

JOHNSON COUNTY LIBRARY

BOARD REPORT

SEPTEMBER 12, 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, SEPTEMBER 12, 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
 - 1. Angela Andresen Smart, Vice President, Hall Family Foundation
 - 2. Tutor.com
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Strategic Plan Update – Aubrey Seavey, Trainer, Scott Sime, Technology Training Specialist
 - 2. Joint Meeting with SMSD and Mid-Continent Public Library - update
 - 3. Steering Committee/Mayors/Superintendents - update
 - 4. Fact Sheets on Board Portal
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of August 8, 2013 Board meeting.....6
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....11
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July, 2013 were handled in accordance with library and County policy.
 - b) The July, 2013 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures

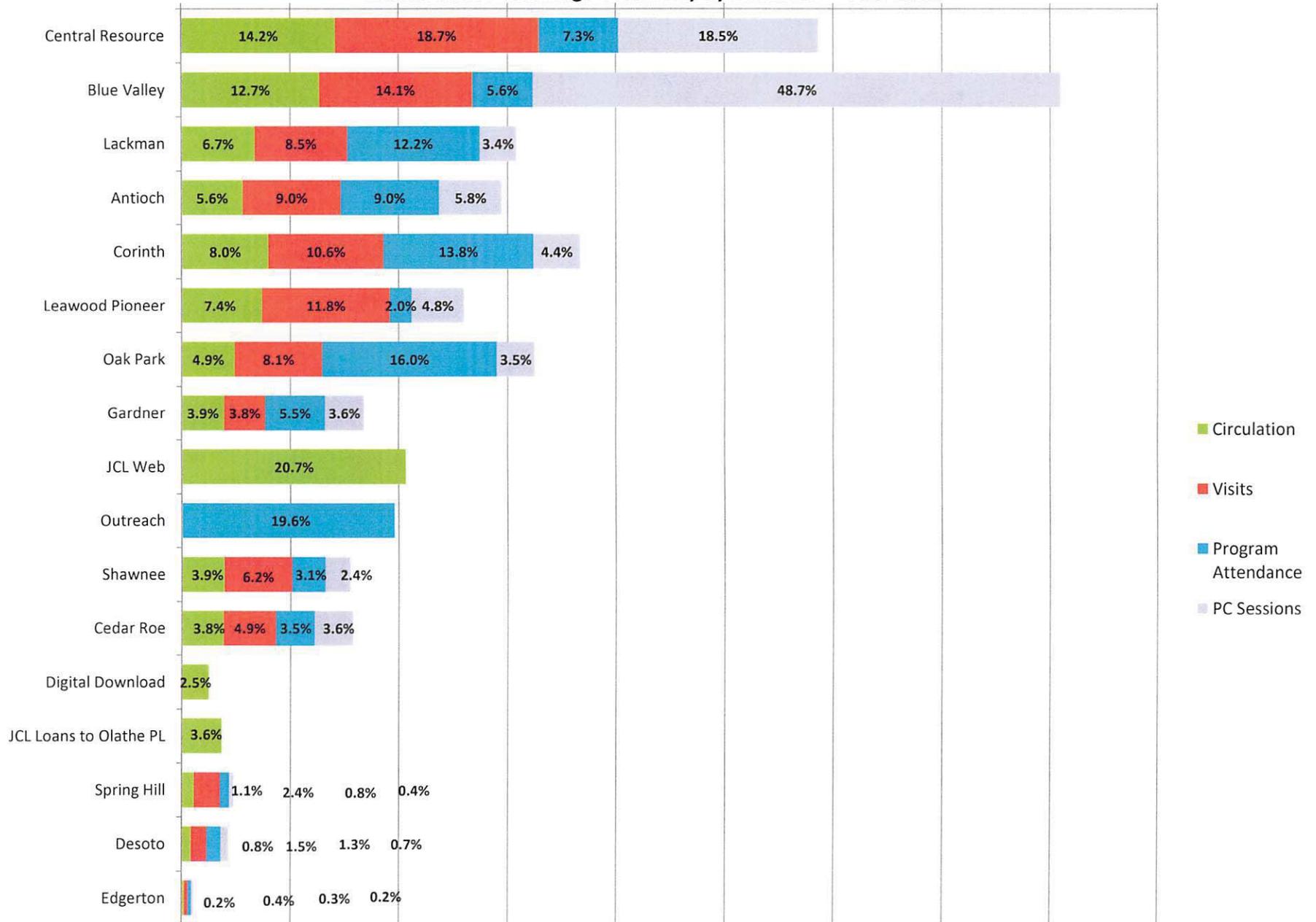
C. Gift Fund Report	
1. Treasurer’s Report.....	13
2. Summary of Gift Fund Receipts.....	14
3. Summary of Gift Fund Payments.....	15
The County Librarian and the Finance Director certify the Gift Fund receipts and disbursements were handled in accordance with Regulations 10-55-12 and 10-55-12A of the Library’s Administrative Policy Manual.	

VI. New Business	
A. Mill Creek Vending Machine.....	25
B. Request for Funds Transfer – Jeff Walker, Finance Director.....	26
C. Memorandum of Understanding between the Johnson County Library and Johnson County Library Foundation - Review.....	27

VII. Document Signing

VIII. Adjournment

**Johnson County Library
Touch Points Percentage of Activity by Location -- JULY 2013**



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

July 2013

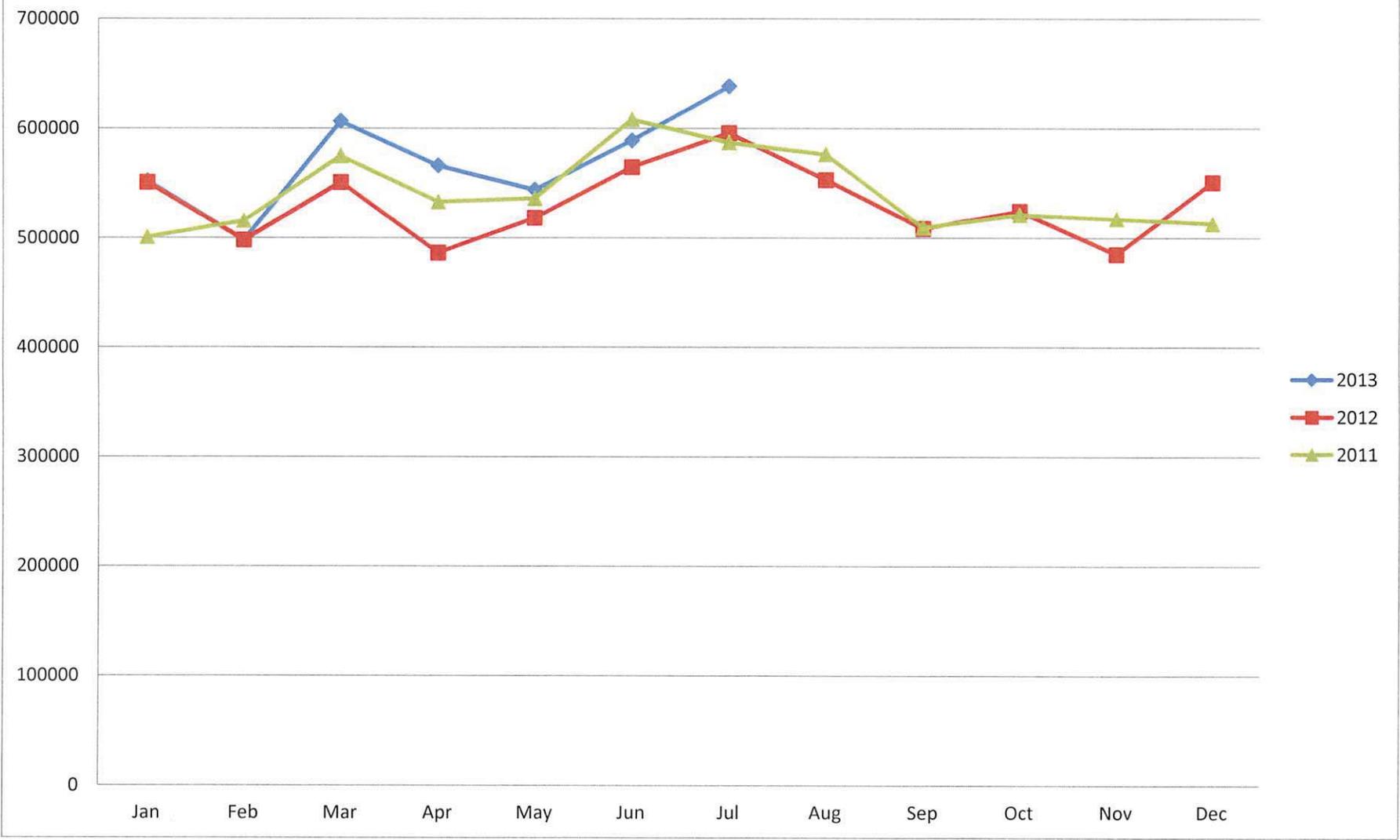
Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change 2012 to 2013		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	35,905	5.6%	224,933	379,293	36,065	6.1%	216,923	386,177	-0.4%	3.7%	-1.8%
Blue Valley	80,999	12.7%	475,226	718,438	77,860	13.1%	462,000	774,319	4.0%	2.9%	-7.2%
Cedar Roe	24,360	3.8%	136,828	210,466	20,867	3.5%	137,170	246,952	16.7%	-0.2%	-14.8%
Central Resource	90,462	14.2%	542,501	842,529	81,812	13.7%	520,484	916,954	10.6%	4.2%	-8.1%
Corinth	50,932	8.0%	318,121	477,159	49,511	8.3%	296,202	466,010	2.9%	7.4%	2.4%
Desoto	5,419	0.8%	29,400	45,965	4,980	0.8%	32,488	56,616	8.8%	-9.5%	-18.8%
Edgerton	1,363	0.2%	9,803	15,009	1,599	0.3%	10,187	17,077	-13.5%	-3.8%	-12.1%
Gardner	24,851	3.9%	146,579	226,676	24,932	4.2%	147,274	247,777	-0.3%	-0.5%	-8.5%
Lackman	43,006	6.7%	266,649	405,819	42,598	7.2%	268,107	460,608	1.0%	-0.5%	-11.9%
Leawood Pioneer	47,129	7.4%	279,984	429,442	46,067	7.7%	287,820	489,556	2.3%	-2.7%	-12.3%
Oak Park	31,056	4.9%	187,966	293,816	29,555	5.0%	189,707	325,177	5.1%	-0.9%	-9.6%
Shawnee	24,872	3.9%	177,757	271,774	29,753	5.0%	179,238	302,605	-16.4%	-0.8%	-10.2%
Spring Hill	7,019	1.1%	42,712	64,290	5,811	1.0%	40,435	67,933	20.8%	5.6%	-5.4%
JCL Web Renewals	131,983	20.7%	915,291	1,390,894	120,300	20.2%	823,946	1,377,966	9.7%	11.1%	0.9%
Digital Downloads*	15,785	2.5%	62,212	62,212	n/a	n/a	n/a	n/a	n/a	n/a	n/a
JCL Loans to Olathe PL	23,323	3.7%	146,691	229,651	23,782	4.0%	151,416	264,278	-1.9%	-3.1%	-13.1%
JCL Branch Total	376,931	59.0%	2,295,958	6,505,612	369,598	62.1%	2,267,551	3,840,807	2.0%	1.3%	69.4%
JCL Brances and Central	467,393	73.2%	2,838,459	4,348,141	451,410	75.8%	2,788,035	4,757,761	3.5%	1.8%	-8.6%
JCL SYSTEM TOTAL	638,484	100.0%	3,962,653	6,030,898	595,492	100.0%	3,763,397	6,400,005	7.2%	5.3%	-5.8%

Average Circulation per Capita		
	2013	2012
Current Month	17.8	16.9
Year-to-Date	9.2	8.9
Service Area Population	431,000	422,500

638484

*This is a new category of circulation. It currently includes Axis360 ebook checkouts and Freegal track downloads.

Johnson County Library Three-Year Trend in Circulation



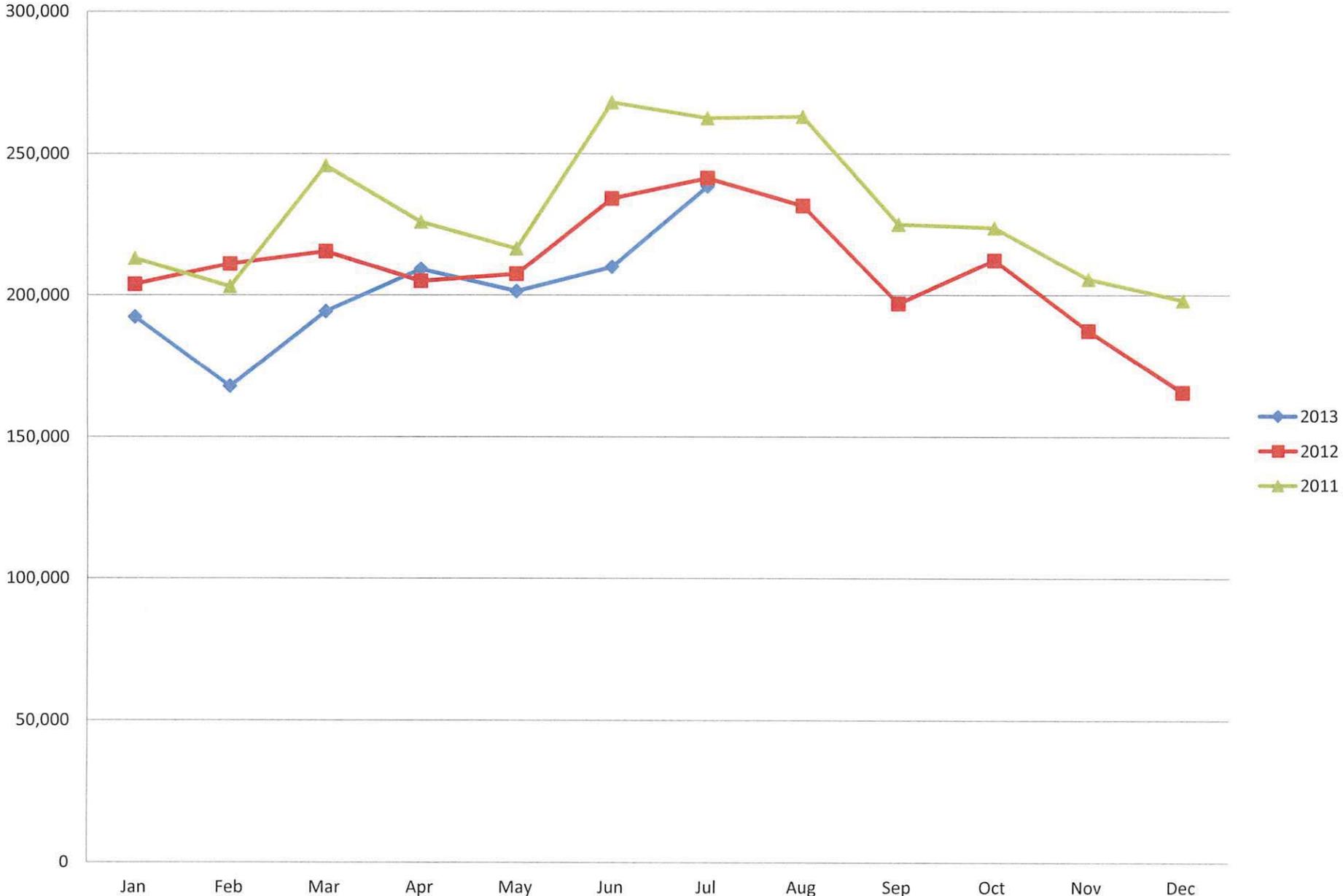
Johnson County Library
USER VISITS

July 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 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	22,385	9.4%	141,833	246,899	274	82	35,905	1.6	22,739	9.4%	146,217	251,282	-1.6%	-3.0%	-1.7%
Blue Valley	33,457	14.0%	184,740	313,244	274	122	80,999	2.4	32,945	13.7%	191,015	319,520	1.6%	-3.3%	-2.0%
Cedar Roe	11,506	4.8%	62,031	118,625	242	48	24,360	2.1	9,766	4.0%	65,046	121,641	17.8%	-4.6%	-2.5%
Central Resource	44,472	18.7%	269,685	453,428	296	150	90,462	2.0	43,579	18.1%	284,207	467,960	2.0%	-5.1%	-3.1%
Corinth	25,234	10.6%	155,048	280,946	274	92	50,932	2.0	25,379	10.5%	155,277	281,175	-0.6%	-0.1%	-0.1%
DeSoto	3,438	1.4%	20,309	35,855	148	23	5,419	1.6	2,623	1.1%	19,569	35,114	31.1%	3.8%	2.1%
Edgerton	857	0.4%	4,407	9,589	102	8	1,383	1.6	706	0.3%	5,032	10,214	21.4%	-12.4%	-6.1%
Gardner	8,974	3.8%	68,862	130,519	258	35	24,851	2.8	14,817	6.1%	84,562	146,219	-39.4%	-18.6%	-10.7%
Lackman	20,256	8.5%	138,629	256,745	258	79	43,006	2.1	20,822	8.6%	148,079	266,195	-2.7%	-6.4%	-3.6%
Leawood Pioneer	28,000	11.8%	157,410	291,055	258	109	47,129	1.7	28,823	12.0%	179,070	312,714	-2.9%	-12.1%	-6.9%
Oak Park	19,166	8.0%	117,805	214,627	258	74	31,053	1.6	18,967	7.9%	123,527	220,349	1.0%	-4.6%	-2.6%
Shawnee	14,784	6.2%	81,576	139,545	258	57	24,872	1.7	14,841	6.2%	86,042	144,011	-0.4%	-5.2%	-3.1%
Spring Hill	5,743	2.4%	31,491	57,772	156	37	7,019	1.2	5,187	2.2%	33,165	59,446	10.7%	-5.0%	-2.8%
Branch Total	193,800	81.3%	1,164,139	2,095,420	2,760	70	376,928	1.9	197,615	81.9%	1,236,601	2,167,881	-1.9%	-5.9%	-3.3%
SYSTEM TOTAL	238,272	100.0%	1,433,824	2,548,858	3,056	78	467,390	2.0	241,194	100%	1,520,808	2,635,841	-1.2%	-5.7%	-3.3%

	2013	2012
Average Visits per Capita for Current Month:	6.6	6.9
Average Visits per Capita for Year-to- Date:	3.3	3.6
Service Area Population:	431,000	422,500

Johnson County Library Three-Year Trend in Library Visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
August 8, 2013
4:00 p.m.
Central Resource Library**

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

BOARD ATTORNEY: Not present

BOCC: Jason Osterhaus

FRIENDS OF THE LIBRARY: Dave White

STAFF: Sean Casserley, Michelle Beesley, Marsha Bennett, Barbara Brand, Kim Gile, Mike Heffernan, John Helling, Jennifer Mahnken, Susan Mong, Kasey Riley, Dennis Ross, Matt Sapp, Michaela Scruggs, Kari Sime, Scott Sime, Tricia Suellentrop, Jeff Walker, Carolyn Weeks, Ron Zluticky

GUESTS: Doris Jones, Roger A. Cooper, Georgia Sizemore, Maury Thompson

Board Chairman Mitra Templin convened the meeting at 4:01 p.m.

Citizen comments:

Roger A. Cooper, CPA, addressed the library board. Mr. Cooper praised the library system and congratulated the Foundation and Library administration for the updates made to the strategic plan in August 2013. He approved the future focus on convenience, education and community building.

Mr. Cooper is a resident of Roeland Park and finds both Cedar Roe and Antioch to be very convenient. He believes that the Cedar Roe branch is convenient, provides education for the changing area and builds community by supporting a population of aging people, young families and professionals.

The area of Roeland Park is changing and Mr. Cooper believes there is a continued need for Cedar Roe. Mr. Cooper discussed differences between the Antioch and Cedar Roe branch; he feels the Antioch library is not as accessible as Cedar Roe.

Mr. Cooper discussed the county budget and highlighted the budget breakdown. Addressing Commissioner Osterhaus and the library board, Mr. Cooper stated that he believes the library should have a higher percentage of the county budget. With a larger percentage, Mr. Cooper suggested that the Antioch branch be relocated to a vacant or existing underutilized building. He recommended a vacant school building.

Ms. Templin thanked Mr. Cooper for his comments

BOARD OF DIRECTORS COMMENTS

Ms. Amos Ruo appreciated meeting Foundation and Friends members at the Tri Board event; it was nice getting to know everyone better.

Ms. Robinson appreciated the tour to both the Antioch and Cedar Roe branches.

Mr. Obi also enjoyed the Tri Board meeting.

Mr. Shortlidge commented that the Tri Board meeting was excellent and stated that the slate of candidates for the Foundation Pinnacle awards were terrific.

Ms. Hupp regretted missing the dinner and appreciated the opportunity to tour the Monticello site. Seeing the site first hand will be valuable in making future decisions for Monticello.

FRIENDS OF THE LIBRARY

Mr. White reported that the dealsaver coupon for the Friends' book stores that ran in the Kansas City Star has closed. 43 coupons were sold out of a maximum of 300. It was a good learning experience, although they didn't sell as many as they would have liked. The dealsaver may prove to be good marketing as many people in the area saw the coupons.

The Friends' committees are meeting their organizational and operational oversight goals. Mr. White thanked Vickie Trott and Marsha Bennett for working to find possible new board candidates.

The operational oversight committee will be meeting to discuss ways to increase foot traffic and sales.

The fall used book sale will run November 7-9 at Metcalf South with Friends preview night on Wednesday, November 6th.

Internet items of the month:

Voyager (the Outlander Series, Vol. 3) Audio CD \$124.95

Home on the Range by Margaret Nelson \$250.00

A Comprehensive Guide to Bank Insurance \$124.95

Jewish Roots in Ukraine and Moldova \$198.95

The Friends shipped books to Canada, France, Dubai, Great Britain and Namibia.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Executive Director of the Foundation, shared that Sprint has awarded the Johnson County Library Foundation a \$10,000 grant to support Homework Help services throughout the 2013-2014 school year.

Doris Jones, Sprint Community Affairs program, presented the \$10,000 check to Executive Director, Susan Mong, Youth Services Supervisor, Dennis Ross, County Commissioner Jason Osterhaus, and library board members Pam Robinson and Mitra Templin.

Ms. Mong provided a brief history with Sprint. Over the years they have supported the Johnson County Library by contributing over \$120,000 to the Foundation.

Ms. Mong thanked Marsha Bennett and Michaela Scruggs for their assistance in coordinating the Tri Board event.

The Foundation has two new members, Karen Loggia, Marketing Manager with Tension Envelope and Barbara Head, Vice President at the KU Endowment.

Ms. Mong shared the corporate sponsorship levels for the Pinnacle Awards with the board.

The 2013 Pinnacle Award winners have been selected and the reason for their selection was shared. This year there are two winners in the Community Advocacy category.

- Arts: **Emily Behrmann**, General Manager, JCCC Performing Arts Series
- Business/Entrepreneurship: **Larry Louk**, Founding Principal of Selective Site Consultants
- Community Advocacy: **Kim Bowen Harbur** – Co-founder of Gift of Life
- Community Advocacy: **Dr. Harold Frye**, Founder of Music 4 Jeremy's Cherubs
- Education/Literacy: **Shane Evans**, Children's Author and Illustrator

Ms. Mong thanked Mr. Shortlidge and Mr. Obi for their purchase of the Foundation mugs. Both Johnson County Library branded coffee mugs and travel tumblers are available from the Foundation for a suggested donation of \$40 each.

BOARD OF COUNTY COMMISSIONER REPORT –

Commissioner Osterhaus advised that the 2014 County budget in the amount of \$837.4 million has been approved by the County Commissioners.

Commissioner Osterhaus addressed Mr. Cooper's comments, noting that the library will see a slight increase in budget this year. He appreciated Mr. Cooper's thoughts.

COUNTY LIBRARIAN REPORT

Budget update –

Jeff Walker, Finance Director, presented the board with a revised financial report format. An error that carried through from the previous report has been corrected, and the format has been simplified. Mr. Walker explained the revised report in detail and advised that it will be included in the library board packet going forward.

As we move forward with the strategic planning process we will be aligning the budget with the goals in the plan.

Mayor meeting-

Sean Casserley met with Mayor Ye, Westwood, and Mayor Marquardt, Roeland Park, to discuss the strategic facilities master plan. The meeting was positive and it revealed the need to hold a larger meeting with city mayors, commissioners, library board members and school superintendents. The meeting will be an opportunity for stakeholders to discuss opinions on what the strategic facilities master plan should look like and how to address both county and municipality needs.

Joan Frye Williams will facilitate the meeting, and invitations will be sent presently. The meeting will be held, Tuesday, September 17th from 5:00 to 9:00 p.m.

Strategic Plan:

Kasey Riley, Director of Communications, presented on recent marketing activities. The library has been featured in the press with a variety of stories, including Yertle the Turtle at Cedar Roe and the pirate maze at the Gardner Neighborhood library.

The marketing department and the web content team have been working together to develop a creative brief that focuses on being contagiously excited about all forms of literacy. Both departments have been working to make the Johnson County library brand playful, curious and contagiously excited.

The new tag line, *Your story starts here*, will be used as the new website rolls out. It will also be used in general advertising.

The new website will offer a new, lively look and feel. The new branding and physical locations are beginning to reflect each other.

Ms. Riley provided the board with printed materials, including the activities calendar, current annual report, and a copy of a KC Studio piece that highlights four library staff members.

The marketing department has received positive feedback from patrons in person and on social media sites on the new marketing materials and website. The new website will be rolling out in October.

In response to a question from the board, Mr. Casserley stated that Johnson County Library and Johnson County Parks and Recreation will develop a joint calendar that lists events for both agencies. The joint calendar will be developed for the summer of 2014.

Mr. Casserley provided an update to the board on the strategic plan. The JCL All Managers group met recently to begin focusing on goal writing for the new strategic plan. Additional meetings will be held in the next two months for the purpose of goal writing. The final strategic plan will be presented for board approval in November.

Strategic Facilities Master Plan market study –

In 2009, the civic technologies and AIMS department put together a market study that examined population trends for Johnson County in the future. The study confirmed that growth will continue into the Northwest and Southeast areas of the county. The study provides valuable information as the library develops the strategic facilities master plan.

The new county logo has been adopted. Nancy Mays, County Communications Director, is working on providing a bridge logo for the Library. The new logo will be brought to the board at the next meeting.

CONSENT AGENDA

MOTION: Nancy Hupp

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

MOTION: Amy Amos Ruo

SECONDED: Emmanuel Obi

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 4:46 p.m.

DATE _____

SECRETARY _____

Neil Shortlidge

CHAIRMAN _____

Mitra Templin

SIGNED _____

Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
July 2013

VENDOR	DESCRIPTION	AMOUNT
Ref USA	Six month license renewal	\$ 250.00
ValueLine License	Annual Subscription	\$ 22,500.00
Access Video on Demand/Facts on File	Access Video Subscription annual fee	\$ 8,430.00
Bibliocommons Mobile agreement		\$ 43,953.00
Bibliocommons Core agreement		\$ 75,133.00
	Total	\$ 75,133.00

SIGNED:



FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
07/01/13

CONTRACTOR	PROJECT/C.O. #	AMOUNT	ORIGINAL CONTRACT	TOTAL CONTRACT
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FINANCE DIRECTOR

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

		Receipts	Payments	Balance
	Opening cash balance			\$167,491.06
	Add Receipts	\$71,832.54		
	Less Payments		\$0.00	
	Ending Cash balance			\$239,323.60
	Less Liabilities		\$77,126.00	
	Unobligated cash balance			\$162,197.60

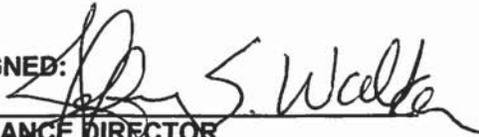
APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS
July, 2013

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

SIGNED: 
FINANCE DIRECTOR

JOHNSON COUNTY LIBRARY REVENUE REPORT

July 2013

58% of Year Lapsed

REVENUE ALL FUNDS AS OF 7/31/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,066,356.28	\$19,276,854	99%	98%
Ad Valorem Delinquent	\$298,818.89	\$416,911	72%	131%
Motor Vehicle	\$1,022,487.50	\$2,004,318	51%	45%
Library Generated - Copying/Printing	\$53,950.53	\$85,000	63%	61%
Library Generated - Overdues / Fees	\$411,356.74	\$750,000	55%	50%
Sale of Library Books	\$37,500.00	\$50,000	75%	75%
Misc Other	\$7,322.55	\$25,890	28%	24%
Library Generated - Other Charges	\$58,390.27	\$271,500	22%	10%
Investment	\$33,887.18	\$79,673	43%	30%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	250%
Recreational Vehicle Tax	\$2,907.91	\$8,754	33%	36%
Heavy Trucks Tax	\$9,041.85	\$8,695	104%	105%
Rental Excise Tax	\$12,430.55	\$22,200	56%	58%
State and Federal Grants	\$1,875.00	\$230,000	1%	94%
Transfers	\$0.00	\$0	0%	0%
TOTAL REVENUE	\$21,016,325.25	\$23,635,773	89%	100%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
7/31/2013
58% of Year Lapsed

OPERATING FUND

Programs	2013 Year to Date	2013 Budget	% Program Expended	% Expended Last Year
Collection Development	\$1,857,071	\$3,222,372	58%	54%
Administrative Services	\$1,046,686	\$2,131,640	49%	49%
Branch Services	\$2,092,724	\$3,705,665	56%	54%
Technical Services	\$376,790	\$808,812	47%	47%
Systemwide Services	\$1,583,136	\$2,970,642	53%	47%
Central	\$2,125,378	\$3,956,189	54%	49%
Facilities	\$1,217,667	\$1,639,012	74%	48%
Information Technology	\$1,227,369	\$2,021,685	61%	63%
Risk Management Charges	\$47,533	\$95,065	50%	50%
Library General Tax Increment	\$0	\$124,178	0%	0%
Grants *	\$3,629	\$230,000	2%	51%
Transfer to Capital Projects	\$0	\$411,250	0%	100%
Interfund Transfers	\$0	\$0	0%	0%

TOTAL OPERATING FUND EXPENDITURES	\$11,577,981	\$21,316,510	54%	52%
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* Includes expenditures for 2013 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND

	2013 Year to Date	2013 Budget	% Budget Expended	% Expended Last Year
Contractual Services (General Maintenance)	\$20,673	\$16,304	0%	0%
Commodities (Capital Equipment)	\$65,970	\$192,564	34%	87%
Transfer to Debt Payment	\$97,754	\$1,535,582	6%	10%
Transfer to Capital Projects	\$140,000	\$140,000	100%	100%
PBC Debt Payment (Library Building Tax Increment)	\$107,906	\$434,813	25%	0%

TOTAL SPECIAL USE FUND EXPENDITURES	\$432,303	\$2,319,263	19%	21%
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TOTAL EXPENDITURES	\$12,010,284	\$23,635,773	51%	49%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
July 2013
58% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2013 Year to Date	2013 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	\$7,265,858	\$13,868,681	52%	50%
Contractual Services	\$2,043,574	\$2,748,145	74%	61%
Supplies	\$1,803,159	\$3,847,083	47%	45%
Capital - Operating	\$0	\$8,412	0%	94%
Risk Management Charges	\$47,533	\$95,065	50%	50%
Library General Tax Increment	\$0	\$124,178	0%	0%
Capital / Maintenance / Repair	\$89,621	\$192,564	47%	87%
Transfer to Debt Payment	\$509,004	\$1,535,582	33%	10%
Transfer to Capital Projects	\$140,000	\$551,250	25%	100%
Library Building Tax Increment	\$107,906	\$434,813	25%	0%
Grants	\$3,629	\$230,000	2%	51%

TOTAL EXPENDITURES	\$12,010,284	\$23,635,773	51%	49%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 7/31/13	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$560.67	\$5,000.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$7,400.91	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$7,961.58	\$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
		BUDGET
EXPENDITURES	TO DATE	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	\$12,684.00	
Shawnee Security Camera Upgrade	\$3,184.00	
Shawnee Interior-Exterior Door Controls	\$11,977.00	
Miscellaneous Equipment	\$17,649.96	
TOTAL EXPENDITURES	\$1,068,805.15	\$2,444.85

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

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

JULY 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 and Painting	\$62,607.50	
Architectural Services - Monticello Vending	\$4,153.81	
Architectural Services - CRL	\$6,456.25	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Furnishings-Book Cases	\$8,051.31	
Remodel BV	\$12,650.00	
Carpet COR	\$4,214.00	
CRL- Upgrade	\$49,942.00	
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	\$6,513.16	
OP Furnishings	\$14,651.03	
Sub-Total 2013 Expenditures	\$238,782.62	
TOTAL EXPENDITURES	\$1,129,109.13	\$425,249.87

Expenditure of Friends of the JCL Donations 2013

JUNE / JULY 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>JUNE / JULY</i>	<i>JULY YTD</i>
Volunteer Recognition		922.00	3,160.00
Advertising/Promotion		750.00	3,118.60
Collection Materials		7,000.00	7,000.00
Professional Development/Staff Recognition		2,721.23	4,488.16
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		6,539.33	6,539.33
Summer Reading Club/Elementia		9,859.57	9,859.57
Other Library Programming		4,147.98	2,932.35
MidAmerica Regional Council		3,000.00	3,000.00
Miscellaneous		4,249.98	4,249.98
Total Expenditures		\$ 39,190.09	\$ 44,347.99

JOHNSON COUNTY LIBRARY

Board of Directors

September 12, 2013

AGENDA ITEM : VI. A. Approval of purchase for book vending machine to be installed at Mill Creek Activity Center

ISSUE FOR BOARD DETERMINATION:

Whether to approve purchase of a D-Tech LendiT Library Material Dispensing System to provide off-site holds pickup (and possibly a browsing collection of library materials) at the Mill Creek Activity Center.

DISCUSSION:

This year, the Library entered into a partnership with the Mill Creek Activity Center (which is operated by the Johnson County Park and Recreation District) to provide storytimes at that location as a service to the underserved western Shawnee area. The popularity of these storytimes has skyrocketed and shows a general appetite for library services.

One of the needs expressed by residents of the western Shawnee area was a place to pick up their holds. By installing this vending machine, we would be addressing that need with the best possible customer service and providing them with an extremely convenient method of service delivery. It will also allow us to become familiar with the machines before installing them onto the Monticello property (we plan to use the same model).

These vending machines are built as they are ordered and shipped from a factory in Europe, which means that there will be a three-month delay between the time the order is placed and the installation of the machine. This time will be used to prepare the site.

REVIEW BY BOARD COUNSEL:

Counsel has not reviewed this agreement.

BUDGET IMPACT:

The machine costs \$186,165.00, which includes delivery, installation, and one year of maintenance. An additional \$20,000 will be required in annual maintenance after the first year.

The Mill Creek site will need a few simple modifications (pouring of a concrete pad on which the machine will rest, addition of an awning to deflect rain and snow) that have not been priced yet but should not be extremely expensive.

RECOMMENDATION:

That the Johnson County Library Board approves the purchase of the D-Tech LendiT Library Material Dispensing System.

PERSON(S) RESPONSIBLE:

John Helling
Matt Sapp

JOHNSON COUNTY LIBRARY
Board of Directors
September 12, 2013

AGENDA ITEM: VI.B. Request For Funds Transfer

ISSUE FOR BOARD DETERMINATION:

Whether to approve the transfer of \$490,000 from personnel expenses in the top half of the 2013 operating budget to contractual services in the bottom half of the 2013 operating budget to fund the purchase and installation of an automated book/materials delivery system at Mill Creek and other miscellaneous projects.

DISCUSSION:

As the board considers the purchase and installation of an automated book/materials delivery system and Mill Creek (the Mill Creek Project), JCL staff have been seeking possible sources of funding for this and other projects within the 2013 operating budget. JCL's Management & Budget Analyst, David Vratney, was asked to review the top half of the budget to determine what, if any, savings JCL could expect before the end of the year. He believes there is \$690,000 in savings from the top half of the budget for the remainder of 2013. JCL staff is proposing the board approve the transfer of \$490,000 from the top half of the budget to the bottom half of the budget to fund the projected \$200,000 cost of the Mill Creek project, leave room for any potential cost overruns for the project and fund other miscellaneous projects being considered between now and year end. By only transferring \$490,000 of the projected savings, we leave \$200,000 of the remaining potential surplus in the personnel lines in case there are unforeseen changes in the budget forecast prior to year end.

REVIEW BY BOARD COUNSEL:

Counsel has reviewed this agreement.

BUDGET IMPACT:

This request is budget neutral since the funds are transferring within the operating budget. However, \$490,000 will move from the top half of the budget to the bottom half of the budget.

RECOMMENDATION:

That the Johnson County Library Board of Directors authorize staff to initiate the process of transferring \$490,000 from the personnel budget to the contractual services budget in the 2013 operating budget. This process includes working with David Vratney, Management & Budget Analyst, Scott Neufeld, Budget Director and Hannes Zacharias, County Manager to obtain appropriate buy-in and approvals.

PERSON(S) RESPONSIBLE:

Sean Casserley
Jeff Walker

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING

THIS AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this ___ day of _____, 2011 by and between the BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY (“the Library”) and the JOHNSON COUNTY LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), a Kansas non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)(3), both parties of Overland Park, Kansas.

Recitals

A. The Foundation was formed in 1996 to “establish an endowment that would be used for the benefit of the collections and programs of the Johnson County Library, and to engage in other activities that assist the Johnson County Library in fulfilling its mission of serving the residents of Johnson County.”

B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.

C. The Library has provided and will, subject to adequate funding approved by the board of county commissioners, continue to provide assistance to the Foundation to facilitate its operation and the fulfillment of its stated mission.

D. On November 18, 2009, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

E. The Library and Foundation now wish to amend and restate that Memorandum of Understanding to revise certain provisions and to include new provisions on gifts made to the Foundation and to the Library.

Agreements

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes by the board of county commissioners:

I. OPERATIONS

1.0 Office space. The Library will furnish office space at the Central Resource Library sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website, with

the understanding that the Foundation will be responsible for submitting changes and updates to the Library's website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will own and provide software to manage Foundation fundraising records and will assist with data processing of those records.

4.0 Marketing and volunteer activities. The Library marketing staff and volunteer coordinator will assist the Foundation with marketing and volunteer support, as needed.

5.0 Personnel. The Library will hire an Executive Director on behalf of the Foundation. The County Librarian will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of Johnson County government. The parties acknowledge that the Foundation's Executive Director will be a county employee subject to the policies of the county's Human Resources department, including those pertaining to compensation. In accordance with county policy, the County Librarian will supervise the Executive Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors.

6.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities, including pens, presentation folders, notebooks, card stock, and printing costs.

II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual audit and prepare necessary government reports at its own expense, including Form 990 and a Kansas Annual Report. The Board will comply with the Foundation's articles of organization, bylaws, and applicable federal and state laws and regulations. The Executive Director will consult with the County Librarian on all matters pertaining to such compliance.

III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all gifts made to the Foundation's endowment by donors will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Library's statutory obligations with respect to gifts made to the Library. Pursuant to K.S.A. 12-1225(h) and 12-1225b(a), the Board of Directors of the Library has the following powers and duties with respect to gifts made to the library:

(h) to receive and accept any gift or donation to the library and administer the same in accordance with provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library;

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall administer the same in accordance with such restrictions or conditions. It may implement such restrictions or conditions by placing the gift with the Foundation in accordance with section 10.0 of this Memorandum of Understanding.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Directors of the Library has determined that it will best serve the interests of the Library for unrestricted gifts in an amount exceeding \$500 to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements to be put into place by the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President . The Library agrees to notify the Foundation, through its Executive Director, or, in the absence of an Executive Director, the Foundation's President, when it has received and accepted an unrestricted gift in an amount exceeding \$500. The parties agree that the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President, are authorized to implement safeguards and agreements with respect to the placement of such gifts with the Foundation. Without limiting such safeguards and agreements that might be implemented, the parties acknowledge that the same might address concerns related to receipt and refunding agreements imposed by trustees, unforeseen tax liability, and auditing requirements.

10.0 Restricted gifts. All gifts restricted for a specific library service will be initially authorized by the County Librarian, subject to Library Board of Directors approval when required under Library policies, and then accepted by the Foundation. The Foundation agrees to administer such gifts in accordance with the restrictions imposed by the donor or donors.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Executive Director will manage the proceeds of the Foundation, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation in support of the Library. The parties agree that the Foundation will continue to contract with the Greater Kansas City Community Foundation for investment and reporting services relating to all such funds.

12.0 Grant requests. Any grant request for unrestricted Foundation funds by the Library shall be presented in writing by the County Librarian to the Foundation. The Foundation will process the request following the Foundation's procedure for grant requests, with the Foundation Board of Directors having full authority to accept or deny the grant request.

13.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the endowment to supplement the Library's collection needs. The Foundation Board will on an annual basis approve a disbursement from the endowment fund to the Library for collection development equal to at least 5% of the corpus of the endowment, except in those years in which the Foundation Board specifically finds that the endowment assets have sufficiently declined in value to render such a disbursement imprudent.

14.0 Gifts from Friends of the Johnson County Library. When the Foundation receives gifts and donations from the Friends of the Johnson County Library, it shall separately account for such funds, and disburse the same in accordance with the instructions of the Friends for the Library's benefit.

IV. MISCELLANEOUS PROVISIONS

15.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

16.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation.

17.0 Governing law. This Agreement shall be governed by Kansas law.

In witness whereof, the parties have hereunto set their hands:

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY
FOUNDATION

By: _____
Mitra Templin, Chair

By: _____
Nitin Pai, President

Johnson County Library
Board of Directors
Calendar of Events
SEPTEMBER 2013

September 1 – November 30	Happy 75 th Birthday, Caldecott Medal!
September 1 – December 2	elementia – Call for Submissions
September 3, 2013	Cedar Roe Movie Group
September 4, 2013	<i>Pete the Cat</i> Kickoff Storytime
September 4, 2013	Healthy Aging Panel Discussion
September 7, 2013	Latino Festival
September 10, 2013	Storytime with Fire Chief Tony Lopez
September 12, 2013	Library Board Meeting
September 16, 2013	Back to School Night at the Library
September 18, 2013	Author event with Cotton Smith
September 19, 2013	Open Mic: Celebration of John Mark Eberhart
September 21, 2013	Mount Holyoke Lecture Series: American Foreign Policy in the 21 st Century: The Burdens of a Reluctant Hegemon
September 25, 2013	Special Edition Book Group – Speaker/Author Esther Lutrell
October 17, 2013	JCL Foundation Pinnacle Awards