



**Board Report
October 14, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, October 14, 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
 - 1. Personnel review Committee: County Librarian appraisal
- C. Development Department
 - 1. Friends of the Library: written report presented by Shanta Dickerson..... 4
 - 2. 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 – Andrew Logan and Fred Logan – Land Conveyance and Bonding
- 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
 - i. Rural Renewal Statistics (De Soto, Spring Hill and Edgerton) 14
 - 2. Comprehensive Library Master Plan – Laura Hunt, Internal Communications Manager
 - a) Central Staff Space Consolidation (CSSC) 27
 - i. Collections – Lacie Griffin, Collection Development Manager 36
 - b) Antioch Replacement 41
 - c) Capital Improvement Projects Timeline Summary 45
 - 3. Updates – Sean Casserley, County Librarian
 - a) Strategic Plan update – Tricia Suellentrop, Deputy County Librarian
 - b) Rural Renewal Initiative Funding - Dave Vratny, Finance Director
 - c) Budget Committee Meeting Dates
 - d) Board Member Branch Tours
 - e) Antioch Replacement, update
 - f) Fred Logan, 40th

V. Consent Agenda

A. Action Items:

1. Minutes of the September 9, 2021 Regular Library Board meeting 48

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2021 were handled in accordance with library and County policy.
- b) The August 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 59

VI. Old Business

None

VII. New Business

None

VIII. Executive session: 15 minutes, for the purpose of consultation with the Board counsel that is privileged under the attorney-client privilege

IX. Adjournment



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

Good afternoon, 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 three subjects in our report today, detailing recent activities:

- **Friends Bookmark Contest Winners**
- **Automated Materials Handling**
- **National Recognition of Exceptional Volunteer Service**

- Friends Bookmark Contest Winners

The Friends of Johnson County Library are celebrating National Friends of Libraries Week (October 17-23, 2021) by presenting the winners of the annual Contest to the Library's Board of Directors and to our community. This year, the contest accepted more than 250 original illustrations in seven age categories from Preschool to Adult and included our first-ever interstate winner! The winning illustrations will be printed as bookmarks and distributed during the year at the 14 branches of the Johnson County Library and at Friends Bookstores and sales. More than 6000 bookmarks will find homes between pages by this time next year.

- Automated Materials Handling

Automated Materials Handling – a sorter – is slated for installation week of Oct 4. We are the only Library Friends organization in the country to implement automation at this level, which makes us pioneers! That's pretty exciting. This does also mean there's no playbook for us to refer to. Much gratitude is owed to Library staff and our dedicated volunteers for all of their support throughout this operational upgrade. Reconfiguration of Pine Ridge HQ is ongoing as

we continue to morph our space into a sort-to-sell facility by holiday season. Stay tuned for news of our next book sale, in early December.

- National Recognition of Exceptional Volunteer Service

If you've ever contacted us about an order or dropped by to pick up an item purchased from our online shop, you've likely met Larry Leighton, Internet Sales Lead for the Friends. We're so proud that Larry was chosen to be featured on the Points of Light Inspiration Honor Roll for his volunteer service! (The Points of Light is a national organization started by President George HW Bush to honor volunteerism and support volunteer programs with training.) As you might recall, Larry was one of five volunteers honored earlier this year with the Presidential Lifetime Achievement Award for his volunteer service. He was nominated for this award for his exceptional service and leadership. We are so lucky Larry has chosen to dedicate his time with us.



LARRY LEIGHTON
Leawood, KS

Larry worked as a volunteer to fill in for a paid manager who had retired, and before his retirement, being that person for three days a week during the COVID partial shutdown. Still working 5 1/2 days a week. Responsibilities included training new volunteers and acting as a consultant for existing volunteers. Duties primarily involved managing internet sale of used books and audio-visual items removed from the county libraries or donated by third parties.

Nominated by Amber Bourek Slater

In celebration of National Friends of Libraries Week, I want to remind all our listeners to join or renew your Friends of Johnson County Library membership at <https://www.friendsofjcl.org/page/join>

Respectfully submitted,

Executive Committee, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: October 14, 2021
Re: Johnson County Library Foundation update

Good afternoon everyone!

Library Lets Loose

Took place September 18 as our signature fundraiser for lifelong learning Library resources.

- We are so grateful how the Library Community showed up in force. We had about 100 people attend online and another 95 attend the reception at the Lenexa City Center branch.
- The sponsors and donors were the stars this year with 48 sponsorships and nearly 170 donations totaling over \$130,000.
 - Of note, once again, is our honorary host couple, Denise and Rick Mills who gave a remarkable lead gift of \$25,000 in recognition of the Foundation's 25th anniversary. They challenged all us to give and it was inspirational!
- Library Lets Loose continues to be a learning experience as we continued to delve into online programming and this year combined it with an in-person event watch party.
- Library Lovers continue to extend grace, patience, and enthusiasm for trying something new.
- The Foundation wants to recognize how the event could not have happened without the committee volunteers, in-kind donors, and the remarkable support from Library staff members especially those at Lenexa City Center.
- On behalf of the Foundation I want to send sincere thanks to the Library Board and everyone who volunteered, donated, and generally supported Library Lets Loose.
- Mark your calendars for September 17, 2022!

Other Foundation News

- Annual Appeal: We are preparing a campaign for the year end.
- Board of Directors 2022: We have a new slate of officers and planning orientation for new board members and celebrating outgoing board members.
- Taking tours of Central! The next tour is October 29 for donors, board members and elected officials. Let me if you would like to join!

Thank you.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2021
67% of year lapsed

OPERATING FUND

	2021 Budget
Programs	
Revenue	3,913,449
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	278,552
Transfer to Capital Projects	
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	\$278,552
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	\$3,634,897

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	3,107,383
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	\$3,107,383
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	\$31,143
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	\$3,666,040

Expenditure of Friends of the JCL Donations 2021

<i>Expenditure Details</i>	<i>August</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

August 2021
67% of Year Lapsed

REVENUE ALL FUNDS	2021 Year to Date	2021 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	35,436,608	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	42,732	104,359	41%	32%
Library Generated - Overdues / Fees	224,194	768,271	29%	23%
Sale of Library Books	25,000	0	0%	0%
Misc Other	1,104	18,703	6%	8%
Reimbursement	166,584	330,043	50%	21%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	93,721	58,404	160%	68%
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	171,285	265,638	64%	50%
TOTAL REVENUE	37,957,639	41,855,920	91%	90%

Expenses ALL FUNDS with Collection

Encumbrance	2021 Year to Date	2021 Budget	% Categories Expended
Salaries and Benefits	13,055,900	21,735,915	60%
Contractual Services	4,654,344	6,300,506	74%
Commodities	3,493,392	4,123,766	85%
Risk Management Charges	97,112	195,074	50%
Capital / Maintenance / Repair	3,385,935	3,338,526	101%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	0	2,777,596	0%
Grants	236,047	265,638	89%
Interfund Transfer	3,042,103	3,108,899	98%
TOTAL EXPENDITURES	27,964,833	41,855,920	67%

Revenue - Expenses as of August 31, 2021 **9,992,807**

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>

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
August 2021
67% Year Lapsed

OPERATING FUND		2021	2021	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	3,535,968	4,765,784	74%
	Information Technology	1,801,151	3,632,726	50%
	Collection Development	2,190,926	3,543,153	62%
	Branch/Systemwide Services	11,663,843	20,128,760	58%
	Risk Management Charges	97,112	195,074	50%
	Grants *	236,047	265,638	89%
	Transfer to Capital Projects	0	2,777,596	0%
	Interfund Transfer	3,000,562	3,067,358	98%
TOTAL OPERATING FUND EXPENDITURES		22,525,609	38,376,089	59%

SPECIAL USE FUND		2021	2021	% Budget
		Year to Date	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	3,107,383	3,138,526	99%
TOTAL SPECIAL USE FUND EXPENDITURES		3,185,215	3,479,831	92%

TOTAL EXPENDITURES	25,710,824	41,855,920	61%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2021
67% Year Lapsed

ALL FUNDS

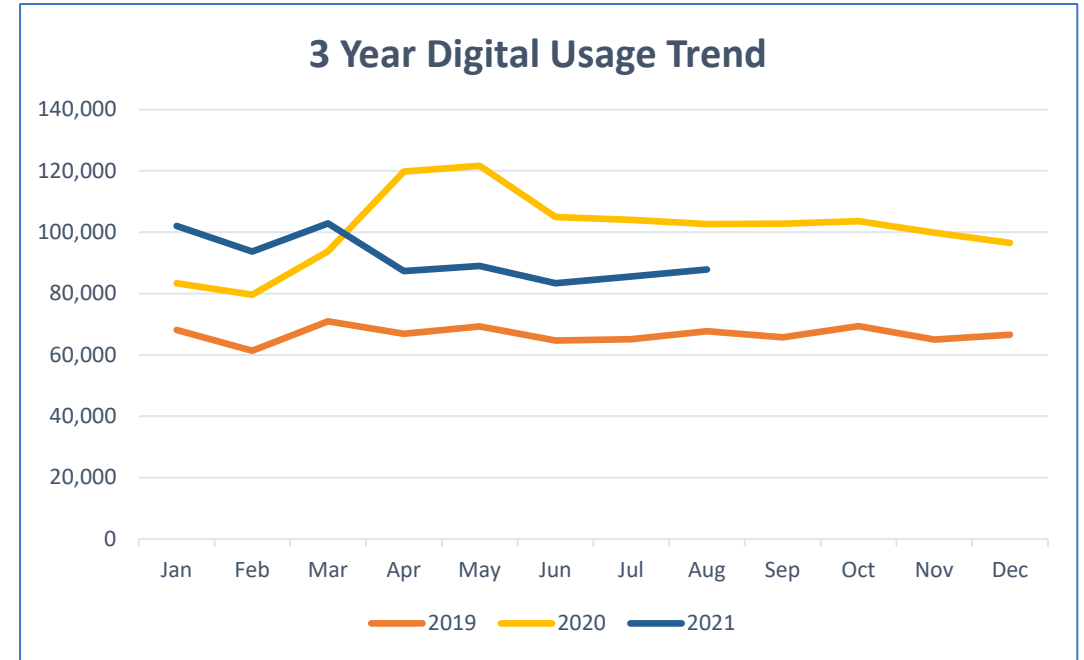
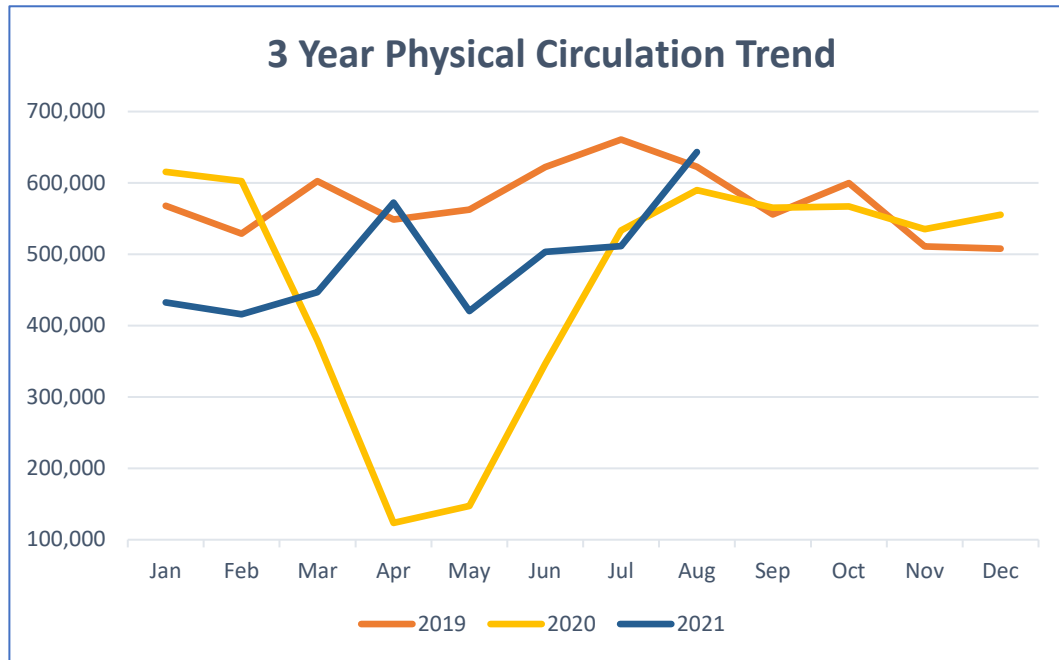
	2021	2021	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	13,055,900	21,735,915	60%
Contractual Services	4,045,110	6,300,506	64%
Commodities	1,848,618	4,123,766	45%
Risk Management Charges	97,112	195,074	50%
Capital / Maintenance / Repair	278,552	2,977,596	9%
Transfer to Debt Payment	0	10,000	0%
Transfer to PBC Capital Leases	3,107,383	3,138,526	99%
Grants	236,047	265,638	89%
Interfund Transfer	3,042,103	3,108,899	98%
TOTAL EXPENDITURES	25,710,824	41,855,920	61%

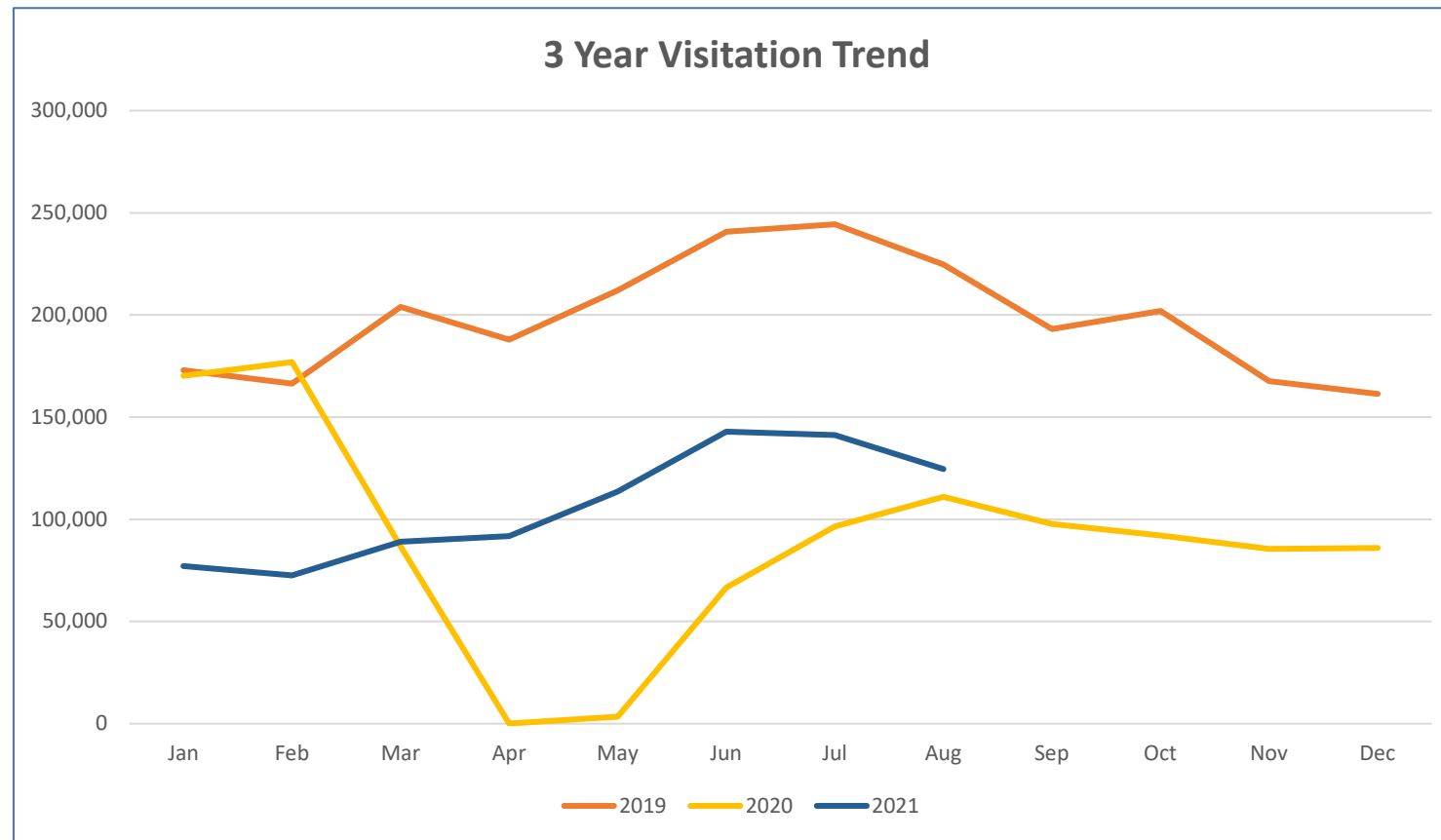
GRANTS*	Expenditures through 8/31/2021	Source	Received	Expenditures	Grant Award	Budget Remaining
285000086	2021 State Aid	State	3/22/2021	\$86,232.16	\$131,284.90	\$45,052.74
285000087	On 24 2021-2022	JCL Foundation	6/11/2021	\$103,538.00	\$103,538.00	\$0.00

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

Community Libraries Spring Hill, Desoto, Edgerton

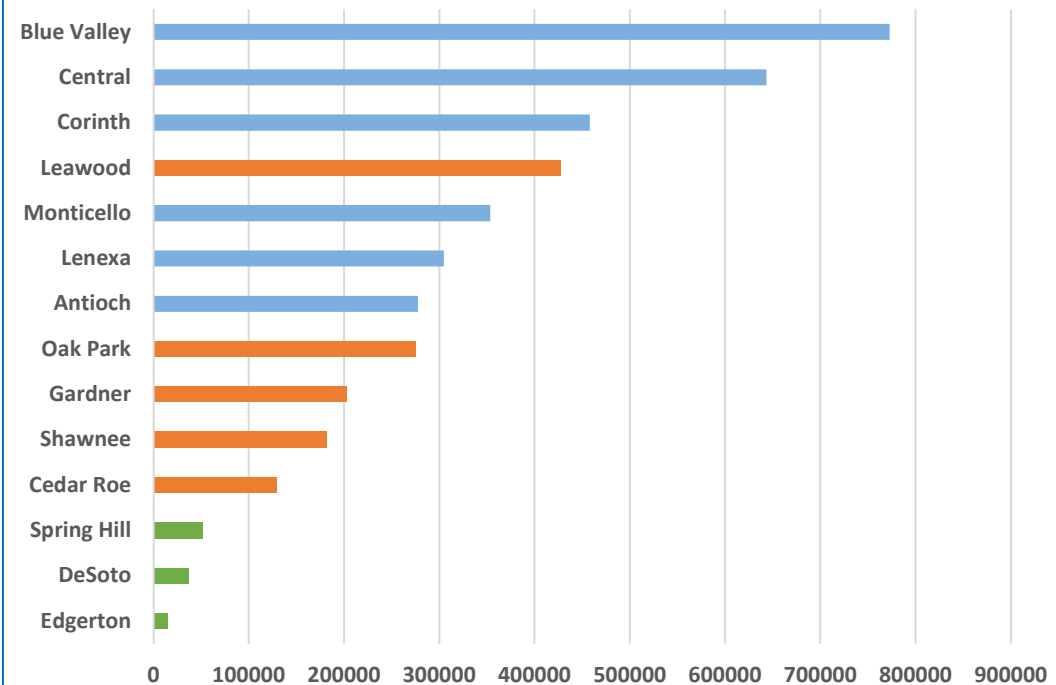
Statistical Report



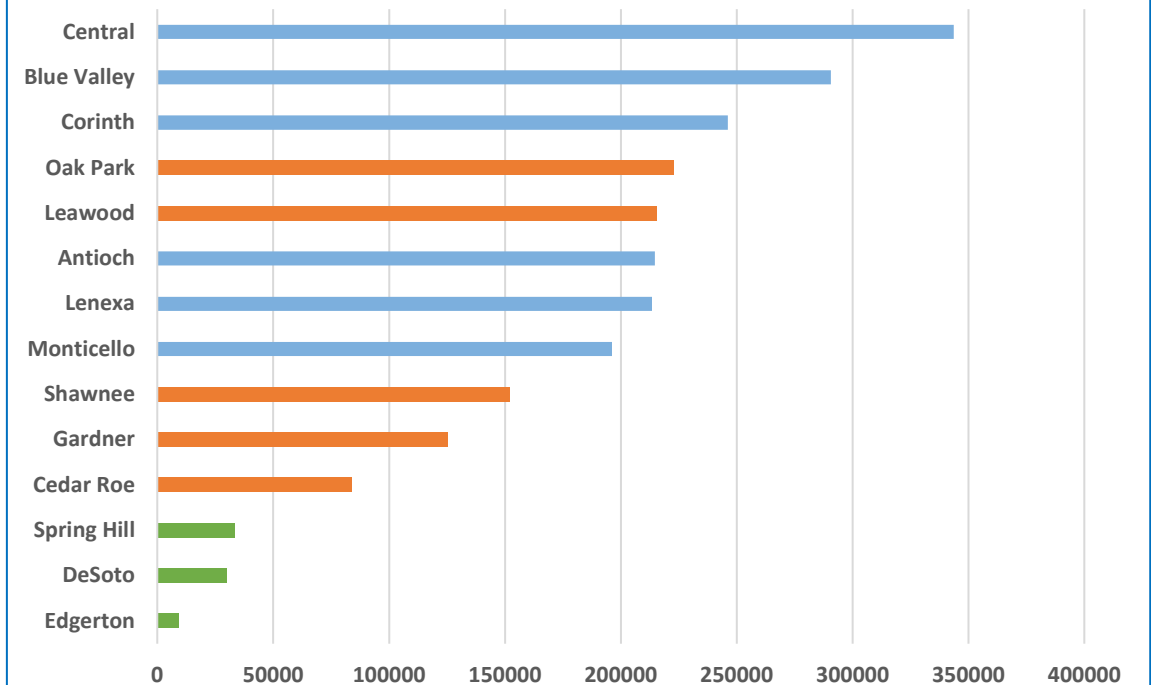


Community Libraries: Branch Comparison

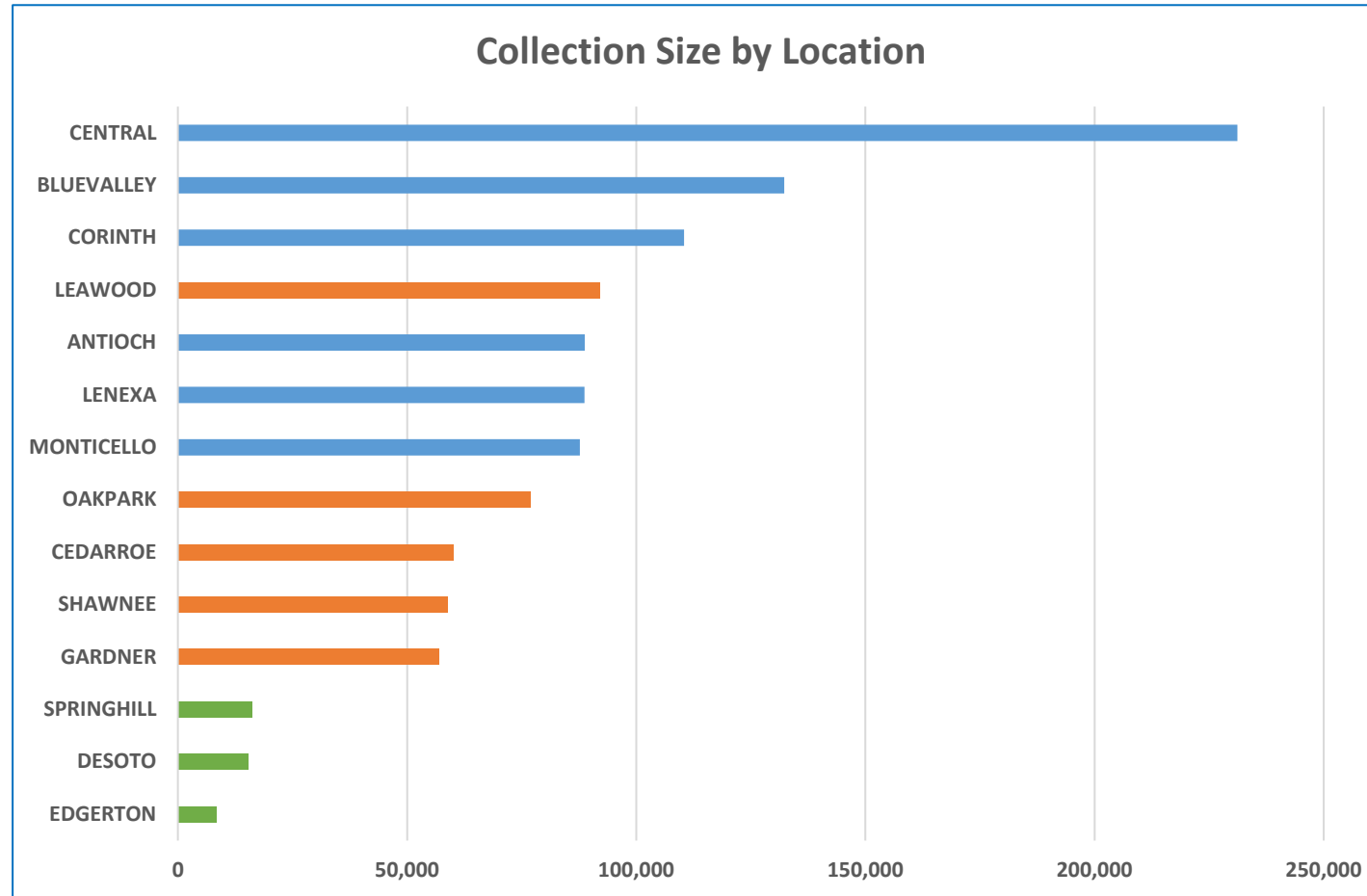
2019 Circulation by Branch



2019 Visits per Branch

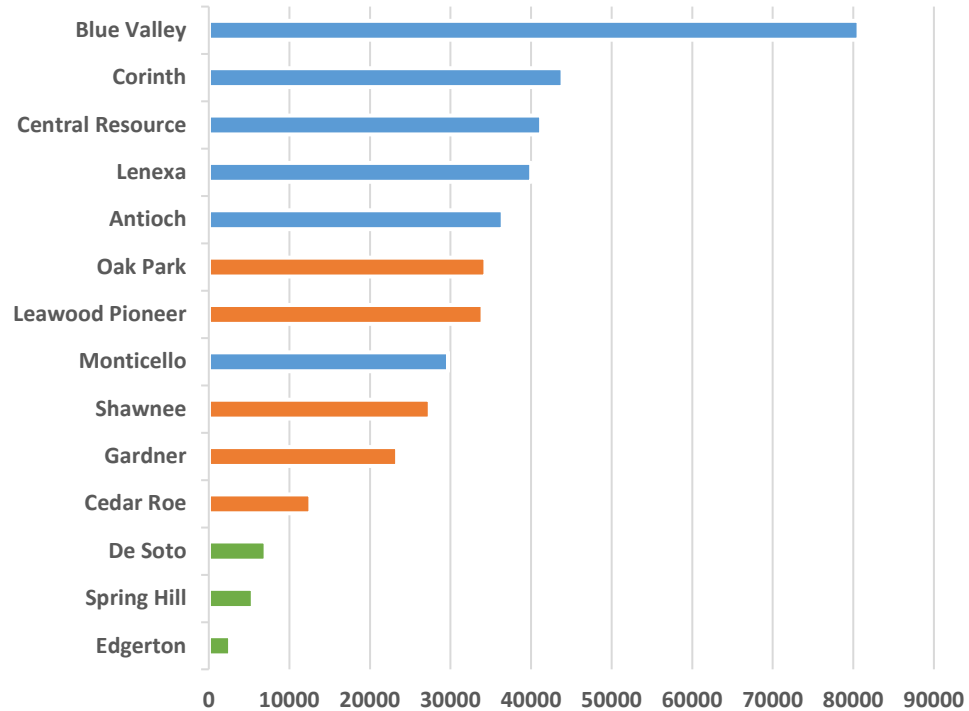


Community Libraries: Branch Comparison

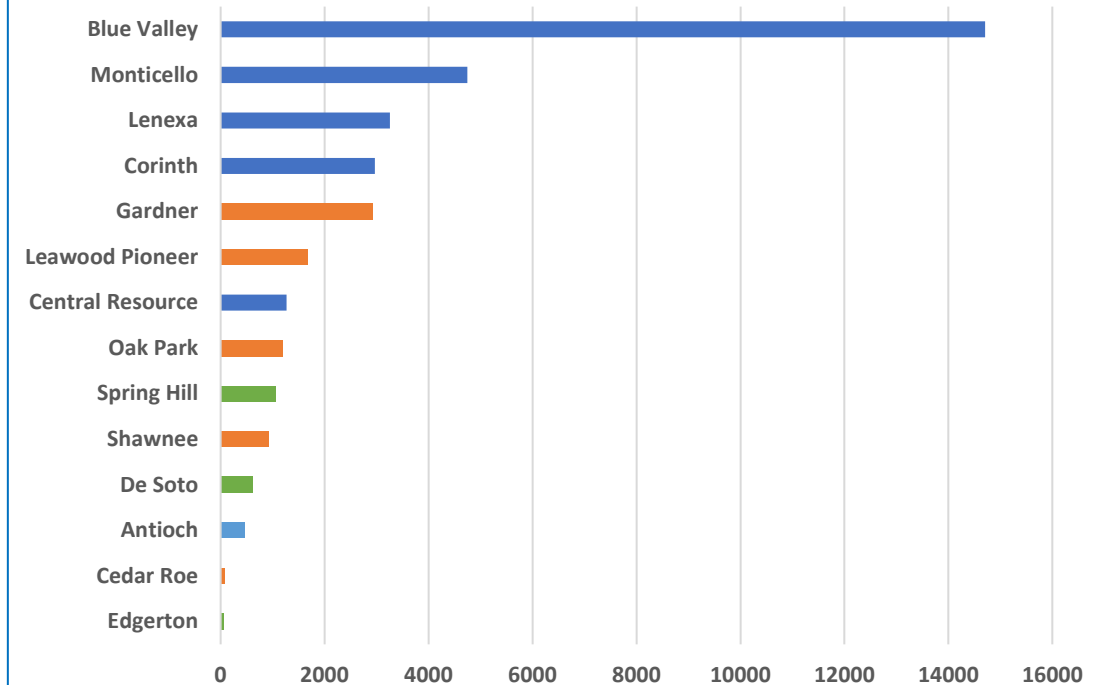


Community Libraries: Branch Comparison

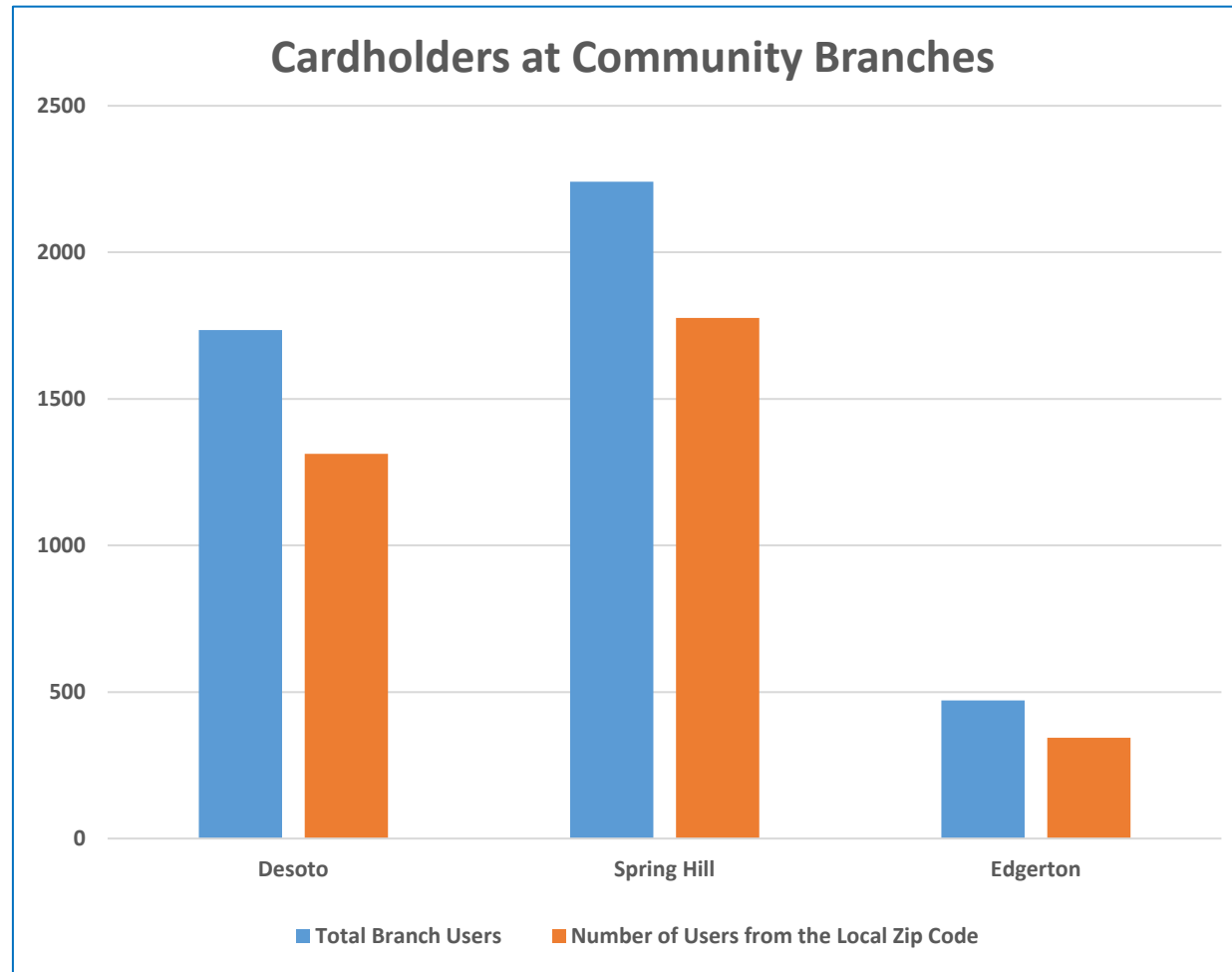
2019 Population Served by Library



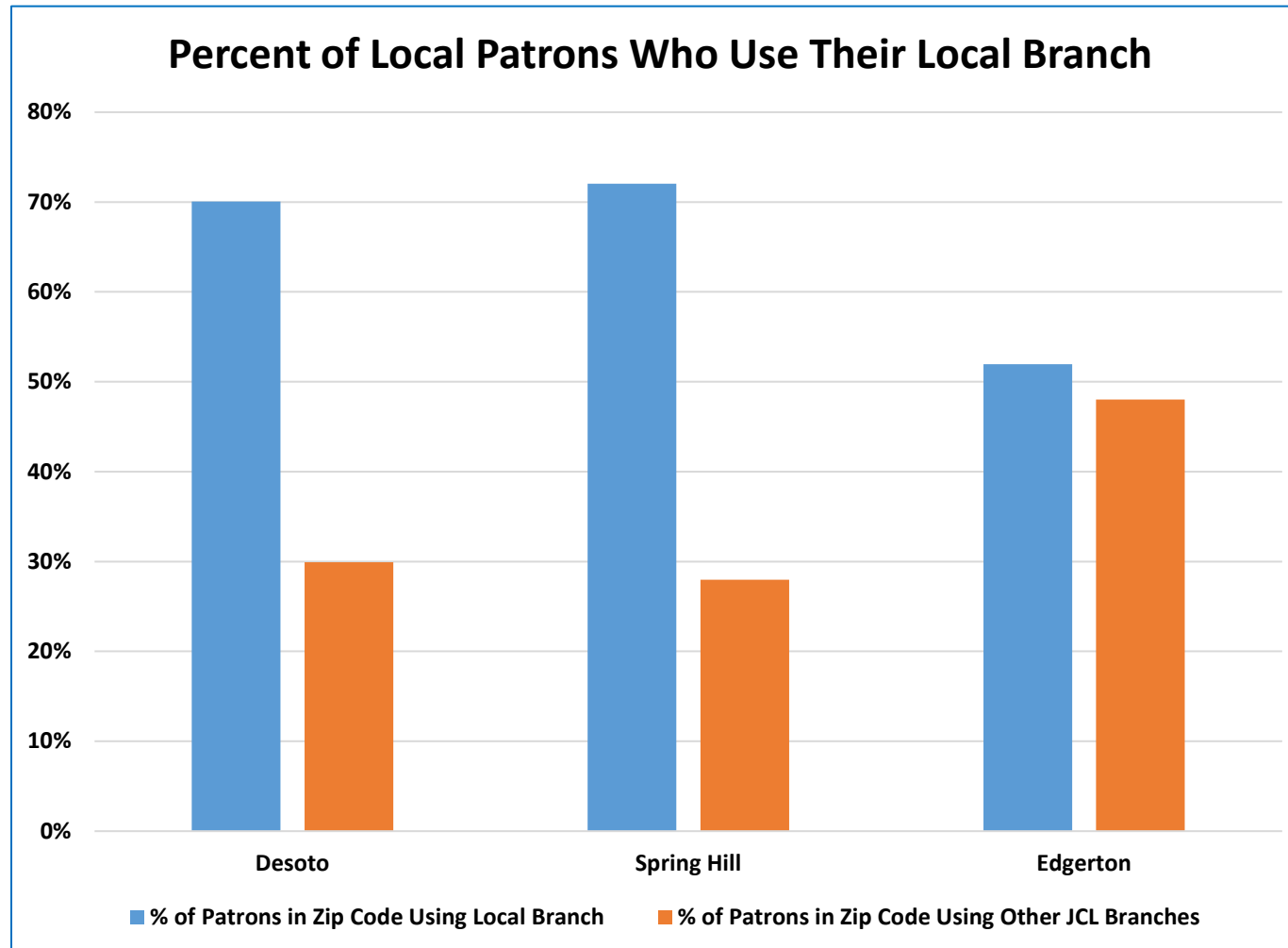
10-Year Census Population Growth



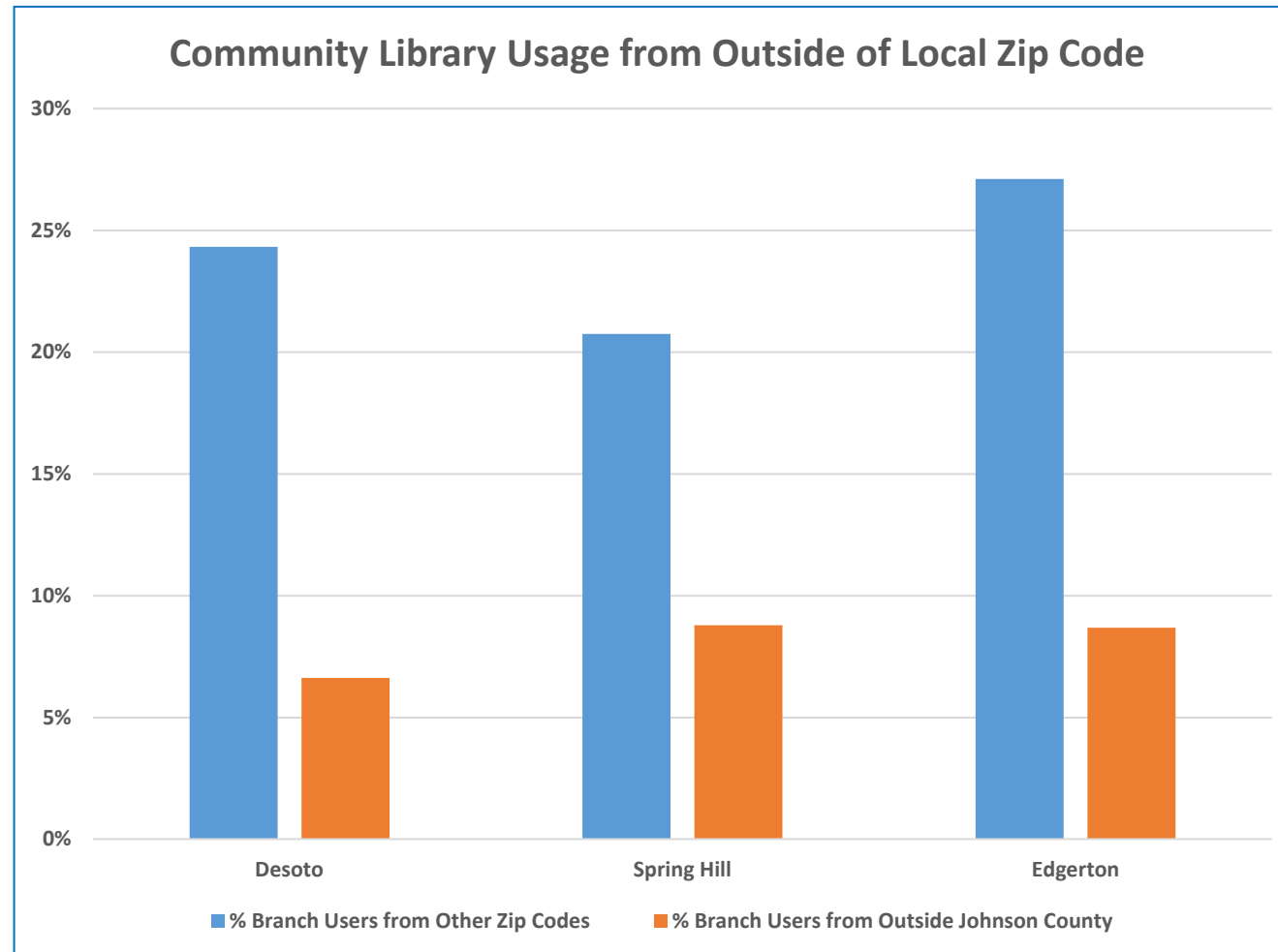
Community Library Patrons and Usage



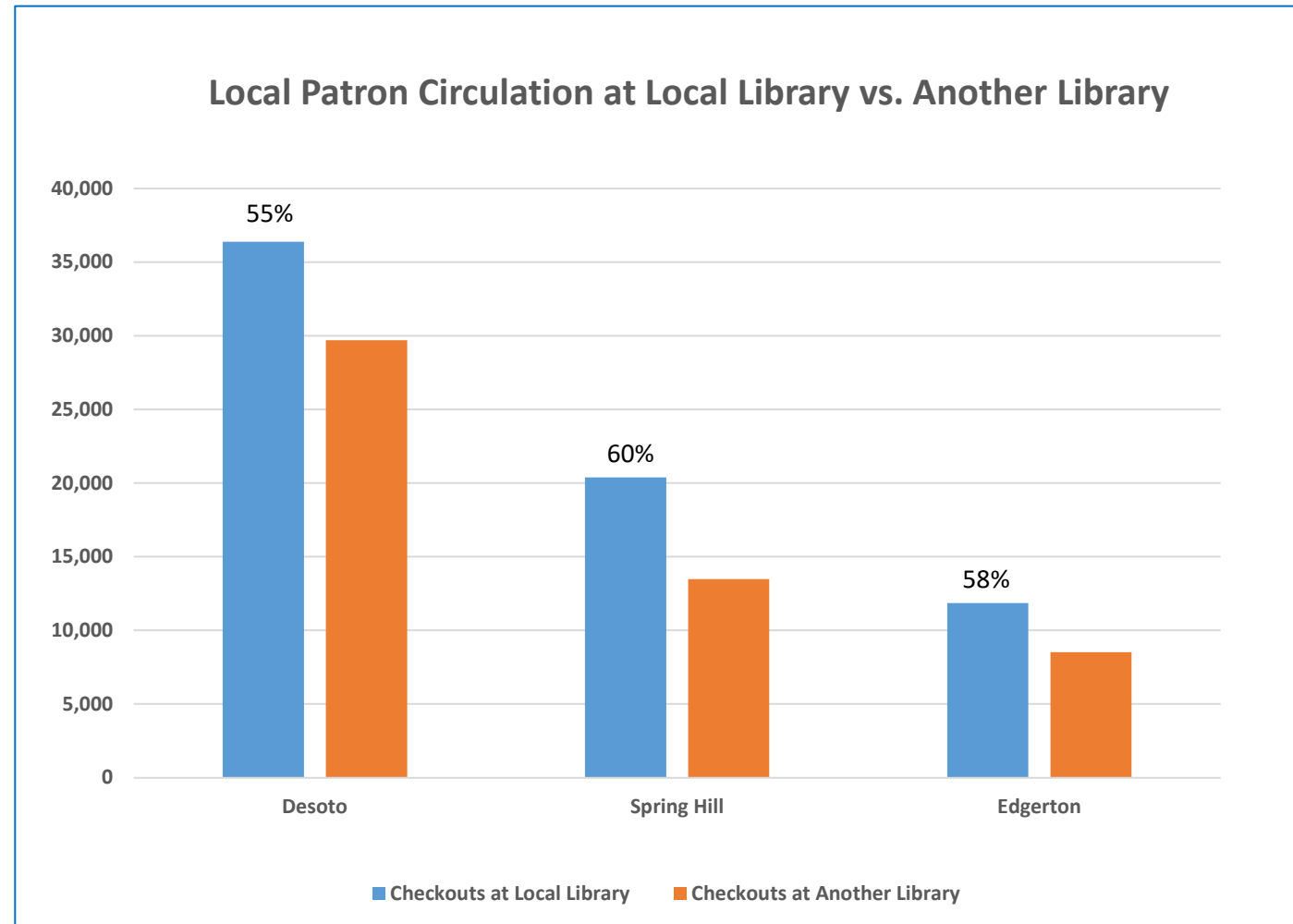
Community Library Patrons and Usage



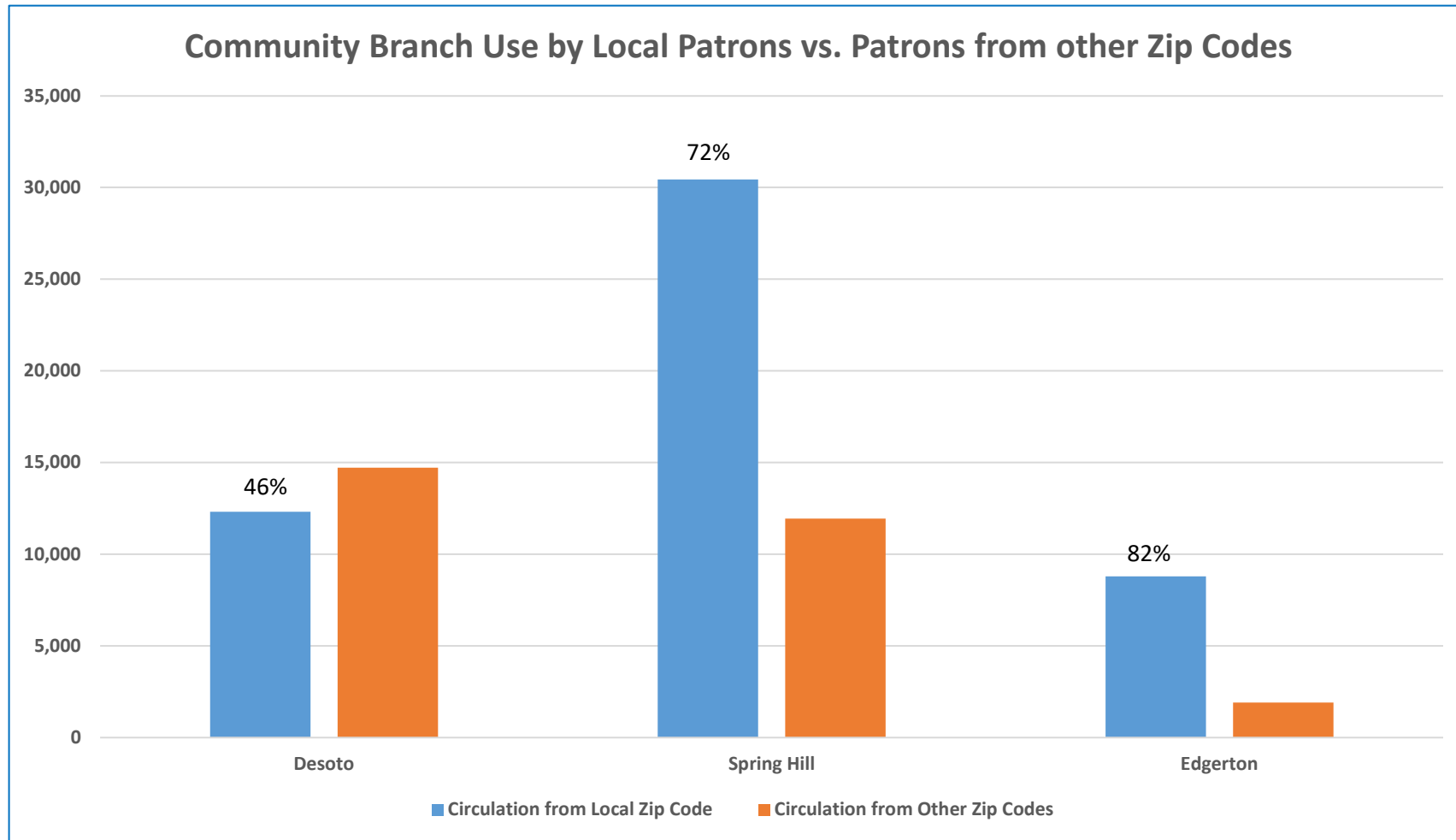
Community Library Patrons and Usage



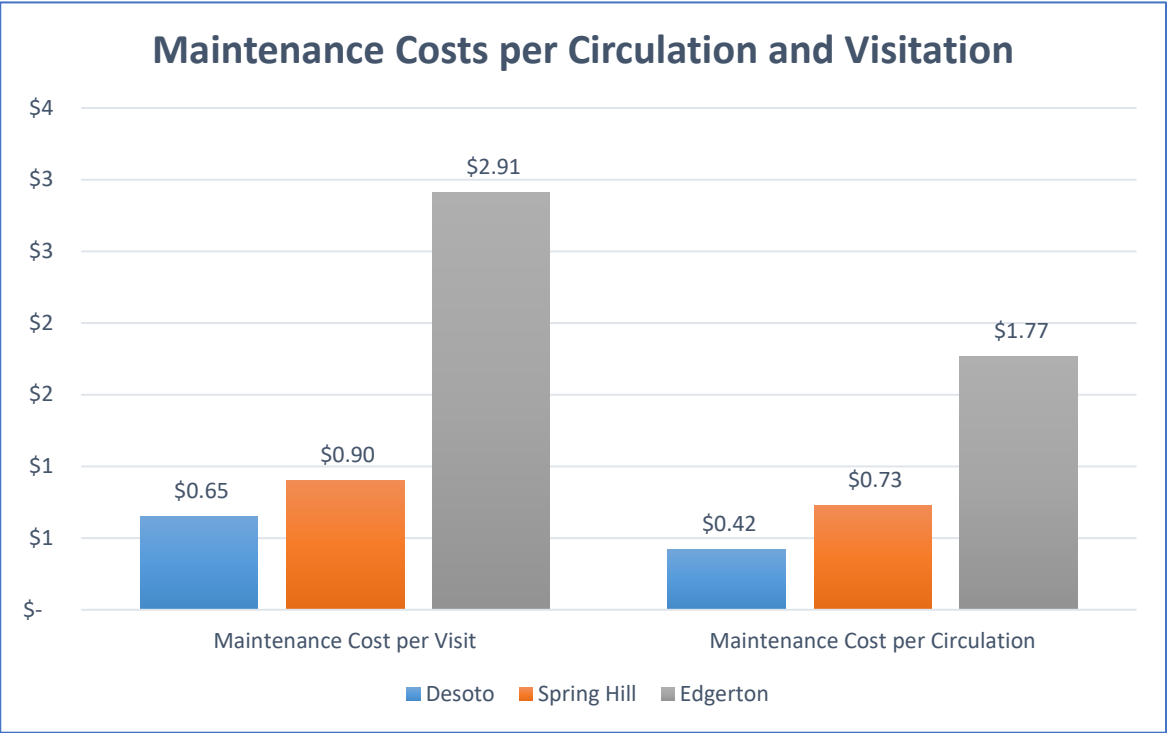
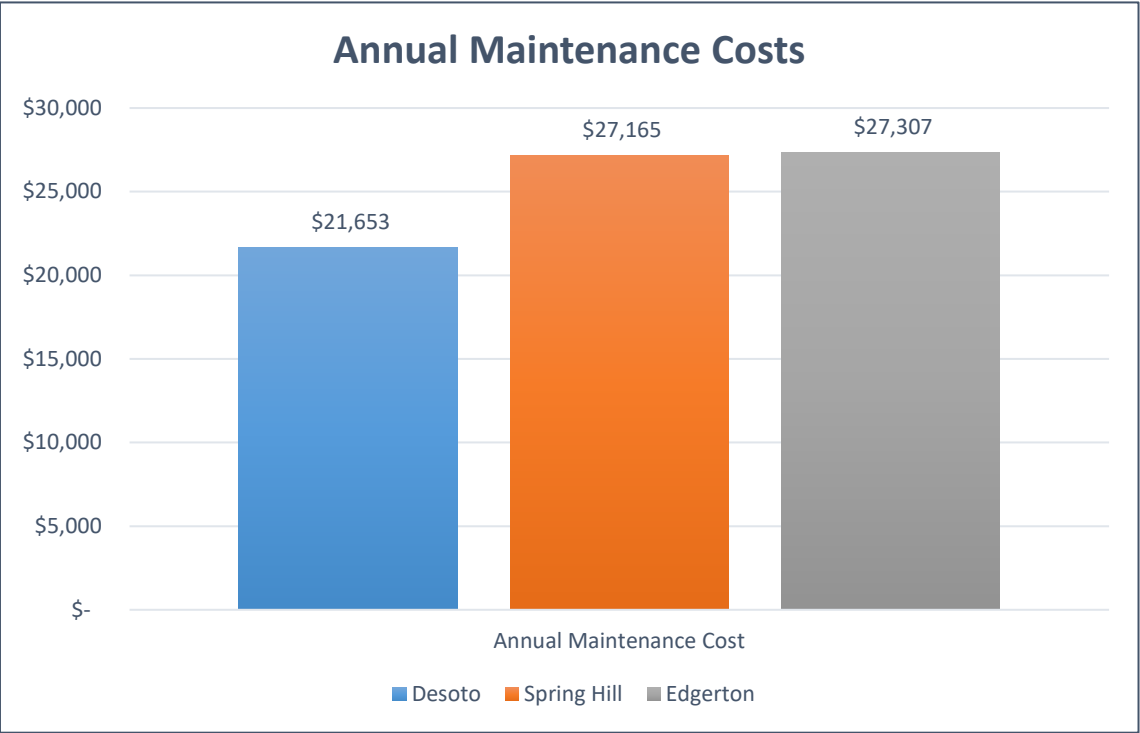
Community Library Patrons and Usage



Community Library Patrons and Usage



Community Library Maintenance Cost



*Maintenance costs reported do not include management, administrative support, or staffing for JCL or Facilities staff.



Cost of Upcoming CRP Work

Desoto

2019 Property Value: \$250,000

Upcoming CRP work:

\$100,000 : Roofing

\$25,000 : ArcFlash

\$30,000 : Carpeting

\$125,000 : Total

Spring Hill

2019 Property Value: \$250,000

Upcoming CRP work:

\$135,000 : Roofing

\$100,000 : Air Handling Unit

\$80,000 : Condensing Units

\$30,000 : Humidifiers

\$345,000 : Total

Edgerton

2019 Property Value: \$0 (Rented)

No upcoming CRP work as this building is not owned by Johnson County Library



Central Building Upgrade, Part 2

Update – October 2021

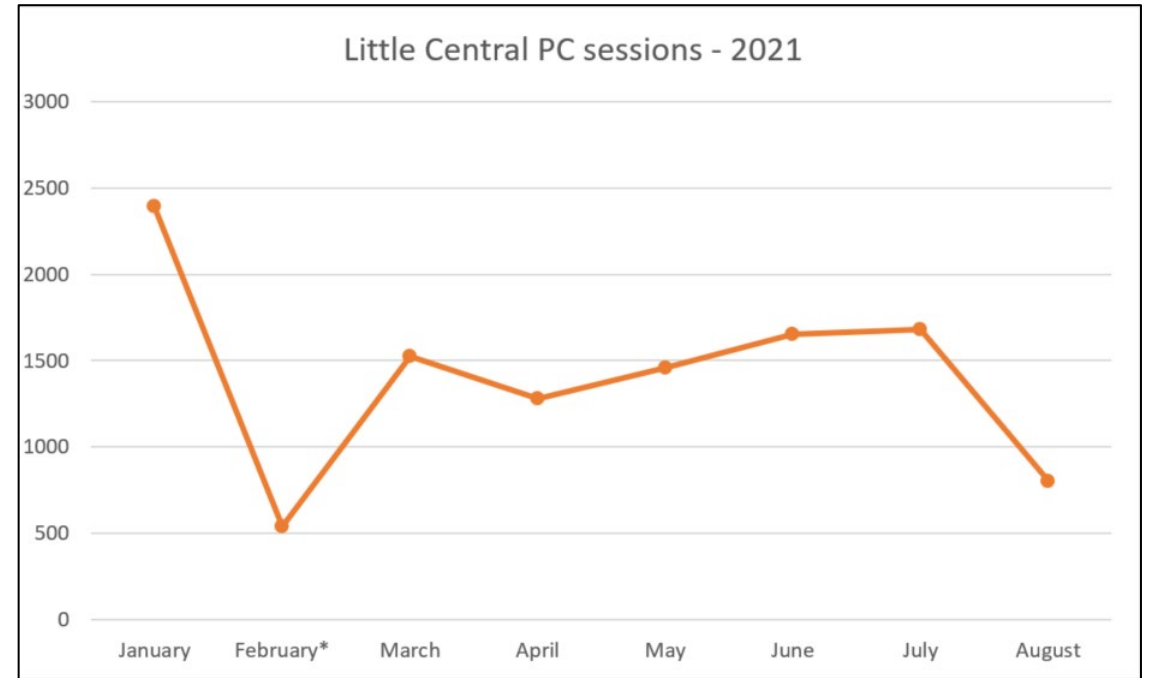
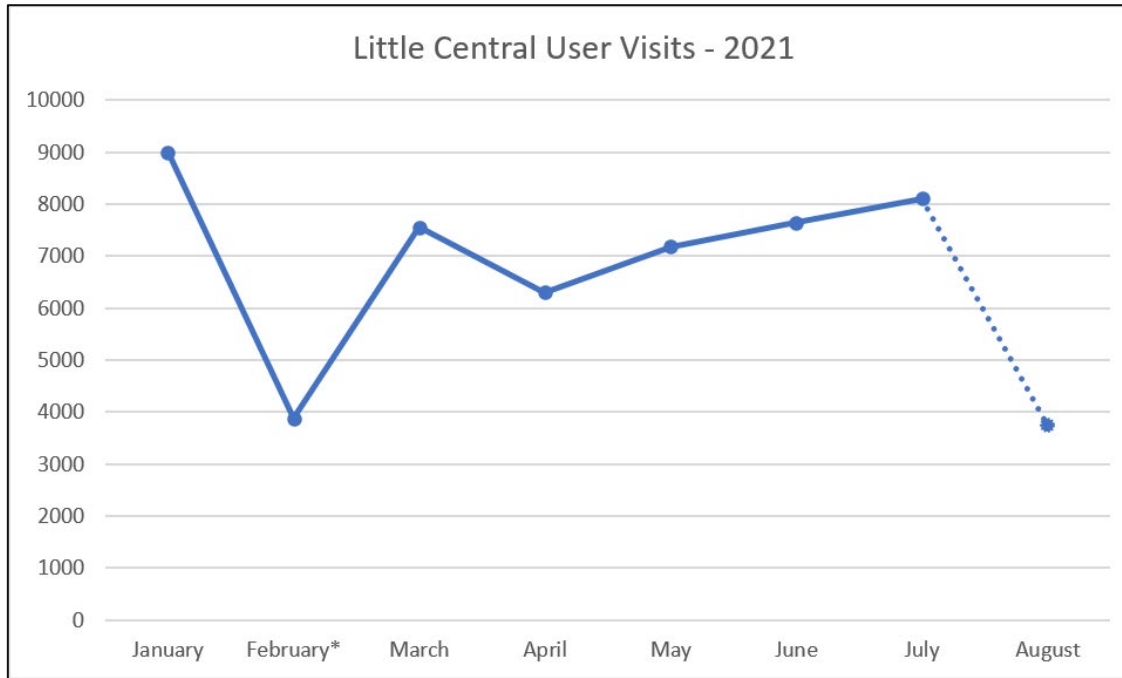


Updates

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



Little Central update



Construction update

- Construction activities this month
- Tours

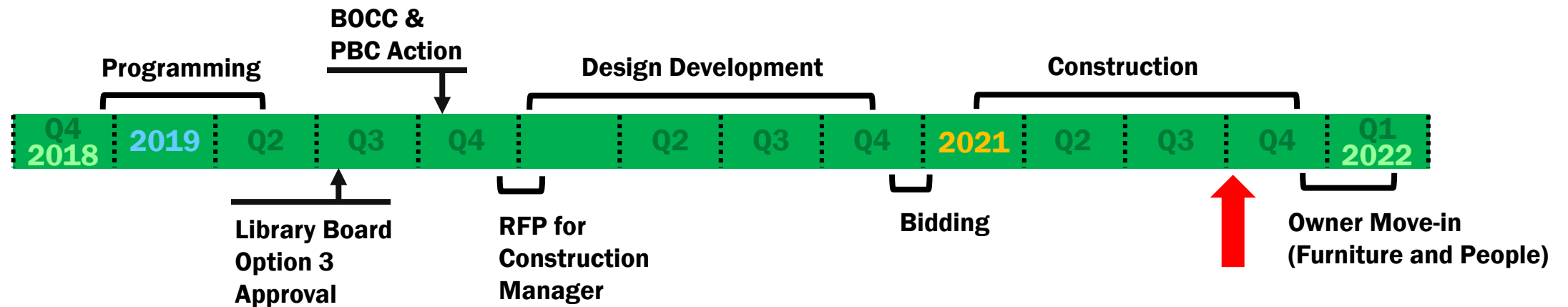


Next Steps

- Construction activities anticipated for next month
- Opening recommendation anticipated next month



Central Building Upgrade, Part 2: Anticipated Timeline



Construction Photos

June 2021



August 2021



September 2021



Construction Photos



Construction Photos

New Kids space



Materials
Handling
workspace



CBU2 - Collection

Lacie Griffin

Collection Development Manager



Materials Handling Team:



Lacie Griffin
Collection
Development
Manager



Jason Barnes
Bibliographic
Services Manager



Michelle Olsen
Circulation Manager



Pat Beers
Integrated Library
System Analyst

Collection Development:

Elena McVicar
Youth, Teen and
Graphic Selector



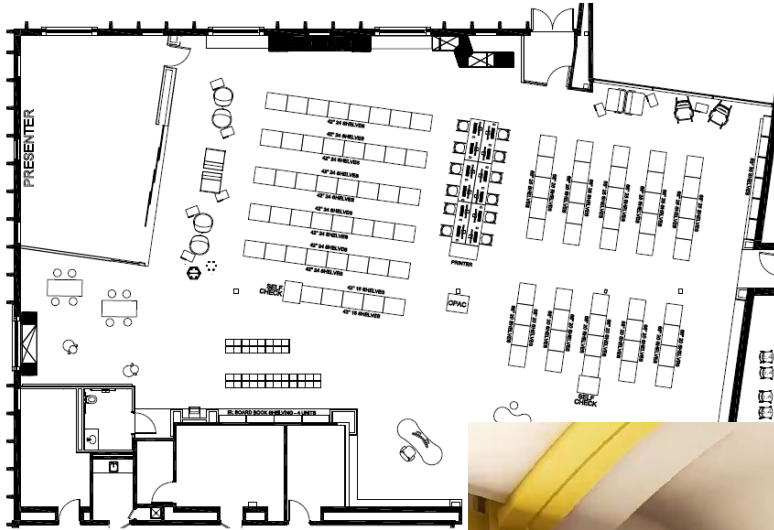
Transition to Little Central



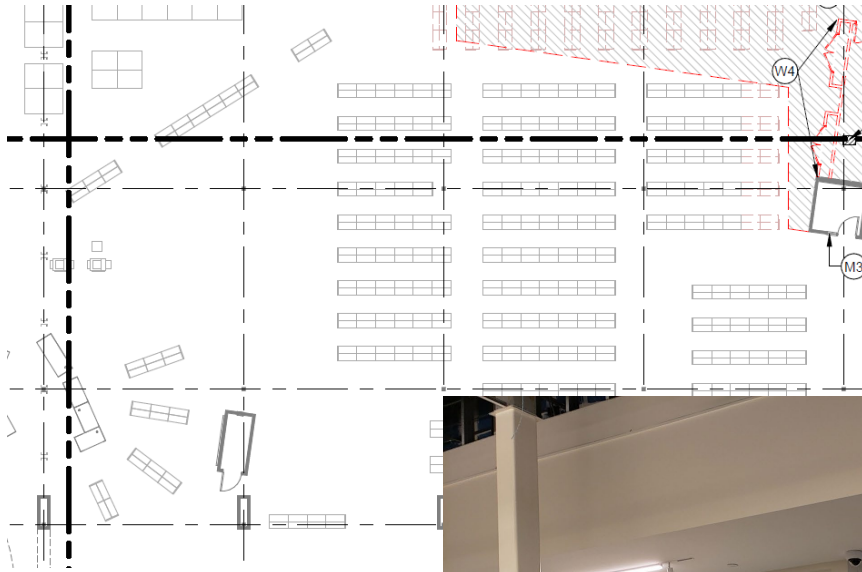
And the
Northeast
Office Building



Central's New Kids Area



Shift in Adult Fiction:



Antioch Library Replacement Project

Update – October 2021



Updates

- Design update
- Public Engagement update

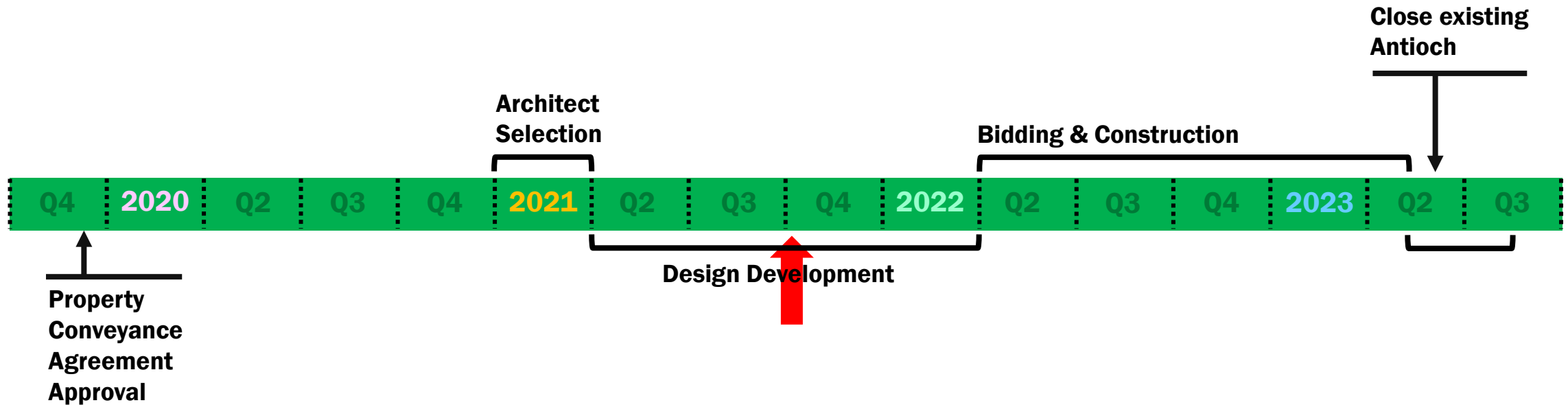


Next Steps

- Design continues
- Q4 2021 / Q1 2022:
 - Site Plan to City of Merriam
 - Property Transfer



Antioch Replacement: Anticipated Timeline

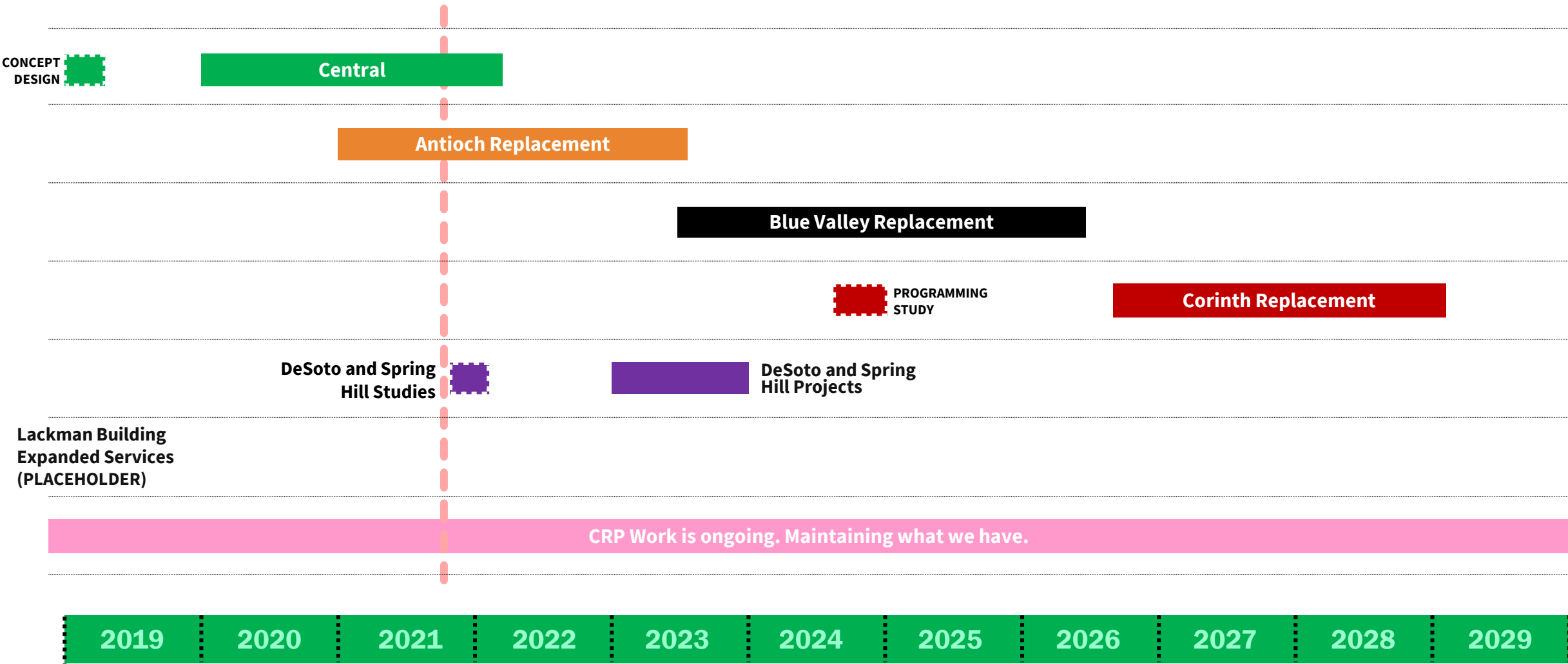


Capital Improvement Projects Timeline Summary

Update – October 2021



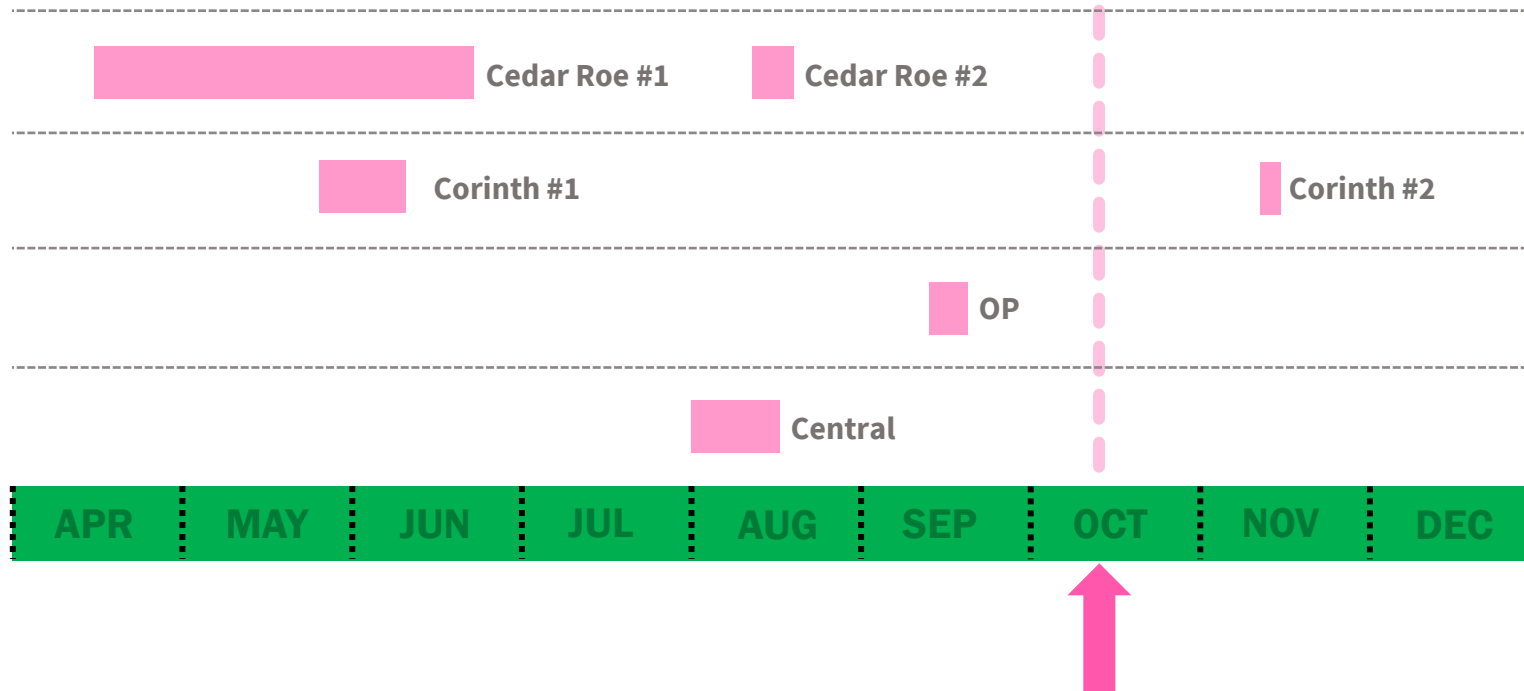
Capital Improvement Projects: Anticipated Timeline



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



Capital Replacement Program: Library Board-approved Closures



UPCOMING:

- **Corinth.** Electrical work is anticipated to occur between September and November. (up to 3 day closure)

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



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

September 9, 2021
Monticello Library
4:00 p.m.

BOARD: Bethany Griffith, David Sims, Kelly Kilgore, Mitra Templin, Ali Seeling

ABSENT: Brandy Butcher, Fabian Shepard

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: Elissa Andre, Sean Casserley, Abby Giersch Laura Hunt, Patti Kangethe, Joseph Keehn, Juan Lopez – Tamez, Jennifer Mahnken, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Scott Sime, Ben Sunds, David Vratny, Adam Wathen

GUESTS: Janice Blansit, JCCC Adult Education, Joe Connor (Asst. County Manager), Don Maginn, project manager from Dake Wells architecture and Tara Bray on the design team with Dake Wells architecture.

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 Brandy Butcher, Library Board member, shared her apologies that she would not be able to attend the meeting. Fabian Shepard, Library Board member, also shared his apologies that he would not be able to attend the meeting.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Shanta Dickerson presented on behalf of the Friends of the Library. Their written report is included in the September Library Board Report.

Recognition from Friends of Kansas Libraries

Ms. Dickerson shared the Friends have been recognized by FOKL as the outstanding Friends group of the year. The award was received for work completed by the Friends in 2020. Ms. Dickerson shared highlights of the staff and supporter's accomplishments.

Automated Materials Handling

Ms. Dickerson shared that a sorter is slated for installation the week of October 6th. The Friends hope to be ready for sort-to-sell storefront for the holiday season.

Friends Manager on the Conference Circuit

Ms. Dickerson shared that she has been invited to sit on a panel at the Kansas Library Association's 2021 Conference to participate in a friends-focused breakout session.

Internet Sales

Ms. Dickerson shared that William Mitchell, the Friends Internet Sales and Office Manager, has examined the Friends processes to improve efficiency and save money.

July internet sales reached \$15,501. The majority of earnings came from Amazon and eBay.

Ms. Dickerson reminded all listeners that they can join and renew their Friend of the Johnson County Library membership at freindsofjcl.org.

Ms. Griffith thanked Shanta for their hard work and their report.

JOHNSON COUNTY LIBRARY FOUNDATION:

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

1952 Society bequest follow up: James Deberry, \$20,000 Cedar Roe

Ms. Stollsteimer shared that James Deberry, a lover of the Cedar Roe Library Branch, bequeathed \$20,000 to the Cedar Roe branch upon his death. The Library purchased new furniture, focusing on the children's area with this donation.

The Foundation plans to have a reception in October and invite Ms. Deberry's immediate family to recognize his gift.

Library Lets Loose Fundraising Event Goes Virtual, September 18

The Foundation is pre-producing a program that will tell the Library story on the importance of donors. This program will be broadcast via Zoom with production partner, Park University.

At this time, Ms. Stollsteimer shared that donations total \$115,000.

The in-person reception at Lenexa continues and Ms. Stollsteimer shared that she is looking forward to seeing some Library Supporters in person.

Grants Update

Ms. Stollsteimer shared that the Foundation applies to grants year-round. They have recently received additional funding for the Central resource Library Kids area interactive Burgeon unit.

The Foundation has received funding from the John W. Effie E. Speas Foundation for \$7,000 and in addition to the \$15,000 from the Regnier Family Foundation and \$15,000 from the Johnson County Library Foundation.

Annual Appeal 2021

Ms. Stollsteimer shared that the Foundation has begun their year-end appeal and they are working to implement the theme and plan.

Bethany thanked the Foundation for continuing the Library's mission.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shared that last week the County Commission passed the 2022 budget with a quarter mill levy decrease. The Commission also endorsed a climate action plan, called the Kansas City regional climate action plan. This will provide a voluntary framework for local governments and entities around the community to try to reach carbon neutral emissions by 2050.

Commissioner Hanzlick shared that she had attended a ceremony recognizing the 20th anniversary of 9/11. She recommended that those who are able to go to the County Administration building where students from Olathe West placed 2,977 flags in the lawn to represent the 2,977 people who died on that day at the World Trade Centers as well as in Pennsylvania and at the Pentagon.

Commissioner Hanzlick shared that there had been an error in the minutes from the last month and the Johnson County Charter Commission would be meeting next Monday September 13th and not August 13th. She shared that the Charter Commission is holding a public hearing to take public input on any changes that people would like to see or recommend in the County Charter. The public can participate via Zoom or they are welcome to come in person. Commissioner Hanzlick shared that if you Google Johnson County Charter Commission, it will take you to the website with more information.

Commissioner Hanzlick shared that she is looking forward to going on the Central Resource tour

Shared that she is reading *Leadership in Turbulent Times* by Pulitzer Prize winner Doris Kearns Goodwin.

Ali Seeling asked when the Charter Commission would be meeting on the 13th and asked if speakers would be available via Zoom.

Commissioner Hanzlick shared that you can speak via Zoom but that you must sign up in advance to do that. She asked if Joe Waters knew the start time.

Sean Casserley shared that he believed that it was 5:30 or 6:00.

Commissioner Hanzlick agreed that she thought it was 5:30.

BOARD COUNSEL REPORT

City Mask Mandates

Mr. Logan shared that there are two cities in Johnson County with mask mandates that effect two library branch facilities: Prairie Village with Corinth, and Roeland Park with the Cedar Roe branch. Both cities have adopted requirements that persons in public spaces wear masks. Both went into effect on August 24. Prairie Village will expire on the 30th of September, and Roeland Park will expire on October 19.

Mr. Logan shared that Prairie Village does include an exemption for government buildings that are not operated by the city of Prairie Village. Staff is essentially complying with those requirements in terms of enforcement, and they have the authority to go ahead and do that to maintain good relations and good partnerships with these cities with whom the Library does have good relations with.

Resolution of Johnson County Library Revenue Neutral Rate

Mr. Logan shared that the Resolution of Johnson County Library Revenue Neutral Rate is the result of legislation passed by the Kansas legislature this year: Senate Bill 13 and House Bill 2104. Mr. Logan shared that this is a process that requires any governmental body to pass an authorization or resolution indicating that there's an intent to exceed what is defined as the revenue neutral rate in that law. Mr. Logan explained that it is separate from the budget process, but it comes about as a result of budget and an intention to exceed the revenue neutral rate. Revenue neutral rate is defined in the law tax rate for the current year that would

generate the same property tax revenue as levied from the previous year using the current taxes total assessed valuation.

Mr. Logan stated that it is not a tax increase that the Library Board would be authorizing or an increase in the mill levy. It would essentially be because of the property tax assessment valuation. This valuation went up this year to capture those dollars for budget purposes. This would be an increase in the revenue neutral rate. So, because of the property valuation assessment going up, the revenue neutral rate is a lower amount, 3.73 mills, and then based on the property assessment to capture those dollars that's technically a mill levy of 3.896 mills. So that would be in excess of our revenue neutral rate, which is the 3.73 number. Mr. Logan shared that in order to capture that increase in assessment dollars and tax dollars, there needs to be a resolution from the issuing body to capture those dollars.

Mr. Logan shared that the Board of County Commissioners considered this on August 23 and passed a resolution authorizing an amount in excess of the revenue neutral rate. Mr. Logan explained that the Library Board would be asked to consider the same tonight. Mr. Logan stated that it is not a conflicting resolution in any way and that both bodies basically for sake of clarity are going to have to issue a resolution under that new law in order for that to go into effect.

Joe Connor added that this is the appraisal as well as new growth.

Mr. Logan agreed with Mr. Connor.

Ms. Griffith asked if we are publicly acknowledging that the evaluations are higher and that we will have more money.

Mr. Logan confirmed.

Mr. Sims asked what the public acknowledgment would be. He shared that he believed on the resolutions that they would have to share the information on websites or send letters.

Mr. Logan answered that there should be a public meeting and that it should be published. The BOCC held the meeting on the 23rd, this was added to the county website and published in the newspaper where the public could see.

Mr. Sims shared that he believed at one time they had talked about sending out letters. Mr. Sims asked if that had changed.

Mr. Logan shared that notice had been given to the public although he was not sure if it was a mailer.

Mr. Connor shared that a mailer may come and that he can check on that and get back to him.

Mr. Sims asked if there would be cost to print all the letters.

Mr. Logan stated that there was concern about the extra cost of printing letters when this was being considered by the legislature and what the impact to individual units of government would be. Mr. Logan shared that there could be some form of collaboration between governmental units and in the County it would be possible to work together to offset some of the costs.

COUNTY LIBRARIAN REPORT

Finance Report

County Librarian Sean Casserley presented the following financial report to the board on behalf of Dave Vratny, Finance Director.

July 2021 Library Budget Update

Mr. Casserley shared that as of the end of July the Library has collected approximately \$37.9 million in revenue, which is approximately 91%. This number from a percentage standpoint is close to where the Library would expect to be around this point in time. The Library has expenses (including collections encumbrances) of approximately \$22 million, which is about 53% of budget. Given that the Library is 58% of the way through the year the expenditure budget looks in line with where it should be at this point in the year.

In July there were several expense category changes. These changes did not change the overall budget but were made to account for a couple of decisions that were made after the 2021 Budget was proposed and adopted. The first was increases were made to the Salary/Benefits budget for 2021 to include additional funds for the payroll equity adjustments that have been made for 2021. The other increase was to Interfund Transfers to cover the costs associated with the payroll position that was transferred to FMA-Payroll. These adjustments came from adjustments that were made from Contractual Services budget. These potential changes were anticipated as needing to be taken into possible account for 2021 when the budget was created and the 2022 Budget includes these expenses. In total \$1,005,450 was reduced from Contractual Services to make these adjustments (\$938,654 was increased in salaries/benefits and the Interfund Transfer increased \$66,796).

2022 County Budget Update

Mr. Casserley shared that the Board of County Commissioners (BOCC) held the County's Public Budget Hearing on Monday night August 23rd. There were several speakers that made comments at that meeting (one speaker discussed the County needing more financial audit oversight, one speaker was there to complement Board for adding Mental Health services, and the third speaker was there to discuss the need for those elderly fixed income households needing property tax relief). At the conclusion of this meeting on 08/23 the Board of County Commissioners took action on passing 3 resolutions for the 3 taxing districts (Library, Park, County) all exceeding the revenue neutral rate in the levy of property taxes. Exceeding that rate just means that the intent for the taxing district is to collect at least more \$ from property tax than was collected the year prior (this can be as low as just \$1 more). These resolutions are similar to the resolution that is included for adoption at the September Library Board Meeting.

The Board of County Commissioners last Thursday (September 2nd) passed the County's 2022 Operating and Capital Budget. The actual adopted budget for the County taxing district was prepared with a 0.25 mill rollback and that was the budget that ultimately got adopted (there were several proposals made yesterday to roll back the County mill rate more than that, but all of those proposals ultimately failed to gain 4 or more votes to support them). The Library and Park taxing districts were approved with a constant mill rate, which means it should be roughly the same mill rate as the year before. The final vote on the budget as was proposed passed 5-2.

The final 2022 Budget for Library all Funds totals: \$43,884,029 (\$39,696,266 in Operations, \$265,638 in Grants, and \$3,922,125 in Special Use). This is an approximate increase of about 4.8% higher than the 2021 Budget. The Ad Valorem Library revenue for 2022 is estimated at \$38,342,480 all Funds (\$34,767,273 in Operations and \$3,575,207 in Special Use). This is an approximate increase of about 4.4% higher than the 2021 Budget. Ad Valorem revenue accounts for about 87.4% of Library's projected 2022 revenue.

Branch Report

Adam Wathen, Assistant Director for Systemwide Services, presented on the Systemwide report and programming statistics for 2020. This report is included in the September Board Report.

Statistics and Trends for September 2021

Mr. Wathen shared that visitation statistics have been trending upward although remains lower than 2019.

Mr. Wathen shared that online programming had been launched in 2020 and 83,900 people attended. He shared that virtual program attendance was very high. He shared that the attendance numbers include people watching archived programs at later dates as well.

Mr. Wathen explained that the counts of attendance by age has dropped due to being unable to tell who is attending virtually.

COMPREHENSIVE LIBRARY MASTER PLAN Central Staff Space Consolidation (CSSC)

Project Coordinator, Scott Sime, presented to the Library Board.

The Little Central user visits have picked up a little bit and PC users held steady for the month of July.

Titan Construction has begun painting the exterior, demoing the exterior paving near where the drive thru will be and installing exterior metal panels. A new power service to the building has been completed. Internally Titan is working on priming, painting, tile installation, installing new boilers and hot water pumps, casework install in the break room and server rack installation in the data center.

Mr. Sime shared that if anyone was interested in joining a tour to let him know, they are currently being held on most Friday afternoons. In response to a question, Mr. Sime updated that these tours are held from 3:30pm to 4:30pm and the meeting location is along the South side of the library across from the park, at the ramp.

Mr. Sime reviewed the construction expected in the next month and the move-in timeline. Central Building Upgrade, Part 2: Anticipated Timeline is showing the Board Report on page 27. Mr. Sime shared some photos from the CBU2 construction site.

Ms. Kilgore asked when the library board meetings would be moved to Central. Mr. Casserley shared that we do not have a time frame that can be made public at this time. Mr. Sime shared that an opening date will be brought back at the October board meeting.

Commissioner Hanzlick shared that this location is not accessible by public transportation and she would like to let her constituents know when they would be able to come to the meetings. Mr. Casserley shared that he has spoken to that same gentleman and discussed some solutions, he looks forward to being able to come back to the Central location. Ms. Templin asked if the streaming option was shared with the constituent and Commissioner Hanzlick confirmed that it has, but that the constituent does not have a computer.

Central Building Upgrade, Part 2: Furniture Update

Interiors Project Manager, Abby Giersch presented to the Library Board. This presentation is included in the September Library Board Report.

Ms. Griffith asked about the chair that looks like a duck and Mr. Casserley asked if it was a rabbit. Ms. Giersch shared that this chair adds a touch of whimsy and is called Happy Bird.

Mr. Casserley thanked Abby and the rest of the Facility Team for doing such a great job involving staff in the process. Thanked Sean, Juan, and Georgia.

Antioch Replacement Project

Project Coordinator, Scott Sime, presented to the Library Board.

Next steps include planning for public engagement #3 in the Fall, a bond sale at the end of October to partially fund the project, go to city of Merriam in the fall to talk about the site plan and then end in property transfer this fall. Mr. Sims shared the Antioch Replacement timeline.

Antioch Design Update

Project Manager, Dan Maginn and Associate Architect, Tara Bray from Dake Wells architecture presented on the design updates for the new Antioch Library Building.

Mr. Maginn shared that he is currently reading *Blue Highways* by William Least Heat-Moon, the author also wrote a great book about the Flint Hills, and book by Jack Reacher that he'd rather not mention. Mr. Casserley reminded everyone that "We can either feel literarily inadequate or revel in the fact we're still reading books." and "Let's revel together!"

Mr. Maginn reviewed the Project Imperatives, needs analysis and adjacency diagram, site and site plan. All of these topics can be viewed in the September Library Board Report.

Ms. Bray, part of the design team with Dake Wells Architecture, reviewed site plans, floor plans and schematic massing diagrams for the new library. These can be viewed in the September Library Board Report.

Ms Kilgore asked if the community center parking structure would accommodate the needs of the library or if additional parking would be needed. Mr. Casserley shared that the current parking structure will accommodate the library and the community center. An arrangement similar to the one that we have with Lenexa City Center has been discussed, where we would agree to share and help maintain the parking structure due to the lack of space on the lot for independent parking. Stacked parking will also provide protection to cars and be a smaller footprint supporting the sustainability effort. Mr. Sims shared that he has never had trouble with parking there.

Commissioner Hanzlick asked for Mr. Maginn to show on the slide of the first floor level where the entrance would be. Mr. Maginn shared that they are looking at an entrance being on the north side. The goal is for people to know where to door based on flow of traffic.

Commissioner Hanzlick shared that when looking at the renovation of the Central Resources Library there was a lot of attention paid to securing the children's area and it looks like this children's area will be close to the entrance. Mr. Maginn confirmed that this is part of the design, there is quite a distance between door and first opportunity to enter the children's area. This is to keep unwanted individuals out and children that may run in.

Commissioner Hanzlick asked if they could speak more to the sustainability aspects of the building. Mr. Maginn shared that they are on board and there are resources for them to pursue LEED Certification. This keeps you honest and driven. We love the LEED program and we have worked a contractor into several meetings discussing options. Exploring all electric building, exploring options to reduce glazing, and paying attention to how sunlight and direct solar gain will come in so we can reduce the size of the mechanical systems. With the exterior areas we are exploring spaces where you don't always have to be inside and can reduce water usage. Currently we are looking good for LEED Silver and hopefully that we can do even better than that. Sustainability is connected to DEI aspect as well. We are working with Steven Smith to actively help invite community members that might not typically feel welcome. This also supports wellbeing through better indoor air quality and more natural light.

Commissioner Hanzlick shared that she is excited and she asked her question as she had the opportunity as she was contacted by Ashu Gupta who is with Natural Resources Defense Council and met with Brad Reinhart, Director of Johnson County Facility Department. Mr. Gupta wanted to discuss Net Zero ready buildings; the concept is to build into an existing building the things needed to make net zero into the future so that you would not have make changes. Mr. Maginn shared that they are already working on energy modeling

at this early stage, to reduce the load on the building. One way to get to a new zero building is to have it be all electric, which is under consideration.

Mr. Casserley thanked Dan and Tara as they have received many opinions and they always listen and challenge assumptions, coming back with solutions. He shared that the relationship with Dake Wells is going well.

Overall Timeline

Project Coordinator, Scott Sime, presented to the Library Board.

Mr. Sime presented the timelines for the Capital Improvement Projects as well as the Capital Replacement Projects, both can be found in the September 2021 Board Report. Upcoming closures include Oak Park for electrical work 9/13 through 9/18 and Corinth for electrical work for up to 3 days in September or November.

Summer Reading Update

Program and Event Coordinator, Joseph Keehn, presented to the Library on the Summer Reading update. This report is shared in the September 2021 Board Report.

Art for this program was created by a local KC artist, Il Sung Na. Reader advisory created bookmarks on “How to Raise a Reader.” There was a one-day launch, with a one-day end-of summer event. Programs followed the Tails and Tales theme. Book distribution accounted for 7500 books were distributed through schools in Johnson County, 6500 books were distributed through engaging 20 community partners, and nearly 400 books were distributed through in-person programming and pop-ups. Adelante Read connected 1st through 6th grade ELL students through the summer. Various contests involved young readers and their caregivers.

Ms. Griffith shared that a new nemesis of Sparkle, the mascot for the summer reading program (a unicorn), could be Sprinkle. Mr. Keehn shared that the nemesis of Sprinkle is currently, Horse, who is a brown horse.

Mr. Sims asked if school librarians are onboard with this program. Mr. Keehn shared that he will get back to them as Melanie just now reaching out to receive feedback. Mr. Sims shared that he has heard from a couple teachers that it can be a lot of extra work, but that it also depends on the librarian. He applauds the effort and encourages Mr. Keehn to get that feedback. Mr. Keehn shared that he is happy to get that contact's name, so that he can make Melanie is aware of their concerns.

Mr. Casserley shared that it is important to ensure that we are resourcing correctly to makes sure this is a shared burden between the two entities.

JCCC Adult Education

Director of Adult Education for Johnson County Community College, Janice Blansit, presented to the Library Board.

Ms. Blansit shared that there is a 35-year partnership with Johnson County Library. She and Mr. Casserley spoke about their alignment of their goals, mission, vision and values. Ms. Blansit shared that Johnson County Community College (JCCC) is a community based, grant funded, life skills, workforce-oriented program.

Ms. Blansit reviewed the adult education programs and shared that they typically assist 1400 students per year, with 2020 assisting closer 1000 students. This program targets individuals that are over the age of 16, without high school diploma and also speak English less than well. Over the years, the program has evolved to become more workforce and life skills focused.

Ms. Blansit shared a link for a video of a student that has gone through the program, you can view Patience's Story here: <https://youtu.be/NME9PYzuxeE>.

Ms. Blansit shared that she left a one-page outline of features that they are looking for in a building as they are sad to lose the partnership with the Antioch Building and they are looking for a site north of 75th Street. She asked the board to reach out if they know of a site that meets their needs. JCCC is exploring options and they would like to maintain a presence in that area.

Scheduling Budget Committees

Mr. Casserly reminded the Library Board that it is time to start scheduling the Budget Committee meetings. The budget committee will be made up of Library Board Chair Bethany Griffith, Vice-Chair David Sims and Secretary Brandy Butcher. A poll will be sent the members of this committee to determine a date in October, November and December.

Interim HR Director, update

Mr. Casserly shared that Lily Tran, formerly the Director of Human Resources (HR) is no longer with Johnson County. Maury Thompson, Deputy County Manager will be taking over those responsibilities and managing the HR department.

Prairie Village Mask Mandate, impact on Corinth Branch

Mr. Casserly shared that in partnership with Prairie Village the Corinth library will comply with the city ordinance regarding masks and post a city sign on the door. Staff will not enforce, as we are in the information sharing business. We will have masks available, post the signage and those that want to comply can and those that do not we understand.

Edgerton Building

Mr. Casserly shared that the roof is leaking, and the back wall is an interior wall is losing grout. The Library has been working with the city to get those issues resolved but needs to bring in a structural engineer to assess the back wall. Approximate cost for that is a couple thousand dollars, the library would pay that and then share that information with the city. We will have a CRP plan on what can be done with that building to mitigate the water, get some of the ADA issues resolved and fix the exterior wall.

Ms. Griffith asked if the work could be done before the retreat, since they will be discussing priorities. If there is a building that needs serious repair would it be useful to get an idea of where we are.

Mr. Casserly confirmed that yes that work can be done. He shared that the library rents that building and the relationship is that the landlord would do the predominate amount of repairs. The library can cost them out and do cost sharing or pay for repairs outright. He shared that the board decides this. The city has shared that they do not have a lot of funds to maintain the building. Mr. Casserly shared that the library has a couple options and with the structural engineer along with the work that Juan and Sean have done can give us a good picture to be able to come up with a cost.

Ms. Griffith agrees that she would like that cost information before the retreat as many cities may not have the money to do that work and may need to tack our sales.

Commissioner Hanzlick asked about the rural renewal initiative, as it is scheduled to start and is this is a reason to move that up on the schedule and do a full study on the rural libraries. She also asked if we have other buildings or other concerns.

Mr. Casserly shared that we do but there is not funding for those. The capital library master plan was only partially funded, so the locations that the library board has looked at is the Spring Hill and DeSoto, because we own those buildings. Edgerton was not part of that. The library has approached the city multiple times and the library is not comfortable putting large amounts of money into a building that we do not own have vetted that decision. We need to work within the financial constraints of a partially funded library master plan, where those dollars have been earmarked entirely for Blue Valley and Prairie Village, those expenditures will maximize the mill levy and the library will be back to paying off that debt.

Commissioner Hanzlick said that it would be interesting to get statistics on the use of rural libraries and if they are at capacity or if the space is adequate at this time.

Mr. Casserly shared that we can get those statistics and answers to whether they are appropriately sized or not. With the rural renewal initiative, that study will look at this, but it does not include Edgerton in that study today.

Ms. Griffith asked if the library could talk about Edgerton with an overview of what the population is, what the door count is and what usage looks like. This way if we need to reconsider priorities that can be reviewed during the retreat.

Mr. Casserly agreed that staff will compile the statistics that were discussed today and other important information, for the board to review.

CONSENT AGENDA

Minutes of the August 12, 2021 Library Board Meeting

Motion: Ms. Templin moved to approve the consent agenda.

Second: Ms. Seeling seconded this motion.

Motion was approved unanimously

OLD BUSINESS

Consideration of approval of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2022.

Motion: Mr. Sims moved to approve the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2022.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously

No other business to address

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Ali Seeling seconded this motion.

Motion approved unanimously

Meeting adjourned at 5:55 p.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

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

			Receipts	Payments	Balance
	Opening cash balance				\$195,933.61
		Add Receipts	\$213.45		
		Less Payments		\$0.00	
	Ending Cash balance				\$196,147.06
		Less Liabilities		\$1,414.31	
	Unobligated cash balance				\$194,732.75

APPROVED: _____

DATE: _____