



**Board Report  
June 9, 2022**

## **AGENDA**

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JUNE 9, 2022  
Central Resource Library  
Carmack Community Room  
9875 W 87th St Overland Park, KS 66212  
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](mailto: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, David Sims
  - C. Friends of the Library; written report presented by Shanta Dickerson.....4
  - D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....5
    - a) Check Presentation
  - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Andrew Logan and Fred Logan
    - a) Legal Counsel review of contracts.
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Dave Vratny, Finance Director.....6
      - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....13
    - 2. Comprehensive Library Master Plan, Scott Sime, Project Coordinator
      - a) Antioch Replacement.....16
        - i. Design Update with Dake Wells.....20
      - b) DeSoto, Spring Hill and Edgerton Renewal Study.....35
      - c) Capital Projects: Timeline Summary.....52
    - 3. Updates – Sean Casserley, County Librarian
      - a) Cyber Security, Michelle Beesley, Information Technology Manager.....56
      - b) Budget Presentation Report, Dave Vratny, Finance Director
      - c) Juneteenth Celebration, Megan Mascorro-Jackson, Assistant Branch Manager.....65
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the May 12, 2022 Regular Library Board meeting.....68
  - B. Information Items
    - 1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2021 were handled in accordance with library and County policy.
- b) The April 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.....	76
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VI.Old Business

- A. Action item: Approve motion pursuant to K.S.A. 12-1225b(a)(4) to appoint Tricia Suellentrop County Librarian effective July 1, 2022.

VII.New Business

A. Informational Item: Antioch Library Replacement: Naming the new building.....	77
B. Action item: Consideration of approval of the Work Order Authorization for planned interior and exterior work at Gardner Library.....	78

VIII.Adjournment



**May 2022: Monthly Report**  
of the  
Friends of Johnson County Library  
to the  
Board of Directors of Johnson County Library

Good afternoon, and thank you for this time today to highlight recent news and accomplishments on behalf of the Friends of Johnson County Library.

**- ERTC (Employee Retention Tax Credit) Refund**

As you may well know, the Employee Retention Tax Credit (ERTC) was created as part of the CARES Act to encourage business to keep employees on payroll. In early 2020, during “the Great Pause,” Friends leadership made the choice to continue paying our staff as we knew we would need everyone in place to support and guide us as we learned how to operate in a suddenly-changed world. This decision has paid off in myriad ways, one in the form of refunded tax payments exceeding \$20,000. We celebrate the receipt of this funding, and we also note that this concludes CARES Act relief.

**- A Peek Behind the Scenes**

For those who have never visited our Lenexa headquarters, it is easy to overlook the scope of our operation. To give you a sense of the work we’ve accomplished this year, we rely on more than 60 volunteers who work *at least* one 3-hour shift a week to sort ex-library materials and donated items. In Q1 2022, these devoted individuals processed approximately 100,315 books and audiovisual items. Think for a moment of the last time you packed a box of books – perhaps for donation to the Friends? Now, think of unpacking that box and checking each book for condition nearly 3,350 items over. This is only one step in one process carried out six days a week at our sorting center, and make no mistake, it is work. If you love the idea of supporting us in this way, visit us at <https://www.friendsofjcl.org/page/volunteer> and fill out the form at the bottom of that page!

If you cannot join us in person, consider joining us as a member at <https://www.joinjclfriends.org/>.

Thank you again for your time, and I am happy to take any questions you may have.



**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** June 9, 2022  
**Re:** Johnson County Library Foundation update

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### **Library Lets Loose Report**

- Since it is June, we are in a full court press toward the Library Lets Loose fundraiser, Saturday, September 17<sup>th</sup> in person here at the Central Resource Library.
- This event is inspiring in so many ways starting with the enthusiasm of Library Lovers who volunteer their time and donate funds to support this event.
- The twenty-four community volunteers serving on the Foundation Board of Directors are focused on making this a success.
- We have the amazing leadership of board president Ava Christie and board member Julie Steiner who serves as chairperson of the organizing committee.
- The moving parts include volunteers and community supporters in every way.
  - Committee members dedicate their time throughout year to make this a true fundraiser and community endeavor.
    - Working committees include the in-person event, sponsorships, planning, and communications and that is just the start.
- Go to Library Lets Loose.org to see all of the fun planned ahead for our community.

### **Grants for Incarcerated Services and elementia**

- Henderson Engineers made a \$3,000 grant for elementia, the teen literary program.
- Village Presbyterian Church granted \$4,000 for incarcerated services, the Library program that works with the adult residential center within the Johnson County Department of Corrections.
- We are thrilled and grateful for these dedicated community funders who give financial support to these impactful Library programs.

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

- This donation is the Foundation's annual gift designated for the collection. The amount is based on a calculation of the funds invested at the Greater Kansas City Community Foundation.
- This year is the largest amount to date at \$126,194.

That concludes my report.

Questions?

Thank you.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**April 2022**  
**33% of Year Lapsed**

**OPERATING FUND**

	<b>2022 Budget</b>
<b>Programs</b>	
Revenue	3,767,639
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	115,606
Transfer to Capital Projects	1,757,330
Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$1,872,936</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$1,894,703</u></u></b>

**SPECIAL USE FUND**

	<b>2022 Budget</b>
Revenue:	3,590,820
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	505,708
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$505,708</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$3,085,112</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$4,979,815</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2022

33% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	22,264,927	38,342,480	58%	58%
Ad Valorem Delinquent	203,785	364,732	56%	-11%
Motor Vehicle	885,478	3,442,484	26%	28%
Library Generated - Copying/Printing	25,537	104,359	24%	19%
Library Generated - Overdues / Fees	97,309	493,271	20%	13%
Sale of Library Books	25,000	50,000	50%	0%
Misc Other	413	18,703	2%	4%
Reimbursement	67,373	630,043	11%	10%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	28,780	54,948	52%	76%
Unencumbered Balance Forward	0	0	0%	0%
Recreational Vehicle Tax	9,170	15,169	60%	71%
Commercial Vehicle Tax	39,521	49,843	79%	62%
Heavy Trucks Tax	3,361	5,261	64%	76%
Rental Excise Tax	24,372	43,457	56%	29%
State and Federal Grants	133,322	265,638	50%	49%
<b>TOTAL REVENUE</b>	<b>23,808,347</b>	<b>43,884,029</b>	<b>54%</b>	<b>54%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	7,180,525	22,947,472	31%
Contractual Services	2,759,812	6,007,986	46%
Commodities	3,214,276	4,411,766	73%
Risk Management Charges	62,747	251,838	25%
Capital / Maintenance / Repair	1,872,936	3,542,035	53%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%
Grants	133,691	265,638	50%
Interfund Transfer	2,866,474	2,866,474	100%
<b>TOTAL EXPENDITURES</b>	<b>18,596,169</b>	<b>43,884,029</b>	<b>42%</b>

Revenue - Expenses as of April 30, 2022 **5,212,178**

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

## Scheduled Replacement Plan Funding

-	<b><u>REVENUE RECEIVED TO DATE</u></b>
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
<b>Total Revenue</b>	<b><u>4,458,200</u></b>

## 2022

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
	<b><u>4,425,107</u></b>
<b>Budget Remaining</b>	<b><u>33,093</u></b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**April 2022**  
**33% Year Lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2022 Year to Date</b>	<b>2022 Budget</b>	<b>% Program Expended</b>
Administrative Services	1,373,573	4,363,169	31%
Information Technology	1,311,726	3,845,401	34%
Collection Development	1,122,279	3,946,140	28%
Branch/Systemwide Services	6,343,922	21,274,373	30%
Risk Management Charges	62,747	251,838	25%
Grants *	133,691	265,638	50%
Transfer to Capital Projects	1,757,330	3,107,330	57%
Interfund Transfer	2,866,474	2,908,015	99%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>14,971,742</b>	<b>39,961,904</b>	<b>37%</b>
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**SPECIAL USE FUND**

	<b>2022 Year to Date</b>	<b>2022 Budget</b>	<b>% Budget Expended</b>
Contractual Services (General Maintenance)	39,452	204,305	19%
Commodities (Capital Equipment)	85,646	127,000	67%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>630,806</b>	<b>3,922,125</b>	<b>16%</b>
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<b>TOTAL EXPENDITURES</b>	<b>15,602,548</b>	<b>43,884,029</b>	<b>36%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**April 2022**  
**33% Year Lapsed**

<b>ALL FUNDS</b>	<b>2022</b>	<b>2022</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	7,180,525	22,947,472	31%
Contractual Services	1,975,359	6,007,986	33%
Commodities	1,005,108	4,411,766	23%
Risk Management Charges	62,747	251,838	25%
Capital / Maintenance / Repair	1,757,330	3,500,494	50%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	621,314	3,590,820	17%
Grants	133,691	265,638	50%
Interfund Transfer	2,866,474	2,908,015	99%
<b>TOTAL EXPENDITURES</b>	<b>15,602,548</b>	<b>43,884,029</b>	<b>36%</b>

## JOHNSON COUNTY LIBRARY

## GRANTS MONTHLY REPORT

GRANTS*						
	Expenditures through 4/30/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
285000089	2022-State Aid	State	3/17/2022	\$43,461.34	\$133,321.69	\$89,860.35

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

## Expenditure of Friends of the JCL Donations 2022

<i><b>Expenditure Details</b></i>	<i><b>April</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	288.00	2,406.86
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 288.00</b>	<b>\$ 2,406.86</b>

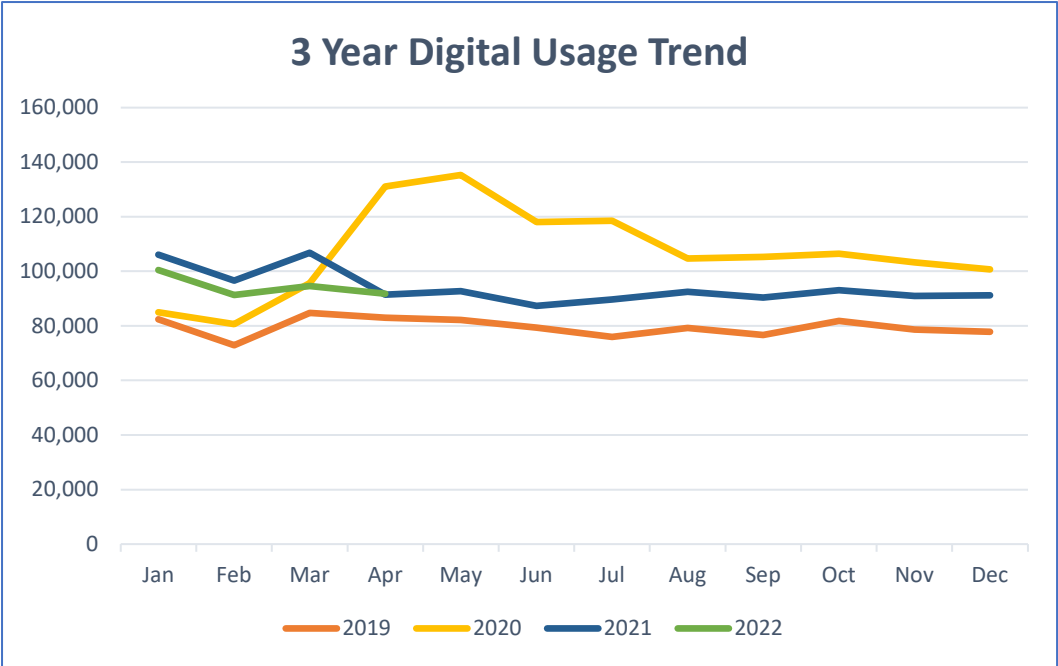
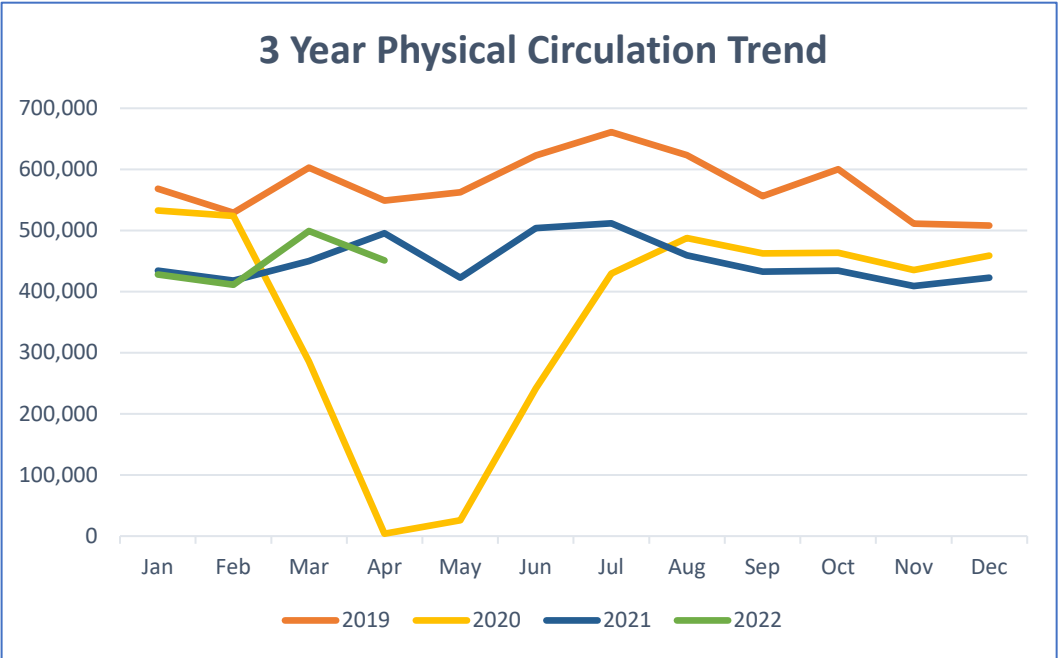


# Monthly Statistical Report

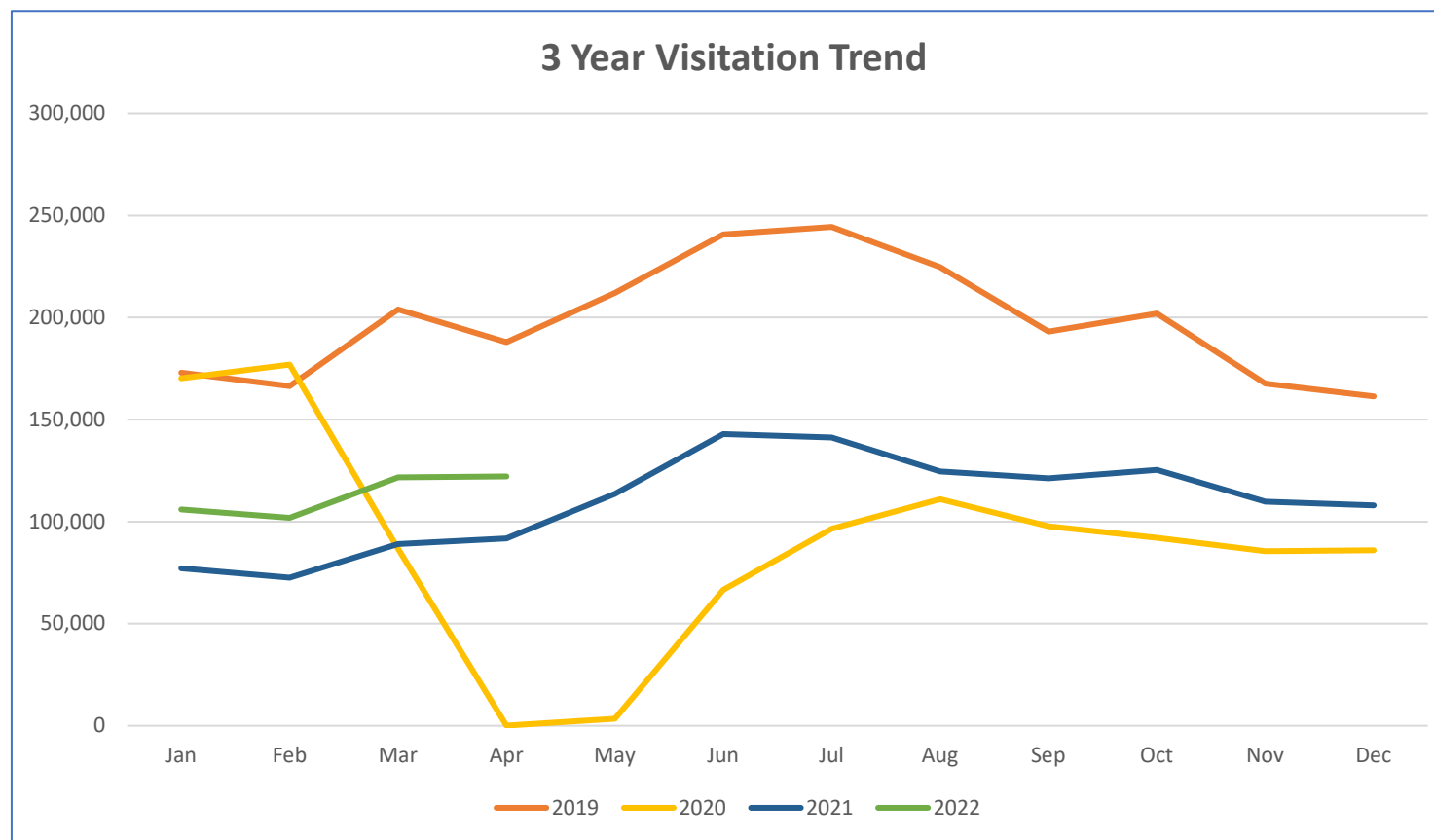
June 2022



# Monthly Statistics



# Monthly Statistics



# Antioch Library Replacement Project

Update – June 2022



# Updates

- Design update, Dake Wells



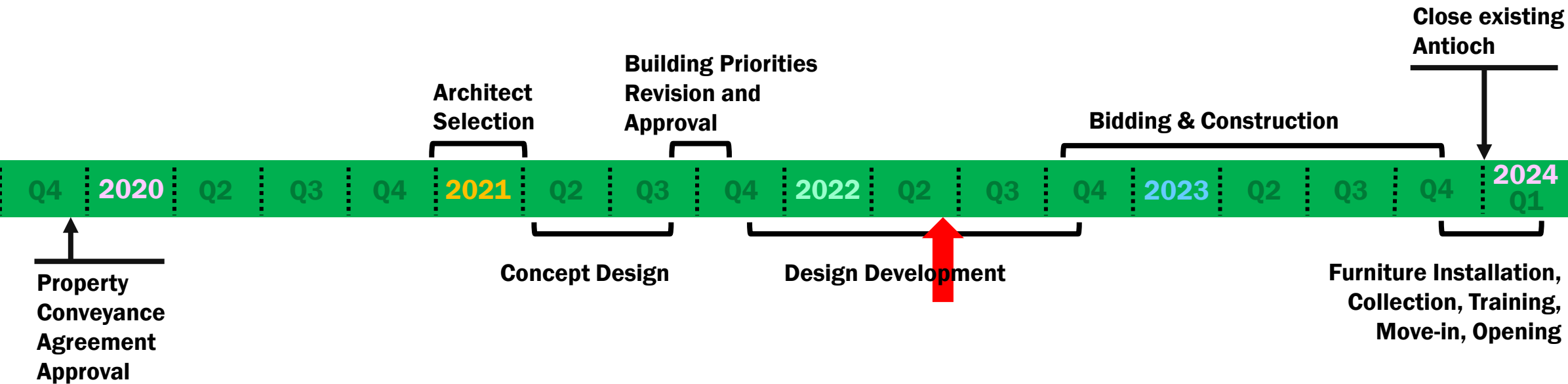
# Next Steps

- Property Conveyance Addendum #2
- Final Development Plan to City of Merriam
- Naming
- Property Transfer
- Bond Sale



# Antioch Replacement:

## Anticipated Project Timeline



## **Johnson County Library**

Antioch Replacement - 100% Design Development

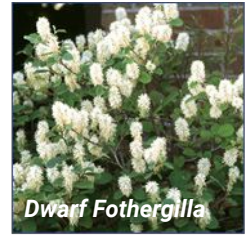












Anticipated Planting Palette



# Diverse Landscape (Habitat Supporting)

70-80% Grasses

20-30% Perennials

Tough and Time Tested Plants

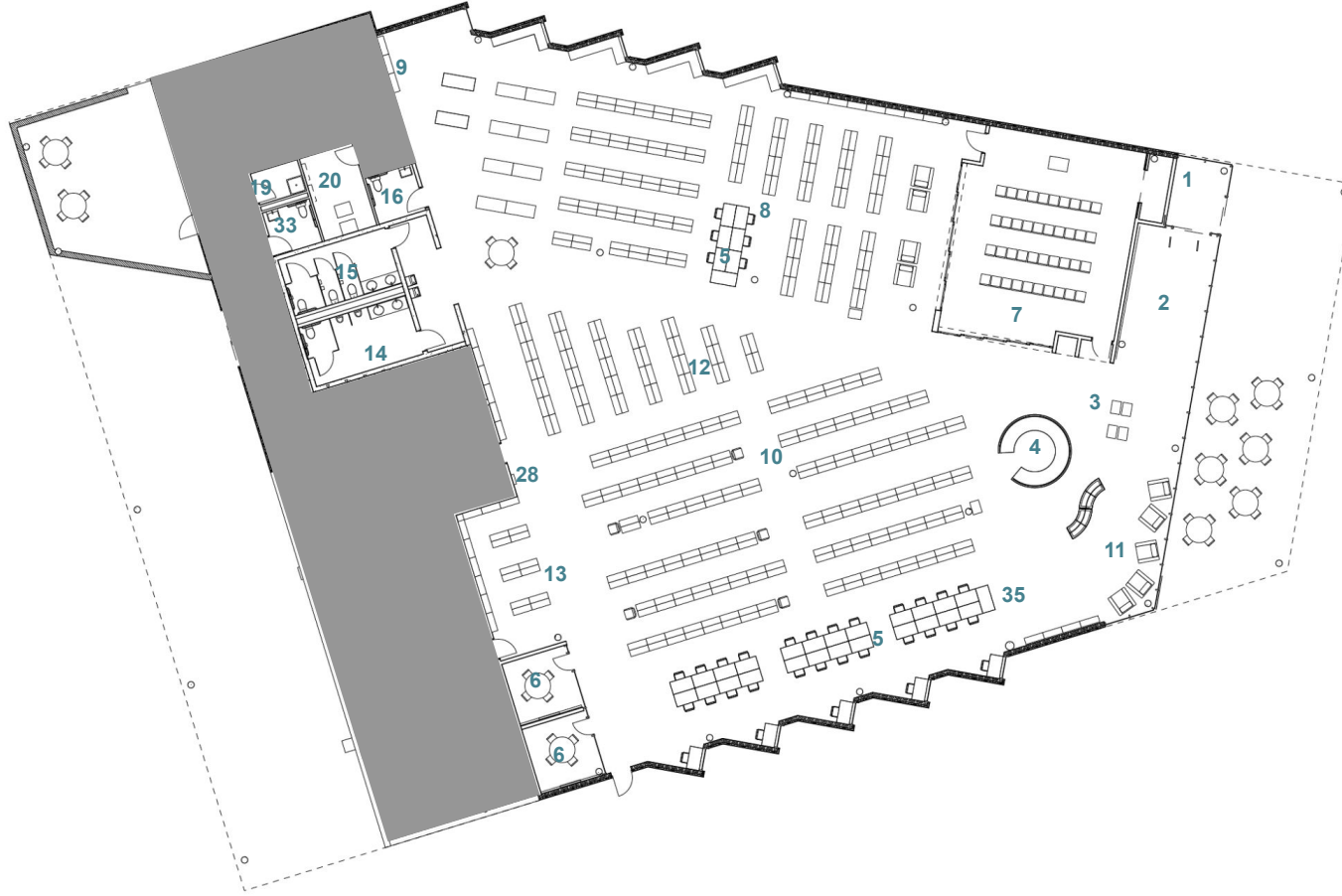
Simplistic and Easily Maintainable

LEED Supporting



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1. Entry Vestibule
2. Lobby/Gallery
3. Self Check & Catalogue
4. Service Point
5. Computers
6. Study Room
7. Meeting Room - 40 People
8. Children's Stacks
9. 6 by 6
10. General Stacks
11. Tables/soft seating
12. Teens' Stacks
13. Holds
14. Men's Restroom
15. Women's Restroom
16. Family Restroom
17. Staff Entry
18. Break Room
19. Janitor
20. IT/Data
21. Mechanical
22. Staff Lockers
23. Courier Door
24. Book Bins
25. Clerk Workstations
26. Cart Storage
27. AMH
28. Returns
29. IS/YS Workstations
30. Drive-thru
31. Manager Workstations
32. Meeting Room/Mothers Room
33. Staff Restroom
34. 2022 June Board Report
35. Printer/Copier

**Floor Plan - Option 1**

0 4 8 16 32'













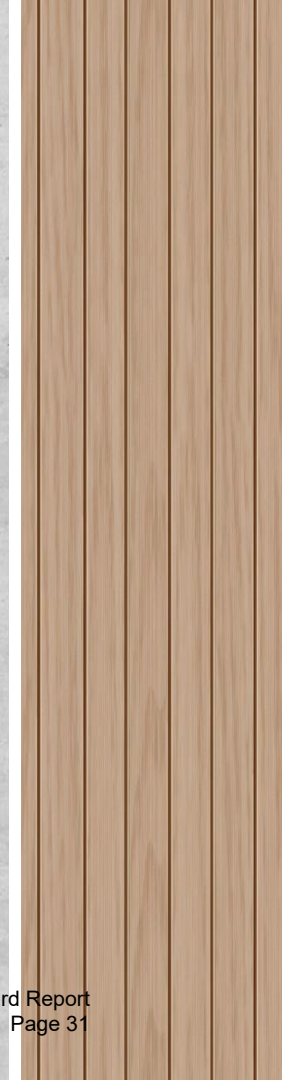




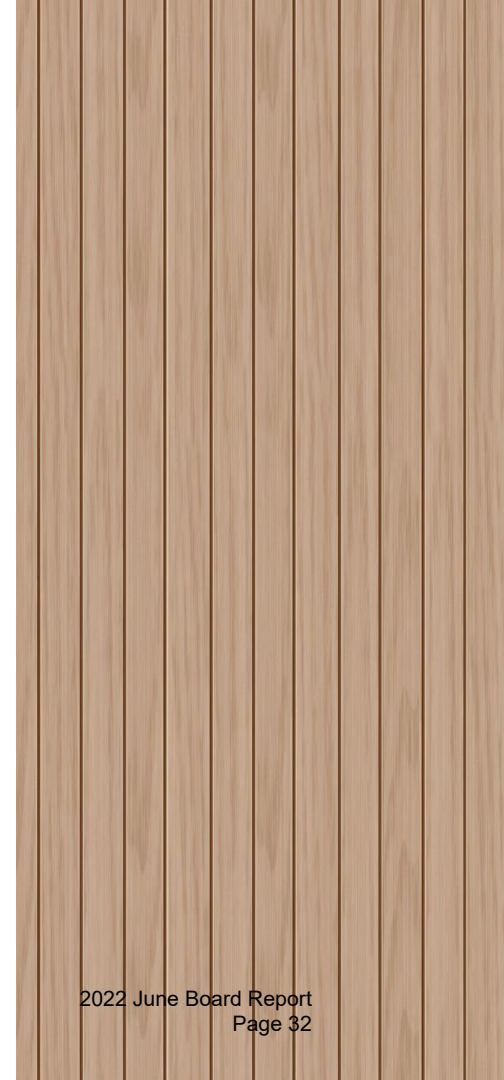


JOHNSON COUNTY LIBRARY















# DeSoto, Spring Hill, and Edgerton Renewal Study

Update – June 2022



# Updates

- Initial Request for Study
- Study Findings from Public and Staff engagement
- Priorities from Administration
- Unstaffed Access concept
- Next steps





# DeSoto, Spring Hill, Edgerton Renewal Study

*Board Briefing Sheet, November 2018*

**Background:** The Comprehensive Library Master Plan is a 20-year plan. Currently, the DeSoto and Spring Hill branches *[Edgerton was added to the scope later]* were both built in 1982 and serve Johnson County's small rural communities. Although well-maintained, neither building has received a major renovation since the time they were built. It has been proposed that we explore a cosmetic refresh to the buildings, as well as innovative ways to expand hours and services\* to provide patrons with an enhanced library environment that better meets community needs.



# Staff / Public Engagement Update

- Methods of Information Gathering:
  - Online and paper surveys – over 350 responses, live virtual listening session – March 2022
- High-level trends
  - Desire for wider range of hours
  - Keep access to Popular Collections, Placing Holds & Browsing
  - Desire for collaborative and quiet study spaces
  - Appreciation for friendly staff

JOHNSON COUNTY Library KANSAS CLARK & ENDERSEN

Johnson County Library - De Soto, Spring Hill, and Edgerton Renewal Study

\* 1. The focus of this study is on the De Soto, Spring Hill, and Edgerton library locations. Please choose the location with which you are most familiar or have visited most recently.

☐ De Soto  
☐ Spring Hill  
☐ Edgerton  
☐ I am not familiar with these three branches

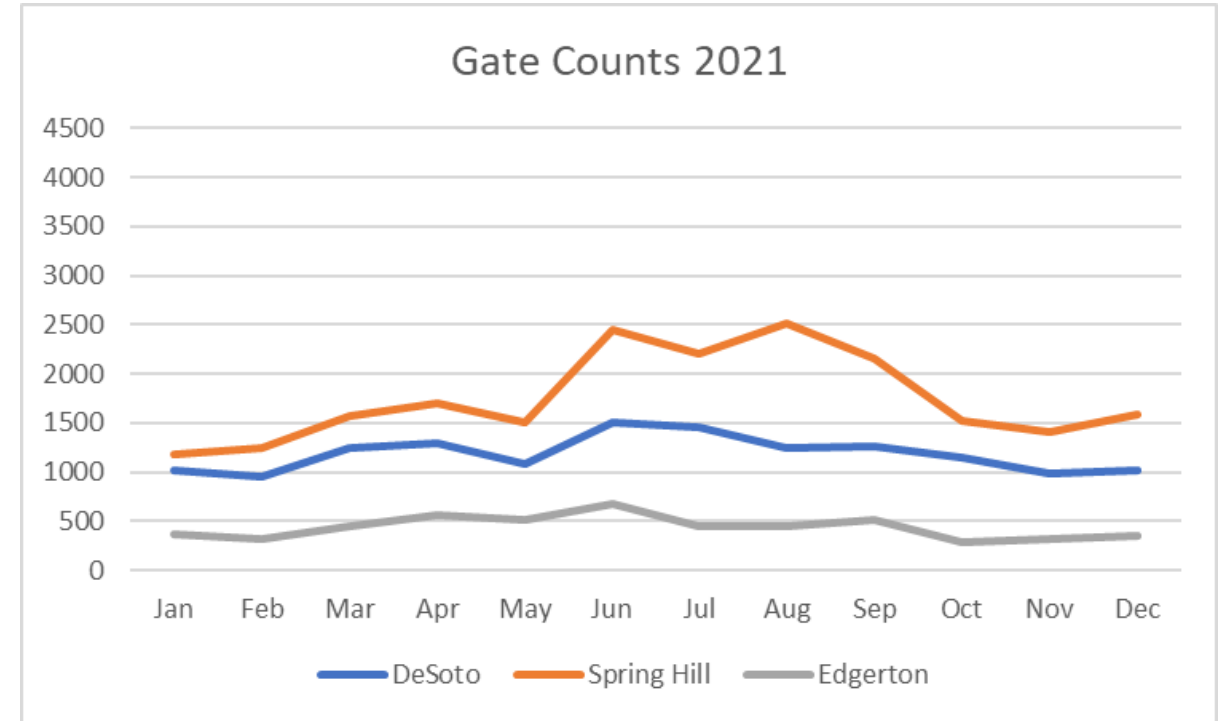
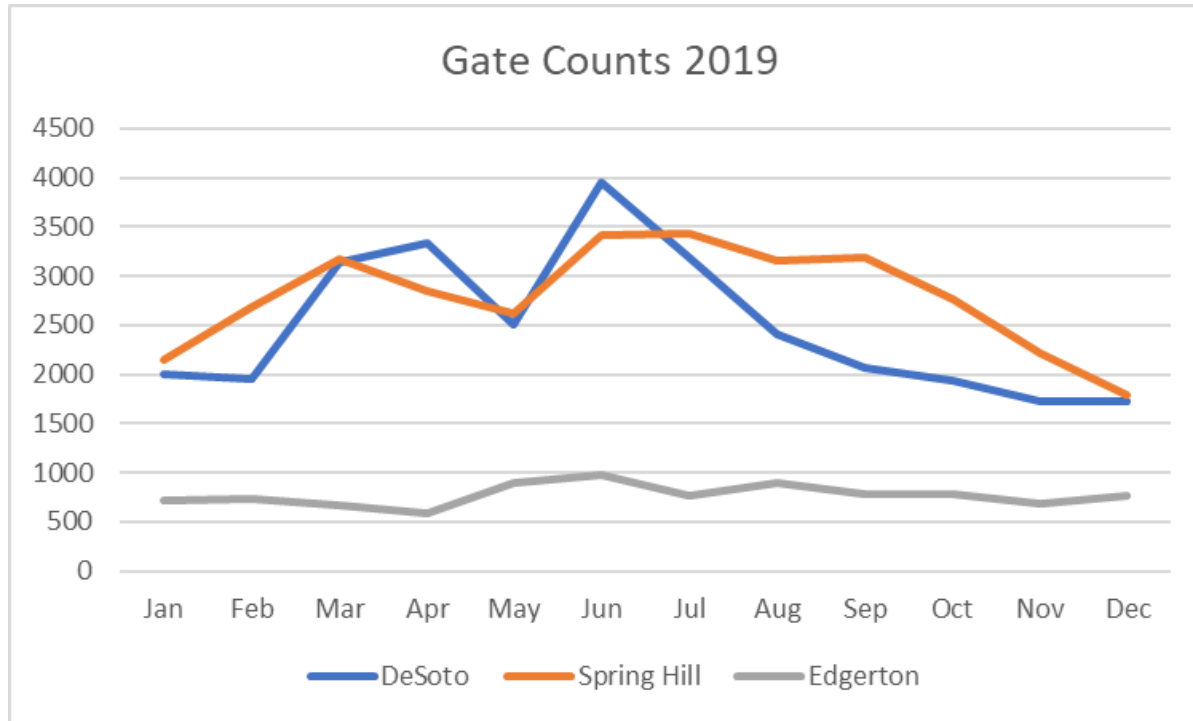
\* 2. In addition to the branch you selected above, which branch(es) to you regularly visit?

<input type="checkbox"/> Antioch	<input type="checkbox"/> De Soto	<input type="checkbox"/> Monticello
<input type="checkbox"/> Blue Valley	<input type="checkbox"/> Edgerton	<input type="checkbox"/> Oak Park
<input type="checkbox"/> Cedar Roe	<input type="checkbox"/> Gardner	<input type="checkbox"/> Shawnee
<input type="checkbox"/> Central Resource	<input type="checkbox"/> Leawood Pioneer	<input type="checkbox"/> Spring Hill
<input type="checkbox"/> Corinth	<input type="checkbox"/> Lenexa City Center	<input type="checkbox"/> I don't visit any other branches



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Branch Visits*



Note: Y Axis scale has been adjusted on 2021 to match 2019 numbers.



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Population Data (AIMS)*

### **DeSoto Population:**

2010: 7032

2019: 7656 (up 9%)

#### **Age:**

- Under 10: 17%
- 10-19: 14%
- 20-24: 2%
- 25-34: 11%
- 35-44: 13%
- 45-54: 15%
- 55+: 28%

### **Spring Hill Population:**

2010: 5470

2019: 6543 (up 20%)

#### **Age:**

- Under 10: 17%
- 10-19: 15%
- 20-24: 6%
- 25-34: 14%
- 35-44: 13%
- 45-54: 10%
- 55+: 26%

### **Edgerton Population:**

2010: 2655

2019: 2709 (up 2%)

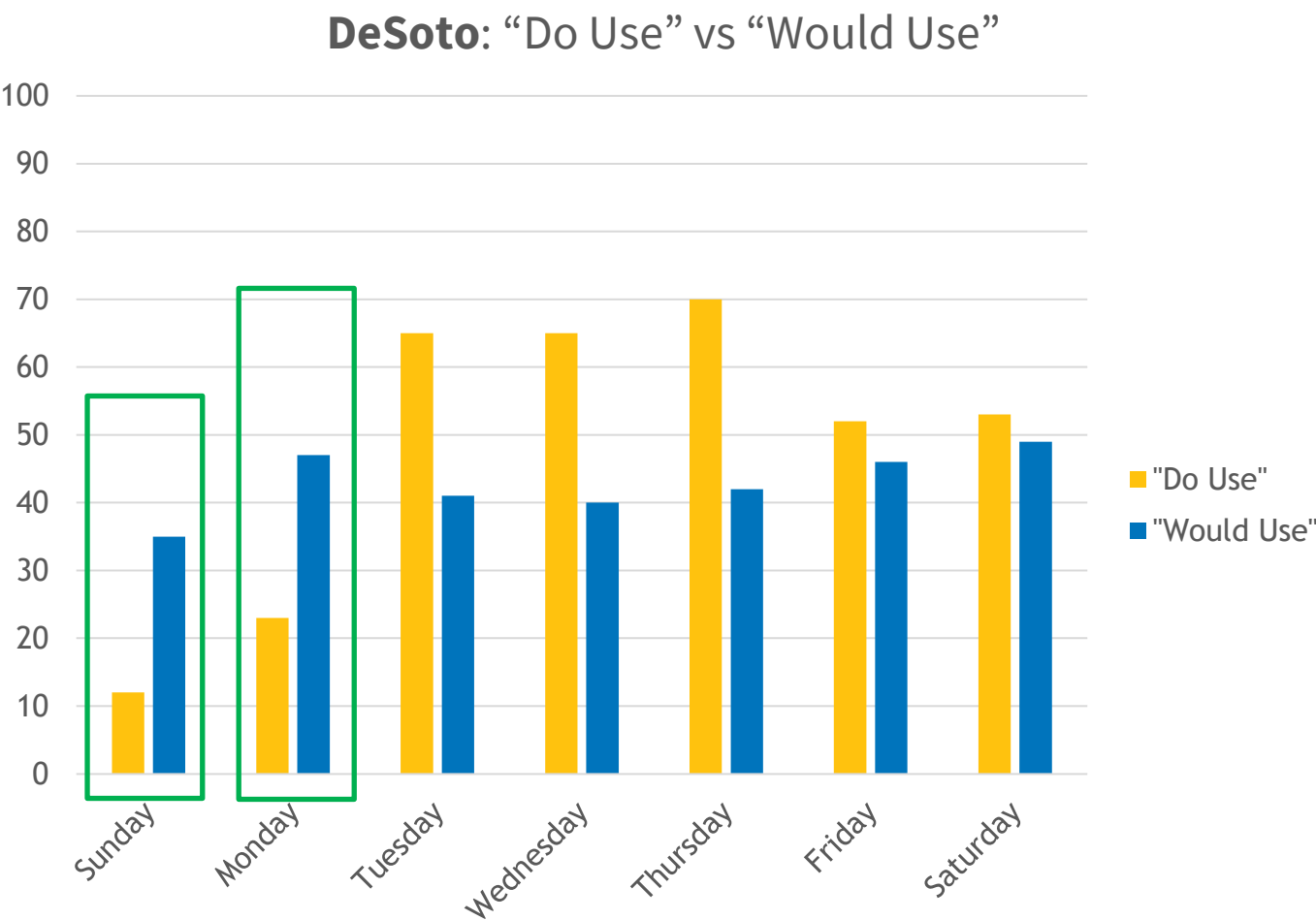
#### **Age:**

- Under 10: 13%
- 10-19: 16%
- 20-24: 4%
- 25-34: 12%
- 35-44: 13%
- 45-54: 15%
- 55+: 25%



# DeSoto, Spring Hill, Edgerton Renewal Study

*Survey: What days of the week do you prefer to use your primary library branch?*

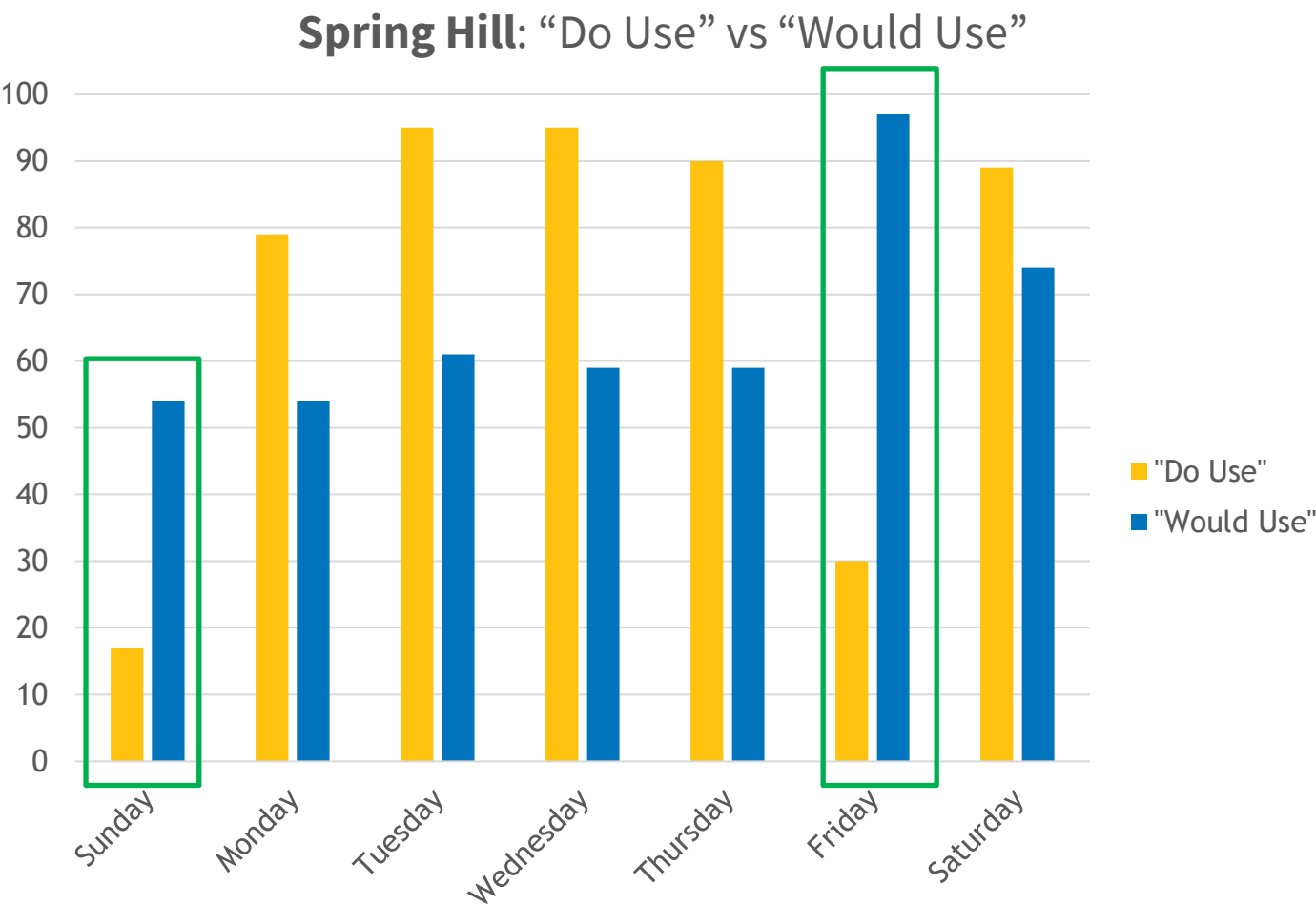


## DeSoto: Current Hours

- Sun-Mon *Closed*
- Tues-Wed 10am-6pm
- Thu 1pm-8pm
- Fri 10am-6pm
- Sat 10am-2pm

# DeSoto, Spring Hill, Edgerton Renewal Study

*Survey: What days of the week do you prefer to use your primary library branch?*

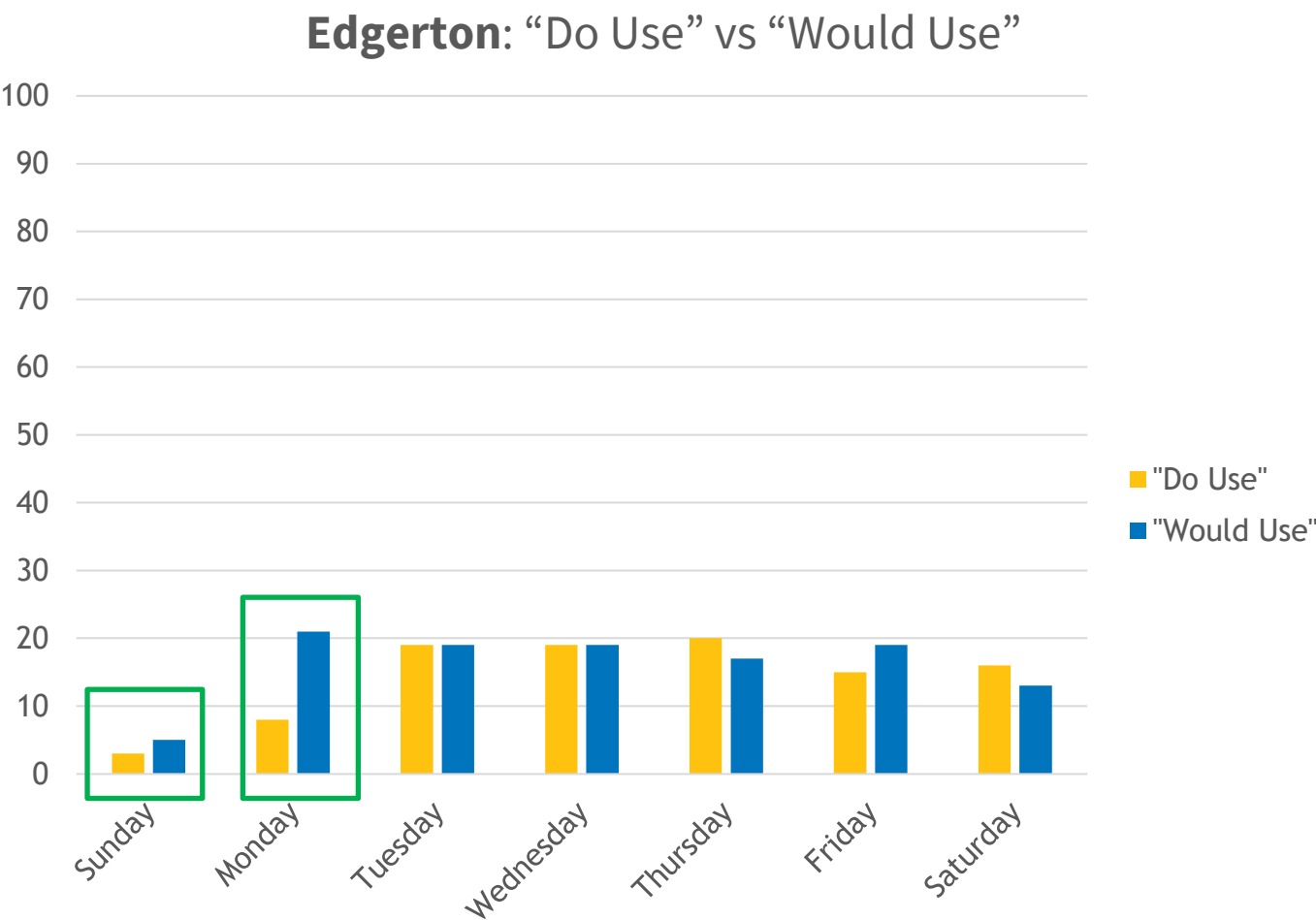


**Spring Hill: Current Hours**

- Sun      *Closed*
- Mon-Wed    10am-6pm
- Thu        1pm-8pm
- Fri        *Closed*
- Sat        10am-2pm

# DeSoto, Spring Hill, Edgerton Renewal Study

*Survey: What days of the week do you prefer to use your primary library branch?*



## Edgerton: Current Hours

- Sun-Mon *Closed*
- Tues-Wed 10am-6pm
- Thu 1pm-8pm
- Fri 1pm-5pm
- Sat 10am-2pm

# DeSoto, Spring Hill, Edgerton Renewal Study

*Survey: What are your favorite things about your library?*

## ► DeSoto:

- Close to home/Location
- Books – Browsable
- Kids Area - Materials
- Convenience – Ease of Checkout
- Cozy Feeling
- Holds/Pickup
- Friendly Staff

## ► Spring Hill:

- Close to home/Location
- Books – Browsable
- Self-Check
- Quiet
- Cozy Feeling
- Holds/Pickup – InterLibrary Loans
- Friendly Staff

## ► Edgerton:

- Quiet
- Friendly Staff
- Accessible/Convenient Location
- Community Feeling
- The Existing Architecture (Historic – Community Pride)
- Large Kids Area
- Cozy Feeling
- Holds/Pickup



# DeSoto, Spring Hill, Edgerton Renewal Study

*Survey: What would you change about your library?*

## ► DeSoto:

- Too Small
- Drive-Up Capabilities
- Update/Modernize Interior (finishes, lighting, volume of space)
- Better hours/Extended hours
- Expand Kids Area
- Add Collaborative Space/Meeting Room
- More Natural Light
- More Quiet Study/Reading Spaces

## ► Spring Hill:

- Too Small
- More Hours and Days (Fridays and Sundays)
- More Study Space
- Update/Modernize Interior (finishes, lighting, volume of space)
- Improve Heating/Air
- Additional Technology: Computers, Copy/Print
- Expand Kids Area – Space for homework
- Space for Meetings and Events
- More Natural Light

## ► Edgerton:

- More Hours and Days (more morning hours for Young Families)
- More Programs for Kids & Toddlers
- Better Selection of Materials
- Drive-Up Book Drop
- More Programs for Adults (Book Clubs)

# DeSoto, Spring Hill, Edgerton Renewal Study

## *15 General Building Priorities*

- Study Rooms / Study Spaces / Collaborative Patron Spaces
- Security
- Service Desk
- Public PCs
- 6 by 6
- Storytime Space
- Collection
- Meeting Room
- Staff Space
- Efficient Circulation Space
- Outdoor Space
- Convenient Entrance
- Drive-Thru
- Iconic Architecture
- Nice Views



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Administration Findings, Building Priorities*

### **DESOTO:**

1. Study Spaces / Collaborative Patron Spaces
2. Security / Service Desk
3. Public PCs
4. 6 by 6 / Storytime Space
5. Collection
6. Meeting Room / Study Rooms
7. Staff Space
8. Outdoor Space
9. Efficient Circulation Space
10. Convenient Entrance



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Administration Findings, Building Priorities*

### **SPRING HILL:**

1. Study Spaces / Collaborative Patron Spaces
2. Security / Service Desk
3. Public PCs
4. 6 by 6 / Storytime Space
5. Collection
6. Meeting Room / Study Rooms.
7. Feasibility of future drive-thru?
8. Staff Space
9. Efficient Circulation Space
10. Outdoor Space
11. Convenient Entrance



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Administration Findings, Building Priorities*

### **EDGERTON:**

1. Security / Service Desk
2. 6 by 6 / Storytime Space
3. Collection
4. Study Spaces / Collaborative Patron Spaces
5. Meeting Room / Study Rooms.
6. Public PCs
7. Staff Space
8. Outdoor Space
9. Efficient Circulation Space
10. Convenient Entrance



# DeSoto, Spring Hill, Edgerton Renewal Study

## *Unstaffed Access Concept\**

- Consistent patron desire for wider range of hours
- A few ways to address: more staff or different service model
- Keeps staffing levels constant at those locations
- Team will be working on determining framework, best practices
- Physical, network security, customer experience considerations
- Desire to keep a welcoming atmosphere even when staff are not physically present
- Would pilot this model at one of these locations



# Next Steps

- Finish Conceptual Designs
- Develop Budget Estimates
- Present options to Library Board



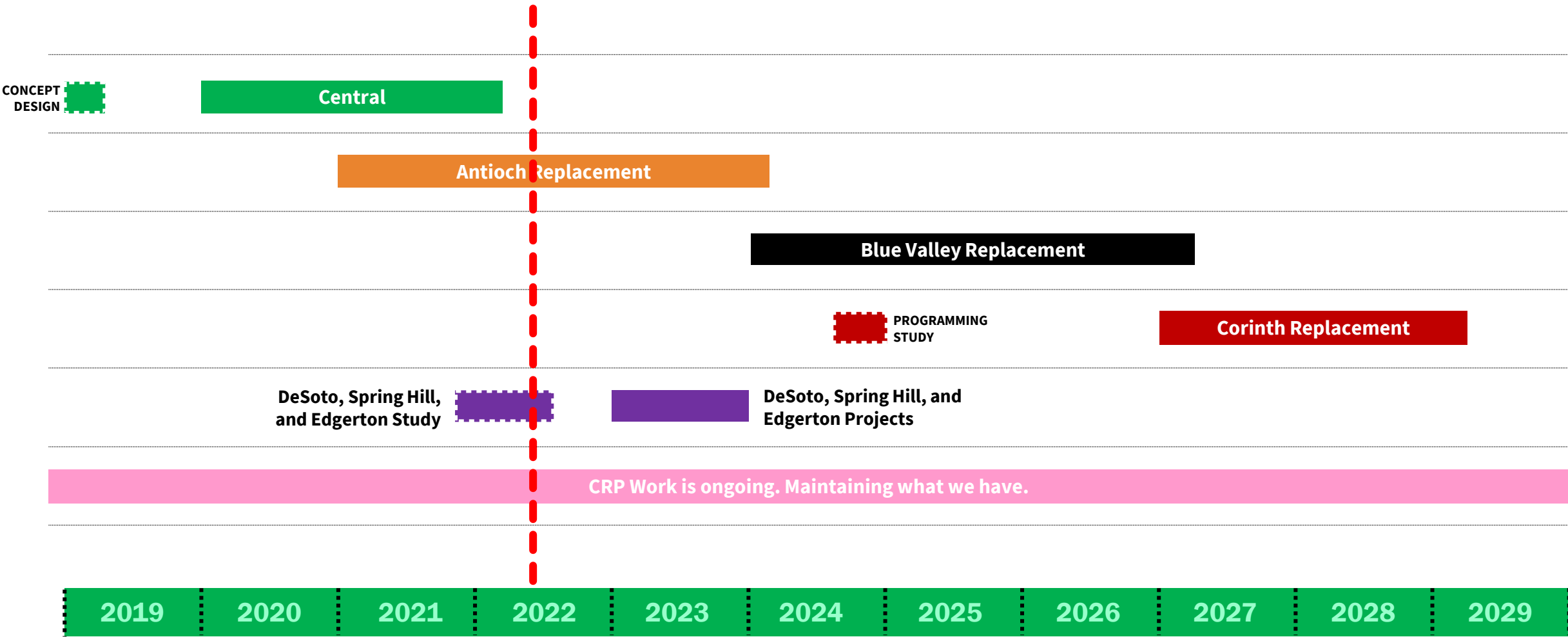
# Capital Projects: Timeline Summary

June 2022





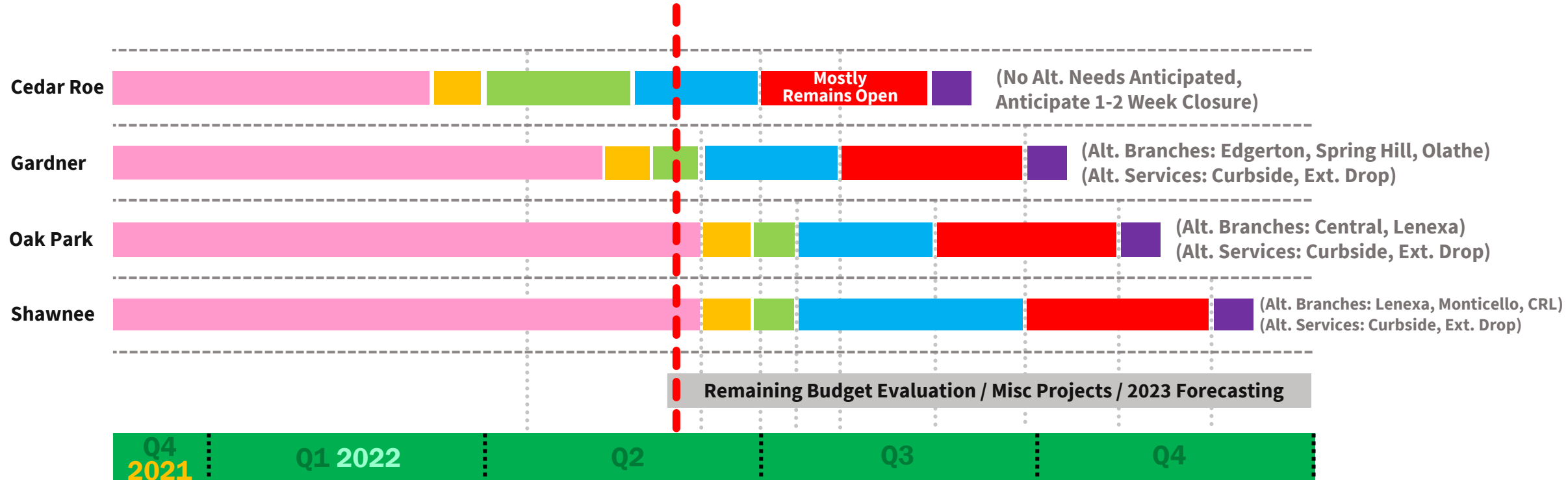
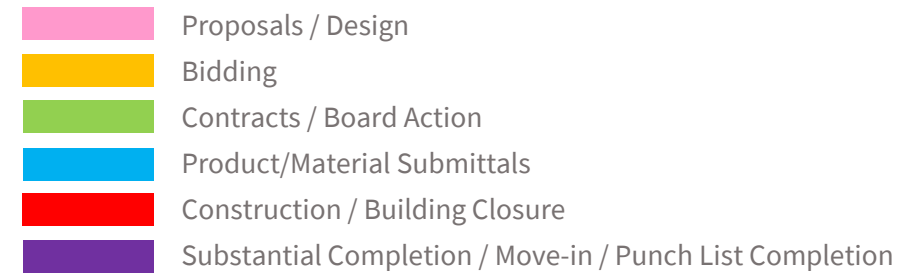
# Capital Improvement Projects: Anticipated Timeline



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



# 2022 CRP Anticipated Timeline (Staggered Closures)



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



# 2022 Capital Replacement Program

Update regarding Library Board CRP action items:

- Continued supply chain constraints post-COVID
- Long lead times for materials
- Decoupling work approvals from closure requests
- Some work initially planned for 2022 may spill into 2023



# Update on Cybersecurity

Michelle Beesley, IT Manager  
June 9, 2022



# Goals today

- Review cybersecurity risk.
- Current cybersecurity initiatives.



# More Than an Information Technology (IT) Topic

Cybersecurity is a strategic priority

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

- Tactic: Create and implement annual Cybersecurity Plan including security awareness training, internal policies and procedures, and technology.



# Most Efficient Cyber Defenders

- Anticipation
- Education
- Detection
- Reaction
- Resilience

*From Stephane Nappo named 2018 Global CISO of the year*

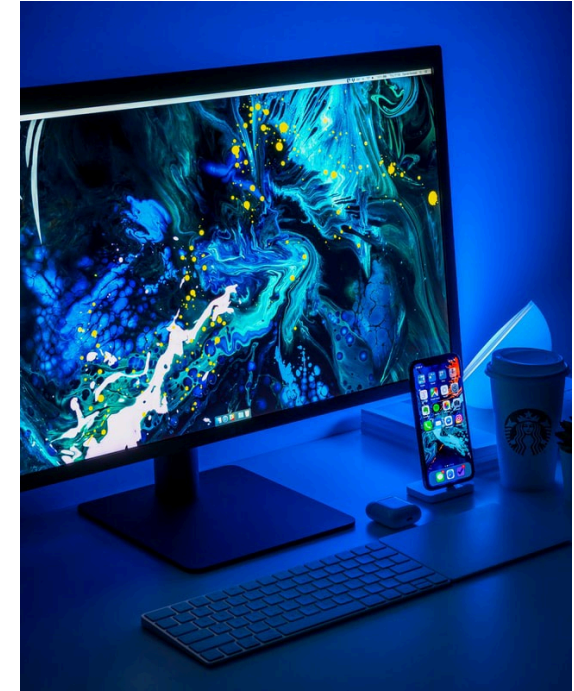




# Anticipation

Cybersecurity risk is the “probability of exposure, loss of critical assets and sensitive information, or reputational harm as a result of a cyber-attack or breach within an organization’s network.”\*

*\*<https://securityscorecard.com/blog/what-is-cybersecurity-risk-factors-to-consider>*



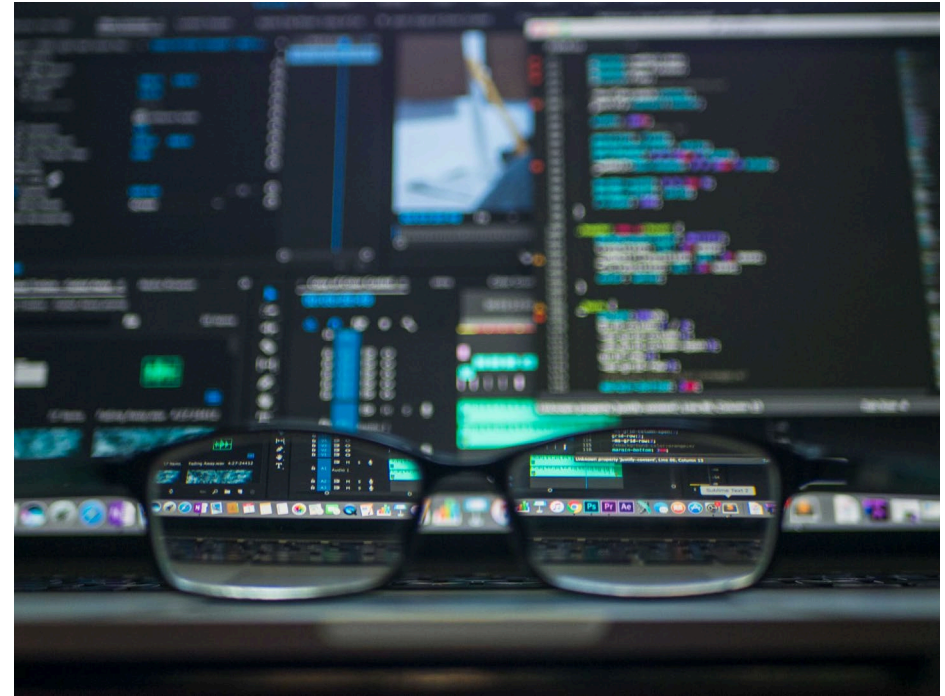
# Cybersecurity Risk Framework

- An industry standardized list of risk considerations, things to check.
- Allows for balanced risk comparisons with other organizations, or various industry standards.
- Works hand-in-hand with Cybersecurity & Privacy Frameworks.



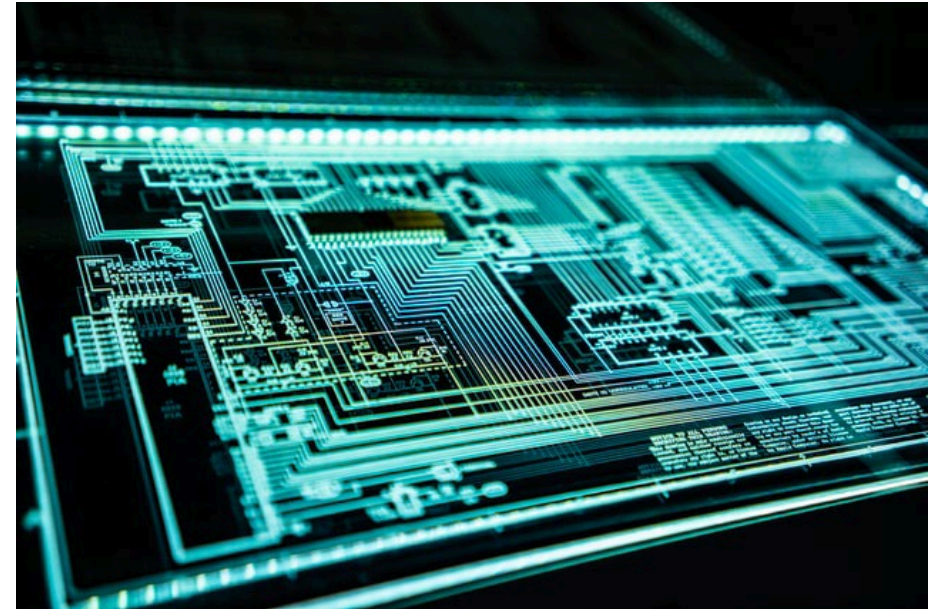
# What Can Be Done With Cybersecurity Risk

- Avoid It
- Ignore It
- Transfer It
- Mitigate It
- Accept It



# Current Initiatives

- Added resources
- Best practices
- Coordination
- Communication



# Questions?



# Juneteenth in JoCo

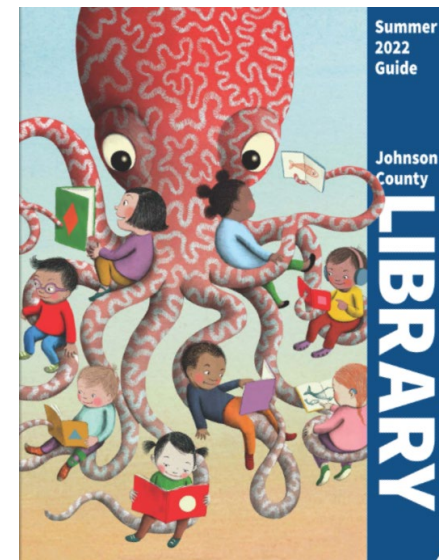
- History of the holiday
- Collaboration with County departments and agencies





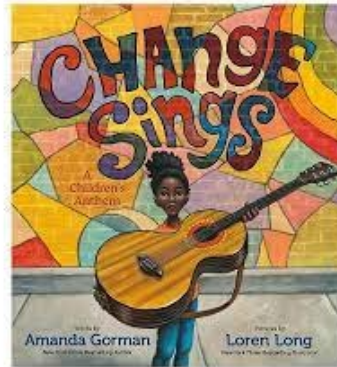
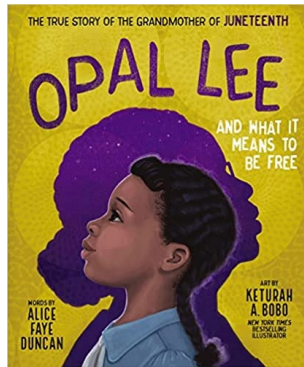
# Juneteenth at the Library

- **Juneteenth Storytime with Carole Boston Weatherford and Jeffery Boston Weatherford**  
June 15
- **Walk & Read**  
June 11 (Arts & Heritage Center), June 19-30 (Johnson County Square)
- **Community Matters Family Book Club**  
June 9, “Black Boy Joy”
- **Adult Book Discussions**  
June 1-28
- **JoCo Writes Blog Writing Prompts**  
June 1-30
- **Bookmarks and digital resource lists**  
Ongoing



# Juneteenth in JoCo

- **Juneteenth Week Kick-off @ Johnson County Arts & Heritage Center**  
June 11, 10:00 a.m. to 1:00 p.m.
- **Juneteenth Observance @ Johnson County Square**  
June 19, 11:00 a.m. – 12:30 p.m.



[jocogov.org/juneteenth](https://jocogov.org/juneteenth)    [#jocojuneteenth](https://twitter.com/jocojuneteenth)



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

May 12, 2022  
at Central Resource Library  
4:00 p.m.

**BOARD:** Bethany Griffith, Brandy Butcher, David Sims, Jeffrey Mendoza, Kelly Kilgore, and Mitra Templin

**ABSENT:** Ali Seeling and JR Riley

**BOARD ATTORNEY:** Fred and Andrew Logan

**BOCC:** Commissioner Hanzlick was unable to attend.

**STAFF:** (All JCL, FAC staff) Adam Wathen, David Vratny, Laura Hunt, Patti Kangethe, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Juan Lopez-Tamez, Shanta Dickerson, Joe Connor, Laura Blair, Joseph Keehn, Zachary Contess, Kelly Darling, April Roy, Lydia Perez, Dianne Topliker, Anne Hollinger, JoEllen Hill, Manuel Davila-Huizar, and Tina Lenz

Board Chair David Sims called the meeting to order at 4:00 p.m.

**CITIZENS COMMENTS:** None

**REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:**

Board Chair David Sims welcomed everyone and welcomed the new Library Board Member, Jeffrey Mendoza.

Jeffrey Mendoza expressed that he is honored and eager to have joined the library board and to continue the great work. Mr. Mendoza is originally from New Jersey and attended UMKC for law school. After law school he went straight into active duty with the United States Marine Corps where he served as a judge advocate. During his time in service, he married his wife, who was from the Kansas City Metro area, leading them to return to the area after his active-duty service. Now, he lives here in Johnson County in Overland Park and is currently a trial attorney for the U.S. Department of Labor. Along with serving here on the library board, Mr. Mendoza also serves on the board for the Hispanic Bar Association of Greater Kansas City, for the UMKC Law Alumni Association, and as general counsel for the Marine Executive Organization, which assists veterans in transitioning from military service. As a bilingual Spanish speaker, Mr. Mendoza hopes that the library can serve the Spanish community during his time on the board.

Bethany Griffith expressed appreciation for the new layout for board meeting.

**DEVELOPMENT DEPARTMENT**

**FRIENDS OF THE LIBRARY:**

Shanta Dickerson, Friends of the Library Operation Manager, presented on behalf of the Executive Committee of the Friends of the Library. Their written report is included in the May Library Board Report.

**Donation Acceptance at Library Locations**

The Friends are working to resume donation acceptance at library branches. Currently donors with a small bag or an armful are encouraged to drop off donations exclusively at Antioch, Blue Valley, Cedar Roe, Gardner and Leawood. They will be phasing in additional locations throughout the year with the goal of accepting those small quantity donations at all branches by the end of 2022. Donations are still being accepted at the headquarters at the Pine Ridge location any Saturday morning between 9:00 a.m.-11:00 a.m. as of May 14th. Member only pop-up sales will take place after with the sale opening to the public from 1:00 to 5:00 p.m.

If you're not a member, please join us at <https://www.joinjclfriends.org/> and we will look forward to seeing you at our next sale

### **Challenge Grant from FoKL (Friends of Kansas Libraries)**

We are the grateful recipients, for the second year of a 2022 Challenge Grant award from the Friends of Kansas Libraries! Our challenge is to increase sales and reduce waste by buffing not-so-gently-used DVD, audiobook and video game discs that meet our criteria for online sales but would otherwise be discarded due to damage. We want to thank the Lenexa City Center Staff for allowing us to test the disc buffers. We will report out to FoKL in February 2023 and, if the project proves successful, seek additional funding to help sustain this work to reduce waste being sent to landfills.

### **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 May Library Board Report.

Ms. Stollsteimer congratulated the Friends on starting to accept donations at the libraries again.

### **Fourth annual event for the 1952 Society and Reader Circle**

The Foundation hosted its fourth annual event for the 1952 Society and Readers Circle on April 24<sup>th</sup>. This appreciation event is invitation only for loyal and long-time donors, friends of the Library, and volunteers. The 1952 Society recognizes planned givers, and the Readers Circle recognizes donors of \$10,000 and more. The event was well attended, with nearly 80 guests. The program features Arthur Muir, the oldest American to reach the summit of Mount Everest in May of 2021 at age 75, to speak about setting goals.

The library also hosted an event for volunteers, where more than 60 volunteers gathered at Central Resource Library on April 20<sup>th</sup>. Amber BourekSlater instituted the 2080 Club, for volunteers that have given 2080 hours or equivalent to one years' worth of fulltime service. There were 12 individuals that met that criteria and between them they have a combined 48,000 hours of service.

### **Grant Recognition**

Ms. Stollsteimer shared some of the grants that the library received in 2021, these are included in the May Library Board Report. The Foundation continues to connect very specific grants to very specific programs throughout the year.

The Foundation has also recently completed an audit and got a clean management letter, the next the 999 tax return will be finalized. Next board meeting you can expect a large check to be presented to the Library Board for the endowed dollars.

Ms. Stollsteimer also acknowledged the Tri-Board Reception is quickly approaching. This is a social time for the Library Board, Foundation Board and Friends of the Library Board to gather. This reception will be held June 16<sup>th</sup>, 5:30 -6:30pm here in the Carmack Community Room.

### **COUNTY COMMISSIONER REPORT:**

Commissioner Hanzlick was unable to attend this meeting.

### **BOARD COUNSEL REPORT**

#### **Legal Path to Property Sales**

Fred Logan, Board co-counsel, reported on the Library Board's legal pathway to property sales.

The Library Board may be considering sale of two properties in the future, Antioch and Lackman. The board is more accustomed to acquiring properties and less accustomed to disposal of property, but that is coming up.

There are 13 properties titled in the name of the Board of Directors of the Johnson County Library. The library leases space for the Edgerton Library, but otherwise the properties are all titled to the Board of Directors of the Johnson County Library. Selling property is a two-step process, just as when we acquire property, the Library Board enters a contract that must be approved first by the Library Board and ratified by the Board of County Commissioners. It would be anticipated that the property to be sold would first have an appraisal to gain an understanding of the value of the property. It would be most likely that a property would be listed in some format to take various offers.

Mr. Mendoza asked if the decision to sell or re-purpose a property is determined by this board or the Board of County Commissioners.

Mr. Logan clarified that only this board can legally initiate a sale of property. If the Board of County Commissioners have a strong feeling that a property should be sold then this board would take that into consideration. The Board of County Commissioners could not force a sale, and neither could the library board.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

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

The end of March we were approximately 25% through the 2022 year, with a little over \$23.7 million, about 54% of projected revenues, on target for where we expect to be at this time of year. Expenses show at about \$15.7 million, 36% of our budget encumbered, which also on track with previous years, as we enter many encumbrances for the collection at the beginning of the year. This includes collection encumbrances and an inter-fund transfer; without those we are a little above 23% and on track for expenses at this point in time.

### **Statistics**

Adam Wathen, Associate Director of Systemwide Services, presented the Monthly Report of Statistics, this report is included in the May Board Report.

Mr. Wathen reviewed the physical circulation, digital usage, and visitation trends for the past three years. March of 2022 showed a slight jump in our physical usage, but still pacing below pre-COVID levels. Digital usage is currently below the bump that was seen last year, when we had closed buildings, but meeting the levels of 2020. We are currently working to transition from our e-book reader, Axis360 platform to the Libby platform and that may be causing some decrease in current usership. Visitation levels are still below pre-COVID levels, but we are seeing growth and hope for that to continue to grow as we step into summer programming.

Ms. Griffin asked if the households with multiple cards are included in our usage trends.

Mr. Wathen clarified that the library is counting gate count, so that is how many people are coming into the buildings, not necessarily how many cards are being used. Our programs do drive circulation and visits to the library. Browsable has changed due to the increase in use of holds and drive-up services. The browsing of our branches has gone down a bit, we hope to increase this by bringing families in for storytimes and programming.

Dave Vratny, Finance Director, reported on the Expenditures Statistics over the past ten years, this report is included in the May Board Report. Reviewed the collection, collection format, programming and outreach, IT, custodial and maintenance, debt service, and full time equivalences with salary and benefits expenditures.

The physical collection spiked in 2018, when we opened the Monticello branch. When looking at collection by format, periodicals are starting to drop while our eBooks and eAudio books are steadily rising. Expenditures on programming and outreach spike in 2020, which actually accounts for 2021 Summer Reading be taken out at the end of 2020. That amount has now been formalized into the 2022 budget. Information Technology

expenditures including contacts, hardware and software are slightly down from 2019, part of that is due to use of COVID relief funds.

Expenditures for our building, maintenance, custodial, have seen a steady increase arise over the last few years. In 2019 the library transitioned our custodial maintenance management over to county facilities allowing for a heightened focus on our custodial and maintenance efforts since then. In 2020 we did receive reimbursement for some facility related COVID expenses.

Overtime the library projects have shifted to PBC (Public Building Commission) debt. We have currently zeroed out the previous debt and only have the PBC debt. In 2023 we will be issuing debt for the Antioch replacement project, and we will start paying debt services on that in 2023.

The expenditure trends as it relates to our full-time equivalence and total compensation paid show that we peaked in 2019 before with transitioned custodial and maintenance off of the library ledger. Also in 2020 we have about 60% of staff that were furloughed for 2-4 weeks.

Mr. Mendoza asked if there is a greater breakdown, by position, for salary and benefits.

Mr. Vratny answered that the library does State reports with that information that we are happy to share with you or any of the board members.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

Scott Sime, Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the May Board Report.

### **Antioch Replacement Project**

Mr. Sime reported the status of the Antioch Replacement Project and what is coming next. This information is a part of the May Board Report.

The City of Merriam requested a design preview, and they were very receptive to and pleased with the design for the building. The architects and core team are working on the final development plan to go to the city for Planning Commission and City Council in June and July. We are also working with the City of Merriam and our legal counsel on some topics including a second property conveyance addendum. We are looking forward to a property transfer and selling of bonds later this year.

Mr. Sime reviewed some renderings of the building and the landscaping plans from the architect. Our goal for all of the plantings on the site are to install great sturdy low maintenance drought and heat tolerant plantings that add visual interest and seasonal color.

### **DeSoto, Spring Hill and Edgerton Renewal Study**

Mr. Sime reported that we are currently working on conceptual designs for these three locations and expect to bring those to the board later this summer.

Ms. Templin asked about the finding that came out of the public engagement and what conceptual plans are being based on.

Ms. Griffith expressed that she would also like to hear that information again.

Mr. Sims clarified that the finding previously shared were high level and that he can bring that information back to the board in relation to the conceptual plans for those locations.

### **Overall Timeline**

Mr. Sime reviewed the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline, these are included in the May Board Report.



There has been a switch between Gardner and Oak Park, as the work at Gardner is more technically simple and should have a shorter lead time for the materials. Alternately the materials for Oak Park have a longer lead time.

Mr. Sims explained to the board that building projects typically have two board liaisons. Currently the Antioch Replacement project needs a second liaison and in the future two liaisons to be on the rural initiative study.

Ms. Templin volunteered to be on the rural study.

Ms. Kilgore volunteered to be on the Antioch Replacement project.

#### **UPDATES – Tricia Suellentrop, Deputy County Librarian**

Ms. Tricia Suellentrop, Deputy County Librarian, reported to the Board.

#### **Summer Reading**

Joseph Keehn, Program and Event Coordinator, reported on Summer Reading. This report is included in the May Board Report.

Mr. Keehn reviewed the June and July highlights as this program kicks-off. In-person returns with some wonderful programs including Read to a Dog and story times. We do anticipate drawing some crowds so there will be registration or ticketing for these events. Movies in the park will return as well, with partnerships with City of Gardner, Lenexa City Center Parks & Rec, and Downtown Overland Park LLC. This year marks the first for June 19th to be observed at Johnson County. Throughout the month of June we will bring awareness of the holiday and commemorate through story times, walk and reads, book discussions, lectures, and writing prompts. Mr. Keehn reviewed the marketing materials that are being used for this programming.

Ms. Griffith expressed that she loves the theme and t-shirts. When it comes to marketing, she asked who is wearing a costume of what animal.

Mr. Keehn expressed that it is not a secret, but there is a YouTube video on-line that can be shared with the board.

Board Chair Sims expressed that last year there was quite a bit of participation and asked what the level was for participation this year.

Mr. Keehn did not have those exact numbers but could get that information. He also expressed that staff are wrapping up getting materials to school this April and May.

Board Chair Sims expressed that he is glad this is happening, especially for those that do not typically use the library regularly.

#### **ETC Survey**

Ms. Tricia Suellentrop, Deputy County Librarian, reported on the ETC 2022 Johnson County Community Survey. This survey executive summary is included in the May Board Report.

Every year there is a survey sent, one year it goes to staff and the other year it goes to the community and to staff and the next year it goes to the community. The community survey is sent to a random sample of Johnson County residents and this year they reviewed responses from about 1600 households. This allows for a 95% confidence level in these findings.

Ms. Suellentrop reviewed the satisfaction growth for the library from; 81%, 85% and currently 88%. The library is also shown in other areas as well, as polling places and ballot boxes located at library branches, and access to information on candidates through the library. During the pandemic library staff assisted with the Election offices. Ms. Suellentrop reviewed the most important services included many that the library have an existing partnership with. Respondents also thought additional resources should be Mental Health and Aging.

Ms. Suellentrop thanked staff for their commitment to service, as that is what gets us to this 88% satisfaction.

#### **Leadership Development**

Laura Blair, Leadership and Development Manager, reported on the Leadership Development experience. This information is included in the May Board Report.

Ms. Blair explained that this experience came out of the succession plan work that the board requested. She reviewed the experience, which is outlined in May Board Report. Ten participants have been identified as high potential by use of a nine-box rating and are being included in this the first cohort of this leadership development experience. The leadership book club and first round table discussion are already underway.

Ms. Tricia Suellentrop, introduced the new employee class and welcomed them to the library and in some cases congratulated them on promotions. Also, glad to have April Roy joining us from the Kansas City Public. Lastly, would like to welcome Jeffrey to the board, we look forward to meeting with you soon to complete orientations.

Ms. Griffith remarked that she would like to see more article publication as part of leadership development to show our innovations. She would also like to see in the fall an after-action report from how we responded to COVID, to highlight where we succeeded and where there are opportunities in the future.

Ms. Templin supports what Ms. Griffith requested and would like to see a growth in article writing from the library.

Ms. Griffith expressed that she has not seen anything like the leadership development program in any other government.

## **CONSENT AGENDA**

### **A. Action Items:**

1. Minutes of the April 14, 2022 Regular Library Board meeting
2. Minutes of the April 14, 2022 Joint Board of County Commissioner and Library Board meeting
3. Minutes of the April 26, 2022 Special Board meeting

### **B. Information Items**

#### **1. Financial and Personnel**

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

**Motion:** Ms. Kilgore moved to approve the consent agenda.

**Second:** Ms. Templin seconded this motion.

**Motion was approved unanimously**

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Consideration of Cedar Roe Construction Services Term and Supply Work Order Authorization with Universal Construction Company and Closure.**

Included mezzanine, lighting, paving and entrance enhancement with ADA and security. Cedar Roe will need to close the building for about 2 weeks due to the entrance improvements it is not safe for patrons.

Ms. Templin asked if this timeline is still appropriate.

Mr. Sime addressed this, the work will take about 2 months, there is a bit of wiggle room in this timeframe and we feel confident about this.

**Motion:** Ms. Kilgore moved to approve a Construction Services Term and Supply Work Order Authorization with Universal Construction Company for interior and exterior work at Cedar Roe Library in an amount not to exceed \$209,516 and temporary closure for up to two-weeks during July to August.

**Second:** Ms. Mitra seconded this motion.

**Motion was approved unanimously.**

#### **Consideration of approval of the renewal of the BiblioCommons contract.**

Motion: Ms. Templin moved to approve the renewal of the BiblioCommons agreement in an amount not to exceed \$103,450.02.

**Seconded:** Ms. Griffith seconded this motion.

**Motion was approved unanimously.**

Ms. Kilgore moved, pursuant to K.S.A. 2017 Supp. 75-4319(b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library, the Executive Assistant to the Johnson County Library, and the County Human Resources specialist assisting the Library. The candidate for the position of County Librarian and co-counsel for the Board of Directors of the Johnson County Library will be available and may at some point be invited to attend the executive session to answer questions.

The Board will reconvene in this meeting room at 5:45 p.m.

**Seconded:** Ms. Griffith seconded this motion.

**Motion was approved unanimously.**

#### **Reconvened to public meeting: 5:44pm**

Ms. Griffith requested that the minutes reflect that the Leadership Development fund was started with a gift from Carol and Fred Logan.

Kelly Kilgore moved, pursuant to K.S.A. 12-1225b(a)(5), that the Board of Directors of the Johnson County Library extend an offer of employment to Tricia Suellentrop to serve as County Librarian for the Johnson County Library commencing on the 1st day of July, 2022, on terms to be agreed by the parties.

**Second:** Ms. Griffith seconded this motion.

**Motion was approved unanimously.**

## **ADJOURNMENT**

**Motion:** Ms. Kilgore moved to adjourn the meeting.

**Second:** Ms. Griffith seconded this motion.

**Motion approved unanimously.**

Meeting adjourned at 5:46 p.m.

SECRETARY \_\_\_\_\_  
Kelly Kilgore

CHAIR \_\_\_\_\_  
David Sims

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

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: APR-2022

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$99,268.34</b>
		Add Receipts	\$13.37		
		Less Payments		\$6,834.21	
	<b>Ending Cash balance</b>				<b>\$92,447.50</b>
		Less Liabilities		\$2,947.89	
	<b>Unobligated cash balance</b>				<b>\$89,499.61</b>

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

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

# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Sean Casserley, County Librarian

**Date:** June 9, 2022

**Re:** **INFORMATIONAL ONLY – Antioch Library Replacement: Naming the new building**

---

**Issue:**

**Suggested Motion:**

**Background:** The new library in Merriam does not yet have a name. Since it is no longer on Antioch Road, it no longer makes sense to call it Antioch. The Library and City have worked together to identify possible locational and historically significant names. The two names recommended for consideration by the Library Board are:

- **The Alphonso and Mary Webb Library.** The Webb family has a historical, cultural, and civil rights legacy. Merriam's national impact came with the Webb vs School District 290 court case (1949). This school desegregation case served as a precursor to the Brown v. Topeka Board of Education case that changed our nation's education system. Alfonso and Mary Webb initiated the suit to integrate the Webb children and their classmates with the white children at the newly built South Park School.
- **The Merriam Plaza Library.** The name of the new Merriam Community Center campus is Merriam Municipal Plaza, this name option reflects that shared plaza concept – similar to Lenexa City Center Library.

It is a Library Board decision to determine the name for a new library location.

**Analysis:** Library and City professional staff have consulted on both of these name options and recommend the Alphonso and Mary Webb Library. If the Library Board signals interest in this name, staff would reach out to the Webb family to make sure they are agreeable to the recommendation before the Library Board acts.

**Legal Review:**

**Recommendation:**

**Suggested Motion:**



# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** June 9, 2022  
**Re:** **Gardner: Work Order Authorization approval for planned interior and exterior work.**

---

**Issues:** Consider approving the Work Order Authorization with Universal Construction Company for interior and exterior work at Gardner Library in an amount not to exceed \$423,553.

**Suggested Motion:**

I move to approve the Work Order Authorization with Universal Construction Company for interior and exterior work at Gardner Library in an amount not to exceed \$423,553.

**Background:** In 2021, the Library Board approved the 2022 Capital Replacement Program (CRP). The purpose of the 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. The CRP ensures that the useful life of Library buildings is maximized.

Work planned for Gardner includes replacing a portion of the flat roof, electrical improvements, paving and entrance enhancements, ADA corrections, and security / building automation system improvements.

The contractor selected for this project, Universal Construction Company, is one of four contractors the County has under a term and supply contract. These four contractors were selected via a competitive process in response to "RFP 2021-053: On-Call Construction Services". The contract is AIA Document A121-2018 Standard Form of Master Agreement Between Owner and Contractor ("Master Agreement"), as modified in "RFP 2021-053: On-Call Construction Services" entered into on December 20, 2021, between the Board of County Commissioners, Johnson County Kansas and Universal Construction Company. The Library Board is recorded as the owner and insured on the Work Order Authorization.

This project was bid out to the four term and supply contractors, and Universal Construction Company was selected as they submitted the lowest bid.

**Analysis:** The entire scope of work at Gardner is anticipated to last for about two months and while the work was projected to occur in the late Summer/early Fall, external factors related to construction material procurement currently make it difficult to determine a definitive start date.

At this time, we are only requesting approval of the Work Order Authorization, and the request for a building closure will be brought to an upcoming board meeting once material lead times are confirmed and a definitive start date can be set with the selected contractor.

**Budget Review:** This work is funded by existing approved Library Capital Replacement Program (CRP) funds.

**Legal Review:** Library legal counsel has approved the Contract and Work Order Authorization as to form.

**Alternatives:** 1) Not approve the Work Order Authorization, which would result in delays to the planned and needed building improvements at this branch.

# Briefing Sheet

**Recommendation:** To approve the Work Order Authorization with Universal Construction Company for interior and exterior work at Gardner Library in an amount not to exceed \$423,553.

**Suggested Motion:**

I move to approve the Work Order Authorization with Universal Construction Company for interior and exterior work at Gardner Library in an amount not to exceed \$423,553.



## Construction Services Term and Supply Work Order Authorization

In accordance with Section 2.3 of AIA Document A121-2018 Standard Form of Master Agreement Between Owner and Contractor ("Master Agreement"), as modified, of the "RFP 2021-053: On-Call Construction Services" entered into on December 20, 2021, between the Board of County Commissioners, Johnson County Kansas and **Universal Construction Company**, Work Order Authorization ("Work Order") is hereby given and mutually agreed upon per the following information and attached Scope of Services and Proposal.

**Project Name: Gardner Library Roof, BAS and ADA Upgrades**

**Project Location: Gardner Library, 137 E. Shawnee St., Gardner, KS 66030**

**Project Disciplines:** ☐ Pre-Const Services ☒ General Construction ☐ Building Evaluation ☐ Construction Management

*\*(Pre-construction Services plus General Construction combined for BOCC projects will require legal approval)*

**Detailed Description of the Work:** The work includes the replacement of a portion of the roof, electrical revisions to accommodate a new BAS system and revised staff area access door layout, and various improvements to address ADA deficiencies found and outlined in the JCL ADA Transition Plan including but not limited to exterior paving, doors, hardware and accessory mounting heights.

**The Contract Time:** Project Start Date: **August (TBD)**

Substantial Completion: **October (TBD)**

**The Contract Sum:** Stipulated Sum: **\$ 423,553**

Cost of work plus Contractors Fee: \$ N/A

Cost of work Plus Contractors Fee with GMP: \$ N/A

**Project Cost Breakdown:** *\*(contractor cost should match the percentages provided in RFP costing Component)*

Labor: \$45,100    Materials: \$32,453    Subcontractors: \$320,500    \*Contractor markup: \$25,500

**Project Proposal Date: 2-Jun-22**

**Architect/Consultant for the Project** (if applicable): *(Name, legal status, address, and other information)*

Clark & Enersen  
2020 Baltimore Ave., Suite 300  
Kansas City, MO 64108  
816-474-8237

### Insurance and Bonds:

**Insurance shall be in accordance with Article 15 of the Master Agreement, and or except as indicated below:**

The Contractor shall cause the commercial general and automobile liability coverage required by the Contract Documents to include the Board of Directors of the Johnson County Library and Board of County Commissioners of Johnson County, Kansas and their respective officers, Commissions, Agencies, employees and volunteers."

Certificate Holders:

Board of Directors of the Johnson  
County Library  
c/o Risk Manager  
111 S. Cherry Street, Suite 2400  
Olathe, KS 66061

Board of County Commissioners  
Johnson County, Kansas  
c/o Risk Manager  
111 South Cherry Street, Suite 2400  
Olathe, Kansas 66061-3486

**Property Insurance (BUILDERS RISK):**

Contractor shall procure and maintain "All-Risk" Builder's insurance, written on a commercially recognized policy form, providing coverage for the Work performed under the contract, and the materials, equipment or other items incorporated therein, while the same are located at the construction site, stored off-site, in transit, or at the place of manufacture. The policy limit shall be in a minimum amount equal to the value of the Contract, including any additional costs which are normally insured under such policy. The insurance coverage shall include boiler and machinery insurance on a comprehensive basis and include coverage against damage or loss caused by earth movement, fire, flood, hurricanes, explosion, hail, lighting, weather, vandalism, malicious mischief, wind, collapse, riot, aircraft, smoke, or other cataclysmic events, and coverage against damage or loss caused by machinery accidents and operational and performance testing, commissioning and start-up, with extended coverage, and providing coverage for transit, with sub-limits sufficient to insure the full replacement value of the property or equipment removed from its site and while located away from its site until the date of final acceptance of the Work. The Contractor shall be responsible for any deductible and the County shall be named as a loss payee.

The making of progress payments to the Contractor shall not be construed as relieving the Contractor or its subcontractors or insurance carriers providing the coverage described herein for responsibility for loss or direct physical loss, damage or destruction occurring prior to final acceptance of the Work.

**Statutory Bonds and Performance Bonds:** (if project cost is over \$40,000 to be collected by FMA Buyer)

**Contractors Representatives:** (name, address, and other information)

Joel Smith, Chief Operations Officer  
Universal Construction Company  
1615 Argentine Blvd.  
Kansas City, KS 66105  
913-342-1150  
[jsmith@universalconstruction.net](mailto:jsmith@universalconstruction.net)

**Owners Representative:** (name, address, and other information)

Sean Hendrix, Library Architectural Project Manager  
Johnson County Facilities Management – Planning Design and Construction  
111 S. Cherry St., Suite 2100  
Olathe, KS 66061  
913-715-1135  
[Sean.Hendrix@jocogov.org](mailto:Sean.Hendrix@jocogov.org)

**Contract Documents:** (List any specifications, drawing, addendum, or other supporting documents)

The Contract Documents are defined in Section 5.2 of the Master Agreement and, except for Modifications issued after execution of this Work Order, are enumerated below:

1. This Work Order Authorization
2. The Work Proposal (Issued with Construction Documents)
3. The Master Agreement
4. The Supplementary and other Conditions of the Contract, if any: N/A

<b>Document</b>	N/A
<b>Title</b>	N/A
<b>Date</b>	N/A
<b>Pages</b>	N/A

5. The Specifications, if any, listed below or attached as an exhibit to this Work Order:

**Document** [Project Manual](#)  
**Title** Gardner Library - Roof, BAS and ADA Upgrades  
**Date** 5/18/22  
**Pages** 490

6. The Drawings, if any, listed below or attached as an exhibit to this Work Order:

**Document** [Construction Documents](#)  
**Title** Gardner Library - Roof, BAS and ADA Upgrades  
**Date** 5/18/22  
**Pages** 24

7. The Contractor's Performance and Statutory Bonds as may be required for the Project under the Contract Documents and this Work Order
8. Additional documents, if any, forming part of the Contract Documents as may be listed below or as may be attached as an exhibit to this Work Order:

**Addendum 01 – 6/1/2022**

**Work Order Authorization Contract Effective Date: 6/9/2022**

**OWNER:**  
**Board of Directors of the**  
**Johnson County Library**

**CONTRACTOR:**  
**Universal Construction company**



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(Signature)

*David Sims, Board Chair*

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(Signature)

*Joel Smith, Chief Operations Officer*



## Construction Services Term and Supply Work Proposal

**Project Name:** Gardner Library – Roof, BAS and ADA Upgrades

**Project Location:** 137 E Shawnee St., Gardner, KS 66030

**Project Disciplines:** ☐ Pre-Const Services ☒ General Construction ☐ Building Evaluation ☐ Construction Management

**Issue Date:** 5.19.2022

**Site Visit:** 5.23.2022 @ 2:30 PM

**Clarification Deadline:** 5.30.2022

**Open Date & Time:** 6.2.2022 @ 3:00 PM

### Detailed Description of the Work:

**Purpose:** Johnson County seeks to select a General Contractor to provide construction services for a capital replacement project at the Gardner Library. The purpose of this request is to invite the pre-qualified Construction Services Term and Supply vendors to submit their proposal.

**Project Description:** The project involves the replacement and/or modifications of various building systems, or portions thereof, at the Gardner Library including but not necessarily limited to: roofing, electrical, interior walls and ADA compliance upgrades.

### Questions:

To ensure open and fair competition for all potential respondents, ALL questions and contact concerning this RFP shall be directed to the Johnson County Project Manager: [sean.hendrix@jocogov.org](mailto:sean.hendrix@jocogov.org). We encourage you to submit questions up until the cutoff date via the email listed above.

Respondent should make NO CONTACT, either written or verbal, with the Board of County Commissioners, Board of Directors of the Johnson County Library, Johnson County legal counsel, department personnel, consultants, or other county boards, including the Public Building Commission, beginning with the issuance of this document through approval of award.

### Scope of Services:

The General Contractor shall provide the scope of services described in AIA Document A121-2018 Standard Form of Master Agreement Between Owner and Contractor ("Master Agreement"), as modified, of the "RFP 2021-053: On-Call Construction Services" entered into on December 20, 2021, between the Board of County Commissioners, Johnson County Kansas and the Contractor.

**The Contract Time:** Project Start Date: June 10, 2022 (notice to proceed)  
Substantial Completion: September 23, 2022  
Occupancy: October 3, 2022

### Insurance and Bonds:

*Insurance shall be in accordance with Article 15 of the Master Agreement, and as indicated below:*

The Contractor shall cause the commercial general and automobile liability coverage required by the Contract Documents to include the Board of Directors of the Johnson County Library and Board of County Commissioners of Johnson County, Kansas and their respective officers, Commissions, Agencies, employees and volunteers." Certificate Holders:



Board of Directors of the Johnson  
County Library  
c/o Risk Manager  
111 S. Cherry Street, Suite 2400  
Olathe, KS 66061

Board of County Commissioners  
Johnson County, Kansas  
c/o Risk Manager  
111 South Cherry Street, Suite 2400  
Olathe, Kansas 66061-3486

**Property Insurance (BUILDERS RISK):**

Contractor shall procure and maintain "All-Risk" Builder's insurance, written on a commercially recognized policy form, providing coverage for the Work performed under the contract, and the materials, equipment or other items incorporated therein, while the same are located at the construction site, stored off-site, in transit, or at the place of manufacture. The policy limit shall be in a minimum amount equal to the value of the Contract, including any additional costs which are normally insured under such policy. The insurance coverage shall include boiler and machinery insurance on a comprehensive basis and include coverage against damage or loss caused by earth movement, fire, flood, hurricanes, explosion, hail, lighting, weather, vandalism, malicious mischief, wind, collapse, riot, aircraft, smoke, or other cataclysmic events, and coverage against damage or loss caused by machinery accidents and operational and performance testing, commissioning and start-up, with extended coverage, and providing coverage for transit, with sub-limits sufficient to insure the full replacement value of the property or equipment removed from its site and while located away from its site until the date of final acceptance of the Work. The Contractor shall be responsible for any deductible and the County shall be named as a loss payee.

The making of progress payments to the Contractor shall not be construed as relieving the Contractor or its subcontractors or insurance carriers providing the coverage described herein for responsibility for loss or direct physical loss, damage or destruction occurring prior to final acceptance of the Work.

***Statutory Bonds and Performance Bonds: (if project cost is over \$40,000 to be collected by FMA Buyer)***

**Contract Documents:** (List any specifications, drawing, addendum, or other supporting documents)

The Contract Documents are defined in Section 5.2 of the Master Agreement and, except for Modifications issued after execution of this Work Order, are enumerated below:


1. This Work Proposal
2. Executed Work Order Authorization (issued to the awarded bidder)
3. The Master Agreement
4. The Drawings, if any, listed below or attached as an exhibit to this Work Proposal:

<b>Document</b>	Construction Documents (Including Project Manual)
<b>Title</b>	Gardner Library - Roof, BAS and ADA Upgrades
<b>Date</b>	5/18/22
<b>Pages</b>	Drawings: 24      Project Manual: 490

5. The Contractor's Performance and Statutory Bonds as may be required for the project under the Contract Documents and the Work Order
6. Additional documents, if any, forming part of the Contract Documents as may be listed below or as may be attached as an exhibit to this Work Proposal:
  - a. N/A



**CONTRACTOR**



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*(Signature)*

Joel S. Smith, C.O.O.

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*(Printed name and title)*

Clark & Enersen Project No.: 671-085-22

## SECTION 00 30 00 – BID FORM

### BID FOR:

Gardner Library – Roof, BAS and ADA  
Upgrades

137 E. Shawnee Street

Gardner, KS 66030

### BIDDER NAME AND ADDRESS:

Universal Construction Company, Inc.

1615 Argentine Blvd.

Kansas City, KS 66105

### BID TO:

#### The Board of Directors of the Johnson County Library (OWNER)

1. The UNDERSIGNED BIDDER hereby proposes and agrees, if this Bid is accepted, to enter into agreement with the OWNER to perform and furnish all the necessary labor, materials, equipment, tools and services for the Work identified in the Bidding Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Bidding and Contract Documents.
2. This Bid will remain open and subject to acceptance for sixty (60) days following the day of Bid opening, unless BIDDER and OWNER agree to an extension of time. BIDDER will sign and submit the Agreement with the Bonds, insurance and other documents as may be required by the Bidding and Contract Documents within **five (5)** days following the date of OWNER's Notice of Award.
3. The Contract for the Work identified in the Bidding Documents shall be awarded on the total Base Bid which is based upon the cost of the proposed Labor and Materials for the quantities as may be shown on the Bid Form.
4. In submitting this Bid, BIDDER represents that:
  - a. BIDDER acknowledges receipt of all of the following Addenda:

Addendum No.	Dated
01	5/22/22 & 5/31/22

Clark & Enersen Project No.: 671-085-22

- b. BIDDER has examined the contents of the Bidding Documents and assumes responsibility for carefully studying any and all appropriate reports, tests, information, data and studies, the drawings, specifications and other Contract Documents and has familiarized itself with the nature and extent of the Contract Documents, the proposed Work, site(s), locality and all local conditions and laws, rules and regulations that in any manner may affect the cost, progress, performance or furnishing of the Work.
  - c. BIDDER has read and understands the Standard Terms and Conditions and Special Conditions of this bid.
  - d. BIDDER has given the Johnson County Treasury and Financial Management, Purchasing Division written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Johnson County Treasury and Financial Management, Purchasing Division is acceptable to BIDDER.
  - e. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation; BIDDER has not directly or indirectly induced or solicited any BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any BIDDER or over the OWNER.
  - f. BIDDER further states that it is a duly licensed Contractor, for the type of work proposed, in the **City of Gardner and Johnson County Kansas**, and that all fees, permits, etc., required to perform the Work for this proposal are current and have been paid in full.
5. This bid is based on the construction documents dated **May 18, 2022**.
  6. BIDDER will complete the work for the following price(s) for base bid:

BASE BID \$ 423,553

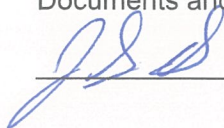
Four Hundred Twenty-Three Thousand, Five Hundred

Fifty-Three Dollars

Base Bid (Written in Words)

7. Allowance: BIDDER certifies that they have included in the Base Bid, an allowance of **10,000** for uses as stated in the Contract Documents. Allowance may only be used with prior written consent of the Owner.

The undersigned Bidder certifies that Base Bid submission to which this Bid Supplement is attached includes those allowances described in the Contract Documents and scheduled in Section 012100 "Allowances."



Initial here to certify Allowance included in Base Bid

Clark & Enersen Project No.: 671-085-22

**THIS BID IS SUBMITTED ELECTRONICALLY VIA E-MAIL TO SEAN HENDRIX:**  
[sean.hendrix@jocogov.org](mailto:sean.hendrix@jocogov.org)

8. Schedule: If awarded the Contract, the BIDDER agrees to complete the work as outlined in the Project Schedule. The BIDDER shall also include a proposed schedule with their Bid. **See note at bottom of page. JSS**
9. BIDDER understands that the OWNER reserves the right to reject any or all Bids or to waive any formality or technicality in any Bid to the interest of the OWNER.

SUBMITTED AND SIGNED on this 2nd day of June, 2022.

BIDDER:

Universal Construction Company, Inc.

(Corporation Name)

Missouri

(State of Incorporation)

By Joel S. Smith

(Name of person authorized to sign)

C.O.O.

(Title)

(Corporate Seal)

Attest

(Secretary)

Business address:

1615 Argentine Blvd. Kansas City, KS 66105

Phone No.:

913-342-1150

END OF SECTION 00 30 00

BID FORM

CLARK &  
ENERSEN

**Note: Universal Construction will make every attempt to meet the schedule listed in the contract documents. We are committed to working with Johnson County if there are issues with material delivery but cannot be held responsible for delays outside of our control. JSS**

00 30 00 - 3

Architecture \ Engineering \ Interior Design \ Landscape Architecture \ Planning