



Library

**Board Report
July 9, 2020**

AGENDA

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

The Johnson County Library Board of Directors will meet using Zoom, an online meeting tool, to conduct the meeting. Please watch the broadcast of the meeting on the Johnson County Library Facebook page for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to scruggsm@jocolibrary.org before noon on the Wednesday, before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Amy Ruo
 - C. Friends of the Library; written report presented by a Friends Board member
 - D. Johnson County Library Foundation; written report presented by Stephanie Stollsteimer4
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) Reasons for holding executive sessions
 - b) Legislative updates, Civil Rights Act and LGBTQ coverage
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director5
 - a) Reopening statistics, Adam Wathen
 - b) Trends in communication, Elissa Andre and Laura Hunt 15
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC) – Scott Sime, Project Coordinator28
 - b) Central Staff Space Consolidation (CSSC) – Rick Wise, Clark Enersen Partners32
 - c) Overall Timeline53
 - 3. Updates – Sean Casserley
 - a) Reopening Team Report, Jennifer Mahnken and Nancy Birmingham55
 - b) Genealogy Day, Amanda Wahlmeier65
 - c) Closed captioning update, Sean Casserley
 - d) Stephen T. Johnson, Interconnections nominated for CODA awards
 - e) County budget presentations, July 15
 - f) Lackman real estate comparisons and estimate
 - g) Election support
- VI. Consent Agenda
 - A. Action Items:

1. Minutes of the June 4, 2020, Special Library Board meeting66
2. Minutes of the June 11, Regular Library Board meeting72

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2020 were handled in accordance with library and County policy.
- b) The May 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 Report91

VII. Adjournment

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: July 9, 2020
Re: Johnson County Library Foundation update

Library Lets Loose Fundraising Event Goes Virtual, September 12.

- Library Lets Loose plans are continuing as a virtual event. We are getting plans together to live and pre-recorded elements for a meaningful and fun fundraising experience!
- Sponsor recruitment is underway and we are making progress at nearly \$40,000 from 21 sponsors!
- In addition to the event on the 12th, we are producing an 8-part video series that will promote the Library and event. “Celebrity Guests” will share a story that is special to them. We’ve had wonderful responses so stay tuned.
- This format could give us a platform to tell the Library story even more effectively than the in-person event. It is a unique opportunity!
- It’s also a free event so the fundraising will come from sponsors, donors who respond to the mailed invitation, and donors the evening of the event.
- Invitations will be mailed the end of the month.

Grants

- We received a grant from Village Presbyterian for \$4,000 for adult incarcerated services.
- \$10,000 from the Flarsheim Foundation for Summer Reading.

Race Project KC

- I mentioned last month that Angel Tucker coordinated with Congresswoman Sharice Davids on an email to her contributors. It has resulted in nearly 90 gifts for a total of \$6,000.
- We also had an area sports bar, Johnny Kaws, make a donation of almost \$6,000.
- It is inspiring to see these donations designated to the work of Race Project KC.

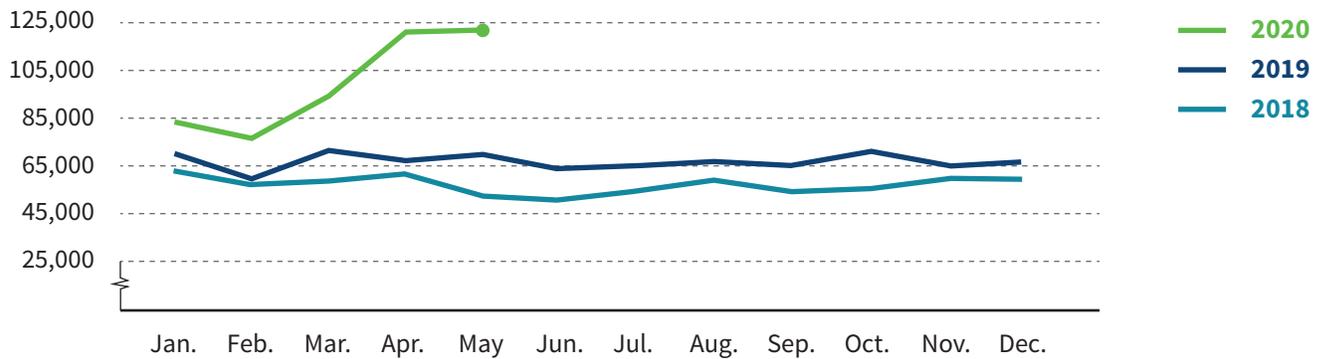
Form 990 Tax Return

- We are working on the 990 Tax Return on the heels of our completed audit.
- Of note, it is an important document at a communications tool for fundraising.

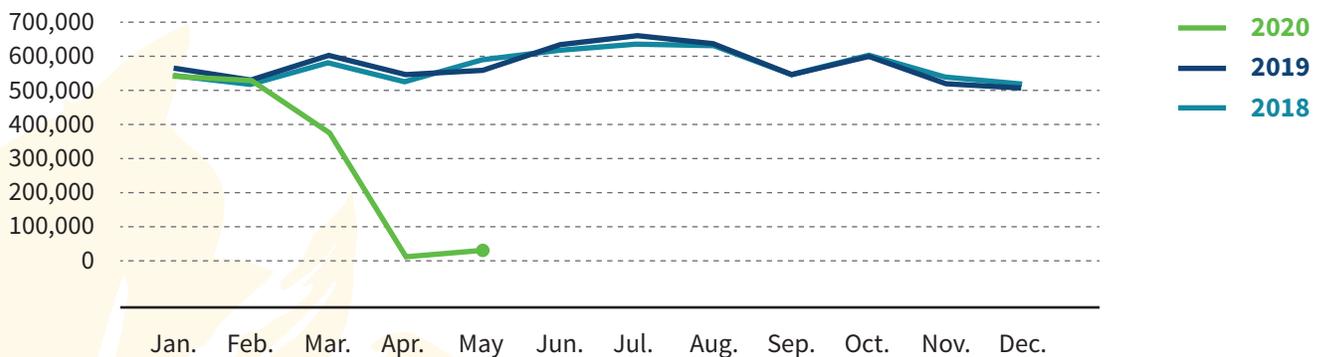
Thank you!

Core Operational Statistics

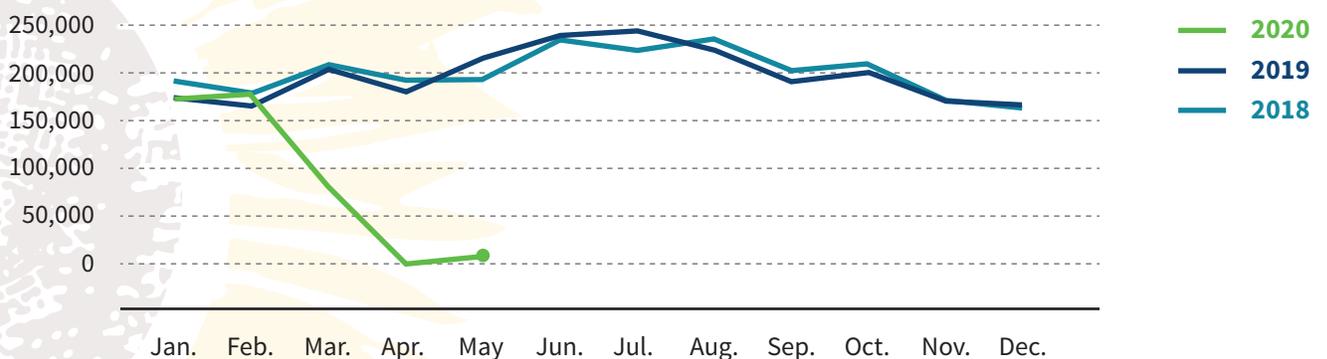
3 Year Digital Usage Trend



3 Year Physical Circulation Trend

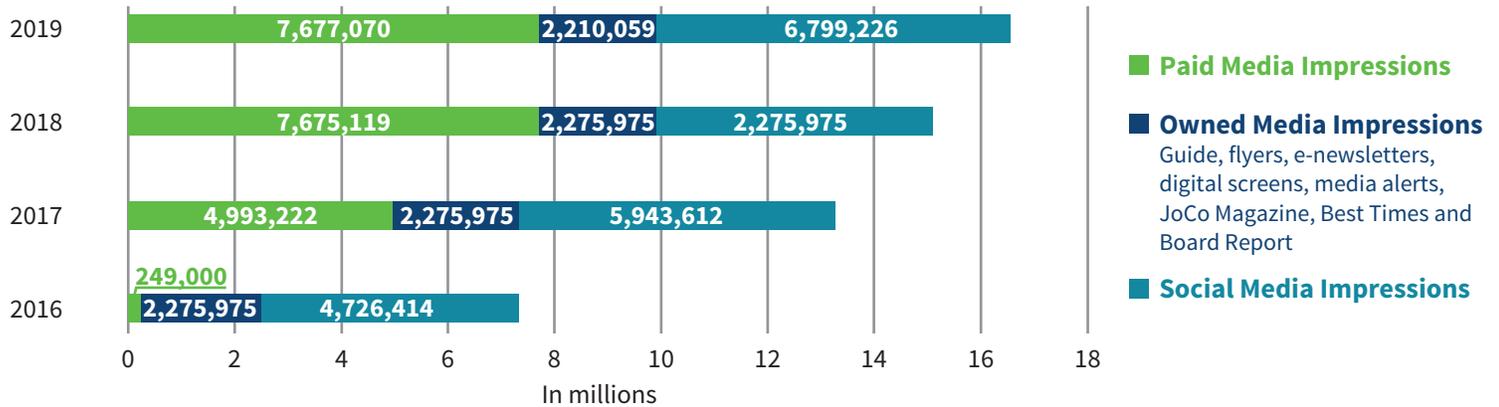


3 Year Visitation Trend

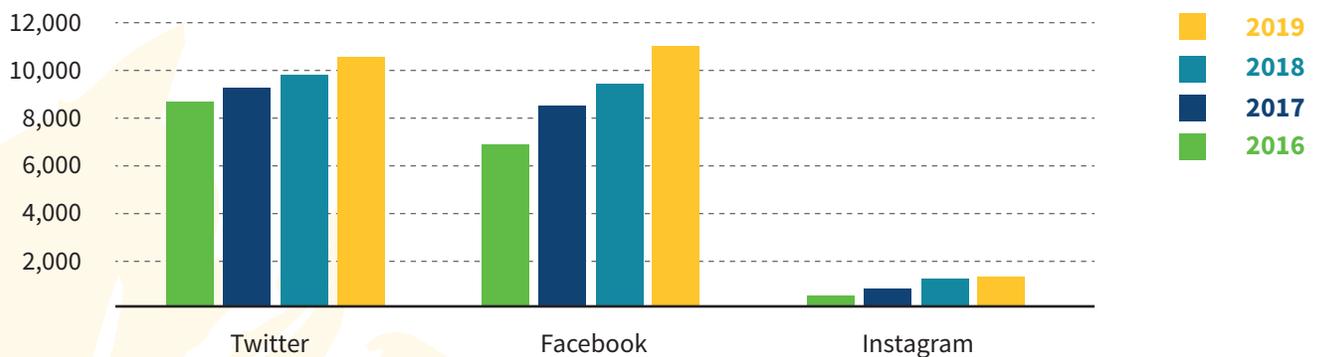


Trends in Marketing

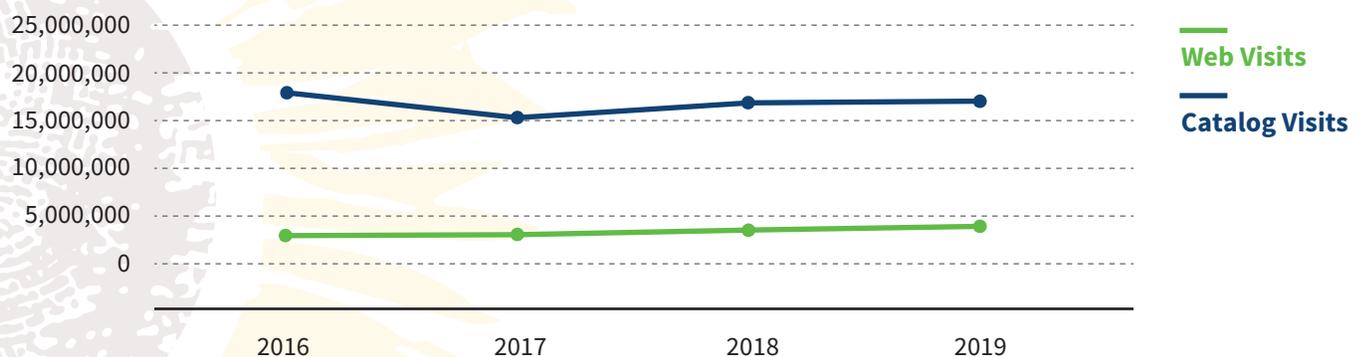
Total Impressions



Social Media Followers by Channel

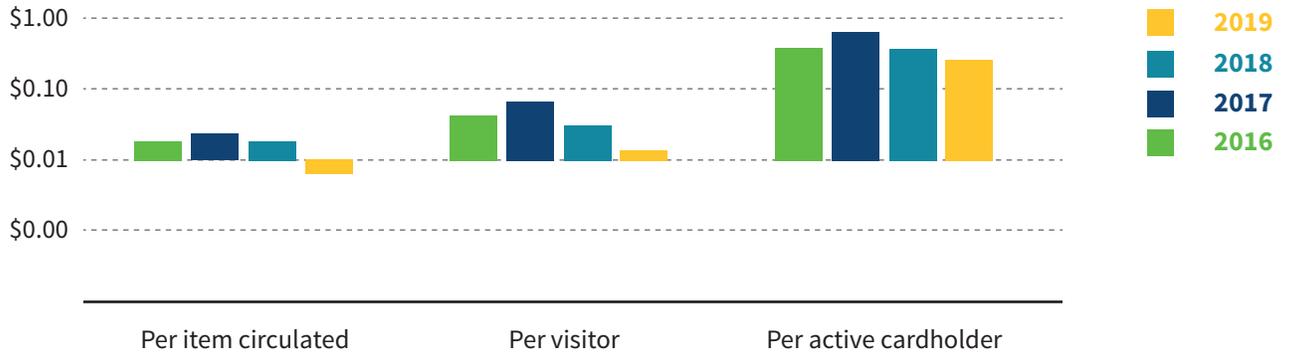


3 Year Visitation Trend



Trends in Marketing

Advertising Expenditure Metrics



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2020
42% of year lapsed

OPERATING FUND

	2020 Budget
Programs	
Revenue	3,973,236

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

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

SPECIAL USE FUND

**2020
Budget**

Revenue: 2,728,376

Expenses:

- Contractual Services (General Maintenance)
- Commodities (Capital Equipment)
- Transfer to Debt Payment
- Transfer to Debt Payment - CLMP 496,252
- Transfer to Capital Projects

TOTAL SPECIAL USE FUND EXPENDITURES	\$496,252
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	\$2,232,124
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	\$6,205,360
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Expenditure of Friends of the JCL Donations 2020

<i>Expenditure Details</i>	<i>May</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

May 2020

42% of Year Lapsed

REVENUE ALL FUNDS	2020 Year to Date	2020 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	19,978,433	34,859,880	57%	58%
Ad Valorem Delinquent	-26,813	306,306	-9%	32%
Motor Vehicle	883,878	3,291,677	27%	27%
Library Generated - Copying/Printing	21,025	101,241	21%	45%
Library Generated - Overdues / Fees	115,086	746,421	15%	33%
Sale of Library Books	0	50,000	0%	25%
Misc Other	556	19,703	3%	4%
Reimbursement	15,131	330,043	5%	9%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	153,926	352,221	44%	41%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	7,216	11,883	61%	67%
Commercial Vehicle Tax	45,806	60,438	76%	66%
Heavy Trucks Tax	3,269	3,261	100%	135%
Rental Excise Tax	18,832	38,669	49%	49%
State and Federal Grants	129,518	257,901	50%	51%
TOTAL REVENUE	21,345,863	40,443,285	53%	54%

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Salaries and Benefits	7,903,585	21,720,354	36%
Contractual Services	2,259,889	5,726,581	39%
Commodities	2,812,190	4,662,343	60%
Risk Management Charges	31,350	142,737	22%
Capital / Maintenance / Repair	520,333	2,728,376	19%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	0	4,367,527	0%
Grants	129,568	257,901	50%
Interfund Transfer	0	502,748	0%
TOTAL EXPENDITURES	13,661,774	40,443,285	34%

Revenue - Expenses as of May 31, 2020 7,684,089

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	<u>1,572,099</u>
Total JCL Reserves	<u><u>11,129,590</u></u>

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	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	119,310
AED Equipment	9,613

2,657,173

Budget Remaining **1,801,027**

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2020
42% Year Lapsed

OPERATING FUND	2020	2020	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	1,381,540	6,339,004	22%
Information Technology	1,408,545	3,192,515	44%
Collection Development	1,139,628	3,399,711	34%
Branch/Systemwide Services	6,819,319	19,168,068	36%
Risk Management Charges	31,351	143,587	22%
Grants *	129,568	257,901	50%
Transfer to Capital Projects	0	4,367,527	0%
Interfund Transfer	0	180,573	0%
TOTAL OPERATING FUND EXPENDITURES	10,909,950	37,048,886	29%

SPECIAL USE FUND	2020	2020	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	134,022	16,305	822%
Commodities (Capital Equipment)	33,938	315,000	11%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	496,252	2,728,376	18%
TOTAL SPECIAL USE FUND EXPENDITURES	669,071	3,394,399	20%

TOTAL EXPENDITURES	11,579,021	40,443,285	29%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2020
42% Year Lapsed

ALL FUNDS	2020	2020	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	7,903,585	21,720,354	36%
Contractual Services	1,750,149	5,725,731	31%
Commodities	1,239,178	4,662,343	27%
Risk Management Charges	31,351	143,587	22%
Capital / Maintenance / Repair	24,081	4,367,527	1%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to PBC Capital Leases	496,252	2,728,376	18%
Grants	129,568	257,901	50%
Interfund Transfer	0	502,748	0%
TOTAL EXPENDITURES	11,579,021	40,443,285	29%

GRANTS*	Expenditures through 5/30/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$2,495.65	\$129,518.04	\$127,022.39

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

CX-Communications Update

July 2020



Library

Our Team



**Associate Director of
Customer Experience (CX)**
Ben Sunds



**External
Communication Manager**
Elissa Andre



**Internal
Communication Manager**
Laura Hunt



Project Coordinator
Scott Sime



Our Team



Marketing Specialist
Ben Oglesby



**Web Content
(Multimedia)**
Dave Carson



Communication Specialist
Cindy Frazer



**Web Content
(Internal Comm)**
Mary Cummings



Communication Specialist
Jennifer Taylor

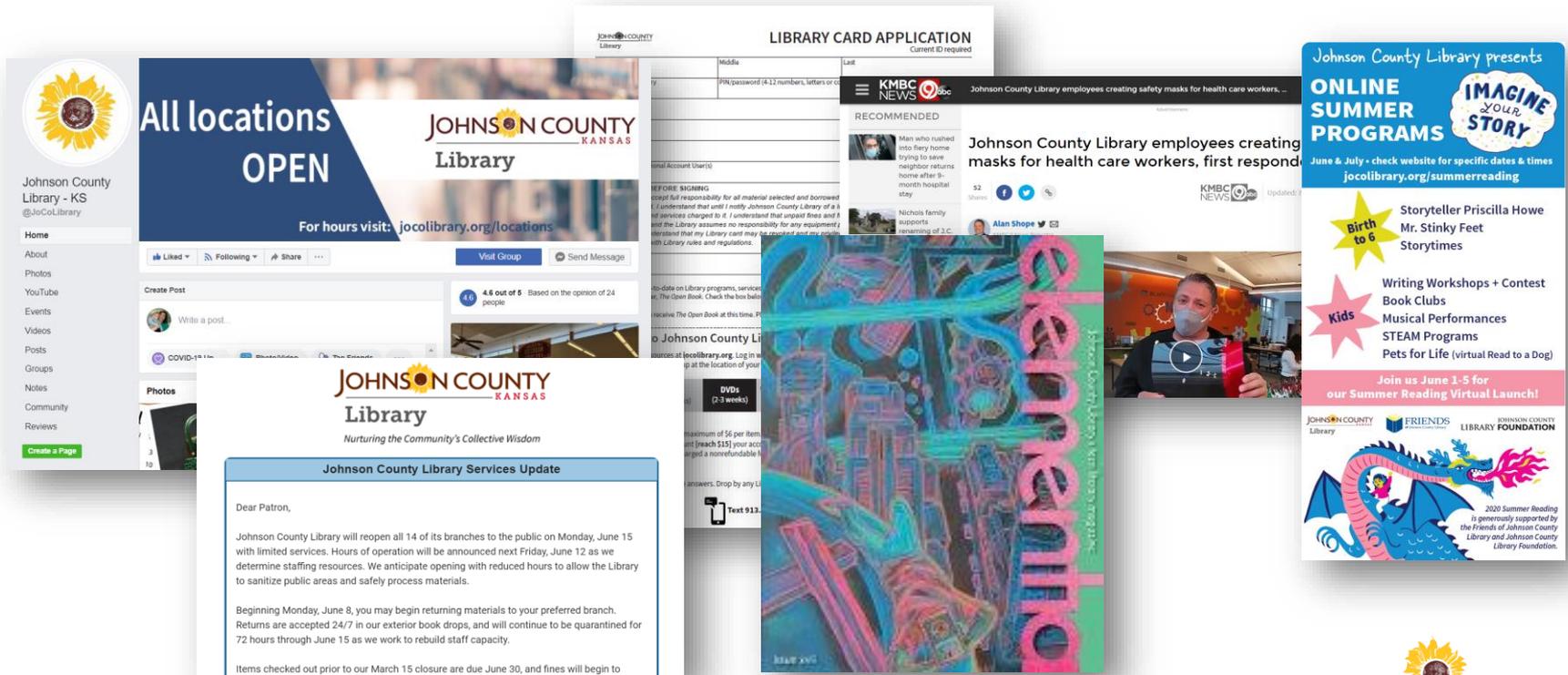


**Web Content
(Social Media)**
Amy Field



What We Do

- Website
- Social media
- Content creation
- SIRSI emails
- Print materials
- Public relations
- Marketing
- Advertising
- Newsletters
- Publications
- Partner organizations
- County PIO



Internal Communication

JOHNSON COUNTY LIBRARY
THE RESOURCE

BiblioEvents: Our New Web Calendar

We are very excited to announce that our Web Calendar is changing on June 29! We are now subscribing to a BiblioCommons product called BiblioEvents. We're think this product will provide our patrons with a great, intuitive experience when looking for our events.

[Read more](#)

Operations – Q3 Strategic Projects

Operations – Q3 Strategic Projects

This is the third quarter that the Operations team has prioritized strategic project work for the Library. The prioritization is meant to intentionally constrain us to a specific amount of work - instead of trying to do everything at once.

SEARCH

Finance
Forms Center
Learning Portal
Procedures - Circulation
Procedures - non-Circulation
Sirsi Circ Reports
Suspended Patrons

QUICK LINKS

Absence Request Form Instructions
Answers
Answers and Phones FAQ
Axis 360 Admin Log In
Centralized Supply Order Form
Circulation Email Addresses
CX Help Desk
E-Mail

- Former Communication Manager position focused on both internal and external
- Created to address organizational growth
- Laura Hunt, the former Central Resource Library Branch Manager, hired December 2019

JOHNSON COUNTY LIBRARY
Field Notes
News and stories from beyond our buildings



The Open Book

The Open Book

March 2020

Welcome to *The Open Book*, which will keep you up to date on all that's happening here at Johnson County Library. We've been opening new buildings, adding services and programs, and we are constantly evolving to meet your needs. We don't want you to miss out! With this convenient newsletter, we hope it will be even easier for you to stay informed about all your library has to offer.



Sean Casserley
County Librarian

Featured Event:

National Genealogy Day Resource Fair & Open House

Connect to your past and drop in for a day of discovery to begin your family research journey. [Click here](#) for a complete schedule of activities!

Genealogy Day
Saturday, March 7
9 am – 4 pm
Central Resource Library
9875 W. 87th St., Overland Park

Also Happening in March...



Cabin Fever Book Sale:
Central Resource Library
Thursday-Saturday,
March 12-14



Connect with Em-PAW-ty:
Gardner Library
Saturday, March 7
10:30 am - 12:00 pm

Thursday:
9:30 am – 7:30 pm
Friday:
9:30 am – 5:30 pm
Saturday:

Central Resource Library
Saturday, March 21

The Open Book

April 2020



Sean Casserley
County Librarian

Much has changed in the last month, both at Johnson County Library and in our community. This month's edition of *The Open Book* features some of the amazing digital resources the Library has to offer. Our eLibrary is open 24/7, and each day we are adding new content and improving access to our platforms. Our Librarians are online seven days a week to answer your questions, and our staff are hard at work from home to develop programming that not only adapts to our current times, but innovates for our future.

As much as we look forward to re-opening the doors of our branches, our vision keeps us focused on the present during these uncertain times: Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, and to connect. Those connection points may not be the same as they were just a few short weeks ago, but we will always be here to support our community. In the meantime, stay connected with your Library through *The Open Book*, and most importantly, stay safe!

Featured Online Service: Ancestry Library Edition



Research your family history through a treasure trove of collections powered by Ancestry.com: census data, vital records, immigration and passport records, periodicals, books, photos and more. Normally only for in-library use, this resource is accessible from home through April 30.

[Learn More](#)

Additional Online Services:



Kanopy
Stream award winning documentaries, rare and hard-to-find titles, film festival favorites, indie and classic films, world cinema, and The Great Courses



Brainfuse HelpNow
Get homework help through live tutoring, a writing lab and customized learning plans. Sign up for a free Brainfuse account to unlock several more tools to

The Open Book

May 2020

Online Events are Here

We have moved some of your favorite programs and events online! Johnson County Library staff have been hard at work to provide an experience that is as close to our in-person events as possible, and we plan to continue these events even after our in-person programming resumes. Join your favorite Librarians for Online Storytimes, Book Parties, career and finance programs, virtual author visits and more. Visit our Events page for a full schedule and follow us on social media for updates and notifications when we go live.

[Learn More](#)

Events Happening in May



Online Storytimes
Where: Online via Facebook Live
When: Mon-Fri | Check the schedule for times

[Storytimes Schedule](#)



Online Book Parties
Where: Online via Facebook Live
When: Check the schedule for dates and times

[Book Parties Schedule](#)



Author Research in Action
Observe author Mary Robinette Kowall's research process for her next novel. Join us in the author's investigation as she asks Professor Allison Kirkpatrick all her questions about space and women successfully working in STEM.



Make Your Big Ideas Brighter
Join us for an hour of dynamic storytelling and live drawing with writer/illustrator Charlie Mylie as he teaches kids the basics of narrative: plot, characters, suspense and surprise. See an artist at work and participate in the creative process.

The Open Book

June 2020

Summer Reading is Here!

IMAGINE YOUR STORY Summer Reading
Celebrate online this June and July with Johnson County Library!
★ Storytellers ★ Musicians
★ Book Clubs ★ Writing Contest

Want to Receive Summer Reading Updates?

Johnson County Library's bi-monthly Summer Reading newsletter starts in early June for patrons who opt-in! Click 'Learn More' below to get event schedules, reading recommendations and summer fun for the whole family delivered to your inbox.

[Learn More](#)

Events Happening in June



Personal Branding: What is it and Why Do I Need One?

Learn why a Personal Brand is important and strategies for developing yours from a multi-certified resume writer and career coach. Presented by Karen Sillis, CEO of A+ Career & Resume.

Where: Online via Zoom
When: Thursday, June 11 | 2 – 3:30 pm



When Income Drops

This presentation will include basics about the CARES Act, assessing your financial situation, determining priorities, talking to creditors, preventing scams, and making more informed decisions going forward. Presented by Denise Dias, K-State Research and Extension Office.

Where: Online via Zoom
When: Monday, June 22 | 2 – 3:30 pm



Statistics

PATRONS	March	April	May	June
<i>Open rate (unique)</i>	23.5%	28.2%	35.0%	26.9%
<i>Click-thru (unique)</i>	2.4%	2.0%	2.8%	2.1%

STAFF	March	April	May	June
<i>Open rate (unique)</i>	69.8%	61.2%	28.2%*	53.5%
<i>Click-thru (unique)</i>	7.6%	8.9%	5.7%*	6.0%

*50% of staff on furlough



Summer Reading Newsletter



Summer Reading at Johnson County Library
June 22, 2020

Featured Events

Daniel Schwabauer Writing Workshop

Do you love folktales, fairy tales and fa workshop with fantasy novelist Daniel start in creating a short fairy tale of you

Where: Online via Zoom
When: Tuesday, June 23

- Grades 3-4 | 9:30 am - 10:30 am
- Grades 5-6 | 11 am - Noon

Grades 3-4 Registration

Imagine Your Song with Mr. Stinky

Explore, imagine and tell stories through Come sing your story with award-winni Feet" Cosgrove.

Where: Online via Facebook Live
When: Tuesday, June 23 | 3 pm - 4 pm

Reading Recommendations

Preschool: "Duck! Rabbit!" by Amy Krouse Rosenthal



Check It Out

K-2: "Marley's Big Adventure" by Susan Hill



Check It Out

Grades 3-5: "The BFG" by Roald Dahl



Check It Out

Middle School: "Miles Morales" by Jason Reynolds



Check It Out

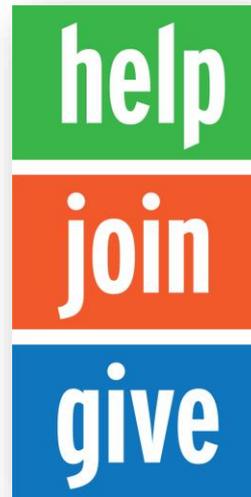
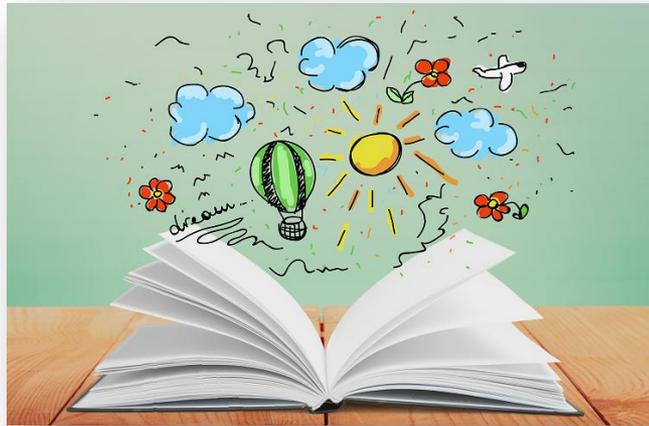
High School: "The Book Thief" by Marcus Zusak



	June 8	June 22
Total Audience	568	615
Open rate (unique)	67.8%	63.7%
Click-thru (unique)	11.1%	9.3%



Newsletter Growth Opportunities



- Kids & Family
- Development
- Career & Finance
- Race Project KC



RACE PROJECT KC



Building Closures – External Messaging

Johnson County Library Services Update

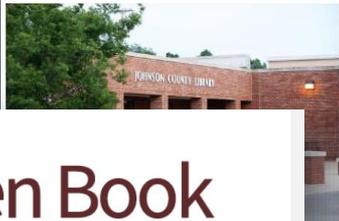
To our valued patrons -

We are living in a time of tremendous uncertainty, and we are facing the challenge of a global pandemic. I want to assure you that your safety, the safety of your family, and the safety of our staff and volunteers is our highest priority. Following the guidance of the Centers for Disease Control and Prevention regarding social distancing, all Johnson County branch locations will be closed at 5 pm Saturday, March 14 through Tuesday, March 17. To reduce the risk of transmitting COVID-19. The Library serves and empowers diverse populations, with an average of 38,000 patrons per week entering our facilities. Johnson County Library wants to do everything it can to help protect our community during this outbreak.

This is a rapidly evolving situation. In conjunction with local, state and federal authorities and organizations, the Library is carefully and continuously

Antioch Library

Currently Closed



- Get Directions
- Events
- Contact

Special Hours
Temporarily Closed

The Open Book

April 2020



Much has changed in the last month, both at Johnson County Library and in our community. This month's edition of The Open Book features some of the amazing digital resources the Library has to offer. Our library is open 24/7, and each branch is adding new content and access to our platforms. We are online seven days a week to answer your questions, and our staff are hard at work from home on developing programming that

COVID-19 Patron FAQ



Johnson County Library - KS
April 10

Our eLibrary is never closed! Check out eBooks and eAudiobooks, streaming movies, downloadable magazines and more! » <https://www.jocolibrary.org/elibrary>

Don't have a card? Johnson County residents can get an eCard in seconds » <https://ecard.jocolibrary.org/>

Your Community: Stay-at-Home Toolkit

SHAWNEE MISSION POST SPONSOR / MARCH 21, 2020 10:00 AM



Many of us now find ourselves at home and are looking for ways to stay in good spirits. Thankfully, Johnson County Library has a Stay-at-Home Toolkit to help make the most of your time. By following the watch, read and learn recommendations below, you'll be on your way to enjoying your stay at home and learning something new in the process. Even when you cannot

KCUR 89.3 NPR in Kansas City

BBC NewsHour

10:45 a.m. — With physical copies of books no longer available, libraries across the metro are pivoting services and events online.

Kansas City Public Libraries is using Facebook to stream their storytime for children, while the Mid-Continent Public Library is providing virtual small business classes.

"We're trying to meet people where they are at. There are immediate needs we couldn't foresee six weeks ago so how do we meet those now?" said Steve Potter, Director of the Mid-Continent Public Library, speaking with Steve Kraske on KCUR's Up to Date Monday.

Sean Casserly of the Johnson County Library system said his libraries are trying to build a "digital community until we can resume physical interactions."

"What we're really looking for is how to create meaningful connections among people where they can talk about these issues that they're facing, maybe in the context of a book, and a safe space," said Casserly.



Building Reopenings – External Messaging

FAQs for Branch Reopening



All 14 Johnson County Library branches are now open to the public with limited services and temporary operation. Please note that hours vary by branch due to staffing capacity, so be sure to check your branch's location page before heading to the Library. As we work to rebuild staffing levels, modified hours allow our branch staff time to safely process materials and sanitize staff and

Below is a list of Frequently Asked Questions. We will continue to update this list as we receive more information about our services.

Johnson County Library - KS

We're excited to announce that our drive-thrus at Blue Valley, Monticello, and Lenexa City Center Libraries will reopen soon.

Patrons with existing holds on their account will receive an email from the Library on Friday, May 15 with instructions on how to transfer or cancel those items if desired.

Due dates will be extended as long as necessary and fines will not accrue on materials checked out prior to March 15. If you do not want to return them at one of the three locations above, you may keep these items until further notice.



Drive-Thru Library services return!

COVID-19



Johnson County Library is excited to announce the resumption of drive-thru service at our Blue Valley, Lenexa City Center, and Monticello branches!

Beginning **Monday, May 18**, you may return your materials to the Blue Valley, Lenexa City Center and Monticello book drops only, and can also begin placing new holds at jocolibrary.org for pickup at these locations.

Starting **Tuesday, May 26**, you can pick up your holds at the drive-thru windows 9 a.m. to 5 p.m., Monday - Saturday and 1 to 5 p.m., Sunday.

Please note:

- Patrons with existing holds on their account, whether the hold is ready at a branch, in transit or not ready yet, will receive an email from the

The books
and the movies... and the music... and the video games...
ARE BACK!

May 18

Book drops open for returns at Blue Valley, Lenexa City Center and Monticello.

Online catalog opens up for new holds.

JOHNSON COUNTY
Library

Johnson County Library Services Update

Show you have item(s) ready for pickup at a Johnson County Library branch other than Lenexa City Center, or Monticello, the three locations with existing drive-thru service

Contact us to change your pickup location from your current branch to either Blue Valley, Lenexa City Center, or Monticello. You will receive an email when your hold is ready for pickup at your new branch, and your item(s) will be available for ten days before they are released.

YOUR HOLD PICKUP LOCATION

Contact us using one of the three methods below:

- Email: jocolibrary.org/contact
- Text: 913-667-7523 9 a.m. to 8 p.m., Monday-Thursday; 9 a.m. to 6 p.m. Friday; 9 a.m. to 5 p.m. Saturday



All 14
Johnson County Library
branches are opening
June 15
with modified hours.

Scroll through the images to find your branch's hours of operation.

JOHNSON COUNTY
Library

NOTICE



Closure and Reopenings – Internal Messaging



Staff Questions	HR Answers
<p>This Week</p> <p>If I am planning on working Sunday (before the Monday start of furlough), should I work? Do I fill out a time card this week?</p> <p>Can I use my leave to fill out the rest of my week?</p> <p>Can I work tomorrow?</p>	<p>No, the last day work will need to be completed by Friday, April 3rd, between 2 pm – 4 pm. Work with your supervisor and Adam to fill out your time card. The phone call from your manager about furlough is paid time.</p> <p>Yes.</p> <p>Furlough starts Monday, April 6. Do not work past Saturday, and do not work on Sunday other than to pick up your stuff.</p>

Process

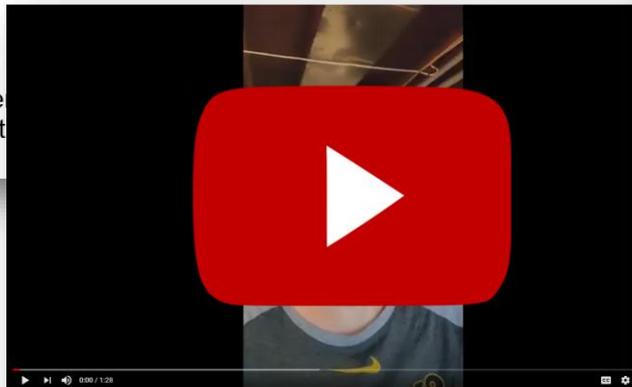
Since unemployment is based on the pre quarters of employment, if someone has been employed by Johnson County for the past quarters, how is that calculated? One page has experience with Kansas Unemployment through her spouse, and a lot of difficulty with information being correctly. She said that it is very unforgiving wants to make sure that everyone knows...

Message from Sean Casserley, the County Librarian

NotifyJoCo@jocogov.org <noreply@everbridge.net>
To Hunt, Laura, JCL

Dear Staff,

The COVID-19 pandemic decisions that I do not



Welcome Back to the Library
2 views • May 18, 2020

Reopening Team Communication Plan.xlsx

Date	Event	Audience (Informed)	Internal Comm tactic
5/1/20	Phase 1 Reopening Plan Completed	All staff	FAQ
		Managers	Talking points for telling staff about reopening
		All staff	All-staff email (this may turn into an all-staff meeting with follow up email forwarded from Sean)
		Library Board	all-staff meeting
		All staff	Post to employee extranet
		IS and YS staff	Visit to Systemwide Meeting
		Furloughed staff returning to work	Direct communication from HR
		All staff	Cleaning protocols
		All staff	Edited FAQ/Final Plan email



Looking Ahead

Department Initiatives

- New events platform
- Library card campaign
- New staff intranet

Ongoing Work

- COVID-19 response
- Branding alignment
- Refining procedures
- Data-driven decisions

JOHNSON COUNTY LIBRARY

Search the Events

Explore eLibrary Research Using the Library Locations Events Birth to Six Kids Teens

All Events > 94 events

DATE

- Today
- Tomorrow
- This Weekend
- Next 7 Days

From Date

To Date

LOCATIONS

- Online events (89)

Tuesday, June 30, 2020

11:30 AM - 12:30 PM Science Tellers »

Online event Registration closed [Imagine Your Story / Kids](#)

Wednesday, July 1, 2020

10:00 AM - 11:00 AM Kids Summer Food Program with Catholic Charities »

Antioch Library [Community Matters / Birth to Six Kids Teens](#)

Part of Summer Reading

Upon a Time, They Lived Ever After »

remaining [Storytimes / Birth to Six](#)

**one card,
unlimited
possibilities**

JOHNSON COUNTY
KANSAS
Library

JOHNSON COUNTY
KANSAS
Library



Central Building Upgrade, Part 2 (CSSC)

Update – July 2020

JOHNSON COUNTY
KANSAS

Library

Updates

- Project Goals refresher
- Design update
- Construction update
- Timeline and next steps



The staff space at Central Resource Library is in need of an upgrade to extend the useable life of the building. The library system has grown over the last 25 years making do with the space available, though the 'work' of the library has changed significantly - department sizes have fluctuated as the Library has embraced some electronic collections over print.

The staff space must function well in order to support employees who support the public. This project would transition the staff spaces from an outdated way of working, improving efficiencies and making better use of space.

Central Building Upgrade, Part II: Project Goals

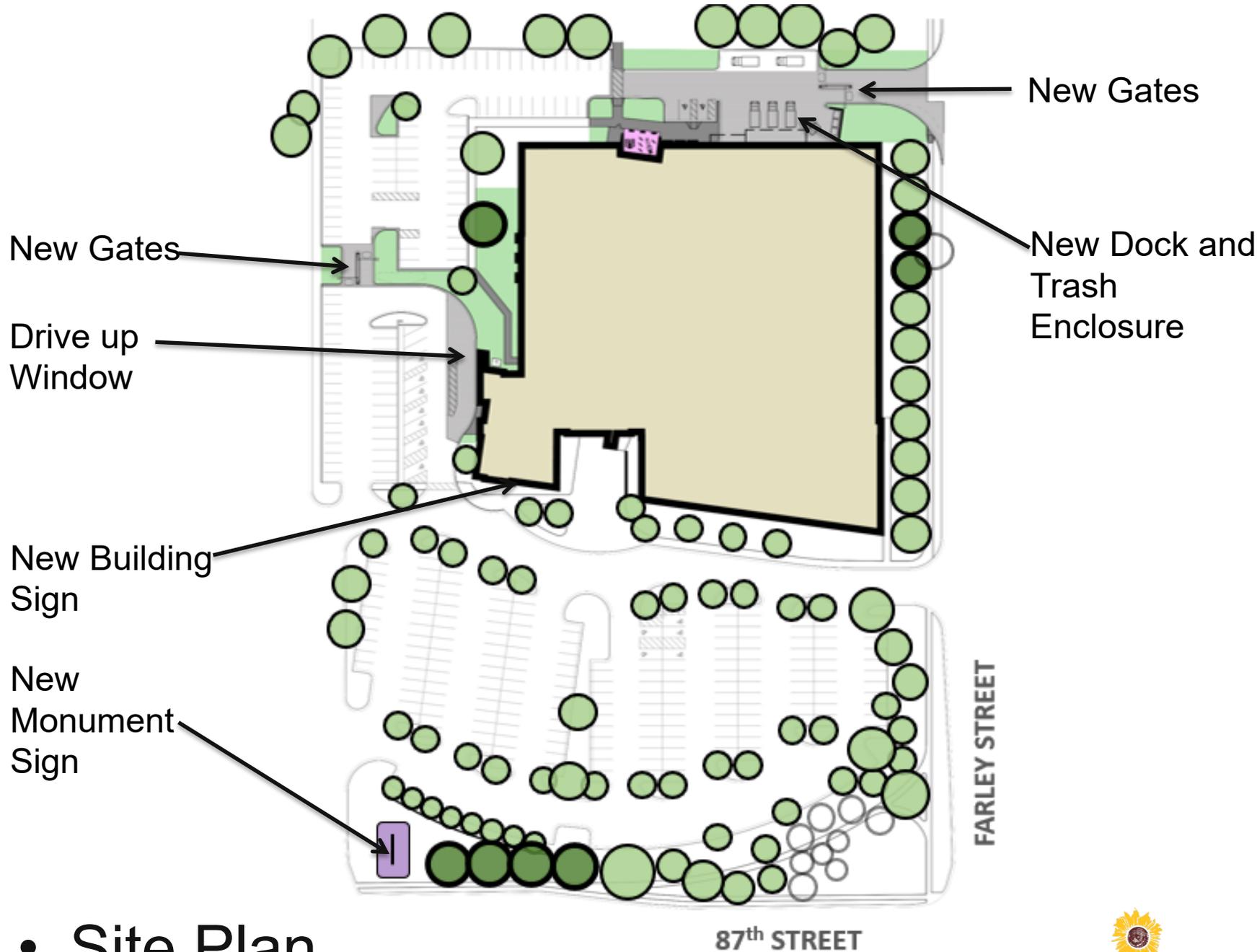
1. To improve safety, efficiency, and patron convenience.
2. To refresh staff spaces to the standard used at our new buildings
3. To make better use of spaces
4. To create spaces that can meet current needs and easily adapt to future changes



Design Update

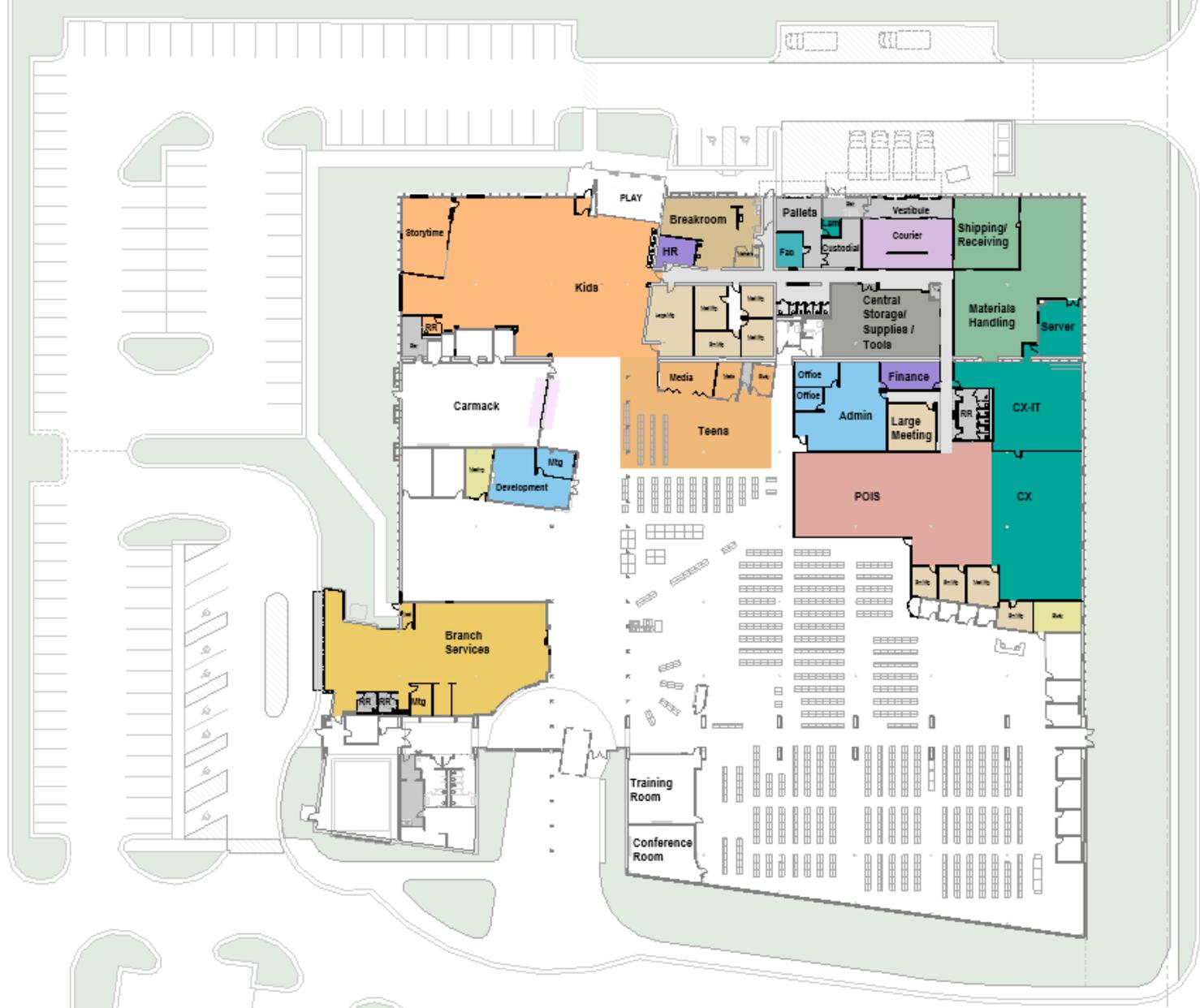
Rick Wise, The Clark Enersen Partners





- Site Plan





- Overall Floor Plan





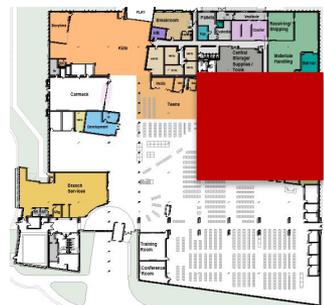
Finance

Administration

POIS
(Programming,
Outreach and
Information
Services)

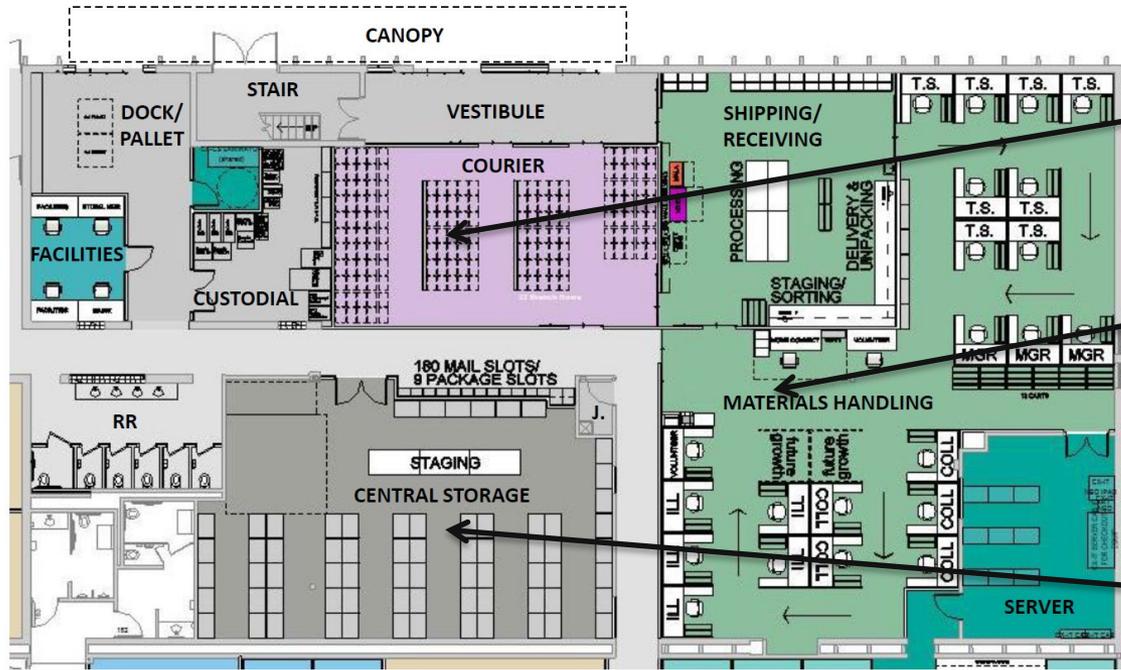
CX Group (IT,
Web Content &
Creative
Services)

Shared Meeting
Rooms



- Admin/POIS /CX

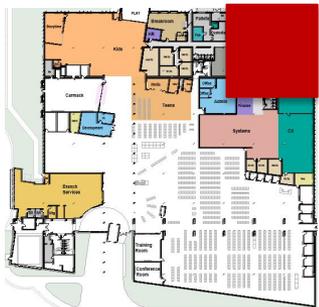




Courier

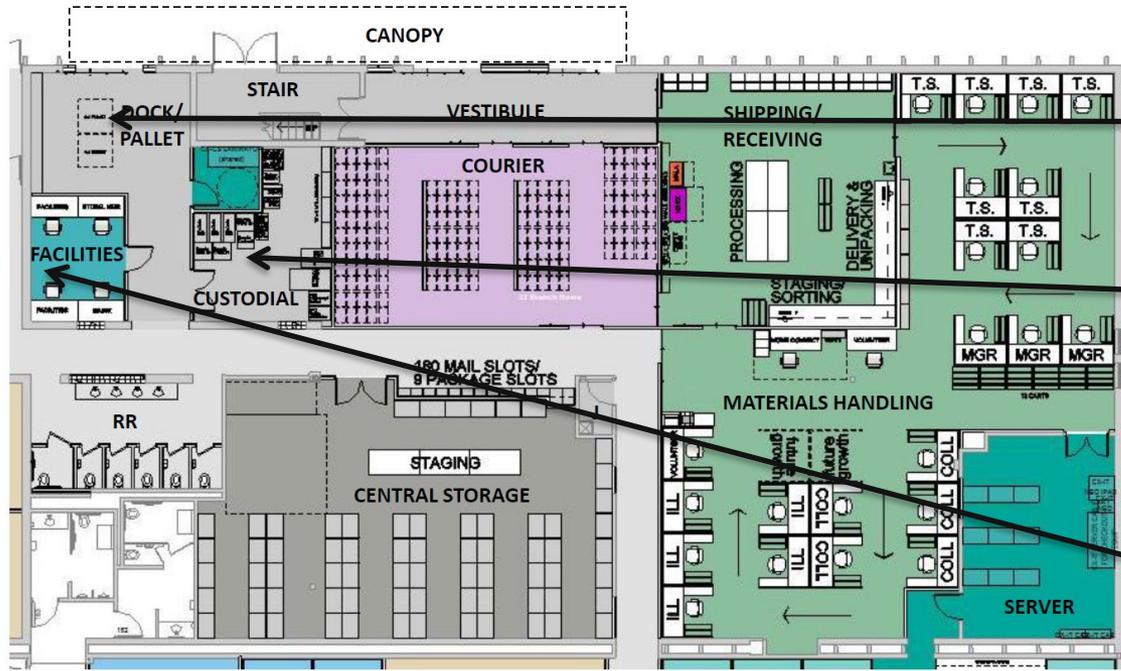
Materials Handling (ILL, Tech Services & Collections)

Central Storage



- Materials Handling/Central Storage

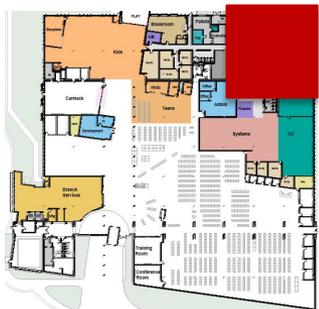




General Deliveries

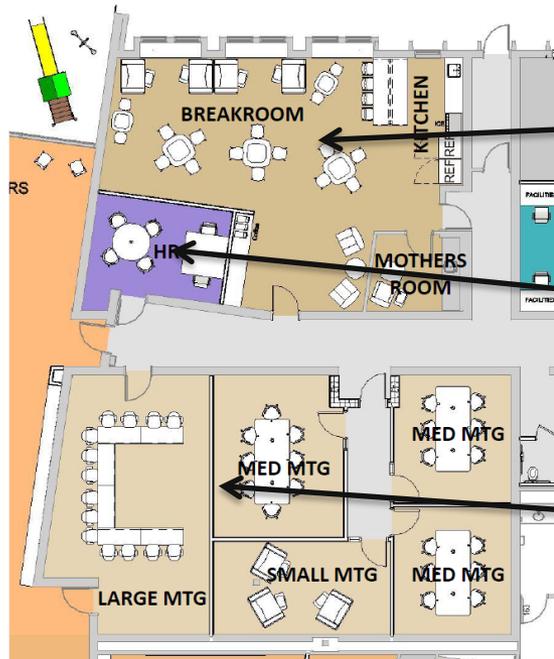
Custodial Supply

Facilities/
Custodial



- Materials Handling/Central Storage

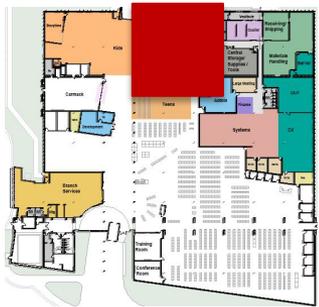




Breakroom

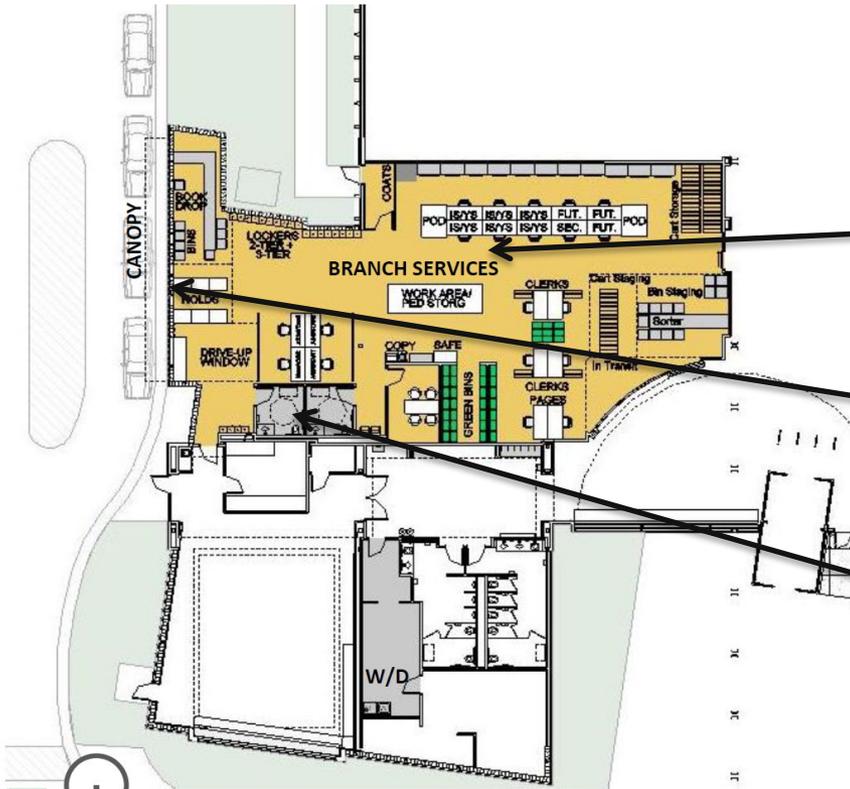
Human Resources

Shared Meeting Rooms



- Shared Amenities

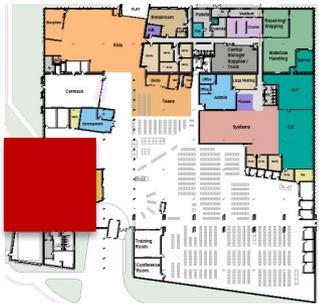




Workroom Area

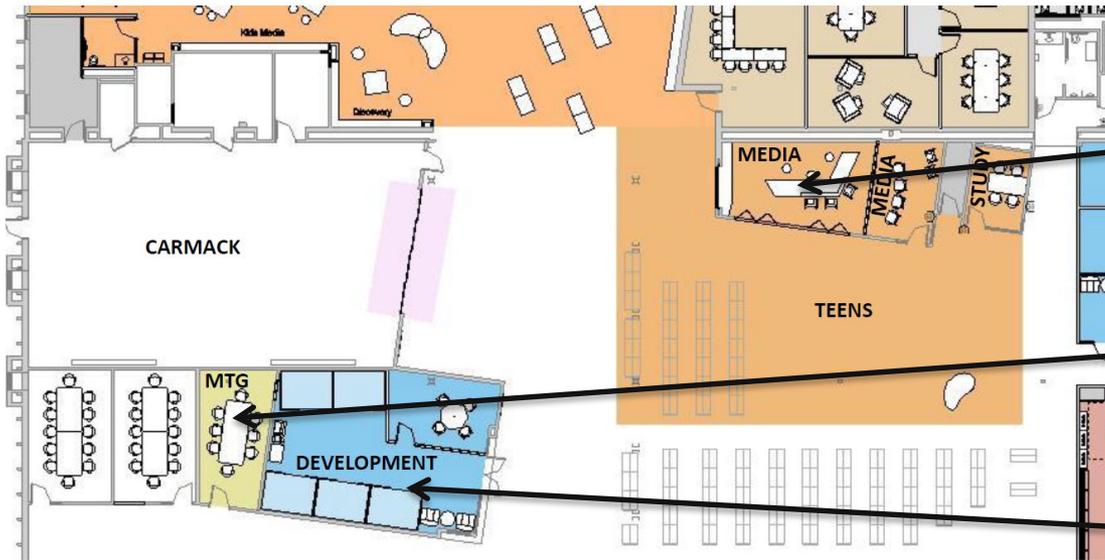
Drive-up Return & Pick-up Window

Staff Restrooms



- Branch Services

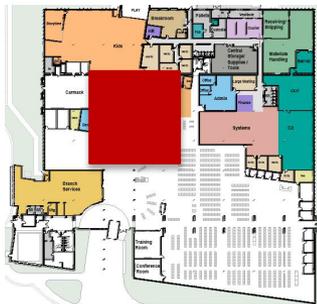




Teen Media Rooms

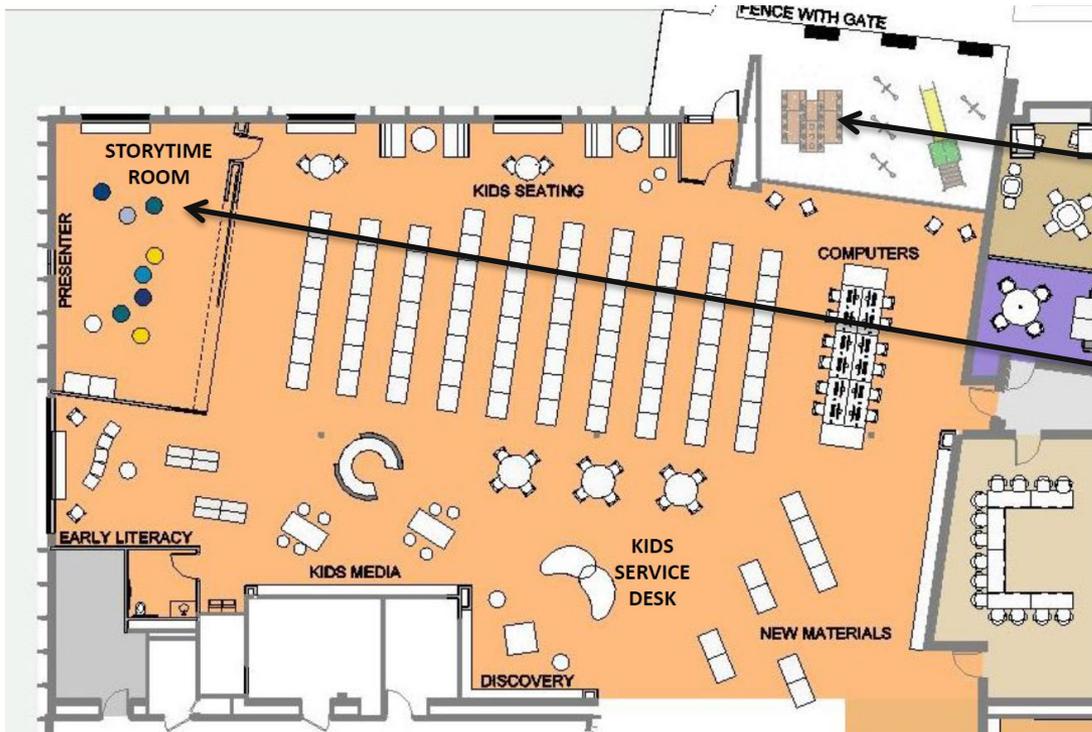
Public Meeting Room

Development Offices



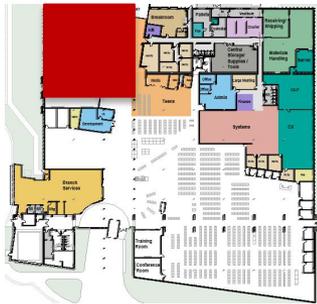
- Development & Teens





Fenced Outdoor Program Space

Storytime Room



- Kids



Capital Replacement Program (CRP) and Construction proposals

Mike Burson, Titan Built



Proposal #1

Consider Amending the CSSC project budget to include CRP work.



CRP Work At Central

- Replace the 26 year old air handling units
- Replace the 26 year old boilers
- Upgrade the Building Automation System
- Replace the 26 year old electrical service



Why Combine The CRP Work With CSSC?

- Lower trade contractor fees as a percentage due to increased revenue
- Overhead savings achieved by having the work managed by the same project team
- Disruption to staff and Patrons only one time



Proposal #2

Whether to:

- Maintain full services at Central Resource Library during renovations, or;
- Create a temporary modified services area “Little Central”



Construction Impacts

- 2 week complete building power outage to replace electrical service.
- 5 week complete building HVAC outage.
- 4 weeks of rolling shutdowns to patron areas while the Building Automation System is upgraded.
- 5 weeks of rolling shutdowns to patron area power and lights while the internal electrical panels are relocated.
- 4 months of parking lot area shutdown in order to facilitate construction.
- The Branch services area will have to be shut down for the duration of the renovation. This will require the staff in this area to relocate and the book sorter to be out of service.
- Although we will do as many “loud” activities as we can at night daily construction work will create noise that we will minimize with temporary partitions, but we cannot eliminate altogether.



Project Duration Comparison

- Full Services Option Project Duration with CRP Projects included is 12 months.
(Feb 2021 –Jan 2022)
- Limited Services Option Project Duration with CRP Projects included is 9 months.
(Feb 2021 –Oct 2021)
- 3 months of duration saved if we limit services

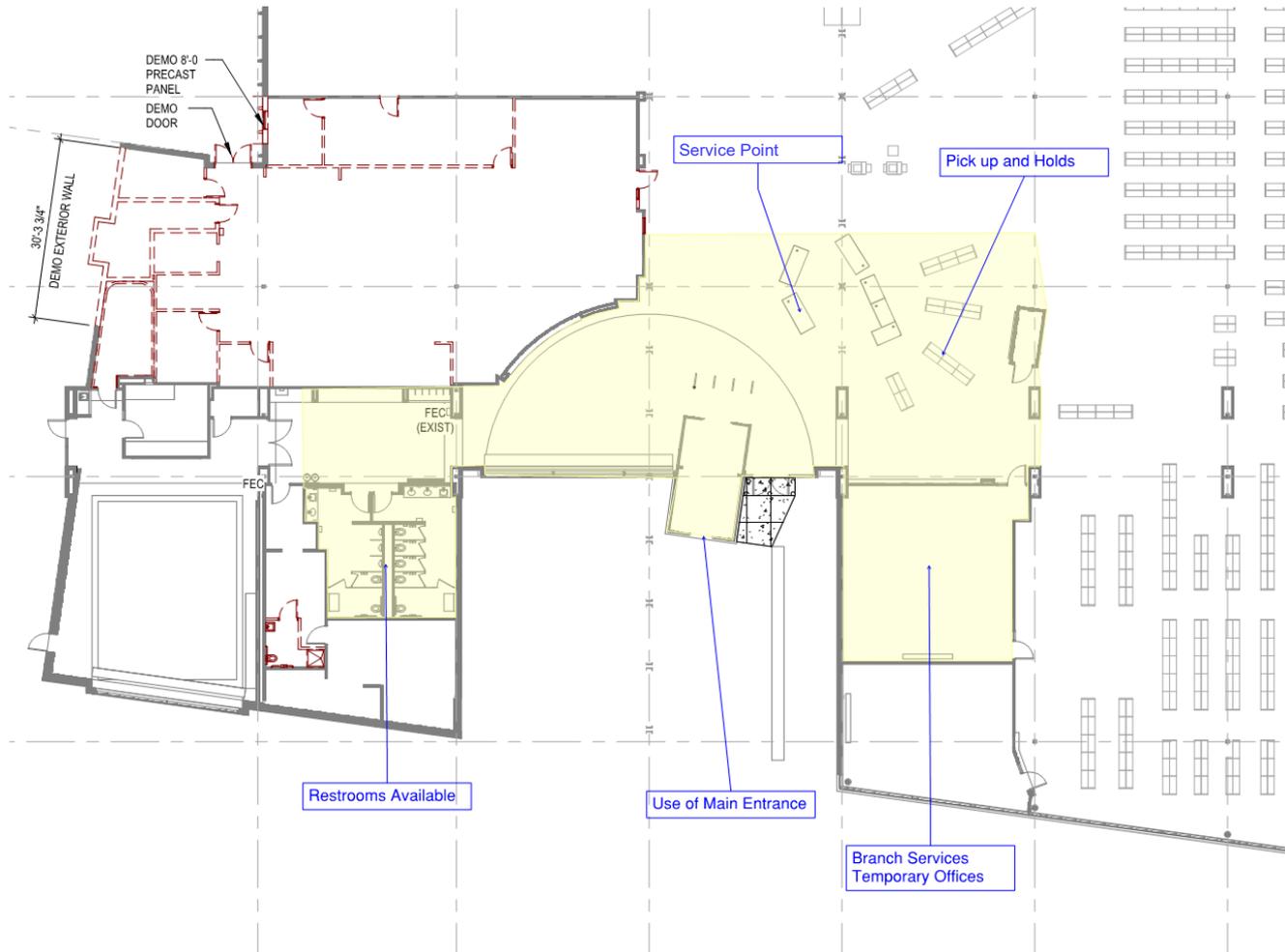


Project Cost Reduction For Limited Services

- Savings in Construction Manager Services = \$ 80,000
- Savings in temporary partitions = \$ 20,000
- Savings in temporary HVAC = \$ 30,000
- Savings in shift work + overtime = \$220,000
- **TOTAL SAVINGS = \$350,000**

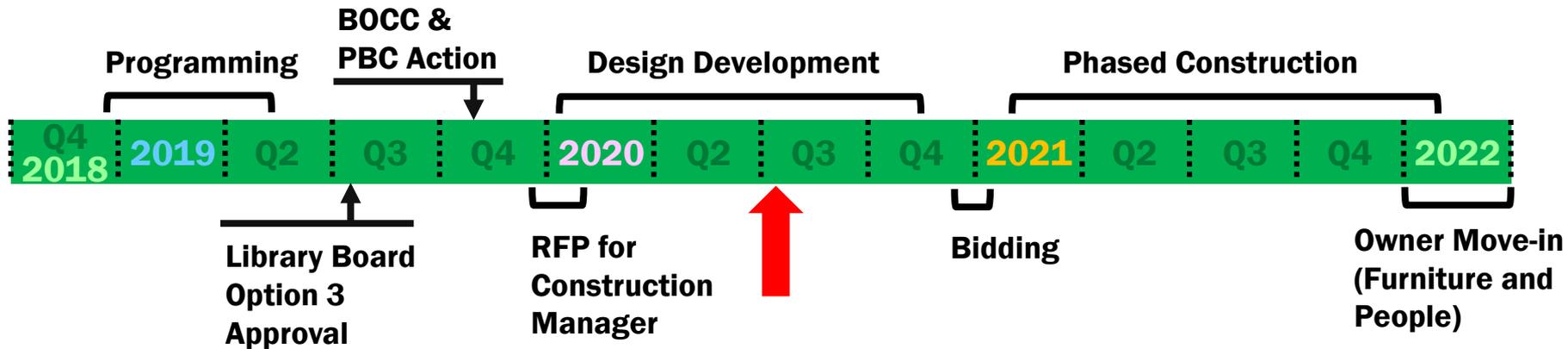


'Little Central' area

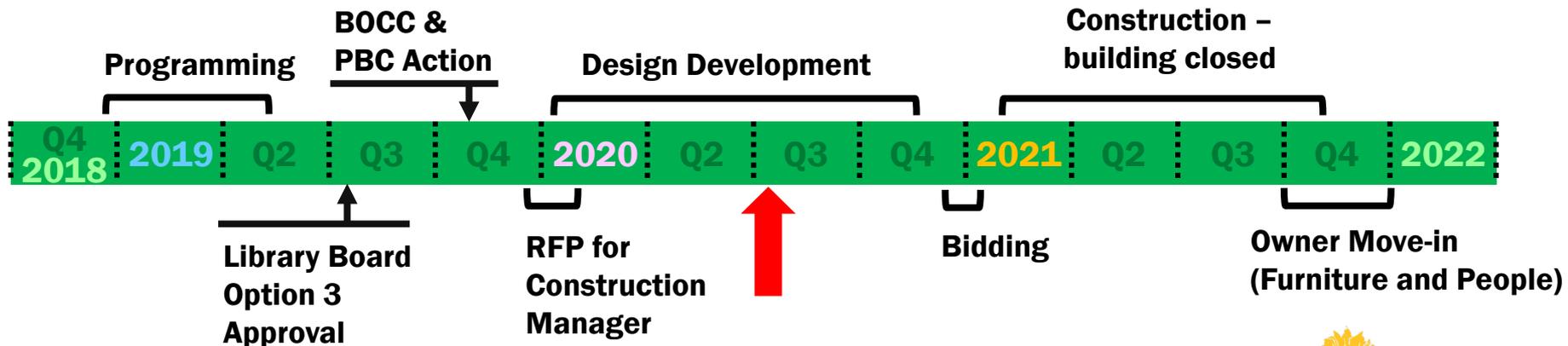


CSSC Anticipated Timelines

Regular Timeline: 'No closure' option



Proposed timeline: 'Little Central' option



Requested Decisions:

#1. Consider amending the CSSC Project authorization to include needed CRP work

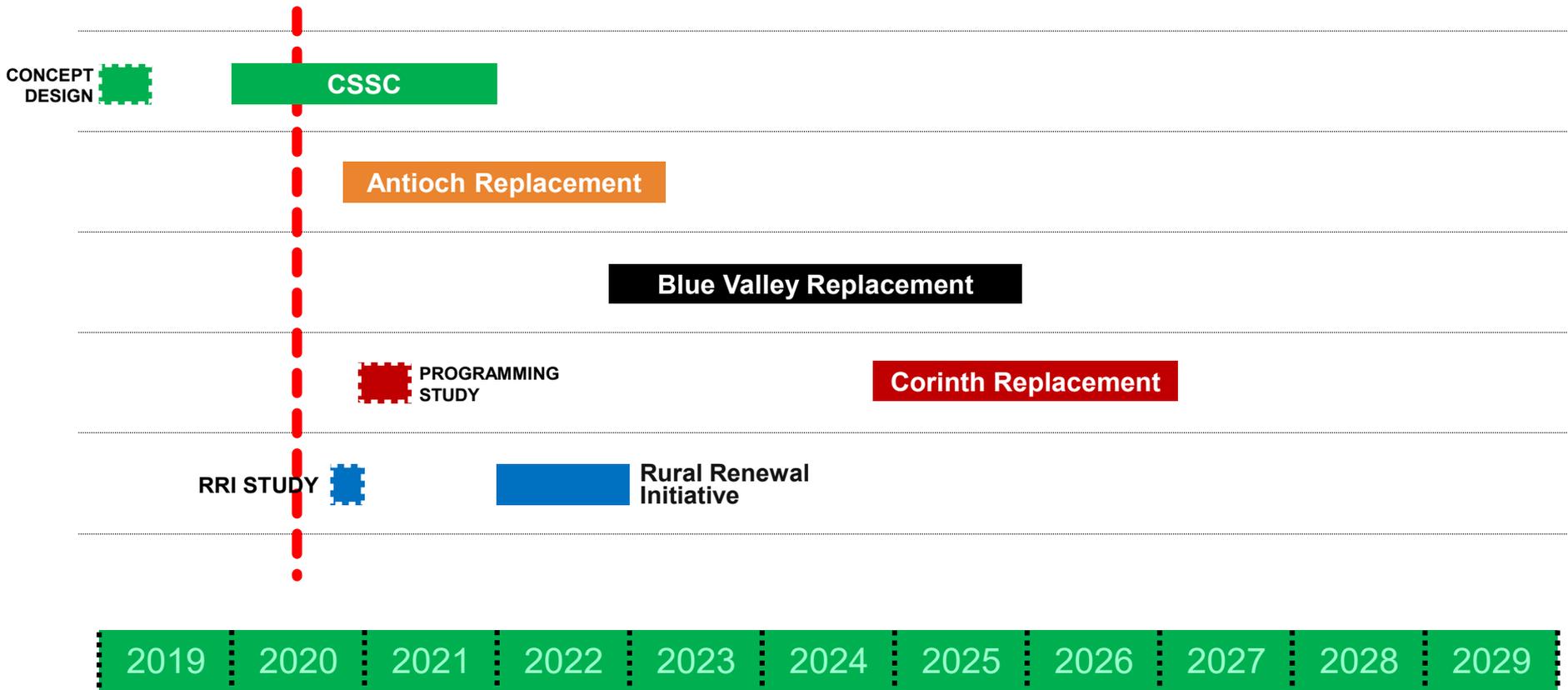
#2. Consider closing Central for the duration of CSSC construction, except for a “Little Central”, allowing holds pick-up and materials return.



Capital Improvement Projects Timeline Summary

Update – July 2020

Capital Improvement Projects Anticipated Timeline



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



Johnson County Library Re-Opening

July 2020



Library

Project Scope

- Get our physical collection in the hands of our patrons
- Getting our Circulation & Service staff back in the buildings, including bringing staff back from furlough
- Reopening our physical buildings to the staff and public



Project High-level Risks

- COVID-19 – risk of catching or spreading disease in a pandemic
- Resurgence of the disease
- Directives outside of Library Control (i.e. Kansas Governor Kelly, BOCC...)
- Facilities staff not able to meet demands or have the resources to perform sanitizing tasks
- Shifting timeline – Plans should be in place to move either direction along the opening plan
- Staff resignations leave the Library short staffed.
- Unrealistic Patron Expectations

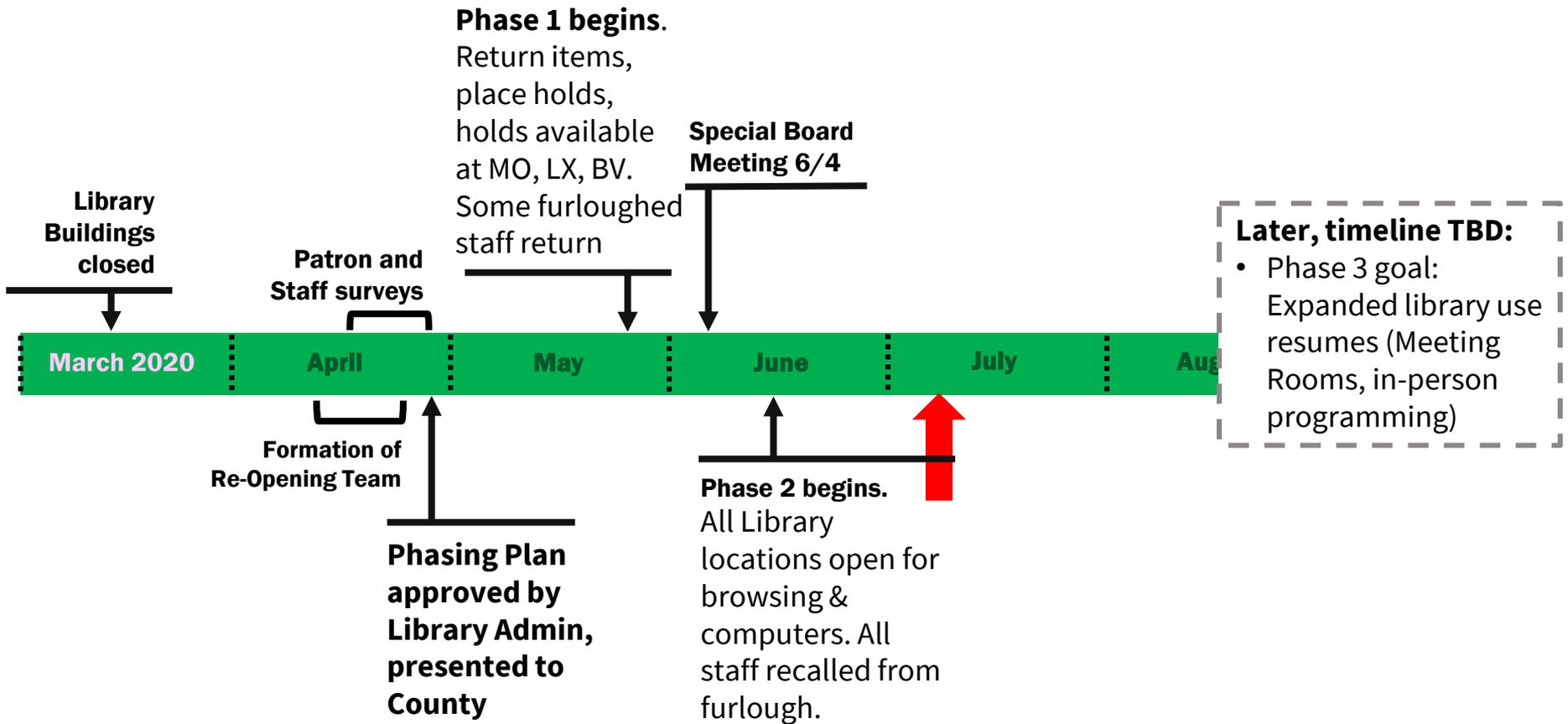


Project Team

- Project Manager – Nancy Birmingham, ABM
- Representatives from the following areas:
 - Collections and Tech Services
 - Circulation
 - Technology
 - County Facilities
 - Branches
 - Learning and Development
 - Communication
 - Volunteers/Friends/Foundation
 - Other Metro Libraries



JCL Re-opening Timeline



Modified Hours

There are no recommendations for increasing hours yet as we don't have a complete picture of staff returning.

Antioch, Blue Valley, Central, Corinth, Lenexa City Center, Monticello - 44 hours/week

- *Monday and Wednesday: 9:00 a.m. – 5:00 p.m.*
- *Tuesday and Thursday: 12 noon – 8:00 p.m.*
- *Friday: all locations closed*
- *Saturday: 9:00 a.m. – 5:00 p.m.*
- *Sunday: 1 p.m. – 5 p.m.*

Cedar Roe, Gardner, Leawood, Oak Park, Shawnee - 40 hours/week

- *Monday and Wednesday: 9:00 a.m. – 5:00 p.m.*
- *Tuesday and Thursday: 12 noon – 8:00 p.m.*
- *Friday: all locations closed*
- *Saturday: 9:00 a.m. – 5:00 p.m. (Cedar Roe 10 a.m. - 2 p.m.)*

DeSoto, Spring Hill - 24 hours/week

- *Monday and Wednesday: 1:00 – 5:00 p.m.*
- *Tuesday and Thursday: 2:00 – 8:00 p.m.*
- *Friday: all locations closed*
- *Saturday: 10:00 a.m. - 2:00 p.m.*

Edgerton – 18 hours/week

- *Monday and Wednesday: 1:00 – 5:00 p.m.*
- *Tuesday and Thursday: 5:00 – 8:00 p.m.*
- *Friday: all locations closed*
- *Saturday: 10:00 a.m. - 2:00 p.m.*

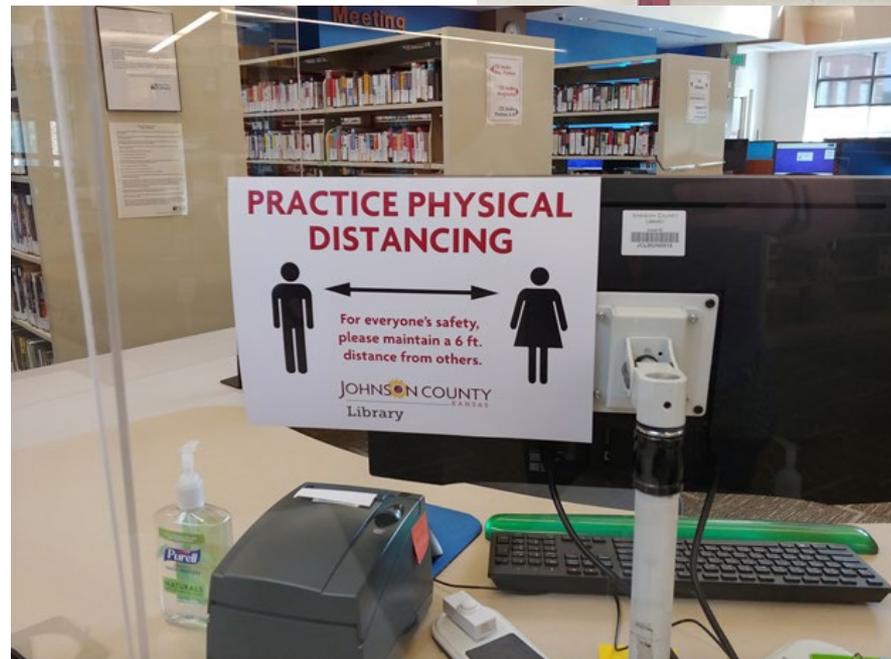


Other Local Libraries

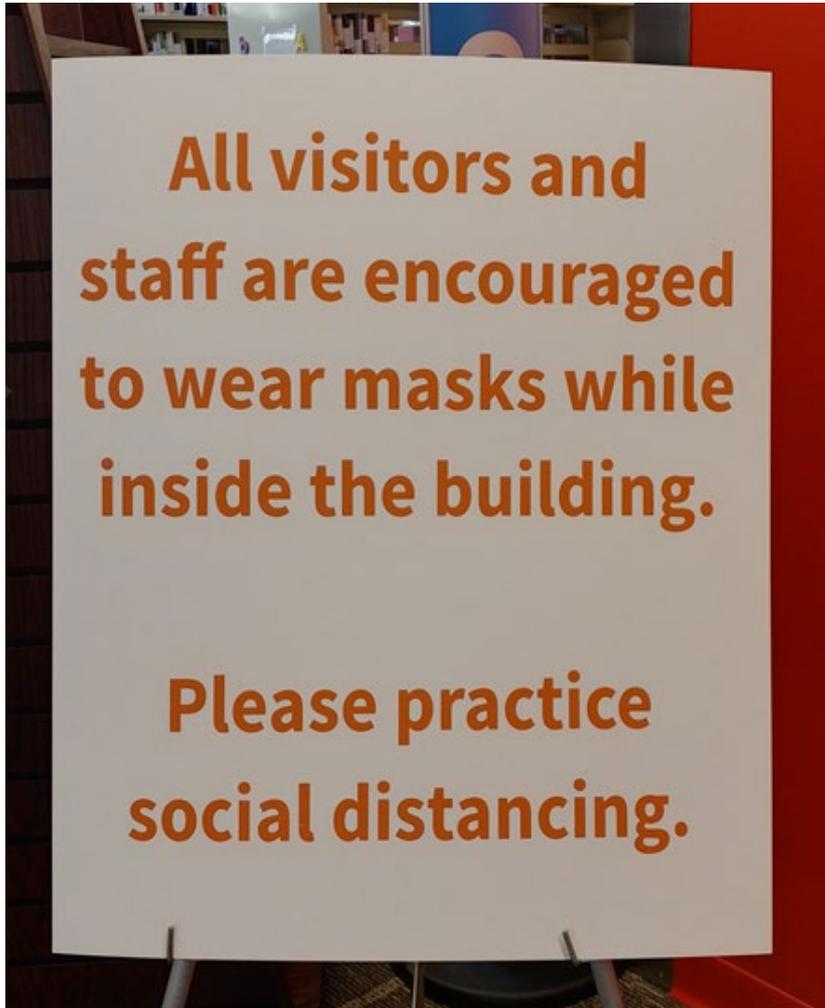
	Olathe	KCMO	KCK	MCPL	Lawrence
Hours:	Mon-Fri 9-5 Sat 10-5 Sun 1-5	Mon-Sat 10-5 Tues-Wed 10-9	N/A	Hours vary by branch	Mon-Fri 10-6 Sat-Sun 12-6
Services offered	60 min computer use Browsing Curbside pickup	60 min computer use Holds pick-up	None	60 min computer use Holds pick-up 90 min visits	60 min computer use 15 minute visit otherwise
Notable Services not offered	MakerSpace Donations Meeting rooms Shared items	Browsing Meeting rooms Programing Shared items	All service stopped due to positive staff cases	Browsing -> soon Shared items Meeting rooms	Programs Donations Shared items Sound+Vision studio
Masks* as of 6/29/20		Required	N/A	Required	Required



Signs of the times



Signs of the times



Questions?



Genealogy Day Open House and Resource Fair

KPA: Education

Goal: 13

Synopsis: 2nd annual Open House and Resource Fair in collaboration with the Johnson County Genealogical Society.

Outputs: 400+ in attendance; 21 sessions with 7 speakers; 15+ vendors/partners participated in the Resource Fair; 40+ volunteers; 2 exhibit areas for heritage displays; tours of the genealogy area; 6 rooms dedicated to one-on-one genealogy help



Outcomes: Patrons were connected with genealogical resources; Staff collaboration across the Library system.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL MEETING**

June 4, 2020

Carmack meeting room and online through Zoom
4:00 p.m.

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

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: Abigail Powers, Adam Wathen, Ben Sunds, David Vratny, Jennifer Mahnken, Michaela Scruggs, Nancy Birmingham, Sean Casserley, Spencer Zelle, Stephanie Stollsteimer, Tina Pederson, Tricia Suellentrop

GUESTS: Joe Waters

CITIZENS COMMENTS:

County Librarian, Sean Casserley, read comments submitted by Doug Engleman.

- The library board meeting is virtual via Zoom to reduce the spread of COVID-19. You should keep the library closed for in person visits for the same reason through the end of June.
- When you do open the library again your leadership should be there to greet and work with patrons the same way you plan to ask your staff to. Lead by example.
- When you do open please reduce capacity.
- When you do open please place markers on the ground reminding us patrons to maintain social distance.
- When you do open please limit hours and provide cleaning to the facility throughout the day and a deep clean each night. Do not ask your librarians to do the cleaning unless you provide them with gloves and protective gear and proper training in cleaning a facility.
- Please review all locations and put plexiglass around all desks.
- Please continue to quarantine returned materials for 72+ hours.
- Consider a system that allows for appointments to enter the library when you open, Bonner Library is doing something like this. This could be done in a way that is anonymous for those concerned with giving up their identity - they could simply be issued a code if they don't want to use their name.
- Please provide paid time off for library employees that test positive for COVID-19.
- Please provide hazard pay for library employees similar to what grocery stores have done.

I have reviewed the briefing sheet "Re-opening Johnson County Library buildings to the public" from the meeting packet. I feel the recommendation currently does not have enough facts including: branch hours, staff rotation options, number of staff available (as previous board meetings mention furloughed staff) to approve the proposal at this time. I ask the board to look at and approve the County Librarian's alternative option to implement a curbside holds and pick up at all locations on June 15. This will allow the County Librarian time to provide more facts and make a detailed proposal to the board at the next board meeting while still providing services to patrons at all locations.

Mr. Casserley shared that the Library Board of Directors are meeting in person in the Carmack meeting room which has been set-up for social distancing. Additional meeting participants will connect to the meeting through Zoom, and the meeting is being streamed to Facebook Live.

Reopening Team presentation – Jennifer Mahnken, Associate Director of Branch Services and Nancy Birmingham, Assistant Branch Manager

Ms. Birmingham is the project lead for the Reopening project.

When making decisions about reopening, the team has been considering:

- Public health guidelines
- Ability to meet state and county social distancing protocols
- Availability of staff
- Availability of personal protective equipment for staff – face coverings, gloves and hand sanitizer
- Ability to sanitize and clean each Library facility
- Signage and training

The Team has also been taking public health guidelines into account and are following Governor Kelly's directives, Dr. LeMaster's directives and CDC public health best practices.

Ms. Birmingham stated the Library has never been closed and has been offering many digital services, including:

- Online programs
- Email reference services
- eBooks and eAudiobooks
- Streaming videos - Kanopy, Acorn TV & more
- Downloadable magazines
- Online learning

In preparation for a phased reopening of buildings, all libraries have been cleaned and sanitized. Signage and safe service points are being put in place and library staff will be permitted to return to work on rotation. Book drops are currently open at three buildings, and next week drive-thru service will resume.

The three Library reopening phases are:

- *Phase 1:* Drive-thru holds pickup with staff access to libraries
- *Phase 2:* Library open to public with modified in-person service
- *Phase 3:* Library open to public with full service

Ms. Birmingham defined the triggers and considerations for each phase.

In phase 1, the drive-through windows are opened, clerks from all over the Library system will be deployed to work at Blue Valley, Monticello and Lenexa Library. Only material at those three branches will be available for holds. Holds will be available to patrons longer. All returned materials are being quarantined for 72 hours. All virtual services will continue.

Triggers for phase 1 reopening:

- Stay at home orders have been lifted or eased
- Staff is available for library work
- Cleaning supplies are available
- Risk assessment have been completed and mitigation strategies have been adopted
- Safety protocols for successfully providing services are in place

Phase 2 will offer modified services, including access to browsing. Holds shelves will be open with self-checkout, material returns will be accepted at all branches. There will be limited computer use. The Makerspace and meeting rooms will not be available. Virtual services will continue.

Triggers for Phase 2 Reopening

- Stay at home lifted
- Staff available for library work
- Other non-essential businesses have reopened with precautions
- Cleaning supplies are available and adequately stocked
- Risk assessments have been completed and mitigation strategies adopted.

In phase 3 the Library will be fully operational, and all services will be available.

Triggers for Phase 3 Reopening

- Based on County updates on safety to resume services
- Social distancing no longer required (could still have some limited recommendations)
- Vaccine available or herd immunity achieved

Ms. Mahnken shared in the first week the Library will have half of computers available to comply with social distancing. We will limit types of interactions, keeping most interactions to 0 to 5 minutes.

Dr. Burke asked how we will know when the population has met herd immunity. His concern is that waiting to achieve herd immunity may prevent the Library from opening.

Mr. Casserley responded that his understanding is that herd immunity will be achieved when 60% of the population has been infected. The recommendation will be to open buildings in Phase II with modified services, to have all staff return to work by June 8 and for buildings to be opened to patrons by June 15. Modified services would include browsing, using computers and picking up holds. Patrons would be encouraged not to linger in buildings and would be able to access more materials and services.

Ms. Griffith asked how long materials will be quarantined.

Mr. Casserley responded that libraries across the country have been quarantining materials for 72 hours. A 72-hour quarantine is considered best practice until results are available from a joint study by OCLC, IMLS and Battelle. The study is researching how long Covid-19 lives on materials and will help inform safe handling practices for collections and reopening practices for libraries. Even the CDC does not have that information, even though they have indicated it is harder to catch the virus from materials.

Ms. Griffith asked how taxing this process is on staff and how long patrons will have to live with our system being incredibly slow.

Ms. Mahnken responded that the process is slow, and that the Library has lost many efficiencies. The results from the study are due in a couple of weeks and the hope is that they will show libraries will not need to quarantine materials.

The Board opened a discussion about the loss of efficiencies due to the new practice of quarantining.

Ms. Griffith commented that the CDC has indicated it's more difficult to catch the virus from materials and asked if the precaution and risk mitigation of quarantining are not serving the Library's mission of access. How long should we wait?

Mr. Sims agreed that quarantining for 72 hours seems excessive with what is currently known and would like to see the results of the study.

Mr. Casserley commented that the study has been delayed, but results are expected in the next few weeks. The Board does have the ability to direct staff to stop quarantining materials.

Ms. Butcher expressed concern that stopping the quarantine of materials might encourage patrons to use their own cleaning products on books and damage materials.

Mr. Casserley commented that the Library has been following best practices with the data that is currently available. There has been consensus among libraries across the country to quarantine materials for 72 hours. The Board will be deciding on the reopening date for buildings and if the Board chooses, can also direct staff to change quarantine practices.

Ms. Griffith would like to be cautious and sensible, but also expressed concern that the Library system is being held hostage to a precautionary principle. She is concerned that significant delays in being able to access materials will not meet patron expectations.

In response to a question, Ms. Mahnken shared that quarantining for any length of time slows the process because the Library is not able to use automated systems.

Mr. Casserley shared that when materials are returned they are put into a quarantined status before being discharged. The Library circulates 22,000 items in a day. The delay is finding locations for the materials to be quarantined, quarantining for 72 hours then moving the materials to be discharged and returned to shelves.

Mr. Casserley restated the proposed reopening dates. With Board approval staff will return to buildings June 8 and Libraries will be opened for patrons on June 15. Reintegration of additional library services will be continuously evaluated.

Mr. Sims asked if the number of people in buildings will be limited.

Mr. Casserley shared that following the guidance of the Board of County Commissioners the number of people in buildings will not be limited.

Ms. Birmingham commented that the team did take the delay of quarantining materials into consideration, which is why returns were accepted a week prior to loaning. The process is a little slower, but staff are keeping up and items are being processed on a daily basis.

Ms. Griffith asked if everything is on track for staff to return on June 8. Mr. Casserley responded that 75% of staff will be returning and that at the next Library Board meeting staff will propose modifying Library hours to account for limited staff. We are working with County Human Resources to post and fill open positions.

Ms. Mahnken shared that all staff have been invited back, some are not able to return and some staff are requesting leave due to Covid-19 concerns. Ms. Mahnken shared the modified hours that will be proposed at the next meeting.

- *Monday and Wednesday:* 9:00 a.m. – 5:00 p.m.
- *Tuesday and Thursday:* 12 noon – 8:00 p.m.
- *Friday:* all locations are closed
- *Saturday:* 9:00 a.m. – 5:00 p.m.
- *Sunday:* 1 p.m. – 5 p.m.

These hours would allow the library to provide the best service to the public with available resources. As we can start hiring, we would be able to add more hours.

Ms. Griffith asked if volunteers will be asked to return and expedite shelving.

Mr. Casserley responded that volunteers are being invited back and about 50% have indicated they will be returning. We are trying to limit the number of staff and volunteers in the building to keep everyone safe, while working to achieve the mission of providing access to materials.

Dr. Burke commented that he is excited for the community to be able to return to Library buildings, especially for the smaller communities.

Assistant County Manager, Joe Waters commented that the Board of County Commissioners has acted to put a plan for Johnson County Library in place effective last Thursday, it will expire on June 11. At that time, the Board of County Commissioners will review the data and consider additional action or let the plan expire.

Consideration of reopening date for Johnson County Library buildings

Johnson County Library buildings have been closed to the public since March 21 due to the state of emergency issued in response to the COVID-19 pandemic. On May 26, the three libraries with drive up windows re-opened to the public with limited hours.

Throughout the building closure, online resources have remained available to our patrons. This included access to eBooks, eAudiobooks, online databases and online magazines and newspapers. Staff have also been available to patrons to answer questions via phone and chat. In addition, the Library has launched online programming including story times, book parties, and other financial and career programs.

A team was put together in mid-April to create a re-opening plan. This team has been working to keep up with the quickly changing environment. Opening the drive-up windows was the first phase in re-opening the buildings.

Due to the Governor's lifting of the Ad Astra plan and recommendations from the Board of County Commissioners to lift restrictions for gatherings the County Librarian recommends that Johnson County Library open all its locations on Monday, June 15.

Though buildings will be open to the public, there could be limitations in the services offered. This may be in the form of limited hours, limited service points, or limited access to computers. The Black and Veatch Makerspace will remain closed at this time, as well as meeting rooms and study rooms. No in-person programs will happen for the rest of the year. The Library strives to keep its staff as safe as possible in this uncertain time, so sneeze guards will be in place at service desks. Staff will be wearing masks as they serve patrons. Patrons will be encouraged to wear masks, but it will not be required. There will be limited contact between staff and patrons in order to minimize duration of contact. Administration and the opening team continue to refine these decisions. Much is dependent on how many staff can return, and once we know that, we will have a better idea of what we can do.

Motion: Brandy Butcher moved the Library Board of Directors approve the opening of all Johnson County Library buildings to the public on June 15, 2020.

Second: Bethany Griffith

Motion approved unanimously

Mr. Casserley requested the Board provide staff with direction on the topic of quarantining materials.

Ms. Griffith commented that she is comfortable with staff ending the practice of quarantining and requested other points of view. From the available research and her experience shopping in grocery stores, she does not see that caution is warranted.

Commissioner Hanzlick commented that she has heard from many seniors who love attending the Library, but who are also concerned about their vulnerability. She commented that the Library Board might consider what will help patrons feel comfortable about coming back.

Mr. Sims asked what the timeframe is from when a book is returned to the first touch by staff and patrons.

Mr. Casserley responded that in a normal situation the quickest handling by staff would be within an hour.

In response to a question about glove use, Mr. Casserley responded that health officials have recommended staff not wear gloves. Frequent hand washing and hand sanitizer has been recommended.

Dr. Burke clarified his understanding that staff can choose whether to return to work or not, and similarly if people in the community don't feel safe, they can also choose not to enter the Library.

Mr. Casserley responded that that is true, and the Library is working on a curbside service solution to provide an additional way to access materials. Our drive-thru windows will also continue to be available.

Mr. Sims asked how long patrons have to pick up a hold. Ms. Mahnken shared that patrons have ten days to pick up a hold after notification.

Mr. Sims suggested a patron could self-quarantine materials by placing it on hold and waiting to pick it up and then request the materials curbside.

Motion: Bethany Griffith moved to end the materials quarantine and return to traditional method of materials distribution effective immediately.

Second: Wayne Burke

Motion approved unanimously

ADJOURNMENT

Motion: Wayne Burke moved to adjourn.

Second: Bethany Griffith

Motion approved unanimously

Meeting adjourned at 4:51 p.m.

SECRETARY _____
Bethany Griffith

CHAIR _____
Amy Ruo

SIGNED _____
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

June 11, 2020

Carmack meeting room and online through Zoom
4:00 p.m.

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

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: Abby Giersch, Abigail Powers, Adam Wathen, Angel Tucker, Ben Sunds, Christopher Leitch, David Vratny Georgia Sizemore, Jennifer Mahnken, Juan Lopez-Tamez, Michaela Scruggs, Nancy Birmingham, Tina Pederson, Scott Sime, Sean Casserley, Spencer Zelle, Steph Neu, Stephanie Stollsteimer, Tricia Suellentrop

GUESTS: Christina Sadun, Joe Waters, Nancy Hupp

CITIZENS COMMENTS:

County Librarian, Sean Casserley read the written citizen comments that were sent to the Executive Assistant to be read during the Library Board meeting and included in the meeting minutes.

From Lindsey Opdyke-

I am wondering why the Johnson county libraries are opening so early. This is putting both the patrons of the library and the library staff at risk of being infected by covid-19. Why would the library, which is supposed to be a leader in the community, allow itself to be bullied into reopening? It is unfathomable to me that you would not listen to the scientists and the CDC for proper reopening guidelines. When a large percentage of your staff has decided not to return to work this early, or at all, shouldn't that tell the board that you're making the wrong decision?

If the library board won't even meet in person, and insists upon holding zoom calls for their safety, how can they expect their staff, that they supposedly care about, to be in contact with the general public all day every day. This also puts the general public at risk offering them a false sense of security since a typically trustworthy organization is choosing to recklessly open without meeting CDC guidelines for reopening.

If you insist upon being open, I for what it's worth, will not patronize the library until there is proper evidence to back up the reopening of businesses across Johnson county and I would encourage everyone I know to do the same.

Thank you for your time,

Lindsey Opdyke

From Justin Smith-

Please pass along these concerns at the Library Board meeting on Thursday.

The Library's mission ends with the phrase, "support and enrich people's lives." To this end, I have grave concerns with the Library's proposed policies and plans in the reopening scheduled for June 15th (four days after this meeting/one business day after this meeting).

First, I know the Library values the support of its staff, and their lives above all else. The decision to not require masks of all individuals on Library property directly disregards the mission and values of the Library. I imagine the discord is over access to masks. Here are some solutions to that noble concern:

- The Library can provide masks to all, if the County/Library cannot afford to provide masks, they cannot afford to open. This is chiefly aligned with the value of "We are stewards of community resources."
- The Library can support staff by allowing them to make cloth masks in lieu of their standard work responsibilities. These masks could be stockpiled until a sufficient supply is built to provide to the public.
- The Library can deny entry based on a lack of masks, and simply not supply them. This would be consistent with Library and County policy requiring shirts and shoes for service--items far more expensive than masks.

Second, the Library should engage in honest, open dialogue with the community. The reading of the comments is not sufficient as it doesn't meet the Library's value of "Access to information is ensured." Holding this meeting online, in a forum that is closed to the public poses the following issues.

- Individuals without internet access cannot participate
- There is no discourse as public comments are simply read and can easily be misinterpreted or disregarded
- The Board is not following the same safety standards it expects its staff to endure in one business day. If it is safe enough for Central Resource Library to open with zero restrictions on how many people can be in the building at once, it is safe enough for the board to hold a meeting in person, for all who want to attend

Third, representation in the decision-making processes has willfully disregarded the community you serve. The board lacks adequate minority representation, lacks diversity of income, lacks diversity of age, and lacks staff representation. Additionally, the staff representative that is provided to the board is limited to administration. Individuals who would not be present on the floor in the path of most danger when the Library is scheduled to reopen in one business day. This does not reflect the Library value of "People are respected" in particular, "We recognize the contributions of our staff".

Fourth, very little information has been released to the public about reopening. The public has a right to provide feedback on the reopening plan. However, without a finalized plan, the public cannot offer concrete feedback. The fully formed plan is being/has been presented in this meeting. However, the public cannot respond in person and must have submitted commentary by noon on the day of the meeting. Which means the public has exactly one business day to provide feedback to the board. However, the board will not meet again before the plan is implemented. So, this violates the most central value the Library reports to have, "Customer needs come first. We place the highest priority on service to our customers and treat every request with equal value." A request cannot have value if it does not have a forum to influence policy.

I appreciate the service Amy Amos Ruo, Bethany Griffith, Brandy Butcher, David Sims, Wayne Burke, Fabian Shepard, and Donna Mertz are voluntarily providing to the constituents of Johnson County. Representing those you were not elected nor contractually required to represent is a very difficult task. However, that does not excuse finding the path of least resistance to political pressure, anecdotal feedback, or simply "gut feelings" about what is best for the people the Library serves. If you cannot base policy decisions on science, national organization (IMLS, ALA, etc.) best practices, representative staff input, and genuine public discourse you must either delay those decisions or resign your positions.

Can a life be "enrich[ed]" if it is under undo, unreasonable, and unshared burdens? I say no. So should you.

--
Justin Smith

From Madeline Dasch-

To members of the Johnson County Library Board,

As a library patron, I am disappointed that Johnson County Libraries will not have CDC recommendations and safety guidelines in place for their staff and patrons when they re-open.

I am a teacher at a preschool for children 3-5 years old and we regularly check out several books from Johnson County Library. Our children are enriched with the story books that we read to them from your libraries. Our emergent student readers love holding books in their own hands, turning the pages, and trying to read words for the first time. I am deeply concerned about my students being at risk if there will not be a 72-hour quarantine wait on your books coming in. Although we have several COVID-19 policies in place at our preschool such as but not limited to daily temperature checks, screening questions for parents dropping off, teachers wearing face masks indoors, hand washing every hour, cleaning and sanitizing all materials and toys touched by children, my co-teachers and I do not have the time nor is it our responsibility to quarantine the library books that we check out. Young children could still contract COVID-19 or could be asymptomatic carriers to their family members.

I hope in due time you will seriously reconsider your guidelines for the safety of your patrons and your hard-working staff. Thank you for your time and consideration on this matter.

Sincerely,

Madeline Dasch

From Heather Olson-

Board members,

I am writing to express my displeasure at the news that the libraries will be reopening so quickly and that the books will no longer be placed through the quarantine procedures. Quickly rushing back to reopen seems to be flying in the face of showing caution and respect to the public and the staff.

While I know that several places within the state are beginning to reopen others are not. As a government employee myself I understand that the need to reopen and provide service to the public is a major part of our purpose, however we are also burdened with providing care and making the best decisions for the public. Libraries service many people, and many of the patrons are people who would be in the "high risk" category. It seems imprudent and against better Jude gems to reopen and put these most vulnerabilities citizens at risk, not to mention the staff who provide assistance to them.

I appreciate your time and hard work in making decisions for our libraries. I hope you will take the words of a fellow government employee to heart in making your decision.

Heather Olson

From Jim Grebe-

Dear Library Board,

I am very happy to learn that the branches will be slowly re-opening as I have sorely missed my regular visits to the Cedar Roe branch. However, I am dismayed to learn that face-masks will not be required in the buildings.

Please reconsider this policy. The safety and well-being of your loyal patrons should be paramount.

Thank you for your attention to this matter.

—Jim Grebe, member of the Friends of the Johnson County Library and a person at risk because of age

From Katherine Houlehan-

I have some serious concerns about the re-opening plans outlined for the Johnson County Public Libraries.

JCL has stated it will only clean its branches once a day, will not require patrons to wear masks, and will not limit the number of people in the building. As well, JCL has decided to stop quarantining materials when returned.

In stark contrast, almost every library across the country is quarantining materials upon return. Both the KC Public Library and Mid-Continent are still closed to the public. Olathe is re-opening one location, removing all public computers and furniture, and limiting the number of people in the building to 45.

JCL's plans seem rushed, unwise, and unsafe. There seems to be little regard for the safety of staff and patrons. I've always loved the children's summer programs at JCL but cannot in good consciousness bring my family into the library with so few protections in place against Covid 19.

Thank you!

Katherine Houlehan

From Kim Winsor-

I'd like my comment read at the next board meeting please. Thank you.

“The June 11 Board Meeting should be in person, open to the public and utilizing the same distancing and PPE they and administration expect their library staff and patrons to utilize. Without that, this is disingenuous. What is good for the masses should be fine for the few. Follow CDC guidance for high traffic, enclosed public spaces please and consult your local Johnson County Health Department.”

Kim Winsor

From Marcia Bellon-

First, thank you for providing a great service with the Johnson County library. I really love this resource; and the staff at the local libraries are always very kind and helpful.

I recently heard that Johnson County libraries will no longer be quarantining (or sanitizing) books. While I understand the logistics of quarantining material from every customer returning materials to the library, I feel this is essential for the foreseeable future. I am an actual virologist and do not feel we have enough information or enough decreases in county covid cases to warrant the library putting down its guard on the virus. Not only does this put staff at risk, but it risks spreading the virus, since no one fully understands how long it remains infectious on surfaces. If you continue to go forward with the present course of no longer quarantining checked out material, then I will no longer be a user of Johnson County libraries. I cannot risk my health, nor the health of those around me, simply because my reading materials were not properly quarantined.

Thank you for your time,

Marcia Bellon

From Erin Best-

Hello,

I have some serious concerns about the reopening plans outlined for the Johnson County public libraries.

JCL has stated it will only clean its branches once a day, will not require patrons to wear masks, and will not limit the number of people in the building. As well, JCL has decided to stop quarantining materials when returned.

In stark contrast, almost every library across the country is quarantining materials upon return. Both the KC Public Library and Mid-Continent are still closed to the public. Olathe is reopening one location, removing all public computers and furniture, and limiting the number of people in the building to 45.

JCL's plans seem rushed, unwise, and unsafe. There seems to be little regard for the safety of staff and patrons. I've always loved the children's summer programs at JCL but cannot in good consciousness bring my family into the library with so few protections in place against Covid-19.

Sincerely,
Erin Best

From Doug Engleman-

Michaela thank you for including my comments in the last library board meeting. I believe they noted there is an upcoming meeting next week. Would you please include the below comments:

I ask the board to please reconsider ending the quarantine of returned items - and reinstate continuing to quarantine returned items. Many patrons feel not doing so creates an unsafe environment. The Library & the County Librarian have spent many years creating a great library system that is also safe. The decision the board made at the last meeting leads to an unsafe environment.

Many books and DVDs contain plastic covers and the CDC still does not have conclusive evidence on how long this remains on plastic surfaces. The comparison to a grocery store or a cardboard box pizza delivery is not the same as a book or DVD which has been in someone's possession and then returned.

Just because the board members have not had an encounter with this disease or gotten sick themselves does not mean there are not those in our community who are affected. I ask the board to think of the 10,000+ Kansas citizens who have tested positive, and almost 2 million US Citizens who have tested positive for it. A small inconvenience of delaying how quickly one can get a material after its been returned is worth it.

Doug Engleman

BOARD OF DIRECTORS COMMENTS:

David Sims thanked everyone who took the time to comment on the Facebook Live stream of the meeting and sent comments to the Library Board. He appreciates everyone's passion and perspective and took the comments seriously. Last week, Mr. Sims voted to end the quarantine because he felt there was low risk of contracting the virus from materials and he was concerned about putting undue burden on staff. Since the last meeting, Mr. Sims has researched the virus. Through his research he found the virus can live on plastic for up to 72 hours and cardboard for up to 24 hours. This research was done in laboratories under perfect conditions, and the amount of virus decreases significantly during those timeframes. Mr. Sims shared a quote from Carolyn Machamer, professor of cell biology, "What's getting a lot of press and is presented out of context is that the virus can last on plastic for 72 hours – which sounds really scary. But what's more important is the

amount of virus that remains. It's less than 0.1% of the starting virus material. Infection is theoretically possible but unlikely at the levels remaining after a few days. People need to know this.”

Mr. Sims also found that the virus does not enter the body through the skin. It enters through the mouth, nose, eyes or possibly a cut. Touching an infected area would not necessarily lead to infection.

Mr. Sims shared a quote from Dr. Manisha Juthani, Yale Medicine infectious disease doctor, ““If someone coughs into their hand, then touches a doorknob, another person touches that doorknob, and then wipes their nose, they could become infected. However, if the second person just washes their hands in between, the transmission cascade has been interrupted.”

Finally, at the Friday, June 5th media briefing from the University of Kansas health department a question was asked about the need to quarantine books. Both medical doctors stated they didn't think it was necessary, and frequent handwashing was recommended.

Mr. Sims believes there is a low risk of staff contracting the virus from materials as long as they are practicing frequent hand washing and using hand sanitizer. From a patron standpoint, they can quarantine the books on the holds shelves.

Mr. Sims is willing to continue the quarantine of materials for three reasons and one condition.

1. We may not be able to properly communicate to patrons that they can self-quarantine materials by putting them on hold and waiting 72 hours to pick them up.
2. Staff may inadvertently touch their faces when sorting books
3. He would like to be cognizant of the concerns of staff and patrons, he would like staff and patrons to feel confident using the Library.

The condition he would place, is that the quarantining of materials not put too much burden on staff.

Ms. Griffith thanked patrons for taking the time to contact the Board with questions and feedback after the special meeting held on the topic of reopening the Library. She stated representative democracy requires participation and she thanked patrons for engaging with the Board as they navigate this unprecedented situation. Her hope for the meeting is to bring clarity to the current situation, share the rationale behind decisions made and to speak to the concerns that have been voiced.

Governing is neat and easy when the situation is simple, the road is clear and smooth and easy to navigate - those conditions are rarely found. The reality is that the situation is complex, and the Library Board has the difficult position of balancing multiple competing public goods. People have been debating how to do this since the ancient Greeks and people will continue this debate as long as individuals have the liberty to think and decide for themselves. All the Board can do is try to make good decisions, many have reached out to point out where they think errors lie.

Citizen oversight is fundamental to democracy and the Board is accountable for decisions made. Unfortunately, in the current situation there was no way to make everyone happy. Through most of the pandemic operating decisions were limited as county and state mandates superseded Library Board action. As operational authority falls to the Board, the Board must assess both patron needs and concerns across the system, as well as staff needs and concerns. At the highest level the Board considers risk to patrons and staff. There are pages of policy addressing risks encountered, the pandemic has presented the Board with a new situation and risk must be assessed in a new way. Ms. Griffith stated this means finding a thinking paradigm, central to the paradigm are the assumptions at the foundation.

Any paradigm that assumes zero risk is a fiction. Risk is an inherent condition of being alive and every action has consequences. In order to do a risk assessment effectively, there must be good data. That has been a problem, science is a slow and deliberative process that often gives few answers initially. We also find

ourselves in the situation of having to adjudicate between scientists who disagree. We've seen doctors at the CDC contradict doctors at the WHO and vice versa. The ALA made one recommendation on materials handling, but the International Federation of Library Associations lists dozens of materials handling responses. The Dutch, Austrian, Norwegian and Swedish governments all issued guidance that the risk of contagion transfer is low since there is no evidence to support surface transmission, only that the organism can live on surfaces. Hours could be spent debating the methodologies and validity of recommendations.

The Library Board voted to ease into opening and to end the 72-hour materials quarantine so that when opened the system is as efficient as possible in getting materials to patrons. The buildings were not designed to stockpile materials and the operational concerns of materials quarantine are not insignificant. This decision was not well received by some, but other thought it was sensible.

Ms. Griffith is comfortable with the Board action and the emailed patron responses. Ms. Griffith commented that she was not comfortable with some of the comments on Facebook that characterized actions as an unethical display of reckless disregard for the lives of staff. This is a gross assumption that is manifestly untrue and offensive. Ms. Griffith commented that it was a shame that a discussion that could have centered on risk mitigation strategies with valuable citizen input devolved into ad hominem attacks, and the good intentions of the Board was not given the benefit of the doubt.

Ms. Griffith found this frustrating and disheartening. Ms. Griffith serves as a volunteer Board member because she believes in the Library's mission and in citizen oversight of the democratic and civic institutions. She takes the responsibility of her role very seriously.

Mr. Shepard commented that he was unable to attend the June 4 special Library Board meeting. He watched the meeting and was also astonished by the Facebook comments. Mr. Shepard shared that Library Board members are citizen volunteers, they work to make the best decisions for friends and neighbors in the community. Mr. Shepard commented that he would like to have heard the comments read with the names attached to them. He asked that citizens of Johnson County treat one another with respect and courtesy during this difficult time.

Mr. Casserley clarified that the comments from citizens read at the start of the meeting were sent to the Executive Assistant by citizens with the request that they be included as part of the Citizens Comment portion of the meeting.

Dr. Burke commented that he appreciates the people who wrote to the Board to share their concerns. With any difficult decisions some will be happy, and some will be unhappy. Often those who are unhappy are more likely to respond and ask their comments to be read. Dr. Burke asked members of the public who are happy and unhappy with decisions to please share thoughts with the Board. Dr. Burke would be open to holding meetings where the public can attend, following phased guidelines.

Ms. Ruo read a statement. As chair of the library board, I wanted to let you - our community - know that your safety and the safety of library staff and volunteers is the board's highest priority.

At the recent special library board meeting, the Library Board discussed reopening plans, voted on a reopening date, and decided to stop the practice of quarantining material for 72 hours. Our goal was to get material back into the hands of our patrons as quickly as possible, as well as to restore library service levels as much as feasibly possible. It was never our intent to put the public, volunteers or staff in any danger.

The entire board has listened to community feedback over the last week. We have asked staff to provide us with more information on the topic of quarantining materials so we, as a board, can be more fully informed. As volunteer board members, we have been faced with making decisions that we never imagined. We are trying our best to find a balance between providing our patrons with convenient access to services and materials while ensuring the safety of the public and staff.

Although I would like to think we will make the right decision every time, sometimes we won't. However, we are committed to always listening to the community, keeping an open mind and being willing to revisit decisions.

I want to thank everyone who has posted a comment on social media or sent an email to the library board to share their thoughts on decisions made at the last meeting. This is democracy in action. I also want to thank you for your patience as we work through these topics. We will be revisiting the quarantining of material later in this meeting.

Please keep your comments coming. We all share a desire for the same outcome – to keep our patrons, families, volunteers and staff safe while providing the services and materials our community wants and needs.

FRIENDS OF THE LIBRARY:

1. Friends Reopen Plans

- Online Sales have been restarted – great performance so far
 - o Staff and select volunteers re-established online sales earlier in May. Working on a staggered schedule to manage social contact, they've processed a month's worth of sales in 2 weeks. We're so pleased that our customers are eager to support the Library by shopping with us.
- Volunteers have returned to Pine Ridge
 - o Regular volunteers at the Friends HQ have been surveyed for their willingness to rejoin the team on duty. More than 50% have expressed a desire to return to work supporting online sales inventory and listing. We are not currently accepting donations at Pine Ridge, pending return of sufficient numbers of volunteers for receipt and processing.
- Planning for eventual Reopening of Bookstores
 - o Pending Library planning, the Friends are organizing for reopening of the 3 Friends bookstores for public sales. Inventory has been effectively quarantined for 10 weeks!

2. Our Newest Member!

The Friends are pleased to welcome Katherine Feng as a Sponsor-level member. Her gift supports Friends activities and programs like the annual Bookmark Design Contest. Thank you, Katherine!

Katherine has twice been named a winner in the Friends' annual contest (2018 and 2019), so she entered the 2020 contest with high hopes. She was naturally disappointed when the 2020 winners list did not include her name, but kept working at her art. "She first learned to love drawing from the bookmark contest," said her mom. "She said she will try again next year."

Katherine had also entered a contest sponsored by the local Rice Gallery of Fine Art, and was named a winner. The award, says her mother, was comforting and encouraged her to keep drawing. Katherine let her mother know she wanted to donate her prize money to the Friends of Johnson County Library. "As parents, we feel very proud for Kathy's unexpected and lovely decision about her award," says Judy Feng.

3. Internet Sales Factoids – waiting on new

Sales resumed 5/8/20, have sold 738 items for about \$11,500 plus shipping
International shipments sent to Australia, Canada and Germany

Sales of note:

- World Book Encyclopedia 2018, 22 Volume Set.....\$225.69
bought by Wallace Public School, Wallace NE
- Complete HARRY POTTER Hardcover Set\$124.89
- Christmas in Purgatory - A Photographic Essay on Mental Retardation\$99.95
- History of Urology\$72.70
-

We will be transitioning order / inventory management from FillZ to Neatoscan this month.

4. Revving up Friends involvement with CSSC and LA project with staff
As business and civic life resume more-like-normal paces and textures, the Friends are re-engaging with two ongoing projects: the Business Plan and the CSSC project at Central. Friends board have met with Library leadership and staff to get back in the flow of activity over the next several weeks.

JOHNSON COUNTY LIBRARY FOUNDATION:

Donor Appreciation Follow Up One More Time

- As you know, the Foundation hosted a virtual 1952 Society/Readers Circle appreciation event, April 19.
- Our board member, Jason Hascall, edited the recorded ZOOM session turned it into a terrific video! We have posted on the website and on social media. Check it out!

Library Lets Loose Fundraising Event Goes Virtual

- Library Lets Loose plans are continuing to be a virtual event. We are exploring ways to have live and pre-recorded elements for a meaningful and fun fundraising experience!
- Sponsor recruitment is underway and we are making progress!

Grants

- We received a grant from Dollar General for \$3,000 for summer reading.

Board of Directors and Committees

- Strategic plan review. We are in the third year of a 3-year plan, so we are evaluating how we are doing against the plan.
- Areas of work are: Fund Development, Finance, Governance, and People...I like that committee's name. We could call it board and committee development, but we call it People.
- The Foundation Board of Directors and committee members have been remarkable in how they are pivoting with our new challenges and continue to provide leadership and support.

And finally, we are happy present the Library with a check today.

- Please refer to the photo in the board packet! Board Presidents Amy Ruo and Vickie Trott met at Monticello for an official check presentation!
- This donation is the Foundation's annual gift designated for the collection. The amount is based on a calculation of the funds invested at the Greater Kansas City Community Foundation.
- This year is the largest amount to date at \$91,094.97

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that the Board of County Commissioners (BOCC) continues to address issues with Covid-19. Today the BOCC authorized the expenditure of federal CARES Act dollars to purchase up to 50,000 more Covid-19 tests. The BOCC is also dealing with budget impacts due to Covid.

Commissioner Hanzlick shared she received an email from a 14-year-old constituent who asked how she can learn more about racism. Commissioner Hanzlick reached out to the Library and Christopher Leitch and Angel Tucker provided several helpful resources including information about the Dividing Lines audio tour, Race Project KC resource page and student cohort program. She thanked the Library for connecting people to information about real world questions and concerns.

BOARD COUNSEL REPORT

Antioch/Merriam property conveyance addendum and shared parking agreement

Board Counsel, Fred Logan provided the Board an explanation regarding the Merriam property conveyance addendum and shared parking agreement. The Board approved a property conveyance agreement with the City of Merriam on October 10, 2019. The agreement was then approved by the Board of County Commissioners. There will be an outright donation of land to the Library on the Vavra Park property.

Mr. Logan emphasized that the financing for the project has been set aside. The shared parking and property maintenance agreement is new and will become part of the agreement. Areas where fees will be paid are outlined and the specific number of reserved parking spots for patrons and staff are defined. After approval by the Library Board, this will go to the Board of County Commissioners.

The agreement is like the agreement in place with the City of Lenexa for the Lenexa Library.

Memoranda of Understanding and long-term partnerships

At the request of the County Librarian, Mr. Logan described memoranda of understanding with the County. As an example, Mr. Logan spoke about the MOU the Library has in place with the County Facilities and Management Department. The Library has an outstanding relationship with County Facilities, and their team does great work. It has been a seamless partnership, even with the complexity of the projects. Memoranda of Understanding are reviewed annually, giving both partners the opportunity to reflect on the partnership and make changes if needed.

Regarding the June 4 special Library Board meeting, Mr. Shepard asked Mr. Logan why there was a need for the Library Board to vote to open the Library when it was not necessary to vote to close the Library in March. Mr. Logan responded that the County Librarian made the decision to close in March due to the emergency setting. We are no longer in an emergency setting, as we are no longer under a closing order issued by the County Commission or by the Governor.

Mr. Shepard shared his opinion that it is not the role of the Library Board to vote to re-open the Library as it falls under the day-to-day operations of the Library, which is the role of the County Librarian.

Mr. Shepard asked why the Board needed to vote on the quarantining of materials. Mr. Logan replied that the first motion was a recommendation from the County Librarian that implemented the reopening plans. He views this decision as a joint decision for the County Librarian and Library Board when emerging from an emergency. The second vote to stop quarantining materials was brought up during the meeting. Mr. Logan commented that an argument could be made that quarantining is a decision for the County Librarian and staff and not the Library Board.

Mr. Casserley commented that the primary role of the Library Board is policy making and budget oversight. The Board has tasked the County Librarian with directing day-to-day operations. However, if it is the will of the Board to become involved in operational decisions, the Board has the authority to direct the County Librarian into those matters. Mr. Casserley would recommend the Library Board not become involved in operational decisions going forward and leave those decisions to the County Librarian and professional staff.

Mr. Shepard commented that in his view quarantining materials was a policy decision.

Mr. Casserley responded that the quarantining procedure is materials processing which is fundamentally an operational issue, and it is a temporary issue. Policies are different than procedures, they don't often change. In his view this is a procedure that falls within operations. Policies guide how the Library is governed.

Mr. Shepard asked if the Library consulted with Dr. Areola to help make the decision on quarantining materials.

Mr. Casserley responded that he consulted with the Acting Director of Health and Environment, Mary Beverly. She directed the Library to State resources and the CDC. The Library has made decisions using information and data from the CDC and Johns Hopkins, as well as State and local resources.

Mr. Shepard stated that it's bad optics that the Library has not consulted with Dr. Areola, who is one of the few people of color who is a leading expert. Especially during this time of challenging race relations in our Country. Mr. Shepard encouraged Mr. Casserley to consult with Dr. Areola.

Mr. Casserley clarified that he has consulted with Dr. Areola, as well as reaching out to the Department of Health and Environment for guidance. The recommendations provided were that staff not use masks or gloves and instead frequently wash hands or use hand sanitizer. The Library has not received additional support or written guidelines from the Department of Health and Environment.

Mr. Shepard asked Commissioner Hanzlick if she would be willing to learn why the Library has not received more assistance from the Department of Health and Environment. Commissioner Hanzlick stated she would be willing to learn more and share that information with the Library Board.

Reopening Report and quarantining materials

Mr. Casserley stated his recommendation to the Library Board that the Library continue to quarantine materials for 72 hours to mitigate risk to staff and patrons. The Library will be opening on June 15 and furloughed staff are returning. We are at 75% staffing levels.

Mr. Casserley also recommended that masks for patrons be strongly encouraged, not mandatory. The Commission reaffirmed today that it is the responsibility of every Johnson County resident to take safety measures and continue following the Ad Astra Phase III guidelines. Mask wearing is not currently mandatory at the State or local level.

Mr. Sims agreed he hopes patrons will choose to wear a mask out of common courtesy and to help those who are at increased risk. He also highlighted increased safety measures that have been put in place for staff and patrons, including sneeze guards at every service desk, limited seating and frequent cleaning of high-touch areas. Hand sanitizer will be available for staff and patrons.

Mr. Logan advised the Library Board that they can rescind a previous action by making a motion. The motion can be made at the end of the meeting. The motion would be to rescind the Board action of last week in which the Library Board directed there would be no quarantine of Library materials. If the motion passes with a majority vote, the measure will be rescinded, and the decision of quarantining materials will go to County Librarian.

In response to a question, Mr. Casserley stated that we are at a 75% staffing level, some staff have opted not to return. Of staff who are not returning some are seeking leave and some have resigned.

Mr. Shepard asked if the Library has considered opening an hour early for high-risk individuals.

Mr. Casserley responded that this has been considered, but there was concern that having a large number of potentially vulnerable patrons gathering at the same time might increase risk.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director, David Vratny reported that total revenues received are at \$21,335,364. This is on target for this time of year. There are a couple lagging revenues in copying, printing and fees due to Library closure. Expenses are at \$9,746,287.

Mr. Vratny reviewed the revised 2020 budget projections.

Revenue	2020 Budget	2020 Revised Estimates	Difference
Property Tax	34,859,880	34,559,880	(300,000)
Other Taxes (Motor Vehicle)	3,714,924	3,514,924	(200,000)
Other Library Revenue	1,248,359	1,048,359	(200,000)
Investment Interest	352,221	152,221	(200,000)
Grants	257,901	257,901	0
Use of Carryover	10,000	10,000	0
Total Revenue	40,443,285	39,543,285	(900,000)
Expenses	2020 Budget	2020 Revised Estimates	Difference
Personnel	21,720,354	20,525,354	(1,195,000)
Contractual Services	5,519,958	5,454,958	(65,000)
Commodities	4,868,966	4,868,966	0
Interfund Transfers	502,748	502,748	0
Transfer to Capital Projects	4,367,527	4,367,527	0
Grant Expenses	257,901	257,901	0
Risk Management	142,737	142,737	0
Lease Payments to PBC	2,728,376	2,728,376	0
Transfers to Debt Service Fund	334,718	334,718	0
Total Expenses	40,443,285	39,183,285	(1,260,000)

Mr. Casserley commented that total revenue indicates a shortfall of \$900,000. In expenses we show a positive of \$1,260,000. This indicates the Library budget is \$360,000 in the black. The Library will not be going over budget.

Highlights for the 2021 proposed budget

- County Manager is planning to present a budget that contains no Merit and no Increases to Health Care for 2021
- The Compensation Equity Review is also currently on hold in current 2021 proposal
- The County Manager is considering including a possible bonus pool – the current proposal is for 1% to 1.5% based on salary (range would be \$146,886 to \$220,328 for Library)
- The original Estimated debt service for Antioch that was planned for 2021 has been moved to 2022 based on timed need of debt service for that project
- A number of additional operations needs are being addressed for additional communications, furniture replacement, IT maintenance and replacement, Collections enhancements, and for custodial needs for the Libraries (this is an outline of requests that were above the \$100k threshold)

Mr. Casserley commented that the County is looking at a budget reduction because of the falling revenue from sales tax. The Library does not receive revenue from sales tax and so the Library budget has not seen the same impact. The Library budgeted for compensation equity prior to Covid-19 and it is within our budget to make these adjustments.

Ms. Griffith asked if the Library can move forward with budgeted compensation equity for staff without the approval of County.

Mr. Logan responded that the Library governance statutes require that the Library follow County Human Resources policy. Mr. Casserley agreed that in issues of compensation and compensation equity the Library follows County Human Resources policy.

Mr. Vratny shared the proposed Library FY 2021

Revenue	2021 Original Forecast	2021 Proposed Budget	Difference
Property Tax	36,719,903	36,699,974	(19,929)
Other Taxes (Motor Vehicle)	3,813,674	3,294,009	(519,665)
Other Library Revenue	1,273,327	1,276,017	2,690
Investment Interest	327,780	58,404	(269,376)
Grants	265,638	265,638	0
Use of Carryover	10,000	10,000	0
Total Revenue	42,410,322	41,604,042	(806,280)
Expenses	2021 Original Forecast	2021 Proposed Budget	Difference
Personnel	21,669,758	20,464,139	(1,205,619)
Contractual Services	5,430,612	7,116,796	1,686,184
Commodities	4,868,966	4,334,766	(534,200)
Capital Outlay	500,000	200,000	(300,000)
Interfund Transfers	3,102,357	3,102,357	0
Transfer to Capital Projects	2,777,596	2,777,596	0
Grant Expenses	265,638	265,638	0
Risk Management	147,019	194,224	47,205
Lease Payments to PBC	3,638,376	3,138,526	(499,850)
Transfers to Debt Service Fund	10,000	10,000	0
Total Expenses	42,410,322	41,604,042	(806,280)

Mr. Casserley shared that this proposed budget is relatively unchanged. Some revenue sources may be impacted by the pandemic, we may know more in the fall. The reserves are healthy, and Mr. Vratny is watching this very closely.

Mr. Sims asked if the County can increase property taxes to offset the loss in sales taxes.

Mr. Casserley responded that the Board of County Commissioners does have the ability to increase or decrease the mill levy. There has been no discussion of reducing the Library's mill levy or increasing taxes. The County Commission works to keep taxes at the lowest level for the greatest level of service.

Dr. Burke asked if the Library is eligible for the CARES Act funds.

Mr. Waters responded that the Library is eligible as part of Johnson County Government. The Library is part of the overall planning and thinking for utilization of the funds.

Mr. Shepard voiced his support for staff and compensation equity.

Mr. Sims asked if the Library could purchase PPE for staff and patrons.

Mr. Casserley shared that this is something the Library can do. Mr. Waters shared these expenses would be reimbursable through CARES.

Central Staff Space Consolidation

Project Coordinator, Scott Sime provided a short update.

Rick Wise, Clark Enersen Partners will present the design update to the Board in July. The next phase of design development is beginning.

Mr. Sime provided an overall look at the Capital Improvement Project Timeline.

UPDATES

Summer Reading program

Youth Services Manager, Angel Tucker presented. Extensive work has occurred in preparation for Summer Reading.

Ms. Tucker shared the history of summer reading has been to focus on serving elementary students and family. The mantra has been to grab a free book, attend a program, read what you want, listen to books and music, watch movies, play games and do it all at the Library.

This summer, the summer reading initiative is working to determine the new scope of the program. The pandemic has required we reinvent summer reading. We are providing services, programs and engaging virtually. The summer reading log will be downloadable and recommended books lists are also online. Patrons will receive a biweekly update on summer programs and services.

One area that is being emphasized is writing. We are offering programs for elementary age students. We are also offering online book clubs. We are also distributing books through community partners who are already serving youth and families directly. We will support sites by checking in frequently. We will share data tracking the impact of this new approach at the end of summer reading.

We are also engaging adults through MakerSpace programming, Career and Personal Finance programs, Book parties and eBook and Kanopy movie discussions.

Reopening timeline

Mr. Casserley reported that the Library is on schedule to open on June 15.

Ms. Griffith commented that her name was misspelled in the minutes from the May meeting and asked that it be corrected.

Ms. Griffith asked if the Library can provide closed captioning to the livestream of the meeting.

Mr. Casserley responded that we are working to provide closed captioning to the livestream. We are also considering closed captioning solutions for online programs.

CONSENT AGENDA

Minutes of the May 14, 2020 Library Board Meeting

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

Second: Fabian Shepard

Motion approved unanimously

OLD BUSINESS

Consideration of approval of the Memorandum of Understanding between Johnson County Library and the office of Treasury and Financial Management for payroll services

The issue for consideration by the Board is authorizing an MOU between the Board of Directors of the Johnson county Library and the Johnson County Office of Treasury and Financial Management for the provision of payroll services for 2020.

In response to a question, Mr. Casserley responded that the Library will retain the FTE on the Library's staffing books, but it will be transferred to TFM.

Motion: Donna Mertz moved the Library Board of Directors approve the Memorandum of Understanding between the Library Board of Directors and Johnson County Office of Treasury and Financial Management.

Second: Brandy Butcher

Motion approved unanimously

Consideration of approval of the Parking Lease Agreement between the Library Board of Directors and the Lenexa Baptist Church

Mr. Logan advised that the Library has not received a response from the Lenexa Baptist Church. The document has been shared with their legal counsel, and when we receive a response it will be brought to the Library Board for consideration.

NEW BUSINESS

Consideration of approval of the Antioch/Merriam property conveyance addendum and shared parking agreement.

The Johnson County Library Board of Directors approved the Comprehensive Library Master Plan (CLMP) in April 2015, and in August 2015, the Board of County Commissioners (BOCC) approved funding for the CLMP through an increase of 0.75 mills for the Library. The Antioch Library Replacement is the third priority from the CLMP, after the Monticello and Lenexa City Center libraries. In January 2019, the JCL and City of Merriam approved an MOU stating the intent in cooperating to locate and construct an approximately 16,000 square foot library. This library would replace the existing Antioch library. In October 2019, the Property Conveyance Agreement was approved by both parties and ratified by the Board of County Commissioners.

The *Addendum to the Property Conveyance* achieves the following:

- Agreement regarding shared use of the parking structure to satisfy daily parking needs of the Library, with Terms and Conditions included in a separate agreement
- JCL shall provide the City an updated project and construction timeline
- The inclusion of a drive-through lane adjacent to the Library building for drop-off and pick-up of library materials – with a further agreement to come establishing location and terms of operation
- Inclusion of Terms and Conditions for property maintenance in a separate agreement
- Acknowledgement that JCL has completed its studies and agrees to proceed subject to geotechnical tests once the property has been graded

The Agreement for *Shared Parking and Property Maintenance* achieves the following:

- Details relating to:
 - Use, maintenance, and insurance of the Parking Structure,

- maintenance of Library property, including window cleaning, snow and ice removal, lawn and landscaping, and trash/recycling removal
- upkeep of the Internal Access Drive (drive-through lane)
- utility connection and metering
- A placeholder for a future agreement on Vavra plaza maintenance

These agreements are anticipated to be acted upon at the June 8 meeting of the Merriam City Council, and the Property Conveyance Addendum will go to the Board of County Commissioners for ratification later.

Motion: David Sims moved to approve the Addendum to the Property Conveyance Agreement between the Board of Directors of Johnson County Library and the City of Merriam.

Second: Bethany Griffith

Motion approved unanimously

Motion: David Sims moved to approve the Agreement for Shared Parking and Property Maintenance between the Board of Directors of Johnson County Library and the City of Merriam.

Second: Bethany Griffith

Motion approved unanimously

Consideration of approval of the proposed 2021 budget

The Library Budget Committee held a series of meetings in the 4th Quarter of 2019 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans.

The current County Librarian's Recommended FY 2021 Revenue and Expenditure Budget of \$41,604,042 is \$806,280 lower than the original forecasted amount of \$42,410,322. The lower revenues projected to largely come from declining motor vehicle tax and investment interest income in 2021. These reductions in revenue are made up from an expense standpoint from reductions to the merit pool and keeping the health care contribution rate flat for 2021. There still might be changes to merit or addition of a bonus pool and that change could be made through modifications to contractual services budget.

The County Librarian's Recommended FY 2021 Revenue and Expenditure Budget of \$41,604,042 does allow for several operational needs to be addressed, specifically in the areas of: communications, information technology, custodial, systems furniture replacement, and collections development. Those needs and the recommended expenditure amounts are closely aligned with what was presented to the Library Budget Committee with the only modification being the recommendation to lower the increase to the systems furniture replacement amount which would in effect spread the replacement plan of these items out a bit longer than what was originally planned.

Motion: Fabian Shepard moved to approve the County Librarian's Recommended FY 2021 Revenue and Expenditure Budget of \$41,604,042.

Second: Wayne Burke

Motion approved unanimously

Consideration of approval of modified hours

As staff have been called back from furlough and we begin to offer more in-person services to our patrons, many staff have expressed concern in returning to work. They are opting to use a variety of leave options that are available to them both under federal law and county policy. In addition, staff who were not furloughed have also requested to take leave or modified work assignments as we move to this next phase of serving the public face-to-face. To date there are about 40 requests. Furthermore, there have been several resignations in addition to some currently vacant positions. In total we have 31 vacancies as of June 8. Even if we were allowed by county to open and fill some of these positions, that process takes approximately 10 weeks to complete. With that, we have about 75% of our staff returning.

As we look to offer as many services as possible, including the continuation of online programming, interacting with patrons through phones and Answers, and serving patrons in our buildings, we feel the need to modify our open hours in order to provide the best service possible to our patrons while not burning out our staff.

We would like to modify the Library's open hours to approximately 67% of our normal hours. Normal hours equate to 65 hours/week for our larger locations.

Here is the proposed schedule:

Antioch, Blue Valley, Central, Corinth, Lenexa City Center, Monticello - 44 hours per week

- *Monday and Wednesday:* 9:00 a.m. – 5:00 p.m.
- *Tuesday and Thursday:* 12 noon – 8:00 p.m.
- *Friday:* all locations are closed
- *Saturday:* 9:00 a.m. – 5:00 p.m.
- *Sunday:* 1 p.m. – 5 p.m.

Cedar Roe, Gardner, Leawood, Oak Park, Shawnee - 40 hours per week

- *Monday and Wednesday:* 9:00 a.m. – 5:00 p.m.
- *Tuesday and Thursday:* 12 noon – 8:00 p.m.
- *Friday:* all locations are closed
- *Saturday:* 9:00 a.m. – 5:00 p.m. (Cedar Roe would be open 10 a.m. - 2 p.m.)

DeSoto, Spring Hill - 24 hours per week

- *Monday and Wednesday:* 1:00 – 5:00 p.m.
- *Tuesday and Thursday:* 2:00 – 8:00 p.m.
- *Friday:* all locations are closed
- *Saturday:* 10:00 a.m. - 2:00 p.m.

Edgerton – 18 hours per week

- *Monday and Wednesday:* 1:00 – 5:00 p.m.
- *Tuesday and Thursday:* 5:00 – 8:00 p.m.
- *Friday:* all locations are closed
- *Saturday:* 10:00 a.m. - 2:00 p.m.

Drive Through hours, Telephone reference and Answers would all mirror these proposed hours as well.

With only 75% of our staff returning and that returning staff still needing to be allowed to take vacation or sick time, we don't feel we can offer 75% of our normal hours without compromising service or burning out staff. This is why we are recommending 67% capacity.

Mr. Sims asked if staggering opening is possible. Ms. Mahnken shared that this had been considered, but it makes it difficult to promote and communicate. We would also like staff to be able to work in the buildings on Fridays to complete circulation work.

Ms. Griffith asked how long this will need to last.

Mr. Casserley responded that the County has issued a hiring freeze. The Library has requested exceptions be made so Library positions can be posted. We will hire positions as quickly as possible.

Ms. Mahnken added that the Library is experienced at hiring large numbers of people. At our most efficient it takes 8 weeks. We hope that we can bring hours back in the fall.

Mr. Shepard commented that he believes this is an operational decision and will be abstaining from the vote. He also commented that he would like to see hours for the population that is most vulnerable.

Dr. Burke asked what happens if the Board doesn't vote on modified hours.

Mr. Casserley responded that the Library would open with normal hours. Library hours are defined by policy and Mr. Casserley cannot alter them without Board approval. The Library would operate under normal hours and we would need to stop online programming to support in-building services.

Dr. Burke requested the motion be amended to also look into extended hours for special populations.

Mr. Casserley responded that Library research has shown that offering special hours may put vulnerable populations of people at more risk as they are convening at a defined time. Mr. Casserley recommended this not be included in the motion. Curbside service will be another way to deliver books to vulnerable populations.

Motion: David Sims moved that the Library Board of Directors approves the modification of library hours to 67% of its normal hours to include some evening and weekend hours.

Second: Bethany Griffith

Yes: Amy Ruo, Bethany Griffith, Brandy Butcher, David Sims, Donna Mertz, Wayne Burke

No:

Abstain: Fabian Shepard

Motion carried

Rescinding motion to stop the quarantine of materials for 72 hours

Ms. Ruo proposed rescinding the motion to stop the quarantining of materials.

Mr. Logan stated the motion would be to rescind the Board action of June 4, 2020, in which the Board directed there would be no quarantine period upon the return of Library materials.

Mr. Sims commented that he wants patrons and staff to have confidence returning to the Library. He asked if it will be an additional burden on staff.

Mr. Casserley responded that it will be additional work, but not a burden. It will show safety is prioritized for staff and patrons.

Motion: David Sims moved to rescind the Board action of June 4, 2020 in which the Board directed there would be no quarantine period upon the return of Library materials.

Second: Brandy Butcher

Yes: Amy Ruo, Brandy Butcher, David Sims, Donna Mertz, Fabian Shepard, Wayne Burke

No: Bethany Griffith

Abstain:

Motion carried

ADJOURNMENT

Motion: Wayne Burke moved the Library Board of Directors adjourn the meeting.

Second: Brandy Butcher

Motion approved unanimously

Meeting adjourned at 7:08 p.m.

SECRETARY _____
Bethany Griffith

CHAIR _____
Amy Ruo

SIGNED _____
Sean Casserley

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

		Receipts	Payments	Balance
	Opening cash balance			\$75,595.31
	Add Receipts	\$30.23		
	Less Payments		\$87.45	
	Ending Cash balance			\$75,538.09
	Less Liabilities		\$562.21	
	Unobligated cash balance			\$74,975.88

APPROVED: _____

DATE: _____