

JOHNSON COUNTY LIBRARY

BOARD REPORT

AUGUST 14, 2014

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

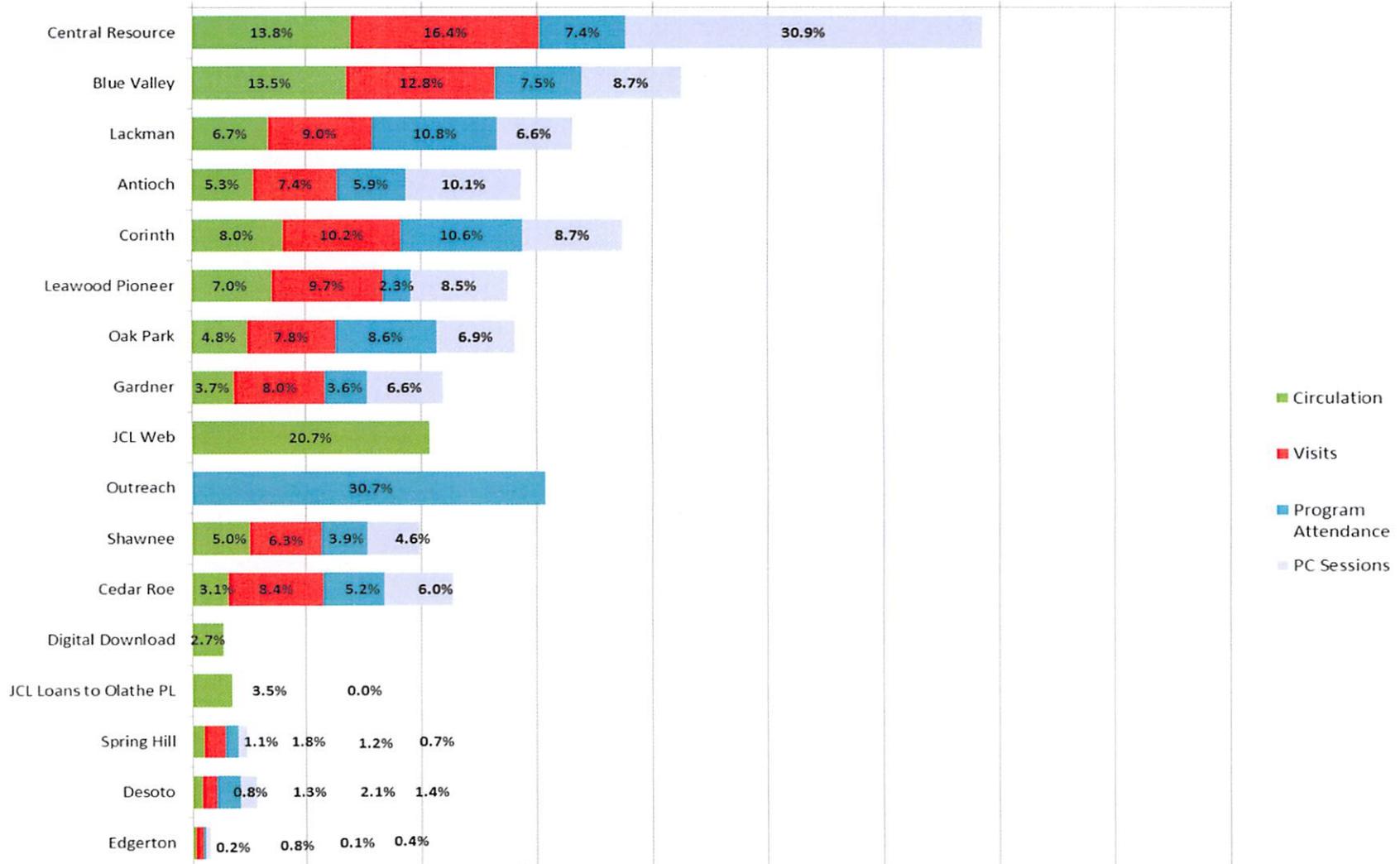
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, AUGUST 14, 2014
ANTIOCH BRANCH
4:00 P.M.

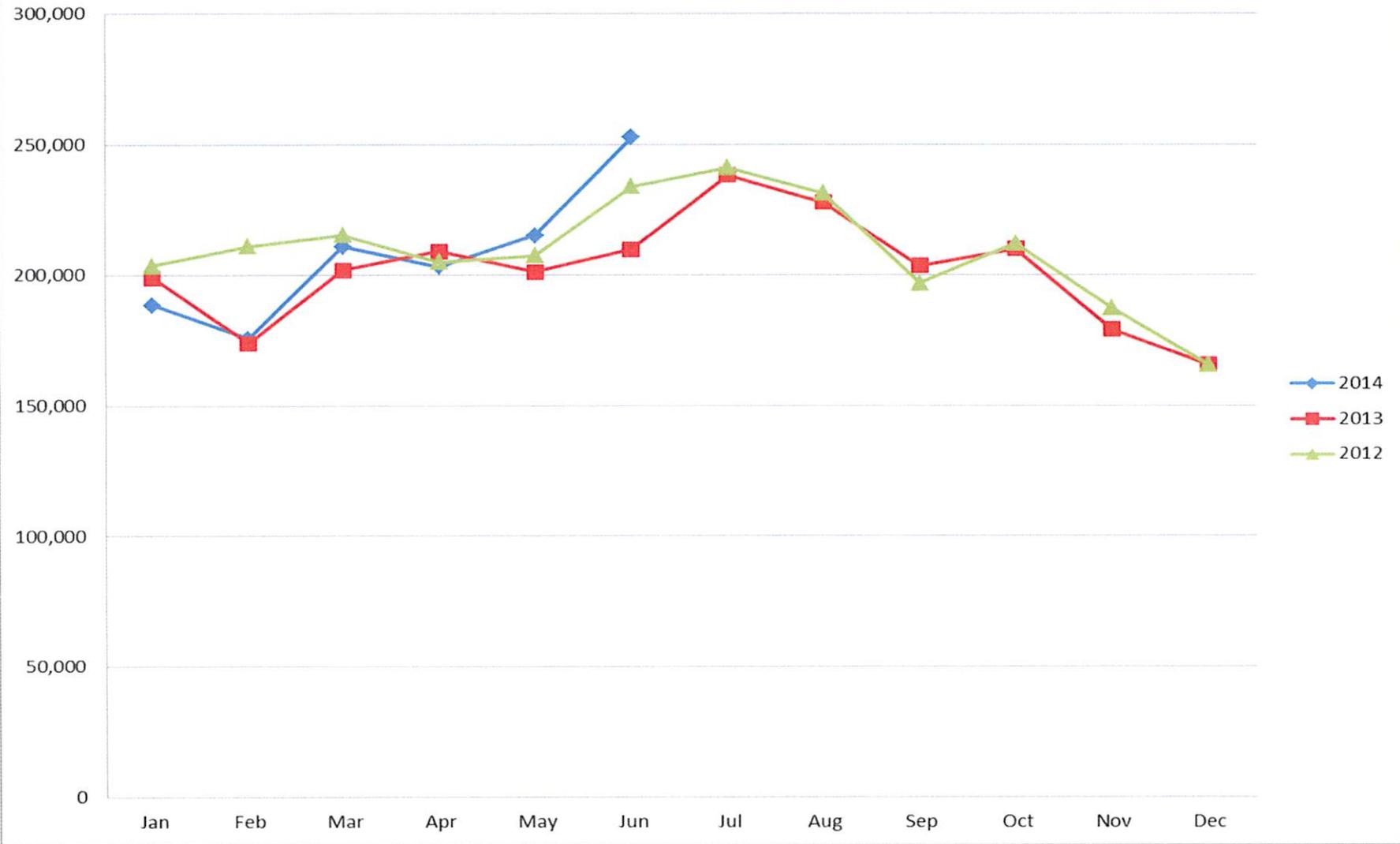
- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Nancy Hupp, Board Chair
 - 1. Appointment of SFMP study group committee
 - C. Stephanie Low, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Update - Memorandum of Understanding between Johnson County Library and Johnson County Park and Recreation, presented by Jennifer Mahnken.....31
 - 2. Request for Proposal (RFP) status report
 - 3. Request for Additional Resources (RAR) status update
 - 4. Discussion of Branch Hours
 - 5. Central Building Upgrade update, presented by Kim Gile and Scott Sime
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of July 10, 2014 Regular Library Board meeting.....9
 - 2. Minutes of July 23, 2014 Special Library Board meeting.....17
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....19
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2014 were handled in accordance with library and County policy.
 - b) The June 2014 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures

C. Gift Fund Report	
1. Treasurer's Report.....	20
VI. New Business	
A. Consideration of adoption of ARM 20-80-30, Serving of Alcoholic Beverages.....	33
B. Consideration of updates to ARM 20-10-50, Patron Code of Behavior.....	36
VII. Executive Session	
VIII. Adjournment	

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



Johnson County Library Three-Year Trend in Library Visits



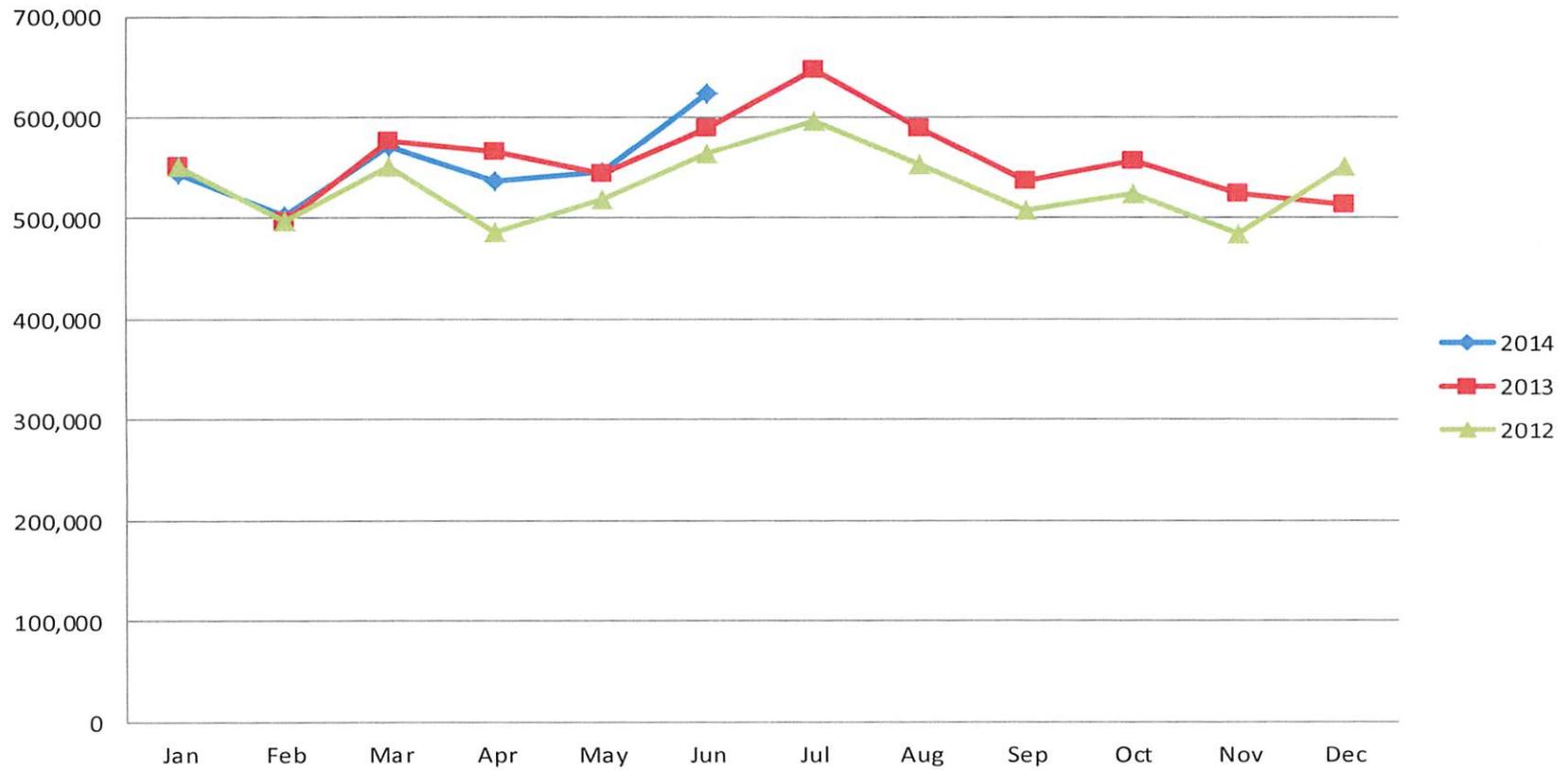
Johnson County Library
USER VISITS

6/1/2014

Location	Current Month 2014								Current Month 2013				Percent Change 2013 to 2014		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per 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	18,655	7.4%	115,444	235,998	271	69	33,355	1.8	21,459	10.2%	119,447	243,375	-13.1%	-3.4%	-3.0%
Blue Valley	32,414	12.8%	151,707	311,613	271	120	84,203	2.6	25,634	12.2%	151,282	301,502	26.4%	0.3%	3.4%
Cedar Roe	21,263	8.4%	77,928	137,431	235	90	19,574	0.9	7,100	3.4%	50,526	102,023	199.5%	54.2%	34.7%
Central Resource	41,389	16.4%	225,824	458,973	292	142	86,296	2.1	35,225	16.8%	193,636	449,163	17.5%	16.6%	2.2%
Corinth	25,870	10.2%	131,123	263,106	271	95	49,661	1.9	24,718	11.8%	148,474	259,387	4.7%	-11.7%	1.4%
DeSoto	3,273	1.3%	16,398	34,233	140	23	5,140	1.6	3,176	1.5%	35,668	31,960	3.1%	-54.0%	7.1%
Edgerton	1,900	0.8%	6,644	10,438	100	19	1,402	0.7	848	0.4%	5,799	7,115	124.1%	14.6%	46.7%
Gardner	20,227	8.0%	77,300	136,833	251	81	22,991	1.1	11,825	5.6%	50,499	129,500	71.1%	53.1%	5.7%
Lackman	22,825	9.0%	126,165	226,366	251	91	41,763	1.8	18,329	8.7%	107,460	226,773	24.5%	17.4%	-0.2%
Leawood Pioneer	24,528	9.7%	124,374	255,526	251	98	43,661	1.8	25,256	12.0%	129,913	274,462	-2.9%	-4.3%	-6.9%
Oak Park	19,686	7.8%	106,112	219,019	251	78	30,212	1.5	16,570	7.9%	103,451	212,306	18.8%	2.6%	3.2%
Shawnee	16,011	6.3%	63,944	130,895	251	64	31,351	2.0	13,878	6.6%	71,092	142,155	15.4%	-10.1%	-7.9%
Spring Hill	4,571	1.8%	23,387	50,772	148	31	6,582	1.4	5,880	2.8%	33,725	51,676	-22.3%	-30.7%	-1.7%
Branch Total	211,223	83.6%	1,020,524	2,012,231	2,691	78	369,895	1.8	174,673	83.2%	970,344	1,981,234	20.9%	5.2%	1.6%
SYSTEM TOTAL	252,612	100.0%	1,246,348	2,471,204	2,983	85	456,191	1.8	209,898	100.0%	1,195,557	2,430,397	20.3%	4.2%	1.7%

	2014	2013
Average Visits per Capita for Current Month:	0.6	0.5
Average Visits per Capita for Year-to-Date:	2.9	2.8
Service Area Population:	431,000	431,000

Johnson County Library Three-Year Trend in Circulation



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

June 2014

Location	Official Circulation										
	Current Month 2014				Current Month 2013				Percentage Change 2013 to 2014		
	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	33,355	5.3%	185,895	370,506	35,119	6.0%	189,028	379,453	-5.0%	-1.7%	-2.4%
Blue Valley	84,203	13.5%	400,299	787,198	79,584	13.5%	394,227	780,727	5.8%	1.5%	0.8%
Cedar Roe	19,574	3.1%	115,397	249,935	16,479	2.8%	112,468	226,809	18.8%	2.6%	10.2%
Central Resource	86,296	13.8%	466,034	943,200	81,176	13.8%	452,039	913,306	6.3%	3.1%	3.3%
Corinth	49,661	8.0%	262,424	522,870	49,092	8.3%	267,189	523,379	1.2%	-1.8%	-0.1%
Desoto	5,140	0.8%	25,863	53,108	4,848	0.8%	23,981	49,917	6.0%	7.8%	6.4%
Edgerton	1,402	0.2%	7,527	16,894	1,451	0.2%	8,420	16,576	-3.4%	-10.6%	1.9%
Gardner	22,991	3.7%	119,986	240,177	22,379	3.8%	121,728	249,502	2.7%	-1.4%	-3.7%
Lackman	41,763	6.7%	213,790	429,156	39,598	6.7%	223,643	443,069	5.5%	-4.4%	-3.1%
Leawood Pioneer	43,661	7.0%	230,508	466,268	44,458	7.6%	232,855	471,286	-1.8%	-1.0%	-1.1%
Oak Park	30,212	4.8%	157,775	317,680	27,838	4.7%	156,913	321,678	8.5%	0.5%	-1.2%
Shawnee	31,351	5.0%	154,868	305,846	29,491	5.0%	152,885	302,892	6.3%	1.3%	1.0%
Spring Hill	6,582	1.1%	32,593	69,438	5,868	1.0%	35,693	69,110	12.2%	-8.7%	0.5%
JCL Web Renewals	129,167	20.7%	745,505	1,492,021	119,041	20.2%	783,308	1,494,528	8.5%	-4.8%	-0.2%
Digital Downloads	16,885	2.7%	90,266	335,035	10,628	1.8%	46,427	46,427	58.9%	94.4%	621.6%
JCL Loans to Olathe PL	21,730	3.5%	119,073	240,790	21,795	3.7%	123,368	252,202	-0.3%	-3.5%	-4.5%
JCL Branch Total	369,895	59.3%	1,906,925	3,829,076	356,205	60.5%	1,919,030	3,834,398	3.8%	-0.6%	-0.1%
JCL Branches and Central	456,191	73.1%	2,372,959	4,772,276	437,381	74.3%	2,371,069	4,747,704	4.3%	0.1%	0.5%
JCL SYSTEM TOTAL	623,973	100.0%	3,327,803	6,694,524	588,845	100.0%	3,324,172	6,540,861	6.0%	0.1%	2.3%

Average Circulation per Capita		
	2014	2013
Current Month	1.4	1.4
Year-to-Date	7.7	7.7
Service Area Population	431,000	431,000

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
July 10, 2014
4:00 p.m.
Central Resource Library**

BOARD: Amy Amos Ruo, Pam Robinson, John Nelson, Nancy Hupp, Emmanuel Obi, Mitra Templin, via phone: Neil Shortlidge

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Rebecca Phillips

STAFF: Dean Allman, Michelle Beesley, Barbara Brand, Sean Casserley, Carlos Castillo, Robin Davin, Bradley Debrick, Amy Field, Elaina Franklin, Jolene Gilmore, Hope Harms, John Helling, Eric John, Chris Madrigal, Jennifer Mahnken, Susan Mong, Stephanie Neu, Nicole Neufeld, Rita Rubick, Matt Sapp, Michaela Scruggs, Cheryl Sickels, Scott Sime, Tricia Suellentrop, Jackie Suptic, Terry Velasquez, Adam Wathen

GUESTS: Georgia Sizemore, Deborah White, Rick Wise

Nancy Hupp called the meeting to order at 4:00 p.m.

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Hupp noted that Board member Neil Shortlidge is joining the meeting via conference line.

FRIENDS OF THE LIBRARY

Rebecca Phillips reported for the Friends of the Library. The Sizzlin' Summer Book Sale was held at the Great Mall of the Great Plains June 10-14. The sale raised \$59,040. 19 pallets of sale leftovers were sold to Discover Books for \$971.00. The Friends are still looking for a permanent home for the Sizzlin' Summer Book Sale.

Internet Sales Report:

June sales totaled \$10,301 with a total of 525 items sold. As of July 2nd, there were 7,936 items listed for online at a total value of \$187,348.

Fun Facts for May and June

Biggest Sales:

Margin of Safety - \$1,000.00

Clinical Pediatric Nephrology - \$195.95
Thomas' Hematopoietic Cell Transplantation - \$154.95
Architectural Graphic Standards - \$215.95

International orders went to Canada, Australia, the United Kingdom, New Zealand, Malta, Germany, Japan, South Africa, France, Israel and Hungary.

Ms. Phillips reminded everyone that the second Thursday of every month is Friends member appreciation day at the Friends Used Book Stores. Friends members can save 20% on purchases.

There will be a used book store sidewalk sale at the Blue Valley Library, Thursday, August 7-9.

Mr. Casserley thanked Assistant County Manager, Maury Thompson and his wife for their recent volunteer work at the Friends book sale. Mr. Thompson stayed past his slated volunteer time to help pack up and recruited his wife to help. The Friends of the Library were grateful for the extra assistance.

JOHNSON COUNTY LIBRARY FOUNDATION

Foundation Director Susan Mong introduced Deborah White from Village Presbyterian Church. Village Presbyterian has awarded a \$4,000 grant to the Johnson County Library in support of the 6 by 6 Early Literacy program. Johnson County Library and Village Presbyterian have a history of collaboration through outreach to their Preschool and connection through the Corinth branch.

Ms. White stated that for 65 years mission work has been part of the focus of Village Presbyterian. This year they are supporting the 6 by 6 initiative, programing with Head Start of Shawnee Mission as well as other programs that support early childhood education and literacy. They believe that strong educational foundations provide the footing for strong communities.

Mr. Casserley thanked Village Presbyterian on behalf of the library and referenced a recent study that found that reading as well as talking and singing is crucial to cognitive development within a child's first eighteen months. Johnson County Library's focus on early childhood literacy is incredibly important.

H&R Block has awarded \$10,000 to support the C.A.R.E. program. Two Johnson County District Court judges participate in the program: Judge Kathleen Sloan and Judge Michael Farley who allow us to keep fully stocked bookshelves in their courtrooms and provide books to children in the court system.

The R.A. Long Foundation has also awarded Johnson County Library \$3,000 to support the Homework Help program. We have been able to extend the Homework Help program into the summer this year with the extra funds.

The CPS Foundation gave \$22,000 toward Tutor.com. They are a private family Foundation.

Ross Dress for Less is a new member of the Corporate Partner program.

Pinnacle Award winners have been selected and will be announced next month.

The Tri Board event will be held on Thursday, August 7th at PinStripes from 5:30 to 7:00.

BOARD OF COUNTY COMMISSIONER REPORT

No Report

BOARD COUNSEL REPORT

Mr. Logan presented on the legislation adopted on the open carry of firearms; a different issue than the concealed carry legislation considered by the Board last December.

The bill, HB2578, states that if an organization prohibits the open carry of firearms into a building a sign must be posted. The sign must be in accordance with regulations adopted by the Attorney General. Mr. Logan presented the proposed signage.

The Johnson County Library has prohibited the open carry of firearms for the past 27 years. Currently there is an explicit prohibition in place in the patron code of behavior. To maintain the prohibition the signs must be posted.

This is an administrative matter that does not require Board action unless the Board chooses to change the policy.

Members of the Board chose not to discuss changes to the current prohibition on the open carry of firearms.

Mr. Logan was unable to recall an instance of a patron carrying a firearm into the library.

COUNTY LIBRARIAN REPORT

Orange Boy

IT Manager, Matt Sapp presented on the market study data provided by OrangeBoy. OrangeBoy conducted a large survey using an email survey and patron interviews with the goal of giving us a better understanding of what our patrons enjoy doing, what materials they are interested in and what programs and services they utilize. OrangeBoy analyzed the data in-depth and grouped patrons by their library-use behavior into defined groups or “clusters”.

OrangeBoy found that patrons that visit branches vary greatly throughout the county. For example, English is the language primarily spoken by our patrons throughout the county; however some branches have a large percentage of different languages. Both language and percentage of patrons who speak that language vary from branch to branch.

Other data points include median age, households with children under 18 and educational attainment.

In response to a question from Ms. Robinson regarding the assumption made that patrons who visit the branches are those that live in the area, Mr. Sapp stated that there are some assumptions made in the data. OrangeBoy used a number of different data point including census data and patrons completing transactions in the area; they utilize a formula to arrive at the numbers. The data may not be perfect, but does provide a clearer picture.

11 clusters were developed based on behaviors, allowing the opportunity to craft individualized experiences.

Mr. Sapp reviewed the “Occasionals” cluster. Occasionals are not strong library users, but may occasionally check out a book or DVD if something is recommended or comes to their attention. They value immediacy and convenience, if the library cannot provide what they want quickly; they will turn to another source (e.g. Amazon).

With the data provided, we are exploring a customer relations management system that will allow us to email our patrons based on programs and services that fit their interests. The research shows that Johnson County Library’s engagement with youth and teens is strong and then drops off. Our goal is to maintain those relationships and also to improve engagement with our patrons across all clusters.

Mr. Casserley mentioned that as an example the data shows that there are a large number of young families in the Gardner area and income levels are lower than many other areas. A service that may appeal to this group could be evening story times. This information would also affect the way we advertise programs and services.

In response to a question from the Board, Mr. Sapp described the “Double Feature” cluster as patrons who are primarily interested in DVDs and CDs.

Mr. Nelson questioned the data provided regarding circulation of digital downloads. Ms. Suellentrop responded that the large numbers are because it is a new service.

Mr. Sapp stated that the OrangeBoy data is produced from a weekly output of library usage. The ideal use of the data is to guide resource and marketing decisions.

Ms. Robinson asked if there were any “ah-ha” moments or information that supported or changed thoughts on the direction the library is moving.

Mr. Casserley responded that he believes the data supports the focus on convenience. Also, that people use the library for leisure activity or to take a break.

Ms. Suellentrop added that she was surprised that the “Bed Time Stories” cluster was only 11%. With our focus on early literacy and children’s programming we expected the percentage to be higher, especially with the amount of staff, outreach and marketing that is focused on that cluster. There are many children in the county and with our resources we are able to reach a percentage and there is more to do.

Next Steps:

Our next steps as we move forward with the implementation of the Strategic Plan and Strategic Facilities Master Plan to fully understand how the data fits in. It will affect how the strategic plan is implemented for different clusters at different locations.

Central Building Schematic Design presentation

Rick Wise with Clark Enersen Partners gave a presentation on the Central Resource Library upgrade and renovation project.

The Central Building project team met with the Johnson County Library administration for a three day Charette to discuss the programming efforts, space needs, project priorities and to consider design solutions.

Several design solutions were developed using the subjects prioritized by the administrative team of infrastructure, public space, material flow and staff space.

Mr. Wise presented the proposed schematic layout and highlighted changes including a new café/vending area, the addition of a Friends bookstore and relocation of the Carmack meeting room.

Current and Next Steps include:

- Ongoing Meetings with Staff
 - Refining overall design
 - Looking at individual space details
 - Discussing furnishing options
 - Integration with Mechanical/Electrical modifications
- Developing cost estimates
- Hiring a Construction Manager

In response to a question regarding portioned walls in the schematic, Mr. Wise indicated that the dotted lines in the schematic layout indicate changes in purpose of space, not necessarily walls.

Ms. Templin commented that in prior discussions of the central upgrade project there was discussion of improving visibility and access to the park for patrons. She asked if that was no longer under consideration.

Mr. Wise responded that including an access point to the park was not possible due to budget constraints. In this schematic, the gallery will stay as it is and the connection to the park will not be improved. Feedback from the board was that not improving visibility to the park for patrons is disappointing.

Ms. Robinson asked if it is possible to switch the location of the staff break room and the MakerSpace with the Carmack room. Patrons utilizing the Carmack room would then gain access to the view of the park and Carmack would still be connected to the Gallery for events.

Mr. Wise responded that he would take the Board's feedback and look at the possibility. In response to a question from Mr. Obi regarding how the renovation will affect the electrical and HVAC systems, Mr. Wise stated that the number one priority of the project is to improve electrical and HVAC systems.

The board directed Mr. Wise to consider other options for improving the connection to the park by switching the MakerSpace and staff break room with the Carmack meeting room. Mr. Casserley stated that he would like to see two options that consider improved connection to the park and determine feasibility.

Ms. Hupp reminded the board that the loading dock is directly south of the building and not scenic.

Alcohol exemption request for the Central Resource Library

Mr. Casserley noted that alcohol consumption in the library is currently prohibited. Other cultural spaces, Museums and Parks, have petitioned the Board of County Commissioners to get an exception in order to provide alcohol for specific events.

Mr. Casserley asked the board for their reaction to the idea of asking the Board of County Commissioners for a similar exception in order to provide wine and beer for specific Board and Foundation sponsored events held at the Central Resource Library. Ms. Templin inquired why we would limit the exception to Board and

Foundation events. Kansas City Public Library has many programming and author events where alcohol is available.

Mr. Casserley stated that it would be possible to broaden the request to include Friends, Foundation, Board and Library supported events. The events would be for adults, held after hours or in the evening in a reserved area. Not highly visible to the public.

Mr. Casserley would work with county legal and Mr. Logan for a detailed proposal. Mr. Casserley stated that if the Board does not support the idea he will not go forward with the request.

Mr. Shortlidge indicated his support and noted the Foundation is interested in hosting events in the library where wine and beer can be served. At ALA last year he attended a presentation that highlighted a successful event series at another library system where alcohol was served.

Ms. Templin and Ms. Ruo also commented on their support.

Ms. Robinson stated that she understands the reasons for the request and has reservations because it is a public space where we actively work to bring youth into the building. She is more supportive of the idea if the events are held after hours in a secluded area.

Ms. Hupp serves on another board that dealt with this issue. When speaking with community members to gauge their reaction, many spoke about the importance of teaching responsibility by example. Ms. Hupp also expressed some reservations and would like to see fully developed guidelines. She noted the benefit of enabling the Foundation to hold a nice event at the library and not have to pay for a venue.

Mr. Obi asked if any other library systems serve alcohol at events and their experience.

Mr. Casserley responded that Kansas City Public library serves alcohol at many of their well-attended events. The program he attended was held in one space and a social gathering with hors d'oeuvres and alcoholic beverages was held afterward on the roof.

Ms. Hupp directed Mr. Casserley to go forward, proceed with research and develop a possible policy and guidelines. She requested he bring the research back to the Board to have a more detailed discussion at that time.

CONSENT AGENDA

MOTION: Amy Amos Ruo

SECONDED: Emmanuel Obi

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

MOTION: John Nelson moved that the library board go into executive session for a time not to exceed 60 minutes for (1) consultation with Library counsel that is deemed privileged in the attorney-client relationship and (2) preliminary discussion relating to the acquisition of property. The subject of the discussion during the executive session will be the Library's strategic plan for facilities.

Those attending the executive session shall include members of the Library Board, county Librarian Sean Casserley, Library Counsel Fred Logan, County Chair Ed Eilert, County Commissioner Jason Osterhaus, County Facilities Director Joe Waters and any other senior staff members of the Library and county designated by Mr. Casserley.

The Library Board will reconvene in this meeting room no later than 6:15 p.m. No action will be taken during the executive session. It is not anticipated that any action, other than a motion to adjourn, will be taken when the Library Board returns to its regular meeting.

SECONDED: Ms. Templin **MOTION CARRIED UNANIMOUSLY**

At 6:15 p.m. Board Chair Hupp announced the extension of the executive session by 30 minutes to 6:45 p.m.

No votes were taken. The Board returned to regular session at 6:29 p.m.

ADJOURNMENT

MOTION: Amy Amos Ruo

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Sean Casserley, County Librarian



**THE OPEN
CARRYING OF
FIREARMS
IN THIS
BUILDING IS
PROHIBITED**

**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL BOARD MEETING
WEDNESDAY,
July 23, 2014
4:00 p.m.
Oak Park Neighborhood Library**

BOARD: Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Mitra Templin **via phone:** John Nelson, Pam Robinson, Amy Ruo

BOARD ATTORNEY: Not present

BOCC: Not present

STAFF: Sean Casserley, Mike Heffernan, John Helling, Jen Mahnken, Susan Mong, Leslie Nord, Matt Sapp, Michaela Scruggs, Tricia Suellentrop

GUESTS: P. Conner, Rick Hellman, Georgia Sizemore

Nancy Hupp called the meeting to order at 4:00 p.m.

NEW BUSINESS

Consideration of moving the Strategic Facilities Master Plan schedule up by a year

Mr. Casserley proposed moving the strategic facilities plan process up by a year by preparing and posting a request for proposal (RFP) for a study of the library system by the beginning of August. The study would start in late August or early September and be completed by the end of April. The completed study and recommendations would then be brought for review and development into a final plan.

In response to a question from Mr. Shortlidge, Mr. Casserley stated that the library has been working with the county facilities department and has a list of vendors who will be sent the RFP. It would be an open application process.

MOTION: Neil Shortlidge moved to move the SFMP schedule up by a year

SECONDED: Amy Ruo **MOTION CARRIED UNANIMOUSLY**

Consideration of authorizing the Request for Additional Resources of \$200,000 to be moved from reserves to start the study as soon as possible

Mr. Casserley presented the proposal of taking \$200,000 of the \$350,000 from the Capital Improvement Plan and then make a request for additional resources (RAR). The request would go before the Board of County Commissioners for approval in August 2014. The \$200,000 would come from reserves. \$150,000 would come from next year.

Mr. Casserley clarified the abbreviations of RAR, Request for Additional Resources and CIP, Capital Improvement Plan.

MOTION: Pam Robinson moved to authorize the \$200,000 early and \$150,000 from next year.
SECONDED: Mitra Templin **MOTION CARRIED UNANIMOUSLY**

Mr. Obi asked when the library will be publicizing the RFP for the study. Mr. Casserley responded the goal is to have the RFP ready for review by counsel on 7/29. He would like the RFP to be published by the first of August. The vendor would be selected by the middle of September.

Vendors that will be receiving the RFP are those who have experience developing facilities plans for libraries. Both experienced local companies and those throughout the country will be able to present a bid.

There will be an interview process. A team would be formed with members from the County Facilities department and knowledgeable library staff to review, vet, score and interview the vendors. The team is being created to streamline the decision making process.

Ms. Hupp stated that one of the considerations will be the vendor's ability to understand expectations and move forward on an aggressive timeline.

Mr. Shortlidge asked about the possibility of a pre-proposal meeting with vendors. Mr. Casserley responded a pre-proposal meeting is possible with the selected finalists, but that it may not be a necessary part of the process.

Ms. Sizemore, County Facilities, recommended that we have vendors interview on site. She suggested that there may not be a need for a pre-proposal meeting. Vendors will have the opportunity to ask questions during the process and a pre-proposal meeting may reduce the pool of candidates based on travel considerations.

ADJOURNMENT

MOTION: Neil Shortlidge moved to adjourn
SECONDED: Emmanuel Obi **MOTION CARRIED UNANIMOUSLY**

Meeting Adjourned at 4:08 p.m.

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
June 2014**

VENDOR	DESCRIPTION	AMOUNT
BiblioCommons	Core and Mobile annual subscription fee	\$46,966.00
Foundation Center	Online database	\$4,495.00
OrangeBoy	Savannah CRM	\$27,000.00
Montalvan & Associates	Program "Tuesday Tucks Me In"	\$1,000.00

Total \$79,461.00

SIGNED:

Finance Director

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

		Receipts	Payments	Balance
	Opening cash balance			\$136,159.34
	Add Receipts	\$0.00		
	Less Payments		\$0.00	
	Ending Cash balance			\$136,159.34
	Less Liabilities		\$0.00	
	Unobligated cash balance			\$136,159.34

APPROVED: _____

DATE: _____

JOHNSON COUNTY LIBRARY REVENUE REPORT

6/31/2014

50% of Year Lapsed

REVENUE ALL FUNDS AS OF 5/31/14	2014 Year to Date	2014 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,326,528.08	\$19,612,122	99%	99%
Ad Valorem Delinquent	\$189,878.81	\$308,005	62%	72%
Motor Vehicle	\$209,282.59	\$2,159,126	10%	51%
Library Generated - Copying/Printing	\$46,882.40	\$85,000	55%	54%
Library Generated - Overdues / Fees	\$343,473.04	\$725,000	47%	46%
Sale of Library Books	\$25,000.00	\$50,000	50%	50%
Misc Other	\$4,321.60	\$21,290	20%	27%
Library Generated - Other Charges	\$10,403.36	\$322,050	3%	22%
Investment	\$31,083.62	\$56,621	55%	35%
Unencumbered Balance Forward	\$0.00	\$630,000	0%	0%
Recreational Vehicle Tax	\$3,166.36	\$6,497	49%	33%
Heavy Trucks Tax	\$8,868.55	\$10,131	88%	104%
Rental Excise Tax	\$11,769.27	\$24,997	47%	56%
State and Federal Grants	\$158,628.72	\$226,278	70%	1%
Transfers	\$330,566.00	\$0	0%	0%
TOTAL REVENUE	\$20,699,852.40	\$24,237,117	85%	89%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
6/31/2014
50% of Year Lapsed

OPERATING FUND	2014	2014	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$1,641,953	\$3,412,889	48%	50%
Administrative Services	\$1,476,275	\$2,647,899	56%	42%
Branch Services	\$1,904,200	\$4,361,726	44%	48%
Technical Services	\$305,035	\$765,438	40%	40%
Systemwide Services	\$1,415,719	\$2,472,746	57%	45%
Central	\$1,827,280	\$3,936,955	46%	46%
Facilities	\$1,119,565	\$1,926,919	58%	66%
Information Technology	\$1,017,274	\$2,130,677	48%	51%
Risk Management Charges	\$23,950	\$95,798	25%	50%
Library General Tax Increment	\$0	\$0	0%	0%
Grants *	\$84,667	\$226,278	37%	2%
Transfer to Capital Projects	\$0	\$0	0%	0%
Interfund Transfers	\$0	\$0	0%	0%
TOTAL OPERATING FUND EXPENDITURES	\$10,815,918	\$21,977,325	49%	47%

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

SPECIAL USE FUND	\$2,014	2014	% Budget	% Expended
	Year to Date	Budget	Expended	Last Year
Contractual Services (General Maintenance)	\$5,667	\$16,304	35%	0%
Commodities (Capital Equipment)	\$114,495	\$176,260	65%	32%
Transfer to Debt Payment	\$83,386	\$1,122,186	7%	5%
Transfer to Capital Projects	\$0	\$0.00	0%	100%
Debt Payment (Library Building Tax Increment)	\$103,368	\$928,738	11%	662%
TOTAL SPECIAL USE FUND EXPENDITURE	\$306,915	\$2,243,488	14%	18%

TOTAL EXPENDITURES	\$11,122,833	\$24,220,813	46%	38%
---------------------------	---------------------	---------------------	------------	------------

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
6/31/2014
50% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

Categories	2014 Year to Date	2014 Budget	% Categories Expended	% Expended Last Year
Salaries and Benefits	\$6,506,402	\$13,811,282	47%	45%
Contractual Services	\$2,362,301	\$3,132,470	75%	66%
Supplies	\$1,503,761	\$3,912,519	38%	38%
Capital - Operating	\$4,271	\$8,412	51%	0%
Risk Management Charges	\$23,950	\$95,798	25%	50%
Library General Tax Increment	\$0	\$0	0%	0%
Capital / Maintenance / Repair	\$120,161	\$192,564	62%	43%
Transfer to Debt Payment	\$83,386	\$1,122,186	7%	0%
Transfer to Capital Projects	\$330,566	\$790,566	42%	0%
Library Building Tax Increment	\$103,368	\$928,738	11%	0%
Grants	\$84,667	\$226,278	37%	2%

TOTAL EXPENDITURES	\$11,122,833	\$24,220,813	46%	43%
---------------------------	---------------------	---------------------	------------	------------

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 6/31/14	Source	Received	Expend By	Expenditures	Grant Award	
2013 Ks H. C.	State	Mar-13		\$2,400.00	\$2,650.00	
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,386.01	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$2,402.42	\$8,000.00	
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$461.50	\$1,912.00	
2014 6by6 Activity Kits	State	Jul-13	Dec-14	\$478.18	\$2,144.95	
2014 Check up and Check Out	State	Jul-14		\$931.54	\$5,250.00	
2014 State Aid Grant	State	Jul-14		\$80,364.96	\$154,271.77	
TOTAL				\$96,424.61	\$183,728.72	

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

Deferred Maintenance Account

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

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

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
Prior Years Total	\$987,497.62	\$83,752.38
Painting-CRL	\$6,737.75	
Security Equipment-Desoto	\$819.18	
Contractual Services	\$16,001.57	
Furnishings-SPH	\$5,253.89	
Miscellaneous Equipment	\$10,875.00	
Carpet-ANT	\$5,400.00	
Bookdrop-SE	\$8,700.00	
Replace Drive - LA	\$5,850.00	
Furnishings/Electrical-LE	\$5,930.64	
Patch & Paint-LE	\$450.00	
CRL -Electric Upgrade	\$3,562.50	
SE-Door Controls	\$11,977.00	
2013 & 2014 Expenditures	\$81,557.53	
Sub-Total 2013 & 2014 Expenditures	\$81,557.53	
TOTAL EXPENDITURES	\$1,069,055.15	\$2,194.85

Monticello Land Acquisition

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

EXPENDITURES	TO DATE	BUDGET REMAINING
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$7,015.00	
Site Survey	\$1,900.00	\$37,306.36
TOTAL EXPENDITURES	\$772,693.64	\$37,306.36

Scheduled Replacement Account

REVENUE	TO DATE	BUDGET
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
2013 Operating/SU Fund Transfer	\$551,250	\$551,250
2014 Operating/SU Fund Transfer	\$330,566	\$330,566
Total Revenue	\$1,884,925	\$1,884,925
EXPENDITURES	TO DATE	REMAINING
Concrete Work - Antioch	\$28,900.00	
Grounds & Concrete Work - Blue Valley	\$46,755.50	
Furnishings and Equipment	\$111,296.91	
Vehicle Replacement	\$73,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting Lights & Improvements - CRL	\$96,176.00	
CRL Parking Lot Improvements	\$84,656.00	
Monticello Vending Solution Design	\$9,482.50	
Site Improvements - AN & CRL	\$5,101.50	
Drainage Repairs - Corinth	\$4,730.00	
Roof & Window & Fire System Replacement - CRL	\$169,667.69	
Carpet/Tile Replacement - Blue Valley	\$6,433.00	
Parking lot Maintenance - Cedar Roe	\$15,040.00	
Door Replacement - Blue Valley	\$24,000.00	
Copier Replacement - Creative Services	\$11,415.00	
Parking Lot Repair - Gardner	\$4,063.03	
Parking Lot Repair & Boiler Replace - Antioch	\$82,850.00	
Remove bookcases/Painting - CO Meeting & Reading Rooms	\$4,325.00	
Painting & Security upgrades- Oak Park	\$4,364.00	
Painting/Furnishings Gardner	\$5,909.26	
Carmack Room Blinds	\$6,994.00	
Office Remodel / Security upgrade LE	\$16,179.14	
Security System Upgrade - Blue Valley	\$8,138.00	
Blind Replacement & Furnish - OP	\$16,607.71	
HVAC Improvements - Antioch	\$108,235.97	
Concrete Repairs - Shawnee	\$30,625.00	
Handicap Ramp / landscape- Gardner	\$5,222.00	
Office Remodel - Blue Valley	\$2,950.00	
Computer Tables - Corinth	\$7,349.58	
Electrical & Security Camera Installation - CR	\$41,725.00	
Roof Repairs - Corinth	\$39,483.20	
Stack Moving for Carpet Replacement - CRL	\$8,370.00	
Emergency Lighting & Electrical work - CRL	\$85,349.01	
JCL Logo Etching - Blue Valley	\$8,700.00	
Carpet Replacement - AN & SSB furnishings	\$21,818.85	
Carpet Replacement - Shawnee	\$48,312.25	
Leawood Sorter Installation	\$54,167.13	
Retaining Walls - Corinth	\$13,825.00	
HVAC Improvements - Corinth	\$13,800.00	
HVAC Improvements - Shawnee	\$15,285.00	
Edgerton Environmental Sampling	\$712.80	
Carpet & Security System Improvement - Lackman	\$3,233.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades/Furnishings - Lackman	\$12,632.16	
Circulation Area Remodel - Shawnee	\$11,250.00	
Remodel & Landscape BV	\$21,230.50	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Carpet/Furnishing CO	\$7,910.95	
Architectural Services - CRL-Roof Repair	\$21,483.87	
Shawnee Interior Renovation	\$10,606.99	
Shawnee Remove Door Frame	\$475.00	
Lackman Carpet	\$1,105.00	
Gardner Book Case Glass	\$1,298.00	
TOTAL EXPENDITURES	\$1,460,995.91	\$423,929.09

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
2014 Operating/SU Fund Transfer	\$330,566	\$330,566
Total Revenue	\$1,884,925	\$1,884,925
EXPENDITURES	TO DATE	REMAINING
Prior Years Total	\$890,326.51	\$994,598.49
2013 & 2014 Expenditures		
CRL Repairs, Roof and Painting	\$189,913.65	
Architectural Services - Monticello Vending	\$4,153.81	
Replace Fire System-CRL	\$44,083.18	
Architectural Services - CRL	\$16,256.25	
Emergency Boiler Replace-AN	\$49,670.00	
Security Improvements DE	\$3,198.00	
Security Improvements ED	\$3,198.00	
Security Improvements SH	\$3,198.00	
Security Improvements LE	\$7,325.64	
Furnishings-Book Cases	\$8,051.31	
Remodel BV	\$24,186.00	
Carpet COR	\$4,214.00	
CRL- Upgrade/Lighting	\$103,301.82	
CO Renovation & Furnishings	\$5,271.95	
SE-Remove/Replace Sidewalk & Upgrades	\$16,956.99	
SSB Carpeting & Furnishings	\$1,839.85	
CR Paving & Electrical	\$39,400.00	
LE Upgrades	\$3,203.50	
GA Landscape & Improvements	\$7,274.26	
LA-Chairs & Flooring & Upgrades	\$10,768.16	
Facilities Vehicle	\$9,000.00	
OP Furnishings & Security	\$16,205.03	
Sub-Total 2013 & 2014 Expenditures	\$570,669.40	
TOTAL EXPENDITURES	\$1,460,995.91	\$423,929.09

Expenditure of Friends of the JCL Donations 2014

June 2014 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>JUNE</i>	<i>JUNE YTD</i>
Volunteer Recognition		\$245.00	\$435.00
Advertising/Promotion		\$750.00	\$15,182.99
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$384.31
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$0.00	\$7,794.50
Homework Help and Tudor.com		\$0.00	\$0.00
Summer Reading Club/Elementia		\$674.91	\$18,134.11
Other Library Programming		\$0.00	\$0.00
MidAmerica Regional Council		\$0.00	\$0.00
Board Travel Expenses		\$0.00	\$23.74
Miscellaneous		\$0.00	\$0.00
Total Expenditures		\$ 1,669.91	\$ 41,954.65

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
JOHNSON COUNTY PARK AND RECREATION DEPARTMENT**

Purpose:

The purpose of this Memorandum of Understanding is to outline collaboration between Johnson County Library (JCL) and the Johnson County Park and Recreation Department (JCPRD) for the operation of the Library Lending Machine at the Mill Creek Activity Center.

Agency Roles and Responsibilities:

Johnson County Library will:

1. Install the Library Lending Machine and accompanying awning, seating, trash receptacle, concrete pad, lighting on the awning, return bin, and security cameras.
2. Operate, maintain, and provide user support for the Library Lending Machine, including filling and emptying the machine with library materials and keeping the machine in working order
3. Include JCPRD's logo in the branding of the Library Lending Machine and promotional materials
4. Provide signage for the parking spaces
5. Repair the machine and awning as needed

Johnson County Park and Recreation Department will:

1. Designate two parking spaces for users of the Library Lending Machine
2. Maintain the area around the Library Lending Machine, including snow and trash removal
3. Provide electricity and an Internet connection
4. Assume liability for the property on which the Library Lending Machine sits

Duration of Understanding:

Johnson County Library agrees to leave the Library Lending Machine on JCPRD property for the duration of three years beginning in July 2014.

This MOU will be reviewed and renewed annually beginning in December 2014 at the JCL Board Meeting

Cancellation and Termination:

Both parties mutually agree that this Understanding may be cancelled by either party upon provision of written notice at least 30 days prior to the effective cancellation date, and can be modified by mutual agreement. This agreement may be modified or cancelled if either party undergoes significant staff or budget changes.

Signatures:

The parties to this Memorandum of Understanding have been duly authorized by their respective boards of directors to execute this document.

Executive Director, JCPRD

Date

County Librarian, JCL

Date

JOHNSON COUNTY LIBRARY
Board of Directors
August 8, 2014

AGENDA ITEM: Consideration of adoption of ARM 20-80-30, serving of alcoholic beverages.

ISSUE FOR BOARD DETERMINATION:

Whether to adopt ARM 20-80-30 to allow alcoholic beverages to be served and consumed at library-approved events in designated areas by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation.

DISCUSSION:

As discussed at the July 10, 2014 library board meeting alcohol consumption in the library is currently prohibited. Other cultural spaces, Museums and Parks, have petitioned the Board of County Commissioners for an exemption allowing their organizations to provide alcohol for specific events.

ARM 20-80-30 describes limited circumstances in which alcoholic beverages may be served and consumed at library-approved events in designated areas of the Central Resource Library by the library, the Friends of the Johnson County Library or the Johnson County Library Foundation.

REVIEW BY BOARD COUNSEL:

Reviewed by Fred Logan

RECOMMENDATION:

Move to adopt ARM 20-80-30 regulating the serving of alcoholic beverages at the Central Resource Library.

PERSON(S) RESPONSIBLE:

Sean Casserley
Fred Logan

Tab: Patron Services
Section: Facility Usage
Subject: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

Alcoholic beverages are generally prohibited in library facilities and on library premises. The purpose of this regulation is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-approved events in designated areas by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation.

Effective Date: August 14, 2014

Review Date August 14, 2014

ALCOHOLIC BEVERAGES GENERALLY PROHIBITED

a. With the limited exception set forth in this regulation, alcoholic beverages are generally prohibited in library facilities and on library premises. Nothing in this regulation shall be construed as authorizing patron possession or consumption of alcoholic beverages in library facilities or on library premises in violation of the Patron Code of Behavior, ARM 20-10-50.

LIMITED EXCEPTION FOR SERVING ALCOHOLIC BEVERAGES

b. Alcoholic beverages may be served by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation at events approved in writing by the library on the terms set forth in this regulation.

Designated Areas 1. Alcoholic beverages may be served and consumed only in areas designated by the library.

No sales 2. No sale of alcoholic beverages is permitted.

Caterers 3. When alcoholic beverages are dispensed and served by a caterer, the caterer shall utilize only trained and TIPS-certified servers.

Minors 4. Minors may not receive, consume, or be in possession of any alcoholic beverages.

Unlawful Service 5. Unlawful service, sale, and/or consumption of alcoholic beverages is strictly prohibited. Violators will be prosecuted to the full extent of the law.

PROCEDURES

c. Procedures for implementing this regulation shall be articulated and inserted in staff manuals.

August 14, 2014

ARM 20-80-30 End

JOHNSON COUNTY LIBRARY
Board of Directors
August 8, 2014

AGENDA ITEM: Consideration of revisions to ARM 20-10-50 Patron Code of Behavior

ISSUE FOR BOARD DETERMINATION:

Whether to accept revisions to ARM 20-10-50 to increase patron convenience by permitting the consumption of food in the library so long as it is not disruptive to other patrons or damaging to library facilities.

Also, whether to accept revisions to section 9 stating that patrons shall not possess or consume alcoholic beverages in the library or on library premises except for events falling under the limited circumstances of ARM 20-80-30. ARM 20-80-30 regulates the serving of alcoholic beverages at library-approved events in designated areas only by the library, Friends of the Library or the Johnson County Library Foundation.

DISCUSSION:

Current library policy does not allow food to be consumed in public areas of the library, except in large library meeting rooms with approval in advance or in designated areas.

Customer convenience is a major tenet of the Library's new Strategic Plan. This revision of policy will increase convenience to our patrons by allowing food to be consumed in public areas as long as it not a disruption.

The revision to Section 9 regarding alcohol upholds the prohibition of possession of alcohol in the library by patrons with an exception of alcohol allowed by ARM 20-80-30. ARM 20-80-30 allows alcohol that is served in designated areas of the library at library-approved events by the library, the Friends of the Library, or the Johnson County Library Foundation.

REVIEW BY BOARD COUNSEL: Reviewed by Fred Logan

RECOMMENDATION:

Motion to approve revisions to ARM 20-10-50 patron code of behavior.

PERSON(S) RESPONSIBLE:

Sean Casserley
Kasey Riley

**ADMINISTRATIVE REGULATIONS Document ARM 20-10-50
Number**

Tab: Patron Services
Section: General Patron Services
Subject: PATRON CODE OF BEHAVIOR

SUMMARY

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

Effective Date:

Review Date August 14, 2014 ~~December 12, 2013~~
August 14, 2014 ~~December 12, 2013~~

**POLICY ON
DISRUPTIVE
PATRON**

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

**PATRON CODE
OF BEHAVIOR**

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons

3. The carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-4201 into a library building of any kind or onto library property, including library parking lots, except by certified law enforcement personnel or,

effective January 1, 2014, and as set forth in subsection (i) below, any licensee who has been issued a license to carry a concealed handgun under the provisions of the Personal and Family Protection Act, as amended by the 2013 Legislature, as reflected in 2013 Kansas Laws Ch. 105 (H.B. 2052), codified as K.S.A. 75-7c01, et seq., is strictly prohibited. The term “weapons” includes, without limitation, firearms of all types and sizes, including handguns, whether loaded or not; air guns, BB-guns, pellet guns, and the like; simulated weapons; knives, swords, switchblades, razors, and the like – other than small pocket knives, utility knives, and the like with a blade of less than three inches in length; clubs, bludgeons, batons, bats, and the like; incendiary or explosive devices of any sort whatsoever; martial arts weapons, including num-chuks, throwing stars, and the like; and any item carried with the intent to go armed, or used to threaten or intimidate another. The term “weapons” shall not include the lawful possession of personal security devices, intended for use by members of the general public, including without limitation, pepper spray, mace, and such other personal defense sprays.

(i) Effective January 1, 2014, a licensee who has been issued a license to carry a concealed handgun under the provisions of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended, may carry a concealed handgun into a library building or onto library property in accordance with that law. Any licensee who holds a license to carry a concealed handgun and who carries such a concealed handgun into a library building or onto library property, including library parking lots, shall do so in strict compliance with all applicable municipal, state and federal laws. Pursuant to K.S.A. 75-7c03, as amended, any such licensee who is in actual possession of a concealed handgun while in a library building or on library property, including library parking lots, shall carry, on his or her person, his or her valid license to carry concealed handguns. On demand of a law enforcement officer, the licensee shall display the license to carry concealed handguns and proper identification.

- | | |
|-------------|---|
| Unruliness | 4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff. |
| Abusiveness | 5. Behavior that is abusive to library patrons and/or staff is not allowed. |
| Language | 6. Abusive or obscene language is not allowed in the |

library.

Smoking 7. Use of tobacco products is not permitted in the library.

Food/Drink 8. ~~Food is not permitted in public areas of the library, except in large library meeting rooms during scheduled meetings when approved in advance, or in other designated areas.~~ Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property. Consumption of food is also allowed in large library meeting rooms during scheduled meetings when approved in advance.-

Alcohol 9. ~~Alcoholic beverages are not permitted on library premises. Patrons shall not possess or consume alcoholic beverages in the library or on library premises.~~ Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation pursuant to ARM 20-80-30.

Pets 10. Pets are not permitted in the library. Service animals are allowed.

Skating 11. Skating and skateboarding are prohibited in library buildings and on any library property.

Parking Lot 12. Participating in bicycling, motor vehicle use, or any other behavior that endangers the user/driver or library patrons or their vehicles in the library parking lot is not allowed.

Use of Library Computer Workstations 13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate his or her use of the workstation:

a) Patrons shall not access or exhibit obscene material

on library computer workstations. See K.S.A. 21-4301(c), as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. K.S.A. 21-4301.

b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-4301a, as amended.

c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another. See K.S.A. 21-3516, as amended.

PROCEDURES

d. Procedures for handling incidents shall be articulated and inserted in staff manuals.

~~December 12,~~
~~2013~~August 14,
2014

ARM 20-10-50 End

**ADMINISTRATIVE REGULATIONS Document ARM 20-10-50
Number**

Tab: Patron Services
Section: General Patron Services
Subject: PATRON CODE OF BEHAVIOR

SUMMARY

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

Effective Date:

August 14, 2014

**POLICY ON
DISRUPTIVE
PATRON**

Review Date

August 14, 2014

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

**PATRON CODE
OF BEHAVIOR**

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons

3. The carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-4201 into a library building of any kind or onto library property, including library parking lots, except by certified law enforcement personnel or, effective January 1, 2014, and as set forth in subsection

(i) below, any licensee who has been issued a license to carry a concealed handgun under the provisions of the Personal and Family Protection Act, as amended by the 2013 Legislature, as reflected in 2013 Kansas Laws Ch. 105 (H.B. 2052), codified as K.S.A. 75-7c01, et seq., is strictly prohibited. The term “weapons” includes, without limitation, firearms of all types and sizes, including handguns, whether loaded or not; air guns, BB-guns, pellet guns, and the like; simulated weapons; knives, swords, switchblades, razors, and the like – other than small pocket knives, utility knives, and the like with a blade of less than three inches in length; clubs, bludgeons, batons, bats, and the like; incendiary or explosive devices of any sort whatsoever; martial arts weapons, including num-chuks, throwing stars, and the like; and any item carried with the intent to go armed, or used to threaten or intimidate another. The term “weapons” shall not include the lawful possession of personal security devices, intended for use by members of the general public, including without limitation, pepper spray, mace, and such other personal defense sprays.

(i) Effective January 1, 2014, a licensee who has been issued a license to carry a concealed handgun under the provisions of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended, may carry a concealed handgun into a library building or onto library property in accordance with that law. Any licensee who holds a license to carry a concealed handgun and who carries such a concealed handgun into a library building or onto library property, including library parking lots, shall do so in strict compliance with all applicable municipal, state and federal laws. Pursuant to K.S.A. 75-7c03, as amended, any such licensee who is in actual possession of a concealed handgun while in a library building or on library property, including library parking lots, shall carry, on his or her person, his or her valid license to carry concealed handguns. On demand of a law enforcement officer, the licensee shall display the license to carry concealed handguns and proper identification.

- | | |
|-------------|---|
| Unruliness | 4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff. |
| Abusiveness | 5. Behavior that is abusive to library patrons and/or staff is not allowed. |
| Language | 6. Abusive or obscene language is not allowed in the library. |

Smoking	7. Use of tobacco products is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property. Consumption of food is also allowed in large library meeting rooms during scheduled meetings when approved in advance.
Alcohol	9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation pursuant to ARM 20-80-30.
Pets	10. Pets are not permitted in the library. Service animals are allowed.
Skating	11. Skating and skateboarding are prohibited in library buildings and on any library property.
Parking Lot	12. Participating in bicycling, motor vehicle use, or any other behavior that endangers the user/driver or library patrons or their vehicles in the library parking lot is not allowed.
Use of Library Computer Workstations	<p>13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate his or her use of the workstation:</p> <p>a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. 21-4301(c), as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. K.S.A. 21-4301.</p> <p>b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child</p>

under the age of eighteen years. K.S.A. 21-4301a, as amended.

c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another. See K.S.A. 21-3516, as amended.

PROCEDURES

d. Procedures for handling incidents shall be articulated and inserted in staff manuals.

August 14, 2014

ARM 20-10-50 End

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

August 2	Musical Tales <i>Oak Park Neighborhood Library</i>
August 7	Mobile MakerSpace <i>De Soto Neighborhood Library</i>
August 9	BYO Found Objects: Steampunk 21+ Workshop <i>Gardner Neighborhood Library</i> <i>Shawnee Neighborhood Library</i>
August 11	An Edible Discussion <i>Corinth Neighborhood Library</i>
August 15	Mobile MakerSpace <i>Leawood Pioneer Neighborhood Library</i>
August 20	Coffee with Crime Book Group <i>Lackman Neighborhood Library</i>
August 25	Resumes – It’s All About You <i>Central Resource Library</i>
August 28	Business Plan Blues <i>Central Resource Library</i>
August 28	Career Design! Career Management Strategies <i>Central Resource Library</i>