



**Board Report
January 13, 2022**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, JANUARY 13, 2022 4:00 p.m.

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 kangethep@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, Bethany Griffith
 - C. Friends of the Library; written report presented by Shanta Dickerson.....4
 - D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....6
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Role of the Friends and Foundation and relationship with the Library
 - b) Relationship with Olathe Public Library
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director.....7
 - a) 2022 Budget Calendar
 - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....14
 - c) Volunteer Statistics, Amber BourekSlater, Volunteer Services Coordinator.....17
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC).....21
 - i. Central: Office Etiquette and Training Team; Christian Madrigal, Branch Manager.....27
 - b) Antioch Replacement.....32
 - c) DeSoto, Spring Hill and Edgerton Renewal Study.....36
 - d) Overall Timeline.....40
 - 3. Updates – Sean Casserley, County Librarian
 - a) Leadership in Action (LIA) award winners
 - b) Lenexa Library Award – 2020 Lighting Design Award, Kansas City Illuminating Engineering Society (IES) Chapter
 - c) Succession Plan.....43

V. Consent Agenda

A. Action Items:

1. Minutes of the December 9, 2021 Regular Library Board meeting.....53
2. Minutes of the December 20, 2021 Special Library Board meeting.....58
3. 2022 renewals of Memoranda of Understanding (MOUs).....62
 - a. Johnson County Department of Technology & Innovation – Automated Information Mapping System (“DTI-AIMS”) and Johnson County Genealogical Society

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November 2021 were handled in accordance with library and County policy.
- b) The November 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 Report.....67

VI. New Business

- A. Action Item: Consideration of MOU with the Johnson County Elections Office.....68
- B. Action Item: Consideration of Addendum to the Olathe Public Library Interlocal agreement...72
- C. Action Item: Consideration of closure of Little Central to transition to full access of Central Resource Library.....78
- D. Action Item: Consideration of closure of Central Resource Library for Library Lets Loose; September 17th, 2022.....79
- E. Informational Item (no action): 2023-2027 Capital Improvement Plan (CIP) Submission.....80

VII. Old Business

VIII. Adjournment



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

Good afternoon, Madame Chair, and thank you 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 two subjects in our report today, detailing recent activities:

- Financial Support to Johnson County Library

- December Pop-up Sale at Friends HQ

- Financial Support to Johnson County Library

With our fourth and final quarterly weeds payment made in December, the Friends provided \$50,000 in financial resources to Johnson County Library in 2021. These payments are made in exchange for all materials withdrawn from the collection and are a direct line item in the Library's collection development budget. The Friends recycle all unsalable materials we receive: a significant portion of ex-library materials are obsolete, damaged beyond repair, or generally unsalable. While not inexpensive, assisting our Library in keeping discharged items out of landfills is a service we value tremendously.

- December Pop-up Sale at Friends HQ

After much effort and planning, we are now in the testing phase of the sort-to-sell concept as outlined and carefully researched in our strategic and business plans. The concept is not new – Friends groups across the region and the nation have moved to this model with much success – but it is new to us.

Our first sale stretched across two Saturday afternoons, on December 4 and 11. Net sales exceeded \$1,200 – noteworthy, given our exclusive Members-only communications approach! To put in perspective, this dollar amount is comparable to a full month of sales at either of our longstanding Library Bookstore locations. The ability to plan and manage Friends

operations in a single space are already evident. We are eager for our next round of sales which are slated to follow tenant improvements at our Lenexa address.

If you missed notice of those December sales, be sure to join or renew your membership today at <https://www.joinjclfriends.org/>. We look forward to seeing our Friends again in the spring, and we thank each one of you for joining us in our support of Johnson County Library!

Respectfully submitted,

Executive Committee, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: January 13, 2022
Re: Johnson County Library Foundation update

Good Afternoon!

Year-end donations continued through New Year's Eve! Gifts of note include:

- Henderson Engineers: Donated \$3,000 for *elementia*, the teen literacy arts magazine and program.
- \$1,000 for the Lauffer Civic Engagement Fund
- We are tracking gifts tied to the Annual giving campaign and I'll have numbers next month.

We had two gifts of note recently from two separate individual donors that will benefit the Collection.

- \$10,000 for Large Print Books
- \$10,000 for Audio and downloadable books

As we kick off 2022, we have a virtual appreciation event, January 16, with Johnson County Library's own Gregg Winsor, Readers' Advisory, who will share his "Must Reads" for 2022.

- The event will be on ZOOM and provide a fun and interesting hour for the most loyal and generous supporters who are volunteers, Friends and donors.

Join a tour of the renovated Central Resource Library!

- We have one more VIP tour scheduled. You can join in Friday, January 28 at 3:30.

As we closed out 2021, the Foundation wrapped up the celebration of its 25th anniversary.

We are amazed and grateful for the ongoing support from donors, volunteers, and Friends of the Library.

Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
October 2021
83% of year lapsed

OPERATING FUND

| | 2021 Budget |
|---|----------------------------------|
| Programs | |
| Revenue | 3,913,449 |
| Administrative Services | |
| Information Technology | |
| Collection Development | |
| Branch/Systemwide Services | 278,960 |
| Transfer to Capital Projects | |
| Interfund Transfers | |
| TOTAL OPERATING FUND EXPENDITURES | <u>\$278,960</u> |
| TOTAL .75 INCREASE FUNDS REMAINING OPERATING | <u><u>\$3,634,489</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 | 3,107,383 |
| Transfer to Capital Projects | |
| TOTAL SPECIAL USE FUND EXPENDITURES | <u>\$3,107,383</u> |
| TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE | <u><u>\$31,143</u></u> |
| TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS | <u><u>\$3,665,632</u></u> |

Expenditure of Friends of the JCL Donations 2021

| <i>Expenditure Details</i> | <i>November</i> | <i>YTD</i> |
|--|------------------------|-------------------|
| Volunteer Recognition | \$0.00 | \$75.00 |
| 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 | 53.37 |
| 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 | 49.12 |
| Board Travel Expenses | 0.00 | 0.00 |
| Board Retreat Expenses | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Total Expenditures | \$ - | \$ 177.49 |

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

November 2021
92% of Year Lapsed

| REVENUE ALL FUNDS | 2021 Year to Date | 2021 Budget | % Budget Year to Date | % Budget YTD Prior Year |
|--------------------------------------|----------------------|-------------------|--------------------------|----------------------------|
| Ad Valorem | 36,258,079 | 36,717,284 | 99% | 99% |
| Ad Valorem Delinquent | 80,854 | 288,773 | 28% | 69% |
| Motor Vehicle | 3,334,264 | 3,170,344 | 105% | 96% |
| Library Generated - Copying/Printing | 59,356 | 104,359 | 57% | 45% |
| Library Generated - Overdues / Fees | 299,676 | 768,271 | 39% | 34% |
| Sale of Library Books | 37,500 | 50,000 | 75% | 25% |
| Misc Other | 15,126 | 18,703 | 81% | 5% |
| Reimbursement | 204,400 | 330,043 | 62% | 54% |
| Library Generated - Other Charges | 0 | 3,641 | 0% | 0% |
| Investment | 60,826 | 58,404 | 104% | 72% |
| Unencumbered Balance Forward | 0 | 10,000 | 0% | 0% |
| Recreational Vehicle Tax | 21,188 | 12,325 | 172% | 155% |
| Commercial Vehicle Tax | 56,169 | 57,421 | 98% | 95% |
| Heavy Trucks Tax | 5,166 | 4,841 | 107% | 132% |
| Rental Excise Tax | 32,244 | 45,873 | 70% | 110% |
| State and Federal Grants | 171,285 | 265,638 | 64% | 50% |
| TOTAL REVENUE | 40,636,132 | 41,905,920 | 97% | 96% |

Expenses ALL FUNDS with Collection Encumbrance

| Categories | 2021 Year to Date | 2021 Budget | % Categories Expended |
|--------------------------------|----------------------|-------------------|--------------------------|
| Salaries and Benefits | 18,538,452 | 21,735,915 | 85% |
| Contractual Services | 5,578,403 | 6,300,506 | 89% |
| Commodities | 3,961,859 | 4,173,766 | 95% |
| Risk Management Charges | 194,224 | 195,074 | 100% |
| Capital / Maintenance / Repair | 3,386,343 | 3,338,526 | 101% |
| Transfer to Debt Payment | 0 | 10,000 | 0% |
| Transfer to Capital Projects | 0 | 2,777,596 | 0% |
| Grants | 236,047 | 265,638 | 89% |
| Interfund Transfer | 3,042,103 | 3,108,899 | 98% |
| TOTAL EXPENDITURES | 34,937,430 | 41,905,920 | 83% |

Revenue - Expenses as of November 30, 2021 **5,698,702**

| | |
|----------------------------------|-----------------------|
| RESERVES ALL FUNDS | As of 12/31/20 |
| Reserves Operating Fund | 11,832,474 |
| Reserves Special Use Fund | 1,702,168 |
| Total JCL Reserves | 13,534,642 |

Scheduled Replacement Plan Funding

| | |
|----------------------------------|--|
| - | <u>REVENUE RECEIVED TO DATE</u> |
| 2015 Fund Transfer | 350,000 |
| 2016 Fund Transfer | 699,000 |
| 2017 Fund Transfer | 1,130,250 |
| 2018 Fund Transfer | 1,147,850 |
| 2019 Fund Transfer | 1,131,100 |
| Total Revenue | <u>4,458,200</u> |
| | 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 | <u>33,093</u> |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
November 2021
92% Year Lapsed

OPERATING FUND

| Programs | 2021 Year to Date | 2021 Budget | % Program Expended |
|------------------------------|----------------------|----------------|-----------------------|
| Administrative Services | 4,389,402 | 4,765,784 | 92% |
| Information Technology | 2,477,215 | 3,632,726 | 68% |
| Collection Development | 3,429,838 | 3,593,153 | 95% |
| Branch/Systemwide Services | 16,589,755 | 20,128,760 | 82% |
| Risk Management Charges | 194,224 | 195,074 | 100% |
| Grants * | 236,047 | 265,638 | 89% |
| Transfer to Capital Projects | 0 | 2,777,596 | 0% |
| Interfund Transfer | 3,042,103 | 3,067,358 | 99% |

| | | | |
|--|-------------------|-------------------|------------|
| TOTAL OPERATING FUND EXPENDITURES | 30,358,583 | 38,426,089 | 79% |
|--|-------------------|-------------------|------------|

SPECIAL USE FUND

| | 2021 Year to Date | 2021 Budget | % Budget Expended |
|--|----------------------|----------------|----------------------|
| Contractual Services (General Maintenance) | 87,007 | 176,305 | 49% |
| Commodities (Capital Equipment) | 95,242 | 155,000 | 61% |
| Transfer to Debt Payment | 0 | 10,000 | 0% |
| Transfer to Capital Projects | 3,107,383 | 3,138,526 | 99% |

| | | | |
|--|------------------|------------------|------------|
| TOTAL SPECIAL USE FUND EXPENDITURES | 3,289,632 | 3,479,831 | 95% |
|--|------------------|------------------|------------|

| | | | |
|---------------------------|-------------------|-------------------|------------|
| TOTAL EXPENDITURES | 33,648,216 | 41,905,920 | 80% |
|---------------------------|-------------------|-------------------|------------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2021
92% Year Lapsed

ALL FUNDS

| Categories | 2021 Year to Date | 2021 Budget | % Categories Expended |
|--------------------------------|------------------------------|------------------------|----------------------------------|
| Salaries and Benefits | 18,538,452 | 21,735,915 | 85% |
| Contractual Services | 5,040,524 | 6,300,506 | 80% |
| Commodities | 3,210,524 | 4,173,766 | 77% |
| Risk Management Charges | 194,224 | 195,074 | 100% |
| Capital / Maintenance / Repair | 278,960 | 2,977,596 | 9% |
| Transfer to Debt Payment | 0 | 10,000 | 0% |
| Transfer to PBC Capital Leases | 3,107,383 | 3,138,526 | 99% |
| Grants | 236,047 | 265,638 | 89% |
| Interfund Transfer | 3,042,103 | 3,108,899 | 98% |
| TOTAL EXPENDITURES | 33,648,216 | 41,905,920 | 80% |

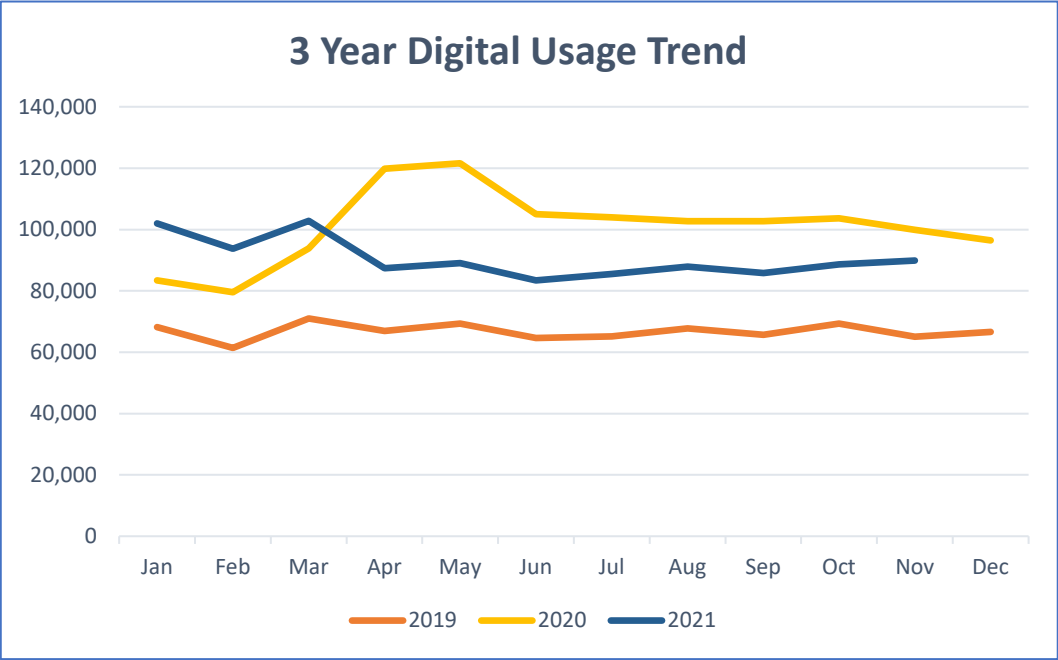
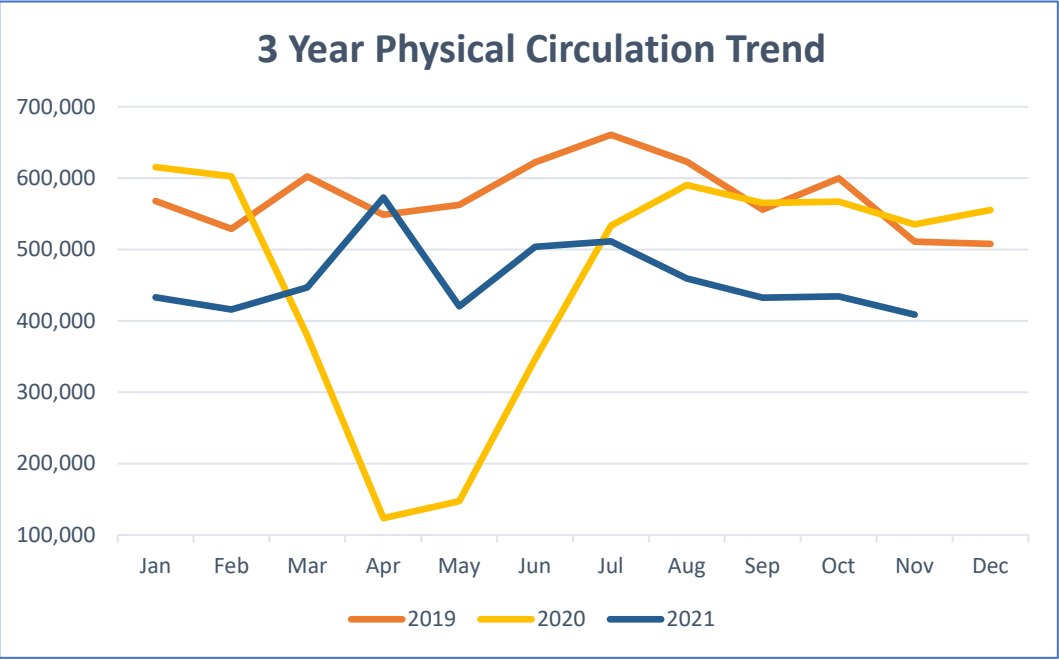
| GRANTS* | Expenditures through 11/30/2021 | Source | Received | Expenditures | Grant Award | Budget Remaining |
|-----------|---------------------------------|----------------|-----------|--------------|--------------|------------------|
| 285000086 | 2021 State Aid | State | 3/22/2021 | \$130,987.57 | \$131,284.90 | \$297.33 |
| 285000087 | On 24 2021-2022 | JCL Foundation | 6/11/2021 | \$103,538.00 | \$103,538.00 | \$0.00 |

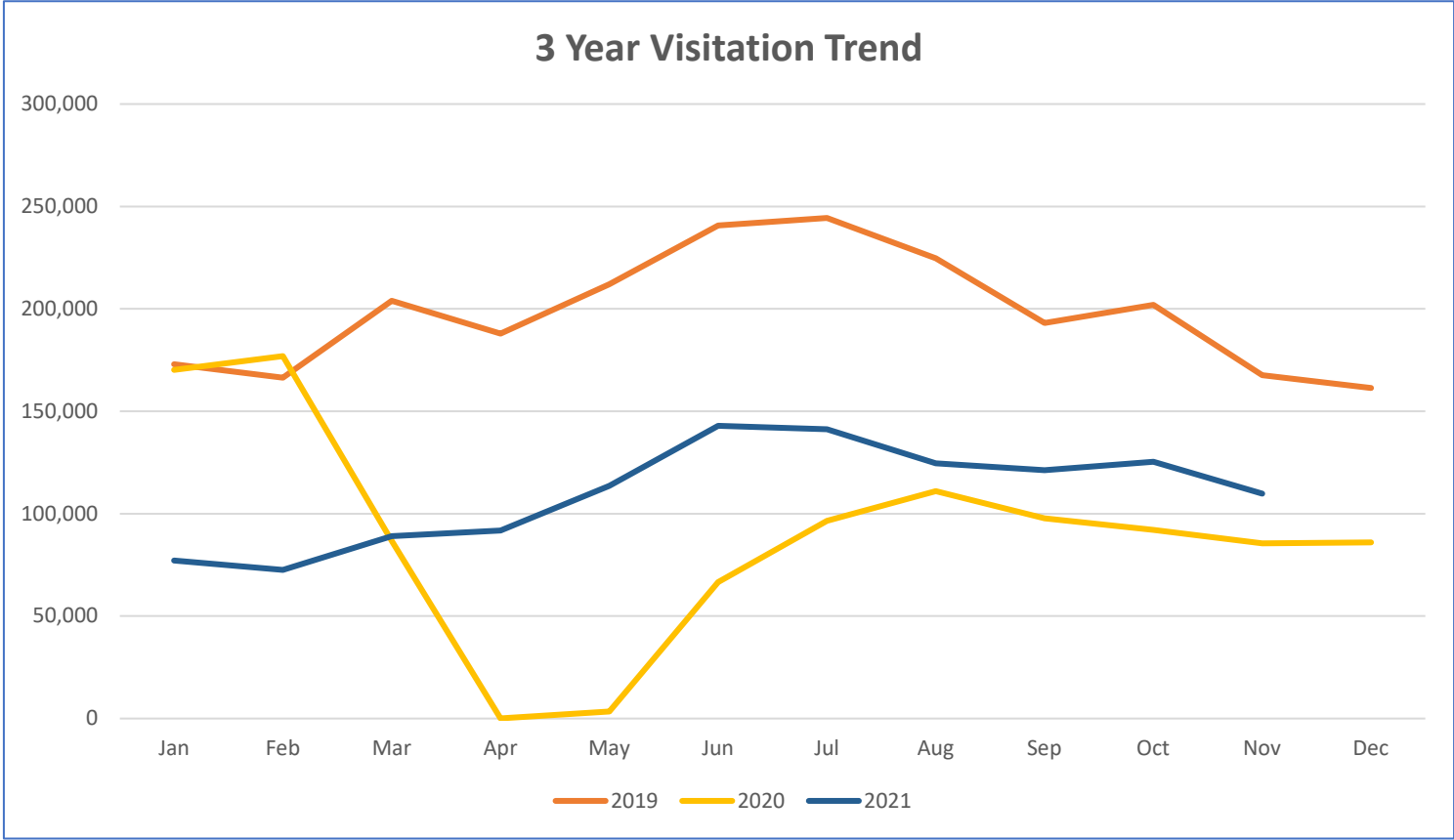
*Includes all expenditures and revenues over the life of the grant.

Monthly Statistical Report

January 2022







2021 Volunteer Statistics

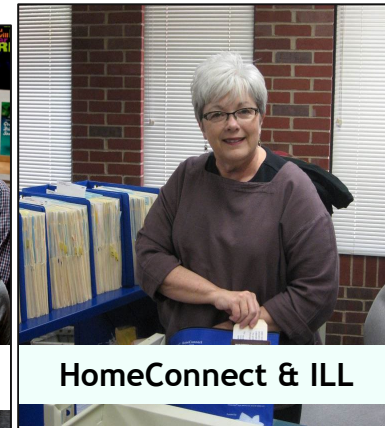
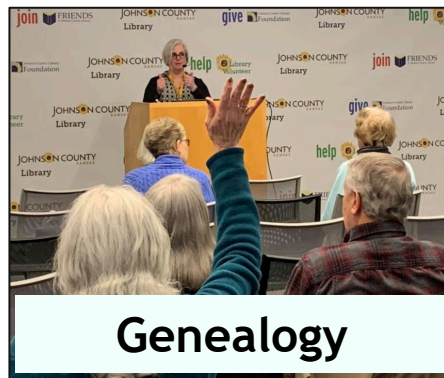
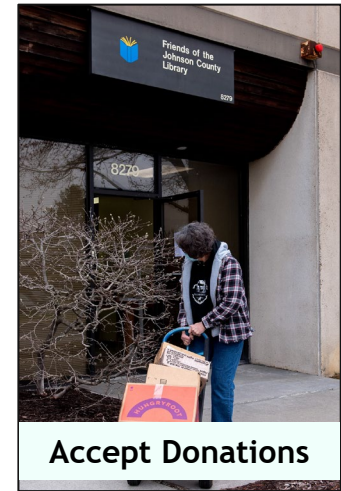


Volunteer Contributions

- Our Volunteer Vision - *Volunteers are **an integral part of the JCL team** and are critical to the success of our mission.*



575 Volunteers



22,317 hours of service

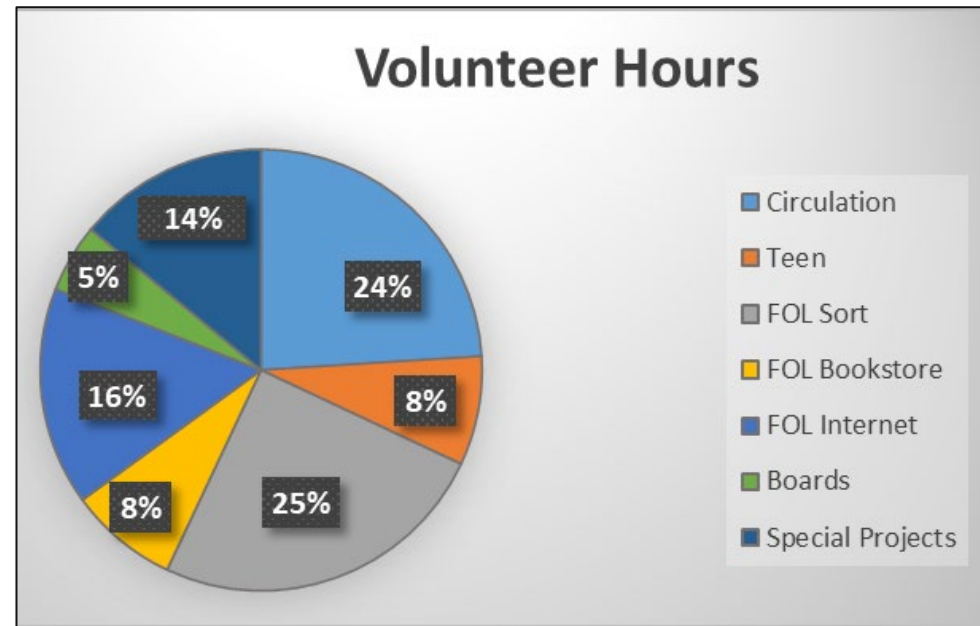
**2021 statistics*

January Board Report
Page 19



Volunteer Impact

- Return on Volunteer Investment
 - **\$1** invested = **\$3.92** back
 - Provided the equivalent of **10.73 FTE** in service



Central Building Upgrade, Part 2

Update – January 2022

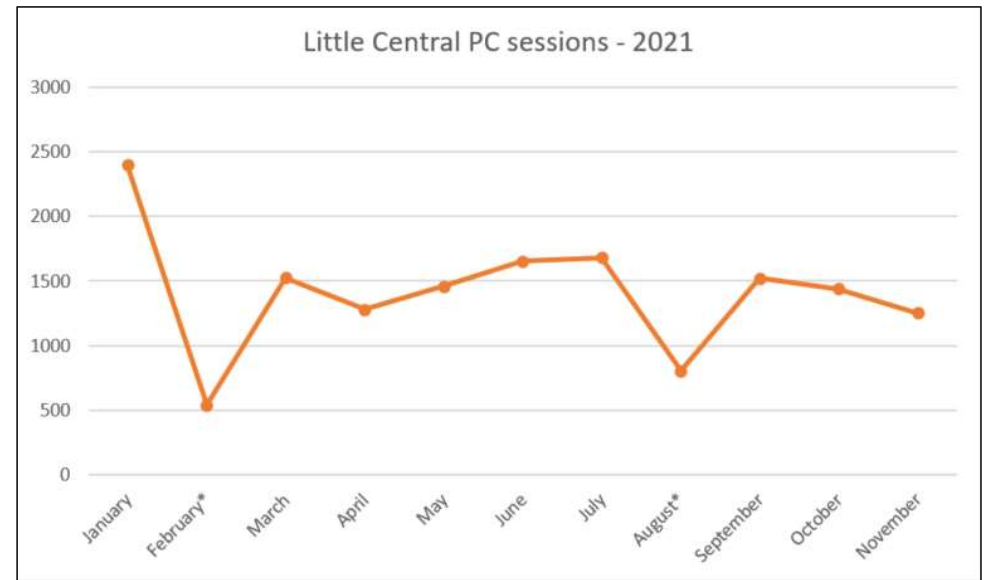
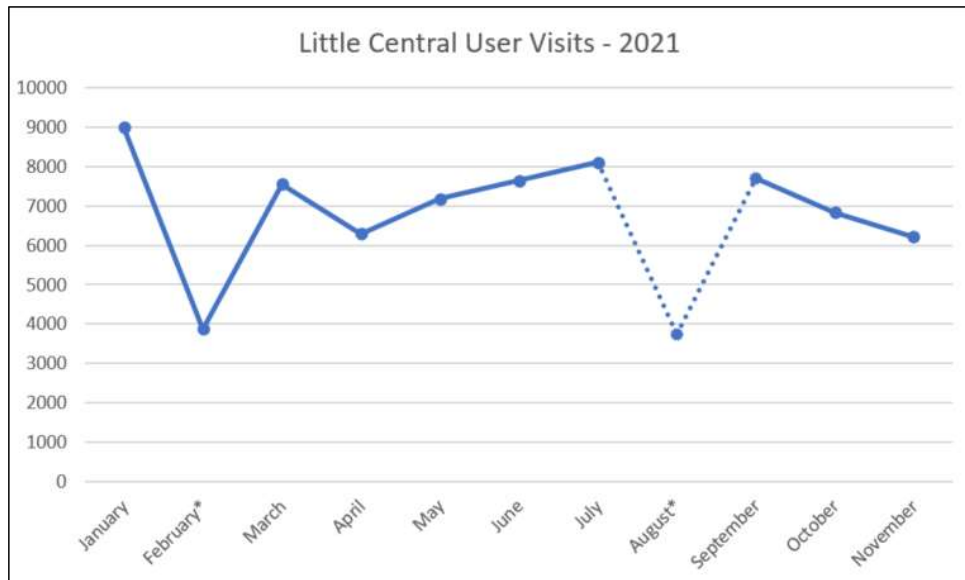


Updates

- Little Central update
- Move-In update
- Next Steps
- Timeline



Little Central update



Move-In update

- Activities this month

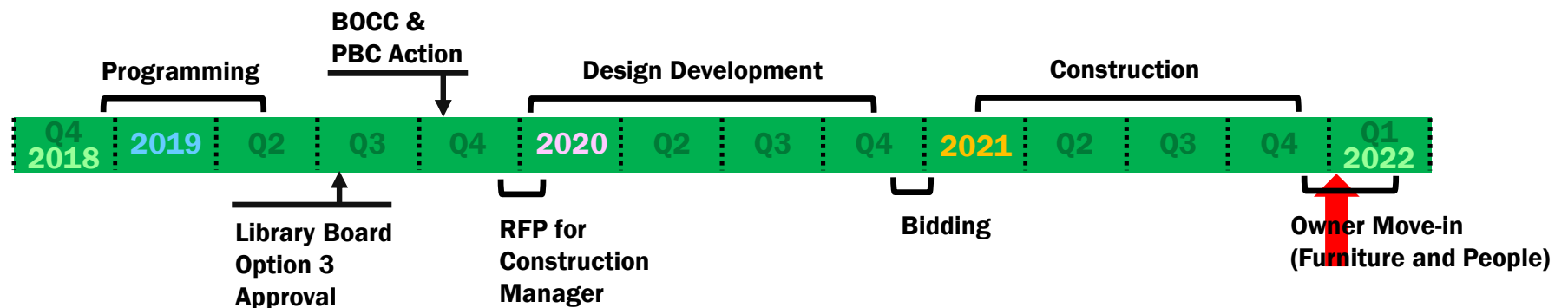


Next Steps

- **January:** IT work continues, training begins, Phase 1 staff prepare to return
- **February:** Phase 1 staff return, partition removal, transition back to Big Central
- **March and after:** Phases 2 and 3 staff return



Central Building Upgrade, Part 2: Anticipated Timeline



CBU2 Office Etiquette and Training

Reopening Update – 01/13/2022



Our Team



Christian
Madrigal –
Branch
Manager



Laura Blair –
Learning &
Development
Manager



Dennis Ross
– Assistant
Branch
Manager



Mary
Nicometo –
Technical
Services



Abby Minard
– Interlibrary
Loan



Chris
Carleton
– IT



Lori Ross -
Branch
Services



Training Goals

- To prepare staff for Central to reopen to the public by ensuring they receive orientation and training in a tiered approach
- To provide staff with methods, tools, and pathways to be successful with new technology and spaces
- To identify and share best practices in etiquette from working in a shared office environment at both the Library and County level



Training Timelines for Phase I

- January
 - Patron and staff facing technologies training
- February
 - Office etiquette and expectations training
 - Phase 1 work groups (Branch, IT, Admin) move back in
- February 16
 - Central Staff Training Day

Topics:

- Drive Through
- Self-Checks
- Laptop Lending
- Teaming Overview
- Meeting Room Reservation
- Etiquette in the space
- Open Office Practice



Future Phases Training Schedule

- Phase 2
 - February: CX-Comm, Materials Handling, Development
- Phase 3
 - March: Finance, CX-L&D, POIS



Antioch Library Replacement Project

Update – January 2022



Updates

- Design update
- Public Engagement update



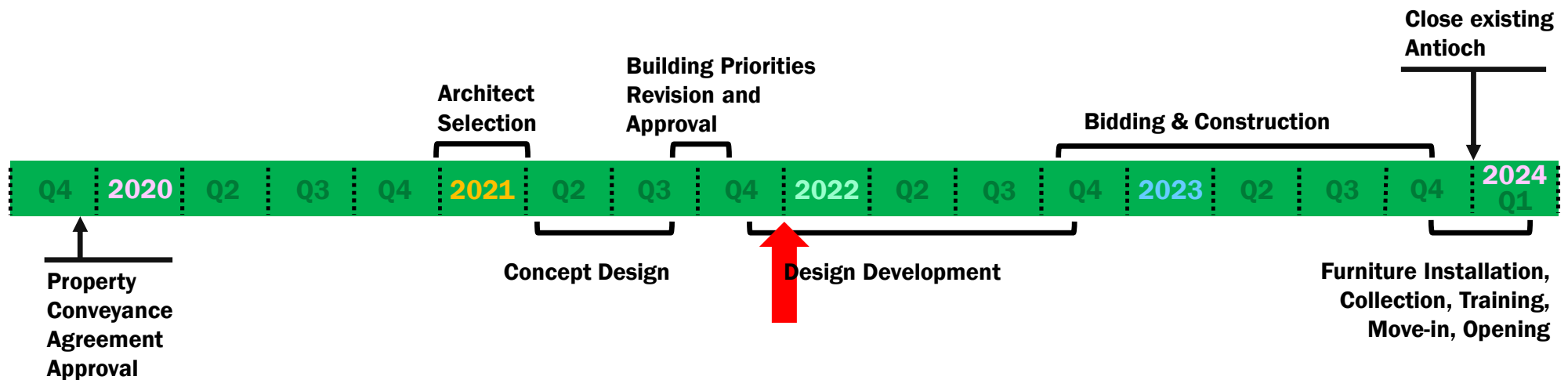
Next Steps

- Design continues
- Site Plan to City of Merriam
- Property Transfer



Antioch Replacement:

Anticipated Project Timeline



DeSoto, Spring Hill, and Edgerton Renewal Study

Update – January 2022



Updates

- Staff and Public engagement
- Next steps
- Timeline



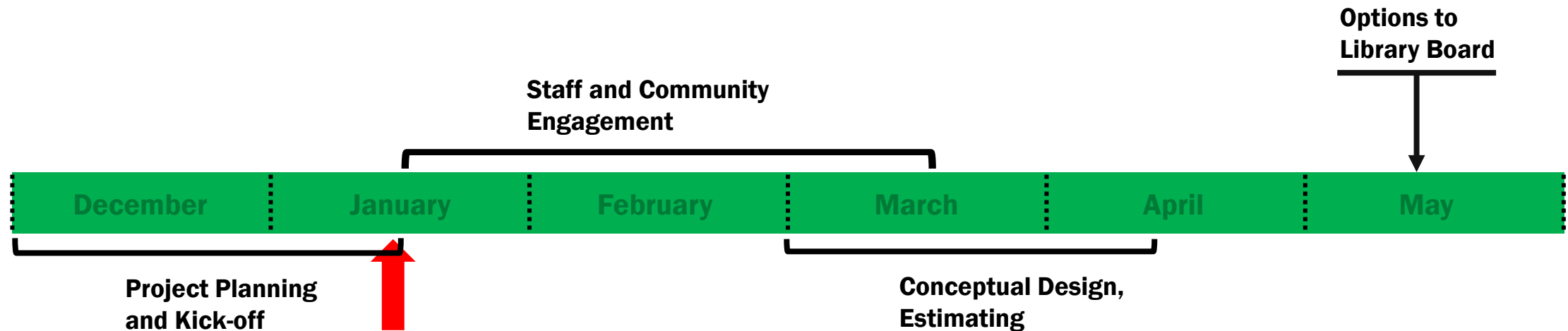
Next Steps

- Conduct community engagement
- Develop concept design options



DeSoto, Spring Hill, and Edgerton Renewal Study

Anticipated Project Timeline

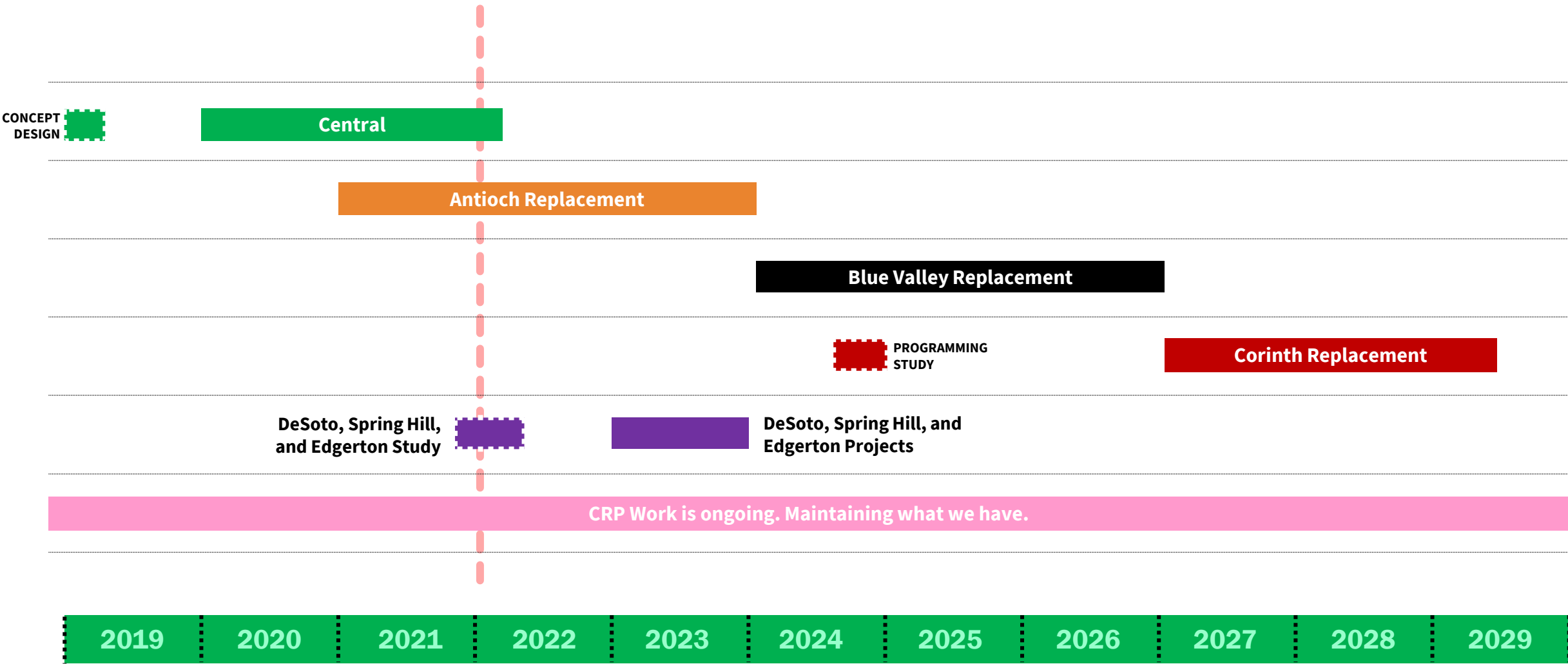


Capital Improvement Projects Timeline Summary

Update – January 2022

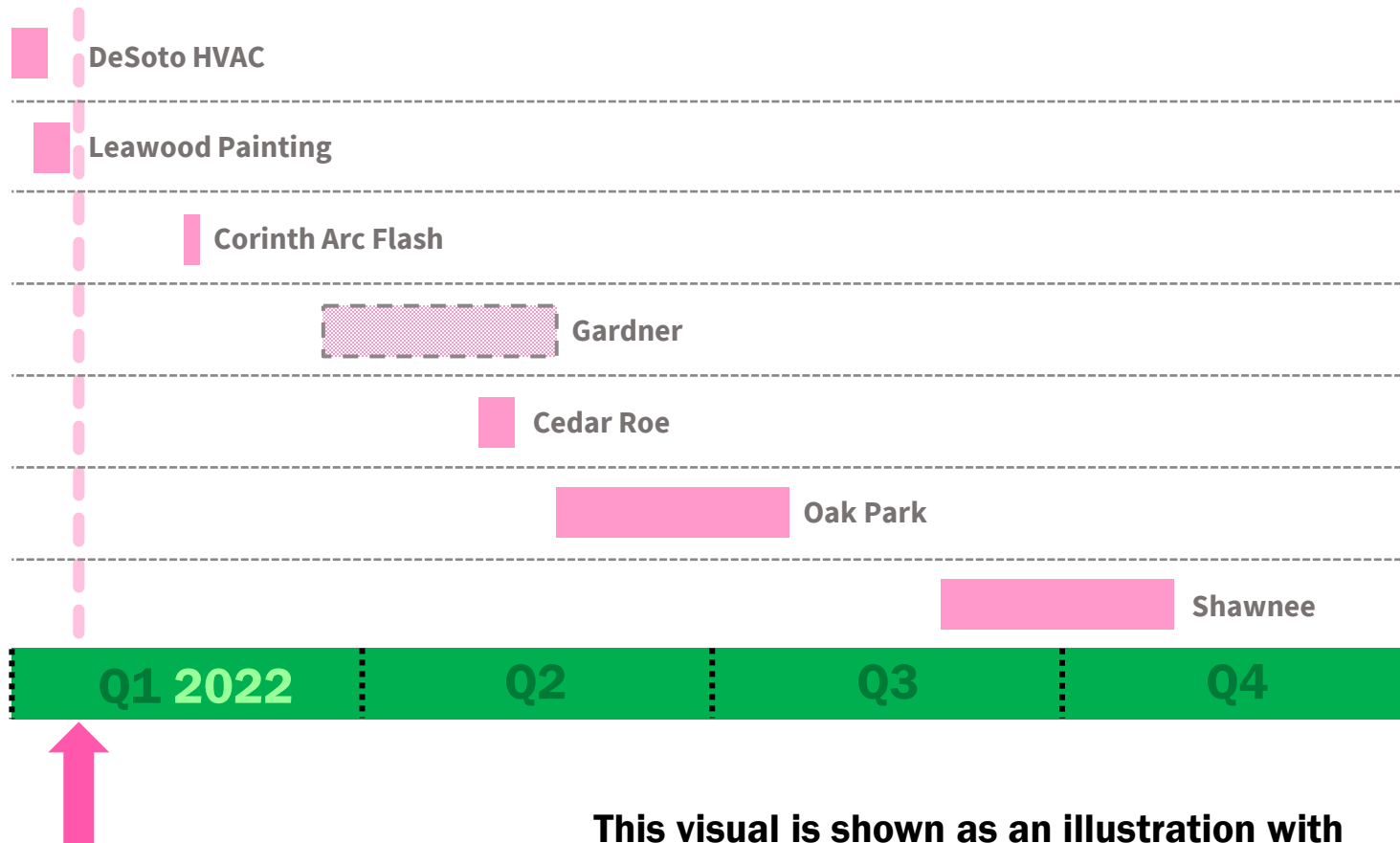


Capital Improvement Projects: Anticipated Timeline



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

Capital Replacement Program (CRP): Anticipated Branch Closures



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

DETAILS:

- **Corinth.** Electrical work is anticipated to occur between December and February. (up to 3 day closure)
- **Gardner*.** Roofing, Electrical, Plumbing. If supply chain issues, would push to end of year.
- **Cedar Roe*.** Elevator, Doors, Paving, Signage
- **Oak Park*.** HVAC, Roofing, Restrooms, Mechanical, Service desk
- **Shawnee*.** HVAC, Electrical, Windows, Shelving Replacement

**Pending Board approval*



Succession Plan

January 2022



Succession Planning Report

Part I: Interim Solution (Jan. 2022).

Part II: Leadership Development (Feb. 2022).

Part III: Next steps (Mar. 2022).



Strategic Plan Alignment

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. (Operations)

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

Learning and Development annually assesses and determines organizational learning needs to improve skill levels and performance. (Operations)

Learning and Development annually reviews, designs, and prioritizes Adult Learning based on assessed needs so that learning meets performance gaps. (Operations)

Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities. (Operations)

Learning and Development measures the effectiveness of learning resources using evaluation tools to confirm learning occurs, following a determined evaluative calendar. (Operations)



Succession Planning Project

Johnson County Library Succession
Planning and Leadership
Development Project

Goals:

- Establish a leadership succession plan.
 - First, to mitigate business disruption.
 - Second, to prepare next generation talent.
- Align the succession plan to leadership development efforts.



Project Approach

Johnson County Library Succession Planning and Leadership Development Project

Stakeholder Engagement

- County Librarian
- Administrative Team
- L&D Manager/Team
- County HR Director & Manager
- Manager Surveys & Focus Groups

Research & Inquiry

- County culture documentation
- Library culture and performance documentation and tools
- Industry resources: SHRM, Bersin and DDI, primarily

OF NOTE:

- Engagement with L&D was delayed while the new L&D Manager was hired and onboarded.
- The County HR Director left the organization during the project.
- The project was managed by the County Librarian and Project Manager; a Core Team was not leveraged given staff capacity challenges as branches re-opened after COVID closures.



Succession Planning to Mitigate Business Disruption

Interim succession plan for Johnson County Library Director and Deputy Director

Avoiding pre-selection -
JCL leadership made the decision to only identify interim leaders in the event of unexpected departures. They will retain the ability to establish an open hiring process for all roles, regardless of whether they have a preferred candidate or not.

County Librarian Role - Immediate Interim Successor

(in order of recommendation)

- Deputy County Librarian
- Associate Director for Branch Services
- Associate Director for Systemwide Services
- Associate Director for Customer Experience

Deputy County Librarian - Interim Successor

- Associate Director for Branch Services
 - In the event Deputy County Librarian were to fill the interim County Librarian role, or otherwise vacate her role, the Associate Director for Branch Services would become the interim Deputy County Librarian.
 - Subsequently, her existing responsibilities would be absorbed by the Associate Director of Systemwide Services and the Associate Director of Customer Experience.



Succession Planning to Mitigate Business Disruption

Interim succession plan for Johnson County Library Associate Directors of Systemwide Services, Branch Services and Customer Experience

Associate Directors - Interim Succession

In the event any one of the three Associate Directors were to depart the organization, those **responsibilities would be absorbed by the other two Associate Directors on an interim basis.**

- To ensure appropriate coverage within Systemwide Services, Branch Services and Customer Experience departments if a leader takes on additional interim responsibilities, team leads have been identified within each functional area.



Succession Planning to Mitigate Business Disruption

Interim succession plan for Johnson County Library Finance and Foundation Directors

Finance Director - Interim Successor

- Accounting Specialist

There are a number of authorization responsibilities within the Finance Director role that the leadership determined should remain within the authority of the Admin team.

- Payroll authorization: Associate Director of Systemwide Services
- Purchasing card (PCard): Associate Director of Branch Services
- Contract authorization: Associate Director of Customer Experience.
- Board-related financial reporting would be managed by County Librarian.

Foundation Director - Interim Successor

- Community Relations Coordinator would provide management support of development efforts.
- Associate Director of Customer Experience would provide management oversight of strategic and communications efforts.



Succession and Leadership Development

NEXT STEPS

1. Meet with leadership succession candidates and discuss interest in leadership development.
2. Share high-level overview with the organization.
3. Hold alignment and transition meetings with L&D resources.
4. Return to February Board meeting to discuss leadership development opportunities in 2022.



Questions?



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

December 9, 2021
Monticello Library
4:00 p.m.

BOARD: Bethany Griffith, David Sims and Mitra Templin

Absent: Brandy Butcher, Kelly Kilgore, and Ali Seeling

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Adam Wathen, Christopher Leitch, David Vratny, Elissa Andre, Laura Blair, Laura Hunt, Nathan Hohl, Patti Kangethe, Ryan Dolan, Sean Casserley, Sean Hendrix, Scott Sime, Stephanie Stollsteimer, and Tricia Suellentrop

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

CITIZENS COMMENTS: None.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Bethany Griffith shared apologies from Brandy Butcher who cannot attend. She also wished everyone happy holidays and happy new year!

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Christopher Leitch, Community Relations Coordinator, presented on behalf of the Friends of the Library. Their written report is included in the December Library Board Report.

2022 Slate of Officers

Mr. Leitch shared the 2022 Slate of Officers; new incoming President is Chris Meier, Vice President / President-elect is Shanna Eiklenborg, Treasurer is Vicki Denk, Secretary is Diane Carlisle.

Realignment of staff duties

Mr. Leitch highlighted that the Friends have a new staff member, Chris Hickam the Internet Sales & Office Manager, and that Shanta Dickerson has assuming more directorial functions, as Director of Operations.

Member-only Pop-up Sale

The Friends have launched members only pop-up sale, the first one was successful with about \$500 in sales.

Mr. Sims asked how the pop-up sales compared with other sales.

Mr. Leitch shared that the Friends are limited by the space, amount of inventory that can be shown, and parking is more constrained, due to the location of the headquarters being in a multi-purpose business park. Preference would be to have a single sort-to-sell multi-purpose site. The Friends are welcoming this opportunity to trial that operation, pleased to be able to convert to sales without transportation or moving locations.

Discussed that the current headquarters is roughly 5,000 square feet and the Friends were looking to occupy roughly 14,000 square feet of the Lackman facility.

JOHNSON COUNTY LIBRARY FOUNDATION:

Stephanie Stollsteimer, Development/Foundation Director, presented on behalf of the Johnson County Library Foundation. The written report is included in the December 2021 Library Board Report.

Annual Appeal

Theme is "25 Years of Making a Difference," have received a good response from the November mailer, will have another follow-up mailing mid-December to key donors.

2021 Slate of Officers and new board members

The officers include: Ava Christie, President; Leigh Anne Neal President-Elect, Chris Anderson, Past President; Ken Eaton, Treasurer; Sean Casserley, Secretary. With three new board members include: Stann Tate, Benjamin Struby, and Anjalie Pandya.

Kick-Off 2022

A virtual appreciation event will be held January 16th with the library's own Gregg Windsor, Readers' Advisory, who will share his Top Reads for 2022.

Ms. Stollsteimer reminded everyone that VIP Tours continue at Central Resource Library.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick gave an update on behalf of the Board of County Commissioners (BOCC).

Commissioner Hanzlick had the opportunity to tour the Adult Residential Center and the Johnson County library that is on that site was a highlight of her tour. The residents really appreciate the access to books and the support that staff provides.

The BOCC has approved a five (5) year pilot transit program, to utilize the ARPA federal funds for transit. There will be some major changes that we'll be trying with those funds. Routes and frequency will be increased. The micro transit service area will increase, fees will be increasing as planned. The most exciting part of the plan is there is a plan for a new fixed-route bus-line along 87th, between Lenexa City Center, past Central Resource Library to the Mission Transit Center. There will be public input hearings available for this project in the next couple of months.

This morning the BOCC approve the transfer of funds to the Antioch Replacement Project Account.

Commissioner Hanzlick is currently reading *Love is the Way: Holding on to Hope in Troubling Times*, by Michael Curry. Talks about that the opposite of love is not hate, but selfishness, and that building community is key to getting us through these times.

BOARD COUNSEL REPORT

Intellectual freedom and challenges to the collection

Andrew Logan, Board co-counsel, reported on Intellectual freedom and challenges to the Collection in the context of challenges to books and materials.

In the context of the Library intellectual freedom means that books and materials of all kinds are made available to all people within a community. The Library Board has set out its commitment to intellectual freedom in its Library Bill of Rights in the administrative regulations manual. Mr. Logan then reviewed the Library Bill of Rights.

Library Bill of Rights:

"Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." And "Libraries should provide materials and

information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

That's the Board's policy with respect to intellectual freedom, and that policy is reflected in the management of the collection.

The way the library handles collections management and development is based in statute. The statute on Johnson County Library governance provides for the Library to follow certain county policies. However, with respect to purchasing and acquisition of library materials, particularly books, movie, and music, that authority is granted exclusively to the Johnson County Library Board. K.S.A. 12-1225(c) provides that the duties of the Library Board include “to acquire -- by purchase, gift or exchange books, magazines, papers” and other materials. It is the exclusive responsibility of this Board and Library staff to acquire materials. So, the Board has fulfilled its duties and met its statutory requirements and responsibilities by having a collections development policy. The collection policy is something that has been adopted and adapted over the years to ensure that there's proper development and management of the collection. How the collection is analyzed and weeded out is very clearly laid out in the policy. Through these policies this Board lays out the guidelines that empower the staff to make decisions regarding the development and acquisition of the collection.

There is policy and procedure for reconsideration of materials, called a request for reconsideration. A patron, if he or she had an issue, could submit a request for reconsideration and there is a process laid out for the Collection Development Manager to consider that person's request. There's also a process that involves other Library staff, potentially all the way up to this Board, to review that decision to make sure that the policy has been properly followed.

Mr. Logan stated that the policy's been effective, it has worked over the years and the library collection is very much praised. Satisfaction surveys of the Johnson County Library are always high, and Mr. Logan thinks that this reflects the good work the staff has done and the thoughtful way this Board has gone about developing this policy.

Mr. Sims asked to confirm that the Board does not have the authority to remove or add a specific book, because that has been empowered to the staff.

Mr. Logan confirmed that this is true.

Mr. Sims and Mr. Casserley discussed some of the methods to review that the collection is not skewed or ignoring something. They discussed using iCurrate (referenced in November Board Meeting) for automations and may run that every two years, to ensure there is no unconscious bias entering into the collection.

Ms. Griffith asked if there has ever been a successful challenge to remove a book.

Mr. Casserley shared that ultimately no, there has been the removal of the Library Bill of Rights, but they were reinstated at the next meeting. This was around the topic where a board member had an objection to a specific title. This could have also been resolved by replacing that title with a similar book covering that topic, but ultimately the book was not removed.

Ms. Templin shared that the Board has the ability, along with suspending the Bill of Rights, to change the policy opposed to directing a particular action.

COUNTY LIBRARIAN REPORT

Finance Report

Dave Vratny, Finance Director, presented the financial report to the Board, this report is included in the December Board Report.

End of October marked 83% through the year, with a little over \$40.6 million, about 97% of projected revenues. Copying, fines and fees are still lagging. Expenses are at about \$32.7 million or about 78% encumbered.

Statistics

Adam Wathen, Associate Director of Systemwide Services, presented monthly Statistical Report, this report is included in the December Board Report. The Physical Circulation, Digital Usage, Visitation trends continue to maintain as expected.

Laura Blair, Learning and Development Training Manager presented trends in Learning and Development. Increased the size of the L&D team, strategic partnership with departments across the library and partnering with Howe Street Group.

Ms. Blair reviewed trainings that were offered and attend by staff. Including utilizing Infosec IQ for Cyber Security focused trainings. Ms. Blair reviewed the plans for L&D including just in time training, sharable technology, a training evaluation process and continuation of the current programs.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project Coordinator, presented, this report is included in the December Board Report.

Central Staff Space Consolidation (CSSC)

Mr. Sime reviewed statistics for use of Little Central and current move-in work. Shared timeline and confirmed that Central Resource Library is still planning to open on February 22, 2022. Mr. Sime shared photos of new signage, kids' space, and the staff spaces being built out. In the coming months Mr. Sime will bring back more information on moving Board meetings back to Central at the January Board meeting.

CBU2 Moves Project

Nathan Hohl, Assistant Branch Manager of the Monticello and De Soto branches and the Project Lead for the CBU2 Moves Project, shared the process for moving out and back into Central Resource Library. A total of 140 staff were moved out during construction and now we are working on moving them back in when construction is complete. Some challenges included where staff would work during the construction; some were able to work remotely, some needed a permanent location and others could work from home but need a space to work within a branch from time to time. Another challenge was getting rid of and storing items from Central, this included finding storage spaces for long term storage items versus items that staff would need access to throughout construction. Mail was another piece for this puzzle, thinking about package delivery, sorting, coordinating courier delivery and pickup locations.

Moving back to Central will happen over three phases to bring staff back gradually. This will allow time for each project team; furniture, IT, training, security, and collections to prepare the building to be ready for staff in gradual steps. Focus has been on opening the Central Resource Library to the public as soon as possible. Mr. Hohl thanked all the staff that has worked on this make this project successful.

Antioch Replacement Project

Mr. Sime reported a design update, determined that a one-story building will best suit the needs of this branch. There is one more public engagement planned and will be more of a report out what we heard in the public sessions and how the design is responding to those things

Next steps include reviewing plans with Board and City, then move forward with the property transfer with the City of Merriam. Mr. Sime reviewed the timeline, which has no changes from last meeting.

DeSoto, Spring Hill and Edgerton Renewal Study

Mr. Sime reported on the study scope and timeline. The study scope is to reach out to the community for input and analyze the existing building conditions.

Ms. Templin asked if there is a schedule for those public engagements.

Mr. Sime responded that they have not been scheduled yet, they will likely be in late January or early February.

Mr. Sime shared the timeline for this study and that we are currently early in this process, doing lots of planning and will have a kickoff with the architect soon.

Overall Timeline

Mr. Sime reviewed the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline. If there are supply chain issues and materials are delayed for the Gardner branch, then that work will move to the end of the timeline. This is in an attempt to not close two branches as once and keep the Gardner branch open for summer reading.

UPDATES – Sean Casserley, County Librarian

Mr. Casserley gave an update on bringing the Succession Plan to the Board during the January Board Meeting.

Mr. Casserley shared that there is a proposed closing at Leawood library branch for painting, due to fumes, this is in response to facilities reviewing the building and it is overdue for multiple touch-ups. There is a secondary issue which we've had some patron comments regarding the author names on the walls and they said that those names didn't reflect diversity of authors, and so we're forming a team to look at that and analyze it. We're not making any changes on the touchup, but we will come back with a proposal to the Library Board to diversify those names in the future.

Due to the lack of quorum the Library Board of Directors is unable to take any action on items remaining on the agenda.

Board Chair Bethany Griffith and Mr. Casserley discussed the staff will review the items on the agenda to determine if a special meeting is required.

Ms. Templin asked a question regarding the MOUs on the agenda, specifically the DeSoto Parents as Teachers MOU. She asked if we want the MOU to say, "staffing as COVID practices allow", or if it should be something more general like "public health emergency practices allow."

Mr. Casserley and Ms. Templin discussed the unknown future of COVID and possibility of other public health concerns. It was determined that staff will review this language.

Ms. Templin asked about a portion of the Johnson County Facilities MOU that she found was repeated, regarding the budget, in Section 1 and Section 3.

Mr. Casserley confirmed that staff will review this as well.

Board Chair Bethany Griffith and Mr. Casserley discussed that adjourning, although typically handled through a motion as matter of formality, can be completed by the Chair without any action.

Due to lack of quorum, Chairperson Bethany Griffith adjourned the meeting.

Meeting adjourned at 4:52p.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL MEETING**

December 20, 2021
via Zoom
4:30 p.m.

BOARD: Bethany Griffith, David Sims, JR Riley, Kelly Kilgore, and Mitra Templin

Absent: Brandy Butcher and Ali Seeling

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Adam Wathen, David Vratny, Elissa Andre, Laura Hunt, Patti Kangethe, Juan Lopez-Tamez, Stephanie Stollsteimer, Ted Clemons, and Tricia Suellentrop

Board Chair Bethany Griffith called the meeting to order at 4:30 p.m.

Deputy County Librarian, Tricia Suellentrop, shared that the reason for this Special Meeting of the Library Board of Directors is due to a lack of quorum at the December 9th, 2021 Board Meeting. The only items to be addressed at this meeting are those that are listed on the agenda, those have been previously discussed but no action could take place without a quorum.

Ms. Suellentrop introduced the newest Johnson County Library Board Member, JR Riley. JR is returning to the Johnson County Library Board and he is joining us from his job at the Olathe Medical Center, where he is the Chaplain. JR will receive some orientation in the next month or two, but we are thankful that he was able to join us today.

CITIZENS COMMENTS: None.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS: None.

CONSENT AGENDA

A. Action Items:

1. Minutes of the November 10, 2021 Regular Library Board meeting
2. 2022 renewals of Memoranda of Understanding (MOUs)
 - a) AARP, The Arts Asylum, BikeWalk KC, City of Leadwood, City of Lenexa, City of Overland Park, Department of Corrections, InterUrban ArtHouse, Johnson County Community College Adult Education, Johnson County Library Foundation, Johnson County Payroll Department, Kansas City Artists Coalition, Overland Park Community Garden
3. 2022 renewal of agreement for legal services with Logan Logan & Watson.
4. 2022 Sirsi contract renewal.
5. 2022 Bibliotheca contract renewal.

Motion: Mr. Sims moved to approve the consent agenda.

Second: Mr. Riley seconded this motion.

Motion was approved unanimously

NEW BUSINESS

Ms. Suellentrop introduced the following action items with a brief explanation, this information can be found in the December Special Meeting Board Report.

Consideration of closing Leawood for interior painting.

Motion: Ms. Kilgore moved to approve the temporary closure of the Leawood Pioneer Library for up to one week in December-January to complete interior wall patching and painting work.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously.

Consideration of closing De Soto for HVAC work.

Motion: Ms. Kilgore moved to approve the temporary closure of the DeSoto Library, for up to one week in December or January to perform HVAC work.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

Consideration of renewal of MOU with the DeSoto Parents as Teachers.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approves the DeSoto Parents As Teachers memorandum of understanding for the year 2022.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously.

Consideration of renewal of MOU with the Growing Futures Early Education Center.

Motion: Mr. Sims moved that the Johnson County Library Board of Directors approves the Growing Futures Early Education Center memorandum of understanding for the year 2022.

Second: Mr. Riley seconded this motion.

Motion was approved unanimously

Consideration of renewal of MOU with the Johnson County Facilities Management Department.

Motion: Mr. Riley moved that the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and Johnson County Facilities for the year 2022.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

Consideration of renewal of MOU with the Johnson County Human Resources (HR) Department.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources for the year 2022.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

Consideration of renewal of MOU with the Sheriff's Office.

Motion: Ms. Templin moved that the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and the Sheriff's Office for the year 2022.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

Consideration of MOU with the University of Missouri Kansas City (UMKC).

Motion: Mr. Sims moved that the Johnson County Library Board of Directors approves the Missouri Kansas City (UMKC) and Johnson County Library memorandum of understanding for the year 2022.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

Ms. Suellentrop shared that this concluded the MOUs for this meeting, although there will be a few coming to the Board in January and possibly in February.

Board Chair Bethany Griffith concluded that all business has been addressed. She also wished everyone a very Merry Christmas and a Happy New Year, and thanked everyone for fitting this meeting in so that the Board can have everything squared away for the end of the year.

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Mr. Sims seconded this motion.

Motion approved unanimously.

Meeting adjourned at 4:44 p.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 13, 2022
Re: **Annual renewal of Memoranda of Understanding (MOUs)**

Issue: The Johnson County Library Board of Directors annually reviews memoranda of understanding the Library holds with partner organizations.

Background:

The purpose of memoranda of understanding is to clearly define how the Library and partner organizations will work together to provide programs and services.

Analysis:

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes have been made to the following MOUs renewing for 2022:

- Automated Information Mapping System ("DTI-AIMS")
- Johnson County Genealogical Society

Alternatives:

The Library Board of Directors can request to remove an MOU from the consent agenda for further discussion.

Attachment(s): MOUs between Johnson County Library and the listed partner organizations.

Johnson County Library Data/Analytics

Memorandum of Understanding ("MOU")

The following MOU represents an arrangement between Johnson County Department of Technology & Innovation - Automated Information Mapping System ("DTI-AIMS") and Johnson County Library ("JCL"). The MOU establishes terms and conditions relative to service rates, duration, billing and project review. AIMS will provide services to JCL for data development, GIS analysis and application development and support.

I. General Terms and Conditions

a. Hours and rates

DTI-AIMS will provide services for data development, GIS analysis, and data analytics to JCL in an amount not to exceed 500 hours annually. Any use of the services listed above must be approved by the JCL AIMS Coordinator. The hourly rates are as follows:

- Data analytics hours will be charged at a rate of \$50 per hour
- DTI-AIMS will not charge for project administration.

b. Length of Agreement

This MOU will be in effect for a term of one year, beginning in January of 2022 and re-evaluated for renewal in December of 2022.

c. Billing and Review Terms

Under this MOU, DTI-AIMS will provide quarterly, itemized billing for all hours completed in the prior quarter along with a status review of work completed. Both parties may agree to revise work hours on a per project basis.

II. Roles and Responsibilities

- a. JCL-** JCL will act as the project manager and schedule quarterly or as needed status update meetings to review and prioritize work to be completed.
- b. DTI-AIMS-** DTI-AIMS will provide an itemized list of work completed for each quarter. DTI- AIMS will attend status meetings and clarify the estimated number of work hours for the subsequent quarter.

III. Termination/Modification

This agreement will remain in effect for a term of one year. This agreement can be modified at any time by mutual written agreement between DTI-AIMS and JCL to reflect changes in business requirements. Quarterly review of projects may result in the increase of contracted hours.

IV. Data and Services

Data

JCL will have full and open access to all DTI-AIMS data that is identified as necessary to meet the business needs of JCL. JCL may pay additional licensing fees for any new data sets or access that is deemed necessary for marketing or analytics. Access to 3rd party services or data acquisition will be charged their full cost, this can include training JCL staff to use said services (e.g.

ArcGISOnline, ESRI Community Analyst, Experian, etc.). An invoice for data and services will be sent at the end of the 3rd quarter.

Services

SDE Administration

AIMS stores and administers data in ESRI's SDE(Spatial Data Engine). SDE provides an enterprise wide repository for spatial and attribute data within a relational database system. DTI-AIMS will provide connectivity to AIMS data as well as store and assist with administration of JCL data within this environment. AIMS will also insure availability of SDE data.

myAIMS

JCL personnel will have free and unlimited access to myAIMS. A 24x7 secure web portal of DTI- AIMS applications including myRC, JCLR, Plat Search Utility, Create Map PDF, Digital Data Request(DDR) and advanced functionality within the Johnson County Online Mapping application.

V. Acceptance

This MOU is understood and agreed upon by the following representatives of DTI-AIMS and JCL.

Shannon Porter
DTI-AIMS Manager

Sean Casserley
County Librarian

Date

Date

AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY AND JOHNSON COUNTY GENEALOGICAL SOCIETY

THIS AGREEMENT is made and entered into for the year 2022 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

WHEREAS, JCGS is a volunteer organization whose purpose is to assist individuals interested in family history research and to provide genealogical materials for inclusion in the combined JCGS and JCL Genealogy Collection located at the Johnson County Library (the Library),

WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

I. Johnson County Genealogical Society shall:

- a. Use Library space to schedule and staff the genealogy service desk with JCGS volunteers working under the JCL volunteer service program regulations and guidelines.
- b. JCGS will designate a Volunteer Coordinator who will facilitate communication between the genealogy volunteers and the designated Library staff member, and will coordinate genealogy desk scheduling with the designated Library staff member.
- c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
- d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
- e. Use JCGS/JCL Volunteers to pursue special projects.
- f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.
- g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with the Collection Development Manager to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

- II. **If the Johnson County Library's budget and staffing levels are adequate, it shall:**
- a. Provide basic genealogy collection support including print reference and databases.
 - b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.12) will be followed with respect to this collection:
"It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
 - c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
 - d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, and meeting room space.
 - e. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.
 - f. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions and meeting room reservations.
 - g. Provide staff to answer general genealogy questions.
 - h. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft. In case of catastrophic loss, JCGS materials are to be included under any claim Johnson County Library makes for material loss.
 - i. Provide an updated obituary index on www.jocohistory.org.

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

JOHNSON COUNTY GENEALOGICAL
SOCIETY AND LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: _____
Darlene Jerome, President

By: _____
Sean Casserley, County Librarian

Date: _____

Date: _____

By : _____
Sarah Martinson, Recording Secretary

Date: _____

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

| | | | Receipts | Payments | Balance |
|--|---------------------------------|------------------|----------|------------|---------------------|
| | Opening cash balance | | | | \$196,208.97 |
| | | Add Receipts | \$28.72 | | |
| | | Less Payments | | \$257.99 | |
| | Ending Cash balance | | | | \$195,979.70 |
| | | Less Liabilities | | \$1,811.47 | |
| | Unobligated cash balance | | | | \$194,168.23 |

APPROVED: _____

DATE: _____

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: January 13, 2022

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Elections Office & Johnson County Library memorandum of understanding for the year 2022.

Issue: Formalize relationship between Johnson County Library and Johnson County Elections Office.

Background: Johnson County Library has provided polling places for the Johnson County Elections Office for over a decade and space for the ballot box drop offs for two Primary and two General Elections. This agreement will formalize the relationship between the Johnson County Library and the Johnson County Election Office.

Alternatives: Continue an informal relationship with the Johnson County Election Office.

Legal Review: Reviewed by counsel.

Budget Approval: No budget implications.

Recommendation: To approve the memorandum of understanding with the Johnson County Election Office.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Election Office memorandum of understanding for the year 2022.

Elections Memorandum of Understanding – Johnson County Library & Johnson County Election Office

Purpose of Memorandum of Understanding

The purpose of this Memorandum of Understanding is to outline the partnership between Johnson County Library (JCL) and the Johnson County Election Office (JCE).

Responsibilities of Johnson County Library

Communication

- The Civic Engagement Librarian will serve as the primary contact for Johnson County Library to the Johnson County Election Office.
- JCL will print all voting related materials for free - including, but not limited to voter registration forms, advance voting applications.
- JCL will consult the needs of JCE when planning future buildings, however accommodation cannot be guaranteed.

Meeting Room Space for Polling Places and Training

- JCL will provide space in the meeting rooms in support of elections. JCL will provide space at the following branches for the 2022 Primary on August 2nd, and the General Election on November 8th.
 - Blue Valley
 - Cedar Roe
 - Corinth
 - Central Resource Library
 - Monticello
 - Oak Park
 - Shawnee
 - Other locations may be added depending on availability, upon written request by JCE.
- JCL will provide space in the meeting rooms of the following branches for the 2022 Primary and General elections for Advanced Voting:
 - Monticello – 2 weeks of advanced voting (July 16 - July 30th; Oct 22 - Nov 5)
 - Oak Park – 1 week of advanced voting (July 23 - July 30th; Oct 29 - Nov 5)
- JCL will receive and store voting machines from JCE prior to Advanced Voting and Election Day and until pickup by JCE following election day.
- Johnson County Library will provide rooms for training, if needed, for the training of elections workers in any available conference or meeting room.
- JCL will only provide access to restrooms prior to buildings opening.

Ballot Drop Boxes

- Johnson County Library will continue to provide space outside of the following branches for ballot drop boxes:
 - Blue Valley
 - Central Resource
 - De Soto
 - Gardner
 - Shawnee
 - Spring Hill
- Ballot drop boxes will remain in place post-Election and will be covered by JCE with canvas covers.
- JCL will continue to host security cameras that are aimed at the ballot drop boxes. Access to security footage video will be provided to Sheriff Department staff.

Responsibilities of Johnson County Election Office

Communication

- The Election Manager – Polling Places and Logistics JCE staff member will serve as the primary contact for the Johnson County Election Office to the Johnson County Library.
- JCE will send reminders via mail to JCL Branch Managers at polling locations.
- JCE will provide digital copies of any relevant flyers to JCL.

Polling Places & Training Spaces

- JCL will provide space in the meeting rooms in support of elections. JCL will provide space at the following branches for the 2022 Primary on August 2nd and the General Elections on November 8th:
 - Blue Valley
 - Cedar Roe
 - Corinth
 - Central Resource Library
 - Monticello (Advance Voting)
 - Oak Park (Advance Voting)
- JCE may request additional locations may be added depending on availability, upon written request to the Civic Engagement Librarian.
- JCE will conduct Advance Voting for the 2022 Primary and General elections for Advanced Voting at the following JCL locations:
 - Monticello – 2 weeks of advanced voting (July 16 - July 30th; Oct 22 - Nov 5)
 - Oak Park – 1 week of advanced voting (July 23 - July 30th; Oct 29 - Nov 5)

Ballot Drop Boxes

- JCE will open and close ballot drop boxes at the beginning and end of advance voting.
- JCE will collect ballots on a regular basis during an election. Collections will be conducted typically daily on weekdays, or more frequently if needed.
- Ballot drop boxes will remain in place post-Election and will be covered by JCE with canvas covers during the off season.
- Ballot drop boxes will be maintained by JCE via County Facilities.

Sean Casserley
County Librarian

Frederick L. Sherman
Election Commissioner

Signature

Johnson County Library

Signature

Johnson County Election Office

Briefing Sheet

To: Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 13, 2022
Re: Approval of the Addendum to the Olathe Public Library Interlocal Agreement

Issue: The Johnson County Library Board of Directors annually reviews and approves the Interlocal agreement between Johnson County Library and Olathe Public Library (also called the Addendum to the Memorandum of Understanding). Johnson County Library seeks approval of the addendum to the Olathe Public Library MOU which details expectations in our relationship and compensation arrangements.

Suggested Motion: I move to approve the 2022 Addendum to the Olathe Public Library Memorandum of Understanding.

Background: The Johnson County Library and Olathe Public Library entered into a Memorandum of Understanding (also called "Interlocal Agreement") in 1989 to establish terms for the provision of automated circulation, patron and bibliographic services by JCL to OPL. Since 1989, this agreement has been automatically renewed by adoption of an addendum which has been regularly updated to describe current relationship and terms. For 2022, the libraries have agreed that we would review and update the original 1989 agreement to reflect our current relationship. We intend to bring this to the Library Board for 2023.

Analysis: The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The Interlocal is renewed each calendar year in order to keep the agreements in force and effect.

Alternatives: No alternatives to recommend at this time

Recommendation: Approve the Addendum to the Olathe Public Library Interlocal Agreement for 2022.

Legal Review: The agreement has been reviewed and certified by legal counsel.

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the “Renewal” hereinafter) is made this 13th day of January 2022, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the City of Olathe ("the City" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. A. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 13, 2022 through December 31, 2022 with Sections 10 and 10A as set forth below.

B. Parties. Pursuant to the Olathe Municipal Code (“OMC”) Section 2.36.100 the Olathe Public Library Advisory Board is an advisory board to the City’s Governing Body. Pursuant to OMC Section 2.36.020 the Olathe Public Library (“OPL”) is established, continued, and maintained by the City. Pursuant to OMC Section 2.36.040 the City Manager shall be responsible for the fiscal and internal administrative operations of the OPL, and the OPL shall operate in conformance with the City’s policies and procedures for budget administration. The City is the appropriate party for agreeing to this and future Renewals.

2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:

10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND
CIRCULATION DATA BASE: SERVICE FEES.

- A. Access to Information. JCL and the City agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.

- B. Internet Access Service. JCL and the City agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that the City will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the period of January 13, 2022 through December 31, 2022. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.
 - D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and the City mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.
3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:
- 10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and the City agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.
- A. JCL and the City shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
 - 1. The City will be responsible for 23% of the total cost in 2022 plus additional costs associated with the City being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in 2022.
 - 3. In 2022, databases will be billed from 10/1/21 – 9/30/22 and will continue billing on an October – September cycle thereafter.
 - 4. In 2022, e-books will be billed from 10/1/21 – 9/30/22 and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide the City with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

The City will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and the City.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.

- D. In the event of severance of the Inter local Agreement between JCL and the City , 23% of the mutual e-book and e-audio book content will remain the property of the City. The specific titles retained will be determined by OPL.

- 4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

- 5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and the City agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. JCL and the City shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:

- 1. The City will be responsible for 23% of the total cost in 2022, plus additional costs associated with

the City being made a party to any applicable leases.

2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

B. JCL shall provide the City with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.

C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF OLATHE, KANSAS

John W. Bacon, Mayor

ATTEST

Brenda D. Long, City Clerk

APPROVED AS TO FORM:

Ronald R. Shaver, City Attorney

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

Fred J. Logan, Jr.
Andrew V. Logan

Counsel to the Board of Directors
of the Johnson County Library

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 13, 2022
Re: **Central: Temporary closure to transition the building back to full service.**

Issue: Consider a temporary closure of Central Resource Library for a period of one week in February to allow for the transition of the building back to full service.

Suggested Motion: I move to approve a temporary closure of Central Resource Library for a period of one week in February to allow for the transition of the building back to full service.

Background: Much of Central Resource Library has been under construction for the last year. We have provided a small area at the front of the building, Little Central, to continue to provide limited public service during construction. With this, temporary workspaces have been established in what are normally public meeting spaces. A temporary partition wall has also been constructed to separate the construction zone from Little Central. It is now appropriate to transition these spaces back to their normal use and remove the partitions.

Analysis: Transitioning the staff workspaces and temporary computer room back to their more permanent layouts, moving and installing furniture and technology into their new homes, and contractor removal of the temporary partition are anticipated to take several days. Some of the work requires safety measures – one of which is not having patrons and library staff in the work zone. During the computer equipment transition, public service computers will be offline.

Because of this, we recommend the Library Board approve temporary closure of the library during this time, reopening afterward with full public services restored. The closure will allow partition removal and furniture / equipment moving and installation to be done during business hours. The temporary closure will also simplify patron communication and security of the spaces, versus being open when partitions are only partially in place.

Alternatives: 1) Not approve the temporary closure, which would result in more complicated patron messaging, inconsistent service, off-hours work, potential safety concerns, a longer transition, and patron confusion regarding which areas of the building are available.

Recommendation: To approve a temporary closure of Central Resource Library for a period of one week in February to allow for the transition of the building back to full service.

Suggested Motion: I move to approve a temporary closure of Central Resource Library for a period of one week in February to allow for the transition of the building back to full service.

Briefing Sheet

To: Johnson County Library Board
From: Johnson County Library Foundation
Date: January 13, 2022

Issue: Consider closing the Central Resource Library on Saturday, September 17, 2022, for the purpose the annual Library Lets Loose fundraising event.

Background:

The Johnson County Library Foundation would like to hold its in person fundraiser, Library Lets Loose, at the Central Resource Library. In order to set-up and host the event, the Foundation would like to request permission to close the building to the public on Saturday, September 17, 2022. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches in close proximity to the Central Resource Library.

Alternatives: No alternative date or location has been developed.

Recommendation: We recommend the Library Board approve the closing of the Central Resource Library on September 17, 2022.

Suggested Motion: I move that the Library Board approve the closing of the Central Resource Library on September 17, 2022.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 13, 2022

Issue: 2023-2027 Capital Improvement Program (CIP) Submission

Background: 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 2023 budget plan will cover the 5-year capital planning period of FY 2023 to FY 2027. This information will also be presented at the January 2022 Budget Committee Meeting as part of the budget planning for the FY 2023 budget where the financing for the projects will be discussed and the impacts of these projects outlined in the Library's multi-year forecast.

This drafted Library 2023-2027 CIP is currently informational; with a plan for the Library Board to take official action on this at the February 2022 Library 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 the County Manager's 2023 budget proposal that will be put forth to the Board of County Commissioners (BOCC) in May of 2022. The BOCC will vote on their final budget for 2022 in September of 2022.

Alternatives: None currently.

Review: Requests will have been reviewed by JCL Board Budget Committee, JCL Administration, JCL Facilities and Johnson County Budget prior to formal submission.

Budget Approval: The 2023 capital project requests consist of \$1,949,485 in funding for the 2023 Capital Replacement Plan (CRP) funded from JCL operating budget and \$1,000,000 for the Rural Renewal Initiative (De Soto, Spring Hill, and Edgerton Renewal) to be financed with Use of Library Operating Fund Reserves.

Recommendation: This is being presented for information only at this time. Voting is anticipated to occur at the February 2022 meeting.

Suggested Motion: None is required at this time.

Department Request Summary
Capital Improvements Program 2023-2027
Johnson County, Kansas

[illegible]

Capital Improvement Program - Capital Project Expenses

| | | | |
|-------------|---------------------------------|----------------|----------------|
| Department: | Library | Submitted by: | Sean Casserley |
| Project: | Capital Replacement Plan (CRP) | Priority # | 0 |
| | | Year Requested | 2023 |

| Capital Expenditures | Prior Year | 2023 | 2024 | 2025 | 2026 | 2027 | Project Total |
|---|------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Building Envelope / Roofing / Exterior Building Signage | | 532,548 | 758,251 | 41,763 | 711,600 | 735,138 | 2,779,300 |
| Parking Lots / Site Repair / Irrigation / Landscaping/ADA | | 165,240 | 246,428 | 250,561 | 103,504 | 31,949 | 797,681 |
| Interior Work / Finishes / ADA | | 413,100 | 893,855 | 1,237,720 | 1,131,624 | 401,951 | 4,078,250 |
| Subtotal | 0 | 1,110,888 | 1,898,534 | 1,530,045 | 1,946,728 | 1,169,037 | 7,655,232 |
| Equipment Expenditures | | | | | | | |
| Building HVAC / Electrical Equip Replacement | | 838,597 | 172,034 | 462,840 | 155,221 | 1,159,869 | 2,788,561 |
| | | | | | | | 0 |
| Subtotal | 0 | 838,597 | 172,034 | 462,840 | 155,221 | 1,159,869 | 2,788,561 |
| Start-Up Capital | | | | | | | |
| | | | | | | | 0 |
| | | | | | | | 0 |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Capital | 0 | 1,949,485 | 2,070,569 | 1,992,885 | 2,101,949 | 2,328,906 | 10,443,793 |

DEPARTMENT/AGENCY: LIBRARY

PROJECT NAME: JCL CAPITAL REPLACEMENT PROGRAM (CRP)

Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

OVERVIEW

1. Describe the project request

i *Describe how this project came about, who is involved, and the purpose.*

The purpose of the Capital Replacement Program (CRP) is to: investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner.

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.

2. Explain the project need

i *Describe why this project is needed and what, if any of these needs are currently being met.*

Building component and system replacement grows in scope and cost the longer it is deferred. Projects that are deferred can lead to higher energy costs, increased staff time in dealing with problematic systems, safety hazards, and lower satisfaction and/or comfort for the public and staff who use the facilities every day.

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff. This need is currently being met by annual funding of the CRP. The CRP database is continually updated to prioritize expenditure of funds and projects.

3. Strategic Priorities or Goals?

i *Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.*

The CRP enables the Library to pursue their Strategic Priorities by properly maintaining the facilities that house the Library functions.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

In 2019, a comprehensive study of the systems in each Library facility was completed by VFA/Accruent and that has been used to determine budget forecast, scope of work, and timing of CRP requests for 2023 to 2027.

This study is in constant evolution learning with the experience on-site of FAC maintenance group, Archibus reports, and the changing conditions of the building systems and mechanical components.

5. Project Timeline

i Provide a detailed timeline beginning from project approval, through design, construction, fully occupied, and operational.

CRP projects are generally implemented during the fiscal year that they are funded. A portion of the projects carry over to subsequent years before being completed.

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

Funding for this on-going capital replacement plan comes from Johnson County Library's Operating Fund.

7. Alternatives Considered

i What alternatives have been considered to this project, i.e. lease vs. purchase, outsourcing, and cooperative or shared purchasing? Please elaborate.

Funding reflects the cost of repairs or replacement of components or systems that are not performing well or have reached the end of their usable life. Reduction of funding would necessitate lower quality repairs or solutions that will not last as long and typically lead to higher repair/replacement costs in future years. No alternatives available as these properties are owned and maintenance is a Library responsibility.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

Services provided differ as CRP projects occur at a variety of buildings throughout the Library system

9. Operating Impact (Non-Personnel)

- i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

N/A

10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

| | | | |
|-------------|--|----------------|----------------|
| Department: | Library | Submitted by: | Sean Casserley |
| Project: | De Soto, Spring Hill and Edgerton Renewal (Formerly Rural Renewal Initiative) | Priority # | 1 |
| | | Year Requested | 2023 |

| Capital Expenditures | Prior Year | 2023 | 2024 | 2025 | 2026 | 2027 | Project Total |
|---|---------------|------------------|----------|----------|----------|----------|------------------|
| Preliminary Studies | 96,000 | | | | | | 96,000 |
| Land Acquisition | | | | | | | 0 |
| Design/Consulting | | 100,000 | | | | | 100,000 |
| Construction | | 600,000 | | | | | 600,000 |
| Public Art | | | | | | | 0 |
| Subtotal | 96,000 | 700,000 | 0 | 0 | 0 | 0 | 796,000 |
| Equipment Expenditures | | | | | | | |
| Furnishings, Fixtures and Equipment (FFE) | | 300,000 | | | | | 300,000 |
| | | | | | | | |
| Subtotal | 0 | 300,000 | 0 | 0 | 0 | 0 | 300,000 |
| Start-Up Capital | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Capital | 96,000 | 1,000,000 | 0 | 0 | 0 | 0 | 1,096,000 |

DEPARTMENT/AGENCY: LIBRARY

**PROJECT NAME: DE SOTO, SPRING HILL AND EDGERTON RENEWAL
(FORMERLY RURAL RENEWAL INITIATIVE)**

Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

Replacement ☐ Enhancement/Upgrade ☒ Growth ☐ New Service Provision ☐

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The Comprehensive Library Master Plan is a twenty-year plan. Currently, the DeSoto and Spring Hill branches are not scheduled to be renovated within this timeframe. The DeSoto and Spring Hill branches were each built in 1982 and serve Johnson County's small rural communities. They are well-maintained and have not received a major renovation since they were originally constructed almost 40 years ago. In addition to De Soto and Spring Hill, the Edgerton branch (although currently leased from the city of Edgerton) will also be included in the scope of this project.

This project is to refresh the physical space along with explore and implement innovative solutions to extend library services for our rural communities while maintaining level staffing costs. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at these rural branches. This 2023 request is written as a maximum expenditure amount to implement the findings from the study that will occur in 2022.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

See above.

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priority of: Education, Operations, Community, Communication and Convenience.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The study for this initiative will take place in 2022.

5. Project Timeline

i Provide a detailed timeline beginning from project approval, through design, construction, fully occupied, and operational.

The following timeline is anticipated and may change:

| | | |
|--|------|------|
| Design and Documentation | Q1-2 | 2023 |
| Bidding/Approvals/Construction | Q2-4 | 2023 |
| Furniture Installation/Move In/Opening | Q4 | 2023 |

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project would be funded from Library Reserves.

7. Alternatives Considered

i What alternatives have been considered to this project, i.e. lease vs. purchase, outsourcing, and cooperative or shared purchasing? Please elaborate.

An alternative is to continue to maintain the current level of building and services for these rural communities.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

The goal is to expand/enhance services without adding to the staffing levels.

9. Operating Impact (Non-Personnel)

i Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.

N/A

10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

| | | | |
|-------------|---------------------|----------------|----------------|
| Department: | Library | Submitted by: | Sean Casserley |
| Project: | Blue Valley Library | Priority # | 2 |
| | | Year Requested | 2024 |

| Capital Expenditures | Prior Year(s) | 2023 | 2024 | 2025 | 2026 | 2027 | Project Total |
|---|----------------|----------|------------------|-------------------|-------------------|----------------|-------------------|
| Preliminary Studies | 120,000 | | | | | | 120,000 |
| Land Acquisition | | | | | | | |
| Design/Consulting | | | 4,212,000 | 1,755,000 | 1,053,000 | | 7,020,000 |
| Construction | | | 440,280 | 21,573,720 | 22,014,000 | | 44,028,000 |
| Public Art | | | 450,000 | 50,000 | | | 500,000 |
| Subtotal | 120,000 | 0 | 5,102,280 | 23,378,720 | 23,067,000 | 0 | 51,668,000 |
| Equipment Expenditures | | | | | | | |
| Furnishings, Fixtures and Equipment (FFE) | | | | | 8,094,000 | 426,000 | 8,520,000 |
| | | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 8,094,000 | 426,000 | 8,520,000 |
| Start-Up Capital | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Capital | 120,000 | 0 | 5,102,280 | 23,378,720 | 31,161,000 | 426,000 | 60,188,000 |

Capital Improvement Program - Project Operating Expenses

| | | | |
|-------------|---------------------|-----------------------|-------------------------------|
| Department: | Library | Submitted by: | Sean Casserley |
| Project: | Blue Valley Library | Department Priority # | 2 Year Project Requested 2023 |

| Personnel Expenditures (Position Title) | Grade | FTE | Hourly Amount | Start Date | 2023 | 2024 | 2025 | 2026 | 2027 | Estimated Annual Cost |
|--|---------------------|-------|------------------|------------|------|------|------|---------|-----------|--------------------------|
| Assistant Branch Manager | 16.16 | 1.00 | 35.33 | 7/1/2026 | 0 | 0 | 0 | 52,607 | 105,214 | 105,214 |
| Youth Services Librarian | 15.15 | 1.00 | 31.16 | 7/1/2026 | 0 | 0 | 0 | 47,490 | 94,979 | 94,979 |
| Information Services Librarian | 15.15 | 1.00 | 31.16 | 7/1/2026 | 0 | 0 | 0 | 47,490 | 94,979 | 94,979 |
| Information Specialist | 14.14 | 4.00 | 27.91 | 7/1/2026 | 0 | 0 | 0 | 174,005 | 348,009 | 348,009 |
| Information Specialist | 14.14 | 0.50 | 27.91 | 7/1/2026 | 0 | 0 | 0 | 17,126 | 34,251 | 34,251 |
| Youth Information Specialist | 14.14 | 4.00 | 27.91 | 7/1/2026 | 0 | 0 | 0 | 174,005 | 348,009 | 348,009 |
| Youth Information Specialist | 14.14 | 0.50 | 27.91 | 7/1/2026 | 0 | 0 | 0 | 17,126 | 34,251 | 34,251 |
| Clerk II | 12.12 | 3.00 | 21.00 | 7/1/2026 | 0 | 0 | 0 | 105,064 | 210,127 | 210,127 |
| Clerk II (6 Part-Time) | 12.12 | 3.00 | 21.00 | 7/1/2026 | 0 | 0 | 0 | 77,314 | 154,627 | 154,627 |
| Building Engineer | 16.17 | 1.00 | 37.00 | 4/1/2026 | 0 | 0 | 0 | 72,875 | 109,313 | 109,313 |
| Senior Maintenance Tech | 14.14 | 1.00 | 27.91 | 7/1/2026 | 0 | 0 | 0 | 43,501 | 87,002 | 87,002 |
| Custodial Level II | 12.11 | 2.00 | 20.00 | 7/1/2026 | 0 | 0 | 0 | 67,588 | 135,176 | 135,176 |
| Custodial Level I | 11.11 | 1.00 | 18.00 | 7/1/2026 | 0 | 0 | 0 | 31,340 | 62,679 | 62,679 |
| Subtotal | | 23.00 | | | 0 | 0 | 0 | 927,528 | 1,818,618 | 1,818,618 |
| Contractual (On-Going) | Account Code | | Date | | | | | | | |
| Contractual (On-Going) | Various | | 7/1/2025 | | 0 | 0 | 0 | 40,000 | 80,000 | 80,000 |
| Subtotal | | | | | 0 | 0 | 0 | 40,000 | 80,000 | 80,000 |
| Commodities (On-Going) | Account Code | | Date | | | | | | | |
| Commodities (On-Going) | Various | | 7/1/2025 | | 0 | 0 | 0 | 40,000 | 80,000 | 80,000 |
| Subtotal | | | | | 0 | 0 | 0 | 40,000 | 80,000 | 80,000 |
| Capital Outlay (On-Going) | Account Code | | Date | | | | | | | |
| Subtotal | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Start-Up (One-Time) | Account Code | | Date | | | | | | | |
| Subtotal | | | | | 0 | 0 | 0 | 0 | 0 | 0 |

Capital Improvement Program - Capital and Operating Expense Summary

| | | | | | |
|-------------|---------------------|---------------|----------------|----------------|------|
| Department: | Library | Submitted by: | Sean Casserley | | |
| Project: | Blue Valley Library | Priority # | 2 | Year Requested | 2024 |

| Category | Prior Year | 2023 | 2024 | 2025 | 2026 | 2027 | Total Project Cost |
|-----------------------------|----------------|----------|------------------|-------------------|-------------------|------------------|--------------------|
| Capital | 120,000 | 0 | 5,102,280 | 23,378,720 | 23,067,000 | 0 | 51,548,000 |
| Equipment | 0 | 0 | 0 | 0 | 8,094,000 | 426,000 | 8,520,000 |
| Start-Up Capital Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Personnel Expenses | | 0 | 0 | 0 | 927,528 | 1,818,618 | |
| Contractual | | 0 | 0 | 0 | 40,000 | 80,000 | |
| Commodities | | 0 | 0 | 0 | 40,000 | 80,000 | |
| Capital Outlay | | 0 | 0 | 0 | 0 | 0 | |
| Start-Up Operating Expenses | | 0 | 0 | 0 | 0 | 0 | |
| Total | 120,000 | 0 | 5,102,280 | 23,378,720 | 32,168,528 | 2,404,618 | 60,068,000 |

| | | | | | | | |
|------------------------|----------------|----------|------------------|-------------------|-------------------|------------------|-------------------|
| Total Capital | 120,000 | 0 | 5,102,280 | 23,378,720 | 31,161,000 | 426,000 | 60,068,000 |
| Total Operating | | 0 | 0 | 0 | 1,007,528 | 1,978,618 | |

DEPARTMENT/AGENCY: LIBRARY

PROJECT NAME: BLUE VALLEY LIBRARY REPLACEMENT

Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

Create a new ~64,000 square foot library at the NE corner of 151st and England Street, in the park area adjacent to the current library. This new facility will replace the existing 24,000 square foot library and will expand the current square footage by an additional ~40,000 square feet to meet the needs of the community. The City of Overland Park plans to create a literary park where the existing library facility is located.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

Currently, the patrons of the Blue Valley area are being served by a 24,000 square foot facility. This facility has become inadequate due to high demand from the surrounding area. In the summer months, the material circulation rate of the Blue Valley Library (24,000 sf) is greater than that of the Central Resource Library (90,000 sf).

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

The Blue Valley Library study was completed in 2018 and reported the costs between renovating/adding on and building are very similar. The study assumed that a good-sized lease space would be needed to continue to serve the high traffic and material circulation at the branch while work occurred on the existing facility. JCL and the city of Overland Park (OP) had a public input session and the public is in favor of the new facility option. When the time comes to go through the planning processes, FAC and JCL will work closely with OP's planning department. JCL, FAC and the OP worked closely together during the study process and OP's Community Development Committee is in support of the new facility as well.

5. Project Timeline

i Provide a detailed timeline beginning from project approval, through design, construction, fully occupied, and operational.

The following timeline is anticipated and may change:

| | | |
|--|------|---------|
| Architect Selection | Q4 | 2023 |
| Program Verification/Design & Documentation | Q1-4 | 2024 |
| Bidding/Approvals | Q1 | 2025 |
| Construction | Q2-4 | 2025-26 |
| Furniture Installation/Collection/Training/Move in | Q1 | 2027 |
| Opening | Q1 | 2027 |

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash and part debt financed. The current plan estimated about \$7.1m cash for the project with the remaining amount to be debt financed.

7. Alternatives Considered

i What alternatives have been considered to this project, i.e. lease vs. purchase, outsourcing, and cooperative or shared purchasing? Please elaborate.

Creating an additional location in this area of the County was considered with the master plan. Within the current funding guidelines, it is less costly to accommodate the users in this area on this site with a land acquisition from the City of Overland Park.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

Blue Valley is currently the busiest branch location and is just over 24,000 square feet in size. The building will almost triple in size with the expansion. With the additional square footage will come additional services, collections, and programming (with the addition of a Literary Park provided by the city on the same site). The location will add a MakerSpace or digital media Lab at this branch that will require additional staffing. All

position types will be increased to accommodate the growth - circulation (materials handling) positions, adult service positions, youth service positions, custodians as well as managers. The staffing levels are based on the number of service points, the size of the building, the number of open hours, and the services offered to the public. Blue Valley's service area – the number of people who live near this location – is about 80,000.

9. Operating Impact (Non-Personnel)

i Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.

Contractual and commodities costs, including utilities, would increase with the additional square footage.

10. Operating Impact (Personnel)

i Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

There are 17.7 FTE that are Library staff and an additional 5.0 FTE that are Facilities Staff associated with this expansion project.

11. Financing Operating Costs

i Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

The additional staff will be funded with the Library Operating Fund and there should be sufficient resources to finance this expansion.

12. Operating Expense Timeline

i Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

Most of the positions would start around the Q1 of 2027. The Building Engineer position would start around Q4 of 2026.

Capital Improvement Program - Capital Project Expenses

| | | | |
|-------------|-----------------------------|----------------|----------------|
| Department: | Library | Submitted by: | Sean Casserley |
| Project: | Corinth Library Replacement | Priority # | 3 |
| | | Year Requested | 2027 |

| Capital Expenditures | Prior Year | 2023 | 2024 | 2025 | 2026 | 2027 | Project Total |
|---|----------------|----------|----------|----------|----------|------------------|-------------------|
| Preliminary Studies | 140,000 | | | | | | 140,000 |
| Land Acquisition | | | | | | | |
| Design/Consulting | | | | | | 2,924,544 | 3,655,680 |
| Construction | | | | | | 228,480 | 22,848,000 |
| Public Art | | | | | | 182,784 | 228,480 |
| Subtotal | 140,000 | 0 | 0 | 0 | 0 | 3,335,808 | 26,872,160 |
| Equipment Expenditures | | | | | | | |
| Furnishings, Fixtures and Equipment (FFE) | | | | | | | 4,423,680 |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 4,423,680 |
| Start-Up Capital | | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Capital | 140,000 | 0 | 0 | 0 | 0 | 3,335,808 | 31,295,840 |

DEPARTMENT/AGENCY: LIBRARY

PROJECT NAME: CORINTH LIBRARY REPLACEMENT

Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The approximate 20,000 square foot Corinth Library is reported to be in relatively poor condition. This project would demolish and replace the building on its current site in Prairie Village or construct a new facility at another site location which would serve the needs of the library patrons in this area.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

This need is currently being met by providing maintenance and repairs to the existing building that is in poor condition.

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP. The study for this replacement project will begin in 2025.

5. Project Timeline

i Provide a detailed timeline beginning from project approval, through design, construction, fully occupied, and operational.

The following timeline is anticipated and may change:

| | | |
|--|------|------|
| Architect Selection | Q4 | 2026 |
| Program Verification/Design & Documentation | Q1-4 | 2027 |
| Bidding/Approvals | Q1 | 2028 |
| Construction | Q1-4 | 2028 |
| Furniture Installation/Collection/Training/Move in | Q1 | 2029 |
| Opening | Q1 | 2029 |

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash funded and part debt financed. The current plan estimated about \$2.8m cash for the project with the remaining amount to be debt financed.

7. Alternatives Considered

i What alternatives have been considered to this project, i.e. lease vs. purchase, outsourcing, and cooperative or shared purchasing? Please elaborate.

An alternative is to continue performing major repairs on the existing building as long as possible and close the building and branch when that is no longer possible.

A joint market feasibility study was completed with the City of Prairie Village, the YMCA and the Library to begin to determine the possibility of locating a branch on or near the City's site at 77th and Mission Road. The Library and City were about to enter into Phase II of their MOU to study the opportunity. This effort is currently on hold with the pandemic

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

A Drive-Thru for holds pickup will be added with this replacement facility, otherwise, the nature of the services at the Corinth Library are not anticipated to change. The replacement facility will be better able to meet the needs of the public and staff.

9. Operating Impact (Non-Personnel)

i Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

This project is currently considered a replacement project and, as such, there are not any anticipated additional non-personnel operating costs.

10. Operating Impact (Personnel)

i Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

This project is currently considered a replacement project and, as such, there are not any anticipated additional personnel requests associated with this project.

11. Financing Operating Costs

i Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

i Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A