

JOHNSON COUNTY LIBRARY

BOARD REPORT

JANUARY 10, 2013

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

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JANUARY 10, 2013
CENTRAL RESOURCE LIBRARY
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Mitra Templin, Board Chair
 - C. Friends of the Library
 - D. Executive Director, Johnson County Library Foundation
 - E. David Lindstrom, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report- Sean Casserley, County Librarian
 - 1. City of Lenexa City Center update
 - 2. Strategic plan update
 - 3. eBook circulation report
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of December 13, 2012 Board meeting.....9
 - 2. Agreement for Fiber Optical Cable Installation at Leawood
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....16
 - 2. Summary of Change Orders.....17
 - 3. Financial and Personnel
 - a) The County Librarian and the Administrative Manager certify those payment vouchers and personnel authorizations for November, 2012 were handled in accordance with library and County policy.
 - b) The November, 2012 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures.
 - C. Gift Fund Report
 - 1. Treasurer’s Report.....19
 - 2. Summary of Gift Fund Receipts.....20

3. Summary of Gift Fund Payments.....21

The County Librarian and the Administrative Manager certify the Gift Fund receipts and disbursements were handled in accordance with Regulations 10-55-12 and 10-55-12A of the Library's Administrative Policy Manual.

VI. Old Business

A. Collection Development Policy

VII. New Business

VIII. Document Signing

IX. Executive Session

X. Adjournment

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

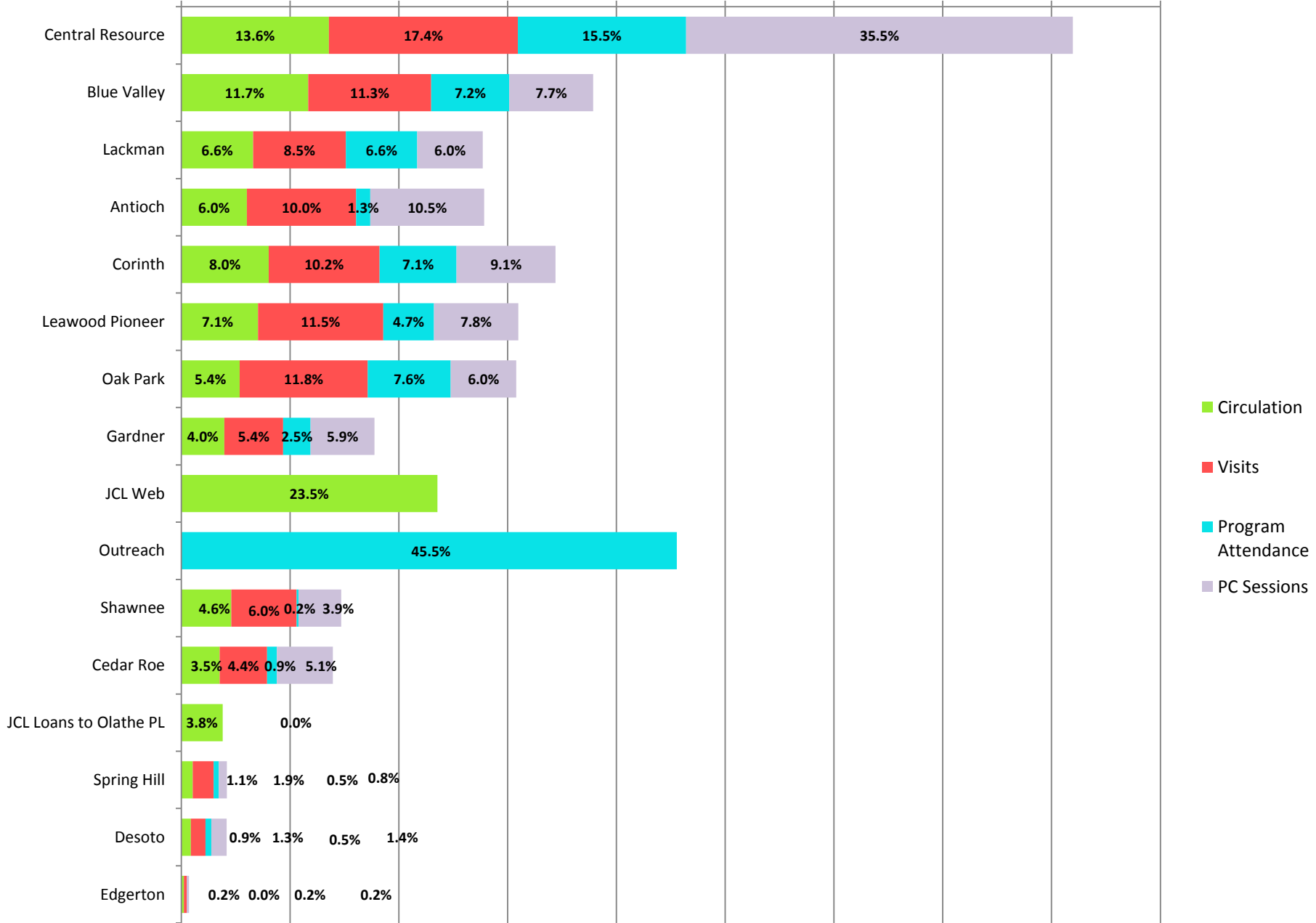
CONSENT AGENDA

Approval of items marked “Action” indicates formal Board approval and adoption. Approval of items marked “Information” indicates Board review only and does not indicate approval and adoption.

Consent Agenda

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- B. Information Items
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**Johnson County Library
Touch Points Percentage of Activity by Location -- November 2012**



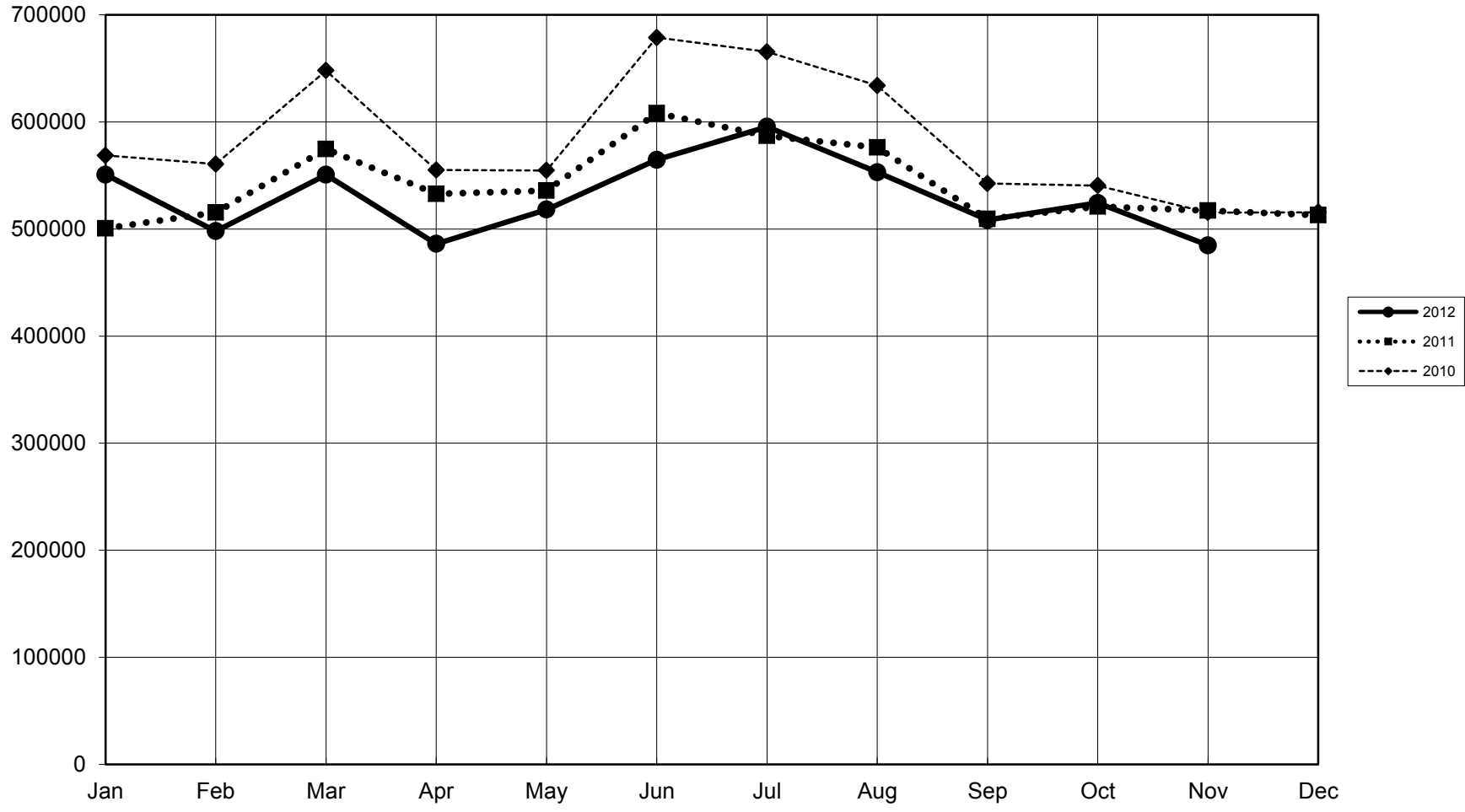
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

November 2012

Location	Official Circulation										
	Current Month 2012				Current Month 2011				Percentage Change 2011 to 2012		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total					
Antioch	29,269	6.0%	341,066	370,458	31,869	6.2%	372,607	404,012	-8.2%	-8.5%	-8.3%
Blue Valley	56,568	11.7%	705,842	768,307	60,967	11.8%	722,476	777,858	-7.2%	-2.3%	-1.2%
Cedar Roe	17,175	3.5%	211,150	232,108	20,563	4.0%	251,659	273,038	-16.5%	-16.1%	-15.0%
Central Resource	65,821	13.6%	812,764	890,252	82,609	16.0%	887,105	970,138	-20.3%	-8.4%	-8.2%
Corinth	38,964	8.0%	467,589	501,657	31,966	6.2%	390,404	424,667	21.9%	19.8%	18.1%
Desoto	4,247	0.9%	48,951	53,605	4,712	0.9%	53,423	57,970	-9.9%	-8.4%	-7.5%
Edgerton	1,189	0.2%	15,477	16,895	1,384	0.3%	16,392	17,697	-14.1%	-5.6%	-4.5%
Gardner	19,218	4.0%	231,144	249,181	18,716	3.6%	223,299	241,719	2.7%	3.5%	3.1%
Lackman	32,016	6.6%	407,757	443,320	38,315	7.4%	487,956	524,766	-16.4%	-16.4%	-15.5%
Leawood Pioneer	34,216	7.1%	440,513	480,752	38,428	7.4%	457,418	494,751	-11.0%	-3.7%	-2.8%
Oak Park	26,015	5.4%	296,767	324,737	26,632	5.1%	314,104	343,312	-2.3%	-5.5%	-5.4%
Shawnee	22,327	4.6%	274,676	298,179	23,579	4.6%	267,524	291,618	-5.3%	2.7%	2.2%
Spring Hill	5,107	1.1%	62,629	67,608	4,881	0.9%	62,262	67,607	4.6%	0.6%	0.0%
JCL Web Renewals	114,122	23.5%	1,286,129	1,395,559	109,660	21.2%	1,236,170	1,350,519	4.1%	4.0%	3.3%
JCL Loans to Olathe PL	18,463	3.8%	231,219	254,035	22,876	4.4%	234,893	253,573	-19.3%	-1.6%	0.2%
JCL Branch Total	286,311	59.1%	3,503,561	3,806,807	302,012	58.4%	3,619,523	3,919,014	-5.2%	-3.2%	-2.9%
JCL Brances and Central	352,132	72.6%	4,316,325	4,697,059	384,621	74.4%	4,506,628	4,889,152	-8.4%	-4.2%	-3.9%
JCL SYSTEM TOTAL	484,717	100.0%	5,833,673	6,346,653	517,157	100.0%	5,977,691	6,493,244	-6.3%	-2.4%	-2.3%

Average Circulation per Capita		
	2012	2011
Current Month	13.8	14.7
Year-to-Date	15.1	15.4
Service Area Population	422,500	422,500

Johnson County Library Three-Year Trend in Total System Circulation



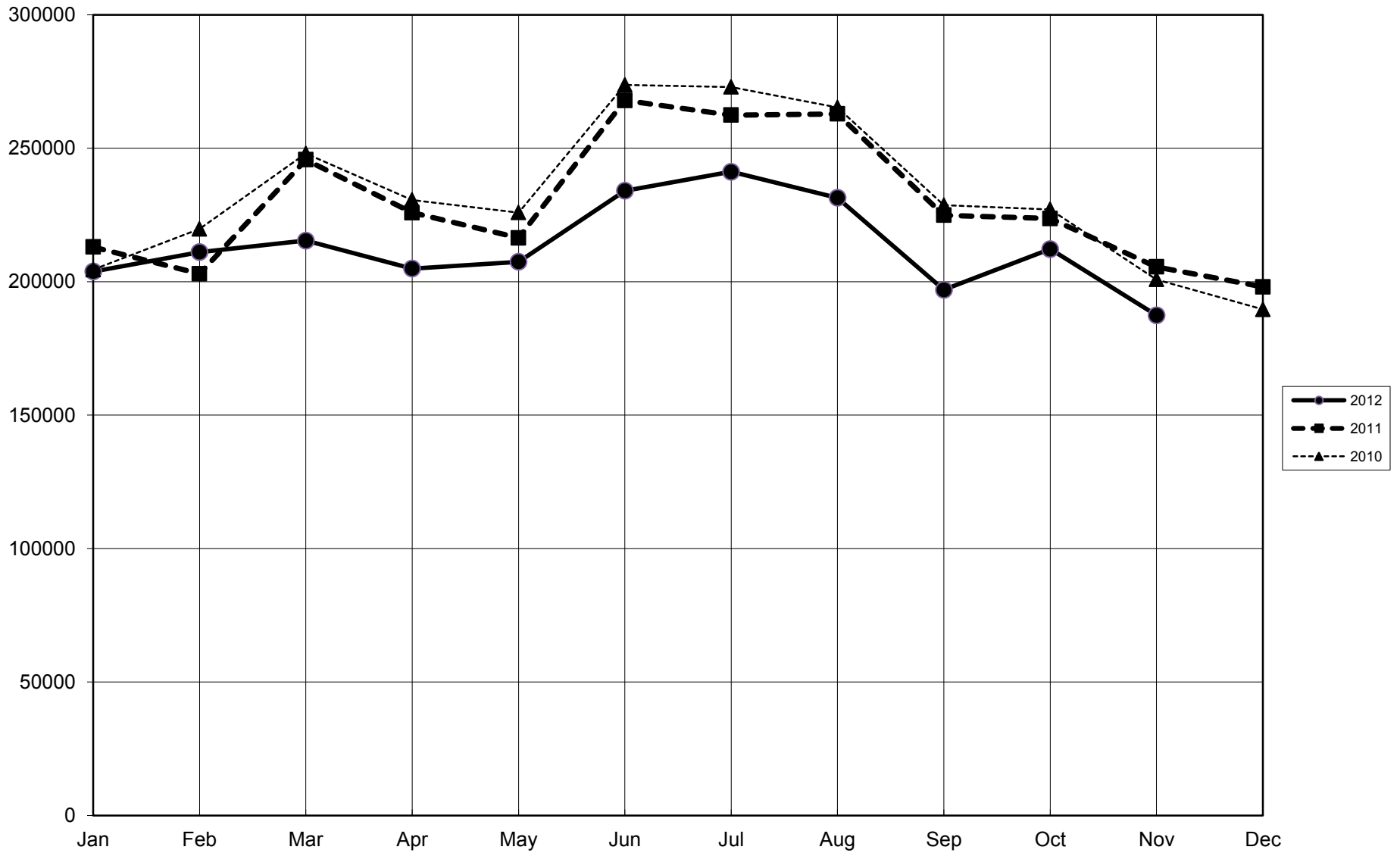
Johnson County Library
USER VISITS

November 2012

Location	Current Month 2012								Current Month 2011				Percent Change 2011 to 2012		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	17,972	9.6%	229,546	248,091	225	80	29,269	1.6	18,830	8.4%	230,487	250,611	-4.6%	-0.4%	-1.0%
Blue Valley	21,295	11.4%	289,670	310,985	225	95	56,568	2.7	25,046	11.2%	312,129	335,626	-15.0%	-7.2%	-7.3%
Cedar Roe	8,200	4.4%	99,579	110,115	165	50	17,175	2.1	10,159	4.5%	128,892	138,513	-19.3%	-22.7%	-20.5%
Central Resource	32,690	17.4%	436,337	466,073	244	134	65,821	2.0	32,432	14.5%	425,482	460,438	0.8%	2.6%	1.2%
Corinth	19,218	10.3%	240,718	264,742	225	85	38,964	2.0	23,183	10.4%	290,028	306,795	-17.1%	-17.0%	-13.7%
DeSoto	2,535	1.4%	29,874	32,681	136	19	4,247	1.7	2,686	1.2%	35,231	37,898	-5.7%	-15.2%	-13.8%
Edgerton	466	0.2%	7,397	7,935	96	5	1,189	2.5	464	0.2%	15,194	16,441	0.5%	-51.3%	-51.7%
Gardner	10,186	5.4%	130,220	141,403	213	48	19,218	1.9	10,402	4.7%	139,579	37,898	-2.1%	-6.7%	273.1%
Lackman	16,064	8.6%	221,020	242,448	213	75	32,016	2.0	22,162	9.9%	272,239	290,265	-27.5%	-18.8%	-16.5%
Leawood Pioneer	21,679	11.6%	275,663	300,126	213	102	34,216	1.6	25,761	11.5%	311,681	334,338	-15.8%	-11.6%	-10.2%
Oak Park	22,172	11.8%	201,495	221,059	213	104	26,015	1.2	19,456	8.7%	196,747	212,966	14.0%	2.4%	3.8%
Shawnee	11,319	6.0%	136,484	146,625	213	53	22,327	2.0	10,673	4.8%	135,370	146,808	6.0%	0.8%	-0.1%
Spring Hill	3,615	1.9%	50,833	54,610	128	28	5,107	1.4	4,886	2.2%	59,774	61,146	-26.0%	-15.0%	-10.7%
Branch Total	154,720	82.6%	1,912,499	2,080,820	2,265	68	286,311	1.9	184,137	82.3%	2,127,350	2,281,980	-16.0%	-10.1%	-8.8%
SYSTEM TOTAL	187,410	100.0%	2,348,836	2,546,893	2,509	75	352,132	1.9	223,659	100.0%	2,552,833	2,742,419	-16.2%	-8.0%	-7.1%

	2012	2011
Average Visits per Capita for Current Month:	5.3	6.4
Average Visits per Capita for Year-to-Date:	6.1	6.6
Service Area Population:	422,500	422,500

Johnson County Library Three-Year Trend in Total System User Visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
December 13, 2012
4:00 p.m.
Central Resource Library**

BOARD: Mitra Templin, Carol Snyder, Charley Vogt, Emanuel Obi and Neil Shortlidge

BOARD ATTORNEY: Fred Logan, Logan Logan & Watson, L.C.

BOCC: Not Present

STAFF: Sean Casserley, Tricia Suellentrop, John Helling, Monica Duffield, Rita Rubick, Diana Graves, Mike Heffron, Marsha Bennett, Matt Sapp, Kim Gile, Jennifer Mahnken, Chris Carleton, Michelle Beesley, Brandon Miller, Susan Mong, Barbara Brand, Colleen Olinger, Michaela Scruggs, Bobbie Grossi

GUEST: Dave White, Johnson County Library Foundation Board, Vickie Trott, Friends of the Library, Georgia Sizemone, Johnson County Facilities, Rick Wise, Brandon Miller, Austin McGrew, Hayden Kuchler, Kourinee Lewis, Arch York, Jaylan Hobbs, and Schaunna McCully, Shawnee Mission West High School

Board Chairman Mitra Templin convened the meeting at 4:07 p.m. Ms. Templin asked for citizen comments: there were none.

BOARD OF DIRECTORS COMMENTS

Mr. Vogt welcomed the students from Shawnee Mission West High School.

Ms. Templin noted that as a thank you to Commissioner Lindstrom, for serving a year as the Library's Board of County Commissioners' liaison, the book *Drives of a Lifetime* will be donated in his honor and become part of the library's collection.

FRIENDS OF THE LIBRARY

Dave White reported on behalf of the Friends of the Library.

The "Big Fall Book Sale" was a big success, with total sales of just over \$60,000. This put book sale totals for the year at a total of just over \$152,000, 15% over the budgeted number of \$132,000 for the year. All the volunteer efforts were greatly appreciated, as always.

Internet sales continue to be excellent with YTD sales through November of \$131,000, almost 46% above the budgeted sales level for the entire year! Both bookstores are just under pace on sales vs. budget as well.

The Friends annual meeting was held on November 13th. Our slate of officers was voted on and approved: Dave White President, Kathy McGinley Vice President/President Elect, LaVerris Steadham, Secretary and Koji Watanabe Treasurer. In addition, two new members were elected to the Board, Kathie Tiemeier and Gloria Solden. They have a variety of experiences in the business world and otherwise that will lend themselves well to being highly contributing Board members.

Three departing Board members were honored; Jane O'Neil, Marsha Daley, and Sheri Womack. Each provided many years of excellent service and were involved in all three of our development key boards; Organizational Development, Operations Oversight, and Advocacy, as well as tireless efforts across many Book Sales. We look forward to their continued contributions to the Friends organization in the years ahead.

The Friends are looking forward to working on their 2013 goals. Committee meetings will take place in January and action plans set to reach these goals and a new member orientation meeting will be held in the first two months of the year:

The 2013 budget was approved; the numbers are almost \$360,000 of revenue offset by \$243,000 of expense for contributory dollars of \$117,000 for the library. Friends also voted to donate \$50,000 to the library from the Friends operating funds.

Comment: Mr. Vogt requested that internet sales be explained to the visiting high school students.

Response by David White: "Friends of the Library hold two annual book sales and operate two book stores. Supplies for these sales come from donations and library weeds. All items are scanned to see what they sell for on Amazon and any book that sells for more than twelve dollars and any audio visual item over seven dollars is sold over the internet. Lesser expensive items are sold in the Friends book stores or at our annual book sales. If you go to the Friends web site on the Johnson County Library web site you can see the 4,500 items that are currently for sale."

Fun facts for Internet Sales:

Weeds sold:

The New Palgrave: A Dictionary of Economics: Four Volume Boxed Set \$159.95
The Beverage Marketing Directory 2011 \$149.95

Donations sold:

Citrus Processing: A Complete Guide (Chapman & Hall Food Science Book)
\$149.95

Career Architect Development Planner, 4th Edition \$141.95

Harcourt Trophies Grade 5 Distant Voyages Audiotext \$139.95

1984 Toyota Pickup Truck Repair Shop Manual Original Diesel Toyota \$119.95

Earthsea Revisioned: A Lecture at Oxford \$117.24

Visual Journeys: A Tribute to Space Artists \$116.00

International orders went to Australia, Hungary, Switzerland, Canada, Taiwan, Great Britain, Malta, and Belgium

JOHNSON COUNTY LIBRARY FOUNDATION

Sean Casserley reported on behalf of the Library Foundation

Eight candidates have been interviewed for the Executive Director's position by a panel comprised of representatives from County HR, the Foundation and Library staff. Three candidates of been invited to come back for final interviews on Friday, November 14.

BOARD OF COUNTY COMMISIONER REPORT

No report this month.

BOARD COUNCIL REPORT

No report this month.

COUNTY LIBRARIAN REPORT

E-book Update – presented by Jennifer Mahnken and Scott Sime

The official launch date for the library's eBook collection will be January 3 and there will be a soft launch of the service on December 18, allowing staff a brief time to get use to procedures and questions that may occur.

The checkout period for eBooks will be two weeks and patrons may have up to three eBooks checked out at one time. There are no fine on eBooks, the books automatically check themselves back in and at this time patrons cannot return them early. Prior to the soft launch date all Information Services and Youth Services staff will have received training on how to use the service. The eBook collection will work on most tablets, PC's and popular corded devices. Staff is in the process of providing guides on supported devices to reference when patrons come in and ask which device they should purchase. Patron will not be able to download from public computers, each location will have different devices available and staff will be able to use staff computers to promote service.

To start with the library will have 8,000 to 10,000 items in the collection. They are popular titles, and the goal is to double the collection for 2013. Items available to libraries to purchase are very different than what an individual may purchase, and the cost per item can be up to five times higher. This is due to restrictions placed on libraries from the publishers. A list of items will be available at www.jocolibrary.org/ebooks.

County Strategic Facility Master Plan Report

Mr. Casserley reviewed the capital improvement presentation that was presented to the Board of County Commissioners in April showing where the Library has been in the last fifteen years and where the County is going. Over the last fifteen years most of the county's capital improvements have been focused on public safety (43% on Capital

improvements & 23% on Cultural & Recreation improvements). Starting in 2013 and going over the next fifteen years County facilities is planning on spending 61% of their budget in Cultural & Recreation improvements. The museums, parks & recreation and libraries fall in this category.

During the first five years (2013-2018) the library would be looking at the Shawnee Library, Monticello, Corinth Library, Central Resource Library, Cedar Roe Library and the Antioch Library. In 2018-2022 the library would be looking at light Support Services building, Lackman Library, Gardner Library, Blue Valley, Stilwell and Spring Hill areas. At this point the libraries capital improvement plan would be complete.

Johnson County government compares itself to other like counties. In comparing libraries in the top 10 comparable counties, JCL ranks 4.5. In population JCL ranks 6; in building square footage JCL ranks 4; on annual revenue JCL ranks 5; on circulation JCL ranks 3 and on open hours JCL ranks 5. The general picture coming from this is that the library's need, based on circulation does not necessarily match current hours and building square footage. In order to get to the top three there is a correlation between expenditure and service.

Cost for Retail Space at Monticello vs. Vending solution

Mr. Casserley provided a cost analysis on what a storefront library ranging in size from 5,000 to 15,000 square feet in the Monticello library service area would cost versus a vending machine solution. This could cost up to \$2.6 million based on size, staffing and purchasing a new collection. In comparison the vending solution, which was demonstrated by video, and discussed at the December Board meeting would cost approximately \$760,000. These units would be owned by the library and could remain as a kiosk for holds and pickups or moved to another location. These are temporary solutions until a full service library can be built.

Board members had many questions and requested that Mr. Casserley make his presentations available to them for further study. Ms. Templin suggested having an additional meeting possibly in January inviting some Shawnee City officials and others from the library that are interested.

Comprise Smart Money Manager Solution

Mr. Casserley and Ms. Graves reviewed the benefits of Smart Money Manager, a software solution provided by Comprise, the same company that the library uses for online bill payments.

Currently the library does not have any way of reconciling the funds that are received over the counter and matching them with SIRSI in regard to patron accounts when fines and fees are paid. This piece of software does everything automatically, eliminating individual data entry errors and saving staff time as well as providing flexibility in the reports that can be run.

There is a onetime cost of \$32,126 for 16 point of sale locations and a \$7,700 yearly maintenance fee. Library staff is thinking of implementing this software program in early

2013. All issues with the audit report will be resolved with the implementation of this software.

CONSENT AGENDA

Ms. Templin asked if there were any questions concerning the consent agenda. There were none.

MOTION: Ms. Snyder made a motion to approve the consent agenda.
SECONDED: by Mr. Vogt **MOTION CARRIED UNANIMOUSLY**

OLD BUSINESS

Consideration of Renewal of Interlocal Agreement with Olathe Public Library for Automation Services.

Carolyn Weeks explained that this agreement is renewed yearly and the requested points (staff fees, administrative support and courier service) were reviewed and adjusted as needed. It was also noted that in the unlikely event should relationships between the two libraries be severed, 23% of E-content would belong to Olathe Public Library. The approximate total of this agreement is \$227,550.

MOTION: Mrs. Snyder moved that the Library Board approve this proposed renewal memorandum to the Interlocal Cooperation Agreement between the Olathe Public Library to provide the Olathe Public Library with automation services, remote database access, a computer control and reservation system and Web catalog interface from January 1, 2013 to December 31, 2013. In the estimated amount of \$73,446 plus \$170,104 (23%) of the cost of the remote database access service minus \$17,000 for the cost of courier service between the two libraries for a grand total of \$226,550. If Olathe Public Library opts in for new products and services not covered in this agreement, Johnson County Library will bill accordingly.

SECONDED: by Neil Shortlidge **MOTION CARRIED UNANIMOUSLY**

NEW BUSINESS

Consideration of Renewal of Interlocal Agreement with Johnson County Community College for Johnson County Adult Education Services

John Helling explained that Johnson County Community College operates adult education programs in three Johnson County Library facilities: Antioch, Oak Park and Gardner Libraries. The document has been looked over and no changes have been recommended.

MOTION: Mr. Shortlidge moved that the Board approve the proposed renewal of the agreement with Johnson County Community College with Johnson County Library support and involvement in Johnson County Adult Education in 2013 as presented.

SECONDED by Mr. Vogt **MOTION CARRIED UNANIMOUSLY**

Consideration of Renewal of Facility Use Agreement with the City of Edgerton

Mr. Casserly discussed some of the repairs/improvements that have been made and recommended that the Library Board renew the Facility Use Agreement with the City of

Edgerton with no changes other than the year in the amount of \$6,000. The City of Edgerton is expected to renew this agreement at the December 13th City Council meeting.

MOTION: Mr. Obi made a motion that the Library Board of Directors renew the Facility Use Agreement with the City of Edgerton for the 2013 calendar year in the amount of \$6,000.

SECONDED: by Mrs. Snyder **MOTION CARRIED UNANIMOUSLY**

Consideration of Renewal of 2013 Contract for Legal Services

Mr. Logan explained that the agreement is very simple, the same as it has been for many year and the hourly rate will remain the same.

Mr. Logan is beginning his thirty-third year as counsel to the library; he provides contract review and legal advice to the board and coordinates with the County Legal Department for items that fall under their jurisdiction such as some bidding documents or personnel issues.

MOTION: Ms. Shortlidge moved that the Library Board of Directors renew the contract with Logan Logan & Watson, L.C. for legal services for 2013 at the rate of \$160.00 per hour.

SECONDED by Ms. Templin **MOTION CARRIED UNANIMOUSLY**

Consideration of Revisions to the Library Collection Development Policy

Carolyn Weeks explained that this is for the Board's information at this time and will be on the January agenda.

Every two years the board needs to approve the Library Collection Development Policy. Staff has reviewed the policy and made minor revisions for 2013. These changes include:

- Addition of "quality of artwork" and "quality of visual representation of information" to General Factors
- Modernization of electronic resource language, insuring that the Policy encompasses e-content and inclusion of favorable licensing terms as a factor in selection
- Use of terms e-content and e-video throughout the whole document
- Mention of the Interlocal Agreement between Johnson County Library and the Olathe Public Library
- More emphasis on locally produced materials
- Young Adult collection re-named Teen collection with more focused definition
- Adult New Readers eliminated as a collection based on a joint decision of the Johnson County Community College and the Johnson County Library
- Elimination of language on the role of Central and the Branches not relevant to a floating collection
- Elimination of language about audiovisual equipment outside the scope of the Policy

- o General language clean-up and removal of procedural detail

Ms. Weeks recommended the Board review these changes and bring any questions to the next meeting.

QUESTION: Mr. Vogt asked Ms. Weeks for her definition of “Locally Produced Material”

ANSWER: A little more emphasis on authors who might live in the area. It’s very possible under normal circumstances some of them might not make the cut. Looking more kindly at local authors as part of the collection development philosophy “perhaps as part of the library’s mission as a public library in the Johnson County area and in the Kansas City Metro area” the library actually does have an obligation to local author/illustrators to collect a little more thoroughly than in the past.

QUESTIONS: Mr. Vogt asked if this included YouTube videos.

ANSWER: The library has not looked into videos yet, but may link to them in other ways but not as part of the collection.

EXECUTIVE SESSION

MOTION: Mr. Vogt made a motion that the Library Board go into Executive Session at 5:37p.m. for a period of time not to exceed thirty minutes in length for the purpose of annual County Librarian appraisal.

SECONDED: by Ms. Templin **MOTION CARRIED UNANIMOUSLY**

ADJOURNMENT

MOTION: Mr. Vogt made a motion to adjourn the meeting.

SECONDED: by Mr. Obi **MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 6:04 p.m.

DATE _____

SECRETARY _____
Catherine Nugent

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
December, 2012**

VENDOR	DESCRIPTION	AMOUNT
ACS Electronic Systems	Spring Hill Alarm System Installation	\$ 2,394.00
ACS Electronic Systems	DeSoto Alarm System Installation	\$ 2,394.00
Automated Control Systems	CRL Liebert Unit Relocation	\$ 7,750.00
BHC Rhodes	Monticello Topographic Survey	\$ 2,450.00
Glanville Construction, LLC	Wall & Ceiling Renovation, CRL YS	\$ 4,250.00
Haith & Company, Inc.	Warehouse Lease Renewal	\$ 52,524.00
Image Flooring	Corinth Stairwell Carpet Replacement	\$ 4,214.00
InfoGroup Inc.	Reference USA License Agreement	\$ 40,000.00
Library Ideas, LLC	Freegal Music Subscription Agreement	\$ 92,650.00
Morningstar, Inc.	Investment Research Center License	\$ 1,395.00
Orkin Pest Control	Commercial Services Agreement	\$ 8,573.00
The Clark Enersen Partners	Shawnee Book Drop Modifications	\$ 1,900.00
The Clark Enersen Partners	CRL Library Color Palette Consultation	\$ 3,835.00
State Library of Kansas	Extension of 6 by 6 Activity Kit Grant	\$ -
Clive Public Library (Iowa)	6 by 6 Ready to Read Collaboration	\$ -
	Total	\$ 224,329.00

SIGNED:


ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
December, 2012

CONTRACTOR	PROJECT/C.O. #	AMOUNT	ORIGINAL CONTRACT	TOTAL CONTRACT
Larrison Construction, Inc.	Leawood Sorter Installation	\$ 3,296.37	\$ 49,892.00	\$ 53,188.37



ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
December, 2012

CONTRACTOR	PROJECT/C.O. #	AMOUNT	ORIGINAL CONTRACT	TOTAL CONTRACT
Larrison Construction, Inc.	Leawood Sorter Installation	\$ 3,296.37	\$ 49,892.00	\$ 53,188.37



ADMINISTRATIVE MANAGER

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: NOV-2012

		Receipts	Payments	Balance
Opening cash balance				\$120,964.34
	Add Receipts	\$59.38		
	Less Payments		\$0.00	
Ending Cash balance				\$121,023.72
	Less Liabilities		\$24,377.77	
Unobligated cash balance				\$96,645.95

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-NOV-2012 To 30-NOV-2012

Donor	Description	Comments	Amount
UMB Bank	INTEREST ON INVESTMENTS	Transfer to Gift Fund	\$59.38
Total			\$59.38

SIGNED:

ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS
December, 2012

VENDOR

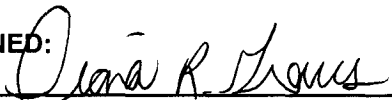
DESCRIPTION

AMOUNT

TOTAL

\$ -

SIGNED:



ADMINISTRATIVE MANAGER

CL Approval by Category

December Gift Fund Bills - January Board Meeting				
Vendor's Name	Invoice #	Amount	Code	
TOTAL		\$ -		
				Certified for Payment by:
				Sean Casserley, County Librarian

JOHNSON COUNTY LIBRARY REVENUE REPORT

November 2012

92% of Year Lapsed

REVENUE ALL FUNDS AS OF 11/30/12	2012 Year to Date	2012 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,312,348.87	\$19,291,497	100%	100%
Ad Valorem Delinquent	\$440,157.88	\$332,646	132%	142%
Motor Vehicle	\$2,015,706.74	\$1,966,201	103%	96%
Library Generated - Copying/Printing	\$79,370.77	\$82,200	97%	94%
Library Generated - Overdues / Fees	\$653,817.35	\$860,000	76%	78%
Sale of Library Books	\$50,000.00	\$50,000	100%	100%
Misc Other	\$16,134.98	\$32,590	50%	132%
Library Generated - Other Charges	\$253,613.73	\$249,697	102%	85%
Investment	\$77,678.14	\$191,450	41%	0%
Unencumbered Balance Forward	\$3,509,390.00	\$1,507,284 #	233%	461%
Recreational Vehicle Tax	\$6,176.64	\$8,754	71%	91%
Heavy Trucks Tax	\$9,202.26	\$8,695	106%	112%
Rental Excise Tax	\$24,026.44	\$22,200	108%	97%
State and Federal Grants	\$216,984.25	\$230,000	94%	68%
Transfers	\$0.00	\$26,278	0%	0%
TOTAL REVENUE	\$26,664,608.05	\$24,859,492	107%	113%

#The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

JOHNSON COUNTY LIBRARY: Summary of Expenditures
November 2012
92% of Year Lapsed

OPERATING FUND	2012	2012	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$2,631,785.04	\$3,093,147	85%	87%
Administrative Services	\$1,752,469.55	\$2,155,773	81%	86%
Branch Services	\$3,255,848.23	\$3,633,288	90%	86%
Technical Services	\$641,467.61	\$794,222	81%	78%
Systemwide Services	\$2,380,074.23	\$3,086,860	77%	83%
Central	\$3,331,022.70	\$3,967,356	84%	84%
Facilities	\$1,324,932.40	\$1,650,840	80%	91%
Information Technology	\$2,256,252.15	\$2,734,351 #	83%	80%
Risk Management Charges	\$88,427.00	\$88,427	100%	75%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Grants *	\$195,401.14	\$230,000	85%	66%
Transfer to Capital Projects	\$492,934.00	\$492,934	100%	100%
Interfund Transfers	\$0.00	\$26,278	0%	0%
Total Operating	\$18,350,614.05	\$22,075,241	83%	84%

* Includes expenditures for 2012 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2012	2012	% Budget	% Expended
	Year to Date	Budget	Expended	Last Year
General Maintenance	\$0.00	\$0	0%	0%
Capital Equipment	\$167,195.14	\$294,783	57%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Transfer to Capital Projects	\$150,000.00	\$150,000	100%	0%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
Total Special Use	\$2,631,703.19	\$2,784,251	95%	92%

TOTAL EXPENDITURES	\$20,982,317.24	\$24,859,492	84%	85%
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ALL FUNDS	2012	2012	% Categories	% Expended
Categories	Year to Date	Budget	Expended	Last Year
Salaries and Benefits	\$11,578,028.39	\$13,825,990	84%	85%
Contractual Services	\$2,588,960.31	\$2,843,604	91%	90%
Supplies	\$2,730,780.55	\$3,750,353 #	73%	82%
Capital - Operating	\$676,082.66	\$695,890 #	97%	5%
Risk Management Charges	\$88,427.00	\$88,427	100%	75%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Capital / Maintenance / Repair	\$167,195.14	\$294,783 #	57%	50%
Interfund Transfers	\$0.00	\$26,278	0%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Transfer to Capital Projects	\$642,934.00	\$642,934	100%	100%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
Grants	\$195,401.14	\$230,000	85%	66%

TOTAL EXPENDITURES	\$20,982,317.24	\$24,859,492	84%	85%
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#The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 11/31/12	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$238.08	\$5,000.00	
2012 State Aid	State	May-12	Dec-12	\$161,965.38	\$178,141.00	
Kansas Talking Books	State	Oct-11	Sep-12	\$21,947.63	\$26,500.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$4,278.84	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$188,429.93	\$227,141.00	

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

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

NOVEMBER 2012

Deferred Maintenance Account

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

EXPENDITURES	TO DATE	BUDGET REMAINING
Antioch Chiller	\$11,371.56	
Antioch Security System Upgrade	\$31,058.60	
Antioch Interior Renovations	\$8,263.42	
Blue Valley HVAC Consulting	\$4,510.00	
Blue Valley Return Fan Project	\$5,980.66	
Blue Valley Carpet Repair	\$2,100.00	
Blue Valley Circulation Area Renovation	\$6,516.21	
Blue Valley Sorter Wall	\$4,450.00	
Blue Valley Security Camera Upgrade	\$15,488.04	
Cedar Roe Security System Upgrade	\$8,517.32	
Corinth Door Replacement	\$4,601.75	
Corinth Framing Project	\$9,000.00	
Corinth Card Entry Addition	\$1,488.00	
Corinth Wireless Intrusion System/Cameras	\$5,010.80	
Corinth Sidewalk Replacement	\$9,195.00	
Corinth Fire System Installation	\$25,125.00	
Corinth Upgraded Controls System	\$13,832.30	
Corinth Trash Receptacle Enclosure	\$10,950.00	
Corinth Retaining Wall	\$3,450.00	
Corinth Condensing Unit	\$27,709.14	
Corinth Asphalt Patching	\$10,000.00	
Corinth Generator Replacement	\$17,000.00	
CRL Sidewalk Replacement	\$13,650.00	
CRL Sign Refurbishment	\$2,771.61	
CRL Front Entrance - Architectural	\$14,780.30	
CRL Front Entrance Remodel	\$214,428.20	
CRL Roof Repair	\$204.34	
CRL - Youth Services Carpet Replacement	\$57,533.00	
CRL - Circulation Area Renovations	\$1,850.00	
CRL Security Camera Upgrade	\$20,181.16	
Cedar Roe - City Commercial Permit	\$80.50	
Gardner Security System Improvements	\$11,296.32	
Lackman Exterior Lights	\$4,159.00	
Lackman Door Repair	\$5,905.00	
Lackman Security System Upgrade	\$26,381.56	
Spring Hill Sidewalk Repairs	\$12,405.00	
SSB-Card Entry System	\$3,488.80	
Furniture Replacement	\$132,891.70	
Oak Park HVAC - Engineering	\$29,488.55	
Oak Park HVAC Upgrade	\$146,830.00	
Oak Park Security System Upgrade	\$24,189.00	
Oak Park Entrance Walls	\$2,900.00	
Self-Check Machine Cabinet	\$12,272.82	
Shawnee Wall Construction	\$4,234.00	
Shawnee Security Camera Upgrade	\$2,674.56	
Miscellaneous Equipment	\$6,774.96	
TOTAL EXPENDITURES	\$986,988.18	\$84,261.82

Monticello Land Acquisition

REVENUE	TO DATE	BUDGET
Library Fund Transfer	\$100,000	\$100,000
Bond Sale Proceeds	\$710,000	\$710,000
TOTAL REVENUE	\$810,000	\$810,000

EXPENDITURES	TO DATE	BUDGET REMAINING
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Site Survey	\$4,565.00	\$41,656.36
TOTAL EXPENDITURES	\$768,343.64	\$41,656.36

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

NOVEMBER 2012

Scheduled Replacement Account

REVENUE	TO DATE	BUDGET
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
Total Revenue	\$1,003,109	\$1,003,109
EXPENDITURES	TO DATE	REMAINING
Concrete Work - Antioch	\$28,900.00	
Concrete Work - Blue Valley	\$43,800.00	
Furnishings and Equipment	\$87,152.72	
Vehicle Replacement	\$64,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting - CRL	\$1,470.00	
CRL Parking Lot Improvements	\$82,951.00	
Computer Tables - Cedar Roe	\$7,220.05	
Site Improvements - AN & CRL	\$4,414.00	
Drainage Repairs - Corinth	\$4,730.00	
Window Replacement - CRL	\$12,124.24	
Carpet/Tile Replacement - Blue Valley	\$6,433.00	
Security System Maintenance - Cedar Roe	\$664.00	
Door Replacement - Blue Valley	\$24,000.00	
Copier Replacement - Creative Services	\$11,415.00	
Parking Lot Repair - Gardner	\$4,063.03	
Parking Lot Repair - Antioch	\$33,180.00	
Painting - Corinth Meeting & Reading Rooms	\$2,750.00	
Painting - Oak Park	\$2,810.00	
Painting - Gardner	\$1,880.00	
Carmack Room Blinds	\$6,994.00	
Office Remodel - Leawood	\$5,650.00	
Security System Upgrade - Blue Valley	\$8,138.00	
Window Blind Replacement - Oak Park	\$1,956.68	
HVAC Improvements - Antioch	\$108,235.97	
Concrete Repairs - Shawnee	\$24,750.00	
Handicap Ramp - Gardner	\$3,275.00	
Office Remodel - Blue Valley	\$2,950.00	
Computer Tables - Corinth	\$7,349.58	
Security Camera Installation - Cedar Roe	\$16,701.00	
Roof Repairs - Corinth	\$39,483.20	
Stack Moving for Carpet Replacement - CRL	\$8,370.00	
Emergency Lighting Control Cabinet - CRL	\$8,750.00	
JCL Logo Etching - Blue Valley	\$8,700.00	
Carpet Replacement - Antioch	\$19,979.00	
Carpet Replacement - Shawnee	\$48,312.25	
Leawood Sorter Installation	\$48,966.66	
Retaining Walls - Corinth	\$13,825.00	
HVAC Improvements - Corinth	\$13,800.00	
HVAC Improvements - Shawnee	\$15,285.00	
Painting - Shawnee	\$2,650.00	
Security System Improvement - Lackman	\$898.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades - Lackman	\$5,304.00	
Circulation Area Remodel - Shawnee	\$8,600.00	
TOTAL EXPENDITURES	\$871,041.79	\$132,067.21

Expenditure of Friends of the JCL Donations 2012

November/December 2012 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>November</i>	<i>December</i>	<i>December YTD</i>
Volunteer Recognition	Card Services	39.06	0.00	4,238.02
Advertising/Promotion	The Pitch	750.00	1,500.00	30,389.80
Collection Materials		0.00	0.00	0.00
Professional Development/Staff Recognition	Various	1,669.06	0.00	14,056.75
Technology/Recruitment Consulting & Expenses		0.00	0.00	1,281.49
Summer Reading Club/Elementia		0.00	0.00	15,210.03
Other Library Programming	Various	500.00	2,173.97	2,673.97
Miscellaneous	Various	541.39	342.87	1,199.28
Total Expenditures		\$ 3,499.51	\$ 4,016.84	\$ 69,049.34

JOHNSON COUNTY LIBRARY
Board of Directors
January 10, 2013

AGENDA ITEM: V. 2. Consideration of Approval of the Agreement for Fiber Optic Cable Installation at the Leawood Pioneer Library.

ISSUE FOR BOARD DETERMINATION: Whether to approve the Agreement for Fiber Optic Cable Installation at the Leawood Pioneer Library in conjunction with installation at the City of Leawood's Justice Center.

DISCUSSION:

The City of Leawood is planning to install a fiber optic cable system in connection with the construction of its new Justice Center ["Fiber Optic System"]. The Fiber Optic System will be made up of a loop and several extensions from the loop connecting to various traffic control devices and to the City of Overland Park, Kansas and the County's system. The Library indicated, in response to a request from the County IT department, that it would be interested in an extension of the fiber to the Leawood Pioneer branch facility.

The County IT department took the lead in reviewing the plans and negotiating the terms of the agreement. Leawood city attorney Patty Bennett, assistant county counselor Cynthia Dunham, and Library counsel Fred Logan participated in preparation of the agreement. The fiber stub will be installed pursuant to plans prepared by the city and approved by County IT representatives. Pursuant to paragraph 4 of the agreement, the county has agreed to reimburse the city the sum of \$21,730.64 for the cost of installing the stub.

The installation of the fiber stub will enhance information technology capability at the Leawood Pioneer Branch facility and the staff recommends approval of the agreement.

BUDGET IMPACT:

None

REVIEW BY BOARD COUNSEL:

The agreement has been approved by counsel.

RECOMMENDATION:

That the Library Board of Directors approves the Agreement for Fiber Optic Cable Installation at the Leawood Pioneer Library.

PERSON(S) RESPONSIBLE:

Sean Casserley

AGREEMENT FOR FIBER OPTICAL CABLE INSTALLATION

THIS AGREEMENT is made and entered into this ____ day of _____, 2013, by and between the CITY OF LEAWOOD, KANSAS ("City"), the BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY ("Library") and the BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS ("County").

RECITALS

- A. The City intends to install a fiber optic cable system in connection with the construction of its new Justice Center ["Fiber Optic System"].
- B. The Fiber Optic System will be made up of a loop and several extensions from the loop connecting to various traffic control devices and to the City of Overland Park, Kansas and the County's ECC [the "Trunk"].
- C. The Library wishes to extend fiber to its Pioneer Library.
- D. The City has agreed, as a part of its construction of the Fiber Optic System, to construct a fiber optic stub to the Pioneer Library ["Fiber Optic Stub"] pursuant to plans and specifications on file with the City.
- E. The County has reviewed and approved the design for installation of the Fiber Optic System and Fiber Optic Stub.
- F. The City, the Library, and the County desire to enter into this Agreement to identify cost sharing responsibilities for the Fiber Optic System and Fiber Optic Stub.

AGREEMENT

The City and the County agree as follows:

- 1. APPROVED PLANS AND SPECIFICATIONS. The City has provided the County with detailed plans, specifications and drawings ["Plans and Specifications"] showing the design, specifications and location of the Fiber Optic System and Fiber Optic Stub to be served by the System. The installation of the Fiber Optic System by the City shall include the Stub termination at the Pioneer Library location and the Library grants the City access to Library property to construct the Fiber Optic Stub in accordance with the Plans and Specifications.
- 2. SYSTEM OPERATION. The parties acknowledge and agree that the City's Fiber Optic System and the County's Fiber Optic System from the Pioneer Library will share the same conduit within the Trunk and that the conduits for the Fiber Optic Stub will be the sole responsibility of the County. Further both parties agree that each shall not interfere with the other's portion of the Fiber Optic System and neither party shall use the other's fiber optic cables for any purpose without the consent of the other.

3. OWNERSHIP. All Trunk conduit and fiber within the Trunk will be owned by the City with the exception of the County's fiber running from the Pioneer Library Stub.
4. REIMBURSEMENT BY COUNTY. The County agrees to and shall reimburse the City in the amount of \$21,730.64 for the cost incurred for the installation of the Fiber Optic Stub. Such payment shall be made within thirty days following the completion and acceptance by the City of the Fiber Optic System and Fiber Optic Stub. The City contemplates completion of the Fiber Optic System no later than December 31, 2013.
5. CONSTRUCTION CHANGE ORDERS. The County agrees that all construction change orders pertaining to the County's Fiber Optic Stub will be reviewed by both parties. The County acknowledges that the reimbursement amount noted above is a contractor's bid and may be subject to change orders and agrees to pay the actual cost for the Fiber Optic Stub incurred during construction. Both parties further agree that any Plans and Specifications or construction changes that may impact the operation of the other party's system will only be done after obtaining the consent of the party impacted.
6. MAINTENANCE COSTS. The Parties acknowledge that the City contemplates contracting for the maintenance and repair to the Fiber Optic System, excluding maintenance and repair to the Fiber Optic Stub. The county agrees to pay for 100% of costs associated with the routine maintenance and repair to the Fiber Optic Stub and supporting field equipment connecting to the Pioneer Library.
7. RESPONSIBILITY FOR DAMAGE. During the use of the System or the course of contracted routine maintenance, replacement, repair or upgrade to the System, neither the City nor the County shall be liable for any consequential damages to the other in the event that the System is damaged. If the System is damaged by either the City or the County and the repair of the System is not covered by the contract services agreement, the party responsible for causing the damage to the System shall be responsible for the entire cost of restoring or repairing the System to its original operating condition.
8. NOTIFICATIONS. For purposes of this Agreement any required notices shall be deemed sufficiently given the third day following deposit in the U.S. mail, postage prepaid and addressed as follows:

If to the City:

City of Leawood
Director of Information Systems
4800 Town Center Drive
Leawood, KS 66211

If to the County or the Library:

Johnson County Information and Technology Director
111 S. Cherry, Ste 3100
Olathe, KS 66061

9. TERMINATION. This Agreement shall continue until terminated by either party. This Agreement may be terminated by the County with not less than 60 days notice. Upon such termination, fiber optic cables and the conduit of the County shall be deemed abandoned and the City may take possession of such assets for its own use. This Agreement may be terminated by the City with not less than 60 days notice. Termination by the City does not constitute an abandonment of assets.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by of the parties hereto.

CITY OF LEAWOOD, KANSAS

BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS

By: _____
Peggy Dunn, Mayor

By _____
Ed Eilert, Chairman of the Board

ATTEST:

ATTEST:

Debra Harper, City Clerk

Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Patricia A. Bennett
City Attorney

Cynthia Dunham
Assistant County Counselor

BOARD OF DIRECTORS OF THE JOHNSON
LIBRARY

By _____
Mitra Templin, Chair

APPROVED AS TO FORM:

Fred J. Logan, Jr., counsel to the Library Board

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

January 1, 2013	Library Closed New Year's Day
January 2 - February 28	Bookmark Design Contest
January 10, 2013	Johnson County Library Board Meeting
January 21, 2013	Library Closed Martin Luther King, Jr. Day
February 14, 2013	Johnson County Library Board Meeting