



**Board Retreat  
October 19, 2022**

**Johnson County Library Board Retreat**  
October 19, 2022  
Noon to 4:00 p.m.  
Central Resource Library – Carmack Community Meeting Room



**Meeting Outcomes/Objectives:**

- Annual Review of the Administrative Regulatory Manual, Strategic Plan, and Comprehensive Library Master Plan

**Agenda:**

12:00 pm – 12:10 pm	Please grab lunch.	
12:10 pm – 12:15 pm	Introductions	Liz Sutherlin, iBoss Well
12:15 pm – 1:00 pm	<b>Review the De Soto, Spring Hill and Edgerton Refresh</b> 1. Scoping and Library Board Expectations.	Jennifer Mahnken, Interim Deputy County Librarian
1:00 pm – 2:30 pm	<b>Review the Comprehensive Library Master Plan</b> 1. History of the Comprehensive Library Master Plan 2. Focus on future bonds and the library budget. 3. Prioritization of JCL Board capital projects.	Dave Vratny, Finance Director & Tricia Suellentrop, County Librarian
2:30 pm – 2:45 pm	<b>Break</b>	
2:45 pm – 3:15 pm	<b>Fine Discussion</b>	Adam Wathen, Associate Director for Systemwide Services
3:15 pm – 3:30 pm	<b>Olathe Public Library Interlocal Agreement</b>	Ben Sands, Associate Director of Customer Experience
3:30 pm – 4:00 pm	<b>Areas of focus for the JCL Board in 2023</b> Handout in front of you! 1. Conferences, local events, governance, budget.	David Sims, Library Broad Chair

# Library Board Retreat

October 13, 2022

Central Resource Library



# Retreat Needed Outcomes

## DO

- Scope De Soto, Spring Hill and Edgerton projects
- Put projects in order of priority (to inform CIP, Feb '23)

## DON'T

- Timelining out all the projects. (timelines are only being shown as illustration of length of project)
  - Will come back with proposal for CIP approval at beginning of 2023



# **Johnson County Library Board Retreat DeSoto, Spring Hill, and Edgerton Renewal Study**

Final Concepts, Timelines, & Estimates

October 2022

CLARK &  
ENERSEN

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JOHNSON COUNTY  
KANSAS  
Library

# 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
  - Kids area
  - 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

## *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

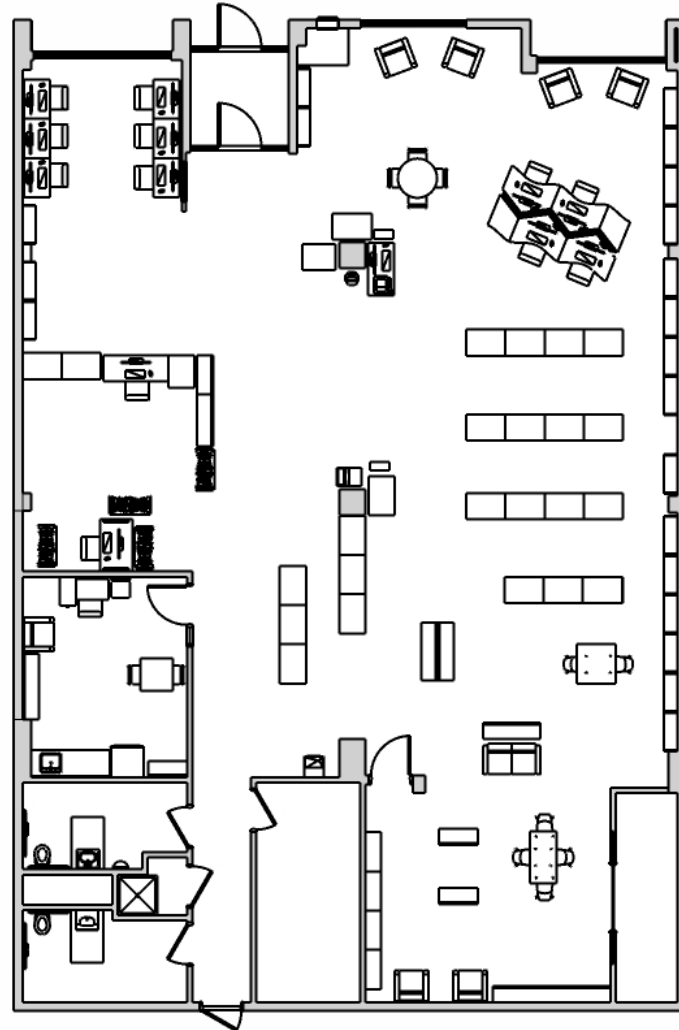
## *Administration Findings, Building Priorities*

### **EDGERTON:**

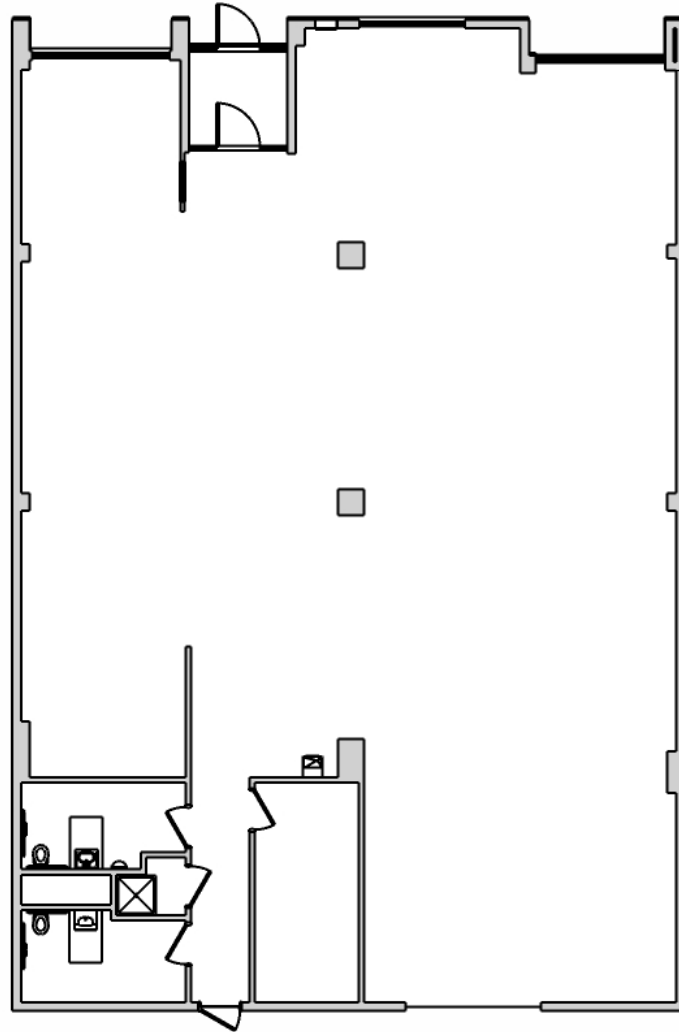
1. Security / Service Desk
2. 6 by 6 / Storytime Space
3. Collection
4. Study Spaces / Collaborative Patron Spaces
5. Meeting Room / Study Rooms.
6. Public PCs
7. Staff Space
8. Outdoor Space
9. Efficient Circulation Space
10. Convenient Entrance



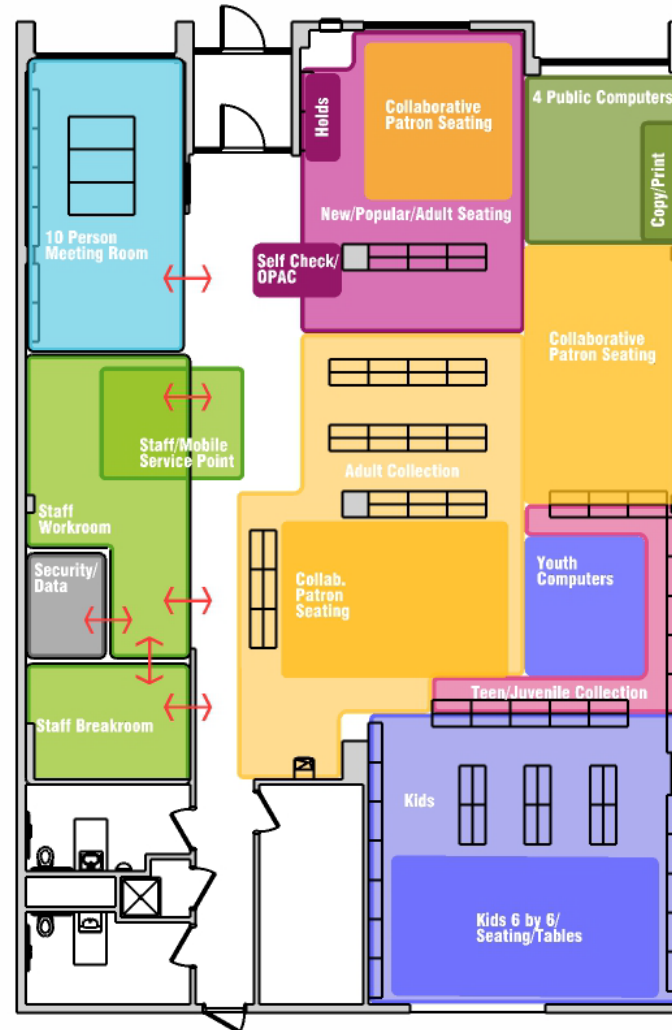
# DeSoto Branch – Existing Conditions



# DeSoto Branch – Clean Floor Plan



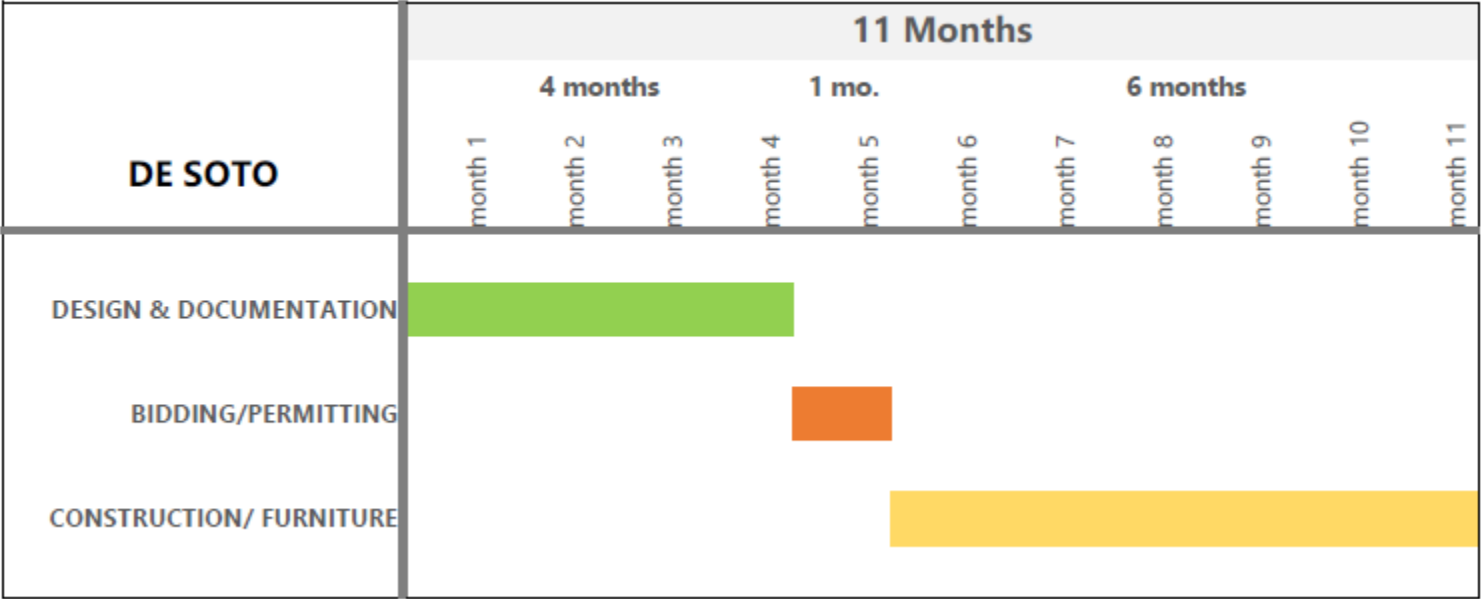
# DeSoto Branch – Conceptual Plan



# DeSoto Branch – Concept Plan with Site Improvements



# DeSoto Branch – Timeline



# DeSoto Branch – Opinion of Probable Cost

HEAVY RENOVATION (CORE & SHELL)  
NEW CONSTRUCTION (ADDITION)

Total Area: 3,900 SF

RESERVE DOLLARS  
+ CRP DOLLARS  
+ FURNITURE & SHELVING DOLLARS  
**TOTAL PROJECT COST**

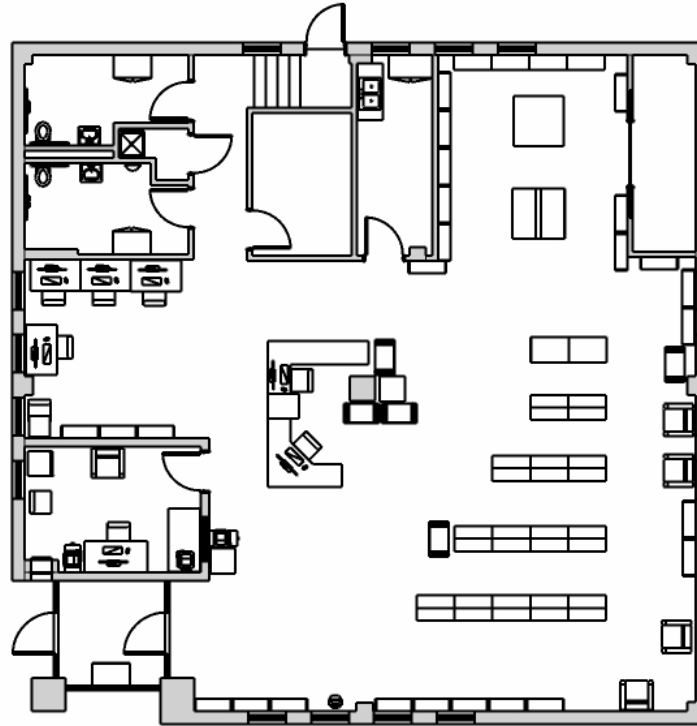
**TOTAL PROJECT COST: \$1,390,449\***

\*Estimates assume 2023 construction costs. Totals will need to be adjusted for escalation on projects with later start dates.

\*Cost includes only provisions/pathways/conduit to allow for potential Expanded Patron Access technology.

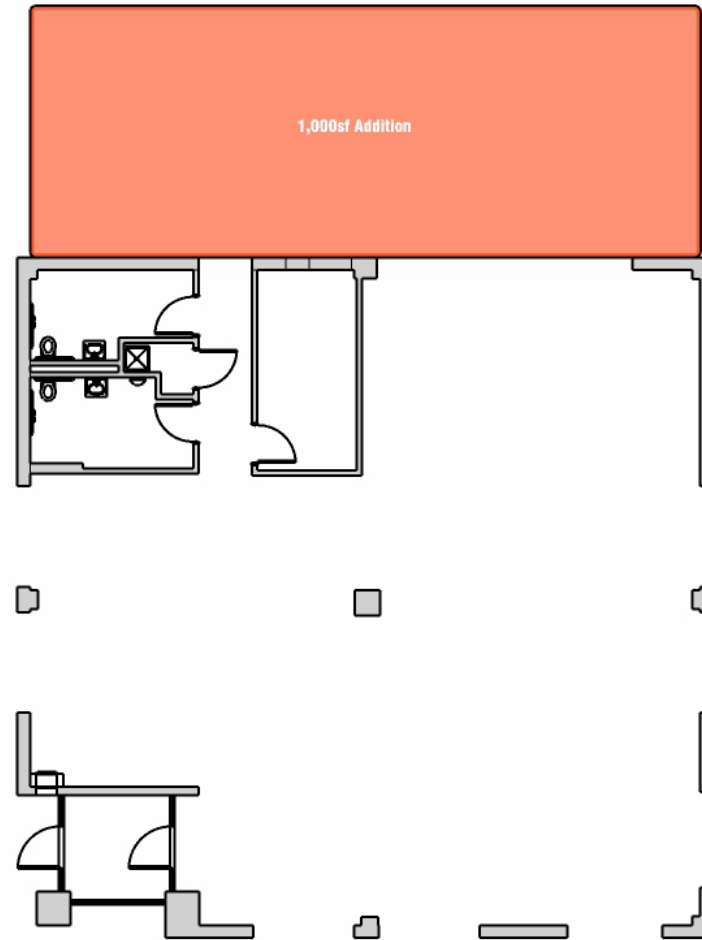


# Spring Hill Branch – Existing Conditions

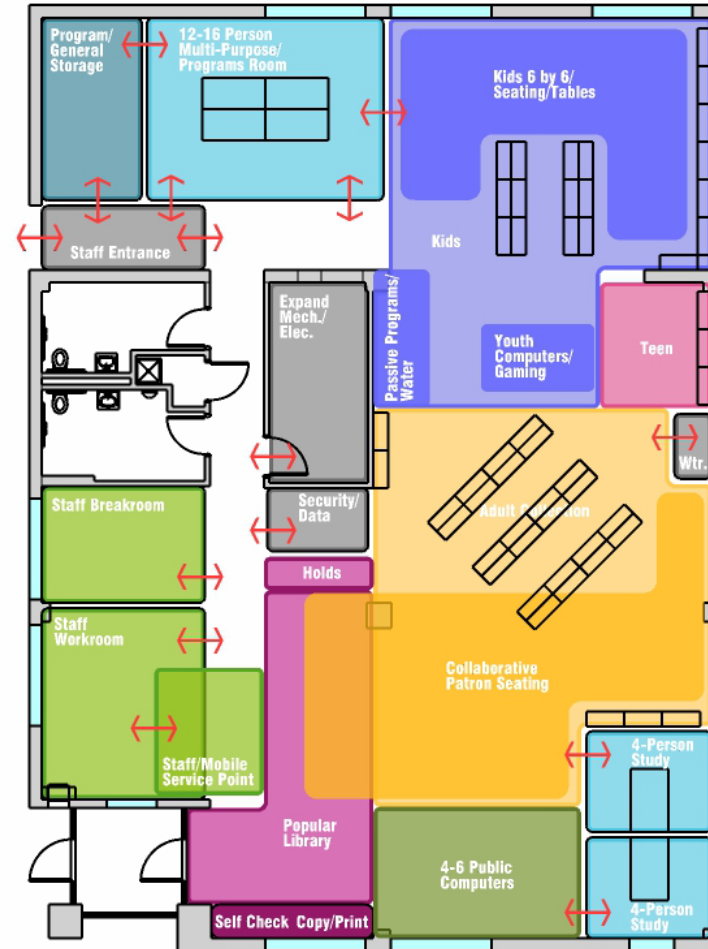




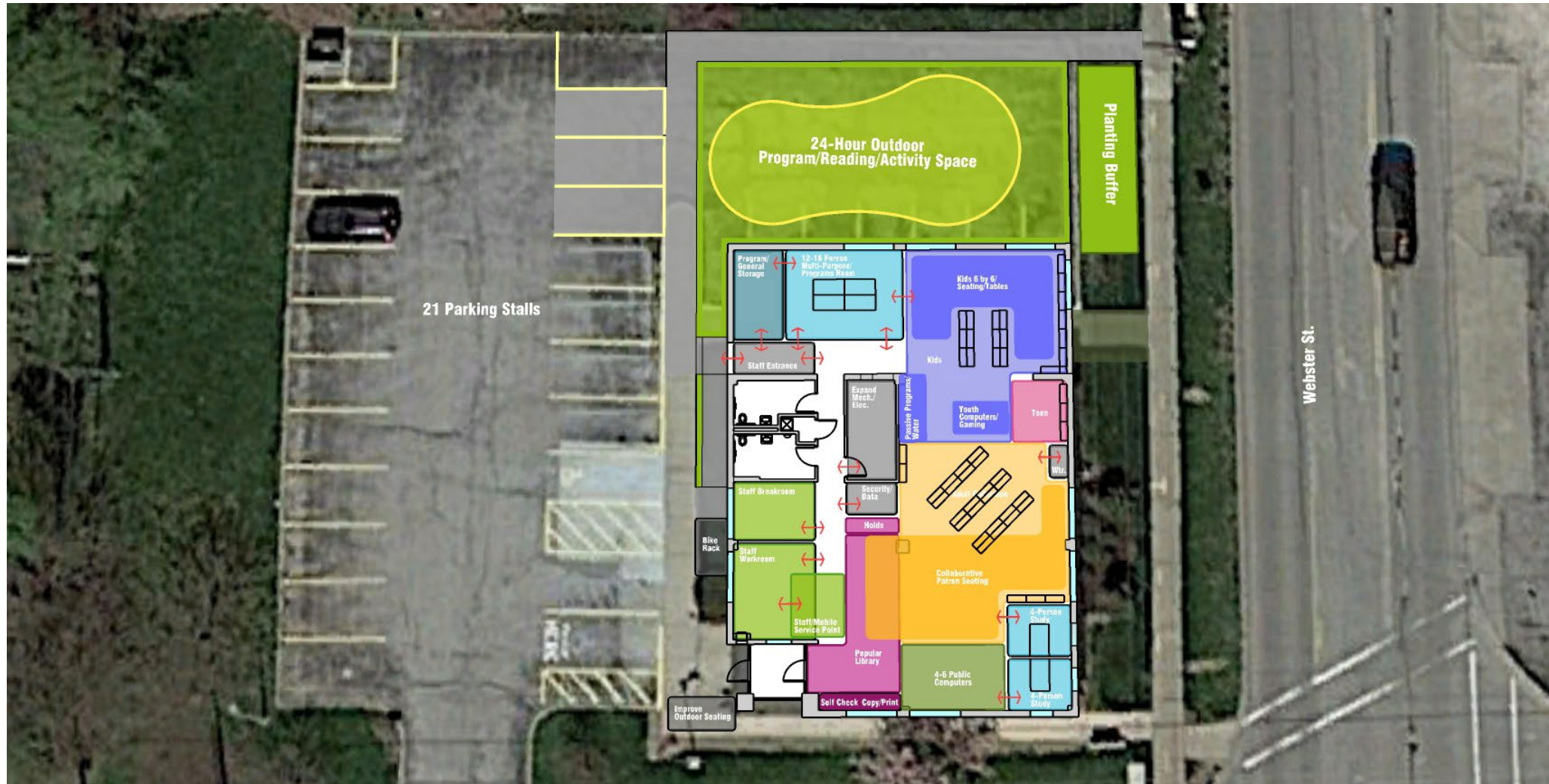
# Spring Hill Branch – Clean Floor Plan



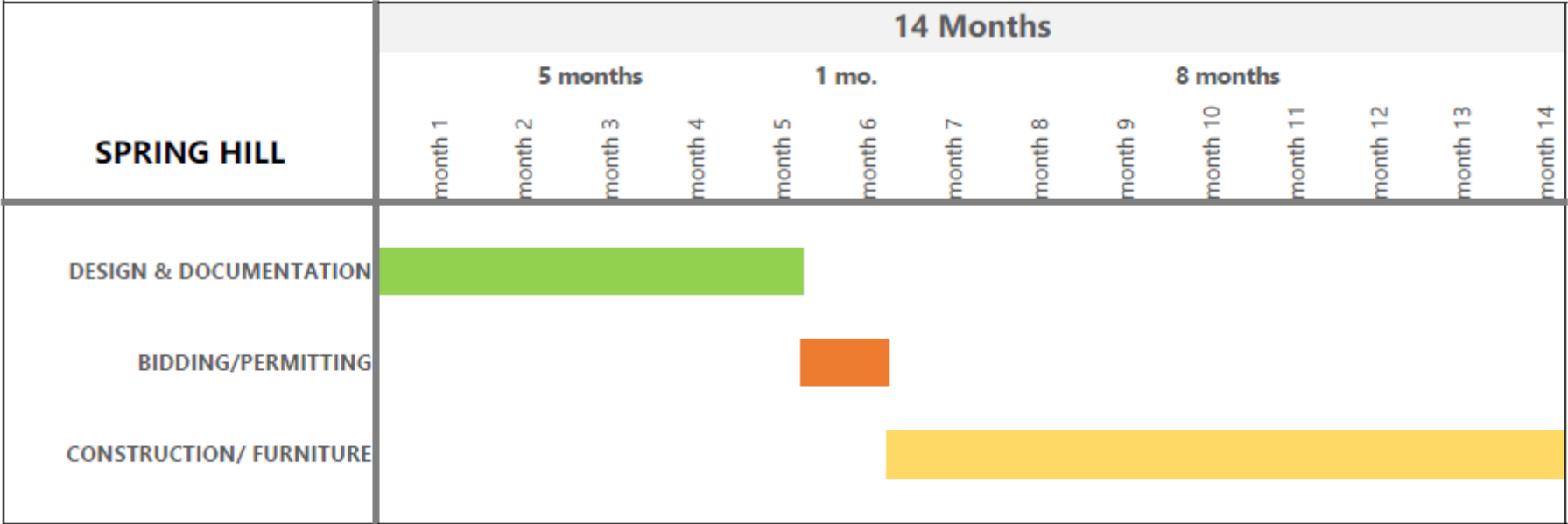
# Spring Hill Branch – Conceptual Plan with Addition



# Spring Hill Branch – Concept Plan with Site Improvements



# Spring Hill Branch – Timeline



# Spring Hill Branch – Opinion of Probable Cost

HEAVY RENOVATION (CORE & SHELL)

NEW CONSTRUCTION (ADDITION)

SITE WORK

Renovated Area: 2,790 SF

New Construction Area: 1,000 SF

Total Area: 3,790

RESERVE DOLLARS

+ CRP DOLLARS

+ FURNITURE & SHELVING DOLLARS

**TOTAL PROJECT COST**

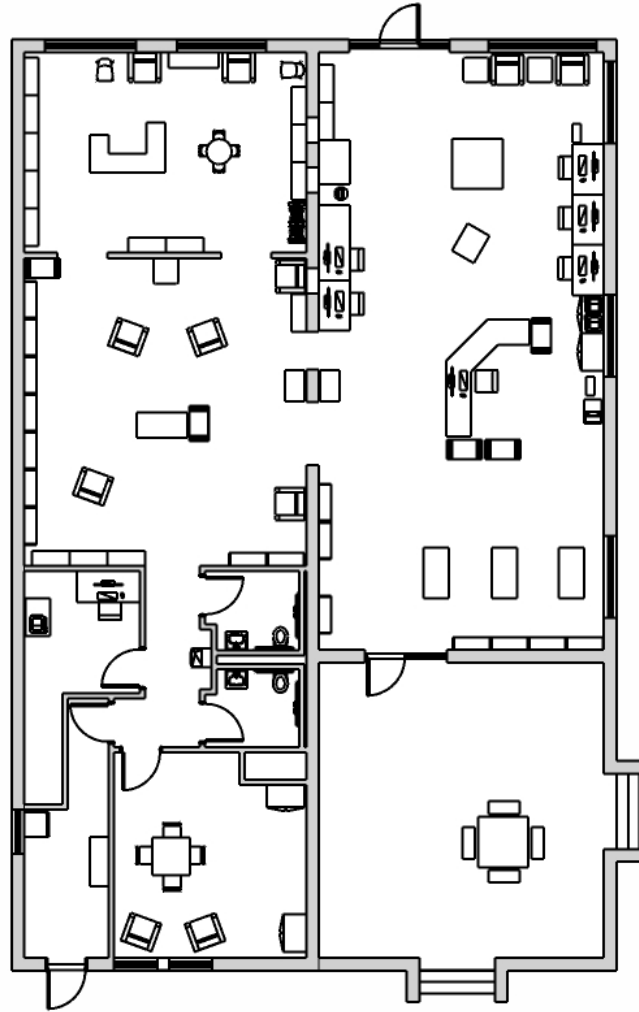
**TOTAL PROJECT COST: \$2,660,088\***

\*Estimates assume 2023 construction costs. Totals will need to be adjusted for escalation on projects with later start dates.

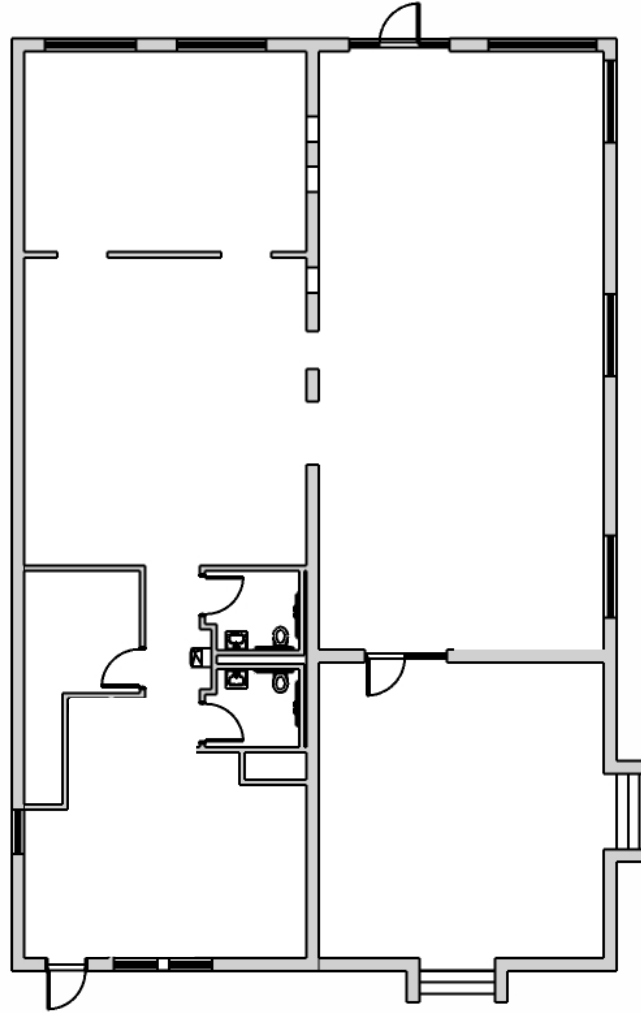
\*Cost includes only provisions/pathways/conduit to allow for potential Expanded Patron Access technology.



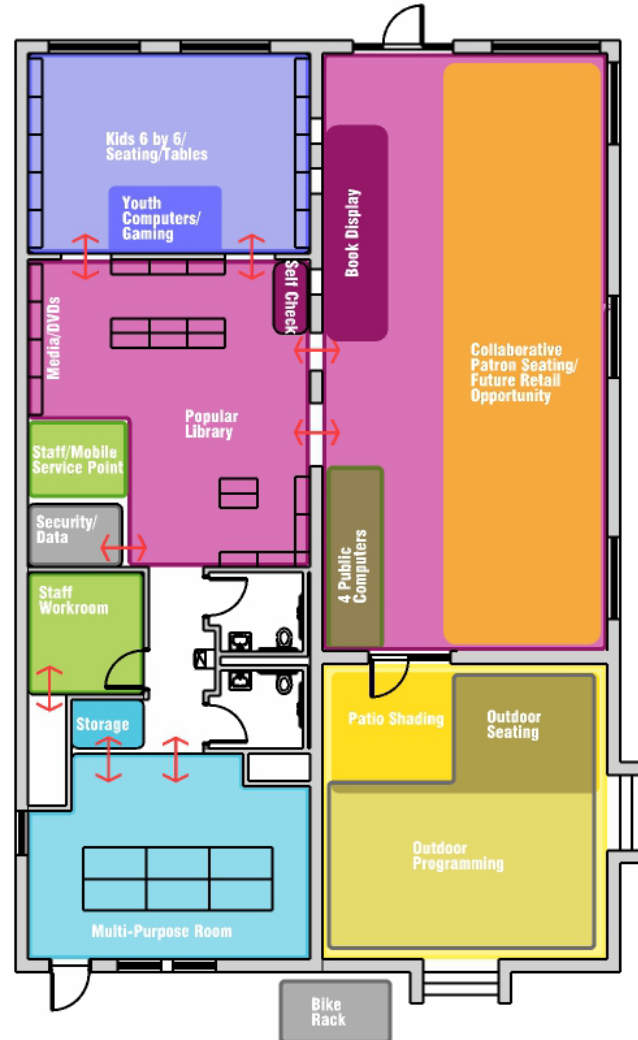
# Edgerton Branch – Existing Conditions



# Edgerton Branch – Clean Floor Plan

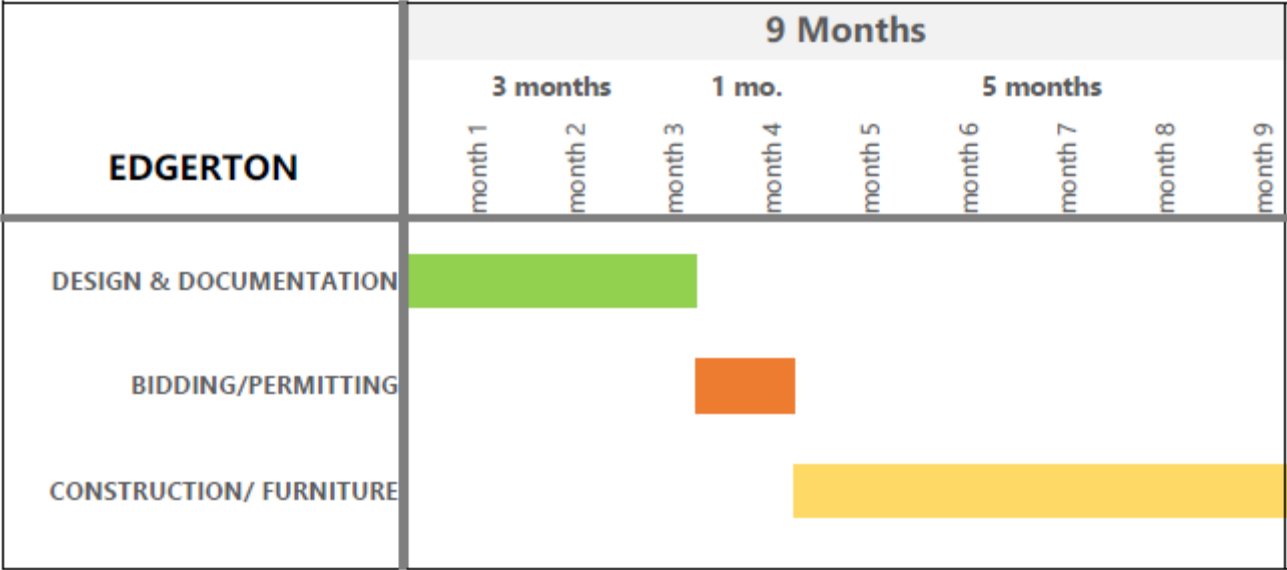


# Edgerton Branch – Conceptual Plan





# Edgerton Branch – Timeline



# Edgerton Branch – Opinion of Probable Cost

MODERATE RENOVATION (INTERIOR ONLY)  
EXTERIOR IMPROVEMENTS

Total Area: 2,980 SF

RESERVE DOLLARS  
+ CRP DOLLARS  
+ FURNITURE & SHELVING DOLLARS  
TOTAL PROJECT COST

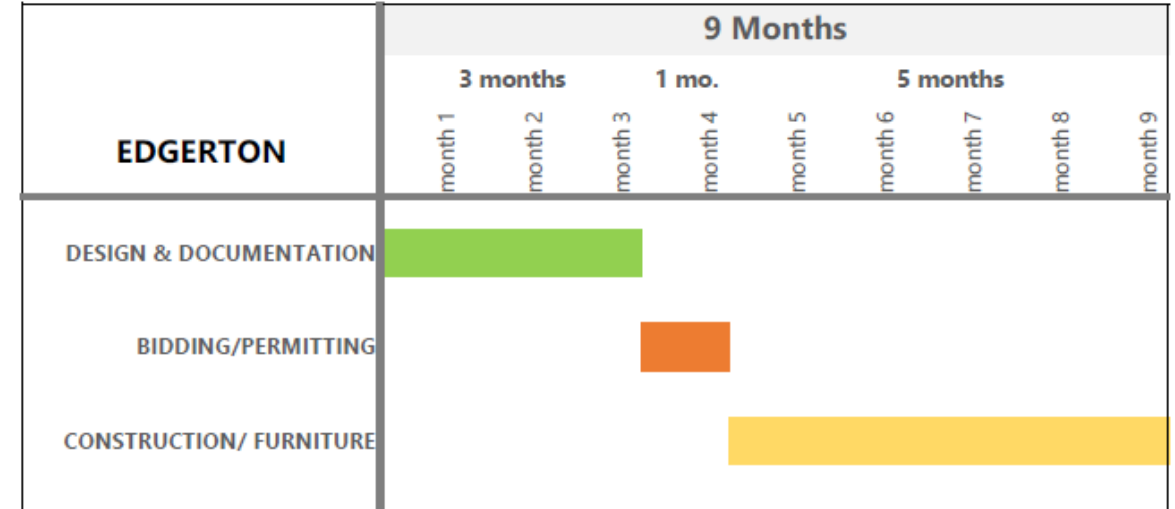
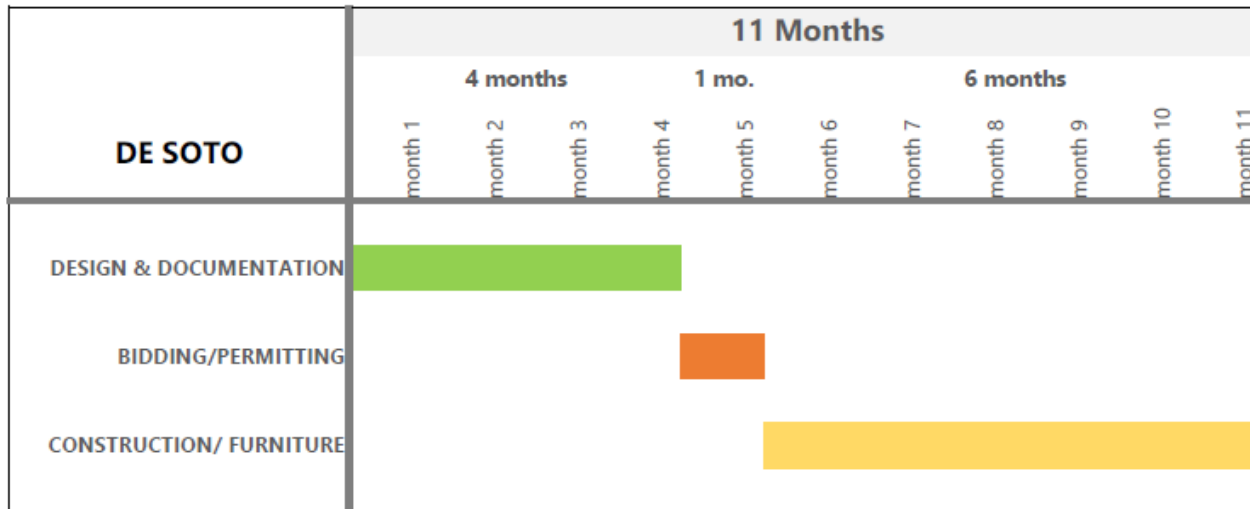
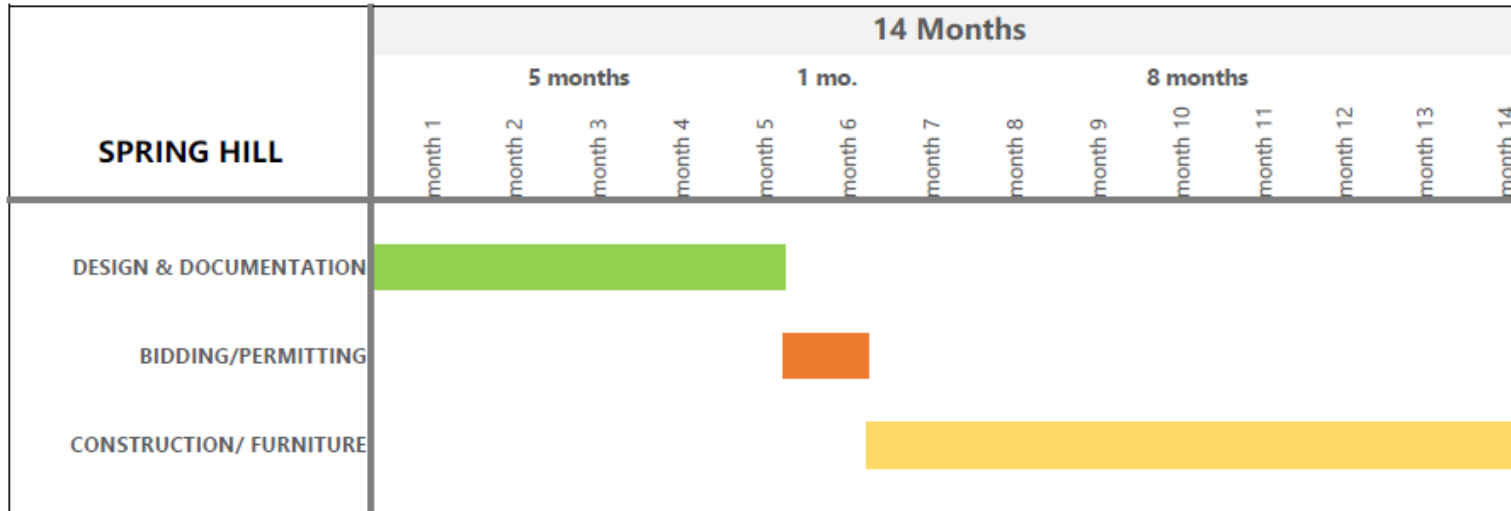
**TOTAL PROJECT COST: \$461,029\***

\*Estimates assume 2023 construction costs. Totals will need to be adjusted for escalation on projects with later start dates.

\*Cost includes only provisions/pathways/conduit to allow for potential Expanded Patron Access technology.



# Timelines



# Opinion of Probable Costs

## SPRING HILL

HEAVY RENOVATION (CORE & SHELL)  
NEW CONSTRUCTION (ADDITION)  
SITE WORK

Renovated Area: 2,790 SF  
New Construction: 1,000 SF  
Total: 3,790

**TOTAL PROJECT COST: \$2,660,088\***

## DE SOTO

HEAVY RENOVATION (CORE & SHELL)  
SITE WORK

Renovated Area: 3,900 SF

**TOTAL PROJECT COST: \$1,390,449\***

## EDGERTON

MODERATE RENOVATION (INTERIOR)  
EXTERIOR IMPROVEMENTS

Renovated Area: 2,980 SF

**TOTAL PROJECT COST: \$461,029\***

\*Estimates assume 2023 construction costs. Totals will need to be adjusted for escalation on projects with later start dates.

\*Cost includes only provisions/pathways/conduit to allow for potential Expanded Patron Access technology.



# **Johnson County Library Board Retreat Comprehensive Library Master Plan (CLMP)**

Historical Context  
October 2022

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# Prior to Comprehensive Library Master Plan (CLMP)

Library had only a few major projects between the opening of Blue Valley in 2000 and the 2014 CLMP planning efforts

- Leawood Library Expansion in 2008
- Central Resource Library Remodel Study in 2012 (Phase 1 in 2014-15)
- Land Purchase for future Monticello Library in 2012



# Purpose and Goals of the CLMP

- To evaluate, update, and expand previous strategic service and facilities plans against current realities and projected needs
- To establish clear and realistic goals, objectives, and implementation strategies that can guide JCL's decision making for the next 10-15 years
- To evaluate current facilities, material handling, and processes/operations in order to recommend maximum efficiencies and effectiveness
- To prioritize development of future libraries and identify capital improvement priorities for the next 5, 10, and 15 years
- To engage the community, partners, and other stakeholders in the process





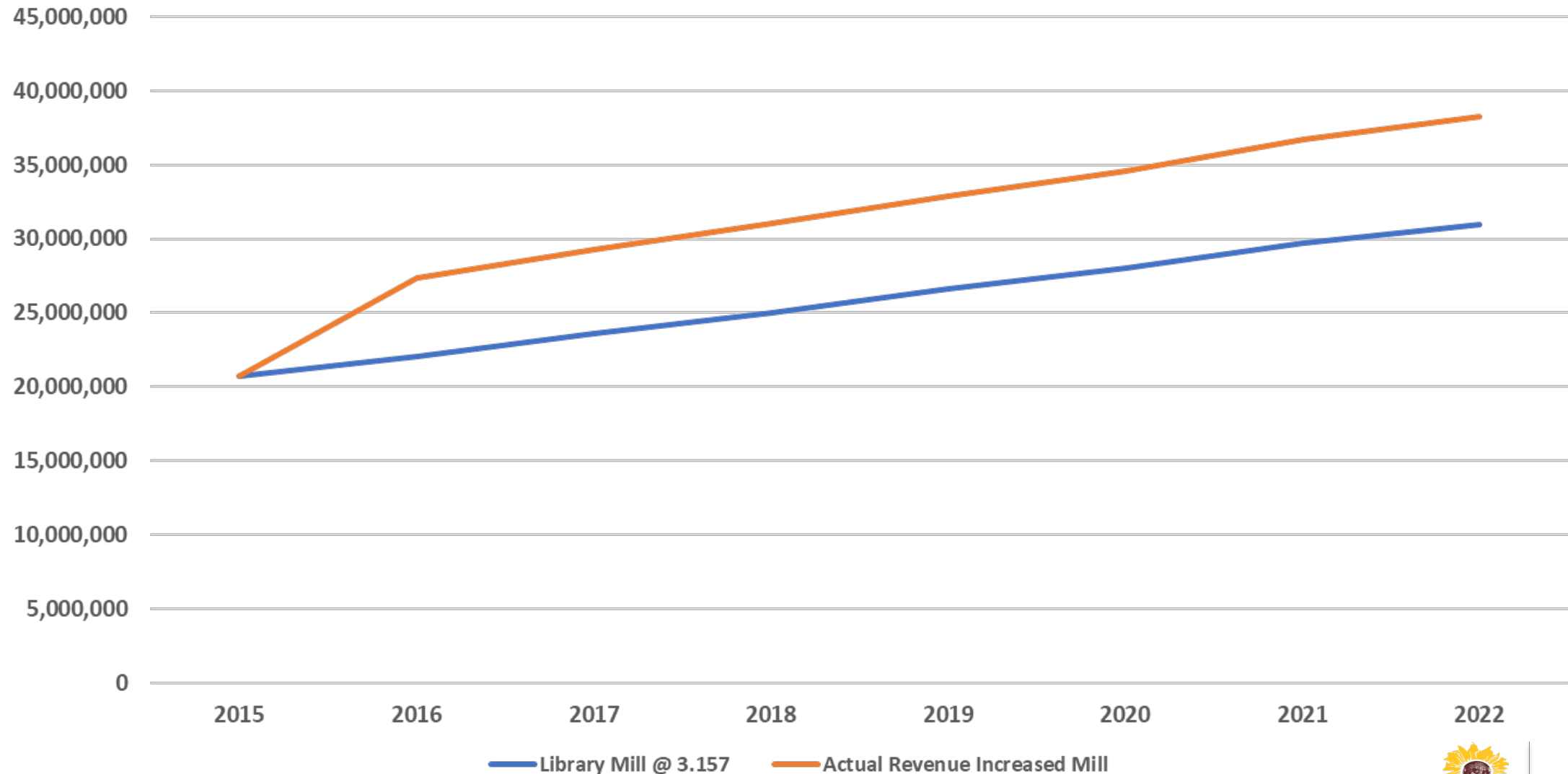
# CLMP Progress to date

- In May 2015, the Library Board approved the CLMP plan
- In August 2015, the Board of County Commissioners (BOCC) approved partial funding for the CLMP (.75 mills) – the first significant mill increase for the Library in over 15 years
- In 2016, capital projects for Monticello, Lenexa, Blue Valley, and Central were approved by the BOCC
- Monticello opened in August 2018
- Lenexa City Center opened in June 2019
- Central (Phase 2) fully reopened after renovations in February 2022
- Merriam Plaza Library is anticipated to open in 2024

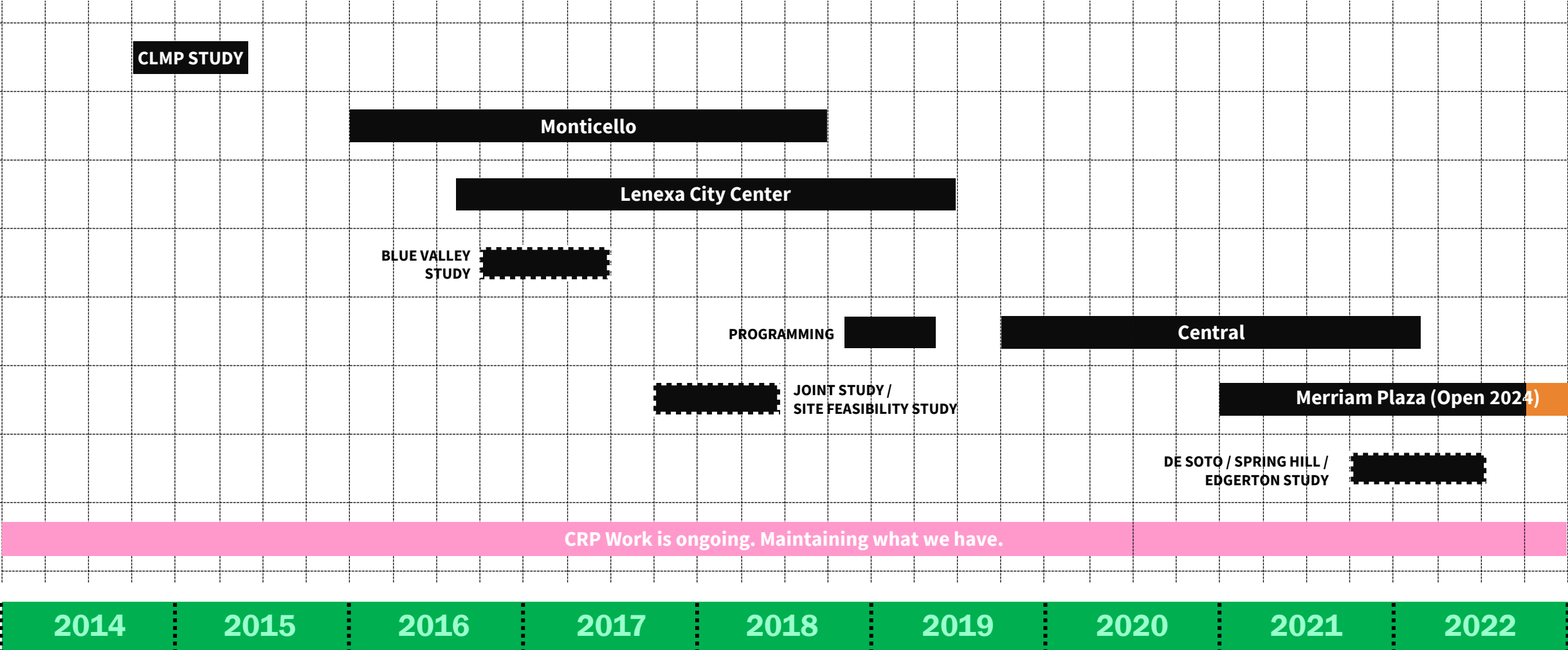




# Actual Property Tax Library Revenues vs Library 2015 Mill Rate



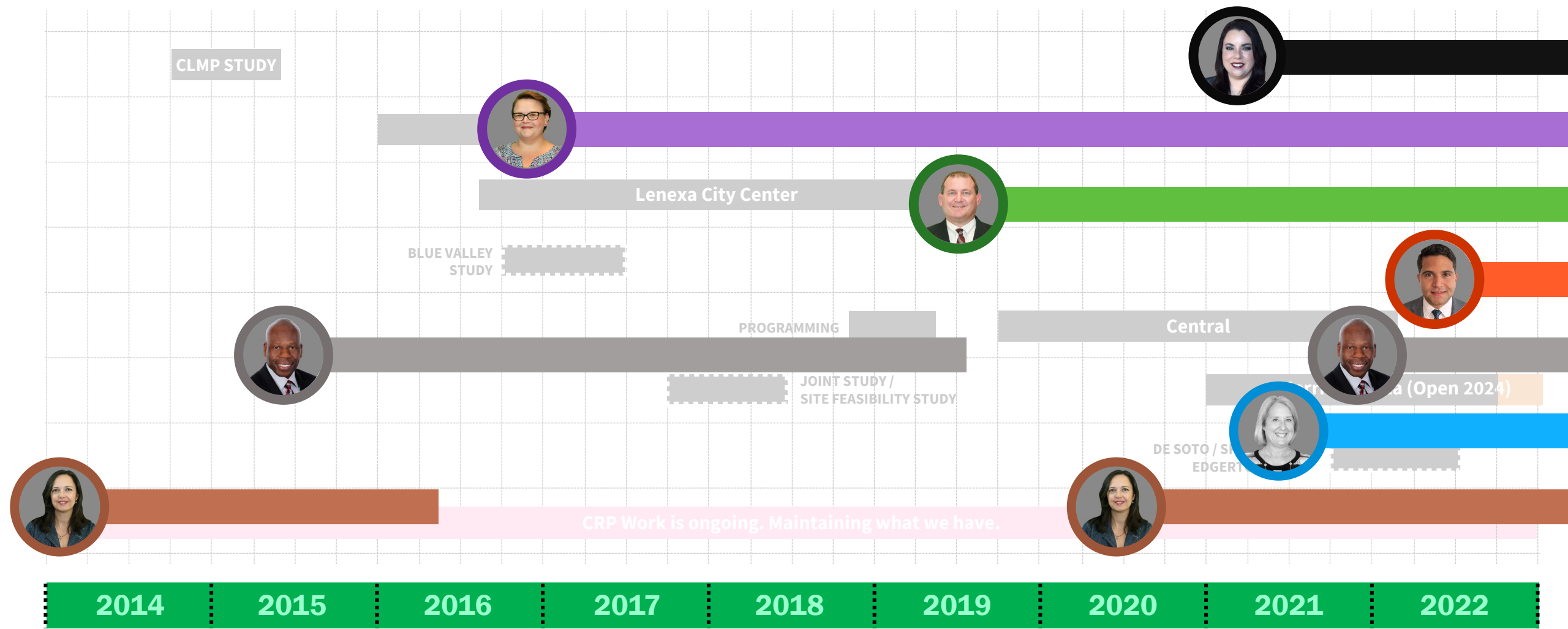
# Comprehensive Library Master Plan: 2014-2022



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



# Current Board Member Terms: 2014-2022



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

# What's next?

- Short term: continue with Board's initial prioritization (CO, BV, and refreshes at the 3 smaller community locations)
- Within the next 5 years: Update the CLMP study to help the Library Board determine what our next set of priorities are.
- Ongoing: Capital Replacement Program (CRP) updates



# **Johnson County Library Board Retreat Comprehensive Library Master Plan Budget Update**

October 2022



# Economic Uncertainties 2022-2023

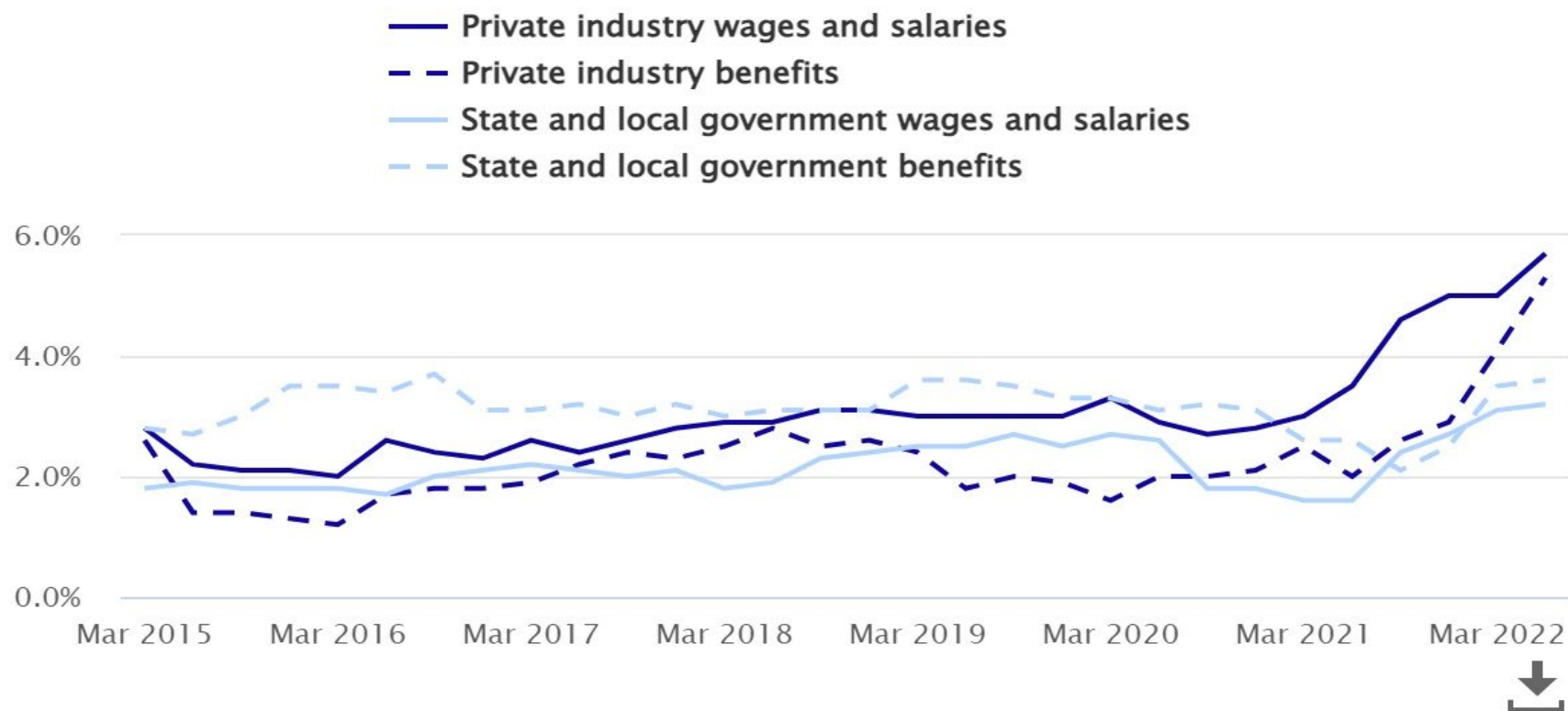
- Labor Market Shortages
- Supply Chain Issues
- Inflation Concerns
- Rising Interest Rates
- Dark Store Theory Impacts



# Compensation Increases 2015 - 2022

## Wages and salaries and benefits, 12-month percent change

Click legend items to toggle series displayed. Click and drag inside chart to change time period.



Hover over chart to view data.

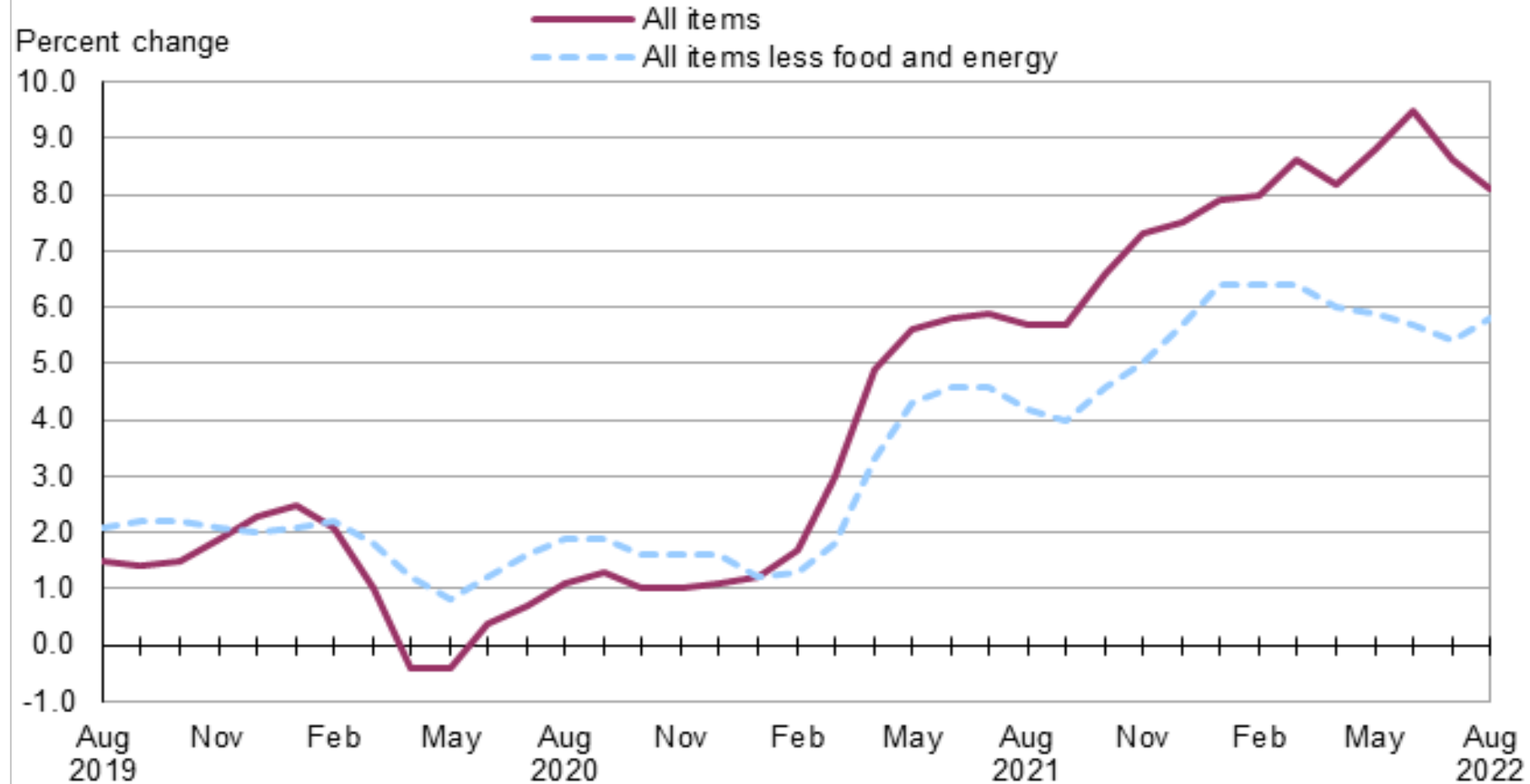
Source: U.S. Bureau of Labor Statistics.



# Consumer Price Index- Urban Midwest % Change

## August 2019 – August 2022

**Chart 1. Over-the-year percent change in CPI-U, Midwest region, August 2019–August 2022**

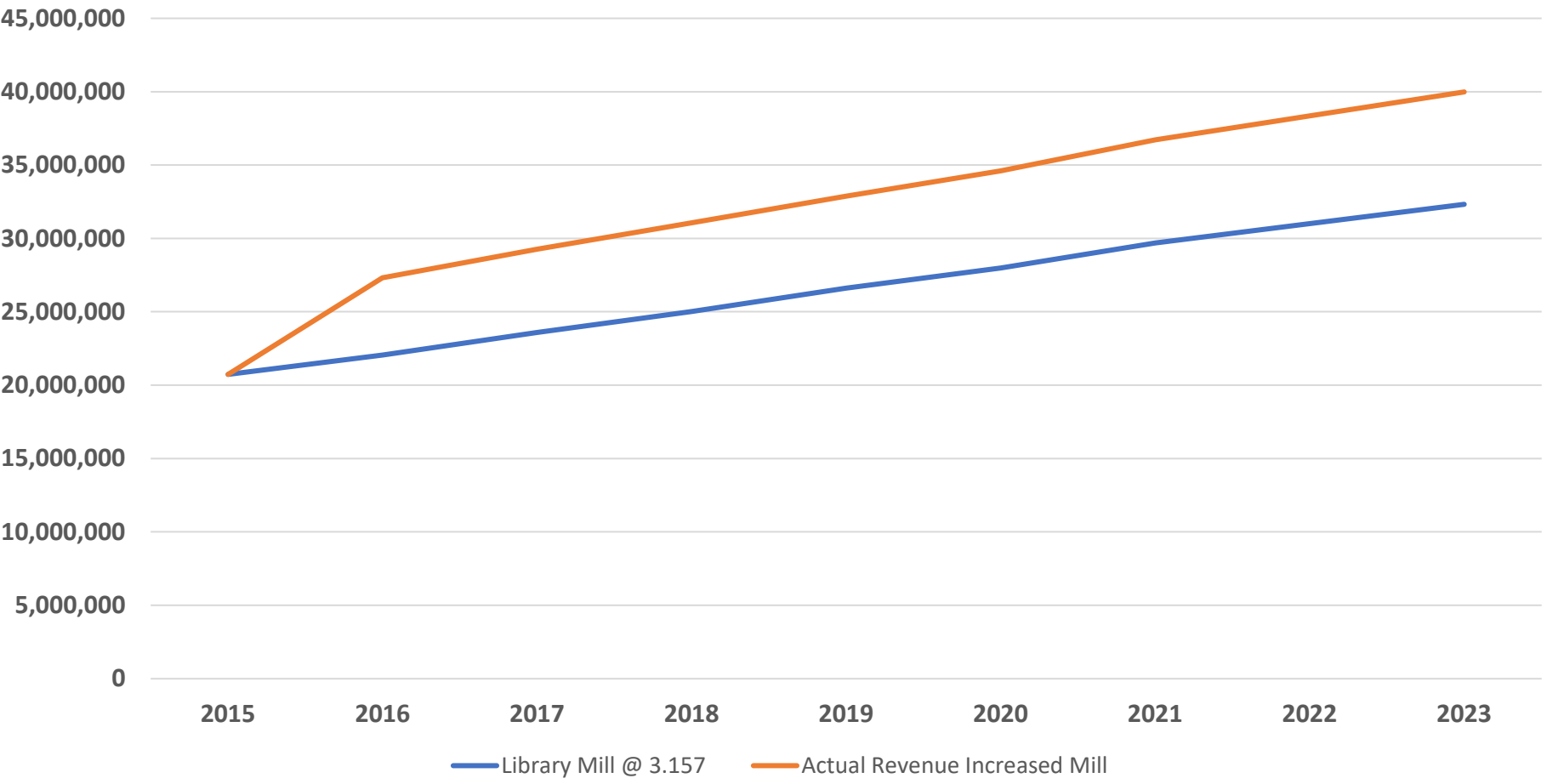


Source: U.S. Bureau of Labor Statistics.





# Actual Library Property Tax Revenues vs Library Tax Revenues at 2015 Rate



# Comprehensive Library Master Plan (CLMP)

Implementing the CLMP is done through project requests in the 5-year CIP

- The 5-year CIP is submitted annually in the County budget process
- Projects while submitted are only authorized for the upcoming budget
- Projects shown in years 2 through 5 in the plan are placeholders and subject to changes in priority or available funding
- CLMP Capital Project priorities are evaluated in the fall by the Library Board and project order given
- Projects are evaluated in the fall by the Library Board Budget Committee
- The 5-year CIP is approved by the Library Board for submittal, reviewed by County CIP Committee, and funded through the budget with Board of County Commissioners (BOCC) approval



# Library's Current 5 Year CIP

## FY 2023 – FY 2027

(Approved by Library Board in February 2022 and BOCC in September 2022)

Priority	Project Title	Projected Capital Expenditures					
		2023	2024	2025	2026	2027	Total
System	Capital Replacement Program (CRP)	1,949,485	2,033,594	1,889,804	1,926,786	2,065,965	9,865,634
1	Rural Renewal Initiative (DeSoto, Spring Hill, Edgerton)	1,000,000					1,000,000
2	Blue Valley Library Replacement		4,714,590	21,434,660	28,564,250	390,500	55,104,000
3	Corinth Library Replacement					2,866,710	26,774,550



# Capital Replacement Program (CRP)

- Library started to fund on-going capital replacement projects in 2010
- The 5 years (2011-2015) the Library on average funded at approximately \$389k a year into CRP
- The last 5 years (2017-2021) the Library on average funded approximately \$1.23m a year into CRP (3X increase over first 5 years)
- 2020 amount is \$1.3m, 2021 amount is \$1.4m, and 2022 is \$1.75m (2022-2026 CRP estimated to average around \$1.78m)
- 2023 Library CRP is \$1.95m (2023-2027 CRP is estimated to average around \$1.97m)



# Library's Capital Replacement Program

Capital Replacement Program (CRP) - on-going capital project account set up to address maintenance needs at all the Library facilities

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.



# CLMP: Funded and Unfunded

.75 Mil increase in 2016 funded a portion of the CLMP  
(current estimated projects)

Funded Projects
New Construction - Monticello
Replacement - Lenexa City Center
Renovation - Central Resource Library
<b>Replacement</b> - Antioch (replacement)
Renovation - DeSoto, Springhill, and Edgerton
<b>Replacement</b> - Blue Valley (modified from Blue Valley South)
<b>Replacement</b> - Corinth (replacement)

Unfunded Projects
<b>Replacement</b> - Cedar Roe
Renovation - Shawnee
Renovation - Oak Park
Renovation - Gardner
Service Improvements - Leawood



# **Johnson County Library Board Retreat Comprehensive Library Master Plan Library & Facilities Staff Recommendation**

October 2022



# Retreat Needed Outcomes

## DO

- Scope De Soto, Spring Hill and Edgerton projects
- Put projects in order of priority (to inform CIP, Feb '23)

## DON'T

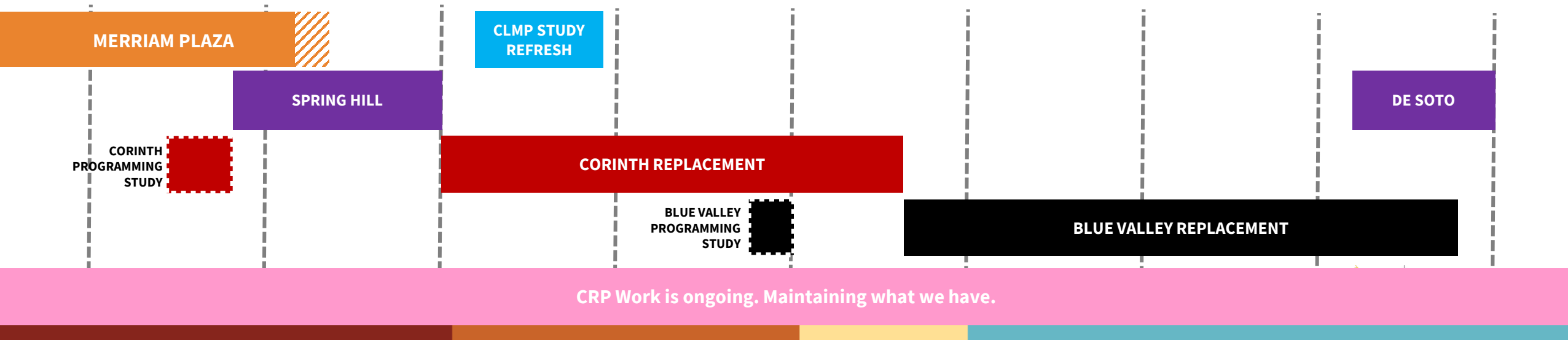
- Timelining out all the projects. (timelines are only being shown as illustration of length of project)
  - Will come back with proposal for CIP approval at beginning of 2023





# Library & Facilities Staff Recommendation

1. Spring Hill
2. Corinth
3. Blue Valley
4. De Soto
5. Edgerton (maybe CRP)



# Fast Facts for each building

## Spring Hill.

1

- Year Built: 1982.
- Population Growth<sup>1</sup> since 2010: 20%, +1073.
- Building outcome: Expansion and refresh at existing site
- Opportunities: Part of downtown revitalization
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$2.66M / 14 mo.

## Corinth.

2

- Year Built: 1968.
- Population Growth<sup>1</sup> since 2010: 7%, +2968.
- Building outcome: New building, approx. 20,000 sf.
- Opportunities: Potential campus partnership
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$26.8M / 30 mo.

## Blue Valley.

3

- Year Built: 2000.
- Population Growth<sup>1</sup> since 2010: 18%, +14,703.
- Building outcome: New building, approx. 64,000 sf.
- Opportunities: Potential campus partnership, City Park
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$55.2M / 36 mo.

## De Soto.

4

- Year Built: 1982.
- Population Growth<sup>1</sup> since 2010: 9%, +624.
- Building outcome: Refresh at existing site
- Opportunities: Future growth related to Panasonic plant
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$1.39M / 11 mo.

## Edgerton.

5

- Year Renovated: 2001.
- Population Growth<sup>1</sup> since 2010: 2%, +54.
- Building outcome: Limited refresh.
- Opportunities: Potential City Community Center
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$461k / 9 mo.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars



# Spring Hill

## Fast Facts

- Year Built: 1982.
- Population Growth<sup>1</sup> since 2010: 20%, +1073.
- Building outcome: Expansion and refresh at existing site
- Opportunities: Part of downtown revitalization
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$2.66M / 14 mo.

## Prioritization Considerations

- Appropriate scale for now (based on community feedback).
- No big developments in the community forecast to change population / warrant a new building orders of magnitude larger.
- Previous study with School District yielded co-location was not feasible.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars



# Corinth

## Fast Facts

- Year Built: 1968.
- Population Growth<sup>1</sup> since 2010: 7%, +2968.
- Building outcome: New building, approx. 20,000 sf.
- Opportunities: Potential campus partnership
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$26.8M / 30 mo.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars

## Prioritization Considerations

- Oldest building in system (1968).
- Political desire to move quickly and City Council reservations.
- Potential campus opportunity with City of Prairie Village.
- Current building has multiple deficiencies - deferred maintenance currently.
- Elevator is at end of life.
- Would need to determine whether to replace at existing location or relocate.
- Programming study can be site-agnostic.
- Potential cost for land acquisition if relocation to City campus is desired.
- Will need additional staff if new service points are added.
- Population growth is small.



# Blue Valley

## Fast Facts

- Year Built: 2000.
- Population Growth<sup>1</sup> since 2010: 18%, +14,703.
- Building outcome: New building, approx. 64,000 sf.
- Opportunities: Potential campus partnership, City Park
- Anticipated Total Project Cost <sup>2</sup> / Duration: \$55.2M / 36 mo.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars

## Prioritization Considerations

- Potential campus opportunity with City of Overland Park's literary park – City staff have conveyed that timeline for park is flexible.
- Large population growth – busiest branch in system.
- Political desire to not replace the existing building – relatively new (2000) and debt for current building was just paid off.
- No major structural issues. Not easily/cost effectively expandable.
- Security and sightline issues within building. Originally built with anticipation of 2nd BV branch – should consider feasibility of Blue Valley south (proposed in 2015 CLMP).
- Will need additional staff.
- Largest project budget.



# De Soto

## Fast Facts

- Year Built: 1982.
- Population Growth<sup>1</sup> since 2010: 9%, +624.
- Building outcome: Refresh at existing site
- Opportunities: Future growth related to Panasonic plant
- Anticipated Total Project Cost<sup>2</sup> / Duration: \$1.39M / 11 mo.

## Prioritization Considerations

- May not know impact of Panasonic for several years.
- Desire from City staff for location to remain downtown.
- Deferred maintenance currently.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars



# Edgerton

## Fast Facts

- Year Renovated: 2001.
- Population Growth<sup>1</sup> since 2010: 2%, +54.
- Building outcome: Limited refresh.
- Opportunities: Potential City Community Center
- Anticipated Total Project Cost<sup>2</sup> / Duration: \$461k / 9 mo.

## Prioritization Considerations

- New Community Center (anticipated Dec. '24).
- Roof, brick and patio maintenance related to safety concerns are being addressed currently.
- Lowest usage.
- Optics of improving a leased building at our cost.

### Notes:

<sup>1</sup> 2019 American Community Survey (ACS) Census estimates

<sup>2</sup> 2023 dollars



# **Johnson County Library Board Retreat Current Fines Landscape**

October 2022





# Current JCL Fines

- JCL charges \$.30 per day for all overdue items
- This fine amount was increased in 2011 from \$.15 per day for adult items and \$.10 per day for children's items
- Maximum of \$6.00 is charged if item is returned undamaged
- Lost fees are assessed after material is overdue for more than 30 days
- Replacement fees are assessed according to the schedule in ARM 20-10-91
- Fines older than 5 years and less than \$3.00 are waived per ARM 20-10-95



# Current Fines and Fees – Kansas City Metro Area

- Kansas City Kansas Public Library - \$1.00 card replacement fee; no late fines
- Mid-Continent Public Library - \$.05 per day
- Lawrence Public Library - \$.10 per day
- Olathe Public Library – tied to JCL - \$.30 per day

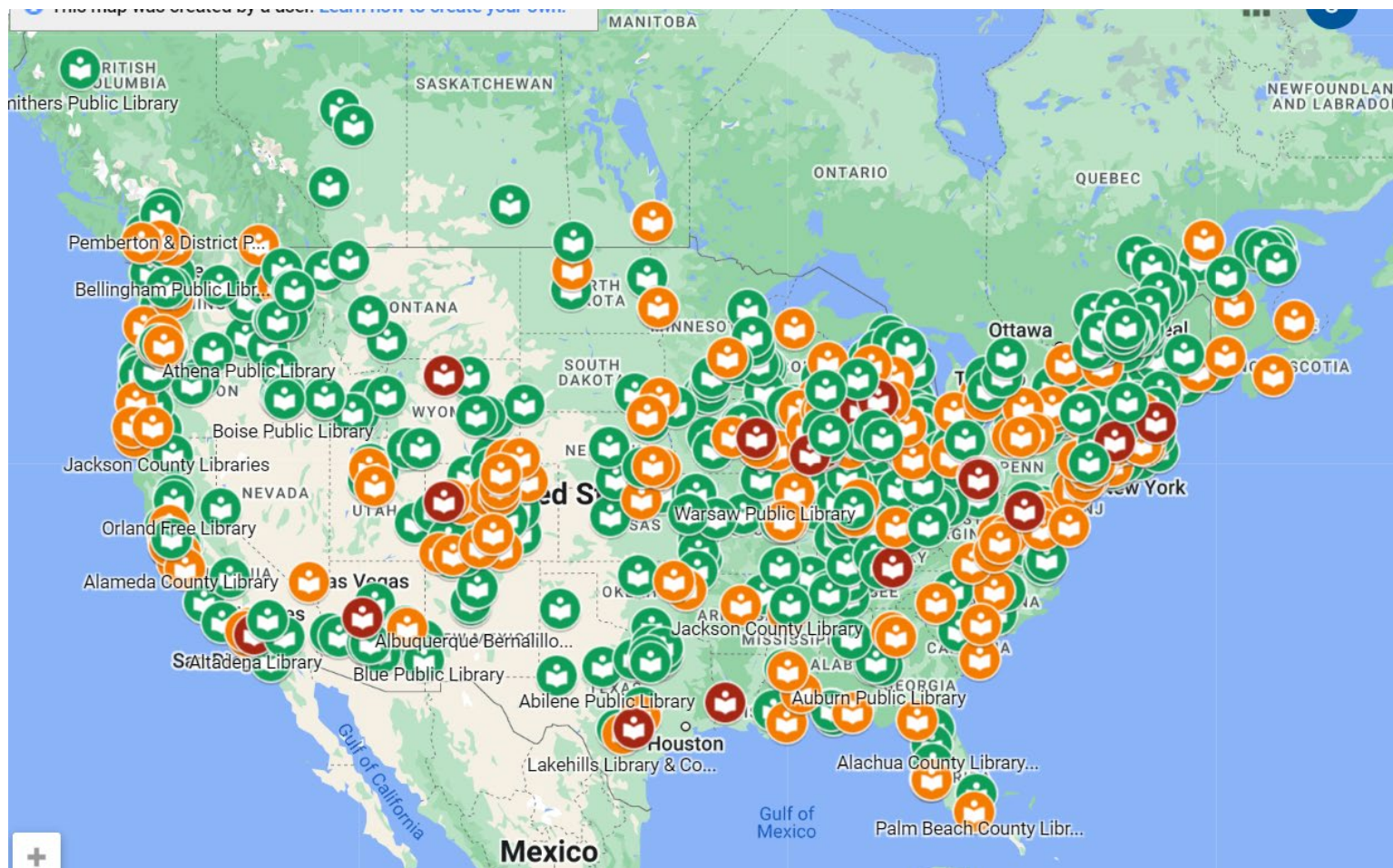


# Current Metro Libraries that are Fine Free

- Kansas City Public Library
- Kansas City Kansas Public Library
- Basehor Community Library
- North Kansas City Public Library
- St. Joseph Public Library
- Topeka Shawnee County Public Library
- Wichita Public Library
- Trails Regional – Warrensburg, MO
- Daniel Boone – Columbia, MO



# Libraries that are fine free or have a kids fine-free card

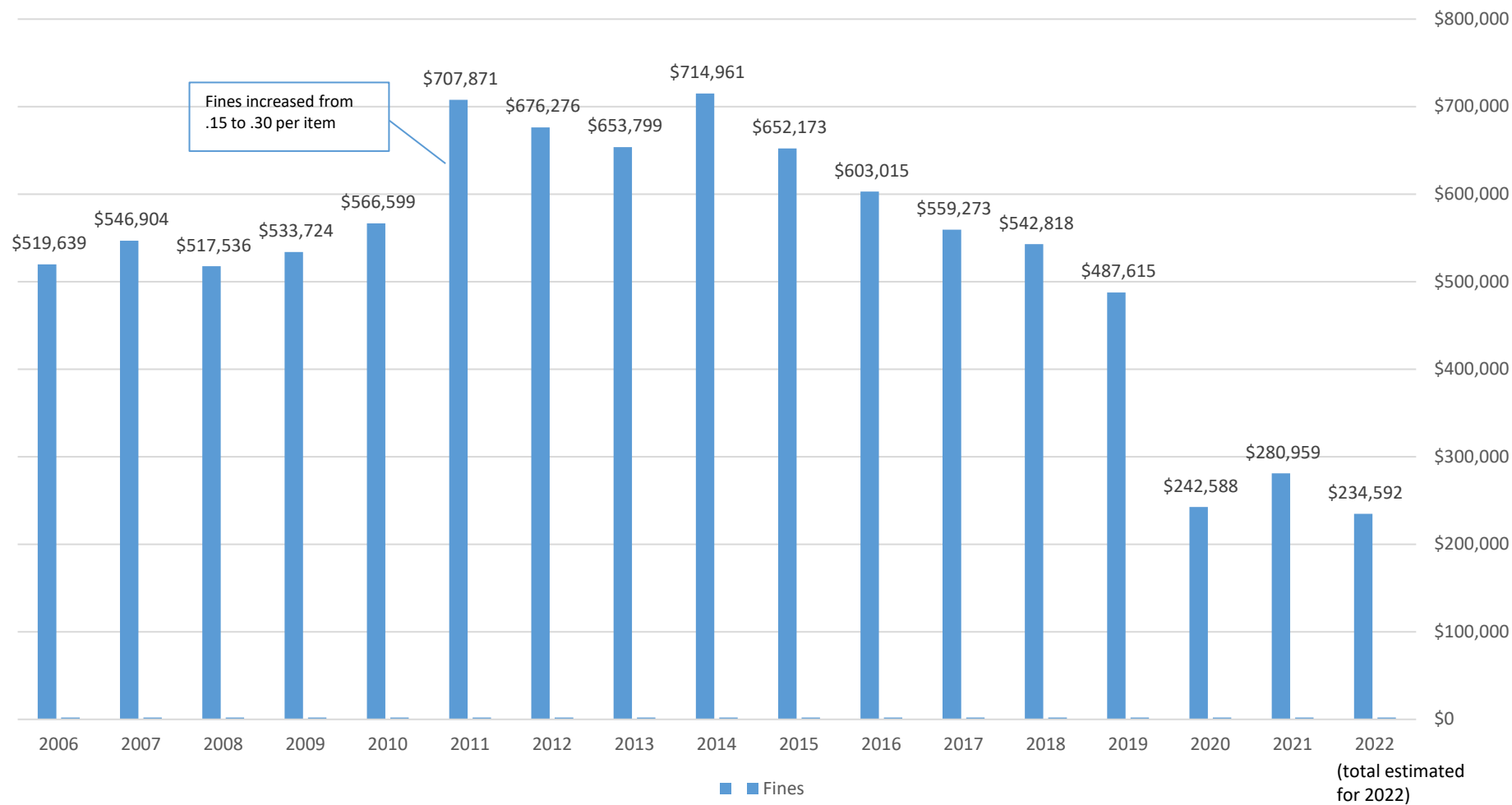


# What Does Fine Free Mean?

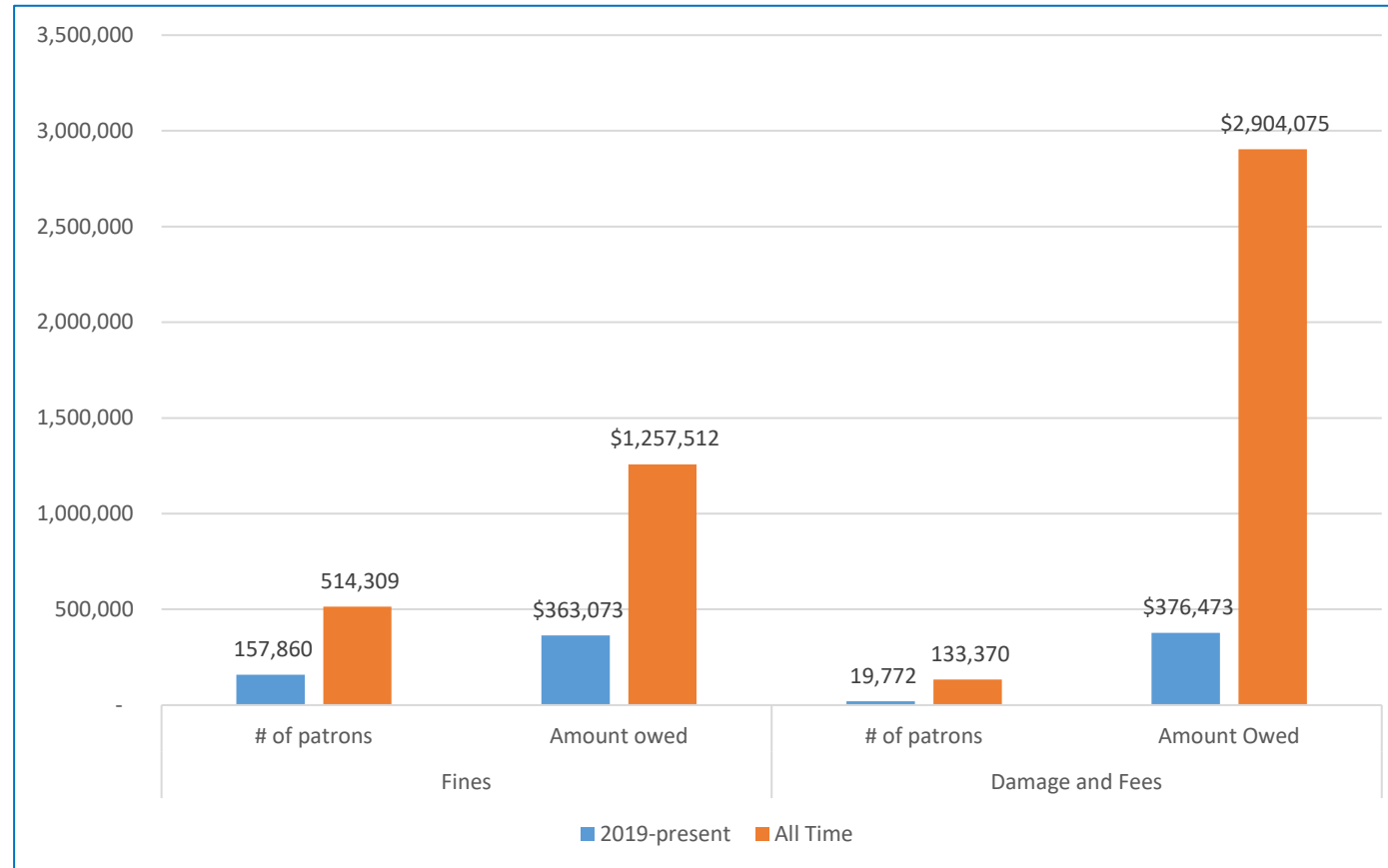
- Notices are still sent to patrons
  - One three days before due date
  - Two after the due date
- Fines don't accrue on an item until replacement fee is assessed 30 days past the due date
  - Item is assumed lost at this point and cost of an item is applied to patron record according to the schedule in ARM 20-10-91
  - If an item is returned the patron accrues no fees
- Items can be renewed up to 10 times if no one is waiting



# Revenue from Fines and Fees



# Fines vs. Replacement Cost and Fees



# Our Ask

- Do you want us to bring a recommendation?
- Do you want to keep current practice in place and not bring a recommendation?





# **Johnson County Library Board Retreat Johnson County Library and Olathe Public Library Interlocal Agreement**

October Retreat 2022



# Historical Context

## 1989

- First signed and established Interlocal Agreement
- Established cost reimbursement for Integrated Library System (ILS), Electronic Content Selector, IT support, circulation, patron records

## 2004

- Service Level Agreement (SLA) established as an outgrowth to the Interlocal Agreement and listed details by function

## 1989 – 2019

- Johnson Country Library added five new branches
- Olathe Public Library added one new branch

## 2021-2022

- City of Olathe structure updated to include Library as a City Department.
- Advisory Board was disbanded.



# Current Work

**Agreement has been annually reviewed since inception and an addendum to original agreement used.**

## **In Process:**

- New agreement with updates language, that reaffirms our partnership, and adds a governance body to meet regularly between JCL and OPL leadership
- Updating the Service Level Agreement
- Agreed upon 23.3 % as the current reimbursement rate



# **Johnson County Library Board Retreat**

## **Areas of Focus for the Johnson County Board in 2023**

Conferences, Local events, Governance, Budget

October Retreat 2022

