



OLATHE PUBLIC LIBRARY ADVISORY BOARD  
REGULAR MONTHLY MEETING  
February 15, 2017

The regular February meeting of the Olathe Public Library Advisory Board was called to order at 4:00 p.m. by Chairman Tom Glinstra. Members present were John Andrade, Brad Cornell, Danny Buxie, John Ernst, Ann Horner, Cate Neeley, Eirene Knott (Representative of the Olathe Public Library Foundation), Colette McGee (President of Friends of the Library) and Library Director Emily Baker. Also attending were library employees Julie Clark, Leslie Ellsworth and Bob Miller and Judy Keller, President at Keller Consulting LLC.

There were no public comments.

**1. READING OF MINUTES OF LAST MEETING**

The minutes of the library advisory board meeting of January 18<sup>th</sup> were reviewed. Cate Neeley moved to approve the minutes of the January 18<sup>th</sup> meeting. Seconded by Brad Cornell and motion passed.

**2. ADDITIONS OR DELETIONS TO THE AGENDA**

Move 8D – Goals for Board to 9E and Questions from the Board to 9F.

**3. REPORT OF THE TREASURER**

Ann Horner reported the library received \$1.18 million from the city in tax revenue in January, which is right on target with what was budgeted. John Ernst moved to approve the treasurer's report. Seconded by Cate Neeley and motion passed.

**4. CONSENT AGENDA**

The January expenditures were reviewed. Cate Neeley moved to approve the January expenditures. Seconded by Brad Cornell and motion passed.

**5. REPORT OF LIBRARY DIRECTOR**

The monthly report was given by Library Director Emily Baker. The statistics for December 2016 include Indian Creek in its temporary space. The in-house circulation increased 4.3% at the downtown location and decreased 42.7% at the Indian Creek location with an overall decrease of 18.7% over last year. The circulation of OPL items increased 5.3% for the downtown library and decreased 42.5% at the Indian Creek location with an overall decrease of 16.0%. The downtown gate count increased 2.1% and decreased 33.4% at the Indian Creek location with an overall decrease of 15.3%. Interlibrary loan borrowing decreased 21.0% and

lending increased 0.2%. The number of combined volunteer hours increased 14.4% and the number of combined volunteers increased 8.9%. The computer user sessions at downtown increased 0.7% and decreased 40.8% at the Indian Creek location with a combined decrease of 17.5%. Website visits were down 9.6%.

Emily Baker continues to attend city council agenda review meetings (01/25, 02/01, 02/08, 02/15), executive team meetings (01/25, 02/01, 02/15), budget meeting (01/30), and city manager meeting (02/14).

Emily Baker and Leslie Ellsworth met with Lee Bramlett, Organizational Development and Training Leader for the City of Olathe on January 20<sup>th</sup>. Mr. Bramlett will be working with department heads and will go over the Extended Disc assessments on February 23<sup>rd</sup>. Mr. Bramlett will also be providing some project management training for selected staff later this year.

Emily Baker met with Judy Keller, President at Keller Consulting LLC, on January 19<sup>th</sup> and February 6<sup>th</sup> to discuss a feasibility study for a capital campaign. Emily Baker and Bob Miller provided Olathe Parks and Recreation staff with a tour of the Teen Commons space which did not meet the programming needs for the Parks and Recreation department. Emily Baker and Rita Patterson hosted the Olathe Civic Academy at the downtown library on January 26<sup>th</sup> where participants were provided with a tour of the library. Emily Baker and Sara Eccles met with city communications staff on January 31<sup>st</sup> to see how the library might collaborate with the city to redesign the library website.

Emily Baker attended the Steering Committee meeting for the new downtown vision on February 6<sup>th</sup>. Ms. Baker will attend a meeting on February 23<sup>rd</sup> with the City of Olathe and the Olathe Board of Education to present future endeavors. Board member John Ernst mentioned that Northview Librarian, Kim Hawkins, raved about how great the students' visit to the downtown library was.

## **6. FRIENDS OF THE LIBRARY REPORT**

The Friends of the Library report was given by Collette McGee. Ms. McGee reported the Friends of the Library provided funding of \$9,026 to the library for movie license renewal, teen babysitting program, teen summer reading program, and the teen commons. The last book sale raised \$2,233.44. Ms. McGee handed out the publicity for the Novel Tea in April and a promotional piece highlighting the Friends of the Library accomplishments.

## **7. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT**

The Olathe Public Library Foundation Board Report was given by Eirene Knott. The Boogie for Books fundraiser will be held on March 4<sup>th</sup>. The foundation dinner has been scheduled for October 7<sup>th</sup> at the Embassy Suites. Scott Ellsworth, author of "The Secret Game" will be the keynote speaker for the event.

## **8. UNFINISHED BUSINESS**

### **Indian Creek Flood Temporary Facilities**

Bob Miller reported he met with Lucille Windsor from Bibliotheca to discuss their Open+ service, a solution which extends library opening hours and improves service to the community by allowing 24 hour access. Mr. Miller reported the crack in the wall has been repaired, new PA system has been installed, awning has been repaired, and new plants have

been planted. The new teen gaming system has arrived with plans for a teen lock-in event on March 24<sup>th</sup>. Mr. Miller reported on a few things library staff are doing to draw more people into the Indian Creek Library such as art exhibit space and additional children's, teen and family programming.

### **Future Indian Creek**

Emily Baker and Bob Miller reported that a number of national and local companies submitted proposals for the Indian Creek Library. Ms. Baker and Mr. Miller along with several city staff members will be reviewing the proposals and inviting the top three to five companies back to do an onsite presentation. This selection committee plans to make a final recommendation to city council by the end of March.

### **Future Facility Planning/OPL Master Plan/LEAP**

Emily Baker reported the deadline for proposals involving the sale of three properties and a potential P3 development for the downtown library is February 21<sup>st</sup>. For the downtown re-envisioning project, the consultants will conduct focus groups March 20<sup>th</sup> through March 22<sup>nd</sup>.

### **Serving Residents Beyond Two Libraries**

There was no report.

### **Goals for Board**

Tom Glinstra handed out examples of the logic model being used at some public libraries. The board members discussed starting with administration, adult, kids and teens and looking at the impact on the community. Emily Baker mentioned the DirectionFinder Reveal for staff will be held on March 9<sup>th</sup>.

### **Feasibility Study for Capital Campaign**

Judy Keller, President at Keller Consulting LLC, has been hired to do a feasibility study to see how much can be raised in the private philanthropic sector. The study will focus on individuals. Ms. Keller and library staff have developed a short case statement to share with potential donors. Ms. Keller will be interviewing individuals one on one in the community during the month of March. Ms. Keller will present her final feasibility study, including reports, recommendations, campaign plans and prospects at the April board meeting.

## **9. NEW BUSINESS**

### **Leadership Summit to Discuss Race**

Emily Baker announced a Community Leadership Event for Olathe Public Library boards. The event, "Leadership Summit to Discuss Race", is being planned by the Johnson County Library. The event will be held at the Central Resource Library on April 20<sup>th</sup> with a reception beginning at 5:30 p.m.

### **March Meeting Date**

Emily Baker posed the question of moving the March board meeting in lieu of Spring Break. There were no changes to the March board meeting.

### **Library Advisory Board Term Expirations**

Tom Glinstra reported there were two board members with terms up in April. Tom Glinstra also asked board members to begin thinking about electing new officers for the next year.

### **Library Staff Update to the Olathe Library Advisory Board**

Kudos to library staff members. John Andrade suggested that library staff attending conferences or involved in outreach efforts and grants be invited to the monthly board meetings to do a short presentation on their experiences. John Andrade also suggested that board members are updated about organizations or grants that library staff are involved in so board members could potentially connect with those organizations.

### **Questions from the Board**

Board members asked if the library would be affected by the conceal carry going away in July. The library will comply with the new law regarding conceal carry.

## **10. ADJOURNMENT**

Tom Glinstra adjourned the meeting at 5:15 p.m.

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Brad Cornell, Secretary