



**Board Report  
October 11, 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, OCTOBER 11, 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
  - C. Friends of the Library, Vicki Denk
  - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
  - E. Liaison, Board of County Commissioners, Ron Shaffer
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....4
      - a) Learning and Development trends and statistics – Adam Wathen .....10
    - 2.Strategic Plan – Sean Casserley
      - a) Update on strategic planning process
    - 3.Comprehensive Library Master Plan – Scott Sime
      - a) Lenexa City Center .....13
      - b) New Antioch
    - 4.Updates – Sean Casserley
      - a) Antioch Girl Scout bench project
      - b) Update on County merit process .....17
      - c) Update on alcohol exemption
      - d) Update on bed bugs
      - e) Literacy KC Luncheon
      - f) Partnership with Cenergistics – Jennifer Mahnken
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the September 13, 2018, Library Board meeting .....18
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2018 were handled in accordance with library and County policy.
      - b) The July 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. Executive Session
- VII. Adjournment

## **Motions**

### **Consent Agenda**

Suggested Motion: I move that the Library Board of Directors approve the consent agenda.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**August 2018**  
**67% of year lapsed**

**OPERATING FUND**

	<b>2018</b>
<b>Programs</b>	<b>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>

**SPECIAL USE FUND**

	<b>2017</b>
	<b>Budget</b>
Revenue:	3,138,844
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	824,741
Transfer to Debt Payment - CLMP	2,725,526
Transfer to Capital Projects	0
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,550,267</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>(\$411,423)</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$1,567,773</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	\$0.00	\$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
GEM Award/Staff Recognition	3,856.00	3,856.00
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	3,254.00	6,034.25
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 7,110.00</b>	<b>\$ 11,616.26</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2018  
67% 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	71,051	99,255	72%	62%
Library Generated - Overdues / Fees	393,919	725,000	54%	48%
Sale of Library Books	37,500	57,832	65%	65%
Misc Other	171,018	348,746	49%	42%
Library Generated - Other Charges	84	3,570	2%	42%
Investment	215,592	139,179	155%	132%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	6,266	8,186	77%	111%
Commercial Vehicle Tax	49,579	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>33,673,556</b>	<b>36,226,054</b>	<b>93%</b>	<b>92%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	11,767,882	19,132,976	62%
Contractual Services	2,844,159	4,019,965	71%
Commodities	4,008,684	5,125,453	78%
Risk Management Charges	80,415	108,070	74%
Capital / Maintenance / Repair	1,147,850	3,320,701	35%
Transfer to Debt Payment	824,741	834,741	99%
Transfer to Capital Projects	2,725,526	3,138,844	87%
Grants	126,657	254,678	50%
Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>	<b>23,653,455</b>	<b>36,226,054</b>	<b>65%</b>

Revenue - Expenses as of August 31, 2018 10,020,101

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

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

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850

<b>Total Revenue</b>	<b><u>3,327,100</u></b>
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**2018**

Contractual Services	1,295,496
Building Repair	55,037
Architectural Services	233,222
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>1,924,133</b>

<b>Budget Remaining</b>	<b>1,402,967</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**August 2018**  
**67% Year Lapsed**

<b>OPERATING FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Program</b>
	<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Administrative Services	3,210,832	7,045,836	46%
	Information Technology	1,476,132	2,697,938	55%
	Collection Development	3,029,769	4,074,120	74%
	Branch/Systemwide Services	9,803,431	14,129,195	69%
	Risk Management Charges	80,415	108,070	74%
	Grants *	126,657	254,678	50%
	Transfer to Capital Projects	1,147,850	3,320,701	35%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>19,002,626</b>	<b>31,921,164</b>	<b>60%</b>

<b>SPECIAL USE FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Budget</b>
		<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Contractual Services (General Maintenance)	28,653	16,305	176%
	Commodities (Capital Equipment)	27,557	315,000	9%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>3,606,478</b>	<b>4,304,890</b>	<b>84%</b>

<b>TOTAL EXPENDITURES</b>	<b>22,609,103</b>	<b>36,226,054</b>	<b>62%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**August 2018**  
**67% Year Lapsed**

<b>ALL FUNDS</b>		<b>2018</b>	<b>2018</b>	<b>% Categories</b>
	<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Salaries and Benefits	11,767,882	19,132,976	62%
	Contractual Services	2,844,159	4,019,965	71%
	Commodities	2,964,333	5,125,453	58%
	Risk Management Charges	80,415	108,070	74%
	Capital / Maintenance / Repair	1,147,850	3,320,701	35%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
	Grants	126,657	254,678	50%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>		<b>22,609,104</b>	<b>36,226,054</b>	<b>62%</b>

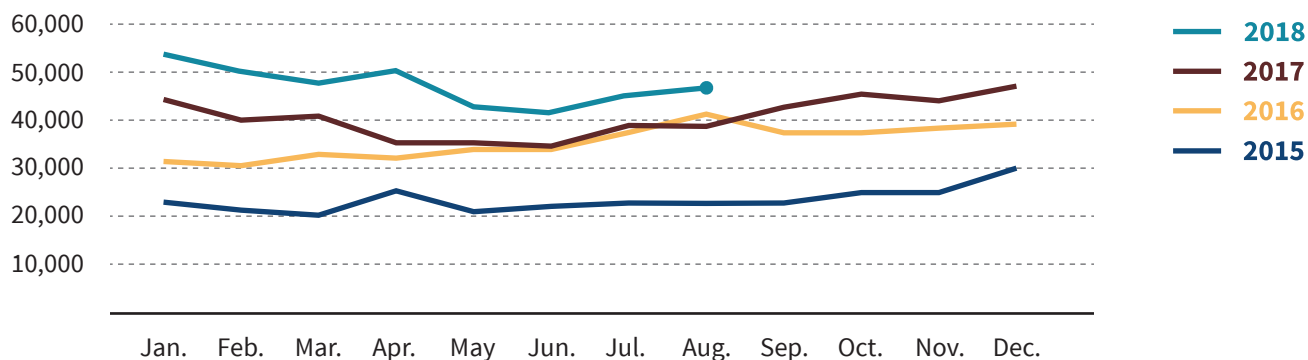


GRANTS*	Expenditures through 08/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$97,227.48	\$126,657.28	\$29,429.80

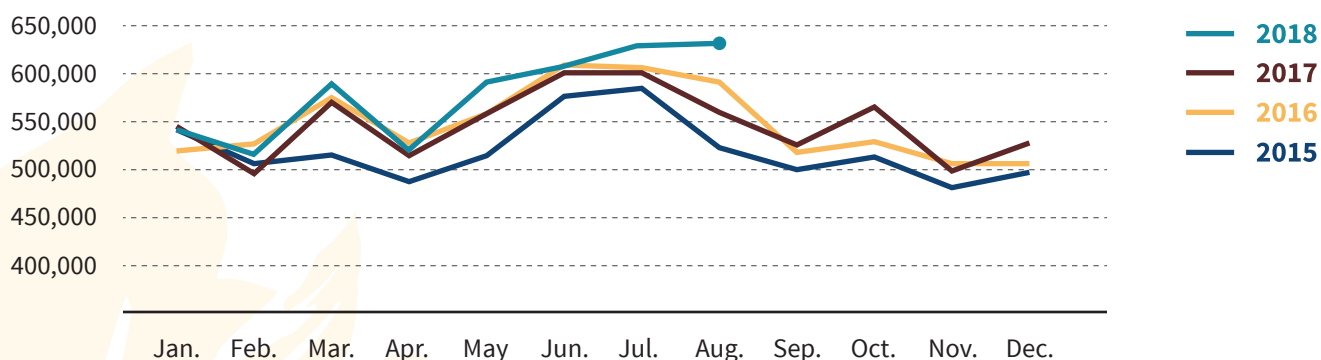
\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

## Core Operational Statistics

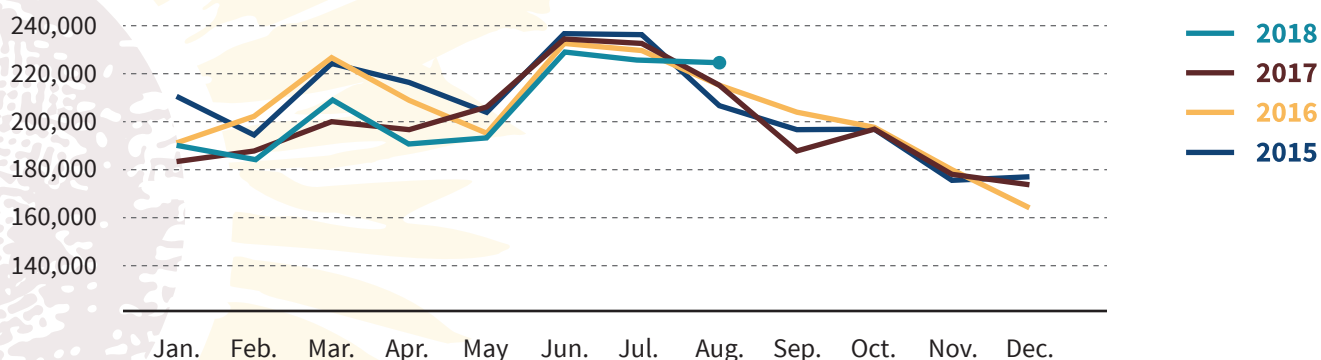
### 3 Year Digital Circulation Trend



### 3 Year Physical Circulation Trend

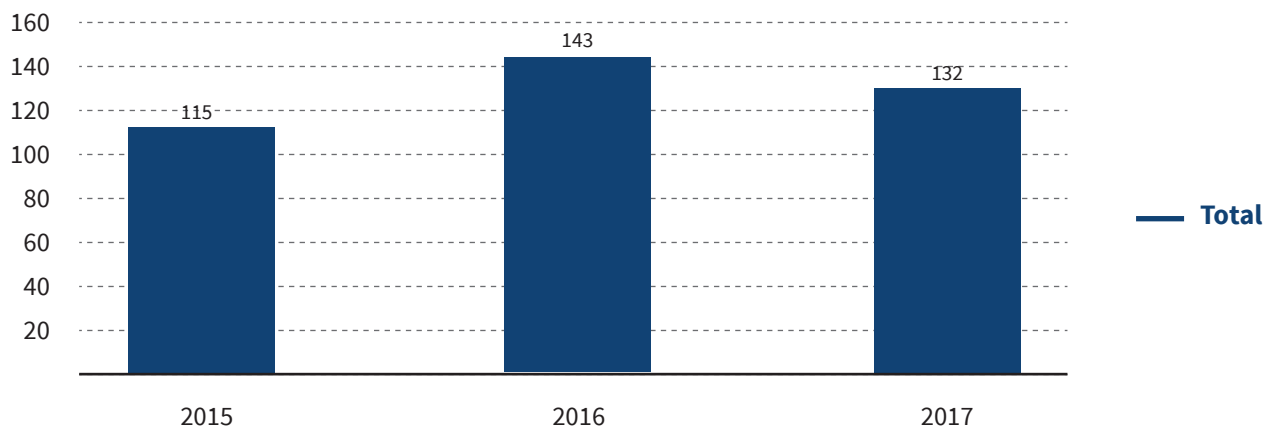


### 3 Year Visitation Trend

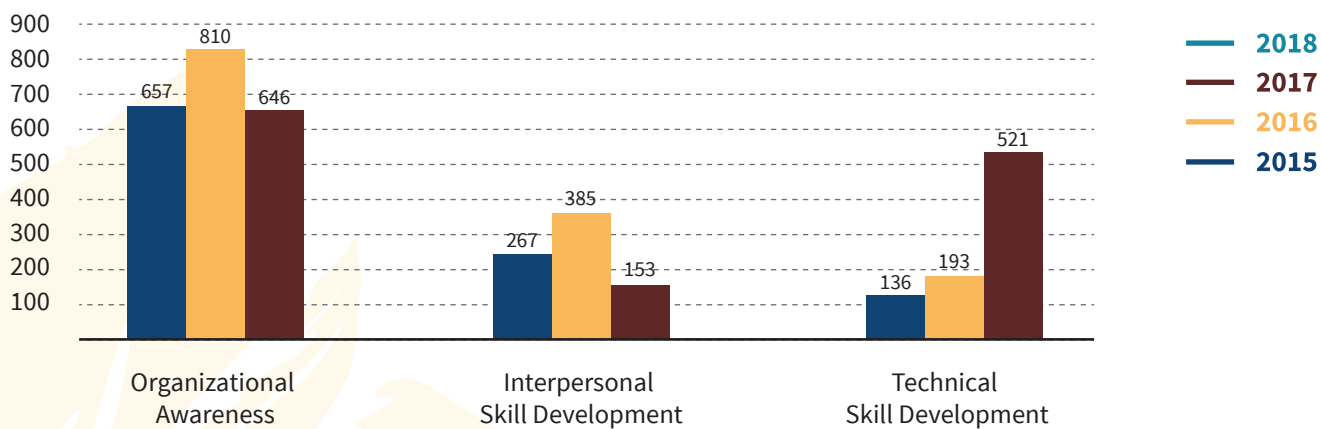


## Trends in Learning and Development

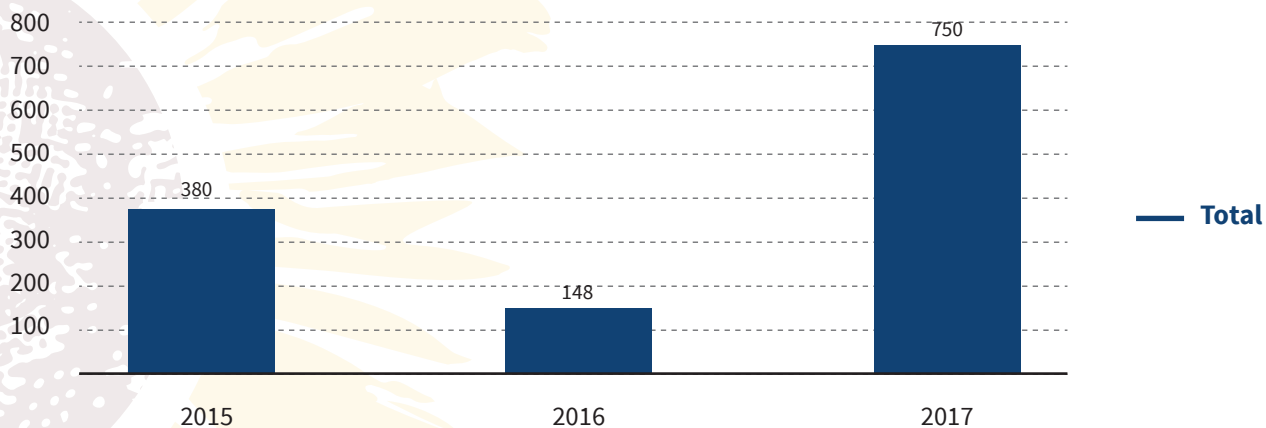
**Number of JCL Training Sessions**



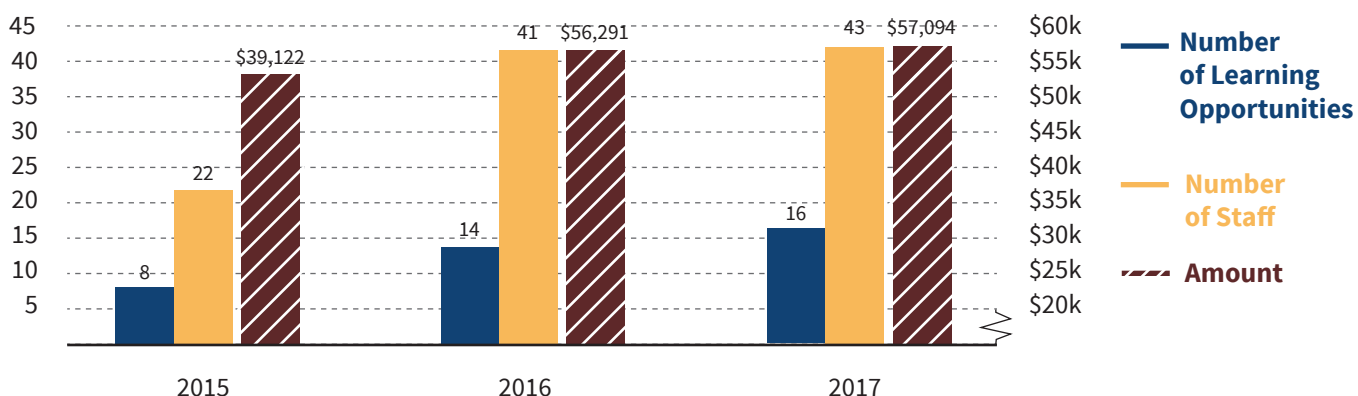
**Staff Attendance in Training Sessions by Outcome**



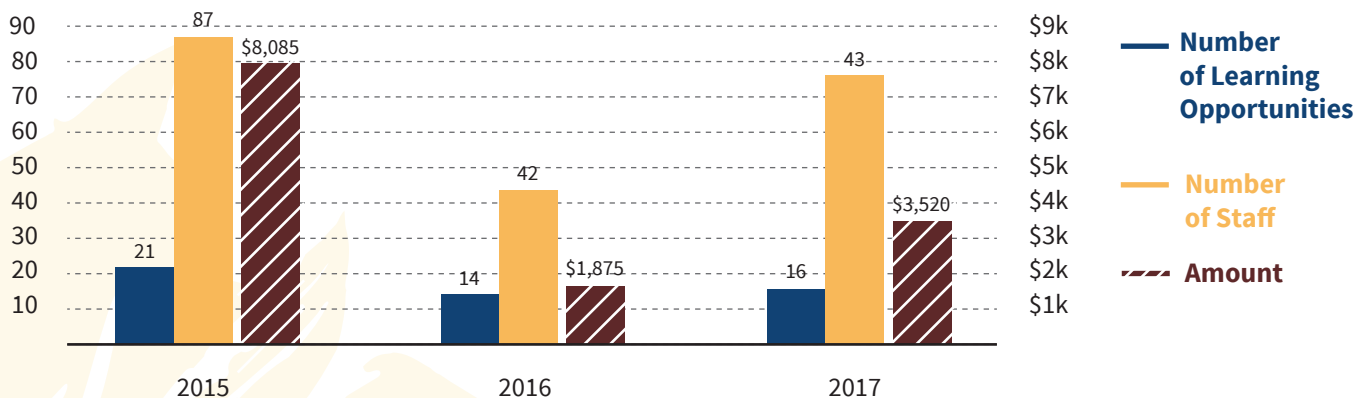
**County Trainings Attended by Library Staff**



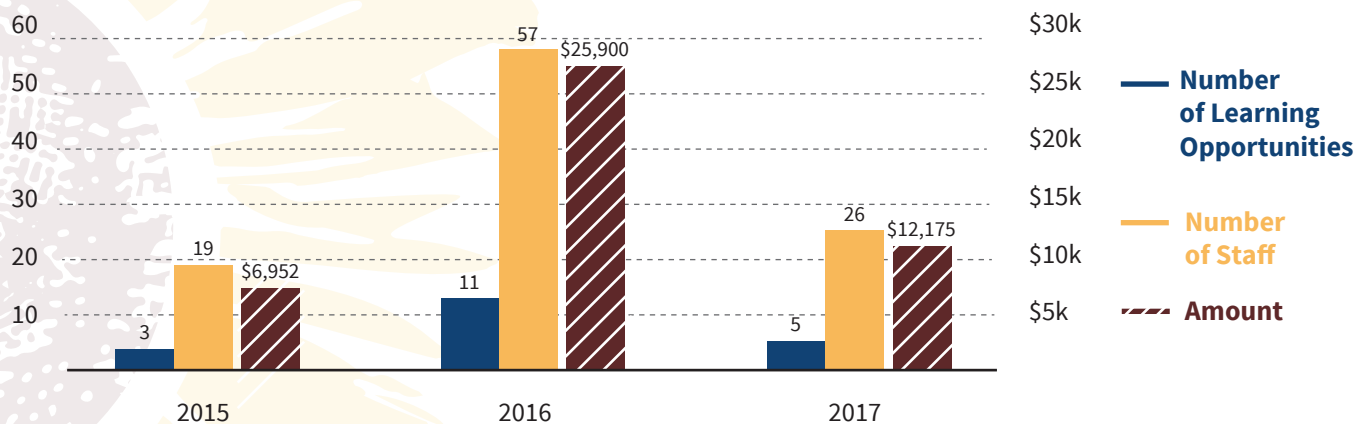
### Conference Attendance and Cost



### External Events Attendance and Cost



### Outsourced Development Attendance and Cost



# Lenexa City Center Library

Update – October 2018



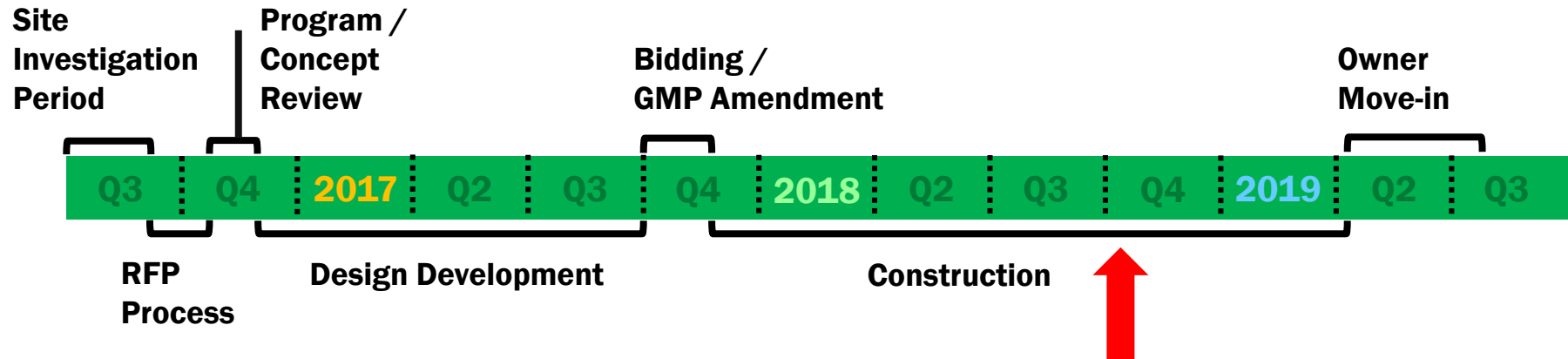
# Updates

- Construction Update
- Next Steps
- Timeline

# Next Steps

- Construction continues
- Site / building tours

# Lenexa City Center Library Anticipated Timeline





## Rewards for Performance Framework

As Johnson County Government continuously strives to be a Higher Performing Organization, we are dedicated to honoring our Pillars of Performance by empowering employees and creating a culture of continuous improvement and collaboration. With this in mind, the following framework provides key questions employees and supervisors should apply when considering contributions and rewards. For each question, an employee should ask, "How can I or How do I..." Likewise, supervisors should ask, "How does this employee..." Thoughtful consideration of the answers to these questions combined with observable performance throughout the year provide important input into how rewards are determined.

<p style="text-align: center;"><b>Teamwork</b></p> <p><i>A culture of <u>teamness</u> is one outcome of consistently living the Pillars at work. It is important for diverse individuals to come together as one unit, working collaboratively to meet the needs of those we serve.</i></p> <ul style="list-style-type: none"> <li>• ...take ownership for the success and challenges of the team?</li> <li>• ...collaborate to achieve the goals of the team?</li> <li>• ...act as an integral part of the team by uplifting and encouraging others?</li> <li>• ...understand how my (their) work impacts others in the department/agency?</li> <li>• ...improve morale? Have a strong positive attitude and positively impact the attitude of others?</li> </ul>	<p style="text-align: center;"><b>Job Proficiency</b></p> <p><i>Each department/agency in Johnson County serves the community in a unique way. It is important that employees have and apply relevant knowledge, skills and abilities to their producing high quality work as efficiently as possible.</i></p> <ul style="list-style-type: none"> <li>• ...demonstrate knowledge, skills and abilities to get the job done efficiently and at the highest level?</li> <li>• ...consistently identify and bring ideas forward?</li> <li>• ...always deliver excellent customer service?</li> <li>• ...consistently work to identify potential improvements in the workplace?</li> <li>• ...come to PPD Check-In's prepared to openly discuss my (their) ideas, barriers, challenges, and progress since the last Check-In?</li> </ul>
<p style="text-align: center;"><b>Learning &amp; Development</b></p> <p><i>As a learning organization that strives towards continuous improvement, everyone is expected to reach their highest levels of performance and to grow their capabilities.</i></p> <ul style="list-style-type: none"> <li>• ...frequently seek, welcome, and excel in development opportunities and/or certification programs as applicable?</li> <li>• ...show I/they can be trusted with a critical or stretch assignment?</li> <li>• ...produce excellent results due to my/their experience, education, and continual efforts for growth and development?</li> <li>• ...mentor and/or teach others? Share knowledge, expertise and new learning to help other people do their jobs better?</li> </ul>	<p style="text-align: center;"><b>Leadership Practices</b></p> <p><i>As the County's Leadership Philosophy states, "Leadership is a responsibility shared by all. We trust &amp; empower each other to do the right thing for the right reason for the public good. Committed to shared values, we provide excellent public service, seeking always to improve ourselves and the organization. Together, we will leave our community better than we found it."</i></p> <ul style="list-style-type: none"> <li>• ...demonstrate dependability to do the right thing, even when no one is looking?</li> <li>• ...display positive leadership practices in my/their workgroup and/or assignments?</li> <li>• ...champion and display the core, behavioral and operational values as outlined in the Pillars of Performance?</li> <li>• ...demonstrate initiative? Seek ways to help? Take action?</li> <li>• ...demonstrate leadership? See what needs to be done and influence others to pitch in and get results?</li> </ul>



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, September 13, 2018  
Central Resource Library  
4:00 p.m.**

**BOARD:** Brandy Butcher, Bethany Griffith, Nancy Hupp, Donna Mertz, JR Riley, Amy Rufo, Sheryl Spalding

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Jeanie Botkin

**STAFF:** Dean Allman, Stephanie Bailey, Pat Beers, Michelle Beesley, Brian Berrens, Nancy Birmingham, Sean Casserley, Hope Harms, Christopher Leitch, Juan Lopez-Tamez, Jennifer Mahnken, Beth Markowitz, Stephanie Neu, Dennis Ross, Michaela Scruggs, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop

**GUESTS:** Betty Anderson, Anne Blessing, Kimball Hales, Meredith Hauck, Jeff Schutzler

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 wished everyone good luck in setting up for the Library Lets Loose event.

Ms. Hupp thanked the Foundation for funding her attendance to the Urban Library Council forum. It was an enriching experience and Ms. Hupp came away with the affirmation that Johnson County Library continues to be well known as a leading edge library for outreach and innovative programming. She also heard about new and expanded services being tested in other library systems that she believes we will be looking at in the future.

Ms. Griffith recently read an article in the New York Times that highlighted the work of a Johnson County Librarian who is doing bold and innovative work.

Mr. Casserley shared that the staff member in the article was Emma Fernhout, he thanked Emma for her excellent work.

**FRIENDS OF THE LIBRARY:**

Jeanie Botkin presented for the Friends of the Library. The Friends met on Tuesday and listened to a presentation from Youth Services Supervisor, Dennis Ross, about the Homework Help program. Ms. Botkin has visited several Johnson County libraries and has been amazed at the things the Library does. She attended the author event at Monticello featuring Traci Sorrell who discussed diversity in children's books. Ms. Botkin complimented the new Monticello library.

She thanked staff and the Library Board for their work.

The Friends will be holding a strategic planning session on October 29<sup>th</sup>. The Friends are looking forward to the Library Lets Loose.

Ms. Hupp commented that we all know the importance of strategic planning. While at the ULC forum she was amazed to learn of one Library that does not have a strategic plan. She was glad to hear the Friends are going through this process.

#### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Executive Director of the Library Foundation, Stephanie Stollsteimer, reported on behalf of the Foundation. Ms. Stollsteimer acknowledged Foundation board chair, Anne Blessing, and board member, Betty Anderson.

The Library Lets Loose is 16 days away. Ms. Stollsteimer reported that the elements are coming together beautifully. Many generous sponsors and in-kind food and beverage sponsors are participating. The Foundation has set a goal of \$100,000 and they anticipate exceeding the goal.

The event will include a “fund a need” station and all donations will go to the Summer Reading program and putting books into the hands of kids.

The 1952 Society will hold a kick-off event in March. Ms. Stollsteimer recently visited the Wichita Public Library to learn about how they fundraise and their capital campaign.

Ms. Stollsteimer reviewed Foundation spending in support of the Library in 2017. In 2017, the Foundation gave a total of \$310,296 to the Library. \$83,000 was given in support of the collection, \$185,285 was given in support of programs, and the Foundation reimbursed the Library \$41,958 of the Executive Director's salary.

Mr. Casserley noted that Library wouldn't be able to offer events and programs without the support of the Friends and Foundation. He thanked both organizations for their support.

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

Commissioner Shaffer introduced Maury Thompson and congratulated him in his new role as Deputy County Manager. Commissioner Shaffer, his wife and Mr. Thompson will be attending the Library Lets Loose. Commissioner Shaffer is looking forward to the festivities.

The Board of County Commissioners has completed the work on the budget and is currently working on planning issues. They are reviewing existing codes and requirements and making them easier for residents to navigate.

Today the Commission approved the addition of two full-time equivalents (FTEs) and set aside additional funding to support mental health needs in Johnson County.

#### **BOARD COUNSEL REPORT**

##### **Review of revisions that will be proposed to Library regulations on suspension of Library privileges**

Board counsel, Mr. Logan, spoke about the suspension of library privileges. The Library Board has had two proceedings in the last six months, which prompted staff and counsel to review the existing regulations and procedures. Mr. Logan reported to the Board that Library staff is doing everything appropriately. There are extensive processes for reporting requirements in place. Mr. Logan reported that the Library Board regulations may need some work.

When it comes to library privileges the Library Board sits as a governing administrative board and has absolute authority to set library privileges. Suspending library privileges is an extremely serious action and is understood to be a serious action by staff.

Library staff will be presenting the Board with some proposed changes to the administrative regulation to reflect current practice and best legal practices.

Mr. Logan reported that there are extensive proceedings and reporting done at the staff level. A proposed change is that the Library Board will now see all of the documentation as part of the administrative record of appeal. Reports and documentation will be included in the Library Board packet. Patrons are currently invited to speak to staff before approaching the board and are also afforded the opportunity to submit written materials. This practice will continue and will be included in an administrative procedure that aligns with the administrative regulation.

Mr. Logan noted that counsel will prepare regulatory changes that deal with the seriousness of suspension. There are constitutional issues when removing library privileges. The regulation will address the nature of the proceedings. The Library Board reviews the administrative record on appeal and decides if the regulation has been followed. The Library Board will be tasked with affirming, reversing or modifying the suspension.

In response to a question from Ms. Spalding, Mr. Logan confirmed that not every patron who is suspended will come before the Board.

### **Review of how property conveyance will be handled on the new Antioch Library site in Merriam**

Ms. Hupp read a prepared statement prior to the discussion of the Antioch project.

“As most of you know, I’m honored to serve on the Merriam City Council and the Johnson County Library Board. Library staff and City of Merriam staff are discussing the possibility of a conveyance agreement for a new Antioch Library in the City of Merriam. I have consulted with the Library Board counsel and I want to make it clear that I have in the past, and I will continue, to recuse myself from participating in discussion of any transaction documents. I will not be signing any transaction documents pertaining to this project or voting on any of those things. I will make this clear any time such documents are presented to the Library Board for action.”

Mr. Casserley shared that the Library has received a letter from the Mayor of Merriam in support of this project going forward.

Mr. Logan stated that Ms. Hupp has been very careful to consult with legal counsel and recuse herself on all issues regarding this process.

Mr. Logan anticipates that the library staff and city staff will be agreeing on a site diagram. It will then be suitable to give the diagram to a surveyor and have a survey completed. The completed diagram will trigger a two part process. First, the surveyor will survey the property and the library will receive a legal description of the tract of land. Legal counsel will then draft the first draft of conveyance documents. The conveyance documents will be circulated with library staff and then to Merriam staff for review.

In a general way, it will look like Lenexa because we do not need to take a conveyance of the property right away. It will be approved by the Library Board and then ratified by the Board of County Commissioners. Conveyance will not be taken until some point in the future.

## **COUNTY LIBRARIAN REPORT**

Mr. Casserley recognized Mr. Thompson and congratulated him on his new position. Mr. Thompson has been a liaison between the County Manager's Office and Library for many years. He is a faithful public servant and a great choice for the community.

### **Finance Report**

Finance Director, Nicki Neufeld, reported that revenue for the year is at 93% received. This is as expected. Expenditures are at 47% spent down, also as expected.

Ms. Spalding asked about the motor vehicle tax and if it comes in at a different rate than ad valorem.

Ms. Neufeld answered that ad valorem typically comes in a couple of large deposits during the year. Motor vehicle deposits are received at a more steady rate throughout the year.

Ms. Neufeld reported on the financial support the Friends of the Library provided in 2017. Last year, the Library received \$50,000 from the Friends in payment for items that have been removed from the collection. These materials are then sold in the bookstores. The \$50,000 paid to the Library goes to support the collection.

In addition, the Friends of the Library provide support for staff development, volunteer recognition and summer reading through a fund that is managed by the Foundation.

### **Trends in maintenance and security**

Associate Director for Systemwide Services, Adam Wathen, reported on the core operational statistics of digital circulation, physical circulation, and visitation. Next month we should see the impact of Monticello on these numbers.

Mr. Wathen reported on our capital replacement plan expenditures by branch over the last five years. These expenditures are generally large expenditures to update equipment at a branch. For example, the expenditures at Oak Park are replacing a compressor in 2013, adding a fence in 2015, and replacing carpet in 2016. The Systemwide expenditures are the purchase and upgrade of a security camera system in 2015 and an update of our HVAC software in 2016. The high expenses at Central refer mainly to Central's parking lot and roofing projects.

The second report shows the number of maintenance requests that our maintenance team has gotten in the last four years. These requests range from something as large as air conditioning failing at a building to something as minimal as a light bulb being out. Our maintenance staff handle a significant number of requests and the pattern matches what you might expect for the size and age of a branch.

With branches all over the county, we use vehicles to deliver materials, computers, signage, and maintenance supplies to branches. We also provide vehicles for staff use as they often need to travel between branches to attend meetings.

Mr. Wathen showed a chart highlighting the cost of maintenance for the fleet. This does not include replacement cost of vehicles. We regularly maintain and replace the 19 vehicles in the fleet. The reduction of cost between 2014 and 2015 aligns with the replacement of older vehicles with new ones.

With the next trend we move from maintenance to security. Mr. Wathen showed a chart with the number of security cameras and the branches where we employ security guards. We have many more cameras at our Monticello location than others. We continually assess where our cameras are located, how they are

oriented, and how many we have. As we move forward with building projects increasing camera coverage will continue to be one of our goals.

The last two charts show our incident report tracking. We ask our staff to document any incident which includes an injury, any time we confront patrons about behavior, and any damage to collection, building or furniture. We are reporting approximately two incidents a day on average across our branches.

The last trend reviewed shows the number of incident reports annually in several categories. We track “attempted theft” by indicating every time a DVD is missing a disc – this is a broad sense of theft and could sometimes instead be accidental. We track it this way to try to find trends. For example, we began to see discs regularly missing at Central recently, so we were able to watch video footage, increase our attention to that area, and stop the trend. Many of the incidents we track are also repeated behavior by specific patrons.

In response to a question, Mr. Wathen stated that we do not currently have a need for security guards at other branches. This is regularly assessed. Mr. Casserley commented that the Library has a philosophy that every staff member has the responsibility of keeping the building secure, and every staff member receives this training.

Ms. Ruo asked how incidents with patrons are tracked, if a note is included on their library card file.

Mr. Casserley responded that we have a separate incident reporting system. Many of the patrons who are involved in incidents are not checking out materials and we include all notes in the incident report system, which is a separate and confidential database.

### **Monticello usage statistics**

We are really thrilled about the number of patrons we have seen, the number of new and updated cards we have given out, and the circulation at Monticello. Just last week we held our first storytime at Monticello and saw 48 adults and 52 children attend.

We have seen checkouts level off from an extraordinary first week where we checked out an average of 322 books an hour (that’s over 5 books a minute) to the last week in August where we checked out an average of 171 books an hour (almost 3 books a minute).

And we have seen our visits level off from the first week of about 188 visitors an hour (about 3 per minute) to the last week in August when we saw about 89 visitors an hour (about half of the first week traffic).

In the future Monticello data will be integrated into our regular reporting.

## **STRATEGIC PLAN**

### **Update on KU PMC facilitated All Managers meeting**

Mr. Casserley provided an update to the Library Board on the strategic planning process. The managers and supervisors are working on defining goals for their service areas and departments.

The administrative team recently met with the Library Board’s strategic plan committee to review the work completed on the plan to this point. We asked for feedback from the committee on any areas they think we may have missed.

To build the plan we engaged with the community and received almost 15,000 responses from interviews, focus groups and surveys. From the community we learned they would like us to continue maintaining a

premier collection, continue our work with early childhood literacy and continue to provide access to technology.

We will bring the strategic plan for review by the Library Board in November.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Lenexa City Center**

Project Coordinator, Scott Sime, reported on behalf of the Building Project's core team.

The roof is almost completed and Turner construction is working on constructing the exterior wall. They are also working on big picture restroom plumbing and drive through work in the parking garage.

Next, they will continue working on electrical and plumbing and start interior wall framing.

Mr. Sime offered tours to the Library Board. The tours will be recurring on a monthly basis, please reach out to Michaela Scruggs if interested.

Mr. Casserley suggested offering a tour to the City of Lenexa as well.

### **Monticello**

Mr. Sime reported that some features for the building have been installed after opening. The installation of bike racks was purposely delayed after our county facilities partners discovered that the entry plaza didn't meet ADA codes. The entry plaza has been corrected and bike racks have been installed. They are already getting heavy use.

The laptop lending kiosk will be installed in October, our IT team is currently testing the filtering.

## **UPDATES**

### **Report from the Budget Committee meeting**

Mr. Casserley reported that the Library Board's budget committee has recently met. The committee discussed increasing expenditures in collection, technology and communication. These areas align with our strategic goals.

The Capital Replacement Plan (CRP) and Capital Improvement Plan (CIP) meetings have been scheduled.

### **Award from Shawnee Economic Business Council**

Associate Director for Customer Experience, Ben Sunds, reported to the Library Board. Mr. Sunds recently accepted an award from the Shawnee Economic Business Council on behalf of the Library. We received the award from the good business category. Requirements included that a business or organization generate a million dollar of investment in the community of Shawnee or hire 15 employees. Monticello met both requirements.

### **Report on county audit of cyber security**

Mr. Casserley met with the county auditor's office to discuss a countywide cyber security audit. They will be looking at procedures and policies for managing back-up data, continued service and disaster recovery.

The Library has a great partnership with the auditor's office and we look forward to working with them. They will present their findings to the Board of County Commissioners by the end of this year.

### **Report on alcohol regulation to be presented to the Board of County Commissioners**

Mr. Casserley reported that legal counsel has done a tremendous job working with county legal to move the alcohol regulation to the Board of County Commissioners for consideration. Review and approval by the commission is a four week process and Mr. Casserley will be present at the meetings to answer any questions.

### **CONSENT AGENDA**

Minutes of the August 9, 2018, Library Board meeting.

Minutes of the August 30, 2018, special Library Board meeting

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

**Second:** JR Riley

**Motion carried unanimously**

### **New Business**

#### **Consideration of contract with Tech Logic for the Corinth Sorter**

In October 2016, CapRock Global Solutions, LLC, presented the results of the Materials Handling Study to the Library Board. One finding from the study was that automated materials handling is more efficient, cost-effective, and removes several manual tasks from the materials handling process. These AMH solutions have been included in the Monticello and Lenexa City Center building projects, and have also been included in the 2019 Capital Improvement Project Request by the Library Board for the Corinth and Antioch branches.

In July 2017, the Library Board approved Tech Logic as Johnson County Library's AMH system vendor for Monticello, Lenexa, Corinth, and Antioch libraries.

Library and County Facilities staff have worked with Tech Logic to develop an AMH design for the Corinth library. The AMH system will include a sorter system, material intakes, sorter bins and all necessary associated equipment.

**Motion:** JR Riley moved that the Library Board of Directors approve the contract with Tech Logic Corporation to provide design, construct, and install an Automatic Materials Handling system at the Corinth library in the amount of \$153,227.00.

**Second:** Amy Ruo

**Motion carried unanimously**

### **Executive Session**

**Motion:** Amy Ruo moved, pursuant to K.S.A. 2017 Supp. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of thirty minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal of the County Librarian.



Those attending the executive session shall include members of the Board of Directors of the Johnson County Library and the County Librarian.

The Board will reconvene in this meeting room at 5:43 p.m.

**Second:** JR Riley

**Motion carried unanimously**

### **Return to Regular Meeting**

The Library Board returned to open session in the Carmack room at 5:43 p.m. No action was taken in executive session.

### **Adjournment**

**Motion:** Sheryl Spalding moved to adjourn.

**Second:** Brandy Butcher

**Motion approved unanimously**

Meeting adjourned at 5:44 p.m.

DATE \_\_\_\_\_

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

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

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

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$116,507.01</b>
		Add Receipts	\$173.44		
		Less Payments		\$181.53	
	<b>Ending Cash balance</b>				<b>\$116,498.92</b>
		Less Liabilities		\$91.35	
	<b>Unobligated cash balance</b>				<b>\$116,407.57</b>

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

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