



# Library

**Board Report  
July 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, JULY 12, 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, Peter Duffey
  - 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 steps necessary to implement a land acquisition agreement with the City of Merriam
    - b) Review of ARM 20-80-30, “Serving of Alcoholic Beverages;” necessity of also obtaining approval of Board of County Commissioners to serve alcoholic beverages at various locations .....5
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....7
      - a) Branch trends – Adam Wathen .....13
    - 2. Strategic Plan – Sean Casserley
      - a) Update on the meeting with KU, next steps
      - b) Trimester report – Tricia Suellentrop .....18
    - 3. Comprehensive Library Master Plan – Scott Sime
      - a) Monticello update .....43
      - b) Lenexa City Center update .....47
    - 4. Updates – Sean Casserley
      - a) Date for the annual board retreat
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the June 14, 2018 Library Board meeting .....51
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2018 were handled in accordance with library and County policy.
      - b) The May 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 .....	59
VI.	Old Business	
A.	Board Action: Consideration of renewal of gift naming agreement for the MakerSpace at Central Resource Library .....	60
VII.	New Business	
A.	Board Action: Consideration of revision to ARM 20-10-91, Fee Schedule .....	63
B.	Board Action: Request for closure of Central Resource on September 28, 2019, for the annual Foundation event, Library Lets Loose .....	66
VII.	Adjournment	

## **Motions**

### **Consent Agenda**

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

### **Consideration of renewal of gift naming agreement for the MakerSpace at Central Resource Library**

Suggested Motion: I move that the Library Board approve renewing the gift and naming agreement between Black & Veatch and the Johnson County Library MakerSpace at the Central Resource Library for 2019-2021.

### **Consideration of revision to ARM 20-10-91, Fee Schedule**

Suggested Motion: I move that the Library Board of Directors approve the revised ARM 20-10-91, "Fee Schedule".

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

Suggested Motion: I move that the Library Board approve the closing of Central Resource on September 28, 2019.

**ADMINISTRATIVE REGULATIONS Document ARM 20-80-30  
Number**

Tab: Patron Services  
Section: Facility Usage  
Subject: SERVING OF ALCOHOLIC BEVERAGES

**SUMMARY**

Alcoholic beverages are generally prohibited in library facilities and on library premises. The purpose of this regulation is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-approved events in designated areas by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation.

**Effective Date: August 14, 2014**

Review Date August 14, 2014

**ALCOHOLIC  
BEVERAGES  
GENERALLY  
PROHIBITED**

a. With the limited exception set forth in this regulation, alcoholic beverages are generally prohibited in library facilities and on library premises. Nothing in this regulation shall be construed as authorizing patron possession or consumption of alcoholic beverages in library facilities or on library premises in violation of the Patron Code of Behavior, ARM 20-10-50.

**LIMITED  
EXCEPTION  
FOR SERVING  
ALCOHOLIC  
BEVERAGES**

b. Alcoholic beverages may be served by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation at events approved in writing by the library on the terms set forth in this regulation.

Designated Areas 1. Alcoholic beverages may be served and consumed only in areas designated by the library.

No sales 2. No sale of alcoholic beverages is permitted.

Caterers 3. When alcoholic beverages are dispensed and served by a caterer, the caterer shall utilize only trained and TIPS-certified servers.

Minors 4. Minors may not receive, consume, or be in possession of any alcoholic beverages.

Unlawful Service 5. Unlawful service, sale, and/or consumption of alcoholic beverages is strictly prohibited. Violators will be prosecuted to the full extent of the law.

PROCEDURES

c. Procedures for implementing this regulation shall be articulated and inserted in staff manuals.

August 14, 2014

**ARM 20-80-30 End**

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**May 2018**  
**42% 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	\$681.00	\$681.00
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	139.44	139.44
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	0.00	581.57
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expences	463.78	711.87
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 1,284.22</b>	<b>\$ 2,113.88</b>



# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2018

42% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	18,450,066	31,144,550	59%	57%
Ad Valorem Delinquent	0	276,989	0%	84%
Motor Vehicle	838,124	3,077,115	27%	22%
Library Generated - Copying/Printing	44,574	99,255	45%	35%
Library Generated - Overdues / Fees	238,530	725,000	33%	34%
Sale of Library Books	25,000	57,832	43%	43%
Misc Other	3,753	348,746	1%	16%
Library Generated - Other Charges	69	3,570	2%	0%
Investment	110,122	139,179	79%	83%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	2,708	8,186	33%	77%
Commercial Vehicle Tax	40,588	49,072	83%	60%
Heavy Trucks Tax	0	2,322	0%	76%
Rental Excise Tax	19,153	29,560	65%	42%
State and Federal Grants	126,657	254,678	50%	53%
<b>TOTAL REVENUE</b>	<b>19,899,346</b>	<b>36,226,054</b>	<b>55%</b>	<b>53%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	6,811,806	19,132,976	36%
Contractual Services	1,962,648	4,019,965	49%
Commodities	4,044,128	5,125,453	79%
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	4,191	254,678	2%
Interfund Transfer	0	290,626	0%
<b>TOTAL EXPENDITURES</b>	<b>12,849,578</b>	<b>36,226,054</b>	<b>35%</b>

Revenue - Expenses as of May 31, 2018 7,049,768

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>

	<b>Scheduled Replacement Account</b>		
			<b>REVENUE RECEIVED TO DATE</b>
	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>
			<b>2018</b>
	Contractual Services		1,187,481
	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>1,808,633</b>
	<b>Budget Remaining</b>		<b>370,617</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**May 2018**  
**42% 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	1,929,148	7,045,836	27%
Information Technology	1,090,963	2,697,938	40%
Collection Development	1,716,256	4,074,120	42%
Branch/Systemwide Services	5,668,141	14,129,195	40%
Risk Management Charges	26,805	108,070	25%
Grants *	4,191	254,678	2%
Transfer to Capital Projects	0	3,320,701	0%
Interfund Transfer	0	290,626	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>10,435,504</b>	<b>31,921,164</b>	<b>33%</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		834,741	0%
Transfer to Capital Projects		3,138,844	0%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>56,210</b>	<b>4,304,890</b>	<b>1%</b>

<b>TOTAL EXPENDITURES</b>	<b>10,491,714</b>	<b>36,226,054</b>	<b>29%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**May 2018**  
**42% Year Lapsed**

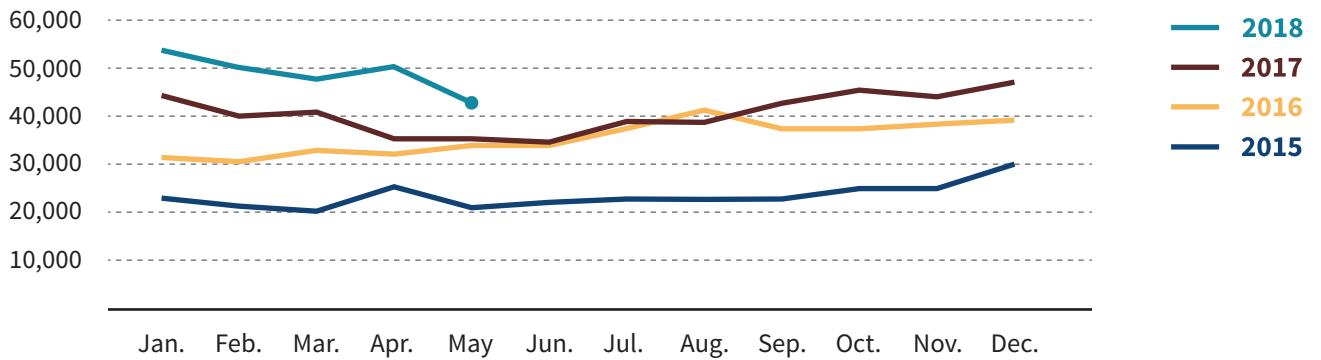
<b>ALL FUNDS</b>	<b>2018</b>	<b>2018</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	6,811,806	19,132,976	36%
Contractual Services	1,962,648	4,019,965	49%
Commodities	1,686,264	5,125,453	33%
Risk Management Charges	26,805	108,070	25%
Capital / 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	4,191	254,678	2%
Interfund Transfer	0	290,626	0%
<b>TOTAL EXPENDITURES</b>	<b>10,491,714</b>	<b>36,226,054</b>	<b>29%</b>

GRANTS*	Expenditures through 04/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$4,190.96	\$126,657.28	\$122,466.32

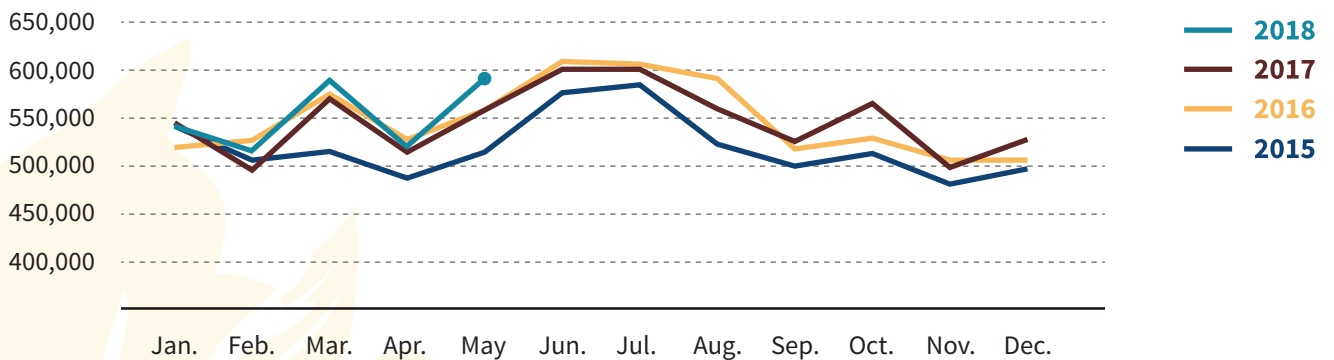
\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

## Core Operational Statistics

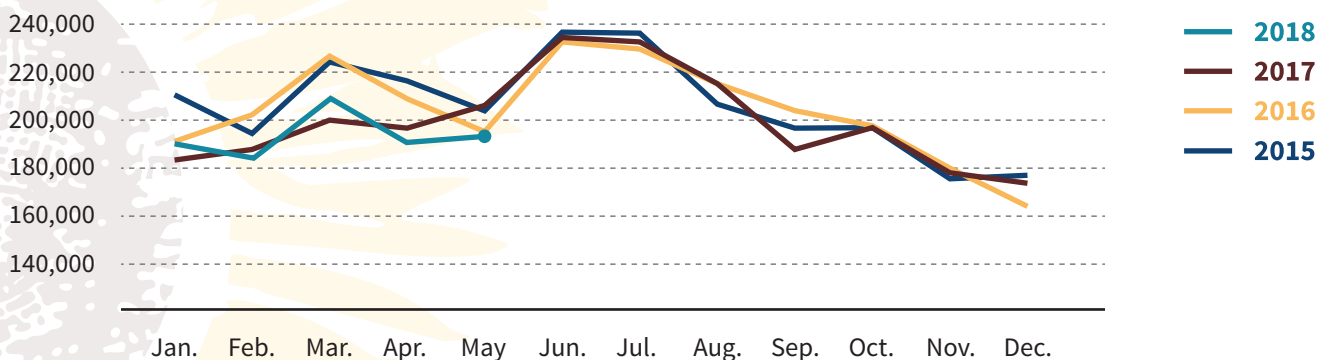
### 3 Year Digital Circulation Trend



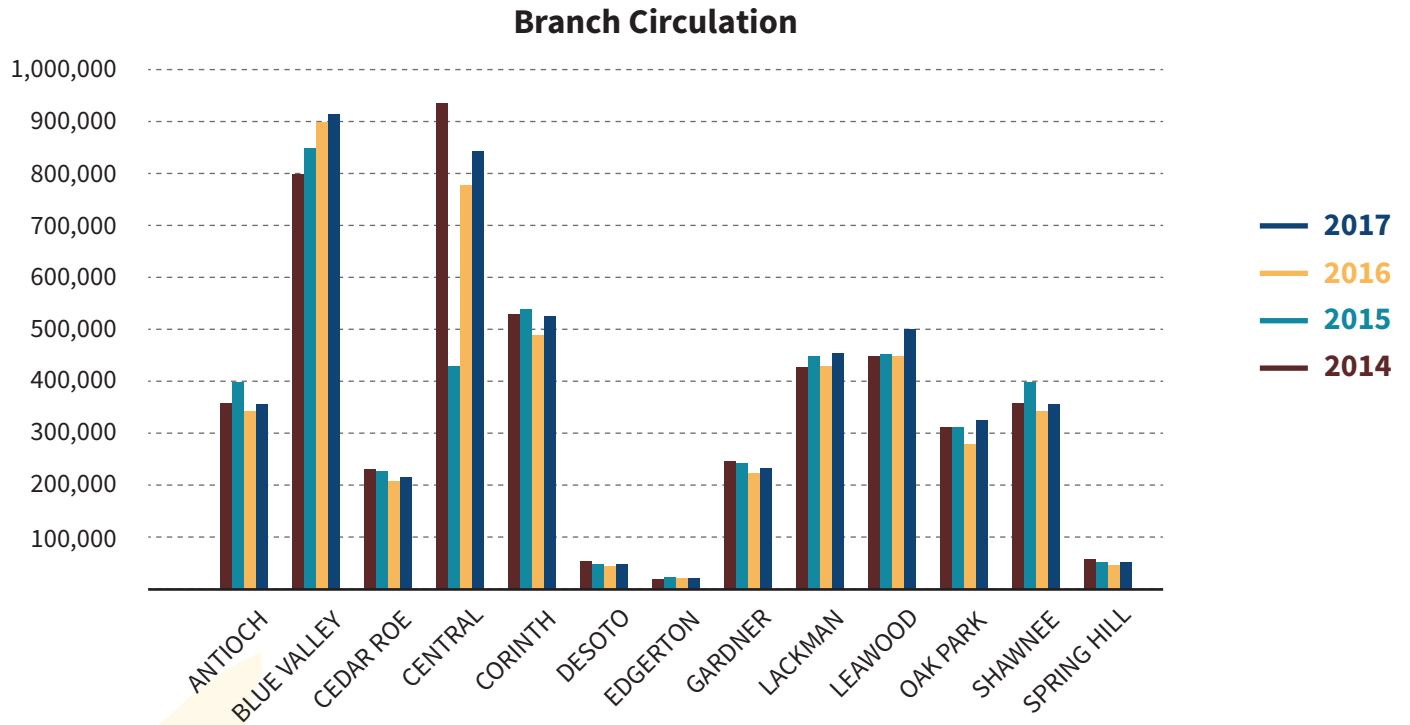
### 3 Year Physical Circulation Trend



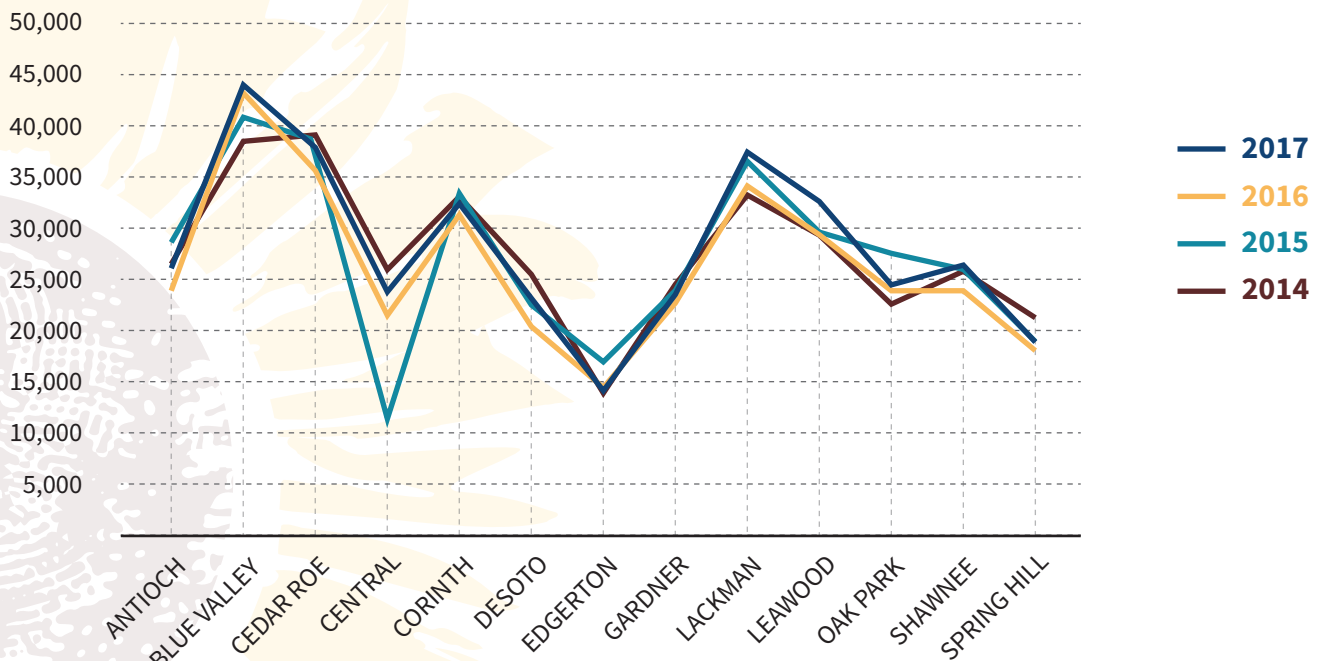
### 3 Year Visitation Trend



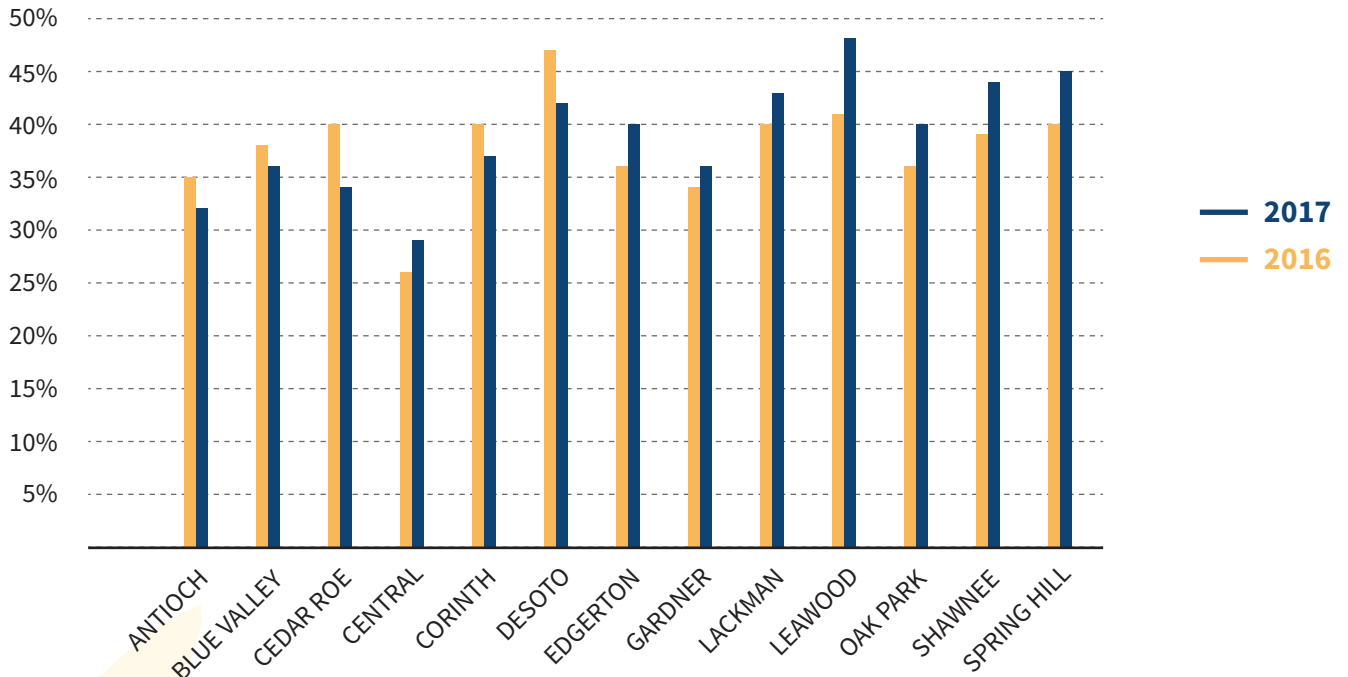
**Trends in Branch Services**



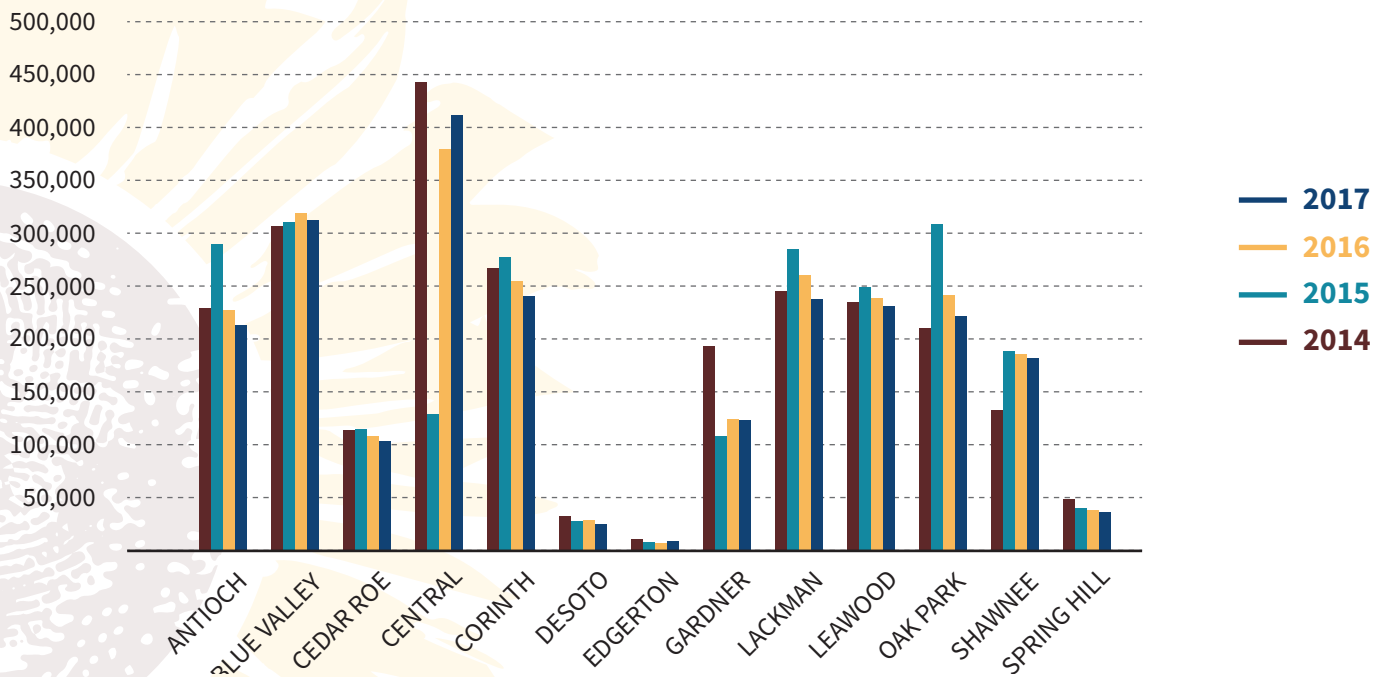
**Number of Annual Circulations per Staff Member**



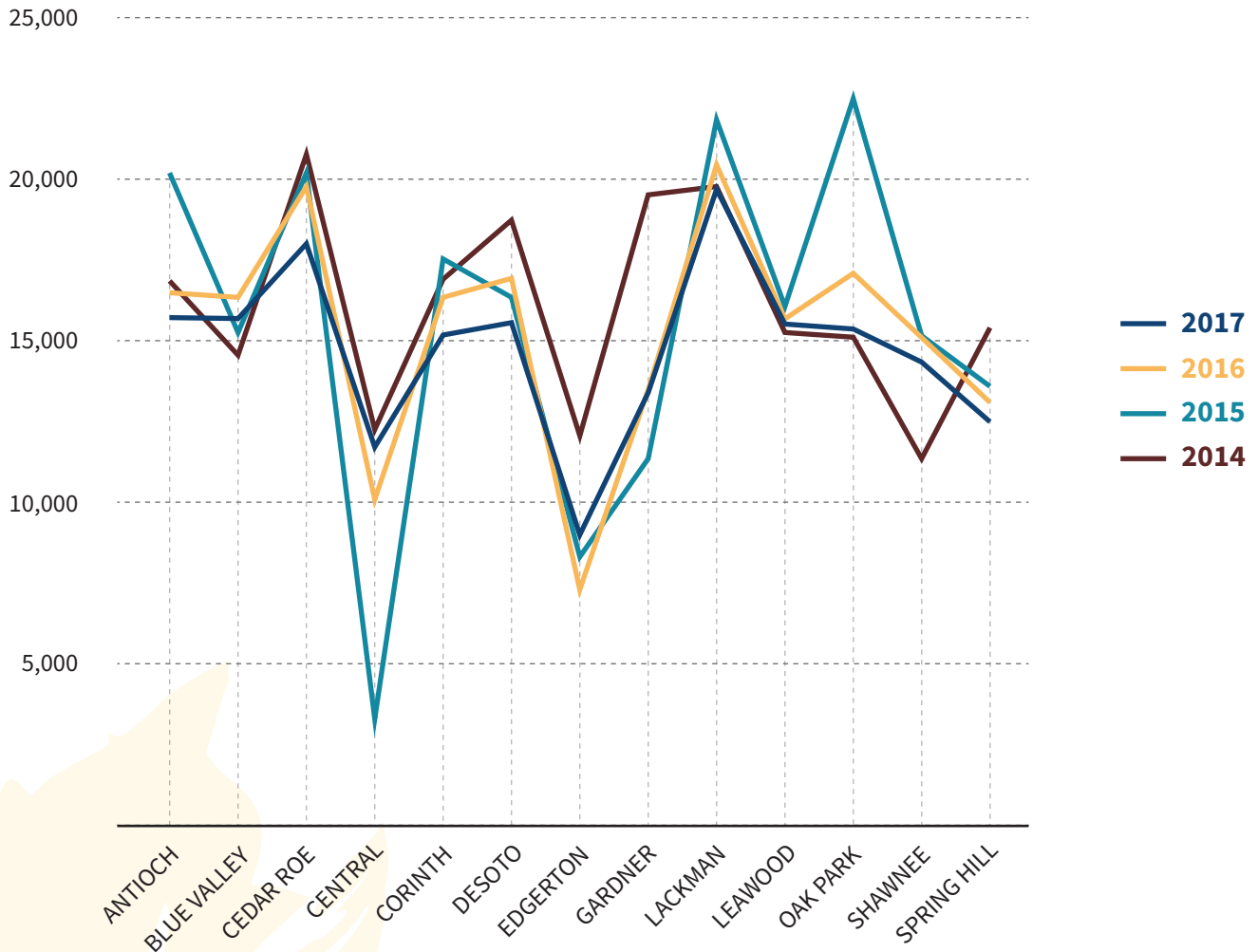
**Holds as a Percentage of Circulation**



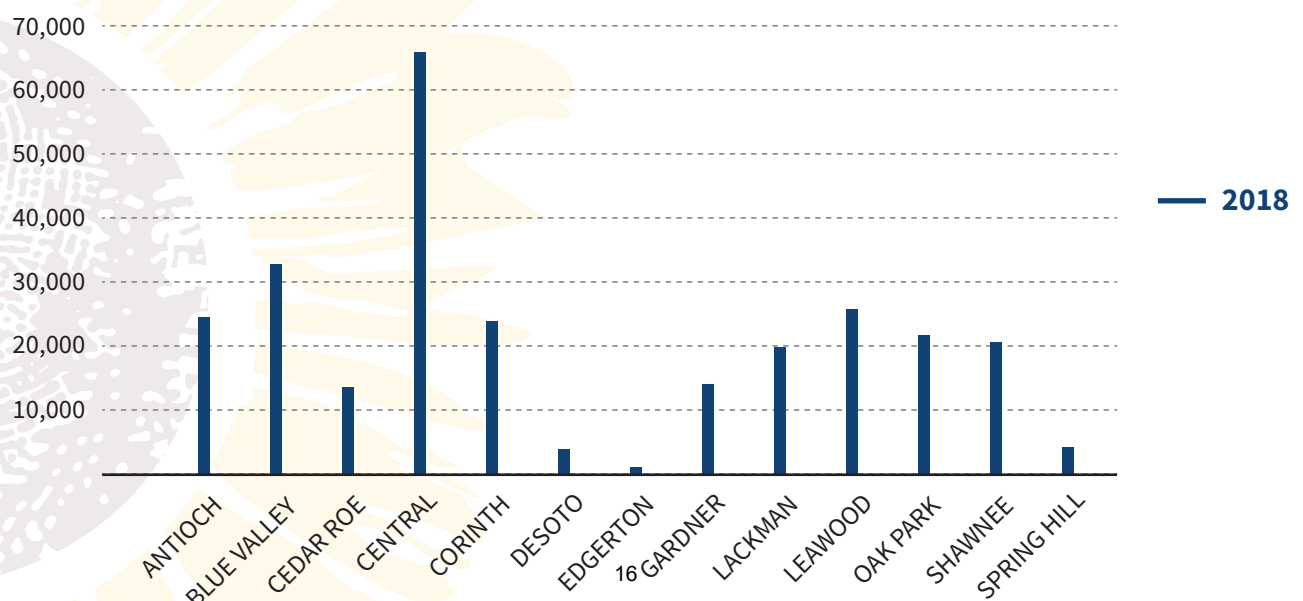
**Branch Visits**



**Number of Annual Visits per Staff Member**

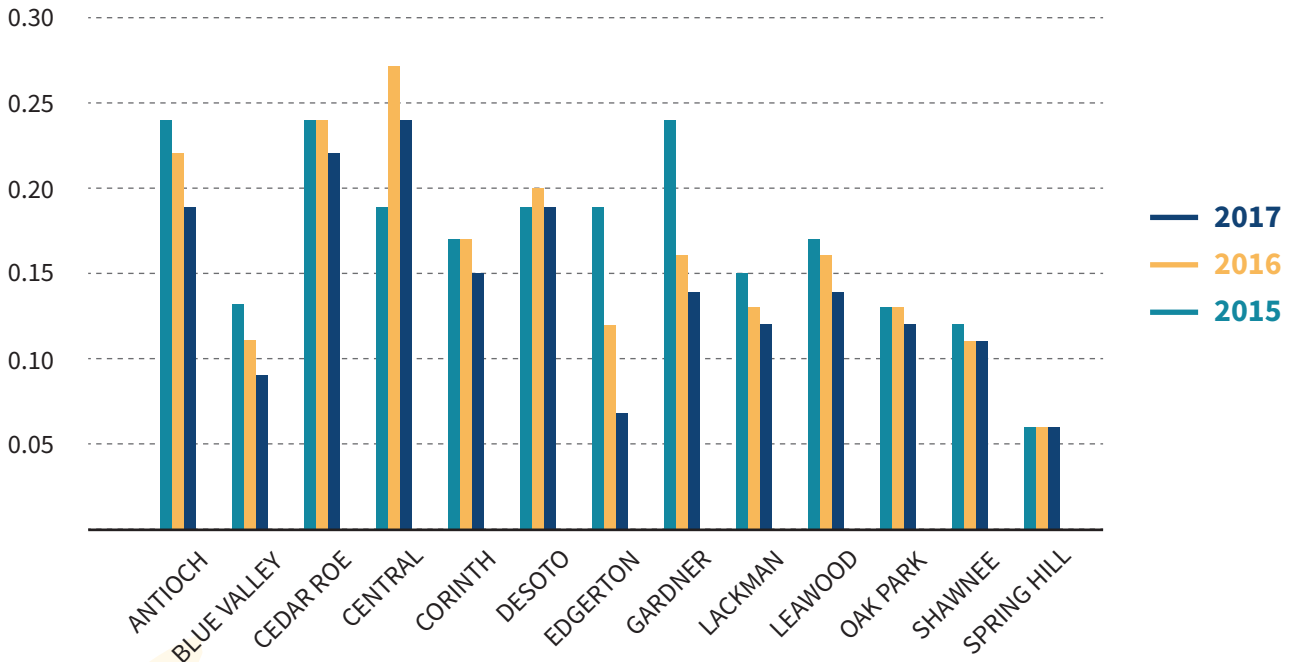


**Number of Users per Branch**

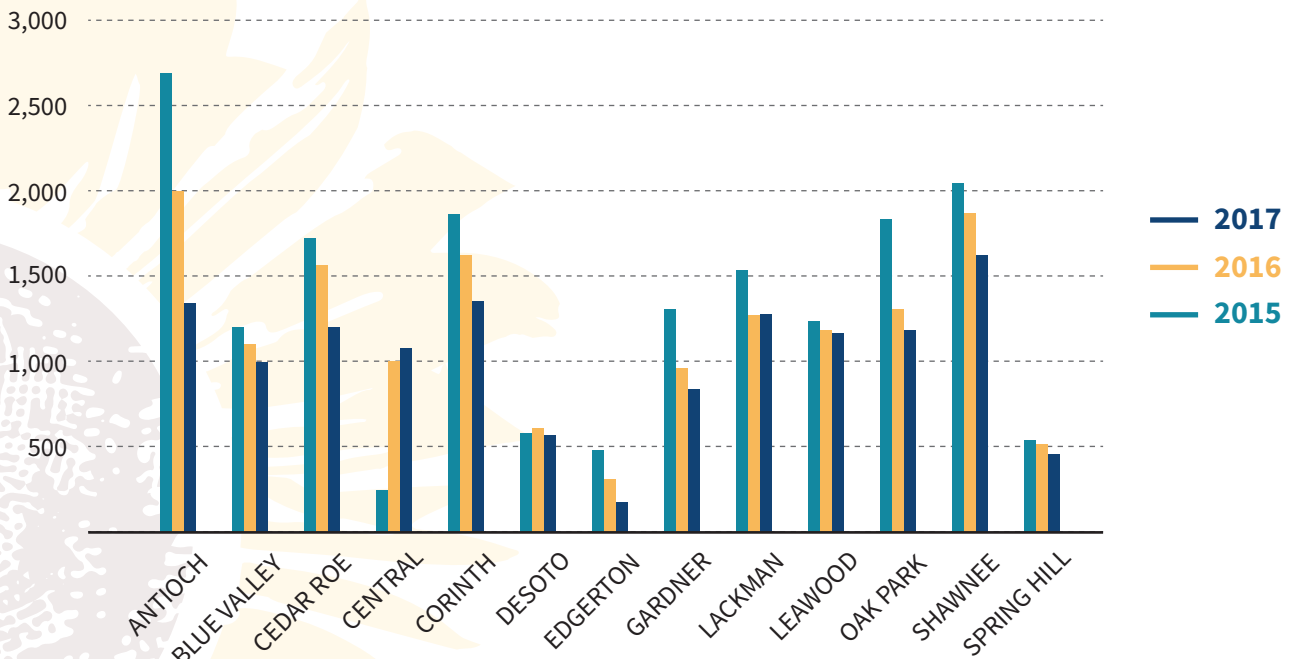




**Number of Computer Sessions Per Visit**



**Average Number of Computer Sessions per Computer**



# Strategic Plan Update January –April 2018 Trimester 1



# Customer Experience

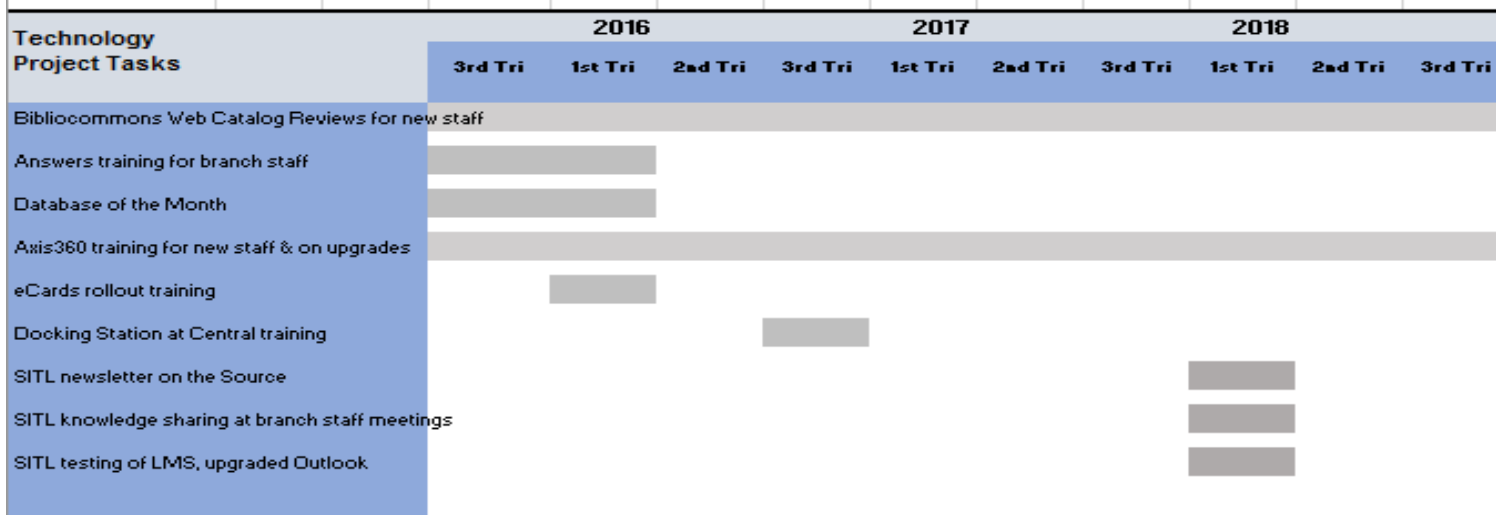
Project Title: Technology

Portfolio: Education

Goal 1: Library Staff will exemplify the Brand Promise with their interaction with people.

Tactic 2: Increase product knowledge

<b>Synopsis:</b> <i>(concise overview - 1-2 sentences)</i>	Staff are continuously trained to improve knowledge of technology products and services in order to provide better support to patrons. Staff IT Liaisons support staff and share knowledge about new technology.
<b>Outputs:</b> <i>(tangible products)</i>	more staff book and media reviews in the online catalog (to help patrons select what to check out!); online reference services provided when library is open by email, chat, text, phone and by email when library is closed; econtent and ebook patron questions answered; many eCards issued to patrons and converted to regular cards; patron questions about laptop docking station at Central answered. Staff IT Liaison (SITL) assist CX-IT with testing new technology prior to rollout to staff such as CX Help Desk and accompanying knowledge base (articles), Outlook upgrade, Learning Management System, and more. SITL share knowledge of new tech as branch staff meetings. SITL publishes a quarterly newsletter on the Source with helpful tips and tricks.
<b>Outcomes:</b> <i>(results and accomplishments)</i>	Patron Experience is improved by trained, knowledgeable staff. JCL staff are positioned as technology experts in our community. Staff are empowered by SITL representatives at their branches supporting them.



# Project Title: Automated Materials Handling (AMH)

**Goal 6: People will find Library staff, materials, and services convenient and easy to access.**

**Tactic: Continuous improvement of materials handling**

**Synopsis:** *(concise overview - 1-2 sentences)*

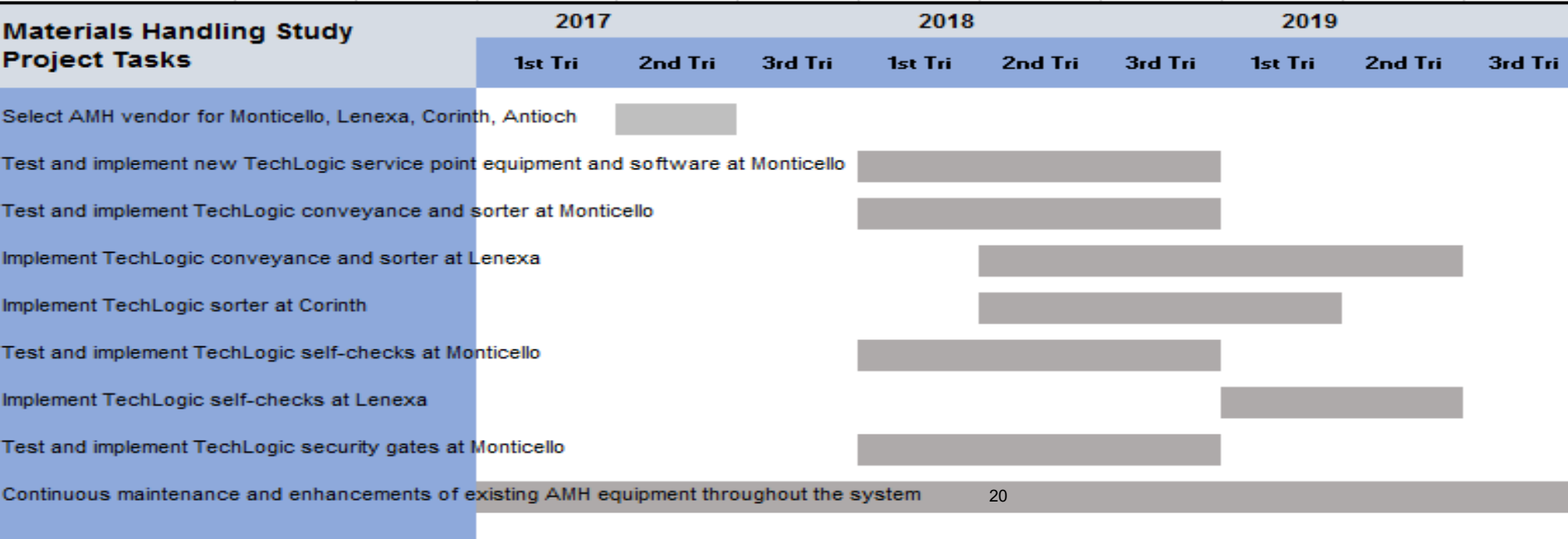
The CX team supports automated materials handling (AMH) enhancements and improvements by applying innovative technology.

**Outputs:** *(tangibles, products)*

New AMH vendor TechLogic was selected through formal RFP process in 2017. The CX team supports implementing TechLogic systems including self-checks, sorters, conveyance, RFID pads, security gates, software on staff service points and processing stations. Updated documentation and support for staff using new systems. Thorough testing of systems and usability testing by patrons when appropriate.

**Outcomes:** *(results and accomplishments)*

Staff will experience efficient AMH technology. Materials will flow optimally through the Libraries.



# Project Title: Online Room Reservation System

Portfolio: Convenience

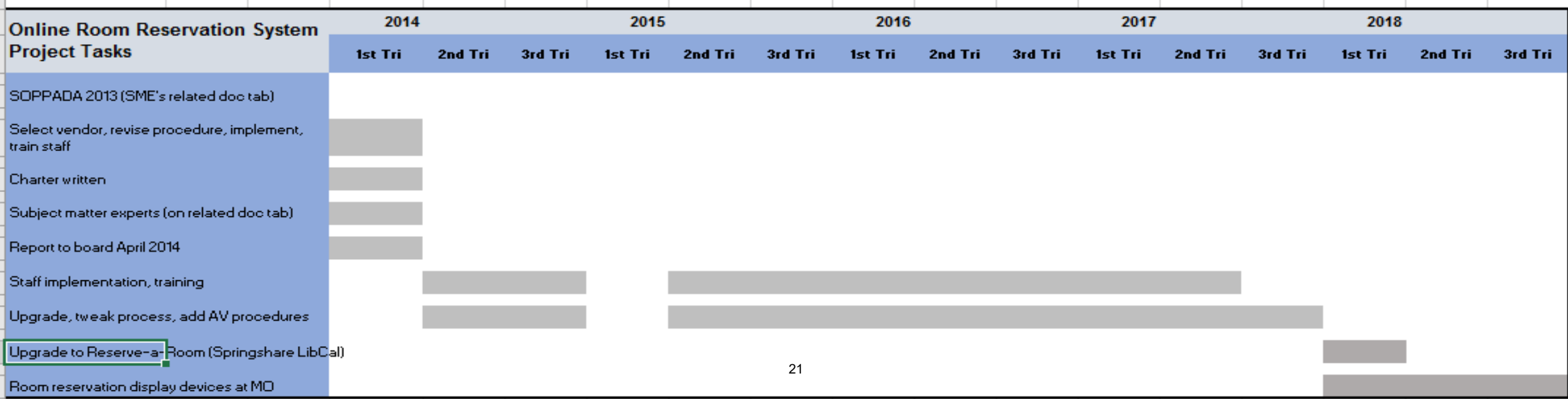
Goal 8: People will experience library services and resources through the innovative use of technology.

Tactic: Enhance online services and content

**Synopsis:** *(concise overview - 1-2 sentences)* Provide patrons a method of booking library rooms and Makerspace equipment online at their convenience.

**Outputs:** *(tangible products)* Patrons and staff access Reserve a Room via the website to book rooms and Makerspace equipment without having to come into the library or call. They receive email confirmation and need minimal staff assistance. Easier to print room reservation paper for daily posting. Patron can use a chosen name for their reservation display. Room reservation display iPads eliminate the need to print and post paper room reservation lists daily.

**Outcomes:** *(results and accomplishments)* Patrons are pleased to have a method to secure library rooms or equipment on their own, outside of the library, and at all hours. Staff have more time to work on other projects.



# Project Title: Continuous Improvements of Technology Security

Portfolio: Convenience

Goal 8: People will experience library services and resources through the innovative use of technology.

Tactic: Access to technology that meeting their present and future needs.

**Synopsis:** *(concise overview - 1-2 sentences)*

Continuous improvement of technology security for patrons and staff.

**Outputs:** *(tangible products)*

Collaboration with County DTI on continuously updated enterprise-wide security solutions. Carefully maintained Library firewalls and filtering. Proper application of security best practices for staff accounts and technology. Careful maintenance of patron information in accordance with Library policies.

**Outcomes:** *(results and accomplishments)*

Patrons and staff use technology protected by security best practices. Collaboration with County ensures we continually strive to meet the BOCC's request for continually improving security.

IT Helpdesk Project Tasks	2016			2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Supported county-wide implementation of Checkpoint antivirus (replacing McAfee)							█		
Support for SentinelOne endpoint security solution (anti-malware)							█		
Library firewall monitoring enhancements							█		
Library firewall evaluation by consultant							█		
Testing new strategy for service desk accounts, will be more restrictive, implement at Monticello, roll out systemwide in Q3 2018							█		
Enhanced patron privacy with Reserve a Room "public name" option							█		
Upgrade PHP 5.6 (scripting language supporting Library web presences)							█		
Upgrade to Ezproxy to 6.3.5 (patron authentication using library card to subscription resources) with security enhancements							█		
Library firewall code upgrade							█		
Additional security added to webserver (malware scanning)							█		

# Project Title: Continuous Improvement of Library Network

Portfolio: Convenience

Goal 8: People will experience library services and resources through the innovative use of technology

Tactic: Access to technology that meets their present and future needs

**Synopsis:** *(concise overview - 1-2 sentences)* Work with County DTI to move branches to County fiber as opportunities arise. Work with County DTI to improve existing network. Planned replacement of networking equipment coordinated with County DTI.

**Outputs:** *(tangibles, products)* Replacement cycle for networking equipment. Improved network reliability. Decrease in network costs from using services like Consolidated Communications. Mutually beneficial working relationship with our Infrastructure Team at County DTI.

**Outcomes:** *(results and accomplishments)* Patrons experience greater convenience as they enjoy reliable networks at all locations. Staff experience work efficiency through reliable networks.

Enhancement to Patron PCs Project Tasks	2016			2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Fiber to Monticello, new switches, wireless access points, UPSes, etc.									
Edgerton connection upgrade – now on County fiber through microwave signal from neighboring fire station, ceased expensive and slow vendor connection, upgraded wireless access points, upgraded network switches									

# Project Title: Technology Friendly Spaces

Portfolio: Convenience

Goal 8: People will experience library services and resources through the innovative use of technology

Tactic: Tech Friendly Spaces (access to technology)

<b>Synopsis:</b> <i>(concise overview - 1-2 sentences.)</i>	Supported patron's technology needs by providing access points within the location and other means that enhanced options to connect and to use a variety of devices.
<b>Outputs:</b> <i>(tangible, products.)</i>	Added a Docking station, study Pods, power connections, Study rooms with large screen and power adaptors primarily at the Central Resource Library, Laptop checkout kiosk at Monticello, room reservation display iPads at Monticello, Catalog only touch screens and writing surfaces at Monticello and Central Resource Library.
<b>Outcomes:</b> <i>(results and accomplishments.)</i>	Patrons are able to find areas to charge their devices throughout the library. Patrons who use study rooms and meeting rooms can project their personal devices. Study pods increased patron privacy and seating options. Provided a test case for furniture options at Monticello and future building projects. Patrons can see the day's room reservations and the room use policy when using a meeting room. Patrons can easily interact with the catalog using a touch-screen, similar to interfaces that they utilize in other settings.

Tech Friendly Spaces Project Tasks	2016			2017			2018			
	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Laptop docking station at Central		█								
Study Pods (2 at Central)				█						
Power outlets: Entrance and throughout Central		█	█	█						
Tables with power connections at Central		█								
Study rooms: Power adaptors and large screens.				█						
Patrons checkout VGA, Mini HDMI, 1HDMI at CE				█						
Updated Patron PC with Windows 10 at Leawood					█					
LE: Power access at tables for patron devices			█							
SE: Mtg room TV, dual monitors, upgraded PCs					█					
SE: New Tech bar, new patron computer tables	█									
CR and CO: Dual Monitors, updated Public CPUs			█							
Flexible technology for library spaces - patron laptop kiosk at MO								█	█	█
Room reservation displays devices at MO								█	█	█
Catalog only touch screens and writing surfaces at MO and CE								█	█	█



# Project Coordination

Project Title: Monticello (construction project)

Portfolio: Community Building

Goal 5: People will experience a welcoming library environment that meets their needs.

Tactic: Visitors will find clean, well-lit, comfortable, safe, navigable buildings.

**Synopsis:** (concise overview - 1-2 sentences)

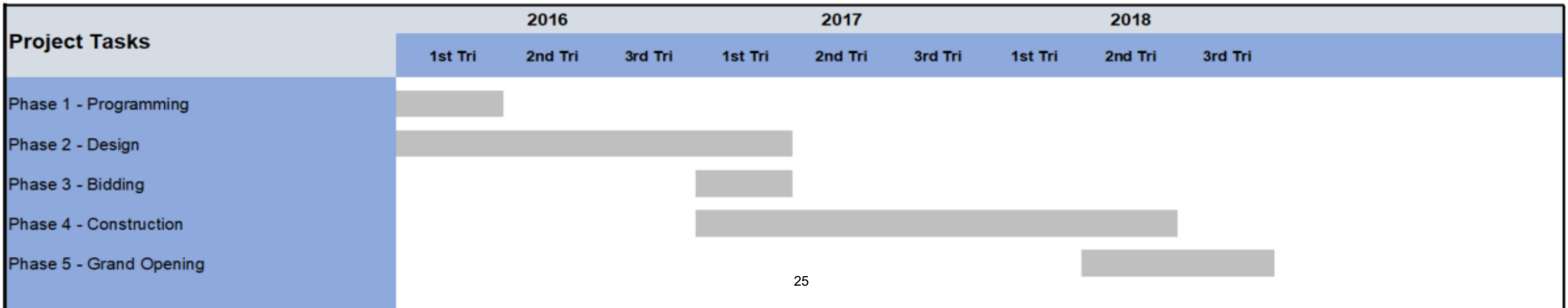
The Monticello project fulfills a long-time Library Board and community goal of meeting service expectations in western Shawnee. The design and construction components are being overseen by County Facilities with Library staff integrated into the project team.

**Outputs:** (tangibles, products)

A new ~30,000 SF building to hold an anticipated 90,000 item collection, to provide programming and library service to the community.

**Outcomes:** (results and accomplishments)

Newly added public space (including meeting rooms and technology) supports the Library's strategic portfolio of Community Building, specifically to provide a welcoming library environment that meets the community's needs.



# Project Title: Monticello (Collection)

Portfolio: Convenience

Goal 6: People will find Library staff, materials, and services convenient and easy to access.

Tactic: Continuous improvement of materials handling

**Synopsis:** (concise overview - 1-2 sentences)

This project will build the Monticello opening day collection from two sources - existing Library materials and newly purchased items. This project will describe and perform the activities required to manage the move from current item locations to Monticello.

**Outputs:** (tangibles, products)

~60,000 items from the existing collection boxed and moved to Monticello. ~30,000 items purchased and linked to the catalog from existing vendor(s). Correct item locations in the catalog. Work schedules for labor to sort and shelve materials.

**Outcomes:** (results and accomplishments)

A Monticello location with library materials stocked and ready for patrons to borrow from.

Project Tasks	2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Phase 1 - Planning		■				
Phase 2 - Collecting and Storage		■				
Phase 3 - Procurement			■			
Phase 4 - Moving and Shelving					■	

# Project Title: Monticello Grand Opening project

Portfolios: Community Building + Convenience

- Goal 5: People will experience a welcoming library environment that meets their needs**
- Goal 6: People will find Library staff, materials, and services convenient and easy to access**
- Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective**



**Synopsis:** *(concise overview - 1-2 sentences)* Design, production, communication and assessment of a suite of actions and activities through a specified time period that can be phased for specific audiences and be well-documented as a narrative of the functions and services of this building and of Johnson County Library generally.

**Outputs:** *(tangibles, products)* Design and implement Pre-opening day, Day-of and Post-opening day communications and activities for key stakeholders and specific groups.

**Outcomes:** *(results and accomplishments)* The Grand Opening team will ensure that internal and external constituents can celebrate this accomplishment, and know how to access this asset.

Project Tasks	2017			2018					
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Phase 1 - Activity Recommendations			[Bar]						
Phase 2 - Activity Design				[Bar]					
Phase 3 - Activity Production				[Bar]					
Phase 4 - Activities Assessment						[Bar]			

# Project Title: Monticello (Hiring)

Portfolio: Convenience

Goal 6: People will find Library staff, materials, and services convenient and easy to access.

Tactic: Staff are easily identifiable and accessible.

**Synopsis:** *(concise overview - 1-2 sentences)*

This project will perform employee position posting, interviewing, hiring, and training for staff that will work at the Monticello location, along with filling the positions that result from the transfers of existing staff to Monticello to ensure strong role models are in place in a new building.

**Outputs:** *(tangibles, products)*

Hiring dates met in time for all new and promoted staff to attend NEO along with technology training, team building, and collaborative workspace training.

**Outcomes:** *(results and accomplishments)*

Monticello staff will be able to function as a team and have experience answering a variety of patrons questions and providing assistance with popular library services such as print management and reserve a room.

Project Tasks	2017			2018			
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	
Phase 1 - Planning		■					
Phase 2 - Posting			■				
Phase 3 - Interviewing				■			
Phase 4 - NEO and Training				■			

# Project Title: Monticello (Technology)

Portfolio: Convenience

Goal 8: People will experience library services and resources through the innovative use of technology.

Tactic: Access to technology that meets present and future needs

**Synopsis:** (concise overview - 1-2 sentences) Technology at Monticello will include new models (including laptop checking, collaborative technology, wireless display capability, and advanced sortation and conveyance systems), as well as known library technology.

**Outputs:** (tangibles, products) Laptops, room reservation display devices, large-format touchscreen catalog stations, public-use Macs.

**Outcomes:** (results and accomplishments) Newly added technology supports the Library's strategic portfolio of Convenience, specifically to provide access to technology that meets the community's needs.

Project Tasks	2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Phase 1 - Research			████████████████████			
Phase 2 - Procurement				████████████████████		
Phase 3 - Configuration				████████████████████████████		
Phase 4 - Installation					██████████████████████████████	
Phase 5 - Commissioning / Training						██████████

# Project Title: Lenexa (construction project)

Portfolio: Community Building

Goal 5: People will experience a welcoming library environment that meets their needs.

Tactic: Visitors will find clean, well-lit, comfortable, safe, navigable buildings.

**Synopsis:** *(concise overview - 1-2 sentences)*

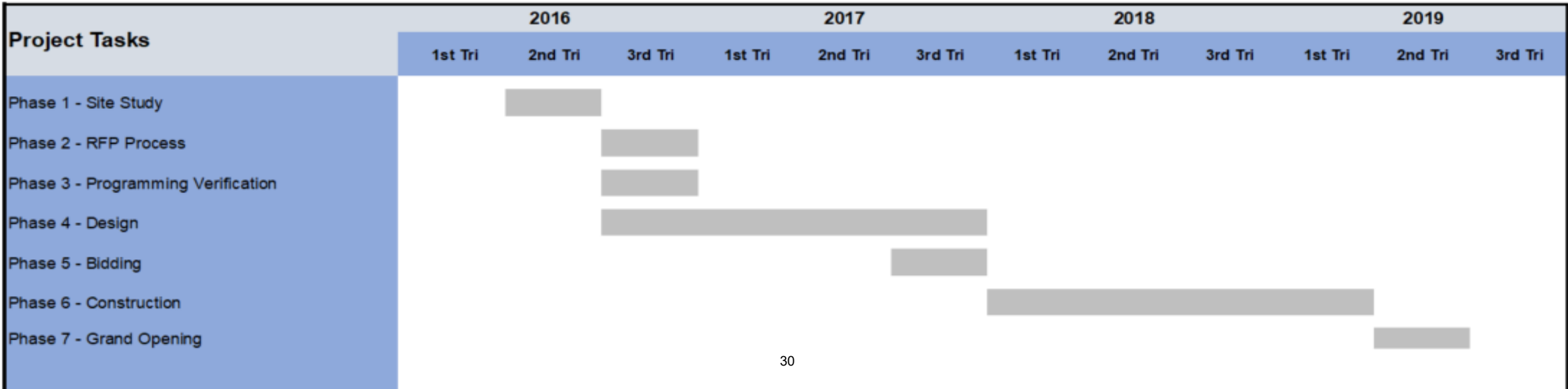
The Lenexa City Center Library project fulfills the Library Board's second capital priority and will replace the existing Lackman Library. The design and construction components are being overseen by County Facilities with Library staff integrated into the project team.

**Outputs:** *(tangibles, products)*

A new ~40,000 SF building to hold an anticipated 97,000 item collection, to provide programming and library service to the community. An exterior freestanding drive-up kiosk in the parking garage for hold pickup and material return.

**Outcomes:** *(results and accomplishments)*

Newly added public space (including meeting rooms and technology) supports the Library's strategic portfolio of Community Building, specifically to provide a welcoming library environment that meets the community's needs.



# Project Title: Enterprise Volunteer Management System

Portfolio: Convenience

**Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.**

**Tactic: Strong internal communication/collaboration**

<b>Synopsis:</b> <i>(concise overview - 1-2 sentences)</i>	This project will identify, procure and implement a management system to replace our current volunteer management system.
<b>Outputs:</b> <i>(tangibles, products)</i>	Selection of a vendor for Volunteer Management System; obtain a contract from vendor; work with Johnson County Departments to create a statement of work, then implement processes for design, creation, implementation, testing, trial use, revision & full launch
<b>Outcomes:</b> <i>(results and accomplishments)</i>	Library/County will have access to cloud based system that will assist in recruitment of volunteers; enable tracking status of volunteer applications/placements; allow for strategic & frequent communication with volunteers; and especially, provide accurate reporting of volunteer placement data

Project Tasks	2016			2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Phase 1 -Researching		████████████████████							
Phase 2 -Procurement (RFIP Process/ Contract)				████████████████████					
Phase 3 - Design							████████		
Phase 4 - Documentations							████████		
Phase 6-Implementation								████████	
Phase 7 -Training & Launch of Pilot ( JCL, HSD, JCD)								████████████████████	

# Learning & Development

## Project Title: Readers Advisory Class Development: Genres 1

**Portfolio: Convenience**

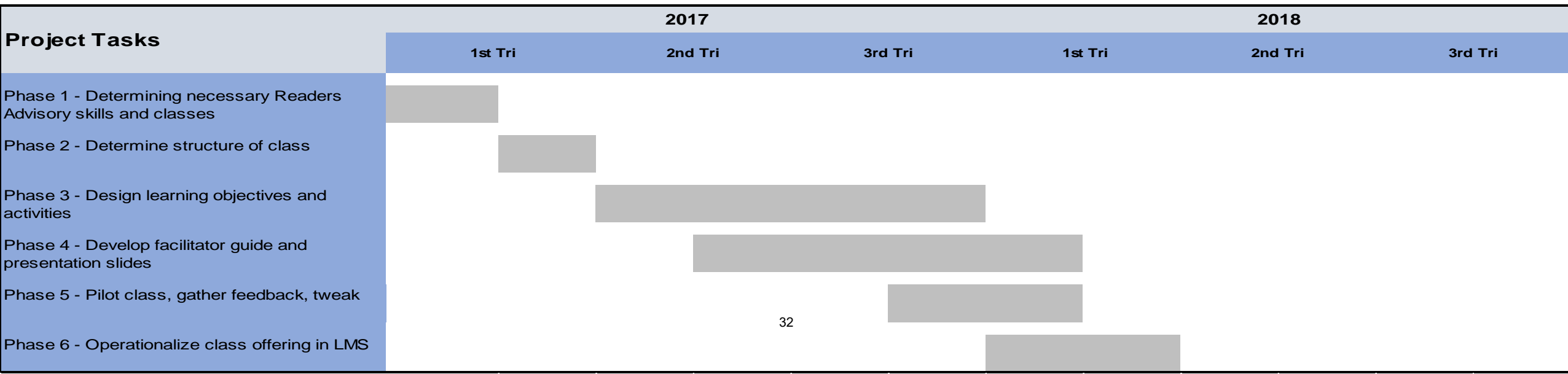
**Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective**

**Tactic: Provide internal and external training opportunities**

**Synopsis:** *(concise overview - 1-2 sentences)* The Learning & Development department and Readers Advisory Subject Matter Expert collaborate to develop learning opportunities for staff. Establish genres as a Readers Advisory baseline knowledge area to focus public-service staff development.

**Outputs:** *(tangibles, products)* Readers Advisory class, techniques to continue learning following the class

**Outcomes:** *(results and accomplishments)* Outcomes-focused instructional design, strong collaboration of two departments, training skill growth for SME, content designed to last for 7-10 years with minimal updates, use of feedback to strengthen class content





# Project Title: Monticello Training

Portfolio: Convenience

**Goal 6: Library staff wil engage in a workforce that is collaborative, connected, efficient, and effective**

**Tactic: Provide internal and external training opportunities**

**Synopsis:** *(concise overview - 1-2 sentences)* An overview of the learning oportunities curated for Monticello library staff to ready staff to open a new building in a new service area

**Outputs:** *(tangibles, products)* Modified orientation program to accommodate large number of hires, pilot of new on-the-job training methods, team development sessions, training on building technologies in a variety of formats (e-learning, classroom, self-directed), trainings to ready staff to work well in a shred workspace with more mobile staff technology

**Outcomes:** *(results and accomplishments)* Building staff prepared to serve patrons in western Shawnee prior to Monticello grand opening

Project Tasks	2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Phase 1 - Planning for NEO and OJT		█				
Phase 2 - Planning for all remaining training			█			
Phase 3 - Implementation of NEO and OJT				█		
Phase 4 - Implementation of all remaining training					█	

# Project Title: Antioch Collaborative Workspace

Portfolio: Convenience

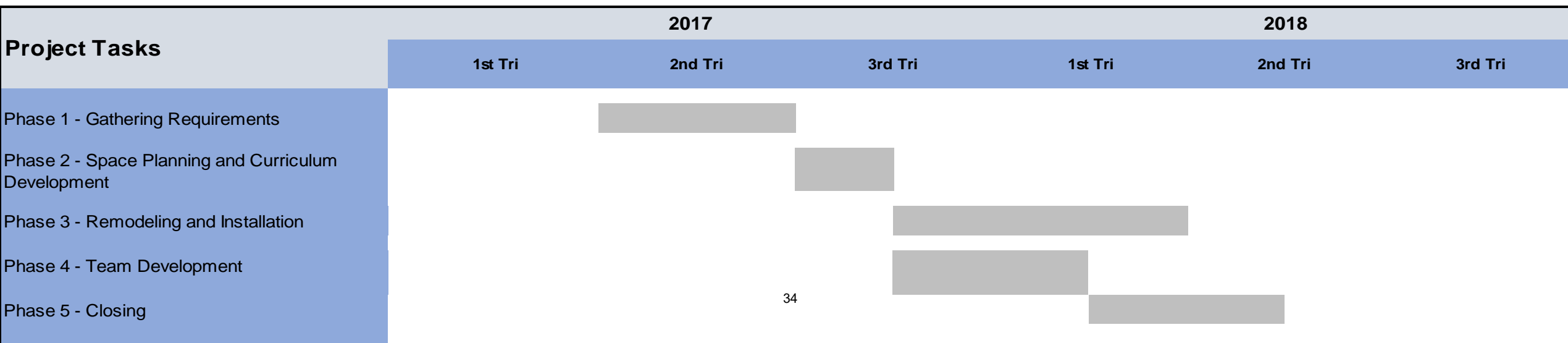
Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective

Tactic: Strong internal communication / collaboration

**Synopsis:** *(concise overview - 1-2 sentences)* Antioch's Information Services, Youth Services, and Branch Manager workgroups merge from three workspaces to a single, shared workspace to promote collaboration and efficiency. Information gathered from this project will serve as a pilot for a shared workspace at the future Monticello location.

**Outputs:** *(tangibles, products)* Curricula for 4 facilitated team development sessions, team-developed Standard Operating Procedures,

**Outcomes:** *(results and accomplishments)* Increased collaboration among AN IS, YS, and Branch Manager workgroups. Flexible, tidy, and organized work environment. Two meeting rooms that meet team, branch, and system-wide collaboration and quiet workspace needs.



# Youth & Information Services & Events

## Project Title: Thematic Programming

Portfolio: Education

**Goal 3: People with specific educational or informational needs will be supported by the library.**

**Tactic: Host and facilitate leisure activity programs.**

Synopsis: (concise overview - 1-2 sentences)

Develop and implement thematic programming that meets informational and educational needs of the community. These programs facilitate an essential dialogue with the community.

Outputs: (tangibles, products)

Patrons will engage in fun activities through themed programming.

Outcomes: (results and accomplishments)

Patrons will find an environment where they can learn, explore, enjoy, create, and connect to the library and to each other. Increased the confidence of staff members to create successful programs.

Thematic Programming Project Tasks	2014			2015			2016			2017			2018		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Develop SOPPADA 9/23/2013															
Evaluate program strategy in YS and IS Depts.	█														
Update Calendar to a Tri-mester Guide				█											
Special Interest Programs (ie Game Night)	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Makerspace Classes (after CBU)										█	█	█	█	█	█
Second Saturdays		█	█	█	█	█	█	█	█	█	█	█	█	█	█
Exhibitions	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Readers Advisory	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Author talks, book clubs, poetry slams	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Partnership Programs (ie Movies in the Park)		█	█		█	█		█	█	█	█	█	█	█	█
Foundation Alumni programs			█			█			█			█		█	█

# Project Title: Then & Now - Civil Rights

Portfolio: Education

Goal 3: People with specific educational or informational needs will be supported by the library.

Tactic: Host and facilitate leisure activity programs.

Synopsis: (concise overview - 1-2 sentences)

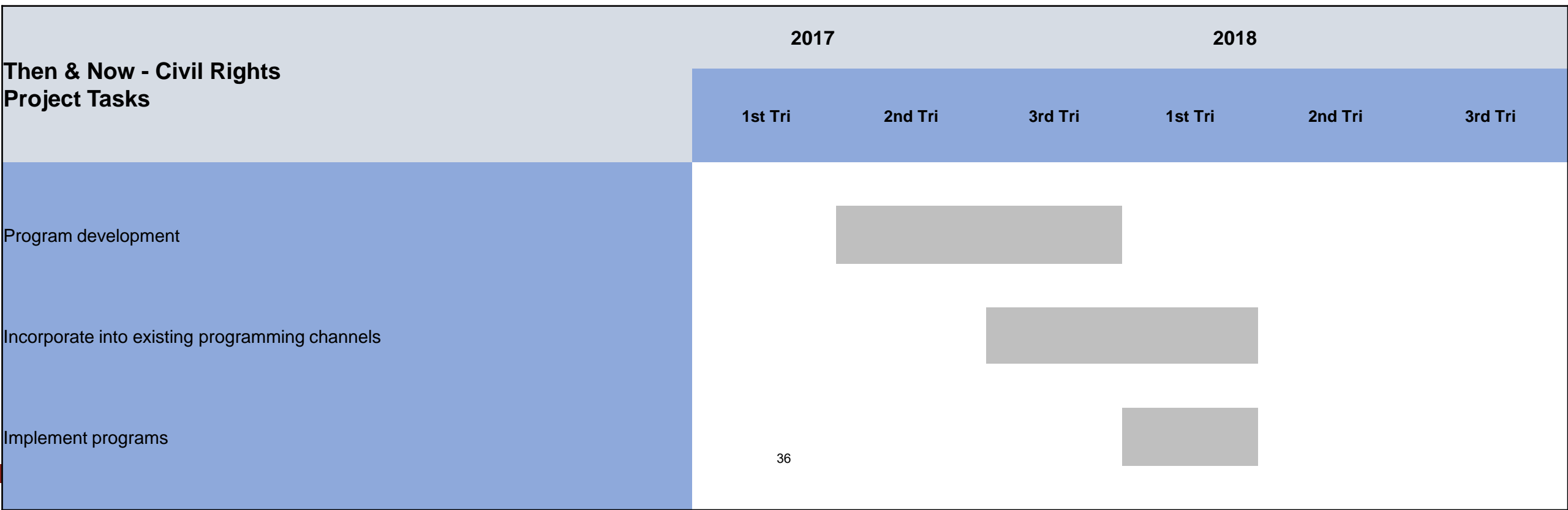
Develop and implement civil rights programming that meets informational and educational needs of the community. These programs facilitate an essential dialogue with the community.

Outputs: (tangibles, products)

Patrons will engage in leisure and academic activities such as film discussions, academic talks, exhibitions, and panel discussions.

Outcomes: (results and accomplishments)

Patrons will find an environment where they can learn, explore, enjoy, create, and connect to the library and to each other.



# Project Title: Literary Programming

Portfolio: Education

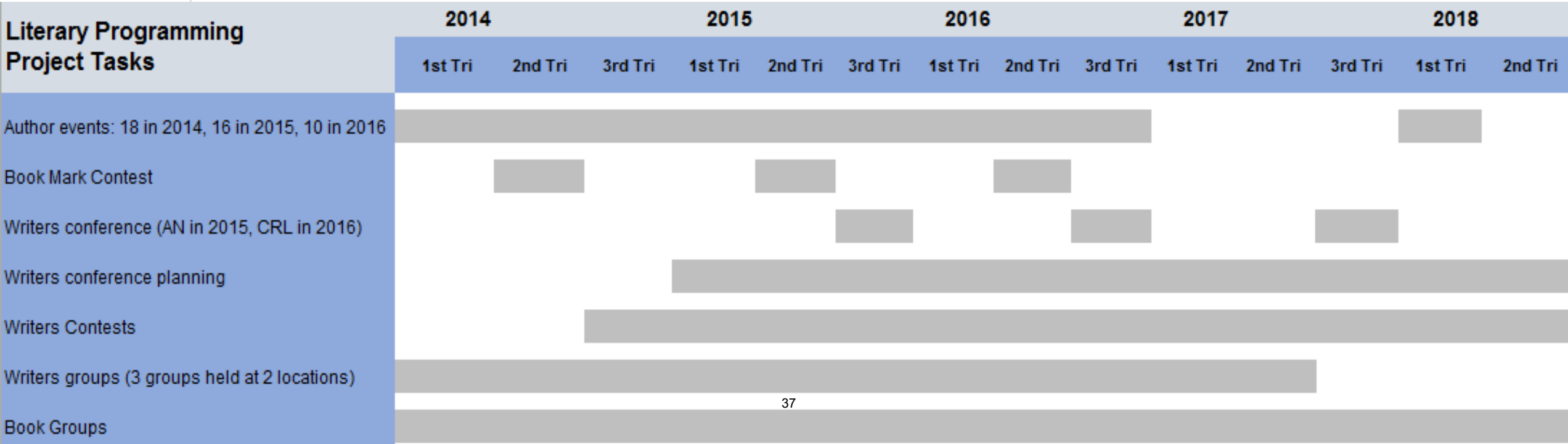
Goal 3: People with specific educational or informational needs will be supported by the library

Tactic: Host and facilitate leisure activity programs

**Synopsis:** (concise overview - 1-2 sentences)  
The library provides rich literary experiences, including large events and small groups that support and excite patrons as they gain skills, share work, connect with professional writers, build local authorship, and discuss books.

**Outputs:** (tangibles, products)  
44 author events across three years; 15 book groups at 9 locations; 2 system-wide writers conferences with attendance near 250; writers' groups at 3 locations; Read Local Blog; Writers' Contests

**Outcomes:** (results and accomplishments)  
Build community among writers with events, book groups, and conferences; Build community among readers; Connect the community to the library's collection, staff, and resources; Contribute to a rich literary landscape for Johnson County residents; Gain recognition for JCL as a leader in literary programming.



# Project Title: Subject Matter Expertise Training

Portfolio: Convenience

Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.

Tactic: Provide internal and external training opportunities.

**Synopsis:** *(concise overview - 1-2 sentences)* JCL is a Learning Organization and training is a priority at all staff levels. Managers evaluate opportunities for staff to attend professional association conferences (annually), individual training sessions provided at the national, state or local level (quarterly), and/or Johnson County-sponsored training (quarterly).

**Outputs:** *(tangibles, products)* Approval is distributed equitably across the organization from year to year giving Library staff at all levels the opportunity to attend conferences or training related to their positions. All Library staff are required to attend at least one training opportunity each year.

**Outcomes:** *(results and accomplishments)* Library staff continue to develop professionally and/or personally. Library staff stay up to date on the latest research on and techniques within their fields of expertise. Library staff are able to network with fellow professionals to mutually share ideas and information. As Covey notes in his "Sharpen the Saw" habit, "...increase your capacity to produce and handle the challenges around you."

Project Tasks (Select)	2014			2015			2016			2017			2018	
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri
Technical Trainings														
Teen Overview														
6 by 6 Early Childhood Literacy Training														
Youth Services Overview														
Reader's Advisory Training														
Industry Specific Trainings														
Intellectual Freedom Training														
Conferences														
Volunteer Training														
Bibliocommons Readers Rendezvous														

# Project Title: Adult Services Program Collaboration & Coordination

Portfolio: Convenience

Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.

Tactic: Strong internal communication/collaboration

**Synopsis:** (concise overview - 1-2 sentences)  
 Adult Services Manager working with Focus Area Librarians to create long term programming plans to guide committees and system-wide programming.

**Outputs:** (tangibles, products)  
 System-wide Programs offered at more than one location: Science Café, Resume Workshops, Saturday Pit Bull Programs, Listen Local Receptions, Civic Engagement Pop-Ups, Coffee with a Cop

**Outcomes:** (results and accomplishments)  
 Patrons will find an environment where they can learn, explore, enjoy, create, and connect to the library and to each other. Programs offered in more than one location at a variety of dates and times is allowing more patrons to attend when convenient for them. Planning one program and offering it multiple times eliminates work, planning, and promotion and save times throughout the system.

Project Tasks	2016			2017			2018			2019		
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri
Focus Area 3 Year Plans			█	█					█			
Focus Area Committee Formation				█							█	
Start Planning System-wide					█	█						
Start Collaborating Across Focus Areas						█	█					
Spring 2019 All IS Program Brainstorm							█					
Spring 2019 All IS Program Coordination								█	█			
Summer 2019 All IS Program Brainstorm												
Summer 2019 All IS Program Coordination												
Fall 2019 Theme Creation									█	█		

# Project Title: Race Project KC

Portfolio: Convenience

Goal 4: People will connect and interact because of Library Partnerships and collaboration.

Tactic:

Synopsis: (concise overview - 1-2 sentences)

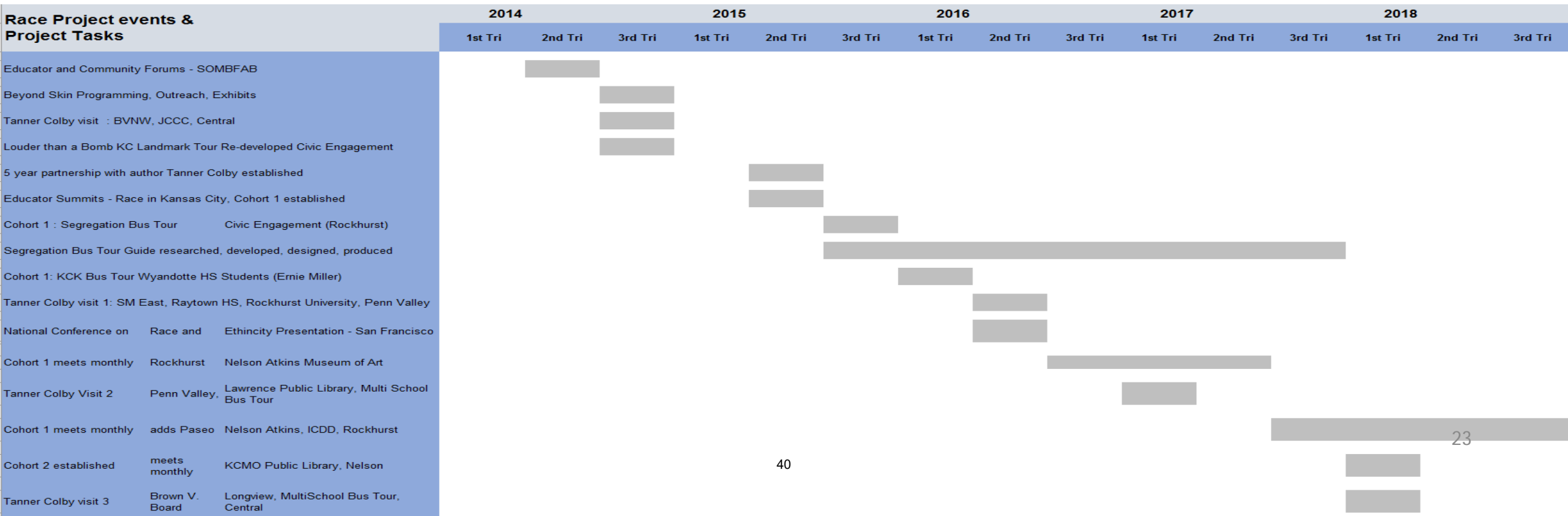
To empower students, teachers, and the community with the tools to understand our city and its peoples' past and build for a better future through relationship building and dialogue.

Outputs: (tangibles, products)

Segregation Bus Tour Guide, Venn Diagram Identity Workshop, Museum Curriculum, Book Discussion Guides, Web Feature – [www.raceprojectkc.com](http://www.raceprojectkc.com), multi-school posters, audio app.

Outcomes: (results and accomplishments)

More than 75 percent of students involved with Race Project report having developed a meaningful relationship with someone from a different schools. Kauffman Grant 2018 – 2020.





# Project Title: elementia Issue 15

Portfolio: Education

**Goal 3:** People with specific educational or informational needs will be supported by the Library.

**Tactic:**

Synopsis: (concise overview - 1-2 sentences)

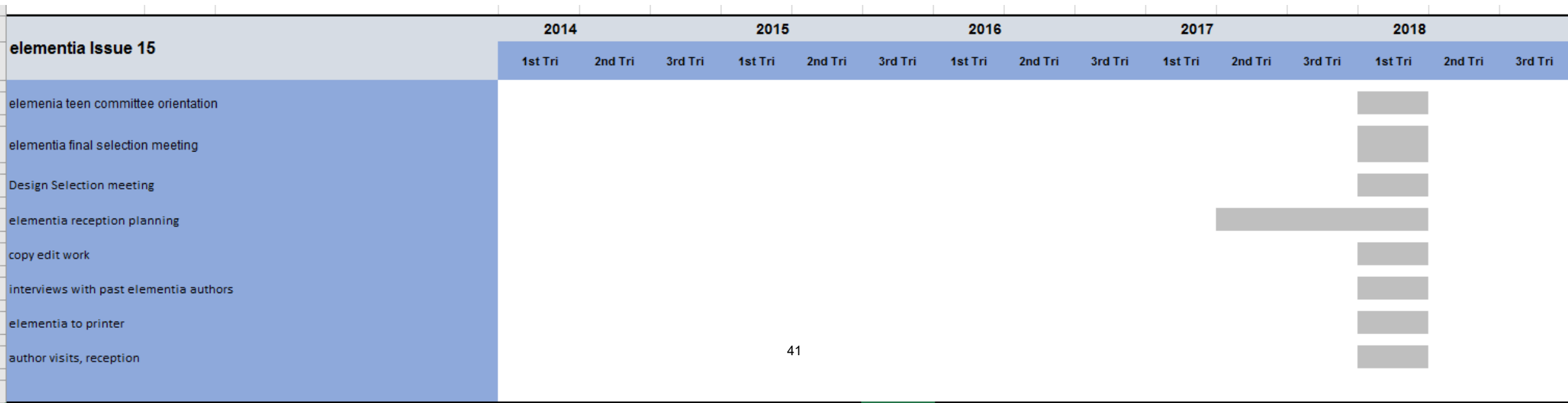
elementia is a literary arts magazine published annually to uplift and represent creative young adults. Since issue 10, each issue is dedicated to an accomplished author, poet, or artist.

Outputs: (tangibles, products)

elementia issue 15 is edited, designed, and developed, featured author school visits, elementia issue 16

Outcomes: (results and accomplishments)

Author A.S. King's moving speech and praise of the magazine. The teen committee's collaboration and leadership was clear.



# Project Title: Program Leadership

Portfolio: Convenience

Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.

Tactic: Strong internal communication/collaboration

Synopsis: (concise overview - 1-2 sentences)

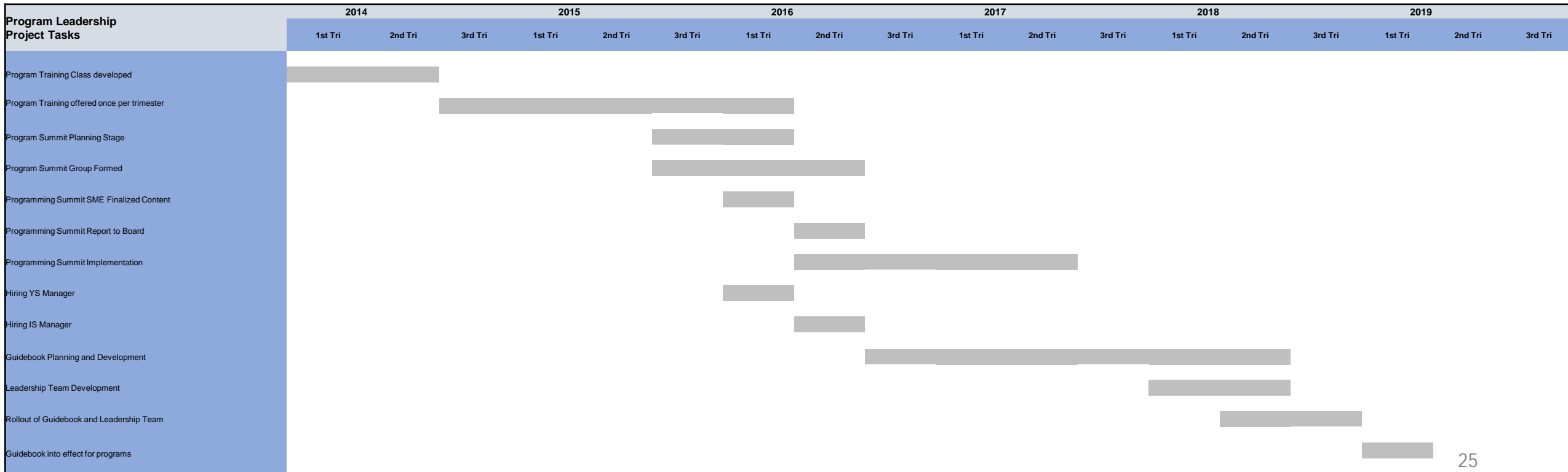
Event Producer, Information Services Manager and Youth Services Manager working together to form a leadership team that represents the Library's programming initiatives.

Outputs: (tangibles, products)

Program Guidebook

Outcomes: (results and accomplishments)

YS Manager, IS Manager and Event Producer working together to become a unified leadership for programs at JCL.



# Monticello Library

Update – July 2018



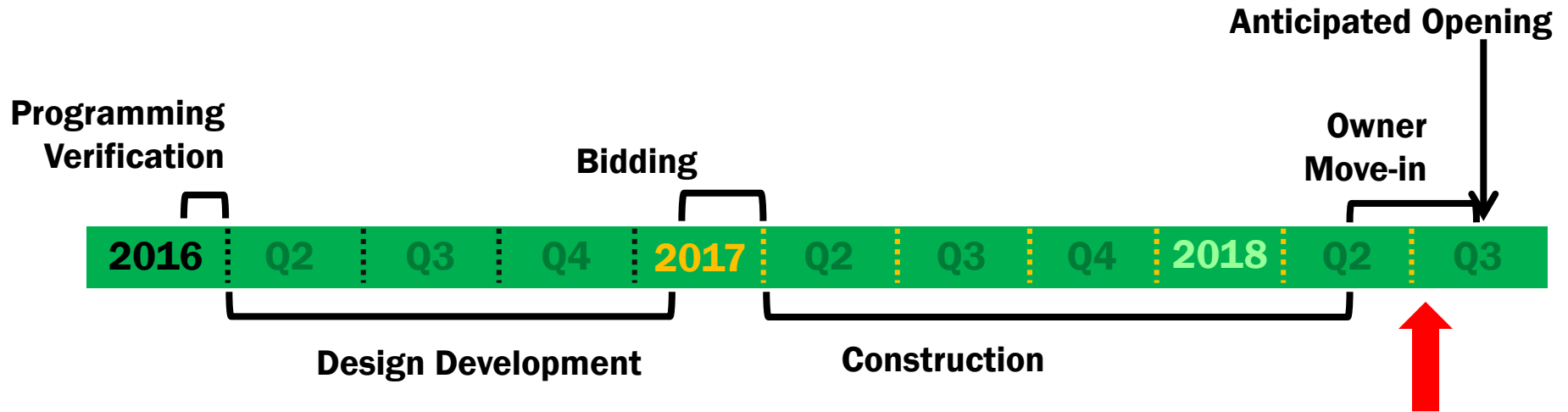
# Updates

- Move-in Update
- Next Steps
- Timeline

# Next Steps

- Library move-in tasks:
  - Collection shelving continues
  - Tours for elected officials, Friends and Foundation
  - Staff training

# Monticello Library Anticipated Timeline



# Lenexa City Center Library

Update – July 2018



# Updates

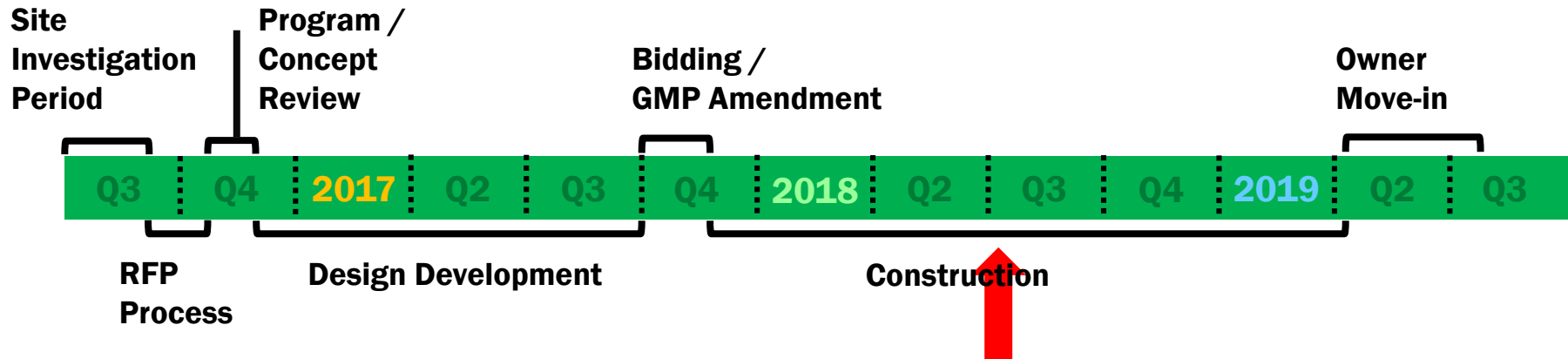
- Construction Update
- Next Steps
- Timeline



# Next Steps

- Construction continues

# Lenexa City Center Library Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, June 14, 2018  
Central Resource Library  
4:00 p.m.**

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

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

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:**

**STAFF:** Stephanie Bailey, Pat Beers, Brian Berrens, Sean Casserley, Mary Cummings, Lacie Griffin, Mike Heffernan, Jennifer Mahnken, Stephanie Neu, Nicki Neufeld, Michelle Olsen, Michaela Scruggs, Scott Sime, Maria Stadick, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Adam Wathen, Ken Werne, Ron Zluticky

**GUESTS:** Anne Blessing, Lynne Brown, Diane Carlisle, Peter Duffey, Abby Giersch, Kimball Hales, Meredith Hauck, Juan Lopez-Tamez, Jeff Schutizien, Georgia Sizemore, Rick Wise

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

**CITIZEN COMMENTS:** There were none.

**BOARD OF DIRECTORS COMMENTS:**

Ms. Hupp opened the meeting by stating that Mr. Riley and Ms. Spalding are unable to attend. Ms. Ruo is attending the meeting via the conference line. The Board does have a quorum.

Ms. Hupp thanked Mr. Sime and his team for the beam signing at the Lenexa City Center. She also thanked Mr. Sime for the tour of Monticello. She acknowledged all staff members who are working so hard toward the opening of Monticello on August 5<sup>th</sup>.

**FRIENDS OF THE LIBRARY:**

Friends board member, Diane Carlisle, announced that the Sizzlin' Summer Book sale has been the big activity over the past month. The Friends received great support from Library Staff. Ms. Carlisle thanked Christopher Leitch, who did a stand-up interview with KSHB, Shanta Dickerson and Ron Zluticky. The Friends also received help from the Johnson County Corrections Therapeutic Community and teen volunteers. The Friends sold 100 new memberships, although they did not quite make their budget for revenue. They attribute diminished sales to several parking lots being blocked off near the gym. The sale made over \$47,000. Highlights included drawings for tickets to Library Night at the K.

Looking forward into the summer the Friends are working on having a larger presence at Movies in the Park and increasing the visibility of the Friends of the Library in the community.

## **JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation Director, Stephanie Stollsteimer, welcomed and acknowledged Foundation board members, Anne Blessing, Lynne Brown and Caroline McKnight. Ms. Stollsteimer thanked them for their dedication and leadership. Ms. Stollsteimer congratulated the Friends on the successes of the Sizzlin' Summer book sale that raises needed funds and creates community good will.

Highlights from the past month:

- Planning for the Library Lets Loose is going well and the majority of food and beverage vendors have been confirmed.
- The Foundation is halfway to their sponsorship goals.
- There is a new ticket sales platform, One Cause, which will help with bidding, reporting and collection.
- The evening festivities are lining up, the collaboration between staff and the volunteer committee has been great.
- The Foundation is launching a new website that aligns with the Foundation's strategic plan. The site has a clean, modern look with beautiful photographs.

The Foundation has been making progress on another strategic initiative to develop larger more impactful donations and grants. The planned giving initiative, the 1952 Society, is continuing to be developed. The Topeka Library has been a very helpful resource with the planning.

Ms. Stollsteimer announced that the Foundation has received good news from Black & Veatch, the company will continue their sponsorship of the Black & Veatch MakerSpace for the next three years in the amount of \$90,000.

The Foundation would like to work with the Library staff and legal counsel to develop a policy regarding naming and sponsorship rights. Ms. Stollsteimer asked the Library Board for approval to draft a naming and sponsorship policy to bring before the Library Board.

Mr. Logan suggested that the Foundation work with Library administration to develop a request to bring before the Board.

Ms. Hupp commented that it is important to have a clear policy for accepting and naming. The Board supported the idea that the Foundation work on a policy for their consideration.

Ms. Stollsteimer and the Foundation Board presented the Library with a check for \$82,703 in support of the collection.

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

Commissioner Shaffer shared that the budget is the most important activity an elected official can be involved in during his or her elected year. Commissioner Shaffer reported that the Board of County Commissioners agreed to publish the budget this morning. He thanked the staff, commissioners, and others who spent numerous hours working on the budget. Commissioner Shaffer commented that this was a great budget cycle. This is the full budget without a rollback, which may occur at a later date.

A public hearing for comments on the budget will be held July 30<sup>th</sup> at 7:00 p.m.

## **BOARD COUNSEL REPORT**

No report this month.

## **COUNTY LIBRARIAN REPORT**

On behalf of the staff, Mr. Casserley, thanked the Friends of the Library for their hard work and the tremendous work they do. He also thanked the Foundation for their support of the programs, events and the collection.

### **Finance Report**

Finance Director, Ms. Neufeld, reported that we are at 55% received on revenue and at 23% spent down for expenditures.

Ms. Neufeld reported that we have received reserve balances from the County Budget Department. The updated reserve balances are included in the report. Bond counsel recommends that 5 to 10% of our total budget is kept in reserves. We are a bit over the recommended amount which is part of the plan to keep ourselves in a good financial position during construction of our new libraries.

### **Expenditure Trends in Marketing and Communications**

Associate Director of Systemwide Services, Adam Wathen, reported on the expenditure trends in marketing and communications. In July, we plan to bring trends for our library branches as a response to Ms. Spalding's question from the May board meeting.

Mr. Wathen reported on the core operational statistics of digital circulation, physical circulation, and visitation.

The Library has had significant turnover in leadership in the area of marketing and communication over the last several years so our data has been inconsistent prior to 2015/2016. Because of this, we are only representing trends since 2015 and 2016. Mr. Wathen reported we expect this to be a baseline that grows over time.

The first report shows trends in the number of times people viewed our advertising in these different channels. The Foundation Facebook page was launched late last year, so the 2018 numbers look like an amazing trajectory. We expect that to level off in the future as that channel finds its audience.

The second trend shows our web site and web catalog use. We separate the web site, which includes our library-specific content like branch web pages, programming calendar pages, or resource pages, from our catalog which is where people go to search for our materials. The catalog sessions grew from 2016 to 2017, while the users and sessions remain fairly stable.

Mr. Wathen reviewed two different reports on the "impressions". Impressions are the number of times patrons see our content. Engagements are the number of times that patrons interact with us on social media.

The final trend shows the number of times people see our paid advertising versus our owned advertising. Owned advertising includes things like our Library Guide, our Courier truck wraps, and our

social media presence. Paid advertising includes things like TV and radio spots for the library, advertising before movie trailers at theaters, online advertising, and articles and ads in local print magazines and newspapers.

Ms. Hupp commented that an article included in the Johnson County magazine she was reading included an advertisement tag above the article about the Library. She was surprised to see the advertisement in the County magazine.

## **STRATEGIC PLAN**

Mr. Casserley, reported that over the last two months the University of Kansas Public Management Center (KU PMC) and the library's management staff have worked to engage the community and key stakeholders. Information they have been gathering will help us develop the new strategic plan.

Mr. Casserley provided an overview of the 10 interviews and 21 focus groups completed with the community. Over all, over 14,000 community members and 268 staff members have responded to surveys about the Library.

From the early results of the community engagement surveys and sessions we have found that the most common reasons to visit the library are to:

- Check out physical books (92.4%)
- Check out digital materials (27.5%)
- Use inter-library loan (26.95%)
- Use the library's Wi-Fi services (20.3%)

When asked to express their level of agreement with statements regarding patron experience at the library, survey respondents expressed strong concurrence with the following:

- It is simple to check out library materials (97% strongly agree or somewhat agree)
- I feel safe at the library (95.4% strongly agree or somewhat agree)
- Staff are available to answer questions and help find resources (90.7% strongly agree or somewhat agree)

The KU PMC staff are now in the process of compiling and analyzing the results of this input to form the basis of a comprehensive community engagement report. The management team and administration will then take this information to develop tactics and goals.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Monticello Update**

Project Coordinator, Scott Sime, presented on behalf of the Building Project's Core Team. Mr. Sime recognized the facilities team for their great work on the Monticello project.

Construction at the site is being finished and we are working on library move-in tasks. Shelving and furnishings are being installed, technology is being installed and the collection is being moved into the building to be shelved.

Mr. Sime shared updated photos of the exterior and interior of the building.

Ms. Hupp commented that touring the building was exciting. It is beautiful, high-tech and welcoming.

### **Lenexa City Center Update**

Mr. Sime thanked Board members who were able to attend the beam signing at Lenexa City Center earlier this month.

The building is beginning to take shape. Current construction is focused on roughing in utilities and pouring concrete slabs for the floor.

Mr. Sime shared photos of the beam signing.

### **Antioch – JCL/City of Merriam team**

Mr. Casserley took a moment to recognize and thank the professional staff from the City of Merriam for collaborating on this project. Mr. Casserley acknowledged City Manager, Chris Engel, and Assistant City Administrator, Meredith Hauck for their work.

Mr. Casserley thanked the Library Board for their support of the process. He also thanked Jennifer Mahnken and Juan Lopez-Tamez for their work. Mr. Casserley expressed that these partnerships with cities and municipalities are the best use of taxpayer dollars. The professional staff, elected officials and mayor have done an excellent job working with the Library.

## **UPDATES**

### **Fall board retreat date**

The Library Board discussed scheduling the fall retreat. Last year the Board met in October. The Board agreed to schedule a date in October.

### **Budget Committee schedule**

Ms. Neufeld recommended the committee meet once in September, October and November. Bethany Griffith, Sheryl Spalding and Donna Mertz serve on the budget review committee.

### **Budget Update**

Mr. Casserley and Ms. Hupp have presented the Library's budget to the Board of County Commissioners.

## **CONSENT AGENDA**

Minutes of the May 10, 2018, Library Board meeting.

**Motion:** Brandy Butcher

**Second:** Bethany Griffith

**Motion carried unanimously**

## **NEW BUSINESS**

### **Consideration of Antioch options – presentation by Rick Wise**

Ms. Hupp asked Vice Chair, Bethany Griffith, to lead the discussion of this agenda item.

Mr. Wise presented the options for the Antioch library. Johnson County Library and the City of Merriam have been working together to determine the feasibility of building a library at the new Merriam Community Center site. The site is located one block north of the current Antioch location.

The Library and City of Merriam have collaborated to develop a site layout that is advantageous for both entities. These considerations have included building adjacency, pedestrian flow and traffic on the site.

As directed by the Library Board, library staff also conducted a study to explore the feasibility of rebuilding on the current Antioch site.

Option 1) Continue to develop and plan with the City of Merriam to co-locate the Antioch Library with the Merriam Community Center

#### *Pros for moving to the Merriam site*

- Partnering with the City of Merriam
- Increased visibility with adjacency to the new Community Center and other City of Merriam buildings
- Future opportunity to partner and collaborate with the City of Merriam
- Increased outdoor green and programming space
- Availability of some covered parking
- Limited site construction and maintenance costs
- Receipt of proceeds from sale of current property
- Opportunity to keep Antioch open and serve patrons during construction of a new building

#### *Cons for moving to the Merriam site*

- No space for the Friends of the Library on site
- Less visibility from drive-by traffic
- Parking considerations, including shared parking with the Community Center
- Construction staging and site logistics may be challenging (temporary condition)

In response to a question, Mr. Wise, confirmed that the drive between the Community Center and Library that is shown in the plans is for pedestrian traffic. Mr. Wise discussed the pedestrian and vehicular traffic flow on the site.

Option 2) Continue to explore costs and feasibility of using the current Antioch site to rebuild.

#### *Pros for utilizing the current site*

- Site can accommodate the Friends of the Library
- Possibility of retaining the Support Services building for other purposes
- High visibility from Shawnee Mission Parkway and Antioch Road
- Library is in a known location



- Fewer site restrictions
- Easier site construction logistics

*Cons for utilizing the current site*

- No proceeds from the sale of the site
- Added costs to develop the site and construct parking
- Added cost and construction time to demolish existing buildings
- Challenging accessibility to and from Shawnee Mission Parkway (a traffic study would be required)
- Antioch branch would be closed during construction and may require a temporary location and add costs to the overall project
- Responsibility for full site maintenance costs

Ms. Griffith commented that she is impressed with the work that went into developing these options. She thanked the architects, City and Library staff. She is positive about moving forward with the partnership with the City of Merriam.

Mr. Casserley offered his recommendation that the Board move forward with the partnership with the City of Merriam.

**Motion:** Amy Ruo moved to allow Johnson County Library staff to continue planning with the City of Merriam for the purpose of building a library on the donated site adjacent to the future Merriam Community Center.

**Second:** Donna Mertz

**Motion approved unanimously**

**Consideration of Stormwater Management/BMP Maintenance Agreement with the City of Lenexa**

As part of the construction of the Lenexa Library, the City requires that an on-site Stormwater Treatment Unit be constructed and maintained on the property at the Library's sole cost and expense. This unit should be adequate for maintenance and inspections of the facilities which includes but is not limited to all pipes and channels built to convey stormwater. Library legal counsel has reviewed and approved these items.

**Motion:** Donna Mertz moved to approve the Stormwater Management / BMP Facilities Maintenance Agreement with the City of Lenexa

**Second:** Bethany Griffith

**Motion approved unanimously**

**Administrative Hearing – Continued from the Board meeting of May 10<sup>th</sup> 2018**

Mr. Johnston withdrew his appeal and therefore the suspension of his library card and privileges by the County Librarian will remain in force and in effect. There is no action to be taken by the Library Board.

Mr. Casserley welcomed the new employees to the meeting and to the Library.

Ms. Hupp announced that Ms. Spalding and Ms. Butcher have agreed to serve as Board liaisons for the new Antioch Library project.

Ms. Hupp welcomed the new employees also.

**Adjournment**

Ms. Hupp adjourned the meeting at 5:09 p.m.

DATE \_\_\_\_\_

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

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

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

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$33,885.29</b>
	Add Receipts	\$23.66		
	Less Payments		\$388.29	
	<b>Ending Cash balance</b>			<b>\$33,520.66</b>
	Less Liabilities		\$91.35	
	<b>Unobligated cash balance</b>			<b>\$33,429.31</b>

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

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

Briefing Sheet

**To:** Johnson County Library Board  
**From:** Johnson County Library Foundation  
**Date:** July 5, 2018

---

**Issue:** The Johnson County Library Foundation is proposing the continued sponsorship of the Black & Veatch MakerSpace at the Central Resource Library.

**Background:**

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.

**Alternatives:** No alternative has been developed.

**Legal Review:** The agreement has been reviewed by legal counsel.

**Budget Approval:** None

**Recommendation:** We recommend the Library Board approve renewing the gift and naming agreement between Black & Veatch and the Johnson County Library MakerSpace at the Central Resource Library for 2019-2021.

**Suggested Motion:** I move that the Library Board approve renewing the gift and naming agreement between Black & Veatch and the Johnson County Library MakerSpace at the Central Resource Library for 2019-2021.

**THE BLACK & VEATCH MAKERSPACE**

**GIFT AGREEMENT**

THIS GIFT AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between Black & Veatch Corporation (B&V), the Board of Directors of the Johnson County Library, acting for the Johnson County Library pursuant to K.S.A. 12-1223 (JCL), and the Johnson County Library Foundation (the Foundation).

**RECITALS**

A. JCL is proposing the continued sponsorship of the Black & Veatch MakerSpace at the Central Resource Library facility.

B. The sponsorship will serve to advance the Black & Veatch presence in the community through co-branding of space dedicated to innovation, collaboration, technology and the entrepreneurial spirit. According to the Institute of Museum and Library Services stated, “MakerSpaces are part of a growing movement of hands-on, mentor-led learning environments to make and re-make the physical and digital worlds. They foster experimentation, invention, creation, and exploration through design thinking and project-based learning.”

C. Pursuant to K.S.A. 12-1225(h), the Board of Directors of the Johnson County Library has the authority “to receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof.”

D. B&V, JCL, and the Foundation have reached an agreement pursuant to which (1) B&V will make an annual gift to JCL Foundation that will help fund innovation, collaboration, technology and the entrepreneurial spirit of the MakerSpace facility at the Central Resource Library and (2) JCL will in turn name its MakerSpace facility “**The Black & Veatch MakerSpace**” in accordance with the terms and conditions set forth in this Gift Agreement.

**AGREEMENTS**

1.0 Recitals incorporated. The recitals set forth above are incorporated in these agreements by reference.

2.0 B&V’s agreement to make annual gifts to help fund MakerSpace improvements. B&V agrees, for a period of three years, to make an annual gift of \$30,000.00 to the Foundation, for a total gift of \$90,000.00, to help fund the JCL’s MakerSpace facility at the Central Resource Library. The schedule for payments shall be as follows:

November 1, 2018: \$30,000.00  
November 1, 2019: \$30,000.00  
November 1, 2020: \$30,000.00

3.0 The Foundation’s agreement to apply the gift proceeds to help fund MakerSpace

activities. The Foundation agrees to apply the B&V gift proceeds to help fund advancement in innovation, collaboration, technology and the entrepreneurial spirits at JCL’s MakerSpace facility in the manner designated by JCL.

4.0 JCL’s agreement to name the MakerSpace facility at the Central Resource Library “The Black & Veatch MakerSpace.” JCL agrees that for a period of three years, its MakerSpace facility at the Central Resource Library, which is dedicated for that purpose during the three-year term of this Agreement, shall be named “**The Black & Veatch MakerSpace.**” This naming agreement shall remain in effect so long as all of the terms and conditions of this Gift Agreement are being met.

5.0 Recognition of B&V. So long as the terms and conditions of this Gift Agreement are being met, B&V will be recognized in the manner set forth in this section 5.0. Its sponsorship of the MakerSpace facility will be recognized on the JCL website and on signage at the MakerSpace facility. The signage shall show that the name of the facility is “**The Black & Veatch MakerSpace**” and shall be designed in a manner that is consistent with other library signage and with library policy.

6.0 Naming Option Given to B&V as to MakerSpace Facilities that May Be Opened at Other JCL Buildings During the Term of this Agreement. JCL may open other MakerSpace facilities in other JCL facilities during the three-year term of this Agreement. During the three-year term of this Agreement, the parties agree that B&V shall be given the right to enter into a similar Gift Agreement, securing naming rights to itself at such new MakerSpace facilities, on such terms as the parties may agree. In the event that JCL plans to open such a MakerSpace in a different JCL building, it agrees that it will provide written notice of such intent to B&V. B&V shall, within ninety days of such notice, affirm that it will exercise such option on such terms as the parties may agree, or such option shall expire and be of no further force and effect.

7.0 Applicable law. This Gift Agreement shall be governed by Kansas law.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first set forth above.

BLACK & VEATCH CORPORATION

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Nancy Hupp, Chair

JOHNSON COUNTY LIBRARY  
FOUNDATION

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley  
**Date:** February 8, 2018

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**Issue:** Consider approving the revisions to ARM 20-10-91, "Fee Schedule."

**Background:** 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.

**Alternatives:** 1) Approve the recommendation. 2) Not approve the recommendation.

**Legal Review:** Reviewed and approved by Library Legal Counsel

**Recommendation:** The Library Board approve the revised ARM 20-10-91

**Suggested Motion:** I move that the Library Board of Directors approve the revised ARM 20-10-91, "Fee Schedule"

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-91**

**SECTION: General Patron Services**

**SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE**

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<b>SUMMARY</b>	<p>This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.</p>
<b>Effective Date:</b>	<p>July 12, 2018</p>
<b>AUTHORITY</b>	<p>a. Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.</p> <p>b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt. The maximum fine of \$6 will be deducted from the refund. Damaged materials fees apply to both borrowed materials and materials used in the library.</p> <p>c. Overdue materials accrue a \$.30 fine per item per day, with a maximum fine of \$6.00. Damaged or lost materials will be charged to the patron according to the schedule.</p>
<b>PROCEDURE</b>	<p>When the dollar amount of unpaid fines and fees posted to a borrower's record is \$25.00 or more, further checkout of materials is prohibited, study rooms may not be utilized (Per ARM 20-80-27). The County Librarian is authorized to establish procedures for restoration of borrowing privileges.</p> <p>d. Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.</p> <p>e. Laptop computers are made available to Johnson County Library patrons pursuant to this Regulation. The County Librarian is authorized to adopt administrative procedures and a standard Laptop Kiosk User Agreement that patrons will be required to execute before they may make use of Johnson County Library laptop computers. An Overdue laptop accrues a \$5.00 fine per checkout per day. A damaged or lost laptop will be charged to the patron according to the Schedule set forth in subsection g of this</p>
Denial of Borrowing Privileges	
ILL Materials	
Laptops	



regulation. The cost of a lost laptop will be non-refundable.

**APPEAL**

f. Fines and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

**SCHEDULE**

g. The fee schedule of overdue, lost, or damaged materials is as follows:

Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult	Art Print	Cost of Item	\$30.00
Adult	Audio books on CD	Cost of Item	\$45.00
Adult	Book	Cost of Item	\$25.00
Adult	Compact Disc (Music)	Cost of Item	\$18.00
Adult	DVD	Cost of Item	\$30.00
Adult	Federal Doc. Leaflet & circulating Maps	Cost of Item	\$15.00
Adult	Holder, Plastic A-V	\$3.00	\$3.00
Adult	Periodical	Cost of Item	\$6.00
E, J, YA	Audio books on CD	Cost of Item	\$15.00
E, J, YA	Book	Cost of Item	\$10.00
E, J, YA	Books to Grow Kit	Cost of Item or \$12 Part (s)	\$300.00
E, J, YA	DVD	Cost of Item	\$30.00
E, J, YA	Compact Disc (Music)	Cost of Item	\$18.00
E, J, YA	Holder, Plastic A-V	\$3.00	\$3.00
E, J, YA	Periodical	Cost of Item	\$6.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	
	Mini HDMI to HDMI adapter	\$50.00	
	VGA to HDMI adapter	\$50.00	
	MAC TO HDMI adapter	\$50.00	
	Laptop	Cost of Item	\$1550.00

Briefing Sheet

**To:** Johnson County Library Board  
**From:** Johnson County Library Foundation  
**Date:** July 5, 2018

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**Issue:** Consider closing the Library on Saturday, September 28, 2019, for the purpose the annual Library Lets Loose event.

**Background:**

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.

**Alternatives:** No alternative date or location has been developed.

**Legal Review:** N/A

**Budget Approval:** None

**Recommendation:** We recommend the Library Board approve the closing of Central Resource on September 28, 2019.

**Suggested Motion:** I move that the Library Board approve the closing of Central Resource on September 28, 2019.