

JOHNSON COUNTY LIBRARY

BOARD REPORT

FEBRUARY 13, 2014

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.

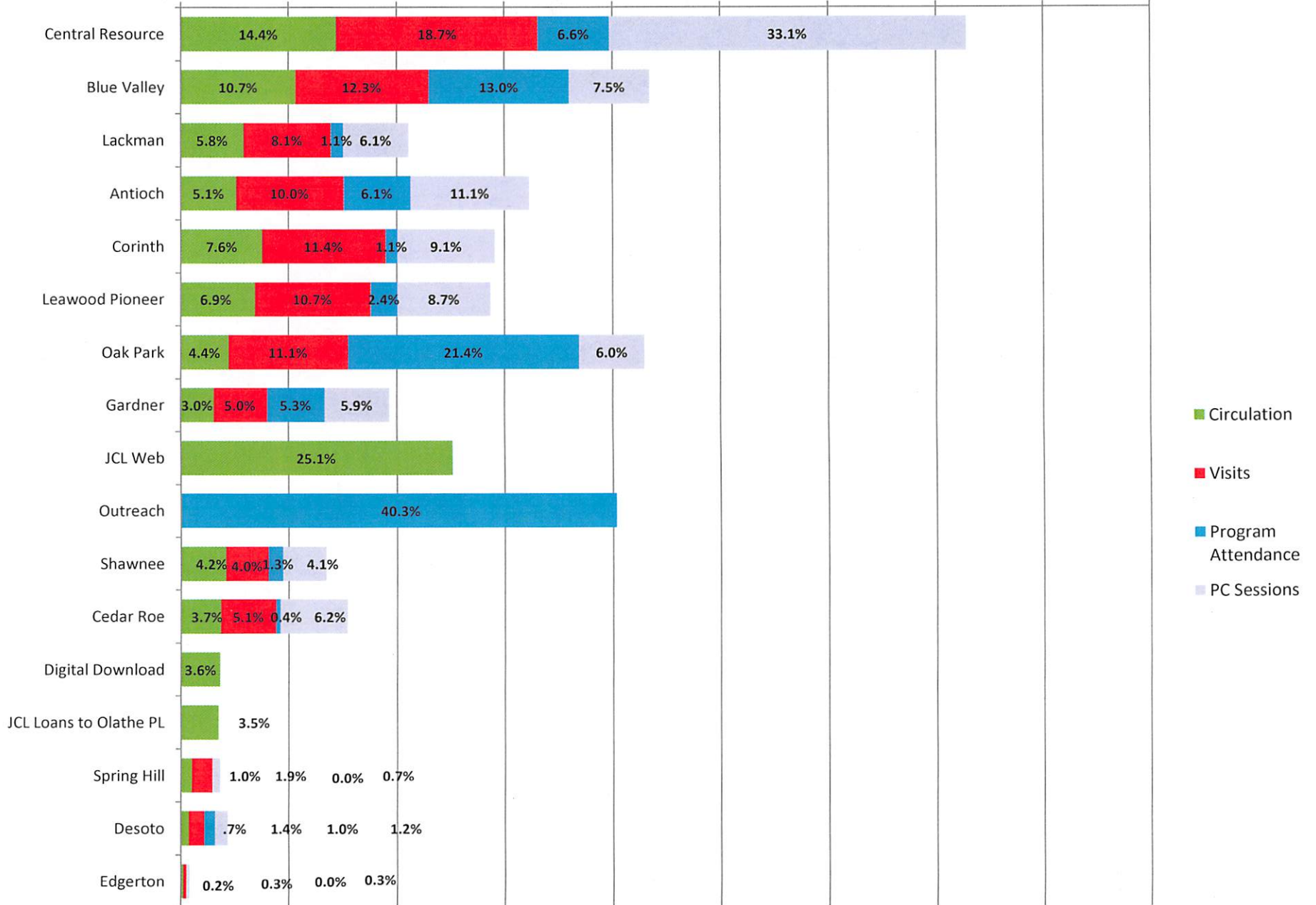
AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, FEBRUARY 13, 2014
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. Kathy McGinley, President, Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. 3D Printer – Media Report, Sean Casserley
 - 2. Mill Creek Lending Library, presented by Jennifer Mahnken.....13
 - 3. Central Building Plan update, presented by Scott Sime and Kim Gile
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of January 9, 2014 Board meeting.....6
 - 2. SirsiDynix contract renewal.....17
 - 3. 3M contract renewal.....19
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....39
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December, 2013 were handled in accordance with library and County policy.
 - b) The December, 2013 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.....41

| | |
|--|----|
| VI. Old Business | |
| A. Consideration of Adoption of County Logo presented by Nancy Mays..... | 52 |
| VII. New Business | |
| A. Consideration of 2015-2019 Capital Improvement Plan (CIP) Request | 53 |
| VIII. Document Signing | |
| IX. Adjournment | |

**Johnson County Library
Touch Points Percentage of Activity by Location -- DECEMBER 2013**



Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

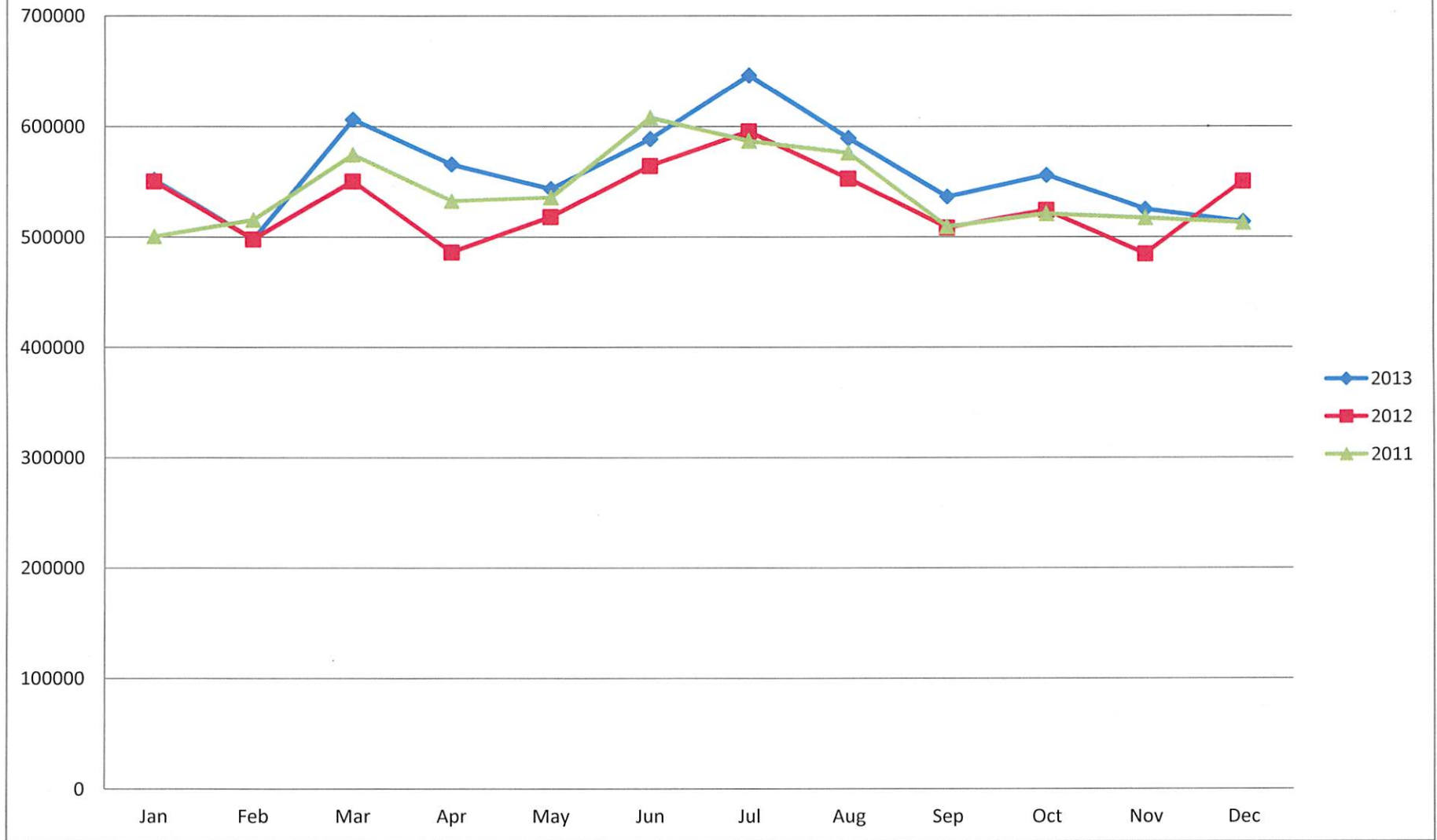
December 2013

| Location | Official Circulation | | | | | | | | | | |
|---------------------------------|----------------------|-------------------------|----------------------|------------------------|--------------------|-------------------------|------------------------|------------------|--------------------------------|------------------|-------------|
| | Current Month 2013 | | | | Current Month 2012 | | | | Percentage Change 2012 to 2013 | | |
| | Month | | Yr-to-Dt Circulation | Previous Twelve Months | Month | | 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 | 26,417 | 5.1% | 373,639 | 373,639 | 30,217 | 5.5% | 371,283 | 371,283 | -12.6% | 0.6% | 0.6% |
| Blue Valley | 54,787 | 10.7% | 781,126 | 781,126 | 64,798 | 11.8% | 770,640 | 770,640 | -15.4% | 1.4% | 1.4% |
| Cedar Roe | 19,016 | 3.7% | 247,006 | 247,006 | 19,494 | 3.5% | 230,644 | 230,644 | -2.5% | 7.1% | 7.1% |
| Central Resource | 74,208 | 14.4% | 929,205 | 929,205 | 87,175 | 15.8% | 899,939 | 899,939 | -14.9% | 3.3% | 3.3% |
| Corinth | 38,899 | 7.6% | 527,635 | 527,635 | 35,292 | 6.4% | 502,881 | 502,881 | 10.2% | 4.9% | 4.9% |
| Desoto | 3,659 | 0.7% | 51,226 | 51,226 | 4,493 | 0.8% | 53,444 | 53,444 | -18.6% | -4.2% | -4.2% |
| Edgerton | 1,019 | 0.2% | 17,787 | 17,787 | 1,267 | 0.2% | 16,744 | 16,744 | -19.6% | 6.2% | 6.2% |
| Gardner | 15,632 | 3.0% | 241,919 | 241,919 | 18,972 | 3.4% | 250,116 | 250,116 | -17.6% | -3.3% | -3.3% |
| Lackman | 29,947 | 5.8% | 439,009 | 439,009 | 37,178 | 6.7% | 444,935 | 444,935 | -19.4% | -1.3% | -1.3% |
| Leawood Pioneer | 35,435 | 6.9% | 468,615 | 468,615 | 39,671 | 7.2% | 480,184 | 480,184 | -10.7% | -2.4% | -2.4% |
| Oak Park | 22,744 | 4.4% | 316,818 | 316,818 | 28,150 | 5.1% | 324,917 | 324,917 | -19.2% | -2.5% | -2.5% |
| Shawnee | 21,343 | 4.2% | 303,863 | 303,863 | 24,816 | 4.5% | 299,492 | 299,492 | -14.0% | 1.5% | 1.5% |
| Spring Hill | 5,144 | 1.0% | 72,538 | 72,538 | 5,412 | 1.0% | 68,041 | 68,041 | -5.0% | 6.6% | 6.6% |
| JCL Web Renewals | 129,086 | 25.1% | 1,529,824 | 1,529,824 | 128,737 | 23.4% | 1,414,866 | 1,414,866 | 0.3% | 8.1% | 8.1% |
| Digital Downloads | 18,550 | 3.6% | 145,598 | 145,598 | 0 | 0.0% | 0 | 0 | 0.0% | 0.0% | 0.0% |
| JCL Loans to Olathe PL | 17,815 | 3.5% | 245,085 | 245,085 | 25,249 | 4.6% | 256,468 | 256,468 | -29.4% | -4.4% | -4.4% |
| JCL Branch Total | 274,042 | 53.3% | 3,841,181 | 3,841,181 | 309,760 | 56% | 3,813,321 | 3,813,321 | -11.5% | 0.7% | 0.7% |
| JCL Branches and Central | 348,250 | 67.8% | 4,770,386 | 4,770,386 | 396,935 | 72% | 4,713,260 | 4,713,260 | -12.3% | 1.2% | 1.2% |
| JCL SYSTEM TOTAL | 513,701 | 100.0% | 6,690,893 | 6,690,893 | 550,921 | 100% | 6,384,594 | 6,384,594 | -6.8% | 4.8% | 4.8% |

| Average Circulation per Capita | | |
|--------------------------------|---------|---------|
| | 2013 | 2012 |
| Current Month | 14.3 | 15.6 |
| Year-to-Date | 15.5 | 15.1 |
| Service Area Population | 431,000 | 422,500 |

Notes: Service Area Population for the Editor and Publisher Market Guide. Previous twelve month data includes current month.

Johnson County Library Three-Year Trend in Circulation



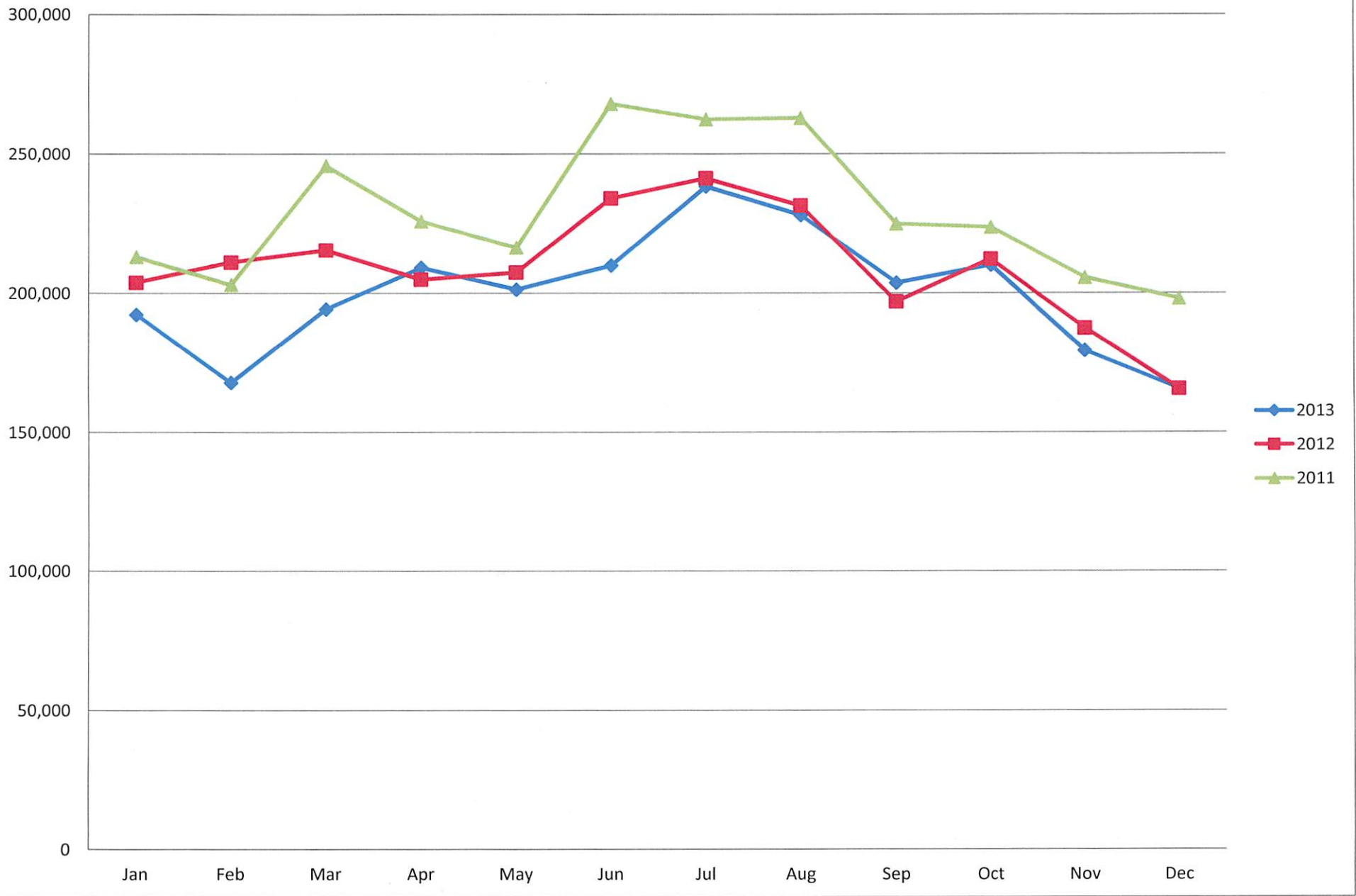
Johnson County Library
USER VISITS

December 2013

| Location | Current Month 2013 | | | | | | | | Current Month 2012 | | | | Percent Change 2012 to 2013 | | |
|---------------------|--------------------|-------------------------|--------------------|------------------------------|---------------|-----------------------|------------------------|----------------------|--------------------|-------------------------|--------------------|------------------------------|--------------------------------|-----------------|--------------------------|
| | Total Visits | % of Total Visits | Yr-to-Dt Visits | Previous Twelve Months | Visits per Hr | | Circulations per Visit | | Total Visits | % of Total Visits | Yr-to-Dt Visits | Previous Twelve Months | For Month | For Yr-to-Dt | Previous 12 Months |
| | | | | | Hours Open | Visits per Hour | Circulation | Circ per Visit | | | | | | | |
| Antioch | 16,535 | 10.0% | 240,002 | 240,002 | 263 | 63 | 26,417 | 1.6 | 17,860 | 10.8% | 247,405 | 247,405 | -7.4% | -3.0% | -3.0% |
| Blue Valley | 20,417 | 12.3% | 311,189 | 311,189 | 263 | 78 | 54,787 | 2.7 | 18,621 | 11.2% | 308,291 | 308,291 | 9.6% | 0.9% | 0.9% |
| Cedar Roe | 8,472 | 5.1% | 110,028 | 110,028 | 227 | 37 | 19,016 | 2.2 | 7,199 | 4.3% | 106,777 | 106,777 | 17.7% | 3.0% | 3.0% |
| Central Resource | 30,946 | 18.7% | 458,362 | 458,362 | 284 | 109 | 74,208 | 2.4 | 28,241 | 17.1% | 464,578 | 464,578 | 9.6% | -1.3% | -1.3% |
| Corinth | 18,894 | 11.4% | 261,797 | 261,797 | 263 | 72 | 38,899 | 2.1 | 18,752 | 11.3% | 259,470 | 259,470 | 0.8% | 0.9% | 0.9% |
| DeSoto | 2,425 | 1.5% | 34,707 | 34,707 | 138 | 18 | 3,659 | 1.5 | 2,161 | 1.3% | 32,034 | 32,034 | 12.2% | 8.3% | 8.3% |
| Edgerton | 511 | 0.3% | 7,344 | 7,344 | 98 | 5 | 1,019 | 2.0 | 495 | 0.3% | 7,892 | 7,892 | 3.1% | -6.9% | -6.9% |
| Gardner | 8,258 | 5.0% | 119,421 | 119,421 | 243 | 34 | 15,632 | 1.9 | 9,136 | 5.5% | 139,356 | 139,356 | -9.6% | -14.3% | -14.3% |
| Lackman | 13,427 | 8.1% | 218,575 | 218,575 | 243 | 55 | 29,947 | 2.2 | 14,637 | 8.8% | 235,657 | 235,657 | -8.3% | -7.2% | -7.2% |
| Leawood Pioneer | 17,714 | 10.7% | 260,562 | 260,562 | 243 | 73 | 35,435 | 2.0 | 19,634 | 11.9% | 295,297 | 295,297 | -9.8% | -11.8% | -11.8% |
| Oak Park | 18,363 | 11.1% | 211,546 | 211,546 | 243 | 76 | 22,744 | 1.2 | 16,733 | 10.1% | 218,228 | 218,228 | 9.7% | -3.1% | -3.1% |
| Shawnee | 6,567 | 4.0% | 133,744 | 133,744 | 243 | 27 | 21,343 | 3.3 | 9,080 | 5.5% | 145,564 | 145,564 | -27.7% | -8.1% | -8.1% |
| Spring Hill | 3,134 | 1.9% | 53,133 | 53,133 | 146 | 21 | 5,144 | 1.6 | 3,071 | 1.9% | 53,904 | 53,904 | 2.0% | -1.4% | -1.4% |
| Branch Total | 134,716 | 81.3% | 1,962,049 | 1,962,049 | 2,613 | 52 | 274,042 | 2.0 | 137,378 | 82.9% | 2,049,877 | 2,049,877 | -1.9% | -4.3% | -4.3% |
| SYSTEM TOTAL | 165,663 | 100.0% | 2,420,411 | 2,420,411 | 2,897 | 57 | 348,250 | 2.1 | 165,620 | 100% | 2,514,456 | 2,514,456 | 0.0% | -3.7% | -3.7% |

| | 2013 | 2012 |
|--|---------|---------|
| Average Visits per Capita for Current Month: | 4.6 | 4.7 |
| Average Visits per Capita for Year-to-Date: | 5.6 | 6.0 |
| Service Area Population: | 431,000 | 422,500 |

Johnson County Library Three-Year Trend in Library Visits



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
January 9, 2014
4:00 p.m.
Central Resource Library**

BOARD: Mitra Templin, Nancy Hupp, Amy Amos Ruo, Neil Shortlidge, Carol Snyder, Absent: Pam Robinson, Emmanuel Obi

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Osterhaus

FRIENDS OF THE LIBRARY: Kathy McGinley

STAFF: Sean Casserley, Michelle Beesley, Marsha Bennett, Monica Duffield, Kim Gile, Hope Harms, Mike Heffernan, John Helling, Helen Hokanson, Melody Kinnamon, Jennifer Mahnken, Carmen Misse, Susan Mong, Meredith Robinson, Rita Rubick, Matt Sapp, Kari Sime, Jeff Walker, Adam Wathen, Carolyn Weeks, Ron Zluticky

GUESTS: Dan Blom, Nancy Mays, Sheri McNeil, John Nelson, Maury Thompson

Mitra Templin called the meeting to order at 4:00 p.m.

Citizen comments: There were none.

BOARD OF DIRECTORS COMMENTS

Mitra Templin commented that JCL was referenced twice in the last PLA publication; she stated that it is great to see JCL represented in the magazine.

FRIENDS OF THE LIBRARY

Kathy McGinley reported for the friends. The year-end financials show that in 2013 the Friends income exceeded the budget by a little over \$10,000.

The total book sale amounts were also very good, bringing in \$93,000. The two book sales brought in \$134,169. Internet sales for the year brought in over \$135,000.

The Friends donated over \$175,000 to the library.

There are 3 new Friends Board members:

Julie Steiner with the Lenexa Chamber of Commerce, Suzanne Schmidt with the Monticello branch of Capitol Federal and Dorothy Hughes from the University of Kansas Medical Center.

The first meeting of the Friend's Board is Tuesday, January 14th. The Friends are planning new member orientation for February and have established 2014 Goals.

Fun Facts

- The most expensive Internet item sold in 2013 was a lot of nine *Oppositions*, which is an architectural magazine. It went for \$400.00
- Items were sold via the Internet to people in 27 countries
- When Internet sales began in 2004, the income was \$3,888 for 116 items, in 2013 income was \$135,430 for 7,034 items

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong reported that the Foundation's year-end appeal has gone out. A new member orientation will be held for two new board members, Ann Walter and Betty Anderson. The Foundation's new website is nearly finished and will be launched in early February.

The corporate council will be launched during National Library Week in April. The Foundation has a goal of \$50,000 and will be offering a variety of contribution levels. The Foundation welcomes insight and suggestions of community-minded businesses who will be good candidates.

Library Board members are invited to participate in the production of a new 6 by 6 DVD by performing finger plays. The project is funded by a grant from PNC. The finger plays will be recorded in the MakerSpace of the Central Resource Library on February 25th and 26th.

Ms. Mong reminded the board that the Papercuts auction will be occurring on March 6th at the Leawood Community Center.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Osterhaus welcomed potential new library board member, John Nelson, who will be observing the board meetings.

Commissioner Osterhaus provided an update on the Public Square initiative.

The commissioners are seeking public input to determine what is important to the community. Eight leaders from within the Johnson County community have been tasked with determining what is important to community members in Johnson County. The group of eight will select a group of eight and the group of 16 will begin a town-hall type project. The BOCC believes this will be a more personal approach than a citizen's survey. Recently one of the original eight exited the project and a replacement is being selected.

Ms. Templin noted that the library has obtained feedback from the community using similar processes to the Public Square initiative. She asked if the direction the library has taken using the feedback from the community could change with information gathered by the Public Square group.

Commissioner Osterhaus responded that the direction of the library will not change as library policy is set by the Library Board of Directors. Although, there may be new ideas generated from the group that will be presented to the BOCC.

Ms. Templin asked if the library will be able to provide the information collected by the library from the community to the Public Square group. Commissioner Osterhaus replied that the group will not be receiving outside influence, the group is encouraged to start with a blank slate.

Ms. Hupp asked how much staff support the BOCC will provide the group. Commissioner Osterhaus replied that there is a facilitator to provide structure and Penny Post oak Ferguson has also been involved in the process.

BOARD COUNSEL REPORT

No report this month.

COUNTY LIBRARIAN REPORT

Strategic Facilities Master Plan

Using geographical information on population density within Johnson County from AIMS and studies on traffic flow from CERI, JCL has been working on ideal placement of library branches within the county.

The geographical information has been used to identify sections of the county that encompass 30,000 people, as that is the maximum number of people JCL can service with a 12,000 square foot branch. The traffic information is being used to help us understand where branches can be best accessed.

We have also reviewed space studies conducted in 2007 that show at that time we offered .76 square feet per 10,000 residents. With today's population we currently offer .66 square feet per 10,000 residents, while peer libraries offer an average of .85 square feet per 10,000 residents.

The next step in the strategic facilities planning process is to meet with the steering committee and refine the plan. The group will use the data from AIMS, CERI, the space studies, as well as previously defined attributes to refine the plan.

The Johnson County Library administrative team will meet with a consultant on February 4th to further define the plan. A group has been formed to write the final report on the project. The report will be presented to the Board for review and feedback.

Report on Freegal

In 2013 we purchased Freegal, a downloadable music service. The service allowed patrons to download 3 songs per week from the Sony music catalog. This was a successful service in other markets; however we found that we were losing as many patrons to the service as we were gaining. In addition, the model is not convenient for patrons who would like the ability to download more than 3 songs and the cost is \$92,000 per year.

Free online music services are easily available and we feel this is not a service JCL needs to provide. We will no longer offer Freegal.

Report on OrangeBoy

We have obtained a large amount of data from the market study conducted by OrangeBoy. Last month Mr. Casserley provided a review of one section to the Board. Because of the volume of information he will begin providing the board with information in the form of information sheets.

What has been revealed from the data is that our community has a higher than average use of smart phones and tablets. This information makes mobility and library access via smart phone a priority. A task force has been created to write a charter to form a group to guide the creation of an app that provides library resources and experiences through the platform of the smart phone.

Presentation

Mr. Casserley and Kim Gile, Information Services Manager, presented Monica Duffield, Information Services Operations Coordinator, with a framed print of an article she co-authored that was published by *Public Libraries*.

The subject of the article was library call centers and Ms. Duffield contributed JCL's experience with centralized calling and Voice over Internet Protocol (VOIP) system.

Ms. Duffield credited Tricia Suellentrop for her assistance and encouragement.

The Board and Mr. Casserley congratulated Ms. Duffield on her accomplishment.

CONSENT AGENDA

Ms. Templin commented that the gift fund report correctly listed no dollar amount. In the future, when there is nothing to authorize a report will no longer be included in the consent agenda.

MOTION: Neil Shortlidge moved to approve the consent agenda.

SECONDED: Nancy Hupp

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

Consideration of Renewal of the MOU between JCL and Head Start of Shawnee Mission

John Helling presented the MOU and noted that it coming before the Board a month late because JCL did not believe an MOU was necessary as our agreement with Head Start is similar to other outreach arrangements. Head Start notified us that they need a formal MOU for funding purposes.

There is no change to the substance of the MOU between Johnson County Library and Head Start of Shawnee Mission. Bradley Debrick, Early Literacy Coordinator, provided examples of the success of the

program. Mr. Debrick visited a classroom and read *Dogs Colorful Day*; later a child with low verbal skills used a puppet to retell the story to his class-mates.

Mr. Helling stated that this is an excellent partnership that he believes is well worth continuing.

MOTION: Nancy Hupp moved to renew the agreement with Head Start of Shawnee Mission.
SECONDED: Carol Snyder **MOTION CARRIED UNANIMOUSLY**

Consideration of Renewal of Agreement between JCL and Johnson County Genealogical Society

Carolyn Weeks presented the MOU between Johnson County Library and Johnson County Genealogical Society. The MOU represents a longstanding relationship with the Genealogical Society. The only change to the agreement is the name of the board president.

MOTION: Amy Amos Ruo moved to renew the agreement with the Genealogical Society of Johnson County.
SECONDED: Carol Snyder **MOTION CARRIED UNANIMOUSLY**

Update on Edgerton

John Helling presented an update on the situation at Edgerton. Mr. Helling spoke with representatives of the city of Edgerton and developed ways to ensure staff safety at the branch without altering the facility by adding a wall.

Lighting is an issue and they are investigating ways to better light the area between the staff door and the parking lot. Security cameras will be installed on the exterior of the building.

The option of a panic button was discussed and both parties realized it was not a realistic option in the circumstances and agreed to forego the idea.

The City of Edgerton is working with the Sheriff's department to provide training on self-defense and safety, library staff has been invited to attend. Edgerton has also hired a recreation coordinator; JCL will be working with the recreation coordinator to get more activity in the building in the evening.

Ms. Templin asked if Roxanne Belcher, Edgerton Branch Manager, is comfortable with the ideas. Mr. Helling stated that yes, Ms. Belcher and her staff are comfortable in the direction.

NEW BUSINESS

Presentation of Addition of County Logo to Library Buildings

Nancy Mays, Director of Communications and Public Affairs, presented a request to put the county logo on library branches.

Nancy presented the multiple logos within the county. The goal is to create one cohesive visual identity and clarify county services for residents.

The new county logo was selected for the contemporary, clean look, presence of a sunflower and positive focus group feedback.

The logo is one component of the county branding goals. The new county website will launch at the end of January, it will be organized by services. Also, JoCo magazine will be published and mailed to every resident in mid-March. The magazine will provide an opportunity to tell stories about the county.

Ms. Mays provided pictures of what the logo looks like on county doors and paired with logos of county departments.

In response to questions from the Board, Ms. Mays stated that she did not have a library-specific logo to present. The county logo would be paired with the Library's existing logo and applied to the library doors.

As this item is listed as a presentation in the agenda, there will not be action taken at time.

Consideration of Revision to ARM 20-80-27 and presentation of software purchase

ARM 20-80-27 addresses the use of study rooms.

Current Library policy requires a valid JCL library card for use of study rooms. This differs from use of the Meeting Rooms (ARM 20-80-26) and other Library facilities none of which require a library card. Current Study Room policy is staff intensive as it requires staff to verify library cards and sign patrons in and out of rooms.

Beginning in April 2014, new software will allow online booking of study rooms by patrons without staff intervention. In anticipation of this improvement, Central, Leawood and Corinth staffs have been testing a new model of patron check-in to study rooms. As part of the test, none of these three sites have required library cards. Patrons simply use study rooms as they are available without checking-in at the information desk. Results of this yearlong test are as follows:

- No study room damages have occurred
- Significant staff time savings (64.5 hours/month in staff time at Central alone)
- Positive response from the public regarding convenience and trust.

Customer convenience is a major tenet of the Library's new Strategic Plan. Ms. Weeks asked that the Board lift the requirement of a valid JCL library card for use of study rooms and approve the revised ARM as presented in the board packet.

Ms. Snyder noted that the policy change is a big improvement.

MOTION: Neil Shortlidge moved to approve the change to ARM 20-80-27

SECONDED: Carol Snyder

MOTION CARRIED UNANIMOUSLY

Monica Duffield provided more information to the Board on the new study room reservation software. Our current software is slow, time intensive and expensive. The new product is LibCal, which is library specific and a benefit is that it shows room availability to patrons. The software was selected because it can be accessed via tablet and mobile platforms.

The new reservation calendar will be a link on the website. It will cost \$1500.00 per year.

Discussion of Dates for Board Retreat

The Board discussed dates for the annual Board Retreat. They agreed on Wednesday, August 20th from 8:30 to 3:30. The topic for the retreat will be decided at a future time. Ms. Templin encouraged Board members to let future Board President Nancy Hupp, know of any topics they would like to discuss during the retreat.

ADJOURNMENT

MOTION: Carol Snyder moved to adjourn

SECONDED: Amy Amos Ruo

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:05 p.m.

DATE _____

SECRETARY _____
Neil Shortlidge

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian



Johnson County Library



JOHNSON COUNTY
PARK & RECREATION
DISTRICT

Johnson County Library

To: City of Shawnee Planning Commission
From: Sean Casserley, County Librarian
Date: 1/29/2014
Re: Library Lending Machine Proposal

Proposal: In order to meet the need for library service in the western Shawnee area, the Johnson County Library proposes to install a book Lending Machine at the Mill Creek Activity Center, a facility of the Johnson County Parks & Recreation District.

The Machine will allow library patrons to pick up materials placed on hold from other library locations. If it is determined that the Machine has extra capacity, the library may place a small browsing collection in the Machine as well. Johnson County Library proposes to keep the Lending Machine at the Mill Creek Activity Center for a period of at least three years.

To use the Machine, library patrons will visit the library's Web site (or a library location) and place an item on hold. Instead of requesting delivery to a branch, the patron will choose to have their item placed inside the Lending Machine. It will be available for pickup after the normal delivery period. The Lending Machine has a maximum capacity of 1,000 items, but larger items may take up several slots, reducing the practical capacity. Visually, the Machine will feature the logos of the Library and of the Parks department, and possibly the logo of a sponsor (this is still under discussion; in any case the potential sponsor's logo will not be the visual focal point of the Machine).

The Lending Machine will be placed outside the front door of the Mill Creek Activity Center, where it will be available for use 24/7. It will be placed beneath an awning, which will provide lighting and protection from the elements. A nearby bench will provide seating and two parking spaces will be set aside for Lending Machine users. Security cameras will also be installed.

In general, the Library hopes that this project will significantly enhance its presence in western Shawnee, and possibly offer a template for providing library service in other underserved areas of Johnson County.

This project does not replace the plans for the Monticello property at Shawnee



Johnson County Library



JOHNSON COUNTY
PARK & RECREATION
DISTRICT

Mission Parkway and K7, which is owned by the library. The bonds for the first phase have been approved for sale and the Library anticipates beginning the design on Phase I this year. Phase I will consist of a free standing structure that will house a lending system, similar to what the Library proposes doing at Mill Creek.

My staff and I are happy to answer any questions you or your constituents might have.





**JOHNSON COUNTY LIBRARY
Board of Directors**

February 13, 2014

AGENDA ITEM V.A.2: Consideration of Approval of SirsiDynix Software Maintenance
Renewal

ISSUE FOR BOARD DETERMINATION:

Whether to approve renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$147,936.56.

DISCUSSION:

Pursuant to our County purchasing policy, the Johnson County Library Board of Directors must approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b(b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

SirsiDynix provides libraries with Integrated Library System (ILS) software. This software is the core database that enabled all day-to-day functions in the library. The ILS software maintains records all items in the collection, all patron cardholders, and all activity performed. Patrons interact with the software through multiple interfaces including the Bibliocommons web interface and 3M checkout machines and automated sorters. Staff interact with the system through a “Workflows” application provided with the software to manage the entire lifecycle of an item in the collection.

REVIEW BY BOARD COUNSEL:

NA

RECOMMENDATION:

That the Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$147,936.56.

BUDGET IMPACT:

This is a budgeted purchase

PERSON(S) RESPONSIBLE:

Matt Sapp



Page 1/1
 Invoice INVMT025369
 Date 22-Nov-13

Sirsi Corporation
 SirsiDynix Technology Center
 3300 North Ashton Boulevard
 Lehi UT 84043

Bill To: Johnson County Library
 9875 W. 87th Street
 Overland Park KS 66212

| Purchase Order No. | Customer ID | Due on or Before | |
|--------------------|---|------------------|--------------|
| | 320235 | 1-Jan-14 | |
| Item Number | Description | Unit Price | Ext. Price |
| 30-95000-110 | Symphony | \$110,522.57 | \$110,522.57 |
| 30-95000-551 | Enriched Content-Basic | \$22,477.36 | \$22,477.36 |
| 30-95000-553 | Enriched Content-Elements | \$2,534.90 | \$2,534.90 |
| 30-95000-583 | Oracle Renewal | \$11,403.91 | \$11,403.91 |
| 30-95000-700 | SIP/SIP2 License | \$997.82 | \$997.82 |
| | - | | |
| | Effective Period: January 1, 2014 - December 31, 2014 | | |

| | |
|-----------------------|--------------|
| Subtotal | \$147,936.56 |
| Tax | \$0.00 |
| Trade Discount | \$0.00 |
| Total | \$147,936.56 |

For questions, Please Contact:
 Barbara M Caradine @ 800-288-8020 ext 5566
 or barbara.caradine@sirsidynix.com

Please Remit Payment to: SirsiDynix #774271, 4271 Solutions Center, Chicago, IL 60677-4002

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
 International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.

If paying by wire please reference the invoice number on your bank instructions.

**JOHNSON COUNTY LIBRARY
Board of Directors**

February 13, 2014

AGENDA ITEM V.A. 3.: Consideration of Approval of 3M Library Systems contract renewal

ISSUE FOR BOARD DETERMINATION:

Whether to approve the renewal agreement with 3M Library Systems in an amount not to exceed \$146,560.92.

DISCUSSION:

Pursuant to our County purchasing policy, the Johnson County Library Board of Directors must approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b(b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

The library presently has a service agreement with 3M that provides for the RFID detection equipment, self-check equipment and software at JCL branches.

REVIEW BY BOARD COUNSEL:

Yes

RECOMMENDATION:

That the Johnson County Library Board of Directors approve the renewal of the contract with 3M in an amount not to exceed \$146,560.92

BUDGET IMPACT:

This is a budgeted purchase

PERSON(S) RESPONSIBLE:

Matt Sapp

3M Invoice

PAGE 1 OF 19

PURCHASE ORDER..MATT SAPP

DIRECT INQUIRIES TO:
 CUSTOMER SERVICE DEPT.
 BLDG 225-3S-06
 ST PAUL MN 55144

ORDER DATE 12/12/2013
 SHIP DATE.....12/27/2013

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

TERMS OF SALE
 NET 30 DAYS
 TERMS DATE.....12/27/2013

3M CUSTOM CONTACT CENTER
 PHONE NO...800-328-0067
 FAX NO.....888-263-1916

CONTRACT NO..... US42443
 PARTIAL ORDER..... NO

ACCOUNT NO.
 CHARGE TO: JAR8282 →

OF59363 H00009

JOHNSON COUNTY LIBRARY
 CENTRAL RESOURCE LIB
 9875 W 87TH ST
 OVERLAND PARK KS 66212-4565

OK TO PAY

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| LOCATED AT JOHNSON COUNTY LIBRARY BLUE VALLEY LIBRARY 9000 W 151ST ST OVERLAND PARK KS 66221 BC00378 | | | | |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410272 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410272 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410088 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 | | .00 |

DETACH AND RETURN WITH PAYMENT

JAR8282
 JOHNSON COUNTY LIBRARY
 CENTRAL RESOURCE LIB
 9875 W 87TH ST
 OVERLAND PARK KS 66212-4565

REMIT PAYMENT TO
 3M
 P.O. BOX 844127
 DALLAS TX 75284-4127

INVOICE NO..... OF59363
 INVOICE DATE.... 12/27/2013
 TERMS DATE..... 12/27/2013

TOTAL MUST BE RECEIVED BY: 01/27/2014
INVOICE TOTAL 146,560.91

| | |
|-----------------|--|
| AMOUNT ENCLOSED | |
|-----------------|--|

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|---|------------|--------------|
| | | SERIAL 9410088 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410089 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410089 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410090 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410090 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410085 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410085 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550052 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 2100.00 | 2,100.00 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 28500141 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600077R CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600078L | 750.00 | 750.00 |

3M Invoice

PAGE 3 OF 19

PURCHASE ORDER..MATT SAPP

INVOICE NO..... 0F59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600079R CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2863 FX SERIAL 28630027 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2864 FX SERIAL 28640011 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200351 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200077 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200078 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2830 SERIAL 28300032 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 28500142 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 28500143 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204973 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|---|------------|--------------|
| | | MODEL 895 SERIAL P1204982 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1205014 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1205018 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1205021 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1205028 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1205030 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| | | EXEMPTION CERTIFICATE: GOVERNMENT | G | |
| | | LOCATED AT JOHNSON COUNTY LIBRARY CORINTH BRANCH 8100 MISSION RD PRA VILLAGE KS 66208 CDQ2833 | | |
| 1 | EACH | Model 9101 Detection SA - RENEWAL BILLING MODEL 9101DM SERIAL 91100556 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1140.00 | 1,140.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200564 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1204974 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING | 369.00 | 369.00 |
| | | MODEL 895 SERIAL P1204975 | | |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|--|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204976 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204980 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410084 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410084 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410265 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410265 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410271 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410271 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410260 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410260 | | .00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|--|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY LIBRARY GARDNER BRANCH 137 E SHAWNEE ST GARDNER KS 66030 GBS6566 | | | | |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220494 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220494 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220497 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220497 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204981 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204990 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205023 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200509 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY LIBRARY CENTRAL RESOURCE LIB | | | | |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|---|------|--|------------|--------------|
| 9875 W 87TH ST OVERLAND PARK KS 66212 JAR8282 | | | | |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200257 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200079 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200080 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 2850a053 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |
| 1 | EACH | Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550053 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 2100.00 | 2,100.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600080R CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600081L CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2864 FX SERIAL 28640012 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 750.00 | 750.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2830 SERIAL 28300029 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 3790.00 | 3,790.00 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 2850b053 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |

3M Invoice

PAGE 8 OF 19

PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO...: JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|---|------------|--------------|
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 2850c053 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1000.00 | 1,000.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204977 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205013 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205015 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205022 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204554 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204555 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204556 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204222 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204223 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204557 | 369.00 | 369.00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204558 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410267 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410267 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SERVICE AGREEMENT M9410F FIREWALL SELF CHECK ANNUAL RENEW BILL MODEL 9410F SERIAL 9410273 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1337.00 | 1,337.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410273 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410274 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410274 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410275 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410275 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410276 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410276 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| EXEMPTION CERTIFICATE: GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY LIBRARY LEAWOOD PIONEER BRANCH 4700 TOWNCENTER DR LEAWOOD KS 66211 JBD7972 | | | | |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410258 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410258 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410259 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410259 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 84050007 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 84050008 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050007 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING | | .00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|---|------------|--------------|
| | | ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050008 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204978 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205020 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205024 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200106 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 3447.34 | 3,447.34 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2820 SERIAL 28200107 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 3447.34 | 3,447.34 |
| 1 | EACH | Model 2800 Indoor Induction SA - RENEWAL BILLING MODEL 2830 SERIAL 283000047 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 3447.34 | 3,447.34 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 28500194 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 909.59 | 909.59 |
| 1 | EACH | Model 2800 Sortation SA - RENEWAL BILLING MODEL 2850 FX SERIAL 28500195 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 909.59 | 909.59 |
| 1 | EACH | Model 2800 Controller SA - RENEWAL BILLING MODEL 2855 FX SERIAL 28550070 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 1910.14 | 1,910.14 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600112R CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 682.19 | 682.19 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|--|------------|--------------|
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2860 FX SERIAL 28600117L CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 682.19 | 682.19 |
| 1 | EACH | Model 2800 Conveyance SA - RENEWAL BILLING MODEL 2863 FX SERIAL 28630040 CONTRACT PERIOD IS 03/06/14 THROUGH 01/31/15 | 682.19 | 682.19 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200565 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200567 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| EXEMPTION CERTIFICATE: GOVERNMENT | | | 0 | |
| LOCATED AT JOHNSON COUNTY LIBRARY CEDAR ROE BRANCH 5120 CEDAR ST ROELAND PARK KS 66205 JCC2592 | | | | |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200647 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204988 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204989 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205027 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | SERVICE AGREEMENT M9410F FIREWALL SELF CHECK ANNUAL RENEW BILL MODEL 9410F SERIAL 9410270 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1337.00 | 1,337.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL | | .00 |

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|--|------------|--------------|
| | | RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410270 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | SERVICE AGREEMENT M9410F FIREWALL SELFCHECK ANNUAL RENEW BILL MODEL 9410F SERIAL 9410268 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1337.00 | 1,337.00 |
| 1 | EACH | SELFCHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410268 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY DESOTO LIBRARY 33145 W 83RD ST DE SOTO KS 66018 JCX0022 | | | | |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220778 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | SELFCHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220778 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205016 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205026 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY EDGERTON LIBRARY 319 E NELSON ST EDGERTON KS 66021 JCX0030 | | | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205019 | 369.00 | 369.00 |

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... 0F59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|---|------|--|------------|--------------|
| CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | | | |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY SPRING HILL LIBRARY 109 S WEBSTER ST SPRING HILL KS 66083 JCX0048 | | | | |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220779 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220779 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205308 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205309 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| EXEMPTION CERTIFICATE:GOVERNMENT | | | G | |
| LOCATED AT JOHNSON COUNTY LIBRARY LACKMAN BRANCH 15345 W 87TH ST LENEXA KS 66219 LBE4398 | | | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204983 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204986 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204987 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS | | .00 |

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|-----------------------------------|------|---|------------|--------------|
| | | MODEL 3192 SERIAL 9410266 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200270 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220423 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220423 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220424 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220424 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220425 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220425 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | 05113147845 Model 8422 SelfCheck SA - RENEWAL BILLING MODEL 8422 SERIAL 84220426 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1644.00 | 1,644.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84220426 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| EXEMPTION CERTIFICATE: GOVERNMENT | | | G | |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| LOCATED AT JOHNSON COUNTY LIBRARY ANTIOCH BRANCH 8700 SHAWNEE MSN SHAWNEE MSN KS 66202 LYG3767 | | | | |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200258 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410261 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410261 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410262 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410262 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410263 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410263 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204979 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1204984 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 | 369.00 | 369.00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... 0F59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--|------|---|------------|--------------|
| ANNUAL RENEWAL BILLING | | | | |
| | | MODEL 895 SERIAL P1204985 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| | | EXEMPTION CERTIFICATE: GOVERNMENT | G | |
| LOCATED AT JOHNSON COUNTY LIBRARY SHAWNEE BRANCH 13811 JOHNSON DR SHAWNEE KS 66216 SDJ8507 | | | | |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205025 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205029 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| 1 | EACH | SRVC AGMNT M877 W/ELECT 3M CPU & TS W/O FIREWALL A NN RENEW BIL MODEL 877 SERIAL 87700414 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 2136.00 | 2,136.00 |
| 1 | EACH | SRVC AGMNT M877 W/ELECT 3M CPU & TS W/O FIREWALL A NN RENEW BIL MODEL 877 SERIAL 87700415 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 2136.00 | 2,136.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200631 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410264 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410264 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410266 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING | 1301.00 | 1,301.00 |

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|--|------------|--------------|
| | | MODEL 8405 SERIAL 9410083 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 9410083 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| | | EXEMPTION CERTIFICATE: GOVERNMENT | G | |
| | | LOCATED AT JOHNSON COUNTY LIBRARY OAK PARK BRANCH 9500 BLUEJACKET ST OVERLAND PARK KS 66214 YAT7499 | | |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410269 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410269 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 9410257 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3192 SERIAL 9410257 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200519 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 9102 Detection SA - RENEWAL BILLING MODEL 9102DM SERIAL 91200520 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1433.00 | 1,433.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL BILLING MODEL 8405 SERIAL 84050005 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 1301.00 | 1,301.00 |
| 1 | EACH | Model 8405 SelfCheck SA - RENEWAL | 1301.00 | 1,301.00 |

3M Invoice

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PURCHASE ORDER..MATT SAPP

INVOICE NO..... OF59363
 TYPE..... ORIGINAL
 DATE..... 12/27/2013

CHARGE TO ACCOUNT NO... JAR8282
 CONTRACT NO..... US42443

SHIP TO: JOHNSON COUNTY LIBRARY OVERLAND PARK KS 66212-4565

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|----------|------|--|------------|--------------|
| | | BILLING MODEL 8405 SERIAL 84050006 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050005 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILLING ITEM ABOVE: GRATIS MODEL 3225 SERIAL 84050006 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | | .00 |
| 1 | EACH | 05113189616 SERVICE AGREEMENT MODEL 895 ANNUAL RENEWAL BILLING MODEL 895 SERIAL P1205017 CONTRACT PERIOD IS 02/01/14 THROUGH 01/31/15 | 369.00 | 369.00 |
| | | CMS ID: US42443-8 Remedy ID: 000000000143860 | | |
| | | EXEMPTION CERTIFICATE: GOVERNMENT | G | |

| | | |
|---------------------------------------|---------------|------------|
| TOTAL MUST BE RECEIVED BY: 01/27/2014 | INVOICE TOTAL | 146,560.91 |
|---------------------------------------|---------------|------------|

Please see reverse side for terms and conditions of sale and address change form.

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
December 2013

| VENDOR | DESCRIPTION | AMOUNT |
|---------------|--------------------------------------|--------------|
| Treehouse.com | Online learning website subscription | \$ 29,250.00 |
| EBSCO | License Renewal | \$ 10,750.00 |
| ProQuest LLC | Electronic Product License Renewal | \$ 36,840.00 |

Total \$ 40,000.00

SIGNED:

County Librarian

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS

12/01/13

| CONTRACTOR | PROJECT/C.O. # | AMOUNT | ORIGINAL CONTRACT | TOTAL CONTRACT |
|-------------------|-----------------------|---------------|------------------------------|---------------------------|
|-------------------|-----------------------|---------------|------------------------------|---------------------------|

COUNTY LIBRARIAN

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: FEB-2014

| | | Receipts | Payments | Balance |
|--|---------------------------------|----------|----------|---------------------|
| | Opening cash balance | | | \$134,970.51 |
| | Add Receipts | \$0.00 | | |
| | Less Payments | | \$0.00 | |
| | Ending Cash balance | | | \$134,970.51 |
| | Less Liabilities | | \$0.00 | |
| | Unobligated cash balance | | | \$134,970.51 |

DATE _____

TREASURER: _____

JOHNSON COUNTY LIBRARY REVENUE REPORT

December 2013

100% of Year Lapsed

| REVENUE ALL FUNDS AS OF 12/31/13 | 2013 Year to Date | 2013 Budget | % Budget Year to Date | % Received Last Year |
|--------------------------------------|------------------------|---------------------|--------------------------|-------------------------|
| Ad Valorem | \$19,409,786.22 | \$19,276,854 | 101% | 100% |
| Ad Valorem Delinquent | \$318,757.70 | \$416,911 | 76% | 132% |
| Motor Vehicle | \$2,048,447.65 | \$2,004,318 | 102% | 103% |
| Library Generated - Copying/Printing | \$90,579.89 | \$85,000 | 107% | 102% |
| Library Generated - Overdues / Fees | \$695,316.11 | \$750,000 | 93% | 84% |
| Sale of Library Books | \$50,000.00 | \$50,000 | 100% | 100% |
| Misc Other | \$20,458.76 | \$25,890 | 79% | 61% |
| Library Generated - Other Charges | \$367,095.68 | \$271,500 | 135% | 102% |
| Investment | \$42,291.20 | \$79,673 | 53% | 41% |
| Unencumbered Balance Forward | \$0.00 | \$405,978 | 0% | 233% |
| Recreational Vehicle Tax | \$6,558.29 | \$8,754 | 75% | 71% |
| Heavy Trucks Tax | \$9,150.22 | \$8,695 | 105% | 106% |
| Rental Excise Tax | \$25,182.22 | \$22,200 | 113% | 108% |
| State and Federal Grants | \$179,032.00 | \$230,000 | 78% | 94% |
| Transfers | \$0.00 | \$0 | 0% | 0% |
| TOTAL REVENUE | \$23,262,655.94 | \$23,635,773 | 98% | 108% |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
12/31/2013
100% of Year Lapsed

| OPERATING FUND | 2013 | 2013 | % Program | % Expended |
|--|---------------------|---------------------|------------------|-------------------|
| Programs | Year to Date | Budget | Expended | Last Year |
| Collection Development | \$3,232,968 | \$3,222,372 | 100% | 100% |
| Administrative Services | \$1,988,641 | \$2,131,640 | 93% | 93% |
| Branch Services | \$3,682,648 | \$3,705,665 | 99% | 100% |
| Technical Services | \$649,737 | \$808,812 | 80% | 88% |
| Systemwide Services | \$2,837,357 | \$2,970,642 | 96% | 86% |
| Central | \$3,703,353 | \$3,956,189 | 94% | 94% |
| Facilities | \$1,828,140 | \$1,639,012 | 112% | 91% |
| Information Technology | \$1,918,569 | \$2,021,685 | 95% | 89% |
| Risk Management Charges | \$95,065 | \$95,065 | 100% | 100% |
| Library General Tax Increment | \$0 | \$124,178 | 0% | 0% |
| Grants * | \$182,299 | \$230,000 | 79% | 94% |
| Transfer to Capital Projects | \$0 | \$411,250 | 0% | 100% |
| Interfund Transfers | \$0 | \$0 | 0% | 0% |
| TOTAL OPERATING FUND EXPENDITURES | \$20,118,776 | \$21,316,510 | 94% | 93% |

* Includes expenditures for 2013 calendar year only. The life of the grant may cover more than one year.

| SPECIAL USE FUND | \$2,013 | 2013 | % Budget | % Expended |
|---|---------------------|--------------------|-----------------|-------------------|
| | Year to Date | Budget | Expended | Last Year |
| Contractual Services (General Maintenance) | \$43,344 | \$16,304 | 266% | 0% |
| Commodities (Capital Equipment) | \$170,951 | \$192,564 | 89% | 76% |
| Transfer to Debt Payment | \$1,510,417 | \$1,535,582 | 98% | 100% |
| Transfer to Capital Projects | \$140,000 | \$140,000 | 100% | 100% |
| PBC Debt Payment (Library Building Tax Increment) | \$435,813 | \$434,813 | 100% | 0% |
| TOTAL SPECIAL USE FUND EXPENDITURES | \$2,300,524 | \$2,319,263 | 99% | 97% |

| | | | | |
|---------------------------|---------------------|---------------------|------------|------------|
| TOTAL EXPENDITURES | \$22,419,300 | \$23,635,773 | 95% | 93% |
|---------------------------|---------------------|---------------------|------------|------------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
December 2013
100% of Year Lapsed

ALL FUNDS

(OPERATING & SPECIAL USE)

| Categories | 2013 Year to Date | 2013 Budget | % Categories Expended | % Expended Last Year |
|--------------------------------|------------------------------|------------------------|----------------------------------|---------------------------------|
| Salaries and Benefits | \$12,742,148 | \$13,868,681 | 92% | 93% |
| Contractual Services | \$3,225,912 | \$2,748,145 | 117% | 103% |
| Supplies | \$3,457,232 | \$3,847,083 | 90% | 88% |
| Capital - Operating | \$4,870 | \$8,412 | 58% | 97% |
| Risk Management Charges | \$95,065 | \$95,065 | 100% | 100% |
| Library General Tax Increment | \$0 | \$124,178 | 0% | 0% |
| Capital / Maintenance / Repair | \$214,295 | \$192,564 | 111% | 76% |
| Transfer to Debt Payment | \$1,921,667 | \$1,535,582 | 125% | 100% |
| Transfer to Capital Projects | \$140,000 | \$551,250 | 25% | 100% |
| Library Building Tax Increment | \$435,813 | \$434,813 | 100% | 0% |
| Grants | \$182,299 | \$230,000 | 79% | 94% |

| | | | | |
|---------------------------|---------------------|---------------------|------------|------------|
| TOTAL EXPENDITURES | \$22,419,300 | \$23,635,773 | 95% | 93% |
|---------------------------|---------------------|---------------------|------------|------------|

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

| GRANTS* | | | | | | |
|--------------------------------------|---------------|-----------------|------------------|---------------------|--------------------|--|
| Expenditures through 12/31/13 | Source | Received | Expend By | Expenditures | Grant Award | |
| 6by6 Activity Kits | State | Sep-12 | Dec-13 | \$5,000.00 | \$5,000.00 | |
| 2011 Alcohol Tax Fund | Local | Jan-11 | Mar-12 | \$8,984.19 | \$9,500.00 | |
| 2012 Alcohol Tax Fund | Local | Jan-12 | Mar-13 | \$844.00 | \$8,000.00 | |
| TOTAL | | | | \$14,828.19 | \$22,500.00 | |

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

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 | |
| Antioch-Carpet | \$5,400.00 | |
| 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 - Renovations | \$19,562.50 | |
| CRL Security Upgrade | \$23,743.66 | |
| Cedar Roe - City Commercial Permit | \$80.50 | |
| Gardner Security System Improvements | \$11,296.32 | |
| Desoto Security System Improvements | \$1,998.00 | |
| Lackman Exterior Lights & Drive Repair | \$10,009.00 | |
| Lackman Door Repair | \$5,905.00 | |
| Lackman Security System Upgrade | \$26,381.56 | |
| Leawood Repair & Paint | \$2,429.04 | |
| Spring Hill Sidewalk Repairs | \$12,405.00 | |
| Spring Hill Security System Improvements | \$1,998.00 | |
| Spring Hill furnishings | \$5,253.89 | |
| SSB-Card Entry System | \$3,488.80 | |
| Furniture Replacement | \$136,843.30 | |
| 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& Book Drop | \$12,934.00 | |
| Shawnee Security Camera Upgrade | \$3,184.00 | |
| Shawnee Interior-Exterior Door Controls | \$11,977.00 | |
| Miscellaneous Equipment | \$17,649.96 | |
| TOTAL EXPENDITURES | \$1,069,055.15 | \$2,194.85 |

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 |
|------------------------------------|-----------------------|-----------------------------|
| Prior Years Total | \$987,497.62 | \$83,752.38 |
| Painting-CRL | \$6,737.75 | |
| Security Equipment-Desoto | \$819.18 | |
| Contractual Services | \$16,001.57 | |
| Furnishings-SPH | \$5,253.89 | |
| Miscellaneous Equipment | \$10,875.00 | |
| Carpet-ANT | \$5,400.00 | |
| Bookdrop-SE | \$8,700.00 | |
| Replace Drive - LA | \$5,850.00 | |
| Furnishings/Electrical-LE | \$5,930.64 | |
| Patch & Paint-LE | \$450.00 | |
| CRL -Electric Upgrade | \$3,562.50 | |
| SE-Door Controls | \$11,977.00 | |
| 2013 Expenditures | \$81,557.53 | |
| Sub-Total 2013 Expenditures | \$81,557.53 | |
| TOTAL EXPENDITURES | \$1,069,055.15 | \$2,194.85 |

Monticello Land Acquisition

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

| EXPENDITURES | TO DATE | BUDGET REMAINING |
|---------------------------------|---------------------|-----------------------------|
| Earnest Money for Land Purchase | \$50,000.00 | |
| Land Purchase | \$713,778.64 | |
| Engineering | \$7,015.00 | |
| Site Survey | \$1,900.00 | \$37,306.36 |
| TOTAL EXPENDITURES | \$772,693.64 | \$37,306.36 |

Scheduled Replacement Account

| REVENUE | TO DATE | BUDGET |
|--|-----------------------|---------------------|
| 2011 Operating Fund Transfer | \$360,175 | \$360,175 |
| 2012 Operating/SU Fund Transfer | \$642,934 | \$642,934 |
| 2013 Operating/SU Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,554,359 | \$1,554,359 |
| | | |
| EXPENDITURES | TO DATE | REMAINING |
| Concrete Work - Antioch | \$28,900.00 | |
| Grounds & Concrete Work - Blue Valley | \$46,755.50 | |
| Furnishings and Equipment | \$118,568.34 | |
| Vehicle Replacement | \$64,838.71 | |
| Shawnee Roof Replacement | \$11,997.70 | |
| Painting Lights & Improvements - CRL | \$96,176.00 | |
| CRL Parking Lot Improvements | \$82,951.00 | |
| Monticello Vending Solution Design | \$9,482.50 | |
| Site Improvements - AN & CRL | \$5,101.50 | |
| Drainage Repairs - Corinth | \$4,730.00 | |
| Roof & Window Replacement - CRL | \$130,195.34 | |
| Carpet/Tile Replacement - Blue Valley | \$6,433.00 | |
| Parking lot Maintenance - Cedar Roe | \$15,040.00 | |
| 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 | |
| Remove bookcases/Painting - CO Meeting & Reading Rooms | \$4,325.00 | |
| Painting - Oak Park | \$2,810.00 | |
| Painting/Furnishings Gardner | \$5,909.26 | |
| Carmack Room Blinds | \$6,994.00 | |
| Office Remodel - Leawood | \$7,236.50 | |
| Security System Upgrade - Blue Valley | \$8,138.00 | |
| Blind Replacement & Furnish - OP | \$16,607.71 | |
| HVAC Improvements - Antioch | \$108,235.97 | |
| Concrete Repairs - Shawnee | \$30,625.00 | |
| Handicap Ramp / landscape- Gardner | \$5,222.00 | |
| Office Remodel - Blue Valley | \$2,950.00 | |
| Computer Tables - Corinth | \$7,349.58 | |
| Electrical & Security Camera Installation - CR | \$41,725.00 | |
| Roof Repairs - Corinth | \$39,483.20 | |
| Stack Moving for Carpet Replacement - CRL | \$8,370.00 | |
| Emergency Lighting & Electrical work - CRL | \$69,873.00 | |
| JCL Logo Etching - Blue Valley | \$8,700.00 | |
| Carpet Replacement - AN & SSB furnishings | \$21,818.85 | |
| Carpet Replacement - Shawnee | \$48,312.25 | |
| Leawood Sorter Installation | \$54,167.13 | |
| Retaining Walls - Corinth | \$13,825.00 | |
| HVAC Improvements - Corinth | \$13,800.00 | |
| HVAC Improvements - Shawnee | \$15,285.00 | |
| Edgerton Environmental Sampling | \$712.80 | |
| Carpet & Security System Improvement - Lackman | \$1,713.00 | |
| Entryway Handrail Repair - Corinth | \$250.00 | |
| Fence Repair - Antioch | \$3,700.00 | |
| Rear Entry Modifications - Antioch | \$1,375.00 | |
| Electrical Upgrades/Furnishings - Lackman | \$12,632.16 | |
| Circulation Area Remodel - Shawnee | \$11,250.00 | |
| Remodel & Landscape BV | \$15,605.50 | |
| Security Improvements DE | \$3,198.00 | |
| Security Improvements ED | \$3,198.00 | |
| Security Improvements SH | \$3,198.00 | |
| Carpet/Furnishing CO | \$7,910.95 | |
| Architectural Services - CRL | \$9,453.75 | |
| TOTAL EXPENDITURES | \$1,309,787.23 | \$244,571.77 |

Scheduled Replacement Account

| REVENUE | TO DATE | BUDGET |
|---|-----------------------|---------------------|
| 2011 Operating Fund Transfer | \$360,175 | \$360,175 |
| 2012 Operating/SU Fund Transfer | \$642,934 | \$642,934 |
| 2013 Operating/SU Fund Transfer | \$551,250 | \$551,250 |
| Total Revenue | \$1,554,359 | \$1,554,359 |
| EXPENDITURES | TO DATE | REMAINING |
| Prior Years Total | \$890,326.51 | \$112,782.49 |
| 2013 Expenditures | | |
| CRL Repairs, Roof and Painting | \$177,103.60 | |
| Architectural Services - Monticello Vending | \$4,153.81 | |
| Architectural Services - CRL | \$16,256.25 | |
| Security Improvements DE | \$3,198.00 | |
| Security Improvements ED | \$3,198.00 | |
| Security Improvements SH | \$3,198.00 | |
| Furnishings-Book Cases | \$8,051.31 | |
| Remodel BV | \$18,561.00 | |
| Carpet COR | \$4,214.00 | |
| CRL- Upgrade | \$98,783.00 | |
| CO Renovation & Furnishings | \$5,271.95 | |
| SE-Remove/Replace Sidewalk | \$5,875.00 | |
| SSB Carpeting & Furnishings | \$1,839.85 | |
| CR Paving & Electrical | \$39,400.00 | |
| LE Upgrades | \$1,586.50 | |
| GA Landscape & Improvements | \$5,976.26 | |
| LA-Chairs & Flooring | \$8,143.16 | |
| OP Furnishings | \$14,651.03 | |
| Sub-Total 2013 Expenditures | \$419,460.72 | |
| TOTAL EXPENDITURES | \$1,309,787.23 | \$244,571.77 |

Expenditure of Friends of the JCL Donations 2013

December 2013 Report

| <i>Expenditure Details</i> | <i>Payee</i> | <i>DECEMBER</i> | <i>DECEMBER YTD</i> |
|--|--------------|--------------------|---------------------|
| Volunteer Recognition | | 0.00 | 3,160.00 |
| Advertising/Promotion | | 750.00 | 5,368.60 |
| Collection Materials | | 0.00 | 7,000.00 |
| Professional Development/Staff Recognition | | 0.00 | 13,813.18 |
| Technology/Recruitment Consulting & Expenses | | 0.00 | 0.00 |
| Card Services | | 2,924.83 | 13,930.98 |
| Homework Help and Tudor.com | | 0.00 | 24,046.24 |
| Summer Reading Club/Elementia | | 0.00 | 9,859.57 |
| Other Library Programming | | 0.00 | 8,682.35 |
| MidAmerica Regional Council | | 0.00 | 3,000.00 |
| Board Travel Expenses | | 0.00 | 343.67 |
| Miscellaneous | | 0.00 | 4,249.98 |
| Total Expenditures | | \$ 3,674.83 | \$ 93,454.57 |

JOHNSON COUNTY LIBRARY
Board of Directors
February 13, 2014

AGENDA ITEM: VI.A. Consideration of Adoption of County Logo

ISSUE FOR BOARD DETERMINATION:

Whether to approve the adoption of the County Logo for Johnson County Library use.

DISCUSSION:

Nancy Mays, Director of Communications and Public Affairs, presented a request to put the county logo on library branches at the January 9, 2014 library board meeting.

The purpose of adopting the logo is to create one cohesive visual identity and clarify county services for residents.

RECOMMENDATION:

That the Johnson County Library Board of Directors approve the adoption of the Johnson County Logo for use by Johnson County Library.

PERSON(S) RESPONSIBLE:

Sean Casserley

JOHNSON COUNTY LIBRARY
Board of Directors
February 13, 2014

AGENDA ITEM: VII.A. Consideration of Johnson County Library Capital Improvement Plan 2015-2019 Submission.

ISSUE FOR BOARD DETERMINATION:

Whether to approve the 2015-2019 Capital Improvement Plan request for submission to the Board of County Commissioners (BOCC).

DISCUSSION:

Each year staff prepares a five-year Capital Improvements Plan (CIP) for submission to the BOCC as part of the budget process. Each project on the plan must be approved individually by the BOCC via the Johnson County Capital Improvements Plan submittal process. Authorization for a project is achieved when the BOCC includes the funding for the project in its budget resolution adopted in August of each year. The project is then assigned to a project account and arrangements are made to secure funding for the project.

With the adoption of the Facilities Master Plan 2010-2030 in the fall of 2009, the library priorities have been established. This request reflects the priorities outlined in the Plan. County Facilities staff has worked closely with JCL staff and consultants to provide cost estimates for all projects based on service goals and timelines.

In addition to Facilities Master Plan projects, a Capital Replacement Plan (CRP) is requested. Regular, scheduled replacement and maintenance of carpets, roofs, vehicles, furniture, equipment and mechanical systems is essential to quality library facilities and services. Staff has identified the costs of this regular maintenance schedule for the next five years. Funding of \$551,250 was approved for the 2013 CRP; Funding of \$330,566 was approved for the 2014 CRP.

BUDGET IMPACT:

The total estimated capital costs for each project are:

| | | |
|---------------------------------|-----------|---------------|
| Capital Replacement Plan | 2015 | \$ 350,000 |
| Library Master Plan Phase II | 2015 | \$ 350,000 |
| Shawnee Library Expansion | 2016-2018 | \$ 4,326,936 |
| Corinth Library Replacement | 2016-2018 | \$ 14,266,240 |
| New Antioch/Cedar Roe Library | 2016-2019 | \$ 20,494,698 |
| Monticello Phase II-New Library | 2016-2019 | \$ 21,764,951 |
| Arc Flash Hazard Analysis | 2015 | \$ 86,865 |

RECOMMENDATION:

That the Johnson County Library Board of Directors recommend the proposed 2015-2019 Capital Improvement Plan request.

PERSON(S) RESPONSIBLE:

Sean Casserley

Department: Library

Project Title: Capital Replacement Plan

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. *Describe the project request.*

The Library's aging facilities, equipment and vehicles are in need of continued funding for scheduled replacement and maintenance. This request continues the capital replacement plan that was funded in 2013. The annual requirements total \$350,000 in 2015.

2. *Explain the project need. How is this need currently being met?*

Continuation of the scheduled replacement and maintenance program would ensure safe and comfortable facilities and protect the taxpayer's investment. Although progress has been made in recent years, buildings, equipment and furniture have continued to deteriorate, requiring constant reactive response. Continued scheduled replacement and maintenance funding would allow the Library to operate in a proactive mode, reducing the need for expensive capital project requests in the future. The 2014 CIP includes \$330,566 for scheduled replacement and maintenance.

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

This project relates to BOCC goals 1, 2, 3 and 4.

4. *Summarize and attach any preliminary studies that have been conducted.*

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement Enhancement/Upgrade Growth New Service Provision

Items to be addressed in the 2015 scheduled replacement and maintenance plan include carpet and flooring replacement at Gardner, Heating, Ventilation & Air Conditioning (HVAC) replacement at Lackman and Cedar Roe, Vehicle replacement (1 box truck and passenger vehicles), and system wide landscape improvements. An inflation factor of 5% has been added each year.

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Alternatives are to continue making piecemeal repairs as funding allows, defer replacement of worn furnishings and equipment, close unsafe facilities and construct new facilities.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

This project covers all 13 library locations.

9. Please outline what sustainability best practices were considered in the development of this project.

We will work toward use of sustainable materials and efficient equipment in the scheduled replacement and the remaining deferred maintenance items.

| | | | | | | | |
|---------------------------------|--------------------------|-------------------|---|-------------------|-------------------|-------------------------|----------------------|
| Department: Library | | | | | | Date: February 10, 2014 | |
| Submittal Year: 2014 | | | Project Title: Capital Replacement Plan | | | | |
| Annual Debt Service: \$ - | | # of Years: - | | Priority: 1 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Roof Replacement/Ceiling Tile | | \$ - | \$ 45,000 | \$ - | \$ 250,000 | \$ - | \$ 295,000 |
| Carpet/Flooring Replacement | | \$ 50,000 | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 200,000 |
| Exterior/Interior Paint/Windows | | \$ - | \$ 50,000 | \$ - | \$ 25,000 | \$ 25,000 | \$ 100,000 |
| Parking Lot Repair/Treatment | | \$ 40,000 | \$ - | \$ - | \$ - | \$ 50,000 | \$ 90,000 |
| Irrigation/Landscaping | | \$ 5,000 | \$ 15,000 | \$ 50,000 | \$ 25,000 | \$ 10,000 | \$ 105,000 |
| Design/Engineering/Consulting | | \$ 40,000 | \$ 32,000 | \$ 30,000 | \$ 52,000 | \$ 40,000 | \$ 194,000 |
| Interior Remodel | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ 135,000 | \$ 142,000 | \$ 130,000 | \$ 402,000 | \$ 175,000 | \$ 984,000 |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Vehicle Replacement | | \$ 65,000 | \$ 30,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 245,000 |
| HVAC Equipment Replacement | | \$ 150,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 950,000 |
| Furniture/Furnishings Replace | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ 215,000 | \$ 230,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,195,000 |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ 350,000 | \$ 372,000 | \$ 380,000 | \$ 652,000 | \$ 425,000 | \$ 2,179,000 |

Department: Library

Project Title: Library Master Plan Phase II

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. *Describe the project request.*

This project would continue and complete the Library Master Planning process begun in 2014, determining the future direction of the Johnson County Library system over the next 20 years.

2. *Explain the project need. How is this need currently being met?*

This project is an update and expansion of the 2009 Library Facilities Master Plan. Between the existing Library Facilities Master Plan and the 2009 Market Segmentation and Service Area Study (Tapestry), there is a wealth of good data related to the existing Library Facilities and Demographics of Johnson County, however there has been a marked shift in Library Services over the last 5-10 years. In order to assess and determine how to best meet these changing service needs from a Library Services and Facilities standpoint, a second phase is needed. This second phase will assess and determine the following items at a minimum:

- Types, quantities and sizes and content of Library Facilities
- Program services in these Facilities
- Existing Library/County Assets that can be utilized
- Materials handling assessment and process review
- Fleet assessment and process review
- Estimated Operating and Capital Costs
- Anticipated Phasing Timeline

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

This project relates to BOCC goals 1, 2, 3 and 4.

4. *Summarize and attach any preliminary studies that have been conducted.*

The Executive Summary of Phase I will be attached in April/May

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

| | |
|---------------------------|------------|
| Consultant Selection | Q4 2014 |
| Phase II Planning Process | Q1-Q4 2015 |

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This process will determine the types of services provided by the Library at different types of facilities.

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Continue to progress with the 2009 Library Facilities Master Plan.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

N/A

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this planning process.

| | | | | | | | |
|-------------------------------|--------------------------|-------------------|---|-------------|-------------|-------------------------|----------------------|
| Department: Library | | | | | | Date: February 10, 2014 | |
| Submittal Year: 2015 | | | Project Title: Library Master Plan Phase II | | | | |
| Annual Debt Service: | | | # of Years: 20 | Priority: 2 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Library Master Plan Phase II | | \$ 350,000 | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - |

Department: Library

Project Title: Shawnee Library Expansion and Remodel

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The JCL Facilities Master Plan recommends finishing the basement shell space, replacing the roof and upgrading upper level interior finishes at the Shawnee Library. The 6,068 square foot lower level would be finished and the upper level expanded by 1,462 square feet to accommodate existing from the lower level.

2. Explain the project need. How is this need currently being met?

The Shawnee Library, located at 13811 Johnson Drive, was built in 1992; there have been no additions or renovations at this facility. The engineering study conducted during development of the Facilities Master Plan found that column bases and heating units in the basement are rusting due to water infiltration. The roof is over 20 years old and needs to be replaced. Interior finishes are worn and need to be updated. The lower level is not finished and is unusable until an elevator is installed to meet code (the building is prepped for an elevator).

Continued population growth in eastern and western Shawnee is putting pressure on the Shawnee branch, resulting in cramped and crowded conditions. Finishing the lower level would provide new space to meet increasing service demand for programs, materials and access to technology. Expanding and renovating the upper level would create flexible-use space that comfortably accommodates patrons and staff, allowing for better direct customer service and more user-friendly self-service.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan recommends these improvements to the Shawnee Library. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

A basic architectural and MEP review was conducted during the development of the Facilities Master Plan in 2010. A study was completed in 2006, though changes have been made to the facility since that time. An update to that study is requested for 2014 to properly re-assess current needs and costs for this project.

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

| | | |
|--|------|------|
| Preliminary Study | | 2016 |
| Architect Selection | Q1 | 2017 |
| Design and Documentation | Q2-3 | 2017 |
| Construction Manager Selection/GMP | Q4 | 2017 |
| Construction | Q1-2 | 2018 |
| Furniture Installation/Move in/Opening | Q2 | 2018 |

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

The northwest area of the JCL District includes Shawnee, Lenexa and DeSoto. Population in this area is estimated to reach 116,822 by 2030 as the population shifts westward. Current services and programs would be enhanced by adequate space for materials, technology, educational programming and community gatherings. The northwest service area has experienced development in recent years that will continue to attract residents that demand high quality, convenient library service. In 2012, circulation at the Shawnee Library reached 299,492 items and user visits totaled 145,564.

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Continue to provide service in the existing building leaving the lower level unused.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The project will add 1,462 square feet to the upper level, finish 6,068 square feet on the lower level and renovate 11,188 sf on the upper level. Life expectancy of the renovated areas is 10-20 years, life expectancy of the addition is 40+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with possible certification for Commercial Interiors.

| | | | | | | | |
|---------------------------------|--------------------------|--|------------------|-------------------|-------------------------|-------------|----------------------|
| Department: Library | | | | | Date: February 10, 2014 | | |
| Submittal Year: 2015 | | Project Title: Shawnee Library Expansion | | | | | |
| Annual Debt Service: | | # of Years: 10-40 | | Priority: 3 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Preliminary Study | | | \$ 35,492 | | | | \$ 35,492 |
| Design/Consulting | | | | \$ 354,340 | \$ 118,113 | | \$ 472,453 |
| Construction | | | | | \$ 3,036,130 | | \$ 3,036,130 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ 35,492 | \$ 354,340 | \$ 3,154,243 | \$ - | \$ 3,544,075 |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Furniture/Fixtures/Equipment | | \$ - | | | \$ 766,652 | | \$ 766,652 |
| Specialized Equipment | | | | | \$ 16,209 | | \$ 16,209 |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 782,861 | \$ - | \$ 782,861 |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Collection Materials/Processing | | | | | | | \$ - |
| Computer Hardware | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ - | \$ 35,492 | \$ 354,340 | \$ 3,937,104 | \$ - | \$ 4,326,936 |

Project Title: Shawnee Expansion

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

Shawnee will be expanded and reconfigured and the lower level will be finished. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The additional square footage of 7,530 is 67% of the existing square footage. Therefore, annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are 67% of the 2012 actual expenditures for these items at Shawnee. Estimated costs reflect an opening date of April 1, 2016. Materials processing reflects contractual services required to make collection materials shelf-ready; these costs will begin in 2017. Staff training costs are estimated at \$2,500 in 2015 and \$7,500 in 2016.

Commodities include general operating and office supplies and collection materials. General operating and office supplies cost estimates were calculated using the method described above. An ongoing collection consisting of 2,500 circulating materials plus electronic reference resources will be purchased in 2020. Please see the Department Operating Summary Form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

An additional 4.0 FTE are requested to support the additional finished square footage and the increased space for materials provided on the upper level, and Sunday hours. An assistant branch manager, a part-time youth information specialist, a part-time information specialist, a clerk and a custodian are included in this request. Increased use of technology requires staff to assist patrons who may be unfamiliar with PCs and other electronic media. Expanding

programming requires planning and presentation time and scheduling more meeting rooms also requires more time for set-up and assistance. A custodian is needed to maintain the expanded square footage. The addition of Sunday hours increases hours open per week from 56 to 60.

5. Explain how service needs are currently being met, including the number of FTEs currently performing this activity.

Currently the new formats are displayed wherever room permits, making them less accessible than at other libraries in the system. Materials are crowded onto existing shelving, making it difficult for patrons to access what they need. Staff is dispersed in any available space. In order to maintain satisfactory customer service, the higher grade information services staff spends an estimated 24.7% of their time performing clerk duties instead of providing reference service, assistance with PC workstations and electronic search techniques and patron training. There is currently no custodian dedicated to this facility. Current staffing at Shawnee totals 10.78 FTE: 3.25 clerks, 1.6 pages, 1.18 youth information specialists, 2.75 information specialists, a youth services librarian and a branch manager.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs.

Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs reflect an April 1st opening. The Assistant Branch Manager and Youth Information Specialist will start September 1, 2015 with all other personnel starting on December 1, 2015. These start dates will allow for adequate training to take place.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

Current staff work areas are not well organized, ergonomic or large enough for the volume of materials and programs dealt with on a daily basis, so work overflows into any available space. Work is fragmented and inefficient. Valuable lower level space that is being wasted could alleviate these problems. Expanded square footage will address limited study and meeting room space, inadequate space for PC workstations and inadequate youth collections and seating. The alternative is to leave the lower level unfinished and continue to allow staff to make do with the current work space and break room. The space cannot be used for any other purpose until an elevator and exits are added to comply with building codes. Wasting the space is not a viable alternative when more space is needed system wide for computers, programming and new material formats.

| | | | | | | | | |
|---|----------------|------------|----------------------------------|----------------------------------|-------------------------|------------------|-------------------|--|
| Department: Library | | | | | Date: February 10, 2014 | | | |
| Project Title: Shawnee Expansion | | | | | | | | |
| Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year. | | | | | 2015 | 2016 | 2017 | |
| Yellow area to be completed by budget analyst. | | | | | | | | |
| Personnel Expenditures (Position Title) | Grade | FTE | Hourly Amount | Start Date (mo/da/yr) | 2017 | 2018 | 2019 | Annual Compensation (Full Year) |
| Assistant Branch Manager | 15 | 1.00 | \$22.78 | 09/01/15 | | | | |
| Information Specialist | 14 | 0.50 | \$19.50 | 12/01/15 | | | | |
| Youth Information Specialist | 14 | 0.50 | \$19.50 | 09/01/15 | | | | |
| Custodian | 12 | 1.00 | \$14.67 | 12/01/15 | | | | |
| Clerk | 12 | 1.00 | \$14.67 | 12/01/15 | | | | |
| Subtotal | | 4.00 | | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services (ongoing) | Account | | Start Date (mo/da/yr) | | 2015 | 2016 | 2017 | Annual Cost (Full Year) |
| Utilities | 510010 | | 04/01/16 | | | \$ 25,333 | \$ 35,466 | \$ 35,466 |
| Ongoing Materials Processing | 520275 | | 01/01/17 | | \$ - | \$ - | \$ 19,832 | \$ 19,832 |
| Non-CPE Continuing Education | 510930 | | 09/01/15 | | \$ 2,500 | \$ 7,500 | \$ 10,000 | \$ 10,000 |
| Subtotal | | | | | \$ 2,500 | \$ 32,833 | \$ 65,298 | \$ 65,298 |
| Commodities (ongoing) | Account | | Start Date (mo/da/yr) | | 2015 | 2016 | 2017 | Annual Cost (Full Year) |
| Office Supplies | 530015 | | 04/01/16 | | \$ - | \$ 3,645 | \$ 5,103 | \$ 5,103 |
| Ongoing Collection Materials | 530030 | | 01/01/17 | | \$ - | \$ - | \$ 94,438 | \$ 94,438 |
| Subtotal | | | | | \$ - | \$ 3,645 | \$ 99,541 | \$ 99,541 |
| Capital (ongoing) | Account | | Start Date (mo/da/yr) | | 2015 | 2016 | 2017 | Annual Cost (Full Year) |
| Subtotal | | | | | \$ - | \$ - | \$ - | \$ - |
| TOTAL | | | | | \$ 2,500 | \$ 36,478 | \$ 164,839 | \$ 164,839 |

| Start-up Expenditures (one-time) | Account | Start Date (mo/da/yr) | 2015 | 2016 | 2017 | Total |
|-------------------------------------|---------|--------------------------|------|------|------|-------|
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| TOTAL | | | \$ - | \$ - | \$ - | \$ - |

Department: Library

Project Title: Corinth Library Replacement

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The JCL Facilities Master Plan recommends that the Corinth Library be demolished and rebuilt as a new Type III library on the current site.

2. Explain the project need. How is this need currently being met?

The Corinth Library is located on a 1.8 acre site at 8100 Mission Road in Prairie Village. The current structure was built in 1963 and minor additions and renovations were completed in 1986 and 2002. Replacement of a portion of the west roof will be completed in 2012. The parking lot does not accommodate safe traffic flow; vehicles must pass through the lower, congested lot to get to the higher lot, causing pedestrian/vehicle conflicts. The concrete curbs are crumbling and the parking lot in most areas is worn. Part of the floor in the south addition of the building is sloping. The building has several safety issues in terms of egress. Exiting the basement is awkward due to the fact that the two exits open into two sunken gardens with no exits. The building is crowded and cramped, requiring that the collection be weeded constantly to make room on the shelves. The main electrical distribution system is original and has insufficient capacity and needs replacing. The building does not have fire protection. The engineering study conducted during the development of the Facilities Master Plan found the current building to be beyond its useful life.

The Corinth Library is highly used with 259,470 user visits and total circulation of 502,881 in 2012. The current service area population of approximately 43,200 is stable and is comprised of 19,270 households, with an estimated 12,678 being family households. Young families, senior citizens and all ages in between use the Corinth Library for their information and entertainment needs.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan recommends replacement of the Corinth Library. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

The engineering study conducted during the development of the Facilities Master Plan found the current building to be beyond its useful life.

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

| | | |
|---|------|------|
| Preliminary Study | | 2016 |
| Architect Selection | Q1 | 2017 |
| Program Verification | Q2 | 2017 |
| Design and Documentation | Q2-3 | 2017 |
| Construction Manager Selection/GMP | Q4 | 2017 |
| Construction | Q1-3 | 2018 |
| Furniture Installation/Collection/Move in | Q4 | 2018 |
| Opening | Q1 | 2019 |

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This project would replace the 50 year old Corinth Library with a building designed and equipped for modern library service. Patrons would have access to library materials in all formats, adult and youth programming, community meeting rooms, online reference services, PCs and the internet, art displays, early literacy services, homework help and much more. Life-long learning and connection to community are vital to the continued growth and economic well-being of this area. Services for families, children and young adults are an investment in our future. Services for seniors contribute to the vitality of this growing population.

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Continue to provide service in the existing building, making piecemeal repairs and risking safety hazards. Demolish the building and do not replace it, eliminating library service in the area.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The building will total approximately 25,000 square feet and will have a life expectancy of 75+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

| | | | | | | | |
|---------------------------------|--------------------------|--|------------------|-------------------|-------------------------|-------------|----------------------|
| Department: Library | | | | | Date: February 10, 2014 | | |
| Submittal Year: 2015 | | Project Title: Corinth Library Replacement | | | | | |
| Annual Debt Service: | | # of Years: | 75+ | Priority: 4 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Preliminary Studies | | | \$ 77,613 | | | | \$ 77,613 |
| Design/Consulting | | | | \$ 975,492 | \$ 325,164 | | \$ 1,300,656 |
| Construction | | | | | \$ 8,467,647 | | \$ 8,467,647 |
| Public Art | | | | | \$ 140,401 | | \$ 140,401 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ 77,613 | \$ 975,492 | \$ 8,933,212 | \$ - | \$ 9,986,317 |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Furniture/Fixtures/Equipment | | | | | \$ 1,540,003 | | \$ 1,540,003 |
| Specialized Equipment | | | | | \$ 499,104 | | \$ 499,104 |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 2,039,107 | \$ - | \$ 2,039,107 |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Collection Materials/Processing | | | | | \$ 2,240,816 | | \$ 2,240,816 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 2,240,816 | \$ - | \$ 2,240,816 |
| TOTAL | \$ - | \$ - | \$ 77,613 | \$ 975,492 | \$ 13,213,135 | \$ - | \$ 14,266,240 |

Project Title: Corinth Library Replacement

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The Corinth Library will be replaced on the current site. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The addition of approximately 4,700 square feet represents a 23% increase. Utilities, lawn care, office supplies and other basic operational expenses reflect the square footage increase and an opening date of January 1, 2019. An ongoing collection consisting of 2,250 circulating materials and the contractual services required to make these materials shelf-ready will begin in 2020. Staff training costs are estimated at \$10,000 in 2018. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

An inflation factor of 5% is included for all expenses except collections and materials processing; these items are grown by 6% for inflation.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

An additional 4.2 FTE are requested to support the increased square footage and enhanced services. A youth services librarian, an information specialist, a custodian and three part-time pages are included in this request. Increased use of technology requires staff to assist patrons who may be unfamiliar with PCs and other electronic media. Expanded programming requires planning and presentation time and scheduling more meeting rooms also requires more time for set-up and assistance. A custodian is needed to maintain the expanded square footage.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

The current building is not large enough to accommodate patrons, computers, meeting space and the collection, based on the findings of the Facilities Master Plan. The increased usage has created backlogs, making it difficult for staff to make materials accessible to patrons in a timely

manner. There is currently one custodian dedicated to this facility from the Facilities staffing pool. Current staffing at Corinth totals 15.33 FTE: 4.63 clerks, 3.2 pages, 1.5 youth information specialists, 3 information specialists, a youth services librarian, an assistant branch manager and a branch manager.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

New staff will start September 30th, 2018 to allow time for training before the January 2019 opening.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

The Corinth Replacement will eliminate potential safety hazards and create more efficient spaces for both patrons and staff. Basement exits open into sunken gardens with no external access. Expanded square footage will address limited study and meeting room space, inadequate space for PC workstations and inadequate shelving space. Parking lot traffic flow and ADA parking will be improved, eliminating pedestrian safety hazards.

| | | | | | | | | |
|---|----------------|------------|------------------------------|------------------------------|-------------------------|-------------------|-------------------|--|
| Department: Library | | | | | Date: February 10, 2014 | | | |
| Project Title: Corinth Library Replacement | | | | | | | | |
| Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year. | | | | | 2019 | 2020 | 2021 | |
| Yellow area to be completed by budget analyst. | | | | | | | | |
| Personnel Expenditures (Position Title) | Grade | FTE | Hourly Amount | Start Date (mo/da/yr) | 2018 | 2019 | 2020 | Annual Compensation (Full Year) |
| Youth Services Librarian | 15 | 1.00 | \$21.78 | 09/30/18 | | | | |
| Information Specialist | 14 | 1.00 | \$19.50 | 09/30/18 | | | | |
| Custodian | 12 | 1.00 | \$14.67 | 09/30/18 | | | | |
| Page | 11 | 0.40 | \$12.63 | 09/30/18 | | | | |
| Page | 11 | 0.40 | \$12.63 | 09/30/18 | | | | |
| Page | 11 | 0.40 | \$12.63 | 09/30/18 | | | | |
| Subtotal | | 4.20 | | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services (ongoing) | Account | | Start Date (mo/da/yr) | | 2018 | 2019 | 2020 | Annual Cost (Full Year) |
| Utilities | 510010 | | 01/01/19 | | \$ 62,822 | \$ 65,963 | \$ 69,261 | \$ 62,822 |
| Landscape,Lawn & Snow Svcs. | 520125 | | 01/01/19 | | \$ 16,393 | \$ 17,212 | \$ 18,073 | \$ 16,393 |
| Ongoing Materials Processing | 520275 | | 01/01/20 | | \$ - | \$ 17,457 | \$ 17,457 | \$ 17,457 |
| Non-CPE Continuing Education | 510930 | | 10/01/18 | | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| Subtotal | | | | | \$ 89,214 | \$ 100,631 | \$ 104,790 | \$ 106,672 |
| Commodities (ongoing) | Account | | Start Date (mo/da/yr) | | 2018 | 2019 | 2020 | Annual Cost (Full Year) |
| Office Supplies | 530015 | | 01/01/19 | | \$ 6,288 | \$ 6,602 | \$ 6,933 | \$ 6,288 |
| Ongoing Collection Materials | 530030 | | 01/01/20 | | \$ - | \$ 83,127 | \$ 83,127 | \$ 83,127 |
| Subtotal | | | | | \$ 6,288 | \$ 89,729 | \$ 90,060 | \$ 89,415 |
| Capital (ongoing) | Account | | Start Date (mo/da/yr) | | 2018 | 2019 | 2020 | Annual Cost (Full Year) |
| Subtotal | | | | | \$ - | \$ - | \$ - | \$ - |
| TOTAL | | | | | \$ 95,502 | \$ 190,361 | \$ 194,850 | \$ 196,087 |

| Start-up Expenditures (one-time) | Account | Start Date (mo/da/yr) | 2018 | 2019 | 2020 | Total |
|-------------------------------------|---------|--------------------------|------|------|------|----------------------------|
| | | | | | | \$ \$ \$ \$ \$ |
| TOTAL | | | \$ - | \$ - | \$ - | \$ - |

Department: Library

Project Title: Antioch/Cedar Roe Library Merger

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. *Describe the project request.*

The JCL Facilities Master Plan calls for a new library to be constructed in the northeast area of the Library District to replace the aging Antioch and Cedar Roe facilities; a site has not yet been determined.

2. *Explain the project need. How is this need currently being met?*

For both the Antioch and Cedar Roe libraries, infrastructure, site constraints and current building codes limit economically justifiable and feasible improvements. These are among the oldest buildings in the JCL system; Antioch was built in 1956 and Cedar Roe in 1967. Renovations and additions have been constructed over the years, but these buildings have reached or exceeded their useful lives. Currently, repairs are made within available funding to keep the buildings safe, operational and comfortable for the public. Both libraries experience high usage rates, with combined circulation of 601,927 items and user visits of 354,182 in 2012.

Antioch (8700 Shawnee Mission Parkway) - Parking and pedestrian access continue to be a problem. Engineering studies done in 2009 determined that the Antioch structure is stressed and that the building does not meet code in several areas: it does not have a fire sprinkler system; the second level is not accessible via elevator (also an ADA issue); and the stairway railing to the second level does not meet code. The mechanical system has no redundancy, and in 2009 was believed to have 7 years of operable life remaining. The roof is bubbling and the carpet is showing signs of wear. Exterior walls show signs of cracking and water and insect infestation; some windows are inoperable.

Cedar Roe (5120 Cedar) – The parking lot is severely undersized with only 18 spaces and pedestrian access is an issue. Exterior concrete below the roof eaves is weathered and crumbling; steel reinforcing is exposed in some instances. The exterior stair on the east side is crumbling and needs to be replaced. The building does not comply with current building codes: it does not have a fire sprinkler system; there is not proper and sufficient egress on the east side of the building; and the 3 exits on the main floor are too close together. At the time of the engineering study, the exit from the mechanical room into an exterior exit was filled with eight inches of water. The mechanical room is constrained and the main electrical panel is original to the building and prone to failure due to being beyond its operational life. The building is not ADA compliant.

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

The JCL Facilities Master Plan recommends replacement of the Antioch and Cedar Roe facilities with a new library to serve the northeast area of the district. This project relates to BOCC goals 1, 2, 3 and 4.

4. *Summarize and attach any preliminary studies that have been conducted.*

The engineering and Mechanical, Electrical, Plumbing (MEP) studies conducted during the development of the Facilities Master Plan found the current buildings and their systems to be beyond their useful lives in several areas.

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

| | | |
|---|------|------|
| Land Acquisition | | 2016 |
| Preliminary Study | | 2017 |
| Architect Selection | Q1 | 2018 |
| Program Verification | Q2 | 2018 |
| Design and Documentation | Q2-3 | 2018 |
| Construction Manager Selection/GMP | Q4 | 2018 |
| Construction | Q1-3 | 2019 |
| Furniture Installation/Collection/Move in | Q4 | 2019 |
| Opening | Q1 | 2020 |

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement Enhancement/Upgrade Growth New Service Provision

The aging Antioch and Cedar Roe libraries would be merged and replaced with a new library to serve the northeast area of the JCL District, which includes Westwood, Roeland Park, Mission Hills, Fairway, Merriam, Mission and northern portions of Overland Park and Prairie Village. Current services, including senior outreach and early childhood literacy, would be enhanced by adequate space for materials, educational programming and community gatherings. The northeast service area has an increasingly older population while its affordable housing attracts young families with small children. The current partnership with JCCC to provide Adult Education and English as a Second Language (ESL) programs are essential to this area, which has the highest percentage of ethnic diversity in Johnson County.

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Continue to provide service in the existing buildings, making piecemeal repairs and risking safety hazards. Expand or renovate again, which is difficult due to existing infrastructure limitations.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

Current combined square footage of Antioch and Cedar Roe Libraries totals 41,142. The new building will total approximately 36,000 square feet and will have a life expectancy of 75+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

| | | | | | | | |
|-------------------------------|--------------------------|--|---------------------|------------------|-------------------------|----------------------|----------------------|
| Department: Library | | | | | Date: February 10, 2014 | | |
| Submittal Year: 2015 | | Project Title: New Antioch/Cedar Roe Library | | | | | |
| Annual Debt Service: | | # of Years: | 75+ | Priority: 5 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Land Acquisition | | | \$ 2,500,000 | | | | \$ 2,500,000 |
| Preliminary Study | | | | \$ 91,397 | | | \$ 91,397 |
| Design/Consulting | | | | | \$ 1,425,467 | \$ 475,156 | \$ 1,900,623 |
| Construction | | | | | | \$ 13,126,587 | \$ 13,126,587 |
| Public Art | | | | | | \$ 174,695 | \$ 174,695 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ 2,500,000 | \$ 91,397 | \$ 1,425,467 | \$ 13,776,438 | \$ 17,793,302 |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Furniture/Fixtures/Equipment | | | | | | \$ 2,172,292 | \$ 2,172,292 |
| Specialized Equipment | | | | | | \$ 499,104 | \$ 499,104 |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,671,396 | \$ 2,671,396 |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ - | \$ 2,500,000 | \$ 91,397 | \$ 1,425,467 | \$ 16,447,834 | \$ 20,464,698 |

Project Title: Antioch/Cedar Roe Library Merger

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The Antioch and Cedar Roe Libraries will be combined into one library facility to serve the northeast area of Johnson County. The new building will be approximately 3,000 square feet larger than the current Antioch facility. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The additional square footage is 9% of the existing square footage, therefore, annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are 9% of the 2012 actual expenditures for these items at Antioch. Operating costs reflect an opening date of January 1, 2019. Materials processing reflects contractual services required to make collection materials shelf-ready; these costs will begin in 2020.

Commodities include general operating and office supplies and collection materials. General operating and office supply cost estimates were calculated using the method described above. An ongoing collection consisting of 450 circulating materials plus electronic reference resources will be purchased in 2020. Please see the Department Operating Summary Form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing, which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

No new personnel are requested for this project.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

Both the Cedar Roe and Antioch facilities are busy, full-service libraries focusing on programs and services that are relevant to their communities. Antioch has an early childhood literacy focus while Cedar Roe is focused on services for seniors. However, both buildings are aging and do not have adequate space for collections, technology and public gatherings. Loss of staff due to VRIP has resulted in closing the Cedar Roe Library on Fridays and cutting Saturday hours in half in order to shift staff to cover peak times at the busiest locations. Current combined staffing at Antioch and Cedar Roe totals 23.45 FTE.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs are estimated to reflect a January 1st, 2019 opening. There are no new personnel costs.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

For both the Antioch and Cedar Roe libraries, infrastructure, site constraints and current building codes limit economically justifiable and feasible improvements. These are among the oldest buildings in the JCL system; Antioch was built in 1956 and Cedar Roe in 1967. Renovations and additions have been constructed over the years, but these buildings have reached or exceeded their useful lives. Currently, repairs are made within available funding to keep the buildings safe, operational and comfortable for the public. Both libraries experience high usage rates, with combined circulation of 601,927 items and user visits of 354,182 in 2012.

The aging Antioch and Cedar Roe libraries would be merged and replaced with a new library to serve the northeast area of the JCL District, which includes Westwood, Roeland Park, Mission Hills, Fairway, Merriam, Mission and northern portions of Overland Park and Prairie Village. Current services, including senior outreach and early childhood literacy, would be enhanced by adequate space for materials, educational programming and community gatherings. The northeast service area has an increasingly older population while its affordable housing attracts young families with small children. The current partnership with JCCC to provide Adult Education and English as a Second Language (ESL) programs are essential to this area, which has the highest percentage of ethnic diversity in Johnson County.

Alternatives: Continue to provide service in the existing buildings, making piecemeal repairs and risking safety hazards. Expand or renovate again, which is difficult due to existing infrastructure limitations.

| | | | | | | | | |
|---|----------------|------------|----------------------|------------------------------|-------------------------|------------------|------------------|--|
| Department: Library | | | | | Date: February 10, 2014 | | | |
| Project Title: Antioch/Cedar Roe Library Merger | | | | | | | | |
| Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year. | | | | | 2020 | 2021 | 2022 | |
| Yellow area to be completed by budget analyst. | | | | | | | | |
| Personnel Expenditures (Position Title) | Grade | FTE | Hourly Amount | Start Date (mo/da/yr) | 2019 | 2020 | 2021 | Annual Compensation (Full Year) |
| Subtotal | | 0.00 | | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services (ongoing) | Account | | | Start Date (mo/da/yr) | 2019 | 2020 | 2021 | Annual Cost (Full Year) |
| Utilities | | 510010 | 01/01/19 | \$ 9,017 | \$ 9,468 | \$ 9,942 | \$ 9,017 | |
| Lawn Care/Snow Removal | | 520125 | 01/01/19 | \$ 2,571 | \$ 2,700 | \$ 2,835 | \$ 2,571 | |
| Trash Removal | | 510060 | 01/01/19 | \$ 357 | \$ 375 | \$ 394 | \$ 357 | |
| Janitorial Services | | 520045 | 01/01/19 | \$ 381 | \$ 400 | \$ 420 | \$ 381 | |
| Ongoing Materials Processing | | 520275 | 01/01/20 | \$ - | \$ 3,672 | \$ 3,892 | \$ 3,672 | |
| Subtotal | | | | \$ 12,327 | \$ 16,615 | \$ 17,483 | \$ 15,998 | |
| Commodities (ongoing) | Account | | | Start Date (mo/da/yr) | 2019 | 2020 | 2021 | Annual Cost (Full Year) |
| Office Supplies | | 530015 | 01/01/19 | \$ 650 | \$ 682 | \$ 717 | \$ 650 | |
| Ongoing Collection Materials | | 530030 | 01/01/20 | \$ - | \$ 17,484 | \$ 18,533 | \$ 17,484 | |
| Subtotal | | | | \$ 650 | \$ 18,166 | \$ 19,249 | \$ 18,134 | |
| Capital (ongoing) | Account | | | Start Date (mo/da/yr) | 2019 | 2020 | 2021 | Annual Cost (Full Year) |
| Subtotal | | | | \$ - | \$ - | \$ - | \$ - | |
| TOTAL | | | | \$ 12,977 | \$ 34,781 | \$ 36,732 | \$ 34,132 | |

| Start-up Expenditures (one-time) | Account | Start Date (mo/da/yr) | 2019 | 2020 | 2021 | Total |
|-------------------------------------|---------|--------------------------|------|------|------|-------|
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| TOTAL | | | \$ - | \$ - | \$ - | \$ - |

Department: Library

Project Title: Monticello Library Phase II

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

This project would construct, equip and staff a permanent Monticello Library; land for this project was acquired in 2010. A small portion of the land was donated with the stipulation that a library be built within ten years.

2. Explain the project need. How is this need currently being met?

The population in this area of Johnson County has grown rapidly over the past 10 years and this growth continues. Library planning standards dictate that 95% of the district's population be located within three miles of a library facility. Individuals and families wishing to use library service must travel to a distant Johnson County Library branch. The nearest branches are Shawnee, Lackman and DeSoto Libraries, all of which are 5-10 miles away. Additional triggers to placement of a new library in developing areas are a population exceeding 10,000 and construction of schools and significant retail and residential construction, all of which are present in the Monticello service area. The DeSoto School District is building new facilities and several housing developments have attracted young families to the area. There is a heavy proportion of persons under age 5 (9.4%) according to CERL. Commercial development is accelerating along the K-7 corridor near Shawnee Mission Parkway. The Crossings shopping center at the corner of K-7 and Shawnee Mission Parkway opened in 2003.

The proposed Monticello Phase I project would provide a small library presence in this area via a materials vending solution. Phase I can be used for 24 hour holds once Phase II is completed.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan placed this project in 2013 based on the BOCC's 2010 adopted CIP. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

Focus groups have been conducted and a building program was completed in 2008.

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

| | | |
|---|-------|---------|
| Architect Selection | Q1 | 2016 |
| Program Verification | Q2 | 2016 |
| Design and Documentation | Q3-Q1 | 2016-17 |
| Construction Manager Selection/GMP | Q3 | 2016 |
| Construction | Q2-Q1 | 2017-8 |
| Furniture Installation/Collection/Move in | Q1 | 2018 |
| Opening | Q1 | 2018 |

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This project would provide permanent library service in the currently un-served Monticello area. Patrons would have access to library materials in all formats, adult and youth programming, community meeting rooms, on-site and online reference services, business services, PCs and the internet, art displays, homework help and much more. Life-long learning and connection to community are vital to the continued growth and economic well-being of this area. Services for families, children and young adults are an investment in our future. Services for seniors contribute to the vitality of this growing population. Services to entrepreneurs and businesses are an investment in the community.

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Leave the area un-served. Do not improve the land now owned by the JCL Board of Directors. Limit service to online services.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

This building will total approximately 36,000 square feet and have a life expectancy of 75+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

| | | | | | | | |
|---------------------------------|--------------------------|--|-------------------|-------------------|-------------------------|---------------------|----------------------|
| Department: Library | | | | | Date: February 10, 2014 | | |
| Submittal Year: 2015 | | Project Title: Monticello Library Phase II | | | | | |
| Annual Debt Service: | | # of Years: | 75+ | Priority: 6 | | | |
| Capital Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Preliminary Studies | \$ 4,565 | | | | | | \$ - |
| Land Acquisition | \$ 763,779 | | | | | | \$ - |
| Design/Consulting | | | \$ 456,081 | \$ 912,162 | \$ 456,081 | | \$ 1,824,324 |
| Construction | | | | | \$ 9,128,264 | \$ 3,042,755 | \$ 12,171,018 |
| Public Art | | | | | \$ 104,072 | \$ 104,072 | \$ 208,143 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ 768,344 | \$ - | \$ 456,081 | \$ 912,162 | \$ 9,688,416 | \$ 3,146,826 | \$ 14,203,485 |
| Equipment Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Furniture/Fixtures/Equipment | | | | | \$ 999,475 | \$ 999,475 | \$ 1,998,949 |
| Specialized Equipment | | | | | \$ 516,476 | \$ 516,476 | \$ 1,032,951 |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 1,515,950 | \$ 1,515,950 | \$ 3,031,900 |
| Start Up Expenditures | Prior Years Total | 2015 | 2016 | 2017 | 2018 | 2019 | Project Total |
| Collection Materials/Processing | | | | | \$ 2,203,853 | \$ 2,203,853 | \$ 4,407,705 |
| Computer Hardware | | | | | \$ 60,930 | \$ 60,930 | \$ 121,860 |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 2,264,783 | \$ 2,264,783 | \$ 4,529,565 |
| TOTAL | \$ 768,344 | \$ - | \$ 456,081 | \$ 912,162 | \$ 13,469,149 | \$ 6,927,559 | \$ 21,764,950 |

Project Title: Monticello Library

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

Monticello Library will be a 36,000 square foot facility. Operating costs requested are the basic expenses associated with operating a building and providing public library services. Annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are based on the 2012 actual expenditures for these items at the Blue Valley Library, the closest branch in size. These operating costs are estimated to reflect an opening date of January 1, 2018. Materials processing reflects contractual services to make collection materials shelf-ready, such as book jackets, and no costs are expected until 2019. Staff training costs are estimated at \$2,500 in 2015 and \$7,500 in 2016.

Commodities include general operating and office supplies and collection materials. General operating and office supplies cost estimates were calculated using the method described above. An ongoing collection consisting of 4,500 circulating materials plus electronic reference resources will be needed beginning in 2019. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing, which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

Building a new, permanent 36,000 square foot facility to serve the Monticello area would require 22.2 new FTE. The request includes a branch manager, an assistant branch manager, 2 youth services librarians, 1 full-time and 2 part-time youth information specialists to assist with youth materials and programming, 2 full-time custodians to maintain the building, 3 full-time and 1 part-time information specialists to assist patrons with reference questions, electronic products and use of PC technology, 4 full-time and 6 part-time clerks to check out and check in patron

materials, collect overdue fines and fees, and respond to patron questions and 9 part-time pages to shelve new books and re-shelve returned books. The branch will operate 7 days and 5 nights per week, similar to the Blue Valley Library.

5. Explain how service needs are currently being met, including the number of FTEs currently performing this activity.

There is currently no library service in the Monticello area, forcing those wanting to use the library to travel 5-10 miles to the nearest Johnson County Library facilities, which are Lackman, Shawnee and DeSoto. The Blue Valley Library, the most comparable branch with 24,071 square feet, is currently operating with 19.7 FTE.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs.

Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs are estimated to reflect a January 1, 2018 opening. The Branch Manager will start January 1, 2015, the Assistant Branch Manager will start July 1, 2016 and all other personnel will start on October 1, 2016. These start dates will allow for adequate training to take place.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

There is currently no library service in the Monticello area. Monticello is a rapidly growing community with population estimated to increase from 29,100 in 2010 to 73,112 in 2030. Library service standards call for library facilities to be located such that 95% of the district's population is within 3 miles of a branch. Monticello patrons are 5-10 miles from the nearest library branches. The DeSoto school district is building new facilities and housing developments are being built to accommodate the young families moving into the area. The U.S. Census reports that 9.4% of the population in this area is under 5 years of age. All of the above factors indicate that the Monticello area needs library service as it continues to grow. Land for the Monticello Library was purchased in 2010. Part of the land was donated, and this donation will revert back to the donor if a library is not built by October, 2020. Alternatives are to leave the area un-served with service limited to online services or provide a materials vending solution and limited programming, per the Monticello Phase I project request.

| Department: Library | | | | | Date: February 10, 2014 | | | |
|---|-------|------|------------------|--------------------------|-------------------------|------|------|---------------------------------------|
| Project Title: Monticello Library | | | | | | | | |
| Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year. | | | | | 2015 | 2016 | 2017 | |
| Yellow area to be completed by budget analyst. | | | | | | | | |
| Personnel Expenditures (Position Title) | Grade | FTE | Hourly Amount | Start Date (mo/da/yr) | 2018 | 2019 | 2020 | Annual Compensation (Full Year) |
| Branch Manager | 16 | 1.00 | \$26.94 | 01/01/15 | | | | |
| Assistant Branch Manager | 15 | 1.00 | \$22.78 | 07/01/16 | | | | |
| Youth Services Librarian | 15 | 2.00 | \$21.78 | 10/01/16 | | | | |
| Information Specialist | 14 | 1.00 | \$19.50 | 10/01/16 | | | | |
| Information Specialist | 14 | 1.00 | \$19.50 | 10/01/16 | | | | |
| Information Specialist | 14 | 1.00 | \$19.50 | 10/01/16 | | | | |
| Information Specialist | 14 | 0.50 | \$19.50 | 10/01/16 | | | | |
| Youth Information Specialist | 14 | 1.00 | \$19.50 | 10/01/16 | | | | |
| Youth Information Specialist | 14 | 0.50 | \$19.50 | 10/01/16 | | | | |
| Youth Information Specialist | 14 | 0.50 | \$19.50 | 10/01/16 | | | | |
| Clerk | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.50 | \$14.67 | 10/01/16 | | | | |
| Clerk | 12 | 0.60 | \$14.67 | 10/01/16 | | | | |
| Custodian | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Custodian | 12 | 1.00 | \$14.67 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |

| | | | | | | | | |
|---------------------------------------|----------------|------------------------------|-----------------|-----------------|-------------|--------------------------------|------|------|
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Page | 11 | 0.40 | \$12.63 | 10/01/16 | | | | |
| Subtotal | | 22.20 | | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services (ongoing) | Account | Start Date (mo/da/yr) | 2015 | 2016 | 2017 | Annual Cost (Full Year) | | |
| Utilities | 510010 | 01/01/18 | \$ - | \$ - | \$ - | \$ 98,954 | | |
| Lawn Care/Snow Removal | 520125 | 01/01/18 | \$ - | \$ - | \$ - | \$ 27,396 | | |
| Non-CPE Continuing Education | 510930 | 01/01/15 | \$ 2,500 | \$ 7,500 | \$ - | \$ 10,000 | | |
| Trash Removal | 510060 | 01/01/18 | \$ - | \$ - | \$ - | \$ 1,763 | | |
| Ongoing Materials Processing | 520275 | 01/01/19 | \$ - | \$ - | \$ - | \$ 35,385 | | |
| Subtotal | | | \$ 2,500 | \$ 7,500 | \$ - | \$ 173,498 | | |
| Commodities (ongoing) | Account | Start Date (mo/da/yr) | 2015 | 2016 | 2017 | Annual Cost (Full Year) | | |
| Office Supplies | 530015 | 01/01/18 | \$ - | \$ - | \$ - | \$ 9,688 | | |
| Ongoing Collection Materials | 530030 | 01/01/19 | \$ - | \$ - | \$ - | \$ 168,498 | | |
| Janitorial Supplies | 530275 | 01/01/18 | \$ - | \$ - | \$ - | \$ 10,800 | | |
| Subtotal | | | \$ - | \$ - | \$ - | \$ 188,986 | | |
| Capital (ongoing) | Account | Start Date (mo/da/yr) | 2015 | 2016 | 2017 | Annual Cost (Full Year) | | |
| Subtotal | | | \$ - | \$ - | \$ - | \$ - | | |
| TOTAL | | | \$ 2,500 | \$ 7,500 | \$ - | \$ 362,484 | | |

| Start-up Expenditures (one-time) | Account | Start Date (mo/da/yr) | 2015 | 2016 | 2017 | Total |
|-------------------------------------|---------|--------------------------|------|------|------|-------|
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| TOTAL | | | \$ - | \$ - | \$ - | \$ - |

Department: Facilities

Project Title: Arc Flash Hazard Analysis and Compliance

Approved By: Joe Waters

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. *Describe the project request.*

The project request is to come into compliance with NFPA 70e Standards regarding Arc Flash Hazard Analysis for all County facilities, structures and areas that have electrical service. This specific project request encompasses all County Facilities with the exception of Johnson County Wastewater plants and facilities, which should be submitted under separate cover by Wastewater.

2. *Explain the project need. How is this need currently being met?*

OSHA requires employers to protect their employees from electrical hazards, including shock and arc flash. OSHA regulations themselves do not provide enough detailed information to enable employers to protect employees from arc flash. NFPA 70E provides a bridge between OSHA's requirement to protect against these dangers and actual compliance with that rule. In a Standard Interpretation Letter dated November 14, 2006, OSHA defers to NFPA 70E, 'OSHA recommends that employers consult consensus standards such as NFPA 70E to identify safety measures that can be used to comply with or supplement the requirements of OSHA's standards for preventing or protecting against arc flash hazards.' Though OSHA is not the regulating body for Johnson County, the County is regulated by the Kansas Department of Labor/Safety and Health for public sector entities, and has adopted the OSHA standards.

An 'arc flash' is a sudden release or explosion of energy caused when the air resistance around powerful electronic devices weakens and allows the electricity to escape into the air. The electricity usually chains from one exposed live conductor to another, or to a nearby ground or other neutral devices. This short circuit happens very quickly but can produce a vast amount of heat (upwards of 5,000 degrees) and usually destroys the electrical equipment involved. Arc flashes are hazardous to those nearby and are responsible for electric injuries and/or deaths.

This Arc Flash Hazard Analysis will result in labels for all electrical equipment that is 'likely to require examination, adjustment, servicing or maintenance *while energized*' (per NFPA 70e). The labels will contain information that will notify County employees and outside contractors who may be required to work on energized electrical equipment, what specific level of Personal Protective Equipment (PPE) they will be required to wear while performing tasks on the equipment.

The ongoing training related to understanding the information provided on Arc Flash labels, the care and use of PPE, and the employee's PPE itself is anticipated to be provided by the

departments whose employees are required to examine, adjust, service or maintain energized equipment, and is not part of this project request.

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

N/A

4. *Summarize and attach any preliminary studies that have been conducted.*

N/A

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

Consultant Selection Process

Q4-1 2013-4

Evaluation and prioritization of all Facilities (except JCW)

Q1-3 2014

Analysis and Labeling Implementation

Q4-Q4 2014-5

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement Enhancement/Upgrade Growth New Service Provision

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

N/A

8. *If this is a building project provide detail on the square footage and life expectancy of the building.*

Related to life expectancy; per the NFPA 70e standard, the Arc Flash Hazard Analysis is required to be, "reviewed periodically, not to exceed 5 years, to account for changes in the electrical distribution system that could affect the results of the Arc Flash Hazard Analysis.

9. *Please outline what sustainability best practices were considered in the development of this project.*

N/A

| | | | | | | | |
|-------------------------------|--------------------------|---------------|---|-------------|-------------|------------------------|----------------------|
| Department: Facilities | | | | | | Date: February 6, 2013 | |
| Submittal Year: 2014 | | | Project Title: Arc Flash Hazard Analysis and Compliance | | | | |
| Annual Debt Service: \$ - | | # of Years: - | | Priority: | | | |
| Capital Expenditures | Prior Years Total | 2014 | 2015 | 2016 | 2017 | 2018 | Project Total |
| Design/Consulting | | | | | | | \$ - |
| Countywide (no JCW or below) | \$ 523,216 | | \$ 166,905 | | | | \$ 166,905 |
| Libraries | | | \$ 86,865 | | | | \$ 86,865 |
| Mental Health | | | \$ 34,294 | | | | \$ 34,294 |
| Parks and Rec | | | \$ 63,013 | | | | \$ 63,013 |
| Airport Commission | | | \$ 165,277 | | | | \$ 165,277 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ 523,216 | \$ - | \$ 516,354 | \$ - | \$ - | \$ - | \$ 516,354 |
| Equipment Expenditures | Prior Years Total | 2014 | 2015 | 2016 | 2017 | 2018 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Start Up Expenditures | Prior Years Total | 2014 | 2015 | 2016 | 2017 | 2018 | Project Total |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 523,216 | \$ - | \$ 516,354 | \$ - | \$ - | \$ - | \$ 516,354 |

Johnson County Library
Board of Directors
Selection of Calendar Events
February 2014

| | |
|-------------------------|---|
| January 2 – February 28 | 2014 Bookmark Design Contest, sponsored by Friends of the Johnson County Library |
| February 2014 | Papercuts Exhibition Gallery area, Central Resource Library |
| February 7, 21 | Funny Friday Storytime Leawood Pioneer Neighborhood Library |
| February 8 | Superhero Party Leawood Pioneer Neighborhood Library |
| February 11 | Meet Bethany Hagen, Author of <i>Landry Park</i> Central Resource Library |
| February 12 | Looking for Love: Local Romance Author Panel Lackman Library |
| February 13 | How to Connect with Executive Decision Makers and Secure Interviews Central Resource Library |
| February 22 | Some Dis-Assembly Required Blue Valley Neighborhood Library |
| February 22 | Mush! Sled Dogs of the North Shawnee Neighborhood Library |
| February 24 | The Art of Interviewing Central Resource Library |
| February 28 | Interactive Music and Literacy with Jennifer Daniels Central Resource Library |
| March 11 | Elementia Reception Central Resource Library |