



**Board Report
September 12, 2019**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, SEPTEMBER 12, 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
 - a) Welcome to new Board member Fabian Shepard
 - b) Personnel Committee
 - C. Friends of the Library, Courtney Ramlow
 - 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 – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Tricia Suellentrop, Deputy County Librarian4
 - a) Trends in maintenance and security – Adam Wathen, Associate Director of Systemwide Services, and Mike Heffernan, Facilities Manager10
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Antioch update15
 - b) Central Staff Space Consolidation (CSSC)19
 - c) Corinth28
 - 3. Updates – Sean Casserley
 - a) 6 by 6 Anniversary – Bradley Debrick, Early Literacy Coordinating Librarian32
 - b) Summer Reading and Astronaut, Mike Massimino – Angel Tucker, Youth Services Manager37
 - c) Connecting with the community
 - d) Public Building Commission (PBC) update for CSSC
 - e) Strang Park
 - f) Cedar Roe Roof
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the August 8, 2019, Library Board meeting51
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2019 were handled in accordance with library and County policy.
 - b) The July 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 Report58
- VI. Adjournment

Suggested Motions

Consent Agenda

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

Adjournment

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
July 2019
58% 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

July 2019
58% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	32,431,765	33,045,236	98%	99%
Ad Valorem Delinquent	348,673	289,253	121%	91%
Motor Vehicle	1,616,048	3,103,349	52%	52%
Library Generated - Copying/Printing	62,026	99,255	62%	62%
Library Generated - Overdues / Fees	332,389	725,000	46%	47%
Sale of Library Books	25,000	50,000	50%	65%
Misc Other	1,295	18,703	7%	49%
Reimbursement	31,566	330,043	10%	0%
Library Generated - Other Charges	0	3,570	0%	2%
Investment	239,756	304,911	79%	135%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	10,780	10,608	102%	77%
Commercial Vehicle Tax	49,165	61,191	80%	101%
Heavy Trucks Tax	4,497	2,307	195%	29%
Rental Excise Tax	17,417	35,642	49%	65%
State and Federal Grants	126,997	250,389	51%	50%
TOTAL REVENUE	35,297,374	38,339,457	92%	93%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Categories			
Salaries and Benefits	11,955,655	21,323,420	56%
Contractual Services	2,520,028	4,710,131	54%
Commodities	3,554,460	4,385,684	81%
Risk Management Charges	62,701	126,252	50%
Capital / Maintenance / Repair	0	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	558,467	2,738,276	20%
Grants	126,997	250,389	51%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	18,778,308	38,339,457	49%

Revenue - Expenses as of January 31, 2019 16,519,066

RESERVES ALL FUNDS	As of 12/31/18
Reserves Operating Fund	8,730,251
Reserves Special Use Fund	1,494,983
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	409,933
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
	2,321,919

Budget Remaining	<u>1,005,181</u>
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
July 2019
58% Year Lapsed

OPERATING FUND		2019	2019	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	2,568,921	5,072,528	51%
	Information Technology	1,577,924	2,951,965	53%
	Collection Development	2,015,593	3,467,822	58%
	Branch/Systemwide Services	10,338,439	18,595,615	56%
	Risk Management Charges	62,701	126,252	50%
	Grants *	126,997	250,389	51%
	Transfer to Capital Projects	0	3,487,289	0%
	Interfund Transfer	0	490,100	0%
TOTAL OPERATING FUND EXPENDITURES		16,690,575	34,441,960	48%

SPECIAL USE FUND		2019	2019	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	16,305	0%
	Commodities (Capital Equipment)	111,787	315,000	35%
	Transfer to Debt Payment	0	827,916	0%
	Transfer to Capital Projects	523,717	2,738,276	19%
TOTAL SPECIAL USE FUND EXPENDITURES		635,503.6	3,897,497	16%

TOTAL EXPENDITURES	17,326,079	38,339,457	45%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
July 2019
58% Year Lapsed

ALL FUNDS		2019	2019	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	11,955,655	21,323,420	56%
	Contractual Services	2,520,028	4,710,131	54%
	Commodities	2,102,231	4,385,684	48%
	Risk Management Charges	62,701	126,252	50%
	Capital / Maintenance / Repair	0	3,487,289	0%
	Transfer to Debt Payment	0	827,916	0%
	Transfer to PBC Capital Leases	558,467	2,738,276	20%
	Grants	126,997	250,389	51%
	Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES		17,326,079	38,339,457	45%

JOHNSON COUNTY LIBRARY

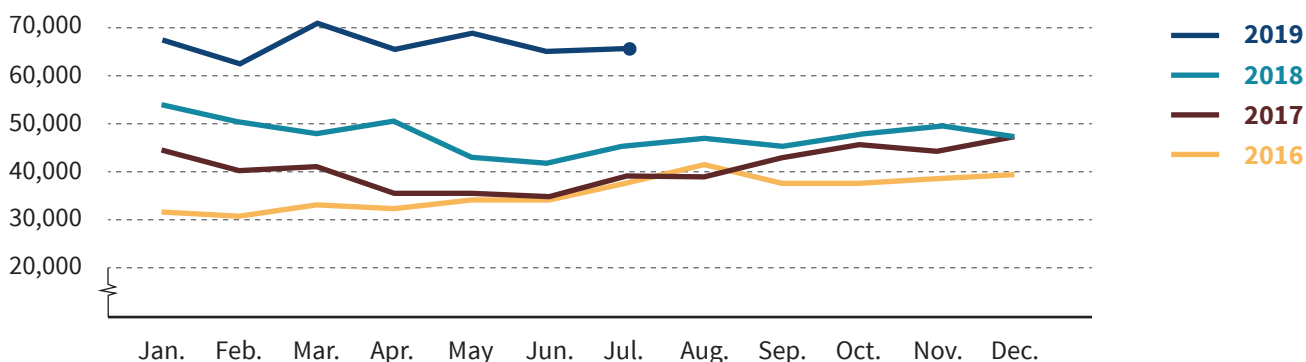
GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 07/31/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079 State Aid Grant 2018		State	3/5/2019	\$126,512.64	\$126,657.28	\$144.64
285000082 State Aid 2019		State	3/15/2019	\$49,495.61	\$126,997.06	\$77,501.45

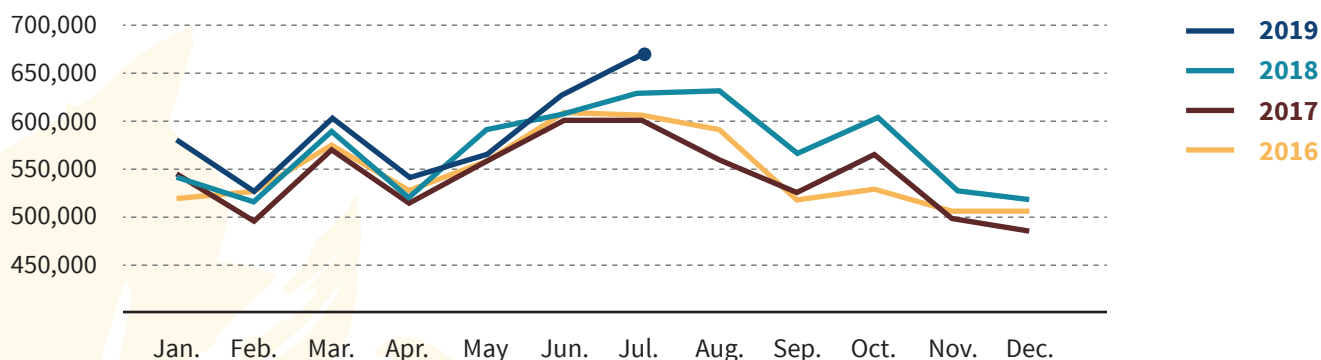
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

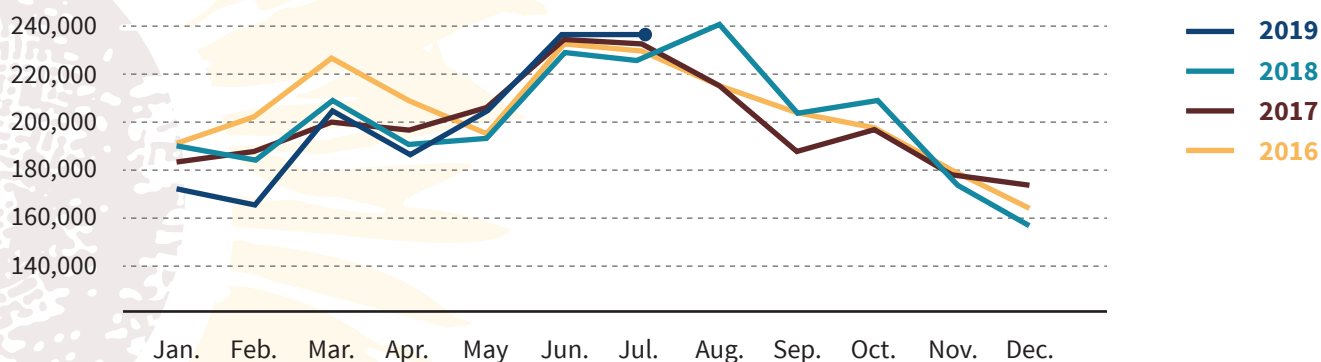
3 Year Digital Circulation Trend



3 Year Physical Circulation Trend

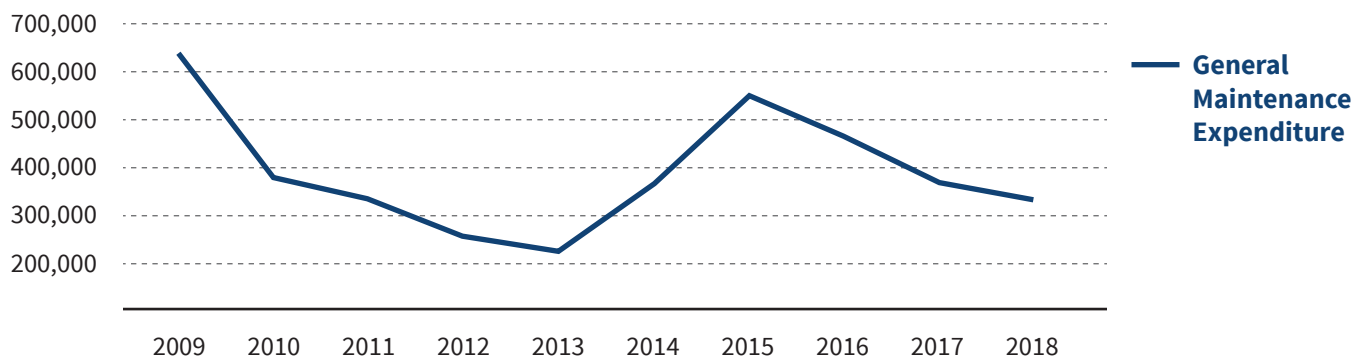


3 Year Visitation Trend

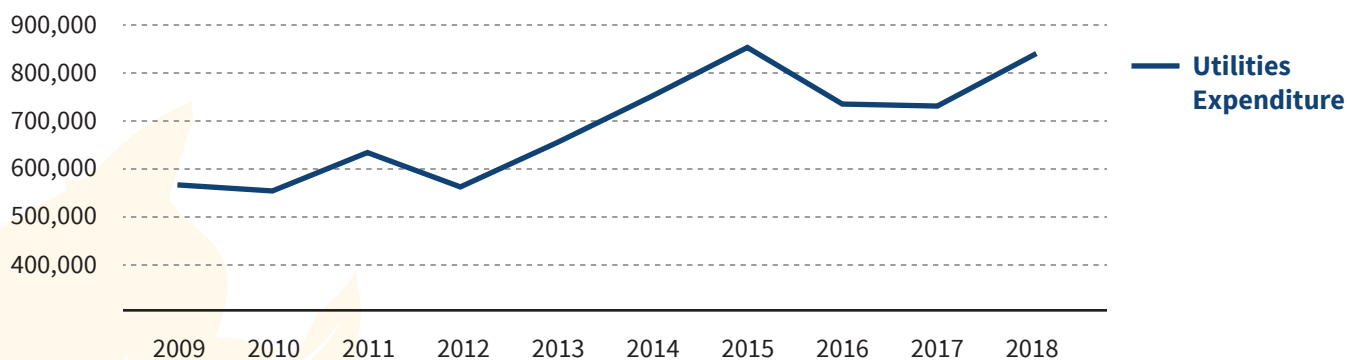


Trends in Maintenance and Security

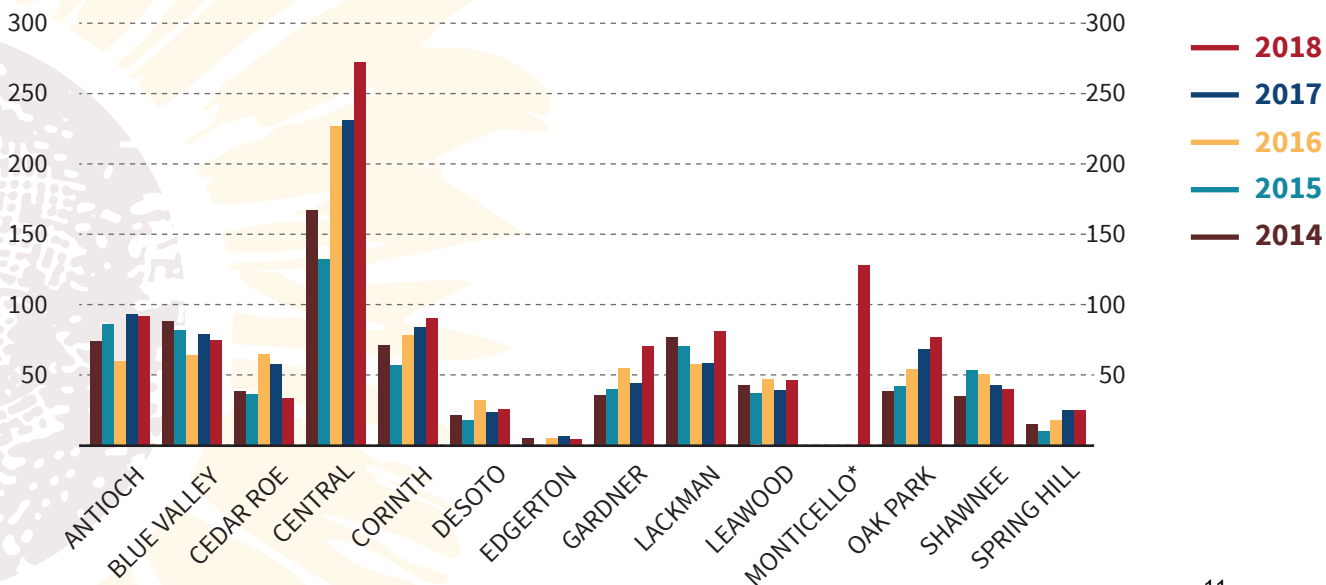
General Maintenance Expenditure



Utilities Expenditure

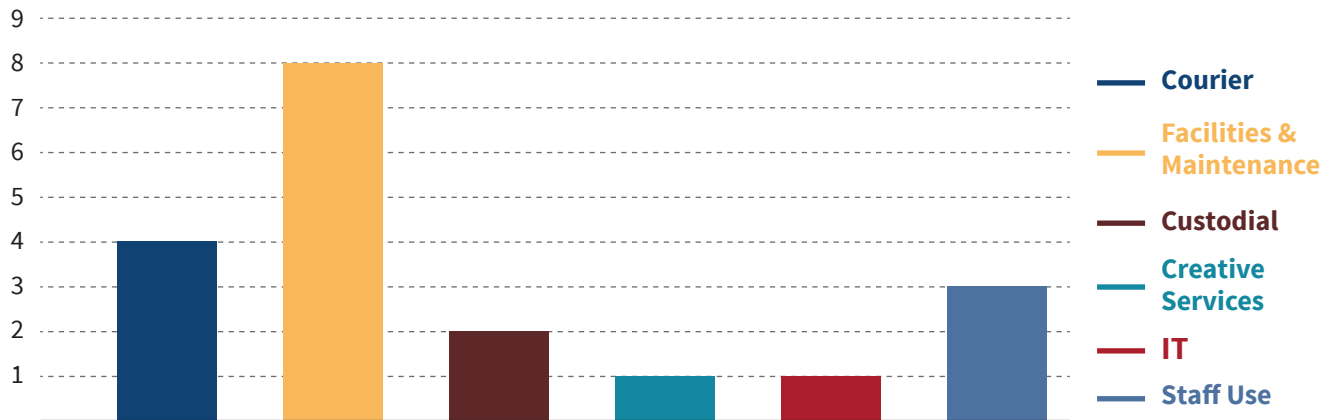


Number of Maintenance Requests by Branch

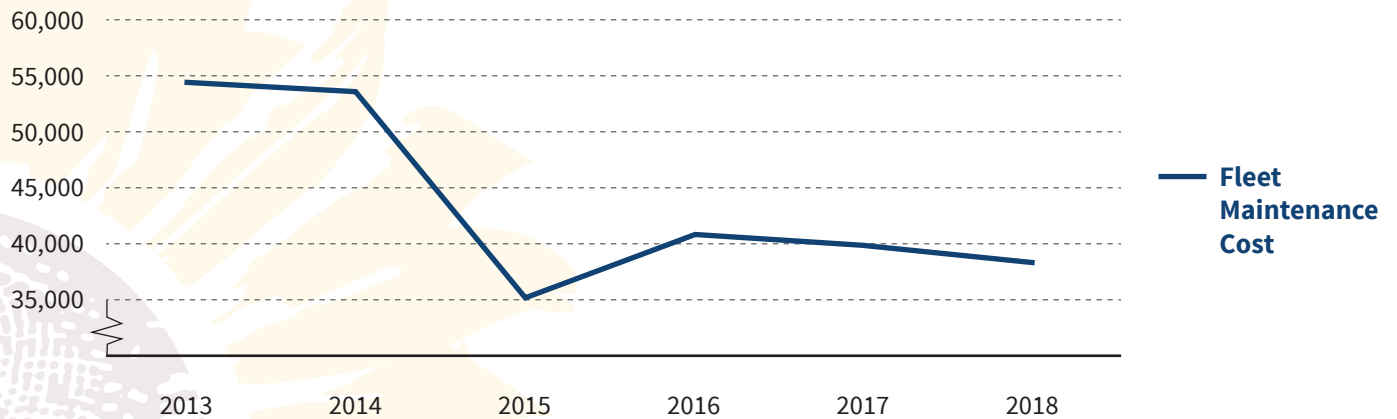


Trends in Maintenance and Security

Vehicles in Library Fleet

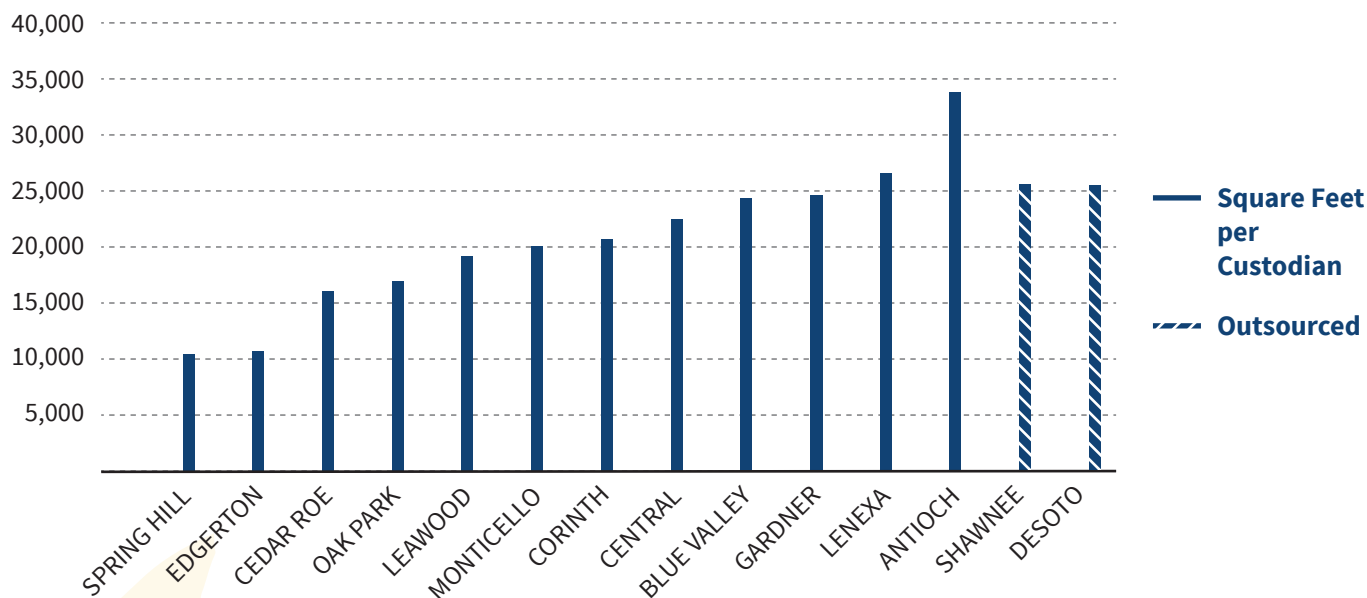


Fleet Maintenance Cost

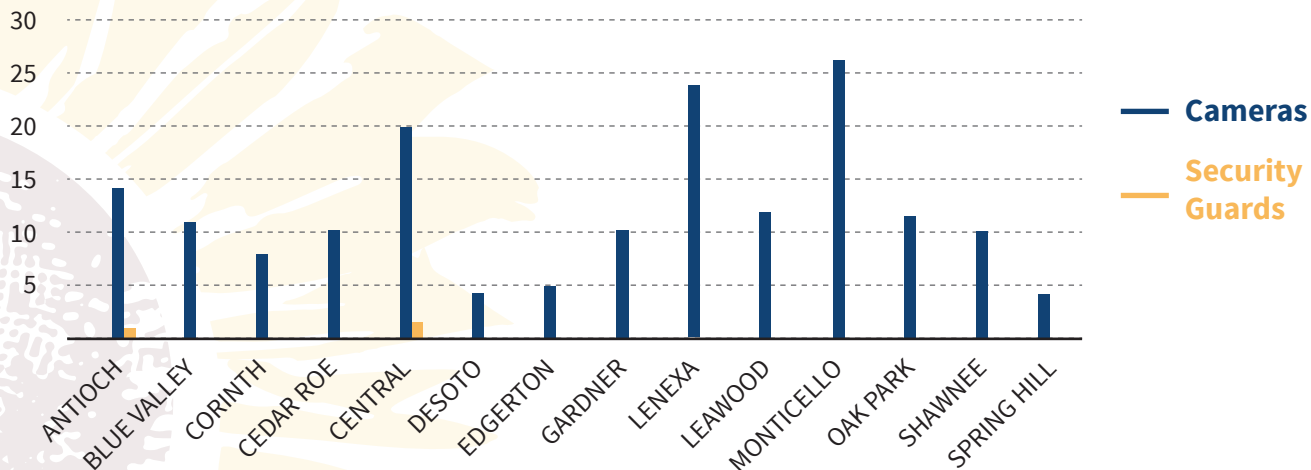


Trends in Maintenance and Security

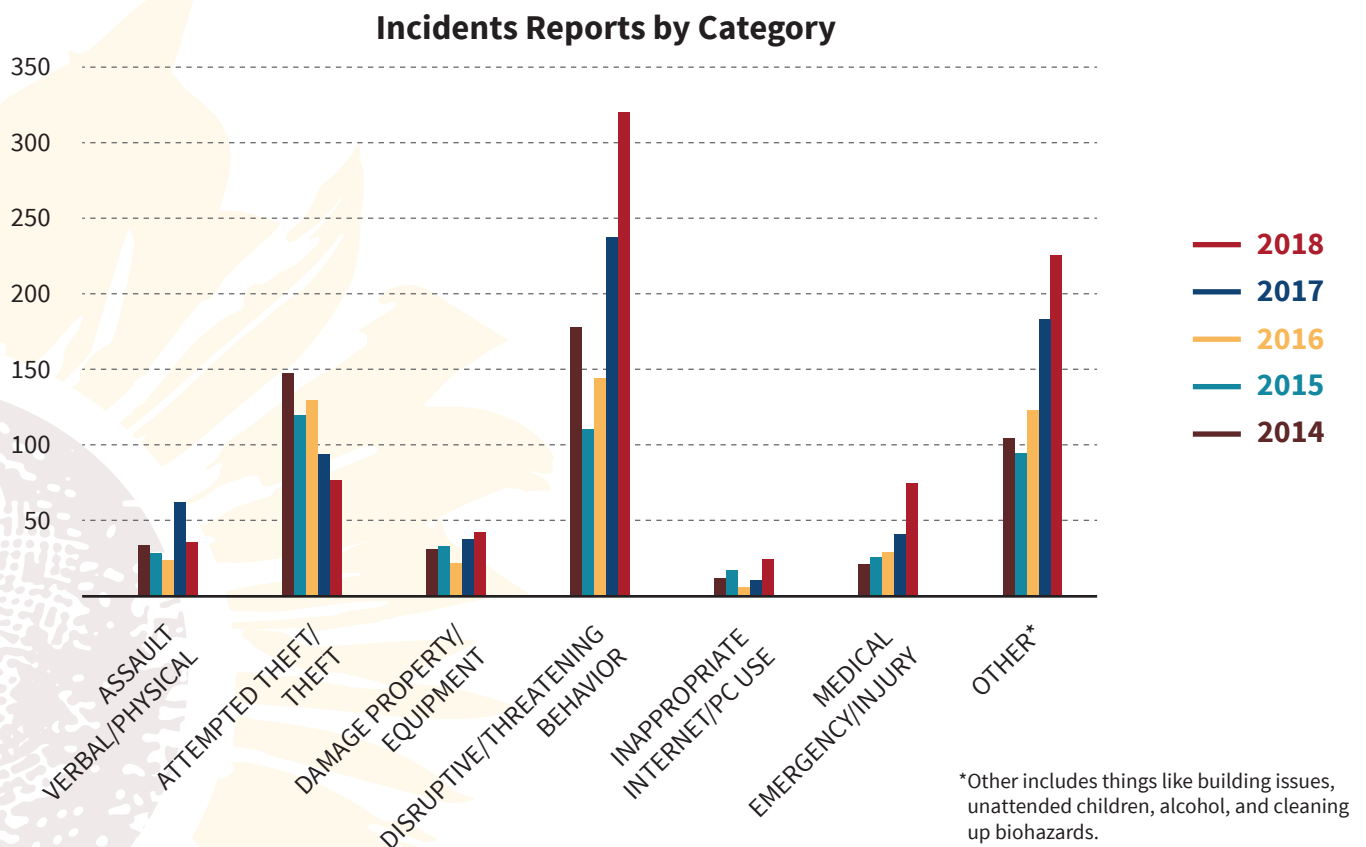
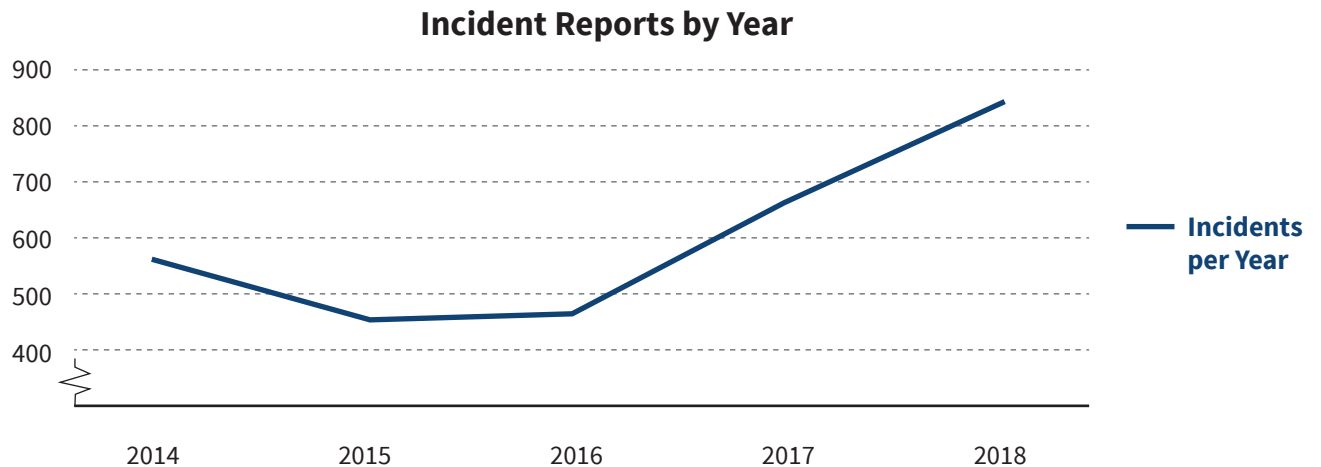
Branch Square Feet per Custodian



Security Cameras and Guards



Trends in Maintenance and Security



Antioch Library

Update – September 2019



Updates

- Property Conveyance
- Timeline

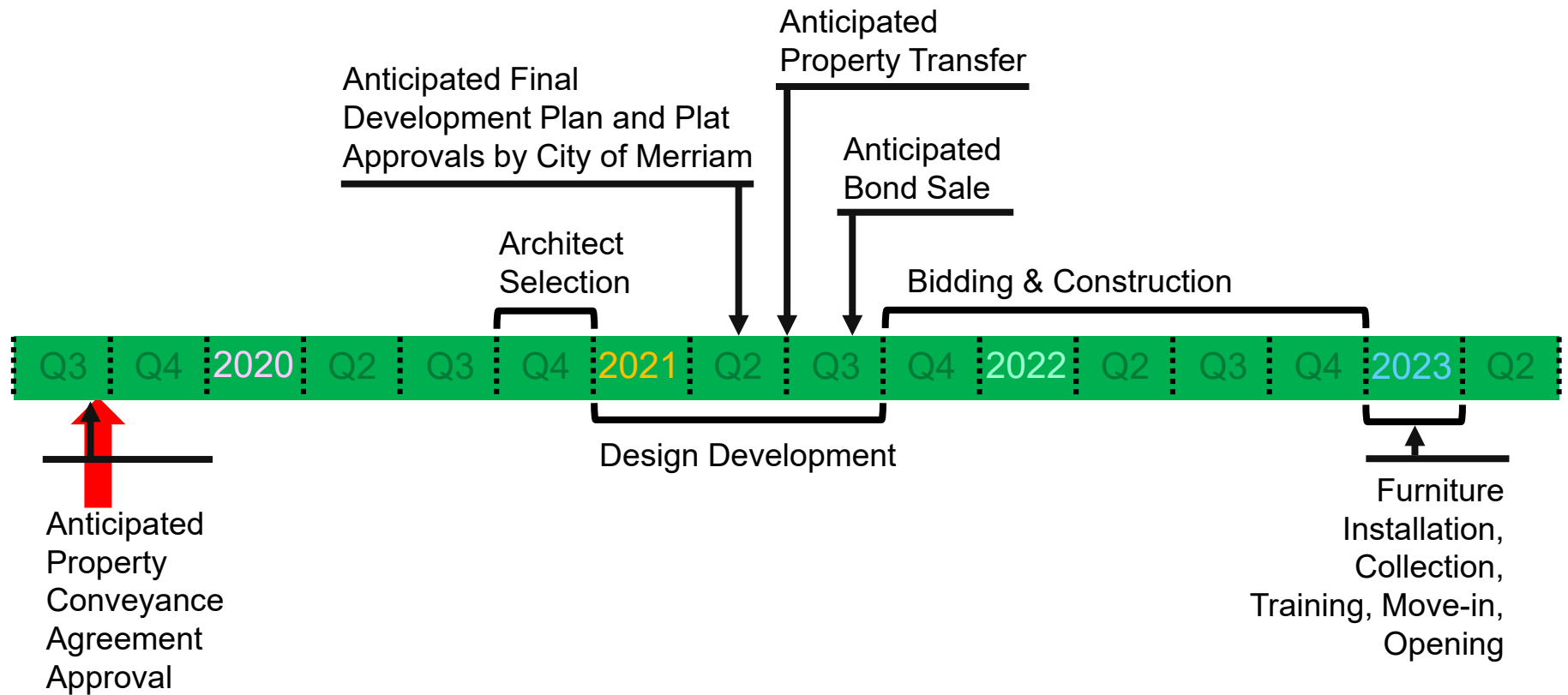


Property Conveyance

- Merriam City Council
- Anticipated Library Board action
- Board of County Commissioners (BOCC) and Public Building Commission (PBC)



Antioch Replacement Anticipated Timeline



Central Staffing & Space Consolidation (CSSC)

Update - September 2019



Updates

- Central building projects - background
- Central Building Upgrade (CBU) Goals
- CSSC Goals
- Visuals of work
- CSSC Timeline



Background

- **1993-2012**

- Building purchased, expanded, and renovated (1993-1995)
- Limited changes to staff and public areas

- **2012-2013**

- Library Administration recognizes a need to make upgrades to public and staff spaces – and we had limited funds
- Prioritized completing the public spaces – making them flexible for future changes – and planned to complete the staff side later



Background

- **Since 2013:**
 - Central Building Upgrade (CBU) project
 - Comprehensive Library Master Plan (CLMP) approved – providing the Library resources to complete the Central project
 - Materials Handling study with CapRock, identifying efficiencies – some have been implemented and CSSC offers the opportunity to implement more
 - The addition of Monticello and a larger Lenexa location
 - The addition of nearly 80 staff to the system



Central Building Upgrade (CBU) Goals

- **To upgrade / replace infrastructure in public spaces:**
 - HVAC and Lighting
 - Public restrooms
 - Public power availability
- **To create public spaces that can meet the current needs and easily adapt to future changes**
 - updating layout of public space (shelving, additional meeting rooms)
 - refreshing surfaces in public spaces (carpet, paint)





Central Staffing & Space Consolidation (CSSC) Goals


- **To implement improvements to Materials Handling flow**
 - To make the best use of space, increasing efficiencies and optimizing adjacencies between departments
 - To centralize storage areas
 - Improve temperature control in the dock and efficiencies for couriers
- **To refresh staff spaces to the standard used at our new buildings**
 - To accommodate systemwide staff from Antioch
 - To add staff meeting rooms
- **To create spaces that can meet the current needs and easily adapt to future changes**




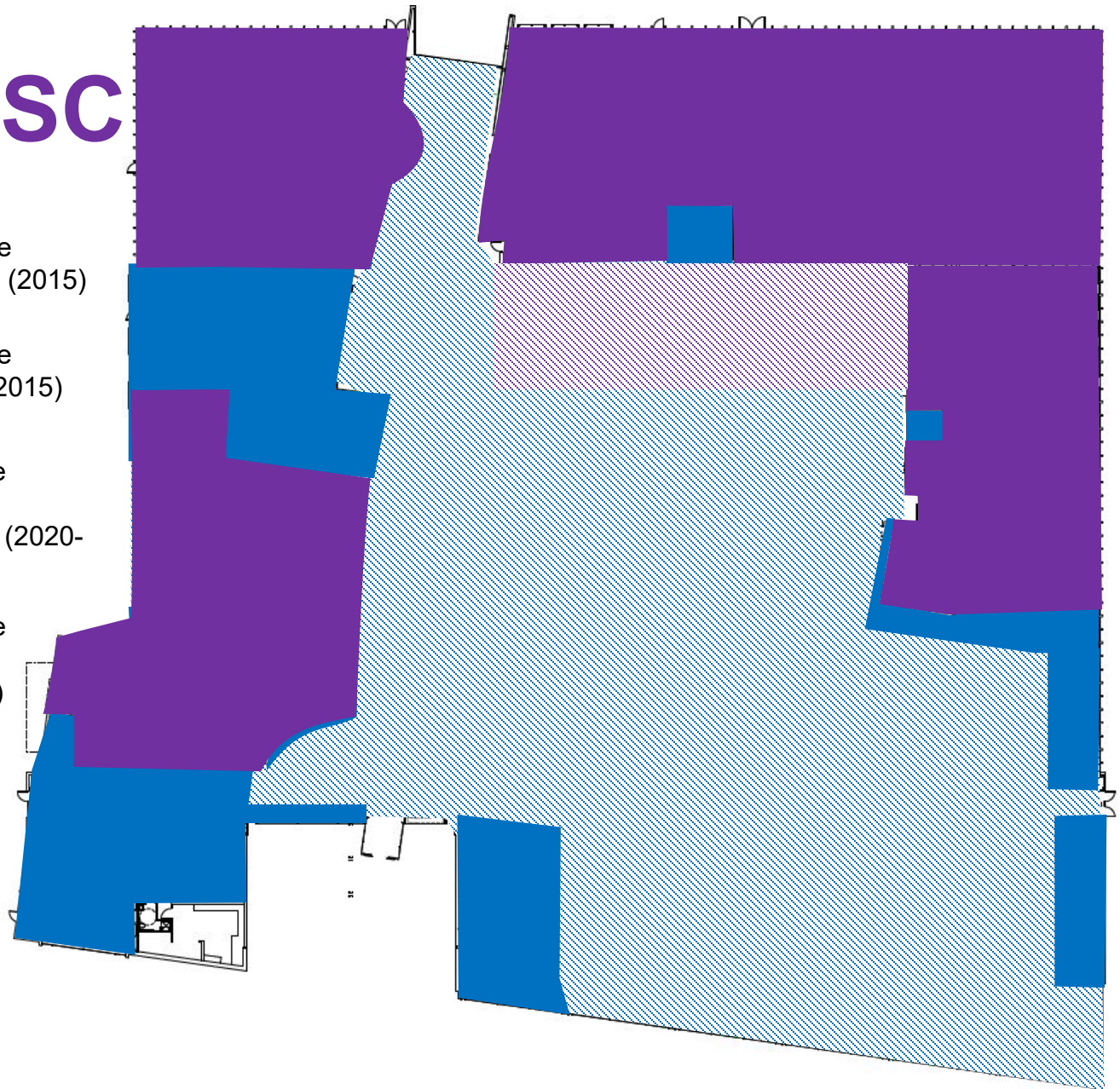
CBU/ CSSC

 Central Building Upgrade (CBU) New construction (2015)

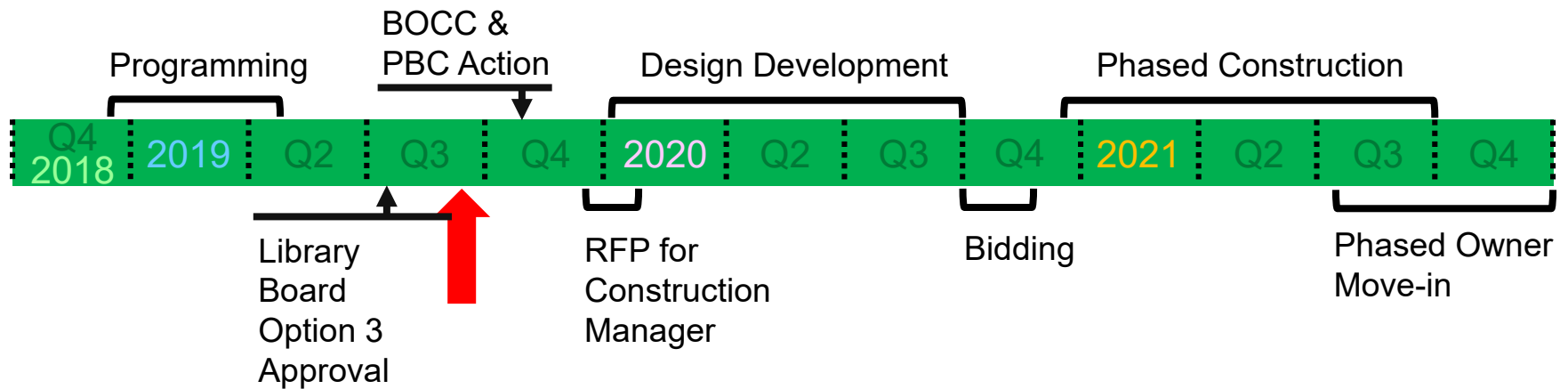
 Central Building Upgrade (CBU) refresh finishes (2015)

 Central Staffing & Space Consolidation (CSSC) Anticipated construction (2020-1)

 Central Staffing & Space Consolidation (CSSC) refresh finishes (2020-1)

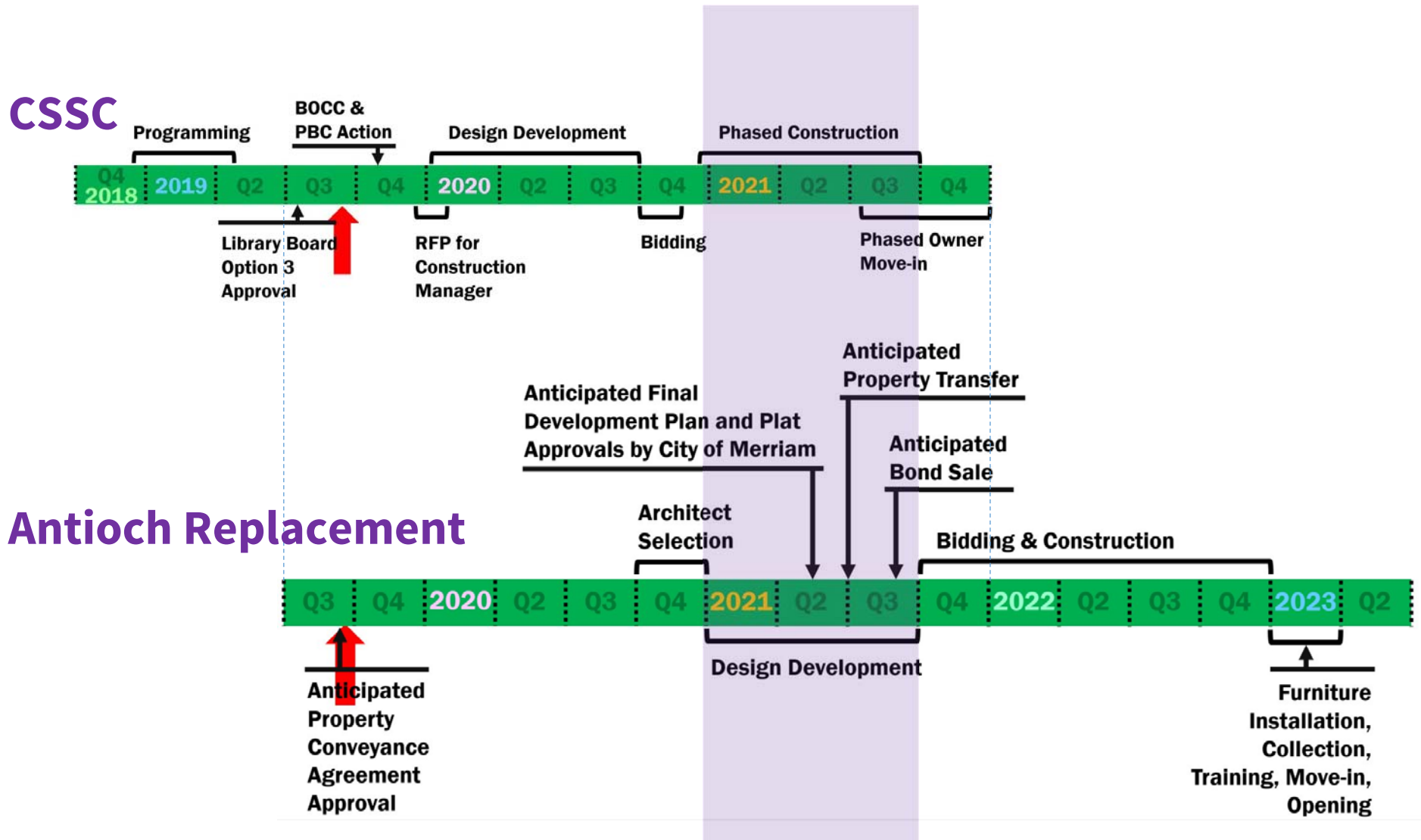


Central Staffing & Space Consolidation (CSSC) Anticipated Timeline



CSSC and Antioch Replacement:

Anticipated Timelines



Corinth Library

Update – September 2019



Updates

- MOU signed
- Market sustainability survey
- Next Steps



Market Sustainability Survey

- Library has generated question topics for the survey
- Anticipate survey completion by November



Next Steps

- Survey results
- Corinth Study – Anticipated 2020



6 by 6

10 Years – A Decade of Readers



The Anniversary

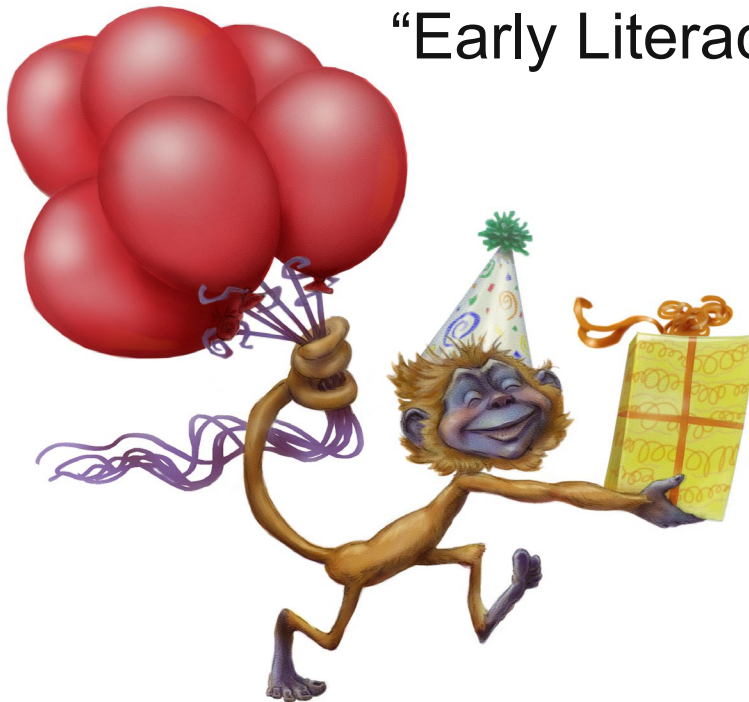
- Nationally recognized special guest, José Luis Orozco
- Four Elementary School Concerts
- Family Concert at Growing Futures
- Public Concert at Central Resource Library
- Childcare Provider Workshop with José
- Childcare Provider 6 by 6 Ready to Read Workshop
- 6 by 6 Social Media Challenges



The Proclamation

The Library will receive a proclamation from the Board of County Commissioners on Thursday, Sept. 19 recognizing the 6 by 6 anniversary and declaring it:

“Early Literacy Week in Johnson County.”



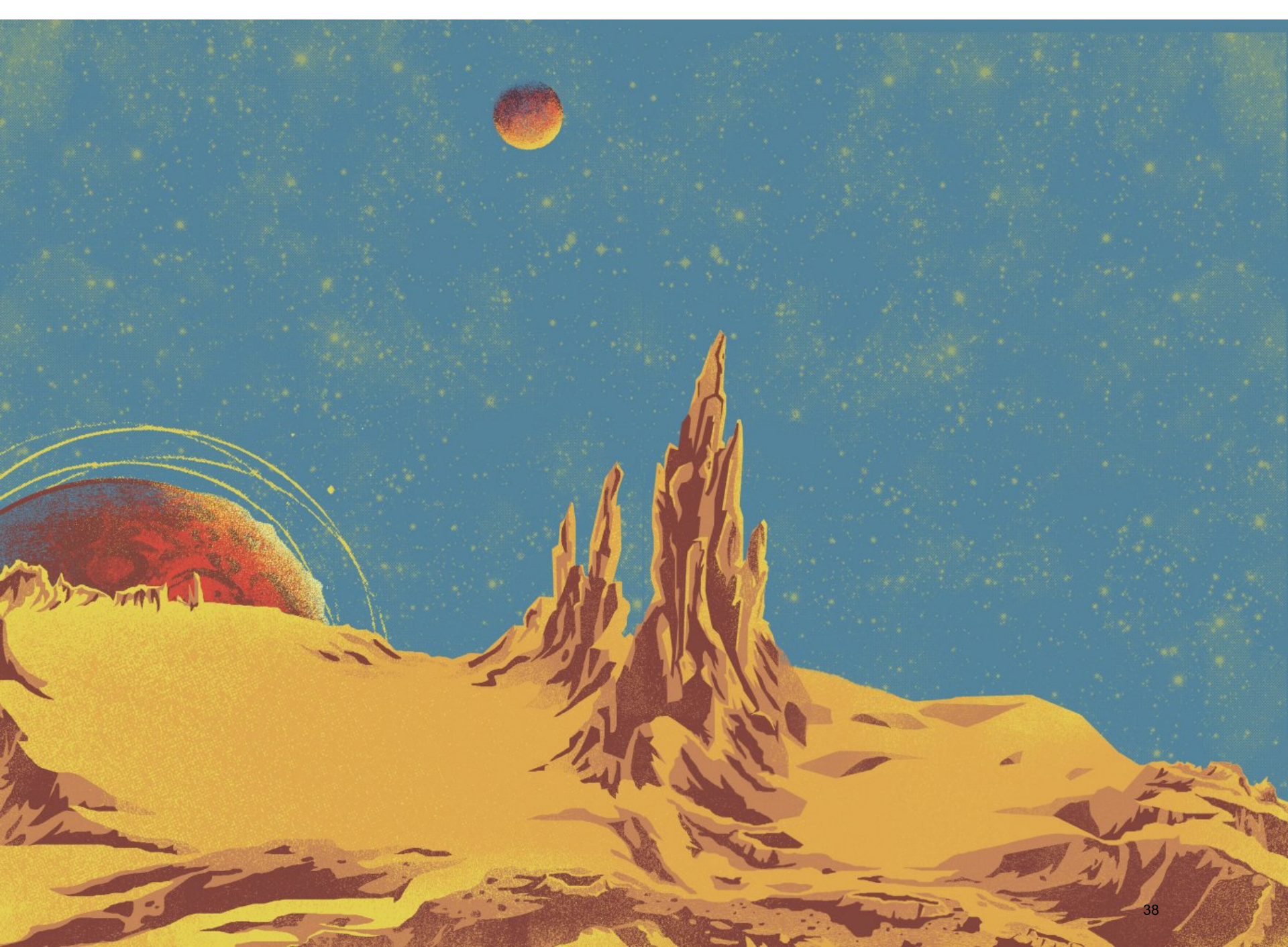




Summer Reading 2019

Universe of Stories







Dear Data

—
Summer Reading Book Distribution



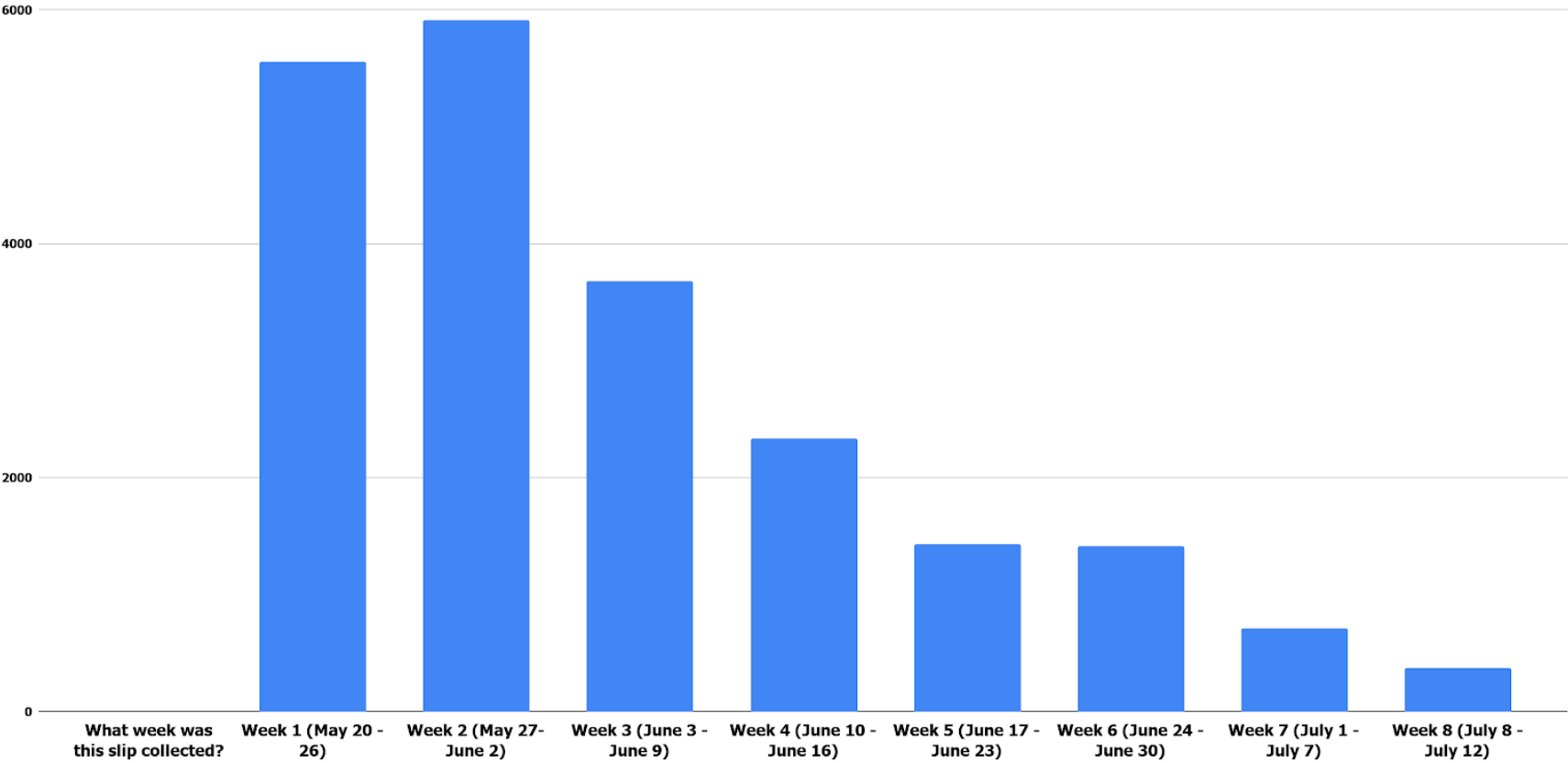


21,407

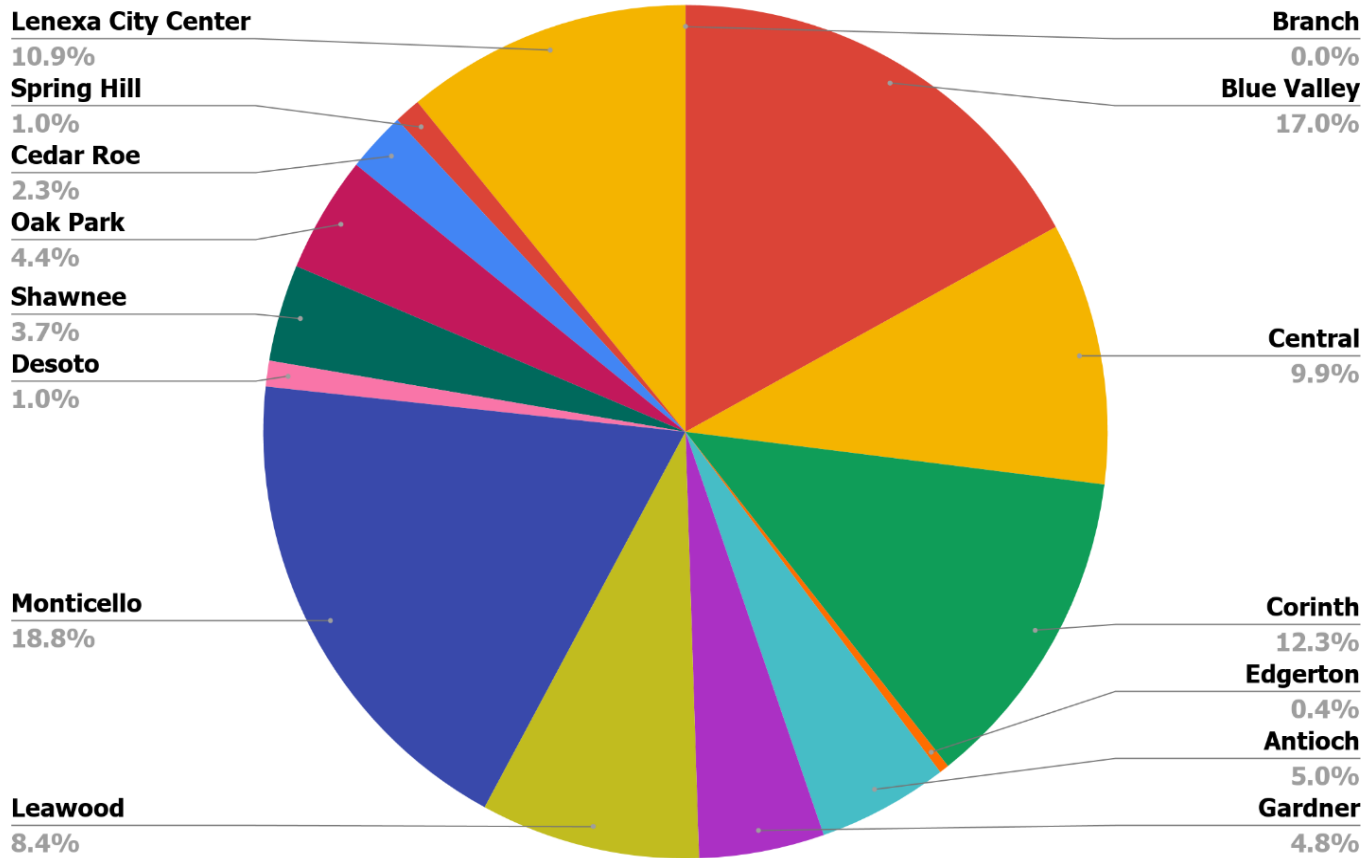


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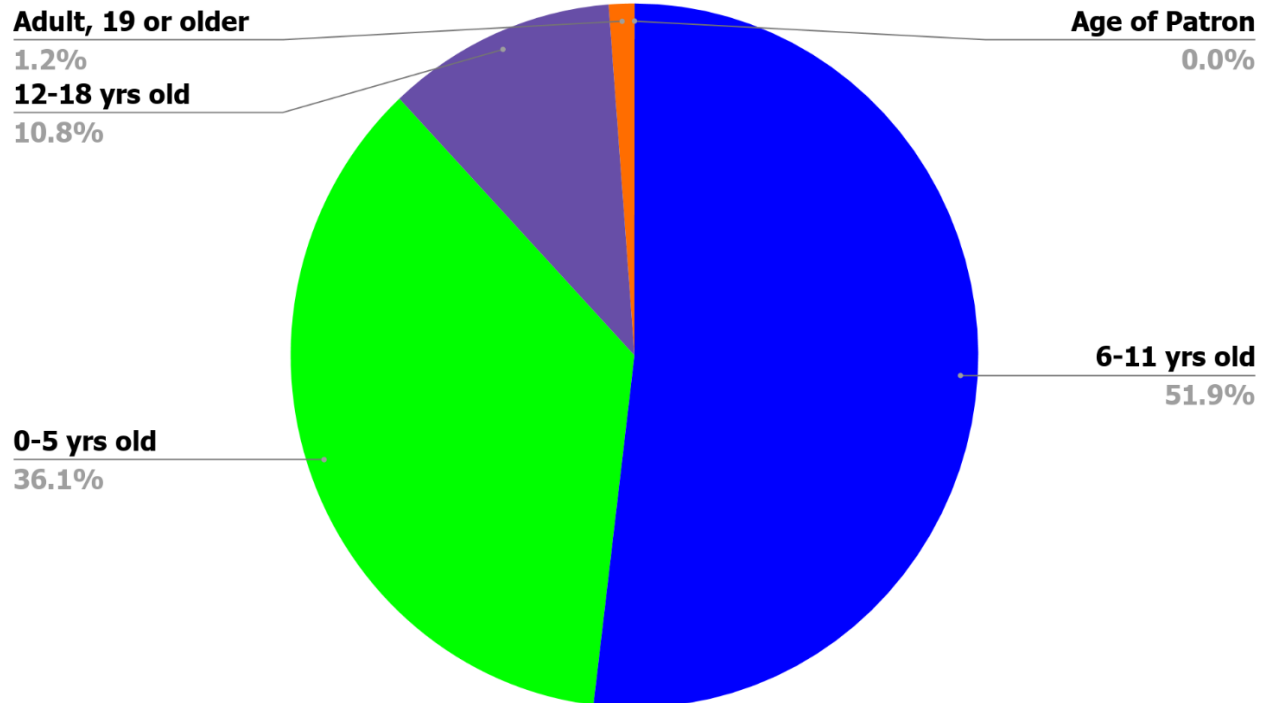
System-wide by Week



Totals by Branch



By Age Group





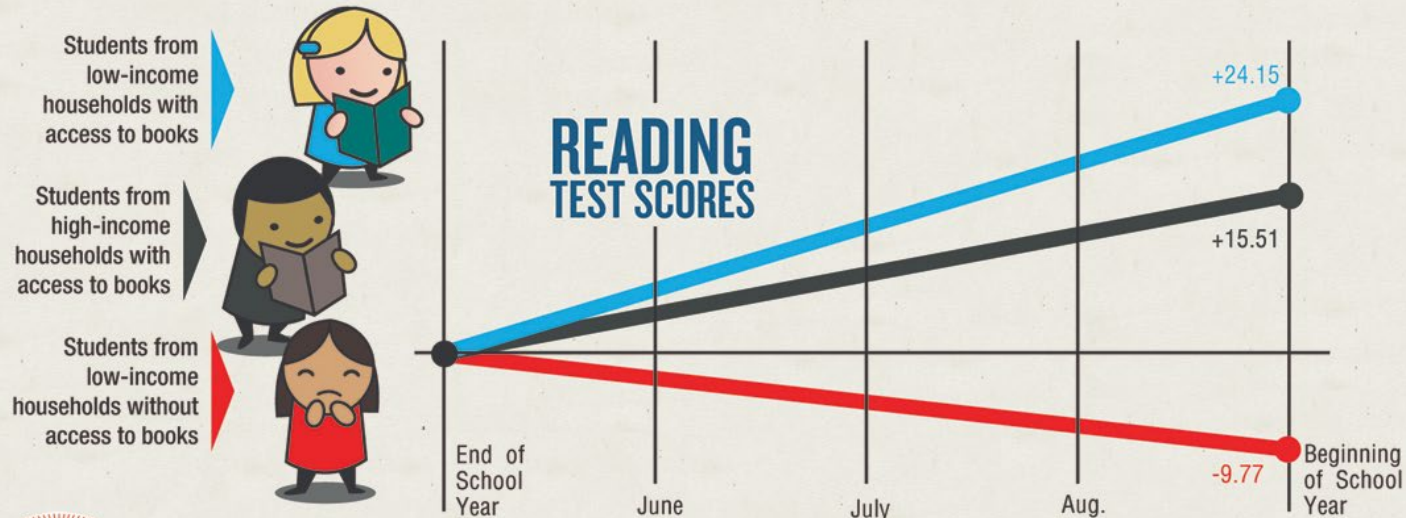
Dear Data

—
Summer Outreach



KIDS WHO READ BEAT SUMMER SLIDE

Studies show that access to books during the summer prevents a drastic loss in reading skill – especially for kids in need.



SOURCES: 1. Change in scores between end-of-year and following year testing as shown by the California Aptitude Test. (Slates, S. L., Alexander, K. L., Entwisle, D. R., & Olson, L. S. (2012). Counteracting summer slide: Social capital resources within socioeconomically disadvantaged families. *Journal of Education for Students Placed at Risk*, 17(3), 165.)



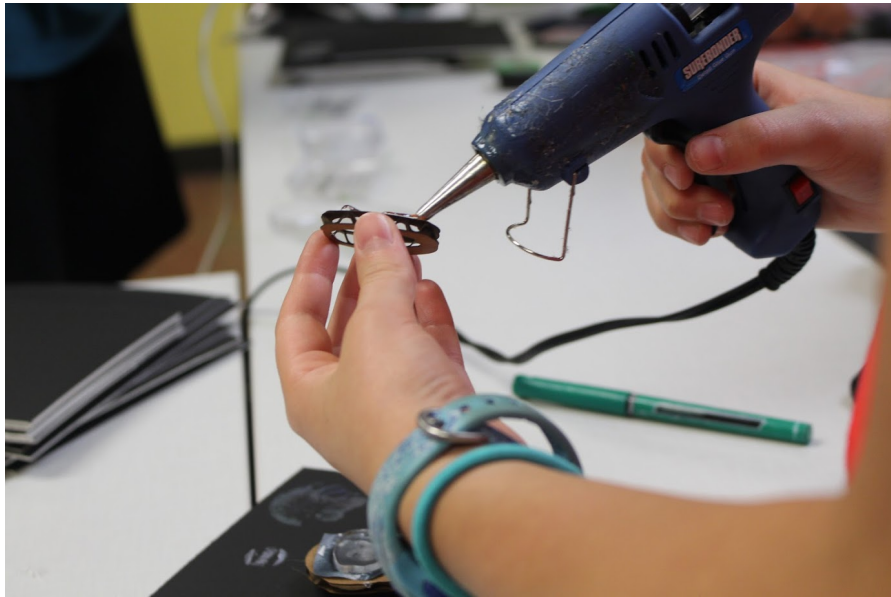




Dear Data

—
Summer Event Feature









**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
August 8, 2019
Central Resource Library
4:00 p.m.**

BOARD: Wayne Burke, Bethany Griffith, JR Riley, Amy Ruo, David Sims
Absent: Brandy Butcher, Donna Mertz

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Not present

STAFF: Michelle Beesley, Nancy Birmingham, Chris Carleton, Sean Casserley, Abby Giersch, Lacie Griffin, Joseph Keehn, Juan Lopez-Tamez, Nicki Neufeld, Michelle Olsen, Michaela Scruggs, Kari Sime, Georgia Sizemore, Tricia Suellentrop, Ben Sunds, Adam Wathen, Ken Werne

GUESTS: Betty Anderson, Joe Waters, Karen Wulfekuhle

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

CITIZEN COMMENTS: There were none.

BOARD OF DIRECTORS COMMENTS:

Bethany Griffith announced that Board member JR Riley will be retiring from the Library Board. She thanked Mr. Riley for his extraordinary service, cheer and charm.

Mr. Casserley presented Mr. Riley with *Crossing: A Doctor-Soldier's Story* by Jon Kerstetter which will be added to the collection in his honor.

Mr. Riley shared that it has been a joy to serve on the Library Board. In his view, he is not leaving so much as allowing another community member to serve. He will be a forever friend of the Library.

FRIENDS OF THE LIBRARY:

The Friends submit a written report to the Library Board.

The Sizzlin' Summer Book Sale earned \$63,023.90. In July, the Friends sold 696 items for a total of \$11,000. The Friends are having a great year financially. They continue to analyze costs to keep them low.

The Friends have thirteen volunteers listing items for sale and shipping orders. There are currently 6,700 items listed for sale online.

Year to date book sale revenue is at 96% of budget.

The committees are busy preparing their 2020 activity proposal for review and approval by the Friends executive board. The activities will help the Friends realize the goals in their strategic plan.

JOHNSON COUNTY LIBRARY FOUNDATION:

Executive Director of the Foundation Stephanie Stollsteimer reported to the Library Board. Ms. Stollsteimer welcomed Foundation Board member, Betty Anderson. Ms. Anderson is the marketing committee chair and is currently working to support Library Lets Loose.

Summer Reading was popular, and more than 20,000 books were distributed. The Foundation has been raising funds in support of Summer Reading through events, grant and support of Foundation board members. This year they have raised a total of \$57,00 in support of Summer Reading.

The annual audit has gone well.

The Foundation is cultivating four new members to join the board. Each has a unique background to bring to board leadership.

Library Lets Loose planning continues to gain momentum. Honorary Hosts Asher and Audrey Langworthy have given a lead sponsorship donation of \$10,000. Total sponsorships to date are \$72,000. Early bird tickets are \$60.

Ms. Stollsteimer highlighted two recent gifts to the Foundation. Former Library Board member and longtime supporter Marcia Rinehart made a \$10,000 gift toward genealogy programming.

A second gift came from new donor, Aiden Glass. His letter to the Foundation reads, "I am Aidan. I am 6. I want to give this money to the Library." Enclosed was 45 cents.

The Foundation deeply appreciates all donors.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported the Board of County Commissioners (BOCC) approved the Fiscal Year 2020 Budget. There will be no change in the mill levy.

Next week there will be a topping ceremony for the County Courthouse. The topping ceremony is traditionally held to acknowledge the finishing of the highest level of the building.

There has also been an achievement on the Tomahawk Wastewater facility project. They reached a milestone with the completion of the floor of the biological nutrient removal basin. It took 6,000 yards of concrete. Commissioner Hanzlick stated that from the top to the bottom many things are happening in Johnson County.

Commissioner Hanzlick is currently listening to the audio book *Nice Girls Still Don't Get the Corner Office: Unconscious Mistakes Women Make that Sabotage Their Careers* by Lois P. Frankel. Commissioner Hanzlick would recommend it.

BOARD COUNSEL REPORT

No Report.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director, Nicki Neufeld, reported to the Library Board. The Library is at 92% of revenue received for the year and we anticipate receiving another 2.7 million. Expenditures are at 40% total spent down for the year. This is as anticipated.

Trends in Programming, Outreach and Information Services

Associate Director of Systemwide Services, Adam Wathen, and Programming and Event Coordinator, Joseph Keehn presented. This month's statistical piece of the county librarian's report shows trends in programming and outreach.

Last month, Commissioner Hanzlick asked why Gardner library computer use dropped significantly between 2015 and 2016. After researching, we believe that the drop is due to Gardner-Edgerton School district distributing Chromebooks to most of their students in 2016.

Mr. Wathen reported on the Core Operational Statistics of Digital Circulation, Physical Circulation, and Visitation. All three of these areas are pacing similarly to years past.

Mr. Wathen explained programming includes the programs and events that we provide in the library for patrons. Outreach includes those times we take our services out to the community like when we provide a storytime at a daycare or school.

Mr. Wathen reported that there are two significant events that impact the trends in the charts. In 2015, Central was closed for renovation for much of the year, but we also decided to reduce the number of programs to focus on quality and to transition from a branch-based programming model to a more strategic system-wide effort to offer programs across the county.

The other event occurred in 2018. That year much of our focus was on opening Monticello and getting ready to move Lackman to the Lenexa site. Because of this, we reduced our capacity to program with staff moving into new roles and by intentionally not programming at Monticello.

Mr. Wathen shared the total attendance of our programs and outreach since 2014 and pointed out the strategic shift shown on the chart in 2015. He presented charts showing the number of programs and outreaches since 2014, average attendees per program and programming and outreach categories by age.

In 2017, we began to count our school-age youth programming separately from our birth to six programming.

Mr. Wathen showed the number of programs by age. The adult programming has reduced in number and our teen programming has remained fairly flat. Over the last few years the number of total programs we provide has remained stable.

The final graph showed the reduction in number of programs since 2014 overall has not impacted our attendance and that we are increasing the number of attendees per program in every age category through 2017. This shows a strategic use of resources to provide programming and outreach that uses fewer staff resources for greater impact. A slight downward trend in 2018 was mostly due to Monticello and Lenexa focus.

Ms. Griffith encouraged Library Board members to reach out to Mr. Wathen or Mr. Casserley if they have questions about statistics or trends in the Library.

Dr. Burke asked if students are using more eBooks than books on CD.

Mr. Wathen answered that we have seen a dip in CD audio use, especially in teens over time. Juvenile and adult usage of CD audio has remained steady. There have been increases in eAudio usage for all age groups.

COMPREHENSIVE LIBRARY MASTER PLAN

Antioch update

Mr. Casserley reported the land conveyance agreement will go to the Merriam City Council for consideration on September 9. It will go to the Library Board as an informational item in September. Legal counsel is currently in the process of reviewing the agreement.

Central Staff Space Consolidation (CSSC)

The Central Staff Space Consolidation project is going well and is on schedule. A more detailed report will be given next month.

Corinth

The Library met with the City of Prairie Village and YMCA to discuss the first phase of the market survey. This is going well and the results from the survey should be available in November.

Lackman

The Lackman study is moving forward. The project team is interviewing stakeholder and Clark Enersen is working with the team on the study. The Library Board will receive a report at the November Library Board meeting.

Board Liaisons for Lackman

Donna Mertz and Bethany Griffith will serve as Board Liaisons for the Lackman project.

UPDATES

County Budget Public Hearing, July 29

Mr. Casserley reported that he attended the County Budget public hearing. He reported there were concerns about property tax, staffing levels at County Mental Health and dark store theory that has the potential to make the community more vulnerable due to limiting tax revenue. Mr. Casserley reported that County reserves can be used to offset some of these challenges.

Dark store theory may go to the Kansas Supreme Court in the next few years. The Library is watching this issue closely.

Library Night at the K

Mr. Casserley shared that Library Night at the K will be July 30. The Royals will be playing the Toronto Blue Jays. A portion of all tickets sales for the game will be donated to the Library. It's a fun event that increases the visibility of libraries and builds community.

He encouraged everyone to go to royals.com/jcl to purchase tickets.

Library Board Retreat, November 7

The Library Board Retreat will be held on November 7.

Presentation to KC Library Board

Mr. Casserley gave a presentation to the Kansas City Public Library Board. He spoke about Johnson County Library's capital plan and the future of Libraries.

Leadership Presentation Lee's Summit

Mr. Casserley gave a presentation to the Lee's Summit School District on the topic of Leadership. It went well.

Study group for extending bus service along 87th Street Corridor

Mr. Casserley was invited by Commissioner Hanzlick to attend a study group for bus service along the 87th Street corridor. Mr. Casserley has scheduled a meeting with KCATA to continue the discussion.

Olathe Public Library updates

In August, the Olathe Indian Creek branch will start the transition from its current, temporary location to the new permanent location. There will be changes in services and hours as they make the move. October 19 will be the grand opening of their new building.

CONSENT AGENDA

Minutes of the July 11, 2019, Library Board meeting

Motion: Amy Rufo moved to approve the consent agenda.

Second: Wayne Burke

Motion carried unanimously

Executive Session

Motion: Amy Rufo moved pursuant to K.S.A. 75-4319(b)(1) and (b)(2), that the Board of Directors of the Johnson county Library recess into executive session for a period of 30 minutes to discuss (1) personnel matters of non-elected personnel and (2) for consultation with Johnson County Library counsel that is deemed privileged in the attorney-client relationship. The subject of the discussion during the executive session will be matters pertaining to an administrative proceeding commenced by a Johnson County Library employee.

Those attending the executive session shall include members of the Board of Directors of the Johnson county Library, County Librarian Sean Casserley, Deputy County Librarian Tricia Suellentrop, and Johnson County Library counsel Fred Logan and Andrew Logan.

The Board will reconvene in this meeting room at 4:53 p.m.

Second: JR Riley

The Library Board returned to open session at 4:53 p.m. No action was taken.

Old Business

Consideration of the Memorandum of Understanding with the City of Prairie Village and the YMCA

Mr. Casserley presented the Memorandum of Understanding between the City of Prairie Village, the Board of Directors of the Johnson County Library, and the YMCA. The MOU would form an agreement between the parties to study the possibility of a collaborative project that would bring a new community center, fitness center and Library on the same site in Prairie Village.

The City of Prairie Village and the Library are committing \$20,000 each. The YMCA only had \$10,000 in funds to commit to the market study, and they believe the study can be completed for less than is being committed by all organizations. In case the cost of the study is more than anticipated, the City of Prairie Village and Johnson County Library are committing more at this time. In Phase 2 of the project all partners would commit equal amounts.

Motion: JR Riley moved to approve the Memorandum of Understanding between the Johnson County Library, the City of Prairie Village and the YMCA.

Second: David Sims

Motion approved unanimously

Consideration of the Memorandum of Understanding with the County Facilities Management Department

The current custodial supervisor is on leave for an indeterminate time. The Library's Facilities Manager does not have the capacity to take on the supervision of the custodians in addition to his current workload. The Library does not have another staff member with the expertise or capacity to take on this work in an interim role.

The Library currently has an MOU with the Johnson County Facilities Management Department to help us with building-related projects. Johnson County Facilities has a system in place and the capacity to take on this work until another solution can be identified.

The time limit will be through December 31st and the agreement will be reviewed at that time.

Mr. Sims asked if there is a plan in place going forward.

Mr. Casserley responded that we do plan for succession, although we don't currently have someone on staff to step into this role.

Motion: Amy Ruo moved the Library Board of Directors approve the Memorandum of Understanding between Johnson County Library and Johnson County Facilities for the temporary supervision of Library Custodians.

Second: Wayne Burke

Motion approved unanimously

ADJOURNMENT

Motion: JR Riley moved the Library Board adjourn.

Second: Amy Ruo

Motion approved unanimously

Meeting adjourned at 5:00 p.m.

SECRETARY _____
Amy Ruo

CHAIR _____ SIGNED _____
Bethany Griffith Sean Casserley

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

			Receipts	Payments	Balance
	Opening cash balance				\$66,069.43
		Add Receipts	\$76.15		
		Less Payments		\$0.00	
	Ending Cash balance				\$66,145.58
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$66,145.58

APPROVED: _____

DATE: _____