



**Board Report  
June 10, 2021**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JUNE 10, 2021  
MONTICELLO LIBRARY  
LARGE MEETING ROOM  
22435 W. 66th St., Shawnee, KS 66226  
4:00 p.m.

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](mailto: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, Bethany Griffith
  - C. Development Department
    - a) Friends of the Library: written report presented by Christopher Leitch ..... 4
    - b) Johnson County Library Foundation: written report presented by Stephanie Stollsteimer ..... 6
      - a) Presentation of Foundation Endowment Check for Collection
  - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Buying and selling library property
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director ..... 8
      - a) Update on BOCC budget presentation
      - b) Update on JCL reserves
      - c) Reopening Data Report – Adam Wathen, Associate Director, Systemwide Services .. 15
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      - a) Central Staff Space Consolidation (CSSC) ..... 22
        - i. Project Lead Report – Jared Harper, Central Branch Manager ..... 28
      - b) Antioch Replacement ..... 34
        - i. Update on 5/19 Public Input Session
      - c) Overall Timeline ..... 40
    - 3. Updates – Sean Casserley, County Librarian
      - a) Johnson County Genealogical Society Year-in-Review – Kinsley Riggs, Information Services Manager, and Marsha Bennett, Vice President, JCGS ..... 43
      - b) Race Project KC and Elementia – Angel Tucker, Youth Services Manager ..... 48
      - c) 1<sup>st</sup> Trimester Strategic Plan Update – Tricia Suellentrop, Deputy County Librarian ..... 61
      - d) Security Position Development – Jen Mahnken, Associate Director, Branch Services 79
      - e) Supply chains and impact to CRP/CIP – Georgia Sizemore, Strategic Facilities Manager- V. Consent Agenda

|  |    |
|--|----|
| A. Action Items:   |    |
| 1. Minutes of the May 13, 2021 Regular Library Board meeting ..... | 90 |

B. Information Items

    1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2021 were handled in accordance with library and County policy.
- b) The April 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 ..... | 97 |
|-----------------------------|----|

VI. Old Business

- a. Next steps for the Lackman location

VII. New Business

|   |     |
|---|-----|
| A. Action item: Approval of Update ARM 20-10-10 Hours of Service .....                        | 98  |
| B. Action item: Approval of the Contract for Online Platform ON24 .....                       | 102 |
| C. Action item: Approval of Closure for Corinth for Arc Flash Work .....                      | 105 |
| D. Action item: Approval of Closure for Little Central for Electrical Work .....              | 106 |
| E. Action item: Approval of Agreement with the City of Overland Park for Sidewalk Replacement | 107 |
| F. Action item: Approval of Security Systems Contract for CE .....                            | 117 |

VIII. Adjournment

**June 2021: Monthly Report**  
of the Friends of Johnson County Library  
to the  
Board of Directors of Johnson County Library

Welcome, Madame Chair, and thank you 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 April / May 2021:

- Donate Your Used Books!
- Internet Sales
- Friends Bookstores and Community Partners

**1. Donate Your Used Books**

It's official – donation drop-off events are a success. The Friends suspended donation drop-offs at the branches during the pandemic. While we prepare to re-launch, we've announced Donation Drop-Off Events at our Pine Ridge Office Park location. On Saturday mornings between 10am-noon and eager volunteers, many of them teens seeking school community service credits, are waiting to unload your vehicle. A recent Saturday brought 9000 items for the crew to sort!

**2. Internet Sales**

We fulfilled 2,367 orders in April, including a couple of orders received through our online storefront. We are seeing customer activity unique to our ChrisLands site: orders placed for multiple items.

April sales of note:

|  |        |
|--|--------|
| <i>Encyclopedia Americana</i> 30 vol. set .....            | 215.00 |
| <i>The Perception Deception</i> – paperback .....          | 147.00 |
| <i>And to Think That I Saw It on Mulberry Street</i> ..... | 115.00 |

**3. Bookstore Operations**

April was the most successful month for Friends Bookstore sales in 2021: our customers are more comfortable coming to shop in person. We're holding weekly themed sales and our shoppers watch for their favorite genres to go on sale, then they stock up!



The Blue Valley Bookstore has been assisting a customer who has purchased numerous diversity-themed books to donate to Operation Breakthrough. Additionally, librarian Melody Kinnamon selected several boxes of books from the Antioch store for Johnson County Incarcerated Services, the successful Library-County partnership. The Friends also facilitated an introduction between the Sheriff's office and Melody, and she'll be expanding the Library's outreach with that population. The Friends are very pleased to sustain these Library and community programs through our work.

Respectfully submitted, Friends of Johnson County Library

**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** June 10, 2021  
**Re:** Johnson County Library Foundation update

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**First, I want to touch on the Central renovation project going on this year.**

- The new space will in large part be new efficient area for the system wide staff. In addition will be some new public spaces including some sponsor and naming opportunities.
- We are planning to have hard hat tours scheduled so we look forward to giving donors a sneak peek at the construction.
- One of those areas is the Children's space that will take over some prime real estate in the southeast section of the building with views of the park.

**Burgeon Unit**

- A feature we have been fundraising for is an interactive learning structure called a Burgeon unit.
- These structures are pre-literacy learning spaces are colorful, child-sized structures designed by educators and librarians to develop the same essential pre-literacy skills as Johnson County Library's signature program, **6 by 6, Ready to Read**, a year-round early literacy development program for children and parents.
- We have been fundraising for \$30,000 for an appropriate unit and we are thrilled to say the Regnier Family Foundation pledged \$15,000 as a challenge grant.
- The Foundation Board of Directors voted to match that grant. Thanks to generous planned gifts, we have been able to build unrestricted funds so we can start to make special gifts to the Library.

**Library Lets Loose Report: sponsorships and honorary hosts**

- We have a vibrant subcommittee: Ava Christie, Vickie Trott, Rich Cook and Julie Steiner.
- We have mailed to past sponsors and prospects and are getting wonderful response.
- The total is over \$73,000 which already surpassed our goal of \$70,000.
- Our goal was conservative and we have a meeting set to revise that goal.
- We need to revise that goal because we need to be more realistic and we also will have more expenses specifically for the in person reception.
- When we budgeted we didn't plan for an in person and it looks like that will be a reality.

**I want to highlight our honorary hosts, Rick and Denise Mills.**

- Denise was in your seat for a number of years serving on the Foundation Board.
- As all honorary hosts have done, they have taken it to heart. They made a lead sponsorship gift of \$25,000.

- In addition, Denise shared her mailing list and personally reached out to her contacts to ask for their support.
- The Honorary Hosts are so important to the event. This is our 6<sup>th</sup> year for the event so we have 6 couple who have bravely served in this roll.
- They are asked because of their remarkable dedication to the Library and they then continue once their year is over.

**And finally, we are happy present the Library with a check today.**

- This donation is the Foundation's annual gift designated for the collection. The amount is based on a calculation of the funds invested at the Greater Kansas City Community Foundation.
- This year is the largest amount to date at \$ \$102,864

That concludes my report.

Questions?

Thank you.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**April 2021**  
**33% of year lapsed**

**OPERATING FUND**

|   | <b>2021<br/>Budget</b>           |
|---|----------------------------------|
| <b>Programs</b>                                     |                                  |
| Revenue   | 3,913,449                        |
| Administrative Services                             |                                  |
| Information Technology                              |                                  |
| Collection Development                              |                                  |
| Branch/Systemwide Services                          | 166,348                          |
| Transfer to Capital Projects                        |                                  |
| Interfund Transfers                                 |                                  |
| <b>TOTAL OPERATING FUND EXPENDITURES</b>            | <b><u>\$166,348</u></b>          |
| <b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b> | <b><u><u>\$3,747,101</u></u></b> |

**SPECIAL USE FUND**

|   | <b>2021<br/>Budget</b>           |
|---|----------------------------------|
| 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                          |                                  |
| <b>TOTAL SPECIAL USE FUND EXPENDITURES</b>            | <b><u>\$468,412</u></b>          |
| <b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b> | <b><u><u>\$2,670,114</u></u></b> |
| <b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>   | <b><u><u>\$6,417,215</u></u></b> |

Expenditure of Friends of the JCL Donations 2021

| <i>Expenditure Details</i>                   | <i>April</i>    | <i>YTD</i>      |
|--|-----------------|-----------------|
| Volunteer Recognition                        | \$75.00         | \$75.00         |
| Advertising/Promotion                        | 0.00            | 0.00            |
| Collection Materials                         | 0.00            | 0.00            |
| Professional Development/Staff Recognition   | 0.00            | 0.00            |
| Technology/Recruitment Consulting & Expenses | 0.00            | 0.00            |
| Strategic Planning meeting supplies          | 0.00            | 0.00            |
| GEM Award/Staff Recognition                  | 0.00            | 0.00            |
| Homework Help and Tutor.com                  | 0.00            | 0.00            |
| Summer Reading Club/Elementia                | 0.00            | 0.00            |
| Other Library Programming                    | 0.00            | 0.00            |
| MidAmerica Regional Council                  | 0.00            | 0.00            |
| Joint Board Meeting Expense                  | 0.00            | 0.00            |
| Board Travel Expenses                        | 0.00            | 0.00            |
| Board Retreat Expenses                       | 0.00            | 0.00            |
| Miscellaneous                                | 0.00            | 0.00            |
| <b>Total Expenditures</b>                    | <b>\$ 75.00</b> | <b>\$ 75.00</b> |

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2021  
33% of Year Lapsed

| REVENUE ALL FUNDS                    | 2021<br>Year to Date | 2021<br>Budget    | % Budget<br>Year to Date | % Budget<br>YTD Prior Year |
|--------------------------------------|----------------------|-------------------|--------------------------|----------------------------|
| Ad Valorem                           | 21,172,132           | 36,717,284        | 58%                      | 57%                        |
| Ad Valorem Delinquent                | -31,375              | 288,773           | -11%                     | -9%                        |
| Motor Vehicle                        | 902,989              | 3,170,344         | 28%                      | 27%                        |
| Library Generated - Copying/Printing | 20,302               | 104,359           | 19%                      | 21%                        |
| Library Generated - Overdues / Fees  | 101,451              | 768,271           | 13%                      | 15%                        |
| Sale of Library Books                | 0                    | 0                 | 0%                       | 0%                         |
| Misc Other                           | 779                  | 18,703            | 4%                       | 6%                         |
| Reimbursement                        | 31,666               | 330,043           | 10%                      | 5%                         |
| Library Generated - Other Charges    | 0                    | 3,641             | 0%                       | 0%                         |
| Investment                           | 44,368               | 58,404            | 76%                      | 41%                        |
| Unencumbered Balance Forward         | 0                    | 10,000            | 0%                       | 0%                         |
| Recreational Vehicle Tax             | 8,731                | 12,325            | 71%                      | 61%                        |
| Commercial Vehicle Tax               | 35,512               | 57,421            | 62%                      | 76%                        |
| Heavy Trucks Tax                     | 3,656                | 4,841             | 76%                      | 100%                       |
| Rental Excise Tax                    | 13,465               | 45,873            | 29%                      | 49%                        |
| State and Federal Grants             | 131,285              | 265,638           | 49%                      | 50%                        |
| <b>TOTAL REVENUE</b>                 | <b>22,434,961</b>    | <b>41,855,920</b> | <b>54%</b>               | <b>53%</b>                 |

| Expenses ALL FUNDS with Collection Encumbrance | 2021<br>Year to Date | 2021<br>Budget    | % Categories<br>Expended |
|--|----------------------|-------------------|--------------------------|
| Salaries and Benefits                          | 6,151,733            | 20,797,261        | 30%                      |
| Contractual Services                           | 2,093,754            | 7,305,956         | 29%                      |
| Commodities                                    | 3,145,486            | 4,123,766         | 76%                      |
| Risk Management Charges                        | 48,556               | 195,074           | 25%                      |
| Capital / Maintenance / Repair                 | 634,760              | 3,338,526         | 19%                      |
| Transfer to Debt Payment                       | 0                    | 10,000            | 0%                       |
| Transfer to Capital Projects                   | 0                    | 2,777,596         | 0%                       |
| Grants   | 132,509              | 265,638           | 50%                      |
| Interfund Transfer                             | 3,042,103            | 3,042,103         | 100%                     |
| <b>TOTAL EXPENDITURES</b>                      | <b>15,248,901</b>    | <b>41,855,920</b> | <b>36%</b>               |

Revenue - Expenses as of April 30, 2021 7,186,060

|                           |                          |
|---------------------------|--------------------------|
| <b>RESERVES ALL FUNDS</b> | <b>As of 12/31/20</b>    |
| Reserves Operating Fund   | 11,832,474               |
| Reserves Special Use Fund | 1,702,168                |
| <b>Total JCL Reserves</b> | <u><u>13,534,642</u></u> |

## Scheduled Replacement Plan Funding

|                    |  |
|--------------------|--|
| -                  | <b><u>REVENUE RECEIVED TO DATE</u></b> |
| 2015 Fund Transfer | 350,000                                |
| 2016 Fund Transfer | 699,000                                |
| 2017 Fund Transfer | 1,130,250                              |
| 2018 Fund Transfer | 1,147,850                              |
| 2019 Fund Transfer | 1,131,100                              |

|                      |                         |
|----------------------|-------------------------|
| <b>Total Revenue</b> | <b><u>4,458,200</u></b> |
|----------------------|-------------------------|

## 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               |
|                                  | <b><u>4,425,107</u></b> |

|                         |                      |
|-------------------------|----------------------|
| <b>Budget Remaining</b> | <b><u>33,093</u></b> |
|-------------------------|----------------------|

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**April 2021**  
**33% Year Lapsed**

**OPERATING FUND**

| <b>Programs</b>              | <b>2021<br/>Year to Date</b> | <b>2021<br/>Budget</b> | <b>% Program<br/>Expended</b> |
|------------------------------|------------------------------|------------------------|-------------------------------|
| Administrative Services      | 1,025,396                    | 5,689,263              | 18%                           |
| Information Technology       | 931,112                      | 3,571,248              | 26%                           |
| Collection Development       | 953,378                      | 3,543,153              | 27%                           |
| Branch/Systemwide Services   | 5,525,932                    | 19,333,555             | 29%                           |
| Risk Management Charges      | 48,556                       | 195,074                | 25%                           |
| Grants *                     | 132,509                      | 265,638                | 50%                           |
| Transfer to Capital Projects | 0                            | 2,777,596              | 0%                            |
| Interfund Transfer           | 3,000,562                    | 3,000,562              | 100%                          |

|  |                   |                   |            |
|--|-------------------|-------------------|------------|
| <b>TOTAL OPERATING FUND EXPENDITURES</b> | <b>11,617,444</b> | <b>38,376,089</b> | <b>30%</b> |
|--|-------------------|-------------------|------------|

**SPECIAL USE FUND**

|  | <b>2021<br/>Year to Date</b> | <b>2021<br/>Budget</b> | <b>% Budget<br/>Expended</b> |
|--|------------------------------|------------------------|------------------------------|
| Contractual Services (General Maintenance) | 63,900                       | 176,305                | 36%                          |
| 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%                          |

|  |                |                  |            |
|--|----------------|------------------|------------|
| <b>TOTAL SPECIAL USE FUND EXPENDITURES</b> | <b>546,244</b> | <b>3,479,831</b> | <b>16%</b> |
|--|----------------|------------------|------------|

|                           |                   |                   |            |
|---------------------------|-------------------|-------------------|------------|
| <b>TOTAL EXPENDITURES</b> | <b>12,163,689</b> | <b>41,855,920</b> | <b>29%</b> |
|---------------------------|-------------------|-------------------|------------|



**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**April 2021**  
**33% Year Lapsed**

**ALL FUNDS**

| <b>Categories</b>              | <b>2021<br/>Year to Date</b> | <b>2021<br/>Budget</b> | <b>% Categories<br/>Expended</b> |
|--------------------------------|------------------------------|------------------------|----------------------------------|
| Salaries and Benefits          | 6,151,733                    | 20,797,261             | 30%                              |
| Contractual Services           | 1,350,669                    | 7,305,956              | 18%                              |
| Commodities                    | 803,360                      | 4,123,766              | 19%                              |
| Risk Management Charges        | 48,556                       | 195,074                | 25%                              |
| Capital / Maintenance / Repair | 166,348                      | 2,977,596              | 6%                               |
| Transfer to Debt Payment       | 0                            | 10,000                 | 0%                               |
| Transfer to PBC Capital Leases | 468,412                      | 3,138,526              | 15%                              |
| Grants                         | 132,509                      | 265,638                | 50%                              |
| Interfund Transfer             | 3,042,103                    | 3,042,103              | 100%                             |
| <b>TOTAL EXPENDITURES</b>      | <b>12,163,689</b>            | <b>41,855,920</b>      | <b>29%</b>                       |

| GRANTS*   | Expenditures through 4/30/2021 | Source | Received  | Expenditures | Grant Award  | Budget Remaining |
|-----------|--------------------------------|--------|-----------|--------------|--------------|------------------|
| 285000086 | 2021 State Aid                 | State  | 3/22/2021 | \$8,387.89   | \$131,284.90 | \$122,897.01     |

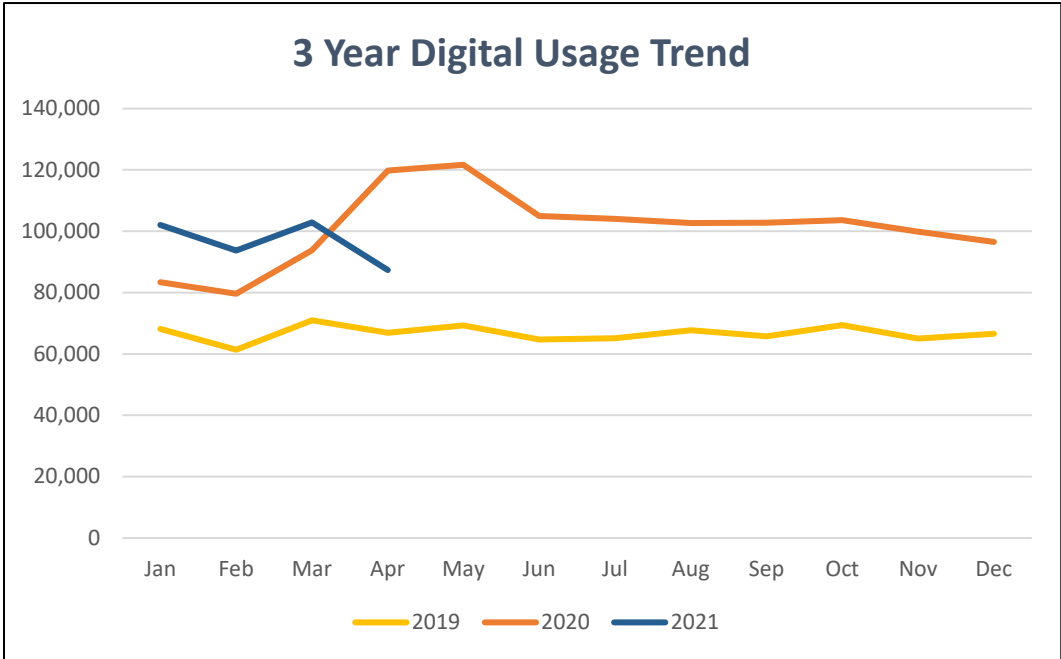
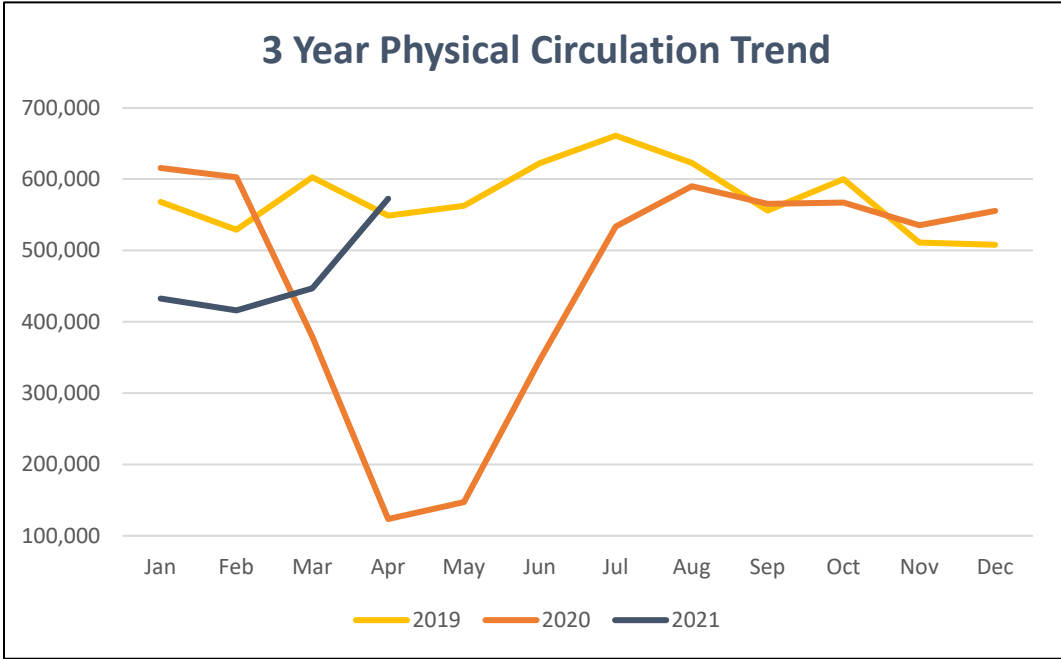
\*Includes all expenditures and revenues over the life of the grant.

# Reopening Statistics

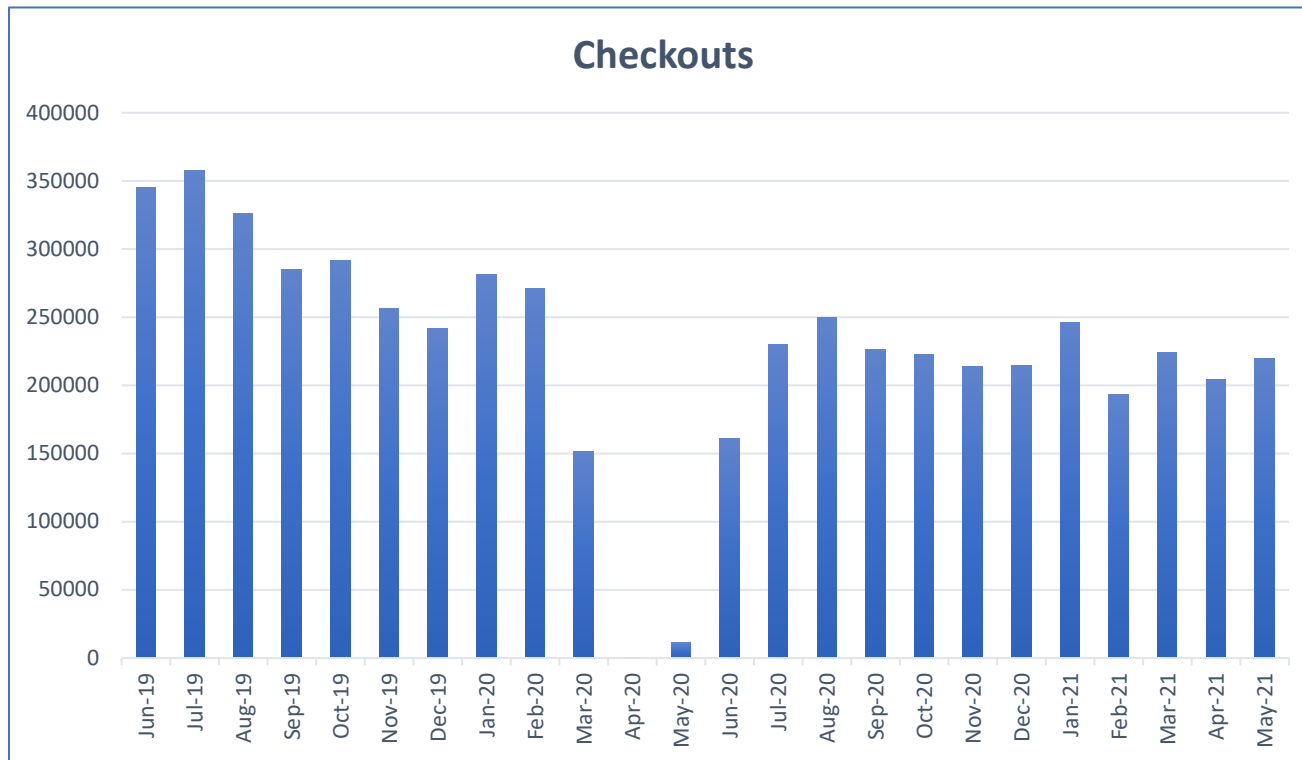
## June 2021



# Physical and Digital Circulation



# Reopening -- Checkout



Averages:

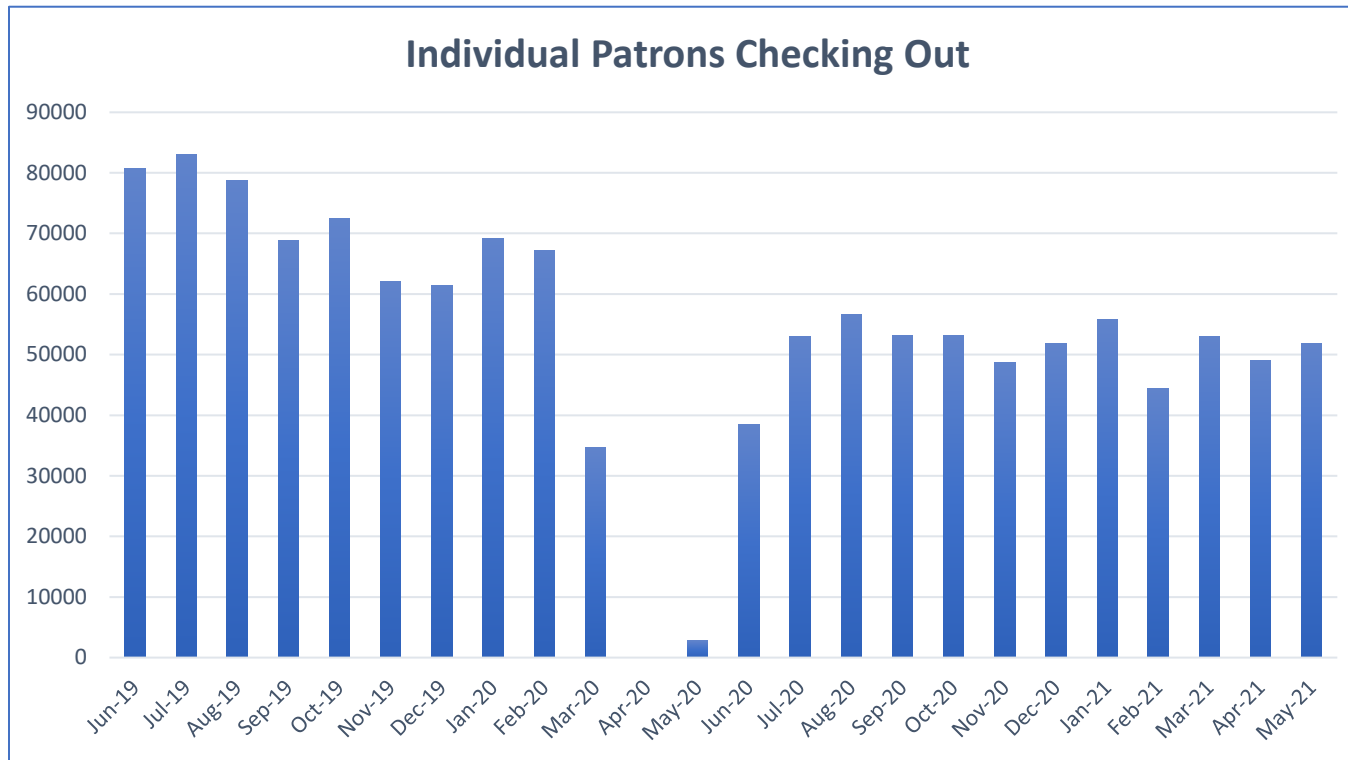
Pre-closure : 295,059

Post-closure : 222,251

↓ 25%



# Reopening – Patrons Checking Out



Averages:

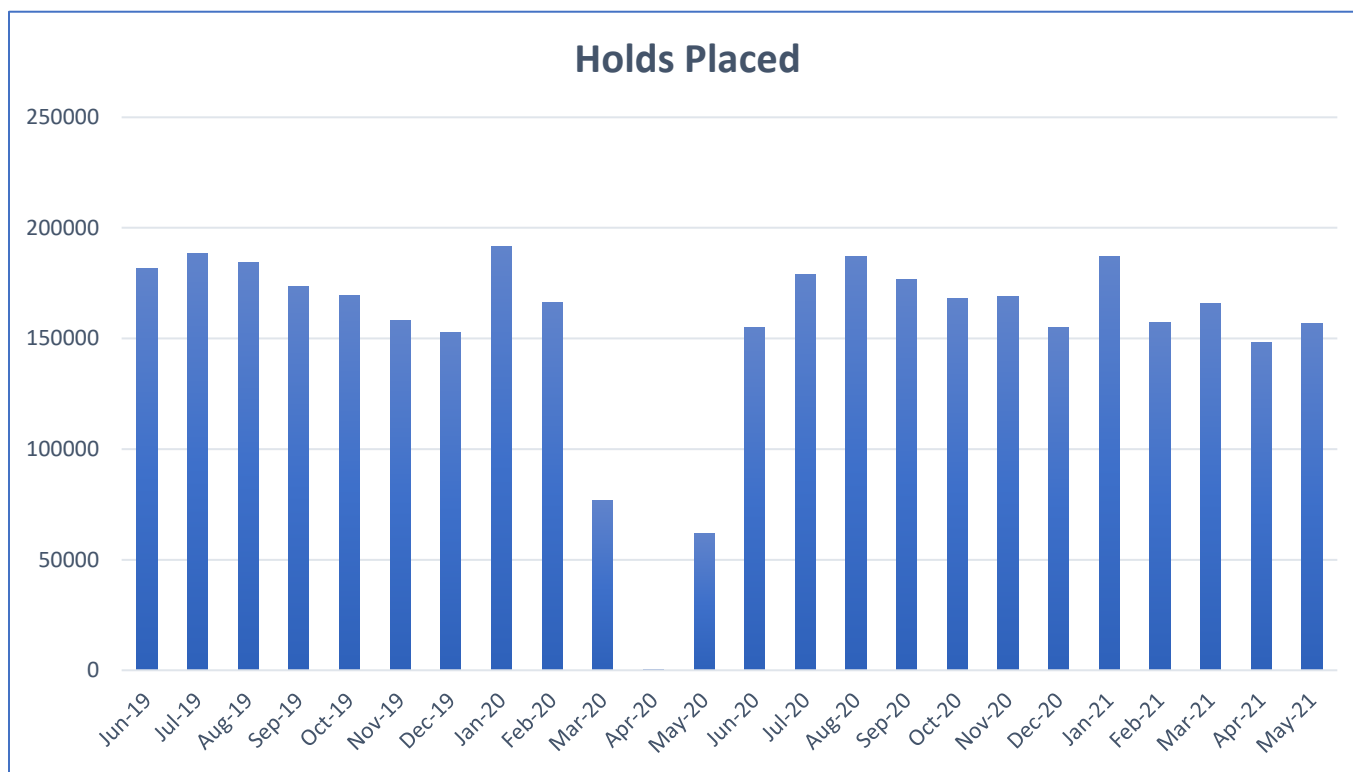
Pre-closure : 71,505

Post-closure : 51,892

↓ 27%



# Reopening – Holds



Averages:

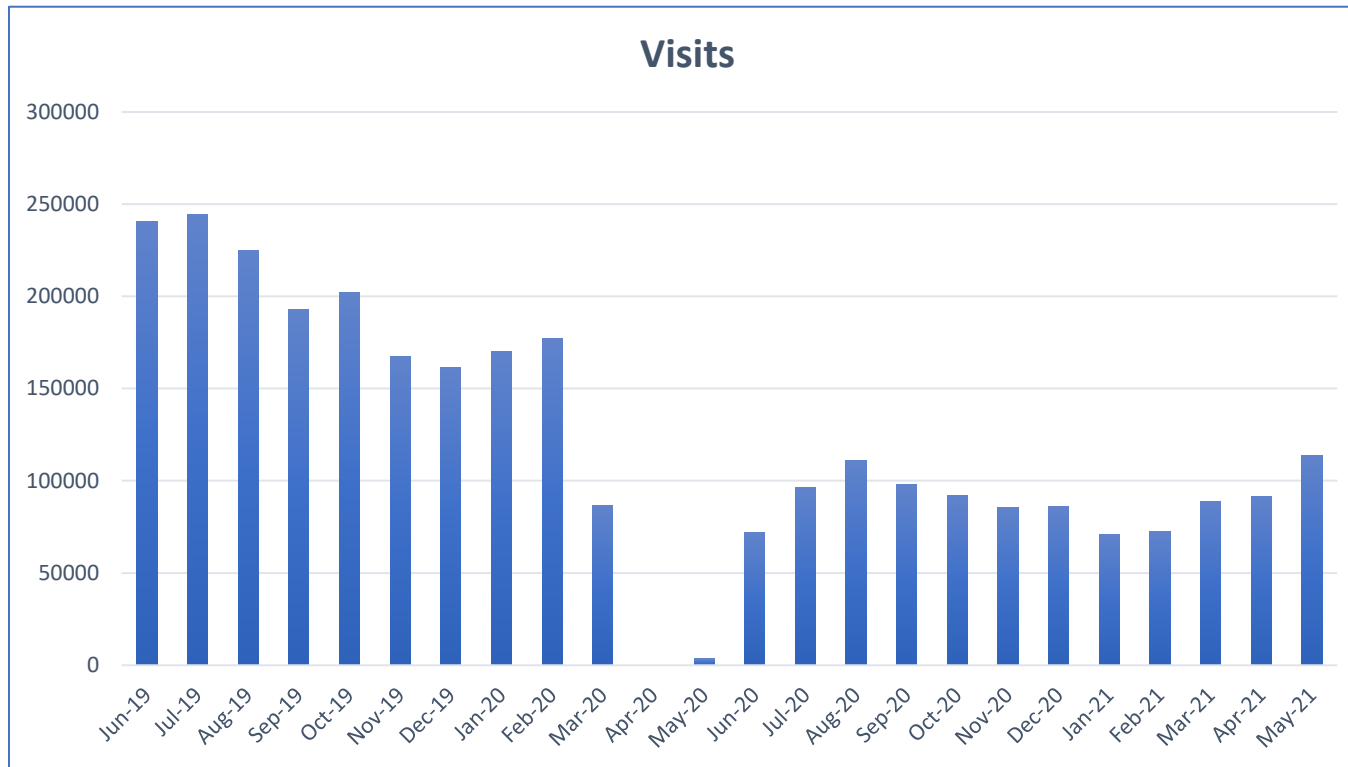
Pre-closure : 173,990

Post-closure : 168,153

↓ 3%



# Reopening – Visits



Averages:

Pre-closure : 197,875

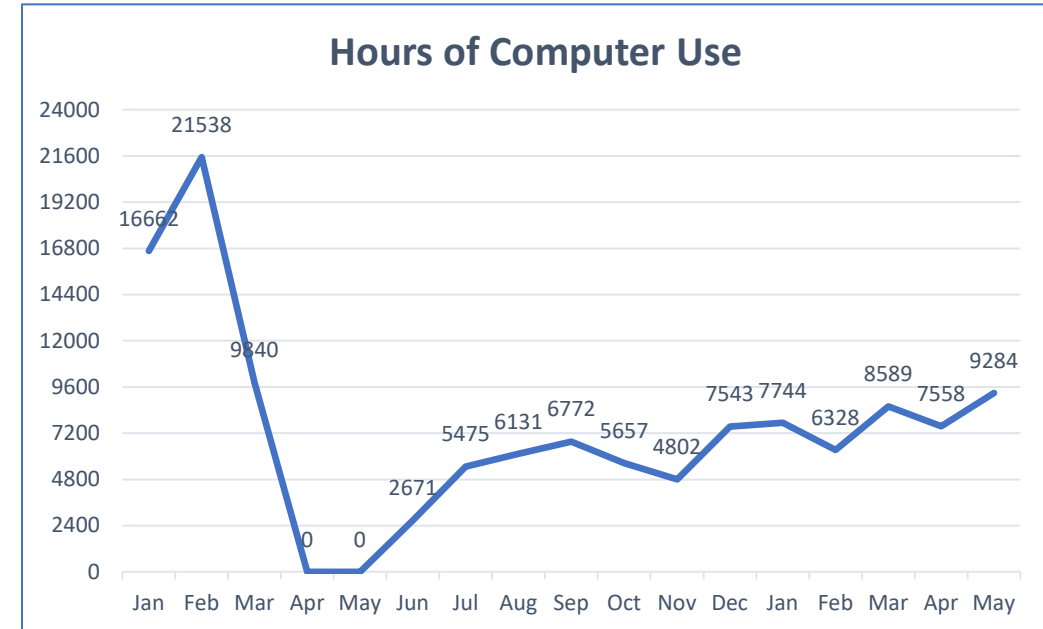
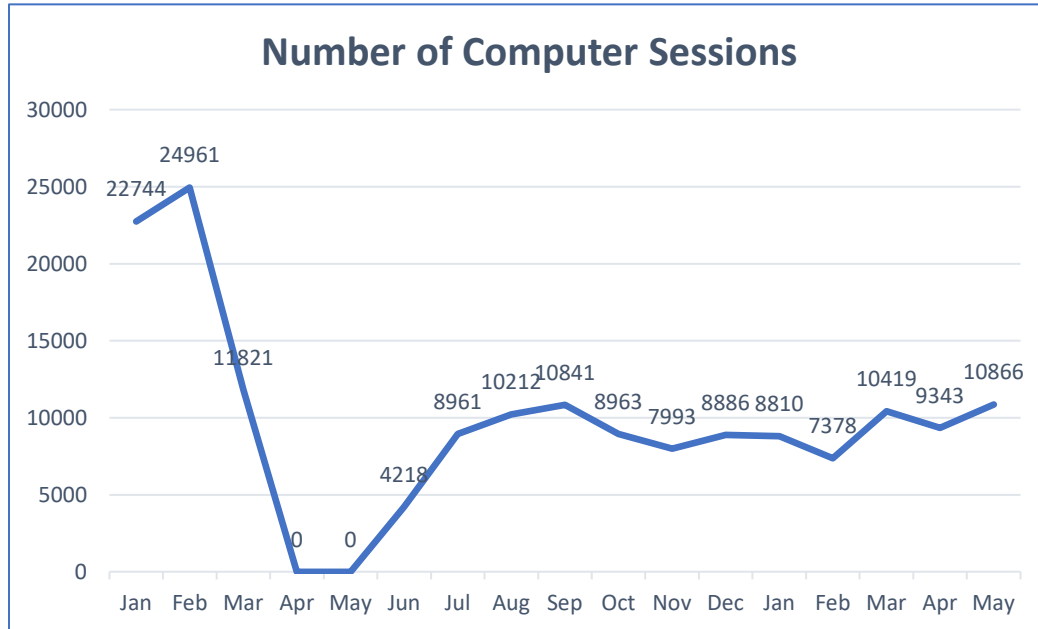
Post-closure : 91,472

↓ 54%





# Reopening – Computer Sessions



**Average Session Time:**

Jan 2020 : 44 mins

Sep 2020 : 37.5 mins

May 2021 : 51 mins



# Central Building Upgrade, Part 2

Update – June 2021

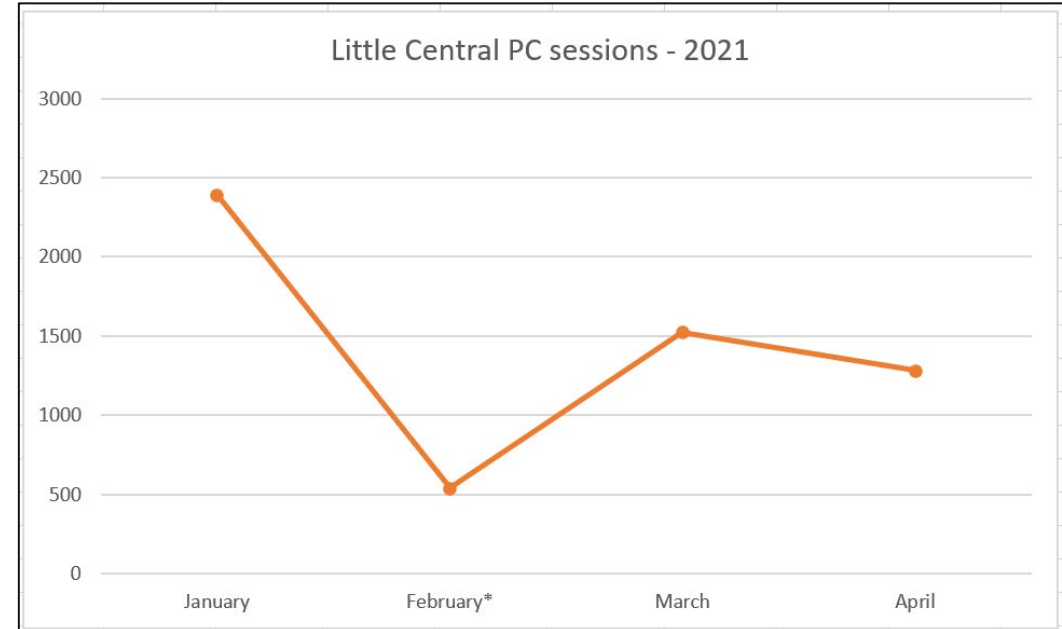
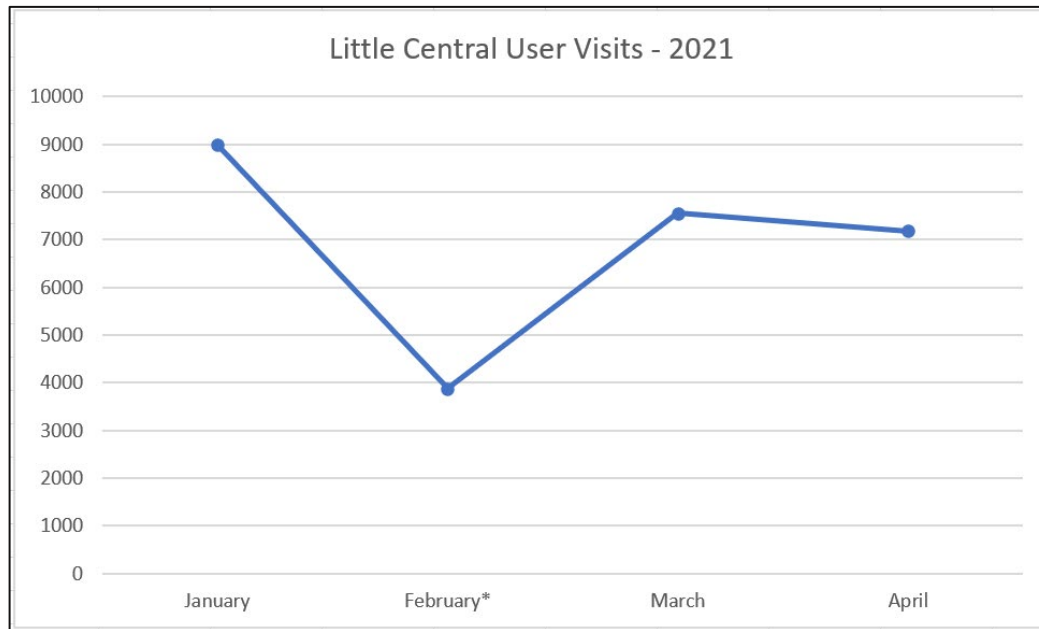


# Updates

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



# Little Central update



# Construction Manager update

- Construction activities this month

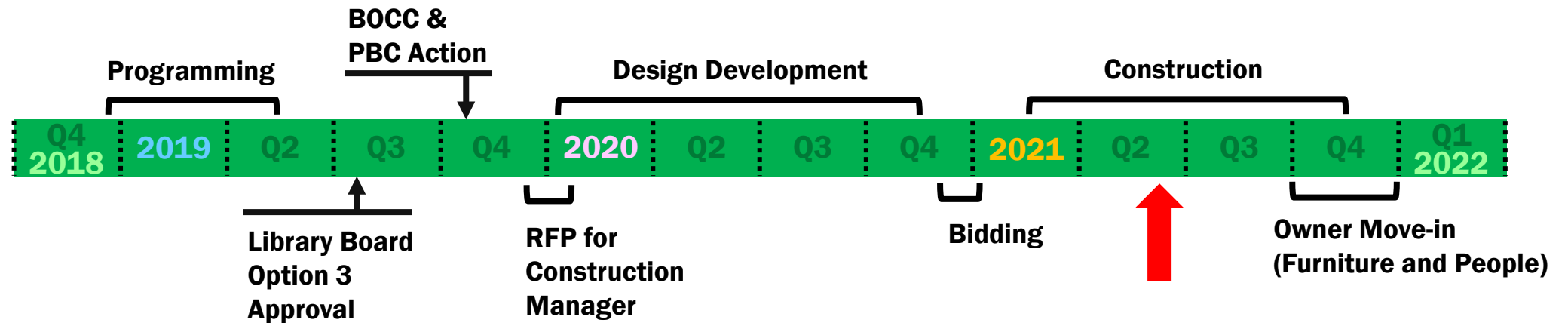


# Next Steps

- Construction activities anticipated for next month
- Furniture selection continues



# Central Building Upgrade, Part 2: Anticipated Timeline



# Little Central

Library Board Presentation June 2021

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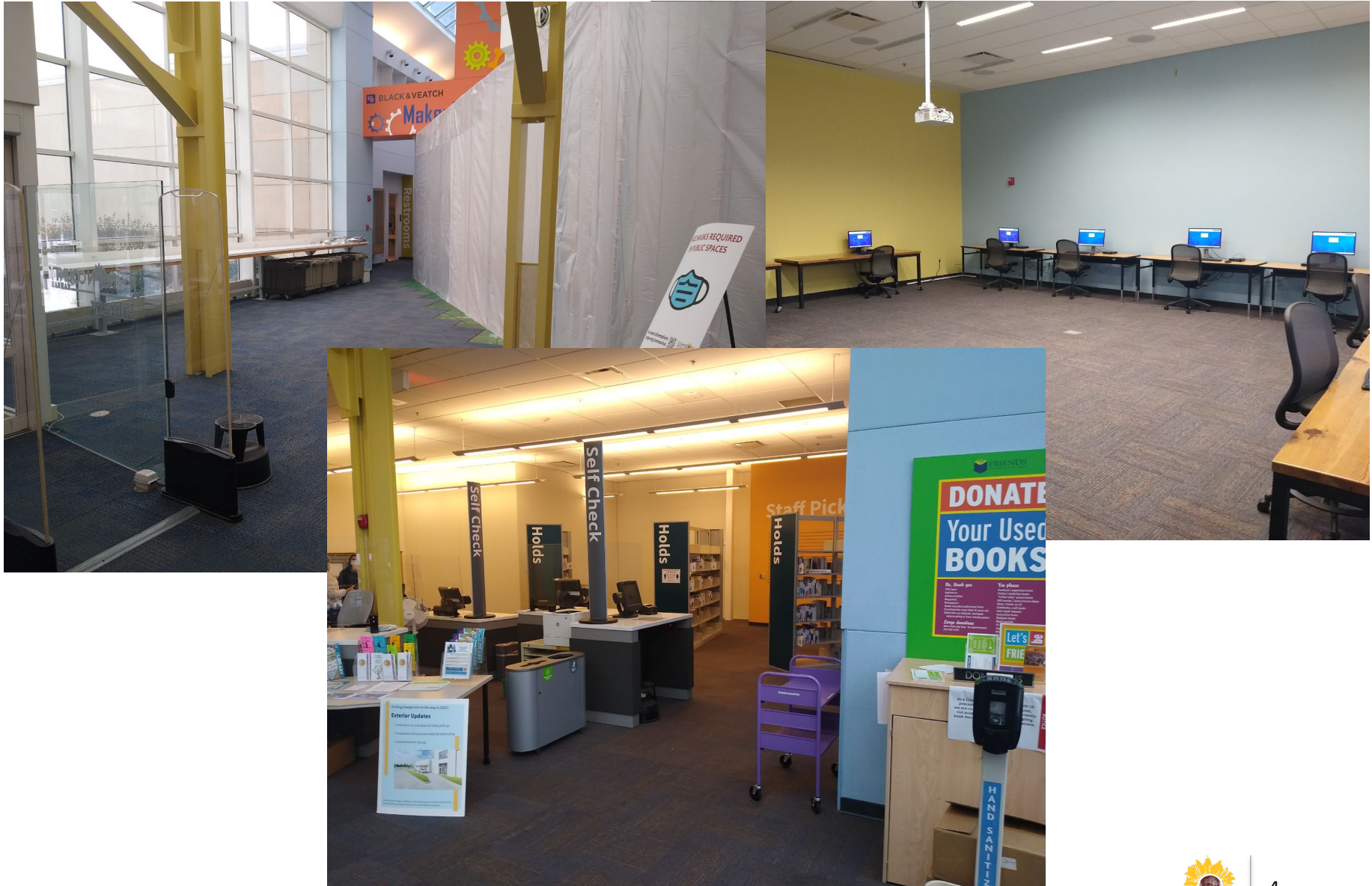


# Little Central Preparation

- Moving Staff and Things
- Circulation
- Technology







# Living in Little Central

- Opening
- Service Lines
- Technology
- Circulation



# Post Little Central

- Moving Staff and Things
- Circulation
- Technology
- Team Building



# Antioch Library Replacement Project

Update – June 2021





# Updates

- Design update
- Public Engagement update
- Construction Manager update
- Next Steps



# Public Engagement update

- 75 attendees
- Summary of public comments
- Second engagement event update





# Construction Manager update

- 12 firms responded
- Shortlist firms interviewed
- Construction Manager for Preconstruction Services

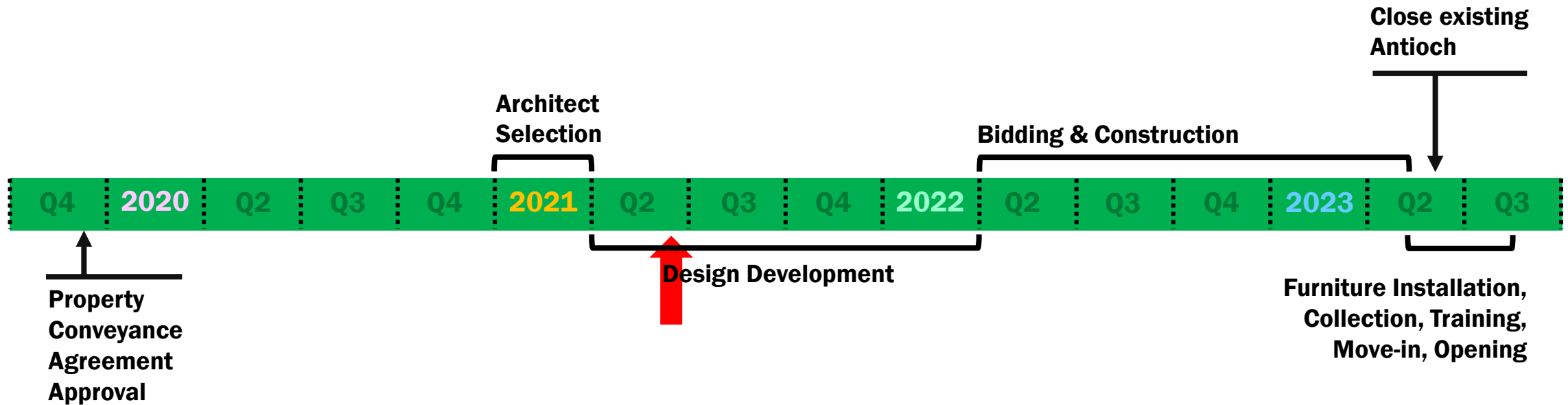


# Next Steps

- Design continues
- Public engagement continues



# Antioch Replacement: Anticipated Timeline

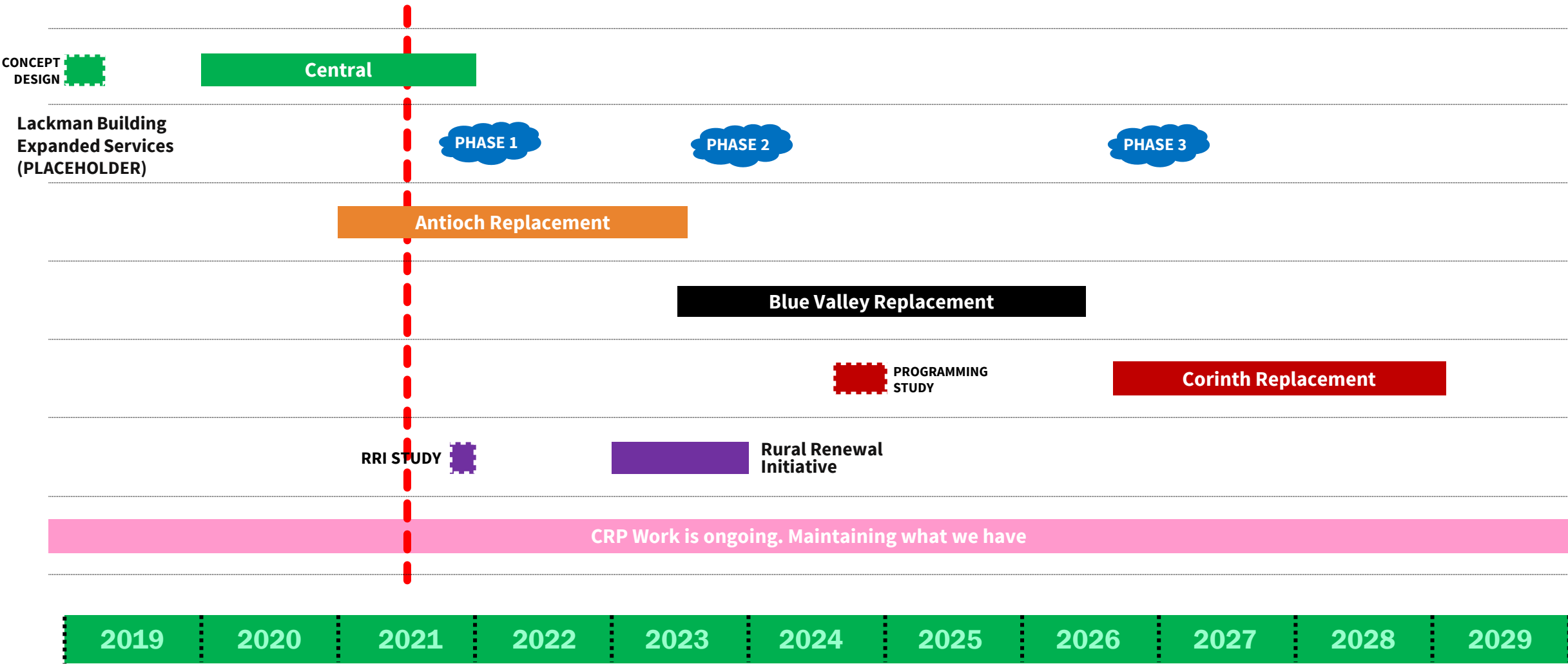


# Capital Improvement Projects Timeline Summary

Update – June 2021



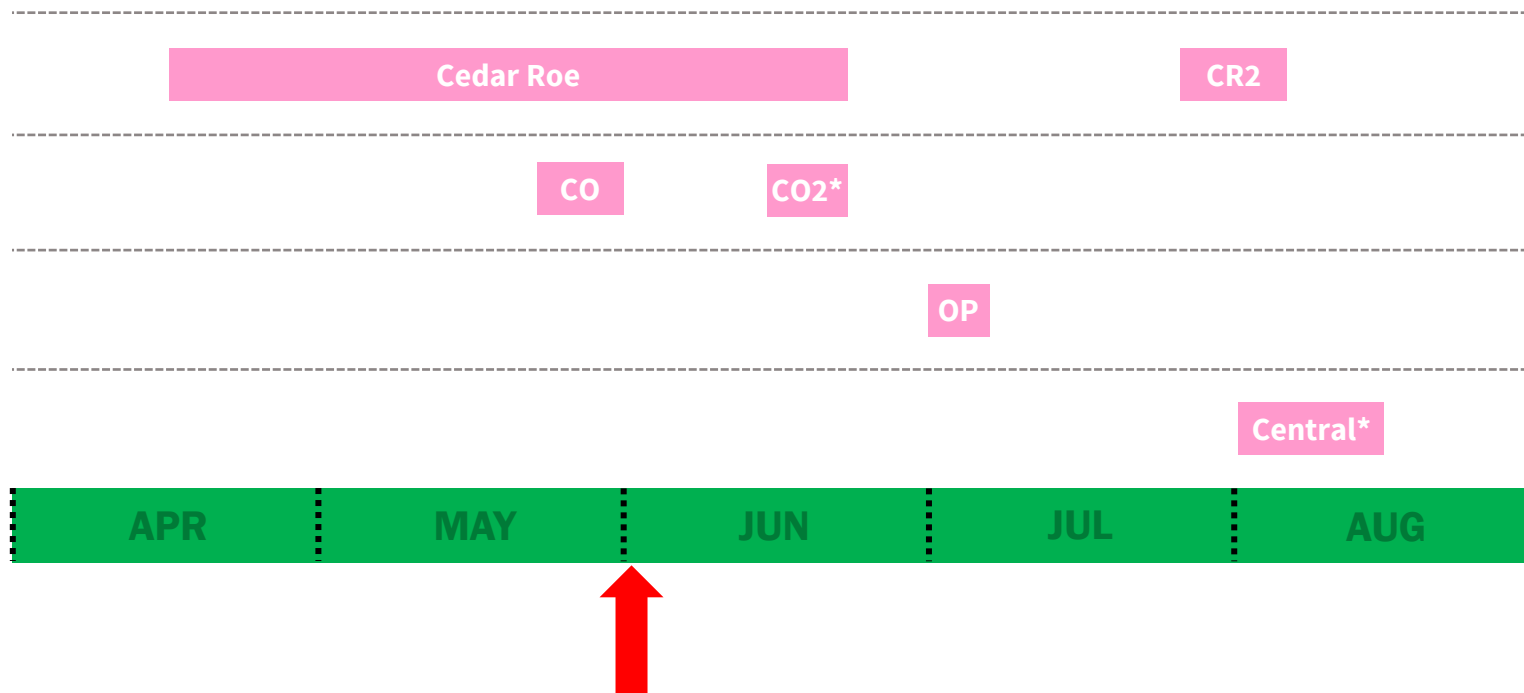
# Capital Improvement Projects: Anticipated Timeline



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



# Capital Replacement Program: Library Board-approved Closures



\* Will seek Library Board approval at June 2021 meeting

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

- **Cedar Roe.** April 19-June 20: HVAC Upgrades, Roofing, Shelving. We do anticipate another closure later this summer to complete electrical work (see CR2 on timeline).
- **Corinth.** Up to 2 weeks beginning in late May: Roof Replacement, Arc Flash. Because of material delays a second brief closure\* is requested to complete Arc Flash work (see CO2 on timeline).
- **Oak Park.** 1 week in early July: Arc Flash, staff space refresh.
- **Central (Little Central).** 2 weeks beginning in August\*



# Johnson County Genealogical Society

## Year in Review 2020

The Johnson County Genealogical Society (JCGS) was founded in 1972 to encourage the study of family history and promote the preservation and publication of genealogical records in Johnson County, Kansas. Membership in the JCGS is open to everyone interested in genealogy and sharing the society's objectives. The society also maintains a collection of genealogical publications at the Johnson County Central Resource Library (the library). JCGS volunteers staff the genealogy desk at the library located at 87th and Farley Streets in Overland Park, Kansas. Although the Coronavirus pandemic brought challenges of no in-person meetings, the society was able to develop opportunities for success.

### Membership and Funding

JCGS has approximately 229 paid members who are engaged in genealogy activities. The 2020 budget was roughly \$6,200. Income was derived from membership dues, donations (general and for obituary requests), and refreshment donations. Expenses included purchasing new materials for the JCGS library, monthly program speaker fees, quarterly newsletter printing and postage, website, refreshments, organizational memberships, Zoom, Vimeo, Signup Genius, and costs associated with National Genealogy Day. The annual seminar, which usually generates \$10,000 in income and expenses, was not held in 2020. The members approved bylaws revisions and held the annual election virtually. Two at-large board positions were added to provide increased representation of the general membership.

### Programs

The society has ten general membership meetings per year, which are generally held at the Johnson County Central Resource Library and open to the public. Society business is conducted and an outside speaker presents an hour-long education session on a genealogical research topic. Only the 2020 January and February meetings were held in person. In April, the JCGS began holding the general meetings online via Zoom, which provided the opportunity to host national genealogy speakers who offered their presentations at a reduced online rate. In 2020, a total of 771 members and visitors attended these monthly in-person and online meetings. This averages out to more than 77 at each meeting.

**Monthly programs** and **skill-building sessions** planned for 2021 will be online until further notice. The topics and dates appear in the library activity guide and the Library and JCGS websites.

The **JCGS Genealogy Treehouse**, virtual pop-up Zoom social meetings, also began in 2020 as a forum for members to meet online with no particular topic or agenda and to talk about genealogy. Discussions included anything from research tips to requests for help, new resources, and progress made on family histories. It has been well received.

## Education and Outreach

Genealogy in-person presentations to outside groups and organizations were suspended in 2020. Most of the festivals and special events the JCGS regularly participates in were canceled. Some online presentations via Zoom will be provided in 2021 by society members. Special public events will be added back to the schedule when it safe to attend.

## Special Interest Groups

In addition to the general membership meetings, nine special interest groups meet regularly, and in 2020 they met online. The **DNA group** had three presentations on genetic genealogy during the year. **Beginning Genealogy** had one four week session plus one Zoom meeting. **Family Tree Maker** had sessions each month. **RootsMagic** and **Legacy** continued to meet on a monthly or semi-monthly basis. The **Writing Group** has grown and is an active group of writers. Some writers are working on stories of their ancestors and others are working on their personal stories. Many shared their experiences with the pandemic for future generations to read. Two new special Interest groups were added: **Irish Genealogy** and **Genealogy Scrapbooking** that met monthly online. **Family Search** will be a new special interest group in 2021, which will begin online.

## National Genealogy Day

The second annual **National Genealogy Day Open House and Resource Fair entitled *Connect to Your Past*** was held on March 7, 2020, at the Central Resource Library and co-sponsored by the library. It was again a very successful community event. Over 375 people attended the lectures, workshops, visited JCGS special interest group displays, 14 exhibitors, and learned about the library's genealogy area. Keynote genealogy speakers included Beth Foulk whose topic was *If only I'd Known, Mistakes to avoid when you begin building your family tree*, and Angela Fields presented on the topic of *Which DNA Test should I take?*

There were workshops on Ancestry.com, Family Search, Family Tree Maker, and Legacy Family Tree. Midwest Genealogy Center representatives shared information on one of the county's largest genealogy libraries and how their records can help with ancestor searches. Each attendee was provided with a **Genealogy Resource Kit** compiled by the society, and some took advantage of the one-on-one help offered. Genealogy Day was the last JCGS in-person event held in 2020. The 2021 National Genealogy Day has been canceled. Hopefully, in 2022, the attendees can again gather safely at the library for this popular genealogy event.

## Genealogy Help Desk

JCGS volunteers staffed the genealogy help desk at the library from 9 am – 5 pm Monday – Saturday during the first 14 weeks of the year. In 2020, Approximately 25 active volunteers staffed the desk until it closed. The volunteers assisted over 530 people in that time, more than half of whom had genealogy questions or needed some help doing their genealogy research.



A **one-on-one assistance program** continued in-person and online. Basic genealogy help was provided to 11 persons in doing their research. There were 24 one-on-one DNA assistance sessions.

In the **JCGS obituary project**, volunteers peruse the *Kansas City Star* and record information for everyone in the paper's obituary section with a Johnson County connection. The obituary spreadsheets are edited and uploaded with the data into the library's computer system. In 2020, the name (title, nickname, maiden name, alias), date of death, age at death, newspaper name and page, date of publication, and funeral home were recorded for 2,992 people. People across the country send an email to the library requesting an obituary for a person they are researching. JCGS volunteers have responded and processed 163 of these requests in 2020 to provide obituaries.

A complete inventory of the **library's map collection**, comprised of 783 maps, is housed in 40 drawers near the genealogy area and an indexed database and is available at the genealogy desk. Other helpful **genealogy handouts** are updated frequently and available to the public on the library's genealogy area wall.

### **JCGS Library**

There are approximately 7,000 items in the **JCGS genealogy collection**. They are housed at the Johnson County Central Resource Library and are available to the community on a non-circulating basis as reference material for use in the library. In 2020 an inventory was conducted and completed of all the JCGS materials. Some items were missing, but many were found misfiled and returned to their appropriate location. Taking the inventory was a large project that required the JCGS librarian and volunteers' dedication and time.

Approximately 35 new titles were added to the JCGS book collection. Half of the \$1,500 allotment purchased new materials from the Midwest Afro-American Genealogical Interest Coalition (MAGIC) and related to the Afro-American regional cemetery, funeral home, and civil war information of use to genealogists.

### **Communications**

The Johnson County Genealogical Society communicates regularly with its members and the community through its website, [www.jcgsk.org](http://www.jcgsk.org), regular **Weekly Word e-newsletter**, **JCGS Facebook page**, and **email blasts**. The society works closely with the library to provide details for programs that appear in the Johnson County Library activity catalog. Members of the public can visit the JCGS website and obtain copies of handouts for beginning genealogists, submit queries, and request one-on-one online help. A **JCGS "members only" Facebook** group page was also started to encourage interactive posts from members.

**The Johnson County Kansas Genealogist**, the award-winning quarterly publication of the JCGS, is published in March, June, September and December each year. The publication is 28 to 36 pages and contains both historical and current genealogical related articles with contributions from members. The quarterly is available to members on the JCGS website, [www.jcgsk.org](http://www.jcgsk.org), and in print for those who pay for it to be mailed. It is also available at the Central Resource Library for reference.

## **Planning Goals**

The JCGS board met on February 29, 2020 for a planning session to determine the direction and activities of the growing society and how best to provide services to the members and the community at large. A few of these goals have been put on hold during the pandemic and genealogy area closures. The goals have been updated because of the lack of in-person meetings and the plunge into online and Zoom presentations.

The following areas received high priority in the goals for 2020 and 2021:

- Attract new members and meet the needs of existing members.
- Educate volunteers to be more knowledgeable, be the face of society in the library at the genealogy desk, help increase membership, promote genealogy, and provide positive experiences.
- Grow education and outreach opportunities for the society in the community.
- Establish standards of practice for JCGS and guidelines for the customization of the administrative functions.
- Develop a 3-year marketing plan that directs the public to the resources and services of JCGS which includes a revised website, YouTube channel, Zoom Skill Building classes, JCGS Speakers Bureau, articles for local and genealogical publications, partnership development, and assistance with local Boy Scouts to earn genealogy merit badges.

The Johnson County Genealogical Society will continue to build on past successes by adding new delivery methods for providing genealogy assistance to the community and its members and supporting the Johnson County Library.

## **Johnson County Genealogical Society 2021 Officers and Board Members**

### **Elected:**

|                                     |                 |
|-------------------------------------|-----------------|
| President                           | Darlene Jerome  |
| Secretary                           | Sarah Martinson |
| Treasurer                           | Heather Jenkins |
| Vice President Communications       | Angela Fields   |
| Vice President Programs & Seminar   | John Manning    |
| Vice President Education & Outreach | Marsha Bennett  |
| Vice President Volunteers           | Darryl Jerome   |
| Librarian                           | Margaret Baker  |
| At Large Position 1                 | Pam Miller      |
| At Large Position 2                 | Steve Zawicki   |
| Immediate Past President            | Char Mitts      |

### **Appointed:**

|                            |                      |
|----------------------------|----------------------|
| Hospitality Coordinator    | Margo Gambill        |
| Quarterly Editor           | Darlene Jerome       |
| Publications Coordinator   | Loretta Hower        |
| Special Events Coordinator | Trish McAdams        |
| Mailings                   | Sally & Bill Hawkins |

# Spring 2021

*Programs, Outreach, and Information Services Highlighted Initiatives*





# Overview

Summer Reading

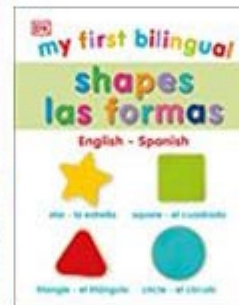
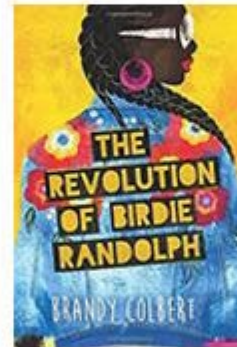
Race Project KC

elementia

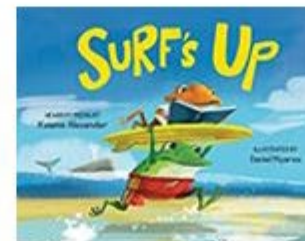
KC Kids Unite



# Tails and Tales



75 Schools  
15 Community partners  
Over 13,000 books!



5



# Book Distribution Plan

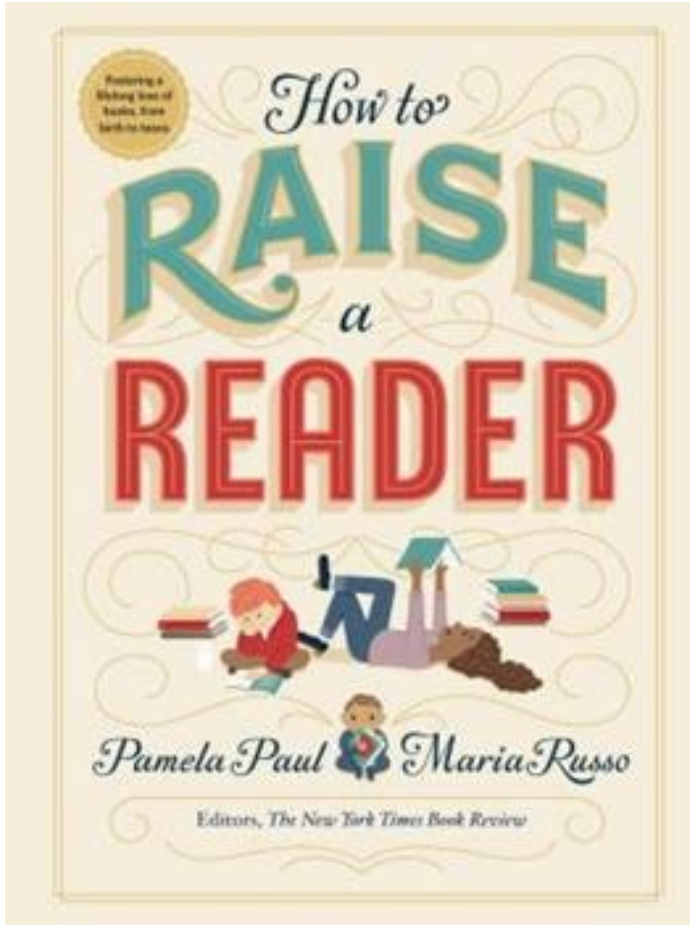


- Tier 1 and 2: April-May School Distribution (8,000 books) & Community Partner Distribution (5,000 books).
- Tier 3: July- Pop Up Libraries with Walk and Read (4,000-5,000 books).
  - Social Media will promote the week of the Pop Up. TRef and Answers will be provided with list of the Pop Ups.

This distribution plan will put a total of 24,000+ books into the community.







## How to Raise a Reader

### Reading to Your Baby

#### Babies Really Do Need Books

It's not about the story itself, but rather the sound of your voice, the words, the comfort and connection.

#### The Book Doesn't Always Matter

At this stage the words have to be live, in person, and directed at the child. So whether you're reading a cookbook, board book, or novel, this is simply about you reading aloud to them.

#### Full Body Reading

At 12 months, begin giving the child textured books. Just flip and play with the show interest in a paragraph, tell them mo

#### Don't Expect Obvious

Babies will likely gurg as you read. Respond with words or your sounds.

#### Book Culture

Make books a part of Place them on a play on a shelf, started on somewhere at eye lev that books are a natu

### RECOMMENDED BOOKS



Kitten's First Full Moon  
by Kevin Henkes



Chicka Chicka Boom Boom  
by Bill Martin



Press Here  
by Hervé Tullet



Llama Llama Red Pajama  
by Anna Dewdney



Brown Bear, Brown Bear, What Do You See?  
by Bill Martin

JOHNSON COUNTY  
Library

jocolibrary.org

## How to Raise a Reader

### Reading to Your Toddler

#### Reflecting the Real World

Toddlers' minds are flexible, expansive and generous. Capitalize on this moment to expose them to books that tell alternative narratives to the typical gender norms, class, race, culture, and geographic borders – or find books that serve as "mirrors" that allow children to see themselves.

#### Develop Rituals

Identify opportunities child aside from bed always have a book o the car or diaper bag look at in the doctor's or in the grocery line.

#### Did My Toddler Just

It's not uncommon a children to recite bo songs (e.g. Old McDo or words from a favo learned by heart. Tak your child becoming

#### Cultivating Books

Consider building a shared as a family an take trips to the Libr bookshelf that is the mark any books or te them explore what p

#### Giving Books

Just as you curate bo home, share and gift your child step into ti librarian, sharing, re donating favorite bo

### RECOMMENDED BOOKS



Don't Let the Pigeon Drive the Bus!  
by Mo Willems



Flotsam  
by David Wiesner



Goodnight, Goodnight, Construction Site  
by Sherri Duskey Rinker



Caps For Sale  
by Esphyr Slobodkina



Du Iz Tak  
by Carson Ellis



The Carrot Seed  
by Ruth Krauss

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## How to Raise a Reader

### The Emerging Reader

#### Lose the Fear of "Late" and Leave the Levels Behind

Learning to read is not about competition or a predefined level, and children will begin to get this message in school. Remember, your child will learn to read when the time is right. Your primary job is to make sure he wants to.

#### Stay Positive

Regardless of age or stage, keep emotional responses to reading positive. Reading at home should be about curiosity, discovery and exploration.

#### Keep Your Reading Routine

Even though your child may be on her own, it's still important aloud and share the bond of b together! This is an opportunity some of your favorite reading share, like Charlotte's Web. Au and picture books are enticing at this stage as well.

#### Look for Social Reading Opps

Check out local author visits, a kids' book clubs with your child and show your own love of re getting excited about a new se book you want to read.

#### The Exceptional Reader

High level readers at this age c challenge of reading books wh know all the words, but don't understand the themes or con sure the book is still comprehe while this part of the reader's development continues to gro

#### Reading as a Mark of Matur

This is a wonderful time to take to the library for their first lib offer a later bedtime if they wa up to read. Emerging readers in independence, so give them to find themselves.

### RECOMMENDED BOOKS



One Fish, Two Fish, Red Fish, Blue Fish  
by Dr. Seuss



Waiting Is Not Easy!  
by Mo Willems



A Friend for Dragon  
by Dav Pilkey



George and Martha  
by James Marshall



Frog and Toad Together  
by Arnold Lobel

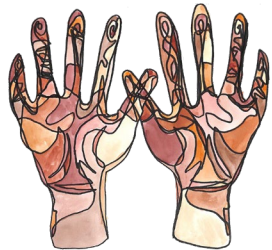
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- Identity Workshop
- Representation Workshop
- Health Equity Workshop
- Dividing Lines Workshop
- Cultivating Writers Workshops
- Annual Symposium



RACE PROJECT KC



# Approach



| Components                          | Knowledge | Skill | Transfer |
|-------------------------------------|-----------|-------|----------|
| Study                               | 10%       | 5%    | 0%       |
| Demonstration                       | 30%       | 20%   | 0%       |
| Practice                            | 60%       | 60%   | 5%       |
| Peer to Peer<br>Coaching/Discussion | 95%       | 95%   | 95%      |



## issue xviii Reception

- Attended by 150 people and included teen writers, artists, and musicians sharing their work.
- Franny Choi, our featured artist, gave a keynote and cheered on writers in the chat. (Funded by Henderson Engineering and the assistance of the Foundation!)
- Issue 18 published 31 artists and 38 writers from the KC Metro and beyond (including South Korea and places all over the US like California, Pennsylvania, Texas, New York, and Florida).
- We picked from over 700 submissions.

Franny Choi



# elementia

- Published annually by Johnson County Library to uplift creative young voices
- Edited and designed by teens
- Free!
- Anyone ages 12-19 can submit work for consideration



Franny Choi emphasized the importance of having a community like elementia that can foster and encourage vulnerability and storytelling.

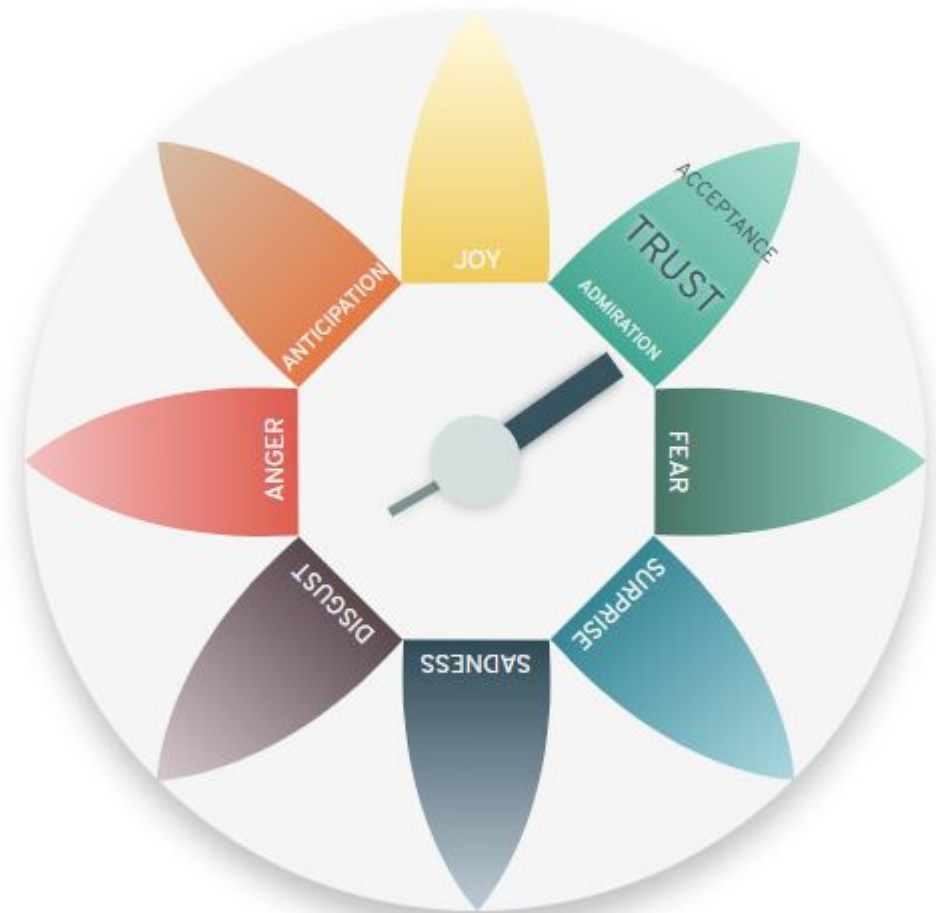
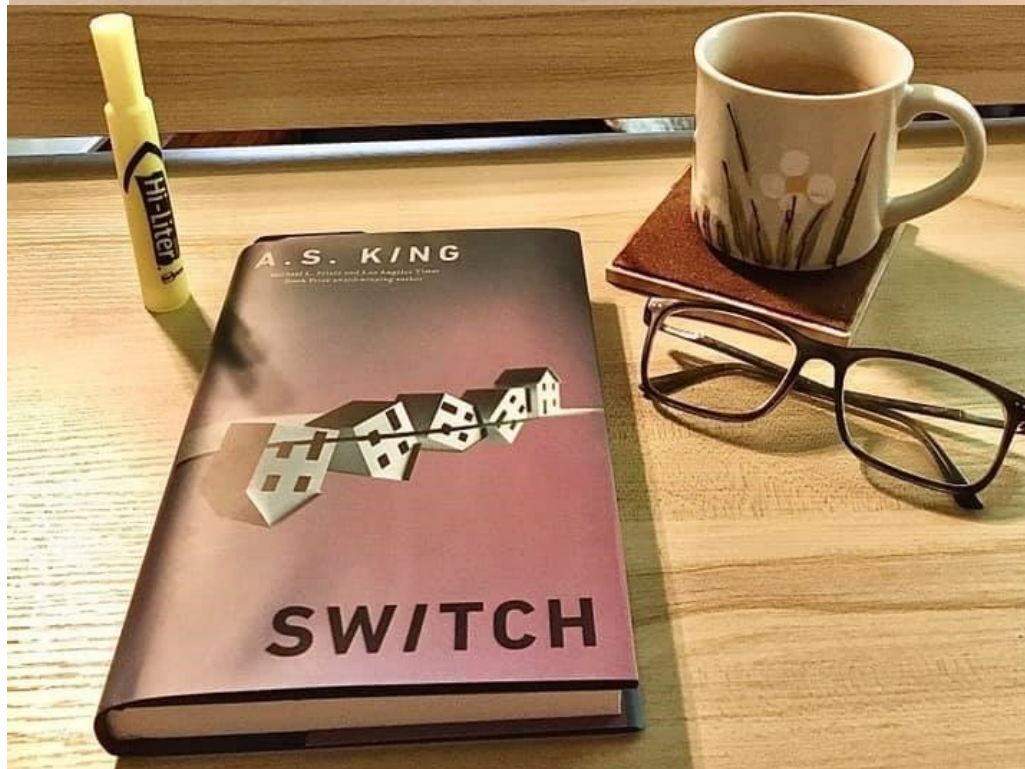




mass-photocopying my first typewritten newspaper in 1982—you two have always understood that I have something to say.

I owe special thanks to the crew at the Johnson County Library system for asking me to write a speech about time in 2018. That's where I invented Plutchik's Clock. It was like throwing my watch into a trash can again / reminded me what's important.

To anyone who needs to hear it: Time means nothing. Money means very little. Love means everything. Build a Plutchik's Clock. Find your switch / pull your switch / soar.





# KC Kids Unite: Breaking Barriers, Building Bridges with Writing and Art

Greater Kansas City Writing Project

📍 Warrensburg, MO

In Kansas City, Missouri, hundreds of elementary students are bridging racial and socioeconomic divides with writing, poetry, and art, thanks to the Greater Kansas City Writing Project's (GKCWP) KC Kids Unite program.

Through the program, now in its fifth year, 400 third- through fifth-grade students from around the area read common books, and use them as a launching point for writing personal stories and creating art celebrating community diversity.









# Strategic Plan Update

First Trimester  
January – April 2021



# Key Performance Areas

Education

Operations

Community

Communication

Convenience



# Education

**Goal 9** Annually identify, review and recommend standards for professional skills necessary to deliver programs, outreach and information services in collaboration with other Library departments.

- POIS Weekly Updates on the ReSource
- COVID-19 Workplan Version 3.0
- Answers Coverage Expansion to PT Adult & Youth staff
- Program Transition Team

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

- Library OnDemand
- MLK Lecture with UMKC
- Race Project KC
- elementia
- Legislative Coffees
- Local Writers Monthly Series
- CDDO Resource Fair
- Program Transition Team
- Essential Services & Workplans for Public Service Staff
- Summer Reading Book Distribution



# Operations

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

- Personnel Requests presented to Library Board & County Personnel Request Committee
- Capital Requests presented to Library Board & County Capital Request Committee
- Completed FY 2022 Budget presented to Library Board
- Cost Center Analysis
- Planning for FY 2023 budget
- Contract Management
- Payroll Equity Implementation
- Facilities Learning for Managers
- Hiring

**Goal 6** Annually Review and ensure public service staff have the knowledge skills and ability to handle patron code of behavior and emergency situations.

Emphasis on Controlling the Building through Customer Service techniques for staff and patron interactions  
Building Access and Badging



# Operations

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

- Held the first 2 Interview Workshops with 15 circulation staff attending
- Leadership and Growth creating defined growth paths for circulation staff with expectations and boundaries for the system
- CE Circulation staff are being hosted at 7 branches across the system supporting forming new teams, creating new relationships and assists in our goal of standardizing expectations across the system and removing branch silos
- SORT Trainings rolled-out and created in conjunction with the ABM team and other system-wide departments and Subject Matter Experts ensured consistent training across the system

**Goal 17** Learning and Development annually reviews, designs and prioritizes Adult Learning based on assessed needs so that learning meets performance gaps.

- Leadership Book Club
- Readers Advisory
- Cyber Security Training
- Strengths for Managers
- Remote Work Tools



# Operations

- Goal 18** Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities.
- Learning Management System – additional functions
  - L&D Digest
  - L&D video content
- Goal 19** Learning and Development creates, curates, and outsources learning resources at least trimesterly to provide effective content based on assessed needs.
- New Employee Orientation – redundancy
  - Circulation Training refresh
  - On-line conferences and workshops
- Goal 22** Triennially review Johnson County Library's internal project management program to ensure alignment of project teams with the Operations group.
- Project Management – training and results, next steps



## Community

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

Antioch Replacement kickoff and community engagement

Development 101 presentation and roll out

Grants received \$44,000

*Freedom's Frontier Heritage Area* - Race Project KC

*Village Presbyterian Church* - Incarcerated Services

*Black & Veatch* - MakerSpace

Fundraising - Burgeon Unit, New Central Building Upgrade

1952 Society and Readers Circle Library Events

Successful 2020 audit

RFPs seeking new investment manager

Volunteers: **8 new active, 24 episodic, 9 returned volunteers**

**80** volunteers **referred to DHE** to help with Covid vaccinations

Hosted first **virtual Volunteer Book Club**



# Communication

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

New Staff Intranet  
Curbside at Spring Hill and Oak Park  
Summer Reading Program  
Cedar Roe Closure  
Email Marketing  
Reopening Public Communication  
Summer Guide/ elementia Production  
Occasionals Campaign  
Antioch Replacement Project  
Streaming Board Meetings





## Communication

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

- Library OnDemand

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

| Project  | Project Lead     | Status                       |
|--|------------------|------------------------------|
| Antioch Replacement: Communication                     | Cummings         | Departmental, with dashboard |
| CBU2: Collection Move, Removal, Put-back               | Griffin          | Departmental, with dashboard |
| CBU2: Communication                                    | Hunt             | Departmental, with dashboard |
| CBU2: Moves Team                                       | Hohl             | Active                       |
| CBU2: Staff and Public Technology                      | Beesley          | Departmental, with dashboard |
| Cedar Roe HVAC Coordination                            | Clark            | Active                       |
| Digital Navigators                                     | Riggs            | Active                       |
| Friends Business Plan (includes sorter)                | Sime             | Active                       |
| Reopening Team   | Birmingham       | Active                       |
| Staff Organizational Redesign Template, Phase 1 (SORT) | Bates            | Active                       |
| Library Lets Loose                                     | Stollsteimer     | Departmental, no dashboard   |
| Staff Intranet of the Future                           | Hunt             | Departmental, no dashboard   |
| Fine Options   | Werne            | Suspended – Q4 2020          |
| Reimagining of Services                                | Jordan           | Suspended – Q4 2020          |
| Remote Working   | Mascorro-Jackson | Suspended – Q4 2020          |



## Communication

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

- Weekly Circulation Coordination Team (CCT) Update meetings started in July of 2020 and have continued into 2021. During these meetings we have vetted new ideas, discussed new approaches, and discussed any challenges we are facing.
- Practiced communication and system-wide decision making throughout creation and roll-out of SORT training
- We continue to make meaningful connections with one another and have created a team to plan a yearly ABM retreat planned for team and relationship building.



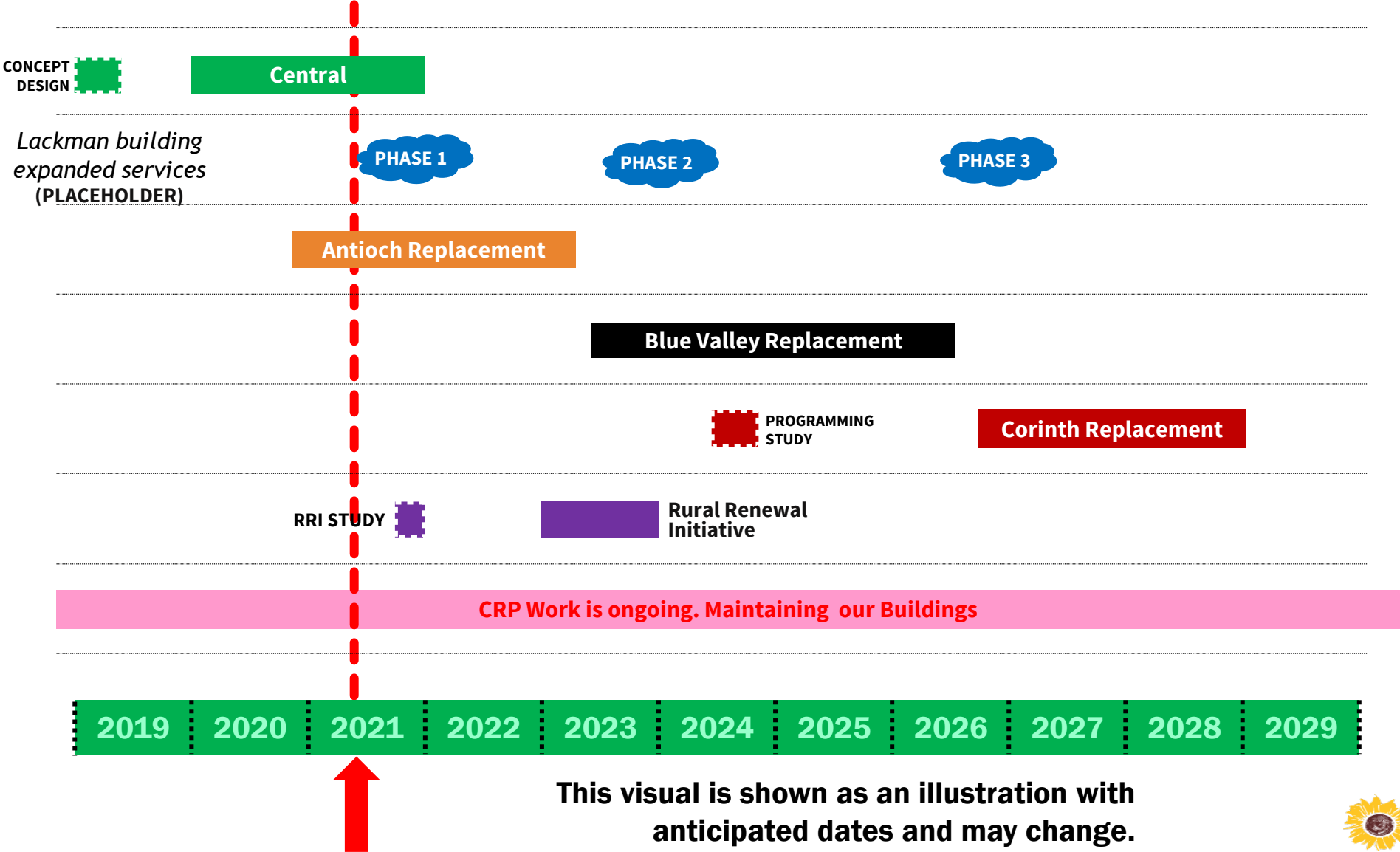
# Convenience

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

- CBU2 Communication
- Oak Park Staff Area Refresh
- Central Building Upgrade
- Department Moves
- Transformation of materials services for Little Central
- Collection shuttering
- MH-JCL Sirsi Location
- Mailroom configuration and security
- CR Closure and Shelving replacement



# Capital Improvement Projects: Proposed Timeline



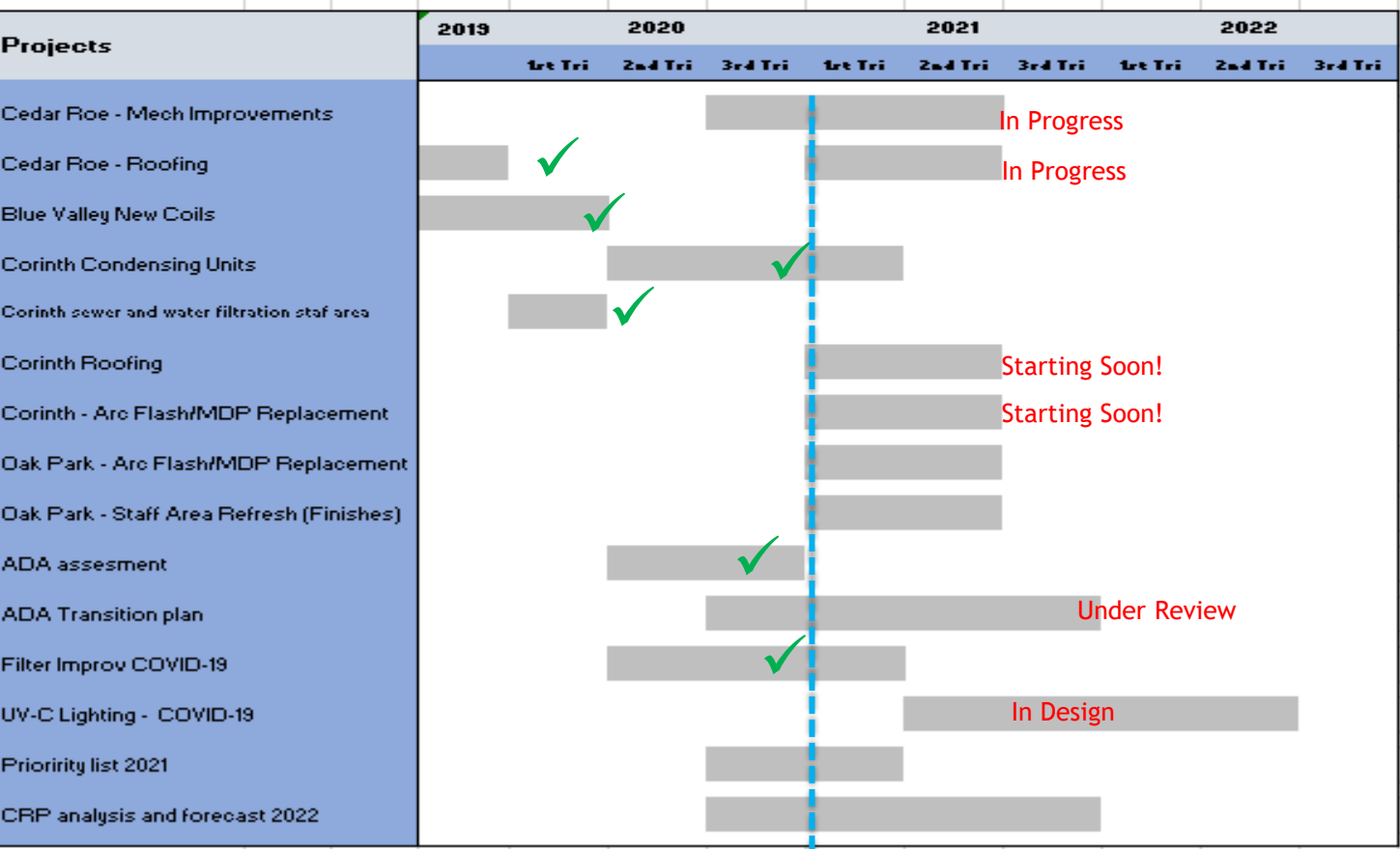
This visual is shown as an illustration with anticipated dates and may change.



Portfolio: Convenience

CRP is lead by FAC-PDC (Planning, Design, and Construction) and working very closely with the Maintenance Team identifying areas where funds need to be applied. Forecast Based on VFA

|  |  |
|--|--|
| <b>Synopsis:</b> <i>(concise overview - 1-2 sentences)</i> | On-going capital project account set up to address maintenance needs at all the Library facilities, updated every year according with assesments, field inspections and work request in Archibus |
| <b>Outputs:</b> <i>(tangible products)</i>                 | Maintian JCL building in the best shape possible, minimize affectation to operations and improve preventive maintainaince.   |
| <b>Outcomes:</b> <i>(results and accomplishments)</i>      | Building improvements overall , protect or extend the lifetime of the buidling with a dedicated plan of action   |



# Convenience

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

Evaluation of eBook & eAudiobook Platforms (EEEP)

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

## Materials Handling

- Desktop & Support –Reconfigured public computers available hours
- Continue to be on target for updates for staff and public computers – hitting target compliance rate consistently

## Systems

- On24 project support – authentication researched and determined not useful
- New logging tool, Elasticsearch, is in production! For monitoring logs and watching for performance and security issues
- Support for KU PUPs study at AN –meetings, testing, and frequent coordination to ensure devices work well in public computers
- Comprise server upgrade completed



# Convenience

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

## Web

- Continued feature and security updates to Drupal 8
- Begin testing upgrade to Drupal 9 (jocolibrary, Board, and ReSource, prepare for Drupal 9 upgrade for completion by Nov 2021)
- Support website changes for reopening and service changes
- Friends of the Library website successful launch
- Interlibrary Loan service (ILLiad 9.0) web interface upgrade departmental project started
- Extensive support for Dividing Lines web development project, still working with vendor for final delivery of a product that meets quality standards

## Network

- Replacement of core network hardware at CCC, installation in Dec 2020, cutover in Jan 2021
- New fiber entrance for Central data center as part of CBU2
- Recable and move hardware in Central data center, network closets
- Remove old material and hardware at Central as part of CBU2
- Support Makers moving back into Central
- Built plans and worked with vendor for cabling installation for new access controls and security camera systems at Central
- Recabling at Lenexa to support public computer moves and public service desk changes
- Recabling at Cedar Roe to support renovation
- Completed eRate applications successfully for ISP and network to SE, no projects this year

## Staffing

- Successfully hired IT Customer Service Supervisor, onboarding in progress
- Supported creation of Physical Security Specialist role
- Submitted request for Applications Administrator to support physical security systems and IT asset management systems



# Convenience

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

## Relationship building

- Continued building relationship with OPL technology support team through monthly meetings and increased coordination
- Building relationships with DTI – welcome new candidate John Siceloff started Feb 1, 2021
- Successful Sirsi COSUGI conference (April 27 - 29, 2021) – Pat Beers acted as conference chair and communicated extensively with JCL and OPL staff about educational opportunities

## Integrated Library System (ILS)

- Many updates for reopening
- Continue to use the ILS to send patron emails, which takes technical staff time. We need to clear space to update this method
- Implemented Sirsi Data Control solution which provides an improved interface for access to Sirsi data (improved reports)
- In Sirsi new field created - Demographics / Department





## Convenience

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

- Capital Replacement Projects (CRP)
- Corinth condensing units
- Cedar Roe mechanical improvements
- ADA transition plan
- Filter Improvement –COVID19



# Questions?



## Briefing Sheet

**To:** JCL Library Board  
**From:** Sean Casserley  
**Date:** June 10, 2021

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### **For Information Only**

**Issue:** Entering into a partnership with the Sheriff's Office

#### **Background:**

The Library currently has a variety of physical security systems in place – key card access for staff, volunteers, and vendors; security cameras; security guards, and intrusion / panic alarms. The Library has determined a need to hire someone to manage these systems in addition to working with Library staff and other Library partners to provide the best physical security possible for our library system.

While this person could report to a Library Manager, we feel it would be in the Library's best interest to partner with the Sheriff's Office to manage this person as well our physical security needs. As with our other county partnerships, the Library feels that the Sheriff's Office has the expertise to ensure the best physical safety for us as well as offer expert advice where needed.

The Library has already partnered with the Sheriff to do a physical security audit of all library locations. We have worked closely with them to develop this MOU and Service Level Agreement, which outlines very specifically who is responsible for what. Additionally, in 2019 the Sheriff's Office created a position to manage the physical security of all Johnson County departments. The Chief Security Officer, David Stutheit, has been working to centralize and implement physical security systems across the county for the purposes of standardizing and strengthening current systems in place as well as planning for the future needs of the entire organization. Entering into this partnership would in turn help JCL align and centralize with the rest of the county on physical security systems and practices.

#### **Proposal:**

The proposal is to enter into an annual memorandum of understanding (MOU) with the Sheriff's Office to manage our physical security needs. One FTE would be transferred to the Sheriff's Office to assist with this work. The MOU ensures we could get the position back should the partnership be dissolved in the future.

#### **Alternatives:**

The Physical Security Specialist reports to a JCL manager and we do not enter into a partnership with the Sheriff's Office

#### **Legal Review:**

Our legal team has reviewed the MOU and the Service Level Agreement.

**Library**

**Budget Approval:**

One of the Library's vacant manager positions has been transitioned into this Physical Security Specialist position. The FTE would be transferred to the Sheriff's Office as part of this partnership.

**Recommendation**

This is for your information only this month. We will ask you to consider voting to approve this MOU and SLA next month.

## **MEMORANDUM OF UNDERSTANDING: JOHNSON COUNTY LIBRARY AND SHERIFF**

This Memorandum of Understanding (MOU) to take effect July 8, 2021, memorializes the agreement between the Board of Directors of the Johnson County Library ("Library") and the Johnson County Sheriff's Office ("Sheriff") for the Library to outsource management of Library physical security and safety to the Sheriff's Office. This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

### **SECTION ONE:**

1. The Library owns and operates library facilities in the Johnson County Library taxing district pursuant to K.S.A. 12-1223. It also establishes regulations for those facilities pursuant to K.S.A. 12-1225.
2. The Sheriff has expertise in safety and physical security, evaluation of facilities to assess safety and security risks, and expertise in training staff regarding a variety of security-related issues. The Sheriff is working to coordinate physical security efforts for all departments and agencies across the County.
3. The Library governs all Library owned and leased buildings and properties in the Johnson County Library system. The Library and the Sheriff agree to cooperate to provide the finest Library facilities and the best possible service for Library staff and patrons.
4. The Library intends to make use of the Sheriff's expertise, particularly in safety and physical security standard operating procedures, including building access, security cameras, alarm and intrusion systems and property protection. The Library and the Sheriff accordingly agree that the Sheriff will provide the Library consultation and management services on the overall planning, coordination, and control of security-related project(s) and issues. Such services shall include planning; budgeting; consultant and contractor relationships; and implementation and management of consultant and contractor agreements and consultant and contractor payments on such projects.
5. The Sheriff will complete work utilizing one (1) Full Time Employee (FTE) to support the Library in their physical security needs. (Physical Security Specialist- PSS) The Library agrees to provide budget funding to support this position and additional FTE's, as agreed upon in writing by the parties, throughout the term of this MOU by transfer of funds out of the Library Operating Fund to the General Fund for the benefit of the Sheriff.
6. The positions funded by the Library, as described in paragraph 5 shall have their primary responsibilities providing to the Library the services described in Appendix A. The Library recognizes that the personnel in such positions may, from time to time, be assigned tasks or projects for the benefit of the Sheriff or the County.

## **SECTION TWO: SHERIFF'S RESPONSIBILITIES.**

1. Standard of Service: Ensure that Library security standards meet the County standard set forth by the Sheriff and as outlined in Appendix A and provide the expertise and consultation and management services described in section 1.4 above.
  - a. Evaluate needs and make recommendations to the Library regarding safety and physical security.
  - b. Evaluate and make recommendations for facilities improvements that have not been made.
  - c. Provide Performance Measurement reports on a quarterly basis.
2. Confidentiality: In regards to Library data, Sheriff will abide by the Library's policy, ARM 20-20-20 - Confidentiality of Records.
3. Hiring: Perform hiring tasks as needed.
4. Supervision: Provide supervision and management of all staff transferred to the Sheriff.
5. Training: Ensure proper training of Physical Security Specialist position.
6. Contracts: Include the Library in appropriate contracts for security needs and maintenance
7. Budget Planning: The Sheriff will work with the Library annually to review and plan for budget requests on the Library's budget cycle.
8. Communication. Sheriff representatives will attend meetings with Library staff as needed or as appropriate to maintain a strong level of communication.

## **SECTION THREE: LIBRARY'S RESPONSIBILITIES.**

1. Budget. The Library agrees to provide FTEs, as agreed to in writing by the parties, and appropriate funds to cover all related costs as it relates to the management of Library facilities.

The Library will create a cost center dedicated to safety and security. This cost center will provide funding for hardware, software, contractual services, and other miscellaneous needs.

2. Clerical Support. The Library will provide clerical support to the PSS as needed, specifically around the creation and maintenance of building access key cards.
3. Liaison. The Library will provide a liaison to the Sheriff to act as a point of contact for any questions, concerns, policy interpretation, etc. This liaison will be the Associate Director for Branch Services.

#### SECTION FOUR: MISCELLANEOUS.

1. This MOU shall begin **July 8, 2021 and run through December 31, 2021** unless the agreement is terminated by either party, in writing, with no less than 30-day's notice. This MOU may be renewed for additional one-year terms upon the approval of the Library and the Sheriff.
  - a. Appendix A      Service Level Agreement between JCL and SHR
2. This Agreement and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, *K.S.A. 10-1101 et seq.*, and amendments thereto (the "Act"). By virtue of this Act, the Library is obligated only to pay periodic payments as contemplated herein as may lawfully be made from funds budgeted and appropriated for that purpose during its current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source.
3. This Agreement represents the entire agreement between the parties with respect to services required hereunder and supersedes any and all previous understandings, whether oral or written, between the parties regarding the same.

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Date

Sheriff, Calvin Hayden, Johnson County, Kansas

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Date

Sean Casserley, Johnson County Librarian

---

Date

Bethany Griffith, Chair, Board of Directors of the  
Johnson County Library

**SERVICE LEVEL AGREEMENT BETWEEN Johnson County Library and Sheriff:****July 8, 2021****Locations and Organization(s) Covered**

| <b>Organization(s)</b>         | <b>Archibus Building Code</b> | <b>Address (Street, City, Zip)</b>  |
|--------------------------------|-------------------------------|---|
| JCL Antioch Library            | JCLANTIO                      | 8700 Shawnee Mission Pkwy, Merriam, KS 66202  |
| JCL Blue Valley Library        | JCLBLVAL                      | 9000 W 151 <sup>st</sup> St, Overland Park, KS 66221  |
| JCL Cedar Roe Library          | JCLCEDAR                      | 5120 Cedar St, Roeland Park, KS 66205   |
| JCL Central Resource Library   | JCL_CRL                       | 9875 W 87 <sup>th</sup> St, Overland Park, KS 66212   |
| JCL Corinth Library            | JCLCORIN                      | 8100 Mission Rd, Prairie Village, KS 66208  |
| JCL DeSoto Library             | JCLDESOT                      | 33145 W 83 <sup>rd</sup> St, DeSoto, KS 66108   |
| JCL Edgerton Library           | JCLEDDGER                     | 319 E Nelson St, Edgerton, KS 66021 ( <i>Edgerton Library is a leased facility, and the Sheriff will abide by the Library's agreement with the City of Edgerton and only perform services that are not covered by that lease. JCL will provide all necessary funding.</i> ) |
| JCL Gardner Library            | JCLGRDN                       | 137 E Shawnee St, Gardner, KS 66030   |
| JCL Lackman Library (vacant)   | JCLLACKM                      | 15345 W 87 <sup>th</sup> St Pkwy, Lenexa, KS 66215  |
| JCL Leawood Pioneer Library    | JCLLEAWD                      | 4700 Town Center Dr, Leawood, KS 66209  |
| JCL Lenexa City Center Library | JCLLENEX                      | 8778 Penrose Ln, Lenexa, KS 66219   |
| JCL Monticello Library         | JCLMNTCL                      | 22435 W 66 <sup>th</sup> St, Shawnee, KS 66226  |
| JCL Oak Park Library           | JCLOAKPK                      | 9500 Bluejacket Dr, Overland Park, KS 66214   |
| JCL Shawnee Library            | JCLSHWNE                      | 13811 Johnson Dr, Shawnee, KS 66216   |
| JCL Spring Hill Library        | JCLSPGHL                      | 109 S Webster St, Spring Hill, KS 66083   |
| JCL Library Support Services   | JCL_SSB                       | 6235 Slater St, Merriam, KS 66202   |
|                                |                               |   |

**Background**

The Johnson County Library Board and the Sheriff's Office approved a memorandum of understanding (MOU) agreement whereby the Johnson County Sheriff's Office (SHR) will provide physical security services for Johnson County Library (JCL). A Physical Security Specialist (PSS) will be assigned to manage physical safety and security issues for JCL and will be managed by SHR. This position will coordinate physical security services in conjunction with Library staff.

**Funding**

Funding is in accordance with the terms of the MOU agreement between the Library Board and the Sheriff's Office. One FTE will be assigned to SHR to coordinate physical security services for JCL. JCL will fund salary, training, and technology needs for this position.

**Conflict Resolution**

In case of conflict, JCL and SHR agree the right parties will have a Crucial Conversation to get any issues into the open and discuss in a productive and positive way. "Crucial Conversation" is defined to mean a meeting or conference call in which three JCL and three SHR representatives participate, entitled "Library Meetings & Attendance," of this Appendix A. The representatives will follow the "Crucial Conversations" process as outlined in the Book entitled, Crucial Conversations: Tools for Talking when



## APPENDIX A

Stakes are High. The goal is to settle on a plan and path to resolution in order to be able to move forward and grow in our relationship. This may take one Crucial Conversation, or it may take several. We believe the relationship is worth the effort. If this does not work, formal mediation may be required.

### Responsibility Matrix

| Access Controls   | Maintain and/or Install and/or Replace | Notes/Exceptions  |
|---|--|---|
| Manage card access system   | SHR                                    | Work with JCL IT and FAC as needed. Includes vendor management, hardware, software, building access schedules, weather and holiday closures   |
| Create new key cards for new employees                                    | JCL                                    | Ability to print key cards in house – clerical support person to handle the task  |
| Assign key card parameters  | SHR                                    | Assign appropriate parameters for staff/volunteers/vendors with Library key cards   |
| Create ID badges  | JCL                                    | Done by CX – look to improve this process for safety  |
| Follow procedures for key card usage and distribution                     | SHR                                    | There is a paused project at JCL to determine who needs key cards. PSS will serve as a SME on this project  |
| Physical key security/inventory control                                   | JCL/FAC                                | Locksmith services/re-keying by FAC; Physical key security/inventory control by JCL. PSS will be made aware of all physical keys and be provided a set of keys  |
| Keys for contract custodial staff   | JCL/FAC                                | FAC has installed separate key boxes for this purpose.  |
| Establish standards in policy and procedure for building automated access | SHR                                    | Work with Library Administration (or delegates) to develop and maintain (on a regular schedule) policy and procedures related to access controls for all Library buildings and other County locations |
|   |  |   |

| Security   | Maintain | Notes/Exceptions  |
|--|----------|---|
| Maintain and monitor surveillance cameras/equipment  | SHR      | In consultation with JCL  |
| Placement of security cameras in branches  | SHR      | Coordinate with JCL IT and FAC in terms of data and wiring  |
| Intrusion system(s) (motion sensor, glass break sensor, door and window contacts, alert through alarm central) | SHR      | Liaise with vendor on JCL behalf  |
| Alarm monitoring: fire, elevator   | FAC      | Facilities manages this: SHR would be interested in attending annual walk-throughs                                    |
| Maintain alarm codes procedures  | SHR      | Works with vendor to manage security codes and maintain list of contacts (coordinate list with JCL and FAC as needed) |
| Managing security-related vendor relationships/contracts   | SHR      | Primary contact - reviewing reports, bills, contracts, service level agreements                                       |
| Incident Report Database   | SHR      | JCL has custom database; desire to find commercial solution   |
| Security Guards  | JCL      | JCL will retain the one security guard in employment to monitor Central Resource                                      |

## APPENDIX A

|  |  |   |
|--|--|---|
|  |  | Library. JCL will consult with SHR should a decision be made about filling vacant positions. SHR should work with JCL security regarding training and SOP |
|  |  |   |

| <b>Training for JCL</b>                                   | <b>Responsibility</b> | <b>Notes/Exceptions</b>   |
|---|-----------------------|---|
| Create and deliver a JCL New Employee Orientation session | SHR                   | 1 hour session for JCL new employees on safety and security at JCL  |
| Controlling the Building                                  | SHR                   | Work with JCL Learning and Development to update curriculum   |
| Verbal De-escalation                                      | SHR                   | Part of Controlling the Building curriculum   |
| Incident report writing                                   | SHR                   | Create and maintain guidelines on incident report writing and train staff; tied to Controlling the Building |
| Building-specific training for Managers                   | SHR/FAC               | Know how to cut gas, power, water in an emergency (include Risk Management in this conversation)            |
| Active Shooter  | SHR                   |   |
| Stop the Bleed /AED/CPR                                   | SHR                   | In coordination with MedAct   |
| Workplace Safety coordination and tracking                | JCL                   | SSC works with JCL to coordinate schedules and training if needed   |
| Fire and Tornado Drills                                   | JCL                   | SSC work with JCL to coordinate schedules and training if needed  |
|   |                       |   |

| <b>Planning, Design, &amp; Construction</b>   | <b>Responsibility</b> | <b>Notes/Exceptions</b>   |
|---|-----------------------|---|
| Liaison with PDC team in FAC for new construction input and/or requested physical changes to spaces | SHR                   |   |
| Identify exterior site security issues and suggest ways to correct                                  | SHR                   | Makes requests of JCL and FAC to correct  |
| Coordinate and implement security assessment findings   | SHR                   | First report completed in 2020. Work with JCL and FAC to create comprehensive budgets and implement approved projects |
| Review each location to re-assess safety and security issues every two years                        | SHR                   |   |

| <b>Emergency Management Services</b>                                | <b>Responsibility</b> | <b>Notes/Exceptions</b>   |
|---|-----------------------|---|
| COOP/COG  | JCL/EMC               | JCL will keep this for now. SHR will assist as needed to update plans |
| Changes to building closures outside of normal hours: doors, alarms | SHR                   | Coordinate with vendor  |
| Physical Security hardware  | SHR                   | If systems go offline; work with IT or vendor as necessary            |
| Building intrusion alarms   | SHR                   | After hours alarms  |

| <b>General/Miscellaneous</b> | <b>Responsibility</b> | <b>Notes/Exceptions</b>   |
|------------------------------|-----------------------|---------------------------|
| HR/Staffing issues           | SHR                   | CSO manages this position |

## APPENDIX A

|  |     |  |
|--|-----|--|
| Technology (PCs, cell phones, mileage, etc.) | SHR | Funded by JCL; managed by JIMS   |
| Special events                               | SHR | JCL will contract with SHR or third party vendor to cover special events if security is needed |

| Library Meetings & Attendance   | Responsibility | Notes/Exceptions  |
|---|----------------|---|
| Operations  |                | PSS attends as needed when relevant (i.e. project prioritization)   |
| All Managers Meetings   |                | Attend as needed for specific agenda items  |
| JCL's Crucial Conversations Classes - Attendance  |                | PSS attends this class  |
| StrengthsFinder Classes   |                | PSS attend when class available   |
| Trimester Reports   |                | Reports out for state of safety and security every four months in conjunction with other department presentations   |
| Branch Leadership Team Meetings   |                | Attend as needed for specific agenda items  |
| System-wide Manager Meetings  |                | Attend as needed for specific agenda items  |
| CX team meetings  |                | Attend as needed for specific agenda items  |
| Admin Meetings (Regular)  |                | Attend as needed for specific agenda items  |
| JCL Board Meetings  |                | Presents annual security presentation to the board; not necessary to attend the rest of the year unless a relevant topic comes up; introduce to the Board upon hire |
| <b>Notes:</b>   |                |   |
| Refer to the MOU agreement between the County and the Library Board for additional appendices |                |   |

**Authorization Signatures**

\_\_\_\_\_  
Calvin Hayden, Sheriff, Johnson County Kansas

\_\_\_\_\_  
Sean Casserley, Johnson County Librarian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Glossary of Terms

|   |  |
|---|--|
| <b>ACS</b>                                | Vendor currently contracted by JCL to cover building access, alarm monitoring, and some building systems for HVAC  |
| <b>Admin (Administration Team)</b>        | Library's executive Leadership Team – includes County Librarian, Deputy, Associate Directors, Development Dept head, and Finance Director  |
| <b>AED</b>                                | Automated External Defibrillator: Portable electronic device with simple instructions that can be used by almost anyone to save the life of someone who has suffered a heart attack.   |
| <b>Alarm monitoring services</b>          | This is a monthly service to one or more monitoring companies for various alarm systems such as burglar, fire, and elevator. Notes should specify if the same entity is not responsible for all 3 systems.   |
| <b>Appliances</b>                         | Appliances include but are not limited to refrigerators, washers and dryers, dishwashers, stove/ovens, microwaves, and freezers. They are generally not permanently attached to the building but may be essential to operation of kitchens, break areas, and where regular laundry services are required.  |
| <b>A/V (Audio-Visual)</b>                 | Screens, computers, data and A/V cabling, projectors, inputs, speakers, Crestron, Solstice, Fusion, etc.   |
| <b>BLT (Branch Leadership Team)</b>       | BLT includes all Branch Managers, and Assistant Branch Managers  |
| <b>Building envelope &amp; structure</b>  | The complete exterior of a building that includes outside walls, windows, doors, and roof including related guttering. Structure includes foundation, framing, and support walls/columns.  |
| <b>CSO (Chief Security Officer)</b>       | Sheriff staff person in charge of safety and security program for Johnson County Government  |
| <b>CX (Customer Experience)</b>           | Arm of the organization that focuses on customer experience – includes IT, Communications, and Project Development   |
| <b>Fire protection</b>                    | Fire suppression systems such as: sprinkler systems, fire pumps, backflow preventers, etc. and fire notification systems, such as smoke alarm, flow monitoring, fire alarms, and fire protection monitoring services.  |
| <b>HVAC</b>                               | Energy supply, heat and cooling generating systems, air distribution systems, terminal and package units   |
| <b>Inspection services</b>                | Site/building inspection as pertaining to planning, design, and/or construction as part of determining maintenance work to perform or to inspect work performed is meeting county standards and agreements.  |
| <b>Mechanical/electrical/plumbing</b>     | HVAC, electric service supply, electrical service distribution, building lighting & branch wiring, communications and security wiring, other electrical systems (service ground, lighting protection, transfer switches, emergency lighting fixtures, system batteries/chargers, UPS battery, and communication components)<br>Plumbing fixtures, domestic water distribution, sanitary waste, rain water drainage, other plumbing systems (gas, oxygen, anesthesia, compressed air) |
| <b>PSS (Physical Security Specialist)</b> | Person hired to handle identified areas of safety and security for JCL   |

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

May 13, 2021  
Monticello Library  
4:00 p.m.

**BOARD:** Bethany Griffith, David Sims, Fabian Shepard, Kelly Kilgore, Mitra Templin, Brandy Butcher  
**Absent:** Ali Seeling

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

**BOCC:** Commissioner Hanzlick (Absent)

**STAFF:** Nancy Birmingham, Sean Casserley, Laura Hunt, Joseph Keehn, Christian Madrigal, Jennifer Mahnken, Alice Pierson, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, David Vratny, Adam Wathen

Board Chair Bethany Griffith called the meeting to order at 4:00 p.m.

**CITIZENS COMMENTS:**

All for opening a bookstore at the old Lackman library!

Go for it!  
Deborah Schulte

-----

Dear Board Members,

I welcome the Friends and Library Services at Lackman!

I am writing to support the Friends of Johnson County Library's "Planning Meets Opportunity" proposal for the Lackman Building in Lenexa. I encourage the use of grant funds and Library reserve funds to cultivate Friends success.

The Friends' lively Used Bookstore will bring people and revenue to our community. The Friends are long-time partners of the Library and rely upon the vision and encouragement of elected public servants and appointed officials, like you.

I enthusiastically urge your approval of Planning Meets Opportunity @ Lackman!

Rebecca James

**REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:**

Ms. Griffith reminded Board members of new microphones at each station and to mute and unmute themselves as needed. She introduced new members, Ali Seeling (absent), Kelly Kilgore, and Mitra Templin.

Ms. Kilgore and Ms. Templin each introduced themselves and expressed excitement to serve on the Library Board.

Ms. Griffith expressed her excitement to be back to meeting in-person and having facilities fully reopened. She thanked staff and administration for their innovation in the face of a tough situation. Ms. Griffith shared that Commissioner Hanzlick would be absent for the meeting. In the Commissioner's absence, she offered book recommendations: *The Midnight Library* by Matt Haig and *Project Hail Mary* by Andy Weir.

## **DEVELOPMENT DEPARTMENT**

### **FRIENDS OF THE LIBRARY:**

The Friends submitted a written report, which is included in the Library Board Report for the May 13, 2021 meeting.

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

Stephanie Stollsteimer presented on behalf of the Johnson County Library Foundation.

#### **Donor Appreciation**

The Foundation held an appreciation event April 25<sup>th</sup>, online, in recognition of the 1952 Society and the Readers Circle. The event featured author Tim Madigan, who shared his experience writing *The Burning*, on the Tulsa race riot of 1921.

#### **Volunteer Survey**

Volunteer Coordinator Amber Bourek-Slater recently conducted a volunteer engagement survey. She received great feedback. 65% of the volunteer pool returned to volunteer during the pandemic.

#### **Grants Update**

The Foundation consistently applies for and receives grants from area funders:

- \$10,000 – from the Freedom Frontier Foundation for Race Project KS
- \$4,000 – from Village Presbyterian Church for Incarcerated Services
- \$30,000 – from Black & Veatch, continuing their 2022 MakerSpace naming and sponsorship

#### **Gifts in Honor or in Memory**

The family of Lougene Marsh, former Director of the Johnson County Department of Health and Environment, designated Race Project KC as a recipient for gifts in her memory. The Foundation has received nearly \$2,000.

#### **Library Lets Loose**

The Foundation's signature fundraiser is scheduled for September 18<sup>th</sup>. It will be virtual but there will be an in-person reception for a limited number of guests at Lenexa City Center. The Foundation is currently recruiting sponsors for the event, with Denise and Rick Mills to serve as honorary hosts.

#### **Additional Updates**

The Foundation's 2020 audit is done, and preparations begin soon for the IRS 990. In June, the Foundation will present the annual disbursement from the endowment for the Library's collection.

**COUNTY COMMISSIONER REPORT:** Commissioner Hanzlick not present.

### **BOARD COUNSEL REPORT**

Fred Logan, board counsel, reported. Board counsel recently had an opportunity to do a legal and ethical orientation for new Board members. Mr. Logan thought it would be good to review two key elements for the entire Board: the Kansas Open Meetings Act and recusal.

### **Kansas Open Meetings Act**

A majority in communication, even serial communication via email, would be a violation of the Kansas Open Meetings Act (KOMA). If there is a matter that is pending before the Board, counsel recommend that members do not email each other about it or talk to one another about it before the vote. It's easy to email someone, then email someone else, and the majority for the Board is only four people. More and more cases are inadvertent violations like this where people email one another, email a couple Board members, and then email a few more. It's a good idea to put in the subject line in an email "Do not reply all." This helps everyone avoid serial communications and inadvertent KOMA violations, especially with matters coming before the Board.

### **Recusal**

It's rare that a Board member would have a potential conflict raised by an issue. The classic example is the Library is considering buying a piece of property to construct a new library. You own adjacent property and the Library's plan would increase your property's value. Members can consult Board counsel in these situations. The best course of action is for members to recuse themselves, not just before the vote but before the conversation starts to avoid even the appearance of a conflict. Best practice is for recused member to sit in the audience and not participate in discussion or the vote. Officials can get themselves in trouble when they then get involved in the comments. Conflicts are rare but it has happened.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Finance Director David Vratny presented the following.

#### **Financial Report**

As of the end of March, the Library has received about \$22.4 million of an anticipated \$41.8 million, representing about 53% and on par for the year. A rather large commercial property had a re-valuation done and received a refund, resulting in negative ad valorem. After speaking with County Treasury about it, Mr. Vratny is not concerned going forward.

#### **Dark Store Theory**

Several large, big box companies are asking for their properties to be treated differently, from an appraisal standpoint. The County is tied up in a court case, currently appealing a loss, and that could have an impact. Estimates received from Budget and Financial Planning show it could be a one-time cost of around \$1.1 million the Library would have to pay out. An ongoing impact would be built into ad valorem going forward.

Mr. Casserley added that the ad valorem liability is between \$1.1 and \$1.3 million. The total of JCL reserves as of December 2019 is about \$11,129,500, so the Library can cover that liability and still maintain healthy reserves.

### **Statistics**

Adam Wathen, Associate Director of Systemwide Services, presented. Mr. Wathen presented statistics for digital usage, physical circulation, and visitation trends.

### **Trends in Expenditures**



Finance Director Dave Vratny returned to present the trends in expenditures.

Mr. Vratny presented a look back at expenditure trends in the following key areas: physical collection, programming, technology, maintenance & custodial, debt, and staffing.

Mr. Vratny highlighted increases in spending related to COVID, in collections and programming. The Library received CARES Act money in 2020 to help offset technology costs for laptops and iPads. In 2020, the Library entered into a Memorandum of Understanding with Johnson County Facilities to manage maintenance and custodial. Debt is managed by the Public Building Commission, a separate legal organization. Staffing expenditures increased with the opening of Monticello and Lenexa City Center. Staffing dipped in 2020 when maintenance and custodial staff were moved under County Facilities.

Mr. Sims asked about when the Library shifted maintenance over to the County and Mr. Vratny responded that occurred in 2020.

Mr. Sims expressed his hope that the Library would see a savings due to economies of scale.

Mr. Wathen added that the Library also faced rising costs due to deferred maintenance.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

Scott Sime, Project Coordinator, presented.

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

Mr. Sime gave an overview of usage statistics for Little Central. Ongoing construction work includes replacement of boilers, new steel support for the roof and loading dock, overhead mechanical and electrical, and wall framing. In addition, work continues for the drive-thru, staff bathrooms, and MakerSpace flooring.

Staff have begun the furniture selection process. Next month the Board will see an update on work to the sidewalks and an agreement with the City of Overland Park. Staff will also seek approval for Little Central's temporary closing for electrical work.

Ms. Griffith asked if, because the Library uses the PBC, this project would be subject to the public art process.

Mr. Sime replied that the PBC talks about when and when not to use public art. Central does not qualify.

Mr. Shepard asked if the Library is adding additional security cameras in the portion under construction.

Mr. Sime replied that the plan is to add pipeline for cameras to go up before the building reopens.

### **Antioch Replacement Project**

First public input session is scheduled for May 19<sup>th</sup> through the Library's online programming platform ON24. The Library is planning for a summer in-person event, in addition to a "question of the week" approach to keep up public dialogue throughout the process.

Ms. Griffith asked if the Board could receive a summary of the feedback after the virtual event, and Mr. Sime agreed saying that it was a great idea.

Twelve firms responded to the RFP for a construction manager. Interviews are scheduled for the week of May 17<sup>th</sup> with the short-list candidates. At the June meeting, the Library will have an update on the top-ranked firm.

## Overall Timeline

Currently Central and the Antioch replacement project are the two major ongoing projects.

Current and upcoming building closures:

- Cedar Roe, mid-April to mid-June: HVAC, roofing, shelving
- Corinth: Roof replacement, arc flash
- Oak Park: Arc flash, staff space updates
- Little Central: Electrical work (requesting closure at June meeting)

The Library is working with Facilities partners to understand and plan for construction labor shortages and interruptions in construction materials. County Facilities is working with consultants and contractors to see what mitigation strategies they can employ.

## Programming Report, Part Two

Joseph Keehn, Associate Director for Systemwide Services presented.

Mr. Keehn presented on the methodology of creating, implementing, and evaluating programs for patrons. He highlighted the myriad ways staff create programs without bias, including the number of staff involved across the organization. Both adult and youth specialists, youth services librarians, coordinating librarians, and focus area librarians, 36 part time and 70 full time staff, dedicate a portion of their time to programs at the Library. Programs are tailored to meet the needs of patrons, with focus areas created directly from patron feedback:

- **Adult focus areas:** book clubs, careers and personal finance, community matters, local arts and culture, local history, genealogy, incarcerated services, and MakerSpace.
- **Youth focus areas:** Birth to 6, 7 to 11, 12 to 18, and parents, educators, and caregiver services.

Program evaluation takes various forms, such as attendance, surveys, polls, and comments. For larger programs, a plus/delta is conducted, and feedback, shortcomings, and successes are recorded and referred to before the next iteration of that program.

Library policies and the strategic plan guide the production of programming, and staff do not prescribe content based on partisan or doctrinal approval, nor do staff exclude programming based on possible controversy. Programs spotlight current national thought leaders, experts in highly sought-out fields, local artists in demand, and the list goes on.

Mr. Shepard congratulated staff on their ability to augment processes to succeed through COVID. He thanked Mr. Wathen for part one of the programming presentation in April. He explained the genesis of his question on programming and how it tied back to a program with author Ijeoma Oluo that he found offensive.

Mr. Sims also wanted to applaud staff on the hard work of shifting gears in 2020 to facilitate the transition to online programming. He highlighted the Library trivia.

Mr. Keehn thanked Mr. Shepard for being vulnerable and sharing his story. He recognized that it's important to hear other's stories as a learning organization.

Mr. Shepard recognized there would not always be agreement on this topic. He feels that having these conversations is important.

Ms. Griffith thanked Mr. Shepard for sharing his experience and added that she's glad the Library makes the effort to assess performance in order to learn and grow.

## **Reopening Update**

Nancy Birmingham, Assistant Branch Manager and Project Lead of the Reopening Team, presented to the Board.

The news of the day was the CDC update and the rescinding of the mask mandates. Governor Kelly planned to follow the CDC updates and update her information soon. The Library will follow the direction of the Johnson County Department of Health and Environment as soon as they update their guidance.

Ms. Birmingham reported a look back at the work of re-opening the Library system through 2020 and 2021 and the COVID-related limitations to service.

Ms. Birmingham shared a comparison of services being offered at the other metro-area libraries.

Library processes and procedures were fully operationalized and what that means is that reopening is closing as a project. All practices, policies, and procedures have gone back their original departments.

Ms. Griffith thanked the reopening team for their final report. She applauded everyone for the grace, flexibility, and creativity needed to navigate this unprecedented event.

## **CONSENT AGENDA**

Minutes of the April 8, 2021 Library Board Meeting

**Motion:** Fabian Shepard moved to approve the consent agenda.

**Second:** Brandy Butcher

**Motion approved unanimously**

## **NEW BUSINESS**

### **Consideration of approval of Memoranda of Understanding with the City of Overland Park and the City of Leawood (Walk and Read Program).**

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.

**Motion:** Mitra Templin moved to approve the Memoranda of Understanding between Johnson County Library and Overland Park Parks and Recreation and Leawood Parks and Recreation.

**Second:** Fabian Shepard

**Motion approved unanimously**

### **Consideration of approval of contract or Cedar Roe Library sloped roofing replacement.**

In April 2021, the Library Board authorized the closing of the Cedar Roe branch upgrades to the HVAC system shelving replacement, and other smaller projects. The Library desires to also replace the sloped portion of the roof at Cedar Roe during the approved closure.

The Library anticipates offering limited services during most of this closure, notably curbside hold pickup and material returns.

Consider authorizing a contract with 435 Roofing for a total amount not to exceed \$142,435.00 for replacement of the sloped portion of the roof at the Cedar Roe Library, per Invitation for Bid (IFB) No. 2021-041.

**Motion:** Kelly Kilgore moved to authorize a contract with 435 Roofing for replacement of the sloped portion of the roof at the Cedar Roe Library, for a total amount not to exceed \$142,435.00 per Invitation for Bid (IFB) 2021-041.

**Second:** Brandy Butcher

**Motion approved unanimously**

## **ADJOURNMENT**

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

**Second:** Mitra Templin

**Motion approved unanimously**

Meeting adjourned at 5:16 p.m.

SECRETARY \_\_\_\_\_  
David Sims

CHAIR \_\_\_\_\_  
Bethany Griffith

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

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

|  |                                 |                  | Receipts | Payments   | Balance            |
|--|---------------------------------|------------------|----------|------------|--------------------|
|  | <b>Opening cash balance</b>     |                  |          |            | <b>\$95,405.21</b> |
|  |                                 | Add Receipts     | \$21.05  |            |                    |
|  |                                 | Less Payments    |          | \$1,488.05 |                    |
|  | <b>Ending Cash balance</b>      |                  |          |            | <b>\$93,938.21</b> |
|  |                                 | Less Liabilities |          | \$1,467.11 |                    |
|  | <b>Unobligated cash balance</b> |                  |          |            | <b>\$92,471.10</b> |

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

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

Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley  
**Date:** June 10, 2021  
**RE:** Updates to Hours Policy (ARM 20-10-10)

---

**Issue:** Consider approving updates to ARM 20-10-10 (Hours Policy), establishing consistency of open hours at branches with Drive-Thru service.

**Recommended Motion:** I move to approve updates to ARM 20-10-10, which would establish consistency of available hours at all branches with Drive-Thru service.

**Background:** Currently three libraries (Blue Valley, Lenexa City Center, and Monticello) have Drive-Thru service. Blue Valley and Monticello's Drive-Thru hours match the open hours of the building but the policy does not specify this.

Lenexa City Center Library Drive-Thru hours are from 7:00 a.m. until 8:00 p.m. Monday through Thursday, 7:00 a.m. to 6:00 p.m. on Friday, 9:00 a.m. – 5:00 p.m. on Saturday, and 1:00 p.m. to 5:00 p.m. on Sunday. The intent of these broader Drive-Thru hours came from a desire to more closely align with other amenities on the shared campus. This location also has an Extended Hours Holds Lobby which would continue to provide broader hours convenient for patrons to pick up their holds.

Drive-Thrus at Monticello and Blue Valley match the open hours of the building.

Additionally, after the construction concludes at Central, that branch will also have a Drive-Thru. The updated policy will include Central's future Drive-Thru hours, eliminating the need to update the policy a second time after Central reopens.

**Analysis:** The Library desires to achieve consistency between Drive-Thrus and the rest of the building. Current statistics show very little usage of the Lenexa City Center Drive-Thru before 9:00 a.m., typically less than two patrons per day. With the Extended Hours Holds Lobby providing access even beyond the drive thru hours, we do not feel access is being impeded with this proposed change.

Additionally, Drive-Thrus require additional staffing for this additional service point. Aligning Drive-Thru hours with building hours decreases the total staffing demand for the building. Due to the low usage, we feel comfortable adjusting Lenexa City Center's Drive-Thru hours.

**Alternatives:** Maintain the existing hours at Lenexa City Center's Drive-Thru.

**Legal Review:** Not applicable

**Budget Approval:** Currently Lenexa has the staff to cover the Drive-Thru at its current hours. We do not feel it is the best use of our resources to continue the additional morning hours. Resources could be allocated to other locations with need.

**Recommendation:** I move to approve updates to ARM 20-10-10, which would establish consistency of available hours at all branches with Drive-Thru service.

# JOHNSON COUNTY KANSAS Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services  
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

### SUMMARY

The purpose of this regulation is to establish hours during which library services will be available to the public at each library facility.

Effective Date:

~~March 14, 2019~~ June 10, 2021

### CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

a. Hours of service at each public service location will be established by the Library Board of Directors based upon the needs of the community it serves, availability of qualified staff, and consideration of budget factors.

### HOURS OF SERVICE

b. The hours of service of public service locations are:

i. Antioch ~~Branch~~,  
~~Blue Valley Branch and Drive-Through~~,  
Central Resource ~~Library and Drive-Through~~,  
Corinth ~~Branch~~,  
Lenexa City Center ~~Branch and Drive-Through~~,  
Monticello ~~Branch and Drive-Through~~:  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 9am to 5pm  
Sunday 1pm to 5pm

ii. Gardner ~~Branch~~,  
Leawood Pioneer ~~Branch~~,  
Oak Park ~~Branch~~, and  
Shawnee ~~Branch~~:  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 9am to 5pm  
Sunday Closed

iii. Cedar Roe ~~Branch~~:  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 10am to 2pm  
Sunday Closed

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## ADMINISTRATIVE REGULATIONS

TAB: Patron Services  
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

- iv. De Soto ~~Branch:~~  
Monday Closed  
Tuesday, Wednesday 10am to 6pm  
Thursday 1pm to 8pm  
Friday, 10am to 6pm  
Saturday 10am to 2pm  
Sunday Closed
- v. Spring Hill ~~Branch:~~  
Monday, Tuesday, Wednesday 10am to 6pm  
Thursday 1pm to 8pm  
Friday Closed  
Saturday 10am to 2pm  
Sunday Closed
- vi. Edgerton ~~Branch:~~  
Monday Closed  
Tuesday, Wednesday 1pm to 6pm  
Thursday 1pm to 8pm  
Friday 1pm to 5pm  
Saturday 10am to 2pm  
Sunday Closed
- ~~vii. Lenexa City Center Drive Thru~~  
~~Monday-Thursday 7 a.m.-8 p.m.~~  
~~Friday 7 a.m. to 6 p.m.~~  
~~Saturday 9 a.m. to 5 p.m.~~  
~~Sunday 1 p.m. to 5 p.m.~~  
~~(Special Events in the Parking Garage may~~  
~~affect drive-thru hours)~~
- vii. Lenexa City Center ~~Lenexa~~-Holds Lobby  
Monday-Sunday, 5 a.m. to 10 p.m.  
~~viii.~~

November 8, 2018  
Revised March 14, 2019.  
March 14, 2019 June 10,  
2021

ARM 20-10-10

End

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# Briefing Sheet

**To:** Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** June 10, 2021  
**Re:** Approval of the contract for online platform ON24

---

**Issue:** Johnson County Library seeks renewal of our contract with ON24 to provide an online platform for continued online programming

**Suggested Motion:** I move to approve the renewal contract with ON24 for \$103,538.

**Background:** Johnson County Library studied online platforms for programming in the Summer of 2020 as it became clear that we would need to provide our programming online during the COVID-19 pandemic. The study included six online platform companies. ON24 met all of our criteria while other products could not. This resulted in a “sole source” exception for competition to meet Johnson County’s purchasing procedures. In 2020, this contract did not include several add-on features such as Closed Captioning which was a requested addition by the Library Board. As the contract is now over \$100,000, we are bringing the ON24 agreement before the Library Board per policy. We intend to review this platform against competition again prior to the 2022 renewal.

**Analysis:** ON24 is successfully providing a platform which meets the needs of our online programming and the Library and its patrons would benefit from the continuation of this contract.

**Alternatives:** 1) To not approve the ON24 contract and have our online programming review and implement an alternative online programming platform.

**Recommendation:** Approve the renewal contract with ON24

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

# ON24 WEBCAST ELITE SUBSCRIPTION AGREEMENT

|                         |  |   |
|-------------------------|--|---|
| <b>Name:</b>            | <b>Johnson County Library ("Client")</b>                               | <b>ON24, Inc. ("ON24")</b>                            |
| <b>Mailing Address:</b> | Johnson County Library P.O. Box 2933<br>Shawnee Mission, KS 66201-1333 | 50 Beale Street, 8th Floor<br>San Francisco, CA 94105 |
| <b>Country:</b>         | United States  | United States   |
| <b>Contact Person:</b>  | Sean Casserley   | Patrick Stevenson                                     |
| <b>Title:</b>           | County Librarian   | Account Manager – Enterprise                          |
| <b>Telephone:</b>       | (913) 495-7519   |   |
| <b>Email:</b>           | casserleys@jocolibrary.org   | patrick.stevenson@on24.com                            |

## Client Billing

Bill to Address: P.O. Box 2933 Shawnee Mission KS 66201 United States  
 Billing Contact: Michelle Beesley  
 Telephone:  
 Bill to Email: BeesleyM@jocolibrary.org

## Client Ship To

Address: Johnson County Library P.O. Box 2933 Shawnee Mission KS 66201 United States

Client and ON24 enter into this ON24 WEBCAST ELITE SUBSCRIPTION Agreement, which includes this page and all schedules hereto (this "Agreement"), shall become effective when executed by both parties. The Universal Terms and Conditions Agreement, having an Effective Date of June 18, 2020, shall hereby be incorporated by reference and shall govern this Agreement (the "Terms"). Capitalized terms used in this Agreement that are not defined herein shall take their definition from the Terms.

The ON24 Webcast Elite Subscription ordered herein was activated in a prior agreement between the parties. The 12 month period starting on July 06, 2021 (the "Subscription Start Date") shall be considered the "Subscription Term." Any Services or subscription fees that are not used by Client during the Subscription Term cannot be rolled over to any subsequent term or other agreement. Any additional Services ordered by Client shall be billed monthly at the rate set forth herein. If Client orders Services that are not listed herein, Client shall be invoiced at ON24's then current price. Unless included in this Agreement, the descriptions for Services are located at [https://www.on24.com/descriptions\\_v210430](https://www.on24.com/descriptions_v210430), and are hereby incorporated by reference. The on-demand access period for a Webinar shall cease at the expiration or termination of this Agreement.

This Agreement shall automatically terminate at the end of the 12-month Subscription Term and may only be extended upon mutual agreement by both parties in writing.

Ordered by:  
Johnson County Library

Date

Signature

Print Name of Person Signing

Accepted by:  
ON24, Inc. 5/27/2021

Date

DocuSigned by:  
Amit Khetan

ON24 Authorized Signatory  
Amit Khetan

Print Name of Person Signing

VP Finance, Chief Account

## Subscription and Billing

This schedule sets forth the Services ordered by Client pursuant to this Agreement, and the fees for those Services:

**Subscription Fee** **USD 103,538.00**

ON24 Webcast Elite Subscription includes the following:

- Platform Access during Subscription Term
- Master Account with 1 Workspace\* and 2 Platform Logins\*\*
  - Present Live or Simu-Live Webinars up to 1000 viewers
  - Up to 120 Minute Webinar length
- Up to 1 ON24 Engagement Hub
  - Includes 2 Platform Logins
  - Includes 100 Content Items
- Up to 1 Automated OD Captioning
- Up to 1 ON24 Breakouts (20 participants)

\* Master Account ordered herein allows for the delivery of Webinars by the business unit of Client's Contact Person in the geographic region of North America (the "Client Region") for Client Attendees. Webinar delivery by any other business unit of Client or in a region other than the Client Region would require the order of an additional Workspace.

\*\* Client agrees that a Platform Login may only be used by the person to whom it is issued and any sharing of a Platform Login shall be considered a material breach of this Agreement.

The Subscription Fee shall increase by 7% each Subscription Term.

### Billing Terms

Client shall be billed USD 103,538.00 upon execution of the Agreement. Client shall pay all fees within 30 days of receipt of invoice.

### Webinar Overages Fees (Client may incur charges based on use of Services beyond purchased volume)

|  |                              |
|--|------------------------------|
| Additional Minutes (Up to a maximum of 4 total hours Webinar length) | USD 400.00 Per 30 Minutes    |
| Additional Attendees   | USD 400.00 Per 250 Attendees |

### Service Packs (Client may order Service Packs via Client's Platform Account)

|  |                          |
|--|--------------------------|
| High Profile Webcast Management - Additional Packages                                  | USD 3,000.00 Per Package |
| Standard Webcast Elite Training - Additional Package                                   | USD 500.00 Per Package   |
| Premium Webcast Elite Training - Additional Package                                    | USD 1,500.00 Per Package |
| Live Webinar Closed Captioning - Additional  | USD 750.00 Per Package   |
| Webinar Speaker Training & Dry Run - Additional  | USD 600.00 Per Package   |
| Transcription & Closed Captioning Service (On-Demand and Simulive Events) - Additional | USD 750.00 Per Package   |
| Express Webinar Monitoring - Additional Monitoring Package                             | USD 750.00 Per Package   |
| Premium Webinar Management - Additional Event Packages                                 | USD 1,750.00 Per Package |

### Additional Services (Client may order additional Services via submission and execution of an ordering document)

|                                    |                            |
|------------------------------------|----------------------------|
| Platform Login(s) (Additional)     | USD 10,000.00 Per Year     |
| Platform Workspace(s) (Additional) | USD 20,000.00 Per Year     |
| Large Event Reservation Fee *      | USD 250.00 Per 250 Viewers |

\*The Large Event Reservation Fee is payable upon ON24's approval of an Attendee Limit increase requested by Client (via the submission of a large event request ticket) regardless of the number of Attendees who attend the Webinar.

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** June 10, 2021  
**Re:** Corinth Library: Temporary Closure for Arc Flash work

---

**Issue:** Consider approving the temporary closure of the Corinth Library, for up to three days in June/July to complete Arc Flash hazard work.

**Suggested Motion:** I move to approve the temporary closure of the Corinth Library, for up to three days in June/July 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.

In April 2021, the Johnson County Library Board of Directors approved the temporary closure of Corinth Library for up to two weeks to complete the roofing and Arc Flash work simultaneously. Due to worldwide shortages in construction material supplies, specifically electrical equipment components, stemming from the COVID-19 pandemic, the materials needed to complete the Arc Flash portion of this work were not available in time for an April/May completion at the same time as the roofing work.

**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 three days to complete. The Facilities team is coordinating with contractors to complete this needed electrical 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 three days in June/July for Arc Flash work.

**Suggested Motion:** I move to approve the temporary closure of the Corinth Library, for up to three days in June/July for Arc Flash work.

## Library

**To:** Johnson County Library Board of Directors

**From:** Sean Casserley, County Librarian

**Date:** June 10, 2021

**Re: Central: Temporary closure of “Little Central” to perform electrical work**

---

**Issue:** Consider a temporary closure of Central Resource Library for a period of approximately two weeks in August to allow for the replacement and relocation of the main electrical gear serving the Central location.

**Suggested Motion:** I move to approve a temporary closure of Central Resource Library for a period of approximately two weeks in August to allow for the replacement and relocation of the main electrical gear serving the Central location.

**Background:** Central Resource Library is currently under construction, providing limited services from the front of the building, called “Little Central”. When the project was approved, it was stated that the building would need to shut down completely over the summer of 2021 for a short time to complete this work. It is now time for that work to proceed.

**Analysis:** The electrical work requires all electrical service will need to be shut down to the building. This includes HVAC, lighting, general power, and other services that require electricity. Because these things will be shut down and because of the current limited public service space, the Library’s recommendation is that the building be closed until this work is completed – the anticipated duration is two weeks.

Staff currently based at Little Central will be temporarily reallocated to other locations during the closure.

**Alternatives:** 1) Not approve the temporary closure, which would require staff and patrons to occupy an un-conditioned space with no lights or computers.

**Recommendation:** To approve a temporary closure of Central Resource Library for a period of approximately two weeks in August to allow for the replacement and relocation of the main electrical gear serving the Central location.

**Suggested Motion:** I move to approve a temporary closure of Central Resource Library for a period of approximately two weeks in August to allow for the replacement and relocation of the main electrical gear serving the Central location.

## Library

**To:** Johnson County Library Board of Directors

**From:** Sean Casserley, County Librarian

**Date:** June 10, 2021

**Re: Central: Sidewalk agreement with the City of Overland Park**

---

**Issue:** Consider approving an agreement between the Library Board and the City of Overland Park to construct a new sidewalk on the west side of the Central Resource Library property within five years.

**Suggested Motion:** I move to approve the Central sidewalk agreement with the City of Overland Park.

**Background:** Central Resource Library is currently under construction. During the City of Overland Park's review of the development plans, it was determined that the Library was responsible for construction of a new sidewalk along a portion of the west side of the property. That work is not included as a part of the project. This agreement states that the Library does not have to complete the sidewalk work prior to the City issuing a Temporary Certificate of Occupancy (a necessary step in re-opening the Central Resource Library after construction) but will complete the work within five years.

**Analysis:** This agreement allows the Central renovation to proceed with its current budget and timeline. The Library and Facilities were already planning to repave a portion of the front parking lot at Central within the next five years and the construction of the new sidewalk could potentially be done at that time.

**Alternatives:** 1) Not approve the Sidewalk Agreement, which would require JCL to either complete the sidewalk work with the Central renovation project or risk not receiving a Certificate of Occupancy when the building construction is done.

**Legal Review:** Library Legal counsel has reviewed and approved the agreement with the City of Overland Park.

**Funding Review:** Funding for the new sidewalk would come from the approved Capital Replacement Plan.

**Recommendation:** To approve the Central sidewalk agreement with the City of Overland Park.

**Suggested Motion:** I move to approve the Central sidewalk agreement with the City of Overland Park.

## AGREEMENT

This Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Overland Park, Kansas with its principal office located at 8500 Santa Fe Drive, Overland Park, Kansas 66212 ("the City") and the Board of Directors of Johnson County Library, Johnson County, Kansas, with administrative offices located at 9875 W. 87<sup>th</sup> St., Overland Park, Kansas 66212 ("JCL").

## RECITALS

A. The City is a Kansas municipal corporation and is authorized to enter into this Agreement by the powers vested in it by Article 12, Section 5 of the Kansas Constitution.

B. JCL is a quasi-municipal corporation organized under the laws of the state of Kansas and is authorized to enter into this Agreement by the powers vested in it by K.S.A. 12-1223 *et seq.*

C. JCL operates its Central Resource Library at 9875 W. 87<sup>th</sup> Street in Overland Park, Kansas. JCL is preparing to undertake major construction renovations ("Construction Renovations") at this facility.

D. The approval of Final Development Plan – DEV2021-00002 by the City's Planning Commission on March 8, 2021, included the approval of the Construction Renovations. "Stipulation e" of DEV2021-00002 provides:

e. Prior to the issuance of a certificate of occupancy, any existing public sidewalk adjacent to this property that does not substantially meet current City standards or is in poor condition shall be reconstructed to current City standards. The limits of the repair shall be approved by the Engineering Services Division prior to the issuance of a building or site development permit. An alternate route for pedestrian traffic shall be maintained in compliance with Section 13.10.070 of the Municipal Code. In no case shall public sidewalks be closed to pedestrian traffic for a period exceeding 30 days without prior approval from the City

E. JCL and the City have reviewed and discussed JCL's construction plans and have reached agreement on the time by which JCL will undertake construction of a new sidewalk approximately 1939.2 square feet in length on the west side of the Central Resource Library ("the New Sidewalk"). A photograph showing the Central Resource Library with the proposed New Sidewalk on the west side of that facility is attached to this Agreement as Exhibit A and is incorporated herein by reference.

F. The parties desire to enter into this Agreement to set forth the terms pursuant to which JCL will construct the New Sidewalk.



## **AGREEMENTS**

NOW, THEREFORE, for the mutual promises and covenants contained herein, the parties incorporate by reference the Recitals set forth above in this Agreement and further agree as follows:

### **1. AGREEMENT ON CONSTRUCTION OF NEW SIDEWALK ON THE WEST SIDE OF THE CENTRAL RESOURCE LIBRARY WITHIN FIVE YEARS.**

1.01. JCL agrees that it will construct the New Sidewalk within five years of the date upon which the Construction Renovations being undertaken at the Central Resource Library are completed.

1.02. JCL agrees that it will submit construction plans for the New Sidewalk to the City for review and approval prior to undertaking construction of the New Sidewalk and that those construction plans shall in all ways conform to the Overland Park Municipal Code and applicable building codes.

1.03. The City has expressed concern about possible ADA accommodation complaints prior to the construction of the New Sidewalk. JCL agrees that until the New Sidewalk is constructed, it will be responsible for the reasonable satisfaction of any such complaints, and will indemnify and hold the City harmless from the same.

1.04. The parties agree that the completion of JCL's obligation under this Agreement to construct the New Sidewalk will satisfy JCL's obligations under the above-referenced "stipulation e."

### **2. ISSUANCE OF BUILDING PERMIT.**

2.01. The parties agree that the building permit issued to JCL for the Construction Renovations shall set forth a condition that this Agreement be fully executed by the parties before a Temporary Certificate of Occupancy is issued.

2.02. The parties acknowledge that the City will place a hold on the library property that will restrict any future permits until the construction of the New Sidewalk is complete.

### **3. APPROVAL OF THIS AGREEMENT**

3.01. The Board of Directors of the Johnson County Library must approve this Agreement.

### **4. NO LIMITATION OF POWER.**

4.01. Nothing in this Agreement shall be construed as a limitation on the ability of the City to exercise its governmental functions or to diminish, restrict or limit the police powers

of the City granted by the Constitution of the state of Kansas and the United States, statutes, or by general law.

4.02 Nothing in this Agreement shall be construed as a limitation on the powers, rights, authority, duty, and responsibility conferred upon and vested in JCL by the laws and Constitution of the state of Kansas and the United States.

## **5. NOTICES.**

5.01 Any notice, request, approval, demand, instruction, or other communication to be given to either party hereunder, unless specifically stated otherwise herein, shall be in writing and shall be conclusively deemed to be delivered (i) when personally delivered, (ii) when deposited in the U.S. mail, sent by certified mail return receipt requested, (iii) when sent by overnight courier, or (iv) when sent by facsimile with a confirmed receipt, but in all cases addressed to the parties as follows:

To JCL: Sean Casserley, County Librarian  
Johnson County Central Library  
9875 W. 87<sup>th</sup> St.  
Overland Park, KS 66212  
Phone: 913-826-4600  
Fax: 913-826-4730  
Email: CasserleyS@jocolibrary.org

With a Copy to: Fred J. Logan, Jr.  
Andrew V. Logan  
Logan, Logan & Watson, L.C.  
8340 Mission Rd., Suite 106  
Prairie Village, KS 66206  
Phone: 913-381-1121  
Fax: 913-381-6546  
Email: flogan@loganlaw.com

To CITY: City Clerk  
8500 Santa Fe Drive  
Overland Park, KS 66212  
Phone: (913) 895-6102  
Fax: (913) 895-5095  
cityclerk@opkansas.org

With a Copy to: Steve Horner, Sr. Assistant City Attorney  
8500 Santa Fe Drive  
Overland Park, KS 66212  
Phone: (913) 895-6080  
Fax: (913) 327-5790  
steve.horner@opkansas.org

## **6. GENERAL MATTERS.**

6.01. This Agreement shall be governed by and construed under the laws of the state of Kansas.

6.02. Neither party shall assign this Agreement without the written consent of both parties.

6.03. The recitals set forth above are true and correct and are incorporated herein by reference and made a part of this Agreement. This Agreement constitutes the entire Agreement between the Parties and supersedes all prior Agreements, whether written or oral, covering the same subject matter. This Agreement may be modified or amended only upon written instrument executed by the parties required to consent to such amendment.

6.04. No member of the Governing Body, official or employee of the City shall be personally liable to JCL, or any successor in interest to JCL, pursuant to the provisions of this Agreement or for any default or breach of the Agreement by the City.

6.05. No member of the Board of Directors, official or employee of JCL shall be personally liable or obligated to perform the obligations of JCL, pursuant to the provisions of this Agreement or for any default or breach of the Agreement by JCL.

6.06. The signatories to this Agreement covenant and represent that each is fully authorized to enter into and to execute this Agreement on behalf of the above named party.

6.07. It is agreed that nothing in this Agreement is intended to, nor does it create or establish a joint venture between the City and JCL, or as constituting any agency relationship.

6.08. Nothing contained in this Agreement shall be construed to confer upon any other party the rights of a third-party beneficiary.

The parties have executed this Agreement on the date first written above.

[Signature Pages and Exhibit A Follow]

**CITY OF OVERLAND PARK, KANSAS**

By: \_\_\_\_\_  
Jack D. Messer, P.E.  
Director of Planning and Development Services

Attest:

\_\_\_\_\_  
Elizabeth Kelley, City Clerk

Approved As To Form:

\_\_\_\_\_  
Steve Horner, Sr. Assistant City Attorney

**BOARD OF DIRECTORS OF JOHNSON  
COUNTY LIBRARY**

By: \_\_\_\_\_  
Bethany Griffith  
Chair

Attest:

\_\_\_\_\_  
Secretary

Approved As To Form:

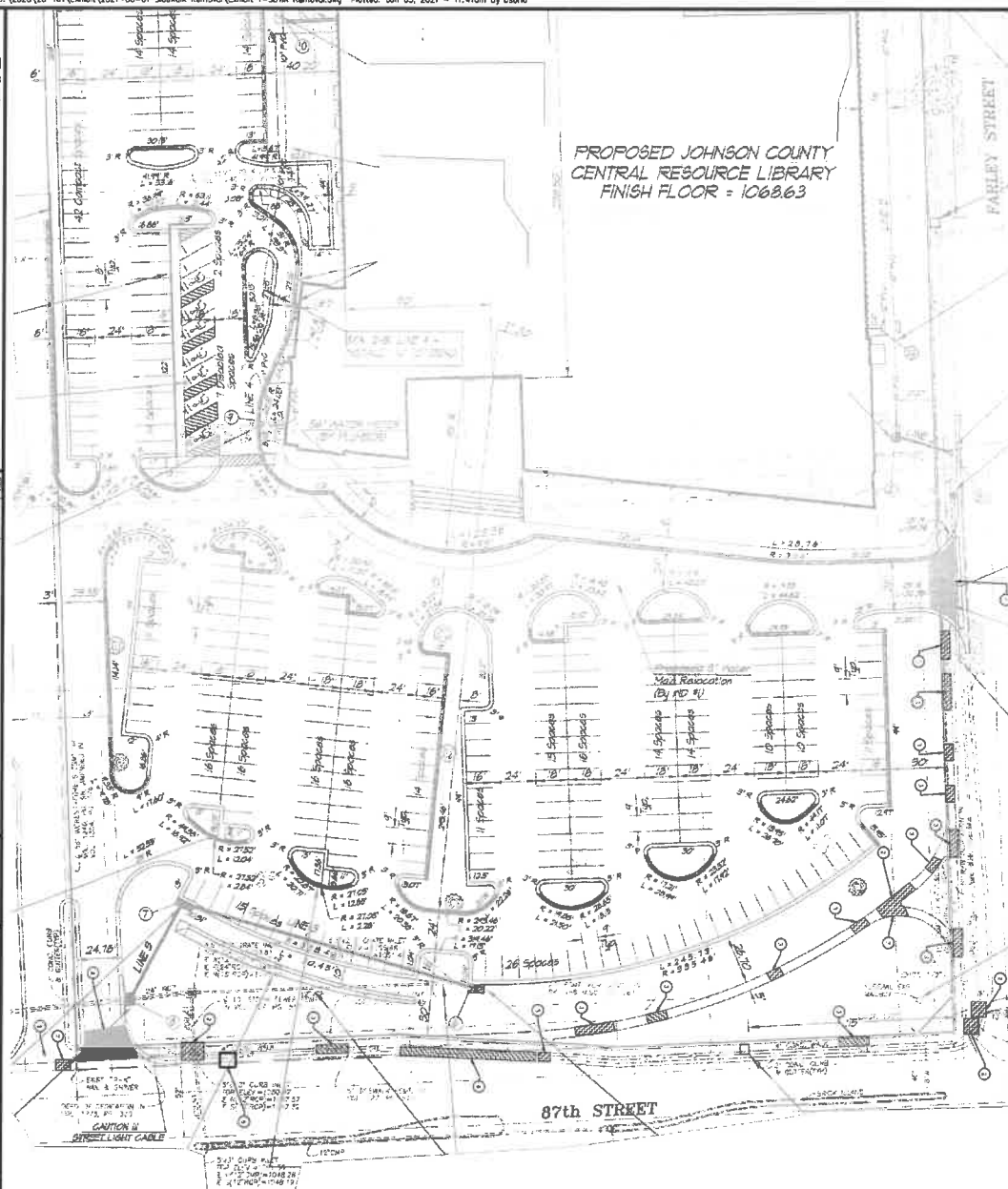
\_\_\_\_\_  
Fred J. Logan, Jr., Board Attorney

## **EXHIBIT A**

[illegible]

|                           |            |
|---------------------------|------------|
| City Project Number:      |            |
| SK Project Number: 20-101 |            |
| DATE: 6-02-2021           |            |
| Designed: -               | Checked: - |
| Issued for: -             |            |

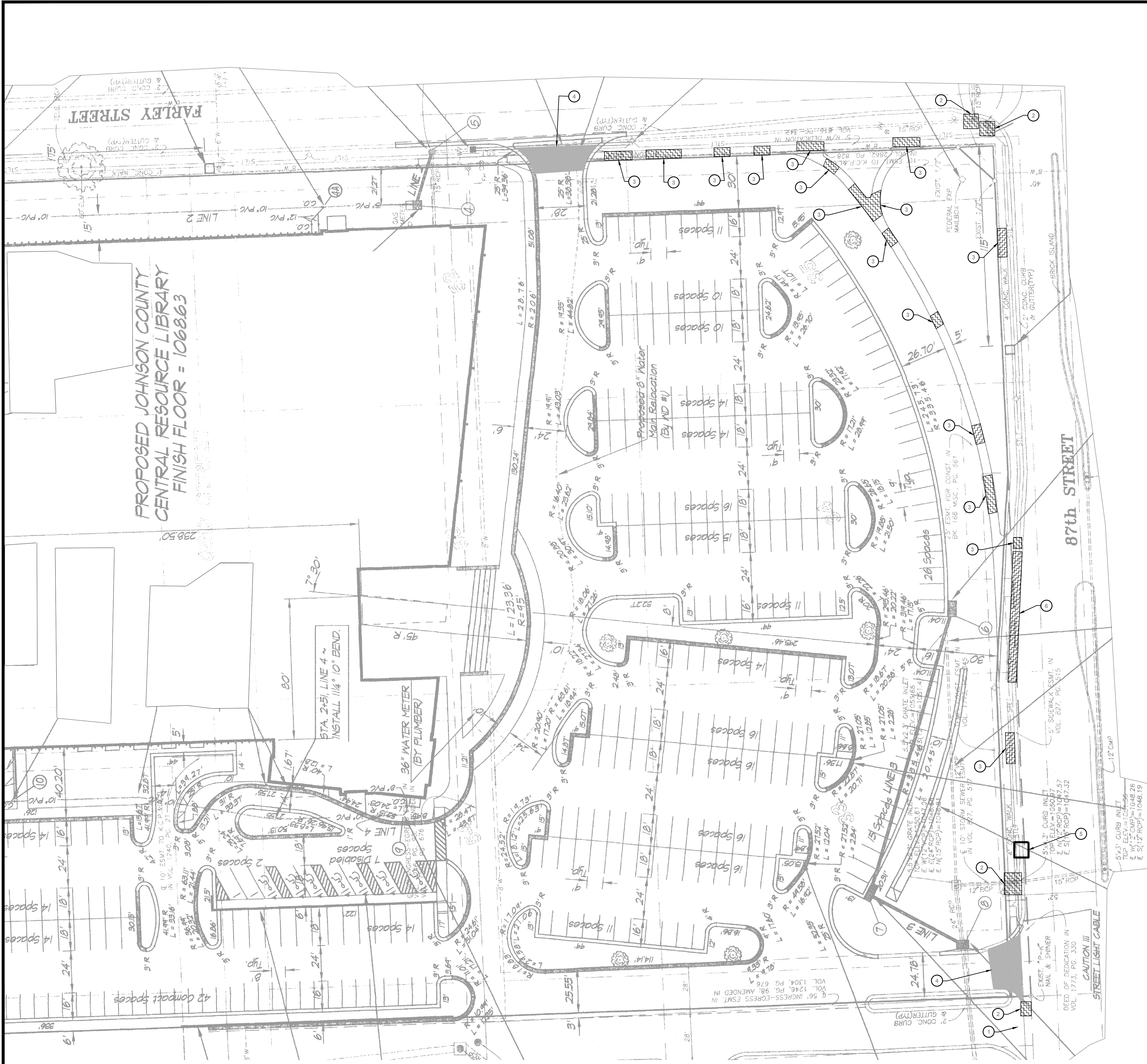
## Exhibit 1



- [illegible]

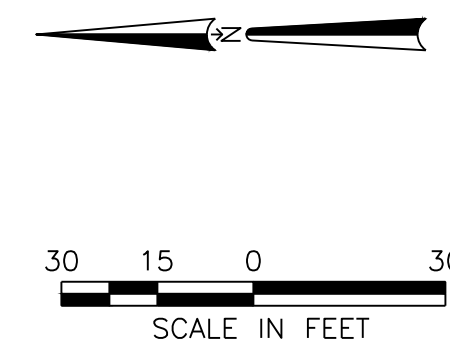


U:\2020\20-10\Exhibit\2021-06-01 Sidewalk Removal\Exhibit 1-SDWK Removal.dwg Plotted: Jun 03, 2021 - 11:41am by bsoria



- NOTES:
- ① EXISTING DRIVEWAY TO REMAIN
  - ② EXISTING ADA RAMPS TO REMAIN
  - ③ REMOVE AND REPLACE EXISTING SIDEWALKS
  - ④ REMOVE AND REPLACE EXISTING DRIVEWAYS
  - ⑤ EXISTING INLET TO REMAIN
  - ⑥ NEEDS NEW EXPANSION JOINT

- APPROXIMATE TOTAL LENGTHS AND AREAS TO BE REPLACED :
- 15 SECTIONS OF SIDEWALK
  - SIDEWALK: 214.3 L.F. AND 1,009.6 S.F.
  - 2 DRIVEWAYS
  - DRIVEWAYS: 1,070.1 S.F. COMBINED
  - 187.54 L.F. OF NEW CURB
  - EXPANSION JOINT : 75 L.F.



SK Design Group, Inc.  
4600 College Boulevard, Suite 100  
Overland Park, Kansas 66211  
Phone: 913-451-1818  
Fax: 913-451-7599

| REV. NO. | DATE | DESCRIPTION |
|----------|------|-------------|
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JCL Central Resource Library CSSC  
Renovation  
9875 W. 87th St., Overland Park, 66212

City Project Number:

SK Project Number: 20-101

DATE: 6-02-2021

Designed: --

Checked: --

Issued for: --

Sidewalk Renovation

Exhibit 1



# Briefing Sheet

**To:** Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** June 10, 2021  
**Re:** Approval of the contract for Electronic Security Inc. Services at Central Resource Library

---

**Issue:** Johnson County Library seeks approval of a contract with Electronic Security Inc. (ETI) to install camera and door access security systems at Central Resource Library.

**Suggested Motion:** I move to approve the agreement with Electronic Security Inc. for work on the Central Resource Library not to exceed \$103,736.

**Background:** During a recent security audit, it became clear that our security system was out of date and needed to be upgraded. Our agreement with Johnson County Facilities does not include work on security and updating our security equipment was out of scope in the current project to renovate Central Resource Library. Our IT department studied vendors for security services in consultation with the Johnson County Sheriff's office. We have selected Genetech as a system, installed by ETI. This vendor also provides security services for Johnson County Parks and Recreation and is recommended by the Johnson County Sheriff's Office. In the future our MOU with the Johnson County Sheriff's Office provides a Physical Security Specialist position who will oversee installation and management of our security systems. This work takes advantage of the current construction phase of Central Resource Library and anticipates the hiring of the Physical Security Specialist.

**Analysis:** Contracting with ETI now takes advantage of the current construction phase, reducing cost and the time it would take to install these systems.

**Alternatives:** 1) To not approve the ETI contract and push the installation of security equipment to the end of the construction project which would likely delay reopening and add cost to the installation.

**Recommendation:** Approve the agreement with ETI for security system installation at Central Resource Library

**Legal Review:** Library Legal counsel has reviewed the ETI contract



Electronic Technology, Inc.

5700 Merriam Drive  
Merriam, KS 66203  
Phone 913-962-8083  
Fax 913-631-1055  
www.etikc.com

## Johnson County Library

### Independent Contractor Agreement

Agreement between the Board of Directors of the Johnson County Library (Library) and Electronic Technology, Inc. an Independent Contractor located at 5700 Merriam Drive, Merriam, KS 66203.

DATED \_\_\_\_\_.

The Independent Contractor is a KS Corporation herein known as ETI.

In Consideration of the promises and mutual covenants and agreements the parties agree to the following work:

Labor and equipment to install a complete access control and video security system as agreed upon between the Library and ETI.

ETI warrants to the Library that the materials and workmanship provided shall be free from defect for a period of one year from completion.

ETI shall provide the Library copies of manufacturers' warranties on all equipment installed and supplied by ETI.

This system consists of Axis cameras with installation and focusing of the camera.  
The Genetec Software with installation

All work will be coordinated between ETI and a representative of the Library.

The Johnson County Library agrees to remit payment to ETI within 30 days of receipt of the verified invoice.

If this project is TAX EXEMPT then the Library shall supply ETI with a Tax Exempt certificate.

Board of Directors of the Johnson County Library

Electronic Technology, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



May 25, 2021

Johnson County Library

Attn: Michelle Beesley

RE: Access Control & Video Security

### Statement of Work

Electronic Technology, Inc. would recommend the Genetec software with a Unified security platform for both video and access control. This would include the Synergis access control and the Omnicast video system under the Security Center Platform for the Central Library remodel project. This system would have 5 years of software updates provided thru Genetec. In the quote we are providing a total of 36 doors for access control and 26 cameras for video. All cameras are Axis cameras with a 5-year manufacturers warranty, the door readers and controller are HID products.

We will be removing all existing cameras and card readers and cabling.

At the completion of the project, we will provide a mark up drawing set of new camera locations and card readers.

Any on-going service and support will be between designated personnel from the library and ETI.

Below is the list of supplied items and the unit cost for your review.

The prices are based on the current MARC contract EVP2286.

The Library is to provide all the needed PoE switch ports and IP addresses as needed on average 30 watts per port maximum.

#### Access Control

| Qty | Description  | Cost        | Ext Cost    |
|-----|--|-------------|-------------|
| 1   | Genetec Synergis system software for MAX 64 doors  | \$800.00    | \$800.00    |
| 2   | Genetec Cloud Link Controllers                     | \$920.00    | \$1,840.00  |
| 36  | Door HID Signo 40 reader                           | \$216.00    | \$7,776.00  |
| 1   | Ip1501 Controller/reader board                     | \$606.40    | \$606.40    |
| 2   | LP 1502 controllers                                | \$1,212.00  | \$2,424.00  |
| 19  | MR52 controllers                                   | \$565.60    | \$10,746.40 |
| 400 | Access cards                                       | \$4.75      | \$1,900.00  |
| 1   | DTC 4250E dual sided printer                       | \$3,556.00  | \$3,556.00  |
| 1   | Visitor management module                          | \$2,400.00  | \$2,400.00  |
| 1   | RF Ideas pc Prox USB enrollment reader             | \$170.00    | \$170.00    |
| 4   | Cabinet wall mounted enclosure with power supplies | \$543.75    | \$2,175.00  |
| 1   | 5-year SMA Genetec software updates/phone support  | \$5,600.00  | \$5,600.00  |
| 1   | Labor costs for cabling doors                      | \$15,021.00 | \$15,021.00 |
| 36  | Installation and setup of doors                    | \$97.00     | \$3,492.00  |
| 1   | Lift charge for total project                      | \$2,000.00  | \$2,000.00  |
| 1   | Existing camera/door access and cable removal      | \$1,440.00  | \$1,440.00  |
|     | Access Project Total                               | \$61,946.80 |             |

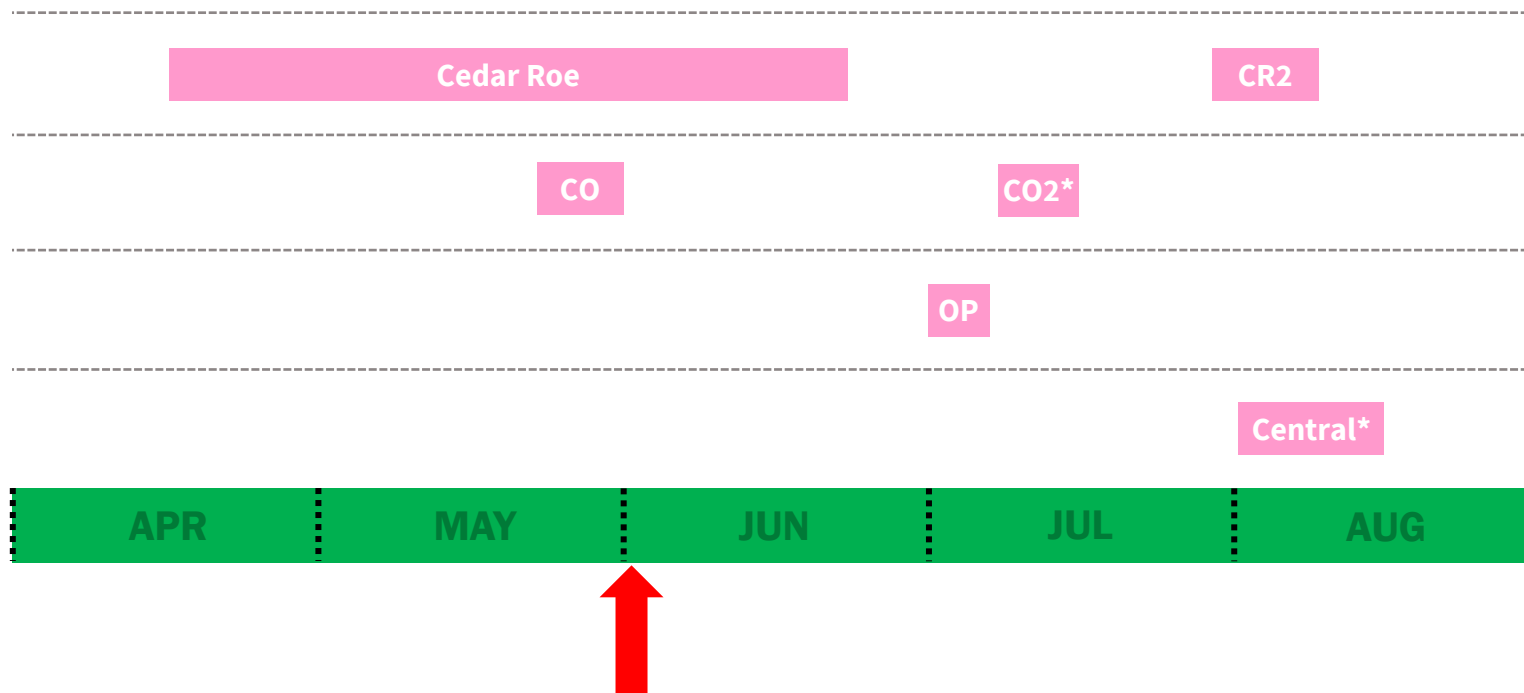
## Video System

| Qty | Description                                       | Cost         | Ext Cost   |
|-----|---|--------------|------------|
| 16  | Axis P3245-LV fixed dome camera AXC-01592-001     | \$493.00     | \$7,888.00 |
| 2   | Axis P3245-LVE fixed dome camera AXC-01593-001    | \$595.00     | \$1,190.00 |
| 2   | Axis P3715-PLVE AXC-01970-001                     | \$756.00     | \$1,512.00 |
| 6   | Axis P3717-PLE fixed dome AXC-01504-001           | \$1,147.50   | \$6,885.00 |
| 6   | Axis corner mount brackets                        | \$68.00      | \$408.00   |
| 8   | Axis wall mount                                   | \$71.40      | \$571.20   |
| 6   | Axis pendant kit T94N01D                          | \$76.50      | \$459.00   |
| 2   | Axis pendant kit T94N02D                          | \$59.50      | \$119.00   |
| 2   | Axis pendant kit T94T01D                          | \$41.65      | \$83.30    |
| 26  | Man-hours for installation/camera setup NVR setup | \$97.00      | \$2,522.00 |
| 26  | Cat6 network cable connections                    | \$185.00     | \$4,810.00 |
| 26  | Cameras mounted, focused and aimed                | \$97.00      | \$2,522.00 |
| 1   | Genetec Omnicast System software                  | \$2,920.00   | \$2,920.00 |
| 26  | Genetec camera license                            | \$200.00     | \$5,200.00 |
| 5   | Genetec Mobile connection                         | \$200.00     | \$1,000.00 |
| 3   | Web base Genetec training for two people 2 days   | \$900.00     | \$2,700.00 |
| 1   | Genetec Active Directory Software integration     | \$1,000.00   | \$1,000.00 |
|     | Video Project Total                               | \$41,789.50  |            |
|     | Total for both projects                           | \$103,736.30 |            |

Dan W Carr, RCDD INST 2  
Barbara L Carr

The following slide has been added as an updated version of page 41 in the Library Board Report.

# Capital Replacement Program: Library Board-approved Closures



\* Will seek Library Board approval at June 2021 meeting

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

- **Cedar Roe.** April 19-June 20: HVAC Upgrades, Roofing, Shelving. We do anticipate another closure later this summer to complete roof work (see CR2 on timeline).
- **Corinth.** Up to 2 weeks beginning in late May: Roof Replacement, Arc Flash. Because of material delays a second brief closure\* is requested to complete Arc Flash work (see CO2 on timeline).
- **Oak Park.** 1 week in July: Arc Flash, staff space refresh.
- **Central (Little Central).** 2 weeks beginning in August\*

