



**Board Report
March 11, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, MARCH 11, 2021
4:00 p.m.

The Johnson County Library Board of Directors will meet using Zoom, an online meeting tool. The public can view 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
 - a) Report from the nominating committee
 - C. Friends of the Library; written report presented by Christina Sadun4
 - D. Johnson County Library Foundation; written report presented by Stephanie Stollsteimer6
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) History of the County charter commission
 - b) Senate bill 13
 - B. Board Committee
 - a) County Librarian appraisal – Fabian Shepard
 - C. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director.....7
 - a) Trends in Technology - Adam Wathen, Associate Director, and Michelle Beesley, IT Manager14
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC)17
 - b) Antioch Replacement22
 - c) Overall Timeline26
 - 3. Updates – Sean Casserley, County Librarian
 - a) Reopening update report, Jennifer Mahnken, Associate Director, and Nancy Birmingham, Project Lead28
 - b) Partnership between JCL and Adult Residential Center, Melody Kinnamon, Reference Librarian37
 - c) Summary of Friends and Board of County Commissioners meeting
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the February 11, 2021 Regular Library Board meeting45

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2021 were handled in accordance with library and County policy.
- b) The January 2021 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 Report57

VI. Old Business

- A. Consideration of approval of the Memorandum of Understanding with the Friends of the Library58
- B. Consideration of approval of MOU between JCL and the Human Resources department62

VII. New Business

- A. Consideration of approval of MOU between JCL and Financial Management and Administration for payroll services67
- B. Consideration of the Foundation's request to use Lenexa for Library Lets Loose72
- C. Consideration of approval of architect contract for Antioch replacement73
- D. Consideration of approval of contract for replacement shelving at Cedar Roe Library
- E. Consideration of approval of the temporary closure of Cedar Roe Library to allow for HVAC upgrade and building refresh work75

VIII. Adjournment

March 2021: Monthly Report
of the Friends of Johnson County Library
to the
Board of Directors of Johnson County Library

Thank you, Madame Chair, and members of the Board, and Commissioner Hanzlick, and Mr. Casserley for this time to report on Friends progress on behalf of the Executive Committee.

There are 4 subjects in our report today, detailing activities of January and February 2021:

- Volunteers hard at work with Friends
- New Website Update: We're Live!
- Internet Sales
- Lackman Project

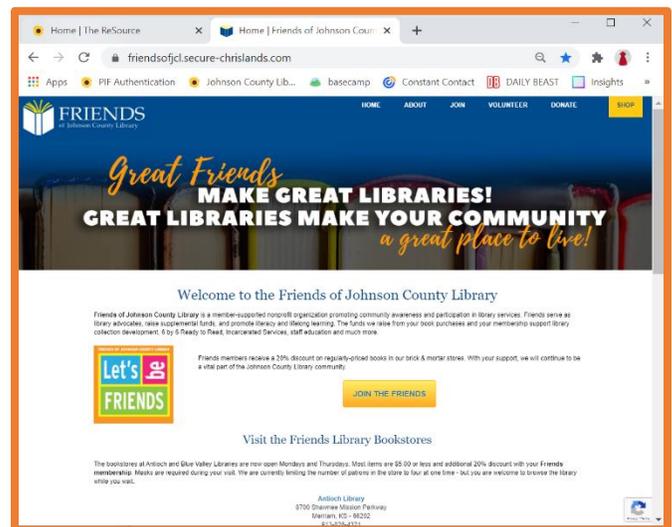
1. Volunteers Help the Friends Succeed

Library Volunteers love working with the Friends. They enjoy camaraderie and always have something to do. Best of all they see how their work directly supports their Library.

There are 40 volunteers currently at work on our sorting team, and more are waiting to join us in March and April. A dozen support the Friends bookstores. Some stepped away during the pandemic and will be ready to return as they receive vaccines, and as COVID-19 case numbers continue to remain at or below Johnson County's target levels.

2. Friends Website

The new Friends website is LIVE as of Tuesday, March 9. We have benefitted from leadership and advice of the Library's IT and Communications staffs, and our excellent external vendors too. For the first time ever we have a native Friends online sale venue – we've been using Amazon and other 3rd party vendors, and now we can bring some of that business home. You can also renew your membership online – not-so-subtle hint!



3. Internet Sales

Of the 26,016 items scanned by staff and sorting volunteers – by hand! - in January, 3,481 met our criteria for listing based on potential net income.

We presently have 20 volunteers listing items for sale and shipping items ordered. 2,611 items sold in January.

Significant sales:

- World Book Encyclopedia 2019 – 4 sets sold\$1451.01
 - World Book Encyclopedia 2018 – 2 sets sold548.90
 - Hell, I Was There: Elmer Keith, His Life Story153.16
- [Elmer Keith is the so-called ‘dean of American gun writers’]

4. Lackman Project

For the final item on our report today, the Lackman Project report, I will turn to Scott Sime, the Library’s Project Coordinator.

Respectfully submitted, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: March 11, 2021
Re: Johnson County Library Foundation update

Good afternoon!

We are excited to be planning the third annual event for 1952 Society and Readers Circle.

- This appreciation event is a celebration for loyal and long-time donors, Friends of the Library, and volunteers.
- They are invited to a special online event, Sunday, April 25th.
- The 1952 Society: Writing the Library's Next Chapter is the planned-giving initiative
 - We'll recognize the members: 24 with an estimated amount of \$1.7 million received and pledged.
- The Readers Circle recognizes current donors and their cumulative giving starting at \$10,000.
 - 28 current donors have given cumulatively from \$10,000 to more than \$100,000
- Over time these two groups have demonstrated support of the Johnson County Library through annual gifts, attending events, adding to endowment, pledging planned gifts, and been advocates for all we do.
- The program features guest author, Tim Madigan, award winning journalist and author.
 - Tim will discuss his critically acclaimed and best-selling book, *The Burning: The Tulsa Race Riot of 1921*.
 - He will share his personal and transformative experience writing about America's worst episode of racial violence.
 - Though now 100 years in the past, it remains profoundly relevant today.

Library Lets Loose planning is underway, September 18.

- We are planning for a virtual fundraising event so we are identifying a production partner and developing an engaging program.
- Sponsor recruitment is underway and information is on LibraryLetsLoose.org!
- We'd also like to plan for an in-person event so we have submitted a briefing you'll be asked to vote on later in the meeting where we ask for the closing of Lenexa City Center.

Finally, the Race Project KC received a \$5,000 grant from the Freedom Frontier National Heritage Area.

That concludes my report.
Does anyone have any questions?
Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2021
8% of year lapsed

OPERATING FUND	Programs	2021 Budget
	Revenue	3,913,449
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	868
	Transfer to Capital Projects	
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$868</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$3,912,581</u></u>
SPECIAL USE FUND		2021 Budget
	Revenue:	3,138,526
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$3,138,526</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$7,051,107</u></u>

Expenditure of Friends of the JCL Donations 2021

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

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2021
8% of Year Lapsed

REVENUE ALL FUNDS	2021 Year to Date	2021 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	20,082,948	36,717,284	55%	54%
Ad Valorem Delinquent	123,772	288,773	43%	1%
Motor Vehicle	625,996	3,170,344	20%	19%
Library Generated - Copying/Printing	4,310	104,359	4%	8%
Library Generated - Overdues / Fees	28,980	768,271	4%	6%
Sale of Library Books	0	0	0%	0%
Misc Other	639	18,703	3%	1%
Reimbursement	14,880	330,043	5%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	0	58,404	0%	0%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	6,850	12,325	56%	50%
Commercial Vehicle Tax	8,186	57,421	14%	24%
Heavy Trucks Tax	2,784	4,841	58%	81%
Rental Excise Tax	13,465	45,873	29%	49%
State and Federal Grants	0	265,638	0%	0%
TOTAL REVENUE	20,912,810	41,855,920	50%	49%

Expenses ALL FUNDS with Collection Encumbrance	2021 Year to Date	2021 Budget	% Categories Expended
Salaries and Benefits	1,421,325	20,797,261	7%
Contractual Services	920,551	7,305,956	13%
Commodities	2,743,418	4,123,766	67%
Risk Management Charges	0	195,074	0%
Capital / Maintenance / Repair	868	3,338,526	0%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	0	2,777,596	0%
Grants	284	265,638	0%
Interfund Transfer	0	3,042,103	0%
TOTAL EXPENDITURES	5,086,446	41,855,920	12%

Revenue - Expenses as of January 31, 2021 15,826,364

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	1,572,099
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**

2021

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
Interfund Transfer	1,767,934
	<u>4,425,107</u>

Budget Remaining **33,093**

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
January 2021
8% Year Lapsed

OPERATING FUND	2021	2021	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	183,461	5,689,263	3%
Information Technology	242,662	3,571,248	7%
Collection Development	195,685	3,543,153	6%
Branch/Systemwide Services	1,211,528	19,333,555	6%
Risk Management Charges	0	195,074	0%
Grants *	284	265,638	0%
Transfer to Capital Projects	0	2,777,596	0%
Interfund Transfer	0	3,000,562	0%
TOTAL OPERATING FUND EXPENDITURES	1,833,619	38,376,089	5%

SPECIAL USE FUND	2021	2021	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	176,305	0%
Commodities (Capital Equipment)	0	155,000	0%
Transfer to Debt Payment	0	10,000	0%
Transfer to Capital Projects	0	3,138,526	0%
TOTAL SPECIAL USE FUND EXPENDITURES	0	3,479,831	0%

TOTAL EXPENDITURES	1,833,619	41,855,920	4%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2021
8% Year Lapsed

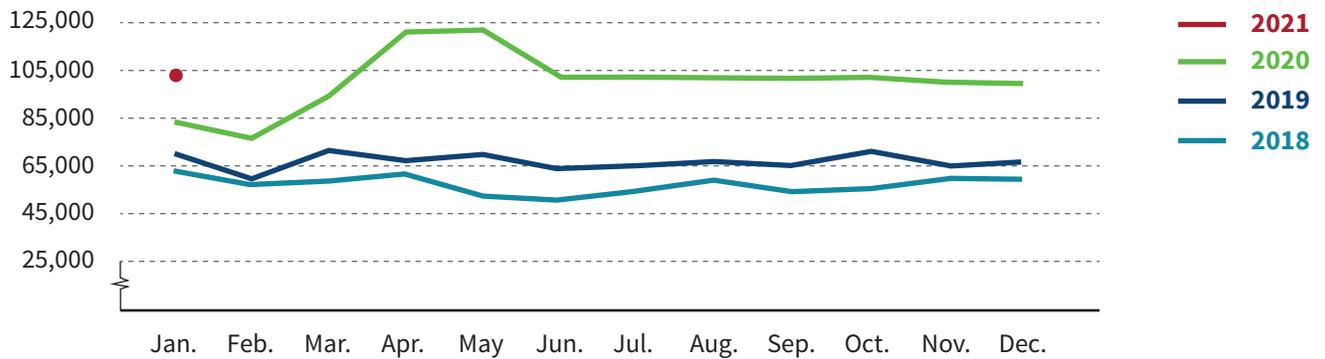
ALL FUNDS	2021	2021	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	1,421,324	20,797,261	7%
Contractual Services	318,946	7,305,956	4%
Commodities	86,806	4,123,766	2%
Risk Management Charges	0	195,074	0%
Capital / Maintenance / Repair	6,259	2,977,596	0%
Transfer to Debt Payment	0	10,000	0%
Transfer to PBC Capital Leases	0	3,138,526	0%
Grants	284	265,638	0%
Interfund Transfer	0	3,042,103	0%
TOTAL EXPENDITURES	1,833,619	41,855,920	4%

GRANTS*	Expenditures through 12/31/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$129,518.04	\$129,518.04	\$0.00

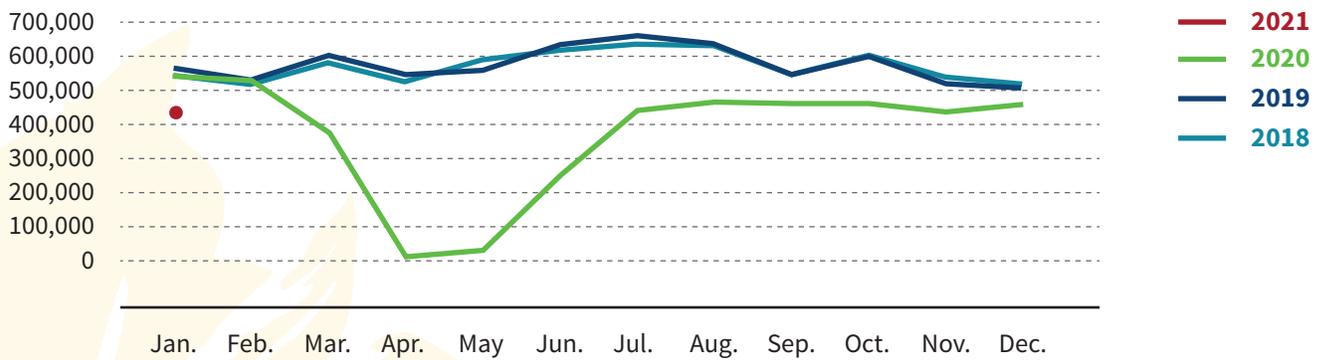
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

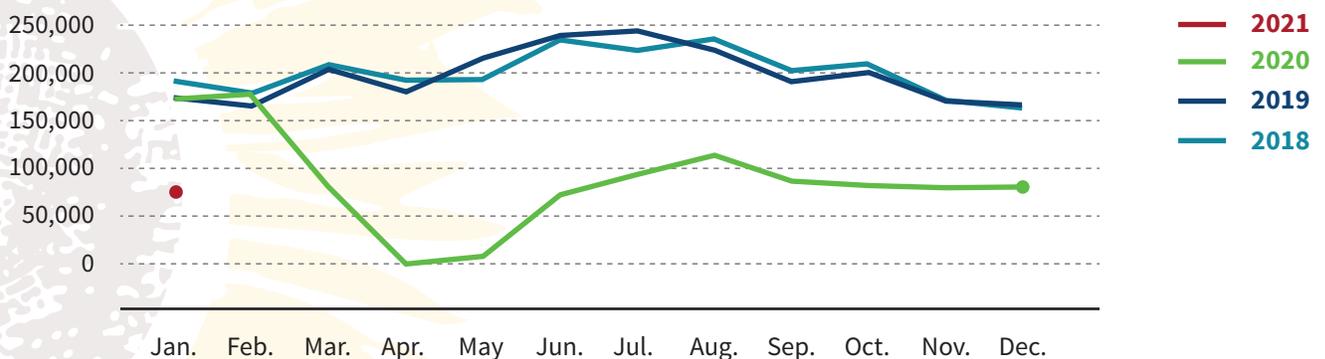
3 Year Digital Usage Trend



3 Year Physical Circulation Trend

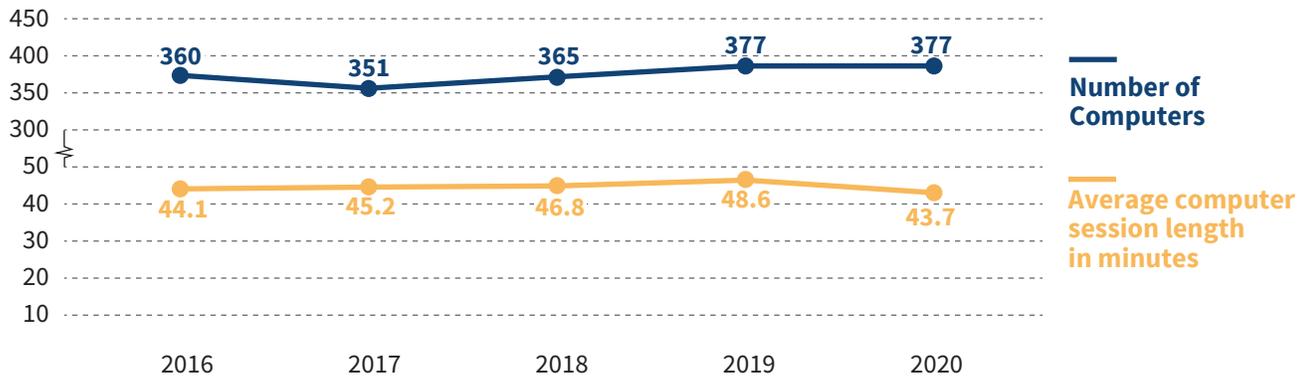


3 Year Visitation Trend

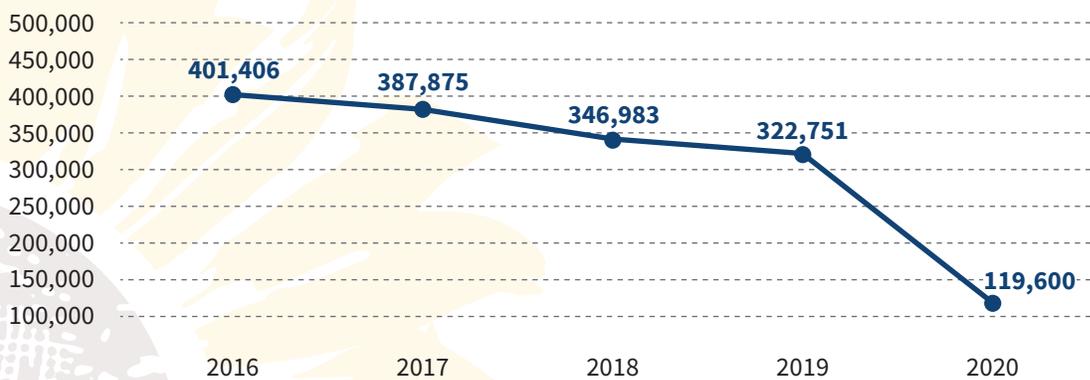


Trends in Information Technology

Number of Public Computers and Use

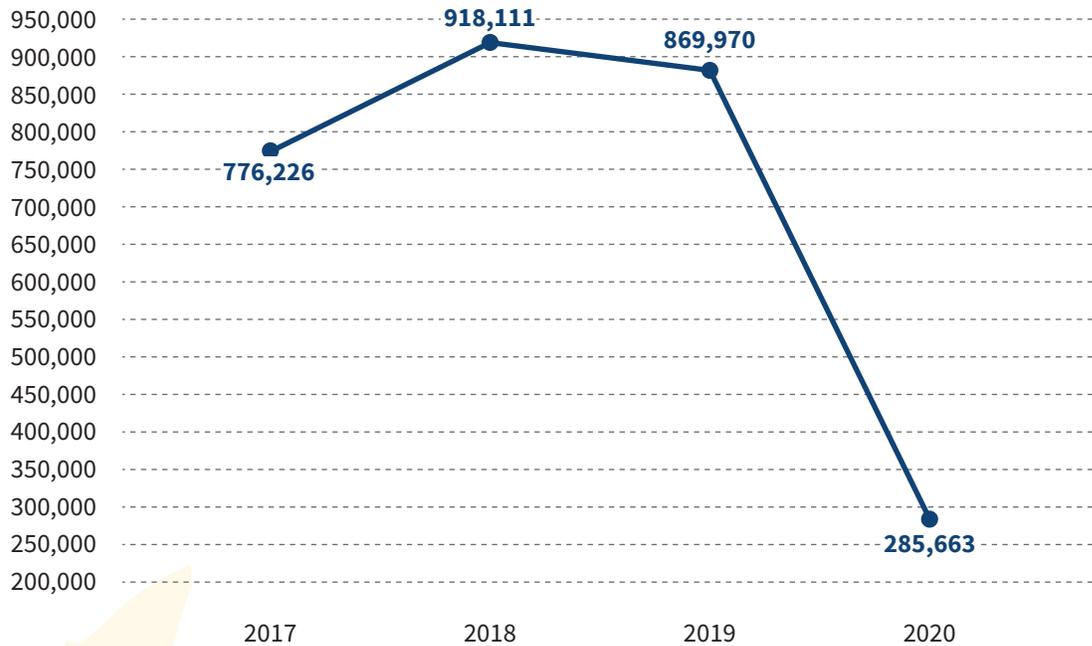


Number of Public Computer Sessions

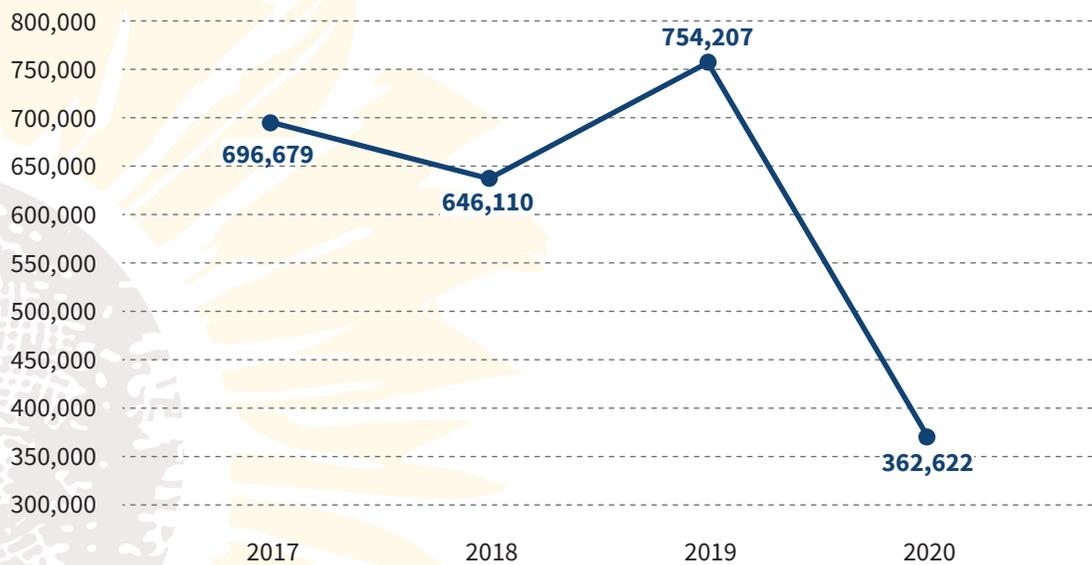


Trends in Information Technology

Number of Wireless Sessions



Pages Printed by Public



Central Building Upgrade, Part 2 (CSSC)

Update – March 2021

JOHNSON COUNTY
KANSAS

Library

Updates

- Construction update
- Next Steps
- Timeline



Construction Update

- Little Central update
- Investigation and demolition

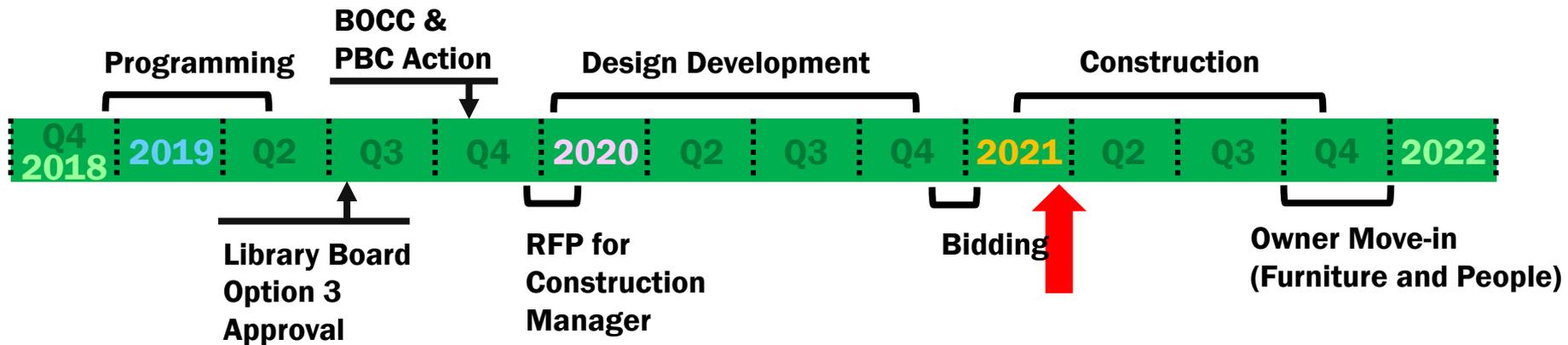


Next Steps

- Construction
- Progress updates



Central Building Upgrade, Part 2: Anticipated Timeline:



Antioch Library Replacement Project

Update – March 2021



Updates

- Architect update
- Communication planning
- Next Steps



Architect update

- 10 firms responded
- Interviewed 3 shortlisted firms
- Following County Purchasing Process
- Recommendation to award
- PBC action anticipated next week



Next Steps

- Late March / Early April – Begin Design
- Develop/update Public and Staff engagement plan with Architect
- Updated timeline anticipated in April

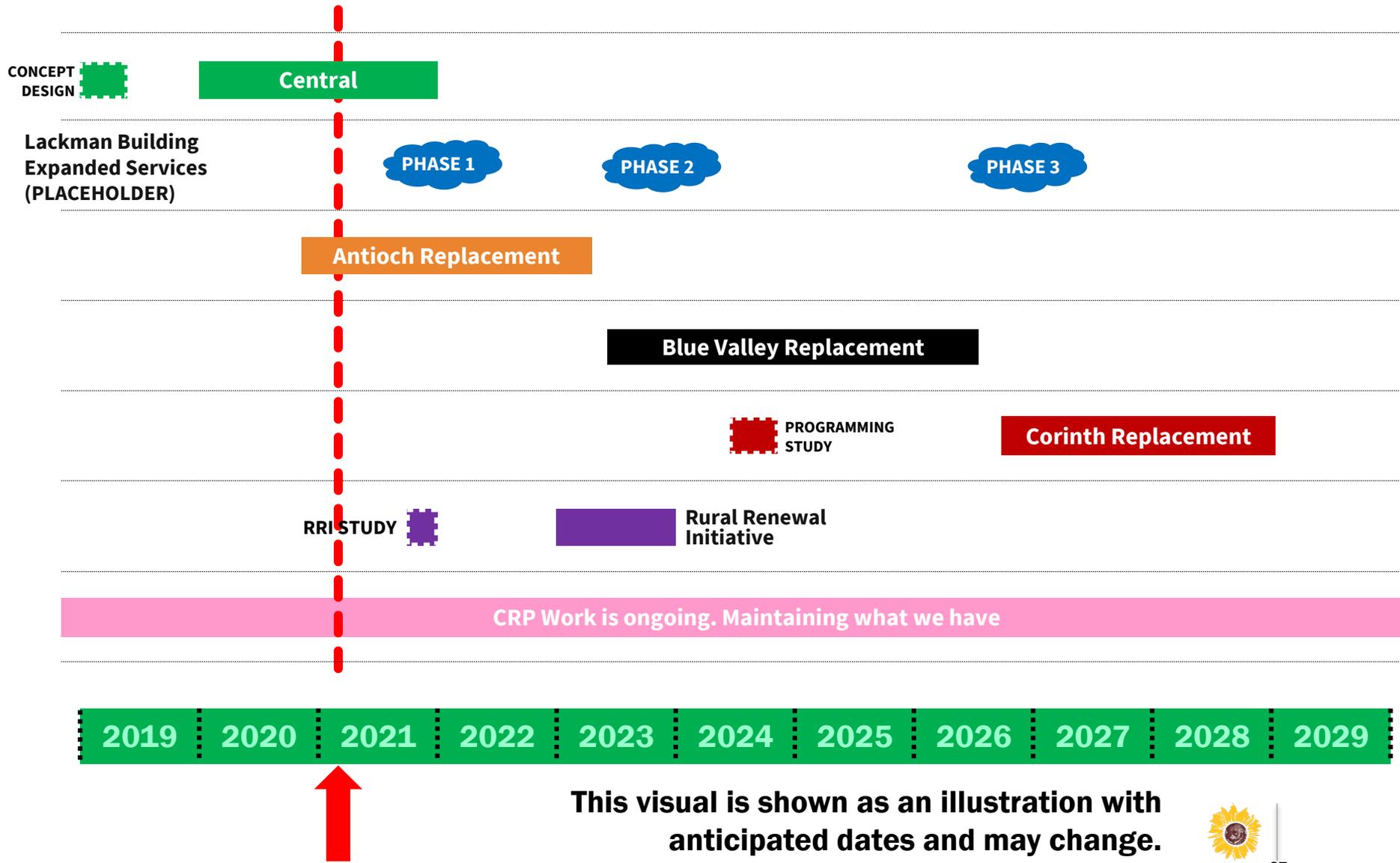


Capital Improvement Projects Timeline Summary

Update – March 2021



Capital Improvement Projects: Anticipated Timeline



Reopening Amid COVID-19

A phased approach for a safe return to
public library services

March 2021



Overview

- COVID-19
- School Updates
- Other Library Systems
- Timelines



COVID-19

Good News

- Positive testing percentages are at their lowest since Oct.
- Available ICU and other hospital bed numbers are up.
- 3 brands of vaccines are being distributed in the United States
- Local municipalities are easing restrictions.

Cautions and Concerns

- Missouri's health department found wastewater evidence that highly transmissible COVID-19 variants have spread throughout the state.
- Kansas and Missouri remain on the lower rungs for rates of vaccinations.
- Currently, library staff are not included in Phase 2 of the county vaccination plan.



School Updates

- All 6 Johnson County public school districts will offer in-person learning by March 31st.
- KCK schools offer in-person to all students by April 5th.
- KCMO school staff returned March 1st.



Other Library Systems Services

Olathe

- Still offering 1-hr computer sessions
- The Lab available
- Combination of Virtual and in-person programming.

Kansas City MO Public Library

- Closed stacks – kid browsing by appointment.
- Locations are only open for pop-in and appointment services.

Mid-Continent

- Stacks opened Feb. 24
- Branches at reduced capacity per local guidelines.

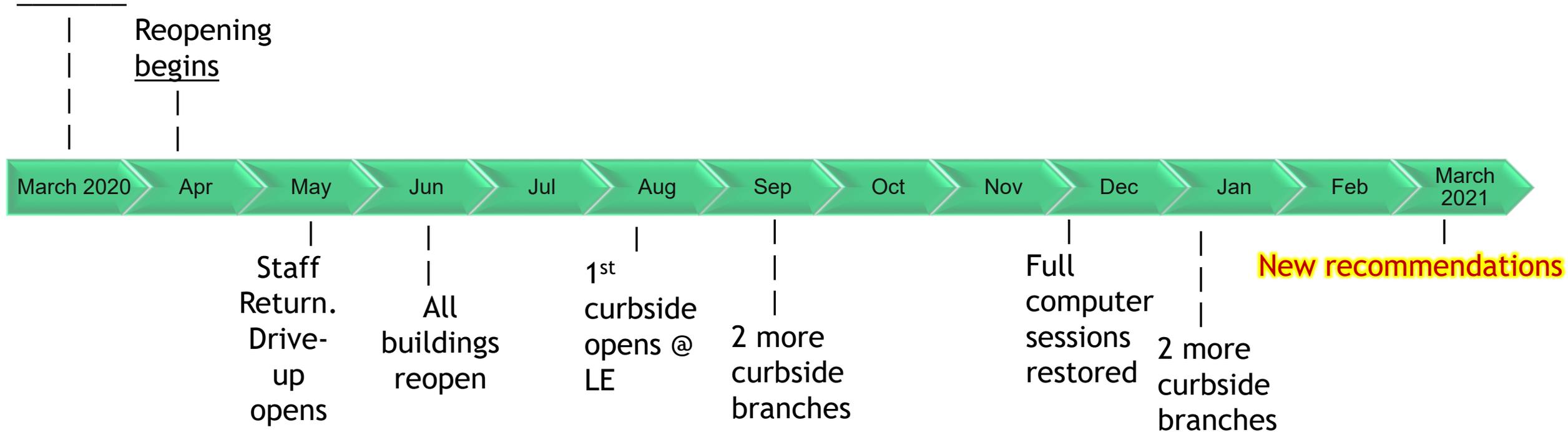
Kansas City Kansas

- Closed to public
- Curbside pickup at some locations

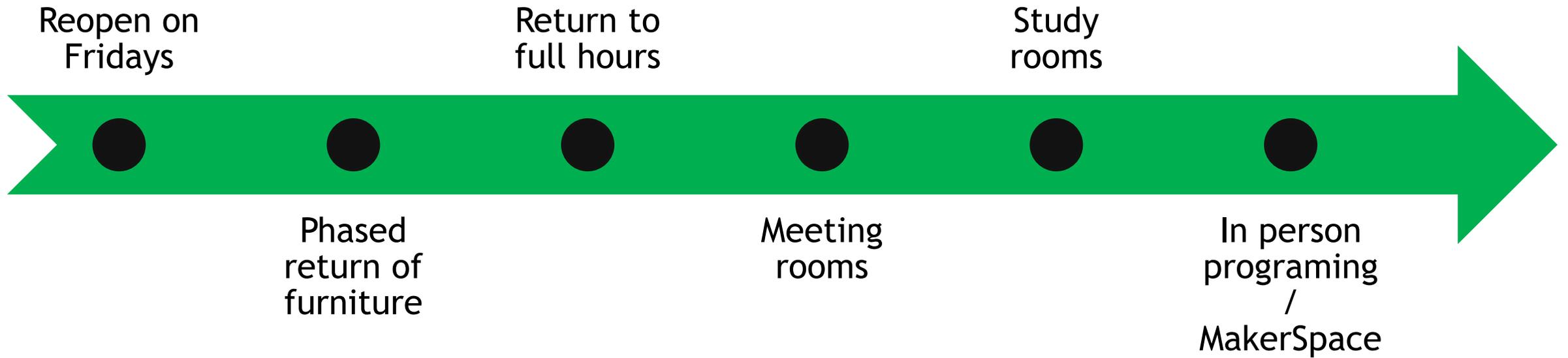


Library buildings closed. 200 staff furloughed.

Reopening Timeline for the past year



Timeline



Recommendation for Restoring Hours and Services if Governor Kelly's emergency order is extended

- April 23: Friday hours resume
- May 3: Quarantine of items ends
- May 3: Magazine and newspapers return. Some seating returns.
- June: Remainder of furniture returns.
- June (or 30 days after the order expires): Full library hours resume
- Fall: Programming moves to the new hybrid model incorporating in-person and virtual offerings.
- Fall: MakerSpace reopens, contingent on construction progress at Central Resource.



Recommendation for Restoring Hours and Services if Governor Kelly's emergency order is NOT extended

- April 23: Friday hours resume
- May 3: Quarantine of items ends
- May 3: Meeting rooms and study rooms available
- May 3: Full library hours resume
- Fall: Programming moves to the new hybrid model incorporating in-person and virtual offerings.
- Fall: MakerSpace reopens, contingent on construction progress at Central Resource.

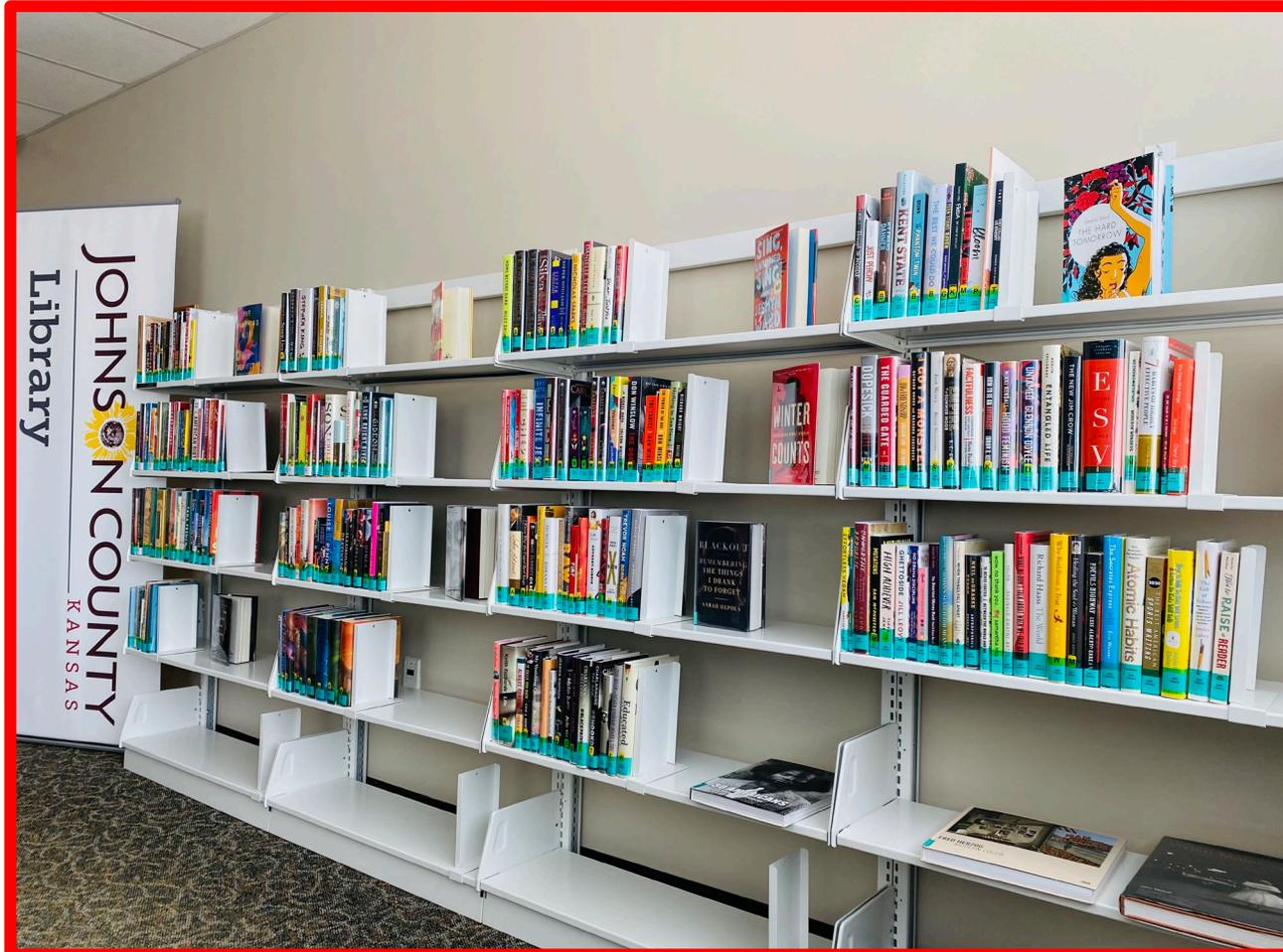


Adult Residential Center Library

Serving Johnson County's justice-involved citizens



Presenting the new ARC Library



Incarcerated Services Committee

We invest in the outcomes of incarcerated patrons' stories by connecting people, tools, resources and content.





Courtney Sammis IS



Jenny Reeves, YS



Grace Bentley YS



Debbie Frizzell, YS



Flannery Cashill YS



Jayma Zook YS



Scott Stone IS



Melody Kinnamon IS



Kate McNair YS



Megan Kabler YS



Neeraj Bang IS



Erin Moeder, JCDOC

Johnson County Department of Corrections

- Adult Residential Center – 400 bed, probation facility focused on reintegrating citizens back into the community.
- Therapeutic Community Center – 50 bed facility providing a 6 -month drug treatment program.

141 Mission Pkwy, New Century, KS



Partners

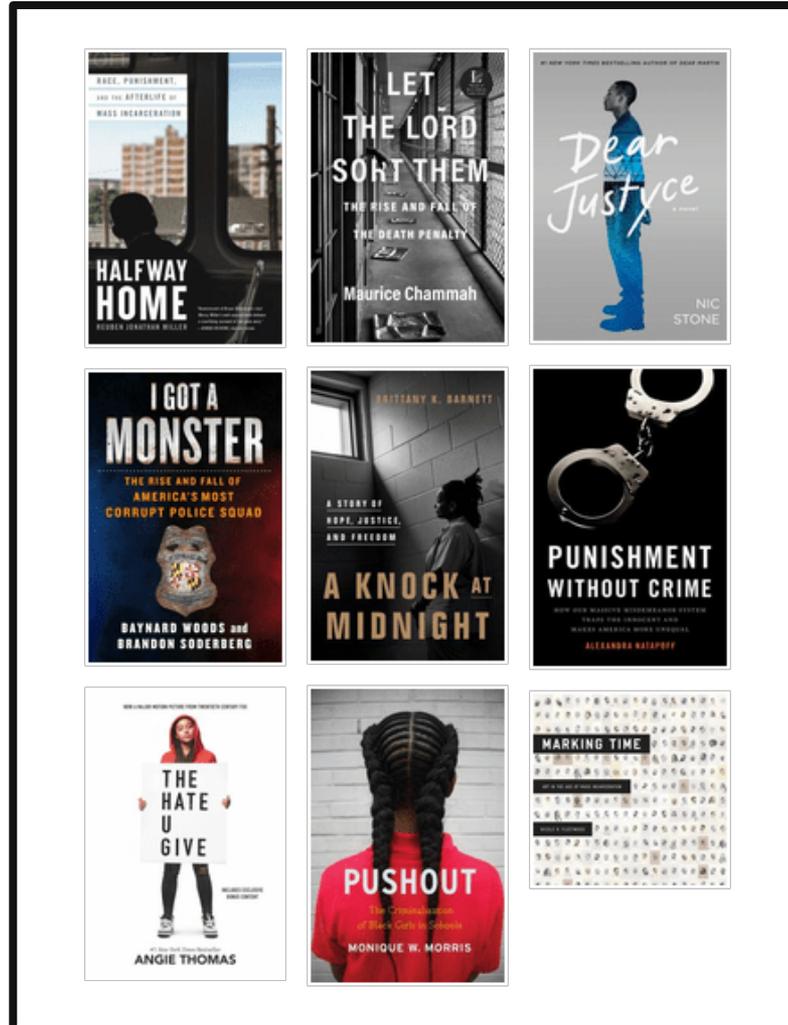
- Department of Corrections
 - Earl Taylor, Adult Residential Center Director
 - Erin Moeder, Volunteer and Program Coordinator
- The Johnson County Library Foundation
- Village Presbyterian Church



Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.



Literature for Justice



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

February 11, 2021

Online via Zoom

4:00 p.m.

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

BOARD ATTORNEY: Andrew Logan, Fred Logan

BOCC: Commissioner Hanzlick

STAFF: Elissa Andre, Nancy Birmingham, Sean Casserley, Ted Clemons, Lacie Griffin, Laura Hunt, Christopher Leitch, Jennifer Mahnken, Abigail Powers, Michaela Scruggs, Scott Sime, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Dave Vratny, Adam Wathen

GUESTS: Jeanie Botkin, Nancy Hupp, Joe Waters

Board Chair Amy Ruo called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

Mr. Casserley read two comments.

Dear Members of the Board of Directors of Johnson County Library,

I am writing in support of the Friends of Johnson County Library plan to locate the Friends Bookstore at the Lackman site. As a volunteer at the Antioch Bookstore, I have seen first-hand the value of the Bookstore to the community. Because the price is low and quality high, people at all income levels shop at the store. However, for the most vulnerable this is the only place to purchase books that are affordable.

The power of libraries to improve lives and communities is evident when:

- A teacher buys books for her classroom library.
- A parent who homeschools buys essential books.
- A mom brings in her children to pick out a book they can own.
- A couple with a Little Free Library stocks up.
- A man buys books for the two little girls who live next door and can't afford them.
- A woman buys books for the library at the nursing home where her mother lives.

I encourage your support of *Planning Meets Opportunity @ Lackman*.

--

Karen Wulfkuhle

Dear Johnson County Library Board Members,

I am writing to declare my support for the Friends of Johnson County's initiative, PLANNING MEETS OPPORTUNITY, which proposes their relocation to the now vacant and unused Lackman Library Building.

I feel privileged to have been a volunteer for the Friends and a supporter of the Library for the past 8 years since moving from Chicago. The benefit that the Friends have given to this *entire* county through their re-distribution of used Library material and patron donations is an endeavor that involves all community members in a relationship with literacy and affordable book ownership that cannot be adequately measured in terms of value. What a shame it would be to lose this for lack of a plan to continue!

I believe PLANNING MEETS OPPORTUNITY offers such a plan and deserves serious consideration and ultimately your support.

Thank you,
Kate Kaltenbach

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS

Mr. Shepard recently attended a Library program entitled *Talking to Teens about Race* and asked to share his thoughts, as well as personal experiences.

Mr. Shepard spoke about his personal experience as a person of color who moved permanently to the southern United States at age 14 in the 1970s. Through this experience he learned about racial discrimination.

Mr. Shepard expressed concern that the *Talking to Teens about Race* program presenter opened by stating that the United States is a white supremacist country. Mr. Shepard stated this is an irresponsible and ineffective way to speak to teens and adults about race in America. Although, his own experience has shown that racism exists, Mr. Shepard believes this approach is harmful and more divisive than unifying. He would like the materials presented at Library programs to be carefully vetted.

Mr. Casserley commented that he hadn't attended the session and stated he would follow-up with staff to learn more about the program and follow-up with Mr. Shepard.

BOARD CHAIR

Ms. Ruo appointed the nominating committee for 2021-2022 officer positions. Mr. Sims, Ms. Butcher and Ms. Mertz will form the nominating committee.

Mr. Shepard is leading the County Librarian's performance review committee. He will provide an update at the March meeting.

FRIENDS OF THE LIBRARY:

Friends president Jeanie Botkin reported on behalf of the Friends of the Library.

When the pandemic began Ms. Botkin was concerned about potential loss of revenue from the closure of the bookstores. However, internet sales have been strong throughout the year. The Friends are also developing a new website that will support direct book sales. Ms. Botkin shared she believes this will also help increase revenue. The Friends are also entering 2021 with strong reserves, they feel they are in a good place as an organization.

Ms. Botkin thanked the staff of the Friends and operations manager Shanta Dickerson for her leadership and hard work in a difficult year.

Ms. Botkin shared the Friends have been advocating to use the Lackman building. They have been meeting with Commissioners and have received insightful feedback.

The Friends are applying for the second draw on the PPP loan in the amount of \$23,000.

Ms. Griffith asked if the Friends are expanding their grant applications and looking for additional public-private partnerships. Ms. Botkin shared the Friends are working on applying for grants, they don't want to leave a single dollar on the table.

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director, Stephanie Stollsteimer, presented a written report to the Board.

This is the 25th anniversary for the Foundation!

- 1996 was the Foundation's first year with Asher Langworthy as the first president of the board of directors.
- Twenty-six community leaders made up the board and I'd like to share a sampling of names you may recognize: Kay Robeson, Jan Meyers, Fred Logan, Caroline McKnight, Bill Franklin, and Joan Berkley.
- Our 2020 board members will integrate this momentous anniversary in the communications plan and take the opportunity to reach out to past board members with appreciation and gratitude.

Annual Appeal: "Nothing can keep us from a good book"

- 2019: 178 donors for \$39,400 gross (\$36,379 net)
- 2020: 179 donors for \$45,540 gross (\$42,040 net)
 - Gifts of note: 3/\$2,500, 7/\$500 +, 23 from zip 66208
 - Highest number of donors and gifts totals in 8 years of tracking

We created an Impact Statement with the dollar amounts that went directly to Library resources. The total in 2020 was \$175,312. We'll put it on the website with programs, dollar amounts and some outputs and outcomes. Of note:

- Collection support: \$91,095
- Summer Reading: \$27,600
- Black & Veatch MakerSpace: \$20,000
- elementia and teen programs: \$9,300
- Race Project KC: \$12,100
- Homework Help: \$10,500

The Foundation held a ZOOM author event January 17 with Jim Hoy, Cowboy Storyteller. This was an appreciation event for Foundation donors, Friends of the Library, and Volunteers.

- Jim Hoy told wonderful stories from his book, *My Flint Hills, Observations and Reminiscences from America's Last Tallgrass Prairie*.
- We had 127 guests register through Eventbrite
 - 71 unique emails attended.
 - We raised \$380 from the option to make-a-donation.
 - "Hosted" by the 1952 Society the planned giving initiative and Readers Circle, the initiative that recognizes donors who have given \$10,000 over time

Finally, Library Lets Loose planning is underway! Save the Date September 18!

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that on Thursday, February 4th, the Board of County Commissioners met as the Public Building commission and gave final approval for the Central Resource Library building project.

On February 18th, the BOCC is scheduled to have a Committee of the Whole meeting to hear from the Friends of the Library in regard to the Lackman project. They are looking forward to learning more.

The County Manager recently reported that Johnson County has achieved a triple AAA bond rating. Commissioner Hanzlick shared this is a huge testament to how well the county manages its money. This is a cost savings for citizens and residents because the County is able to get bonds at low rates due to the excellent bond rating.

Commissioner Hanzlick shared that she recently finished reading the book written by Mr. Shepard's uncle, entitled *Now or Never* about the 54th Massachusetts Infantry's war on slavery. It was excellent and she would recommend it.

Mr. Shepard thanked Commissioner Hanzlick.

Ms. Ruo noted Commissioner Hanzlick with continue as BOCC liaison to the Library for another year.

BOARD COUNSEL REPORT

Updated Administrative Regulation Manual policies

Mr. Logan reported that Library staff have undertaken an effort to make the administrative regulations manual as clear as possible with respect to the use of pronouns. The Board will be asked to approve the changes at today's meeting.

Mr. Logan provided examples of the changes. In ARM 20-10-30 the former language was, "When the County Librarian suspends, denies, or restricts an individual's library privileges, *he or she* may share information about the suspension, denial, or restriction of library privileges..."

The updated language reads, "When the County Librarian suspends, denies or restricts an individual's library privileges, the *County Librarian* may share information about the suspension, denial, or restriction of library privileges..." Mr. Logan reported this is a good example of the type of clarification being made.

Mr. Logan advised changes are sound and promote clarity.

Senate Bill 13

Mr. Andrew Logan provided information about Senate bill 13 which is currently before the House Tax committee.

The bill would institute a revenue neutral rate, which would hold government units (like the Library) from being able to collect property tax dollars in excess of the current property valuation. This would mean the tax dollars from year to year would remain the same, at the revenue neutral rate, unless a government unit were to give notice to taxpayers in County. If the Library wanted to seek the dollars from increased property valuations, the Library would have to give notice to taxpayers by mail, as well as hold a hearing.

Legal counsel is bringing this to the attention of the Board because it is legislation that may affect the Library in terms of potential administrative costs, as well as budget and timeline implications. The bill passed in the Senate in late January and is still under consideration by the House.

Mr. Casserley asked if the legislation passed and the property valuation went down, if the Library would need to go through the notification and hearing process. Mr. Fred Logan replied the Library would not have to go through the process if the property valuations decreased.

Ms. Griffith asked if the purpose of the bill is to increase citizen oversight and knowledge in how tax funds are raised.

Mr. Andrew Logan agreed, and stated legal counsel is bringing this topic before the Board because of the potential for increased costs associated with sending out mailers if the Library wanted to collect additional revenue on increased property valuations.

Commissioner Hanzlick commented that concern from the County's standpoint is that the bill would require the County to send property tax notices before the valuation information is available. She shared there are many moving parts, but the sense is that the bill is on hold at this point.

Assistant County Director, Joe Waters shared the bill as currently drafted would impact the County's budget processes and timing. There are also complexities with new construction. The County has also been watching this legislation closely.

Ms. Ruo thanked legal counsel for bringing this to the attention of the Library Board.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director David Vratny reported on the financials. As of December 2020, the Library collected 98% of planned revenue and was at 92% of planned expenditures. The reduced expenditures more than offset the slight reduction in revenue.

Mr. Casserley shared that the Library knew the pandemic would have an economic effect and decided to take a fiscally conservative approach which included furloughing staff and moving programs online. Mr. Casserley thanked Mr. Vratny and the finance team for their work this year.

Statistics and Reopening Trends

Associate Director Adam Wathen shared the core operational statistics of digital circulation, physical circulation and visitation. December figures show that digital circulation continues to stay much higher than previous years. Physical circulation continues to gain ground and is now only slightly beneath previous years. Visitation is still significantly lower than previous years.

Mr. Wathen shared reopening statistics through January 2021. Physical checkouts and number of patrons checking out continues to pace below previous years at the same approximate rates. Patrons continue to place holds at the same rate as prior years. Visitation continues to lag at 58% below last year's levels. Computer use continues to pace lower than last year, but patrons who need the computers are using them for longer durations than before the pandemic.

Mr. Wathen shared the year in review. Programming numbers dropped in both the number of programs and program attendance. When the Library closed for COVID-19 the virtual program service line was not in place. Programming teams procured the ON24 platform, developed protocols and training for virtual programs and shifted programming lines to virtual spaces.

2020 was a disruptive year for the Library in terms of service lines. Only digital content users benefitted from the changes in Library practice.

Collection Development Manager Lacie Griffin reviewed updated Collection statistics with the Board. She shared graphs showing total collection expenditures, total physical collection, and new items added and items weeded annually. In addition Ms. Griffin shared graphs showing total e-content circulation, total e-book and school e-book use and 2020 holds and circulation.

Mr. Casserley thanked Ms. Griffin for her presentation and for the information on the partnerships between the Library and Schools. When the Library and schools can work together, the taxpayer saves money.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Project Coordinator Scott Sime presented on behalf of the core team. Temporary workspaces are being provided for staff during the Central Building Upgrade. The materials handling staff are working in the County's Northeast office. Mr. Sime thanked the building staff for sharing their space with us. The location works well because it provides great access for couriers and the materials handling staff.

Makerspace staff are temporarily working from Shawnee's basement and will deliver online programming from that space. Other spaces across the system are in use for quarantining of materials, furniture storage and staff learning and orientation.

Some Central branch staff will stay at Central; others are being re-deployed to other locations. I.T. staff are working from the Antioch Library.

Moving staff to temporary workspaces is a new process for the Library. Mr. Sime thanked everyone who helped plan and execute the project.

On Monday, February 8th, Central closed temporarily to build partitions creating the "Little Central" space. We anticipate reopening as "Little Central" on Monday, February 15.

In response to a question, Mr. Sime confirmed that public PCs will be made available. There will be nine social distanced PC stations in "Little Central".

Antioch Replacement Project

Antioch is the Library's longest serving location. It was known as the headquarters branch until the mid-'90s when Central was opened. In 2017, the City of Merriam approached the Library about partnering on their new community center campus. The Antioch replacement building is anticipated to be a one-story building, approximately 15,750 square feet.

Ten architecture firms have responded to the Request for Proposal (RFP) and the selection committee has individually ranked proposals. The team works with the county purchasing department and facilities to undertake the selection process. From that, a short list has been determined. Interviews with the short list candidates are scheduled for Monday. Mr. Sime anticipates bringing a recommendation for architecture at the March Board meeting.

Mr. Sims thanked Mr. Sime for his hard work.

Mr. Sime thanked Mr. Sims and extended thanks to the staff at the Library, administrative team, Branch Manager Tad Twidwell and the Library's facilities partners.

Overall Timeline

Mr. Sime shared the overall timeline.

UPDATES

COVID Update Report

Assistant Branch Manager Nancy Birmingham presented.

Johnson County Library has been comparing our services with other library systems – both locally and nationally. JCL is on track with Olathe Public Library (OPL) in our offerings.

OPL offers one-hour computer sessions, whereas JCL has increased the time limit available to patrons. Olathe offers slightly more in-person browsing. Kansas City Public Library is still closed to the public at this point. Mid-Continent Public Library has closed browsing, but they do offer curbside delivery or drive-thru service at several buildings.

For a look at library service nationally, the REALM study surveyed 585 libraries and museums. In the four categories, JCL is firmly in the largest category of partially open with limited services. A significant amount of institutions surveyed remain closed to public access.

Ms. Birmingham shared that the Library is still experiencing a number of COVID-19 related leave requests. These numbers are the highest they have been all year.

Associate Director Jennifer Mahnken shared the reopening team has been discussing how and when to get back to normal hours of service. COVID-19 numbers have been continually rising and it's been difficult to determine a level or percentage to achieve in order to reopen. Current estimations are that the current wave will be in decline by the end of April or beginning of May. The vaccination rate in Johnson County continues to be low but is rising as vaccines become more available. The team is still monitoring staff availability. Staff who need to quarantine will be out 10 to 14 days, the number of staff needing to quarantine remains unpredictable. Reopening has been a moving target. The team is aiming for the beginning of May and is trying to stay flexible as new information develops.

Mr. Sims asked if the team could consider bringing back some furniture to allow patrons to sit. Restaurants have been doing this with social distancing protocols and enhanced cleaning protocols.

Mr. Casserley responded he is reluctant to bring furniture back at this time, studies have shown that transmission is occurring in restaurants even with enhanced protocols.

Trimester report highlights

Deputy County Librarian Tricia Suellentrop presented.

Every trimester department managers give administration a synopsis of the strategic plan work they have completed during the previous trimester. In 2019, the managers developed goals for their work areas which tie to their key performance areas of education, operations, community, communication and convenience.

Ms. Suellentrop shared the goals developed and the projects that tie to the goals.

Goal 13 Prioritize, plan, implement and evaluate high-quality learning experiences that engage, inform and connect our patrons on a tri-annual schedule while remaining responsive to community needs and requests.

- Online programming

Goal 1 Develop and review the annual budget, allocating resources to align with strategic goals and tactics.

- FY 2022 Budget proposal
- Library Multi-Year Forecast Updated and Presented at Library Budget Committee Meeting
- Coordinated the Personal Protective Equipment (PPE) Acquisitions for the Library
- Central Building Upgrade Part 2 (CBU2) Moves Team Representation and Work
- Digital Navigators Representation and Work
- Payroll Equity Project
- Promotions/Transfers & Reclassifications – 27

Goal 12 Assistant Branch Managers ensure their staff have the same understanding of management expectations and receive consistent foundational training at all locations to be reviewed annually.

- Interviewed 57 applicants and conducted all interviews virtually
- Hired 24 FT & PT Branch Materials Handling Clerks
- Updated 32 Procedures
- Circulation workroom redesign at Oak Park

Goal 18 Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities.

- Learning Management System training, additional content

Goal 19 Learning and Development creates, curates, and outsources learning resources at least trimesterly to provide effective content based on assessed needs.

- On-line training opportunities

Goal 22 Triennially review Johnson County Library's internal project management program to ensure alignment of project teams with the Operations group.

- Initiating, planning, executing, managing, prioritizing, communication, mentoring and closing of

Goal 4 Annually review and align the 2019-2023 strategic partnerships to continue to support the mission of Johnson County Library

- Friends Business Plan
- Strategic Partner inventory
- 2019 Annual Report
- Library Lets Loose – Virtual Edition
- Annual Appeal mailing
- Two grants received
- New Foundation Board members, orientation, Finance class
- Giving Tuesday
- Re-Opening of Friends Bookstores
- Central Building Upgrade work
- Nine internal projects

Goal 11 To unify and maintain consistency across internal and external communication channels, triannually review library messaging.

- Community resource page in collaboration with County offices
Friends website – user experience and content development
- Curbside Holds Pick up
- Re-Opening

Goal 16 Support, coordinate, and implement, with Building Project Teams and stakeholders, the Comprehensive Library Master Plan (CLMP) following the prioritization and timeline set by the Library Board and as resources are available

- Central Building Upgrade – Phase 2
- Antioch

Goal 21 Within the next 18 months Assistant Branch Managers will improve communication and create a systemwide approach to decision making.

- Eliminated Basecamp and created a Teams Assistant Branch Managers channel to develop and discuss ideas before they are presented to a wider audience.
- Improved decision-making process, able to navigate tough conversations and produce coordinated consistent communication to circulation staff at 14 locations.

Goal 2 Lead and administer the twenty-year Comprehensive Library Master Plan with provided resources.

- Central Building Upgrade
- Antioch

Goal 7 Ensure collection management, handling and content delivery methods and processes are reviewed annually and improvements are implemented for efficiency and effectiveness

- CBU2
- Collection Development Policy Update
- Curbside

Goal 8 To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology

- Access Controls – key cards, security cameras, County Facilities & IT coordination and collaboration
- Materials Handling – SIRSI upgrade, Central Sorter, Friends Sorter
- Desktop & Support – reconfigure public computers, staff and public updates
- Systems – On24/Online programming support
- Web – Drupal 8 security updates, Re-Opening updates, Friends website redesign
- Network –Firewall replacement complete
- Central Building Upgrade – Phase 2 – move technology for all Central staff
- Staffing - created new position for IT Customer Service Supervisor, submitted request for Security Analyst II as RAR for 2022
- Relationship building – Olathe Public Library/City of Olathe, participation in hiring panel for County IT position – Network Systems Supervisor
- Digital Navigators/CAREs Act
- Create and implement annual Cybersecurity Plan
- Developed plan for regular cybersecurity training
- Implemented County-led restrictions on cloud services

Goal 14 Evaluate, prioritize and address interior and exterior conditions of our properties on a trimester schedule to continue to minimize maintenance costs.

- Capital Replacement Projects (CRP)
- Corinth condensing units
- Cedar Roe mechanical improvements
- ADA transition plan
- Filter Improvement –COVID19
- COVID19
- Election Office partnership
- Central Building Upgrade – Phase 2

2019 Annual Report

Mr. Casserley shared the 2019 annual report. The report will be available in both digital and print formats.

Shawnee Sign

Mr. Casserley shared a photo of the new Shawnee Library entry sign. The sign will be installed when the weather is warmer. Mr. Casserley thanked Ms. Ruo for her support of the project.

Personnel Review Committee

The County's personnel review committee will be meeting soon. The Library will be requesting two positions a cybersecurity professional and a digital production manager.

CONSENT AGENDA

Minutes of the January 14, 2021 Library Board Meeting

Motion: Wayne Burke moved the Library Board of Directors approve the consent agenda.

Second: Brandy Butcher

Motion approved unanimously

NEW BUSINESS

Consideration of approval of updated Administrative Regulation Manual policies

Some language in the Administrative Regulations Manual (ARM) was inconsistent in using pronouns to describe participants in policy. This language created ambiguity in describing the intended responsible parties in the ARMs. The proposed updates remove these pronouns and replace them with more specific names of the responsible parties in the policy.

The changes recommended to these policies serve a dual purpose of clarifying the roles of the parties in the policy and to increase inclusivity in the policy by not presuming the gender of the participants involved in the policy. Approving the suggested changes does not constitute a review of the policy by the Library Board. The changes are only a change of language not of substance.

Dr. Burke thanked legal counsel for their review and approval of the changes.

Motion: David Sims moved that the Library Board approve the updated language to ARMs 10-50-40, 10-55-11, 20-10-12, 20-10-20, 20-10-30, 20-10-50, 20-15-11, 20-20-20, 20-80-20, and 50-30-25.

Second: Donna Mertz

Motion approved unanimously

Consideration of approval of the Capital Improvement Plan

County agencies and departments are annually asked to put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5-year capital planning look ahead.

This upcoming 2022 budget plan will cover the 5-year capital planning period of FY 2022 to FY 2026. This information was initially presented at the December 2020 Budget Committee Meeting as part of the budget planning for FY 2022 and included in the Library's multi-year forecast. This current drafted Library 2022-2026 CIP is for informational use at this time with a plan for the Library Board to take official action on this at the February 2021 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2022 in August of 2021.

Mr. Sims asked if approval of the CIP submission is also approving the Friends moving into Lackman.

Mr. Casserley responded that the Friends project is included as a placeholder in the CIP, review and approval of the project would come later.

Motion: Bethany Griffith moved the Library Board of Directors approve the 2022-2026 Capital Improvement Program (CIP) Submission.

Second: Brandy Butcher

Motion approved unanimously

NEW BUSINESS

Consideration of Memorandum of Understanding between Johnson County Library and Tech Logic

Lenexa City Center Library was designed and constructed in 2017-18 and opened to the public June 2019. Tech Logic worked with our architects, engineers, and building contractor to design and build automated materials handling system which conveys materials from the library kiosk in the Lenexa City Center parking garage to the library circulation room where materials are discharged and sorted. The system also conveys materials from the first floor up to the second floor where materials are discharged and sorted. This system is innovative in that it conveys materials from an external library building through another organization's delivery garage and into the library's circulation room. Tech Logic approached the library to write a case study describing the conveyance installation for their use.

Tech logic continues to partner with the library to provide materials handling and sorting services. The case study will serve to exhibit the work Tech Logic and JCL have done to implement automated materials handling at our Lenexa City Center location. JCL will be able to use the case study for our marketing purposes as well.

Motion: Fabian Shepard moved to approve the Memorandum of Understanding between Johnson County Library and Tech Logic Corporation regarding the automated materials handling case study.

Second: Donna Mertz

Motion approved unanimously

Consideration of closing dates for Corinth for installation of condensers

At the October 2020 meeting, the Library Board approved a contract with AAIM Services, LLC for replacement of the HVAC condensing units. At that time staff anticipated and communicated a need to close briefly and because we didn't yet have a signed contract, the timeline was not known.

Because of the location of the equipment and the space required for staging of machinery, equipment, crews, and materials, we are recommending building closure for a brief period of time – for up to 3 days in early/mid-March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.

Because of the short duration of this closing, we are not relocating patron holds or shadowing the collection in the web catalog. Messaging will be sent to Corinth patrons and posted on the Library's website and social channels.

Motion: Brandy Butcher moved that the Johnson County Board of Directors approve the temporary closure of the Corinth library for up to 3 days in early/mid-March 2021, exact dates contingent on the contractor's delivery of equipment, to allow for replacement of the HVAC condensing units.

Second: Wayne Burke

Motion approved unanimously

ADJOURNMENT

Motion: Fabian Shepard moved the Library Board of Directors adjourn.

Second: Brandy Butcher

Motion approved unanimously

Meeting adjourned at 6:01

SECRETARY _____
Bethany Griffith

CHAIR _____
Amy Ruo

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2021

		Receipts	Payments	Balance
	Opening cash balance			\$132,481.88
	Add Receipts	\$0.00		
	Less Payments		\$737.23	
	Ending Cash balance			\$131,744.65
	Less Liabilities		\$541.24	
	Unobligated cash balance			\$131,203.41

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley
Date: March 11, 2021

Issue: Renewal of the Memorandum of Understanding (MOU) between Johnson County Library and the Friends of the Johnson County Library.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the MOU between Johnson County Library and the Friends of the Johnson County Library.

Background: The Johnson County Library and the Friends of the Johnson County Library have an agreement in place for the purpose of maintaining a strong relationship in which the two organizations work together for the benefit of the Library.

Alternatives: No alternatives to recommend at this time.

Legal Review: The MOU has been reviewed by legal counsel.

Recommendation: We recommend the Library Board approve the agreement as presented.

AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND
THE FRIENDS OF JOHNSON COUNTY LIBRARY, INC.

THIS AGREEMENT is made and entered into _____, 2021 and will automatically terminate, unless extended by written consent of both parties, on _____, 2023 by and between the FRIENDS OF JOHNSON COUNTY LIBRARY, INC., Johnson County, Kansas (hereinafter referred to as Friends), and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas (hereinafter referred to as the Library).

Recitals:

- 1) Friends was established in 1956 by the founders of the Library to transfer their work in operating volunteer library functions to an advocacy and support organization for the Library, and
- 2) Friends is organized as a Kansas not-for-profit corporation whose purpose is to bring together individuals interested in the Library system, promote informed community interest in the Library functions, resources, services and needs, and to raise supplementary funds for the Library, and
- 3) Friends sells surplus Library materials to the public to assist the Library in meeting its statutory requirement to dispose of surplus property purchased with public funds by offering it for purchase by the general public pursuant to K.S.A. 19-211, and
- 4) Friends has, since 1984, been selling surplus Library materials in book sales, bookstores, and through online sales to benefit the Library, and
- 5) The Friends is a membership organization that solicits participation from individuals, families, corporations and other organizations;

NOW THEREFORE, Friends and the Library agree as follows:

- a) Friends shall:
 - i) Purchase surplus Library materials from the Library as set forth in Section (b), Paragraph (ii) of this Agreement;
 - ii) Sell or otherwise dispose of donated and surplus Library materials through book sales, bookstores, online sales, or third parties. Friends will, in its sole discretionary authority, set prices and determine the value of donated and surplus Library materials;
 - iii) Donate sales revenue to the Johnson County Library Foundation ("Foundation") after Friends has fully funded its operational expenses and reserves;
 - iv) Provide for and oversee all operations related to its obligations under this Agreement including:
 - (1) employing any necessary staff to handle operations, manage stores, sort books, oversee book sales, and provide for sorting and storage facilities;
 - (2) Friends shall purchase, license, install and maintain their own staff computers, systems, and accessories for bookstore service points including (but not limited to) desktops, laptops, iPads, cell phones, and credit card processing devices;
 - (3) at Friends locations outside of the Library, Friends will fund and support their own network, Internet connections and electrical;
 - (4) Library keycards issued to Friends staff will be managed by Friends following Library keycard policies;
 - v) Provide for transport of donated materials from Library locations to a Friends' facility;
 - vi) Designate a liaison to attend Library Board meetings and otherwise regularly report to the Library about Friends activities and progress;
 - vii) Engage in advocacy efforts on behalf of the Library under the guidance of the Library Board and the County Librarian and in accordance with its Bylaws;
 - viii) Invite the County Librarian or his or her designee to regularly scheduled Friends' Board meetings and provide room on the agenda for a Library report;

- ix) Provide to staff of the Library, upon request and as available, selections of donated materials to support Library programs and activities;
 - x) Maintain regular communication with the Library Board and staff regarding Friends' strategic initiatives, goals, and activities; and include the Library in the Friends long-term planning processes to ensure alignment of Friends' strategic goals with those of the Library;
 - xi) Coordinate with appropriate Library staff regarding external and internal communications of Friends activities, including but not restricted to:
 - (1) Friends will provide their own technical, and content, website support;
 - (2) Friends will host their website, manage web analytics and manage website domain registration;
 - (3) Friends provide and support their own email, file management tools, backups, digital storage and software licensing; and
 - xii) Train Friends' staff and volunteers to safely and properly operate and maintain the TechLogic sorter, including cooperating with the Library to take all reasonable steps necessary to ensure the proper operation, storage, care, and maintenance of the TechLogic sorter;
 - xiii) Distribute, in the event of dissolution of Friends, all remaining assets of every nature and description whatsoever to the Johnson County Library Foundation if it is in existence and qualified as a Section 501(c)(3) organization under the Internal Revenue Code of 1986, as amended, or any such successor provisions. If the Johnson County Library Foundation is not in existence or is not a qualified tax exempt organization, then all of the remaining assets shall be distributed to the "Gift Fund" of the Library or any similar fund operated by the Library.
- b) The Library shall:
- i) Sell surplus Library materials to Friends for an annual fee to be agreed upon by the County Librarian and Friends Board of Directors. Payments may be made as otherwise agreed to by the County Librarian and Friends. The fee is subject to the ability of Friends to fully fund its operational expenses and reserves. In the event Friends is unable to pay the full amount, Friends will pay an amount in excess of its operational expenses and reserves, and as agreed upon with the County Librarian. Surplus Library materials will then be the property of Friends;
 - ii) Ensure that Library locations may serve as collection points for appropriate items donated from the public;
 - iii) Provide Friends with Library space for opportunities to sell used books and for administration of those activities;
 - iv) Ensure that the Library volunteer coordinator will assist in recruitment and placement of volunteers for Friends' operations;
 - v) Provide for transportation of surplus Library materials to a Friends facility;
 - vi) Provide a staff liaison to Friends to support the Friends' Board with administrative duties;
 - vii) Coordinate and support shared public messaging in appropriate physical and digital channels;
 - viii) Coordinate and advise on issues of IT as related to Friends' sales and operations, on a case-by-case basis, per the capacity of Library staff, and:
 - (1) Information Technology (IT) hardware and support; Automated materials handling systems, Friends website;
 - (2) For Friends bookstores at Library buildings, the Library provides access to the Library's public network, electrical and VoIP desktop phones as needed.;
 - (3) The Library will provide basic IT support for Friends staff related to integrating into Library spaces and systems – for example, providing recommendations for iPad enclosures at service points and providing access to the Library's public network. This includes hardware recommendations; the Library may choose to mark a device as unsupported and disallow connectivity if it doesn't meet minimum requirements. For Friends locations outside of the Library, Friends will fund and support their own network, Internet connections and electrical;

- (4) The Library will provide advice for the Friends website, excluding major upgrades, redesigns or eCommerce functions. These larger projects will be evaluated separately, and resources will be assigned on a project basis. The Library IT team will provide advice for best practices for Friends web presences as requested.
- (5) The Library will furnish a TechLogic automated materials handling system (sorter) for processing donations at the Friends processing center.
 - (a) The Library owns this sorter for use by the Friends with a periodic evaluation (as part of the MOU renewal process) of the assignment to the Friends.
 - (b) The Library will provide advice on the installation of the sorter and initial configuration. Friends staff will receive training on sorter maintenance and contacting from TechLogic.
 - (c) The Library will fund a support and maintenance contract for this sorter with TechLogic including technical support and regular preventive maintenance.
 - (d) Library IT will provide basic support for the sorter including basic troubleshooting issues through the Library IT Help Desk, weekdays 8a – 5p.
 - (e) Friends will fund and license NeatoScan software for the sorter. Friends staff are responsible for supporting NeatoScan software.
 - (f) The sorter is currently approved to be housed at the Pine Ridge facility. The Library will work with the Friends to develop any plans to move to a new location; it cannot be moved without express approval by the Library, including required vendor support for a move.
- (6) The Library provides building access keycards with appropriate access levels for Friends staff. Keycards will be managed by Friends staff following Library keycard policies.
- ix) Maintain regular communication with the Friends’ Board and staff regarding the Library’s strategic initiatives, goals, and activities; and include Friends in the Library’s long-term planning processes to ensure Friends awareness of the Library’s strategic goals and of how Friends’ resources and support may help the Library meet those goals.

This Agreement constitutes the entire agreement between the parties and supersedes and replaces all prior and contemporaneous agreements and understandings, whether written or oral, relating to the subject matter of this Agreement. The parties hereto agree that this Agreement shall be interpreted under and pursuant to the laws of the State of Kansas. This Agreement may be amended or terminated by mutual written consent of both parties.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement after due action of their respective governing boards.

FRIENDS OF
JOHNSON COUNTY LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: _____
Jeanie Botkin, President

By: _____
Amy Amos Ruo, Chair

Date: _____

Date: _____

ATTEST:

By: _____
Chris Meier, Vice President

By: _____
Bethany Griffith, Vice Chair

Date: _____

Date: _____

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: March 11, 2021

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

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

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

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

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

Alternatives: No alternatives to recommend at this time.

Legal Review: Reviewed and approved by legal counsel.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective the 1st day of January, 202~~19~~¹⁹, memorializes the working relationship between the Board of Directors of the Johnson County Library and the Johnson County Department of Human Resources (Human Resources Department).

RECITALS

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

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

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

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

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

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

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

The parties accordingly agree to the terms set forth below.

TERMS OF UNDERSTANDING

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

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

- b. The Library shall be responsible for providing adequate funding to cover the full, budgeted costs for the two (2) staff positions transferred to the Human Resources Department, and the Library agrees that such funding shall be transferred from the Library budgeted funds to the County General Fund for the benefit of the Human Resources Department for budget year 2021. Such funding shall include the entire salary, including any salary increases; benefits and other employment related costs; professional expenses, including dues and educational expenses (to include up to one human resources conference annually); information technology equipment as is typically utilized by Human Resources for such positions; and office chairs. The Human Resources Department shall determine the salary, salary increases and appropriate professional expenses for the dedicated staff. None of these costs shall be prorated based upon time spent by dedicated staff on Human Resources Department or County projects. The Human Resources Department at its expense shall provide the infrastructure, in the form of office space and supplies sufficient for the dedicated staff to perform their duties.
4. The Human Resources Department shall supervise the Human Resources staff dedicated to the Library. The Library is expected to provide timely feedback related to performance of Human Resources staff assigned to the Library.
5. K.S.A. 12-1225b(5) provides that “in Johnson County, the library board shall . . . employ and terminate the employment of” the County Librarian consistent with the policies of the Board of County Commissioners. Nothing in this MOU shall be construed as in any way limiting the library board’s statutory authority with respect to the employment or evaluation of the County Librarian.
6. This MOU shall remain in effect through December 31, 2021, at which time it may be renewed by the parties.
7. Upon termination of this MOU, the two (2) staff positions transferred from the Library to the Human Resources Department as part of this MOU shall be transferred back to the Library. In the event such transfer occurs prior to the end of a calendar year, the County shall transfer the funds budgeted for the positions from the County General Fund to the Library Operating Fund.

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

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

By _____
~~Lili Tran~~ Rebecca Salter
Director, Johnson County Department
of Human Resources

By _____
Sean Casserley
Johnson County Librarian

By _____
Penny Postoak Ferguson
County Manager

By _____
~~Amy Ruo~~ Bethany Griffith
Chair, Board of Directors of
Johnson County Library

Approved as to Form:

Approved as to Form:

By _____
Denise M. Howard
Assistant County Counselor

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

To: Library Board of Directors
From: Sean Casserley, County Librarian
Date: March 11, 2021
Re: Memorandum of Understanding Between Library Board of Directors
and Johnson County Department of Financial Management and Administration

Issue: Consider authorizing a Memorandum of Understanding (MOU) between the Board of Directors of the Johnson County Library and the Johnson County Department of Financial Management and Administration for the provision of payroll services for 2021.

Suggested Motion: I move the Library Board approve the Memorandum of Understanding (MOU) between the Board of Directors of the Johnson County Library and the Johnson County Department of Financial Management and Administration for the continued provision of payroll services for 2021.

Background: Prior to December 2019, the Library's payroll function had been handled by an internal staff person. The departure of that staff person and the lack of sufficient Library resources to handle the payroll function resulted in a temporary arrangement with Treasury and Financial Management assisting the Library in the provision of payroll services. This arrangement has provided for greater accuracy and efficiency of the payroll function.

The Library and Treasury and Financial Management in 2020 created an MOU, that extended this collaboration and to allowing the Library to focus its attention on Library services by transfer of the Library's vacant payroll position to Treasury and Financial Management along with the necessary financial resources to support that position.

There has been some recent restructuring of departments over at the County Administration Building as the County Treasurer and Department of Motor Vehicle functions have joined what use to be Records and Tax Administration to become a new department. What is left of the Accounting/Purchasing/Payroll functions in the former TFM has become a new department named Financial Management and Administration and it is being headed by Brent Christensen who has been named the department director (he was the Deputy Director of TFM). Besides the name changes this is functionally the same group of people and the part of the former TFM that the Library has been working with since December of 2019. This arrangement has been working successfully and Library staff believes that this current arrangement continues with the newly formed Financial Management and Administration Department.

Analysis: Library staff has previously evaluated the cost and benefits associated with the move of payroll services and has concluded that moving this function to Treasury and Financial Management (now Financial Management and Administration) would provide: better redundancies with the payroll functions, increased adherences to County payroll standards, closer connections to other payroll and Human Resources professionals, and provide the best opportunity to avoid liability risks from a Fair Labor Standards Act (FLSA) standpoint.

Funding Overview: Sufficient budget authority for this comes from the previously budgeted position that provided this function for the Library.

Briefing Sheet

Alternatives: The Library could decide to end this established arrangement with FMA and have the payroll function handled by an internal staff person and begin cross-training other Library staff on being able to perform the payroll function in cases of this position being absent.

Recommendation: Staff recommends the Board approve the Memorandum of Understanding (MOU) between the Board of Directors of the Johnson County Library and the Johnson County Department of Financial Management and Administration for the continued provision of payroll services for 2021.

Purchasing Review: N/A

Budget Review: The budget authority necessary for this MOU is currently in the Library's 2021 Budget.

Legal Review: Reviewed and approved by legal counsel.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective the 1st day of January 2021, continues the working relationship between the Board of Directors of the Johnson County Library and the Johnson County Department of Financial Management and Administration.

RECITALS

A. The Johnson County Library (the Library) owns and operates library facilities in the Johnson County Library taxing district pursuant to K.S.A. 12-1223. It also establishes regulations for those facilities pursuant to K.S.A. 12-1225. It has over 400 staff positions to provide award-winning library services.

B. The Johnson County Department of Financial Management and Administration is responsible for providing payroll services to Johnson County's departments, agencies, and offices and possesses expertise in best practices and compliance with applicable laws. Staff members of Financial Management and Administration are noted for their commitment to professionalism and high-quality service.

C. Prior to December 2019, the Library's payroll function had been handled by an internal staff person. The departure of that staff and the lack of sufficient Library resources to handle the payroll function resulted in a temporary arrangement with Financial Management Administration assisting the Library in the provision of payroll services. This arrangement has provided for greater accuracy and efficiency of the payroll function.

F. The Library and Financial Management and Administration now, through this MOU, intend to extend their current collaboration to achieve long-term efficiencies and to allow the Library to focus its attention on Library services by transfer of the Library's current vacant payroll position to Financial Management and Administration along with the necessary financial resources to support such position.

The parties accordingly agree to the terms set forth below.

TERMS OF UNDERSTANDING

1. The Recitals set forth above are incorporated by reference in these Terms.
2. Financial Management and Administration shall provide all of the required, standard payroll services to the Library, and the Library agrees to utilize those services, including, but not

limited to, final review, processing, posting, charging, and adjustments to payroll. Financial Management and Administration staff shall be responsible for Oracle Time Management (OTM) including the data pulled from OTM to the payroll module for payroll processing. Financial Management and Administration shall also be responsible for all of the Labor Distribution (LD) entries along with any LD adjustments that might be necessary for Library positions. The Library shall remain responsible for time entry, review of time entries, and approval of that time for each payroll.

3. The Library also agrees to fully fund this position as a 1.00 FTE in recognition of the fact that the quantity and quality of the work warrants a fulltime position. Financial Management and Administration shall utilize that position to provide payroll services dedicated to the Library.
 - a. "Payroll Services Dedicated to the Library," for purposes of this MOU, means that the position being transferred to Financial Management and Administration shall be primarily responsible for providing payroll services to the Library. In addition, staff dedicated to the Library may also be given assignments and projects for the benefit of the Treasury and Financial Management or the County in general. After consultation with the County Librarian, Financial Management and Administration may reassign staff dedicated to the Library at any time when reassignment is in the best interest of Financial Management and Administration, the Library or Johnson County, but, at all times, there will be one full staff person responsible for providing services to the Library.
 - b. The Library shall be responsible for providing adequate funding to cover the full, budgeted costs for the full-time staff position that was transferred to Financial Management and Administration, and the Library agrees that such funding shall be transferred from the Library budgeted funds to the County General Fund for the benefit of Financial Management and Administration to cover budget year 2021 expenses. Such funding shall include the entire salary; benefits and other employment-related costs; professional expenses, including dues and educational expenses (to include possible training or additional professional association costs); information technology equipment as is typically utilized by Financial Management and Administration for such positions; and office chair. Financial Management and Administration will work with Human Resources and Library to determine the appropriate salary and appropriate professional expenses for the dedicated staff. None of these costs shall be prorated based upon time spent by dedicated staff on Financial Management and Administration or County projects. Financial Management and Administration at its expense shall provide the infrastructure in the form of office space and office supplies needed for the dedicated staff to perform the duties.
 - c. Financial Management and Administration will work with the Library staff to provide periodic updates of how the payroll processing arrangement is going along with highlights of what has been performed or what is planned to be performed with regards to payroll services. This includes helping prepare a payroll processing update for the Library's trimester reports that are typically done in January, May, and September.

4. Financial Management and Administration shall supervise the payroll services position dedicated to the Library. The Library is expected to provide timely feedback related to performance of payroll services staff assigned to the Library.
5. This MOU shall remain in effect through December 31, 2021, at which time it may be renewed by the parties.
6. Upon termination of this MOU, the position transferred from the Library to Financial Management and Administration as part of this MOU shall be transferred back to the Library. In the event such transfer occurs prior to the end of a calendar year, the County shall transfer the funds budgeted for the positions from the County General Fund to the Library Operating Fund.

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

By _____
 Brent Christensen
 Director, Financial Mgmt. & Administration

By _____
 Sean Casserley
 Johnson County Librarian

By _____
 Penny Post oak Ferguson
 County Manager

By _____
 Amy Amos Ruo
 Chair, Board of Directors of
 Johnson County Library

Approved as to Form:

Approved as to Form:

By _____
 Denise M. Howard
 Assistant County Counselor

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

Briefing Sheet

To: Johnson County Library Board
From: Johnson County Library Foundation
Date: March 11, 2021

Issue: Consider closing the Library Lenexa City Center Branch on Saturday, September 18, 2021, for the purpose the annual Library Lets Loose fundraising event.

Suggested Motion: I move that the Library Board approve the closing of the Lenexa City Center branch on September 18, 2021.

Background: The Johnson County Library Foundation annually hosts a signature fundraiser, Library Lets Loose. From 2016-2019 the event was held in person at the Central Resource Library. In 2020 it was held virtually due to the pandemic. In 2021, plans are to hold the event virtually, however there may be a possibility of hosting some version of an in-person event. If that opportunity arises, the Foundation would like to request permission to close the Lenexa City Center branch on Saturday, September 18, 2021. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches.

The Foundation will follow all the health and safety protocols prescribed by the Library, County and State officials.

Alternatives: No alternative date or location has been developed.

Recommendation: We recommend the Library Board approve the closing of the Lenexa City Center branch on September 18, 2021.

Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: March 11, 2021
Re: Antioch Replacement: Approval of Recommendation for Architectural Services

Issue: Consider approving the recommendation to authorize the contract with Dake Wells Architecture, Inc., the contract for architectural services for the Antioch Library Replacement project in the amount of \$1,132,300.00 per Request for Proposal (RFP) No. 2020-076.

Suggested Motion: I move to approve the recommendation to authorize the contract with Dake Wells Architecture, Inc., the contract for architectural services for the Antioch Library Replacement project in the amount of \$1,132,300.00 per Request for Proposal (RFP) No. 2020-076.

Background: Funding for the Antioch Replacement project in the amount of \$13,680,094 was included in the Library’s 2020-2024 Capital Improvement Plan, which was approved in August 2019 by the Board of County Commissioners (BOCC). In October 2019 the Library and City of Merriam approved the Property Conveyance Agreement, providing a site within the Vavra Development in Merriam, KS. This agreement was later ratified by the BOCC.

In September 2020 the Public Building Commission (PBC) approved Resolution No. PBC 008-20 to design, equip, construct and furnish a Library in Merriam, Kansas, and to authorize the issuance of bonds for a portion of the costs.

Funding for the Antioch Library Replacement Project is shown below:

Project funding from PBC Bonds	\$10,782,567
Cash transferred from Library Fund	\$2,897,527
TOTAL	\$13,680,094

Analysis: On January 21, 2021 the Treasury and Financial Management Department, Purchasing Division opened RFP 2020-076 to provide Architectural Services for the Antioch Library Replacement project in Merriam, KS. The RFP was posted electronically on the following sites: Johnson County, KS website and Johnson County electronic bidding site powered by lonwave Technologies.

A total of ten (10) responsive proposals were received and three (3) finalists were interviewed: Dake Wells Architecture, Inc., BC Design Group, and Gould Evans. The other seven (7) responsive companies that submitted proposals were: Bond Architects, Clark & Enersen, Finkle Williams, Helix Architecture, PGAV, Sapp Design, and SFS Architecture.

The evaluation of each proposal response was based on a scale of 100 points; 35 points for project approach, 20 points for key staff members, and 15 points each for firm experience, staff utilization, and cost. Determination is made by final ranking noted in parentheses and shown below:

Evaluation Criteria	Maximum Points	Dake Wells Architecture, Inc	Firm A	Firm B
Project Approach	35	32.8	30.4	26.8
Key Staff Members	20	19	15.4	14.6
Firm Experience	15	13.2	13.2	9.8

Library

Staff Utilization	15	13.8	11.8	11
Cost Proposal	15	10.51	12.42	15
Total Points (Rank)	100	89.31 (1)	83.22 (2)	77.2 (3)

Based upon the initial proposals and scoring of these firms, the RFP committee interviewed the top three (3) firms and following that interview recommends Dake Wells Architecture, Inc.

The budgetary estimated cost for this service was \$1,200,000. The fee proposals submitted by the finalists for this service ranged from \$793,550 to \$1,132,300.

Funding Overview: Funding for this work will be paid from the Antioch Library Replacement project.

Alternatives: 1) Not approve the recommendation to authorize the contract.

Legal Review: The County and Library Legal counsels have reviewed the contract documents prior to issuance and will review the contract following its award and prior to execution by the County.

Recommendation: To approve the recommendation to authorize the contract with Dake Wells Architecture, Inc., the contract for architectural services for the Antioch Library Replacement project in the amount of \$1,132,300.00 per Request for Proposal (RFP) No. 2020-076.

Suggested Motion: To approve the recommendation to authorize the contract with Dake Wells Architecture, Inc., the contract for architectural services for the Antioch Library Replacement project in the amount of \$1,132,300.00 per Request for Proposal (RFP) No. 2020-076.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: March 11, 2021
Re: HVAC Upgrades at Cedar Roe Library – Building Closure

Issue: Consider approving the temporary closure of the Cedar Roe Library to patrons, from April 19-June 21, 2021, to allow for HVAC Upgrade and building refresh work.

Suggested Motion: I move that the Johnson County Board of Directors approve the temporary closure of Cedar Roe Library to patrons, from April 19-June 21, 2021 to allow for HVAC upgrade and building refresh work.

Background: This briefing sheet is a companion to the HVAC Upgrades at Cedar Roe Library – Contract, approved by the Library Board on January 14, 2021. Information from the Background section of that briefing sheet is duplicated below:

The HVAC system (including the air handling unit, condensers, cooling lines, louvers, pumps, pump controls, boilers and heat exchangers) at the Cedar Roe location is at the end of its expected life and is need of replacement. The existing equipment is no longer able to keep the building adequately climatized when the outside temperature is extreme. We are scheduling work in the Spring to be ready for summer and next winter with better mechanical conditions.

The HVAC upgrades are a portion of work anticipated to occur at Cedar Roe in 2021 – we anticipate the entirety of the work will take 5 months to complete and much of it will be able to be completed with minimal impact to staff and patrons. We do anticipate needing to close temporarily for some of the work – expected duration for closure is 6-8 weeks during the last stage of work.

Analysis: The need for the building’s heating and air conditioning systems to be offline, the small size of the parking lot at Cedar Roe Library, the use and positioning of a crane, and the need to stage machinery, equipment, crews, and materials require the recommendation to temporarily close to patrons – currently anticipated from April 19-June 21, 2021.

The closure period will also allow: Facilities staff an opportunity to deep clean the interior of the building, new shelving and furniture to be installed, and potentially for new roofing to be installed on the sloped, shingled portions of the roof.

In anticipation of this work, a project team has been established to coordinate patron communication regarding the impacts of the closure.

During portions of the project, it is anticipated that: Cedar Roe staff will be able to work inside the building. The project team is guided by making sure patron needs are accommodated as much as possible during the recommended closure period. Solutions for patron holds and returns are being discussed. The Cedar Roe collection would be unavailable for patron browsing and will be temporarily shadowed from view in the online catalog.

Funding Overview: The work at Cedar Roe is funded by existing approved Library CRP funds.

Alternatives: 1) Not close the building – this will require Library and Facilities staff to postpone the HVAC Upgrades project, as well as the building refresh work.

Library

Recommendation: Approve the temporary closure of Cedar Roe library to allow HVAC Upgrade and building refresh work to be completed.

Suggested Motion: I move that the Johnson County Board of Directors approve the temporary closure of Cedar Roe Library from April 19-June 21, 2021 to allow for HVAC upgrade work.