

JOHNSON COUNTY

KANSAS

Library

Board Report
April 9, 2015

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 9, 2015
LEAWOOD PIONEER NEIGHBORHOOD 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. Nancy Hupp, Board Chair
 - 1. Presentation of book and certificate to Emmanuel Obi
 - C. Rebecca Phillips, Friends of the Library
 - 1. Presentation of Bookmark Award Winners
 - 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. Budget 2015 – Tricia Suellentrop
 - 2. Strategic Plan – Tricia Suellentrop
 - 3. Central Building Upgrade report – Scott Sime
 - 4. Comprehensive Library Master Plan – David Schnee and Jill Eyres with Group 4
 - 5. Updates
 - a.) New Hours
 - b.) Zinio update
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of March 12, 2015 Regular Library Board meeting.....9
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts..... 18
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2015 were handled in accordance with library and County policy.
 - b) The February 2015 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.....19

VI. Old Business

A. Report from the Nomination Committee and Election of Library Board Officers

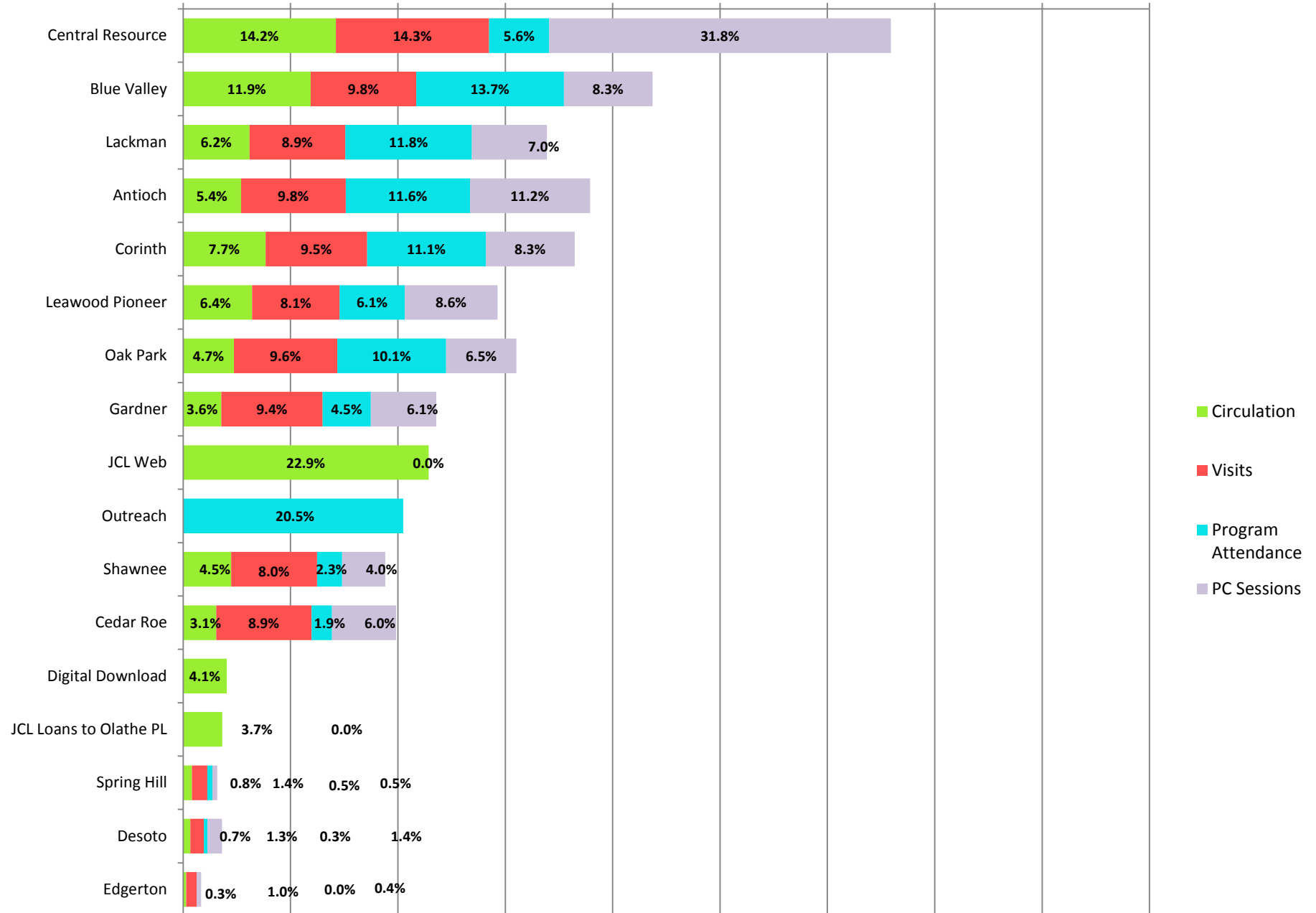
VII. New Business

A. Consideration of Renewal of the Memorandum of Understanding between the
Johnson County Library and Johnson County Genealogical Society.....26

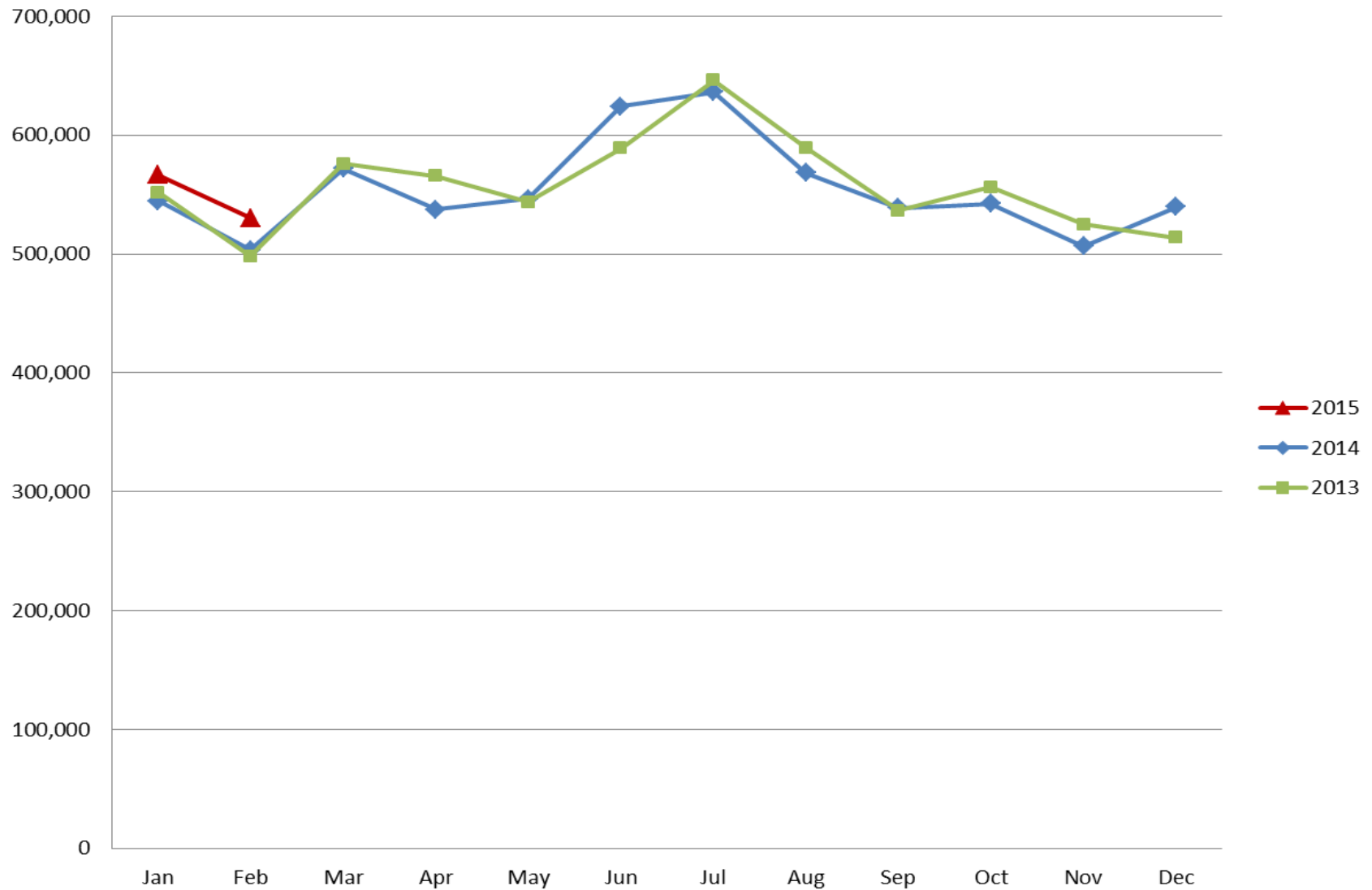
VIII. Adjournment

5:30 p.m. Joint meeting with the BoCC and the Library Board of Directors

Johnson County Library Touch Points Percentage of Activity by Location -- February 2015



Johnson County Library Three-Year Trend in Circulation



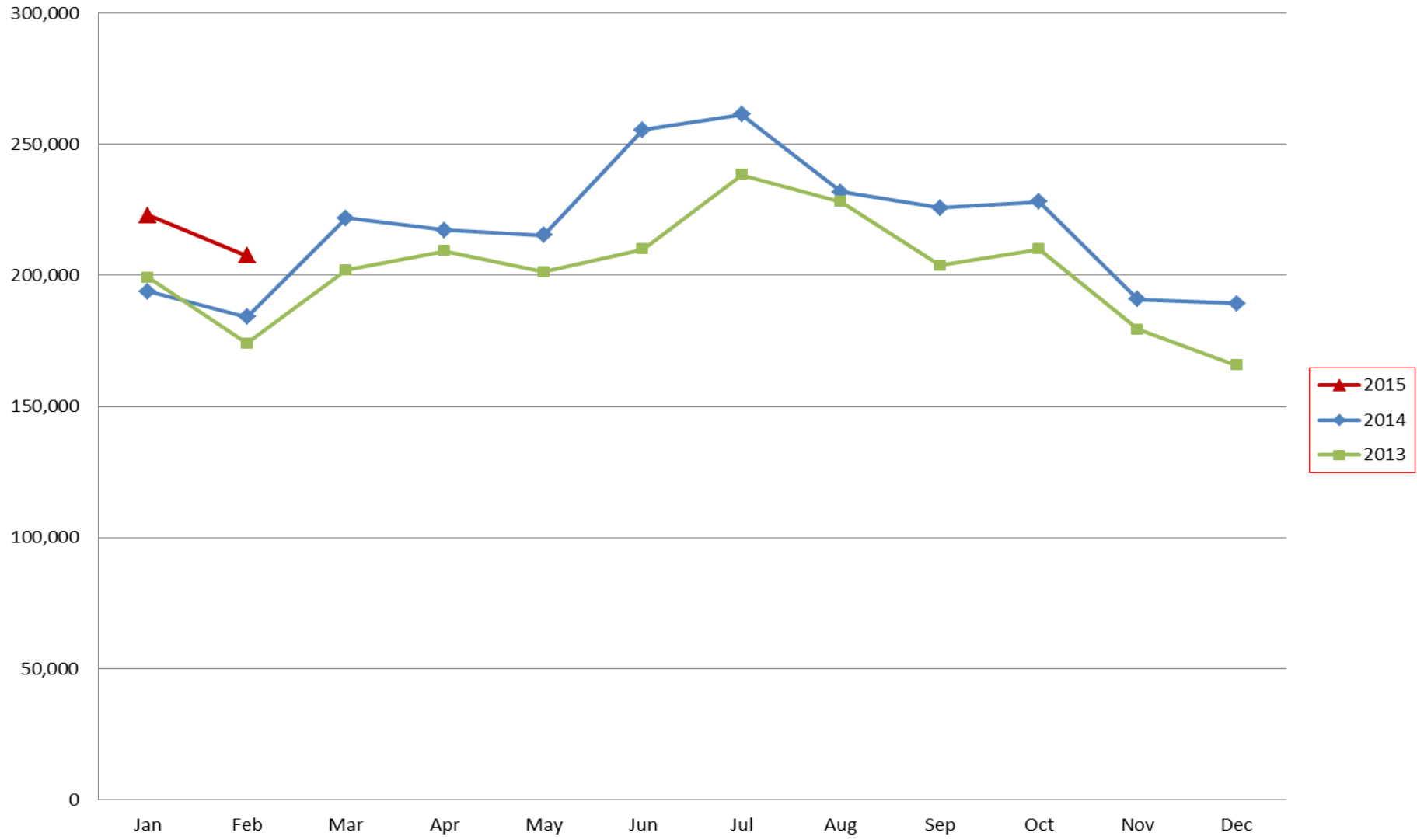
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

February 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	2014 to 2015		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total			Month	Yr-to-Dt	Previous 12 mos.
Antioch	28,582	5.4%	58,738	366,542	28,345	5.6%	58,525	373,010	0.8%	0.4%	-1.7%
Blue Valley	62,947	11.9%	131,286	806,696	60,801	12.1%	122,942	785,955	3.5%	6.8%	2.6%
Cedar Roe	16,358	3.1%	34,418	223,901	18,145	3.6%	37,628	249,406	-9.8%	-8.5%	-10.2%
Central Resource	75,454	14.2%	155,289	940,036	67,706	13.5%	146,351	933,090	11.4%	6.1%	0.7%
Corinth	40,730	7.7%	85,341	526,079	40,023	8.0%	84,044	526,868	1.8%	1.5%	-0.1%
Desoto	3,541	0.7%	7,792	51,418	3,253	0.6%	7,678	51,467	8.9%	1.5%	-0.1%
Edgerton	1,472	0.3%	3,227	18,724	1,020	0.2%	2,302	17,677	44.3%	40.2%	5.9%
Gardner	18,924	3.6%	39,272	245,015	17,988	3.6%	37,252	240,824	5.2%	5.4%	1.7%
Lackman	32,827	6.2%	69,270	424,825	31,265	6.2%	65,687	433,219	5.0%	5.5%	-1.9%
Leawood Pioneer	34,110	6.4%	70,832	450,759	35,511	7.1%	73,514	470,224	-3.9%	-3.6%	-4.1%
Oak Park	25,080	4.7%	52,689	317,070	23,331	4.6%	49,721	316,823	7.5%	6.0%	0.1%
Shawnee	23,690	4.5%	49,799	311,802	23,195	4.6%	47,461	304,023	2.1%	4.9%	2.6%
Spring Hill	4,405	0.8%	9,742	64,054	5,254	1.0%	10,511	72,087	-16.2%	-7.3%	-11.1%
JCL Web Renewals	121,245	22.9%	242,544	1,509,724	116,311	23.1%	234,887	1,494,133	4.2%	3.3%	1.0%
Digital Downloads	21,542	4.1%	45,347	213,972	13,078	2.6%	29,554	175,152	64.7%	53.4%	22.2%
JCL Loans to Olathe PL	19,366	3.7%	41,216	238,450	18,158	3.6%	39,735	244,762	6.7%	3.7%	-2.6%
JCL Branch Total	292,666	55.2%	612,406	3,806,885	288,131	57.2%	597,265	3,841,583	1.6%	2.5%	-0.9%
JCL Brances and Central	368,120	69.4%	767,695	4,746,921	355,837	70.7%	743,616	4,774,673	3.5%	3.2%	-0.6%
JCL SYSTEM TOTAL	530,273	100.0%	1,096,802	6,709,067	503,384	100.0%	1,047,792	6,688,720	5.3%	4.7%	0.3%

Average Circulation per Capita		
	2015	2014
Current Month	1.2	1.2
Year-to-Date	2.5	2.4
Service Area Population	431,000	431,000

Johnson County Library Three-Year Trend in Library Visits



Johnson County Library
USER VISITS

February 2015

Location	Current Month 2015								Current Month 2014				Percent Change 2014 to 2015		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	20,257	9.8%	41,530	241,068	256	79	28,582	1.4	17,110	9.3%	35,792	238,508	18.4%	16.0%	1.1%
Blue Valley	20,431	9.8%	42,965	303,512	256	80	62,947	3.1	23,331	12.7%	47,367	311,794	-12.4%	-9.3%	-2.7%
Cedar Roe	18,398	8.9%	37,879	236,576	224	82	16,358	0.9	17,792	9.7%	37,961	132,502	3.4%	-0.2%	78.5%
Central Resource	29,585	14.3%	61,770	440,551	276	107	75,454	2.6	31,406	17.1%	63,703	453,022	-5.8%	-3.0%	-2.8%
Corinth	19,624	9.5%	41,728	265,646	256	77	40,730	2.1	21,151	11.5%	41,266	262,694	-7.2%	1.1%	1.1%
DeSoto	2,638	1.3%	5,420	39,304	140	19	3,541	1.3	1,238	0.7%	3,919	33,324	113.1%	38.3%	17.9%
Edgerton	2,059	1.0%	4,191	17,729	100	21	1,472	0.7	702	0.4%	1,337	7,591	193.2%	213.4%	133.6%
Gardner	19,558	9.4%	38,868	213,862	240	81	18,924	1.0	9,502	5.2%	18,803	122,316	105.8%	106.7%	74.8%
Lackman	18,477	8.9%	35,625	245,492	240	77	32,827	1.8	18,318	9.9%	37,481	216,888	0.9%	-5.0%	13.2%
Leawood Pioneer	16,900	8.1%	35,374	236,161	240	70	34,110	2.0	17,865	9.7%	38,249	257,300	-5.4%	-7.5%	-8.2%
Oak Park	19,966	9.6%	43,537	222,385	240	83	25,080	1.3	15,263	8.3%	30,526	206,552	30.8%	42.6%	7.7%
Shawnee	16,608	8.0%	35,627	158,060	240	69	23,690	1.4	7,017	3.8%	14,617	129,673	136.7%	143.7%	21.9%
Spring Hill	2,943	1.4%	5,782	46,480	136	22	4,405	1.5	3,424	1.9%	6,932	53,015	-14.1%	-16.6%	-12.3%
Branch Total	177,859	85.7%	368,526	2,226,274	2,568	69	292,666	1.6	152,713	82.9%	314,250	1,972,156	16.5%	17.3%	12.9%
SYSTEM TOTAL	207,444	100.0%	430,296	2,666,825	2,844	73	368,120	1.8	184,119	100.0%	377,953	2,425,177	12.7%	13.8%	10.0%

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.4
Average Visits per Capita for Year-to-Date:	1.0	0.9
Service Area Population:	431,000	431,000

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, March 12, 2015
Leawood Pioneer Neighborhood Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Jim Minges

STAFF: Sean Casserley, Monica Duffield, Elaina Franklin, Sue Garrod, Kim Gile, John Helling, Michael Keller, Michelle Krooswyck, Jen Myers, Nicki Neufeld, Rachel Novotny, Rita Rubick, Michaela Scruggs, Scott Sime, Deanne Stofferahn, Tricia Suellentrop, Adam Wathen

GUESTS: Jason Glasrud, Hedi Heinz, Dave Schaecher, Sandy Wahoff, Rick Wise

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

Ms. Hupp announced that Board member Pam Robinson is participating in a public forum and will be present as quickly as possible.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Mr. Obi announced that next month will be his last meeting as a member of the Library Board of Directors. He has been a member of the Board for 4 years and views his exit, not as a retirement, but as giving someone else the opportunity to serve.

Ms. Hupp stated that she is sad that Mr. Obi will be leaving, but it has been a pleasure working with him. Mr. Obi has agreed to serve as chair for the nominating committee. Ms. Templin volunteered to serve on the nominating committee as well.

The bylaws state that the nominations should be presented to the Board two weeks prior to the next board meeting. The slate will be voted on at the April meeting and new officers will take office in May.

FRIENDS OF THE LIBRARY

Jim Minges reported for the Friends of the Library.

Mr. Minges reported on 3 topics discussed at the Friends meeting.

1. The Friends are planning for the book store in the Central Branch. They are excited about the new store that may increase income they can provide for library projects. They are also nervous about managing staffing, equipment and furnishing for the new location out of current resources. They are investigating the possibility of donated or low cost equipment that can be put in the new bookstore.
2. Some members of the Friends expressed discomfort with their knowledge and understanding of the financial reports. They have been working to gain clarification and there was a successful discussion at the meeting.

3. The Friends have been focused on fundraising and less focused on membership development; they will be working to increase membership in the Friends group.

The Friends have also been talking about communication.

JOHNSON COUNTY LIBRARY FOUNDATION

Jason Glasrud, Chair of the Foundation Board reported for the Foundation.

Mr. Glasrud acknowledged Foundation Board member, Sandy Wahoff.

There is positive news in regard to the Corporate Partner program. So far this year a total of 7 Corporate Partners have joined, including: Stinson, Leonard Street, Google Fiber, McCownGordan Construction, High Plains Cattle Company, Creative Planning, Financial Advisors and Target Corporation.

The elementia reception was held March 3rd. Critically acclaimed poet Naomi Nye attended and shared that she had never seen an event that was as far-reaching in its collaboration. It was a successful and well-attended event, supported through the Joan Berkley Writers Fund. Mr. Glasrud acknowledged staff members, Angel Dew and Kate McNair for their excellent work.

The Tri-Board event will be held on April 1st at the Central branch. Mr. Glasrud asked that Board members RSVP if they are able to attend. The evening will include the popular Edible Discussion program and a virtual tour of the Central Building Plan.

Mr. Glasrud invited the Board to attend the 6 by 6 ribbon cutting and birthday event at the Gardner branch on April 11th.

The Pinnacle Awards will be held on October 22nd at the Regnier Center. Nominations for honorees will be opened soon. Mr. Glasrud encouraged the Board to consider potential nominees.

Mr. Glasrud confirmed that the Pinnacle Awards have been moved from October 15th to the 22nd.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus reported that the Board of County Commissioners has begun their strategic planning and goal setting.

Commissioner Osterhaus posted the photograph of the Royals Charities donating \$5,000 to the Library and it has received 150 likes on FaceBook.

BOARD COUNSEL REPORT

Mr. Logan provided the board with a history of how library sites have been acquired. Cities have played a vital role in land acquisition.

In 1956 the library went through the first bond issue and funds were approved to acquire the Antioch site in the city of Merriam. Antioch has been improved, added to and changed throughout the years.

In the early to late sixties, the JC Nichols Company was interested in bringing libraries into the area and the sites for Cedar Roe and Corinth were donated. There were reverter clauses to the sites, which required that the land revert to the JC Nichols Company if not used by the library. Those clauses have expired in the last 5 to 10 years.

Mr. Logan shared that former County Librarian, Roy Fox, hoped that over time every city would have a library that would be served by a larger Central Library.

In 1980 there was a small bond issue to acquire and build four libraries in the cities of De Soto, Gardner, Spring Hill and the first Blue Valley library in South Overland Park.

In the mid-eighties, the commission wasn't interested in paying for sites. The library began to consider public partners and the first plan was for a Westbranch library that would serve Lenexa and Shawnee. Site plans were developed for Westbranch, but the project didn't advance.

The library then entered into an agreement with Johnson County Community College to build the Central Resource Library on the campus of JCCC. The contract was cancelled because the design of the library didn't match the architecture of the college and the college didn't approve the plans.

From 1987 to 1999 was a time of municipal participation. Shawnee and Leawood were built at approximately the same time. We entered into an agreement with the City of Shawnee who donated land next to their civic center.

The land for Leawood was donated from the City of Leawood and a donor who wanted a library near Town Center.

In the mid to late nineties the new Blue Valley library was built on a site donated by the City of Overland Park.

In 1999, the City of Gardner wanted a new library. Gardner donated the land and the Commission approved the new library.

In the early 2000's Edgerton wanted and petitioned for a library. Edgerton leased the bank site and the commission was supportive of the agreement.

When Edgerton was completed, a branch of the Johnson County Library was in 11 cities in the county.

In 1992 the library acquired the Dolgin's building on 87th Street. Voters approved and the library built the current Central Resource Library at the location.

In the early 2000's we were approved to acquire the Monticello site.

Cities have historically had a strong interest in having a library within their city limits. In addition, Commissioners advocated for libraries in their city.

In response to a question from the Board, Mr. Logan stated that many of the municipal site gifts had reverter clauses. The land must be utilized for a library or it would revert back to the city. Shawnee, Leawood Pioneer, Blue Valley and Gardner all have reverter clauses. Cedar Roe, Antioch and Corinth do not.

There is a reverter clause for the land donated by the Sisters of Charity at Monticello if a library is not constructed on the site by a specific date. A library facility might be a kiosk.

Ms. Hupp had an opportunity to present to the 2015 Leadership Class and took the book that Mr. Logan constructed that addresses legal issues that affect the library. The Leadership class found it interesting and several wanted to read the complete book.

COUNTY LIBRARIAN REPORT

Ms. Neufeld reported to the Board. As discussed in the fall, Mr. Casserley, Mr. Heffernan and Ms. Neufeld are working on developing a comprehensive Capital Replacement Request. The capital replacement project is part of the larger capital improvement plan.

Regular, scheduled replacement and maintenance of carpets, roofs, vehicles, furniture, equipment and mechanical systems is essential to quality library facilities and services. Staff has identified the costs of this regular maintenance schedule for the next five years. Funding of \$330,566 was approved for the 2014 CRP; the 2015 request totals \$350,000. During 2015, the staff have reevaluated the capital replacement needs of JCL and

formulated a CRP plan that includes much needed changes. This resulted in an increased request for funds to support an ongoing effort to keep library locations and assets in a functional and safe condition.

In response from a question from the Board, Mr. Casserley explained that the capital replacement plan and the capital improvement plan are associated with the 2009 Facilities Master plan.

In response to a question from Mr. Nelson, Ms. Neufeld spoke about the Central roof. A portion of the roof is being replaced through the CBU project, the remainder of the roof is listed in the capital replacement plan. The portion listed in the CBU is the area that sits under the equipment on the roof. The roof is being replaced in sections as the budget allows.

Mr. Casserley stated that the library is able to fund the CBU project by absorbing debt in the operating budget as other debt falls off. The library began the renovation project for Central and the project of providing library service at the Monticello location through a lending machine. Both projects were on the CIP.

The entire roof and other capital replacement items related to Central were not included in the CBU project as there are not enough funds available. The CIP is a general plan listing the needs of the facilities.

Mr. Nelson asked for more information regarding the Central roof replacement and the Central Building upgrade project.

Mr. Casserley responded that 1.5 million in the CBU project is being spent on upgrading and replacing the buildings boiler and chillers. In addition, the project will increase meeting rooms for the public, create a larger MakerSpace and the ceiling will be replaced. There was not funding in the project to replace the entire roof.

In past capital replacement plans the methodology was to include only projects we could afford. Starting this year, we have changed the method to list all the needs of the facilities in priority order so needs will not go unseen.

Central Building Upgrade (CBU) report

Project Coordinator, Scott Sime, gave a report on the CBU project. Final costs have been received from Titan and are included in the meeting packet.

Mr. Sime introduced Mike Burson, Project Manager at Titan Built and Rick Wise, Project manager at Clark Enersen.

Little Central opened on March 1st. The development of Little Central was a combined effort of departments across the library. Little Central offers a limited collection, holds and materials drop-off to our patrons.

Mr. Sime presented a “fly-through” 3-D rendering of the new Central Space.

Next Steps:

- Board action on the Guaranteed Maximum Price amendment (GMP)
- Present to the Board of County Commissioners for action on the GMP
- In early April, selective demolition and stack moving

Rick Wise presented a selection of finishes for the refreshed bathrooms. The current finishes will be removed and Clark Enersen is proposing new finishes in a more timeless palette of neutral colors.

The restrooms will be tiled from floor to ceiling. The countertops will be Corian which is more durable than laminate. The sinks will be solid surface, under-mount. They are the same color as the counter-top.

The family restroom will have more color in yellow and blue.

The current hand dryers are ineffective. The new hand dryers are the xlerator brand. They are loud, but efficient.

Using hand dryers instead of paper towels saves the library \$40,000 each year.

In response to a question from the Board regarding vandalism, Mr. Wise stated that cleaning ink from tile will be easy; the grout would be more difficult. We have not had a lot of vandalism in our restrooms.

Everything will be manual (as opposed to touchless), a choice made due to cost considerations.

The toilets will not use a gray water system.

Comprehensive Library Master Plan (CLMP)

Information Services Manager, Kim Gile Reported on the Comprehensive Library Master Plan.

Ms. Gile reported that all 11 public meetings have taken place. We received valuable input from the community at the meetings. Ms. Gile thanked the Board members for spreading the word of the meetings and for their attendance. In total, 47 community members attended.

The online forum for feedback from the community has also closed.

A follow-up to the CLMP summit will be held on April 8th. Three additional community sessions will be scheduled the week of April 20th.

Group 4 is currently working off-site to synthesize the data that has been provided to them. They will be back on site next month.

Updates

Increased Renewal Limit

Mr. Casserley reported that Olathe Public Library has increased their renewal limit to ten. Patrons may now renew materials up to ten times as long as there is not a hold on the item. Johnson County Library currently allows for up to 3 renewals. We will also increase our renewals to ten.

Hours Change

The new hours will begin on April 1st. Our communication department has created bookmarks for each branch listing the new hours. Board members received bookmarks with the new hours.

Mr. Casserley reported that reaction from the public on the change has been very positive.

Summer Reading Program

Mr. Casserley reported that the Summer Reading theme has been announced. This year the theme is Every Hero has a Story.

Upcoming events:

State of the County March 24th
Tri Board meeting – April 1st
CLMP Summit – April 8th

CONSENT AGENDA

MOTION: Mitra Templin

SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

New Business

Consideration of JCL Capital Improvement Plan for the 2016 budget

Ms. Neufeld presented the capital improvement plan. Many items are reflective of the 2009 Facilities Master Plan. These projects may or may not be in line with the Comprehensive Library Master Plan that is in progress. We are moving forward with the CIP process at this time and we will be turning in the CIP proposal. It includes the capital replacement for an increased amount, the Shawnee Library Expansion, Corinth Library replacement, and the new Antioch/Cedar Roe library.

Mr. Nelson asked if it is possible to delay the CIP until the current CLMP is completed. Ms. Neufeld responded that County adheres to a rigorous budget process with a specific timeline that will not allow for us to wait on results from the CLMP.

Mr. Shortlidge asked if it can be assumed that the CIP will change dramatically after the completion of the CLMP.

Ms. Neufeld responded that results are unknown, but most likely there will be significant changes. The CIP is a placeholder for budget authority.

A question was asked if there is an accountability issue by including projects that are uncertain at this time. Ms. Neufeld clarified that the CIP is based on the recommendations that are in place from the 2009 plan. If new recommendations come from the CLMP that is in progress, changes will be made to bring the CIP in line with the updated recommendations.

This is the plan that is in place today. We are updating the plan and then it may change. Approving the current CIP will not lock the Board into this plan if recommendations change.

In response to a question, Ms. Neufeld explained that if the budget was approved by the Board of County Commissioners as is, the CRP money would be funded into the CRP project. The actual projects (e.g. the Shawnee Library Expansion) would go before the Board and Board of County Commissioners again.

MOTION: Amy Ruo moved that the Johnson County Library Board of Directors recommend the proposed 2016-2020 Capital Improvement Plan request.

SECONDED: Pam Robinson

MOTION CARRIED UNANIMOUSLY

Consideration of Approval of CBU Guaranteed maximum price

Mr. Sime presented the briefing sheet for the CBU. In order to take advantage of cost savings and scheduling convenience, and minimizing disruption to Library operations, work that would greatly benefit the Library at this time includes renovation of the public restrooms, a new training lab and a new 24-person meeting room, library stack signage, and acoustical panels for the Carmack and MakerSpace recording rooms. This scope of work is currently not in the scope of the existing upgrade project. The Library is proposing to provide additional funding to combine this work with the current upgrade project.

The project is currently out for bids. The additional scope for the project described above has been estimated by the Construction Manager as Constructor-Titan Construction and are being bid as alternatives in order to keep the project on schedule.

Options

1. Approve the Guaranteed Maximum Price contract, including the increase in scope and project budget totaling \$3,000,969.29
2. Approve the GMP contract, not including the increase in scope (alternates) and project budget, totaling \$2,679,561.95.
3. Not approve the GMP contract, and not move forward with the Central Project

Mr. Logan clarified that the contract will be approved by the Public Building Commission. The Library Board is being asked to approve an amendment.

In response to a question from the Board, Mr. Sime noted that contingencies have been included in the budget to accommodate change orders. Contingencies are included in the total project amount.

Mr. Logan noted that if there is a change to the plans, a change order will need to be approved. Within the plans as they are written, there is a guaranteed maximum price. If the library requests a change we are responsible for the change.

Contingency has been built inside the GMP number and there is contingency outside the number for unforeseen conditions. This is the GMP for what is in the bid documents.

Mr. Sime clarified that the 3.6 million is the total cost of the project, the amount that was bonded for Central. This includes owner site costs as well. The GMP cost of \$3,000,969.29 is the construction work; it does not include the planning and the design.

In our reserve we have 4.2 million; it's between 4%-8% of our operating funds. Mr. Casserley stated that we are still in the recommended range.

MOTION: Neil Shortlidge moved to approve the guaranteed maximum price contract amendment with Titan Built, LLC not to exceed \$3,000,969.29, and an additional project authorization of \$325,000 for the Central Resource Library upgrade Capital project for a revised total of \$3,925,000.00 and authorize the use of reserves in the amount of \$325,000 through library the library operating fund for this purpose.

SECONDED: Mitra Templin

Approved: Emmanuel Obi, Neil Shortlidge, Mitra Templin, Pam Robinson, Amy Ruo

Opposed: John Nelson

MOTION CARRIED

ADJOURNMENT

MOTION: Pam Robinson

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

Adjourned at 5:39 p.m.

DATE _____

SECRETARY _____
Amy Ruo

CHAIRMAN _____
Nancy Hupp

SIGNED _____
Sean Casserley

County Librarian's Report

March Second Saturday Opens the Mic

Community



Kansas City metro-based artist Judith G. Levy invited Second Saturday goers at Antioch Library to perform in her latest work, *Opening Sentence*. Participants, including Library staff member Michelle Holden as pictured above, selected a book and read its title and first sentence into a microphone. From whimsical first lines like “the holes in my nose are bigger than hers” to the poetic opener of Jane Austen’s *Pride and Prejudice*, more than 50 participated in the 2-hour drop-in performance. Documentation of the performance will be on view in the Antioch Library’s gallery through May 27.

Second Saturdays
Johnson County Library



Save the Dates

APRIL

11

6 by 6 Anniversary
Kick-off
@ Gardner Library

MAY

14

Breakfast at the
Library
@ Leawood Library

Library Feels the Love from Donors

Community

An eventful season of giving to the Library continued into the spring. The Johnson County Library Foundation dispersed an \$80,715 gift to support the Library’s collection in 2015. The annual disbursement comes from the endowment fund, which is made possible by hundreds of generous donors. The Foundation also finalized significant support for two beloved Johnson County Library programs: The Hall Family Foundation committed \$26,600 in support of Summer Reading, while Black & Veatch has committed \$90,000 over three years in support of MakerSpace.

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Feb-15**

VENDOR	DESCRIPTION	AMOUNT
Redbooks	Online database license	\$3,490.00
Bibliocommons	Augmented content addendum	\$678.22
Bibliocommons	Summer Reading	\$7,924.00
ACS	Card Readers - Antioch branch	\$2,489.00

Total \$14,581.22

SIGNED:

Finance Director

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: FEB-2015

		Receipts	Payments	Balance
	Opening cash balance			\$180,397.04
	Add Receipts	\$50.49		
	Less Payments		\$18,647.14	
	Ending Cash balance			\$161,800.39
	Less Liabilities		\$460.28	
	Unobligated cash balance			\$161,340.11

APPROVED: _____

DATE: _____

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2015
17% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date
Ad Valorem	11,549,884	20,790,357	56%
Ad Valorem Delinquent	202,747	214,495	95%
Motor Vehicle	431,913	2,236,495	19%
Library Generated - Copying/Printing	17,199	93,530	18%
Library Generated - Overdues / Fees	126,142	739,500	17%
Sale of Library Books	12,500	50,000	25%
Misc Other	596	48,551	1%
Library Generated - Other Charges	1,399	322,050	0%
Investment	9,951	86,374	12%
Unencumbered Balance Forward	0	446,865	0%
Recreational Vehicle Tax	1,079	6,958	16%
Heavy Trucks Tax	1,982	1,464	135%
Rental Excise Tax	14,495	26,716	54%
State and Federal Grants	0	206,788	0%
TOTAL REVENUE	\$12,369,887	\$25,270,143	49%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
February 2015
17% Year Lapsed

OPERATING FUND

Programs	2015 Year to Date	2015 Budget	% Program Expended
Administrative Services	940,709	4,603,940	20%
Information Technology	659,673	2,189,844	30%
Collection Development	458,844	3,412,889	13%
Branch/Systemwide Services	1,940,138	12,037,668	16%
Risk Management Charges	0	79,926	0%
Library Tax Increment	0	124,178	0%
Grants *	94	233,066	0%
Transfer to Capital Projects	0	436,865	0%
Interfund Transfers			

TOTAL OPERATING FUND EXPENDITURES	\$3,999,458	\$23,118,376	17%
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* Includes expenditures for 2015 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND

	2015 Year to Date	2015 Budget	% Budget Expended
Contractual Services (General Maintenance)	13,539	16,305	83%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment	0	990,598	0%
Transfer to Capital Projects	0	952,300	0%

TOTAL SPECIAL USE FUND EXPENDITURES	\$21,331	\$2,151,767	1%
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TOTAL EXPENDITURES	\$4,020,789	\$25,270,143	16%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
February 2015
17% of Year Lapsed

ALL FUNDS

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	2,317,689	14,601,228	16%
Contractual Services	712,202	3,388,487	21%
Supplies	640,804	4,105,083	16%
Capital - Operating	0	8,412	0%
Risk Management Charges	0	79,926	0%
Library General Tax Increment	0	124,178	0%
Capital / Maintenance / Repair	350,000	786,865	44%
Transfer to Debt Payment	0	990,598	0%
Transfer to PBC Capital Leases	0	952,300	0%
Grants	94	233,066	0%
	\$4,020,789	\$25,270,143	

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						Grant	Budget
Expenditures through 2/28/15	Source	Received	Expend By	Expenditures		Award	Remaining
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,593.66		\$9,736.00	\$142.34
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$6,059.35		\$7,744.75	\$1,685.40
2014 Check up and Check Out	State	Jul-14		\$1,295.83		\$5,250.00	\$3,954.17
2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,158.26		\$2,144.95	\$986.69
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$631.10		\$1,912.00	\$1,280.90

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

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

<u>REVENUE</u>	<u>REVENUE RECEIVED TO DATE</u>
2011 Operating Fund Transfer	360,175.00
2012 Operating/SU Fund Transfer	642,934.00
2013 Operating/SU Fund Transfer	551,250.00
2014 Operating/SU Fund Transfer	330,566.00

Total Revenue 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			91,193.27
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
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		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>246,268.72</u>

Budget Remaining \$ 284,408.47

JOHNSON COUNTY LIBRARY
Board of Directors
April 9, 2015

AGENDA ITEM: VII.A. Consideration of renewal of the Memorandum of Understanding between the Johnson County Genealogical Society, Inc. (JCGS) and the Johnson County Library (JCL)

ISSUE FOR BOARD DETERMINATION:

Whether to renew the existing Memorandum of Understanding with the Johnson County Genealogical Society, Inc.

DISCUSSION:

The Johnson County Library and the Johnson County Genealogical Society, Inc. have worked together since the 1970's to provide service and basic collections to library genealogy patrons. In fact most of the physical genealogical collection housed at the Central Resource Library belongs to the JCGS. Over the intervening years the loose agreement between the two entities needed to be codified annually because of changing library and JCGS service needs and opportunities. In 2011, the Library and JCGS wrote and signed an updated mutual agreement which has been renewed yearly.

The Board of JCGS and JCL's Cabinet have approved the document.

REVIEW BY BOARD COUNSEL: N/A

RECOMMENDATION:

Renew the Memorandum of Understanding between the Johnson County Genealogical Society, Inc. and the Johnson County Library.

PERSON(S) RESPONSIBLE:

John Helling
Sean Casserley

**AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND JOHNSON COUNTY GENEALOGICAL SOCIETY**

THIS AGREEMENT is made and entered into for the year ~~2014~~ 2015 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

WHEREAS, JCGS is a volunteer organization whose purpose is to assist individuals interested in family history research and to provide genealogical materials for inclusion in the combined JCGS and JCL Genealogy Collection located at the Johnson County Library (the Library),

WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

- I. **Johnson County Genealogical Society shall:**
 - a. Use Library space to schedule and staff the genealogy service desk with JCGS volunteers working under the JCL volunteer service program regulations and guidelines.
 - b. JCGS will designate a Volunteer Coordinator who will facilitate communication between the genealogy volunteers and the designated Library staff member, and will coordinate genealogy desk scheduling with the designated Library staff member.
 - c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
 - d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
 - e. Use JCGS/JCL Volunteers to pursue special projects.
 - f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.

g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with the Collection Development Manager to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

II. **If the Johnson County Library's budget and staffing levels are adequate, it shall:**

- a. Provide basic genealogy collection support including print reference and databases.
- b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.12) will be followed with respect to this collection:

"It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
- c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
- d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, and meeting room space.
- e. For JCGS monthly meetings and programming, allow the JCGS use of microphones (1 regular, 1 lapel), VGA cable, projector, and public wireless internet. Staff side internet access may be provided for JCGS programming publicized in JCL's quarterly program of events.
- f. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.
- g. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions, meeting room set-up, and access to the meeting room equipment listed in item (e).
- h. Provide staff to answer general genealogy questions.
- i. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft.
- j. [Provide an updated obituary index on www.jocohistory.org.](http://www.jocohistory.org)

IN WITNESS WHEREOF, the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY GENEALOGICAL
SOCIETY AND LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: _____
~~Susan K. Nelson~~, Char Mitts, President

By: _____
Sean Casserley, County Librarian

Date: _____

Date: _____

Board of Directors
Selection of Calendar Events
April 2015

April 8	Read to a Dog Leawood Neighborhood Library
April 9	Johnson County Library Board of Directors Meeting Leawood Neighborhood Library
April 11	6 by 6: 6 th Birthday Celebration! <ul style="list-style-type: none">• Sing with Alan Cunningham• Watercolor with Artist Brad Sneed• 6 by 6, Ready to Read Overview Gardner Neighborhood Library
April 11	Music with Mar Lackman Neighborhood Library
April 13	An Edible Discussion Corinth Neighborhood Library
April 14	Friends of Johnson County Library Board of Directors Meeting Antioch Neighborhood Library
April 16	Creation Exploration: Story Writing Gardner Neighborhood Library
April 18	Legislative Coffee Corinth Neighborhood Library
April 18	Teen Volunteer Fair Blue Valley Neighborhood Library
April 21	Poetry and Prose Oak Park Neighborhood Library
April 30	Dia de los Ninos/Children's Day Cedar Roe Neighborhood Library