



**Board Report
November 10, 2016**

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 10, 2016
CENTRAL RESOURCE LIBRARY
CARMACK MEETING ROOM
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Pam Robinson, Board Chair
 - C. Friends of the Library, Kathy Kerr
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jim Allen, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Finances and Statistics – Nicki Neufeld.....4
 - a) Budget update
 - b) Personnel Review Committee.....16
 - 2. Strategic Plan
 - a) Quarterly update – Tricia Suellentrop
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Lenexa City Center branch update.....17
 - b) Monticello update.....23
 - c) Blue Valley update.....29
 - 4. Updates – Sean Casserley
 - a) Meeting with the City of Prairie Village and Johnson County Park and Recreation
 - b) Meeting with the City of Spring Hill and Spring Hill school district
 - c) Meeting with Olathe Public Library staff to discuss Memorandum of Understanding
 - d) KC Degrees initiative
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the October 13, 2016 Library Board meeting.....37
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....46
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2016 were handled in accordance with library and County policy.
 - b) The September 2016 Revenue and Expenditure reports

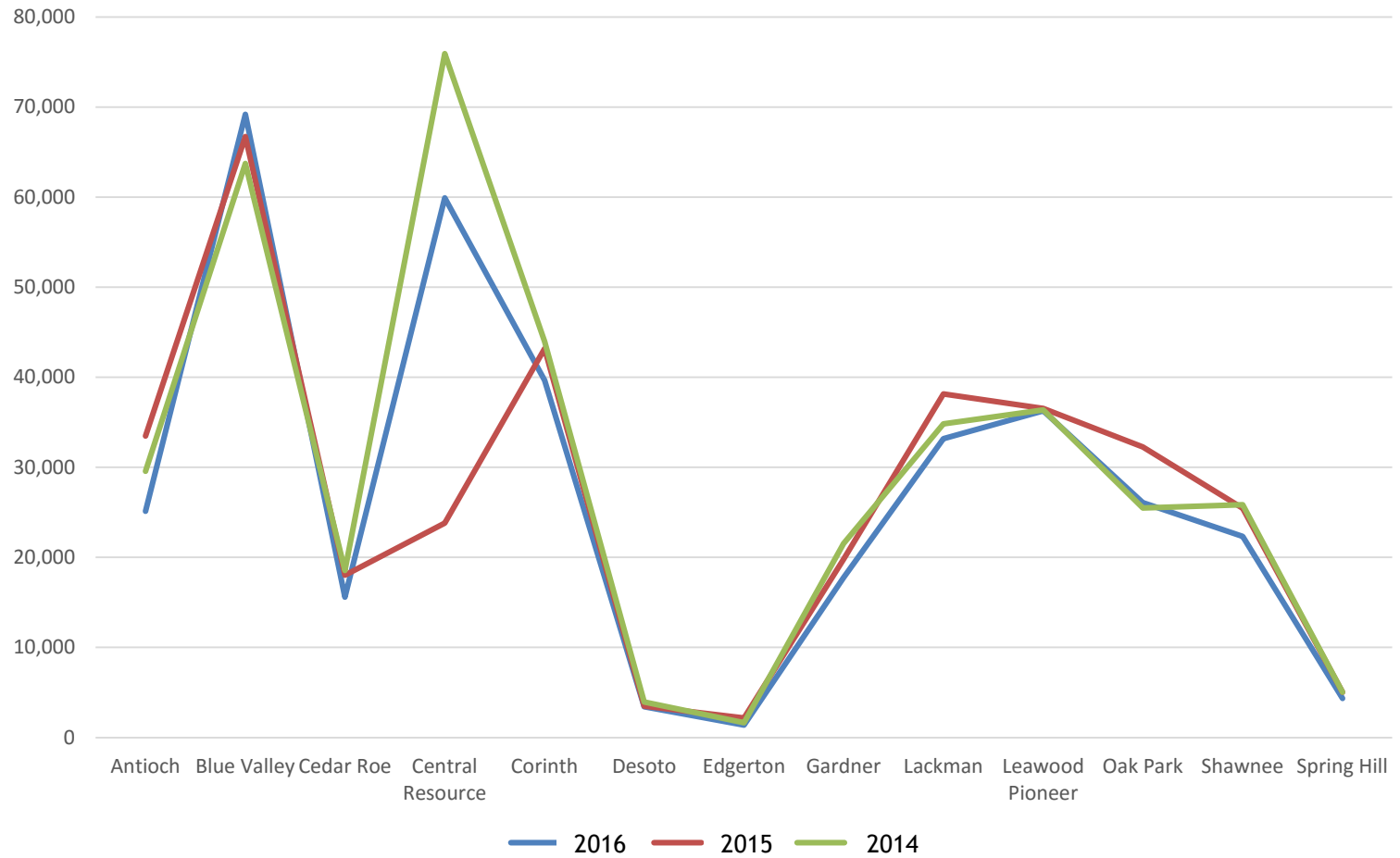
produced from the County's financial system reflect the Library's
revenues and expenditures

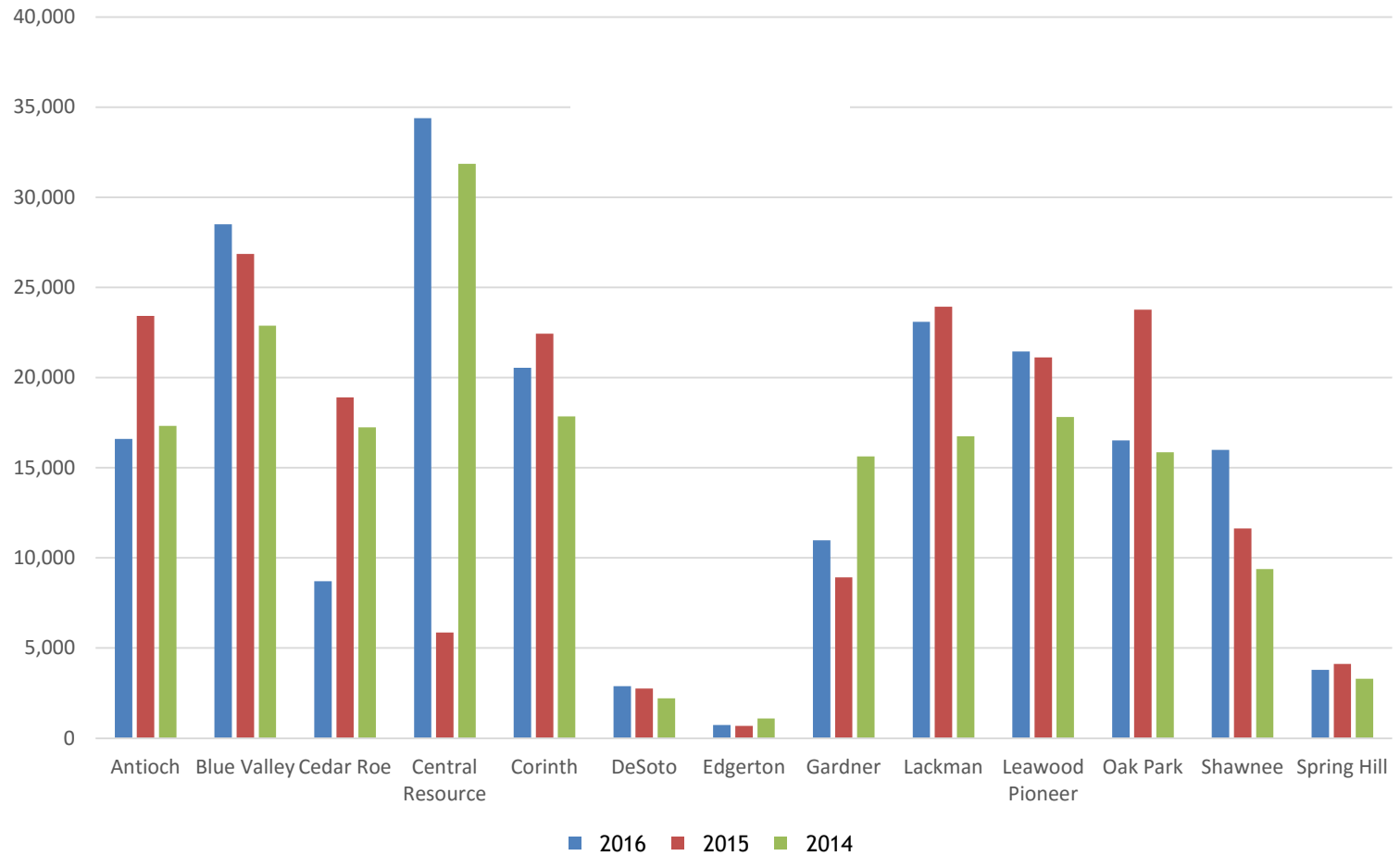
C.	Gift Fund Report	
1.	Treasurer's Report	47
VI.	New Business	
A.	Board Action: Consideration of request to close all libraries for staff development day, February 20, 2017	48
VII.	Adjournment	

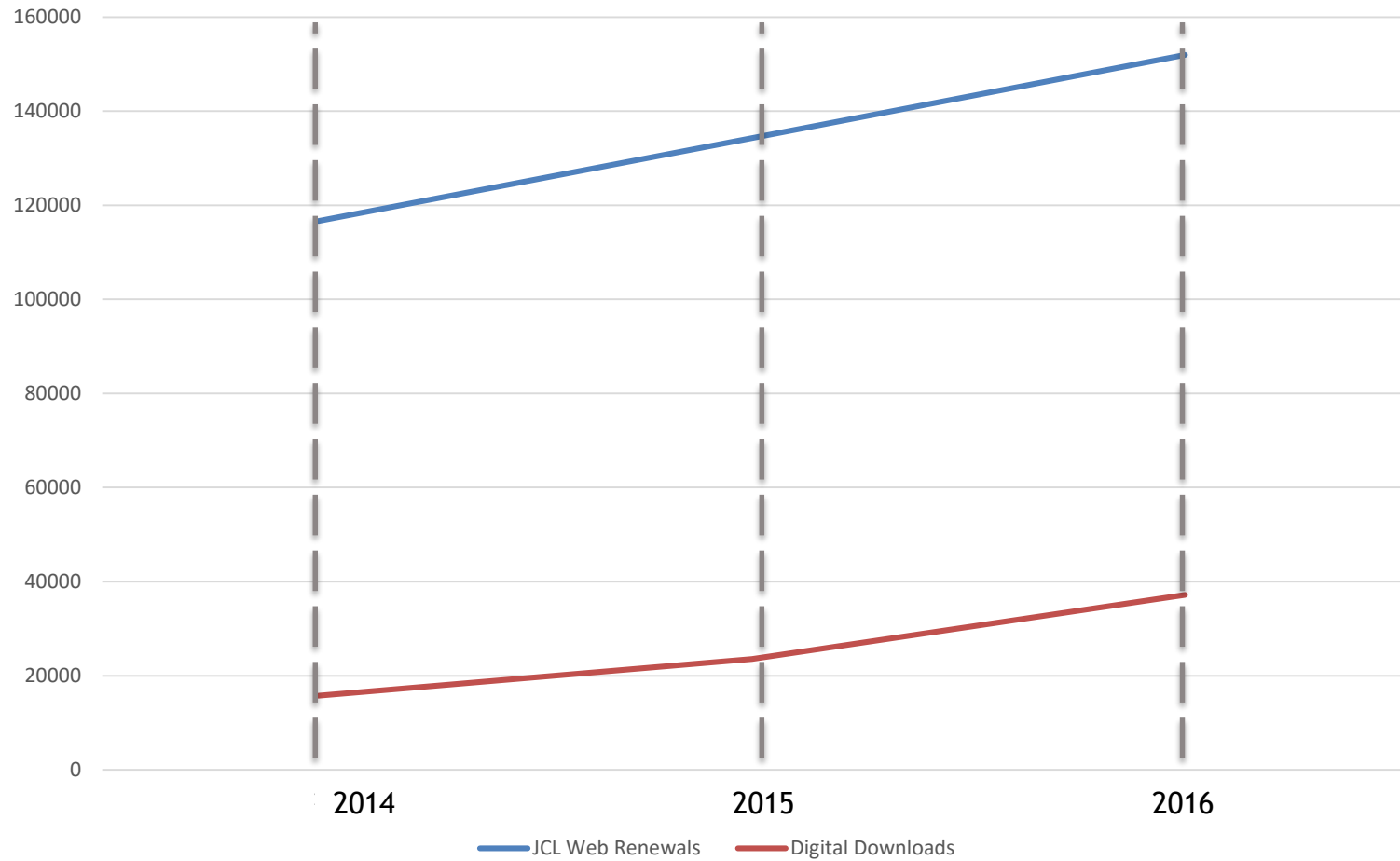
County Librarian's Report

Presented November 10, 2016









JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
September 2016
75% Year Lapsed

OPERATING FUND

	2016
Programs	Budget
Revenue	4,256,044
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	4,177,240
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$4,177,240</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$78,804</u></u>

SPECIAL USE FUND

	2016
	Budget
Revenue:	1,000,000
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	1,000,000
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$1,000,000</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$0</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$78,804</u></u>

Scheduled Replacement Account

<u>REVENUE</u>	<u>REVENUE RECEIVED TO DATE</u>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
Total Revenue	<u>1,049,000</u>
	2016
Audio Visual	38,058
Building Repair	532,527
Interior Surfaces	103,243
Furnishings and Office Equipment	20,320
HVAC	138,278
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
	<u>870,088</u>
Budget Remaining	<u><u>178,912</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2016
75% of Year Lapsed

REVENUE ALL FUNDS	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	26,704,813	27,316,085	98%	99%
Ad Valorem Delinquent	465,475	379,423	123%	72%
Motor Vehicle	1,157,111	2,300,787	50%	51%
Library Generated - Copying/Printing	75,839	95,401	79%	54%
Library Generated - Overdues / Fees	500,059	754,290	66%	46%
Sale of Library Books	37,500	50,000	75%	50%
Misc Other	107,788	340,753	32%	27%
Library Generated - Other Charges	2,455	11,402	22%	22%
Investment	98,453	50,884	193%	35%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	7,059	7,411	95%	33%
Commercial Vehicle Tax	40,414	39,407	103%	0%
Heavy Trucks Tax	2,273	3,173	72%	104%
Rental Excise Tax	12,532	26,764	47%	56%
State and Federal Grants	136,091	240,058	57%	1%
TOTAL REVENUE	29,347,863	\$31,625,838	93%	89%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
September 2016
75% Year Lapsed

OPERATING FUND	2016	2016	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,101,311	5,022,119	62%
Information Technology	1,447,553	2,165,039	67%
Collection Development	2,492,491	3,288,711	76%
Branch/Systemwide Services	8,979,831	12,779,341	70%
Risk Management Charges	63,050	84,066	75%
Grants *	103,938	240,058	43%
Transfer to Capital Projects	2,484,000	699,000	355%
Interfund Transfers (CLMP)	4,092,240	4,256,044	96%
TOTAL OPERATING FUND EXPENDITURES	22,764,414	28,534,378	80%

* Includes expenditures for 2016 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2016	2016	% Budget
	Year to Date	Budget	Expended
al Services (General Maintenance)		16,305	0%
Commodities (Capital Equipment)	2,574	192,564	1%
Transfer to Debt Payment	969,435	979,435	99%
Transfer to Capital Projects	906,156	903,156	100%
Capital Outlay (CLMP)	1,000,000	1,000,000	100%
TOTAL SPECIAL USE FUND EXPENDITURES	2,875,591	\$3,091,460	93%

TOTAL EXPENDITURES	\$25,640,005	\$31,625,838	81%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
September 2016
75% Year Lapsed

ALL FUNDS

Categories	2016 Year to Date	2016 Budget	% Categories Expended
Salaries and Benefits	10,642,525	15,208,624	70%
Contractual Services	3,044,736	4,130,326	74%
Commodities	2,333,925	4,125,129	57%
Risk Management Charges	63,050	84,066	75%
Capital / Maintenance / Repair	2,484,000	699,000	355%
Transfer to Debt Payment	969,435	979,435	99%
Transfer to PBC Capital Leases	906,156	903,156	100%
Grants	103,938	240,058	43%
CLMP	5,092,240	5,256,044	97%
TOTAL EXPENDITURES	\$25,640,005	31,625,838	81%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*					Grant	Budget
	Expenditures through 6/30/2016	Source	Received	Expenditures	Award	Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$56,091.32	\$136,091.32	\$80,000.00

*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*					Grant	Budget
	Expenditures through 9/30/2016	Source	Received	Expenditures	Award	Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$103,303.14	\$136,091.32	\$32,788.18

*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

Expenditure of Friends of the JCL Donations 2016

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$296.81
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	998.05
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		0.00	0.00
Homework Help and Tudor.com		0.00	0.00
Summer Reading Club/Elementia		0.00	880.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Board Travel Expences		0.00	4,050.14
Miscellaneous		0.00	91.99
Total Expenditures		\$ -	\$ 6,316.99

Executive Summary

To: Johnson County Library Board of Directors
From: Nicki Neufeld, Finance Director
Date: November 10, 2016

The Personnel Review Committee (PRC) was established by the County Manager primarily to review requests for new positions as well as new funding for existing positions. Sometimes, the County Manager also uses the PRC to review other types of personnel actions such as special pay plan requests and broad market adjustments for large groups of employees.

The PRC is comprised of seven members, covering the general areas of County government: Culture & Recreation, Public Safety, Health & Human Services, Infrastructure, and Support Services/Records & Taxation, as well as a member from Human Resources and from Budget. The HR and Budget committee members serve as resources to the committee by providing research and analysis.

Position requests fall into three categories: Requests for Additional Resources (RARs), Capital Improvement Program (CIP) personnel requests, and Immediate Action Requests (IARs). Both RARs and CIP personnel requests are a part of the County's formal annual budget process, while IARs, as the name implies, are requests that are more immediate in nature and happen outside the budget process. For all three of these categories, the role of the PRC is to review and analyze requests and provide advice and recommendations to the County Manager.

With the RAR process, the PRC receives written information from departments and agencies including, job descriptions, cost estimates, organization charts, etc. and then the PRC meets with agencies (and departments). Requests are rated by the committee as high, medium, or low, and the committee meets with the County Manager to discuss the recommendations. Ratings are then provided to each department or agency along with a memorandum outlining the rating. The County Manager uses the PRC recommendations to inform his decision-making when putting together his budget proposal to the Board of County Commissioners.

With the CIP requests for additional resources, the PRC serves as a resource to the CIP committee by reviewing all CIP requests with associated personnel, meeting with agencies or departments regarding any questions, and providing recommendations to the CIP committee regarding personnel requested. The CIP committee makes a recommendation to the County Manager for his proposed budget on the CIP then including associated personnel.

The IAR process is similar to the RAR except that it occurs as needed throughout the year and not in conjunction with the budget process since it is to serve more urgent needs.

In all three processes, the committee looks at the design of the position, fit within the overall staffing plan, best practices and staffing models (when available), alternatives to additional positions, and how the position(s) requested tie to departmental or agency goals and objectives, as well as for the County overall. In all instances, committee members do not participate in rating positions requests involving their own department or agency. The Board of County Commissioners also receive the position ratings recommended by the PRC in the detail with the County Managers proposed budget.

Lenexa City Center Library

Update – November 2016



Updates

- Architectural RFP
- Construction Manager RFP
- Site details
- Timeline update



Architecture / Engineering RFP

- 9 Firms responded with proposals
- Shortlisted two teams:
 - Hollis + Miller (local) and Holtzman Moss Bottino (New York)
 - Finkle + Williams (local) and Richärd + Bauer (Arizona)
- Interviews scheduled for Mid-November
- Special Board Meeting to approve
- PBC Action (anticipated) on 12/8



Construction Manager RFP

- 8 Firms responded with proposals
- Interviews scheduled for late November

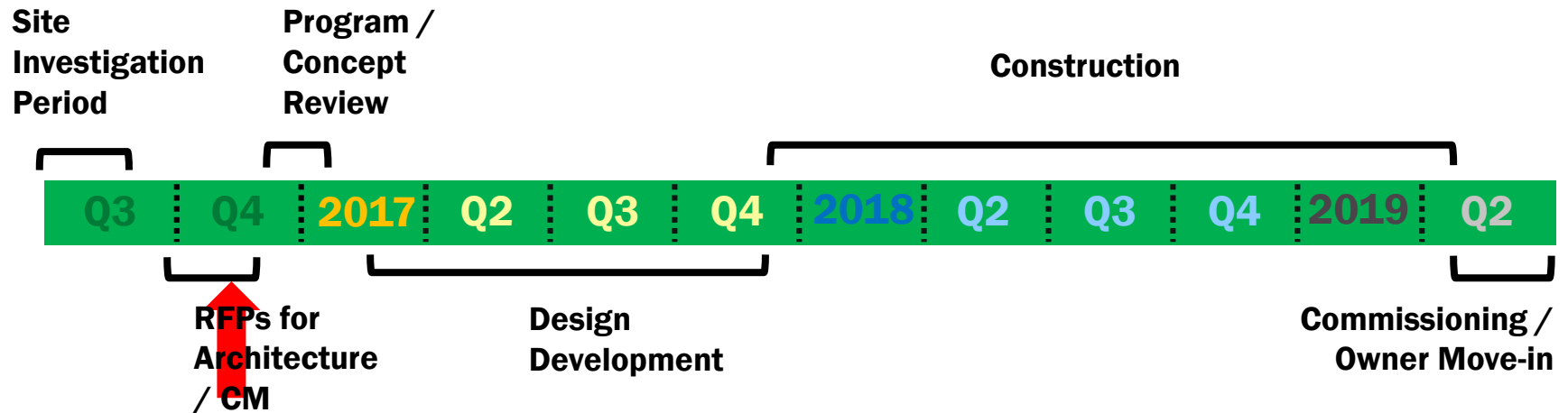


Site Details

- Updating survey and legal description to finalize boundaries
- Will need an agreement with Library and City to understand responsibilities for:
 - Adjacent, close proximity walls between library and parking garage
 - Finishing stair and strata area



Lenexa City Center Library Anticipated Timeline



Monticello Library

Update – November 2016



Updates

- Early site work
- City of Shawnee Planning update
- Public Art
- Next Steps
- Timeline



Early Site Work

- The building footprint at Monticello needs extra soil
- Early earthwork package
- Soil will settle over the winter
- Benefit: Community will see work on the site in December!



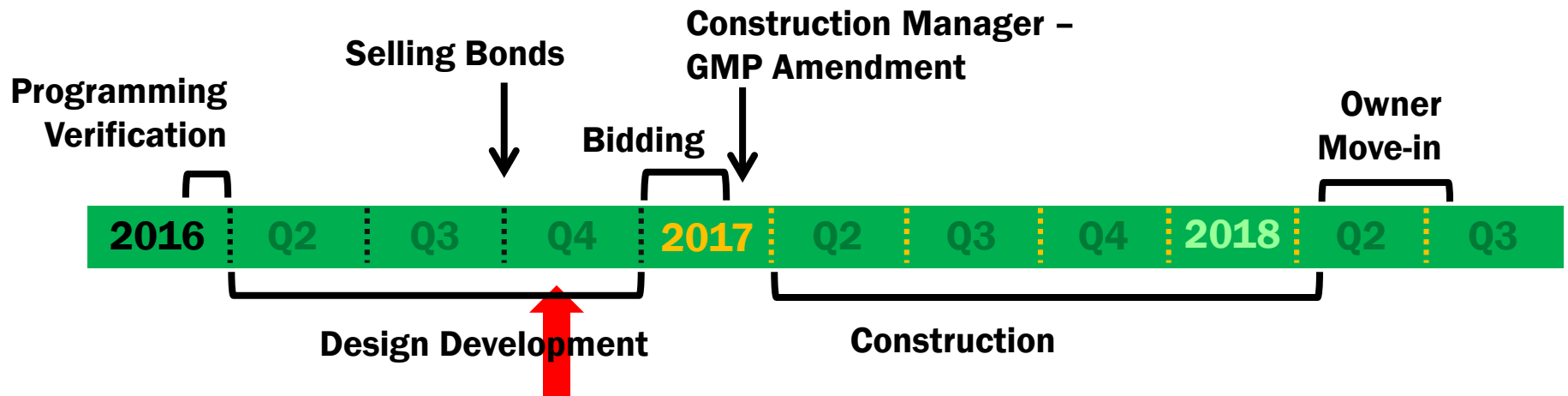
Public Art



Next Steps

- 90% Construction Drawings – Dec. 2016
- Public Art anticipated approval:
 - Public Art Commission (PAC) – Jan. 2017
 - Public Building Commission (PBC) – Feb. 2017
- Bidding – Q1 2017
- Ground-breaking – (planning in progress)





Blue Valley Studies

Update – November 2016



Updates

- Literary Park
 - Who's involved
 - Goals
 - Timeline
- Library Expansion Study
 - Who's involved
 - Goals
 - Timeline



Literary Park

- Who's involved?
 - City of Overland Park (Director of Planning, Parks Supervisor)
 - County Facilities (Georgia Sizemore)
 - Library (Mike Heffernan, Christopher Leitch, Charlou Lunsford, Scott Sime)
 - Architect / Landscape (Clark Enersen Partners)



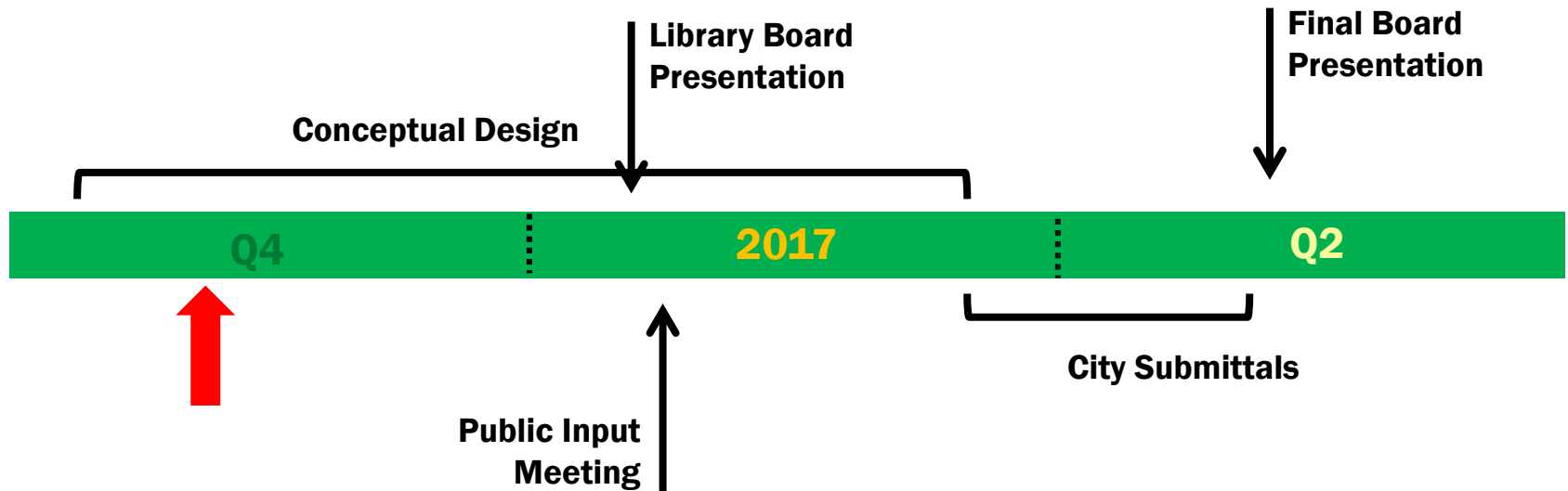
Literary Park

- **Goals**, to explore literary connections, create a space that is whimsical, create a ‘specialty park’
- **Program elements** could include an amphitheater, gathering spaces, restrooms, playground
- **Connections** to Library, school, neighborhoods, trails, parking, visual



Literary Park Study

Anticipated Timeline



Expansion Study

- Who's involved?
 - County Facilities (Georgia Sizemore)
 - Library (Mike Heffernan, Scott Sime)
 - Architect (Clark Enersen Partners)



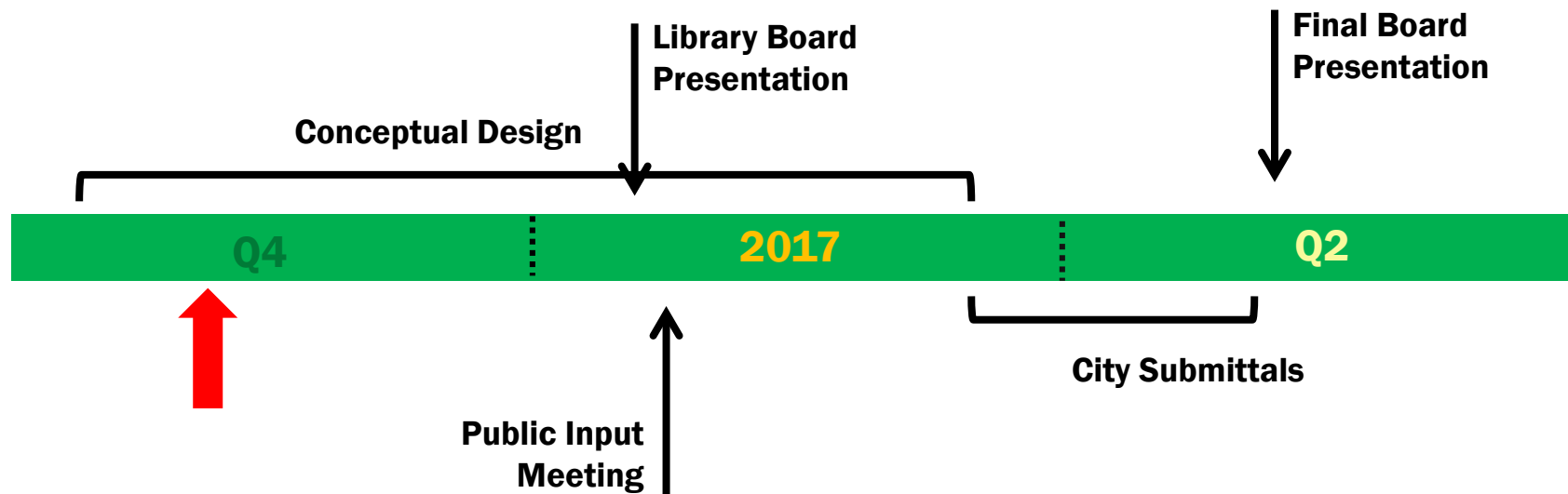
Expansion Study

- **Goals**

- To develop broad design concepts to increase the size of the Blue Valley branch to ~64,000 SF
- To develop design concepts that treat the site (Literary Park and Library) holistically



BV Expansion Study Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, October 13, 2016
Central Resource Library
4:00 p.m.**

BOARD: Bethany Griffith, John Nelson, JR Riley, Pam Robinson, Amy Ruoh, Neil Shortlidge
Via Conference call: Nancy Hupp

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Not present

FRIENDS OF THE LIBRARY: Kate Kaltenbach

STAFF: Neeraj Bang, Jennifer Barnett-Fox, Pat Beers, Julia Belcher, Brian Berrens, Nancy Birmingham, Peggy Bristow, Zachary Contess, Jennifer Cosgrove, Matthew Fuegan, Lacie Griffin, Hope Harms, Mike Heffernan, Megan Kabler, Linda King, Melody Kinnamon, Christopher Leitch, Susan Mong, Nicki Neufeld, Kinsley Riggs, Rita Rubick, Michaela Scruggs, Scott Sime, Kari Sime, Georgia Sizemore, Maggie Stanton, Katie Stramel, Lorée Terry, Nicole Tira, Ken Werne, Kristin Whitehair, Elizabeth Wilson

GUESTS: Abby Giersch, Jeff Larsen, Rick Martin, Matt Runge, Kathy Schikevilz, Freda Mendez Smith, Karen Wulfekuhle

Pam Robinson called the meeting to order at 4:00 p.m. Ms. Robinson welcomed new Board member Bethany Griffith.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Amy Ruoh shared that she attended the Edible Discussion program. It was a great program and she won the prize for best dish.

JR Riley welcomed Ms. Griffith to the Library Board.

Neil Shortlidge expressed his hope that everyone attends the Foundation's Library Lets Loose event.

John Nelson commented that he is looking forward to the Library Lets Loose

Nancy Hupp welcomed Ms. Griffith. She shared that she has used Johnson County Library for over 40 years and used interlibrary loan for the first time this week. She is looking forward to receiving the book.

Pam Robinson shared that she attended a build your family tree program held on Saturday afternoon. The program had a great turnout. Ms. Robinson's favorite library memories are of working in the genealogy section with her mother.

FRIENDS OF THE LIBRARY

Kate Kaltenbach shared the Friends report.

Internet sales were just under 10,000 last month.

Top sales included:

Levin and O'Neal's The Diabetic Foot - \$149.97

Official World Series Film Collection - \$129.89

Spencerian Script and Ornamental Penmanship: Early American Handwriting - \$107.71

Mysterious Fayum Portraits - \$99.95

The Paxtons an American History - \$99.95

The bookstores have done well. 2016's year-to-date fundraising via bookstores has now passed 2015's total.

There are new signs on the bookstore windows. The Friends thanked Christopher Leitch for his assistance with the new signage.

There are some sales and promotions in the bookstore. Today Friends of the Library will receive 20% off of all purchases.

The Big Fall Kids book sale is coming up in November. It will be held in the Carmack meeting room at Central November 15th through that Saturday.

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director, Susan Mong, reported for the Foundation. Ms. Mong shared a Library Lets Loose program as a preview for the event. The event has officially sold out and the Foundation has reached over 50% of their initial goal. They hope to reach the \$100,000 mark on Saturday evening. The Foundation is overwhelmed by the support of the community for the Library Lets Loose event.

Ms. Mong thanked the Library Board who have shared and supported the event during the planning stages.

The Foundation is preparing for the year-end giving campaign. A campaign will also be launching during Giving Tuesday.

Three new Board members have been identified and will be voted on at the annual meeting in November.

The Mount Holyoke event and luncheon will be held on November 5th. She invited Board members to attend if they are available.

Ms. Mong complimented Ms. Suellentrop for the excellent job she did speaking at the ULC conference.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Allen is on vacation this evening.

BOARD COUNSEL REPORT

No report

County Librarian Report

Deputy Director, Ms. Suellentrop, gave the County Librarian's report in Mr. Casserley's absence.

Ms. Suellentrop welcomed new Library Board member Bethany Griffith. Ms. Griffith will be going through the orientation sessions for new Board members. Ms. Suellentrop announced that Ms. Griffith may be leaving the meeting early for a previous commitment.

Budget update – Nicki Neufeld, Finance Director

Ms. Neufeld reported that we are at 93% collected revenue for the year. Last year at this time we were at 89%.

We are at 71% of expenditures on the year through August.

ULC Forum

Ms. Suellentrop shared that the Urban Libraries Council recently held their annual forum in Kansas City. Johnson County Library has been active with ULC since the mid-nineties. ULC gives an annual innovation award and Johnson County Library has won several times.

The annual forum was co-hosted by Johnson County Library, Mid-Continent Public Library and Kansas City Public Library. Because it was a local event we had the opportunity to send our administration team and three of our services managers. It was a unique opportunity to meet with colleagues who work in both urban and rural libraries throughout the country.

The theme of the forum was "Getting to the Evidence", focusing on outcomes, tracking evidence of impact and telling the story. There were 250 attendees.

There were a variety of speakers at the forum including authors and filmmakers. Ms. Suellentrop's favorite presentation was made by a writer from The Atlantic who spoke about her perspective on libraries. The Kauffman Foundation also presented.

Ms. Suellentrop shared our Return on Investment study with forum attendees; not only our approach, but also how we are using it. Meeting with so many colleagues from urban systems gave our team great perspective on the things we are doing well and other approaches to similar challenges we also face.

Ms. Suellentrop shared two of her takeaways:

1. The role libraries can play in supporting citizens in regard to public policy
2. The lifelong positive impacts of reading 1,000 books before the age of 5 and how public libraries can help parents and kids achieve that goal.

Materials Handling Report

Collection Development Manager, Adam Wathen, introduced representatives from CapRock Global to report on the findings from the materials handling study.

In June, the Library started on a study of materials handling throughout the system to learn about efficiencies we might be able to gain.

Rick Martin, Matt Runge and Jeff Larsen from CapRock Global shared the key data points from the report.

CapRock is a premier provider of Process Engineering and Productivity Solutions. They draw upon 25+ years of direct front-line experience and unique access to industry specialists to deliver data driven solutions

The scope of the project was to review and evaluate the materials handling ecosystem with a focus to identify best steps and approach:

- More efficient materials handling
- Delivery of content to patrons more quickly
- Challenging institutional assumptions
- Lower costs
- Recommendations for future materials handling

32 JCL staff members responded to the CapRock Questionnaire that helped CapRock to understand operations and challenges and how things work. CapRock also had 186 man hours of direct observations over two weeks at Johnson County Library locations. They held more than 20 meetings on-site and documented and mapped 22 key processes. They also documented and mapped 8 distinct material and information flow diagrams.

The materials flow process as it exists is complex, they have identified opportunities for streamlining. They recommend a central operations center that ties to an enterprise chain model. They also identified 15 key efficiency and patron focused improvements.

An overview of the recommendations:

- Create a Centralized “Operations Center” that includes material handling, central mail processing and IT.
 - At this time CapRock does not recommend a separate location to house the “operations center” functions.
- Implement an Enterprise Chain Management Model to facilitate the branches
 - To insure the right information, materials and products is delivered at the right time and place in the most cost effective way to support patrons.
- Implement key recommendation to improve patron service, increase added value work for staff and lower costs/good stewardship
 - Fine sort recommendation
 - Send list and hold improved timeline and process steps
 - Video game management
 - Mismatch recommendations
 - Inventory cycle count

- By implementing these recommendation CapRock estimates an annual savings of \$506,500.
- Identify top priority work processes and develop future state workflows to streamline work activities, remove non-value added activities and increase time and resources on patron added value activities.
- Perform time and motion studies of the page and clerk functions
 - CapRock estimates a 20-25% improvement available to support patrons and added value activities
- Recommendation to move to a hub model where locations are grouped according to proximity as well as volume.
 - Enable priority holds for materials within that hub group, but not limit materials movement if items are requested from outside hub group
 - Distribution of materials should be targeted for specific hub groups. Pilot with satellite locations and Gardner acting as the hub.
 - Moving forward adding Blue Valley and Central as the other hubs
- Recommendation to invest in smart chutes and sorters for the branches that don't have them (not including the smallest branches)

Mr. Nelson asked Mr. Martin to share the fine sort anecdote.

During the studies, CapRock observed that there are two steps of sorting. First, there is a basic sort when an item is discharged. Second there is an alphabetic fine sort of materials onto carts before they are shelved. They fine sort typically takes 10 minutes. CapRock performed timed studies and found that it's faster for staff to shelve after the first sort instead of after the alphabetic sort.

Mr. Nelson also pointed out the hub concept doesn't require additional capital costs. Mr. Runge confirmed that there are no additional capital costs; initially materials will be redistributed to a different location and there will be coding within the ILS. This would essentially create three floating collections that operate within the three hubs. This would ultimately decrease the holds capability on each item. The hubs would be Central, Blue Valley and Gardner.

Mr. Nelson commented that he was impressed by the study. He particularly appreciated the process mapping and thinks it is a fantastic tool that must be kept current. The hubbing solution will be efficient for our patrons and operations.

Mr. Shortlidge asked why Gardner was selected as a pilot hub instead of Blue Valley or Central.

Mr. Martin responded that utilizing Gardner would impact fewer patrons during the pilot phase.

Ms. Hupp commented that from her perspective using CapRock, who have not previously worked with libraries, has been a benefit. She thinks the hub concept is a good opportunity.

Ms. Robinson thinks this information is helpful at a policy level for the Board.

Ms. Suellentrop commented on the next steps:

1. Staff will dig into the details of the reports from CapRock and fully understand the recommendations

2. Mr. Wathen, the Technical Services department and the Circulation department will start considering what recommendations will have the most impact and start planning how to resource them and implement them in 2017
3. The Board will be informed of the processes along the way

Lenexa City Center Update

Mr. Sime introduced Abby Giersch with the County facilities management department.

We are currently looking for architectural firms for the Lenexa project. The request for proposal (RFP) has been released and we will be receiving proposals soon.

The construction manager request for proposal will be released shortly. Mr. Sime reminded the Board and Library staff that during this process it's important not to have contact with the firms. This will keep the process fair.

Interviews are scheduled for mid-November.

There will be a special Board meeting to approve the selection. The reason for a special board meeting is to obtain the approval of the Library Board before the selection goes before the Public Building Commission in December. The date of the meeting has not yet been determined.

The Construction manager RFP is being finalized. We anticipate the RFP will be issued in mid-October with proposals due in the beginning of November. Interviews will be scheduled for late November.

Mr. Shortlidge asked if the Board can be made aware of the firms that submit proposals so they know who not to speak to.

Mr. Sime responded that he will update the Board.

Ms. Robinson requested that the special meeting be scheduled as soon as possible as calendars are difficult to coordinate.

Monticello

The Monticello team has been working with the City of Shawnee, facilities and the architecture team to discuss the site. The process is going well. The planning commission will be meeting in early November.

In August we received 22 responses to Public Art RFP. Five artists were shortlisted. The Public Art Commission has given approval to try to work with 2 artists as opposed to only one. We will seek public art commission approval and BoCC approval on the final artwork.

We are in the construction documents phase for Monticello. The core team has received the 50% drawings from the architect. This is the first iteration of all construction details. We are starting to see interior and exterior colors and finishings.

Next Steps:

- We will have 90% construction drawings in December.
- Public Art artist selection, development and approval is upcoming

Ms. Suellentrop thanked Mr. Sime, Mr. Heffernan, Ms. Sizemore and Mr. Leitch for their work with the multiple building projects.

Consent Agenda

1. September 8, 2016 Library Board meeting minutes.

Motion: Amy Ruo moved that the Library Board approve the consent agenda.

Second: Neil Shortlidge

Motion carried 7 to 0.

NEW BUSINESS

Consideration of reducing the collection funds amount for Monticello

Ms. Neufeld proposed that the Library Board Consider authorizing amending the Library Operating budget (Comprehensive Library Master Plan mil increase funds) to allocate a total of \$1,000,000 over 2017 and 2018 for Library Collections for the Monticello Library.

Previously these funds were included in the Library project to build Monticello as they are capital assets. The PBC bonds for Monticello were sold for an amount of \$17,555,000, removing \$1,000,000 from the total project authorization. In addition to lowering the amount of debt sold, the Library is allocating \$1,000,000 of CLMP Operating funds to purchase collections for the Monticello Library over 2017 and 2018. This will result in a need for temporary storage capacity prior to JCL's move-in date, the cost of which will also be expended from these funds.

This solution, using Operating funds to pay for Monticello Collection has two benefits:

1. The Library continues to use its own efficient processes for purchase of Library materials, these transactions don't need to be run through the County's Facilities or Purchasing offices, saving significant staff time.
2. Since the Library/County are bonding less money, the debt service payments are lower for the life of the bonds, and we save the interest on \$1,000,000 worth of bonded debt, making more efficient use of tax dollars.

Motion: Amy Ruo moved to authorize amending the Library Operating budget (CLMP mil increase funds) in the amount of \$1,000,000 for the purpose of purchasing collections for Monticello Library.

Second: JR Riley

Motion carried 7 to 0

Consideration of update to ARM 20-10-91: Overdue, Lost or Damaged Materials Fee Schedule

Information Services Manager, Kinsley Riggs, proposed an updated fee schedule to include cables and adaptors for the study rooms. In addition, there are two items no longer in circulation that need to be removed from the fee schedule.

Study Room Display Monitors have been installed in Study Rooms as part of the AV package for the Central Building Upgrade. Patrons can share their laptop screens using these wall-mounted display monitors. In order to use the monitors, patrons can provide their own cords or they will need a Study Room AV Kit containing a TV remote and HDMI cable to turn on the monitors and connect their device. If patrons' devices do not have an HDMI output on their device, they will need an adaptor. The Library will provide three kinds of adaptors – 1) Mini HDMI to HDMI adapter, 2) VGA to HDMI adapter and 3) MAC to HDMI adaptor.

This meets three goals of our strategic plan.

1. People will achieve higher levels of personal success through digital literacy
2. People will experience a welcoming environment that meets their needs
3. People will experience library services and resources through innovative uses of technology

Everyone using the AV can check-out a kit that provides a remote control and a connection for their device. The use of the technology and kits are free; however, we anticipate that some kits may not be returned to us. We are asking to update ARM 20-10-91 to include a replacement fee of \$50 dollars to be charged to the patron when these items are not returned. Late fees will not be charged for these items; just a replacement fee.

Bifolkal Kits and Large Print Book Club to go Kits are no longer circulating and we would like to remove them from the fee schedule at this time.

Mr. Nelson observed that on the other items there is a default charge and a cost of replacement for the item. He asked why we are considering only a default charge for the adaptor kits and not the actual cost of the item.

Ms. Riggs responded that the actual cost of the item can vary, we may not know what the actual replacement fee will be. A set fee will help purchase replacement cords and act as a deterrent.

Mr. Nelson expressed his concern that a default cost may be charging patrons too much.

Ms. Riggs responded that the fee allows us to track a missing item and call the patron to ask that they return the cords.

Ms. Suellentrop added that the overarching goal is to get the cords and material back. A flat fee prevents us from having to bring the policy before the Library Board when prices change. We have taken that path in the past and it has been challenging.

Mr. Nelson stated his preference that the policy include the cost of the item and/or the default charge.

Motion: Amy Ruvo moved that the Library Board approve the amended ARM 20-10-91 to include a replacement fee for cords and adaptors and remove the items no longer circulating.

Second: Neil Shortlidge

Motion carried 6 to 1.

Approved: Bethany Griffith, JR Riley, Pam Robinson, Amy Ruo, Neil Shortlidge

Opposed: John Nelson

Ms. Robinson thanked Ms. Suellentrop for the amazing job she has done while the County Librarian has been away.

Ms. Robinson adjourned the meeting at 4:50 p.m.

DATE_____

SECRETARY_____

John Nelson

CHAIR _____

Pam Robinson

SIGNED _____

Sean Casserley

JOHNSON COUNTY LIBRARY

SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Sep-16

VENDOR	DESCRIPTION	AMOUNT
Premier Contracting	Roof replacement - phase 1	\$309,500.00
Infogroup	Online database renewal - Reference USA	\$30,000.00
Tandem Paving Company, Inc.	Central parking lot	\$161,000.00
Total		<u><u>\$500,500.00</u></u>

SIGNED:

Finance Director

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: SEP-2016

			Receipts	Payments	Balance
	Opening cash balance				\$218,140.20
		Add Receipts	\$428.05		
		Less Payments		\$1,269.56	
	Ending Cash balance				\$217,298.69
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$217,298.69

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: November 10, 2016

Issue: Consider closing the Library on Monday, February 20, 2017, for the purpose of an all staff in-service and development day.

Background:

Johnson County Library holds a staff development day in October every other year. The event brings all staff together to provide time to become better acquainted, to share common goals, to hear from the County Librarian and to explore needed training as a group. Due to a number of constraints, the October 2016 staff day was postponed.

County staff are currently developing an in-service day for all county employees to be held in 3 different half day sessions on Monday, 2/20 and Tuesday, 2/21. The goals of this event align with the goals of the Johnson County Library staff day. It is planned as an opportunity for staff to mingle with others, participate in break-out learning sessions and listen to a speaker or panel discussion.

Johnson County Library would like to close on Monday, 2/20, to give all staff the opportunity to participate in the half-day in-service session being planned by County. The JCL staff day committee would plan a complementary half-day session to achieve a full day of staff development.

Recommendation:

That the Library Board of Directors authorize the libraries to be closed on Monday, February 20, 2017 for a day of development for all staff.

Suggested Motion:

I move that the Johnson County Library close on Monday, February 20, 2017, for a day of development for all staff.

The Johnson County Library, KS, hosted its first Debate Watch Party in 2012, but for the 2016 election, the library's Civic Engagement Committee wanted to make sure the event was really memorable. On September 26, we watched the debate with 135 excited patrons over pizza and popcorn.

To create a more social feel, we set up tables with tablecloths café style to encourage interactions among attendees who might have differing views. We provided live fact-checking and debate bingo and partnered with the League of Women Voters to help with on-site voter registration and information about the voting process.

BE PREPARED

Fact-checking librarians prepared by watching a 2012 presidential debate and practiced with President Barack Obama's and Mitt Romney's statements. We also checked in with university librarians who had verified data for a local organization focused on civility. We determined that we could not confirm every statement, so all fact-checking would be based off of audience submissions that were legible; written in the form of a question; verifiable facts, not opinions; and statements made by the candidates during the debate. This debate ended up having no commercials, so we chose to address the



questions during lulls, via Twitter, and directly with the questioner.

We created debate bingo cards using a free online bingo card generator (myfreebingocards.com). We brainstormed approximately 75 different words and phrases by browsing other, already-created cards and topics likely to arise. We offered as prizes pocket U.S. Constitutions, *We the Kids: The Preamble to the Constitution of the United States*, illustrated by David Catrow (Puffin), and Ben Clanton's *Vote for Me!* (Kids Can).

The program was advertised through the library's program guidebook, online calendar, an online feature on our homepage, and social media. Staff reached out to teachers and community groups. The League

of Women Voters advertised among its members and reached out to similar civics groups.

Because the debate would go past closing time, we also arranged for our regular security guard and an extra guard to stay late and help section off the closed areas of the library. We used stanchions and red, white, and blue streamers to indicate the areas of the library that were off-limits. The guards were also able to let late arrivals in the building to join the party.

I researched streaming options and determined that PBS would be our first choice as it was live streaming through YouTube, and we could easily connect a laptop to our projection system.

DEBATE DAY

Preparations on the day of the event included room setup, audiovisual equipment, food pickup and setup, and the popcorn maker, all of which required approximately three hours, with a total of eight staff members contributing.

Despite initial AV problems, we were able to start the debate on time without the audience noticing any glitches. As we were troubleshooting, we discovered that far more people were streaming in than the 75 we'd planned for. Some staff continued troubleshooting and created a technology backup plan, others put out more tables and chairs. We also ended up needing more pizza and soda pop owing to the turnout.

Prior to the start of the debate, we welcomed our guests, explained

the activities we were offering for the night, and laid out the ground rules for fact-checking. Finally, the debate started, and our audience was immediately engaged.

LESSONS FOR THE REMATCH

The debate itself, the bingo, and the popcorn and pizza were the biggest hits of the night. We did not get as many fact-checking questions as we had anticipated, but we believe that was because we had such a large crowd.

In hindsight, the number one change I would make would be to make a statement of civility expectations up-front. Overall, civility was not a major problem, but such a statement might have impacted a few comments.

Technology was our other biggest issue. I recommend reserving the room for the entire day and setting up all technology in the morning to allow for time to address any technological concerns, or creating a backup plan while IT staff are still in the building.

If we knew we would be fact-checking for such a large crowd, I would have made that process available via Twitter and Facebook and made it clear to the audience that those would be the way to follow along—with the bonus of providing the benefit to our patrons watching at home.

Ashley Fick is the Civic Engagement Librarian, Johnson County Library, Overland Park, KS

By Ashley Fick