



Library

**Board Report
December 8, 2016**

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, DECEMBER 8, 2016
CENTRAL RESOURCE LIBRARY
CARMACK MEETING ROOM
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Pam Robinson, Board Chair
 - C. Friends of the Library, Lindsay Lau
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - a) Kauffman Foundation
 - E. Jim Allen, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Finances and Statistics – Nicki Neufeld4
 - a) Budget update
 - b) Personnel review committee (PRC)
 - 2. Strategic Plan – Sean Casserley
 - a) Annual Operating Plan
 - b) Collection Development policy updates – Adam Wathen16
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Lenexa City Center branch update65
 - b) Monticello update71
 - c) Blue Valley update
 - 4. Updates – Sean Casserley
 - a) Cross Training update – Sean Casserley
- V. Consent Agenda
 - A. Action Items:
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 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts83
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for October 2016 were handled in accordance with library and County policy.
 - b) The October 2016 Revenue and Expenditure reports

produced from the County's financial system reflect the Library's revenues and expenditures

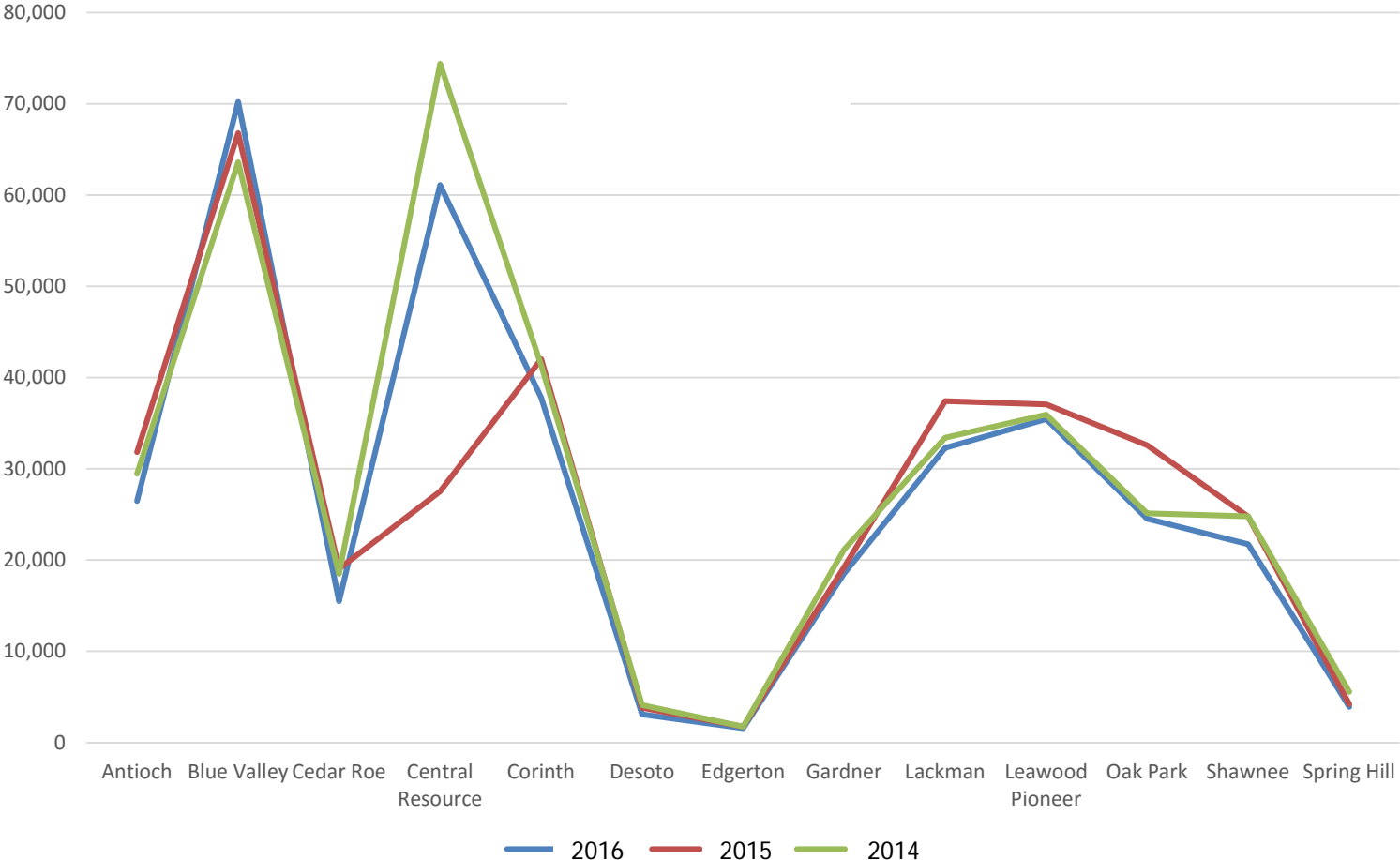
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County Librarian's Report

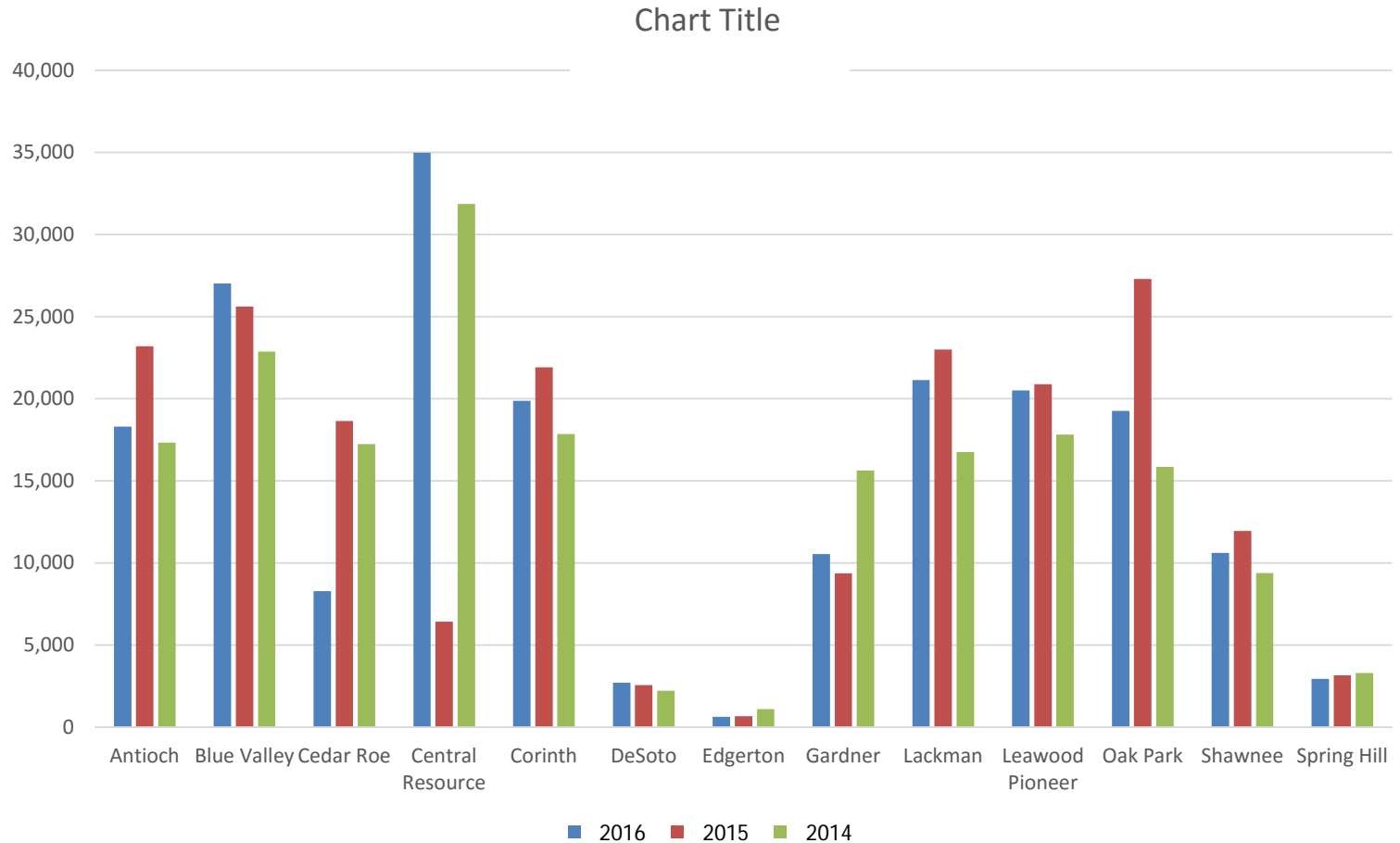
Presented December 8, 2016



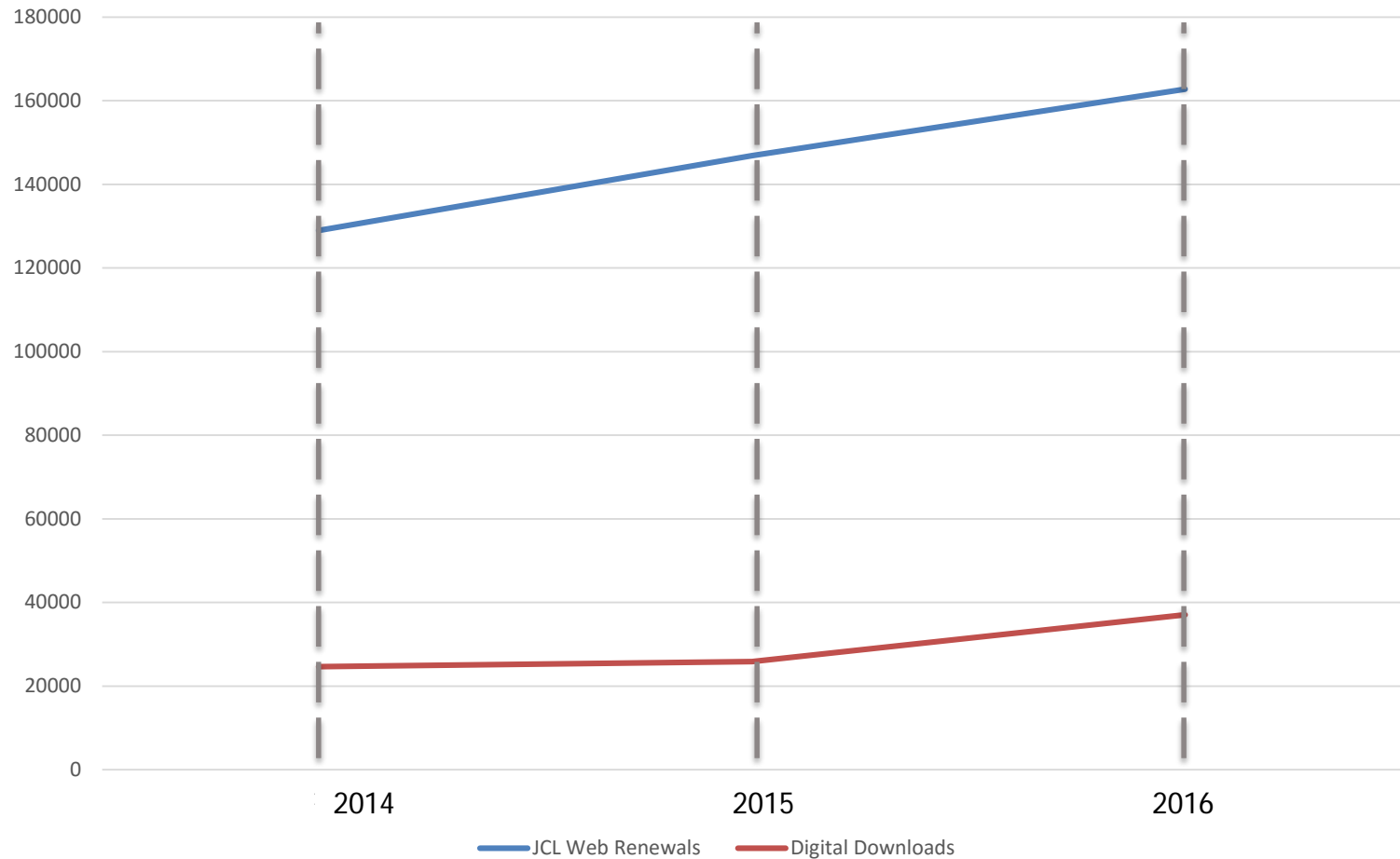
Branch Circulation: October 2016



Branch Visits: October 2016



Electronic Circulation: October 2016



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
October 2016
83% Year Lapsed

OPERATING FUND	Programs	2016 Budget
	Revenue	4,256,044
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	4,177,240
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$4,177,240</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$78,804</u></u>
SPECIAL USE FUND		2016 Budget
	Revenue:	1,000,000
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	1,000,000
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$1,000,000</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$0</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$78,804</u></u>

Scheduled Replacement Account

REVENUE

REVENUE RECEIVED TO DATE

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000

Total Revenue	<u>1,049,000</u>
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2016

Audio Visual	38,058
Building Repair	532,527
Interior Surfaces	103,243
Furnishings and Office Equipment	20,320
HVAC	138,278
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549

870,088

Budget Remaining	<u><u>178,912</u></u>
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JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

October 2016

83% of Year Lapsed

REVENUE ALL FUNDS	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	27,319,886	27,316,085	100%	100%
Ad Valorem Delinquent	529,764	379,423	140%	95%
Motor Vehicle	2,340,672	2,300,787	102%	102%
Library Generated - Copying/Printing	84,810	95,401	89%	82%
Library Generated - Overdues / Fees	549,226	754,290	73%	79%
Sale of Library Books	50,000	50,000	100%	100%
Misc Other	191,427	340,753	56%	36%
Library Generated - Other Charges	2,709	11,402	24%	23%
Investment	102,492	50,884	201%	58%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	11,256	7,411	152%	106%
Commercial Vehicle Tax	40,414	39,407	103%	0%
Heavy Trucks Tax	2,322	3,173	73%	206%
Rental Excise Tax	27,332	26,764	102%	103%
State and Federal Grants	136,091	240,058	57%	71%
TOTAL REVENUE	31,388,401	\$31,625,838	99%	89%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
October 2016
83% Year Lapsed

OPERATING FUND	2016	2016	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,368,772	5,022,119	67%
Information Technology	1,575,994	2,165,039	73%
Collection Development	2,763,229	3,288,711	84%
Branch/Systemwide Services	9,899,625	12,779,341	77%
Risk Management Charges	63,050	84,066	75%
Grants *	113,094	240,058	47%
Transfer to Capital Projects	2,484,000	699,000	355%
Interfund Transfers (CLMP)	4,092,240	4,256,044	96%
TOTAL OPERATING FUND EXPENDITURES	24,360,005	28,534,378	85%

* Includes expenditures for 2016 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2016	2016	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)		16,305	0%
Commodities (Capital Equipment)	1,470	192,564	1%
Transfer to Debt Payment	969,435	979,435	99%
Transfer to Capital Projects	906,156	903,156	100%
Capital Outlay (CLMP)	1,002,574	1,000,000	100%
TOTAL SPECIAL USE FUND EXPENDITURES	2,878,165	\$3,091,460	93%

TOTAL EXPENDITURES	\$27,238,170	\$31,625,838	86%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
October 2016
83% Year Lapsed

ALL FUNDS

Categories	2016 Year to Date	2016 Budget	% Categories Expended
Salaries and Benefits	11,770,322	15,208,624	77%
Contractual Services	3,116,359	4,130,326	75%
Commodities	2,723,513	4,125,129	66%
Risk Management Charges	63,050	84,066	75%
Capital / Maintenance / Repair	2,484,000	699,000	355%
Transfer to Debt Payment	969,435	979,435	99%
Transfer to PBC Capital Leases	906,156	903,156	100%
Grants	113,094	240,058	47%
CLMP	5,092,240	5,256,044	97%

TOTAL EXPENDITURES	\$27,238,170	31,625,838	86%
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JOHNSON COUNTY LIBRARY**GRANTS MONTHLY REPORT**

	GRANTS*				Grant	Budget
	Expenditures through 6/30/2016	Source	Received	Expenditures	Award	Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$56,091.32	\$136,091.32	\$80,000.00

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

JOHNSON COUNTY LIBRARY**GRANTS MONTHLY REPORT**

GRANTS*					Grant	Budget
	Expenditures through 10/31/2016	Source	Received	Expenditures	Award	Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$112,459.08	\$136,091.32	\$23,632.24

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

Expenditure of Friends of the JCL Donations 2016

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$296.81
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	998.05
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		0.00	0.00
Homework Help and Tudor.com		0.00	0.00
Summer Reading Club/Elementia		0.00	880.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Board Travel Expences		0.00	4,050.14
Miscellaneous		0.00	91.99
Total Expenditures		\$ -	\$ 6,316.99



Collection Development Policy

Revisions Adopted by the Johnson County Library
Board of Directors
January ~~8, 2015~~ 12, 2017

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Commented [WAJ1]: We will adjust all numbering after changes have been approved and made to document.

APPENDIX

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COLLECTION DEVELOPMENT POLICY

PURPOSE

- 1.0 The purpose of this policy is to guide librarians in the selection and deselection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are made. Its primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the Library a dependable resource for most people most of the time.

Johnson County Library affirms the policies of free access to information that are fundamental to informed decisions in a democratic society, including access to the Internet at all locations. The Library provides books and other resources for the interest, information, and enlightenment of all people it serves. It does not censor materials by omitting to select them, by attaching prejudicial labels, by restrictive shelving, or by selective weeding, and it places no restrictions on access to the collection because of the origin, age, background, or views of the user. These principles of intellectual freedom are outlined in a series of documents endorsed by the Library Board, including the Library Bill of Rights, Freedom to Read, and Freedom to View, which are found in the Appendix of this policy.

Provisions of this **Collection Development Policy** are subject to federal and state laws.

Johnson County Library strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire materials that serve this clientele. Materials, regardless of their physical location, are accessible to all patrons through online databases, facsimile and other digital delivery systems, courier delivery, and assistive devices.

The Library's core resource, its collection, supports the basic services and goals outlined in its Mission Statement, Vision Statement, Values Statement, and the Comprehensive Library Master Plan anticipated in 2015. These statements provide the fundamental guidelines for selecting library materials.

Mission Statement

- 1.1 The Johnson County Library provides access to ideas, information, experiences, and materials that support and enrich people's lives.

Vision Statement

- 1.2 Johnson County Library creates an environment for people:
- to learn
 - to explore
 - to enjoy
 - to create
 - to connect

Values Statement

- 1.3 The Johnson County Library Board and staff are honored to operate this public library in trust for the citizens of our community. These are the values which guide our service:
- Customer needs come first: We place the highest priority on service to our customers and treat every request with equal value.
 - People are respected: We recognize the contributions of our staff and we treat all our customers and each other with respect.
 - Access to information is ensured: We ensure access to information for people of all ages, abilities, and means.
 - This is a learning organization: We commit to the professional growth and enrichment of our staff and volunteers.
 - Freedom of information is protected: We protect your freedom to read and view all library information.
 - Privacy and confidentiality are rights: We safeguard your right to request and obtain information in confidence.
 - Basic services are provided without charge: We provide basic library services free of charge.
 - Quality service is important: We strive to deliver the highest quality services possible.

- We are stewards of community resources: We respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources which you commit to us--people, time, assets, and funds.
- Integrity is a commitment: We follow the highest ethical standards which have been adopted by Johnson County government and our profession.

Trends, Operating Environment, and Community Composition in Johnson County in 2017⁵

- 1.4 Information from the Johnson County Library Strategic Plan (2014), the Comprehensive Library Master Plan (2015), Orangeboy, and other appropriate sources demographic analyses will inform this plan as it becomes available in 2015.

Commented [WAJ2]: Changes intended to generalize these statements so future changes become less necessary.

Outcomes and Strategies

- 1.5 The Johnson County Library Strategic Plan (2014) identifies the areas of Education, Community Building, and Convenience as areas of focus through 2018.

Portfolio area 1: Education

Goals:

- Library staff will exemplify the brand promise in their interactions with people.
- People will achieve higher levels of personal success through digital literacy.
- People with specific educational or informational needs will be supported by the library.

Portfolio area 2: Community Building

Goals:

- People will connect and interact because of Library partnerships and collaborations.
- People will experience a welcoming library environment that meets their needs.

Portfolio area 3: Convenience

Goals:

- People will find Library staff, materials, and services convenient and easy to access.
- Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.
- People will experience library services and resources through the innovative use of technology.

Johnson County Library Collections

- 1.6 Johnson County Library develops a single collection for use among ~~thirteen~~ ~~its~~ branches. Nearly all materials are available for request by patrons at any of the branches. Each branch holds a reference collection which is resident only at that branch.

Central Resource Library maintains the primary reference collection which includes materials ~~specifically~~ supporting ~~business, law, medicine, and regional~~ needs as outlined in section 9 below. The Central Resource Library maintains several additional collections which are housed and used only at the Central Resource Library:

- Serials
- Regional Reference
- Genealogy
- Microfilm
- Maps
- ~~Business Reference~~

Commented [WAJ3]: These changes are intended to generalize this document so future changes become less necessary.

Commented [WAJ4]: We no longer plan to maintain a business reference collection

DEFINITIONS

- 2.0 The word "**materials**" as it occurs in this policy has the widest possible meaning, including print, nonprint, and digital materials and the content therein. It is implicit that every format is included, except as noted elsewhere.

"**Selection**" refers to the decision that must be made either to add a specific item or type of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual selector or of the Library Board.

"**Deselection**" or "**Weeding**" refers to the decision to remove a specific item or type of material from the collection.

The words "**book**," "**library materials**," and other synonyms, as they may appear in this policy, have the widest

possible meaning. All forms of recorded communication, from the traditional printed forms to the latest development in nonprint media are, therefore, included in this definition.

The word "**collection**" refers to a group of books or other library materials having a common characteristic or located in one place.

"**Local**" refers to Johnson County and its environs.

"**Core**" refers to titles designated by Collection Development Team as essential to the library collection ~~and intended to always be in the collection, which are intended to remain in the collection despite demand.~~

"**JCL**" refers to Johnson County Library.

"**The Library**" refers to Johnson County Library.

~~Johnson County Library considers~~ "**Teen**" ~~includes to be these~~ persons of middle school or high school age.

Commented [WAJ5]: Simplified and consistent

"**Children**" includes anyone under the age of 16.

GUIDELINES FOR MATERIALS SELECTION 3.0

General Guidelines 3.1

This section briefly discusses some of the general guidelines used in developing the library collection. An item in any category does not have to meet all guidelines or criteria to be selected.

The acquisition of an item is based on its individual value and its relation to the collection as a whole. Reviews in professional journals, such as Kirkus Reviews, Booklist, Library Journal, Choice, Publishers Weekly, School Library Journal, Bulletin of the Center for Children's Books, Horn Book, Video Librarian, and New York Times Book Review, and subject-specific periodicals as well as other authoritative sources are consulted for all types of materials for all ages of patrons.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection decisions are not inhibited by the possibility that materials may be accessible to use by children.

The Library maintains a core collection of titles which are considered essential to the collection because they are classic or meet a specific ongoing need of the community. These materials are not under the same constraints as the normal collection in that we may keep copies even if there is not demonstrable demand.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

The Library does not acquire textbooks except as such materials also serve the general public.

The Library always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical abilities.

The Library pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities it serves.

The Library takes a proactive approach to improving access to information by notifying publishers of patron needs.

The Library does not exclude certain materials from selection solely because of their vulnerability to mutilation or theft.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Evaluation

3.2

The Collection Development Department monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of core titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means. Collection Development staff assesses patron demand by monitoring usage patterns, holds, and Interlibrary Loan requests.

**Controversial
Subjects/
Items**

3.3

The Library recognizes that some materials are controversial. Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation

to building the collection and serving the diverse needs and interests of the community as outlined in the first section of the **Collection Development Policy**. Each library user or group of users has the right to free access to any of the materials in the Library's collection.

Library materials are not marked or identified by the Library to show approval or disapproval of the contents. Voluntary ratings, by private organizations such as the Motion Picture Association of America and the Recording Industry of America, may be considered in addition to content, published reviews, and other selection criteria. However, the Library is not bound by such ratings, any more than the Library is bound by any other published review.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

The Library does not promulgate particular beliefs or views nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

The overall purpose of a work is the chief criterion of selection. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

The Library recognizes its responsibility to make available a

representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions--religious, social, political, or economic--to enable patrons to make up their own minds about controversial subjects. Variety and balance of opinion are sought whenever available. The Library does not label materials by such terms as "pro," "anti," "racist," "rightist," or "leftist."

The Library will reconsider any material in its collection upon written request from a patron on a "Request for Reconsideration" form. See **Request for Reconsideration, Section 11.**

Criteria for Selection

3.4 An item in any category does not have to meet all guidelines or criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely, or timeless, authoritative, and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous works, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or other data.
- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.
- Materials should meet standards of physical and technical excellence.
- Because of the significant initial investment of staff time and collection funds, new formats are acquired when demand and availability indicate that the format is commercially viable and adequate staffing, equipment and space is available to support their use.
- Materials are acquired to support the Library's Mission Statement and Vision Statement.
- Locally produced materials are acquired with the

intention of providing access to local content and supporting local creation of content.

In determining whether or not specific items meet the criteria set forth above, the following points are considered:

**General Factors
for All Types
of Materials**

- Lasting value of the work
- Reputation and significance of the author
- Reputation and significance of the illustrator
- Reputation and professional standing of the publisher or producer of the work
- Quality of artwork
- Quality of visual representation of information
- Suitable format
- Popular appeal
- Popularity of the subject
- Sustained interest
- Compliance with stated collection goals
- Local interest
- Price
- Budget guidelines and constraints
- Professional judgment
- Strengths and weaknesses of the collection
- Appearance of title in special bibliographies or indexes
- Materials may be selected even though they contain words, scenes, and ideas which some may find objectionable, provided they are necessary to portray a period, environment, character, or incident with sincerity and truth.
- Inclusion in core lists

Nonfiction

- Demonstrable demand
- Importance of the subject to the balance of the collection
- Purpose or intent of the work
- Historical value
- Scarcity of material on the subject
- Special features (plates, index, bibliography)

Fiction

- Quality of the writing; style, suitable dialog
- Believability of the plot and characterization
- Originality of the work
- Literary merit
- Authenticity of the historical, regional, or social setting
- Representation of important movement (literary or social), genre, trend, or national culture

Children's

- Literary content
- Appropriateness for intended audience
- ~~Realistic Portrayal of a spectrum of life situations, social issues, childhood experiences, and emotions~~
- ~~Emphasis on positive attitudes~~
- Readability
- Appeal of the format
- Titles which do not meet literary standards may be chosen to fulfill emotional needs, serve as stepping stones to better reading, or to serve some other special purpose.
- ~~Materials which advocate violence or defame race, gender, or religion are avoided.~~

Commented [WAJ6]: The changes to the "children's" criteria reflect the inclusive nature of our children's book collection instead of the exclusive statements that ask us to lean toward "positive attitudes" or avoid materials.

We can cite many examples of beloved children's books and characters which present a worldview that some would find inappropriate or even deplorable for children. We wish to present a broad spectrum of children's literature which portrays "life situations, social issues, childhood experiences, and emotions."

Examples include:

- Maurice Sendak's "Where the Wild Things Are" where the main character Max exhibits a negative attitude throughout.
- Shel Silverstein's "The Giving Tree" which is a sad story and often
- Margaret Wise Brown's (author of the much beloved "Goodnight Moon") "Dead Bird" in which a group of children encounter a dead bird and deal with the reality of the sadness of the bird, the burial, and the acknowledgement of the death.
- A.A. Milne's Eeyore
- Charles Schulz's Charlie Brown
- Roald Dahl's books from Matilda to Charlie and the Chocolate factory where children are depicted in horrifying and abusive situations
- Warner Brothers Looney Toons cartoons which can be argued to celebrate (advocate?) violence
- and even various versions of Anne Frank's biography interpreted for small children do not exclude her death.

Teen

- Follows fiction/non-fiction criteria and is discerned by age level of intended audience and/or depiction of characters in the work.

Periodicals

- Availability of subject matter in other formats
- Accessibility through print and digital indexes, especially with full text capability
- Patron requests
- Professional needs

Audiovisual

- Reputation and significance of artists, performers, producers, directors, or others who participate in the creation of the work
- Superiority of the audiovisual format to print for the subject
- Scarcity of information in other formats
- Significance of the literary work upon which an audiovisual item is based

eContent and Databases

- Content replaces, enhances, or supports other resources
- ~~Content is not adequately covered by other resources~~
- Authority of creator
- Currency of material, update frequency
- Depth, breadth, and diversity of content
- Full-text content and multimedia content
- Accessibility to the average library user as judged by factors such as interface, navigation, search modes, help and tutorials, output options (printing and electronic delivery), and aesthetics
- Reliability and stability of vendor

Commented [WAJ7]: eContent is no longer just supplemental. This statement indicates that eContent is a solution we look to if other formats are not sufficient.

**RESPONSIBILITY
FOR MATERIALS
SELECTION AND
DESELECTION**

- Ease of maintenance and vendor support
- Hardware and software requirements and compatibility with other equipment
- Licensing for remote access
- Favorable licensing terms for access and use
- Affordable pricing
- Availability of usage statistics in compliance with recognized, uniform standards
- Favorable critical opinion among library professionals and in library literature
- Supportive of JCL relationships with patrons

Commented [WAJ8]: There are times when vendors have tried to use the library relationship to develop direct-to-customer sales relationships with our patrons. We prefer that eContent vendors support our library relationships with patrons.

4.0 The County Librarian is responsible for selection and deselection of materials within the framework of the policies and goals determined by the Library Board of Directors. The County Librarian may delegate the authority to interpret and apply the policies in daily operation to appropriate staff members.

A centralized Collection Development Team, under the supervision of the Collection Development Manager, is responsible for the selection and deselection of materials and the maintenance, development, and evaluation of the JCL's collections. For specialized collections, the Collection Development Team relies on advice from staff with expertise in those collections to inform purchasing decisions. Suggestions for purchase are welcome from all staff and patrons.

Branch Managers are responsible for the physical maintenance of the collections at their branches and for informing the Collection Development Team of collection needs.

Government publications are selected and deselected by the Depository Librarian under the oversight of the Collection Development Manager and within the parameters of the Collection Development Policy and Federal and State depository regulations.

The purchasing of materials based on analysis of Interlibrary Loan borrowing falls within the parameters of the Collection Development Policy.

**RELATIONSHIPS TO
OTHER LIBRARIES,
INSTITUTIONS, AND
ORGANIZATIONS 5.0**

Johnson County Library serves a diverse population with diverse informational and reading needs. While the Library seeks to meet the needs of all its patrons by providing appropriate collections, it cannot own all materials or resources. To bridge this gap, the Library participates actively in extensive local, state, regional, and national networks to connect patrons with resources outside the scope of the Johnson County Library.

Johnson County Library shares its online catalog with Olathe Public Library. Materials are selected in accordance with the JCL/OPL Interlocal Agreement. Materials are shared and transported between the two libraries. If shared catalog services expand in the Kansas City area, Johnson County Library will explore such arrangements with other area libraries.

The library operates an interlibrary loan function for the purpose of borrowing or obtaining copies of library materials not available in the Johnson County Library and to provide reciprocal interlibrary loan service to other institutions. This service is available to all library patrons, regardless of age. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

As much as possible, the Johnson County Library and other cooperating libraries attempt to take advantage of the wide diversity and unique variety of library collections in the Kansas City area and to avoid unnecessary duplication in the development of these collections. As technology develops, the Library will continue to explore ways to connect and develop collections with other libraries locally, throughout the state, and nationally.

**COLLECTION
MANAGEMENT 6.0**

Duplicates 6.1 Duplication of titles is determined by popular demand, importance of the book to the collection, and budget. Materials on subjects of interest are ordered in multiple copies by selectors with knowledge of the collections'

strengths and weaknesses and of the public's needs for information. Material of special local interest is duplicated throughout the system.

Titles may be duplicated in adult and youth collections and reference and circulating collections as need warrants. Basic titles in the adult and youth collections are identified and duplicated to improve the likelihood that patrons will find the materials they want immediately available at their local branches.

Need Versus Demand

6.2 The Library acknowledges that each person within its service area has informational and recreational needs that are important to that individual. Therefore, as far as possible within its budget, and according to the Collection Development Policy, the Library responds to patron requests. The Library attempts to provide through interlibrary loan any patron request that falls outside the scope of the Library's collection.

During times of budgetary constraints, duplicates of titles in heavy demand are not added at the expense of ~~a first copy of purchasing or retaining~~ an important work in less demand which is needed in the ~~core~~ collection.

Commented [WAJ9]: "First copy" is an unusually specific marker here. Edits broaden the context of this statement and come closer to the spirit of this statement.

Replacements

6.3 High demand, popular, or significant titles which are damaged or lost are replaced as needed and as ~~budget allows~~ ~~budgetary constraints allow~~. Out-of-print books are not replaced unless there are special reasons to do so, such as persistent requests or general importance of the title to the collections.

Commented [WAJ10]: Change to a positive view of resource management instead of a perspective of scarcity.

Preservation

6.4 In selected areas of specialization and in certain subject and format areas, preservation of materials having long-term value is crucial to the mission of the Library. Materials in these specific areas are selected with preservation needs in mind. When possible, materials of lasting value are purchased in quality bindings. Microform materials are purchased with the need for preservation in mind.

Weeding

6.5 Weeding is the removal of an item from the collection. Criteria for weeding include:

- Duplicates of titles no longer in high demand
- Out-of-date titles
- Superseded editions
- Items which are worn out, damaged, or shabby
- Items of poor quality with missing parts or on poor quality stock

- Underused or unneeded materials
- Inadequate space to house or store materials

Collections are weeded for currency, physical condition, and low demand on a regular and continuing basis. Demand for an item is defined as the probability that it will be used in the future. If the probability of future use is low, based on objective circulation data for the item, the item will ordinarily be weeded.

System last copies are evaluated on an individual basis and are retained only if they are in demand and meet general collection criteria.

Classic titles and core titles which may circulate infrequently are retained.

POLICIES BY CLIENTELE SERVED

7.0

Adults

7.1 Materials are selected for adults, including independent learners, to meet their general reading, viewing, listening, recreation, and ~~reference~~ informational needs. Materials are selected according to the various interests, backgrounds, abilities, and levels of education identified in the community.

Commented [WAJ11]: Removing "reference" avoids potential confusion with "reference collection"

Teens

7.2 Teen materials are selected for middle school through high school grades. Teen collections are designed to complement the recreational reading, listening, and viewing materials available at Johnson County Library. Materials in the teen nonfiction collection concern topics of interest to young people, with a focus on personal, social, and emotional needs.

Children

7.3 Youth Services programs and collections meet the needs of children through the sixth grade. Strong informational collections meet homework needs, and multiple copies of popular children's authors and titles are purchased for recreational reading for all ages.

Materials for youth are classified by content and vocabulary as Easy, Juvenile, or Teen.

Reading levels do not necessarily reflect age or grade levels, and all ages are approximate. The Library places no age restrictions on the use of its collection.

Individuals with Visual Disabilities 7.4

The Library provides materials in various formats, including

largeprint and audiobooks for individuals with visual disabilities.

Materials in Braille are not acquired for the book collections.

For further assistance, individuals with visual disabilities are referred to the Outreach Services Department. A variety of assistive devices are available throughout the library system.

Individuals with Hearing Disabilities

7.5 In accordance with ADA guidelines, when available DVDs and eVideo content are purchased that include closed-captioning.

Students

7.6 The needs of students from elementary to undergraduate levels are served with supplementary materials and reference works. An effort is made to provide materials which support homework and study needs. Textbooks are not purchased to support the specific curricula of educational institutions and organizations but may be purchased to provide subject area development.

Business Community

7.7 ~~The Central Resource Library Business Collection provides wide-ranging and current business information to the local business community and to government and nonprofit agencies concerned with business issues. In addition, it is a source of business information to local students and other patrons of the library.~~
We provide wide ranging, current, and popular business information to our patrons.

Commented [WAJ12]: We no longer have a specified "Central Resource Library Business Collection." Generalized this statement in deference to the better explanation in section 9.14

Outreach and Programming

7.8 While the Collection supports Outreach and Programming function, items in the collection are not purchased specifically to meet demands of Outreach and Programming. Collection Development seeks input and direction from outreach coordinators to develop the collection in ways that support those programs.

POLICIES BY FORMAT OF MATERIALS

8.0 The Library acquires materials in new formats as they become available and expands existing formats as ~~funds~~ **budget allows**.

Commented [WAJ13]: Change for consistency

Books

8.1 The majority of the Library's collection is in book format. Books for the adult collection are purchased in varying formats depending on anticipated use and need for long-

term retention in the collection. Library binding is preferred for durability as opposed to trade or book club edition bindings. Children's books of high anticipated use are purchased in prebound trade editions.

Videos

8.2

Video collections are developed in the DVD and eVideo formats for all ages. Video collection development includes both theatrical and nontheatrical titles at all branches. Theatrical videos include movies, plays, short stories, TV shows, and music performances. Nontheatrical videos are informational and are acquired in a broad range of subject areas including history, science, biography, documentary, travel, and how-to.

Videos are not selected on the basis of Motion Picture Association of America ratings. Any film that meets the guidelines for audiovisual selection and the general selection criteria may be purchased.

The Library does not restrict any materials from children. It is the responsibility of the parents or guardians to monitor materials their children select. Sources are available for patrons who wish to evaluate the appropriateness of a particular entertainment film for the intended viewers, or who wish to check Motion Picture Association of America ratings.

In accordance with the ADA requirements, videos are purchased in closed-captioning and described format when available.

Audiobooks

8.3

The Library collects audiobooks in the compact disc and downloadable formats. Both fiction and nonfiction audiobook titles are selected, as well as subjects where the spoken work is very important, such as drama, poetry, foreign language, and radio shows.

Recognizing the importance of hearing the spoken word to language development, the Library acquires audiobooks (and other spoken word materials) appropriate for all ages. Areas of collection development include stories and storytelling, poetry, fiction and information.

Audiobooks may be provided in abridged or unabridged versions, depending on availability. Unabridged will be preferred where available.

Recorded Music

8.4

Recorded music is collected in the compact disc and electronic formats. A broad range of music is selected for

the collection, including classical, popular and folk music. Recordings of sounds and sound effects are also collected.

The recorded music collection provides a broad selection of classical and popular music, such as symphonies, concertos, choral music, current and classic pop music, jazz, and American and world folk music.

The Library selects recordings of popular music created specifically for children.

Any recorded music that meets selection guidelines for audiovisual materials and the general selection criteria may be purchased regardless of any warning labels that may have been attached by the manufacturer. The parental-advisory labels of the Recording Industry Association of America (RIAA) are voluntary.

Newspapers **8.5** The Library purchases all major local newspapers. The Library maintains a representative, but not complete, collection of Kansas newspapers. In addition, the Library purchases ~~at least one major paper from neighboring states and a small selection of papers from major cities in the United States. The Library maintains~~ backfile collections of the most significant local and national newspapers.

Commented [WAJ14]: This is no longer our practice.

Art Prints **8.6** The Library maintains a collection of circulating art prints at the Central Resource Library. An attempt is made to represent major artists as well as various periods and schools of art.

Maps **8.7** The Library maintains a representative collection of maps of all countries, atlases, and other books. Sheet maps are acquired to supplement those in books and atlases. Topographic maps of Kansas are available in the Central Resource Library Reference Collection.

Periodicals **8.8** Periodicals are purchased for one or more of the following reasons:

- To provide access to the most current research and thought in various fields.
- To provide information not available in books.
- To satisfy recreational reading needs.
- To provide the staff with selection aids and professional reading

Backfiles of periodicals are retained according to an established schedule.

The preferred format for retention of periodical backfiles is digital. The appropriate format will be evaluated and decisions made based on factors including cost, equipment needs, space, staff, ease of retrieval, full-text coverage of the resource and special features, and unnecessary duplication of holdings.

We purchase popular periodicals in e-format as available and appropriate.

Commented [WAJ15]: Conforms with current practice

Government Documents

- 8.9 The Central Resource Library is a full depository for Kansas State Documents and a selective depository for United States government publications. Documents of popular interest and useful aids are selected. These collections contain both circulating and non-circulating materials and a variety of formats and media.

Federal Depository Collection

All federal depository materials are the property of the federal government and are selected and deselected according to the Federal Depository Library Instructions, Guidelines, and Manuals.

Working with the Collection Development Manager, the Government Documents Librarian has primary responsibility for federal depository material selection and deselection, according to the guidelines listed elsewhere in this policy.

The federal depository collection is continuously weeded following depository retention and discard instructions and guidelines. Generally, materials are retained a minimum of five years.

The preferred format for Government Documents selection is digital.

Kansas State Depository Collection

The Kansas State Documents collection includes all materials distributed to Kansas depository libraries, regardless of subject emphasis. As a full depository, the Library is not permitted to select specific items.

- Microforms** **8.10** Materials are acquired and/or converted to physical or digital microform instead of, or in addition to, print format for one or more of the following reasons: space and storage limitations, budget limitations, lack of availability of the material in other practical formats, or need to preserve material of permanent reference value and historical importance.
- Manuscripts, Rare Books, and Archival Material** **8.11** The Library generally does not attempt to purchase or collect manuscripts or rare books. Patrons who wish to donate such materials are referred to an appropriate library or institution.
- The Central Resource Library sometimes collects and solicits archival materials relating to local history. This is done primarily for the purpose of digitizing or microfilming the sources.
- Printed Music** **8.12** The Library does not maintain a collection of sheet music for circulation. Music published in books is purchased, cataloged and shelved in the regular nonfiction collection.
- Computer Software and Video Games** **8.13** Occasionally, software is included with a printed monograph. This software is cataloged, processed, and shelved with the monograph.
- Video Games are added to the collection for popular platforms. These games are purchased with the intention of being available to all ages.
- Large Print** **8.14** The Library provides large print books.
- eResources** **8.15** Eresources are acquired or leased to address specific subject areas of the collection and to meet specific service roles and emphases. They include indexing systems, full-text databases, citation databases, eBooks, eMagazines, evideo, interactive digital products, and digital audio. In addition, collections may be digitized or obtained in digital format when their content is relevant to Johnson County. Specifically, all materials published by the County are eligible for inclusion.
- Realia** **8.16** Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not usually acquired under Collection Development. For example, the Library does not acquire objects such as sculptures, globes, board games, seashells, or hand weaving for circulation. The Library does circulate

collections of realia to support outreach and programming functions. For example, electricity meters and Arduino kits are currently available to our patrons.

**POLICIES BY
SUBJECT OF
MATERIAL**

9.0

Fiction

9.1

The Library provides a wide range of fiction including standard and contemporary works of cultural and literary significance and recreational reading materials for patrons of differing tastes, interests, purposes, and reading skills.

Titles are judged on individual merit. No attempt is made to collect the complete works of authors unless they are prominent and highly respected or the author is exceptionally popular among library patrons.

The works of experimental authors, while often controversial, are considered for purchase as they reflect new trends and styles of expression.

Books written with the Kansas City metropolitan area as a setting are usually purchased

**Non-English
Materials**

Language

9.2

The Library collects non-English language materials in a variety of formats for children, youth, and adults when demographic data indicate that the collection in that language would have sustained use and justify space and budget allocations. These collections serve the needs of members of the community who are proficient in non-English languages or who are studying non-English languages. Collections in non-English language materials are selected to reflect the nationalities, academic and cultural interests of the population served.

The Library purchases dictionaries, grammars, and self-instruction materials for languages of interest to users of the Library. Audio materials and databases are purchased as an additional aid to learning a non-English language. These include grammars, pronunciation drills, and exercises in the use of the language ~~and, when available, selections from the literature of the language such as plays and poetry~~. Materials in various formats are also purchased to assist in learning English as a secondary language by speakers of other languages.

Commented [WAJ16]: Changes to 9.2 simplify and generalize our document and better reflect current practice.

Non-English language feature films are purchased to provide entertainment and, cultural enrichment. Periodicals in foreign languages are purchased selectively based on need.

~~Spanish language collections for adults and children are available. These collections include books, audiovisual materials, and periodicals. Other non-English languages will be considered for development as census data indicates need.~~

Commented [WAJ17]: Redundant with changes to initial paragraph in section.

~~The Library maintains a collection of classic literature so patrons will have access to some examples of world literature written in the original language. The languages included reflect the languages most frequently taught in the area.~~

Commented [WAJ18]: This is no longer a practice. It proved some time ago to not have ROI

~~The Library has subscriptions to some Newspapers and periodicals written in non-English languages.~~

Commented [WAJ19]: redundant

Patrons have ~~online~~ access to materials in foreign languages through some of the Library's online databases and through interlibrary loan services.

Medicine and Related Fields 9.3

The primary focus in medicine is consumer health information. Persons needing technical and professional materials beyond the scope of the collection are referred to area medical libraries.

The Library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related subjects. The Library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, common diseases, prenatal and maternal care, infant care, food, diet and nutrition, physical fitness, mental health, nursing, geriatrics, alternative medicine, substance abuse, and medical history and biography.

Commented [WAJ20]: added to subsume section 9.6

Law 9.4

Local, state and federal codes and statutes are available as appropriate. The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, patents, copyrights, corporation law, and criminal law. Emphasis is placed on United States practices. Dictionaries, encyclopedias, and phrase books which are useful in general reference are purchased.

Human Sexuality 9.5

It is part of the function of the Library to provide, in adequate quantity for lay readers, general books on sex which are

well-balanced, authoritative, and current. Materials are provided which are adapted to several levels of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such material should be instruction rather than the stimulation of prurient interest.

Materials selected for the youth collection will explain the processes of human and animal reproduction and growth in a clear, informative manner.

The Library acquires a range of materials on and about sexuality. Materials which are legally obscene are not considered for inclusion in the Library's collection.

Substance Abuse

9.6

~~The Library provides for the use of parents, teachers, social workers, family members, and others legitimately concerned with the problem of substance abuse, detailed and authoritative information on the subject such as the chemistry, history, and the origin of these substances, their physiological and psychological effects, and the treatment of addiction. Materials are selected on the basis of currency, scientific accuracy, objectivity, and readability.~~

Commented [WAJ21]: incorporated into 9.3 instead of treated as a separate subject

Semi and Pseudo-Scientific Materials

9.7

The Library purchases titles in the area of the pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them. Questionable scientific, health, and borderline materials which do not meet general selection criteria may be purchased to meet demand.

Religion

9.8

Religious materials are purchased for the lay person. Materials include, but are not limited to:

- Sacred books of major faiths, including important versions of the Bible
- Doctrines and histories of major religions and denominations with emphasis on those found in the United States
- Commentaries and concordances
- Practical aspects of church administration written for the layman

- Agnosticism and atheism
- New trends, ideas, and movements in religion
- Inspirational books
- Lives of religious figures in major faiths
- Collections of prayers
- Books of devotion and meditation
- Mythology
- Comparative religions

**Librarianship/
Library Management/
Professional
Materials**

9.9 The Library maintains a circulating collection of library and Information science materials with an emphasis on public library service. ~~Circulating materials are provided for public use. A limited number of professional materials are purchased for staff use only.~~

Commented [WAJ22]: No longer current practice

**Small Press
Materials**

9.10 The Library collects publications of small and alternative presses if materials meet general selection criteria.

**Local Authors
And Local and
Kansas History**

9.11 The Library acknowledges a particular interest in local, county, and state history. As materials are selected for circulating and reference collections systemwide, the Library takes a broad view of works by and about Kansas authors as well as general works relating to the state of Kansas. However, the Library is not under obligation to add to its collection everything about Kansas or produced by authors, printers, or publishers with Kansas connections.

Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines. The library maintains a representative, not a complete, collection of locally written materials.

**Genealogy and
Heraldry**

9.12 ~~The Central Resource Library~~ JCL and the Johnson County Genealogical Society work together to build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly

selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Johnson Countians. It is a non-circulating collection. The print collection is maintained at the Central Resource Library, and digital resources extend access to genealogy tools in the branches.

The Library staff and the Johnson County Genealogical Society work cooperatively to see that materials either purchased by or donated to either group meet the following criteria:

- Very expensive or little used genealogical materials already available in the area are not purchased.
- Geographical considerations:
 - The Library attempts to acquire all materials of genealogical interest which pertain to Johnson County.
 - Genealogical materials from the state of Kansas receive major emphasis. Genealogical materials from the East, with particular emphasis on the states which had the most influence on the settling of Kansas (the original 13 colonies, Kentucky, Tennessee, Ohio, Illinois, and Missouri) are collected.
- Types of materials acquired:
 - Handbooks which explain genealogical principles and procedures
 - Directories and guides to locations of North American records
 - Census records, territorial, state, and federal, and their indexes if available
 - Immigration and passenger lists
 - Marriage records
 - Will books
 - Cemetery indexes
 - Military records
 - Selected city directories
 - Selected indexes, bibliographies, and reference sources
 - American genealogical periodicals
- Family histories, unless of prominent Johnson Countians or Kansans, are not purchased. Donations

of family histories are accepted if judged of value by the Library staff and the Johnson County Genealogical Society members.

- Standard reference works on heraldry are acquired to serve the lay person. Highly technical works on heraldry are excluded unless they contain a large number of names.
- Materials in a variety of media and formats are acquired if they meet the criteria for selection.
- Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.

Regional Reference

9.13 The purpose of the Johnson County Regional Reference Collection is to collect, preserve, organize, and make available the documentation of Johnson County and its environs--past, present and future. Materials are collected which emphasize Johnson County and its place in the region. Subjects generally fall into one of two categories relating to Johnson County: Local History or Urban Reference (items of current interest and significance.)

Local History

9.13.1 Items of historical significance are acquired, and emphasis is also given to the acquisition of materials which contribute to the knowledge of the past and present social, civic educational, religious, economic, and cultural life.

Whenever possible the Library will attempt to obtain and retain one non-circulating copy of all printed items (fiction and nonfiction) contributing to the knowledge of the history of Johnson County, past and present.

The Library endeavors to acquire all significant works of recorded knowledge in the area of the history of Johnson County.

Areas which receive special emphasis for the development of the Local History Collection include:

- Information about landmarks
- Histories of counties in Kansas and Missouri that are adjacent to Johnson County
- Information about the westward expansion as it relates to Johnson County

- Information about local flora and fauna, land forms, climatic conditions, and other subjects of a biological and/or scientific nature relating to the area
- Information about the Santa Fe Trail, the Oregon Trail, and the California Trail
- Information about local pioneer days in Kansas and Missouri
- Information about the Civil War as it pertains to the history of the area
- Selected maps and atlases emphasizing Kansas and Johnson County and the Kansas City metropolitan area
- Oral history tapes emphasizing Johnson County
- Information about local civic organizations
- Yearbooks of schools and institutions of higher learning in the Johnson County area

~~A vertical file of clippings about local history is maintained. Local sources such as community newspapers will be indexed to provide access to information about Johnson County.~~

Commented [WAJ23]: no longer practice to have a vertical file

Although very limited, efforts will be made to secure out-of-print materials when appropriate.

Items found in the Johnson County Regional Reference Collection may be duplicated throughout the library when appropriate.

Urban Reference

9.13.2

Current information and documents on governmental operations and activities in Johnson County are also included in the Regional Reference Collection. This provides current governmental regulations and legislation pertaining to the local area, planning programs of the various government agencies, and various official documents from municipalities and the County.

The collection serves the needs of historians, tracing the economic and physical development of Johnson County.

It also serves the general public, citizen activists, student researchers, businesses involved in development within

the County, representatives of governmental agencies, and organizations that contribute to the development of the collection such as regional planning agencies or government advisory groups.

Materials acquired are generally limited to documents of and about the governments of Johnson County and their various agencies and sub-agencies. It contains supportive materials and documents relating to the Kansas City metropolitan area.

The Regional Reference Collection includes the following materials:

- Local ordinances
- Local planning documents
- Departmental publications which are important to the planning processes and development of the County
- Background materials used in local government planning operations
- Documents for all levels of government
- Publications from quasi-governmental organizations and agencies such as regional economic councils
- Publications from data-gathering or data publishing organizations, agencies, or consultant groups
- Nonprint materials such as public information tapes
- Publications from chambers of commerce and/or tourism bureaus
- Maps of interest to urban planners

The general subject of urban affairs is supported by materials in the general reference collection, ~~Business Reference Collection~~ and circulating collection at the Central Resource Library.

Business

Collection

9.14 The ~~Business-business~~ ~~Collection-collection~~ is designed to serve the current and future information needs of Johnson County businesses and government agencies. It is not intended to support academic research in business nor is it intended to supplant the curriculum materials used by business students, although some materials in the collection will be useful in both of these areas.

The collection focuses on serving ~~three major audiences:~~ personal investors, small business owners, entrepreneurs, and patrons seeking career exploration and planning. The kinds of materials collected to support business housed in the Business Collection include, but are not limited to:

Commented [WAJ24]: Changes to 9.14 simplify and reflect current practice

- Information on specific companies and industries, with an emphasis on local companies and industries
- Market research data focusing on the metropolitan area and the broader region but including national and international data as well
- Applied business information
- Information on:
 - Marketing methods
 - Personnel management
 - Tax management and accounting
 - Real estate and insurance issues
- Data on financial market performance and guides to investment management
- Data on and overviews of international business
- Guides to starting and operating small businesses
- Information on careers, particularly mid-life career Change

~~Since much business information is available only in a variety of specialized formats, the Business Collection contains information in many formats including:~~

- Monographs

- ~~Loose-leaf services~~
- ~~Periodicals~~
- ~~Digital indexes and reference tools~~
- ~~Digital books and periodical articles~~
- ~~Government documents~~
- ~~Audiovisual materials~~

Some of this information is available only from sources not typically tapped by the Library:

- Trade and professional associations
- Government and non-profit agencies
- Newsletter services and similar agencies

The collection does not support formal business curriculum by purchasing textbooks and reading list materials, but it does endeavor generally to provide information on topics of interest to the business community.

Historical materials are maintained only when they have practical value. They are not actively sought out and acquired.

Providing business resources digitally is an increasing emphasis, allowing greater access for the branches.

GIFTS

- 10.0** The Library is pleased to accept gifts of materials or money for the purchase of library materials with the understanding that general selection criteria will determine whether or not an item is added to the collection.

Gifts from Library patrons are to be acknowledged in a timely fashion.

Gifts that are not added to the collections are given to the Friends of the Johnson County Library, ~~placed in the Friends of the Library Book Sale~~. The Library does not place a monetary value on book donations. The Friends of the Johnson County Library provides Book Donation forms for patrons who wish to fill them out themselves.

Commented [WAJ25]: Updated to specifically name Friends of the Johnson County Library and to reflect current practice

Although the practice will be discouraged because the information may not remain accurate, requests are honored from groups donating materials to have a contact person, phone number, or address listed on the bookplate.

Invoiced unsolicited materials received by the Library are not acknowledged, returned, or paid for.

All donations of materials to the Library that are accepted become the property of the Library. The Library has the authority to place an item wherever the Library determines, to remove or relocate an item whenever the Library determines and to sell or otherwise dispose of a removed or rejected item.

All gifts and other unsolicited items from whatever source are subject to the provisions of this policy.

**REQUEST FOR
RECONSIDERATION
OF LIBRARY
MATERIALS**

11.0 Recognizing that a materials selection policy can result in comments from the public at large who may not agree with the reasons why certain items have been included, in the collection, the Library has developed the following procedures to process a patron's concerns:

- When a patron initiates a request for reconsideration of library materials, staff gives him/her a "Request for Reconsideration of Library Materials" form to fill out.
- Within 20 days after the form is submitted to the Library, the Collection Development Manager (CDM) will respond in writing to the patron setting forth the decision on the request.
- If the patron is not satisfied with the decision of the CDM, then the patron may have such decision reviewed by filing a written appeal with the CDM within 10 days after the date of the CDM's written response. Within 20 days after an appeal is filed, it shall be heard, with the patron invited to attend, by a committee composed of the CDM, the Associate Director for Central Services, and the Deputy County Librarian. The committee shall notify the patron of its decision within 10 calendar days after its meeting.

If the patron is not satisfied with the decision of the Committee, then the patron may request in writing for the County Librarian to review the Committee's decision and the patron shall be notified of the decision of the County

Librarian within 20 days after the patron has filed the request for review. If the patron is not satisfied with the decision of the County Librarian, then the patron may request in writing that the Library Board review the decision. The patron shall be present in person when the Library Board reviews the request. The decision of the Board will be final.

The only issue to be considered by the Committee, the County Librarian, and the Board is whether the Collection Development Policy has been followed with respect to the item.

The form on the following page will be made available.

JOHNSON COUNTY KANSAS Library

Request for Reconsideration of Library Materials

Title _____

Author (if appropriate) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

Library _____ Date _____

If the item is already in the collection, please answer the following questions:

1. To what in the item do you object? (Please be specific)

2. Did you read or view the entire item? If not, which portion did you read or view?

Within 20 days after this form is submitted, the Collection Development Manager will respond in writing to you regarding your request.

Commented [WAJ26]: Form should include information for next steps for patron benefit.

APPENDIX

Tab: Governance
Section: Library Documents
Subject: LIBRARY BILL OF RIGHTS

SUMMARY This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patron's rights.

Effective Date: Reaffirmed September 13, 2012

Reviewed August, 2012

LIBRARY BILL OF RIGHTS The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Basic Policy 1. Books and other library resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Represents All Views 2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Censorship 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Alliances 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Right to Use 5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Exhibit and Meeting Space 6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1996, by the ALA Council.

September 13,
2012

ARM 10-20-

10

Tab: Governance
Section: Library Documents
Subject: FREEDOM TO READ

SUMMARY

The Library Boards adoption of this document illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reaffirmed September 13, 2012

Reviewed

August, 2012

**THE
FREEDOM TO
READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual by exercising critical judgment,

will accept the good and reject the bad. We trust Americans to recognize the propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the internet. The problem is

not only one of acute censorship. The shadow of fear cast by these pressures leads, we suspect, to

an even larger voluntary curtailment of expression

by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural at a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain.

Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

	<p>We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must zealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.</p>
Librarian Responsibility	<p>We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.</p>
Constitutional Guarantee	<p>The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.</p>
Affirmation of Propositions	<p>We therefore affirms these propositions:</p>
Diversity of Views	<p>1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these.</p>

We need to know not only what we believe but also why we believe it.

Non-Endorsement

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Content Independent Of Authorship

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

Freedom Of Choice

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by

Subjective Labeling	<p>preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.</p> <p>5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing book it or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.</p>
Responsibility to Contest Encroachments	<p>6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.</p> <p>It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.</p>

Responsibility to Provide Diversity	<p>7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.</p> <p>The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.</p>
Conclusion	<p>We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.</p>
History	<p>This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.</p>

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Authorship A Joint Statement by:
American Library Association and
Association of American Publishers

Subsequent Endorsements The Association of American University Presses,
Inc.
Freedom to Read Foundation
National Association of College Stores
The Thomas Jefferson Center for the Protection
of Free Expression

September 13,
2012

End

ARM 10-20-30-

Tab: Governance
Section: Library Documents
Subject: FREEDOM TO VIEW

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reviewed

Reaffirmed September 13, 2012
August, 2012

THE FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the American Library Association Council, January 10, 1990.

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

September 13,
2012

ARM 10-20-31

End

Lenexa City Center Library

Update – December 2016



Updates

- Architectural RFP
- Construction Manager RFP
- Next Steps
- Timeline update



Architecture / Engineering RFP

- 9 Firms responded with proposals
- Interviewed two teams
- Special Board meeting on 12/1
- Anticipated action by PBC on 12/8



Construction Manager RFP

- 8 Firms responded with proposals
- Interviewed 4 firms
- Currently ranking
- Anticipating to bring to January Library Board meeting

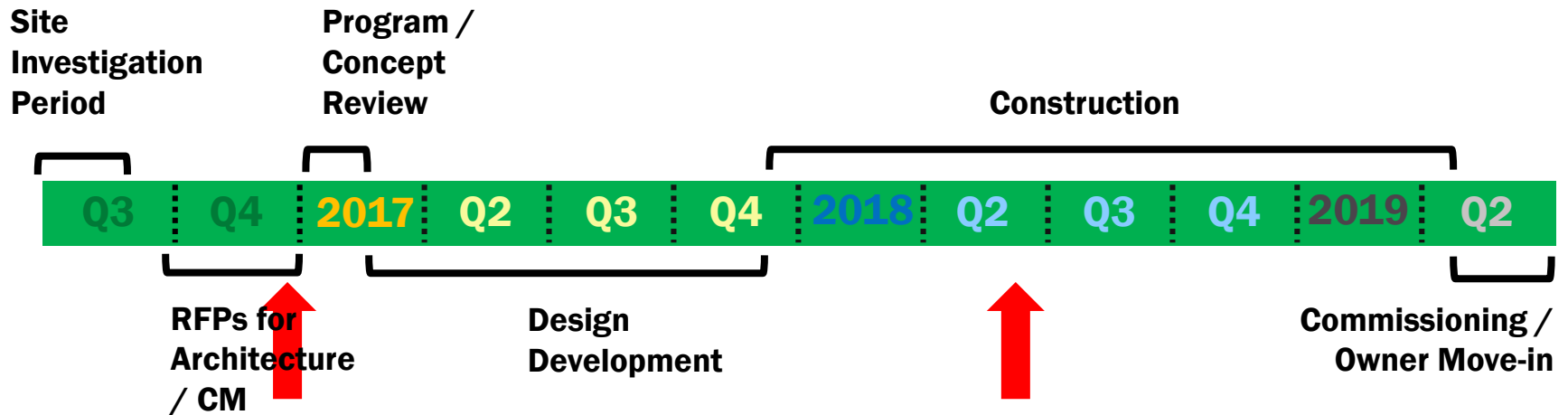


Next Steps

- Construction Manager (CM) approval by Library Board – January 2017
- Program / Concept Review – January-February 2017



Lenexa City Center Library Anticipated Timeline



Monticello Library

Update – December 2016



Updates

- Construction Drawings update
- Earthwork update
- Public Art
- Next Steps
- Timeline

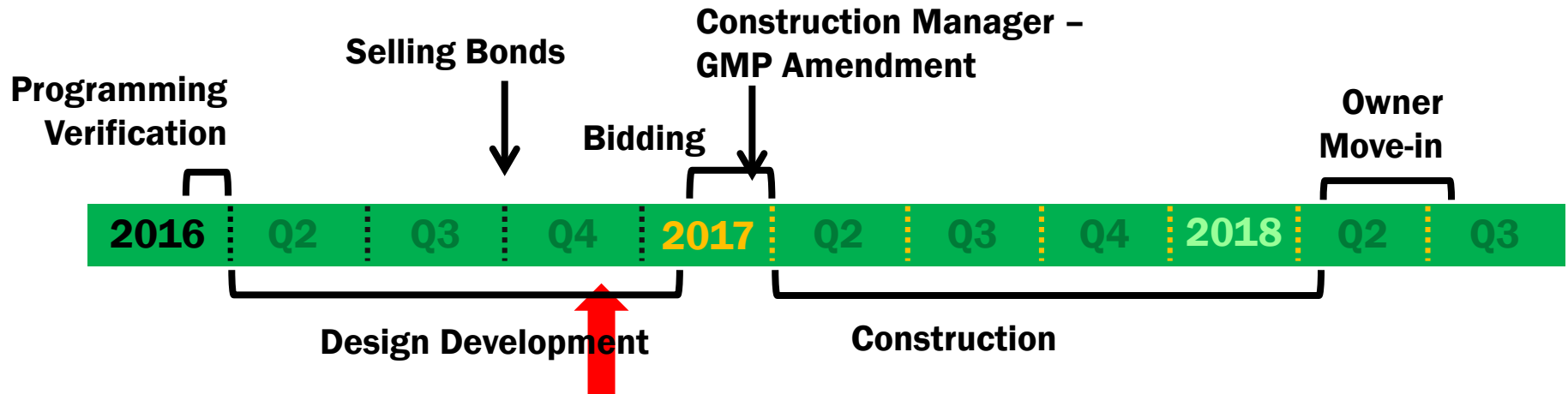


Next Steps

- Review of Construction Drawings
- Bidding – Q1 2017
- Guaranteed Maximum Price (GMP) Amendment – anticipated in March
- Ground-breaking – (anticipated in March/April)



Monticello Library Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, November 10 2016
Central Resource Library
4:00 p.m.**

BOARD: Bethany Griffith, John Nelson, JR Riley, Pam Robinson, Amy Ruo, Neil Shortlidge
Via Conference call: Nancy Hupp

BOARD ATTORNEY: Fred Logan

BOCC: Not present

FRIENDS OF THE LIBRARY: Kathy Kerr

STAFF: Jennifer Barnett-Fox, Jessica Bear, Nancy Birmingham, Peggy Bristow, Kelly Butler, Sean Casserley, Bradley Debrick, Daniel Ferman-Leon, Christie Hay, Amy Kihui, Jennifer Mahnken, Thomas Maillioux, Elena McVicar, Abby Minard, Susan Mong, Nicki Neufeld, Michelle Olsen, Andrew Patterson, Rita Rubick, Courtney Sammis, Michaela Scruggs, Scott Sime, Georgia Sizemore, Tricia Suellentrop, Adam Wathen

GUESTS: Abby Giersch, Andrew Logan

Pam Robinson called the meeting to order at 4:00 p.m.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Mr. Shortlidge commented that he will be retiring at the end of the year. He and his wife will be moving to New Mexico. This will be his last regular meeting of the library board. He thanked Pam and the board, Sean and staff for making serving on the board a great experience.

Ms. Robinson thanked Mr. Shortlidge for his many years of service to the Johnson County Library. With the countless hours he has put in to being a Library Board member, Foundation board member and volunteer in the Library system he is the ultimate board member. We appreciate all that he has done and he will be missed.

Mr. Casserley thanked Mr. Shortlidge and expressed that it has been an honor to work together. Mr. Casserley is grateful for the wisdom, insight and guidance Mr. Shortlidge has provided. Mr. Shortlidge has shared 30 years of library knowledge and given wise counsel throughout that time. He is one of the reasons that the Library is thriving. Mr. Casserley thanked Mr. Shortlidge on behalf of the staff, board and community.

FRIENDS OF THE LIBRARY

Kathy Kerr reported that the total sales for the bookstores totaled \$9,481. Ms. Kerr shared the sales breakdown by location. Internet sales totaled \$9,200 with a total of 605 items.

Interesting items sold included:

African Alphabets - \$116

Manual for Substance Abuse - \$110

Fundamentals of Material Science Engineering - \$120

An audio CD set of work by Johan Sebastian Bach - \$100

The Library Lets Loose was a successful event that brought new customers to the bookstore. The store made proceeds of \$200 that evening that will be offered to the Foundation at the Friends board meeting.

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director, Susan Mong, shared that Mr. Shortlidge has already volunteered at the Taos Public Library. Ms. Mong thanked Mr. Shortlidge and expressed that he will be missed.

Ms. Mong announced that the Foundation went over their goal of \$60,000 and raised over \$100,000 at the Library Lets Loose event. It was a sold out event with over 440 attendees. Ms. Mong thanked the Library Board for supporting the event by allowing the Library to close that day for site preparation. Ms. Mong thanked the MakerSpace staff for their efforts including, Thomas Maillioux, Nick Ward-Bopp, Meredith Nelson and Brian Oertel. Other staff members included Dave Carson, Steph Neu and Joseph Keehn. Ms. Mong thanked the Friends of the Library, the administrative team and the honorary hosts of the evening, Carol and Fred Logan. She also thanked the many sponsors of the evening for their support.

Ms. Mong proposed date a date of October 14th, 2017, for the next Library Lets Loose event. A formal request for closure on the day will be presented at the meeting next month.

The annual appeal will be sent soon. The Foundation will also be requesting donations for Giving Tuesday. The Foundation's year-end meeting will be held next Thursday and they will vote in three new board members.

Ms. Mong is working on a two-year grant submission to the Kauffman Foundation.

An event will be occurring on Monday, 11/21. Amazon has come to Edgerton and to celebrate will be making a \$5,000 donation to the Foundation to benefit the community. The Library Board is invited to attend.

Ms. Robinson complimented the Foundation on their fundraising.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Allen was not present.

BOARD COUNSEL REPORT

Mr. Logan reported that the Monticello project is proceeding smoothly. Next month he will bring a petition to vacate an easement there and grant a new easement in its place.

County Librarian Report

Budget update – Nicki Neufeld, Finance Director

Ms. Neufeld reported that we are at 80% spend down for the year, this reflects the change in the mill levy increase and the funds being transferred to the proper capital projects.

Mr. Nelson asked Ms. Neufeld to explain the transfer to capital projects.

1.7 million was transferred from reserves to capital projects for the Central support services area project. Another \$699,000 was transferred to capital projects toward the scheduled replacement program. The \$699,000 was budgeted and the increase was for the staff area project.

Personnel Review committee process

Ms. Neufeld explained the personnel review committee process. The Library has not been through the personnel review committee process in several years. This is an information item and we will bring a request to the Board in December for approval.

The Personnel Review Committee (PRC) was established by the County Manager primarily to review requests for new positions as well as new funding for existing positions. The County Manager also uses the PRC to review other types of personnel actions such as special pay plan requests and broad market adjustments for large groups of employees.

The PRC is comprised of seven members, covering the general areas of County government: Culture & Recreation, Public Safety, Health & Human Services, Infrastructure, and Support Services/Records & Taxation, as well as a member from Human Resources and from Budget. The HR and Budget committee members serve as resources to the committee by providing research and analysis. Position requests fall into three categories: Requests for Additional Resources (RARs), Capital Improvement Program (CIP) personnel requests, and Immediate Action Requests (IARs). Both RARs and CIP personnel requests are a part of the County's formal annual budget process, while IARs, as the name implies, are requests that are more immediate in nature and happen outside the budget process. For all three of these categories, the role of the PRC is to review and analyze requests and provide advice and recommendations to the County Manager.

With the RAR process, the PRC receives written information from departments and agencies including, job descriptions, cost estimates, organization charts, etc. and then the PRC meets with agencies (and departments). Requests are rated by the committee as high, medium, or low, and the committee meets with the County Manager to discuss the recommendations. Ratings are then provided to each department or agency along with a memorandum outlining the rating. The County Manager uses the PRC recommendations to inform his decision-making when putting together his budget proposal to the Board of County Commissioners.

With the CIP requests for additional resources, the PRC serves as a resource to the CIP committee by reviewing all CIP requests with associated personnel, meeting with agencies or departments regarding any questions, and providing recommendations to the CIP committee regarding personnel requested. The CIP committee makes a recommendation to the County Manager for his proposed budget on the CIP then including associated personnel.

The IAR process is similar to the RAR except that it occurs as needed throughout the year and not in conjunction with the budget process since it is to serve more urgent needs.

In all three processes, the committee looks at the design of the position, fit within the overall staffing plan, best practices and staffing models (when available), alternatives to additional positions, and how the position(s) requested tie to departmental or agency goals and objectives, as well as for the County overall. In all instances, committee members do not participate in rating positions requests involving their own department or agency. The Board of County Commissioners also receive the position ratings recommended by the PRC in the detail with the County Managers proposed budget.

Last year we did complete a CIP that included personnel in the narrative. The PRC proposal encompasses more than the request for Monticello. In discussion with the county budget department and the County Librarian it was determined that going before the PRC committee is a good opportunity.

Mr. Casserley explained the changing staffing needs.

Mr. Nelson asked if the PRC process requires board action.

Ms. Neufeld responded that today is informational and that Mr. Casserley will bring forward the suggested request for Board approval in December. This is an annual process during the official process.

We have not previously requested additional full time equivalents (FTEs). In past years we have worked within the FTE level we have in place. With the opening of Monticello in 2018 this is the time to reflect on how a new building will affect the entire system. The money for the FTE would come from the .75 mill levy, it was part of the calculation.

Ms. Robinson asked if the materials handling study will impact staffing. How often are job descriptions reviewed to make changes to staffing numbers.

Mr. Casserley responded that the Library has recently gone through a job normalization process guided by county. When requested, the library also completes market analyses on positions.

The materials handling study is being operationalized. We don't anticipate that the materials handling study will impact staffing.

Strategic Plan

Deputy Director, Tricia Suellentrop, presented a strategic plan update highlighting the work the staff has done during the quarter.

Ms. Suellentrop featured examples of programs, events and initiatives that support the strategic plan's portfolio of education, community and convenience.

Supporting the Education Portfolio:

- Central A/V training – During the renovation of Central, study rooms were updated with A/V technology for patron use. All Central has undergone training to assist patrons with connecting their devices to the screens in the study rooms.
- Tech Tuesday – A drop in program for patrons to provide individual attention to specifically meet a patron's technology need with their device.
- Civic Engagement –

- We held two Debate Watch Parties with over 100 attendees at each session.
- We partnered with the Overland Park police department and Centerfire Shooting Sports for a program entitled, *What Every Citizen Should Know About Guns*. This was an education focused program with over fifty attendees.
- Vote for Books – A metro-wide library program that introduces kids 12 and under to the experience of voting.
- Meet the Author events:
 - Therese Park author of “When a Rooster Crows at Night”
 - Greg Neri author of “Yummy: The Last Days of a Southside Shorty” a Coretta Scott King Award Honor Book
 - Gary Lezak and his dog Sunny – author of “It’s a Sunny Life”
- Lackman Library hosted a Stuffed Animal Sleepover – This was an event held over social media. 55 children entrusted the librarians with their favorite stuffed animals and were able to follow their overnight sleepover through social media. The stuffed animals raided the refrigerator, made s’mores, stayed up late, missed their families, told scary stories and more. Everyone had a name tag so we knew who belonged to whom.

Supporting the Community portfolio:

- The customer experience department worked on updating the Friends of the Library page
- We had many great partnerships with the Library Lets Loose event
- The Library partnered with the County’s Public Information Officer to provide safety tax information in the branches
- We are collaborating with multiple county departments to determine if we can share the cost of volunteer software that might work for all departments.
- The Cedar Roe branch is now on County IT Fiber through microwaved from Roeland Park City Hall (This initiative saved \$518.75/month minus the cost of the radio tower and installation)
- We have partnered with Gardner Parks and Recreation on a Walk & Read program
- The customer experience team is investigating using a county tool to communicate more directly with patrons. We are in the planning phase now.
- We are sending a survey to our volunteers to better understand and improve our processes.
- A Genealogy Shelving shift has been completed.
- The customer experience team worked closely with Outreach Librarian, Christine Peterson, and Circulation Manager, Michelle Olsen to draft, revise and roll out a new paper Library card application in English and Spanish
- Space/Technology rebalance – The space at Central and Blue Valley has been evaluated and Central removed 10 PCs. Blue Valley removed 3 PCs.

Supporting the Convenience portfolio:

- Our inventory process has been fine-tuned and our error rate is now 1.90%, down from 2.41%
- We are reviewing the recommendations in the Materials Handling Study, including the Enterprise Chain Management recommendation
- A small and helpful change has been made on the webpage. A “Back to Español” button has been added that takes a patron back to the Spanish version of the JCL front page.
- An IT equipment inventory was completed and submitted to County.

- The customer experience team has begun reorganizing the IT workspace to bring Communication department colleagues to Central.
- A *Register Now* button has been added to the events webpage
- Patron Technology:
 - We have added new public computers at 8 locations: Cedar Roe, Corinth, DeSoto, Lackman, Oak Park, Gardner, Edgerton and Spring Hill
 - All public PC monitors have been updated
 - We have added dual monitors for patron use at all branches

Lenexa City Center branch update

Project Coordinator, Scott Sime, gave an update on the Lenexa City Center branch project. Nine firms responded to the architecture/engineering RFP with proposals. Two teams have been shortlisted and interviews are being scheduled for next week.

A special Library Board meeting is scheduled for Thursday, 12/1 at Central to approve the selection. The recommendation will then be taken before the Public Building Commission (PBC) on 12/8.

Eight firms responded to the Construction manager RFP with proposals. Interviews will take place in late November.

Mr. Sime provided an update on the site details. The team is updating survey and legal descriptions to finalize boundaries for the Lenexa building.

Monticello Update

Mr. Sime provided an update on the Monticello project. The building footprint at Monticello needs extra soil. Soil added now will settle over the winter and be ready for spring construction. A benefit is that the community will see work on the site.

The team is working with two artists for the public art component of Monticello. Staff have met with both artist teams for idea exploration.

Next steps:

- 90% drawings will be provided to the core team next month
- The team is anticipating public art approval by the Public Art Commission in January.
- The team is planning for the bidding to go out for Monticello construction during the first quarter
- They are putting a plan in place for groundbreaking

Blue Valley Update

Mr. Sime gave an update on the Blue Valley project. The Library has been working with the City of Overland Park, County Facilities, Library Facilities, Clark Enersen and Library staff on the Literary Park project.

The goal of the project is to explore literary connections, create a space that is whimsical and to create a “specialty park.

Program elements could include an amphitheater, gathering spaces, restrooms and playground. We hope to provide connections to the Library, school, neighborhoods, trails, parking and visual.

A team is also working on the Blue Valley expansion study. The team consists of county facilities, library staff and Clark Enersen Partners.

The goals of the study:

- To develop broad design concepts to increase the size of the Blue Valley branch to 64,000 square feet
- To develop design concepts that treat the site (Literary Park and Library) holistically

UPDATES

Mr. Casserley reported on a meeting held with the City of Prairie Village, Johnson County Park and Recreation department and Library.

This was an exploratory meeting to look at the possibility of moving the Corinth Library to the Meadowbrook area. In discussion it was determined that the current Corinth location is very suitable for its community. Also, due to timing issues and other community goals, putting a library at Meadowbrook did not appear feasible.

Spring Hill

Mr. Casserley, Mr. Shortlidge and Ms. Robinson recently met with the Superintendent and representatives of the board of the Spring Hill school district to discuss the possibility of moving the Spring Hill branch to the Spring Hill high school.

When reviewing population density, it was determined that the library is ideally suited to serve the community at the current location. Traffic patterns and ease of access is also ideal for the current location. The library and school board do share a common mission; however, the constituency is not an exact match. Moving the library to the school location does not appear to make economic sense at this time. In addition, this idea was considered by the library board when the school was first constructed and at that time the library board opted not to move.

Olathe Public Library MOU

Mr. Casserley informed the Library Board that we will bring the MOU with the Olathe Public Library a little later in the year, possibly January or February. Both Library systems are gathering information and data and may need more time.

KC Degree initiative

Mr. Casserley introduced the KC Degree initiative, a program offered by the Mid-America Regional Council (MARC). Funded by the Kauffman Foundation, the program helps people go back to college or University and find success. MARC would like to form a partnership with JCL and OPL. A Memorandum of Agreement will be brought before the Library Board.

Consent Agenda

- 1. October 13, 2016 Library Board meeting minutes.

Motion: John Nelson moved that the Library Board approve the consent agenda.

Second: Amy Ruo

Motion carried 7 to 0.

NEW BUSINESS

Mr. Casserley requested board approval to close the Library on February 20th for staff development day. The Library holds a staff development day every two years. February 20th is a Monday.

Motion: Neil Shortlidge moved that the Library be closed on February 20th for staff development day.

Second: Amy Ruo

Motion carried 7 to 0.

ADJOURNMENT

MOTION: Amy Ruo moved to adjourn.

SECONDED: JR Riley

Motion carried 7 to 0.

The meeting adjourned at 4:50 p.m.

DATE _____

SECRETARY _____
John Nelson

CHAIR _____
Pam Robinson

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Oct-16**

VENDOR	DESCRIPTION	AMOUNT
American City Business Journals	Online database subscription	\$750.00
Blue Valley Post	Sponsorship agreement	\$5,000.00
Mitchell 1	Online database subscription	\$1,899.00
Tutor.com	Online tutoring services (Foundation funded)	\$25,550.00
Black Feather Studios	Costume for library programming use	\$700.00
Prometheus Development	Learning management system	16,900.00
	Total	\$500,500.00

SIGNED:

Finance Director

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: OCT-2016

		Receipts	Payments	Balance
	Opening cash balance			\$217,298.69
	Add Receipts	\$192.02		
	Less Payments		\$371.90	
	Ending Cash balance			\$217,118.81
	Less Liabilities		\$0.00	
	Unobligated cash balance			\$217,118.81

APPROVED: _____

DATE: _____

Briefing Sheet

To: JCL Library Board

From: Jennifer Mahnken, Associate Director for Branch Services

Date: December 8, 2016

Issue:

Renewal of the Memorandum of Understanding between Johnson County Library and the Overland Park Community Garden

Background:

For the last several years, the Library has had a partnership with the Overland Park Community Garden, whereby a community garden is located on the property of the Oak Park Branch. We are bringing to you today the annual renewal for that partnership. The program has been successful and both parties are satisfied with the current terms and agreement.

In June we brought to you an addendum to the agreement to allow a Giving Grove to be added. This MOU incorporates that language into the document. We are asking for approval today to get this MOU in sync with the other MOUs you review in December each year, though it has only been six months.

Alternatives: None

Legal Review:

Reviewed by Legal Counsel in June when an addendum was brought forward for approval. No changes to the language were made.

Budget Approval: No budget allocation is required

Recommendation:

That the JCL Board approve the continued partnership with the Overland Park Community Garden

Suggested Motion:

I make a motion that the Johnson County Library Board of Directors renew the memorandum of understanding with the Overland Park Community Garden for the 2017 year.

LAND USE AGREEMENT
TO CREATE A COMMUNITY GARDEN

THIS AGREEMENT (the Agreement) is made this 8th day of December 2016 by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG), to authorize OPCG to use a site to be designated by the property owner at the Oak Park branch facility at 9500 Bluejacket, Overland Park, Kansas (the Site) as a community gardening project.

1.0 Term. The property owner authorizes OPCG to operate a community garden at the Site designated by the property owner for a term of one year beginning April 1, 2017, and ending March 31, 2018. The County Librarian and OPCG will agree in writing to the procedures to be utilized in the OPCG's use of the Site. This Agreement may be renewed or re-negotiated with the approval of both the property owner and the OPCG at the end of the term.

1.A OPCG, acting in partnership with the Overland Park Parks Department, is authorized at its expense to establish a "Giving Grove" on land designated by the property owner adjacent to the Site.

- (i) The Giving Grove will consist of edible tree gardens developed by OPCG on the designated land adjacent to the Site. Edible tree gardening is a sustainable food production and land management system based on planting fruit and nut trees, berry producing bushes and shrubs, and perennial herbs and vegetables.
- (ii) OPCG, acting in partnership with the Overland Park Parks Department, will be responsible for removing the scrub tree and stump on the designated land adjacent to the Site, purchasing the trees and shrubs that comprise the Giving Grove, installing a water hydrant or hydrants in the Giving Grove, providing water during the time when the Giving Grove's hydrants are turned off, paying for the water used in the Giving Grove, and paying for the mulch used in the Giving Grove.
- (iii) OPCG will also be responsible for finding and managing caretakers for the Giving Grove, overseeing the Giving Grove, and for coordinating with the Overland Park Parks Department for the harvesting and distribution of Giving Grove produce.
- (iv) The property owner will be responsible only for designating the land adjacent to the Site upon which the Giving Grove will be developed. The parties agree that the property owner will be the sole owner of the land on which the Giving Grove is developed and will become the owner of all trees, bushes shrubs, and plants planted in the Giving Grove. The parties agree, however, that during the term of the Land Use Agreement, and any renewal term, OPCG shall have the produce harvested from the Giving Grove, for use and distribution in accordance with OPCG's charitable purposes. The property owner agrees to consider working with OPCG on programming involving the Giving Grove.

2.0 Indemnification and insurance. The OPCG agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the OPCG and from any and all actions or causes of action arising from the community garden's occupation or use of the Site. Property owner's obligation shall be

limited to the extent permitted by law and is subject to the maximum liability and immunity provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq). OPCG shall maintain insurance in the amount of \$1,000,000 for general liability and shall name the Board of Directors of the Johnson County Library and the Board of County Commissioners, Johnson County, Kansas as additional insureds on the policy.

3.0 Maintenance of Site. OPCG will keep the Site in a neat appearance year round. OPCG will be financially responsible for its water usage. The property owner will continue to pay all real estate taxes on the property and mow the lawn outside the Site.

4.0 Notice of termination, other changes in status. Either party may terminate this Agreement on 60 days prior written notice. The property owner agrees to give the OPCG prior written notice of changes in land ownership, development, or use at least 60 days prior to the change in status.

5.0 Expiration of term; termination of Agreement. Upon expiration of the term of this Agreement or other termination of this Agreement, OPCG will remove any property items provided by the OPCG unless the library requests for the items to remain. OPCG will restore the Site back to grass unless the library requests for it to be left as-is.

6.0 Governing law. Kansas law shall govern the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Land Use Agreement the day and year first above written.

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

Pam Robinson Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

Beverly Jaderborg
President

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 8, 2016

Issue: Consider renewing the memorandum of understanding between the Johnson County Genealogical Society, Inc. (JCGS) and Johnson County Library.

Background:

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.

This year section II.e. has been removed.

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

For JCGS monthly meetings and programming, allow the JCGS the 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." has been removed.

Section II.g. has been revised within the document to reflect the current meeting room policies. JCGS has agreed with these changes.

Budget: No direct costs.

Legal Review:

The agreement has been reviewed by counsel.

Recommendation:

That the Library Board approve the MOU between the Johnson County Genealogical Society, Inc. (JCGS) and Johnson County Library.

Suggested Motion:

I move that the Library Board approve the MOU between the Johnson County Genealogical Society and Johnson County Library for 2017.

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

THIS AGREEMENT is made and entered into for the year- ~~2017~~ ~~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; and meeting room ~~set-up~~ preservations, 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.

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.

By: _____
~~Char~~Charlene Mitts, President

Date: _____

By : _____
Marty Greene, Recording Secretary

JOHNSON COUNTY LIBRARY

By: _____
Sean Casserley, County Librarian

Date: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Jennifer Mahnken, Associate Director for Systemwide Services
Date: December 8, 2016

Issue: Consider renewing the memorandum of understanding with the AARP to provide tax assistance to patrons.

Background:

Currently Johnson County Library and AARP have an agreement whereby the Library will provide space and technology support while AARP volunteers will provide tax assistance to the public.

AARP and JCL have reached agreement on all terms.

Budget: No direct costs.

Legal Review:

The agreement has been reviewed and approved by counsel.

Recommendation:

The Johnson County Library Board of Directors renews the agreement with AARP to provide tax assistance to the public for the 2017 tax season.

Suggested Motion:

I move that the Library Board approve the MOU with AARP to provide tax assistance to the public for the 2017 tax season.

Memorandum of Understanding (MOU) between the Johnson County Library and AARP Tax-Aide

This MOU is intended to document the relationship between the Johnson County Library System and AARP Tax-Aide organization.

Tax Year 2016 (Oct 2016 – May 2017)

Training:

- Johnson County Library (JCL) will provide meeting space for training of tax volunteers both at the Central Resource Library and the Antioch Library. This training will take place primarily in December of 2016 and January of 2017.

Tax Preparation:

- Johnson County Library will provide one room (capacity of 24) at the Central Resource Library (9875 W 87 St, Overland Park). The room is lockable and will be used exclusively by the AARP tax volunteers until April 19.
- For this year AARP will provide services by appointment only at the Central Library
- Walk ins may be taken if space is available but that option will not be promoted
- AARP will provide all the hardware and software needed to prepare taxes
- JCL will provide key card access for volunteers to the Central location as well as tables and chairs.

Communication:

- AARP will provide content on tax tips and FAQs to JCL for inclusion on library Web site.
- JCL will print the handout of the tax preparations sites (content provided by AARP)
- JCL will promote the service on its Web site
- JCL staff will assist patrons who call with making appointments

End of Year Celebration:

- JCL will provide Carmack meeting room with chairs and tables to hold the AARP Tax-Aide end-of-the-year celebration from Noon - 5:00 PM on April 20, 2017. AARP will provide any technology, treats and consumables used for the event. JCL staff will not assist in the planning of this event in anyway other than to reserve the room.

Ellen Dycus, District 27 Coordinator

Ellen Dycus edycus295@gmail.com _____
AARP Tax Aide Representative

County Librarian

JOHNSON COUNTY LIBRARY
Board of Directors
December 8, 2016

AGENDA ITEM: Memorandum of Understanding with JCCC Adult Education

ISSUE FOR BOARD DETERMINATION: Whether or not to renew the MOU with JCCC's Adult Education program

DISCUSSION: Currently Johnson County Library and JCCC Adult Education have an agreement whereby the Library will provide building space at Antioch and Gardner as well as technology support while JCCC Adult Education staff and volunteers will provide ESL and GED classes to the public.

JCCC Adult Education and JCL have reached agreement on all terms.

REVIEW BY BOARD COUNSEL: reviewed and approved by library attorney.

RECOMMENDATION: The Johnson County Library Board of Directors renews the agreement with JCCC Adult Education for 2017.

BUDGET IMPACT: No direct costs.

PERSON(S) RESPONSIBLE: Jennifer Mahnken, Associate Director for Branch Services

**AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND JOHNSON COUNTY COMMUNITY COLLEGE**

THIS AGREEMENT is made and entered into for the year 2017 by and between the JOHNSON COUNTY COMMUNITY COLLEGE, Overland Park, Kansas, hereinafter sometimes referred to as JCCC or the College, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the Library.

WHEREAS, JCCC ABE/GED/ESL Program called Johnson County Adult Education conducts classes for adults who cannot speak English or who have limited English-speaking skills, cannot read, read with minimal skill, read at less than high school level, or have not received a high school diploma, and

WHEREAS, Johnson County Adult Education also provides instruction geared to the special needs of each adult enrolled, and

WHEREAS, JCAE does not charge for enrolling adults in the program, and

THEREFORE, JCCC and the Library make the following agreement with respect to the Program for Adult Basic Education hereinafter referred to as JCAE: Antioch and Gardner.

NOW THEREFORE, JCCC and the Library agree as follows:

I. Johnson County Community College shall:

- a. Provide professional instructors to supervise, instruct and coordinate JCAE at Antioch and Gardner.
- b. Provide student assessment and counseling for JCAE participants in the above library literacy centers.
- c. Recruit, train and supervise volunteers for JCAE at the above library literacy centers.
- d. Select appropriate training materials for volunteers and participants.
- e. Promote the JCAE library centers and use of the Library in general.
- f. Seek other opportunities for collaboration and mutual benefit.

II. Johnson County Library shall:

- a. Act as a resource by providing space for JCAE at the Antioch and Gardner libraries.
- b. Provide general support for grant applications sought by JCAE to promote literacy and/or adult education programs as appropriate.
- c. Offer donated/weeded materials that may be of interest to JCAE (such as literature appropriate for adult beginning readers) by means of working with the Friends of the Library to select and deliver materials to JCAE sites via JCL courier.
- d. Train all public services staff to be sensitive to the special needs of adult learners. Library staff will be available to orient JCAE students to library services and to give guidance on appropriate reading materials.
- e. Disseminate information about JCAE.
- f. Provide, maintain, and support personal computer (PC) workstation hardware and software.

- g. Provide access to the Internet from all JCAE sites located within JCL facilities.
- h. Seek other opportunities for collaboration and mutual benefit.

III. The parties hereto agree that this agreement shall be interpreted under and pursuant to the laws of the State of Kansas and this agreement may be terminated by mutual consent of the parties with sixty (60) days notice.

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

JOHNSON COUNTY COMMUNITY COLLEGE

JOHNSON COUNTY LIBRARY

By: Karen Martley

Karen L. Martley
AVP, Continuing Education &
Organizational Development

By: _____

Mitra Templin, Chairman
Library Board of Directors

Date: 11-18-16

Date: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 8, 2016

Issue: Consider approving a memorandum of agreement (MOA) between Mid-America Regional Council and Johnson County Library for the KC Degrees Initiative.

Background: KC Degrees is a program that launched in September 2016 by MARC in partnership with the Ewing Marion Kauffman Foundation focused on helping adults with some college return and finish a high quality certificate or a degree. There are over 300,000 area residents with some college but no degree.

The KC Degrees program, as part of a national network of Graduate! Network sites, works with community partners to connect adults with the educational program that best meets their career aspirations and increases the number of skilled workers with post-secondary credentials.

Johnson County Library would support the initiative by:

- Providing advising space in the Central Resource branch for college success navigators.
- Providing KC Degrees College Success Navigators with space to display promotional materials
- Providing referrals when appropriate
- Providing promotional support of the initiative through the Library webpage and digital billboard
- Providing information to the Mid-America Regional Council on the Library's online resources for inclusion on the KC Degrees website.

Budget: No direct costs.

Legal Review:

The agreement has been reviewed and approved by counsel.

Recommendation:

That the Library Board approve the Memorandum of Agreement with the Mid-America Regional Council's KC Degrees Initiative.

Suggested Motion:

I move that the Library Board approve the MOA with the Mid-America Regional Council for the KC Degrees Initiative.

MEMORANDUM OF AGREEMENT
BETWEEN
MID-AMERICA REGIONAL COUNCIL
KC DEGREES INITIATIVE
AND
JOHNSON COUNTY LIBRARY

This is a Memorandum of Agreement between the Mid-America Regional Council and Johnson County Library.

The Mid-America Regional Council is presently operating the following program initiative:

KC Degrees

KC Degrees is a program designed to launch in September 2016 by MARC in partnership with the Ewing Marion Kauffman Foundation focused on helping adults with some college return and finish a high quality certificate or a degree. There are over 300,000 area residents with some college but no degree. The KC Degrees program, as part of a national network of Graduate! Network sites, will work with community partners, including the Johnson County Library and 17 area colleges and universities, to connect adults with the educational program that best meets their career aspirations and increases the number of skilled workers with post-secondary credentials. KC Degrees is aligned with KC Scholars by helping to identify qualifying students for the scholarship opportunity, promoting this and other scholarship opportunities, and providing community based support to all adult learners that apply for scholarship dollars.

The public and private non-profit colleges and universities committed to both KC Degrees and KC Scholars include a total of 17 institutions, some with multiple campuses:

- Avila University
- Baker University
- Donnelly College
- Johnson County Community College
- Kansas City Art Institute
- Kansas City Kansas Community College
- Kansas State University (Global Online Campus and K-State Olathe)
- Lincoln University
- Metropolitan Community College (5 campuses on Missouri side of Kansas City metro area)
 - Blue River
 - Business & Technology
 - Longview
 - Maple Woods

- Penn Valley
- Park University
- Rockhurst University
- University of Central Missouri (Warrensburg and Lee's Summit campuses)
- University of Kansas (Lawrence and Overland park campuses)
- University of Missouri – Columbia
- University of Missouri – Kansas City
- Western Governor's University
- William-Jewell College

KC Degrees will provide the following:

- Marketing of a regional toll-free number for adult student inquiries (844-872-6009)
- Directory of programs offered at regional institutions (with an emphasis on high quality jobs in high demand fields)
- In-person, virtual and phone advisement with an advisor positioned at Johnson County Library and integrated into their programs to support those adult students that are looking to complete their education
- Information to prospective students regarding college offerings, modes of delivery and academic programs, admission criteria, critical dates, academic and financial aid policies and appeals processes (where appropriate), key staff members at the institution of higher education, scholarships, student support services that are open to adult students, credit transfer policies, and other critical components.
- Convening and facilitation of an institution of higher education advisory council, in partnership with KC Scholars

The program staff for KC Degrees include oversight by the Program Director, a full-time Outreach and Advising Project Manager, and up to 5 part-time College Success Navigators. The Outreach and Advising Manager has extensive experience with similar programs in Tennessee, and will work to both build and strengthen relationships with workforce organizations, colleges and universities and employers, and oversee the launch and operation of the KC Degrees program. The 5 part-time college success navigators will have experiential or professional understanding of academic and non-academic issues surrounding adult learners and specifically adult college students; some understanding of college admissions, academic advising, transcript analysis and financial aid; ability to work with individuals with various values, lifestyles, socioeconomic and ethnic backgrounds; and knowledge of the Kansas City metro, community-based organizations, and organizations in the region related to educational attainment and student success.

Through the advising and coaching support, the adults engaged through the partnership with Johnson County Library are expected to complete high quality certificates or post-secondary degrees. Adults participating in other relevant educational endeavors through the library would be referred to KC Degrees for additional support in the college-going process to include assistance with the admissions, financial aid, pre-enrollment, and enrollment phases.

The following will constitute a joint programming agreement between Mid-America Regional Council and Johnson County Library. It will stand until and unless it is modified by mutual agreement or terminated as set forth below.

The Library agrees to:

- Provide advising space in the Central Resource location of Johnson County Library for college success navigators. This space includes a table or work station, a minimum of two chairs, and some level of privacy
- Provide KC Degrees College Success Navigators space to display promotional materials for KC Degrees and KC Scholars at all Johnson County Library sites, access to a printer, copier, Wi-Fi, and access to a telephone, if needed
- Provide referrals when appropriate from other post-secondary library led initiatives
- Support the KC Degrees and KC Scholars effort through promotion of the programs through the Johnson County Library webpage, digital billboard, distribution of KC Degrees and KC Scholars pamphlets and other promotional materials
- Provide information to the IT and Public Affairs departments of Mid-America Regional Council on Johnson County Library Online Resources to be included in the Resources section of the KC Degrees website (<http://kcdegrees.org>). To be updated at least once per year.
- Identify a point of contact at each Johnson County Library location to act as on onsite liaison when college success navigators are onsite providing advising services

KC Degrees agrees to:

- Work with Johnson County Library staff at specified locations to identify and promote regular hours for services to be available
- Assist Johnson County Library staff in responding to interest in the program by library patrons
- Ensure that meetings with adult students or others will be conducted to avoid (or minimize) disruption to library operations or library patrons (e.g., conversations, any distractions that would disrupt the normal flow of operations of staff or of patrons)
- Keep printed promotional materials on KC Degrees and KC Scholars on hand at all Johnson County Library locations.
- Before leaving Johnson County Library, check to make sure that KC Degrees and KC Scholars printed materials are restocked. If the Navigator does runs out of printed collateral, ensure that the materials will be restocked within 24 hours.
- Ensure that any work space assigned to KC Degrees is kept in a neat and orderly fashion.

Termination

Either party may terminate this agreement upon thirty (30) days prior written notice to the other. Please address correspondence to:

For MARC:
Sheri Gonzales-Warren
c/o KC Degrees
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105
816-701-8308
swarren@marc.org

Jennifer Mahnken
Associate Director for Branch Services
Johnson County Library
9875 W. 87th St.
Overland Park, KS 66212
913.826.4706 (desk) | 913.826.4600 (office)
mahnkenj@jocolibrary.org

IN WITNESS HEREOF, KC Degrees and Johnson County Library enter into this Agreement as of the Effective Date.

Signed by:

David A Warm
Executive Director
Mid-America Regional Council
Date:

Sean Casserley
County Librarian
Johnson County Library
Date:

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 8, 2016

Issue: Consider renewing the contract with Logan Logan & Watson, L.C. for legal services in 2017.

Background:

The contract with Logan Logan & Watson, L.C. for legal services as Board Counsel is being presented for renewal. Mr. Logan provides contract review and legal advice to the board. Mr. Logan coordinates with the County Legal Department for items that fall under their jurisdiction such as some bidding documents or personnel issues. That relationship is strong. Based on the work of the past years, his work has been of high quality at a reasonable rate.

Budget:

Fred Logan is specifically retained as counsel for the Library Board and the Johnson County Library and his services shall be compensated at an hourly rate of \$200.00. Services rendered by associate Andrew Logan shall be compensated at an hourly rate of \$180.

Legal fees at this rate can be accommodated by the Library's operating budget.

Recommendation:

That the Library Board of Directors renew the contract with Logan Logan & Watson, L.C. for legal services for 2017.

Suggested Motion:

I move that the Johnson County Library approve renewing the contract with Logan Logan & Watson, L.C. for legal services in 2017.

LOGAN & LOGAN, L.C.

ATTORNEYS AT LAW
CORINTH OFFICE BUILDING
8340 MISSION ROAD, SUITE 106
PRAIRIE VILLAGE, KANSAS 66206
TELEPHONE (913) 381-1121
TELEFAX (913) 381-6546

FRED J. LOGAN, JR.
SCOTT K. LOGAN
M. BRADLEY WATSON
JEFF K. BROWN
CHRISTOPHER H. LOGAN
DAVID M. TYRRELL
ANDREW V. LOGAN

ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

December 8, 2016

AGREEMENT FOR LEGAL SERVICES FOR 2017

This letter agreement evidences the agreement by the Board of Directors of the Johnson County Library to renew its contract with Logan Logan & Watson, L.C. for legal services rendered by Fred Logan and that firm to the Board of Directors of the Johnson County Library and to the Johnson County Library. Said agreement is for legal services to be rendered during the year 2017.

Said legal services shall be rendered at the direction of the Board of Directors of the Johnson County Library or the county librarian. Fred Logan is specifically retained as counsel for the Library Board and the Johnson County Library and his services shall be compensated at an hourly rate of \$200.00. Services rendered by associate Andrew Logan shall be compensated at an hourly rate of \$180.

Fred J. Logan, Jr.
Counsel for Board of Directors
of the Johnson County Library

Pamela Robinson
Chair, Board of Directors
of the Johnson County Library

Briefing Sheet

To: Johnson County Library Board of Directors
From: Jennifer Mahnken, Associate Director for Branch Services
Date: December 8, 2016

Issue: Renewal of the Edgerton Lease agreement

Background:

Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purposes of providing library services in the City of Edgerton.

This is the annual renewal of that agreement.

The City of Edgerton has the same agreement on their council slate for today, December 8, 2016.

Budget: \$500.00 per month lease fee.

Legal Review: Reviewed by legal counsel.

Recommendation:

To approve the lease agreement as presented.

Suggested Motion:

I move that the Johnson County Library Board of Directors approve the Edgerton lease agreement as presented.

FACILITY USE AND MAINTENANCE AGREEMENT -

MEMORANDUM OF RENEWAL

THIS FACILITY USE AND MAINTENANCE AGREEMENT – MEMORANDUM OF RENEWAL (the Agreement) is made this _____ day of December, 2016, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library. The parties agree as follows:

SECTION ONE: The City’s Agreement to Make a Facility Available for a Branch Library. The City has renovated the former Edgerton Bank building (hereinafter “the Facility”) and desires to renew the Use and Maintenance Agreement (hereinafter “the Agreement”) authorizing JCL to use an agreed area of the Facility (hereinafter the “Library Site”) for the purposes of establishing and maintaining a public library.

SECTION TWO: JCL’s Agreement to Maintain a Branch Library at the Facility. JCL and the Board of County Commissioners of Johnson County, Kansas, have approved the establishment and maintenance of a branch facility of the Johnson County Library at the Facility and JCL has maintained a branch library facility at the Facility. JCL desires to continue to maintain a public library at the Library Site.

SECTION THREE: CITY’S RESPONSIBILITIES

1. Making the Facility Ready for Use; Compliance with Codes and Laws. The City agrees that it shall, at its sole expense, maintain the Facility and the Library Site for use by JCL. The City warrants that the Facility and the Library Site will be maintained in a manner that assures that the Facility and the Library Site will be in compliance with all federal, state, county, and city laws and building and zoning codes, and that the City will, at its sole expense, bring the Facility or Library Site into compliance with such laws or codes, in the event that the parties are advised of a violation of any one of such laws or codes.
2. Signage. The City agrees that JCL shall continue to be permitted to place appropriate signs on the exterior of the Facility identifying the library, subject to City zoning and building codes.
3. Maintenance of the Facility. The City agrees that it will, at its sole expense, maintain the grounds and sidewalk surrounding the Facility; mow the grass; assure snow and ice removal from parking and sidewalk areas around the Facility; maintain all electrical, plumbing, mechanical, and heating, ventilation, and air condition systems in good repair; maintain the floors, roof, walls, windows, entry areas and common areas of the Facility in a manner that makes the Facility safe and free of hazards for use by JCL patrons; arrange for pest and insect control; and arrange for capital improvements of the Facility that are needed to assure that the Facility is in good condition for use by JCL patrons and the citizens of Edgerton.
4. Security. The City acknowledges that JCL will have to continue to take steps to secure the Library Site and to safeguard JCL materials used in the operation of the public library at the Library Site. The City agrees all such security measures are the sole prerogative of JCL.

SECTION FOUR: JCL'S RESPONSIBILITIES

1. Agreement to Use the Library Site. JCL agrees to continue to maintain a public library at the Library Site of the Facility. The parties agree that library services, selection of materials, and establishment of hours of service are the sole prerogative of JCL.
2. Library Operations. During the term of this Agreement, JCL shall operate the hours of the library as determined by JCL with no prior approval from the City. The City, however, may recommend changes to the operational hours of the library, and JCL agrees to reasonably consider such recommendations.
3. Usage of Facilities for City Functions. JCL agrees to allow the City to use the Facility for City functions upon reasonable notice, as may be required when City Hall is not otherwise available for use and the Facility is not otherwise reserved for use by another party during regular library hours of service.
4. Usage and Maintenance Fee. JCL agrees to pay the City a Usage and Maintenance Fee (hereinafter the "Fee") in the sum of \$500.00 per month. The Fee shall be paid monthly by the first day of the each month.
5. Maintenance of Library Site and Payment of Utilities. JCL agrees to maintain and keep in good repair the Library Site (excluding capital improvements to the common areas, walls, floors, or ceiling) and agrees, at its sole expense, to contract for custodial services for the Library Site and to make all payments due for utilities used for the Library Site.

SECTION FIVE: FAILURE TO MAKE REPAIRS

The City agrees to respond promptly when advised of needed repairs or service for the Facility, the surrounding grounds, sidewalks, and parking. In the event that the City does not, within a reasonable period of time, respond to the call for repair or services, JCL may undertake such repair or service on its own, and the City agrees to reimburse JCL for the cost of any such repair or service.

SECTION SIX: TERM

The term of this Agreement shall be one year beginning January 1, 2017 through December 31, 2017, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

SECTION SEVEN: INSURANCE AND HOLD HARMLESS

1. City's Insurance. The City shall maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence. Such insurance shall include provisions providing for the City to indemnify, defend, and hold JCL harmless for all loss that may occur or be claimed on or about The Facility resulting from the City's acts or omissions, or of its agents or employees. The City also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on any personal property used, stored, or kept at The Facility by the

City. The City agrees to furnish JCL with certificates of insurance reflecting the above requirements.

2. JCL's Insurance. JCL shall maintain commercial general liability insurance for such premises and its operations at the Facility in the amount of at least \$500,000 per occurrence, and shall name City as an additional insured. Such insurance shall also include provisions providing for JCL to indemnify, defend, and hold City harmless for all loss that may occur or be claimed on or about The Facility resulting from JCL's acts or omissions, or of its agents, employees, or invitees. JCL also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on its personal property used, stored, or kept at The Facility. JCL agrees to furnish City with certificates of insurance reflecting the above requirements, or to provide certification that all such requirements are being met through insurance provided on behalf of JCL by Johnson County Risk Management.

3. Waiver of Subrogation. Each of the parties releases the other party from all liability for damage due to any act or neglect of the other party (except as hereinafter provided) occasioned to property owned by the parties which is or might be incident to or the result of a fire or any other casualty against loss for which either of the parties is now carrying or hereafter may carry insurance; provided, however, that these releases shall not apply to any loss or damage occasioned by the willful, wanton, or premeditated negligence of either of the parties, and the parties hereto further covenant that any insurance that they obtain on their respective properties shall contain an appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.

4. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or JCL waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act. Additionally, the parties specifically agree that the terms of this section, and the terms of this agreement, shall be subject to and limited by the Kansas Cash Basis Law (K.S.A. 10-1101 *et seq.*) and the Kansas Budget Law (K.S.A. 79-2935 *et seq.*), and amendments thereto.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of December, 2016.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON
COUNTY LIBRARY

Donald Roberts, Mayor

Pamela Robinson, Chair

ATTEST:

ATTEST:

Janeice Rawles, City Clerk

Secretary

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

APPROVED AS TO FORM:

Fred J. Logan, Jr., Attorney

Briefing Sheet

To: Johnson County Library Board of Directors
From: Susan Mong, Executive Director, Johnson County Library Foundation
Joseph Keehn, Event Producer
Date: December 8, 2016

Issue:

Closing Central to the public on Saturday 10/14/17 to allow for setup of the Foundation Fundraising event slated to occur at Central on 10/14/17 at 6pm.

Background:

To approve closing of Central on Saturday 10/14/17 to the public –
Communication will be provided to staff and patrons well ahead of this date to reroute patrons to branches in close proximity.

Budget: No direct costs.

Recommendation:

Susan has conferred with the Administrative Team and the consensus was to recommend this solution to the board.

Suggested Motion:

I move that the Library Board approve closing the Central on Saturday, October 14th, 2017 to allow for setup of the Foundation Fundraising event to be held that evening.

Executive Summary

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 8, 2016

Re: Personnel Review Committee (PRC)

The Comprehensive Library Master Plan (CLMP) contains three key elements, facilities, staffing and programming.

The PRC looks at the staffing requirement needed to operate the new Monticello Library. This calculation is based on the size of the location, the number of services points, the predicted volume of traffic and the hours of operation.

When possible we have automated operations, specifically providing automated self-checkout and sorting.

Support staff also need to be calculated into this equation. In addition to IT, Human Resources, and Courier Services, additional custodial services are needed to manage 30,000 square foot building.

We have studied our staffing distribution at our other locations, and reviewed other library systems and their staffing levels. It is our goal to staff this new location at the right level while continuing to find ways to provide the highest level of service at the lowest possible cost. Attached is the comprehensive staffing request.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Summary Table & Directions

Due Date: February 3, 2017
Department: Johnson County Library
Approved By:
Phone: (913) 826-4702

Summary Table Directions: In the table below, please list all personnel requests for FY 2018 in PRIORITY order.

Priority	Request Title	Major Service
1	Collections Clerk	Branches & Systemwide
1	Civic Coordinator	Branches & Systemwide
1	Human Resources Specialist	Admin
1	Training Specialist	Admin
1	Information Technology Analyst	Info Tech
1	Branch Manager	Branches & Systemwide
1	Assistant Branch Manager	Branches & Systemwide
1	Information Services Librarian	Branches & Systemwide
1	Information Specialist	Branches & Systemwide
1	Youth Services Librarian	Branches & Systemwide
1	Youth Specialist	Branches & Systemwide
1	Clerk II	Branches & Systemwide
1	Clerk I (Pages)	Branches & Systemwide
1	Custodian	Admin
1	Courier	Branches & Systemwide

Directions for Completing Personnel Forms

A set of forms is to be completed for each request made by an agency or department. As part of your request, please perform the following:

- Provide an organizational chart for the department that includes the requested position, incumbent employees, position titles and grades.
- A position description, only if the position is new to the organization.
- Contact your management and budget analyst to assure all costs are included.

Tips for completing Section 1 – Narrative Section (Word document):

- Provide detailed answers to each of the questions. The first page will be used in the department section in the County Manager's Proposed Budget Overview.

FY 2018 Budget
Request for Additional Resources - Personnel

- Please be sure to answer all questions completely. The committee will be able to make better informed decisions with more detail.

Tips for completing Section 2 – Request Detail (Excel document):

- If you are requesting a new position, include the associated start-up and on-going costs (i.e. training, new cubicle, new computer or computer replacement amount) in the Non-Personal Services Expenditures table. Contact TFM-Purchasing for assistance regarding pricing.

FY 2018 Budget: Request for Additional Resources - Personnel
Section 2 - Request Detail

Department:

JCL

Request Title:

Approved By:

Phone:

(913) 826-4702

Directions: Please complete the following tables regarding your request. Please contact your management and budget analyst if you need assistance. Additional directions are listed in the Summary Table.
 analyst if you need assistance. Additional directions are listed in the "Summary" tab.

Self-Generated Revenues

* List revenues (i.e. Charges for Service...) and related information in the space provided.

Category Name/ Description	Fund	Cost Center	Revenue Acct Code	FY 2018 Revenues	FY 2019 Revenues
Total:				\$ -	\$ -

Non-Personal Service Expenditures

* List expenditures (i.e. Contractual, Commodities, Capital...) and related information in the space provided.

* Note whether the specific expenditure is one-time or on-going (Example: a cubicle for a new position would be a one-time expense).

Category Name/ Description	One-Time or On-Going	Fund	Cost Center	Expenditure Acct Code	FY 2018 Expenditures	FY 2019 Expenditures
Total:					\$ -	\$ -

Personal Services Information

* List any new position requests below.

* In the Retirement Column, please enter either KPERS or KPFRS for retirement plan (if applicable).

* In the overtime column, please enter the number of overtime hours associated with the position (if applicable).

Proposed Job Title and Grade	Retirement Plan	Start Date (mo/day/yr)	Overtime Hours	Annual Hours	Estimated Hourly Rate	Total Annual Compensation*
Collections Clerk - 13	Yes	1/1/2018		2,080	\$ 20.21	
Civic Coordinator - 16	Yes	1/1/2018		2,080	\$ 28.03	
Human Resources Specialist - 15	Yes	1/1/2018		2,080	\$ 24.72	
Training Specialist - 16	Yes	1/1/2018		2,080	\$ 28.03	
IT Analyst - 15	Yes	1/1/2018		2,080	\$ 24.72	
Branch Manager - 16	Yes	1/1/2018		2,080	\$ 28.03	
Assistant Branch Manager - 15	Yes	1/1/2018		2,080	\$ 24.72	
Assistant Branch Manager - 15	Yes	1/1/2018		2,080	\$ 24.72	
Information Services Librarian - 15	Yes	4/1/2018		2,080	\$ 24.72	
Information Specialist - 14	Yes	5/1/2018		2,080	\$ 22.14	
Information Specialist - 14	Yes	5/1/2018		2,080	\$ 22.14	
Information Specialist - 14	Yes	5/1/2018		2,080	\$ 22.14	
Information Specialist - 14	Yes	5/1/2018		2,080	\$ 22.14	
Information Specialist - 14	Yes	1/1/2018		2,080	\$ 22.14	
Information Specialist - 14	Yes	1/1/2018		2,080	\$ 22.14	114
Information Specialist - 14	Yes	1/1/2018		2,080	\$ 22.14	

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Collections Clerk	Major Service:	Branch & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

Collections Clerk

The position verifies, searches, requests, and processes material orders for material purchased by JCL. This includes monitoring the progress of orders and taking appropriate action, including vendor notification. This position will also assist with weeding procedures, running reports of materials to be weeded and assisting Selectors in replacing materials weeded for condition. The position answers phones, refers calls, gives standard information in response to phone, email, and in-person inquiries; copies and collates documents; maintains files, distributes reports, performs typing, and processes transactions into systems; reviews invoices/packing slips to ensure shipment is correct.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

Collections Clerk works directly with the Collections department assisting all Selectors and liaising with the Technical Services department on the status of materials.

3. Please list the performance measures and/or budget drivers that are related to this request.

Orders are placed and received, out of stock orders received follow up, acquisition procedures are followed, materials are processed and flow through to the patron within time standards.

4. What is the impact if this request is not approved? What alternatives have been considered?

Impact - Selectors spend time on clerical tasks

Alternative considered/attempted – various departments giving a small number of hours to a few staff who learn and fill in these tasks

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

Goal 3 People with specific educational or informational needs will be supported by the Library

Goal 6 People will find Library staff, materials and services convenient and easy to use

A Collections Clerk will assist in the process of ordering, receiving, processing and weeding materials for patrons.

**FY 2018 Budget
Request for Additional Resources - Personnel**

6. Outline how the positions will be financed and what additional operating costs are included in the request.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Currently the Collections department has a 20 hr clerk assisting, these hours are drawn from another department as they gain efficiencies. With the addition of a 14th branch additional materials will flow through the Collections department both in the purchasing and weeding processes. Clerical support will allow a Clerk to assist with allow Selectors to focus on their essential functions.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Moving toward a position that is cross trained and able to flex between two departments that intersect daily is best practice. This creates redundancies as well as a succession planning as the Collections Clerk gains experience in two departments.

9. Please explain operational efficiencies gained with the approval of this request.

This Collections Clerk will learn both the selection and acquisitions processes of materials handling and be able to flex to the demand.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Civic Engagement Coordinator	Major Service:	Branch & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 Mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

Civic Engagement Coordinator: The position leads the library’s civic engagement initiative by staying abreast of community concerns and challenges facing citizens of every age to identify programming and outreach needs. It delivers system-wide programming coordination that covers a wide array of community topics for all patrons to be actively engages citizens. It works directly with the community and organizations to build relationships and foster partnerships. The position will manage various projects as directed by JCL's senior leadership team and will represent JCL in various groups both internally and externally.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The Civic Engagement Coordinator works directly with all JCL programming and outreach staff to plan and implement programs and discussions with all population groups to solve individual and community problems, facilitate community discussions, partner within the community to bring groups of common purpose together, facilitate transparency for government and educate on digital literacy. The Civic Engagement Coordinator works directly with JCL Reference Librarians to strengthen programming and outreach topics to include Careers & Finance, Digital Literacy, Johnson County History, Local Arts & Culture and STEAM initiatives. The focus of this position is system-wide, therefore implementing community connections throughout all of Johnson County in the most efficient and cost effective way to involve our citizens in finding solutions to countywide problems.

Board of County Commissioners Strategic Plan:

Leadership and Collaboration

- The role of Johnson County government is to provide core services and to work with organizations in the community to solve countywide problems.
- Johnson County should initiate and facilitate discussions with cities and other governmental jurisdictions in the county regarding issues of common interest and countywide importance, including transportation policy, growth policy, and state legislation

Service

- The primary goal of Johnson County government should be to offer quality services in the most efficient and cost effective way

Innovation

- Johnson County government should analyze and assume responsible risk in implementing new and innovative ideas or ways of doing things

**FY 2018 Budget
Request for Additional Resources - Personnel**

Engagement

- The public should be engaged in establishing priorities within the community and should understand how that information is used
- The public perception should be that Johnson County government is fair; decision making is transparent and public input is valued.

JCL Strategic Plan:

Goal 1: Staff will exemplify the brand promise in their interactions with people.
 Goal 3: People with specific educational or informational needs will be supported by the Library.
 Goal 4: People will connect and interact because of Library partnerships and collaborations.
 Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.

3. Please list the performance measures and/or budget drivers that are related to this request.

- All populations in Johnson County are actively engaged in civic discussions.
- Local community issues, large or small, have a forum for discussion through the County.
- Johnson County branded approach to community engagement and facilitation.
- Increased safe spaces for community members to engage in dialogue.
- JCL trained facilitators will practice and perfect their facilitation skills.
- Adult, teen and youth patrons will participate in civic dialogue.

4. What is the impact if this request is not approved? What alternatives have been considered?

- All populations in Johnson County are actively engaged in civic discussions.
 - Limited populations in Johnson County are engaged.
- Local community issues, large or small, have a forum for discussion through the County.
 - Limited issues, mainly political, will continue to be discussed.
- Johnson County branded approach to community engagement and facilitation.
 - Limited coordination without one leader designated.
- Increased safe spaces for community members to engage in dialogue.
 - Limited spaces for community members, possibly 1 time per month.
- JCL trained facilitators will practice and perfect their facilitation skills.
 - JCL facilitators will not have opportunities to sharpen skill set.
- Adult, teen and youth patrons will participate in civic dialogue.
 - Limited adult and teen populations will continue to be the focus with no inter-generational programming offered.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

**FY 2018 Budget
Request for Additional Resources - Personnel**

This position will play a major role in accomplishing these strategic goals:

Goal 1: Staff will exemplify the brand promise in their interactions with people.

Goal 3: People with specific educational or informational needs will be supported by the Library.

Goal 4: People will connect and interact because of Library partnerships and collaborations.

Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.

The position will increase the capacity of JCL to develop programming and outreach to be able to:

- Provide core services to the community to solve countywide problems with citizen involvement.
- Provide facilitated discussions with citizens and all populations in the county regarding issues of common interest and countywide importance, including transportation policy, growth policy, and state legislation.
- Provide quality services in the most efficient and cost effective way by having one leader to coordinate the efforts of many in 13 locations.
- Provide a structure to implement new and innovative ideas or ways of engaging our citizens.
- Provide a safe space for the public to engage in conversations about community priorities
- Provide a safe space for Johnson County government to educate citizens on fair, transparent decision making with public input.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

- Currently this department has 12 Reference Librarians with special foci. Only 1 Reference Librarian is committed to Civic Engagement, working 20 hours on the public service desk, leaving only 20 hours to devote to Civic Engagement planning, programming, and outreach.
- Adding this position would allow this department to strengthen civic engagement partnerships and initiatives across the county and across the populations of the county. This position would work closely with the 12 reference libraries to create interdisciplinary programming and partnerships. This position would collaborate with County departments and agencies to coordinate and facilitate community discussions throughout the county.
- Adding this position would allow the one focus area librarian to participate in planning while increasing their focus on implementation of programs and promoting programs to the public.
- Filling this request would positively impact the Adult and Youth Services departments by freeing their time to work directly with the public, while this position coordinates the programming, outreach and partnerships within the community, leading the work for the system.

**FY 2018 Budget
Request for Additional Resources - Personnel**

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

9. Please explain operational efficiencies gained with the approval of this request.

The Johnson County community will be offered multiple opportunities to come together to discuss concerns and challenges within our community. Citizen engagement will become easier for all the populations of Johnson County and our communities will be strengthened.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Human Resources Specialist	Major Service:	Admin
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

The Library's current headcount is 320. In mid-2018 a new two-story, 30,000 sq. ft. building will open. This building will require roughly 40 employees to provide adequate staffing. An additional human resources staff member (1 FTE) is needed to maintain efficient internal customer services.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

Opening a new location to provide service to patrons in western Shawnee is a strategic goal. The new location will require additional staff. This request will support the strategic goal by providing an efficient level of HR support to an increased headcount.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved building the new location, which requires additional staff. An additional HR position is required to provide adequate service to staff. The new location is part of the Library Master Plan and will be funded through the recent mil increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

As the workload of the current HR staff increases the efficiency of providing services to staff and managers will decrease. Without adding an additional position, recruitment and new hire processing will require significantly more time. This results in prolonged vacancies throughout the system.

As an alternative, the Staff Development Manager could spend a greater percentage of time performing transactional functions which reduces the time this position can devote to strategic initiatives and managerial guidance.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

**FY 2018 Budget
Request for Additional Resources - Personnel**

Adding the position increases the productivity of HR support functions. Vacant positions will be filled and staff concerns will be addressed in a timely manner, which is conducive to smooth operations throughout the system. The Staff Development Manager position will continue to spend the majority of its time performing strategic HR leadership functions.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

The Library's Human Resources Department consists of the Staff Development Manager (1 FTE), and two Human Resources Administrative Assistants, 1 FTE and .75 FTE. The full-time Human Resources Administrative Assistant provides the bulk of the recruiting support and addresses routine HR questions. The part-time Human Resources Administrative Assistant's primary function is processing payroll.

With the addition of a full-time HR Administrative Assistant, the recruiting and routine support could be divided between the two full-time positions resulting in sufficient service for an estimated 360 staff members.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

HR industry standards recommend a ratio of one HR staff member for every 100 employees for effective HR operations.

Generally, the Society for Human Resource Management recommends only including HR professionals who work as generalists, and those in areas such as payroll and other specialized roles should not be counted.

9. Please explain operational efficiencies gained with the approval of this request.

By assigning half of the staff to each full-time HR Administrative Assistant, service to staff will remain efficient and staff concerns will be addressed in a timely manner. The time required for the recruiting process will be reduced system wide and the Staff Development Manager position will continue to focus on HR leadership functions.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Training Specialist	Major Service:	Admin
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

Training Specialist: The position analyzes organizational and professional trends, training resources, and current policies/ procedures to identify training needs. It delivers training covering multiple technical and non-technical topics for all levels of employees, and maintains the Oracle learning management module. The position will manage various projects as directed by JCL's senior leadership team and the Deputy County Librarian, and will represent JCL in various groups both internally and externally.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

- A Training Specialist works directly with all JCL public service staff who work directly with the public to solve individual and community problems, facilitate community discussions, partner within the community to bring groups of common purpose together, facilitate transparency for government and train on technology. A Training Specialist works directly with JCL support services who assume risk in implementing new and innovative ideas and strive to offer quality services in the most efficient and cost effective way and are involved in solutions that solve countywide problems.

Board of County Commissioners Strategic Plan:

Service

- The role of Johnson County government is to provide core services and to work with organizations in the community to solve countywide problems.
- Johnson County should initiate and facilitate discussions with cities and other governmental jurisdictions in the county regarding issues of common interest and countywide importance, including transportation policy, growth policy, and state legislation
- The primary goal of Johnson County government should be to offer quality services in the most efficient and cost effective way

Innovation

- The County should be a leader in use of technology and innovation in the delivery of services.
- Johnson County government should analyze and assume responsible risk in implementing new and innovative ideas or ways of doing things

Engagement

- The public should be engaged in establishing priorities within the community and should understand how that information is used
- The public perception should be that Johnson County government is fair; decision making is transparent and public input is valued.

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JCL Strategic Plan:

Goal 1 Staff will exemplify the brand promise in their interactions with people

Goal 7 Staff will engage in a workforce that is collaborative, connected, efficient and effective.

Goal 8 People will experience library services and resource through the innovative use of technology

3. Please list the performance measures and/or budget drivers that are related to this request.
 - Staff learn appropriate County & JCL top ten policies within their first year of employment
 - Managers and Librarians learn and demonstrate facilitation skills
 - Customer Service standards are implemented in all JCL departments and locations
 - Shared workspace/paperless office approach is implemented at new Monticello Library and then rolled out to other locations
 - Increased organizational understanding among all staff

4. What is the impact if this request is not approved? What alternatives have been considered?
 - Staff learn appropriate County & JCL top ten policies within 2 years of their employment - JCL assumes risk of staff lacking policy knowledge
 - Alternative considered/attempted – reduced opportunities to train staff on policies
 - Managers and Librarians do not learn and do not demonstrate facilitation skills – public input opportunities lessen, staff is does not facilitate discussions with community partners regarding issues of common interest and countywide importance, including transportation policy, growth policy, and state legislation
 - Alternative considered/attempted – Yearly training on facilitation by outside presenter
 - Customer Service standard implementation is delayed in all JCL departments and locations/rolled out – quality service declines internally and externally
 - Alternative considered/attempted – Delayed implementation and implement at a lower pace, implement building by building rather than all staff in a small amount of time
 - Shared workspace/paperless office workflow approach is not implemented at new Monticello Library and not rolled out to other locations – work is less efficient & effective
 - Alternative considered/attempted – move forward with tradition paper-based workflow, implement new workflow without training
 - Increased organizational understanding among all staff – staff are not given opportunity understand departments of the library beyond New Employee Orientation
 - Alternative considered/attempted – continue to offer a small number of department orientations throughout the year, high level managers are giving branch tours monthly

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County’s and Department’s strategic plan?

This position will play a major role in accomplishing these three goals:
Goal 1 Staff will exemplify the brand promise in their interactions with people

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Goal 7 Staff will engage in a workforce that is collaborative, connected, efficient and effective.
Goal 8 People will experience library services and resource through the innovative use of technology

This position will increase the capacity of JCL to develop library staff so that we are able to:

- Provide core services and to work with organizations in the community to solve countywide problems
- Initiate, facilitate and engage the public in discussions regarding issues of common interest and countywide importance, including transportation policy, growth policy, and state legislation and understand how county services are used
- Use technology and innovate in the delivery of services.
- Offer quality services in the most efficient and cost effective way
- Understand and work within a multi-location agency
- Increased organizational understanding among all staff

6. Outline how the positions will be financed and what additional operating costs are included in the request.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

- Currently this department has two Training Specialists for 320 staff.
- Adding this position would allow this department to cross-train, develop redundancy within the department, work closely with managers on team development at their locations, add additional trainings on evenings.
- Filling this request would positively impact the other Training Specialists and would balance their workload

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

JCL looked at the number of staff per trainer –
Currently 320 staff
1:160 Trainer/staff

In 2018 JCL will add 20+ staff with the addition on a 14th branch/Monticello
In 2019 JCL will add 10+ staff with the relocation/expansion of Lenexa City Center Library
JCL staff = 350
1:175 Trainer/staff

The addition of a 3rd Trainer would reduce that number to 116 staff per Trainer
1:116 Trainer/staff

Suggested ratios vary 1:8 – 1:40 depending on the type of training – extremely technical to general issues

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9. Please explain operational efficiencies gained with the approval of this request.

Staff trained on policies, core competencies and essential job functions in a timely manner.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	IT Analyst	Major Service:	Info Tech
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

IT Analysts are core to the infrastructure of the library for patrons and citizens alike. They support computers, printers, software, copiers, telephone and all audio visual equipment. They work to maintain and implement all of the above items to provide service and prevent service disruption. With the addition of a new branch, we know we will need to add capacity to our team to continue to support the technological needs of staff and further increase digital literacy within Johnson County

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

BOCC Strategic Goals

To provide the best possible mandatory and discretionary services

To empower employee innovation and productivity

BOCC Strategic Priorities

Service – Protect investments in capital by make the maintenance of existing infrastructure a priority

Service – Offer quality services in the most efficient and cost effective way

Innovation – A leader in the use of technology and innovation in the delivery of services

JCL Strategic Goals

Education: People will achieve higher levels of personal success through digital literacy

Convenience: People will experience library services and resources through the innovative use of technology

3. Please list the performance measures and/or budget drivers that are related to this request.

Low service disruptions due to technology

Overall productivity of the library

Usage of hardware of patrons

Digital resourcing of all library staff

4. What is the impact if this request is not approved? What alternatives have been considered?

Impact

- The current IT team will not be able to maintain service level for staff
- Patron service level may be impacted
- Lower advancements in technology solutions

Alternatives

- Outsourcing IT needs on an ad hoc basis
- Reduce technology for staff (reduce service levels and product knowledge)
- Reduce technology for patrons (reduce service levels)

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Request for Additional Resources - Personnel**

Type here

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

The library will continue to scale support staff as appropriate and on a conservative level. This will increase capacity to only support the new Monticello branch, it will not add overall capacity to the department.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

Financed within current Monticello plan

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Currently this group operates in a prioritization and ticketed system in order to meet the needs of the library. They service all branches and all employees. This will ensure that as a new branch opens there will not be a significant drop in service level agreements. As this is an infrastructure position, it has an impact on every department as soon as the Monticello branch opens.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

We looked at the current ticketing level of IT and response levels. We also looked at statistics that state we have a 1:2.6 ratio with current department and branches. If we did not add staff it would turn to a 1:2.8 ratio.

9. Please explain operational efficiencies gained with the approval of this request.

IT would increase efficiencies and effectiveness. The current staff is set up to support the 13 branches that are currently open. With the opening of a new branch the team would be spread too thin and unable to service 14 branches appropriately.

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Request:	Branch Manager/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing, including a manager to run the building, as we do in our other library locations.

This request is for one grade 16 Branch Manager.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

A manager needs to be on site to oversee the facility, manage staff, as well as manage the services of the Library. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a

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drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with staff already employed.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For managers, time is needed to manage and coach staff, handle building operations and problems, communicate with patrons as necessary, and build relationships with the community. We consider the span of control and want to ensure one manager is not managing too many people.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

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Request:	Assistant Branch Managers/Monticello	Major Service:	Branch & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for two grade 15 Assistant Branch Manager. One to manage clerks, the other to manage pages.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

Assistant Branch Managers are required to back up the manager who cannot be on site all open hours, to manage staff, as well as manage the services of the Library. This library will provide access to collections and programming as well as technology that supports and enriches our

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community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted. Assistant Branch Managers manage the materials handling of the building, ensuring materials are checked in, shelved, and looking inviting for our patrons.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add _____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with staff already employed.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For managers, time is needed to manage and coach staff, handle building operations and problems, communicate with patrons as necessary, and build relationships with the community. We consider the span of control and want to ensure one manager is not managing too many people.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

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Request:	Information Services Librarian/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for one grade 15 Librarian.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location. If this position is not filled, we will not be able to offer programming either.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

We are requesting a Librarian for this building in addition to managers. Exempt staff back up managers in cases of emergencies and can help fill scheduling crises more easily than non-exempt staff. This library will provide access to collections and programming as well as

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technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted. The IS Librarian will cover a service point as well as provide assistance to patrons with technology and research. They will also provide programming and outreach to the area community.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add _____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with staff already employed.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For librarians, time is needed to plan programs, provide outreach, and build relationships with the community.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

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Request:	Information Specialist	Major Service:	Branch & Systemwide
On-Going/One-Time:	On-going	Funded:	By .75 increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

This request is for four FTE grade 14 Information Specialists.

We are seeking these positions to provide additional public service support in our current library facilities. The management team has spent the last 15 months looking at our capacity. It has been determined that Managers spend anywhere from 10 to 20 hours of their time on public service desks, serving the public. Because of this time spent they are not able to do other work. We are looking for a way to get time back for our managers. We have identified a need to provide desk coverage as one avenue to do that.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The Johnson County Library has a current Strategic Plan and our Library Director has been asked by his board to ensure that the plan gets operationalized. Managers are needed to implement the work of this strategic plan. The impact to our patrons is far greater by implementing our plan than having managers directly work the public service desk.

3. Please list the performance measures and/or budget drivers that are related to this request.

The Library received a mill increase in 2016. We are using this increased revenue to enhance our services to our patrons. This includes building a new building and expanding others. The cost for managers to cover public service desks is far greater than a grade 14 employee. We want to make the best use of our staff and the money we have.

4. What is the impact if this request is not approved? What alternatives have been considered?

The impact of not filling these requests is that managers will have to continue to work the desk to ensure coverage. We will be slower to get our plan implemented. We have looked at other things for managers to give up. Hiring, for example, takes a lot of time. We have asked for an additional HR staff person to assist with this function, which would free up manager time. We are asking managers to consider alternate staffing models, scheduling tools, and to re-prioritized their work. Emergencies constitute the highest reasons for managers working the desk. There is not enough staff to fill in for emergencies. JCL has approximately a 10 -12% absenteeism rate. Additionally, staff has been here for a long time and therefore have lots of vacation to use. These holes create issues for managers.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				

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Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

Additional Information Services staff would provide additional coverage for some of our busiest locations, allowing managers more time to work strategically. We have asked managers to consider the Network Talent Model, identifying how much time is spent in management, leadership and task work. Unfortunately, up to 40% of their time is spent on task work. We are looking at a variety of ways to alleviate this situation and spend more time on the strategic operations of this organization.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Because of the Volunteer Retirement Incentive Program, the Library lost 25 people. We have slowly been able to rehire those positions and we have done so in as strategic a manner as possible, re-evaluating each position to ensure its need and value to the organization. We have already turned some positions into clerks and Information Specialists to meet these needs. We have come up with a complex method to evaluate staffing needs. At its simplest, we need approximately 2.5 FTE to cover each service point for all the open hours we have. If we don't meet that number then then we must curtail hours or close a service point. Neither is of benefit to our patrons.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

See above. We try to estimate for sick and vacation time, off desk time for staff to do other work, and meeting attendance. We have mapped out each location, done staffing studies to check our assumptions, and used all relevant data possible. We track the kinds of questions we receive, how we spend time helping our patrons. For the most part, questions and inquiries can be handled by grade 13 and 14 positions. Using grades 15 and 16 (and sometimes higher grades) is not a good use of those position.

9. Please explain operational efficiencies gained with the approval of this request.

By filling this request, the right staff will be handling day to day patron service. Managers are freed up to pursue more strategic endeavors to move our whole organization forward.

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Request:	Information Specialist/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for 5 FTE grade 14 Information Specialists

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational. The new building will feature new technologies. Staff will be needed to assist patrons with this.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location. If these positions are not filled, we will not be able to offer programming or provide outreach into the community.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

We are requesting 5 FTE of Information Specialists. We want to ensure that we have enough staff to cover our service points and provide programming. In addition, we want to be able to

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get out into the community and meet patrons where they are. The building will have two floors to staff and will feature new technology and lots of meeting space. Staff will be needed to assist with these services. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For youth staff, time is needed to plan programs, provide outreach, and build relationships with the community, especially visiting local schools.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

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Request:	Youth Services Librarian/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for two grade 15 Youth Librarians.

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location. If this position is not filled, we will not be able to offer kids programming either.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

We are requesting librarians for this building in addition to managers. Exempt staff back up managers in cases of emergencies and can help fill scheduling crises more easily than non-exempt staff. This library will provide access to collections and programming as well as

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technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted. The YS Librarians will cover a service point as well as provide assistance to our young patrons and parents. They will also provide programming and outreach to the area community. This area of the county has a large percentage of young families. Much of the programming being planned for this location will be geared to them.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add _____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with staff already employed.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For librarians, time is needed to plan programs, provide outreach, and build relationships with the community, especially visiting local schools.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Youth Services specialist/Monticello	Major Service:	Branches & Systemwide Services
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for 5.5 FTE grade 14 Youth Services Specialists

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational. There is a strong young family presence in this neighborhood. Having staff that specializes in serving young children will be critical.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at other locations to pull them to this location. If these positions are not filled, we will not be able to offer kid's programming either though there will be a strong demand for it.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

**FY 2018 Budget
Request for Additional Resources - Personnel**

We are requesting 5.5 FTE of youth specialist. We want to ensure that we have enough staff to cover our service points and provide programming. In addition, we want to be able to get out into the community and meet patrons where they are – such as schools. This area of the county has a large percentage of young families. Much of the programming being planned for this location will be geared to them. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For youth staff, time is needed to plan programs, provide outreach, and build relationships with the community, especially visiting local schools.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing service to more people and more conveniently.

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Request for Additional Resources - Personnel**

Request:	Clerk II/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for 12 FTE grade 12 Clerk II

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational. The new building will feature a drive up window, an additional service point that requires more staffing. In addition, we hope to have it open expanded hours to be more convenient to our patrons. Clerks manage the materials handling in our locations, ensuring patrons get the items they have requested in a timely manner.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at this and other locations to staff this location. If these positions are not filled, we will not be able to staff a drive up window. We will have trouble meeting patron demand for materials.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

**FY 2018 Budget
Request for Additional Resources - Personnel**

We are requesting 12 FTE of Clerk IIs. We want to ensure that we have enough staff to cover our service points and provide good customer service. The building will have two floors to staff. Staff will be needed to cover service points and ensure efficient materials handling. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add _____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For clerks, time is spent on materials handling and public service. It is physical work and we want to ensure we have enough staff so as not to cause injury.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing more convenient service to more people.

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Request for Additional Resources - Personnel**

Request:	Clerk I/Monticello	Major Service:	Branches & Systemwide
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for 7.8 FTE grade 11 Clerk I (pages)

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3-mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational. The new building will feature a drive up window, an additional service point that requires more staffing. In addition, we hope to have it open expanded hours to be more convenient to our patrons. Clerks and Pages manage the materials handling in our locations, ensuring patrons get the items they have requested in a timely manner and that material is placed back on the shelves for browsing.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at this and other locations to staff this location. If these positions are not filled, we will not be able to staff a drive up window. We will have trouble meeting patron demand for materials.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

**FY 2018 Budget
Request for Additional Resources - Personnel**

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

We are requesting 7.8 FTE of Clerk Is (pages). We want to ensure that we have enough staff to cover our service points and provide good customer service as well as to handle all the materials. The building will have two floors to staff. Staff will be needed to cover service points and ensure efficient materials handling. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For clerks and pages, time is spent on materials handling and public service. It is physical work and we want to ensure we have enough staff so as not to cause injury.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing more convenient service to more people.

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**FY 2018 Budget
Request for Additional Resources - Personnel**

Request:	Custodians/Monticello	Major Service:	Admin
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run the building, as we do in our other library locations.

This request is for 2 FTE grade 12 Custodians

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

The population growth in this area of Johnson County has been steadily increasing over the last 10 years and there is currently no library service in this part of the county. Patrons must travel 5-10 miles to get services now which is outside our goal of providing library service within a 3 mile radius of population. It will meet strategic needs by providing service to this population that is convenient as well as educational. Custodians will be needed to maintain the cleanliness of the building. We are asking for two FTE to support the growth of the organization overall.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of this location. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

We will not be able to open the building. Alternatively, we would have to curtail hours and/or services at this and other locations to staff this location. If these positions are not filled, we will not be able to staff a drive up window. We will have trouble meeting patron demand for materials.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

We are requesting 12 FTE of Clerk IIs. We want to ensure that we have enough staff to cover our service points and provide good customer service. The building will have two floors to staff.

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Staff will be needed to cover service points and ensure efficient materials handling. This library will provide access to collections and programming as well as technology that supports and enriches our community's lives. The building will also have a drive up window, potentially with extended hours for the convenience of our patrons, if staffing is granted.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed off public service points to work on projects, attend meetings, and check email. For clerks, time is spent on materials handling and public service. It is physical work and we want to ensure we have enough staff so as not to cause injury.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing more convenient service to more people.

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Request:	Courier	Major Service:	Branches & Systemwide Services
On-Going/One-Time:	On-going	Funded:	.75 mill increase
Priority:		PRC Rank:	

1. Please provide a brief summary of this request.

We will be opening a new building in mid-2018. This will be a two-story, 30,000 sq. ft. building, the second largest in our system. We need staffing to run and maintain the building, as we do for our other library locations.

This request is for 1 FTE grade 11 Courier

2. Place an X next to the goal of the request and explain how the request will meet the Department and BOCC strategic goals.

Maintain Existing Service Enhance Existing Service Implement New Service

We are opening a new building, adding to our current infrastructure. We are seeking a courier position to help move the additional materials that will be added to our collection. The addition of a new building impacts the courier routes and the amount of work those staff must accomplish. This position will also assist as we get the new Lenexa location open.

3. Please list the performance measures and/or budget drivers that are related to this request.

The BoCC has approved the building of Monticello. We must staff it. It is part of our Library Master Plan and will be funded through the recent mill increase as well as the sale of bonds.

4. What is the impact if this request is not approved? What alternatives have been considered?

By not approving the request for an additional courier position, we would have to consider alternatives to transporting materials to and from this location. Times of delivery, and ultimately patron satisfaction could be impacted, as we would have to use existing resources.

Request	Requested FY 2017	Budget FY 2017	Requested FY 2018	Projected FY 2018
Agency Revenues				
Expenditures				
Total County Support				

5. How would this request aid in accomplishing the goals of the organization, service, function, or activity? How will this request help the department or the organization reach the goals of the County's and Department's strategic plan?

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Goal 6 of our Strategic Plan is that our patrons will find staff, materials, and services convenient to their needs. If material is not in the building or slow to get the building, patrons will not have as satisfying an experience. We want to ensure they have the best experience possible.

6. Outline how the positions will be financed and what additional operating costs are included in the request.

The funding comes from a mil increase for the library district. This request will add ____ to the Library Operating budget and will have ongoing salary and benefit costs.

7. Discuss the staffing plan used in this department/work group. How does this request align with that plan? How does this request impact the duties of other employees in the department/work group? If the request affects another department, please explain.

Staffing for each building is based on number of open hours, square footage, number of service points, amount of collection, programming, and covering other services such as assisting patrons use technology. Staff has created a staffing plan for the Monticello branch and these requests are part of that plan. JCL already has the minimum staffing levels necessary to operate our buildings at a safe level. We cannot staff a new building with existing staff without significantly impacting services at our other locations.

8. What best practices, industry standards, or models were used to develop the request and evaluate the staffing and service needs? Please discuss applicable staffing standards, if available.

Requests also take into consideration vacation and sick time as well as time needed to attend meetings and check email.

9. Please explain operational efficiencies gained with the approval of this request.

We cannot use current staff to staff a new building; there are simply not enough staff unless we curtail hours and/or services at other locations. By opening a new building in this neighborhood, JCL is providing more convenient service to more people.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 8, 2016

Issue: Consider approving a new storm water drainage easement on the Monticello Library property.

Background: The Monticello branch facility will be served by a new storm water drainage easement. The document by which that easement will be created follows this briefing sheet and is presented to the Board for approval. The new easement, on the western boundary of the property, is shown on Exhibit A.

There are two easements that presently run through the land at the Monticello Library site:

1. an active storm water drainage easement
2. is an unused utility easement

These easements will be vacated once the new storm water drainage facility is constructed.

Analysis: Moving the storm water line is amenable to the City of Shawnee and will allow the Library to build the Monticello building in a way that doesn't require building over a storm water line. Library and County Facilities have worked closely with staff at the City of Shawnee to work out the details of the new easement. If the Library Board and City of Shawnee approve the new easement, the Library will install a new storm water line at the new location, then remove the existing drainage line and utility conduit.

Alternatives: 1) Approve the recommendation. 2) Not approve the recommendation.

Legal Review: Library Legal Counsel have reviewed the easement documents.

Recommendation: Approve the new storm water drainage easement for the Monticello property.

Suggested Motion: I move to approve the new storm water drainage easement for the Monticello property.

Storm Drainage Easement

THIS CONVEYANCE is made on this ____ day of _____ 2016, by and between **Board of Directors of the Johnson County Library**, a Quasi-Municipal Corporation of the State of Kansas, its successors, administrators, and assigns, all of which are hereinafter collectively referred to as Grantor, and **CITY OF SHAWNEE, KANSAS**, a Municipal Corporation of the State of Kansas, its successors, administrators, and assigns, all of which are hereinafter collectively referred to as Grantee.

IN CONSIDERATION of the sum of One Dollar and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants and conveys unto Grantee a perpetual easement for the purposes of constructing, altering, extending, relocating, maintaining, and using public storm drainage facilities, including, but not limited to, storm sewers, drainage channels, tributary connections, and other appurtenances thereto in any part of said Storm Drainage Easement, over, under and through the following described real estate lying and situated in the County of Johnson, State of Kansas, to-wit:

SEE **EXHIBIT "A"** ATTACHED HERETO

AND INCORPORATED HEREIN

THIS REFERENCE

THIS STORM DRAINAGE EASEMENT is executed, delivered, and granted upon the following conditions and considerations:

1. Grantor understands and agrees the storm drainage facilities authorized hereunder shall be, in every respect, managed by Grantee as a public improvement as if laid in one of the dedicated streets of the City of Shawnee, Kansas, and the right of the City, in its sole discretion, to demand the future relocation of any utility to be constructed and maintained in the future within this Easement, with the cost of such relocation to be paid by the utility.
2. The rights granted herein shall not be construed to interfere with or restrict Grantor from the use of the described real estate with respect to the construction and maintenance of property improvements within this Easement so long as the same are so constructed as not to impair the strength or interfere with the use and maintenance of said storm drainage facilities.
3. Grantee, its employees and agents, shall have the right of ingress and egress at all times to enter upon the described real estate for the purposes herein described, using such reasonable route across Grantor's remaining real estate as Grantor may designate.
4. Grantor hereby waives and releases Grantee, its employees and agents, from any and all claims for damage, known and unknown, foreseen and unforeseen, arising by reason of the use of the described real estate for the purposes herein described; provided, Grantee shall restore any disturbed property to Grantor to a neat and presentable condition. All such restoration shall be completed as soon as reasonably practicable.
5. This Easement shall apply to all interests in the described real estate, now owned or hereafter acquired or assigned by Grantor or Grantee; this covenant to run with the land.

IN WITNESS WHEREOF, Grantor has authorized and caused this conveyance to be signed on its behalf by its Chair on the day and year first above written.

Board of Directors of the Johnson County Library

By: _____
Pamela Robinson, Chair

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF JOHNSON)

THIS INSTRUMENT was acknowledged before me on this _____ day of _____ 2016, by Pamela Robinson as Chair of the Board of Directors of the Johnson County Library, a Quasi-Municipal Corporation of the State of Kansas.

Notary Public

My Appointment Expires

EXHIBIT "A"

PARCEL NUMBER(S) NOT APPLICABLE TO EASEMENT; LARGER PARCELS ON WHICH EASEMENT IS LOCATED HAVE KANSAS UNIFORM PARCEL NUMBERS OF 0460451502403001010 AND 0460451502404002000.

SITUS ADDRESS: 22435 W. 66th St., Shawnee, KS 66226

OWNER: Board of Directors of the Johnson County Library

MAILING ADDRESS: 9875 W. 87th Street, Overland Park, KS 66212

LEGAL DESCRIPTION:

A Storm Drainage Easement being a part of Lot 23, MONTICELLO CENTER THIRD PLAT, and part of Lot 27, MONTICELLO CENTER FOURTH PLAT, both being subdivisions in the City of Shawnee, Johnson County, Kansas, being more particularly described as follows:

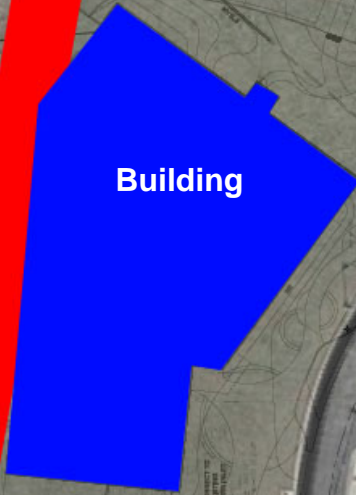
COMMENCING at the Southwest corner of said Lot 27; thence North 01°49'30" West, along the West property line of a tract of land recorded in a deed in Book 201011 at Page 001121, a distance of 45.11 feet, to the **POINT OF BEGINNING**; thence North 01°49'30" West, continuing along said West property line, a distance of 471.49 feet; thence North 85°45'15" East, departing said West property line, a distance of 54.34 feet; thence North 77°45'22" East, a distance of 17.32 feet, to a point on the Southerly Right-of-Way line of Silverheel Street (West 66th Street), as now established per Book 200912 at Page 002986; thence North 88°07'14" East, along said Southerly Right-of-Way line, a distance of 37.63 feet; thence North 09°57'49" East, continuing along said Southerly Right-of-Way line, a distance of 5.11 feet, to a point on a non-tangent curve; thence Easterly, continuing along said Southerly Right-of-Way line, along a curve to the right, having a radius of 395.00 feet, a central angle of 00°26'25", and whose initial tangent bearing is North 88°07'17" East, a distance of 3.03 feet; thence South 01°56'53" East, departing said Southerly Right-of-Way line, a distance of 17.69 feet; thence South 77°45'22" West, a distance of 57.49 feet; thence South 85°45'15" West, a distance of 36.57 feet; thence South 01°49'30" East, a distance of 452.59 feet; thence South 88°56'52" West, a distance of 20.00 feet, to the **POINT OF BEGINNING**, containing 11,175.48 square feet or 0.26 acres, more or less.

Silverhead St

Hilltop Dr

Great Clips

Bank of America
Financial Center



Building

new
easement

existing
easements