

JOHNSON COUNTY LIBRARY

BOARD REPORT

APRIL 17, 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.

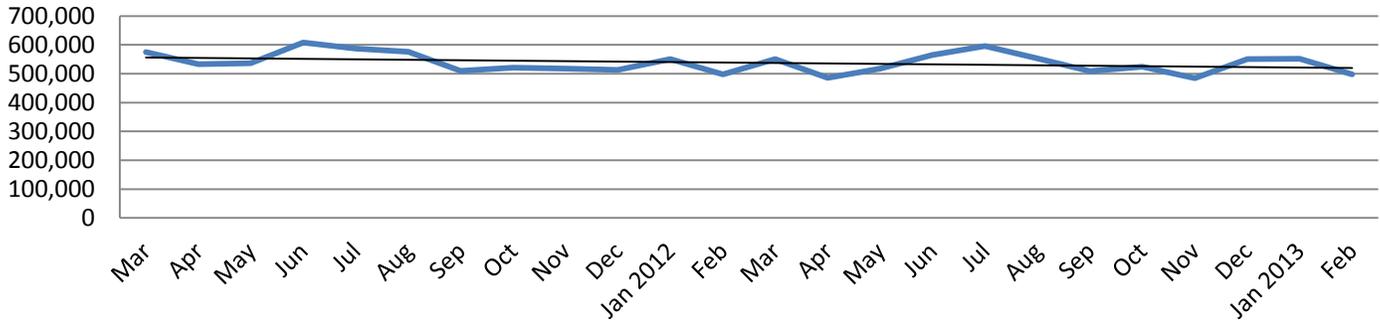
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, APRIL 17, 2013
CENTRAL RESOURCE LIBRARY
4:00 P.M.

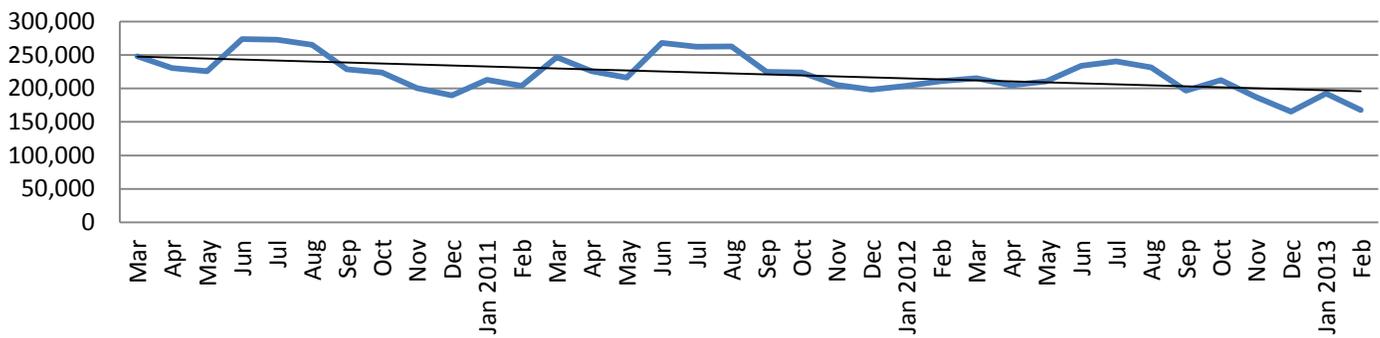
- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - 1. Presentation of Books and Certificates to Charley Vogt and Cathy Nugent
 - B. Mitra Templin, Board Chair
 - 1. Nominating Report
 - 2. Future Board Meeting Dates
 - C. Dave White, President, Friends of the Library
 - 1. Presentation of Bookmark Award Winners
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - 1. Clerical help/audit
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report - Sean Casserley, County Librarian
 - 1. CIP update
 - 2. Budget update
 - 3. Zinio – new magazine service
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of March 14, 2013 Board meeting ----- 9
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts ----- 17
 - 2. Financial and Personnel
 - a) The County Librarian and the Administrative Manager certify those payment vouchers and personnel authorizations for February, 2013 were handled in accordance with library and County policy.
 - b) The February, 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 -----	18
2.	Summary of Gift Fund Receipts -----	19
3.	Summary of Gift Fund Payments -----	20
	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.	MOU with Head Start of Shawnee Mission, Inc. -----	29
B.	MOU with the Sheriff of Johnson County -----	31
VII.	New Business	
A.	Lackman/Lenexa – Presentation by Eric Wade, City Manager of Lenexa	
B.	Antioch/Cedar Roe – brainstorming about the future	
C.	Election of Board Officers	
VIII.	Document Signing	
IX.	Adjournment	
	5:30 p.m. Joint meeting with the BOCC and the Library Board of Directors	

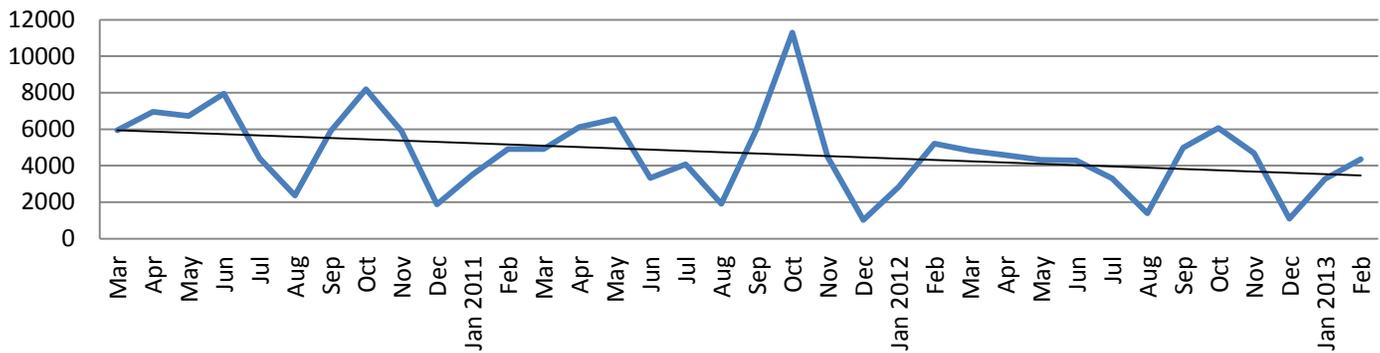
Systemwide Circulation



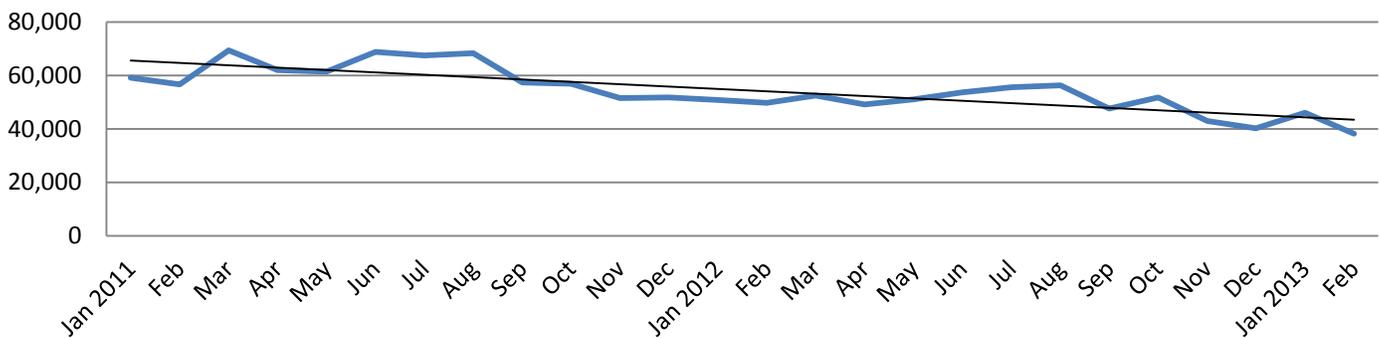
Systemwide Visits



Systemwide Program Attendance

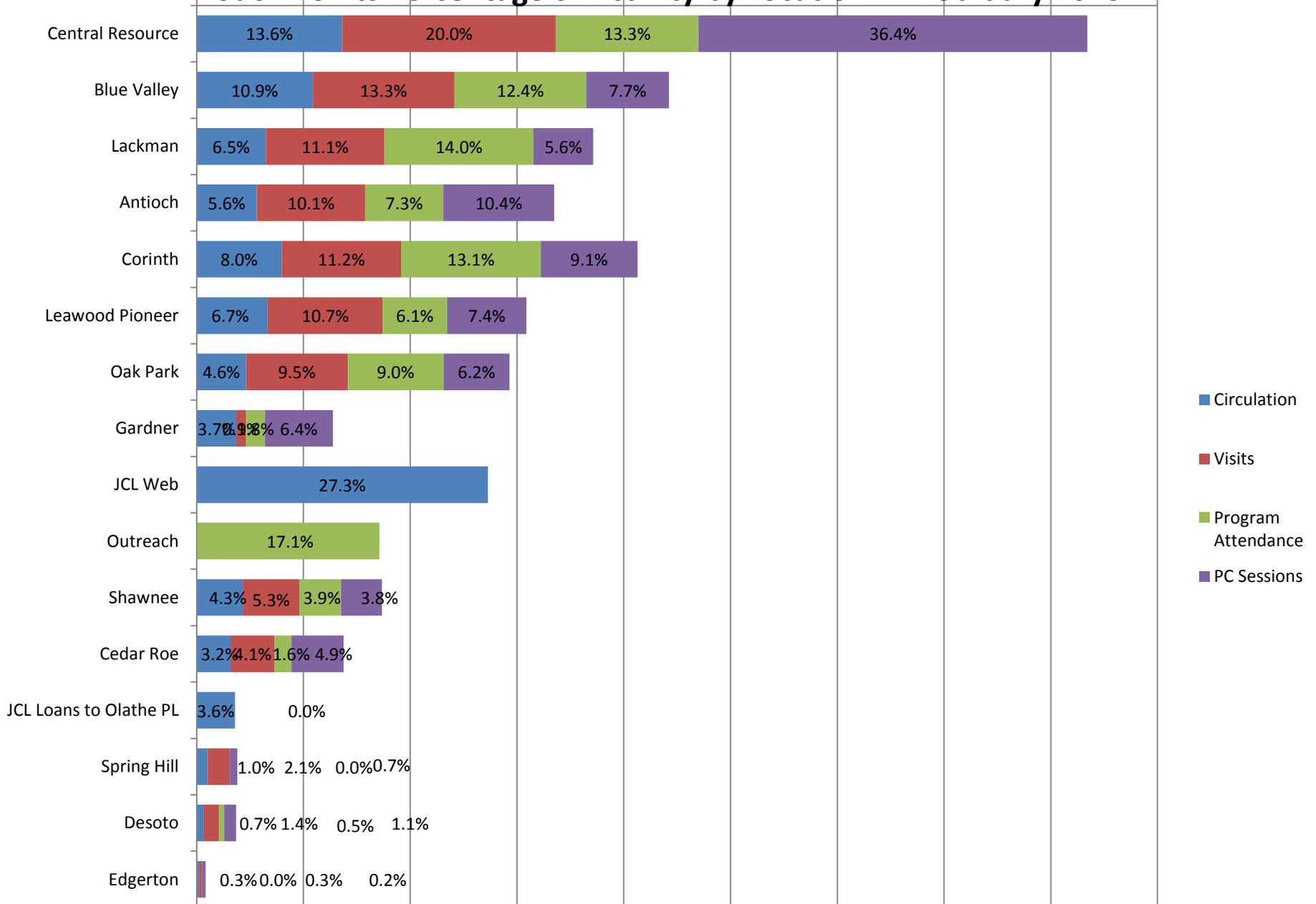


Systemwide PC Sessions



Johnson County Library

Touch Points Percentage of Activity by Location -- February 2013



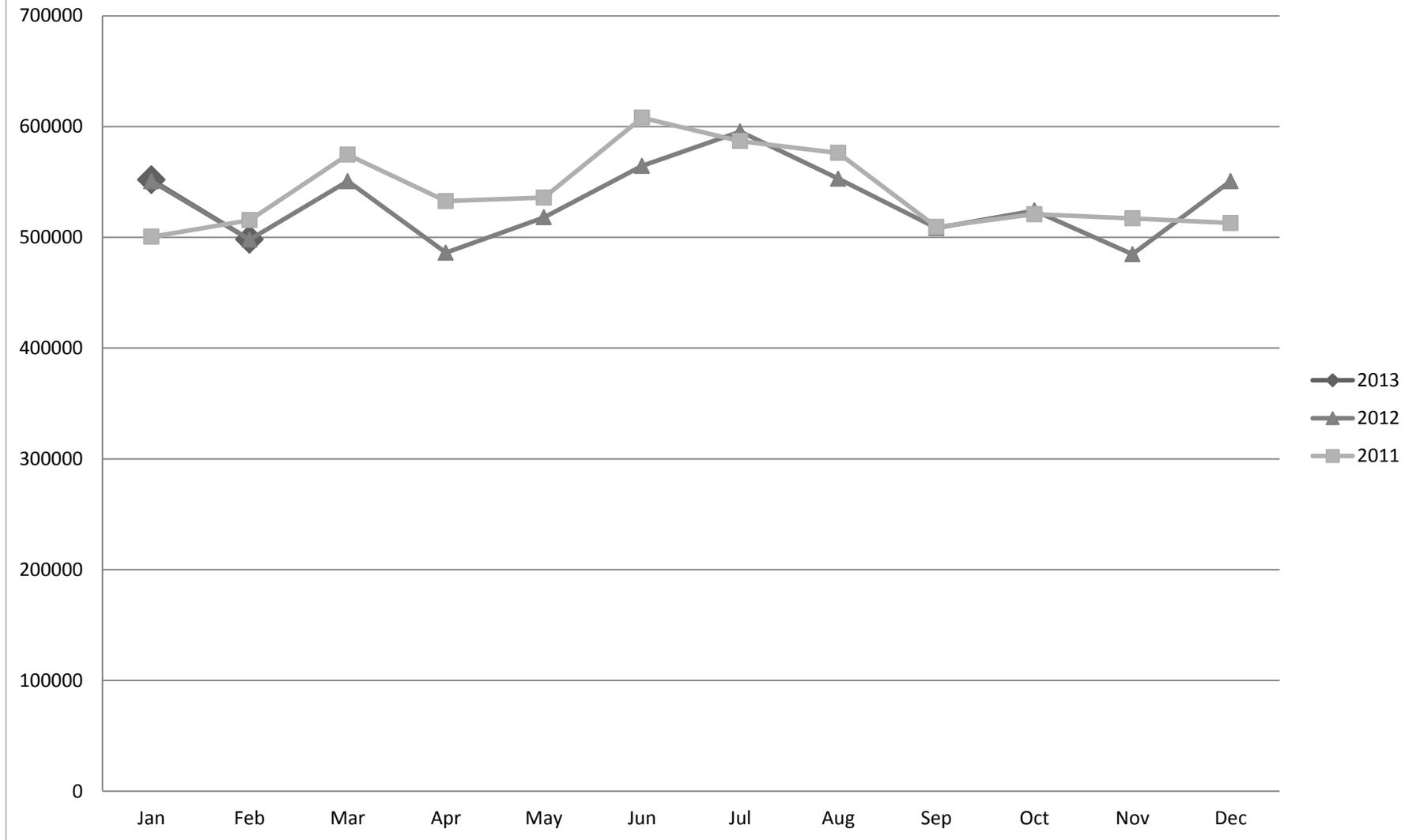
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

February 2013

Location	Official Circulation										
	Current Month 2013				Current Month 2012				Percentage Change 2012 to 2013		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	28,080	5.6%	59,154	371,346	28,864	5.8%	59,091	398,335	-2.7%	0.1%	-6.8%
Blue Valley	54,201	10.9%	118,113	764,397	59,406	11.9%	124,356	787,388	-8.8%	-5.0%	-2.9%
Cedar Roe	15,972	3.2%	35,228	228,060	18,305	3.7%	37,812	268,461	-12.7%	-6.8%	-15.0%
Central Resource	67,941	13.6%	142,466	881,680	72,451	14.5%	160,725	970,641	-6.2%	-11.4%	-9.2%
Corinth	39,650	8.0%	84,811	512,146	40,165	8.1%	75,546	431,345	-1.3%	12.3%	18.7%
Desoto	3,367	0.7%	7,437	52,030	4,356	0.9%	8,851	58,049	-22.7%	-16.0%	-10.4%
Edgerton	1,108	0.2%	2,412	16,295	1,594	0.3%	2,861	17,845	-30.5%	-15.7%	-8.7%
Gardner	18,626	3.7%	38,347	251,190	18,253	3.7%	37,273	240,468	2.0%	2.9%	4.5%
Lackman	32,304	6.5%	71,477	444,390	34,791	7.0%	72,022	515,993	-7.1%	-0.8%	-13.9%
Leawood Pioneer	33,242	6.7%	71,905	473,535	38,764	7.8%	78,554	500,006	-14.2%	-8.5%	-5.3%
Oak Park	23,089	4.6%	49,716	321,639	24,770	5.0%	52,994	339,681	-6.8%	-6.2%	-5.3%
Shawnee	21,625	4.3%	47,301	302,046	19,893	4.0%	44,747	287,425	8.7%	5.7%	5.1%
Spring Hill	5,120	1.0%	10,962	64,864	8,719	1.8%	14,139	69,687	-41.3%	-22.5%	-6.9%
JCL Web Renewals	135,876	27.3%	270,578	1,453,670	104,981	21.1%	231,774	1,372,394	29.4%	16.7%	5.9%
JCL Loans to Olathe PL	17,841	3.6%	40,058	248,639	22,638	4.5%	47,887	265,598	-21.2%	-16.3%	-6.4%
JCL Branch Total	276,384	55.5%	596,863	3,801,938	297,880	59.8%	608,246	3,914,683	-7.2%	-1.9%	-2.9%
JCL Brances and Central	344,325	69.1%	739,329	4,683,618	497,950	100.0%	768,971	4,885,324	-30.9%	-3.9%	-4.1%
JCL SYSTEM TOTAL	498,042	100.0%	1,049,965	6,385,927	497,950	100.0%	1,048,632	6,540,851	0.0%	0.1%	-2.4%

Average Circulation per Capita		
	2013	2012
Current Month	14.1	14.1
Year-to-Date	2.5	2.5
Service Area Population	422,500	422,500

Johnson County Library Three-Year Trend in System Circulation



Johnson County Library

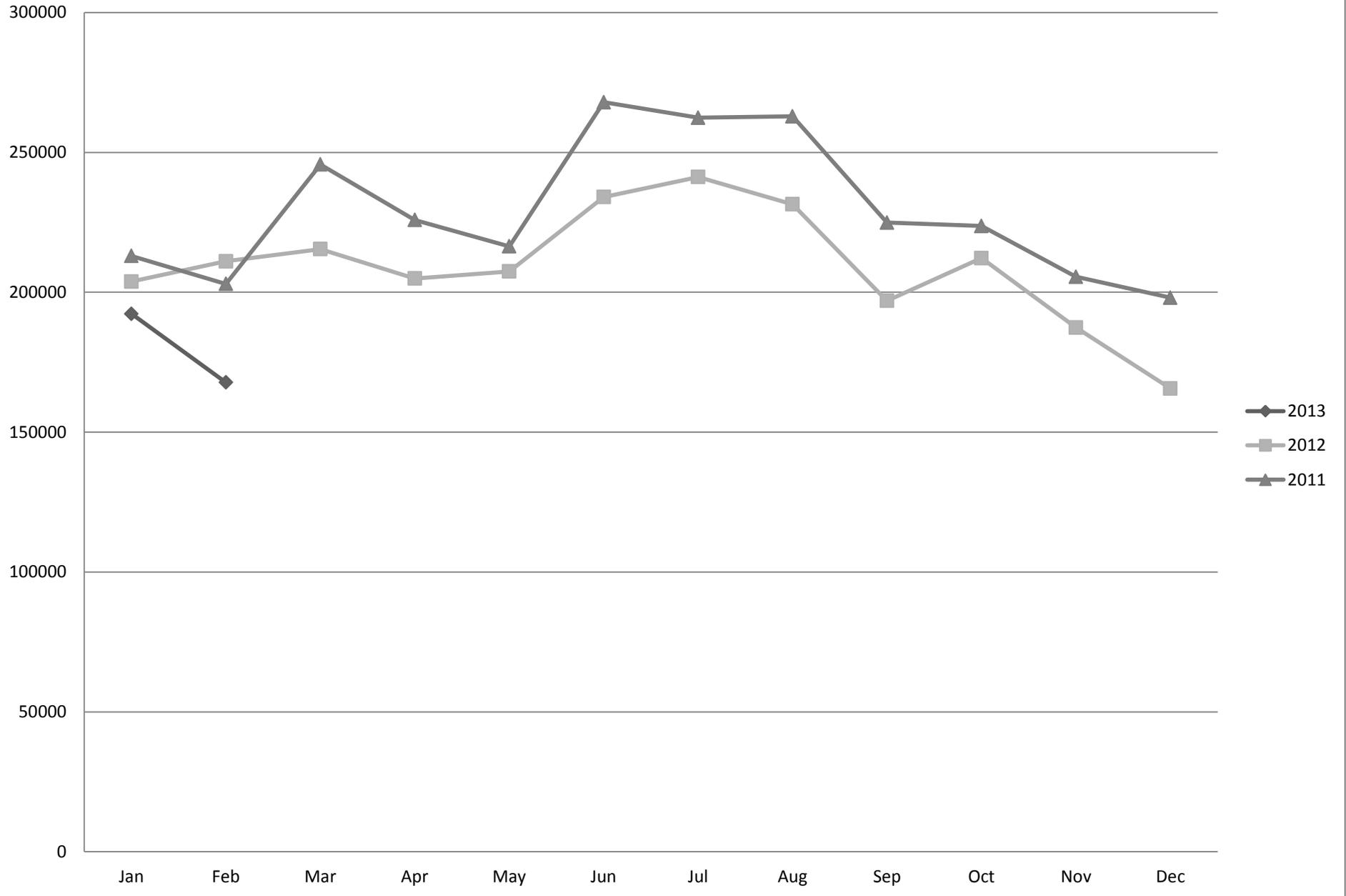
USER VISITS

February 2013

Location	Current Month 2013								Current Month 2012				Percent Change 2012 to 2013		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	17,026	10.1%	37,286	248,470	247	69	28,080	1.6	20,045	9.5%	38,966	250,150	-15.1%	-4.3%	-0.7%
Blue Valley	22,232	13.3%	46,762	329,985	247	90	54,201	2.4	25,630	12.1%	49,565	332,788	-13.3%	-5.7%	-0.8%
Cedar Roe	6,886	4.1%	15,487	134,218	183	38	15,972	2.3	10,843	5.1%	19,610	138,341	-36.5%	-21.0%	-3.0%
Central Resource	33,560	20.0%	69,044	453,738	268	125	67,941	2.0	41,225	19.5%	78,883	463,577	-18.6%	-12.5%	-2.1%
Corinth	18,777	11.2%	40,369	304,194	247	76	39,650	2.1	19,781	9.4%	40,341	304,165	-5.1%	0.1%	0.0%
DeSoto	2,356	1.4%	5,302	37,418	150	16	3,367	1.4	2,764	1.3%	5,728	37,844	-14.8%	-7.4%	-1.1%
Edgerton	508	0.3%	1,090	14,278	107	5	1,108	2.2	539	0.3%	1,032	14,220	-5.8%	5.7%	0.4%
Gardner	1,454	0.9%	2,737	133,454	231	6	18,626	12.8	10,937	5.2%	21,316	152,032	-86.7%	-87.2%	-12.2%
Lackman	18,628	11.1%	39,167	285,257	231	81	32,304	1.7	21,724	10.3%	42,631	288,721	-14.2%	-8.1%	-1.2%
Leawood Pioneer	18,028	10.7%	41,512	323,804	231	78	33,242	1.8	23,364	11.1%	48,384	330,677	-22.8%	-14.2%	-2.1%
Oak Park	15,952	9.5%	35,520	222,854	231	69	23,089	1.4	20,022	9.5%	40,057	227,391	-20.3%	-11.3%	-2.0%
Shawnee	8,820	5.3%	18,688	144,084	231	38	21,625	2.5	10,657	5.0%	20,695	146,091	-17.2%	-9.7%	-1.4%
Spring Hill	3,526	2.1%	7,051	62,475	142	25	5,120	1.5	3,554	1.7%	7,708	63,131	-0.8%	-8.5%	-1.0%
Branch Total	134,192	80.0%	290,972	2,240,490	2,478	54	276,384	2.1	169,860	80.5%	336,033	2,285,551	-21.0%	-13.4%	-2.0%
SYSTEM TOTAL	167,751	100.0%	360,015	2,694,228	2,746	61	498,042	3.0	211,085	100%	414,916	2,749,128	-20.5%	-13.2%	-2.0%

	2013	2012	2011
Average Visits per Capita for Current Month:	4.8	6.0	5.8
Average Visits per Capita for Year-to-Date:	5.1	5.9	5.9
Service Area Population:	422,500	422,500	422,500.00

Johnson County Library Three-Year Trend in System Visits



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

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

BOARD ATTORNEY: Not Present

BOCC: Commissioner Jason Osterhaus, Liaison

FRIENDS OF THE LIBRARY: Dave White, President

STAFF: Sean Casserley, Tricia Suellentrop, Matt Sapp, Monica Duffield, John Helling, Susan Mong, Adam Wathen, Kristin Whitehair, Kim Gile, Kristin Holdman-Ross, Dean Allman, Linda King, Carolyn Weeks, Diana Graves, Marsha Bennett, Barbara Brand, Michaela Scruggs

GUEST: Beth Linn, City Administrator of Edgerton

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

BOARD OF DIRECTORS COMMENTS

Mr. Vogt shared the Shawnee library highlight included in the County Librarian's report that told the story of a multilingual family who check out wordless picture books and then tell versions of the story in English, Spanish and Turkish. Mr. Vogt was impressed with the diversity of patrons served by the library.

Mr. Vogt also shared a conversation he had with Carol Gonzales, City Manager of Shawnee, that Sean Casserley and representatives of the library will be joining a Shawnee community meeting, March 27th at Monticello Trails Middle School to discuss issues that are important to the people of Western Shawnee. He is pleased that the library will be participating.

Mr. Vogt announced that Sean Casserley will be the guest speaker at the Shawnee Rotary club on Friday, March 15th.

Mrs. Hupp thanked Adam Wathen, Collection Manager, for the presentation he gave volunteers to familiarize them with Library policies and the collection process. It was informative and appreciated by all. Mrs. Hupp also noted the presentation was organized by Marsha Bennett and Susan Mong.

Mrs. Hupp noticed that Ken Werne, Antioch Branch Manager, is participating in Leadership Northeast. She commended the library on community involvement of staff members.

Mr. Obi wished Diana Graves good luck in her new role with Human Services.

Mr. Shortlidge shared that Susan Mong recently visited his Rotary club in Overland Park South, and will be joining the club as well.

Mrs. Snyder thanked Diana Graves for all of her work with the library and the Board through the years and wished her good luck in her new role.

Ms. Templin announced changes to the agenda that would require motions from the board. She asked to table agenda item VII. A, the memorandum of understanding with the Johnson County Sheriff's Department until the next meeting. Ms. Templin also notified the Board that an executive session would be added at the end of the meeting and invited Tricia Suellentrop to attend.

Ms. Templin welcomed BOCC appointed liaison Jason Osterhaus. She reported that she and Sean Casserley recently met with Chairman Eilert, Hannes Zacharias, Commissioner Osterhaus and Maury Thompson for their quarterly meeting. Ms. Templin notified the Board that the joint BOCC/Library Board meeting will be held after the regularly scheduled library Board meeting on April 17th.

Ms. Templin thanked Tricia Suellentrop for inviting her to speak to the Library Leadership program. It was fun, interactive and a great group of people.

FRIENDS OF THE LIBRARY

Dave White reported on behalf of the Friends. The winners for the annual bookmark contest have been selected and will be presented at the April Library Board Meeting.

Sean Casserley shared the design for the Friends Bookstore/Kiosk included in the renovation plan for the Central Resource Library. The Friends are enthusiastic to have a presence at Central, as well as another revenue producer.

Nitin Pai reported to the Friends concerning the transition of Susan Mong from her previous role as Volunteer Coordinator to the Executive Director of the Foundation.

The Friends will send three Friends Board members and Marsha Bennett to the ALA conference in June.

Book store sales are on track and internet sales are ahead of budget by 30%.

Mr. White reminded the Board that the annual Volunteer Appreciation Luncheon will take place on Friday, April 19th and invited them to attend.

At the luncheon, the annual Shankel Award for Distinguished Service will be presented to two library volunteers. Barbara Brown and Janet Bazdarich will be honored with the award for their work as a genealogy volunteer and involvement with JCL Home connect respectively.

The Friends met with two potential Board members and may be up to a full Board roster by next month.

In response to a question, Mr. White informed the Board that twelve people represent a full Friends Board roster. Qualifications for a Friends Board member include leadership qualities, interest in the library and the ability to make the time commitment.

Top Internet items sold in February included:

Breyer Animal Collection Guide \$99.95

The Century of Tung Ch'i-ch'ang 1555-1636 (2 volumes) \$172.99 (sold to Portland Art Museum)

Pennsylvania Railroad's Broadway Limited \$134.95

JOHNSON COUNTY LIBRARY FOUNDATION

Nancy Hupp and Charley Vogt each presented Susan Mong with a monetary donation for the Foundation.

The Foundation is currently applying for two grants, one for the Hispanic Development Fund in hopes of securing funding for 6 by 6 cards in Spanish and continued outreach into the Hispanic Community. The second grant is with the R.A. Long Foundation, for continued funding of the Homework Help program.

Susan Mong reported that she working on bringing structure to the grant process.

Susan informed the Board that she has been meeting with other Foundation professionals to network and discuss best practices. She had met with Kathleen Morgan at the Lawrence Public Library Foundation, Anne Blessing with the Blue Valley School Foundation, and Rebecca Shehee, with the Los Angeles Library Foundation.

Susan reported that she is working with the family of Joan Berkley to create a special series in her honor with the funds donated to the Library in her memory.

Susan reported on several interactions she has had with donors. She shared the story of a patron who donated to the Foundation because of his great experiences with the 6 by 6 program at the Antioch branch. Another donor from Massachusetts gave because he/she felt strongly about the good work the library does.

Susan reminded the Board of upcoming important dates, the Volunteer Recognition Luncheon on April 17th and the Pinnacle awards on October 17th.

Mr. Vogt asked if Pinnacle Award recipients have developed a stronger relationship with the Library and the Foundation due to participation in the award series.

Ms. Mong replied, that yes, from her personal experience at the Awards ceremony last year Pinnacle Award recipients do form a tie to the Library.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus stated that he appreciated the meeting with Ed Eilert, Maury Thompson, Mitra Templin and Sean Casserley. It was helpful to understand many of the issues the library faces. He looks forward to working with the Library Board and requested the assignment because of his interest in the Library.

COUNTY LIBRARIAN REPORT

Sean Casserley thanked Diana Graves for her years of service to the Library and wished her well in her new position with the Johnson County Human Services department. Mr. Casserley also thanked Kristin Whitehair for her work in providing the statistics in the monthly board report.

Adam Wathen provided a report on Freegal and eBook usage.

Freegal – In the month of February there were 3,719 downloads with 897 downloads on March 1st. The spike in users was due to an article on Freegal that ran in the Kansas City Star. On the Thursday before the article, the library had 73 downloads, on Friday (after the article) there were 897 downloads, a 12 fold increase. Another measure of the impact of the article is that on the Friday after the article there were 347 unique users, 237 of which were new unique users, meaning patrons that had never used Freegal before.

eBooks –

eBook usage is also increasing. We have 4,186 titles in the collection with nearly 14,100 copies in the collection. In February, there were 4,854 checkouts compared to 3,355 checkouts between December 18, 2012 and January 31, 2013. 3,176 of the 4,186 titles have circulated, or nearly 76% of titles. 186 titles currently have holds. 1,700 questions have been answered by the Information and Reference staff since the service began. There have been some technical difficulties with the vendor this month; some patrons have not been able to pick up their holds. Baker and Taylor is working on a solution to the problem.

Mr. Wathen explained the holds process as requested by Mr. Vogt. A hold is placed on the eBook, just as a hold is placed in the catalog. When the eBook becomes available the patron is notified and has three days to pick up the hold. At that time, the patron goes back to the site and is able to check out the ebook as normal.

In response to a question from Mr. Obi, Mr. Wathen indicated that the eBooks are housed offsite in the cloud, and our library network only hosts the click through so as to prevent strain on the system.

Tricia Suellentrop praised staff for their skill at answering patron eBook questions over the phone. Their skill and success rate is impressive.

Commissioner Osterhaus asked if the library is able to track what portion of the county is downloading eBooks as that information might help in future library planning.

Mr. Wathen replied that he believes that is not currently being tracked, but could be in the future.

Update on the Metro Services Agreement -

Mr. Casserley has met with Crosby Kemper, Director of the Kansas City Public Library and Steve Potter, Director of the Mid-Continent Public Library. They have made a verbal commitment to move forward to create a union catalog between the three library systems. The second phase of the project may include a shared card that would be accepted by all three systems. Funding for the project would come from independent sources.

In response to a question from Mrs. Hupp, Mr. Casserley indicated the agreement may include eBooks if the eBooks are visible in the catalogs and not hosted through another source.

Radio Frequency Identification (RFID) –

Kim Gile reported to the board on the conclusion of the three year RFID conversion project. The RFID project was completed on schedule and within budget and included all staff at the library. The goals of the project, to deter theft and provide a system-wide inventory have been met. Theft has been reduced by 70% and the inventory was completed showing 975,169 items in our collection. In addition, the Library has gained significant savings in both time and money from the project.

In response from a question from Mr. Shortlidge, Ms. Gile indicated that the RFID report shows more staff hours than volunteer hours as a branch would be closed for item tagging and staff and volunteers worked their regularly scheduled hours.

Commissioner Osterhaus asked if theft was still being tracked. Ms. Gile confirmed that theft is tracked through an incident report system.

Mr. Vogt commented that he is impressed that the Johnson County Library has become a reference for other libraries researching RFID for their systems. In addition, he is impressed with the ability of the staff and volunteers to exceed expectations. He noted that the savings found in the project should be included in a budget presentation. The

ability to demonstrate savings can show the Library's accountability when asking for funding.

2012 Year End Financials –

Diana Graves stated that it has been an honor and a pleasure to work with board.

She reported that there is a carryover into 2013 of \$4,065,000 primarily because of salary savings. Savings also occurred in snow removal, lawn care and utilities. There is a slight current year deficit in revenue due to low investment interest and a raise in fines and fees that appears to have affected patron behavior.

Mr. Vogt commented that it has been a pleasure working with Ms. Graves and gave her credit for her budget and finance expertise.

CONSENT AGENDA

MOTION: Charley Vogt moved to accept the consent agenda

SECONDED: Carol Snyder

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

Meeting Date Change –

Ms. Templin restated the topic of moving the Library Board meetings to their previous time of the third Wednesday of every month at 4:00 p.m., to be effective April 17th, 2013. She asked for any discussion.

The board discussed that the reason for moving to Thursday nights had been the early closure of the Libraries on Wednesdays due to cost considerations. With the restoration of Wednesday night Library hours they are pleased to return the monthly Board meeting to the original time.

MOTION: Nancy Hupp moved to approve the revised calendar of the 2013 monthly meetings of the Library Board.

SECONDED: Neil Shortlidge

MOTION CARRIED UNANIMOUSLY

Ms. Templin announced that the next library board meeting will be held on Wednesday, April 17th at 4:00 in the Carmack room, followed by the Board of County Commissioners and Library Board joint meeting.

Hillcrest MOU-

Ms. Templin announced the next item on the agenda as the Memorandum of Understanding with Hillcrest Transitional Housing.

Mr. Casserley provided a summary of the Hillcrest MOU. Hillcrest is a non-profit organization that offers transitional housing. They have a facility in Wyandotte County and have recently purchased property to expand into Johnson County. In partnership with the Friends, the library would like to create lending libraries of fifty books at their locations.

MOTION: Neil Shortlidge moved to approve the MOU between Hillcrest Transitional Housing and the Johnson County Library.

SECONDED: Charley Vogt **MOTION CARRIED UNANIMOUSLY**

There was some confusion by an online update to the board packet that not all Board Members received. Ms. Templin asked that the Board receive notifications of all updates in the future.

NEW BUSINESS

Ms. Templin asked for a motion to table the discussion of the Memorandum of Understanding with the Johnson County Sheriff's department to the April 17th meeting.

MOTION: Nancy Hupp moved to table the MOU with the Johnson County Sheriff's department.

SECONDED: Mitra Templin **MOTION CARRIED UNANIMOUSLY**

EXECUTIVE SESSION

Ms. Templin requested a motion for the Board to go into executive session for the purpose of discussing the financial information of private property.

MOTION: Charley Vogt moved to take the Board into executive session for the purpose of discussion of private property financial information.

SECONDED: Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

The Board went into executive session at 5:02 p.m.

ADJOURNMENT

MOTION: Carol Snyder

SECONDED: Charley Vogt

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5: 22 p.m.

DATE _____

SECRETARY _____
Catherine Nugent

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
Naxos Digital Services LLC	Naxos Online Libraries-Subscription	\$ 10,035.00
SureWest Kansas Connections LLC	Telecommunication Services	\$ 49,800.00
R.E.A.D. Intermountain Therapy Animals	Program Read to a Dog	\$ -
Recorded Books Digital	ZINIO Digital Magazine Subscriptions	\$ 30,000.00
	Total	\$ 89,835.00

SIGNED:



COUNTY LIBRARIAN

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

		Receipts	Payments	Balance
	Opening cash balance			\$147,313.37
	Add Receipts	\$4.77		
	Less Payments		\$0.00	
	Ending Cash balance			\$147,318.14
	Less Liabilities		\$45,000.00	
	Unobligated cash balance			\$102,318.14

APPROVED: April 17th, 2013

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-Mar-20132 To 31-Mar-2013

Donor	Description	Comments	Amount
UMB Bank	Foundation Reimbursement	JCL-G-FOUNDATION REIMB	\$19,919.00
		TOTAL	\$19,919.00

SIGNED



COUNTY LIBRARIAN

JOHNSON COUNTY LIBRARY
SUMMARY OF GIFT FUND PAYMENTS
March, 2013

VENDOR	DESCRIPTION	AMOUNT
Visa	I-Pad Integration Workshop-Welch	\$ 85.00
	TOTAL	<u>\$ -</u>

SIGNED: 

COUNTY LIBRARIAN

CL Approval by Category

March Gift Fund Bills - April Board Meeting				
Vendor's Name	Invoice #	Amount	Code	
Visa		\$ 85.00	20720	I-Pad Integration Workshop-Welch
TOTAL		\$ 85.00		
				Certified for Payment by
				<i>S Casserley</i>
				Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY REVENUE REPORT

February 2013

17% of Year Lapsed

REVENUE ALL FUNDS AS OF 2/29/13	2013 Year to Date	2013 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$10,758,150.13	\$19,276,854	56%	56%
Ad Valorem Delinquent	\$298,306.16	\$416,911	72%	131%
Motor Vehicle	\$389,214.68	\$2,004,318	19%	20%
Library Generated - Copying/Printing	\$14,554.41	\$85,000	17%	16%
Library Generated - Overdues / Fees	\$109,320.65	\$750,000	15%	14%
Sale of Library Books	\$0.00	\$50,000	0%	25%
Misc Other	\$844.38	\$25,890	3%	9%
Library Generated - Other Charges	\$0.00	\$271,500	0%	9%
Investment	\$9,132.53	\$79,673	11%	9%
Unencumbered Balance Forward	\$0.00	\$405,978	0%	266%
Recreational Vehicle Tax	\$953.90	\$8,754	11%	15%
Heavy Trucks Tax	\$6,408.74	\$8,695	74%	69%
Rental Excise Tax	\$12,430.55	\$22,200	56%	58%
State and Federal Grants	\$425.00	\$230,000	0%	16%
Transfers	\$0.00	\$0	0%	0%
TOTAL REVENUE	\$11,599,741.13	\$23,635,773	49%	59%

JOHNSON COUNTY LIBRARY: Summary of Expenditures
February 2013
17% of Year Lapsed

OPERATING FUND	2013	2013	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$441,175.63	\$3,222,372	14%	11%
Administrative Services	\$258,436.47	\$2,131,640	12%	9%
Branch Services	\$515,170.92	\$3,705,665	14%	9%
Technical Services	\$97,453.83	\$808,812	12%	11%
Systemwide Services	\$373,903.36	\$2,970,642	13%	9%
Central	\$503,560.28	\$3,956,189	13%	9%
Facilities	\$189,727.12	\$1,639,012	12%	9%
Information Technology	\$265,432.96	\$2,021,685	13%	7%
Risk Management Charges	\$0.00	\$95,065	0%	0%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Grants *	\$237.26	\$230,000	0%	2%
Transfer to Capital Projects	\$0.00	\$411,250	0%	0%
Interfund Transfers	\$0.00	\$0	0%	0%
Total Operating	\$2,645,097.83	\$21,316,510	12%	9%

* 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
	Year to Date	Budget	Expended	Last Year
General Maintenance	\$0.00	\$0	0%	0%
Capital Equipment	\$62,032.66	\$192,564	32%	44%
Transfer to Debt Payment	\$97,754.23	\$1,970,395	5%	0%
Transfer to Capital Projects	\$0.00	\$140,000	0%	0%
Library Building Tax Increment	\$107,906.25	\$16,304	662%	0%
Total Special Use	\$267,693.14	\$2,319,263	12%	3%

TOTAL EXPENDITURES	\$2,912,790.97	\$23,635,773	12%	8%
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ALL FUNDS	2013	2013	% Categories	% Expended
Categories	Year to Date	Budget	Expended	Last Year
Salaries and Benefits	\$1,770,168.80	\$13,868,681	13%	9%
Contractual Services	\$445,042.83	\$2,731,841	16%	13%
Supplies	\$429,648.94	\$3,847,083	11%	9%
Capital - Operating	\$0.00	\$8,412	0%	0%
Risk Management Charges	\$0.00	\$95,065	0%	0%
Library General Tax Increment	\$0.00	\$124,178	0%	0%
Capital / Maintenance / Repair	\$62,032.66	\$192,564	32%	44%
Interfund Transfers	\$0.00	\$0	0%	0%
Transfer to Debt Payment	\$97,754.23	\$1,970,395	5%	0%
Transfer to Capital Projects	\$0.00	\$551,250	0%	0%
Library Building Tax Increment	\$0.00	\$16,304	0%	0%
Grants	\$237.26	\$230,000	0%	2%

TOTAL EXPENDITURES	\$2,804,884.72	\$23,635,773	12%	8%
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JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 2/28/13	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$341.35	\$5,000.00	
2012 State Aid	State	May-12	Dec-12	\$178,141.00	\$178,141.00	
Kansas Talking Books	State	Oct-11	Sep-12	\$26,500.00	\$26,500.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$5,527.95	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$210,510.30	\$227,141.00	

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

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

FEBRUARY 2013

Deferred Maintenance Account

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

EXPENDITURES	TO DATE	BUDGET REMAINING
Prior Years Total	\$987,497.62	\$83,752.38
Painting-CRL	\$6,737.75	
Security Equipment-Desoto	\$819.18	
2013 Expenditures	\$7,556.93	
Sub-Total 2013 Expenditures	\$7,556.93	
TOTAL EXPENDITURES	\$995,054.55	\$76,195.45

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	\$4,565.00	
Site Survey	\$1,900.00	\$39,756.36
TOTAL EXPENDITURES	\$770,243.64	\$39,756.36

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

FEBRUARY 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	\$8,101.50	
Architectural Services - Monticello Vending	\$4,153.81	
Self-Check MachinesCabinets-Leawood	\$9,304.11	
Sub-Total 2013 Expenditures	\$21,559.42	
TOTAL EXPENDITURES	\$911,885.93	\$91,223.07

Expenditure of Friends of the JCL Donations 2013

February 2013 Report

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

JOHNSON COUNTY LIBRARY
Board of Directors
April 17, 2013

AGENDA ITEM: VI. A. Consideration of Renewal of the Agreement between the Johnson County Library (JCL) and Head Start of Shawnee Mission (HSSM)

ISSUE FOR BOARD DETERMINATION:

Whether to renew the agreement with HSSM for the continued provision of outreach service to their location.

DISCUSSION:

JCL entered an agreement with HSSM in 2012 for the provision of on-site library services at Head Start. Performing outreach of this type is one of the stated goals in the library's recently expired Strategic Plan, specifically Outcome 3.4 which states we are to "provide more comprehensive early literacy library activities for youth at risk."

To date the partnership has been successful. JCL has received positive feedback from HSSM staff, students, and parents regarding the library's presence. These are children who need library service more than most others, and going directly to them is an efficient way to serve them well.

REVIEW BY BOARD COUNSEL:

Counsel has reviewed this agreement.

BUDGET IMPACT:

The budget impact of this project has been minimal. Service to HSSM has been provided by a librarian with an outreach focus and the substance of the agreement is "normal" library work.

RECOMMENDATION:

That the Johnson County Library Board of Directors authorize staff to renew the agreement HSSM from April 17, 2013 until December 31, 2013.

PERSON(S) RESPONSIBLE:

Sean Casserley
John Helling

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
HEAD START OF SHAWNEE MISSION, INC.**

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to outline collaboration between Johnson County Library (JCL) and Head Start of Shawnee Mission, Inc., a Kansas not-for-profit corporation exempt from taxation under I.R.C. §501(c)(3) (HSSM), and to coordinate early literacy and library services.

Agency Roles and Responsibilities:

Johnson County Library will:

1. Provide regular story times in HSSM classrooms.
2. Provide evening activities at the library and at HSSM for HSSM families to participate in literacy activities and sign-up for library cards.
3. Provide short articles for HSSM newsletters.
4. Provide on-demand booklists for classrooms.
5. Provide education regarding JCL's services to HSSM staff and families as requested.
6. Provide 2 hours per month of embedded librarian services at HSSM. These services will involve on-site, dedicated reference & reader support for HSSM teachers, parents, and students provided by a JCL staff member.
7. Allow HSSM to use library meeting spaces at no cost with reservations when available.

Head Start of Shawnee Mission, Inc. will:

1. Provide information regarding JCL services to HSSM families.
2. Host the Walter Dean Myers author event in February 2013.
3. Utilize JCL educational programs for children, staff and parents when appropriate.
4. Provide education regarding HSSM's services to JCL staff as requested.
5. Provide training to JCL staff in areas of HSSM staff's expertise.
6. Promote JCL's involvement with HSSM in HSSM newsletters, website and other public relations opportunities.

Duration of Memorandum of Understanding:

The duration of this MOU is from January 1, 2013 through December 31, 2013.

Cancellation and Termination:

Both parties mutually agree that this MOU 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 with 30 days prior notice. This agreement may be modified or cancelled if either party undergoes significant staff or budget changes.

Signatures:

The parties to this MOU understanding have been duly authorized by JCL representation and HSSM Board of Directors to execute this MOU.

Terrie VanZandt-Travis, Executive Director, HSSM

Date

Sean Casserley, County Librarian, JCL

Date

JOHNSON COUNTY LIBRARY
Board of Directors
April 17, 2013

AGENDA ITEM: VI. B. Consideration of Adoption of the Agreement with the Johnson County Sheriff's Department for a shared presence in the Edgerton Community Library

ISSUE FOR BOARD DETERMINATION:

Whether to approve the agreement with the Johnson County Sheriff's Department for their presence in the Edgerton library branch.

DISCUSSION:

The Edgerton Community Library has had several incidents in the recent past where solitary staff members have been approached by unsavory individuals and made to feel unsafe. Due to staffing constraints, the library is unable to staff the Edgerton library with more than one staff member for the majority of the branch's open hours.

The Sheriff's Department is currently experiencing need in Edgerton as well, as their facility is under construction and deputies are finding themselves having to do things like complete paperwork in their vehicles, which provides an inconvenient and unsafe working environment for them.

Building a small enclosed space at the Edgerton branch of the Johnson County Library works to alleviate both of these problems. The library will have the presence of Sheriff's deputies and the Sheriff's deputies will have a space in which to work efficiently and safely. These two departments of Johnson County sharing resources effectively will provide a positive example to the community.

REVIEW BY BOARD COUNSEL:

Counsel has reviewed this agreement.

BUDGET IMPACT:

The main budget impact will come from the construction of the walled area inside Edgerton library, the cost of which and the specific shared responsibility of which has yet to be determined.

RECOMMENDATION:

That the Johnson County Library Board of Directors authorize staff to create the agreement with the Johnson County Sheriff's Department for their presence in the Edgerton Community Library from April 17, 2013 until December 31, 2013.

PERSON(S) RESPONSIBLE:

Sean Casserley
John Helling

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY
AND
THE SHERIFF OF JOHNSON COUNTY, KANSAS

Purpose:

The purpose of this Memorandum is to outline the terms of the agreement into which both parties are entering, and to detail the expectations and responsibilities of each party.

Agency roles and responsibilities:

The Johnson County Library will:

1. Provide an enclosed space in which Sheriff's employees can work, that space to be located in the Edgerton Library
2. Provide keycards to each Deputy for the staff entrance of the Edgerton building
3. Be solely responsible for rent and utilities

The Johnson County Sheriff will:

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

Duration of understanding:

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

Cancellation and termination:

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

Signatures:

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

_____, Chairman /Authorized Agent
Board of Directors of the Johnson County Library

Date

Frank Denning, Sheriff of Johnson County, Kansas

Date

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

April 6, 2013	Prehistoric Sea Creatures in Kansas – Lackman Library
April 11, 2013	Nathan Hale’s Official Apology Ceremony - Lackman Library
April 14-20, 2013	National Library Week
April 14, 2013	Barn Players Present ‘Frost and Friends’ – Central Resource Library
April 17, 2013	Johnson County Library Board Meeting
April 19, 2013	Volunteer Recognition Luncheon