



**Board Report  
January 12, 2023**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JANUARY 12, 2023  
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 [YouTube Channel](#). 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. Development Department: written report presented by Stephanie Stollsteimer.....4
  - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Andrew Logan and Fred Logan
    - a) History of relationship with Olathe Public Library
    - b) Multi-year Contracts and Agreements
  - B. County Librarian Report – Tricia Suellentrop, County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Dave Vratny, Finance Director.....6
      - b) Core statistics, Adam Wathen, Associate Director for Branch Services.....12
        - i. Volunteer Trends, Amber BourekSlater, Volunteer Services Coordinator...15
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
      - a) Merriam Plaza Library.....20
      - b) Capital Projects: Timeline Summary.....25
    - 3. Updates – Tricia Suellentrop, County Librarian
      - a) Leadership in Action (LIA) Award Winners, Tricia Suellentrop, County Librarian.....28
      - b) Johnson County Library Branding Update, Elissa Andre.....31
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the December 8, 2022 Regular Library Board meeting.....32
    - 2. 2023 renewals of Memorandum of Understanding (MOUs).....40
      - a. Overland Park Community Garden
    - 3. 2023 SirsiDynix contract renewal.....43

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November 2022 were handled in accordance with library and County policy.
- b) The November 2022 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.....55

VI. Old Business

- A. Action Item: Adoption of the Bi-annual Review of the Collection Development Policy, Lacie Griffin, Collection Development Manager.....56
- B. Action Item: Consideration of the Interlocal Agreement between the Johnson County Library and the City of Olathe, Ben Sunds, Associated Director of Customer Experience.....57
- C. Action Item: Consider temporary closure of Oak Park, Scott Sime, Project Coordinator.....63

VII. New Business

- A. Action Item: Consideration of approving Edgerton Facility Use and Maintenance Agreement, Jen Mahnken, Associate Director for System Services.....64
- B. Action Item: Consideration of approval for one time use of funds for Capital Replacement Project at Edgerton, Jen Mahnken, Associate Director for System Services.....69
- C. Action Item: Consider temporary closure of Central Resource Library, Scott Sime, Project Coordinator.....73
- D. Informational Item (no action): 2024-2028 Capital Improvement Plan (CIP) Submission, Dave Vratny, Finance Director.....74

VIII. Adjournment



**January 2023: Monthly Report**  
of the  
Friends of Johnson County Library  
to the  
Board of Directors of Johnson County Library

Thank you for this opportunity to highlight recent news and accomplishments on behalf of the Friends of Johnson County Library.

**- A New Year Begins**

We are utilizing the start of 2023 as a launchpad. At the time of this writing, two strategic planning sessions are scheduled for January with our board and staff leadership. Thoughtful consideration led us to select Deb Zila and Mike Seitz of BOARDynamics as facilitators and partners in this process.

I am so proud of our remarkable accomplishments in 2022 and look forward to even better things in the months ahead.

**- Sorting and Sales**

Our sort-to-sell book sale model has proven successful and will continue indefinitely. In 2022, we held 29 book sales with nearly 2,700 completed transactions. 51 Library supporters joined or renewed their Friends membership because they came to a sale.

This year, we will present corporate sponsorships for these fresh and exciting community events. We will also relaunch our search for a larger facility that is better suited to meet the community's demand for gently-used books at bargain prices. It is equally important to us that we have space to scale so we can continue to support the Library service line of accepting donations at all locations as the County's population continues to grow.

Respectfully submitted,

Shanta Dickerson  
Director of Operations

**To:** Library Board of Directors  
**From:** Stephanie Stollsteimer  
**Date:** January 12, 2023  
**Re:** Johnson County Library Foundation update

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**Good Afternoon!**

**Annual Appeal 2022**

- The Annual Appeal has wrapped up the theme was “Magic is in a Book! Your Gift Makes the Magic” and it seems to have been a good one!
- The initial mailing went in November and we’ve followed up with digital and social media.
- We have received gifts of all sizes, literally, from \$1 to \$10,000.
- As of December 30, the campaign total was \$47,785 from 140 gifts making it the most financially successful year end appeal to date. (Previous best year 2020: \$45,590)

**Receipt of a Planned Gift**

- The Library was the recipient of a generous planned gift of \$175,000.
- It is an honor to receive these gifts from donors who keep the Library in their final wishes.

**1952 Society Event Coming in April**

- The 1952 Society is the Foundation program that encourages planned giving. It is very special to connect a donor with the Library in this way.
- In 2019 we initiated hosting an annual appreciation event to bring together the most loyal library lovers. We feature an interesting guest speaker and provide lovely hospitality including food, drinks, and fun giveaways.
- I’ll mention we have our long-time volunteer and honorary board member, Caroline McKnight, to thank for continuing to bring her expertise and enthusiasm to this program and the event.

**Thank you!**

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**November 2022**  
**92% of Year Lapsed**

**OPERATING FUND**

	<b>Programs</b>	<b>2022 Budget</b>
	Revenue	3,767,639
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	146,101
	Transfer to Capital Projects	3,834,756
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$3,980,857</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>(\$213,218)</u></u></b>

**SPECIAL USE FUND**

	<b>2022 Budget</b>
Revenue:	3,590,820
Expenses:	
Contractual Services (General Maintenance)	107,554
Commodities (Capital Equipment)	40,797
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	3,112,167
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,260,518</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$330,302</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$117,084</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

November 2022  
92% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	38,000,660	38,342,480	99%	99%
Ad Valorem Delinquent	103,018	364,732	28%	28%
Motor Vehicle	3,288,283	3,442,484	96%	105%
Library Generated - Copying/Printing	69,818	104,359	67%	57%
Library Generated - Overdues / Fees	275,483	493,271	56%	39%
Sale of Library Books	50,000	50,000	100%	75%
Misc Other	1,077	18,703	6%	81%
Reimbursement	256,410	630,043	41%	62%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	117,043	54,948	213%	104%
Unencumbered Balance Forward	0	600,000	0%	0%
Transfer from Capital Projects	293,706	0	0%	0%
Recreational Vehicle Tax	21,540	15,169	142%	172%
Commercial Vehicle Tax	61,265	49,843	123%	98%
Heavy Trucks Tax	4,733	5,261	90%	107%
Rental Excise Tax	53,848	43,457	124%	70%
State and Federal Grants	133,322	265,638	50%	64%
<b>TOTAL REVENUE</b>	<b>42,730,206</b>	<b>44,484,029</b>	<b>96%</b>	<b>97%</b>

## Expenses ALL FUNDS with Collection Encumbrance

	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	19,387,169	22,947,472	84%
Contractual Services	4,921,296	6,007,986	82%
Commodities	5,195,174	4,411,766	118%
Risk Management Charges	188,241	251,838	75%
Capital / Maintenance / Repair	3,980,858	4,100,494	97%
Transfer to Capital Projects	3,112,167	3,590,820	87%
Grants	133,691	265,638	50%
Interfund Transfer	2,908,015	2,908,015	100%
<b>TOTAL EXPENDITURES</b>	<b>39,826,610</b>	<b>44,484,029</b>	<b>90%</b>

Revenue - Expenses as of November 30, 2022 **2,903,595**

RESERVES ALL FUNDS	As of 12/31/21
Reserves Operating Fund	14,286,867
Reserves Special Use Fund	1,840,991
<b>Total JCL Reserves</b>	<b>16,127,858</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**November 2022**  
**92% Year Lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2022 Year to Date</b>	<b>2022 Budget</b>	<b>% Program Expended</b>
Administrative Services	3,668,341	4,363,169	84%
Information Technology	2,959,158	3,845,401	77%
Collection Development	3,433,117	3,946,140	87%
Branch/Systemwide Services	17,356,930	21,274,373	82%
Risk Management Charges	188,241	251,838	75%
Grants *	133,691	265,638	50%
Transfer to Capital Projects	3,707,330	3,707,330	100%
Interfund Transfer	2,866,474	2,908,015	99%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>34,313,283</b>	<b>40,561,904</b>	<b>85%</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)	40,797	204,305	20%
Commodities (Capital Equipment)	107,554	127,000	85%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,112,167	3,590,820	87%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>3,260,518</b>	<b>3,922,125</b>	<b>83%</b>
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<b>TOTAL EXPENDITURES</b>	<b>37,573,801</b>	<b>44,484,029</b>	<b>84%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**November 2022**  
**92% 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	19,387,169	22,947,472	84%
Contractual Services	4,342,764	6,007,986	72%
Commodities	3,520,896	4,411,766	80%
Risk Management Charges	188,241	251,838	75%
Capital / Maintenance / Repair	3,853,432	4,100,494	94%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	3,112,167	3,590,820	87%
Grants	133,691	265,638	50%
Interfund Transfer	3,035,441	2,908,015	104%
<b>TOTAL EXPENDITURES</b>	<b>37,573,801</b>	<b>44,484,029</b>	<b>84%</b>

GRANTS*						
	Expenditures through 11/30/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
285000089	2022-State Aid	State	3/17/2022	\$133,321.69	\$133,321.69	\$0.00

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

Expenditure of Friends of the JCL Donations 2022

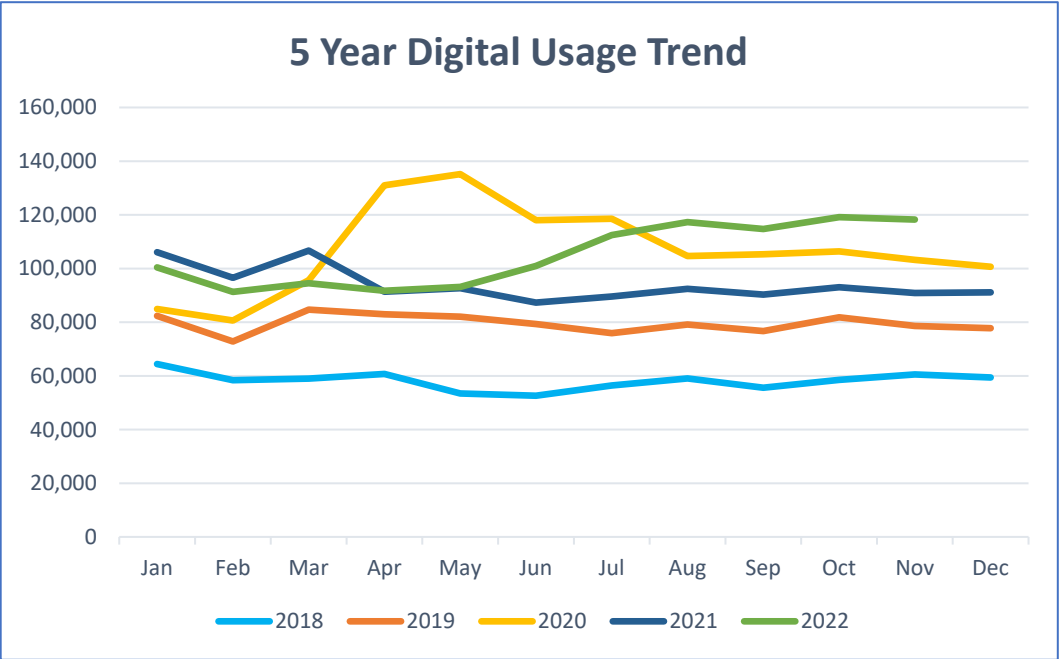
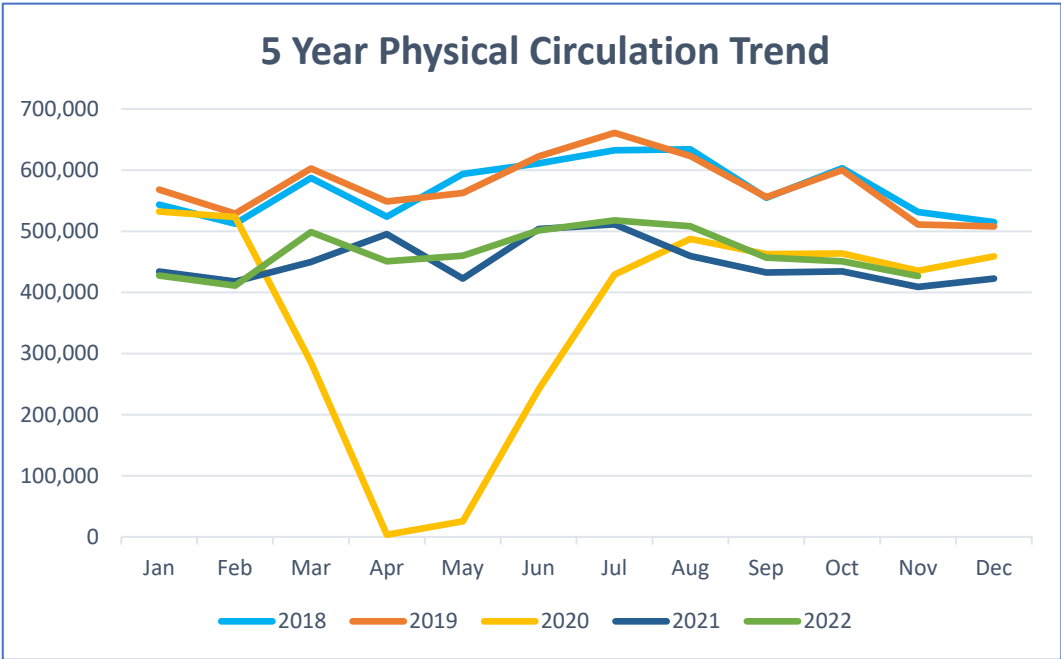
<i>Expenditure Details</i>	<i>November</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	2,406.86
Board Retreat Expenses	0.00	428.11
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 2,834.97</b>

# Monthly Statistical Report

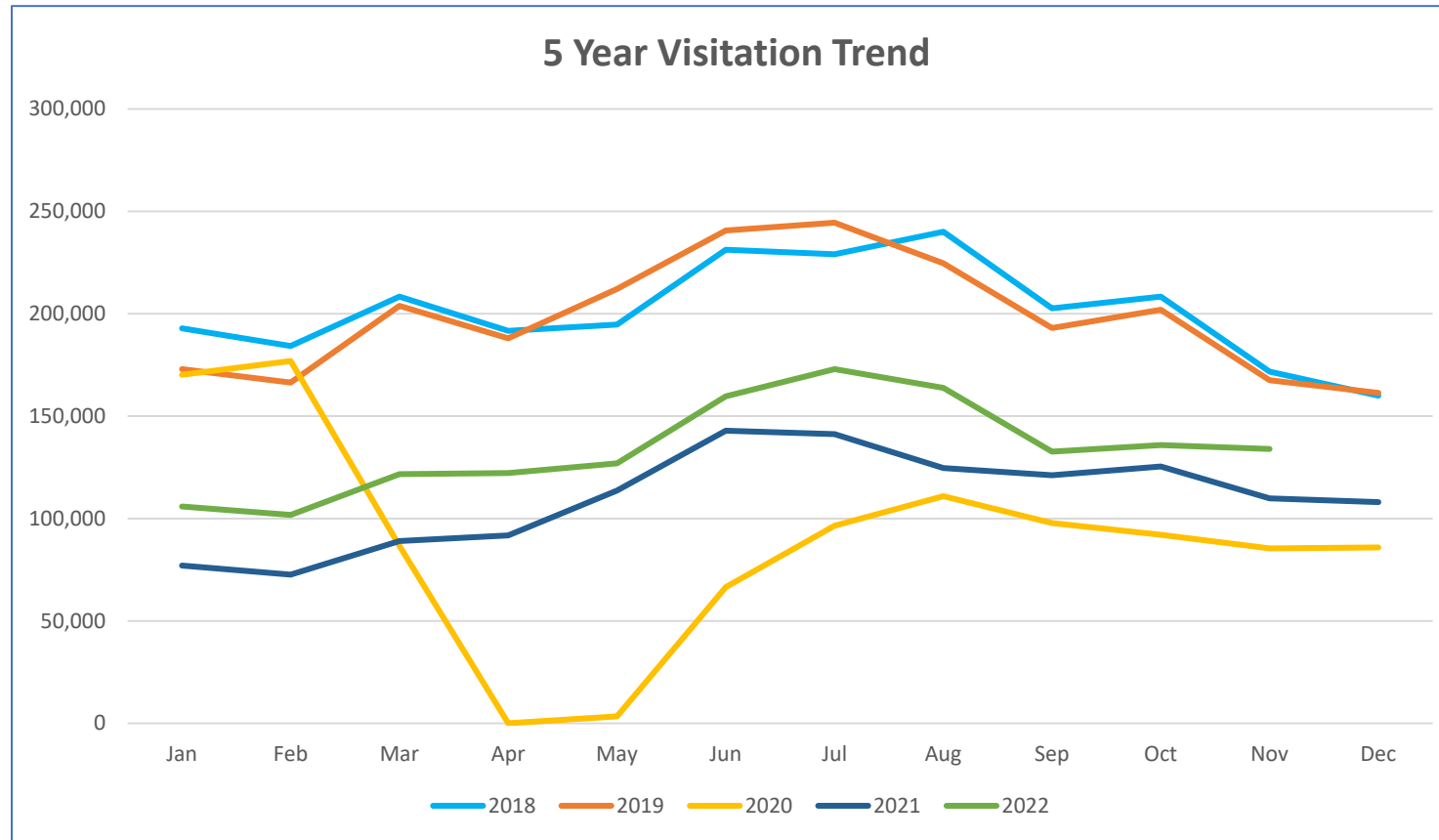
January 2023



# Monthly Statistics



# Monthly Statistics



# 2022 Volunteer Statistics



# Who are our volunteers?



- A **50/50** split between library and Friends
- **78%** female
- **57%** are ages 14-25  
**20%** ages 66+
- **49%** started serving in 2022





# Volunteer Engagement

## New or returning opportunities

- Friends of the Library Pop-up Sales & Puzzle Testing
- Genealogy
- In-person English Language Learner & Citizenship Classes
- Interlibrary Loan
- Summer Teen Volunteer Program
- Website Testing Volunteers
- Writers Conference



**790 Volunteers**  
**34,198 hours of service**

\*2022 statistics

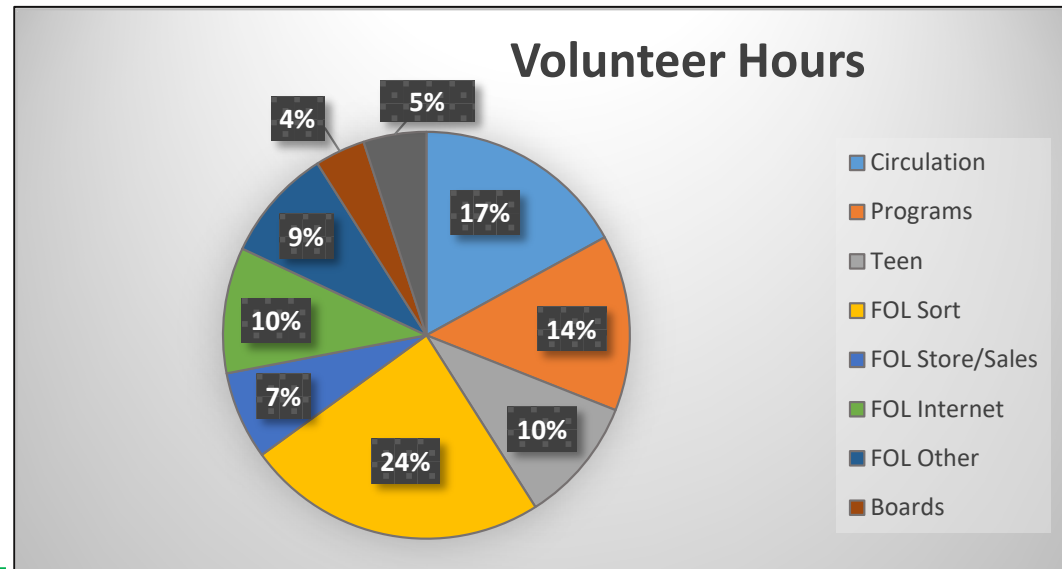


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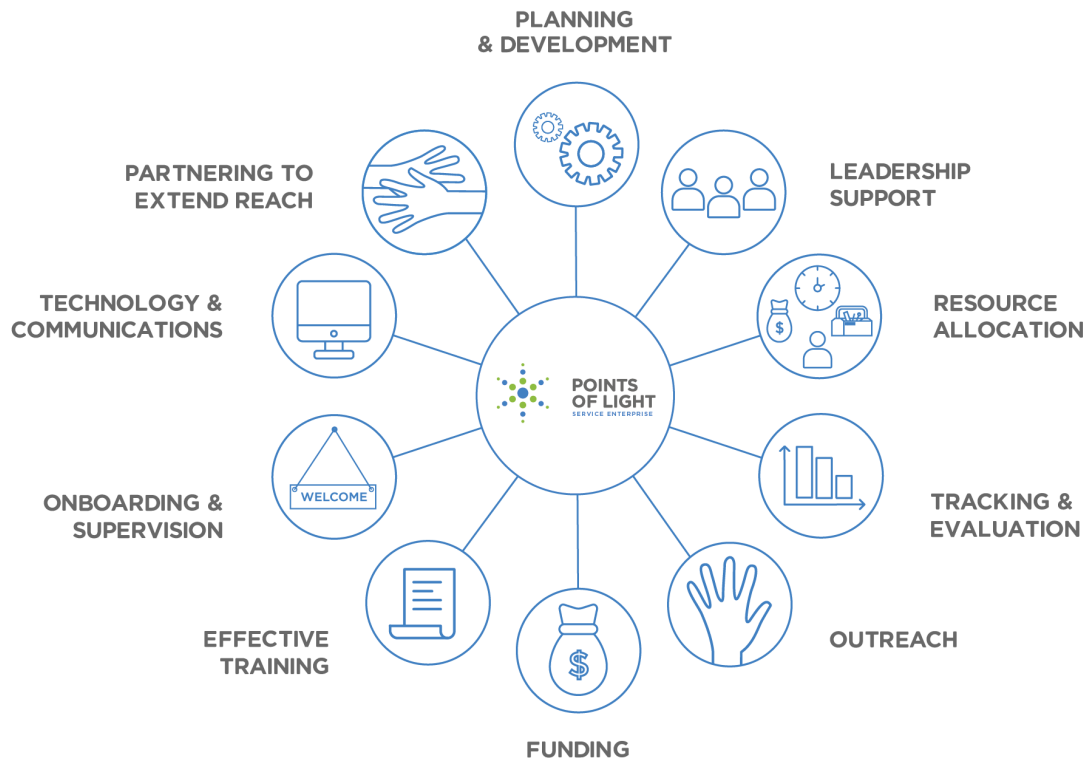
# Volunteer Impact

- Return on Volunteer Investment
  - \$1 invested = \$6.68 back
  - Provided the equivalent of 16.44 FTE in service



# Achievement

## Certified Service Enterprise



**POINTS  
OF LIGHT**

**alive**™

ASSOCIATION OF LEADERS IN VOLUNTEER ENGAGEMENT



# Merriam Plaza Library

Update – January 2023



# Updates

- Construction update
- Next steps
- Timeline



# Construction update

- Sitework continues



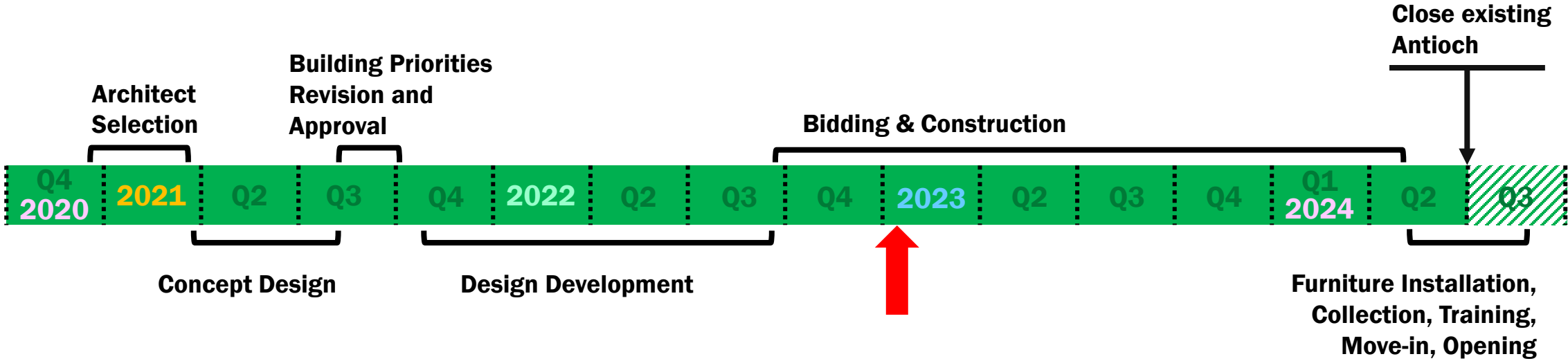
# Next Steps

- Sitework continues
- Construction fence imagery to be installed



# Merriam Plaza Library:

## Anticipated Project Timeline



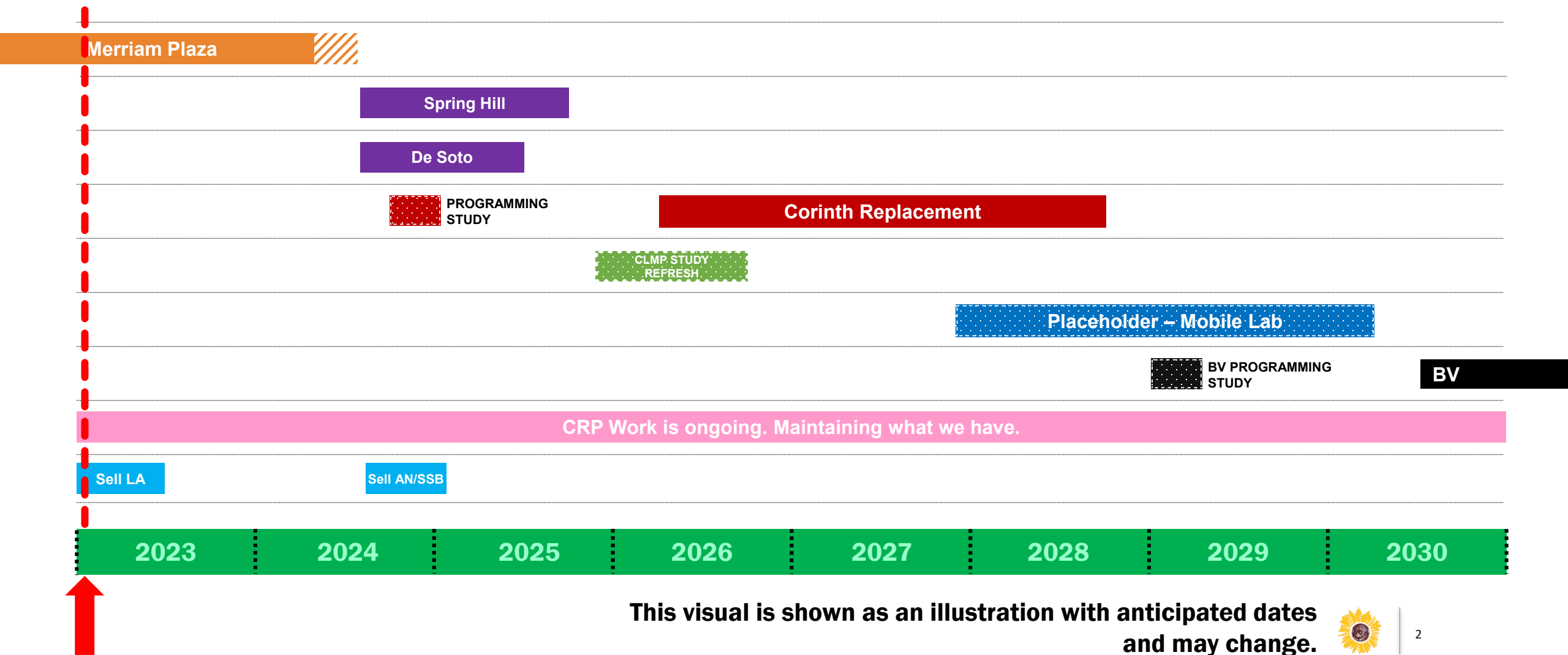


# Capital Projects: Timeline Summary

January 2023



# Capital Improvement Projects: Anticipated Timeline

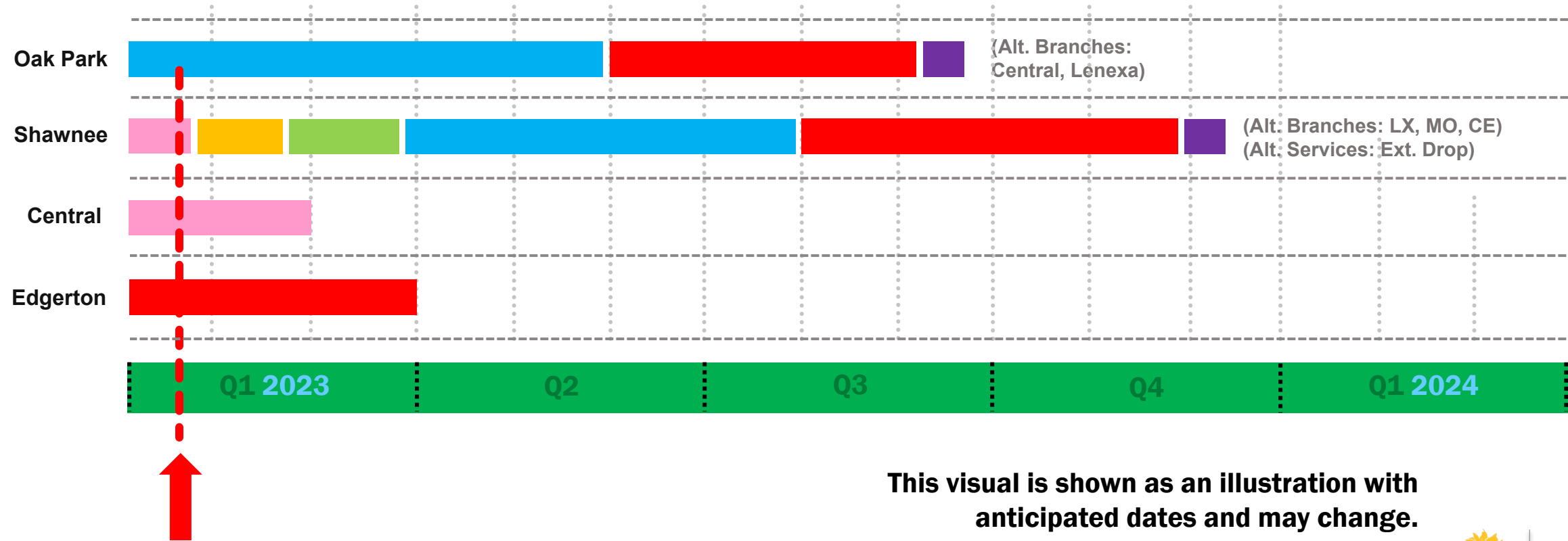


This visual is shown as an illustration with anticipated dates and may change.



# 2023 CRP Anticipated Timeline (Staggered Closures)

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product/Material Submittals
- Construction / Building Closure
- Substantial Completion / Move-in / Punch List Completion



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



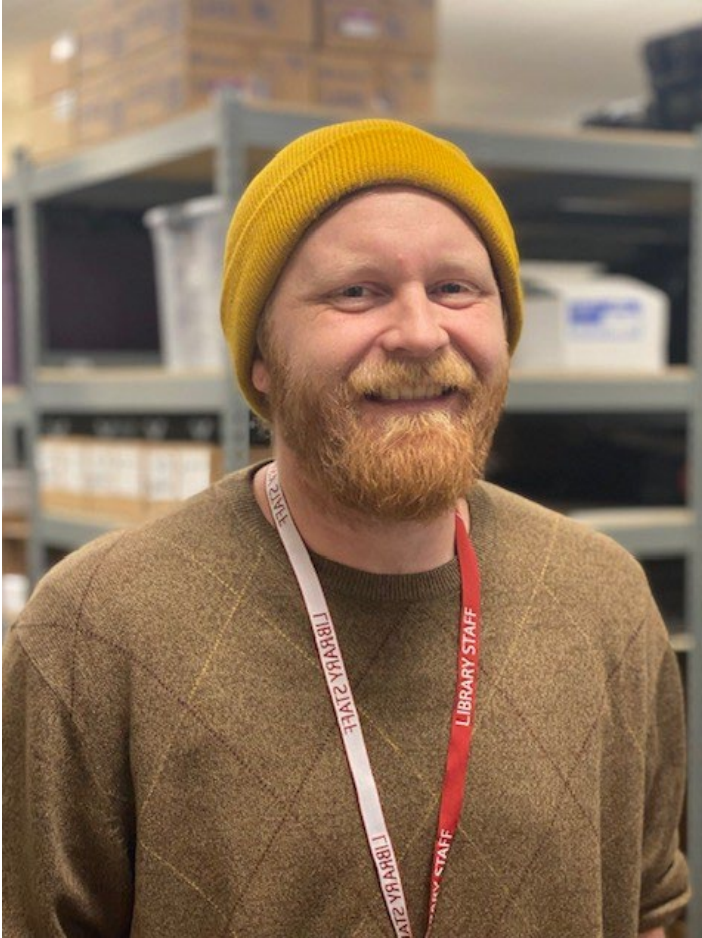
# Leadership in Action 2022

January 2023



# Josh Adkins

*Warehouse Coordinator*

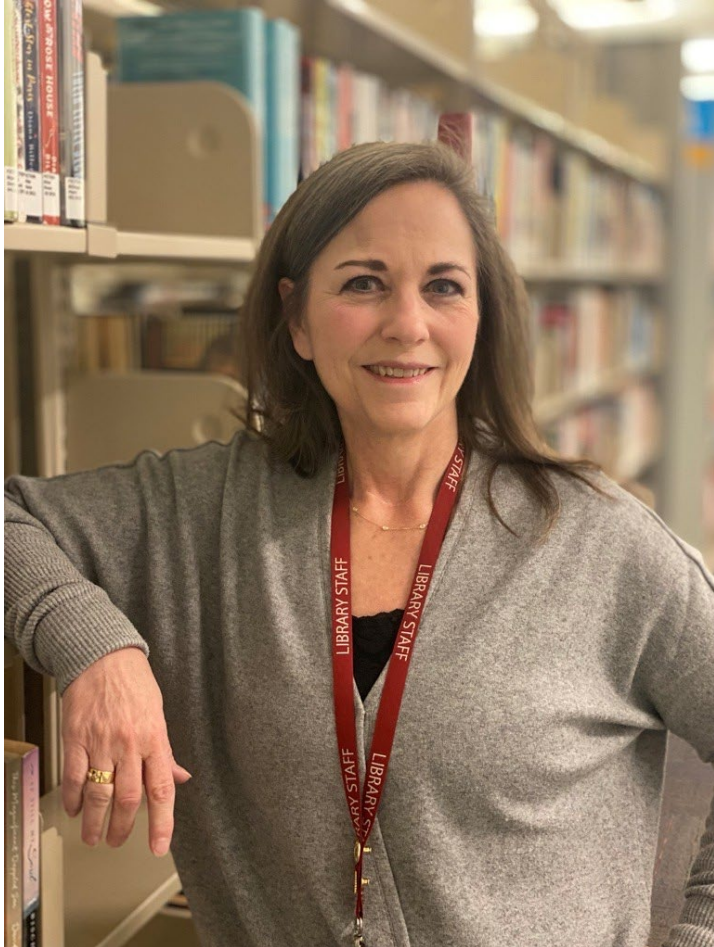


- Played a key role in transitioning staff back to Central Resource Library.
- Saved significant costs by repurposing inventory.
- Organized Library's new warehouse space.
- Created systems for resourcing and working with Library departments.
- Streamlined centralized ordering processes and creating inventory tracking systems.
- Oversaw management and distribution of COVID-19 testing and mitigation supplies.



# Lisa Jordan

*Assistant Branch Manager (Oak Park)*



- Completed project management training and, on a tight timeline, led a team to develop a process for staff merit.
- Produced a merit pilot program complete with processes and training.
- Served on an internal team studying organizational structure, coordination and collaboration within Library departments.
- Co-authored a presentation about the team's experiences which was a highlight at the American Library Association and Kansas Library Association conferences, and now sought after by other Library groups.



**2013 - Current**



**Updated 2023**  
(current buildings signage)



# **MINUTES JOHNSON COUNTY LIBRARY BOARD**

## **REGULAR MEETING**

December 8, 2022  
at Central Resource Library  
4:00 p.m.

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

**ABSENT:** Ali Seeling

**BOARD ATTORNEY:** Fred and Andrew Logan

**BOCC:** Commissioner Hanzlick and Chairman Eilert.

**STAFF:** (All JCL, FAC staff) Tricia Suellentrop, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Stephanie Stollsteimer, Laura Hunt, Elissa Andre, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, Ashley Fick, Karen Wickwire, Megan Knell, Kinsley Riggs, and Sarah Johnston-Zaman.

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.

Bethany Griffith shared her excitement about the Merriam Plaza Library Groundbreaking and thanked staff for their participation with that event.

### **DEVELOPMENT DEPARTMENT**

#### **FRIENDS OF THE LIBRARY:**

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

Ms. Stollsteimer highlighted accomplishments in 2022, including taking over the sort-sell center in Lenexa, increasing pop-up sales, expanded donation acceptance, and updating their strategic plan.

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.

### **JOHNSON COUNTY LIBRARY FOUNDATION:**

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

Ms. Stollsteimer shared that the Annual Appeal is going well with the "Magic is in a Book" theme that your gift makes the magic possible. She also shared that the foundation has received a \$10,000 grant from the Royals Charities, which will help to provide an interactive unit for the 6 by 6 area at the Merriam Plaza Branch. Planning has started for Library Lets Loose, which will be September 23, 2023, at Central Resource Library.



Lastly, Ms. Stollsteimer announced that she will be retiring at the end of January and that the position is posted for a new Development and Foundation Director.

Board Chair Sims thanked Ms. Stollsteimer for her service to the library.

### **COUNTY COMMISSIONER REPORT:**

Commissioner Hanzlick is unable to attend this meeting.

### **BOARD COUNSEL REPORT**

Fred Logan, Board co-counsel, reported on Intellectual Freedom and Challenges to the Collection.

Mr. Logan shared that Johnson County Library probably has the finest foundation for intellectual freedom of any library in the country. Intellectual freedom has been a bedrock principle since the library statute was negotiated in 1983 and then passed in 1984. Mr. Logan described that he would review the statutory basis, the library's regulations, and the collection development policy.

The statutory basis for this is in KSA 12-1225 (c), one of the powers of the Library Board is "to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service." Then in KSA 12-1225b, the powers of the Johnson County Library Board are described as all the powers listed in the previous statute with a caution that any action taken by the Library Board and county librarian shall be subject to certain provisions as established by the Board of County Commissioners, with an explicit exception for the acquisition of library books and materials. Mr. Logan explained that the Board of County Commissioners purchasing policy and any of their policies do not apply as this is strictly a library function by way of statute.

Mr. Logan went on to explain that in the library administrative regulation manual, specifically ARM 30-10-10, the Library Board of Directors establishes a collections policy statement that establishes the broad policy with respect to collections and how they're developed. A part of that policy is the library Bill of Rights, Freedom to View, and Freedom to Read, all of which are strong documents in favor of intellectual freedom and choice in library materials.

Next Mr. Logan explained that the board sets these broad policies and then library staff develops the collection development policy, about a 61-page document. The county librarian and designated staff are responsible for specific selections pursuant to a written policy. The Library Board does not make selections. The policies are all designed to ensure intellectual freedom and to ultimately ensure that librarians are making choices on library materials. This has been in effect since January 1, 1985.

Mr. Logan shared that there is a process for a patron to question a book or an item that is in the collection and a process for staff to respond.

### **COUNTY LIBRARIAN REPORT**

#### **Finance Report**

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

At the end of October, we were 83% through the 2022 year, with a little over \$42.7 million, a little over 96% of projected revenues. Mr. Vratny explained that this is tracking with where we have been historically at this point in time. Obligated expenses show at about \$37.6 million, 84.5% of our budget encumbered. Taking the actual collections encumbrances out of the equation, it takes us to about 78.6% encumbered, which is where we would expect to be at this time.

### **Statistics**

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

Mr. Wathen reviewed the monthly statistical report based on five years, physical circulation trend is pacing almost directly on top of 2021 and our digital usage trend is continuing to climb above previous years. Visitation is trending better than the previous two years, but still has not reached 2019 levels.

### **COMPREHENSIVE LIBRARY MASTER PLAN**

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

### **Merriam Plaza Project**

Mr. Sime reported the status of the Merriam Plaza Library Project. Titan, the Construction Manager, has been given the notice to proceed and permits are being approved. Site fence is being constructed and the design for this fencing will also help advertise the building. Site work and grading is beginning to prepare for the foundation work. The library is continuing to build a relationship with Merriam City staff throughout this process.

### **Overall Timeline**

The Capital Replacement Plan (CRP) 2022 timeline are included in the December Board Report.

Mr. Sime explained that the Capital Project timeline is being revised to align with the revised priorities that the Board determined at the Board Retreat. Staff is hopeful to have that revised timeline ready to share next month.

Mr. Sime addressed the CRP anticipated timeline of projects. Gardner work is wrapping up and that library is planning to open back up Friday, December 16<sup>th</sup> as planned. Central west wall work has been added and we are currently in phase one of exploratory work and coordinating phase two, which will be more invasive and possibly disruptive. Our facilities partners are scheduling this work to have minimal impact to patrons and staff. Mr. Sime reviewed the future work at Oak Park, including upgrades to HVAC and electrical equipment, rest room remodel, some paving and entrance enhancements, ADA improvements and security and building automation improvements.

Mr. Sime shared that the City of Edgerton has finished the roof replacement work at Edgerton, and it has opened on Monday, November 21, as scheduled. Next, the City will be performing exterior brick work repair, and there is no need to close the building for that. Lastly, the Shawnee work includes upgrades to HVAC and electrical equipment, window replacement, ADA improvements, shelving, and furniture replacement, and installing new exterior building signage is still projected for 2023.

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

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

### **Elections Update**

Ashley Fick, Reference Librarian, reported on General Election Update, this information is included in the December Board Report.

Ms. Fick shared that we serviced 25,000 voters at Johnson County Library locations. Staff helped voters by looking up sample ballots for them, directing them to their polling places, providing resources for voter research and education. The civic engagement team put together a resource guide for voters that is on the library's home page. This resource guide includes important dates, advanced voting locations, resources for high quality non-partisan voter research, including resources on issues that might confound some voters, such as judicial retention or ballot amendments. All our branches also displayed flyers from the Elections Office, voter registration forms, advanced vote forms, and important dates. The library provides free prints for any voter doing voting research.

In 2023, the library will have its ninth annual legislative coffee series with the League of Women Voters of Johnson County. We invite every Kansas State representative and senator with constituents in Johnson County to participate and this is an opportunity for the community to connect with them, ask their questions, and we serve coffee and donuts.

Board Chair Sims asked if we saw an uptick in library cards around the election.

Ms. Fick explained that there is a small uptick that staff notice.

County Librarian Suellentrop shared that we also have lots of anecdotes of people coming back to the library or coming into a branch for the first-time during elections too.

### **List of Major Vendors**

Ms. Tricia Suellentrop, County Librarian, reported on the list of Vendors, as requested by a board member at the retreat, this information is included in the December Board Report.

County Librarian Suellentrop welcomed our new employees attending the meeting tonight.

Ms. Suellentrop then introduced the new Deputy County Librarian, Kinsley Riggs. Ms. Riggs has been with the library for 14 years, as a Branch Manager and Adult Services Manager. In her most recent role of Adult Services Manager, she has encompassed programming, outreach, information services, and really collaborating with all kinds of different departments within the library, as well as county departments and other community organizations. Ms. Suellentrop shared a little bit about the interview process for this position. The library accepted applications, narrowed that pool down, and engaged its leadership cohort to hold phone interviews. Ms. Suellentrop said that she asked the group to bring back three very qualified candidates. Then we had in-person interviews where we had a virtual staff meet and greet, a manager presentation, and a proper question and answer interview.

## **CONSENT AGENDA**

### **I. Consent Agenda**

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

1. Minutes of the October 19, 2022, Library Board Retreat meeting
2. Minutes of the November 10, 2022, Regular Library Board meeting; amended to show that Board Member Mendoza was absent.
3. 2023 renewals of Memoranda of Understanding (MOUs)

- a) AARP, The Arts Asylum, Catholic Charities, City of Overland Park Walk and Read, Department of Corrections, DeSoto Parents as Teachers, Elections, Growing Futures Early Education Center, InterUrban ArtHouse, Johnson County Community College Adult Education, Johnson County Department of Technology & Innovation – Automated Information Mapping System (“DTI-AIMS”), Johnson County Library Foundation, Kansas City Artists Coalition
- 4. 2023 renewal of agreement for legal services with Logan, Logan & Watson.
- 5. 2023 Bibliotheca contract renewal.

**B. Information Items**

**1. Financial and Personnel**

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for October 2022 were handled in accordance with library and County policy.
- b) The October 2022 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. Templin moved to approve the consent agenda, with the Minutes from November 10<sup>th</sup> being amended to show Mr. Mendoza as absent.

**Second:** Ms. Kilgore seconded this motion, with the amendment.

**Motion was approved unanimously**

**II. Old Business**

None

**III. New Business**

**A. Information Item: Bi-annual Review of the Collection Development Policy,**

Lacie Griffin, Collection Development Manager, introduced the briefing sheet that included the December Board Report and reviewed that this is a bi-annual review and there has been no changes proposed during this review. The Collection Development Policy will come to the board in January for action.

**B. Information Item: Review Interlocal Agreement between the Johnson County Library and the City of Olathe**

Ben Sunds, Associated Director of Customer Experience, introduced the briefing sheet that is included the December Board Report and updated that termination of agreement would be 180 days, not 30 days as previously stated. City of Olathe approved this agreement December 6th. Additional cost breakdown will be forth coming with a Service Level Agreement.

Ms. Templin asked if there is a fundamental difference of opinion with the collection development policy as to how that would be handled.

Mr. Logan said that the library is in no way bound to any action that the City of Olathe would take on its collection. Johnson County Library staff would maintain complete control of our collection.

Ms. Suellentrop explained that there may be some items that we have purchased that Olathe would not have purchased and vice versa, but we have not had something that they would not allow or vice versa.

C. Action Item: Consideration of renewal of MOU with the Friends of the Library

Stephanie Stollsteimer, Development and Foundation Director, introduced the briefing sheet that is included the December Board Report.

**Motion:** Ms. Kilgore moved that the Johnson County Library Board of Directors approve the Friends of Johnson County Library Memorandum of Understanding for the year 2023.

**Second:** Mr. Mendoza seconded this motion.

**Motion was approved unanimously**

D. Action Item: Consideration of closure of Central Resource Library for Library Lets Loose; September 23, 2023.

Stephanie Stollsteimer, Development and Foundation Director, introduced the briefing sheet that is included the December Board Report.

**Motion:** Ms. Kilgore moved that the Library Board approve the closing of the Central Resource Library on September 23, 2023.

**Second:** Mr. Riley seconded this motion.

**Motion was approved unanimously**

E. Action Item: Approval of Administrative Regulation (ARM) 20-10-11 Holiday Closures

Jennifer Mahnken, Associate Director for System Wide Services, introduced this topic and reviewed the briefing sheet, as included in the December Board Report.

**Motion:** Mr. Mendoza moved to approve the changes to ARM 20-10-11: Holiday Closings.

**Second:** Mr. Riley seconded this motion.

**Motion was approved unanimously**

F. Action Item: Adopt Administrative Regulation Manual - Disposal and Transfer of Library Real Property

Dave Vratny, Finance Director, introduced this topic and reviewed the briefing sheet, as included in the December Board Report.

Mr. Logan shared that this policy tracks closely with the Board of County Commissioners policy for disposal of county property.

Ms. Griffith asked about the limitations of how we can dispose of property.

Mr. Logan explained that this policy includes multiple methods, ultimately staff will come back to the Board with a recommendation.

Mr. Sims asked about the status on the Lackman sale.

Ms. Suellentrop shared that we have received an appraisal and staff is currently working on what next step needs to happen to post for sale. Staff will bring back a recommendation in early 2023.

Mr. Vratny clarified that this policy is a first step in the process, along with the appraisal.

Mr. Logan shared that the library had sold property in 2000, but that there has not been a policy in place.

**Motion:** Ms. Kilgore moved to approve the proposed administrative regulation for the Disposal and Transfer of Library Real Property.

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

**Motion was approved unanimously**

G. Action Item: Consideration of renewal of MOU with the American Public Square

Tricia Suellentrop, County Librarian, introduced this topic and reviewed the briefing sheet, as included in the December Board Report. Identifying that the main change is adding an additional program and updating the cost.

Ms. Templin asked what the driver is for the breakdown of payment.

Mr. Wathen explained that we are covering a portion of programs.

Ms. Fick shared that the library previously spent the same amount, \$2,500[?], but codified this amount so that it can be added to the budget and allows for an amount not to be exceeded.

**Motion:** Ms. Templin moved that the Johnson County Library Board of Directors approves the memorandum of understanding between the Johnson County Library and American Public Square for the year 2023.

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

**Motion was approved unanimously**

H. Action Item: Consideration of renewal of MOU with the Johnson County Genealogical Society.

Tricia Suellentrop, County Librarian, introduced this topic and reviewed the briefing sheet, as included in the December Board Report. The main change with this MOU is providing of coffee for this group.

Mr. Mendoza asked if the organization would allow patrons to attend for free or asked there would be a fee.

Ms. Suellentrop shared that they have and will continue to be open to any patrons at no cost.

Mr. Wathen further explained that the library sets up MOUs so that the Library can subsidize programming like this so that it is free. This allows us to expand access to this content.

**Motion:** Mr. Mendoza moved that the Johnson County Library Board of Directors approves the Johnson County Genealogical Society & Johnson County Library memorandum of understanding for the year 2023.

**Second:** Mr. Riley seconded this motion.

**Motion was approved unanimously**

## ADJOURNMENT

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

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

**Motion approved unanimously.**

Meeting adjourned at 4:51 p.m.

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

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

SIGNED \_\_\_\_\_  
Tricia Suellentrop, County Librarian

## Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** January 12, 2022  
**Re:** **Annual renewal of Memoranda of Understanding (MOUs)**

---

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

**Background:**

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

**Analysis:**

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes to the intent have been made to the following MOUs renewing for 2023:

- Overland Park Community Garden

**Alternatives:**

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

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



## **ADDENDUM JO LAND USE AGREEMENT TO CREATE A COMMUNITY GARDEN**

THIS ADDENDUM (the Addendum) is made this \_\_\_ day of \_\_\_\_\_ 2022, to the Land Use Agreement dated December 10, 2015, by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG). Pursuant to the Land Use Agreement, which runs to **December 31, 2023**, and may be renewed thereafter, OPCG has developed a community gardening project at the Oak Park branch facility at 9500 Blue Jacket, Overland Park, Kansas (the community gardening project site is referred to herein as "the Site"). This Addendum authorizes OPCG to establish a "Giving Grove" on land designated by the property owner adjacent to the Site.

The parties agree that a new subsection A is added to section 1 of the Land Use Agreement to read as follows:

1. A. OPCG, acting in partnership with the Overland Park Parks Department, is authorized at its expense to establish a "Giving Grove" on land designated by the property owner adjacent to the Site.

(i) The Giving Grove will consist of edible tree gardens developed by OPCG on the designated land adjacent to the Site. Edible tree gardening is a sustainable food production and land management system based on planting fruit and nut trees, berry-producing bushes and shrubs, and perennial herbs and vegetables.

(ii) OPCG, acting in partnership with the Overland Park Parks Department, will be responsible for removing the scrub tree and stump on the designated land adjacent to the Site, purchasing the trees and shrubs that comprise the Giving Grove, installing a water hydrant or hydrants in the Giving Grove, providing water during the time when the Giving Grove's hydrants are turned off, paying for the water used in the Giving Grove, and paying for the mulch used in the Giving Grove.

(iii) OPCG will also be responsible for finding and managing caretakers for the Giving Grove, overseeing the Giving Grove, and for coordinating with the Overland Park Parks Department for the harvesting and distribution of Giving Grove produce.

(iv) The property owner will be responsible only for designating the land adjacent to the Site upon which the Giving Grove will be developed. The parties agree that the property owner will be the sole owner of the land on which the Giving Grove is developed and will become the owner of all trees, bushes shrubs, and plants planted in the Giving Grove. The parties agree, however, that during the term of the Land Use Agreement, and any renewal term, OPCG shall have the produce harvested from the Giving Grove, for use and distribution in accordance with OPCG's charitable purposes. The property owner agrees to consider working with OPCG on programming involving the Giving Grove.

The parties otherwise reaffirm each and every provision of the Land Use Agreement dated December 10, 2015.

**IN WITNESS WHEREOF**, the parties hereto have executed this Land Use Agreement the day and year first above written.

BOARD OF DIRECTORS OF THE JOHNSON  
LIBRARY

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David Sims  
Library Board Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

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Bev Jaderborg, President,

## BRIEFING SHEET

**To:** Johnson County Library Board of Directors  
**From:** Patricia Suellentrop, County Librarian  
**Date:** January 12, 2023  
**Re:** SirsiDynix Software Maintenance Renewal

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**Issue:** Annual renewal of the software maintenance agreement with SirsiDynix in an amount not to exceed \$261,945.39.

**Background:** SirsiDynix provides the Library's Integrated Library System (ILS) software - the core service that enables many day-to-day functions in the Library. The ILS maintains records for all items in the collection, all patron cardholders, and all account activity performed. Patrons interact with the ILS whenever they use the web catalog, self-check machines, and automated sorters. Staff interact with the system through the Workflows client application provided with the software to manage the entire lifecycle of an item in the collection.

**Analysis:** The overall increase for this year's renewal is the same as previous years – 3.9%. SirsiDynix has seen cost increases in 2022 due to inflation and increasing technology costs. To preserve a 3.9% yearly rate of increase, SirsiDynix has provided the opportunity of a five-year contract for 2023 to 2027 that locks in the 3.9% increase for all SirsiDynix products and services (though excludes any third-party services such as Enriched Content). The Library information technology and materials handling professionals feel confident in confirming our relationship with SirsiDynix for the coming five years. Olathe Library management has also been consulted and is in agreement. Though this agreement was not in place in 2022, SirsiDynix has also held the cost of the 2023 renewal at 3.9%.

This contract also includes the addition of a new service - BLUEcloud Analytics at the cost of \$13,776 for year one. This new service will increase access to data and reporting for several roles within the organization and decrease reliance on library programmers to create custom reports to enhance patron access to materials.

The SirsiDynix annual renewal includes several services:

- Symphony – maintenance cost for the core software
- Enriched Content – Basic Subscription and Enriched Content-Elements Subscription - book jackets and descriptions of materials that display to patrons in the web catalog. Without enriched content, the catalog would not include images or helpful descriptions including tables of contents, character lists, summaries, etc.
- Oracle renewal – maintenance cost for the software running the underlying database
- SIP/SIP2 license – maintenance fee for external systems to securely access the database such as the self-check machines, sorters, and online databases (allowing patron access to subscription resources from home and office).
- API (Application Program Interface) – allows Library IT support to create custom reports and database updates.
- Data Control – a browser-based tool supporting direct access to ILS data.
- Support for connected services like PatronPoint (to send communications to Library patrons).
- Platinum service – this support level allows savings on other services which would be billed separately including:
  - better pricing for custom services like adding new or temporary library locations,
  - support for after-hours upgrades (that decrease impact on patrons),
  - 20 hours of consulting service for special projects,
  - higher level support and quicker access to dedicated support professionals

## **Library**

- regular meetings with Sirsi experts to support Collections and Materials Handling initiatives, and
- regular updates of cataloging metadata to meet cataloging standards.

Added to SirsiDynix services in 2023:

- BLUEcloud Analytics – Ability for non-technical employees to create reports using any combination of the data — from catalog items to locations and users

Olathe Library is billed for their portion of this renewal through the Interlocal Agreement.

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

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

**Attachment(s):** 2023 SirsiDynix Quote 114243



SirsiDynix Technology Center  
3300 N. Ashton Boulevard,  
Suite 500  
Lehi, UT 84043  
Phone: 800-288-8020

## QUOTE

Quote 114243 for:

### *Johnson County Library*

5 - Year Long Term Agreement - BC Analytics

Quote valid until:  
Prepared by:

March 14, 2023  
Linda Bone,  
Inside Account Manager

This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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# Purchase Details

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Year 1	Estimated Year 2	Estimated Year 3	Estimated Year 4	Estimated Year 5
SirsiDynix Products	15,420	12,820	13,320	13,840	14,380
SirsiDynix Services	1,800	-	-	-	-
<b>Discount</b>	<b>(3,444)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Active Products Total	245,085.39	254,643.72	264,574.83	274,893.25	285,614.09
<b>Total</b>	<b>261,945.39</b>	<b>270,973.72</b>	<b>281,864.83</b>	<b>293,203.25</b>	<b>305,004.09</b>

## Active Products

Quantity	Total Price	Component	Note
1.00	0.00	3M Self Check Interface	
1.00	0.00	4 Port TalkToMe System	
1.00	0.00	9XX Order Interface (Acq.)	
1.00	0.00	Acquisitions and Fund Acctng	
1.00	0.00	Authority Control	
1.00	0.00	Backup Circulation	
1.00	0.00	Bibliographic and Inv. Control	
1.00	0.00	Circulation Control	
1.00	0.00	EDI Electronic Ordering	
5,100.00	31,716.51	Enriched Content Basic Public Subscription (Per 1000 Circ)	
5,106.00	3,576.84	Enriched Content Video and Music Profiles Single Element Subscription for Public Libraries	
1.00	0.00	iBistro/iLink Suite	
1.00	0.00	Information Gateway	

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1.00	0.00	Inventory Control	
1.00	0.00	MARC Import/Export Utilities	
1.00	0.00	Migration Included	
1.00	16,091.39	Oracle RDBMS	
1.00	0.00	Outreach Module	
1.00	629.01	Platinum Services Data Services - Authority Update Service, Upgrade to Monthly	
1.00	22,166.62	Platinum Services Package - Premier	
1.00	0.00	Platinum Services - Web Services Gateway for 3rd Party Apps - included with Platinum Premier subscription	
1.00	0.00	Platinum Services - Web Services SDK for Libraries Internal Use - included with Platinum Premier subscription	
1.00	0.00	ReferenceLIBRARIAN	
1.00	0.00	Reporting Module	
1.00	0.00	Serials Control	
1.00	0.00	SirsiDynix Symphony Additional Branch Fee (ea)	
1.00	627.42	SirsiDynix Symphony Additional Branch Fee (ea)	
1.00	0.00	SirsiDynix Symphony Additional Branch Fee (ea), Maintenance	
1.00	2,161.13	SirsiDynix Symphony Data Control, Annual Subscription [Data Control Package]	
1.00	8,835.99	SirsiDynix Symphony Universal SIP2	
1.00	3,327.92	SirsiDynix Web Services Connector for PatronPoint, Annual Subscription	
1.00	0.00	Standard Sirsi System Software	
1.00	155,952.56	Unicorn Migration Package	
1.00	0.00	Unique Management Interface	
1.00	0.00	User Request Module	
1.00	0.00	Webcat WWW Catalog	
450.00	0.00	WorkFlows Staff Clients	

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1.00	0.00	Z39.50 Version 3 Server	
<b>245,085.39</b>		<b>Active Product Total Year 1</b>	

Initial Term: Five (5) Years, commencing on January 1, 2023

Initial Term Annual Price Increase Cap for SirsiDynix Products/Services: 3.9% per year until Term renewal; provided that such cap will not apply to Third Party products (see note below).

The Initial Term and the Initial Term Annual Price Increase Cap set forth above shall apply to Active Products and newly purchased Products/Services.

This Quote and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, K.S.A. 10-1101 et seq., and amendments thereto (the "Cash Basis Law"). SirsiDynix acknowledges and agrees that, by virtue of the Cash Basis Law, the Library is obligated only to pay periodic payments as contemplated herein as may lawfully be made from funds budgeted and appropriated for that purpose during its current budget year (meaning January 1 to December 31) or from funds made available from any lawfully operated revenue producing source. Customer will not utilize any SirsiDynix products or services during any periods for which it has not paid the associated fees.

Customer may terminate this Quote at the end of any term year by delivering 90 days prior written notice of such termination to SirsiDynix.

Customer's usage is subject to limitations that can be found in the Terms and Conditions section at the end of the Quote.

SirsiDynix reserves the right to adjust pricing for Third Party/integrated products/services if a Third Party vendor increases pricing for Third Party/integrated products/services.

Any applicable discount shall be applied on final payment. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Master Agreement, unless such additional terms are statutorily required of the Customer.

This Purchase Details section may not include pre-existing obligations for ongoing Products not listed in the Quote.

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# Detailed Pricing

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Qty	Total Price Year 1
<b>SirsiDynix Products</b>		<b>15,420</b>
BLUEcloud Analytics Platform Pro, Annual Subscription	1	15,420
<b>SirsiDynix Services</b>		<b>1,800</b>
BLUEcloud Analytics Q and A, Distance, Annual Subscription	1	Included
BLUEcloud Analytics SureStart-2, Distance	1	Included
Product Delivery:		
BLUEcloud Analytics Installation	1	900
Project Management:		
Project Management for all products in this Quote	1	900
BLUEcloud Analytics Package of Training Courses, SELF-PACED	1	Included
<b>Discount</b>		<b>(3,444)</b>
Products Discount		(3,084)
Discount for Existing Platinum Services Subscription		(360)
<b>Quote Total</b>		<b>13,776</b>

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# Component Descriptions

Each description below relates to a quantity of one for the component. There may be more than one in this Quote.

## SirsiDynix Products

### BLUEcloud Analytics Platform Pro, Annual Subscription

The BLUEcloud Analytics Platform provides a web-based, cloud-hosted suite of data-mining and OLAP tools with the following functionality:

- Unique view of data warehouse for analysis of your institution, collections, and users
- Supports advanced and predictive analysis to establish trends and patterns
- Presentations for effectively communicating to boards and administrators
- Drill anywhere capabilities, users can view summary-to-detail-level data
- Robust security, flexible information distribution/collaboration, and easy self-service analysis
- Ability to print, download, and e-mail data and graphs in a variety of formats (Microsoft Excel® and PowerPoint®)

This Pro package provides unlimited years of transaction data, unlimited Reporter accounts, 15 Creator accounts, 250MB of Custom Data Storage and 15 Premium Feature Credits. These Credits expire at the end of each subscription year.

Minimum requirements: Symphony 3.4.1 SP3 (MS SQL Server or Oracle databases only) or Horizon 7.5.2

## SirsiDynix Services

### BLUEcloud Analytics Q and A, Distance, Annual Subscription

The BLUEcloud Analytics Q and A Subscription provides unlimited access to Consultant led Q and A sessions. Two sessions per month are offered. Attendees are encouraged to bring their questions, projects and issues to the each session. Consultants will address issues presented by customers.

### BLUEcloud Analytics SureStart-2, Distance

SureStart is a layer of consulting support designed to smoothly transition sites into using BLUEcloud Analytics. Through two private, online sessions a member of the Consulting Services team will "jump start" BLUEcloud Analytics by creating five report templates for the site, providing instruction and answering staff questions. SureStart addresses issues outside the scope of training by focusing on the site's individual needs.

## Product Delivery

### BLUEcloud Analytics Installation

## Project Management

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Project Management includes the services of a Project Manager. The Project Manager is your primary point of contact during the implementation. You will work with your project manager to plan timeframes, schedule resources from the professional services team, and coordinate with other departments at SirsiDynix to deliver products and services outlined in this quote.

Depending on the type of implementation, the Project Manager will do the following:

- Act as your primary SirsiDynix contact during your implementation
- Identify customer needs and key tasks to be accomplished by both the customer and SirsiDynix to ensure a successful implementation
- Organize meetings with you and appropriate SirsiDynix staff to kick off your implementation project
- Work with SirsiDynix global operations staff to develop, communicate, and manage the overall implementation schedule
- Bring key SirsiDynix staff onto the project to ensure proper resources are available to meet critical milestones of your schedule
- Report to you regularly via phone and email status reports to keep everyone apprised of project progress
- Monitor quality control checks at critical intervals in your project
- Assist with the transition from Implementation phase to Customer Support

### **BLUEcloud Analytics Package of Training Courses, SELF-PACED**

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# Terms and Conditions

## Current Contract License Limits:

Up to 6,485,000 annually circulated items.

Up to 1,250,000 titles.

SirsiDynix Professional Services performed by way of remote network access require ssh (Unix/Linux), Remote Desktop (Windows) or unattended Logmein Rescue (Windows) access for the duration of the project. The library may limit connectivity to the SirsiDynix Corporate IP address or implement a Cisco AnyConnect VPN tunnel. Other remote connectivity options may incur additional fees, onsite travel fees or void the ability of SirsiDynix to perform the project. A full description can be found in the Access Requirement for Support Guide on our customer support website.

Maintenance must be ordered for all copies of the Software and for all elements of the Software which are used conjunctively by Customer. Customer's System shall remain within two (2) previously released software versions of the most recent version of the software at all times or an additional maintenance surcharge service charge will be added to the maintenance renewal.

Customer shall not integrate products offered by third parties into Software, Subscriptions or Subscription Software without additional license from SirsiDynix.

SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

## Payment Terms

The term of any quoted products is for no less than the Initial Term and shall automatically renew for the length of the Initial Term. Subsequent years' Maintenance and Subscription fees are to be paid annually in advance. Following the first year of System operation, Maintenance and Subscription fees will be subject to annual increases. Unless otherwise specifically stated in writing, products and/or services purchased at promotional prices or with promotional discounts do not qualify for such discounts or limitations on price increases for subsequent years.

### SirsiDynix Products and Services

- 100% due upon delivery of the first of any quoted SirsiDynix Products and Services

Any reference to license metrics and/or licensed amounts included in this quote shall be applicable only to the Products and/or services mentioned in this quote. This document and any software or professional services associated with this document are hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer. If there is no current agreement between the parties, the terms and conditions of the current SirsiDynix Master Software License and Services Agreement shall be deemed the controlling Agreement between the parties, a copy of which shall be furnished upon Customer's request. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Agreement, unless such additional terms are statutorily required of the Customer. In the

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event of a conflict, the terms, payment terms, discounts, product lists and/or statement of work contained within this document shall take precedence over the current Agreement between the parties. In the event Customer desires or requires updated terms and conditions for the continuing business relationship with SirsiDynix, please contact your regional Sales Representative.

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# Signature(s)

**Customer Signature:  
Johnson County Library**By: \_\_\_\_\_  
(Authorized Signature)Name: \_\_\_\_\_  
(Printed)

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Sirsi Corporation dba SirsiDynix Signature:**By: \_\_\_\_\_  
(Authorized Signature)Name: \_\_\_\_\_  
(Printed)

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Billing Address:**

Johnson County Library  
9875 W. 87th Street  
Overland Park  
Kansas 66212  
United States

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$204,654.61</b>
		Add Receipts	\$52.77		
		Less Payments		\$0.00	
	<b>Ending Cash balance</b>				<b>\$204,707.38</b>
		Less Liabilities		\$2,641.19	
	<b>Unobligated cash balance</b>				<b>\$202,066.19</b>

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

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

Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Lacie Griffin  
**Date:** January 12<sup>th</sup>, 2023  
**RE:** Collection Development Policy Updates

---

**Issue:** Library staff has reviewed the Collection Development Policy. We are proposing no changes and would like to renew the policy at the January 2023 Library Board Meeting as is.

**Background:**

Every other year collection development staff review the Collection Development Policy for collection updates or changes to ensure that the policies still meet the needs of the Library. This year we worked through this process and found that no updates need to be made to the policy.

Policy can be reviewed through this link: [2021 Collection Development Policy.pdf \(jocolibrary.org\)](https://jocolibrary.org/2021%20Collection%20Development%20Policy.pdf)

**Alternatives:** Not approve the Collection Development Policy renewal.

**Legal Review:** Counsel has reviewed the Collection Development Policy

**Budget Approval:** There is no budget impact.

**Recommendation:** To approve the Collection Development Policy renewal, as is.

**Recommended Motion:** I move that the Library Board approves the Collection Development Policy, as is, for the 2023-2024 renewal cycle.



## Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** January 12, 2023  
**Re:** Interlocal Agreement pursuant to K.S.A. 12-2908 for contracting library services between the Johnson County Library and the City of Olathe

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**Issue:** Johnson County Library seeks approval of replacing the original Interlocal Agreement from 1989 which details expectations in our relationship and compensation arrangements, updates language to match current technology, and adds a governance committee consisting of leadership from both organizations for operational oversight.

**Suggested Motion:** I move to approve the Interlocal Agreement pursuant to K.S.A. 12-2908 for contracting library services between the Johnson County Library and the City of Olathe, to begin in 2023.

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

**Analysis:** The purpose of this Agreement is to enhance library service in the Johnson County Library district and the City by maintaining a shared integrated library system; providing a courier service, providing shared access to electronic resources; and coordinating library services that are efficient, convenient, and effective for all JCL and City library patrons. The term of this Agreement shall be three (3) years from the date upon which it is approved and executed by both Parties. This Agreement shall be administered by a Joint Governance Committee (JGC). The members of the JGC shall be employees of JCL and OPL and shall be appointed by JCL and the OPL respectively. The Parties agree the cost-sharing formula is initially set at Twenty-Three and Three-Tenths Percent (23.3%). Upon approval by both parties of the new Interlocal Agreement all previous forms shall be deemed terminated.

**Alternatives:** No alternatives to recommend at this time.

**Recommendation:** Approve the Interlocal Agreement for contracting library services between the Johnson County Library and the City of Olathe, to begin in 2023.

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

**INTERLOCAL AGREEMENT PURSUANT TO K.S.A. 12-2908  
FOR CONTRACTING LIBRARY SERVICES  
BETWEEN THE JOHNSON COUNTY LIBRARY AND THE CITY OF OLATHE**

This Interlocal Agreement for Contracting Library Services Between the Johnson County Library and the City of Olathe (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Board of Directors of the Johnson County Library ("JCL") and the City of Olathe ("the City") (each individually a “Party” and collectively the “Parties”). The Johnson County Library and the Olathe Public Library operated by the City are sometimes referred to herein as “library systems.”

**RECITALS**

A. On May 17, 1989, JCL and the Olathe Public Library entered into an “Interlocal Cooperation Agreement Between the Board of Directors of the Johnson County Library and the Board of Directors of the Olathe Public Library for Automated Circulation, Patron, and Bibliographic Services” (the “1989 Agreement”). JCL and the Olathe Public Library and the Olathe Public Library’s successor, the City, subsequently renewed that 1989 Agreement, as periodically amended and supplemented, on an annual basis. The Parties most recently renewed the 1989 Agreement, as amended and supplemented, on January 13, 2022, for the period of that date through December 31, 2022.

B. JCL has the authority pursuant to K.S.A. 12-1223, et seq., to enter into contracts to provide library services. JCL is entering into this Agreement pursuant to the authority set forth in those statutes.

C. Pursuant to the Olathe Municipal Code (“OMC”), Section 2.36.020, the Olathe Public Library (“OPL”) is maintained by the City. Pursuant to OMC Section 2.36.040, the City Manager is responsible for the fiscal and internal administrative operations of OPL in conformance with the City’s policies and procedures for budget administration. The City has the authority pursuant to the OMC to enter into contracts to provide library services. The City is entering into this Agreement pursuant to the authority set forth in the OMC.

D. Pursuant to K.S.A. 12-2908, any political subdivision of the state or instrumentality thereof, including but not limited to cities and bodies politic possessing the powers of public corporations, may contract with each other to perform any governmental service, activity, or undertaking which said contracting municipality is authorized by law to perform. Both JCL and the City are authorized to provide library services, and further authorized pursuant to K.S.A. 12-2908 and JCL further authorized pursuant to K.S.A. 12-1223 to enter into this Agreement.

E. The purpose of this Agreement is to enhance library service in the Johnson County Library district and the City, and in other library districts that may in the future agree to provide service under the terms of this Agreement, by maintaining a shared integrated library system; providing a courier service to move requested library materials quickly from one library system to another; providing shared access to electronic resources; and coordinating library services that are efficient, convenient, and effective for all JCL and City library patrons.

## AGREEMENT

1.0 Incorporation of Recitals in this Agreement. The Recitals set forth above are incorporated by reference in this Agreement section of the Agreement.

2.0 Agreement effective upon approval and execution by JCL and the City; 1989 Agreement terminated upon approval and execution of the Agreement. The Parties agree that upon the formal approval and execution of this Agreement by JCL and the City:

- a. This Agreement shall be immediately effective; and
- b. The 1989 Agreement, as amended, shall be deemed terminated.

3.0 Governance of Agreement once made effective. The Parties agree that once made effective this Agreement shall be governed as follows:

a. Term of Agreement. The term of this Agreement shall be three (3) years from the date upon which it is approved and executed by both Parties.

b. Administration of Agreement by Joint Governance Committee. This Agreement shall be administered by a Joint Governance Committee (JGC). The members of the JGC shall be employees of JCL and OPL and shall be appointed by JCL and the OPL respectively.

c. Additional Actions and Agreements. The Parties acknowledge and agree that administration of this Agreement is a long-term, significant undertaking by both JCL and the City. The Parties acknowledge and agree that from time-to-time matters will arise that will require the timely cooperation and joint effort of the Parties to accomplish. To ensure that library services are not unnecessarily delayed, the Parties agree that by entering into this Agreement their chief officials (Chair of the Board of Directors of the Johnson County Library and Olathe Mayor) and their respective executive managing officers (JCL County Librarian and Olathe City Manager) have the continuing authority, without further formal action by their respective governing bodies, except as otherwise provided by applicable law, to take all necessary and appropriate action, including entering into and signing, contracts and agreements with each other and third parties, in the furtherance of this Agreement. Additional actions include, but are not limited to, adoption of a service level agreement, as further described below.

d. Adoption of Service Level Agreement to implement administration of this Agreement by JGC. The Parties agree to adopt, simultaneously with the approval of this Agreement, a Service Level Agreement (SLA) that will be administered by the JGC and that will set forth the terms pursuant to which specific library services and responsibilities shall be shared by the Parties.

e. Cost-Sharing Formula. The Parties agree to utilize a cost-sharing formula percentage, which is calculated using the United States Census Bureau population estimates statistics of resident population for the City and Johnson County, Kansas, based upon the latest data available, as may be adjusted on an annual basis by an additional action agreement of the JGC pursuant to Section 3.c. The formula percentage will be rounded to the nearest one-tenth of a percent. For

example, the cost-sharing formula will operate as follows: if the City's resident population is 143,014 and the Johnson County, Kansas, resident population is 613,219, which is a proportion of 23.32%, then the cost-sharing percentage would be rounded to 23.3%. The Parties agree the cost-sharing formula is initially set at Twenty-Three and Three-Tenths Percent (23.3%). The Parties will set forth administration of the cost-sharing in the SLA.

f. JCL to serve as primary contact for vendors. JCL and OPL agree that JCL shall serve as the primary contact for all vendors shared by them pursuant to written agreements with those vendors.

g. Agreement to work cooperatively. JCL and OPL agree that they will work cooperatively and at all times do the following:

- i. Abide by the decisions made by the JGC.
- ii. Maintain Internet connectivity, hardware, and staffing needed to meet their obligations under this Agreement and the SLA.
- iii. Communicate with one another concerning issues and questions that could impact their performance under the terms of the Agreement and the SLA.
- iv. Ensure that staff at their respective library systems participate in training and committee meetings.
- v. Maintain shared integrated library systems that ensure that those systems' holdings and user records meet standards set in the SLA.

4.0 Responsibilities of the Joint Governance Committee. The JGC has the following responsibilities:

a. To direct the affairs of the Parties under this Agreement and any additional agreements and to discuss all policy issues that arise under said agreements.

b. Appoint and oversee the work of committees, task forces, and work groups implementing and administering this Agreement.

c. Review applications by other library systems to become Parties to this Agreement and any additional agreements and shall make recommendations on such applications to JCL and OPL.

d. Identify new services to be offered by member library systems and forward recommendations to JCL and OPL for approval.

e. Annually review the Agreement and any additional agreements and make recommendations on any suggested changes.

f. Establish a system to communicate on issues and challenges that impact the Parties' library systems.

5.0 Confidentiality of JCL and OPL patron records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and, subject to all applicable laws, to make no disclosure of the other library system's confidential library patron records. JCL and OPL further agree as follows:

a. JCL and OPL agree that their respective library systems will not retain the charge records for the other library system's patrons beyond their use for circulation and control purposes.

b. Current patron charge records will not be made public except pursuant to a valid order or subpoena authorized under federal, state, or local law.

c. All inquiries regarding access to patron charge records shall be referred to the respective Party's executive managing officer (JCL County Librarian and Olathe Library System Officers), depending on whether JCL or OPL records are involved, and no records may be made public without the executive managing officer's express approval.

6.0 Termination of Agreement and additional agreements. JCL and the City agree that this Agreement and additional agreements may be terminated by either party by giving written notice of termination to the other party at least six months prior to the date upon which termination is to be effective.

**IN WITNESS WHEREOF**, the Parties have hereunto set their hands.

CITY OF OLATHE, KANSAS

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John W. Bacon, Mayor

ATTEST

---

Brenda D. Long, City Clerk

APPROVED AS TO FORM:

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Ronald R. Shaver, City Attorney

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY

BY: \_\_\_\_\_  
David Sims  
Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Fred J. Logan, Jr.  
Andrew V. Logan

Counsel to the Board of Directors  
of the Johnson County Library

Briefing Sheet

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

**From:** Tricia Suellentrop, County Librarian

**Date:** January 12, 2023

**Re:** **Oak Park: Temporary closure for planned interior and exterior work.**

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**Issue:** Consider a temporary closure at the Oak Park Library for a period of 16 weeks between June and October to complete planned Capital Replacement Plan (CRP) enhancements and security upgrades.

**Suggested Motion:** I move to approve a temporary closure at the Oak Park Library for a period of 16 weeks between June and October to complete planned Capital Replacement Plan (CRP) enhancements and security upgrades.

**Background:** 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 Oak Park includes HVAC and electrical system upgrades, restroom remodel, paving and entrance enhancements, ADA improvements, and security / building automation system improvements.

Earlier in 2022, the Library Board approved a contract with Kelly Construction Group, Inc., as well as a temporary closure to perform this work.

**Analysis:** The Library Board approved a temporary closure for this work in November 2022. Due to continuing supply chain constraints and longer than anticipated lead times, this work must be postponed. This briefing sheet seeks to move the closure window to June-October. The entire scope of work at Oak Park is anticipated to last approximately 16 weeks. Due to the nature of the work, much of which will be disruptive to library activities, we are recommending that the building be closed to the public during this time. The Oak Park staff will be temporarily reassigned to other locations during the closure.

**Budget Review:** Funding from this work was approved as a part of the 2022 CRP.

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

**Alternatives:** 1) Not approve the change in temporary closure window, which would result in the work needing to be rescheduled further out with additional cost.

**Recommendation:** To approve a temporary closure at the Oak Park Library for a period of 16 weeks between June and October to complete planned Capital Replacement Plan (CRP) enhancements and security upgrades.

**Suggested Motion:** I move to approve to approve a temporary closure at the Oak Park Library for a period of 16 weeks between June and October to complete planned Capital Replacement Plan (CRP) enhancements and security upgrades.

## Briefing Sheet

**To:** JCL Library Board  
**From:** Tricia Suellentrop  
**Date:** January 12, 2023  
**RE:** Renewal of the Lease Agreement with the City of Edgerton

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**Issue:** Renewal of the Lease Agreement with the City of Edgerton

**Suggested Motion:** I move that the Johnson County Library Board of Directors approves the agreement with the City of Edgerton for the renewal of the lease agreement for the year 2023, which includes a rent increase to \$1500 per month.

### **Background:**

Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purposes of providing library services in the City of Edgerton. The Library provides materials, computer access, and meeting space. The city maintains the building and grounds.

The Library does not own this building or this land. We have been paying \$500 per month in rent since the beginning of the partnership in 2001. This year, the city is asking to raise the amount to \$1500. As the city is responsible for the building maintenance, snow removal and trash removal, and costs have continued to rise, this request has been made.

Additionally, there is a clause in this year's agreement that points out a one-time cost sharing of some significant expenses to improve the safety of the building. This includes a roof replacement, tuck pointing of bricks, and patio repair. That clause will not be in the agreement next year.

**Alternatives:** If we do not renew the agreement at this time, we will need to find an alternate spot for library services in Edgerton or end services.

**Legal Review:** Reviewed by counsel

**Budget Approval:** \$1500 per month in rent, a \$12,000 annual increase in cost

**Recommendation:** Approve the agreement as presented



## **FACILITY USE AND MAINTENANCE AGREEMENT**

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this \_\_\_\_\_ day of December, 2022, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library (JCL). The parties agree as follows:

**SECTION ONE:** City's Agreement to Make a Facility Available for a Branch Library. The City owns the former Edgerton Bank building located at 319 E. Nelson, Edgerton, KS, 66021 (hereinafter "the Facility") and desires to authorize JCL to use an agreed area of the Facility (hereinafter the "Library Site") for the purposes of establishing and maintaining a public library.

**SECTION TWO:** JCL's Agreement to Maintain a Branch Library at the Facility. JCL and the Board of County Commissioners of Johnson County, Kansas, previously approved the establishment and maintenance of a branch facility of the Johnson County Library at the Facility and JCL desires to continue maintaining a public library at the Library Site.

### **SECTION THREE: CITY'S RESPONSIBILITIES**

1. Making the Facility Ready for Use; Compliance with Codes and Laws. The City agrees that it shall, at its sole expense, maintain the Facility and the Library Site for use by JCL. The City warrants that the Facility and the Library Site will be maintained in a manner that assures that the Facility and the Library Site will be in compliance with all federal, state, county, and city laws and building and zoning codes, and that the City will, at its sole expense, bring the Facility or Library Site into compliance with such laws or codes, in the event that the parties are advised of a violation of any one of such laws or codes.
2. Signage. The City agrees that JCL shall continue to be permitted to place appropriate signs on the exterior of the Facility identifying the library, subject to City zoning and building codes.
3. Maintenance of the Facility. The City agrees that it will, at its sole expense, maintain the grounds and sidewalk surrounding the Facility; mow the grass; remove snow and ice from parking and sidewalk areas around the Facility; maintain all electrical, plumbing, mechanical, heating, ventilation, and air condition systems in good repair; maintain the floors, roof, walls, windows, entry areas and common areas of the Facility in a manner that makes the Facility safe and free of hazards for use by JCL patrons; arrange for pest and insect control; and, subject to the terms of section 5.3 below on significant capital improvements, arrange for capital improvements of the Facility that are needed to assure that the Facility is in good condition for use by JCL patrons and the citizens of Edgerton.

### **SECTION FOUR: JCL'S RESPONSIBILITIES**

1. Agreement to Use the Library Site. JCL agrees to continue to maintain a public library at the Library Site of the Facility. The parties agree that library services, selection of materials, and establishment of hours of service are the sole prerogative of JCL.

2. Library Operations. During the term of this Agreement, JCL shall operate the hours of the library as determined by JCL with no prior approval from the City. The City, however, may recommend changes to the operational hours of the library, and JCL agrees to reasonably consider such recommendations.
3. Usage of Facilities for City Functions. JCL agrees to allow the City to use the Facility for City functions upon reasonable notice, and in the event the Facility is not otherwise reserved for use by another party during regular library hours of service.
4. Usage and Maintenance Fee. JCL agrees to pay the City a Usage and Maintenance Fee (hereinafter the “Fee”) in the sum of \$1,500.00 per month. The Fee shall be paid monthly by the first day of each month.
5. Security. JCL shall be solely responsible for securing the Library Site and safeguarding JCL materials used in the operation of the public library at the Library Site. The City agrees all such security measures are the sole prerogative of JCL. JCL will provide the City with appropriate keys should locks or automated access be changed.
6. Maintenance of Library Site and Payment of Utilities. JCL agrees to maintain and keep in good repair the Library Site (excluding capital improvements to the common areas, walls, floors, or ceiling) and agrees, at its sole expense, to contract for custodial services for the Library Site and to make all payments due for utilities used for the Library Site in a timely manner.

#### **SECTION FIVE: COMMUNICATION; SHARING OF EXPENSE FOR SIGNIFICANT CAPITAL IMPROVEMENTS**

1. The Library designates the Building Maintenance Engineer to be the contact for the City to discuss repairs or building maintenance needs. Requests for repairs will come from this designee.
2. The Library designates the Branch Manager of Gardner, Edgerton, and Spring Hill Libraries to be the contact for events, requests to use the Facility, or other non-maintenance related issues.
3. The Library and the City agree that they will undertake certain significant capital improvements that must be made to the Facility to keep it in good repair. For purposes of this Agreement, the Library and the City agree that “significant capital improvements” are defined to be those capital improvement projects identified in the Library Capital Improvement Program attached to this Agreement in Exhibit A. The Library and the City agree to (a) a one-time cost-share of the expenses in order to make significant capital improvements for items listed at Funded Projects on Exhibit A and (b) meet and confer regularly to reach agreement on the timetable for making the significant capital improvements listed as Unfunded Project on Exhibit A.
4. The Library and the City agree to meet once per year (in the spring) to discuss the condition of the building, plans for capital expenses, and the overall agreement.

## **SECTION SIX: FAILURE TO MAKE REPAIRS**

The City agrees to respond promptly when advised of needed repairs or service for the Facility, the surrounding grounds, sidewalks, and parking. In the event that the City does not, within a reasonable period of time, respond to the call for repair or services, JCL may undertake such repair or service on its own, and the City agrees to reimburse JCL for the reasonable cost of any such repair or service. This Section applies to everyday maintenance items and does not apply to significant capital improvements as described in Section Five.

## **SECTION SEVEN: TERM**

The term of this Agreement shall be one year beginning January 1, 2023 through December 31, 2023, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

## **SECTION EIGHT: INSURANCE AND HOLD HARMLESS**

1. City's Insurance. The City shall maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence. Such insurance shall include provisions providing for the City to indemnify, defend, and hold JCL harmless for all loss that may occur or be claimed on or about The Facility resulting from the City's acts or omissions, or of its agents or employees. The City also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on any personal property used, stored, or kept at The Facility by the City. The City agrees to furnish JCL with certificates of insurance reflecting the above requirements.
2. JCL's Insurance. JCL shall maintain commercial general liability insurance for such premises and its operations at the Facility in the amount of at least \$500,000 per occurrence, and shall name City as an additional insured. Such insurance shall also include provisions providing for JCL to indemnify, defend, and hold City harmless for all loss that may occur or be claimed on or about The Facility resulting from JCL's acts or omissions, or the acts or omissions of its agents, employees, or invitees. JCL also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on its personal property used, stored, or kept at The Facility. JCL agrees to furnish City with certificates of insurance reflecting the above requirements, or to provide certification that all such requirements are being met through insurance provided on behalf of JCL by Johnson County Risk Management.
3. Waiver of Subrogation. Each of the parties releases the other party from all liability for damage due to any act or neglect of the other party (except as hereinafter provided) occasioned to property owned by the parties which is or might be incident to or the result of a fire or any other casualty against loss for which either of the parties is now carrying or hereafter may carry insurance; provided, however, that these releases shall not apply to any loss or damage occasioned by the willful, wanton, or premeditated negligence of either of the parties, and the parties hereto further covenant that any insurance that they obtain on their respective properties shall contain an

appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.

4. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or JCL waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act. Additionally, the parties specifically agree that the terms of this section, and the terms of this agreement, shall be subject to and limited by the Kansas Cash Basis Law (K.S.A. 10-1101 *et seq.*) and the Kansas Budget Law (K.S.A. 79-2935 *et seq.*), and amendments thereto.

**IN WITNESS WHEREOF**, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON  
COUNTY LIBRARY

\_\_\_\_\_  
Donald Roberts, Mayor

\_\_\_\_\_  
Bethany Griffith, Chair

ATTEST:

ATTEST:

\_\_\_\_\_  
Alexandria K. Clower, City Clerk

\_\_\_\_\_  
David Sims, Vice Chair

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lee W. Hendricks, City Attorney

\_\_\_\_\_  
Fred J. Logan, Jr., Attorney

## Briefing Sheet

**To:** JCL Library Board  
**From:** Tricia Suellentrop  
**Date:** January 12, 2023  
**RE:** Cost sharing of Capital Replacement Project at Edgerton.

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**Issue:** Cost sharing of Capital Replacement Project at Edgerton.

**Suggested Motion:** I move that the Johnson County Library Board of Directors approves the agreement with the City of Edgerton to share in the cost of the capitol project of repairing the roof and tuck pointing.

**Background:**

Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purposes of providing library services in the City of Edgerton. The Library provides materials, computer access, and meeting space. The City maintains the building and grounds. The Library does not own this building or this land.

The building was constructed in 1904 and the last renovation has not happened since 2000 when the building was retrofitted to house the library. Roof work and tuck pointing is currently required and is becoming a safety concern. Because this project was outside the city's CIP/CRP process and the Library felt an urgency to get this work completed, we offered to split the cost of this work.

The work is currently under way and was organized by the city.

This is a one-time occurrence. Henceforth, we will engage in a CIP/CRP process with Edgerton to better plan for the work that needs to occur in the future.

**Alternatives:** By not helping to fund this work, the building could fall into more disrepair and become a greater safety concern.

**Legal Review:** Reviewed by counsel

**Budget Approval:** \$90,000 cost

**Recommendation:** Approve the agreement as presented

## **Agreement between Johnson County Library and the City of Edgerton, Kansas, for the Improvement of the Edgerton Bank of Knowledge Building**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of December, 2022 by and between the Board of Directors of the Johnson County Library ("JCL") and the City of Edgerton, Kansas, ("City").

WITNESSETH:

WHEREAS, the Edgerton Bank of Knowledge building located at 319 East Nelson serves as a branch of the Johnson County Library (the "Facility"); and

WHEREAS, the parties have determined that it is in the best interests of the general public to make certain public improvements to the Facility (the "Projects"); and

WHEREAS, the laws of the State of Kansas authorize the parties to this Agreement to cooperate in undertaking the Projects; and

WHEREAS, the governing bodies of each of the parties have determined to enter into this Agreement for the purpose of undertaking the Projects, pursuant to K.S.A. 12-2908, and amendments thereto; and

WHEREAS, the Projects has been approved, authorized, and budgeted by the City and JCL; and

WHEREAS, the Board has authorized its Chairman to execute any and all Agreements for JCL participation in the Projects which has been approved and authorized pursuant to the Policies and Guidelines adopted by the Board and for which funding has been authorized and budgeted therefore; and

WHEREAS, the governing body of the City did approve and authorize its Mayor to execute this Agreement by official vote on the \_\_\_ day of December, 2022.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, and for other good and valuable consideration, the parties agree as follows:

1. **Purpose of Agreement.** The parties enter into this Agreement for the purpose of undertaking the Projects to assure a more adequate and safe Facility.

1. **Description of the Projects.** The Projects include the Library Brick Repairs and Library Roof Replacement as more specifically described on Exhibit A "Library Capital Improvement Program" under Funded Projects.
2. **Estimated Cost and Funding of Projects**
  - a. The estimated total cost of the Projects ("Projects Costs"), are described on Exhibit A.
  - b. The Projects Costs will be split equally between the City and JCL.
  - c. Projects Costs include necessary costs and expenses of labor and material used in the construction of the Projects.
3. **Administration of Projects.** The Projects shall be administered by the City, acting by and through its designated representative who shall be the City public official designated as Project Administrator. The Project Administrator shall assume and perform the following duties:
  - a. Cause the making of all contracts, duly authorized and approved, for retaining consulting engineers to design and estimate the Project Costs.
  - b. If required by applicable state or federal statutes, solicit bids for the construction of the Projects by publication in the official newspaper of the City. In the solicitation of bids, the appropriate combination of best bids shall be determined by the City.
  - c. Cause the making of all contracts and appropriate change orders, duly authorized and approved, for the construction of the Projects.
  - d. Submit to JCL a statement of actual costs and expenses in the form of a payment request, with attached copies of all invoices and supporting materials, on or before the tenth day of each month following the month in which costs and expenses have been paid. JCL shall review the statement or payment request to determine whether the statement or payment request is properly submitted and documented and, upon concurrence with the Finance Director of JCL, ("Finance Director") cause payment to be made to the City of JCL's portion of the Projects Costs within thirty (30) days after receipt of such payment request.

Upon completion of the construction of the Projects, the Projects Administrator shall submit to JCL a final accounting of all Projects Costs incurred in the Projects for the purpose of apportioning the same among the parties as provided in this Agreement. The final accounting of Projects Costs shall be submitted by the Projects Administrator no later than

sixty (60) days following the completion of the Projects construction.

4. **Duration and Termination of Agreement**

- a. The parties agree that this Agreement shall remain in full force and effect until the completion of the Projects and payment in full by both parties. The Projects shall be deemed completed and this Agreement shall be deemed terminated upon written certification to each of the parties by the Projects Administrator that the Projects has been accepted as constructed. The City shall provide a copy of the Projects Administrator's certification to both JCL within thirty (30) days of the Projects Administrator's determination that the Projects is complete.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by each of the parties hereto and made effective on the day and year first above written.

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

**City of Edgerton, Kansas**

---

David Sims  
Chair

Attest:

---

Donald Roberts  
Mayor

Attest:

---

Kelly Kilgore  
Vice Chair

Approved as to form:

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Alexandria Clower  
City Clerk

Approved as to form:

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Fred J. Logan, Jr.  
Attorney

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Lee Hendricks  
City Attorney



# Briefing Sheet

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

**From:** Tricia Suellentrop, County Librarian

**Date:** January 12, 2023

**Re:** **Central: Temporary closure for plumbing work and structural investigation.**

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**Issue:** Consider a temporary closure at the Central Resource Library for a period of up to two days in January-April 2023 to replace plumbing infrastructure and perform structural investigation work.

**Suggested Motion:** I move to approve a temporary closure at the Central Resource Library for a period of up to two days in January-April 2023 to replace plumbing infrastructure and perform structural investigation work.

**Background:** Urgent plumbing work needs to occur at Central, regarding a backflow valve. This work necessitates shutting off the water to the building while the valve is replaced.

In addition, investigation work needs to occur at several points inside the library, related to the west wall drywall concerns.

**Analysis:** The work outlined above is expected to take two days to complete. Due to the nature of the work, much of which will be disruptive to library activities, we are recommending that the building be closed to the public during this time. While the water is shut off, we will have no water supply to the building's fixtures (restrooms, sinks, drinking fountains, etc.). We have an opportunity to perform the west wall investigation work during the same period. Performing both tasks at the same time will reduce the impacts to public and staff.

**Budget Review:** Funding for this work is included in the Maintenance budget.

**Recommendation:** To approve a temporary closure at the Central Resource Library for a period of up to two days in January-April 2023 to replace plumbing infrastructure and perform structural investigation work.

**Suggested Motion:** I move to approve a temporary closure at the Central Resource Library for a period of up to two days in January-April 2023 to replace plumbing infrastructure and perform structural investigation work.

Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** January 12, 2023  
**RE:** 2024-2028 Capital Improvement Program (CIP) Submission

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**Issue:** 2024-2028 Capital Improvement Program (CIP) Submission

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

This upcoming 2024 budget plan will cover the 5-year capital planning period of FY 2024 to FY 2028. This information also was presented at the January 2023 Budget Committee Meeting as part of the budget planning for the FY 2024 budget where the financing for the projects was discussed and the impacts of these projects outlined in the Library's multi-year forecast.

This drafted Library 2024-2028 CIP is currently informational; with a plan for the Library Board to take official action on this at the February 2023 Library Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these recommendations on to the County Manager for inclusion in the County Manager's 2024 budget proposal that will be put forth to the Board of County Commissioners (BOCC) in May of 2023. The BOCC will vote on their final budget for 2024 in late August of 2023.

**Alternatives:** None currently.

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

**Budget Approval:** The 2024 capital project requests consist of \$2,033,594 in funding for the 2024 Capital Replacement Plan (CRP) funded from JCL operating budget and \$4,002,114 for Spring Hill Library Renovation and Expansion Project, \$2,247,582 for DeSoto Library Renovation Project, and \$250,000 for the Corinth Library Replacement Project Study to be financed with Use of Library Operating Fund Reserves.

**Recommendation:** This is being presented for information only at this time. Voting is anticipated to occur at the February 2023 meeting.

**Suggested Motion:** None is required at this time.

**Department Request Summary**  
**Capital Improvements Program 2024-2028**  
**Johnson County, Kansas**

Department: Library				Date of Submission: February 2023			
Priority	Project Title	Projected Capital Expenditures					
		2024	2025	2026	2027	2028	Total
System	Capital Replacement Program (CRP)	\$ 2,033,594	\$ 2,117,096	\$ 2,265,383	\$ 2,111,683	\$ 2,758,386	\$ 11,286,143
1	Spring Hill Renewal	\$ 1,943,557	\$ 2,058,557				\$ 4,002,114
2	DeSoto Renewal	\$ 1,066,291	\$ 1,181,291				\$ 2,247,582
3	CLMP Study Refresh		\$ 230,400	\$ 345,600			\$ 576,000
4	Corinth Library Replacement	\$ 250,000		\$ 1,839,164	\$ 14,917,697	\$ 8,434,125	\$ 25,440,986
5	Mobile Lab					\$ 523,688	\$ 1,102,500

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop
Project:	Capital Replacement Plan ( CRP)	Priority #	0
		Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Building Envelope / Roofing / Exterior Building Signage		532,548	744,711	115,182	652,300	794,559	2,839,301
Parking Lots / Site Repair / Irrigation / Landscaping/ADA		165,240	242,028	387,601	179,775	278,342	1,252,985
Interior Work / Finishes / ADA		413,100	877,894	1,173,700	1,037,322	656,569	4,158,585
<b>Subtotal</b>	<b>0</b>	<b>1,110,888</b>	<b>1,864,632</b>	<b>1,676,483</b>	<b>1,869,397</b>	<b>1,729,470</b>	<b>8,250,871</b>
<b>Equipment Expenditures</b>							
Building HVAC / Electrical Equip Replacement		922,706	252,464	588,900	242,286	1,028,916	3,035,272
							0
<b>Subtotal</b>	<b>0</b>	<b>922,706</b>	<b>252,464</b>	<b>588,900</b>	<b>242,286</b>	<b>1,028,916</b>	<b>3,035,272</b>
<b>Start-Up Capital</b>							
							0
							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>0</b>	<b>2,033,594</b>	<b>2,117,096</b>	<b>2,265,383</b>	<b>2,111,683</b>	<b>2,758,386</b>	<b>11,286,143</b>

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Library

**Submitted by:** Tricia Suellentrop

**Project Name:** JCL Capital Replacement  
**Program (CRP)**

**Date of Submittal:**

**Department Priority:** System

**Project is:** (select all that apply)

On-going from prior years [ ] Replacement [X] Enhancement [ ] Growth [ ] New Service Provision [ ]

### **Description:**

*(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)*

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

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

In 2019, a comprehensive study of the systems in each Library facility was completed by VFA/Accruent and that has been used to determine budget forecast, scope of work, and timing of CRP requests for 2024 to 2028.

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

### **Benefits of Project and Impact if Not Completed:**

*(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)*

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

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

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff.

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

This need is currently being met by annual funding of the CRP, which comes from Johnson County Library's Operating Fund. The CRP database is continually updated to prioritize expenditure of funds and projects.

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*(Explain the project's short- and long-term impacts on the community's operating budget. Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)*

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

### **Performance Measures and Strategic Priorities:**

*(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)*

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

The Library CRP directly relates to BOCC Strategic Priority #1 by appropriately planning for repair and replacement of Library building components and systems.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop
Project:	Spring Hill Renewal (Formerly Rural Renewal Initiative)	Priority #	1
		Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Preliminary Studies	48,000						48,000
Land Acquisition							0
Design/Consulting		310,969	310,969				621,938
Construction		1,632,588	1,632,588				3,265,176
Public Art							0
<b>Subtotal</b>	<b>48,000</b>	<b>1,943,557</b>	<b>1,943,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,935,114</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)		0	115,000				115,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>48,000</b>	<b>1,943,557</b>	<b>2,058,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,050,114</b>

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Library

**Submitted by:** Tricia Suellentrop

**Project Name:** Spring Hill Library Renovation  
and Expansion Project

**Date of Submittal:**

**Department Priority:**

**Project is:** (select all that apply)

On-going from prior years ☐ Replacement ☐ Enhancement ☒ Growth ☐ New Service Provision ☐

### **Description:**

*(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)*

The Spring Hill branch was built in 1982 and serves one of Johnson County's small rural communities. It is well-maintained and has not received a major renovation since it was originally constructed over 40 years ago.

This project would expand the existing Spring Hill location by about 1,000 square feet and refresh the physical space to the standard set by our new buildings. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at this location and the study was completed in 2022, better informing project cost and timeline.

Primary stakeholders are Library and Facilities.

### **Benefits of Project and Impact if Not Completed:**

*(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)*

Spring Hill is currently one of the Library system's smallest locations. With the additional square footage and re-imagining of the existing floorplan, the Library would deliver additional community-desired services and amenities. The project would add meeting and study spaces, an improved and enlarged Kids area, update interior finishes and furnishings, and streamline the collection layout.

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)*

This project would be funded from Library Reserves.



## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

The following timeline is anticipated and may change:

Program Verification/Design and Documentation	Q3-Q4	2024
Bidding/Approvals	Q1	2024
Construction	Q1-Q4	2025
Furniture Installation/Move In	Q4	2025
Opening	Q4	2025

### Performance Measures and Strategic Priorities:

*(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)*

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

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop
Project:	De Soto Renewal (Formerly Rural Renewal Initiative)	Priority #	2
		Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Preliminary Studies	48,000						48,000
Land Acquisition							0
Design/Consulting		170,606	170,606				341,212
Construction		895,685	895,685				1,791,370
Public Art							0
<b>Subtotal</b>	<b>48,000</b>	<b>1,066,291</b>	<b>1,066,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,180,582</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)			115,000				115,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>48,000</b>	<b>1,066,291</b>	<b>1,181,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,295,582</b>

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Library

**Submitted by:** Tricia Suellentrop

**Project Name:** De Soto Library Renovation Project

**Date of Submittal:**

**Department Priority:**

**Project is:** (select all that apply)

On-going from prior years ☐ Replacement ☐ Enhancement ☒ Growth ☐ New Service Provision ☐

### **Description:**

*(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)*

The De Soto branch was built in 1982 and serves one of Johnson County's small rural communities. It is well-maintained and has not received a major renovation since it was originally constructed over 40 years ago.

This project would refresh the physical space to the standard set by our new buildings. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at this location and the study was completed in 2022, better informing project cost and timeline.

Library staff continues to meet with City officials and monitor the impact of the recent industrial park news in De Soto. It is possible in time that the current building will be too small for the population and this project will ensure several more years of life at the existing facility.

Primary stakeholders are Library and Facilities.

### **Benefits of Project and Impact if Not Completed:**

*(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)*

De Soto is currently one of the Library system's smallest locations. Re-imagining the existing floorplan will make it possible to deliver community-desired additional services and amenities. The project would add meeting and study spaces, an improved and enlarged Kids area, outdoor seating space, update interior finishes and furnishings, and streamline the collection layout.

If not funded, we would continue to provide maintenance and repairs to the existing building.

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional*

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

*operating requests needed to support the new position(s) and or the operating expenses related to this project.)*

This project would be funded from Library Reserves.

The following timeline is anticipated and may change:

Program Verification/Design and Documentation	Q3-Q4	2024
Bidding/Approvals	Q1	2024
Construction	Q1-Q3	2025
Furniture Installation/Move In	Q3	2025
Opening	Q3	2025

### Performance Measures and Strategic Priorities:

*(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)*

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience. This project is also aligned with the BOCC's Strategic Priority 1) Assess, advance, and implement strategic capital planning and resulting major projects with efficiency and effectiveness.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop		
Project:	CLMP Study Refresh	Priority #	3	Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Preliminary Studies							0
Land Acquisition							0
Design/Consulting			230,400	345,600			576,000
Construction							0
Public Art							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>230,400</b>	<b>345,600</b>	<b>0</b>	<b>0</b>	<b>576,000</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>230,400</b>	<b>345,600</b>	<b>0</b>	<b>0</b>	<b>576,000</b>

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Library

**Submitted by:** Tricia Suellentrop

**Project Name:** Comprehensive Library Master  
Plan Refresh Study

**Date of Submittal:**

**Department Priority:**

**Project is:** (select all that apply)

On-going from prior years [ ☐ ] Replacement [ ☐ ] Enhancement [ ☒ ] Growth [ ☐ ] New Service Provision [ ☐ ]

### **Description:**

*(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)*

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

The first several projects in the CLMP have either been completed or are scheduled. This Study Refresh will provide updated data and patron feedback to inform the Library's strategic decision-making and determine how to best meet changing Library facility and service needs and assess and determine the following items at a minimum:

- Types, quantities, and sizes of library facilities throughout the County
- Program services in these facilities
- Estimated Operating and Capital Costs
- Anticipated Phasing Timeline

### **Benefits of Project and Impact if Not Completed:**

*(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)*

The 2015 Comprehensive Library Master Plan implementation has been very successful so far. The Library recognizes that by the time this CIP request is approved, nearly 10 years will have passed and patron and community needs change over time. This study will allow the Library to update and confirm or revise previous findings as needed to match changing community needs. The 2015 CLMP was not fully funded and several projects still remain – this study will provide a path to continue to ensure the best result for library services in our community.

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)*

The following timeline is anticipated and may change:

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

Consultant Selection  
Study

Q4-Q1 2025-2026  
Q1-Q3 2026

### Performance Measures and Strategic Priorities:

*(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)*

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience. This project is also aligned with the BOCC's Strategic Priority 1) Assess, advance, and implement strategic capital planning and resulting major projects with efficiency and effectiveness.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop		
Project:	Corinth Library Replacement	Priority #	4	Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Preliminary Studies	140,000						140,000
Land Acquisition							
Design/Consulting		250,000	0	1,839,164	895,356	0	2,984,520
Construction			0	0	10,308,375	8,434,125	18,742,500
Public Art			0	0	257,966	0	257,966
<b>Subtotal</b>	<b>140,000</b>	<b>250,000</b>	<b>0</b>	<b>1,839,164</b>	<b>11,461,697</b>	<b>8,434,125</b>	<b>22,124,986</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)					3,456,000		3,456,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,456,000</b>	<b>0</b>	<b>3,456,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>140,000</b>	<b>250,000</b>	<b>0</b>	<b>1,839,164</b>	<b>14,917,697</b>	<b>8,434,125</b>	<b>25,580,986</b>



Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Tricia Suellentrop
Project:	Corinth Library Replacement	Department Priority #	4
		Year Project Requested	2024

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Library Clerk	13.12	1.00	21.00	1/3/2028					71,542	71,542
Library Clerk	13.12	1.00	21.00	1/3/2028					71,542	71,542
Library Clerk	13.12	0.50	21.00	1/3/2028					25,771	25,771
Library Clerk	13.12	0.50	21.00	1/3/2028					25,771	25,771
Subtotal		3.00			0	0	0	0	194,627	194,627
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Library

**Submitted by:** Tricia Suellentrop

**Project Name:** Corinth Library Replacement Project

**Date of Submittal:**

**Department Priority:**

**Project is:** (select all that apply)

On-going from prior years [ ] Replacement ☒ Enhancement [ ] Growth [ ] New Service Provision [ ]

### **Description:**

*(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)*

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

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

The study for this replacement project will begin in 2024.

A joint marketing feasibility study was completed with the City of Prairie Village, the YMCA, and the Library to begin to determine the possibility of locating a branch on or near the City's site at 77<sup>th</sup> and Mission Road. The City and YMCA are expected to launch an update to that feasibility study in 2023.

Primary stakeholders are Library and Facilities.

### **Benefits of Project and Impact if Not Completed:**

*(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)*

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

If not funded, we would continue to provide maintenance and repairs to the existing building that is in poor condition for as long as possible before closing the branch when repair is no longer possible.

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional*

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

*operating requests needed to support the new position(s) and or the operating expenses related to this project.)*

The following timeline is anticipated and may change:

Architect Selection	Q2	2026
Program Verification/Design and Documentation	Q3-Q2	2026-2027
Bidding/Approvals	Q3	2027
Construction	Q3-Q2	2027-2028
Furniture Installation/Move In	Q3	2028
Opening	Q3	2028

Because this building replacement would add a drive-thru, we anticipate up to 3 FTE of new positions.

### **Performance Measures and Strategic Priorities:**

*(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)*

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience. This project is also aligned with the BOCC's Strategic Priority 1) Assess, advance, and implement strategic capital planning and resulting major projects with efficiency and effectiveness.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Tricia Suellentrop		
Project:	Mobile Lab	Priority #	5	Year Requested	2024

Capital Expenditures	Prior Year	2024	2025	2026	2027	2028	Project Total
Preliminary Studies							0
Land Acquisition							0
Design/Consulting						523,688	1,102,500
Construction							0
Public Art							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>523,688</b>	<b>1,102,500</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>523,688</b>	<b>1,102,500</b>

Completed Project total (Est 2029)  
Garage not included

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Tricia Suellentrop
Project:	Mobile Lab	Department Priority #	5
		Year Project Requested	2028

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Mobile Learning Unit Manager	16.16	1.00	34.00	1/3/2028					103,450	103,450
Youth Information Specialist	14.14	1.00	26.50	7/3/2028					42,521	85,042
Youth Information Specialist	14.14	1.00	26.50	7/3/2028					42,521	85,042
Youth Information Specialist	14.14	1.00	26.50	7/3/2028					42,521	85,042
Subtotal		4.00			0	0	0	0	231,012	358,574
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Mobile Unit Contractual			1/2/2029							60,000
Subtotal					0	0	0	0	0	60,000
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Mobile Unit Commodities			1/2/2029							60,000
Subtotal					0	0	0	0	0	60,000
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

**Department/Agency:** Johnson County Library

**Submitted by:** Tricia Suellentrop

**Project Name:** Mobile Learning Unit

**Date of Submittal:**

**Department Priority:**

**Project is:** (select all that apply)

On-going from prior years ☐ Replacement ☐ Enhancement ☐ Growth ☐ New Service Provision ☒

### **Description:**

*Johnson County Library through prior research and project team efforts has identified community need for expanded patron access and outreach to the broader Johnson County community with targeted emphasis on providing a traveling hub of Library services that focuses primarily on early literacy development. More specifically having a mobile branch that can take a select set of Library services to various underserved and disadvantaged areas of the County with the mobile unit focused on how to provide increased services that help grow early literacy skills in the birth to 6 and early elementary age groups along with caregivers and educators also being part of that engagement. Another objective that the Library believes should be generated from these mobile service efforts would be increased traffic to other Johnson County Library branch locations and increased community use of existing Library resources including use of programs and services.*

*The current plan would be to work with Johnson County Library's Foundation to help identify possible sponsors and design a capital fund raising campaign to help pay for the initial costs and start-up costs for the mobile learning unit. Johnson County Library would be committed to paying for the additional personnel costs that would be associated with these new mobile library services along with the on-going operational and maintenance costs that would be associated with providing these services along with eventual mobile unit replacement.*

### **Benefits of Project and Impact if Not Completed:**

*The idea behind the mobile learning unit is to help fill possible opportunity gaps that have developed within Johnson County for children in certain segments of the community. The mobile unit is hoping to help enhance early literacy efforts within those underserved or disadvantaged segments of the community and provide increased access to library programs for the birth to 6 and early elementary populations along with caregivers and educators for these populations. The goal is to help create a community where every child has a chance to grow, learn, and thrive; or at a minimum help mitigate opportunity gaps in the community with more vulnerable youth populations.*

### **Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):**

*This would be a new service line for Johnson County Library which will require additional personnel to staff the mobile learning unit and at the present time this anticipated to be 4.0 FTE to operate this mobile learning unit. There will also be vehicle insurance, fuel, and vehicle maintenance costs associated with the mobile learning unit. Also depending on what equipment is placed on the mobile learning unit there could be some maintenance agreements tied to that equipment or some subscription-based services that are tied to programs that the mobile learning unit would be providing.*

## Capital Improvement Program FY 2024 – FY 2028 Capital and Operating Impact Form

### Performance Measures and Strategic Priorities:

*This ties back to Johnson County Library strategic goals of education, community building, and convenience. More specifically:*

*Education Goal 3: People with specific educational or informational needs be supported by the Library.*

*Community Building Goal 4: People will connect and interact because of the Library partnerships and collaborations.*

*Community Building Goal 5: People will experience a welcoming library environment that meets their needs.*

*Convenience Goal 6: People will find Library staff, materials, and services convenient and easy to access.*

*Convenience Goal 8: People will experience Library services and resources through innovative use of technology.*

*As for Board of County Commissioners Priorities this mobile learning unit ties back to BOCC Priority #3 and Priority #4.*

*BOCC Priority #3: Strengthen and finance the appropriate level of service to meet the needs of the County's vulnerable populations and create conditions that promote community health.*

*BOCC Priority #4: Provide an ongoing focus to develop innovative initiatives and policies, across the organization and community, that enhance operational effectiveness and efficiency, levels of customer service, and stewardship.*