



**Board Report  
August 13, 2020**

## AGENDA

### JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, AUGUST 13, 2020 4:00 p.m.

The Johnson County Library Board of Directors will meet in the Carmack room of the Central Library as well as host the meeting using Zoom, an online meeting tool. The public can view the broadcast of the meeting on the Johnson County Library [Facebook page](#) for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to [scruggsm@jocolibrary.org](mailto:scruggsm@jocolibrary.org) before noon on the Wednesday, before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Amy Ruo
    - a) Closed captioning update
    - b) Personnel Review Committee: County Librarian appraisal
  - C. Friends of the Library; written report presented by Jennifer Curtiss .....4
  - D. Johnson County Library Foundation; written report presented by Stephanie Stollsteimer .....6
  - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Performance copyright fair use and digital rights management
    - b) Patron service and mask wearing requirements
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director .....7
      - a) BOCC presentation report
      - b) Library branch trends and incident reports – Adam Wathen .....14
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator .....17
      - a) Central Staff Space Consolidation (CSSC) – Scott Sime, Project Coordinator
      - b) Overall Timeline .....23
    - 3. Updates – Sean Casserley
      - a) Lackman update
      - b) Reopening Team Report, Jennifer Mahnken and Nancy Birmingham.....25
      - c) Staffing, Jennifer Mahnken and Tamiko House, HR Representative .....27
      - d) Curbside pick-up, Michelle Olsen .....32
      - e) UK National Theatre, Kanopy and Acorn TV – Hope Harms .....33
      - f) Annual Library Board retreat
      - g) Library budget sub-committee scheduling
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the July 9, Regular Library Board meeting .....36

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2020 were handled in accordance with library and County policy.
- b) The June 2020 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 .....45

VI. Old Business .....46

A. Action Item: Consideration of amending the CSSC project authorization to included needed CRP work

B. Action Item: Consideration of temporary closure of Central Resource Library for the duration of construction, excepting space to allow for limited onsite services

VII. New Business .....48

A. Action Item: Consideration of approval of MOU between Johnson County Library and the Surveillance Studies Research Center at the University of Kansas

VIII. Adjournment

**August 2020: Monthly Report**  
of the Friends of Johnson County Library  
to the Board of Directors of Johnson County Library

Thank you, Madame Chair, and members of the Board, and Commissioner Hanzlick, and Mr. Casserley, for this opportunity to report on Friends progress during the last 30 days. I'm Jennifer Curtiss, president of the Friends board, reporting today on behalf of the Executive Committee.

There are 3 subjects in my report today:

- **Friends Bookstores ReOpen Launch**
- **PPP Forgiveness Act**
- **Internet Sales Factoids**

## **1. Bookstores ReOpen Launch**

All three bookstores opened Thursday, July 9 and have been open for a total of seven days in July. Appointments are required, yet as long as volunteers are available we permit walk-in shoppers.

Sales at Blue Valley have been consistent; Antioch has been fully volunteer-staffed as well and walk-in traffic has been ok. At Central many volunteers opted out of returning, as

During the month of August, we'll continue walk-in traffic at Antioch and Blue Valley, as well as individual appointments at all three locations. We're considering a clearance sale at Central before closing day.

A big thank you to Volunteer Coordinator Amber Bourek Slater and the Library Facilities team. They arranged for acrylic barriers and tables in front of the counters for the safety of cashiers and customers. Friends are responsible for our own hand sanitizer, disinfectant and gloves to provide more safety and security, and we are tracking down supplies for those.

## **2. Paycheck Protection Small Business Forgiveness Act**

The Friends qualified for PPP loan funds (approximately \$20,000) and these have been expended according to established protocol. The Paycheck Protection Small Business Forgiveness Act is being considered by Congress. If passed, PPP loans of \$150,000 and less can be fully forgiven by completing and submitting a one-page certification to the lender. If the Forgiveness Act is passed,

Friends lender will incorporate this new certification into its online forgiveness platform. This process has been managed in toto by the Friends Operations Manager and our board Treasurer.

### **3. Internet Sales Factoids**

International sales were shipped to Australia and India.

Sales of note:

- *World Book Encyclopedia* 2018 .....\$298.90
- *War and Remembrance* DVD set .....\$231.40
- *A History of the 489th Bomb Group* .....\$165.06

Respectfully submitted, Jennifer Curtiss

# Briefing Sheet

**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** August 13, 2020  
**Re:** Johnson County Library Foundation update

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## Grants

- We received a grant from the Ewing Marion Kauffman Foundation for \$100,000. They made a two-year commitment to Race Project KC (\$60,000) and a one-year commitment to for the new online programming initiative (\$40,000).

## Planned Gift Receipt

- We received a bequest for \$167,000 from a donor named Warren Robinson. I had the pleasure of talking with his wife, Betty and she told me some wonderful stories and she said I could share a little bit with you.
- Mr. Robinson was a library lover! He started volunteering with the Johnson County Library in 1969 and worked with the Friends and the book sales. He co-chaired the bond campaign for the Central Resource Library and he became a founding board member of the Foundation.
- The Foundation board leadership looks forward to how this generous gift can help advance the mission of the Library.

## Foundation Board Outreach

- We are cultivating new members to the board. Each has a unique background and qualities to bring to board leadership.
- Note, if you know people who might be good additions to the Foundation, please let me know!

## Library Lets Loose Fundraising Event Goes Virtual, September 12.

- Library Lets Loose plans are continuing as a virtual event. We are planning a free, family friendly evening with live and pre-recorded elements!
- We actually are using the online platform that the Kauffman grant is helping fund!
- Guests will enjoy a variety of live segments and also have the choice to break out to rooms with themes such as behind the scenes at the Library, live music, trivia games, and a couple more. It will wrap up with a dance party!
- Sponsor recruitment is underway and we are making progress with 40 sponsors to date!
- We have produced an 8-part video series that will promote the Library and the event. "Celebrity Guests" are reading excerpts from a book that is special to them. The readers are: Candice Millard, Steve Kraske, Will and Senia Shields, Nate Bukaty, Gary Lezak, Fire Chief Tony Lopez, Angela Cervantes, Ben Bliss (Met Opera)
- Printed invitations were mailed earlier this month so they should have arrived at your homes.
- Of note is we have had a wonderful committee of 10 volunteers who are so creative and innovative. Much appreciation goes to them.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**June 2020**  
**50% of year lapsed**

**OPERATING FUND**

	2020 Budget
Programs	
Revenue	3,973,236
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	1,330,000
Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$1,330,000</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$2,643,236</u></u></b>

**SPECIAL USE FUND**

	2020 Budget
Revenue:	2,728,376
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	496,252
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$496,252</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$2,232,124</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$4,875,360</u></u></b>

## Expenditure of Friends of the JCL Donations 2020

<i><b>Expenditure Details</b></i>	<i><b>June</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.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	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

June 2020  
50% of Year Lapsed

REVENUE ALL FUNDS	2020 Year to Date	2020 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	33,882,707	34,859,880	97%	98%
Ad Valorem Delinquent	103,968	306,306	34%	121%
Motor Vehicle	1,534,321	3,291,677	47%	52%
Library Generated - Copying/Printing	22,535	101,241	22%	54%
Library Generated - Overdues / Fees	125,771	746,421	17%	40%
Sale of Library Books	0	50,000	0%	25%
Misc Other	604	19,703	3%	6%
Reimbursement	31,417	330,043	10%	10%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	196,869	352,221	56%	69%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	10,360	11,883	87%	102%
Commercial Vehicle Tax	51,904	60,438	86%	80%
Heavy Trucks Tax	3,776	3,261	116%	195%
Rental Excise Tax	18,832	38,669	49%	49%
State and Federal Grants	129,518	257,901	50%	51%
<b>TOTAL REVENUE</b>	<b>36,112,582</b>	<b>40,443,285</b>	<b>89%</b>	<b>92%</b>

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Salaries and Benefits	9,422,731	21,720,354	43%
Contractual Services	2,470,052	5,726,581	43%
Commodities	2,856,081	4,662,343	61%
Risk Management Charges	31,350	142,737	22%
Capital / Maintenance / Repair	520,333	2,728,376	19%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	1,330,000	4,367,527	30%
Grants	129,568	257,901	50%
Interfund Transfer	0	502,748	0%
<b>TOTAL EXPENDITURES</b>	<b>16,764,974</b>	<b>40,443,285</b>	<b>41%</b>

**Revenue - Expenses as of June 30, 2020** 19,347,608

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	1,572,099
<b>Total JCL Reserves</b>	<u><u>11,129,590</u></u>

## Scheduled Replacement Plan Funding

### REVENUE RECEIVED TO DATE

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	1,131,100

<b>Total Revenue</b>	<b><u>4,458,200</u></b>
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### **2020**

Contractual Services	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	119,310
AED Equipment	9,613
Interfund Transfer	1,767,934
	<b><u>4,425,107</u></b>

<b>Budget Remaining</b>	<b><u>33,093</u></b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**June 2020**  
**50% Year Lapsed**

<b>OPERATING FUND</b>	<b>2020</b>	<b>2020</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	1,601,503	6,016,829	27%
Information Technology	1,565,486	3,192,515	49%
Collection Development	1,357,702	3,399,711	40%
Branch/Systemwide Services	8,115,643	19,168,068	42%
Risk Management Charges	31,351	143,587	22%
Grants *	129,568	257,901	50%
Transfer to Capital Projects	1,330,000	4,367,527	30%
Interfund Transfer	0	502,748	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>14,131,253</b>	<b>37,048,886</b>	<b>38%</b>

<b>SPECIAL USE FUND</b>	<b>2020</b>	<b>2020</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	134,023	16,305	822%
Commodities (Capital Equipment)	33,938	315,000	11%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	496,252	2,728,376	18%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>669,072</b>	<b>3,394,399</b>	<b>20%</b>

<b>TOTAL EXPENDITURES</b>	<b>14,800,325</b>	<b>40,443,285</b>	<b>37%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**June 2020**  
**50% Year Lapsed**

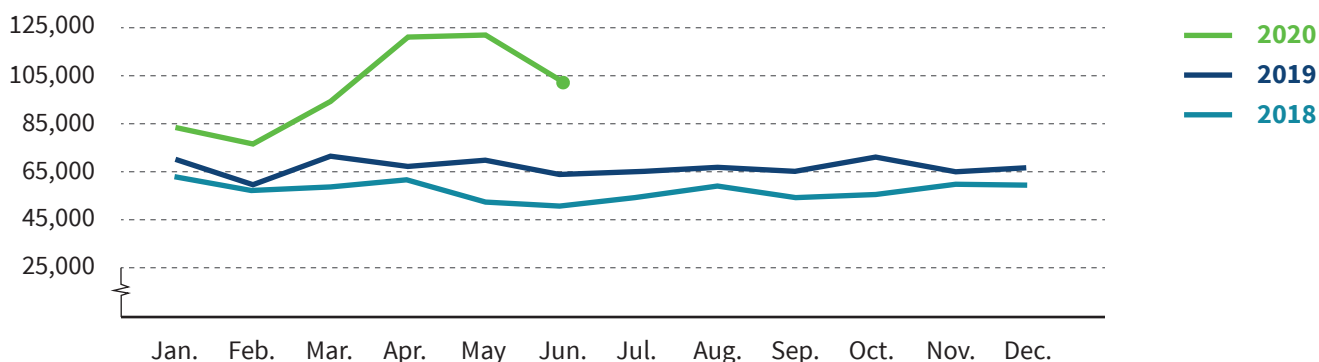
<b>ALL FUNDS</b>	<b>2020</b>	<b>2020</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	9,422,731	21,720,354	43%
Contractual Services	2,038,010	5,725,731	36%
Commodities	1,323,473	4,662,343	28%
Risk Management Charges	31,351	143,587	22%
Capital / Maintenance / Repair	1,354,081	4,367,527	31%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to PBC Capital Leases	496,252	2,728,376	18%
Grants	129,568	257,901	50%
Interfund Transfer	0	502,748	0%
<b>TOTAL EXPENDITURES</b>	<b>14,800,325</b>	<b>40,443,285</b>	<b>37%</b>

GRANTS*	Expenditures through 6/30/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$20,674.01	\$129,518.04	\$108,844.03

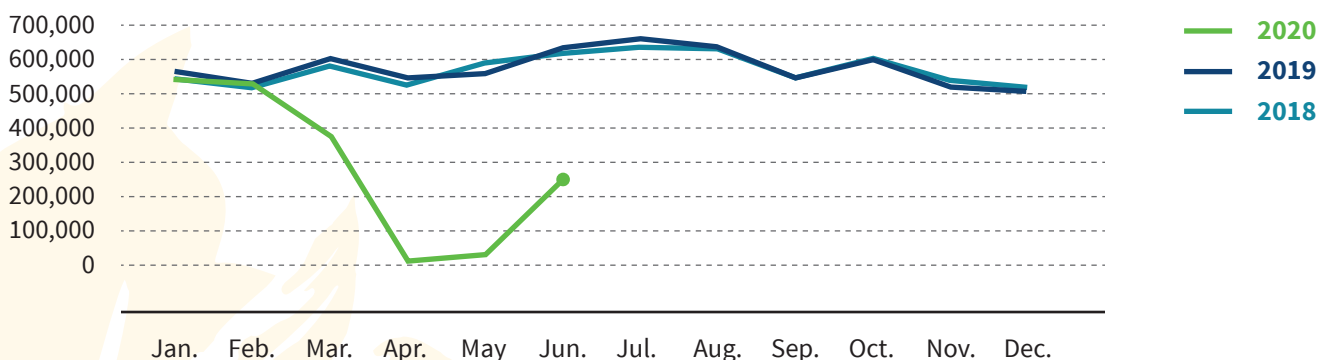
\*Includes all expenditures and revenues over the life of the grant.

## Core Operational Statistics

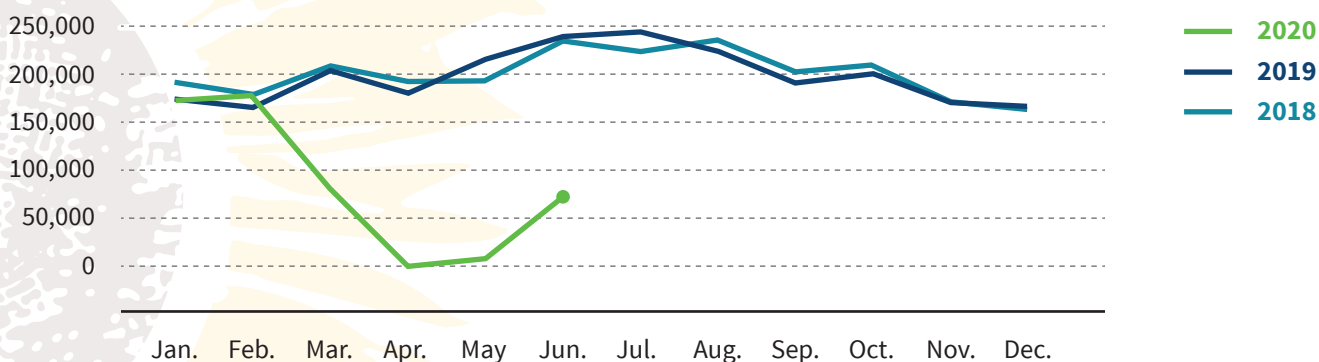
### 3 Year Digital Usage Trend



### 3 Year Physical Circulation Trend

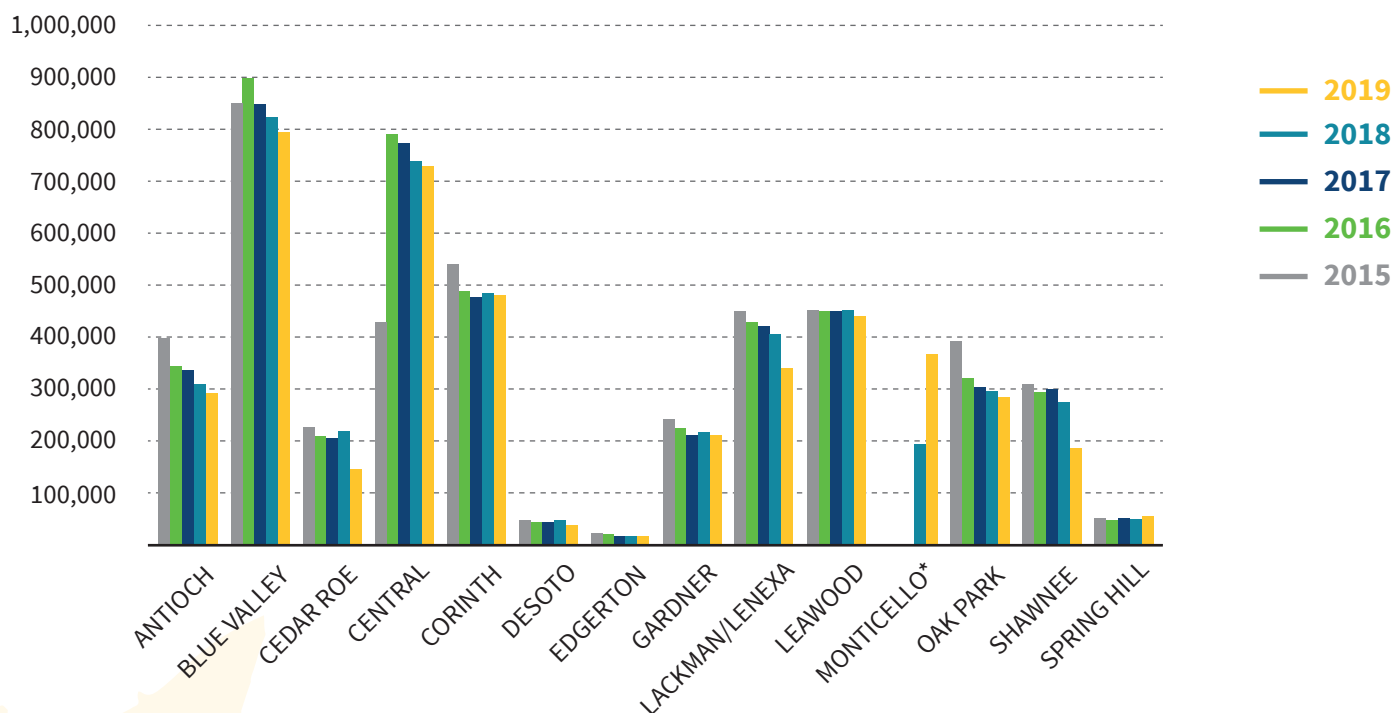


### 3 Year Visitation Trend

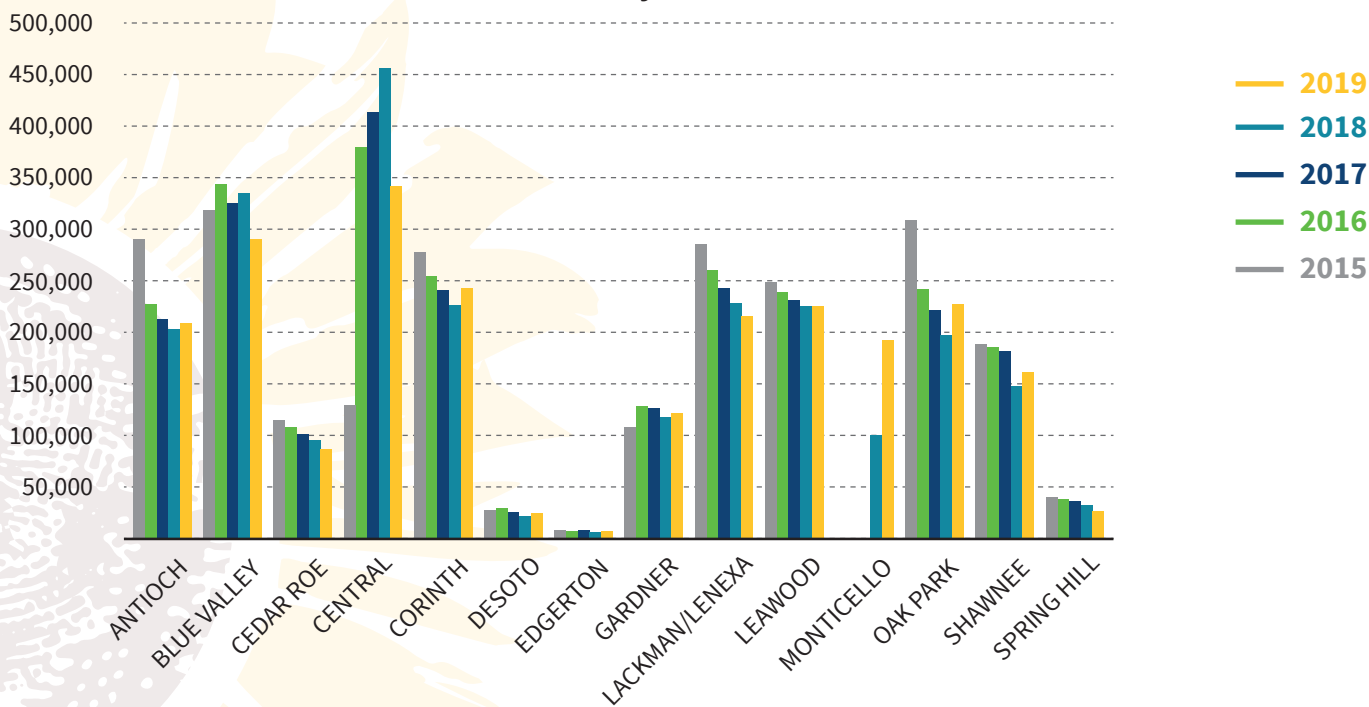


## Trends in Branches

**Circulation by Branch**

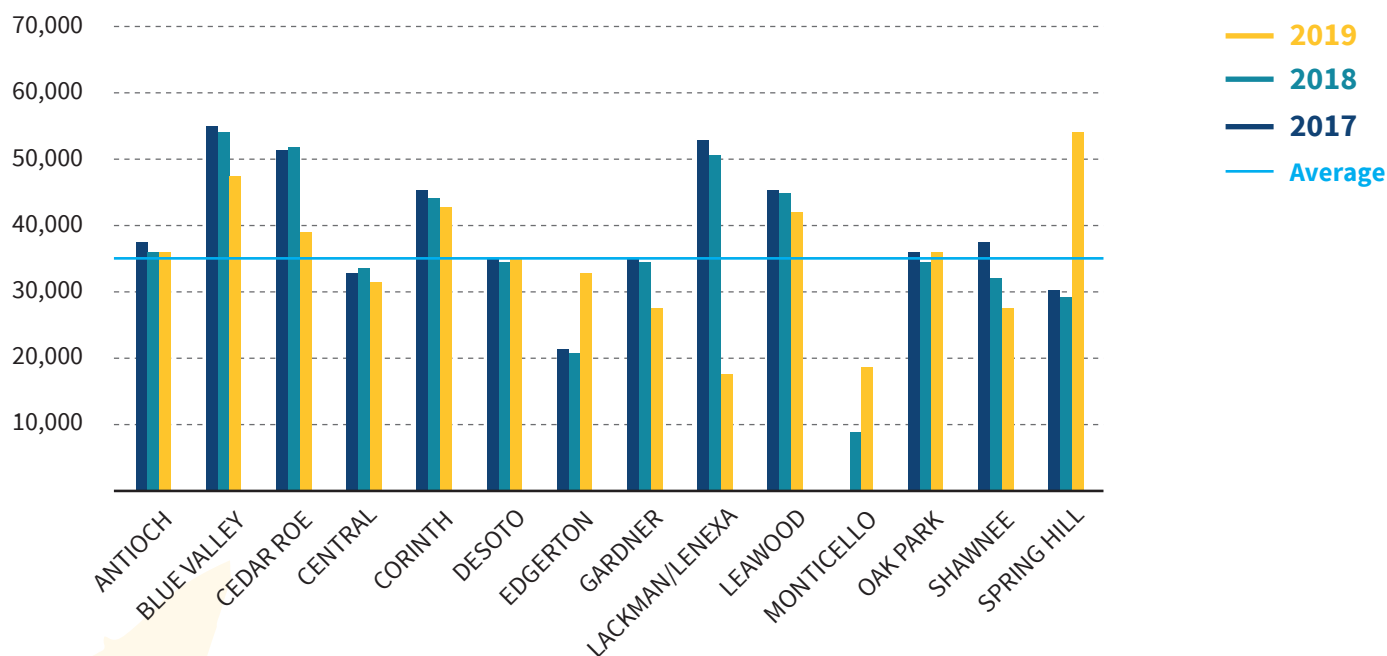


**Visits by Branch**

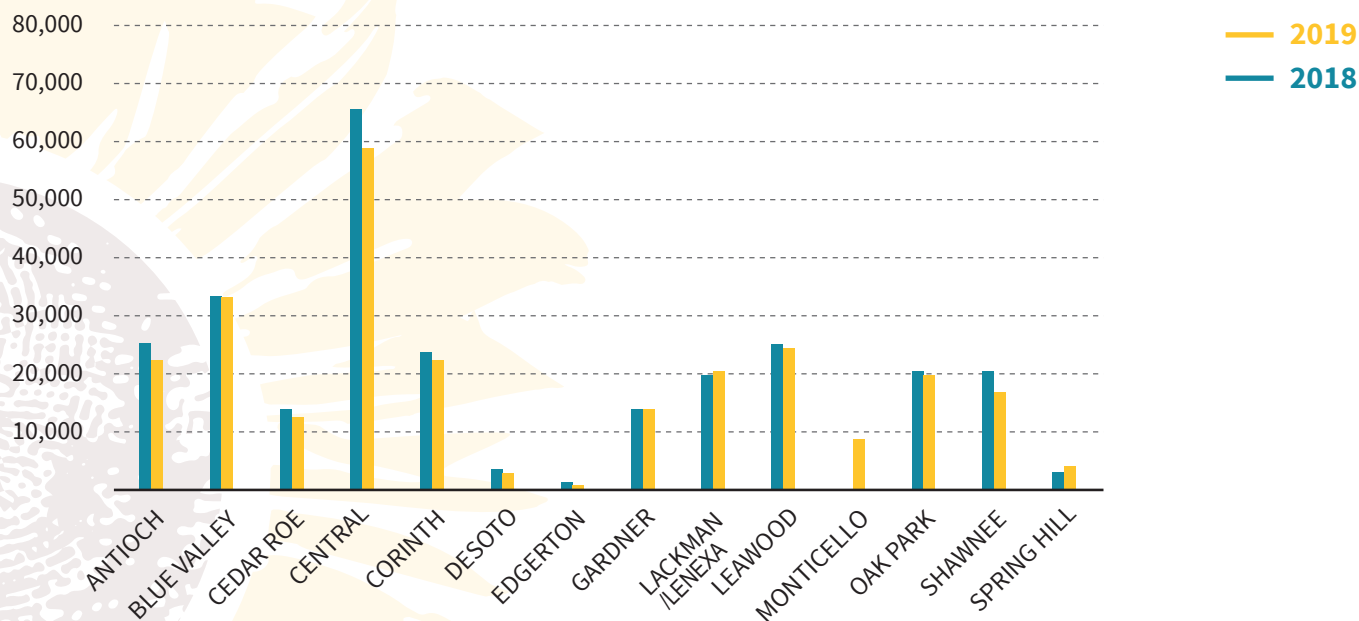


## Trends in Branches

**3-Year Branch FTE compared with Circulation and Visitation**



## Active Users Per Branch



# Central Building Upgrade, Part 2 (CSSC)

Update – August 2020



# Updates

- Design Update
- 'Little Central' proposed services
- Next Steps
- Timeline

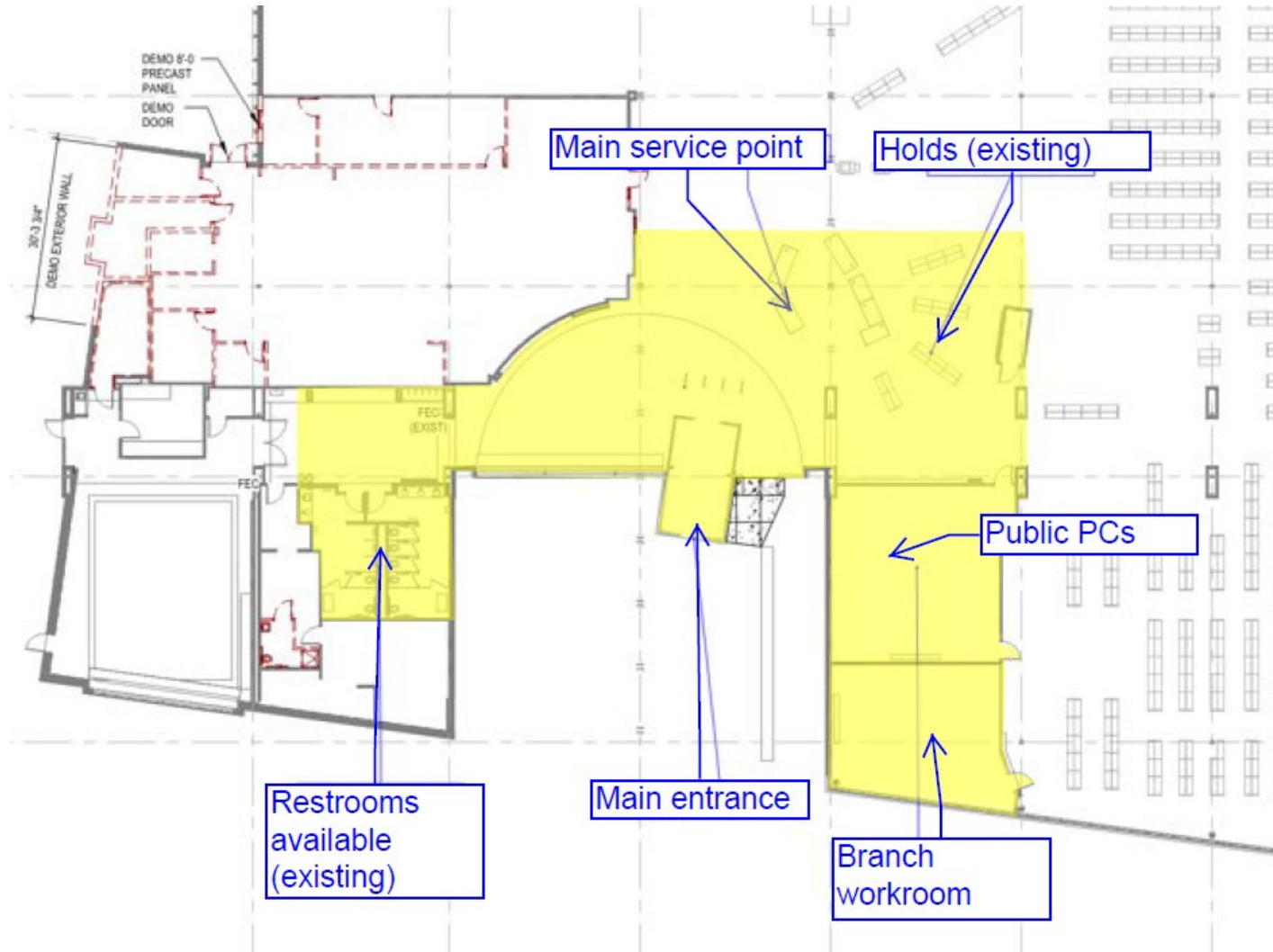


# Little Central proposed services

- Collection:
  - Walk-in holds pick-up
  - Book / material return
  - High-demand titles at Central would be moved to other locations
  - New materials will continue to be available
- PCs:
  - Access to some public PCs in current Learning Lab
- Makerspace:
  - Anticipating many services to be moved online, including 'office hours' and programming
  - Exploring 'Maker Kits' for checkout
- Wifi, restrooms, vending also available



# ‘Little Central’ area



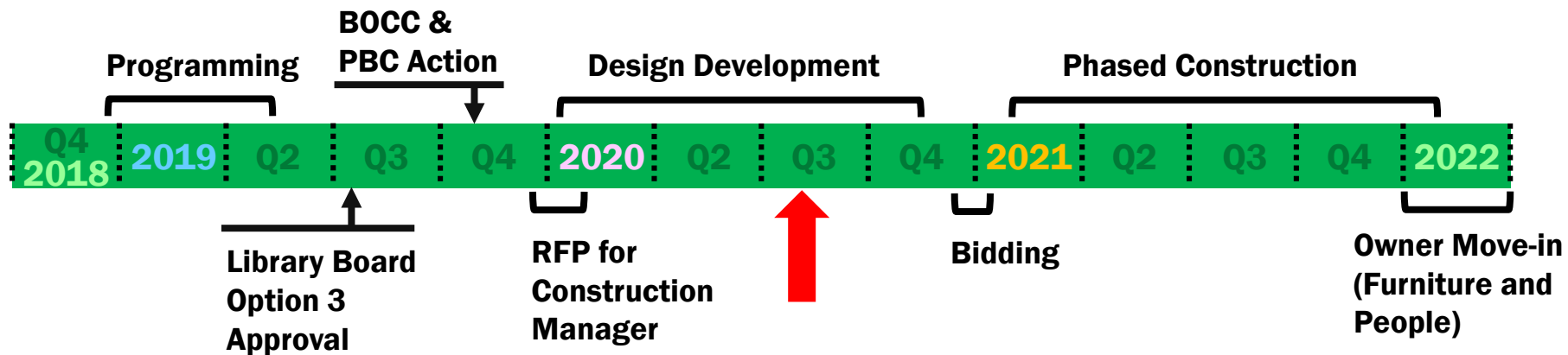
# Next Steps

- Design continues
- Staff moves
- Board action tonight:
  - Little Central
  - Including Central CRP work

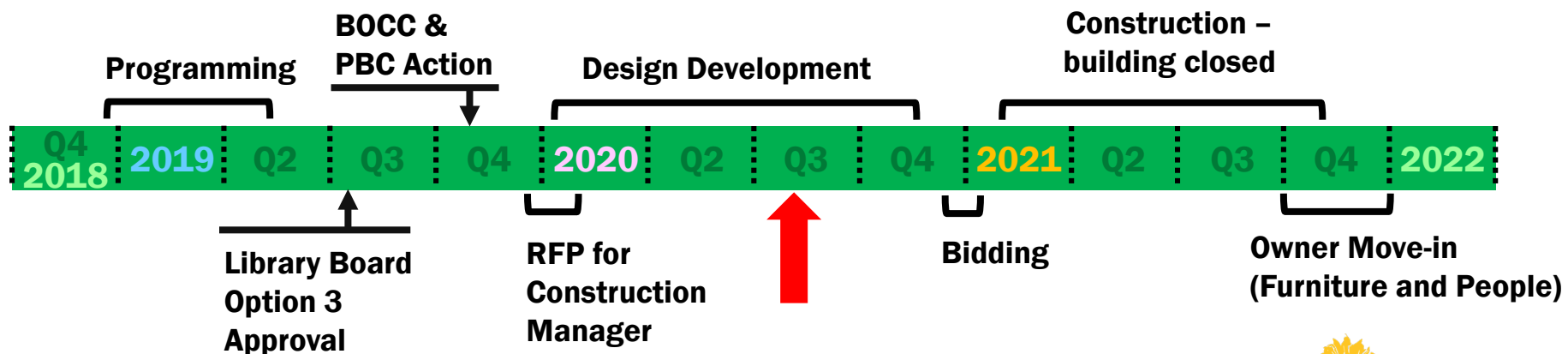


# CSSC Anticipated Timelines

## Regular Timeline: 'No closure' option



## Proposed timeline: 'Little Central' option

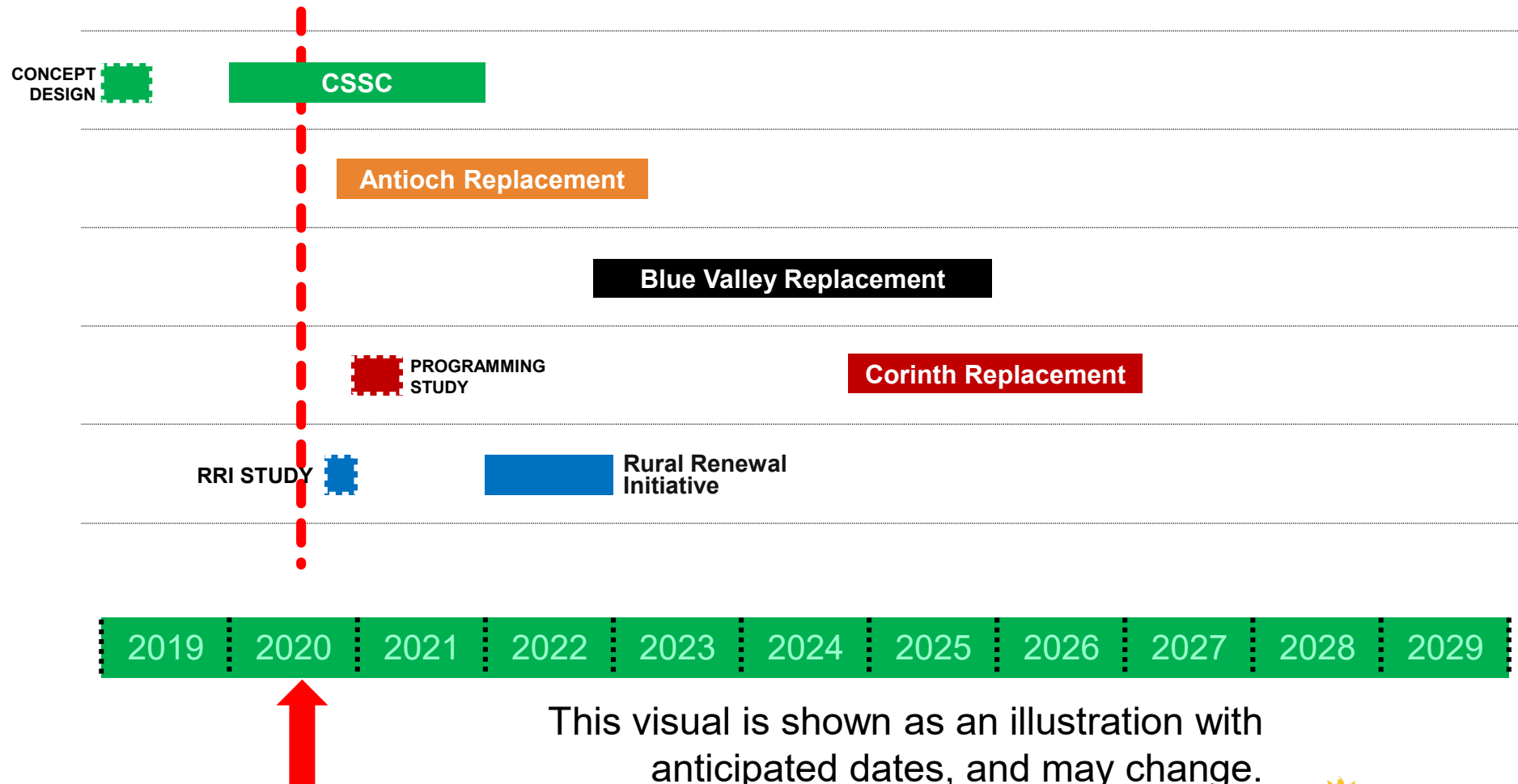


# Capital Improvement Projects Timeline Summary

Update – August 2020



# Capital Improvement Projects Anticipated Timeline



# Reopening Update

August 2020



# Reopening Highlights

- Staffing
- Meeting, study and conference rooms
- Curbside Holds Pickup Service



# Staffing

- The Hiring Exception Committee gave approval to hire adult and youth information specialists and clerks through October 31, 2020.
  - We expect positions to be posted the week of August 23.
- Some hours of services increased
  - We added 4 hours of email reference back on Fridays



# Staffing

- We have several people on approved COVID-19 leave or working from home.
- We have also received several resignations in the last month
  - Many are due to childcare issues or related to concerns around COVID-19
- Staffing levels are inadequate to cover all service points and pre-COVID-19 hours.



# Meeting, Study and Conference Rooms

- A sub-team that included Facilities researched the potential for reopening rooms.
- Findings:
  - Air purification systems on the market are not COVID-19 rated and availability is limited.
  - We have limited cleaning supplies and limited staff to clean rooms before and after each use.
  - Most libraries are not offering rooms because of the risk.



# Meeting, study and Conference Rooms

- Findings, continued:
  - Most meeting and study rooms are in use for quarantine and storage.
  - Our rooms are not designed with cross-ventilation and depend on the HVAC filtration system for air quality.
  - Additional options to increase outside airflow would increase utility expenditures significantly, with minimal documentable improvements to air quality.
- Recommendation:
  - The reopening team recommends not opening meeting and study rooms at this time.



# Curbside Holds Pickup Service

- Piloted at Leawood on July 27
  - Staff are working on refining procedures
- Patron use:
  - 7/27: 26
  - 7/28: 24
  - 7/29: 21
  - 7/30: 24
  - 7/31: 28
  - 8/1: 31



# Curbside Holds Pickup Service

- The Curbside Holds Pickup service is available during normal Library hours of operation.
- We anticipate expanding the pilot to Cedar Roe and Gardner branches in the fall.



# Johnson County Library Streaming Video

Hope Harms, Library Collection Specialist - eResources Librarian



December 2019



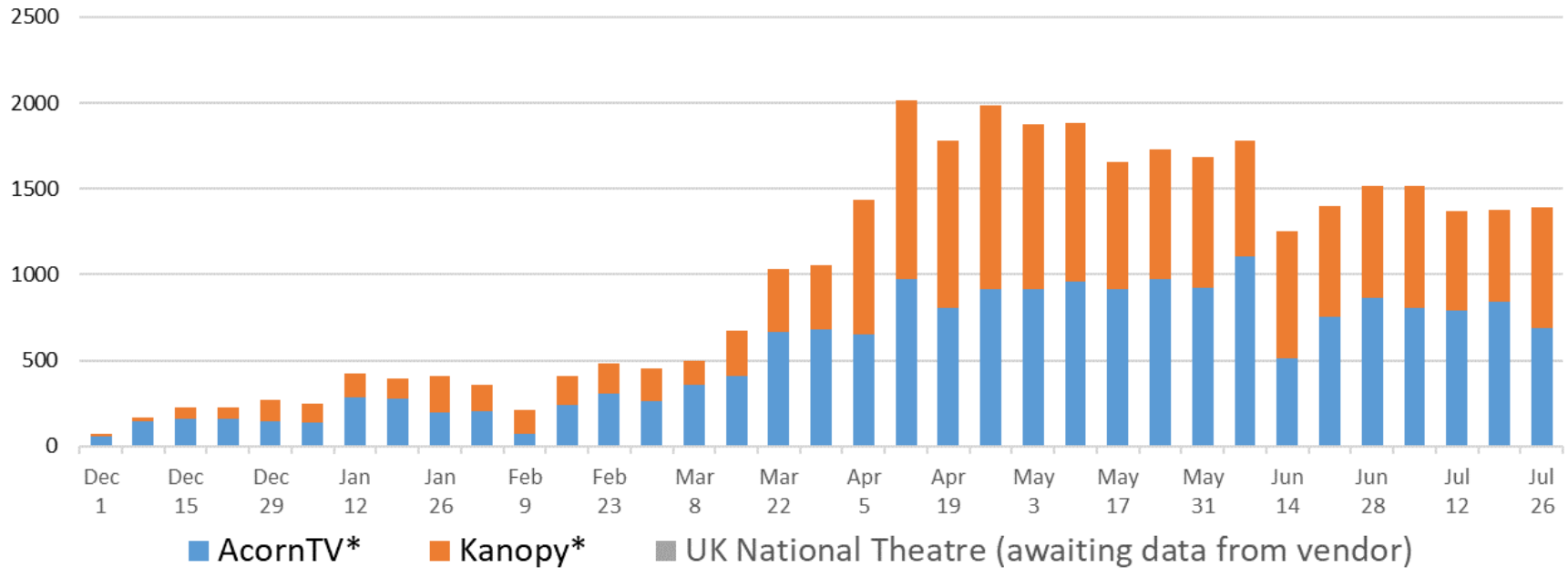
December 2019



May 2020

# New Collections

## Streaming Video Views by Week



\* Resource shared with Olathe Public Library; vendor only reports combined usage. Johnson County Library use has been estimated based on population (77% of total).

# Usage Data

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

July 9, 2020  
Online via Zoom  
4:00 p.m.

**BOARD:** Amy Rufo, Bethany Griffith, Brandy Butcher, David Sims, Donna Mertz, Fabian Shepard, Wayne Burke

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Hanzlick

**STAFF:** Sean Casserley, Tricia Suellentrop, Adam Wathen, Abby Giersch, Nancy Birmingham, Abigail Powers, Steph Neu, Juan Lopez-Tamez, Tina Pederson, Scott Sime, Ben Sunds, Stephanie Stollsteimer, Laura Hunt, Jennifer Mahnken, Amanda Wahlmeier, David Vratny, Christopher Leitch, Elissa Andre, Julie Timmins, Michaela Scruggs

**GUESTS:** Mike Burson, Courtney Ramlow, Joe Waters, Rick Wise

**CITIZENS COMMENTS:**

There were none.

**FRIENDS OF THE LIBRARY:**

Friends board member, Courtney Ramlow, provided the following written report to the Library Board.

**Revenue Generations: Friends Bookstores Re-Open Plans**

Friends Bookstores Shop-by-Appointment is starting up on Thursday, July 9. Anyone may make an appointment, on a Monday or Thursday, to shop at one of our three bookstores.

The Friends have been working closely with the Library's re-open team to ensure we are in-step with in-building protocols, such as:

- Plexi shields are in place at cashier stations
- Physical distancing stickers on the floors
- Regular cleaning schedule established

Some Shop-by-Appointment details:

- 24 hours advance appointment
- 30 minutes for browsing
- 4 customer-limit for low-to-no contact shopping
- Face coverings are required in public places in Johnson County, Kansas.
- No membership necessary!

Community Relations: Donation Acceptance Event at Pine Ridge

Book donation acceptance at our sorting center has resumed on a limited basis. New processes allow us to provide this valued service to our community and to keep up with the flow of incoming materials

- Kicked off with a “catch-up” shift the evening of Thursday June 30; we supervised a team of teen volunteers who wore masks, kept appropriate distance, and who helped unload and transport donations from 50 donors over +/- 2 hours
- Donations averaged 6 boxes per car = approximately 12,000 items received!
  - o Incoming donations are quarantined for 72 hours before volunteers may sort them
  - o Library staff are referring all donation inquiries directly to Friends who schedule receipt

We have received many additional calls from residents eager to donate their materials to support the Library. Another event will be scheduled soon.

#### Internet SalesFacts:

We have completed transition to a new internet inventory management software.

During the past 30 days: 719 items sold, \$10,185 generated.

Sales of note:

- World Book Encyclopedia 2018, 22 Volume Set \$225.69
- H.R. Giger Tarot.....\$195.95
- Downton Abbey complete set DVD .....\$124.91

### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Executive Director, Stephanie Stollsteimer, provided a written report on behalf of the Foundation.

#### **Library Lets Loose Fundraising Event Goes Virtual, September 12.**

- Library Lets Loose plans are continuing as a virtual event. We are getting plans together to live and pre-recorded elements for a meaningful and fun fundraising experience!
- Sponsor recruitment is underway and we are making progress at nearly \$40,000 from 21 sponsors!
- In addition to the event on the 12<sup>th</sup>, we are producing an 8-part video series that will promote the Library and event. “Celebrity Guests” will share a story that is special to them. We’ve had wonderful responses so stay tuned.
- This format could give us a platform to tell the Library story even more effectively than the in-person event. It is a unique opportunity!
- It’s also a free event so the fundraising will come from sponsors, donors who respond to the mailed invitation, and donors the evening of the event.
- Invitations will be mailed the end of the month.

#### **Grants**

- We received a grant from Village Presbyterian for \$4,000 for adult incarcerated services.
- \$10,000 from the Flarsheim Foundation for Summer Reading.

#### **Race Project KC**

- I mentioned last month that Angel Tucker coordinated with Congresswoman Sharice Davids on an email to her contributors. It has resulted in nearly 90 gifts for a total of \$6,000.
- We also had an area sports bar, Johnny Kaws, make a donation of almost \$6,000.
- It is inspiring to see these donations designated to the work of Race Project KC.

#### **Form 990 Tax Return**

- We are working on the 990 Tax Return on the heels of our completed audit.
- Of note, it is an important document at a communications tool for fundraising.

### **COUNTY COMMISSIONER REPORT**

Commissioner Hanzlick read a prepared statement in response to the conversation at the last Library Board meeting. At the Johnson County Library meeting on June 11, there was concern expressed about the lack of support for the Library from the Department of Health and Environment (DHE).

Commissioner Hanzlick reported that she and staff looked into the situation and with additional information it became apparent that the root of the problem was not an unwillingness to seek support or to provide support. Both the Library and Department of Health & Environment have demonstrated heroic willingness to provide support to other County operations, including the Courts, Human Services, Aging and many other departments.

The problem discussed at the June 11 meeting stemmed - not from anyone's willful intent or neglect - but from misperceptions and misunderstandings in communication which often suffers in high pressure, emergency situations. Commissioner Hanzlick is satisfied that the situation arose because of extraordinary circumstances, and that now and moving forward there will be increased communication and collaboration. Commissioner Hanzlick trusts that this will no longer be an issue and that the Library Board can focus it's time on other, more pressing matters.

Commissioner Hanzlick continues to be grateful for the eResources at the Library. She is currently listening to *American Heiress* by Jeffrey Toobin.

## **BOARD COUNSEL REPORT**

### **Reasons for holding executive sessions**

Mr. Logan reported the Library is careful in how it uses executive sessions. There are four purposes to use executive sessions under the statute.

1. Any area of personnel
2. Consultation with the Board's Counsel that is privileged under attorney/client privilege
3. Real estate – if the Library is in preliminary discussions on the acquisition or sale of real estate, or rental of real estate
4. Discussions of security measures that protect systems or staff

Motions to go into executive session are prepared in advance.

### **Legislative updates, Civil Rights Act and LGBTQ coverage**

Library administration requested Mr. Logan discuss this topic because of the issuance of a landmark case by the United States Supreme Court, *Bostock v. Clayton County, Georgia*.

The lead opinion was issued by Justice Gorsuch, joined by Chief Justice John Roberts, Justices Ginsburg, Sotomayor and Kagan. The court held that an employer who fires an individual for being gay or transgender violates Title VII of the Civil Rights Act of 1964. Mr. Logan stated that put another way, the court found that an employer who discriminates against homosexual or transgender employees necessarily and intentionally applies sex-based rules and therefore Title VII of the Civil Rights Act is brought into play.

## **COUNTY LIBRARIAN REPORT**

Mr. Casserley shared that Dr. Areola with the Department of Health and Environment is doing an outstanding job in a difficult situation. The communication problems have been resolved, and Mr. Casserley acknowledged that everyone is focused on the goal of keeping our community and staff safe.

The Department of Health and Environment has provided shields for the Library's services points, as well as disposable masks to offer to patrons. The Library is appreciative of the collaboration with the Department of Health and Environment.

## **Finance Report**

Finance Director David Vratny reported that as disrupted as the year has been, the Library's revenue situation remains as estimated. The Library is at 53% revenue received, which is as expected. Expenses are low due to a reduction in salary and benefits that occurred when staff were furloughed. Some positions remain vacant.

## **UPDATES**

### **Reopening statistics**

Associate Director of Systemwide Services, Adam Wathen, shared the reopening statistics with the Board. Mr. Wathen presented the core operational statistics through the month of May.

The three drive-thru windows were opened in May, but there was not circulation at all of the branches. Digital usage rose in March and has continued to rise. Physical circulation bottomed out in April and began to increase in May.

### **Trends in communication**

Mr. Wathen introduced External Communication Manager, Elissa Andre and Internal Communication Manager, Laura Hunt and shared trends in communication.

Impressions are the number of times patrons see the Library's content. Mr. Wathen shared that impressions have grown significantly over the last four years. In 2019, growth was maintained in paid media and increased in the social media category. Social media followers have also increased.

Mr. Wathen shared the reopening usage statistics. Comparing the last two weeks of June 2019 to the last two weeks of June in 2020 we see a 28% decrease in the number of individual patrons checking out materials. This is approximately door count. The Library has seen a 24% decrease in the number of items checked out over the same time period. Holds have decreased by 6%. Items received to fill holds has increased by 29%. Mr. Wathen anticipates these numbers will even out over the next few months.

Mr. Sims asked how much the Library spends on marketing. Mr. Wathen responded that in 2019 the Library spent approximately \$52,000 for marketing.

Ms. Griffith asked if the Library is engaged with the Instagram platform. Ms. Griffith thinks this is an opportunity to engage the younger generations.

### **Customer Experience (CX)-Communications Update**

Ms. Andre presented a communications update to the Library Board. Ms. Andre shared the Library is working on increasing our Instagram presence and is working on new content.

Ms. Andre introduced the talented CX Team and shared that the team is responsible for the website, social media, content creation, print materials, public relations, marketing, advertising, newsletters and more.

Laura Hunt recently joined the department as Internal Communications Manager. This is a new position for the Library and was created to address organizational growth.

Current department initiatives include continuing Covid-19 response work, branding alignment, refining procedures and making data driven decisions. Upcoming initiatives include a new events platform, a new library card campaign and improving the staff intranet.

Mr. Sims asked how the Library reaches patrons who don't have computer access. Ms. Andre responded that the guide is printed and mailed to households. The fall guide will focus less on events and more on services the Library offers.

Dr. Burke expressed that he has been proud that the Library provides a human touch. He offered kudos to the team and Library staff for all of their hard work.

### **Central Staff Space Consolidation (CSSC) – Scott Sime, Project Coordinator**

Mr. Casserley shared the background of the Central Staff Space Consolidation project.

The staff space at Central Resource Library is in need of an upgrade to extend the useable life of the building. The library system has grown over the last 25 years making do with the space available, though the 'work' of the library has changed significantly - department sizes have fluctuated as the Library has embraced some electronic collections over print.

The staff space must function well in order to support employees who support the public. This project would transition the staff spaces from an outdated way of working, improving efficiencies and making better use of space. There are four primary goals of the project.

1. **To improve safety, efficiency, and patron convenience** - We'll be adding a drive-thru, a designated place of refuge for severe weather, improving materials handling flow – Central acts as a hub for all 14 of our locations so it's important to make material movement as efficient as possible. We're also planning to add traffic calming features.
2. **To refresh staff spaces to the standard used at our new buildings** - Including accommodating incoming systemwide staff from Antioch, and providing a variety of dedicated meeting spaces for staff – this is anticipated to increase public meeting room availability
3. **To make better use of spaces** – including the Kids, Teens, Public PC, and drive-thru spaces.
4. **To create spaces that can meet the current needs and easily adapt to future changes** - this project will address changes and growth that the system has experienced in the last 25 years by designing spaces for maximum future flexibility

### **Central Staff Space Consolidation (CSSC) – Rick Wise, Clark Enersen Partners**

Mr. Wise provided a design update for the project. The project is mid-way through design development and continues to progress. Mr. Wise reviewed the overall floor plan and then provided a more detailed review of the designated spaces within Central. A drive-up window would be added to the east side of the building. Security gates would be added on the south side of the building to address traffic flow. A new dock would also be added to the south side of the building to improve materials handling practices. An enhanced back area will facilitate improved materials flow throughout the building and the system as a whole. Mr. Wise reviewed proposed updates and changes to the interior of the building with the Board.

Titan Built, Senior Project Manager, Mike Burson, continued the presentation. Mr. Burson shared that as the design progresses the plan for construction also begins. Mr. Burson presented a proposal that the Board consider amending the CSSC project budget to include Capital Replacement Plan (CRP) work.

- Just like at home, the major working parts of a library only have a certain life span. The major systems at Central are beyond their expected life span. Here are the major items that need to be replaced using the CRP funding. Replace the 26-year-old air handling units
- Replace the 26-year-old boilers
- Upgrade the Building Automation System
- Replace the 26-year-old electrical service

In response to a question from the Board about the typical lifespan of these mechanical units, Mr. Wise responded 25 to 30 years. Mr. Burson added these units are nearing the end of life.

Mr. Burson shared that the benefits of combining the CRP work with CSSC include lower trade contractor fees as a percentage due to increased revenue, overhead savings due to the work being managed by the same project team and reduced disruption to staff and patrons.

Mr. Burson presented a second proposal for the Board to decide to maintain full services at Central Resource Library during renovations or to create temporary modified services - a "Little Central".

Mr. Burson reviewed the anticipated construction impacts of the CSSC and CRP projects. These impacts include:

- 2-week complete building power outage to replace electrical service
- 5-week complete building HVAC outage
- 4 weeks of rolling shutdowns to patron areas while the Building Automation System is upgraded.
- 5 weeks of rolling shutdowns to patron area power and lights while the internal electrical panels are relocated.
- 4 months of parking lot area shutdown in order to facilitate construction.
- The Branch services area will have to be shut down for the duration of the renovation. This will require the staff in this area to relocate and the book sorter to be out of service.
- Although we will do as many "loud" activities as we can at night daily construction work will create noise that we will minimize with temporary partitions, but we cannot eliminate altogether.

Mr. Burson shared the project duration comparison for both models:

- Full Services Option Project Duration with CRP Projects included is 12 months (February 2021 –Jan 2022)
- Limited Services Option Project Duration with CRP Projects included is 9 months. (February 2021 –Oct 2021)
- 3 months of duration saved if we limit services

Mr. Burson confirmed that with either model (full services or limited services) there will have to be some building closure due to the necessary electrical and mechanical work.

Mr. Burson provided the project cost reduction estimates for the Limited Services model.

Ms. Griffith asked if the naming agreement with Black & Veatch will be impacted if the MakerSpace is closed.

Ms. Stollsteimer responded that it is a good thing to consider and the Foundation and Library are communicating with Black & Veatch about the potential closure. They have been a great partner and we would like to find options that meet their needs.

## **Overall Timeline**

Mr. Sime provided an update of the overall comprehensive library master plan timeline comparing the timelines with both the "No closure" and "Little Central" options.

Mr. Sime shared the project authorization amounts. Last July the Board authorized the CSSC project for \$8,707,000. The additional CRP amount of \$2,400,000 would bring the amended project total to \$11,107,000.

The \$2,400,000 has already been allocated and approved by the Board. The request is to combine the CSSC and CRP to one.

This evening's presentation is informational only and the project team will ask the Board to make two decisions at the August meeting.

- Consider amending the CSSC Project authorization to include needed CRP work
- Consider closing Central for the duration of CSSC construction, except for a "Little Central", allowing holds pick-up and materials return.

Mr. Sims and Ms. Griffith asked about computer access and meeting room access for patrons during building closure.

Mr. Sime responded that we would staff our other buildings to meet patron needs. We are also looking at extending WIFI access.

Commissioner Hanzlick commented that continuing to provide computers at Central while the work is being done would be ideal. Some patrons don't have transportation to go to other libraries and they depend on computer access at the Library.

Mr. Casserley shared that the team is exploring using the tech bar at the front of the building to continue to provide computer access. He thanked Commissioner Hanzlick for her feedback.

## **Reopening Team Report**

Associate Director for Branch Services and Reopening Project Lead, Nancy Birmingham presented to the Board.

Ms. Birmingham shared the project scope is to get the physical collection into the hands of our patrons, bring circulation and service staff back into the buildings and reopen our physical buildings to staff and the public.

Ms. Birmingham shared the high-level project risks.

- COVID-19 – risk of catching or spreading disease in a pandemic
- Resurgence of the disease
- Directives outside of Library Control (i.e. Kansas Governor Kelly, BOCC...)
- Facilities staff not able to meet demands or have the resources to perform sanitizing tasks
- Shifting timeline – Plans should be in place to move either direction along the opening plan
- Staff resignations leave the Library short staffed.
- Unrealistic Patron Expectations

The buildings are currently open, furloughed staff have returned and the collection is circulating. The team is looking ahead to full Library access, including open meeting and study rooms.

The team is not currently recommending modifying hours due to limited staffing numbers. Ms. Birmingham shared a table comparing hours, services offered, and services not offered among local libraries.

Ms. Mahnken shared that signage has been ordered asking patrons to wear masks when in the building. Patrons have been very compliant in following the mask order issued by the Governor and Board of County Commissioners.

Meeting rooms and study rooms will be closed for the remainder of 2020. The team is revisiting this decision on a monthly basis to make changes if allowed.

Ms. Griffith asked if the Library is pursuing the exception with County to start hiring.

Ms. Mahnken confirmed that we are pursuing this and hope to have positions posted in the next few weeks.

Ms. Griffith asked for the rationale behind keeping the meeting rooms closed.

Ms. Mahnken response that the Library doesn't have the staff to monitor the rooms or regularly clean the rooms between uses. Use of the rooms would be at the risk of the patrons. The small study rooms also are too small for social distancing.

Ms. Griffith asked if it is the role of staff to police the use of the rooms.

Mr. Casserley responded that Library staff can't and shouldn't have to police usage which is why the small study rooms are currently closed. We want to make spaces available and assure some level of safety for staff and the public. Currently we do not have the resources to clean the rooms. We don't want to create hazardous environments for our patrons or staff. This is a decision that is being revisited monthly.

Mr. Sims asked how about the quality of air circulation in the meeting and study rooms. Patrons can sanitize the rooms with wipes, but air circulation might be an issue.

Mr. Casserley responded that air circulation in our older buildings may not be as good as our newer buildings. It is something we can look into.

Ms. Mahnken added that many of our meeting rooms are currently being used to quarantine materials and for furniture storage.

Commissioner Hanzlick asked about staffing.

Ms. Mahnken responded that many staff have opted not to return due to concerns about working in a public building. Some also have childcare issues. Each individual is different, but those are two common reasons. We are currently under 75% fully staffed.

### **Genealogy Day, Amanda Wahlmeier**

Local History Librarian, Amanda Wahlmeier, reported on the Genealogy Day. The second annual Open House and Resource Fair was held before building closure on March 2. The event was held in collaboration with the Johnson County Genealogical Society.

Over 400 people attended the 21 sessions with seven speakers. In addition, more than 15 vendors/partners participated in the Resource Fair, 40 volunteers gave their time and expertise, there were two exhibit areas for heritage displays, tours of the genealogy area and six rooms dedicated to one-on-one genealogy help. The day was a great success.

### **Closed captioning update, Sean Casserley**

Mr. Casserley updated the Library Board on providing closed captioning. We are currently uploading the recording of the Library Board meeting to YouTube which provides closed captioning. We are also researching a new online platform ON24.

### **Stephen T. Johnson, Interconnections nominated for CODAwards**

Stephen T. Johnson has been nominated for the CODAwards for the mosaics at Lenexa City Center.

### **County budget presentations, July 15**

Ms. Ruo and Mr. Casserley will present the Library's budget to the Board of County Commissioners on July 15. This will be in person with social distancing.

#### **Lackman real estate comparisons and estimate**

We are currently obtaining real estate comparisons and a property estimate on the Lackman property. We are planning to relocate some staff from Central to Lackman during the CSSC project. There may also be an opportunity for the Friends of the Library to relocate the Central bookstore to Lackman during renovation.

#### **Election support**

The Library is providing space to the Election office for voting in November.

#### **CONSENT AGENDA**

Minutes of the June 4, 2020 Special Library Board meeting

Minutes of the June 11, 2020 Regular Library Board Meeting

**Motion:** Wayne Burke moved to approve the consent agenda

**Second:** David Sims

**Motion approved unanimously**

#### **ADJOURNMENT**

**Motion:** David Sims moved to adjourn

**Second:** Brandy Butcher

**Motion approved unanimously**

Meeting adjourned at 6:02 p.m.

SECRETARY \_\_\_\_\_  
Bethany Griffith

CHAIR \_\_\_\_\_  
Amy Ruo

SIGNED \_\_\_\_\_  
Sean Casserley

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JUN-2020

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$75,538.09</b>
		Add Receipts	\$91,340.33		
		Less Payments		\$224.09	
	<b>Ending Cash balance</b>				<b>\$166,654.33</b>
		Less Liabilities		\$562.21	
	<b>Unobligated cash balance</b>				<b>\$166,092.12</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** August 13, 2020  
**Re:** **Consider approving two recommendations related to the Central Staffing and Space Consolidation (CSSC) project.**

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**Issue:** Consider approving the following recommendations related to the CSSC project.

1. Amend the CSSC project authorization to include needed CRP work.
2. Temporary closure of the Central Resource Library for the duration of construction, excepting space to allow for limited onsite services.

**Suggested Motions:**

1. I move to approve amending the CSSC total project authorization to include the needed CRP work in an amount not to exceed \$11,107,000 with the intent to use a combination of existing project funds, existing CRP funds, Public Building Commission (PBC) debt, and Library reserves.
2. I move to approve the temporary closure of the Central Resource Library for the duration of construction, excepting space to allow for limited onsite services.

**Background:** 2014-2015, the Central Library Building Upgrade project addressed renovations and infrastructure improvements to the public space. The Library Board of Directors approved the Comprehensive Library Master Plan (CLMP) in May 2015, with a mill levy approved by the Board of County Commissioners (BOCC) in August of 2015. In 2016, a materials handling study was performed in which materials handling was evaluated for the Library system. Some operational changes have been made and the remaining needs have been incorporated into the CSSC project to be located at Central.

In July 2019 the Library Board approved the CSSC project in an amount not to exceed \$8,707,000. The Board of County Commissioners approved in October 2019.

**Analysis:** In late 2019, the Library and Facilities worked with a consultant to complete a comprehensive buildings assessment that provided detailed understanding of library facility systems condition and lifecycle information. This assessment gives Facilities and Library staff an increased ability to plan for capital replacement projects. Through this assessment, the Facilities team discovered work that needs to be completed at Central in the next 0-4 years – this data was not available when the CSSC project was presented to the Board in July 2019.

Completing this work within the CSSC project will result in fewer future closures, as well as time and cost savings for the Library. Closing the majority of the Library for the duration of Central renovation will also allow the construction to occur largely in one phase with the benefits of simplifying logistics, shorter construction duration, and cost savings to the Library.

Staff recommend that the limited services component include material return and holds pick-up, as well as public computer and printer access.. The majority of Central staff would be relocated to other library locations.

**Funding Overview:** The Finance Director has reviewed and approved this request.

# Briefing Sheet

## Alternatives:

Amend Total Project Authorization	Close Central during construction except limited onsite services	Affect
Yes	Yes	<b>**Recommendation.</b> Minimize future closures, still offer some services, complete needed CRP work. Time and cost savings to the project. Anticipated construction duration is 9 months.
Yes	No	Anticipated construction duration is 12 months. Would require construction phasing – additional time and expense. This would keep the building mostly open for the duration of construction
No	Yes	Shorten anticipated construction duration to 8 months. CRP work would need to occur separately and would require future building closures.
No	No	Shorten anticipated construction duration by a few weeks. Construction would need to be phased and CRP work would need to occur separately. This would keep the building mostly open during construction.

**Budget Review:** This item has been reviewed and approved by the Library Finance Director.

**Legal Review:** This item has been reviewed and approved by JCL Legal Counsel.

**Recommendation:** Staff recommends the approval of both recommendations, to amend the CSSC total project authorization; and to temporarily close the majority of the building for the duration of construction, excepting space to allow for limited onsite services.

# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** August 13, 2020  
**Re:** **Consider approving Memorandum of Understanding between Johnson County Library and the Surveillance Studies Research Center at the University of Kansas**

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## **Suggested Motions:**

I move to approve the MOU between Johnson County Library and the Surveillance Studies Research Center at the University of Kansas.

## **Background:**

The Surveillance Studies Research Center at The University of Kansas has designed a study entitled, "Safeguarding and Enhancing the Experience of Public Internet Users".

The Library's participation in the study will include two components: (1) Research of Patron Internet Usage at the Library Branches; and (2) Developing Internet Security Appliance with Library and Patrons.

**Analysis:** For the first component of the study, KU Personnel will spend approximately ten hours per week located at Library Branches answering Patron questions and assisting Patrons on computers. Select patrons will be invited to participate in interviews designed to better understand their experiences.

KU Personnel anticipate they will be conducting research in Library Branches for a period of approximately 12 months. The schedule for KU Personnel to be located in the Branches and at which Branch is subject to the Library's approval.

For the second component, KU will use the data and experimentation results collected at the Library to develop an internet security user appliance on a USB drive. KU Personnel will organize meetings with Library patrons to receive user feedback on the appliance. The Library will make available staff on a limited basis for the user feedback meetings. KU Personnel may schedule a room with computers at a Library Branch to conduct one or more focus group meetings to review the Appliance. The MOU clearly defines the agreement parameters and responsibilities of Johnson County Library and KU.

**Funding Overview:** The study has been funded by a National Science Foundation Secure and Trustworthy Cyberspace grant. No funding has been committed by the Library.

**Alternatives:** No alternatives to recommend at this time.

**Legal Review:** This item has been reviewed and approved by JCL Legal Counsel.

**Recommendation:** Staff recommends approving the Memorandum of Understanding.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY  
AND THE SURVEILLANCE STUDIES RESEARCH CENTER  
AT THE UNIVERSITY OF KANSAS FOR PARTICIPATION  
IN THE SECURE AND TRUSTWORTHY CYBERSPACE RESEARCH PROJECT**

This Memorandum of Understanding ("MOU" or "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, between the Board of Directors of the Johnson County Library ("Library") and the Surveillance Studies Research Center at the University of Kansas ("KU"), a department of a public institute of higher education in the State of Kansas, for a collaboration between the Library and KU. The Library and KU are sometimes referred to in this MOU individually as a "Party" and collectively as the "Parties."

**Recitals**

A. The Library and KU desire to collaborate on activities ("Activities") to research how the Library's public internet users ("Patrons") navigate the internet and what security threats they face while accessing public computers and technology at the Library. Activities incorporate research and experimentation phases to develop and test an internet security appliance for users accessing public computers. To facilitate Activities, the Library and KU agree to work cooperatively.

B. The Activities are part of the National Science Foundation's "Safeguarding and Enhancing the Experience of Public Internet Users" project ("Project") funded by a National Science Foundation Secure and Trustworthy Cyberspace grant #1946180. KU has directed three individuals, William G. Staples, Warren P. Alexander, and Andrew Davidson ("KU Personnel"), to conduct the Activities for the Project.

C. The Library will allow KU Personnel access to certain Library branch facilities for the Activities as more fully set forth in this MOU. The Activities involving the Library's participation include two components: (1) Research of Patron Internet Usage at the Library Branches; and (2) Developing Internet Security Appliance with Library and Patrons.

**Agreement**

1.0 Recitals Incorporated by Reference. The Recitals set forth above are incorporated by reference in this Agreement.

2.0 Phase One: Research of Patron Internet Usage at the Library Branches. As the first phase of Activities, KU will cause the KU Personnel to conduct ethnographic research of Patrons' use of internet and technology at Library branch facilities ("Branches").

A. KU Personnel will spend approximately ten hours per week located at Library Branches answering Patron questions and assisting Patrons on computers. Select patrons will be invited to participate in interviews designed to better understand their experiences. KU expects KU Personnel to conduct this research in Library Branches for a

period of approximately 12 months. The schedule for KU Personnel to be located in the Branches and at which Branch is subject to the Library's approval. The Library acknowledges that the exact schedule for Activities may be flexible and number of KU Personnel conducting Activities and located at a Library Branch may fluctuate.

B. KU Personnel will use the research data obtained in the Library Branches to conduct a series of experiments to identify any online security threats, if any. Experiments will be conducted by KU Personnel at research labs located at KU. Library will make available to KU Personnel the Library's network administrators on a limited basis of not more than three hours for consultation during the experiments to better understand how the Library network system functions. The Library may, at the Library's sole discretion, provide to KU anonymized network traffic data for the sole purpose of the research and experiments as part of the Activities.

3.0 Developing Internet Security Appliance with Library and Patrons. As part of the Activities, KU Personnel are using the research data and experimentation results to develop an internet security user appliance on a USB drive ("Appliance").

A. Upon development of the Appliance, KU Personnel will test the Appliance prototype with diverse focus groups of Patrons. KU Personnel will organize meetings with Patrons to receive user feedback on the Appliance. The Library will make available staff on a limited basis for the user feedback meetings. KU Personnel may schedule a room with computers at a Library Branch to conduct one or more focus group meetings to review the Appliance.

B. After successful testing of the Appliance, KU Personnel will distribute the Appliance at no charge to an interested and diverse group of Patrons at one Library Branch. The quantity of Appliances distributed is contingent upon the Project budget. KU Personnel will orient and train Library staff on use of the Appliance and monitor the deployment of the Appliance in the Branch. Library will make available to KU Personnel the Library's staff on a limited basis of not more than three hours for training and deployment of the Appliance.

4.0 Library Participation.

A. Library agrees to work cooperatively and in good faith with KU to facilitate the Activities described in this Agreement. The Library acknowledges and agrees that the Activities may require flexibility on the part of the Parties to facilitate the research and development components of the Project generally and as a result of public health changes due to the Novel Coronavirus COVID-19.

B. The Library is not responsible to KU or any third-party for the successful development of the Appliance under any circumstances. Library is not responsible for any costs associated with the Project and Activities. Library makes available the

Branches and Library staff on a limited basis to KU Personnel at times and locations within the Library's discretion.

C. The Library makes no representations or warranties about the accuracy or completeness of any data or information it provides to KU for use in research or experimentation as part of the Activities.

D. Under no circumstances will the Library make available to KU Patron Registration Information or Patron Borrowing Records, as defined in the Library's Administrative Regulations Manual Policy 20-20-20, which is incorporated in this Agreement by reference.

5.0 KU's Obligations. In connection with this Agreement, KU agrees to the following:

A. KU will utilize protocol approved by the University of Kansas Internal Review Board on research involving Patrons as part of Activities.

B. KU will keep and store digital audio files and verbatim transcripts from research involving Patrons and the Library on a secure server hosted by KU.

C. KU acknowledges and agrees that Patron confidentiality is a bedrock principle of the Library. KU will not under any circumstances disclose or make publicly available personally identifiable information pertaining to any Patron. KU will assign an anonymous pseudonym to each Patron participating in Activities for use in the interview data and observation notes, as well as in all subsequent academic documents and publications using this data. Any file that contains research notes and correspondence, Patrons' names, contact information, pseudonyms, and corresponding data will be kept in an encrypted password-controlled file accessible only to the KU Personnel and stored on a secure server hosted by KU.

D. KU will maintain any anonymized network traffic data or any other information provided by the Library or obtained through the Activities pertaining to the Library in a confidential and secure manner.

E. KU agrees to comply with the Library's Internet Use Policy, Administrative Regulation Manual Policy 20-15-11, which is incorporated in this Agreement by reference.

F. KU will cause the KU Personnel to take safety precautions deemed appropriate by the Library related to the Novel Coronavirus COVID-19 when KU Personnel are conducting Activities in Library Branches. KU acknowledges Activities and the availability of Library Branches may be affected by COVID-19.

6.0 Term. The term of this Agreement shall be for a period of not more than one year, from the date of the Parties' execution of the Agreement through \_\_\_\_\_, 2021, subject to the termination provisions set forth in subsection 8.0.A. The Parties agree that they may, by mutual agreement, extend the term of this Agreement for additional one-year terms.

7.0 Confidentiality.

A. The Parties agree that they will comply with applicable federal and state laws relating to the confidentiality of the information that they provide to one another. KU agrees to comply with the Library's Administrative Regulations Manual related to Patron Confidentiality Policy 20-20-20. The Parties agree all information exchanged shall only be used for the Activities and purposes intended by this Agreement, to limit disclosure of the exchanged information within its own organization to its directors, officers and employees who have a need to know, and to not disclose any information to any third party (whether an individual, corporation, or other entity) without the express prior written consent of the other Party.

C. To the extent that KU or the KU Personnel have access to any personally identifiable information from Patrons, KU agrees that it shall not use such information and KU agrees that it shall cause the KU Personnel to not use such information, except for the legitimate purpose of Activities.

D. If either of the Parties receives a Kansas Open Records Act request seeking a document or information that has been designated as confidential and exchanged pursuant to this Agreement, the Party receiving the request shall notify the other Party immediately, and the Party receiving the request shall withhold the designated confidential documents pursuant to the Kansas Open Records Act.

8.0 General Provisions.

A. This Agreement may be terminated by the Library or KU without cause by giving written notice to the other Party at least thirty (30) days prior to the effective date of termination.

B. The provisions of this Agreement are not intended to create and shall not be interpreted to create a joint business venture, a business partnership, or any similar pecuniary relationship between the Parties.

C. Any amendments or modifications to this Agreement must be mutually agreed upon by the Parties in writing.

D. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Kansas.

F. Communications necessary to the day to day operations of the Activities may be communicated by electronic mail to Library and to KU as designated by the Parties.

However, any formal notices, demands and other material communications, including but not limited to notice of breach or intention to terminate this Agreement, between the Parties must be sent by U.S. Postal Service certified mail to the following addresses, return receipt requested, or delivered by reputable overnight delivery service, return receipt requested, or delivered personally with a delivery receipt, to the offices of the Parties as follows:

Library:

County Librarian  
Johnson County Library  
9875 W. 87<sup>th</sup> Street  
Overland Park, KS 66212

KU:


William G. Staples  
Surveillance Studies Research Center  
The University of Kansas  
1415 Jayhawk Blvd, 746 Fraser Hall  
Lawrence, Kansas 66045-7540

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed as of the day and year first above written.

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

By: \_\_\_\_\_  
Amy Amos Ruo, Chair

THE SURVEILLANCE STUDIES RESEARCH CENTER  
AT THE UNIVERSITY OF KANSAS

By:   
William G. Staples, Director