



**Board Report
April 8, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, APRIL 8, 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 casserleys@jocolibrary.org before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Amy Ruo
 - C. Development Department
 - a) Friends of the Library; written report presented by Jennifer Curtiss.....4
 - b) Johnson County Library Foundation; written report presented by Stephanie Stollsteimer.....6
 - c) Volunteers - Points of Light Foundation: Lifetime Achievement Service Award recognition, Amber Bourek-Slater.....8
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) S.B. 13
 - b) Governor's emergency orders: status update
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director.....10
 - a) Potential budgetary impacts of S.B. 13
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC).....18
 - b) Antioch Replacement.....25
 - c) Overall Timeline.....29
 - 3. Updates – Sean Casserley, County Librarian
 - a) Programming report, Adam Wathen, Associate Director.....31
 - b) Reopening update report, Jennifer Mahnken, Associate Director, and Nancy Birmingham, Project Lead.....43
 - c) Succession planning
 - d) Mobile Learning program study
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the March 8, 2021 Regular Library Board meeting.....50
 - B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2021 were handled in accordance with library and County policy.
- b) The February 2021 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 67

VI. New Business

- A. Action item: Election of Library Board Officers..... 68
- B. Action item: Consideration of Memorandum of Understanding with Gardner Parks & Recreation.69
- C. Action item: Consideration of Memorandum of Understanding with the City of Merriam
- D. Action item: Consideration of Memorandum of Understanding with the City of Mission
- E. Action item: Consideration of Memorandum of Understanding with the City of Prairie Village
- F. Action item: Approval of Temporary Closure of Oak Park Library for Arc Flash work and interior updates..... 74
- G. Action Item: Approval of Temporary Closure of Corinth Library for Roofing and Arc Flash work.. 75
- H. Action item: 2022 Library budget proposal..... 76

VII. Adjournment

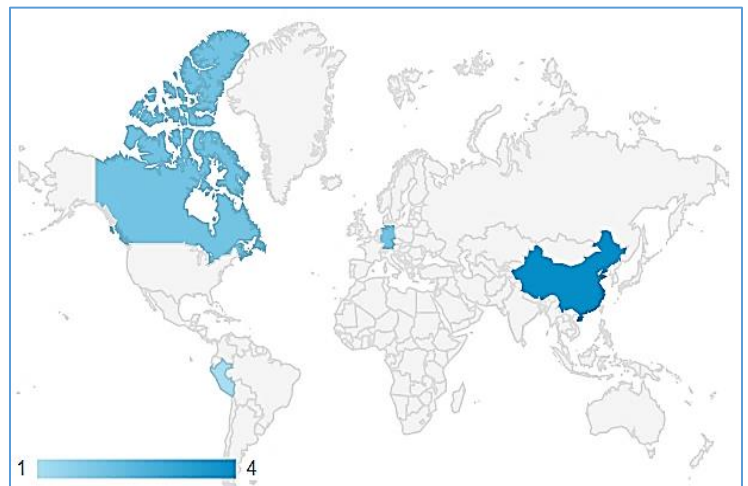
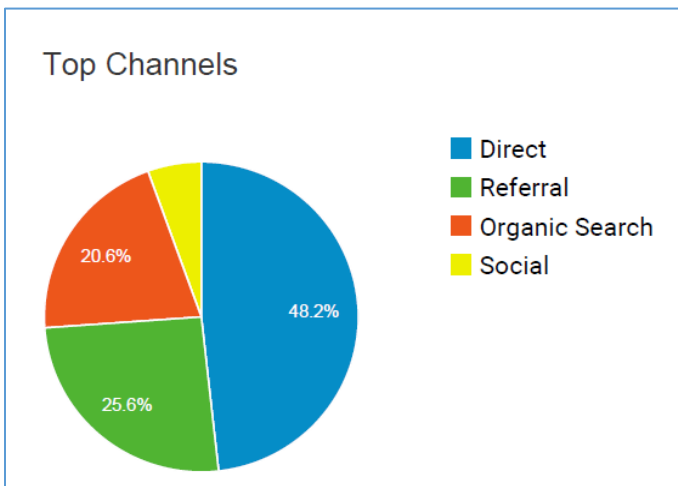
Followed by joint meeting of the Board of County Commissioners, Library Board of Directors, Johnson County Library Foundation, and the Friends of the Johnson County Library

April 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 3 subjects in our report today, detailing activities of February and March 2021:

- New Website Report
- PPP Loan Round 1: forgiven
- Internet Sales



1. New Website Report

Between Mar 22 - Mar 28, 2021:

- 75% of our visitors were new: meaning we are building a devoted audience of repeat visitors, too.
- 21% found us through a search, either for used books or Friends groups.
- Viewers visit an average 3 pages per visit.
- In addition to the US, visitors have come from Canada, China, Germany and Peru

2. PPP Round 1 Forgiven

As of Friday, March 12, the SBA has declared the first Friends' PPP loan, of 22K, forgiven in full. This was a valuable tool in sustaining our organization during the past year.

3. Internet Sales

2,256 items sold in February; 21 volunteers listing items for sale and shipping items ordered. We continue to follow COVID-19 protocols throughout our operation based on guidelines put forth by the CDC and Kansas Department of Health and Environment, and the Library.

Sales of note:

- World Book Encyclopedia 2019 – 2 sets sold\$748.00
- Blood Lad, Vol. 8 (Manga; by Yu-uki Kodama (Author, Artist)102.00
- Indelible Images: Illustrated History of the 1961 U.S. World Figure Skating Team.....100.00
- Period Costume for Stage & Screen: Patterns for Women's Dress, Medieval – 150099.95

4. I would like to close by expressing to the JCL Board’s outgoing chair, Amy Ruo, the Friends’ profound gratitude for your thoughtful leadership during a tumultuous year. You have exemplified calm determination in the face of adversity and have presided over the continuation of valuable public services for our County residents. We wish you the best in your further endeavors.

Respectfully submitted, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: April 8, 2021
Re: Johnson County Library Foundation update

Good afternoon!

Typically, I share information about the Foundation’s activities and this time I will do that and in addition, I want to share a philanthropic update and outlook provided by the Greater Kansas City Community Foundation.

- As you might know, the majority of the Foundation’s restricted and unrestricted funds are invested at the Greater Kansas City Community Foundation. As of our most recent financial report the Foundation funds total \$2.9 million.
- GKCCF’s mission in summary is “Where individuals, families and companies come to leave a legacy of giving.”
- We appreciate GKCCF helping guide our expectations for the year and I’ll share a few of the highlights relevant to the Library Foundation and how we compare to these benchmarks.
 - Fundraising may be more difficult because of concern about donor fatigue.
 - 2020 donor advised funds giving were up 30%, prior to that, flat 2018, 2019.
 - However, there is pent up demand for cultural and social activities which is good news for Libraries.
 - Strategy recommendations and how the Foundation compares:
 - Assess if mission has changed, priorities and purpose. The Foundation is completely aligned in support of the Library.
 - Collaborate and merge with others that broaden the mission.
 - The Development Department for the Library accomplished that in 2020 as we brought together the Friends, Foundation, Volunteer and Community outreach.
 - Review IT, and bookkeeping: Get staff who have the right skill sets.
 - The Library goes above and beyond to support IT and the Friends and Foundation have subcontracted with qualified bookkeeping support.
 - Maintain a qualified board of directors. We consistently review our board matrix and aim to fulfill the goal of impactful and diverse leadership.
 - Check governance policies. The Foundation’s governance policies held up during the pandemic and because of a robust governance task force keeping us on track.

- More Donor Take-Aways
 - Events had to be re-imagined.
 - Virtual events are very relevant in telling our story in a different way.
 - Donors are giving more and expect fewer donors. Do your best to show appreciation to donors.
 - Planned giving and legacy gifts are important. Have the conversations.
 - Looking for organizations that are nimble and relevant (pandemic, social justice)

In the spirit of appreciation and celebration of loyal and long-time donors, Friends of the Library, and volunteers we have an event!

- The 1952 Society and the Readers Circle plus volunteers, Friends and Foundation donors all are invited to a special online event, Sunday, April 25th.
- The 1952 Society: Writing the Library’s Next Chapter is the planned-giving initiative will recognize the members: 24 with an estimated amount of \$1.7 million received and pledged.
- The Readers Circle recognizes current donors and their cumulative giving starting at \$10,000 and currently totals \$900,000 from 28 current donors.
- The program features guest author, Tim Madigan, award winning journalist and author.
- Tim will discuss his critically acclaimed and best-selling book, *The Burning: The Tulsa Race Riot of 1921*.
 - He will share his personal and transformative experience writing about America’s worst episode of racial violence.
 - Though now 100 years in the past, it remains profoundly relevant today.
 - Just in case you check out the Smithsonian magazine, the cover story is called “The Truth about Tulsa” and Tim Madigan has a byline article on page 36 entitled “Confronting the murderous attack on the most prosperous black community in the nation.”

Library Lets Loose planning is underway, September 18.

- Sponsor recruitment is underway and information is on LibraryLetsLoose.org!

That concludes my report.

- Does anyone have any questions?

Thank you!

National Volunteer Appreciation Week

- April 18-24, 2021
- In 2020
 - 551 volunteers
 - 21,683 hours of service
 - Valued at \$589,777.60



Lifetime Achievement Volunteers

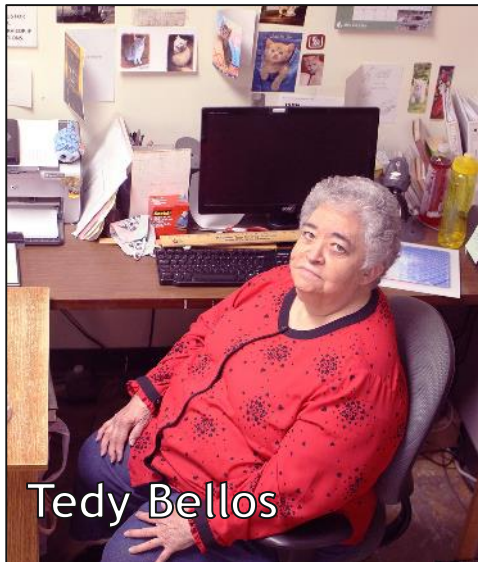
Alice Edwards



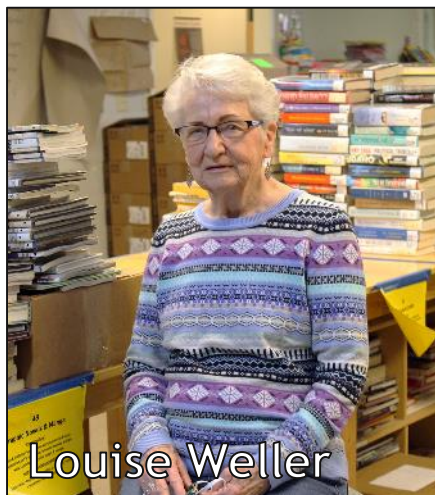
Ruth Nowack



Tedy Bellos



Louise Weller



Larry Leighton



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
February 2021
17% of year lapsed

OPERATING FUND	Programs	2021 Budget
	Revenue	3,913,449
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	19,937
	Transfer to Capital Projects	
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$19,937</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$3,893,512</u></u>
SPECIAL USE FUND		2021 Budget
	Revenue:	3,138,526
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	468,412
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$468,412</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$2,670,114</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$6,563,626</u></u>

Expenditure of Friends of the JCL Donations 2021

<i>Expenditure Details</i>	<i>February</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ -

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2021
17% of Year Lapsed

REVENUE ALL FUNDS	2021 Year to Date	2021 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	20,073,809	36,717,284	55%	54%
Ad Valorem Delinquent	123,772	288,773	43%	1%
Motor Vehicle	625,996	3,170,344	20%	19%
Library Generated - Copying/Printing	8,665	104,359	8%	17%
Library Generated - Overdues / Fees	51,071	768,271	7%	12%
Sale of Library Books	0	0	0%	0%
Misc Other	673	18,703	4%	1%
Reimbursement	15,199	330,043	5%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	26,478	58,404	45%	30%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	6,850	12,325	56%	50%
Commercial Vehicle Tax	8,186	57,421	14%	24%
Heavy Trucks Tax	2,784	4,841	58%	81%
Rental Excise Tax	13,465	45,873	29%	49%
State and Federal Grants	0	265,638	0%	50%
TOTAL REVENUE	20,956,948	41,855,920	50%	49%

Expenses ALL FUNDS with Collection Encumbrance	2021 Year to Date	2021 Budget	% Categories Expended
Salaries and Benefits	3,023,375	20,797,261	15%
Contractual Services	1,612,188	7,305,956	22%
Commodities	3,053,816	4,123,766	74%
Risk Management Charges	48,556	195,074	25%
Capital / Maintenance / Repair	488,349	3,338,526	15%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	0	2,777,596	0%
Grants	1,224	265,638	0%
Interfund Transfer	0	3,042,103	0%
TOTAL EXPENDITURES	8,227,508	41,855,920	20%

Revenue - Expenses as of February 28, 2021 12,729,440

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

Scheduled Replacement Plan Funding

	<u>REVENUE RECEIVED TO DATE</u>
-	
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
Total Revenue	<u>4,458,200</u>

2021

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
	<u>4,425,107</u>
Budget Remaining	<u>33,093</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
February 2021
17% Year Lapsed

OPERATING FUND	2021	2021	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	424,079	5,689,263	7%
Information Technology	460,676	3,571,248	13%
Collection Development	435,012	3,543,153	12%
Branch/Systemwide Services	2,709,442	19,333,555	14%
Risk Management Charges	48,556	195,074	25%
Grants *	1,224	265,638	0%
Transfer to Capital Projects	0	2,777,596	0%
Interfund Transfer	0	3,000,562	0%
TOTAL OPERATING FUND EXPENDITURES	4,078,987	38,376,089	11%

SPECIAL USE FUND	2021	2021	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	139,694	176,305	79%
Commodities (Capital Equipment)	13,932	155,000	9%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	468,412	3,138,526	15%
TOTAL SPECIAL USE FUND EXPENDITURES	622,038	3,479,831	18%

TOTAL EXPENDITURES	4,701,025	41,855,920	11%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
February 2021
17% Year Lapsed

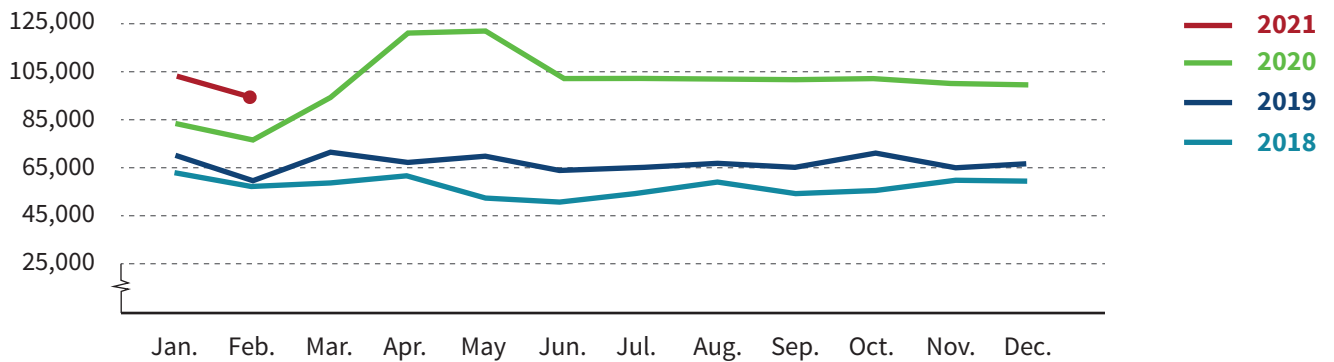
ALL FUNDS	2021	2021	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	3,023,375	20,797,261	15%
Contractual Services	811,408	7,305,956	11%
Commodities	328,114	4,123,766	8%
Risk Management Charges	48,556	195,074	25%
Capital / Maintenance / Repair	19,937	2,977,596	1%
Transfer to Debt Payment	0	10,000	0%
Transfer to PBC Capital Leases	468,412	3,138,526	15%
Grants	1,224	265,638	0%
Interfund Transfer	0	3,042,103	0%
TOTAL EXPENDITURES	4,701,025	41,855,920	11%

GRANTS*	Expenditures through 2/28/2021	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$129,518.04	\$129,518.04	\$0.00

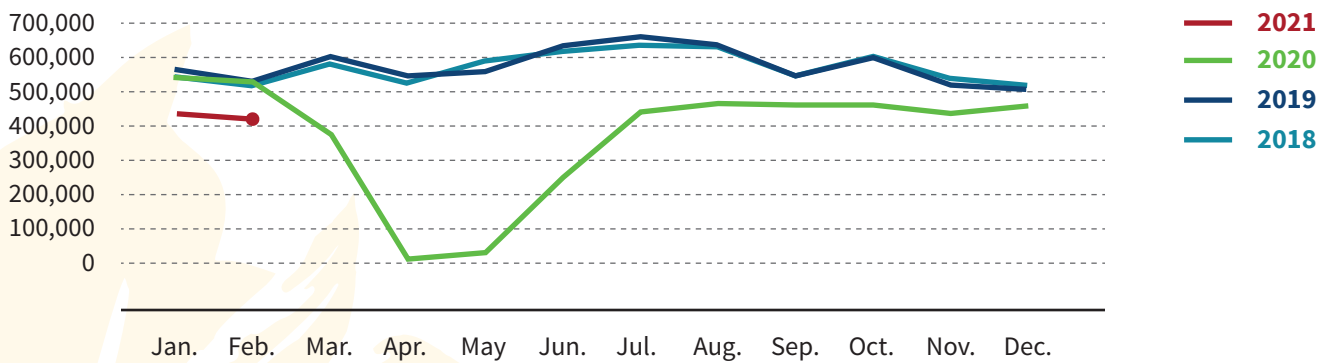
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

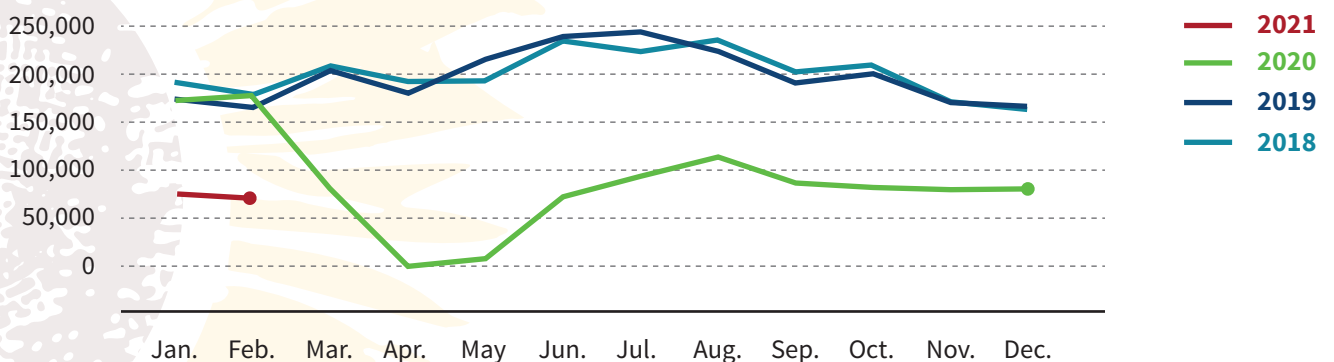
3 Year Digital Usage Trend



3 Year Physical Circulation Trend



3 Year Visitation Trend



Central Building Upgrade, Part 2 (CSSC)

Update – April 2021



Library

Updates

- Little Central update
- Construction update
- Next Steps
- Timeline

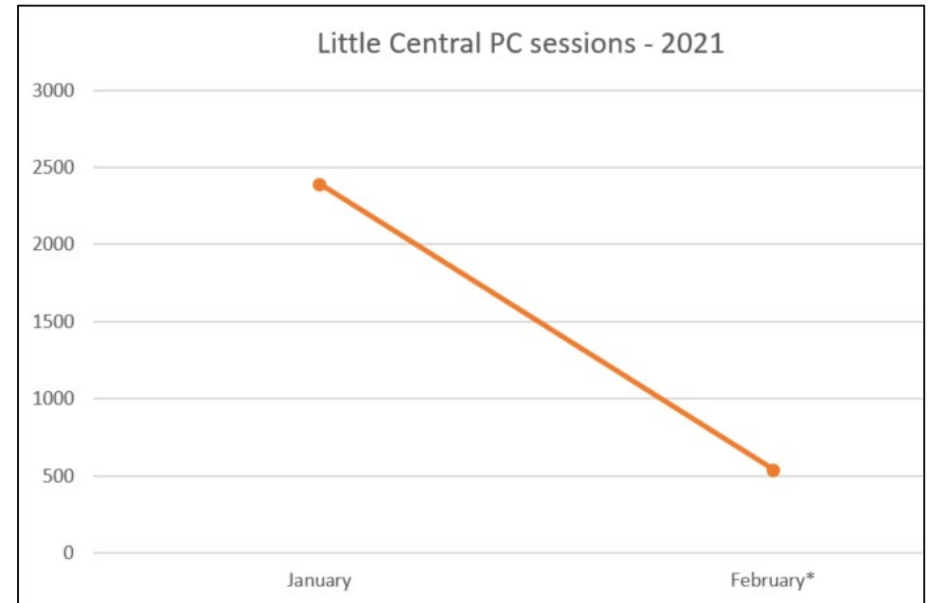
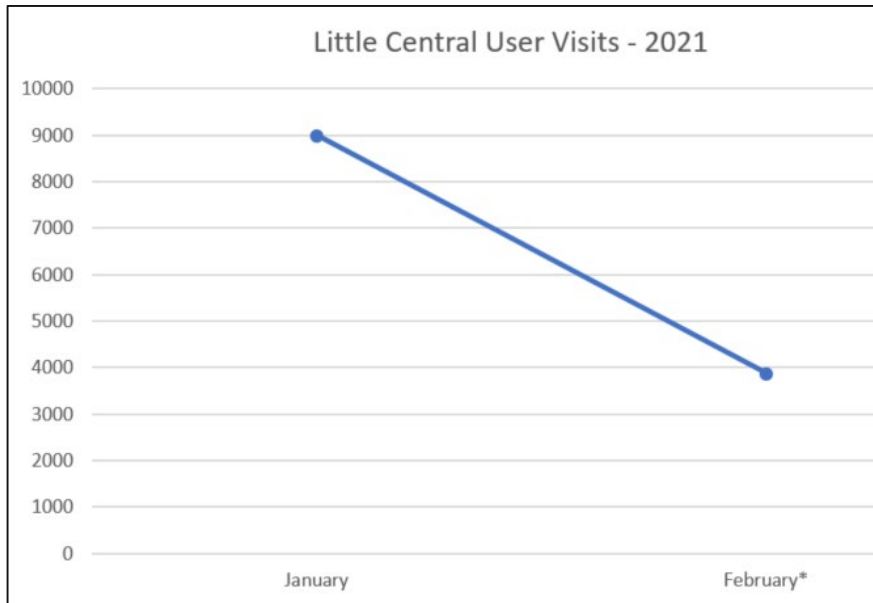


Little Central Update

- User visits
- Computer usage
- Additional temporary signage



Little Central Update



Construction update

- Activities in March

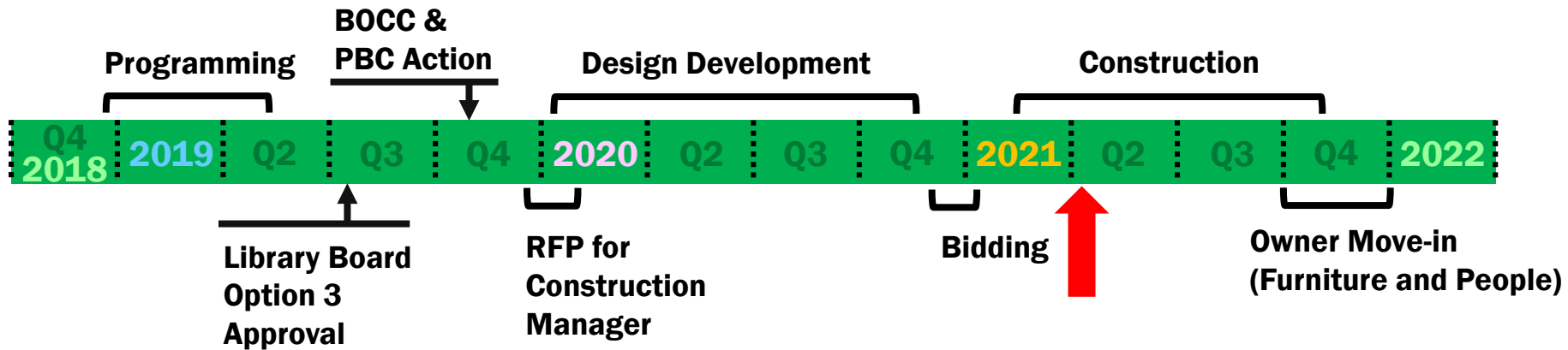


Next Steps

- Construction activities anticipated for April
- Selecting furnishings
- Reports from team leads beginning in May



Central Building Upgrade, Part 2: Anticipated Timeline:



Antioch Library Replacement Project

Update – April 2021



Updates

- Kicking off Design – phases include:
 - Programming
 - Schematic Design
 - Design Development
 - Construction Documents
- Next Steps

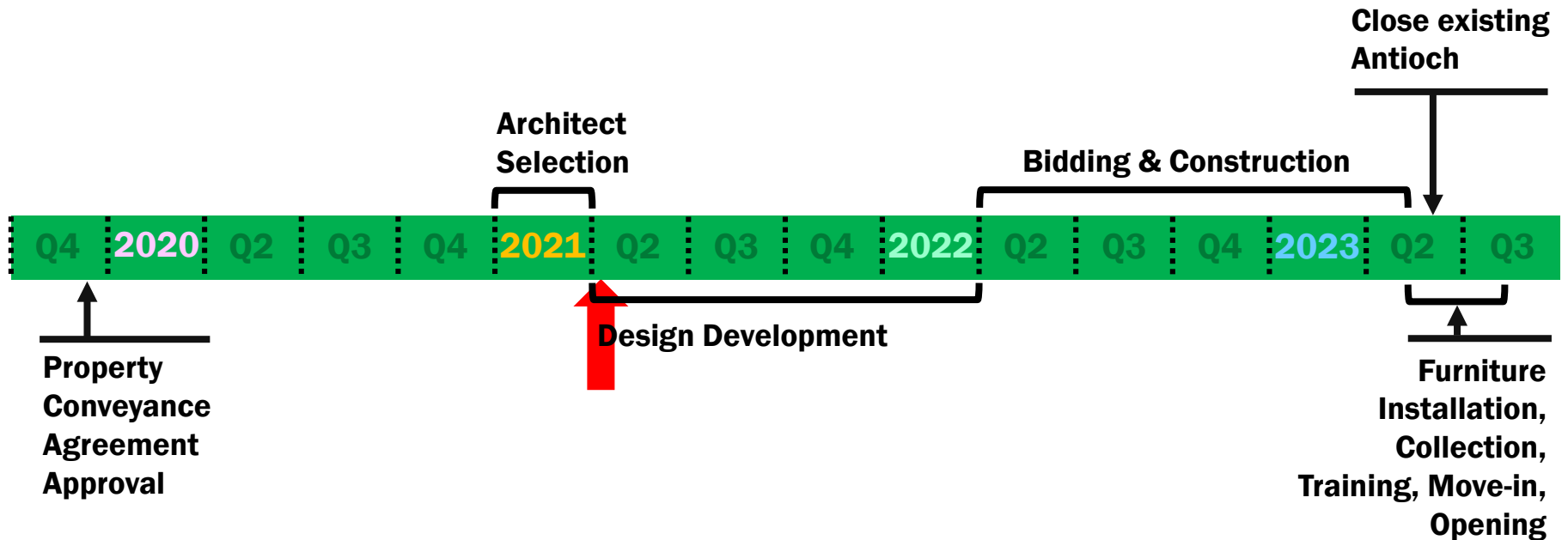


Next Steps

- Begin Design: Programming phase
- Public Input Planning:
 - Anticipating 2-3 public sessions throughout design phases
 - Goal: In-person and online sessions
 - Staff sessions too
 - Dates TBD



Antioch Replacement: Anticipated Timeline

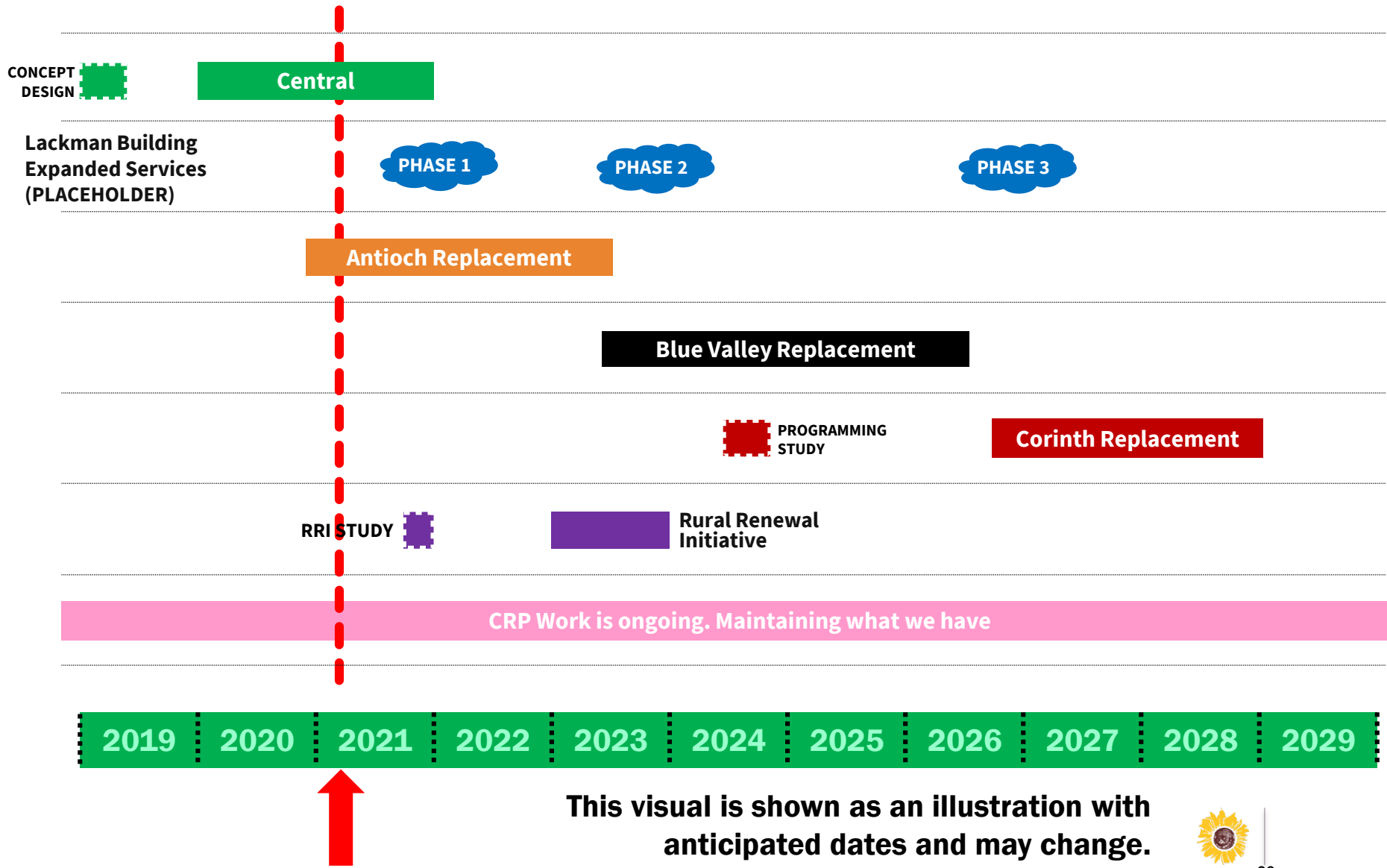


Capital Improvement Projects Timeline Summary

Update – March 2021



Capital Improvement Projects: Anticipated Timeline



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



Programming at Johnson County Library

Library Board Meeting, April 2021
Adam Wathen



Programming policy



ADMINISTRATIVE REGULATIONS **Document** **ARM 20-60-10**
Number

Tab: Patron Services

Section: Programming

Subject: PROGRAMMING POLICY

SUMMARY

Describes the purpose and parameters of various aspects of programming within the Johnson County Library.



Programming policy

YOUTH SERVICES

b. Programming is an essential function to youth and teens conveying excitement about reading, writing and authorship, about research and problem solving, critical thinking, and social development, about exploring the world around them and about libraries.

ADULT SERVICES

d. Programs for adults are provided as lifelong learning opportunities focusing on books and authors, business, civic engagement and topics of local interest, as well as societal and cultural issues.



Programming policy

INTELLECTUAL FREEDOM

e. Library initiated programs are provided as a community resource, under the same policies of free and open access to information and ideas for all users that govern access to library materials. Johnson County Library subscribes to the LIBRARY BILL OF RIGHTS, which states in Article 2 that library resources "should not be proscribed or removed because of partisan or doctrinal disapproval." This policy applies to the contents of library-initiated programs and the views expressed by the participants.



Programming policy

Library Disclaimer

1. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Topics, speakers, and resource materials are not excluded from library initiated programs because of possible controversy, and concerns about programs are handled under the same written policy and procedures which govern reconsideration of other library resources. Library initiated programs are open to all, without regard to origin, age, background, or views.



ALA interpretation of Library Bill of Rights

A full commitment to equity, diversity, and inclusion requires that library collections and programming **reflect the broad range of viewpoints and cultures that exist in our world.** Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI#notes> – 2017



ALA interpretation of Library Bill of Rights

Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions **with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities.**

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays#End%20Notes>



ALA interpretation of Library Bill of Rights

Libraries may use a variety of criteria to select speakers. **Common criteria may include current topics and interests, and information needs of the community.**

Libraries have a responsibility to **represent diverse views and avoid bias.** Libraries should be proactive and present programs that provide multiple viewpoints.

<http://www.ala.org/advocacy/intfreedom/controversialprogramsqa>



JCL Strategic Plan:



-
-
3. 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.



Policy Summary: We Should Not:

- Proscribe content based on partisan or doctrinal disapproval.
- Exclude programming because of possible controversy.



Policy Summary: We Should:

- Provide programming to meet specific subject areas for our community like writing, business, topics of local interest, and societal and cultural issues.
- Proactively represent diversity of genres ideas and expressions.
- Reflect excluded, marginalized or underrepresented people in the resources and programs we offer.
- Use criteria to select speakers.
- Evaluate our programming and be responsive to community needs and requests.



Questions?



Reopening Amid COVID-19

A phased approach for a safe return to public library services

April 2021



Overview

- COVID-19
- Other Library Systems
- Timelines



COVID-19

Good News

- Regional and State numbers are looking good.
- Vaccine availability is up.
- By May 3rd, staff interested in receiving the vaccine are projected to have already received one if not both doses.
- The US ranks 2nd in the world for percentage of population vaccinated.
- Phase 5 is now open for vaccination

Cautions and Concerns

- COVID-19 variants have spread throughout the nation.
- Europe experienced a resurgence.
- There are still a lot of unknowns with this disease.



Other Library Systems Services

Olathe

- Plan to return to full hours May 3
- 60 min computer sessions
- Maker room available
- Quarantine ending.

Kansas City MO Public Library

- Pop-in and appointment services
- Masks and social distancing
- Quarantine continues

Mid-Continent

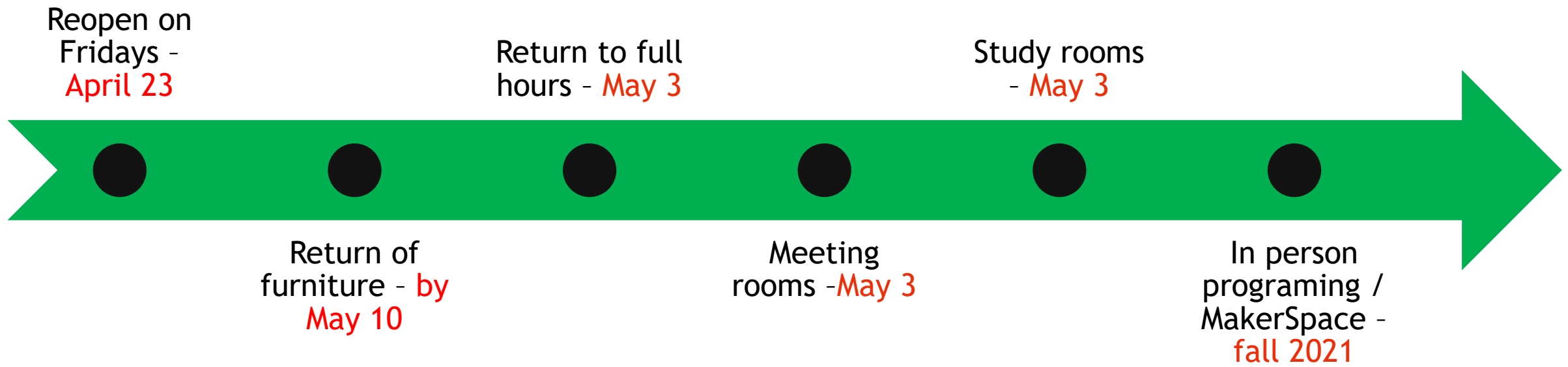
- Browsing Available
- Curbside and Self-check
- Time limit of 90 min per day
- Masks required

Kansas City Kansas

- Curbside pickup at all locations
- Re-opened limited hours
- Quarantine continues



Timeline



Quarantine's End

- On **March 26th**, branches reduced quarantine to **24-hours**.
- We are currently in a monitoring phase to address staff and patron concerns.
 - Patrons started calling in within 2 days.
 - Response has been positive.
- **April 15th**, we will start to end the quarantine of returned items.
 - This will ensure each branch is current on returns before the 1st Friday of patron service on April 23rd.



Questions?



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

March 11, 2021
Online via Zoom
4:00 p.m.

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

BOARD ATTORNEY: Andrew Logan, Fred Logan

BOCC: Commissioner Hanzlick

STAFF: Elissa Andre, Michelle Beesly, Nancy Birmingham, Sean Casserley, Ted Clemons, Abby Giersch, Sean Hendrix, Laura Hunt, Melody Kinnamon, Christopher Leitch, Juan Lopez-Tamez, Jennifer Mahnken, Steph Neu, Alice Pierson, Michaela Scruggs, Scott Sime, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, David Vratny, Adam Wathen

GUESTS: Jennifer Curtiss, Erin Moeder, Vickie Trott, Joe Waters

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

CITIZENS COMMENTS:

Mr. Casserley read citizen comments sent to the Library Board of Directors.

Hi!

I moved here five years ago from San Diego, where I had lived my whole life. There, every library has a Friends's bookstore. I have been buying all my books from a Friends Bookstore for decades. It would be thrilling to see one large, centralized bookstore at the old Lackman library site! I hope it gets your approval.

Thanks!
Cami Mayer

I've read that you wish to put such a bookstore in the now-vacant Lenexa Library building. I don't think I'm clear as to where it will be one central bookstore or simply to have a larger building in which to have the Annual Book Sale. In my opinion, I think that it's a good idea in that the Library would be using a building we already own and have more square feet for the sale.

Thank you,
Susan Forster

As a long time user and supporter of our library system, I think the idea of using the old Library on 87th St. is an excellent idea. Put me down for the volunteer list after it opens.

Randall Burdge

What a fantastic idea! I support the use of the Lackman Branch as a site for the friends' bookstore. Recycle, reuse, repurpose. Due to Covid and the potential need for social distancing indefinitely maybe the quantity of books sold can be increased to avoid the onslaught of folks at the annual book sale.

Sincerely,
Deb Scott

I support moving the Friends book store to the 87th and Lackman location. If I understand correctly, this will mean closing the bookstores at the various sites. While I live close to the store at Antioch Library, I think one location makes sense. I assume it would be cost effective.

I look forward to the next book sale. Hope it can happen this spring/summer.

Carolyn Pugh

Dear Johnson County Library Board of Directors,

I am writing in support of the Friends of Johnson County Library initiative recommendation to locate the Friends Bookstore at the Lackman building of the Johnson County Library.

I encourage your support of this important initiative.

Enthusiastically,
Elly Jorgensen

Dear Johnson County Library Board of Directors,

I am writing in support of the Friends of Johnson County Library initiative, Planning Meets Opportunity @ Lackman and its recommendation to locate a Friends Bookstore at the Lackman building of the Johnson County Library.

I volunteered at the recently closed bookstore at Central for several years and know first-hand how many patrons enjoy visiting and supporting the Library through purchases from and donations to the bookstores. In addition, the Friends are major donors to the Library and give thousands of volunteer hours every year. I believe that one of the major reasons for strong community support of our Library is the many and varied efforts of the Friends.

It's time for us to give back and help our Friends. I urge you to support this important initiative.

Sincerely,
Karen Whitlow

Thank you for giving consideration to converting the Lackman Library into a sale and sort center for the Friends of the library. This move would save money for the organization, increase efficiency, and allow more funds to be donated to the library to support programs and collections. In addition, it would provide increased visibility for the Friends, more donations of used materials and greater revenue through ongoing sales.

I retired from the Johnson County Library in 2016 and was the Community Relations Coordinator and Liaison to the Friends for 22 years. During that time, I watched the Friends book sale grow from a once a month sale in a small unused closet at Oak Park branch generating about \$100, to quarterly sales, annual book sales, bookstores and internet sales with incredible revenue streams.

Two things stand out to me;

1. The dedication and commitment of Friends volunteers and staff will not only make this solution viable but also very successful. During their 70-year history, the Friends organization founded the library, set up and operated volunteer libraries in all corners of the community, gathered books, built shelves and operated libraries until library tax funding was secured. They have rolled up their sleeves to pass bond issues, support levy increases, attend budget hearings, advocate for library funding, and educate the public on why Johnson County Library matters in our community. They took on the task of organizing and selling weeded materials on behalf of the library.

2. The community has strongly supported Friends book sales and bookstores and this giant recycling effort. Being involved in all the sales, I cannot tell you how many times I heard people say; "Thank you for doing this. We love books and reading. Great opportunity to trade in our kid's early readers for chapter books. We love the sales. We buy these books to support the library. Thanks for having a school reads section. Have more sales, more often. So glad these books are not going to the landfill. These books and audiovisual materials are affordable for us. We will donate them back for others to enjoy."

As a former board member for the Friends of Libraries USA, now ALTAFF, I would hear at annual American Library Association (ALA) conferences from other libraries and their support groups, how fortunate Johnson County Library is to have a strong Friends group. Indeed, their successes made them a model Library support group which has won both state and national honors.

I have no doubt that the Lackman project will be successful, a Win-Win, for the Friends and the Library. The work ethic and dedication of Friends staff and volunteers along with the support of the Johnson County Library will make this a great community resource.

Appreciate your thoughtful consideration.
Marsha Bennett

I would be pleased to have the bookstore within a short distance from our home. I miss the former Lackman Library for its close location in addition to adequate parking. Please move the Friends bookstore into the former Lackman Library.

Judy Straka

Dear Johnson County Library Board of Directors,

I am writing in support of the Friends of Johnson County Library initiative, Planning Meets Opportunity @ Lackman. I also support the recommendation to locate the Friends Bookstore at the Lackman building of the Johnson County Library.

My wife and I travel from St. Louis whenever we get a notice of your used book sales. We use our library system to read magazines, newspapers, and check out books. The benefit to the community by purchasing used books and to support your local library system is a great privilege.

It's time for us to help our Friends - I encourage your support of this important and forward-thinking initiative.

Enthusiastically,
Mark Flosi
St. Louis, MO

I support using the Lackman library as a central location for the Bookstores.

Kathryn Horniman

I would love for you to use the Lackman building as a permanent library bookstore. Please say yes!

Thanks,
Paula Kornfeld

Dear Library Board,

I support the location change of the bookstore concept and used book sale events to the Lackman Library building. If approved, I would like to see the stacks no higher than those at the Central Library branch. The stacks were also so close together at the last book sale there 2 years ago that only one person could be between two stacks. I also like the idea of making books available to the community at low prices to enrich all of us and promote literacy.

Thanks,
Bev Reeves-Dudley
Library patron

Terrific idea to centralize the Friends store at 87th and Lackman! Please approve.

Thank you,
Jan Simon

Library Board:

I am writing in support of the Friends of Johnson County Library initiative, *Planning Meets Opportunity @ Lackman* and its recommendation to locate the Friends Bookstore at the Lackman building of the Johnson County Library.

The Friends are major donors to the Library and give thousands of volunteer hours every year. They cultivate meaningful civic engagement with the intrinsic belief in the power of libraries to improve lives and communities. Passionate support for our Library runs deeply through Johnson County thanks to the efforts of the Friends.

I support this important and forward-thinking initiative.

Enthusiastically,
Patricia Schoening

We would always approve of more library locations, provided that the location we frequent on Mission Road remains open.

Thanks,
Darrel and Nadya Tyree

One Big Book Store?

Positives:

- Lots to choose from
- Maybe more revenue
- More buyers at a sale event
- Multiple sales registers
- Freeing space for other uses in branches
- Closer to sorting Center
 - Thus, restock faster
- Seating

Negatives:

- Loss of customers....distance!
- More children
 - Thus, more tidying and cleaning
 - Thus, fewer seniors wanting to shop
 - Thus, more noise

Bigger space also = more noise
Communication issues:
 Between shifts and from day to day
Supervisor on site at all times
Operate as a business
Volunteers at permanent workstations
Volunteers with permanent work assignments
More back-up volunteers
More parking

From Netti Biggs and Paul Carlton

I am writing in support of the Friends of Johnson County Library initiative, Planning Meets Opportunity @ Lackman and its recommendation to locate the Friends Bookstore at the Lackman building of the Johnson County Library.

It's time for us to help our Friends. I encourage your support of this important and forward-thinking initiative.

Sincerely,
Frances E Daugherty

Agree with opening bookstore at Lackman facility.

Roberta Ross

Vote in support/in favor of Friends move as proposed.

Thank you!
Ava Christie

Friends of the Library Bookstore—YES!!!!

Yes, to all things "public library" Our family has used the Leawood Public Library for over 25 years and are happy every year to see the line in our tax bill that goes to fund the public library and new Friends of the Library Bookstore in Lenexa!! This is just one more benefit of living in Johnson County. In the past we benefited from the public libraries in Springfield, Mo., KCMO, and Parkville, Mo. All of these communities were enriched by the strength of their public libraries. Thank you for continuing to find new ways to be a benefit to all. This is well spent taxpayer monies.

Yours,
Cheryl White, Leawood, KS

Dear Johnson County Library Board of Directors,

I am writing in support of the Friends of Johnson County Library initiative, Planning Meets Opportunity @ Lackman and its recommendation to locate the Friends Bookstore at the Lackman building of the Johnson County Library.

We get by with a lot of help from our Friends! The Friends are major donors to the Library and give thousands of volunteer hours every year. They cultivate meaningful civic engagement with the intrinsic belief in the power of libraries to improve lives and communities. Passionate support for our Library runs deeply through Johnson County thanks to the efforts of the Friends.

It's time for us to help our Friends – I encourage your support of this important and forward-thinking initiative.

Enthusiastically,
Judy Marcus
Sue Goldman
Brenda Bolden
Matt and Bonnie Delaney
Angela Rabin
Philip Alejos
Steven Bast
Jose A. Pinnell
Cynthia Stapp
Kari Sime
Mary Robards
Carol Adler
Rita Abernethy
Susan Robinette
Linda Bruns
Paula Clark
Bonnie Limbird
Debbi Roy
Monica Steinle
Tedy Bellos
Laura Whipple
Cindy Vera
Linda Hacker
Shelley Wolff
Lisa Jensen
Jennifer Curtiss

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS

Report of the Nominating Committee

Donna Mertz was unable to attend the meeting. Amy Ruo presented the proposed slate of Library Board officers for 2021-2022, starting in May. Voting will take place at the April Library Board meeting.

Chair: Bethany Griffith

Vice Chair/Secretary: David Sims

Treasurer: Donna Mertz

FRIENDS OF THE LIBRARY:

New Website

Christina Sadun presented for the Friends of the Library. Ms. Sadun thanked the Library's Communications and IT teams for their help with the new website for the Friends, which went live on March 9th. The website is functional, easy to navigate, and allows the Friends to conduct commerce directly through the website. They can still use third-party vendors like Amazon and others, but with the new website they can control the sales process more tightly.

The new website and newsletter position the Friends for the future. These tools allow the Friends to leverage technology to both increase the amount of revenue that they can bring in, as well as to build their brand, and to further enhance and support the Library and the community's connection to the Library.

Internet sales are going well, and 40 volunteers are currently working to sort and scan materials. In January, over 3,000 donated books and materials were listed for sale on the internet. The Friends sold over 2,600 items in January. The Friends are well positioned for the future.

Lackman Project

Project Coordinator Scott Sime and Community Relations Coordinator Christopher Leitch presented.

The Library is currently using the Lackman building for furniture storage related to the Central renovation. The Library has also considered bringing more traditional library services to the Lackman building. The Friends of the Library founded the Library in the early 1950s and have worked as a support organization since that time.

The Friends are proposing they consolidate and re-locate their sales and operations sites to the Lackman building. Consolidating services to Lackman would optimize business functions and expand the ability for the Friends to support the Library.

Friends Past President, Jennifer Curtiss shared the Friends have been undergoing a reorganization since the 2019 strategic plan. The plan was developed with Library and Foundation leadership to ensure alignment of the mission, strategies, and goals. The planning process included the Library's goal from the 2015 Comprehensive Library Master Plan to include Friends functions in a library building. The proposal is a tactical step on the path to consolidate operations into a library facility, become more profitable, and provide more support to the library. The Friends are a successful Friends group; however, the cost of storage, rent, transport, set-up and execution of book sales is eating away long-term stability. The Friends have given more than \$2.4 million to the Library since 1999 and they add \$1.3 million worth of value to the Library every year. The Lackman building could be sold for \$1.4 million once, or the Library can commit to the long-term viability of the Friends and receive \$1.3 million every year.

Former President of the Foundation, Vickie Trott, shared that the Foundation has pledged to support the Friends' move into the Lackman building in the amount of \$100,000, contingent upon the Library Board and the Board of County Commissioners' approval for the project.

Mr. Leitch stated that the Friends are about 600 members and that the group is the Library's single largest donor historically. Mr. Leitch and Mr. Sime provided financial details for the proposal and a second scenario of selling the Lackman building.

Ms. Griffith asked if the Library would have to increase the budget or request additional tax money from the County if the financial support the Friends provide went away.

Mr. Sime responded that the Library would lose approximately \$9,100,000 in value the Friends provide which the Library would have to replace.

Mr. Sims asked if the Friends of the Library will cease to exist if the Board votes no.

Mr. Leitch responded that the Friends are trying to manage what they're doing, instead of doing their work. If the Library can't bring the Friends into Lackman or another space, the Friends will become less viable.

Mr. Shepard asked if the search for other available commercial properties was extensive.

Mr. Leitch responded there was an extensive search of spaces for lease and purchase. They found there were surprisingly few properties available that meet all the needs for the Friends. The needs include retail space, ample parking, a commercial loading dock and space for sorting onto shelves. The locations identified would all need extensive interior and/or exterior improvements.

Mr. Sime added that more locations were available for lease than to purchase. Mr. Sime said that there would be a cost to purchase any building and make any necessary interior and exterior improvements.

Mr. Shepard agreed that any properties purchased would need improvements and modifications. Lackman would also need improvements to meet ADA compliance, as well as continued maintenance over time. Mr. Shepard is not sure that purchasing another facility would be more costly in the long run.

Ms. Griffith asked about the Lackman footprint being 17,000 square feet.

Mr. Sime confirmed that number was about right.

Ms. Griffith asked about the square footage and building cost for the Antioch replacement location in Merriam.

Mr. Sime stated that the new building at Antioch will be 15,750 square feet and that the projected budget to build new is \$13.68 million.

Ms. Griffith asked if a new building for the Friends was not in consideration due to cost. Mr. Sime confirmed that we haven't investigated a new building due to the expense.

Mr. Casserley added that with the Comprehensive Library Master Plan (CLMP), the Library looked at where it was possible to renovate vs. where it was necessary to build a new building. He added that the CLMP allows the Library to manage those costs to taxpayers, and he stated that the same was in consideration with the Friends and a sorting center.

Ms. Griffith restated the point that it would be cost prohibitive to build the Friends a new building and that the Friends were losing physical store locations in future library locations. She added that the Library Board, if the Library did not support the Friends, would have to solve problems including weeds and replacing volunteer hours – problems that would require tax money to solve. She included that the Library could use reserves to invest in the Friends long-term and maintain functionality and services.

Mr. Casserley confirmed that Ms. Griffith's summary was accurate.

Dr. Burke asked if the money currently in reserves is taxpayer money, and Mr. Casserley confirmed that it is. Dr. Burke wanted that in the record.

Ms. Griffith stated that the money in reserves did not equal a tax increase. She added that the Library would need to ask for more tax money or cut services if forced to replace services the Friends provide.

Dr. Burke asked if the \$500,000 for the first year would make Lackman ADA compliant for the first phase.

Mr. Sime confirmed that the cost would include areas of the building that need code-related updates and would bring the building up to ADA compliance.

Mr. Sims asked what percentage of Lackman's 17,000 square feet would be used by the Friends.

Mr. Sime said that most of the public floor plan would be phase 1.

Mr. Sims inquired about the space going forward and if there would be space for the library to use, such as an extra meeting room, even on a temporary basis, or if the Friends are planning on using the full amount of space for books, inventory, and sales.

Mr. Leitch said that the ideal situation would be the Friends operation increases number of donations processed and online sales. If the Friends moved into that space today, they would occupy 14,000 square feet approximately, indicating there is room for the existing meeting room to be available for Library, County, or

public use. Mr. Leitch added that there has been internal discussion of space at the Lackman site for auxiliary library services such as holds pick-up, storytime, and Friends-sponsored author events.

Mr. Sims asked if any other libraries around the country have a dedicated Friends store.

Mr. Leitch replied that many of the facilities he is aware of are housed in library buildings and, as such, are not nearly as successful as the Johnson County Friends group.

Mr. Sims said that he thought the CLMP showed the plan was to build a facility in the past.

Mr. Casserley explained that the CLMP called for creating a sorting center for library material to be sorted and redistributed out to library branches. The facility would have had one dock but could have served the Library and the Friends. The Library worked with a logistics company called Caprock and they produced a report that said the Library would save money by making the changes internal to Library buildings instead. This plan is in process with the Central staff space consolidation going on today. That left the question of what to do for the Friends unanswered, and that was the catalyst for looking at possibly utilizing Lackman.

Mr. Sims asked how much it currently costs the Friends to rent a facility right now.

Mr. Leitch responded that the cost is \$50,000 annually.

Dr. Burke asked how we will know if the trial period is successful.

Mr. Leitch replied that the Friends would use the key performance indicators of donations, number of customers, and volume of sales. The Friends have already sold books from their new website after it was live for only two days. There are also intangibles to consider, such as volunteer satisfaction, staff engagement, and community relationships.

Dr. Burke asked Mr. Sime if the search for alternative properties included all over the county. He added that he's seen large buildings available in Olathe.

Mr. Sime confirmed that the search was in Johnson County but the focus was properties centrally located.

Mr. Leitch added that this was supported by looking at the zip codes of customers, how far they travel, and where they want to go to buy books. This meant looking at the market in Lenexa or around Lackman.

Mr. Shepard stated his concern was the library becoming a landlord for the Friends. He isn't positive this is the best solution. He checked with Half Price Books stores and some other library systems. He found that used bookstores are doing well, and he anticipates that sales will go well but is cautious about the expenditure.

Dr. Burke asked if the Library has considered an option for the Friends to pay the Library for a portion of the Lackman location each year, creating a lease-to-buy option and avoiding the Library acting as landlord to the Friends in the long term.

Mr. Sime stated that lease options and purchase options had been considered but not a lease-to-buy option.

Mr. Sims asked if there was a trend in Friends sales going up until 2020.

Mr. Leitch replied that the Friends had seen sales plateau, despite continuing the same processes on their end, until their first sale at Lackman in the summer of 2019. At that sale they saw a one-day performance they had never seen before. The site allowed them to make more material more visible to more people.

Mr. Casserley added that even with the three bookstores the Friends had the group still could not put out their entire inventory. The Lackman proposal would allow them to put it all out on shelves and have it available for sale.

Mr. Shepard commented he is impressed with the data and the Friends' contribution to the Library.

Mr. Casserley reminded the Board that the Foundation is agreeing to put \$100,000 towards this project if it achieves Library Board and BOCC approval. That means the financial liability to the Library for the initial phase of the project is about \$457,000, which could come from reserves. That would allow the Library Board to see and track revenue for 24 months of bookstore operations at the site. If the Friends did not make revenue projections the Library could decide to sell the property and look for other solutions for the Friends. During the 24 months, the Friends could work with the Foundation to go to the community and find funders to help offset the remaining \$6 million cost. The Library is working with Joe Waters to find a time for a joint meeting in April to include the Friends, Foundation, Library Board, and the BOCC. This will allow us to hear from all the stakeholders before a decision comes before the Library Board.

Ms. Ruo expressed her strong support for the Friends.

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director Stephanie Stollsteimer thanked Mr. Leitch, Mr. Sime and the Friends for their report on the Lackman proposal. The Foundation is proud to pledge \$100,000 toward this remarkable opportunity for the community. The Foundation will remain engaged in the first phase and phases to come and finds this to be a compelling case to fundraise with the community.

The Foundation is excited to plan for the third annual event for the 1952 Society and the Readers Circle. This is an appreciation event and celebration for long-time donors, friends, and volunteers. It is an online event, Sunday April 25th, featuring journalist and author Tim Madigan. He will discuss his book *The Burning: Massacre, Destruction, and the Tulsa Race Riot of 1921*. The 1952 Society is writing the Library's next chapter and it is about planned giving. The Readers Circle recognizes current donors and their cumulative giving that starts at \$10,000 and goes up to more than \$100,000.

Library Lets Loose planning is underway for a virtual event to be held September 18th. The Foundation will work with a producing partner to help put on the virtual event. Sponsor recruitment is underway. The website has all the updated information for the 2021 event. The Foundation is also planning for an in-person event, which would be for VIPs and by invitation only. This would run concurrent with the virtual event on September 18th. The Foundation would like to request closing the Lenexa City Center Branch September 18th for the site of the in-person event.

Race Project KC continues to be a popular program with donors lining up to support it. The most recent grant received for Race Project KC was for \$5,000 from Freedom Frontier National Heritage Area.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick finished reading *Runaway* by Mr. Shepard's uncle. She recommends checking it out from the Library.

Commissioner Hanzlick gave an update regarding COVID and vaccines. The County is vaccinating people up through phase two and tier two. Coming soon will be a new interest form for people eligible in phases 3-5. The County has essentially finished vaccinating school staff in time for kids going back to school.

She pointed out that the County's public health order expires at the end of March, as does the state's order, so there will be important decisions coming up.

She added that on February 18th, the Friends, Mr. Sime, and Mr. Leitch gave a similar presentation on the Friends' use of Lackman to the BOCC. It generated a lot of conversation and questions from the commissioners, particularly on the impact on taxpayers.

BOARD COUNSEL REPORT

Fred Logan, board counsel reported to the Board.

History of the County Charter Commission

On November 7th, 2000 voters in Johnson County approved a new Johnson County charter. Under the terms of the law that charter is to be reviewed every ten years. It was reviewed in 2011 and no changes were proposed, and the charter commission has just begun its work for the 2021 review. This work will not directly impact the Library. It is a separate taxing district from Johnson County with a separate governing board. The Library is a partner to the government of Johnson County, as can be seen in the memoranda of understanding between the Library and other agencies of Johnson County. Statutes won't be directly impacted by what the charter commission does.

Senate Bill 13

Senate Bill 13 appears that it will pass and that it will have a significant impact on local units of government. It had passed the Senate, but the House passed a slightly different version. The most significant changes in the law won't begin to take effect until 2022. The law will look at not whether there is an increase in the levy on the tax, but instead if there is a proposed increase in use of tax revenues. There will be ongoing discussion on how to proceed in 2022.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director David Vratny reported the Library is at 50% revenue received for the year. This is slightly higher than it was at the same time in 2020. Mr. Vratny shared this is mostly due to ad valorem, which comes half in January and the second half in June.

In terms of expenses, the Library is at 12% spent for the year, much of this is due to encumbrances. This is on track. Things look good as of the end of January 2021.

Statistics and Reopening Trends

Associate Director of Systemwide Services Adam Wathen and Michelle Beesley, IT Manager, reported.

January shows that we started the year the same way that our statistics have been trending during the pandemic: with higher digital circulation and lower physical circulation and visitation, as would be expected.

This month our reopening statistics run through the end of February. February had a couple of things that will create anomalies for us. One is the extraordinarily cold week of temperatures which usually depresses our door count. The other is that the Central Resource Library was closed for a week to set up "Little Central" and turn over the building to the Construction Manager. Checkouts and individual patrons checking out both not only lagged behind last year's numbers, they returned to July/August levels. "Little Central" may continue to depress statistics.

Holds placed still looks strong with only a 5% dip from last year's numbers.

Visits remained at about the same pace in February as in previous months.

Finally, we did see a drop in both sessions and hours of computer use but our average session stayed high at 51 minutes.

Ms. Beesley shared the number of public computers made available at the beginning of 2020 was the same as the previous year, 377. As the Library reopened later in 2020 with social distancing in place, no laptop lending, and no public seating, the number of public computers declined. Due to limited public computers, the number of computer sessions also declined dramatically – over 200,000 fewer sessions in 2020 over 2019.

Wireless sessions declined, as did public printing.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project Coordinator, presented.

Central Staff Space Consolidation (CSSC)

“Little Central” is now operational, patrons are checking out holds and using the public PCs. Construction in the space is continuing. The construction phase is anticipated to last into the Fall with Central fully open before the end of the year.

The project team will work with Communications to post photo updates to Library social media.

Antioch Replacement Project

The RFP for architectural services had a great response, with ten firms responding. The selection committee, led by the county purchasing process, interviewed three short-listed firms and individually ranked those three. We anticipate Public Building Commission (PBC) action next week.

Once the architect is selected, the next step will be updating the public and staff engagement plans. We anticipate presenting an updated project timeline in April.

One thing to consider is naming. We’ve been calling it the “Antioch replacement project” but would like the Board to consider if it should keep calling it Antioch. No answer is necessary right now but it’s something to consider.

Reopening Update

Assistant Branch Manager, Nancy Birmingham, presented for the Reopening team.

Numbers are positively trending. Three brands of vaccines are being distributed and municipalities are starting to ease restrictions. In January, 21 staff members were under quarantine and this fell to 6 in February, so that is good news from a staffing perspective.

All six Johnson County public schools will offer in-person learning by the 31st of this month. Libraries across the Kansas City metro continue to operate with a variety of services and levels of access.

Ms. Birmingham reviewed the Reopening team’s timeline of past decisions and plans for future milestones, including adding Friday hours, returning furniture in phases, making study and meeting rooms available, offering in-person programming, and returning to full hours.

Reopening has plans that address two options: the governor’s emergency order expiring March 31st and if the governor’s order is extended. Both plans include reducing the 72-hour quarantine to a 24-hour quarantine by April 1st and ending quarantine fully by May 3rd.

Ms. Griffith asked for an explanation of the thinking to continue quarantine until May 3rd.

Ms. Birmingham explained that it will take the library a couple weeks to catch up and complete the work. According to the REALM (Reopening Archives, Libraries, and Museums) study, the virus is still detectable on materials up to six days, but we now know the science does not point to touch transmission. We did not have this information when we initiated quarantine last spring. This timeline allows us to communicate clearly the reasoning to staff and the public.

Mr. Sims expressed that he was glad to see the library opening up and thanked everyone on the Reopening team for their work.

Partnership between JCL and Adult Residential Center

Incarcerated Services Librarian Melody Kinnamon presented.

Erin Moeder, Department of Corrections, was going to help present but was called away. She serves as the Volunteer and Program Coordinator for Corrections, and she worked very hard on this project.

We have a new library space located at the Adult Residential Center (ARC). We have 350 new titles purchased with a grant that the Foundation found, \$4,000 from Village Presbyterian Church. Clients have access to the Library's full collection through HomeConnect, but we knew it was important for them to have a readily available collection curated for them. The pandemic gave us an opportunity to focus on this project.

The Library's Incarcerated Services committee has existed in some form for more than ten years. Working with the Department of Corrections, it has helped provide countless programs and services. There are twelve talented staff members on the committee. All are dedicated to connecting with this underserved population.

Corrections gave the space, applied a fresh coat of paint, and purchased a large TV screen for online programming. They also added a book return and shelving. Response from the clients has been overwhelmingly positive. The committee is looking forward to expanding by adding local art, author visits and programming when possible. Melody thanked the team, Corrections, Foundation, and Village Presbyterian Church.

Mr. Casserley thanked Ms. Kinnamon and the Incarcerated Services Committee. He also pointed out that ARC clients on work programs have for years helped with setting up and breaking down Friends book sales. They have a positive work experience and are able to choose books to take back to their residence.

Summary of Friends and Board of County Commissioners Meeting

Commissioner Hanzlick mentioned this in her update. The BOCC has concerns and many questions. The joint meeting will be an opportunity for both boards and all stakeholders to meet.

County Librarian Appraisal

Ms. Ruo stated that she communicated with Mr. Shepard via text and that he is having problems with his home Wi-Fi. He mentioned that the committee came to a consensus to defer a decision until the Board retreat.

Ms. Griffith confirmed that the committee wanted input on goal setting for Mr. Casserley and wanted his goals tied to each year's strategic goals. The goal setting would happen at the Board retreat in connection to the Board setting its own goals for the year. Not meeting the goals would be part of the evaluation process. Action would take place at the next Board retreat in October-November. The retreat would allow for more discussion with the full group. This discussion will need to include Johnson County HR.

Ms. Ruo recommended revisiting the plan this summer.

CONSENT AGENDA

Minutes of the February 11, 2021 Library Board Meeting

Motion: Bethany Griffith moved to approve the consent agenda.

Second: Wayne Burke

Motion approved unanimously

OLD BUSINESS

Consideration of approval of the Memorandum of Understanding with the Friends of the Library

The Johnson County Library and the Friends of the Johnson County Library have an agreement in place for the purpose of maintaining a strong relationship in which the two organizations work together for the benefit of the Library. The MOU details how the two organizations work together.

Motion: Brandy Butcher moved that the Johnson County Library Board of Directors approve the MOU between Johnson County Library and the Friends of the Johnson County Library.

Second: Bethany Griffith

Motion approved unanimously

Consideration of approval of MOU between JCL and the Human Resources department

The MOU presented represents a collaborative arrangement between the Library Board and the County Department of Human Resources. The MOU has been constructed to bring efficiencies into play and focuses on (1) the expertise of the Human Resources Department, (2) collaboration, and (3) service.

The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations, and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act and all other services the Human Resources Department typically provides to other agencies and departments of the County. Services do not include library-specific training.

Motion: Brandy Butcher moved the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

Second: Bethany Griffith

Motion approved unanimously

NEW BUSINESS

Consideration of approval of MOU between JCL and Financial Management and Administration for payroll services

Prior to December 2019, the Library's payroll function had been handled by an internal staff person. The departure of that staff person and the lack of sufficient Library resources to handle the payroll function resulted in a temporary arrangement with Treasury and Financial Management assisting the Library in the provision of payroll services. This arrangement has provided for greater accuracy and efficiency of the payroll function.

The Library and Treasury and Financial Management in 2020 created an MOU, that extended this collaboration and to allowing the Library to focus its attention on Library services by transfer of the Library's vacant payroll position to Treasury and Financial Management along with the necessary financial resources to support that position.

There has been some recent restructuring of departments over at the County Administration Building as the County Treasurer and Department of Motor Vehicle functions have joined what use to be Records and Tax Administration to become a new department. What is left of the Accounting/Purchasing/Payroll functions in the former TFM has become a new department named Financial Management and Administration and it is being headed by Brent Christensen who has been named the department director (he was the Deputy Director of TFM). Besides the name changes this is functionally the same group of people and the part of the former TFM that the Library has been working with since December of 2019. This arrangement has been working successfully and Library staff believes that this current arrangement continues with the newly formed Financial Management and Administration Department.

Motion: David Sims moved the Library Board approve the Memorandum of Understanding (MOU) between the Board of Directors of the Johnson County Library and the Johnson County Department of Financial Management and Administration for the continued provision of payroll services for 2021.

Second: Brandy Butcher

Motion approved unanimously

Consideration of the Foundation's request to use Lenexa for Library Lets Loose

The Johnson County Library Foundation annually hosts a signature fundraiser, Library Lets Loose. From 2016-2019 the event was held in person at the Central Resource Library. In 2020 it was held virtually due to the pandemic. In 2021, plans are to hold the event virtually, however there may be a possibility of hosting some version of an in-person event. If that opportunity arises, the Foundation would like to request permission to close the Lenexa City Center branch on Saturday, September 18, 2021. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches.

Please note, the Foundation will follow all the health and safety protocols prescribed by the Library, County and State officials.

Motion: Brandy Butcher moved that the Library Board approve the closing of the Lenexa City Center branch on September 18, 2021.

Second: Bethany Griffith

Motion approved unanimously

Consideration of approval of architect contract for Antioch replacement

Funding for the Antioch Replacement project in the amount of \$13,680,094 was included in the Library's 2020-2024 Capital Improvement Plan, which was approved in August 2019 by the Board of County Commissioners (BOCC). In October 2019 the Library and City of Merriam approved the Property Conveyance Agreement, providing a site within the Vavra Development in Merriam, KS. This agreement was later ratified by the BOCC.

In September 2020 the Public Building Commission (PBC) approved Resolution No. PBC 008-20 to design, equip, construct and furnish a Library in Merriam, Kansas, and to authorize the issuance of bonds for a portion of the costs.

Funding for the Antioch Library Replacement Project is shown below:

Project funding from PBC Bonds	\$10,782,567
Cash transferred from Library Fund	\$2,897,527
TOTAL	\$13,680,094

On January 21, 2021 the Treasury and Financial Management Department, Purchasing Division opened RFP 2020-076 to provide Architectural Services for the Antioch Library Replacement project in Merriam, KS. The RFP was posted electronically on the following sites: Johnson County, KS website and Johnson County electronic bidding site powered by Ionwave Technologies.

A total of ten (10) responsive proposals were received and three (3) finalists were interviewed: Dake Wells Architecture, Inc., BC Design Group, and Gould Evans. The other seven (7) responsive companies that submitted proposals were: Bond Architects, Clark & Enersen, Finkle Williams, Helix Architecture, PGAV, Sapp Design, and SFS Architecture.

The evaluation of each proposal response was based on a scale of 100 points; 35 points for project approach, 20 points for key staff members, and 15 points each for firm experience, staff utilization, and cost. Determination is made by final ranking noted in parentheses and shown below:

Evaluation Criteria	Maximum Points	Dake Wells Architecture, Inc	Firm A	Firm B
Project Approach	35	32.8	30.4	26.8
Key Staff Members	20	19	15.4	14.6
Firm Experience	15	13.2	13.2	9.8
Staff Utilization	15	13.8	11.8	11
Cost Proposal	15	10.51	12.42	15
Total Points (Rank)	100	89.31 (1)	83.22 (2)	77.2 (3)

Based upon the initial proposals and scoring of these firms, the RFP committee interviewed the top three (3) firms and following that interview recommends Dake Wells Architecture, Inc.

The budgetary estimated cost for this service was \$1,200,000. The fee proposals submitted by the finalists for this service ranged from \$793,550 to \$1,132,300.

Motion: David Sims moved to approve the recommendation to authorize the contract with Dake Wells Architecture, Inc., the contract for architectural services for the Antioch Library Replacement project in the amount of \$1,132,300.00 per Request for Proposal (RFP) No. 2020-076.

Second: Wayne Burke

Motion approved unanimously

Consideration of approval of contract for replacement shelving at Cedar Roe Library

This shelving replacement will be the first shelving replacement Cedar Roe has ever had. The replacement is part of the Library's Capital Outlay program that includes planned purchases of replacement furniture and shelving. The Library would like to replace the existing shelving at Cedar Roe while the building would be closed for HVAC improvements. This concept of bundling work during a planned closure is efficient and a good stewardship of resources.

Motion: Bethany Griffith moved that the Johnson County Library Board of Directors approve the contract for the purchase of new shelving for Cedar Roe Library in an amount not to exceed \$139,712.58.

Second: Brandy Butcher

Motion approved unanimously

Consideration of approval of the temporary closure of Cedar Roe Library to allow for HVAC upgrade and building refresh work

Mr. Sims asked if we could have foreseen this need when the library was closed for the roofing project.

Mr. Casserley said that we would have preferred to close once and minimize inconvenience to patrons. It was spread over multiple years for budgetary issues. Ideally we try to close once and do everything we can to minimize inconvenience.

Motion: David Sims moved the Johnson County Library Board of Directors approve the temporary closure of Cedar Roe Library to patrons, from April 19-June 21, 2021 to allow for HVAC upgrade and building refresh work.

Second: Brandy Butcher

Motion approved unanimously

ADJOURNMENT

Motion: Bethany Griffith moved the Library Board of Directors adjourn.

Second: Wayne Burke

Motion approved unanimously

Meeting adjourned at 6:41 p.m.

SECRETARY _____
Bethany Griffith

CHAIR _____
Amy Ruo

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: FEB-2021

		Receipts	Payments	Balance
	Opening cash balance			\$131,802.26
	Add Receipts	\$106.73		
	Less Payments		\$32,450.60	
	Ending Cash balance			\$99,458.39
	Less Liabilities		\$3,380.58	
	Unobligated cash balance			\$96,077.81

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: April 8, 2021

Issue: The annual election of officers of the Library Board of Directors.

Suggested Motion:

I move the Library Board of Directors elect the recommended slate of officers for the 2021-2022 term.

Background: Administrative regulation ARM 10-50-10, Bylaws of the Board of Directors, guides the annual election of officers. The officers of the board include a chair, vice chair/secretary, and treasurer. Officers serve a term of one-year commencing immediately upon election.

The Johnson County Library nominating committee – Donna Mertz, Brandy Butcher, David Sims – submits the following nominations for officers:

Chair: Bethany Griffith
Vice-Chair/Secretary: David Sims
Treasurer: Brandy Butcher

Recommendation:

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2021-2022 term.

Briefing Sheet

To: Library Board of Directors

From: Sean Casserley, County Librarian

Date: April 8, 2020

Re: Consideration of Memoranda of Understanding between Johnson County Library and the cities of Prairie Village, Mission, Merriam, and Gardner.

Issue: Johnson County Library plans to partner with city parks to provide “Walk and Read” programming.

Suggested Motion: I move to approve the Memoranda of Understanding between Johnson County Library and Prairie Village Parks and Recreation, Mission Parks and Recreation, Merriam Parks and Recreation, and Gardner Parks and Recreation.

Background: Johnson County Library provides “Walk and Read” programs which provide storyboards along a walking trail at local parks. These memoranda clarify the responsibilities for city Parks and Recreation departments and the Johnson County Library to provide the “Walk and Read” programming in local parks.

Analysis: “Walk and Read” programming allows for outdoor, socially distanced family interaction with the library. The programming is in partnership with cities in Johnson County.

Alternatives: 1) Not approve the MOUs with Prairie Village, Mission, Merriam, and Gardner.

Recommendation: Approve the Memoranda of Understanding with Prairie Village, Mission, Merriam, and Gardner.

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

**Memorandum of Understanding (MOU) between the Johnson County Library and
Gardner Parks and Recreation**

This MOU is intended to document the relationship between the Johnson County Library and Gardner Parks and Recreation (hereinafter referred to as "GPR") regarding Walk and Read/Summer Reading events (W&R/SR).

**Walk and Read/Summer Reading events
January 1, 2021- December 31, 2021**

Event Space:

- GPR will provide walking trails where Walk and Read/Summer Reading (W&R/SR) events will take place.

Event Responsibilities:

- GPR will provide at least one staff member to help a Johnson County Library (JCL) staff member set up the event.
- JCL will provide the metal sign holders and storyboards.
- GPR will periodically check on the signs during the event.
- If signs are damaged during an event beyond a GPR staff member's ability to fix, a GPR's staff member will contact the designated JCL staff member to come fix said damage.
- GPR will take down signs on the day after the event's end and deliver them to the Cedar Roe library branch: 5120 Cedar St. Roeland Park, KS 66205.
- When Summer Reading programs are going on at the Walk and Read events, JCL staff will set up, man, and take down all Summer Reading supplies.

Communication:

- GPR will coordinate with JCL to schedule an event location and running dates (approximately 10 days long).
- JCL will provide Program Specifics Agreement Document to GPR after both parties have agreed on scheduling. This document will include, but is not limited to, exact location, dates, book titles and if a Summer Reading event will be included.
- JCL will promote W&R/SR events on their website, in JCL's public program publication, "The Guide" and in their social media promotions as needed.
- GPR will cross-promote W&R/SR events on their website, social media platforms, etc. as needed.

Gardner Parks and Recreation

Johnson County Library

By: 
Title: Recreation Supervisor

By: _____
County Librarian

Memorandum of Understanding (MOU) between the Johnson County Library and Merriam Parks & Recreation

This MOU is intended to document the relationship between the Johnson County Library and Merriam Parks & Recreation (hereinafter referred to as "MPR") regarding Walk and Read/Summer Reading events (W&R/SR).

**Walk and Read/Summer Reading events
January 1, 2021- December 31, 2021**

Handwritten notes:
1. Walk and Read/Summer Reading events
2. January 1, 2021- December 31, 2021

Event Space:

- MPR will provide walking trails where Walk and Read/Summer Reading (W&R/SR) events will take place.

Event Responsibilities:

- MPR will provide at least one staff member to help a Johnson County Library (JCL) staff member set up the event.
- JCL will provide the metal sign holders and storyboards.
- MPR will periodically check on the signs during the event.
- If signs are damaged during an event beyond a MPR staff member's ability to fix, a MPR's staff member will contact the designated JCL staff member to come fix said damage.
- MPR will take down signs on the day after the event's end and deliver them to the Cedar Roe library branch: 5120 Cedar St. Roeland Park, KS 66205.
- When Summer Reading programs are going on at the Walk and Read events, JCL staff will set up, man, and take down all Summer Reading supplies.

Communication:

- MPR will coordinate with JCL to schedule an event location and running dates (approximately 10 days long).
- JCL will provide Program Specifics Agreement Document to MPR after both parties have agreed on scheduling. This document will include, but is not limited to, exact location, dates, book titles and if a Summer Reading event will be included.
- JCL will promote W&R/SR events on their website, in JCL's public program publication, "The Guide" and in their social media promotions as needed.
- MPR will cross-promote W&R/SR events on their website, social media platforms, etc. as needed.

Merriam Parks & Recreation

Ingrid Berg 2/1/21
County Librarian

Johnson County Library

Memorandum of Understanding (MOU) between the Johnson County Library and Mission Parks & Recreation

This MOU is intended to document the relationship between the Johnson County Library and Mission Parks & Recreation (hereinafter referred to as "MPR") regarding Walk and Read/Summer Reading events (W&R/SR).

Walk and Read/Summer Reading events January 1, 2021- December 31, 2021

Event Space:

- MPR will provide walking trails where Walk and Read/Summer Reading (W&R/SR) events will take place.

Event Responsibilities:

- MPR will provide at least one staff member to help a Johnson County Library (JCL) staff member set up the event.
- JCL will provide the metal sign holders and storyboards.
- MPR will periodically check on the signs during the event.
- If signs are damaged during an event beyond a MPR staff member's ability to fix, a MPR's staff member will contact the designated JCL staff member to come fix said damage.
- MPR will take down signs on the day after the event's end and deliver them to the Cedar Roe library branch: 5120 Cedar St. Roeland Park, KS 66205.
- When Summer Reading programs are going on at the Walk and Read events, JCL staff will set up, man, and take down all Summer Reading supplies.

Communication:

- MPR will coordinate with JCL to schedule an event location and running dates (approximately 10 days long). *Proposed dates: July 23 - Aug. 2, 2021*
- JCL will provide Program Specifics Agreement Document to MPR after both parties have agreed on scheduling. This document will include, but is not limited to, exact location, dates, book titles and if a Summer Reading event will be included.
- JCL will promote W&R/SR events on their website, in JCL's public program publication, "The Guide" and in their social media promotions as needed.
- MPR will cross-promote W&R/SR events on their website, social media platforms, etc. as needed.

Mission Parks & Recreation



County Librarian

Johnson County Library

Memorandum of Understanding (MOU) between the Johnson County Library and Prairie Village Parks & Recreation

This MOU is intended to document the relationship between the Johnson County Library and Prairie Village Parks & Recreation (hereinafter referred to as "PVPR") regarding Walk and Read/Summer Reading events (W&R/SR).

Walk and Read/Summer Reading events January 1, 2021- December 31, 2021

Event Space:

- PVPR will provide walking trails where Walk and Read/Summer Reading (W&R/SR) events will take place.

Event Responsibilities:

- PVPR will provide at least one staff member to help a Johnson County Library (JCL) staff member set up the event.
- JCL will provide the metal sign holders and storyboards.
- PVPR will periodically check on the signs during the event.
- If signs are damaged during an event beyond a PVPR staff member's ability to fix, a PVPR's staff member will contact the designated JCL staff member to come fix said damage.
- PVPR will take down signs on the day after the event's end and deliver them to the Cedar Roe library branch: 5120 Cedar St. Roeland Park, KS 66205.
- When Summer Reading programs are going on at the Walk and Read events, JCL staff will set up, man, and take down all Summer Reading supplies.

Communication:

- PVPR will coordinate with JCL to schedule an event location and running dates (approximately 10 days long).
- JCL will provide Program Specifics Agreement Document to PVPR after both parties have agreed on scheduling. This document will include, but is not limited to, exact location, dates, book titles and if a Summer Reading event will be included.
- JCL will promote W&R/SR events on their website, in JCL's public program publication, "The Guide" and in their social media promotions as needed.
- PVPR will cross-promote W&R/SR events on their website, social media platforms, etc. as needed.

Prairie Village Parks & Recreation



County Librarian

Johnson County Library

Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: April 8, 2021
Re: Oak Park Library: Temporary Closure for Arc Flash work and interior updates

Issue: Consider approving the temporary closure of the Oak Park Library, for up to five days in June-July to perform Arc Flash hazard work and interior updates.

Suggested Motion: I move to approve the temporary closure of the Oak Park Library, for up to five days in June-July to perform Arc Flash hazard work and interior updates.

Background: In February 2019, the Johnson County Library Board of Directors contracted with Herzig Engineering for Arc Flash Hazard Analysis and Compliance engineering services. The Library is working with Facilities to implement options to mitigate hazards and appropriately label equipment.

In February 2020, the Johnson County Library Board of Directors approved the 2021-2025 Capital Improvement Plan which includes the Capital Replacement Plan (CRP). Implementation of the CRP work will at times require temporary closures at different locations to facilitate needed work at our buildings.

The Oak Park location needs Arc Flash hazard work which requires turning off power to the building and a temporary closure is needed. During this period, the Library plans to complete the more intrusive work regarding interior updates to some spaces – including wall repair, carpet replacement, and painting. Other work can be done while the building is open.

Analysis: Turning off power to the building is needed for the Arc Flash work – closure of the building is needed to complete this work. This work is anticipated to take up to 5 days to complete. The Facilities team is coordinating with contractors to complete this needed electrical work and interior finish updates at the same time. The Facilities team is coordinating with Oak Park managers and the CX-Communication team, who will update patrons and staff when exact dates are confirmed.

Funding Overview: This work is funded by existing approved Library Capital Replacement (CRP) funds.

Alternatives: 1) Not approve the closure plan.

Recommendation: To approve the temporary closure of the Oak Park Library, for up to five days in June-July to perform Arc Flash hazard work and interior updates.

Suggested Motion: I move to approve the temporary closure of the Oak Park Library, for up to five days in June-July to perform Arc Flash hazard work and interior updates.

Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: April 8, 2021
Re: Corinth Library: Temporary Closure for Roofing and Arc Flash work

Issue: Consider approving the temporary closure of the Corinth Library, for up to two weeks in April-May to complete roofing and Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library, for up to two weeks in April-May to complete roofing replacement and Arc Flash work.

Background: In February 2019, the Johnson County Library Board of Directors contracted with Herzig Engineering for Arc Flash Hazard Analysis and Compliance engineering services. The Library is working with Facilities to implement options to mitigate hazards and appropriately label equipment.

In February 2020, the Johnson County Library Board of Directors approved the 2021-2025 Capital Improvement Plan which includes the Capital Replacement Plan (CRP). Implementation of the CRP work will at times require temporary closures at different locations to facilitate needed work at our buildings.

The Corinth location currently experiences roof leaks. Patching is no longer a sustainable solution. The Library, Facilities, and Purchasing have worked together to get a contract for roofing replacement. Replacement of the roof requires constant repetitive hammering and other construction noises coming from overhead. The Arc Flash hazard work will require the power to be shut off to the building for several days. For these reasons the Library recommends that the Corinth location be closed during the roofing and Arc Flash work.

Analysis: The need for the roofing work to be completed soon, the related staging of machinery, equipment, crews, and materials, and the need for building power to be shut off for completion of the Arc Flash/electrical distribution upgrades require the recommendation to temporarily close the Corinth library to patrons – currently anticipated for up to two weeks in April-May. Weather plays a role in work of this type and the Facilities team is working with the contractor to coordinate work. The Facilities team is coordinating with Corinth managers and the CX-Communication team, who will update patrons and staff when exact dates are confirmed.

Funding Overview: This work is funded by existing approved Library Capital Replacement (CRP) funds.

Alternatives: 1) Not approve the closure plan.

Recommendation: To approve the temporary closure of the Corinth Library, for up to two weeks in April-May to complete roofing replacement and Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library, for up to two weeks in April-May to complete roofing replacement and Arc Flash work.

Library

To: Library Board of Directors

From: Sean Casserley, County Librarian

Date: April 8, 2021

Re: County Librarian's Recommended FY 2022 Revenue and Expenditure Budget

Issue: Consider approving the County Librarian's Recommended FY 2022 Revenue and Expenditure Budget of \$43,770,980.

Suggested Motion: I move to approve the County Librarian's Recommended FY 2022 Revenue and Expenditure Budget of \$43,770,980.

Background: The Library Budget Committee held a series of meetings in the 4th Quarter of 2020 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans.

Analysis: The current County Librarian's Recommended FY 2022 Revenue and Expenditure Budget of \$43,770,980 is \$166,291 higher than the original December 2020 forecasted amount of \$43,604,689. The higher revenues projected is largely due to projected growth in motor vehicle taxes in 2022.

The County Librarian's Recommended FY 2022 Revenue and Expenditure Budget of \$43,770,980 does allow for several operational needs to be addressed, specifically in the areas of: payroll equity adjustments being made in 2021, a new information technology position for cyber security management, a new communications position for meeting online programming coordination needs, collections expansion, information technology replacement and maintenance needs, systems furniture replacement, additional Capital Replacement Program (CRP) funds, and funding for the Summer Reading Program. Those needs and the recommended expenditure amounts are closely aligned with what was presented to the Library Budget Committee.

Funding Overview: The County Librarian's Recommended FY 2022 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and supported by the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2022 Revenue and Expenditure Budget and submit an alternate plan.

Recommendation: Approve the County Librarian Recommended 2022 Budget for submission to the County Manager's office and the Board of County Commissioners.

Purchasing Review: N/A

Budget Review: The revenues are in alignment with projections that Johnson County's Budget and Financial Planning Department had provided, and the expenditures are in line with what the Library Budget Committee has previously reviewed and supported.

Legal Review: N/A

FY 2022 Proposed Library Budget Presentation to Library Board

April 8, 2021



Highlights for FY 2022 Proposed Budget

- Current proposal contains a 3% Merit Pool
- New positions for Cyber Security and Online Programing Coordination
- Pay Rate Equity Adjustments made in 2021 have full year impact in 2022
- Increased Payments to Public Building Commission tied to Antioch
- Increased Funding for Library Capital Replacement Program (CRP)
- Increased Operational funding for IT maintenance/replacement, Collections, Systems Furniture Replacement, and funding for Summer Reading Program (this is an outline of requests funded above \$100k)



Additional Library Operating Needs FY 2022

Additional Operational Needs	FY 2022 Proposed Budget Increase
2 New Positions (Cyber Security and Online Programming)	207,151
Capital Replacement Program (CRP)	372,330
Information Technology (IT) Maintenance and Replacement	304,259
Library Systems Furniture Replacement	193,164
Additional Collections Funding	137,627
Summer Reading Program	125,000
Total Additional Program Needs	1,339,531



Proposed Library FY 2022 Budget

Revenues	Current Estimated FY 2021	Current Proposed FY 2022	Difference	% Change
Property Taxes	36,717,284	38,272,670	1,555,386	4.2%
Other Taxes (Motor Vehicle)	3,627,254	3,877,707	250,453	6.9%
Other Library Revenue	1,300,017	1,300,017	0	0.0%
Investment Interest	46,706	54,948	8,242	17.6%
Grants	265,638	265,638	0	0.0%
Total Revenue	41,956,899	43,770,980	1,814,081	4.3%
Expenses	Current Estimated FY 2021	Current Proposed FY 2022	Difference	% Change
Personnel	21,711,545	22,947,472	1,235,927	5.7%
Contractual Services	6,464,115	5,900,363	(563,752)	-8.7%
Commodities	4,190,841	4,411,766	220,925	5.3%
Capital Outlay	200,000	393,164	193,164	96.6%
Interfund Transfers	3,050,556	2,907,057	(143,499)	-4.7%
Transfers to Capital Projects	2,777,596	3,107,330	329,734	11.9%
Lease Payments to PBC	3,102,384	3,590,820	488,436	15.7%
Risk Management	194,224	247,370	53,146	27.4%
Grants	265,638	265,638	0	0.0%
Total Expense	41,956,899	43,770,980	1,814,081	4.3%

