



Library

**Board Report
February 8, 2018**

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, FEBRUARY 8, 2018
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. Board Chair, Nancy Hupp
 - a) Welcome to Commissioner Shaffer
 - C. Friends of the Library, Marsha Daley
 - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer & Steph Neu
 - E. Liaison, Board of County Commissioners, Ron Shaffer
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) Patron Confidentiality, Privacy and Communication
 - b) Children’s Internet Protection Act (CIPA)
 - B. County Librarian Report
 - 1. Finances and Statistics – Nicki Neufeld5
 - a) New Statistical Report – Adam Wathen12
 - 2. Strategic Plan – Sean Casserley
 - a) Trimester Report – Tricia Suellentrop15
 - b) KU Public Engagement Survey
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Monticello update24
 - b) Lenexa City Center update28
 - c) Blue Valley update32
 - i. Blue Valley Literary Park – Rick Wise, Clark Enersen
 - 4. Updates – Sean Casserley
 - a) Public Library Association (PLA) Conference, Philadelphia, 3/20-3/24
 - b) Olathe/JCL Library Report42
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the January 11, 2018 Library Board meeting58
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts72
 - 2. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2017 were handled in accordance with library and County policy.
- b) The December 2017 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

C. Gift Fund Report

- 1. Treasurer's Report73

VI. New Business

- A. Board Action: Consideration of renewal of the Interlocal Agreement with Olathe Public Library74
- B. Board Action: Consideration of ARM 20-20-2083

VII. Adjournment

Motions

Consent Agenda

Suggested Motion: I move to approve the consent agenda.

Consideration of renewal of the Interlocal Agreement with Olathe Public Library

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of interlocal cooperation agreement with the Olathe Public Library through December 31, 2018.

Consideration of ARM 20-20-20

Suggested Motion: I move that the Library Board of Directors approve the revised ARM 20-20-20, "Confidentiality of Patron Records".

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
12/31/2017 (Preliminary)
100% of year lapsed

OPERATING FUND

	2017	
Programs	Budget	
Revenue	2,025,288	
Administrative Services		
Information Technology		
Collection Development	300,000	
Branch/Systemwide Services		
Transfer to Capital Projects	1,610,288	
Interfund Transfers	115,000	
TOTAL OPERATING FUND EXPENDITURES	<u>\$2,025,288</u>	
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$0</u></u>	

SPECIAL USE FUND

	2017	
	Budget	
Revenue:	3,583,750	
Expenses:		
Contractual Services (General Maintenance)		
Commodities (Capital Equipment)		
Transfer to Debt Payment		
Transfer to Debt Payment - CLMP	869,097	
Transfer to Capital Projects	2,714,653	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$3,583,750</u>	
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$0</u></u>	
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$0</u></u>	

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT
12/31/2017 (Preliminary)
100% of Year Lapsed

REVENUE ALL FUNDS	2017 Year to Date	2017 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	29,263,481	29,255,726	100%	100%
Ad Valorem Delinquent	280,435	278,294	101%	140%
Motor Vehicle	2,897,077	2,987,490	97%	102%
Library Generated - Copying/Printing	100,128	97,309	103%	104%
Library Generated - Overdues / Fees	606,186	777,365	78%	86%
Sale of Library Books	50,000	57,832	86%	100%
Misc Other	540,925	340,753	159%	178%
Library Generated - Other Charges	79	3,570	2%	53%
Investment	162,683	76,791	212%	206%
Unencumbered Balance Forward	0	42,092	0%	0%
Recreational Vehicle Tax	14,233	7,956	179%	152%
Commercial Vehicle Tax	55,502	68,114	81%	117%
Heavy Trucks Tax	2,306	2,588	89%	73%
Rental Excise Tax	32,953	31,710	104%	102%
State and Federal Grants	132,153	247,260	53%	57%
TOTAL REVENUE	34,138,142	34,274,850	99.60%	101%

Expenses ALL FUNDS with Collection Encumbrance	2017 Year to Date	2017 Budget	% Categories Expended
Salaries and Benefits	13,762,694	15,918,347	86%
Contractual Services	3,189,635	5,075,450	63%
Commodities	3,307,833	4,173,950	79%
Risk Management Charges	68,733	92,494	74%
Capital / Maintenance / Repair	4,109,684	4,092,493	100%
Transfer to Debt Payment	965,848	975,847	99%
Transfer to Capital Projects	3,587,750	3,583,750	100%
Grants	132,676	247,260	54%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	29,124,853	34,274,850	85%

Revenue - Expenses as of November 30, 2017 5,013,290

RESERVES ALL FUNDS	As of 12/31/17
Reserves Operating Fund	4,814,395
Reserves Special Use Fund	844,845
Total JCL Reserves as of 12/31/2017	<u><u>5,659,240</u></u>

Scheduled Replacement Account

(Preliminary)

-	<u>REVENUE RECEIVED TO DATE</u>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
Total Revenue	<u>2,179,250</u>
	2017
Contractual Services	1,463,575
Building Repair	55,037
Architectural Services	18,000
Furnishings and Office Equipment	73,032
HVAC	153,583
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,738
AED Equipment	10,913
	<u>1,878,540</u>
	<u><u>300,710</u></u>
Budget Remaining	<u>300,710</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
12/31/2017 (Preliminary)
100% Year Lapsed

OPERATING FUND	2017	2017	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,865,673	5,474,228	71%
Information Technology	2,123,685	2,188,111	97%
Collection Development	3,575,590	3,596,190	99%
Branch/Systemwide Services	12,997,678	13,617,272	95%
Risk Management Charges	92,383	92,494	100%
Grants *	135,051	247,260	55%
Transfer to Capital Projects	4,092,493	4,092,493	100%
Interfund Transfer	198,336	198,336	100%

TOTAL OPERATING FUND EXPENDITURES	27,080,889	29,506,384	92%
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* Includes expenditures for 2017 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2017	2017	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	138,548	16,305	850%
Commodities (Capital Equipment)	23,744	192,564	12%
Transfer to Debt Payment	965,848	975,847	99%
Transfer to Capital Projects	3,583,750	3,583,750	100%

TOTAL SPECIAL USE FUND EXPENDITURES	4,711,890	4,768,466	99%
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TOTAL EXPENDITURES	31,792,779	34,274,850	93%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
12/31/2017 (Preliminary)
100% Year Lapsed

ALL FUNDS

Categories	2017 Year to Date	2017 Budget	% Categories Expended
Salaries and Benefits	15,484,776	15,835,270	98%
Contractual Services	3,463,969	5,075,450	68%
Commodities	3,754,984	4,169,950	90%
Risk Management Charges	92,383	92,494	100%
Capital / Maintenance / Repair	4,109,684	4,092,493	104%
Transfer to Debt Payment	965,846	975,847	99%
Transfer to Capital Projects	3,587,750	3,587,750	100%
Grants	135,051	247,260	55%
Interfund Transfer	198,336	198,336	100%

TOTAL EXPENDITURES	31,792,779	34,274,850	93%
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GRANTS*	Expenditures through 12/31/2017	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/2013	\$5,250.00	\$5,250.00	\$0.00
285000078	2017 State Aid Grant	State	2/22/2017	\$132,152.62	\$132,152.62	\$0.00

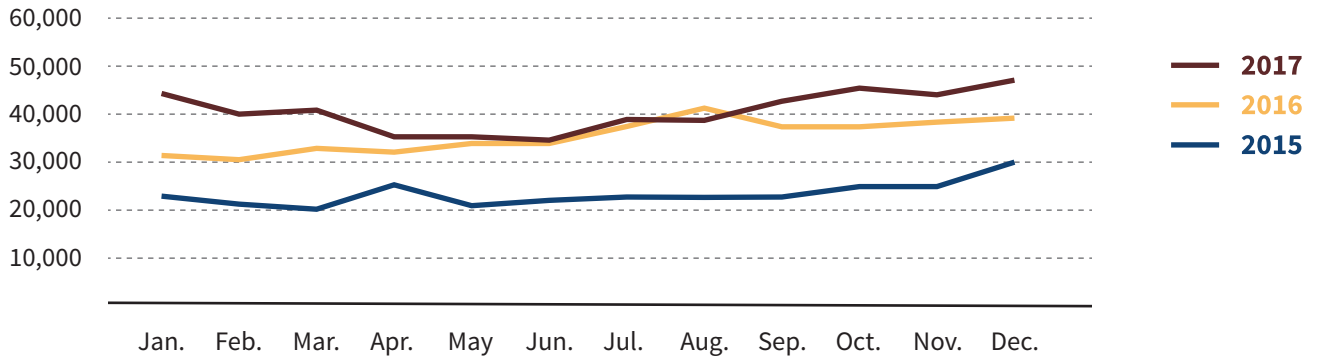
*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

Expenditure of Friends of the JCL Donations 2017

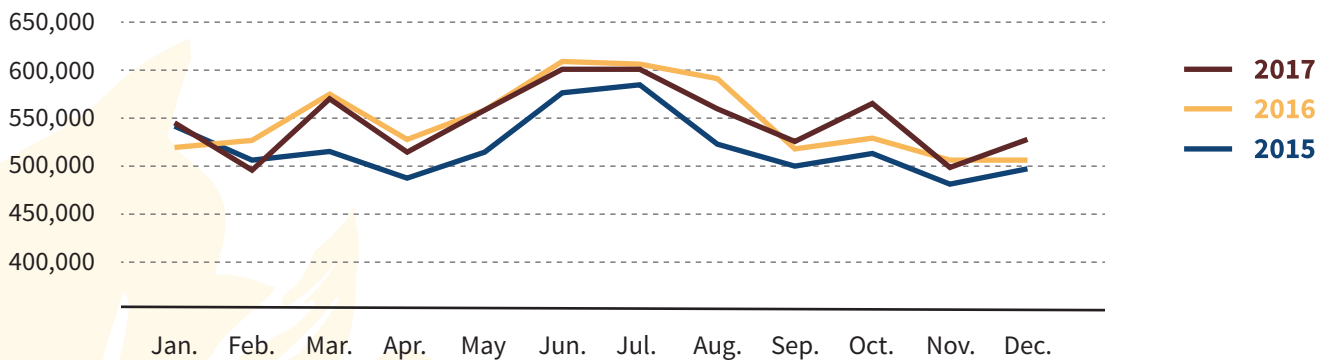
<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$4,437.23
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	4,159.51
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		0.00	0.00
Homework Help and Tudor.com		0.00	0.00
Summer Reading Club/Elementia		0.00	0.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Joint Board Meeting Expense		0.00	463.43
Board Travel Expences		0.00	1,011.92
Miscellaneous		0.00	1,065.23
Total Expenditures		\$ -	\$ 11,137.32

Core Operational Statistics

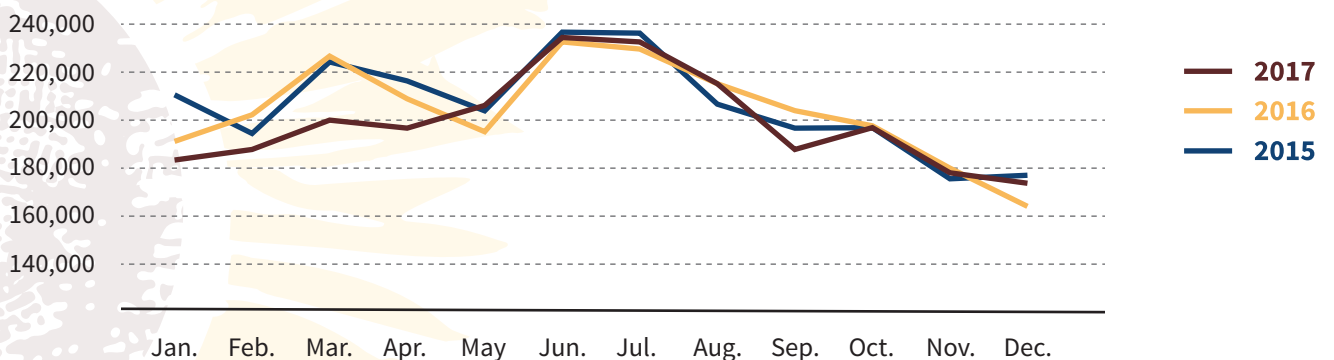
3 Year Digital Circulation Trend



3 Year Physical Circulation Trend

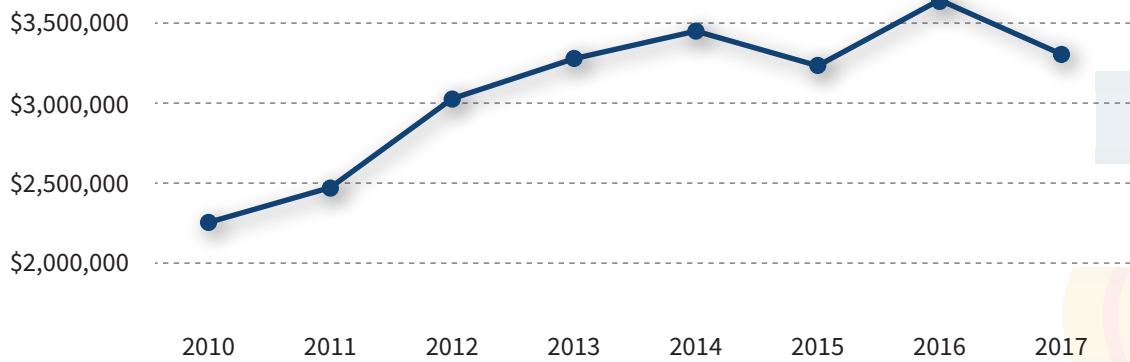


3 Year Visitation Trend

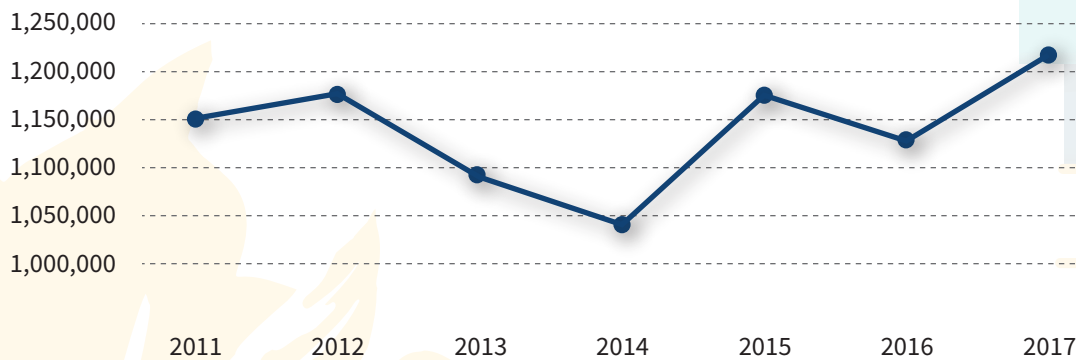


10 Year Trends Looking at Library Material

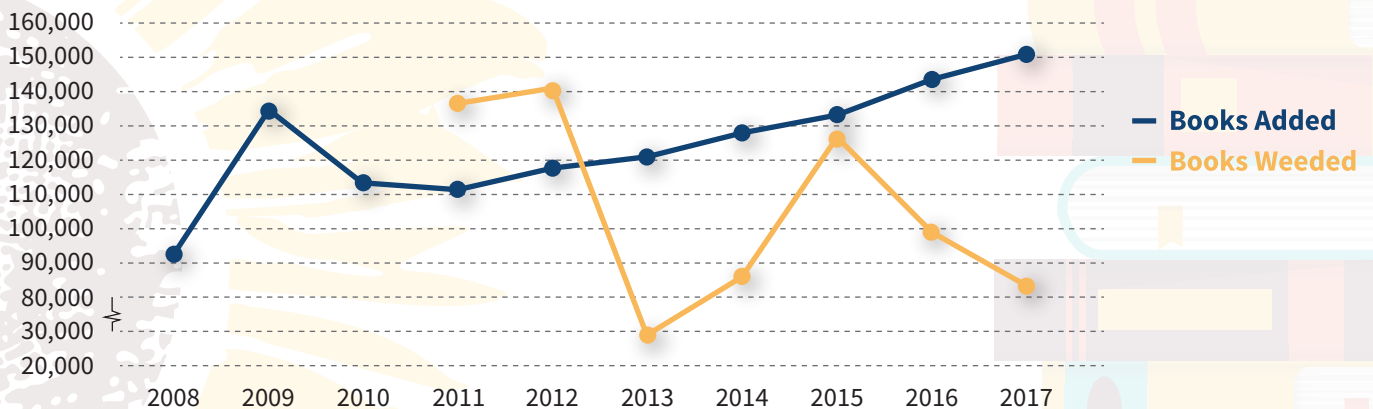
Total Money Spent on Library Material Each Year



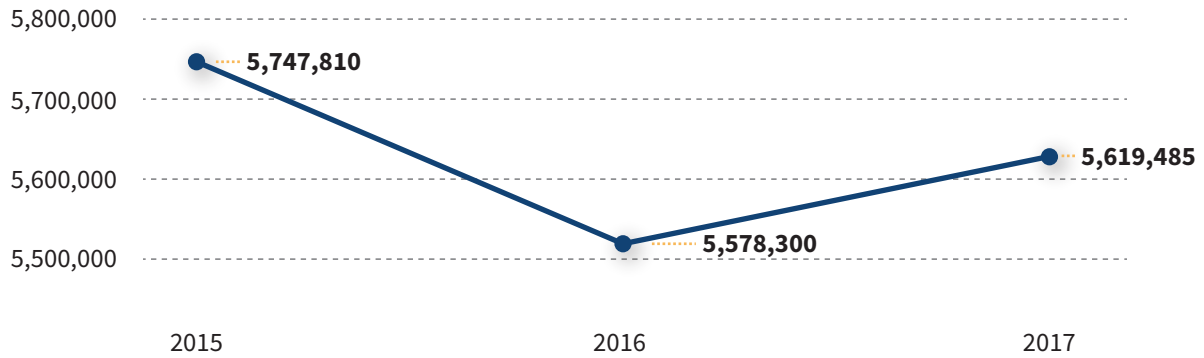
Number of Items in the JCL Collection



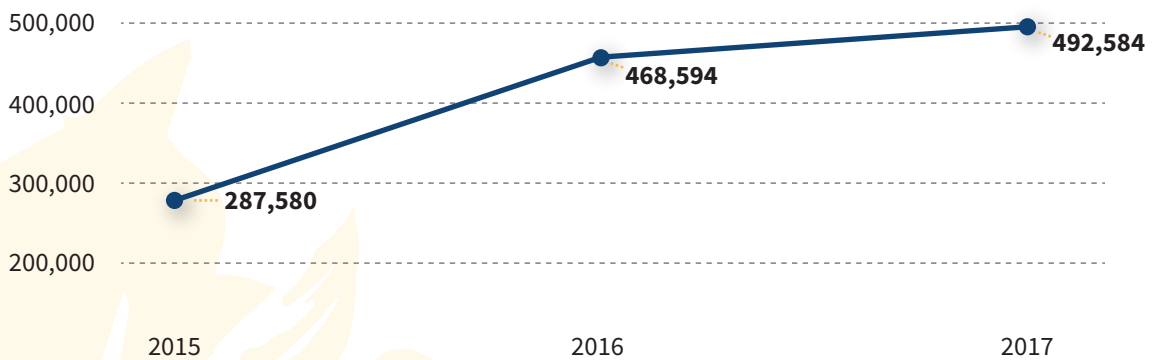
New Items Added and Weeded Each Year



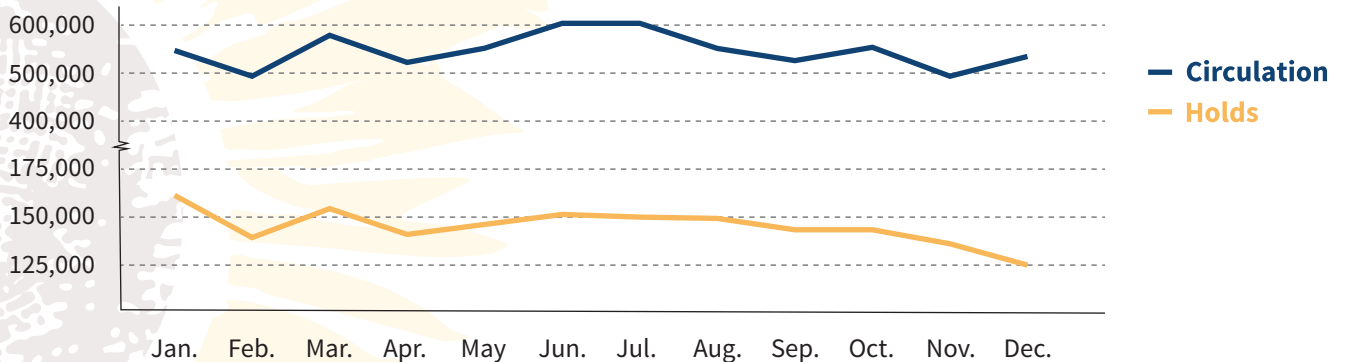
Total Web Traffic



Total E-Content Circulation



2017 Holds and Circulation



Strategic Plan Update

January – December 2017

JOHNSON COUNTY
KANSAS

Library

Education

Goal 1

Library staff will exemplify the brand promise in their interactions with people.

- Story time & school visits solution
- Monticello Groundbreaking
- Find It Here marketing campaign launch
- Rebranding of courier trucks
- Readers Advisory Genre class developed for staff
- Library Lets Loose



Education

Goal 2

People will achieve higher levels of personal success through digital literacy.

- Purchase, Implement, Operationalize use Central AV Training
- Educators Page
- Prototyping and testing for the launch of the blog
- Reserve a Room software migration completed
- Website and Web Catalog navigation alignment
- Coding Club



Education

Goal 3

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

- KC Fringe Festival
- Youth Services Programming

Total attendance:

Early Lit: 15,629 Elementary: 4,122 Teen: 4,304

Total # of programs:

Early Lit: 555 Elementary: 164 Teen: 95

- Monthly book club, Anime Festival, Race Project, Shawanoe Site Council.
- Adult Services Programming
 - Total attendance 5,186 in Tri3 (2,025 in Q4)
 - Total # of programs 207 in Tri3 (115 in Q4)
- Civic Engagement bus tour
- Records Transparency w/ K-State and the State Archives
- Writers Conference
- Big Read
- Author visits



Community

Goal 4

People will connect and interact because of Library partnerships and collaboration

- County collaboration on volunteer management systems
- Library Night at the K. – Metro Wide
- Big Read – The Things They Carried – Tim O’Brien – Metro Wide
- Movies in the Park- 1,700+ in attendance
- 6-part Women & Money Series
- Monticello – Grand Opening – Planning phase
- Blue Valley Library & Literary Park – Literary Park study
- Arts Partnerships
- Adult programs
 - 3 Three author visits: E.K. Johnston, Tamara Agha-Jaffar and Mark Armato
 - 5 exhibitions at 4 locations
 - 1 writing contest
 - DOCU Day of 3 documentary films/series with film directors/producers
- Yale Club of Kansas City
- U.S. Army Command and General Staff College
- Friends Book Sale



Community

Goal 5

People will experience a welcoming library environment that meets their needs.

- Central - roof and east parking lot are complete. Communication department all at Central, installed glass petitions at CRL security gates
- Antioch – vacated office space turned into collaborative workspace and 2 system wide staff meeting areas
- Shawnee – Basement access, compressor replacement, tree removal & soil stabilization
- Edgerton, Spring Hill & DeSoto – security cameras
- Blue Valley – compressor replacement
- Corinth - Tree trimming and removal, south end of building stable
- Oak Park – Electrical
- Continued to unite marketing presences in the Guide, social, Web and paid media
- Core networking equipment upgrades
- Monticello – Construction phase – opening Q3 2018
- Lenexa City Center – Ground breaking phase



Convenience

Goal 6

People will find Library staff, materials and services convenient and easy to access.

- ADA compliance for web, videos and signage
- Monticello - Collection – planning and storage of materials
- Collections 2017 Operating Budget- expunged on 12-29-17
- Enterprise Chain Team – Team development – planning
- 16,018 people visited the MakerSpace
- Central Friends Bookstore is now selling supplies



Convenience

Goal 7

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

- Centralizing Human Resources
- Standardizing process's with handouts
- Absence Management in ORACLE
- Customer Experience – internal communication projects
- Learning Management System – Rollout and training
- Project Management Curriculum – 2nd group
- Adoption of ZenDesk – Customer Experience ticketing system
- Project management and technology support for the new Learning Management System
- Crucial Conversation – Assistant Branch Managers and System Wide Managers
- Monticello – Hiring – Posting & hiring of Assistant Branch Managers
- Volunteer Management Software – Procurement/RFP phase



Convenience

Goal 8

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

- Laptop Vending - vendor selection and procurement
- Enterprise Chain Team
- Enterprise Volunteer Management Software
- Collaboration with Staff Technology Liaisons
- Monticello – Technology – Procurement of technology phase



Monticello Library

Update – February 2018



Updates

- Construction Update
- Next Steps
- Timeline

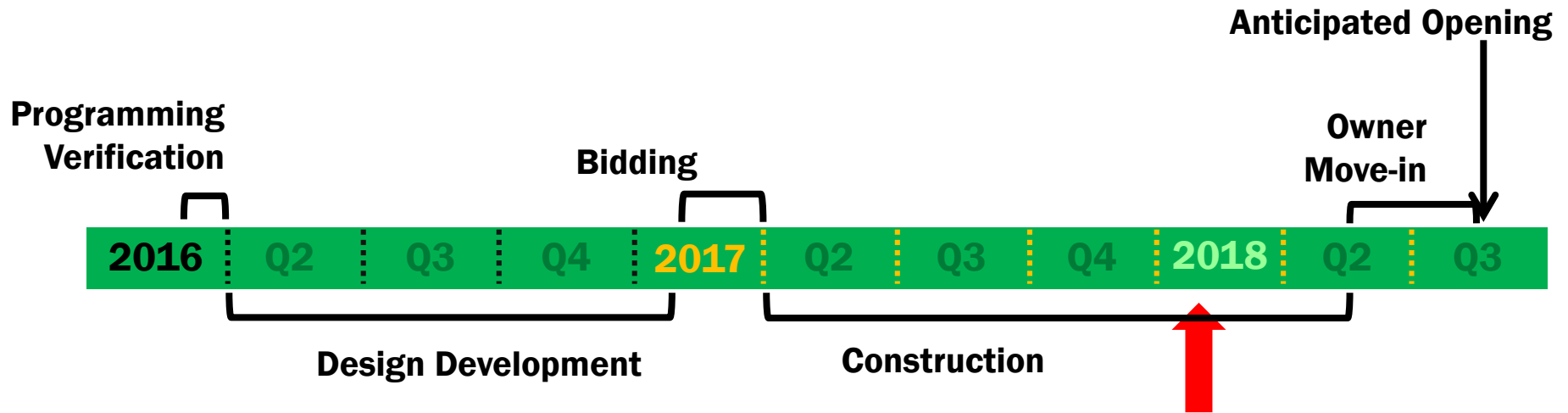


Next Steps

- Construction continues
- Hard Hat Tours – please contact Scott for details



Monticello Library Anticipated Timeline



Lenexa City Center Library

Update – February 2018



Updates

- Construction Update
- Next Steps
- Timeline

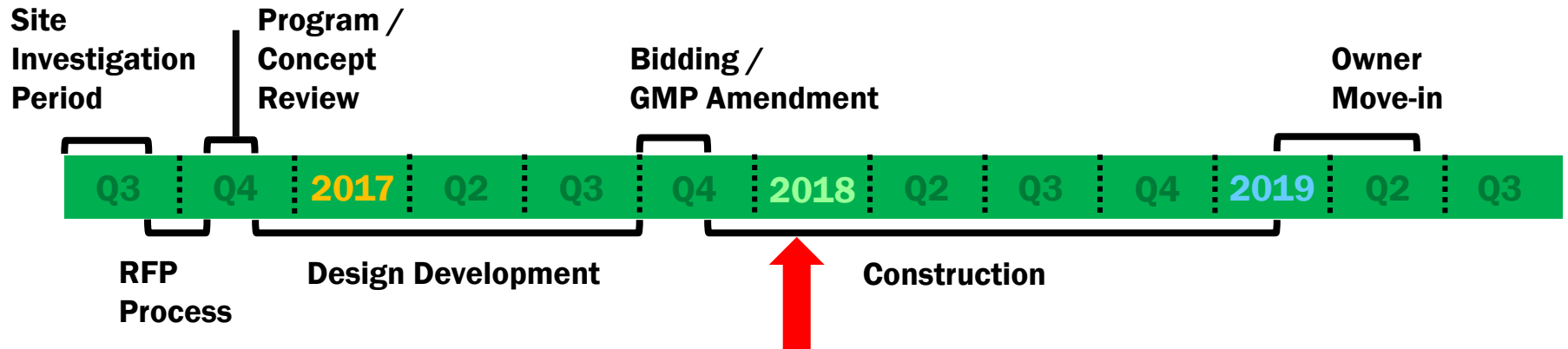


Next Steps

- Earthwork
- Footings and foundations



Lenexa City Center Library Anticipated Timeline





Blue Valley Library / Highland View Literary Park

February 2018 Board Meeting



Concept Development

What can help create "whimsy?"



texture



HEIGHT

SCALE



SOUND



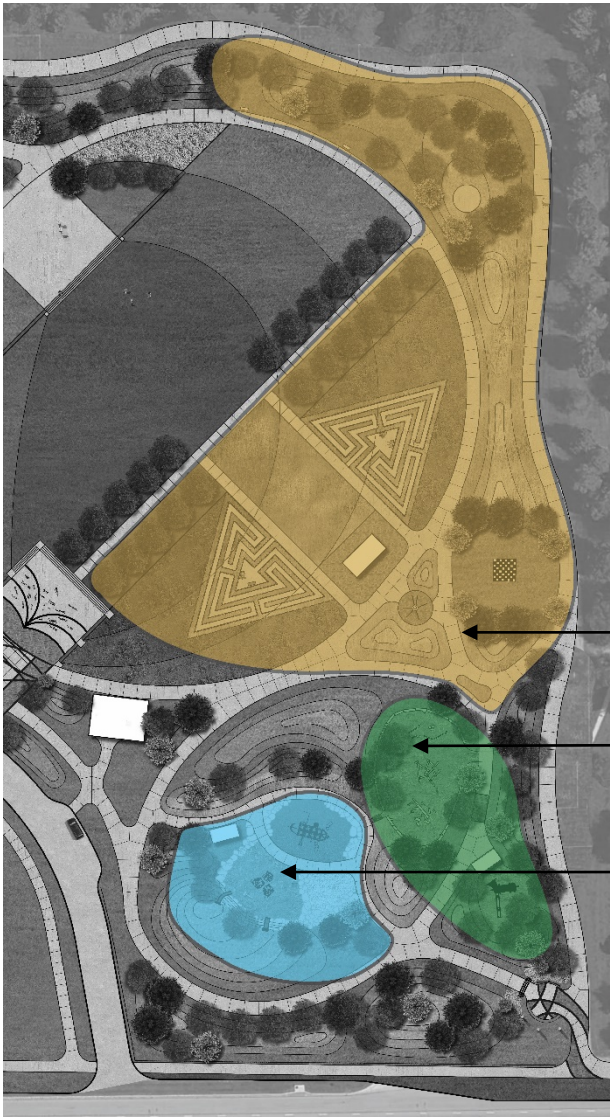
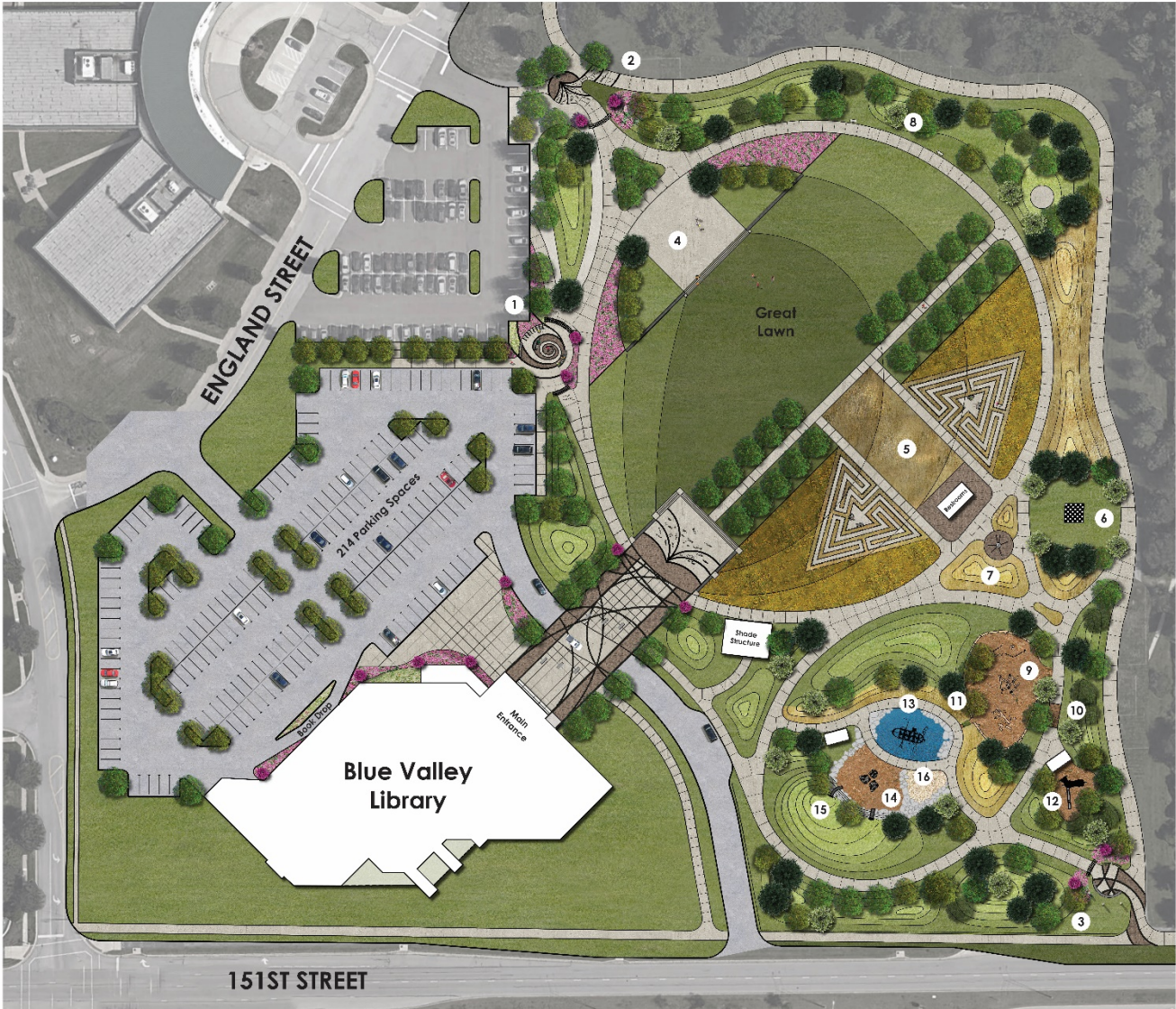
COLOR



scent



Literary Themed Zones



Literary Themed Play Zones:

- Peaceful Prairie
- Adventure Grove
- Rocky Shore

Master Plan Elements

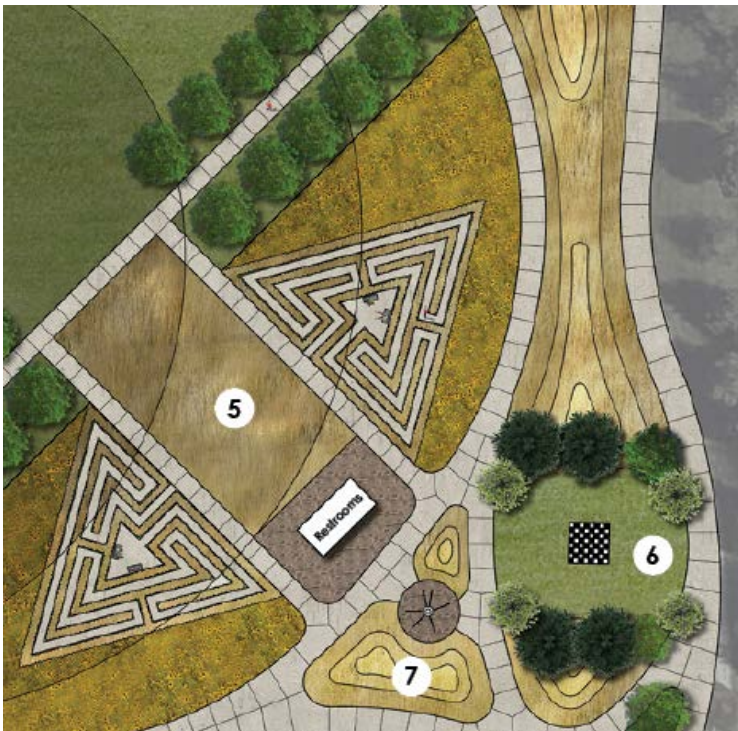


Great Lawn & Entrance

- Entry Plaza
- Rentable Shelter (close to parking)
- Restroom Building
- Offset Drive, Bollards & Speed Table
- 214 Parking Spaces
- Book Drop
- Overlook
- Parking Drop-off by Shelter



Master Plan Elements

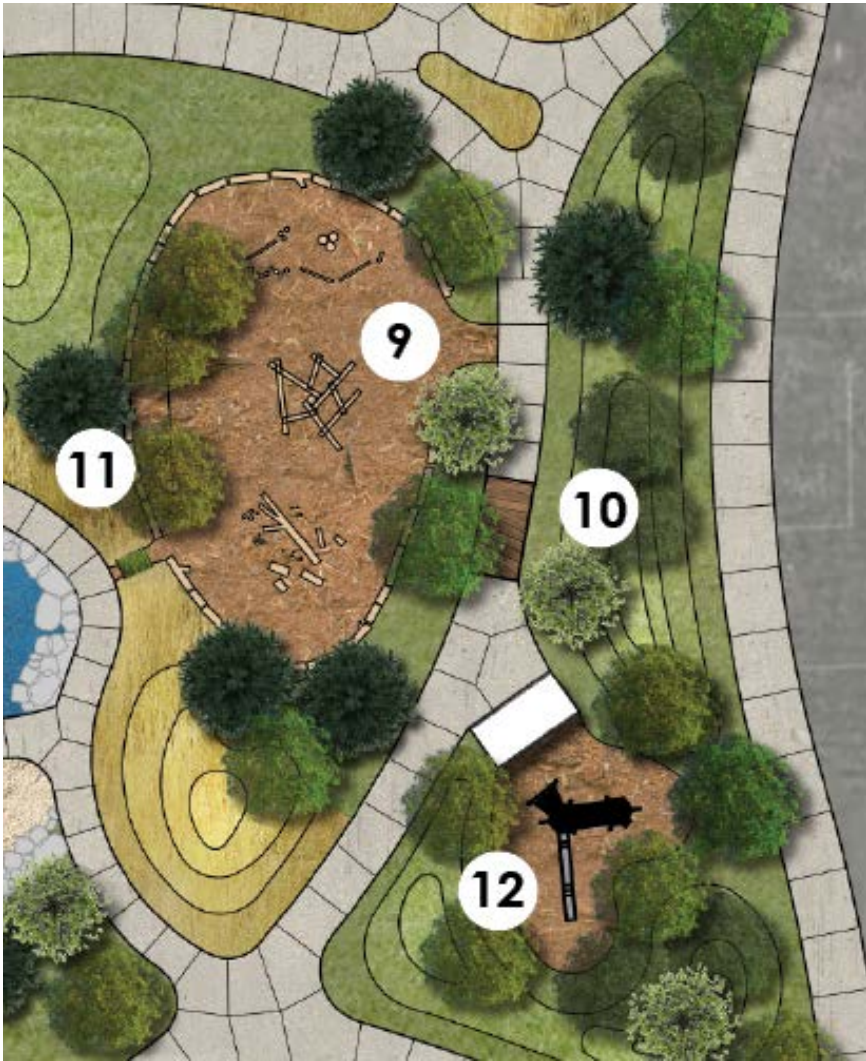


Peaceful Prairie

- 5. Prairie Trails
 - Labyrinths
 - Reading Nooks
- 6. Lifesize Yard Games
- 7. Interactive Book
- 8. Storybook Nook
 - Benches
 - Art Placeholder (at pinnacle of axis)



Master Plan Elements



Adventure Grove

9. Woodland Climbing and Forts



Central Fallen Log



Slacklines



Climbing Logs



Large Tree Blocks

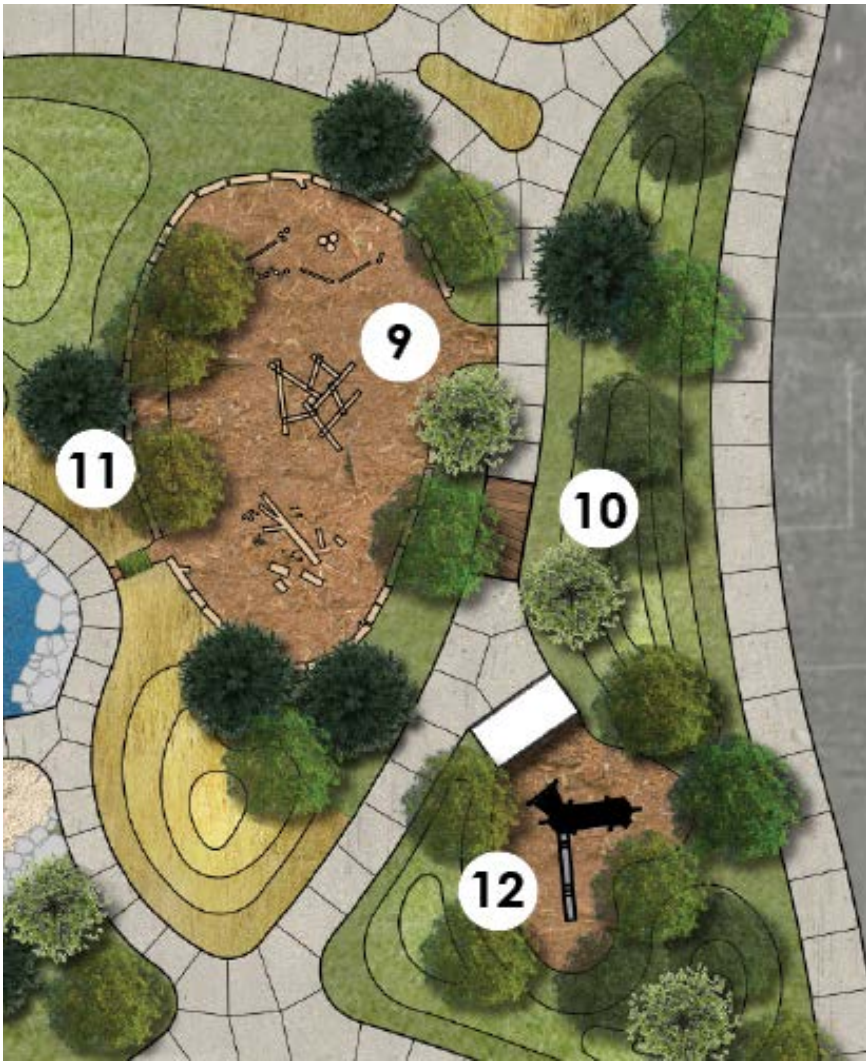


Balance Beams



Log Stumps

Master Plan Elements

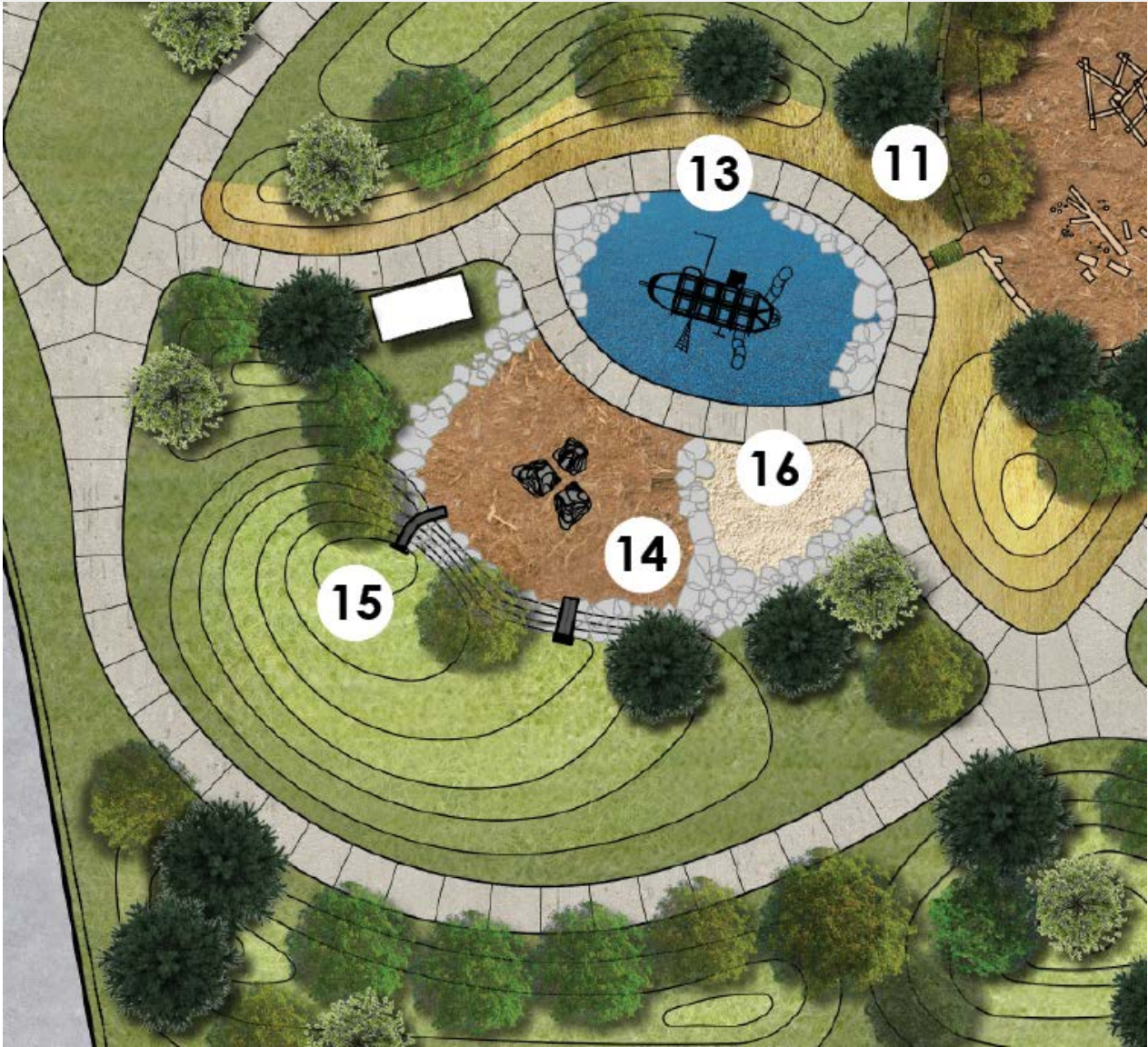


Adventure Grove

10. Clatter Bridge Boardwalk



Master Plan Elements



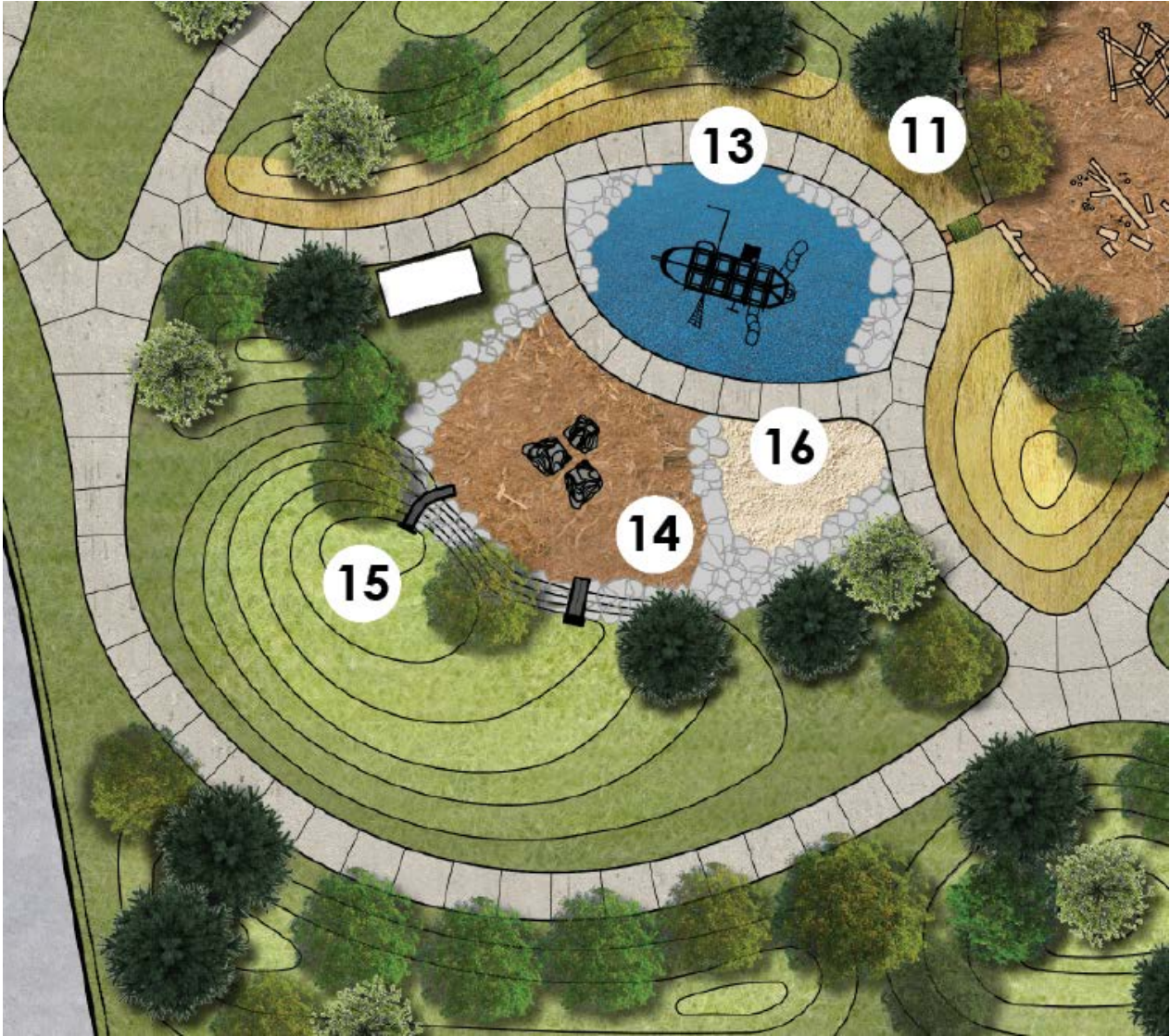
Rocky Shore

14. Rocky Rise

- Climbing Rocks



Master Plan Elements



Rocky Shore

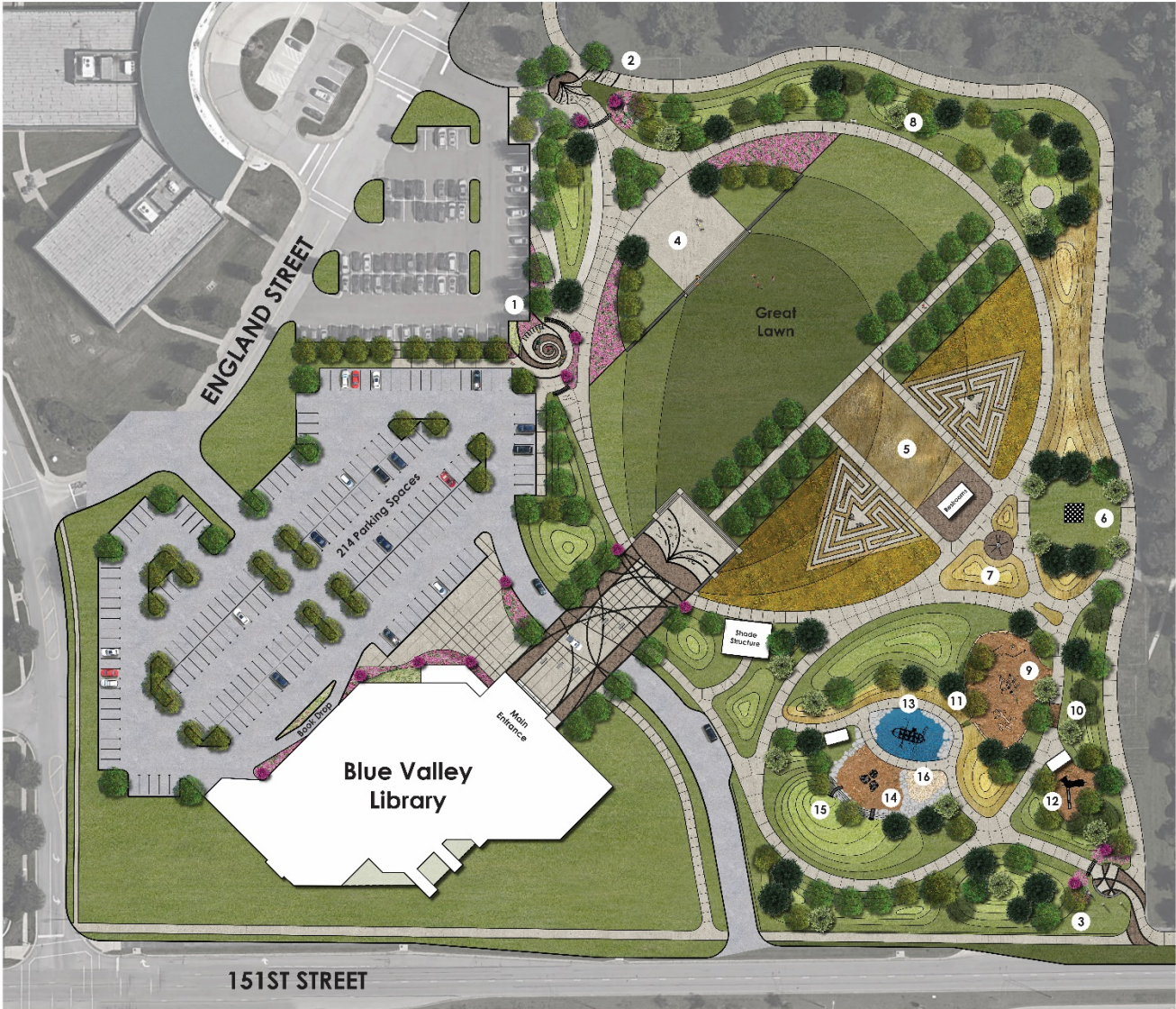
15. Hill Slide



Embankment Slides

- 4' Drop Double Slide
- 6' Drop Curved Slide

Master Plan



Johnson County Library and Olathe Library

Coordinating and Collaborating Services between our two library systems

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Our Values:.....	2
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Introduction

As Johnson County continues to grow and develop as a community, it has become more important for our two library systems to work more closely together and to look for opportunities to collaborate and coordinate services. The Memorandum of Understanding (MOU) has been the foundational document that the Johnson County Library (JCL) and the Olathe Public Library (OPL) have used to quantify the support we provide each other. This document outlines how we might take the next step to strengthen our working relationship.

Vision, Mission and Values

The first step we took was to reflect on our separate organizational vision, mission and values statements. It was important to understand the commonalities we share. With this understanding, we decided to draft a shared vision, mission and values statement that we will both operate under as we move forward together.

Our proposed shared vision, mission and values statements:

Our Vision:

We will be the most customer-focused public library in the nation. Our community will thrive intellectually, economically and culturally. Our region will be a vibrant place to live, work and play.

Our Mission:

We provide access to ideas, technology, experiences and materials. We nurture lifelong learning, enrich lives and serve as an anchor in the community.

Our Values:

1. Curiosity
2. Respect
3. Access to information
4. Integrity
5. Stewardship
6. Innovation

Coordinated and Collaborative Goals

This proposal looks for ways that we can work together in a unified manner to provide the most effective and efficient library services to our patrons.

We have developed a three-phase plan that breaks this challenge into distinct elements.

Phase 1

Phase one looks at what we are doing well together today and where we have allocated financial resources. It then looks at setting new goals, streamlining operations and investigating ways to coordinate our service efforts:

1. Joint/Sharing communication strategies. For example, creating a community programming calendar.
2. Shared programming opportunities. For example, in the past we have both conducted separate Latino festivals; combining this into one unified festival is a way that we might amplify our resources.
3. Today we have many similar policies and procedures, now may be the time to start unifying these documents. As an example, a shared patron code of behavior policy that standardizes how we treat patrons across the two systems.
4. We have both developed independent strategic plans. In the future, it would make sense to create our plans in unison. The goal would be to create a single plan with similar goals and initiatives that serves all of our patrons.
5. Patrons cross our systems seamlessly. Sharing signage design and language would help to blur the line between our two organizations from the patrons' perspective.
6. Standardizing how we display material and the themes are another way that we can bring continuity to the two systems.

Phase 2

Phase two looks into areas where there might be the opportunity to improve, and ways we might further integrate the two library systems.

1. A joint "Customer Services Standards." Aligning how we serve our patron base and defining service expectations.
2. The development of crisis teams at each of our locations that look at safety and training. Examples could be joint CPR and First Aid training.
3. Staff development training. Today both organizations use "Crucial Conversations" as a foundational book for how we communicate within our organizations. We are looking at future opportunities to cross-train our staff and to grow a shared vernacular.

Phase 3

Phase three looks to the future and sets long terms goals

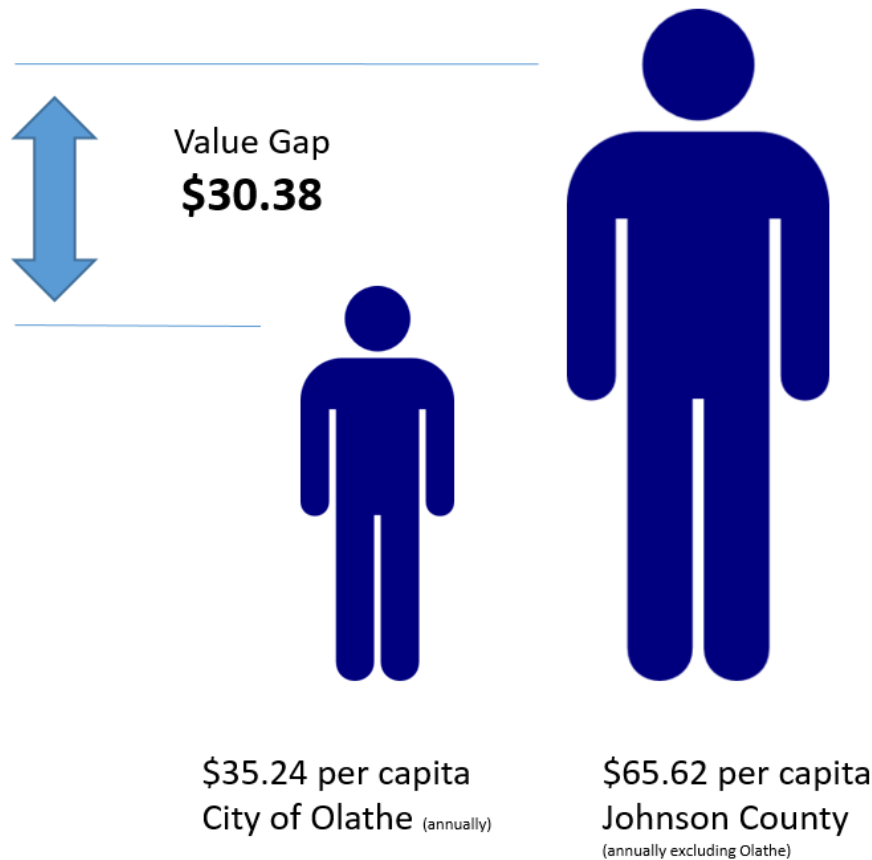
1. Collection policy alignment. We would have a shared understanding about the collection as a whole and purchase material in a completely centralized manner.
2. Outreach would be coordinated across the county and we would seamlessly move across the county matching the staff expertise to the community's needs.
3. The library systems would work with transit to ensure that every library was located near a transit route and bus stop.
4. Joint library collaboration and shared action will be supported by both governing bodies.
5. A shared goal would be that all children in the county would have a library card providing them with access to all digital content and our physical material.

Per Capita Revenue Review

Over time there has grown a revenue disparity between the two library systems. This occurred because each separate governing body set the mill levy that provided the revenue to operate

each organization. Below is a snapshot of what the residents of Olathe pay per capita compared to other residents in Johnson County.

The value gap between the City of Olathe and Johnson County residents



Summary

Over the last year, JCL and OPL have developed a shared vision, mission and values statement. We are aligned strategically in our services models, and have developed a three-phase plan where we can increase our collaborative and coordinated efforts, finding efficiencies and improving services to the citizens of the county.

JCL and OPL administrative staff have concluded that there is little purpose moving forward with a maintenance agreement until we address the financial inequity between the two systems. The first step that we need to take is to update the Memorandum of Understanding to reflect the new invoicing model. The groups would look to move forward and calculate the cost of implementing phase one of the Management Service Agreement.

Appendix A

Tax comparison between the two library systems

Today every resident of Johnson County has equivalent access to both library systems, through a seamless and invisible integration of services. There are many times that a patron is unaware that there are actually two library systems in the county. This is credit to the long collegial and cooperative efforts of the two systems to provide the highest level of service to our patrons.

Our taxes provide services to citizens. We have a unique situation in Johnson County where Olathe citizens pay less for countywide services than citizens who reside in the remaining portion of the county.

The comparison data below shows the difference in cost if we use the differing millage rates. The millage rate for Olathe is 2.770. In 2014 Johnson County's millage rate was 3.157. This changed in 2015 for non-Olathe residents to 3.912 and explains the increase in what county residents are charged as compared to Olathe city residents.

Comparison of Johnson County Library Ad Valorem and Olathe Library Ad Valorem for 2014 Tax Rates

Johnson County Valuation	8,084,891,913
Johnson County Library Valuation	6,725,906,029
Valuation Difference	1,358,985,884
Olathe Valuation	1,353,830,430
Bonner Springs Valuation	5,155,454
	1,358,985,884
Johnson County Library Valuation	6,725,906,029
2014 County Library Mill Rate	3.157
Ad Valorem Total (w/o delinquency factor)	21,233,685
Olathe Valuation	1,353,830,430
2014 Olathe Library Mill Rate	2.770
Ad Valorem Total (w/o delinquency factor)	3,750,110
Olathe Valuation	1,353,830,430
2014 County Library Mill Rate	3.157
	4,274,043
Additional Library Ad Valorem @ County Rate for Olathe	523,932
Average Johnson County Residential Appraised Value 2014	249,000
Average Olathe Residential Appraised Value 2014	207,572
2014 County Library Taxes Paid on a \$249,000 Residence	90.40
2014 Olathe Library Taxes Paid on a \$207,572 Residence	66.12
2014 Olathe Library Taxes @ County Rate on a \$207,572 Residence	75.36
Annual Difference in rates for Olathe Average Residential	9.24

If Olathe citizens were to pay the same Ad Valorem rate paid by citizens who live in the rest of the county, the amount would total an additional \$523,932 annually. The table above shows this disparity in greater detail.

The table below shows JCL’s invoice to OPL in 2014 for the amount of \$293,206.67, the difference from the total cost of \$523,932.00 is \$230,726.00. The 2014 invoice costs are based on the population model of calculating cost based on the fact that Olathe constitutes 23% of the county’s population.

This method of calculating the direct and indirect benefit JCL provides to the residents of Olathe is inexact. A more precise model is to calculate the benefit based on Ad Valorem

INVOICE		Johnson County Library	
Invoice# OPL-14-1			
		OPL Cost (23% of Total Cost)	Total Cost
Hardware			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	Symphony (ILS) Server Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.	\$ -	\$ -
	Uninterruptable Power Supply Yearly maintenance service and warranty on battery backup system used by SIRSI servers.	\$ -	\$ -
Software			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	SRISI Symphony Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$ 25,649.69	\$ 111,520.39
	Envisionware PC Reservation Maintenance Yearly maintenance and service agreement with Envisionware for PC Reservation System	\$ -	\$ -
	Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$ 2,622.90	\$ 11,403.91
Content Costs	Content Enhancements Syndetics (Book Jackets)	\$ 5,752.82	\$ 25,012.26
	Electronic Databases	\$ 90,234.34	\$ 392,323.21
	eBook Purchases (8/1/13 - 7/31/14)	\$ 148,495.32	\$ 645,631.84
Other	Cataloging/Authority Control Sirsi Dynix	\$ 3,857.10	\$ 16,770.00
Staffing			
ILS Administration	ILS Coordinator Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of 3rd party products with Symphony ILS system. Development of custom reports and applications that support staff use of the	\$ 21,641.94	\$ 94,095.37
eContent Administration	eContent Administration Negotiation of contracts for eContent on behalf of JCL and OPL.	\$ 9,072.57	\$ 39,445.94
Total Shared Costs		\$ 307,326.67	\$ 1,336,202.92
JCL Administrative Fee		\$ 13,000.00	
Credit for Overbill 2013		\$ (10,120.00)	
Credit for OPL/JCL Courier Services		\$ (17,000.00)	
OPL Total Cost		\$ 293,206.67	

Review of Compensation

Since 2013, JCL and OPL have worked to equitably compensate one another for support and materials services provided to the partner library system. There is no perfect way to calculate this cost, and we have agreed to use the population as an approximate measure. 23% of the county's population lives in Olathe and this is the percentage we charge OPL for the services provided. The accuracy of the number was confirmed with the most current census data.

	2010	2015
Olathe	125,872	135,305
Johnson County	544,179	580,159
Percent	23.1%	23.3%

Appendix A shows Olathe's reimbursement to JCL for a number of services. The charge was based on the direct cost of the service, whether it was a database or other form of e-content. The invoice to OPL was calculated based on the Olathe population which constitutes 23% of the entire county residents.

Why did we use population to estimate the cost of this partnership? The previous model to reimburse JCL for services to all was less defined. In 2012 the board requested that JCL create a more structured framework to better capture the direct costs.

Over the last year, OPL and JCL have looked at ways to bring our institutions closer together. We reviewed how we have been invoicing for services and came to the conclusion that the present model did not capture both the direct and indirect costs that JCL expends in providing services to the Olathe community.

We concluded that it made great sense to look at cost from the perspective of access, resources, services and property valuation.

The residents of Olathe have a 2.770 millage that provides their community a public library. The city collected approximately \$4,045,573 in taxes to fund this city service in 2016.

All other Johnson County residents are charged a 3.912 millage to fund the county library system.

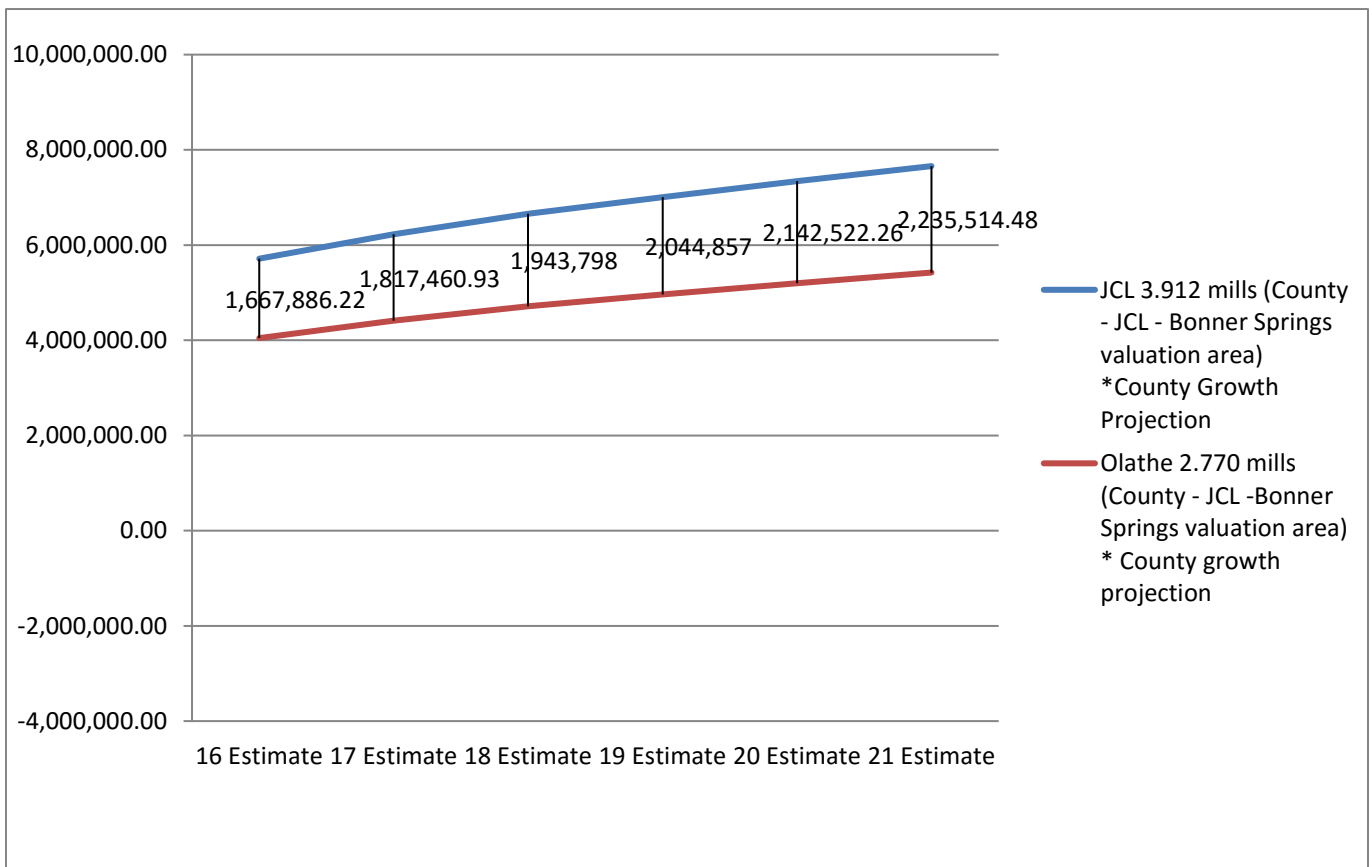
The issue is the taxing inequity. If Olathe residents only accessed their city library, then there would be no issue. Olathe residents have full and complete access to the countywide system, likewise all other Johnson County residents have access to the Olathe Public Library.

If the citizens of Olathe were charged the 3.912 millage that is charged to the other county residents, then we could calculate the difference. The resulting number could be used as a benchmark to calculate the direct and indirect costs to provide equitable access to the countywide library system. The approximate total of charging the Olathe residents the 3.912 millage would be \$5,713,460. The difference between the two amounts is \$1,667,886.00.

Another factor is the county's present tax levy increase of 0.75 millage for capital expenditure of the JCL system. Since Olathe citizens have access to those new buildings, collections, meeting rooms, programming, and technology and the myriad of other services that add value to the community at large, it is more precise to add this into the calculation as we do for every other city in the county.

For reimbursement, it is logical to move from the population model to the property valuation model. The property valuation model will increase equity for all citizens countywide.

The graph below shows the comparison between if Olathe citizens were charged millage as other county residents {the blue line} and the rate they are actually charged {the red line}. In the future Olathe's library revenue may be limited by the property tax lid as it is now a city department, whereas JCL is exempt and remains a separate taxing district. The county's projected annual growth has been used to project future costs.



Appendix B

INVOICE		Johnson County Library	
Invoice# OPL-13-1			
Olathe Public Library Attn: Emily Baker 201 East Park Olathe, KS 66061			
		OPL Cost (23% of Total Cost)	Total Cost
Hardware			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	Symphony (ILS) Server Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.	\$ 1,523.52	\$ 6,624.00
	Uninterruptable Power Supply Yearly maintenance service and warranty on battery backup system used by SIRSI servers.	\$ 488.75	\$ 2,125.00
Software			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	SIRSI Symphony Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$ 27,211.44	\$ 118,310.60
	Envisionware PC Reservation Maintenance Yearly maintenance and service agreement with Envisionware for PC Reservation System	\$ 1,431.54	\$ 6,224.10
	Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$ 1,035.76	\$ 4,503.32
Content Costs	Content Enhancements Syndetics (Book Jackets)	\$ 5,536.88	\$ 24,073.41
	Electronic Databases	\$ 111,489.59	\$ 484,737.35
	Ebook Purchases (1/1/13 - 7/31/13)	\$ 23,529.20	\$ 102,300.87
Other	Cataloging/Authority Control	\$ -	\$ -
Staffing			
ILS Administration	ILS Coordinator Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of 3rd party products with Symphony ILS system. Development of custom reports and applications that support staff use of the Symphony ILS system	\$ 20,015.47	\$ 87,023.80
eContent Administration	eContent Administration Negotiation of contracts for eContent on behalf of JCL and OPL.	\$ 8,051.62	\$ 35,007.03
Total Shared Costs		\$ 200,313.78	\$ 870,929.48
JCL Administrative Fee		\$ 13,000.00	
Credit for OPL/JCL Courier Services		\$ (17,000.00)	
OPL Total Cost		\$ 196,313.78	
Please Remit to:		Johnson County Library Attn: Business Office PO Box 2933 Shawnee Mission, KS 66201-1333	

INVOICE

Johnson County Library

Invoice# OPL-14-1

Olathe Public Library
 Attn: Emily Baker
 201 East Park
 Olathe, KS 66061

		OPL Cost (23% of Total Cost)	Total Cost
Hardware			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	Symphony (ILS) Server Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.	\$ -	\$ -
	Uninterruptable Power Supply Yearly maintenance service and warranty on battery backup system used by SIRSI servers.	\$ -	\$ -
Software			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	SIRSI Symphony Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$ 25,649.69	\$ 111,520.39
	Envisionware PC Reservation Maintenance Yearly maintenance and service agreement with Envisionware for PC Reservation System	\$ -	\$ -
	Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$ 2,622.90	\$ 11,403.91
Content Costs	Content Enhancements Syndetics (Book Jackets)	\$ 5,752.82	\$ 25,012.26
	Electronic Databases	\$ 90,234.34	\$ 392,323.21
	eBook Purchases (8/1/13 - 7/31/14)	\$ 148,495.32	\$ 645,631.84
Other	Cataloging/Authority Control Sirsi Dynix	\$ 3,857.10	\$ 16,770.00
Staffing			
ILS Administration	ILS Coordinator Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of 3rd party products with Symphony ILS system. Development of custom reports and applications that support staff use of the Symphony ILS system	\$ 21,641.94	\$ 94,095.37
eContent Administration	eContent Administration Negotiation of contracts for eContent on behalf of JCL and OPL.	\$ 9,072.57	\$ 39,445.94
Total Shared Costs		\$ 307,326.67	\$ 1,336,202.92
JCL Administrative Fee		\$ 13,000.00	
Credit for Overbill 2013		\$ (10,120.00)	
Credit for OPL/JCL Courier Services		\$ (17,000.00)	
OPL Total Cost		\$ 293,206.67	
Please Remit to:		Johnson County Library Attn: Business Office PO Box 2933 Shawnee Mission, KS 66201-1333	

INVOICE		Johnson County Library	
Invoice# OPL-15-1			
Olathe Public Library Attn: Emily Baker 201 East Park Olathe, KS 66061			
		OPL Cost (23% of Total Cost)	Total Cost
Hardware			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	Symphony (ILS) Server Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.	\$ -	\$ -
	Uninterruptable Power Supply Yearly maintenance service and warranty on battery backup system used by SIRSI servers.	\$ -	\$ -
Software			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	SIRSI Symphony Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$ 26,411.68	\$ 114,833.37
	Envisionware PC Reservation Maintenance Yearly maintenance and service agreement with Envisionware for PC Reservation System	\$ 1,319.04	\$ 5,734.95
	Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$ 2,725.19	\$ 11,848.66
Content Costs	Content Enhancements	\$ 5,977.18	\$ 25,987.74
	Syndetics (Book Jackets)		
	Electronic Databases (1/1/15-9/30/15)	\$ 92,185.29	\$ 400,805.59
	eBook Purchases (8/1/14-9/30/15)	\$ 79,291.16	\$ 344,744.17
Other	Cataloging/Authority Control Sirsi Dynix	\$ 3,857.10	\$ 16,770.00
Staffing			
ILS Administration	ILS Coordinator Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of 3rd party products with Symphony ILS system. Development of custom reports and applications that support staff use of the Symphony ILS system	\$ 22,457.02	\$ 97,639.23
eContent Administration	eContent Administration Negotiation of contracts for eContent on behalf of JCL and OPL	\$ 9,072.57	\$ 39,445.94
Total Shared Costs		\$ 243,296.22	\$ 1,057,809.65
JCL Administrative Fee		\$ 13,000.00	
Credit for OPL/JCL Courier Services		\$ (17,750.00)	
OPL Total Cost		\$ 238,546.22	
Please Remit to:	Johnson County Library Attn: Business Office PO Box 2933 Shawnee Mission, KS 66201-1333		

INVOICE		Johnson County Library	
Invoice# OPL-16-1			
Olathe Public Library			
Attn: Emily Baker			
201 East Park			
Olathe, KS 66061			
		OPL Cost (23% of Total Cost)	Total Cost
Hardware			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	Symphony (ILS) Server Yearly maintenance agreement with vendor for extended warranty of SIRSI server hardware.	\$ 146.28	\$ 636.00
	Uninterruptable Power Supply Yearly maintenance service and warranty on battery backup system used by SIRSI servers.	\$ 2,885.42	\$12,545.32
Software			
Capital Costs	None	\$ -	\$ -
Maintenance Costs	SIRSI Symphony Yearly maintenance and service agreement with SIRSIDynex for Symphony ILS software.	\$ 27,441.73	\$ 119,311.87
	Envisionware PC Reservation Maintenance Yearly maintenance and service agreement with Envisionware for PC Reservation System	\$ 1,319.04	\$ 5,734.95
	Oracle Yearly maintenance and service agreement with Oracle of America for support and updates of Oracle database system that houses Symphony ILS.	\$ 2,831.47	\$ 12,310.76
	SIP Licensing Yearly maintenance for SIP connections to Sirsi database	\$ 3,270.08	\$ 14,217.76
	EZProxy Licensing Yearly maintenance for patrons to authentication to subscription resources	\$ 113.85	\$ 495.00
	Sirsi New Library addition	\$ 2,000.00	
Content Costs			
	Content Enhancements in Catalog Syndetics (Book Jackets)	\$ 6,210.29	\$ 27,001.27
	Electronic Databases (10/1/15-9/30/16)	\$ 99,671.00	\$ 433,352.17
	eBook Purchases (10/1/15-9/30/16)	\$ 143,364.66	\$ 623,324.60
Other			
	Cataloging/Authority Control Sirsi Dynix	\$ 1,075.10	\$ 4,674.33
Staffing			
ILS Administration	ILS Coordinator Maintenance and Operation of the SIRSIDynex Symphony ILS software, database and related hardware. Integration of 3rd party products with Symphony ILS system. Development of custom reports and applications that support staff use of the Symphony ILS system	\$ 22,457.02	\$ 97,639.23
eContent Administration	eContent Administration Negotiation of contracts for eContent on behalf of JCL and OPL.	\$ 9,072.57	\$ 39,445.94
Total Shared Costs		\$ 321,858.52	\$ 1,390,689.20
JCL Administrative Fee		\$ 13,000.00	
Credit for OPL/JCL Courier Services		\$ (17,750.00)	
OPL Total Cost		\$ 317,108.52	
Please Remit to:		Johnson County Library	
		Attn: Business Office	
		PO Box 2933	
		Shawnee Mission, KS 66201-1333	

Appendix C

Olathe Published Budget

Commentary

The Census Bureau has not released any 2016 estimates yet. For 2015, which is the most current estimate that Census Bureau provides shows that Johnson County has a population of approximately 580,159 and the City of Olathe has a population of 134,305. Therefore, Olathe is approximately 23.15% of the total of Johnson County, or in other words, Johnson County without Olathe is about 445,854 people.

I was able to find Olathe's 2017 approved budget for Library as it is \$4,732,485 and it would appear that their tax levy for Library is 2.5 Olathe mills. On a per capita basis, Olathe Library spends approximately \$35.24 per year on Library services. If you take the budgeted 2017 amount and divided it by 2015 population estimates. It looks like the City of Olathe treats the Library as a tax pass through as the only revenue that I see is the property tax support and the expenditures are listed as contractual services.

I assume that Olathe Library might have additional revenues and maybe some expenses but I do not see those listed in their budget document. For an apples to apples comparison I think just looking at what Johnson County's Property Tax support is, and for 2017, that is \$29,255,726. If you just divided the property tax support number for JCL for 2017 by the 2015 population you get a per capita number of approximately \$65.62 per year on Johnson County Library services. Johnson County's Library Mill for 2017 ended up being 3.915. I however think that Olathe's support might even be less as I only see Library support listed at \$4,404,443 in the 2016 Tax Abstract which the 2017 support should be based off. I have attached scans of these pages for reference. Do you want me to call Olathe's Budget office to get a better understanding of what is going on? I feel like there are divergent numbers being shown and I am guessing there should be additional support being given or provided beyond what I have been able to find. I mean is the only support for Olathe Library property tax support?

It looks like an Olathe Mill is equal to approximately: \$1,590,509 (taking total Olathe tax of \$39,298,286 and dividing it by 24.708 mills). If the City of Olathe only levied for \$4,404,443 in way of support for the Library, I am estimating that Olathe mill support was closer to 2.769 Olathe mills of support. If I factored in the delinquency rate, the actual take for an Olathe mill is probably closer to \$1,557,108. If we used the delinquency rate figure and took it times the Johnson County Library Mill of 3.915, the amount of money generated from this would be approximately \$6,096,078. In other words, the difference could be anywhere from \$1,363,593 to \$1,691,635 less depending on what number is correct (\$4.73 million number used in Olathe's Budget document or the \$4.4 million number used in the 2016 Tax Abstract).

Johnson County Library Mill for 2017 estimated value with delinquency rate factored in = \$7,478,717 and City of Olathe using the same delinquency rate is = \$1,557,108 if you did it by a per capita basis it would be JCL Mill is equal to about \$16.77 cents per person and Olathe is equal to about \$11.57 cents per person.

Thanks,
Dave Vratny, Senior Budget Analyst

Expenditures: 2016/2017 Operating Expenditures by Fund

Fund	Actual 2013	Actual 2014	Projected 2015	Adopted 2016	Approved 2017
General	\$79,587,909	\$84,757,981	\$86,388,765	\$91,508,610	\$96,360,462
Central Garage	6,072,053	6,201,909	6,746,759	6,758,725	7,086,409
Debt Service	29,735,077	29,818,993	28,460,195	25,041,078	28,177,672
Economic Development	943,316	1,279,686	1,175,000	1,960,907	1,391,500
Fire Levy	2,431,469	2,468,130	2,672,152	2,865,524	2,961,250
Library	3,989,068	4,084,032	4,291,225	4,632,788	4,732,485
Motor Fuel	3,253,957	3,370,720	3,701,146	3,733,688	3,458,648
Park Sales Tax	5,091,204	3,202,338	1,674,493	3,781,716	2,875,307
Personal Computer Replacement	742,922	854,712	825,641	1,024,402	1,019,495
Recreation	1,700,254	3,056,390	4,589,500	4,863,049	5,336,269
Risk Management	12,467,247	15,276,162	15,857,683	17,041,408	18,143,368
Solid Waste	11,757,144	11,697,790	14,200,729	13,581,360	13,906,974
Special Alcohol	374,931	335,138	488,173	465,663	474,487
Special Park and Recreation	896,500	844,098	993,064	1,010,447	1,042,081
Special Tax Financing	5,232,948	3,608,378	4,915,910	5,065,760	5,986,278
Stormwater	3,354,255	4,164,470	4,796,122	5,421,754	5,238,771
Street Maintenance Sales Tax	-	4,850,000	9,460,000	11,500,000	12,000,000
Vehicle and Equipment Replacement	6,701,978	6,812,338	4,675,145	8,601,592	6,865,677
Water and Sewer	38,652,131	37,345,342	42,690,725	45,368,853	47,896,527
Grand Total	212,984,362	224,028,607	238,602,427	254,227,324	264,953,660

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, January 11, 2018
Central Resource Library
4:00 p.m.**

BOARD: Nancy Hupp, Donna Mertz

Via conference line: Brandy Butcher, Bethany Griffith, JR Riley, Amy Ruo, Sheryl Spalding

BOARD ATTORNEY: Fred Logan and Andrew Logan

BOCC: Commissioner Ashcraft (via conference line)

FRIENDS OF THE LIBRARY: Julie Steiner

STAFF: Michelle Beesley, Sean Casserley, Laura Hunt, Christopher Leitch, Jennifer Mahnken, Steph Neu, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Julie Timmins, Adam Wathen

GUESTS: Peter Duffey, Meredith Hauck, Jeffrey Schutzler, Jeffrey Sturkie, David Vratny, Rick Wise

Nancy Hupp called the meeting to order at 4:00 p.m. and requested that individuals calling into the meeting please mute their phones when listening. When speaking she asked that they introduce themselves first. Every vote at the meeting will be a roll call vote for clarity and accuracy in the minutes.

Mr. Logan advised that it is acceptable for people to participate in an open meeting by conference call.

Commissioner Ashcraft requested that there be a pause after discussion items so people on the phone have an opportunity to comment.

Ms. Hupp noted that due to the full agenda public comments will be limited to 3 minutes.

Roll Call:

Nancy Hupp: Present

JR Riley: Present

Bethany Griffith: Present

Amy Ruo: Present

Donna Mertz: Present

Sheryl Spalding: Present

Brandy Butcher: Present

CITIZEN COMMENTS:

Jeffrey Sturkie, 10202 West 91st Street, addressed the Board. Mr. Sturkie asked three questions to the Board and Mr. Casserley.

1. Why was the maximum holds limit cut from 35 to 30 several years ago?
2. Why is the limit on Interlibrary Loan (ILL) holds still five?
3. Why is the limit on having an ILL hold only two months long?

Mr. Casserley responded to the first question. Holds have been reduced from 35 to 30 due to an increase in demand for holds. More patrons are using the service and Library staff pull the holds from the collection to put the materials on the hold shelves. When patrons don't pick up their holds staff must reprocess the materials which can be time consuming. Mr. Casserley thanked Mr. Sturkie for his comment and assured him that the hold limit will be considered again.

Mr. Casserley noted that ILL holds are limited at five due to costs. We are happy to provide the service and a five hold limit provides cost containment.

Mr. Casserley stated that he does not know why the ILL hold time is two months long. He informed Mr. Sturkie that Library staff will research the question and provide an answer.

Mr. Casserley and Ms. Hupp thanked Mr. Sturkie for his comments.

BOARD OF DIRECTORS COMMENTS:

Ms. Hupp commented that she is glad to see everyone who was able to attend the meeting. There were no other comments from the Board of Directors.

BOARD OF COUNTY COMMISSIONER REPORT:

Commissioner Ashcraft commented that Mr. Casserley recently spoke at an event to commemorate the 50th anniversary of the death of Dr. Martin Luther King. It was a wonderful program. Commissioner Ashcraft thanked Mr. Casserley and the Library for supporting the project.

Commissioner Ashcraft announced that Commissioner Shaffer will be the new liaison to the Library Board in 2018. He commented that it has been a pleasure serving and that Commissioner Shaffer will do a great job.

On behalf of the Library Board and staff Mr. Casserley thanked Commissioner Ashcraft for his year of service as liaison to the Board.

Ms. Hupp also thanked Commissioners Ashcraft.

FRIENDS OF THE LIBRARY:

Julie Steiner reported that the Friends held a new board member orientation on January 6th with five of seven new members in attendance. This was a great opportunity to educate new members and current members on the Friends, Foundation and Library.

The Friends held their first board meeting of the year this past Tuesday. They discussed the following focus areas:

1. Committee restructuring
2. Book sales (stores and online): Discussion centered around fundraising in view of an overall downward trend in sales at two bookstores and online.
3. Board Orientation and Development: The Friends plan to include an educational component at each meeting.

The Friends have been informed that there is the possibility of a sorting center being included in plans for the new Antioch branch in Merriam. Although it is early in the planning, the Friends are excited about the possibility and are happy to be involved where possible.

The top three internet sales by selling price:

1. World Book Encyclopedia 2014 - \$199.95
2. The Art of the Game: A Collection of Vintage Game Boards from the Collection of Selby Shaver - \$149.95
3. Guatemala, Ceremonias y Fiestas Populares - \$144.95

In other news, the Friends are now selling basic MakerSpace supplies in the Central bookstore.

The Cabin Fever Book Sale will be held March 21-24 in the Carmack room at Central.

JOHNSON COUNTY LIBRARY FOUNDATION:

Mr. Casserley introduced the new Executive Director of the Foundation, Stephanie Stollsteimer. Ms. Stollsteimer is currently going through the New Orientation Program.

The Foundation also has a new board member, Dr. Leigh Anne Neal. Dr. Neal is the Assistant Superintendent for Early Childhood Education in the Shawnee Mission School District.

The end of year appeal is going strong with over \$27,000 received. This is in line with what was raised last year.

The Library Lets Loose will be held September 29th, 6:00 to 10:00 p.m., at the Central Resource Library.

Near the end of 2017 the Foundation received a \$5,000 grant from the Kansas Humanities Council to support the Race Project KC. Race Project KC is a immersive racial justice and local history program for students grades 9 through 12.

BOARD COUNSEL REPORT

Intellectual Freedom and Johnson County Library

Mr. Logan presented on the principles of Intellectual Freedom and the Johnson County Library.

In the context of the Library, intellectual freedom, is making books and materials of all kinds, with all viewpoints represented, available to all people in the community. The Library Board includes intellectual freedom in Library policy by including the Library Bill of Rights which states, "Books and other resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. 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."

The Library makes the decisions for the materials included in the collection. Mr. Logan quoted from a statute that explains the relationship between the Board of County Commissioners and the Library Board. "Any action taken by the Library Board or its County Librarian should be subject to the following provisions established by the Board of County Commissioners: purchasing, policies and procedures.

Except as provided in sub-section C, of KSA 12-1225.” KSA 12-1225 outlines the powers and duties of library boards to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, project equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service.”

Mr. Logan noted every County Commission has been supportive of this policy since its establishment in 1983.

The Library Board provides its statutory responsibility to provide books and materials by adopting a Collection Development policy to provide guidance to the Library professionals. The professionals then make selections in accordance with policy. Mr. Logan reflected that the Johnson County Library Collection has been widely praised and the system works well.

Ms. Hupp thanked Mr. Logan for his report and all the work he does for the Library.

2018 Renewal of Contract for Legal Service

Motion: Amy Ruo moved that the Johnson County Library renew the contract with Logan Logan & Watson, L.C. for legal services in 2018.

Second: Sheryl Spalding

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

Budget Committee Report

Mr. Casserley reported on the work of the committee. In attendance was Nancy Hupp, Bethany Griffith, Sheryl Spalding, Georgia Sizemore, David Vratny, Nicki Neufeld and Adam Wathen.

At an earlier meeting the Board asked if it would be financially possible to build new Antioch without adjusting the timelines for Blue Valley and Corinth. It was determined that the timelines would have to be adjusted if the Board chooses to pursue the new Antioch project. Three scenarios were presented to the committee that would alter the timeline to include all projects. Each scenario also included the addition of a Friends space at the new Antioch location.

Mr. Casserley briefly reviewed the scenarios and their timelines. Ms. Sizemore indicated that with any of the scenarios the Library will need to consider a third project manager.

At the meeting, committee members requested a fourth and fifth scenario be considered.

All of the created scenarios are financially possible.

Ms. Spalding asked how many square feet (sq. ft.) the Friends will require.

Mr. Casserley responded that 5,000 sq. ft. is enough for what the Friends need. This is the minimum amount of space in which they can operate. Expenses have been growing and revenue has been shrinking for the Friends. They would pay rent to the Library for the space.

Ms. Spalding stated that the 20,000 sq. ft. for new Antioch would include the Friends space needs. Mr. Casserley confirmed that is correct.

COUNTY LIBRARIAN REPORT

Finance Report

Mr. Casserley reported that 92% of the year has lapsed. 97% has been collected year to date. Reserves are at 5.6 million, which is a healthy level and provides flexibility.

Total expenditures are at 85% for the year.

Ms. Spalding asked if there is any concern about budgeting for more than has been received.

Mr. Casserley responded that this does not give him concern and that we are in a strong financial position.

Strategic Plan

Mr. Casserley reported that we are in the planning to plan phase.

Ms. Hupp has reached out to the board to gauge interest in forming a committee that would receive regular strategic plan updates.

Mr. Casserley has reached out to KU Edwards to ask if they will work with the Library in creating a public engagement survey. They are currently creating a statement of work.

The All Managers group will be interacting with the community and staff to develop the new strategic plan. The plan is to have a preliminary draft in October. Mr. Casserley would like to meet with the Board committee four times a year to provide updates.

Ms. Hupp asked if there are volunteers for the new committee.

Donna Mertz, Brandy Butcher and Sheryl Spalding volunteered. Ms. Hupp asked that if a committee member is unable to attend a meeting they let her know. Another board member may want to sit in.

Mr. Logan advised that more than three board members can attend if the meeting is properly noticed.

Monticello Update

Project Coordinator, Scott Sime, presented to the board.

Mr. Sime showed several construction images from the Monticello site. Progress is being made on the raised floor in the building. The bathrooms are being tiled and the building will be dried in in the next two weeks.

Mr. Sime offered hard hat tours to the board and encouraged them to let him know if they are interested in visiting the site.

Monticello – Planning for Opening

Associate Director, Jennifer Mahnken, presented on the Monticello grand opening project. The grand opening will consist of three events: pre-opening activities, the day of grand opening and post-opening activities.

The pre-opening activities have started with promotion of the new facility. The date of the grand opening has not yet been determined.

When we plan the day of grand opening, we will be working with the construction company. This can be weather dependent. When the building is turned over to the Library we will get the building ready by moving in shelving, books and furniture. Staff will be trained and ready to serve our patrons in the community.

After the day of grand opening we will continue with tours and host special events. Patrons will be surveyed and invited to focus groups to help us plan programming in the building.

The grand opening team is led by Christopher Leitch. The team is working on gathering feedback and developing a recommendation to the Administrative team for the date the building will be open.

Lenexa

Mr. Sime shared that Turner construction is working with the City of Lenexa to coordinate lane closures and traffic control. The project team is working with the Library's customer experience team and the City of Lenexa on imagery for the temporary construction fence. Turner is also working with the City of Lenexa to secure permits.

Next Steps:

Earthwork will begin at the site after permits are issued.

Mr. Logan emphasized that the City of Lenexa has been a great partner on this project.

Blue Valley

Mr. Sime reported that the Library and City of Overland Park continue to work on the conceptual design of the Literary Park. We anticipate having refined conceptual design ideas to share with the Library Board and the Board of County Commissioners at the joint meeting in February.

Ms. Spalding asked about the timing of installing the Literary Park and the building.

Mr. Casserley responded that he has spoken with Assistant City Manager, Kate Gunja, with the City of Overland Park regarding the shifting timeframes. Ms. Gunja felt the City would be able to work within

the timeframes developed by the Library. The construction of the Literary Park would occur after the construction of the Library.

Future Antioch

Rick Wise, Clark Enersen Partners, presented to the Board on building and site considerations for the future Antioch.

Ms. Hupp noted that she received a letter from Mayor Sissom indicating the City's willingness to partner with the Library and do whatever is important to keep the project moving. The letter is consistent with other offers that the Board has received from other cities.

Clark Enersen has been tasked with evaluating the planning parameters the Library Board should consider if a Library is to be built on the Merriam property.

Due to technical issues with the conference line, Mr. Wise stopped the presentation. The conference line was reconnected.

Roll call:

Nancy Hupp: Present
JR Riley: Present
Bethany Griffith: Present
Amy Ruo: Present
Donna Mertz: Present
Sheryl Spalding: Present
Brandy Butcher: Present

Mr. Wise continued his presentation.

The community center is planned and programmed as a 66,000 sq. ft. building with indoor and outdoor aquatics, offices, meeting rooms, a child watch area, multi-use gym, fitness facilities and a public art gallery.

As guided by the Comprehensive Library Master Plan (CLMP), the Antioch building replacement would have 15,000 square feet with program elements that include youth services, adult services, circulation, program/events/meeting spaces, and additional infrastructure.

Clark Enersen presented three questions for the Board to consider.

1. Should the Library Board build a new Antioch Library on the Merriam site?
2. Should the Library Board build a new 15,750 sq. ft. Antioch Library on the Merriam site?
 - a. This option includes additional space for 24 hour holds.
3. Should the Library Board build a new 20,750 sq. ft. Antioch Library on the Merriam site?
 - a. This option includes additional space for 24 hour holds and the Friends Sorting Center.

Ms. Spalding asked what costs would be added with the increased square footage. Mr. Wise directed Ms. Spalding to the cost slide at the end of the presentation.

Mr. Enersen discussed Library site design parameters including property ownership, building size, parking needs, public access, staff and courier access, exterior materials return/holds pickup, Library amenities and Friends space.

Ms. Spalding asked how long it takes for the Library to break even from renting the space to the Friends, if it costs 5 million more to build the additional space needed for this arrangement.

Mr. Casserley responded that we will research the break-even point to share with the Board.

The costs of the two Library solutions have been projected by Clark Enersen. Mr. Wise reviewed the costs with the Board.

Mr. Casserley noted that a benefit of the Friends organization is the 800 to 1000 volunteers who contribute between 23 and 25 Full Time Equivalents (FTE). This is a monetary benefit to the Library of approximately 1.2 million dollars annually.

Mr. Wise clarified that FFE is an abbreviation of Furniture, Fixtures and Equipment.

The costs that were prepared used a formula for both the Library side and Friends space.

Mr. Casserley noted that when the bookstore at Central was furnished, we provided carpet, power outlets and lighting. All other fixtures were furnished by the Friends. Mr. Wise stated that if that is the model used for future Antioch the projected cost would go down for option 2.

Mr. Wise presented a recommended schedule.

Reviewing Priorities and Considering Possible Capital Project Scenarios

Mr. Casserley presented a summary of the CLMP and the vision of the Library Board to increase Library space in alignment with the county's population growth. Each area in the county is distinctly different, the CLMP contains the idea that equitable does not mean identical. When developing the CLMP we also found that patrons use multiple branches depending on where they live, work and play. A goal was also to maximize tax payer dollars. The CLMP includes plans to modernize existing facilities, relocate and expand, build new branches when appropriate, and to increase efficiency in materials handling.

Strategies for determining project order and phasing in the plan include:

- Improve equity
- Build capacity
- Fulfill community promises
- Modernizing service and facilities
- Partnerships
- Build momentum

Priorities for phase 1:

1. The operating center feasibility study - completed
2. Monticello branch – currently underway
3. Lenexa City Center – currently moving forward

The question before the Board is priority of the Blue Valley project, the Corinth replacement and future Antioch.

In the fall of 2017, the City of Merriam presented the opportunity to build a new Antioch Library. It is not possible to build the future Antioch Library and not alter the timeframes of the Blue Valley and Corinth projects.

Mr. Casserley presented 5 possible scenarios to the Board. Mr. Casserley asked for a general discussion with the Board to gain their thoughts on the possible priorities and including the Friends in the future Antioch space.

Ms. Spalding thought the return of 1.2 million/year that the Library receives from Friends volunteers makes a lot of sense. If feasible it makes sense to include the Friends in the space.

Ms. Hupp asked Mr. Casserley how the Friends feel about this possibility.

Mr. Casserley responded that the Friends are enthusiastic about the new model. They feel positively about connecting to the Library and understand that they need to deal with both expenses and revenue. They would prefer that rent go to support the Library.

Ms. Ruo asked if the space will hold both an operating space and bookstore.

Mr. Casserley responded that the space would be both.

Ms. Mertz asked if the 5,000 sq. ft. could go smaller. Mr. Casserley noted that this is as small as the Friends space can be.

Mr. Casserley provided a review of scenarios 4 and 5, and recommended scenario 5a. Scenario 5a allows for the largest bottom line and provides options in case of an economic contraction.

Mr. Casserley asked for the Board's opinion on scenario 5. Scenario 5 would prioritize future Antioch, Corinth and then Blue Valley.

Mr. Casserley clarified that scenario 4 is a more accelerated timeline compared to scenario 5. In either scenario an additional project manager would need to be added. Mr. Casserley's recommendation would be 5a, which is slightly more fiscally conservative.

Mr. Casserley recommends 5a to assist with staff capacity and build in space for lessons learned.

The Board supported scenario 5a.

CONSENT AGENDA

Minutes of the December 14, 2017, Library Board meeting.

Motion: Amy Ruo moved to approve the consent agenda.

Second: Bethany Griffith

Roll call:

Nancy Hupp: Yes

JR Riley: Yes
Bethany Griffith: Yes
Amy Ruo: Yes
Donna Mertz: Yes
Sheryl Spalding: Yes
Brandy Butcher: Yes

Motion carried unanimously

OLD BUSINESS

Capital Improvement Plan –

Every year County agencies and departments put forth their capital needs requests (CIP) for the coming budget season in the form of a 5 year look ahead. Today we are presenting a draft of the 2019-2023 CIP Summary. After Johnson County Library Board action, the CIP requests will be presented to the CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2019 in August of 2018.

At the request of a Board member, Mr. Casserley clarified that in this context “placeholder” means that the Library must submit a request, even if it needs to be changed later in the year. For example, if the Board makes a change to the CLMP building priorities, that change would not be shown on the CIP until next year. This gives the Library Board flexibility.

Ms. Spalding asked if scenario 5a will be included on the CIP.

Mr. Casserley responded that a new priority has not been decided, the Board will need to take action. This conversation has been helpful to give staff guidance and learn the thoughts of the Board. Mr. Casserley noted that this conversation will continue at the joint meeting with the Board of County Commissioners on February 8th.

Motion: Amy Ruo moved to authorize the 2019—2023 Capital Improvement Plan submission as contained within the January 2018 Board packet.

Second: Donna Mertz

Roll call:

Nancy Hupp: Yes
JR Riley: Yes
Bethany Griffith: Yes
Amy Ruo: Yes
Donna Mertz: Yes
Sheryl Spalding: Yes
Brandy Butcher: Yes

Motion carried unanimously

NEW BUSINESS

Consideration of renewal of MOU with KC Degrees

Last year the Library began a partnership with MARC. Through a grant, MARC started a program called KC Degrees, which helps adults obtain college education or certification. Johnson County Library's role in the partnership is to provide space for representatives to meet with prospective students and to help promote the services they provide. Last year was the first year for the program and it met with success. We look forward to continuing our support of the program this year.

Motion: Sheryl Spalding moved that the Johnson County Library Board of Directors approve the agreement with Mid-America Regional Council to continue this partnership for the year 2018.

Second: Donna Mertz

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

Consideration of the renewal of the Johnson County Community College Adult Education Agreement

JCL has partnered with JCCC Adult Education to provide space for GED and ESL classes for many years. Currently JCCC is using space at our Antioch and Gardner locations. The partnership has been successful, and it helps to meet strategic plan goals. Specifically Goal 4: People will connect and interact because of Library partnerships and collaborations.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approves the agreement with JCCC Adult Education to continue this partnership for the year 2018.

Second: Bethany Griffith

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

Consideration of the Renewal of the Lease Agreement with the City of Edgerton

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.

There are no changes from last year's agreement.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the agreement with the City of Edgerton for the renewal of the lease agreement for the year 2018.

Second: JR Riley

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

Consideration of the Renewal of the MOU between Johnson County Library and the JCL Foundation

Currently Johnson County Library and the Johnson County Library Foundation have an agreement in place for the purposes of maintaining a strong relationship in which the two organizations collaborate and provide assistance to one another for the benefit of the Library.

This is the annual renewal of that agreement. The Johnson County Library Foundation representative has reviewed the MOU and is in agreement.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the MOU between Johnson County Library and the Johnson County Library Foundation.

Second: JR Riley

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

Consideration of revision of MOU with Johnson County Facilities

Mr. Casserley introduced Director of County Facilities, Brad Reinhardt. Last month the Library Board approved the MOU with Johnson County Facilities. The MOU before the Board today is a revision of that agreement.

The Board of County Commissioners approved a mill levy increase for the Comprehensive Library Master Plan (CLMP) in August of 2015. This resulted in the creation of a Project Manager III (PM III) position to implement the CLMP. The PM III position exists in County Facilities and is funded by the Library. It was anticipated that more personnel would be required to implement the CLMP and some time would be required to determine how to best meet the Library's needs. In May of 2017, the Library Board agreed to provide an existing position for use by County Facilities for an Interiors Project Manager II (PM II). With continued and increasing Library capital needs, there is an immediate need for a third position.

Mr. Reinhardt stated that Facilities has a tremendous workload with the multiple projects throughout the county. He appreciates the Board's consideration of the additional resource.

Mr. Logan noted that he has been with the Library for 37 years and this has been a successful partnership. He supports the revised MOU and recommends it to the Board.

Motion: Amy Ruo moved to approve the revised MOU with Johnson County Facilities, authorizing an existing JCL position for use by County Facilities in support of Library capital project needs.

Second: Bethany Griffith

Roll call:

Nancy Hupp: Yes

JR Riley: Yes

Bethany Griffith: Yes

Amy Ruo: Yes

Donna Mertz: Yes

Sheryl Spalding: Yes

Brandy Butcher: Yes

Motion carried unanimously

ADJOURNMENT

Motion: JR Riley moved to adjourn the meeting.

Second: Amy Ruo

Motion carried unanimously

The meeting adjourned at 6:28 p.m.

DATE _____

SECRETARY _____
Bethany Griffith

CHAIR _____
Nancy Hupp

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Dec. 2017**

VENDOR	DESCRIPTION	AMOUNT
Proquest	Online database and technologies	\$23,720.00
Bibliotheca	Annual Support and Maintenance Renewal	\$163,137.00
Gale Cengage Learning	Subscripton and Hosting Services Agreement	\$26,533.20

Total

=====

SIGNED:

Finance Director

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: DEC-2017 (Preliminary)

		Receipts	Payments	Balance
	Opening cash balance			\$111,629.53
	Add Receipts	\$29.99		
	Less Payments		\$1,897.73	
	Ending Cash balance			\$109,761.79
	Less Liabilities		\$1,774.22	
	Unobligated cash balance			\$107,987.57

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: February 8, 2018

Issue: Whether to renew the proposed revised interlocal cooperation agreement with Olathe Public Library for automation, remote databases and e-content, and the provision of public computer control and reservation services for 2017

Background: The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect. This year we have added a provision that requires each library to mutually and reciprocally protect the confidentiality of their respective patrons' library records.

Alternatives: 1) Approve the recommendation. 2) Not approve the recommendation.

Legal Review: Reviewed and approved by library legal counsel 2/1/2018

Budget Approval: N/A

Recommendation: The Johnson County Library Board of Directors approve the proposed renewal memorandum of interlocal cooperation agreement with the Olathe Public Library through December 31, 2018.

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of interlocal cooperation agreement with the Olathe Public Library through December 31, 2018.

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE ~~BOARD OF DIRECTORS OF THE~~ OLATHE PUBLIC
LIBRARY ADVISORY BOARD FOR AUTOMATED CIRCULATION, PATRON,
AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this ~~9th~~^{8th} day of ~~February 2018~~^{March 2017}, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the ~~Board of Directors of the~~ Olathe Public Library Advisory Board ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

Formatted: Superscript

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, ~~2017-2018~~ through December 31, ~~2017-2018~~ with Sections 10 and 10A as set forth below.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
 - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5FTE for E-content Selector negotiation

services, plus 23% additional costs for database subscriptions for the period of January 1, ~~2017-2018~~ through December 31, ~~2017~~2018. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

D. ~~Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.~~

Formatted: Underline

3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:

10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and OPL agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
 - 1. OPL will be responsible for 23% of the total cost in ~~2017-2018~~ plus additional costs associated with OPL being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in ~~2017~~2018.
 - 3. In 2017, databases will be billed from 10/1/~~16-17~~ – 9/30/~~17-18~~ and will continue billing on an October – September cycle thereafter.
 - 4. In ~~2017~~2018, e-books will be billed from 10/1/~~16-17~~ – 9/30/~~17-18~~ and will continue billing on an October – September cycle thereafter.
- B. JCL shall provide OPL with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

OPL will pay 23% of .5FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.
- D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book and e-audio book content will remain the property of OPL. The specific titles retained will be determined by OPL.

4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE.
JCL and OPL agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:
 - 1. OPL will be responsible for 23% of the total cost in ~~2017~~2018, plus additional costs associated with OPL being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.
- C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

ADVISORY BOARD OF THE
OLATHE PUBLIC LIBRARY

BY: _____
Name: _____
Title: _____

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this 8th day of February 2018, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the Olathe Public Library Advisory Board ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, 2018 through December 31, 2018 with Sections 10 and 10A as set forth below.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
 - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the

period of January 1, 2018 through December 31, 2018. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

- D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.

- 3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:

10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and OPL agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:

- 1. OPL will be responsible for 23% of the total cost in 2018 plus additional costs associated with OPL being made a party to any applicable leases.
- 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in 2018.
- 3. In 2017, databases will be billed from 10/1/17 – 9/30/18 and will continue billing on an October – September cycle thereafter.
- 4. In 2018, e-books will be billed from 10/1/17 – 9/30/18 and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

OPL will pay 23% of .5FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.
- D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book and e-audio book content will remain the property of OPL. The specific titles retained will be determined by OPL.

4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and OPL agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:
 - 1. OPL will be responsible for 23% of the total cost in 2018, plus additional costs associated with OPL being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.
- C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

ADVISORY BOARD OF THE
OLATHE PUBLIC LIBRARY

BY: _____
Name: _____
Title: _____

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: February 8, 2018

Issue: Consider approving the revisions to ARM 20-20-20, "Confidentiality of Records"

Background: Johnson County Library has a long-standing policy to maintain the confidentiality of patron records. The changes to the policy define the way the Library treats Patron Registration Information separately from the way it treats Patron Borrowing Records. As well, the revisions give the County Librarian the authority to develop procedures to 1) allow for the communication to patrons using the information in the Patron Registration Information and 2) define when and how staff should respond to requests for patron information from outside agencies.

Alternatives: 1) Approve the recommendation. 2) Not approve the recommendation.

Legal Review: Reviewed and approved by Library Legal Counsel

Recommendation: The Library Board approve the revised ARM 20-20-20

Suggested Motion: I move that the Library Board of Directors approve the revised ARM 20-20-20, "Confidentiality of Patron Records".

ADMINISTRATIVE REGULATIONS
Document Number ARM 20-20-20

Tab: Patron Services

Section: Circulation Services

Subject: CONFIDENTIALITY OF RECORDS

SUMMARY

This document contains the Library's policy and procedure regarding confidentiality of patrons' registration and borrowing records vis-a-vis the ALA Statement on Professional Code of Ethics and the Kansas Open Records Act.

Definitions:

Patron Registration Information refers to the personal information patrons provide to staff when registering for a library card: name, address, phone number, e-mail address, and birthdate/age.

Patron Borrowing Records refers to the items a patron has checked out, placed on hold, used in the past, or on which he or she owes fines or fees.

Effective Date: Reaffirmed June 12, 2015
Reviewed: June 12, 2015

CONFIDENTIALITY
OF RECORDS
POLICY

a. All outside inquiries (from law enforcement, media, government agencies, lawyers and others) regarding access to ~~p~~Patron ~~R~~Registration Information and ~~Patron Borrowing charge R~~Records will be referred to the County Librarian, and no records may be made public without express approval. Patron ~~R~~Registration Information and ~~Patron Borrowing~~circulation ~~R~~Records are exempt from disclosure pursuant to the Kansas Open Records Act (K.S.A. 2006 Supp. 45-221(a)(23), as amended) and Library regulations and should only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

Circulation
Patron
Borrowing
Records

b. The Johnson County Library will not retain a ~~Patron's~~ Borrowing~~charge~~ ~~Records~~ beyond their use for circulation or control purposes.

County Librarian
Authorized to
Adopt Written
Procedures
Authorizing
Limited Library
Use of Patron
Registration
Information

c. The County Librarian may adopt written procedures and guidelines under this Regulation that authorize the Library to make limited use of Patron Registration Information for the sole purpose of facilitating communications by the Library with that Patron. Such written procedures shall strictly limit such use to the Library only and shall not authorize use by any outside agency and shall further limit such use to Library communications between the Library and the Patron.

County Librarian
Authorized to
Adopt Written
Procedures to
Guide Library
Staff in
Responding to
Requests for
Patron
Registration or
Borrowing
Records
Information

d. The County Librarian may adopt written procedures and guidelines under this Regulation that provide advice and guidance to Library staff on how to apply the terms of this regulation when provided a request for Patron Registration Information or information on Patron Borrowing Records from a person or agency outside the Library. By way of illustration and not limitation, such procedures might provide Library staff guidance on the handling of subpoenas issued to the Library under the terms of this Regulation.

ACCESS TO
RECORDS

Own Record

~~ee.~~ -A patron may check out materials and access his/her own Library records, of all kinds, only by providing a library card, library card number, or valid proof of identity. Patrons without one of these items can verbally verify their PIN (personal identification number) and provide at least 32 other pieces of account information to have full access to their account.

Children Under
18

~~ef.~~ Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's circulation~~Borrowing~~ ~~Records~~ or withdraw their authorization for the child's library card. Parents without proper identification can verbally verify at least 3 pieces of the child's account information to have full access to their child's account.

Of Others

~~eg.~~ -A patron who provides a library card or library card number may check out materials to that card or obtain Registration and Borrowing information from the matching patron record. Patrons may also

authorize other patrons or family members to pick up materials being held by notifying library staff in advance. Authorized individuals, upon presentation of identification, will not be required to have the patron's card or card number ~~for to~~ check out, ~~payment of~~ fines, pick up ~~of~~-holds or ~~renewing~~ items.

Any patron may pay the fines of any other patron without a library card number or other verification. However, in this circumstance, no Patron Registration Information or Patron Borrowing Records will be provided to the person making the payment.

County Librarian
Authorized to
Adopt Written
Procedures to
Guide Library
Staff in the
Application of the
Access to
Records
subsection of this
Regulation

The County Librarian ~~is directed to may~~ adopt written procedures and guidelines to implement the terms of the Access to Records subsection of this Regulation. ~~all areas of authorization listed above.~~

Information
Requests

Library staff will not disclose library patrons' use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state, or local law. Any court order or subpoena received by a member of the staff shall be directed to the County Librarian and Library counsel for disposition.

Exceptions for
Materials
Recovery
Agency, County
Office of
Financial
Management,
Development of
Demographic
Profiles or Patron
Usage Pattern
Studies

gh. -Nothing in this regulation shall be construed to prohibit the Johnson County Library from disclosing a patron's account records to a third party collection agency when that patron has past due fines or library materials that have been checked out and not returned; the County Librarian is authorized to submit such patron account records to a third party collection agency pursuant to any agreement approved by the Library Board.

hi. Pursuant to rules established by the Government Accounting Standards Board (GASB), the County Office of Financial Management (OFM) prepares financial reports for the Library that show an accounts receivable balance that is comprised of

amounts attributable to past due accounts and library materials that have not been returned. In order to verify this data for the Library, OFM must periodically examine the underlying, individual accounts that comprise the balance. The County Librarian may, for that limited purpose, and in accordance with the terms of this ARM 20-20-20, provide to OFM the names, addresses, contact information, amounts owing, and dates relating to such accounts. Any request for this information made pursuant to the Kansas Open Records Act shall be referred to the County Librarian pursuant to ARM 20-20-20.a. No other ~~Patron~~ ~~circulation~~ Borrowing Records information, including information relating to materials checked out, shall be disclosed.

ij. -In order to obtain demographic profiles or patron usage pattern studies that will allow the Library to improve the quality and content of its collections and offerings to patrons, the Library may provide certain information to agencies of Johnson County government and to private companies that have contractually agreed to produce such profiles or studies. Such information shall not identify patrons by name or allow for individual patrons to be identified by name. The Library shall provide such information only pursuant to written agreements that contain the following terms, as well as those required elsewhere in these regulations:

1. Such agencies and companies shall agree to never identify patrons by name from the information provided to such agencies or companies.
2. Such agencies and companies shall agree to not release, and shall maintain confidentiality with respect to, the information provided by the Library and the data developed from such information, except to the extent specifically authorized in writing by the Library.
3. Such agencies and companies shall agree that all such information and the data developed from such information may not be sold or resold by such agencies and companies.
4. Such agencies and companies shall agree that the Library shall continue to own such information and the data developed from such information and that the same shall be destroyed or returned to the Library on its written request.

| June 12, 2015

ARM 20-20-20 End

ADMINISTRATIVE REGULATIONS
Document Number ARM 20-20-20

Tab: Patron Services

Section: Circulation Services

Subject: CONFIDENTIALITY OF RECORDS

SUMMARY

This document contains the Library's policy and procedure regarding confidentiality of patrons' registration and borrowing records vis-a-vis the ALA Code of Ethics and the Kansas Open Records Act.

Definitions:

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Patron Borrowing Records refers to the items a patron has checked out, placed on hold, used in the past, or on which he or she owes fines or fees.

Effective Date:

CONFIDENTIALITY
OF RECORDS
POLICY

a. All outside inquiries (from law enforcement, media, government agencies, lawyers and others) regarding access to Patron Registration Information and Patron Borrowing Records will be referred to the County Librarian, and no records may be made public without express approval. Patron Registration Information and Patron Borrowing Records are exempt from disclosure pursuant to the Kansas Open Records Act (K.S.A. 2006 Supp. 45-221(a)(23), as amended) and Library regulations and should only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

Patron Borrowing b. The Johnson County Library will not retain a

	Records	Patron's Borrowing Records beyond their use for circulation or control purposes.
	County Librarian Authorized to Adopt Written Procedures Authorizing Limited Library Use of Patron Registration Information	c. The County Librarian may adopt written procedures and guidelines under this Regulation that authorize the Library to make limited use of Patron Registration Information for the sole purpose of facilitating communications by the Library with that Patron. Such written procedures shall strictly limit such use to the Library only and shall not authorize use by any outside agency and shall further limit such use to Library communications between the Library and the Patron.
	County Librarian Authorized to Adopt Written Procedures to Guide Library Staff in Responding to Requests for Patron Registration or Borrowing Records Information	d. The County Librarian may adopt written procedures and guidelines under this Regulation that provide advice and guidance to Library staff on how to apply the terms of this regulation when provided a request for Patron Registration Information or information on Patron Borrowing Records from a person or agency outside the Library. By way of illustration and not limitation, such procedures might provide Library staff guidance on the handling of subpoenas issued to the Library under the terms of this Regulation.
ACCESS TO RECORDS	Own Record	e. A patron may check out materials and access his/her own Library records, of all kinds, only by providing a library card, library card number, or valid proof of identity. Patrons without one of these items can verbally verify their PIN (personal identification number) and provide at least 2 other pieces of account information to have full access to their account.
	Children Under 18	f. Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's Borrowing Records or withdraw their authorization for the child's library card. Parents without proper identification can verbally verify at least 3 pieces of the child's account information to have full access to their child's account.
	Of Others	g. A patron who provides a library card or library card number may check out materials to that card or obtain Registration and Borrowing information from the matching patron record. Patrons may also authorize other patrons or family members to pick up materials being held by notifying library staff in

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Authorized to
Adopt Written
Procedures to
Guide Library
Staff in the
Application of the
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subsection of this
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The County Librarian may adopt written procedures and guidelines to implement the terms of the Access to Records subsection of this Regulation.

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Library staff will not disclose library patrons' use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state, or local law. Any court order or subpoena received by a member of the staff shall be directed to the County Librarian and Library counsel for disposition.

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the underlying, individual accounts that comprise the balance. The County Librarian may, for that limited purpose, and in accordance with the terms of this ARM 20-20-20, provide to OFM the names, addresses, contact information, amounts owing, and dates relating to such accounts. Any request for this information made pursuant to the Kansas Open Records Act shall be referred to the County Librarian pursuant to ARM 20-20-20.a. No other Patron Borrowing Records information, including information relating to materials checked out, shall be disclosed.

j. In order to obtain demographic profiles or patron usage pattern studies that will allow the Library to improve the quality and content of its collections and offerings to patrons, the Library may provide certain information to agencies of Johnson County government and to private companies that have contractually agreed to produce such profiles or studies. Such information shall not identify patrons by name or allow for individual patrons to be identified by name. The Library shall provide such information only pursuant to written agreements that contain the following terms, as well as those required elsewhere in these regulations:

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4. Such agencies and companies shall agree that the Library shall continue to own such information and the data developed from such information and that the same shall be destroyed or returned to the Library on its written request.

ARM 20-20-20 End