



# Library

**Board Report  
April 12, 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, APRIL 12, 2018  
CENTRAL RESOURCE LIBRARY  
CARMACK MEETING ROOM  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Friends of the Library, Dorothy Hughes
    - a) Recognition of bookmark design winners
  - B. Members of the Johnson County Library Board of Directors
  - C. Board Chair, Nancy Hupp
    - a) Report of the nominating committee
  - 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) Designated Free Speech Space
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....5
      - a) Budget Statistics – Adam Wathen .....11
    - 2. Strategic Plan – Sean Casserley
      - a) Update: Meeting with KU Public Management Center
    - 3. Comprehensive Library Master Plan – Scott Sime
      - a) Monticello update .....14
      - b) Lenexa City Center update .....18
      - c) Antioch update – Sean Casserley .....22
    - 4. Updates – Sean Casserley
      - a) Report from Public Library Association Conference
      - b) Audio Tour – Race Project KC
      - c) Personnel Review Committee (PRC)
      - d) Budget Meeting – May 17, 2018
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the March 8, 2018 Library Board meeting .....24
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2018 were handled in accordance with library and County policy.

b) The February 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 .....	33
VI. New Business	
A. Board Action: Election of Library Board officers .....	34
B. Board Action: Consideration of a study of locations for the new Antioch Library .....	35
VII. Adjournment	

**Motions**

**Consent Agenda**

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

**Election of Library Board Officers**

Suggested Motion: I move that the Library Board of Directors elect the recommended slate of officers for the 2018-2019 year.

**Consideration of a study of locations for the new Antioch Library**

I move that the Library Board of Directors approve the County Librarian to direct library staff to conduct a study to explore alternative locations for the new Antioch Library and the possible construction of the new Antioch library on the existing site.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**February 2018**  
**17% 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	0
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$700,000</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$2,106,736</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	0
	Transfer to Capital Projects	0
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b><u>\$0</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>		<b><u><u>\$3,138,844</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>		<b><u><u>\$5,245,580</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	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Card Services	0.00	0.00
Homework Help and Tudor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	571.30	571.30
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expences	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 571.30</b>	<b>\$ 571.30</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2018  
17% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	17,570,088	31,144,550	56%	56%
Ad Valorem Delinquent	0	276,989	0%	72%
Motor Vehicle	574,382	3,077,115	19%	18%
Library Generated - Copying/Printing	16,345	99,255	16%	16%
Library Generated - Overdues / Fees	95,649	725,000	13%	15%
Sale of Library Books	12,500	57,832	22%	25%
Misc Other	333	348,746	0%	0%
Library Generated - Other Charges	0	3,570	0%	3%
Investment	68,735	139,179	49%	44%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	1,874	8,186	23%	16%
Commercial Vehicle Tax	15,460	49,072	32%	33%
Heavy Trucks Tax	0	2,322	0%	50%
Rental Excise Tax	19,153	29,560	65%	47%
State and Federal Grants	0	254,678	0%	0%
<b>TOTAL REVENUE</b>	<b>18,374,518</b>	<b>36,226,054</b>	<b>51%</b>	<b>51%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	1,442,774	19,132,976	8%
Contractual Services	618,149	4,019,965	15%
Commodities	4,235,902	5,125,453	83%
Risk Management Charges		108,070	0%
Capital / Maintenance / Repair		3,320,701	0%
Transfer to Debt Payment		834,741	0%
Transfer to Capital Projects		3,138,844	0%
Grants		254,678	0%
Interfund Transfer		290,626	0%
<b>TOTAL EXPENDITURES</b>	<b>6,296,825</b>	<b>36,226,054</b>	<b>17%</b>

Revenue - Expenses as of January 31, 2018 12,077,693

<b>RESERVES ALL FUNDS</b>	<b>As of 12/31/16</b>
Reserves Operating Fund	4,814,395
Reserves Special Use Fund	844,845
<b>Total JCL Reserves as of 12/31/2017</b>	<b><u><u>5,659,240</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	1,448,244
Building Repair	55,037
Architectural Services	18,000
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

---

**1,861,659**

---

**Budget Remaining**


---

**317,591**

---

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**February 2018**  
**17% Year Lapsed**

<b>OPERATING FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Program</b>
Programs		Year to Date	Budget	Expended
Administrative Services		859,572	7,049,198	12%
Information Technology		618,496	2,697,938	23%
Collection Development		622,974	4,074,120	15%
Branch/Systemwide Services		2,303,330	14,253,373	16%
Risk Management Charges		26,805	108,070	25%
Grants *		0	254,678	0%
Transfer to Capital Projects		0	3,320,701	0%
Interfund Transfer		0	163,086	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>4,431,177</b>	<b>31,921,164</b>	<b>14%</b>

\* Includes expenditures for 2017 calendar year only. The life of the grant may cover more than one year.

<b>SPECIAL USE FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Budget</b>
Programs		Year to Date	Budget	Expended
Contractual Services (General Maintenance)		32,278	16,305	198%
Commodities (Capital Equipment)		27,557	315,000	9%
Transfer to Debt Payment			834,741	0%
Transfer to Capital Projects			3,138,844	0%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>59,836</b>	<b>4,304,890</b>	<b>1%</b>

<b>TOTAL EXPENDITURES</b>		<b>4,491,012</b>	<b>36,226,054</b>	<b>12%</b>
---------------------------	--	------------------	-------------------	------------

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**February 2018**  
**17% Year Lapsed**

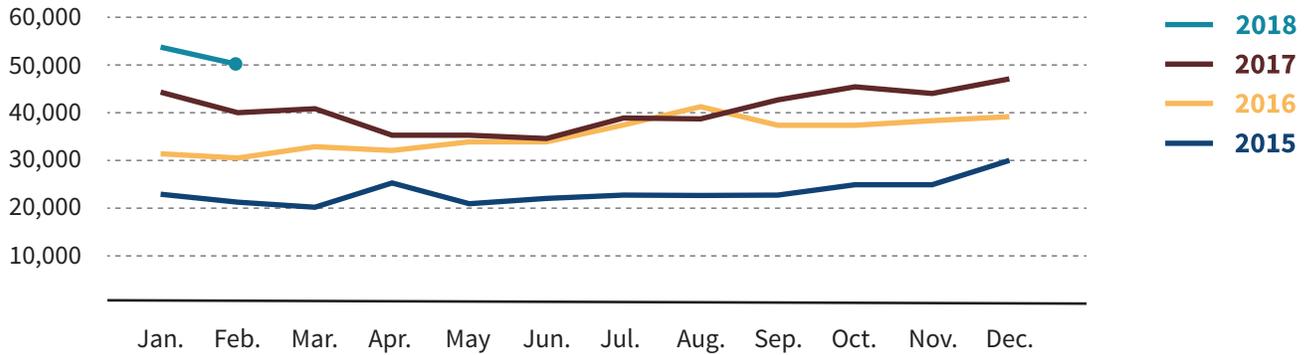
<b>ALL FUNDS</b>		<b>2018</b>	<b>2018</b>	<b>% Categories</b>
Categories		Year to Date	Budget	Expended
Salaries and Benefits		2,708,083	19,132,976	14%
Contractual Services		1,191,948	4,019,965	30%
Commodities		564,176	5,125,453	11%
Risk Management Charges		26,805	108,070	25%
Capital / Maintenance / Repair		0	3,320,701	0%
Transfer to Debt Payment		0	834,741	0%
Transfer to Capital Projects		0	3,138,844	0%
Grants		0	254,678	0%
Interfund Transfer		0	290,626	0%
<b>TOTAL EXPENDITURES</b>		<b>4,491,012</b>	<b>36,226,054</b>	<b>12%</b>

GRANTS*	Expenditures through 02/28/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
---------	---------------------------------	--------	----------	--------------	-------------	------------------

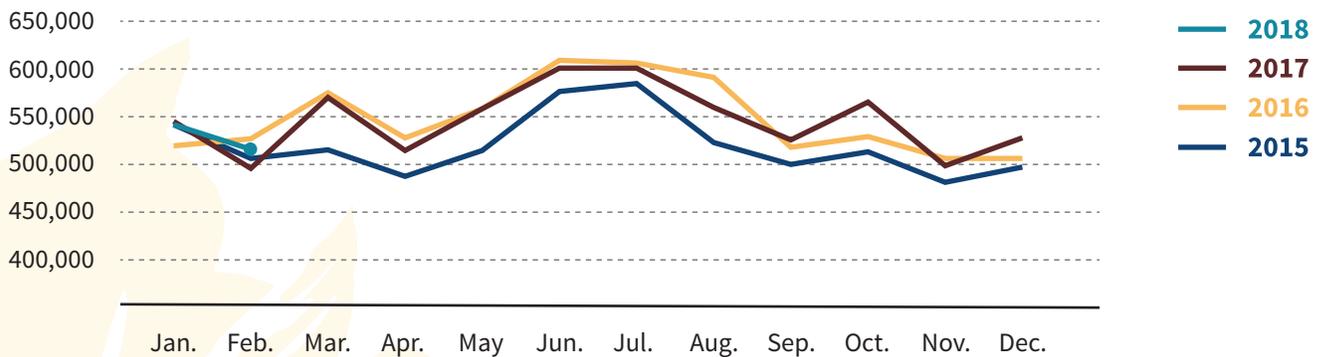
\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

**Core Operational Statistics**

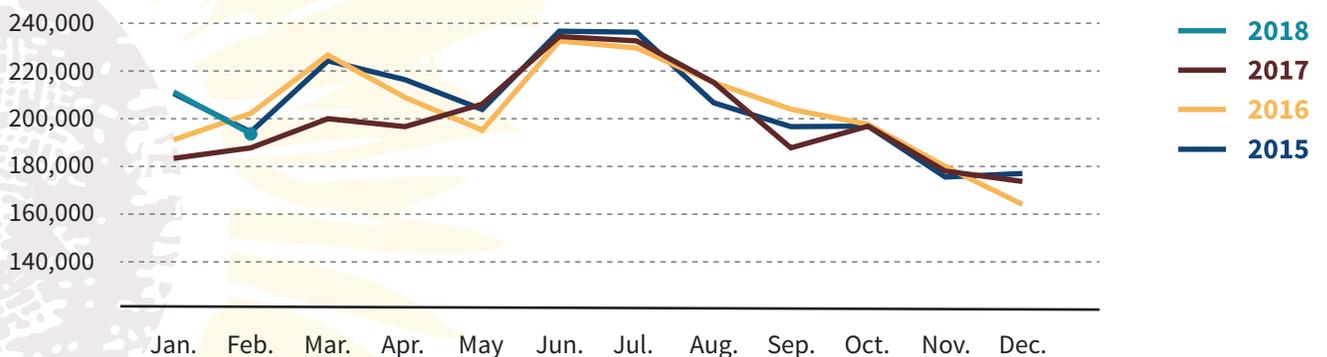
**3 Year Digital Circulation Trend**



**3 Year Physical Circulation Trend**

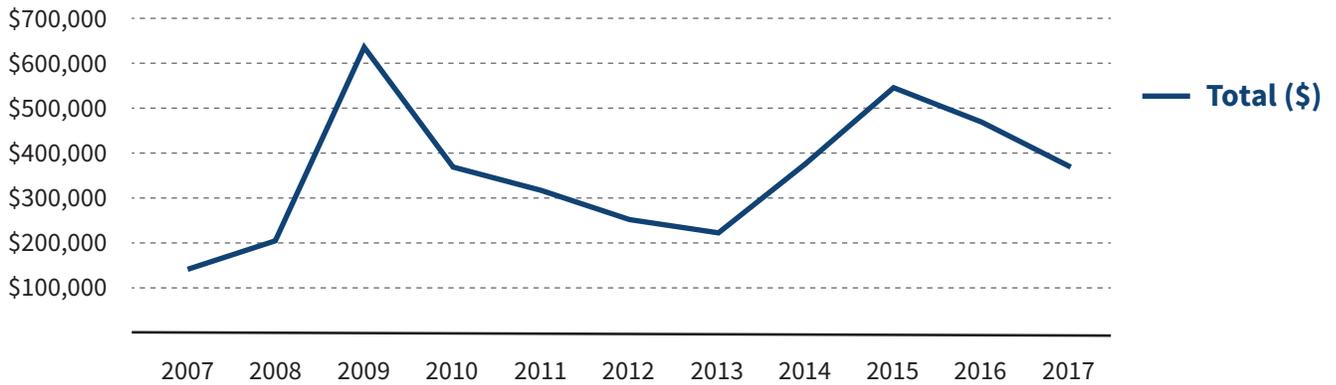


**3 Year Visitation Trend**

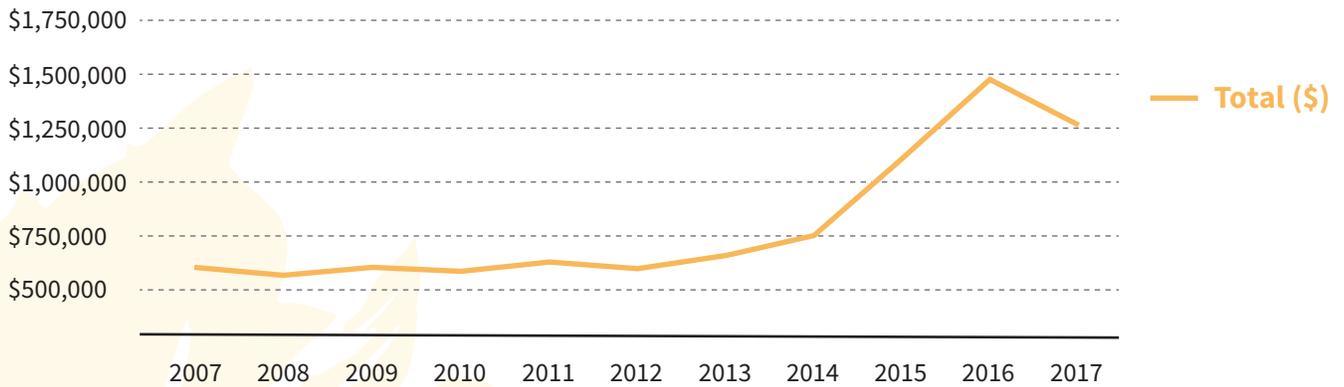


**Trends in Building Maintenance and Debt**

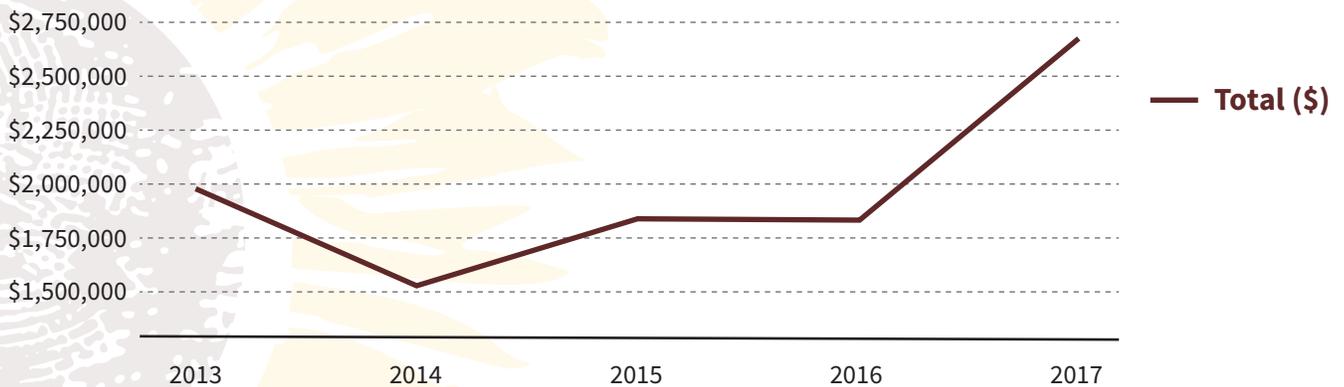
**Trend in General Maintenance Expenditures**



**Trend in Utility Expenditures**

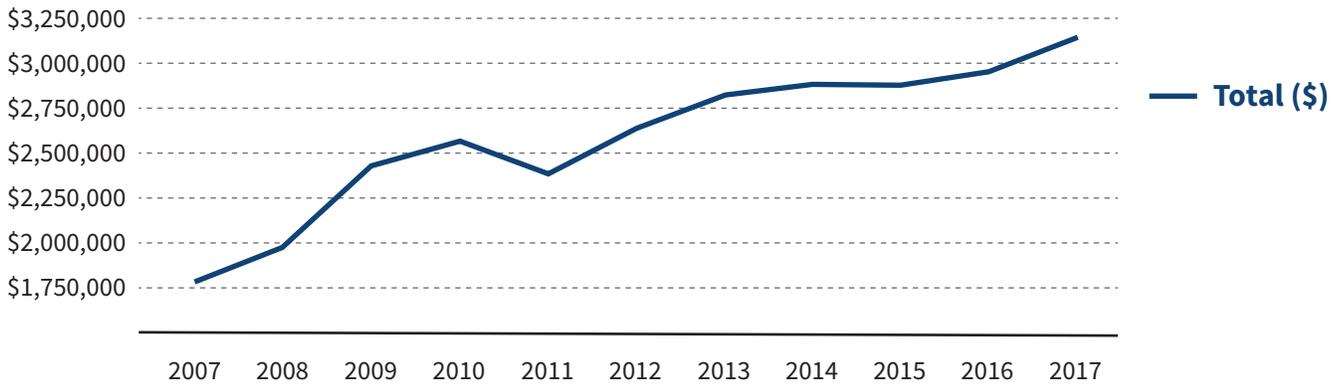


**Library Debt**

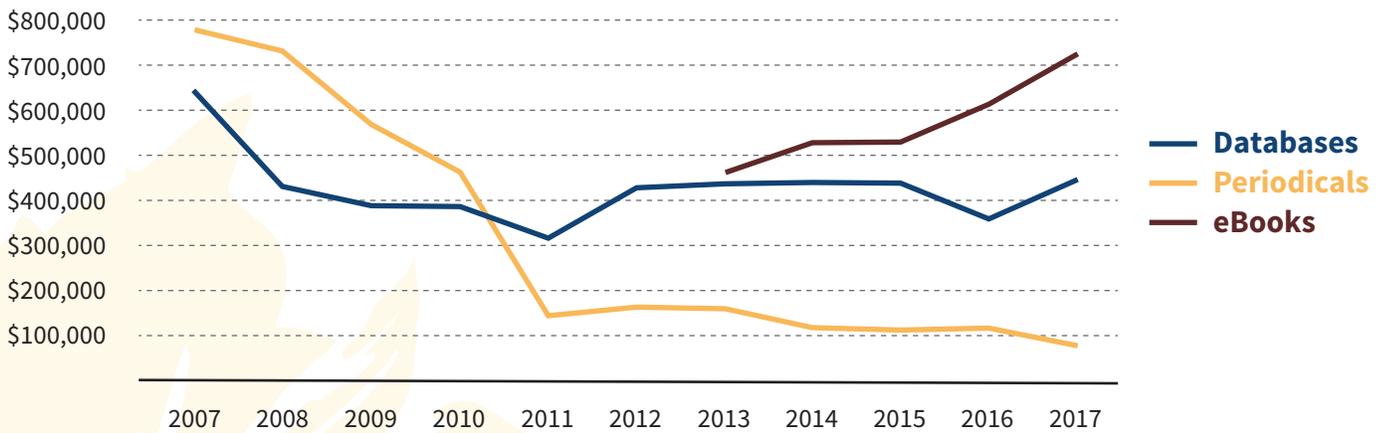


## Trends in Collection and Programming

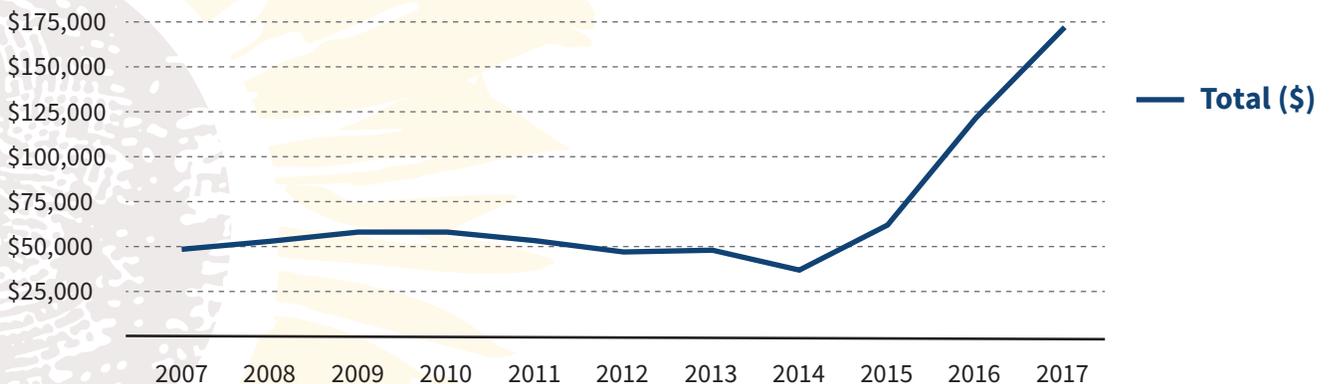
**Trend in Expenditure on Physical Collection (Books, AV, and Processing)**



**Trend in Expenditure on Databases, eBooks, and Periodicals**



**Trend in Programming Expenditures**



# Monticello Library

Update – April 2018



# Updates

- Construction Update
- Next Steps
- Timeline

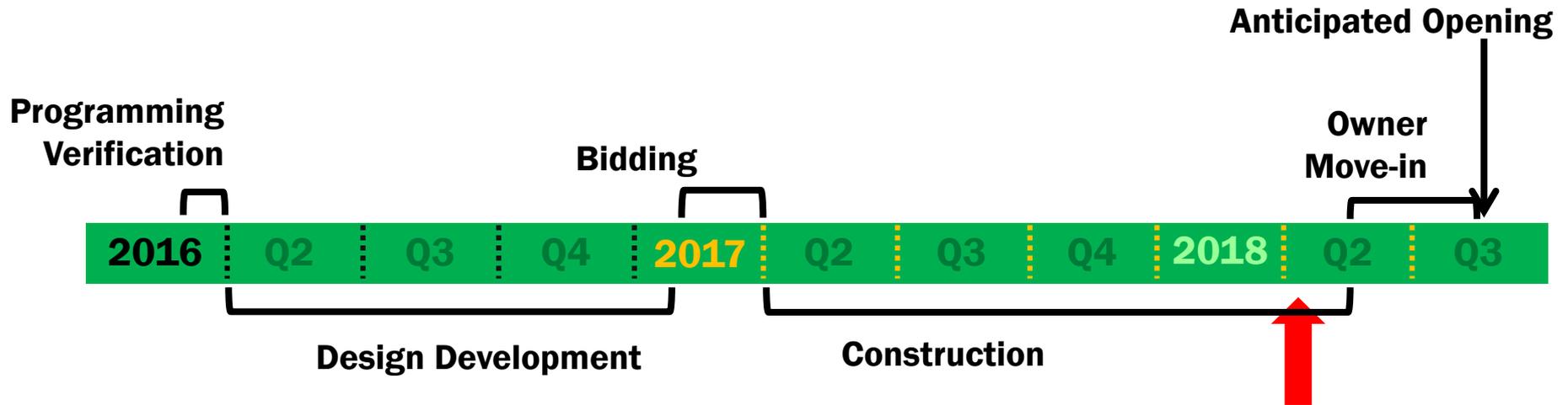


# Next Steps

- Construction continues
- Opening date



# Monticello Library Anticipated Timeline



# Lenexa City Center Library

Update – April 2018



# Updates

- Construction Update
- Next Steps
- Timeline

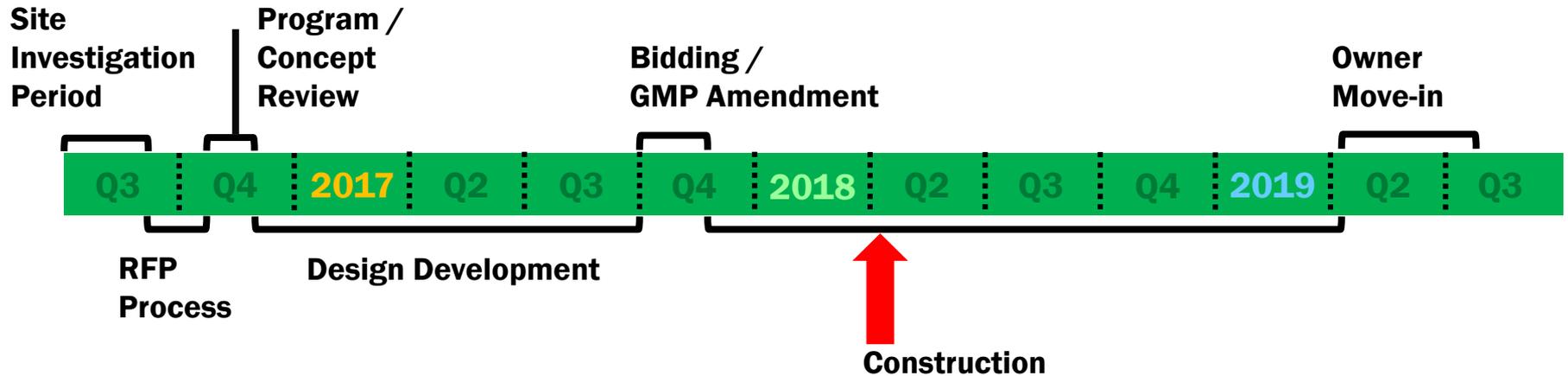


# Next Steps

- Construction continues



# Lenexa City Center Library Anticipated Timeline



# Antioch Library

Update – April 2018



# Updates

- City of Merriam meeting



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, March 8, 2018  
Central Resource Library  
4:00 p.m.**

**BOARD:** Brandy Butcher, Nancy Hupp, JR Riley, Amy Ruo, Sheryl Spalding  
Via conference line: Donna Mertz

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

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Peter Duffey

**STAFF:** Dean Allman, Hebah Amin-Headley, Stephanie Bailey, Brian Berrens, Nancy Birmingham, Micki Briscoe, Sean Casserley, Monica Duffield, Andrew Erickson, Lacie Griffin, Hope Harms, Karyn Henry, Michelle Holden, Joseph Keehn, Christopher Leitch, Chris Madrigal, Jennifer Mahnken, Matt Morgan, Steph Neu, Josh Nolan, Rachel Novotny, Michelle Olsen, Mary Beth Ricks, Kinsley Riggs, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Julie Timmins, Adam Wathen

**GUESTS:** Erwin Abrams, Anne Blessing, Abby Giersch

Nancy Hupp called the meeting to order at 4:00 p.m. and noted that Board member Donna Mertz is participating via the conference line.

**CITIZEN COMMENTS:** There were none.

**BOARD OF DIRECTORS COMMENTS:** Ms. Hupp welcomed the new employee orientation class to the meeting. Mr. Casserley welcomed students from Shawnee Mission West.

Ms. Hupp appointed a nominating committee. JR Riley and Donna Mertz will serve on the nominating committee. The committee will propose a slate of officers at the April meeting.

In the Sunday paper there was an article about the Shawnee Mission West Library and the Librarian's need to increase the collection because students are reading more books. Ms. Hupp stated that this was music to her ears.

**FRIENDS OF THE LIBRARY:**

Peter Duffey reported to the Library Board. The Friends have gotten a good start at making changes to the organization that will set the Friends on a new path. A new three-point mission has been developed.

1. Getting books into the hands of the community
2. Advocacy on behalf of Johnson County Library
3. Financial support of Johnson County Library

The Cabin Fever book sale will be held March 21<sup>st</sup> through 24<sup>th</sup> at Central Resource Library. The summer book sale will be June 7<sup>th</sup> through 9<sup>th</sup> at Johnson County Community College.

A new point of sale is being implemented in the book stores.

The Friends are working on advocacy by increasing their presence at Johnson County Library events, including the Legislative Coffee.

The executive committee is working with Library staff regarding a possible new sorting center at the new Antioch branch.

The finance committee is working on a cost analysis. The membership committee is working on new benefits for Friends members.

Mr. Duffey shared the five top sales by selling price:

1. World Book Encyclopedia 2017 (ex-library) – \$395.00
2. World Book Encyclopedia 2015 (ex-library) – \$175.00
3. Learn in Your Car: French Complete Audio CD (ex-library) – \$124.95
4. Annihilation Omnibus by Marvel Comics (ex-library) – \$124.95
5. Myofunctional Therapy in Dental Practice: Abnormal Swallowing Habits – \$99.95

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

Executive Director, Stephanie Stollsteimer, reported to the Library Board. Ms. Stollsteimer recognized Foundation board president, Anne Blessing and board member, Erwin Abrams.

Ms. Stollsteimer reported on the recent Stay Home and Read a Book Ball. The event started in 2016 and gained momentum in 2017. With the transition of the Executive Director position, the event was modified this year and nearly \$3,000 was raised. The Foundation is poised to move into 2019 with a guest author and promotions for the event.

The Library Lets Loose planning is in full swing. Ms. Stollsteimer announced the honorary hosts will be Charley and Valerie Vogt. She thanked past honorary hosts Fred and Carol Logan for their continued support.

Ms. Stollsteimer shared upcoming dates:

April 26<sup>th</sup> – The Library celebrates the 15<sup>th</sup> anniversary of elementia Magazine  
May 2<sup>nd</sup> – The annual Donor Breakfast at the Library

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

Commissioner Shaffer reported that the process for establishing an appropriate budget is underway. All commissioners attended the National Association of Counties (NACo) conference. There are 3,069 counties in the United States and Johnson County is ranked among the top 15. During the conference Commissioner Shaffer participated as a member of the environmental committee.

The commissioners received a report on the refilling of the Tomahawk Waste Treatment plant. The project is going smoothly. The Courthouse project is also moving along well.

Commissioner Shaffer reported on the dark store theory. Chairman Eilert is against the concept and the board is keeping a close eye on the issue.

Also, home valuations in the northeast section of the county went up significantly this year. County Appraiser, Paul Welcome, will be hosting a seminar at Roeland Park to discuss the changes with concerned community members.

Ms. Hupp thanked Commissioner Shaffer for his report.

Mr. Riley asked what concerns citizens may have about the increase in home valuations.

Commissioner Shaffer responded that citizens may not have an understanding of why or how the increases occurred.

Ms. Hupp noted the discussion regarding an alternative comprehensive library master plan schedule will be moved up in the agenda in consideration of board members calling in to the meeting

### **Consideration of authorizing an alternative schedule**

Mr. Casserley presented an alternative schedule of construction for the Johnson County Library's Comprehensive Library Master Plan (CLMP).

The previous construction schedule slated Monticello, Lenexa, Blue Valley, Antioch and Corinth to be developed. The City of Merriam voted in November 2017 to proceed on the construction of their new Community Center.

The City of Merriam has approached the Johnson County Library with an offer to provide land in close proximity to the Community Center, the addition of the Library would create a civic center for their community.

This is a unique opportunity to work with the City of Merriam. Their construction schedule starts in 2018. In order for the Johnson County Library to take advantage of this opportunity, we would need to alter our present construction schedule. There are many cost saving advantages to consider. The offer of land is substantial and the Library would be able to sell the existing building and use the capital to supplement construction costs. The prospect of sharing parking and the proximity to shared amenities has benefits for the entire community. Johnson County Library has a long history of collaborating with local municipalities and this project would continue that tradition.

The new construction order would be: Monticello, Lenexa, Antioch, Corinth and Blue Valley.

Mr. Logan requested the meeting record include the December 4, 2017, letter from Merriam Mayor Sissom. Mr. Logan read the following paragraph from the letter, "Based on the outcome of that meeting, we would be willing to engage in a more detailed conversation about the opportunity for the City to provide both space on the site for the facility and construct shared parking for both facilities to utilize."

**Motion:** Amy Ruo moved that the Library Board of Directors authorize the change of the Johnson County Library's construction schedule to the new schedule of Monticello, Lenexa, Antioch, Corinth and Blue Valley.

**Second:** JR Riley

**Motion approved unanimously**

## **BOARD COUNSEL REPORT**

## **Buying and Selling Library Property: Role of the Board**

Mr. Logan presented to the Board on the Johnson County Library and real estate. One of the most important roles of the Board is to serve as legal custodian of the Library's substantial real estate.

The Library was started in 1952 by community members who carried petitions. The commission then voted to create the Library system. Mr. Logan reviewed the Library Board's Statutory Authority.

KSA 12-1223 (b) states, "In Johnson county, the library board shall constitute a body corporate and politic possessing the usual powers of a corporation for public purposes, under the name and type of "the board of directors of the Johnson County Library" and under such name may contract, acquire, hold and convey real and personal property in accordance with the law.

The Library Board is the record owner of real estate on which the Libraries sit throughout Johnson County, including:

- Antioch in Merriam
- Blue Valley in Overland Park
- Cedar Roe in Roeland Park
- Central Resource in Overland Park
- Corinth located in Prairie Village
- DeSoto in De Soto
- Gardner in Gardner
- Lackman in Lenexa
- Leawood Pioneer in Leawood
- Lenexa City Center (under construction) in Lenexa
- Monticello (under construction) in Shawnee
- Oak Park in Overland Park
- Shawnee in Shawnee
- Spring Hill in Spring Hill

Mr. Logan noted that partnerships with cities has been key in the building of the Library system.

The Library Board leases a space in the City of Edgerton for the Edgerton branch. The Library Board has sometimes leased space while Library facilities are undergoing construction or renovation.

Mr. Logan explained the process of acquiring and disposing of real estate. For an acquisition a contract is generally negotiated and the Library Board approves the contract. The contract is then submitted to the BoCC for approval. Approval by the BoCC has been treated as a ratification.

Disposition of real estate has been handled differently. The Board has on occasion retained the services of a realtor to market real estate that is put up for sale. The realtor negotiates the contract of the sale. If the buyer is known Board counsel could negotiate the contract of the sale. The Library Board approves the contract and the contract is submitted to the BoCC for ratification.

The Library Board has the legal authority to participate in a "swap" of real estate. A swap has not been done.

Mr. Logan stated that he doesn't see the motion of this evening as a change of priorities. The opportunity to work with the City of Merriam has just created an opening to build all five libraries.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Finance Director, Nicki Neufeld, reported to the Board. Ms. Neufeld noted that the Library has received 50% of the revenue since January. We are at 8% spent for the year and at 8% lapsed for the year as of January 31<sup>st</sup>.

Ms. Neufeld noted that there were no expenditures from the County Librarian's fund in January. The Year to Date number reflects December 2017.

In response to a question asked at the February meeting, Ms. Neufeld shared a breakdown of the revenue category labeled *miscellaneous revenue 2017* with the Board.

Ms. Hupp asked about the eRate reimbursement. Ms. Neufeld explained that when the Library purchases certain IT infrastructure items, we are eligible to apply for an eRate reimbursement. Mr. Casserley noted that these are federal dollars that provide compensation for bandwidth purchases.

Ms. Spalding asked where the revenue received is kept, if it is invested. Ms. Neufeld responded that the Library does not keep cash in a checking account, it is handled by a county investment manager for the highest rate of return. Our investment returns have significantly increased over the last year.

### **Technology Statistics**

Associate Director for Systemwide Service, Adam Wathen, shared the technology statistics with the Library Board. The first page of the report includes the core operational statistics of digital circulation, physical circulation and visitation.

Mr. Wathen reviewed the technology trends including, number of public computers and their use, access to internet with patron devices, MakerSpace visits and number of pages printed by patrons.

Mr. Casserley complimented the work of the IT department.

Ms. Hupp commented that she likes the reports.

## **STRATEGIC PLAN**

### **Update: Meeting with KU on community engagement**

Mr. Casserley reported that he has met with the team from KU and they will be meeting with the All Managers group on 3/12. The purpose of the meeting will be to identify stakeholder groups and make a plan for community engagement. Managers will be gathering the information as they are the closest to our patrons.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Monticello Update**

Project Coordinator, Scott Sime, presented a construction update to the Board.

Grading and paving is occurring for the entry plaza. There is a drop-off for patron vehicular traffic. On the interior of the building ceiling tiles are being dropped and cabling for floor boxes is being installed.

Next steps include work on the entry plaza and other site/drive paving. Our two artists are working to coordinate their installations.

Mr. Sime shared current photos of the site.

We are nearing the end of construction at Monticello.

### **Lenexa City Center Update**

The Library has the building permit and site work is progressing. The Library imagery has been installed on the temporary construction fence. Plexi-glass view portholes are being installed in the construction fence to provide visitors visibility to the site.

Next steps include continued construction with site footings, foundation and drainage.

The timeline is being revised. The current timeline was created in 2016. With the construction manager and subcontractors on board we can now have a better understanding of the timeline. The permitting process also took a bit longer than anticipated.

Mr. Casserley asked if the Library has met with the nearby apartment buildings. Mr. Sime confirmed that 20 residents from the nearby apartment building came to a public meeting to learn about the building and Library services.

### **Blue Valley**

Mr. Sime reported that the work for the Blue Valley studies is wrapping up. The Library has a strong and collegial relationship with the City of Overland Park. He acknowledged Greg Ruether and Kate Gunja.

Mr. Sime presented the conceptual design. Following the way the Board prioritizes the Blue Valley project, we will be expanding on the conceptual design with the full design process, which will include public input.

Additional later steps will be to gain city approvals and acquire land.

The City is anticipating building the park following the design and construction of the BV library.

## **UPDATES**

### **Central Roofing: Phase 3**

Associate Director of Branch Services, Jennifer Mahnken, presented on the Central roof replacement. Last December the Library Board approved the replacement of the remaining section of the Central Resource Library roof.

Premier Contracting, Inc. was selected to do the work. The cost is not to exceed \$170,500. This company was selected through a bid process, completed by the county department, Treasury and

Financial Management. The final contract was reviewed by counsel and approved by the Library Board at the December 2017 board meeting.

This is the third and final phase of the roof replacement. This project was scheduled in three phases due to the size of the roof and the cost. It is similar in scale to replacing approximately 43 house roofs. Work is slated to begin in mid to late March, depending on the weather, and will take approximately six weeks. There should be minimal disruption to patrons or traffic flow. However, in order to maintain safety for our patrons, portions of sidewalks or parking lots could be affected for short periods of time.

### **Monticello: Steps to Start Up**

Ms. Mahnken provided an update on the five Monticello projects to the Library Board. These projects are underway to get the building ready to open. The five projects are:

1. Hiring and orientation
2. Collection and Storage
3. Collaborative Workspace
4. Technology
5. Grand Opening

The Library is in the midst of hiring several of the positions. Once those people start they will spend time training and getting acquainted with the organization. They may help with shelving books, or just covering desks. A comprehensive training plan is being put together.

Several promotions are already happening so new people may go to backfill positions at other locations. We anticipate that every branch will have some change in staffing in the next 5 months.

A little over half of the collection to be used for Monticello has been collected, boxed and stored. Staff is working on this project every week. Our Collections staff is also working on getting orders placed with our vendors to purchase new collection. We are working on contracting with a moving company to get all the stored boxes to Monticello.

The shared work space project is almost complete. That group worked to identify needed training to help staff acclimate to a different working environment. They also spent quite a bit of time identifying potential risks and coming up with risk responses.

IT staff is working hard to get items ordered, especially computers. They have been working on their installation schedule which is comprehensive. Staff hopes to get some items in ahead of time so configurations can be completed ahead of time and testing can happen.

Grand Opening plans are in the works. We are very close to recommending an opening date. Communication is a big part of this and all the details are being carefully considered and worked through.

Mr. Casserley commended Ms. Mahnken and her team.

Mr. Casserley also thanked Fred Logan, Andrew Logan and Denise Howard for recently giving a presentation to the Managers group regarding ADA issues and other complex HR issues.

### **CONSENT AGENDA**

Minutes of the February 8, 2018, Library Board meeting.

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

**Second:** Sheryl Spalding

Motion approved unanimously

## **NEW BUSINESS**

### **Board Action: Consideration of a Memorandum of Understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping System (DTI-AIMS)**

The Johnson County Library has worked in the past with companies to deliver data analysis. Johnson County Department of Technology and Innovation has a department (DTI-AIMS) which can deliver similar data analysis services to assist the Library.

Mr. Casserley presented a recommendation that the Library Board approve an MOU with AIMS. AIMS can assist the Library with finding strategic market data that the Library will be able to use when contacting Library patrons.

**Motion:** JR Riley move that the Library Board of Directors

**Second:** Sheryl Spalding

**Motion approved unanimously**

### **Board Action: Consideration of the Agreement with the City of Edgerton for the Installation of a High Speed Internet Antenna and Mount Installation**

The Edgerton branch has struggled with network connectivity over the past six months. Staff and patrons have both noticed issues with logging in, phone service and slow Internet access. The Customer Experience – Information Technology team has put in place workarounds to maintain minimal service at Edgerton but better network is needed.

Our best option for upgrading network speed and connectivity to this location is replacing the existing commercial network connection with a radio connection between the Edgerton Library and the Edgerton Fire Station, allowing a direct connection to County network. Johnson County Department of Technology and Innovation and Johnson County Emergency Management & Communications have collaborated with the Library's Network Systems Administrator and Library Facilities on design and implementation plans. This is a similar design to the Cedar Roe Library.

The equipment required for this radio connection are a High-Speed Internet Antenna and Mount Installation installed on the roof of the Edgerton Branch housed in the Bank of Knowledge. The installation of the equipment will be mounted to the roof and the mount will be approximately three-feet (3') square and a mast that is sixty inches (60") in height, this will be installed on the west side of the of the building, roof mounting. Plans have been provided to the City for the specific System Improvements and Specifications. The Library will pay all cost associated with the installation and routine maintenance of the system. The Library will be solely responsible for the cost of replacement, repair, or any necessary upgrade of and to the system. Neither the City of Edgerton nor the Library shall be liable for any consequential damages to the other if the System is damaged or not functioning.

**Motion:** Sheryl Spalding moved that the Johnson County Library Board of Directors approve the Agreement for High Speed Internet Antenna and Mount Installation at the Edgerton branch library.

**Second:** Amy Ruo

**Motion approved unanimously**

**Adjournment**

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

**Second:** JR Riley

**Motion approved unanimously**

The meeting adjourned at 5:16 p.m.

DATE \_\_\_\_\_

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

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

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

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$80,463.05</b>
	Add Receipts	\$4,577.63		
	Less Payments		\$49,826.55	
	<b>Ending Cash balance</b>			<b>\$35,214.13</b>
	Less Liabilities		\$91.35	
	<b>Unobligated cash balance</b>			<b>\$35,122.78</b>

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

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

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** April 12, 2018

---

**Issue:** The annual election of officers of the Library Board of Directors.

**Background:** Administrative regulation ARM 10-50-10, Bylaws of the Board of Directors, guides the annual election of officers. The officers of the board include a chair, vice chair/secretary, and treasurer. Officers serve a term of one-year commencing immediately upon election.

The Johnson County Library nominating committee, Donna Mertz and JR Riley, submits the following nominations for 2018 to 2019 officers:

Chair - Nancy Hupp  
Vice-chair/Secretary - Bethany Griffith  
Treasurer - Amy Amos Ruo

**Recommendation:**

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2018-2019 year.

**Suggested Motion:**

I move that the Library Board of Directors elect the recommended slate of officers for the 2018-2019 year.

Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley, County Librarian  
**Date:** 4/12/2018

---

**Issue:** To evaluate possible locations, in addition to a site on the Merriam Community Center campus, that would be suitable for the new Antioch library.

**Background:** Library and County Facilities staff met with the City of Merriam to review their proposed site for the new Antioch library. The site does have some challenges. The City presented a location that allows for a 15,750 square foot building. They did state that a 20,750 square foot building could occupy the space, but this would require additional parking and could prove to be problematic for providing drive-thru services – which has been a strategic goal in JCL's last two buildings (Monticello and Lenexa).

Johnson County Library (JCL) was excited about this potential partnership because the preliminary discussions revolved around the idea of the library being in close proximity to the community center. JCL and City officials talked about shared programming and creating a cultural campus combining health, fitness, art and literature.

The location presented does not allow for these type of joint activities to easily occur, as the library is located at a distance from the community center and is separated by parking. A patron would need to walk up the hill from the community center to access the library.

The patron parking solution was not ideal, as it would require all of our patrons to traverse a roadway. Incoming traffic could pose a threat to children and others with mobility issues. I feel that it would be wise for the Library Board to look at all location options for the new Antioch library and to consider the advantages and disadvantages of those options. This would include looking at constructing the new Antioch library on the existing site.

**Alternatives:**

- 1) Approves the County Librarian to direct library staff to conduct a study to explore alternative locations for the new Antioch Library and the possibility of constructing the new Antioch library on the existing site.
  
- 2) Accept the City of Merriam's proposed location.

**Legal Review:** Reviewed by legal counsel.

**Recommendation:** The Johnson County Library Board of Directors approves the proposal allowing library staff to explore other alternative locations for the new Antioch library and to look at the possibility of constructing the new Antioch library on the existing site.

**Suggested Motion:** I move that the Library Board of Directors approve the County Librarian to direct library staff to conduct a study to explore alternative locations for the new Antioch Library and the possible construction of the new Antioch library on the existing site.