



**Board Report  
November 10, 2021**

## AGENDA

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

The public can view the broadcast of the meeting on the Johnson County Library [Facebook page](#) for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to [casserleys@jocolibrary.org](mailto:casserleys@jocolibrary.org) before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

I. Call to Order

II. Citizen Comments

III. Remarks

- A. Members of the Johnson County Library Board of Directors
- B. Board Chair, Bethany Griffith
- 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 – What is an MOU?
- B. County Librarian Report – Sean Casserley, County Librarian
  - 1. Finances and Statistics
    - a) Monthly Budget Report – Dave Vratny, Finance Director.....7
    - b) Trends in Collection Use – Adam Wathen, Associate Director for Systemwide Services and Lacie Griffin, Collection Development Manager.....14
  - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
    - a) Central Staff Space Consolidation (CSSC).....27
      - i. Communication – Laura Hunt, Internal Communication Manager.....34
    - b) Antioch Replacement.....39
    - c) Capital Improvement Projects Timeline Summary.....43
  - 3. Updates – Sean Casserley, County Librarian
    - a) Cyber Security update – Michelle Beesley, IT Manager.....47
    - b) Building Security update – Tad Twidwell, Physical Security Specialist.....60
    - c) Library Card Campaign – Elissa Andre, External Communication Manager.....66
    - d) Budget Committee Update – David Vratny, Finance Director
    - e) Partnership with Elections Office

V.	Consent Agenda	
A.	Action Items:	
1.	Minutes of the October 14, 2021 Regular Library Board meeting.....	73
2.	Minutes of the October 27, 2021 Library Board Retreat meeting.....	81
B.	Information Items	
1.	Financial and Personnel	
a)	The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2021 were handled in accordance with library and County policy.	
b)	The September 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.....	88
VI.	Old Business	
	None	
VII.	New Business	
A.	Action Item: Consideration to move remaining funding from Monticello project into the Antioch project.....	89
B.	Action Item: Consideration of closing Corinth for ARC Flash work.....	91
VIII.	Executive Session: Personnel Review	
IX.	Adjournment	



**October 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:

**- Book Donation Drop-off Events**

**- Annual Meeting**

**- Strategic Plan Review**

**- Book Donation Drop-off Events**

Our organization has adapted, and continues to adapt, in so many ways. Over the past year, our weekly Saturday morning donation drop-off events have allowed us to accept donations in a much more streamlined and efficient manner than years past. We've made the decision to continue these indefinitely – weather permitting, of course! Swing by the Friends sorting center on Saturdays between 10am-noon to drop off donations of gently-used books and AV.

**- Annual Meeting**

Friends members, mark your calendars for the annual meeting of Friends of Johnson County Library, to be held 5:30pm Tuesday November 9 at Antioch Library (*location subject to change*). For those unable to attend in person, virtual participation will be made available. Join us to celebrate the accomplishments of a unique and exciting year, and cast your vote on our 2022 slate of officers as presented by our Nominations Committee:

for President ----- Chris Meier  
for Vice President / President-elect ----- Shanna Eiklenborg  
for Treasurer ----- Vicki Denk

for Secretary ----- Diane Carlisle

If you have not yet joined or renewed your membership, don't wait a moment longer! Become a Friend today at <https://www.joinjclfriends.org/>.

### **- Strategic Plan Review**

The Executive Committee of the Board of Directors will meet for strategic plan review on November 14. We look forward to this time to survey all we've learned over the past two years and adapt goals and tactics to fit the needs of a post-pandemic world. We again thank Sean Casserley, in addition to other Johnson County Library and Foundation staff, for their support and collaboration with our plan. We are eager to continue moving forward in new and exciting directions.

Respectfully submitted,

Executive Committee, Friends of Johnson County Library

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

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We'll start with a final wrap up of Library Lets Loose.

- We had wonderful coverage in the Independent Magazine, October 30 issue where we have photos from the in-person reception.
- Please check out the website JoCoLibrary Foundation.org to see the final list of sponsors and view the wonderful video clips featured in the online

We are moving into the fourth quarter with plans for year-end giving.

- The Annual Appeal mailing went out earlier this month! It will land in the mailboxes of 1,800 donors and key partners and that includes you.
- The theme is "Making a difference for 25 years."
- Also, mark your calendar for Giving Tuesday, November 30th. That is a great day to make an online gift so we will be active on social media.

As we wrap up 2021, the Foundation's November board meeting will be held next week.

- We'll recognize outgoing board members, Doris Royals. She has served over a decade as a remarkable leader for the Foundation.
- We will welcome 3 new board members and vote on a new slate of officers for 2021.
- Many thanks go to 2021 president, Chris Anderson, and 2022 incoming president, Ava Christie.
- These community leaders are an inspiration and it is an honor to continue to this Library legacy of community volunteers and support.
- We will have a financial impact statement with the dollars the Foundation was able to secure for Library circulation and programs this year. I'll have that for you next month.

Thank you!

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

**OPERATING FUND**

	<b>2021 Budget</b>
<b>Programs</b>	
Revenue	3,913,449
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	278,960
Transfer to Capital Projects	
Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$278,960</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$3,634,489</u></u></b>

**SPECIAL USE FUND**

	<b>2021 Budget</b>
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	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,107,383</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$31,143</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$3,665,632</u></u></b>

## Expenditure of Friends of the JCL Donations 2021

<b><i>Expenditure Details</i></b>	<b><i>September</i></b>	<b><i>YTD</i></b>
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
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 124.12</b>



# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2021  
75% of Year Lapsed

REVENUE ALL FUNDS	2021 Year to Date	2021 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	36,253,679	36,717,284	99%	99%
Ad Valorem Delinquent	34,370	288,773	12%	55%
Motor Vehicle	2,949,568	3,170,344	93%	85%
Library Generated - Copying/Printing	48,678	104,359	47%	37%
Library Generated - Overdues / Fees	250,305	768,271	33%	27%
Sale of Library Books	37,500	50,000	75%	25%
Misc Other	14,954	18,703	80%	4%
Reimbursement	186,306	330,043	56%	50%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	98,184	58,404	168%	71%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	19,435	12,325	158%	138%
Commercial Vehicle Tax	55,015	57,421	96%	93%
Heavy Trucks Tax	5,166	4,841	107%	132%
Rental Excise Tax	32,244	45,873	70%	49%
State and Federal Grants	171,285	265,638	64%	50%
<b>TOTAL REVENUE</b>	<b>40,156,689</b>	<b>41,905,920</b>	<b>96%</b>	<b>95%</b>

## Expenses ALL FUNDS with Collection Encumbrance

Categories	2021 Year to Date	2021 Budget	% Categories Expended
Salaries and Benefits	14,657,928	21,735,915	67%
Contractual Services	4,882,347	6,300,506	77%
Commodities	3,622,484	4,173,766	87%
Risk Management Charges	145,668	195,074	75%
Capital / Maintenance / Repair	3,386,343	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%
<b>TOTAL EXPENDITURES</b>	<b>29,972,920</b>	<b>41,905,920</b>	<b>72%</b>

Revenue - Expenses as of September 30, 2021 **10,183,770**

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

**Scheduled Replacement Plan Funding**

-	<b><u>REVENUE RECEIVED TO DATE</u></b>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	1,131,100
<b>Total Revenue</b>	<b><u>4,458,200</u></b>

**2021**

Contractual Services	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	119,310
AED Equipment	9,613
Interfund Transfer	1,767,934
	<b><u>4,425,107</u></b>
<b>Budget Remaining</b>	<b><u>33,093</u></b>

# JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category

September 2021  
75% Year Lapsed

## OPERATING FUND

Programs	2021 Year to Date	2021 Budget	% Program Expended
Administrative Services	3,779,945	4,765,784	79%
Information Technology	2,010,967	3,632,726	55%
Collection Development	2,503,380	3,593,153	70%
Branch/Systemwide Services	13,124,395	20,128,760	65%
Risk Management Charges	145,668	195,074	75%
Grants *	236,047	265,638	89%
Transfer to Capital Projects	0	2,777,596	0%
Interfund Transfer	3,000,562	3,067,358	98%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>24,800,963</b>	<b>38,426,089</b>	<b>65%</b>
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## SPECIAL USE FUND

	2021 Year to Date	2021 Budget	% Budget Expended
Contractual Services (General Maintenance)	63,900	176,305	36%
Commodities (Capital Equipment)	13,932	155,000	9%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	3,107,383	3,138,526	99%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>3,185,215</b>	<b>3,479,831</b>	<b>92%</b>
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<b>TOTAL EXPENDITURES</b>	<b>27,986,178</b>	<b>41,905,920</b>	<b>67%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2021**  
**75% Year Lapsed**

<b>ALL FUNDS</b>		<b>2021</b>	<b>2021</b>	<b>% Categories</b>
	<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Salaries and Benefits	14,657,928	21,735,915	67%
	Contractual Services	4,292,594	6,300,506	68%
	Commodities	2,225,495	4,173,766	53%
	Risk Management Charges	145,668	195,074	75%
	Capital / Maintenance / Repair	278,960	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%
<b>TOTAL EXPENDITURES</b>		<b>27,986,178</b>	<b>41,905,920</b>	<b>67%</b>

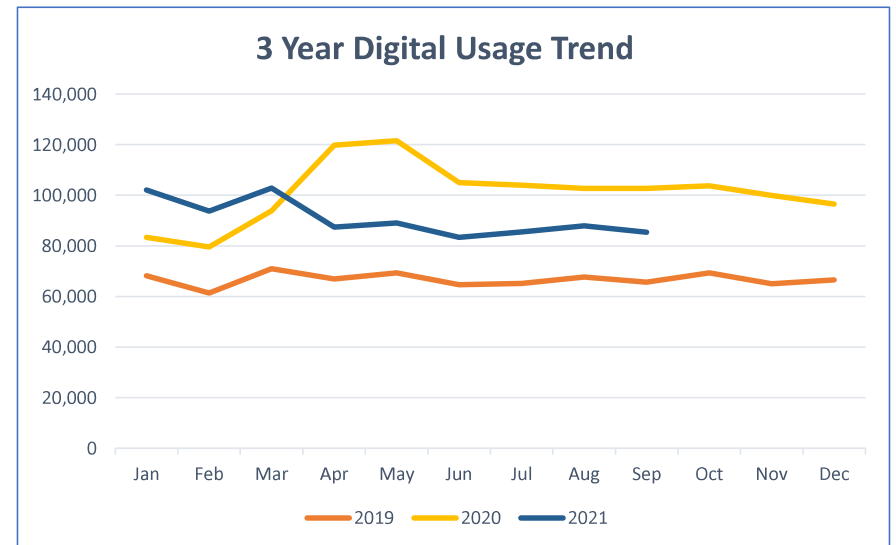
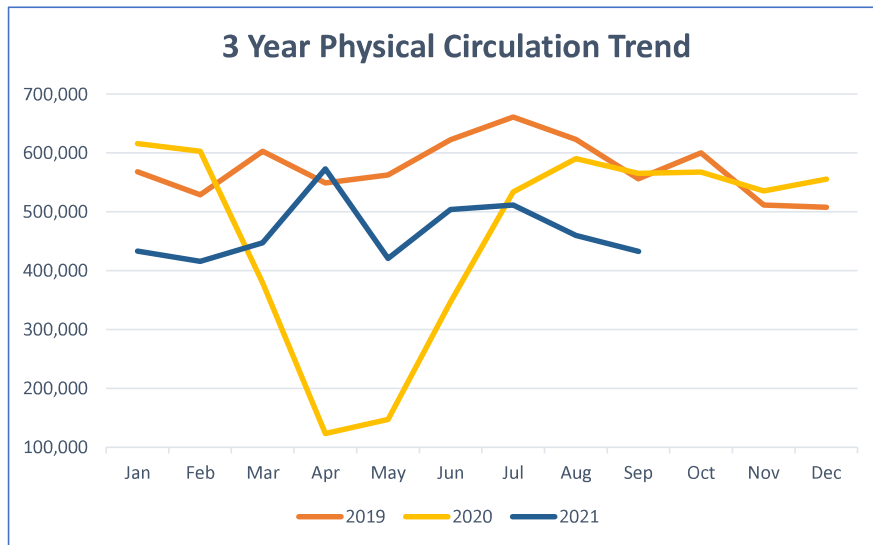
GRANTS*	Expenditures through 9/30/2021	Source	Received	Expenditures	Grant Award	Budget Remaining
285000086	2021 State Aid	State	3/22/2021	\$110,860.96	\$131,284.90	\$20,423.94
285000087	On 24 2021-2022	JCL Foundation	6/11/2021	\$103,538.00	\$103,538.00	\$0.00

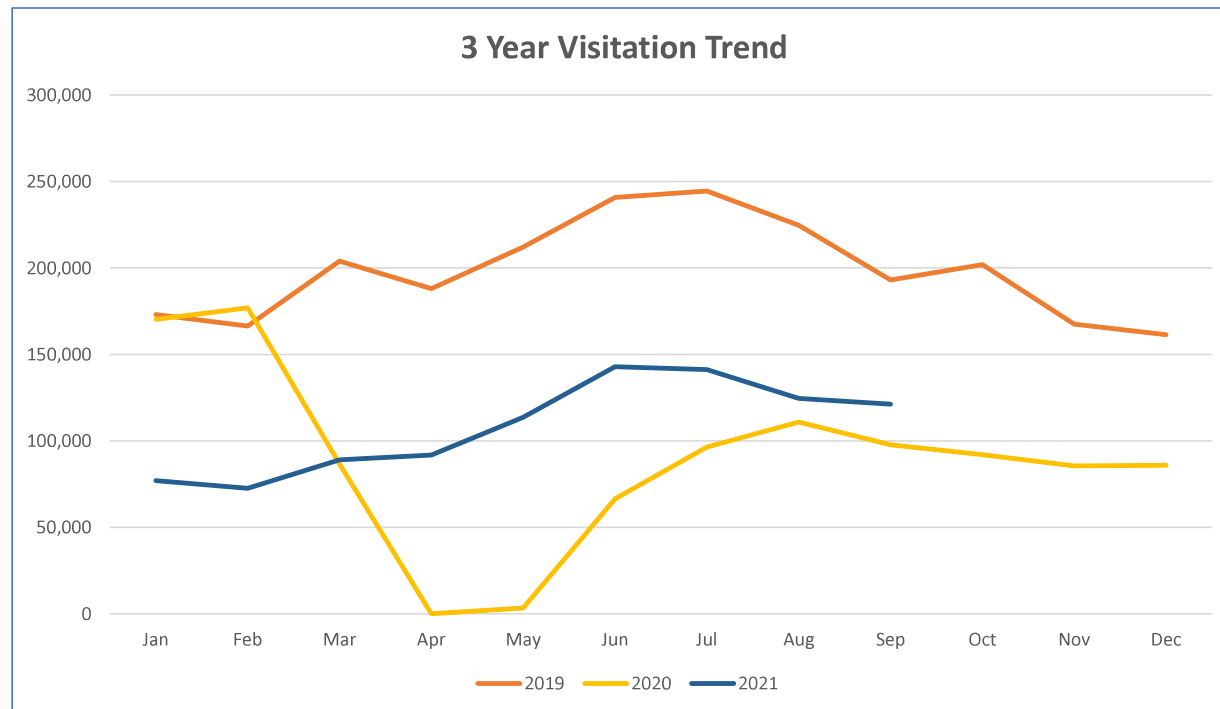
\*Includes all expenditures and revenues over the life of the grant.

# Collection Use

Statistical Report

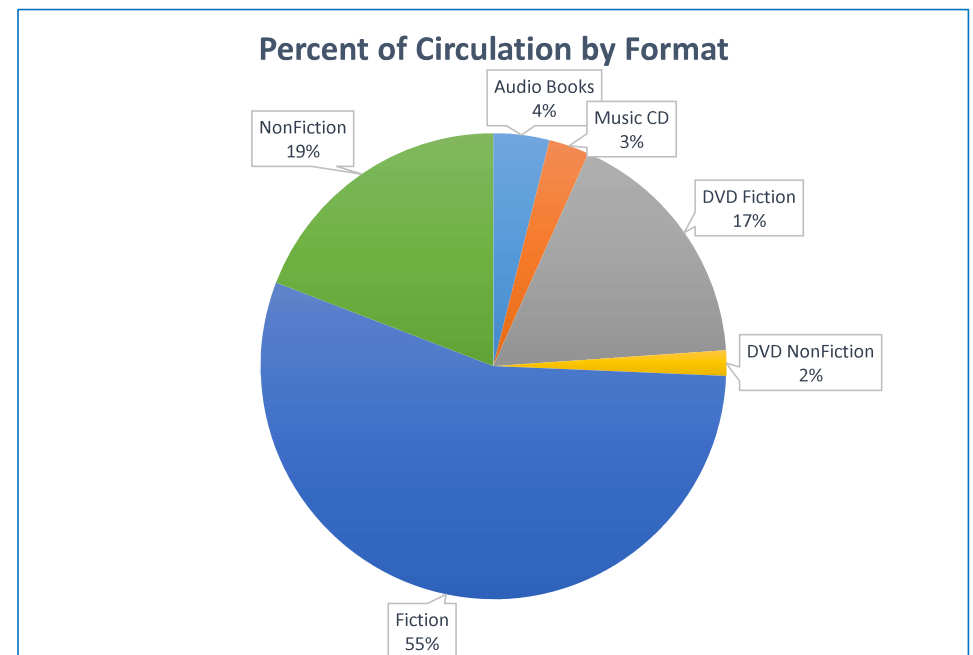
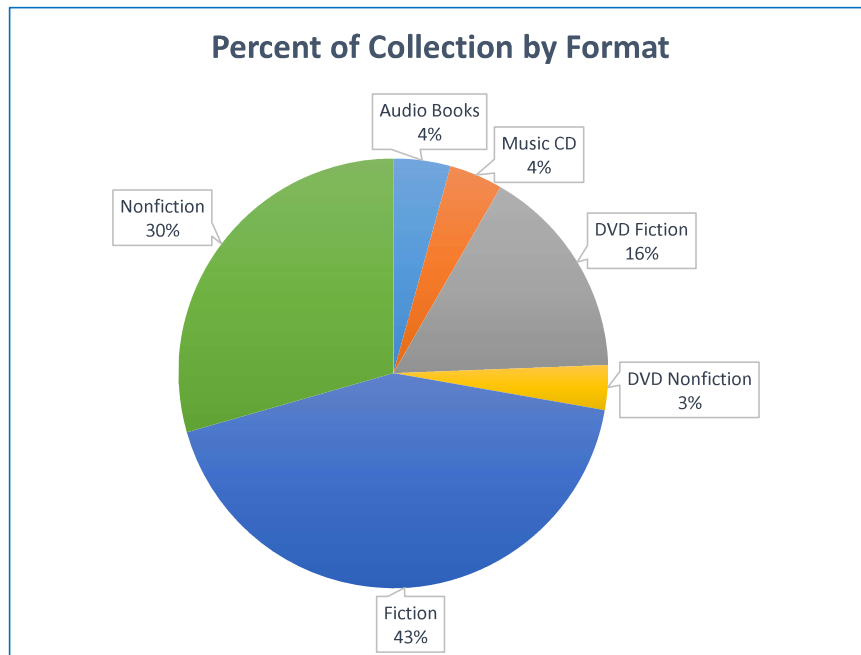








# Collection Count and Circulation

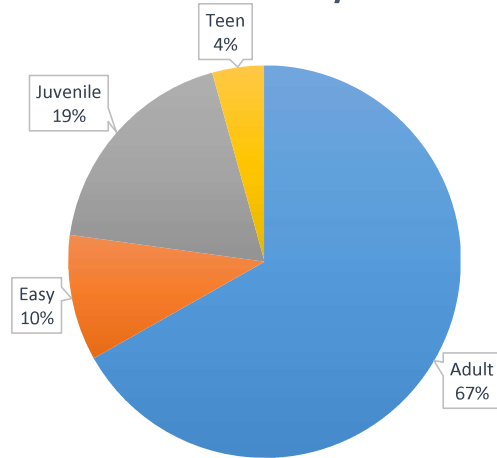


\*Circulation combined from 2019, 2020, 2021

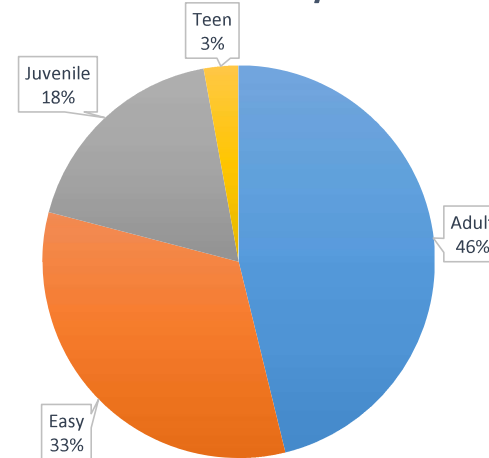


# Collection Count and Circulation by Audience

**Percent Collection by Audience**



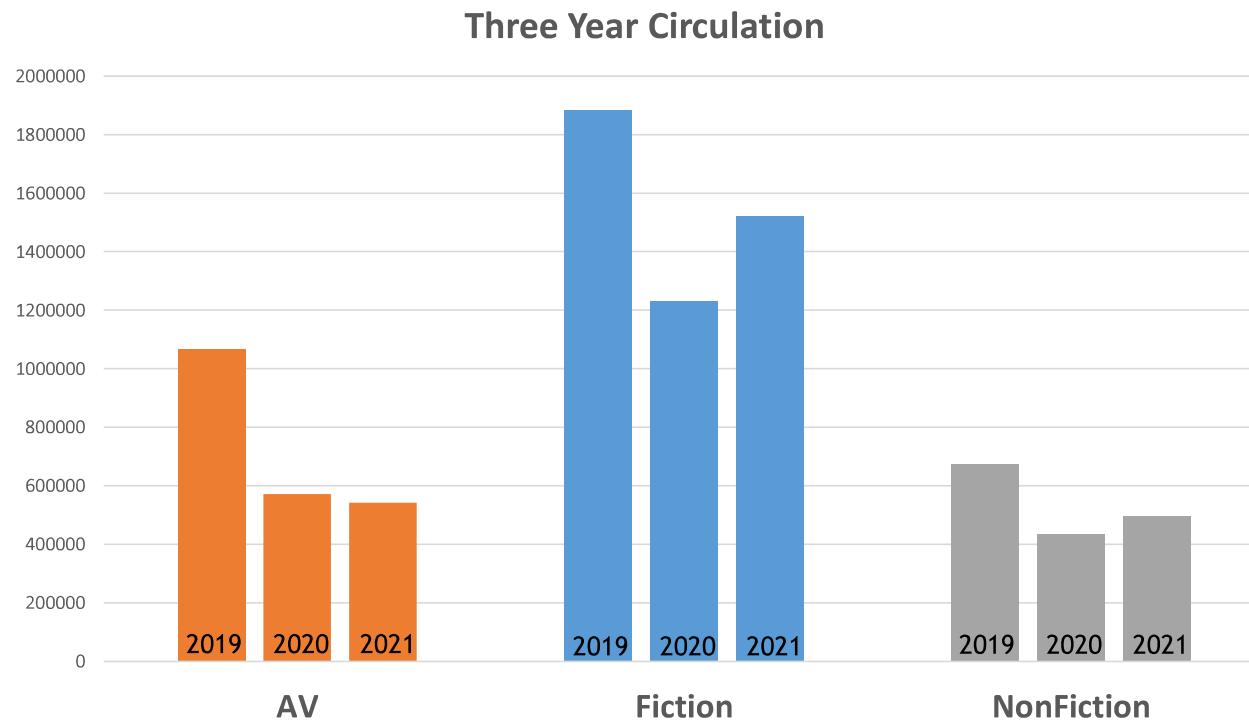
**Percent Circulation by Audience**



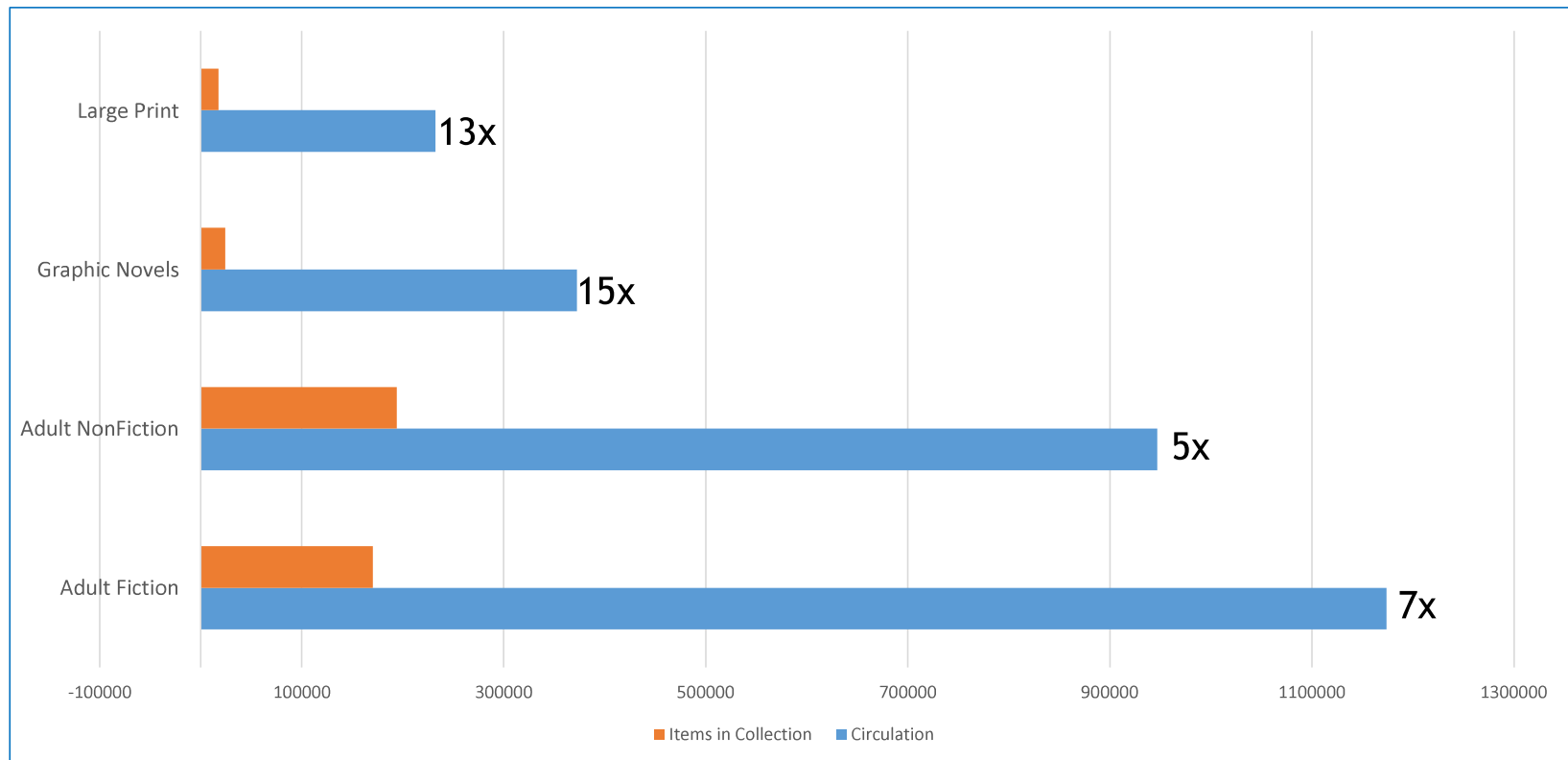
\*Circulation combined from 2019, 2020, 2021



# Collection Circulation Over Time



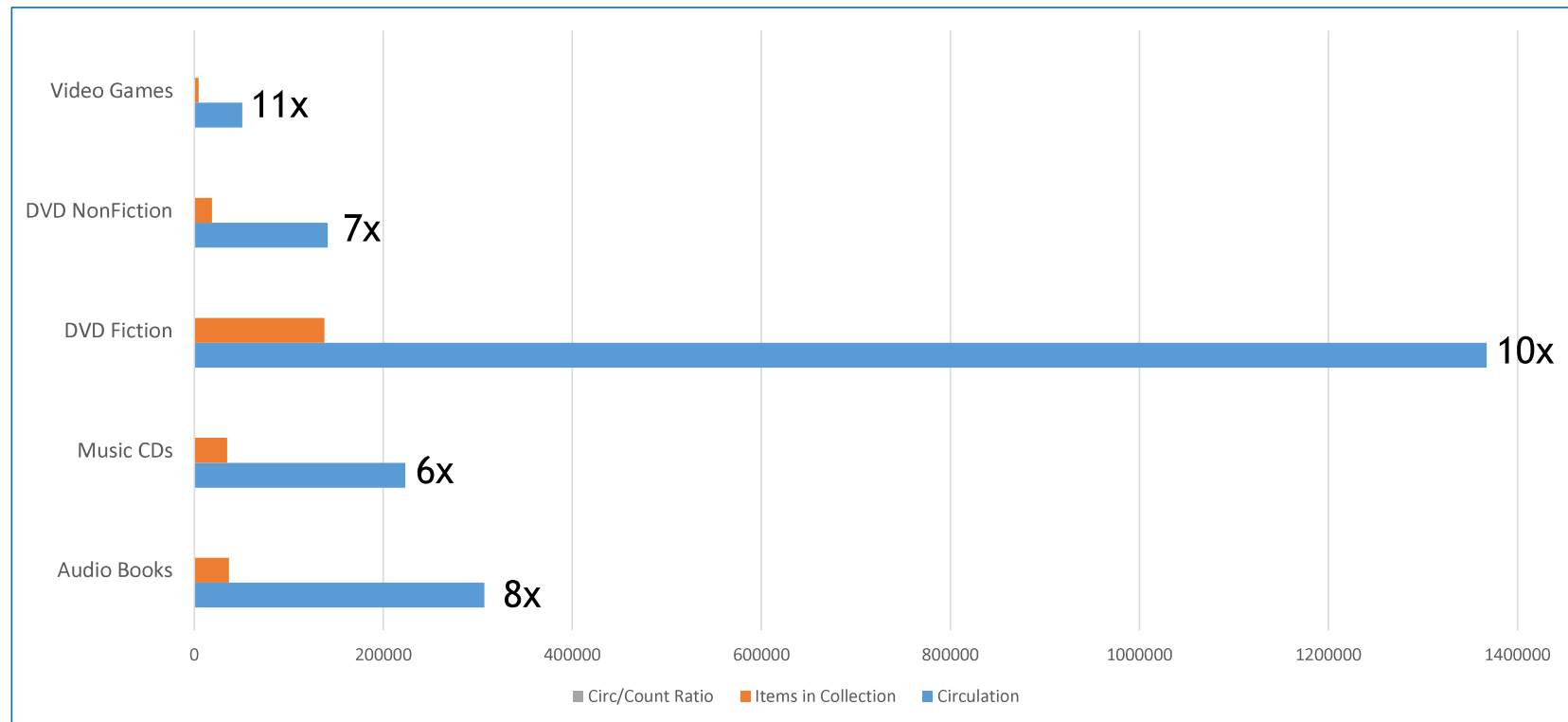
# Collection Size Compared to Circulation – Adult Collections



\*Circulation combined from 2019, 2020, 2021



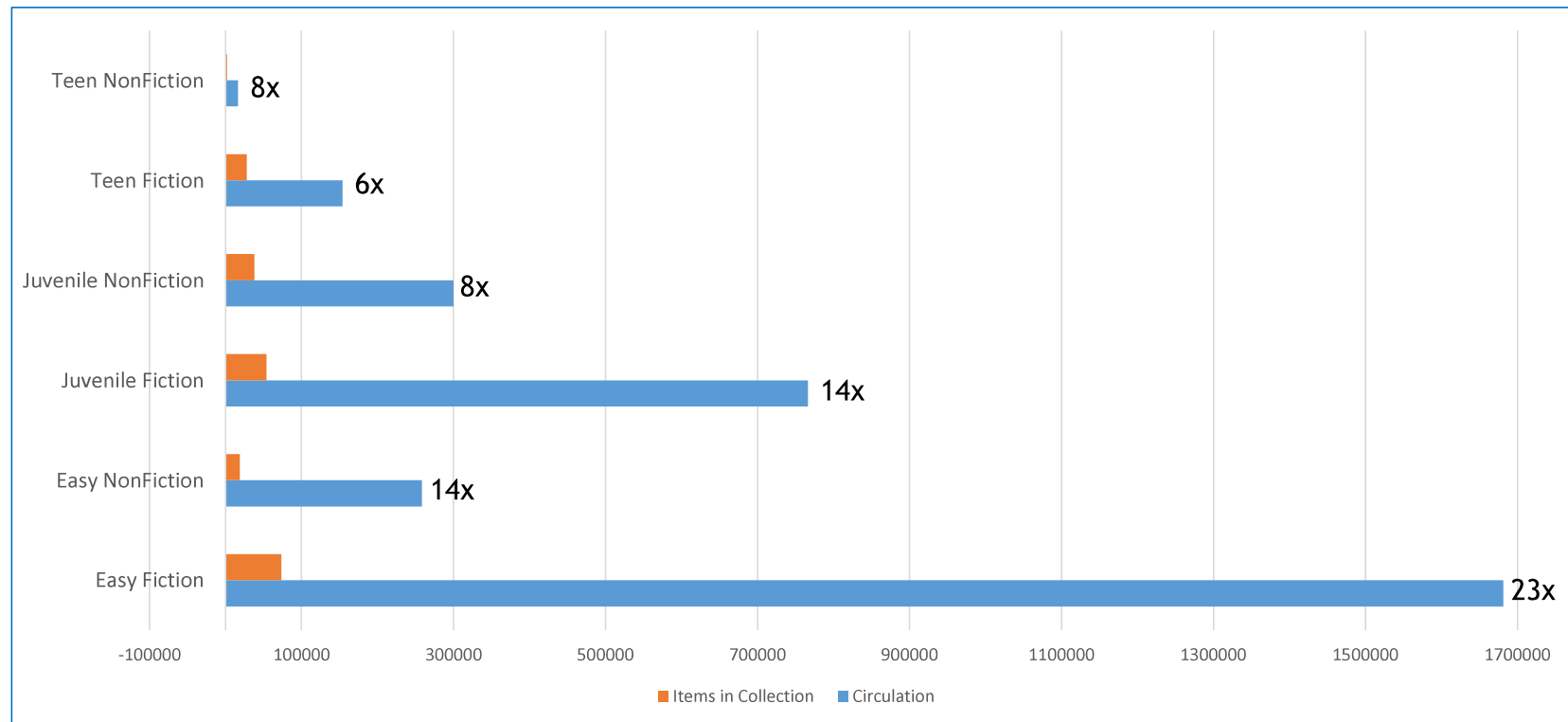
# Collection Size Compared to Circulation – AV Collections



\*Circulation combined from 2019, 2020, 2021



# Collection Size Compared to Circulation – Kids Collections



\*Circulation combined from 2019, 2020, 2021



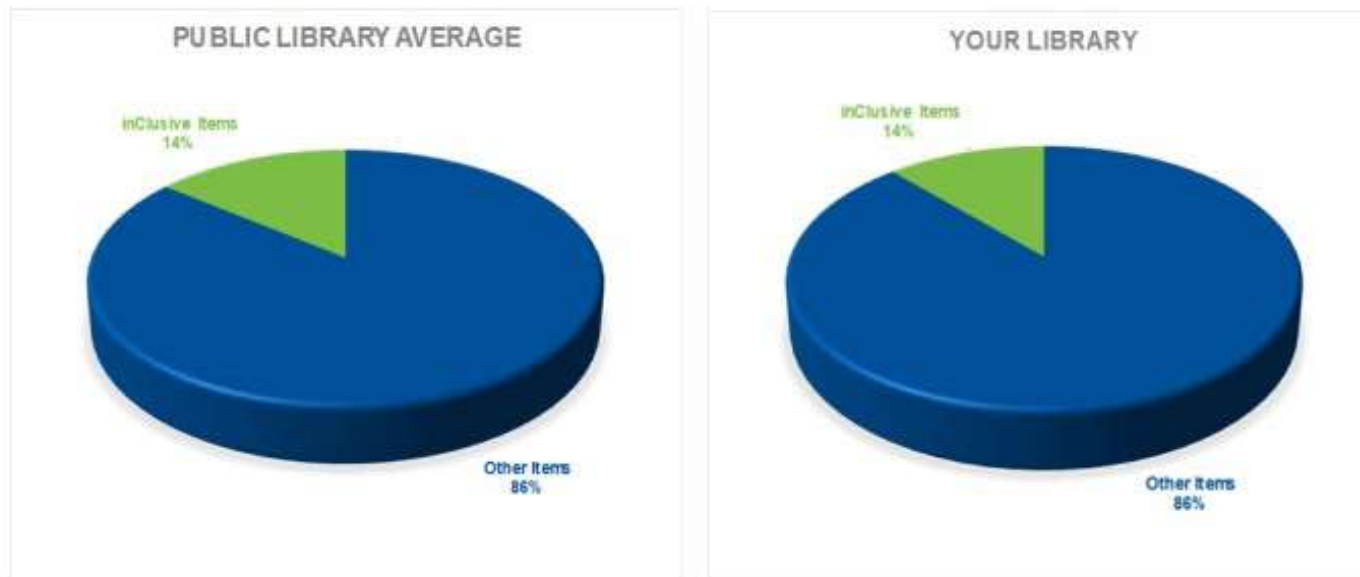
# iCurate inClusive Collection Diversity Audit

Lacie Griffin

Collection Development Manager



## Share of *inClusive* Titles in Your Collection

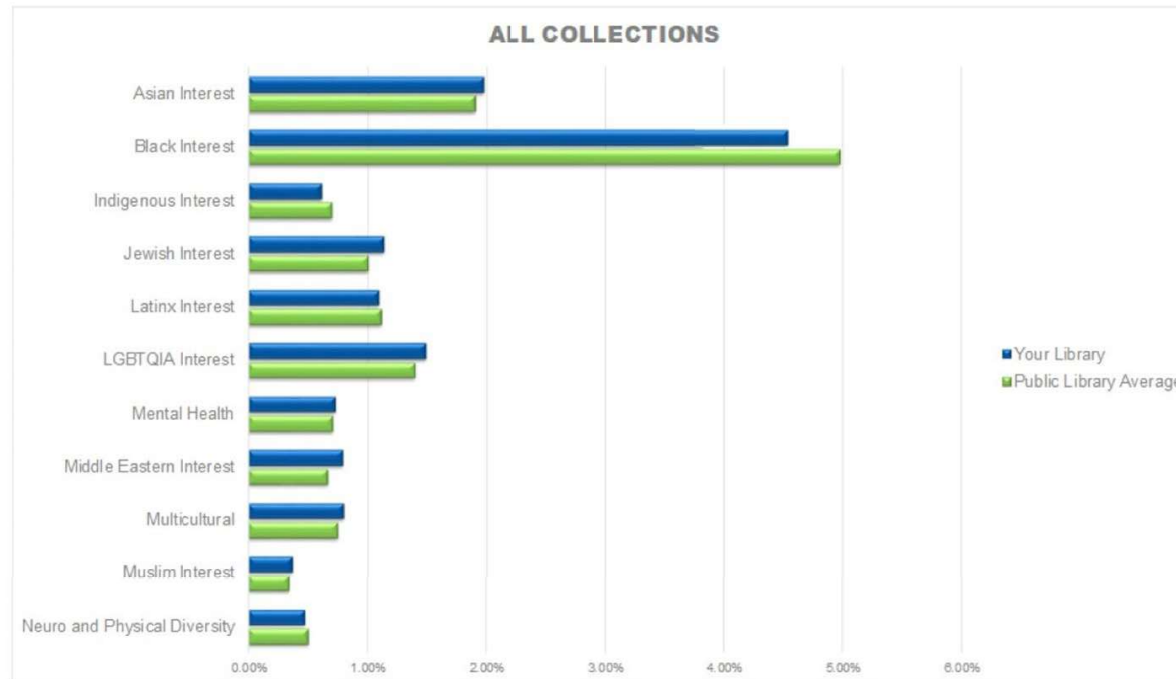


INGRAM





## *inClusive* Titles Share by *inClusive* Category



INGRAM



# What are we doing with this information?

- Yeah! Our selection practices are comparable to other public libraries
  - We have added an emphasis on Black and Indigenous Interest titles
    - While keeping up on current practices that have been working
      - Publisher lists / Award lists
      - Social Media
      - Interest group blogs and publications
      - Tracking trends with independent and self-published groups
- Work on meta data practices within our own ILS system
- Reassess series purchasing practices
- Establishing an evaluation every 2-5 years
- Establishing an evaluation for eBook titles
- Compare this to our community demographics (partner with AIMS)



# Central Building Upgrade, Part 2

Update – November 2021

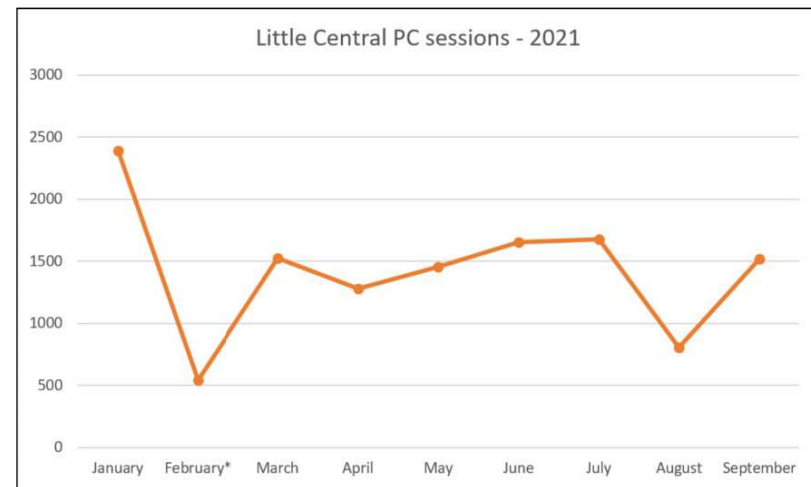
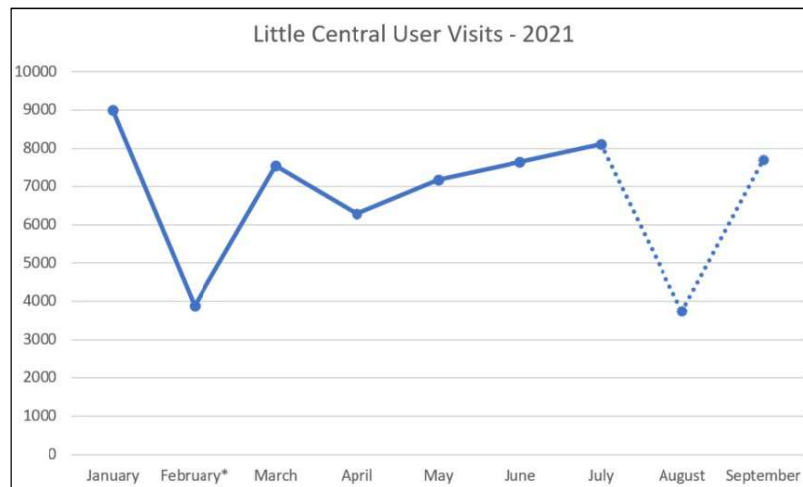


# Updates

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



# Little Central update



# Construction update

- Construction activities this month
- Tours
- Substantial Completion
- Transition to Move-in



# Opening

- Future action to close to remove partitions
- Opening date



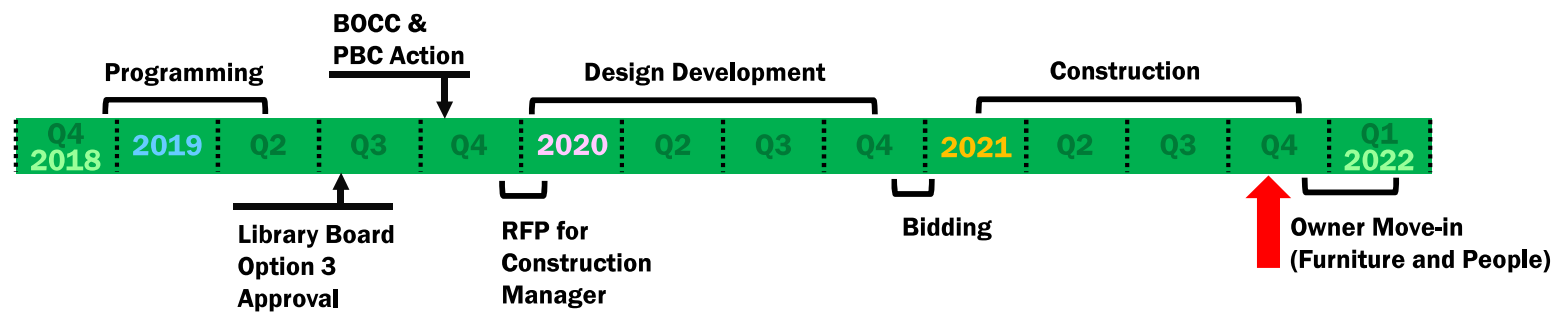
## Next Steps

- **November:** Titan punch list, furniture begins, collection work begins, IT work continues
- **December:** Collection work continues, IT work continues, furniture continues, equipment moving begins
- **January:** IT work continues, training begins, Phase 1 staff prepare to return
- **February:** Phase 1 staff return, partition removal, transition back to Big Central
- **March and after:** Phases 2 and 3 staff return





# Central Building Upgrade, Part 2: Anticipated Timeline



# CBU2 Communication

November 2021



- Staff communication
  - raises awareness and excitement for the project so staff can be ambassadors to the public
  - keeps staff up-to-date on progress so they can share updates with patrons
  - helps staff understand the planning and design process
- Patron communication
  - raises awareness and excitement for welcoming and convenient services
  - keeps patrons up-to-date on progress
  - invites patrons back for reopening and celebrates the updated space



# Staff Communication

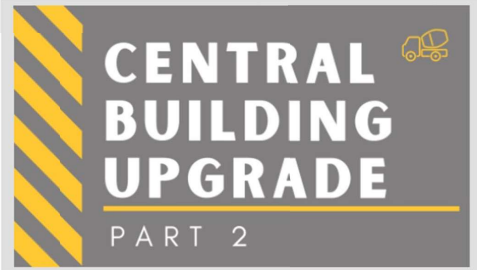
## JOHNSON COUNTY LIBRARY

THE RESOURCE


HOME / NEWS STORIES / CBU2 SEPTEMBER PHOTO UPDATE

### CBU2 September Photo Update

Oct 15, 2021



Here's your monthly update and behind-the-scenes peek at recent progress on the CBU2 project!



Library SharePoint

★ Following ⓘ Share 🔍 Search across

+ New ↕ Send to ⚙ Page details 📊 Analytics

### Central Building Upgrade, Part 2

#### Happening Now

- Security:** The CBU2 Security Team will contact you when it's time to get your [Central keycard](#).
  - [CBU2 Central Keycard Distribution Schedule](#)
- Move ins:** The CBU2 Move-in Team is finalizing the move-in schedule. A reopening date based on the move-in schedule will go to the Library Board during the November Board Meeting.

#### Move-in Schedule


**Phase 1 (dates to be determined)**

- Movers bring items stored in the Antioch meeting room back to Central
- POIS items currently at Antioch brought to Central.
- Branch services, IT, custodial staff and Admin return to Central
  - Shared Workspace training begins (one week prior to staff returning)


#### CBU2 Documents

Name	Modified	Modified By
CBU2 staff FAQ.xlsx	September 28	Hunt, Laura JCL
CBU2 staff mail and location key...	September 21	Tillotson, Daveron, JCL


#### CBU2 Team Leads



**Hunt, Laura, JCL**  
Internal Communications Manager  
CBU2 Communication Lead



**Sime, Scott, JCL**  
Project Coordinator



**Hohl, Nathan, JCL**  
Assistant Branch Manager  
CBU2 Move-in Team Lead

#### UPDATE: CBU2: Central Closed Feb. 8-14

Hunt, Laura, JCL  
To: Hunt, Laura, JCL  
2/15/2021

Hello,

This is a reminder that [Little Central](#) will be open [normal hours](#) beginning today, Monday, Feb. 15.

For more information about the Central Building Upgrade, Part 2, visit our [patron FAQ](#), search for CBU2 on the ReSource or visit the [Project Information Page](#).

*Note: This message was sent to the all-staff distribution list.*

Thank you,  
**Laura Hunt**  
Internal Communications Manager  
9875 W 87<sup>th</sup> St. Overland Park, KS, 66212  
913.826.4504 (desk) | 913.826.4600 (main)

JOHNSON COUNTY KANSAS  
Library

# Patron Communication



## Central Resource Library Services Update

Dear Central Resource Libr

In a December email we sh

Central Resource Library in

additional meeting rooms, a



Johnson County Library - KS

Published by Amy Josephine • 23h •

Have you been wondering how construction is going at Central? Here's a sneak peek at some of the new and improved features you'll find when the Central Resource Library reopens this spring.

Our drive-up exterior book drop will reopen with the addition of a new drive-thru holds pickup window. You'll be able to return your materials and pick up your available holds in one spot without leaving your vehicle! Check out the slideshow to see how this addition has progressed over th... [See More](#)



## comprehensive library master plan

### ► CENTRAL RESOURCE LIBRARY: RENOVATION 9875 W. 87th St., Overland Park, KS 66212

Throughout 2021, we have been making areas of Central Resource Library even better. Construction began in early February and we look forward to opening the building as soon as construction is completed and furnishings, equipment and staff are back in the building.

## Central Resource Library Construction FAQs



Central Resource Library Upgrade Fly-T...



Watch later

Share



Fall 2021

6



## Next steps

- Continue progress updates
- Communicate reopening date
- Take advantage of storytelling opportunities



# Antioch Library Replacement Project

Update – November 2021



# Updates

- Design update
- Public Engagement update





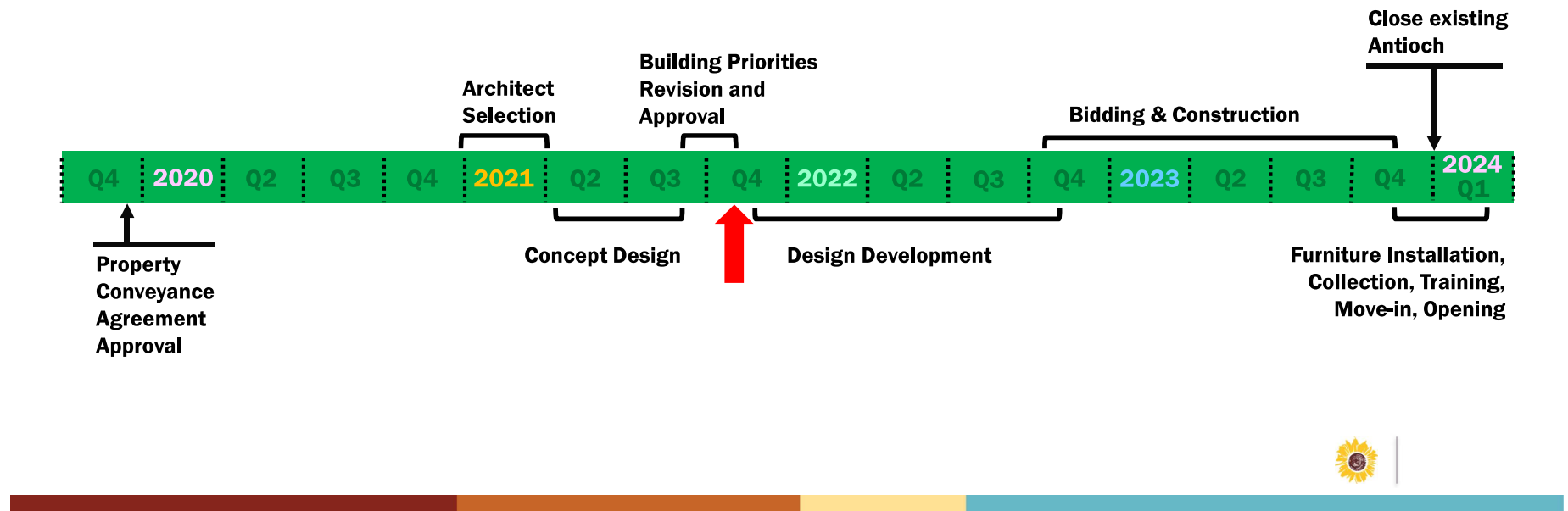
# Next Steps

- Design continues
- Q4 2021 / Q1 2022:
  - Transfer dollars into Antioch Replacement project
  - Site Plan to City of Merriam
  - Property Transfer



## Antioch Replacement:

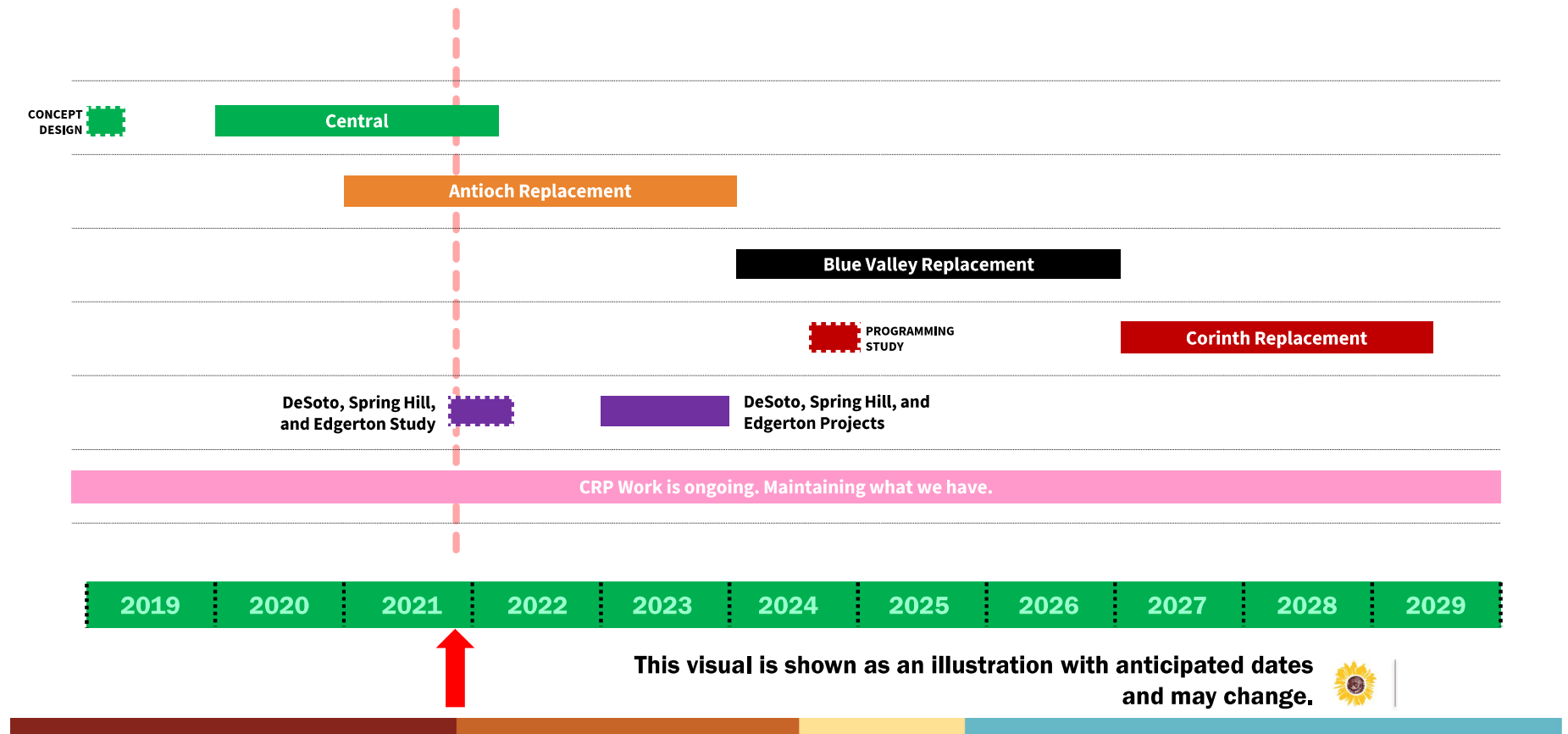
## Anticipated Project Timeline



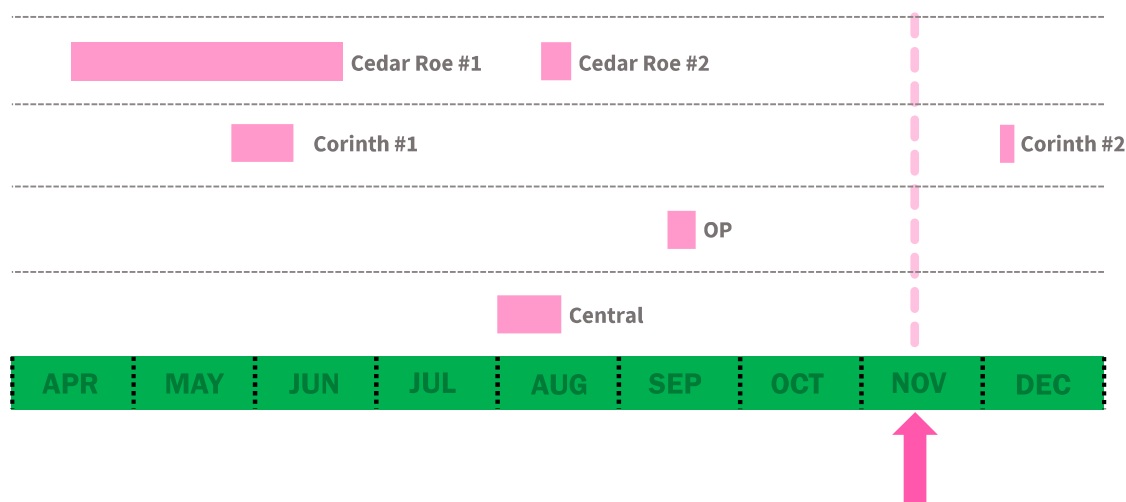
# Capital Improvement Projects Timeline Summary

Update – November 2021





## Capital Replacement Program: Library Board-approved Closures



### UPCOMING:

- **Corinth.** Electrical work is anticipated to occur between December and February. (up to 3 day closure\*)

\* This item is pending Library Board action at the November Board meeting.

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



## 2022 Capital Replacement Program Forecast:

We anticipate performing CRP work at these locations:

- Gardner
- Oak Park
- Shawnee
- Cedar Roe



# Update on Cybersecurity

Michelle Beesley, IT Manager, Nov. 10, 2021



## Goals today

- Brief introduction to the concepts of cybersecurity and risk.
- Overview of the Library's cybersecurity defenses.
- Current initiatives.





Cybersecurity is the “art of protecting networks, devices, and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity, and availability of information.”\*

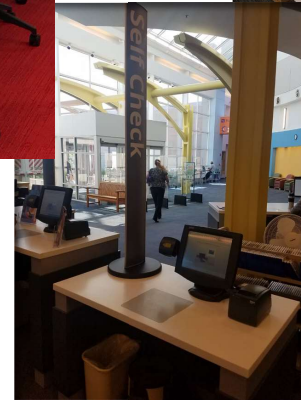
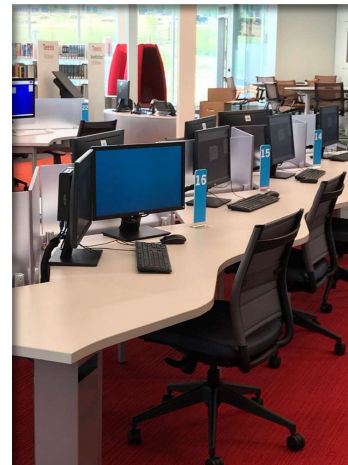


*\*Cybersecurity and Infrastructure Security Agency (CISA)*



## More Than an Information Technology (IT) Topic

Each Library patron who interacts with the Library touches several technologies and systems throughout their visit – whether in-person or online.



## More Than an Information Technology (IT) Topic

Cybersecurity is a strategic priority

- Johnson County Library Strategic Plan 2019-2023

Goal 8:

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

- Tactic: Create and implement annual Cybersecurity Plan including security awareness training, internal policies and procedures, and technology.



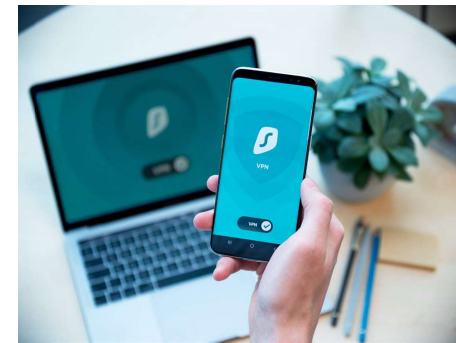
## Most Efficient Cyber Defenders

- Anticipation
- Education
- Detection
- Reaction
- Resilience



## Anticipation

Cybersecurity risk is the “probability of exposure, loss of critical assets and sensitive information, or reputational harm as a result of a cyber-attack or breach within an organization’s network.”\*



- Quantify, describe and track risk.
- Consistently communicate risk between IT and Library Administration.
- Manage risk with internal policies, procedures and controls.
- Remediate risk with appropriate prioritization.

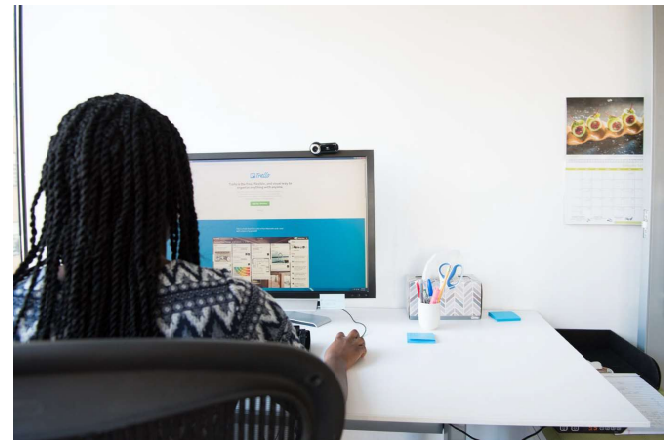
\*<https://securityscorecard.com/blog/what-is-cybersecurity-risk-factors-to-consider>



# Education

Cybersecurity is everyone's responsibility.

- Ransomware remains the most prominent malware threat. (Datto, 2019)
- Malicious emails are up 600% due to COVID-19. (ABC News, 2021)
- The most common tactics hackers use to carry out ransomware attacks are email phishing campaigns, RDP vulnerabilities, and software vulnerabilities. (Cybersecurity & Infrastructure Security Agency, 2021)



<https://www.varonis.com/blog/ransomware-statistics-2021/>



# Education

- Cybersecurity Awareness Month success in October
- Ongoing staff security awareness training

Cybersecurity at the Johnson County Library depends on you!

As you can see from the infographic shared here, **85% of breaches involved a human element and 98% of cyber attacks rely on social engineering.** You are very likely to have the opportunity to *stop* a cyber attack or breach before it happens.

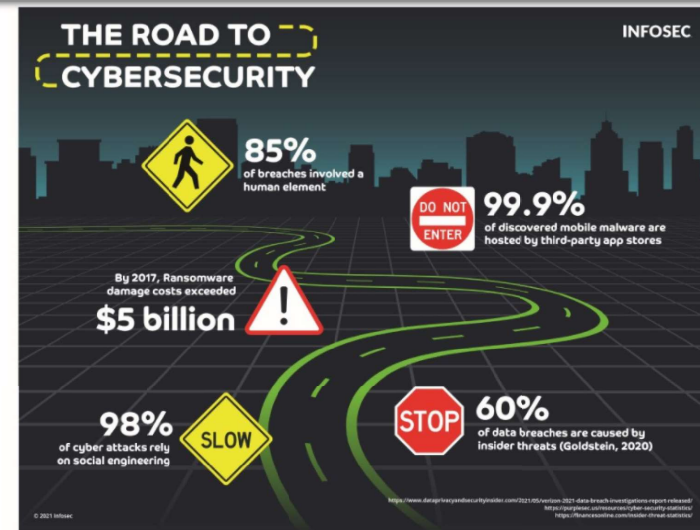
For Cybersecurity Awareness month 2021, the theme is **The Road to Cybersecurity.** Scroll through this page to learn about the steps *you* can take on the Road to Cybersecurity.

As we progress throughout the month of October, L&D will share educational resources along this theme:

- [Week 1: Put on the brakes!](#)
- [Week 2: Watch for signs!](#)
- [Week 3: Is this the right turn?](#)
- [Week 4: Not the end of the road.](#)

Question or concerns about cybersecurity?

Put in a CX Help Desk Ticket!



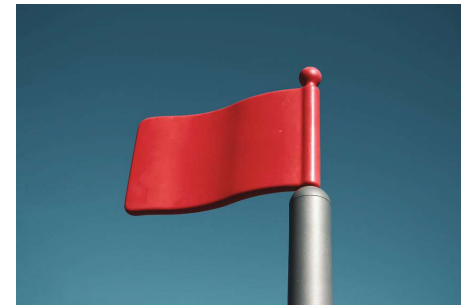
Need resources for seniors, teens, job seekers, and other members of the public?

Find tip sheets here!



## Detection and Reaction

- Systems monitoring and alerting
- Incident Response plans and procedures
- Business Continuity plan
- Support resources





# Resilience

Cyber resilience is the “measure of an enterprise’s ability to continue with working as normal while it attempts to prevent, detect, control and recover from threats against its data and IT infrastructure.”



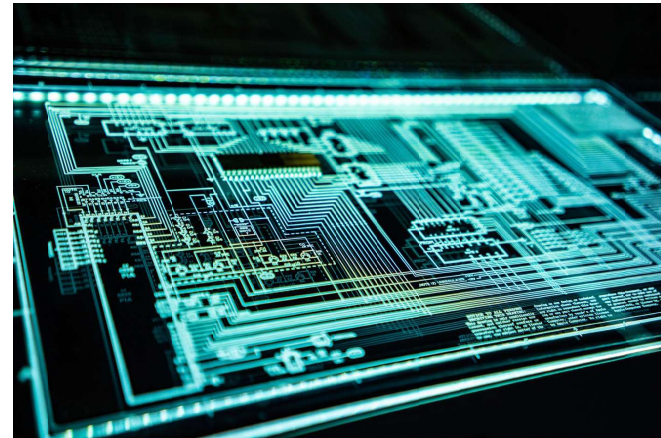
- Keeping software up to date.
- Regular testing - security consultants simulate attacks and evaluate security overall.

[\\*https://securityintelligence.com/articles/how-to-create-a-cybersecurity-framework/](https://securityintelligence.com/articles/how-to-create-a-cybersecurity-framework/)



## Current Initiatives

- New position - IT Security Analyst
- Continued security awareness training for employees.
- Monitor for future threats and potential risks.



## Summary

Best defenders in cybersecurity\*

- Anticipation
- Education
- Detection
- Reaction
- Resilience



*\*Stephane Nappo, Global Head Information Security for Société Générale International Banking*



# Update on Physical Security

Tad Twidwell, Physical Security Specialist, Nov. 10, 2021



## Physical Security Specialist

- This position was hired in August of 2021.
- The Johnson County Library Board and the Sheriff's Office approved a memorandum of understanding (MOU) agreement whereby the Johnson County Sheriff's Office (SHR) will provide physical security services for Johnson County Library (JCL).
- A Physical Security Specialist (PSS) has been assigned to manage physical safety and security issues for JCL and will be managed by SHR.



## What is Physical Security?

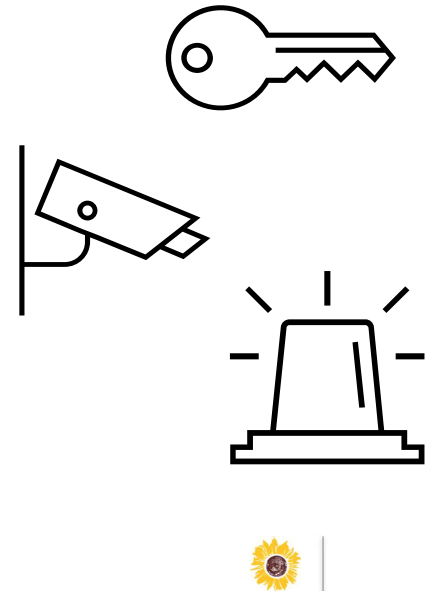
“Physical security is defined as the various physical measures designed to safeguard personnel, property, and information.”



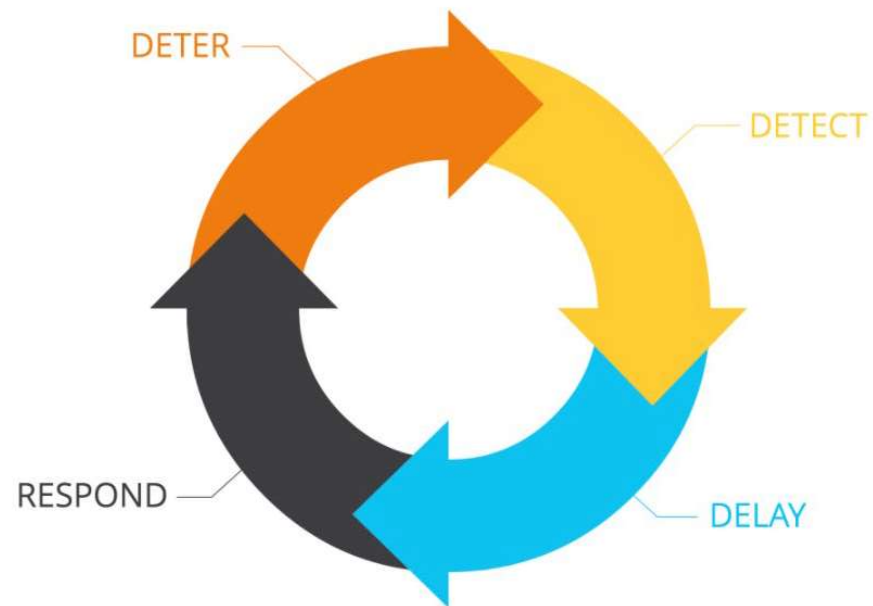
## Main Components Of Physical Security

Physical security can broadly be defined by a few core components:

1. Access Control-ID card readers, physical doors and locks, perimeter gates, etc.
2. Surveillance-Cameras, security guards, motion sensors.
3. Alarm Systems-Burglary, and motion sensors.



# Defense In Depth





## Current Initiatives

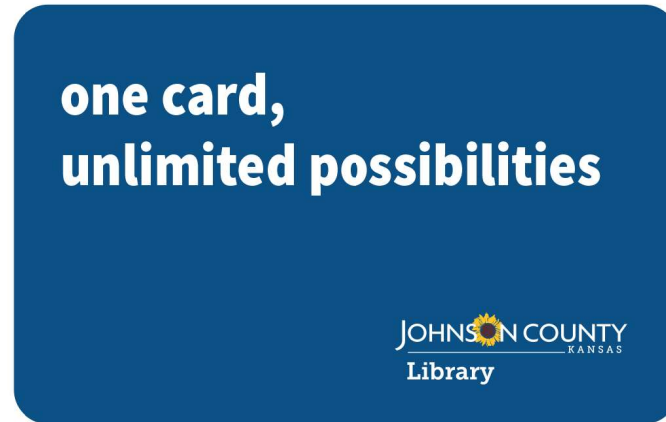
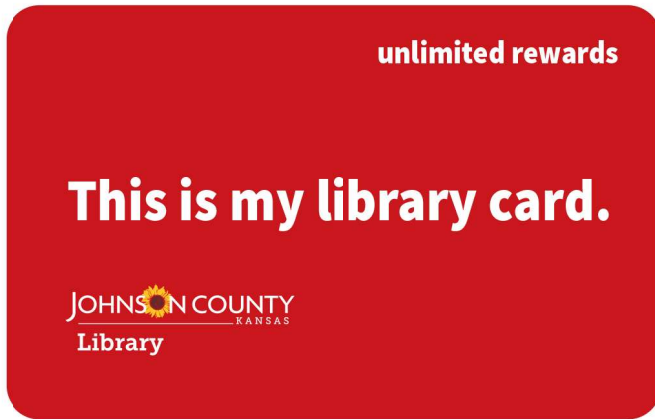
- Updating Access Control Schedules for Staff.
- Reviewing Camera Placement & Positioning.
- Prioritizing Alarm Panel Access and Response.
- Assessing Training Needs & Opportunities.
- Piloting New Physical Security Systems at Central Resource Library as part of Central Building Upgrade (CBU2) Project.



# Discover Your Library

November 2021



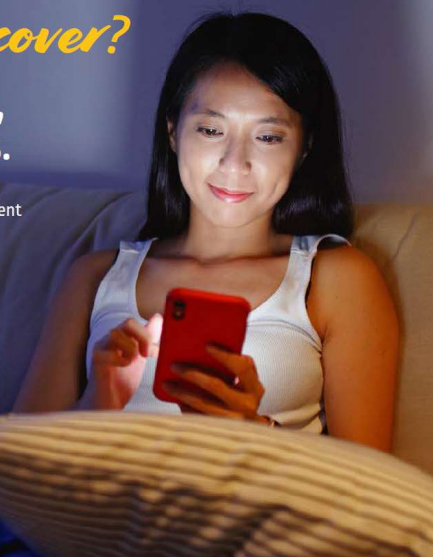




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- Access **Consumer Reports** for trusted product reviews and recommendations

- Learn to read, write and speak a new language with **Rosetta Stone**



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Library

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#### No

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[Get Started »](#)

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Newsstand favorites and hard-to-find publications with something for everybody.

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## WHERE YOU'LL SEE US

- Radio, such as Mix 93.3
- Pandora/Sirius XM audio/visual spots
- Movie Theater Pre-Roll (AMC, Regal, B&B, Cinemark Theaters)
- Video Streaming Services pre-roll/commercial breaks
- Lifestyle publications, such as The Pitch's Best of KC issue
- City publications, such as Mission Magazine and Overland Park Chamber of Commerce's 2022 new resident welcome packet
- Specific audiences, such as KC Mom Collective and 2más2KC (e.g. advertising, blog posts, dedicated eblasts & social media promotions)

## COMING SOON

- Updated truck wraps
- Spanish landing page, [jocolibrary.org/descubre](https://jocolibrary.org/descubre)





**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

October 14, 2021  
Monticello Library  
4:00 p.m.

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

**ABSENT:** Ali Seeling

**BOARD ATTORNEY:** Fred Logan and Andrew Logan

**BOCC:**

**STAFF:** Elissa Andre, Sean Casserley, Laura Hunt, Patti Kangethe, Jennifer Mahnken, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, David Vratny, Adam Wathen, Steph Neu, Lacie Griffin,

**GUESTS:** Joe Connor (Asst. County Manager), Andrew Cross

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

**CITIZENS COMMENTS:**

County Librarian Sean Casserley read the following email sent to Johnson County Library into the record:

I was at Oak Park today and--I was stunned by a book being promoted, on the "recommended" kiosk  
As a Johnson County resident for 40 years I am shocked and offended by sending money to this "person"

1990 - Convicted of felony drug possession and possession for sale (cocaine) and a member of Los Angeles gang the Crips.

1993 - Acquitted of a murder charge after a rival gang member was felled by shots alleged to have come from a car he and two fellow gang members were in at the time.

1994, 1995 - Fought charges pending from attempted murder case.

1997 - Pleaded guilty to assault charges before he promised to make public service announcements against violence in exchange for three years probation .

2002 - Announced that he would be giving up drugs and women.

2003 - Snoop and his entourage implicated in a civil rape case from when he guest-hosted the TV show Jimmy Kimmel Live. One month before the 36-year-old plaintiff filed her suit, Snoop sued her accusing her of extortion. Both suits were dropped.

2006 - Snoop and entourage banned from the United Kingdom and British Airways after a fracas at London's Heathrow Airport. Snoop was later cautioned for affray for using threatening words or behaviour.

2006 - Detained at John Wayne Airport in Orange County, California by airport security in September because his carry-on bag contained a collapsible police baton which was deemed to be a dangerous weapon. Pending.

2006 - Arrested in October at Bob Hope Airport in Burbank, California in possession of marijuana and a firearm.

2006 - Arrested in November for possession of marijuana and a firearm after performing on The Tonight Show.

2007 - Arrested after performing in a concert with P.Diddy in Sweden for suspected drug use. Released after providing a urine sample. Denies all charges.

2007 - Escapes a jail term on gun and drug charges in April but sentenced to five years probation and 800 hours community service.

2007 - Denied entry visa to Australia to perform at MTV Music Video Awards for not fulfilling character requirements.

In addition, he had an album cover showing the purported dead body of the sitting President of the US--  
AND glorification of the illegal the gang he belongs to.

My concern is hardly the stuff of a "book burner" or some neo fascist. Im not a fan of "banning" books. But this is hardly that.

You are sending my money--to a "person" that was charged in two murders, convicted of assault and dealing dope, screeches and preaches assassination and glorification of the violent, racist, misogynistic gang life. Mr Dogg also owns a "porn empire" which cheapens and objectifies women

Das Kapital or Mao's red book (both of which I have read--on Library loan) were about how society itself is structured. Since both have been debunked--but they didn't preach murder, racism, dope and thuggery.

The book the library purchased has no social worth---its a cookbook for Gods sake,. From a felon worth \$150 Million? Give me a break he knows nothing about cooking--its a cheap money grab by a sick felon and you fell for it.

"Mr. Dogg" has a net worth of \$150 million dollars, I don't. And Im deeply offended not to see this book as recommended--but that the library has it at all

I hope the board jettisons this trash and refrains from supporting any other or future felonious porn moguls

Steven M. Cordell, MBA

Mr. Casserly shared that staff is reaching out to Mr. Cordell in response to his comments.  
Ms. Griffith thanked Mr. Cordell for his comments. No other comments currently.

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

Ms. Templin thanked staff for the comfortable chairs.

Board Chair Bethany Griffith shared that it is time for the Annual County Librarian Appraisal and asked for three volunteers for the Personnel Review Committee. Ms. Kilgore and Ms. Templin volunteered as participants. Ms. Griffith requested the Mr. Sims lead this committee, in order to create a good mix of experience. Mr. Sims agreed.

Personnel Review Committee: David Sims, Kelly Kilgore, and Mitra Templin.

#### **DEVELOPMENT DEPARTMENT**

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

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

##### **National Friends of Libraries Week**

October 17th through the 23rd, Friends Johnson County Library are celebrating National Friends of Libraries Week, which runs, by presenting the winners of the annual Friends bookmark contest to the Library Board of Directors in our community. This year the contest accepted more than 250 original illustrations in seven age categories, ranging from preschool to adults, and it 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, as well as Friends bookstores and events.

##### **Automated Materials Handling**

Ms. Dickerson shared that a sorter has been installed at the sorting facility. We are the only library organization in the country to implement automation at this level, which makes us pioneers. The Friends extend thanks to everyone that helped to upgrade on this level.

##### **National Recognition of Exceptional Volunteer Service:**

Ms. Dickerson shared that Larry Leighton, the Internet sales lead, was chosen to be featured on Points of Light Inspiration Honor Roll for his volunteer service. The Points of Light is a national organization started by President George H.W. Bush to honor volunteerism and support volunteer programs with training. Larry was one of five volunteers honored earlier this year with the Presidential Lifetime Achievement Award. The Friends are truly so lucky that Larry's chosen to dedicate his time to us.

**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>**

#### **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.

#### **Library Lets Loose – Signature Fundraiser for Lifelong Learning Library Resources**

Ms. Stollsteimer shared that the event had approximately 100 people attend online and another 95 attend in-person at the Lenexa City Center branch. This event had 48 sponsorships and nearly 170 donors, totaling \$130,000. The honorary host couple, Denise and Rick Mills, gave a remarkable lead gift of \$25,000. The Foundation wants to recognize everyone that it took to make this event possible; including the committee volunteers, in-kind donors, library staff, especially the staff at Lenexa City Center, the Library Board, all who volunteered, donated, and generally supported the Library Let Loose event. Ms. Stollsteimer specifically recognized Steph Neu for her remarkable work coordinating the committees and this event.

#### **Annual Appeal 2021**

Stephanie Stollsteimer shared that the Foundation has begun their year-end appeal and planning for 2022. Board of Directors 2022 will have a new slate of officers and three new board members.

Ms. Stollsteimer reminded everyone that the next tour of Central is October 29. This will be for donors, board members and elected officials.

Ms. Kilgore asked if the fundraising amount raised at Library Lets Loose was similar to past events. Ms. Stephani answered that this year was the best ever.

Board Chair Bethany Griffith thanked Ms. Stollsteimer.

Ms. Templin made note that she wants to attend the tour.

#### **COUNTY COMMISSIONER REPORT:**

Board Chair Bethany Griffith shared that Commissioner Hanzlick was unable to attend.

#### **BOARD COUNSEL REPORT**

##### **Land Conveyance and Bonding**

Mr. Fred Logan provided the Library Board with a review of land conveyance and bonding.

All 13 libraries that are owned by the library, are titled in the name of the Board of Directors of the Johnson County Library and the same will happen with the Antioch Library replacement. Antioch replacement is a little different only because the City wanted a chance to approve plans. The land conveyance will take place after the plans are approved by the City and this planning is well underway.

Board Counsel has been in contact with the bond counsel and there will be funds available for the preliminary work, so we do not anticipate the need for bond participation until fall of 2022.

Board Chair Bethany Griffith thanked Mr. Logan.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

County Librarian Sean Casserley invited David Vranty to share the financial report.

David Vratny, Finance Director, reported on the financials. As of August 2021, the Library collected 91% of projected revenue, slightly ahead of where we were last year at this time and was at 67% of obligated encumbrances.

### **Public Comment:**

Andrew Cross (12005 W. 72<sup>nd</sup> Terrace, Shawnee, KS), wished to respond to a book list that Ms. Griffith posted against bias', there were some biases noted inside those, and noted that you will never be able to get away from all bias.

### **Branch Report**

Adam Wathen, Assistant Director for Systemwide Services, presented on core operational statistics specifically the community libraries; Spring Hill, DeSoto and Edgerton. This report is included in the October Board Report.

Mr. Wathen shared that there was an error within the statistics in the October Board Report. Circulation data included some staff circulation accidentally, so it is not nearly as high as was listed in the October Board Report.

Circulation continues to pace about 20-25% lower than 2019. Digital usage trend shows that 2021 is about 25% higher than the 2019 but following the pacing of 2019 trend line. There was an anomaly in 2020, when physical buildings were closed March, April, and part of May which drove patron usage toward digital content. Visitation continues to be about half of our 2019 levels. Some closures have affected our visitation, including the small service area at Central Resource Library was closed for two weeks in August for electrical work, and Cedar Roe was also closed for about a week to finish their construction work. Also, we continue to live with the operational ripples from our Central construction, like not having the meeting rooms and study rooms at Central Resource Library available to patrons and then not having the large meeting room at Antioch available to patrons as we have staff working out of that area.

Ms. Templin confirmed that this information was for the entire Library system.

Mr. Wathen confirmed that these are general operational statistics for the library system, and he welcomes questions throughout this presentation.

Mr. Wathen presented information regarding the Spring Hill, DeSoto and Edgerton branches. Starting with some context for community branches, comparing circulation and visitation across all of our branches in 2019, due to Pre-Covid numbers. Branches are categorized as large, mid-sized and community based on their size, collection size and hours of operation. Mr. Wathen showed the circulation and visitation per branch in 2019, as a Pre-Covid metric. Then showed the population served and 10-year population growth by branch. Blue Valley's branch service area had the most growth with nearly 15,000 people in that service area, while Cedar Roe and Edgerton had the least growth. The Spring Hill and DeSoto branch service area showed growth of around 1,000 people each.

Mr. Wathen then focused on the community library usage for Desoto, Spring Hill, and Edgerton. Highlighting the usage of each library varies from the population that is within the zip code in which that library is situated. Significant finding is that Edgerton has about 50% of patrons who live in Edgerton but use another branch. Also noted that the zip code right around the Spring Hill Library covers both Johnson County and Miami County territory, so the percent of non-zip-code users is probably higher if you were to draw a hard line through that zip code to show Miami County users.

Board Chair Bethany Griffith asked if a patron is not Johnson County resident if they can get a library card.

Mr. Wathen explained that you do not have to show residency to obtain a library card.

Mr. Wathen presented the circulation for each community branch and amount of circulation versus the number of checkouts at other library branches, about 40-45% from these areas are happening at other branches. This may indicate that local users are doing other things, like using computers or the space for other reasons.

Mr. Wathen presented the maintenance cost and cost per visit for each of these libraries. There is upcoming replacement work needed at Desoto and Spring Hill, including roofing, carpeting, electrical and air handling.

Board Chair Bethany Griffith asked what was included in the maintenance cost of \$27,000 for Edgerton, since we do not own that building.

Mr. Wathen shared that this cost included things that we do to the interior of the building, including custodial and maintaining the alarm system.

Ms. Griffith asked if the cost at Edgerton is in line with the other buildings.

Mr. Wathen shared that Spring Hill is \$27,000 and is similar to Edgerton. These estimates come from our Facilities team and Mr. Wathen offered to get more information about what is included from them.

Ms. Templin asked if we have current property appraisals for these buildings?

Mr. Casserley shared that do not have current appraisals at this time, but we can get a private appraisal. He also shared that we just received the report from the architect on some issues that were discussed last month, regarding Edgerton, and that this report will be posted to the Board portal.

Mr. Simms asked if the annual maintenance cost shown is for the last year or is it a 5-year average?

Mr. Wathen shared that this information is only as recent as when our facilities team joined us, which was about 14 months ago. So, we really only have recent maintenance information.

Mr. Simms asked if the costs could have included a specific cost, like a once-every-five-year cost or is it consistent.

Mr. Wathen shared that these are pretty consistent costs. Things like grounds work, the cleaning contract and the alarm monitoring and maintenance costs.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

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

Laura Hunt, Internal Communications Manager, presented to the Library Board.

#### **The Little Central**

Monthly usage statistics from August include a dip while the location was closed for 2 weeks in August for HVAC update. There is a dotted line, which is a projection due to the people counter being broken.

#### **Construction Update**

Exterior update includes new curbs and paving near the new drive-through, landscaping has begun, exterior is about two-thirds painted, old paving has been removed and prepping for new paving on the south side parking lot, loading, and receiving area has begun, and the old exterior library signage has been removed. A temporary sign is up but we are replacing that with a permanent sign.

Interior update includes new kids' area carpet and wall covers being installed, painting is complete, mirrors and fixtures have been installed in the restrooms, ceiling tile and carpet have been installed in systemwide staff areas, carpet has been installed in branch staff areas, lighting installation is in process, and server racks have been installed. Temporary plastic walls have been removed, along with the partition near the old book drop.

Photo updates are shared on our Facebook Page and if you would like to join a tour, just let us know.

In the next month we anticipate completing the data wiring, completing the AV installation, finish the ceiling baffle installation, completing the interior painting, installing site paving, and installing exterior paving and flooring.

Move in will happen in three phases, with the primary goal to get the public parts of the building open first and an opening date will be brought to the board in November. Ms. Hunt reviewed the timeline and construction photos.

### **CBU2 Collection:**

Lacie Griffin, Collections Development Manager, presented on the transitioned to Central Resource Library.

The material handling team transitioned Central to Little Central, while moving our back of house to a temporary location. Transitioning to Little Central focused on ensuring holds pickup and computers were available. Also meant moving over two dozen people to the northeast office building which the county let us use, thankfully. This new facility houses all of shipping, receiving and material maintenance.

Currently we are working with facilities on the layout for the new shelving in the children's area. Where Admin is in the old children's area, we're going to put the new gallery. We're shifting adult fiction shelving back a little bit to give more room for the pictures in the gallery.

Mr. Casserly thanked Ms. Griffin for this report.

### **Antioch Replacement Project / Antioch Design Update**

Laura Hunt, Internal Communications Manager, presented an update on the Antioch Replacement to the Library Board.

Currently we are working on our design priorities, we've had some meetings with our stakeholders, admin, and our system wide managers to finalize those. We just recently recorded our third public engagement session and will be working on releasing that later this fall.

Next steps include continuing with design, and we'll review what we heard from members of the public and how that design is including those concepts. Bond sale for this project is anticipated in late October, and so we'll be taking the site plan to the City of Merriam for action, and then we'll begin the property transfer. An updated timeline will be brought back to the November meeting.

### **CIP and CRP Timelines**

Ms. Hunt reviewed the Capital Improvement Projects timeline. There have been no changes, except for the name Rural Renew Initiative has been updated to the DeSoto and Spring Hill Studies to better communicate what those are when we're communicating with the public and with staff. In review of the Capital Replacement Program timeline, the Corinth is still waiting, we anticipated that this still happen in November. The facilities team is currently working on our 2022 CRP forecast.

Mr. Casserley clarified that the delay for the Corinth project is because we are still waiting for equipment for the arc flash upgrade.

### **RRI now Desoto and Spring Hill Studies**

David Vratny, Finance Director, presented how the DeSoto and Spring Hill Studies are planned to be funded.

In our current five-year CIP, the Rural Renewal Initiative is currently scheduled to be a 2023 project, with a placeholder for a million dollars to complete that project. We will need to do the planning and the studies to determine what the actual cost of each building, but we believe we can do that out of our library reserves, and that has been our plan for at least the last several years. Our library reserves in total ends up being about 13.5 million, 11.8 million of which is in our library operating funds, and we have roughly 1.7 million in our library special use funds. One million out of 13.5 million is a relatively small amount and a good use of reserves for that type of work.

Mr. Sean Casserley, County Librarian, presented the remaining items on the Country Librarian Report.

### **Budget Committee Meeting dates**

The first meeting is scheduled for October 20th from 3-5 at the Lenexa City Center.

The second meeting is scheduled for November 4th, 3-5 again, at the Lenexa City Center.

The third meeting is January 6th, 3-5, and the location is to be determined

### **Board Member Branch Tours**

Mr. Casserley offered that due to have some newer board members and with Covid numbers trending down, branch tours could be arranged and asked board members to reach out to himself or assistant Patti if interested.

### **Antioch Replacement update**

Mr. Casserley updated the Board on the Antioch replacement and that we are still in the design process. Last month we showed a massing study which showed a two-story building, but when we programmatically looked at that we ran into some concerns, particularly with the amount of space the stairwells and elevators were taking up and how that affects operations. We thought this was a good time to take a step back and make sure the building fits well on the property. We have asked the architect to put together a schematic that would show the layout on a one story. The admin team and facilities staff has met on the site, as well we have had three meeting to review priorities for that building, focusing on patron service. The prioritization list is a way to determine whether a two-story or one-story building best serves the community's needs, with the input from the community and what we we'll receive from the third community meeting. This has caused a slight delay in the schedule.

Mr. Simms asked if we have a date for the third community engagement meeting.

Mr. Casserley responded that he does not have that kick-off date for that engagement. The third community engagement is a more passive type of interaction; presenting information and people will be able to fill out and score in order to give feedback, over a two-week period.

Ms. Hunt confirmed that videos have been recorded and that this is scheduled for later this fall but will share a date once that is established.

### **Recognizing Fred Logan's 40 years with the Library.**

Mr. Casserley recognized our good friend and attorney, Fred Logan. This is the 40th year that Fred has provided legal service and counsel to the library. Fred has helped shape this library. This library is a wonderful organization and especially for the work that Fred has done, particularly with the Kansas Statute, and establishing that and then has provided counsel and guidance for 40 years in a very dedicated way, and we have given Mr. Logan a card and some books will be placed into the collection.

Mr. Logan responded that this has been a great honor to work with the finest library staff and the finest library in the United States.

Board Chair Bethany Griffith thanked Mr. Logan and Mr. Casserley for their service to the library system, including all the staff who help as well.

### **CONSENT AGENDA**

Minutes of the August 12, 2021 Library Board Meeting

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

**Second:** Ms. Kilgore seconded this motion.

**Motion was approved unanimously**

### **Executive Session:**

**Motion:** Ms. Kilgore moved that the Board of Directors of the Johnson County Library recess into executive session for a period of 15 minutes. The purpose of the executive session will be for Library Board members to receive advice of counsel that should be protected as confidential. Pursuant to K.S.A.75-4319(b)(2), the executive session is warranted to protect consultation with Johnson County Library counsel that is deemed privileged in the attorney-client relationship.

Those attending the executive session shall include members of the Library Board, County Librarian Sean Casserley, and Library Board Co-Counsel Fred Logan and Andrew Logan.

The Library Board will reconvene in this meeting room at 5:06 p.m.

**Second:** Ms. Templin seconded this motion.

**Motion was approved unanimously.**

5:06 Board returned from Executive Session.

## **ADJOURNMENT**

**Motion:** Ms. Brandy moved to adjourn the meeting.

**Second:** Ms. Templin seconded this motion.

**Motion approved unanimously**

Meeting adjourned at 5:07 p.m.

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

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

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



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
BOARD RETREAT**

October 27, 2021  
Oak Park Library  
3:00 p.m.

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

**ABSENT:** Ali Seeling

**STAFF:** Sean Casserley, Jennifer Mahnken, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, David Vratny, Adam Wathen, Patti Kangethe,

**Meeting started at 3:00 PM.**

Denise McNerney led the Board and Administration Team through Introductions

**Annual review of the Administrative Regulatory**

Sean Casserley, County Librarian, reviewed the Administrative Regulatory Manuals (ARMs) that needed to have changes approved. There was no discussion, and a vote was heard to approve the updated ARMs and reaffirm the unchanged ARMs.

**Motion by Kelly Kilgore** to approve revisions to Administrative Regulation Manual policy:  
ARM 10-56-97, 10-70-10, 20-10-10, 30-10-10, 30-20-30, 30-20-50.

**Second:** Mitra Templin

**Motion was approved unanimously**

**Motion by Mitra Templin** to reaffirm Administrative Regulation Manual policies:

ARM 10-55-12, 10-55-12A, 10-56-96, 20-10-11, 20-10-55, 20-10-61, 20-10-85, 20-10-90, 20-10-91, 20-10-95, 20-15-10, 20-15-50, 20-15-60, 20-20-50, 20-20-51, 20-20-55, 20-20-65, 20-30-05, 20-30-65, 20-35-10, 20-60-10, 20-60-11, 20-80-21, 20-80-22, 20-80-24, 20-80-27, 30-20-20, 30-20-70, 50-20-20, 60-10-11, 60-10-12, 60-10-20, 60-10-50, 60-10-60, 60-10-70, 60-20-30, 60-20-50.

**Second:** Brandy Butcher

**Motion was approved unanimously**

**Review JCL's Strategic Plan – Operations**

Tricia Suellentrop, Deputy County Librarian, reviewed the Trimester Reports as they relate to the Strategic Plan and the Key Performance Areas; Education, Operations, Community, Communication, Convivence. Operations included a Human Resources update, reviewing workforce diversity within the library and Johnson County Government as a whole.

Discussion: Mr. Simms asked what the demographic of white is within Johnson County and Mr. Casserley believes that it is about 80-85%.

Ms. Suellentrop reviewed the turnover by branch as well as Covid quarantines & isolations. Learning and Development is working on developing learning pathways, to help employees grow and not become stationary in a learning organization. She also gave an update on the Foundation and Friends past year.

Discussion: Ms. Templin asked if the Foundation is meeting virtually and is Friends as well? She also asked if they would like to get back to in-person meetings. Ms. Stollsteimer replied that she believes they tried to meet hybrid but is mostly virtual. The Foundation wants to get back to in-person but will likely stay somewhat hybrid for access and availability.

Review that the Friends have taken the initiative to use space for sales and implement a sorter. Ms. Suellentrop reviewed volunteers and their return rate; the library's volunteer coordinator has been going the extra mile to connect with volunteers. (Amber BourekSlater) Mr. Sunds added that the Library is the only department that has a dedicated Volunteer Manager.

### **Communication**

Ms. Suellentrop shared that the effort to create the internal communication group, has paid back in dividends. Laura Hunt, Internal Communications Manager, has been an amazing resource, working on content for the Resource. Mr. Casserley reminded the Board that the creation of the internal communications group followed the guidelines of Howe Street Report

Ms. Suellentrop shared that there is a strategic opportunity to create a Mobile Learning Unit, that would focus on early literacy. Mr. Casserley shared that in 2019 there was a study conducted to analyze if this would be a good idea and if there was a section of the population where entering a physical branch was a barrier. He shared that this could be used at schools, farmers markets, art fairs, etc. Share the services. Ms. Suellentrop shared that this project is currently in the exploration stage, next stage is to look for funding, and lastly implementation.

Discussion: Mr. Simms believes this is a great goal, especially to reach those that do not have access or parents aren't taking them into a library. Ms. Suellentrop agreed that this can minimize barriers that location of library branches pose. Mr. Simms asked if Dave Vratny would be able to break down populations beyond 6-digit zip codes, to the additional 4 digits. Mr. Wathen confirmed that this information could be obtained through AIMS or school agencies. Mr. Casserley reminded the board that the Library has a great relationship with the school districts and could assist in determining which elementary schools are successful with students at reading level. Mr. Simms was very supportive of this idea and would have liked to have had this up and running yesterday. This could influence kids who do not always have books read to them at home. Ms. Butcher agreed and shared support.

### **Convenience**

Ms. Suellentrop reviewed the Capital Improvement Projects (CIP) and Capital Replacement Program (CRP) projects. Also, reviewed materials handling, specifically that the collection department is great at spending the available budget, but current supply chain issues are making it difficult to maintain quality while spending the remaining budget.

Discussion:

Ms. Griffith asked if DVDs are still being released with all the streaming options that are available? Mr. Wathen clarified that some are still putting out original DVDs. Ms. Griffith asked if the collections budget is divided between different formats? Mr. Wathen clarified that the Collection department divides that budget.

Mr. Simms asked if we should consider wrapping that budget into next year's budget? Mr. Wathen shared that he has asked the selectors to determine what part of the budget they expect to be remaining that the end of the year. Ms. Griffith asked if publishers put out more material next year, could the library use reserves to supplement the Collections budget? Mr. Casserley reminded the board that using reserves for this would take a request approved by the Board of County Commissioner (BOCC). Mr. Wathen shared that publishers are afraid of having a smash hit and not being able to print to the demand, so many have postponed publishing new work until next year. Ms. Suellentrop shared that also promotional tours have been affected and postponed.

Ms. Suellentrop reviewed the curbside holds pick-up for the Library; Cedar Roe numbers are high because the branch was closed during that time and curbside was the only way to pick up books.

Discussion: Ms. Templin asked if the Library still has vending machines? Mr. Wathen shared that those did not work very well for our system, but staff is continuing to look at other options for distributing materials.

Ms. Suellentrop reviewed partnerships with county Information Technology support and Facilities.

Mr. Casserley reminded the board that nothing happens that doesn't align with the Strategic Plan but there is a lot that happens that the Board doesn't hear about. Wanted to recommend that the Board look at reaffirming the strategic plan.

Discussion:

Ms. Griffith responded that 94 % of responses think we're hitting the mark, so it does not seem like a good use of time to reevaluate this at this time. Mr. Casserley shared that we can review this with you and staff will review to see if anything needs to be edited or removed.

### **Review the Comprehensive Library Master Plan Budget**

David Vratny, Finance Director, reviewed the Comprehensive Library Master Plan Budget. Including economic uncertainties that may affect the Johnson County Library.

Mr. Casserley shared that we have no control with some of these, but we can budgetarily adjust and plan for possibilities.

Discussion:

Mr. Simms asked if there is a chance of having a rollback on the mill levee? Mr. Casserley confirmed that there has been some talk about a rollback from BOCC members. Mr. Vratny explained that a couple of years ago we did a small rollback, but the reassessment made up for that. County has recently done a .25 mil rollback. Mr. Vratny confirmed that value of a mill is about 11 million.

Mr. Vratny reviewed the next 5 years for the CIP, as well as the CRP history and projected future funding. Mr. Casserley shared that since we have partnered with Facilities has given us knowledge on the systems and materials that needed replacement. Our funding was probably not substantial enough in the past. We can show BOCC exactly where each dollar is going to in the budget, including CIP and CRP.

Mr. Vratny reviewed Capital Project financing for the projected projects, Antioch Replacement, Blue Valley and Corinth.

Mr. Casserley shared that year 2025 and 2026 are when we will get close to the budget and we will be watching those budgets closely.

Mr. Vratny reminded everyone that the library does have a healthy reserve as well.

Discussion:

Ms. Templin voiced concerns that Blue Valley and it is taking precedence over Corinth. Blue Valley may be small for that location, but it is a good building compared to Corinth. Mr. Casserley clarified that the City of Overland Park wanted to build a literary park in conjunction with the library. Ms. Griffith clarified further that the City has a temporary park which gives the option to build what we need then demo the old building and create a literary park.

There was further discussion regarding the order of addressing Corinth and the involvement of Prairie Village and YMCA. City of Prairie Village needed more time to think and address funding from the YMCA before determining a partnership.

Ms. Templin asked if the if the City of Overland Park would still support the planned partnership if Blue Valley were to be moved to 2026. Mr. Casserley shared that there has been some turnover at City of Overland Park, but we have not had communication recently on this project with them due to Covid. Ms. Templin asked about the status of the Corinth branch and voiced concern that nothing would happen until it is inoperable. Mr. Casserley shared that we are putting a new roof on Corinth, there has been review of this building and the sinking is not structural, the flooding issue was due to some of the street construction that was happening at that time. Mr. Casserley also shared that the fastest growing sections of the county is in SE (BV) and NW (MO).

There was further discussion about the lot that Corinth is on, as well as how and when that branch could be addressed. To replace Corinth would mean two years without a library on that site. Would like to see land gifted to the library, but if we needed to purchase a new lot, we'd have to pay a premium, but would likely get a premium for the existing lot as well. To work on Blue Valley and Corinth additional full-time employees would be needed for the project management, also there would be an issue with the debt balance if these aligned. Ms. Suellentrop highlighted that the library would hate to lose the opportunity to work with the City of Prairie Village and the YMCA, but that both Corinth and Blue Valley are experience wear and tear due to age and overuse at this time.

Mr. Simms suggested continuing to work with the City and work with their plans. Mr. Casserley described some options that had been discussed for other lots. There was an appetite to raise taxes but then the property values went through the roof, so there is likely no longer an appetite for a tax raise. Ms. Templin asked if City of Prairie Village came to us in 6 months and said they were ready, could we change priority? Mr. Simms asked what the deadline would be to move forward with Blue Valley or adjust the priority.

Mr. Casserley reviewed the CIP proposed timeline, starting Blue Valley in mid-2023 and the Corinth study at the end of 2024.

Mr. Wathen mentioned that this next two-year window may be when we find an affordable purchase of land. Ms. Griffith asked if we could have someone looking for opportunities within our parameters. Ms. Templin asked if Sean is meeting or could meet with Mayor of Prairie Village. Mr. Casserley confirmed that he could and would be happy to. He would like to make sure we're looking at what outcome we're looking for. Next steps we need the Board reaffirm or rearrange priorities.

Ms. Templin would like the library to pursue options for Corinth before we are pressured to do so or waiting on the ask by the City or the YMCA.

**Ms. Mitra Templin made a motion** that the Board reaffirm the Johnson County Library Capital Project Plan prioritization as presented.

**Second:** David Simms

**Motion was approved unanimously**

### **Update on the Succession Plan**

Mr. Casserley was asked by the board to do succession planning, so reached out to Howe Street, due to their expertise with other organizations. After discussion with Administration, Mr. Casserley worked directly with Robin Smith, with Howe Street, to address a succession plan for the library.

Ms. Smith shared about this process. She reviewed culture continuity and took this work through the standard library project timeline; explore, ideate, and decide. First looking at the current state assessment and what expectations for currently in place. Then identified opportunities and acknowledged that little infrastructure is in place for this, so looked at best practices for tools. Administrators then practiced with those tools and are beginning to develop the leadership framework. This includes how to sit down with high performing and high potential employees to discuss their leadership goals. Currently, we are moving towards Decide, discussing what ongoing succession planning will look like. Hiring of a new Learning and Development (L&D) manager has opened opportunities and can help funnel this work into the strategic plan. Managers gave feedback that they want but they also have more immediate needs of managerial training. Currently the County Human Resource (HR) resources are based around filling needs, not strategic employee growth.

Discussion: Ms. Griffith commented that this is exactly what we were looking for and that it is great that this could also lead to investing in leadership, agility, and growth of employees. This goes to our institutional mission, towards supporting the whole person.

Ms. Smith also mentioned that the current job market is more dynamic right now. Mr. Simms asked if Branch Managers are leaving for external higher-level positions?

There was discussion about employees and determined that mid-to-high level employees are not frequently leaving for external opportunities to grow.

Mr. Casserley shared that we are phasing out pages and they'll be able to climb within the organization. L&D has Learning Management System (LMS) and e-learning tools. The head of HR with the County wanted to partner with us and wanted to get something like this as well. We will continue to complete this in 2022, then we'll begin to look at implementing.

### **Olathe Public Library MOU**

Mr. Casserley shared that the library has been reviewing the Addendum to the original Olathe Public Library Memorandum of Understanding (MOU), this addendum affects annual pricing changes. We are looking at rewriting the original MOU to bring the entire MOU up to date. This review is expected to be ready for the Board in Spring of 2022.

### **Rural Renewal Initiative – DeSoto and Spring Hill**

Mr. Casserley shared that the Edgerton building is in some disrepair and some administration staff met with City of Edgerton, the city is prepared to split the cost to update the existing building. The architectural report shows about \$188,000 of renovation needed. Sean supported this.

Ms. Templin voiced concerns that the cost would exceed the value of the building.

Mr. Casserley asked Edgerton if they would consider selling the building and the City has a lot of investment from the community in that building. It was asked if library could purchase it for \$1 and write a contract such that if it were to be sold, it'd be sold back to the City for \$1. Closing libraries is very controversial and there was a lot of pressure to have a library in Edgerton, so the library wants to continue the service there. Staff also looked at another lot, currently a metal company that is looking to sell, it's evaluated at about \$80,000. City has plans for a 20,000+ sq ft community gathering space. Long term Edgerton is expecting a boom and the schools are good in the Gardener/Edgerton area.

Ms. Griffith asked if we want to look at buying land and add another project? Ms. Butcher noted that we have a lot of projects going on right now and does not support adding another one.

Mr. Casserley recommends that we pay to the City for half of the improvements and the City can manage the project.

Ms. Templin recommended that we get Fred (legal counsel) involved, so that the work is done to our standard. Mr. Casserley shared that another option would be to get the money from the City and the library manage the project to restore the building.

Ms. Griffith recommends that if we can purchase the building and preserve the culture, but we then we can maintain it the way we want. Mr. Simms asked what the benefit is of getting a building if we can't sell it. Mr. Casserley shared that if we purchase it then we can politically add this to the CRP without question. The cheapest way to stay is to assist with the repair and ask the city to charge an appropriate rent that will fund maintenance of the building.

Ms. Templin recommended that if we want them to raise our rent so it can be maintained, then that rent needs to be going to a restricted maintenance account. Recommends talking to Fred about this as well.

The Board supports having that library there but agree that there is a need to make sure that maintenance is funded.

Mr. Casserley asked for confirmation that the Board would be supportive of rolling Edgerton into the RRI. Board confirmed unanimously.

Mr. Vratny clarified that it is our intent is to use reserves to fund the RRI projects.

### **Areas of focus for the JCL Board in 2022**

Ms. Griffith asked that information regarding conferences be sent to the board, along with any other local conferences to extend learning for the Board.

Ms. Kelly Kilgore and Mr. David Simms are interested in taking Branch Tours.

**Meeting concluded at 6:45 PM.**

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

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

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

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$196,147.06</b>
		Add Receipts	\$34.97		
		Less Payments		\$0.00	
	<b>Ending Cash balance</b>				<b>\$196,182.03</b>
		Less Liabilities		\$1,414.31	
	<b>Unobligated cash balance</b>				<b>\$194,767.72</b>

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

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



## Library

# Briefing Sheet

**To:** Library Board of Directors

**From:** Sean Casserley, County Librarian

**Date:** November 10, 2021

**Re:** Capital Project Transfers into Antioch Replacement Project

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**Issue:** Consider approving the transfers of \$901,084.49 out of the Monticello Library Project Account and \$3,042,956 out of the Comprehensive Library Master Account (CLMP) Project Holding Project Account (transfers totaling \$3,944,040.49) into the Antioch Replacement Project Account.

**Suggested Motion:** I move to approve the transfers of \$901,084.49 out of the Monticello Library Project Account and \$3,042,956 out of the Comprehensive Library Master Account (CLMP) Project Holding Project Account (transfers totaling \$3,944,040.49) into the Antioch Replacement Project Account.

**Background:** The Library over the last several years has been using a mix of cash and debt funding in the recent major capital building projects. In certain years a direct amount of funding has been able to be placed into a specific capital project and in other years those funds have been placed in the Comprehensive Library Master Account (CLMP) Project Holding Account. As these major capital projects close the Library's plan has been to capture any of the savings that the project might have and to put them back towards new projects or into the CLMP Project Holding Account for future capital building projects.

**Analysis:** The multi-year Library capital plan had planned transfers totaling \$3,944,040 in 2021 for partially funding the Antioch Replacement Project. The original plan was for that amount to be sourced out of the CLMP Project Holding Account as that was what had been placed in that account from the 2018 and 2019 transfers into that account. Since that original plan was put together the Monticello Project has concluded and has a remaining project balance of \$901,084.49 that can be transferred out of that account and thus closing out that project. The revised recommendation is to transfer the remaining amount of Monticello directly into the Antioch Replacement Account and officially close the Monticello Project Account and then transfer \$3,042,956 from the CLMP Project Holding Account to meet the planned transfer amount of \$3,944,040.49 for 2021.

The remainder of the Antioch Replacement Project would be funded with the issuance of bonds in the amount of \$6,838,527 by the Public Building Commission (PBC) in 2022.

**Funding Overview:** The Library's FY 2022 Budget was structured on the plan for the Library to issue debt in the amount of \$6,838,527 for the Antioch Replacement Project and the multi-year plan has factored the repayment of that debt into account for future planning.

**Alternatives:** The Library Board could recommend the County Librarian make modifications to this recommended transfer amounts and to submit an alternate funding plan.

**Recommendation:** Approve the transfers of \$901,084.49 out of the Monticello Library Project Account and \$3,042,956 out of the Comprehensive Library Master Account (CLMP) Project Holding Project Account (transfers totaling \$3,944,040.49) into the Antioch Replacement Project Account.

**Purchasing Review:** N/A

**Budget Review:** The amounts of the transfers are in alignment with what had previously been planned and the expenditures are in line with what the Library Budget Committee has previously reviewed and supported.

**Legal Review:** N/A

# Briefing Sheet

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

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**Issue:** Consider approving the temporary closure of the Corinth Library for up to three days during December-February 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 December-February 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 anticipated to occur earlier in 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 temporary 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 December-February 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 December-February to complete electrical Arc Flash work.