

JOHNSON COUNTY

KANSAS

Library

**Board Report
July 9, 2015**

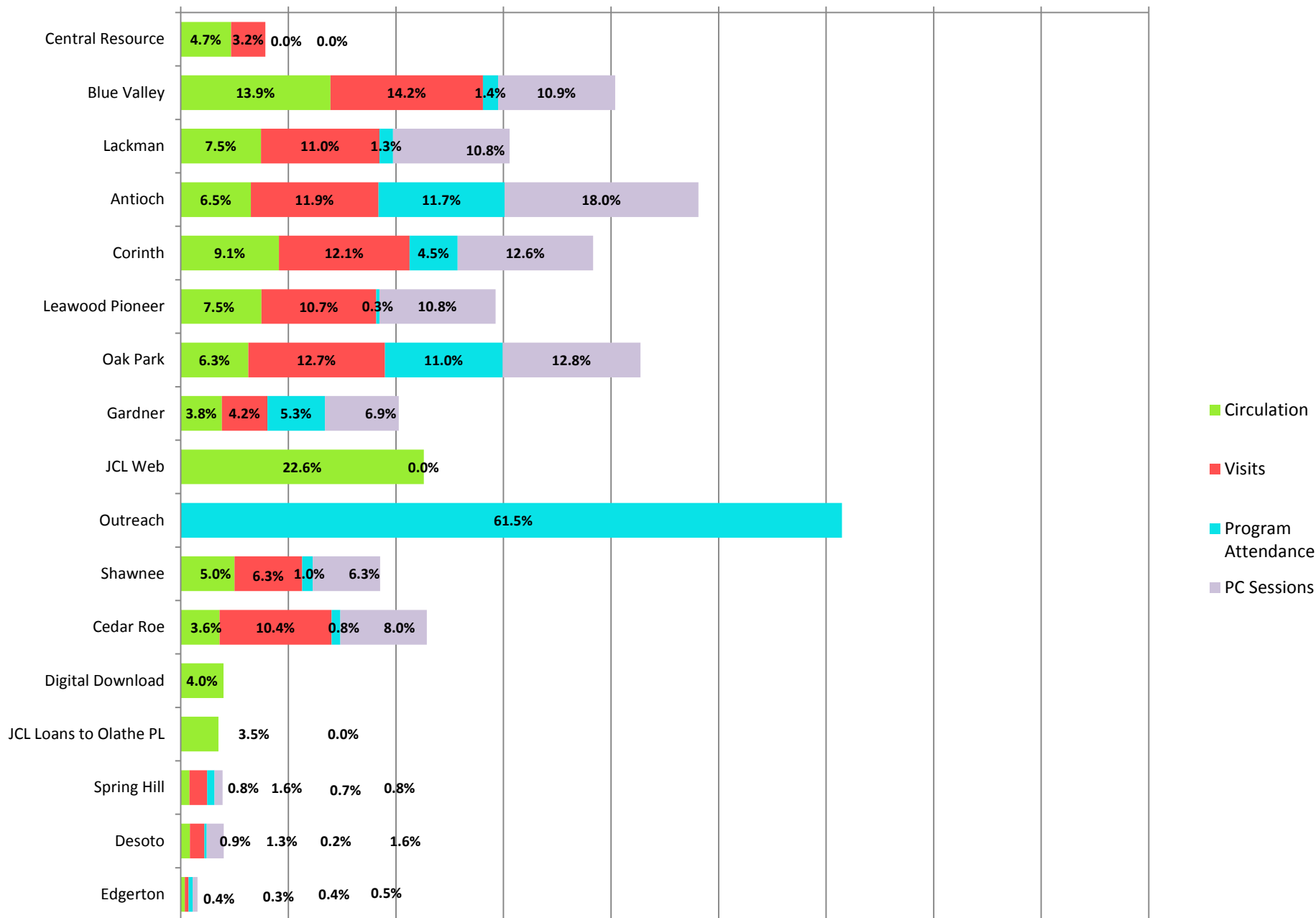
IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

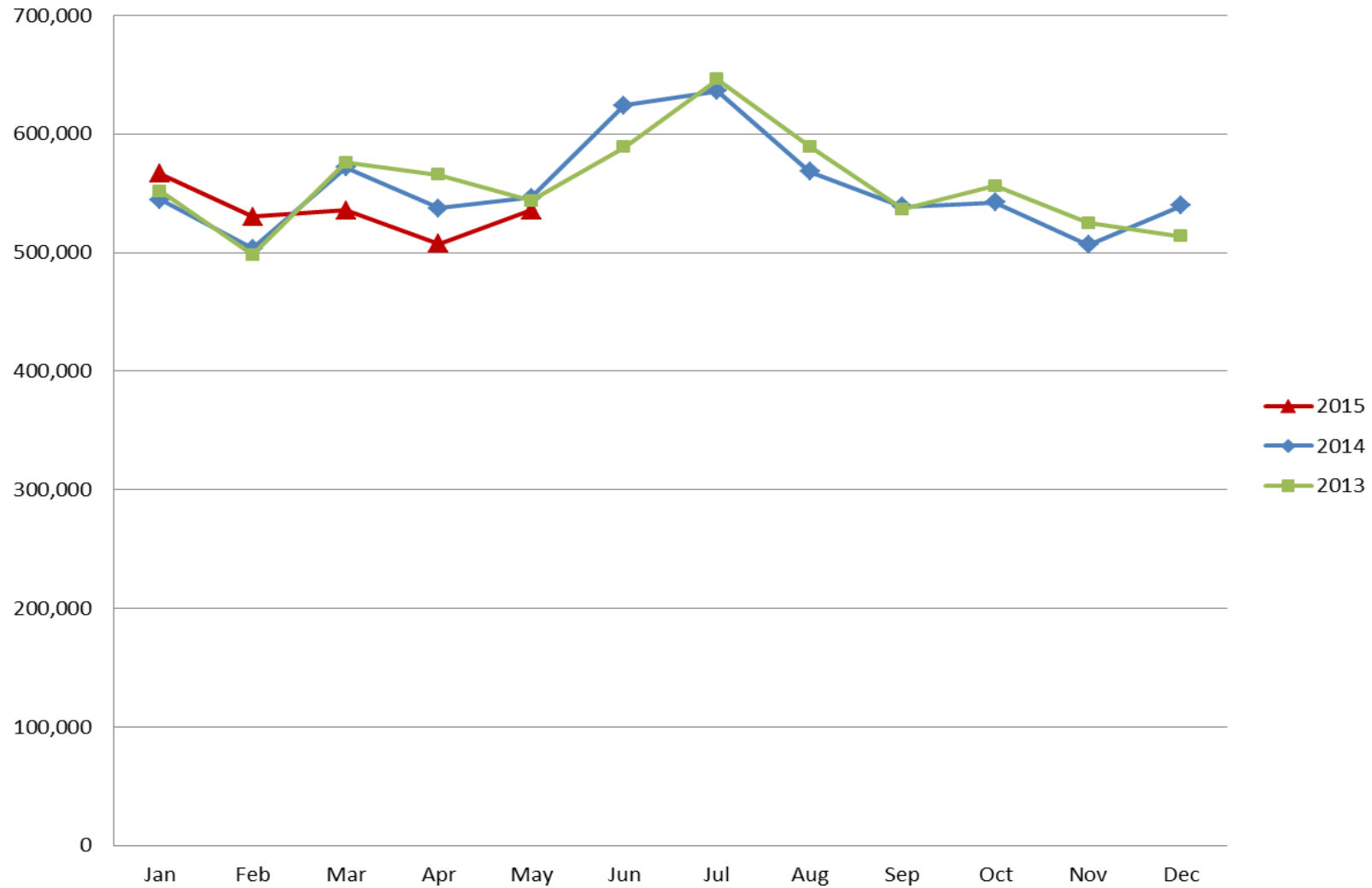
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JULY 9, 2015
OAK PARK NEIGHBORHOOD LIBRARY
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Friends of the Library
 - C. Susan Mong, Executive Director, Johnson County Library Foundation
 - D. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Budget
 - 2. Strategic Plan
 - 3. Central Building Upgrade report – Scott Sime
 - 4. Updates
 - a) Return on Investment Report presented by KU Edwards
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of May 20, 2015 Special Library Board meeting.....9
 - 2. Minutes of June 11, 2015 Regular Library Board meeting.....15
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....23
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2015 were handled in accordance with library and County policy.
 - b) The May 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.....24
- VI. New Business
 - A. Consideration of the Performance Evaluation Survey for the County Librarian position.....33
- VII. Adjournment

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



Johnson County Library Three-Year Trend in Circulation



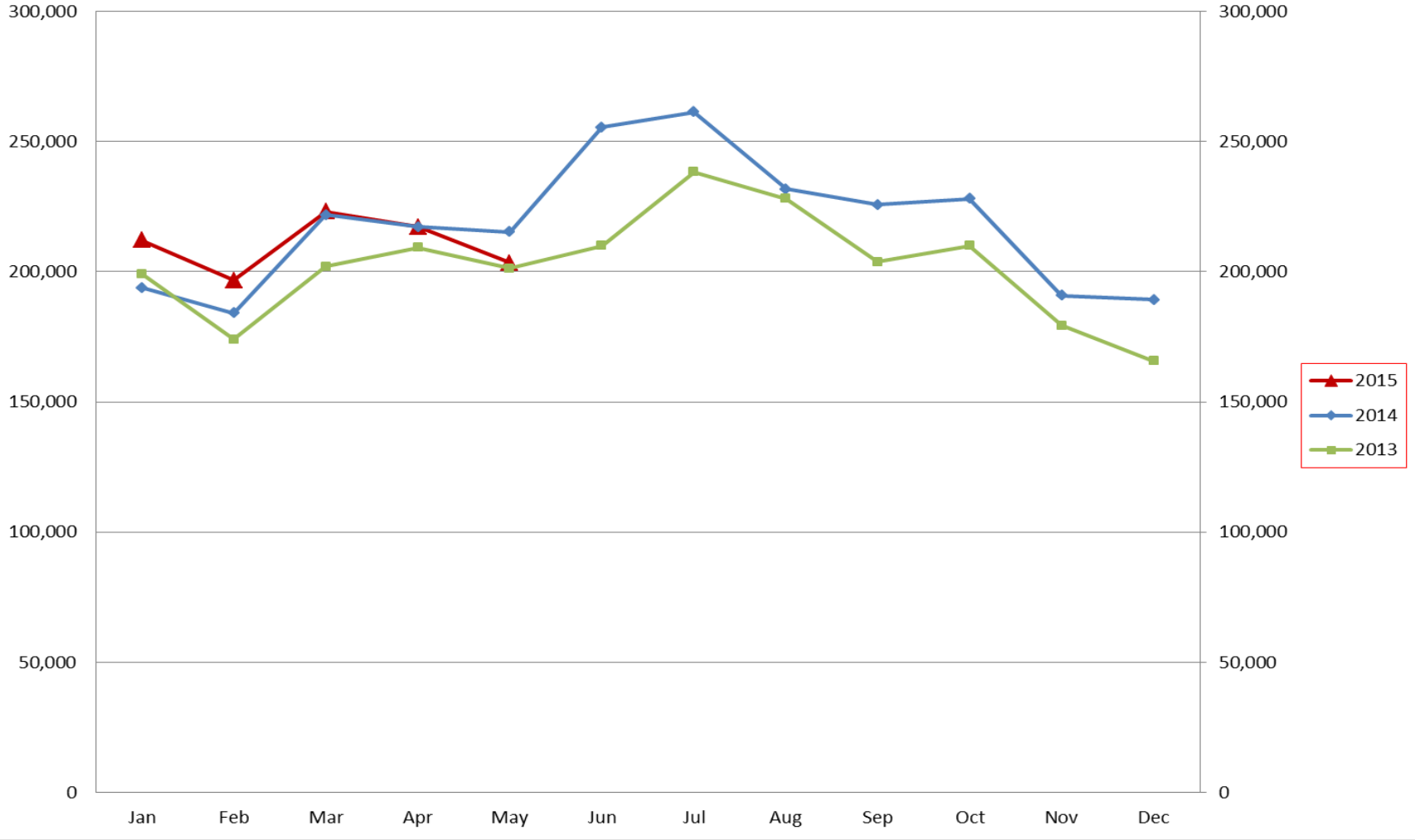
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

May 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change 2014 to 2015		
	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	34,893	6.5%	163,246	377,035	32,044	5.9%	152,540	372,270	8.9%	7.0%	1.3%
Blue Valley	74,505	13.9%	340,701	822,957	63,329	11.6%	316,096	782,579	17.6%	7.8%	5.2%
Cedar Roe	19,366	3.6%	92,253	223,541	19,468	3.6%	95,823	246,840	-0.5%	-3.7%	-9.4%
Central Resource	25,014	4.7%	241,512	792,872	76,240	13.9%	379,738	938,080	-67.2%	-36.4%	-15.5%
Corinth	48,926	9.1%	223,430	535,449	43,954	8.0%	212,763	522,301	11.3%	5.0%	2.5%
Desoto	4,555	0.9%	19,503	50,084	4,442	0.8%	20,723	52,816	2.5%	-5.9%	-5.2%
Edgerton	2,016	0.4%	8,811	20,485	1,221	0.2%	6,125	16,943	65.1%	43.9%	20.9%
Gardner	20,460	3.8%	98,870	244,870	20,285	3.7%	96,995	239,565	0.9%	1.9%	2.2%
Lackman	39,918	7.5%	183,020	432,235	37,020	6.8%	172,027	426,991	7.8%	6.4%	1.2%
Leawood Pioneer	40,159	7.5%	184,444	451,038	37,689	6.9%	186,847	467,065	6.6%	-1.3%	-3.4%
Oak Park	33,638	6.3%	149,792	336,331	25,643	4.7%	127,563	315,306	31.2%	17.4%	6.7%
Shawnee	26,779	5.0%	127,262	313,209	26,370	4.8%	123,517	303,986	1.6%	3.0%	3.0%
Spring Hill	4,330	0.8%	23,868	62,680	5,363	1.0%	26,011	68,724	-19.3%	-8.2%	-8.8%
JCL Web Renewals	121,018	22.6%	606,830	1,492,559	119,690	21.9%	616,338	1,481,895	1.1%	-1.5%	0.7%
Digital Downloads	21,289	4.0%	113,234	238,032	15,029	2.7%	73,381	328,778	41.7%	54.3%	-27.6%
JCL Loans to Olathe PL	18,811	3.5%	98,636	238,262	18,788	3.4%	97,343	240,855	0.1%	1.3%	-1.1%
JCL Branch Total	349,545	65.3%	1,615,200	3,869,914	316,828	58.0%	1,537,030	3,815,386	10.3%	5.1%	1.4%
JCL Brances and Central	374,559	69.9%	1,856,712	4,662,786	393,068	71.9%	1,916,768	4,753,466	-4.7%	-3.1%	-1.9%
JCL SYSTEM TOTAL	535,677	100.0%	2,675,412	6,631,639	546,575	100.0%	2,703,830	6,804,994	-2.0%	-1.1%	-2.5%

Average Circulation per Capita		
	2015	2014
Current Month	1.2	1.3
Year-to-Date	6.2	6.3
Service Area Population	431,000	431,000

Johnson County Library Three-Year Trend in Library Visits



Johnson County Library
USER VISITS

May 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	24,141	11.9%	121,327	259,868	266	91	34,893	1.4	18,762	8.7%	96,789	238,802	28.7%	25.4%	8.8%
Blue Valley	28,857	14.2%	120,435	309,056	266	108	74,505	2.6	21,290	9.9%	119,293	304,833	35.5%	1.0%	1.4%
Cedar Roe	21,161	10.4%	102,571	238,075	230	92	19,366	0.9	19,710	9.2%	101,154	167,756	7.4%	1.4%	41.9%
Central Resource	6,493	3.2%	86,822	355,042	266	24	25,014	3.9	36,040	16.7%	174,264	442,639	-82.0%	-50.2%	-19.8%
Corinth	24,682	12.1%	115,388	269,315	266	93	48,926	2.0	22,306	10.4%	111,257	267,958	10.7%	3.7%	0.5%
DeSoto	2,724	1.3%	13,732	33,429	152	18	4,555	1.7	2,866	1.3%	18,106	39,117	-5.0%	-24.2%	-14.5%
Edgerton	695	0.3%	4,745	15,241	109	6	2,016	2.9	1,506	0.7%	4,379	9,022	-53.9%	8.4%	68.9%
Gardner	8,603	4.2%	46,537	183,261	250	34	20,460	2.4	16,998	7.9%	57,073	128,430	-49.4%	-18.5%	42.7%
Lackman	22,413	11.0%	108,624	252,632	250	90	39,918	1.8	20,781	9.7%	103,340	221,870	7.9%	5.1%	13.9%
Leawood Pioneer	21,714	10.7%	97,184	239,369	250	87	40,159	1.8	21,036	9.8%	96,851	253,260	3.2%	0.3%	-5.5%
Oak Park	25,821	12.7%	121,624	248,061	250	103	33,638	1.3	16,937	7.9%	82,937	212,414	52.5%	46.6%	16.8%
Shawnee	12,786	6.3%	97,116	186,233	250	51	26,779	2.1	12,754	5.9%	47,933	128,763	0.3%	102.6%	44.6%
Spring Hill	3,339	1.6%	16,405	45,219	136	25	4,330	1.3	4,201	2.0%	18,816	52,081	-20.5%	-12.8%	-13.2%
Branch Total	196,936	96.8%	965,688	2,279,759	2,675	74	349,545	1.8	179,147	83.3%	857,927	2,024,306	9.9%	12.6%	12.6%
SYSTEM TOTAL	203,429	100.0%	1,052,510	2,634,801	2,941	69	374,559	1.8	215,187	100.0%	1,032,191	2,466,945	-5.5%	2.0%	6.8%

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.5
Average Visits per Capita for Year-to-Date:	2.4	2.4
Service Area Population:	431,000	431,000

County Librarian's Report

Friends Summer Book Sale Sizzles

Community

The Friends of the Library generated \$63,000 in support of Library projects from the 2015 Sizzlin' Summer Book Sale. The event took place June 3-6 for the first time at Johnson County Community College's Fieldhouse Gym. Easy access and support from JCCC staff made this one of the most popular Friends sales ever. Read a full recap in the Library's Fall Guide hitting newsstands in August!

Save the Dates

JULY

11

Meet the Author:

Andrew Smith

2 pm @ Leawood Pioneer

JULY

11

Movie in the Park

8 pm @ Santa Fe Commons Park

JULY

23

All Board

Foundation Meeting

Lackman



Summer Youth Programming Shines Bright

Education

Summer programs for youth of all ages are off to an energetic start. Fun activities like service dog visits and space exploration training camps give young Library patrons the chance to enjoy a variety of stimulating experiences under the "Every Hero Has a Story!" theme. Highlights to date include large crowds at ongoing Mobile MakerSpace activities and more than 11,000 Summer Reading logs distributed after the first full month of the program.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Wednesday, May 20, 2015
Oak Park Neighborhood Library
4:00 p.m.**

BOARD: Nancy Hupp, John Nelson, Pam Robinson, Amy Ruo, Neil Shortlidge, Mitra Templin
Via conference call: JR Riley

STAFF: Kim Gile, Mike Heffernan, John Helling, Christopher Leitch, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Michaela Scruggs, Scott Sime, Tricia Suellentrop, Adam Wathen, Kristin Whitehair

GUESTS: Danni Livingston

Neil Shortlidge called the meeting to order at 4:00 p.m.

Consideration of motion to rescind the Board's May 14, 2015 approval of the Comprehensive Library Master Plan

Mr. Shortlidge advised the Board that Mr. Logan has provided his guidance that the appropriate procedure is to rescind the action that was taken at the May 14 Library Board meeting and then make a substitute motion and hold discussion.

MOTION: Mitra Templin moved that the board rescind the approval of the Comprehensive Library Master Plan voted on by the Board at the May 14, 2015 meeting.

SECONDED: Amy Ruo

Ayes: Nancy Hupp, Amy Ruo, Mitra Templin, JR Riley, Neil Shortlidge
Nays: Pam Robinson and John Nelson

Motion passed 5 to 2.

MOTION: Mitra Templin moved that the board approve the Comprehensive Library Master Plan as presented by the library staff and consultants.

SECONDED: Nancy Hupp

Mr. Nelson requested discussion.

Mr. Shortlidge opened the discussion with the following prepared remarks: The plan that has been presented represents the professional recommendation of the Group 4 consultant team as well as the collaborative effort of the consultant team, Staff and the Project Advisory Committee, which included the consultant and staff as well as liaisons from this Board and County staff members from various departments. The recommendations also reflect input from the community.

Group 4 and the Project Advisory Committee carefully reviewed prior studies, including the 2009 Library Facilities Master Plan. Group 4 and the Project Advisory Committee found merit in some of the recommendations from the 2009 plan, including the implementation of a new Central Services Facility, moving the Lackman branch from its current site to the Lenexa City Center, constructing the Monticello

branch, and constructing a new branch in the southeast part of the County, what is now referred to as Blue Valley South.

After careful consideration, however, Group 4 and the Project Advisory Committee – again, after receiving substantial input from the community – decided to reject the suggestion from the 2009 plan that the Library Board and the County Commission should consider closing the Antioch, Cedar Roe and Oak Park branches.

With regard to community input, I would remind the Board, and this may come as new information to JR, that the Board was presented with a formal resolution adopted by the Mayor and City Council of Merriam supporting the continuation of a branch at Antioch. Similarly, the Mayor and City Councilmembers of Roeland Park have appeared before the Board and pleaded that Cedar Roe not be closed. In addition, Sean and Nancy can tell the Board about a town hall meeting they attended in Roeland Park at which the residents of that community turned out in force in support of their library. Closing these branches would amount to what one county commissioner has characterized as abandonment of those communities.

This master planning process has led to the conclusion, which is borne out by the statistics, that the Johnson County Library system does not currently have the space needed to serve its patrons. The County's population and usage of the Library has increased dramatically since the last new branch was built 15 years ago. At a time when the system does not have enough space to serve the public, the suggestion that existing branches should be closed makes no sense to me.

Ms. Hupp commented that she serves District 1, an area of the county that is underserved by county services and school district services. The area has been hard hit with school closings.

She stated that it is true that the population is shifting, but the area is being revitalized and the population is shifting again. It is also true that there are children that are underserved. Many of the families look to their neighborhood libraries to find resources and services to help fill the gap. Residents are feeling abandoned. The Board talks about efficiency, but closing those two libraries would be efficiency to death. It would be a disservice to that part of the county.

Ms. Robinson stated that there is a misunderstanding. The Board is not talking about closing the libraries and abandoning the area. The conversation is around consolidating and building. The reason the report did not suggest consolidating and rebuilding libraries was because Group 4 was working under an assumption that consolidation was not an option. They didn't research the option because it was an assumption that they couldn't.

Mr. Casserley confirmed that Group 4 was working with the assumption that branches would not be closed. The assumption was given to them based on the feedback from the community. In addition, in conversations with the Commission it was suggested that a plan that included library closings would not pass if it was put to a vote.

Ms. Robinson stated that messaging should be part of the decision. The message is that we are looking for a way to enhance library services in those areas while considering systemwide services. Consolidating and building a new library is not abandoning the communities. The area would have a newer, nicer library. Consolidation could save money in an area that is losing population. Money that was saved could then be used in areas of the county experiencing more robust growth.

Ms. Robinson stated that the consultants indicated we need a plan that is right sized. To consider the right size it is important to look at population, where services are needed and how we can get the best plan for the dollars we have. In the northeast area of the county, Ms. Robinson has calculated that the libraries are at 9.9 sq. ft. per capita.

Mr. Casserley stated that this information is true and the task given to him by the Board was to ask the community what type of library system they wanted. The goal was to learn from the community the types of services and facilities they want and need.

Mr. Casserley was not tasked with developing a plan for the most efficient and cost-effective system. He stated that a plan for the most efficient system would have been a different plan. It would not have required interaction with the community or a consultant. It would also not be the plan the community wanted or that the Board of County Commissioners (BoCC) would fund. He believes that the plan that has been presented is reflective of the wants and needs of the community for the next 20 years.

Mr. Nelson commented that the Board rescinded the plan that would give the BoCC flexibility if they chose to make adjustments to increase the efficiencies of the library services in the northeast. He assumes we don't have unlimited funds and that the plan will go before the BoCC. The Board did not make any decisions with the plan they approved that there would be any closures.

Ms. Templin commented that part of the reason she voted to rescind was that there was ambiguity surrounding the motion. The reason for this meeting is to clarify the intent of the motion.

Ms. Templin has thought about the plan, the meetings and input that Group 4 gathered that went into the plan. She stated that if there is any question that 1 to 2 sentences would alter the ability of the library to put forth a comprehensive library master plan, then she is not in favor of those sentences. Overall the library needs to provide a system to the patrons of this county that is positive and that they can be proud of.

Ms. Templin does not want to stand in the way of the Comprehensive Library Master Plan being adopted. She thinks it is an excellent plan that touches every part of the community and considers future growth. Ms. Templin responded to Ms. Robinson's observations saying that there is not much that can be done with Cedar Roe if it remains on that site, but there are many options to change Antioch.

Mr. Riley has reviewed the usage data for both Antioch and Cedar Roe and was fascinated at how consistent the usage is. He understands the passion for reducing the budget and saving money. He believes it's important that both branches remain in place for the members of the community. The board must remember the population. No matter how consolidation was messaged, it would not be received well by the community.

Mr. Riley looks through the frame of the Four-Way Test. Is information sharing the truth? Is it fair? Will it build good will and build relationships? Will it be beneficial to all concerned? He believes the Comprehensive Library Master Plan is the right plan for the right time, and the Board should consider the entirety of Johnson County instead of piecemeal. He recommends we approve the plan as presented for the benefit of the community.

Ms. Ruo stated that she agrees that Antioch and Cedar Roe branches need to be in their communities. The oldest parts of the county need to be served as well.

Ms. Robinson is concerned that the community in the southeast will be abandoned by the plan. Ms. Robinson stated that there is a movement to ask to remove portions of Johnson County from the library system. They do not feel there is a commitment to communities in the south portion of the county.

Ms. Robinson stated that the plan is not balanced north of I-435 and south of I-435.

Ms. Ruo noted that part of south 435 is Olathe, which is served by its own library system.

Ms. Templin stated that the dollars may not appear to be equitable with this plan, but if you consider the work completed over the last 15 years it does even out. The southeast is not being abandoned in the plan.

Opportunities are being created for future growth in that area in this plan. She thinks this plan combined with what the library has been doing over the last 15 years supports the entire county.

MOTION: Mitra Templin moved to call in the question on the vote

SECOND: Nancy Hupp

Ayes: Nancy Hupp, Amy Ruo, Mitra Templin, JR Riley, Neil Shortlidge

Nays: John Nelson and Pam Robinson

Chairman Shortlidge asked that all those in favor of the motion say aye, all those opposed the same sign.

In favor: Nancy Hupp, Amy Ruo, Mitra Templin, JR Riley, Neil Shortlidge

Opposed: John Nelson and Pam Robinson

The motion passed 5 to 2.

Mr. Shortlidge stated that the County Manager's Office has requested additional financial information for tomorrow's meeting between the Johnson County Library Board and Board of County Commissioners.

Mr. Casserley stated that they have asked for estimates on a .75 mill and 100% of completion of the plan. The 1.5 mill amount is more than is needed for the plan.

Mr. Casserley stated that the budget process will begin in June. The County Managers Office would like to look at budget numbers at .5, .75, 1 and 1.15 which would fully fund this project. Slides are being created with these numbers. They will be reviewed by Mr. Casserley and posted to the Board portal.

Ms. Robinson asked what the protocol will be tomorrow. Mr. Casserley stated it will be information sharing.

The Board of County Commissioners will receive the presentation with the numbers. The purpose is for the Library Board to have an opportunity to talk to the Board of County Commissioners about funding and to discuss the plan. The BoCC would like to receive the thoughts of the Board and they may have questions.

On June 22nd, Mr. Casserley and Mr. Shortlidge will make a budget request to the BoCC. The operational budget and Request for Additional Resources (RAR) will be requested. Sean will bring the Library Board's request that the plan be fully funded. It will then be debated by the BoCC.

Ms. Robinson asked who will decide what projects are worked on. She understood that the BoCC will decide the priorities.

Mr. Casserley responded that the BoCC may choose to provide funding, but there will be no oversight or guidance from the BoCC. The BoCC has the ability to put strings on the funding that would determine the priority list. At this time they have not opted to do that. Project prioritization would be done by the library board, either in committee or as a full Board in a meeting.

In response to a question, Mr. Casserley confirmed he will present the budget to the library board at the June 11th meeting and request action. Mr. Casserley will also present the request for additional resources and seek guidance from the Board if they would like to request the plan be partially or fully funded.

Mr. Casserley would recommend the Library Board request the plan be fully funded.

We may not receive a clear signal from the BoCC to let us know if they are considering fully funding the plan. There are many county projects and plans that the BoCC is considering.

The request for additional resources will be presented to the BoCC as a mill amount. The 1.15 mill is approximately \$136 million; which represents the high range of every project. If the mill increase is approved, at a later date the library Board will need to prioritize the projects and determine where in the range to budget the funds.

Mr. Casserley stated that there is no lifespan on the mill. The only mechanism the BoCC has to raise and lower our budget is to raise or decrease the mill levy. It has been flat for 20 years. There is no sunset clause on whatever mill is granted.

If the BoCC grants us the mill increase, we then go before the Public Building Commission to issue the bonds. At that time the library is obligated to collect the mill until it is paid off.

Mr. Nelson asked if the Board of Commissioners has the ability to use the library mill for other purposes.

Mr. Casserley responded that the BoCC can reduce the mill levy, but they cannot use it for other purposes because the library has a separate levy that can only be spent on library services.

The Board discussed the option of requesting to go for a bond referendum if the plan is only partially funded by the BoCC. Mr. Casserley confirmed that this is possible and said that the County Manager recently informed him that the cost of a mail-in ballot would cost approximately \$650,000 to reach all registered voters in the county. The library Board would have to request the mail-in ballot as an option and it can be denied by the BoCC.

If we are granted a mill increase, Ms. Neufeld will report on the income source regularly to the library board. The County Facilities and Finance departments have experience with capital funds. We would coordinate with them on our processes.

Ms. Neufeld noted that part of the money would go to the operating fund and part would go to special use to fund the debt.

Mr. Casserley confirmed that operations are built into the 1.15 mill increase. The collection and technology costs are also built in. The 1.15 mill is comprehensive to the entire system.

Mr. Casserley stated that estimated increases have been included in the numbers that county has provided. The biggest unknown for the library is construction costs because they are more volatile. Contingencies have been built into this plan as they were for the Central Building Upgrade.

The numbers the Library Board has are the numbers we have today. Mr. Shortlidge noted that the spreadsheets show the value of the mill raising; the increase is built into that number.

Mr. Casserley recommended that because the Library Board is a policy making Board they not get into the operating details of the projects after the priorities are established.

Ms. Robinson shared that when the Blue Valley district conducted a mail-in ballot 75,000 mail-in ballots cost \$120,000. Ms. Hupp stated that mail-in ballots tend to get the best responses.

Ms. Templin asked about the June 12th date that has been reserved for an all-day Board workshop. Mr. Casserley confirmed the date and stated that the agenda is in development with iBossWell.

Ms. Templin asked if another workshop should be planned to discuss strategy going forward. Mr. Casserley believes the discussion can be handled in a regular Board meeting.

The budget is formally adopted in August. Mr. Casserley stated that there may be opposition to a tax increase.

In response to a question, Mr. Casserley informed the Board that Commissioner Toplikar, Commissioner Klika, Commissioner Allen and the Sheriff are up for re-election in 2016.

Ms. Templin requested that now that the plan has been adopted that all actions by Board members going forward support the plan. Board members may not agree with the plan in full, but the Board should show a united front.

Ms. Robinson agreed that showing support is part of the role of a good Board member. Board members have the right and responsibility to vote their conscience and support decisions that are made by the majority.

ADJOURNMENT

MOTION: Nancy Hupp
SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

Adjourned at 5:08 p.m.

DATE _____

SECRETARY _____
Pam Robinson

CHAIRMAN _____
Neil Shortlidge

SIGNED _____
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Wednesday, June 11, 2015
Oak Park Neighborhood Library
4:00 p.m.**

BOARD: Nancy Hupp, John Nelson, JR Riley, Pam Robinson, Amy Ruo, Neil Shortlidge, Mitra Templin

BOARD COUNSEL: Fred Logan

BOCC LIASON: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Kathy McGinley

STAFF: Michelle Beesley, Sean Casserley, Monica Duffield, Mike Heffernan, John Helling, Christopher Leitch, Jennifer Mahnken, Nicki Neufeld, Michelle Olsen, Rita Rubick, Michaela Scruggs, Aubrey Seavey, Adam Wathen, Ken Werne, Kristin Whitehair

GUESTS: Erwin Abrams, Angela Andresen Smart, Dan Blom, Barbara Brand, Danni Livingston, Kathy McGinley, Janice Phillips

Neil Shortlidge called the meeting to order at 4:00 p.m.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Mr. Riley shared that he is happy to be in attendance.

Mr. Shortlidge stated that he stopped at Central on the way over to pick up his hold on *Bibliotech: Why Libraries Matter More Than Ever in the Age of Google*. He had been waiting for his copy for 2 months and noted that there are currently 5 copies in the system with 10 holds.

FRIENDS OF THE LIBRARY

Kathy McGinley reported for the Friends.

The Friends' Sizzlin' Summer Book Sale was held June 3-6 at the gym at Johnson County Community College. Wednesday, June 3 was a rainy, stormy day – but so many people turned out that the Friends managed to have the biggest first day ever with sales of \$32,000. The sales for the three and one-half days totaled \$63,000 and the Friends are thrilled. They received a great deal of positive feedback about the site and the plan is to return there for next year's sale.

On the last day of the sale, non-profit organizations were allowed to choose books at no cost. Some groups which received books were Ethiopia Reads, The University of Kansas Cancer Center, New Culture Philippines, Village Presbyterian Church, the JOCO Detention Center, Lakeview Village and the Leavenworth Penitentiary.

Ms. McGinley thanked the staff of the Friends, (Shanta Dickerson, Becky Epperson, and Matt Delaney); the Friends' BOD members who all pitched in; the many, many volunteers of all ages (including Neil) who made

the sale possible; the JCL Volunteer Coordinator, Ron Zluticky and the JCL Friends liaison, Christopher Leitch.

This week the Friends sent a letter to each member of the Board of County Commissioners (BoCC) highlighting their support for the Comprehensive Library Master Plan (CLMP). Their letter support the goals and scope of the CLMP and recommended a funding level that would address the needs of all residents across the breadth of the county. The Friends will continue to advocate for the CLMP.

The Friends are focused on rebuilding inventory for the two existing bookstores, and watching the progress of the renovations at central, especially as they affect the new bookstore.

Internet sales continue to be wonderful, with 675 items sold on-line in May with a total income of \$11,000.

Finally, Friends' BOD members have been adopting their local libraries so watch for more information about FOL activities and events on the Friends' kiosks.

Ms. Hupp asked if there were comments from patrons about the new location of the sale at JCCC. Ms. McGinley reported that they received many comments that patrons liked the new location.

Mr. Shortlidge liked the layout because every station could be easily seen, which was an improvement over past locations.

FOUNDATION

Susan Mong reported for the Foundation. She recognized Foundation Board member Erwin Abrams who is in attendance. Ms. Mong introduced Ms. Angela Smart from the Hall Family Foundation. The Hall Family Foundation helped us to meet a funding gap for the Summer Reading program this year.

Ms. Smart commented that on behalf of the Hall Family Foundation she is honored to support the Johnson County Library Foundation and the many excellent programs at the library. She thanked Ms. Mong for the helpful updates about the library and Foundation.

The Hall Family Foundation knows that the summer reading program is a systemwide effort aimed at keeping all age groups reading during the summer months. It is a strong partnership effort among the county, library and the foundation. She thanked everyone for the fundraising achieved and the supplemental funding provided to enhance the programs of the library.

She shared that her children's favorite book of all time was, *If You Give a Mouse a Cookie* by Laura Numeroff. If you give a kid a library there are endless possibilities. The Hall Family Foundation appreciates all of the good work of the library, the work of the staff and the commitment and service of the Board.

Ms. Mong shared that there are new 6 by 6 interactive spaces that have been added to Edgerton, Antioch and Corinth as part of the ongoing celebration of the sixth birth of the 6 by 6: Ready to Read program. The big birthday celebration for the program will be held at Antioch on September 12th.

The RA Long Foundation has committed \$3000 in support of the Homework Help program. The Johnson County Bar Foundation has committed \$2000 to fund literacy programs and resources for incarcerated teens. The Ewing Marion Kauffman Foundation has contributed an additional \$8000 to their original grant to fund the MakerSpace upgrades.

Ms. Mong announced that Pinnacle nominations will be open for two more weeks. The Foundation selection committee will meet to select award winners on July 8th.

Ms. Mong is looking forward to attending the ALA conference with a group of Board members from the Friends and the Foundation.

Ms. Mong reminded everyone that the Pinnacle Awards will be held on October 22nd this year.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus commented that this is the time of year to work on the budget. As the Comprehensive Library Master Plan is presented, the Board of County Commissioners (BoCC) would like to hear from the public. During budget hearings they often receive a lot of information from staff and very few comments from the public.

There is competition for resources and the commission would appreciate feedback. The presentation is next Thursday, June 18th starting at 2:30 to 5:00. The location will be the 3rd floor in the County Administration building.

Comments are received by the public at the beginning of the meeting at 9:30 a.m. or directly to the commission via email or calls. Comments are not open during the budget presentations.

BOARD COUNSEL REPORT

None

COUNTY LIBRARIAN'S REPORT

Budget

Mr. Casserley introduced the topic of the Capital Improvements Plan (CIP). Each year staff prepares a five-year CIP for submission to the BoCC as part of the budget process. At the time the CIP was prepared, the Board had not yet voted to adopt the Comprehensive Library Master Plan. The CIP was developed based on the plan approved in 2009, which is now outdated.

Mr. Casserley will present the budget to the Library Board for approval. If approved, Mr. Shortlidge and Mr. Casserley will formally present the budget to the BoCC.

The final budget deadline for the BoCC is August 22nd. The budget is issued and adopted at that time.

Mr. Shortlidge and Mr. Casserley have written a memo to the County Manager and Chairman of the BoCC explaining that the recently adopted Comprehensive Library Master Plan replaces the 2009 plan. The Capital Replacement Plan that was presented on March 28th is now obsolete as it was based on an old plan.

Specifically, the consolidation of Antioch and Cedar Roe and the expansion of the Shawnee Library are no longer included in the Comprehensive Library Master Plan. The newly adopted Comprehensive Library Master Plan specifies that both the Antioch and Cedar Roe libraries will continue to exist in their current communities and that there is no plan for expansion at the Shawnee location.

Johnson County Library is in the process of completing a new Capital Replacement Plan (CRP) based on the recommendations in the newly adopted Comprehensive Library Master Plan. The new CRP will be presented to the Capital Improvement Committee at the annual meeting, but until that time will become the new working document.

Mr. Casserley asked if the Board would like any changes made to the memo.

Ms. Robinson asked if the Board will maintain flexibility and the ability to prioritize projects. Mr. Casserley confirmed this.

Update at the State Level

Mr. Casserley stated that there has been a lot happening at the state level and that there are a number of hypothetical scenarios the board should consider.

Scenario 1:

The Kansas Legislature enacts a property tax cap that would limit the taxing authority of local government to only raise the mill levy rate to the level of the consumer price index. The result would be that the BoCC would be unable to raise the mill levy to fund the CLMP and the Library Board's only alternative would be to go to a general election.

The question before the board is: Would you go forward and request permission for the funding of the CLMP to be placed on the ballot, and at what funding level? Full funding would be a mill increase of 1.15.

Ms. Hupp and Ms. Templin commented that they would support a general election for the request of 1.15.

Mr. Nelson commented that this is all very hypothetical. He understands that there is no proposal at this time, although he stated we may know more this evening at 6:00 p.m.

Mr. Logan brought his perspective as someone who has worked on ballot issues and as a member of the Board of Regents. His recommendation to the Board is to be nimble. The Board should be prepared to ask that the comprehensive library master plan be funded as a formality. He stated the caveat is to understand that there will be questions about the basis with which funding might be done, and the extent and term under which it might be done. The board should not try to decide tonight on how it should respond to a hypothetical cap.

He again recommended that the Board request the full funding and make it clear the request is being made as a nimble institution; with the knowledge that the process will have to be worked out with the County Commissioners. He suggested that trying to guess what is going to happen is a mistake.

Mr. Casserley asked for Mr. Logan's recommendation on how to respond if the Board is asked by the Commissioners how they will respond to the hypothetical proposals.

Mr. Logan advised that as a matter of formality the Board should request full funding of the plan; the terms, extent and how it will be done will be up for further discussion. He recommended opening another conversation if a cap is put in place. The conversation would be to discuss a possible election and what that would look like. He advised that this would be a responsible answer to the BoCC.

Commissioner Osterhaus stated that the library can request anything from the Commission. Every department has requests for additional resources and each commissioner will have to weigh the requests.

He agrees with Mr. Logan that being flexible on how funding happens is important because there are a lot of moving pieces involving the state and county. Many of the commissioners have trepidation as requests for additional mills become higher. Flexibility helps the BoCC if something happens at the state or if nothing happens at the state.

Mr. Shortlidge agrees with being flexible. He asked if the legislature does something that forecloses the ability to ask for a mill levy increase if the Board is willing to ask the Commission for approval to go to an election.

Mr. Nelson commented that it is one thing to say that we will have an election; it's another to decide what the election will look like.

Mr. Logan has gathered from what the Board has said that they are considering all options, including the option of an election. He thinks the decision of a ballot issue and how it should be framed and the details including amount should be had at a later time. In an election he supports not asking for the full amount of a plan. He again suggested that this is a conversation to be had later if it is the direction that the Board is heading.

Ms. Robinson asked Commissioner Osterhaus if the state legislature will hold up the County's budget process.

Commissioner Osterhaus responded that it's a possibility that the budget process will be delayed. They are monitoring the situation every day. They are proceeding as if everything is on schedule.

Mr. Logan stated that there is a lot of fluidity and we must take the situation we find ourselves in today. County has a process in place for the Library to present our budget and request additional resources. He recommended requesting full funding with the understanding that there will need to be further discussion about how it will be done and the timetable.

Mr. Casserley stated that there are two other hypothetical scenarios, with everyone's agreement we will move on with the facts that we know today.

Board members agreed.

Mr. Shortlidge stated that this came up because he was told by Chairman Eilert to be ready to answer these questions.

Mr. Logan advised that these are reasonable responses.

Commissioner Osterhaus encouraged the Board to be prepared for the questions, although they may not be asked.

Mr. Casserley added that if any of the scenarios become a reality the Board will need time to discuss options and consider how to respond.

Consideration of Approval of Operating Budget

Mr. Casserley presented the proposed operating budget and reported that staff full time equivalent (FTE) count remains the same at 262. We will continue this number through 2016.

Johnson County Library revenues have increased slightly as property values increase. There is not much difference from this year to last year. No large changes have been made in the budget.

Board members had no questions.

MOTION: JR Riley moved to approve the operating budget.

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

Consideration of Approval of the Request for Additional Resources (RAR)

With the approval of the Library Board Mr. Casserley will present an RAR of a 1.151 mill level increase to fund the comprehensive library master plan in it's entirety.

Mr. Shortlidge referred to the hypothetical scenarios and commented that under those plans, the elimination of the sales tax exemption could potentially increase our construction costs by 9%. This would be a significant increase in cost. A mill increase of 1.151 as it exists today funds the plan. If the legislature passes the hypothetical repeal of sales tax exemptions, it will not.

Mr. Logan explained that as part of the county process the request must be made as a formality to open this discussion with the BoCC.

Mr. Casserley added that it is possible to come back during the year with an additional RAR. He stated the request must be made with what we know today.

Commissioner Osterhaus asked if Mr. Casserley has a dollar amount on the sales tax and what it would cost. Mr. Casserley replied that we do not because it includes debt service, such as the construction, and other unknowns.

Mr. Shortlidge noted the financial projections were in part based on the value of the mill going up as a result of the assessed valuation increases. If a cap is put in place, we will not be able to take advantage of the assessed valuation over and above any increase in the consumer price index. Many of the assumptions for financing of the plan have been called into question based on the discussions happening in the Kansas legislature.

MOTION: Nancy Hupp moved to approve the request for additional resources at 1.151

SECONDED: Amy Ruo

MOTION CARRIED UNANIMOUSLY

Mr. Logan spoke about the hypothetical scenario of an election. He informed the Board that if the election passes, because the property tax notices will have already gone out, there will not be funding until 2017. The only way the Library will see a funding increase in 2016 is if the BoCC raises the mill levy.

Mrs. Robinson asked if one of the hypothetical scenarios becomes a reality if a special meeting may be called for the Board to decide discuss and decide on a response.

Mr. Shortlidge confirmed that a special meeting may be called in that case.

UPDATES

Mr. Casserley thanked the Friends of the Library for their agility and dedicated work. \$63,000 in sales is wonderful. Without the work that they do many of the library programs would not be possible.

Mr. Casserley thanked Ms. Smart and the Hall Family Foundation. It has been proven that the number one activity that helps students combat the "summer slide" is reading. Their support of the Summer Reading Program will make a difference to the children in our community.

Update on the Return on Investment (ROI) study

Mr. Casserley met with Dr. Goodyear and Dr. Ho to discuss the ROI study. The plan is coming together and KU Edwards will be giving a full report to the Library Board next month.

Central Building Upgrade (CBU)

Facilities Director, Mike Heffernan, reported that the CBU project is on schedule.

In the past month the framing was completed. The drywall is currently in progress.

Mr. Heffernan reported that there has been a team change. County Project Manager Hedi Heinz has moved on and Janice Phillips has stepped in for the duration of the project.

Mr. Heffernan shared pictures of the construction.

Next Steps:

- Finish drywall
- Overhead work – ceiling grid
- Finish HVAC ducting work
- Prime and paint new spaces

Mr. Casserley shared that he met with both Hedi and Janice and that the handoff of the project has been very smooth. He thanked Ms. Heinz for all the work she has done for us. We are about two-thirds of the way completed.

Mr. Shortlidge commented that he has had a tour of the space. He encouraged any Board members who are interested in a tour to contact JCL Project Coordinator, Scott Sime.

Mr. Casserley introduced staff members currently in New Employee Orientation and welcomed them to the Board meeting and Library.

Mr. Casserley recognized Youth Services Manager, Barbara Brand who is retiring after 19 years of dedicated service.

CONSENT AGENDA

MOTION: Amy Ruo
SECONDED: Nancy Hupp

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Review of the Memorandum of Understanding (MOU) with the Foundation.

Mr. Casserley introduced the renewal of the MOU with the Foundation to the Library Board. The agreement has not changed in substance. Minor changes include the names of the signees, the year and a small grammatical issue.

MOTION: John Nelson moved to approve the renewal of the MOU between Johnson County Library and the Johnson County Library Foundation

SECONDED: JR Riley

Aye: Nancy Hupp, John Nelson, JR Riley, Pam Robinson, Amy Ruo, Mitra Templin
Abstain: Neil Shortlidge

MOTION CARRIED

EXECUTIVE SESSION

MOTION: Mitra Templin moved that the Library Board go into executive session for a period not to exceed 20 minutes for a consultation with counsel that is privileged under the attorney-client privilege.

SECONDED: Nancy Hupp

MOTION CARRIED UNANIMOUSLY

No votes were taken. The Library Board returned to regular session at 5:07 p.m.

ADJOURNMENT

MOTION: Nancy Hupp moved to adjourn the meeting.

SECONDED: Mitra Templin

MOTION CARRIED UNANIMOUSLY

Adjourned at 5:08 p.m.

DATE _____

SECRETARY _____
Pam Robinson

CHAIRMAN _____
Neil Shortlidge

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
WT Cox	subscription management services	12% discount to the publisher's list price
Plumbing Plus, Inc.	Gas line work to Corinth	\$7,465.00
The Table Times	Advertising	Donated -\$1400
Wolters Kluwer CCH	online information service	\$3,097.00
	Total	<u><u>\$10,562.00</u></u>

SIGNED:

Finance Director

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

		Receipts	Payments	Balance
	Opening cash balance			\$159,687.68
	Add Receipts	\$43.85		
	Less Payments		\$216.32	
	Ending Cash balance			\$159,515.21
	Less Liabilities		\$170.06	
	Unobligated cash balance			\$159,345.15

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2015
42% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	11,864,296	20,790,357	57%	58%
Ad Valorem Delinquent	202,747	214,495	95%	62%
Motor Vehicle	770,319	2,236,495	34%	26%
Library Generated - Copying/Printing	40,162	93,530	43%	27%
Library Generated - Overdues / Fees	307,882	739,500	42%	24%
Sale of Library Books	25,021	50,000	50%	25%
Misc Other	5,585	48,551	12%	15%
Library Generated - Other Charges	41,147	322,050	13%	2%
Investment	22,944	86,374	27%	27%
Unencumbered Balance Forward	0	446,865	0%	0%
Recreational Vehicle Tax	1,509	6,958	22%	23%
Commercial Vehicle Tax	32,950	0		0%
Heavy Trucks Tax	2,639	1,464	180%	76%
Rental Excise Tax	14,495	26,716	54%	47%
State and Federal Grants	74,648	206,788	36%	2%
TOTAL REVENUE	\$13,406,344	\$25,270,143	53%	52%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2015
42% Year Lapsed

OPERATING FUND	2015	2015	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	1,711,677	4,603,940	37%
Information Technology	1,046,737	2,189,844	48%
Collection Development	1,530,534	3,412,889	45%
Branch/Systemwide Services	4,687,394	12,037,668	39%
Risk Management Charges	39,963	79,926	50%
Library Tax Increment		124,178	0%
Grants *	2,318	233,066	1%
Transfer to Capital Projects		436,865	0%
Interfund Transfers			
TOTAL OPERATING FUND EXPENDITURES	\$9,018,622	\$23,118,376	39%

* Includes expenditures for 2015 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2015	2015	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	13,915	16,305	85%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment		990,598	0%
Transfer to Capital Projects	0	952,300	0%
TOTAL SPECIAL USE FUND EXPENDITURES	\$21,706	\$2,151,767	1%

TOTAL EXPENDITURES	\$9,040,329	\$25,270,143	36%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2015
42% of Year Lapsed

ALL FUNDS

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	5,594,010	14,601,228	38%
Contractual Services	1,606,176	3,388,487	47%
Commodities	1,426,155	4,105,083	35%
Capital - Operating	0	8,412	0%
Risk Management Charges	\$39,963.00	79,926	50%
Library General Tax Increment		124,178	0%
Capital / Maintenance / Repair	350,000	786,865	44%
Transfer to Debt Payment		990,598	0%
Transfer to PBC Capital Leases		952,300	0%
Grants	2,318	233,066	1%
	\$9,018,622	\$25,270,143	



JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						Grant	Budget
Expenditures through 4/30/15	Source	Received	Expend By	Expenditures		Award	Remaining
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$6,994.64		\$7,744.75	\$750.11
2014 Check up and Check Out	State	Jul-14		\$1,315.17		\$5,250.00	\$3,934.83
2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,801.65		\$4,289.90	\$2,488.25
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$1,134.10		\$1,912.00	\$777.90
6 By 6 2014	State	Mar-15		\$27,221.49		\$27,221.49	\$0.00
2015 State Grant	State	Mar-15				\$72,503.48	\$72,503.48

*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
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43

Interior Painting at Antioch				9,719.50
Millcreek Shelter Assembly and Install				8,776.00
Plumbing at Corinth - New Gas Line				7,465.00
Computer and Study Room Furniture AN				43,200.40
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>345,985.05</u>
Budget Remaining	<u><u>\$ 184,692.14</u></u>			

Expenditure of Friends of the JCL Donations 2015

April 2015 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$159.61	\$159.61
Advertising/Promotion		\$0.00	\$6,000.00
Collection Materials		\$0.00	
Professional Development/Staff Recognition		\$225.00	\$2,340.29
Technology/Recruitment Consulting & Expenses		\$0.00	\$7,924.00
Card Services		\$0.00	\$0.00
Homework Help and Tudor.com		\$0.00	
Summer Reading Club/Elementia		\$0.00	\$1,401.95
Other Library Programming		\$0.00	
MidAmerica Regional Council		\$0.00	
Board Travel Expences		\$889.50	\$889.50
Miscellaneous		\$0.00	
Total Expenditures		\$ 1,274.11	\$ 18,715.35

**Johnson County Library:
Executive Performance Evaluation Draft for Board Approval**

Prepared by: Ann M. Morrill, Ph.D., MBA

This document has been developed under the direction of and with active participation by the Performance Appraisal Committee which consists of:

- Neil Shortlidge, JCLB
- Pam Robinson, JCLB
- Amy Ruo, JCLB
- Rita Rubick, Staff Development Manager, JCL

Because the board must rate the County Librarian using the County’s performance appraisal, the questions contained in this evaluation were written to directly assess performance on each of the competencies listed on that form. The County’s definition of each competency and associated values were incorporated into questions throughout. In addition, we added a segment that directly assesses the relationship between the Johnson County Librarian and the board.

Content and Scale

This evaluation consists of closed ended questions that apply a 5-point scale and optional comments sections. For the closed-ended questions, the Appraisal Committee decided to adopt a scale that they believed easier to apply – yet one that correlates directly with the County’s scale. The table below defines both scales:

County scale	Agree/Disagree Scale
5 = Exceptional contributor	5 = Outstanding performance
4 = Significant contributor	4 = Exceeds expectations
3 = Valued contributor	3 = Meets expectations
2 = Limited contributor	2 = Sometimes meets expectations
1 = Non-contributor	1 = Does not meet expectations

Proposed format: *This document could be printed for use but is developed in a way that would support an online survey*

Johnson County Librarian Performance Appraisal

Review of: _____
Appraisal Year _____

Instructions: You have been selected to complete this evaluation of the Johnson County Librarian because of your interaction with the person in that role. Please indicate in which role you serve:

- Direct Report (non-Cabinet)
- Cabinet
- JOCO Library Board of Directors
- Johnson County Peers

The Board recognizes that many who work with the County Librarian in a variety of settings have the ability to see his/her performance in ways that the Board does not see. For that reason, your insight is highly valued.

Your answers, when combined with other contributors, will serve as a beginning point for dialogue with the librarian that will provide affirmation, encouragement, and constructive discussion of ways to improve his/her performance.

The questions contained in this assessment address nine core competencies defined by the County as essential to strong leadership performance:

Section 1: Communication

Section 2: Accountability

Section 3: Teamwork

Section 4: Customer Focus and Public Relations

Section 5: Initiative

Section 6: Safety

Section 7: People Management

Section 8: Operations Management

Section 9: Strategic Leadership

Board members will be given one additional segment oriented specifically to them.

This evaluation contains two methods for you to provide input:

- 1) You are asked to rate performance of behaviors/skills associated with nine competencies defined as essential to Johnson County leadership. A 5-point scale is provided for these questions.

Please answer each question to the best of your ability. Your answer should reflect personal observations and experience. *If you have not had an opportunity to observe behavior related to any given question, respond by marking "N/A" (not able to respond).*

- 2) At the end of each of the nine competencies, you are given the opportunity to provide "comments" that elaborate on your answers. Use the comments section to describe first-hand knowledge. For purposes of validity, confine your comments to observable actions, behaviors, and words (i.e., not suppositions about motives, etc.).

Section 1: COMMUNICATION

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with COMMUNICATION. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County Definition: Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.

County Values: Integrity, Professionalism, Humility, Humor, Respect, Caring Workplace, Teamwork

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Is an effective speaker; articulates ideas well.						
Demonstrates understanding of the audience. Adapts message to fit the situation.						
Is appropriately concise in his/her communication.						
Communicates clearly. Organizes thoughts logically.						
Writes well; effectively communicates his/her ideas.						
Listens actively; seeks to understand others.						
Models integrity; can be trusted in what he/she says.						
Appears professional; represents the library well.						
Is transparent. Does not act on hidden agendas.						
Demonstrates respect for others in word and action.						
Communicates appreciation for others; acknowledges their contributions.						
Keeps others well-informed; assures everyone that needs information has it.						
Proactively communicates vital information to those who need to know.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 2: ACCOUNTABILITY

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with ACCOUNTABILITY. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Follows up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and county results.

County Values: Integrity, Professionalism, Humility, Respect, Caring Workplace, Stewardship, Continuous Improvement

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Honors commitments; does what he/she says he/she will do.						
Takes ownership of results; refuses to pass the buck.						
Demonstrates respect for taxpayer trust by giving his/her best on behalf of the library.						
Leads change; seeks continuous improvement.						
Accepts responsibility for achievement of <i>individual</i> goals and objectives.						
Accepts responsibility for achievement of <i>departmental</i> goals and objectives.						
Accepts responsibility for achievement of <i>county</i> goals and objectives.						
Actively seeks personal growth for the benefit of the library and its staff.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 3: TEAMWORK

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with TEAMWORK. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Encourages and facilitates cooperation, pride and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals

County values: Integrity, Professionalism, Humility, Humor, Respect, Caring Workplace, Teamwork, Continuous Improvement

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Encourages open/honest debate – soliciting broad input to decisions.						
Celebrates team success; eschews self-aggrandizement.						
Encourages cooperation; rewards team accomplishments over individual achievements.						
Builds trust.						
Challenges the team to grow / improve.						
Tries to make work fun; creates an environment that embraces humor.						
Designs / employs an organizational structure that fosters teamwork.						
Makes wise team assignments, capitalizing on diverse skill sets.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 4: CUSTOMER FOCUS and PUBLIC RELATIONS

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with CUSTOMER FOCUS and PUBLIC RELATIONS. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.

County values: Integrity, Professionalism, Humor, Respect, Caring Workplace, Continuous Improvement, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Maintains a respected presence in the community; seeks opportunities to interact with library patrons.						
Builds effective relationships with patrons.						
Builds effective relationships with staff.						
Builds effective relationships within county government.						
Builds effective relationships with the board.						
Meets commitments; keeps his/her word.						
Seeks input from library patrons to assess satisfaction and identify needs.						
Actively seeks to satisfy customer needs.						
Oversees systems that provide prompt resolution of customer complaints.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 5: INITIATIVE

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with INITIATIVE. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Independently acts to resolve problems and provide solutions, seeks out new responsibilities, generates new ideas, and practices self-development.

County values: Integrity, Professionalism, Humility, Respect, Teamwork, Continuous Improvement, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Readily identifies opportunities for improvement and seeks solutions.						
Actively solicits ideas for improvement.						
Stays abreast of the field; is up-to-date on cutting edge technologies and offerings.						
Empowers others to resolve problems within their realm of responsibility.						
Appropriately seeks new responsibilities.						
Takes initiative; sets direction.						
Models professional development.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 6: SAFETY

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with SAFETY. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Understands and supports safety standards as required by the job; keeps the workplace clean and safe.

County values: Integrity, Professionalism, Respect, Caring Workplace, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Oversees analysis of safety requirements.						
Ensures understanding of safety requirements among staff.						
Delegates responsibility for safety to appropriate staff.						
Collaborates with appropriate county agencies (e.g., sheriff, public works, etc.) to ensure adequate safety and crisis plans are in place.						
Ensures workplace is clean and safe for patrons and staff.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 7: PEOPLE MANAGEMENT

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with PEOPLE MANAGEMENT. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Clearly defines subordinate roles/responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

County values: Integrity, Professionalism, Humility, Humor, Respect, Caring Workplace, Teamwork, Continuous Improvement, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Assigns staff to roles that effectively capitalize on their strengths.						
Clearly defines staff roles, responsibilities, and expectations.						
Models continuous learning.						
Supports development activities for staff (e.g., education, training, conferences, etc.)						
Provides frequent, specific feedback that enhances staff performance.						
Encourages staff; shows appreciation for work well done.						
Applies consistent standards; assesses work against known standards.						
Proactively addresses performance issues before they become major problems.						
Proactively resolves conflict, demonstrating respect for all parties.						
Hires well.						
Hires diverse talent to maximize organizational effectiveness.						
Builds organizational harmony: motivates staff toward common goals.						
Creates an environment that encourages longevity; high performers want to stay.						

People Management (cont.):

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 8: OPERATIONS MANAGEMENT

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with OPERATIONS MANAGEMENT. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Directs and guides operations in alignment with the County’s and department’s overall goals and objectives; ensures the execution of efficient processes to maximize the County’s and department’s resources; utilizes operational knowledge to make sound decisions.

County values: Integrity, Professionalism, Respect, Caring Workplace, Stewardship, Teamwork, Continuous Improvement, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Aligns library operations with county goals.						
Stewards taxpayer resources wisely.						
Allocates budget strategically to support / achieve goals.						
Demonstrates full accountability for wise fiscal management.						
Applies sound decision-making processes including adequate research and deliberation.						
Seeks input from operational experts on staff; demonstrates respect for institutional knowledge of others.						
Sets appropriate priorities.						
Assures that staff has “tools” necessary to do their jobs well.						
Proactively adjusts policies and processes to improve results.						
Produces good results for money invested.						
Prioritizes well to produce desired results.						

Comments (optional): If you would like to elaborate on any of the topics above, provide comments here.

Section 9: STRATEGIC LEADERSHIP

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with STRATEGIC LEADERSHIP. If you do NOT have firsthand knowledge, select “N/A” for “Not able to respond.”

Questions were designed to meet the following Johnson County standards:

County definition: Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

County values: Integrity, Professionalism, Respect, Caring Workplace, Teamwork, Continuous Improvement, Learning Organization

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Identifies effective strategies to achieve library goals.						
Sets strategic direction for the library that aligns with county goals.						
Effectively communicates strategic direction to staff at all levels.						
Communicates strategy in ways that motivate the staff to pursue it.						
Is able to effectively articulate the rationale and wisdom of strategy.						
Models enthusiasm and commitment to strategy.						
Effectively communicates library strategy to customers / the public.						
Makes decisions in the best long-term interest of the organization.						
Stays aware of and adapts to a dynamic/changing environment.						
Communicates regularly about strategic direction and progress toward goals.						

Strategic leadership skills and behaviors (CONT)	Sets strategic direction aligned with county goals	Communicates strategy internally	Communicates strategy externally	Culture supports strategy	Fosters buy-in among employees	Integrity
Allocates budget and aligns organization to implement strategy.						
Champions the cause externally; motivates others to engage.						
Clearly articulates the Library's mission and vision to county patrons.						
Aligns vision, mission, goals and strategies to effectively accomplish core library services.						

Comments (optional): If you would like to elaborate on any of your ratings/the topics above, provide comments here.

BOARD VERSION:

Note: The instructions on the first page ask the participant to identify himself/herself as a library employee, cabinet member, or board member. Those who select the “board member” box will be given this additional section of questions.

Section 10: RELATIONSHIP WITH BOARD

Please indicate the degree to which the County Librarian meets expectations for each of the following skills/behaviors associated with his/her RELATIONSHIP WITH THE BOARD. Answer each question to the best of your ability based on your experience with the Librarian. “Not able to answer (N/A)” should rarely if ever be used in this segment.

Skills and behaviors:	Outstanding performance	Exceeds expectations	Meets Expectations	Sometimes meets expectations	Does not meet expectations	N/A
Stays in touch; keeps the Board informed of all essential issues and activities.						
Is transparent. Speaks truthfully and openly with the Board.						
Builds trust with board members individually and collectively.						
Seeks appropriate input and support from the board.						
Speaks up – appropriately and honestly confronting the board when he/she disagrees.						
Commits to implementing Board decisions once they are made.						
In all settings, demonstrates respect for the Board and its decisions.						

Comments (optional):

For Immediate Release

June 30, 2015

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Programs & Events @ Johnson County Libraries

July 2015 Happenings Focus on Theme *Beyond the Ordinary* Full calendar: <http://www.jocolibrary.org/events>

All locations will be closed Friday July 3 & Saturday July 4 for Independence Day.



SECOND SATURDAYS

AT BRANCHES ACROSS THE COUNTY

July 11, 2015

Second Saturdays is an ongoing collection of educational and entertaining events for all ages. When is it? The second Saturday of every month (get it?)

<http://www.jocolibrary.org/events/second-saturdays>

Special **Second Saturdays** Presentation:

Meet the Author: Andrew Smith

LEAWOOD PIONEER

2 - 3pm

4700 Town Center Drive

Award-winning author Andrew Smith is author of *Grasshopper Jungle*, *100 Sideways Miles* and *Ghost Medicine*. This Printz honoree approaches untold stories of outsider teens with a unique and original voice. Refreshments will be served. Book available for purchase/signing through the [Friends of Johnson County Library](#).



SUMMER READING 2015

AT BRANCHES ACROSS THE COUNTY

through August 8, 2015

It's still summer – are you still reading? Summer Reading helps you find stimulating and fun reads for kids and to have fun reading right along with them.

Join our community of Summer Readers at JoCoLibrary.org/SummerReading – or pick up a reading log at any branch. Prizes include annual passes to LEGOLAND® Discovery Center and SEA LIFE Aquarium

Generously supported by the Hall Family Foundation

HALL FAMILY
FOUNDATION



INTERGENERATIONAL STORYTIME

LEAWOOD PIONEER

Friday, July 17 10:30am - 12:00pm

4700 Town Center Drive Leawood

Intergenerational Storytime brings together families to make special memories. A regular storytime lets everyone sing along and share a laugh from some great books. Afterwards families can work together on a craft activity to take home.

Presenter: Librarian Octavia Vonderheyde



MOBILE MAKERSPACE

AT BRANCHES ACROSS THE COUNTY

Wednesdays / July 10am – 2pm

July 1: Oak Park July 8: Shawnee July 15: Antioch July 22: Corinth July 29: DeSoto

[MakerSpace](#) has gone mobile, and is traveling around the County from Library to Library. Mobile MakerSpace lets Makers come together and create with technology! Open to all ages, this is DIY learning at its most fun. Specific activities will vary from location to location. Let's Make it Happen!

Presenter: Librarian Meredith Nelson Thanks to [Johnson County Library Foundation](#)



MAKERSPACE: PHOTOGRAPHY & PHOTO EDITING WORKSHOP

OAK PARK

9500 Blue Jacket Overland Park

PART 1 Monday, July 13 5 – 7pm

PART 2 Wednesday July 15

Pick up some new photography skills with this two-part workshop. On July 13 we'll venture out to get some tips on taking great pictures. Then on July 15, we'll learn how to make changes and edit them using Photoshop. Presenter: Dannie Dan-Irabor Limited space available for this free, popular program. [Registration required.](#)



MAKERSPACE: PHOTOSHOP BASICS

LACKMAN

Monday July 27 5 – 7pm

15345 W 87th Street Lenexa

Bring in some digital photos and we'll show you how to fix, change, or just plain improve those pics. This class is taught by a professional photographer so you're guaranteed to learn something awesome! Presenter: Dannie Dan-Irabor Limited space available for this free, popular program. [Registration required.](#)



SUPERHERO TRAINING CAMP

GARDNER

Thursday, July 30 9am – 8pm

137 East Shawnee Street Gardner

Friday, July 31 9am – 6pm

The Library is a training ground for superheroes for this two hour drop-in program for younger kids and their families. Join us - in costume, if desired! - as your favorite superhero or make a new one at our Crafting Station. Show off your powers, play hero games, find new stories to read and more. Activities designed for ages 3 - 7 and their families.
