

JOHNSON COUNTY LIBRARY

BOARD REPORT

JUNE 13, 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, JUNE 13, 2013
CENTRAL RESOURCE LIBRARY
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Mitra Templin, Board Chair
 - C. Dave White, President, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel - Conflicts of Interest Policy and Disclosure Form.....26
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Mill Creek Storytimes – Bradley Debrick
 - 2. Board Retreat – July 10th, 8:30-4:00
 - 3. Cedar Roe update
 - 4. Strategic Facilities Master Plan update – Proposal and Direction
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of May 15, 2013 Board meeting.....7
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....12
 - 2. Financial and Personnel
 - a) The County Librarian and the Administrative Manager certify those payment vouchers and personnel authorizations for April, 2013 were handled in accordance with library and County policy.
 - b) The April, 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.....14
 - 2. Summary of Gift Fund Receipts.....15
 - 3. Summary of Gift Fund Payments.....16

The County Librarian and the Administrative Manager certify

the Gift Fund receipts and disbursements were handled in accordance with Regulations 10-55-12 and 10-55-12A of the Library's Administrative Policy Manual.

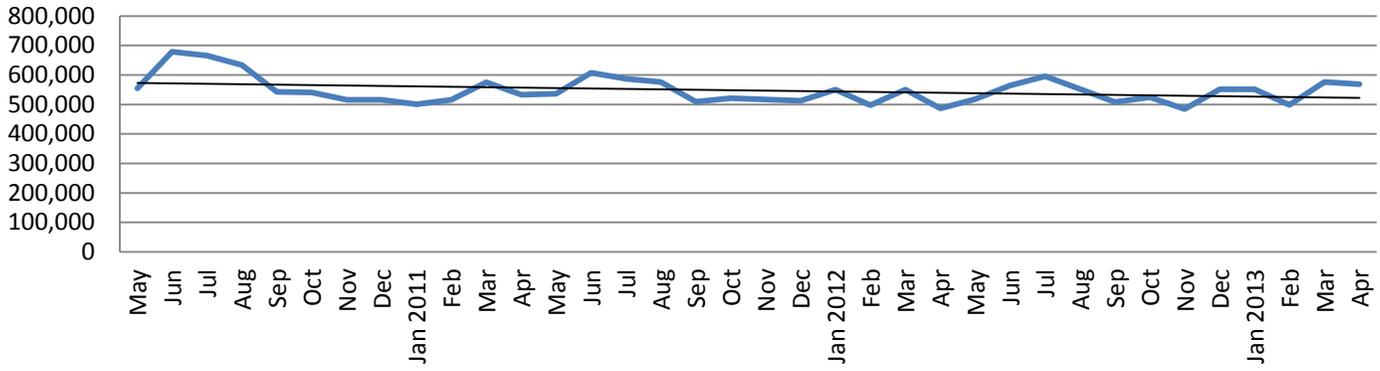
- VI. Old Business
 - A. Strategic Plan Update – Aubrey Seavey and Scott Sime

- VII. New Business
 - A. Conflicts of Interest Policy and Disclosure Form.....25
 - B. Budget Report to BOCC – June 20th 1:00 p.m. – 5:00 p.m.

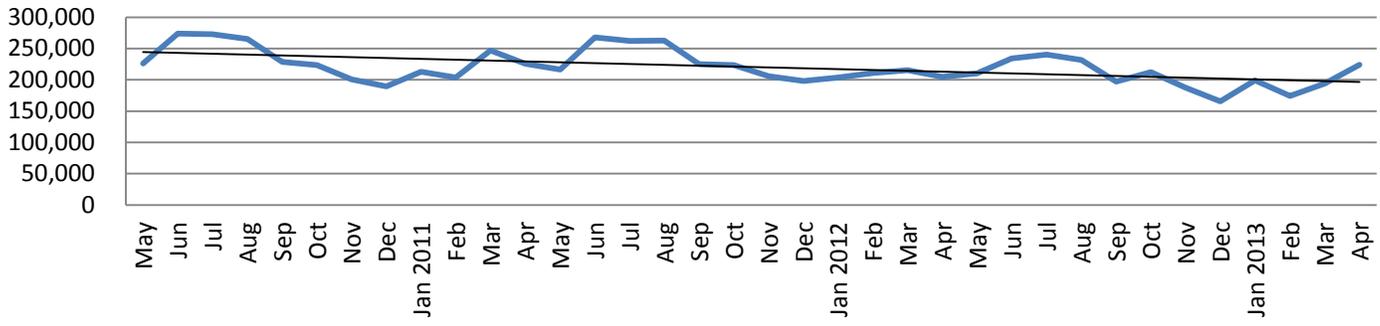
- VIII. Document Signing

- IX. Adjournment

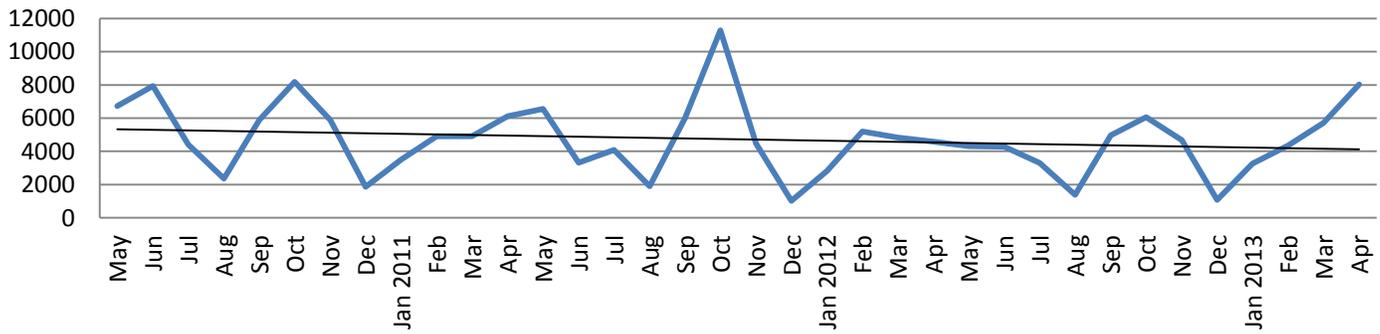
Systemwide Circulation



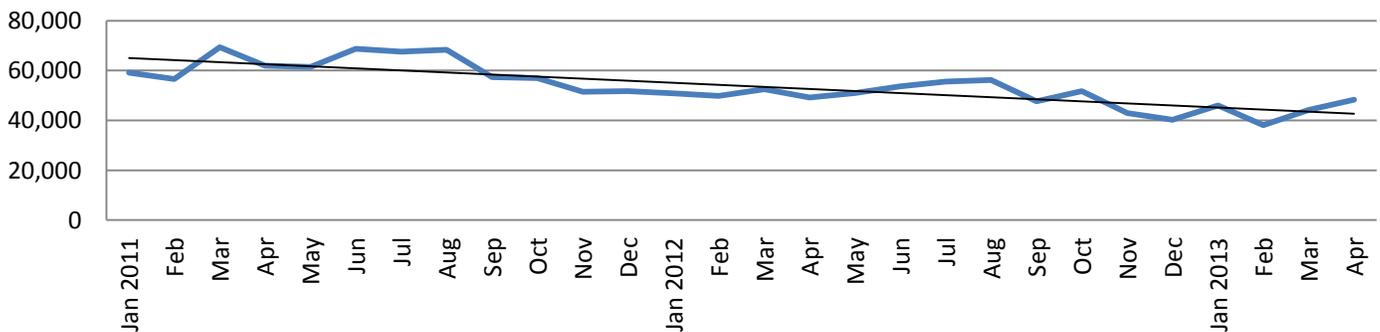
Systemwide Visits



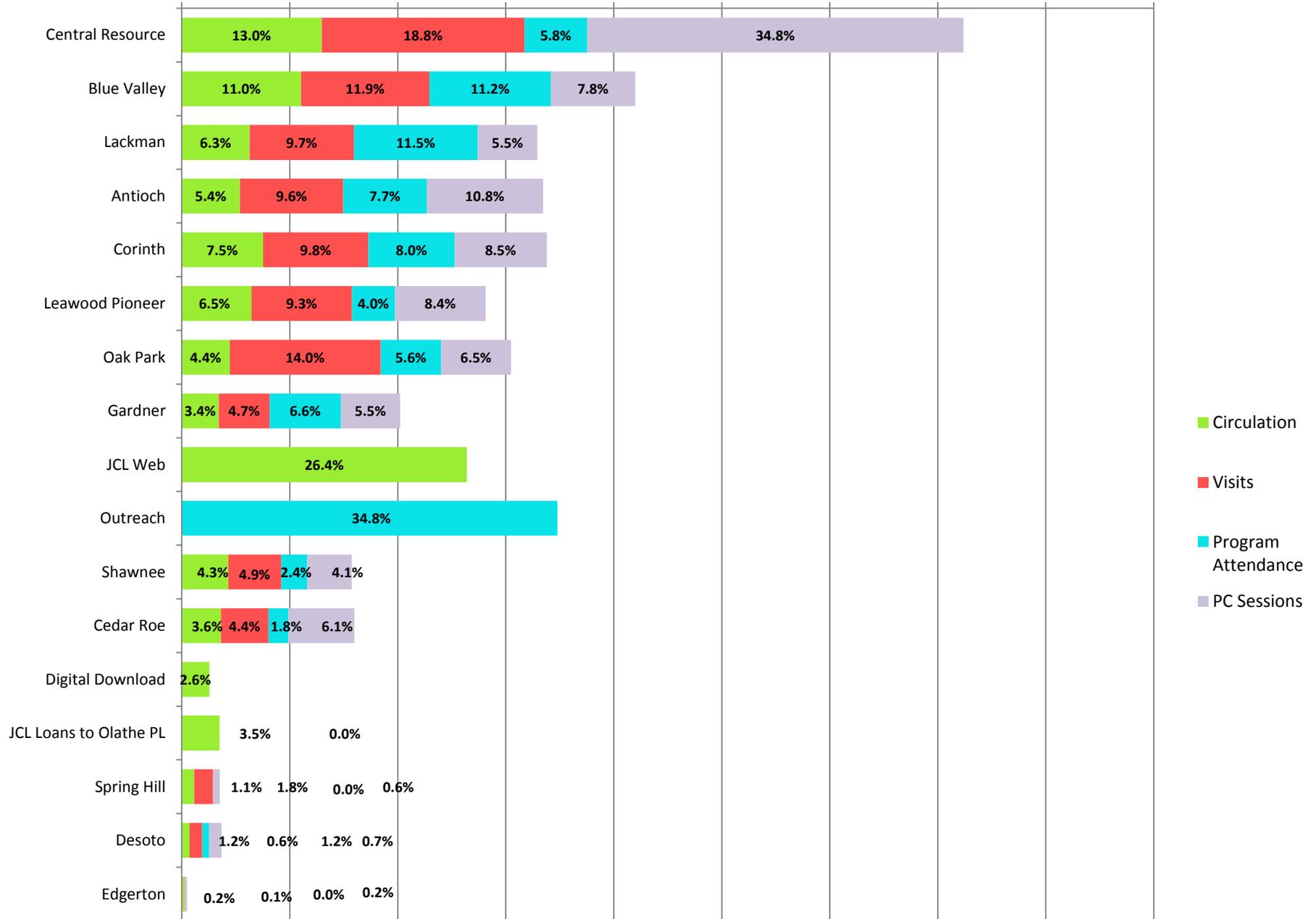
Systemwide Program Attendance



Systemwide PC Sessions



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



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

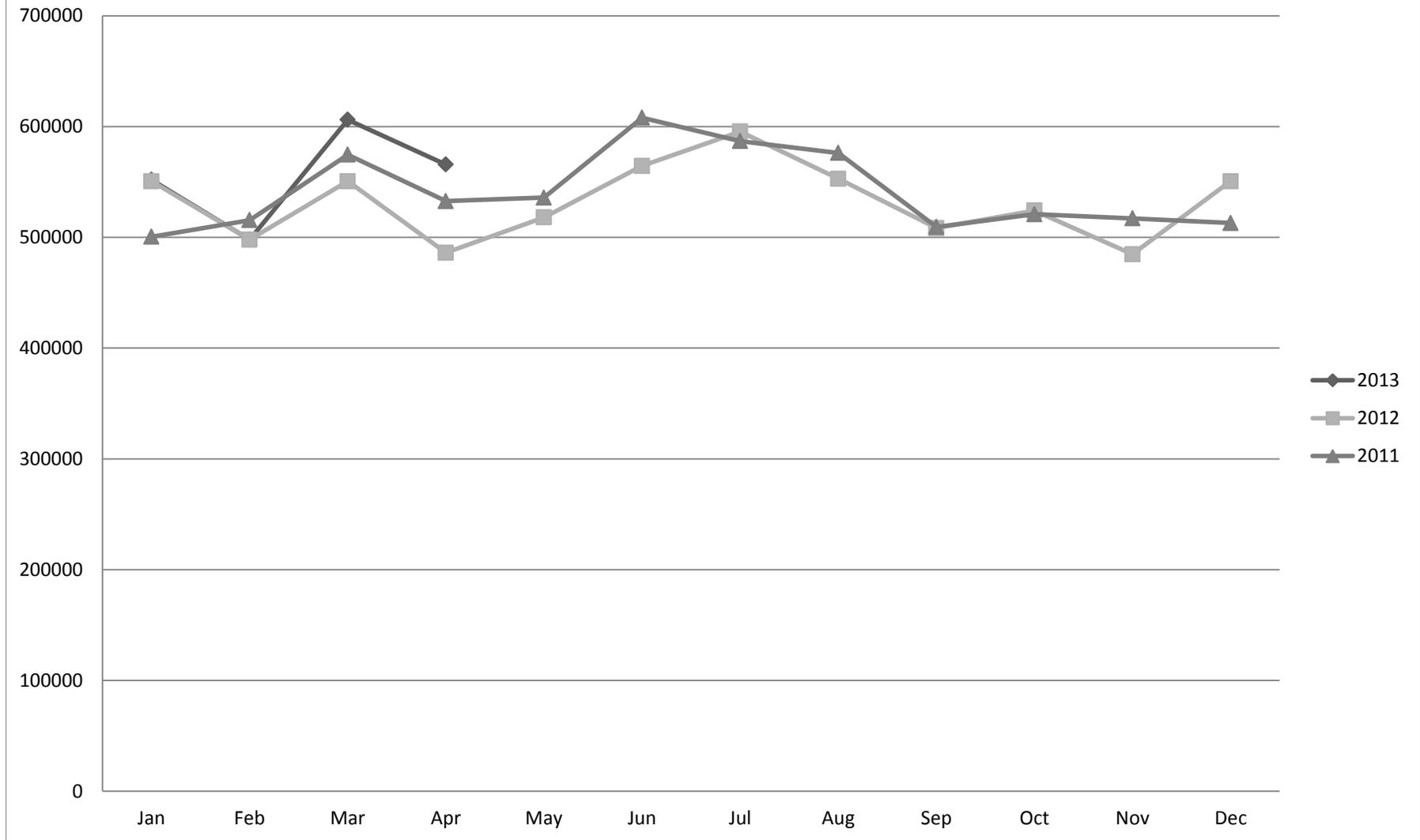
April 2013

Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	2012 to 2013		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total			Month	Yr-to-Dt	Previous 12 mos.
Antioch	30,727	5.4%	122,413	374,260	28,738	5.9%	119,436	390,952	6.9%	2.5%	-4.3%
Blue Valley	62,840	11.0%	251,218	780,087	55,290	11.4%	241,771	777,275	13.7%	3.9%	0.4%
Cedar Roe	20,582	3.6%	76,125	229,959	19,029	3.9%	76,810	258,963	8.2%	-0.9%	-11.2%
Central Resource	73,768	13.0%	293,734	895,609	66,335	13.6%	298,064	940,266	11.2%	-1.5%	-4.7%
Corinth	42,838	7.5%	173,759	522,034	38,038	7.8%	154,606	437,472	12.6%	12.4%	19.3%
Desoto	4,059	0.7%	15,343	50,817	3,923	0.8%	17,970	58,801	3.5%	-14.6%	-13.6%
Edgerton	1,280	0.2%	5,286	16,471	1,174	0.2%	5,559	17,943	9.0%	-4.9%	-8.2%
Gardner	19,496	3.4%	79,501	252,508	18,626	3.8%	77,109	250,677	4.7%	3.1%	0.7%
Lackman	35,764	6.3%	146,031	447,000	34,502	7.1%	143,966	462,721	3.7%	1.4%	-3.4%
Leawood Pioneer	36,744	6.5%	150,214	474,958	35,970	7.4%	155,440	493,229	2.2%	-3.4%	-3.7%
Oak Park	25,289	4.4%	102,287	324,076	23,116	4.8%	103,128	329,667	9.4%	-0.8%	-1.7%
Shawnee	24,458	4.3%	98,377	304,252	23,493	4.8%	93,617	306,733	4.1%	5.1%	-0.8%
Spring Hill	6,526	1.1%	23,713	67,817	4,088	0.8%	23,937	70,440	37.4%	-0.9%	-3.7%
JCL Web Renewals	150,225	26.4%	547,409	1,476,181	114,766	23.6%	486,094	1,388,055	30.9%	12.6%	6.3%
Digital Downloads*	14,529	2.6%	24,900	24,900	n/a	n/a	n/a	n/a	n/a	n/a	n/a
JCL Loans to Olathe PL	19,932	3.5%	81,329	249,982	19,012	3.9%	87,815	269,455	4.8%	-7.4%	-7.2%
JCL Branch Total	310,603	54.6%	1,244,267	3,844,239	285,987	58.8%	1,213,349	3,854,873	8.6%	2.5%	-0.3%
JCL Brances and Central	384,371	67.5%	1,538,001	4,739,848	352,322	72.5%	1,511,413	4,795,139	9.1%	1.8%	-1.2%
JCL SYSTEM TOTAL	569,057	100.0%	2,194,981	6,490,911	486,100	100.0%	2,085,322	6,452,649	17.1%	5.3%	0.6%

Average Circulation per Capita			
	2013	2012	2011
Current Month	15.8	13.8	15.1
Year-to-Date	5.1	14.8	15.1
Service Area Population	431,000	422,500	422,500

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

Johnson County Library Three-Year Trend in Circulation



Johnson County Library

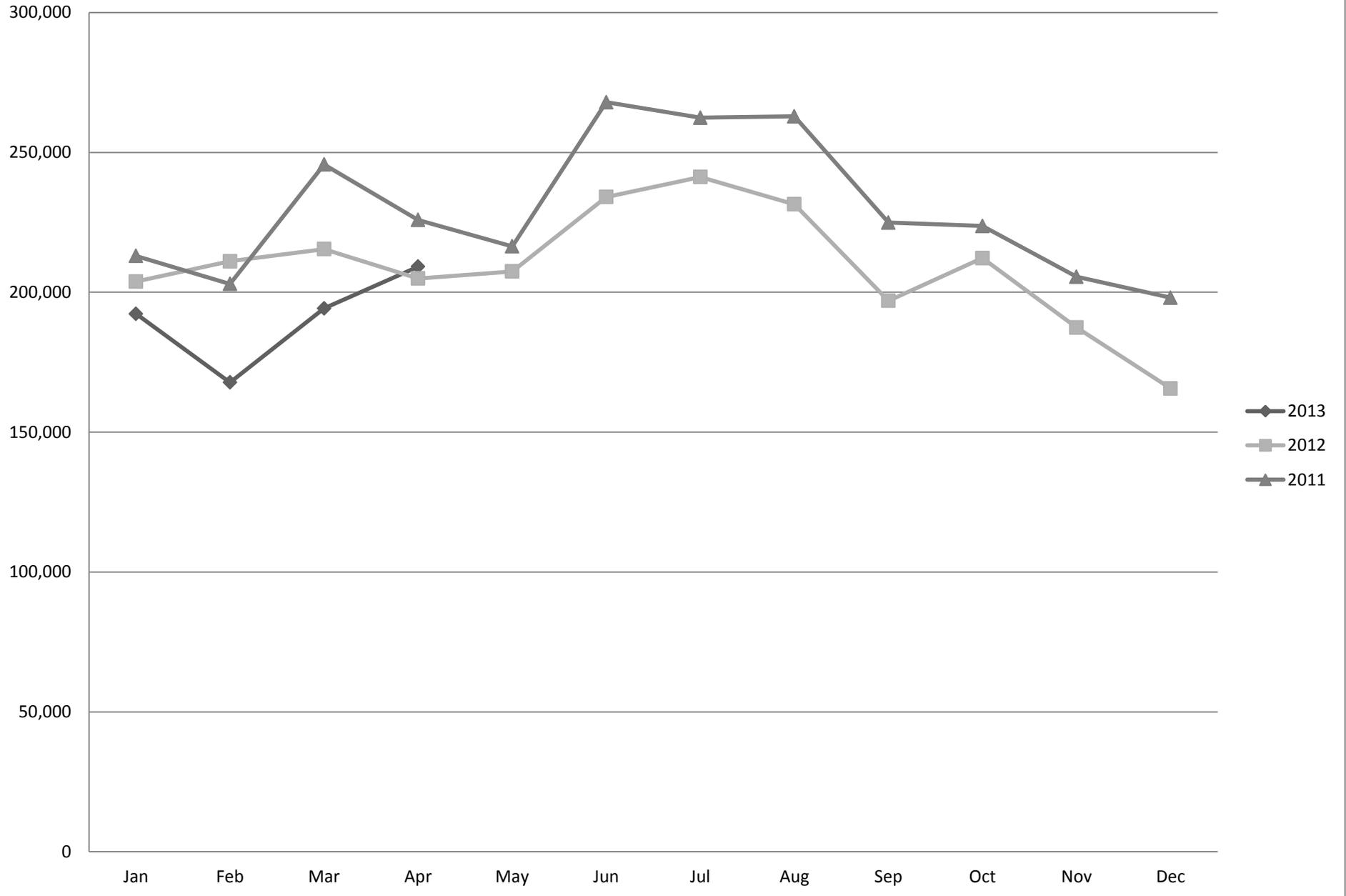
USER VISITS

April 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	21,436	10.2%	78,522	247,593	247	87	30,727	1.4	20,391	10.0%	81,175	250,246	5.1%	-3.3%	-1.1%
Blue Valley	26,661	12.7%	99,795	323,306	247	108	62,840	2.4	25,294	12.3%	101,064	324,576	5.4%	-1.3%	-0.4%
Cedar Roe	9,904	4.7%	34,048	128,598	183	54	20,582	2.1	8,570	4.2%	36,700	131,250	15.6%	-7.2%	-2.0%
Central Resource	42,108	20.1%	151,385	454,771	268	157	73,768	1.8	40,348	19.7%	159,618	463,003	4.4%	-5.2%	-1.8%
Corinth	21,876	10.5%	83,820	294,115	247	89	42,838	2.0	20,043	9.8%	83,837	294,132	9.1%	0.0%	0.0%
DeSoto	2,668	1.3%	10,749	36,521	150	18	4,059	1.5	2,310	1.1%	11,031	36,803	15.5%	-2.6%	-0.8%
Edgerton	435	0.2%	2,054	12,947	107	4	1,280	2.9	806	0.4%	2,619	13,512	-46.0%	-21.6%	-4.2%
Gardner	10,587	5.1%	36,413	141,887	231	46	19,496	1.8	11,032	5.4%	43,633	149,107	-4.0%	-16.5%	-4.8%
Lackman	21,660	10.4%	81,659	276,487	231	94	35,764	1.7	21,604	10.5%	86,940	281,767	0.3%	-6.1%	-1.9%
Leawood Pioneer	20,856	10.0%	82,697	307,740	231	90	36,744	1.8	23,168	11.3%	95,494	320,536	-10.0%	-13.4%	-4.0%
Oak Park	16,000	7.6%	67,038	220,421	231	69	25,289	1.6	15,512	7.6%	73,002	226,386	3.1%	-8.2%	-2.6%
Shawnee	11,035	5.3%	40,940	141,179	231	48	24,458	2.2	11,102	5.4%	43,501	143,740	-0.6%	-5.9%	-1.8%
Spring Hill	3,938	1.9%	15,231	60,482	142	28	6,526	1.7	4,745	2.3%	16,644	61,896	-17.0%	-8.5%	-2.3%
Branch Total	167,056	79.9%	632,966	2,514,584	2,478	67	310,603	1.9	164,577	80.3%	675,640	2,233,952	1.5%	-6.3%	12.6%
SYSTEM TOTAL	209,164	100.0%	784,352	2,646,048	2,746	76	569,057	2.7	204,925	100%	835,257	2,696,955	2.1%	-6.1%	-1.9%

	2013	2012	2011
Average Visits per Capita for Current Month:	5.8	5.8	6.4
Average Visits per Capita for Year-to- Date:	5.5	5.9	6.3
Service Area Pop.:	431,000	422,500	422,500

Johnson County Library Three-Year Trend in Library visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
May 15, 2013
4:00 p.m.
Central Resource Library**

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

BOARD ATTORNEY: Not Present

BOCC: Commissioner Jason Osterhaus, Liaison

FRIENDS OF THE LIBRARY: Kathy Tiemeier

STAFF: Sean Casserley, Tricia Suellentrop, Jen Mahnken, John Helling, Matt Sapp, Susan Mong, Stephanie Estes, Monica Duffield, Christian Madrigal, Austin Johnson, Christine Peterson, Michelle Beesley, Marsha Bennett, Scott Stone, Adam Wathen, Kristin Holdman-Ross, Kim Gile, Barbara Brand, Rita Rubick, Dean Allman, Kari Sime

GUEST: Nitin Pai, Georgia Sizemore, Matt Campbell

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

BOARD OF DIRECTORS COMMENTS

Emmanuel Obi welcomed new board members Pamela Robinson and Amy Amos Ruo to the Board.

Carol Snyder also welcomed Ms. Robinson and Ms. Ruo to the Board.

Nancy Hupp noted that she spoke with former Commissioner Dave Lindstrom who asked that she pass on his greetings to the Johnson County Library Board and staff.

Nancy Hupp and Sean Casserley recently met with the Mayor, City Administrator of Roeland Park and representatives of Shafer, Kline and Ward who will be working with the city. They discussed the possible closing of the Cedar Roe branch. It was a positive discussion that focused on the common goal of working together to best serve our patrons.

Mitra Templin announced that the orientation schedule for the new Board members has been published; she invited all board members to attend as the schedule has been made public. She noted that Emmanuel Obi will mentor Pam Robinson and Nancy Hupp will mentor Amy Amos Ruo as part of the orientation process.

FRIENDS OF THE LIBRARY

Kathy Tiemeier reported on behalf of the Friends.

Mike Dark was appointed as a Friends Board member at the most recent Friends Board meeting. They now have a full slate of Board members. A potential new Board member also attended the meeting; she is interested in advocacy of the Library, and may be able to step in when a Board seat becomes open in the future.

As a Board learning opportunity, Barbara Brand gave a presentation on the 2013 Summer Reading program, for children, teens and adults. Ms. Tiemeier encouraged all of the Library Board members to join summer reading and begin collecting badges.

Sean Casserley spoke about the strategic plan and community leader meetings. Kathy Tiemeier, Dave White, Kathy McGinley and Sherry Bridges represented the Friends at the community leader meetings.

Tammy Sharp has been hired as a temporary worker to assist with the organization of volunteers at the Sizzlin' Summer book sale. The book sale will be held Tuesday, June 4th through Saturday, June 8th. They are expecting 3,000 boxes of books for the sale.

The Fall book sale will be held at Metcalf South and promotion of the sale will begin soon.

The Annual Volunteer appreciation luncheon, held on April 19th was a success. The Shankel award for distinguished service was presented to two long term library volunteers, Barbara Brown and Janet Bazarich.

The Friends will operate a booth at Senior Fest on October 24th.

Top Internet items sold in April included:
Modern American Protestantism and Its World \$299.00
Romance of the Three Kingdoms 124.95

International orders went to India, Russia, Great Britain and Spain.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Foundation Executive Director, welcomed the new Board members and announced that the Foundation has been awarded a grant from the Hispanic Development Fund.

The Foundation is currently undergoing an audit; the auditor has worked with the Foundation previously and has great institutional knowledge.

The ability to donate to the Foundation through the website is a new feature at www.jocolibraryfoundation.org. A website redesign is in development; hopefully the finished product will be warm and interactive. It should be up within the next 2 to 3 months.

The Donor Appreciation open house will be held the evening of May 16th in the Carmack Room of the Central Resource Library. The event is for donors who have been supportive through the years, to both thank them for their support and re-engage with them. Ms. Mong invited the Library Board members to attend both the event and the Library Tour beginning at 6:30p.m.

The nominations for the Pinnacle Awards are open. The awards recognize leaders metro-wide in the areas of education, the arts, business, and public advocacy. The award event will be held on October 17th.

The Tri-Board event between the Friends, Foundation and Library Board of Directors will be held Wednesday, August 7th at 5:30p.m. The location has not yet been determined.

In a check presentation ceremony, Mitra Templin, Sean Casserley, John Helling, Christine Peterson, and Susan Mong accepted a \$5,000 check to the Library Foundation from Mayra Aguirre, Executive Director of the Hispanic Development Fund. The funds will be used to develop interactive 6 by 6: *Ready to Read* kits and cards in Spanish for outreach to the Hispanic community.

Ms. Aguirre shared that the Hispanic Development Fund, part of the Greater Kansas City Community Foundation, is in its 29th year of writing grants to non-profits that improve the quality of life for Hispanics in the community. She hopes this will be the beginning of a long partnership between the Johnson County Library and Hispanic Development Fund.

COUNTY LIBRARIAN REPORT

Sean Casserley provided an update on the strategic plan. The Library recently completed the second of two Community Leader meetings. In the first meeting participants worked through a SWOT (Strengths, Weakness, Opportunities, and Threats) exercise to identify needs in our community. From the first meeting, five broad themes emerged: education, business, convenience/collaboration, government/politics & community.

In the second meeting community leaders were asked to specifically focus on what needs the library can address. Community leaders felt that the Library should be involved in early childhood literacy, as well as business. Data gathering of the results is ongoing.

MindMixer the online platform for community engagement tool has been utilized by nearly 1200 citizens. The current top five topics in MindMixer are getting a bookmobile, borrowing eMagazines, building a Monticello branch, partnering with high schools and colleges, and providing technology bars with outlets and comfortable seating.

As another part of the strategic plan, all 316 staff members participated in visioning exercises using the following questions:

What technology trends should we embrace?

What will be different in areas/cities of Johnson County in 5 years?

What do we not know? What do we need to know about our community?

Imagine we are building JCL for the first time and can have a brand new staffing structure. What would we want to consider?

The Board Retreat is tentatively scheduled for July 11th. The Johnson County Library has received a request from the Board of County Commissioners to move forward on a revised strategic facilities master plan. A consultant, Joan Frye-Williams, will facilitate the Board retreat to assist the board in envisioning the future of the Johnson County Library.

Mr. Casserley stated that they are currently in the process of interviewing for the Financial Director position.

The Tri-Board meeting has been scheduled for August 7th at 5:30, location to be announced. The Friends and Foundation will find a location and provide funding for appetizers.

Ms. Templin asked what the next step is in the strategic plan process.

Mr. Casserley responded that the next step is to examine the data and begin setting goals and objectives. When completed a draft of the strategic plan will be brought to the Board for feedback.

At a question from the Board, Mr. Casserley confirmed that data from MindMixer, the Community meeting and the staff meetings will be examined for themes.

CONSENT AGENDA

MOTION: Carol Snyder moved to accept the consent agenda

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

OLD BUSINESS

Ms. Templin reintroduced the topic of moving the Library Board meeting from the third Wednesday of the month to the second Thursday of the month.

Due to a schedule conflict, Board Counsel is unavailable for the Library Board on the third Wednesday, but is able to attend the second Thursday. The Library Board discussed in the last meeting the importance of having Board Counsel present.

MOTION: Amy Amos Ruo moved that the Library Board meeting move to the second Thursday of the month, beginning June 13th.

SECONDED: Pam Robinson **MOTION CARRIED UNANIMOUSLY**

NEW BUSINESS

Orange Boy -

Sean Casserley introduced a contract with Orange Boy, a data mining company that will provide Johnson County Library with information on how patrons use the library by identifying patterns of behavior. Kansas City Public Library and Mid-Continent Public Library have both contracted with Orange Boy and found the data valuable.

One confidentiality issue that has been addressed is that of identifying patrons by name. Johnson County Library will not provide patron name information to Orange Boy in order to work within our confidentiality policy.

At a question from the Board, Mr. Casserley confirmed that the observation is research based, and will be a 3 year longitudinal study that will capture the cycles of the Library. The estimated time of 3 weeks noted in the contract is for the delivery of the results.

Roofing Contract for the Central Resource Library –

Sean Casserley introduced a roofing contract for a portion of the Central Research Library. The current roof is aging and there have been some leakage problems. The new roof consists of a material that will provide thermal benefits.

In response from a question from the Board, Mr. Casserley confirmed that the contractor will be bonded and insured. He also clarified that the contract is for the portion of roof above the adult fiction section.

MOTION: Nancy Hupp moved that the Johnson County Library Board of Directors approve purchase of replacement roof at Central Resource Library at a cost not to exceed \$121,000.

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

ADJOURNMENT

MOTION: Nancy Hupp **SECONDED:** Emmanuel Obi

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 4:38 p.m.

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
SRDS	Database License	\$ 3,663.00
Progressive Roofing	Central Resource Library Roof - partial replacement	\$ 120,301.22
Bibliocommons	Summer Reading Addendum	\$ 7,000.00
	Total	\$ 130,964.22

SIGNED:

COUNTY LIBRARIAN

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS

04/01/13

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

County Librarian

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

		Receipts	Payments	Balance
	Opening cash balance			\$167,378.13
	Add Receipts	\$84.20		
	Less Payments		\$85.00	
	Ending Cash balance			\$167,377.33
	Less Liabilities		\$77,126.00	
	Unobligated cash balance			\$90,251.33

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-April-2013 To 31-April-2013

Donor	Description	Comments	Amount
		TOTAL	\$0.00

SIGNED

COUNTY LIBRARIAN

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS
April, 2013

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

SIGNED:

COUNTY LIBRARIAN

JOHNSON COUNTY LIBRARY REVENUE REPORT

April 2013

33% of Year Lapsed

REVENUE ALL FUNDS AS OF 4/30/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$11,052,774.38	\$19,276,854	57%	58%
Ad Valorem Delinquent	\$298,818.89	\$416,911	72%	131%
Motor Vehicle	\$509,372.32	\$2,004,318	25%	27%
Library Generated - Copying/Printing	\$32,158.32	\$85,000	38%	36%
Library Generated - Overdues / Fees	\$218,594.80	\$750,000	29%	28%
Sale of Library Books	\$25,000.00	\$50,000	50%	50%
Misc Other	\$3,958.24	\$25,890	15%	12%
Library Generated - Other Charges	\$57,030.09	\$271,500	21%	10%
Investment	\$19,754.92	\$79,673	25%	15%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	393%
Recreational Vehicle Tax	\$1,218.50	\$8,754	14%	20%
Heavy Trucks Tax	\$7,058.65	\$8,695	81%	83%
Rental Excise Tax	\$12,430.55	\$22,200	56%	58%
State and Federal Grants	\$425.00	\$230,000	0%	94%
Transfers	\$0.00	\$0	0%	0%
TOTAL REVENUE	\$12,238,594.66	\$23,635,773	52%	67%

JOHNSON COUNTY LIBRARY: Summary of Expenditures

April 2013

33% of Year Lapsed

OPERATING FUND	2013	2013	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$1,087,736.55	\$3,222,372	34%	32%
Administrative Services	\$612,175.25	\$2,131,640	29%	26%
Branch Services	\$1,215,628.74	\$3,705,665	33%	28%
Technical Services	\$219,773.66	\$808,812	27%	25%
Systemwide Services	\$906,701.51	\$2,970,642	31%	24%
Central	\$1,225,909.77	\$3,956,189	31%	25%
Facilities	\$881,748.66	\$1,639,012	54%	26%
Information Technology	\$776,743.59	\$2,021,685	38%	41%
Risk Management Charges	\$23,766.25	\$95,065	25%	25%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Grants *	\$1,743.04	\$230,000	1%	4%
Transfer to Capital Projects	\$0.00	\$411,250	0%	0%
Interfund Transfers	\$0.00	\$0	0%	0%
Total Operating	\$6,951,927.02	\$21,316,510	33%	27%

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

SPECIAL USE FUND	2013	2013	% Budget	% Expended
Categories	Year to Date	Budget	Expended	Last Year
General Maintenance	\$20,672.75	\$0	0%	0%
Capital Equipment	\$62,032.66	\$192,564	32%	63%
Transfer to Debt Payment	\$97,754.23	\$1,970,395	5%	10%
Transfer to Capital Projects	\$140,000.00	\$140,000	100%	0%
Library Building Tax Increment	\$107,906.25	\$16,304	662%	0%
Total Special Use	\$428,365.89	\$2,319,263	18%	13%

TOTAL EXPENDITURES	\$7,380,292.91	\$23,635,773	31%	20%
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ALL FUNDS	2013	2013	% Categories	% Expended
Categories	Year to Date	Budget	Expended	Last Year
Salaries and Benefits	\$32,224,739.63	\$13,868,681	232%	26%
Contractual Services	\$1,328,232.03	\$2,731,841	49%	31%
Supplies	\$962,196.07	\$3,847,083	25%	25%
Capital - Operating	\$0.00	\$8,412	0%	198%
Risk Management Charges	\$23,766.25	\$95,065	25%	25%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Capital / Maintenance / Repair	\$82,705.41	\$192,564	43%	63%
Interfund Transfers	\$411,250.00	\$0	0%	0%
Transfer to Debt Payment	\$97,754.23	\$1,970,395	5%	10%
Transfer to Capital Projects	\$0.00	\$551,250	0%	0%
Library Building Tax Increment	\$0.00	\$16,304	0%	0%
Grants	\$1,743.04	\$230,000	1%	4%

TOTAL EXPENDITURES	\$35,132,386.66	\$23,635,773	149%	26%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 4/30/13	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$547.13	\$5,000.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$5,527.95	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$6,075.08	\$22,500.00	

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

Deferred Maintenance Account

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

EXPENDITURES	TO DATE	BUDGET REMAINING
Antioch Chiller	\$11,371.56	
Antioch Security System Upgrade	\$31,058.60	
Antioch Interior Renovations	\$8,263.42	
Antioch-Carpet	\$5,400.00	
Blue Valley HVAC Consulting	\$4,510.00	
Blue Valley Return Fan Project	\$5,980.66	
Blue Valley Carpet Repair	\$2,100.00	
Blue Valley Circulation Area Renovation	\$6,516.21	
Blue Valley Sorter Wall	\$4,450.00	
Blue Valley Security Camera Upgrade	\$15,488.04	
Cedar Roe Security System Upgrade	\$8,517.32	
Corinth Door Replacement	\$4,601.75	
Corinth Framing Project	\$9,000.00	
Corinth Card Entry Addition	\$1,488.00	
Corinth Wireless Intrusion System/Cameras	\$5,010.80	
Corinth Sidewalk Replacement	\$9,195.00	
Corinth Fire System Installation	\$25,125.00	
Corinth Upgraded Controls System	\$13,832.30	
Corinth Trash Receptacle Enclosure	\$10,950.00	
Corinth Retaining Wall	\$3,450.00	
Corinth Condensing Unit	\$27,709.14	
Corinth Asphalt Patching	\$10,000.00	
Corinth Generator Replacement	\$17,000.00	
CRL Sidewalk Replacement	\$13,650.00	
CRL Sign Refurbishment	\$2,771.61	
CRL Front Entrance - Architectural	\$14,780.30	
CRL Front Entrance Remodel	\$214,428.20	
CRL Roof Repair	\$204.34	
CRL - Youth Services Carpet Replacement	\$57,533.00	
CRL - Circulation Area Renovations	\$1,850.00	
CRL - Renovations	\$19,562.50	
CRL Security Camera Upgrade	\$20,181.16	
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	\$450.00	
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	\$5,184.00	
Shawnee Security Camera Upgrade	\$3,184.00	
Miscellaneous Equipment	\$17,649.96	
TOTAL EXPENDITURES	\$1,043,786.61	\$27,463.39

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

APRIL 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
Total Revenue	\$1,003,109	\$1,003,109
EXPENDITURES	TO DATE	REMAINING
Prior Years Total	\$890,326.51	\$112,782.49
2013 Expenditures		
CRL Repairs and Painting	\$15,652.50	
Architectural Services - Monticello Vending	\$4,153.81	
Architectural Services - CRL	\$5,601.25	
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-Lighting Upgrade	\$3,685.00	
CO Remove Bookcases	\$1,575.00	
SE-Remove/Replace Sidewalk	\$5,875.00	
SSB Carpeting	\$845.00	
Sub-Total 2013 Expenditures	\$71,896.87	
TOTAL EXPENDITURES	\$962,223.38	\$40,885.62

Expenditure of Friends of the JCL Donations 2013

April 2013 Report

57,030.09

<i>Expenditure Details</i>	<i>Payee</i>	<i>APRIL</i>	<i>APRIL YTD</i>
Volunteer Recognition		2,238.00	2,238.00
Advertising/Promotion		1,618.60	2,368.60
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	4,488.16
Technology/Recruitment Consulting & Expenses		0.00	0.00
Summer Reading Club/Elementia		0.00	0.00
Other Library Programming		0.00	2,932.35
Miscellaneous		0.00	0.00
Total Expenditures		\$ 3,856.60	\$ 12,027.11

JOHNSON COUNTY LIBRARY
Board of Directors
June 13, 2013

AGENDA ITEM: VII.A. Consideration of Adoption of ARM 10-50-40 (Conflicts of interest policy and disclosure form for members of the Board of Directors of the Johnson County Library)

ISSUE FOR BOARD DETERMINATION:

Whether the Library Board of Directors should adopt proposed ARM 10-50-40.

DISCUSSION:

The Library Board of Directors have a clear fiduciary obligation to the Library Board in connection with their service in such capacities. As such, Board Counsel has recommended the adoption of ARM 10-50-40 that would require the Library Board of Directors to comply with the terms of the Conflicts of Interest Policy as well as complete an annual conflicts of interest statement and disclosure form. (See attached proposed ARM 10-50-40 and Conflicts of Interest Policy and Disclosure form.)

RECOMMENDATION:

That the Library Board of Directors adopt ARM 10-50-40 to comply with the terms of the Conflicts of Interest policy and complete an annual conflicts of interest statement and disclosure form.

PERSON(S) RESPONSIBLE:

Fred Logan
Sean Casserley



ADMINISTRATIVE REGULATIONS
Document ARM 10-50-40 Number

Tab: Governance

Section: Library Board of Directors

Subject: CONFLICTS OF INTEREST POLICY AND
DISCLOSURE FORM FOR MEMBERS OF THE
BOARD OF DIRECTORS OF THE JOHNSON
COUNTY LIBRARY

SUMMARY

This document describes the Conflicts of Interest Policy applicable to all members of the Board of Directors of the Johnson County Library and the Conflicts of Interest Statement and Disclosure Form to be completed by them annually.

Effective Date:

_____, 2013

**ADOPTION OF CONFLICTS
OF INTEREST POLICY AND
DISCLOSURE FORM FOR
LIBRARY BOARD MEMBERS**

Members of the Board of Directors of the Johnson County Library shall be subject to, and comply with the terms of, the Conflicts of Interest Policy set forth on the following pages. In addition, members of the Library Board shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which follows, and is incorporated by reference in the Policy.

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY
Conflicts of Interest Policy for Members of the Board of Directors

This policy is applicable to members of the Board of Directors of the Johnson County Library (Library Board).

A conflict of interest arises whenever a Director or a member of his or her family: (1) has an existing or potential interest that impairs or might appear to impair his or her independent judgment in the discharge of responsibilities to the Library Board, or (2) may receive a material benefit from knowledge of information that is confidential to the Library Board. The family of an individual includes his or her spouse, parents and children.

Directors have a clear fiduciary obligation to the Library Board in connection with their service in such capacities. At all times they shall act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the Library Board (or appearance of such detriment) may result from a conflict between those interests and any personal interests that Director may have.

Procedure

1. Annual Written Disclosure. Directors shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which follows this Policy and is incorporated herein by reference. On that form, the Director will be asked to (1) confirm that he or she has read this Conflicts of Interest Policy and agrees to comply with the policy; (2) disclose any conflicts of interest of which the Director currently has knowledge; (3) list all nonprofit boards on which the Director serves and (4) list all for-profit business entities in which the Director has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity. “Material Financial Interest” shall not include the ownership of shares in a publicly held corporation. The statement shall disclose as fully as possible the nature of any conflicts and the nature of the Director’s interest in the transactions. Each Director shall agree to answer any questions about conflicts. Directors shall update this information during the year by informing the Library Board Chair and County Librarian of any new relationships that develop.
2. Verbal Disclosure. Directors shall immediately disclose any actual or perceived conflict when discussing a transaction grant that poses an actual or perceived conflict of interest. The Director shall specifically disclose the material facts as to
 - a. his or her relationship or interest with the other party to the transaction and
 - b. the grant, contract, or transaction under consideration.

3. Discussion Participation. The Director with the actual or perceived conflict should not be involved further in the analysis, discussion or decision-making process, unless such person has a relevant and unique experience or perspective and the person present in the greatest position of authority for the Library Board (i.e. Chair of the Board, Committee Chair) asks such person for his or her information. Other Directors may also ask questions about the potential conflict.
4. Physical Presence. In order not to inhibit discussion, when practical, the Director with the actual or perceived conflict should physically remove himself or herself from the area in which the discussion is occurring.
5. Voting. The Director with the actual or perceived conflict shall abstain from voting on the matter. In particular, the Director shall abstain from voting when:
 - a. The Library Board is considering a business transaction with an organization in which such Director or a member of the Director's family acts in a fiduciary, policy-making or executive managerial capacity or has a material financial interest.
6. Written record. The minutes of the meeting shall contain, when applicable:
 - a. The names of the Directors who disclosed or otherwise were found to have a conflict of interest and any discussion or decision regarding such conflict; and
 - b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the fact that the Director with the conflict abstained from the vote and discussion, the content of the discussion, and a record of any votes taken in connection therewith.

Confidentiality

All information concerning actual or potential conflicts of interest on the part of Directors shall be held in confidence unless the best interests of the Library Board dictate otherwise. Any disclosure beyond the Board of Directors and the Chair and County Librarian shall take place only upon majority vote of the Board of Directors.

**Board of Directors of the Johnson County Library
Conflicts of Interest Statement and Disclosure Form**

I have read the Library Board’s Conflicts of Interest Policy and I agree to abide by the **policy**. I will immediately notify the Chair and the County Librarian of any conflict, real or perceived, and make full disclosure thereof. I agree to answer any questions that management or the board may have with respect to any actual or perceived conflict of interest, but I understand that all such information will be held in confidence unless the best interests of the Library Board dictate otherwise and a majority of the members of the Board votes in favor of disclosure.

I hereby make the following disclosures regarding any potential conflicts of interest. If none are listed, then I am not aware of any potential conflicts of interest and have signed this document to certify this position.

Grants

List of Nonprofit Boards of the Director:

I act in a fiduciary, policy-making or executive managerial capacity with the following nonprofit organization(s):

Other Known Nonprofit Conflicts:

One of my family members (spouse, parents and children) acts in a fiduciary, policy-making or executive managerial capacity with the following organization(s) that I know is currently seeking a business relationship with the Library Board:

<u>Organization</u>	<u>Person</u>	<u>Role</u>
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Business Transactions

List of For-Profit Business Relationships of the Director:

I have a material financial interest or act in a fiduciary, policy-making or executive managerial capacity in the following for-profit organization(s) (“Material Financial Interest” shall not include the ownership of shares in a publicly held corporation.):

Other Known For-Profit Conflicts:

One of my family members (spouse, parents and children) has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity in the following organization(s) that I currently know has or may be seeking a business relationship with the Library Board.

Organization

Person

Role

Date

Signature