



**Board Report  
November 12, 2020**

## AGENDA

### JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, NOVEMBER 12, 2020 4:00 p.m.

The Johnson County Library Board of Directors will meet 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
  - C. Friends of the Library; written report presented by Julianne Jacques .....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) Draft Crisis ARM
    - b) Collection Development Policy
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director .....7
      - a) Core statistics - Adam Wathen, Associate Director of System Wide Services .....14
      - b) Trends in Human Resources – Adam Wathen and Tamiko House, HR Partner .....15
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      - a) Central Staff Space Consolidation (CSSC) .....20
      - b) Antioch Replacement
      - c) Overall Timeline .....24
    - 3. Updates – Sean Casserley, County Librarian
      - a) Reopening Team Report, Jennifer Mahnken and Nancy Birmingham .....26
      - b) Summer Reading – Melanie Fuemmler, School Age Coordinator .....33
      - c) Online programming – Joseph Keehn, Program Coordinator .....61
      - d) Lackman schedule
      - e) Election ballot boxes
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the October 8, 2020 Regular Library Board meeting .....73
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for

September 2020 were handled in accordance with library and County policy.

- b) The September 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 .....	79

VI. New Business

A. Consideration of approval of contract for Corinth Condensing Units .....	80
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VII. Executive Session: Audit Report and Personnel Review

VIII. Adjournment

**November 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 time to report on Friends progress during the last 30 days.

There are 5 subjects in this report today:

- Central Bookstore closure
- Bookmark Program
- Internet Sales
- Inventory Management
- Program Support

### **CENTRAL STORE CLOSED**

Friends Central Bookstore is now permanently closed; our last day of business was Sat 10/10. Friends Bookstore Manager Becky Epperson handled this project beautifully – everything was packed up and moved out well in advance of our 11/1 deadline. Many thanks to the JCL Facilities team for their support!

### **BOOKMARKS DISTRIBUTED**

I hope by now you've received your packet of 2020 Friends Bookmark Design Contest winners. This year our event honored national Friends of Libraries Week, October 18-24. The 2020 contest accepted more than 400 original illustrations in seven age categories from Preschool to Adult. Jurors included Friends of Johnson County Library board members and JCL kid's librarians.

25,000 bookmarks were printed for distribution at Johnson County Library branches to promote our Membership Program and our used book selling operations.

The Friends sorely missed our chance to present winners to the JCL Board in person, and we hope to resume this charming custom in 2021. We are rescheduling the contest away from the very-busy month of April to October, aligning with the aforementioned National Friends of Libraries Month celebration.

### **INTERNET SALES**

We presently have 13 volunteers listing items for sale and 5 volunteers shipping items ordered. Reports for October show over 2,000 orders for gross sales of app. \$24,000.

Significant sales include:

- |  |          |
|--|----------|
| - <i>Black Spark, White Fire: Did African Explorers Civilize Ancient Europe?</i>   | \$125.00 |
| - The scintillatingly-titled <i>Planning, Implementing, &amp; Evaluating Health Promotion Programs: A Primer (7th Edition)</i> | \$108.25 |

### **PROGRAM SUPPORT**

Continuing our broad pattern and long history of Friends support for education and not-for-profit community partners:

- We donated 20 hardcover YA/teen titles for Blue Valley YALC's November book-paper-folding craft project.



- While JCL's in-person book group sessions are on hold, the advance reading copies / uncorrected proofs we once provided to Library staff as giveaways for participants are now donated to incarcerated populations with Johnson County Department of Corrections and Sheriff's Department.
- Nancy Thompson, Christmas Bureau Book Chair, selected approximately 1560 books from unsold inventory at the Central store closure.

## **INVENTORY MANAGEMENT**

Friends are in conversation with Mid-America Library Alliance to transport shipments of inventory from our Pine Ridge Sorting Center to our Antioch and Blue Valley Bookstores. This follows on the announcement of a discontinuation of services from our current service provider – they are switching over to serve Amazon product movement full-time.

This is important to note because we continue to host donation events at our Pine Ridge facility, and volume is picking up – this tells us our community has more to share, in the form of used books. It's more convenient for many to give at their branch, and as soon as we can solve the transport issue we'll be closer to resuming pick up from branches, post-COVID quarantine issues.

Respectfully submitted,  
Friends of Johnson County Library

**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** November 12, 2020  
**Re:** Johnson County Library Foundation update

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We'll start with a Library Lets Loose wrap up.

- We have some publicity still working for us!
  - KC Studio Magazine's November/December issue has some fun photos, information and a list of sponsors.
  - The Independent October 31 issue has a full page of our event and we went the archives for great photos! This year was the 5<sup>th</sup> year anniversary for Library Lets Loose so we pulled memorable photos from the beginning for print.
  - Mark your calendar for September 18, 2021 for the next Library Lets Loose!

We are moving into the fourth quarter with plans for year-end giving.

- The Annual Appeal mailing went out November 6! It will land in the mailboxes of 1,800 donors and key partners and that includes you.
- The theme is "nothing gets between us and a good book."
- Also, mark your calendar for Giving Tuesday, December 1<sup>st</sup>. That is a great day to make an online gift so we will be active on social media.

As we wrap up 2020, the Foundation's November board meeting will be held next week.

- We'll recognize 2 outgoing board members, welcome 2 new board members and vote on a new slate of officers for 2021.
- These community leaders are an inspiration and it is an honor to continue to this Library legacy of community volunteers and support.
- We will have a financial impact statement with the dollars the Foundation was able to secure for Library circulation and programs this year. I'll have that for you next month.

Thank you!

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

**OPERATING FUND**

	<b>2020 Budget</b>
<b>Programs</b>	
Revenue	3,968,723
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>\$2,638,723</u></u></b>

**SPECIAL USE FUND**

	<b>2020 Budget</b>
Revenue:	2,732,889
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	2,732,889
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$2,732,889</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$0</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$2,638,723</u></u></b>

Expenditure of Friends of the JCL Donations 2020

<i>Expenditure Details</i>	<i>September</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	75.00	150.00
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>\$ 75.00</b>	<b>\$ 150.00</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2020  
75% of Year Lapsed

REVENUE ALL FUNDS	2020 Year to Date	2020 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	34,609,352	34,859,880	99%	100%
Ad Valorem Delinquent	168,672	306,306	55%	133%
Motor Vehicle	2,785,719	3,291,677	85%	90%
Library Generated - Copying/Printing	37,326	101,241	37%	81%
Library Generated - Overdues / Fees	202,418	746,421	27%	57%
Sale of Library Books	12,500	50,000	25%	50%
Misc Other	767	19,703	4%	9%
Reimbursement	164,648	330,043	50%	61%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	250,587	352,221	71%	113%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	16,436	11,883	138%	145%
Commercial Vehicle Tax	56,119	60,438	93%	89%
Heavy Trucks Tax	4,311	3,261	132%	207%
Rental Excise Tax	18,832	38,669	49%	110%
State and Federal Grants	129,518	257,901	50%	51%
<b>TOTAL REVENUE</b>	<b>38,457,205</b>	<b>40,443,285</b>	<b>95%</b>	<b>98%</b>

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Salaries and Benefits	13,692,852	20,370,778	67%
Contractual Services	3,036,736	4,967,815	61%
Commodities	2,949,516	4,503,719	65%
Risk Management Charges	94,052	142,737	66%
Capital / Maintenance / Repair	2,759,795	2,728,376	101%
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	2,266,116	2,768,864	82%
<b>TOTAL EXPENDITURES</b>	<b>26,263,494</b>	<b>40,442,435</b>	<b>65%</b>

Revenue - Expenses as of August 31, 2020 **12,193,711**

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	<u>1,572,099</u>
Total JCL Reserves	<u><b>11,129,590</b></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**  
**September 2020**  
**75% 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	2,019,515	3,750,713	54%
Information Technology	1,893,820	3,192,515	59%
Collection Development	2,500,118	3,399,711	74%
Branch/Systemwide Services	12,143,840	19,168,068	63%
Risk Management Charges	94,052	143,587	66%
Grants *	129,568	257,901	50%
Transfer to Capital Projects	1,330,000	4,367,527	30%
Interfund Transfer	2,224,576	2,768,864	80%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>22,335,489</b>	<b>37,048,886</b>	<b>60%</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	250,305	54%
Commodities (Capital Equipment)	43,201	81,000	53%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	2,732,889	2,728,376	100%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>2,914,971</b>	<b>3,394,399</b>	<b>86%</b>

<b>TOTAL EXPENDITURES</b>	<b>25,250,460</b>	<b>40,443,285</b>	<b>62%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2020**  
**75% 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	13,692,852	20,370,778	67%
Contractual Services	2,712,337	5,201,815	52%
Commodities	2,260,881	4,269,719	53%
Risk Management Charges	94,052	143,587	66%
Capital / Maintenance / Repair	1,356,906	4,367,527	31%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to PBC Capital Leases	2,732,889	2,728,376	100%
Grants	129,568	257,901	50%
Interfund Transfer	2,266,116	2,768,864	82%
<b>TOTAL EXPENDITURES</b>	<b>25,250,460</b>	<b>40,443,285</b>	<b>62%</b>

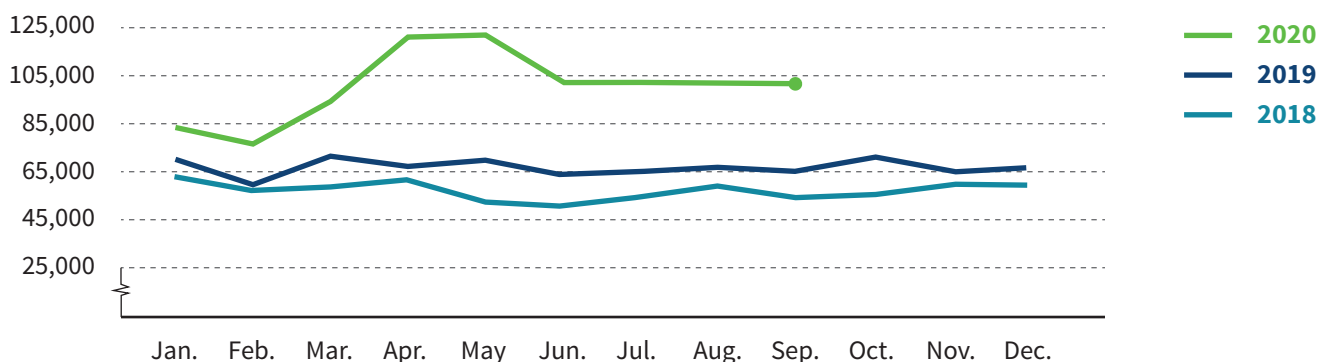


GRANTS*	Expenditures through 9/30/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$49,437.37	\$129,518.04	\$80,080.67

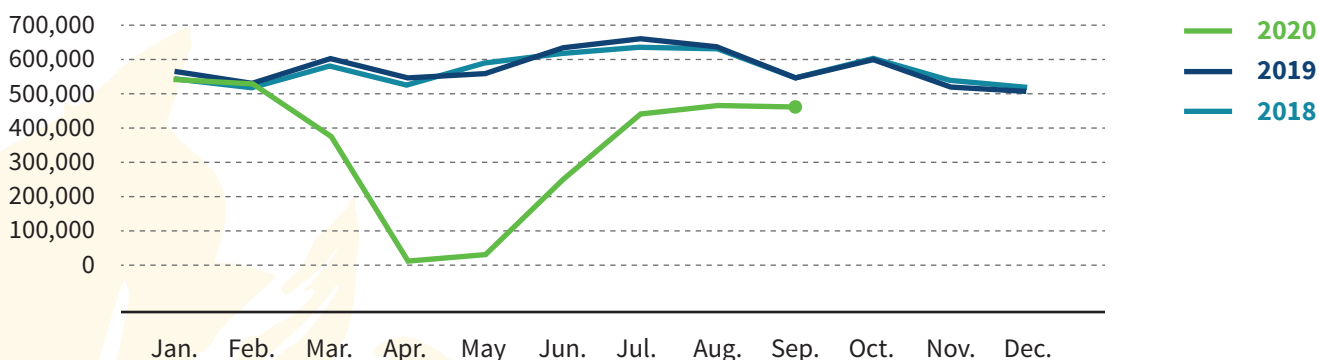
\*Includes all expenditures and revenues over the life of the grant.

## Core Operational Statistics

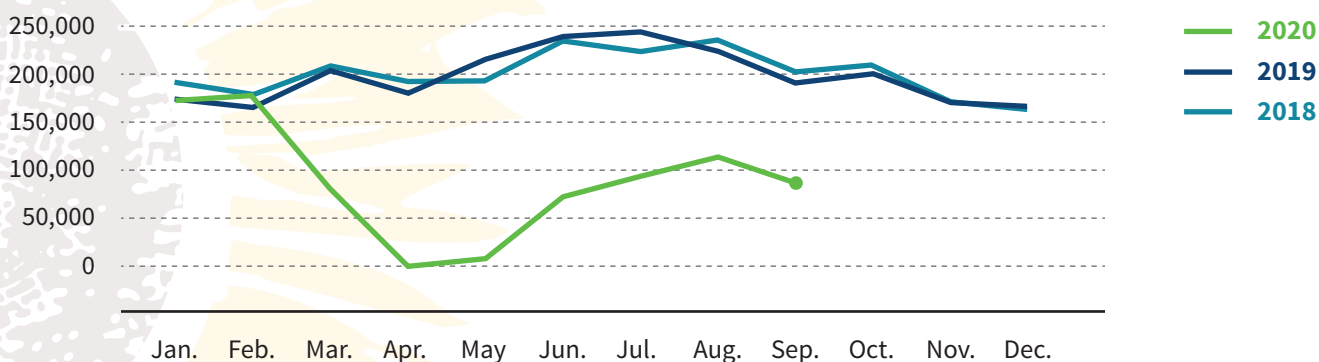
### 3 Year Digital Usage Trend



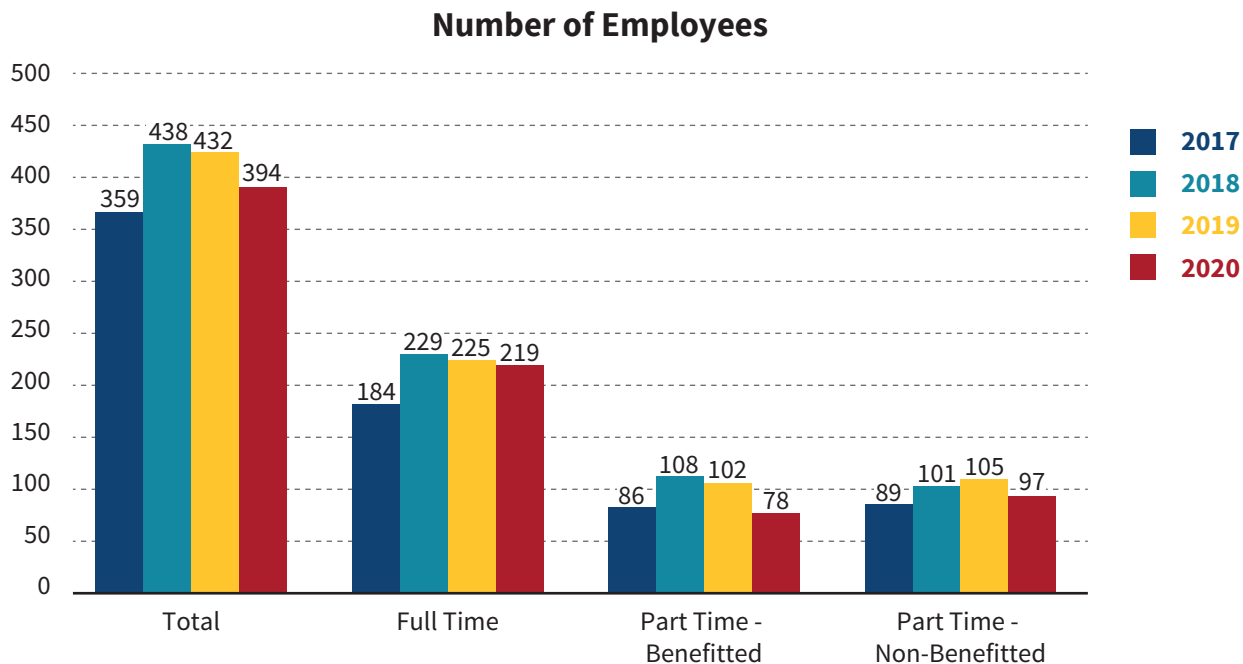
### 3 Year Physical Circulation Trend



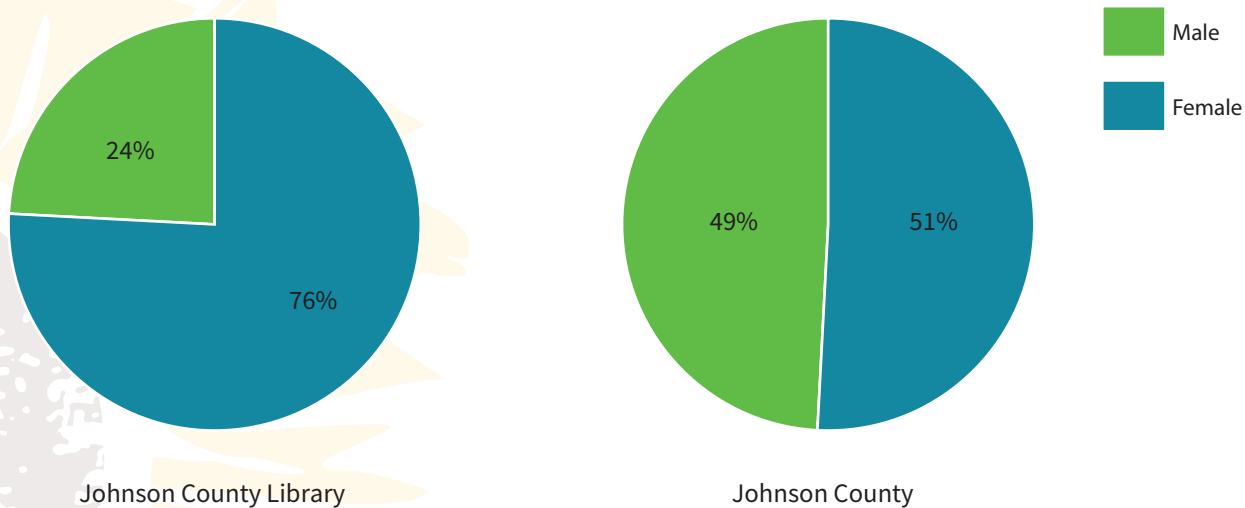
### 3 Year Visitation Trend



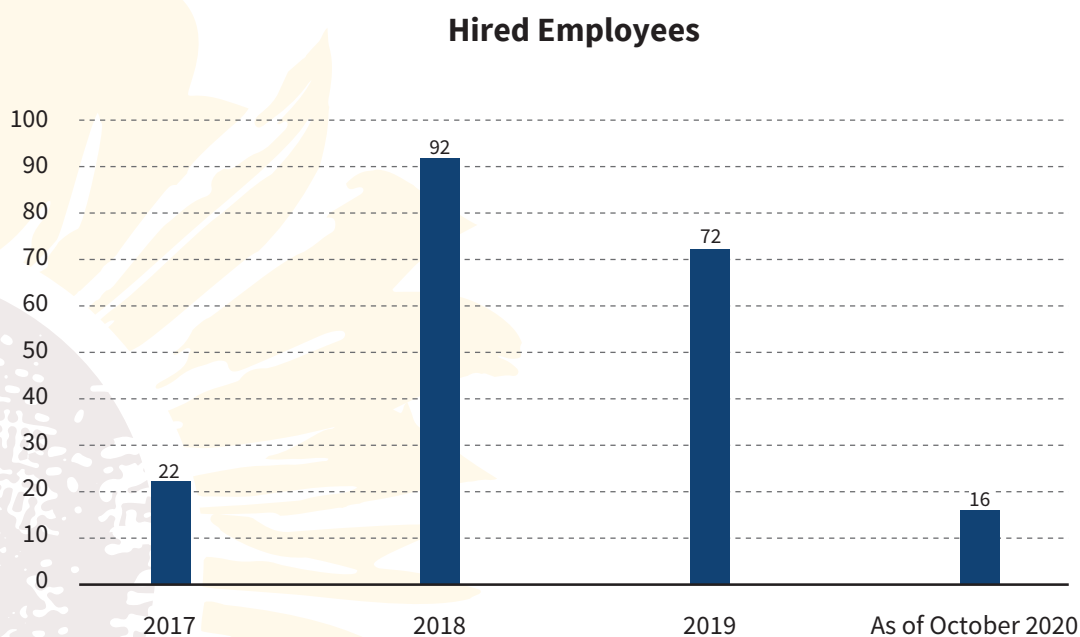
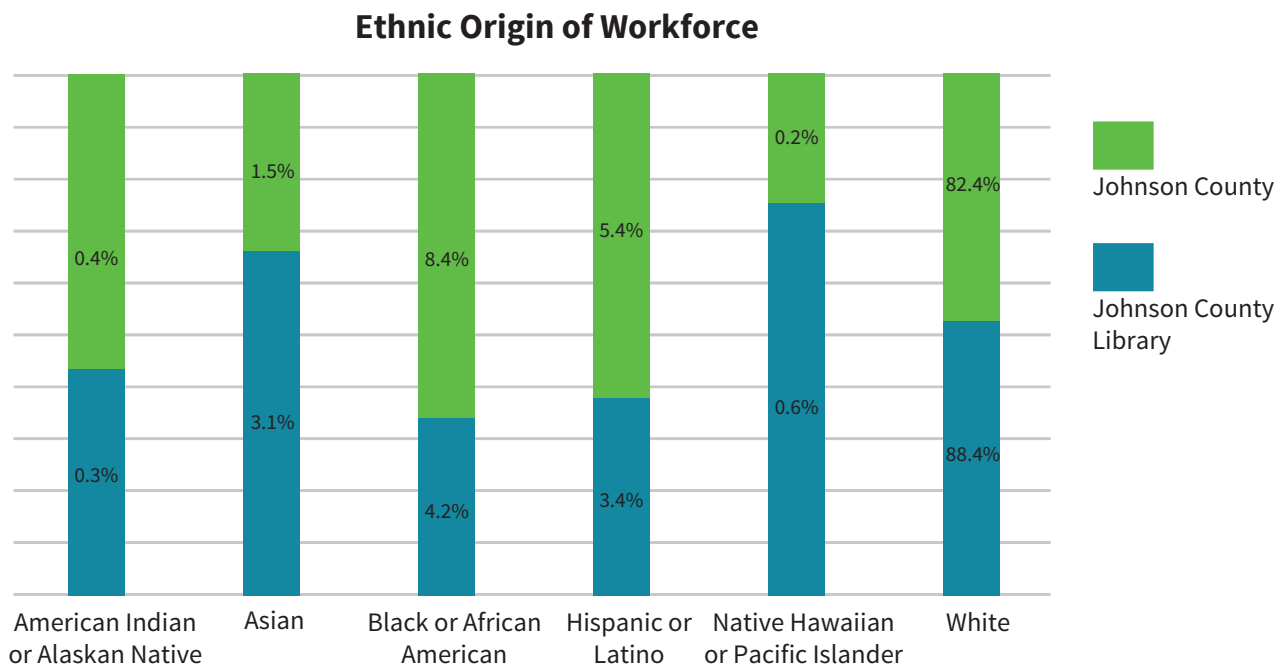
## Trends in Human Resources and Volunteers



## Ratio of Female to Male Workforce

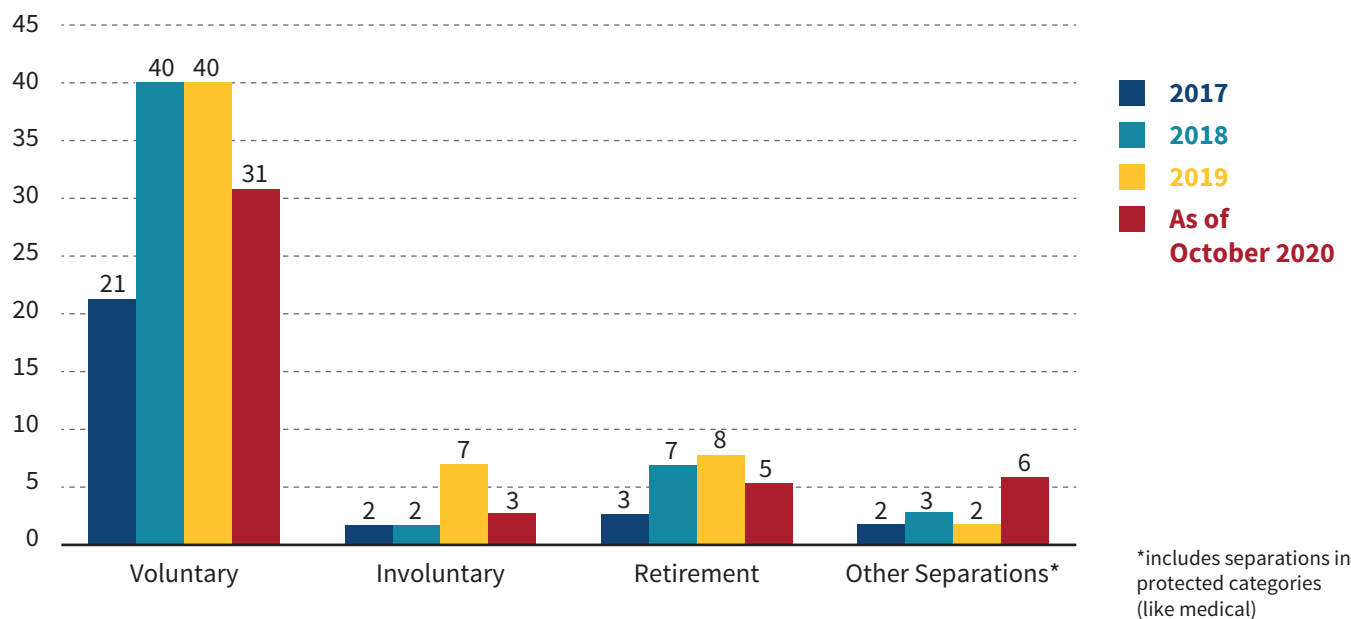


## Trends in Human Resources and Volunteers

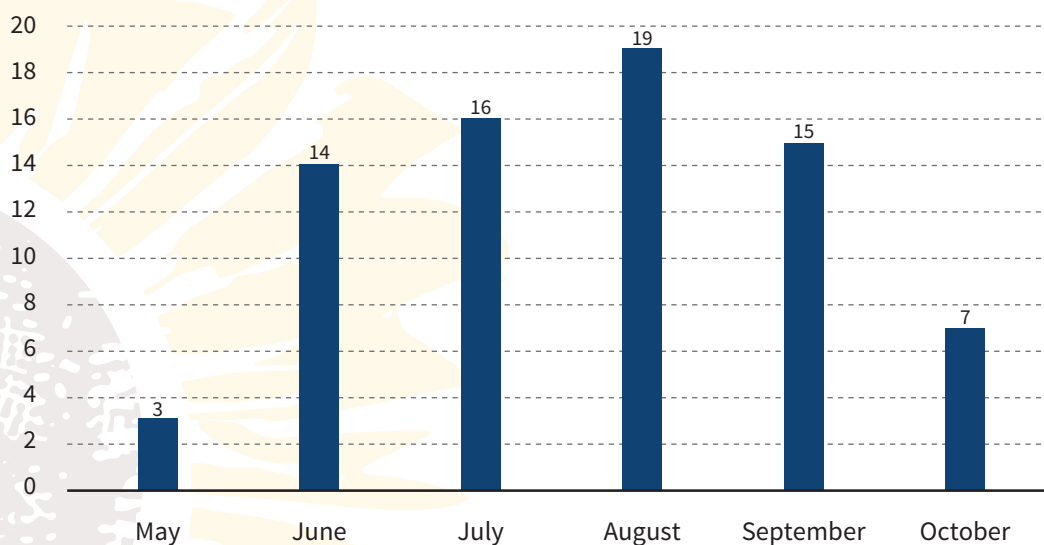


## Trends in Human Resources and Volunteers

### Library Attrition

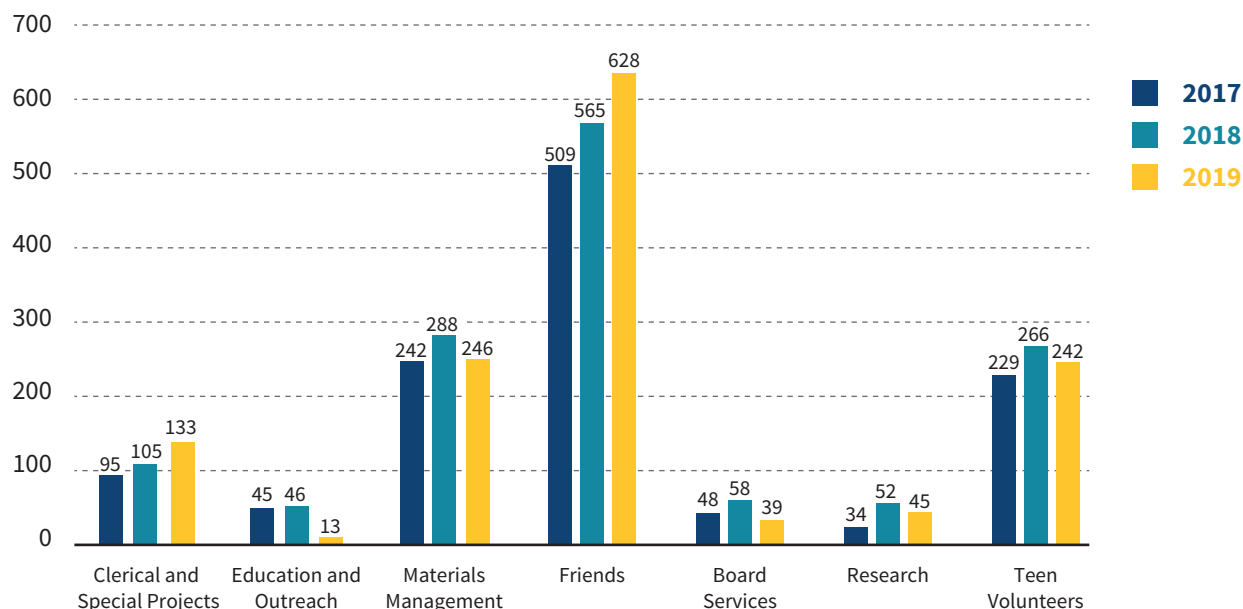


### Number of Employees on COVID-19 Related Leave

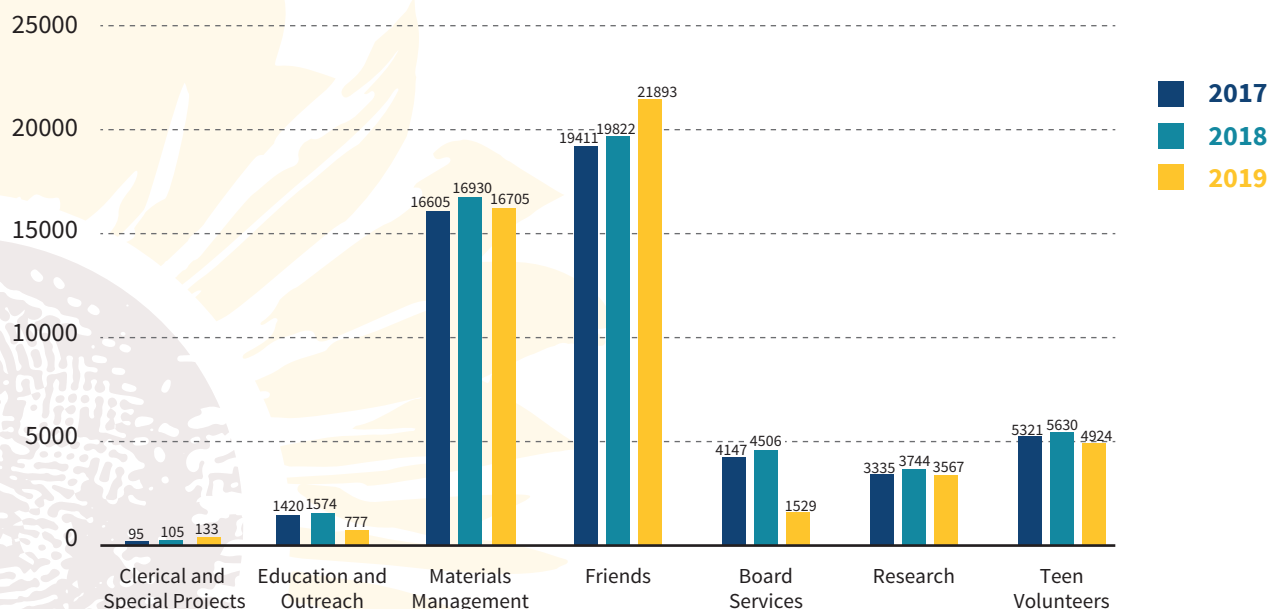


## Trends in Human Resources and Volunteers

**Number of Volunteers**

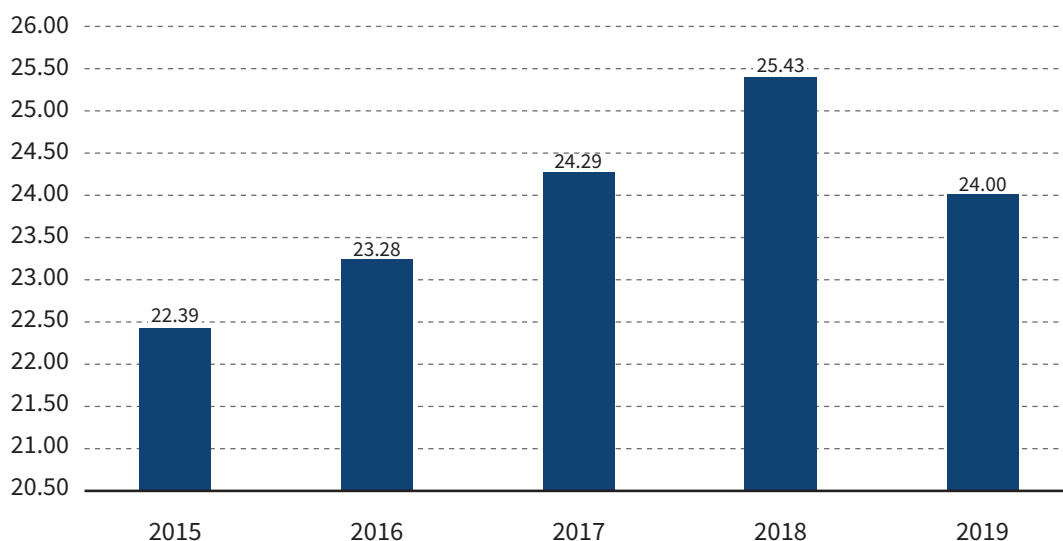


**Volunteer Hours**

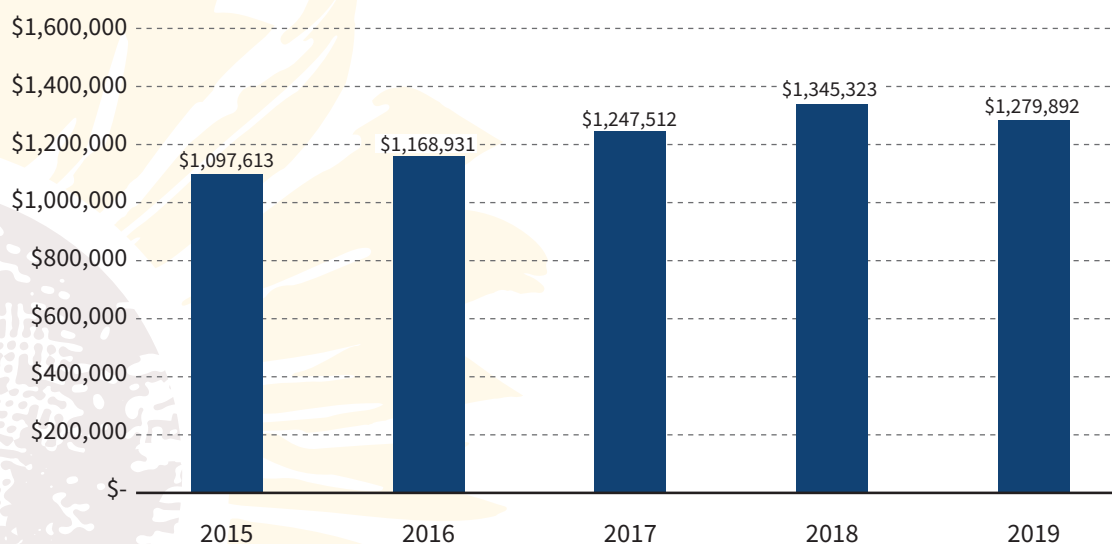


## Trends in Human Resources and Volunteers

**Full Time Staff Equivalent of Volunteer Hours**



**Value of Volunteer Hours**



# Central Building Upgrade, Part 2 (CSSC)

Update – November 2020





# Updates

- Design Update
- Next Steps
- Timeline

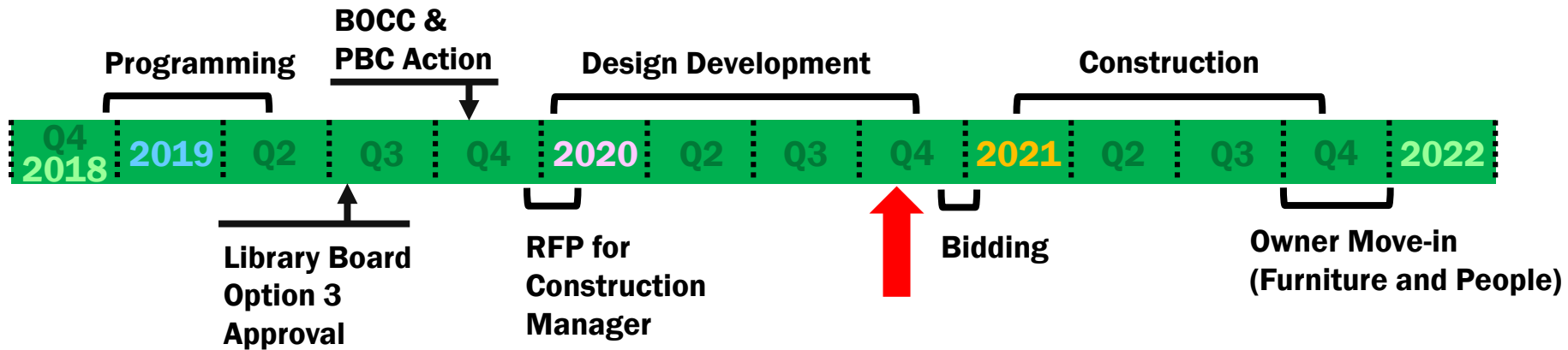


# Next Steps

- **Guaranteed Maximum Price (GMP) timeline**
  - *December:* Drawings completed and out to bid
  - *January:* Bid opening, Library Board action (anticipating Special Board Meeting in late Jan)
  - *February:* Public Building Commission (PBC) action, Notice to proceed



# Central Building Upgrade, Part 2: Anticipated Timeline:

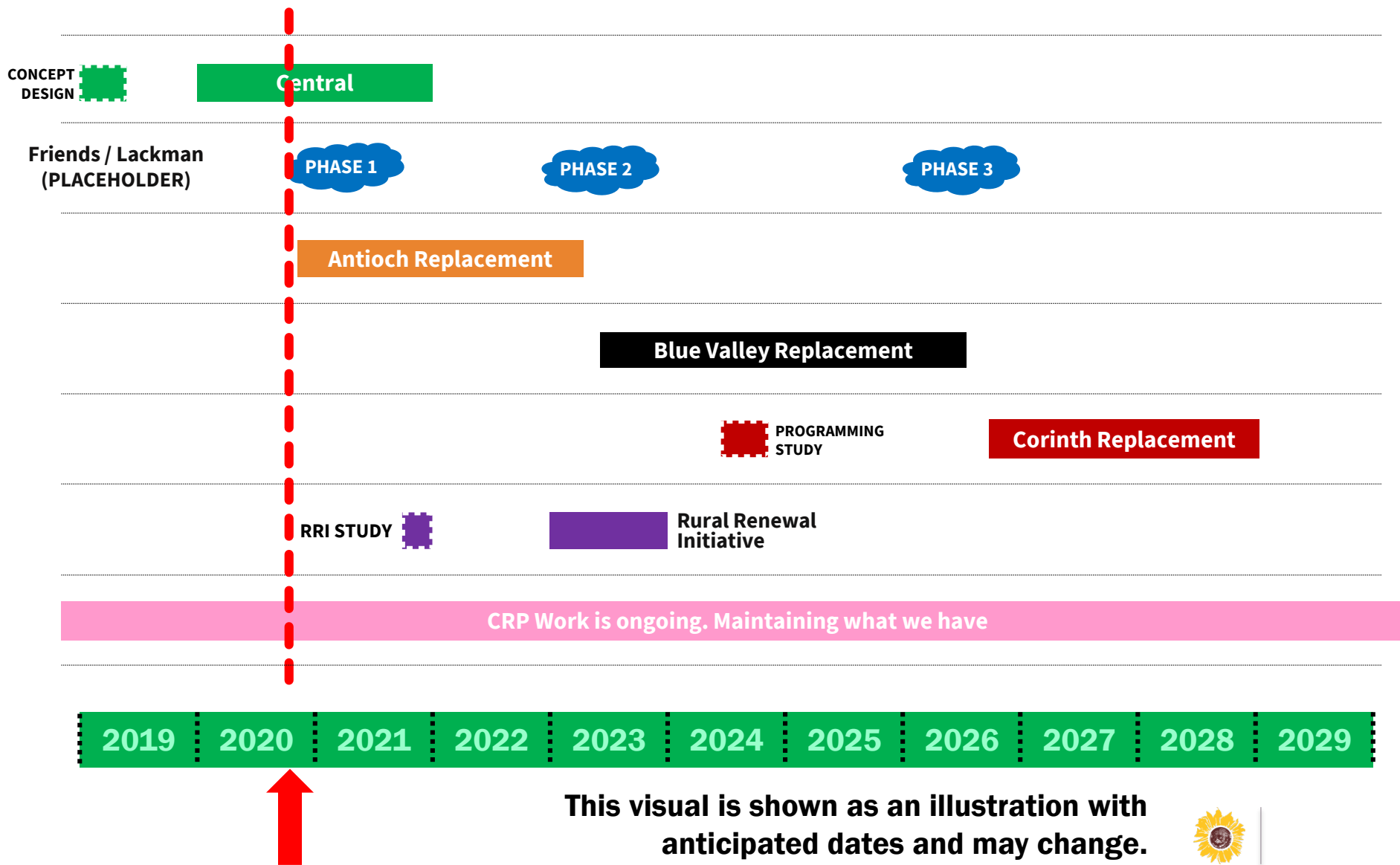


# Capital Improvement Projects Timeline Summary

Update – November 2020



# Capital Improvement Projects: Proposed Timeline



# Reopening Amid COVID-19

- Safety Guidelines
- Staffing
- Curbside
- Continuing Concerns

A phased approach for a safe return to public library Services  
November 2020

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# Reopening Considerations



**CDC Guidelines**



**County and State directives**



**Ability to meet  
State and County  
social distancing  
protocols**



**Ability to sanitize  
and clean Library  
areas**



**Availability of staff**



**Scientific Reports  
and New Data**



# Updated Guidelines

## Center for Disease Control

- The virus spread is mainly person-to-person.
- "Close Contact" updated to include a cumulation of 15 min or more of contact within 6 feet.
- Facemasks are the most powerful weapon against the disease.
- KU Med, "The breath cloud is of more concern than touch surfaces."

## Johnson County Government

- In October, the county updated its COVID-19 dashboard.
- By no-vote the BOCC upheld Gov. Kelly's mask mandate.
- Workspaces should be reviewed through the lens of minimizing physical contact, allowing for social distancing and modeling our community instruction of gatherings of ten or less, while providing essential services.





# Staffing

- 29 Staff were hired in the last two months.
- Using this opportunity to apply a data driven model to staffing to ensure appropriate coverage for all services and at all branches.
- Vacancies continue to pop up due to library staff being asked to quarantine. \*
- Staff continues to step up and be flexible. They are often asked to fill roles other than their primary responsibilities.



# Curbside Holds Pickup Statistics

August 2020

- Total: 494 served

September 2020

- Total: 528 served

We added pickup spots @ LE  
to align with other buildings



# Continuing Areas of Concern

- These questions remain within the scope of Reopening.
  - Quarantine of items
  - Hours of Operation – possibly 1st quarter 2021
  - Public seating
  - Computers: usage time and in-person help
  - Meeting rooms
  - Study rooms



# Questions?



# Johnson County Library:

Summer Reading  
2020

JOHNSON COUNTY  
KANSAS  
Library



# Meet the Summer Reading Committee:



**Meagan Condon**  
*Youth Services Librarian*



**Christin D**  
*Information Specialist*



**Robin D.**  
*Youth Services Support*



**Shannon G**  
*Youth Information Specialist*



**Christina Larkins**  
*Youth Services Specialist*



**Jennifer Reeves**  
*Youth Services Librarian*



**Jennifer Taylor**  
*Creative Services Coordinator*



**Angel Tucker**  
*Youth Services Manager*



# Hello!

I am Melanie  
Fuemmeler

Elementary  
Coordinating Librarian



# Transitioning from In -Person to Online

1 Collaborative Decision-Making

2 Technology Training

3 Deployment Support

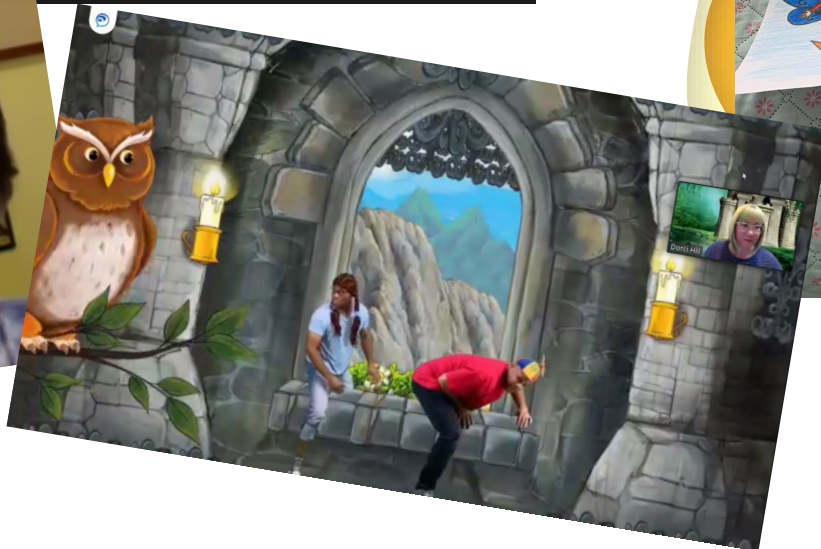
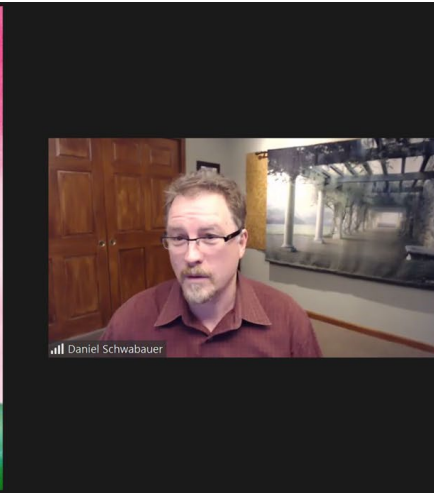
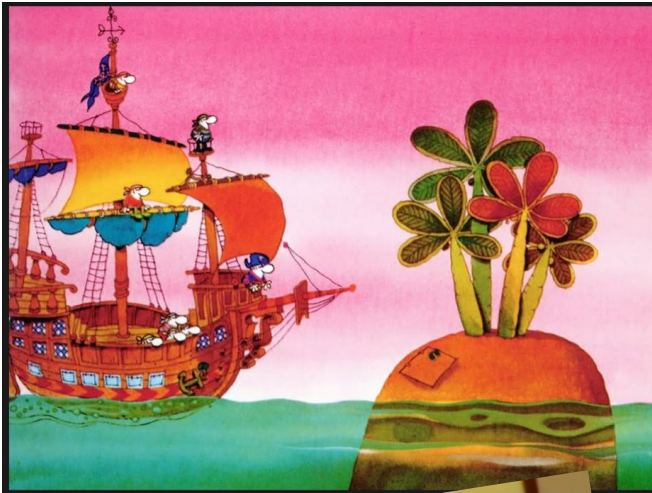


# 1. Programs and Contests

# Paid-For Presenters

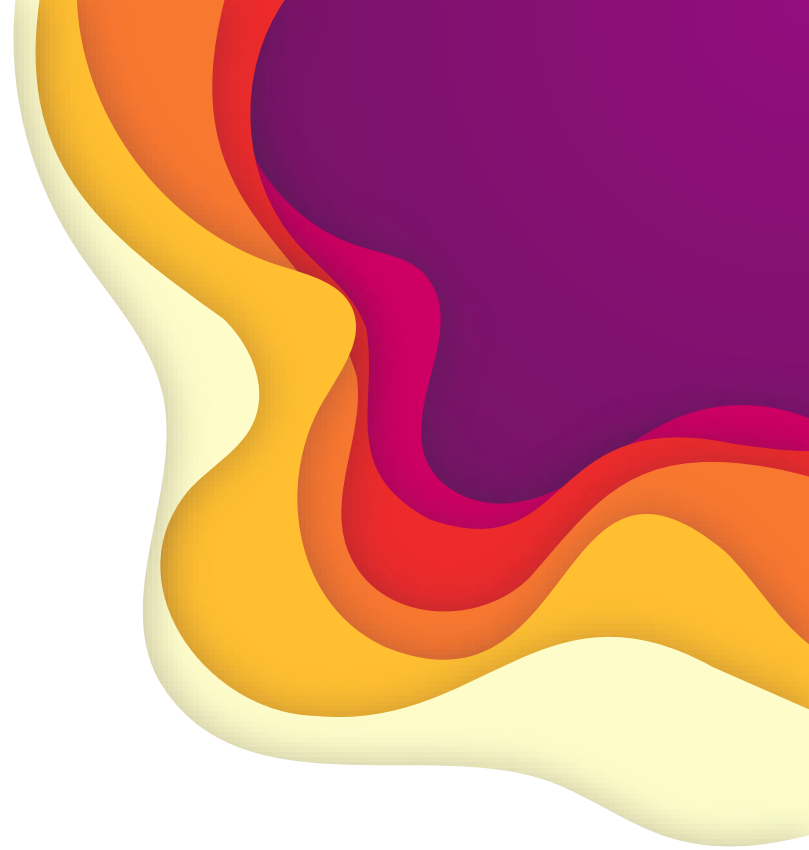
- Charlie Mylie
- Priscilla Howe
- Daniel Schwabauer
- Hyejung Kook
- Mr. Stinky Feet
- Wizard Rock with the Tonks and Aurors
- Hamster Stories with Ann Ingalls and Sue Gallion
- Science Tellers
- Young Rembrandts



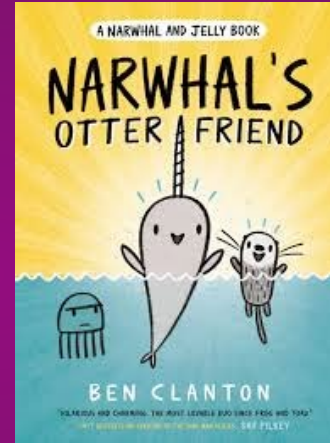
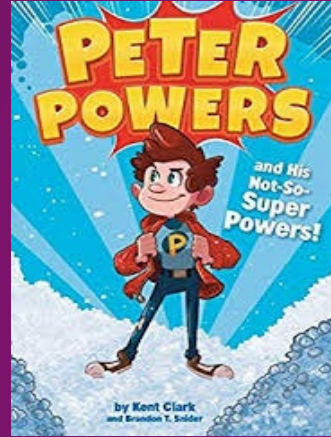


# Staff-Led Programs

- Folklore Story Time
- Imagine Your STEAM Creation
- Kids Book Club
- Tween Book Club
- Writing Contest
- Fandom Poster Contest
- Pets for Life Virtual Read

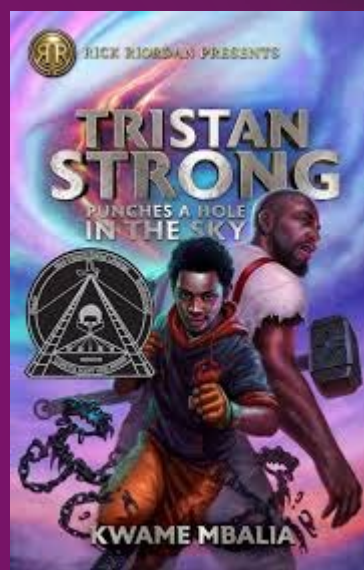
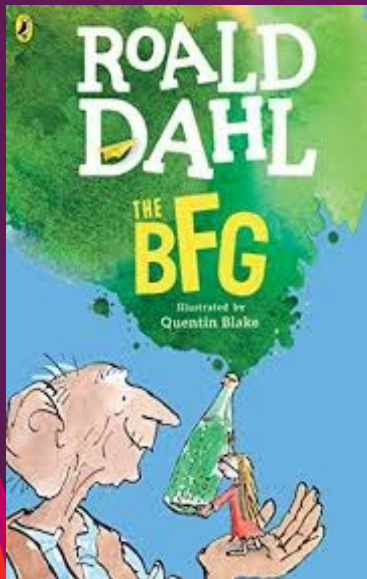


# Kids' Book Club





# Tween Book Club



# Adelante Read

Grade Level	1st-2nd	3rd-4th	5th-6th
Number of Students	3	4	6
Titles Read	  	  	   



# Walk and Read



## ***Participating Parks:***

Erfurt, Celebration, Listowel, Quail Creek,  
Osage, Franklin

## ***Team Members:***

***Hannah Jane  
Weber***



**Carrie W**  
Youth Services Librarian



**Jayma Z**  
Youth Services Librarian



## 2. Community Partners

*“I can’t state enough how wonderful it is to be able to be a part of this amazing program. I love seeing the excitement in kids’ eyes when they get to pick out their books.”*

*Ingrid Berg, Merriam Parks and Recreation*

# Community Partner Organizations

Organization	Number of Books Ordered
Merriam Parks and Recreation	1,600
Blue Valley Recreation Commission	560
Catholic Charities	1,200
Jewish Community Center	230
Johnson County Department of Corrections	175
DeSoto Rotary Club	350

# Community Partner Daycares

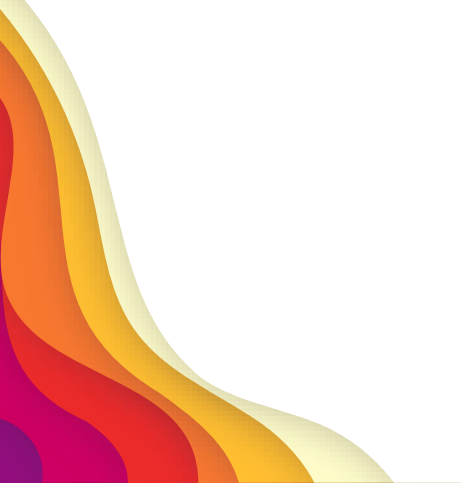
Organization	Number of Books Given to JCL Youth
Growing Futures	330
Infant-Toddler Services of Johnson County	690
Whole Child Development Center	240
Kiddie KollegeLeawood	125
Kiddie KollegeBlue Valley	460

# Community Partner Schools

Organization	Number of Books Given to JCL Youth
Holy Trinity Catholic School	445
Overland Park Elementary	445
Liberty View Elementary	330
Gardner-Edgerton	300
Comanche Elementary	400
Rosehill Elementary	360
Shawano Elementary	450
Hocker Grove Middle School	515

# Community Partner Businesses

Organizations	Number of Books Given to JCL Youth
Great Harvest Bread Company	280
The Bean Coffee Shop (Spring Hill)	40



We also have an extra surprise for each child in K-6 for the 2019-2020 school year. The Johnson County Library has provided a free book for each student. When you are picking up you will also have an opportunity to choose a free book to take home and read through the summer. THANK YOU JoCo Library! We LOVE BOOKS!

We will need to follow COVID-19 procedures for the pickup! We will use the alpha list by student last names (youngest child in the family). You may use either circle drives, (Lowell or Robinson) and all parties must stay in their cars! Someone



Emma Ishmael ▸ Johnson County Library - KS

September 3 · 🌐



We have an abundance of bags at our house, so we repurposed the Summer Reading bag into a mask. Also loving this series of books from the library!





**9,525 books**

were provided to

**21 organizations**

who serve Johnson County youth and  
families,

and gave

**100%**

positive feedback!



### 3. End of Summer Celebration

End of Summer Celebration • Saturday, Aug. 8

## ONLINE SCHEDULE

**10-10:30 am** Folklore Storytime

**10:30-11 am** Imagine Your STEAM Creation

**11 am-Noon** Family Fandom Trivia

**1 pm** Writing & Fandom Poster Contest Winners  
Announced

**2-3 pm** Pets for Life – Read to a Dog

**2-3 pm** Fandom Trivia (Teens & Adults)

**2-5 pm** Dungeon & Dragons

**3-5 pm** YA Fantasy Author Panel



Registration required  
for all but Storytime and  
contest announcement.  
Details available  
at [jocolibrary.org/  
summerreading](http://jocolibrary.org/summerreading).

**JOHNSON COUNTY**  
KANSAS  
**Library**



“

“Thank you for teaching us.  
We hope you do more of  
these. We’ll come everytime.”

- *Ratta Family,*

*Imagine Your STEAM Creation*

# Writing and Fandom Contest Winners

## Summer Reading 2020



Join us for a **virtual day of celebrating the end of Summer Reading!** First, congratulations are in order!

Johnson County Library's Summer Reading 2020 theme is Imagine Your Story. Throughout the summer, artists of all ages have been encouraged to enter original artwork celebrating story, world, or character fandom! The winning artists, helping us honor the fictional worlds we love, are: **Evie Hanne** (Age 12), **Bhagyashree Prabhutendolkar** (Age 16), **Angela Harris** (Age 17), and **Abby Hamm** (Age 10). Congratulations to these talented artists! You can see their awesome fandom artwork over on our [Facebook page](#).

Summer Reading celebrates writers, too! Throughout the summer young authors have attended writing workshops, submitting original fairy tales, folktales or myths to our fantasy-themed writing contest. We are thrilled to announce our winners: **How the Earth was Born by Julieta Vera** (Grand prize winner), **Elements by Iris Hoffart** (7&8 Grade winner), **The Legend of Fairy Land by Claire Bogle** (3&4 grade winner), and **Muses by Clementine Gogol** (5&6 grade winner).

Events happening today, Aug. 8:

- Folklore Storytime - 10 am on Facebook Live
- Imagine Your STEAM Creation - 10:30 am (registration

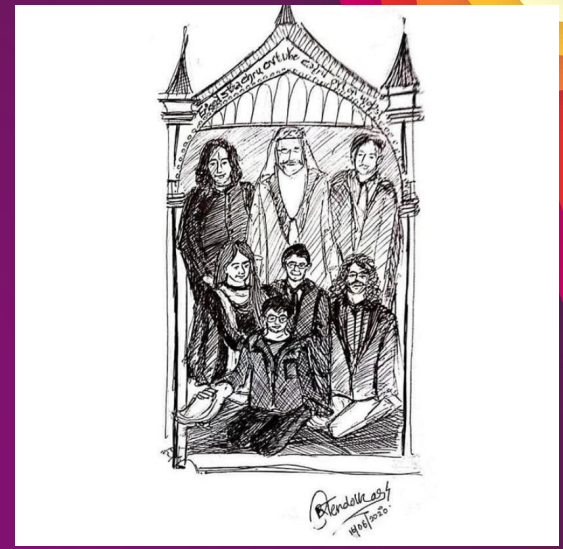




*Abby Hamm,  
age 10*



**Evie Hanne, age 12**

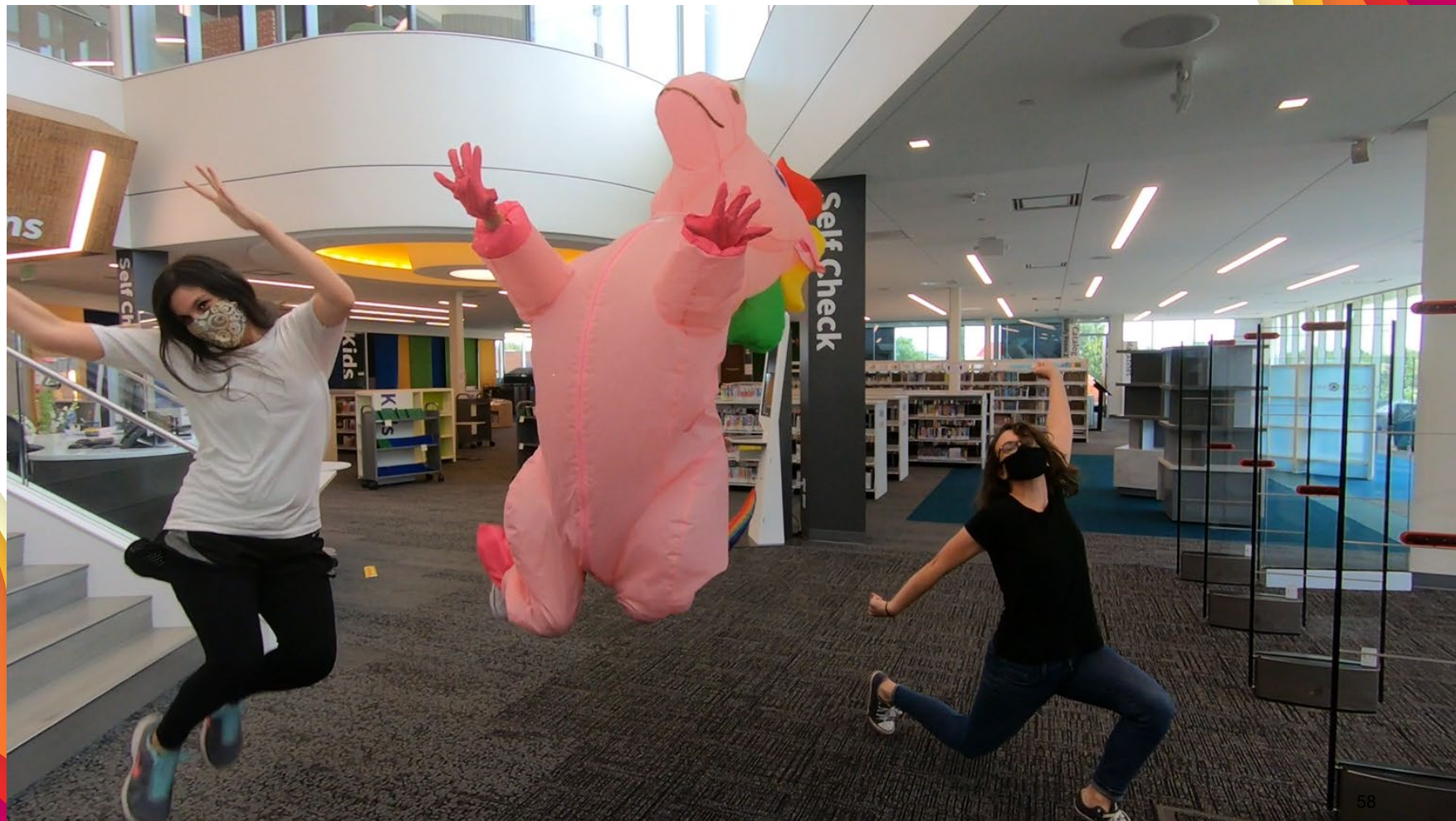


***Bhagyashree Prabhutendolkar, age  
16 from Mumbai***



*Angela Harris, age 17*







Sparkle-inspired patrons





# Thanks!

Any questions?

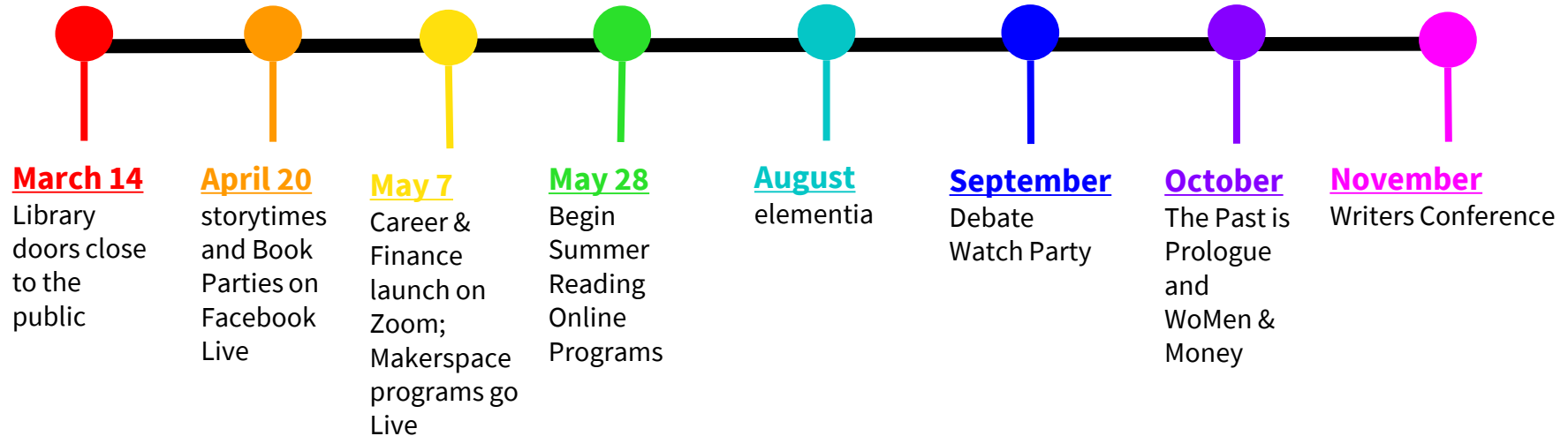


# Virtual Programming

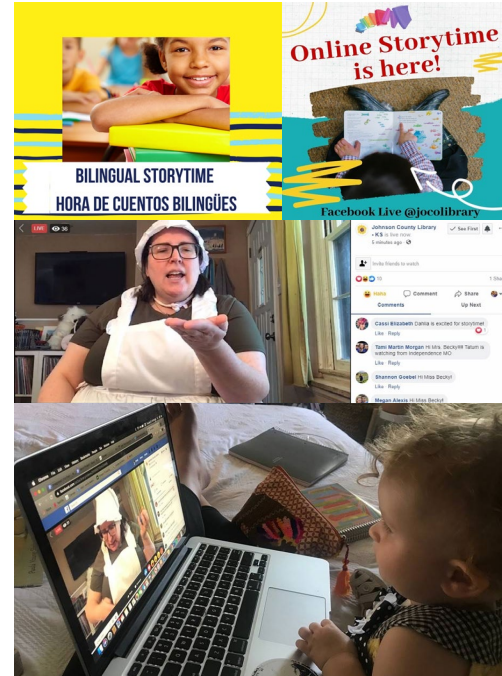
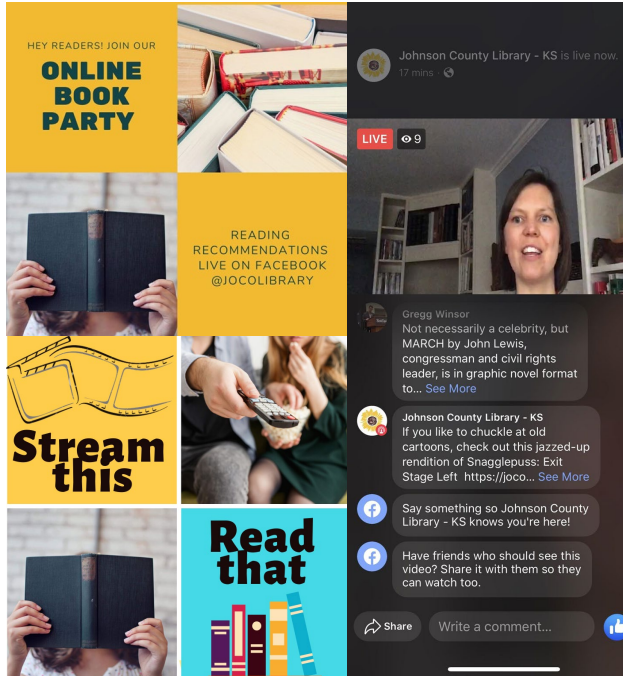
Joseph Keehn  
Programs & Events Coordinator



# timeline.



# book parties and storytimes.



# MakerSpace.



zoom

 **BLACK & VEATCH**



 **JOHNSON COUNTY**  
Library

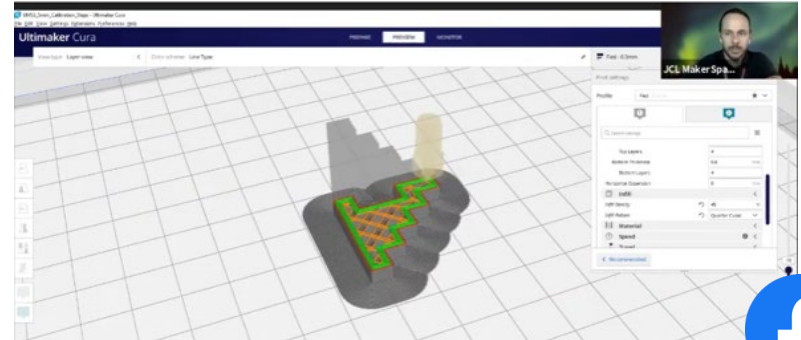


**Johnson County Library - KS** was live. ...

★ Favorites · Oct 9 · 🌐

Welcome to MakerSpace for Beginners!

Today, MakerSpace facilitators Nick an... See More



# virtual *elementia* reception.



# Race Project KC.












# Debate Watch Party.

ON24




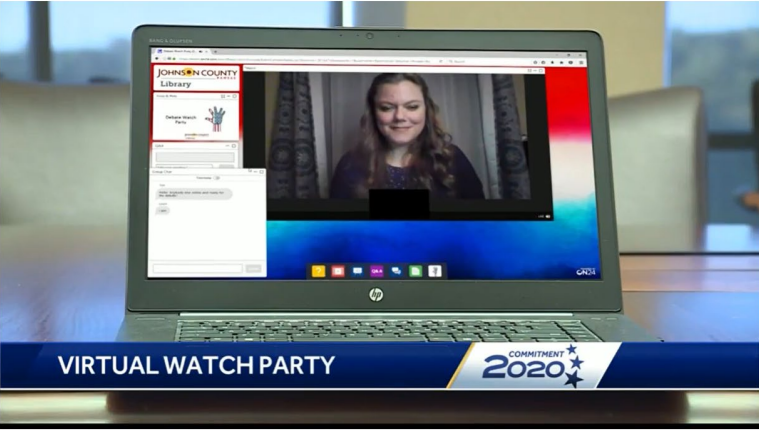
**KMBC NEWS 9 abc** Johnson County Library hosts non-partisan debate watch party 11 Shares   

**RECOMMENDED**

-  Woman makes history as first female LGBTQ sheriff in Ohio
-  Bodycam shows Texas deputy saving 20-day-old baby that stopped breathing
-  Protest at Kansas high school after student told to remove hijab
-  Family honors brothers killed in Kansas City fire

**KMBC 9 News Reporter**

**VIRTUAL WATCH PARTY** 



# The Past is Prologue series.

**JOHNSON COUNTY KANSAS Library**

**Speaker**

**South Park School Board: Continued Obstruction**

**Speaker Bio**

**Andrew R. Gustafson**  
Curator of Interpretation  
Johnson County Museum

**Q&A**

**JOHNSON COUNTY KANSAS Library**

**Speaker**

**Wilbur "Bullet" Rogan and the Kansas City Monarchs**

**Speaker Bio**

**Phil S. Dixon**  
Baseball historian and author

Formed in 1920, the Kansas City Monarchs revolutionized baseball: not only were they charter members of the Negro National League and the first professional team to use outdoor lighting, the Monarchs also sent more players to the major leagues than any other Negro League franchise. Presented in celebration of the 100th anniversary of the Negro League, this presentation explores the exciting early barnstorming days of the Monarchs, highlights great players such as Wilbur "Bullet" Rogan, Satchel Paige, and Jackie Robinson who were the uniforms, and connects the spirit of the Monarchs to the many Kansas communities in which they played. Where possible, specific games and players from your community will be discussed.

**ON24**





# WoMen & Money.

JOHNSON COUNTY KANSAS **WoMen & Money** Keep Life \$ensible

Search Content

**Insurance**  
On 16, 2020 8:00 PM CDT  
In 1971, the Kansas Legislature established a Department of Insurance, long before most states regulated investments and insurance after the stock market crash of 1929 and the Great Depression that followed. Lee Modest will talk about why insurance is a "must have expense" and give tips for taking some of the mystery out of researching what you need to know when buying insurance for your home and auto.

**Programs**

- On 16, 2020 8:00 PM CDT Insurance
- On 18, 2020 8:00 PM CDT Understanding Credit Reports and Scores
- On 18, 2020 8:00 PM CDT Budgeting and Saving: Putting your Budget...
- On Demand Investing / Investment Fraud
- On Demand Scams, Fraud and Identity Theft

WoMen & Money is presented in partnership with the [Housing & Credit Counseling, Inc.](#)

For more information about your Library, visit us at [jocolibrary.org](http://jocolibrary.org).

JOHNSON COUNTY KANSAS **Library**

**Presenter**  
70:40/121:17

**Q&A**  
recommendation to keep those copies in secure a location, such as a fire safe.  
Enter your question \* Submit

**Presentation**  
Coronavirus cure? Not so fast. Learn the facts at [the.govcoronavirus.com](http://the.govcoronavirus.com)

**Treatments & cures**  
- Vaccine offers  
- Test kit offers  
- Miracle cures  
- Medicare-related scams

**Other scams**  
- Cleaning supplies  
- SSA scams  
- Debt relief scams  
- Unemployment benefits IDT

**Speaker Bio**  
Carol Kando-Pineda  
Counsel, Division of Business & Consumer Education  
Federal Trade Commission

ON24

# Writers Conference.

Panel Discussion

## Panel Discussion: Rudy Francisco, Randall Horton and Megan Kaminski

Nov 12, 2020 6:30 PM CST 1 hr



Angela Elam, producer and host of New Letters on the Air, UMKC's nationally distributed literary radio show, will interview conference faculty members Rudy Franci...

[Learn More](#)

ON24



# staff.



# Questions?

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

October 8, 2020  
Online via Zoom  
4:00 p.m.

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

**BOARD ATTORNEY:** Andrew Logan

**BOCC:** Janee' Hanzlick

**STAFF:** Abby Giersch, Adam Wathen, Amy Ruo, Ben Sunds, Christopher Leitch, Dave Vratny, Elissa Andre, Georgia Sizemore, Jennifer Mahnken, Juan Lopez-Tamez, Julie Timmins, Laura Hunt, Maryle Her, Michaela Scruggs, Nancy Birmingham, Scott Sime, Sean Casserley, Stephanie Stollsteimer, Tricia Suellentrop

**GUESTS:** Carrie Logback, Joe Waters, Nancy Hupp

Board Chair Amy Ruo called the meeting to order at 4:00 p.m.

**CITIZENS COMMENTS:**

There were none.

**REMARKS FROM THE LIBRARY BOARD OF DIRECTORS**

Ms. Ruo commented that she recently attended the Library Foundation's annual Library Lets Loose fundraiser. She was thrilled to win a prize and enjoyed the event.

**FRIENDS OF THE LIBRARY:**

Christopher Leitch, community relations coordinator shared a written report from the Friends of the Library. The Friends received a SPARK Small Business Working Capital grant from the Kansas Department of Commerce for \$20,000. Mr. Leitch shared these funds will be applied to support payroll and utilities costs at the sorting center. Mr. Leitch praised Shanta Dickerson, Friends operations manager, for her work in obtaining the grant.

Online sales continue to thrive, and the Friends are listing and selling more inventory. Mr. Leitch shared of every hundred items listed, 80 are sold. This ratio is due to the new listing and sorting software. With the new software, turnover rates have improved significantly and gross online sales were up 35% ahead of budget.

The Central bookstore is closing, and Saturday will be the last day. The Friends will be holding a clearance sale: all titles are 50% off through October 10. Shopping is by appointment only.

Mr. Leitch shared that not everything donated to the Friends holds resale value, but some items are very interesting and find a new home. In September, a volunteer discovered a 1969 docent study guide for gallery tours from the Nelson-Atkins Museum of Art. The Friends reached out to the head of library and archives at the Nelson and donated the document. It now resides in the collection of the Spencer Art Reference Library at the museum.

**JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation executive director, Stephanie Stollsteimer, shared a written report with the Library Board.

**Library Lets Loose-Virtual Edition**

Took place September 12 as a festive, FREE, fundraiser!

- We are so grateful and thrilled to have had the support of sponsors, guests who attended, donors who made a gift with their “free” ticket, mail-in donations, and live donations during the event.
- The Library Community showed up in force and we were amazed with the number of guests who attended (estimated 500), the number of sponsors (44) and the number of people who made donations (nearly 200).
- This was a learning experience. We learned how to produce online programming! We had our fair share of technology issues. And we learned how Library Lovers extend grace, patience and enthusiasm for trying something new.
- The Foundation staff and volunteers want to recognize how the event could not have happened without the remarkable support from Library staff members.
  - This includes, but is not limited to the Makers for the Black & Veatch MakerSpace video and artwork, Youth Services Librarians for the Kids Room programming, staff members who took our very own Brian Berrens on a behind the scenes video tour, Joseph Keehn for online programming support, Tricia and Sean for lending their on air talents, and the CX communications team who helped promote it all.
- The on behalf of the Foundation I want to send sincere thanks to everyone who volunteered, donated, and generally supported Library Lets Loose-Virtual Edition.

#### **Other Foundation News**

- Annual Appeal: We are preparing a campaign for the year end.
- Board of Directors 2021: We are creating a new slate of officers and planning orientation for new board members and celebrating outgoing board members

## **COUNTY COMMISSIONER REPORT**

Commissioner Hanzlick congratulated Ms. Stollsteimer and the Library Foundation on a wonderful event. Her favorite part was the celebrity readers.

Next week the Board of County Commissioners will be voting on issuing the bonds for the Central Resource Library Project in the amount of approximately \$6.2 million.

Commissioner Hanzlick shared that she collects old books. She recently came across an old Sally, Dick and Jane book in an antique store and was delighted to discover the book included an African American family. The Sally, Dick and Jane books have been criticized for not showing diversity. Ms. Hanzlick did some research and found that the book she found was published in 1965, the last year the Sally, Dick and Jane books were published. 1965 was during the civil rights movement and only 100 years after the Civil War ended. She found the book to be an interesting piece of history.

## **BOARD COUNSEL REPORT**

### **Mask Wearing Update**

Andrew Logan, board counsel reported to the Board.

The mask wearing order remains in effect for Johnson County. As of September 17, the Board of County Commissioners reaffirmed Governor Kelly's mask order and affirmed it would remain in effect until the order is either rescinded or until the emergency declaration expires. On October 7, the State Finance Council extended the emergency declaration until November 15.

## **Crisis Management ARM**

Mr. Logan introduced this topic that will be discussed in more depth at the board retreat on October 22. For clarification, the crisis management policy is meant to be a framework that would bring together and clarify legal authorizations that are already in place.

In March, legal counsel updated the board on the statutory and ARM authorities held by the library, county librarian and the library board with respect to managing the library in an emergency. The purpose of the crisis management ARM will be to gather the various statutes and policies in one place. This will clarify the framework for everyone.

Mr. Logan stated the purpose is not to change the crisis management policies, but to reinforce and clarify the crisis management policies of the library.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

David Vratny, finance director stated the library has received approximately 90% of expected revenue for the year. The library is a little more than 3% lower in revenue than typical at this point of the year. From an expense standpoint, the library is 6% under typical expenses.

Mr. Casserley shared that he and Mr. Vratny recently attended an online economic forecast meeting hosted by the Mid-America Regional Council (MARC). Economists shared that Johnson County will probably fare better than the surrounding counties due to the diversity of the workforce and income level. They also predict that jobs returning or people returning to workforce will be slower than the original spike, and that the economic recovery curve was more of a K shape than a V shape. Their projections indicate Johnson County won't be back to pre-COVID employment levels until 2025.

### **2019 Trends in Programming and Outreach**

Adam Wathen, associate director of systemwide services shared the core operational statistics. Digital usage continues to show a significant increase over previous years. Physical circulation statistics continue to move upward from previous months. Visitation is also increasing.

Mr. Wathen shared the re-opening statistics. Individual check-outs are 23% below 2019 levels and physical check-outs are approximately 20% lower than the 2019 levels. Despite the lower visitor rate, the holds delivery seems to still be very effective in connecting patrons with library materials. Computer use continues to trend upward, but very slowly and are not close to pre-COVID levels.

Commissioner Hanzlick asked if the Library is continuing the process of quarantining materials.

Mr. Casserley responded that the Library is following best industry practices informed by the OCLC Realm study and continues to quarantine materials for three days.

### **Trends in Learning and Development**

Julie Timmins, learning and development specialist presented trends in learning and development at the Library. Ms. Timmins shared a graph showing the number of internal Library training sessions that are offered to Library staff and the number of staff attending those sessions. Attendance in these sessions increased in 2018 and 2019 correlating with increased hiring of staff for Monticello and then Lenexa City Center libraries. The Learning and Development department focuses training in three broad areas. The first is organizational awareness, which includes new employee orientation. The second area is interpersonal skill development, including teamwork, communication and leadership. The final category is technical skill development and includes training on technologies and job-specific skills.

Next year Ms. Timmins will share statistics showing how the Library is taking advantage of virtual learning. The Library was able to buy access to the entire American Library Association catalog of sessions and share that widely among staff. Many vendors and educators have also moved their training content online to continue to reach customers. The Library now has access to a wider variety of content and material than previously, and staff are excellent at finding and sharing and then absorbing that information

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Central Staff Space Consolidation (CSSC)**

Project coordinator Scott Sime reported for the CSSC team. The architects have wrapped up the most recent phase of drawings. The layouts are becoming more finalized and the team has been getting into detail regarding changes to the layout of the collection. They are considering interior finish details and looking at security camera placement.

Mr. Sime provided updates from recent BOCC and Public Building Commission meetings. In September, the BOCC voted to increase the CSSC project amount to include related CRP work. The Public Building Commission also authorized issuance of bonds and set the sale date for those bonds to be sold.

The project is moving into the next phase of design, which is the construction documents phase. They will also start discussing furniture selection soon. The team is also continuing to work on plans for relocating non-public service staff during construction.

Mr. Sime shared the current timeline.

## **UPDATES**

### **Reopening Team Report**

Jennifer Mahnken, associate director of branch services reported that curbside pick-up has been implemented at Cedar Roe, Gardner and Leawood. Those locations were chosen strategically to provide service to all corners of the county. Usage numbers for the curbside pick-up service are rising steadily and the team anticipates it will continue to be popular during colder weather.

Ms. Mahnken provided a staffing overview. The Library has hired a total of 15 clerks who will be starting soon. The hiring team is also working on hiring youth and adult information specialists who will start in November.

Ms. Mahnken noted that every day she receives notification of a staff member having to quarantine due to exposure to the COVID virus. This is happening all over the system and makes it difficult for the Library to reach a stable staffing number. For this reason, the reopening team will not be bringing a recommendation to reinstate hours until at least until January in the hopes that a vaccine will become available and the virus will be under control.

Dr. Burke asked how quarantined staff are being paid. Ms. Mahnken replied they continue to be paid using either emergency sick pay leave, vacation time or accrued sick time if they have it available.

Ms. Mahnken shared a chart comparing services that are being provided by other libraries in the metro area. Johnson County Library continues to offer more services and access to our patrons than most of our fellow metro libraries. The reopening team continues to evaluate and discuss when the Library can begin to lift more of the restrictions put in place due to COVID.

Mr. Sims asked if the Library is seeing wait times for computer use.



Ms. Mahnken replied that the Library is not seeing the kind of demand that would cause wait times. Computer usage has been limited to 70 minutes for each patron a day to limit duration and exposure. The time constraint has been an issue for patrons who want to use the computers for longer amounts of time. The average computer session has been around 35 minutes for most people.

### **Election Ballot Drop Boxes at Libraries**

Mr. Casserley shared the Library will be partnering with the Election Office to install six ballot drop-boxes at libraries across the county. This is a great partnership and we are also working with the sheriff's office as we determine placement of the boxes and security cameras. Mr. Casserley thinks this is a great service to provide the citizens of Johnson County.

### **Lackman Update**

Mr. Casserley and the Friends of the Library recently met with Chairman Eilert and Commissioner Hanzlick to share the plan of moving the Friends to the Lackman location. The result of the meeting was the need for a study session with the entire commission to get their thoughts and feedback and to share the detailed planning that has been done on the project. The Chairman recommended the study session occur after the new year, so we will be delaying bringing the decision to the Library Board until after the study session.

### **Corinth Condensing Units**

The Corinth condensing units are failing and will need to be repaired. The contract will be brought to the Library Board for approval next month.

### **Library Board Retreat**

The annual Library Board Retreat will be held on October 22. It will be held in the Carmack meeting room and will be set up for maximum social distancing. Presenters will enter prior to the presentation and exit directly following. The meeting will be facilitated by Denise McNerney from iBossWell.

### **Budget ARM Overview**

The board budget committee will meet on October 21. As part of the agenda, the committee will review the budget policy, economic forecast, revenue and expenditure projections.

### **CONSENT AGENDA**

Minutes of the September 10, 2020 Library Board Meeting

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

**Second:** David Sims

**Motion approved unanimously**

### **NEW BUSINESS**

#### **Consideration of moving November 11, 2021, Library Board of Directors meeting to November 10, 2021 due to a conflict with Veterans Day**

The Library Board of Directors meet on the second Thursday of each month. November 11, 2021, is the second Thursday of the month and also Veterans Day. The Library is closed on Veterans Day. Due to the

conflict Library administration recommends moving the regularly scheduled meeting to the day before, Wednesday, November 10, 2021.

**Motion:** David Sims moved the Library Board of Directors move the November 11, 2021, Library Board of Directors meeting to November 10, 2021.

**Second:** Brandy Butcher

**Motion approved unanimously**

## OLD BUSINESS

### Consideration of Memorandum of Understanding between Johnson County Library and Lenexa Baptist Church

At the March 12, 2020, meeting of the Library Board of Directors, a representative of the Lenexa Baptist Church addressed the Library Board. The Lenexa Baptist Church had been using the Lackman Library parking lot on Sunday mornings and Wednesday evenings. Recently barriers were put up preventing unauthorized use of the Antioch and Lackman Library parking lots. The Lenexa Baptist Church would like to continue to use the parking lot and requested the Library Board consider entering into a shared parking agreement. The Church does have a liability policy.

At the request of the County Librarian and Board of Directors, legal counsel has drafted a parking lease agreement between the Board of Directors of the Johnson County Library and the Lenexa Baptist Church.

The parking lease agreement would allow the Lenexa Baptist Church to use the Lackman Library parking lot for overflow parking during permitted parking periods of 7:00 a.m. to 2:00 p.m. on Sundays and 4:00 p.m. to 8:00 p.m. on Wednesdays. Vehicles would not be permitted to be stored or parked outside of the agreed upon hours. The Lenexa Baptist Church will be responsible for all setup and cleanup of the parking lot when in use by the Church.

The lease will expire after one year and may be renewed at that time. The lease amount will be \$1.00.

**Motion:** Brandy Butcher moved the Library Board of Directors approve the Memorandum of Understanding between the Johnson County Library Board of Directors and the Lenexa Baptist Church.

**Second:** Fabian Shepard.

## ADJOURNMENT

**Motion:** Wayne Burke moved to adjourn the meeting.

**Second:** Brandy Butcher

**Motion approved unanimously**

Meeting adjourned at 6:00 p.m.

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

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

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

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$166,266.21</b>
		Add Receipts	\$73.47		
		Less Payments		\$0.00	
	<b>Ending Cash balance</b>				<b>\$166,339.68</b>
		Less Liabilities		\$562.21	
	<b>Unobligated cash balance</b>				<b>\$165,777.47</b>

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

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

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** November 12, 2020  
**Re: Corinth: Contract for Replacement of Condensing Units**

---

**Issue:** Consider authorizing a contract with AAIM Services, LLC for a total amount not to exceed \$228,000.00 for replacement of condensing units at the Corinth Library, per Invitation for Bid (IFB) No. 2020-068.

**Suggested Motion:** I move to authorize a contract with AAIM Services, LLC for a total amount not to exceed \$228,000.00 for replacement of condensing units at the Corinth Library, per Invitation for Bid (IFB) No. 2020-068.

**Background:** The condensing units at the Corinth location are at the end of their expected life and we are having issues often. The condensers are leaking which requires extra attention, time, and money. The existing equipment is no longer able to keep the building adequately cooled when the outside temperature is very hot. If the equipment were to fail during the summer, an emergency closure would be needed. Because of the location of the equipment and the space required for staging of machinery, equipment, crews, and materials, we are also recommending building closure for a brief period of time – once a timeline has been set for the work, we will bring back a motion for temporary closure. This is roughly anticipated to be less than a week in February or March 2021.

**Analysis:** On October 2, 2020 the Treasury and Financial Management Department issued an Invitation for Bid (IFB) No. 2020-068 for replacement of condensing units at Corinth Library. The IFB was advertised in the local newspaper and posted electronically on the Johnson County KS website, Drexel Technologies plan room, and Johnson County electronic bidding site powered by lonwave Technologies.

A mandatory pre-bid meeting was held on October 9, 2020 at the Corinth Library with fifteen (15) contracting firms in attendance. Bids were opened on October 22, 2020 with five (5) responsive bids received.

<b>Bidder:</b>	<b>Bid:</b>
<b>AAIM Services, LLC</b>	<b>\$228,000.00</b>
Metro Air	\$231,500.00
SGL Commercial Construction (Southtown Glass, Inc.)	\$246,565.00
Anderson Mechanical, LLC	\$276,000.00
Kruse Corporation	\$277,125.00

The low and responsive bid was submitted by AAIM Services, LLC. This bid is within available designated funds. The Clark Enersen Partners, the consultant assisting the Library on this project, is in agreement with the Library, Facilities, and Purchasing on the recommended award to AAIM Services, LLC.

Library staff advises the Library Board that the Invitation for Bid was issued and administered, and this award recommendation is made, in compliance with County purchasing policies and procedures.

**Alternatives:** 1) Not authorize the Contract.

**Legal Review:** Library Legal counsel has reviewed and approved the contractor agreement as to form and recommends its approval.

**Funding Review:** These funds have been allocated in the approved Capital Replacement Plan.

**Recommendation:** Authorize a contract with AAIM Services, LLC for a total amount not to exceed \$228,000.00 for replacement of condensing units at the Corinth Library, per Invitation for Bid (IFB) No. 2020-068.

**Suggested Motion:** Authorize a contract with AAIM Services, LLC for a total amount not to exceed \$228,000.00 for replacement of condensing units at the Corinth Library, per Invitation for Bid (IFB) No. 2020-068.

**Attachment(s):** Overhead map showing affected areas, Consultant's letter of recommendation.



November 3, 2020

Juan Lopez-Tamez  
Library Architectural Project Manager  
Facilities Management  
Planning, Design and Construction  
111 South Cherry Street, Suite 2100  
Olathe, KS 66061

RE: Johnson County Library -  
Condensing Units Replacement  
at Corinth Library  
JCL Project No.: 2020-068  
TCEP Proj. No.: 671-079-20

This letter is to provide notification that I have contacted Alan Kane with AAIM Services on October 23, 2020 to review the scope of work of the base bid and alternate, schedule, and other expectations that will be required as part of their work if awarded the contract for JCL Project #2020-068. Through that conversation, I believe they understood all the expectations laid out in the construction drawings and specifications and have included all scope items (including controls work by Automated Control System) as part of their submitted bid. I recommend that Johnson County Library move forward with contracting with AAIM to complete this work.

If you have any questions or require any additional information, please feel free to call.

Sincerely,

James Beecher

The Clark Enersen Partners

CC: File

# Corinth: Replacement of Condensing Units

