



**Board Report  
February 11, 2021**

## AGENDA

### JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, FEBRUARY 11, 2021 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
    - a) Appointment of the nominating committee
  - C. Friends of the Library; written report presented by Jeanie Botkin .....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) Updated Administrative Regulation Manual policies
    - b) Senate Bill 13
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director .....8
      - a) Trends in content - Adam Wathen, Associate Director, and Lacie Griffin, Collection Development Manager .....15
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      - a) Central Staff Space Consolidation (CSSC) .....20
      - b) Antioch Replacement .....27
      - c) Overall Timeline .....31
    - 3. Updates – Sean Casserley, County Librarian
      - a) Reopening update report, Jennifer Mahnken, Associate Director, and Nancy Birmingham, Project Lead .....33
      - b) Trimester report highlights, Tricia Suellentrop, Deputy County Librarian .....41
      - c) 2019 Annual Report – Sean Casserley .....52
      - d) Shawnee sign – Sean Casserley .....65
      - e) Personnel Review Committee – Sean Casserley
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the January 14, 2021 Regular Library Board meeting .....66
  - B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2020 were handled in accordance with library and County policy.
- b) The December 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 .....74

VI. Old Business

- A. Consideration of approval of updated Administrative Regulation Manual policies .....75
- B. Consideration of approval of the Capital Improvement Plan .....118

VII. New Business

- A. Consideration of Memorandum of Understanding between Johnson County Library and Tech Logic .....151
- B. Consideration of closing dates for Corinth for installation of condensers .....154

VIII. Adjournment

**February 2021: 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 on behalf of the Executive Committee.

There are 4 subjects in my report today, detailing activities of December, 2020 and January 2021:

- Bookstores Update
- Friends Website
- PPP Loan, Part 2
- Internet Sales

### 1. Bookstores Updates

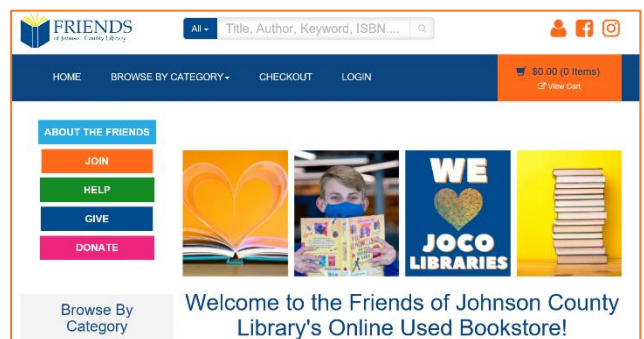
December sales were quite good at Blue Valley store and fair for Antioch. Jigsaw puzzles have been hugely popular and some board games, too. Children's books are selling well. Cookbooks, needlework books, and how-to home repair books have had more interest lately.

12/21/20		<b>Customer Service, Environment, Other, Quality, Selection, Wait Time</b> They are always very helpful and friendly here. They will let you know about any sales as well!
12/21/20		<b>Customer Service, Environment, Selection, Wait Time</b> The volunteer was very helpful with my book selection.
10/19/20		<b>Satisfied</b> Everything was wonderful and I loved the covid protocol. I felt very safe with the glove option! Thank you.
10/2/20		<b>Customer Service, Environment, Quality, Selection, Wait Time</b> I always enjoy visiting the bookstore most of the time with my grandson. Nice folks and good books, great combination
9/17/20		<b>Customer Service, Environment, Other, Quality, Selection, Wait Time</b> Flexible convenience

Square is our credit-card processing app. We have received **only** positive comments from our customers in their Reviews. Below are a few. It's so important that we are known for a positive customer experience, especially in the Covid-economy

### 2. Friends Website

With leadership and advice from the Library's IT and Communications staffs, we are scheduled to unveil our new website by March 1. We'll give you a demonstration at the March meeting of our membership renewal portal – hint, hint – and, for the first time ever, Friends online sale venue – we've been using Amazon and other 3<sup>rd</sup> party vendors. Stay tuned – and thanks to Sean, Stephanie Stollsteimer, Michelle Beesley and the crew for their support!





### 3. Harvesters Drive



Friends hosted a holiday-season Harvesters drive at their Pine Ridge HQ. Friends, and some Library, staff and volunteers came together to provide 392 pounds of food and household items – the equivalent of 327 meals!

A monetary gift to Harvesters was also made, by a Friends board member.

### 4. PPP Loan, Part 2

To mitigate revenue impact from COVID-related closures, we have applied for a 2nd draw PPP loan for our maximum eligible amount of \$23,000, through Academy Bank. We are awaiting approval from the Small Business Administration at the time of this writing. This loan carries the same general terms as the first draw PPP loan. A top-line overview of this second-round loan is available here, courtesy of SBA: <https://www.sba.gov/sites/default/files/2021-01/Top-line%20Overview%20of%20Second%20Draw%20PPP%20%281.8.2021%29-508.pdf>

### 5. Internet Sales

2,068 items sold in December. We presently have 19 volunteers listing items for sale and shipping items ordered.

Significant sales, in a range of subjects and genres:

\$199.98	<i>Western TV Heroes, Volume 1</i> - 300 Episode Collection: The Cisco Kid - Bonanza - The Lone Ranger - The Roy Rogers Show - Wagon Train - The Rifleman - Sergeant Preston of the Yukon - Annie Oakley and more!
\$149.20	<i>Buffy the Vampire Slayer</i> , Season 10, Volume 1
\$119.20	<i>Houses Under the Sea</i>
\$110.06	<i>New International Dictionary of Old Testament Theology and Exegesis</i> (5 volume set)

Respectfully submitted, Friends of Johnson County Library

**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** February 11, 2021  
**Re:** Johnson County Library Foundation update

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Good Afternoon!

This is the 25<sup>th</sup> anniversary for the Foundation!

- 1996 was the Foundation's first year with Asher Langworthy as the first president of the board of directors.
- Twenty-six community leaders made up the board and I'd like to share a sampling of names you may recognize: Kay Robeson, Jan Meyers, Fred Logan, Caroline McKnight, Bill Franklin, and Joan Berkley.
- Our 2020 board members will integrate this momentous anniversary in the communications plan and take the opportunity to reach out to past board members with appreciation and gratitude.

Annual Appeal: "Nothing can keep us from a good book"

- 2019: 178 donors for \$39,400 gross (\$36,379 net)
- 2020: 179 donors for \$45,540 gross (\$42,040 net)
  - Gifts of note: 3/\$2,500, 7/\$500 +, 23 from zip 66208
  - Highest number of donors and gifts totals in 8 years of tracking

We created an Impact Statement with the dollar amounts that went directly to Library resources. The total in 2020 was \$175,312. We'll put it on the website with programs, dollar amounts and some outputs and outcomes. Of note:

- Collection support: \$91,095
- Summer Reading: \$27,600
- Black & Veatch MakerSpace: \$20,000
- elementia and teen programs: \$9,300
- Race Project KC: \$12,100
- Homework Help: \$10,500

The Foundation held a ZOOM author event January 17 with Jim Hoy, Cowboy Storyteller. This was an appreciation event for Foundation donors, Friends of the Library, and Volunteers.

- Jim Hoy told wonderful stories from his book, My Flint Hills, *Observations and Reminiscences from America's Last Tallgrass Prairie*.
- We had 127 guests register through Eventbrite
  - 71 unique emails attended.
  - We raised \$380 from the option to make-a-donation.
  - "Hosted" by the 1952 Society the planned giving initiative and Readers Circle, the initiative that recognizes donors who have given \$10,000 over time

Finally, Library Lets Loose planning is underway! Save the Date September 18!

That concludes my report.

Does anyone have any questions?

Thank you!

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**December 2020**  
**100% of year lapsed**

**OPERATING FUND**

	<b>Programs</b>	<b>2020 Budget</b>
	Revenue	3,968,723
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	4,367,527
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$4,367,527</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u>(\$398,804)</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>\$0</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u>(\$398,804)</u></b>

## Expenditure of Friends of the JCL Donations 2020

<i><b>Expenditure Details</b></i>	<i><b>December</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	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	136.43
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 286.43</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

December 2020  
100% 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	211,215	306,306	69%	142%
Motor Vehicle	3,175,459	3,291,677	96%	103%
Library Generated - Copying/Printing	50,370	101,241	50%	104%
Library Generated - Overdues / Fees	280,181	746,421	38%	74%
Sale of Library Books	12,500	50,000	25%	100%
Misc Other	963	19,703	5%	11%
Reimbursement	700,587	330,043	212%	169%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	254,335	352,221	72%	128%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	18,462	11,883	155%	160%
Commercial Vehicle Tax	57,293	60,438	95%	92%
Heavy Trucks Tax	4,311	3,261	132%	207%
Rental Excise Tax	42,363	38,669	110%	110%
State and Federal Grants	129,518	257,901	50%	51%
<b>TOTAL REVENUE</b>	<b>39,546,907</b>	<b>40,443,285</b>	<b>98%</b>	<b>100%</b>

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Categories			
Salaries and Benefits	19,002,030	20,370,778	93%
Contractual Services	4,235,687	4,967,815	85%
Commodities	3,817,109	4,503,719	85%
Risk Management Charges	143,518	143,587	100%
Capital / Maintenance / Repair	2,768,681	2,728,376	101%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	4,367,527	4,367,527	100%
Grants	128,345	257,901	50%
Interfund Transfer	2,768,864	2,768,864	100%
<b>TOTAL EXPENDITURES</b>	<b>37,236,620</b>	<b>40,443,285</b>	<b>92%</b>

Revenue - Expenses as of December 31, 2020

**2,310,287**

## RESERVES ALL FUNDS

As of 12/31/19

Reserves Operating Fund

**9,557,491**

Reserves Special Use Fund

**1,572,099**

Total JCL Reserves

**11,129,590**

## 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**  
**December 2020**  
**100% 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	2,774,456	3,750,713	74%
Information Technology	2,902,367	3,192,515	91%
Collection Development	3,600,318	3,399,711	106%
Branch/Systemwide Services	17,143,922	19,168,068	89%
Risk Management Charges	143,518	143,587	100%
Grants *	128,345	257,901	50%
Transfer to Capital Projects	4,367,527	4,367,527	100%
Interfund Transfer	2,727,324	2,768,864	98%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>33,787,776</b>	<b>37,048,886</b>	<b>91%</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)	146,380	250,305	58%
Commodities (Capital Equipment)	93,305	81,000	115%
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>2,977,433</b>	<b>3,394,399</b>	<b>88%</b>

<b>TOTAL EXPENDITURES</b>	<b>36,765,209</b>	<b>40,443,285</b>	<b>91%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**December 2020**  
**100% 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	19,002,030	20,370,778	93%
Contractual Services	4,037,718	5,201,815	78%
Commodities	3,543,668	4,269,719	83%
Risk Management Charges	143,518	143,587	100%
Capital / Maintenance / Repair	4,367,527	4,367,527	100%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to PBC Capital Leases	2,768,681	2,728,376	101%
Grants	128,345	257,901	50%
Interfund Transfer	2,768,864	2,768,864	100%
<b>TOTAL EXPENDITURES</b>	<b>36,765,209</b>	<b>40,443,285</b>	<b>91%</b>

## JOHNSON COUNTY LIBRARY

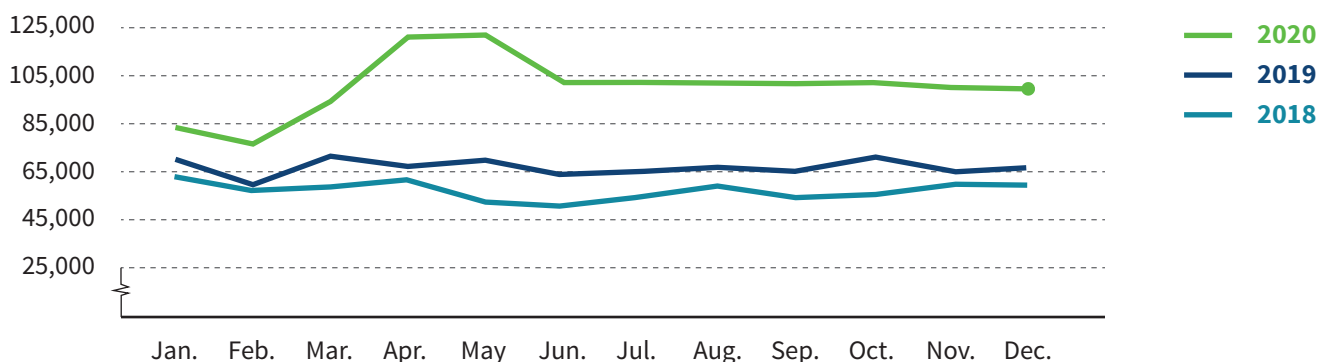
## GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 12/31/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$128,294.41	\$129,518.04	\$1,223.63

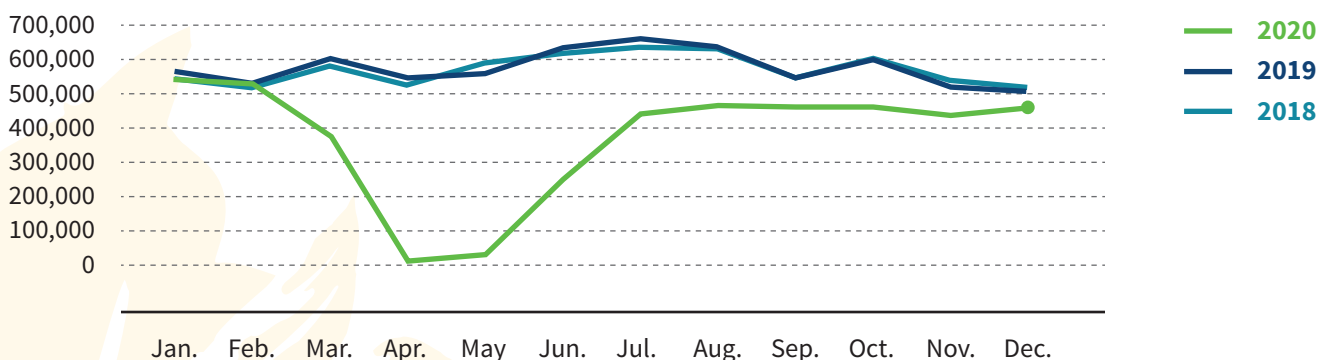
\*Includes all expenditures and revenues over the life of the grant.

## Core Operational Statistics

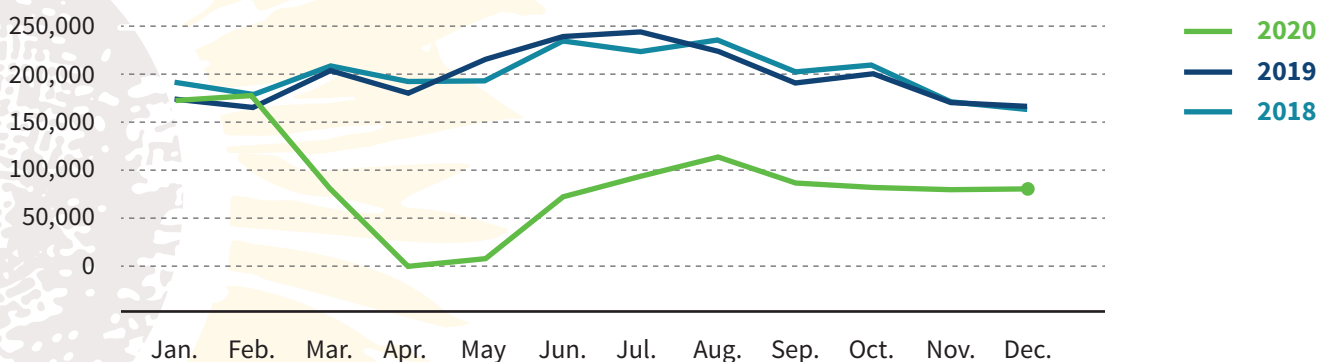
### 3 Year Digital Usage Trend



### 3 Year Physical Circulation Trend

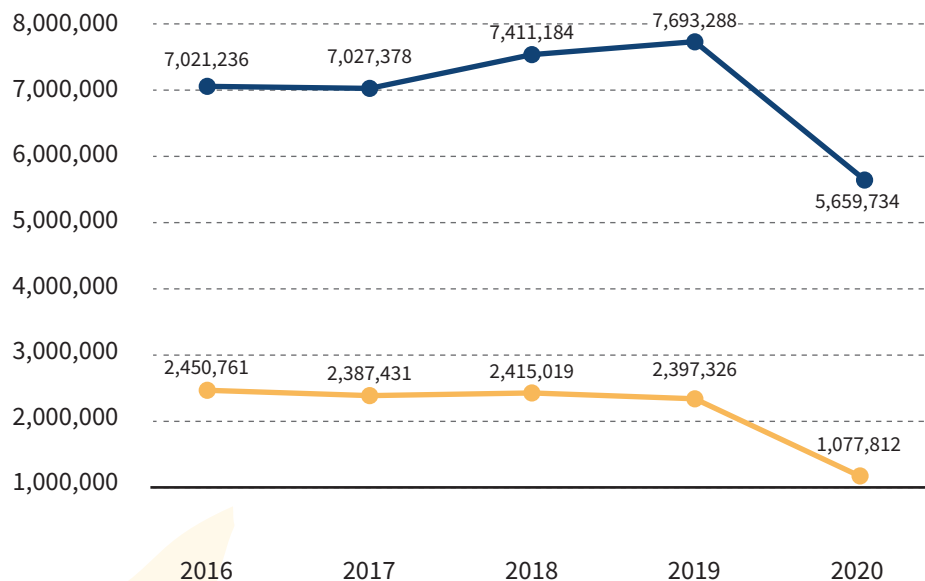


### 3 Year Visitation Trend



## 2020 Year in Review

### Circulation and Door Count



**% Change**  
**2016-2020**



**-19.4%**

**% Change**  
**2019-2020**



**-26.4%**



**-56.0%**

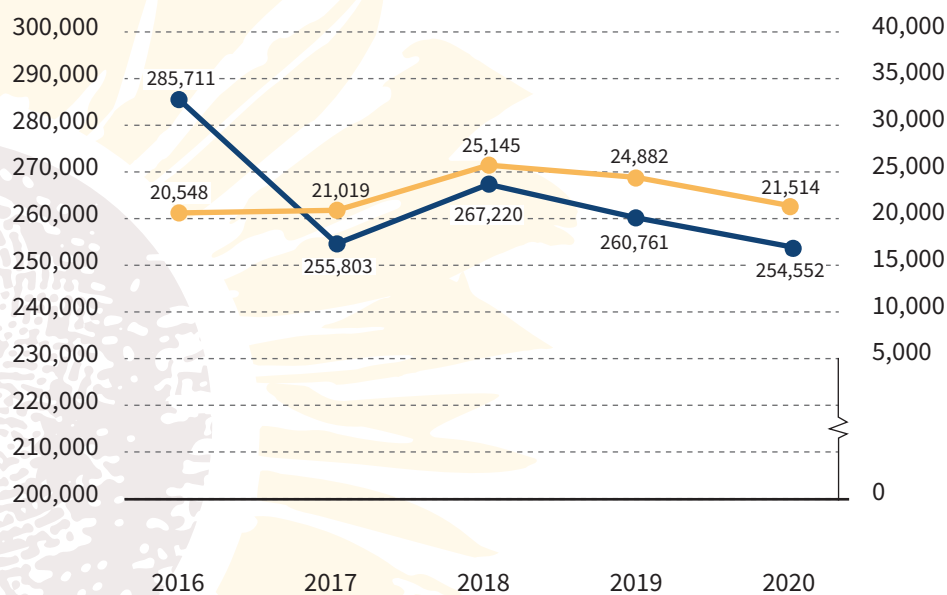


**-55.0%**

**— Circulation**

**— Door Count**

### Users



**% Change**  
**2015-2020**



**-10.9%**

**% Change**  
**2019-2020**



**-2.4%**



**4.7%**



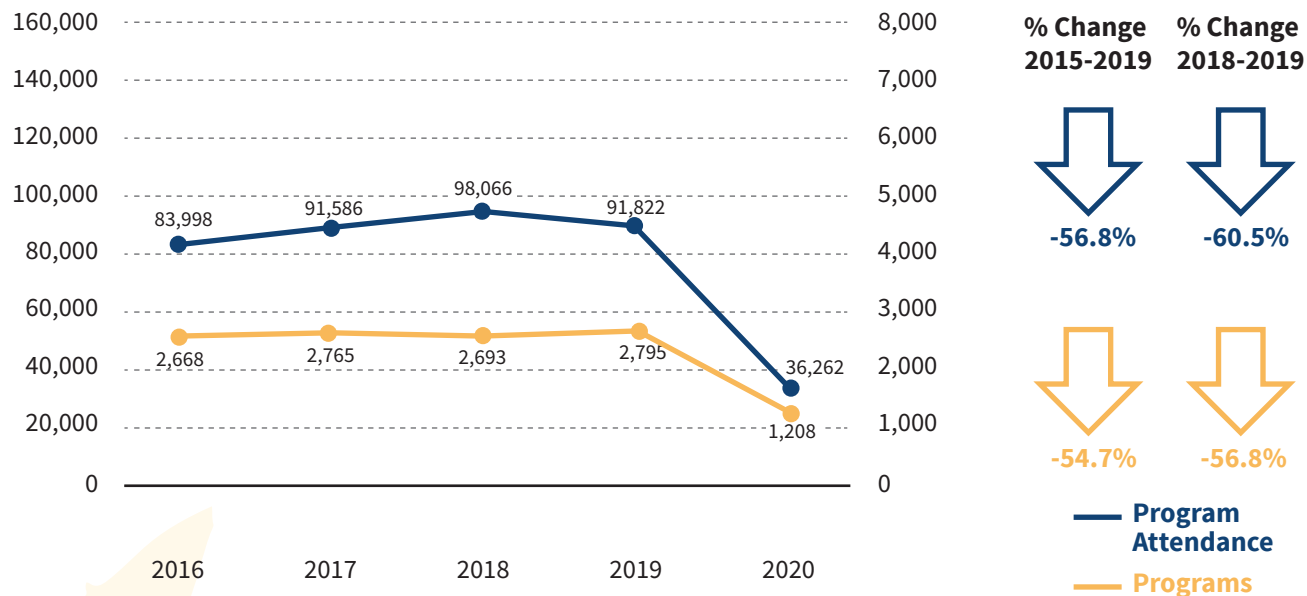
**-13.5%**

**— Active Users**

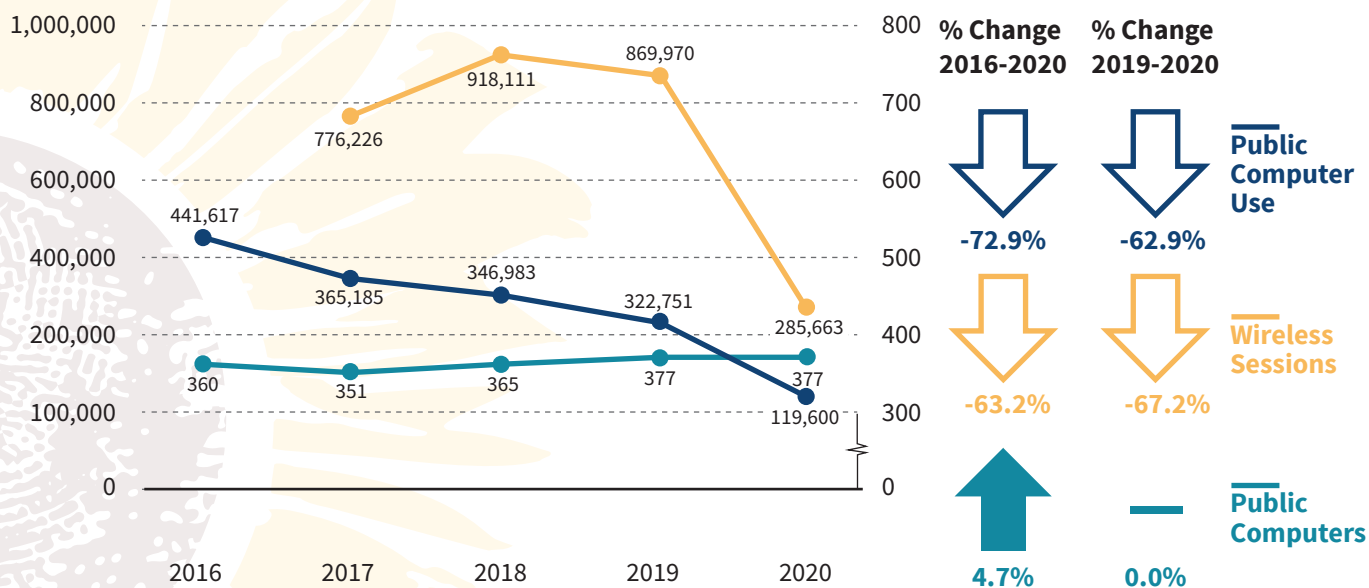
**— New Users**

## 2020 Year in Review

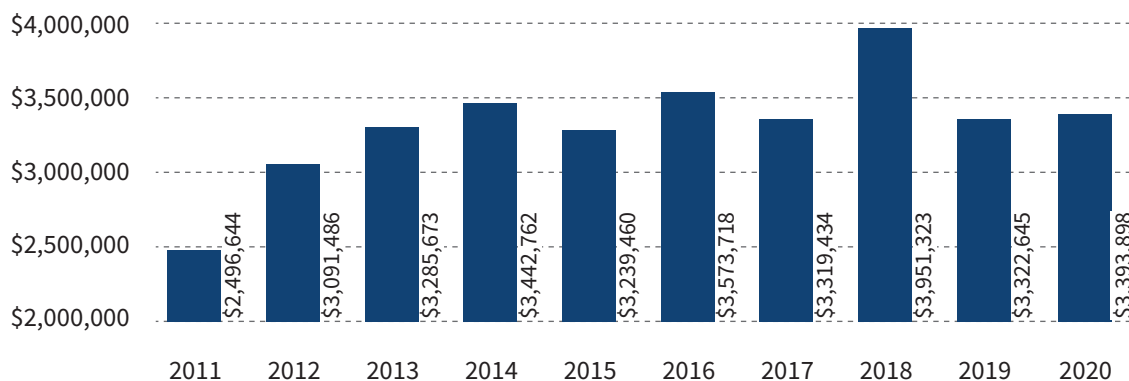
### Programming



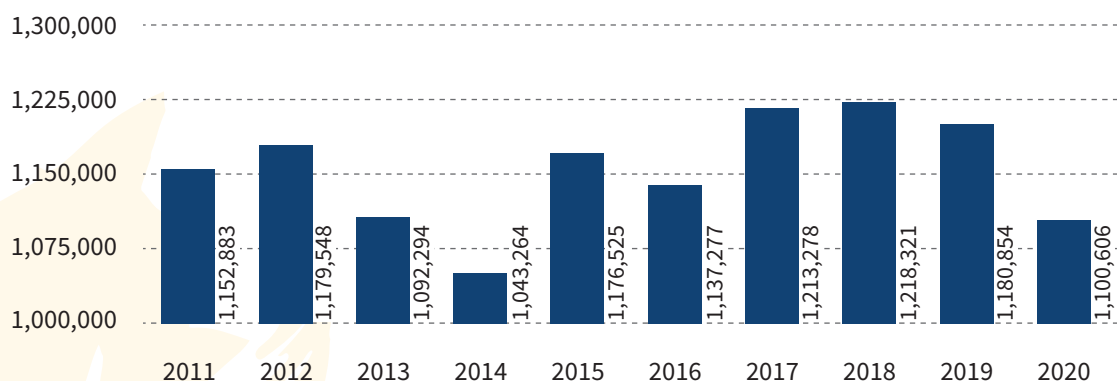
### Technology Use



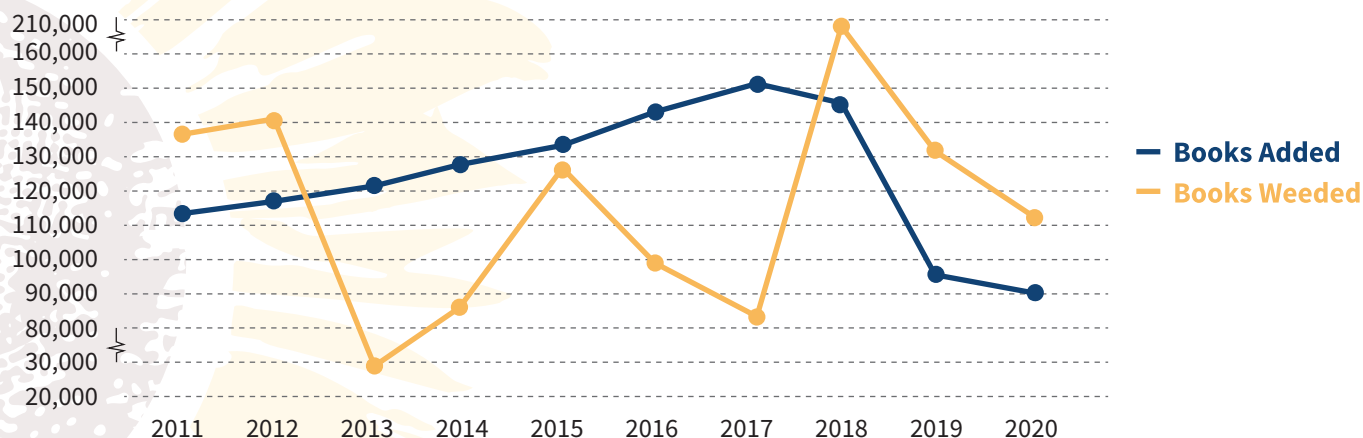
**Total Collection Expenditures**



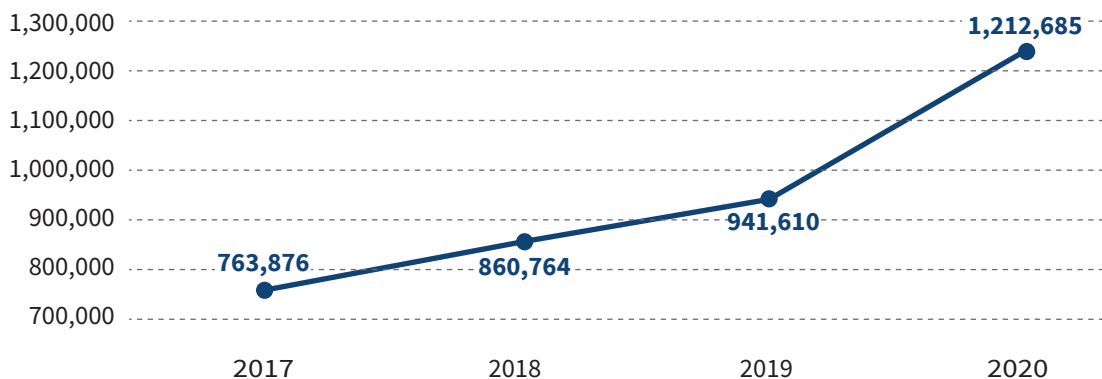
**Total Physical Collections**



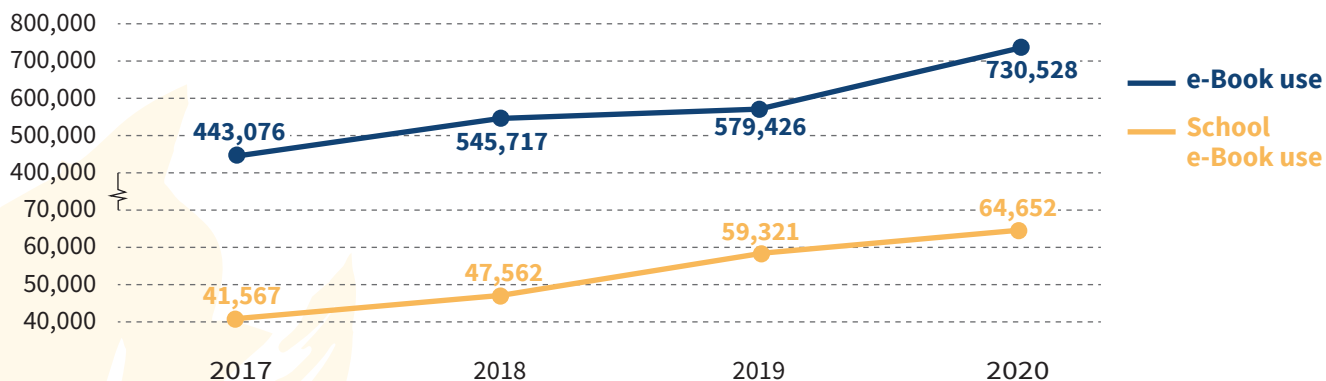
**New Items Added and Weeded Annually**



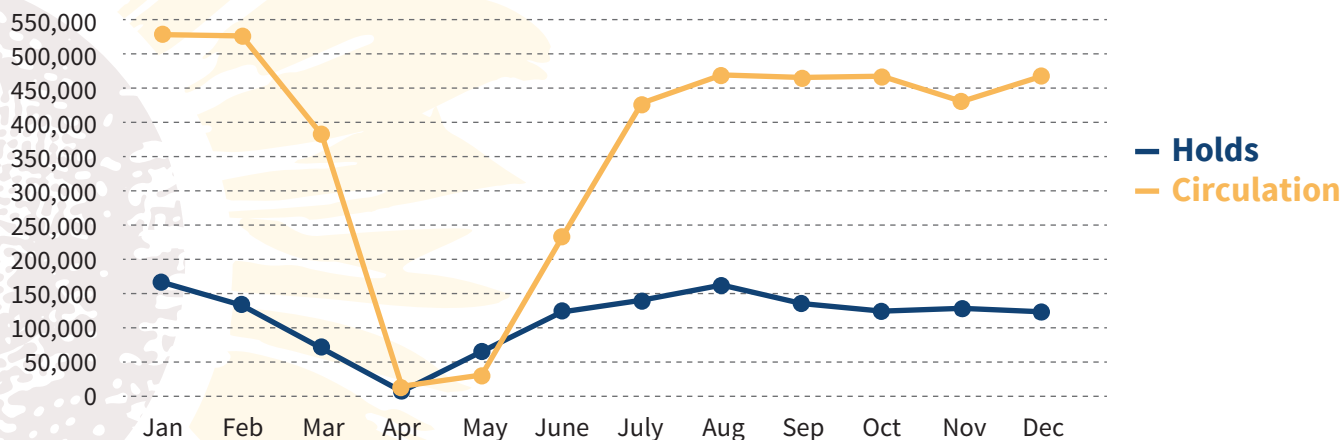
### Total e-Content Circulation



### Total e-Book and School e-Book Use



### 2020 Holds and Circulation



# Central Building Upgrade, Part 2 (CSSC)

Update – February 2021





# Updates

- Moving update
- Construction update
- Next Steps
- Timeline



# Moving Update

Department	Temporary Location
Collections, Tech. Services, Interlibrary Loan	Northeast Office
CX-Communication	Support Services Building
Central Branch staff	Some staying at Central, some redeployed to other branches
CX-IT	Antioch Library
Makerspace staff	Shawnee
All other Central staff	Remote, with reservable hoteling stations at Antioch



# Thanks to the team!

Elissa Andre  
Jason Barnes  
Pat Beers  
Michelle Beesley  
Brian Berrens  
Chris Carleton  
Dave Carson  
Kevin Chacey  
Rose Crane  
Mary Cummings  
Ryan Dolan  
Tom Erdman  
Amy Field  
Abby Giersch  
Lacie Griffin  
Jared Harper  
Sean Hendrix  
Chay Her  
Nate Hohl

Brandon Hosey  
Laura Hunt  
Lisa Jordan  
Jamal Lang  
Juan Lopez-Tamez  
Elena McVicar  
Brad Morgan  
Brian Oertel

Michelle Olsen  
Tina Pederson  
Kinsley Riggs  
Dennis Ross  
Scott Sime  
Georgia Sizemore  
Jennifer Taylor  
Dev Tillotson

Nick Ward-Bopp  
Adam Wathen  
Ashley Whitham  
Spencer Zelle



# Construction Update

- PBC Action
- Temporary Partitions

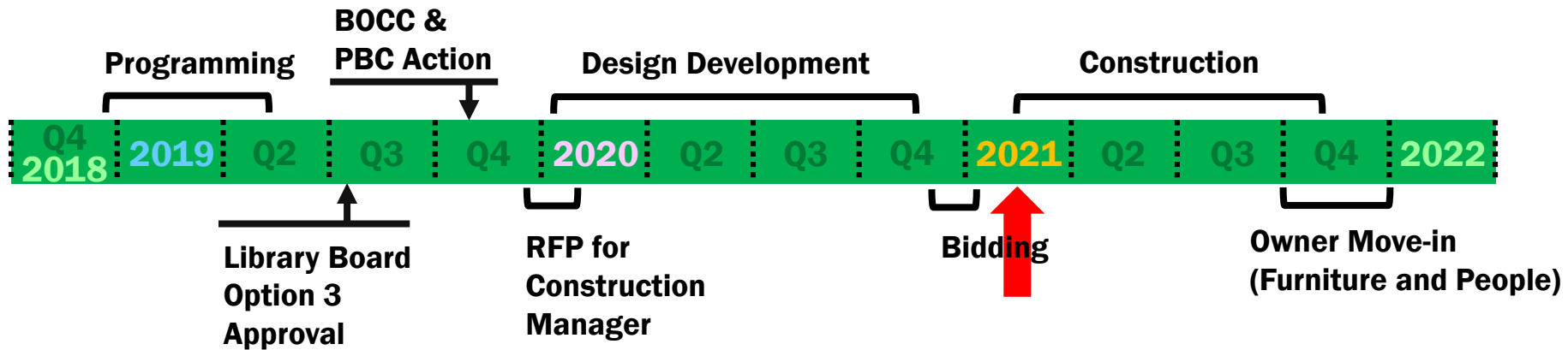


# Next Steps

- Little Central service begins 2/15
  - Holds pick up
  - Materials return
  - Public PCs, printing, copying
  - Wifi
  - Restrooms
- Construction - Demolition



# Central Building Upgrade, Part 2: Anticipated Timeline:



# Antioch Replacement Project

Update – February 2021



# Updates

- Project information
- RFP for Architectural Services
- Next Steps





# RFP for Architectural Services

- 10 firms responded
- Selection committee has reviewed proposals to determine shortlist
- Architectural Services next steps:
  - Feb. 15: interviews with shortlist candidates
  - March Library Board meeting: anticipated recommendation of firm for Architectural Services



# Next Steps

- March – Contract with Architect
- Late March / Early April – Begin Design

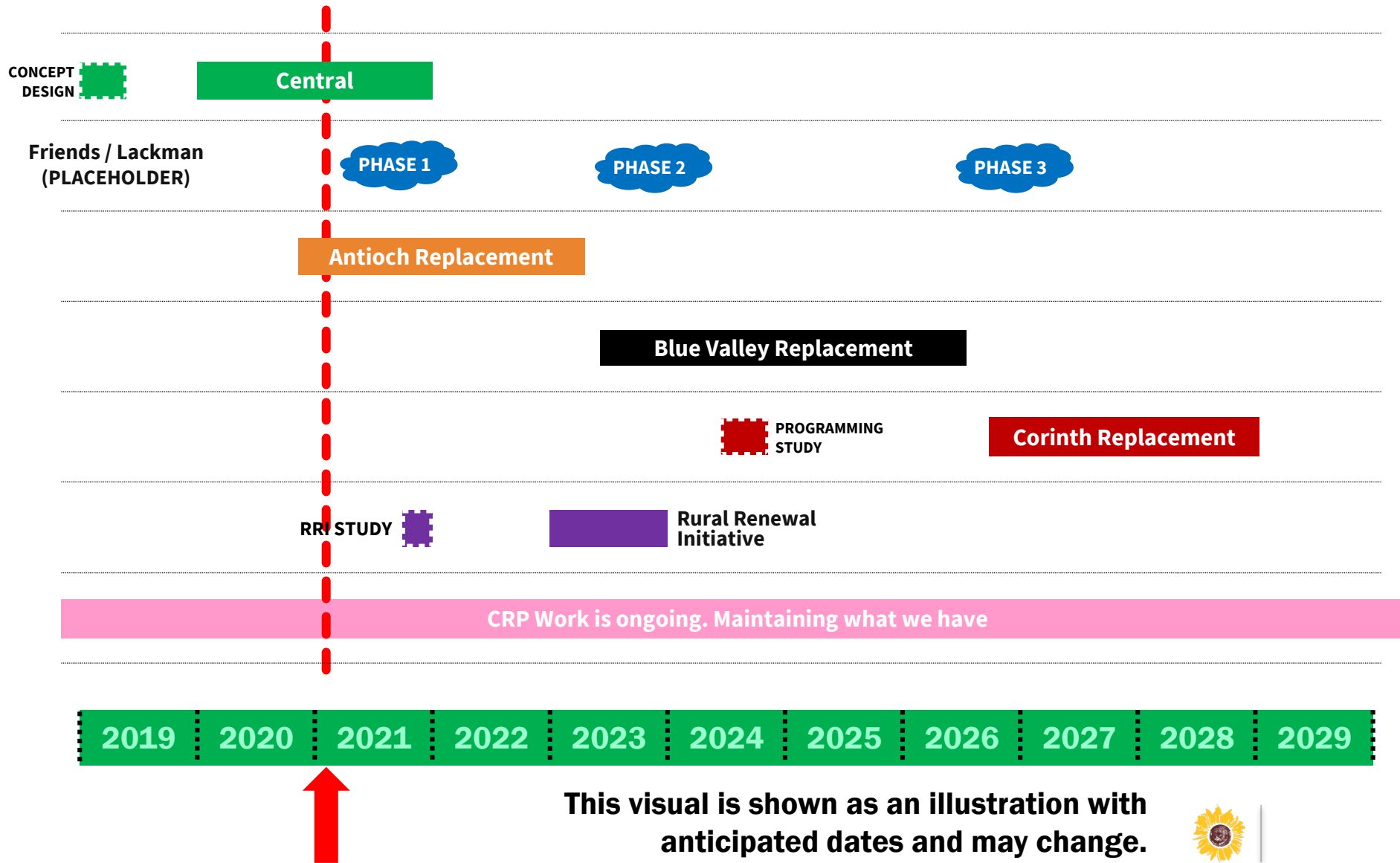


# Capital Improvement Projects Timeline Summary

Update – February 2021



# Capital Improvement Projects: Anticipated Timeline



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



# Reopening Amid COVID-19

A phased approach for a safe return to public library services

December 2020

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# Overview

- Other Library Systems
- School Updates
- Determining Criteria for graduated return of services
- Possible Timeline



# Other Library Systems Services

## **Olathe**

- Offering 1-hr computer sessions
- Browsing and limited readers advisory
- Virtual programming at least through August.

## **Kansas City MO Public Library**

- Closed stacks – kid browsing by appointment.
- Locations are only open for pop-in and appointment services.

## **Mid-Continent**

- Closed stacks
- Curbside or drive through service only.

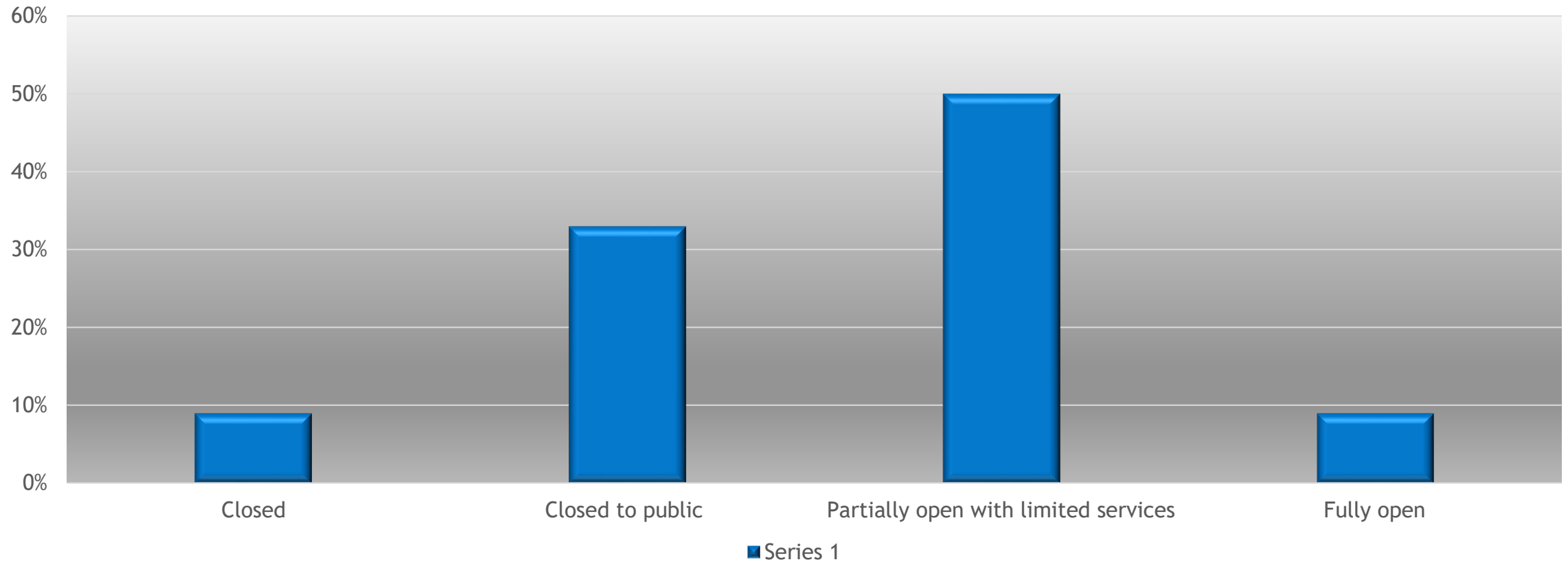
## **Kansas City Kansas**

- Closed to public
- Curbside pickup at some locations



# Levels of Library Service Nationwide

REALM study of 585 Libraries and Museums



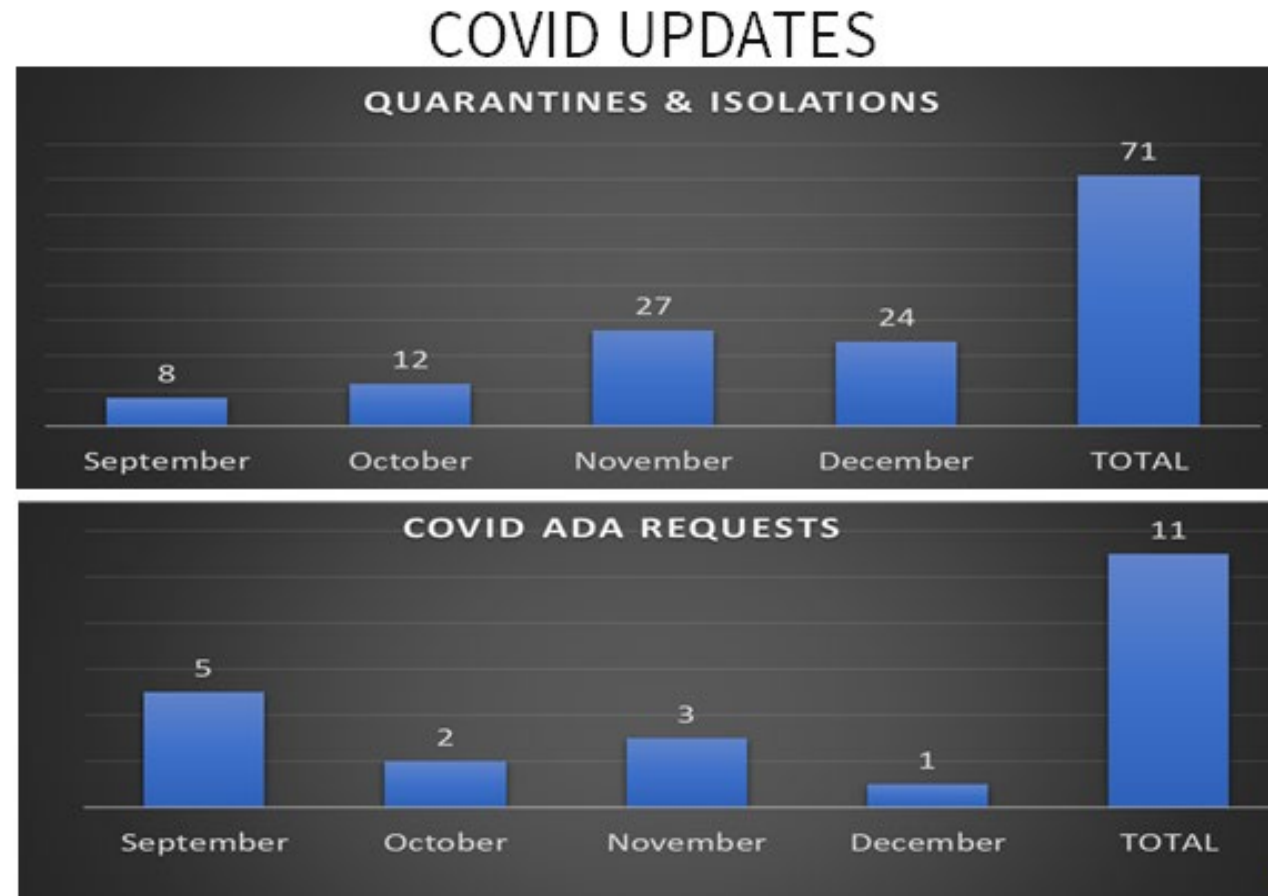


# School Updates

- Using data from the Kansas State Department of Health and Environment (KDHE) gating criteria, BV schools are in the YELLOW as of 2.1.21
  - K-5 students will remain in full-time, in-person learning, while middle and high school students will remain in the hybrid learning mode through the end of February.
- On January 25, 2021, the Spring Hill BOE eliminated the gating criteria for USD 230 schools. Secondary students return to in-person learning on Monday, February 1.
- KCK schools will be virtual through March.



# Staff Quarantines

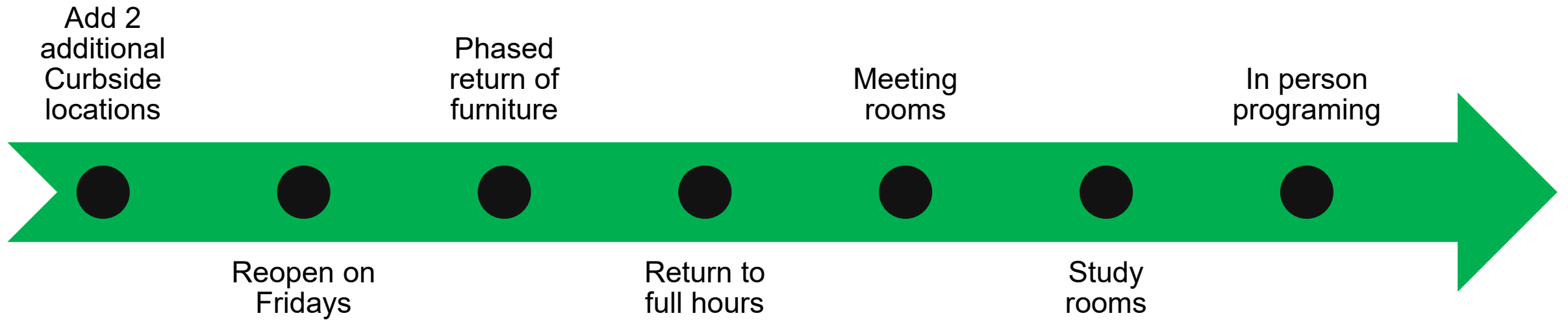


# Criteria for Restoring Hours and Services

- Current Science
- Positivity rate as reported by Johnson County
- Vaccination rate
- Staff availability



# Possible timeline



# Strategic Plan Update

Third Trimester

September – December 2020



# Key Performance Areas

Education

Operations

Community

Communication

Convenience



- **Education**

**Goal 13** Prioritize, plan, implement and evaluate high-quality learning experiences that engage, inform and connect our patrons on a tri-annual schedule while remaining responsive to community needs and requests.

- Online programming



# Operations

**Goal 1** Develop and review the annual budget, allocating resources to align with strategic goals and tactics.

FY 2022 Budget proposal

Library Multi-Year Forecast Updated and Presented at Library Budget Committee Meeting

Coordinated the Personal Protective Equipment (PPE) Acquisitions for the Library

Central Building Upgrade Part 2 (CBU2) Moves Team Representation and Work

Digital Navigators Representation and Work

Payroll Equity Project

Promotions/Transfers & Reclassifications – 27

**Goal 12** Assistant Branch Managers ensure their staff have the same understanding of management expectations and receive consistent foundational training at all locations to be reviewed annually.

Interviewed 57 applicants and conducted all interviews virtually, for the first time

Hired 24 FT & PT Branch Materials Handling Clerks

Updated 32 Procedures

Circulation workroom redesign at Oak Park





# Operations

**Goal 18** Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities.

Learning Management System training, additional content

**Goal 19** Learning and Development creates, curates, and outsources learning resources at least trimesterly to provide effective content based on assessed needs.

On-line training opportunities

**Goal 22** Triennially review Johnson County Library's internal project management program to ensure alignment of project teams with the Operations group.

Initiating, planning, executing, managing, prioritizing, communication, mentoring and closing of nine internal projects



# Community

**Goal 4**     Annually review and align the 2019-2023 strategic partnerships to continue to support the mission of Johnson County Library

Friends Business Plan  
Strategic Partner inventory  
2019 Annual Report  
Library Lets Loose – Virtual Edition  
Annual Appeal mailing  
Two grants received  
New Foundation Board members, orientation, Finance class  
Giving Tuesday  
Re-Opening of Friends Bookstores  
Central Building Upgrade work



# Communication

**Goal 3** Set and annually review the communication vision and mission for Johnson County Library

## On-line Programming

Total attendance 2019	91,822	Avg attendance per program	32
Total attendance 2020	36,117	Avg attendance per program	29.9

**Goal 10** To ensure continual improvement, annually audit and analyze existing communication delivery, process and procedures with key stakeholders.

Open Book - 27% average unique open rate with 392,000+ unique views in 2020.

Brand School

CBU2

Internal Procedures



**Goal 11** To unify and maintain consistency across internal and external communication channels, triannually review library messaging.

Community resource page in collaboration with County offices  
Friends website – user experience and content development  
Curbside Holds Pick up  
Re-Opening

**Goal 16** Support, coordinate, and implement, with Building Project Teams and stakeholders, the Comprehensive Library Master Plan (CLMP) following the prioritization and timeline set by the Library Board and as resources are available

Central Building Upgrade – Phase 2  
Antioch

**Goal 21** Within the next 18 months Assistant Branch Managers will improve communication and create a systemwide approach to decision making.

Eliminated Basecamp and created a Teams Assistant Branch Managers channel to develop and discuss ideas before they are presented to a wider audience.

Improved decision-making process, able to navigate tough conversations and produce coordinated consistent communication to circulation staff at 14 locations.



# Convenience

**Goal 2** Lead and administer the twenty-year Comprehensive Library Master Plan with provided resources.

Central Building Upgrade  
Antioch

**Goal 7** Ensure collection management, handling and content delivery methods and processes are reviewed annually and improvements are implemented for efficiency and effectiveness

CBU2  
Collection Development Policy Update  
Curbside

**Goal 8** To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology

Digital Navigators/CAREs Act  
Create and implement annual Cybersecurity Plan  
Developed plan for regular cybersecurity training - successful phishing campaign with all staff  
Implemented County-led restrictions on cloud services for both County and Library staff networks

# Convenience

**Goal 8** To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology - continued...

Access Controls – key cards, security cameras, County Facilities & IT coordination and collaboration

Materials Handling – SIRSI upgrade, Central Sorter, Friends Sorter

Desktop & Support – reconfigure public computers, staff and public updates

Systems – On24/Online programming support

Web – Drupal 8 security updates, Re-Opening updates, Friends website redesign

Network –Firewall replacement complete

Central Building Upgrade – Phase 2 – move technology for all Central staff

Staffing - created new position for IT Customer Service Supervisor, submitted request for Security Analyst II as RAR for 2022

Relationship building – Olathe Public Library/City of Olathe, participation in hiring panel for County IT position – Network Systems Supervisor



# Convenience

**Goal 14** Evaluate, prioritize and address interior and exterior conditions of our properties on a trimester schedule to continue to minimize maintenance costs.

## Capital Replacement Projects (CRP)

- Corinth condensing units

- Cedar Roe mechanical improvements

- ADA transition plan

- Filter Improvement –COVID19

## COVID19

- Election Office partnership

- Central Building Upgrade – Phase 2



# JOHNSON COUNTY KANSAS 2019

**Library** Annual Report







I’ve had the honor of serving as the Johnson County Librarian since 2012. Each new year, as I reflect upon the year prior, I am consistently amazed at the accomplishments of our Johnson County Library staff and the support of our wonderful community.

2019 was a momentous year for us. We celebrated several milestones, from firsts—like our inaugural Genealogy Day, which drew over 500 attendees to the Central Resource branch—all the way to the 50th anniversary of our Cedar Roe Library. We continued work on our Capital Improvement Projects, welcomed many talented new staff and volunteers, and deepened our community partnerships through fundraising, outreach and programming. One such highlight was hosting a conversation with celebrated author and journalist Ta-Nehisi Coates, as part of a multi-day event examining important topics like community, race and social justice.

“IN ITS FIRST SIX MONTHS, LENEXA CITY CENTER LIBRARY WELCOMED NEARLY 140,000 VISITORS IN THE BRANCH AND 7,700 THROUGH ITS DRIVE-THRU.”

And hot on the heels of opening the Monticello Library in 2018, our first new branch in over a decade, we opened the doors to Lenexa City Center Library in June. In its first six months, Lenexa City Center Library welcomed nearly 140,000 visitors in the branch and 7,700 through its drive-thru.

At the writing of this letter in 2020, we are in the midst of great uncertainty thanks to the global pandemic. While next year’s Annual Report will certainly look a bit different than this one, I am certain that the solid foundation our staff, supporters and community built in 2019 has kept us steady today. Johnson County Library is a place to learn about the past, explore the present, and innovate for the future. Looking back only makes me more optimistic about the days ahead.



– SEAN CASSERLEY  
COUNTY LIBRARIAN

OUR BOARD OF DIRECTORS . . . . . 4

OUR ADMINISTRATIVE TEAM . . . . . 5

SUPPORTING ORGANIZATIONS . . . . . 6

BY THE NUMBERS . . . . . 10

OUR BRANCHES . . . . . 12

FINANCIALS. . . . . 22



Throughout this guide you will see five icons, which represent our five strategic goals. 2019 was the first implementation year of our five-year Strategic Plan, which was developed in collaboration with our Library Board, Johnson County residents, elected officials and policy makers. When you see a section with an icon, we believe it highlights the work we are doing to meet that particular goal. We want to ensure we are fulfilling our commitment to those who live and work in Johnson County within these five areas, and are always seeking to improve.

EDUCATION	OPERATIONS	COMMUNITY	COMMUNICATION	CONVENIENCE



# Board of Directors



**NANCY HUPP**  
OUTGOING CHAIR  
Appointed by Ed Peterson, District 1

- **Service:** 2010-2019
- **Occupation:** Retired Senior Director of Corporate Advertising Services
- **Favorite Book:** *And Ladies of the Club* by Helen Hooven Santmyer



**BETHANY GRIFFITH**  
INCOMING CHAIR  
Appointed by Mike Brown, District 6

- **Service:** 2016 - Current
- **Occupation:** Home Educator and school choice advocate
- **Favorite Author:** Guy Gavriel Kay



**DONNA MERTZ**  
Appointed by Ed Eilert, District 7

- **Service:** 2017 - Current
- **Occupation:** Retired Real Estate Appraiser/Community Service Volunteer
- **Favorite Book:** *The Scarlet Letter*, by Nathaniel Hawthorne



**SHERYL SPALDING**  
OUTGOING  
Appointed by Steven Klika, District 3

- **Service:** 2017-2019
- **Occupation:** Journalist/Publisher/Teacher. Former member of the Kansas House of Representatives, (29th district)
- **Favorite Book:** *Historical biographies*



**BRANDY BUTCHER**  
Appointed by Jason Osterhaus, District 4

- **Service:** 2019 - Current
- **Occupation:** Bookkeeper for her husband's residential painting business
- **Favorite Book:** 'Staff Picks'



**DAVID SIMS**  
INCOMING  
Appointed by Becky Fast, District 1

- **Service:** 2019 - Current
- **Occupation:** Financial Planning Specialist, Ward, Fuller & Associates



**AMY AMOS RUO**  
Appointed by James (Jim) P. Allen, District 2

- **Service:** 2017-Current
- **Occupation:** Office Manager of the family business, Amos Family Funeral Home
- **Favorite Book:** *The Nightingale* by Kristin Hannah



**FABIAN SHEPARD**  
INCOMING  
Appointed by Michael Ashcraft, District 5

- **Service:** 2019 - Current
- **Occupation:** Quality Management, Harte Hanks, a global marketing firm



**CEDAR ROE REOPENING:** (Left to Right) County Librarian Sean Casserley, Councilmember Michael Rebne, Roeland Park City Councilmember Jan Faidley, County Commissioner Becky Fast, Councilmember Tom Madigan



**WAYNE BURKE**  
INCOMING  
Appointed by Steven Klika, District 3

- **Service:** 2019 - Current
- **Occupation:** Superintendent Spring Hill (KS) United School District 230



**J R RILEY**  
OUTGOING  
Appointed by Michael Ashcraft, District 5

- **Service:** 2015-2019
- **Occupation:** Chaplain, Olathe Health. US Army, 32 years

# Administrative Team



**SEAN CASSERLEY**  
COUNTY LIBRARIAN



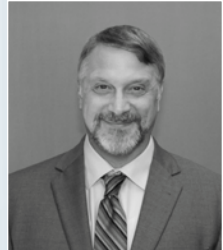
**TRICIA SUELLENTROP**  
DEPUTY COUNTY LIBRARIAN



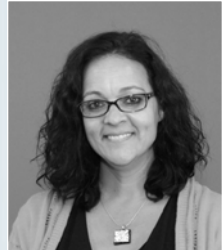
**JENNIFER MAHNKEN**  
ASSOCIATE DIRECTOR, BRANCH SERVICES



**ADAM WATHEN**  
ASSOCIATE DIRECTOR, SYSTEMWIDE SERVICES



**BENETT SUNDS**  
ASSOCIATE DIRECTOR, CUSTOMER EXPERIENCE



**NICKI NEUFELD**  
FINANCE DIRECTOR



**STEPHANIE STOLLSTEIMER**  
EXECUTIVE DIRECTOR, JOHNSON COUNTY LIBRARY FOUNDATION





## Supporting Organizations

# support your library



# help

Volunteers like you help your Library with 53,000 hours each year.

# join

Our Friends play an essential part in your successful Library community.

# give

A gift to the Foundation empowers your Library collections & programs.



Library Volunteers come from all backgrounds and areas of Johnson County, helping with everything from shelving books, processing donations and working in our bookstores, to serving on our Library Board! They support our Library with an average of 50,000+ hours each year.

## » \$1,263,286 SERVICE VALUE

- 912 active volunteers
- 79 opportunities
- Equivalent to 23+ full-time employees
- 141 volunteers gave 100+ hours of service
- 49,677 total Hours of Service in 2019



The purpose of Friends of the Johnson County Library is to support the Johnson County Library system by promoting community involvement and interest in the Library's functions, services, resources and needs, and by raising supplementary funds.

## » 18,000+ FRIENDS VOLUNTEER HOURS

- 800 members
- 393 volunteers
- 4 staff
- 3 bookstores
- \$50,000 raised annually to support collection development



## JOHNSON COUNTY LIBRARY FOUNDATION



The Johnson County Library Foundation's purpose is to build an endowment fund for the Library's collection and to secure financial support for life-long learning programs offered at Johnson County Library.

## » \$313,936 SUPPORT TO THE LIBRARY

- Collection Support
- Summer Reading Program
- Black & Veatch MakerSpace
- *elementia* and Teen Programming
- Race Project KC
- Launched 1952 Society for planned giving





Supporting Organizations

» Business Partners

AdventHealth Shawnee Mission, Birth Center  
Andrews McMeel Universal  
A-Plus Career & Resume, LLC  
Athletico  
Bulk It  
CEED, Powered by SEAF  
Country Financial  
Flying Ketchup Press  
Great Harvest Bread Co.  
Kaplan Test Prep  
KC Digital Drive  
KC Voices  
Kiddi Kollege, Blue Valley and Leawood  
NCircle (formerly Cultivate, Inc.)  
St. Luke's South Hospital  
Tabletop Game and Hobby  
The Bean Coffee Shop  
The University of KS Health System  
Truman Medical Center  
We Start Now

» Education Partners

4-H Youth Development, K-State Research and Extension  
ACT School  
Alice's Little Angels  
Apache Elementary School  
Banneker Elementary School  
Barstow School  
Barton County Library  
Bishop Miege High School  
Blue Valley Middle School  
Blue Valley North High School  
Blue Valley Northwest High School  
Blue Valley Parents As Teachers  
Blue Valley School District  
Blue Valley School District Parents as Teachers  
Blue Valley Southwest High School  
Brookridge Day School  
Brookridge Elementary School  
Brookwood Elementary School  
Christ Lutheran School  
Christ Preparatory Academy  
Christa McAuliffe Elementary School  
Comanche Elementary School  
Community Covenant Preschool  
Crestview Elementary School  
De Soto Parents as Teachers  
DeSoto School District

East Antioch Elementary School  
East High School  
Edgerton Elementary School  
Gardner Edgerton High School  
Gardner Edgerton Parents As Teachers  
Gardner Edgerton School District  
Gardner Elementary School  
Goddard School  
Grand Star Elementary School  
Growing Futures Early Education Center  
Hiersteiner Child Development Center  
Highlands Elementary School  
Highlawn Montessori School  
Hocker Grove Middle School  
Holy Cross Catholic School  
Holy Spirit Catholic School  
Holy Trinity School  
Horizon High School  
Horizons Academy  
Indian Valley Elementary School  
JoCo K-State Research Extension  
John Paul II Catholic School  
Johnson County Community College  
Johnson County Genealogical Society  
Johnson County Montessori School  
Kansas City Academy  
Kansas City Christian School  
Kansas City Public Library  
Kindercare #760 and #1300  
Knox Presbyterian Church Child Development Center  
La Petite Academy  
Leawood Middle School  
Legacy Christian Church Preschool  
Lenexa Hills Elementary School  
Liberty View Elementary School  
Literacy KC  
Little Horizons Preschool  
Lyndon Library - Osage County  
Madison Elementary School  
Maranatha Christian Academy  
Merriam Park Elementary School  
Mid-Continent Public Library  
Midwest Parent Educators  
Mill Creek Middle School  
Mill Valley High School  
Mission Trail Elementary School  
Moonlight Elementary School  
Morse Elementary School

Mount Olive Lutheran School  
Nativity Parish school  
New Letters on the Air  
Nieman Elementary School  
Nieman PTA  
Nike Elementary School  
Northeast High School  
Oak Hill Elementary School  
Oak Park-Carpenter Elementary School  
Olathe North High School  
Olathe Public Library  
Olathe School District  
Operation Breakthrough  
Overland Park Elementary School  
Overland Trail Elementary School  
Overland Trail Middle School  
Oxford Middle School  
Paseo High School  
Pawnee Elementary School  
Pioneer Preschool (Grace Covenant Presbyterian)  
Pioneer Ridge Middle School  
Pleasant Ridge Middle School  
Prairie Creek Elementary School  
Prairie Star Elementary School  
Prairie Star Middle School  
Premier Learning Early Childhood Education Center  
Prince of Peace Catholic School  
Rising Star Elementary School  
Rockhurst University  
Roesland Elementary  
Rosehill Elementary School  
Rushton Elementary School  
Sacred Heart School  
Shawano Elementary School  
Shawnee Mission East High School  
Shawnee Mission North High School  
Shawnee Mission Parents As Teachers  
Shawnee Mission School District  
Shawnee Mission South High School  
Shawnee Mission West High School  
Sonshine School  
Special Beginnings Early Learning  
Spring Hill Elementary School  
Spring Hill School District  
St. Agnes Catholic School  
St. Teresa's Academy  
Sunflower Elementary  
Trailridge Elementary School  
Trailridge Middle School  
University of Kansas  
Valley Park Elementary School  
Valley View Child Care  
Westridge Middle School  
Westwood View Elementary School  
Wheatridge Middle School  
Williamsburg Community Library  
Wolf Springs Elementary School  
Wyandotte High School

» Municipal and Government Partners

City of Gardner, KS  
City of Leawood, KS  
City of Lenexa, KS  
City of Lenexa, KS  
City of Merriam, KS  
City of Olathe, KS  
City of Overland Park, KS  
City of Prairie Village, KS  
City of Shawnee, KS  
City of Shawnee, KS, Police Department  
Johnson County KS, Department of Corrections/Therapeutic Community/Juvenile Detention Center/Adult Residential Center  
Johnson County, KS Department of Aging and Human Services/ Department of Development Services/Department of Emergency Management and Communications/Department of Health and Environment/ Department of Mental Health/ Evergreen Community of Johnson County/Human Resources Department/Sherriff Department  
Kansas Department of Children and Families  
Lansing Correctional Facility – Library/Treatment Reintegration Unit  
Neighborhood Programs – City of Overland Park  
Research and Extension, Kansas State University  
The Family Conservancy  
Union Rescue Mission, Wichita  
United States Penitentiary, Leavenworth  
Wyandotte County Sheriff's Office - Adult Detention Center  
YMCA of Greater Kansas City

» Cultural Partners and Community Organizations

AARP Kansas Tax-Aide  
American Red Cross  
Amigos de las Americas  
Behavior Analysis Support Services  
BikeWalkKC  
Boy Scouts of America  
Building a Bookshelf  
Catholic Charities  
Center of Grace  
Charlotte Street Foundation  
Christmas Bureau, Nursing Homes Division  
Church of the Resurrection, Overland Park  
Convent of Christ the King  
Daughters of the American Revolution  
Daytime Stitchers  
De Soto Historical Society

DeSoto Rotary Club  
Ethiopia Reads  
Evangelistic Center Church  
First Baptist Church of Stilwell  
Gardner Edgerton Chamber of Commerce  
GFWC Athena Club of Gardner  
Girl Scouts of the USA  
Grace United Community Ministry  
Greater Kansas City Hispanic Chamber of Commerce  
Hands to Hearts  
Housing & Credit Counseling Inc  
InterUrban ArtHouse  
Jewish Community Center of Greater Kansas City  
Johnson County Genealogical Society  
Johnson County Museum  
Kansas City Artists Coalition  
Kansas City Repertory Theater  
Kansas City Writers Workshop/KC Word Shop/Louder Than a Bomb  
Kansas City Writers Workshop/ Project Eagle KUMC  
Kansas City, KS Rotary Club  
Kansas Enrichment Network  
Kansas Legal Services  
KC Weavers Guild  
KC Word Shop  
KCSOURCELink  
Lakeview Village Library  
Latino Writers Collective  
Lenexa Chamber of Commerce  
Lucky Clover 4-H Club  
Micah Ministries  
MoneySmart KC  
Monticello Chapter, Kansas Society, Sons of the American Revolution  
Nelson Atkins Museum of Art  
Overland Park Community Garden  
Pets for Life KC  
Redemptorist Social Services Center  
Russian Kids Storytime  
Sabora a Peru  
SafeHome  
Salem Lutheran Church - Food Pantry  
Seventh-Day Adventist Church  
Sew Full of Scrap  
Shawnee Chamber of Commerce  
Society of Human Resource Managers - Johnson County  
Spring Hill Chamber of Commerce  
Synergy Services  
The Arts Asylum  
The Museum at Prairiefire  
Trinity Lutheran Church  
Uke On  
Voyager Gifted Parent Support Group  
Wayside Waifs  
Whole Child Development Center  
Women's Employment Network  
Workforce Partnership  
Youth Advocate Programs, Inc.

Supporting Organizations

JOHNSON COUNTY LIBRARY FOUNDATION

The Johnson County Library Foundation's mission is to build an endowment for the Library's collection and secure support for lifelong learning programs offered at Johnson County Library. We do this by securing and managing donations from individuals, businesses, and foundations to support the Library above and beyond what public funding provides.

IN 2019, THE JOHNSON COUNTY LIBRARY FOUNDATION PROVIDED \$313,936 OF SUPPORT TO THE LIBRARY

Collection Support . . . . . \$80,245  
Endowment disbursement  
  
Summer Reading Program. . . . . \$60,000  
Ewing Marion Kauffman Foundation Grant, OP  
South Rotary, Walmart, Walter Homes, LLC,  
Flarsheim Foundation Friends of Johnson County Library, and supporting Foundation events  
  
» 25,000 books distributed to youth in all fourteen branches

6 By 6 Ready to Read Programming. . . . . \$30,000  
Ewing Marion Kauffman Foundation

Black & Veatch MakerSpace. . . . . \$30,000  
Black & Veatch 3-year \$90,000 partnership  
  
» Averaging 167 users per day  
  
» Increase of 8.9% in unique users of makerspace YTD in 2019 compared to 2018 total  
  
» Over 7,500 total bookings on equipment this year has already eclipsed 2018 numbers

Elementia and Teen Programs . . . . \$7,000  
United Way of Greater Kansas City, JoCo Bar Association, CPS Foundation, Kansas Creative Arts Industries Commission  
  
» 800 submissions for the 2019 publication  
  
» 250 in attendance for the April reception and program  
  
» 13 teen volunteers recorded over 700 total hours on the project

Immigrant Family Program Outreach . . . . . \$10,000  
Ewing Marion Kauffman Foundation and David and Jane Ross gift  
  
Adult Incarcerated Programs . . . . . \$5,000  
Village Presbyterian Church

Race Project . . . . . \$43,141  
Ewing Marion Kauffman Foundation, Freedom Frontier, Kansas Humanities

Homework Help. . . . . \$31,500  
Ewing Marion Kauffman Foundation, RA Long Foundation and Dollar General

Writer's Conference . . . . . \$5,000  
Joan Berkley Writer's Fund

Audio CDs & Downloadable Audiobooks . . . . . \$10,000  
Betty A. Paige Estate Gift

Table Top Games . . . . . \$250  
Chip and Deb Buckner

Cedar Roe Capital Improvements and Expenses . . . . . \$1,800  
James A. Deberry





# By the Numbers

## JOHNSON COUNTY LIBRARY

Cardholders	260,761
Visits	2,397,326
Materials	1,321,296
<i>Includes books, audio/video, eBooks, periodicals</i>	
Public computers	377
<i>Includes all branches</i>	
Computer sessions annually	322,751
Wireless sessions annually	869,970
Staff members	434
Total Square Footage	322,800
Branches	15
<i>Including our eLibrary</i>	



## CIRCULATION

Physical Items	7,598,224
Electronic items	522,623
Interlibrary Loans	186,366

## PROGRAMS/EVENTS

Number of Programs/Events	2,794
Attendance, all ages	91,822

## COMMUNITY ENGAGEMENT

Facebook Followers:	13,450
Twitter Followers:	10,470



## Marie Kondo on Books:



## Ravencaws everywhere:



Most popular Facebook post from January 2019, with over 100k engagements and 30k reactions!



Most popular tweet was from August 2019, with over 22k impressions.

## EUGENIA ORTIZ

### Patron Highlight

Overland Park artist Eugenia Ortiz was at a crossroads in 2018. She was facing personal challenges. Professionally, she needed to expand into a new creative phase.

She posted a Facebook query: where could she access a machine that would help her with her new ideas requiring artistic cutting and etchings she wanted to do in Plexiglass and other materials? Someone responded that she should check out the Black & Veatch MakerSpace, which provides free use of laser cutters, 3D printers, a CNC router, electronics equipment and other devices, at Central Resource Library.

“THIS OPENED UP A WHOLE NEW WORLD OF POSSIBILITIES FOR ME”

“The staff are all very helpful,” Ortiz said. “They’re not there doing it for you. They are there teaching you, and then they let you take off. They really want you to become independent and know how to do this on your own.”

Ortiz, who has a home studio, needed a precision tool to help with her specialized imagery. The laser cutters worked perfectly. “This opened up a whole new world of possibilities for me,” she said.

She’s been able to do engravings in acrylic and has also incorporated these geometrical designs into her jewelry and clothing creations. She has also learned to use the 3D printer and vinyl cutter, and plans to branch out to wood and leather. She has found the laser cutter is also ideal for fashioning her



own custom-made paint brushes. “I wouldn’t have been able to do that,” without the machines, she said. “They have helped me grow my career as an artist.”

## RICH COOK & FAMILY

### Patron Highlight

It takes many resources and committed individuals to offer the diverse range of services available at Johnson County Library. “While tax dollars provide most of that money, the Johnson County Library Foundation helps to provide additional dollars to make that car really shine,” says former Foundation president Rich Cook, a real estate lawyer.

“THE PUBLIC SHOULD KNOW HOW ITS GOVERNMENT WORKS”

“The Foundation provides funding for crucial Library programming and services and has built an endowment to help support the Library collection. We do that with private dollars donated by corporations, foundations, individual Library lovers and patrons.” With those dollars, the Foundation supports collection enrichment, homework assistance for youth, art programs, early literacy initiatives, youth-at-risk programs, technology enhancements at the Library and more.

“The public should know how its government works and have an informed view of history,” says Cook. “Without that



knowledge, it’s hard to preserve democracy. Knowledge requires access to information, and public libraries provide access to people from all walks of life.”

Cook, his wife, Morgan, and their children enjoy the great outdoors and have camped in national parks across the U.S. All are also avid sports fans. “KU basketball and football, Sporting KC, Royals, Chiefs, whatever it is, we’re into it,” he says. Henry, 10, Charlotte, 8, and George, 5, are active in scouting, soccer, basketball and baseball.



# Our Branches

## LENEXA CITY CENTER LIBRARY

8778 Penrose Lane  
Lenexa, Kansas 66219

The new Lenexa City Center Library opened Sunday, June 2, 2019. A ribbon cutting replete with Girl and Boy Scouts, and the Emerita Poet Laureate of Kansas, Wyatt Townley, celebrated the event. Activities included tours conducted by Library staff of the new building and an opportunity to see award-winning children’s book illustrator Stephen T. Johnson’s new work of public art at the site.

“THIS IS A REALLY STRIKING AND BEAUTIFUL FACILITY”

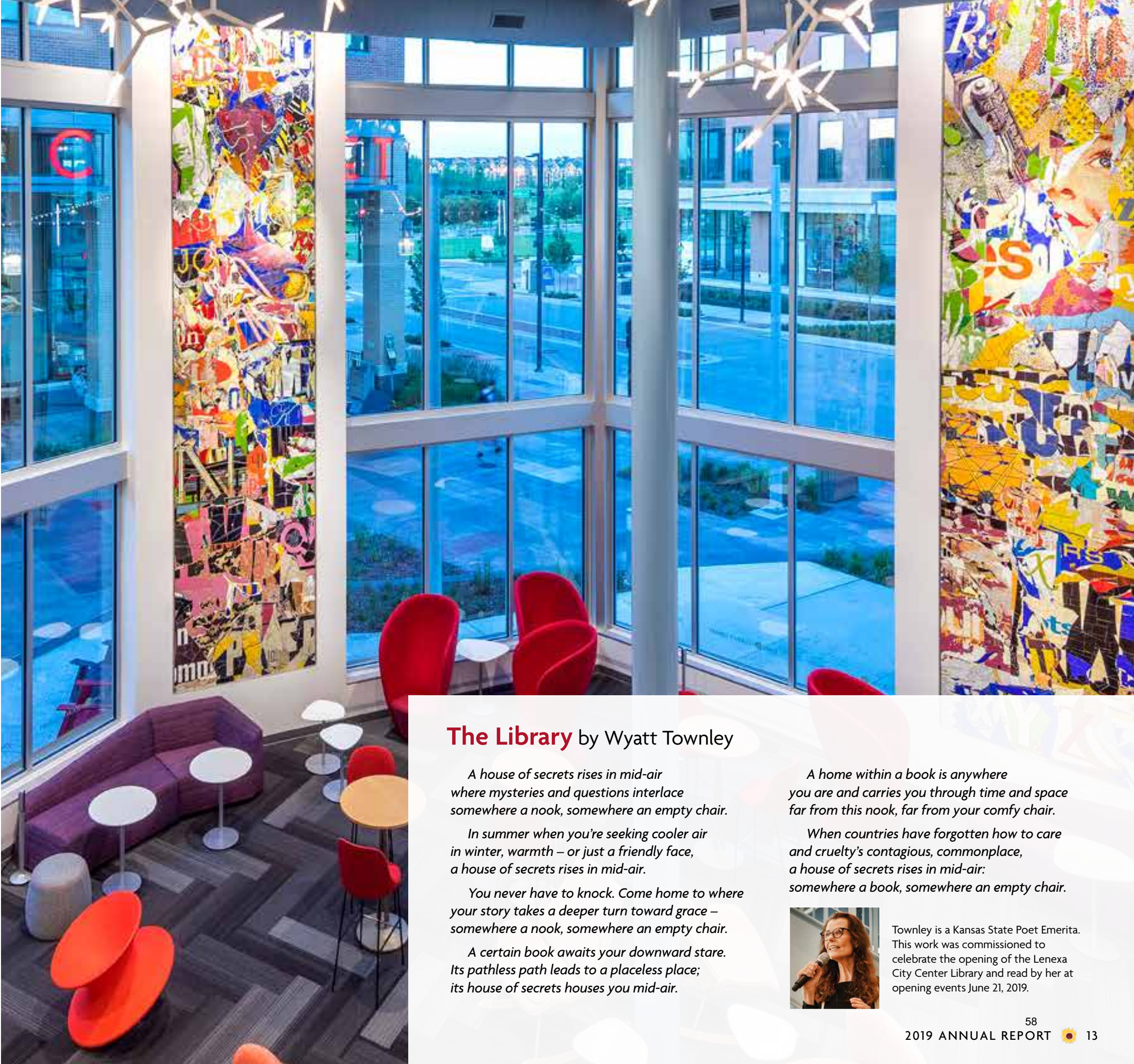
The new 40,000 square foot building occupies two floors at the Lenexa City Center campus. In addition to high-quality library services, the new space features public meeting rooms, public computers and a robust children’s programming area. “This is a really striking and beautiful facility,” said Library Board chair Bethany Griffith, “and we are eager to invite our patrons in so people can start using their new Library right away.”

### FAST FACTS ABOUT LENEXA CITY CENTER LIBRARY

- When Completed: . . . Sunday, June 2, 2019
- Construction Cost: . . . \$21.1 million
- Total Size: . . . . . 40,000+ sq. ft.

### SPECIAL FEATURES

- Kids area with dedicated storytime room
- Exterior Drive-Thru
- Holds Lobby
- Balcony with seating and device power
- 6 Meeting / study rooms with A/V and conversational seating
- Technology features
- Wi-Fi access
- 20 PC workstations
- Power access at seats and work stations
- Wireless AV in study rooms
- Collaboration tables



### The Library by Wyatt Townley

*A house of secrets rises in mid-air  
where mysteries and questions interlace  
somewhere a nook, somewhere an empty chair.*

*In summer when you're seeking cooler air  
in winter, warmth – or just a friendly face,  
a house of secrets rises in mid-air.*

*You never have to knock. Come home to where  
your story takes a deeper turn toward grace –  
somewhere a nook, somewhere an empty chair.*

*A certain book awaits your downward stare.  
Its pathless path leads to a placeless place;  
its house of secrets houses you mid-air.*

*A home within a book is anywhere  
you are and carries you through time and space  
far from this nook, far from your comfy chair.*

*When countries have forgotten how to care  
and cruelty's contagious, commonplace,  
a house of secrets rises in mid-air:  
somewhere a book, somewhere an empty chair.*



Townley is a Kansas State Poet Emerita. This work was commissioned to celebrate the opening of the Lenexa City Center Library and read by her at opening events June 21, 2019.



## Our Branches

### ANTIOCH LIBRARY

34,000 sq ft

8700 Shawnee Mission Pkwy  
Merriam, KS 66202

Johnson County Library has had a presence in Merriam since 1953. Established by volunteers, it was initially housed in the basement of a residence in the 8500 block of West 55th Terrace. This library was open just five hours a week, from 4 to 7 pm on Wednesday and from 10 am to noon on Saturday. The library moved to its present site, renamed “Headquarters”, in November 1956 – then a rented space. Besides offering public service, Headquarters also housed library administration, business office, and technical services.

This building and its site were purchased in 1961, with 8,000 square feet added in 1970. Antioch was remodeled to expand the public space, and in 1983 the building was again expanded by 8,400 square feet to support new service functions. By 1988 space at Antioch was at a premium, so the administrative offices were moved into off-site rented office space. The Central Resource Library moved to its current location in 1995, and the Antioch building converted to a branch library in 1996.



### BLUE VALLEY LIBRARY

24,000 sq ft

9000 W 151st St  
Overland Park, KS 66221

The first library in the Stanley area opened in mid-1953. It was a self-service library of 200 books at Boehm's Grocery. Bookmobile service began in June 1956 and the Stanley area was thus served until shortly before the Blue Valley Library opened its doors.

The growing population needed a new library, and planning began in 1979 for “community libraries” in Stanley, DeSoto, Spring Hill and Gardner. The new Blue Valley Library opened with approximately 13,000 books in 1982. Its first full year of operation saw circulation of 23,360! From its first year to the end of 1999, the branch's holdings increased 39,368, and its circulation grew to 240,633. The city of Overland Park donated property for the current library in 1997 and the new library opened in 2000.



## Our Branches

### CEDAR ROE LIBRARY

16,000 sq ft

5120 Cedar St.  
Roeland Park, KS 66205

Cedar Roe Library is a well-loved neighborhood branch in Roeland Park. This branch closed briefly to allow replacement of the flat portion of the Library roof. Crews cleaned carpets, replaced stained ceiling tiles, improved lighting and painted doors where the paint has chipped away.

Cedar Roe also got a new manager. Anna Gordon had been an assistant branch manager at Monticello for about 18 months. She previously was an assistant branch manager with Mid-Continent Public Library.

In June 2019 friends, patrons and former staff of Cedar Roe Library gathered to celebrate its 50th anniversary. The compact building – 17,157 square feet – was dedicated in 1969. The name “Cedar Roe” was the winner in a naming contest, a combination that incorporated its Cedar Street address and its Roeland Park neighborhood.



## OLI RAY

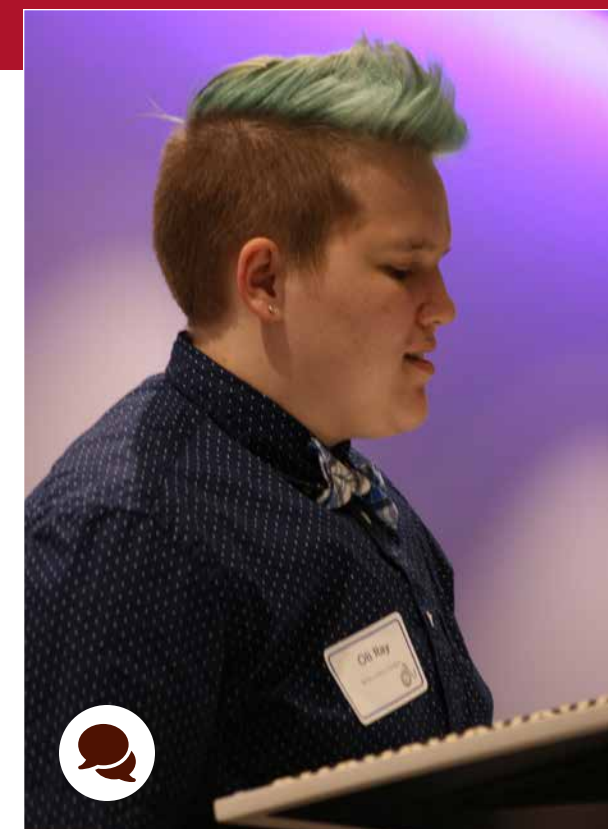
### Patron Highlight

Oli Ray, a junior at Olathe High School, interned at Central Resource Library as an editor and designer for issue 15 of elementia, the library's teen literary magazine. He discovered a wide array of resources the library offers. He especially appreciated the Maker Space, where patrons can use digital design software, a recording studio, video hardware and software, 3D printers, laser cutters and more. That's where Oli created elementia videos that he posted on the library's YouTube channel. “The Maker Space enabled me to create higher-quality film projects,” says Oli. “The library is an undervalued resource I'd encourage everyone to learn about and appreciate.”

**“HE JUMPED AT EVERY OPPORTUNITY TO  
MAKE *ELEMENTIA* BIGGER AND BETTER”**

Teen Coordinating Librarian Kate McNair says, “Oli's energy, enthusiasm and respect for the work of others was contagious and has left a lasting impact on our editorial committee and the elementia community.” She adds, “Oli brought his experience in spoken word poetry and videography to the table to help us best represent our performances online. He jumped at every opportunity to make elementia bigger and better, contributing his time and talents to select writing for publication and design the issue.”

Now, Oli is majoring in writing and minoring in film at the Pratt Institute in New York. “I was fortunate to intern at the library and meet the elementia staff and the library personnel,” Oli says. “I learned a lot and made a lot of friends. It opened a lot of opportunities for me.”





# Our Branches

## CENTRAL RESOURCE LIBRARY

90,000 sq ft  
9875 W 87th St  
Overland Park, KS 66212

Central is one of Johnson County's busiest branches, with several hundred thousand user visits per year. It's diversity of customers includes teens and children who love its welcoming spaces, plus small business owners who rely on its computers and meeting rooms.

"It's so fast and there's always so much to deal with. But I enjoy that," said branch manager Laura Hunt. "I kind of thrive off of that." Central is a vital community resource that residents greatly appreciate, but staff also encounters a broadly various patron population. Hunt has worked hard to provide the equipment, training and management support that employees need. "That's really the thing I love the most about the job," she said, "being able to help guide the staff through some of those challenges, help them grow and make sure they know I'm there to back them up."



## CORINTH LIBRARY

20,400 sq ft  
8100 Mission Rd  
Prairie Village, KS 66208

With its emphasis on serving all types of patrons, the Corinth branch is a vital part of the Prairie Village community – and it's clear that the community loves and appreciates all the ways it touches their lives.

The Corinth branch provides services and activities for patrons of all ages. The library's lower level is a large children's space where there are books, DVDs, computers and well-lit study areas. For adults, the Corinth Branch hosts many programs. Among them are Legislative Coffees, where patrons can get to know their local elected officials, and An Edible Discussion, where attendees share a potluck meal while they learn from community chefs and experts.

Modern technology is making the library more efficient. When you feed a book into the sleek new Corinth returns slot, it lands on a conveyor belt inside, where its RFID tag is scanned. The book is checked in and removed from the patron's account then deposited in a bin, depending on its destination. The sorter swiftly processes a volume of books that would take employees hours to sort by hand.



# Our Branches

## DE SOTO LIBRARY

3,800 sq ft  
33145 W 83rd St  
De Soto, KS 66018

De Soto Library got a nice refresh. The little 3,600-square-foot Library had changed little over the past several years and was crowded with books and furniture and was not as patron-friendly as it could be.

"Big-picture, we needed to neaten things up and make it more accessible for the patrons coming in – not for the patrons we imagined we were coming in," Assistant Branch Manager Lisa Jordan says. "I worked there so I could see for myself who was coming in and what they were looking at, and I talked to the patrons."

By looking carefully at the layout of the Library from a patron's viewpoint, Jordan saw possibilities for better service. The rearranged and decluttered environment now allows patrons to enjoy more room to walk around, neat shelves and improved convenience at their Library. And most importantly, the patrons approve.



## MAHMOOD HASSAN

### Patron Highlight

Monticello Library had 20 talented teen volunteers in summer 2019, but one in particular stood out to the Library's youth information specialist, Julia Belcher. Mahmood Hassan was "exemplary," according to Belcher, because of his work ethic and his joy on the job. "He's great with the patrons. He's always very friendly, very personable. He's so happy to help."

Belcher especially appreciated Hassan's interaction with young children in the Library. For Hassan, a precocious 14-year-old who has skipped two grades and is a junior at Olathe North High School, the Library was a great opportunity to give back to the community. "It's just exciting to work at such a professional and interesting environment," he said.

"I wanted to start volunteering because it helps build character. It helps make new experiences," Hassan recalled. "I thought 13 years old would be a good age to start. You want to get as much volunteering as possible, especially because colleges look at that as well." He volunteered at Lackman Library, then joined other volunteer teens at Monticello for the summer 2019 season.

**"HE'S ALWAYS VERY FRIENDLY, VERY PERSONABLE. HE'S SO HAPPY TO HELP."**

"It sharpens general skills like sorting and other cognitive skills," he said, adding that sorting and shelving require accuracy and precision. "Many practical skills can be honed through volunteering at the Library. It really makes you feel a sense of community," he said, "and it helps you feel like you are doing something useful, and improving."





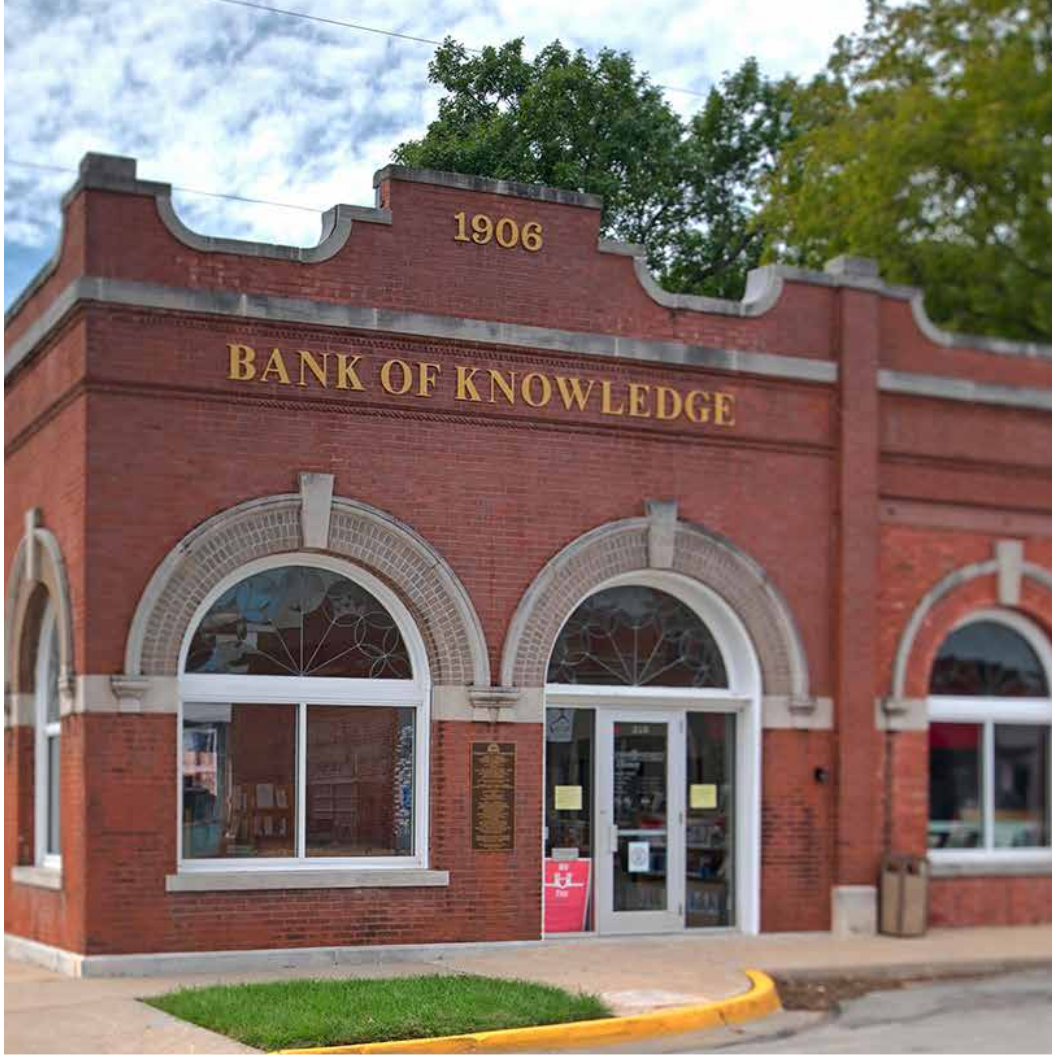
# Our Branches

## EDGERTON LIBRARY

2,100 sq ft  
319 E Nelson  
Edgerton, KS 66021

The Johnson County Library bookmobile ceased operation in the early 1980s. More convenient library service was needed in the city of Edgerton. For many years two carts of books for self-checkout stood in the Edgerton City Hall.

In 1999, a former bank building in the downtown area was acquired by the city. The Edgerton Library Task Force set about raising funds for providing a setting for modern library services. In 2000 the Edgerton Library was opened, offering circulating library materials, public-use PCs, a meeting room, and youth and adult programming. The library is open 36 hours a week including two evenings and Saturdays. It is always busy after school.



## GARDNER LIBRARY

12,300 sq ft  
137 E Shawnee St  
Gardner, KS 66030

Gardner Library serves a community that's experiencing rapid growth. New residents are drawn here by affordable housing and employment opportunities at the 1,700-acre distribution and warehouse facility in nearby Edgerton. Branch Manager John Keogh knows he can rely on his staff to keep up with the needs of Gardner's growing population.

The town of Gardner reminds Keogh of home – Fargo, North Dakota. "Gardner has a small-town feel" he says, "and this library has the feel of a local library." But he notes that, unlike a small-town library, Gardner Library shares the resources and overall strategy only a large system like Johnson County Library can provide. The Library's Storytimes are hugely popular with Gardner's many young families. But the staff works to make the library services relevant to all interests and all ages, from babies to mature adults – including patrons who grew up in the area when it was rural.

# Our Branches

## LEAWOOD PIONEER LIBRARY

19,000 sq ft  
4700 Town Center Dr  
Leawood, KS 66211

Johnson County Library's newest branch manager, Sarah Aanestad, joined Leawood Pioneer Library in early June. She appreciates the quality of the Library staff members she interacts with. "They're really smart people, and people who have a lot of different interests and talents and skills," she says. "It's been really refreshing." Aanestad is keeping busy – the branch is one of the most frequented in the system, and recirculates an average of sixty thousand items a month.

She comes from meaningful experiences in various library and not-for-profit roles across the metro. At the same time, she also worked at a non-profit, where she helped people access information and resources to improve their lives. Her Master of Arts in Library Science joined her degrees in Spanish, Anthropology and Museum Studies.



## SHEILA KELLY

### Patron Highlight

Sheila and Roger Kelly's story is rather romantic: Roger, an American Air Force officer stationed in Banbury, England, went to a local church. There he met a sweet 18 year-old English girl named Sheila. In a short time, they began talking about getting married. "Eventually, my parents decided they liked him," says Sheila. They were married in 1965, and the couple moved to Denver, Colorado. They had two children and later adopted three more.

### "SHEILA DOES A WONDERFUL JOB PROMOTING

### THE GOINGS-ON IN GARDNER LIBRARY"

The Kellys eventually settled in Gardner, KS. She likes the small-town feel – similar to the small English town where she grew up. Between church with Roger and spending time at the library, she knows a lot of people in town. You can find Roger and Sheila at Gardner Library nearly every morning. Sheila reads Amish historical fiction while Roger works on the computers. Sheila often strikes up conversations with other patrons. She asks what they like to read and suggests books they might like. And when moms bring their kids, she lets them know that they can get free children's books as part of the summer reading program.

"Sheila does a wonderful job promoting the goings-on in Gardner Library," says John Keogh, Gardner Library's branch manager, "talking to other patrons and encouraging folks to come to our events." Sheila has gotten acquainted with many regular patrons of the Gardner branch, as well as Library staff. Keogh says, "Sheila and Roger are a delight! They come in every day, they know all our staff, and we're a central part of their lives."





# Our Branches

## MONTICELLO LIBRARY

30,000 sq ft  
22435 W. 66th St  
Shawnee, KS 66226

The Monticello Library stands elegantly at 22435 W. 66th Street in Shawnee, KS and when it launched services in 2018 was the first new library location in the County since 1994. Design for Monticello Library benefitted from extensive public input and deep analysis of evolving needs for Library services in the 21st century. The two-story, 33,000+ square foot building features floor-to-ceiling glass along three sides designed to let in lots of natural light and to be stylishly visible to those driving by on Shawnee Mission Parkway.

The 2-level library features a dramatic central stair, self-checkout stations and a large area for children's materials and programming. A large meeting room seats up to 100 people. Public computers include Mac workstations. The interior incorporates flexible spaces and design strategies so it can adapt to future uses and public needs in the coming decades without needing to physically expand. An ecologically sensitive green roof adjoins a terrace with ample seating.



# Our Branches

## SHAWNEE LIBRARY

10,900 sq ft  
13811 Johnson Dr  
Shawnee, KS 66216

The first Johnson County Library branch opened in 1953 in the old Dunbar School in Shawnee at 57th and Reeder. The Shawnee Library moved into rented space a block west of Nieman Road on Johnson Drive in 1955. Unfortunately, a 1958 budget cut required closing the Shawnee location for 34 years.

Taking into account their western expansion, the city of Shawnee offered the present site for the library on Johnson Drive and the Shawnee Library opened in 1992. A lower floor was left unfinished to allow for future expansion. The new facility was featured in Library Journal's Annual Architecture Issue in 1992.

## OAK PARK LIBRARY

17,600 sq ft  
9500 Bluejacket St  
Overland Park, KS 66214

In the heart of Johnson County, Oak Park Library serves a diverse community that includes speakers of Spanish, Chinese, Arabic and other languages from around the world. Oak Park offers many popular programs including ELL (English Language Learning), storytimes for babies, toddlers and preschool-aged children. The branch also hosts other activities to spark children's interest in learning while having fun.

For example, Branch Manager Roxanne Belcher says, "We hosted a Canine Courage program -- a young police officer brought his German shepherd to visit with the kids. They looked very engaged -- anything with a dog is popular with the kids." What's new? In May, the Kansas City Arts Coalition will install original art at Oak Park and Blue Valley Libraries, transforming walls into creative visual landscapes.



## SPRING HILL LIBRARY

2,700 sq ft  
109 S Webster St  
Spring Hill, KS 66083

Book mobile service was available at Spring Hill in the early days of JCL, and a branch was established there in 1971. Open just a few hours a week, it was a joint effort of the Library and Spring Hill School District. By 1980 the Spring Hill Library was included in a multi-service center, and Johnson County Library proposed new permanent libraries in Spring Hill, De Soto and Gardner. A new 2,681 sq. ft. Spring Hill Library opened in 1982 and serves the community today. The interior has been remodeled to accommodate new media, and public PC workstations have been added.



# Financials

Revenues FY2019	Actuals	
Ad Valorem Taxes	\$32,887,766	« The ad valorem is a mil levy, a tax rate that is applied to the assessed value of property in Johnson County excluding Olathe. The Olathe Library is supported by Olathe tax payers only.
Other Taxes	\$3,721,973	
Other Library Revenue	\$1,166,837	
Grants	\$126,997	« The Johnson County Library Foundation regularly seeks grants to support Library services and programs
Investment Interest	\$393,032	
Donations to Gift Fund 1380	\$82,197	
Total Revenues	\$38,378,802	

Revenues FY2019	Actuals	
Payroll Expenses	\$20,756,908	« By definition, libraries are service-rich agencies that require a broad variety of specially skilled staff.
Contractual Services	\$4,550,433	
Commodities	\$4,124,100	
Transfers to Capital Projects	\$3,487,289	« In 2016 the Library launched a multi-year expansion campaign to build new libraries and to remodel some existing branches.
Lease Payments to Public Building Commission (PBC)	\$2,742,833	
Interfund Transfers to Debt Service Fund	\$817,916	
Interfund Transfer	\$500,621	« Most grant funds are required to be expended during a defined period. We carefully track these funded projects.
Grant Expenses	\$126,722	
Risk Management Charges	\$125,402	
Capital	\$66,225	
Expenditures out of Gift Fund 1380	\$45,812	
Total Expenses	\$37,344,261	*All figures are rounded to the nearest dollar



## 2019 Johnson County Citizen Survey

Johnson County Library is a **top-rated public service** in Johnson County.

In 2019, 87% of respondents said that **Libraries are important to the quality of life in our County** over the next 20 years.

Johnson County Library is one of the County agencies with the **highest satisfaction ratings** from County Residents.

We know we are important to Johnson County. And we continue to work hard to earn this trust. **Thank You.**



The County’s annual Citizen Survey assesses community needs and priorities on behalf of the Johnson County Board of Commissioners. This survey helps the County understand effective use of resources providing services that residents want from their county government. Surveys were completed in each of the county’s six commission districts.







JOHNSON COUNTY  
KANSAS  
Library



Before



Rendering of 'after'



Photo of uninstalled sign

To be installed on 2/19



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

January 14, 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, Fred Logan

**BOCC:** Commissioner Hanzlick

**STAFF:** Adam Hummell, Adam Wathen, Amanda Allenbrand, Ben Sunds, Christopher Leitch, Dave Vratny, Elissa Andre, Georgia Sizemore, Jennifer Mahnken, Joseph Keehn, Juan Lopez-Tamez, Kinsley Riggs, Lori Poppoirt, Michaela Scruggs, Nancy Birmingham, Patti Combs, Scott Sime, Sean Casserley, Sean Hendrix, Shannon Tierney, Stephanie Stollsteimer, Tina Pederson, Tricia Suellentrop

**GUESTS:** Joe Waters, Diane Carlisle

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**

Mr. Shepard shared that his uncle, Mr. Ray Anthony Shepard, is an author and head of a major publishing house, Houghton Mifflin. Mr. Shephard's new book *Runaway* was recently published. Associate Director, Adam Wathen, shared that the Library currently has *Runaway* on order.

Ms. Ruo commented that she is looking forward to the Library Foundation's event with Jim Hoy on Sunday.

**FRIENDS OF THE LIBRARY:**

Friends member, Diane Carlisle presented a written report to the Board.

November sales at Friends Bookstores improved significantly. Both locations had their best months since August. Prices were lowered on children's books and sales have been good since the prices were reduced. We plan to keep the lower prices in place indefinitely. Our core crew of volunteers remains steadfast at the bookstores. They are conscientious about self-quarantining if there is a chance they have been exposed to the virus and have done their best to keep themselves and others safe.

**Kansas Leadership Center**

Friends operations manager Shanta Dickerson and JCL volunteer coordinator Amber Bourek Slater co-hosted a Kansas Beats the Virus virtual meeting and brainstorming session with volunteers through an initiative of the Kansas Leadership Center. Some great ideas emerged about staying safe during the pandemic, and the Friends were awarded a \$500 honorarium.

**Johnson County CARES Grant**

The Friends' application for a Johnson County CARES Grant was approved in the amount of \$10,000; funds were deposited in December.

On a related note, legislation has passed simplifying the forgiveness process for PPP loans up to \$150,000 – and our \$22,000 grant falls in that category. We are awaiting the Small Business Administration to provide information to lenders.

**Internet Sales**

Of 19,600 donated and weeded items scanned by sorting volunteers and staff in November - 2,129 met our criteria for listing = approximately 11%.

Significant sales:

- *Churches in Early Medieval Ireland: Architecture, Ritual and Memory* - \$196.00
- *Mastering Weave Structures: Transforming Ideas into Great Cloth* - \$120.00
- *Mayflower Families Through Five Generations* - \$103.00

Respectfully submitted, Friends of Johnson County Library

Mr. Casserley complimented the Friends for increasing the percentage of books offered for sale online. They've done a remarkable job during a difficult year.

## JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director of the Library Foundation, Stephanie Stollsteimer reported to the Board.

Year-end donations continued through New Year's Eve! Gifts of note include:

- Scheels sporting goods had a themed year end gift campaign called "2020" and the Library was selected to receive \$2,020 to "do good." The Foundation historically cultivated Scheels for donations for Library Lets Loose and we are grateful the Library was on their list.
- Henderson Engineers: Donated \$3,000 for *elementia*, the teen literacy arts magazine and program.
- The Library was designated for "Gifts in Memory" for William Spangler. Twenty-six donors have donated \$1,775. Mr. Spangler is remembered fondly as a community leader and his gift shop, Spangler's, in Prairie Village.
- We are still tracking gifts tied to the Annual giving campaign and I'll have numbers next month.
- As we look at the year-end, we saw an interesting increase in individual donations to Race Project KC. We had 114 donations totaling \$19,536.

The Black & Veatch sponsorship agreement for the MakerSpace is up for renewal.

- We submitted a request to renew the 3-year, \$90,000 agreement.

Plans are coming together for an appreciation event for Foundation donors, Friends of the Library and Volunteers, January 17, 1-2 p.m. The time has been adjusted due to a conflict with the Chief's game.

- A ZOOM author event featuring Jim Hoy: Cowboy Storyteller, featuring his new book, *My Flint Hills, Observations and Reminiscences from America's Last Tallgrass Prairie*.
- Hosted by the 1952 Society and Readers Circle

## COUNTY COMMISSIONER REPORT

Commissioner Hanzlick commented that she's put the books Mr. Shepard recommended on hold.

This morning was the first Board of County Commissioners meeting with the three new Board members. The new members of the Commission are Shirley Allenbrand, Charlotte O'Hara and Jeff Meyers. Commissioner Hanzlick is looking forward to working with them and getting many things accomplished.

The liaison roles may be changing. Commissioner Hanzlick has requested she remain liaison to the Library and will be able to share the updated roles soon.

At today's meeting the Board of County Commissioners voted to continue meeting remotely through the end of February due to COVID. They also approved a method for taking public comments live.

Commissioner Hanzlick is currently reading *An Impartial Witness* by Charles Todd.

Ms. Ruohonen shared she hopes Ms. Hanzlick remains liaison.

## BOARD COUNSEL REPORT

## **Role of the Friends and Foundation and relationship with the Library**

Mr. Logan provided the Library Board with an overview of both the Friends of the Library and The Johnson County Library Foundation.

The Friends organization and the Foundation are supporting organizations of the Johnson County Library. They provide support in different ways, but the legal principles are the same. The Friends and Foundation support the Library through donations and volunteers. Mr. Logan shared the economic impact of the volunteers is substantial. The Friends organization and Foundation both provide the Library with additional resources that help the Library expand reach and services. Both are important to the Library from a funding standpoint and a volunteer standpoint.

The Friends organization has existed for many years. They run a book sale that has grown in importance and volume and handle the disposition of surplus and donated books. The Foundation was formed in the early 1990s. Mr. Logan advised the statutes allow the Library to conduct fundraising efforts and the Library does accept gifts. However, those gifts are public funds. In the early 1990s, the Library established the Foundation to fundraise and accept donations.

Mr. Shepard congratulated the Foundation on their 25<sup>th</sup> anniversary.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Finance Director, David Vratny presented to the Board. As of the end of November, the Library is at 96.4% received. The Library is lagging slightly in the copy fees and printing which is as expected due to the impacts of COVID.

The Library is at 77% spent for the year, which is also as expected.

### **Statistics and Reopening Trends**

Associate Director of Systemwide Services, Adam Wathen reported on the Core and Reopening Trends.

Digital usage has increased significantly over previous years. The physical circulation statistics remain fairly steady as well. In-person visitation is still lagging. Mr. Wathen shared that the Library is still limiting several in-building services like in-person programming and access to seating and meeting rooms which may impact visitation statistics.

Mr. Wathen shared that checkouts in December continued to be strong and holds were on pace with last year's levels. Visitor levels have remained at half of last year's numbers.

Computer use has stayed fairly low compared pre-COVID levels. In December, the Library began to offer patrons the option of staying for more than one session on the computers which accounts for a significant increase in computer use time.

Mr. Wathen provided an overview of Library trends in 2020. Much of the work of libraries this year has been focused on responding to COVID-19. Our staff have shown extraordinary innovation, flexibility and resiliency during this last year.

Libraries across the country and the world had to react similarly to how Johnson County Library did by shuttering their doors in March and April and figuring out how to re-establish service to the public while also managing their own staffing and building difficulties.

Responses initially included:

- responding to Federal, State, and Local guidelines
- extending online renewal policies and expanding eBook and streaming media access
- converting staff to a work-from-home status or, at times, furloughing staff
- distributing PPE to staff during a time where PPE was hard to come by.
- Implementing a safe practice regarding circulating materials by following the findings of the REALM study which includes the quarantining of library materials.
- Preparing spaces for patrons



Makerspaces across the country activated to make PPE for front-line hospital workers, library staff, and library patrons. Including our staff at the Black and Veatch MakerSpace who made PPE to support County distribution efforts. Libraries also activated staff to sew cloth masks for staff, patrons, and partner organizations. Our staff and volunteers sewed over 600 masks for our staff and partner County departments.

A substantial response to COVID was that libraries pivoted to provide service in alternative ways. Including instituting curbside service for library materials. Johnson County Library had three drive-thru windows which accomplished this without curbside pickup. We instituted curbside pickup at three additional locations in the summer and are adding curbside services to Spring Hill and Oak Park libraries on February 1.

Libraries also transitioned our programming to online venues. Libraries across the country began to provide storytimes, book groups, and other programming to patrons virtually. Library conferences and trainings have also shifted online.

During COVID libraries increased partnering. We have seen libraries continue their partnering with social services organizations, non-profit community organizations, schools, health organizations, and government. At Johnson County Library, we partnered with County not only with our COVID response, but with the Election Office's efforts to collect ballots and with the implementation of CARES act funding.

The publishing industry and library supply chains have also been impacted by COVID. The shut-down of companies last Spring and the COVID-19 disruptions for workers created supply-chain interruptions that affected the publishing industry. For libraries this has meant that the reliable sources of books and other media for us became much less reliable and we had to diversify our source vendors to compete to find the content to meet demand.

Libraries going fine free remained a trend in 2020. The Atlantic Monthly published an article on why libraries are going fine free in their December 2020 issue. One resource now lists 820 library systems that have gone fine free or are in process.

Diversity, Equity, and Inclusion continues to be a trend in libraries. Libraries are examining their policies, procedures, and practice to try to create more inclusive library services and offerings.

Commissioner Hanzlick commented that she recently reviewed her property tax statement which shows the various taxing districts. She was amazed at the value she receives from the Library for the relatively small tax amount.

Mr. Wathen shared that the Library's Return on Investment study found that for every \$1 put into the Library there is a \$3 return to the community.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

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

Scott Sime, Project Coordinator, reported on behalf of the core team for the Central Renovation project.

The team is still preparing for construction by relocating and storing equipment. Some Central staff are moving to temporary locations while others will continue to work primarily remotely.

Next steps include a special Library Board meeting on January 27 in preparation for going before the Public Building Commission in early February. The Library is coordinating with the construction manager to transition to Little Central, the part of the building that will remain open for patrons during construction.

### **Antioch Replacement Project**

A request for proposal is currently out for architecture services for the Antioch Replacement Project. Firms will be responding with their proposals over the next few weeks.

Mr. Sime shared a photo of County Librarian Sean Casserley and Mayor Sissom on the site of the future Antioch Library.

### **Overall Timeline**

Mr. Sime shared the overall timeline.

## **UPDATES**

## **COVID Update Report**

Nancy Birmingham, Assistant Branch Manager and Project Lead of the Reopening Team, presented to the Board. COVID testing has become easier and more accessible in Johnson County and the vaccine roll-out is proceeding slowly.

Ms. Birmingham shared a comparison of services being provided among all of the metro libraries.

Mr. Sims asked why the other metro library systems have been more conservative on their reopening. Ms. Birmingham responded that many of the other libraries have a different staffing model that makes it more difficult to keep buildings open. Each library system also follows local direction and some of the direction has been different in Missouri.

In response to a question, Ms. Birmingham shared that Mid-Continent Public Library has the largest number of branches in the metro. On the Kansas side, Johnson County Library has the most.

Mr. Shepard commented that the statistics show holds use is helping to make our branches more efficient. Holds service and curbside pick-up has also allowed patrons to access materials and feel safe. Mr. Shepard complimented staff on the implementation of quarantine procedures.

Ms. Birmingham reported that curbside pick-up continues to be a popular service. Almost 3,000 materials have been delivered via this service since August. Oak Park and Spring Hill will start offering curbside service February 1. Planning for returning Friday hours is continuing, as well as planning for providing meeting room access.

Ms. Griffith asked for a more detailed timeline for opening on Fridays and asked about the delay.

Ms. Mahnken responded that the delay has been the number of staff who are exposed to COVID and then are unavailable to work. Cases across the county have been rising which increases staffing unpredictability.

Mr. Sims asked on average how many staff are out due to COVID weekly. Mr. Casserley responded it has been approximately 1%.

## **Leadership in Action Awards**

Mr. Casserley reported the Leadership in Action Awards are a County initiative to highlight staff who have shown exceptional work and leadership during the year. This year the Library celebrated three Leadership in Action winners, Jennifer Mahnken, Nancy Birmingham and Hope Harms.

Ms. Mahnken and Ms. Birmingham were nominated for the extensive and exceptional work they've done on the Reopening Team. Ms. Harms was nominated for her impressive work expanding the Library's digital collection.

Mr. Casserley thanked all of them for their hard work and accomplishments.

## **2019 Annual Report**

External Communication Manager, Elissa Andre, shared copy from the 2019 Annual Report. The communication team partnered with the Development department and worked with the administrative team to produce the report. The 2019 Annual Report will be available next week.

## **Digital Navigators and the Cares Act Funding**

Information Services Manager, Kinsley Riggs, reported to the Library Board.

Johnson County was awarded a portion of CARES Act funding and allocated it in three phases. The goal of the digital navigator's project was to provide support for Johnson County residents who lack digital literacy and access and who have been impacted by COVID-19.

Librarians connect people with the information they need, so the project was an ideal fit. As the world has changed due to COVID-19, every facet of life has been touched by the digital world. With the project, the team was able to help build on existing library services to continue to serve our patrons who had been affected by the virus.

130 front line staff were trained on documentation, procedures and resources, in order to implement this program. Our front-line customer service staff provided the service to patrons and the telephone reference and answers e-mail service were also used to connect with people.

The CARES Act funding initiatives created a network of organizations that will continue to work with one another to solve our community's information and technology needs. The Library assisted Johnson County Community College in advertising their continuing education classes that were made available to more individuals due to this funding. Johnson County Mental Health purchased many pieces of technology for their clients and providers so that they could connect virtually, and they reached out to the Library for training assistance. PCs for People and Connecting for Good hosted a PC distribution event in December at our Central Resource Library. They were able to send 63 PCs to households with further information about an Internet access support program, which includes six months of financial assistance for the internet bill. They were also given the Library's digital navigators programming information. KC Digital Drive also coordinated with the Library for Chromebook and hotspot distribution in December.

Dr. Burke thanked Ms. Riggs and her team for working to provide digital resources and access. Dr. Burke shared that internet access for families, especially in rural communities, is more important than ever. Many kids are working online and the support they get through the library is very important for all of them.

## **CONSENT AGENDA**

Minutes of the December 10, 2020 Library Board Meeting

**Motion:** Wayne Burke

**Second:** Fabian Shepard

**Motion approved unanimously**

## **NEW BUSINESS**

### **Informational Item (no action): 2022-2026 Capital Improvement Plan (CIP) Submission**

County agencies and departments are annually asked to put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5-year capital planning look ahead.

This upcoming 2022 budget plan will cover the 5-year capital planning period of FY 2022 to FY 2026. This information was initially presented at the December 2020 Budget Committee Meeting as part of the budget planning for FY 2022 and included in the Library's multi-year forecast. This current drafted Library 2022-2026 CIP is for informational use at this time with a plan for the Library Board to take official action on this at the February 2021 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2022 in August of 2021.

### **Consideration of HVAC Upgrades at Cedar Roe**

The HVAC system (including the air handling unit, condensers, cooling lines, louvers, pumps, pump controls, boilers and heat exchangers) at the Cedar Roe location is at the end of its expected life and is in need of replacement. The existing equipment is no longer able to keep the building adequately climatized when the outside temperature is extreme. If the equipment was to fail during any season, an emergency closure would be needed. We are scheduling work in the Spring to be ready for summer and next winter with better mechanical conditions.

The HVAC upgrades are a portion of work anticipated to occur at Cedar Roe in 2021 – we anticipate the entirety of the work will take 5 months to complete and much of it will be able to be completed with minimal impact to staff and patrons. We do anticipate needing to close temporarily for some of the work – expected duration for closure is 6-8 weeks during the last stage of work, likely beginning in May 2021. Once a timeline has been set for the work, we will bring back a motion for temporary closure.

The Board clarified the opening and closing dates with Mr. Casserley.

**Motion:** David Sims moved to authorize a contract with SGI Commercial Construction for a total amount not to exceed \$216,925.00 for HVAC upgrades at Cedar Roe Library, per Invitation for Bid (IFB) No. 2020-069.

**Second: Brandy Butcher**

**Motion approved unanimously**

#### **Consideration of renewal of the MOU with the City of Olathe (Olathe Public Library)**

The Johnson County Library Board of Directors annually reviews and approves the Interlocal agreement between Johnson County Library and Olathe Public Library. Olathe Public Library is now a department within the City of Olathe. The 2021 interlocal agreement reflects this change.

**Motion:** Wayne Burke moved to approve the memorandum of understanding with the City of Olathe

**Second: Fabian Shepard**

**Motion approved unanimously**

#### **Consideration of renewal of the MOU with the City of Lenexa**

Mr. Casserley presented a revised and corrected Memorandum of Understanding between Johnson County Library and the City of Lenexa.

The MOU between Johnson County Library and the City of Lenexa defines the parameters for a collaborative series of monthly music performance programs in 2021.

Revisions to the agreement include a note recognizing service changes that may occur because of COVID-19. The City of Lenexa's name has also been clarified throughout the document.

**Motion:** Fabian Shepard moved to approve the memorandum of understanding between Johnson County Library and the City of Lenexa

**Second: Wayne Burke**

**Motion approved unanimously**

#### **Library board appraisal committee**

Ms. Ruoh shared that Mr. Shepard will lead the appraisal committee this year.

Mr. Shepard shared that he has spoken with Human Resources Partner, Tamiko House and County officials regarding the appraisal process. Mr. Shepard would like to improve the process to include benchmarks and would like to implement a 360 evaluation that includes integrated assessments from staff, independent evaluation and self-evaluation.

In addition to County expertise, Mr. Shepard utilized several academic studies and resources on the topic of CEO evaluations to guide his planning.

Ms. Bethany Griffith and Ms. Donna Mertz volunteered to work on the committee. Ms. Ruoh encouraged the committee to reach out to Mr. Casserley for any additional resources.

Mr. Shepard requested an executive session be added to the agenda in an upcoming month.

#### **OLD BUSINESS**

#### **Consideration of approving updates to the Collection Development Policy**

The purpose of the Collection Development Policy is to act as a blueprint for the collection - guiding staff in decision-making regarding the selection and management of the collection. The policy is reviewed, updated and brought before the Library Board for approval every other year.

Suggested changes to the Collection Development policy were presented to the Library Board of Directors at the December 10, 2020 meeting by Collection Development Manager, Lacie Griffin.

**Motion:** Fabian Shepard moved to approve the revised Collection Development Policy

**Second:** Donna Mertz

**Motion approved unanimously**

## **ADJOURNMENT**

**Motion:** Fabian Shepard moved to adjourn the meeting

**Second:** Brandy Butcher

**Motion approved unanimously**

Meeting adjourned at 5:58

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

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

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

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$158,514.36</b>
		Add Receipts	\$0.00		
		Less Payments		\$26,032.85	
	<b>Ending Cash balance</b>				<b>\$132,481.51</b>
		Less Liabilities		\$1,414.31	
	<b>Unobligated cash balance</b>				<b>\$131,067.20</b>

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

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

# Briefing Sheet

**To:** Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** February 11, 2021  
**Re:** Consideration of approval of updated ARM policies

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**Issue:** Some language in the Administrative Regulations Manual (ARM) was inconsistent in using pronouns to describe participants in policy. This language created ambiguity in describing the intended responsible parties in the ARMs. The proposed updates remove these pronouns and replace them with more specific names of the responsible parties in the policy.

**Suggested Motion:** I move that the Library Board approve the updated language to ARMs 10-50-40, 10-55-11, 20-10-12, 20-10-20, 20-10-30, 20-10-50, 20-15-11, 20-20-20, 20-80-20, and 50-30-25.

**Background:** In an effort to update our policies to be more inclusive, the Administration of Johnson County Library reviewed the policies to find gendered pronouns. In many instances, these pronouns unnecessarily created ambiguity in the policy since the policies often describe responsibilities of multiple parties.

**Analysis:** The changes recommended to these policies serve a dual purpose of clarifying the roles of the parties in the policy and to increase inclusivity in the policy by not presuming the gender of the participants involved in the policy. Approving the suggested changes does not constitute a review of the policy by the Library Board. The changes are only a change of language not of substance.

**Alternatives:** The Library Board of Directors can choose not to approve the suggested change to the policies involved.

**Legal Review:** These changes have been reviewed and approved by JCL Legal Counsel.

**Recommendation:** JCL Administration recommends approving the changes to these ARMs.



## ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-40

SECTION: Library Board of Directors

**SUBJECT: CONFLICTS OF INTEREST POLICY AND DISCLOSURE FORM FOR MEMBERS OF THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY**

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### SUMMARY

This document describes the Conflicts of Interest Policy applicable to all members of the Board of Directors of the Johnson County Library and the Conflicts of Interest Statement and Disclosure Form to be completed by them annually.

Review Date:

August 2, 2016  
November 8, 2018  
October 22, 2020

### ADOPTION OF CONFLICTS OF INTEREST POLICY AND DISCLOSURE FORM FOR LIBRARY BOARD MEMBERS

Members of the Board of Directors of the Johnson County Library shall be subject to, and comply with the terms of, the Conflicts of Interest Policy set forth on the following pages. In addition, members of the Library Board shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which follows, and is incorporated by reference in the Policy.

October 22, 2020

**ARM 10-50-40**



BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY  
Conflicts of Interest Policy for Members of the Board of Directors

This policy is applicable to members of the Board of Directors of the Johnson County Library (Library Board).

A conflict of interest arises whenever a Director or a member of ~~his or her~~the Director's family: (1) has an existing or potential interest that impairs or might appear to impair ~~his or her~~the Director's independent judgment in the discharge of responsibilities to the Library Board, or (2) may receive a material benefit from knowledge of information that is confidential to the Library Board. The family of an individual includes ~~his or her~~the Director's spouse, parents and children.

Directors have a clear fiduciary obligation to the Library Board in connection with their service in such capacities. At all times they shall act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the Library Board (or appearance of such detriment) may result from a conflict between those interests and any personal interests that Director may have.

Procedure

1. Annual Written Disclosure. Directors shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which is follows this Policy and is incorporated herein by reference. On that form, the Director will be asked to (1) confirm that ~~he or she~~the Director has read this Conflicts of Interest Policy and agrees to comply with the policy; (2) disclose any conflicts of interest of which the Director currently has knowledge; (3) list all nonprofit boards on which the Director serves and (4) list all for-profit business entities in which the Director has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity. "Material Financial Interest" shall not include the ownership of shares in a publicly held corporation. The statement shall disclose as fully as possible the nature of any conflicts and the nature of the Director's interest in the transactions. Each Director shall agree to answer any questions about conflicts. Directors shall update this information during the year by informing the Library Board Chair and County Librarian of any new relationships that develop.
2. Verbal Disclosure. Directors shall immediately disclose any actual or perceived conflict when discussing a transaction grant that poses an actual or perceived conflict of interest. The Director shall specifically disclose the material facts as to
  - a. ~~his or her~~the Director's relationship or interest with the other party to the transaction and
  - b. the grant, contract, or transaction under consideration.
3. Discussion Participation. The Director with the actual or perceived conflict should not be involved further in the analysis, discussion or decision-making process, unless such person has a relevant and unique experience or perspective and the person present in the greatest position of authority for the Library Board (i.e. Chair of the Board, Committee Chair) asks such person for ~~his or her~~that person's information. Other Directors may also ask questions about the potential conflict.
4. Physical Presence. In order not to inhibit discussion, when practical, the Director with the actual or perceived conflict should physically ~~remove himself or herself from~~leave the area in which the discussion is occurring.
5. Voting. The Director with the actual or perceived conflict shall abstain from voting on the matter. In particular, the Director shall abstain from voting when:

- a. The Library Board is considering a business transaction with an organization in which such Director or a member of the Director's family acts in a fiduciary, policy-making or executive managerial capacity or has a material financial interest.

6. Written record. The minutes of the meeting shall contain, when applicable:

- a. The names of the Directors who disclosed or otherwise were found to have a conflict of interest and any discussion or decision regarding such conflict; and
- b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the fact that the Director with the conflict abstained from the vote and discussion, the content of the discussion, and a record of any votes taken in connection therewith.

#### Confidentiality

All information concerning actual or potential conflicts of interest on the part of Directors shall be held in confidence unless the best interests of the Library Board dictate otherwise. Any disclosure beyond the Board of Directors and the Chair and County Librarian shall take place only upon majority vote of the Board of Directors.

Board of Directors of the Johnson County Library  
Conflicts of Interest Statement and Disclosure Form

I have read the Library Board's Conflicts of Interest Policy and I agree to abide by the policy. I will immediately notify the Chair and the County Librarian of any conflict, real or perceived, and make full disclosure thereof. I agree to answer any questions that management or the board may have with respect to any actual or perceived conflict of interest, but I understand that all such information will be held in confidence unless the best interests of the Library Board dictate otherwise and a majority of the members of the Board votes in favor of disclosure.

I hereby make the following disclosures regarding any potential conflicts of interest. If none are listed, then I am not aware of any potential conflicts of interest and have signed this document to certify this position.

Grants

List of Nonprofit Boards of the Director:

I act in a fiduciary, policy-making or executive managerial capacity with the following nonprofit organization(s):

Other Known Nonprofit Conflicts:

One of my family members (spouse, parents and children) acts in a fiduciary, policy-making or executive managerial capacity with the following organization(s) that I know is currently seeking a business relationship with the Library Board:

Organization

Person

Role

## Business Transactions

### List of For-Profit Business Relationships of the Director:

I have a material financial interest or act in a fiduciary, policy-making or executive managerial capacity in the following for-profit organization(s) ("Material Financial Interest" shall not include the ownership of shares in a publicly held corporation.):

### Other Known For-Profit Conflicts:

One of my family members (spouse, parents and children) has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity in the following organization(s) that I currently know has or may be seeking a business relationship with the Library Board.

Organization

Person

Role

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



2. Copies of the policies and procedures shall be provided to any person upon request.

3. A copy of the policies and procedures adopted by the Library Board shall be transmitted to the County Administrator for ~~his~~ approval.

4. The policies and procedures shall be effective January 1, 1984; Revised October 20, 1993, to be immediately effective.

Approved by the Board of Directors of the Johnson County Library, December 14, 1983; Revised October 20, 1993.

POLICIES AND  
PROCEDURES  
ADOPTED BY THE  
BOARD OF DIRECTORS  
OF THE JOHNSON  
COUNTY LIBRARY TO  
BE FOLLOWED IN  
COMPLYING WITH  
REQUESTS FOR  
INSPECTION OF  
LIBRARY RECORDS  
UNDER THE KANSAS  
OPEN RECORDS

On December 14, 1983, revised October 20, 1993, the Board of Directors of the Johnson County Library by resolution adopted the following policies and procedures to be followed in the Johnson County Library (the Library hereinafter) when requests for inspection of the public records of the Library are submitted under the Kansas Open Records the Act. These policies and ACT procedures were made effective January 1, 1984; revised October 20, 1993, to be effective immediately.

PUBLIC POLICY

Section 1. Public Policy Subject to the exceptions set forth in Section 8 and as otherwise provided in the Kansas Open Records Act, all public records of the Library shall be open for inspection by any person. It is the duty of Library officials to construe and to apply the Kansas Open Records Act liberally to promote this policy.

DEFINITIONS

Section 2. Definitions

PUBLIC RECORD

A. "Public Record": A "public record" means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of the Library, but shall not include records which are owned by a private

person or entity and are not related to functions, activities, programs or operations funded by public funds or records which are made, maintained or kept by an individual who is a member of the Board of Directors of the Johnson County Library.

#### CUSTODIAN

B. "Custodian": The Administrative Officer of the Johnson County Library shall be the official custodian of all Library records and the person responsible for carrying out the duties of custodian for the purposes of the Kansas Open Records Act. The Business Office of the Johnson County Library, 9875 W. 87th Street, Overland Park, Kansas, shall be the custodian's official address.

#### AVAILABILITY

Section 3. Availability Records may be inspected during the regular business hours of the Business Office of the Johnson County Library, which are 8:00 A.M. to 5:00 P.M. on any day other than a Saturday, Sunday or day designated as a holiday by the Congress of the United States, by the Kansas legislature or governor, or by the county.

#### RESTRICTIONS ON ACCESS

Section 4. Restrictions on access. The protection of public records from damage or disorganization and the prevention of excess disruption to the Library's essential functions shall be paramount. The custodian may refuse to provide access to or to permit inspection of a public record if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Library. No person shall remove original copies of public records from the office of the Library without the written permission of the custodian.

#### FEES

Section 5. Fees The costs for photocopying shall be \$.25 per page unless otherwise provided for by law. Cost for computer access shall be in accordance with the published data processing fee schedule. In the event a member of the staff shall be required to be present during an inspection, the actual cost for that assistance shall be included in the total cost. Payment in advance may be

required. Any such fees collected by the custodian shall be remitted to the county treasurer who shall deposit the entire amount in the treasury and shall credit the library fund for that amount.

## PROCEDURE FOR ACCESS

Section 6. Procedure for access. A requestor may be required to furnish a written request setting forth the following:

### WRITTEN REQUEST

1. Name of the requester,
2. Address of the requester, and
3. Information sufficient to fulfill the request.

### FORM/IDENTIFICATION/ COUNTY ADMINISTRATOR

The written request may be submitted on the form herewith attached. Sufficient identification may be required to verify the identity of the requester. The written request shall be submitted to the custodian who shall then forward a copy of the request to the County Administrator for placement in county files. The custodian shall determine whether to allow or deny access, or whether to delete portions of the public record.

### DEADLINE/DELAY/ DENIAL

The custodian shall act on the request no later than five o'clock p.m. of the third business day following the request. In the event the request cannot be acted upon prior to that time, the custodian shall inform the requester of the reasons for the delay and the anticipated time and place that the record will be made available. In the event the request is denied, the custodian shall, upon the application of the requester, provide a written statement on the grounds for the denial, including the specific provision of law upon which the denial was based. Such statement of denial shall be issued to the requester not later than the end of the third business day following the day on which the request for an explanation of denial is received.

### COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

Reasonable accommodation will be made for the individuals with disabilities, as defined in the Americans with Disabilities Act, in (ADA) accessing the public records of the JCL. Persons needing interpretative services and other accommodations



should make their request for these services at the time the application to access the records is made.

#### SUSPECTED CRIMINAL VIOLATIONS

Section 7. Suspected criminal violations -Any request which may violate section 11 of the Kansas Open Records Act shall be reported to the Johnson County District Attorney for appropriate action.

#### ACCESS TO LIBRARY PUBLIC RECORDS/EXCEPTIONS

Section 8. Access to Library Public Records- Exceptions A. Except to the extent disclosure is otherwise required by law, the Library shall not be required to disclose records which fall under the exceptions set forth in the Kansas Open Records Act, including, but not limited to the following:

#### RESTRICTION BY LAW

1. Records the disclosure of which is specifically prohibited or restricted by federal law, state statute or rule of the Kansas Supreme Court or the disclosure of which is prohibited or restricted pursuant to specific authorization of federal law, state statute or rule of the Kansas supreme court to restrict or prohibit disclosure.

#### PERSONNEL RECORDS

2. Personnel Records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of the Library once they are employed as such.

#### LETTERS OF REFERENCE, ETC

3. Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual.

#### MATERIALS DONATED WITH LIMITATIONS

4. Library, archive and museum materials contributed by private persons, to the extent of any limitations imposed as conditions of the contribution.

#### IDENTITY OF DONOR

5. Information which would reveal the identity of an individual who lawfully makes a donation to the Library, if anonymity of the donor is a condition of the donation.

CIVIL LITIGATION

6. Records of the Library involved in administrative adjudication of civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a prospective administrative adjudication or civil litigation.

DOCUMENTS  
REGARDING  
ACQUISITION OF  
PROPERTY

7. The contents of appraisals or engineering or feasibility estimates or evaluations made by or for the Library relative to the acquisition of property, prior to the award of formal contracts therefore.

PRIVATE  
CORRESPONDENCE

8. Correspondence between the Library and a private individual, other than correspondence which is intended to give notice of an action, policy or determination relating to any regulatory, supervisory, or enforcement responsibility of the Library or which is widely distributed to the public by the Library and is not specifically in response to communications from such a private individual.

EMPLOYMENT  
NEGOTIATIONS

9. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful executive session under K.S.A. 75-4319 and amendments thereto.

SOFTWARE

10. Software programs for electronic data processing and documentation thereof, but the Library shall maintain a register, open to the public, that describes:

A. The information which the Library maintains on computer facilities;

B. The form in which the information can be made available using existing computer programs.

RECORDS PROPERTY  
OF PRIVATE PERSON

11. Plans, designs, drawings or specifications which are prepared by a person other than an employee of the Library or records which are the property of a private person.

INTERNAL DOCUMENTS

12. Notes, preliminary drafts, research data in the process of analysis, un-funded grant proposals, memoranda, recommendations or other records in

which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting.

PATRON AND  
CIRCULATION  
RECORDS  
ATTORNEY'S PRODUCT

13. Library patron and circulation records which pertain to identifiable individuals.

14. Records which represent and constitute the work product of an attorney.

BIDDING SPECS

15. Specifications for competitive bidding, until the specifications are officially approved by the Library or the Board of County Commissioners of Johnson County, Kansas.

BIDS, ETC.

16. Sealed bids and related documents, until a bid is accepted or all bids rejected.

DOCUMENTS OF  
PERSONAL NATURE

17. Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.

BIDDER'S LIST OF  
CONTRACTORS

18. The bidder's list of contractors who have requested bid proposals for construction projects from the Library, until a bid is accepted or all bids rejected.

PUBLIC  
IMPROVEMENTS

19. Engineering and architectural estimates made by or for the Library relative to public improvements.

FINANCIAL  
INFORMATION

20. Financial information submitted by contractors in qualification statements to the Library.

SECURITY MEASURES

21. Records pertaining to security measures taken by the library.

DEFINITION

B. As used in this section, the term "cited or identified" shall not include a request to an employee of the Library that a document be prepared.

DELETION OF  
MATERIAL NOT  
SUBJECT TO  
DISCLOSURE

C. If a public record contains material which is not subject to disclosure pursuant to this act, the Library shall separate or delete such material and make available to the requester that material in the public record which is subject to disclosure pursuant to this act. If a public record is not subject to disclosure because it pertains to an identifiable individual, the Library shall delete the identifying portions of the record and make available to the requester any remaining portions which are subject to disclosure pursuant to this act, unless the request is for a record pertaining to a specific individual or to such a limited group of individuals that the individuals' identities are reasonably ascertainable, the Library shall not be required to disclose those portions of the record which pertain to such individual or individuals.

October 4, 2017

**ARM 10-55-11 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-12**

**SECTION: General Patron Services**

**SUBJECT: FACILITY CLOSINGS FOR INCLEMENT WEATHER**

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**SUMMARY**

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

**Effective Date:**

October 4, 2017

Reviewed: November 7, 2019

**POLICY**

a. Johnson County Library facilities do not close due to severe weather, unless the County Librarian or ~~his or her~~ the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

b. The County Librarian may postpone opening libraries until weather conditions abate or until travel conditions are improved, or may close facilities early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility.

c. Scheduled employees who are not able to work due to partial or complete closings will follow payroll procedures issued by Library administrative staff.

November 7, 2019

**ARM 20-10-12 END**

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

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SUMMARY:	The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.
EFFECTIVE DATE:	February 11, 2016
BASIC CRITERIA:	<p>a. A verified library card will be issued to a patron who can show valid proof of identification and current address. No verified library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.</p> <p>An eCard will be issued to a patron who completes and submits the library's online registration application. The eCard is available only to patrons who live within Johnson County. An applicant for an eCard must list a Johnson County residential address in <del>his or her</del>the online registration application but no proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.</p>
ACCESSING OWN RECORD:	1. A patron may check out or access his/her own record by providing a verified library card, verified number, or valid proof of identity. Per ARM 20-20-20 a patron may provide their PIN number plus two other pieces of information to gain access to their account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
ACCESSING OTHERS RECORDS:	2. A patron who provides a verified library card or verified library card number of any individual may check out materials to that card or obtain information from the matching patron record. Per ARM 20-20-20, a patron may also check out materials to another account by providing the PIN number and two other pieces of information on that account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.

CHILDREN UNDER 16:	b. Children under sixteen years of age must obtain a parent's or guardian's signature on their application or electronic signature when registering online. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, eLibrary content and materials accessed on library computer workstations.
ENTITLEMENT:	c. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Loan Period Schedule (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.
COMMUNITY OUTREACH LIBRARY CARD:	d. A Community Outreach library card is issued to groups or organizations serving those without mobility or otherwise lacking access to library materials. Such groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.
USES OTHER THAN BORROWING:	e. A verified library card, eCard or other valid identification may be required for use of library materials within the Library. A patron must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.
STOLEN/LOST CARDS:	f. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to <del>him or her</del> <u>the patron</u> until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.
REVOCATION OF BORROWING PRIVILEGES:	g. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.
COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT:	h. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

October 22, 2020

**ARM 20-10-20 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-30**

**SECTION: General Patron Services**

**SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES**

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**SUMMARY**

The purpose of this document is to establish the authority and procedures under which the County Librarian and the Library Board may suspend library privileges or deny or restrict library use.

**Effective Date:**

September 10, 2015

**Review Date:**

January 9, 2020

**STATUTORY AUTHORITY**

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

**OPEN ACCESS**

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

**SUSPENSION, DENIAL OR RESTRICTION POLICY & PROCEDURE**

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or ~~his or~~ [her/the County Librarian's](#) expressly designated representative.



APPEAL PROCEDURE AND  
APPLICATION FOR  
REINSTATEMENT

The County Librarian or ~~his/her~~the County Librarian's designee is authorized to suspend, deny, or restrict an individual's library privileges for (1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, ~~he or she~~the County Librarian may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.
2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of three members of the administrative team to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.
3. The individual whose Library privileges are under consideration shall be invited to provide written material or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.
4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the

public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. The County Librarian may withdraw or modify ~~his or her~~<sup>the</sup> order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present ~~his or her~~<sup>a</sup> case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. The Library Board shall have the entire Administrative Record. The

Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.

9. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of ~~his or her~~that individual's library privileges or modification of the order denying or restricting ~~that individual's~~his or her library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

REMOVAL FROM  
LIBRARY PREMISES  
AND TEMPORARY  
SUSPENSION OF  
PRIVILEGES

Library staff are authorized to cause an individual to be removed immediately from any Library branch facility or particular Library service area, or from all Library branch facilities or premises for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

Library staff may cause an individual to be removed from Library branch facilities, services, or premises and the County Librarian, upon issuance of a written notice, may suspend temporarily, for a period not to exceed thirty (30) days, an individual's Library privileges when the patron's behavior is particularly flagrant or a threat to public safety, including but not limited to (1) making threats of violence or endangering the safety of Library staff or patrons, (2) giving Library staff reason to contact police, or (3) interfering with the ability of other patrons to make use of the Library or access information. When the County Librarian or ~~his or her~~the County Librarian's designee temporarily suspends the individual's Library privileges under this subsection f, the suspension procedure described in subsections d and e shall be commenced by the Library, unless such a suspension procedure has already been commenced with respect to the individual's Library privileges.

**ADMINISTRATIVE REGULATIONS      Document      ARM 20-10-50  
Number**

Tab:                      Patron Services Section:

General Patron Services

Subject:                PATRON CODE OF BEHAVIOR

**SUMMARY**

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

**Effective Date:**

**August 13, 2015**

Review Date

October 4, 2017

**POLICY ON  
DISRUPTIVE  
PATRON**

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

**PATRON CODE  
OF BEHAVIOR**

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons	<p>3. Subject to the exceptions set forth in subsections (i) and (ii) below, the carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-4201 into a library building of any kind or onto library property, including library parking lots, is strictly prohibited.</p> <p>(i) This section 3 of ARM 20-10-50 shall not apply to certified law enforcement personnel.</p> <p>(ii) This section 3 of ARM 20-10-50 shall not apply to individuals lawfully carrying concealed handguns pursuant to the terms of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended. All such individuals shall comply with all municipal, county, state and federal regulations and laws applicable to the carrying of concealed handguns.</p>
Unruliness	4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.
Abusiveness	5. Behavior that is abusive to library patrons and/or staff is not allowed.
Language	6. Abusive or obscene language is not allowed in the library.
Smoking	7. Use of tobacco products is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property. Consumption of food is also allowed in large library meeting rooms during scheduled meetings when approved in advance.
Alcohol	9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or

the Johnson County Library Foundation pursuant to ARM 20-80-30.

Pets	10. Pets are not permitted in the library. Service animals are allowed.
Skating	11. Skating and skateboarding are prohibited in library buildings and on any library property.
Parking Lot	12. Participating in bicycling, motor vehicle use, or any other behavior that endangers the user/driver or library patrons or their vehicles in the library parking lot is not allowed.
Use of Library Computer Workstations	<p>13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate <del>his or her</del> use of the workstation:</p> <p>a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. 21-4301(c), as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. K.S.A. 21-4301.</p> <p>b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-4301a, as amended.</p> <p>c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient</p>

interest of the offender, the child or another. See K.S.A. 21-3516, as amended.

## PROCEDURES

d. Procedures for handling incidents shall be articulated and inserted in staff manuals.

October 4, 2017

**ARM 20-10-50 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-15-11**

**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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**SUMMARY**

This regulation states the library's policy on patron use of the Internet on the library's public access computer terminals. This regulation also sets out the library's Internet safety policy in accordance with the Children's Internet Protection Act (CIPA) and the Library Services and Technology Act (LSTA).

**Effective Date:**

July 12, 2012 (reaffirmed)

**Reviewed:**

November 8, 2018  
October 22, 2020

**A. POLICY**

**Public Access to Internet**

1. The Internet is a global electronic network that provides access to ideas, information and commentary. The Johnson County Library provides public access to the Internet in keeping with its vision and mission statements.

**Filtering and Patron Responsibility**

2. The library has adopted the Internet plan set forth in this regulation in accordance with federal and state law. In order to meet the requirements of CIPA and LSTA, the library provides filtered access to the Internet. The Internet offers access to many valuable sources of information. Not all sources on the Internet provide accurate, complete, or current information. Patrons should accordingly evaluate the reliability of Internet sources just as they would print and audio-visual materials. The library has no control over the information on the Internet and cannot be held responsible for its content.

3. The library adheres to the statements in the Library Bill of Rights formulated by the American Library Association and



adopted by the Johnson County Library Board of Directors. As the United States Supreme Court stated in *United States, et al. v. American Library Association, Inc., et al.*, 539 U.S.194(2003), the "Library Bill of Rights states libraries should provide 'books and other...resources...for the interest, information, and enlightenment of all people of the community the library serves.' To fulfill their traditional missions, public libraries must have broad discretion to decide what material to provide to their patrons." The Library also recognizes that the goal and mission of CIPA is that the library has a substantial and compelling government interest in protecting young library users from material on the Internet that is inappropriate for minors. The library provides access to the Internet in accordance with these principles.

#### Filtered Access for Minors

4. The library provides an environment in which minors may have access to ideas, information, experiences and materials that support and enrich their lives. The library accordingly makes selection decisions with respect to the material that is made available to minors over the Internet by providing filtered access, which is the default status for all library computers on the library computer network. Filters are, however, imperfect. Guiding a minor's access to the Internet is the responsibility of the parent or legal guardian. The library does not supervise the use of the Internet by minors. As with all other library materials, parents or legal guardians are responsible for deciding what library resources are appropriate for minors in their care. There are some Internet resources that parents or guardians may consider inappropriate for minors in their care, even when access to the Internet is made by way of filtered access.

#### Disabling of Filters

5. The filters on the library computers will, upon request, be disabled for adult use in accordance with the terms of the Internet safety plan set forth in this regulation.

#### Compliance with Laws

6. Patrons who use the library's computer terminals or the library's computer networks comply with United States copyright law, with state and federal laws on obscenity, and all other applicable laws and library regulations.

#### Definition of Minor

7. For purposes of this policy and the Internet Safety Plan set out in Section B, the term "minor" means an individual who

has not attained the age of 18. The County Librarian shall devise procedures that authorize members of the library staff to determine whether a patron is an adult or a minor, as defined by this policy, including by way of the patron's library card and personal identification numbers.

#### Compliance with CIPA

8. This policy is adopted in order to facilitate the library's compliance with CIPA, to authorize the library staff to submit the certifications referred to in CIPA, and to qualify the library to be eligible to receive funds described in the act.

#### B. INTERNET PLAN

#### Technology Protection Measures

1. The Johnson County Library Board of Directors has adopted this Internet plan in accordance with CIPA and LSTA.
2. Technology protection measures in the form of filters are installed on the library's computer terminals and computer networks. These filters are designed to block the access of minors to visual depictions that constitute obscenity or child pornography or are harmful to minors. Obscenity, child pornography, and material harmful to minors are, for purposes of implementing the technology measures, defined as follows:
  - a) Pursuant to *Miller v. California*, 413 U.S. 15 (1973), obscenity is defined as follows: (1) Whether the average person, applying contemporary community standards, would find that the work (taken as a whole) appeals to the "prurient" interest; (2) whether the work depicts sexual conduct in a patently offensive way; and (3) whether the work (taken as a whole) lacks serious literary, artistic, political, or scientific value.
  - b) Pursuant to 18 U.S.C.2256, "child pornography" means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—
    - i. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
    - ii. such visual depictions are, or appears to be, of a minor engaging in sexually explicit conduct;

- iii. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
- iv. such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

c) Pursuant to CIPA, “visual depictions” that are “harmful to minors” are defined as follows:

Any picture, image, graphic image file, or other visual depiction that—

- i. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- iii. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

#### Disabling of Filters for Adults

3. Upon the request of an adult, a member of the library staff will disable the filter on a library computer being used by that adult to enable access for a research or other lawful purpose. The technology that would permit the library to disable the filters on the wireless network does not presently exist. However, when a wireless network user wishes the disabling of the filter, ~~he or she~~the user may come to the library, where a member of the library staff may disable the filter on a library computer in accordance with this regulation. Filters will not be disabled for minors. The County Librarian is authorized to devise procedures to implement this provision. Members of the library staff who are 18 years or older may disable the filters on the library computers on which they are working for any research or other lawful purpose.

Requests for the review and unblocking of the URL for a specific blocked site may be made to appropriate library staff for evaluation and forwarding to the filter provider.

#### Other Restrictions

4. Library computers and the computer networks shall not be used in a manner that is in violation of state or federal law, or in a manner that places the safety and security of minors at risk. Library computers and computer networks shall not be used by patrons, including minors, to gain unauthorized access to any data, computer, or network. The use of library computers by patrons, including minors, to engage in hacking or other unlawful online activities, is strictly prohibited.

#### Use of Library Computer Workstations

5. In order to be able to use a library computer workstation, a library patron must have a current library card coded to identify the patron as an adult or minor, as defined in this policy, and a personal identification number or log in with a library provided guest pass. The use or misappropriation by an individual of another individual's library card or personal identification number is prohibited.

#### C. LOSS OF PRIVILEGES

1. The library privileges of a patron who violates any provision of this Internet Use Policy or who uses a library computer workstation or the computer network in a manner prohibited by ARM 20-10-50 shall be subject to suspension in accordance with the Patron Code of Behavior, ARM 20-10-50.

October 22, 2020

**ARM 20-15-11 END**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-20-20**

**SECTION: Circulation Services**

**SUBJECT: CONFIDENTIALITY OF RECORDS**

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**SUMMARY**

This document contains the Library's policy and procedure regarding confidentiality of patrons' registration and borrowing records vis-a-vis the ALA Code of Ethics and the Kansas Open Records Act.

**Definitions:**

*Patron Registration Information* refers to the personal information patrons provide to staff when registering for a library card: name, address, phone number, e-mail address, and birthdate/age.

*Patron Borrowing Records* refers to the items a patron has checked out, placed on hold, used in the past, or on which ~~he or she~~ the patron owes fines or fees.

**Effective Date:**

February 8, 2018

**Reviewed:**

March 14, 2019  
October 22, 2020

**CONFIDENTIALITY OF RECORDS POLICY**

a. All outside inquiries (from law enforcement, media, government agencies, lawyers and others) regarding access to Patron Registration Information and Patron Borrowing Records will be referred to the County Librarian, and no records may be made public without express approval. Patron Registration Information and Patron Borrowing Records are exempt from disclosure pursuant to the Kansas Open Records Act (K.S.A. 2006 Supp. 45-221(a)(23), as amended) and Library regulations and should only be released upon receipt of a valid court

## Patron Borrowing Records

order or subpoena authorized under federal, state, or local law.

## County Librarian Authorized to Adopt Written Procedures Authorizing Limited Library Use of Patron Registration Information

b. Johnson County Library will not retain a Patron's borrowing records beyond their use for circulation or control purposes.

c. The County Librarian may adopt written procedures and guidelines under this Regulation that authorize the Library to make limited use of Patron Registration Information for the sole purpose of facilitating communications by the Library with that Patron. Such written procedures shall strictly limit such use to the Library only and shall not authorize use by any outside agency and shall further limit such use to Library communications between the Library and the Patron.

## County Librarian Authorized to Adopt Written Procedures to Guide Library Staff in Responding to Requests for Patron Registration or Borrowing Records Information

The County Librarian may adopt written procedures and guidelines under this Regulation that provide advice and guidance to Library staff on how to apply the terms of this regulation when provided a request for Patron Registration Information or information on Patron Borrowing Records from a person or agency outside the Library. By way of illustration and not limitation, such procedures might provide Library staff guidance on the handling of subpoenas issued to the Library under the terms of this Regulation.

## ACCESS TO RECORDS

### Own Record

e. ~~A patron~~Patrons may check out materials and access ~~his/her their~~ own Library records, of all kinds, only by providing a library card, library card number, or valid proof of identity. Patrons without one of these items can verbally verify their PIN (personal identification number) and provide at least 2 other pieces of account information to have full access to their account.

### Children Under 18

f. Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's Borrowing Records or withdraw their authorization for the child's library card. Parents without proper identification can verbally verify at least 3 pieces of the child's account information to have full access to their child's account.

## Of Others

g. A patron who provides a library card or library card number may check out materials to that card or obtain Registration and Borrowing information from the matching patron record. Patrons may also authorize other patrons or family members to pick up materials being held by notifying library staff in advance. Authorized individuals, upon presentation of identification, will not be required to have the patron's card or card number to check out, pay fines, pick up holds or renew items.

Any patron may pay the fines of any other patron without a library card number or other verification. However, in this circumstance, no Patron Registration Information or Patron Borrowing Records will be provided to the person making the payment.

County Librarian Authorized to Adopt Written Procedures to Guide Library Staff in the Application of the Access to Records subsection of this Regulation

The County Librarian may adopt written procedures and guidelines to implement the terms of the Access to Records subsection of this Regulation.

Information Requests

Library staff will not disclose library patrons' use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state, or local law. Any court order or subpoena received by a member of the staff shall be directed to the County Librarian and Library counsel for disposition.

Exceptions for Materials Recovery Agency, County Office of Financial Management, Development of Demographic Profiles or Patron Usage Pattern Studies

h. Nothing in this regulation shall be construed to prohibit the Johnson County Library from disclosing a patron's account records to a third party collection agency when that patron has past due fines or library materials that have been checked out and not returned; the County Librarian is authorized to submit such patron account records to a third party collection agency pursuant to any agreement approved by the Library Board.

i. Pursuant to rules established by the Government Accounting Standards Board (GASB), the County Office of Financial Management (OFM) prepares financial reports for the Library that show an accounts receivable balance that is comprised of amounts attributable to past due accounts and library materials that have not been returned. In order to verify this data for the Library, OFM must periodically examine the underlying, individual accounts that comprise the

balance. The County Librarian may, for that limited purpose, and in accordance with the terms of this ARM 20-20-20, provide to OFM the names, addresses, contact information, amounts owing and dates relating to such accounts. Any request for this information made pursuant to the Kansas Open Records Act shall be referred to the County Librarian pursuant to ARM 20-20-20. No other patron borrowing records information, including information relating to materials checked out shall be disclosed.

j. In order to obtain demographic profiles or patron usage pattern studies that will allow the Library to improve the quality and content of its collections and offerings to patrons, the Library may provide certain information to agencies of Johnson County government and to private companies that have contractually agreed to produce such profiles or studies. Such information shall not identify patrons by name or allow for individual patrons to be identified by name. The Library shall provide such information only pursuant to written agreements that contain the following terms, as well as those required elsewhere in these regulations:

1. Such agencies and companies shall agree to never identify patrons by name from the information provided to such agencies or companies.
2. Such agencies and companies shall agree to not release, and shall maintain confidentiality with respect to, the information provided by the Library and the data developed from such information, except to the extent specifically authorized in writing by the Library.
3. Such agencies and companies shall agree that all such information and the data developed from such information may not be sold or resold by such agencies and companies.
4. Such agencies and companies shall agree that the Library shall continue to own such information and the data developed from such information and that the same shall be destroyed or returned to the Library on its written request.



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-80-20**

**SECTION: Facility Usage**

**SUBJECT: PUBLIC FORUM AND NON-PUBLIC FORUM AND DISPLAY SPACES**

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**SUMMARY**

This regulation sets forth rationale and criteria on which designation of public and non-public spaces is based.

**Effective Date:**

April 12, 2014

**Reviewed:**

October 4, 2017

**POLICY**

a. As part of its public service and information mission, the Johnson County Library makes available in all libraries handout, display and exhibit areas and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community.

**Public Forum  
Spaces**

b. Displays, exhibits, handouts and materials posted on bulletin boards are covered by the intellectual freedom policies of the library. However, not all display and distribution areas are public forum spaces. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a position, but the display and distribution do not constitute endorsement of the material's content by the library. Materials cannot be excluded from public forum spaces on the basis of content unless the exclusion is necessary to serve a compelling governmental interest which cannot be served

by less restrictive action.

Designations

c. Both public forum and non-public forum spaces exist in most libraries:

1. Public Forum: All meeting rooms booked for public use are public forum spaces; exhibit cases (except those specifically designated as available for library and County, State or Federal government use only), handout areas, and non-governmental bulletin boards are public forums.

2. Non-public forums: All display areas and those exhibit cases and bulletin boards designated for the use of the libraries and government (County, State or Federal) are not public forums. Pursuant to ARM 20-80-27, all study rooms are non-public forums.

Procedures

d. Each library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that ~~he or she~~ the County Librarian adopts to implement this policy.

AVAILABILITY OF  
PUBLIC FORUM  
SPACES

e. Public forum space is available for use by government agencies and non-profit groups engaged in educational, cultural, intellectual, or charitable activities within policies set forth in regulation and within procedures established by the County Librarian.

DISPLAY SPACES

Non-Public  
Forum

f. Displays are defined as presentations on open shelves or fixtures of materials from the library collections which are available for lending and/or materials or information about materials created or lent by government units or personnel, or on loan from private citizens or groups. Displays are covered by the intellectual freedom policies of the library but are not a public forum.

g. Exhibits (non-public forum) are more formal

presentations of library and governmental materials and regalia. If an exhibit case is declared a non-public forum space, it may be used only by the government and library.

Public Forum

h. The library offers no public forum spaces for displays and exhibits.

i. The library offers limited space for displays of original works of art. The library facilities designated by the County Librarian constitute a library program and shall not create a public forum space.

AUTHORITY

j. Final authority for all materials displayed and made available in handout, display and exhibit space and on bulletin boards rests with the County Librarian, but is delegated operationally to the facility manager in each library. The one exception to this is an all-system exhibit set up at the request of the library administration, in which case delegated authority, rests with the relevant library programs coordinator. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.

# JOHNSON COUNTY KANSAS

## Library

### ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

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#### SUMMARY

This regulation describes the source of the Library Board's authority for entering into contracts independently, its intent to follow County procedures, where it does and does not delegate its authority to enter into contracts, adherence to the Kansas Cash Basis Law, and the reporting on contracts to be made to the Board. This regulation covers all contracts adopted by the Library Board pursuant to its governing authority under K.S.A. 12-1223. Agreements between the Johnson County Library and public agencies, not-for-profit organizations and for-profit businesses on co-sponsorship of programs and events (Program Agreements) are covered by ARM 10-50-85, "Program Agreements with Public Agencies, Not-for-Profit Organizations, and For-Profit Businesses." All Johnson County Library contracts are subject to the Kansas Cash Basis Law and the Kansas Tort Claims Act.

#### Effective Date:

Reaffirmed  
Reviewed

March 9, 2017  
March 9, 2017

#### POLICY; CONTRACTS COVERED BY THIS REGULATION

a. The power to contractually bind the Johnson County Library resides solely in the Board of Directors of the Johnson County Library, pursuant to K.S.A. 12-1223, or in the County Librarian in those instances where the Library Board has specifically delegated the power to the County Librarian. The Board of County Commissioners does not have statutory authority to contractually bind the Johnson County Library. K.S.A. 12-1223 provides, "In Johnson county, the library board shall constitute a body corporate and politic possessing the usual powers of a corporation for public purposes, . . . and under such name may contract . . ." This regulation covers all of the contracts into which the library enters pursuant to its authority as a governing body under K.S.A. 12-1223 (Governance Contracts), with the exception of the Program Agreements covered by ARM 10-50-85. Governance Contracts include but are not necessarily limited to contracts for construction and renovation of library facilities; all contracts for consulting and professional services; all contracts with vendors and for the acquisition of goods; all leases and contracts pertaining in any way to library real estate, including easement and cross-parking agreements; all contracts relating to the acquisition of books and other library materials; and all contracts relating to the acquisition and maintenance of library technology and

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 50-30-25**

**SECTION: Finance**

**SUBJECT: CONTRACTS**

**CONTRACTS FOR  
ACQUISITION OF  
MATERIALS**

equipment. All of the contracts described in this regulation are Governance Contracts.

b. The Library Board of Directors has the complete authority, pursuant to K.S.A.12-1225(c), to enter into contracts for the acquisition of "books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the Board for the maintenance and extension of modern library service."

**CONTRACTS FOR  
CONSULTING,  
ETC.**

c. The Library Board of Directors also has the complete authority to enter into contracts for consulting, professional, and other services pursuant to K.S.A. 12-1223.

**CONTRACTS FOR  
CONSTRUCTION**

d. The Library Board of Directors has complete authority to award bids and enter into contracts for construction and renovation for specific projects when such specific projects have been authorized and funded by the Board of County Commissioners.

**CONTRACTS FOR  
THE ACQUISITION  
OR DISPOSITION  
OF REAL ESTATE;  
ALL OTHER  
CONTRACTS**

e. The Library Board of Directors has the authority to enter into contracts for the acquisition or disposition of real estate, subject to the approval of the Board of County Commissioners of Johnson County. The Library Board, as a quasi-municipal corporation under K.S.A. 12-1223, has the complete authority to enter into other contracts in accordance with this regulation.

**DELEGATION TO  
COUNTY  
LIBRARIAN**

**Library Materials**

f. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into contracts for library materials in cases where the Library Board's intent is provided in the Collection Development Policy and annual operating budget. The Library Board shall approve contracts for the acquisition of library materials of \$100,000 or more.

**Other Areas**

g. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into all other contracts up to \$99,999, where funds and the Library Board's intent are provided in the Johnson County Library's annual budget, except as noted below.

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 50-30-25**

**SECTION: Finance**

**SUBJECT: CONTRACTS**

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**PURCHASING  
DEPT.  
PROCEDURES**

h. Johnson County Purchasing Department regulations are strictly followed for all purchasing procedures, except as noted in (b) above. Purchases under \$10,000 require no competitive quotations. Purchases of \$10,000-\$49,999 for which there is more than one source, require informal competitive quotations. Expenditures above \$50,000 require formal, advertised competition (RFP's or RFB's); award can be made to any or all of the respondents to an RFP. Expenditures resulting from an RFP or RFB for amounts of \$50,000 to \$99,999 may be approved by the County Librarian in consultation with the Purchasing Director. The Library Board must approve all contracts arising from an RFP or RFB and other purchases amounting to \$100,000 or more.

**Change Orders**

i) Change orders for construction projects and construction-related professional service contracts not specifically described in section ii may be approved by the County Librarian.

ii) The following types of change orders must be approved by the Library Board: change orders which equal or exceed \$100,000; for projects with a base contract amount of \$500,000 or less, change orders which equal or exceed \$50,000; for projects with a base contract amount of \$100,000 or less, change orders which equal or exceed \$10,000 and cause the total contract to exceed \$100,000; for projects with a base contract amount between \$100,000 and \$500,000, change orders which individually or in combination with others exceed \$50,000; for projects with a base contract amount between \$500,000 and \$1,000,000, change orders which individually or in combination with others exceed \$100,000; for projects with a base contract amount of \$1,000,000 or more, any change order which individually or in combination with others exceeds 10% of the base contract amount; and any change order which causes a project to exceed its project authorization or scope.

**BOARD APPROVAL**

i. All contracts for consulting and professional services that amount to \$100,000 or more must receive the approval of the Library Board. Contracts for consulting and professional services that amount to less than \$50,000 may be negotiated

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 50-30-25**

**SECTION: Finance**

**SUBJECT: CONTRACTS**

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and approved by the County Librarian without competitive quotations. Contracts for consulting and professional services for \$50,000 or more require at least three competitive quotations and may, at the direction of the County Librarian or Library Board, be made subject to a formal competitive quotation or RFP process. However, nothing in these regulations shall require the approval of such contracts strictly on the basis of the low dollar bid. Library board counsel shall review and approve the form of all contracts for professional and consulting services.

**BOARD APPROVAL**

j. The Library Board must approve all contracts not delegated to the County Librarian in this regulation.

**REPORTS**

k. The Library Board will receive monthly a summary of all contracts entered into by the Library and all change orders approved by the County Librarian during the previous month.

**CASH BASIS LAW**

l. The Johnson County Library is subject to the terms of the act setting out the Kansas Cash Basis Law, K.S.A. 10-1101, et seq. The law's statutory scheme requires the Johnson County Library to contract all indebtedness in conformity with the act. Except where the act provides a specific exception, it is illegal for the Johnson County Library to create any indebtedness "in excess of the amount of funds actually on hand in the treasury of the library at the time for such purpose." (K.S.A. 10-1112). All library contracts that are lease-purchase agreements or installment sale agreements that extend over a period in excess of 12 months shall contain the following language:

The Johnson County Library is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the library's current budget year or (b) funds made available from any lawfully operated revenue producing source. (K.S.A. 10-1116b). The Johnson County Library has the right to not renew said agreement by an act of non-appropriation at the end of each fiscal year.

In the event that the proposed agreement is for a term exceeding the current fiscal year of the library, the



**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 50-30-25**

**SECTION: Finance**

**SUBJECT: CONTRACTS**

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AUTOMATIC  
RENEWAL  
CLAUSES IN  
CONTRACTS

agreement shall be subject to the following: (1) The amount of capital cost required to purchase the item if paid for in cash as of the end of the fiscal year, (2) the annual average effective interest cost (simple interest payable in arrears), and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost. (K.S.A. 10-1116c). The principle and interest portions of each periodic lease payment shall be denoted.

PROHIBITED

m. The Library Board or the County Librarian must approve all library contracts in accordance with this regulation. No library contracts shall contain provisions that "automatically renew" the term of the contract without specific new approval by the Library Board or the County Librarian pursuant to the terms of this regulation. Any automatic contract term renewal provisions in library contracts not stricken or deleted by mistake shall be null and void under the terms of this regulation.

MANDATORY  
VENUE CLAUSES  
PROHIBITED

n. The library shall retain the right, under all of the contracts to which it is a party, to bring actions on claims or disputes under those contracts in the state courts of Johnson County, Kansas or the federal courts of the state of Kansas. No library contracts shall contain provisions that mandate placement of venue of disputes or claims under the contracts in some state other than Kansas. In the event that any such "mandatory venue" provision is not stricken or deleted by mistake, such provision shall be deemed null and void under the terms of this regulation.

CONTRACTS  
SUBJECT TO  
KANSAS TORT  
CLAIMS ACT;  
INDEMNIFICATION  
CLAUSES  
SUBJECT TO  
LIMITATIONS

o. Contracts to which the Library is a party are subject to the Kansas Tort Claims Act, K.S.A. 75-6101, et seq. The Kansas Tort Claims Act limits liability for the Library and other Kansas governmental entities. The law caps the amount of damages and grants immunity to the Library and its employees and agents for a variety of tort actions.

Nothing in any contract shall be construed as a waiver by the Library of the immunities and liability limitations afforded to it by the Kansas Tort Claims Act. Indemnification agreements in Library contracts are limited by and made subject to the terms of the Kansas Tort Claims Act. Nothing in any

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 50-30-25**

**SECTION: Finance**

**SUBJECT: CONTRACTS**

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CERTIFICATION BY  
LIBRARY BOARD  
COUNSEL;  
INCORPORATION  
OF STANDARD  
LIBRARY  
CONTRACT  
ADDENDUM IN  
LIBRARY  
AGREEMENTS

indemnification agreement in a Library contract shall be construed to set aside the immunities and liability limitations of the Kansas Tort Claims Act or to expand the Library's liability under that Act.

p. Prior to execution by the Library of a contract, Library Board Counsel shall certify in writing that ~~he~~ Counsel has reviewed the contract, approves the same as to form, and that it may be approved and executed in accordance with this regulation. The Standard Library Contract Addendum set forth in the Appendix to this regulation shall be made a part of Library contracts if Library Board Counsel so directs in his Counsel's certification. The Standard Library Contract Addendum should be used with construction contracts unless Library Board Counsel directs in his-the certification that it need not be used.

CONTRACTS ARE  
SUBJECT TO AND  
LIMITED BY THE  
KANSAS CASH  
BASIS LAW AND  
THE KANSAS TORT  
CLAIMS ACT;  
NOTICE

q. All contracts to which the Library is a party shall be subject to and limited by the Kansas Cash Basis Law and the Kansas Tort Claims Act, and amendments thereto. The Library makes the provisions of ARM 50-30-25 and other administrative regulations available to the public and to contractors and vendors on its website.

**ARM 50-30-25 End**

March 9, 2017

Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** February 11, 2021

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**Issue:** 2022-2026 Capital Improvement Program (CIP) Submission

**Suggested Motion:** I move the Library Board of Directors approve the 2022-2026 Capital Improvement Program (CIP) Submission.

**Background:** County agencies and departments are annually asked to put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5-year capital planning look ahead.

This upcoming 2022 budget plan will cover the 5-year capital planning period of FY 2022 to FY 2026. This information was initially presented at the December 2020 Budget Committee Meeting as part of the budget planning for FY 2022 and included in the Library's multi-year forecast. This current drafted Library 2022-2026 CIP is for informational use at this time with a plan for the Library Board to take official action on this at the February 2021 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2022 in August of 2021.

**Alternatives:** None currently.

**Review:** Requests have been reviewed by JCL Board Budget Committee, JCL Administration, JCL Facilities and Johnson County Budget.

**Budget Approval:** \$1,757,330 in funding for the 2022 Capital Replacement Plan (CRP) funded from JCL operating budget.

**Recommendation:** The Library Board of Directors approve the CIP submission

# Johnson County, Kansas

Department: Library					Date of Submission: February 2021		
Priority	Project Title	Projected Capital Expenditures					
		2022	2023	2024	2025	2026	Total
System	Capital Replacement Program (CRP)	\$ 1,757,330	\$ 1,805,079	\$ 1,848,722	\$ 1,718,004	\$ 1,751,624	\$ 8,880,759
1	Lackman Bldg Expanded Services **		\$ 2,357,500			\$ 3,312,500	\$ 5,670,000
2	Rural Renewal Initiative		\$ 1,000,000				\$ 1,000,000
3	Blue Valley Library Replacement		\$ 3,510,000	\$ 17,016,000	\$ 29,614,000		\$ 50,140,000
4	Corinth Library Replacement					\$ 350,000	\$ 24,400,000
Department Preparer: Georgia Sizemore/Juan Lopez-Tamez					Department Approval: Sean Casserley		

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Capital Replacement Plan ( CRP)	Priority #	0
		Year Requested	2022

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Building Envelope / Roofing / Exterior Building Signage		584,000	493,100	677,010	36,003	593,000	2,383,113
Parking Lots / Site Repair / Irrigation / Landscaping/ADA		91,380	153,000	220,025	216,001	86,253	766,659
Interior Work / Finishes / ADA		320,000	382,500	798,085	1,067,000	943,020	3,510,605
<b>Subtotal</b>	<b>0</b>	<b>995,380</b>	<b>1,028,600</b>	<b>1,695,120</b>	<b>1,319,004</b>	<b>1,622,273</b>	<b>6,660,377</b>
<b>Equipment Expenditures</b>							
Building HVAC / Electrical Equip Replacement		761,950	776,479	153,602	399,000	129,351	2,220,382
							0
<b>Subtotal</b>	<b>0</b>	<b>761,950</b>	<b>776,479</b>	<b>153,602</b>	<b>399,000</b>	<b>129,351</b>	<b>2,220,382</b>
<b>Start-Up Capital</b>							
							0
							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>0</b>	<b>1,757,330</b>	<b>1,805,079</b>	<b>1,848,722</b>	<b>1,718,004</b>	<b>1,751,624</b>	<b>8,880,759</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Capital Replacement Plan ( CRP)	Department Priority #	0
		Year Project Requested	2022

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Capital Replacement Plan ( CRP)	Priority #	0
		Year Requested	2022

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	0	995,380	1,028,600	1,695,120	1,319,004	1,622,273	6,660,377
Equipment	0	761,950	776,479	153,602	399,000	129,351	2,220,382
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>1,757,330</b>	<b>1,805,079</b>	<b>1,848,722</b>	<b>1,718,004</b>	<b>1,751,624</b>	<b>8,880,759</b>

<b>Total Capital</b>	<b>0</b>	<b>1,757,330</b>	<b>1,805,079</b>	<b>1,848,722</b>	<b>1,718,004</b>	<b>1,751,624</b>	<b>8,880,759</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: JCL CAPITAL REPLACEMENT PROGRAM (CRP)

Submitted By: **Sean Casserley***Project Type (Check box that best represents this project request):*Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The purpose of the Capital Replacement Program (CRP) is to: investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner.

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

Building component and system replacement grows in scope and cost the longer it is deferred. Projects that are deferred can lead to higher energy costs, increased staff time in dealing with problematic systems, safety hazards, and lower satisfaction and/or comfort for the public and staff who use the facilities every day.

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff. This need is currently being met by annual funding of the CRP. The CRP database is continually updated to prioritize expenditure of funds and projects.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

The CRP enables the Library to pursue their Strategic Priorities by properly maintaining the facilities that house the Library functions.

## 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

In 2019, a comprehensive study of the systems in each Library facility was completed by VFA/Accruent and that has been used to determine budget forecast, scope of work, and timing of CRP requests for 2022 to 2026.

This study is in constant evolution learning with the experience on-site of FAC maintenance group, Archibus reports, and the changing conditions of the building systems and mechanical components.

## 5. Project Timeline

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

CRP projects are generally implemented during the fiscal year that they are funded. A portion of the projects carry over to subsequent years before being completed.

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

Funding for this on-going capital replacement plan comes from Johnson County Library's Operating Fund.

## 7. Alternatives Considered

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

Funding reflects the cost of repairs or replacement of components or systems that are not performing well or have reached the end of their usable life. Reduction of funding would necessitate lower quality repairs or solutions that will not last as long and typically lead to higher repair/replacement costs in future years. No alternatives available as these properties are owned and maintenance is a Library responsibility.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

Services provided differ as CRP projects occur at a variety of buildings throughout the Library system

## 9. Operating Impact (Non-Personnel)

- i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

N/A

## 10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

## 11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

## 12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Priority #	1
		Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	10,000						10,000
Land Acquisition							0
Design/Consulting	61,000		200,000				261,000
Construction	486,500		2,157,500			3,312,500	5,956,500
Public Art							0
<b>Subtotal</b>	<b>557,500</b>	<b>0</b>	<b>2,357,500</b>	<b>0</b>	<b>0</b>	<b>3,312,500</b>	<b>6,227,500</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)		0	0				0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>557,500</b>	<b>0</b>	<b>2,357,500</b>	<b>0</b>	<b>0</b>	<b>3,312,500</b>	<b>6,227,500</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Department Priority #	1
		Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Priority #	1
		Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	557,500	0	2,357,500	0	0	3,312,500	5,670,000
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>557,500</b>	<b>0</b>	<b>2,357,500</b>	<b>0</b>	<b>0</b>	<b>3,312,500</b>	<b>5,670,000</b>

<b>Total Capital</b>	<b>557,500</b>	<b>0</b>	<b>2,357,500</b>	<b>0</b>	<b>0</b>	<b>3,312,500</b>	<b>5,670,000</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: LACKMAN BUILDING EXPANDED SERVICES

Submitted By: Sean Casserley

*Project Type (Check box that best represents this project request):*Replacement ☐ Enhancement/Upgrade ☒ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The Friends of Johnson County Library are the founding entity of our successful and popular Library system. The Friends are a doorway for community relationships, advocates for reading, lifelong learning, and building a well-informed citizenry. They increase visibility for volunteer opportunities and donations, which further the Library's mission.

A significant reorganization chartered in our 2019 Strategic Plan seeks to consolidate operations at a single address, to optimize business functions and expand our ability to support Johnson County Library. A key element is to merge our several bookstores (annual revenue: c. \$105,000) into a primary retail sales location at the Lackman facility in Lenexa. When that proves successful the Friends propose to locate all their inventory management and sales operations at this Library-owned facility. This project sustains the Friends and the community work they do for our Library.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

This phased project repurposes an existing owned resource to expand the financial and community-relationship success of our longest-tenured partner organization. We will also be able to expand select Library services into a dense residential setting.

The Friends currently operate inventory management and sales from four different addresses, a situation that is inefficient and untenable in the long term. The Library closed one of the bookstores in 2020 and will shutter a second in 2022. The third will close with the replacement of Blue Valley Library. This deprives the Friends of sales locations for app. 50% of their current in-person sales revenue.

The Lackman building stands vacant and valuation of the property has fallen. Locating Friends here establishes a robust revenue-generating facility that connects with residents who want to become members, shop for books and donate their used books to the Friends for resale.

Additionally, numerous former Lackman patrons desire to see walkable and bike-able basic library services in their midst. In this new era of touchless and remote service delivery, returns, holds pick-up and a self-scheduled meeting room will be well-received. This is community facing, community needs-driven solution that will be welcomed and successful.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of:

1. Library Strategic Plan (2019-2023) Goal #4 – Annually Review and Align strategic partnerships to continue to support the mission of Johnson County Library;
2. Comprehensive Library Master Plan (2015) – includes intent to (re)co-locate the Friends of Johnson County Library into a library facility;

This project is also aligned with the Friends of Johnson County Library's Strategic Plan (2019-2023).

- The Friends' only function is to support and sustain the mission of Johnson County Library. The goals of this project are outlined in their 2019-2023 Strategic Plan.
- The Friends presents many opportunities that allow thousands of members, customers and other residents to connect with each other, the Library and to the community at large. Such opportunities reinforce a sense of community and well being through service. We help form positive community connections through donations, shopping at the stores and sales, and through volunteering.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The Friends business plan, Planning Meets Opportunity @ Lackman, includes an operations and facility feasibility study, as well as and budget analysis and revenue projections, developed with the Friends Board's Finance Committee and external consultants, The Clark Enersen Partners.

### 5. Project Timeline

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

The following timeline is anticipated and may change:

Design and Documentation	Q3-4	2021
Bidding/Approvals/Construction		
Phase 1	Q4-Q1	2021-2022
Phase 2	Q2-Q4	2023-2025
Phase 3	Q3-Q4	2026-2030

### 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.



#### Phase 1

- Library Reserves (80%)
- Donor funding (20%) via the Johnson County Library Foundation.

## 7. Alternatives Considered

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

1. Remain in current location – inefficient and cost-ineffective
2. Purchase/lease separate building – market opportunities are few and not as cost-effective as Lackman solution
3. Sale of Lackman building – market has fallen for business / commercial properties
4. Location of Friends at a future library or County location:
  - New Century - not an ideal location for walk-in retail
  - Blue Valley – not anticipated to open until late 2025
  - Corinth – not anticipated to open until 2029

## 8. Services Provided with Request

**i** *Describe in detail the nature of the services provided with this capital request.*

Consolidated location for retail sales of donated and JCL used books and AV

- Ease of access for residents and customers
- All inventory centrally presented

Ability to process and create revenue from surplus or discarded library material.

Providing affordable books to all levels of the community.

Select library services and programming

Friends / Foundation ticketed events to be hosted at Lackman building.

Centralizing donation process - ease of donor access for this much-desired service

## 9. Operating Impact (Non-Personnel)

**i** *Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.*

Friends of Johnson County will encumber operating cost for the facility. This is conceptually similar to the Library's relationships with JCCC at the Antioch and Gardner libraries, and the Genealogical Society at Central; as well as the County's relationship with Evergreen, Enterprise Center of Johnson County, Arts Council of Johnson County, Overland Park Historical Society.

## 10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

**N/A**

## 11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

**N/A**

## 12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

**N/A**

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Rural Renewal Initiative	Priority #	2
		Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	96,000						96,000
Land Acquisition							0
Design/Consulting			100,000				100,000
Construction			600,000				600,000
Public Art							0
<b>Subtotal</b>	<b>96,000</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>796,000</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)		0	300,000				300,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,096,000</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	#VALUE!		
Project:	Rural Renewal Initiative	Department Priority #	2	Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Rural Renewal Initiative	Priority #	2
		Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	96,000	0	700,000	0	0	0	700,000
Equipment	0	0	300,000	0	0	0	300,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>

<b>Total Capital</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

DEPARTMENT/AGENCY: **LIBRARY**  
 PROJECT NAME: RURAL RENEWAL INITIATIVE  
 Submitted By: Sean Casserley

*Project Type (Check box that best represents this project request):*

Replacement ☐ Enhancement/Upgrade ☒ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The Comprehensive Library Master Plan is a twenty-year plan. Currently, the DeSoto and Spring Hill branches are not scheduled to be renovated within this timeframe. The DeSoto and Spring Hill branches were each built in 1982 and serve Johnson County's small rural communities. They are well-maintained and have not received a major renovation since they were originally constructed almost 40 years ago.

This project is to refresh the physical space along with explore and implement innovative solutions to extend library services for our rural communities while maintaining level staffing costs. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at these rural branches. This 2023 request is written as a maximum expenditure amount to implement the findings from the study that will occur in 2021.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

See above.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priority of: Education, Operations, Community, Communication and Convenience.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The study for this initiative will take place in 2021.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Design and Documentation	Q1-2	2023
Bidding/Approvals/Construction	Q2-4	2023
Furniture Installation/Move In/Opening	Q4	2023

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project would be funded from Library Reserves.

## 7. Alternatives Considered

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

An alternative is to continue to maintain the current level of building and services for these rural communities.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

The goal is to expand/enhance services without adding to the staffing levels.

## 9. Operating Impact (Non-Personnel)

**i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.

N/A

## 10. Operating Impact (Personnel)

**i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

## 11. Financing Operating Costs



*Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?*

N/A

## 12. Operating Expense Timeline



*Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.*

N/A



Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Blue Valley Library	Priority #	3
		Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	120,000						120,000
Land Acquisition							
Design/Consulting			3,510,000	2,340,000			5,850,000
Construction				14,676,000	22,014,000		36,690,000
Public Art					500,000		500,000
<b>Subtotal</b>	<b>120,000</b>	<b>0</b>	<b>3,510,000</b>	<b>17,016,000</b>	<b>22,514,000</b>	<b>0</b>	<b>43,160,000</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)					7,100,000		7,100,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,100,000</b>	<b>0</b>	<b>7,100,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>120,000</b>	<b>0</b>	<b>3,510,000</b>	<b>17,016,000</b>	<b>29,614,000</b>	<b>0</b>	<b>50,260,000</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Blue Valley Library	Department Priority #	3
		Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Assistant Branch Manager	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Youth Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Youth Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Youth Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Clerk II	12.12	3.00	21.00	7/1/2025	0	0	0	0	106,356	212,711
Clerk II	12.12	0.50	21.00	7/1/2025	0	0	0	0	12,944	25,888
Clerk I	11.11	2.20	18.00	7/1/2025	0	0	0	0	41,378	82,755
Building Engineer	16.17	1.00	37.00	4/1/2025	0	0	0	0	87,808	110,638
Senior Maintenance Tech	14.14	1.00	27.91	7/1/2025	0	0	0	0	47,781	95,562
Custodial Level II	12.11	2.00	20.00	7/1/2025	0	0	0	0	50,318	100,636
Custodial Level I	11.11	1.00	18.00	7/1/2025	0	0	0	0	32,179	64,358
Subtotal		22.70			0	0	0	0	908,801	1,752,624
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Contractual (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Commodities (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Blue Valley Library	Priority #	3
		Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	120,000	0	3,510,000	17,016,000	22,514,000	0	43,040,000
Equipment	0	0	0	0	7,100,000	0	7,100,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	908,801	
Contractual		0	0	0	0	40,000	
Commodities		0	0	0	0	40,000	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>3,510,000</b>	<b>17,016,000</b>	<b>29,614,000</b>	<b>988,801</b>	<b>50,140,000</b>

<b>Total Capital</b>	<b>120,000</b>	<b>0</b>	<b>3,510,000</b>	<b>17,016,000</b>	<b>29,614,000</b>	<b>0</b>	<b>50,140,000</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>988,801</b>	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: **BLUE VALLEY LIBRARY REPLACEMENT**

**Submitted By: Sean Casserley**

*Project Type (Check box that best represents this project request):*

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

Create a new ~64,000 square foot library at the NE corner of 151<sup>st</sup> and England Street, in the park area adjacent to the current library. This new facility will replace the existing 24,000 square foot library and will expand the current square footage by an additional ~40,000 square feet to meet the needs of the community. The City of Overland Park plans to create a literary park where the existing library facility is located.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

Currently, the patrons of the Blue Valley area are being served by a 24,000 square foot facility. This facility has become inadequate due to high demand from the surrounding area. In the summer months, the material circulation rate of the Blue Valley Library (24,000 sf) is greater than that of the Central Resource Library (90,000 sf).

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.  
This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

The Blue Valley Library study was completed in 2018 and reported the costs between renovating/adding on and building are very similar. The study assumed that a good-sized lease space would be needed to continue to serve the high traffic and material circulation at the branch while work occurred on the existing facility. JCL and the city of Overland Park (OP) had a public input session and the public is in favor of the new facility option. When the time comes to go through the planning processes, FAC and JCL will work closely with OP's planning department. JCL, FAC and the OP worked closely together during the study process and OP's Community Development Committee is in support of the new facility as well.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q4	2022
Program Verification/Design & Documentation	Q1-4	2023
Bidding/Approvals	Q1	2024
Construction	Q2-3	2024-25
Furniture Installation/Collection/Training/Move in	Q3	2025
Opening	Q4	2025

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash and part debt financed. The current plan estimated about \$7.1m cash for the project with the remaining amount to be debt financed.

## 7. Alternatives Considered

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

Creating an additional location in this area of the County was considered with the master plan. Within the current funding guidelines, it is less costly to accommodate the users in this area on this site with a land acquisition from the City of Overland Park.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

Blue Valley is currently the busiest branch location and is just over 24,000 square feet in size. The building will almost triple in size with the expansion. With the additional square footage will come additional services, collections, and programming (with the addition of a Literary Park provided by the city on the same site). The location will add a MakerSpace or digital media Lab at this branch that will require additional staffing. All

position types will be increased to accommodate the growth - circulation (materials handling) positions, adult service positions, youth service positions, custodians as well as managers. The staffing levels are based on the number of service points, the size of the building, the number of open hours, and the services offered to the public. Blue Valley's service area – the number of people who live near this location – is about 80,000.

## 9. Operating Impact (Non-Personnel)

**i** *Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.*

Contractual and commodities costs, including utilities, would increase with the additional square footage.

## 10. Operating Impact (Personnel)

**i** *Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.*

There are 17.7 FTE that are Library staff and an additional 5.0 FTE that are Facilities Staff associated with this expansion project.

## 11. Financing Operating Costs

**i** *Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?*

The additional staff will be funded with the Library Operating Fund and there should be sufficient resources to finance this expansion.

## 12. Operating Expense Timeline

**i** *Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.*

Most of the positions would start around the Q2 of 2025. The Building Engineer position would start around Q1 of 2025.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley		
Project:	Corinth Library Replacement	Priority #	4	Year Requested	2026

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	140,000						140,000
Land Acquisition							
Design/Consulting						350,000	2,850,000
Construction							17,850,000
Public Art							244,000
<b>Subtotal</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>21,084,000</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)							3,456,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,456,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>24,540,000</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Corinth Library Replacement	Department Priority #	4
		Year Project Requested	2026

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0



Department:	Library	Submitted by:	Sean Casserley
Project:	Corinth Library Replacement	Priority #	4
		Year Requested	2026

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	140,000	0	0	0	0	350,000	350,000
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>

<b>Total Capital</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: CORINTH LIBRARY REPLACEMENT

Submitted By: **Sean Casserley**

*Project Type (Check box that best represents this project request):*

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The approximate 20,000 square foot Corinth Library is reported to be in relatively poor condition. This project would demolish and replace the building on its current site in Prairie Village or construct a new facility at another site location which would serve the needs of the library patrons in this area.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

This need is currently being met by providing maintenance and repairs to the existing building that is in poor condition.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP. The study for this replacement project will begin in 2024.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q3	2026
Program Verification/Design & Documentation	Q4-2	2026-27
Bidding/Approvals	Q3	2027
Construction	Q4-2	2027-28
Furniture Installation/Collection/Training/Move in	Q3	2028
Opening	Q3	2028

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash funded and part debt financed. The current plan estimated about \$2.8m cash for the project with the remaining amount to be debt financed.

## 7. Alternatives Considered

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

An alternative is to continue performing major repairs on the existing building as long as possible and close the building and branch when that is no longer possible.

A joint market feasibility study was completed with the City of Prairie Village, the YMCA and the Library to begin to determine the possibility of locating a branch on or near the City's site at 77<sup>th</sup> and Mission Road. The Library and City were about to enter into Phase II of their MOU to study the opportunity. This effort is currently on hold with the pandemic

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

A Drive-Thru for holds pickup will be added with this replacement facility, otherwise, the nature of the services at the Corinth Library are not anticipated to change. The replacement facility will be better able to meet the needs of the public and staff.

## 9. Operating Impact (Non-Personnel)

**i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

This project is currently considered a replacement project and, as such, there are not any anticipated additional non-personnel operating costs.

## 10. Operating Impact (Personnel)

**i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

This project is currently considered a replacement project and, as such, there are not any anticipated additional personnel requests associated with this project.

## 11. Financing Operating Costs

**i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

## 12. Operating Expense Timeline

**i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

# Briefing Sheet

**To:** Library Board of Directors

**From:** Sean Casserley, County Librarian

**Date:** February 11, 2020

**Re:** Consideration of Memorandum of Understanding between Johnson County Library and Tech Logic

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**Issue:** Tech Logic would like to write a case study on the Lenexa City Center Automated Materials Handling system. This MOU defines the boundaries of the case study and the roles of JCL and Tech Logic.

**Suggested Motion:** I move to approve the Memorandum of Understanding between Johnson County Library and Tech Logic Corporation regarding the automated materials handling case study.

**Background:** Lenexa City Center Library was designed and constructed in 2017-18 and opened to the public June 2019. Tech Logic worked with our architects, engineers, and building contractor to design and build automated materials handling system which conveys materials from the library kiosk in the Lenexa City Center parking garage to the library circulation room where materials are discharged and sorted. The system also conveys materials from the first floor up to the second floor where materials are discharged and sorted. This system is innovative in that it conveys materials from an external library building through another organization's delivery garage and into the library's circulation room. Tech Logic approached the library to write a case study describing the conveyance installation for their use.

**Analysis:** Tech logic continues to partner with the library to provide materials handling and sorting services. The case study will serve to exhibit the work Tech Logic and JCL have done to implement automated materials handling at our Lenexa City Center location. JCL will be able to use the case study for our marketing purposes as well.

**Alternatives:** 1) Not approve the MOU with Tech Logic.

**Recommendation:** Approve the Memorandum of Understanding with Tech Logic.

**Legal Review:** Library Legal counsel has reviewed the MOU document.

## **Memorandum of Understanding (MOU) between the Johnson County Library and Tech Logic Corporation**

This Memorandum of Understanding (MOU) with an effective date of January 1, 2021, memorializes the understanding between the Johnson County Library ("Library"), a public body corporate and political subdivision organized and existing pursuant to the laws of the State of Kansas, and Tech Logic Corporation ("Tech Logic"), a Wisconsin corporation, for Tech Logic to write and use for their purposes a case study based on the Automated Materials Handling system installed at the Lenexa City Center Library branch of the Library. This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

### **Scope of Case Study**

Tech Logic will write a case study regarding the development, installation, and use of the Automated Materials Handling systems installed at the Lenexa City Center Library branch of the Johnson County Library.

This case study may include contextual information about Johnson County Library, including:

- General Library branch and/or system level circulation and visitation data; and
- General demographic information about the Library service area and service population.

The case study will not include individual or identifiable information about Library patrons or patron circulation information. The Library has no obligation to provide Tech Logic patron information, patron circulation information, or other confidential information.

### **The Library will:**

- Collaborate with Tech Logic to provide data and information pertinent to the case study as available.
- Provide photographs or other graphic information as appropriate.
- Provide feedback on drafts of the Case Study prior to final publication to ensure accuracy.

### **Tech Logic will:**

- Provide the labor, research, funding, and talent to write the Case Study.
- Provide the Library with finished digital copies of the Case Study and the legal right to utilize the Case Study for Library promotion and interest.
- Provide the Library with a list of intended publication channels for the Case Study.

- Not publish the Case Study until the Library approves the final copy.
- Own rights to the Case Study for use in their advertising and sales interests.
- Appropriately represent the work of partner architecture, engineering, and construction firms, as specified by the Library, including but not limited to Johnson County Facilities, Hollis and Miller Architects, Holzman Moss Bottino Architecture, and Turner Construction.

To evidence the Parties' execution of this MOU, the parties have executed and delivered it as of the date first set forth above.

Tech Logic Corporation

By: \_\_\_\_\_

Anthony Frey, Director of Marketing

Johnson County Library

By: \_\_\_\_\_

Sean Casserley, County Librarian

## Library

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** February 11, 2021  
**Re:** **Corinth Condenser Replacement – Building Closure**

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**Issue:** Consider approving the temporary closure of the Corinth library for up to 3 days in early/mid March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.

**Suggested Motion:** I move that the Johnson County Board of Directors approve the temporary closure of the Corinth library for up to 3 days in early/mid March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.

**Background:** At the October 2020 meeting, the Library Board approved a contract with AAIM Services, LLC for replacement of the HVAC condensing units. At that time staff anticipated and communicated a need to close briefly and because we didn't yet have a signed contract, the timeline was not known.

**Analysis:** Because of the location of the equipment and the space required for staging of machinery, equipment, crews, and materials, we are recommending building closure for a brief period of time – for up to 3 days in early/mid March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.

Because of the short duration of this closing, we are not relocating patron holds or shadowing the collection in the web catalog. Messaging will be sent to Corinth patrons and posted on the Library's website and social channels.

**Alternatives:** 1) Not close the building – this will require Library and Facilities staff to postpone the installation of this equipment and may affect the contract cost.

**Recommendation:** Approve the temporary closure of the Corinth library for up to 3 days in early/mid March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.