244.25	\$230,000	94%	66%

<b>TOTAL EXPENDITURES</b>	<b>\$23,210,299.83</b>	<b>\$24,860,264</b>	<b>93%</b>	<b>93%</b>
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**FY 2014 Budget  
Request for Additional Resources – Non-Personnel**

Request:	Collections Restoration	Major Service:	Collections
On-Going/One-Time:	On-Going	Priority:	1
Department:	Library		

1. Please provide a brief summary of this request.

This request is to add \$160,000 to the Johnson County Library’s base budget for materials in 2014. Additions to 2013 Collections budget brought us back to 2010 levels. When reserves of \$93,661 are removed from the materials budget in 2014 the Collections budget will again be below 2010 levels. If this request is not met the Library materials budget will lose a total of \$93,661 or 3%. In addition, 2012 prices for library materials are, on average 1.54% higher than 2010 prices. The flat Library materials budget has not kept up with this inflation.

Johnson County Library has also expanded services in 2012 and 2013 to include delivery of eBooks, streaming music, streaming video, downloadable audio books. These additional services have, so far, been funded by reducing the number of physical materials we provide to patrons.

Outcome 1 of the Johnson County Library’s **Strategic Plan for 2008-2012** is that “patrons will experience convenient, delightful and rewarding library service.” Strategy 4 is that “patrons are able to find and obtain the library resources they want in the shortest possible time.” A 3% reduction from the materials budget and unfunded expansion into digital media would mean that patrons would have fewer materials from which to choose, longer waits for popular book and audiovisual titles, and less development of the collection in areas of need. Patrons would lose more access to library materials beginning in 2014, placing the Library’s core mission in a precarious position. Restoration of the requested \$93,661 and additional funding of \$66,339 would help to defray costs of inflation, fund development of digital collections, and keep patron access to materials from degrading further and to defray costs of inflation.

2. Place an X next to the purpose of the request and explain how the request will meet the goal.

Maintain Existing Service  Enhance Existing Service  Implement New Service

Funding of this request would defray the cost of purchasing digital formats of our collections by restoring enough funds to purchase 7,580 books or other materials for adults and youth, giving support to the collection and not adding to the negative effect that flat budget has on our ability to purchase materials that increase in cost due to inflation. The number of copies of bestsellers and blockbuster feature films would not have to be reduced as drastically so the average wait of more than 4 months to get a copy of one of the top 50 most popular fiction or nonfiction bestsellers or DVDs would not be lengthened unreasonably.

3. Please list the performance measures and budget drivers that are related to this request.

Median wait time for materials < 1 year old  
Median wait time for materials > 1 year old  
Median publication date of the collection

4. What problems or difficulties would the organization, service, function, or activity face if this request was not approved? What alternatives have been considered in lieu of this request?

If this request is not approved, JCL patrons would have 7,580 fewer items from which to select, would continue to experience long waits for popular materials, and would have less chance to find convenient, delightful, and rewarding library experiences. If the request for fund replacement is not granted, the effect on the public’s access library materials will be hampered. This leaves us with a library system that is increasingly unable to supply library materials to the public in the formats they want. Relying on donations or grants is not possible because not enough appropriate items would be donated in the desired categories to meet the need.

Request	Requested FY 2013	Budget FY 2013	Requested FY 2014	Projected FY 2014
Agency Revenues				
Expenditures				
Total County Support				

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
THURSDAY,  
February 14, 2013  
4:00 p.m.  
Central Resource Library**

**BOARD:** Mitra Templin, Catherine Nugent, Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Carol Snyder, Charley Vogt

**BOARD ATTORNEY:** Not Present

**BOCC:** Steve Klika

**STAFF:** Sean Casserley, Tricia Suellentrop, Michelle Beasley, John Helling, Diana Graves, Susan Mong, Jennifer Mahnken, Mike Heffernan, Monica Duffield, Barbara Brand, Rita Rubick, Kim Gile, Marsha Bennett, Louisa Whitfield-Smith, Adam Wathen, Kasey Riley, Meredith Nelson, Crista Anderson

**GUEST:** Georgia Sizemore, Johnson County FAC, Maury Thompson, Johnson County, Luke Ranker, Kansas City Star

Board Chairman Mitra Templin convened the meeting at 4:00 p.m. Ms. Templin asked for citizen comments. There were none.

**BOARD OF DIRECTORS COMMENTS**

Mrs. Hupp commented that the Walter Dean Myers author event had been highly successful, she was sorry to have been unable to attend.

Mr. Vogt expressed his appreciation to Susan Mong and Marsha Bennett for speaking with the President and Executive Director of the National Agricultural Hall of Fame in Bonner Springs. Marsha and Susan discussed the topic of volunteerism, utilizing volunteers to replace man hours often paid for by donations and taxes. They did an exemplary job, thank you to both.

Mrs. Nugent extended congratulations to Susan Mong on her new role as the Foundation Executive Director.

Ms. Templin announced a nominating committee to determine the leadership slate that will be voted on at the March Board meeting. She expressed thanks to Mr. Vogt and Mrs. Hupp who have agreed to serve on the nominating committee.

Ms. Templin announced that she and Neil Shortlidge will be serving on a sub-committee with Sean Casserley to discuss future CIP options and possibilities. This will be a

committee for the purpose of information gathering only; they plan to present their findings to the Board.

## **FRIENDS OF THE LIBRARY**

Marsha Bennett reported on behalf of the Friends.

At the Friends Board meeting new member orientation was held for their three most recent board members. Sean Casserley gave a presentation on the library strategic plan and the roles of the support organizations and boards associated with the library. Marsha Bennett gave a presentation on the history of the Friends and the Library. Adam Wathen, Collection Development Manager, gave a presentation to discuss eBooks, Freegal and Naxos.

The Organizational Development Committee met to discuss ways to fill vacancies and move toward ensuring a reserve pool of candidates.

The Operations Oversight Committee met to outline initial steps toward achieving the 2013 goal of reviewing the financial plan and short to long-term viability in terms of cost vs. expenses.

The Metcalf South location has been booked for the Sizzlin' Summer book sale scheduled for June 5<sup>th</sup>-8<sup>th</sup>.

January Book Store and Internet sales have been strong, so far exceeding expectations.

Top Internet items sold in January include:

Library of Congress Subject Headings (6 volume set) \$149.41

Trebizond, The Last Greek Empire of the Byzantine Era \$175.97

The John Adams Earbox: A 10-CD Retrospective \$169.95

International orders were sent to Canada, Brazil, France and China.

The Friends wish Susan Mong well in her new endeavor; she was an asset to the Friends organization and will be missed.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Foundation Executive Director, Susan Mong, presented the Board with 100 Grand candy bars and a challenge to make a donation to the Foundation in the first quarter.

Ms. Mong discussed the transition plan she and Sean Casserley have put together for her to transition from the Volunteer Services Coordinator position to the Foundation Executive Director position. The initial three month plan establishes percentages of work time in each position. The goal is to make the move as smooth as possible for all involved including volunteers, Foundation members and staff.

Ms. Mong's last event in official capacity as Volunteer Services Coordinator will be the Volunteer Recognition Luncheon to be held at the Shawnee Town Hall on April 19<sup>th</sup>.

Ms. Mong has been able to meet with many Foundation members through committee work and is planning continue meeting the Foundation members and building relationships by hosting several breakfast meetings.

The Foundation has been reviewing their strategic plan. Ms. Mong's vision is to bring a personal touch to the Foundation, build on the existing frameworks, strengthen donor relations and widen the circle.

## **BOARD OF COUNTY COMMISIONER REPORT**

Ms. Templin introduced Commissioner Klika who will be serving as Board liaison until the permanent appointment from Commissioner Eilert is made.

Mr. Klika stated that the appointments have been made, and Commissioner Peterson may be assigned to the Library Board. Commissioner Klika will be moving to Aging, Planning and Transit.

Commissioner Klika is familiar with topics relating to the library. He has completed 8 years on the Blue Valley school board and understands the various challenges and opportunities facing school libraries.

## **COUNTY LIBRARIAN REPORT**

Jennifer Mahnken, Associate Director for Branch Services, provided an update on eBooks and Freegal.

In the month of January, staff has answered 1,065 questions on eBooks. The majority of the questions have come to Central staff via phone. The success rate in assisting patrons with eBooks has remained high.

There are 4,994 individual unique titles in the collection, with a total number of 17,515 titles in the collection. There have been over 8600 checkouts with 51% of the collection having been checked out. 172 titles are on hold and there have been 17,000 hits on the eBook webpage. There have been some challenges, but overall the service has been a success.

Ms. Templin asked if eBooks can be returned early, before the three week check-out time limit.

Ms. Mahnken replied that it is possible to limit the check out time when downloading the book, but eBooks cannot be returned early. The developers are aware of this limitation and are working on a solution.

In response to questions from the Board, Ms. Mahnken and Mr. Wathen confirmed that waiting lists for eBooks are being monitored by staff. Purchasing decisions are made in part by observing the holds list.

There is not an avenue to sell purchased eBooks as it is a leasing model and e-content is owned by the publisher. There is a small backlog on some titles in which demand is high.

Ms. Nugent asked about the number of eBooks and if the collection will get larger. Ms. Mahnken replied that a portion of collection money is dedicated to eBooks and the number of accessible books from publishers may be improving.

Mr. Obi asked what types of questions are typical regarding eBooks. Ms. Mahnken replied that the majority are technical questions on how the service works with the patron's individual device.

Ms. Hupp asked how many people took advantage of the one on one eBook tutorial classes. Ms. Mahnken replied that the classes have been very popular; one class had more than 30 people. In response to demand, staff has increased the number of eBook classes and scaled down the number of attendees.

In response to questions from the Board Ms. Mahnken and Mr. Wathen indicated that prices in eBooks have not come down.

#### **Freegal –**

Freegal has been in service for a month. There have been 985 downloads by 300 individual patrons.

Mr. Casserley announced that 300 people came to the Walter Dean Myers event. He thanked library staff for their hard work.

#### **Metro Services update –**

Mr. Casserley has met with Crosby Kemper, Executive Director of The Kansas City Public Library, and Steve Potter, Director of the Mid-Continent Public Library, to discuss creating a regional cooperative between the three library systems. The goal would be to combine programming and catalogs to provide a great level of access and services to patrons.

#### **Johnson County Community College (JCCC)**

Mr. Casserley discussed two potential partnerships with Johnson County Community College.

Johnson County Library and JCCC may partner to create programs and write grants.

The other partnership would utilize a group of JCCC students to create library videos, graphic work or other projects. Students would gain the experience of putting together a business plan.

## **CONSENT AGENDA**

**MOTION:** Mrs. Snyder moved that the consent agenda be approved

**SECONDED:** Mrs. Nugent                    **MOTION CARRIED UNANIMOUSLY**

## **OLD BUSINESS**

**Strategic Plan update** – Mr. Casserley stated that progress is being made in the strategic planning process. With advice from the Board, a list of 32 community meeting invitees has been drafted and invitations are being sent.

A facilitator has been interviewed and selected to guide the community meetings, scheduled to be held on April 10<sup>th</sup> and May 8<sup>th</sup>.

## **NEW BUSINESS**

### **Hillcrest MOU –**

Hillcrest is a non-profit organization that offers transitional housing. They have a facility in Wyandotte County and have recently purchased property to expand into Johnson County. In partnership with the Friends, we are creating lending libraries at their locations. A formal agreement will be brought to Mr. Logan and the Board for approval in the future.

In response from questions from the Board, Mr. Casserley explained that he approached Hillcrest with this idea after seeing a presentation by the Hillcrest Director.

### **2014 – 2018 Capital Improvement Plan –**

#### **Mill Creek –**

Mr. Casserley presented a developing partnership with Johnson County Parks & Recreation to provide holds and a self-check machine at the Mill Creek Activity Center. Story times will be held in a room that can be opened to the public in addition to the on-site daycare center.

The service will include a fully functional hold system with delivery of materials through the JCL courier system.

In response to questions from the Board, Mr. Casserley explained that there are currently no plans for returns at the location and that there will be an open shelf of materials.

In discussion with the Board members, Mr. Casserley agreed that a drop box at the Mill Creek location can be considered. It is important to consider the fill up rate as well as space availability.

A communication plan to publicize the new services will be put in place as soon as the agreement is official and machines and technology are ready.

Mr. Vogt offered commendations to both Mr. Casserley and the library staff for taking the initiative to put the agreement together so quickly. He also applauded the initiative to develop a multi-use space.

Commissioner Klika said that one of the focus points in the strategic planning for the County Commission has been developing new partnerships and expanding those that exist. He commended Mr. Casserley for the work.

Mr. Casserley thanked Mike Meadors and the Parks and Recreation Staff for being open to the idea and great partners.

#### **The Central Resource Library (CRL) –**

Mr. Casserley presented the “ideal” CRL conceptual plan that provided for 80% of space for the public and 20% of space for staff. The cost for the ideal plan was 5 to 7 million dollars.

Mr. Casserley then presented a second plan for CRL; at a cost of approximately 3.5 million it is possible within the CIP budget.

Diana Graves gave an overview of the remaining projects listed on the CIP request noting that they are listed in priority order of: the Capital Replacement Plan, Monticello Library Phase I, Central Resource Upgrade, 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 current Antioch site was large enough to be utilized for the new Antioch/Cedar roe library. Ms. Graves responded that she believes the intention is to find a new site that is more centrally located. Selling price of the land is not included in the numbers.

Mr. Vogt reminded everyone that the Monticello library feasibility plan was completed in 2008 with the idea of building a 36,000 square foot building. The CIP reflects the plan as it was in 2008, which may not be the design that is needed now. He stated that at some point the building plan will need to be revisited.

Commissioner Klika observed that the numbers involved with many of the projects are large, especially in view of the challenging economy. He asked if partnerships, particularly with school districts could be considered as a cost cutting measure.

Ms. Templin thanked Commissioner Klika for his thoughts and noted that Johnson County Library is looking at many partnerships and will not rule anything out.

Ms. Templin explained that the CIP request will be presented to the Board of County Commissioners.

Ms. Graves added that the CIP Committee, made up of county staff and management, will review the CIP requests from all county departments and rank the requests. The ranking will go to the County Manager and to the Board of County Commissioners. If none of the JCL projects make the approval list, there is a reconsideration process.

Ms. Graves explained that creative financing for the projects is being considered. County Budget and Facilities has been very involved and helpful in presenting options.

Mr. Casserley added that the library debt is falling off and the library will be able to service a debt of 4.5 million, although he recommends staying around 4 million. There can also be savings by combining projects.

Mr. Vogt asked that Mr. Casserley explain the term “fall-off” for those in the audience. Mr. Casserley explained that as previous debt is paid off through a special use and operating fund, a minimum amount of 5% must be left in the fund. The debt falls as it is paid and the library is then able to debt against the difference.

Mr. Vogt noted the library has a higher capacity for debt than ever before for debt financing.

Commissioner Klika commented that having projects accepted by the BOCC “is all in the packaging”, being able to present the CIP request in a way that can be sold.

Ms. Graves and Mr. Casserley both thanked Georgia Sizemore, with County Facilities, and the Finance office for assisting with estimates and the entire process.

The budget hearing will be in June.

**MOTION:** Mr. Vogt moved to approve the 2014-2018 CIP Request for submittal.

**SECONDED:** Mr. Shortlidge      **MOTION CARRIED UNANIMOUSLY**

An agenda item was added to discuss the hours of operations ARM 20-10-10.

The Johnson County library will restore hours of operations that were impacted by 2011 budget cuts and staff shortages.

Effective the week of March 18th, libraries will be open on Wednesday evenings as they were in 2011.

Central will be open on Wednesdays from 9 a.m. to 9 p.m. Antioch, Corinth, Blue Valley and Cedar Roe will be open on Wednesdays from 10 a.m. to 9 p.m. Cedar Roe Library will be open on Fridays, 10 a.m. to 6 p.m. DeSoto and Spring Hill will be open on Wednesdays from 10 a.m. to 6 p.m. Edgerton will be open on Wednesdays from 1p.m to 6 p.m.

**MOTION:** Mrs. Nugent moved to change the Johnson County Library hours.

**SECONDED:** Mr. Vogt

**MOTION CARRIED UNANIMOUSLY**

The Board discussed moving the Library Board meetings to their previous time of the third Wednesday of every month at 4:00 p.m. Tentatively effective in April.

The Board agreed to make a motion in March.

**ADJOURNMENT**

**MOTION:** Mr. Vogt motioned to adjourn. **SECONDED:** Mr. Shortlidge  
**MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 5:04 p.m.

DATE\_\_\_\_\_

SECRETARY\_\_\_\_\_   
Catherine Nugent

CHAIRMAN\_\_\_\_\_   
Mitra Templin

SIGNED\_\_\_\_\_   
Sean Casserley, County Librarian

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
February, 2013**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
NewsBank	Electronic Product License Renewal	\$ 61,395.00
Mergent	Electronic Product License Renewal	\$ 18,000.00
Red Books LLC	Website Access License	\$ 3,490.00
The Clark Enersen Partners	CRL Lighting Upgrades	\$ 3,580.00
	<b>Total</b>	<b>\$ 86,465.00</b>

**SIGNED:**



**ADMINISTRATIVE MANAGER**

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS**  
February 2013

<b>CONTRACTOR</b>	<b>PROJECT/C.O. #</b>	<b>AMOUNT</b>	<b>ORIGINAL CONTRACT</b>	<b>TOTAL CONTRACT</b>
None				

  
\_\_\_\_\_  
ADMINISTRATIVE MANAGER

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JAN-2013

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$147,218.80</b>
	Add Receipts	\$94.57		
	Less Payments		\$0.00	
	<b>Ending Cash balance</b>			<b>\$147,313.37</b>
	Less Liabilities		\$45,000.00	
	<b>Unobligated cash balance</b>			<b>\$102,313.37</b>

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

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

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF GIFT FUND RECEIPTS**

01-JAN-2013 To 31-JAN-2013

<b>Donor</b>	<b>Description</b>	<b>Comments</b>	<b>Amount</b>
UMB Bank	INTEREST ON INVESTMENTS	Transfer to Gift Fund	\$94.57
<b>Total</b>			<b>\$94.57</b>

SIGNED:

  
ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS

February, 2013

VENDOR	DESCRIPTION	AMOUNT
	TOTAL	<u>\$ -</u>

SIGNED:



ADMINISTRATIVE MANAGER

# JOHNSON COUNTY LIBRARY REVENUE REPORT

January 2013

8% of Year Lapsed

REVENUE ALL FUNDS AS OF 1/31/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$10,758,150.13	\$19,276,854	56%	56%
Ad Valorem Delinquent	\$298,306.16	\$416,911	72%	131%
Motor Vehicle	\$389,214.68	\$2,004,318	19%	20%
Library Generated - Copying/Printing	\$7,063.51	\$85,000	8%	8%
Library Generated - Overdues / Fees	\$57,245.34	\$750,000	8%	7%
Sale of Library Books	\$0.00	\$50,000	0%	25%
Misc Other	\$484.25	\$25,890	2%	2%
Library Generated - Other Charges	\$0.00	\$271,500	0%	0%
Investment	\$8,755.22	\$79,673	11%	0%
Unencumbered Balance Forward	\$4,065,214.00	\$405,978	1001%	266%
Recreational Vehicle Tax	\$953.90	\$8,754	11%	15%
Heavy Trucks Tax	\$6,408.74	\$8,695	74%	69%
Rental Excise Tax	\$12,430.55	\$22,200	56%	58%
State and Federal Grants	\$0.00	\$230,000	0%	12%
Transfers	\$0.00	\$0	0%	0%
<b>TOTAL REVENUE</b>	<b>\$15,604,226.48</b>	<b>\$23,635,773</b>	<b>66%</b>	<b>58%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures**  
**January 2013**  
**8% of Year Lapsed**

<b>OPERATING FUND</b>	<b>2013</b>	<b>2013</b>	<b>% Program</b>	<b>% Expended</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Collection Development	\$246,449.15	\$3,222,372	8%	0%
Administrative Services	\$103,271.15	\$2,131,640	5%	2%
Branch Services	\$223,027.25	\$3,705,665	6%	2%
Technical Services	\$40,507.39	\$808,812	5%	3%
Systemwide Services	\$160,360.52	\$2,970,642	5%	2%
Central	\$219,019.94	\$3,956,189	6%	3%
Facilities	\$80,687.91	\$1,639,012	5%	3%
Information Technology	\$139,786.85	\$2,021,685	7%	3%
Risk Management Charges	\$0.00	\$95,065	0%	0%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Grants *	\$148.55	\$230,000	0%	0%
Transfer to Capital Projects	\$0.00	\$411,250	0%	0%
Interfund Transfers	\$0.00	\$0	0%	0%
<b>Total Operating</b>	<b>\$1,213,258.71</b>	<b>\$21,316,510</b>	<b>6%</b>	<b>2%</b>

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

<b>SPECIAL USE FUND</b>	<b>2013</b>	<b>2013</b>	<b>% Budget</b>	<b>% Expended</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
General Maintenance	\$0.00	\$0	0%	0%
Capital Equipment	\$32,700.46	\$192,564	17%	0%
Transfer to Debt Payment	\$0.00	\$1,970,395	0%	0%
Transfer to Capital Projects	\$0.00	\$140,000	0%	0%
Library Building Tax Increment	\$0.00	\$16,304	0%	0%
<b>Total Special Use</b>	<b>\$32,700.46</b>	<b>\$2,319,263</b>	<b>1%</b>	<b>0%</b>

<b>TOTAL EXPENDITURES</b>	<b>\$1,245,959.17</b>	<b>\$23,635,773</b>	<b>5%</b>	<b>0%</b>
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<b>ALL FUNDS</b>	<b>2013</b>	<b>2013</b>	<b>% Categories</b>	<b>% Expended</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>	<b>Last Year</b>
Salaries and Benefits	\$755,840.52	\$13,868,681	5%	2%
Contractual Services	\$250,493.01	\$2,731,841	9%	3%
Supplies	\$206,776.63	\$3,847,083	5%	1%
Capital - Operating	\$0.00	\$8,412	0%	0%
Risk Management Charges	\$0.00	\$95,065	0%	0%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Capital / Maintenance / Repair	\$32,700.46	\$192,564	17%	0%
Interfund Transfers	\$0.00	\$0	0%	0%
Transfer to Debt Payment	\$0.00	\$1,970,395	0%	0%
Transfer to Capital Projects	\$0.00	\$551,250	0%	0%
Library Building Tax Increment	\$0.00	\$16,304	0%	0%
Grants	\$148.55	\$230,000	0%	0%

<b>TOTAL EXPENDITURES</b>	<b>\$1,245,959.17</b>	<b>\$23,635,773</b>	<b>5%</b>	<b>2%</b>
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

<b>GRANTS*</b> Expenditures through 1/31/13	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>	<b>Grant Award</b>
6X6 Activity Kits	State	Sep-12	Dec-13	\$341.35	\$5,000.00
2012 State Aid	State	May-12	Dec-12	\$178,141.00	\$178,141.00
Kansas Talking Books	State	Oct-11	Sep-12	\$26,500.00	\$26,500.00
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$5,439.24	\$9,500.00
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00
<b>TOTAL</b>				<b>\$210,421.59</b>	<b>\$227,141.00</b>

\*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
<b>Total Revenue</b>	<b>\$1,071,250</b>	<b>\$1,071,250</b>

EXPENDITURES	TO DATE	BUDGET REMAINING
Prior Years Total	\$987,497.62	\$83,752.38
<b>2013 Expenditures</b>		
Sub-Total 2013 Expenditures	\$0.00	
<b>TOTAL EXPENDITURES</b>	<b>\$987,497.62</b>	<b>\$83,752.38</b>

## Monticello Land Acquisition

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

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$4,565.00	
Site Survey	\$1,900.00	\$39,756.36
<b>TOTAL EXPENDITURES</b>	<b>\$770,243.64</b>	<b>\$39,756.36</b>

**Scheduled Replacement Account**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
<b>Total Revenue</b>	<b>\$1,003,109</b>	<b>\$1,003,109</b>
<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>REMAINING</b>
<b>Prior Years Total</b>	<b>\$890,326.51</b>	<b>\$112,782.49</b>
<b>2013 Expenditures</b>		
CRL Repairs and Painting	\$8,101.50	
Architectural Services - Monticello Vending	\$4,153.81	
<b>Sub-Total 2013 Expenditures</b>	<b>\$12,255.31</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$902,581.82</b>	<b>\$100,527.18</b>

# Expenditure of Friends of the JCL Donations 2013

## February 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>February</i>	<i>February YTD</i>
Volunteer Recognition		0.00	0.00
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	1,681.44
Technology/Recruitment Consulting & Expenses		0.00	0.00
Summer Reading Club/Elementia		0.00	0.00
Other Library Programming		0.00	0.00
Miscellaneous		0.00	0.00
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 1,681.44</b>

**JOHNSON COUNTY LIBRARY  
Board of Directors**

**March 14, 2013**

**AGENDA ITEM:** VI. A. Consideration of Revision of 2013 Calendar for Library Board of Director Meetings

**ISSUE FOR BOARD DETERMINATION:**

Should the Board adjust the 2013 calendar for monthly meetings of the Library Board of Directors due to the reinstatement of Wednesday night library hours?

**DISCUSSION:**

In 2011, library service hours were reduced and the library closed at 5:00 p.m. on Wednesdays. The Library Board of Directors meeting that had been held on the third Wednesday of the month from 4-6 p.m. was moved to the second Thursday of every month.

Wednesday evening library hours are being reinstated as of March 18, 2013, and the Library Board of Directors meeting can be returned to the original time of the third Wednesday of the month.

Proposed 2013 meeting schedule:

January 7, 2013	4:00 p.m.	Central Resource Library
January 10, 2013	4:00 p.m.	Central Resource Library
February 14, 2013	4:00 p.m.	Central Resource Library
March 14, 2013	4:00 p.m.	Central Resource Library
April 17, 2013	4:00 p.m.	Central Resource Library
May 15, 2013	4:00 p.m.	Central Resource Library
June 19, 2013	4:00 p.m.	Central Resource Library
July 17, 2013	4:00 p.m.	Central Resource Library
August 21, 2013	4:00 p.m.	Central Resource Library
September 18, 2013	4:00 p.m.	Central Resource Library
October 16, 2013	4:00 p.m.	Central Resource Library
November 20, 2013	4:00 p.m.	Central Resource Library
December 18, 2013	4:00 p.m.	Central Resource Library

**REVIEW BY BOARD COUNSEL:**

NA

**RECOMMENDATION:**

That the Library Board of Directors approve the revised calendar for 2013 monthly meetings of the Board.

**BUDGET IMPACT:**

NA

**PERSON(S) RESPONSIBLE:**

Sean Casserley

# MOU – Johnson County Library and Hillcrest Transitional Housing

2013

This memorandum of understanding serves to outline the arrangement between Johnson County Library, the Friends of the Johnson County Library, a Kansas not-for-profit corporation, and Hillcrest Transitional Housing of Kansas, Inc., a Kansas not-for-profit corporation (Hillcrest), to provide books for the Johnson County, KS, facility of Hillcrest once it is established.

**Johnson County Library** will provide a collection of books to be used by the residents of Hillcrest.

- Library staff will select 50 books that have been donated to the library or de-selected from the collection
- Library staff will deliver a new set of books on a monthly basis to the facility
- Books donated to Hillcrest do not need to be returned to the Johnson County Library staff
- Johnson County Library staff may consider offering programming or educational classes for residents if there is a need or desire

**The Friends of the Johnson County Library** agree to support this program as well by allowing staff to select materials from donated and de-selected items.

**Hillcrest Transitional Housing of Kansas, Inc.**

- Hillcrest agrees to create a space for the donated items for their residents to use
- Residents may not request specific titles of materials from library staff

This agreement shall have a term of one year and may be terminated by Johnson County Library or Hillcrest on thirty days prior written notice. The agreement will be reviewed annually and may be renewed for an additional term by execution of a simple memorandum of renewal.

MOU – Johnson County Library and Hillcrest  
Transitional Housing

2013

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Johnson County Library

Hillcrest Transitional Housing

By: \_\_\_\_\_

By: \_\_\_\_\_

Sean Casserley, JCL County Librarian

Hillcrest representative

Friends of the Johnson County Library

By: \_\_\_\_\_

President

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE JOHNSON COUNTY LIBRARY  
AND  
THE JOHNSON COUNTY SHERIFF'S DEPARTMENT

**Purpose:**

The purpose of this Understanding is to outline the partnership that both organizations plan to enter, and to detail the expectations and responsibilities of each party.

**Agency roles and responsibilities:**

The Johnson County Library will:

1. Provide an enclosed space in which Sheriff's Department employees can work
2. Provide keycards for the staff entrance of the Edgerton building
3. Be solely responsible for rent and utilities

The Johnson County Sheriff's Department will:

1. Use the Edgerton library for daily tasks as is convenient
2. Provide a general "presence" in the building, with the understanding that there will not be a specific schedule

**Duration of understanding:**

The duration of this Understanding is from March 14, 2013 until December 31, 2013.

**Cancellation and termination:**

Both parties agree that this Understanding may be terminated by either party upon provision of written notice of at least 30 days. It can be modified with the provision of written notice of at least 30 days.

**Signatures:**

The parties to this understanding have been duly authorized by their respective organizations to authorize and execute this Understanding:

\_\_\_\_\_  
Library Director, Johnson County Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheriff, Johnson County Sheriff's Department

\_\_\_\_\_  
Date

Johnson County Library  
Board of Directors  
Calendar of Events  
March, 2013

March	Dream Rocket Project
March 2, 2013	Read Across America
March 4, 2013	College Financial Aid Basics
March 5, 2013	Memoir Writing Workshop
March 14, 2013	Johnson County Library Board Meeting
March 15, 2013	Lego Stop-Motion Animation Workshop
March 16, 2013	Lego Stop-Motion Animation Workshop
March 24, 2013	The Barn Players present "Frost and Friends"
April 17, 2013	Johnson County Library Board Meeting
April 19, 2013	Volunteer Recognition Luncheon