



**Board Report
July 8, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, July 8, 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 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
- 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 Jodie Dietz.....4
 - b) Johnson County Library Foundation: written report presented by Stephanie Stollsteimer, Foundation Director.....6
 - a) Volunteers for County
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan and Andrew Logan - report on Charter Commission
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director.....7
 - a) Monthly Budget Report
 - b) Branch Report, Adam Wathen, Associate Director for Systemwide Services.....14
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator.....19
 - a) Central Staff Space Consolidation (CSSC).....19
 - b) Antioch Replacement.....25
 - i. Public Feedback Forum
 - c) Overall Timeline.....29
 - 3. Updates – Sean Casserley, County Librarian
 - a) Charter Commission Update
 - b) BOCC Strategic Focus
 - c) Succession Planning Update
 - d) Claridge Court Parking Request
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the June 10, 2021 Regular Library Board meeting.....32

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2021 were handled in accordance with library and County policy.
- b) The May 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.....45

VI. Old Business

- a. Consideration of approval of MOU with Sheriff's Department.....46

VII. New Business

- A. Action item: Approval of Closure for Cedar Roe Roofing.....57
- B. Action item: Approval of Closure for Oak Park Arc Flash work and Interior Updates.....58
- C. Action item: Approval of Update ARM 60-10-70 Parking.....59

VIII. Adjournment

July 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 May / June 2021:

- Financial Position
- Internet Sales
- Upcoming Sales Events in July

1. Financial Position

The Friends are in excellent shape, considering the challenges our activities schedule has faced in the wake of the pandemic. Net revenues January – May are 1700% over budget, and that is before we have added back in-person sales. We are very pleased and we hope you are too.

This performance is due largely to internet sales. We still have a good deal of work to do on Memberships. Our Marketing and Membership committees are working together to identify our potential customers and how to reach them. Stay tuned!

2. Internet Sales

Thanks to the excellent work of our internet sales volunteers, we received **eBay Top Rated Seller** status as of May 26! The Top Rated Plus seal is displayed prominently in search results and listing descriptions, and the following verbiage now appears on our Feedback Profile:

- *One of eBay's most reputable sellers.*
- *Consistently delivers outstanding customer service.*

This owes so much to the hard work of our staff and volunteers who provide a friendly, satisfying and efficient customer experience. That takes a lot of energy and we are grateful that so many have committed so much to the support of our Library.

We fulfilled 2,357 orders in May. Sales of note:

- *The Ultimate Evil: An Investigation into America's Most Dangerous Satanic Cult*
\$195.31 to a customer in Garland, TX
- *Steel Construction Manual*
\$142.82 to a project engineer in West Des Moines, IA
- *The History of Old Time Farm Implement Companies and the Wrenches They Issued*
\$130.00 to a resident of Kenton, DE

3. Sales Events in July

IN-PERSON USED-BOOK SALES ARE BACK!

The Friends are easing back into in-person used book sales. Coming up: two exciting pop-up opportunities where you can buy lightly used materials for bargain prices and support your library! And, you can renew or establish your membership there, too. I know all of you are eager to do that.

Books & Brews

WED - SUN July 14 – 18 Hours vary, check the Friends website at <https://www.friendsofjcl.org/>
@ ExBEERiment Brewing , 925 E Lincoln Ln, Gardner

A fun literary and adult beverages event! Please read, and drink, responsibly.

UnBook Sale

@ Blue Valley Library Meeting Room

One-day only! SAT July 31 9am-3pm

Puzzles! Music CDs! Vintage reading materials! Come to collect some of the Friends' interesting donations that are not books.

Response to our announcements of these events is positive and we anticipate successes that we'll report to you.

May I answer any questions?

Respectfully submitted, Friends of Johnson County Library

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

First, I'd like to report on our Kauffman Foundation Grant for 2020-2021

- We received a 2-year commitment for \$100,000 total with \$60,000 last year and another \$40,000 this year. Two programs are benefiting: Race Project KC and Online Programming.
- Note, as a funder they took a chance on our online programming that, turns out, is a shining example of the Library being innovative during COVID.
- The online programming qualified for an additional \$15,000 grant this year to add live closed captioning to the ON24 platform.
- This helps ensure access for a number of types of patrons including the hard of hearing, English language learners, and people in sound sensitive environments.
- In addition, Kauffman recommended the Library to participate in a pilot program called Data For Good that Kauffman will fully fund.
- The goal is to empower organizations with analytics to drive impact. It includes access to a custom data platform and client services. Those words are a little vague but suffice to say it is a unique opportunity to be involved with this Kauffman initiative.

Library Lets Loose Fundraising Event Goes Virtual, September 18

- Library Lets Loose plans continue to be innovative in the virtual space.
- We are pre-producing a wonderful program that will tell the Library story and why being a donor is so important to support the Library above and beyond what public funding provides.
- In addition to the event on the 18th, we are hosting summer events to build engagement!
- We have Trivia nights online that started June 3 and two more are underway, July 14 and August 11.
- They are free and people can make a donation when they register on Eventbrite.
- In addition, we have an online Scavenger Hunt, July 17-August 1.
- What's remarkable how these are so volunteer driven! We have an amazing cast and crew of Library Lets Loose committee members.

Library Volunteers partners with the Department of Health and Environment

- The Library was asked to partner with the Department of Health because testing rates were trending down. More testing helps ensure positivity rates are accurate.
- Volunteers rose to the task. Forty-two volunteers were recruited to pass our free saliva testing kits at our Antioch and Blue Valley Branches.
- To date, we have given out about 180 kits.
- Additionally, volunteers are placing business cards in Holds materials at all 14 branches about how to get vaccinated.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2021
42% of year lapsed

OPERATING FUND

	2021 Budget
Programs	
Revenue	3,913,449
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	172,442
Transfer to Capital Projects	
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$172,442</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$3,741,007</u></u>

SPECIAL USE FUND

	2021 Budget
Revenue:	3,138,526
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	468,412
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$468,412</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$2,670,114</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$6,411,121</u></u>

Expenditure of Friends of the JCL Donations 2021

<i>Expenditure Details</i>	<i>May</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$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	49.12	49.12
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ 49.12	\$ 124.12

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2021

42% of Year Lapsed

REVENUE ALL FUNDS	2021 Year to Date	2021 Budget	% Budget Year to Date	% Budget 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	25,569	104,359	25%	21%
Library Generated - Overdues / Fees	130,919	768,271	17%	15%
Sale of Library Books	12,500	0	0%	0%
Misc Other	855	18,703	5%	3%
Reimbursement	31,666	330,043	10%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	45,350	58,404	78%	44%
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%
TOTAL REVENUE	22,483,252	41,855,920	54%	53%

Expenses ALL FUNDS with Collection Encumbrance	2021 Year to Date	2021 Budget	% Categories Expended
Salaries and Benefits	8,325,242	20,797,261	40%
Contractual Services	2,460,507	7,305,956	34%
Commodities	3,177,973	4,123,766	77%
Risk Management Charges	97,112	195,074	50%
Capital / Maintenance / Repair	640,854	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%
TOTAL EXPENDITURES	17,876,300	41,855,920	43%

Revenue - Expenses as of May 31, 2021 **4,606,953**

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

Scheduled Replacement Plan Funding

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

Total Revenue	<u>4,458,200</u>
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2021

Contractual Services	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	119,310
AED Equipment	9,613
Interfund Transfer	1,767,934
	<u>4,425,107</u>

Budget Remaining	<u>33,093</u>
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2021
42% Year Lapsed

OPERATING FUND

Programs	2021 Year to Date	2021 Budget	% Program Expended
Administrative Services	1,287,083	5,689,263	23%
Information Technology	1,266,807	3,571,248	35%
Collection Development	1,289,693	3,543,153	36%
Branch/Systemwide Services	7,436,336	19,333,555	38%
Risk Management Charges	97,112	195,074	50%
Grants *	31,527	265,638	12%
Transfer to Capital Projects	0	2,777,596	0%
Interfund Transfer	3,000,562	3,000,562	100%

TOTAL OPERATING FUND EXPENDITURES	14,409,119	38,376,089	38%
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SPECIAL USE FUND

	2021 Year to Date	2021 Budget	% Budget Expended
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%

TOTAL SPECIAL USE FUND EXPENDITURES	546,244	3,479,831	16%
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TOTAL EXPENDITURES	14,955,363	41,855,920	36%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2021
42% Year Lapsed

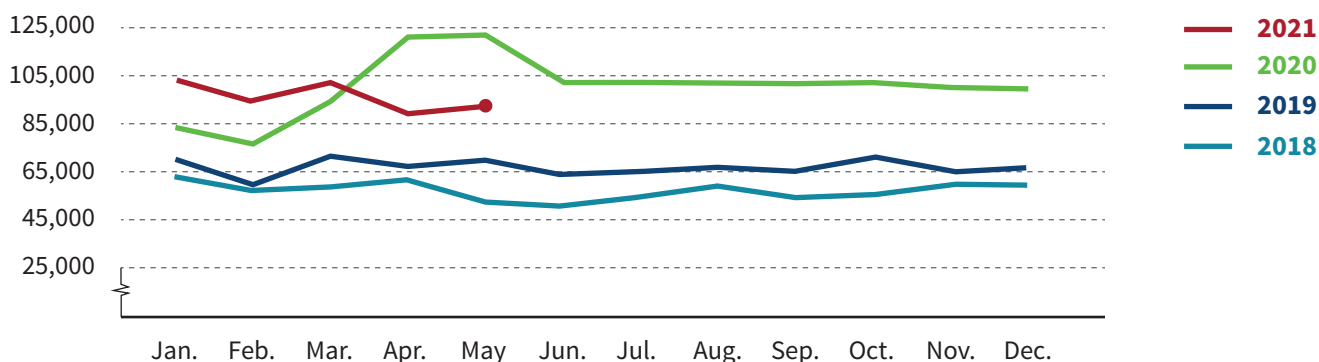
ALL FUNDS		2021	2021	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	8,325,242	20,797,261	40%
	Contractual Services	1,772,422	7,305,956	24%
	Commodities	1,046,103	4,123,766	25%
	Risk Management Charges	97,112	195,074	50%
	Capital / Maintenance / Repair	172,442	2,977,596	6%
	Transfer to Debt Payment	0	10,000	0%
	Transfer to PBC Capital Leases	468,412	3,138,526	15%
	Grants	31,527	265,638	12%
	Interfund Transfer	3,042,103	3,042,103	100%
TOTAL EXPENDITURES		14,955,363	41,855,920	36%

GRANTS*	Expenditures through 5/31/2021	Source	Received	Expenditures	Grant Award	Budget Remaining
285000086	2021 State Aid	State	3/22/2021	\$30,303.05	\$131,284.90	\$100,981.85

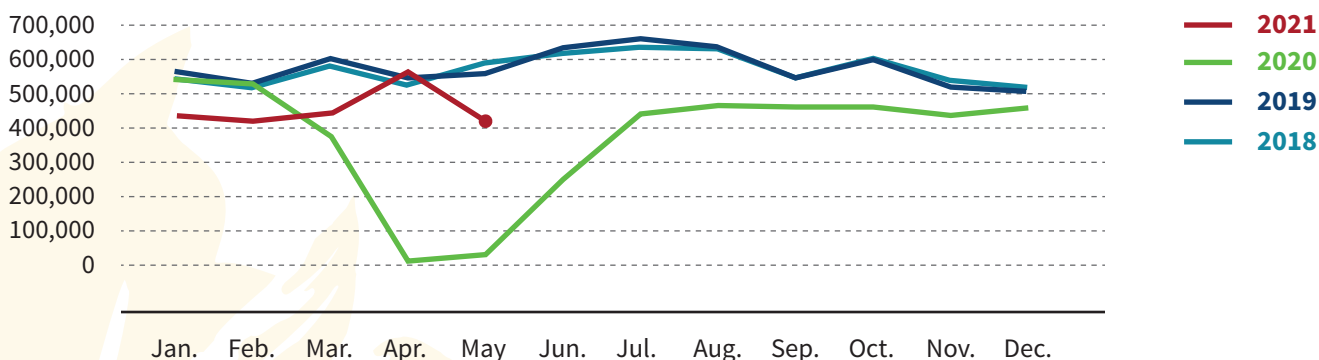
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

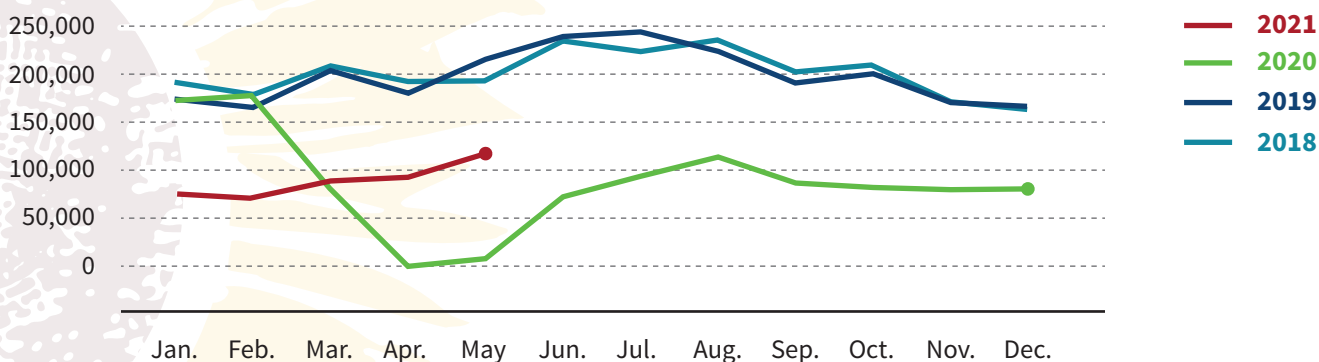
3 Year Digital Usage Trend



3 Year Physical Circulation Trend

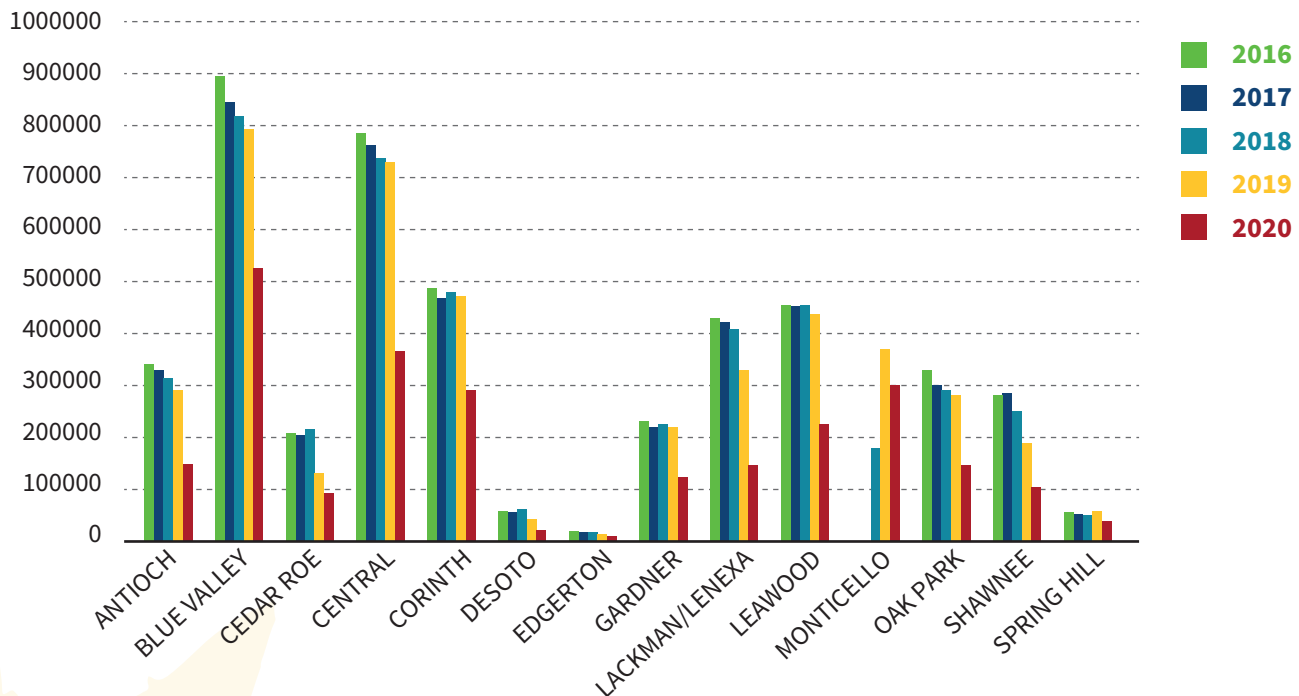


3 Year Visitation Trend

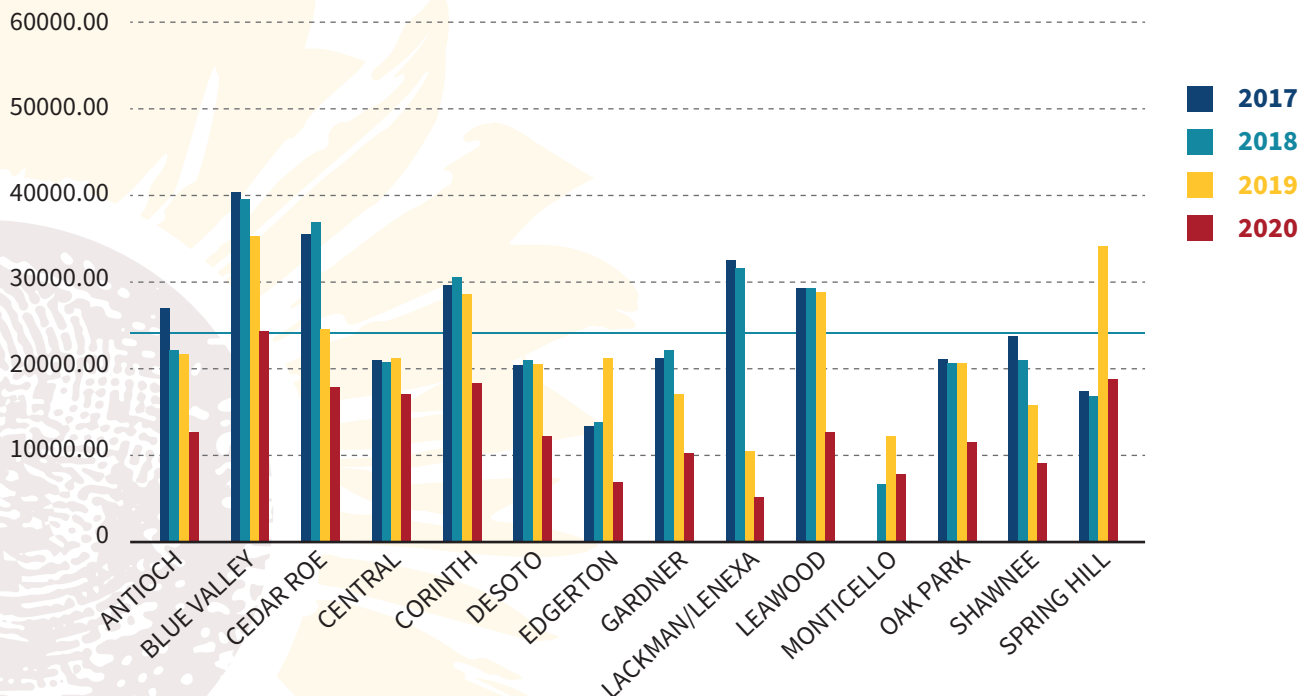


Trends in Branch Services

Circulation by Branch

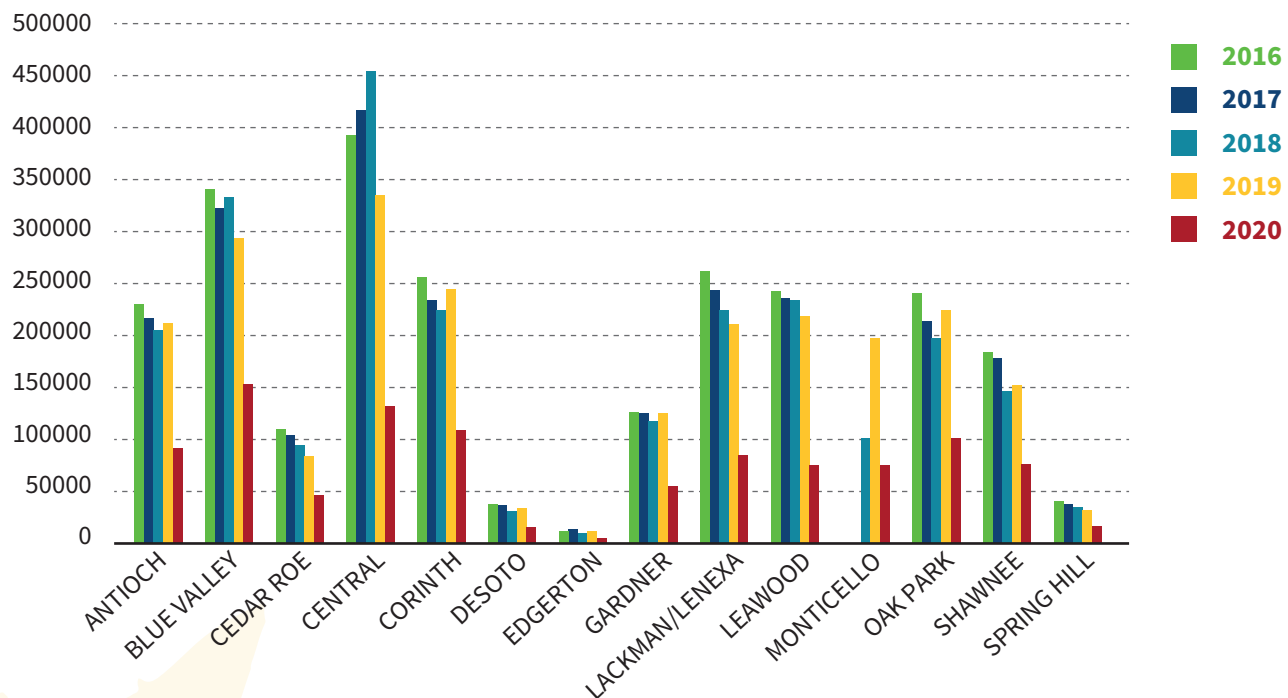


Annual Circulations per Staff Member (FTE)

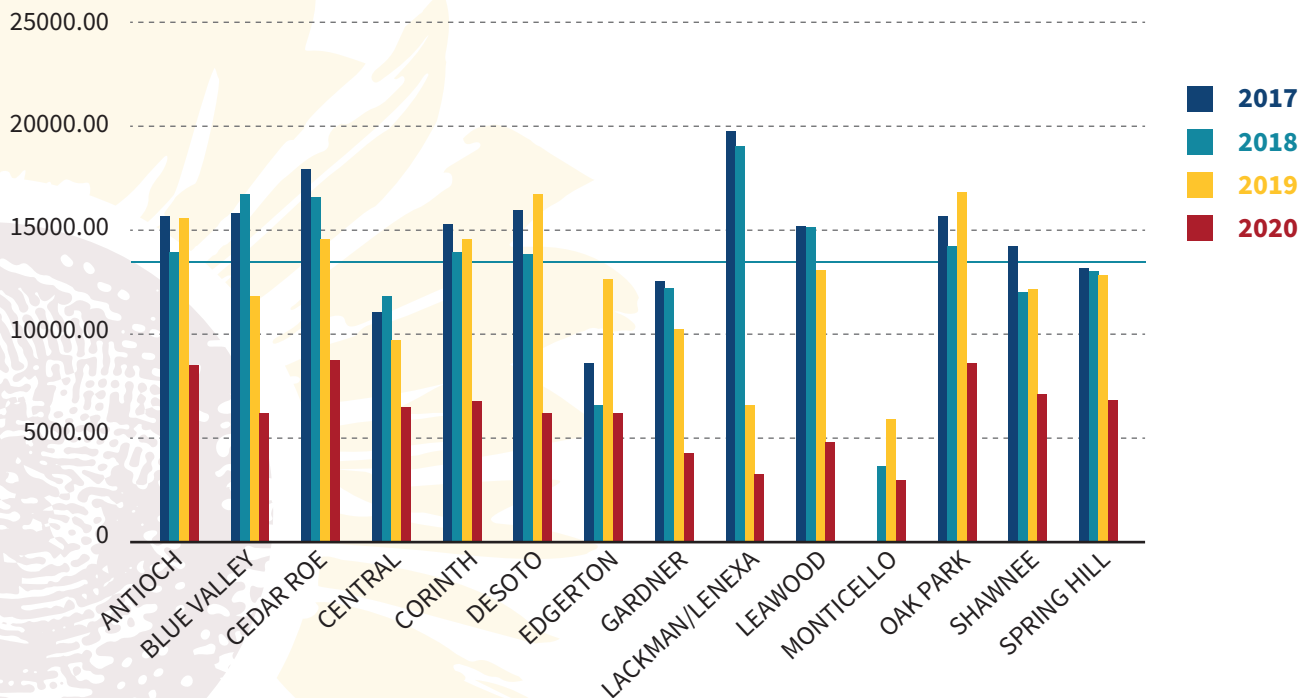


Trends in Branch Services

Visits by Branch

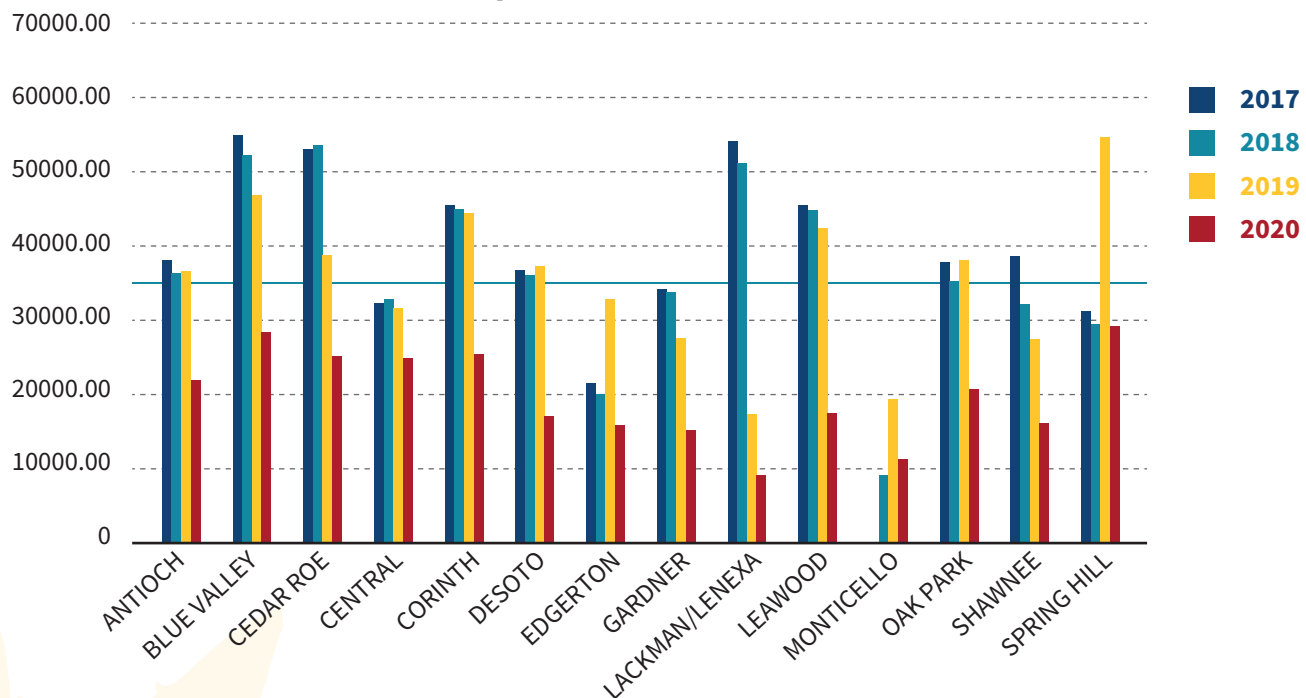


Annual Visits per Staff Member (FTE)



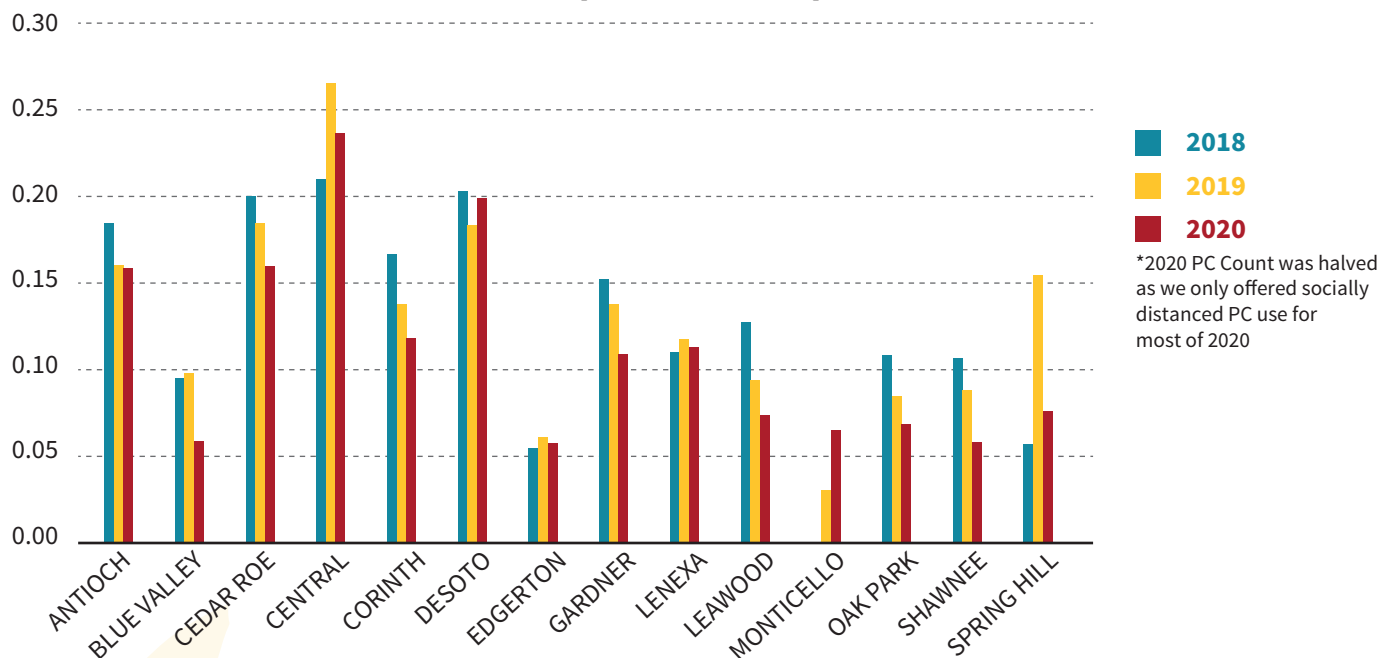
Trends in Branch Services

FTE Compared to Circulation and Visitation

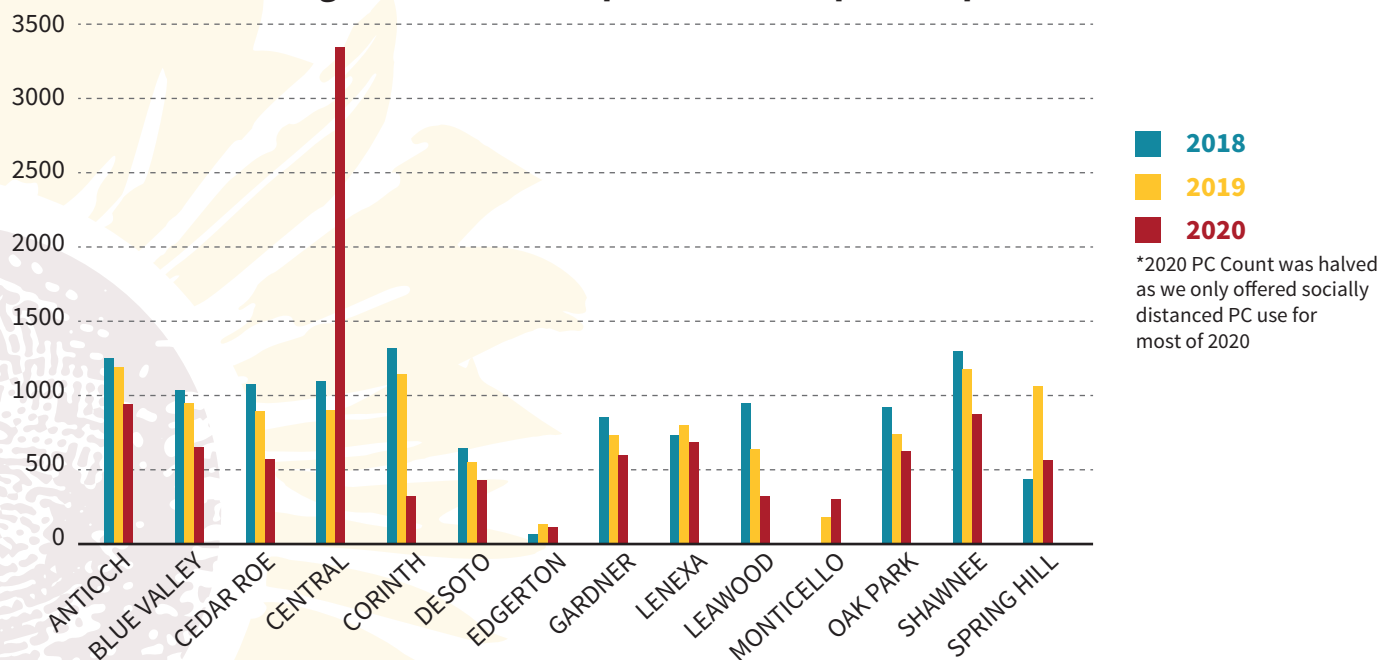


Trends in Branch Services

Number of Computer Sessions per Visit



Average Number of Computer Sessions per Computer



Central Building Upgrade, Part 2

Update – July 2021

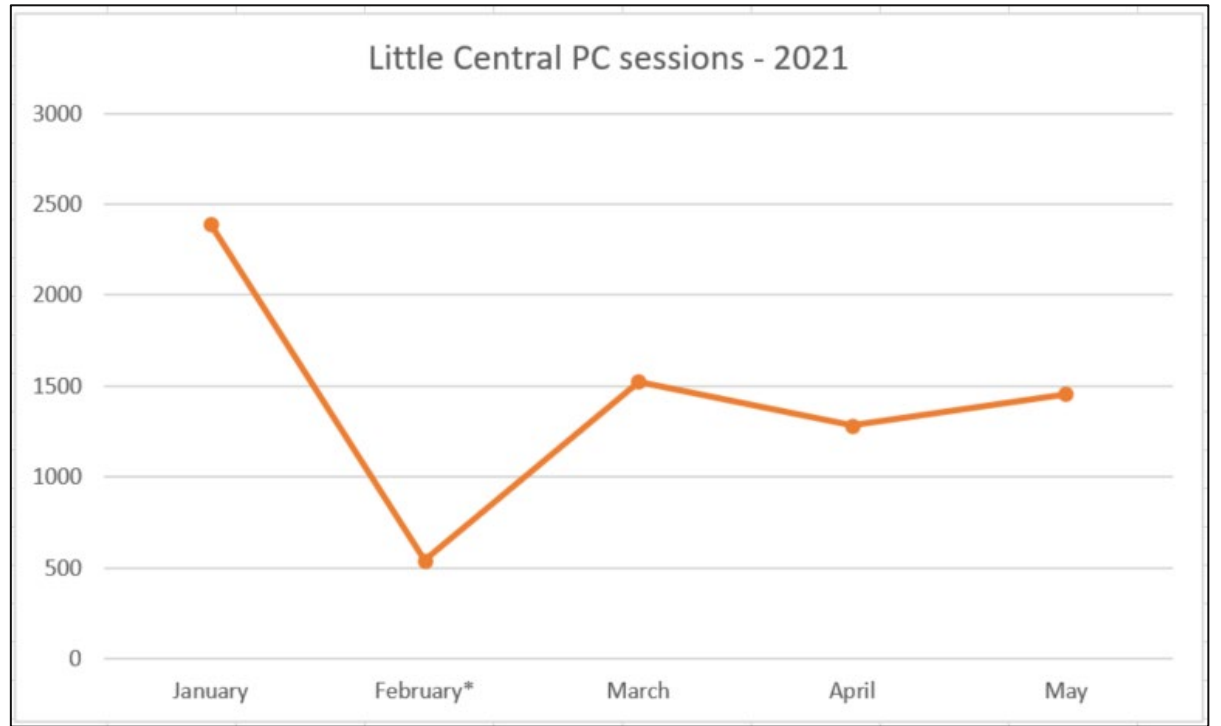
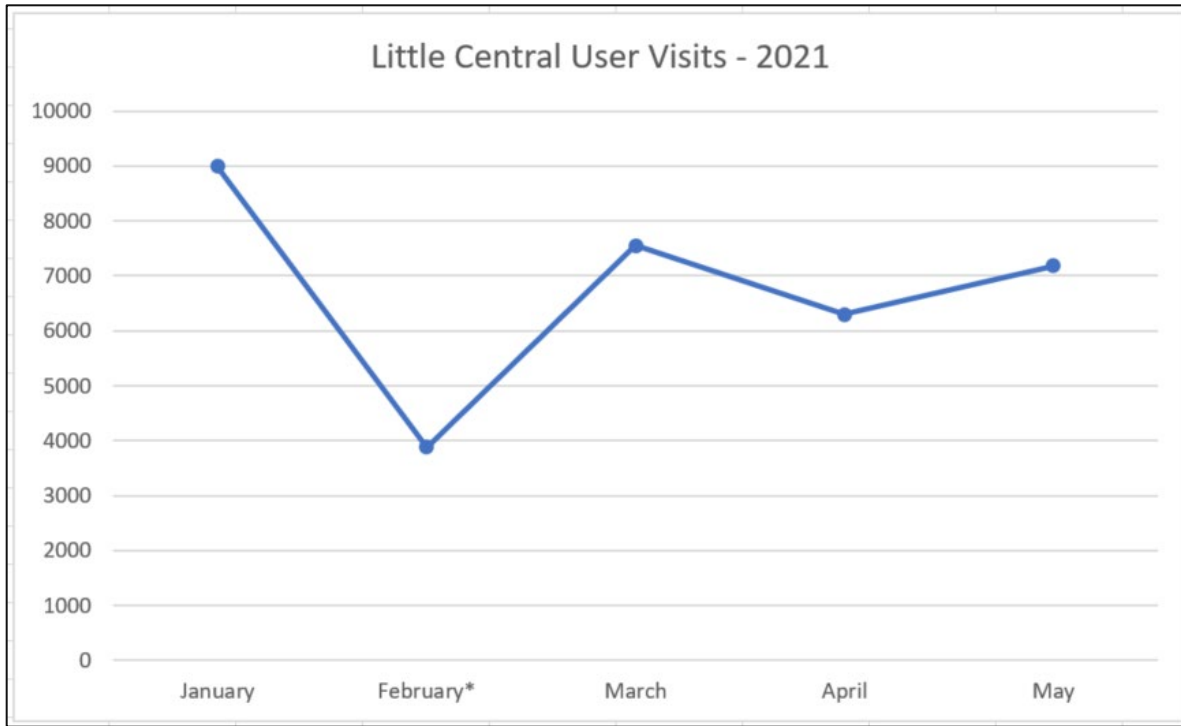


Updates

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



Little Central update



Construction Manager update

- Construction activities this month

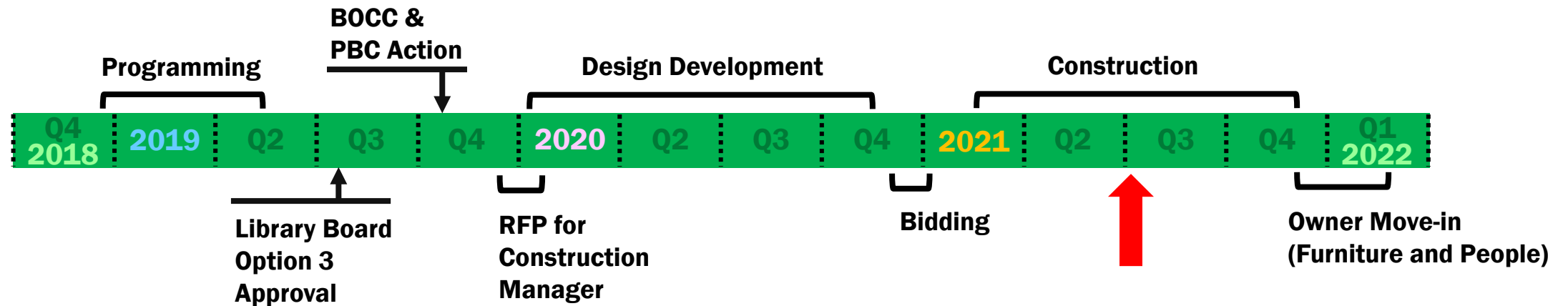


Next Steps

- Construction activities anticipated for next month
- Furniture selection continues



Central Building Upgrade, Part 2: Anticipated Timeline



Antioch Library Replacement Project

Update – July 2021



Updates

- Design update
- Public Engagement update
- Next Steps

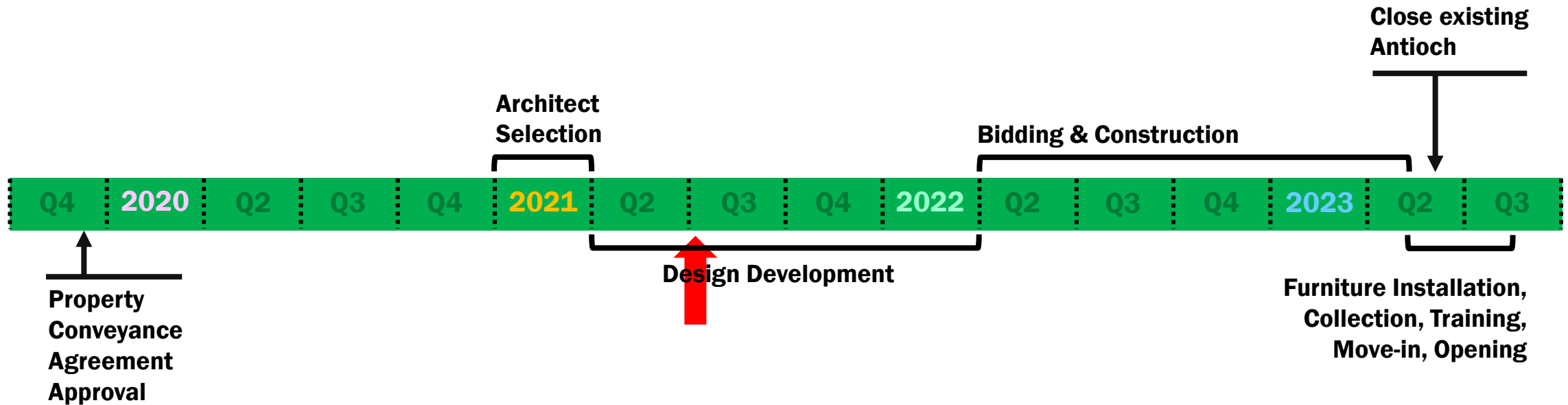


Next Steps

- Design continues
- Public engagement continues



Antioch Replacement: Anticipated Timeline

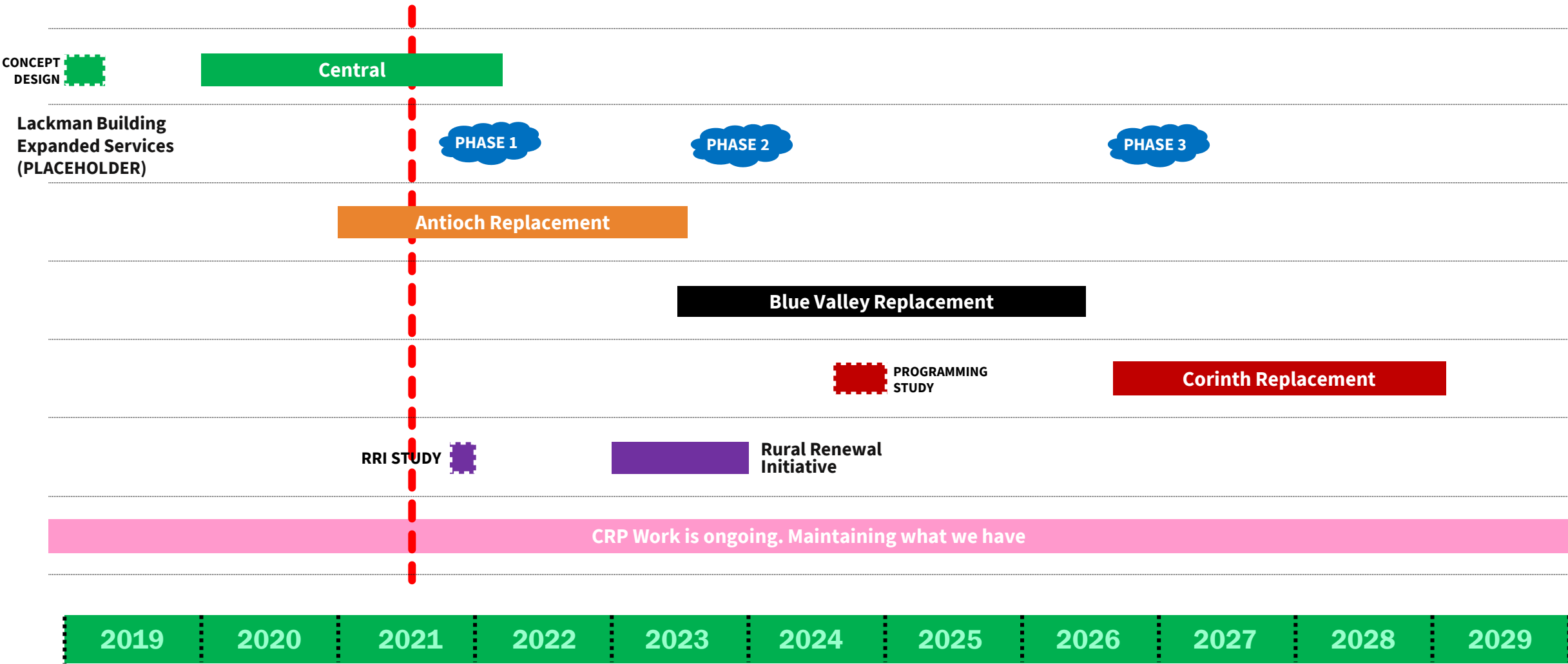


Capital Improvement Projects Timeline Summary

Update – July 2021



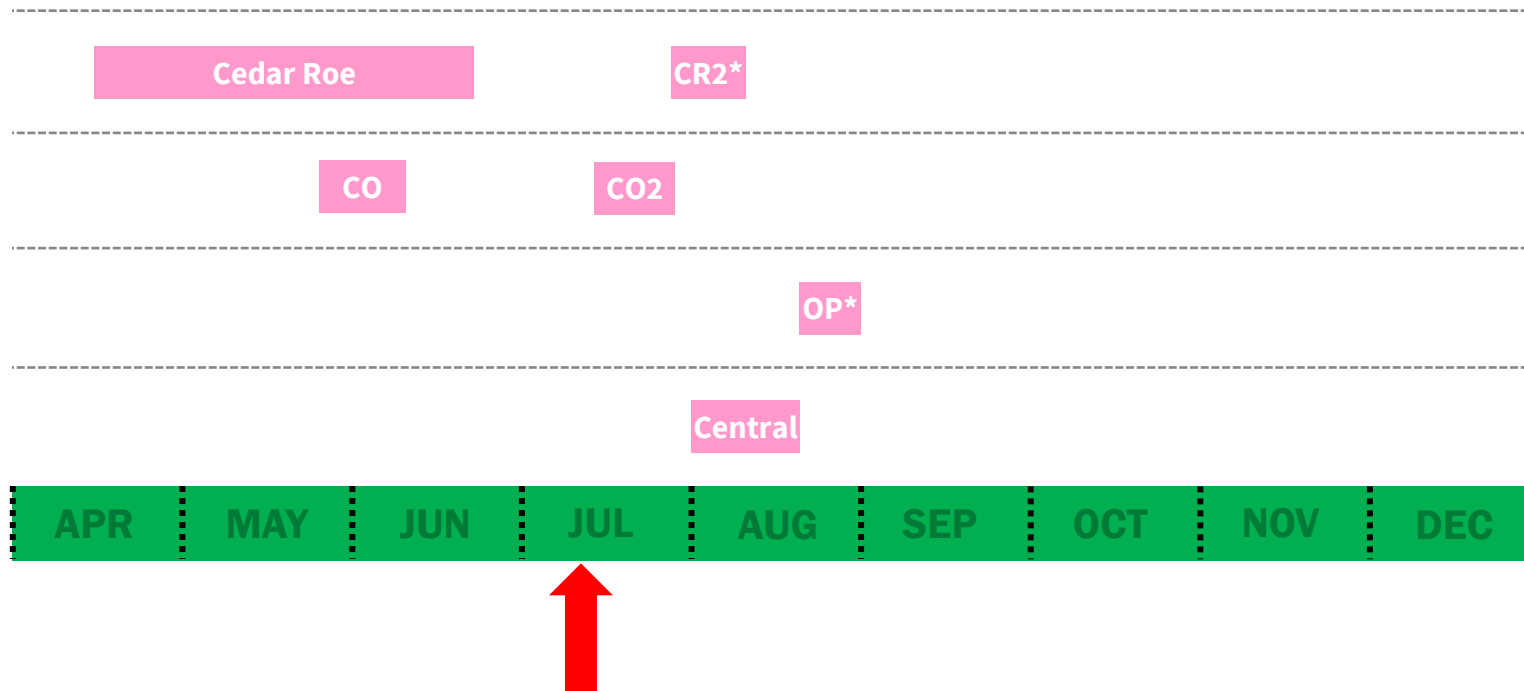
Capital Improvement Projects: Anticipated Timeline



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 July 2021 meeting

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

- **Cedar Roe.** April 19-June 20: HVAC Upgrades, Shelving. Because of material delays, the roof work is anticipated to begin in July/August*.
- **Corinth.** Up to 3 days. Because of material delays the electrical work is anticipated to begin in July.
- **Oak Park.** Up to 1 week in Aug/Sept: Arc Flash, staff space refresh. Oak Park and Central closures will not overlap*.
- **Central (Little Central).** Electrical work, anticipated to be two weeks beginning in August. Central and Oak Park closures will not overlap.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

June 10, 2021
Monticello Library
4:00 p.m.

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

BOARD ATTORNEY: Andrew Logan, Fred Logan

BOCC: Commissioner Hanzlick

STAFF: Sean Casserley, Jared Harper, Laura Hunt, Joseph Keehn, Jennifer Mahnken, Kinsley Riggs, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Shannon Tierney, Angel Tucker, David Vratny, Adam Wathen

Guests: Darlene Jerome, Darryl Jerome, Joe Connors, Georgia Sizemore, Marsha Bennett

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

CITIZENS COMMENTS: none

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Bethany Griffith shared that she would introduce the newest board member, Ali Seeling, upon her arrival.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Christopher Leitch presented on behalf of the Friends of the Library. Their written report is included in the June Library Board Report.

Book Donation

The Friends are holding Donation Drop-Off Events on Saturday mornings between 10am-noon. These events have been very successful.

Internet Sales

2,367 items were sold in April.

Sales of note:

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

Bookstore Operations

April was the most successful month for the Friends Bookstore sales in 2021. Customers are becoming more comfortable to shop in person.

Librarian Melody Kinnamon is working with the Sheriff's Office to get books to incarcerated services, in a partnership facilitated by the Friends.

The Friends honored 3 of their volunteers, who in combination have given more than 30,000 volunteer hours to the Johnson County Library. Mr. Leitch spoke of the great work that the Friends volunteers complete in service of the Library.

Ms. Griffith thanked all the people that make the Friends of the Library possible.

JOHNSON COUNTY LIBRARY FOUNDATION:

Stephanie Stollsteimer presented on behalf of the Johnson County Library Foundation. The written report is included in the June 2021 Library Board Report.

Ms. Stollsteimer shared that they have their 2019 Annual Report to share with the Board. Ms. Stollsteimer shared that these reports help to support the Foundation's outreach to possible donors.

Central Resource Library Renovation

The Central Library renovation will provide unique opportunities for sponsorships and naming opportunities. There will be planned hardhat tours for perspective sponsors.

Burgeon Unit

The Foundation has been fundraising for an interactive learning space. The Regnier Family Foundation has pledged \$15,000 as a challenge grant and the Foundation Board of Directors voted to match the grant, reaching the \$30,000 goal for the unit.

Library Lets Loose

Library Lets Loose will be held on September 18. After mailing past sponsors and prospects, The Foundation has raised \$73,000, far surpassing their goal for \$70,000. There is a possibility that the event will be held in person. This will require the Foundation to revise their budget for the event.

Rick and Denise Mills will be the honorary hosts for this year. They have made a lead sponsorship gift of \$25,000.

Ms. Stollsteimer thanked the Logans for being the first honorary hosts for Library Lets Loose.

Presentation of Foundation Endowment Check

The Foundation presented their annual gift for the collection in a \$102,864 check. This year is the largest amount to date.

Mr. Casserley thanked the Foundation and the Friends of the Library. He highlighted the work that Librarian Melody Kinnamon is doing with incarcerated services and thanked the Friends for the material they provide.

Ms. Griffith introduced new Library Board member Ali Selling.

Ms. Seeling said that she works for Advent Health and is a sitting Spring Hill School Board member. She said that literacy is important and is dedicated and willing to learn all that she can.

Ms. Griffith mentioned that she and Ms. Seeling know each other through the group Mothers to Preschoolers.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shared that she is glad to see everyone in person.

The County Commission is creating a budget for 2022. There will be a public hearing on Monday Aug 23rd at 7pm for the County, Parks and Recreation, and the Library budgets. The hearing will be held in person at the County Administration office in Olathe. Commissioner Hanzlick welcomes those interested to write or show up in person.

Commissioner Hanzlick shared that she also serves as the Kansas City Area Transportation Authority. She noted that she has been thinking about the need for transit to get to libraries. This issue came up at the Antioch Library public hearing.

Commissioner Hanzlick shared that she also serves on the MidAmerica Regional Council and learned that the 9 metro-region libraries have been collaborating in terms of programming and digital access. She is looking forward to learning more about how libraries can work together.

Commissioner Hanzlick Introduced Joe Connor, Assistant County Manager. Joe Connor has replaced Joe Waters.

Commissioner Hanzlick is reading *When a Rooster Crows at Night*, by Therese Park, a local author

Mr. Sims applauded the effort to get buses to libraries.

Mr. Casserley shared that there have been many discussions to consider having bus stops at all library locations. Mr. Casserley shared that this discussion continues and that anything we can provide to support this we would be interested in to continue conversation.

Commissioner Hanzlick stated that she will continue to advocate for transit for vulnerable populations who need to get to the libraries.

BOARD COUNSEL REPORT

Buying and Selling Library Property

Mr. Logan provided the Library Board with an overview of the buying and selling of property.

Mr. Logan stated that Library is empowered by statute through the Library Board to acquire, hold, and convey real property. When the Library acquires or disposes property it is subject to the approval of the Board of County Commissioners. The Library presently owns 13 properties and leases a 14th property in Edgerton. All properties are titled under the name of the Board of Directors of Johnson County Library pursuant to statute. In the event of acquisition or disposing the first step that the Library Board would take is to obtain an appraisal of the property close to time that it will be acquired or sold. The Library Board would have to decide if it was selling if it wanted to use an agent or not. Most likely would not need to do that as there would be sufficient interest in the property due to sale advertisements. Offers would be made and would be brought before the Board. Offers would be weighed by staff and working with County partners on that. Then, a contract would be brought before the Board for approval of the sale. Once approved it would go to the Board of County Commissioners for ratification.

In terms of process if the Board placed a property for sale, first step would be to determine a timeframe, then obtain a quality appraisal, then have a discussion on how it would be placed for sale and advertised over time, offers could then be accepted and a decision made with negotiations with the buyer. This would all be under the name of the Library Board and then sent for ratification from the Board of County Commissioners.

Questions

Ms. Griffith asked if negotiations would be conducted by Mr. Logan as the Library counsel.

Mr. Logan stated that negotiations would be conducted by counsel as they have experience with real estate contracts and it would be a simple matter to put one together for the sale.

Ms. Griffith said it sounded like this would not be a fast process.

Mr. Logan said that it depends on how you define fast. He stated that you would want a sufficient amount of time to publish notice of the sale, then get offers, followed by evaluation, and a brief negotiation period. Mr. Logan said that this can happen very quickly.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director David Vratny presented the following to the board.

Update on BOCC Finance Presentation

Mr. Vratny directed the Library Board to the Total Revenue Report on page 10 of the Library Board Packet. He stated that it is the total revenue report as of the end of April, which represents approximately 33% of the year. As of the end of April the Library had a little over 22.4 million collected, which is approximately 54% of the total anticipated for the year. This is slightly ahead of where the Library was at this point in time in 2020 by about 1 percent. At this point in time the Library has collected about 58% of the ad valorem expected revenues.

Total expenses, including the collections encumbrance is about 15.25 million at this point in time, which is about 36%. If you look at total expended and remove the collections encumbrance, the total expenditures is about 29%. Overall, the Library is in line with where we would expect to be at this point in time.

For the 2022 budget, Mr. Vratny, Mr. Casserley, and Ms. Griffith attended the afternoon budget hearings on May 27th with the BOCC and presented the 2022 Library budget. There were several questions from the BOCC presentation about capital projects, in particular the Blue Valley project. There were some concerns regarding the placement in front of a different library project.

Update on JCL Reserves

Mr. Vratny shared that Reserves that are included in this month's report that show where the Library ended the year. Overall, the Library had funds at 13.5 million at end of year for 2020. 11.8 of these funds are in the Operations fund and 1.7 in Special Use fund.

Mr. Casserley added that there had been some confusion in the BOCC presentation regarding liability on the debt of the Library. Mr. Casserley explained that liability lies with the Library and does not extend over County General fund.

Mr. Casserley shared that there had also been some concerns about why the Library Reserve was at over 13 million. He explained that this allows the Library to cash fund some projects such as the Rural Renewal Initiative by extending the Comprehensive Library Master Plan beyond the funding.

Mr. Casserley thanked Mr. Vratny for his report and thanked Ms. Griffith and Mr. Vratny on their BOCC Presentation. He shared that the Library was not asked to come back.

Reopening Data Report

Associate Director of Systemwide Services, Adam Wathen, reported on reopening statistics in comparison to core operational statistics.

Mr. Wathen reported on physical and digital circulation through April. Physical circulation has met and exceeded 2019 numbers. He shared how extraordinary this is as Central Resource's collection is currently closed due to renovation, Cedar Roe has been closed and there have been other intermittent branch closures. Mr. Wathen is excited to say that April circulation is quite high.

The digital usage trend for the first time in years has dipped below previous year levels. Mr. Wathen shared that one reason for this is that in April 2020 we had an extraordinary number of digital checkouts due to physical branch closure. Another reason is that the Library changed their eMagazine vendor. The Library's previous eMagazine vendor, Zinio, was acquired by OverDrive. Zinio used to offer an automatic check-out service, which inflated digital check-out numbers. OverDrive does not offer this feature.

Mr. Wathen presented reported that overall we have 25% lower checkouts now compared to pre-COVID check-out statistics. April 2021 was the first time that the Library reported pre-COVID check-out levels.

He reported that we have about 27% lower individual patron check-outs.

Mr. Wathen shared that the Library has maintained the same level of holds for patrons to get their materials. This has been especially important at Central Resource and Cedar Roe Libraries where all circulation has been through holds.

Visits have suffered the most since reopening after COVID and are 54% lower than prior to the Library's 2020 closure. Mr. Wathen remains hopeful that the Library's visitor levels will return to pre-COVID numbers.

Computer sessions have not returned to pre-COVID numbers. Computer sessions are about half of pre-COVID levels but the average session time remains consistent with pre-COVID times.

Ms. Griffith asked about tracking digital usage.

Mr. Wathen confirmed that it does track eBook and eAudio books, as well as database usage.

Ms. Griffith asked if the data included streaming.

Mr. Wathen confirmed that it does include all streaming platforms and all of the eResources.

Ms. Griffith asked if the Library tracked the difference between adult and children's Library cards.

Mr. Wathen answered that the Library does not track a difference between adult and children cards but that they do track the circulation of adult versus children materials.

Ms. Griffith was curious if the lower visitation numbers are due to parents not bringing their children in to look at books. This could cause a lower door count than what it has been in the past.

Mr. Wathen agreed that this could be a cause for lower visitation numbers. In addition, he stated that when placing holds for a family, you often see only one family member coming in to check out the holds instead of the whole family coming in to browse and check out on their own cards.

Mr. Casserley shared that they will look at statistics closely over 6 months. It is unclear how long it will take for patrons to feel comfortable coming back. Mr. Casserley stated that if the door count has not been restored after 6 months, the Library will start to look at strategies to restore confidence and bring patrons back into the Library.

Mr. Wathen added that in person programming has not yet returned, which is a draw for visitation.

Ms. Griffith asked if the Library has begun the process of planning programs for the fall.

Mr. Casserley confirmed that planning is well underway.

Ms. Griffith thought that there should be a push on social media right now so that patrons know that the Johnson County Library completely open and ready for business and can become a part of their everyday lives.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Scott Sime, Project Coordinator, gave an overview of usage statistics for Little Central.

The ongoing construction work includes completion of the demolition in preparation for drive through. Progress has been made in installing new walls for the drive through. New walls are being build for larger windows in the children's area. Progress has been made in overhead mechanical, electrical, plumbing, and wall framing.

Mr. Sime shared that next steps include installing structure for the drive through addition. The team will complete exterior wall framing and continue interior wall framing, as well as mechanical, electrical, and fire suppression. Finishes will be added in the bathroom and drywall installation will begin in the south side of the building.

Mr. Sime reported that furniture selection will continue with staff input and that they are finalizing the schedules and scripts for future building tours.

There are no changes to the timeline. Team leads have begun to discuss strategies on moving back to the building. These discussions will continue through the summer and into the fall.

Mr. Sime shared construction photographs.

Project Lead Report

Jared Harper, Branch Manager of Central Resource and Oak Park Libraries, updated the Library Board on the Little Central experience for both staff and patrons. Mr. Harper's report is included in the June Library Board Report.

Mr. Harper shared that Central and Oak Park staff have kept the Little Central Building running and materials getting to patrons.

Little Central offers holds pickup, material return, printing and copying services, as well as computer usage to patrons. Due to the pandemic, Mr. Harper shared that staff had to find creative ways to quarantine and process materials at Little Central.

Mr. Casserley thanked Mr. Harper and his team for keeping the project moving forward. He thanked the team for their service and flexibility.

Ms. Griffith asked if we had an approximate reopening date for Central Resource.

Mr. Sime shared that we do not have that information yet. Construction is anticipated to be completed at the end of the year, but it will take time for the building to be prepared for patron use.

Ms. Griffith asked if the reopening will possibly happen in the first quarter of 2022.

Mr. Sime said that they need to do the planning for confirm a reopening date.

Mr. Casserley shared that the construction company has to give back owner occupancy, once the Library has that date we can do more planning for reopening.

Antioch Replacement Project

Mr. Sime's presentation is included in the June Library Board Report.

Mr. Sime reported that on May 19th they held their first public engagement even for the Antioch project. This was held virtually through ON24.

Mr. Sime noted that they received great input from community members. Patrons shared that they were interested in a convenient, comfortable building with good programming and access to materials, technologies, and spaces that support the community.

Mr. Sime thanked all of the staff that assisted with this event.

Mr. Sime shared that they are working on hearing from voices that were not heard in the first event. They will soon post questions of the week electronically and in physical location to get public engagement throughout the design process. They are in the final stages of confirming a date and location for a second public engagement event.

Mr. Sime shared an update on the construction manager. They had 12 firms respond to their request for proposals and interviewed 6 firms. The top ranked firm was Titan Built, who is also the construction manager for the Central Resource renovation project. We are engaging them for preconstruction services to the project. It is a benefit to have the construction manager included early in the design. This is the same model we have used successfully in recent construction projects. Titan Built will advise the team on constructability of materials and provide estimates along way for eventual maximum price. This helps keep project on time and on budget.

Overall Timeline

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

Current and upcoming building closures:

- Cedar Roe: closure mid-April to mid-June for HVAC, roofing, and shelving
- Corinth: closure for up to two weeks for roof replacement, and Arc flash work
- Oak Park: closure for up to one week for Arc flash work and staff space updates
- Little Central: closure for two weeks in August for electrical work (requesting closure at July meeting)

Ms. Griffith asked what the Rural Initiative Study means in practice.

Mr. Casserley answered that it involves spending time with the community and community stakeholders to understand the community needs, wants, and challenges. Everything will be combined into a report and can assure board that changes are driven by community.

Ms. Griffith shared that she had a concern that at the time of the CLMP Spring Hill was not growing at the same rate that it is now. Ms. Griffith wants to make sure that we are taking into account community growth when we look at the needs.

Mr. Casserley shared that they look at new building and housing statistics to see a 20-year rate of growth. This data is then compared to 20-year plan for building schools in the area and other data, in conjunction with identifying other stakeholders. Mr. Casserley shared that this data gathering is completed during the study.

Mr. Sims asked when we plan to start this study.

Mr. Sime answered that this would begin in quarter 4 of this year, 2021.

JC Genealogy Society

Adult Services Manager, Kinsley Riggs presented on the Johnson County Genealogy Society. The presentation is included in the June Library Board Report.

Mr. Casserley introduced Marsha Bennett, a former Johnson County Library staff member and now is in Education and Outreach for the Genealogy Society.

Ms. Riggs introduced Darlene and Darryl Jerome, Board members of the Johnson County Genealogy Society.

Ms. Riggs gave her presentation on behalf of Amanda Wahlmeier, Local History Librarian and liaison to the Johnson County Genealogy Society.

Ms. Riggs shared that the Genealogy Society partners with the Library to share spaces, programming, and resources.

Online events during the 2020 year were well attended.

The Genealogy Society is already looking ahead for programs, expanded services, marketing, and partnerships for 2022. Ms. Riggs noted that the 2020 Year in Review is in the board packet for more details. Library Board members were also provided with Genealogy Society promotional materials.

Mr. Casserley shared that he had a conversation with Bob Regnier, a donor who recently got into genealogy.

Race Project KC – Spring 2021 Outreach Initiatives

Youth Services Manager, Angel Tucker gave a presentation on 4 virtual outreach initiatives held virtually this spring.

Ms. Tucker shared that in addition to these 4 programs that she will highlight in her presentation, there have been many other programs held and supported by Library Youth and Adult Services staff.

Ms. Tucker shared that as of May, the Library has partnered with 75 schools and 15 community partners and distributed over 13,000 children's books. This distribution of books was supported by all branches and staff across the system.

Ms. Tucker presented that the Library has created a series of bookmarks from information learned in the book *How to Raise a Reader*. The bookmarks include book recommendations for different reading levels and will be available at Pop Up events this summer and will be available this fall during fall outreach.

Ms. Tucker shared that the Summer Reading team is led by the Elementary Coordinating Librarian and over 20 Youth and Adult Services staff.

Ms. Tucker shared that from November through April Race Project KC organized four workshops for four student cohorts, with 11 area high schools participating. The workshops focused on Identity, Representation, and Health Equity. The Dividing Lines Audio Tour has been upgraded and will be promoted to the public this fall. She shared that on April 27th, they held their annual symposium with students, teachers, and guest speakers attending.

Race Project KC aims to build diverse student cohorts to equip students to think about their own stories, examine their own thoughts, and transfer those into their communities.

Ms. Tucker shared that *elementia* magazine is published every April. The magazine is managed by Library staff and selection and design is done by a group of teens. Teen editors and designers work from January through March to create the magazine. The purpose is to publish and uplift creative teens and recognize the talent of students. Franny Choi was the featured artist this year.

Ms. Tucker shared that author A.S. King published new book *Switched*. The idea for this book came from an *elementia* reception in 2018. The author shares a thank you to the Johnson County Library for asking her to write a speech on time, which gave her the idea for her new book.

Ms. Tucker shared that KC Kids Unite works to connects elementary students across the Kansas City metro through art and literature. In 2017, KC Kids Unite was co-cofounded by Elementary Coordinating Librarian, Melanie Fuemmeler, who joined Johnson County Library in January 2020. This year, they worked with 200 students to meet author Kwame Alexander.

Ms. Griffith asked how a teen can be on the editorial staff of *elementia*.

Ms. Tucker answered that it is an application process followed by interviews.

Mr. Sims shared that 75 out of 80 schools is impressive. He asked why we only have 75 out of 80.

Ms. Tucker shared that the Library do not receive an application from the 5 schools that did not participate in the program. It is a goal to get to that 80.

Ms. Tucker noted that books were not distributed on site at branches, as has been done previous years.

Mr. Sims shared that other goals may be thinking about more community partners where the kids may need it the most.

Ms. Tucker agreed and shared that it is important to connect with educators to receive their feedback to impact more students.

Mr. Sims shared that they had done a good job.

Mr. Casserley shared that other libraries have reached out to recreate the work of Race Project KC. They have begun the discussion on how to capture the work they have completed so that an organization does not have to start over. He shared that he is very proud in the work that Ms. Tucker and her team has done on this project.

1st Trimester Strategic Plan Update

Tricia Suellentrop, Deputy County Librarian, presented a strategic plan update. Her report is included in the June board packet.

She shared that this is an update on the work of everyone in the library. Ms. Suellentrop highlighted many of the accomplishments of staff.

Mr. Casserley shared that ransomware has become a real issue and that the Library must work in coordinated efforts to ensure that all machines have the most updated patches.

Security Position Development

Jen Mahnken, Associate Director for Branch Services, introduced the Library Board to the idea of a potential MOU with Sheriff's Office. A potential MOU and service level agreement has been included in the Board report. Ms. Mahnken has asked to Board to consider this MOU to vote on next month.

Ms. Mahnken shared that they would like to rely on expertise of others. Ms. Mahnken would like the Board to consider the Library working with the Sheriff's Office to assist in managing the physical security of the buildings better.

Ms. Mahnken shared that the Sheriff's Office would manage the Physical Security Specialist position. This position would assist with security and camera systems and work directly with vendors. They would manage the keycard system and work with facilities and emergency management to complete all trainings for staff to remain compliant. They would also manage physical security audits of the buildings. We have a list of recommendations from the last security audit of our buildings and this position would be working on that in conjunction with the Sheriff's Office.

As security is being centralized and standardized across the county, Ms. Mahnken believes that it is a good idea to partner with the rest of the County to fulfill all security needs.

Mr. Casserley clarified that the Library is not losing a full-time position.

Supply Chains and Impact to CRP/CIP

Georgia Sizemore, Strategic Facilities Manager, shared an update on supply chain issues and their impacts on Library projects.

Ms. Sizemore shared that there have been shortages and cost increases on things like lumber.

Ms. Sizemore shared an overview and steps that they are taking as the supply chain disruption and higher costs impact the Library. What is being seen now in project disruption is unprecedented, causing backlog of projects across the country, estimated at 8 months.

With construction restarting, lumber companies that shut down during COVID do not have enough supply and lead times are increasing.

Ms. Sizemore shared that there is a labor shortage of 430 craftspeople and laborers nationwide. This means that material and labor costs are high which can impact what projects move forward and in what way. Long lead times for materials impact closures of buildings which then impact Library patrons.

For Capital replacement Projects, they are working with contractors for input and looking at other design solutions with materials that are not in backlog. Ms. Sizemore shared that they are also holding discussions about what projects that can wait for a more favorable market. They are working on having materials delivered before announcing closure dates to patrons. Ms. Sizemore believes that these strategies will help to use taxpayer money in the best way possible to benefit the Library and Public.

Mr. Casserley shared that many of the approvals today are addressing additional closures needed due to various materials that could not be delivered.

Mr. Sims shared that he heard lumber prices are going down and hopes that continues.

CONSENT AGENDA

Minutes of the May 13, 2021 Library Board Meeting

Motion: Brandy Butcher moved to approve the consent agenda.

Second: Kelly Kilgore

Motion approved unanimously

Mr. Casserley shared that they will wait to do anything further with the Lackman property until August.

NEW BUSINESS

Consideration of approval of updates to ARM 20-10-10 (Hours Policy), establishing consistency of open hours at branches with Drive-Thru service

Ms. Mahnken shared that staff have looked at hours and recommendations. They discovered that not all hours are in the Library policy. She shared that the Library would like to align all drive through hours with Library building hours. She shared that Lenexa has extended drive through hours. Through the pandemic statistics showed that people were not using those extended hours at the drive through. Ms. Mahnken proposes that the Library aligns all building and drive through hours.

Ms. Templin asked why Lenexa started their drive through at 7am.

Ms. Mahnken answered that there is a community center and marketplace on the Lenexa City Center campus and the Library wanted to be available to those people in the space before the building opened. She feels like we have provided that access through the extended holds lobby and this recommendation will not reduce access.

Motion: Kelly Kilgore moved to approve updates to ARM 20-10-10, which would establish consistency of available hours at all branches with Drive-Thru service.

Second: Brandy Butcher

Motion approved unanimously

Consideration of approval of the contract for online platform ON24

Motion: Ms. Templin moved to approve the renewal contract with ON24 for \$103,538.

Second: Ms. Seeling

Motion approved unanimously

Consideration of approval of the temporary closure of Corinth Library for Arc Flash work

Mr. Sims asked how soon we will let patrons know about the closure.

Ms. Suellentrop shared that the goal to give them 2-3 week notice but the notice has been shortened in some cases.

Mr. Sims asked if an email is sent to those in the service area.

Ms. Suellentrop shared that it is, in addition to a banner at the top of the Library's webpage.

Mr. Casserley shared that we have little flexibility to change the date.

Mr. Sims shared that normally he would like to give patrons more notice but understands that this is not a normal situation.

Motion: Brandy Butcher moved 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.

Second: Kelly Kilgore

Motion approved unanimously

Consideration of approval of the temporary closure of "Little Central" for electrical work

Motion: Brandy Butcher moved 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.

Second: Mitra Templin

Motion approved unanimously

Consideration of approval of agreement with the City of Overland Park regarding sidewalk at Central

Mr. Sims asked if the Library had a choice.

Mr. Casserley shared the Library did not have a choice.

Ms. Griffith shared that this was a formality.

Motion: David Sims moved to approve the Central sidewalk agreement with the City of Overland Park.

Second: Branch Butcher

Motion approved unanimously

Consideration of approval of the contract for Electronic Security Inc. services at Central Resource Library

Mr. Sims asked if this is what the Johnson County Sheriff's Department recommends.

Mr. Casserley agreed.

Motion: David Sims moved to approve the agreement with Electronic Security Inc. for work on the Central Resource Library not to exceed \$103,736.

Second: Kelly Kilgore

Motion approved unanimously

No other business to address

ADJOURNMENT

Motion: Kelly Kilgore 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: MAY-2021

			Receipts	Payments	Balance
	Opening cash balance				\$93,938.21
		Add Receipts	\$4.69		
		Less Payments		\$532.38	
	Ending Cash balance				\$93,410.52
		Less Liabilities		\$1,414.31	
	Unobligated cash balance				\$91,996.21

APPROVED: _____

DATE: _____

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: July 8, 2021

Issue: Partnership with the Sheriff's Office

Suggested Motion: I move the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and the Sheriff's Office for 2021.

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 each group's responsibilities. 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.

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

Approve this agreement and allow the Library to move forward with this partnership. The MOU will be reviewed annually to ensure the agreement is still viable.

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.

Date
Sheriff, Calvin Hayden, Johnson County, Kansas

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**

Organization(s)	Archibus Building Code	Address (Street, City, Zip)
JCL Antioch Library	JCLANTIO	8700 Shawnee Mission Pkwy, Merriam, KS 66202
JCL Blue Valley Library	JCLBLVAL	9000 W 151 st 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 th St, Overland Park, KS 66212
JCL Corinth Library	JCLCORIN	8100 Mission Rd, Prairie Village, KS 66208
JCL DeSoto Library	JCLDESOT	33145 W 83 rd 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 th 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 th 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

Training for JCL	Responsibility	Notes/Exceptions
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

Planning, Design, & Construction	Responsibility	Notes/Exceptions
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	

Emergency Management Services	Responsibility	Notes/Exceptions
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

General/Miscellaneous	Responsibility	Notes/Exceptions
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
Notes:		
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

ACS	Vendor currently contracted by JCL to cover building access, alarm monitoring, and some building systems for HVAC
Admin (Administration Team)	Library's executive Leadership Team – includes County Librarian, Deputy, Associate Directors, Development Dept head, and Finance Director
AED	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.
Alarm monitoring services	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.
Appliances	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.
A/V (Audio-Visual)	Screens, computers, data and A/V cabling, projectors, inputs, speakers, Crestron, Solstice, Fusion, etc.
BLT (Branch Leadership Team)	BLT includes all Branch Managers, and Assistant Branch Managers
Building envelope & structure	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.
CSO (Chief Security Officer)	Sheriff staff person in charge of safety and security program for Johnson County Government
CX (Customer Experience)	Arm of the organization that focuses on customer experience – includes IT, Communications, and Project Development
Fire protection	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.
HVAC	Energy supply, heat and cooling generating systems, air distribution systems, terminal and package units
Inspection services	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.
Mechanical/electrical/plumbing	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) Plumbing fixtures, domestic water distribution, sanitary waste, rain water drainage, other plumbing systems (gas, oxygen, anesthesia, compressed air)
PSS (Physical Security Specialist)	Person hired to handle identified areas of safety and security for JCL

Library

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: July 8, 2021

Re: Cedar Roe: Temporary closure of Cedar Roe Library to replace sloped shingle roofing

Issue: Consider a temporary closure of Cedar Roe Library for a period of approximately five days in July and/or August to allow for the replacement of sloped shingle roofing.

Suggested Motion: I move to approve a temporary closure of Cedar Roe Library for a period of approximately five days in July and/or August to allow for the replacement of sloped shingle roofing.

Background: The Cedar Roe Library was recently closed for two months to complete HVAC and shelving upgrades. During this time, we also anticipated replacement of the sloped shingle roofing. Due to global supply shortages, material delays, and uncertainty of shipment dates, we were not able to begin the roofing replacement. We now anticipate to have materials in hand in July.

Analysis: The roofing replacement work requires a staging area for equipment, materials, and workers. Cedar Roe has a very small parking lot and it is the Library's recommendation to close the library and parking lot to the public during the roofing replacement, allowing the contractor to have the space needed for staging.

Alternatives: 1) Not approve the temporary closure, which would require the Library and Facilities to reschedule the work for another time, which would require a closure at that time.

Recommendation: To approve a temporary closure of Cedar Roe Library for a period of approximately five days in July and/or August to allow for the replacement of sloped shingle roofing.

Suggested Motion: I move to approve a temporary closure of Cedar Roe Library for a period of approximately five days in July and/or August to allow for the replacement of sloped shingle roofing.

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

Issue: Consider approving the temporary closure of the Oak Park Library, for up to one week in August and/or September to perform Arc Flash hazard work and interior updates.

Suggested Motion: I move to approve the temporary closure of the Oak Park Library, for up to one week in August and/or September to perform Arc Flash hazard work and interior updates.

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

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

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

Due to global supply shortages, material delays, and uncertainty of shipment dates, we were not able to begin the Arc Flash work in early July as previously anticipated. We now anticipate to have all materials in hand in August.

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 one week to complete. The Facilities team is coordinating with contractors to complete this needed electrical work and interior finish updates at the same time. The Facilities team is coordinating with Central / Oak Park managers and the CX-Communication team, who will update patrons and staff when exact dates are confirmed.

This closure will not overlap with the upcoming closure of Little Central.

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

Alternatives: 1) Not approve the closure plan.

Recommendation: To approve the temporary closure of the Oak Park Library, for up to one week in August and/or September to perform Arc Flash hazard work and interior updates.

Suggested Motion: I move to approve the temporary closure of the Oak Park Library, for up to one week in August and/or September to perform Arc Flash hazard work and interior updates.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley
Date: July 8, 2021
RE: Updates to Parking Policy (ARM 60-10-70)

Issue: Overnight parking at Library Branches

Recommended Motion: I move that the Johnson County Library Board of Directors approves the updates to ARM 60-10-70, which adds specific language around overnight parking.

Background: Once in awhile library staff will notice a car in their branch parking lot which appears to have been parked for an extended length of time. It has been Library practice to have cars towed if they have been parked for an extended period of time and the owner cannot be identified to discuss the policy. Recently when looking at policy for specific language around overnight parking being prohibited, it was discovered that that language is not in policy, only in procedure. The recommendation is to add some specific language for the purpose of clarity.

Alternatives: Our legal counsel believes that the County Librarian has the authority to have vehicles removed now, without changing the policy. It could remain unchanged.

Legal Review: Counsel has reviewed the policy and made the recommended additions to the policy.

Budget Approval: There are no budget implications in changing this policy.

Recommendation: To approve the change to this policy which will provide more clarity to staff and to patrons.

Briefing Sheet

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ADMINISTRATIVE REGULATIONS
Document ARM 60-10-70

Number

Tab: Facilities

Section: Buildings and Grounds

Subject: PARKING

SUMMARY

This document describes the Library Board's policy in providing parking access for users, volunteers, and employees of the Library.

Effective Date:

Reaffirmed
Reviewed
Reviewed

August 17, 2011
October 4, 2017
July 8, 2021

POLICY

a. The parking lots of Johnson County Library facilities are reserved for Johnson County Library staff, and volunteers, and users of Johnson County Library and its facilities.

PRIORITIES

b. In compliance with the Americans with Disabilities Act, accessible parking is provided for individuals with disabilities as defined by the Act. Next priority in parking convenience will be given to users and volunteers of the Johnson County Library and its facilities.

ENFORCEMENT

c. Parking on Johnson County Library property overnight between the hours of 10:00 p.m. to 5:00 a.m. is prohibited without the express, written permission of the County Librarian.

d. The County Librarian is authorized to take necessary action to enforce this policy, according to appropriate legal requirements and Johnson County governmental policies.

**SHARED
PARKING**

The County Librarian may establish shared parking agreements with other organizations or agencies where appropriate.

~~October 4,~~
~~2017~~July 8, 2021

ARM 60-10-70 End



ADMINISTRATIVE REGULATIONS
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