



**Board Report
March 12, 2020**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, MARCH 12, 2020
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) Appointment of the nominating committee
 - C. Friends of the Library
 - 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) Review of the Child Internet Protection Act
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director3
 - a) Trends in Technology9
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) New Antioch
 - b) Central Staff Space Consolidation (CSSC)12
 - c) Overall timeline17
 - 3. Updates – Sean Casserley
 - a) PLA conference report
 - b) ALA conference opportunity
 - c) Email marketing newsletter – The Open Book
 - d) ClearPoint
 - e) Lackman
 - f) Partnering with County to outsource payroll
 - g) Crisis management
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the February 13, 2020, Library Board meeting19
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2020 were handled in accordance with library and County policy.
 - b) The January 2020 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 Report27
- VI. New Business
 - A. Action Item: Consideration of the renewal of the MOU with Human Resources28
 - B. Action Item: Consideration of approval of the Memorandum of Understanding with the Rabbit Hole33
 - C. Informational Item: Friends of the Library business plan
- VII. Adjournment

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2020
8% of year lapsed

OPERATING FUND

Programs	2020 Budget
Revenue	3,973,236

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

TOTAL OPERATING FUND EXPENDITURES	<u>\$0</u>
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TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$3,973,236</u></u>
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SPECIAL USE FUND

**2020
Budget**

Revenue:	2,728,376
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Expenses:
Contractual Services (General Maintenance)
Commodities (Capital Equipment)
Transfer to Debt Payment
Transfer to Debt Payment - CLMP
Transfer to Capital Projects

TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$2,728,376</u></u>
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$6,701,612</u></u>
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Expenditure of Friends of the JCL Donations 2020

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

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2020
8% of Year Lapsed

REVENUE ALL FUNDS	2020 Year to Date	2020 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	18,936,904	34,859,880	54%	49%
Ad Valorem Delinquent	3,588	306,306	1%	27%
Motor Vehicle	612,795	3,291,677	19%	16%
Library Generated - Copying/Printing	7,936	101,241	8%	9%
Library Generated - Overdues / Fees	45,238	746,421	6%	8%
Sale of Library Books	0	50,000	0%	0%
Misc Other	126	19,703	1%	82%
Reimbursement	15,022	330,043	5%	0%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	0	352,221	0%	7%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	5,963	11,883	50%	46%
Commercial Vehicle Tax	14,604	60,438	24%	17%
Heavy Trucks Tax	2,652	3,261	81%	78%
Rental Excise Tax	18,832	38,669	49%	42%
State and Federal Grants	0	257,901	0%	0%
TOTAL REVENUE	19,663,661	40,443,285	49%	44%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Categories			
Salaries and Benefits	1,482,904	21,323,420	7%
Contractual Services	255,988	4,710,131	5%
Commodities	3,311,369	4,385,684	76%
Risk Management Charges	0	126,252	0%
Capital / Maintenance / Repair	5,888	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	0	2,738,276	0%
Grants	50	250,389	0%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	5,056,199	38,339,457	13%

Revenue - Expenses as of Jan 31, 2020 14,607,462

RESERVES ALL FUNDS As of 12/31/18

Reserves Operating Fund 8,730,251

Reserves Special Use Fund 1,494,983

Total JCL Reserves 10,225,234

Scheduled Replacement Plan Funding

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	1,131,100

Total Revenue	<u>4,458,200</u>
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2020

Contractual Services	1,588,552
Building Repair	586,669
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>2,625,514</u>

Budget Remaining	<u>1,832,686</u>
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
January 2020
8% Year Lapsed

OPERATING FUND		2020	2020	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	245,213	6,339,004	4%
	Information Technology	135,141	3,192,515	4%
	Collection Development	262,853	3,399,711	8%
	Branch/Systemwide Services	1,276,084	19,168,068	7%
	Risk Management Charges	0	143,587	0%
	Grants *	50	257,901	0%
	Transfer to Capital Projects	0	4,367,527	0%
	Interfund Transfer	0	180,573	0%
TOTAL OPERATING FUND EXPENDITURES		1,919,341	37,048,886	5%

SPECIAL USE FUND		2020	2020	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	16,305	0%
	Commodities (Capital Equipment)	0	315,000	0%
	Transfer to Debt Payment	0	334,718	0%
	Transfer to Capital Projects	0	2,728,376	0%
TOTAL SPECIAL USE FUND EXPENDITURES		0	3,394,399	0%

TOTAL EXPENDITURES	1,919,341	40,443,285	5%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2020
8% Year Lapsed

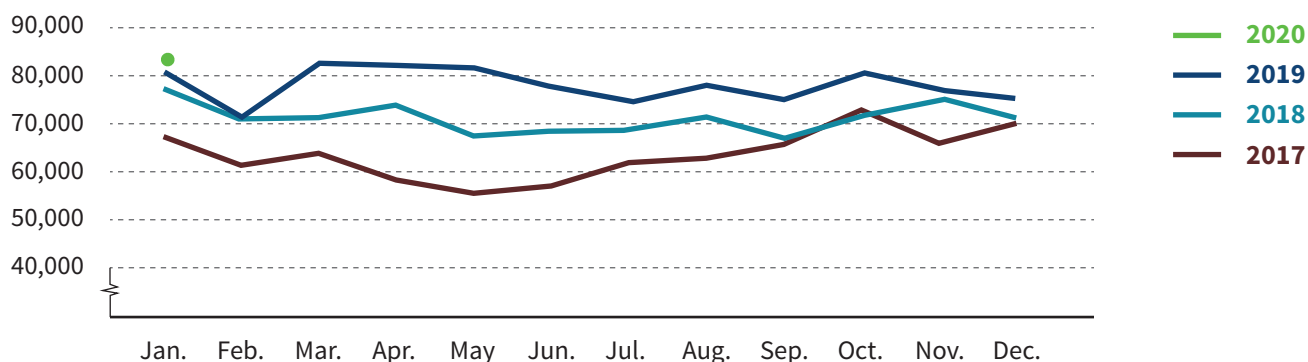
ALL FUNDS		2020	2020	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	1,482,904	21,720,354	7%
	Contractual Services	255,988	5,725,731	4%
	Commodities	174,511	4,662,343	4%
	Risk Management Charges	0	143,587	0%
	Capital / Maintenance / Repair	5,888	4,367,527	0%
	Transfer to Debt Payment	0	334,718	0%
	Transfer to PBC Capital Leases	0	2,728,376	0%
	Grants	50	257,901	0%
	Interfund Transfer	0	502,748	0%
TOTAL EXPENDITURES		1,919,341	40,443,285	5%

GRANTS*	Expenditures through 1/31/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
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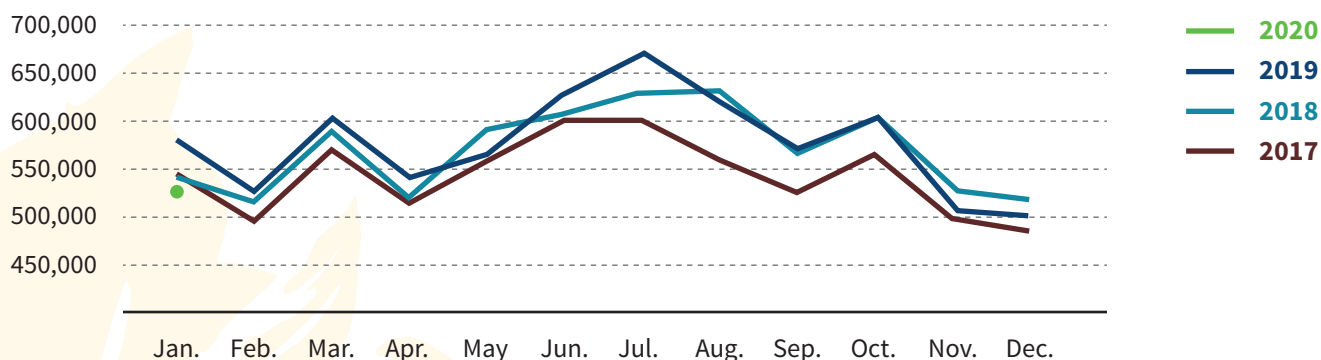
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

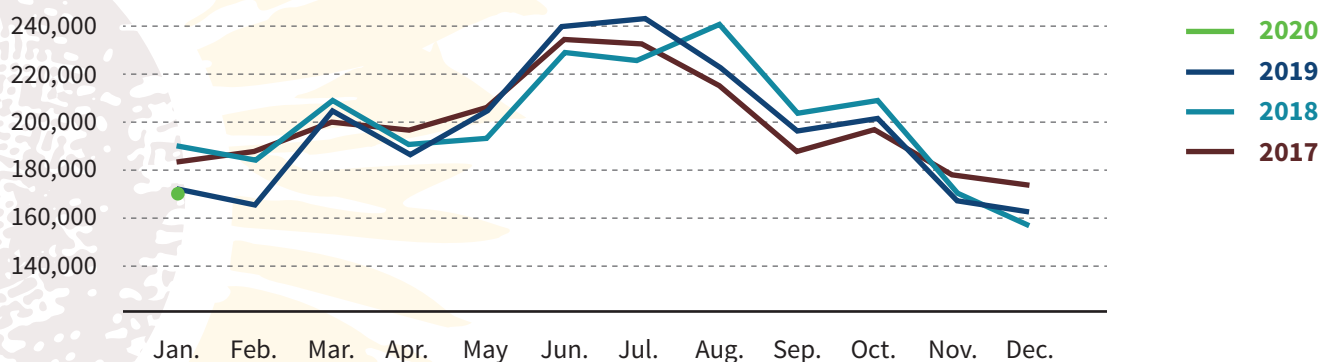
3 Year Digital Usage Trend



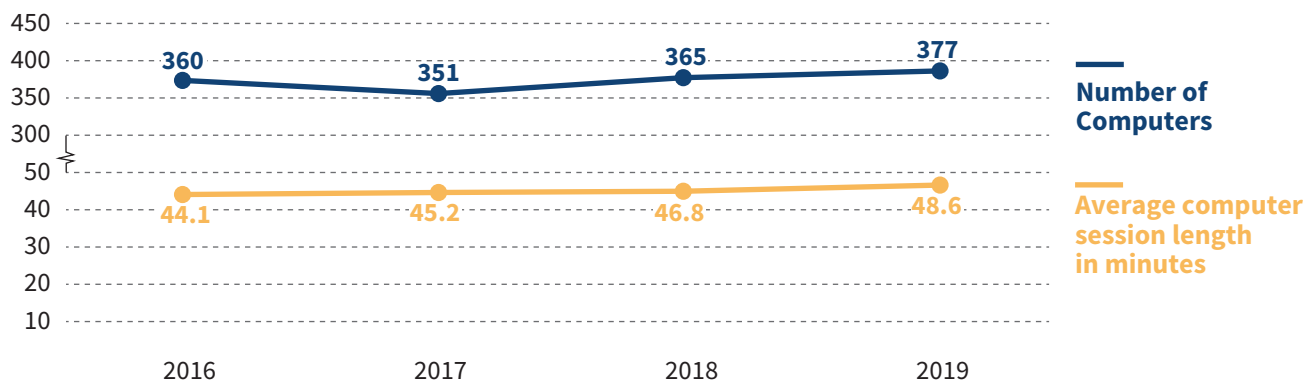
3 Year Physical Circulation Trend



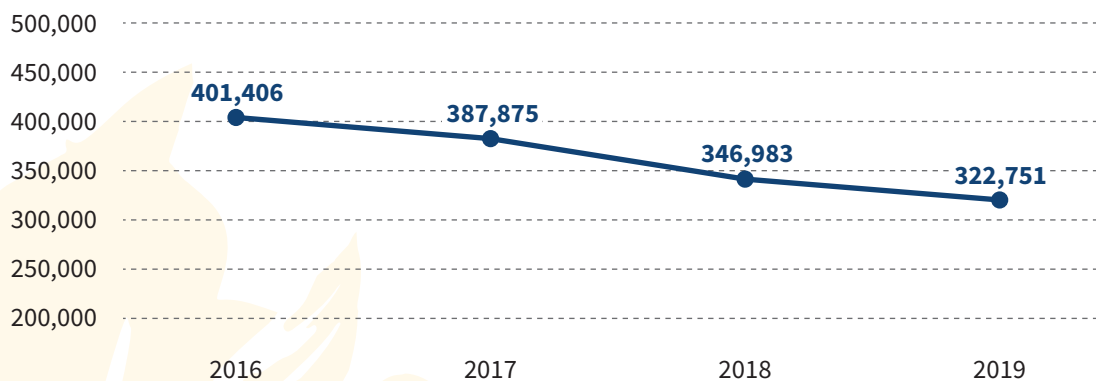
3 Year Visitation Trend



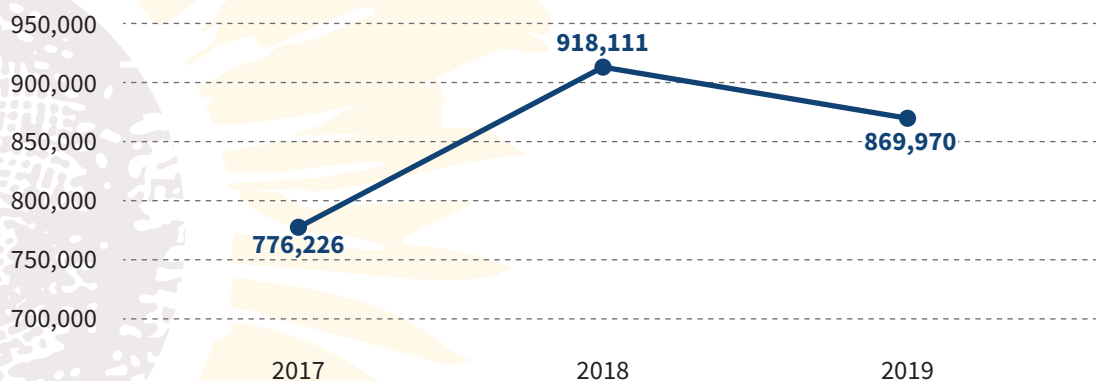
Number of Public Computers and Use



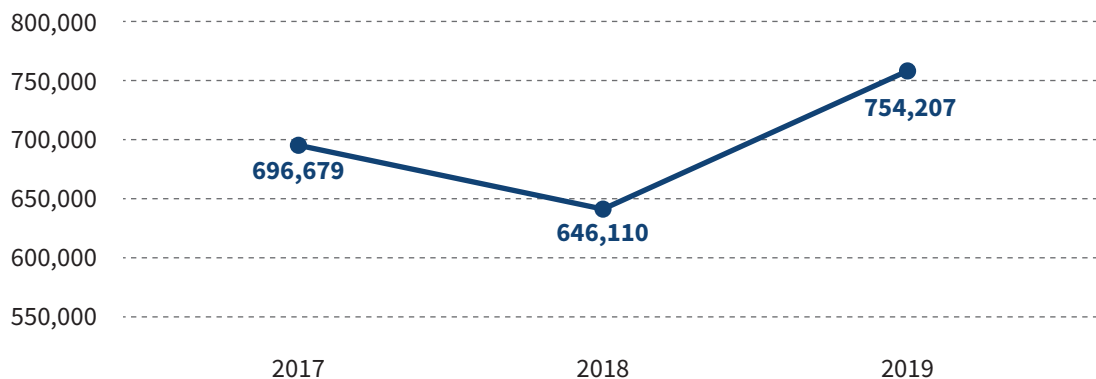
Number of Public Computer Sessions



Number of Wireless Sessions



Pages Printed by Public



Central Staffing & Space Consolidation (CSSC)

Update – March 2020



Updates

- Design update
- Public component
- Next Steps
- Timeline



Summary of Public responses

- Kids area
- Teens area
- Public PCs
- Drive-thru

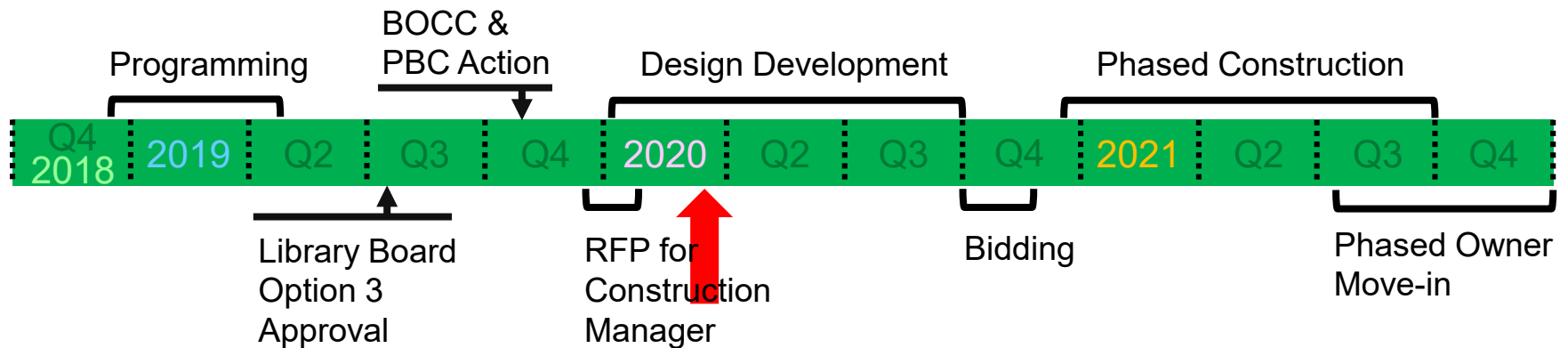


Next Steps

- Design continues



Central Staffing & Space Consolidation (CSSC) Anticipated Timeline

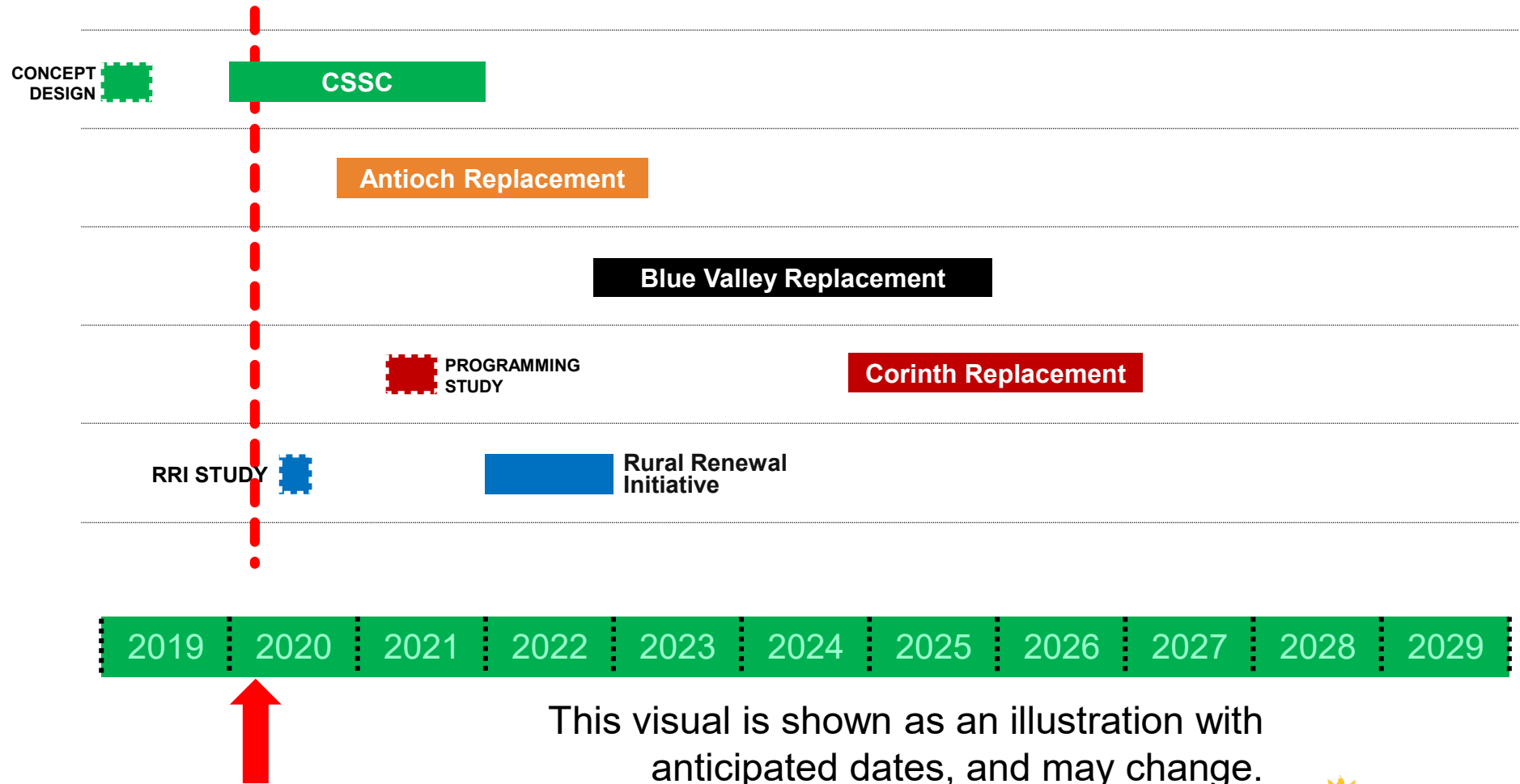


Capital Improvement Projects Timeline Summary

Update – March 2020



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
February 13, 2020
Central Resource Library
4:00 p.m.

BOARD: David Sims, Donna Mertz, Fabian Shepard
Via conference line: Amy Ruo
Absent: Brandy Butcher, Bethany Griffith, Wayne Burke

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Jennifer Curtiss

STAFF: Sean Casserley, Lacie Griffin, Hope Harms, Jared Harper, Jennifer Mahnken, Elena McVicar, Michaela Scruggs, Cheryl Sickels, Kari Sime, Scott Sime, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Julie Timmins, David Vratny, Adam Wathen, Andrew Whitaker

GUESTS: Erwin Abrams, Janeen Aggen, Carol Lee Keifer, Jeannie McGuire, Judy Rix, Rebecca Ward

Treasurer, Donna Mertz, called the meeting to order at 4:00 p.m. Ms. Mertz shared she is chairing the meeting as the Library Board Chair is on vacation and the Vice Chair is unable to attend in person.

CITIZENS COMMENTS:

Lenexa resident, Janeen Aggen introduced herself to the Library Board. She has lived in Lenexa for 25 years and has been a loyal patron of Lackman. She thanked the Library Board for everything they do and stated she loves the Library system. Recently, Ms. Aggen noticed a sign at the Lackman Library indicating a branch would be opening June 2. She mistakenly thought that Lackman would be reopening and published a social media post on Nextdoor. She received many comments from fellow Lenexa residents who were sad that Lackman has closed and are not happy with the Lenexa Library, primarily due to the parking garage.

Ms. Aggen posted a survey on Nextdoor to learn what branch Lenexa residents are currently using, why they are using the branch and asking about their experiences. She received 100 responses and shared that 75% would like the Lackman Library to reopen. They also would like the Lenexa Library to remain open. Ms. Aggen shared many of the responses to the survey cited issues at Lenexa Library with the parking garage, lack of on street parking and traffic congestion. Ms. Aggen requested that the Library Board consider reopening the Lackman branch to use as a children's library, meeting space, holds space or for the Friends of the Library book sales.

Rebecca Ward addressed the Library Board. Ms. Ward has lived in Lenexa since 1975 and chose to build her home in Lenexa because it was a small community that was building a Library nearby. She loved the Lackman Library for the programs and children's activities. She stated the Lenexa Library has an accessibility issue as there is no parking for handicapped people on the first level of the parking lot. She now chooses to go to the Central Resource Library instead of the Lenexa Library due to accessibility.

Judy Riggs also addressed the Library Board. Ms. Riggs has lived in Lenexa for 33 years. She thanked the Board for the superb Johnson County Library system. The new library is beautiful, but she doesn't use it because the parking lot is too difficult to negotiate. She feels that the Lackman Library closing is part of a larger issue of Lenexa neighborhoods losing community services. Ms. Riggs stated that proximity, convenience and walkability is a priority for Lenexa citizens. She now goes to the Shawnee Library because she finds it to be more convenient. She does not feel the City Center model is what Lenexa residents wanted and that older neighborhoods are not being maintained properly by the City.

Carol Lee Keifer, moved to Lenexa in 1984 and was a patron of the Lackman Library. Young families are moving into her neighborhood. She feels that Lenexa City Center was not built for her or for the families who live on her street. She does not like the services at City Center and does not like the new Lenexa Library. She doesn't want Lackman to become a distribution center. She is in a book club and has had trouble getting space in the Lenexa Library and has had to go to the Central or Oak Park Libraries. Many families are not happy with the new Library, although they love the Library system.

Lenexa resident Jeannie McGuire spoke to the Library Board. She asked if the community is engaged prior to building a new library.

Mr. Casserley responded that it is the Library's practice to reach out to the community to get feedback on library design by holding multiple public information meetings and sending surveys.

Ms. McGuire shared that she was unaware of meetings and missed the survey. She found the Lackman Library to be more convenient than Lenexa Library and agrees that parking is a challenge at the new Library. She would like Lackman to reopen and would like the magazine recycle bin to be available more often.

Ms. Mertz thanked the community members for their comments and shared the Library Board will not be taking action at this time. She welcomed community members to stay and speak to the Board after the meeting.

In response to a question from Commissioner Hanzlick, Mr. Casserley shared that the Library recently sent 20,000 notices for a public input meeting about the Central Resource Library project and eight residents attended. The emails were sent to patrons who use Central Resource Library and similar outreach was done for the Lenexa Library project.

Ms. Keifer shared that she did not receive notifications about public meetings for Lackman or Lenexa and that communication about the closing of Lackman was not clear.

Mr. Casserley thanked the community members for sharing their comments and concerns.

BOARD OF DIRECTORS COMMENTS:

There were none.

FRIENDS OF THE LIBRARY:

Jennifer Curtiss, President of the Friends of the Library, reported on behalf of the Friends of the Library.

The Friends continue implementation of the 2019 strategic plan. They are currently researching ways to automate and streamline processes, especially book sorting and online listing. Automation is important to the Friends when they consider the quantity of materials that are sorted and the number of volunteers it takes to sort and list the materials.

December internet sales totaled \$16,142.33. 2019 was the best performing year for internet sales since 2015. These sales are conducted through various channels including Amazon, Ebay, ABE, Biblio and Alibris Books.

Significant sales included:

- Complete Corvetter Restoration and Technical Guide – Vol. 2. 1963 through 1967 - \$275
- Criminal Law and Procedure, Cases and Materials - \$149.95
- Learn in Your Car German - \$99.99

The Friends have brought forth a request for use of the Lackman building for the 2020 Sizzlin' Summer Book Sale. The location offered numerous benefits for the 2019 sale and the Friends exceeded expected revenues. Among many pluses was the ability to expose more inventory to shoppers right at the opening of the sale, which made it easier to move the merchandise. The Friends expressed their gratitude to the Library Board and staff for permitting use of Lackman in 2019.

JOHNSON COUNTY LIBRARY FOUNDATION:

Executive Director, Stephanie Stollsteimer acknowledged Foundation Board member Erwin Abrams.

The Johnson County Leadership Fund has been established with a lead gift from Carol and Fred Logan. Ms. Stollsteimer stated the beauty of a lead gift is that it leads the way for other donors to join in this significant philanthropic initiative. The Foundation board of directors has pledged a direct match in the amount of \$60,000. They are thrilled the fund will support the development of the next generation of Library Leadership.

The Foundation has closed the books on the year end appeal. The net income was nearly \$36,000 which is highest total to date after 6 years of an annual campaign.

Ms. Stollsteimer shared a final impact statement. This year the Foundation provided the library with a total of \$313,936 in program support.

The Foundation recently received a planned gift from Jeanette Tavella in the amount of \$404,000.

Last weekend was the date of a fundraising event called “A conversation with Kevin Willmott and Steve Kraske,” a benefit for Race Project KC. Kevin Willmott is a professor of film at KU and a screenwriter known most recently for being awarded the Academy Award for *BlacKkKlansman*. The event raised \$4,000 for Race Project KC.

Library Lets Loose planning is underway, the event will be September 12.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that she attended a meeting at the Meadowbrook Park clubhouse regarding a proposed partnership with the Library, City of Prairie Village and YMCA. At the meeting they reviewed the results of the community survey. It was encouraging to hear the community is supportive of the Library being part of the plans.

The commission is moving ahead in the budget process. The Library will give a budget presentation to the Board of County Commissioners in May.

On February 26, Commissioner Ashcraft and Commissioner Hanzlick will be on the Steve Kraske show discussing how the election commissioner in Johnson County is chosen. She will also be participating on a panel for American Public Square on the topic of issues of local control.

Commissioner Hanzlick is currently reading *Butter Buses, Better Cities: How to Plan, Run, and Win the Fight for Effective Transit* by Steve Higashide.

BOARD COUNSEL REPORT

Board counsel Fred Logan explained that the Library is a separate taxing district. The Library Board is a governing board, that governs a separate taxing district. This authority is pursuant to a set of statutes that address a library levy. The relevant statute on levies and approval of the Library budget is K.S.A.12-1669 that reads, “the authorizing of tax levies and the making of capital improvements by county library systems in any county designated by statute as an urban area, the governing board of any such district shall, prior to the final adoption of its budget, or the authorizing of any tax levy or capital improvement, submit the same to and receive the approval of the board of county commissioners.”

Mr. Logan explained that one way to look at the statute is as a partnership in the development of the budget and the levy. There is a first step of approval by the Library Board followed by a final approval by the Board of County Commissioners. The important point is that the Johnson County Library taxing district is different than the County’s. The City of Olathe has its own library system and is not part of the Johnson County Library’s taxing district.

Mr. Logan also discussed liability in public libraries.

Any government entity deals with liability. The Library has a history of little or no litigation since 1981. The handling of personnel matters is done with Human Resources. Mr. Logan works in partnership with County Legal when needed. The handling of facilities work is done in partnership with the County Facilities department. The Library Board owns 13 libraries and leases the Edgerton Library. When a Library is constructed there are other partners, including the Public Building Commission. The County is involved in an ongoing way, however, when completed the facility is titled in the name of the governing board.

Finally, books and materials selection is an area of governance that resides with the Library Board. The Library Board establishes a regulation that creates a broad construct in the form of the collection development policy. Selection of materials is left to staff who adhere to the policy when choosing materials.

Mr. Logan explained that the Library is not immune from litigation, but the Library is in a good position.

COUNTY LIBRARIAN REPORT

Finance Report – David Vratny, Finance Director reported.

Mr. Vratny reported that total revenue in 2019 was \$38,375,962.00, just slightly over what was budgeted. Total expenses were \$36,359,155.00, which was 5% under budget. These numbers are not quite final and may change a little before the books are closed.

Following up on a question asked at the last board meeting. Mr. Vratny clarified that the *miscellaneous other* category includes things that lack defined categories.

Mr. Sims asked about the goal for the operating reserves. He would like to know what we would like the minimum level to be and what can be used to pay down debt.

Mr. Casserley responded that we would like to keep the operating reserves at 5.5 million.

Trends in Content – Lacie Griffin, Collection Development Manager and Adam Wathen, Associate Director of System Wide Services.

Mr. Wathen reviewed the core operational statistics of digital circulation, physical circulation and visitation. December figures are similar to previous months. Digital circulation continued to trend up from previous years.

Mr. Wathen reviewed a summary of 2019. Circulation has increased 3.8% from last year and 18% from 2015. Door count has decreased slightly from last year. This year door count was impacted by closing Cedar Roe for two months and Lackman for a month prior to opening Lenexa.

Mr. Wathen reviewed the “active users” chart, programming chart and technology usage charts with the Board.

Lacie Griffin, Collection Development Manager, reviewed trends in content with the Library Board.

The first trend shows our expenditure on collection over 10 years. Ms. Griffin explained the spike in expenditures for 2018 was due to the project money expended for the Monticello library’s opening collection. We received \$1 million to purchase new materials for that building. The Library spent \$300,000 in 2017 toward that collection and \$700,000 in 2018.

The second report shows the number of items in our collection which has remained stable at approximately 1.1 million items from 2011-2016. There was an increase in materials in 2017 and 2018 as we grew our collection to accommodate the new Monticello library, expanding our system to 14 branches. Monticello now holds about 10% of the Library’s entire collection.

Ms. Griffin shared a chart showing how many books have been added to or weeded from the collection. There was a spike in weeded materials in 2018 that was due to an effort to rebalance the collection systemwide after Monticello’s opening. In 2019, we returned to a stable weeding rate that mirrors 2015. Also, in 2019, the Library placed a focus on ordering for the eContent collection. eContent use has increased steadily from year to year. This includes not only our eBooks and eAudiobooks, but also some of our other purchased eMagazines, databases, streaming video and eLearning software. To keep up with the popularity of these materials the e-content budget was increased by 11%.

The Library sees an increase in both the circulation of eBooks to our patrons and in the number of eBooks that are checked out through our partnership with neighboring school districts. Johnson County Library and our eBook vendor created a project called the Community Share Program in 2016. This program allows schools to choose titles to display as available on their own library media websites. Students can then check out available public library eBooks and eAudio materials through their school devices and logins. Since 2016, the program has grown to include:

- Shawnee Mission
- Blue Valley
- Desoto
- Spring Hill
- Olathe

In 2019, The Community Share program accounted for 9% of our total eBook usage. In a recent newsletter, The Digital Digest, distributed by Baker and Taylor, a Shawnee Mission School Librarian was quoted saying, “I do think joining with our public libraries on the eBook front is making a huge difference here at the school, as well.”

In response to a question, Ms. Griffin shared that the collection budget has increased this year and she anticipates growing the physical collection.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Project Coordinator, Scott Sime reported that the Core Team is working through schematic design with the architects and Library representatives from each department. We will continue to meet with managers/department representatives for the next few months as the design is refined. This project is more than a space redesign – teams have recently begun a ‘blue sky’ process of envisioning how job duties and positions would be ideally imagined without the current constraints and organizational artifacts. The first public input session was held last evening, and 8 people attended.

A benefit to our Construction Manager process is that they are involved early in the design process, which helps facilitate a construction solution that is acceptable regarding quality, budget, schedule. It also gets the construction manager familiar with the drawings before bidding. Mr. Sime announced the selection committee has selected Titan Built as the construction manager. Titan was the construction manager for the first phase of the upgrade in 2015.

Antioch Replacement project

The next agreement we will work with the City of Merriam on is the Shared Parking and Maintenance agreement. 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 include, parking structure usage and maintenance, snow removal, trash and recycling, landscaping. We’re anticipating working on this early in 2020 and it will come back before the Library Board and the City of Merriam for approval.

Overall Timeline

Mr. Sime presented the anticipated timeline for capital improvement projects.

Updates

Recognition of staff – Dennis Ross, Cheryl Sickels, Beth Atwater

Mr. Casserley shared that he has found that those who are drawn to work in public libraries are the brightest and most passionate group of people he has encountered. They dedicate their work to public service.

Assistant Branch Manager, Dennis Ross was recently honored for reaching the 35 year milestone at the Library.

Programmer Analyst, Cheryl Sickels recently received the Leadership in Action Award from County. She has distinguished herself in the organization for taking on additional roles and demonstrating extraordinary leadership.

Library Collections Specialist, Elena McVicar was recently appointed to the Young Adult Library Services Association Printz Award selection committee.

Mr. Casserley shared that former Director of the Kansas City Public Library, Crosby Kemper III, has been approved by the senate to be the next Institute of Museum and Library Services (IMLS) Director.

Results of the Prairie Village Market Sustainability Study

Mr. Casserley recently attended the meeting with the YMCA and City of Prairie Village to review the results of the market sustainability study. 75 community members were also in attendance.

The purpose of the market sustainability study was to determine if there is a need in the community for a shared community center that would bring the Library, YMCA and City offices together on a single campus.

The survey was sent to Prairie Village residents, as well as people living in nearby Kansas and Missouri zip codes. The survey was conducted through phone calls and by sending post cards directing people to complete the survey online. 10,541 postcards were mailed to get as much input from Prairie Village residents as possible.

Most respondents would use the library no matter where it was located. Those with a preference would prefer the shared campus model, as opposed to a separate location.

The city council voted to continue research of the feasibility of combining the community center, civic center and library on one campus. Representatives of the three organizations will meet to determine next steps.

Mr. Sims commented that we should keep the Lenexa residents' comments in mind as we move toward another shared campus. Although we won't be able to satisfy everyone we can listen and apply simple solutions.

Mr. Casserley responded that we work very hard to seek public input and listen to what our patrons want.

TedX KC

TedX KC was recently cancelled but will be rescheduled for June. The Library purchased 50 tickets and will be sending staff to the event.

Email Marketing Project

Adam Wathen is the sponsor on the Email Marketing Project, co-led by library staff members Stephanie Bailey and Jason Barnes. The Library is launching a monthly newsletters to patrons next week. This will be sent to all patrons and will include an opt-out option. The newsletter is called The Open Book.

Mr. Casserley welcomed new staff to the Library.

CONSENT AGENDA

Minutes of the January 9, 2020, Library Board Meeting

Motion: Amy Ruo moved the Library Board of Directors approve the consent agenda.

Second: David Sims

Motion approved unanimously

NEW BUSINESS

Consideration of the renewal of the MOU with AIMS

The Johnson County Library has worked in the past with companies to deliver data analysis. Johnson County Department of Technology and Innovation has a department which can deliver similar analysis to assist the library. Data analytics are charged at a rate of \$50 an hour.

Motion: David Sims moved the Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of approving the use of Lackman for the annual Friends of the Library summer book sale

The Friends request use of the Lackman Library parking lot, building and furnishings at 15345 W. 87th St. Pkwy, Lenexa. The Friends request use of the building June 15 through 22 for reconnaissance, load-in, sale dates and load-out. Utilities are requested – water, electricity, climate control and Wi-Fi.

The Friends launched their annual public book sales in 1988 at the former Mission Center mall and quickly gained a sizable and loyal following. In 2006, the sale moved to Metcalf South Mall and again in 2015 to Johnson County Community College. In 2019, the Library Board granted the Friends request to hold the summer book sale at the former Lackman Library. The 2019 sale was tremendously successful at the Lackman location.

Motion: David Sims moved the Library Board of Directors approve the Friends request to use the Lackman Library for the 2020 Summer Sizzlin' Book Sale, June 15 through 22.

Second: Amy Ruo
Motion approved unanimously

Informational Item: Review of the Friends Business Model

Mr. Casserley reviewed the draft of the Friends' Business Model. This has been uploaded to the Board Portal for preliminary review. Another informational presentation will be given to the board in March.

Mr. Sims commented that the project would cost about 3 million to get it up and running. He asked if there are other options that the Board could consider. He would not want to lose the connection to the Friends' but would like to know what the options are.

Mr. Casserley agreed there are other options. The building has been assessed at 1.5 million in value – this estimate was done by a commercial realtor.

Mr. Casserley agreed that we could get another assessment and look at comparable sites. Mr. Casserley thinks it would be helpful to see what the property is valued at including the roof and HVAC.

Mr. Shepard commented that some work would be immediately required to make Lackman ADA compliant, which is another consideration.

OLD BUSINESS

2021-2025 Capital Improvement Plan (CIP) Submission

Every year County agencies and departments put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5 year look ahead.

Today we are presenting the 2021-2025 CIP and these items are for capital requests to support the Library system.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2021 in August of 2020

Mr. Sims asked if know how much our interest will go up for debt.

Mr. Casserley responded that we predict revenue growth conservatively and we predict interest load on debt more aggressively. When we considered completing Blue Valley and Corinth in the same year, it was too close budgetarily and we chose to put more time between the projects. Interest rates are currently favorable.

Mr. Vratny added that we look at ranges and are conservative when estimating revenue. We also take into consideration that the price at which we borrow money will likely be more expensive. We look at ranges and consider probability.

Mr. Sims commented that we are under budget and have been consistently the last few years. He would like to see additional programs added, but only if there is room in the budget.

Mr. Casserley commented that we have been cash funding projects, like the rural renewal initiative, so as not to take on more debt.

Motion: Fabian Shepard moved the Library Board of Directors approve the proposed 2021-2025 Capital Improvement Plan submission.

Second: David Sims

Motion approved unanimously

ADJOURNMENT

Motion: David Sims moved the Library Board of Directors adjourn.

Second: Fabian Shepard

Motion approved unanimously

Meeting adjourned at 5:51 p.m.

SECRETARY _____
Amy Ruo

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2020

			Receipts	Payments	Balance
	Opening cash balance				\$137,005.57
		Add Receipts	\$351.66		
		Less Payments		\$29,066.05	
	Ending Cash balance				\$108,291.18
		Less Liabilities		\$1,523.77	
	Unobligated cash balance				\$106,767.41

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: March 12, 2020

Issue: To renew the annual agreement with Johnson County Department of Human Resources.

Recommendation: We recommend the Library Board approve the renewal of the MOU between the Johnson County Library Board of Directors and the County Department of Human Resources.

Background: The MOU presented represents a collaborative arrangement between the Library Board and the County Department of Human Resources. The MOU has been constructed to bring efficiencies into play and focuses on (1) the expertise of the Human Resources Department, (2) collaboration, and (3) service.

The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act and all other services the Human Resources Department typically provides to other agencies and departments of the County. Services do not include library-specific training, processing of payroll or tracking of leave usage.

Alternatives: No alternatives to recommend at this time.

Legal Review: Reviewed and approved by legal counsel.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective the 1st day of January 2020, memorializes the working relationship between the Board of Directors of the Johnson County Library and the Johnson County Department of Human Resources (Human Resources Department).

RECITALS

A. The Johnson County Library (the Library) is one of the finest library systems in the United States, having been awarded a National Medal for Museum and Library Service, given by the Institute of Museum and Library Science to institutions that “demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach.”

B. The Johnson County Human Resources Department possesses outstanding expertise in human resources management, including expertise in best practices and legal compliance with regard to human resources matters. Staff members of the Human Resources Department are noted for their commitment to professionalism and high-quality service, and their skill in dealing with human resources issues.

C. In 1979, the Library began to transfer certain personnel management issues to the county predecessor of the Human Resources Department for handling.

D. In 1984, the Library and the Board of County Commissioners agreed on the form of new governance legislation for the Library. That legislation was adopted in the 1984 session of the legislature, signed into law by the governor, and became effective January 1, 1985.

E. The new governance legislation provided, among other things, “Any action taken by the library board or its county librarian shall be subject to the following provisions established by the board of county commissioners . . . (1) Personnel policies and procedures for employees other than elected officials; (2) any pay plan and benefits for all county employees other than elected officials . . .” Those provisions were subsequently embodied in K.S.A. 12-1225b (b)(1) and (2).

F. Since January 1, 1985, the Library and the Human Resources Department have worked collaboratively to implement county human resources policies and to deal with human resources issues.

G. The Library and the Human Resources Department now wish to expand their collaboration and achieve greater efficiencies by expanding the human resources services provided by the Human Resources Department to the Library and by transferring certain library human resources positions to the Human Resources Department to help provide those services.

The parties accordingly agree to the terms set forth below.

TERMS OF UNDERSTANDING

1. The Recitals set forth above are incorporated by reference in these Terms.
2. The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act, absence management and tracking leave usage, and all other services the Human Resources Department typically provides to other agencies and departments of the County (hereinafter "Services"). Services shall not include library-specific training or processing of payroll unless otherwise agreed to in writing by the parties.
 - a. During the term of this MOU, the Library shall work collaboratively with the Human Resources Department should there be a need to supplement the Services through the use of external human resources consultants. The Library shall also work collaboratively with the Human Resources Department to identify any current external human resources consultants and to determine whether there is an ongoing need for such consultants.
 - b. Nothing in this MOU shall be construed to limit the authority of the County Librarian to manage the Library and those employees who work at the Library pursuant to the statutory authority granted to the County Librarian consistent with the Johnson County administrative and human resources policies and procedures.
3. In 2017, the Library agreed to transfer to Human Resources two (2) full-time human resources positions previously assigned to the Library. The Library agrees to the continuation of such transfer during the term of this MOU. Human Resources shall utilize at least those two (2) full-time Human Resources Department staff to provide services dedicated to the Library, at least one of which shall be a professional with appropriate expertise related to the human resources function, and the other may be a non-professional position.
 - a. "Services Dedicated to the Library", for purposes of this MOU, means that the Human Resources staff shall be primarily responsible for providing human resources Services to the Library. In addition, staff dedicated to the Library may also be given assignments and projects for the benefit of the Human Resources Department or the County in general. After consultation with the County Librarian, the Human Resources Department may reassign staff dedicated to the Library at any time when reassignment is in the best

interest of the Human Resources Department, Library or Johnson County, but, at all times, there will be two (2) staff responsible for providing services to the Library.

- b. The Library shall be responsible for providing adequate funding to cover the full, budgeted costs for the two (2) staff positions transferred to the Human Resources Department, and the Library agrees that such funding shall be transferred from the Library budgeted funds to the County General Fund for the benefit of the Human Resources Department for budget year 2020. Such funding shall include the entire salary, including any salary increases; benefits and other employment related costs; professional expenses, including dues and educational expenses (to include up to one human resources conference annually); information technology equipment as is typically utilized by Human Resources for such positions; and office chairs. The Human Resources Department shall determine the salary, salary increases and appropriate professional expenses for the dedicated staff. None of these costs shall be prorated based upon time spent by dedicated staff on Human Resources Department or County projects. The Human Resources Department at its expense shall provide the infrastructure, in the form of office space and supplies sufficient for the dedicated staff to perform their duties.
4. The Human Resources Department shall supervise the Human Resources staff dedicated to the Library. The Library is expected to provide timely feedback related to performance of Human Resources staff assigned to the Library.
5. K.S.A. 12-1225b(5) provides that “in Johnson County, the library board shall . . . employ and terminate the employment of” the County Librarian consistent with the policies of the Board of County Commissioners. Nothing in this MOU shall be construed as in any way limiting the library board’s statutory authority with respect to the employment or evaluation of the County Librarian.
6. This MOU shall remain in effect through December 31, 2020, at which time it may be renewed by the parties.
7. Upon termination of this MOU, the two (2) staff positions transferred from the Library to the Human Resources Department as part of this MOU shall be transferred back to the Library. In the event such transfer occurs prior to the end of a calendar year, the County shall transfer the funds budgeted for the positions from the County General Fund to the Library Operating Fund.

***THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK
SIGNATURES FOLLOW ON NEXT PAGE***

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed and made effective the day and year first written above.

By


Tiffany Hentschel
Interim Director, Johnson County Department
of Human Resources

By

Sean Casserley
Johnson County Librarian

By

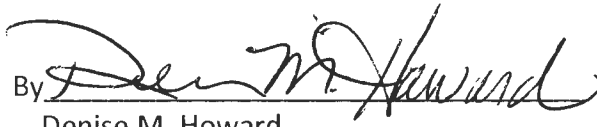

Lee Waters
Assistant County Manager

By

Bethany Griffith
Chair, Board of Directors of
Johnson County Library

Approved as to Form:

By


Denise M. Howard
Assistant County Counselor

Approved as to Form:

By

Fred J. Logan, Jr.
Counsel to the Board of Directors of the
Johnson County Library

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: March 12, 2020

Issue: To establish an agreement between Johnson County Library and the Rabbit Hole KC to collaborate and work together.

Recommendation: The Johnson County Library Board of Directors approve the proposed memorandum of understanding with the Rabbit Hole through March 12, 2021.

Background: The Johnson County Library has successfully worked with the Rabbit Hole in the past. This MOU expands the scope of the collaboration to the development of educational programming and cross-promotional opportunities with the goal of creating greater access to books, supporting families in need, enhancing the reading lives of young people and strengthening their development as lifelong learners.

Alternatives: No alternatives to recommend at this time.

Legal Review: Approved by legal counsel.

Suggested Motion: I move that the Library Board of Directors approve the proposed memorandum of understanding with the Rabbit Hole through March 12, 2021.

MEMORANDUM OF UNDERSTANDING FOR COLLABORATION BETWEEN JOHNSON COUNTY LIBRARY AND THE RABBIT HOLE KC

THIS MEMORANDUM OF UNDERSTANDING is made this ____ day of February, 2020, by and between the Johnson County Library and The Rabbit Hole KC, a Missouri non-profit corporation (Rabbit Hole).

PURPOSE & VISION

The purpose of this memorandum of understanding is to outline some of the ways in which the Johnson County Library and The Rabbit Hole KC, a Missouri non-profit corporation (The Rabbit Hole), once operational, intend to collaborate and work together to develop a collaboration around educational programming and cross-promotional opportunities that will create greater access to books, support families in need, enhance the reading lives of young people, and help strengthen their development as lifelong learners. Working together, The Rabbit Hole and the Johnson County Library will help connect the Greater Kansas City region in new and enriching ways.

SCOPE

Collaborative Programming:

- a) Author visits: When opportunities arise, The Rabbit Hole and the Library will collaborate on speaker events and book signings around visiting authors, at both the Library and the Rabbit Hole.
- b) Literature festivals: The Rabbit Hole and the Library will explore opportunities for collaboration on festival-style events that will advance a shared mission to connect young people with the best children's book creators in the country.
- c) Citywide writing contest: The Rabbit Hole and the Library will work together to develop an annual metro-wide writing contest for young people.
- d) Traveling exhibits: As funds allow, the Library intends to host traveling exhibits created by The Rabbit Hole at multiple branch locations.
- e) 6x6 programming: The Rabbit Hole supports the Library's "6x6" early childhood literacy initiative and will work with Library staff to explore ways in which The Rabbit Hole can contribute to the initiative strategically, through complementary programming and advocacy.
- f) Race Project KC: The Rabbit Hole will work with Library staff to explore ways in which The Rabbit Hole can extend the reach of the Race Project KC initiative, as a host site for events and by identifying new collaborative programming opportunities that can expand the scope of the initiative.

Cross-Promotions:

a) Rabbit Hole: The Rabbit Hole will work with the Library to curate a special collection of recommended children's books in the Central Resource Library for use by library patrons. A playful display may accompany the collection and feature updated Rabbit Hole event and program information.

b) Summer Reading Program Vouchers: The Rabbit Hole will provide the Library with admission vouchers to help promote the Library's summer reading programs and bring new audiences to The Rabbit Hole.

c) Library Card Discount: The Rabbit Hole will consider offering discounts to Library card holders.

d) Museum Pass Program: The Library will consider purchasing a limited number of Rabbit Hole passes that library patrons can "check out" for admission to the museum.

IMPACT

By aligning our resources and sharing our strengths, the Johnson County Library and The Rabbit Hole will be able to reach new audiences and expand our collective impact in the community. We are committed to developing a sustainable and ongoing collaboration that will serve to complement and enhance our respective missions. Working together, we can create new, innovative program opportunities around literacy and the arts that provide greater access to books and the culture of reading for children, families and educators across the Kansas City region.

TERMINATION AND RENEWAL

This Memorandum of Understanding terminates on the date one (1) year from the date above written above, unless the parties approve a renewal for an additional one-year term. Either the Johnson County Library or The Rabbit Hole may terminate this Memorandum of Understanding for any reason upon written notice of termination given to the other party.

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Johnson County Library

By: _____
T. Sean Casserley
County Librarian

The Rabbit Hole KC, a Missouri non-profit corporation,

By: _____
Pete Cowdin
Co-Founder, Director