



**Board Report  
March 8, 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, MARCH 8, 2018  
CENTRAL RESOURCE LIBRARY  
CARMACK MEETING ROOM  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Nancy Hupp
    - a) Appointment of the Nominating Committee
  - 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) Buying and Selling Library Property: Role of the Board
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....5
      - a) Technology Statistics – Adam Wathen .....10
    - 2. Strategic Plan – Sean Casserley
      - a) Update: Meeting with KU on community engagement
    - 3. Comprehensive Library Master Plan – Scott Sime
      - a) Monticello update .....13
      - b) Lenexa City Center update .....17
      - c) Blue Valley update – summary .....21
      - d) Schedule of CLMP projects – Sean Casserley
    - 4. Updates – Sean Casserley
      - a) Central Roofing: Phase 3 – Jennifer Mahnken .....25
      - b) Monticello: Steps to Start Up – Jennifer Mahnken .....26
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the February 8, 2018 Library Board meeting .....31
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts .....40
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2018 were handled in accordance with library and County policy.
      - b) The January 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 .....	41
VI.	New Business	
A.	Board Action: Consideration of a Memorandum of Understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping System (DTI-AIMS) .....	42
B.	Board Action: Consideration of the CLMP Schedule .....	45
C.	Board Action: Consideration of the Agreement with the City of Edgerton for the Installation of a High Speed Internet Antenna and Mount Installation .....	46
VII.	Adjournment	

## **Motions**

### **Consent Agenda**

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

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

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31, 2018.

### **Consideration of the Comprehensive Library Master Plan (CLMP) Schedule**

Suggested Motion: I move to authorize the change of the Johnson County Library's construction schedule to the new schedule of Monticello, Lenexa, Antioch, Corinth and Blue Valley.

### **Consideration of the agreement with the City of Edgerton for the Installation of a High Speed Internet Antenna and Mount Installation**

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement for High Speed Internet Antenna Mounty Installation at the Edgerton branch library.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**January 2018**  
**8% of year lapsed**

**OPERATING FUND**

	<b>2018</b>
<b>Programs</b>	<b>Budget</b>
Revenue	2,806,736
Administrative Services	
Information Technology	
Collection Development	700,000
Branch/Systemwide Services	
Transfer to Capital Projects	0
Interfund Transfers	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>

**SPECIAL USE FUND**

	<b>2017</b>
	<b>Budget</b>
Revenue:	3,138,844
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
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>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2018  
8% 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%	78%
Motor Vehicle	574,382	3,077,115	19%	15%
Library Generated - Copying/Printing	7,780	99,255	8%	9%
Library Generated - Overdues / Fees	48,963	725,000	7%	8%
Sale of Library Books	12,500	57,832	22%	0%
Misc Other	174	348,746	0%	0%
Library Generated - Other Charges	0	3,570	0%	92%
Investment	41,616	139,179	30%	30%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	1,874	8,186	23%	17%
Commercial Vehicle Tax	15,460	49,072	32%	17%
Heavy Trucks Tax	0	2,322	0%	58%
Rental Excise Tax	19,153	29,560	65%	43%
State and Federal Grants	0	254,678	0%	0%
<b>TOTAL REVENUE</b>	<b>18,291,989</b>	<b>36,226,054</b>	<b>50%</b>	<b>47%</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 11,995,164

RESERVES ALL FUNDS As of 12/31/16  
Reserves Operating Fund 4,814,395  
Reserves Special Use Fund 844,845  
Total JCL Reserves as of 12/31/2017 5,659,240

**Scheduled Replacement Account**

(Preliminary)

-	<b><u>REVENUE RECEIVED TO DATE</u></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	1,454,405
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	66,738
AED Equipment	9,613
	<b><u>1,868,070</u></b>
<b>Budget Remaining</b>	<b><u><u>311,180</u></u></b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**January 2018**  
**8% 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	565,935	7,049,198	8%
	Information Technology	328,444	2,697,938	12%
	Collection Development	316,542	4,074,120	8%
	Branch/Systemwide Services	1,302,290	14,253,373	9%
	Risk Management Charges		108,070	0%
	Grants *		254,678	0%
	Transfer to Capital Projects		3,320,701	0%
	Interfund Transfer		163,086	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>2,513,212</b>	<b>31,921,164</b>	<b>8%</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>
		<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Contractual Services (General Maintenance)		16,305	0%
	Commodities (Capital Equipment)	26,035	315,000	8%
	Transfer to Debt Payment		834,741	0%
	Transfer to Capital Projects		3,138,844	0%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>26,035</b>	<b>4,304,890</b>	<b>1%</b>

<b>TOTAL EXPENDITURES</b>	<b>2,539,247</b>	<b>36,226,054</b>	<b>7%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**January 2018**  
**8% 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	1,442,774	19,132,976	8%
	Contractual Services	618,149	4,019,965	15%
	Commodities	478,324	5,125,453	9%
	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>2,539,247</b>	<b>36,226,054</b>	<b>7%</b>

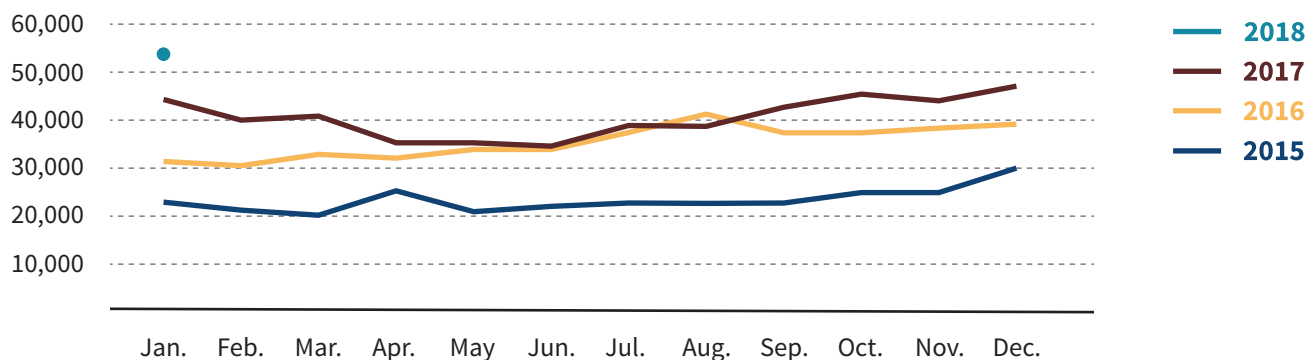


## Expenditure of Friends of the JCL Donations 2018

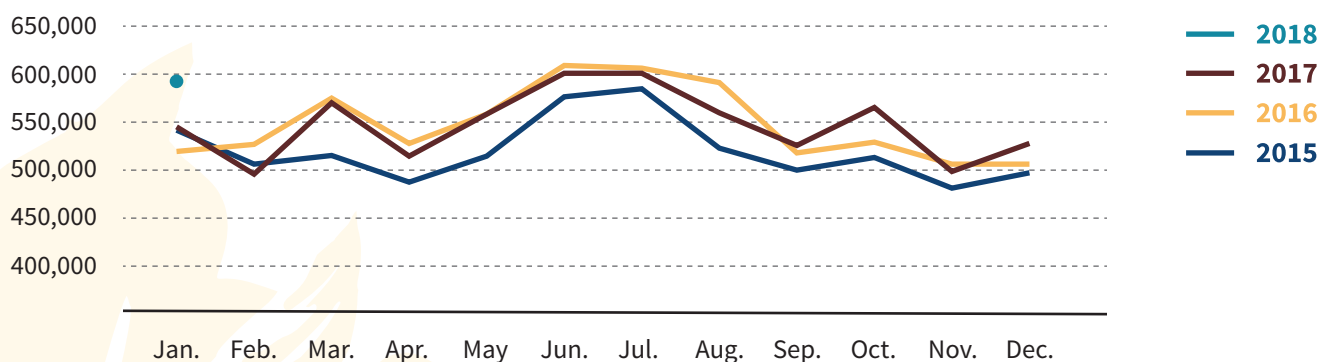
<i><b>Expenditure Details</b></i>	<i><b>Payee</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></i>
Volunteer Recognition		\$0.00	\$4,437.23
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	4,159.51
Technology/Recruitment Consulting & Expenses		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		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Joint Board Meeting Expense		0.00	463.43
Board Travel Expences		0.00	1,011.92
Miscellaneous		0.00	1,065.23
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 11,137.32</b>

## Core Operational Statistics

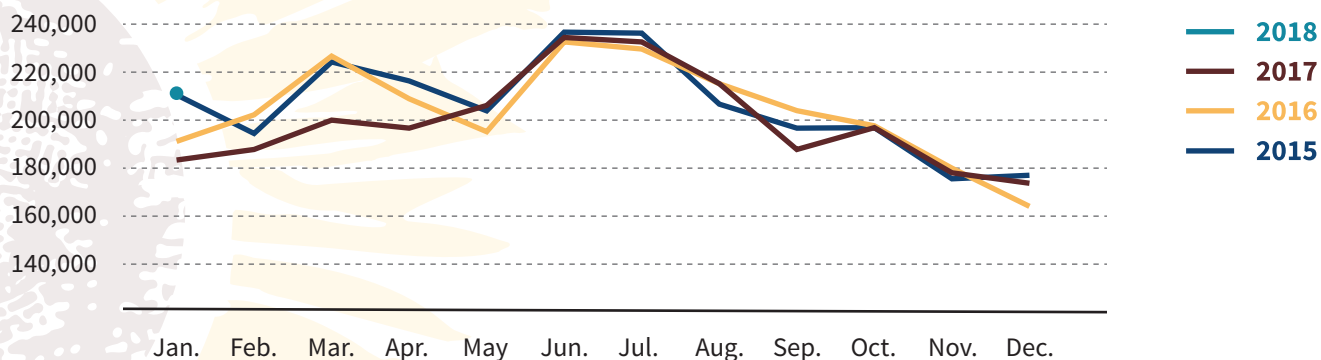
### 3 Year Digital Circulation Trend



### 3 Year Physical Circulation Trend

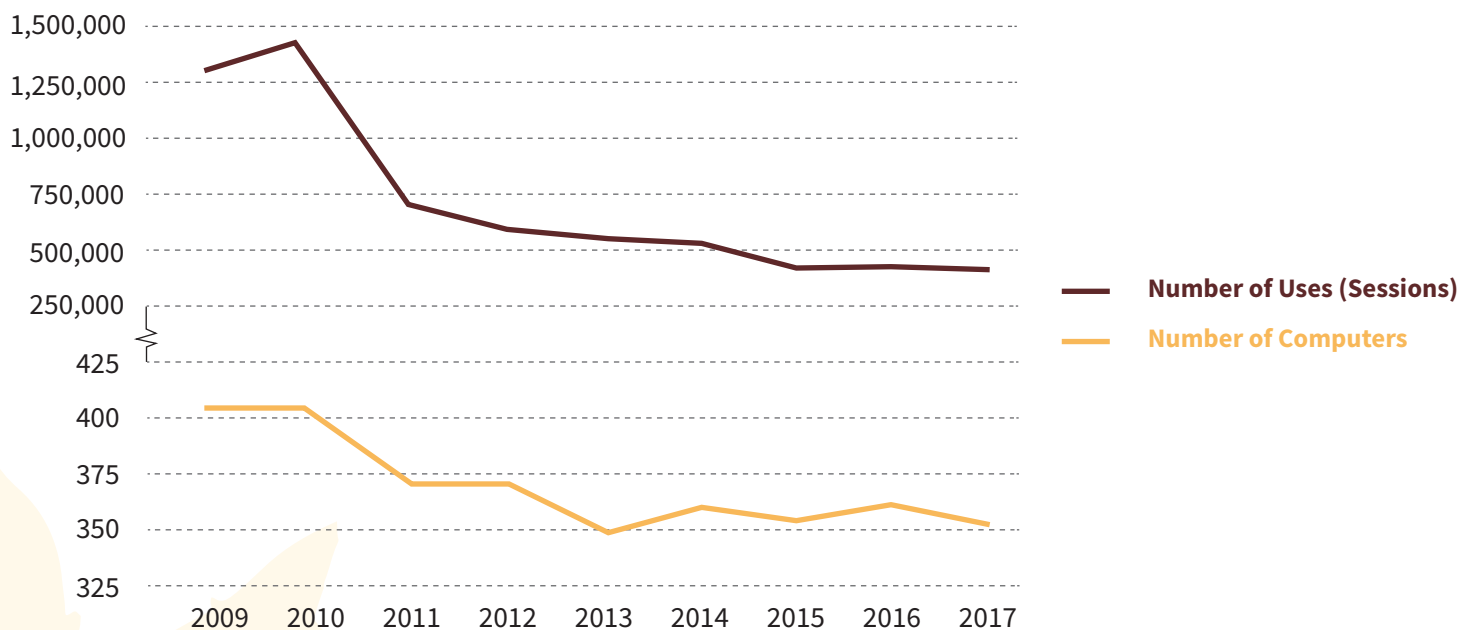


### 3 Year Visitation Trend

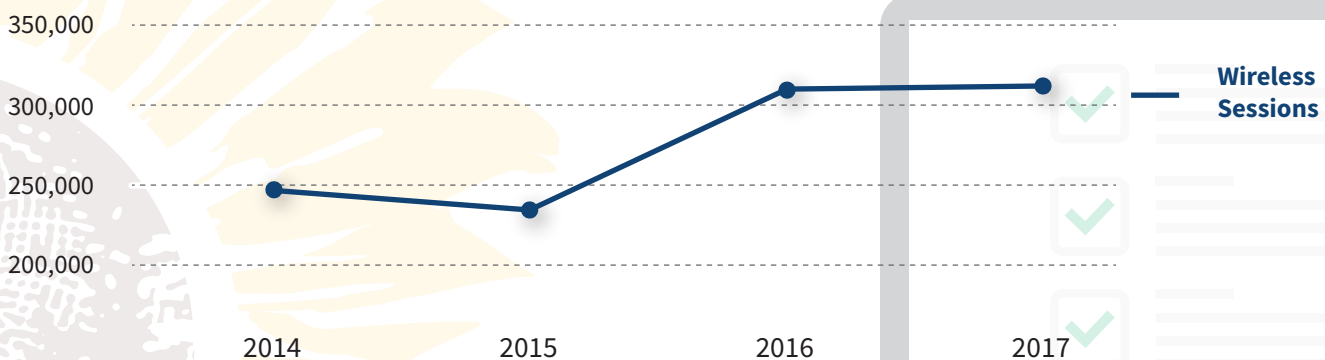


## 10 Year Trends Looking at Library Computer Use

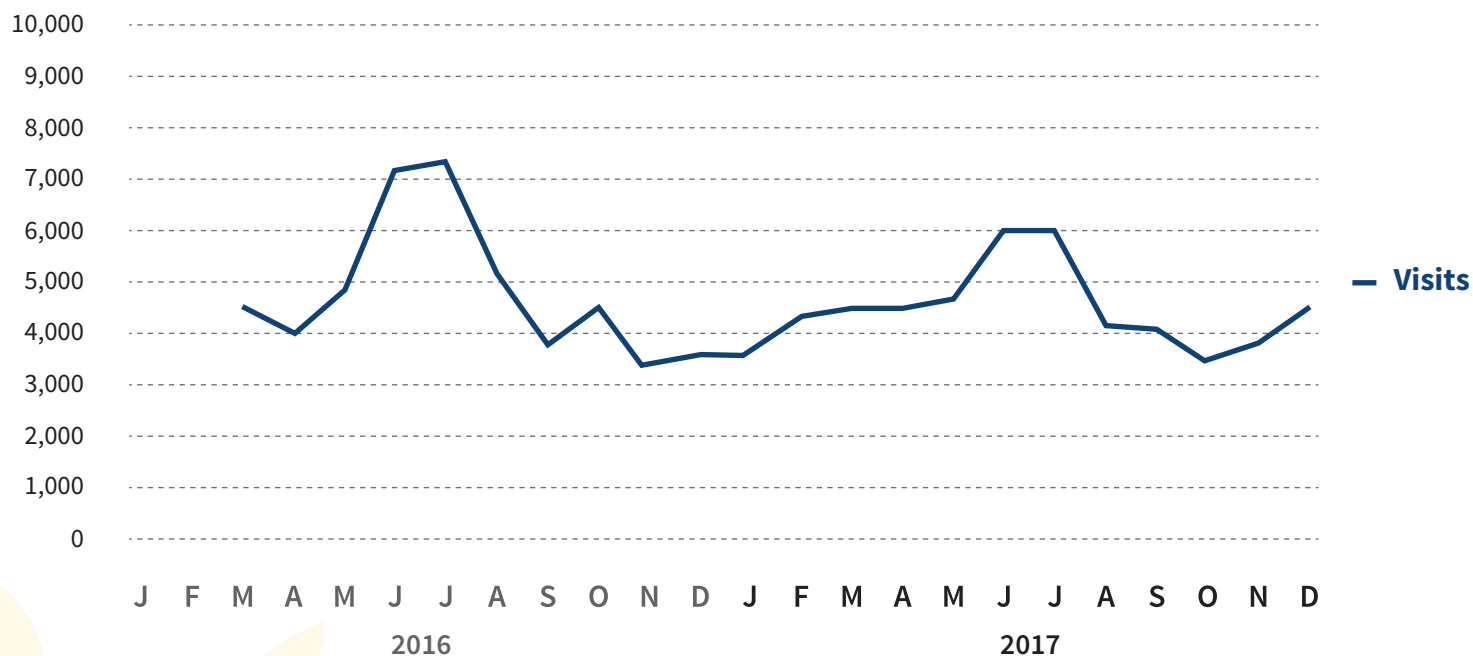
**Number of Public Computers and Their Use**



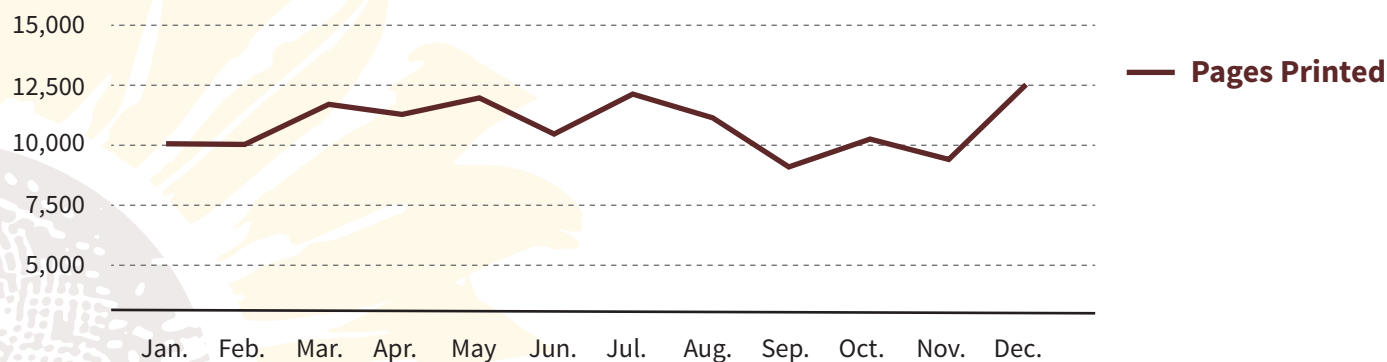
**Access to Library Internet with Patron Devices**



**MakerSpace Visits (2016 & 2017)**



**Number of Pages Printed by Patrons**



# Monticello Library

Update – March 2018



# Updates

- Construction Update
- Next Steps
- Timeline

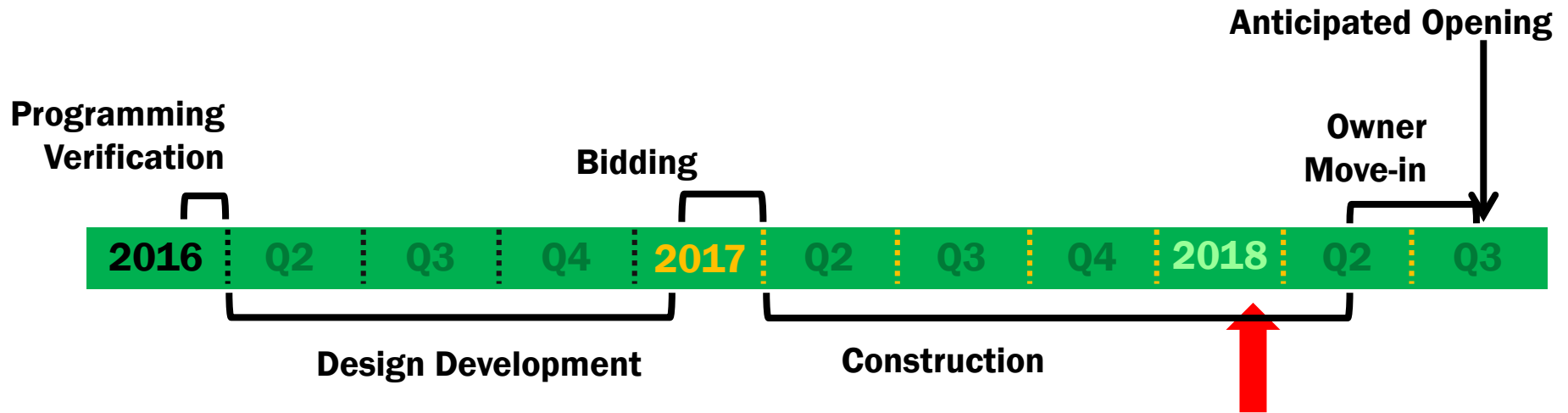


# Next Steps

- Construction continues
- Hard Hat Tours – please contact Scott for details



# Monticello Library Anticipated Timeline





# Lenexa City Center Library

Update – February 2018



# Updates

- Construction Update
- Next Steps
- Timeline

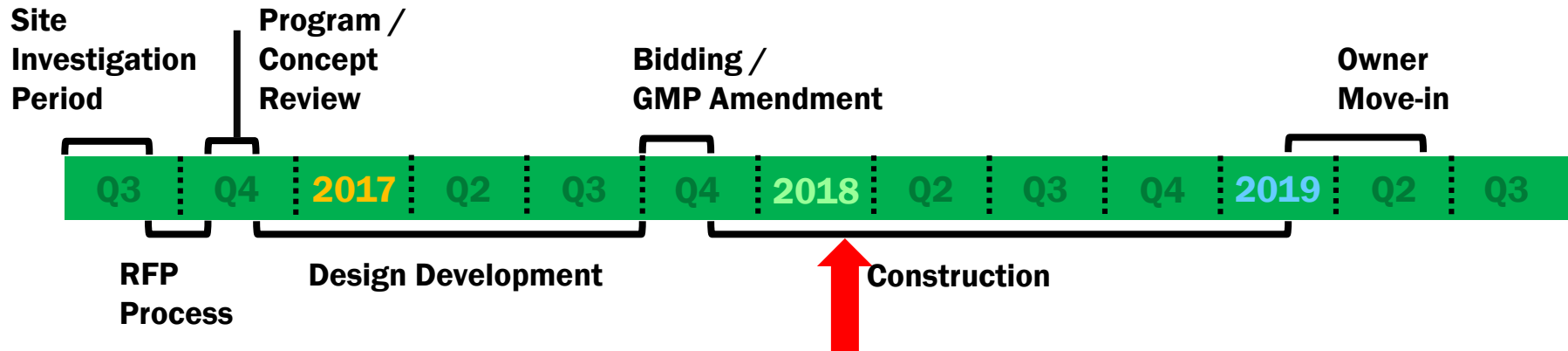


# Next Steps

- Construction continues



# Lenexa City Center Library Anticipated Timeline

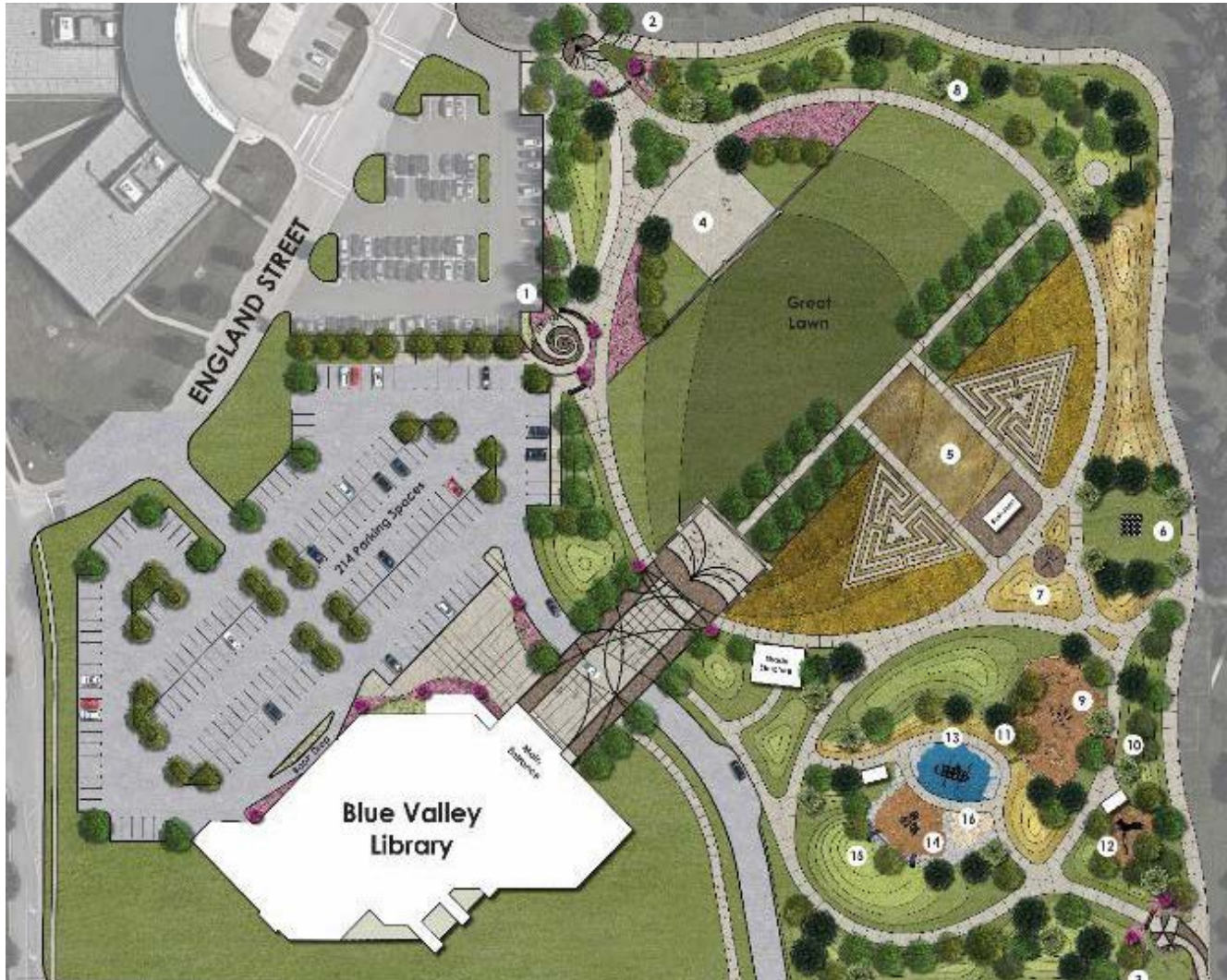


# Blue Valley Studies

Update – March 2018



# Conceptual Design Summary



# Library





# Literary Park





## Briefing Sheet

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

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**Issue:** Central Roof replacement

**Background:** This is informational only. No action is required.

Last December you approved the replacement of the remaining section of the Central Resource Library roof. As work will begin soon, we wanted to remind you of the details of the project.

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 you 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. Essentially the north half of the building will be completed.

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.

Our Facilities Director, Mike Heffernan, is the point of contact for this project.

# Monticello Library

Update— March 2018



# Five Projects to Prepare for Opening

- Hiring and Orientation
- Collection and Storage
- Collaborative Workspace
- Technology
- Grand Opening



# Updates

- Hiring
  - Several positions opened
  - Training plan
- Collection and Storage
  - 1/2 of the collection has been stored
  - Orders being placed
- Shared work space
  - Identifying training needs

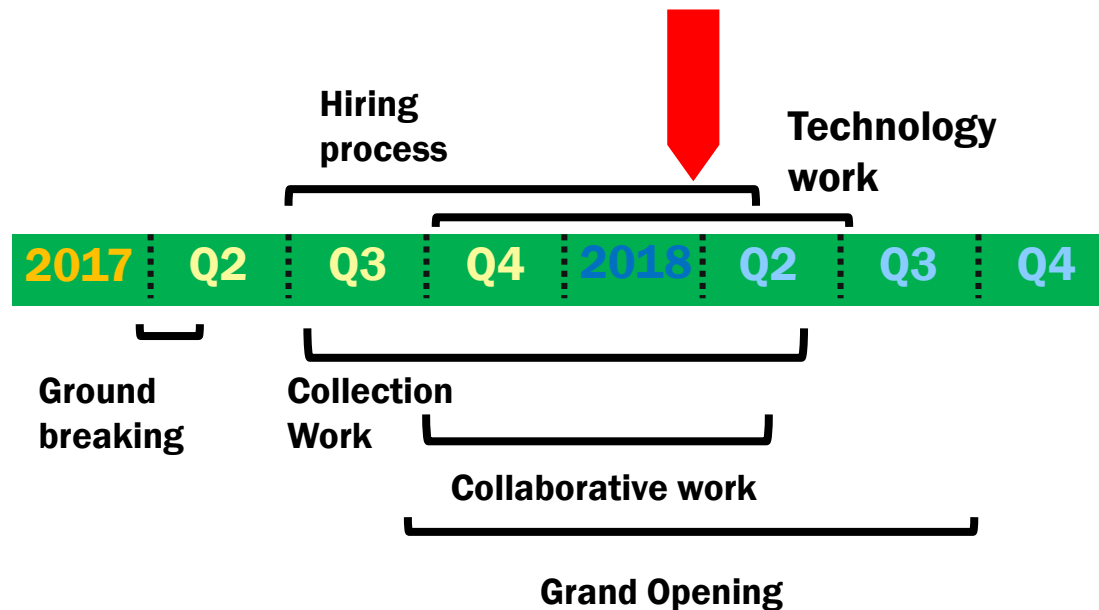


# Updates

- Technology
  - Procurement
  - Testing
- Grand Opening
  - Gathering of ideas and preferences
  - Communication



# Monticello Timeline – planning for opening



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

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

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

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Julie Steiner

**STAFF:** Stephanie Bailey, Jennifer Barnett Fox, Pat Beers, Michelle Beesley, Roxanne Belcher, Connie Berggren, Nancy Birmingham, Sean Casserley, Mary Cummings, Abby Giersch, Christopher Leitch, Jennifer Mahnken, Nicki Neufeld, Kinsley Riggs, Michaela Scruggs, Scott Sime, Kari Sime, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop, Julie Timmins, Adam Wathen, Ken Werne

**GUESTS:** Emily Baker, Marsha Daley, Greg Ruether, Vickie Trott, Karen Wulfekuhle

Nancy Hupp called the meeting to order at 4:00 p.m. Amy Ruio is calling in to the meeting.

**CITIZEN COMMENTS:**

Mr. Clint Anderson, who resides at 11341 Rene Street, Olathe, addressed the Library Board.

Mr. Anderson and his teenage son visited the Library on January 6<sup>th</sup> to research building birdhouses. He and his son encountered two groups of teenagers who were not well behaved. One group of teens were playing on the computers and using extreme profanity. Mr. Anderson reported that a nearby staff member appeared to ignore the situation and that he asked the teens to watch their language.

During the same visit, Mr. Anderson and his son encountered another group of teens riding razor scooters through the Library. He also observed this group of teens grope a teenage girl as she tried to enter the building. Mr. Anderson approached the Library security guard and requested he stop the behavior, however he felt his concern was dismissed and that he was treated with indifference.

Mr. Anderson reported that he did not feel that the Library's Security Guard is up to the task of his job.

Mr. Anderson reported his experience and received a reply from the Central Branch Manager. He did not find the response to be satisfactory. Mr. Anderson provided copies of his complaint and written correspondence with the Branch Manager to the Library Board. He encouraged the Library and the Board to raise the bar for behavior among youth at the Library.

Ms. Hupp thanked Mr. Anderson for reporting his experience to the Library Board. The Library Board does take patron comments seriously.

Mr. Casserley also thanked Mr. Anderson for bringing this to the Library Board and assured Mr. Anderson that the situation will be investigated. Mr. Casserley noted that all Library staff members are

responsible for maintaining a welcoming environment for all patrons and he apologized to Mr. Anderson for this experience.

### **Board of Directors**

Ms. Spalding commented on the segregation booklet that is part of the Library's Civic Engagement programming. Ms. Spalding is currently reading *The Warmth of Other Suns: The Epic Story of America's Great Migration*, she highly recommends the book.

Ms. Hupp welcomed students from Shawnee Mission West and Shawnee Mission North to the meeting.

Ms. Hupp also welcomed Commissioner Shaffer, who will be serving as the liaison between the Board of County Commissioners and the Library Board for the next year.

### **Friends of the Library**

Marsha Daley reported for the Friends. The New Year started on a positive note in the bookstores. Sales were over budget in all three stores and were higher in all stores than January 2017.

The Friends have several new members and have been working on restructuring the committees. There will be two primary committees, Finance and Membership. The changes have been well received.

After spending last year monitoring bookstore sales and inventory, the Friends have decided to change the pricing structure on some items. Children's books will now be sold for \$1.00 for most paperbacks and between \$1.00 and \$2.00 for hardcovers. The price for genre fiction is being standardized to \$3.00 for most trade paperbacks and \$4.00 for hardcovers.

Ms. Daley reported that there has been an incidence of shoplifting at a bookstore. The individual has been identified and that person has been banned from the bookstore.

Total fundraising at the three bookstores this month reached over \$9,000. Total sales in internet sales was over \$10,000.

Top sales by selling price:

- 2 copies – World Book Encyclopedia 2017 - \$399.95 each
- World Book Encyclopedia 2015 - \$249.95
- 2 copies – World Book Encyclopedia 2016 - \$245.00 each

Ms. Daley reported that the sorting facility is very active with volunteers and highlighted the TC Crew. The TC Crew volunteer at the sort facility and are incredibly hardworking.

Ms. Daley shared a book that was recently discovered at the Sorting Facility. It is a book from 1912 with music to Handel's Messiah.

### **Johnson County Library Foundation**

Executive Director, Stephanie Stollsteimer, and Foundation Assistant, Steph Neu, presented to the Library Board. Ms. Neu recognized Foundation Board member, Vickie Trott.



The Foundation's spring fundraiser, the *Stay Home and Read a Book Ball*, is back on in a social media and digital format. The event will be held on Sunday, March 4, 8 a.m. to 8 p.m.

The Foundation has a new Facebook page and event page for the Book Ball. Ms. Neu encouraged Board members to like and share the page. The social media hashtag for the event is #StayHomeandRead.

The 2017 Annual Appeal raised over \$34,000, which was the highest total to date.

In 2018, the Fund Development Committee is planning the launch of the Planned Giving program. The committee has worked to review policies, connect with other Libraries with successful planned giving initiatives and to start to build a list of potential inaugural members.

The committees are putting the finishing touches on the 2018-2020 Foundation Strategic Plan. The Board has been working on the plan starting in June 2017 and will submit the final draft for approval at the March Foundation All Board meeting.

Save the Dates:

- Annual Breakfast at the Library – Wednesday, May 2<sup>nd</sup>, 7:45 – 9:00 a.m.
- The Library Lets Loose – Saturday, September 29, 6:00-10:00 p.m. at the Central Library

### **Commissioner Shaffer**

Commissioner Shaffer commented that it is an honor and pleasure to be part of the board and that he is here to help as needed.

## **BOARD COUNSEL REPORT**

### **Confidentiality of Patron Borrowing Records**

Mr. Logan gave a presentation on the confidentiality of patron borrowing records, a bedrock principle of the Johnson County Library. An amendment to the regulation will appear later in the meeting.

There are first amendment implications to what an individual checks out, it's a freedom of expression issue. The Library protects as confidential a patron's borrowing record. The Library is subject to the Kansas Open Records Act, people can request information from the Library and the Library will provide the requested information. However, under Kansas state law there is an exemption in the Open Records Act with respect to Library patron circulation records.

The Library has also had a regulation in place to protect the confidentiality of patron borrowing records for many years. The revised regulation would refer all outside inquiries (from law enforcement, media, government agencies, lawyers and others) regarding access to patron registration information and patron borrowing records to the County Librarian. No records may be made public without the express approval of the County Librarian. Patron registration information and patron borrowing records are exempt from disclosure pursuant to the Kansas Open Records Act and Library regulations and should only be released upon receipt of a valid court order or subpoena authorized under federal, state or local law.

Oral requests for the borrowing records of another patron will be rejected. A valid court order will be honored. If an order or subpoena is issued by a judge, the documents will be reviewed and the information will be released.

The Library rigorously protects the confidentiality of patron records, with limited exceptions. Mr. Logan noted that the Library does disclose a patron's account records to a third party collection agency if the patron has past due fines or materials that have not been returned. The Office of Financial Management may also periodically examine the underlying, individual accounts that comprise a balance. Parents may also review the records of children.

Ms. Griffith clarified that the Library protects the reading records of individuals, not the titles in the collection. Mr. Logan confirmed that materials in the collection are public record.

### **Children's Internet Protection Act (CIPA)**

Fifteen years ago the Children's Internet Protection Act was controversial. The law required libraries to install filters on library computers to protect minors from viewing harmful material.

Prior to 2003, a public policy conflict erupted nationwide over the installation of filters on public computers. The concern was that filters might raise first amendment or constitutional issues. The American Library Association (ALA) has the Library Bill of Rights, which are included in the Johnson County Library's regulations. The Bill of Rights maintains the Freedom to View and Freedom to Read.

A policy argument was made that there was an interest in protecting young library users from material on the internet that was inappropriate for minors. A United States Supreme court case upheld the mandate of the installation of filters. An adult can request a filter be turned off.

Mr. Logan stated that the practical impact is that the Library adopted ARM 20-15-11, "Internet Use Policy", explicitly embracing both the ALA Library Bill of Rights principles and the principle of protecting young library users from harmful material on the internet. Filters have been installed on Library computers for fifteen years and from Mr. Logan's perspective there has been no controversy.

The Library does occasionally receive a request to disable filters. Ms. Suellentrop and Mr. Casserley confirmed this is a relatively rare occurrence.

Ms. Griffith asked how the Library addresses patrons who access objectionable material online.

Mr. Casserley responded that when that behavior occurs staff ask the patron to stop viewing the material. If the patron is not compliant with the request they will be asked to leave.

## **COUNTY LIBRARIAN REPORT**

### **Finances and Statistics**

Finance Director, Nicki Neufeld, noted that we ended the year of 2017 at 99.6% of anticipated revenue. Expenses were at 93%, which is significant because it will affect the reserve balance. The reserve balance will be updated when it is received from the county.

Ms. Neufeld noted that on page 6 of the board report the reserves are dated 12/31/17, the correct date should be reflected as 12/31/16. We should receive the updated reserves number in March or April.

Ms. Hupp asked if the *Sale of Library books* line indicates the books that are sold to the Friends. Ms. Neufeld confirmed that those are the books sold to the Friends. Some extra funding was included in the budget number.

In response to questions regarding the *Miscellaneous/Other* category, Ms. Neufeld offered to put together a more detailed category report of this budget line.

## **New Statistical Report**

Associate Director of Systemwide Services, Adam Wathen, presented the new statistical report to the Board. The Core Operational Statistic charts will be updated monthly, they show trend lines for the digital and physical collections as well as door count.

Additional reports will change monthly based on a theme. These reports are intended to give a statistical profile of the library within the theme. For example, statistics may focus on programming or IT.

Mr. Wathen presented the statistics on this month's theme, collection.

Ms. Hupp asked about money spent on the collection in 2014 in contrast to the number of items in the collection. Mr. Wathen responded that money spent on the collection ebbs and flows can also depend on Foundation dollars or gift money. The number of items in the collection dips, often in correlation with the items weeded each year.

Ms. Hupp commented that she likes the new reports.

Mr. Casserley thanked Mr. Wathen and his team for the work.

## **Trimester Report**

Deputy County Librarian, Tricia Suellentrop, presented a strategic plan update highlighting the work staff has done during the 3<sup>rd</sup> Trimester.

Ms. Suellentrop featured examples of programs, events and initiatives that support the strategic plan's themes of education, community building and convenience.

Goal 1: Library staff will exemplify the brand promise in their interactions with people

- Lenexa Groundbreaking
  - Staff continued relationship building with the Foundation and fostering more relationships with area businesses and chambers
  - Provided stakeholders an opportunity to celebrate their achievement
  - An opportunity to promote Library offerings and programs to stakeholders
  - Attended by over 75 elected officials and Library partners

Goal 2: People will achieve higher levels of personal success through digital literacy

- Staff are working on a Coding club at the Gardner branch.
  - The program brings in 12 to 15 youth each month, an ideal number because it allows side-by-side learning.
- The Reserve a Room software has been upgraded. The program is for patron and staff use for reserving Library meeting and conference rooms. It now shows 360° photos of the rooms.

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

- The Segregation booklet was produced by Race Project KC which engages high school kids from across the metro in discussions about the history of segregation in Kansas City and includes a bus tour of the Kansas City metro.
  - An app is being developed for the bus tour.
- We have a partnership with Shawanoe Elementary school. Two staff members sit on their site council. Over 80% of the student population is Latino.
  - Our partnership helps us to develop targeted outreach for the school.
- Staff have been focused on increasing both adult programming and attendance numbers for programs by honing what we offer, times, and locations.

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

- Highlighted art partnerships including a dedicated wall at Antioch for Arts Asylum to program.
- Staff Have developed College Partnerships with Mt. Holyoke, the Yale Club of Kansas City and the U.S. Army Command and General Staff College
- Mr. Casserley highlighted the Big Read – a collaboration of six Library systems across the metro with excellent cross-promotion of programs.

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

- The building of Monticello and Lenexa City Center
- Network upgrades in the Library. Our IT Manager has done a great job of coordinating that work and working with our County Partners.

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

- ADA compliance for web video and signage

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

- We have moved to an online absence management system
- A learning management system has been implemented for our staff.
- A second class of managers have gone through the project management curriculum.
  - This class is a combination of using electronic resources (e.g. Lynda.com) as well as subject matter expertise from Scott Sime, Project Coordinator.
- Customer Experience staff has streamlined their ticketing system.

Goal 8: People will experience library services and resource through the innovative use of technology. Homestretch of volunteer software. Expanded to the other County Departments that use volunteers. Developmental Supports, Human Services and the Library are working together.

- The Laptop vending project is moving forward. We are currently in the vendor selection and procurement stage.
- The volunteer software project is continuing and has expanded to include other county departments.

## **KU Public Engagement Survey**

Mr. Casserley has met with University of Kansas team and the project is moving forward.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Monticello Update**

Project Coordinator Scott Sime reported that construction is continuing at Monticello and there is power at the site. Hard Hat Tours are available, please contact Mr. Sime or Ms. Scruggs for details.

Mr. Sime shared photos of the lighting and ceiling grid going in.

### **Lenexa City Center Update**

The site permit has been issued and earthwork has begun. We are anticipating construction fence signage will be installed in the next few weeks. Turner is working with the City of Lenexa to coordinate traffic control – the City Center is a busy site and this planning will help ensure that construction deliveries get where they are supposed to go.

Ms. Spalding asked if the project is on time and budget. Mr. Sime confirmed that the project is both on time and on budget.

### **Blue Valley Literary Park**

Mr. Casserley acknowledged Greg Ruether and Kate Gunja with the City of Overland Park. This has been a wonderful partnership. Mr. Casserley thanked them for their enthusiasm and expertise.

Rick Wise, Clark Enersen, reported on the conceptual design for the Blue Valley Literary Park. The Literary park design is focused on different elements of enjoyment of park space through texture, scale, sound, scent, color and height. The park is a place for exploration and whimsy.

Mr. Wise presented three literary themed play zones:

1. Peaceful Prairie
2. Adventure Grove
3. Rocky Shore

There is a direct connection from the Library plaza to the park. There is a drive entrance off of 151<sup>st</sup> Street to maximize access to the park.

Mr. Wise shared the detailed design schematic. The Peaceful Prairie area will include a labyrinth, reading nooks, books and public artwork. There will be life sized game elements and an interactive book.

Adventure Grove would include woodland climbing and fort elements including central fallen logs, balance beams and a clatter bridge.

Rocky Shore includes climbing rocks, an accessible play structure and slides.

Mr. Casserley noted that this work wraps up the conceptual design. The park will be developed by the City of Overland Park.

## **UPDATES**

### **Public Library Association (PLA) Conference, Philadelphia, 3/20-3/24**

Mr. Casserley notified the Library Board that the Public Library Association Conference will be held in Philadelphia in mid-March. The American Library Association Conference will be held in New Orleans in June. The Library sends Board members to either the PLA or ALA conference. Mr. Casserley recommended that interested Board members attend ALA this year.

Ms. Griffith expressed her interest in attending the ALA conference.

### **Olathe Public Library (OPL)/ Johnson County Library (JCL) Library Report**

Mr. Casserley acknowledged Emily Baker, Director of Olathe Public Library, who is in attendance.

In 2017, the executive teams of Olathe Public Library and Johnson County Library worked on a report examining how the two library systems work together. The report found that OPL and JCL share a vision and mission and that there are opportunities to continue to work together. The reason to merge services more closely is due to a taxing disparity between the two library systems. Mr. Casserley would recommend continuing with the Memorandum of Understanding (MOU) and the model of direct cost based on population.

### **Consent Agenda**

Ms. Hupp noted that the statement, “due to extreme weather conditions and hazardous driving conditions some board members exercised the option to dial in for the meeting” has been added to the meeting minutes.

1. Minutes of the January 11, 2018 Library Board meeting

**Motion:** JR Riley moved to approve the consent agenda.

**Second:** Donna Mertz

**Motion carried unanimously**

## **NEW BUSINESS**

### **Consideration of renewal of the Interlocal Agreement with Olathe Public Library**

The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect. This year we have added a provision that requires each library to mutually and reciprocally protect the confidentiality of their respective patrons' library records.

**Motion:** JR Riley moved that the Library Board of Directors approve the proposed memorandum or interlocal cooperation agreement with the Olathe Public Library through December 31, 2018.

**Second:** Donna Mertz

**Motion carried unanimously**

#### **Consideration of ARM 20-20-20**

Johnson County Library has a long-standing policy to maintain the confidentiality of patron records. The changes to the policy define the way the Library treats patron registration information separately from the way it treats patron borrowing records. As well, the revisions give the County Librarian the authority to develop procedures to:

- 1) allow for the communication to patrons using the information in the patron registration information
- 2) define when and how staff should respond to requests for patron information from outside agencies

**Motion:** JR Riley moved that the Library Board approve the revised ARM 20-20-20, Confidentiality of Patron Records

**Second:** Donna Mertz

**Motion carried unanimously**

Mr. Casserley informed the Library Board that Henry Fortunato passed away this week. Mr. Fortunato was the long-time Director of External Affairs for the Kansas City Public Library, and a frequent collaborator with libraries, museums and educational institutions across the region.

Johnson County Library recently collaborated with Henry to produce and distribute bookmarks documenting his inspiring work of local history, the Indian Creek Trails History project. He was a lover of books and a great supporter of Libraries. He will be greatly missed.

#### **ADJOURNMENT**

**Motion:** JR Riley moved the Library Board adjourn the meeting.

**Second:** Amy Ruoh

**Motion carried unanimously**

The meeting adjourned at 5:25 p.m.

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
Jan-18**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Java Connections LLC	Laptop vending kiosk for Monticello	\$32,842.50
ACS	Service Rider	\$11,236.00

<b>Total</b>	<b>\$44,078.50</b>
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**SIGNED:**

\_\_\_\_\_  
**Finance Director**



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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$109,761.79</b>
		Add Receipts	\$18,407.39		
		Less Payments		\$47,706.13	
	<b>Ending Cash balance</b>				<b>\$80,463.05</b>
		Less Liabilities		\$91.35	
	<b>Unobligated cash balance</b>				<b>\$80,371.70</b>

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

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

## Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley  
**Date:** 03/8/2018

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**Issue:** To establish an agreement with Johnson County Department of Technology and Innovation – Automated Information Mapping System (DTI-AIMS). The MOU establishes terms and conditions related to data development and analysis services and application development and support.

**Background:** 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 which can deliver similar analysis to assist the library.

**Alternatives:** 1) Approve the MOU 2) Not approve the MOU

**Legal Review:** Reviewed and approved by library legal counsel 1/29/2018

**Budget Approval:** N/A

**Recommendation:** The Johnson County Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31, 2018.

**Suggested Motion:** I move that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31, 2018.

## **Johnson County Library Data/Analytics**

### **Memorandum of Understanding ("MOU")**

The following MOU represents an arrangement between Johnson County Department of Technology & Innovation division Automated Information Mapping System ("DTI-AIMS") and Johnson County Library ("JCL"). The MOU establishes terms and conditions relative to service rates, duration, billing and project review. DTI-AIMS will provide services to JCL for data development, GIS analysis and application development and support.

#### **I. General Terms and Conditions**

##### **a. Hours and rates**

DTI-AIMS will provide services for data development, GIS analysis, and data analytics to JCL in an amount not to exceed 500 hours annually. Any use of the services listed above must be approved by the JCL AIMS Coordinator. The hourly rates are as follows:

- Data analytics hours will be charged at a rate of \$50 per hour
- DTI-AIMS will not charge for project administration.

##### **b. Length of Agreement**

This MOU will be in effect for a term of 1 year, beginning in January of 2018 and re-evaluated for renewal in December of 2018.

##### **c. Billing and Review Terms**

Under this MOU, DTI-AIMS will provide quarterly, itemized billing for all hours completed in the prior quarter along with a status review of work completed. Both parties may agree to revise work hours on a per project basis.

#### **II. Roles and Responsibilities**

- JCL** – JCL will act as the project manager and schedule quarterly or as needed status update meetings to review and prioritize work to be completed.
- DTI-AIMS** – DTI-AIMS will provide an itemized list of work completed for each quarter. DTI-AIMS will attend status meetings and clarify the estimated number of work hours for the subsequent quarter.

#### **III. Termination/Modification**

This agreement will remain in effect for a term of 1 year. This agreement can be modified at any time by mutual written agreement between DTI-AIMS and JCL to reflect changes in business requirements. Quarterly review of projects may result in the increase of contracted hours.

#### IV. Data and Services

##### Data

JCL will have full and open access to all DTI-AIMS data that is identified as necessary to meet the business needs of JCL. JCL will pay additional licensing fees for any new data sets, software or licensing that is deemed necessary for marketing or analytics. Access to 3<sup>rd</sup> party services or data acquisition will be charged their full cost, this can include training JCL staff to use said services (e.g. ArcGISOnline, ESRI Community Analyst, Experian, etc.).

##### Services

###### SQL-SDE Administration

AIMS stores and administers data in ESRI's SDE(Spatial Data Engine). SDE provides an enterprise wide repository for spatial and attribute data within a relational database system ("SQL"). DTI-AIMS will provide connectivity to AIMS data as well as store and assist with administration of JCL data within this environment. AIMS will also ensure availability of SDE data.

###### myAIMS


JCL personnel will have free and unlimited access to myAIMS. A 24x7 secure web portal of DTI-AIMS applications including myRC, JCLR, Plat Search Utility, Create Map PDF, Digital Data Request(DDR) and advanced functionality within the Johnson County Online Mapping application.

#### V. Acceptance

This MOU is understood and agreed upon by the following representatives of DTI-AIMS and JCL.



Shannon Porter  
DTI-AIMS Manager



Date

Sean Casserley  
County Librarian

Date

## Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley, County Librarian Johnson County Library  
**Date:** February 25, 2018

---

**Issue:** Consider authorizing an alternate schedule of construction for the Johnson County Library's Comprehensive Library Master Plan.

**Background:** 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.

**Analysis:** 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.

**Alternatives:** Continue with the present construction schedule.

**Legal Review:** This issue has been discussed with legal counsel.

**Budget Approval:** This issue has been discussed with the County budget office.

**Recommendation:** Authorize the change to the construction schedule of the Johnson County Comprehensive Library Master Plan so that the construction order becomes Monticello, Lenexa, Antioch, Corinth, and Blue Valley.

**Suggested Motion:** I move to authorize the change of the Johnson County Library's construction schedule to the new schedule of Monticello, Lenexa, Antioch, Corinth and Blue Valley.

Briefing Sheet

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

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**Issue:** Consideration of an Agreement with the City of Edgerton, Kansas, for the Installation of a High-Speed Internet Antenna and Mount Installation at Edgerton Library/Bank Of Knowledge.

**Background:** 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.

The Library leases the space in the City of Edgerton Bank of Knowledge for Edgerton Library.

**Analysis:** 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.

The attached agreement was presented to and approved by Edgerton City Council on Feb. 8, 2018.

According to the Feb. 8<sup>th</sup>, 2018 City Council meeting agenda:

"Staff agrees that the improvement of the internet speeds and access for the patrons will greatly benefit the residents and community. Staff is agreeable to authorizing Johnson County to install the Antenna, Mount and Supporting Equipment on the facility subject to approval of the City Council." (Prepared by: Trey Whitaker, Public Works Superintendent)

**Legal Review:** Approved by Library legal counsel.

**Alternatives:**

- Pursue building independent fiber connection to Edgerton Library
- Enter into another yearly contract with a commercial network provider

**Recommendation:** The Johnson County Library Board of Directors approve the Agreement for High Speed Internet Antenna and Mount Installation.

**Suggested Motion:** I move that the Johnson County Library Board of Directors approve the agreement for High Speed Internet Antenna Mounty Installation at the Edgerton branch library.



**AGREEMENT FOR HIGH SPEED INTERNET  
ANTENNA AND MOUNT INSTALLATION**

THIS AGREEMENT is made and entered into this 8 day of February, <sup>2018</sup>~~2017~~,  
by and between the CITY OF EDGERTON, KANSAS ("the City") and the BOARD OF  
DIRECTORS OF THE JOHNSON COUNTY LIBRARY ("the Library").

**RECITALS**

- A. The Library leases from the City certain real estate located at 319 E. Nelson Street, Edgerton, Kansas 66021 pursuant to a written lease (the "Lease") out of which the Edgerton Library branch facility is operated (the "Facility").
- B. The Library experiences inadequate internet speeds and access at the Facility and wishes to improve them for patrons and staff at the Facility.
- C. The Library wishes to install an antenna ("Antenna") to the roof with a non-penetrating mount system ("Mount") and accompanying supporting materials and equipment ("Supporting Equipment") (collectively "System"). The Antenna and Mount will be approximately three-feet (3') square with a mast that is sixty inches (60") in height.
- D. The City agrees that the improvement of internet speeds and access for patrons will greatly benefit city residents who utilize the Facility. The City is agreeable to authorizing the Library to install the Antenna, Mount and the Supporting Equipment on the Facility roof subject to the conditions below to allow for such improved service.

**AGREEMENT**

The City and the Library agree as follows:

- 1. **PLANS AND SPECIFICATIONS.** The Library has provided the City with its plans for the System's improvements and specifications, including plans for the installation of the Antenna and Mount on the Facility roof's west side ("Plans and Specifications").
- 2. **INSTALLATION OF SYSTEM.** The Library shall take the following actions to install the System according to the Plans and Specifications (collectively "Installation"):
  - a. Deliver Antenna, Mount, and Supporting Equipment to the Facility and place in locations appropriate for Installation;

- b. Place and secure mat with concrete blocks in location of Mount attachment to Facility roof for protection of Facility roof;
  - c. Attach the Mount to the Facility roof on top of the protective mat;
  - d. Secure Antenna to Mount;
  - e. Affix conduit casing for wires to the Facility's west exterior wall, running from the Facility roof toward the ground;
  - f. Drill a hole not greater than one inch (1") in diameter through the Facility's west exterior wall, near the back side of the Facility;
  - g. Drive a ground rod into the earth near the Facility's exterior; and
  - h. Restore the Facility premises and grounds to acceptable condition upon completion of Installation.
3. NOTICE OF INSTALLATION. The Library hereby agrees to provide notice of Installation to the City at least forty eight (48) hours prior to the start of Installation so that the City has the opportunity to oversee the same.
4. PERMISSION TO COMPLETE INSTALLATION. The City hereby permits the Library to complete Installation at the Facility in accordance with the Plans and Specifications. The City grants the Library access to Facility premises to start and finish Installation. The Library agrees that any changes pertaining to the Plans and Specifications, including the location of installation of any aspect of this project, will be reviewed by the City and actions outside those described in the original Plans and Specifications shall not be undertaken without the City's consent.
5. INSTALLATION AND MAINTENANCE COSTS; COSTS OF REPAIR OR UPGRADE; RESPONSIBILITY FOR DAMAGE. The Library shall pay all costs associated with Installation and routine maintenance of the System. The Library shall be solely responsible for the cost of replacement, repair, or upgrade of the System. Neither the City nor the Library shall be liable for any consequential damages to the other if the System is damaged or not functioning.
6. OWNERSHIP. The Library shall own the System following Installation. In the event the System should be removed from the facility, the Library shall do so at its own cost and keep the System in the Library's possession, and shall restore the premises and grounds to an acceptable condition.
7. THIS AGREEMENT CONTINUES IN FORCE AND EFFECT SO LONG AS THE LEASE IS IN FORCE AND EFFECT. This Agreement shall continue in force and effect so long as the Lease is in force and effect.



8. INDEMNITY. The Library shall indemnify, defend and hold the City harmless from and against all losses, claims and liabilities (including reasonable attorneys' fees and costs) incurred by the City and arising from (a) Library's use of the of the Facility for this installation, (b) any activity, work or things done, permitted or suffered, in or about the Facility, relating to that Installation and (c) and breach or default, or negligence or willful misconduct in the performance of any obligation to be performed under the terms of this Agreement.
9. ASSIGNMENT. The Library shall not assign this lease, nor sublet or license any portion of the Facility or the Installation without the prior, written consent of the City.

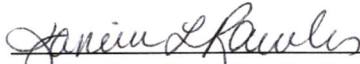
IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by the parties hereto.



**CITY OF EDGERTON, KANSAS**

By:   
Donald Roberts, Mayor

ATTEST:

  
Janeice Rawles, City Clerk

**BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY**

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