



**Board Report
August 12, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, August 12, 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 Karen Ristau..... 4
 - b) Johnson County Library Foundation: written report presented by Stephanie Stollsteimer, Foundation Director..... 6
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan and Andrew Logan – report on Library Board Committee Assignments, Library Board Building Liaisons
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director..... 7
 - a) Monthly Budget Report
 - b) Communications Report – Adam Wathen, Associate Director for Systemwide Services, and Elissa Andre, External Communications Manager..... 14
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC)..... 39
 - i. CSSC Technology, Michelle Beesley, Information Technology Team Manager..... 45
 - b) Antioch Replacement..... 52
 - c) Capital Improvement Projects Timeline Summary..... 56
 - 3. Updates – Sean Casserley, County Librarian
 - a) Library Day at the K
 - b) Board Retreat, Scheduling
 - c) Parking Lot Policy, Update
 - d) Contingency Plan, in the event of Staff Shortage
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the July 8, 2021 Regular Library Board meeting..... 59
 - B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2021 were handled in accordance with library and County policy.
- b) The June 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..... 69

VI. Old Business

- a. Parking ARM, update

VII. New Business

- a. Action Item: Approval of Closure for Corinth..... 70

VIII. Adjournment

August 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:

- **New Internet Sales & Office Manager**
- **Financial Position**
- **Internet Sales**

- **New Internet Sales & Office Manager**

We have welcomed William Mitchell as the new Friends Internet Sales & Office Manager. He's in charge of the 40 volunteers who give 190+ hours per week to sorting, scanning, listing, and shipping books, DVDs, etc. sold on the web. He also uses his data analysis training to track sales and see how the Friends can improve their processes. Those skills have already resulted in savings for the Friends.

More than ten years ago, he started as a volunteer at the Friends and about five years ago served on the Operations Committee. William says that he recognized the importance of our mission to raise money for the Johnson County Library, and he wanted to be a part of this effort.

William previously worked as a technical proofreader for Black & Veatch, a software trainer for Cerner, a QA Engineer for several companies here in KC and around Chicago, and a continuing education instructor for JCCC. He's also written four Sci-Fi novels (the fourth is coming this summer).

You can put William's prodigious and formidable skills to the test: **shop online** now for great used-book bargains at friendsofjcl.org.

- It should be mentioned that with William's hire we have a team of only 2.9 FTE's who manage Friends operations and a budget that is now approaching \$500k.

- **Financial Position**

The Friends are in solid financial shape. We're pleased to say we are weathering the COVID storm with energy, enthusiasm and some quick thinking from our staff and our Board.

- We've been able to build our operating reserve from 4 months to 6 months in spite of Covid. The reserve is intended to provide for unforeseen and unplanned revenue shortfalls, such as physical bookstore closures, Covid, or to cover cash flow on fixed expenses in low revenue months. Additionally, it will assist with covering the costs of consolidating the Friends' bookstores and either a move of the sorting center or a renovation of the existing location in Pine Ridge. The increase has not impacted our ability to support the library. We did this with:
 - 2 PPP Loans which have been forgiven
 - 2 Grants that have supported operations
 - No layoffs of full or part time staff, AND we have increased the minimum wage for our staff to \$15/hour, to remain competitive in the current market.

We have continued to meet and exceed our operating reserve goal of 6 months, so far in 2021. YTD we are 21% ahead in budgeted revenues – reason to celebrate, yes, but balanced by our 18% increase in expenses, driven by 1. absence-related overtime and 2. sales processing / shipping. Our new hire William is tasked with proposing some solutions for item 1. A subcommittee of our board's Financial Oversight committee is formulating an approach to managing sales expense down to take advantage of our 40% increase in internet sales since June 2020.

Internet Sales

Speaking of which, in June we fulfilled 1,920 orders of approximately 6200 items listed. We have expanded our inventory to include record albums, thanks to the support of a new volunteer who comes in as-needed to research and list donated LPs. Our 2019 listings, before automating the process, totaled just over 3000 items. When more inventory is visible, more sales are possible.

June sales of note include:

- \$195 for *Nancy Drew Set* (Books 1-56) sold through A-B-E Books to a customer in Azle, Texas.
- \$120 for *For-oysk Binnding armyn stur: With Faroese* (pronounced fair-oh-eez) *Knitting Patterns - Knitted Shawls* sold through A-B-E Books to a customer in Wilmington, Delaware.
- \$9 for *The Grand Barbecue: A Celebration of the History, Places, Personalities and Techniques of Kansas City Barbecue* –sold for our own storefront for local pick up – no shipping expense!

May I answer any questions?

Respectfully submitted, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: August 12, 2021
Re: Johnson County Library Foundation update

Library Lets Loose Fundraising Event Goes Virtual, September 18

- 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.
- It will be broadcast via ZOOM with our production partner, Park University.
- You'll see the invitation in your place! If you look on the back, please note the names of 47 sponsors whose donations total is nearly \$110,000.
- These numbers surpassed our initial goals and are the best in the 6-year history of the event and we continue to recruit sponsors.
- It is thrilling and quite an honor to have this level of community support especially since it is a virtual event.
- We continue to plan for an in-person reception that evening and you'll be receiving an invitation.
- In addition to the event on the 18th, we are hosting summer events to build engagement!
- We have had three Trivia nights online and we have a Scavenger Hunt underway July 14 -August 18. We are using an app called GooseChase and we have nearly 60 teams participating.

Tours of Central

- Tours of Central have begun! We hosted the first group of Foundation leadership, Friends and volunteers.
- It is wonderful to share this progress with key Library community stakeholders and we'll include funders.
- There clearly are some naming and sponsorship opportunities which we will continue to explore.
- We'll continue to host these monthly September-December.

Foundation Board Outreach

- We are cultivating new members to the board. Each has a unique background and qualities to bring to board leadership.
- Note, if you know people who might be good additions to the Foundation board leadership, please let me know!

That concludes my report.
Are there any questions?

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
June 2021
50% of year lapsed

OPERATING FUND

| | 2021 Budget |
|---|----------------------------------|
| Programs | |
| Revenue | 3,913,449 |
| Administrative Services | |
| Information Technology | |
| Collection Development | |
| Branch/Systemwide Services | 276,178 |
| Transfer to Capital Projects | |
| Interfund Transfers | |
| TOTAL OPERATING FUND EXPENDITURES | <u>\$276,178</u> |
| TOTAL .75 INCREASE FUNDS REMAINING OPERATING | <u><u>\$3,637,271</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>\$6,307,385</u></u> |

Expenditure of Friends of the JCL Donations 2021

| <i>Expenditure Details</i> | <i>June</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 | 0.00 | 49.12 |
| Board Travel Expenses | 0.00 | 0.00 |
| Board Retreat Expenses | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Total Expenditures | \$ - | \$ 124.12 |

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

June 2021
50% of Year Lapsed

| REVENUE ALL FUNDS | 2021 Year to Date | 2021 Budget | % Budget Year to Date | % Budget YTD Prior Year |
|--------------------------------------|----------------------|-------------------|--------------------------|----------------------------|
| Ad Valorem | 35,569,751 | 36,717,284 | 97% | 97% |
| Ad Valorem Delinquent | 4,857 | 288,773 | 2% | 34% |
| Motor Vehicle | 1,713,241 | 3,170,344 | 54% | 47% |
| Library Generated - Copying/Printing | 31,374 | 104,359 | 30% | 22% |
| Library Generated - Overdues / Fees | 163,071 | 768,271 | 21% | 17% |
| Sale of Library Books | 25,000 | 0 | 0% | 0% |
| Misc Other | 957 | 18,703 | 5% | 3% |
| Reimbursement | 135,563 | 330,043 | 41% | 10% |
| Library Generated - Other Charges | 0 | 3,641 | 0% | 0% |
| Investment | 65,768 | 58,404 | 113% | 56% |
| Unencumbered Balance Forward | 0 | 10,000 | 0% | 0% |
| Recreational Vehicle Tax | 13,437 | 12,325 | 109% | 87% |
| Commercial Vehicle Tax | 46,967 | 57,421 | 82% | 86% |
| Heavy Trucks Tax | 4,445 | 4,841 | 92% | 116% |
| Rental Excise Tax | 13,465 | 45,873 | 29% | 49% |
| State and Federal Grants | 131,285 | 265,638 | 49% | 50% |
| TOTAL REVENUE | 37,919,180 | 41,855,920 | 91% | 92% |

| Expenses ALL FUNDS with Collection Encumbrance | 2021 Year to Date | 2021 Budget | % Categories Expended |
|--|----------------------|-------------------|--------------------------|
| Salaries and Benefits | 9,882,554 | 20,797,261 | 48% |
| Contractual Services | 2,805,589 | 7,305,956 | 38% |
| Commodities | 3,220,368 | 4,123,766 | 78% |
| Risk Management Charges | 97,112 | 195,074 | 50% |
| Capital / Maintenance / Repair | 744,590 | 3,338,526 | 22% |
| 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 | 19,924,825 | 41,855,920 | 48% |

Revenue - Expenses as of June 30, 2021 17,994,355

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

Scheduled Replacement Plan Funding

| | |
|----------------------------------|--|
| - | <u>REVENUE RECEIVED TO DATE</u> |
| 2015 Fund Transfer | 350,000 |
| 2016 Fund Transfer | 699,000 |
| 2017 Fund Transfer | 1,130,250 |
| 2018 Fund Transfer | 1,147,850 |
| 2019 Fund Transfer | 1,131,100 |
| Total Revenue | <u>4,458,200</u> |
| | 2021 |
| Contractual Services | 1,584,927 |
| Building Repair | 585,616 |
| Architectural Services | 68,820 |
| Furnishings and Office Equipment | 73,032 |
| HVAC | 178,193 |
| Sorter Parts and Labor | 4,113 |
| Security System Maint & Repair | 33,549 |
| Vehicles | 119,310 |
| AED Equipment | 9,613 |
| Interfund Transfer | 1,767,934 |
| | <u>4,425,107</u> |
| Budget Remaining | <u>33,093</u> |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
June 2021
50% Year Lapsed

OPERATING FUND

| Programs | 2021 Year to Date | 2021 Budget | % Program Expended |
|------------------------------|------------------------------|------------------------|-------------------------------|
| Administrative Services | 1,696,210 | 5,689,263 | 30% |
| Information Technology | 1,416,089 | 3,571,248 | 40% |
| Collection Development | 1,619,325 | 3,543,153 | 46% |
| Branch/Systemwide Services | 8,816,889 | 19,333,555 | 46% |
| Risk Management Charges | 97,112 | 195,074 | 50% |
| Grants * | 132,509 | 265,638 | 50% |
| Transfer to Capital Projects | 0 | 2,777,596 | 0% |
| Interfund Transfer | 3,000,562 | 3,000,562 | 100% |

| | | | |
|--|-------------------|-------------------|------------|
| TOTAL OPERATING FUND EXPENDITURES | 16,778,695 | 38,376,089 | 44% |
|--|-------------------|-------------------|------------|

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% |
|--|----------------|------------------|------------|

| | | | |
|---------------------------|-------------------|-------------------|------------|
| TOTAL EXPENDITURES | 17,324,939 | 41,855,920 | 41% |
|---------------------------|-------------------|-------------------|------------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
June 2021
50% Year Lapsed

ALL FUNDS

| Categories | 2021 Year to Date | 2021 Budget | % Categories Expended |
|--------------------------------|------------------------------|------------------------|----------------------------------|
| Salaries and Benefits | 9,882,554 | 20,797,261 | 48% |
| Contractual Services | 2,124,408 | 7,305,956 | 29% |
| Commodities | 1,301,663 | 4,123,766 | 32% |
| Risk Management Charges | 97,112 | 195,074 | 50% |
| Capital / Maintenance / Repair | 276,178 | 2,977,596 | 9% |
| 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% |
| TOTAL EXPENDITURES | 17,324,939 | 41,855,920 | 41% |

| GRANTS* | Expenditures through 6/30/2021 | Source | Received | Expenditures | Grant Award | Budget Remaining |
|-----------|--------------------------------|--------|-----------|--------------|--------------|------------------|
| 285000086 | 2021 State Aid | State | 3/22/2021 | \$48,067.46 | \$131,284.90 | \$83,217.44 |

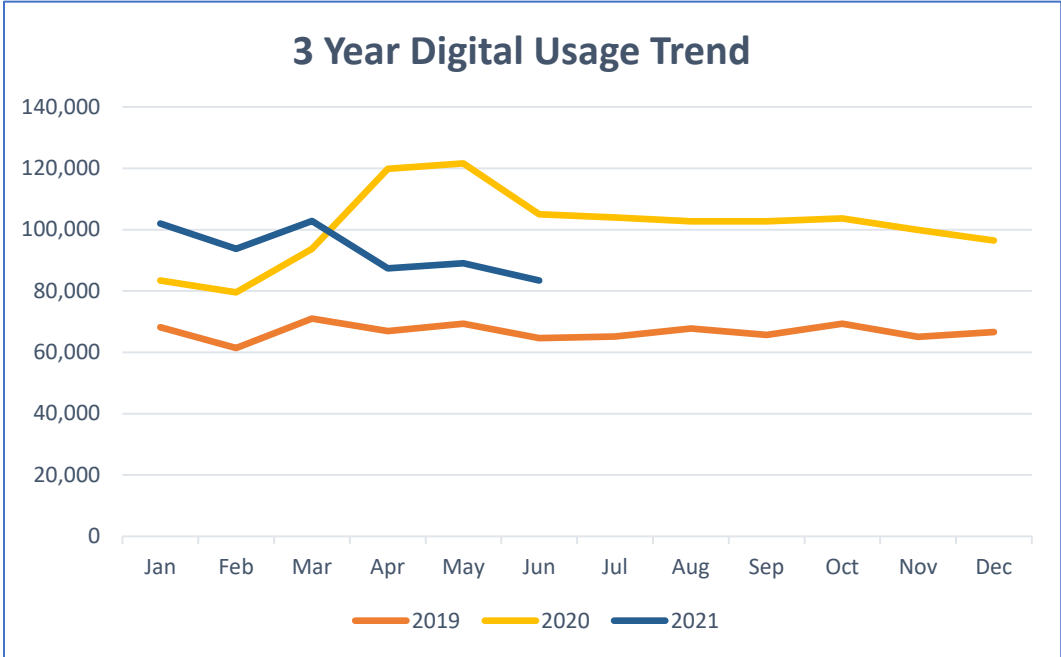
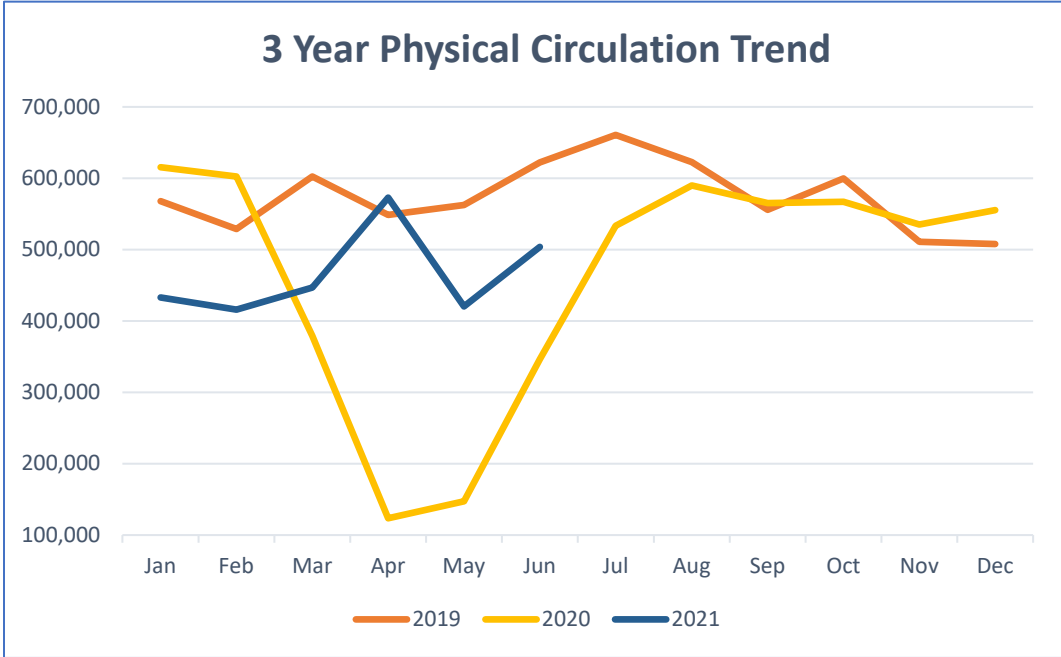
*Includes all expenditures and revenues over the life of the grant.

Reopening Statistics

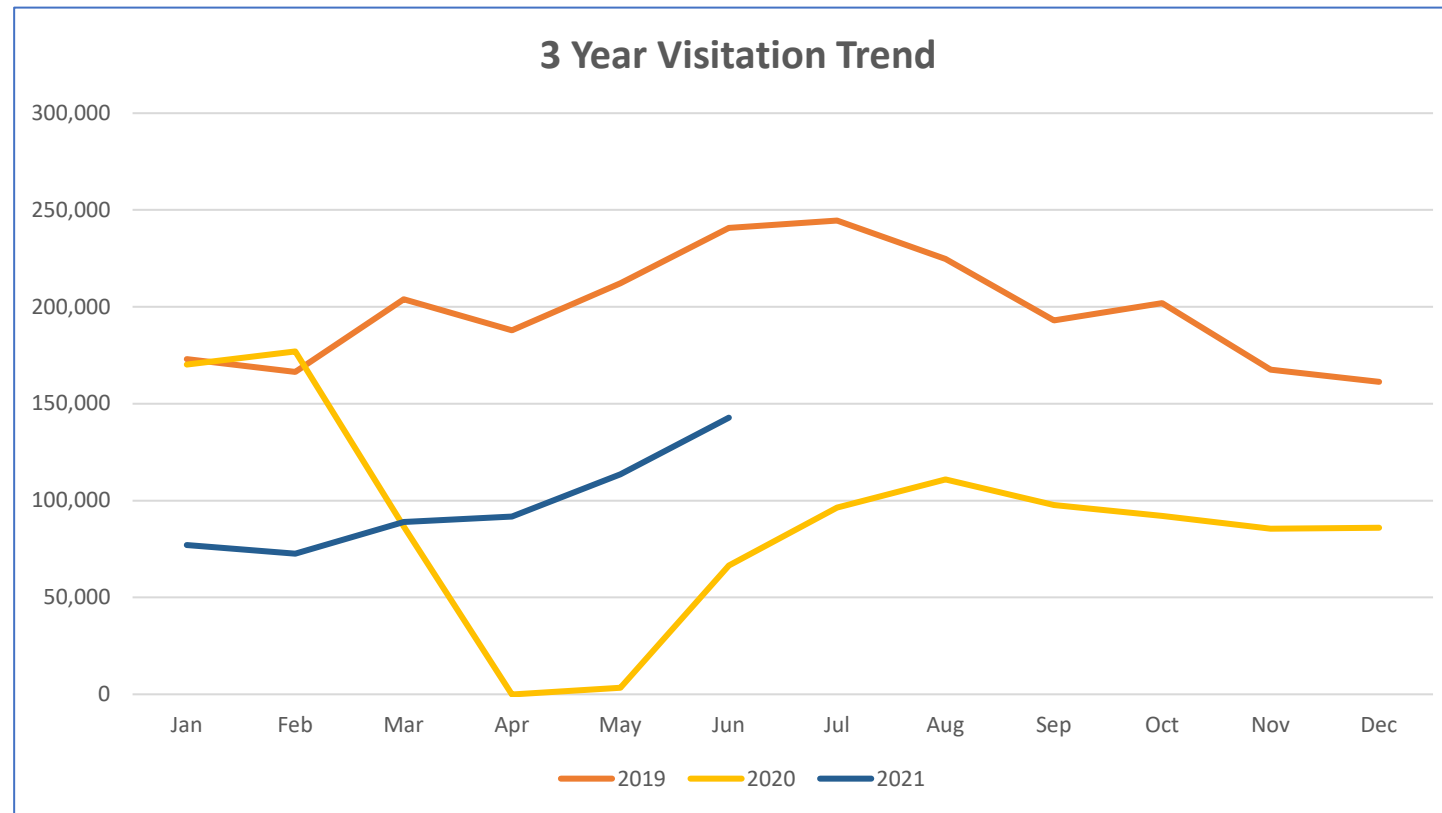
June 2021



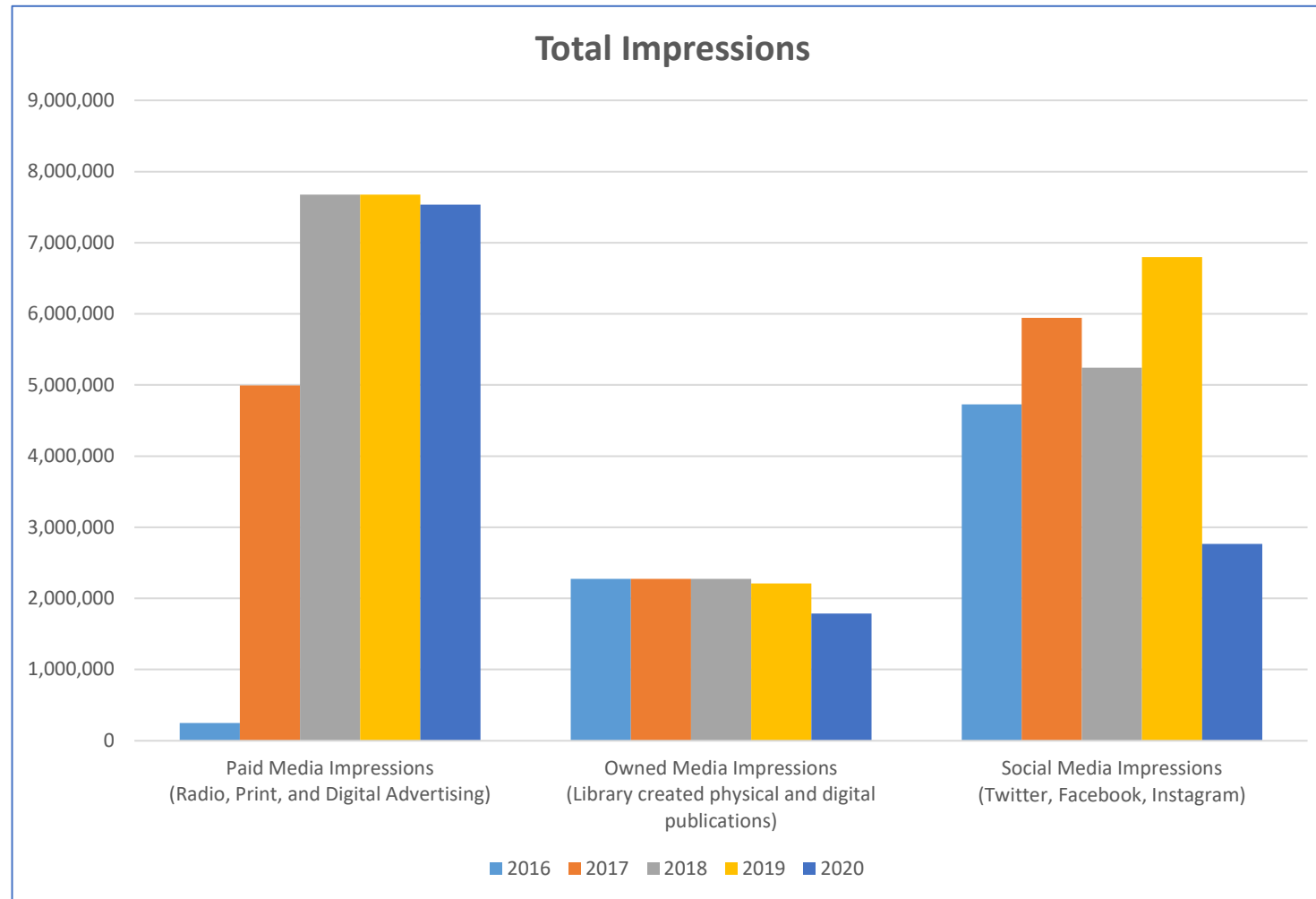
Physical and Digital Circulation



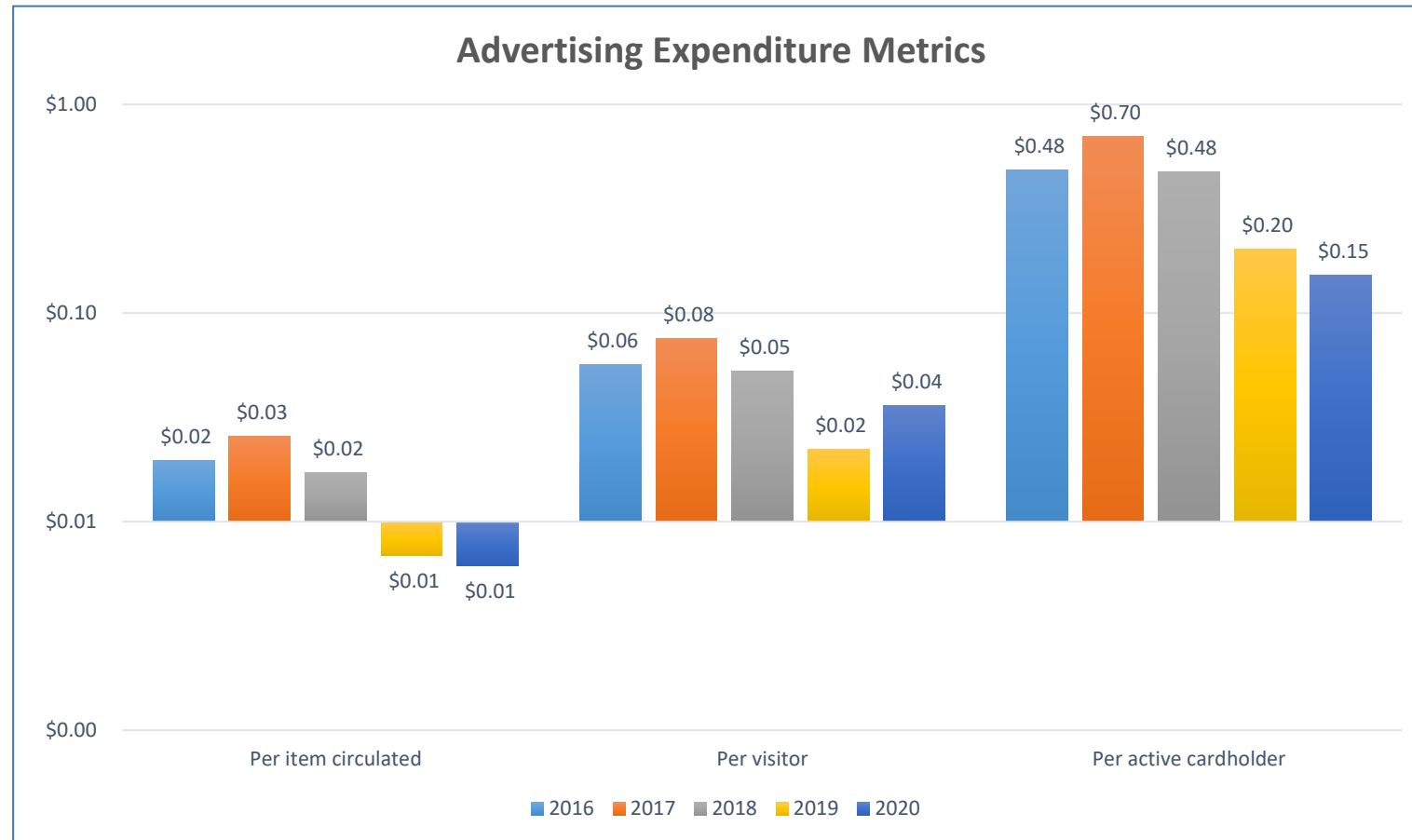
Visitation



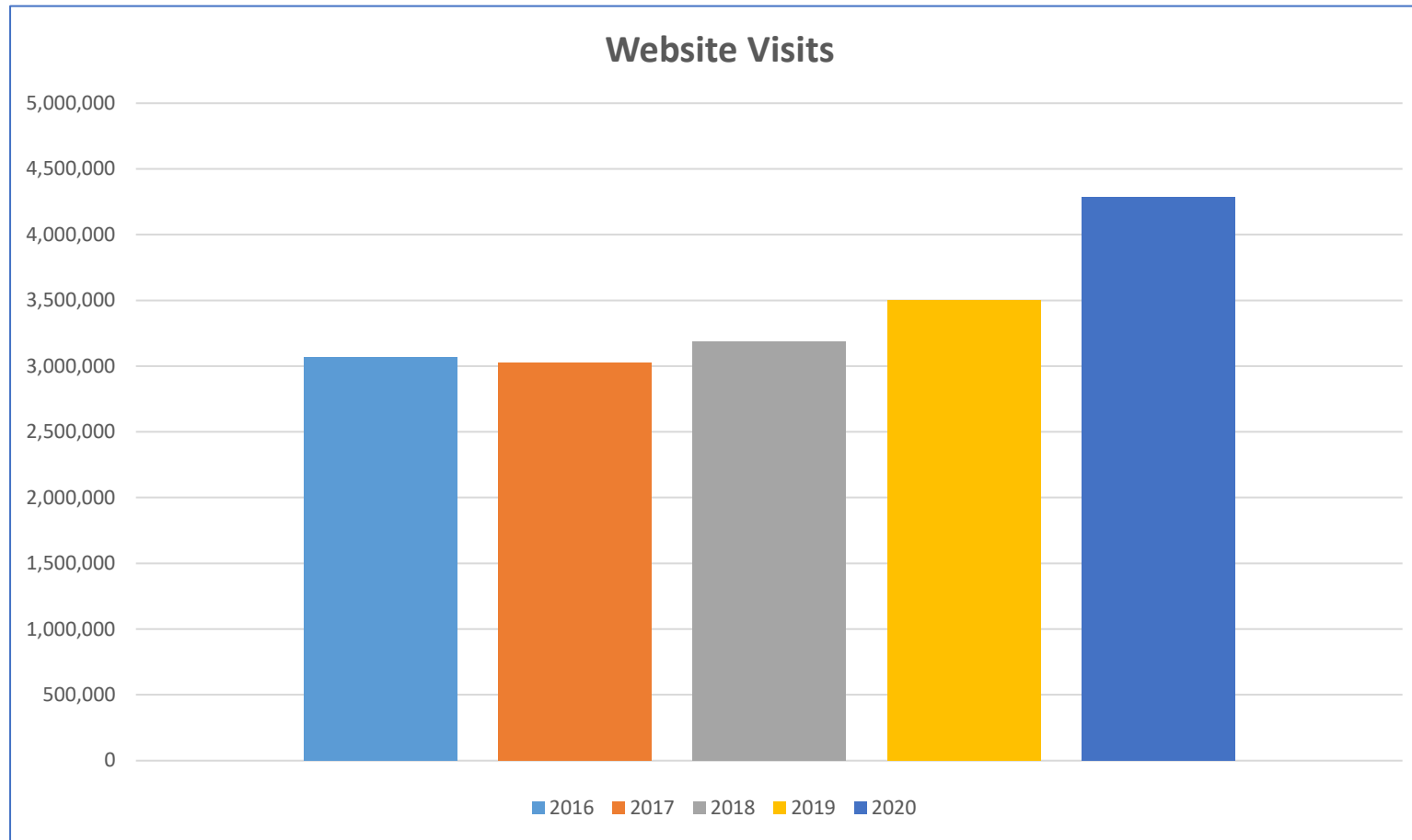
CX - Communications



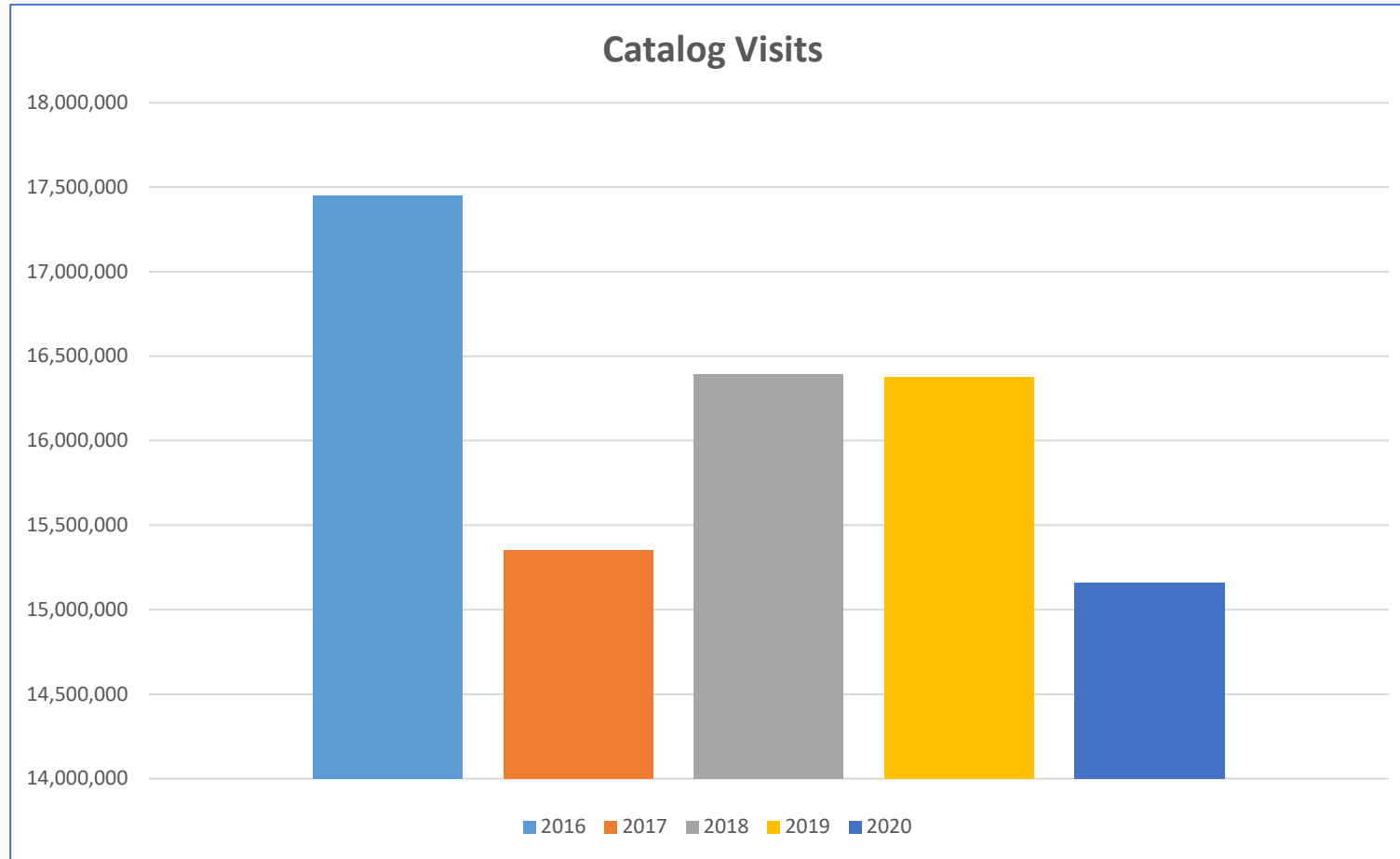
CX – Communications



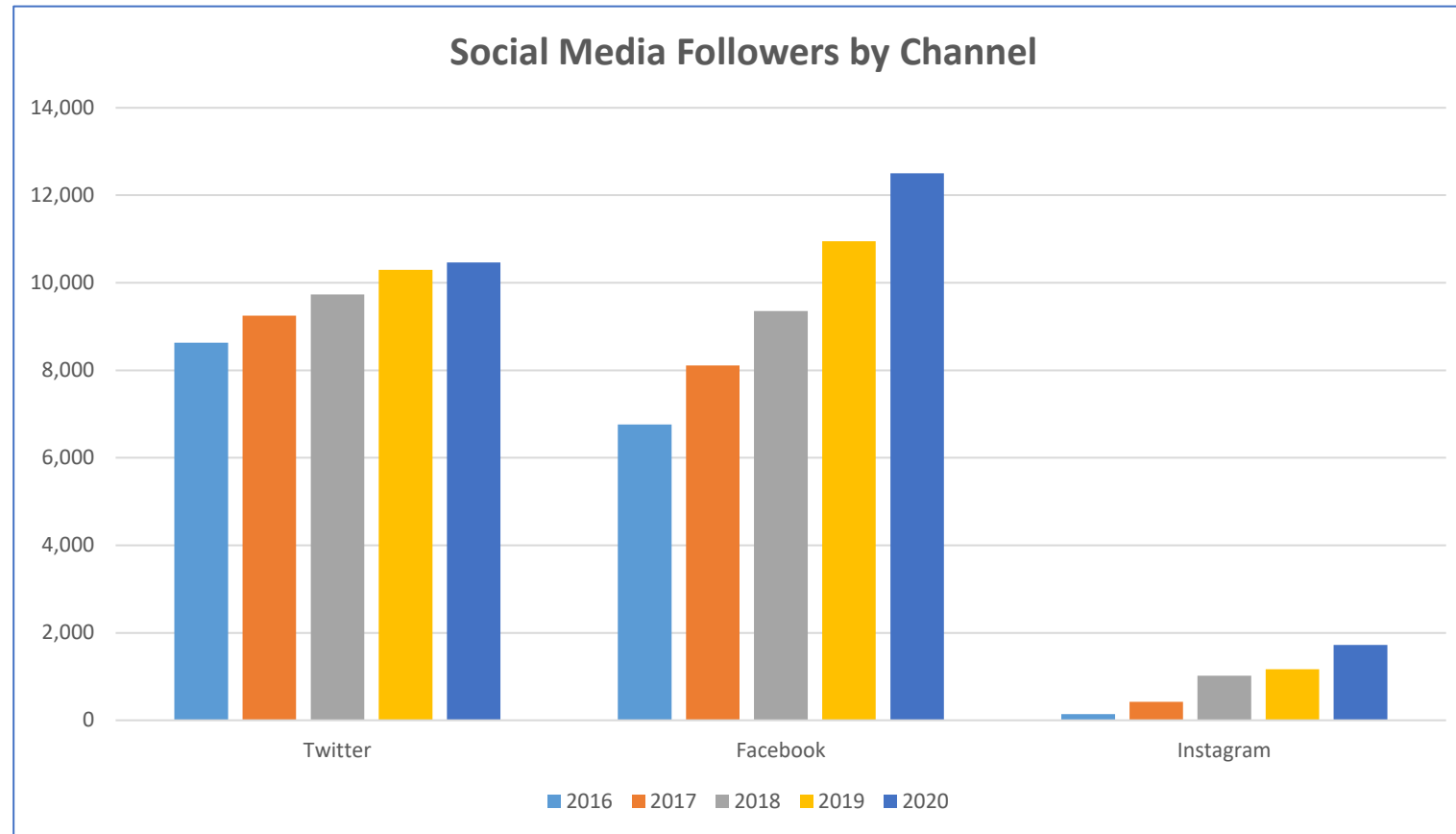
CX – Communications



CX – Communications



CX – Communications



CX-Communications Update

August 2021





**Associate Director of
Customer Experience (CX)**
Ben Sunds



**External
Communication Manager**
Elissa Andre



**Internal
Communication Manager**
Laura Hunt



Project Coordinator
Scott Sime





Marketing Specialist
Ben Oglesby



**Web Content
(Multimedia)**
Dave Carson



Communication Specialist
Cindy Frazer



**Web Content
(Social Media)**
Amy Field



Communication Specialist
Jennifer Taylor

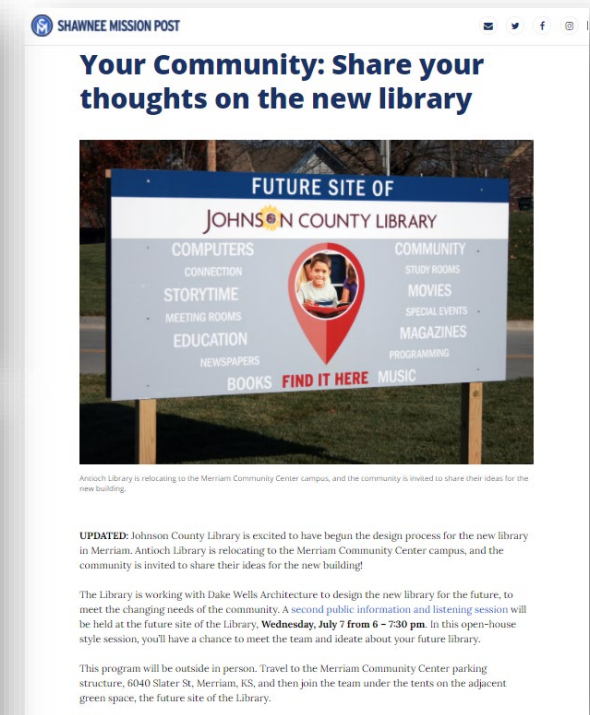
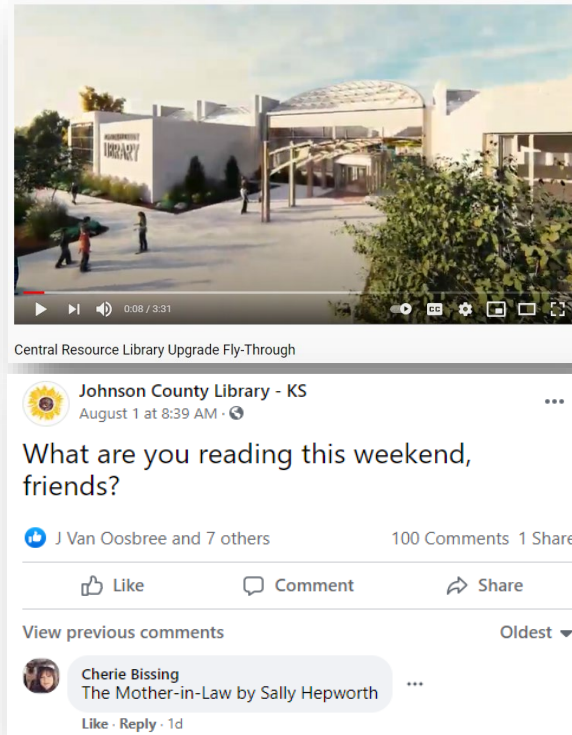
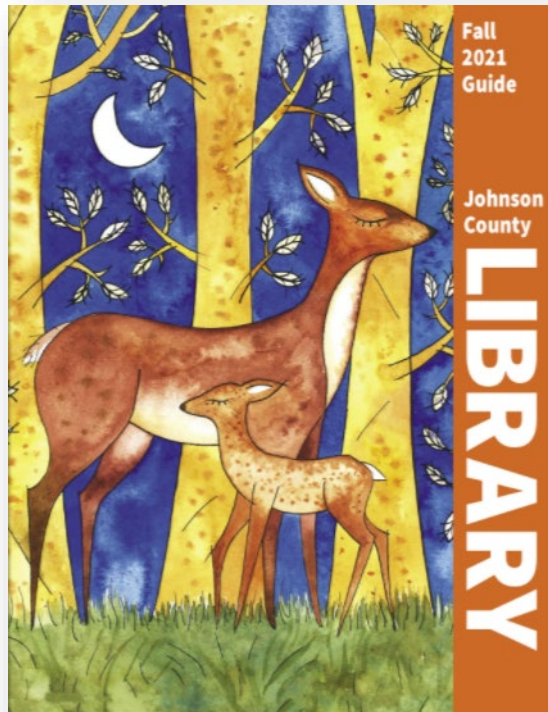


Support Clerk
Patti Combs



What We Do

- Website
- Social media
- SIRSI emails
- Print materials
- Advertising/Marketing
- Public relations
- Newsletters
- Content creation
- Partner organizations



Office Hours (Internal)



- Began weekly in May 2020; now monthly
- Promotes transparency
- 93% of staff say it's valuable



The ReSource (Internal)

The screenshot shows the Johnson County Library 'The Resource' intranet page. The header features the library's name in a large, dark red serif font, with 'THE RESOURCE' in a smaller, dark blue sans-serif font below it. The main content area is divided into two columns. The left column contains a news item titled 'ArtsKC Fundraising Campaign: Submission Deadline Extended to Aug. 6' dated July 29, 2021. The text describes the county's annual ArtsKC fundraising campaign and includes a 'Read more' button. To the right of the text is the ArtsKC regional arts council logo. Below the news item is a section titled 'July 23, 2021 Office Hours' dated July 27, 2021, with a partial image of a clock. The right column features a search bar with a magnifying glass icon. Below the search bar is a blue sidebar menu with white text listing various resources: Finance, Forms Center, Learning Portal, Procedures - Circulation, Procedures - non-Circulation, Sirsi Circ Reports, Suspended Patrons, and Temporary Procedures. Underneath the sidebar is a 'QUICK LINKS' section with a list of links including Absence Request Form Instructions, Answers, Answers and Phones FAQ, Axis 360 Admin Log In, Branch and Service Closures, and Centralized Supply Order Form.

JOHNSON COUNTY LIBRARY
THE RESOURCE

ArtsKC Fundraising Campaign: Submission Deadline Extended to Aug. 6
Jul 29, 2021
It's time for the County's annual ArtsKC fundraising campaign!

Please help make this year a success by participating however you're able. In years past, the County has been one of ArtsKC's biggest donors, enabling us to make a significant impact on our local arts community.

[Read more](#)

July 23, 2021 Office Hours
Jul 27, 2021
County Librarian Sean Casserley opened the meeting Friday morning with a check-in,

ARTSKC
regional arts council

SEARCH

Finance
Forms Center
Learning Portal
Procedures - Circulation
Procedures - non-Circulation
Sirsi Circ Reports
Suspended Patrons
Temporary Procedures

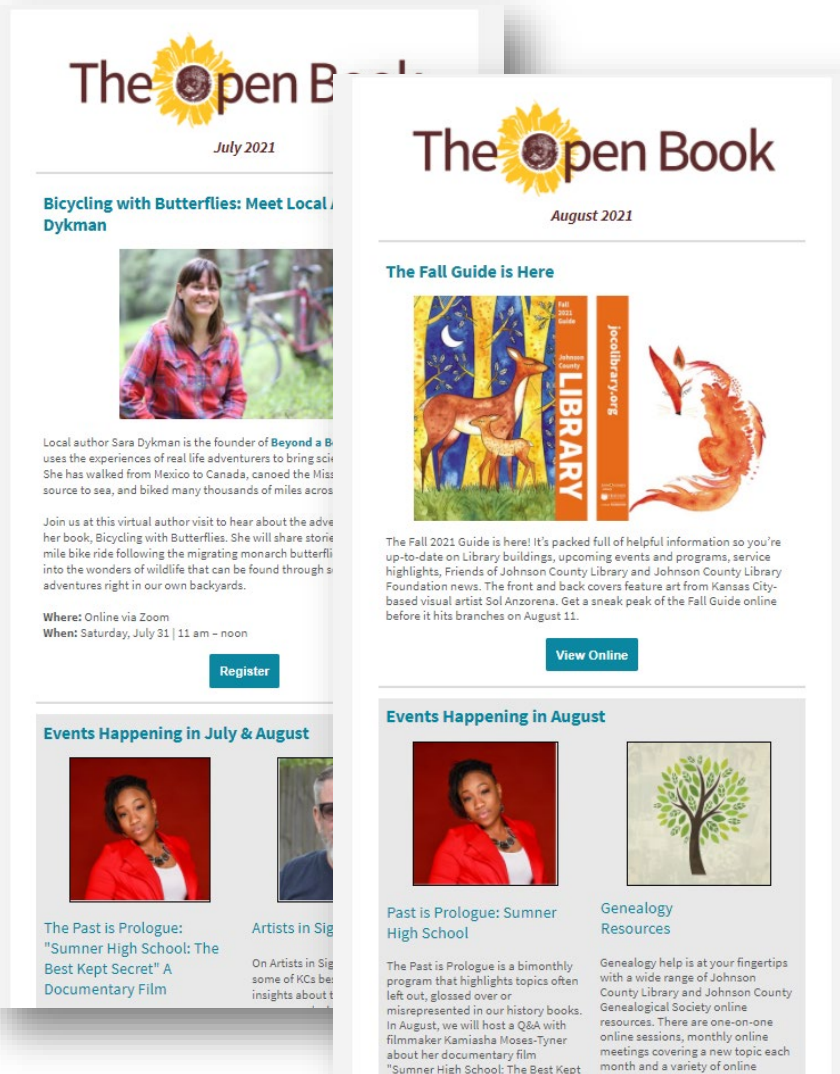
QUICK LINKS

Absence Request Form Instructions
Answers
Answers and Phones FAQ
Axis 360 Admin Log In
Branch and Service Closures
Centralized Supply Order Form

- Staff intranet
- Rated third most useful communication channel
- Average monthly views tripled between Jan. 2020 and July 2021



The Open Book



| | |
|---------------------|---------------------|
| 12-month average | 145,000 subscribers |
| Open rate (unique) | 26.2% |
| Click-thru (unique) | 1.03% |
| Click-to-open | 3.99% |



Other Newsletters



Subscribers: 1,348
Avg Open Rate: 52.6%



Subscribers: 358
Avg Open Rate: 55%



Subscribers: 1,207
Avg Open Rate: 53.6%



Other Newsletters



Book Report

JUNE 2021 • VOLUME XXI



JOHNSON COUNTY LIBRARY

Library Helps Connect Songwriter to Global Music Initiative

Jacoby Elliott is a singer/songwriter who grew up in Olathe, started performing in the Kansas City area, and is now based in Colorado.

In 2016 and 2017, Johnson County Local Arts Librarian Bryan Voell featured Elliott twice on the Library's local music blog. Farly through those posts, Elliott came to the attention of Beyond Music, a global music initiative launched by the non-profit Swiss Beyond Foundation and Co-Founder and rock legend Tina Turner.

On his Facebook page in February, Elliott shared the email from Switzerland, in which Beyond Music said, "Through Johnson County Library and on other channels we became aware of you and your musical talents." They invited him to join.

Jacoby says he was honored to be tapped by this impressive invitation-only platform, which last year had about 450 artists. He

was thankful that Voell had reached out to him early in his career, helping to spread the word about his music.

"It's only a blessing," Elliott said in an interview from Colorado. "He (Bryan Voell) was my first interview for 'Is Anybody Out There?' a message in a bottle, seeking to find a community of like-minded creative people. Five years later I get this email from Switzerland. It's beautiful."

Voell was impressed from the beginning with Elliott's work and is delighted his Library articles helped connect Elliott to Beyond Music. "He has a very distinct, confident voice of how his music can be a visual experience as well," Voell said. "He is a very accomplished singer and instrumentalist and he has a presence and a way of performing that you just have to pay attention."

Elliott, now 27, taught himself keyboard and was in a band in high school, as well as in an advanced choir at Olathe North High. He moved to Kansas City in 2015 and performed at Davey's Uptown, recordBar and other venues.

He studied film and media for a year at KU and now specializes in singing, songwriting and music videos in a genre he describes as "gritty supernatural pop."

His pop persona is Y the Ghost, which Elliott says reflects the existential search for identity and for immortality through art. Two fan favorites of his are "Is Anybody Out There?" and "Hologram."

He moved to Colorado in January 2019 and was making good connections in the Denver area music and film community, even being featured in a film festival in

STAFF SPOTLIGHT

Custodial Supervisor Provides Essential Service During Pandemic

Custodial services have always been important to keeping Johnson County Library branches clean, healthy and pleasant. That's never been more vital than during the Coronavirus pandemic.

The custodians responsible for those duties are supervised by Chay Her, Custodial Supervisor with Johnson County Facilities Management, who is truly dedicated to his job.

"We were considered essential workers, front-line workers," Her says. "We have never stopped our jobs, because we knew there was a service that needed to be provided, whether it be for patrons or for Library staff."

When the pandemic first struck in March 2020 and the Library branches were closed to the public, Her and his custodians deep cleaned every building, shampooing all the carpets, cleaning walls, scrubbing floors, sanitizing surfaces and making the buildings spotless. And since the branches reopened last summer, they've continued to ensure the buildings are safe for staff and patrons.

Her gets a lot of positive feedback from Library management but gives all the credit to others.

"I know that a lot of people appreciate what we're doing," he said. "If we are doing a good job, it's because my staff are all doing what they're supposed to be doing."

Her directly supervises 16 custodians in the larger branches. The smaller branches like Garber and Edgemoor have contracted services but Her responds to urgent issues.

Her, 46, has a compelling life story, beginning with his birth in Laos. His family were Hmong refugees during the Vietnam War and immigrated to the U.S. in 1979, when he was four years old. He grew up in Sacramento and married his high school sweetheart, Xue (pronounced Xue).

He worked two jobs while he got a business degree. The couple had two children, Mia, now 23, and Trevor, now 18.

When Trevor was a year old, Her moved his family to Olathe, because his brother had already moved to Johnson County and envied the Midwest's quality of life and cost of living. Her got an evening shift custodial job at the Johnson County Courthouse so he could watch Trevor while Xue worked days.

Her worked as a custodian for Johnson County government for many years and was eventually promoted to senior custodian, training others and serving on the emergency response team.

In mid-2019, the Johnson County Facilities department began overseeing Library custodians, allowing for standardized equipment and cleaning procedures. Her was named interim Custodial Supervisor for the Library as part of that reorganization and got the job officially a few months before the pandemic hit.

He says the Library fortunately never ran out of toilet paper or cleaning supplies, although gloves and masks were scarce at times. At one point, when Library staff were making masks, they supplied the custodians and that was greatly appreciated.

Overall, Her says moving his family from California to Johnson County has worked out very well. In his spare time, Her and his wife love to fish at local lakes, and they are avid mushroom hunters.

Her recalls that during his childhood in California, libraries seemed like magic, silent places. Nowadays, that's all different, and he loves making his rounds to the Johnson County branches, seeing friendly librarians as well as the kids and families that flock to them.

"I realized the Library culture has changed," he said. "People are there for knowledge. They are there for enjoyment."

And he's proud of the role he and his custodians play in fostering that welcoming and vibrant environment.

EVENTS SPOTLIGHT

elementia Reception Reveals Power of Language and Art

This year's online reception for elementia XVII, Johnson County Library's teen literary magazine, celebrated the creativity that fills the publication.

"In all that elementia does, we seek to uplift and empower the teens of Johnson County and beyond," said Information Specialist Cassandra Gilg as she welcomed about 100 participants to the Zoom event April 23.

This year's publication, which is focused on the theme "bodies," is now available online and in print.

The event revealed the power of language, poetry and visual arts to illuminate the human condition in all its glory: struggle, survival and wonder.

Selected teen writers read works that were riveting, wise, haunting and inspiring, about human bodies, bodies of water, memory, death and love. A slide show illustrated the incredible portraits, sculptures and other winning visual art submissions.

Keynote speaker Franny Choi, acclaimed Korean-American writer, shared poems from her books and even an unpublished poem. Her work eloquently explores the immigrant experience and social activism, but also shares intensely personal insights.

Choi told participants she was blown away by the artistry in elementia.

"I am beyond honored to get to share this bit of virtual space with all of you talented, incredibly talented, enthusiastic and brilliant human beings," she said.

Local songwriter Jo Mackenzie, 17, capped off the night with live music.

The next issue's theme is "the unknown," with submissions welcomed until Feb. 23, 2022. Editors invited teens to mine the rich realm of the unfamiliar.

"Venture into the ocean, the right sky, the narrows! Search for the alms among us and beyond us," said editor Olivia Humphrey. "Find the murky edges of your imagination and focus on them. Visualize what exists in the afterlife and what's hidden in the dark."

WHAT'S INSIDE

- Branching Out:** Cedar Rose Getting New Shelving, New Layout
- Top 10 Holds:** May 2021
- Patron Spotlight:** Patron's Marketing Skills Give JC Foundation a Boost
- Staff Spotlight:** Custodial Supervisor Provides Essential Service During Pandemic
- Event Spotlight:** elementia Reception Reveals Power of Language and Art
- Sharing Poems of Profound Love and Loss**
- Taking a Closer Look:** Social Media Highlights
- Month in Review:** May 2021

Sharing Poems of Profound Love and Loss

Tina Brimhall grew up in a home where the only literature was K-Men comic books and the Bible. But that was enough to instill in her a love of writing, and a great appreciation for language, character and story.

She is now director of creative writing at Kansas State University and is also an award-winning writer known for lyrical poems and essays that explore both beauty and terror in life.

On May 3, she shared her writing with an enthusiastic Johnson County Library online audience. She read from her fourth collection, "Come the Summer to the Land of Nois," published in 2020.

Some of the poems and essays were written while she was pregnant with her son, now seven, and during the trial for a friend's murder.

"At the same time I was bringing new life into the world, I was also sort of trying to emotionally reckon with my friend's sudden and violent loss," she explained.

When "stuck" for what to write, she composed letters to Thoreau, exploring shadow and darkness, and to Errol, about life and love. Those competing impulses became evocative poems in this collection.

She eloquently captured the connection between poet and reader: "I think everybody comes to poetry either looking for a window or a mirror. Either they want to see themselves in someone else's language and that's a version of 'primary,' Brimhall said. "Or they want a window and they want to see into a life and a way of being that they might not totally understand and empathize their way into that."

- Monthly behind-the-scenes snapshot
- Written by Lynn Horsley (KCUR)



Public Input Sessions



- 70 attendees for virtual Library OnDemand session
- 70 attendees for in-person, on-site session
- Website survey
- Questions of the Week at Antioch and online
- Outreach and focus groups with community groups planned



Annual Reports



- 2019 highlighted Lenexa City Center opening
- 2020 in progress, to be completed October 2021
- Focus will be on how the Library pivoted in 2020



Occasionals Campaign

**one card,
unlimited possibilities**



unlimited rewards

This is my library card.



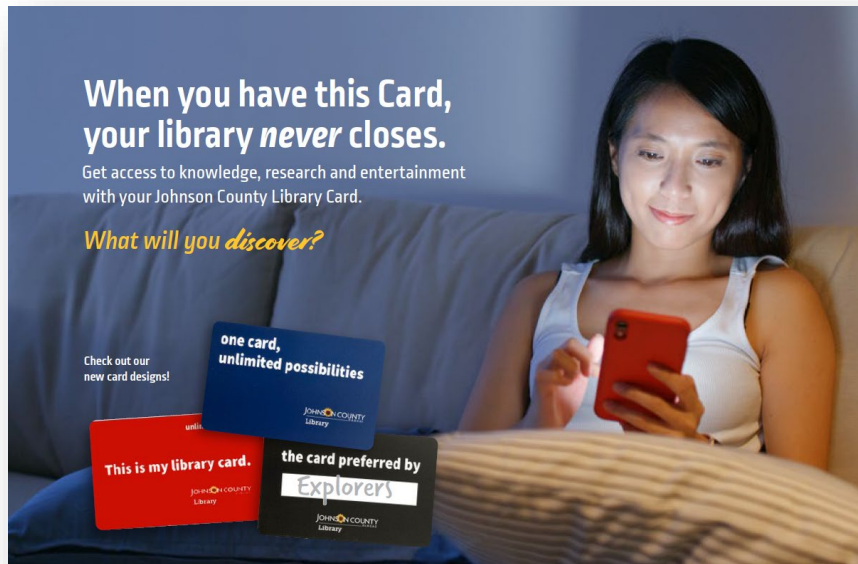
- Research began in 2013 with OrangeBoy Market Assessment
- Occasional persona developed
 - “Elder Millennial”
 - Familiar with the library
 - Needs convenience
- Work began again in 2019 and paused in 2020
- New library card designs and stickers rolled out in 2020



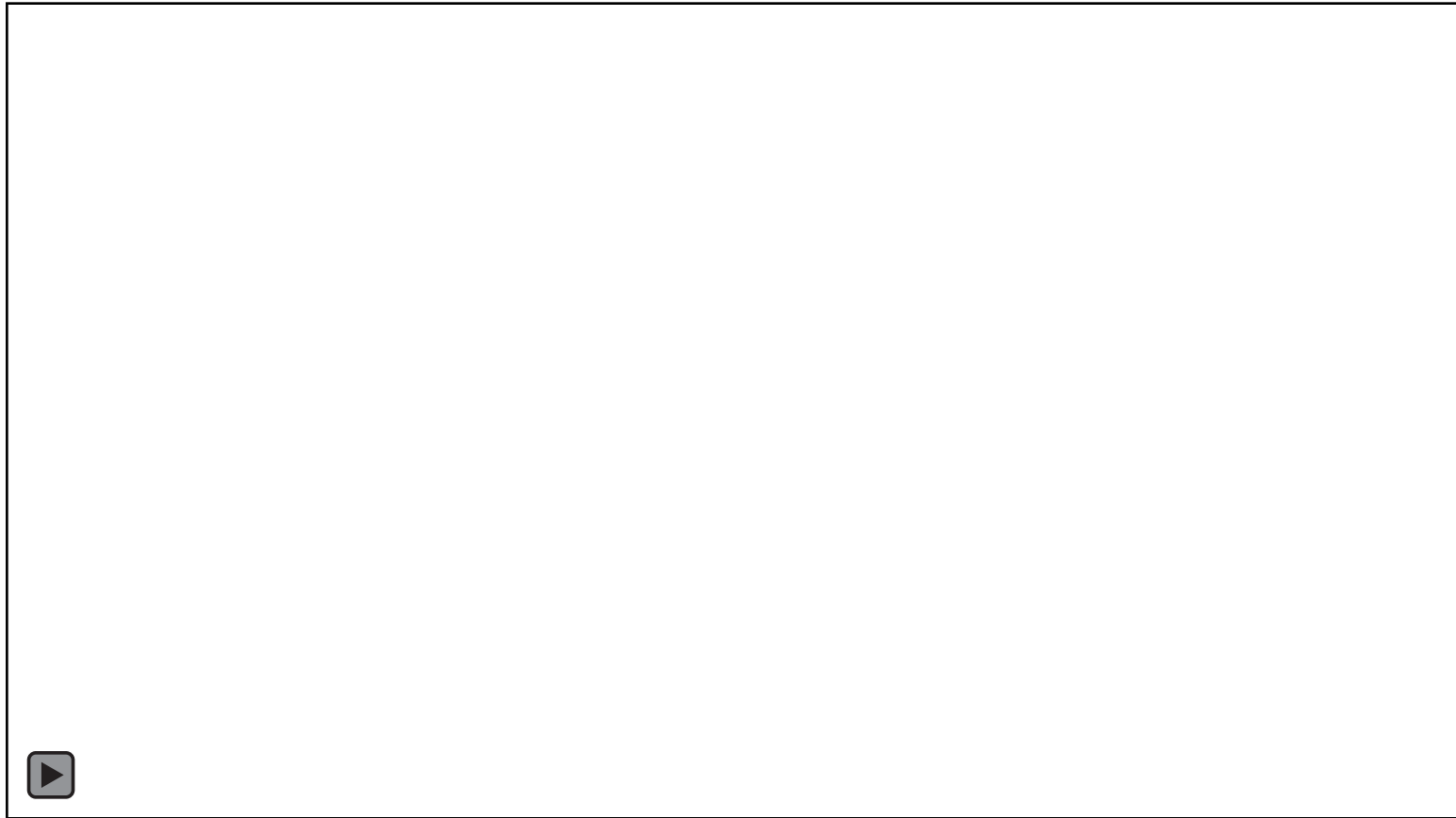
Occasionals Campaign



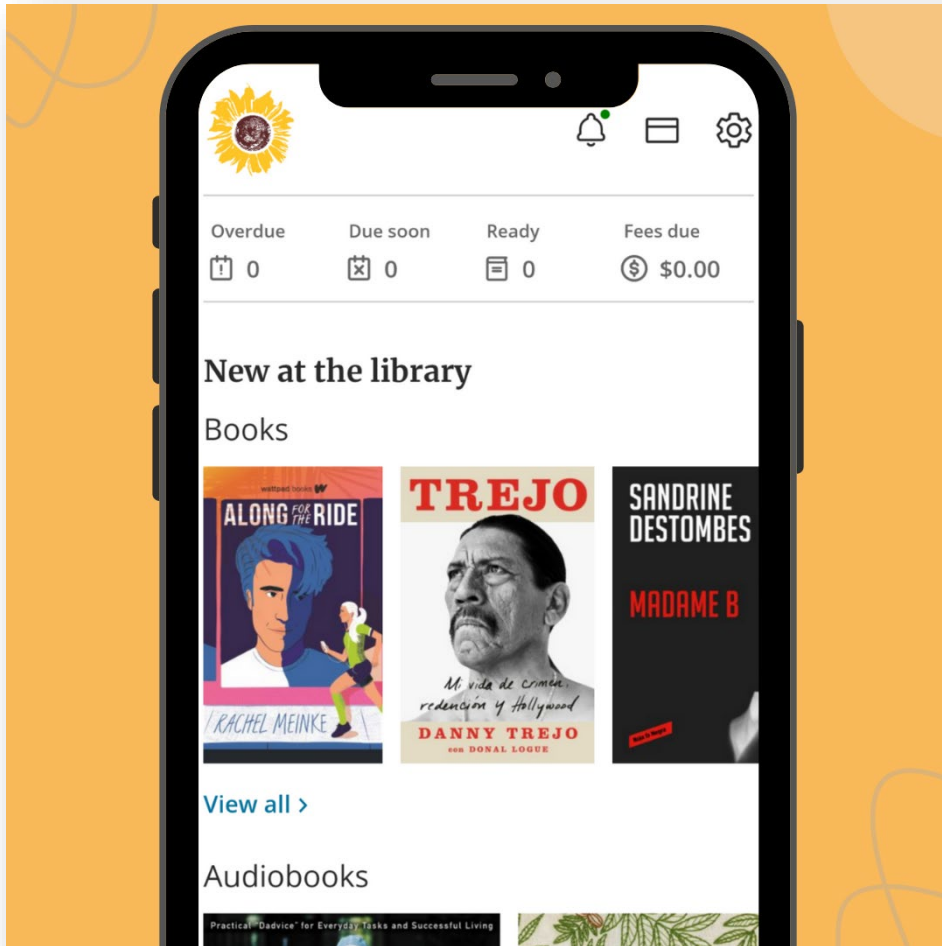
- Deployment of black library cards
- County-wide mailer and 30 second video spots in the fall
- Themes: discovery, growth, convenience, customizable experience



Occasionals Campaign



New App



- Integrates with web catalog
- New features:
 - Library announcements
 - Browsable staff recommendations
 - Upcoming titles
 - ISBN/UPC search



Library Day at the K



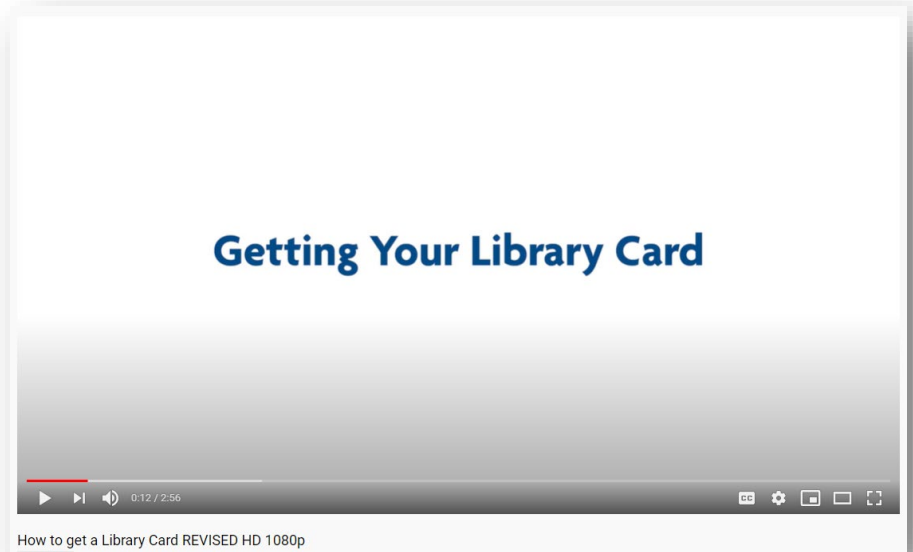
Looking Ahead

Department Initiatives

- Occasionals campaign
- Social media strategy
- “How to use the Library” video series
- New staff intranet

Ongoing Work

- CLMP and CRP project communication
- Branding alignment
- Refining procedures
- Community input



Central Building Upgrade, Part 2

Update – August 2021

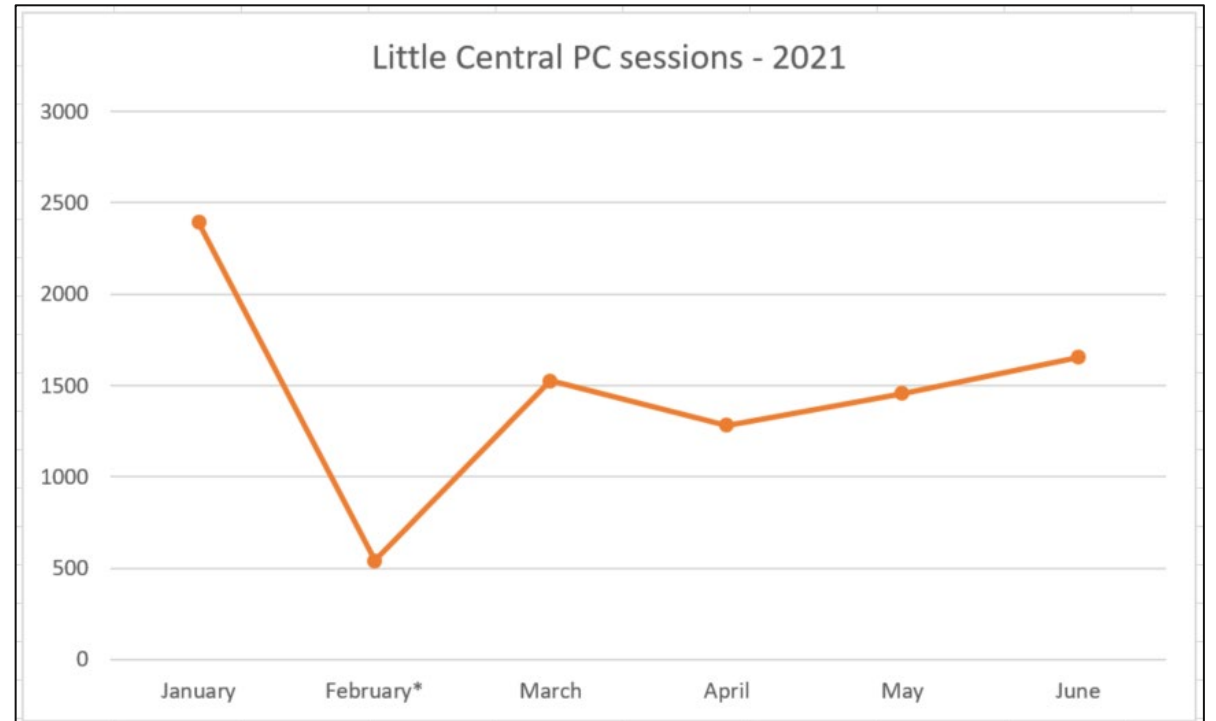
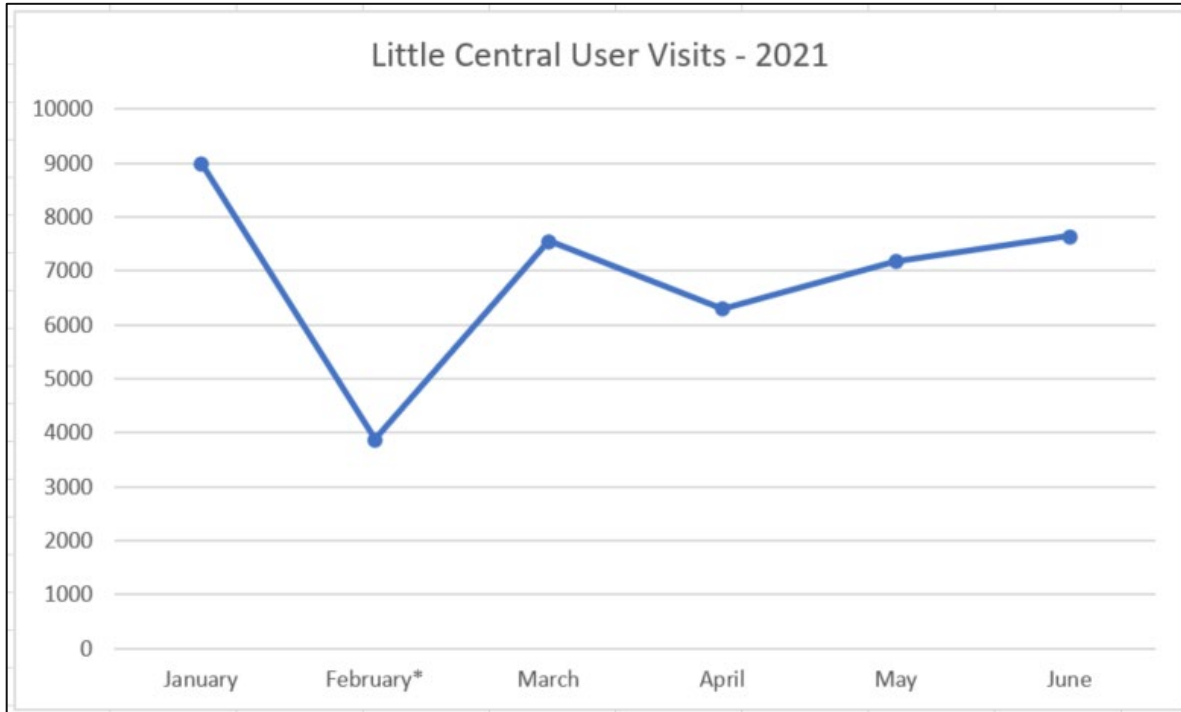


Updates

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



Little Central update



Construction update

- Construction activities this month
- Tours

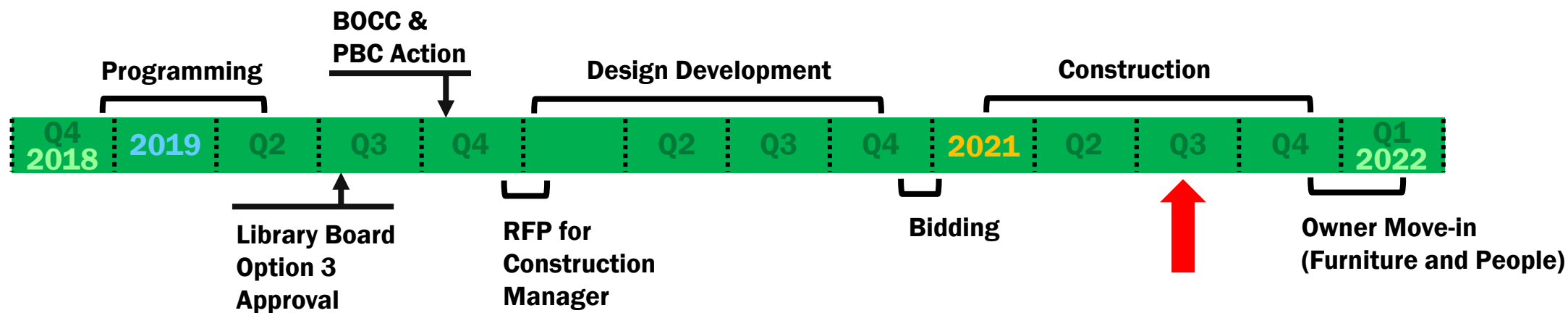


Next Steps

- Construction activities anticipated for next month
- Continuing to develop move-in timeline



Central Building Upgrade, Part 2: Anticipated Timeline



Central Building Upgrade, Part 2: Technology Implementation

Library Board Presentation – August 2021



Technology interwoven throughout CBU2

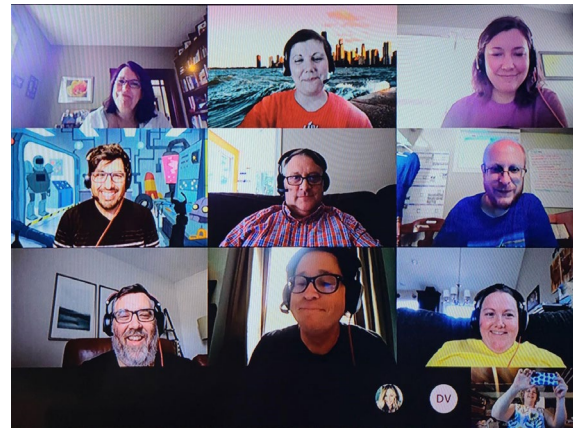
- Create temporary work areas, support hybrid (remote and on-site) access during construction
- Set up, support Little Central during construction
- Refreshed technology infrastructure for the heart of the system
- Move all employees back into new work areas
- Install and support lots of cool new stuff!

Create temporary work areas

135 employees moved to 7 temporary work locations



Hoteling space at Antioch



Working
remotely



Maker
workspace
at Shawnee

Set up, support Little Central during construction



Refresh technology infrastructure for the heart of the system

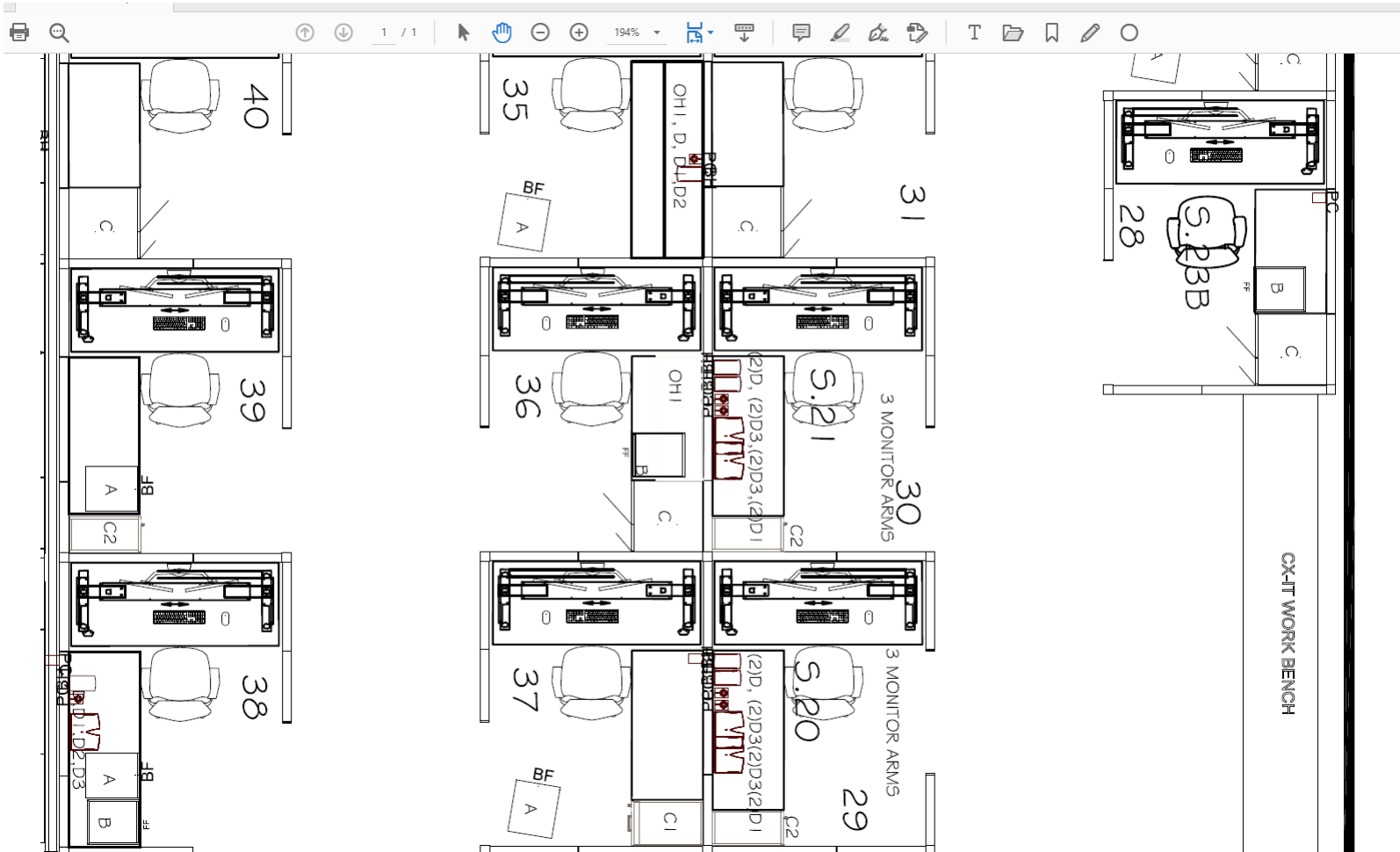


Old



New, showing Lenexa's as an example

Move all employees back into new work areas



Install, support lots of cool new stuff!

- Public computers update, laptop lending, Teen area service point, new self checks
- Public meeting and media rooms, and storytime room AV and room reservation displays
- Refreshed staff collaboration and meeting spaces
- Branch workspace – staff laptops and desktops, processing stations, Drive-Thru, sorters
- Systemwide workspaces – entry device for deliveries, technology integration into furniture

Antioch Library Replacement Project

Update – August 2021



Updates

- Design update
- Public Art update
- Public Engagement update

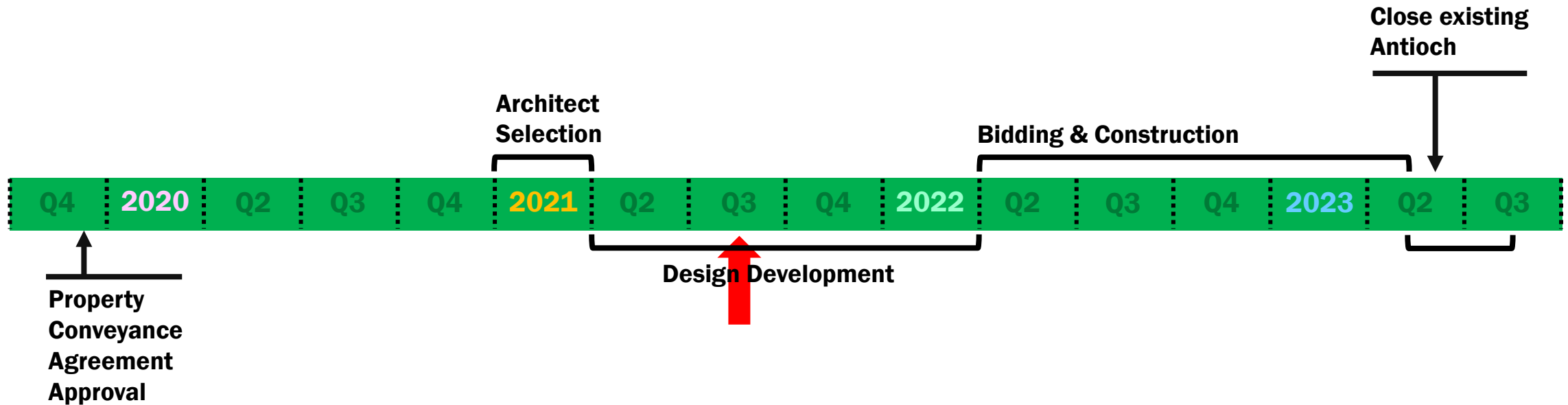


Next Steps

- Design continues
- Public engagement continues



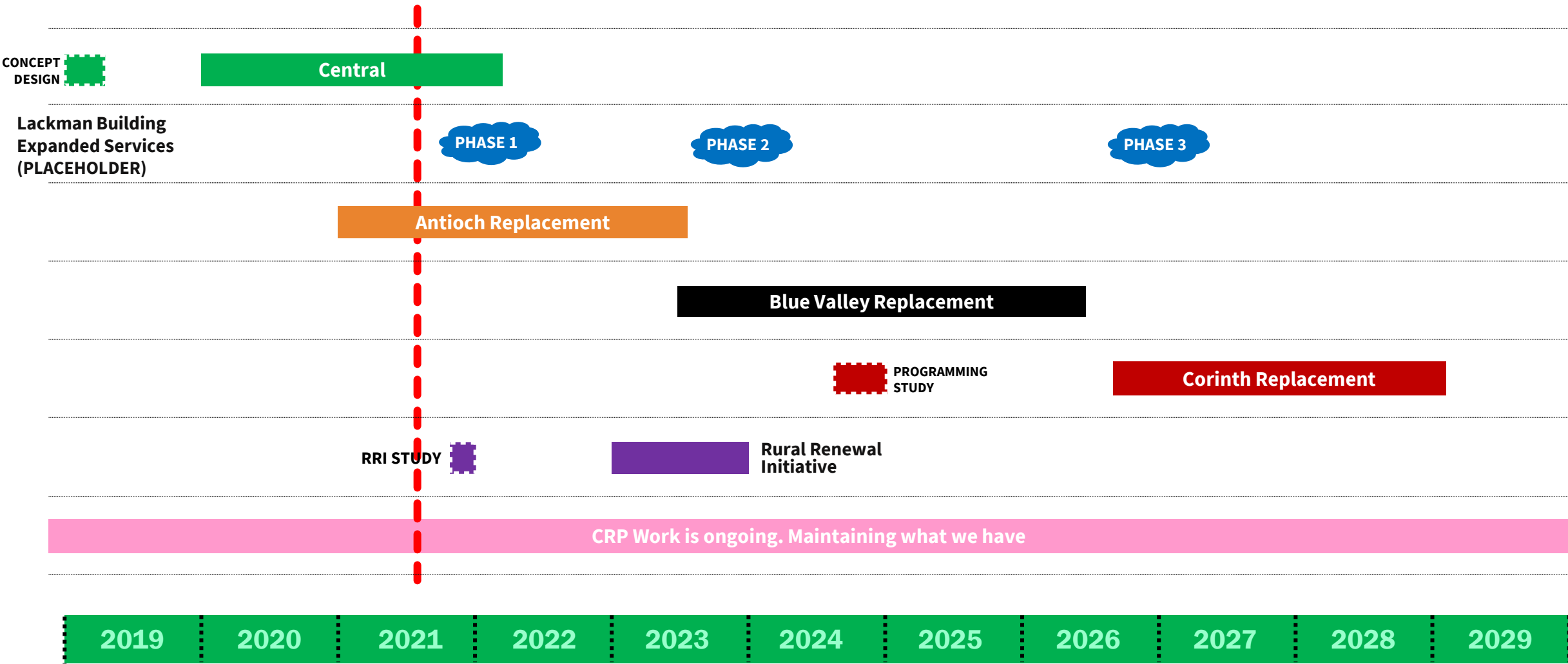
Antioch Replacement: Anticipated Timeline



Capital Improvement Projects Timeline Summary

Update – July 2021

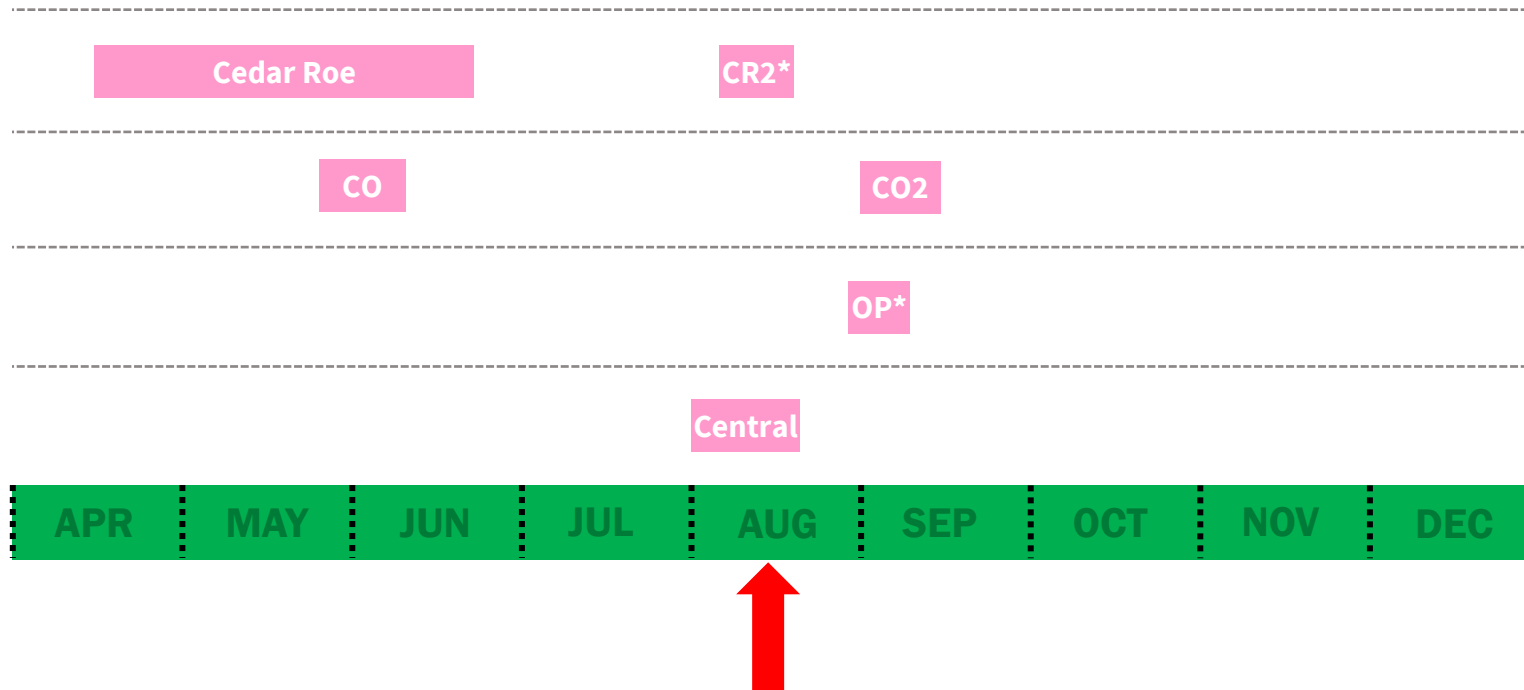




This visual is shown as an illustration with anticipated dates and may change.



Capital Replacement Program: Library Board-approved Closures



* Will seek Library Board approval at August 2021 meeting

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

- **Cedar Roe.** Roof work is anticipated to begin in August (5 day closure).
- **Corinth.** Electrical work is anticipated to occur between September and November (up to 3 day closure).*
- **Oak Park.** Electrical work and staff space refresh anticipated to occur in August/September. (up to one week closure). Oak Park and Central closures will not overlap.
- **Central (Little Central).** Electrical work, between 8/2-8/15. Central and Oak Park closures will not overlap.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

July 8, 2021
Monticello Library
4:00 p.m.

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

Absent: Ali Seeling

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Hanzlick was not present for this meeting.

STAFF: Sean Casserley, Ryan Dolan, Laura Hunt, Joseph Keehn, Jennifer Mahnken, Scott Sime, Stephanie Stollsteimer, Ben Sunds, Dev Tillotson, David Vratny, Adam Wathen

Guests: Joe Connors

Board Chair Bethany Griffith called the meeting to order at 4:01 p.m.

CITIZENS COMMENTS:

Charlotte O'Hara shared her comments to the Library Board, "15712 Windsor Street. I come before the Board as a citizen, not as a commissioner, and I just want to say that I'm very concerned about the \$67 million that is planned for a library at 151st and Antioch approximately. I have talked to several people in the area and I have not found one person who is in favor of this. This is more than one third the cost of the courthouse. This is absolutely inexcusable expenditures of public money, and I just, as a citizen, I just want to voice my opposition loud and clear. Thank you."

Ms. Griffith thanked Ms. O'Hara for taking time out of her day to share her thoughts with the Board.

There were no other citizen comments.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Ms. Griffith shared that as Commissioner Hanzlick was not present she would share her reading recommendation of the Witcher series, *The Amazing Dr. Ransom's Bestiary of Adorable Fallacies; A Field Guide for Clear Thinkers* by Douglas and MD Wilson as well as *The Coddling of the American Mind* by Greg Lukianoff and Jonathan Haidt.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Jodie Dietz presented on behalf of the Friends of the Library. Their written report is included in the July Library Board Report.

Financial Position

The Friends shared that they are in excellent financial shape and net revenues from January – May are 1700% over budget.

Internet Sales

The Friends received eBay Top Rated Seller status on May 26 due to the excellent work of internet sales volunteers.

The Friends have fulfilled 2,357 orders in May.
Sales of note:

| | |
|---|----------|
| - <i>The Ultimate Evil: An Investigation into America's Most Dangerous Satanic Cult</i> | \$195.31 |
| - <i>Steel Construction Manual</i> | \$142.82 |
| - <i>The History of Old Time Farm Implement Companies and the Wrenches They Used</i> | \$130.00 |

Sales Events in July

Ms. Dietz shared that The Friends have eased back into in-person book sales.

Books and Brews

The Friends will be hosting a Books and Brews books sale July 14 – 18.

UnBook Sales

The Friends will be holding a book sale for donations that are not books, such as puzzles and music CDs at the Blue Valley Library Meeting Room on July 31st.

Ms. Kilgore asked if the Friends are planning more of the events like the Books N' Brews in other communities.

Ms. Dietz shared that they were. She shared that the Friends has brainstormed the last year about better ways that they can engage with the community. They have talked about events such as this as well as author events. She shared that they are excited about the opportunities that the Friends can provide.

JOHNSON COUNTY LIBRARY FOUNDATION:

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

Kauffman Foundation Grant for 2020 – 2021 Update

Last year the Library received a two-year commitment for \$100,000. From the Kauffman Foundation. The total was \$72,000 last year and the Library is scheduled to receive another \$28,000 this year. The two programs benefitting from this are the Race Project KC and online programming.

Due to the success that came from this support, they asked for more money from online programming and qualified for an additional \$15,000 grant for this year to add live closed captioning to the ON24 platform.

Library Lets Loose Fundraising Event Goes Viral, September 18

The Foundation has been in the process of pre-producing a program about the Library and the importance of donor support. In addition to the September 18th event, the Foundation will also be hosting summer events to help build engagement.

Library Lets Loose Partners with the Department of Health and Environment

Library volunteers have been partnering with the Department of Health and Environment to assist handing out free COVID-19 testing kits at the Antioch Library. Volunteers gave out 140 kits and placed 10,000 business cards with vaccination information in Library holds.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick was not present at this meeting.

BOARD COUNSEL REPORT

Charter Commission

Andrew Logan, Library Counsel, gave a report on the Charter Commission. Mr. Logan explained that at this time, the Charter Commission is hearing presentations from various county departments, agencies, and entities. The Charter Commission was established in February by the Board of County Commissioners and is authorized by state statute and the County Home Rule Charter. The Charter Commission meets every 10 years, first meeting in 2000, then again in 2011 and now this year. The purpose of the Charter Commission is to study the County government structure and determine if any changes need to be made to that structure. Changes are not mandatory or necessary. In 2011, at the last County Charter Commission, there was not any recommendation that changes be made.

Due to the nature of Johnson County Library as an independent taxing subdivision and its statutory scheme and structure, the Charter Commission has limited abilities to change the governance structure of the Johnson County Library or this Board because of that independent nature. There are 25 members who sit on the Charter Commission. These members are appointed by various groups within the county. The Charter Commission is currently going through the work of hearing from various groups and considering whether county government is working as it should.

Mr. Logan shared that recently, Sean Casserley, the County Librarian, presented to the Commission. Mr. Logan shared that he believed it was a great presentation that was very well received and emphasized the independent nature of the Johnson County Library but also the cooperation between the Library and county government. The presentation highlighted the collaboration and partnerships that have been ongoing and successful in areas where the library is required by statute to follow county policy, such as with HR and finance, as well as potential partnerships with other departments such as the sheriff's department for security measures, under consideration by this Board.

Ms. Griffith asked if the Commission was investigating or if they have any legislative power. She asked if the Commission would recommend to the legislature what needs to be amended.

Mr. Logan answered that the Charter Commission only recommends changes to the Board of County Commissioners. He shared that there is a deadline of next March 2022 to present their findings and any recommendations that they have for the Board. Mr. Logan stated that some of those recommendations, depending on what they are, may be presented to voters for a vote while other recommendations might be addressed in other ways at the county level by the Board of County Commissioners. Mr. Logan said that, yes, the Commission is making recommendations which are then considered by the Board of County Commissioners.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director David Vratny presented the Finance Report to the Board. The written report is included in the July Board Report.

Mr. Sims asked if the Library is fully staffed now as he has heard of other industries having trouble hiring people back.

Mr. Casserley shared that we are not fully staffed yet and the Library is not appearing to have any trouble hiring as it is still a desirable place to work. Mr. Casserley shared that working at this library system is highly sought after.

Branch Statistics

Adam Wathen, Associate Director for Systemwide Services, shared Core Operational Statistics. The written report is included in the July Library Board Report.

Mr. Wathen shared that the digital usage trend has shown that 2021 is beginning to return to 2019 patterns, as well as a significant increase over 2019 levels. Due to the closure of buildings in 2020, many patrons moved toward digital content.

Physical circulation of materials has dipped in comparison to 2018 and 2019 levels. This may be due to many buildings being under construction for parts of May as well as the impacts of COVID-19 on the publishing industry. There has been a lack of available new content to add to the collection and the Library may continue to see lower checkout rates until the publishing industry and supply chains return to normal.

Visitation has been increasing but is still lagging pre-COVID levels. Construction closures have contributed to the lack of visitation. It is expected that visitation numbers will rise of the upcoming summer months.

Mr. Wathen shared statistics showing the comparative number of circulation per staff member at each branch. He remarked that new branch openings, such as Monticello and Lenexa City Center, as well as the impact of COVID-19 in 2020 have affected these statistics.

Mr. Wathen shared the average number of computer sessions each month. Central Resource Library expects the most computer use per visitor with about one use in every four visits.

Mr. Sims asked how the Library tracks the number of daily visits.

Mr. Wathen shared that every branch has an electric eye or the gate counts visitors as they enter. He shared that every day at the branch staff record how many visits have happened at the branch.

Mr. Casserley shared background information about the Capitol Library Master Plan. Mr. Casserley explained that at the end of 2014 he was asked by the Commission and the Library Board to create a Capital Library Master Plan by looking at Library facilities and community needs. The Library worked with AIMS and Group 4 to complete a study. The price required to do the entire plan was a 1.1 mill increase. The report was presented to the Board of County Commissioners and the Commission agreed to partially fund that at that .75 mill level. The Commission also voted on the approval of that plan and the plan was passed by the Commission as well as the increase of .75 mill to fund the plan.

Part of the plan is that the Library meets by policy and reviews as a Library Board annually as far as prioritizing. This can be an update on the process. The Library worked with various school districts and their capital plans to understand the next 20-40 years and where they're planning to build schools. The Library is looking at AIMS as part of the statistical analysis. The Library believes there are two areas of growth in the community and now that it is 7 years into the plan, those predictions are continuing to prove to be true. Growth continues in the northwest where the Monticello Library is, and there continues to be substantial growth in the southeast, which would be where Blue Valley library exists today.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Scott Sime, Project Coordinator for JCL shared his report on the Comprehensive Library Master Plan. The written report is also included in the July Board Report.

Mr. Sime shared the user visits and PC usage has been holding steady Little Central.

Last month, the Library Board approved a temporary closure for the Central Library to complete major electrical work. Mr. Sime shared that the closure would occur from Monday, August 2nd through Sunday, August 15th.

Mr. Sime shared progress that has been made by the construction team. The Drive-through has been roofed and the canopy is being framed. On the interior of the building, about 95% of the drywall installation has been completed in systemwide staff areas. Drywall installation has now begun in branch areas and work continues to progress in the restrooms.

Mr. Sime shared that during the upcoming month, the construction team will continue work on the exterior walls of the building as well as interior wall framing and work on the overhead mechanical, electrical, and fire suppression installation. Furniture selection has begun and will continue through the next month.

Construction is still anticipated to be completed in 2021 and moving back in will continue into Quarter 1 of 2022. The Library's goal is to get the public areas open as quickly as possible.

Mr. Sime shared photographs from the construction site at Central.

Antioch Replacement Project

Mr. Sime shared that the team is in the design phase now and creating early concept drawings. They just completed their second public engagement with 65 members of the community attending. Patrons shared how they would like to use the library and what experience they are looking for.

Mr. Sime shared that public engagement will continue with questions online as well as in person at the Antioch branch.

Mr. Sime shared that they will start to have design meetings with staff and anticipate having a design update for the Library Board in September.

Mr. Sime shared that there have been no changes on the timeline for this project.

Overall Timeline

Mr. Sime shared that Cedar Roe reopened with new shelving and an improved HVAC system. Due to material supply delays, roof work is anticipated to begin in July or August.

The Corinth electrical work is anticipated to begin in July. The work is expected to take 3 days but may need to be moved back due to supply delays.

Oak Park will need closure for up to one week for staff space refresh and Arc Flash work.

Central will need closure from August 2nd through August 15th for electrical work. Due to Central and Oak Park being so close geographically, the Library has made sure not to overlap the building closures for these two branches.

Succession Planning Update

Mr. Casserley's written report is included in the July Library Board Report.

Mr. Casserley shared that they have been working with the Howe Street Group to recognize and identify qualities of leadership and create pathways for staff to move forward.

Mr. Casserley shared that the reason for this work is to create a document that shows a continuation of operations if there are changes in the leadership team at the Library and to create pathways for staff to move into other positions. Mr. Casserley will deliver this to the Library Board at his appraisal.

Charter Commission Update

Mr. Casserley shared updates on his presentation to the Charter Commission. He shared three questions that the Commission was interested in:

- What is your agency/department/Office charged with doing as part of the County government and how do you do that, including your budget and your reporting authority?
- How does the current structure of the County government help or limit your department's/agency's/Office's ability to fulfill its mission and serve County citizens?
- What challenges do you foresee your department/agency/Office facing in the next 10 years that the 2021 Charter Commission should consider (and the County should anticipate may be part of the consideration of the 2031 Charter Commission)?

BOCC Strategic Focus

Mr. Casserley shared that the BOCC had a 2-day retreat recently where the Executive Leadership Team of the County created 4 strategic directions:

1. Assess, advance, and implement strategic capital planning and resulting major projects with efficiency and effectiveness.
2. Develop a forward-thinking transit approach that connects the community and serves vulnerable populations.
3. Strengthen and finance the appropriate level of service to meet the needs of the county's vulnerable populations and create conditions that promote community health.
4. Provide an ongoing focus to develop innovative initiatives and policies, across the organization and community, that enhance operational effectiveness and efficiency, levels of customer service, and stewardship.

Claridge Court Parking Request

Mr. Casserley shared that the Library has received a request from the Claridge Court requesting to use the Corinth Library parking lot for their staff. Mr. Casserley shared that he is looking for the Board to provide guidance. He shared that his only caveat is that the Library is not in the parking business and that if the Library provides this exception the Board will then need to consider all further requests to use Library parking lots in the future.

Ms. Templin asked how many spots and between what hours Claridge Court was requesting.

Mr. Casserley answered 8 to 10 spots during business hours.

Ms. Kilgore asked what Claridge Court was.

Mr. Casserley answered that Claridge Court is an assisted living facility.

Ms. Templin asked how many parking spots there are in the lot.

Mr. Casserley shared that he would guess there are about 30 spots in total. He also shared that the parking lot on two levels and Claridge Court is requesting spots on the second level.

Mr. Sims asked if it is permanent.

Mr. Casserley shared that it was permanent. He shared that they have made this request before and previous requests had been denied.

Ms. Templin shared that she has trepidations about approving this request as it could set a precedent. She also shared that she has been to Corinth and had trouble finding a parking spot in the past. She does not want our Library patrons to have problems using the parking lot that the Library has provided for them.

Mr. Casserley shared that the Corinth Library has had Legislative Coffee programs that have been highly attended, which the parking lot was unable to accommodate.

Ms. Templin shared that the Edible Discussion and children's programs also bring many patrons to the Corinth Library.

Ms. Griffith shared that her inclination is that it would be a slippery slope as the Corinth parking lot is already a limited resource and we need to protect those spots for Library patrons.

Ms. Butcher agreed and said that we do not have a lot of space to share.

Ms. Griffith said she would like to send her apologies that we cannot facilitate that partnership.

Mr. Sims agreed due to partnerships that the Library has made regarding parking in the past are different due to those buildings being closed on Sundays.

CONSENT AGENDA

Minutes of the June 10, 2021 Library Board Meeting

Motion: Brandy Butcher moved to approve the consent agenda.

Second: Kelly Kilgore

Motion approved unanimously

OLD BUSINESS

Consideration of approval of a partnership with the Sheriff's Office

Mr. Casserley shared that this topic was covered in the last Library Board Meeting in June and covers entering a Memorandum of Understanding with the Sheriff's Department. Mr. Casserley explained that one vacant full-time library manager position would be transitioned to the security specialist. The Library would retain ownership of that position although the position would be transferred to the Sheriff's Office as part of the partnership. The current Memorandum has had legal review and will need to be renewed annually by the Library Board.

Ms. Kilgore asked if there would be more full-time positions needed in the future.

Mr. Casserley shared that they look at incident reports to see if there is an uptick in issues that they may realize that the staffing level is not adequate. Mr. Casserley shared that data would drive future staffing decisions and those decisions would be made by the Library Board after going to the personnel review committee, the budget committee, and the BOCC.

Mr. Sims asked if there were cost savings with this partnership.

Mr. Casserley shared that there would not be any direct cost benefits but there would be indirect cost benefits such as moving from reactive to proactive when handling issues. Mr. Casserley shared that this would not increase cost but would increase library security levels.

Motion: Kelly Kilgore moved the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and the Sheriff's Office for 2021.

Second: Branch Butcher

Motion approved unanimously

NEW BUSINESS

Consideration of approval of the temporary closure of Cedar Roe Library for roofing repairs.

Mr. Casserley shared that the Cedar Roe Library would need to close for a period of approximately 5 days to allow for the replacement of sloping roof shingles.

Mr. Sims asked if the costs were elevated on top of the delays.

Mr. Casserley shared that the contract as the contract has been signed there is a guaranteed maximum price on the project. Mr. Casserley shared that he does not see the price for the Cedar Roe roofing project going up.

Ms. Griffith shared that everyone was doing the best they can.

Motion: David Sims moved 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.

Second: Fabian Shepard

Motion approved unanimously

Consideration of approval of the temporary closure of Oak Park Library for Arc Flash work and interior updates.

Mr. Casserley shared that the Oak Park Library will need to temporarily close for Arc Flash work. Mr. Casserley shared that the Library is attempting to not have multiple libraries closed simultaneously.

Motion: Brandy Butcher moved 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.

Second: Mitra Templin

Motion approved unanimously

Consideration of approval of updates to ARM 60-10-70 (Parking Policy), to add specific language around overnight parking.

Mr. Casserley shared that the Library has had incidents where someone begins to use the library parking lots as a space to live in their car and sleep overnight. Mr. Casserley shared that The Library is looking for a change in policy that prohibits camping overnight in the library parking lots.

Ms. Templin asked how many incidents the library has had

Mr. Casserley shared that he could think of two.

Ms. Templin asked if that was in the last 8 years.

Mr. Casserley confirmed that it was in the last 8 years. He shared that there is one incident happening at this time.

Ms. Templin questioned the language that was added to the policy as it does not specifically identify those types of situations. Ms. Templin shared that the new language puts limits on parking from 10 p.m. to 5a.m. which could cause a patron's car to get towed. Ms. Templin questioned changing the ARM if the Library already has legal abilities to tow.

Mr. Casserley shared that there are situations such as at Lenexa City Center where they might have an event where alcohol is involved, and someone may leave their car in the library parking lot. Mr. Casserley shared that these are not the types of situations that they are talking about. He shared that there is no one patrolling the parking lots but that they are looking for a pattern of behavior that they may need to investigate.

Ms. Templin asked if the Library already does this.

Mr. Casserley shared that the Library does not have the authorization to say that overnight parking is not prohibited on the premises as there is currently not a policy that prohibits that.

Mr. Casserley asked the Library Board if they would like the Library to come back at next month's meeting with more explicit language about camping or sleeping in a car.

Ms. Templin shared that would be her preference.

Ms. Griffith agreed that she would like to see more specificity on the language.

Mr. Casserley said that they will table the issue and come back with refined language.

Mr. Shephard shared that he was concerned at that wording as well as he had made a trip once and had thought of the Library as a convenient place to leave his car.

Mr. Casserley shared that he would work with legal counsel and bring a draft back for the Library Board to review.

No other business to address

ADJOURNMENT

Motion: Mitra Templin moved to adjourn the meeting.

Second: Brandy Butcher

Motion approved unanimously

Meeting adjourned at 5:00

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

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

| | | | Receipts | Payments | Balance |
|--|---------------------------------|------------------|--------------|------------|---------------------|
| | Opening cash balance | | | | \$93,410.52 |
| | | Add Receipts | \$102,988.25 | | |
| | | Less Payments | | \$360.36 | |
| | Ending Cash balance | | | | \$196,038.41 |
| | | Less Liabilities | | \$1,414.31 | |
| | Unobligated cash balance | | | | \$194,624.10 |

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: August 12, 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 during September-November to complete electrical Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library for up to three days during September-November to complete electrical Arc Flash work.

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

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

The Arc Flash hazard work will require the power to be shut off to the building for a few days. For this reason the Library recommends that the Corinth location be closed during the Arc Flash work.

This work was initially scheduled for April-May 2021 and had to be postponed because of material unavailability due to supply chain constraints. Because of this uncertainty, we are waiting until we have a confirmed ship date and tracking information before scheduling the work.

Analysis: The need for building power to be shut off for completion of the Arc Flash/electrical distribution upgrades require the recommendation to temporarily close the Corinth library to patrons and staff – the work is anticipated to take up to three days. The Facilities team is coordinating with contractors, the local utility company, and internally 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 which would require this work to be completed at a later date.

Recommendation: To approve the temporary closure of the Corinth Library for up to three days during September-November to complete electrical Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library for up to three days during September-November to complete electrical Arc Flash work.