



**Board Report
November 14, 2019**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, NOVEMBER 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, Bethany Griffith
 - C. Friends of the Library, Jodie Dietz
 - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) Purchasing policy and the collection exception
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Tricia Suellentrop, Deputy County Librarian5
 - a) Trends in Human Resources & Volunteers – Dave Davis & Amber BourekSlater11
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Antioch update – ratification of land conveyance15
 - b) Central Staff Space Consolidation (CSSC) – PBC bonding19
 - c) Corinth update23
 - d) Timeline summary26
 - 3. Overview of County Facilities Department – Brad Reinhardt, Facilities Director
 - 4. Updates – Sean Casserley
 - a) Lenexa Library LEED Silver
 - b) Women and Money –Marty Johannes, Careers and Personal Finance Librarian
 - c) Lackman Study
 - d) Cedar Roe Roof Replacement Update
 - e) Antioch Sewer Update
 - f) Finance Director Search
 - g) Kansas Library Association Update –Ben Sunds
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the October 10, 2019, Library Board meeting28
 - 2. Approval of the Sirsi Dynix contract in the amount not to exceed \$213,615.8638
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2019 were handled in accordance with library and County policy.
 - b) The September 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 Report	41

VI. Old Business

A. Action Item: Consideration of approval of the MOU with County Facilities Management Department	42
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VII. Adjournment

Suggested Motions

Consent Agenda

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

Consideration of approval of the MOU with the County Facilities Management Department

Suggested Motion: I move that the Johnson County Library Board of Directors approve the expanded memorandum of understanding with Johnson County Facilities to manage the cleaning, maintenance, and fleet of Johnson County Library, in addition to the capital improvement project work for which they currently partner with us.

Adjournment

Suggested Motion: I move the Library Board of Directors adjourn.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2019
67% 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	18,958
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	523,717

TOTAL SPECIAL USE FUND EXPENDITURES	\$542,675
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	\$1,328,801
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	\$5,759,639
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Expenditure of Friends of the JCL Donations 2019

<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	387.12
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 387.12

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2019
75% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	32,887,766	33,045,236	100%	99%
Ad Valorem Delinquent	383,948	289,253	133%	91%
Motor Vehicle	2,802,153	3,103,349	90%	52%
Library Generated - Copying/Printing	79,934	99,255	81%	80%
Library Generated - Overdues / Fees	414,389	725,000	57%	61%
Sale of Library Books	25,000	50,000	50%	65%
Misc Other	1,769	18,703	9%	58%
Reimbursement	201,931	330,043	61%	0%
Library Generated - Other Charges	0	3,570	0%	2%
Investment	345,814	304,911	113%	170%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	15,402	10,608	145%	77%
Commercial Vehicle Tax	54,211	61,191	89%	101%
Heavy Trucks Tax	4,776	2,307	207%	29%
Rental Excise Tax	39,329	35,642	110%	65%
State and Federal Grants	126,997	250,389	51%	50%
TOTAL REVENUE	37,383,420	38,339,457	98%	93%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Salaries and Benefits	15,170,917	21,323,420	71%
Contractual Services	3,339,923	4,710,131	71%
Commodities	3,439,942	4,385,684	78%
Risk Management Charges	95,093	126,252	75%
Capital / Maintenance / Repair	0	3,487,289	0%
Transfer to Debt Payment	18,958	827,916	2%
Transfer to Capital Projects	2,784,512	2,738,276	102%
Grants	127,142	250,389	51%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	24,976,487	38,339,457	65%

Revenue - Expenses as of September 30, 2019 12,406,933

RESERVES ALL FUNDS	As of 12/31/18
Reserves Operating Fund	8,730,251
Reserves Special Use Fund	<u>1,494,983</u>
Total JCL Reserves	<u><u>10,225,234</u></u>

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	1,461,693
Building Repair	526,954
Architectural Services	85,305
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
	<u>2,438,940</u>

Budget Remaining	<u>888,160</u>
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
September 2019
75% Year Lapsed

OPERATING FUND	2019	2019	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,322,993	5,072,528	66%
Information Technology	1,926,978	2,951,965	65%
Collection Development	2,529,229	3,467,822	73%
Branch/Systemwide Services	13,154,158	18,595,615	71%
Risk Management Charges	95,093	126,252	75%
Grants *	127,142	250,389	51%
Transfer to Capital Projects	0	3,487,289	0%
Interfund Transfer	0	490,100	0%
TOTAL OPERATING FUND EXPENDITURES	21,155,592	34,441,960	61%

SPECIAL USE FUND	2019	2019	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)		16,305	0%
Commodities (Capital Equipment)	120,511	315,000	38%
Transfer to Debt Payment	18,958	827,916	2%
Transfer to Capital Projects	2,742,833	2,738,276	100%
TOTAL SPECIAL USE FUND EXPENDITURES	2,882,301.7	3,897,497	74%

TOTAL EXPENDITURES	24,037,894	38,339,457	63%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
September 2019
75% Year Lapsed

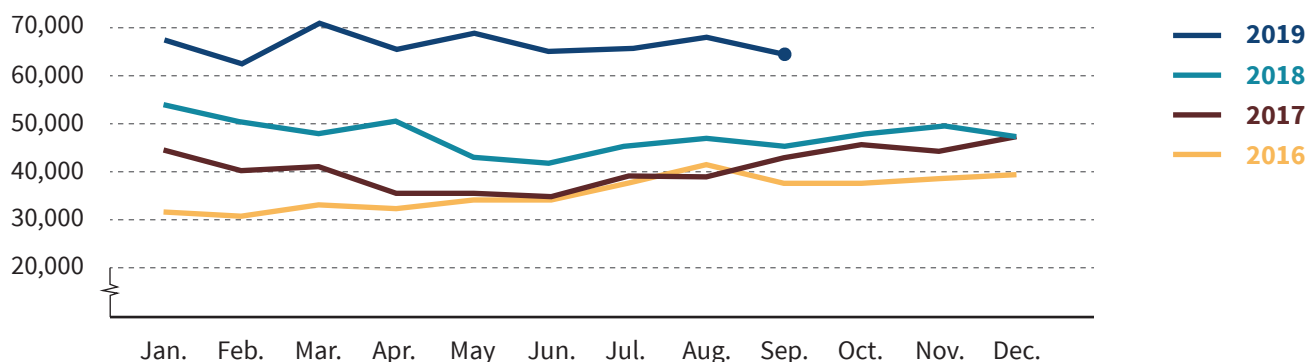
ALL FUNDS	2019	2019	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	15,170,917	21,323,420	71%
Contractual Services	3,339,923	4,710,131	71%
Commodities	2,501,349	4,385,684	57%
Risk Management Charges	95,093	126,252	75%
Capital / Maintenance / Repair	0	3,487,289	0%
Transfer to Debt Payment	18,958	827,916	2%
Transfer to PBC Capital Leases	2,784,512	2,738,276	102%
Grants	127,142	250,389	51%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	24,037,894	38,339,457	63%

GRANTS*	Expenditures through 09/30/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000082 State Aid 2019		State	3/15/2019	\$102,345.33	\$126,997.06	\$24,651.73

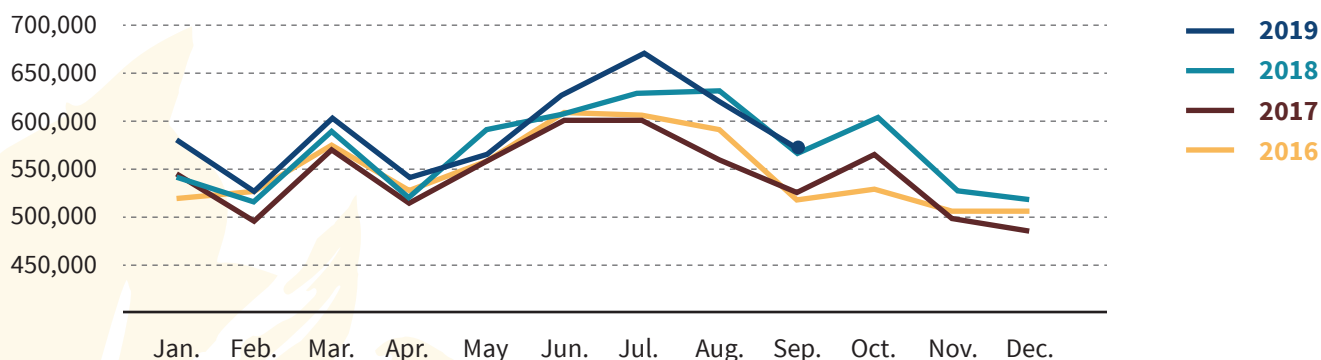
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

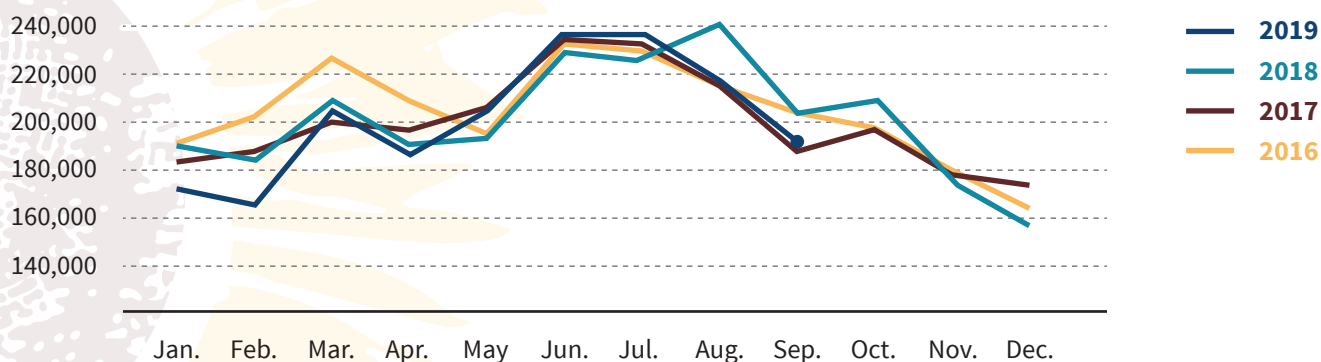
3 Year Digital Circulation Trend



3 Year Physical Circulation Trend

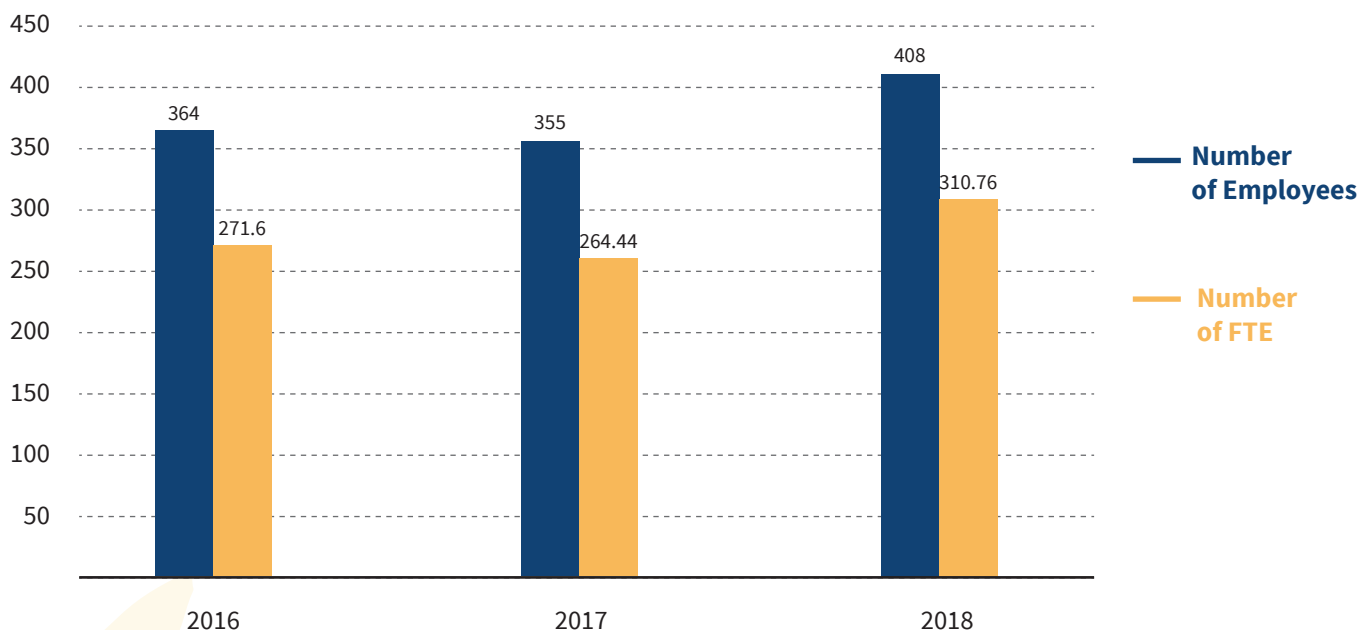


3 Year Visitation Trend

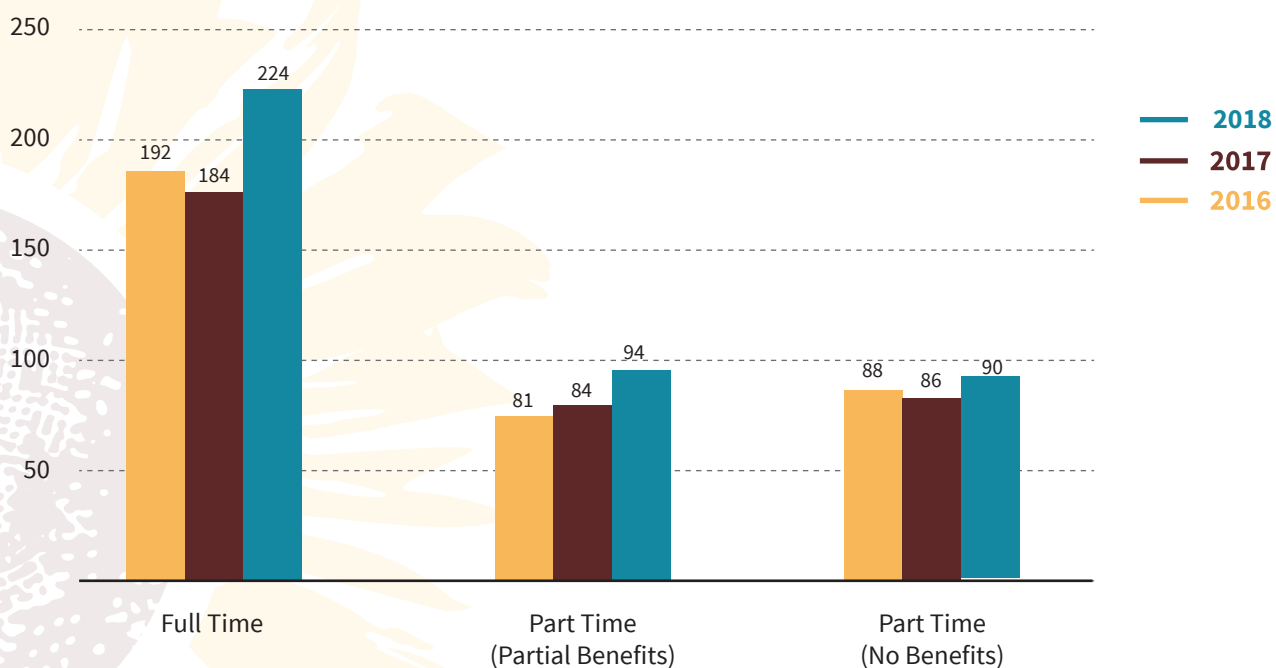


Trends in Human Resources & Volunteers

Number and Full-Time Equivalency of Employees

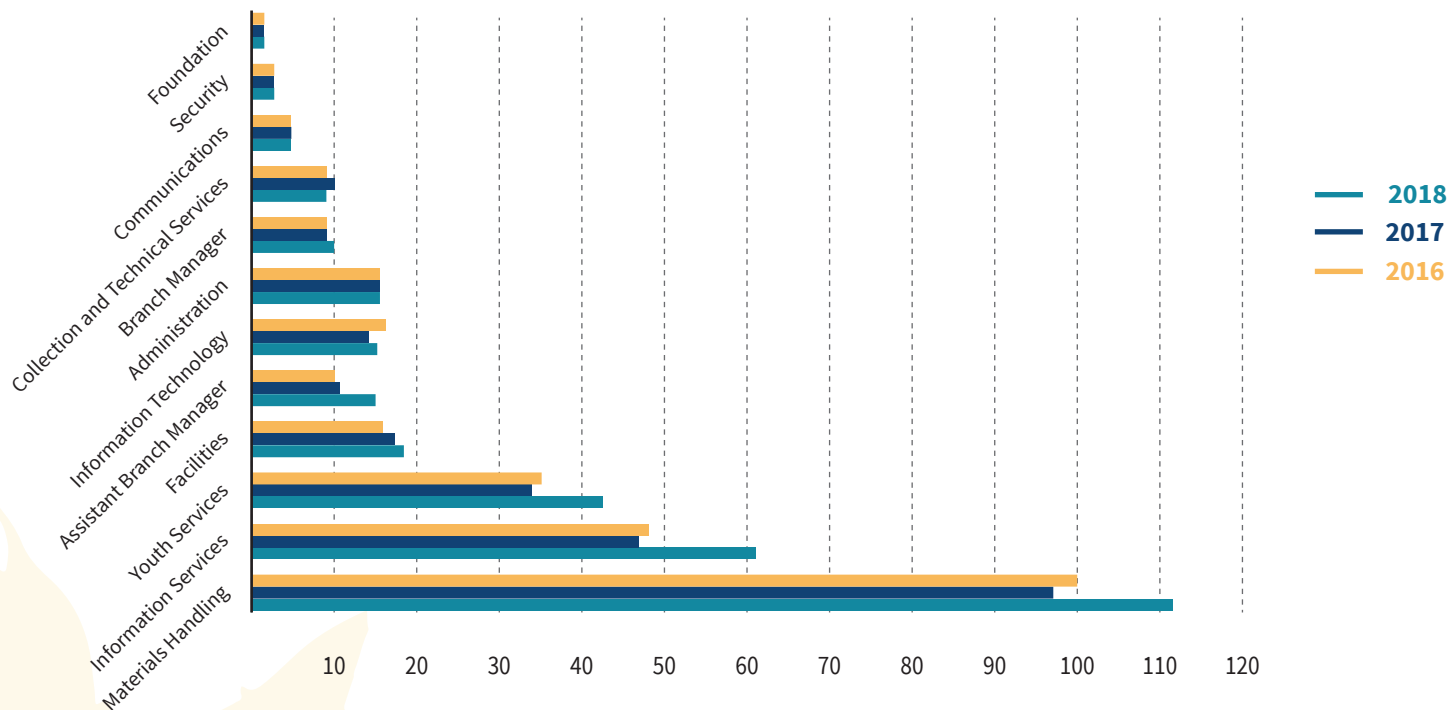


Employees by Full Time and Part Time Status

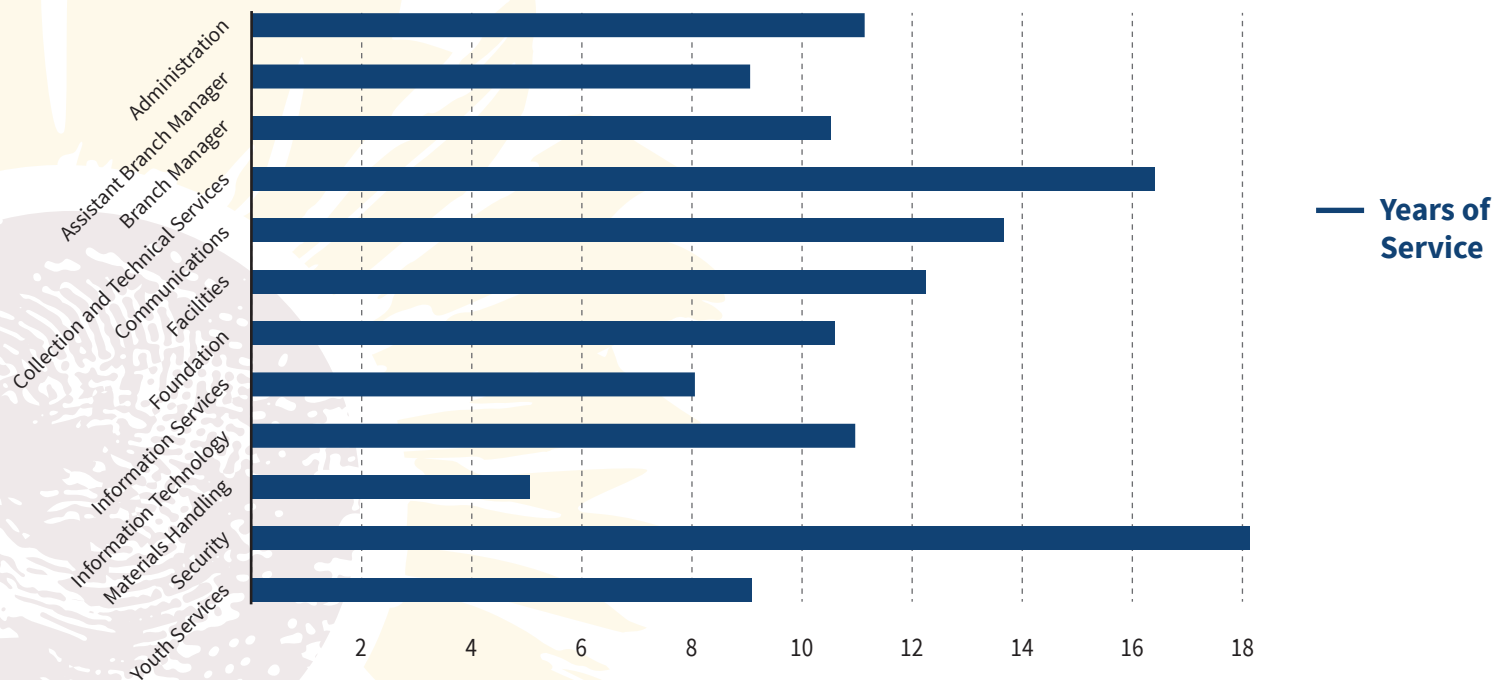


Trends in Human Resources & Volunteers

Employee Full-Time Equivalency by Work Area

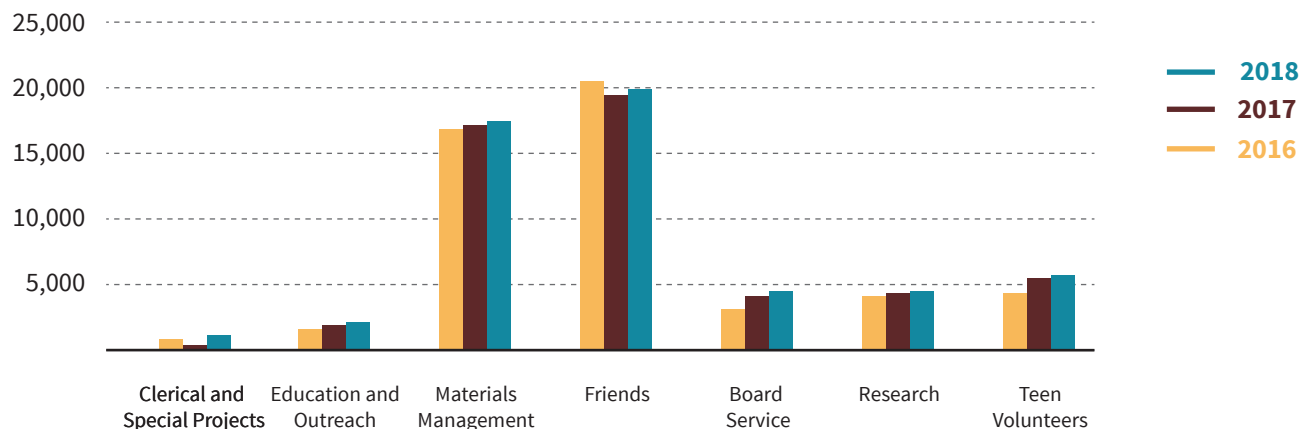


Average Years of Service

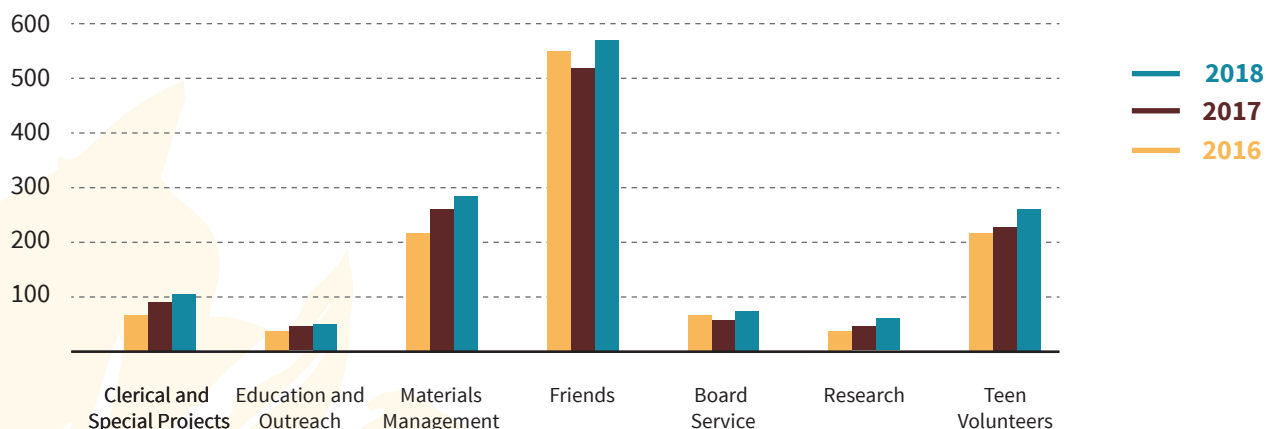


Trends in Human Resources & Volunteers

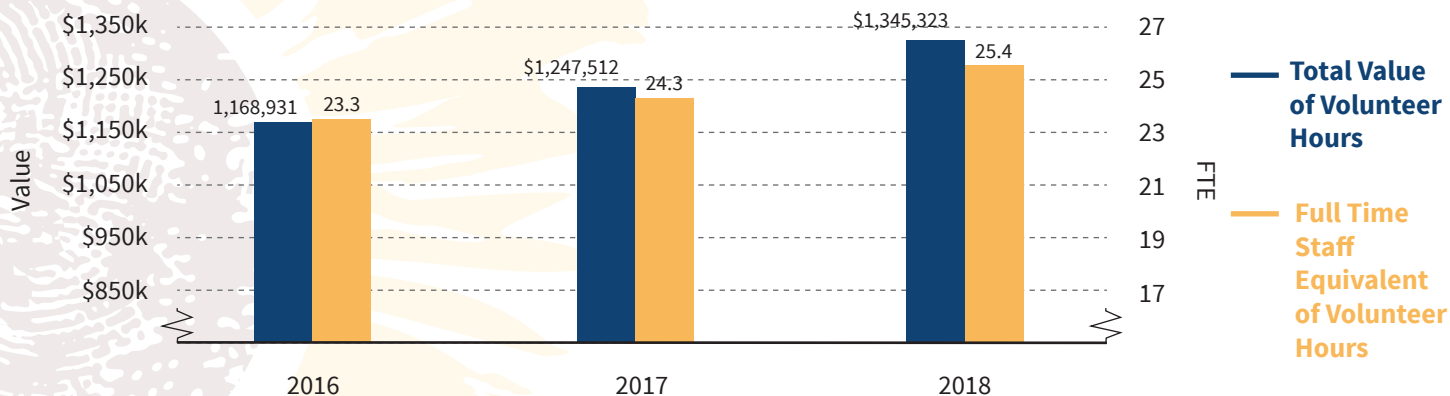
Volunteer Hours



Number of Volunteers



Value and Full-Time Equivalent of Volunteers



Antioch Library Replacement

Update – November 2019



Updates

- Property Conveyance Agreement
- Next Steps
- Timeline

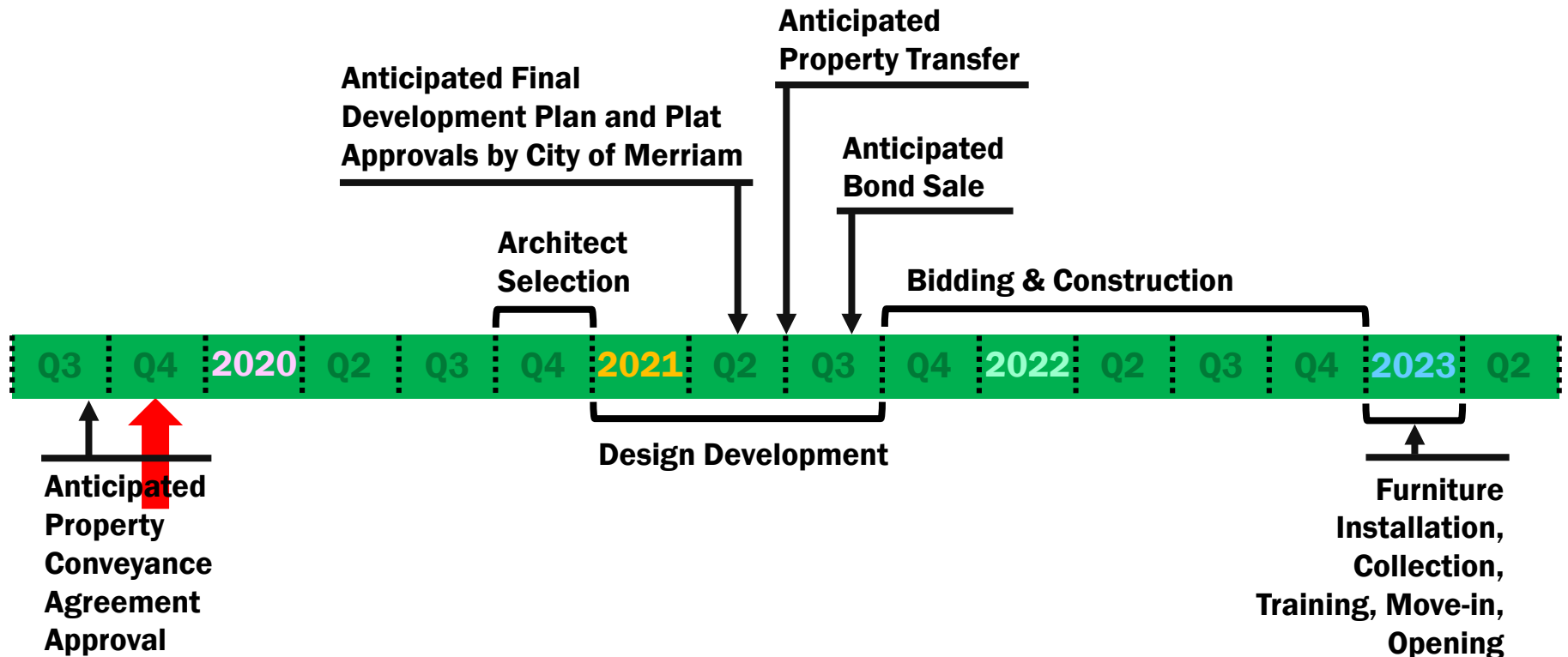


Next Steps

- Shared Parking and Maintenance Agreement
- Architect RFP – anticipated Q4 2020



Antioch Replacement Anticipated Timeline



Central Staffing & Space Consolidation (CSSC)

Update – November 2019



Updates

- BOCC and PBC items
- Next Steps
- Timeline

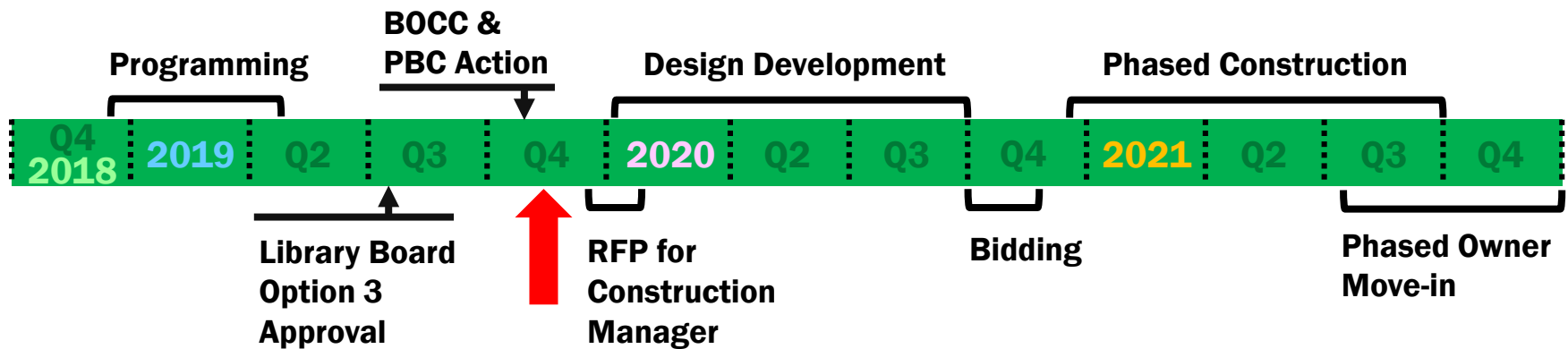


Next Steps

- RFP for Construction Manager
(anticipated Dec. 2019)
- Design development begins
(anticipated Jan. 2020)



Central Staffing & Space Consolidation (CSSC) Anticipated Timeline



Corinth Library Replacement

Update – November 2019

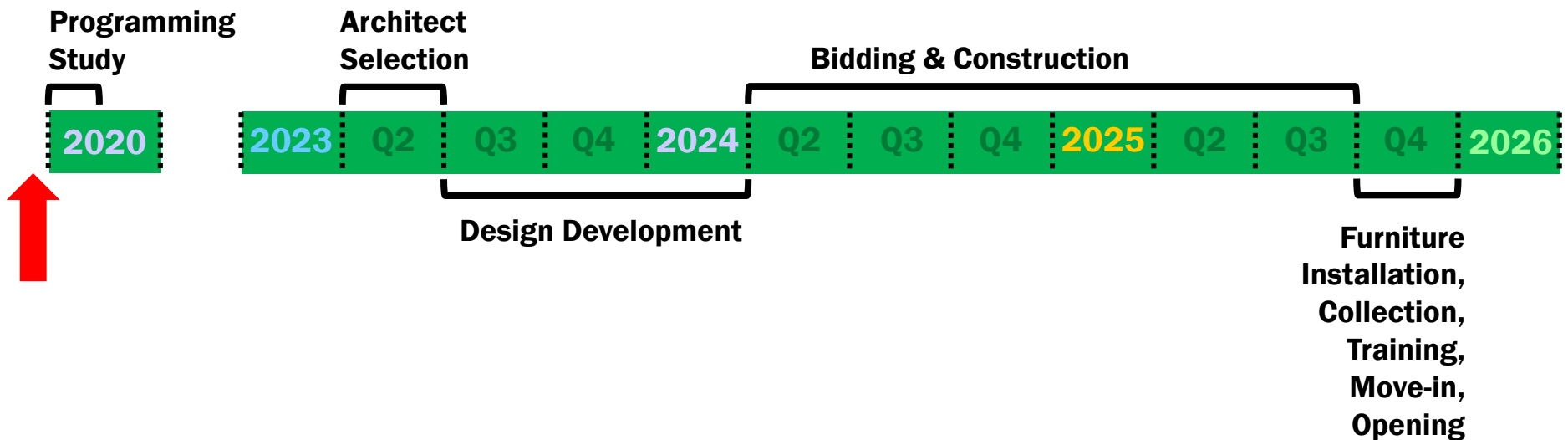


Updates

- Programming Study
- Timeline



Corinth Replacement Anticipated Timeline

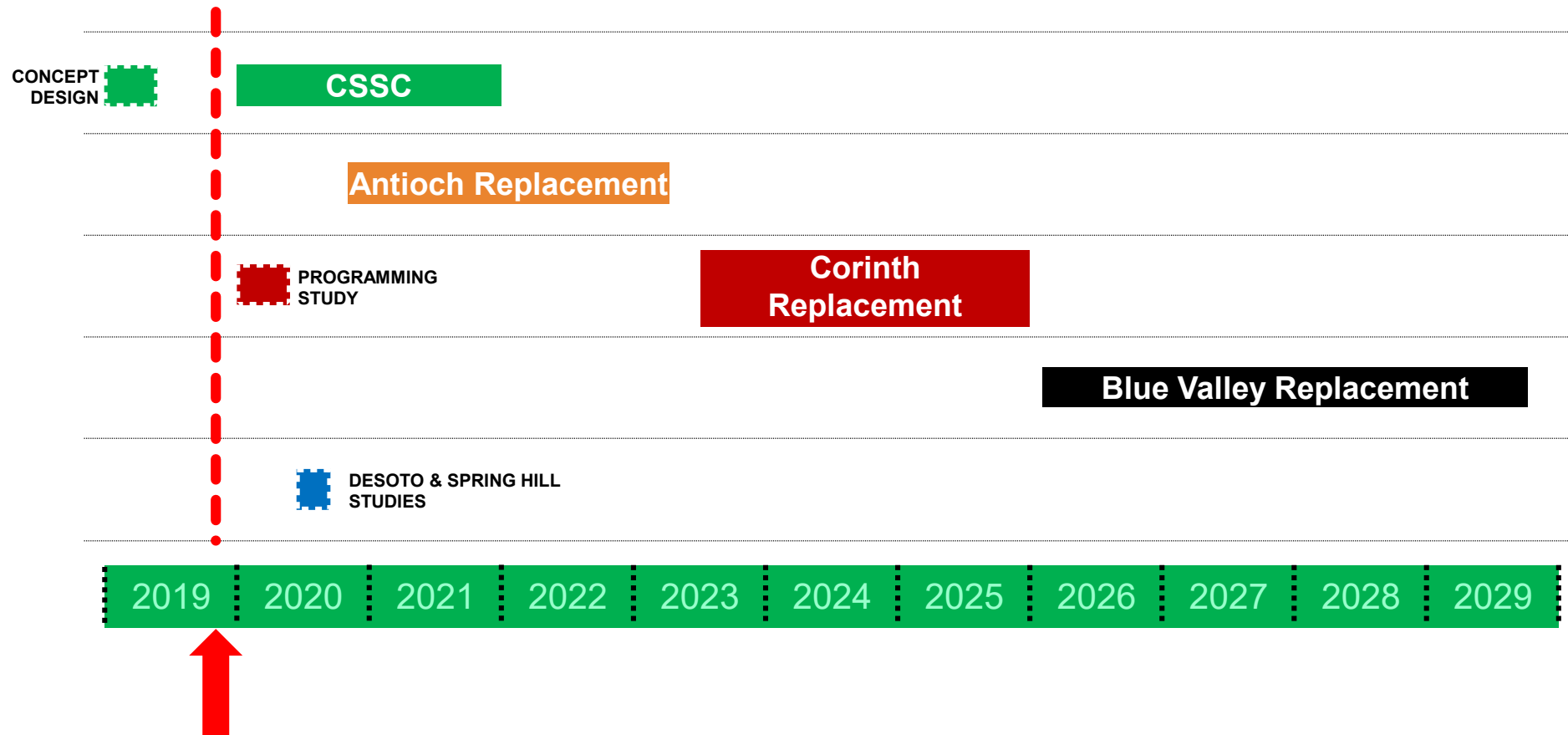


Capital Improvement Projects Timeline Summary

Update – November 2019



Capital Improvement Projects Anticipated Timeline



This visual is shown as an illustration with anticipated dates, and may change.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
October 10, 2019
Central Resource Library
4:00 p.m.**

BOARD: Wayne Burke, Brandy Butcher, Bethany Griffith, Amy Rufo, Fabian Shepard, David Sims

Absent: Donna Mertz

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Jennifer Curtiss

STAFF: Pat Beers, Michelle Beesly, Brian Berrens, Sean Casserley, Abby Giersch, Lacie Griffin, Marty Johannes, Jennifer Mahnken, Nicki Neufeld, Michelle Olsen, Kinsley Riggs, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Julie Timmins, Adam Wathen, Nicolle Welsh

GUESTS: Betty Anderson, Kimball Hales, Nancy Hupp, Karen Wulfekuhle

Board Chair Bethany Griffith called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS: There were none.

BOARD OF DIRECTORS COMMENTS:

Board Chair, Bethany Griffith, welcomed new Library Board member Fabian Shepard.

Ms. Griffith congratulated the Foundation on the successful Library Lets Loose event.

Finance Director, Nicki Neufeld, is leaving the Library for a new job opportunity. Ms. Griffith thanked Ms. Neufeld for her time and dedication and wished her good luck in adventures to come.

FRIENDS OF THE LIBRARY:

Jennifer Curtiss, President-Elect, reported to the Board.

National Friends of Libraries week is October 21-25. In recognition of this celebration, Ms. Curtiss shared the history of the Friends of Johnson County Library.

The mission, adopted in 1956, is for the Friends of the Library to support the Johnson County Library system by: promoting community involvement and interest in the Library's functions, services, resources and needs; and by raising supplementary funds.

Between 1950 and 1956 the Friends were known as the Prairie School PTA Library Committee and then the Citizens Library Committee. Johnson County was growing and needed a new library, so the committee circulated petitions, canvassed politicians and advocated for citizens to vote to support the Library. In 1952, 80% of voters supported new public funding for a Library system in Johnson county.

Until the tax was collected, and funds made available, the Citizens Library Committee solicited donated books and spaces, and opened volunteer-staffed libraries across the county in stores, shops and private homes. The first-ever County Librarian, Shirley Brother, was hired in 1956 and the Library was opened on Merriam Lane. The Citizens Library Committee reorganized as Friends of Johnson County Library.

Over the lifetime of the Friends, more than \$1,000,000 has been directed to support the Library. Annually, Friends volunteer more than 15,000 hours to sustain bookstores, sales, inventory control and programs; equivalent to more than 7 Full Time Equivalents (FTEs). The Friends manage the disposition of more than 600,000 Library weeds and community book donations every year.

The Friends Board of Directors, volunteers, members, sponsors and donors are passionate believers in the mission of the public library.

The Friends are supporting the upcoming JCL-sponsored Writers Conference with titles by many authors available for sale in the Central bookstore.

The upcoming Big Fall Kids Book Sale will be at Central Library, November 7-9. This is a very popular sale and the Friends expect to gross about \$10,000.

Commissioner Hanzlick thanked Ms. Curtiss for the report and suggested the Commission issue a proclamation for Friends of Libraries Week.

Mr. Casserley thanked the Friends for their continued support.

JOHNSON COUNTY LIBRARY FOUNDATION:

Executive Director of the Library Foundation, Stephanie Stollsteimer, reported on behalf of the Foundation. Ms. Stollsteimer welcomed and acknowledged Foundation board member, Betty Anderson. Ms. Anderson was a sponsor, donor and worked on the organizing committee for the Library Lets Loose event.

Library Lets Loose is the Foundation's signature fundraising event that took place at Central Library, Saturday, September 28.

Ms. Stollsteimer thanked the Board for supporting the event and allowing the Foundation to close Central for event set-up. She also thanked the Library Board for their attendance and enthusiasm. Ms. Stollsteimer provided a summary of the evening's festivities.

The honorary hosts, Asher and Audrey Langworthy, are remarkable people and Ms. Stollsteimer shared it was a joy to honor them both. The Foundation welcomed 450 guests of all age ranges and connection to our Library community to the event.

The event featured 19 food and beverage partners. The Foundation is grateful for the popular vendors who returned, and it was fun to include some new restaurants from the Lenexa Public Market.

Club Carmack was the surprise hit of the night! DJ Stann had the dance floor packed and having a blast. Ms. Stollsteimer also thanked the makers with the Black and Veatch MakerSpace. They consistently entertain and educate Library Let Loose guests.

Ms. Stollsteimer also thanked volunteers who helped with the event, including, former Library Board member, Nancy Hupp.

The Foundation had three ways to give during the event.

- Donate to fund-a-need which was Summer Reading
- Donate to a general fund
- Buy an experience. There were 6 to choose from.

The Foundation is making plans for year-end giving. The Annual Appeal mailing will go out in early November. The Final Foundation board meeting will be held November 21.

Ms. Ruo asked if pictures of Library Lets Loose are available. Ms. Stollsteimer responded that pictures will be available on the Foundation's website.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick toured the Lenexa Library with Prairie Village council members and staff. The Commission has started finalizing the legislative priorities. There are many issues that are important to the County.

Next month, Commissioner Hanzlick will be attending the Kansas Association of Counties in Wichita. Earlier this year Commissioner Hanzlick made a commitment to visit all 19 parks in Johnson County, she reported she has only one more to visit.

Commissioner Hanzlick complimented Ms. Stollsteimer and the Foundation team for the excellent event.

Commissioner Hanzlick is reading *The Good Luck Girls*, by Charlotte Nicole Davis. It's a young adult novel. Ms. Davis is a 2009 graduate of Shawnee Mission South High School. Ms. Davis will be speaking at the Plaza branch of the Kansas City Public Library on Wednesday, October 23.

BOARD COUNSEL REPORT

Board Counsel, Mr. Logan, reported to the Library Board about the memoranda of understanding (MOUs) that are approved by the Library Board. The Library currently has MOUs with several county departments including Facilities, Human Resources, IT, AIMS and Corrections. In his comments, Mr. Logan focused on the MOUs with Facilities, Human Resources and IT.

With the Facilities MOU, the Library has adopted a team approach on the Comprehensive Library Master Plan that has been outstanding. Mr. Logan reported that the MOUs with Human Resources and IT have been effective as well.

MOUs last for a year and are renewed on an annual basis. This schedule shows the good faith of both parties. Changes are made periodically to the MOUs, but the agreements have worked out well. Mr. Logan shared that the MOUs bring to fruition a level of cooperation and mutual work between the Library and County departments that has been a goal for many years. With the MOUs the Library and partner departments combine expertise and work together get the best product.

The MOUs will be brought for renewal or action in the future.

COUNTY LIBRARIAN REPORT

Finance Report

Mr. Casserley reflected on the excellent work Finance Director, Nicki Neufeld, has accomplished during her time at the Library. Ms. Neufeld worked to simplify the budget by cutting the number of cost centers, teach everyone about the budget and formalize forward looking financial planning. Ms. Neufeld also connected the budget to the strategic plan for the administrative team and managers. She has been an excellent guide through financial policies and procedures.

On behalf of the Library and administrative team, Mr. Casserley thanked Ms. Neufeld for her work.

Ms. Neufeld thanked Mr. Casserley for his words and shared that she has been honored to work for the Library and with such a dynamic board. She thanked staff and the administrative team, she has enjoyed her time here. She is most looking forward to the opportunity to purchase books at the Friends of the Library book sales.

The Library is at 93% of revenue received as of August. This is as expected. Expenses for the year are 60% spent down, including the funds encumbered for the collection. There are four months left, and this is as anticipated.

Mr. Sims asked when the transfer of debt payments occur. They occur in February and September. The reports show the interest payment in February and the entire payment in September. Both will be reflected in the finance reports next month.

Mr. Casserley reported that because we are at year-end, Ms. Neufeld has agreed to contract with the Library to close out the books. This will provide us continuity as we hire the new Finance Director.

Mr. Casserley noted that Ms. Neufeld's last day will be October 19.

Trends in Learning and Development

Associate Director of System Wide Services, Adam Wathen, and Training Specialist, Julie Timmins, reported to the Library Board.

Mr. Wathen showed the core operational statistics including digital circulation, physical circulation and visitation. Digital circulation continues to rise. Physical circulation and visitation appear lower as compared to a year ago, this is likely due to the increase we saw when opening Monticello, a year ago.

Mr. Wathen and Ms. Timmins shared trends in Learning and Development. The number of training sessions have remained consistent from year to year. There has been an increase in staff attending training sessions due to the number of staff hiring for Monticello.

Our trainings focus on organizational awareness to first build culture, and then follow with skill development. Library staff also attend County training sessions, including harassment awareness and cyber security.

Learning and Development also offers external training opportunities, including conferences and workshops.

COMPREHENSIVE LIBRARY MASTER PLAN

Antioch update

Project Coordinator, Scott Sime, reported to the Library Board. The property conveyance agreement will be considered for approval by the Library Board this evening.

The next agreement with the City of Merriam will be the Shared Parking and Maintenance agreement. Because we are sharing a campus with the City of Merriam, it makes sense for us to work together on some site details. This is a model that we developed with the Lenexa City Center project. Some anticipated items to work through via the Shared Parking and Maintenance agreement are: parking structure usage and maintenance, snow removal, trash and recycling, landscaping.

We anticipate issuing an RFP about this time next year (Q4 2020) for Architectural Services.

Central Staff Space Consolidation (CSSC)

In July, the Library Board approved the CSSC Option 3 which included an increase to the total project authorization. At the end of the month, we will be going to the Board of County Commissioners for their approval, and to the Public Building Commission (PBC) with a companion item to create the PBC project account.

UPDATES

Blue Valley

Mr. Casserley reported that the coils for the HVAC system are being replaced starting November 4. Due to the good weather, the building will not need to be closed. The drive-thru may need to be closed to stage equipment.

Women's Public Service Network Panel

Deputy County Librarian, Tricia Suellentrop recently spoke with the Women's Public Service Network about the future of Libraries. The Women's Public Service Network is a group of women who have careers in public service. The topic for discussion was the future of libraries. There were many services that are provided by metro area libraries that were surprising for the group, and they were thankful to learn about the services libraries are providing.

After the discussion, Ms. Suellentrop had the opportunity to connect with SuEllen Fried, founder of Reaching Out From Within, an organization that supports prison rehabilitation programs for inmates who want to make lasting change. She was interested to learn how many libraries in the Kansas City metro area provide services to incarcerated populations.

KLA Conference Tours and Olathe Branch Opening

The 2019 Kansas Library Association (KLA) conference will be hosted at the Overland Park Convention Center October 23-25. Johnson County Library and Olathe Public Library will be providing tours of Monticello and the new Olathe Library.

Women and Monday Day, Oct. 12

Johnson County Library will host the annual Women & Money Day on Saturday, October 12th. Generally speaking, women earn less, save less, and live longer than men. To enable women of all ages and backgrounds to increase their financial literacy, Housing and Credit Counseling, Inc. (HCCI) developed the Women & Money program. Helaine Olen, co-author of the best-selling book, "The Index Card: why personal finance doesn't have to be complicated" will kick off this year's Women & Money Day with a keynote address and book signing.

Attendees will learn the basics of personal finance and steps to gain financial stability, knowledge, and confidence from representatives of government agencies and non-profit organizations. Library staff will present on the many no-cost resources available through the library.

6 by 6 Proclamation

Mr. Casserley presented the proclamation issued by the Board of County Commissioners recognizing the 6 by 6: Ready to Read early literacy program.

Census 2020

Civic Engagement Librarian, Melissa Horak-Hern, presented to the Library Board.

The Complete Count Committee is the County-sponsored meeting of stakeholders who are tasked in these four ways with engaging our organizations and citizens around the Census.

- Community stakeholders have come together monthly to learn about the Census and determine how it impacts our communities and organizations.
- The CCC identified target hard-to-count populations in our county, like young children, people experiencing homelessness, people without internet at home, and residents in areas of recent growth. The Library has great reach into families with young children, people who don't have easy internet access, people who live in recent construction, and rural residents.

- An undercount impacts fair representation in the House of Representatives, Federal fund distribution, and local service planning. The Communications committee is creating resources that help citizens visualize these impacts right here in Johnson County.
- Changes in this Census include an online participation option- every residential address will receive an invitation to complete the ten-question form online. No response will still lead to a knock on the door from an enumerator.

The CCC has tackled the first two tasks and are ready to turn outward and educate. Johnson County Library will serve as Official Census Assistance sites in Johnson County. Staff will receive training to answer questions and assist with Census participation using library PCs and personal devices.

Several Library branches are located near hard-to-count target areas. Connecting for Good has offered to lend tablets for dedicated Census participation stations. We hope the impact of a census display will remind patrons to participate and will encourage questions about the census.

Each of our branches has career and community information areas. We will continue to stock these with resources provided to us by the Census Bureau so that all our patrons know they can connect with an opportunity with the Census!

The library will continue to co-sponsor Census employment events and resources. The local recruiter, Gini Phillips, has either already visited or is scheduled to visit all of our branches (except Spring Hill) as they are highly focused on hiring local people to work in their own communities. Gini has reported that her recruitment events at our libraries have resulted in more applications than any of her other efforts. She's also finding that applications received as a result of Library events tend to be high quality and will likely lead to offers.

We have a physical presence near pockets of traditionally low participation along I-35 and near several target Census tracts with hard-to-count populations. JCL also has a strong presence through outreach in our Spanish-speaking community and families with very young children. We can use our existing outreach efforts to ensure that all our citizens understand why every single person's participation in the Census is necessary and important. We're even exploring acquisition of a picture book for giveaway to help truly bring the point home! Our citizens call us to check out odd phone calls they receive, or to double check something they heard in passing. Patrons rely on the Library as a source of valid, accurate, and timely information. We can use our social media, website, podcast, and other resources to share information about the Census, including how an undercount might impact our services. We can also highlight the fascinating historical and genealogical data available in historical Censuses and remind patrons that their participation now will leave that same precious info about them for their curious descendants.

Commissioner Hanzlick thanked Ms. Horak-Hern and audience member, Karen Wulfekule, for their work with the Census. Commissioner Hanzlick stated the census is important in terms of federal funding and legislative representation.

CONSENT AGENDA

Minutes of the September 12, 2019 Library Board meeting

Motion: Amy Ruu moved to approve the consent agenda.

Second: Wayne Burke

Motion approved unanimously

OLD BUSINESS

Consideration of approval of the Property Conveyance Agreement with the City of Merriam

The Johnson County Library Board of Directors approved the Comprehensive Library Master Plan (CLMP) in April 2015, and in August 2015, the Board of County Commissioners (BOCC) approved funding for the CLMP through

an increase of 0.75 mills for the Library. The Antioch Library Replacement is the third priority from the CLMP, after the Monticello and Lenexa City Center libraries. In late 2018, the City of Merriam commenced construction on its Community Center Project, located within the Vavra Development which was previously used as Lucyann C. Vavra Memorial Park. The project is a development incorporating a community center, outdoor aquatic center, and shared parking structure. The City has an approximately 0.94-acre site adjacent to the Community Center and parking structure and is willing to provide that land for the relocation and construction of the Antioch Library Replacement.

In January 2019, the JCL and City of Merriam approved an MOU stating the intent in cooperating to locate and construct an approximately 16,000 square foot library. This library would replace the existing Antioch library. The Property Conveyance Agreement was approved by the City of Merriam in September 2019. The Library has conducted and received acceptable phase I environmental studies and geotechnical studies. Under this agreement, the Library will have 180 days to undertake any further necessary studies.

Property conveyance is anticipated to occur within 30 days of approval of resolutions to issue bonds by the Public Building Commission (anticipated in 2021). Development plans and approvals are intended to be submitted and reviewed between the approval of the Property Conveyance Agreement and the final conveyance. The construction of the library will occur under a planned timeline, with construction anticipated to start in 2021.

Since the conveyance agreement involves the acquisition of real property, the BOCC will be asked to approve the Property Conveyance Agreement.

Motion: Amy Ruio moved that the Library Board approve the Property Conveyance Agreement between the Board of Directors of the Johnson County Library (JCL) and the City of Merriam, providing a site for a 16,000 square foot library facility in the Vavra Development.

Second: David Sims

Motion approved unanimously

Temporary Closing of Cedar Roe for roofing work

The flat portion of roof at Cedar Roe Library has several layers of roofing material installed. All layers of this portion must be removed before replacement can occur.

Due to the small parking lot at Cedar Roe Library, the use and positioning of a crane, and the need to stage machinery, equipment, crews, and materials; the Library is requesting temporary closure – anticipated from October 27, 2019 to December 29, 2019.

The closure period will also allow Facilities staff an opportunity to deep clean the interior of the building.

In anticipation of this work, a project team has been established to coordinate patron communication regarding the impacts of the closure.

During the project, it is anticipated that:

- Cedar Roe staff will be temporarily relocated to other locations
- Patron holds will be temporarily relocated to the Antioch library
- The Cedar Roe collection will be temporarily shadowed from view

Motion: Brandy Butcher moved that the Johnson County Board of Directors approve the temporary closure of Cedar Roe library to allow replacement of the flat portion of the roof.

Second: Wayne Burke

Motion approved unanimously

Consideration of approval of the Cedar Roe roofing contract

On August 23, 2019 the Treasury and Financial Management Department issued an Invitation for Bid (IFB) No. 2019-100 for partial roof replacement at Cedar Roe Library. The IFB was advertised in the local newspaper and posted electronically on the Johnson County KS website, Drexel Technologies plan room, and Johnson County electronic bidding site powered by Ionwave Technologies.

A mandatory pre-bid meeting was held on September 3, 2019 at the Cedar Roe Library with fourteen (14) contracting firms in attendance. Bids were opened on September 12, 2019 with six (6) responsive bids received.

Bidder:	Bid:
Godard & Son Roofing Co., Inc.	\$58,391.00
Premier Contracting Inc.	\$64,347.00
Farha Roofing KC LLC (Farha Roofing)	\$67,000.00
American Roofing Inc.	\$68,637.00
Triad, Inc.	\$80,807.00
Safe Harbor Commercial Roofing Inc.	\$104,026.00

The low and responsive bid was submitted by Godard & Son Roofing Co., Inc. This bid is within available designated funds. RTI Consultants, the consultant assisting the Library on this project, agrees with the Library, Facilities, and Purchasing on the recommended award to Godard & Son Roofing Co., Inc.

Library staff advises the Library Board that the Invitation for Bid was issued and administered, and this award recommendation is made, in compliance with County purchasing policies and procedures.

Motion: Wayne Burke moved to authorize a contract to Godard & Son Roofing Co., Inc. for roofing replacement at the Cedar Roe Library, for a total amount not to exceed \$58,391.00 per Invitation for Bid (IFB) 2019-100.

Second: Amy Ruo

Motion approved unanimously

NEW BUSINESS

MOU with County Facilities Management Department

Associate Director of Branch Services, Jennifer Mahnken, presented an MOU with the Johnson County Facilities Department as an information item. She introduced Facilities Director, Brad Reinhardt, Director of Building Maintenance, Robert Rives, and Deputy Director of Facilities, Nicolle Welsh.

JCL has worked in partnership with County Facilities since 2007, using them to assist us with and manage our Capital Improvement Projects. This partnership has been extremely successful and beneficial to JCL. County Facilities has the expertise to manage these large projects whereas Library staff does not. It has freed up Library staff time to focus on the things we are good at – serving JCL patrons.

In July, staff brought the temporary outsourcing of custodial services to the Library Board for approval. This partnership has been in place for three months and has proven to be successful. JCL buildings are cleaned to county standards; County Facilities has addressed some long-standing training issues; vacant custodial positions are in the process of being filled by County; custodial staff is better using the tools available to identify work; Facilities staff has been meeting with custodial staff regularly and we are seeing great results.

We would like the Board to consider allowing us to extend our partnership for the entire management of JCL Facilities to County Facilities. This proposed MOU incorporates the current MOU we have with County Facilities and expands it to include the management of custodians and building maintenance. It also would include the

management of our fleet. We feel this will be beneficial to us because County Facilities has greater expertise to evaluate our current systems, to maintain our buildings, and to ensure staff is trained appropriately. It allows us to take advantage of economies of scale in purchasing. We are confident in the service that is already provided to us by County Facilities and feel this is a natural next step. The Johnson County Library Board would continue to own or lease all its buildings and properties.

County Facilities successfully manages the maintenance and custodial services of over 40 other county buildings, totaling ~2.25M square feet. JCL currently uses County HR to manage all our HR issues. We also successfully and cooperatively work with the county Department of Technology and Information (DTI). This proposed MOU is another step in continuing to work cooperatively with Johnson County and to be as efficient as possible with JCL resources.

Mr. Logan reported that he spoke with County Legal and they agree there is a statutory basis on which to do this.

Mr. Sims asked if the Library will see a cost savings. Ms. Neufeld responded that we don't anticipate a cost savings at this time. We have come to an agreement to go through the first year, and at the end of 2020 complete a reconciliation of actual costs versus anticipated costs and transfer accordingly.

Mr. Casserley reported that we are discussing a reduction of fleet, which we anticipate being more cost effective. Ms. Mahnken also sees the possibility of cost savings in electrical and HVAC work as County Facilities has experts in these fields on staff.

Ms. Griffith encouraged board members to ask any questions that they may have before the next meeting.

Executive Session

Motion: Amy Ruo moved, pursuant to K.S.A. 2017 Supp. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of forty minutes to discuss personnel matters of non-elected personnel. The subjects of the discussion during the executive session will be (1) the performance appraisal of the County Librarian, and (2) personnel matters relating to certain Johnson County Library employees.

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

The Board shall reconvene in this meeting room at 5:50 p.m.

Second: Brandy Butcher

Motion approved unanimously

ADJOURNMENT

The Library Board returned to open session at 5:50 p.m. No action was taken during executive session.

Motion: Brandy Butcher moved to adjourn

Second: Amy Ruo

Motion approved unanimously

Meeting adjourned at 5:51 p.m.

SECRETARY _____
Amy Ruo

CHAIR

Bethany Griffith

SIGNED

Sean Casserley

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: November 14, 2019
Re: Consideration of Approval of SirsiDynix Software Maintenance Renewal

Issue: Consideration of Approval of SirsiDynix Software Maintenance Renewal

Background: SirsiDynix provides our Integrated Library System (ILS) software - the core service that enables many day-to-day functions in the Library. The ILS maintains records for all items in the collection, all patron cardholders, and all account activity performed. Patrons interact with the ILS whenever they use the web catalog, self-check machines, and automated sorters. Staff interact with the system through the Workflows client application provided with the software to manage the entire lifecycle of an item in the collection.

Analysis: The overall increase for this year's renewal from last year's renewal matches the level of the previous years – 3.9%. This is the level of increase we have seen historically for this service.

The SirsiDynix annual renewal includes several services:

- Symphony – maintenance cost for the core software
- Enriched Content-Basic Subscription and Enriched Content-Elements Subscription - book jackets and descriptions of materials that display to patrons in the web catalog. Without enriched content, the catalog would not include images or helpful descriptions including tables of contents, character lists, summaries, etc.
- Oracle renewal –maintenance cost for the software running the underlying database
- SIP/SIP2 license – maintenance fee for external systems to securely access the database such as the self-check machines, the sorters and smart chute, and online databases (so patrons can log on from home, showing that they are valid card holders).
- API (Application Program Interface), which allows for custom reports and database updates by the Library's Administrators
- Platinum service – this support level allows savings on other services which would be billed separately including:
 - better pricing for custom services like adding new or temporary library locations,
 - support for after-hours upgrades (that decrease impact on patrons),
 - 20 hours of consulting service for special projects,
 - higher level support and quicker access to dedicated support professionals,
 - regular meetings with Sirsi experts for ILS administrator and impacted staff to support collection management initiatives, and
 - regular updates of cataloging metadata to meet cataloging standards.

Olathe Library is billed for their portion of this renewal through the Interlocal Agreement.

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

Alternatives:

- Evaluate other integrated library system solutions with an eye towards moving to another vendor in a coming year.
- Remove specific services from our renewal to decrease the overall bill.

Funding Review: This is a budgeted expense.

Recommendation: The Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$213,615.86.



Renewal Quote

Dear Colleagues,

Please find this year's detailed Renewal Quote attached. We anticipate you will find all to be in good order. This being the case, simply email the signed Renewal Quote and/or a Purchase Order for your renewal to your Billing Specialist or Coordinator as listed at the bottom of the quote. You will then be provided with a formal invoice for payment.

If you have questions regarding your renewal that needs to be addressed prior to signing off on your Renewal Quote, please feel free to coordinate those through your Billing Specialist.

In the event that we have not heard back from you beforehand, your formal Renewal Invoice will be generated and sent out approximately 30 days prior to your renewal date, with payment due on or before your renewal date.

Thank you for the opportunity to be of service to you.

Best Regards,

Your SirsiDynix Billing Team



Renewal Quote: 32023520190930SZ

Johnson County Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price
10015M	SirsiDynix Symphony Additional Branch Fee (ea)		1	1/Jan/20 - 31/Dec/20		
M-2664	WorkFlows Staff Clients		450	1/Jan/20 - 31/Dec/20		
M-2713	Z39.50 Version 3 Server		1	1/Jan/20 - 31/Dec/20		
M-2648	Webcat WWW Catalog		1	1/Jan/20 - 31/Dec/20		
M-1987	Authority Control		1	1/Jan/20 - 31/Dec/20		
M-2002	Backup Circulation		1	1/Jan/20 - 31/Dec/20		
M-2016	Bibliographic and Inv. Control		1	1/Jan/20 - 31/Dec/20		
M-2044	Circulation Control		1	1/Jan/20 - 31/Dec/20		
M-2192	iBistro/iLink Suite		1	1/Jan/20 - 31/Dec/20		
M-2228	Information Gateway		1	1/Jan/20 - 31/Dec/20		
M-2253	Inventory Control		1	1/Jan/20 - 31/Dec/20		
M-2272	MARC Import/Export Utilities		1	1/Jan/20 - 31/Dec/20		
13775M	Oracle RDBMS		1	1/Jan/20 - 31/Dec/20		
M-2291	Migration Included		1	1/Jan/20 - 31/Dec/20		
M-2358	ReferenceLIBRARIAN		1	1/Jan/20 - 31/Dec/20		
M-2369	Reporting Module		1	1/Jan/20 - 31/Dec/20		
M-2638	User Request Module		1	1/Jan/20 - 31/Dec/20		
M-2436	Standard Sirsi System Software		1	1/Jan/20 - 31/Dec/20		
M-2554	Unicorn Migration Package		1	1/Jan/20 - 31/Dec/20		
10015M	SirsiDynix Symphony Additional Branch Fee (ea)		1	1/Jan/20 - 31/Dec/20		
M-1924	9XX Order Interface (Acq.)		1	1/Jan/20 - 31/Dec/20		
M-1960	Acquisitions and Fund Acctng		1	1/Jan/20 - 31/Dec/20		
M-2082	EDI Electronic Ordering		1	1/Jan/20 - 31/Dec/20		
M-2324	Outreach Module		1	1/Jan/20 - 31/Dec/20		
M-2398	Serials Control		1	1/Jan/20 - 31/Dec/20		
10034M	SirsiDynix Symphony Universal SIP2		1	1/Jan/20 - 31/Dec/20		
M-1922	4 Port TalkToMe System		1	1/Jan/20 - 31/Dec/20		
M-2630	Unique Management Interface		1	1/Jan/20 - 31/Dec/20		
13181	Platinum Services - Web Services SDK for Libraries Internal Use - included with		1	1/Jan/20 - 31/Dec/20		
12219	Enriched Content Video and Music Profiles Single Element Subscription for Publ		5106	1/Jan/20 - 31/Dec/20		
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		5100	1/Jan/20 - 31/Dec/20		
13313	Platinum Services Data Services - Authority Update Service, Upgrade to Monthly		1	1/Jan/20 - 31/Dec/20		
12442	Platinum Services Package - Premier		1	1/Jan/20 - 31/Dec/20		
M-2788	3M Self Check Interface		1	1/Jan/20 - 31/Dec/20		

All prices are in U.S. Dollars and are
exclusive of taxes unless otherwise noted.

Total 213,615.86

Applicable taxes will be added to all invoices. If you are tax exempt please
submit a current exemption form along with the signed quote.

Signature authorizes SirsiDynix to raise an invoice
in accordance with this quote.

Signature

Date

Any questions regarding this quote can be directed to:
Susan Zitting
Susan.Zitting@SirsiDynix.com

Please Print Name and Title

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

			Receipts	Payments	Balance
	Opening cash balance				\$146,681.84
		Add Receipts	\$400.74		
		Less Payments		\$0.00	
	Ending Cash balance				\$147,082.58
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$147,082.58

APPROVED: _____

DATE _____

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: November 14, 2019

Issue: Consider partnering with County Facilities for custodial management and maintenance of Library Facilities

Suggested Motion: I move that the Johnson County Library Board of Directors approve the expanded memorandum of understanding with Johnson County Facilities to manage the cleaning, maintenance, and fleet of Johnson County Library, in addition to the capital improvement project work for which they currently partner with us.

Background:

JCL has worked in partnership with County Facilities since 2007, using them to assist us with and manage our Capital Improvement Projects. This partnership has been extremely successful and beneficial to JCL. County Facilities has the expertise to manage these large projects whereas Library staff does not. It has freed up Library staff time to focus on the things we are good at – serving JCL patrons.

In July, staff brought the temporary outsourcing of custodial services to the Library Board for approval. This partnership has been in place for three months now and has proven to be successful. JCL buildings are cleaned to county standards; County Facilities has addressed long-standing training issues; vacant custodial positions are in the process of being filled by County; custodial staff is better using the tools available to identify work; Facilities staff has been meeting with custodial staff regularly and we are seeing great results.

Analysis:

We would like the Board to consider allowing us to extend our partnership for the entire management of JCL Facilities to County Facilities. This proposed MOU incorporates the current MOU we have with County Facilities and expands it to include the management of custodians and building maintenance. It also would include the management of our fleet. We feel this will be beneficial to us because County Facilities has greater expertise to evaluate our current systems, to maintain our buildings, and to ensure staff is trained appropriately. It allows us to take advantage of economies of scale in purchasing. We are confident in the service that is already provided to us by County Facilities and feel this is a natural next step. The Johnson County Library Board would continue to own or lease all its buildings and properties.

County Facilities successfully manages the maintenance and custodial services of over 40 other county buildings, totaling ~2.25M square feet. JCL currently uses County HR to manage all our HR issues. We also successfully and cooperatively work with the county Department of Technology and Information (DTI). This proposed MOU is another step in continuing to work cooperatively with Johnson County and to be as efficient as possible with JCL resources.

Alternatives: One alternative is to maintain the current structure. We could outsource the cleaning of our buildings to a third-party vendor. We could outsource our HVAC systems and temperature controls to a third-party vendor.

Legal Review: Both JCL Legal and County Legal have reviewed and approved this Memorandum of Understanding

Budget Approval: Both County and JCL Budget have been working very closely to figure out and understand the budget implications. JCL would transfer the FTEs to County Facilities to manage but

would continue to pay for the salaries and benefits. JCL would continue to pay for all services through budget transfer to the County Facilities general fund, reviewed quarterly. JCL and County Facilities would work together on future budgets to ensure that the service is funded at the appropriate level. In future years, JCL will need to budget increases to ensure that County Facilities is able to clean and maintain to the standards set forth. This may include some additional staffing requests.

Recommendation: Approve the expanded partnership with Johnson County Facilities to manage the custodial services and building maintenance of JCL facilities.

This Memorandum of Understanding (MOU) to take effect January 1, 2020, memorializes the agreement between the Board of Directors of the Johnson County Library ("Library") and the Johnson County Facilities Management Department ("Facilities Department") for the Library to outsource management of Library custodians as well as the maintenance of Library buildings to the Facilities Department. This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

SECTION 1:

1. The Library owns and operates library facilities in the Johnson County Library taxing district pursuant to K.S.A. 12-1223. It also establishes regulations for those facilities pursuant to K.S.A. 12-1225.
2. The Facilities Department has expertise in the planning, design, renovation, construction, and maintenance of public facilities, as well as custodial services.
3. The Library governs all Library owned and leased buildings and properties in the Johnson County Library system. The Library and the Facilities Department agree to cooperate to provide the finest Library facilities and the best possible service for Library staff and patrons.
4. The Library has been and intends to continue to make use of the Facilities Department's expertise, particularly in planning, design, renovation and construction projects, including pending projects associated with the Comprehensive Library Master Plan. The Library and the Facilities Department accordingly agree that on such projects the Department will provide the Library consultation and management services on the overall planning, coordination, and control of project(s) from beginning to completion, aimed at meeting the Library's requirements in order to produce functionally and financially viable project(s) (hereinafter "Services"). Such Services shall include planning; budgeting; consultant and contractor relationships; and implementation and management of consultant and contractor agreements and consultant and contractor payments on such projects.
5. The Facilities Department will complete work utilizing one full-time Project Manager IV, one Project Manager III, and one Project Manager II to work on capital projects. The Library will provide the budget funding to cover the costs of these positions. The Library agrees to provide such funding to support these positions and agreed upon additional FTE's throughout the term of this MOU *by transfer of funds out of the Library Operating Fund to the General Fund for the benefit of the Department.*

6. The Facilities Department will complete cleaning and custodial services of Library facilities utilizing a Custodial Supervisor as well as the 11 FTE of Custodial I and 3 FTE of Custodial II. The Library will provide the budget funding to cover the costs of all positions. The Library agrees to provide such funding to support these positions and agreed upon additional FTE's throughout the term of this MOU *by transfer of funds out of the Library Operating Fund to the General Fund for the benefit of the Facilities Department.*
7. The Facilities Department will complete maintenance of Library facilities utilizing a Building Engineer (supervisor), four Maintenance Techs and one support clerk. The Library will provide the budget funding to cover the costs of all positions. The Library agrees to provide such funding to support these positions and agreed upon additional FTE's throughout the term of this MOU *by transfer of funds out of the Library Operating Fund to the General Fund for the benefit of the Department.*
8. The positions funded by the Library, as described in paragraphs 5, 6 and 7 shall have their primary responsibilities providing to the Library the services described in Appendix A. The Library recognizes that the personnel in such positions may, from time to time, be assigned tasks or projects for the benefit of the Department or the County.

SECTION TWO: FACILITIES DEPARTMENT'S RESPONSIBILITIES.

1. Standard of Service: Ensure that Library buildings are cleaned to the County standard set forth by the Facilities Department and as outlined in Appendix A and provide the expertise and consultation and management services described in section 1.4 above.
 - a. Evaluate needs and make recommendations to the Library regarding staffing needs.
 - b. Evaluate and make recommendations for facilities improvements that have not been made.
 - c. Provide Performance Measurement reports on a quarterly basis.
2. Hiring: Perform hiring tasks as needed.
3. Supervision: Provide supervision and management of all staff transferred to the Facilities Department.
4. Training: Ensure proper training of all facilities positions.
5. Uniforms and Supplies. The Facilities Department will be responsible for purchasing custodial and maintenance uniforms and supplies.
6. Contracts: Include the Library in appropriate contracts for facilities needs and maintenance

7. Budget Planning: The Facilities Department will work with the Library annually to review and plan for budget requests on the Library's budget cycle.
8. Fleet Maintenance. The Facilities Department will assume responsibility for management of the Library's fleet.
 - a. Manage the maintenance of all Library vehicles
 - b. Manage the life cycle replacement of all Library vehicles
9. Communication. Facilities Department representatives will attend meetings with Library staff as needed or as appropriate to maintain a strong level of communication.

SECTION THREE: LIBRARY'S RESPONSIBILITIES.

1. Budget. The Library shall cover all related costs as it relates to the management of Library facilities.
 - a. The Library will transfer the FTEs and the appropriate funds to cover salary and benefits to the Facilities Department for all facilities staff.
 - b. The Library will pay necessary operating costs each year to the Facilities Department to cover the cost of supplies, training, maintenance, contracts that support the Library, uniforms, parts and technology needs.
 - c. The Library will pay all related fees as they relate to fleet management.
 - d. The Library will pay for outsourced cleaning as needed.
 - e. The Library will facilitate an asset transfer for fleet units used by the Facilities Maintenance staff.
2. Building Access. The Library shall provide a security key card to the Facilities Department's supervisors to access all Library facilities during its tenure, and be granted 24-hour access in order to assess the work of Library custodians and the quality of their work.

SECTION FOUR: MISCELLANEOUS.

1. This MOU shall begin January 1, 2020 and run through December 31, 2020 unless the agreement is terminated by either party, in writing, with no less than 30-day's notice. This MOU may be renewed for additional one-year terms upon the approval of the Library and the Facilities Department.
2. This Agreement and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, *K.S.A. 10-1101 et seq.*, and amendments thereto (the "Act"). By virtue of this Act, the Library is obligated only to pay periodic payments as contemplated herein as may lawfully be made from funds budgeted and appropriated for that purpose during its current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source.

3. This Agreement represents the entire agreement between the parties with respect to services required hereunder and supersedes any and all previous understandings, whether oral or written, between the parties regarding the same.

Date

Director, Johnson County Facilities
Management Department

Date

Johnson County Manager

Date

Johnson County Librarian

Date

Chair, Board of Directors of the
Johnson County Library