



**Board Report
March 10, 2022**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, MARCH 10, 2022 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 kangethep@jocolibrary.org before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - C. Friends of the Library; written report presented by Shanta Dickerson.....4
 - D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....5
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Library Board's statutory responsibility to employ a County Librarian; Kansas Open Meetings Act
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....6
 - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....13
 - c) Trends in Collection, Lacie Griffin, Collection Development Manager.....16
 - 2. Comprehensive Library Master Plan
 - a) Central Staff Space Consolidation (CSSC), Scott Sime, Project Coordinator.....21
 - b) Antioch Replacement
 - i. Design Update, Dan Maginn, Project Architect with Dake Wells.....28
 - ii. Public Art Program overview, Brad Reinhardt, Director of Johnson County Facilities.....59
 - c) DeSoto, Spring Hill and Edgerton Renewal Study, Scott Sime, Project Coordinator.....79
 - d) Overall Timeline, Scott Sime, Project Coordinator.....83
 - 3. Updates – Sean Casserley, County Librarian
 - a) Succession Plan Report – 3rd Presentation.....86
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the February 10, 2022 Regular Library Board meeting.....90
 - B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2021 were handled in accordance with library and County policy.
- b) The January 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.....101

VI. Old Business

None

VII. New Business

- A. Informational Item (No Action): Proposed 2023 Budget.....102
- B. Action Item: Consideration of MOU with the Catholic Charities of Northeast Kansas.....103
- C. Action Item: Consideration of the ADA Transition Plan.....109
- D. Action Item: Consideration of closing Corinth for ARC Flash work.....116

VIII. Executive session: 30 minutes, to discuss personnel matters of non-elected personnel.

IX. Board reconvenes in open session

- A. Action Item: Consider action to be taken by Board to commence process for the employment of the next County Librarian

X. Adjournment



March 2022: Monthly Report
of the Friends of Johnson County Library
to the
Board of Directors of Johnson County Library

Thank you, Madame Chair, 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.

- **Pine Ridge Tenant Improvements**

The tenant improvements at our Friends HQ are nearing completion. As we've reported, this work will permit more inventory to be stored visibly, onsite, and will allow occasional pop-up sales to earn revenue to benefit JCL. Look for our first sale later this month. We'll be advertising in multiple channels, and Friends members get first notice.

- **Strategic Plan updates by the board committees**

Our board committees have been reviewing and updating our strategic planning goals, to extend the life of our 2019 planning document. We like to remind that we aren't just a group of nice old ladies who get together and rifle through boxes of used books. Our board members and volunteers make a year-long, multiple-hours-per-week commitment to this organization, and we work our plan with our professional skills and experiences, so that we can pay our own rent and all our staff and operating costs and give dollars to the Library we love so much. Our strat plan goals this year will high level highlight membership growth and revenue growth. Our president is seeking time with the JCL and Foundation board chairs to ensure we are all and each aligning our efforts of support.

- **Membership campaign for National Library Week**

National Library Week is being observed by the American Library Association April 3 – 9, 2022. The Friends are conducting a brief membership campaign as part of the Development Office's public communications for the week. We'll be sending a direct-mail postcard and we'll be publishing multiple stories in social media and on the Library's, Foundation's and Friends' websites. You can get a head start by starting or renewing your membership now, or making a gift to the Friends on our web page.

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: March 10, 2022
Re: Johnson County Library Foundation update

Good afternoon!

I can report on our total fundraising numbers for 2021.

- The total number of donors was 558 for a total dollar amount of \$371,142.
- Last year compares favorably to the past four years so we are impressed and grateful for how Library donors continued to give their financial support.

We are excited to be planning the fourth annual event for the 1952 Society and Readers Circle.

- This appreciation event is a celebration for loyal and long-time donors, Friends of the Library, and volunteers.
- The special reception is scheduled to be in person at the Central Resource Library, Sunday, April 24, 3-5 p.m.
- The 1952 Society: Writing the Library's Next Chapter is the planned-giving initiative
 - We'll recognize the members: 25 with an estimated amount of \$1.7 million received and pledged.
- The Readers Circle recognizes current donors and their cumulative giving starting at \$10,000.
 - 29 current donors have given cumulatively from \$10,000 to more than \$100,000
- The program features guest speaker, Arthur Muir, the oldest American to reach the summit of Mount, Everest, May 2021, at age 75.
 - We'll be inspired by his program "It's not about the Summit; it's about the Effort."
 - Art is a retired corporate finance lawyer from Northbrook, Ill who began mountaineering at age 68. He says, "If you just have a dream, set out with a plan, and work toward it."

As you know, Library Lets Loose planning is underway, September 17, live at the Central Resource Library!

- We are excited to announce our honorary hosts, Senia and Will Shields.
- The honorary hosts serve as ambassadors for the Library and event all year and lend support to fundraising.
- Senia and Will are an amazing couple that has made a lasting philanthropic impact in Kansas City ever since they came to Kansas City in 1993 for Will to take a job with the Kansas City Chiefs that eventually landed him in the NFL Hall of Fame.
- We are thrilled with their enthusiastic support!

That concludes my report.

Does anyone have any questions? Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2022
8% of Year Lapsed

OPERATING FUND

Programs	2022 Budget
Revenue	3,767,639

Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	9,424
Transfer to Capital Projects	
Interfund Transfers	

TOTAL OPERATING FUND EXPENDITURES	<u>\$9,424</u>
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TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$3,758,215</u></u>
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SPECIAL USE FUND

2022 Budget

Revenue:	3,590,820
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Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	

TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,590,820</u></u>
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$7,349,035</u></u>
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Expenditure of Friends of the JCL Donations 2022

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

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2022
8% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	21,279,171	38,342,480	55%	55%
Ad Valorem Delinquent	105,066	364,732	29%	43%
Motor Vehicle	641,610	3,442,484	19%	20%
Library Generated - Copying/Printing	5,279	104,359	5%	4%
Library Generated - Overdues / Fees	27,326	493,271	6%	4%
Sale of Library Books	0	50,000	0%	0%
Misc Other	110	18,703	1%	3%
Reimbursement	38,084	630,043	6%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	9,763	54,948	18%	23%
Unencumbered Balance Forward	0	0	0%	0%
Recreational Vehicle Tax	7,302	15,169	48%	56%
Commercial Vehicle Tax	8,356	49,843	17%	14%
Heavy Trucks Tax	2,750	5,261	52%	58%
Rental Excise Tax	24,372	43,457	56%	29%
State and Federal Grants	0	265,638	0%	0%
TOTAL REVENUE	22,149,189	43,884,029	50%	50%

Expenses ALL FUNDS with Collection Encumbrance

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	1,484,686	22,947,472	6%
Contractual Services	2,409,741	6,007,986	40%
Commodities	1,224,221	4,411,766	28%
Risk Management Charges	0	251,838	0%
Capital / Maintenance / Repair	9,424	3,500,494	0%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	0	3,590,820	0%
Grants	0	265,638	0%
Interfund Transfer	0	2,908,015	0%
TOTAL EXPENDITURES	5,128,072	43,884,029	12%

Revenue - Expenses as of January 31, 2022 **17,021,117**

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

Scheduled Replacement Plan Funding

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

2022

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
January 2022
8% Year Lapsed

OPERATING FUND

Programs	2022 Year to Date	2022 Budget	% Program Expended
Administrative Services	234,211	4,363,169	5%
Information Technology	568,301	3,845,401	15%
Collection Development	302,935	3,946,140	8%
Branch/Systemwide Services	1,292,027	21,274,373	6%
Risk Management Charges	0	251,838	0%
Grants *	0	265,638	0%
Transfer to Capital Projects	0	3,107,330	0%
Interfund Transfer	0	2,908,015	0%

TOTAL OPERATING FUND EXPENDITURES	2,397,474	39,961,904	6%
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SPECIAL USE FUND

	2022 Year to Date	2022 Budget	% Budget Expended
Contractual Services (General Maintenance)	0	204,305	0%
Commodities (Capital Equipment)	0	127,000	0%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	0	3,590,820	0%

TOTAL SPECIAL USE FUND EXPENDITURES	0	3,922,125	0%
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TOTAL EXPENDITURES	2,397,474	43,884,029	5%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2022
8% Year Lapsed

ALL FUNDS

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	1,484,686	22,947,472	6%
Contractual Services	886,432	6,007,986	15%
Commodities	16,932	4,411,766	0%
Risk Management Charges	0	251,838	0%
Capital / Maintenance / Repair	9,424	3,500,494	0%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	0	3,590,820	0%
Grants	0	265,638	0%
Interfund Transfer	0	2,908,015	0%
TOTAL EXPENDITURES	2,397,474	43,884,029	5%

GRANTS*	Expenditures through 1/31/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
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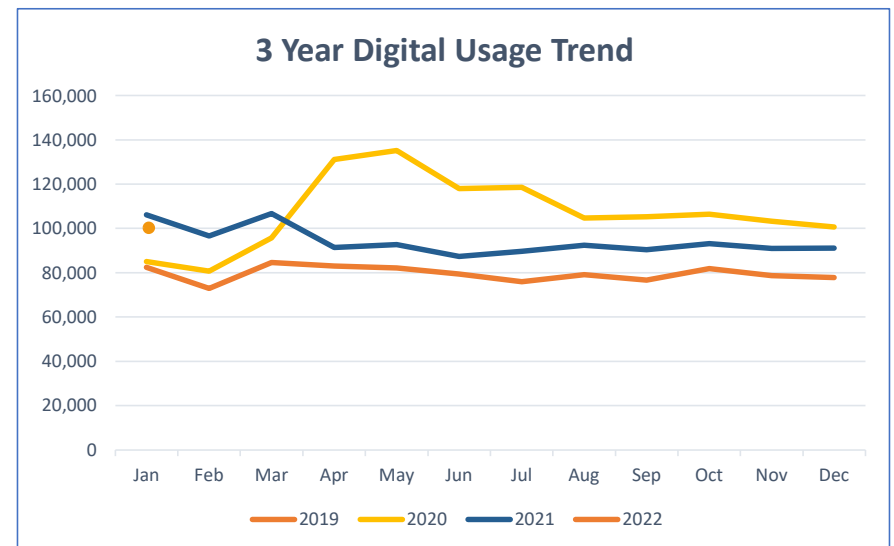
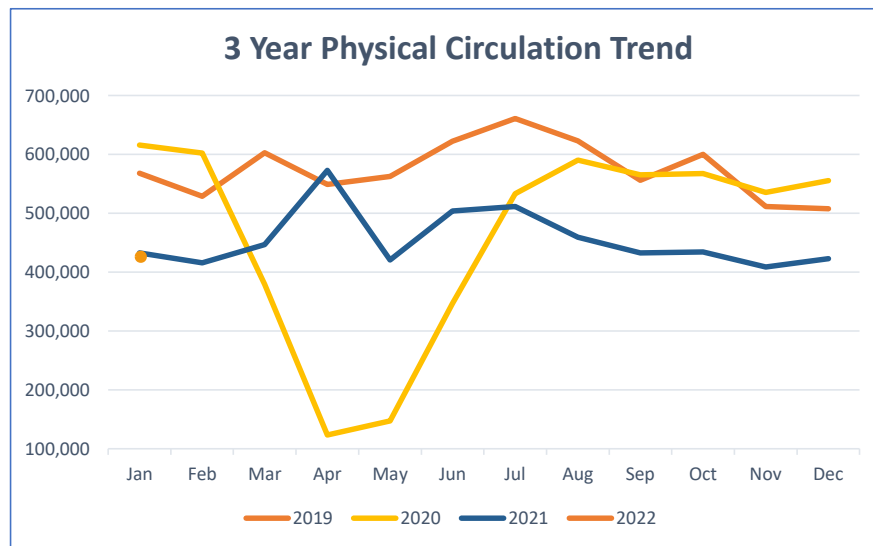
*Includes all expenditures and revenues over the life of the grant.

Monthly Statistical Report

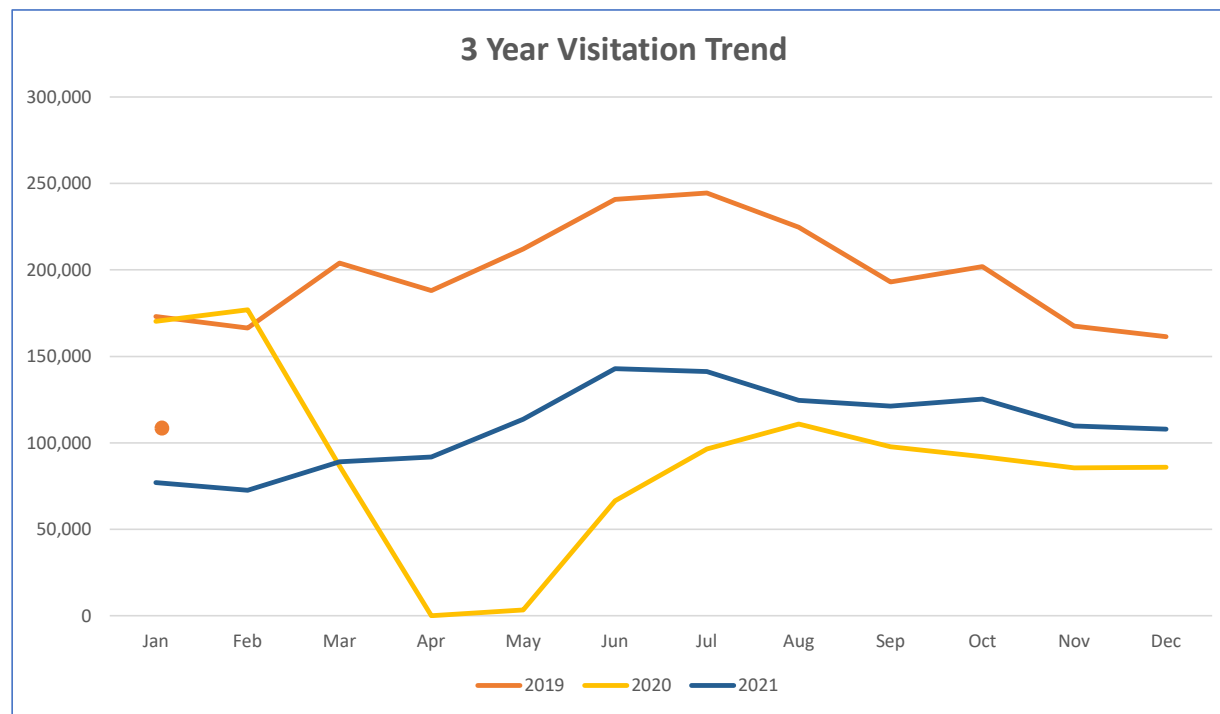
March 2022



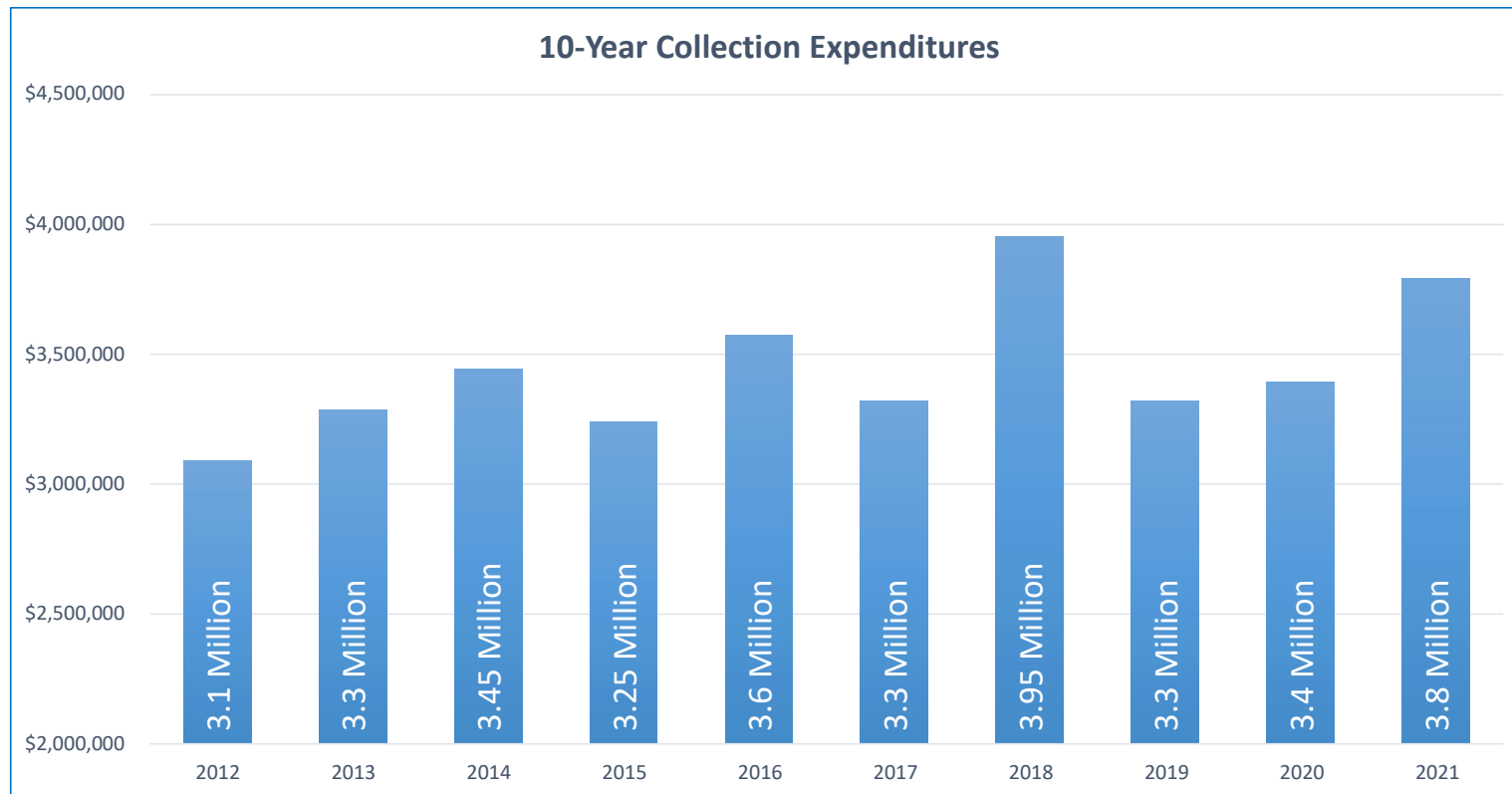
Monthly Statistics



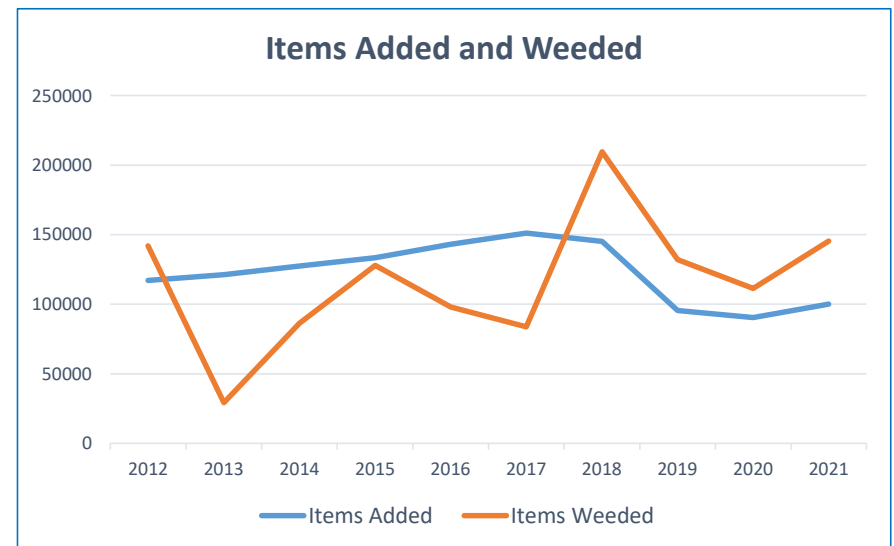
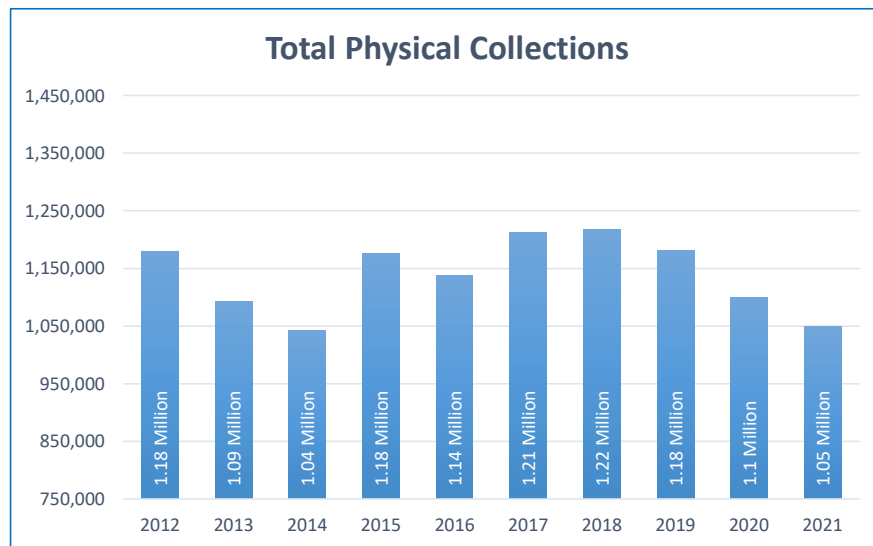
Monthly Statistics



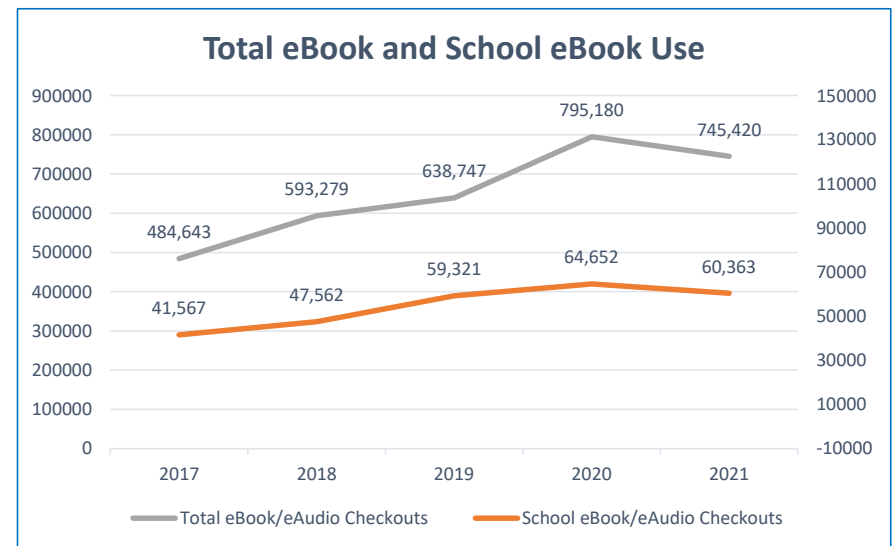
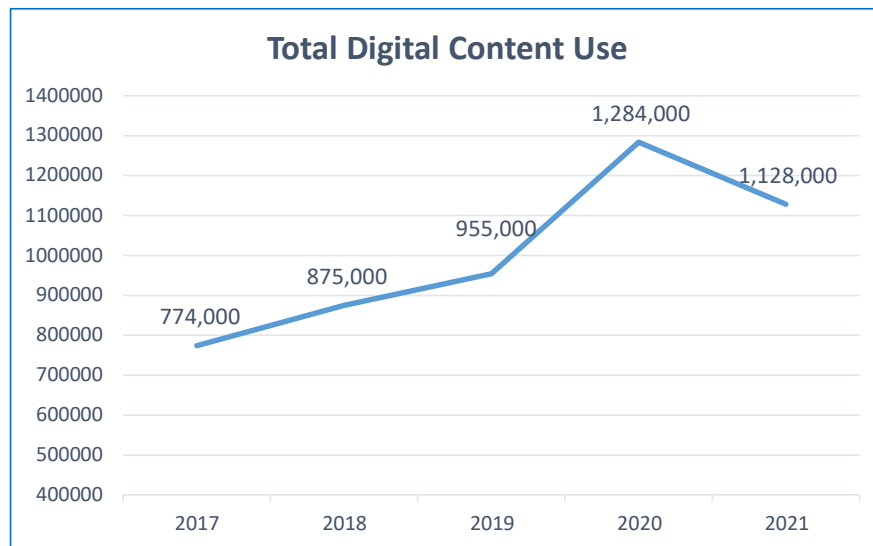
Collection



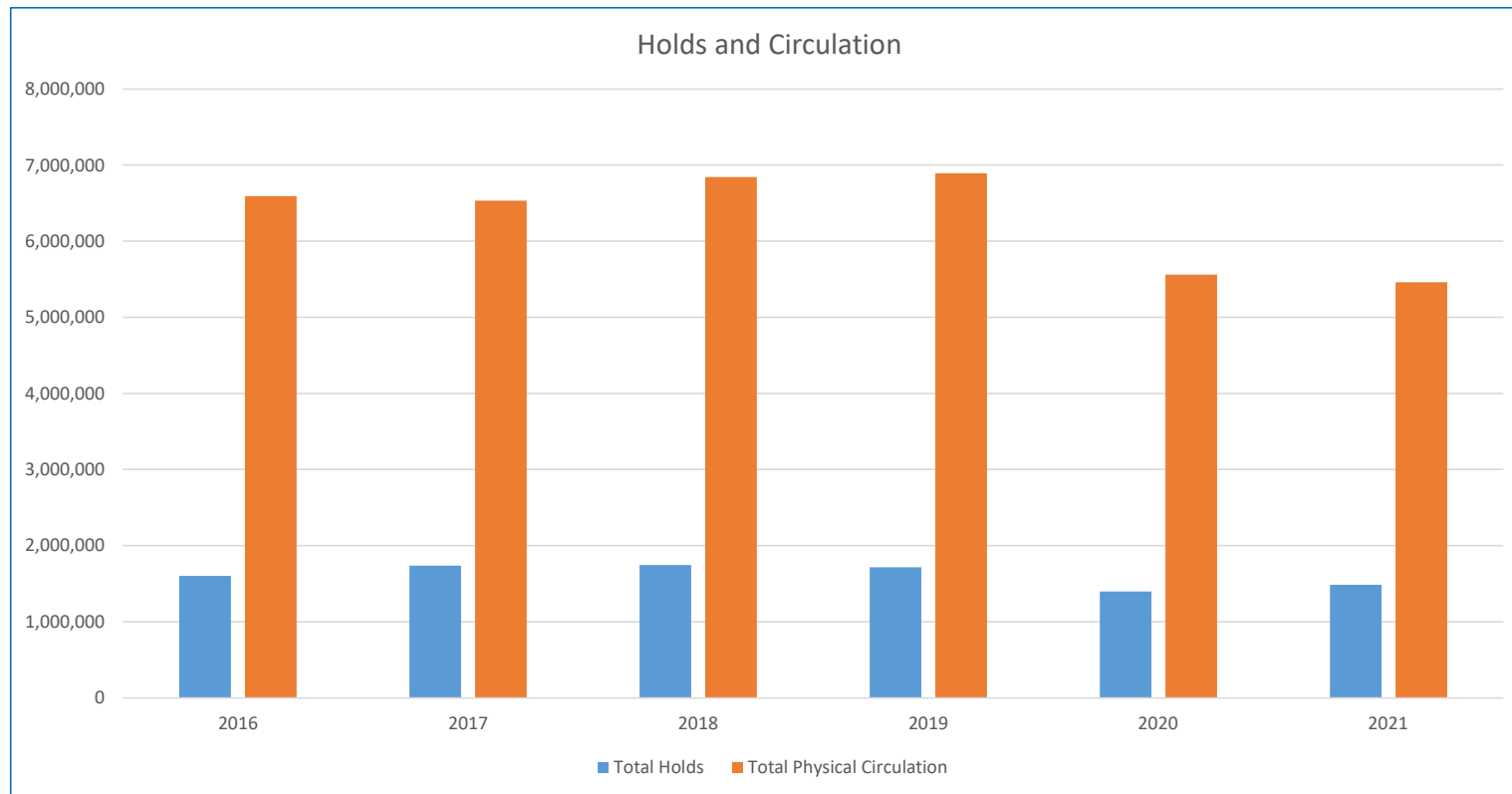
Collection



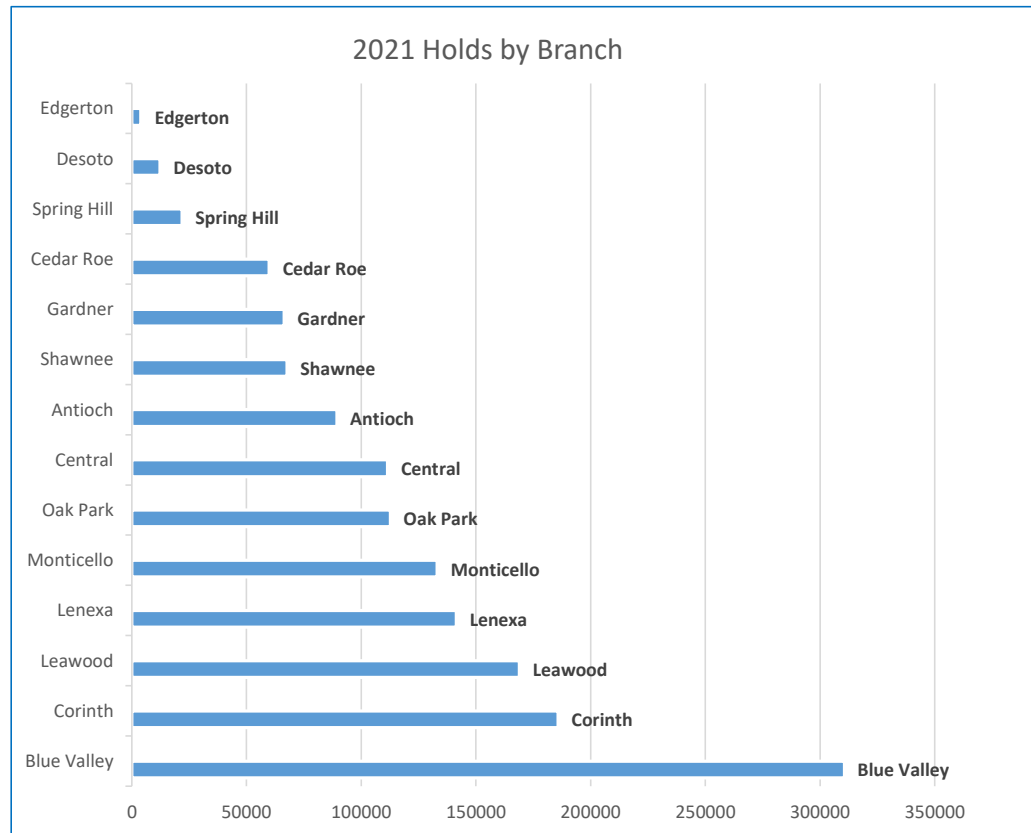
Collection



Annual Report – 2021 Technology Use



Collection



2019

Blue Valley	19%
Central	13%
Corinth	11%
Lenexa	10%
Monticello	8%
Oak Park	8%
Antioch	7%
Leawood	5%
Shawnee	5%
Gardner	5%
Cedar Roe	4%
Spring Hill	1.4%
Desoto	0.9%
Edgerton	0.3%

2021

Blue Valley	21%
Corinth	13%
Leawood	11%
Lenexa	10%
Monticello	9%
Oak Park	8%
Central	8%
Antioch	6%
Shawnee	5%
Gardner	4%
Cedar Roe	4%
Spring Hill	1.5%
Desoto	0.8%
Edgerton	0.3%



Central Building Upgrade, Part 2

Update – March 2022



Updates

- Move-In update
- Next Steps
- Timeline



Move-In update

- Closure the week prior to Ribbon Cutting
- Ribbon Cutting
- Phase 1 staff move back

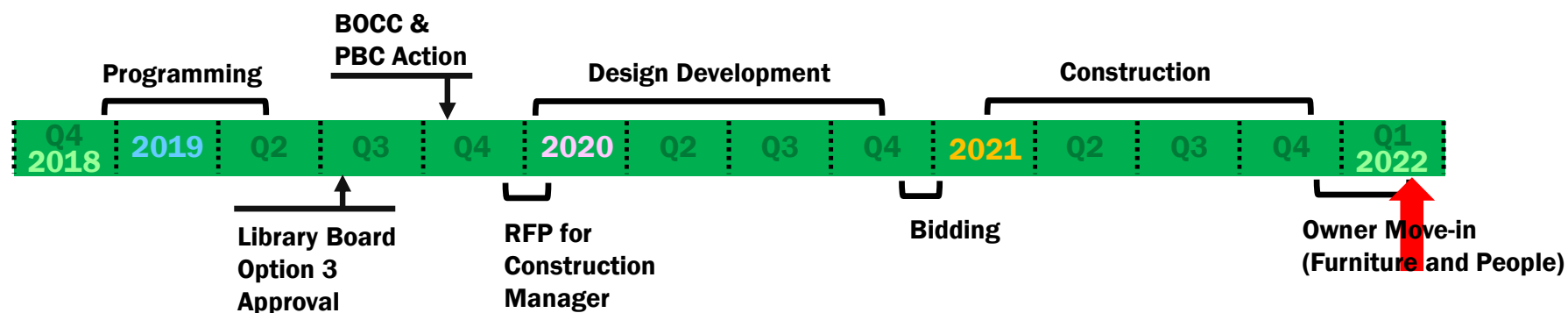


Next Steps

- Phases 2 and 3 staff return
- Post-Occupancy meetings



Central Building Upgrade, Part 2: Anticipated Timeline



Opening Photos





Johnson County Library

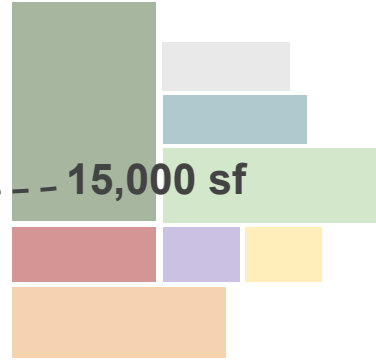
Antioch Replacement Schematic Design Update

Board Update | 03.10.22

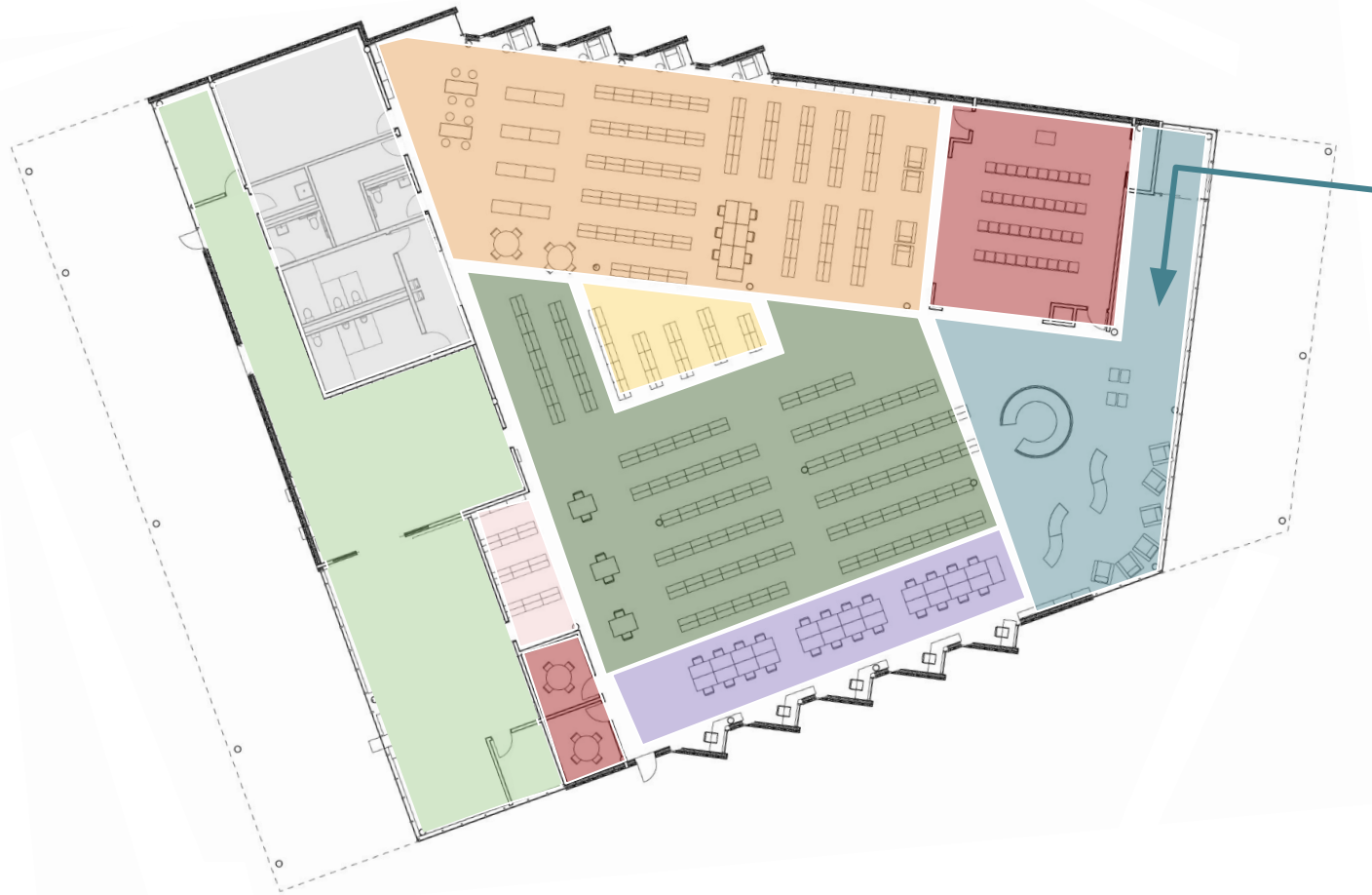




a collection of people...

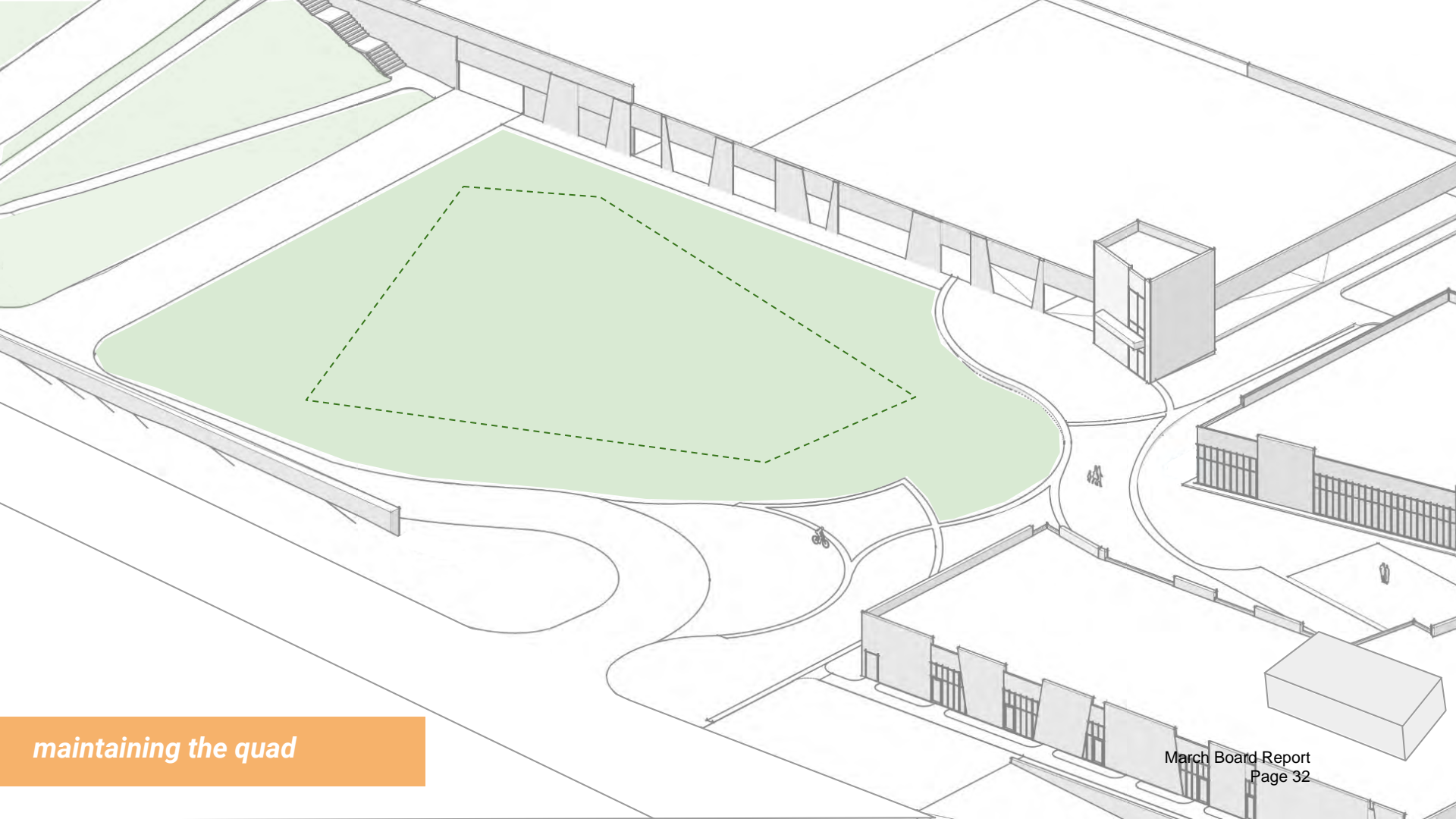


intuitively-convenient.
function-driven.
budget-maximizing.
sustainable x3.
campus-minded.

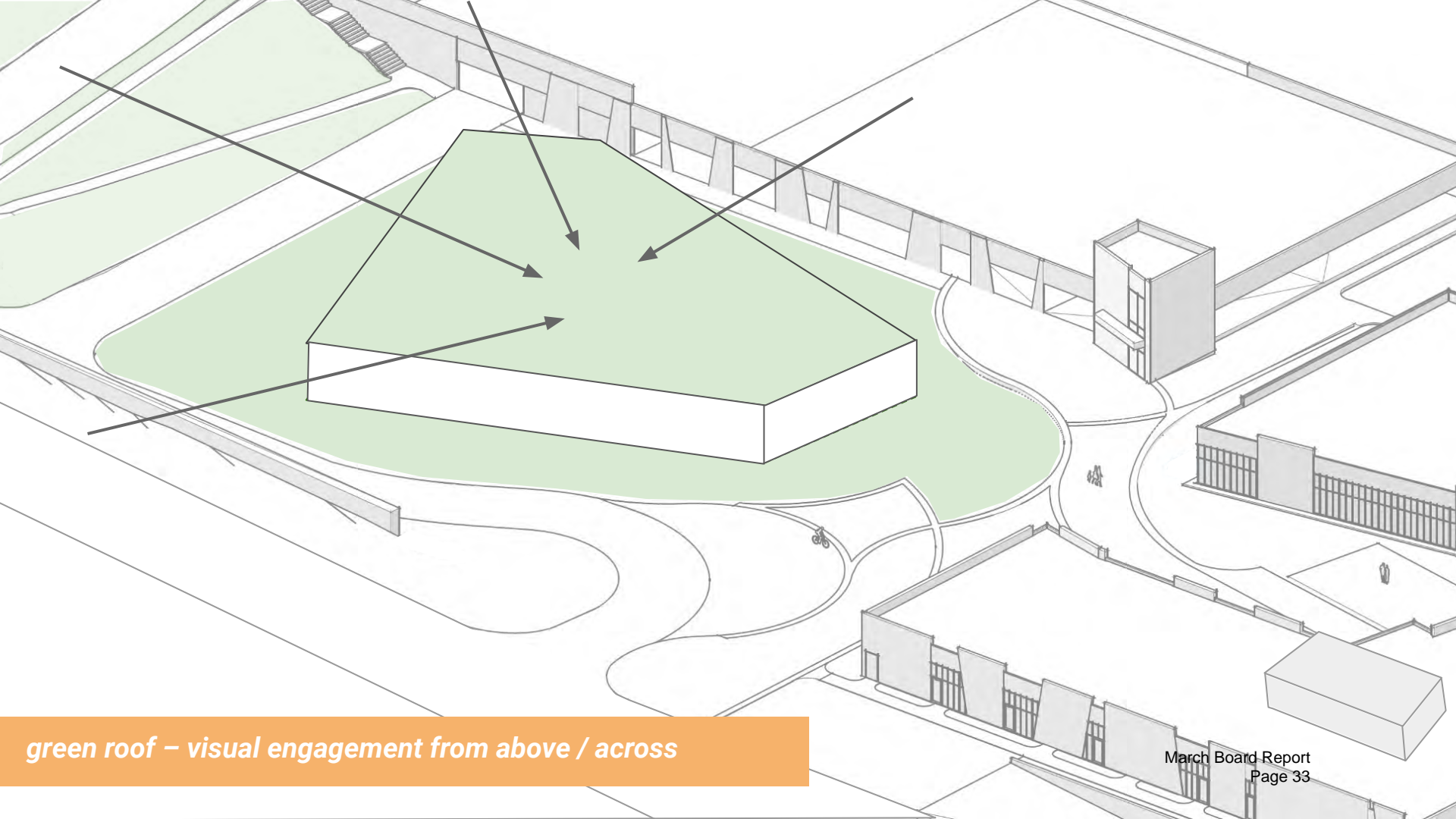


- Entry/Lobby
- Meeting Rooms
- Children's Stacks
- General Collection
- Teens' Stacks
- Computers
- Holds
- Back of House
- Support





maintaining the quad



green roof – visual engagement from above / across



Amplify the unique natural site characteristics



Amplify the unique natural site characteristics



“intensive” green roof

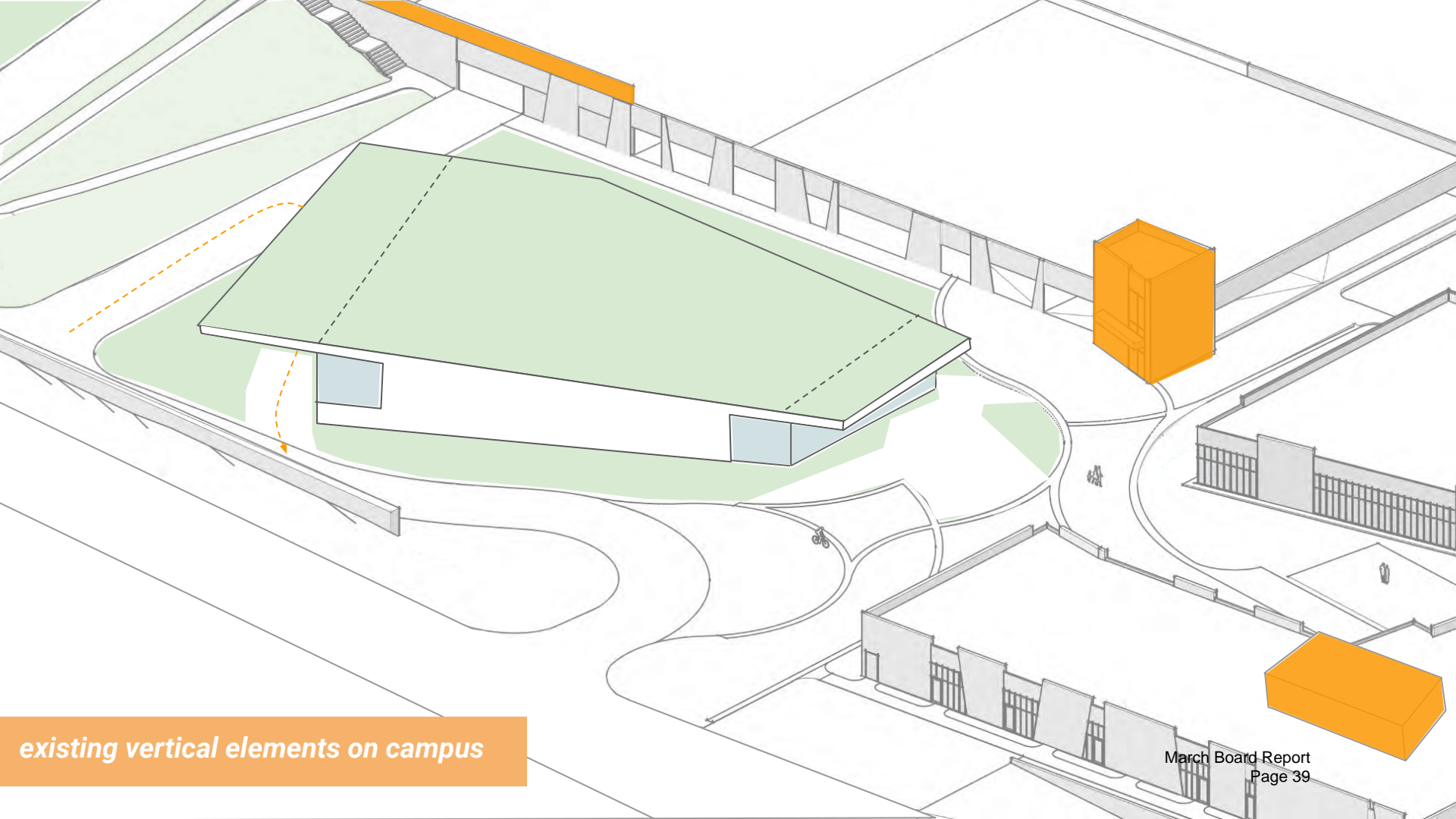


Life Cycle benefits of Green Roof System. The insulated membrane is protected from UV radiation, freeze thaw degradation, hail storms, rooftop / maintenance traffic. Average roof life of typical membrane roof = 16-20 years. Average roof life of a protected membrane = over 40 years, and counting

Sustainability benefits. The soil adds approximately R6 to the roof insulation level. It holds significant water, and reduces stormwater impacts. It adds to the natural ecosystem. It's long life reduces energy and resource usage associated with re-roofing. It also reduces urban heat island effect.

GSA adoption. The GSA has been a strong proponent of intensive green roofs, with over 150 projects completed since 1986. They prioritize roof life cycle, sustainability and aesthetic benefits.





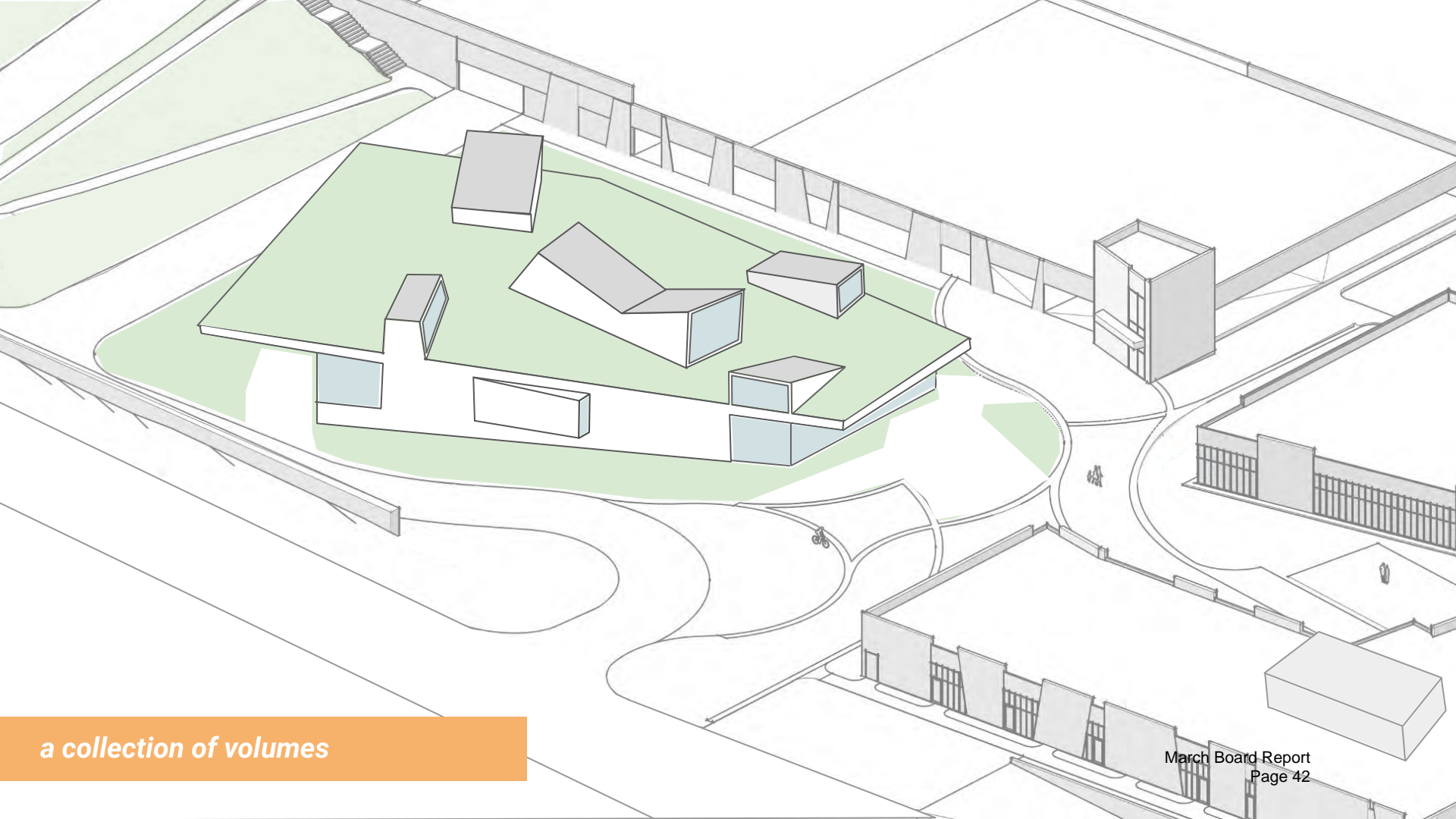
existing vertical elements on campus



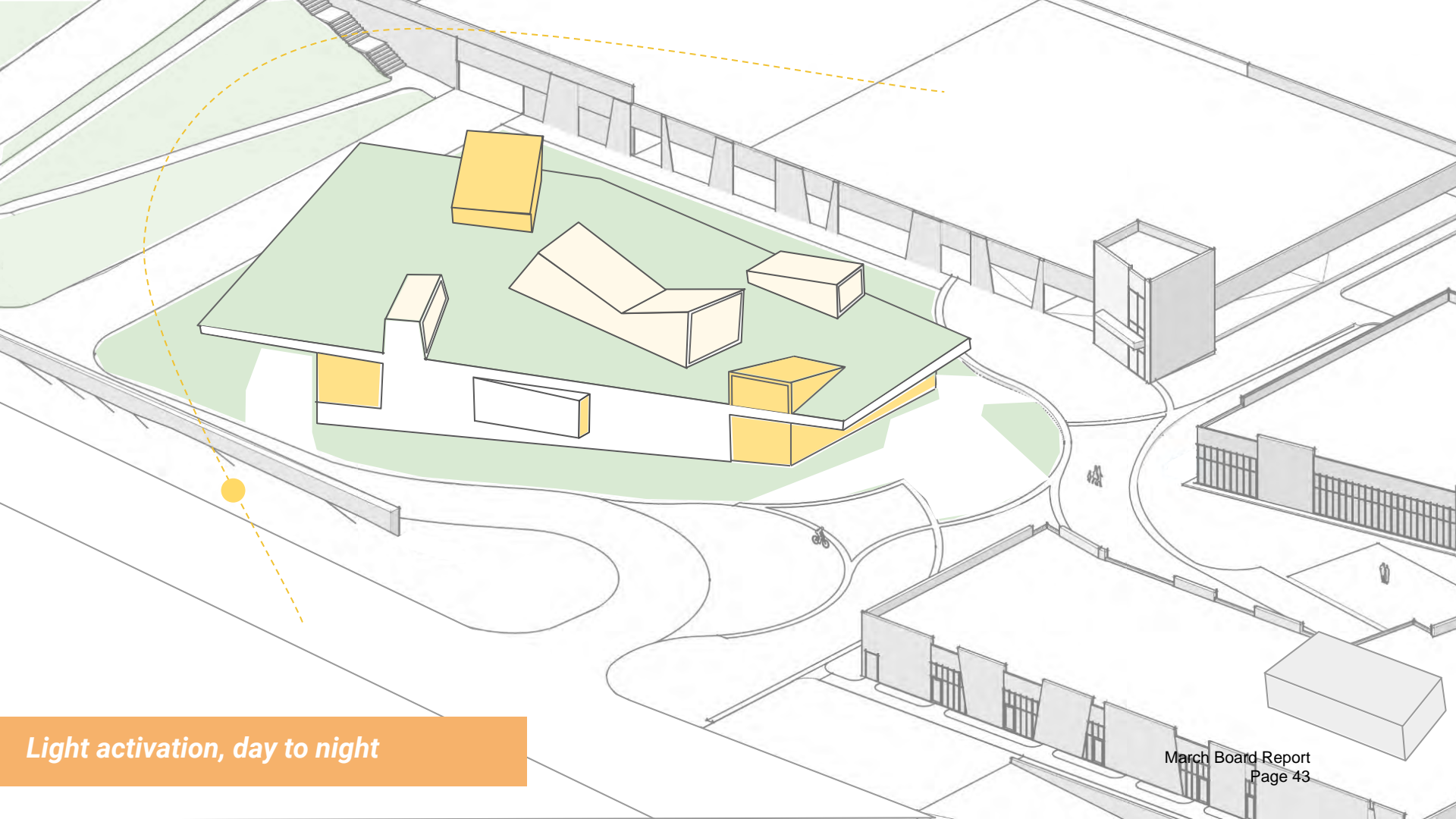
existing vertical elements on campus



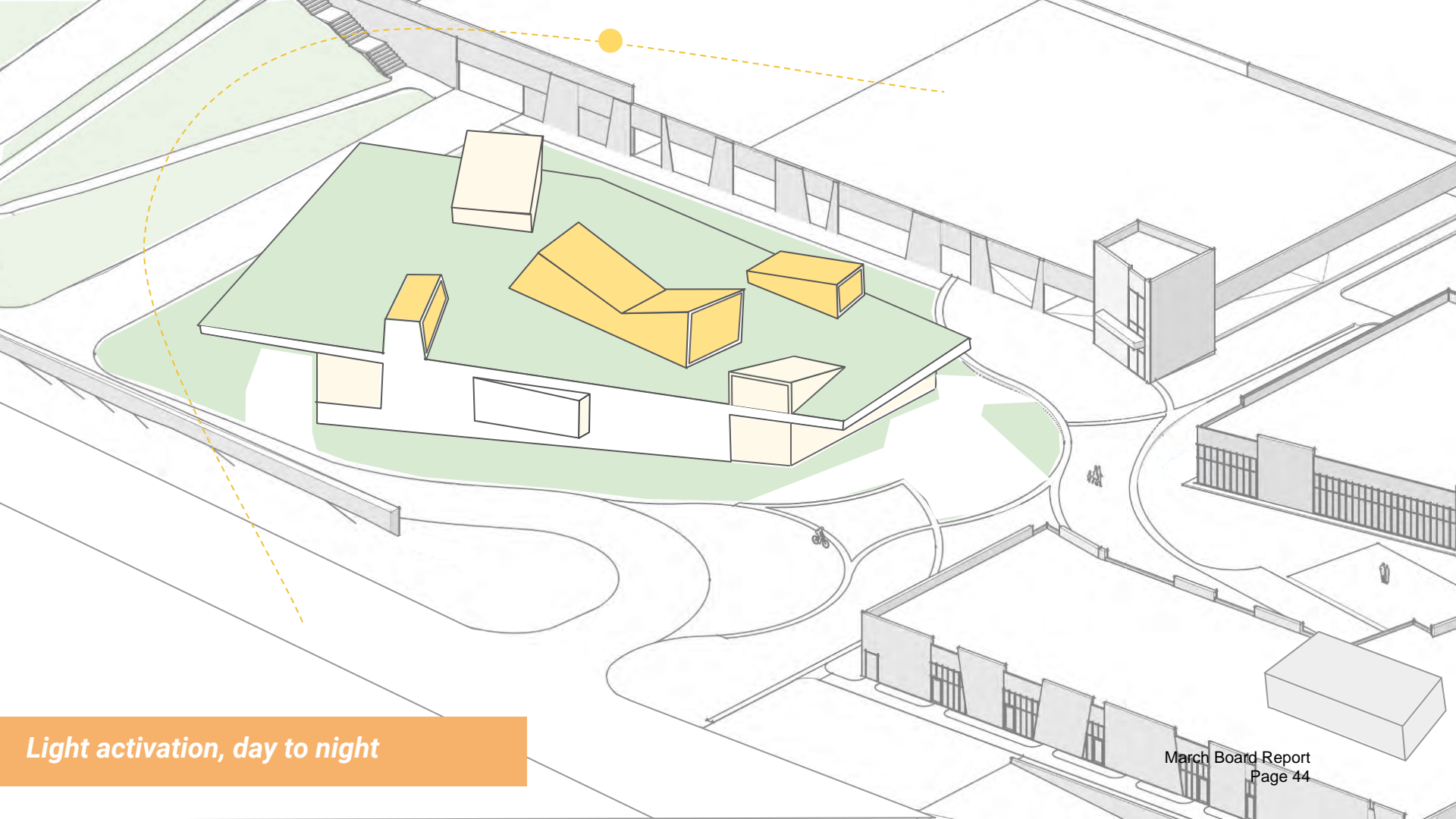
existing vertical elements on campus



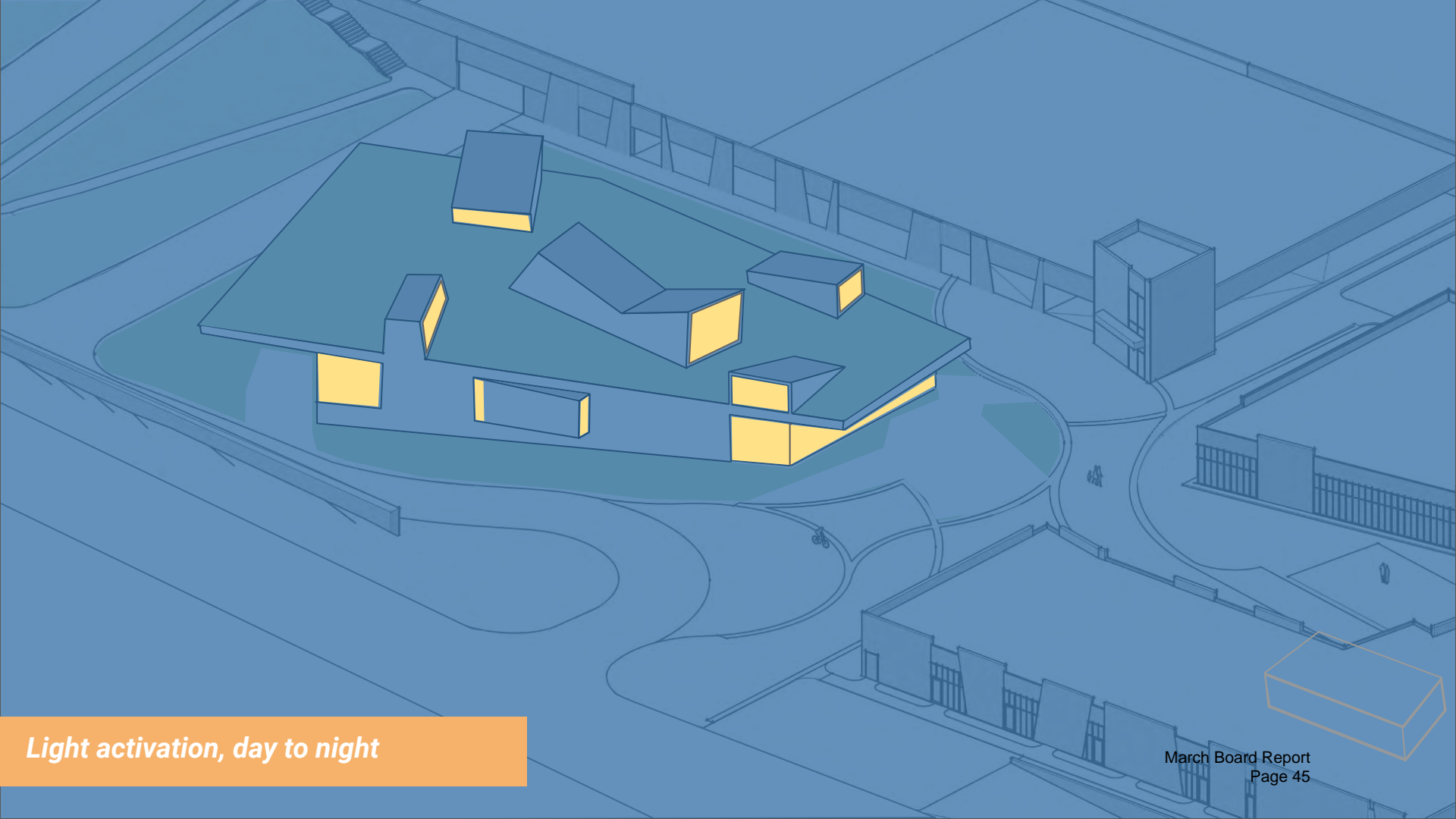
a collection of volumes



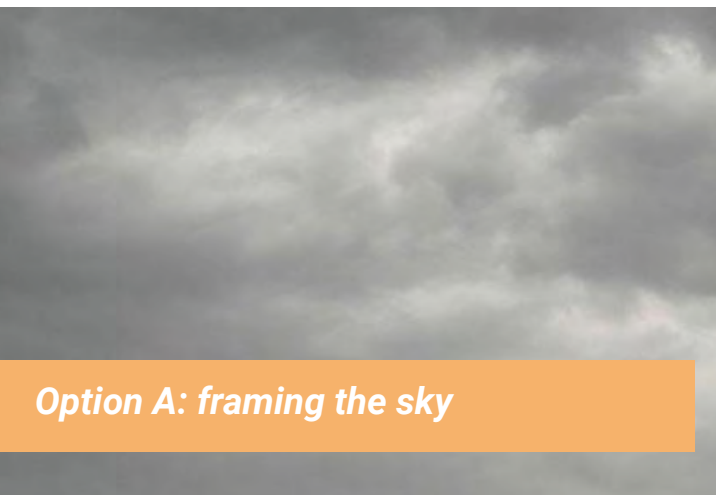
Light activation, day to night



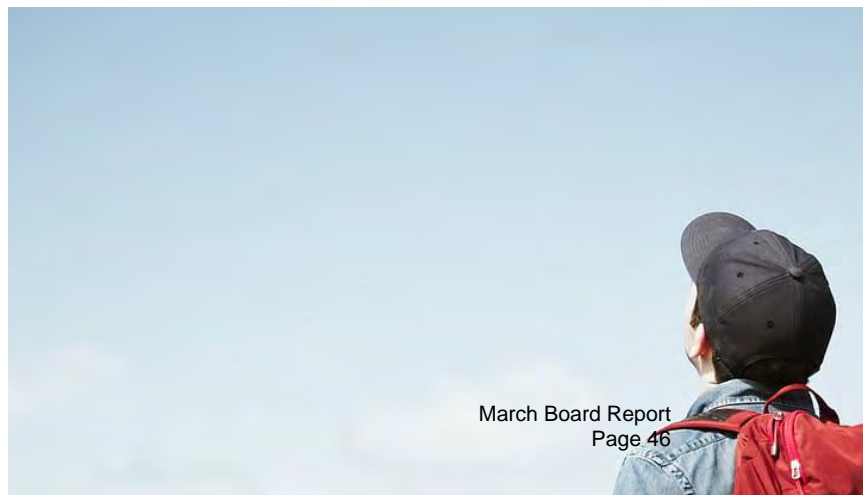
Light activation, day to night

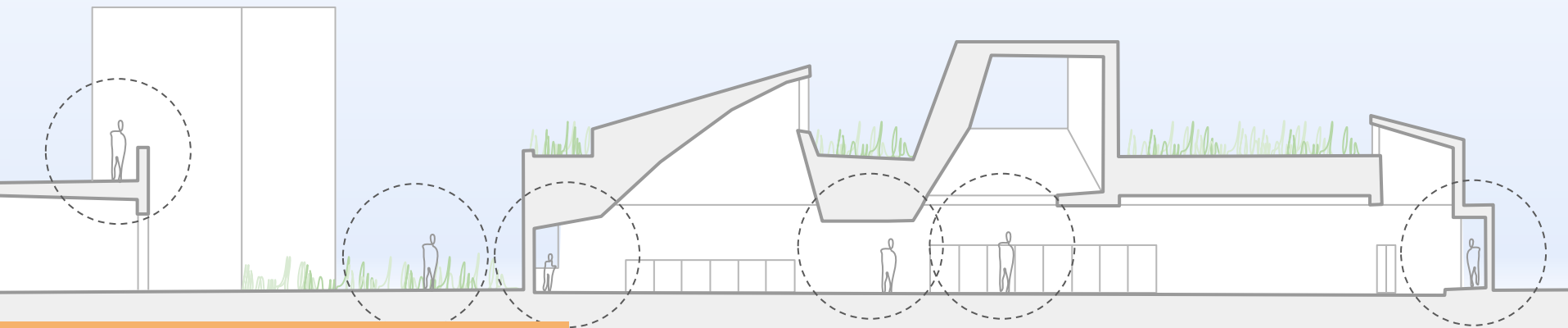


Light activation, day to night



Option A: framing the sky





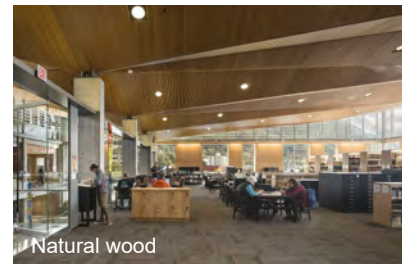
A collection of experiences

























Johnson County Public Art Program

Brad Reinhardt, Director Facilities Management

March 10, 2022



Agenda

- Background
- What is Public Art?
- Art Selection Process
- Appendix
 - Public Art Commission
 - Current Collection



Background

- Resolution 121-06, effective Jan. 1, 2007
- Public Art Commission (PAC) established
- Program Amended via Resolution 090-17
- 1% allocation, up to \$500,000
- Purpose:

“...to recognize that works of art are public improvements and should be a prominent part of Johnson County’s profile. A mechanism for the commissioning, accessioning and financing of major works of art...in conjunction with public improvement projects.”

What is Public Art?

"...specifically commissioned or acquired by the County as Public Art..."

"...may be permanent, fixed, temporary or portable, may be an integral part of a building, facility, structure or work of other design professionals. Includes, but is not limited to:

- Sculpture, which may be made of any material or combination of materials; may be free standing, wall-supported or suspended, kinetic, electronic or mechanical;*
- Murals or paintings, which may be made of any material or variety of materials with or without collage; may be made with traditional or non-traditional materials and means;*
- Earthworks, neon, glass, organic materials, mosaics, photographs, prints, calligraphy, audio/video media, film, computer-generated technologies."*

Art Selection Process

Goal: Improve integration & synchronization with capital building projects

- Public art is budgeted specific within each capital building project
- Design team administers Artist selection process and integrates into building design
- Art & associated infrastructure is included in construction documents

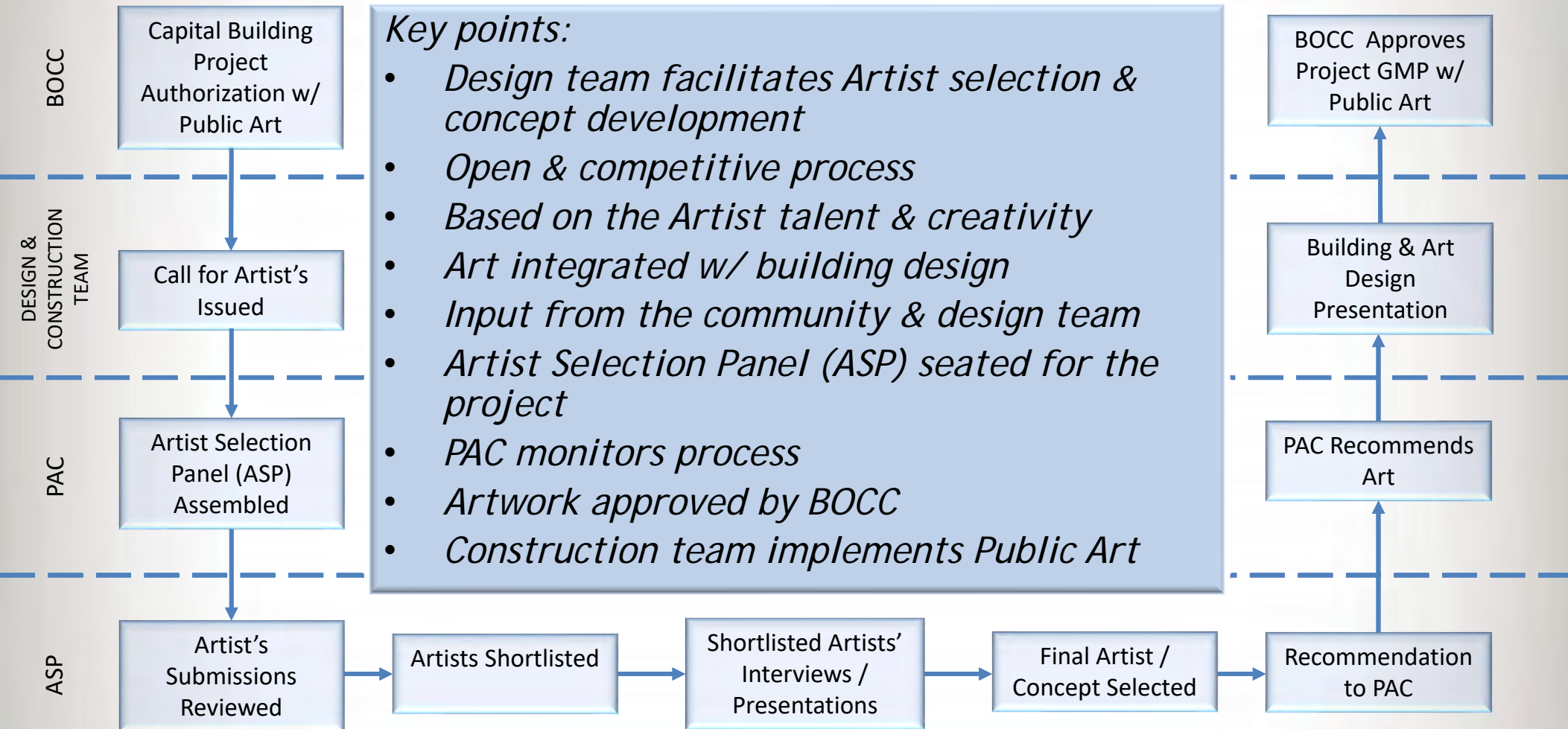


Art Selection Process (cont.)

- Artist Selection Panel (ASP) seated, reviews & recommends to PAC
- Public Art Commission (PAC) recommends approval
- Art concept is included with capital building project design presentation to BOCC
- Public art included in guaranteed maximum price (GMP) contract approval



Art Selection Process (cont.)



Initiatives & Projects

- Public Art for Antioch Replacement Library Capital Building Project
- Art Conservation & Maintenance Program
 - *Assess the collection*
 - *Initiate needs*
 - *Document on-going maintenance program*

Appendix

- Public Art Commission
- Current Collection:
 - *Johnson County Courthouse*
 - *Lenexa City Center Library*
 - *Monticello Library*
 - *Arts & Heritage Center*
 - *Justice Annex*
 - *Youth and Family Services Building*
 - *Public Works*
 - *Sunset Drive Office Building*
 - *Administration Building*

Public Art Commission

Larry Meeker
PAC Chair
District 2

Christopher Leitch
District 1

Mary Tearney
BOCC Chair

Bess Wallerstein-Huff
District 3

Vacant
District 4

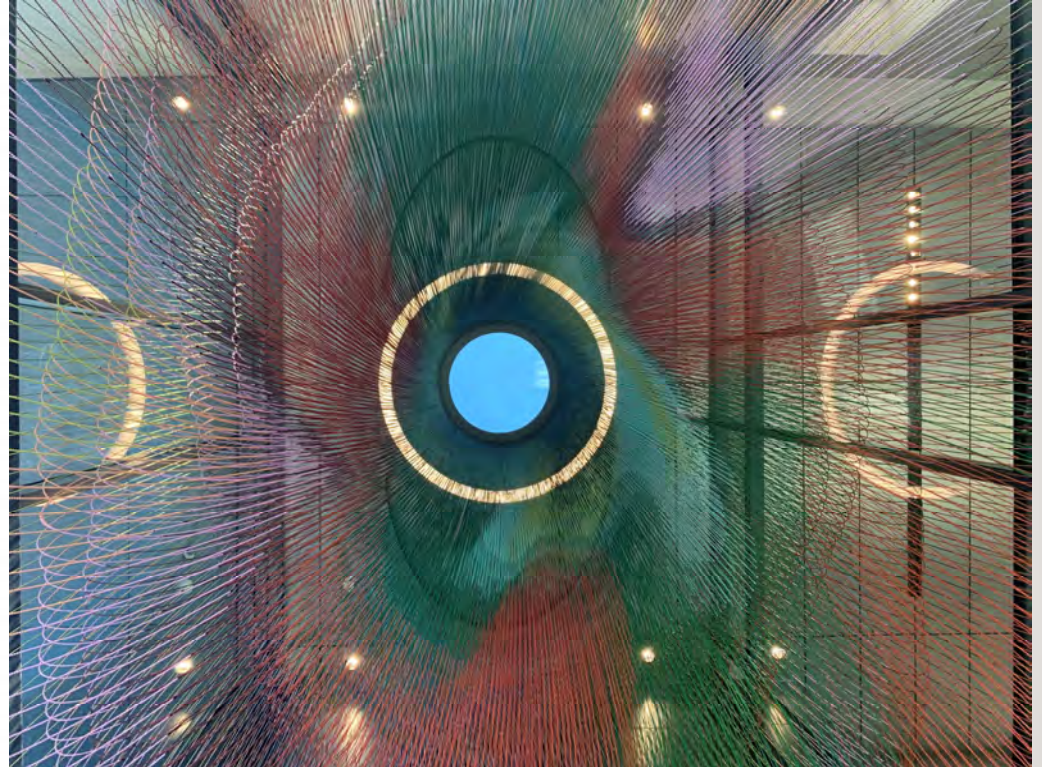
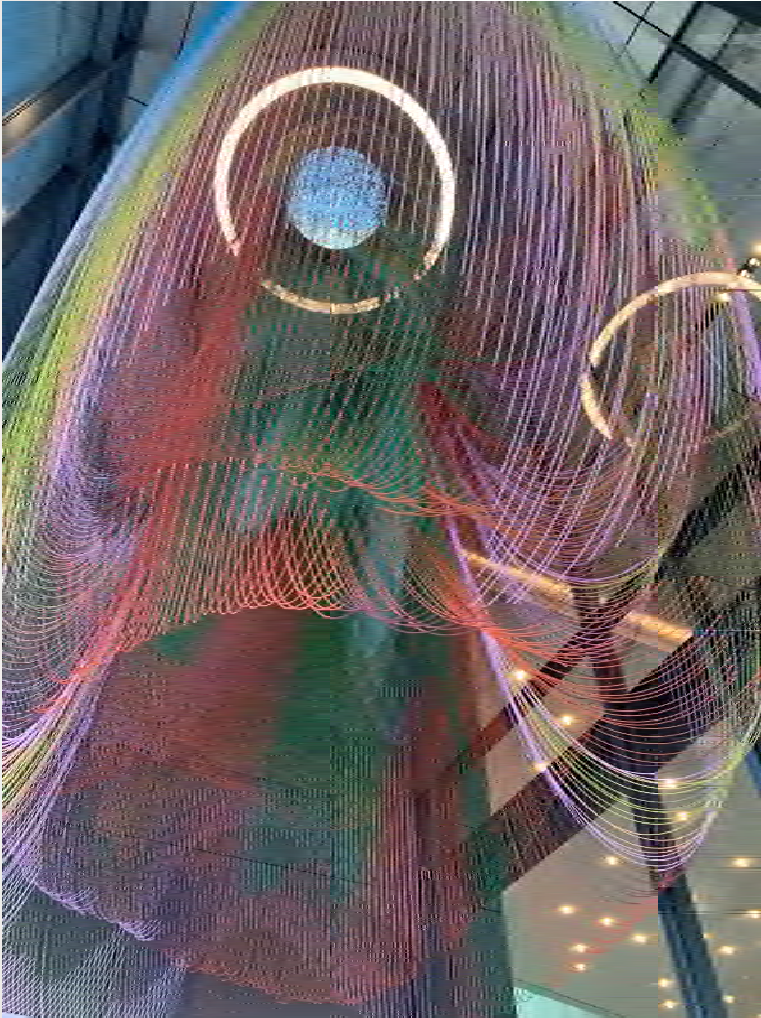
Gregory Mains
District 5

Stacey Knoell
District 6

Jeff Serven
Arts Council JoCo

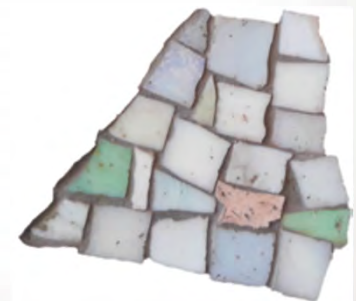
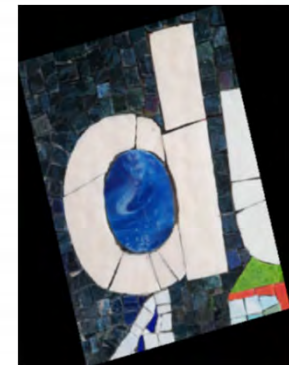
Brad Reinhardt
JoCo Facilities Dept.

Johnson County Courthouse



Open Prairie by Benjamin Ball

Lenexa City Center Library



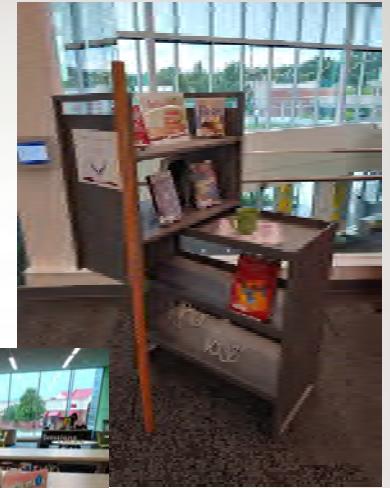
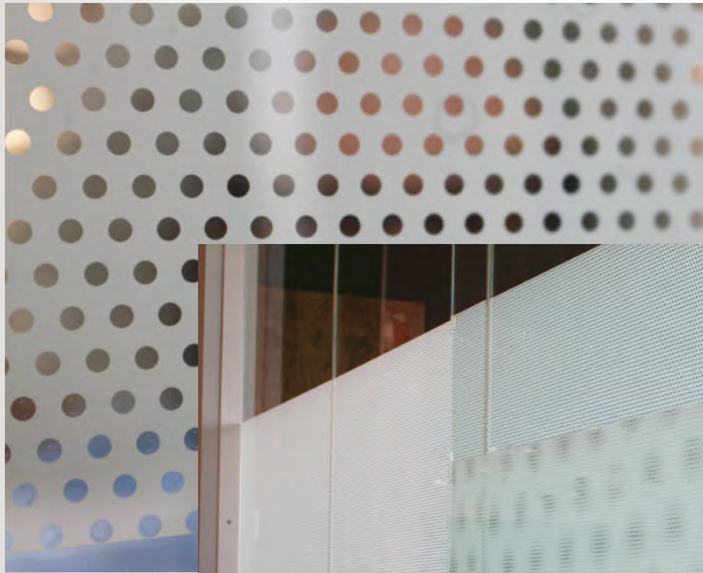
Interconnections by Stephen T. Johnson

Monticello Library



Inside Out by Beth Nybeck

Monticello Library



Mediated Set by Stephen Lichty & Jim Woodfill

Arts & Heritage Center



Assemblage by Brad Goldberg

Justice Annex



Tapestry by Beth Nybeck

Youth & Family Services



Dream, Thoughts & Stories by Zhao Suikang

(left to right)

Public Works



Adaptation by Matthew Dehaemers

Sunset Drive Office



Elements by Jesse Small

County Administration



Children of the Trails by Kwan Wu

DeSoto, Spring Hill, and Edgerton Renewal Study

Update – March 2022



Updates

- Staff and Public engagement
- Next steps
- Timeline



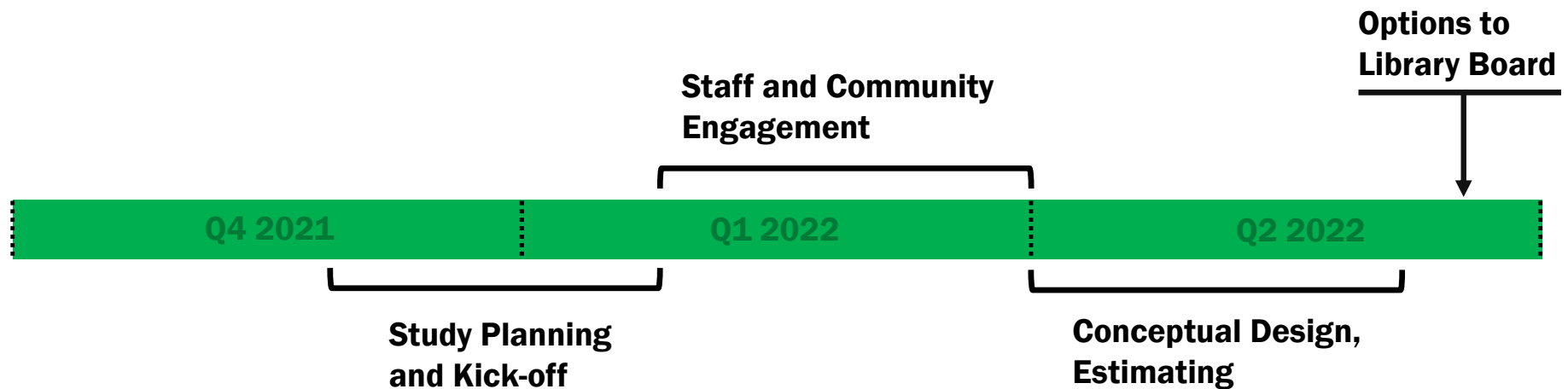
Next Steps

- Engagement debrief
- Develop and present concept design options and budget estimates



DeSoto, Spring Hill, and Edgerton Renewal Study

Anticipated Project Timeline



Phased construction anticipated to begin in 2023

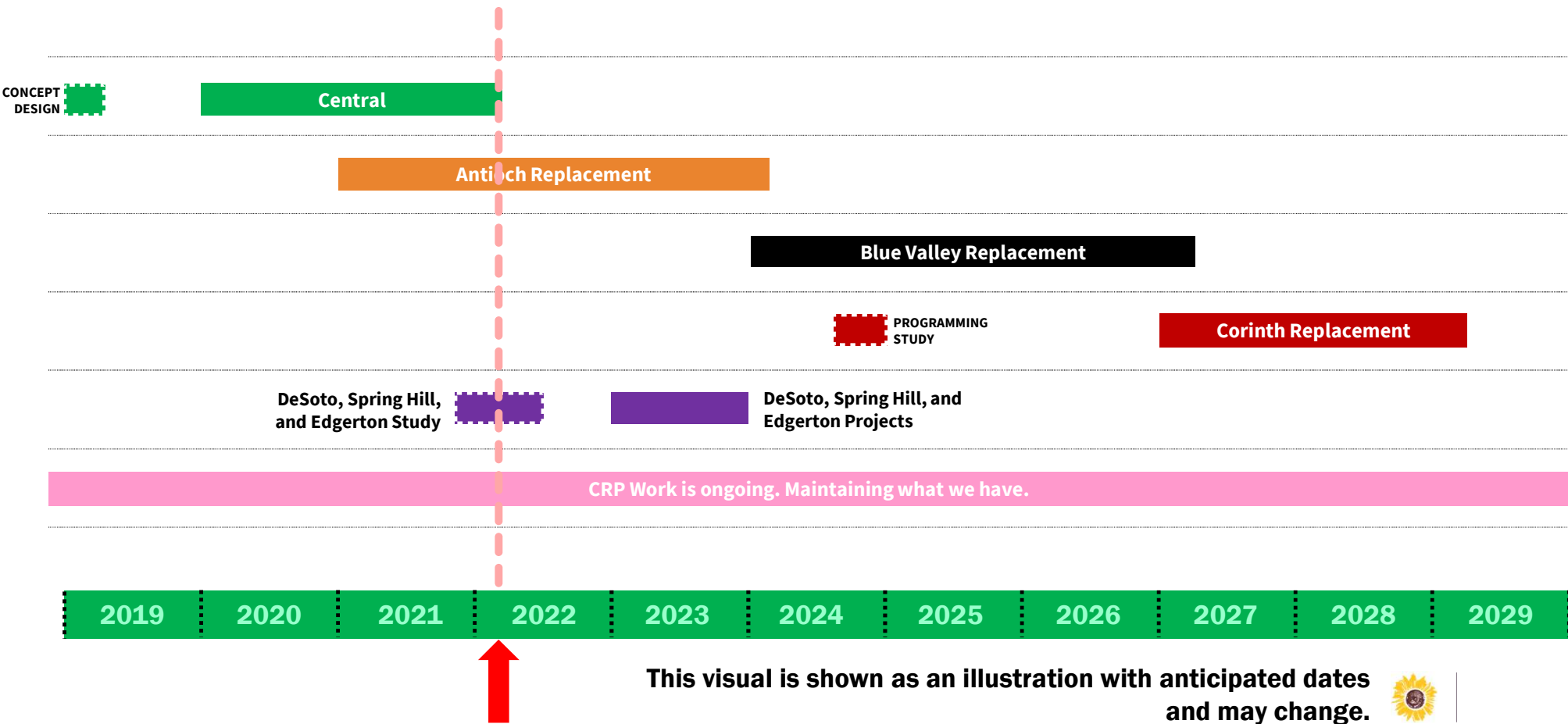


Capital Improvement Projects 2022 Timeline Summary

March 2022

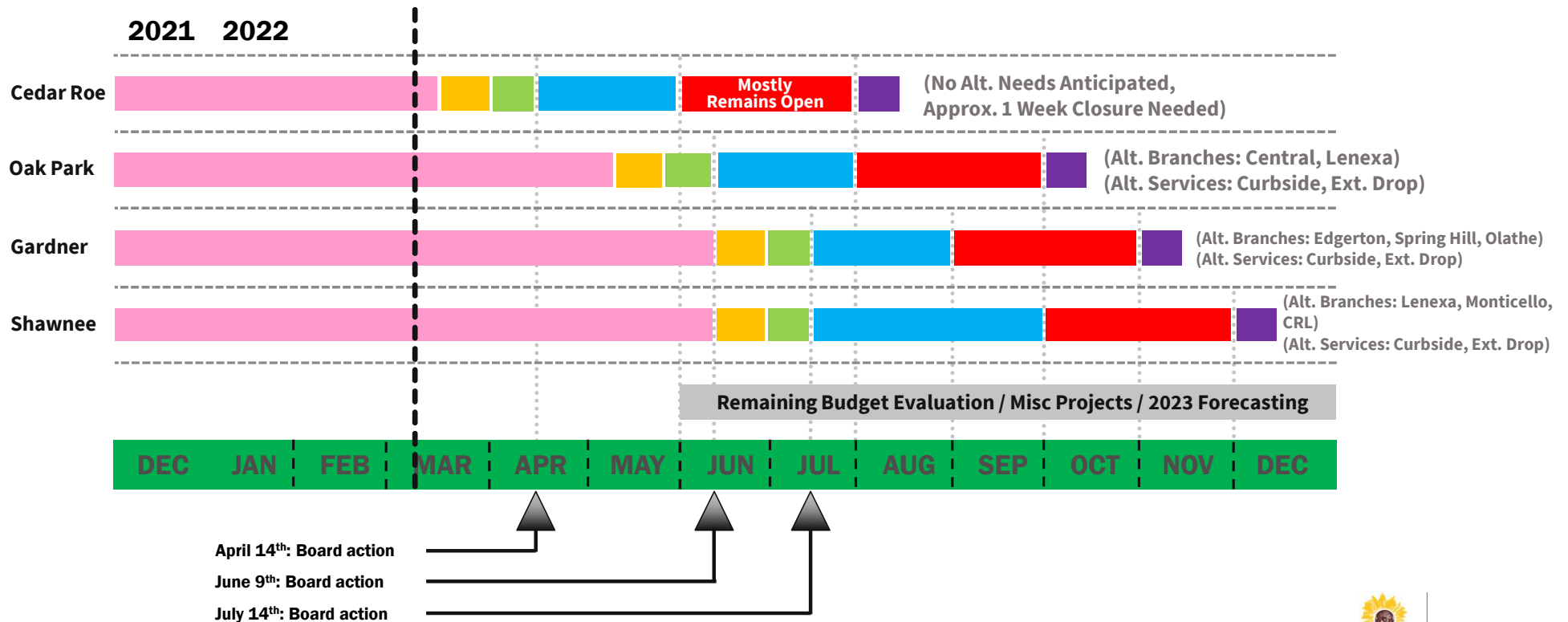


Capital Improvement Projects: Anticipated Timeline



2022 CRP Proposed Timeline (Staggered Closures)

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product/Material Submittals
- Construction / Building Closure
- Substantial Completion / Move-in / Punch List Completion



Leadership Development and Succession Management

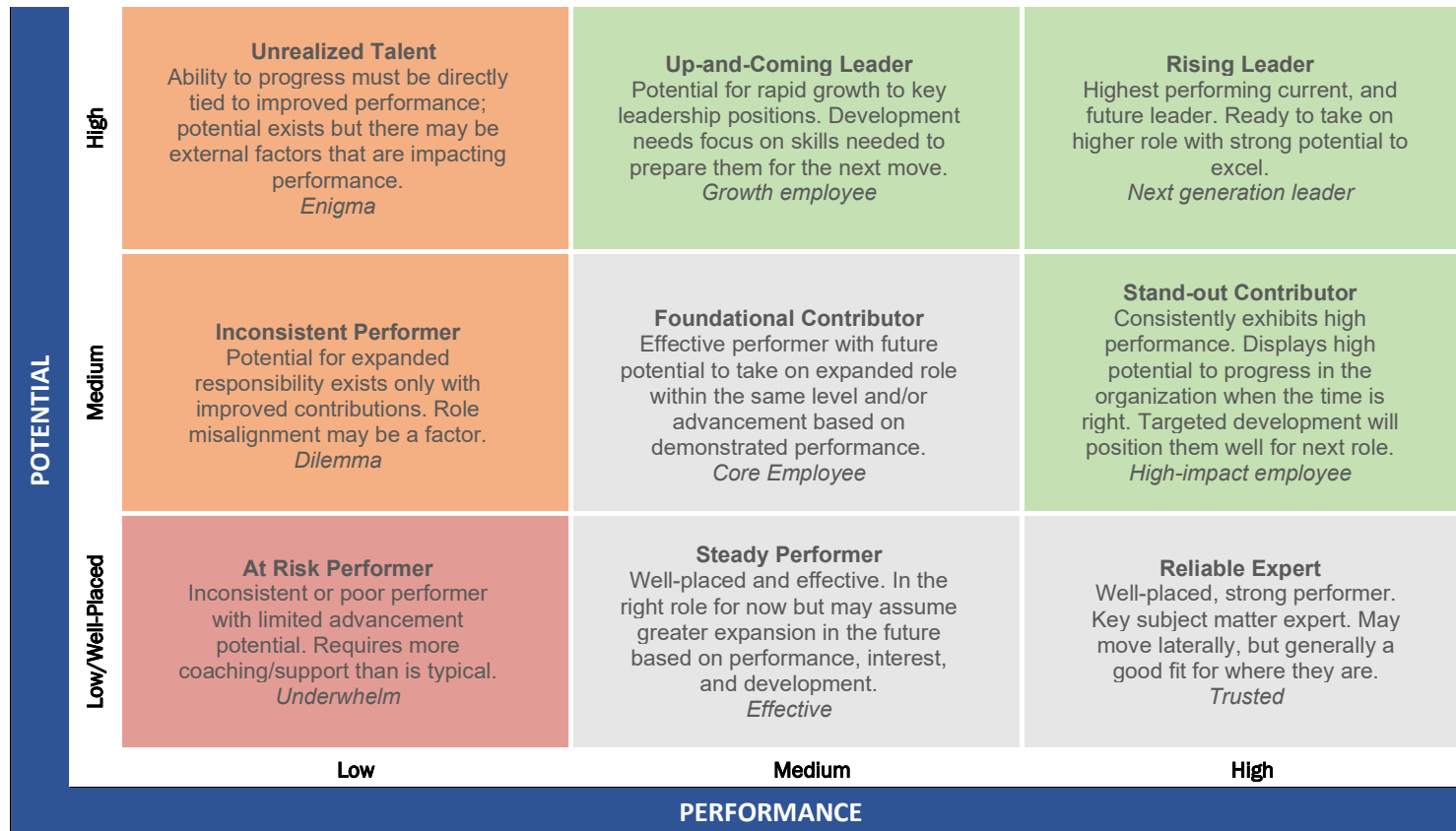
Enhancing a culture of leadership
and development at Johnson County Library

March 2022



Identifying succession candidates

9-BOX: Industry Best Practice Tool, Customized for JCL



Enhancing our culture of leadership

2022 Leadership Development Experience: Snapshot

OVERVIEW:

- **12 participants** - selection criteria included performance reviews along with ongoing staff conversations to confirm interest
- **First Cohort** enables us to test and learn prior to building a more formal and defined Library Leadership Program
- **Curriculum** leverages the Johnson County Pillars of Performance and Development (PPD) and research-based markers of High Performing Leaders
- **Topics** span across broad leadership capabilities, alongside County-specific leadership capabilities (government relations, public funding and more)



Enhancing our culture of leadership

2022 Leadership Development Experience

Component 1:

Leadership Development Course

- External facilitator
- Three half-day sessions (Q 2, 3, 4)
- Learning objectives:
 - Inspiring People
 - Navigating Change and Ambiguity
 - Feedback and Learning
 - Developing Your Personal Leadership Brand

Component 2:

Leadership Luncheon with Fred and Carol Logan,

Logan Leadership Fund Benefactors

Component 3:

Leadership Roundtable Sessions

- **County Leadership** with Sean Casserley
- **Strategic Planning** with Tricia Suellentrop
- **Leading with Values** with Ben Sunds
- **Being Stewards of Public Funds** with Dave Vratny
- **The Devil's in the Details** with Jen Mahnken
- **Relationships & Influence** with Stephanie Stollsteimer
- **Maximizing Industry Resources** with Adam Wathen



Component 4: Leadership Book Club centered on “Switch: How to Change Things When Change is Hard.”

In a compelling, story-driven narrative, the authors bring together decades of counterintuitive research in psychology, sociology, and other fields to shed new light on how we can effect transformative change.

Component 5:

Monthly Leadership Reflections (Individual reading sent via email; timing varies)

Participants will receive a monthly reading on a relevant leadership topic. Each reading will be accompanied by a reflection question for participants to consider, record their thoughts, or discuss with their manager.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

February 10, 2022
via Zoom
4:00 p.m.

BOARD: Bethany Griffith, Ali Seeling, Brandy Butcher, David Sims, JR Riley, Kelly Kilgore, and Mitra Templin

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Adam Wathen, Ben Sunds, Christopher Leitch, David Vratny, Elissa Andre, Laura Hunt, Patti Kangethe, Sean Casserley, Sean Hendrix, Scott Sime, Shanta Dickerson, Stephanie Stollsteimer, Tricia Suellentrop, Abby Giersch, Juan Lopez-Tamez, Ted Clemons, Tina Pederson, Joe Connor, Robin Smith, and Cheryl Sickels

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

CITIZENS COMMENTS:

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

Purpose of this letter: Appeal the rejection of an 11X17" framed poster, Motto of the United States of America from being displayed in the public area of the library. Library Administrative Regulation ARM 20-80-23 cited as reason for non acceptance.

The purpose of offering the poster seems to have been misunderstood. Therefore I am writing to appeal the decision.

August 5, 2021 as a volunteer for Culture Shield Network, I presented a framed 11"X17" color poster of our national motto (pictured in this letter), to Michele Holden of the Monticello Library, with a request to have it permanently placed in a public place in the library. It was received conditionally and the next day I received word it did not meet

proper standards for posting on the bulletin board at the library, per ARM 20-80-23 Library Regulation. This regulation explains use of information for temporary placement on the bulletin board. She offered a second option of using the petitioning zone of the library for this poster. Neither application is appropriate for a framed permanent wall hanging.

These framed posters are supplied by Culture Shield Network and our effort is focused on placing them in public buildings throughout Kansas and the United States of America. This wall hanging was offered as a gift to the library for purpose of the display of our nation's lawful motto, "In God We Trust".

Some background information on the United States Motto

- July 30, 1956 President Dwight D. Eisenhower signed into law, "In God We Trust" as our national motto.
- In 2006 the U. S. Senate reaffirmed "In God We Trust" as the national motto on the 50th anniversary of it's adoption.
- In 2011 The U.S. House of Representatives voted overwhelmingly (396-9) to reaffirm "In God We Trust" as the official motto and encourage its display in public buildings, public schools, public libraries, and other government institutions.
- State and local lawmakers are also passing measures to ensure our motto is on display in our public buildings.

No court anywhere in the United States has ever held that the public posting of "In God We Trust" violates the Constitution. Anti faith groups continually challenge the constitutionality of the motto, and time and again they have failed. Courts across the country repeatedly affirm the constitutionality of our motto, and resolutely reject the notion that it promotes the establishment of a religion.

I request that the Johnson County Library Board, who is established to serve we the people of Johnson County might reconsider the initial decision based on the information provided in this letter.

On behalf of Culture Shield Network, I request the Library Board accept the gift of one framed poster for every branch library in the system, in order that every branch building might display proudly the United States motto in the public area of each branch library building.

Thank you for reconsidering this request!

Sherry Williams, Shawnee, Kansas Resident

Volunteer for Culture Shield Network

carrsher@sbcglobal.net

This framed, glass covered poster is 11"X17".

Fred Logan, Board co-counsel, shared Legal response to this letter. The concern here is that the library must be very careful not to create what the law calls public forum spaces. If you accept one public document and post it on a library space, there's the potential then for that to be what the law calls a public forum. Library regulations are very clear, ARM 20-80-22(A) flatly states: "The library offers no public forum spaces for displays and exhibits." One can understand the reason for this if you display one item, then another citizen may want to display another item and you may have your walls covered under the public forum doctrine. So the library simply does not have any public forum spaces. The Library does have a public bulletin board and that's covered by ARM 20-80-23 and that potentially would be a place where something like this could be shown.

By posting this poster, the library would create in essence a public forum space which would be in violation of library regulations. So that's why the response that was given here on this request by the citizen was appropriate under library policies.

Board Chair Bethany Griffith thanked Mr. Logan and took this into advisement. If any member of the Board wants to see a change in our policies, they are well within their rights to present a motion and we could discuss it at that point.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Bethany Griffith welcomed back Commissioner Liaison Janee Hanzlick. Commissioner Hanzlick shared that she is thankful to be the liaison for the Library Board.

Board Chair Bethany asked for volunteers for the Nominating Committee. The following Board Members volunteered; Kelly Kilgore, Mitra Templin, and David Sims.

Board Chair Bethany introduced the 2022 Board Conferences and invited the Board Members to reach out to Patti if they are interested.

Board Chair Bethany allowed the County Librarian to make an announcement.

County Librarian, Sean Casserley, announced that he will be retiring from the organization on July 1st, 2022. Mr. Casserley thanked the Library Board for the trust they gave him to lead this organization for the last ten years. He expressed that this has been one of the joys of his life.

Mr. Casserley also thanked the Commission for their support of libraries, the County Librarian position and literacy throughout the last ten years. He also thanked the Commission for the support given to our capital projects and the investment in public libraries moving forward. Mr. Casserley thanked Fred and Andy Logan for their counsel and his administrative team.

Most of all, Mr. Casserley wanted to thank the library staff, they are what breathes life into this library system. He expressed that library managers and the people that were coming in throughout the last two years during this pandemic have provided people with access to information and the kind of materials that they need to answer life's questions. Mr. Casserley expressed that this has been a true joy and a great privilege.

Board Chair Bethany expressed that Mr. Casserley will be missed. The Board of Directors is responsible for hiring this position. In March the Board will review the hiring process for the next phase of our county library leadership. Everyone from the Board, our county, staff, Sean and his admin team have gone to great strides, with help from the Board, to make sure that our organization is robust. We have a succession plan in place, for these kinds of things, so the library will still be in excellent hands throughout this transition.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Shanta Dickerson, Director of Operations for the Friends of the Library, presented on behalf of the Friends of the Library. Their written report is included in the February Library Board Report.

Warm Welcome to new Board Members

Mrs. Dickerson welcomed two new board members and provide their backgrounds: Stacy Bunck and Karen O'Mara.

Friends Headquarters Progress Report

Mrs. Dickerson reported that construction continues at the Friends sorting center as they prepare the space for periodic pop-up sales. Renovations include patching and painting walls, new flooring in the restroom and break area, and scrubbing the existing concrete floors. Still remaining is installing the shelving that was donated by the Library. Donation acceptance is on hold for the moment, will resume Saturday, February 19th 10am to noon. You may also keep an eye on our website, <https://www.friendsofjcl.org/>, or follow us on Facebook for notice of when our Saturday morning donation drop-off events are back on.

Reminder: Join or renew your membership today at <https://www.joinjclfriends.org/>.

JOHNSON COUNTY LIBRARY FOUNDATION:

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

Annual Appeal

Annual Appeal started in November and wrapped up at the New Year. Received 151 donations totaling \$36,640. Donations for the entire year are trending higher than those in 2020.

Impact Statement Totals

In total the Library Foundation provided \$355,392 to the library. Notable highlights include: \$123,000 for the collection, \$51,000 for online programming, \$26,000 for a children's interactive unit for Central, \$22,000 for new children's furniture at Cedar Roe, \$56,000 to the MakerSpace thanks to Black & Veatch, \$60,000 for Race Project KC.

Kicking-Off 2022

A virtual appreciation event was held January 16th with the library's own Gregg Windsor, Readers' Advisory, who shared his "Must Reads" for 2022. This event guest list included loyal and longtime donors, Friends and

volunteers. You can find a recording of that presentation and the list of Mr. Windsor's "Must Reads" at www.jocolibraryfoundation.org.

Board Chair Bethany thanked Mrs. Stollsteimer and asked for more photos of these great gifts.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick gave an update on behalf of the Board of County Commissioners (BOCC).

Commissioner Hanzlick reported that Sunflower Army Ammunition Plant operated 1942—1992, produced explosive powder and munitions, now a contaminated site being treated. City of De Soto plans to annex 6,000 of the 9,000 sq ft of that plant, with plans to develop that property. You can learn more about the history of that plant that are kept in records and publications in the library system.

Johnson County BOCC will review the Johnson County Planning Commission's guidelines for solar farms. Committee of the Whole will meet February 24th to hear updates from the staff. There are strong feelings on various aspects of those guidelines, and we want to give the public plenty of opportunities to express those.

Next week the BOCC will be revisiting the current health order for masking in K-6th grade.

Commissioner Hanzlick is currently reading *The Great Dissenter*, a biography of Supreme Court Justice, John Marshall Harlan. Comm. Hanzlick cited multiple rulings that Justice Harlan is known for.

Commissioner Hanzlick also reported that the BOCC held a Special Meeting on Tuesday, February 8th to vote to revert to holding County Commission meetings and meetings across the county in-person with appropriate mitigation and safety precautions.

Mr. Casserley clarified that this vote allows the Library Board to determine if they meet in-person or virtual. Mr. Casserley also asked about the change to stream Commission meetings to You-Tube, rather than Facebook.

Commissioner Hanzlick clarified that You-Tube provides more equitable access to those that do not have a Facebook account.

Board Chair Griffith asked if the Library has looked at the You-Tube venue for streaming.

Mr. Casserley shared that he believes that we will look at transitioning to You-Tube as we evolve.

Board Chair Griffith expressed concern to make sure that there are no barriers to anyone watching our meetings and allow for transparency.

BOARD COUNSEL REPORT

Kansas Cash Basis Law and Contract Review

Fred Logan, Board co-counsel, reported on the Kansas Cash Basis Law and how this relates to Contracts. Mr. Logan read from a 2020 opinion of the Kansas Court of Appeals where this law was applied, and a bank lost a case as a result.

The judge said in his opinion when you do business with a city in Kansas, you must be cautious. It differs from doing business with an ordinary person or company. There are many complex laws and rules that govern a city's actions that do not apply to others. A failure to understand this complexity can lead to losing what was once thought certain.

The court is expressing that this law provides it shall be unlawful for the governing body of any municipality to create any indebtedness more than the amount of funds on hand in the treasury of such municipality at the time for such purpose. Any contract entered into between the governing body of any municipality and any person which violates the provisions of that act shall be void.

The way the Library makes sure never to run afoul under this law is to do one-year contracts and then renew those contracts. There could be exceptions where you entered into a multi-year contract that, for instance,

could be terminable on 30 days' written notice. This way we know the funds are allocated for that purpose and there is no issue under the Kansas Cash Basis Law.

Board Chair Griffith asked how the Library incurs debt if we are restricted by this law.

Mr. Logan clarified that the Library has authority, through the Public Building Commission, which has explicit statutory authority to obtain debt. The important thing to remember is that the payments on debt are budgeted annually. This is a good example of a careful use of debt that complies with legal requirements. When the Library issues Public Building Commission bonds it is a very open process. It is not as if you would enter into a \$15 Million contract and not know how the Library will fund it.

COUNTY LIBRARIAN REPORT

Finance Report

Dave Vratny, Finance Director, presented the financial report to the Board, this report is included in the February Board Report.

End of December marked 100% through the 2021 year, with a little over \$41 million, about 98% of projected revenues. There is a lag in revenue that is accounted by copying, printing, fines, and fees. Expenses are at nearly \$39 million or about 93% encumbered. We are tracking to have significantly less expenses than the amount of revenue that we may be short.

Board Chair Griffith and Mr. Vratny discussed the current inflation levels.

Mr. Vratny explained that current Consumer Price Index inflation is at a shocking 7.5 percent. We are very fiscally conservative, and our revenue streams are still strong, with majority of our revenue coming in by the way of our ad valorem taxes.

Commissioner Hanzlick asked about the reimbursement amount and why it is about double what was budgeted.

Mr. Vratny explained that is from the Olathe Public Library based on the 23% of the community that is served from Olathe, that number has grown quite a bit as we have transitioned to and grown our e-resources. Mr. Vratny also shared a projection that in the coming month you may see increases in the budget areas for e-resources, as we continue to pivot our collection to that resource.

Statistics

Adam Wathen, Associate Director of Systemwide Services, presented the Annual Report of Statistics, this report is included in the February Board Report. The information presented today is based on the data that we submit to the state library and the monthly data that is presented to the board.

Mr. Wathen reviewed circulation and door counts, as it peaks in 2019 and drops significantly in 2020 due to Covid closures and restrictions. Due to reduced restrictions and the reopening of the full Central Resource Library on February 22nd, we are hopeful that we will see these counts recover some ground over 2022. The digital circulation trend, as Mr. Vratny discussed, has seen a significant increase over the last two years.

Mr. Wathen reviewed programming over the last five years, where similar effects of COVID can be seen. Our programming staff, managers, and IT staff responded quickly during to purchase our online platform to deliver our library on demand services and provide virtual programs. Nearly 80,000 people reviewed the recording of our virtual programs over the last year.

Mr. Casserley drew attention to the fact that the number of programs is shown based on a smaller scale, so that it did not look like a flat line.

Mr. Wathen reviewed technology use over the past five years. The Drop in use of public computers can be attributed to Central Resource Library being limited to Little Central. We expect this number to go back up over the next year, once Central Resource Library is fully reopened.

Lastly Mr. Wathen reviewed the annual users for the Library. These user numbers are purged regularly based on patron accounts that have been used in the past three years. The drop seen can be attributed to disruptions of services over the past couple of years, so we hope to bring that number up in 2022.

Personnel Review Committee Review

Sean Casserley, County Librarian shared that he will be going in front of the Personnel Review Committee February 16, requesting four positions. Three positions are for the new Merriam / Antioch branch, including one full time and two part time positions to run the drive thru. The final position being requested is for a social media specialist.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project Coordinator, presented on the Comprehensive Library Maser Plan, this report is included in the February Board Report.

Central Staff Space Consolidation (CSSC)

Mr. Sime reviewed statistics for use of Little Central and current move-in work. Shared current work, including finishing work from Titan, final install of furnishings, continued technology installation, and the Phase 1 of staff return. We are closing on Monday, February 14th for the partition removal and transition Little Central back to full service. The next steps will include finalizing plans for Phase 2 and 3 staff groups to move back in. Mr. Sime shared the timeline and confirmed that Central Resource Library is still planning to open on February 22, 2022. Mr. Sime shared photos of new kids' space, including the burgeon pieces that were generously funded by the Regnier Foundation, Speas Memorial Trust, and the Library Foundation. Mr. Sime also shared photos of the staff workspaces, using the standard furniture that is being installed throughout other Johnson County buildings.

CBU2 Physical Security Project

Cheryl Sickels, Web Interface Design, presented on this project, this report is included in the February Board Report. Ms. Sickels shared updates to the physical security including, key cards, security cameras and intrusion systems or alarms. This project team included partners from Facilities and the Sherriff's Office.

One of the more important outcomes for this project was to ensure that staff would be able to have secure building access when needed. This included updating badging and the new designs will be rolled out to the rest of the branches in the coming months. As with any physical security hardware, you also must account for the software which runs it. Our new tools allow us a vastly improved range of controls when it comes to working with our cameras and intrusion system, giving us additional layers of configuration to help manage access and alarms.

Ms. Sickels reviewed a timeline for move-in and construction as it related to the physical security project.

Board Chair Griffith asked if the Library Board would receive new access cards.

Ms. Sickels confirmed that Board Members will receive new access cards and this will be coordinated through Patti.

Antioch Replacement Project

Mr. Sime reported a design update, working with Dake Wells on schematic design and look forward to bringing a design update to the Board in March with Dan Maginn.

Next steps include reviewing plans with Board and the City of Merriam. Mr. Sime reviewed the timeline, which has no changes from last meeting.

Mr. Casserley shared that Scott, Facilities and some Admin have met with the city and the city was enthusiastic with the direction that this design is headed.

DeSoto, Spring Hill and Edgerton Renewal Study

Mr. Sime reported on the staff and public engagement and timeline. Currently starting to meet with staff from those branches as well as shared department support, like IT and collections. Thursday, March 3rd in early evening will be a virtual listening session. Finalizing an online survey for those that cannot make it to those sessions.

Next steps include community engagement and developing concept design options. Design options and budget estimates will come back to the Library Board in May to start discussing those options. Mr. Sime shared the timeline for this study and that we are currently early in this process, doing lots of planning and will have a kickoff with the architect soon.

Board Vice Chair Sims asked if this would be one big virtual session and if there will then be a breakout room for De Soto, one for Spring Hill and one for Edgerton.

Mr. Sime confirmed that is correct, but there could be additional breakout rooms if any city that has a large attendance.

Mr. Casserley shared that he has met virtually with City of Overland Park, and they are still on board with plans for the Blue Valley site and the new Library. They have budgeted for a literary park. We have also had email correspondence with City of Prairie Village. We shared with them the expectations of the Library and how we have worked with other municipalities.

Overall Timeline

Mr. Sime reviewed the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline. Central is almost complete.

Reviewed the 2022 CRP Proposed Timeline, included in the February Board Report. This shows these plans in more detail including closures that would be needed. We will return to the Board to approval those closures. Gardner was moved back as to not conflict with their Summer Reading.

Board Vice Chair Sims asked if there was anything leading to possibly flip the Blue Valley and Corinth work. Mr. Casserley confirmed that there is no data that would drive switching those priorities at this time. This is based on data we have received on Blue Valley.

UPDATES – Sean Casserley, County Librarian

Mr. Sean Casserley, County Librarian, reported to the Board.

Central Building Upgrade Part 2 Budget Update

Mr. Vratny shared a financial update for the Central Building Upgrade Part 2, this is included in the February Board Report. Currently budgeting to have this project completed with approximately \$270,000 remaining. Plans for these remaining funds including furniture replacement, lounge seating, study tables and chairs for the public. Also, looking to keep the remaining funds in this project for a few years to handle any unanticipated issues. There were some contingencies and allowances used to address unforeseen conditions and value-added options taken.

Board Chair Griffith noted the difference of lighting in the new areas versus the older portions. An option to utilize the overage from this fund could be upgrading the lighting in the entrance corridor.

Mr. Vratny thanked Board Chair Griffith and noted this.

Mr. Casserley noted that it has been on-time and on-budget. We have looked at the lighting in that corridor, it has previously proven difficult to light that corridor, and we will note this for future.

Board Chair Griffith shared that she is excited for the public to see bright and vibrant new spaces.

Strategic Plan Update – Third Trimester update

Tricia Suellentrop, Deputy County Librarian, reported the Strategic Plan Update for the Third Trimester of 2021, this report is included in the February Board Report.

Ms. Suellentrop shared updates on the Educational key performance area, specifically Race Project KC and Writer's Conference and their continued growth in the community. Reviewed the reach and number of programs, as well as reviewing how we will be transitioning back to In-Person programming.

As part of the Operations key performance area, we were able to accomplish Pay equity for our staff. As part of the Central building upgrade, we have been able to centralize supplies and ordering in a central warehouse space. As we start to return to pre-pandemic practices, we are relaunching system-wide circulation services meetings to bring staff together and hear from them. During the past two years of not traveling for conferences, staff has been able to streamline the conference request process.

As part of the Community key performance area, we have been able to invite many community partners to experience VIP tours of Central during construction and build internal partnerships as we updated the 2020 annual report.

As part of the Communication key performance area, our communication department launched the "Discover" marketing campaign, to advance the awareness of the library deeper into the community. External communication continues to refine emails to patrons and find new ways to reach our citizens. Internally we have been continuing to refresh and deepen the process for communications to staff.

We have two Leadership in Action award recipients; Laura Hunt is one of them. We are very proud of Laura for all her amazing work with the internal communication. She came into the fire of COVID and had to figure out how to do a lot, she continues to be a trendsetter for us, facing us in a great direction, and holding us to a high standard. We really appreciate her.

Ms. Suellentrop reviewed a snapshot of the current strategic project for the library.

As part of Convenience key performance area, Ms. Suellentrop shared some of the recent building refreshes. These include some new roofs, ADA assessments, and staff room refreshes. Ms. Suellentrop reviewed the Capital Replacement list, details that our facilities colleagues and branch staff have been working on. There was a significant amount of IT work associated with Central building that addressed Material Handling, Collection Development, Circulation Services, and Tech Services/Acquisitions. Ms. Suellentrop highlighted that Collection with the help from Finance was able to spend their budget down to only \$72.15 remaining, which is an amazing feat. Another aspect of the Convenience key performance area is meeting current and changing technology needs, you may not have noticed all the IT at Central, but that is a real credit to that team as this is seamless and embedded throughout.

Our second Leadership in Action award recipient is Ryan Dolan, he is one of our IT analysts. He has done quite a bit of work to get our Library Board Meeting online, so we really appreciate his work and leadership in that area.

Succession Plan

Sean Casserley, County Librarian, and Robin Smith with Howe Street Group presented the Succession Plan Report, this report is included in the February Board Report. This is the second portion of this report and will focus on Leadership Development and Succession Management.

Mr. Casserley and Ms. Smith reviewed how this succession plan is to set the organization up to support and develop employees.

Robin Smith, with the Howe Street Group, shared observations around growth, development, and leadership. There is a Leadership fund, and we are determining the best way to use those funds and make the best investment in our employees. Learning and development is in a good place to be a strategic leader in this space, as we are starting conversations with them about how we can take some of the learnings from this phase and apply them to their strategic plans for this coming year.

There is an opportunity for leadership to existing performance management, to clarify and simplify the expectations that the organization has around employees. There are also opportunities to look at the organizational structures and norms, to ensure that we are supporting the culture and being the organization, we want to be.

Managers want leadership development, but there is an urgent need around basics of management. Before employees can go and succeed from a leadership perspective, we must make sure we're taking care of those basic needs they have around, you know, delegating, people management, employment, rules, and regulations, just that they need to know to be strong managers.

It's not uncommon for organizations of the library size to have a designated resource for management and leadership, so that you can create a pathway experience. Ms. Smith shared a framework that came out of this work that displays our ecosystem within the county and everything that have provided for us, but also how we as a library organization can support that and not conflict with it. This graphic shows the multiple ways an employee can be a leader from being a leader in the culture from being a subject matter leader, to being a people leader.

Our recommendation is to focus first on Manager Training and look at what we can do with our high potential individuals in 2022 while that is taking place. Ms. Smith and Laura Blaire, Learning and Development Manager, are working on annual curriculum for the library to review so that we do not have to wait on opportunities for high potential individuals and not lose this time.

Mr. Casserley reviewed that they have worked on creating the plan in 2021 and implementation in 2022, we will be working on development and rolling out in 2022.

Board Chair Griffith asked to clarify that 2021 was gathering data and information, and 2022 is looking towards implementation of what they learned.

Mr. Casserley confirmed this is right, using the Logan Leadership fund and the matching funds from the Foundation. This will include working with those we have determined in that 9-Box and creating that stop gap measure of leadership development this year. While also implementing fundamental manager training. We have the framework in place now that we can build this, and it can be sustained over years.

Election Office to use Lackman Building for early voting

Mr. Casserley has received a request from Election Office to use Lackman Building for early voting. The building is in an area where there are no other early voting locations. Bringing this to the Board for guidance on this request. Would like to work with the Election Office to use this location.

Brandy Butcher, Board Member, asked if there would be any cost to us for them to use that space.

Mr. Casserley shared that there may be costs as far as Facilities to clean, staff to move items out, and maintain restrooms during those timelines. If there is an unforeseen cost that would come back to the board.

Mrs. Butcher asked if ADA compliance would be an issue.

Mr. Casserley answered that no, if we make modifications to the building then we'd need to bring it up to current ADA code.

Mr. Sims shared that he supports this, as it will likely not be ready to sell by that time.

Board Chair Griffith shared that she has no concerns for this issue

CONSENT AGENDA

- A. Action Items:
 - 1. Minutes of the January 13, 2021, Regular Library Board meeting
 - 2. 2022 renewals of Memoranda of Understanding (MOUs)
 - a. Johnson County Department of Technology & Innovation – Automated Information Mapping System (“DTI-AIMS”) and Johnson County Genealogical Society
- B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2021 were handled in accordance with library and County policy.
 - b) The December 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

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

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

NEW BUSINESS

Consideration of MOU with the American Public Square.

This MOU solidifies the partnership between the Library and the American Public Square who brings deliberative dialog and shares that over radio at no fee.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approves the American Public Square at Jewell and Johnson County Library memorandum of understanding for the year 2022.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

OLD BUSINESS

Consideration of approval of the 2023-2027 Capital Improvement Plan

Mr. Casserley shared that this is procedural to approve the 2023-2027 Capital Improvement Plan that we heard.

Motion: Mr. Sims moved that the Johnson County Library Board of Directors approve the proposed **2021-2025** Capital Improvement Plan submission.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Ms. Seeling seconded this motion.

Motion approved unanimously.

Meeting adjourned at 6:08p.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2022

			Receipts	Payments	Balance
	Opening cash balance				\$145,099.17
		Add Receipts	\$40,041.65		
		Less Payments		\$40,003.06	
	Ending Cash balance				\$145,137.76
		Less Liabilities		\$943.35	
	Unobligated cash balance				\$144,194.41

APPROVED: _____

DATE: _____

Briefing Sheet

To: Library Board of Directors

From: Sean Casserley, County Librarian

Date: March 10, 2022

Re: County Librarian's Recommended FY 2023 Revenue and Expenditure Budget

Issue: This is being presented for informational purposes in March. Revenue estimates being made in March will change the current amount being used and the revised and updated FY 2023 Revenue and Expenditure recommendation will be presented for action to the Library Board in April.

Suggested Motion: No motion necessary as this is for informational purposes only as action will be requested for the updated FY 2023 Revenue and Expenditure recommendation in April.

Background: The Library Budget Committee held two meetings in the 4th Quarter of 2021 and a third meeting in January 2022 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans.

The Library should be receiving March revenue updates that will lead to changes in the projected revenue totals. These changes will be shared with the Library Budget Committee and a final 2023 budget proposal presented at a meeting scheduled for later in the month of March with the Library Budget Committee. The updated County Librarian's Recommended FY 2023 Revenue and Expenditure Budget to be presented to the Library Board for action at the April Library Board meeting.

Analysis: The current County Librarian's Recommended FY 2023 Revenue and Expenditure Budget of \$46,675,029 is the January 2022 estimate. There are higher revenues expected in the upcoming March revenue projections largely due to projected growth in ad valorem taxes.

Funding Overview: The County Librarian's Recommended FY 2023 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and supported by the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2023 Revenue and Expenditure Budget and submit an alternate plan.

Recommendation: This is being presented to the Library Board in March for informational purposes. Voting is anticipated to occur at the April 2022 meeting with new revenue and expenditure estimates.

Purchasing Review: N/A

Budget Review: The revenues are in alignment with projections that Johnson County's Budget and Financial Planning Department had provided, 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
Date: March 10, 2022
RE: MOU with Catholic Charities

Issue: MOU

Recommended Motion: I move that the Johnson County Library Board of Directors approves the Memorandum of Understanding with Catholic Charities

Background: The Library has been partnering with Catholic Charities for several years to provide space for them to offer lunches during the summer. Currently they are using Central Resource Library up to five days a week and the Antioch Library one day a week. The Library has provided the space as well as library information and occasionally some library programming to go along with these events. Catholic Charities handles all the set up and clean. There is little for library staff to do other than to be present.

Alternatives: Not approve the MOU and discontinue the partnership

Legal Review: Counsel has reviewed the MOU

Budget Approval: There are no budget implications for us other than normal wear and tear on the building.

Recommendation: To approve the MOU and continue this partnership.



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CATHOLIC CHARITIES OF NORTHEAST KANSAS
AND
JOHNSON COUNTY LIBRARY**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Johnson County Library and Catholic Charities of Northeast Kansas, hereinafter referred to as CCNEK. This document sets forth the intentions, roles and terms under which both parties agree to operate/manage the collaboration.

A. PURPOSE AND SCOPE:

The purpose of this understanding is to outline the partnership between CCNEK and Johnson County Library to provide Summer Food Service Program (SFSP) Meals to the youth. This partnership will serve as a way for CCNEK to accomplish their mission of serving our brothers and sisters in need and Johnson County Library in their mission to provides access to ideas, information, experiences and materials that support and enrich people's lives. This MOU will outline both parties' expectations to ensure a clear understanding of the partnership.

B. ROLES AND RESPONSIBILITIES:

a. CCNEK SHALL:

- (1) Provide Johnson County Library with summer meals that fully meet meal requirements as laid out by the state of Kansas.
- (2) Deliver meals to the Johnson County Library facility weekly (or daily, as necessary) to ensure uninterrupted food service during the summer.
- (3) Maintain all applications and paperwork necessary to remain in good standing with the Kansas SFSP program.
- (4) Provide all necessary trainings and technical support to ensure site compliance with SFSP regulations.
- (5) Perform at minimum two (2) site visits as mandated by the state of Kansas.

b. JOHNSON COUNTY LIBRARY SHALL:

- (1) Provide a place to serve weekly meals to the youth, following all SFSP regulations as laid out by the state of Kansas.
- (2) Communicate product delivery needs to Catholic Charities monthly (or more frequently, as necessary).
- (3) Communicate any change in service days or times to Catholic Charities prior to implementation of schedule change.

C. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION OR TERMINATION. The Memorandum of Understanding may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties prior to any changes being performed.

Any party of the Memorandum of Understanding may terminate their participation in this Memorandum of Understanding by giving a 30-day written notice of intent to terminate to each of the participating parties. **Programming may be required to continue by either or both parties for previously engaged participants, if specified in above part C.

2. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts CCNEK or Johnson County Library from participating in similar activities with other public or private agencies, organizations, and individuals.
3. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

JOHNSON COUNTY LIBRARY Contact:

Main Contact: Chris Koppenhaver
Job Title: Youth Services Librarian
Office Number: 913-826-4463
Email: koppenhaverc@jocolibrary.org

CCNEK Contact:

Chanel Griffin
Food and Nutrition Coordinator
(o) 913-433-2048
(e) cgriffin@catholiccharitiesks.org

4. NON-FUND OBLIGATING DOCUMENT. This agreement is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate agency authority. This agreement does not

provide such authority. Each party shall be fiscally responsible for their own portion work performed under the Memorandum of Understanding.

5. CONFIDENTIALITY NON DISCLOSURE.

- a. For purposes of this Agreement, "Confidential Information" shall mean any and all non-public information, including, without limitation, technical, developmental, marketing, sales, operating, performance, cost, know-how, business plans, business methods, and process information, disclosed to the Recipient. For convenience, the Disclosing Party may, but is not required to, mark written Confidential Information with the legend "Confidential" or an equivalent designation.
- b. All Confidential Information disclosed to the Recipient will be used solely for the MOU Purpose and for no other purpose whatsoever. The Recipient agrees to keep the Disclosing Party's Confidential Information confidential and to protect the confidentiality of such Confidential Information with the same degree of care with which it protects the confidentiality of its own confidential information, but in no event with less than a reasonable degree of care. Recipient may disclose Confidential Information only to its employees, agents, consultants and contractors on a need-to-know basis, and only if such employees, agents, consultants and contractors have executed appropriate written agreements with Recipient sufficient to enable Recipient to enforce all the provisions of this Agreement. Recipient shall not make any copies of Disclosing Party's Confidential Information except as needed for the Programming Purpose. At the request of Disclosing Party, Recipient shall return to Disclosing Party all Confidential Information of Disclosing Party (including any copies thereof) or certify the destruction thereof.
- c. The obligations and limitations set forth herein regarding Confidential Information shall not apply to information which is: (a) at any time in the public domain, other than by a breach on the part of the Recipient; or (b) at any time rightfully received from a third party which had the right to and transmits it to the Recipient without any obligation of confidentiality.

6. COMPLIANCE. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration as well as all other applicable laws.

7. LIABILITIES. It is understood that neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or clients (if applicable), howsoever caused, to the extent allowed by their respective state laws.

8. INSURANCE. All parties agree to maintain Worker's Compensation and General Liability insurance for the duration of this Memorandum of Understanding and provide each other with certificates of insurance as proof prior to the initiation of activities.

9. COMPLIANCE TO POLICIES. All parties to this Memorandum of Understanding agree to abide by the safety and security when providing services at or visiting a collaborator's place of business. Applicable policies will be communicated to each party by the respective collaborators prior to the delivery of services or commencement of visitations.
10. INTELLECTUAL PROPERTY. All intellectual property brought by each party to the relationship under this Memorandum remains in the ownership of that party.
11. DATA MANAGEMENT SHARING. Pertinent data will be collected as specified in the roles and responsibilities section. This information will be shared between both parties at the following intervals: on a weekly basis.
12. BRAND AND LOGOS. All parties agree not to use each other's company brand or logo as part of a marketing campaign or included on any public facing media without the written consent and agreement of all parties involved.
13. NON-BINDING MEMORANDUM OF UNDERSTANDING. The Parties enter into this Memorandum of Understanding while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation among the Parties as outlined in this Memorandum of Understanding shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred by itself relating to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the Parties, either prior to or subsequent to the signing of this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this Memorandum of Understanding is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.
14. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of last signature and is effective through August 31, 2022 at which time it will expire unless extended by both parties in writing.

15. SIGNATURES: We, the undersigned, confirm that we are ready, willing and able to participate in this Memorandum of Understanding. We have read and agreed to the above terms.

Date _____

Lauren Solidum
President/CEO

Date _____

CCNEK Representative Signature

T. Sean Casserley, County Librarian

Bethany Griffin, Library Board Chair

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: March 10, 2022
Re: **Americans with Disabilities Act (ADA) Transition Plan for Physical Spaces**

Issue: Library's Americans with Disabilities Act (ADA) Transition Plan.

Suggested Motion: I move to approve the Library's Americans with Disabilities Act (ADA) Transition Plan for physical spaces.

Background: The ADA Accessibility Guidelines (ADAAG) were originally published in 1991 and are updated and supplemented every few years. The most current published version of this document is the ADA Standards, adopted in 2010, and has been supplemented, corrected and updated since then. Most buildings have ADA deficiencies due to a number of factors, including but not limited to: the age of the buildings and their components (several Library buildings were built before ADA existed), ADA Standards knowledgeability of people that have worked on the buildings over time, and even natural elements and occurrences (causing exterior paving slope issues and general building deterioration).

In 2021, the Library's Facilities partners worked with a consultant to perform an assessment of all library buildings to evaluate their compliance with the 2010 ADA Standards, and to create a prioritized list of buildings to be addressed first based on quantity and severity of issues found at each location. They have developed a transition plan to document the strategy for addressing the ADA Standards deficiencies that were identified in the assessment. These deficiencies need to be corrected for the Library buildings to remain in compliance with the 2010 ADA Standards.

Analysis: We anticipate this initial ADA Transition Plan will take less than 5 years to complete and 4 buildings are currently scheduled to be fully addressed in this first year, 2022. Once all current building issues have been addressed, a new assessment will be made of all facilities and a new transition plan will be created.

Funding for ADA work will be added as a line item to the annual Capital Replacement Program (CRP) budget, and it is the Library's intent to combine this ADA work with other needed CRP work. Examples of the ADA work include: replacing paving and door thresholds to meet maximum slope and change-in-elevation requirements; replacing or adjusting building elements (countertops, electrical outlets, toilet accessories, furniture, drinking fountains) to meet reach range, knee/toe clearance and clear floor space requirements for wheelchairs; adding or revising heights and types of signage where required; eliminating wall protrusions to meet cane detection requirements; etc. Having this ADA Transition Plan in place will put us on firm footing should a complaint be made, or an ADA audit occur.

We bring this Transition Plan to you to make you aware of these issues, seeking your approval of the plan.

Alternatives: 1) Not approve the plan; 2) recommend an accelerated timeline to correct deficiencies – this would require reprioritization of funding and Facilities staff.

Legal Review: Counsel has reviewed and approved this plan.

Budget Review: The Library will allocate \$150,000 annually in the Capital Replacement Program (CRP) budget, for the next five years (unless completed earlier) to address ADA deficiencies.

Recommendation: To approve the Library's ADA Transition Plan

Suggested Motion: I move to approve the Library's Americans with Disabilities Act (ADA) Transition Plan for physical spaces.

Americans with Disabilities Act (ADA) Transition Plan

March 2022



ADA Background

- The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against and guarantees equal opportunities for individuals with disabilities in all areas of public life, including: schools, public accommodations, employment, transportation, state and local government services, telecommunications and all public and private places that are open to the general public.
- The ADA Accessibility Guidelines (ADAAG) were originally published/adopted by the DOJ in 1991 and were updated and supplemented every few years. The most current published version of this document is the ADA Standards for Accessible Design and was adopted by the DOJ in 2010, and has been supplemented, corrected and updated since then.
 - The 2010 ADA Standards document contains scoping and technical requirements for accessibility to sites, facilities, buildings, and elements by individuals with disabilities. This is the document that is currently referenced when determining if buildings are ADA compliant.



The ADA Transition Plan

- In 2020-2021, the Library's Facilities partners worked with a consultant to perform an assessment of all Library buildings to evaluate their compliance with the 2010 ADA Standards, and to create a prioritized list of buildings to be addressed in order of quantity and severity of ADA deficiencies found at each location.
 - These deficiencies need to be corrected for the Library buildings to remain in compliance with the 2010 ADA Standards.
 - It should be noted that most buildings have ADA deficiencies due to factors including but not limited to: the age of the buildings and their components (several Library buildings were built before ADA existed), ADA Standards knowledgeability of people that have worked on the buildings over time, and even natural elements and occurrences (causing exterior paving slope issues and general building deterioration).
- The Library's Facilities partners then developed an ADA Transition Plan to document the strategy, budget and plan for addressing the deficiencies that were identified in the assessment.
 - This document will be made available to the public, and to any potential ADA auditors, and will be used to show that the Library is actively working to keep their facilities ADA compliant.
 - The known deficiencies are constantly being addressed with any new project that affects the deficient areas, but starting in 2022 and continuing as needed for up to the next 5 years we will be allocating \$150,000 of the CRP budget annually to specifically address known ADA deficiencies.



ADA Deficiency Examples

- Deficiency: The electrical meter mounted on the building south exterior wall is a protrusion in the accessible route from the handicap parking to the building entrance.
- Solution: *Install angled metal bumpers continuously between 27" and 80" above paving on either side of protrusion to meet cane detection requirements.*
- Deficiency: An approximate 140" long sloped section of the north sidewalk approach to the north public entrance has a slope of approximately 1.25:12 (1:12 is required).
- Solution: *Remove/replace or adjust portion of concrete that is non-compliant to have a slope of 1:12 or less.*



ADA Deficiency Examples (cont'd)

- Doors accessing private offices and workspaces and employee common use spaces are typically arranged with knob hardware requiring grasping.
 - Solution: *Remove knobs and Install lever-style hardware to meet graspability requirements.*
-
- Deficiency: The height of the counter installed exceeds 34 inches.
 - Solution: *Remove/replace cabinets and countertop to be at 34" height or less.*



ADA Deficiency Examples (cont'd)

- Electrical outlets at walls are typically installed with the highest outlet below 15 inches above the floor.
- Solution: *Move outlets up to be no less than 15" above floor to meet reach requirements for people in wheelchairs.*
- Deficiency: Based on the total parking spaces marked in the parking lot 5 accessible parking spaces are required, including one accessible parking space for van access. Three designated accessible parking are provided, none of these spaces is marked for van access, however the marked unloading area between spaces is adequate for van access. The slope of the location of the accessible parking spaces exceeds the maximum ground slope of 1:48.
- Solution: *Remove/replace accessible stall paving to meet 1:48 slope (flat), designate 2 more stalls as accessible, add 'van accessible' signage.*



To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: March 10, 2022
Re: Corinth Library: Temporary Closure for Arc Flash work

Issue: Consider approving the temporary closure of the Corinth Library for up to three days between March and December 2022 to complete electrical Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library for up to three days between March and December 2022 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.

Analysis: The need for building power to be shut off for completion of the Arc Flash/electrical distribution upgrades require the recommendation to temporarily close the Corinth library to patrons and staff – the work is anticipated to take up to three days. The Facilities team is coordinating with contractors, the local utility company, and internally with Corinth managers and the CX-Communication team, who will update patrons and staff when exact dates are confirmed.

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

Alternatives: 1) Not approve the closure which would require this work to be completed at a later date.

Recommendation: To approve the temporary closure of the Corinth Library for up to three days between March and December 2022 to complete electrical Arc Flash work.

Suggested Motion: I move to approve the temporary closure of the Corinth Library for up to three days between March and December 2022 to complete electrical Arc Flash work.