



**Board Report  
April 9, 2020**

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**AGENDA**

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, APRIL 9, 2020  
4:00 p.m.

**Please join the meeting from your computer, tablet or smartphone.**

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- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting. Submit comments or statements to [scruggsm@jocolibrary.org](mailto:scruggsm@jocolibrary.org) by noon on the Wednesday before the Thursday Library Board meeting.
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Bethany Griffith
  - C. Friends of the Library; written report
  - D. Johnson County Library Foundation; written report .....4
  - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Library response to Covid-19 and how we are moving forward; emergency authority
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director .....5
    - 2. Updates – Sean Casserley
      - a) Library response to Covid-19 and planning for reopening
      - b) Construction projects
      - c) Budget planning: preparing for reduced revenue
      - d) JCL staff: supporting the county
      - e) JCL: operating digitally
      - f) Prairie Village Memorandum of Understanding
      - g) Freeze on fines and fees
      - h) eResources report, Hope Harms

V.	Consent Agenda	
	A. Action Items:	
	1. Minutes of the March 12, 2020, Library Board meeting .....	11
	B. Information Items	
	1. Financial and Personnel	
	a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2020 were handled in accordance with library and County policy.	
	b) The February 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 Report .....	19
VI.	New Business	
	A. Action Item: Consideration of approval of an easement at Oak Park Library for natural gas facilities and appurtenances between Johnson County Library and Kansas Gas Service .....	20
	B. Action Item: Election of Library Board Officers .....	25
VII.	Adjournment	

## Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Stephanie Stollsteimer, Foundation Executive Director  
**Date:** April 9, 2020

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- We shared last month that we have formed the Development Department that included volunteers, community partners and outreach, Friends and Foundation.
- The Development Department team has unlimited work to do to keep our community engaged and ready to mobilize as needed.
- The Foundation's 1952 Society/Readers Circle event is April 19, 3-4 pm.
  - We are conducting it remotely on the ZOOM platform!
  - 1952 Society for planned giving
    - Recognizing the Charter members: 22
    - Estimated amount \$1.3 million
  - Readers Circle to recognize individual (couples) donors and their cumulative giving starting at \$10,000.
    - We have about 40 active donors
    - The want to continue to make annual donations and we want to show our appreciation.
- Library Lets Loose is moving forward. Clearly the messaging and call to support is altered by our new reality. We have every indication that it will have support and we'll continue on this new adventure.
  - Honorary hosts are committed: Cindy Wallis-Lage and Kent Lage
  - We are timing sponsor asks for early May
  - Note changes: Date: September 12, 2020 at Central, Time: 7-10, Patron Party: for sponsors: 6-7 pm
- Black & Veatch MakerSpace makers are doing some amazing work producing CDC approved masks for front line workers. They've assembled sewing kits from donated fabric from a company called Twirl Connect. In addition, they are making face shields from laser cut plastic and 3-d printer plastic with supplies purchased by Black & Veatch.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**February 2020**  
**17% of year lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2020 Budget</b>
Revenue	3,973,236

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

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

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

<i><b>Expenditure Details</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></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
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2020  
17% 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%	54%
Ad Valorem Delinquent	3,588	306,306	1%	155%
Motor Vehicle	612,795	3,291,677	19%	19%
Library Generated - Copying/Printing	17,113	101,241	17%	17%
Library Generated - Overdues / Fees	91,422	746,421	12%	14%
Sale of Library Books	0	50,000	0%	0%
Misc Other	255	19,703	1%	2%
Reimbursement	15,126	330,043	5%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	106,422	352,221	30%	17%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	5,963	11,883	50%	53%
Commercial Vehicle Tax	14,604	60,438	24%	20%
Heavy Trucks Tax	2,652	3,261	81%	92%
Rental Excise Tax	18,832	38,669	49%	49%
State and Federal Grants	129,518	257,901	50%	0%
<b>TOTAL REVENUE</b>	<b>19,955,195</b>	<b>40,443,285</b>	<b>49%</b>	<b>100%</b>

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Salaries and Benefits	3,225,893	21,720,354	15%
Contractual Services	866,470	5,725,731	15%
Commodities	3,408,659	4,662,343	73%
Risk Management Charges	31,351	143,587	22%
Capital / Maintenance / Repair	0	4,367,527	0%
Transfer to Debt Payment	0	334,718	0%
Transfer to Capital Projects	21,974	2,728,376	1%
Grants	50	257,901	0%
Interfund Transfer	0	502,748	0%
<b>TOTAL EXPENDITURES</b>	<b>7,554,396</b>	<b>40,443,285</b>	<b>19%</b>

Revenue - Expenses as of November 30, 2019 12,400,798

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	1,494,977
<b>Total JCL Reserves</b>	<b>11,052,468</b>

## 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** **4,458,200**

### 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

**2,625,514**

**Budget Remaining** **1,832,686**

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**February 2020**  
**17% Year Lapsed**

<b>OPERATING FUND</b>	<b>2020</b>	<b>2020</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	624,115	6,339,004	10%
Information Technology	603,549	3,192,515	19%
Collection Development	521,122	3,399,711	15%
Branch/Systemwide Services	2,839,019	19,168,068	15%
Risk Management Charges	31,351	143,587	22%
Grants *	50	257,901	0%
Transfer to Capital Projects	0	4,367,527	0%
Interfund Transfer	0	180,573	0%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>4,619,206</b>	<b>37,048,886</b>	<b>12%</b>

<b>SPECIAL USE FUND</b>	<b>2020</b>	<b>2020</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	0	16,305	0%
Commodities (Capital Equipment)	56,602	315,000	18%
Transfer to Debt Payment	0	334,718	0%
Transfer to Capital Projects	0	2,728,376	0%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>56,602</b>	<b>3,394,399</b>	<b>2%</b>

<b>TOTAL EXPENDITURES</b>	<b>4,675,807</b>	<b>40,443,285</b>	<b>12%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**February 2020**  
**17% Year Lapsed**

<b>ALL FUNDS</b>	<b>2020</b>	<b>2020</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	3,225,893	21,720,354	15%
Contractual Services	866,470	5,725,731	15%
Commodities	530,070	4,662,343	11%
Risk Management Charges	31,351	143,587	22%
Capital / Maintenance / Repair	0	4,367,527	0%
Transfer to Debt Payment	0	334,718	0%
Transfer to PBC Capital Leases	21,974	2,728,376	1%
Grants	50	257,901	0%
Interfund Transfer	0	502,748	0%
<b>TOTAL EXPENDITURES</b>	<b>4,675,807</b>	<b>40,443,285</b>	<b>12%</b>

GRANTS*	Expenditures through 1/31/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$0.00	\$129,518.04	\$129,518.04

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

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

March 12, 2020  
Central Resource Library  
4:00 p.m.

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

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Hanzlick

**FRIENDS OF THE LIBRARY:** Jennifer Curtiss

**STAFF:** Stephanie Bailey, Sean Casserley, Hope Harms, Juan Lopez-Tamez, Jennifer Mahnken, Abby Minard, Michelle Olsen, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Ben Sunds, Julie Timmins, Dave Vratny, Adam Wathen

**GUESTS:** Brian Griffin, Lynn Horsley, Dave Owen, Brian Rothrock, Karen Wulfkuhle

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

**CITIZENS COMMENTS:**

Dave Owen, a member of the Lenexa Baptist Church, addressed the Library Board. Mr. Owen shared that the Lenexa Baptist Church has been using the Lackman Library parking lot on Sunday mornings and Wednesday evenings. Recently barriers were put up preventing the use of the parking lot. He stated it would be a benefit for the church to be able to continue to use the lot and asked that the Library Board consider allowing the church to continue using the Lackman parking lot. They would like to enter into a shared parking agreement with the Library. The Church does have a liability policy.

Mr. Casserley asked how the church has been using the parking lot, for overflow parking or for bus parking. Mr. Owen answered that it would not be used for bus parking, but for overflow parking.

Ms. Griffith thanked Mr. Owen for his comments and requested time for the Library Board to consider the request and the impact that making a policy change could have on the system. The Library Board will also have to consider the request within the greater plan for the Lackman building.

Mr. Casserley stated that he will consult with the Board and will reach out to the church with the decision.

**BOARD OF DIRECTORS COMMENTS:**

Ms. Griffith appointed Ms. Butcher, Mr. Shepard and Mr. Sims to the nominating committee.

**FRIENDS OF THE LIBRARY:**

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

The Cabin Fever book sale has started and is going well. There has been steady foot traffic and generous volunteer help. Ms. Curtiss stated the Friends will follow any action the Library Board chooses to take in response to the Covid-19 virus.

Total income for January is \$23,133.

Significant internet sales included:

- Escape from Einstein - \$294.91
- Clinical Urography (3 volume set) - \$250.00
- Big Ideas Math Geometry: A Common Core Curriculum - \$124.95

International orders were shipped to Australia, Canada, France and Spain.

### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Executive Director of the Library Foundation, Stephanie Stollsteimer reported to the Library Board. The Foundation has recently updated the website to include a listing of donors. 500 donors are listed and together they gave \$740,000. An impact statement showing how Foundation funds were spent has also been posted to the website.

The Foundation office has restructured into a development department. The new structure will help with community outreach activities. The new development department includes Volunteers, Friends, Foundation and Community Outreach. This group will have a significant impact on community engagement and fundraising.

An appreciation event for donors is being planned. The 1952 Society will recognize the twenty-two charter members. Also at the event, the Foundation will recognize The Readers Circle – active donors who have given cumulatively \$10,000 and up. The event is scheduled for April 19.

Planning for Library Lets Loose continues. Cindy Wallace-Lage and Kent Lage will serve as honorary hosts of the event.

### **COUNTY COMMISSIONER REPORT**

Commissioner Hanzlick was unable to attend due to a conflicting meeting.

Mr. Casserley shared that the Board of County Commissioners has been discussing the potential financial implications of rulings by the Kansas Board of Tax Appeals that reduce the appraised value of big box retail stores – the “dark store theory”. Property valuations were also not as high as anticipated and the county is working with the Executive Leadership Team to cut the budget.

Ms. Griffith recommended *Where the Crawdads Sing* by Delia Owens and *Good Morning, Midnight* by Lily Brooks-Dalton.

### **BOARD COUNSEL REPORT**

Mr. Fred Logan reported on the Children’s Internet Protection Act (CIPA). From 2000 to 2002 this was a controversial topic that pertained to the mandatory placement of filters on computers to keep out pornography and obscene material. First a federal panel found the law to be unconstitutional, it then went to the United States Supreme Court. They determined that someone can request the filter be temporarily disabled for research purposes and the law was enacted. Johnson County Library has had filters in place since 2003. Mr. Logan commented that after the decision there was very little controversy and the filters were put in place. The Library’s basic regulations are in the patron code of behavior. Patrons are not to access or exhibit obscene material on Library computer work stations. They are also not to display obscene material relating to child pornography. Library privileges can be suspended for breaking the patron code of behavior.

Mr. Andrew Logan reported on the Library’s authority in emergency situations, including potentially closing the Library system. Under state statute and the administrative regulations manual the County Librarian is charged with the daily administration and activities of the Library. Mr. Casserley has been actively working with the county on emergency preparedness due to the coronavirus. As County Librarian, Mr. Casserley is authorized

in the daily administration of the Library to undertake emergency preparedness activities including closure of the Library system should it become necessary.

Mr. Casserley read a memo sent to Library staff regarding decisions the administrative team has made about library services due to the ongoing Covid-19 community health pandemic.

Memo:

*The JCL Admin Team has made the following determinations about library services considering the ongoing COVID19 community health pandemic. These initiatives are effective 9:00 a.m. Friday 3/13/2020 through 3/31/2020 unless otherwise noted. Admin and Operating Managers will work diligently to sort out details of impact at our Monday 3/16 meeting. Admin will be providing a daily update to staff through email, and we'll be updating our public information through the website and patron emails.*

- *All Library-sponsored programs and events are cancelled.*
- *Library Volunteers are instructed not to report for duty.*
- *All use of public Library Meeting, Conference and Study Rooms is suspended effective 9:00 a.m. Friday 3/13/2020 through 3/31/2020.*
- *All toys and 6 by 6 in-library use materials are to be pulled from the floor.*
- *All staff travel is suspended through April 30, 2020.*
- *The Friends of Johnson County Library Book Sale at Central Library is canceled.*
- *Friends Bookstores are closed.*
- *We are not accepting book donations.*

*This information is being provided to our staff today at 3:30 p.m. The JCL board being updated at their 4:00 p.m. meeting. We will be communicating with users and community partners after the 4:00 p.m. meeting. If you are working with a community partner on an event or program that is cancelled or suspended, please work with your manager, Joseph Keehn or your program manager, to make sure you have communicated with them appropriately.*

*We are making a tiered or phased response based on our evaluation of developing data about the current crisis. We are working with County partners and referencing peer institutions to make the best decisions in support of our patrons, volunteers and staff.*

*This Matrix details decisions made by Admin regarding service delivery. Time frames vary according to the subject area.*

<b>Tier</b>	<b>Message</b>	<b>Dates</b>	<b>Contact with Questions</b>
<b>1</b>	<i>Use good hygiene as a preventative measure.</i>	<i>Ongoing</i>	<i>Ben</i>
	<i>Employ social distancing. Avoid touching patron devices.</i>	<i>Ongoing</i>	<i>Ben</i>

<b>2</b>	<i>Suspend all programs and events.</i>	<i>March 13 through March 31</i>	<i>Adam</i>
	<i>Remove 6 by 6 kits and toys.</i>	<i>March 13 through March 31</i>	
	<i>Suspend volunteer service.</i>	<i>March 13 through March 31</i>	<i>Adam</i>
	<i>Close book stores.</i>	<i>March 13 through March 31</i>	
	<i>Suspend acceptance of donations -- volunteers unavailable to process.</i>	<i>March 13 through March 31</i>	<i>Stephanie</i>
	<i>Suspend conference travel.</i>	<i>March/April</i>	<i>Tricia</i>
	<i>Staffing levels will remain the same. Work with your manager to see if you can cover what volunteers were doing.</i>	<i>March 13 through March 31</i>	<i>Jen</i>
	<i>Suspend public room use.</i>	<i>March 13 - March 31</i>	<i>Jen</i>
<b>3</b>	<i>Close buildings.</i>	<i>TBD</i>	
	<i>Make staffing level decisions.</i>	<i>TBD</i>	

*The safety and welfare of our patrons, volunteers and staff is a highest priority. Admin have been meeting with our County counterparts to understand the direction of the County and what our possible response to this situation should be. The bottom line...*

*We want to be proactive and keep the safety of everyone at the forefront of our decisions.*

- There are hundreds of details to figure out.*
- It will take of time to figure those details out.*
- We want to and will figure out all those details.*
- We are involving County partners, city partners, library partners and managers in figuring out those details.*

*I know I can rely on each of you calmly and deliberately guide your teams through these challenging times.*

In response to a question, Mr. Casserley stated that approximately 7,000 people enter our buildings each day. We also have programs throughout the library system that are highly attended.

Ms. Griffith thanked staff for their sensible and pragmatic approach. We are a public entity and if public health requires reduced services, we should set a good example.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report** – Finance Director, David Vratny

Mr. Vratny reported that as of the end of January, 49% of revenue has been received. This is as expected. Mr. Vratny reviewed expenses. The Library is 5% spent down for the year. This is also as expected.

Mr. Vratny shared that the federal cut in interest rates will have an impact on our interest income for 2020 and 2021. This is something we will watch and address.

Mr. Casserley shared that he and Mr. Vratny will meet with the budget committee to discuss salary equity in the Library system. Over time the Library's compensation system needs to be rebalanced. Ms. Griffith asked about turnover and if staff are leaving due to low compensation. Mr. Casserley shared that our turnover is low, and we have not seen a trend of staff leaving due to low compensation.

### **Trends in Technology** – Adam Wathen, Associate Director of System Wide Services and Michelle Beesley, IT Manager

Mr. Wathen shared the core operational statistics. Digital usage trends were slightly up while physical visitation was slightly down year over year.

The fines group is working on finishing their recommendations before presenting them to the Library's administrative team. We anticipate bringing these recommendations before the Library Board in May.

Ms. Beesley shared trends in Information Technology, including the number of public computers, number of public computer session and number of wireless sessions.

### **COMPREHENSIVE LIBRARY MASTER PLAN** – Project Coordinator, Scott Sime

#### **Antioch Replacement project**

The next agreement we will work with the City of Merriam on is the Shared Parking and Maintenance agreement. 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.

#### **Central Staff Space Consolidation (CSSC)**

Mr. Sime reported the Core Team has been working with department managers to understand workplace zoning, prep spaces and necessary equipment. For example, should the default be active and collaborative or quiet and focused, or somewhere in between – this will vary by job function.

Mr. Sime shared comments from the public we received during the public information sessions. We held two public sessions and an online portal. Regarding the kids space most people like the idea of more natural light and that sight lines are important. We also heard a request to consider comfortable seating for kids and adults.

For the teen space we heard the space should be fun and inviting and include spaces for studying. The teens also questioned if the adjacency between the teen space and public computing space makes sense.

Mr. Casserley commented that he was impressed with the comments from the teens and their self-awareness.

Ms. Griffith suggested that the Carmack room would be a space that teens might be able to use for more boisterous activities.

## **Overall Timeline**

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

## **Updates**

### **PLA conference report**

Mr. Casserley provided a high-level report on the Public Library Association conference he attended. Stacy Abrams gave the key note speech on the role of Libraries to facilitate discourse between opposing opinions. Soledad O'Brien gave the closing speech on the topic of journalism and the change in the cultural opinion toward journalism and media.

The trend in literature this year are works taking place during World War I and World War II.

### **ALA conference opportunity**

Mr. Casserley shared the ALA conference will be held in late June this year and asked if Board members are interested in attending to let him know.

### **Email marketing newsletter – The Open Book**

Johnson County Library's first email newsletter was recently sent. The newsletter was sent to 150,000 email addresses. Future issues will highlight the Library's work to support of the census.

### **ClearPoint**

ClearPoint is software the county has requested all departments and agencies use to communicate and track key performance indicators. The Library uses smart goals and key performance indicators in our strategic plan and we are well positioned to use the ClearPoint tool.

### **Partnering with County to outsource payroll**

Our payroll clerk recently left the organization and we saw an opportunity to gain efficiencies by partnering with county to outsource payroll. This agreement provides redundancy that we did not previously have. An MOU that outlines the partnership will be brought to the Library Board for approval.

### **Crisis Management**

The administrative team will be bringing a crisis management policy for the Library Board to review. This policy gives the County Librarian the authority to work with other agencies. For example, working with the Department of Health and Environment to give vaccinations in the Libraries.

### **Lackman**

The Library Board reviewed the executive summary of the Friends of the Library business plan. The business plan proposes the Friends of the Library move their operations to the former Lackman branch. The new location would help the Friends grow their membership by becoming a destination site. More of the inventory would be available to the public online and on-site.

The location is ideal for the Friends as Lackman is in a highly trafficked area and is a community of readers. The Library would support the Friends communication and marketing needs through our online platforms.

Mr. Casserley reviewed the estimated 5 year sales projection for the Friends. The appraised value of the Lackman building is \$1,500,000. The estimated amount of tenancy in the building is \$2,853,065.

Mr. Casserley also shared the feedback community members have given about the Lackman building. They would like to see Library programming and services return to the Lackman building, which could be a possibility with the Friends tenancy.

Mr. Sims asked if the revenue expectations for the book sales seems too optimistic. He agrees there would be an initial bump but wonders if the growth is sustainable.

Mr. Casserley shared that the inventory would increase by a factor of six and that special sales and events would help drive sales.

Mr. Sims asked what the minimum amount is to move the Friends into the Lackman and proposed a pilot to test if the business plan would be successful.

Mr. Casserley responded that \$1,200,000 is the minimum amount. \$1,600,000 can be deferred and within 3 years we would see if it is a successful plan. Mr. Casserley will speak with our facilities team to confirm these numbers are correct. He stated that the team tried to make conservative estimates and that getting into the building at the lowest cost is important.

Ms. Butcher asked if we could get another valuation of the building. The area has changed in the last few years, and the assessment might be different now.

Ms. Griffith commented that the Board has a lot to consider, including how important the Friends organization is to the Library. She would like to factor in the value of the volunteer hours provided by the Friends.

Mr. Shepard would like to understand other options the Friends might have. If there are options in other areas of the county.

Ms. Griffith would like to know what the commercial rate is for the square footage the Friends need. Lackman might not be the right building, and a different piece of real estate might be a better fit.

Mr. Casserley will confirm the minimum amount the Library would need to expend to move the Friends into Lackman. He will also obtain a current assessment of the Lackman building.

## **CONSENT AGENDA**

Minutes of the February 2020, Library Board Meeting

**Motion:** Brandy Butcher moved the Library Board approve the consent agenda.

**Second:** David Sims

**Motion approved unanimously**

## **NEW BUSINESS**

### **Consideration of the renewal of the MOU with Human Resources**

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.

**Motion:** Amy Ruo moved that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

**Second:** Brandy Butcher

**Motion approved unanimously**

### **Consideration of approval of the Memorandum of understanding with the Rabbit Hole**

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.

**Motion:** Fabian Shepard moved that the Library Board of Directors approve the proposed memorandum of understanding with the Rabbit Hole through March 12, 2021.

**Second:** David Sims

**Motion approved unanimously**

### **ADJOURNMENT**

**Motion:** Fabian Shepard move the Library Board of Directors adjourn.

**Second:** Wayne Burke

**Motion approved unanimously**

Meeting adjourned at 5:52 p.m.

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIR \_\_\_\_\_  
Bethany Griffith

SIGNED \_\_\_\_\_  
Sean Casserley

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$108,291.18</b>
	Add Receipts	\$66.80		
	Less Payments		\$31,751.90	
	<b>Ending Cash balance</b>			<b>\$76,606.08</b>
	Less Liabilities		\$546.79	
	<b>Unobligated cash balance</b>			<b>\$76,059.29</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**To:** Johnson County Library Board of Directors  
**From:** Fred Logan, Legal Counsel  
**Date:** April 9, 2020

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**Review:** We have reviewed the Easement for Natural Gas Facilities and Appurtenances (“Easement”) between the Library and Kansas Gas Service, a division of ONE Gas, Inc. (“Grantee”) for the right to construct, operate and maintain natural gas facilities and equipment (“Facility”) on the Oak Park Library branch property in Overland Park, Kansas. Copies of the Easement and the exhibit are attached.

**Suggested Motion:** I move the Library Board of Directors approve the Easement for Natural Gas Facilities and Appurtenances between the Library and Kansas Gas Service on the Oak Park Library branch property.

**Description:** The Library land subject to the Easement consists of approximately 1,019 square feet along Bluejacket Drive. The Library grants this Easement to Grantee for \$1.00. The Grantee may construct a fence or other barrier around the Facility at its discretion. The Easement should be interpreted as permanent, given no time limitations are specified in the Easement.

**Comments:** (1) In the email from Grantee’s subcontractor, the Facility contemplated by the Easement is described as a sample regulator setting with an above ground valve. (2) Grantee is responsible for returning the land on the Easement and contiguous to the easement affected by construction or maintenance, to its original condition.

**Revisions:** None.

**Certification:** This certification is made subject to the inclusion of revisions, if any, I set out in the “Revisions” section above. With that understanding, I certify that this Easement is acceptable as to form under the terms of ARM 50-30-25 and may be approved and executed in accordance with library policy.

## EASEMENT FOR NATURAL GAS FACILITIES AND APPURTENANCES

For and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, the undersigned Grantor(s), hereinafter referred to as Grantor, does hereby grant, convey, and warrant unto Kansas Gas Service, a division of ONE Gas, Inc., hereinafter referred to as Grantee, its successors, assigns and lessees the right and easement to construct, operate and maintain under varying conditions natural gas facilities and other equipment appurtenant thereto, together with the rights to survey, inspect, alter, renew, replace, repair, remove, relocate, and protect said facilities and appurtenances including but not limited to buildings and foundations, buried and above ground pipe or pipelines, taps, couplings, valves, fittings, regulators, and such other appurtenance Grantee deems necessary for the transportation and distribution of oil or gas in, under, across, over and upon certain lands owned by Grantor situated in Johnson County, State of Kansas, and described as follows:

**All that part of the real property described in the Deed recorded Book 672, Page 377, being part of the Southwest Quarter of Section 2, Township 13 South, Range 24 East, in the City of Overland Park, Johnson County, Kansas, described as follows: Commencing at the Northwest corner of the Northeast Quarter of said Section 2; thence North 89 degrees 50 minutes 00 seconds East, along the North line of the Northeast Quarter of said Section 2, a distance of 685.27 feet to a point being 642.71 feet West of the Northeast corner of the Northwest Quarter of the Northeast Quarter of said Section 2 per said Deed; thence South 0 degrees 00 minutes 00 seconds East, a distance of 99.87 feet to the Northeast corner of the property described in said Deed, said point also being the point of beginning; thence continuing South 0 degrees 00 minutes 00 seconds East along the East line of the property described in said Deed, a distance of 50.00 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 20.00 feet; thence North 0 degrees 00 minutes 00 seconds West, a distance of 51.91 feet to a point on the north line of the property described in said Deed; thence South 84 degrees 32 minutes 00 seconds East, along the North line of the property described in said Deed, a distance of 20.09 feet to the point of beginning, containing 1,019 square feet, more or less.**

together with the right of ingress to and egress from the above described land and contiguous land owned by Grantor. In exercising its right of access, Grantee shall, whenever practicable, use existing road or lanes. Grantee shall repair any physical damage to property of Grantor, or pay any substantial damages on account of physical injury to property of Grantor by the exercising of the rights of access on contiguous land, said damages, if not mutually agreed upon, shall be ascertained by three disinterested persons, one of whom shall be selected by each, Grantor and Grantee, their heirs or successors, assigns or lessees,

and the third by the two so selected. The damages determined by such persons, or a majority of them, shall be conclusive as to the facts.

Grantee shall further have the right to erect a fence to enclose the whole tract or a portion of the above described tract, and the right to trim or remove such trees, branches, shrubs, bushes and other obstacles which in Grantee's judgment may interfere with the safe, proper and expeditious erection, reconstruction, operation, maintenance under varying conditions of operation, renewal and removal of its above described facilities, or any part thereof.

This grant shall be binding upon the heirs, successors and assigns of the undersigned.

WITNESS the hand of the Grantor(s) this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF KANSAS )  
 ) SS:  
COUNTY OF JOHNSON )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, a Notary Public in and for said County and State aforesaid, personally appeared \_\_\_\_\_, to me personally known, being by me duly sworn did say that said \_\_\_\_\_ as the Director of the Johnson County Library Board, that (he or she ) executed the foregoing instrument, and that the seal affixed to the foregoing instrument is the seal of said Board, and that said instrument was signed, sealed and delivered in the name and on behalf of said Johnson County Library Board by authority of its Board of Directors, and they acknowledge said instrument to be the free and voluntary act and deed of said Board.

WITNESS my hand and seal this day and year last above written.

\_\_\_\_\_  
Notary Public

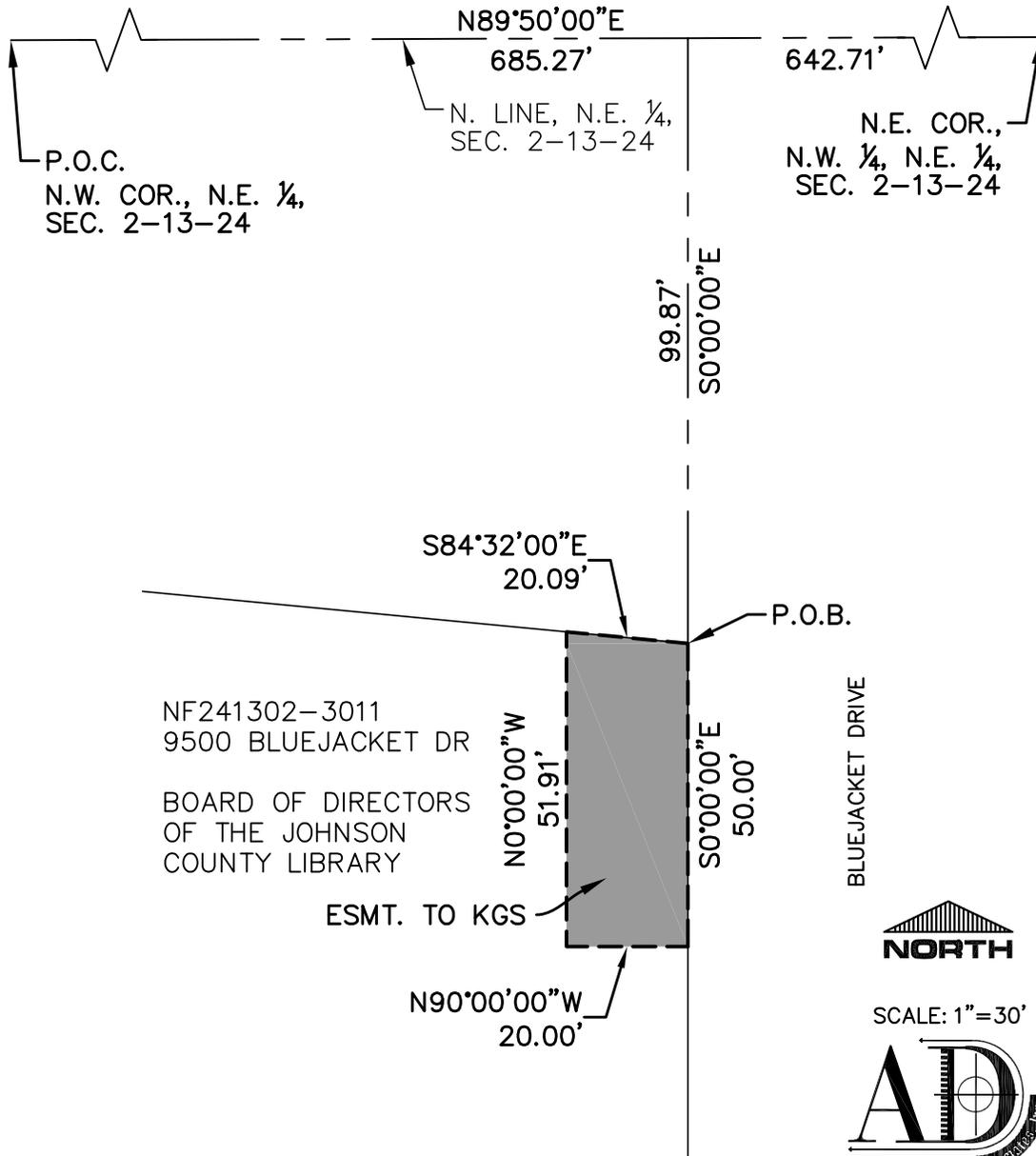
Printed Name \_\_\_\_\_

My appointment expires: \_\_\_\_\_  
P.J. No.

Page of

005 Johnson County Library 9500  
Bluejacket

EXHIBIT A  
Sheet 1 of 2



SCALE: 1"=30'



CIVIL ENGINEERS

LAND SURVEYORS - LAND PLANNERS

122 N. WATER STREET  
OLATHE, KANSAS 66061  
PHONE: (913) 764-1076  
FAX: (913) 764-8635

14 W. PEORIA  
PAOLA, KANSAS 66071  
PHONE: (913) 557-1076  
FAX: (913) 557-6904

EXHIBIT A  
Sheet 2 of 2

Easement Description:

All that part of the real property described in the Deed recorded Book 672, Page 377, being part of the Southwest Quarter of Section 2, Township 13 South, Range 24 East, in the City of Overland Park, Johnson County, Kansas, described as follows: Commencing at the Northwest corner of the Northeast Quarter of said Section 2; thence North 89 degrees 50 minutes 00 seconds East, along the North line of the Northeast Quarter of said Section 2, a distance of 685.27 feet to a point being 642.71 feet West of the Northeast corner of the Northwest Quarter of the Northeast Quarter of said Section 2 per said Deed; thence South 0 degrees 00 minutes 00 seconds East, a distance of 99.87 feet to the Northeast corner of the property described in said Deed, said point also being the point of beginning; thence continuing South 0 degrees 00 minutes 00 seconds East along the East line of the property described in said Deed, a distance of 50.00 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 20.00 feet; thence North 0 degrees 00 minutes 00 seconds West, a distance of 51.91 feet to a point on the north line of the property described in said Deed; thence South 84 degrees 32 minutes 00 seconds East, along the North line of the property described in said Deed, a distance of 20.09 feet to the point of beginning, containing 1,019 square feet, more or less.

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** April 9, 2020

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**Issue:** The annual election of officers of the Library Board of Directors.

**Suggested Motion:**

I move the Library Board of Directors elect the recommended slate of officers for the 2020-2021 term.

**Background:** Administrative regulation ARM 10-50-10, Bylaws of the Board of Directors, guides the annual election of officers. The officers of the board include a chair, vice chair/secretary, and treasurer. Officers serve a term of one-year commencing immediately upon election.

The Johnson County Library nominating committee, Brandy Butcher, Fabian Shepard and David Sims, submits the following nominations for officers:

Chair: Amy Ruo  
Vice-Chair/Secretary: Bethany Griffith  
Treasurer: Donna Mertz

**Recommendation:**

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2020-2021 term.