

**JOHNSON COUNTY**  
  
**KANSAS**

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**Library**

**Board Report  
August 9, 2018**

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, AUGUST 9, 2018  
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. Board Chair, Nancy Hupp
    - a) Appointment of performance review committee
  - C. Friends of the Library, Jennifer Curtiss
  - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
  - E. Liaison, Board of County Commissioners, Ron Shaffer
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Review of policy and procedures addressing weapons in the library
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....4
      - a) Trends in programming and Outreach - Adam Wathen .....10
      - b) Trends in 6 by 6 programming – Bradley Debrick
    - 2. Strategic Plan – Sean Casserley
      - a) Update on the strategic plan process
    - 3. Comprehensive Library Master Plan – Scott Sime
      - a) Lenexa City Center update .....13
    - 4. Updates – Sean Casserley
      - a) Review of Monticello opening
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the July 12, 2018 Library Board meeting .....17
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2018 were handled in accordance with library and County policy.
      - b) The June 2018 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 .....26

- VI. Administrative Hearing
  - A. Consideration of patron's appeal of suspension of library card and privileges by the County Librarian
  - B. Executive Session for attorney-client privileged consultation
  - C. Board Action
  
- VII. Adjournment

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**June 2018**  
**50% of year lapsed**

<b>OPERATING FUND</b>	<b>Programs</b>	<b>2018 Budget</b>
	Revenue	2,806,736
	Administrative Services	
	Information Technology	
	Collection Development	700,000
	Branch/Systemwide Services	
	Transfer to Capital Projects	0
	Interfund Transfers	127,540
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$827,540</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$1,979,196</u></u></b>
<b>SPECIAL USE FUND</b>		<b>2017 Budget</b>
	Revenue:	3,138,844
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	62,218
	Transfer to Capital Projects	148,078
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b><u>\$210,296</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>		<b><u><u>\$2,928,548</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>		<b><u><u>\$4,907,744</u></u></b>

**Expenditure of Friends of the JCL Donations 2018**

<i><b>Expenditure Details</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$324.00	\$1,005.00
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	139.44
Card Services	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	581.57
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	1,224.60	1,936.47
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 1,548.60</b>	<b>\$ 3,662.48</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

June 2018

50% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	30,738,227	31,144,550	99%	99%
Ad Valorem Delinquent	251,457	276,989	91%	89%
Motor Vehicle	1,592,371	3,077,115	52%	47%
Library Generated - Copying/Printing	53,607	99,255	54%	53%
Library Generated - Overdues / Fees	290,994	725,000	40%	41%
Sale of Library Books	25,000	57,832	43%	43%
Misc Other	99,201	348,746	28%	17%
Library Generated - Other Charges	69	3,570	2%	2%
Investment	164,373	139,179	118%	83%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	6,267	8,186	77%	111%
Commercial Vehicle Tax	49,578	49,072	101%	72%
Heavy Trucks Tax	683	2,322	29%	88%
Rental Excise Tax	19,153	29,560	65%	42%
State and Federal Grants	126,657	254,678	50%	53%
<b>TOTAL REVENUE</b>	<b>33,417,637</b>	<b>36,226,054</b>	<b>92%</b>	<b>91%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	8,841,938	19,132,976	46%
Contractual Services	2,217,076	4,019,965	55%
Commodities	4,036,674	5,125,453	79%
Risk Management Charges	26,805	108,070	25%
Capital / Maintenance / Repair	0	3,320,701	0%
Transfer to Debt Payment	62,218	834,741	7%
Transfer to Capital Projects	148,078	3,138,844	5%
Grants	126,657	254,678	50%
Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>	<b>15,586,986</b>	<b>36,226,054</b>	<b>43%</b>

Revenue - Expenses as of May 31, 2018 17,830,651

RESERVES ALL FUNDS	As of 12/31/17
Reserves Operating Fund	6,922,942
Reserves Special Use Fund	867,243
<b>Total JCL Reserves as of 12/31/2017</b>	<b><u><u>7,790,185</u></u></b>

**Scheduled Replacement Account****REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
<b>Total Revenue</b>	<b><u>2,179,250</u></b>

**2018**

Contractual Services	1,295,496
Building Repair	55,037
Architectural Services	225,737
Furnishings and Office Equipment	73,032
HVAC	153,583
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
	<b>1,916,648</b>
<b>Budget Remaining</b>	<b>262,602</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**June 2018**  
**50% Year Lapsed**

<b>OPERATING FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Program</b>
Programs	Year to Date	Budget	Expended	
Administrative Services	2,414,353	7,045,836		34%
Information Technology	1,311,059	2,697,938		49%
Collection Development	2,152,075	4,074,120		53%
Branch/Systemwide Services	7,296,157	14,129,195		52%
Risk Management Charges	26,805	108,070		25%
Grants *	126,657	254,678		50%
Transfer to Capital Projects	0	3,320,701		0%
Interfund Transfer	127,540	290,626		44%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>13,454,646</b>	<b>31,921,164</b>		<b>42%</b>

<b>SPECIAL USE FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Budget</b>
Programs	Year to Date	Budget	Expended	
Contractual Services (General Maintenance)	0	16,305		0%
Commodities (Capital Equipment)	0	315,000		0%
Transfer to Debt Payment	62,218	834,741		7%
Transfer to Capital Projects	148,078	3,138,844		5%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>210,296</b>	<b>4,304,890</b>		<b>5%</b>

<b>TOTAL EXPENDITURES</b>	<b>13,664,941</b>	<b>36,226,054</b>		<b>38%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**June 2018**  
**50% Year Lapsed**

<b>ALL FUNDS</b>		<b>2018</b>	<b>2018</b>	<b>% Categories</b>
Categories	Year to Date	Budget	Expended	
Salaries and Benefits	8,841,938	19,132,976		46%
Contractual Services	2,217,076	4,019,965		55%
Commodities	2,114,629	5,125,453		41%
Risk Management Charges	26,805	108,070		25%
Capital / Maintenance / Repair	0	3,320,701		0%
Transfer to Debt Payment	62,218	834,741		7%
Transfer to Capital Projects	148,078	3,138,844		5%
Grants	126,657	254,678		50%
Interfund Transfer	127,540	290,626		44%
<b>TOTAL EXPENDITURES</b>	<b>13,664,941</b>	<b>36,226,054</b>		<b>38%</b>

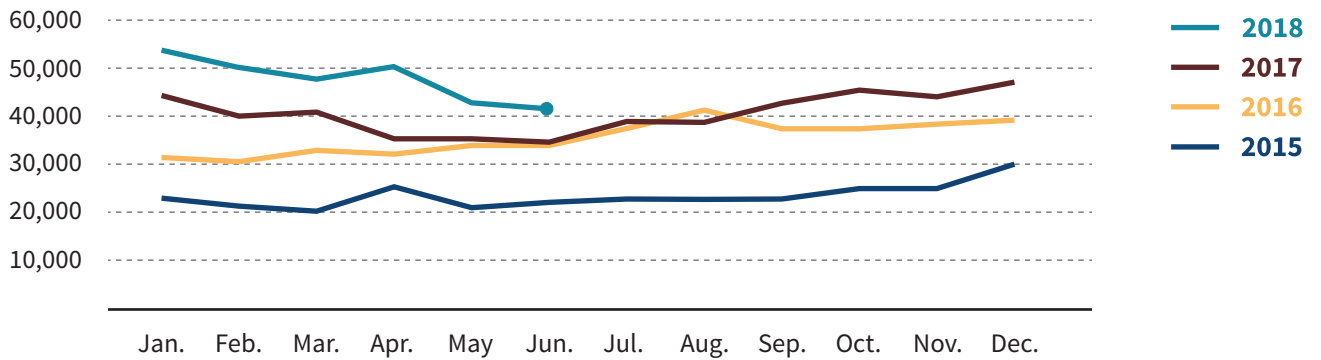


GRANTS*	Expenditures through 06/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$22,724.57	\$126,657.28	\$103,932.71

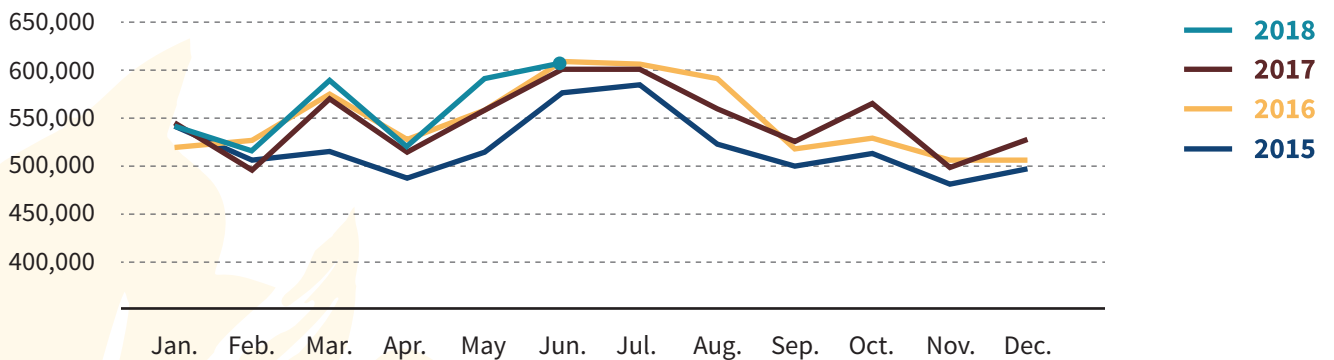
\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

**Core Operational Statistics**

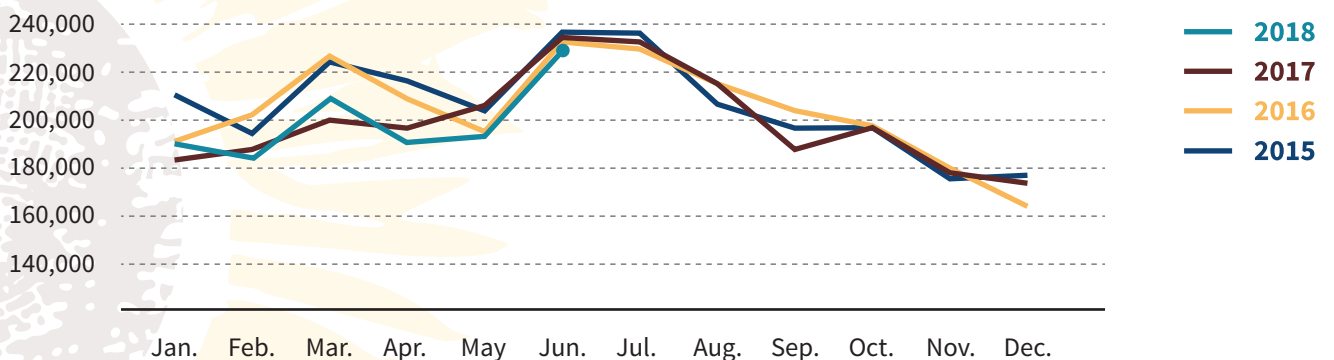
**3 Year Digital Circulation Trend**



**3 Year Physical Circulation Trend**

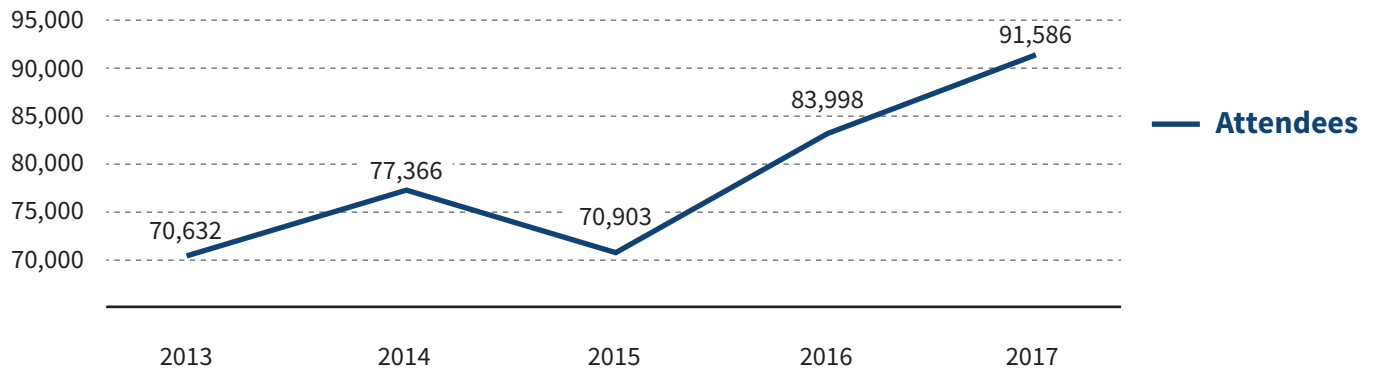


**3 Year Visitation Trend**

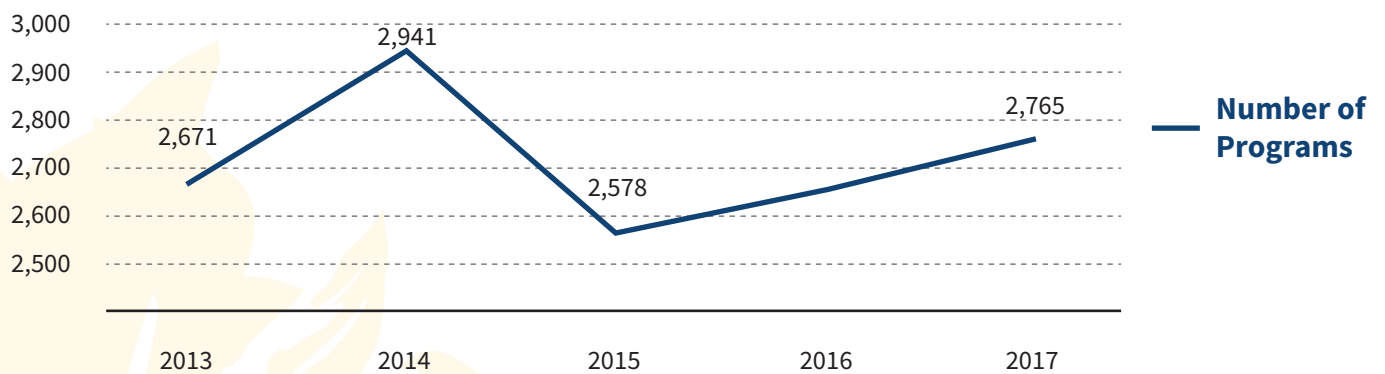


**Trends in Programming and Outreach**

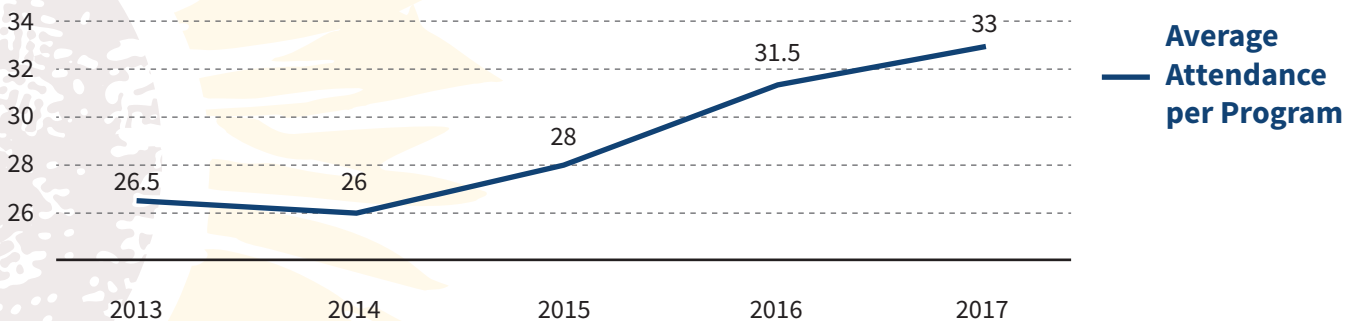
**Program Attendance**



**Number of Programs and Outreach**

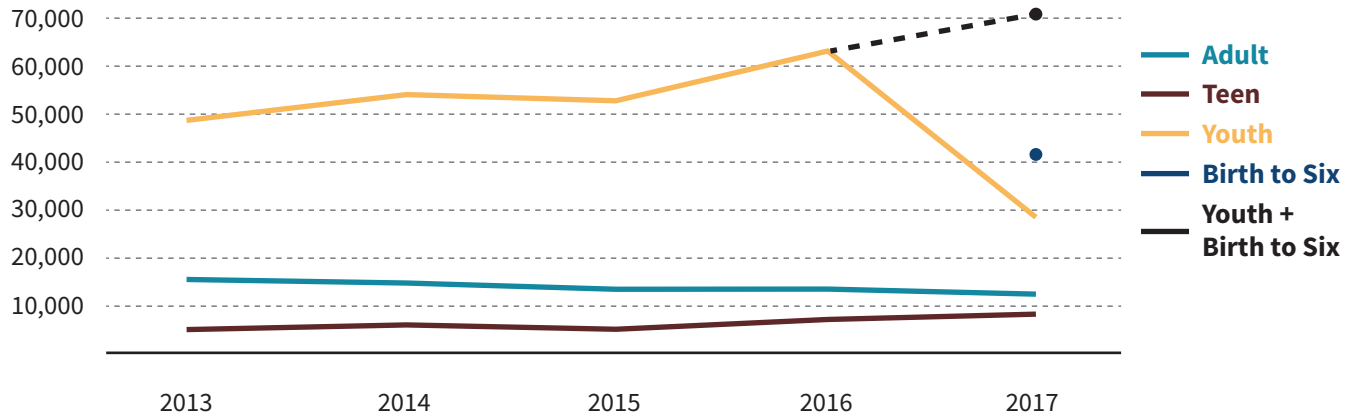


**Average Attendance Per Program/Outreach**

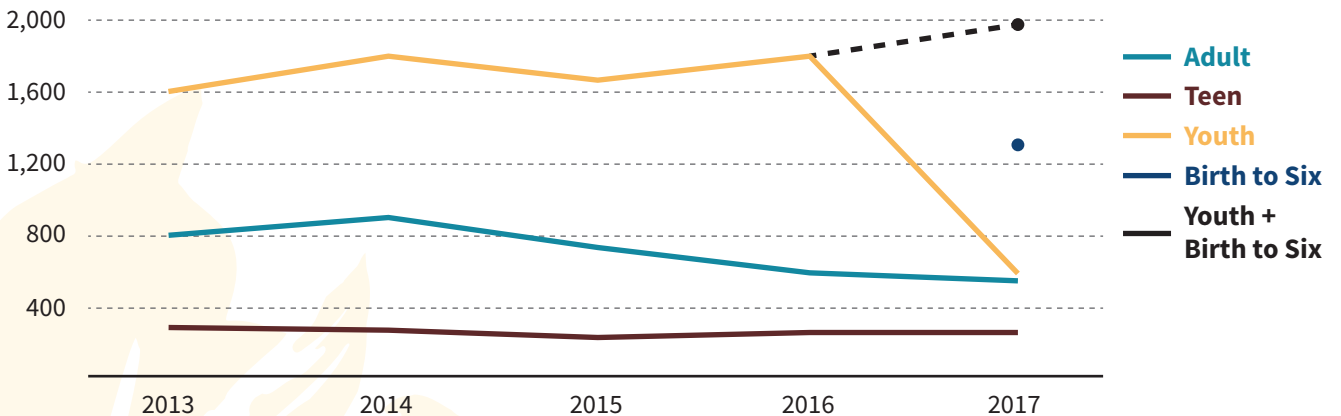


**Trends in Programming and Outreach**

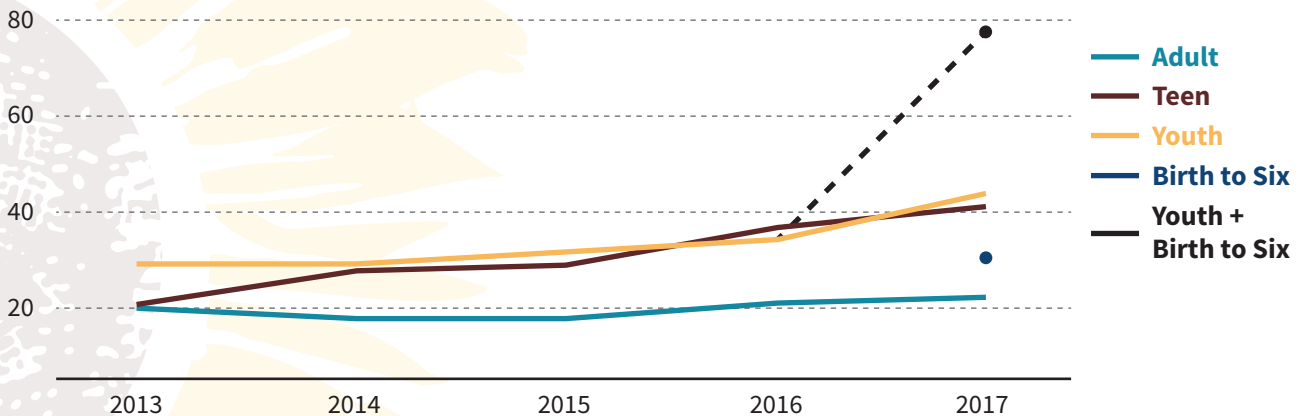
**Program/Outreach Attendance by Age**



**Number of Programs/Outreach by Age**



**Average Attendance by Age**



# Lenexa City Center Library

Update – August 2018



# Updates

- Construction Update
- Next Steps
- Timeline

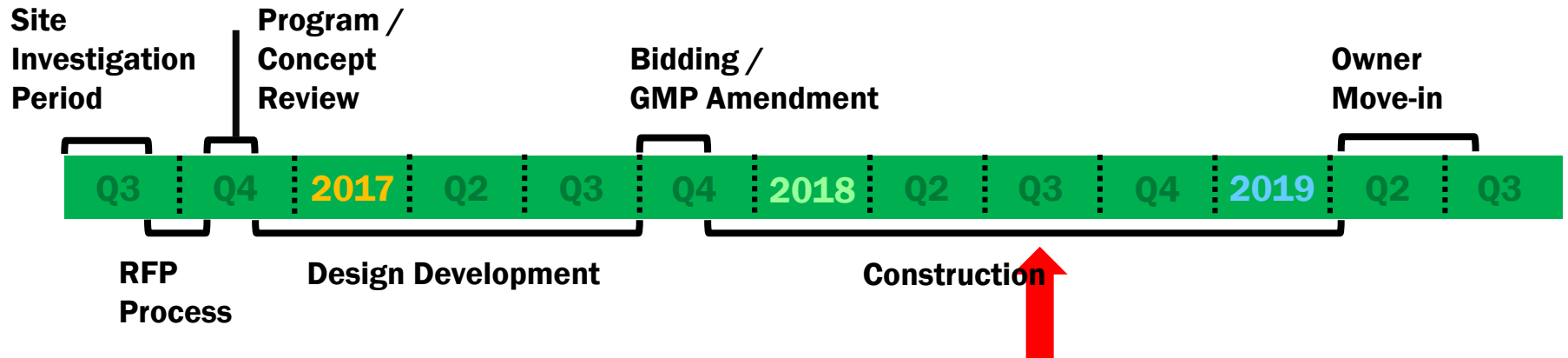


# Next Steps

- Construction continues



# Lenexa City Center Library Anticipated Timeline





**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, July 12, 2018  
Central Resource Library  
4:00 p.m.**

**BOARD:** Brandy Butcher, Bethany Griffith, Nancy Hupp, JR Riley, Amy Ruo, Sheryl Spalding

Absent: Donna Mertz

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

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Not present

**STAFF:** Stephanie Bailey, Brian Berrens, Sean Casserley, Dolores Gearhart, Lacie Griffin, Mike Heffernan, Christopher Leitch, Nicki Neufeld, Michelle Olsen, Dennis Ross, Michaela Scruggs, Scott Sime, Kari Sime, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Julie Timmins, Adam Wathen, Ken Werne

**GUESTS:** Betty Anderson, Juan Lopez-Tamez, Karen Wulfekuhle

Board Chair, Nancy Hupp, called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS:**

There were none.

**BOARD OF DIRECTORS COMMENTS:**

Bethany Griffith noted that the Monticello branch will be opened between now and the next library board meeting, she wished staff good luck on the opening.

Ms. Griffith recently attended the ALA conference in New Orleans, she thanked the Foundation for the opportunity to attend. Ms. Griffith commented on the wonderful conversations she had with library and foundation staff about the future of Johnson County Library. While at the conference she also spent time looking at the way technology can help the library deliver better patron services by expanding accessibility. She also had the opportunity to pre-screen *The Public*, a movie by Emilio Estevez. Ms. Griffith commented that the conference was a wonderful experience and she thanked everyone involved.

Sheryl Spalding reminded everyone that between now and the next library board meeting there will be a primary election. She encouraged everyone to register to vote. Ms. Spalding commented that voting is important. Advanced ballots are also available, she stressed the importance of following the directions on the ballots.

Ms. Hupp will be attending the Urban Library Council conference in September.

Ms. Hupp will be appointing a committee to begin the process of the County Librarian's annual review.

## **FRIENDS OF THE LIBRARY:**

Ms. Suellentrop reported that the Sizzlin' Summer Book Sale went very well and the Friends are working on the strategic plan with the Library.

## **JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation Director, Stephanie Stollsteimer, welcomed and acknowledged Foundation board member, Betty Anderson.

Ms. Stollsteimer announced that the Foundation has a new website. The project was a collaboration between the Library and Foundation. The new website will help the Foundation tell their story and connect donors to events and activities. Ms. Stollsteimer shared the site at: <https://www.jocolibraryfoundation.org>.

Charley and Valerie Vogt are the honorary hosts of the Foundation's annual fundraising event, the Library Lets Loose. The Vogts will attend the Monticello opening.

The Foundation is more than halfway to reaching their sponsorship goal, at \$57,000. Ticket sales are underway and can be purchased through the new website.

The Foundation has received good news around donations and grants. They recently received \$5,000 from the R.A. Long Foundation and Black & Veatch has committed \$90,000 in support of the MakerSpace over the next three years. The partnership with Black & Veatch will be formally celebrated on August 25<sup>th</sup>.

The 1952 Society has been launched with Monticello preview tours.

Ms. Stollsteimer reported that she had the opportunity to attend the ALA conference, which was a full immersion into the Library world. She gained information, made valuable contacts and had fun.

The Foundation's audit report will go to the finance committee for review on Monday. Ms. Stollsteimer reported that a successful audit is critical to the integrity of the organization.

The Foundation received an anonymous gift in the amount of \$3,800. The card enclosed with the gift read, "With many thanks for all the help for the last five years. May you have many more."

Ms. Hupp commented that one of her takeaways from an ALA conference was how much librarians can and do change lives.

## **BOARD OF COUNTY COMMISSIONERS REPORT:**

Commissioner Shaffer reported that the Board of County Commissioners unanimously accepted Penny Post oak Ferguson as the new County Manager.

The groundbreaking for the new county courthouse was held this morning and 150 to 200 people attended the event.

Tomorrow, commissioners and staff will attend the National Association of Counties conference. Commissioner Shaffer is a member of the Environment, Energy and Land Use steering committee. Four staff members and five commissioners are attending. On Sunday evening, the National

Association of County Parks and Recreation Officials will recognize the Johnson County Arts & Heritage Center as an outstanding historic and cultural facility. Johnson County Park and Recreation staff will be in attendance to receive the award.

Commissioner Shaffer is looking forward to the Monticello tour and Grand Opening on August 5<sup>th</sup>.

## **BOARD COUNSEL REPORT**

### **Review of steps necessary to implement a land acquisition agreement with the City of Merriam.**

Board counsel, Fred Logan, noted that last month the board took steps to approve a possible land acquisition for construction of the new Antioch library. Mr. Logan thought it might be helpful to review the anticipated steps to implement a land acquisition agreement with the City of Merriam. Mr. Logan anticipates that we will receive an agreement of conveyance from the City of Merriam for the review by staff and the Library board.

All Library properties are titled in the name of the Board of Directors of the Johnson County Library. The agreement will be between the City of Merriam and the library board. By statute, contracts for real estate are approved by the library board and are then ratified by the Board of County Commissioners. Construction would start after these steps. Mr. Logan noted that this project is similar to the Lackman project, as a library will be closed and moved to another location.

Ms. Spalding asked about the options for Antioch. Mr. Casserley responded that at the last meeting, Rick Wise, presented the two options. Mr. Casserley gave his recommendation that the board proceed with building a new Antioch library adjacent to the City of Merriam community center.

Mr. Casserley reviewed the plans for the new building and the site plans. Mr. Casserley elaborated that the size of the building has been agreed upon and there will not be enough space to accommodate the Friends of the Library. Mr. Casserley thanked the City and Library staff who worked together.

### **Review of ARM 20-80-30**

Mr. Logan reported on ARM 20-80-30 which guides the service of alcoholic beverages at library facilities. ARM 20-80-30 authorizes the serving of alcoholic beverages at all library facilities. Mr. Logan advised that this is a rare instance where there has to be joint approval by the Board of County Commissioners and the Library board. In the past, the Library has only asked the Board of County Commissioners for approval to serve alcoholic beverages at the Central library. With new facilities being opened, the library will ask the Board of County Commissioners to approve serving of alcoholic beverages at all library facilities.

There were no questions.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Finance Director, Nicki Neufeld, reviewed the financial reports. Ms. Neufeld reported that we are at 29% spent down on the operations budget; including the encumbrances for the collection we are at 35% spent down for the year. We are at 55% of revenue received for the year. This is as anticipated.

Ms. Neufeld thanked the managers for their three year projection plans which provide administration with the information needed to present requests for changes in the budget.

Mr. Casserley thanked Ms. Neufeld for the work she has done since starting in her role. Ms. Neufeld has worked strategically to meet with managers and work with them to develop their budgets, actively involving them in decision-making and planning.

## **Trends in Branches**

Associate Director of Systemwide Services, Adam Wathen, reported to the board. This month's statistical piece of the county librarian's report shows trends in our branches. In addition to this report a briefing sheet on each branch has been posted to the board portal.

Mr. Wathen reviewed the Core Operational Statistics of Digital Circulation, Physical Circulation, and Visitation trends before speaking about branch trends.

The first report shows the Branch circulation trend. Mr. Wathen noted the low circulation in 2015 for Central is due to Central being closed much of that year for renovation.

The second trend compares the number of staff allocated to a branch with the number of circulations. Mr. Wathen described this as how many circulations we had for each staff member at the branch, making a branch with only three staff comparable with a branch that has 18 staff.

Mr. Wathen reviewed trends in holds compared to circulation. Antioch went from approximately 35% of its circulation based on holds in 2016 to 32% in 2017. Mr. Wathen reported that staff plan to continue measuring this and will add data points in future years.

The next trend compared the number of staff allocated in a branch to visits. These numbers represent how many visits a branch had for each dedicated branch staff person. Mr. Wathen showed that at Antioch in 2015, there were about 20,000 visits for every staff person.

Mr. Wathen reviewed two trends of computer use in branches. The first chart showed the number of computer sessions at each branch per visit.

The final chart compared the number of computer sessions at a branch with the number of available computers. We have, over time added computers to some branches and removed computers from others which has created a fairly consistent average of between 1000 and 1500 sessions per computer in 2017.

Ms. Spalding noted that Blue Valley has fewer computer sessions and more materials circulation. She asked if the high circulation rate makes it challenging to keep books on the shelves at Blue Valley.

Mr. Wathen responded that Blue Valley is impacted by higher circulation, particularly in the summer months. Knowing this trend, the library works to push more content to Blue Valley in summer because of the active population and sky-rocketing check-outs.

## **STRATEGIC PLAN**

### **Update on the meeting with KU, next steps**

Mr. Casserley reported that the executive summary of the Community Engagement report will be posted on the Board portal.

Roughly 15,000 community members responded to the online survey. We also gathered feedback from community members and staff through a series of focus groups and stakeholder interviews. Mr. Casserley shared his high-level observations.

Mr. Casserley reported that there is an overwhelming desire for the library to maintain a current and up to date collection.

Computing resources are needed and Mr. Casserley reported that staff will be looking closely at laptop checkouts at Monticello to determine if this service should be available at other branches.

Access to Libraries was another common theme. The smaller communities would like access to the Library outside of our open hours.

The Library is doing a great job with children's programming. Mr. Casserley reported that the community did not indicate a need for significant changes, but encouraged that the services continue at the same level.

The community would like us to expand services for low-income patrons, senior citizens and teachers.

Communication was another common theme in the results. The community would like to receive communication from the library through email, the website and Facebook.

As a next step in the strategic planning process the administrative team is working on developing large organizational goals. Administration and the All Managers team will then work on developing departmental goals.

Mr. Casserley thanked the KU PMC for being an outstanding partner.

### **Trimester Report – Tricia Suellentrop**

Deputy County Librarian, Tricia Suellentrop, presented the trimester reports. This report will be in a new dashboard format. Ms. Suellentrop reviewed the format of the dashboards and presented on a number of library projects.

Technology project: Staff are continuously trained to improve knowledge of technology products and services in order to provide better support to patrons. This has included appointing a Staff IT Liaison (SITL) at each branch to expand the reach of our IT department.

Automated Materials Handling – The customer experience team supports automated materials handling (AMH) enhancements and improvements by applying innovative technology. For example, we have identified and secured a new vendor for self-checks, sorters, conveyance, RFID pads and security gates. Monticello is the first location where AMH will be implemented.

Online Room Reservation System – Patrons and staff can access Reserve a Room via the website to book rooms and MakerSpace equipment without having to come into the library or call.

Continuous Improvements of Technology Security – The project team collaborates with County DTI on continuously updating enterprise-wide security solutions.

Continuous Improvement of Library Network – A replacement cycle has been developed for networking equipment and network reliability has improved.

Technology Friendly Spaces – This work is mostly connected with Monticello. A docking station, study pods, power connections, study rooms with large screens and power adaptors have been installed at Monticello and Central.

Project Coordination: Monticello construction – The Monticello project fulfills a long-time Library Board and community goal of meeting service expectations in western Shawnee. A new 30,000 square foot building that will hold a 90,000 item collection.

Project Coordination: Lenexa construction – The Lenexa City Center Library project fulfills the Library Board's second capital priority and will replace the existing Lackman Library. A new 40,000 square foot building will hold an anticipated 97,000 item collection.

Enterprise Volunteer Management System – This project identifies, procures and implements a management system to replace our current volunteer management system.

Readers Advisory Class Development: Genres 1 – The Learning and Development department and Readers Advisory Subject Matter expert have collaborated to develop learning opportunities for staff.

Monticello Training – We are working to train 53 staff on a brand new building. They are training on everything from how to use the new sorter to learning everyone's names. This work will continue from now to four days prior to opening.

Antioch Collaborative Workspace – Antioch's information services, youth services and branch manager workgroups merged from three workspaces to a single, shared workspace to promote collaboration and efficiency. This initiative also gives space back to the public.

Youth & Information Services & Events: Thematic programming – Develop and implement thematic programming that meets informational and education needs of the community. In the last year we have worked on collaboration with adult and youth services, we are bringing staff into programming decisions.

Then & Now: Civil Rights – Develop and implement civil rights programming that meets information and educational needs of the community.

Issue 15 of elementia: elementia is a literary arts magazine published annually to uplift and represent creative young adults. This is the 15<sup>th</sup> year of elementia and we will be working on a "Best Of" edition.

Mr. Casserley commented that 18 months ago the Library Board asked him to show how the strategic plan is being operationalized. Mr. Casserley asked if the dashboards are a useful way for the Library Board to view the operational work of the library.

Ms. Hupp responded that she likes the dashboards.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Monticello Update**

Project Coordinator, Scott Sime, provided an update on Monticello. The construction team is working on finishing touches. The top priority at Monticello is shelving. Tours are being given for high level stakeholders.

Mr. Casserley asked how many materials are included in Monticello's collection. Mr. Sime responded that there are between 105,000 and 110,000 materials. 90,000 books can fit on the stacks and in anticipation of high-circulation, there will be additional materials available for immediate restocking.

### **Lenexa City Center Update**

Mr. Sime reported that Turner Construction has been working on installing steel decking and preparing for concrete pours. Next steps, construction will be continuing and the exterior will be framed and sheathed.

Construction tours may start in August or September and Mr. Sime will provide those dates when they become available.

## **UPDATES**

### **Fall board retreat date**

The Library Board's annual board retreat will be held on October 18<sup>th</sup>. Mr. Casserley recommended that the Board discuss the strategic plan as part of the agenda.

### **Budget Update**

## **CONSENT AGENDA**

Minutes of the June 14, 2018, Library Board meeting.

**Motion:** Amy Ruo moved to approve the consent agenda.

**Second:** JR Riley

**Motion carried unanimously**

## **OLD BUSINESS**

### **Consideration of renewal of gift naming agreement for the MakerSpace**

In 2015, the Johnson County Library partnered with Black & Veatch to name the MakerSpace at the Central Resource Library "The Black & Veatch MakerSpace" for 2016-2018 for a \$90,000 gift. The Johnson County Library Foundation and Black & Veatch would like to renew the agreement for an additional three years, 2019-2021 for a \$90,000 gift. The Black & Veatch MakerSpace naming agreement shall remain in effect so long as all of the terms and conditions of this Gift Agreement are being met.

**Motion:** Amy Ruo moved that the Library Board of Directors approve renewing the gift and naming agreement with Black & Veatch and the Johnson County MakerSpace at the Central Resource Library for 2019-2021.

**Second:** JR Riley

**Motion carried unanimously**

Mr. Casserley thanked the Foundation and legal counsel for their excellent work.

## **NEW BUSINESS**

### **ARM 20-10-91, Fee Schedule**

The Library is adding a laptop checkout service at the Monticello Branch. With this addition we must update the fees for overdue and replacement costs for these laptops.

The laptop can only be removed for a certain amount of time. If the laptop is not returned patrons will receive a fine. The fine is the cost of the laptop. The laptop will warn patrons before the time is up, there is also a digital agreement notifying patrons of the policy. The laptops are for in-library use.

**Motion:** JR Riley moved that the Library Board of Directors approve the revised ARM 20-10-91, Fee Schedule.

**Second:** Brandy Butcher

**Motion carried unanimously**

### **Request for closure of Central Resource on September 28, 2019, for the annual Foundation event, Library Lets Loose**

The Johnson County Library Foundation holds its largest fundraiser, The Library Lets Loose, at the Central Resource Library. In order to set-up for the event, the Foundation would like to request the permission to close the building to the public on Saturday, September 28, 2019. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches in close proximity to Central Resource. The Foundation has requested a similar day off closure for previous Library Lets Loose events.

**Motion:** Amy Amos Ruo moved that the Library Board of Directors approve the closing of Central Resource on September 28, 2019, for the annual Foundation event, Library Lets Loose.

**Second:** Sheryl Spalding

**Motion carried unanimously**

Ms. Hupp and Mr. Casserley welcomed the New Employees on behalf of the Library Board and County.

Ms. Hupp encouraged staff to introduce themselves when they meet board members.

## **Adjournment**

**Motion:** Amy Amos Ruo moved to adjourn the meeting.

**Second:** Sheryl Spalding



**Motion approved unanimously**

Meeting adjourned at 5:32 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Bethany Griffith

CHAIR \_\_\_\_\_  
Nancy Hupp

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

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JUN-2018

		Receipts	Payments	Balance
<b>Opening cash balance</b>				<b>\$33,520.66</b>
	Add Receipts	\$83,559.69		
	Less Payments		\$594.99	
<b>Ending Cash balance</b>				<b>\$116,485.36</b>
	Less Liabilities		\$91.35	
<b>Unobligated cash balance</b>				<b>\$116,394.01</b>

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

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