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 Librarian .........................................................4
      a) Trends in maintenance and security – Adam Wathen, Associate Director of Systemwide Services, and
         Mike Heffernan, Facilities Manager ..........................................................10
   2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      a) Antioch update .................................................................................15
      b) Central Staff Space Consolidation (CSSC) ...........................................19
      c) Corinth .................................................................................................28
   3. Updates – Sean Casserley
      a) 6 by 6 Anniversary – Bradley Debrick, Early Literacy Coordinating Librarian ........................................32
      b) Summer Reading and Astronaut, Mike Massimino – Angel Tucker, Youth Services Manager ............37
      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 meeting.................................................................51
B. Information Items
   1. Financial and Personnel
      a) The County Librarian and the Finance Director certify
         those payment vouchers and personnel authorizations for
         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 Report ...........................................................................58

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

<table>
<thead>
<tr>
<th>Programs</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>4,430,838</td>
</tr>
</tbody>
</table>

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

**TOTAL OPERATING FUND EXPENDITURES** $0

**TOTAL .75 INCREASE FUNDS REMAINING OPERATING** $4,430,838

#### SPECIAL USE FUND

<table>
<thead>
<tr>
<th>2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue:</td>
</tr>
</tbody>
</table>

**Expenses:**
- Contractual Services (General Maintenance)
- Commodities (Capital Equipment)
- Transfer to Debt Payment: 18,958
- Transfer to Debt Payment - CLMP: 523,717

**TOTAL SPECIAL USE FUND EXPENDITURES** $542,675

**TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE** $1,328,801

**TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS** $5,759,639
## Expenditure Details

<table>
<thead>
<tr>
<th>Expenditure Details</th>
<th>Current Month</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Recognition</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Collection Materials</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Professional Development/Staff Recognition</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technology/Recruitment Consulting &amp; Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Strategic Planning meeting supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GEM Award/Staff Recognition</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Homework Help and Tutor.com</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Summer Reading Club/Elementia</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Library Programming</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>MidAmerica Regional Council</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Joint Board Meeting Expense</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Board Travel Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Board Retreat Expenses</td>
<td>0.00</td>
<td>387.12</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ -</strong></td>
<td><strong>387.12</strong></td>
</tr>
</tbody>
</table>
## JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT
### July 2019
#### 58% of Year Lapsed

### REVENUE ALL FUNDS

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

### Expenses ALL FUNDS with Collection Encumbrance

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

**Revenue - Expenses as of January 31, 2019**

**16,519,066**

### RESERVES ALL FUNDS

<table>
<thead>
<tr>
<th>Fund</th>
<th>As of 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves Operating Fund</td>
<td>8,730,251</td>
</tr>
<tr>
<td>Reserves Special Use Fund</td>
<td>1,494,983</td>
</tr>
<tr>
<td><strong>Total JCL Reserves</strong></td>
<td><strong>10,225,234</strong></td>
</tr>
</tbody>
</table>
### Scheduled Replacement Account

#### REVENUE RECEIVED TO DATE

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Fund Transfer</td>
<td>$350,000</td>
</tr>
<tr>
<td>2016 Fund Transfer</td>
<td>$699,000</td>
</tr>
<tr>
<td>2017 Fund Transfer</td>
<td>$1,130,250</td>
</tr>
<tr>
<td>2018 Fund Transfer</td>
<td>$1,147,850</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,327,100</strong></td>
</tr>
</tbody>
</table>

#### 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>$1,461,693</td>
</tr>
<tr>
<td>Building Repair</td>
<td>$409,933</td>
</tr>
<tr>
<td>Architectural Services</td>
<td>$85,305</td>
</tr>
<tr>
<td>Furnishings and Office Equipment</td>
<td>$73,032</td>
</tr>
<tr>
<td>HVAC</td>
<td>$178,193</td>
</tr>
<tr>
<td>Sorter Parts and Labor</td>
<td>$4,113</td>
</tr>
<tr>
<td>Security System Maint &amp; Repair</td>
<td>$33,549</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$66,488</td>
</tr>
<tr>
<td>AED Equipment</td>
<td>$9,613</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$2,321,919</strong></td>
</tr>
</tbody>
</table>

#### Budget Remaining

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$1,005,181</strong></td>
</tr>
</tbody>
</table>
JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category  
July 2019  
58% Year Lapsed

### OPERATING FUND

<table>
<thead>
<tr>
<th>Programs</th>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>2,568,921</td>
<td>5,072,528</td>
<td>51%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,577,924</td>
<td>2,951,965</td>
<td>53%</td>
</tr>
<tr>
<td>Collection Development</td>
<td>2,015,593</td>
<td>3,467,822</td>
<td>58%</td>
</tr>
<tr>
<td>Branch/Systemwide Services</td>
<td>10,338,439</td>
<td>18,595,615</td>
<td>56%</td>
</tr>
<tr>
<td>Risk Management Charges</td>
<td>62,701</td>
<td>126,252</td>
<td>50%</td>
</tr>
<tr>
<td>Grants *</td>
<td>126,997</td>
<td>250,389</td>
<td>51%</td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
<td>0</td>
<td>3,487,289</td>
<td>0%</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>0</td>
<td>490,100</td>
<td>0%</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Program Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>16,690,575</td>
<td>34,441,960</td>
<td>48%</td>
</tr>
</tbody>
</table>

### SPECIAL USE FUND

<table>
<thead>
<tr>
<th>Categories</th>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services (General Maintenance)</td>
<td>0</td>
<td>16,305</td>
<td>0%</td>
</tr>
<tr>
<td>Commodities (Capital Equipment)</td>
<td>111,787</td>
<td>315,000</td>
<td>35%</td>
</tr>
<tr>
<td>Transfer to Debt Payment</td>
<td>0</td>
<td>827,916</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer to Capital Projects</td>
<td>523,717</td>
<td>2,738,276</td>
<td>19%</td>
</tr>
</tbody>
</table>

**TOTAL SPECIAL USE FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>635,503.6</td>
<td>3,897,497</td>
<td>16%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Categories Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>17,326,079</td>
<td>38,339,457</td>
<td>45%</td>
</tr>
</tbody>
</table>

### ALL FUNDS

<table>
<thead>
<tr>
<th>Categories</th>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Categories Expended</th>
</tr>
</thead>
<tbody>
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<td>56%</td>
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<td>Contractual Services</td>
<td>2,520,028</td>
<td>4,710,131</td>
<td>54%</td>
</tr>
<tr>
<td>Commodities</td>
<td>2,702,313</td>
<td>4,385,684</td>
<td>48%</td>
</tr>
<tr>
<td>Risk Management Charges</td>
<td>62,701</td>
<td>126,252</td>
<td>50%</td>
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<td>0%</td>
</tr>
<tr>
<td>Transfer to Debt Payment</td>
<td>0</td>
<td>827,916</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer to PBC Capital Leases</td>
<td>558,467</td>
<td>2,738,276</td>
<td>20%</td>
</tr>
<tr>
<td>Grants</td>
<td>126,997</td>
<td>250,389</td>
<td>51%</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>0</td>
<td>490,100</td>
<td>0%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th>2019 Year to Date</th>
<th>2019 Budget</th>
<th>% Categories Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>17,326,079</td>
<td>38,339,457</td>
<td>45%</td>
</tr>
<tr>
<td>GRANTS*</td>
<td>Expenditures through 07/31/2019</td>
<td>Source</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>285000079 State Aid Grant 2018</td>
<td>State</td>
<td>3/5/2019</td>
</tr>
<tr>
<td>285000082 State Aid 2019</td>
<td>State</td>
<td>3/15/2019</td>
</tr>
</tbody>
</table>

*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**

- **2009** to **2018**
- Expenditure trend over the years.

**Utilities Expenditure**

- **2009** to **2018**
- Expenditure trend over the years.

**Number of Maintenance Requests by Branch**

- **2014** to **2018**
- Requests trend by branch over the years.
Trends in Maintenance and Security

Vehicles in Library Fleet

Fleet Maintenance Cost

County Librarian Report | September 2019
Trends in Maintenance and Security

**Branch Square Feet per Custodian**

- **Square Feet per Custodian**
- **Outsourced**

**Security Cameras and Guards**

- **Cameras**
- **Guards**

**Locations:**
- Antioch
- Blue Valley
- Corinth
- Cedar Roe
- Central
- DeSoto
- Edgerton
- Gardner
- Lenexa
- Leawood
- Monticello
- Oak Park
- Shawnee
- Spring Hill
- Desoto
Trends in Maintenance and Security

Incidents Reports by Year

Incidents Reports by Category

*Other includes things like building issues, unattended children, alcohol, and cleaning up biohazards.
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

- **Q3 Q4 2020**: Anticipated Final Development Plan and Plat Approvals by City of Merriam
- **Q2 Q3 Q4 2021**: Architect Selection
- **Q4 2021**: Anticipated Property Transfer
- **Q2 Q3 Q4 2022**: Bidding & Construction
- **Q3 Q2 Q4 2023**: Design Development
- **Q2 2023**: Anticipated Bond Sale
- **Furniture Installation, Collection, Training, Move-in, Opening**
- **Q3 Q4 2020**: Anticipated Property Conveyance Agreement Approval
Central Staffing & Space Consolidation (CSSC)

Update - September 2019
Updates

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

- **2018 Q4**: Library Board Option 3 Approval
- **2019 Q4**: RFP for Construction Manager
- **2020 Q4**: Bidding
- **2021 Q4**: Phased Owner Move-in

Timeline:
- **Q4 2018**
- **2019**
  - Q2
  - Q3
  - Q4
- **2020**
  - Q2
  - Q3
  - Q4
- **2021**
  - Q2
  - Q3
  - Q4

**Phased Construction**

**Programming**

**BOCC & PBC Action**

**Design Development**
CSSC and Antioch Replacement:
Anticipated Timelines

CSSC

Antioch Replacement
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

Johnson County Library
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

Johnson County Library

Kansas
Dear Data

Summer Reading Book Distribution
System-wide by Week

- What week was this slip collected?
- Week 1 (May 20 - 26)
- Week 2 (May 27 - June 2)
- Week 3 (June 3 - June 9)
- Week 4 (June 10 - June 16)
- Week 5 (June 17 - June 23)
- Week 6 (June 24 - June 30)
- Week 7 (July 1 - July 7)
- Week 8 (July 8 - July 12)
Totals by Branch

- Lenexa City Center: 10.9%
- Spring Hill: 1.0%
- Cedar Roe: 2.3%
- Oak Park: 4.4%
- Shawnee: 3.7%
- Desoto: 1.0%
- Monticello: 18.8%
- Leawood: 8.4%
- Blue Valley: 17.0%
- Central: 9.9%
- Corinth: 12.3%
- Edgerton: 0.4%
- Antioch: 5.0%
- Gardner: 4.8%
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.

Students from low-income households with access to books
Students from high-income households with access to books
Students from low-income households without access to books

READING TEST SCORES

End of School Year  |  June  |  July  |  Aug.  |  Beginning of School Year

-9.77  |  +15.51  |  +24.15

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, grand 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 story 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 Ruo moved to approve the consent agenda.
Second: Wayne Burke

Motion carried unanimously

Executive Session

Motion: Amy Ruo 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 commended 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.
Mot: 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

Mot: 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

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**APPROVED:**

**DATE:**

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58