



**Board Report
March 14, 2019**

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 14, 2019
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) Report 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, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Finances and Statistics – Nicki Neufeld5
 - a) Trends in Technology and 2018 in review – Adam Wathen
 - 2. Comprehensive Library Master Plan – Scott Sime
 - a) Lenexa City Center11
 - i. Extended Hours Holds Pick-Up – Laura Hunt15
 - 3. Updates – Sean Casserley
 - a) Board Liaison for the Central Staff Space Consolidation project
 - b) Eating Well for \$4 a Day – Helen Hokanson21
 - c) MakerSpace Passport program – Library Makers28
 - d) Library website migration
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the February 14, 2019, Library Board meeting34
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2019 were handled in accordance with library and County policy.
 - b) The January 2019 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 Report42
- VI. New Business
 - 1. Action Item: Consideration of request to use the Lackman Library for annual book sale43
 - 2. Action Item: Consideration of closing date for Lackman Library44

3. Action item: Consideration of update to ARM 20-10-10, Public Facilities Hours of Services	45
4. Action item: Consideration of update to ARM 20-10-90, Fee Schedule	48
5. Action item: Consideration of memorandum of understanding with Kansas City Artists Coalition (KCAC)	51
VII. Adjournment	

Joint meeting of the Board of County Commissioners and Library Board of Directors to follow.

Suggested Motions

Consent Agenda

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

Consideration of request to use the Lackman Library for the Friends annual book sale

Suggested Motion: I move the Library Board of Directors approve the request from the Friends of the Library to use Lackman Library for the 2019 summer book sale.

Consideration of closing date for Lackman Library

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to close the Lackman Library to facilitate preparations for the opening of the Lenexa City Center Library.

Consideration of update to ARM 20-10-10, Public Facilities Hours of Service

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to update ARM 20-10-10 to reflect Lenexa City Center Library's hours of operation.

Consideration of update to ARM 20-10-90, Fee Schedule

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to update ARM 20-10-90 to include a \$10 replacement cost for Extended Hours Holds Pickup passes.

Consideration of memorandum of understanding with Kansas City Artists Coalition (KCAC)

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of understanding with Kansas City Artists Coalition through December 31, 2020.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2019
8% of year lapsed

OPERATING FUND

Programs	2019 Budget
Revenue	4,430,838

Administrative Services
Information Technology
Collection Development
Branch/Systemwide Services
Transfer to Capital Projects
Interfund Transfers

TOTAL OPERATING FUND EXPENDITURES	\$0
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TOTAL .75 INCREASE FUNDS REMAINING OPERATING	\$4,430,838
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SPECIAL USE FUND

**2017
Budget**

Revenue:	1,871,476
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Expenses:
Contractual Services (General Maintenance)
Commodities (Capital Equipment)
Transfer to Debt Payment
Transfer to Debt Payment - CLMP
Transfer to Capital Projects

TOTAL SPECIAL USE FUND EXPENDITURES	\$0
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	\$1,871,476
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	\$6,302,314
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Expenditure of Friends of the JCL Donations 2018

<i>Expenditure Details</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ -

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2019
8% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	16,296,831	33,045,236	49%	56%
Ad Valorem Delinquent	77,517	289,253	27%	0%
Motor Vehicle	491,636	3,103,349	16%	19%
Library Generated - Copying/Printing	8,612	99,255	9%	8%
Library Generated - Overdues / Fees	59,395	725,000	8%	7%
Sale of Library Books	0	50,000	0%	22%
Misc Other	15,272	18,703	82%	0%
Reimbursement		330,043	0%	0%
Library Generated - Other Charges	0	3,570	0%	0%
Investment	22,042	304,911	7%	30%
Unencumbered Balance Forward		10,000	0%	0%
Recreational Vehicle Tax	4,879	10,608	46%	23%
Commercial Vehicle Tax	10,361	61,191	17%	32%
Heavy Trucks Tax	1,801	2,307	78%	0%
Rental Excise Tax	14,793	35,642	42%	65%
State and Federal Grants	0	250,389	0%	0%
TOTAL REVENUE	17,003,139	38,339,457	44%	50%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Salaries and Benefits	1,852,875	21,323,420	9%
Contractual Services	541,997	4,710,131	12%
Commodities	3,345,724	4,385,684	76%
Risk Management Charges	0	126,252	0%
Capital / Maintenance / Repair	8,181	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	0	2,738,276	0%
Grants	0	250,389	0%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	5,748,777	38,339,457	15%

Revenue - Expenses as of January 31, 2019 11,254,363

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

Scheduled Replacement Account**REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	

Total Revenue	<u>3,327,100</u>
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2019

Contractual Services	1,317,821
Building Repair	55,037
Architectural Services	242,222
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
	1,980,068

Budget Remaining	1,347,032
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
January 2019
8% Year Lapsed

OPERATING FUND	2019	2019	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	361,547	5,261,639	7%
Information Technology	570,902	2,951,965	19%
Collection Development	289,222	3,278,711	9%
Branch/Systemwide Services	1,502,117	18,595,615	8%
Risk Management Charges	0	126,252	0%
Grants *	0	250,389	0%
Transfer to Capital Projects	0	3,487,289	0%
Interfund Transfer	0	490,100	0%
TOTAL OPERATING FUND EXPENDITURES	2,723,788	34,441,960	8%

SPECIAL USE FUND	2019	2019	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	16,305	0%
Commodities (Capital Equipment)	35,500	315,000	11%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	0	2,738,276	0%
TOTAL SPECIAL USE FUND EXPENDITURES	35,500	3,897,497	1%

TOTAL EXPENDITURES	2,759,288	38,339,457	7%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2019
8% Year Lapsed

ALL FUNDS	2019	2019	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	1,852,875	21,323,420	9%
Contractual Services	541,997	4,710,131	12%
Commodities	356,235	4,385,684	8%
Risk Management Charges	0	126,252	0%
Capital / Maintenance / Repair	8,181	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to PBC Capital Leases	0	2,738,276	0%
Grants	0	250,389	0%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	2,759,288	38,339,457	7%

GRANTS*	Expenditures through 01/31/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$126,512.64	\$126,657.28	\$144.64

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

Lenexa City Center Library

Update – March 2019



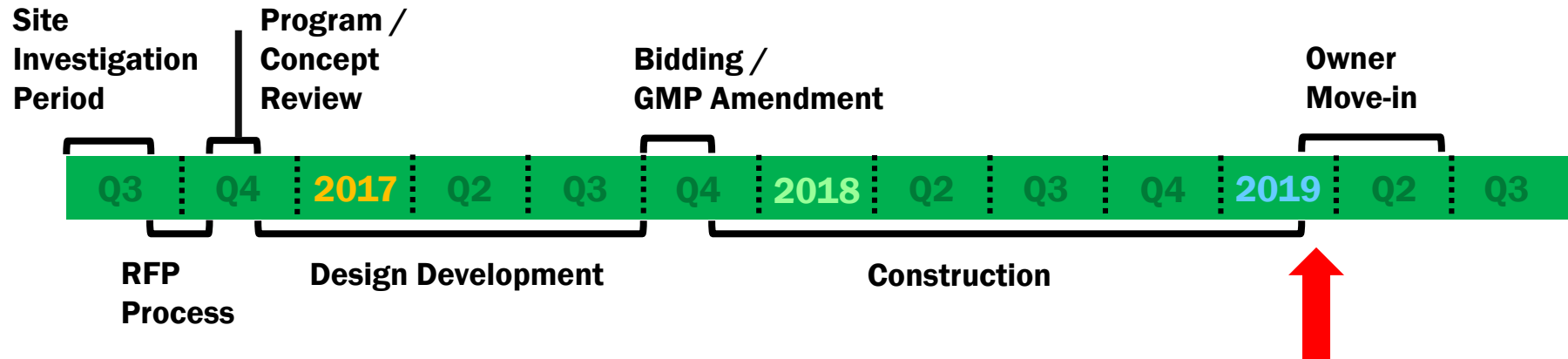
Updates

- Construction Update
- Next Steps
- Timeline

Next Steps

- Move-in activities
- Site / building tours

Lenexa City Center Library Anticipated Timeline



Lenexa City Center Library

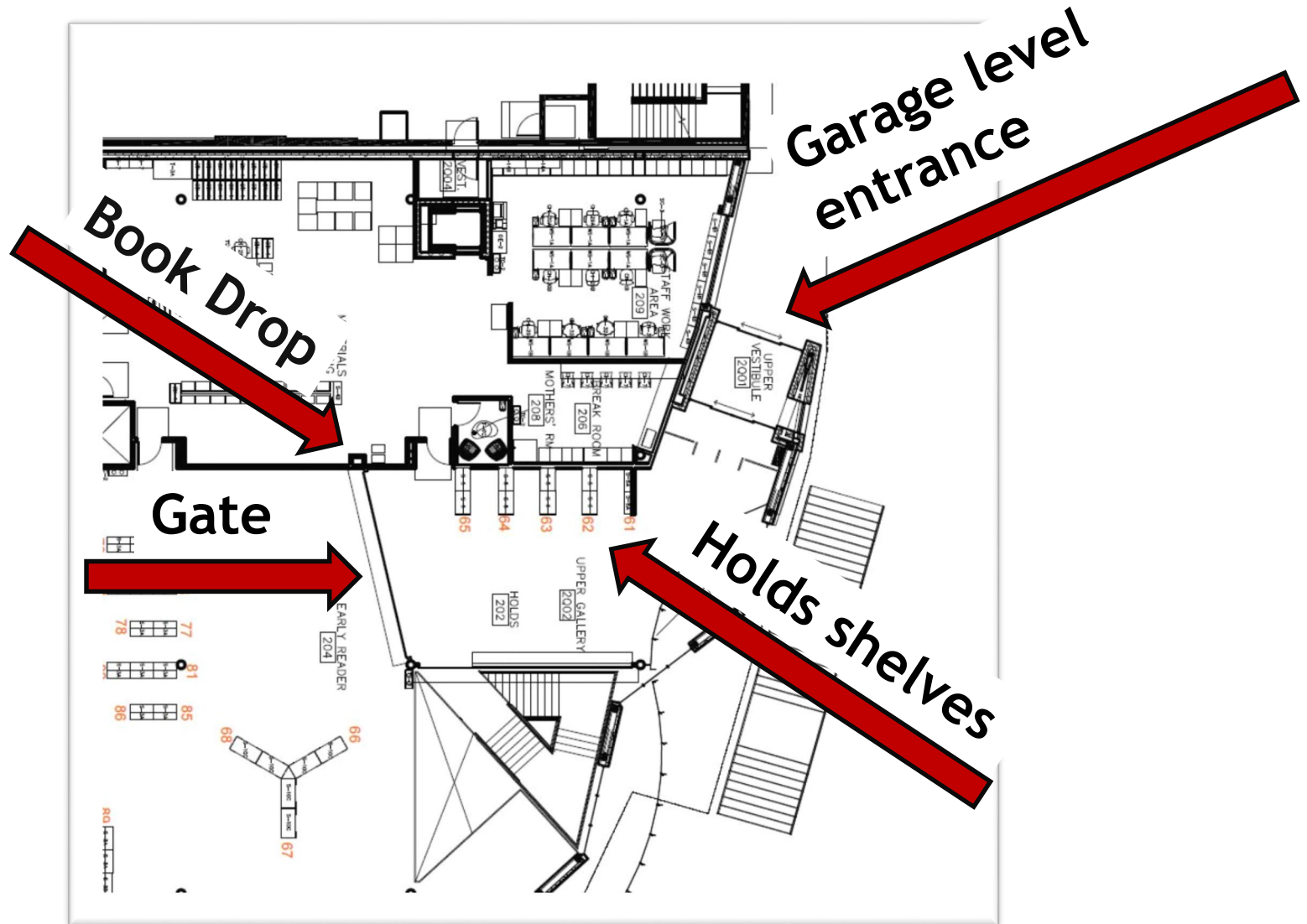
Extended Hours Holds Pickup– March 2019



Extended Hours Holds



Extended Hours Holds Pickup



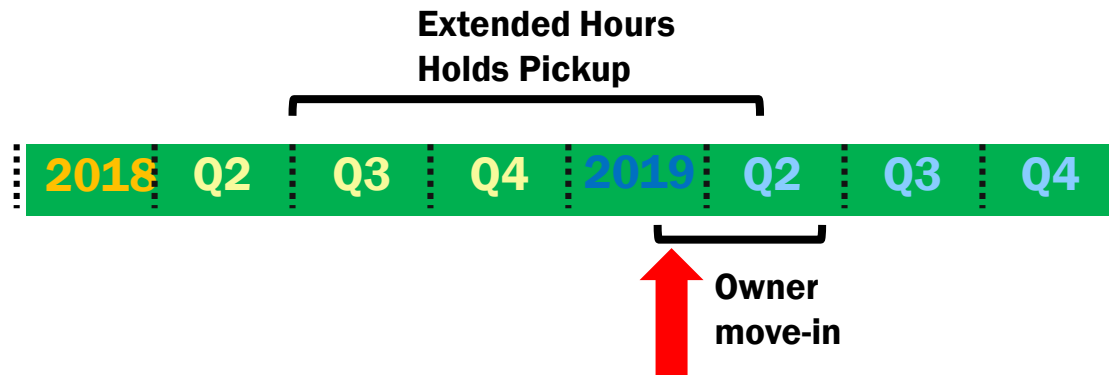
Policies

- ARM 20-10-10, Public Facilities Hours of Services
- ARM 20-10-90, Fee Schedule

Procedures

- Extended Hours Holds Pickup Registration
- Lost, Stolen, Damaged, or Forgotten Extended Hours Holds Pickup Pass
- Lost and Found Procedure Update

Lenexa City Center Timeline



Breaking Free: Food Insecurity

February – May, 2019



Food Insecurity

The term “food insecurity” is used to describe individuals or households that have difficulty obtaining enough food for themselves and their families because they lack the financial resources to buy the food.

* The Food Policy Council of Johnson County

Community Meetings

3 meetings

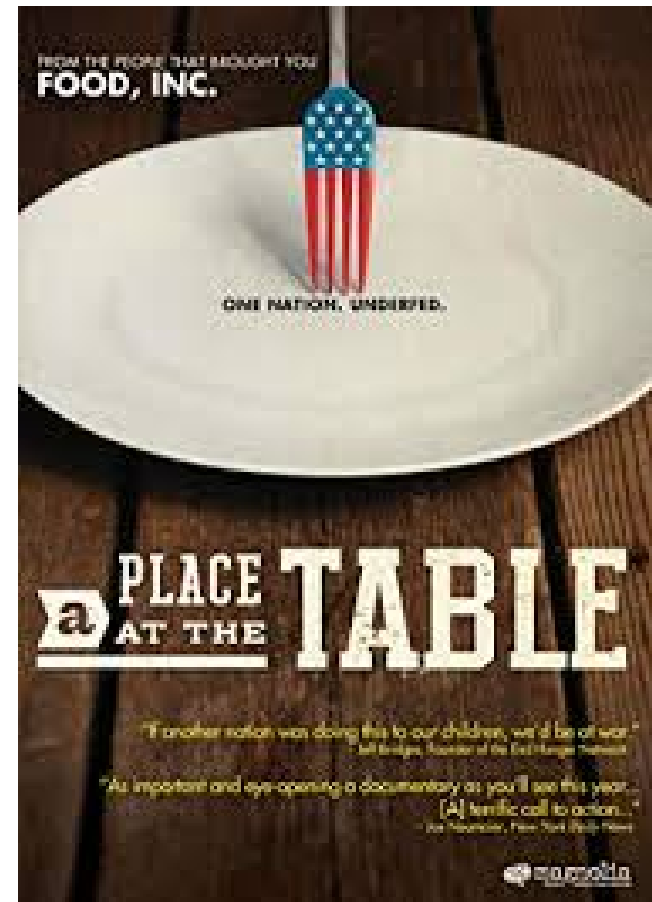
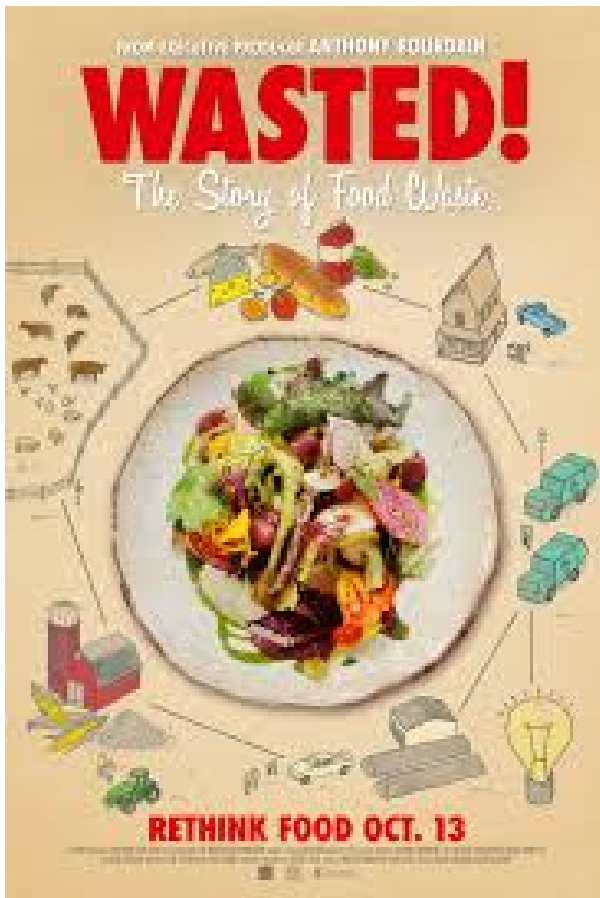
Attended by 23 people

13 County agencies and non-profits.



As a result of these meetings we are partnering with The Food Policy Council of Johnson County.

Film Screenings



Leanne Brown



March 10

- 2:00 at Olathe
- 6:30 at SafeHome

March 11

- 3:00 at Blue Valley
- 6:30 Panel Discussion at Central with Harvesters, After the Harvest, and Kansas Appleseed

Sharing the Harvest

Saturday, March 30 – 11:00 – 4:00

Central Resource Library

11:00 – 3:00

Open House with local
agencies



after the harvest

healthy food for hungry people

3:00 – 4:00

Panel discussion around
the films *Wasted* and *A
Place at the Table*



KANSAS APPLESEED
Justice for all.

Questions?

Black and Veatch MAKERSPACE

Summer passport

March 2019



MAKERSPACE TEAM



ANGELICA



BRIAN



NICK



THOMAS

MakerSpace Summer Passport

- Supported by a **Black & Veatch** grant
- A **2015 itinerant program** during Central Resource Library renovation.
- Located at **Central Resource Library** since reopening.
- Introduced **over 5000 patrons 8 to 12** to STEM activities since 2016.

MakerSpace Summer Passport



Summer Passport 2019



Questions?

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, February 14, 2019
Central Resource Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Julie Steiner

STAFF: Lisa Allen, Amber Ballew, Piepie Baltz, Sean Casserley, Marjorie Ciaccio, Rachel Coones, Taylor Dean, Kelly Downs, Michaela Edwards, Mitchel Finnegan, Abby Giersch, Lacie Griffin, Hope Harms, Khiana Harris, Kristen Holdman Ross, Lisa Jacobs-Haberstroh, Jessica Janzen, Megan Kabler, Sally Kessler, Anabeth Laaker, Logan Lancaster, Juan Lopez-Tamez, Beth McDaniel, Beth Mercer, Jayme Merklein, Heather Miller, Jake Morrissey, Nicki Neufeld, Drew Novak, Michelle Olsen, Ryan Riggs, Tiffany Rinne, Alison Schwartz, Michaela Scruggs, Brendan Showen, Scott Sime, Georgia Sizemore, Maggie Stanton, Deanne Stofferahn, Stephanie Stollsteimer, Catherine Strayhall, Jacie Suptic, Tami Thomas, Jacie Vandeleuv, Jessica Wagner, Adam Wathen, Amanda Williams, Amanda Worthington, Jordan Young

GUESTS: Lynne Brown, Jeff Schutmon, Julie Steiner, Joe Waters, Karen Wulfekuhle

Nancy Hupp called the meeting to order at 4:00 p.m., she noted Ms. Spalding is out of town and will not be in attendance today.

CITIZEN COMMENTS: There were none.

BOARD OF DIRECTORS COMMENTS: Bethany Griffith shared that her son recently read Booker T. Washington's *Up From Slavery*. Ms. Griffith read the book with him and learned that as Mr. Washington was building the Tuskegee Institute he applied to the Carnegie Foundation for a library, and the Carnegie Foundation built the original library at the Tuskegee Institute. Ms. Griffith shared that she is from a small town in northwest Arkansas that also has a Carnegie library. She stated that no matter who you are, libraries across every part of our country are a tool to get information, support education, support prosperity and diminish poverty. Economic poverty as well as poverty of the mind. Ms. Griffith shared that she finds it extraordinary that the library she grew up with was anchored in a history that was hundreds of years old, and she stated that it has been as privilege to take part in the same goal as we too build libraries. It is an endeavor to build something that lasts in our communities that can stand against the tide of ignorance and all types of poverty. She welcomed Commissioner Hanzlick and the new employees as they too join this extraordinary endeavor.

Ms. Hupp shared that her town also had a Carnegie Public Library and feels as Ms. Griffith does. She extended a warm welcome to Commissioner Hanzlick.

Ms. Hupp stated that JR Riley and Donna Mertz will serve on the nominating committee this year.

FRIENDS OF THE LIBRARY:

Julie Steiner report for the Friends of the Library Board. The Friends organization is getting ready for March's Cabin Fever book sale, which will be held March 21-23. They are switching their bookkeeping software from Quicken to Quick Books and are working on volunteer scheduling for the book store.

The Friends will be bringing a proposal to the Library Board requesting the Lackman branch as a site for the summer book sale when it becomes vacant.

At the end of February, the executive committee will meet with several Foundation board members to get to know each other's organizations better and to discuss some of the potential changes that have been presented on how the two organizations can work more closely together.

The Friends are continuing the strategic planning process. The next step is a set of meetings for smaller committees who will each focus on a set of the five strategic initiatives: advocacy, membership growth and development, fundraising, operational excellence and people, marketing and communications.

MakerSpace material sales continue to be a tremendous success. The Friends sell MDF, birch plywood, acrylic sheets and soldering kits.

Overall sales are down compared to this time last year due to inclement weather.

Ms. Steiner thanked the Library Board and Mr. Casserley for their support of the Friends of the Library.

JOHNSON COUNTY LIBRARY FOUNDATION:

Executive Foundation Director, Stephanie Stollsteimer reported for the Foundation.

The Foundation is looking forward to the upcoming meeting with the Friends to discuss how to coordinate their efforts.

Ms. Stollsteimer welcomed Commissioner Hanzlick. She also welcomed Lynne Brown from the Foundation board. Ms. Brown has served on the Foundation board since 2006 and is a past president. She currently co-chairs the Fund Development committee, which is the group that runs point on fundraising initiatives. Ms. Brown was key in researching and drafting the Naming and Sponsorship proposal that the Library Board will review today.

The net income of the end of year appeal was nearly \$32,000, which is the highest total to date. The Foundation did see a drop in the total number of donors; however, they received several larger gifts that made up the difference. They also saw more stock transfers this year.

The 2018 donors have been added to the Foundation's website with a link to the impact statement with the dollars and programs impacted. More than 500 individuals, couples, small businesses, corporations and foundations made a point of donating to the Foundation for the Library's work.

The inaugural 1952 Society event will be held on March 3rd. Invitations have been sent to nearly 500 individuals and couples who have been the most loyal and generous donors and friends of the Library. The event is planned to be a festive celebration featuring guest speaker, Grant Snider.

Library Lets Loose planning is underway. At last year's event the Foundation sold seats to an event called, "A Conversation with Candice Millard and Steve Kraske," hosted at the home of Vickie and Dale Trott. The event was held last weekend and it was fabulous.

The Foundation has recently welcomed a new member to the Board, Ken Easton, a financial planner.

Mr. Casserley thanked Ms. Trott for opening her home for the Foundation event. He also thanked Ms. Brown for her work the naming and sponsorship policy.

BOARD OF COUNTY COMMISSIONERS REPORT:

Commissioner Hanzlick introduced herself and shared that she is delighted to be part of the Library Board. She has lived in Johnson County for 23 years and she and her husband raised their children here. The Library has always been an important part of her life. Over the past 10 years, she has seen the library grow into its mission. She remembers a time when people questioned the relevance of the library, however the Johnson County Library has become even more relevant to the lives of community members than it was before. As the former director of

SafeHome, she knows how important the library is as a resource to provide information, a place to connect to resources, and sometimes even a place of safety to members of the community.

EXECUTIVE SESSION

Motion: Bethany Griffith moved, pursuant to K.S.A 2017 Supp. 75-4319(b)(12), that the Board of Directors recess into executive session for a period of 15 minutes for the following reason:

To hear a report on the Information Technology systems of the Johnson County Library and on the security of those systems. The purpose of the executive session is to protect the security measures taken to preserve those systems.

Those attending the executive session shall include members of the Board of Directors, County Librarian Sean Casserley, Johnson County Library counsel Fred Logan and Andrew Logan, members of the Johnson County information technology and cybersecurity systems and other Library staff members designated by the County Librarian.

The Board will reconvene in this meeting room at 4:35 p.m.

Second: Amy Ruo

Motion carried unanimously

The Library Board returned to open session at 4:35 p.m. No action was taken during the executive session.

Mr. Casserley acknowledged Deputy County Manager, Maury Thompson, who has been the County Manager's Office liaison to the Library for the past six years. Mr. Casserley thanked Mr. Thompson for all his work behind the scenes to help the Library and County work well together.

Going forward, Assistant County Manager, Joe Waters, will be the County Manager's Office liaison to the Library. Mr. Casserley welcomed Mr. Waters.

BOARD COUNSEL REPORT

Naming and Sponsorship Policy; Working with the Johnson County Library Foundation

Mr. Logan provided a preview of the first three Board action items. The Johnson County Library Foundation and Friends of the Johnson County Library are two very important organizations to the Johnson County Library. Both organizations have a memorandum of understanding (MOU) that governs the relationship with the Library. With respect to the Foundation and the naming and sponsorship policy, the broad policy issues have been developed into a new Library regulation, ARM 10-56-97.

Mr. Logan advised that the Library Board should view the administrative regulation as providing broad policies that govern library activities. Regulation 10-56-97 spells out in a broad policy how the Library Board and Library Foundation will work together on naming and sponsorship opportunities. In the event the Foundation receives a substantial donation that includes a naming proposal, the proposal would be approved by the Foundation board and then brought to the Library Board for approval. Mr. Logan clarified that there is a difference between a sponsorship and a naming opportunity. A sponsorship could be approved by the Foundation and is guided under the MOU with the Library Board.

Mr. Logan described the MOU with the Foundation as a "nuts and bolts document" that is separate from the policy. The MOU addresses day-to-day issues that are not included in policy. The MOU includes a new section entitled, "Operational Procedural Divisions Pertaining to Library Naming and Sponsorship Opportunities". Mr. Logan advised that the MOU provides more details on the practice of naming and sponsorship than is authorized in the broader policy.

Mr. Logan addressed the MOU with the Friends of the Johnson County Library. The Friends of the Library deal with surplus property and the Library Board has authority pursuant to K.S.A. 12-1223b and ARM 50-20-50 to deal with Library surplus property. The Library is a separate governing district and has a special statute that applies to authority with respect to surplus property. The correct statutory citing has been included in the MOU with the Friends. The MOU spells out how the surplus property is handled between the Friends and the Library. It has been an effective system.

There were no questions.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director, Nicki Neufeld, noted that we are reviewing the December 2018 financial reports. The Library came in just over 100% of budgeted revenue for 2018 and at 91% of expenditures from the budget.

Ms. Neufeld presented the total fines and fees from 2014 to 2018. The majority of fees are for copying and printing.

Mr. Casserley reminded the Library Board that the Library sends weekly email reminders for overdue materials. It helps patrons keep track of their fines and fees.

Trends in Content and Summary of Fines and Fees

Associate Director of Systemwide Services, Adam Wathen, reported to the Library Board. Mr. Wathen introduced, Collection Development Manager, Lacie Griffin, to the Library Board.

Mr. Wathen reviewed a two-page summary of the fine policy and account restrictions. The next steps will be for a team at the Library to assess our current processes and explore options for how fines practice might change. The team will bring options to the Library Board toward the end of 2019.

Ms. Griffith asked if there is a breakdown of damage versus overdue materials. Mr. Wathen responded that we can provide that breakdown. In practice, overdue fees cap at \$6.00. We charge the replacement cost for an item that has been damaged.

Mr. Wathen reviewed the core operational statistics of digital circulation, physical circulation and visitation. He also reviewed collection trends.

Next month Mr. Wathen will present a 2018 year in review of statistics and metrics.

STRATEGIC PLAN

Mr. Casserley reported that managers have been working on developing internal goals that align with the Library's key performance areas of Education, Operations, Community, Convenience and Communication. From these goals managers will develop tactics that will drive the work of the Library in the next five years.

Mr. Casserley reviewed the internal goals with the Library Board.

Education

- Annually identify, review and recommend standards for professional skills necessary to deliver programs, outreach and information services in collaboration with other Library departments.
- Prioritize, plan, implement and evaluate high-quality learning experiences that engage, inform and connect our patrons on a tri-annual schedule while remaining responsive to community needs and requests.

Operations

- Annually review and ensure public service staff have the knowledge, skills and ability to handle patron code of behavior and emergency situations.
- Assistant Branch Managers ensure their staff have the same understanding of management expectations and receive consistent foundational training at all locations to be reviewed annually.
- Learning and Development annually assesses and determines organizational learning needs to improve skill levels and performance.
- Learning and Development annually reviews, designs, and prioritizes Adult Learning based on assessed needs so that learning meets performance gaps.
- Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities.
- Learning and Development creates, curates, and outsources learning resources at least trimesterly to provide effective content based on assessed needs.
- Learning and Development measures the effectiveness of learning resources using evaluation tools to confirm learning occurs, following a determined evaluative calendar.
- Triannually review Johnson County Library's internal project management program to ensure alignment of project teams with the Operations group.

Community

- Annually review and align the 2019-2023 strategic partnerships to continue to support the mission of Johnson County Library.

Communication

- Support, coordinate, and implement, with Building Project Teams and stakeholders, the Comprehensive Library Master Plan (CLMP) following the prioritization and timeline set by the Library Board and as resources are available.
- To ensure continual improvement, annually audit and analyze existing communication delivery, process and procedures with key stakeholders.
- To unify and maintain consistency across internal and external communication channels, triannually review library messaging.
- Within the next 18 months Assistant Branch Managers will improve communication and create a systemwide approach to decision making.

Convenience

- Ensure collection management, handling and content delivery methods and processes are reviewed annually and improvements are implemented for efficiency and effectiveness.
- Evaluate, prioritize and address interior and exterior conditions of our properties on a trimester schedule to continue to minimize maintenance costs.
- To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology.

COMPREHENSIVE LIBRARY MASTER PLAN

Lenexa City Center

Project Coordinator, Scott Sime, presented on behalf of the Building Project's Core Team. The construction team has been working on glazing, soffit work and installing sliding doors. On the interior they have been working on carpet, lighting and the buildings mechanicals.

We are preparing for the transition to Library ownership of the site and interior shelving installation. The next tour will be on Tuesday, February 20th at 3:00 p.m. Mr. Sime shared the timeline and recent photos.

Mr. Sime shared the opening date of Lenexa City Center will be, Sunday, June 2, 2019 at 1:00 p.m. Lenexa will be the sixth of our Libraries to have Sunday hours.

Lenexa City Center, Furniture Update

Library Project Manager, Abby Giersch, presented on the furniture selections for Lenexa Library. The shelving will be the same white shelving that is installed at Monticello. The goal is to complete the shelving installation by the end of March. Ms. Giersch showed the interior design and noted the pops of color will be green, orange and red.

Ms. Giersch provided an overview of furnishing and fabrics for each area of the Library including the staff room, kids, teens and adults sections. There will be multiple sizes of furniture for kids and adults of all shapes and sizes. The furniture in the commons area is more hospitality-like to maximize the space and natural light.

Ms. Giersch shared the furniture installation schedule.

Mr. Casserley thanked Ms. Giersch for creating wonderful spaces for patrons to experience.

Corinth Sorter progress update

The sorter has been installed and Corinth is now open. The branch used all of the requested five days for installation.

Snow events – emergency procedures

Mr. Casserley reported that this winter has brought with it a number of snow events. The Library is following the national weather service to define at what stage the Library closes or delays opening. If the Library tries to open too early there isn't enough time for the parking lots to be cleared. Two million patrons come through our doors annually and we want to be able to provide consistent standards.

Joint meeting of the Library Board and Board of County Commissioners

The Board of County Commissioners has proposed March 14th for the joint meeting. The joint meeting will directly follow the regularly scheduled Library Board meeting. The Library Board was in agreement with the date.

CONSENT AGENDA

Minutes of the January 10, 2019, Library Board meeting.

Motion: Brandy Butcher moved that the Library Board of Directors approve the consent agenda.

Second: JR Riley

Motion carried unanimously

NEW BUSINESS

Ms. Hupp noted that all of the MOUs have been reviewed and approved by legal counsel and have also received the vetting of staff.

Consideration of ARM 10-56-97, “Naming and Sponsorship Opportunities; Johnson County Library Foundation”

The Library and the Johnson County Library Foundation work closely together to develop private donations and funding for the benefit of Library programs and facilities. Administrative Regulation 10-56-97 describes Library Board policy and intent regarding those cooperative efforts.

Motion: Amy Ruo moved that the Library Board of Directors approve Administrative Regulation 10-56-97, Naming and Sponsorship Policy; Working with the Johnson County Library Foundation.

Second: JR Riley

Motion carried unanimously

Consideration of renewal of Memorandum of Understanding with the Johnson County Library Foundation

The Johnson County Library and the Johnson County Library Foundation have an agreement in place for the purpose of maintaining a strong relationship in which the two organizations collaborate and provide assistance to one another for the benefit of the Library.

A new section IV of the agreement entitled, "Operational and Procedural Provisions Pertaining to Library Naming and Sponsorship Opportunities" has been included in the MOU this year.

Motion: JR Riley moved the Library Board of Directors approve the Memorandum of Understanding with the Johnson County Library Foundation.

Second: Brandy Butcher

Motion carried unanimously

Consideration of renewal of Memorandum of Understanding with the Friends of Johnson County Library

The Johnson County Library and the Friends of the Johnson County Library have an agreement in place for the purpose of maintaining a strong relationship in which the two organizations work together for the benefit of the Library.

On the recommendation of counsel the reference to statute K.S.A. 19-211 has been removed from the MOU. K.S.A. 19-211 governs county surplus property. Library surplus property is governed by K.S.A. 12-1223(b) and ARM 50-20-50, "Surplus Property, Conveyance of Weeded Materials to Friends of the Johnson County Library."

Motion: Brandy Butcher moved the Library Board of Directors approve the Memorandum of Understanding with the Friends of the Library.

Second: Amy Ruio

Motion carried unanimously

Consideration of renewal of Memorandum of Understanding with Johnson County Community College Adult Education

Johnson County Library has partnered with JCCC Adult Education to provide space for GED and ESL classes for many years. Currently JCCC is using space at our Antioch and Gardner locations. The partnership has been successful, and it helps to meet strategic plan goals, specifically Goal 4: People will connect and interact because of Library partnerships and collaborations.

Mr. Casserley shared that this is a 30-year agreement. The partnership has been extremely successful.

Motion: Amy Ruio moved that the Library Board of Directors approve the renewal of the Memorandum of Understanding with Johnson County Community College Adult Education.

Second: JR Riley

Motion carried unanimously

Consideration of contract with Herzig Engineering for Arc Flash Hazard Analysis and Compliance

In 2014, the Board of County Commissioners (BOCC) approved Phase 1 of the Arc Flash Hazard Analysis project, which began with an inventory of electrical systems and the development of a scope of work for Phase 2 of the project. This contract with the JCL Board of Directors will provide engineering services to examine the electrical gear, perform arc flash calculations, determine the level of hazard the equipment presents, provide options to mitigate hazards, to appropriately label the equipment, and may be used to plan major, minor, urgent,

and long-term corrective action, and short and long term financial planning for regular maintenance and capital improvement projects.

Motion: JR Riley move to authorize a contract with Herzig Engineering for Arc Flash Hazard Analysis and Compliance engineering services in an amount of \$39,600 per Request for Proposal (RFP) 2018-096.

Second: Amy Ruo

Motion carried unanimously

ADJOURNMENT

Motion: Amy Ruo moved to adjourn.

Second: Brandy Butcher

Motion approved unanimously

Meeting adjourned at 5:32 p.m.

SECRETARY _____
Bethany Griffith

CHAIR _____
Nancy Hupp

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT
Period: JAN-2019

			Receipts	Payments	Balance
	Opening cash balance				\$90,574.34
		Add Receipts	\$0.00		
		Less Payments		\$17,799.28	
	Ending Cash balance				\$72,775.06
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$72,775.06

APPROVED: _____

DATE: _____

Library

To: Johnson County Library Board of Directors
From: The Friends of the Library
Re: Request to use Lackman for the Summer Book Sale
Date: March 14, 2019

Issue: The Friends of Johnson County Library, Inc. respectfully request permission from the Board of Directors of Johnson County Library for use of the Lackman Library building to host and present the Sizzlin' Summer Book Sale.

Background: The Friends launched their annual public book sales in 1988 at the former Mission Center Mall and quickly gained a sizable and loyal following. In 2006, the Sale moved to Metcalf South Mall and again in 2015 to Johnson County Community College. The College charges a steeply-discounted fee for use of the Gym Fieldhouse space and staff support.

The Sizzlin' Summer Book Sale is the largest of a series of annual Friends sales in a variety of venues that gross more than \$340,000. The Summer sale accounts for approximately 16% of this revenue. Net funds are donated to JCL support through the Johnson County Library Foundation.

Analysis: Construction at the College is scheduled for all of 2019. This has bumped the Friends from the Field House. We seek an appropriate sale venue for this calendar year.

The Friends may be able to return to JCCC in summer 2020. Ultimately, the Friends seek a venue that will permit us to minimize operational expense and maximize net yield benefiting the Library.

- The Friends request use of the Lackman Library parking lot, building and furnishings at 15345 W 87th St Pkwy, Lenexa.
- Sale dates Wed. – Fri. June 26 - 29, 2019 with pre- and post-sale access
- The space is requested for approximately 8 days: reconnaissance, load-in, sale dates, load-out.
- 60,000 items in 4000 boxes on 200+ pallets will be moved in for this event.
- Utilities are requested – water, electricity, climate control, wifi
- Library staff have confirmed the existing stacks and basic operational furnishings will stay in place immediately upon evacuation of the branch to Lenexa City Center. These are a great plus if they are available: they allow us to display more inventory using fewer square feet than do tables, and will save the expense of table rental.
- JCL emergency awareness orientation for event personnel.

Alternatives: No alternative to recommend at this time.

Recommendation: We recommend the Library Board approve the request from the Friends of the Library to use Lackman Library for the summer book sale.

Suggested Motion: I move the Library Board of Directors approve the request from the Friends of the Library to use Lackman Library for the 2019 summer book sale.

Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Re: Closing of Lackman Library
Date: March 14, 2019

Issue: Consider closing the Lackman Library to facilitate preparations for the opening of the Lenexa City Center Library.

Background: In February 2019 the opening date for the Lenexa City Center Library was announced. The same month, the Library received substantial completion of the new Lenexa City Center Library building. Furniture, equipment, and shelving are currently being installed in anticipation of the June 2, 2019, opening.

Analysis: It is desired that the time the community goes without service at Lackman or Lenexa City Center Library is minimized. The existing Lackman staff will transition to the new building. Existing Lackman and new Lenexa City Center Library staff will require training on new building functionality and processes. It is also desired that teambuilding sessions for the whole Lenexa City Center Library staff are conducted before the building opens. The existing Lackman collection must also be transported to the Lenexa City Center Library and this work can happen most easily with the Lackman building closed. The Lenexa Move-in Team has determined that the timeframe to accomplish all of these goals is approximately five weeks.

Alternatives: The Board may choose to not approve the recommendation which will require extra time for the project team to rework the move-in schedule and patron communication plan.

Funding Review: There is no new funding required for this item.

Recommendation: Approve the Lenexa Move-in Team's recommendation to close the Lackman Library to facilitate preparations for the opening of the Lenexa City Center Library.

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to close the Lackman Library to facilitate preparations for the opening of the Lenexa City Center Library.

Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Re: Changes to ARM 20-10-10
Date: March 14, 2019

Issue: Consider updating ARM 20-10-10, Public Facilities Hours of Service to reflect Lenexa City Center Library hours and remove Lackman from the list of branches.

Background: When Lackman closes, their hours of operation will no longer be needed in ARM 20-10-10. Lenexa City Center will have hours similar to Antioch, Blue Valley, Central, and Monticello and should be categorized with those branches in the policy. Lenexa City Center Library will also feature a Drive-Thru and Extended Hours Holds Pickup that will be different than the building hours. All of these hours should be reflected in ARM 20-10-10.

Analysis: This update will have no effect on operations. It will update the policy to accurately reflect Lenexa City Center Library's hours.

Alternatives: The Library Board could choose to not approve the Lenexa City Center Library's hours.

Legal Review: Legal has reviewed the suggested changes.

Funding Review: There is no new funding required for this item.

Recommendation: Approve the Lenexa Move-in Team's recommendation to update ARM 20-10-10 to reflect Lenexa City Center Library's hours of operation.

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to update ARM 20-10-10 to reflect Lenexa City Center Library's hours of operation.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

The purpose of this regulation is to establish hours during which library services will be available to the public at each library facility.

Effective Date:

March 14, 2019
~~November 8, 2018~~

CONSIDERATIONS FOR
ESTABLISHING HOURS
OF SERVICE

a. Hours of service at each public service location will be established by the Library Board of Directors based upon the needs of the community it serves, availability of qualified staff, and consideration of budget factors.

HOURS OF SERVICE

b. The hours of service of public service locations are:

i. Antioch Branch, Blue Valley Branch, Central Resource Library, Corinth Branch, Lenexa City Center Branch, Monticello Branch:

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm

ii. Gardner Branch, ~~Lackman Branch~~, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch:

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday Closed

iii. Cedar Roe
Library Branch:

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 10am to 2pm
Sunday Closed

iv. De Soto Branch:

Tuesday, Wednesday, ~~Friday~~ 10am to 6pm
Thursday 1pm to 8pm
Friday, 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

v. Spring Hill Branch:

Monday, Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday Closed
Saturday 10am to 2pm
Sunday Closed

vi. Edgerton Branch:

Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

vii. Lenexa City Center
Drive-Thru
Monday-Thursday 7 a.m.-
8 p.m.
Friday 7 a.m. to 6 p.m.
Saturday 9 a.m. to 5 p.m.
Sunday 1 p.m. to 5 p.m.
(Special Events in the
Parking Garage may
affect drive-thru hours)

viii. Lenexa City Center
Extended Hours Holds
Pickup
Monday-Sunday, 5 a.m.
to 10 p.m.

Reviewed: March 14, 2019
November 8, 2018

ARM 20-10-10 End

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Re: Changes to ARM 20-10-90
Date: March 14, 2019

Issue: Consider updating ARM 20-10-90, Fee Schedule, to include the cost of a replacement pass for the Lenexa Extended Hours Holds Pickup service.

Background: The Extended Hours Holds Pickup service will be available to all patrons who have a library card in good standing and sign an agreement form. They will receive a pass that works like a keycard to enter the Lenexa City Center holds area between the hours of 5 a.m. and 10 p.m.

Analysis: Passes will cost the library \$5 each, and the first pass the patron receives will be at no cost to them. The Lenexa Move-In Team recommends charging \$10 for a replacement pass to encourage patron's to keep their cards in a safe place, not loan them out to others, and to make up for the cost of replacing and reprogramming cards.

Alternatives: The board may choose not to approve the recommendation and not charge patrons for replacement Extended Hours Holds Pickup passes.

Legal Review: Legal has reviewed the suggested changes.

Funding Review: There is no new funding required for this item.

Recommendation: Approve the Lenexa Move-in Team's recommendation to update ARM 20-10-90 to include a \$10 replacement cost for Extended Hours Holds Pickup passes.

Suggested Motion: I move to approve the Lenexa Move-in Team's recommendation to update ARM 20-10-90 to include a \$10 replacement cost for Extended Hours Holds Pickup passes.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

SUMMARY

This regulation describes charges made to patrons for direct services.

Effective Date:

March 14, 2019

AUTHORITY FOR FEES

a. 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.

REGULAR FEE SCHEDULE

b. The Fee Schedule for services available from public service desks are:

USB Flash Drive

2. \$3.00

Ear buds

3. \$2.00

Interlibrary Loan

4. Interlibrary Loan
Actual charge from loaning institution.

Photocopies

5. Photocopies (paper and microform)
\$.15 per black and white exposure.
This charge is waived for patrons receiving service under ARM 20-15-50 (Services to Homebound Patrons.)
\$.50 per color exposure

Printed Copies

6. Printed copies from public use computers.
\$.15 per page for black and white
\$.50 per page for color

Materials Recovery Fee

7. Processing fee per patron account handled by the materials recovery vendor. \$10.00

Returned Check Fee
Fee

8. For a returned check, the library assesses a \$25.00 fee, which is added to the borrower record.

<u>Replacement Extended Hours</u>	
<u>Holds Pickup Pass</u>	<u>\$10</u>

<u>Reviewed: March 14, 2019</u>	
<u>October 4, 2017</u>	

ARM 20-10-90	End
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To: Johnson County Library Board
From: Sean Casserley
Date: 3/14/2019

Issue: To affirm our agreement with the Kansas City Artists Coalition (KCAC). The Memorandum of Understanding (MOU) establishes how the Johnson County Library works with the KCAC to bring emerging KC visual artists to the Oak Park and Blue Valley libraries' visual art galleries.

Background: Under this agreement, the Oak Park and Blue Valley libraries will serve as annex galleries for the Kansas City Artists Coalition. This partnership gives the role of art curation to the experts in the field. This partnership also connects our patrons to art and artists who may not otherwise intersect.

Alternatives: No alternatives to recommend at this time.

Legal Review: The MOU has been reviewed and approved by legal counsel.

Recommendation: The Johnson County Library Board of Directors approve the proposed memorandum of understanding with Kansas City Artists Coalition through December 31, 2020.

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of understanding with Kansas City Artists Coalition through December 31, 2020.

Memorandum of Understanding (MOU) between the Johnson County Library and the Kansas City Artists Coalition

This MOU is intended to document the relationship between the Johnson County Library System and the Kansas City Artists Coalition.

Kansas City Artists Coalition Galleries at Oak Park Library and Blue Valley Library May 2019 – December 2020

Exhibition Space:

- Johnson County Library (JCL) will provide a gallery space at both the Blue Valley Library and Oak Park Library for the Kansas City Artists Coalition (KCAC) to display works of art by their resident artists and partnerships.

Exhibitions:

- KCAC will provide artwork to exhibit in the spaces.
- KCAC will provide content for labels and artist(s) information for JCL to create wall clings and text panels for each exhibition.
- KCAC and JCL will work together to provide installation and deinstallation support as needed.

Communication:

- JCL will feature the exhibitions on their website, in JCL's public program publication The Guide, and in their social media promotion as needed.
- KCAC will cross-promote JCL on their website and in their social media promotion as needed.

Program/Training:

- JCL and KCAC will work together to provide opportunities for public engagement with each exhibition. This may take the form of a reception and/or artist talk and will be discussed/determined with each exhibition.
- KCAC will work with JCL on any training and/or professional development for staff needed for each exhibition.

Marissa Starke, Executive Director

Sean Casserley, County Librarian

Kansas City Artists Coalition Representative

County Librarian