Library

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 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
D. Johnson County Library Foundation; written report presented by Stephanie Stollsteimer
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
      a) Core statistics - Adam Wathen, Associate Director of System Wide Services
      b) Trends in Human Resources – Adam Wathen and Tamiko House, HR Partner
   2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      a) Central Staff Space Consolidation (CSSC)
      b) Antioch Replacement
      c) Overall Timeline
   3. Updates – Sean Casserley, County Librarian
      a) Reopening Team Report, Jennifer Mahnken and Nancy Birmingham
      b) Summer Reading – Melanie Fuemmler, School Age Coordinator
      c) Online programming – Joseph Keehn, Program Coordinator
      d) Lackman schedule
      e) Election ballot boxes

V. Consent Agenda
A. Action Items:
   1. Minutes of the October 8, 2020 Regular Library Board meeting
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

VI. New Business
   A. Consideration of approval of contract for Corinth Condensing Units

VII. Executive Session: Audit Report and Personnel Review

VIII. Adjournment
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:

- *Black Spark, White Fire: Did African Explorers Civilize Ancient Europe?* $125.00
- The scintillatingly-titled *Planning, Implementing, & Evaluating Health Promotion Programs: A Primer (7th Edition)* $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
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 5th 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 1st. 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

<table>
<thead>
<tr>
<th>Programs</th>
<th>2020 Budget</th>
</tr>
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<tbody>
<tr>
<td>Revenue</td>
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<tr>
<td>Administrative Services</td>
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<td>Information Technology</td>
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<tr>
<td>Collection Development</td>
<td></td>
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<tr>
<td>Branch/Systemwide Services</td>
<td></td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
<td>1,330,000</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td></td>
</tr>
</tbody>
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**TOTAL OPERATING FUND EXPENDITURES**  
$1,330,000

**TOTAL .75 INCREASE FUNDS REMAINING OPERATING**  
$2,638,723

### SPECIAL USE FUND

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>2020 Budget</th>
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<tbody>
<tr>
<td>Contractual Services (General Maintenance)</td>
<td></td>
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<tr>
<td>Commodities (Capital Equipment)</td>
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</tr>
<tr>
<td>Transfer to Debt Payment</td>
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<tr>
<td>Transfer to Debt Payment - CLMP</td>
<td>2,732,889</td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
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**TOTAL SPECIAL USE FUND EXPENDITURES**  
$2,732,889

**TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE**  
$0

**TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS**  
$2,638,723
## Expenditure of Friends of the JCL Donations 2020

### Expenditure Details

<table>
<thead>
<tr>
<th>Category</th>
<th>September</th>
<th>YTD</th>
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<tbody>
<tr>
<td>Volunteer Recognition</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Advertising/Promotion</td>
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<td>Collection Materials</td>
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<td>Professional Development/Staff Recognition</td>
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<td>150.00</td>
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<td>Technology/Recruitment Consulting &amp; Expenses</td>
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<td>Strategic Planning meeting supplies</td>
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<td>GEM Award/Staff Recognition</td>
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<td>Homework Help and Tutor.com</td>
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<td>Summer Reading Club/Elementia</td>
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<tr>
<td>Other Library Programming</td>
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<td>MidAmerica Regional Council</td>
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<td>Board Travel Expenses</td>
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<td>Board Retreat Expenses</td>
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<td>Miscellaneous</td>
<td>0.00</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>$ 75.00</strong></td>
<td><strong>$ 150.00</strong></td>
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### JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

**September 2020**

**75% of Year Lapsed**

#### REVENUE ALL FUNDS

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

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</table>
# Scheduled Replacement Plan Funding

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue Received</th>
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</thead>
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<tr>
<td>2015 Fund Transfer</td>
<td>350,000</td>
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<tr>
<td>2016 Fund Transfer</td>
<td>699,000</td>
</tr>
<tr>
<td>2017 Fund Transfer</td>
<td>1,130,250</td>
</tr>
<tr>
<td>2018 Fund Transfer</td>
<td>1,147,850</td>
</tr>
<tr>
<td>2019 Fund Transfer</td>
<td>1,131,100</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>4,458,200</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>1,584,927</td>
</tr>
<tr>
<td>Building Repair</td>
<td>585,616</td>
</tr>
<tr>
<td>Architectural Services</td>
<td>68,820</td>
</tr>
<tr>
<td>Furnishings and Office Equipment</td>
<td>73,032</td>
</tr>
<tr>
<td>HVAC</td>
<td>178,193</td>
</tr>
<tr>
<td>Sorter Parts and Labor</td>
<td>4,113</td>
</tr>
<tr>
<td>Security System Maint &amp; Repair</td>
<td>33,549</td>
</tr>
<tr>
<td>Vehicles</td>
<td>119,310</td>
</tr>
<tr>
<td>AED Equipment</td>
<td>9,613</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>1,767,934</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>4,425,107</strong></td>
</tr>
</tbody>
</table>

| Budget Remaining                   | **33,093**      |
**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**

**September 2020**

75% Year Lapsed

### OPERATING FUND

<table>
<thead>
<tr>
<th>Programs</th>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>2,019,515</td>
<td>3,750,713</td>
<td>54%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,893,820</td>
<td>3,192,515</td>
<td>59%</td>
</tr>
<tr>
<td>Collection Development</td>
<td>2,500,118</td>
<td>3,399,711</td>
<td>74%</td>
</tr>
<tr>
<td>Branch/Systemwide Services</td>
<td>12,143,840</td>
<td>19,168,068</td>
<td>63%</td>
</tr>
<tr>
<td>Risk Management Charges</td>
<td>94,052</td>
<td>143,587</td>
<td>66%</td>
</tr>
<tr>
<td>Grants *</td>
<td>129,568</td>
<td>257,901</td>
<td>50%</td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
<td>1,330,000</td>
<td>4,367,527</td>
<td>30%</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>2,224,576</td>
<td>2,768,864</td>
<td>80%</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,335,489</td>
<td>37,048,886</td>
<td>60%</td>
</tr>
</tbody>
</table>

### SPECIAL USE FUND

<table>
<thead>
<tr>
<th>Programs</th>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services (General Maintenance)</td>
<td>134,023</td>
<td>250,305</td>
<td>54%</td>
</tr>
<tr>
<td>Commodities (Capital Equipment)</td>
<td>43,201</td>
<td>81,000</td>
<td>53%</td>
</tr>
<tr>
<td>Transfer to Debt Payment</td>
<td>4,859</td>
<td>334,718</td>
<td>1%</td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
<td>2,732,889</td>
<td>2,728,376</td>
<td>100%</td>
</tr>
</tbody>
</table>

**TOTAL SPECIAL USE FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,914,971</td>
<td>3,394,399</td>
<td>86%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,250,460</td>
<td>40,443,285</td>
<td>62%</td>
</tr>
</tbody>
</table>
## JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type

### September 2020

75% Year Lapsed

<table>
<thead>
<tr>
<th>Categories</th>
<th>2020 Year to Date</th>
<th>2020 Budget</th>
<th>% Categories Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>13,692,852</td>
<td>20,370,778</td>
<td>67%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>2,712,337</td>
<td>5,201,815</td>
<td>52%</td>
</tr>
<tr>
<td>Commodities</td>
<td>2,260,881</td>
<td>4,269,719</td>
<td>53%</td>
</tr>
<tr>
<td>Risk Management Charges</td>
<td>94,052</td>
<td>143,587</td>
<td>66%</td>
</tr>
<tr>
<td>Capital / Maintenance / Repair</td>
<td>1,356,906</td>
<td>4,367,527</td>
<td>31%</td>
</tr>
<tr>
<td>Transfer to Debt Payment</td>
<td>4,859</td>
<td>334,718</td>
<td>1%</td>
</tr>
<tr>
<td>Transfer to PBC Capital Leases</td>
<td>2,732,889</td>
<td>2,728,376</td>
<td>100%</td>
</tr>
<tr>
<td>Grants</td>
<td>129,568</td>
<td>257,901</td>
<td>50%</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>2,266,116</td>
<td>2,768,864</td>
<td>82%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**

|               | 25,250,460 | 40,443,285 | 62% |

---

12
<table>
<thead>
<tr>
<th>GRANTS*</th>
<th>Expenditures through 9/30/2020</th>
<th>Source</th>
<th>Received</th>
<th>Expenditures</th>
<th>Grant Award</th>
<th>Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>285000085 State Aid 2020</td>
<td>State</td>
<td>2/21/2020</td>
<td>$49,437.37</td>
<td>$129,518.04</td>
<td>$80,080.67</td>
<td></td>
</tr>
</tbody>
</table>

*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

Number of Employees

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>359</td>
<td>394</td>
<td>432</td>
<td>438</td>
</tr>
<tr>
<td>Full Time</td>
<td>184</td>
<td>219</td>
<td>225</td>
<td>229</td>
</tr>
<tr>
<td>Part Time - Benefitted</td>
<td>86</td>
<td>102</td>
<td>105</td>
<td>108</td>
</tr>
<tr>
<td>Part Time - Non-Benefitted</td>
<td>89</td>
<td>78</td>
<td>97</td>
<td>90</td>
</tr>
</tbody>
</table>

Ratio of Female to Male Workforce

Johnson County Library
- Male: 24%
- Female: 76%

Johnson County
- Male: 49%
- Female: 51%
Trends in Human Resources and Volunteers

Ethnic Origin of Workforce

- American Indian or Alaskan Native
  - Johnson County: 0.4%
  - Johnson County Library: 0.3%
- Asian
  - Johnson County: 1.5%
  - Johnson County Library: 3.1%
- Black or African American
  - Johnson County: 8.4%
  - Johnson County Library: 4.2%
- Hispanic or Latino
  - Johnson County: 5.4%
  - Johnson County Library: 3.4%
- Native Hawaiian or Pacific Islander
  - Johnson County: 0.2%
  - Johnson County Library: 0.6%
- White
  - Johnson County: 82.4%
  - Johnson County Library: 88.4%

Hired Employees

- 2017: 22
- 2018: 92
- 2019: 72
- As of October 2020: 16
Trends in Human Resources and Volunteers

**Library Attrition**

<table>
<thead>
<tr>
<th>Category</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>As of October 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary</td>
<td>21</td>
<td>31</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Involuntary</td>
<td>2</td>
<td>2</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Retirement</td>
<td>3</td>
<td>7</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Other Separations*</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

*Includes separations in protected categories (like medical)

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

<table>
<thead>
<tr>
<th>Month</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>1</td>
<td>14</td>
<td>16</td>
<td>19</td>
</tr>
<tr>
<td>June</td>
<td>15</td>
<td>19</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>July</td>
<td>7</td>
<td>18</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>August</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>September</td>
<td>15</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>October</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>
Trends in Human Resources and Volunteers

Number of Volunteers

- **Clerical and Special Projects**
  - 2017: 95
  - 2018: 105
  - 2019: 133

- **Education and Outreach**
  - 2017: 45
  - 2018: 46
  - 2019: 13

- **Materials Management**
  - 2017: 242
  - 2018: 288
  - 2019: 246

- **Friends**
  - 2017: 509
  - 2018: 565
  - 2019: 628

- **Board Services**
  - 2017: 48
  - 2018: 58
  - 2019: 39

- **Research**
  - 2017: 34
  - 2018: 52
  - 2019: 45

- **Teen Volunteers**
  - 2017: 229
  - 2018: 266
  - 2019: 242

Volunteer Hours

- **Clerical and Special Projects**
  - 2017: 55
  - 2018: 1420
  - 2019: 1574

- **Education and Outreach**
  - 2017: 1420
  - 2018: 1574
  - 2019: 777

- **Materials Management**
  - 2017: 1600
  - 2018: 1636
  - 2019: 1690

- **Friends**
  - 2017: 584
  - 2018: 1982
  - 2019: 1822

- **Board Services**
  - 2017: 450
  - 2018: 4906
  - 2019: 1536

- **Research**
  - 2017: 159
  - 2018: 1529
  - 2019: 3749

- **Teen Volunteers**
  - 2017: 1800
  - 2018: 2131
  - 2019: 3677

- **Teen Volunteers**
  - 2017: 2178
  - 2018: 532
  - 2019: 1438

County Librarian Report | November 2020
Trends in Human Resources and Volunteers

Full Time Staff Equivalent of Volunteer Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>22.39</td>
</tr>
<tr>
<td>2016</td>
<td>23.28</td>
</tr>
<tr>
<td>2017</td>
<td>24.29</td>
</tr>
<tr>
<td>2018</td>
<td>25.43</td>
</tr>
<tr>
<td>2019</td>
<td>24.00</td>
</tr>
</tbody>
</table>

Value of Volunteer Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Value (Million)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$1,097,613</td>
</tr>
<tr>
<td>2016</td>
<td>$1,168,931</td>
</tr>
<tr>
<td>2017</td>
<td>$1,247,512</td>
</tr>
<tr>
<td>2018</td>
<td>$1,345,323</td>
</tr>
<tr>
<td>2019</td>
<td>$1,279,892</td>
</tr>
</tbody>
</table>
Central Building Upgrade, Part 2 (CSSC)

Update – November 2020
Updates

- Design Update
- Next Steps
- Timeline
Next Steps

• Guaranteed Maximum Price (GMP) timeline
  o *December*: Drawings completed and out to bid
  o *January*: Bid opening, Library Board action (anticipating Special Board Meeting in late Jan)
  o *February*: Public Building Commission (PBC) action, Notice to proceed
Central Building Upgrade, Part 2: Anticipated Timeline:

- **Construction**: 2021
- **Bidding**: 2020
- **Q2, Q3, Q4, 2018-2019**
- **Library Board Option 3 Approval**
- **Design Development**: 2018-2020
  - **RFP for Construction Manager**: Q2, Q3, Q4, 2020
  - **BOCC & PBC Action**
- **Q2, Q3, Q4, 2021**
  - **Bidding**
- **Q2, Q3, Q4, 2022**
  - **Owner Move-in (Furniture and People)**
Capital Improvement Projects
Timeline Summary
Update – November 2020
Capital Improvement Projects: Proposed Timeline

**PHASE 2**

- **Blue Valley Replacement**
- **Corinth Replacement**

This visual is shown as an illustration with anticipated dates and may change.

**PHASE 1**

- **Antioch Replacement**

**PROGRAMMING STUDY**

**RRI STUDY**

**Friends / Lackman (PLACEHOLDER)**

**CENTRAL CONCEPT DESIGN**

**PHASE 3**

- **Rural Renewal Initiative**

CRP Work is ongoing. Maintaining what we have.
Reopening Amid COVID-19

• Safety Guidelines
• Staffing
• Curbside
• Continuing Concerns

A phased approach for a safe return to public library Services
November 2020
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
Meet the Summer Reading Committee:

- Christina Larkins
  Youth Services Specialist

- Jennifer Taylor
  Creative Services Coordinator

- Meagan Condon
  Youth Services Librarian

- Christin D.
  Information Specialist

- Robin D.
  Youth Services Support

- Shannon G
  Youth Information Specialist

- Christine 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

- Roald Dahl, The BFG
- Alan Gratz, Refugee
- Kelly Yang, Front Desk
- Kwame Mbalia, Tristan Strong Punches a Hole in the Sky
# Adelante Read

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>1st-2nd</th>
<th>3rd-4th</th>
<th>5th-6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>3</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Titles Read</td>
<td><img src="image1.png" alt="Image 1" /> <strong>Moana</strong> Finds the Way  <strong>DRAGON'S Fat Cat</strong>  <strong>Secret Rescuers</strong> in the Sky Lagoon  <strong>Kitty's Magic</strong>  <strong>ZACH &amp; ZOE MYSTERIES</strong>  <strong>KEEPER OF LOST CITIES</strong></td>
<td><img src="image2.png" alt="Image 2" /> <strong>Davy Riley</strong>  <strong>ZACH &amp; ZOE MYSTERIES</strong>  <strong>The Keepers</strong>  <strong>Peter Powers</strong>  <strong>PUNCHERZ</strong></td>
<td></td>
</tr>
</tbody>
</table>
Walk and Read

**Participating Parks:**
Erfurt, Celebration, Listowel, Quail Creek, Osage, Franklin

**Team Members:**
Hannah Jane Weber

Carrie W
Youth Services Librarian

Jayna 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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Number of Books Ordered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merriam Parks and Recreation</td>
<td>1,600</td>
</tr>
<tr>
<td>Blue Valley Recreation Commission</td>
<td>560</td>
</tr>
<tr>
<td>Catholic Charities</td>
<td>1,200</td>
</tr>
<tr>
<td>Jewish Community Center</td>
<td>230</td>
</tr>
<tr>
<td>Johnson County Department of Corrections</td>
<td>175</td>
</tr>
<tr>
<td>DeSoto Rotary Club</td>
<td>350</td>
</tr>
</tbody>
</table>
## Community Partner Daycares

<table>
<thead>
<tr>
<th>Organization</th>
<th>Number of Books Given to JCL Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growing Futures</td>
<td>330</td>
</tr>
<tr>
<td>Infant-Toddler Services of Johnson County</td>
<td>690</td>
</tr>
<tr>
<td>Whole Child Development Center</td>
<td>240</td>
</tr>
<tr>
<td>Kiddie Kollege Leawood</td>
<td>125</td>
</tr>
<tr>
<td>Kiddie Kollege Blue Valley</td>
<td>460</td>
</tr>
</tbody>
</table>
## Community Partner Schools

<table>
<thead>
<tr>
<th>Organization</th>
<th>Number of Books Given to JCL Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Trinity Catholic School</td>
<td>445</td>
</tr>
<tr>
<td>Overland Park Elementary</td>
<td>445</td>
</tr>
<tr>
<td>Liberty View Elementary</td>
<td>330</td>
</tr>
<tr>
<td>Gardner-Edgerton</td>
<td>300</td>
</tr>
<tr>
<td>Comanche Elementary</td>
<td>400</td>
</tr>
<tr>
<td>Rosehill Elementary</td>
<td>360</td>
</tr>
<tr>
<td>Shawanoee Elementary</td>
<td>450</td>
</tr>
<tr>
<td>Hocker Grove Middle School</td>
<td>515</td>
</tr>
</tbody>
</table>
## Community Partner Businesses

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Number of Books Given to JCL Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Harvest Bread Company</td>
<td>280</td>
</tr>
<tr>
<td>The Bean Coffee Shop (Spring Hill)</td>
<td>40</td>
</tr>
</tbody>
</table>
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
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.
“Thank you for teaching us. We hope you do more of these. We’ll come everytime.”

- Ratta Family,
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 of a Pyramid** 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 closes July 30th)
Abby Hamm, age 10

Evie Hanne, age 12

Bhagyashree Prabhumukhar, age 16 from Mumbai

Angela Harris, age 17
Sparkle-inspired patrons
Thanks!

Any questions?
Virtual Programming

Joseph Keehn
Programs & Events Coordinator
March 14
Library doors close to the public

April 20
storytimes and Book Parties on Facebook Live

May 7
Career & Finance launch on Zoom; Makerspace programs go Live

May 28
Begin Summer Reading Online Programs

August
elementia

September
Debate Watch Party

October
The Past is Prologue and WoMen & Money

November
Writers Conference
book parties and storytimes.
Welcome to MakerSpace for Beginners!

Today, MakerSpace facilitators Nick an... See More
virtual *elementia* reception.
Race Project KC.
Debate Watch Party.
The Past is Prologue series.
WoMen & Money.
Writers Conference.

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...
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 form 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 ______________________ SIGNED _________________________
Amy Ruo Sean Casserley
JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT
Period: SEP-2020

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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 Ionwave 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.

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<td>Metro Air</td>
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<td>SGI Commercial Construction (Southtown Glass, Inc.)</td>
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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

Condensing Unit #4:

Condensing Units #1, 2, 3: