



**Board Report
October 12, 2017**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

REGULAR MEETING, October 12, 2017

CENTRAL LIBRARY

CARMACK MEETING ROOM

4:00 PM

I. Call to Order

II. Citizen Comments

III. Remarks

- A. Members of the Johnson County Library Board of Directors
- B. Nancy Hupp, Board Chair
- C. Friends of the Library, Julie Steiner
- D. Michaela Scruggs, Johnson County Library Foundation
 - 1. Kevin Neal
- E. Commissioner Ashcraft, Liaison, Board of County Commissioners

IV. Reports

- A. Board Counsel - No report
- B. County Librarian Report - Tricia SuellentropPg. 4
 - 1. Finances and Statistics - Nicki NeufeldPg. 8
 - 2. Strategic Plan
 - a) Materials handling implementation update - No report
 - 3. Comprehensive Library Master Plan - Scott SimePg. 15
 - a) Monticello update
 - 1. Collection and Storage - Jen MahnkenPg. 19
 - b) Lenexa City Center updatePg. 24
 - 1. Design update with Rick Schladweiler
 - c) Blue Valley updatePg. 28
 - 1. Update on City of Overland Park
- C. Updates
 - 1. MLK Partnership with the County & JCCC
 - 2. Metro Library Directors Promote Local Author

V. Consent Agenda

- A. Action Items
 - 1. Minutes of the September, 2017 Library Board MeetingPg. 39
- B. Information Items
 - 1. Summary of New and/or Renewed Contracts
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2017 were handled in accordance with Library and County policy
 - b) The July 2017 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenue & expenditures
- C. Gift Fund Report
 - 1. Treasurer's ReportPg. 52

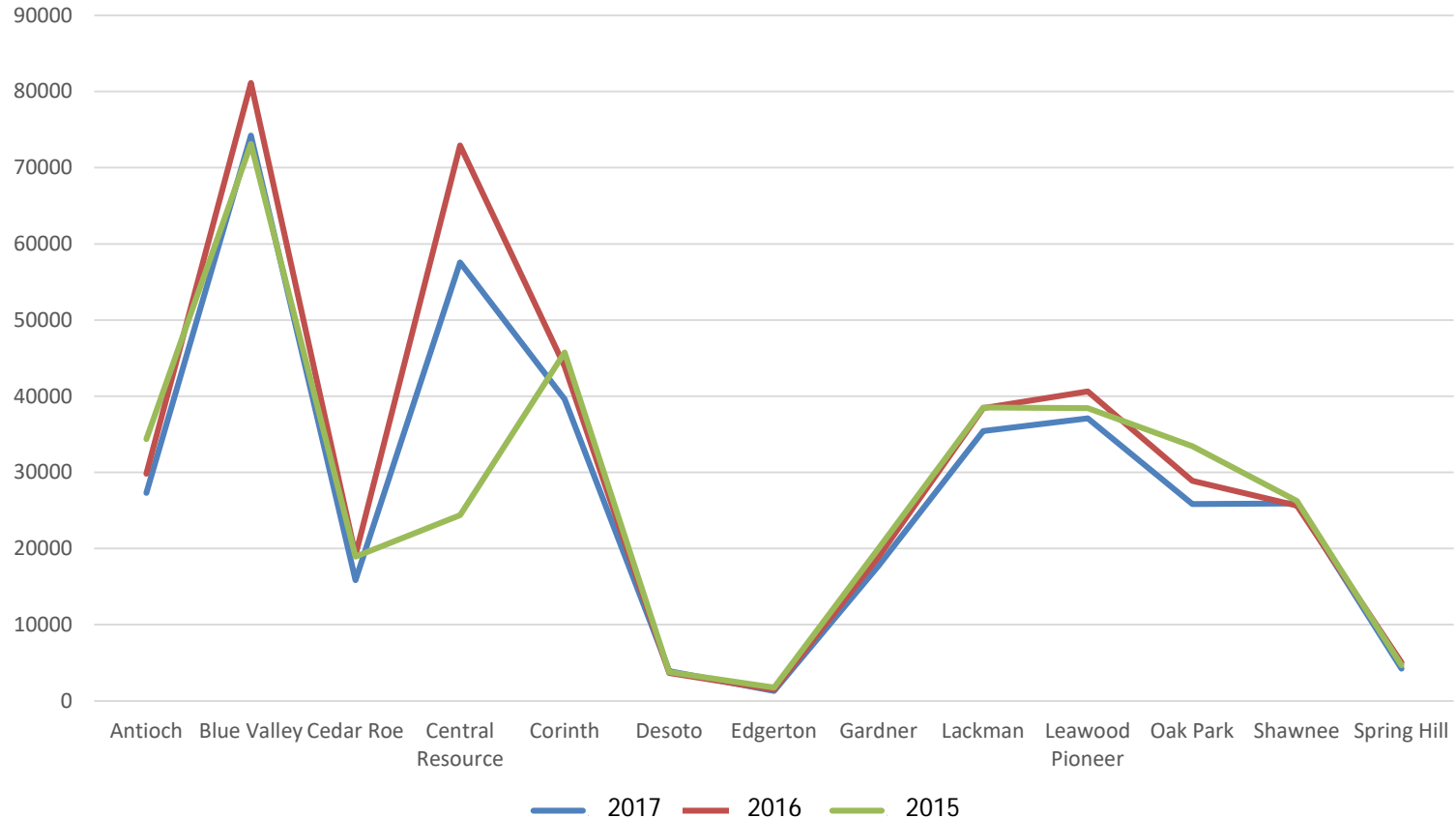
- VI. Old Business
- VII. New Business
- VIII. Executive Session
- VIII. Adjournment

County Librarian's Report

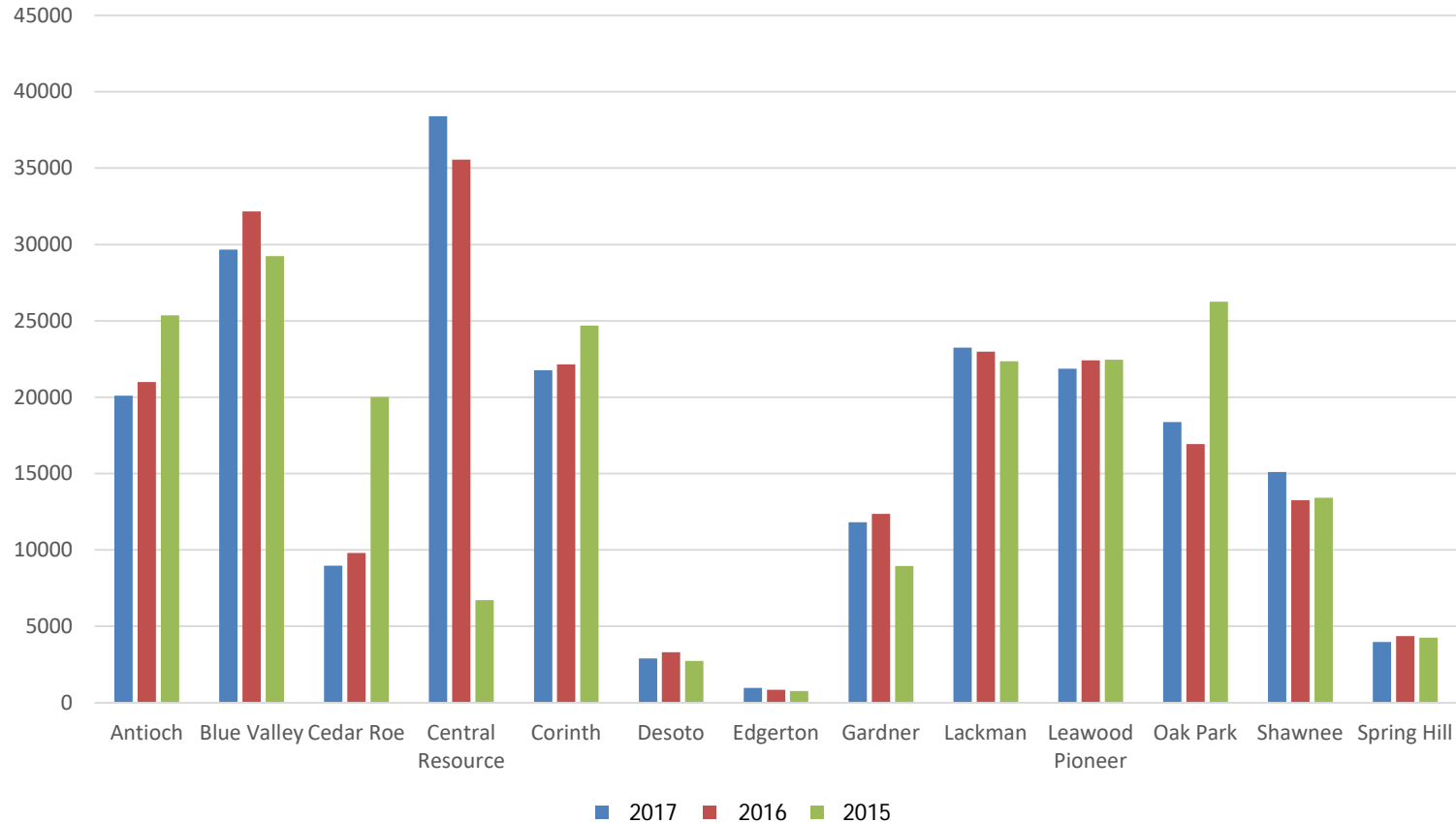
Presented October 12, 2017



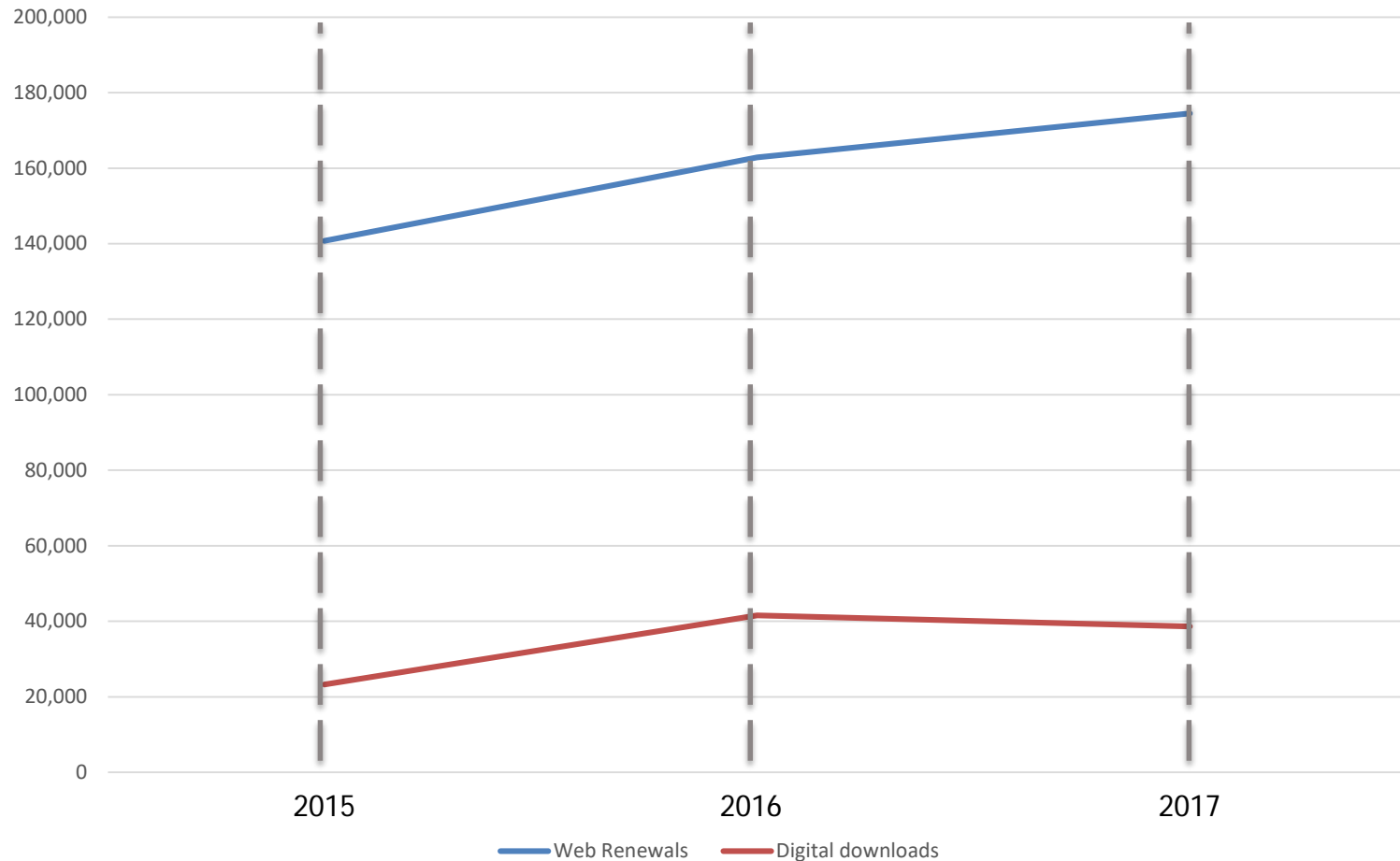
Branch Circulation: August 2017



Branch Visits: August 2017



Electronic Circulation: August 2017



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2017
67% of year lapsed

OPERATING FUND

	2017 Budget
Programs	
Revenue	2,025,288
Administrative Services	
Information Technology	
Collection Development	300,000
Branch/Systemwide Services	
Transfer to Capital Projects	
Interfund Transfers	115,000
TOTAL OPERATING FUND EXPENDITURES	<u>\$415,000</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$1,610,288</u></u>

SPECIAL USE FUND

	2017 Budget
Revenue:	3,583,750
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,583,750</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$5,194,038</u></u>

Scheduled Replacement Account**REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250

Total Revenue	<u>2,179,250</u>
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2017

Contractual Services	1,054,864
Building Repair	43,077
Architectural Services	18,000
Furnishings and Office Equipment	57,250
HVAC	138,278
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	36,225

1,385,356

Budget Remaining

793,894

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2017

67% of Year Lapsed

REVENUE ALL FUNDS	2017 Year to Date	2017 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	28,905,927	29,255,726	99%	99%
Ad Valorem Delinquent	248,751	278,294	89%	72%
Motor Vehicle	1,409,204	2,987,490	47%	51%
Library Generated - Copying/Printing	68,930	97,309	71%	54%
Library Generated - Overdues / Fees	420,943	777,365	54%	46%
Sale of Library Books	37,500	57,832	65%	50%
Misc Other	142,514	340,753	42%	27%
Library Generated - Other Charges	79	3,570	2%	22%
Investment	124,985	76,791	163%	35%
Unencumbered Balance Forward	0	42,092	0%	0%
Recreational Vehicle Tax	8,852	7,956	111%	33%
Commercial Vehicle Tax	48,703	68,114	72%	0%
Heavy Trucks Tax	2,289	2,588	88%	104%
Rental Excise Tax	13,373	31,710	42%	56%
State and Federal Grants	132,153	247,260	53%	1%
TOTAL REVENUE	31,564,202	34,274,850	92%	89%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
August 2017
67% Year Lapsed

OPERATING FUND		2017	2017	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	2,567,062	5,857,305	44%
	Information Technology	1,422,929	2,188,111	65%
	Collection Development	2,197,099	3,296,190	67%
	Branch/Systemwide Services	8,539,760	13,493,094	63%
	Risk Management Charges	45,822	92,494	50%
	Grants *	110,394	247,260	45%
	Transfer to Capital Projects	1,130,250	4,092,493	28%
	Incremental Tax Fund	0	124,178	0%
	Interfund Transfer	0	115,259	0%

TOTAL OPERATING FUND EXPENDITURES	16,013,317	29,506,384	54%
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* Includes expenditures for 2017 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND		2017	2017	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	53,718	16,305	329%
	Commodities (Capital Equipment)	0	192,564	0%
	Transfer to Debt Payment	965,848	975,847	99%
	Transfer to Capital Projects	1,732,164	3,583,750	48%

TOTAL SPECIAL USE FUND EXPENDITURES	2,751,730	4,768,466	58%
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TOTAL EXPENDITURES	18,765,047	34,274,850	55%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2017
67% Year Lapsed

ALL FUNDS	2017	2017	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	10,179,963	15,918,347	64%
Contractual Services	2,364,918	5,075,450	47%
Commodities	2,218,498	4,173,950	53%
Risk Management Charges	45,822	92,494	50%
Capital / Maintenance / Repair	1,147,441	4,092,493	28%
Transfer to Debt Payment	965,848	975,847	99%
Transfer to PBC Capital Leases	1,732,164	3,583,750	48%
Grants	110,394	247,260	45%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	18,765,047	34,274,850	55%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 8/31/2017	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/2013	\$3,579.48	\$5,250.00	\$1,670.52
285000078	2017 State Aid Grant	State	2/22/2017	\$108,866.57	\$132,152.62	\$23,286.05

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

Expenditure of Friends of the JCL Donations 2017

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

Monticello Library

Update – October 2017



Updates

- Construction Update
- Public Art Update
- Next Steps
- Timeline

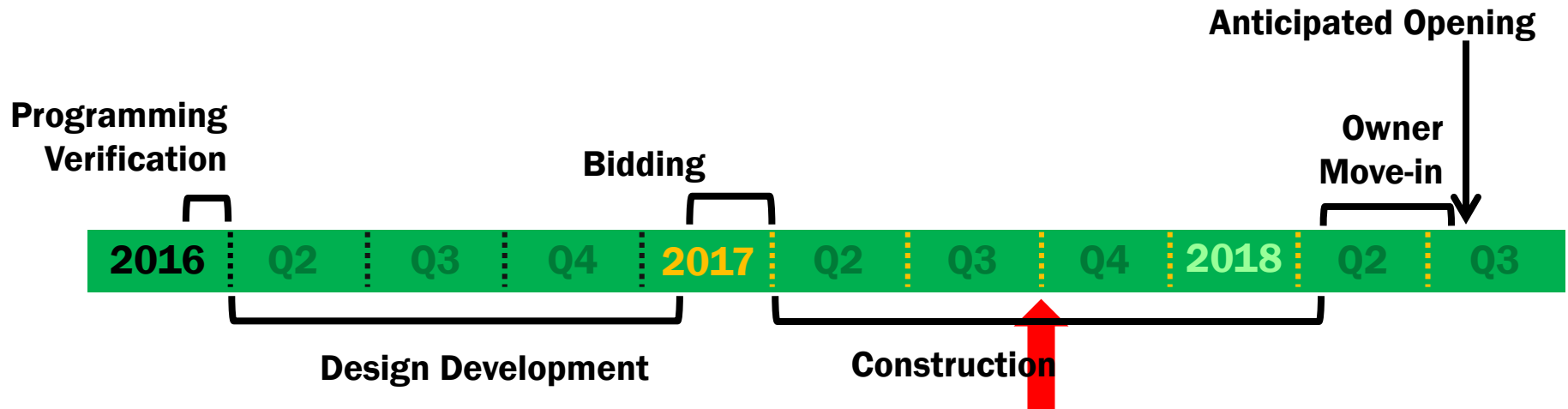


Next Steps

- More Construction –beginning work on interior
- Library planning
- Hard Hat Tours –please contact Scott for details



Monticello Library Anticipated Timeline



Monticello Library

Planning for Opening - Collection and Storage – October 2017



Five Projects to Prepare for Opening

- Hiring and Orientation
- **Collection and Storage**
- Collaborative Workspace
- Technology – **added this month**
- Grand Opening



Storage

- Purchasing 20,000 items
- Storing 70,000 items
- Collection gathering

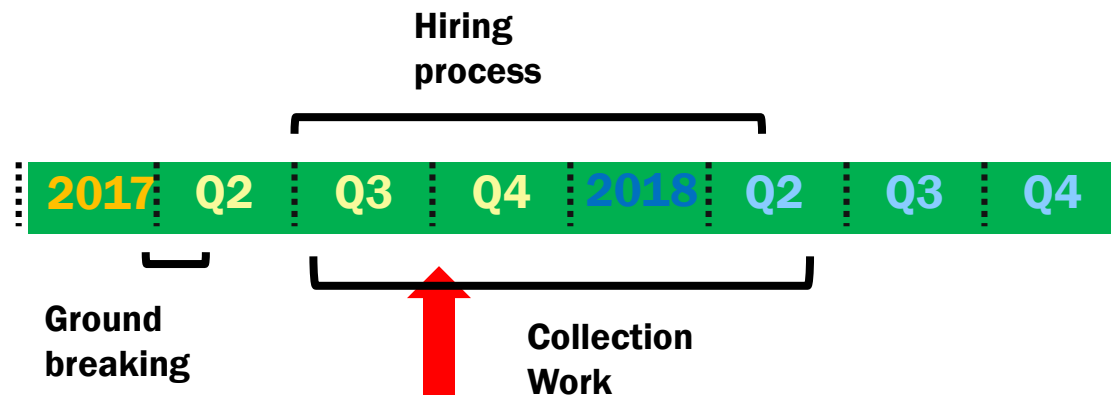


Collection

- Shelving
- Sorter
- Collection Placement



Monticello Timeline—planning for opening



Lenexa City Center Library

Update – October 2017



Updates

- Design Update with Rick Schladweiler
- Public Art update
- Next Steps
- Timeline

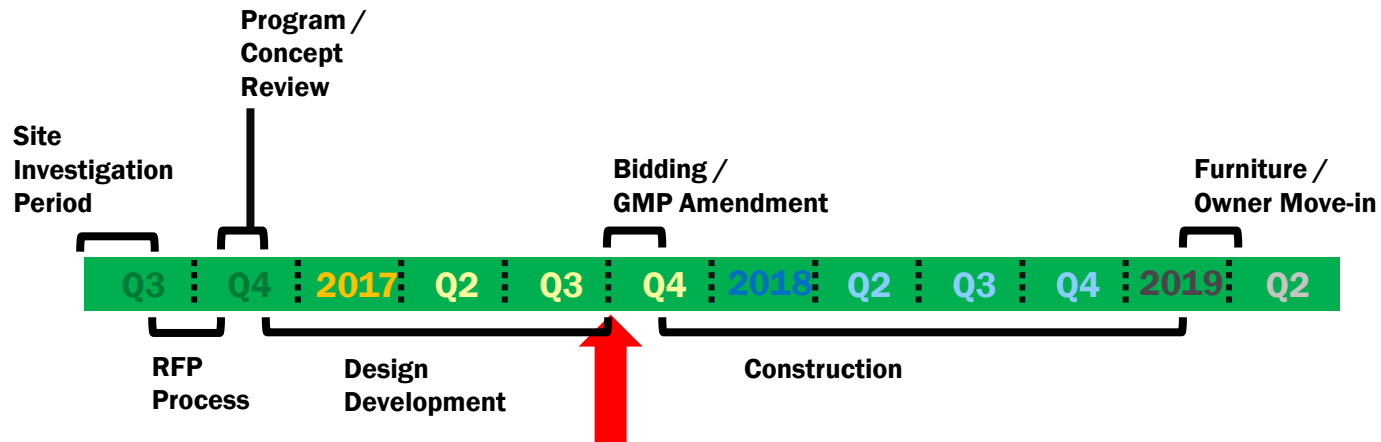


Next Steps

- 2019 Personnel Review Committee (PRC Request – anticipated Nov. 2017
- Bidding and Construction Manager contract amendment – anticipated Nov. 2017
- Groundbreaking – Save the Date – morning of Tues 11/28



Lenexa City Center Library Anticipated Timeline



(updated 7/15/16)

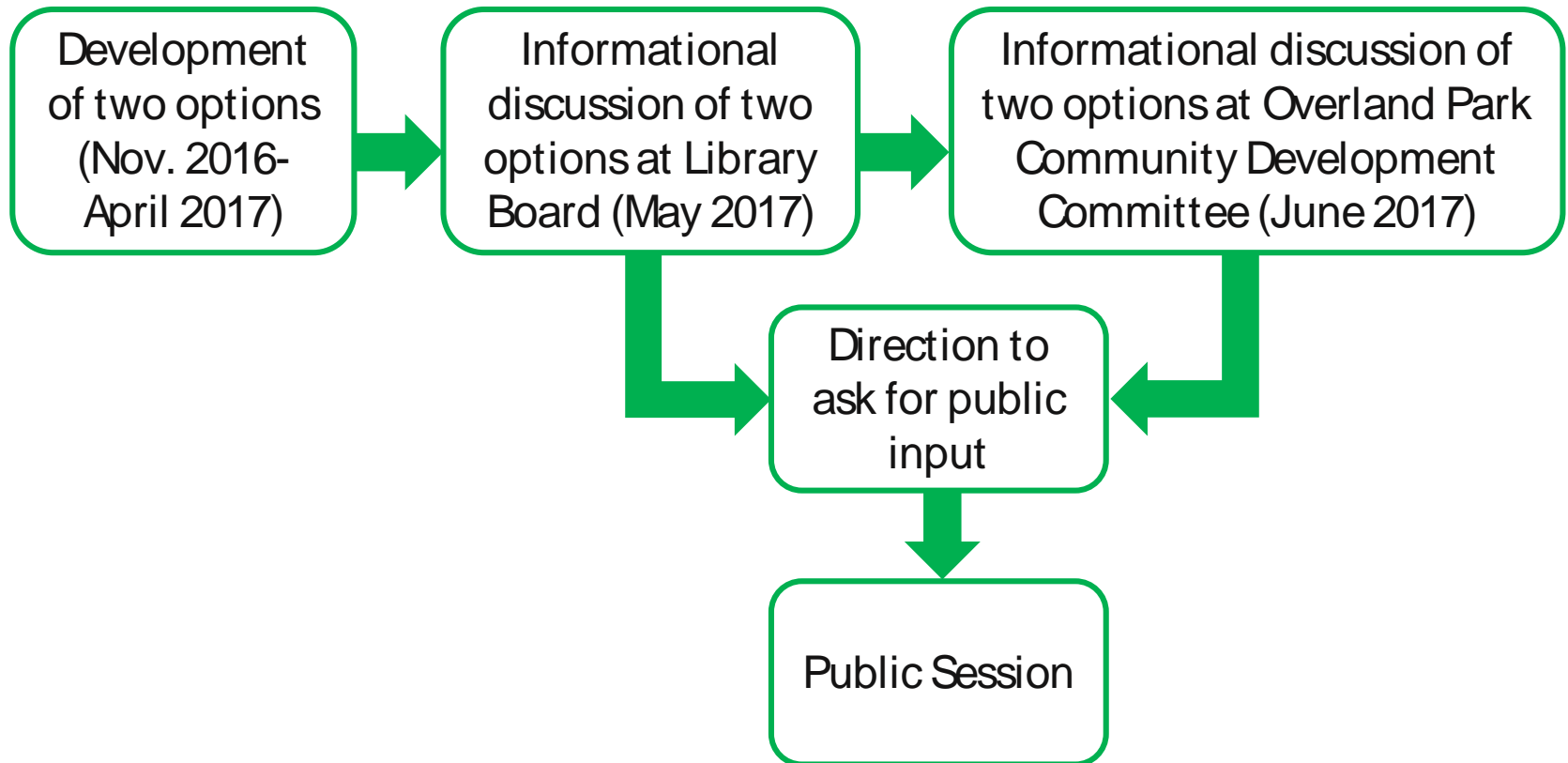


Blue Valley Studies

Update – October 2017

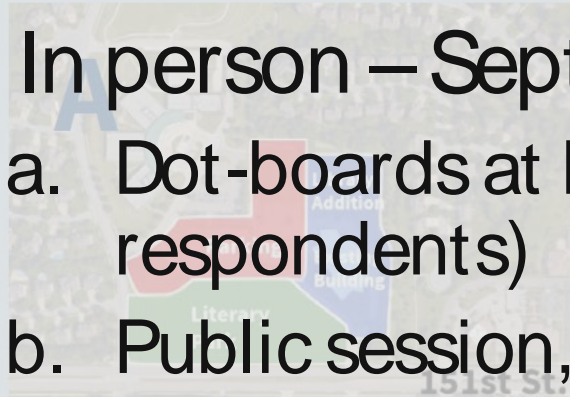


Library Study (so far)

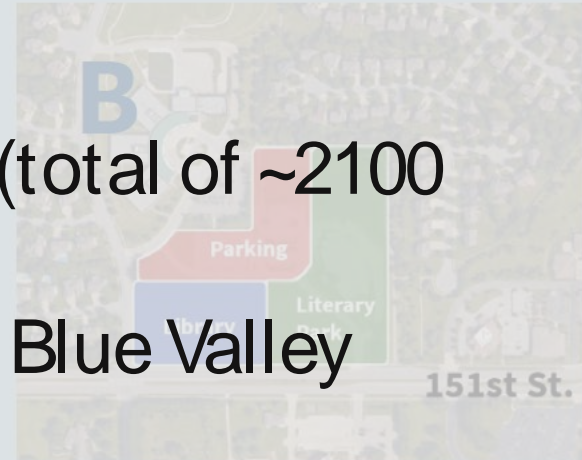


Public Input channels

1. In person – Sept. 5-20
 - a. Dot-boards at Blue Valley (total of ~2100 respondents)
 - b. Public session, Sept. 19 at Blue Valley
2. Online – Sept. 5-20
 - a. through Library and City social, link to Library survey
3. Postcard – sent to residents within 500' of property, directing to #1 and #2, above



Option A - Expand Building



Option B - New Building

- Existing building partially reused with Literary Park along 151st St.
- One-story design
- Requires branch closure and temporary service location

- Compact design and increased Literary Park size
- Two-story design
- Current location open during construction



Public Input findings

TELL US WHAT YOU THINK

Continuing the mission of our Comprehensive Library Master Plan, Blue Valley Library is being updated to accommodate growing capacity. Quite simply, you need a bigger Library! We want to hear from you.

Which option do you prefer? Vote with a dot.

Option A - Expand Building

- Existing building partially re-used
- Literary Park - park with a literary theme along 151st St., developed by City of Overland Park
- One-story design
- Requires branch closure and temporary relocation
- No public art component

Option B - New Building

- Compact design
- Increased Literary Park size
- Two-story design
- Current location open during construction
- Public art component

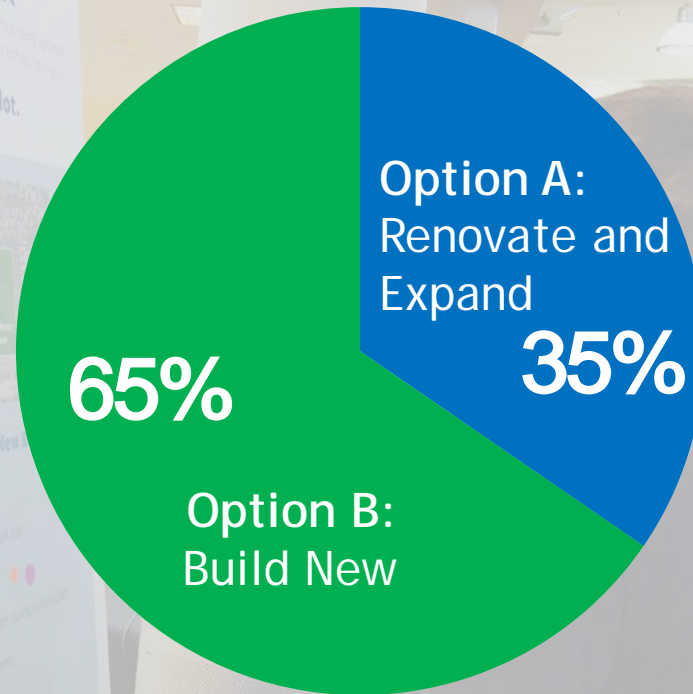
Vote online at jocolibrary.org/locations/bluevalley Sept. 5-19.

Public Session Blue Valley Library Tuesday, Sept. 19, 6-7:30 pm



Dot Boards

In person, leading up to public session

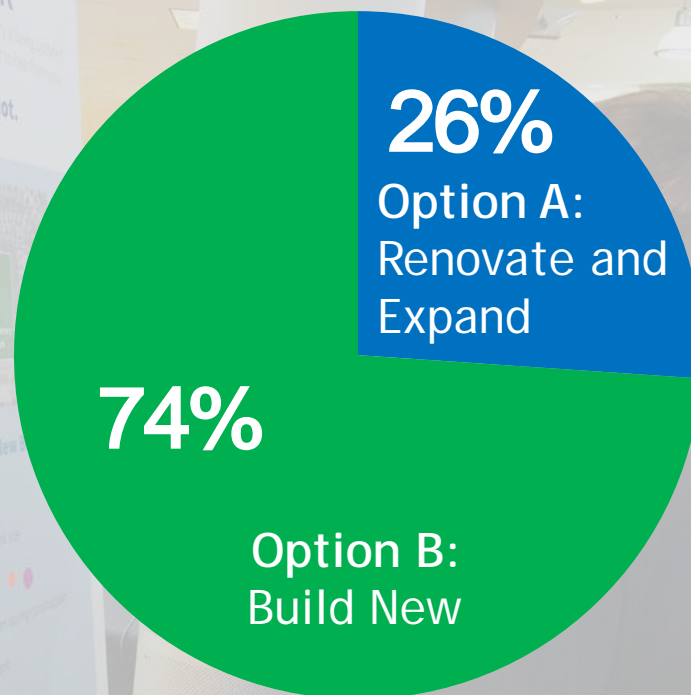


In Person Voting	
Option A: Renovate and Expand	370
Option B: Build New	700
Total	1070



Dot Boards

Online



Online Voting	
Option A: Renovate and Expand	277
Option B: Build New	785
Total	1062



Public Input session

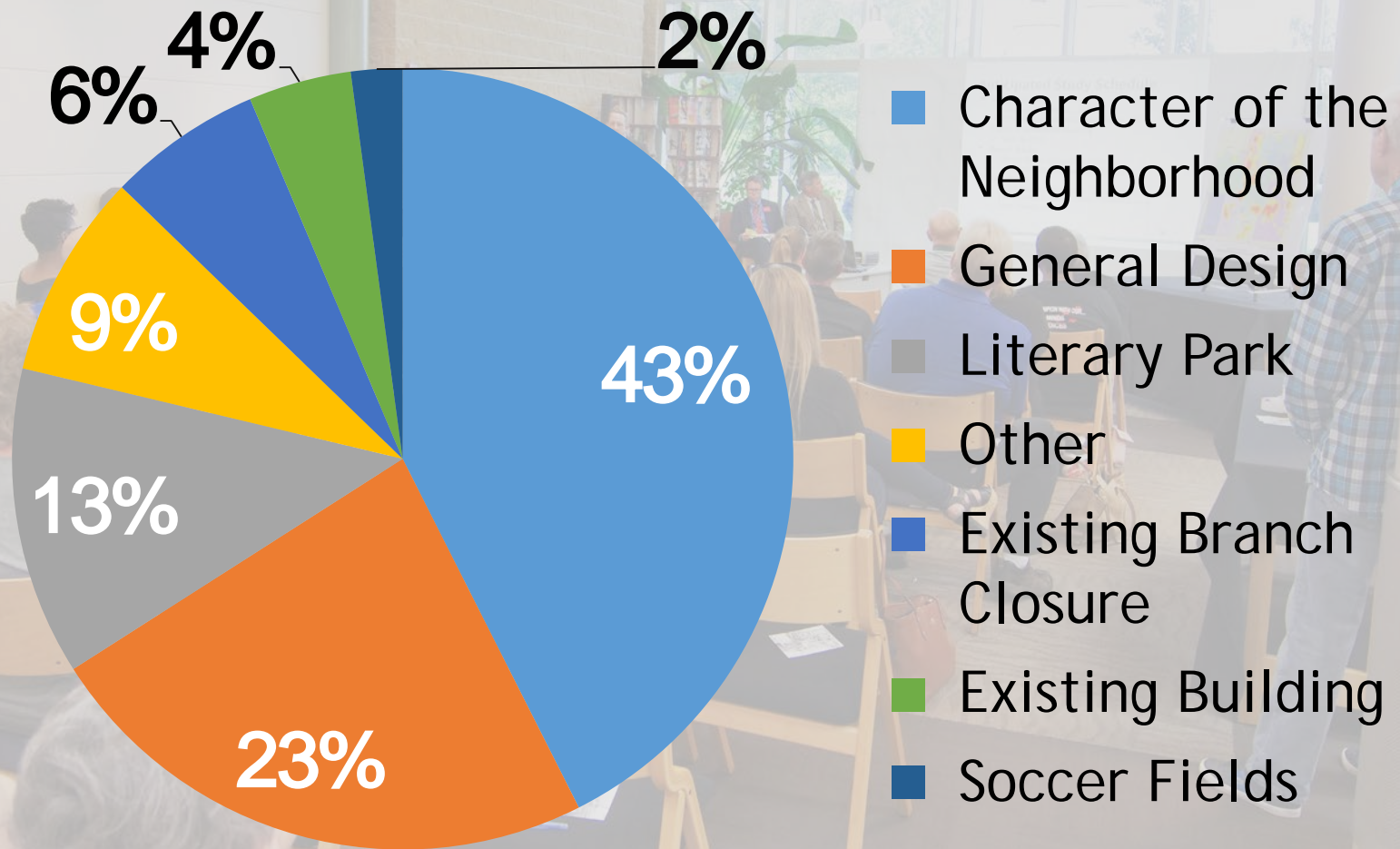


Public Input session

- Resounding 2-1 in favor of Option B: Build new on the 151st St location
- High level of engagement from the community (via all channels)
- Discussion of a potential Option C, one story on the corner of 151st and England St.



Input session comments



Recommendation

- Option B, to build new on the corner of 151st St and England St.



Next Steps

- Work with City of Overland Park's professional staff to address public comments
- Nov. 1 – meet with the City of Overland Park's Community Development Committee
- Anticipating JCL Board / BOCC discussion at Joint Meeting (early 2018)



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, September 14, 2017
Central Resource Library
4:00 p.m.**

BOARD: Nancy Hupp, Amy Ruoh, JR Riley, Donna Mertz, Sheryl Spalding, Bethany Griffith

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Ashcraft

FRIENDS OF THE LIBRARY: Diane Whittier

STAFF: Sean Casserley, Dean Allman, Nancy Birmingham, Denise Mills, Diane Whittier, Lacie Griffin, Kari Sime, Ellen Welch, Abby Gierson, Michelle Olsen, Hope Harms, Julia Timmins, Stephen Johnson, Elena Mcvihar, Michaela Scruggs, Nicki Neufeld

GUESTS: Karen Wulfsuhle, Allie Cox, Meredith Hauk, Xinh Xan Bradt, Brittney Fironent, Stephanie Svilarich,

Board Chair, Nancy Hupp called the meeting to order at 4:00

REPORT OF NOMINATING COMMITTEE; ELECTION OF BOARD CHAIR, VICE CHAIR AND SECRETARY

Ms. Amy Ruoh presented the recommended slate of officers to the Library Board.

Chair: Nancy Hupp

Vice Chair/Secretary: Bethany Griffith

Treasurer: JR Riley

Motion: Ms. Ruoh moved to approve Ms. Nancy Hupp as Chair, Ms. Bethany Griffith as Vice Chair and Secretary and Mr. JR Riley as Treasurer

Second: Mr. Riley

Passed unanimously

CITIZEN COMMENTS

There were none

BOARD OF DIRECTORS COMMENTS

Ms. Hupp was able to spend some time with new board member Ms. Sheryl Spalding and appreciated the opportunity to get to know her.

Ms. Hupp also shared that her 5-year-old grandson just recently signed up for a library card in California.

Ms. Hupp asked Mr. Dave Davis and Ms. Kristen Cunningham to introduce themselves. They are the new HR representatives to the Library.

FRIENDS OF THE LIBRARY

Ms. Diane Whittier reported from the Friends

The Friends of the Library Board held the first of two planning sessions to help plan for the future. They reviewed the mission and vision to see if revisions were warranted. The first session was led by Johnson County's Library's, Melody Kinnamon, a trained facilitator and assisted by Mr. Christopher Leitch. The first session was focused on the positive aspects of the Friends organization and brainstormed on the things they do well to continue to plan for the future.

Friends Treasurer, Ms. Kate Kaltenbach analyzed last year's book sales and found that sales have been declining. Although expenses remain the same revenue hasn't been as good as in the past. Revenue comes from 3 sources; library book sales, internet sales and 3 larger special sales. Additional revenue comes from Friend memberships which have remained about the same.

First planning session for the next big Children's Book Sale was held Oct. 13th. The Children's Book Sale is held at the Central Library in the Carmack room. The book sale is a fun family event with lots of great books with very reasonable prices. Sale runs from Wednesday November 15th through Saturday Nov 18th.

The Friends continue to have many dedicated Friends of the Library members and volunteers, which are needed to staff the book store and the sorting center. Many of the volunteers have retired from other careers. Ms. Whittier encouraged all to refer anyone they knew that would make a good volunteer to volunteer coordinator, Ron Zluticky.

Foundation

Ms. Michaela Scruggs reported that KC Cause is a non-profit organization which raises money for charities and small non-profits within the community. This Saturday they will be hosting The Village West Wine Fest. The Foundation has received word that they are one of the organizations that will benefit from that event.

Ms. Scruggs mentioned that the Executive Director position will be open through September 19th. A similar process as the first round will be followed. It is a collaborative process with Johnson County Library staff, the Foundation Board and Foundation staff to work through applications received then move in to the interview process.

The Foundation office has received a \$100 donation from a Boy Scout leader that had called to tell the Foundation that he had several great experiences with the MakerSpace staff. This leader has brought his boy scout troops in several times to work on projects. The donor praised the MakerSpace staff for allowing his troops to have not only learning opportunities but teaching opportunities.

Library Lets Loose has raised just over \$71,000 to date, which include sponsorships and ticket sales. 875 Library Lets Loose invitations will be in people mailboxes September 14th. Ms. Scruggs shared the wine glass that has been etched with the events logo just for the event by the MakerSpace staff. The wine glasses were donated in-kind by Ms. Layla Gallagher, owner of epromotions.com. A wine glass will be given to each guest as a thank you for attending the

event. Ms. Scruggs also mentioned that special RFID tagged bookmarks will be sold for \$5 that can be waved over an event station to find out if you are a winner of a prize.

Ms. Scruggs thanked everyone for their engagement on sharing the event on social media

Mr. Casserley thanked the Foundation and the staff of the MakerSpace for providing a wonderful experience to the boy scout leader and troops.

OTHER COMMENTS

Ms. Hupp took the opportunity to clarify the role of the commissioner liaison to the new Board members and new Library employees. Each year Chairman Eilert appoints a commissioner as a liaison to the different boards throughout the County. Commissioner Ashcraft is the liaison between the County Board of Commissioners and the Library. He is a non-voting member and is at the meetings to carry information back and forth.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Ashcraft mentioned that the Library's attorney has provided reading material and will defer to their detailed explanation on the Bond issue that is coming forward for the City Center Library.

No other comments

Mr. Casserley acknowledged Ms. Allie Cox whom is visiting from Shawnee Mission West High School's Government class. Mr. Casserley thanked Ms. Cox for attending the Board meeting.

BOARD COUNSEL REPORT

Mr. Fred Logan stated that the Library Board is one of two independent agencies in the government County family. For 35 years the Library has been a leader in collaborating with the County Commission on significant items and deferring to the expertise of County staff on significant items. Two meetings ago the Board approved the MOU with the Facilities Department and last meeting the MOU with the Department of Human Resources was signed. Mr. Logan opened the discussion about Capital Finance, the Bond issue that Commissioner Ashcraft eluded to earlier in the meeting. Mr. Logan explained the process to the Board and noted that the Bond Issue information was given to the Board at this meeting. This work was important because the Board will approve documents that will allow the Public Building Commission to issue more that 15 million dollars in bonds for the construction of the Lenexa City Center Library.

Mr. Logan presented a power point presentation with the following information

Priorities for the Library

- Ownership and Control of the Ground and the Facility – Library Board must own the ground & the library facility where it is constructed. Must have the flexibility to improve and expand the facility.
- Design and Construction Management – Library should have sufficient control & participation in the design of the facility. That is ensured by having a good collaborative arrangement with the facilities management.

- Cost of Capital – The manner in which the library finances capital projects should be effective, cost efficient for the Library and the districts tax payers.

Capital Finance and Design and Construction Management, 1985-2008

During that period the Library Board owner acquired a site, it selected and entered in to contracts with architects & consultants. In the 80's there would be meetings like the Board meetings where the Board interviewed the architects. The present system, the Library has the right experts to make those recommendations and still maintain the selection. The Library Board approved schematic design documents that were prepared by the architect, construction documents were prepared and a contractor was selected then a project was constructed. All those finance mechanisms used were under a Library special fund statute.

Major Capital Projects, 1985-2008

- 1985-Lackman
- Late 1980's Antioch expansion and renovation
- 1990-91 Pioneer Shawnee
- 92-95 acquiring, bankruptcy court, held a bond election, then construction, Central
- Late 90's Cedar Roe and Corinth
- 99-2000 Blue Valley
- 2000-2001 Gardner Library
- Other renovations in Desoto

Capital Finance and Design and Construction Management, used since 2008-

- Library Board acquires title to the site or owns the site.
- Library staff develops the library programs and plan for improvement of the existing facility or construction of a new library facility.
- Library staff, members of the County office and management work collaboratively to select design professionals for the project, The Library Board approves the selection.
- Design plans are developed and reviewed by the Board then the Public Building Commission – consisting of the members of the Board of County Commissioners issue bonds on the project to enter a contract with the contractor of the project. This was a new statute in 2000 that allowed the creation of a Public Building Commission

Mr. Logan asked how are the priorities of the library met?

First is ownership and control of ground and facilities. This new system continues to be exactly the same. The Library owns the property throughout the process. Mr. Logan stated that even with signing the leases it should be very clear that the Library Board has complete authority to operate the facility and the Library's regulations apply to the facility. The Library Board is authorized under the bond document to approve the facility.

Mr. Logan asked how is the library's priority of designing a construction management team?

The key is the collaboration between the staff and the facilities management professionals, they oversee the construction.

Mr. Logan asked how is the cost of capital cost priority addressed?

The cost of capital is certainly lower in this system. There are two main reasons for this, one is that the full weight of the county's substantial credit is brought to the transaction. There is a difference between the Library district agreeing to repay and the county pledging its full faith credit to repay. Doing this is a better credit rating reducing the cost for the Library and the tax payers. The other reason is the statutes governing the Public Building Commission authorizes the use of different construction delivery methods. Which means you can use the construction manager as constructor. There are many efficiencies to gain from that system. Those methods are not available to the Library Board or the Board of County Commissioners.

Major Capital Projects, 2008

- Expansion and renovation of Leawood Library.
- Redesign and substantial renovation of Central Library.
- Design and construction of the Monticello Library.
- Design of the Lenexa City Center Library construction will begin in December.

Mr. Logan explained how the System of Capital Finance works

The Library Board enters a base lease with the Public Building Commission (PBC). The Commission signed the PBC this morning and approved the base lease. The Board will approve, in substantially the form presented in the packet given to the Board. Mr. Logan stated there could be some minor revisions which you could preapprove so that the Board would not have to reapprove the base lease later. The PBC then turns around and enters a lease with the facilities with Johnson County KS. Johnson County KS at that time is pledging its full credit in the repayment of the bonds. Johnson County, in turn, enters into a sublease with the Library Board granting us authority in managing the property. The PBC issues the bonds to finance the construction project

Ms. Hupp asked if once the bonds are paid off then the Board will become the owner?

Mr. Logan responded that the Board will always be the owner subject to a lease.

County Librarian Report

Finances and Statistic

Finance Director, Nicki Neufeld, reported that the Library has received 92% of the budgeted revenue to date. Last year at this time it was about 89%. The library is at 42% expended for the year. Spending levels are where they are expected to be.

Ms. Neufeld, spoke about the administration regulation 10-70-10, titled Budget Review and Budget Process, that was put into place by the Board. This regulation guides the Johnson County Library Board's budget committee and meeting schedule. In October the committee will review new positions, budget request for 2019, any significant increases in spending and any program that may be funded.

Ms. Hupp states that Bethany Griffith and Sheryl Spalding will be heading that committee.

Mrs. Neufeld stated they will be talking about capital improvement process and proposals for the year already in place for 2018 and new projects for 2019. In December the budget committee

along with Ms. Neufeld and Mr. Casserley will present to the Library Board the proposed budget for 2019.

Commissioner Ashcraft asked if these budget committee meetings will be public meetings?

Mr. Casserley responded that these are not public meetings. The Committee members will meet and the information will then be presented to the Board

Ms. Neufeld and Mr. Casserley will be attending the different committee meetings at the County level, which included the CIP and the PRC meetings where they will make the proposal to the County. Those committees then make the proposals to the County Managers Office. The County Manager's Office develops the final County Managers budget; it then comes back to the Library in May. The budget department at the County let Ms. Neufeld know that the same time frame process from the 2018 budget process. The final budget is voted on in early August then filed at a later time in August.

Summer Reading Program

Youth Services Manager, Ms. Angel Tucker reported to the Board. Ms. Tucker shared that about a year ago she presented to the Board all of the different changes that the Library wanted to make to the Summer Reading Program. Historically, a reading log is handed out at the beginning of summer. In 2015 we wanted to better understand why the Library does the Summer Reading Program. From December 2016 to April 2016 the work that was done during the Summer Reading Program was examined. The Library realized they did not want to incentivize summer reading but rather promote summer learning. The program gave out 12,000 reading logs but only gave away 400 books. Was that the outcome the Summer Reading Program wanted? Instead the Library considered giving books away at the beginning of the summer to build a connection with young patrons and home Library. The Library then worked with the Foundation and the Finance Director and the Summer Reading Program was able to give a book at the beginning of the summer. The program received a wealth of positive feedback from the change.

Numbers overall

- 24,341 Attended Summer Reading Programs
- 16,815 Books handed out

The 400% increase of books given away was for the juvenile aged child (elementary age). During the school year early literacy has the highest amount of attendees. School aged children attend in June and July. A take-away was that summer is when you connect with elementary aged students

The Summer Reading Program was grouped into quadrants, grouping the branches to better understand the populations being served, understanding the program's capacity. Budget would not allow a storyteller at every branch but putting different program in the different quadrants to be sure that the patron base is being affected and impacted so that opportunities to attend programs are available to all.

The data/information that was obtained during the 2017 Summer Reading Program will help improvements be made to the program each year.

- January through May have story times where young people connect with Library. Story times are done 3-4 days a week back to back.
- Number of programs in April-May and June-July did not increase but number of those who participated did.
- Over 2800 people attended to the Harry Potter event. This program was also quadrant based (an event was offered at a different location for a week) and planned for the teen population but received a large amount of families that attended.

These programs would not be possible without the help of the Desoto Youth Service staff, Information Staff, Circulation staff and the Makers Space team.

Funding

- Youth Service & Information Service Operating Budget
- Foundation and Friends Funds
- CX Operating budget

Goals

- At this time the program is about 40% grant funded and staff would like that percentage increase and pull away from the operating budget.
- Communication staff is giving about \$13,000 from their budget
- Understanding how other libraries do their Summer Reading Program

Ms. Tucker has reached out to other Libraries, setting up quarterly meetings to discuss summer reading.

Comprehensive Library Master Plan

Associate Director for Branch Services, Ms. Jen Mahnken presented to the Library Board.

A power point presentation that covered updates on the hiring at Monticello. Monticello is the first new building since 1995. The last remodel was Central in 2015. Other facts regarding Monticello were:

- Monticello will be adding 30,00 square ft. to the organization
- Collection growth capacity with an additional 100,000 volumes of material
- Hiring 53 new employees, 14% increase in staff
- Installing 19 public PC's, 12 public laptops, 5 macs, 24 staff computers

Four project teams are preparing for opening include - Hiring and Orientation, Collection and Storage, Collaborative Workspace and Grand opening. Ms. Mahnken will be talking about each project team individually. This Board meeting, she covered hiring and new employee orientation

- Hiring 53 new employees
- Each employee will require a position number
- Goal is to have Monticello 50% filled with current employees
- Planning for transfers, budget, timeline, ripples of transfer, and training

- Create an on-boarding process with the Library's Learning and Development staff

Timeline

- Planning for opening started in June 2017 will be continued until the 2nd quarter of 2018.

Comprehensive Library Master Plan

Monticello

Mr. Mike Heffernan presented to the Library Board. Updates that were given were construction update, public art update, next steps and current timeline. Regarding the construction update Mr. Heffernan mentioned that insulation is currently being placed, the roof is being started later in the week, the south end of the parking lot has been poured and the north end of the building is starting to be framed for the glass that is to be installed. The grand stair case that takes patrons from the lower level to the upper level has been installed.

Ms. Mahnken mentioned that the public art artist gathered community input so that she may incorporate that in to her art. Ms. Beth Nybeck was on site at Central to gather words and phrases that have originated in the community. These words and phrases will be included in the installation. Ms. Nybeck in the past interviewed clients and staff and poetically edited the text on to the surface of the work. She has collected words from a variety of sources and definitely wanted to include library patrons in this project. Each board member received a post card for their input.

Mr. Heffernan mentioned that the next steps included more construction and trying to close up the building up before the weather sets in. There was hope to get the parking lot poured this fall but does not look like that will happen. Mr. Heffernan mentioned that if anyone was interested in a hard hat tour of Monticello to please contact Mr. Scott Sime for details.

Lenexa

Mr. Heffernan presented to the board. He showed a picture of the parking garage, City Hall and the recreation center at the Lenexa City Center site. Mr. Heffernan let the board know that a design update would come at the October meeting

Public artist, Mr. Steven T. Johnson, presented to the board. He brought a sample of the mosaic that will be installed in the Lenexa library. *Alphabet City*, *Alphabet School* and *An Abstract Alphabet* were three of his books that he brought to share with the Board. Mr. Johnson showed a picture of the 3 mosaic panels that will be hung in the Lenexa library. Each mosaic will contain hide and seek letters which people can look for. Artists in Munich will be assembling the mosaic pieces from Italy and Mexico then shipping the giant puzzle pieces in boxes.

The save the Date for the Lenexa City Center ground breaking is Tuesday, November 28th.

Blue Valley

Mr. Heffernan reported that the public input is underway and being done online, in-person and with postcards. They are working closely with the City of Overland Park. A public input session

meeting was set for next Tuesday September 19th from 6-7:30 at the Blue Valley Library to receive input from the community.

Mr. Casserley stated that an invitation has been sent to all the area residents within a half mile radius of Blue Valley. A post card was given to each board member. The City of Overland Park really wanted the people that were immediately adjacent to have an input due to being the most impacted by the project. The online survey has had over 1000 people responding within 5 days. Board members were invited to attend the public session at Blue Valley. The City of Overland Park will be in attendance, as well as Rick Wise from Clark Enerson. Greg Ruether, the head of the Overland Park Parks Department and Mr. Casserley will be doing the initial introduction at the meeting.

Mr. Heffernan stated that a design update would be given at the October meeting.

The time-line shows the project is on the Public input stage

Updates

Mr. Casserley gave an update on the Central parking lot stating that it should be completed by Monday September 19th.

The sewer at Antioch has had some work done. The project is in the discovery process. Due to the age of the building it is difficult to find documentation on the building to get the problem resolved.

Ms. Nancy Hupp asked if they had any idea about how much money that will cost?

Mr. Casserley responded that the current estimate is about \$40,000.

Mr. Casserley thanked John Nelson for his service on this Board.

Mr. Casserley mentioned that they had a chance to meet with the auditor's office to look at risk management. They continue to meet every six months to mitigate risk.

Mr. Casserley mentioned that the Library has taken the time to formalize the framework of the onboarding process for Board members to bring a level of consistency. Mr. Casserley walked the Board through the new framework of the paperwork and talked about additional opportunities that were available. Mr. Casserley thanked his staff for all of the work on this process.

Mr. Casserley gave an update on the Board Retreat on October 4th. Ms. Hupp and Mr. Casserley put together a draft agenda. This agenda included the review of the ARMS that are needed to be updated. Every policy is reviewed every 2 years for changes that need to be made. The budget will be reviewed; this is a chance to ask questions so that the Board can better understand the budget. Mr. Casserley mentioned that the strategic 5-year plan will be coming to an end in 2018, portfolios and themes will be looked at and reaffirming or not all those different elements. The reviewing of the commitments to the library master plan will also take place. Also on the agenda is the understanding the role of a Library Board Member.

Commissioner Ashcraft asked if the Board Retreat was a public meeting?

Mr. Casserley answered that it is a public meeting.

Commissioner Ashcraft asked if the evaluation progress review for the County Librarian will be reviewed at the Board retreat

Ms. Nancy Hupp answered that the Board does have that set up for the Board retreat. Ms. Ruo is leading a group and the County Librarian's evaluation process has begun.

Mr. Casserley answered that past chair, Ms. Robinson started that work and had asked Mr. Casserley to write up a formalized review of what an executive review would look like. He provided a written best practice on how a Board would evaluate an executive, then an outside consultant was brought in to work with the Board and look at the County's EPM system. framework was constructed that the Board has used as part of the process and part of that is goal setting.

CONSENT AGENDA

Minutes of the August 10, 2017 Library Board meeting

Motion: Amy Ruo moved to approve the consent agenda.

Second: JR Riley

Motion passed unanimously

Old Business

Vice Chair, Ms. Griffith reported that both Ms. Spalding and Ms. Mertz have consented to serve on the budget review committee.

New Business

Ms. Hupp noted that there is a quorum at this meeting

Mr. Logan stated that in the library board packet there are six bond relate documents, on two of those there are no changes, on four of those there were changes made as late as that morning. Those materials were presented to the Board in packets.

Approval of Resolution No. 2017-3 Authorizing the Designing, Construction, Equipping and Furnishing of a Library to be located at Lenexa City Center and Approving the Issuance by the Public Building C Commissions of Lease Purchase Bonds on that project and authorizing the execution and delivery of associated documents and the taking of certain other actions.

Mr. Andy Logan described the changes as followed:

1. First document, the base lease between the Library Board and the Public Building Commission in section 4, the term of the bond set for 30 years will terminate on September 1, 2047.
2. The second document, the Trust Indenture, Section 401 and 402, by the creation of the equity account unto which there will be a deposit of \$6 Million.
 - a. Second change, section 101, the definition of default, if the base lease were to terminate that would constitute a default
3. Second Document, section 404 now provides for a form for requesting a disbursement from the construction fund, shown as exhibit B
4. The lease between the County and the Building Commission, section 4.3, references that the equity account is a source of funds for the improvements of the project.

Mr. Logan stated, regarding the equity account, that last month the Board approved to put 4 million in cash towards reducing the debt that is part of that equity account. About 1.5 million has already been put in that account for a total of about 6.3 million with the Public Building Commission. Other than the changes mentioned above the documents submitted to you remain the same. One document was brand new was the Preliminary Official Statement. The red line and the final version was sent to the Board. Roll call vote will be done on this motion.

No questions

Approval of Resolution No. 2017-3 Authorizing the Designing. Constructing. Equipping and Furnishing of a Library to Be Located at Lenexa City Center and Approving the Issuance by the Public Building Commission of Lease Purchase Bonds on that project and authorizing the execution and delivery of associated documents and the taking of certain other actions.

Motion: Ms. Amy Ruo moved that the Library Board approve and adopt Resolution No.2017-3

Second: Ms. Bethany Griffith

Roll Call:

JR Riley- Yes
 Amy Ruo-Yes
 Nancy Hupp- Yes
 Bethany Griffith- Yes
 Donna Mertz-Yes
 Sheryl Spalding-Yes

Mr. Logan mentioned next on the agenda is the approval of the form Base Lease. This is a critical document between the Library Board and the Public Building Commission. This allows the Public Building Commission to issue the bonds. Mr. Andy Logan addressed one change otherwise the exact same presented in the Library Board packet.

Motion: JR Riley moved that the Library Board approve the Base Lease between the Library Board and the Public Building Commission in substantially the form presented at this meeting

Second: Ms. Amy Ruo

Passed unanimously

Mr. Logan explained that there is a sublease between Johnson County, Kansas and the Library board that authorizes the Library board to operate a library in the Lenexa City Center facility. Any questions on that document?
There were none

Motion: Ms. Amy Ruo moved that the Library Board approve the sublease between Johnson County, Kansas and the Library Board in substantially the form presented at this meeting

Second: JR Riley

Passed unanimously

Mr. Logan explained that next there was a tax compliance agreement. There were no changes to this document in the board packet. In this, the parties acknowledge that their getting certain benefit by being able to issue tax free bonds. There are certain agreements that needed to be made in order to proceed. A tax free bond building can not be used for a for-profit enterprise. There were no questions.

Motion: JR Riley moved that the Library Board approve the Tax Compliance Agreement between the Library Board, the Public Building Commission, Johnson County, Kansas, and the trustee, Security Bank, in substantially the form presented at this meeting

Second: Ms. Amy Ruo

Passed unanimously

Mr. Logan stated next on the list is the Trust Indenture. There is a trustee, Security Bank that stands between the Public Building Commission and the bond holders. There are certain covenants that have to be met in the Trust Indenture. It is a trust Indenture between the Public Board Commission and the trustee, however since the bonds are issued for a library project we are asked to approve that document. There was just the one change mentioned above. There were no questions

Motion: Ms. Amy Ruo moved that the Library Board approve the Trust Indenture between the Public Building Commission and the Trustee, Security Bank, in substantially the form presented at this meeting

Second: Mr. JR Riley

Passed unanimously

Mr. Logan mentioned that the last item is the Preliminary Official Statement. In the packet is the revised document that was in pretty much in the final form. It is a disclose document that will be presented to those that are interested in purchasing these bonds. This includes a series of disclosures that were sent to the Board that morning. There were no questions

Motion: Mr. JR Riley moved that the Library Board approve the Preliminary Official Statement in substantially the form presented at this meeting.

Second: Ms. Amy Ruo

Passed unanimously

Adjournment

Motion: Ms. Amy Ruo moved to adjourn meeting at 5:24pm

Second: Ms. Sheryl Spalding

Motion passed unanimously

Meeting adjourned at 5:34

DATE_____

SECRETARY_____

Bethany Griffith

CHAIR _____

Nancy Hupp

SIGNED_____

Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: AUG-2017

			Receipts	Payments	Balance
	Opening cash balance				\$127,825.28
		Add Receipts	\$179.81		
		Less Payments		\$346.32	
	Ending Cash balance				\$127,658.77
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$127,658.77

APPROVED: _____

DATE: _____