



**Board Report
February 9, 2023**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, FEBRUARY 9, 2023 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 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
 - a) Welcome to Commissioner Liaison
 - b) Appointment of the Nominating Committee
 - C. Development Department Report; written reports presented by Christopher Leitch.....4
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Authority of Board to determine Fines and Fees (ARM 20-10-90 and ARM 20-10-91)
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - a. Personnel Review Committee Review
 - b) Core statistics, Adam Wathen, Associate Director for Branch Services.....13
 - a. Programming Trends, Angel Tucker, Youth Services Manager.....16
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Merriam Plaza Library.....19
 - b) Capital Projects: Timeline Summary.....24
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Strategic Plan Update for Trimester Three of 2022, Jennifer Mahnken, Associate Director for System Wide Services.....27
 - b) 2023 Board Conferences, Tricia Suellentrop, County Librarian
 - c) NEJC Chamber State of the Cities, Scott Sime, Project Coordinator and Kinsley Riggs, Deputy County Librarian
 - d) Overland Park Economic Development Chamber - 2023 Commercial Development Award, Tricia Suellentrop, County Librarian
 - e) Lackman Update, Tricia Suellentrop, County Librarian
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the January 12, 2023, Regular Library Board meeting.....35
 - 2. Revision to ARM 50-30-25, Contracts.....43

3. Renewal of Microsoft 365 and O365 licenses for 2023.....	51
B. Information Items	
1. Financial and Personnel	
a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2022 were handled in accordance with library and County policy.	
b) The December 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.....	52

VI. Old Business

A. Action Item: Consideration of approval of the 2024-2028 Capital Improvement Plan (CIP), Dave Vratny, Finance Director.....	53
B. Action Item: Consider temporary closure of Oak Park, Scott Sime, Project Coordinator, Adam Wathen, Associate Director for Branch Services.....	85

VII. New Business

A. Action Item: Consideration of renewal of MOU with the BikeWalk KC, Nick Ward-Bopp, Makerspace Facilitator and Angel Tucker, Youth Services Manager.....	87
B. Informational Item: Fine Options – Michelle Olsen, Circulation Manager, Ryan Dolan, IT Analyst, and Elissa Andre, External Communication Manager.....	90

VIII. Adjournment



February 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.

New Year welcomes New Board Members

At a Special Meeting of the Board of Directors on January 10, 2023, new members were welcomed onto the Friends Board. They are:

- Lindsay Park, Senior Director, Global Strategy & Operations, Bain & Company, a global management consulting firm
- Lauren Deegan, a Human Resource generalist with BCInsourcing - Overland Park, KS
- Cassie Klein, Senior Finance Director at Hallmark Cards, Inc., Kansas City, MO

Their individual and cumulative skills will help the Friends grow and excel in our work to support Johnson County Library.

Sorting and Sales

January Pop-Up Sales grossed > \$4000, particularly impressive when you consider that's 2600 items, or 130 standard boxes of gently-used books. Our sorting volunteers processed by hand and via automated sorter about 10,000 donated pieces to sift out these sale-quality items for the Pop Up Sale shelves.

Friends Ops Director accepted to present at ALA

Shanta Dickerson, Friends Ops Director, has been selected to present at a session on Friends-Library collaboration at the upcoming American Library Association conference. This is notable: such sessions are in short supply. The Friends are proud of her accomplishment.

Respectfully submitted,

Shanta Dickerson
Director of Operations

Prepared by Christopher Leitch

To: Library Board of Directors
From: Christopher Leitch
Date: February 9, 2023
Re: Johnson County Library Foundation update

Good Afternoon!

Annual Giving 2022

- The Foundation leadership wants to send its sincere appreciation to everyone who made a donation in 2022. Donations came from individuals, foundations, families, corporations, small businesses, bequests, event sponsors, and event attendees.
- The number of gifts donated in 2022 is 613 for a total of \$663,230.

Impact Statement 2022

- As you know, dollars raised either go to the endowment investments or go directly to help provide resources for lifelong learning programs offered at the Johnson County Library and the collection.
- In 2022, the Johnson County Library Foundation provided \$226,889 of support to Library programs and the collection.
- You'll see a card at your place with the breakdown.

New Executive Director

- We are excited to report the Library has hired a new Development Director and Foundation Executive Director. We look forward to a smooth transition and exciting future!

That concludes my report. Are there any questions?

Thank you!



February 2023: Monthly Report
of the
Volunteer Coordinator
to the
Board of Directors of Johnson County Library

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

Volunteer Coordinator collaborating on Volunteer Training Opportunities

Amber Bourek-Slater has been assisting with organizing production of automated slide shows for training of Friends and Genealogy volunteers. The Friends are training cashiers for their popular Pop Up Sales. The Genealogy folks are working to implement a privately-funded “Memory Lab” at Central, that will assist users to digitize slides, films and videos. The Library’s CX-External Communications team is instrumental in progress on these projects. These training modules will be unveiled for volunteers during the 1st quarter.

The Volunteer Coordinator has also been arranging volunteer talent for a new Tour of Genealogy Resources video to be unveiled at the upcoming March Genealogy Day at Central resource Library.

Partnership with City of Merriam Police Department

The Antioch Library will host a volunteer officer from the Merriam Police Department during the coming year. Officers are given the opportunity to serve 24 hours per year as volunteers with community agencies. Currently, we plan for the officer to assist with maintaining the early literacy program supplies, and with the Catholic Charities Summer Breakfasts program at Antioch. This opportunity is one of many productive facets of our growing relationship with the City of Merriam and the new Merriam Plaza Library.

Respectfully submitted,

Amber Bourek-Slater

Prepared by Christopher Leitch

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
December 2022
100% of Year Lapsed

OPERATING FUND

	2022 Budget
Programs	
Revenue	3,767,639
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	263,185
Transfer to Capital Projects	3,834,756
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$4,097,941</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>(\$330,302)</u></u>

SPECIAL USE FUND

	2022 Budget
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	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$3,260,518</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$330,302</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$0</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

December 2022
100% 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	75,151	104,359	72%	57%
Library Generated - Overdues / Fees	296,415	493,271	60%	39%
Sale of Library Books	50,000	50,000	100%	75%
Misc Other	1,172	18,703	6%	81%
Reimbursement	816,914	630,043	130%	62%
Library Generated - Other Charges	901,246	3,641	24753%	0%
Investment	125,972	54,948	229%	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%
TOTAL REVENUE	44,227,245	44,484,029	99%	97%

Expenses ALL FUNDS with Collection Encumbrance

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	21,424,660	22,947,472	93%
Contractual Services	4,607,259	6,007,986	77%
Commodities	5,042,892	4,411,766	114%
Risk Management Charges	250,988	251,838	100%
Capital / Maintenance / Repair	3,940,878	4,100,494	96%
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%
TOTAL EXPENDITURES	41,420,550	44,484,029	93%

Revenue - Expenses as of December 31, 2022 **2,806,694**

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
December 2022
100% Year Lapsed

OPERATING FUND

Programs	2022 Year to Date	2022 Budget	% Program Expended
Administrative Services	3,945,411	4,363,169	90%
Information Technology	3,304,323	3,845,401	86%
Collection Development	3,936,156	3,946,140	100%
Branch/Systemwide Services	19,159,325	21,274,373	90%
Risk Management Charges	250,988	251,838	100%
Grants *	133,691	265,638	50%
Transfer to Capital Projects	3,834,756	3,707,330	103%
Interfund Transfer	2,866,474	2,908,015	99%

TOTAL OPERATING FUND EXPENDITURES	37,431,126	40,561,904	92%
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SPECIAL USE FUND

	2022 Year to Date	2022 Budget	% Budget Expended
Contractual Services (General Maintenance)	40,797	204,305	20%
Commodities (Capital Equipment)	106,122	127,000	84%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,112,167	3,590,820	87%

TOTAL SPECIAL USE FUND EXPENDITURES	3,259,086	3,922,125	83%
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TOTAL EXPENDITURES	40,690,212	44,484,029	91%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
December 2022
100% Year Lapsed

ALL FUNDS

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	21,424,660	22,947,472	93%
Contractual Services	4,526,770	6,007,986	75%
Commodities	4,368,733	4,411,766	99%
Risk Management Charges	250,988	251,838	100%
Capital / Maintenance / Repair	3,965,187	4,100,494	97%
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	2,908,015	2,908,015	100%
TOTAL EXPENDITURES	40,690,212	44,484,029	91%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
	Expenditures through 12/31/2022	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

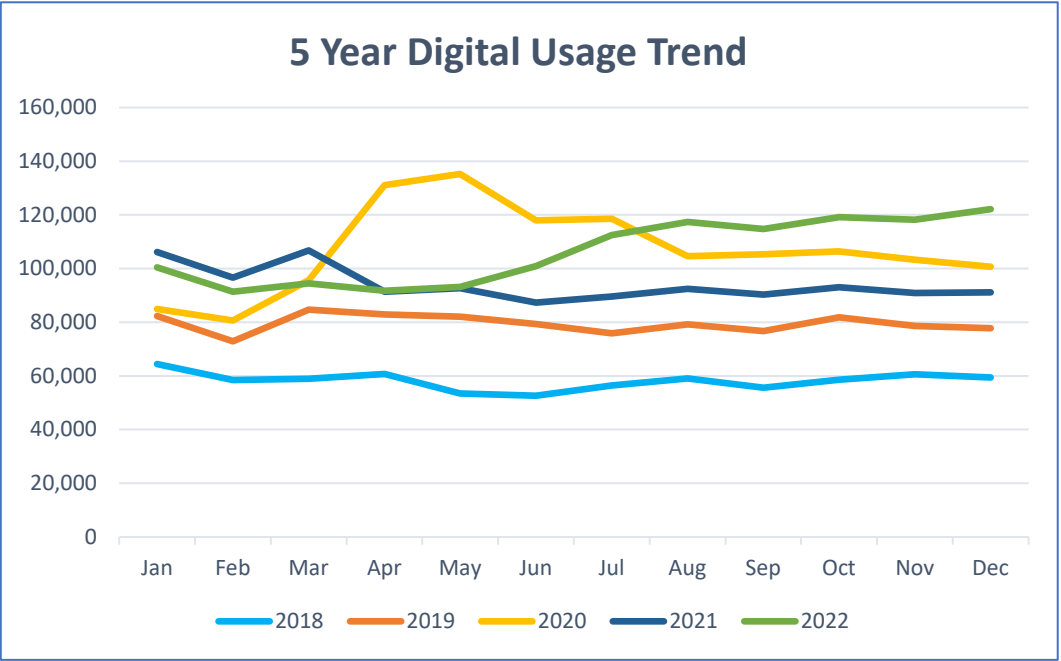
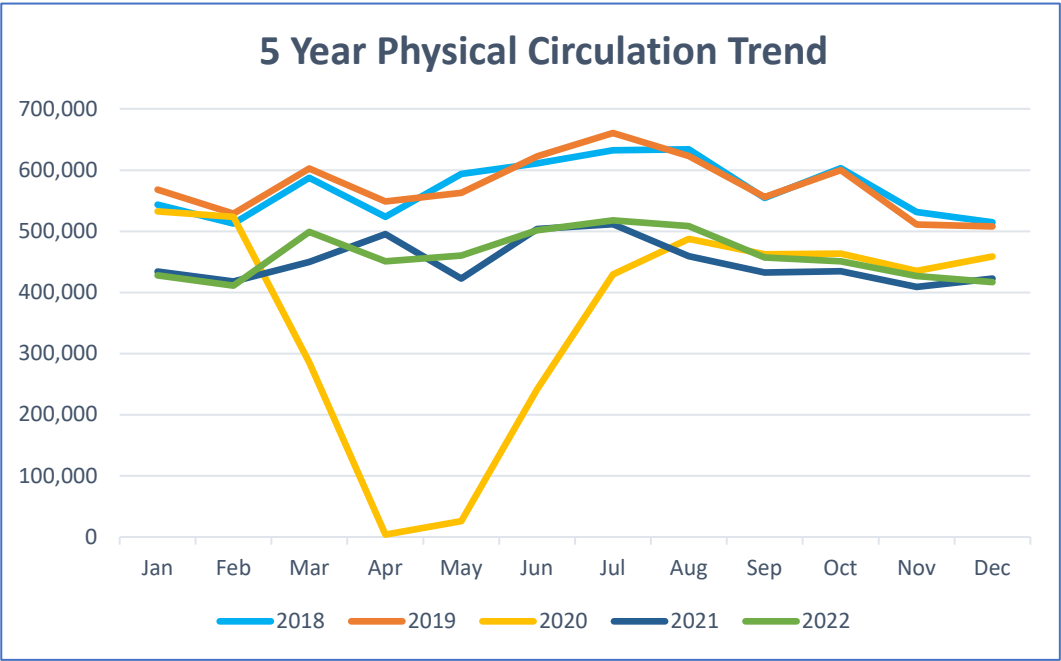
<i>Expenditure Details</i>	<i>December</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	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
Total Expenditures	\$ -	\$ 2,834.97

Monthly Statistical Report

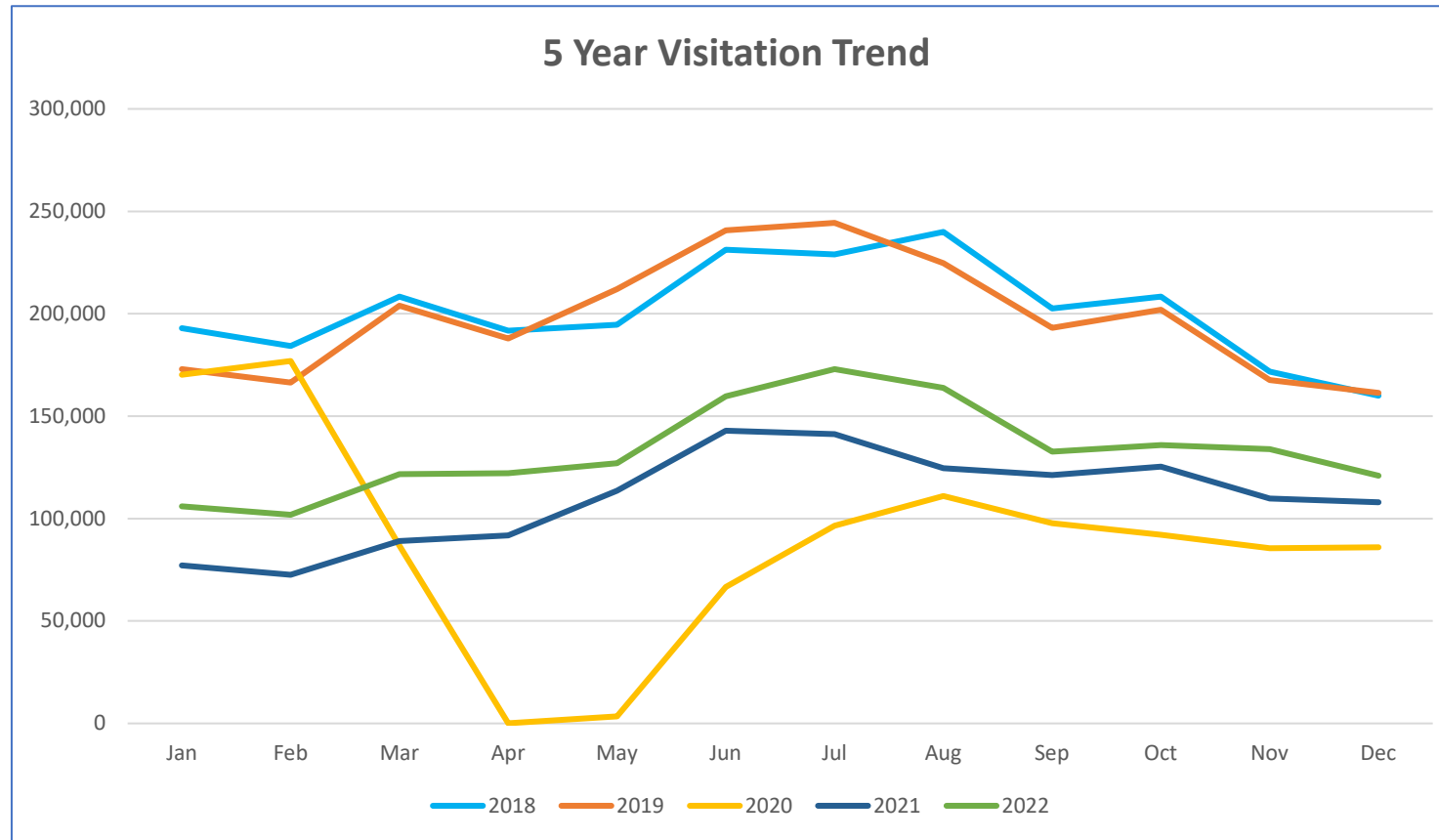
February 2023



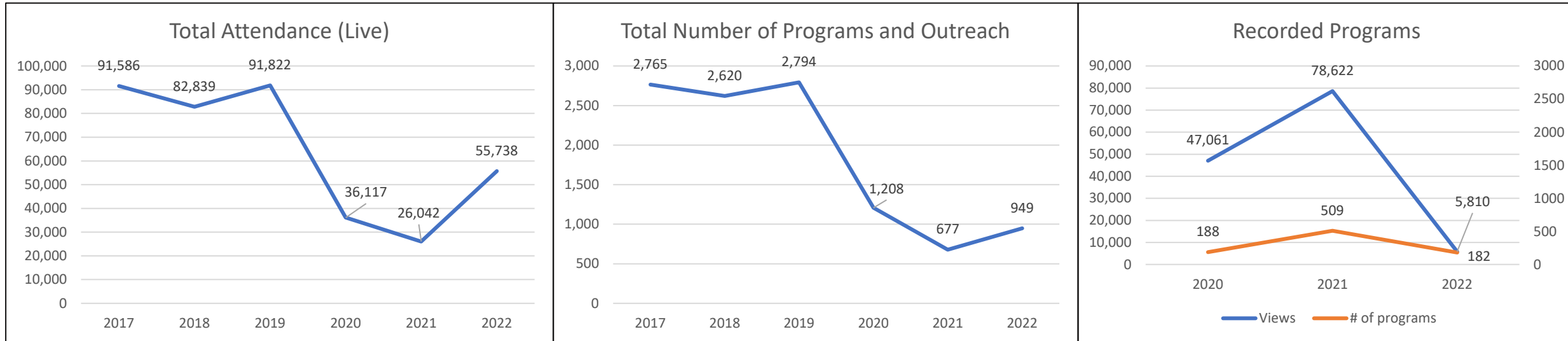
Monthly Statistics



Monthly Statistics



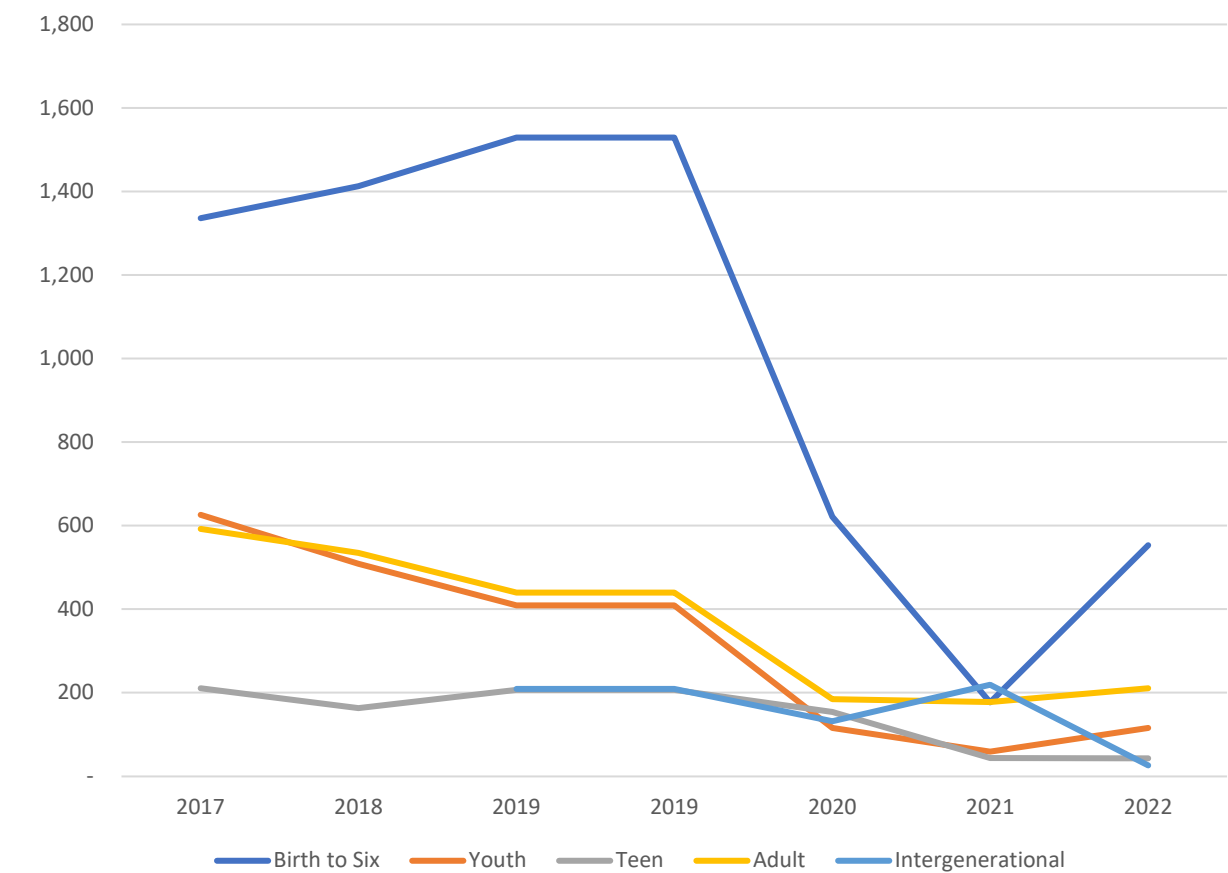
Trends in Programs and Outreach



TOTAL REACH
2021 - 104,544
2022 - 61,950



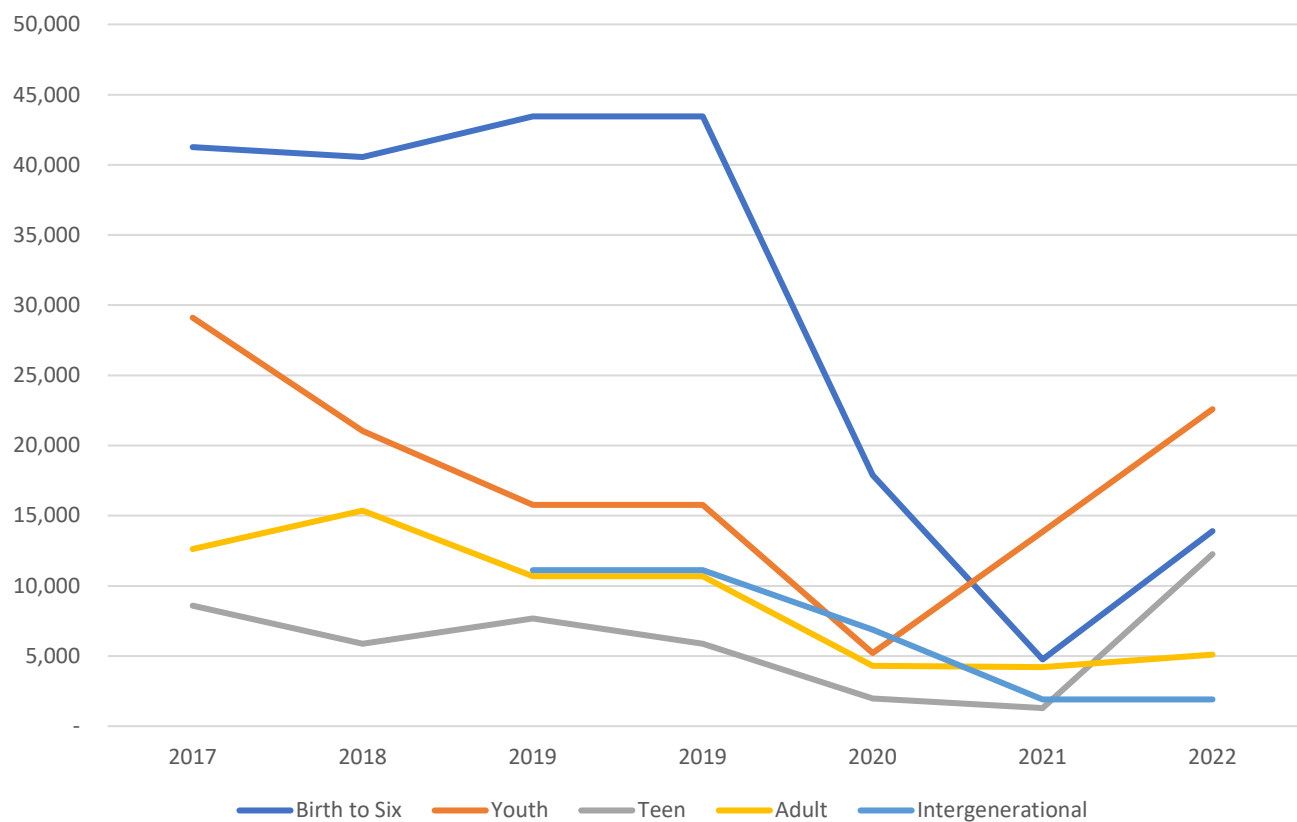
Number of Programs and Outreach by Targeted Audience



	Birth to Six	Youth	Teen	Adult	Intergenerational
2017	1,336	626	211	592	
2018	1,413	509	163	535	
2019	1,529	409	207	440	209
2020	621	116	154	185	132
2021	177	59	44	178	219
2022	553	116	43	211	26



Program and Outreach Attendance by Targeted Audience



	Birth to Six	Youth	Teen	Adult	Intergenerational
2017	41,262	29,103	8,595	12,627	
2018	40,566	21,042	5,874	15,357	
2019	43,459	15,770	7,672	10,676	11,119
2019	43,459	15,770	5,877	10,676	11,119
2020	17,880	5,205	1,962	4,305	6,885
2021	4,756	13,863	1,292	4,215	1,911
2022	13,896	22,582	12,261	5,097	1,902



Merriam Plaza Library

Update – February 2023



Updates

- Construction update
- Next steps
- Timeline



Construction update

- Foundation and column work completed



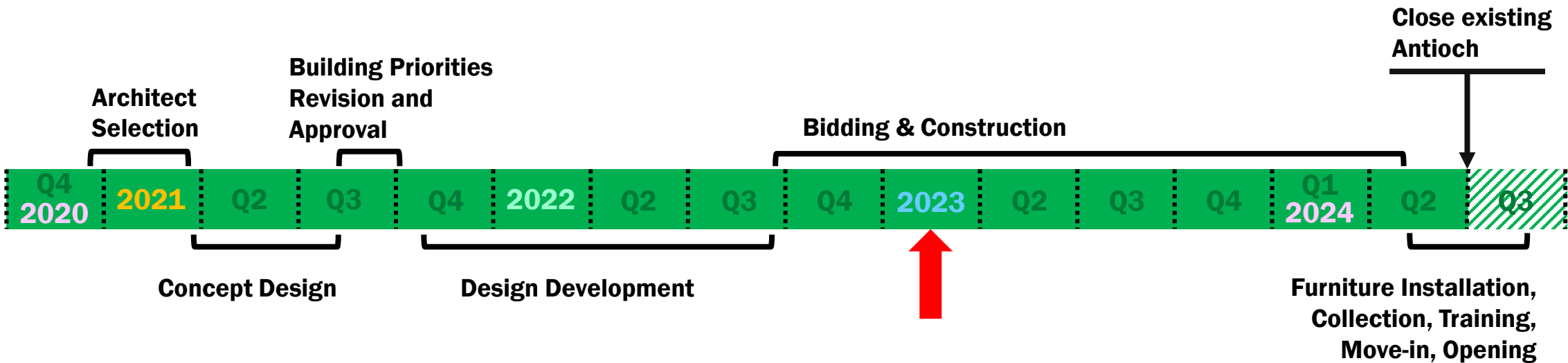
Next Steps

- Construction continues



Merriam Plaza Library:

Anticipated Project Timeline

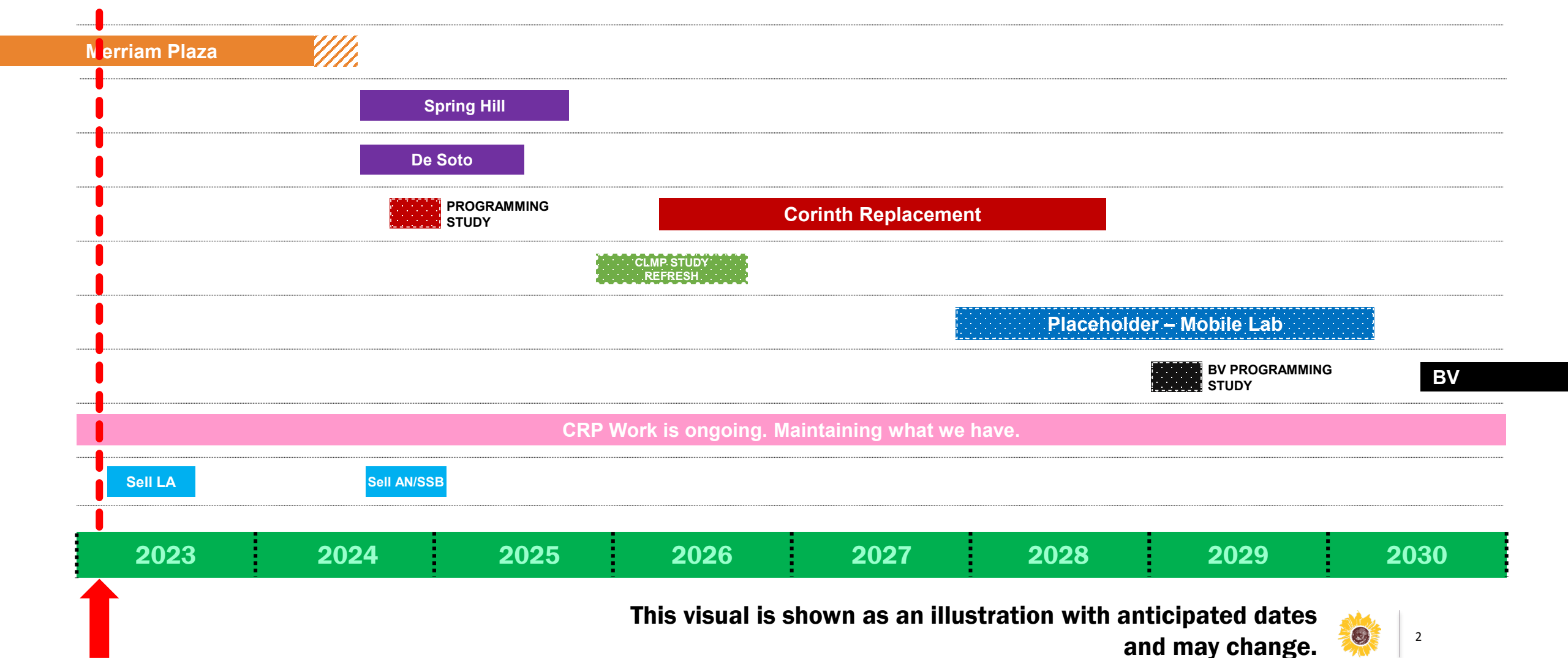


Capital Projects: Timeline Summary

February 2023



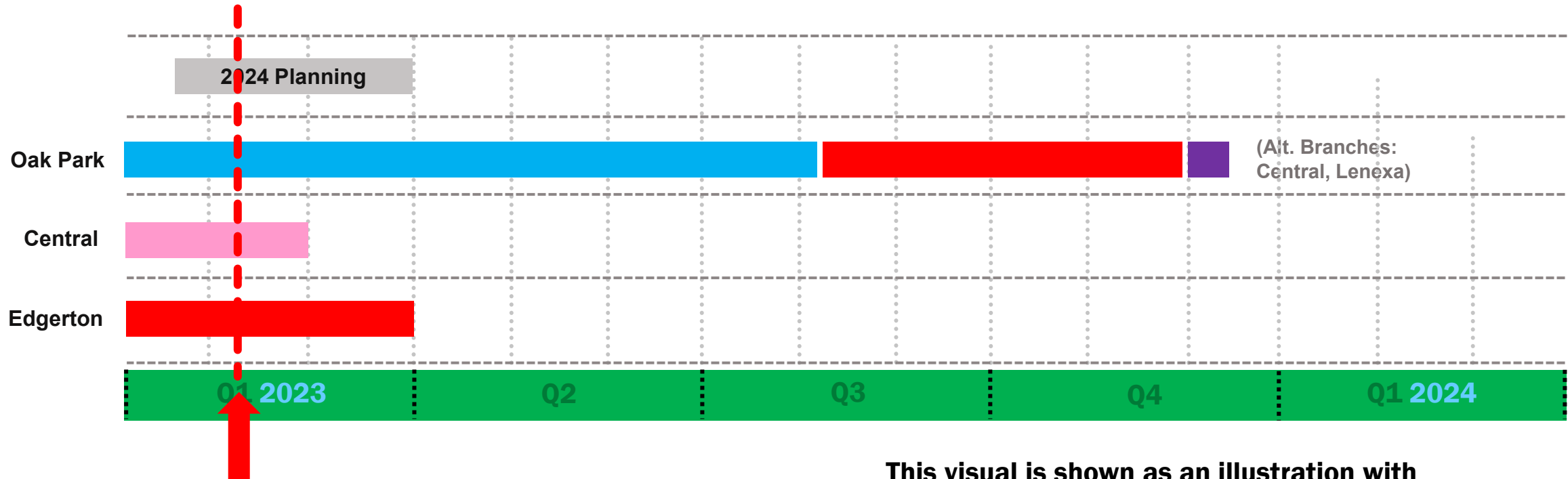
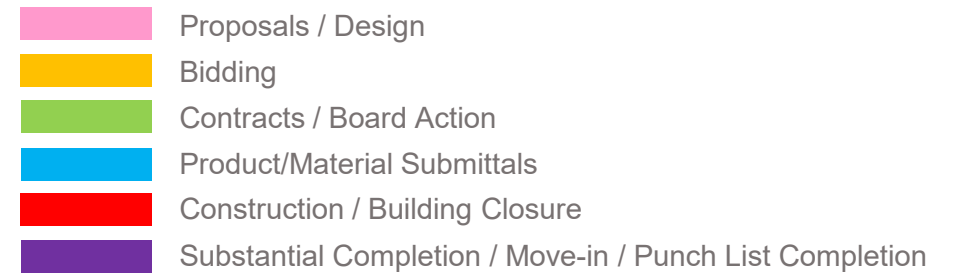
Capital Improvement Projects: Anticipated Timeline



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



2023 CRP Anticipated Timeline (Staggered Closures)



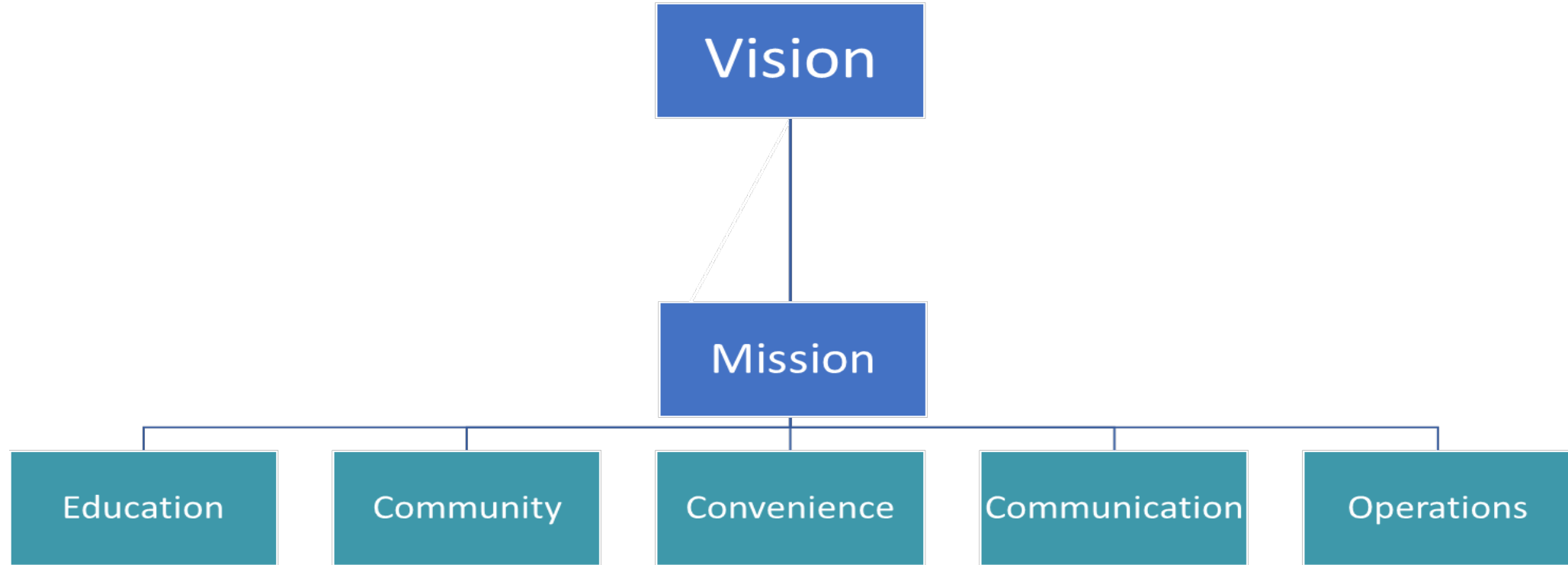
This visual is shown as an illustration with anticipated dates and may change.



Strategic Plan Update

Recap of work from Sept – Dec 2022





Education

Strategic Vision

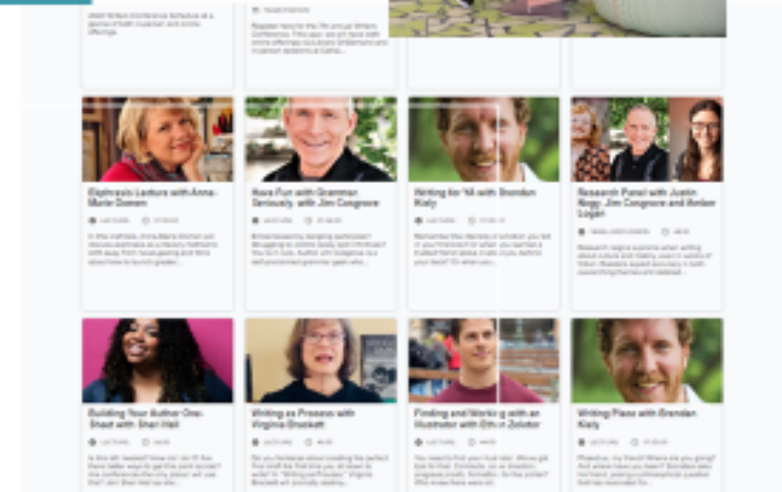
Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Work Completed

- **Programs**
 - In person story times return
 - Served 8,660 people
 - Writers Conference – 1,141 attendees;
 - 44 in person offerings; 17 online
- **Diversity Equity Inclusion and Belonging**
 - Staff workshop with HR specialist -1 of 3
- **Providing Leadership Training**
- **Staff presentations at conferences**



Conferences and Professional Involvement



Professional Organization Involvement

- KLA Intellectual Freedom Committee
- KLA Conference Presentations- 90 Day Plan / IF Panel/ Legacy Structures
- ALA CORE Preconference and Programing Committee Co-chair
- ALA Metadata/Collections: Leadership Team
- Materials on the Move Conference Presentation
- [Ban These Books? Let's Talk | Kansas City Public Library \(kclibrary.org\)](https://kclibrary.org)
- Leadership Cohort 2022
- ALA Audies Judge
- True/False Documentary Festival Judge
- MEEP Presentation for Amigos: Library Technology Road Map Conference
- KLA ILL Committees
- Collection Summit: Sirsi Virtual Collections Summit Conference
- McDIGs- Missouri Collection Development Interest Group



Community

Strategic Vision

Johnson County Library offers neutral spaces and opportunities where all voices are equal and connections are forged.

Outcome

People will thrive and prosper.

- **Work with partners to renew MOUs**
 - MOUs were renewed in December
- **Election Support**
- **Book Mark Design Contest**
- **Friends Pop-up Sales**
- **Library Lets Loose – raised \$145,000**
- **1952 Society event**



Convenience

Strategic Vision

Johnson County Library delivers services and materials how, when and where patrons want.

Outcome

People will be surprised and delighted.

Work Completed

- **Gardner CRP work completed**
- **Merriam Plaza Construction**
- **Circulation Data**
 - Curbside Services – 3,169 patrons served
 - 1,498,678 items shelved in T3
 - 23,611 patrons used the Drive-Thru



Communication

Strategic Vision

Johnson County Library listens to and shares information with all, building strong connections and relationships.

Outcome

People will be connected.

- **County Committee work**
 - VIBE
 - Applicant Tracking Committee
 - LEAP Faculty
- **External Communication**
 - Staff workshop with HR specialist -1 of 3
- **Internal Communication**



Staff Directory

Last Name	First Name	Pronouns	Profile	Location	Group
Asenstad	Sarah		Asenstad, Sarah, JCL	Unenrolled Parents	Search & Analytics/MSA
Adkins	Joshua		Adkins, Joshua, JCL	Systemwide Central	Finance
Alderman	Bruce		Alderman, Bruce, JCL	Systemwide Central	Lib-IT
Allen	Uta	she/her	Allen, Uta, JCL	Gardner Edgemoor Spring Hill	IT & A&S



Operations

Strategic Vision

Johnson County Library staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Outcome

People will receive seamless service.

Work Completed

- **Budget approved by the BoCC**
- **IT work**
- **Hiring**
- **Staff Projects**
- **All managers working on revising strategic plan goals for next plan**
- **Administration working on a staff reorganization project**



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

January 12, 2023
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, Kinsley Riggs, Jennifer Mahnken, David Vratny, Stephanie Stollsteimer, Laura Hunt, Elissa Andre, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, Piepie Baltz, Jennifer “Jen” Van Oosbree, Zainab Fatima, Kathryn “Katt” Cooper, Ian Hrabe, Lori Juhlin, Ted Clemons, Megan Clark, Birmingham, Lacie, Amber, Michelle Olsen, Michelle Beesley, Scott Sime, Jospeh Keehen, Lisa Jordan
Bob Miller (Olathe Library), Sarah Eccles (Olathe Library)

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.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Stephanie Stollsteimer, Development and Foundation Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library and the Johnson County Foundation. The written reports are included in the January Library Board Report.

Ms. Stollsteimer highlighted that the Friends are working on strategic planning. They are continuing weekly Pop-Up Sales and this year are relaunching a search for a larger facility.

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.

Ms. Stollsteimer highlighted the Foundation's annual appeal's, record breaking successful total in the amount of \$50,850 from 155 gifts! This makes this the most financially successful year end appeal to date. The Foundation has also received a planned gift of \$175,000 through the 1952 Society. Would like to thank long time board member and volunteer Caroline McKnight for her support for this program.

Board Chair David Sims recognized Stephanie Stollsteimer and acknowledged this as her last board meeting, he thanked her for all her hard work.

County Librarian Tricia Suellentrop thanked Stephanie for shepherding three departments into one, the development department.

BOARD COUNSEL REPORT

Fred Logan, Board co-counsel, reported on history of interlocal agreement with Olathe Public Library.

The agreement that is before the board on the agenda replaces an agreement that was first implemented in 1989, so it has worked incredibly well for 32 years, but many of the provisions in it were dated if you were to imagine how much has changed, especially in automated library services, in the past 32 years. The City of Olathe and Johnson County Library Staff started working on a replacement agreement that sets forth a cost sharing formula and recites the Johnson County Library Statute (State Statute K.S.A. 12.12-23) which provides this library's historic commitment to intellectual freedom, there will be a joint governance committee, and this will lead to a lot of on-going communication between both organizations.

When the original agreement was approved Olathe Library had their own library board, as we do, and now they are a department of the City of Olathe. There has been remarkable collaboration over the years and this new agreement memorializes how that will continue.

Fred Logan, Board co-counsel, also reported on multi-year contracts.

The library historically has not looked to do multi-year contracts unless under limited circumstances, for instances sole source contracts where there are particular services provided by only one entity or if there is a substantial cost savings. When looking at ARM 50-30-25 we outline legal issues around multi-year contracts and that we need to ensure that funds are on hand. If funds are on hand, then there is no problem to agree to do a three-year agreement. The Kansas Cash Basis Law was adopted during the Great Depression and was designed to ensure that public entities actually had the funds on hand when they were entering into contacts. There is a level of oversight that comes by having an agreement that's renewed on an annual basis, but it is not at all precluded we need to ensure we have the funds on hand, and it usually is going to be more like a sole source situation.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of November, we were 92% through the 2022 year, with a little over \$42.7 million, a little over 96% of projected revenues. Obligated expenses show at about \$39.8 million, 90% of our budget encumbered. Taking quite well for the end of November.

Volunteers

Amber BourekSlater, Volunteer Service Coordinator, presented the Volunteer Trends, this report is included in the January Board Report.

Ms. BourekSlater reviewed who volunteers with the Library and what those volunteers are engaged doing. Number of active volunteers rose by about 26% last year and we saw a 33% increase in

number of hours. When discussing volunteers' metro-wide, nationally, and world-wide most organizations feel volunteers' engagement leveling off for coming back after being impacted by COVID. She also shared the 'return on volunteer investment' and how they supplement staff.

Ms. BourekSlater shared that the Library is not a Certified Service Enterprise. This means that the volunteer program is very strategic. Only about 11% of volunteer programs achieve that and you can see that in the new volunteer opportunities we have available, new volunteers, and additional hours.

Mr. Mendoza asked about volunteer turnover and if younger kids are from school volunteer programs. Ms. BourekSlater shared that a large group of our volunteers have been with us for 6-10 years. Our most dedicated volunteers, about 107 have dedicated 100+ hours have been with us since pre-covid. We do have more opportunities now for the summer teen program, so they will have more opportunities to stay with us through high school.

Mr. Mendoza asked about our volunteer recognition.

Ms. BourekSlater shared that there is an annual recognition event in April and are looking at starting coffee and conversations to learn more about the libraries. A lot of volunteers are here because they are passionate about the work here and love to read.

MS. Templin asked if volunteers come to the library on their own or through a program with their schools.

MS. BourekSlater shared those volunteers come to us on their own, a lot say the pickup a flyer with elementia, but they self-register and can also find us through the website.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Library Project, sharing construction update, next steps, and timeline. Construction fencing has been built, traffic patterns have changed, and we have worked with the city to install additional lighting and wayfinding signages. Titan, the Construction Manager, has been working on sitework including preparing the building pad for footings and foundations and beginning concrete work. Mr. Sime shared photos of the construction fencing and current signage at the construction site.

Mr. Sime reviewed the timeline for this project, which has no changes from last meeting.

Overall Timeline

Mr. Sime reviewed the updated Capital Project Timeline Summary that reflects the priorities that the Board determined at the October Board Retreat; these timelines are included in the January Board Report.

Mr. Sime shared the Capital Improvement Projects timeline. This timeline shows constant and consistent progress on the Comprehensive Library Master Plan. This timeline considers the CIP timeline, budget forecasting, facilities staff capacity and provides time for us to learn from our capital projects. This plan honors the board's desire to have Spring Hill and De Soto projects overlapping. This also contemplates refreshing our 2015 CLMP study, replacement of Corinth and Blue Valley branches, as well as a placeholder for a Mobile Lab project.

Ms. Templin asked where the placeholder for the mobile project came from.

Mr. Sime explained that the original CLMP study focus was how to get services to the public where they are and we have had an internal team working on this, they have brought a proposal forward, so we added to the future timeline.

County Librarian Suellentrop shared that this is not a building, but this is a large amount of work that is coming. Adding this placeholder to the timeline is a way to communicate that this is a direction we are heading. We do not have specifics around this currently, budget wise or staffing resources.

Ms. Griffith shared that the budget committee looked at this and where it should go. The committee requested that it come after the CLMP Refresh so that in the next phase of Capital Improvements it can be in our radar to study.

Board Chair Sims shared that this was discussed at an October Retreat, then at a budget meeting, where he asked what else should be shown to include soon.

Ms. Griffith added that the Phase 2 for the CLMP study will help further define the needs and keep the library a 21st century system.

Mr. Sime addressed the CRP anticipated timeline of projects; the Capital Replacement Plan (CRP) 2023 timeline is included in the January Board Report.

UPDATES – Tricia Suellentrop, County Librarian

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

County Librarian Suellentrop welcomed the new employees to the Johnson County Library! She also reviewed some important dates for Board Members.

Leadership in Action (LIA) Award Winners

These awards started at the County level, about 5 years ago, for staff that are going above and beyond especially finding innovative ways to do their work. There were about 28 submissions, for about 4,000 employees, and two of the Library's submissions were approved by the executive leadership team of the County.

Josh Adkins is our Warehouse Coordinator and started as a courier. He has been instrumental in moving us back into Central. His incredibly positive outlook on organization, everyone has benefited from having him in his position.

Lisa Jordan is currently an Assistant Branch Manager. She is very focused and will organize you if you are not careful. She was part of the team that presented at the Kansas Library Association, but she also helped us with a staff merit project in coordination and collaboration with staff.

Library Branding Updates

Elissa Andre, External Communication Manager, reported on Branding Update, this information is included in the January Board Report.

Ms. Andre presented the logo that has been updated in 2023 and what is being used on our buildings. This updated logo has been approved by the County Managers Officer and Board of County Commissioner, so we will start to utilize the updated logo in newly printed materials, but no funds will be spent reprinting old materials.

Ms. Kilgore expressed that she really likes the updated logo, it is much cleaner.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the December 8, 2022, Regular Library Board meeting
2. 2023 renewals of Memoranda of Understanding (MOUs)
 - a. Overland Park Community Garden
3. 2023 SirsiDynix 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 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

Motion: Mr. Riley moved that the Library Board of Directors approve the consent agenda.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

II. Old Business

None

III. New Business

A. Adoption of the Bi-annual Review of the Collection Development Policy

Lacie Griffin, Collection Development Manager, introduced the briefing sheet that is included the January Board Report and reviewed that this is a bi-annual review and there has been no changes proposed during this review.

Motion: Ms. Kilgore moved that the Library Board approves the Collection Development Policy, as is, for the 2023-2024 renewal cycle.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

B. Consideration of the Interlocal Agreement between the Johnson County Library and the City of Olathe

Dave Vratny, Finance Director, introduced the briefing sheet that is included the January Board Report.

Board Chair Sims asked what the cost sharing is for this agreement.

Mr. Vratny shared the amount that we received, approximately \$500,000, this year and that this Interlocal Agreement has updated the percent to round to the nearest tenth percent, approximately 23.3%.

Motion: Ms. Kilgore moved 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.

Second: Mr. Riley seconded this motion.

Motion was approved unanimously

C. Action Item: Consider temporary closure of Oak Park

Scott Sime, Project Manager, introduced the briefing sheet that is included the January Board Report.

Ms. Templin asked if this would affect usage by patron over the summer.

Mr. Sime shared those summer programs would need to be shifted to another branch and the branch would need to be closed for the time.

Ms. Templin asked if there is an option to push the construction to August.

County Librarian Suellentrop shared that this was the back-up plan, as the initial plan was to do the work in the spring and avoid a summer closure if possible.

Mr. Mendoza asked what the harm would be to waiting until August, rather than moving forward in June.

County Librarian Suellentrop shared that there would be an increased cost and it could affect other project timelines.

Ms. Templin asked if the product that is backordered is guaranteed to be in by June.

Mr. Sime shared that the Contractor is lined up to be able to complete the work in June.

Mr. Mendoza asked if there is no cost increase to delay from January to June, but there is a significant cost to hold the work until August.

County Librarian Suellentrop clarified that there will be a cost increase, but the degree of that increase is unknown at this point.

Ms. Griffith asked what materials we are getting and installing.

Mr. Sime shared that this includes HVAC, electrical system upgrades, restroom remodel, paving and entrance improvement, ADA improvements, and building and automation improvements. The item that is the hardest to get is the HVAC materials.

Ms. Templin requested that a conversation be had with the contractor to move this to a later date.

County Librarian Suellentrop agreed to bring this back to another time.

This topic has been tabled to another month.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick apologized for being late, Board of County Commissioners have sworn in new Chair Mike Kelly and are working with the Committee of the Whole to establish revisions of rules.

Commissioner Hanzlick shared that she is reading a murder mystery by Minon Everhart born in Lincoln Nebraska.

Mr. Riley asked if the book is good.

Comm. Hanzlick shared that she likes Agatha Christie, this is a little bit slower writing.

New Business

A. Consideration of approving Edgerton Facility Use and Maintenance Agreement

Jennifer Mahnken, introduced the briefing sheet that is included the January Board Report. The rent has been raised to better maintain the building.

Ms. Templin asked if we felt this building would be maintained now.

Ms. Mahnken the building has been added to the CIP/CRP process moving forward so that they can plan for the building to be maintained.

Motion: Ms. Templin moved 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.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

- B. Consideration of approval for one time use of funds for Capital Replacement Project at Edgerton.

Comm. Hanzlick asked if these improvements included the design shown a few months ago. Ms. Mahnken clarified that these improvements are structural issues that were identified as more maintenance.

Motion: Ms. Kilgore moved 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.

Second: Ms. Griffith seconded this motion.

Motion was approved unanimously

- C. Consideration of temporary closure of Central Resource Library

Scott Sime, Project Manager, introduced the briefing sheet that is included the January Board Report.

Mr. Mendoza appreciated that staff is planning to close the building around a holiday when the library is already closed.

Motion: Mr. Mendoza moved 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.

Second: Mr. Riley seconded this motion.

Motion approved unanimously.

- D. Informational Item (no action): 2024-2028 Capital Improvement Plan (CIP) Submission

Dave Vratny, Finance Director, introduced the briefing sheet and reviewed the 2024-2028 Capital Improvement Plan that is included the January Board Report. No action was taken on this item.

Ms. Griffith expressed that the contribution that a board member can make, to govern, to lead, cannot be done without the staff, volunteers, Foundation, and Friends. It is more than a vision; this is an extraordinary library system that looks to the future. It is a privilege to work with and have discussions, to go to the public with openness and accountability. Our patrons are getting an extraordinary service and we are impacting people's lives. Word for the year is gratitude!

ADJOURNMENT

Motion: Ms. Griffith moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:01 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

Briefing Sheet

To: Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 9, 2023
Re: **ARM 50-30-25, Contracts**

Issue: Legal counsel has prepared a revision to ARM 50-30-25, Contracts, that would provide for a finding under certain circumstances that a mandatory venue provision placing venue outside Kansas would be acceptable.

Background: Changes were approved by the Board in 2019 to ARM 50-30-25, as can be confirmed in the December 2020 Board Meeting minutes and when the ARM 50-30-25 was revised in 2021 it was based on the 2017 version, not the most recent 2019 version. This revision is the combination of these two approved versions of this ARM 50-30-25, Contracts.

The 2019 changes included the following: The Library's catalog vendor, Bibliocommons, has redesigned the mobile app promising an improved user experience. For Bibliocommons to publish the new app on behalf of the Library with Library branding to Apple iPhones, Apple now requires the Library to sign an Apple Developer agreement. This is an end user agreement (EULA) using standard language that organizations publishing apps must sign and does not allow for customization of the venue of arbitration. In this particular instance, the Library and the catalog vendor have no other option to reach iPhone users. In order to remain in compliance with Library policy and reach iPhone users, the following update to Library policy is proposed.

On Consent: This item is on consent due to these changes being previously approved.

Legal Review: Legal counsel has drafted and approved the revision to ARM 50-30-25, Contracts.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

SUMMARY

This regulation describes the source of the Library Board's authority for entering into contracts independently, its intent to follow County procedures, where it does and does not delegate its authority to enter into contracts, adherence to the Kansas Cash Basis Law, and the reporting on contracts to be made to the Board. This regulation covers all contracts adopted by the Library Board pursuant to its governing authority under K.S.A. 12-1223. Agreements between the Johnson County Library and public agencies, not-for-profit organizations and for-profit businesses on co-sponsorship of programs and events (Program Agreements) are covered by ARM 10-50-85, "Program Agreements with Public Agencies, Not-for-Profit Organizations, and For-Profit Businesses." All Johnson County Library contracts are subject to the Kansas Cash Basis Law and the Kansas Tort Claims Act.

Effective Date:

Reaffirmed

March 9, 2017
December 12, 2019
February 11, 2021
[February 09, 2023](#)

Reviewed

March 9, 2017
December 12, 2019
February 11, 2021
[February 09, 2023](#)

POLICY;
CONTRACTS
COVERED BY THIS
REGULATION

a. The power to contractually bind the Johnson County Library resides solely in the Board of Directors of the Johnson County Library, pursuant to K.S.A. 12-1223, or in the County Librarian in those instances where the Library Board has specifically delegated the power to the County Librarian. The Board of County Commissioners does not have statutory authority to contractually bind the Johnson County Library. K.S.A. 12-1223 provides, "In Johnson county, the library board shall constitute a body corporate and politic possessing the usual powers of a corporation for public purposes, . . . and under such name may contract . . ." This regulation covers all of the contracts into which the library enters pursuant to its authority as a governing body under K.S.A. 12-1223 (Governance Contracts), with the exception of the Program Agreements covered by ARM 10-50-85. Governance Contracts include but are not necessarily limited to contracts for construction and renovation of library facilities; all contracts for consulting and professional services; all contracts with vendors and for the acquisition of goods; all leases and contracts pertaining in any way to library real estate, including easement and cross- parking agreements; all contracts relating to the acquisition of books and other library materials; and all contracts relating to the acquisition and maintenance of library technology and

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS FOR ACQUISITION OF MATERIALS

equipment. All of the contracts described in this regulation are Governance Contracts.

b. The Library Board of Directors has the complete authority, pursuant to K.S.A.12-1225(c), to enter into contracts for the acquisition of "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."

CONTRACTS FOR CONSULTING, ETC.

c. The Library Board of Directors also has the complete authority to enter into contracts for consulting, professional, and other services pursuant to K.S.A. 12-1223.

CONTRACTS FOR CONSTRUCTION

d. The Library Board of Directors has complete authority to award bids and enter into contracts for construction and renovation for specific projects when such specific projects have been authorized and funded by the Board of County Commissioners.

CONTRACTS FOR THE ACQUISITION OR DISPOSITION OF REAL ESTATE; ALL OTHER CONTRACTS

e. The Library Board of Directors has the authority to enter into contracts for the acquisition or disposition of real estate, subject to the approval of the Board of County Commissioners of Johnson County. The Library Board, as a quasi-municipal corporation under K.S.A. 12-1223, has the complete authority to enter into other contracts in accordance with this regulation.

DELEGATION TO COUNTY LIBRARIAN

Library Materials

f. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into contracts for library materials in cases where the Library Board's intent is provided in the Collection Development Policy and annual operating budget. The Library Board shall approve contracts for the acquisition of library materials of \$100,000 or more.

Other Areas

g. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into all other contracts up to \$99,999, where funds and the Library Board's intent are provided in the Johnson County Library's annual budget, except as noted below.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

**PURCHASING
DEPT.
PROCEDURES**

h. Johnson County Purchasing Department regulations are strictly followed for all purchasing procedures, except as noted in (b) above. Purchases under \$10,000 require no competitive quotations. Purchases of \$10,000-\$49,999 for which there is more than one source, require informal competitive quotations. Expenditures above \$50,000 require formal, advertised competition (RFP's or RFB's); award can be made to any or all of the respondents to an RFP. Expenditures resulting from an RFP or RFB for amounts of \$50,000 to \$99,999 may be approved by the County Librarian in consultation with the Purchasing Director. The Library Board must approve all contracts arising from an RFP or RFB and other purchases amounting to \$100,000 or more.

Change Orders

i) Change orders for construction projects and construction-related professional service contracts not specifically described in section ii may be approved by the County Librarian.

ii) The following types of change orders must be approved by the Library Board: change orders which equal or exceed \$100,000; for projects with a base contract amount of \$500,000 or less, change orders which equal or exceed \$50,000; for projects with a base contract amount of \$100,000 or less, change orders which equal or exceed \$10,000 and cause the total contract to exceed \$100,000; for projects with a base contract amount between \$100,000 and \$500,000, change orders which individually or in combination with others exceed \$50,000; for projects with a base contract amount between \$500,000 and \$1,000,000, change orders which individually or in combination with others exceed \$100,000; for projects with a base contract amount of \$1,000,000 or more, any change order which individually or in combination with others exceeds 10% of the base contract amount; and any change order which causes a project to exceed its project authorization or scope.

BOARD APPROVAL

i. All contracts for consulting and professional services that amount to \$100,000 or more must receive the approval of the Library Board. Contracts for consulting and professional services that amount to less than \$50,000 may be negotiated

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

and approved by the County Librarian without competitive quotations. Contracts for consulting and professional services for \$50,000 or more require at least three competitive quotations and may, at the direction of the County Librarian or Library Board, be made subject to a formal competitive quotation or RFP process. However, nothing in these regulations shall require the approval of such contracts strictly on the basis of the low dollar bid. Library board counsel shall review and approve the form of all contracts for professional and consulting services.

BOARD APPROVAL

j. The Library Board must approve all contracts not delegated to the County Librarian in this regulation.

REPORTS

k. The Library Board will receive monthly a summary of all contracts entered into by the Library and all change orders approved by the County Librarian during the previous month.

CASH BASIS LAW

l. The Johnson County Library is subject to the terms of the act setting out the Kansas Cash Basis Law, K.S.A. 10-1101, et seq. The law's statutory scheme requires the Johnson County Library to contract all indebtedness in conformity with the act. Except where the act provides a specific exception, it is illegal for the Johnson County Library to create any indebtedness "in excess of the amount of funds actually on hand in the treasury of the library at the time for such purpose." (K.S.A. 10-1112). All library contracts that are lease-purchase agreements or installment sale agreements that extend over a period in excess of 12 months shall contain the following language:

The Johnson County Library is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the library's current budget year or (b) funds made available from any lawfully operated revenue producing source. (K.S.A. 10-1116b). The Johnson County Library has the right to not renew said agreement by an act of non-appropriation at the end of each fiscal year.

In the event that the proposed agreement is for a term exceeding the current fiscal year of the library, the

ADMINISTRATIVE REGULATIONS

TAB: Administration

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SECTION: Finance

SUBJECT: CONTRACTS

agreement shall be subject to the following: (1) The amount of capital cost required to purchase the item if paid for in cash as of the end of the fiscal year, (2) the annual average effective interest cost (simple interest payable in arrears), and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost. (K.S.A. 10-1116c). The principle and interest portions of each periodic lease payment shall be denoted.

AUTOMATIC
RENEWAL
CLAUSES IN
CONTRACTS

m. The Library Board or the County Librarian must approve all library contracts in accordance with this regulation. No library contracts shall contain provisions that "automatically renew" the term of the contract without specific new approval by the Library Board or the County Librarian pursuant to the terms of this regulation. Any automatic contract term renewal provisions in library contracts not stricken or deleted by mistake shall be null and void under the terms of this regulation.

PROHIBITED

MANDATORY
VENUE CLAUSES
PROHIBITED

n. The Library shall retain the right, under all of the contracts to which it is a party, to bring actions on claims or disputes under those contracts in the state courts of Johnson County, Kansas or the federal courts of the state of Kansas. No Library contracts shall contain provisions that mandate placement of venue of disputes or claims under the contracts in some state other than Kansas, except upon authorization from the County Librarian when (1) the contract is for services or products from a contractor that in effect is the sole source for such services or products or when there are not reasonable alternative contractor options, (2) the contract terms are found by the County Librarian in consultation with Library counsel to present a low risk of disputes or litigation to the Library, and (3) the contract's benefit, in terms of the access provided to information or other services to the Library and its patrons is great. In the event that any such "mandatory venue" provision is not stricken or without authorization from the County Librarian, such provision shall be deemed null and void under the terms of this regulation.



ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS
SUBJECT TO
KANSAS TORT
CLAIMS ACT;
INDEMNIFICATION
CLAUSES
SUBJECT TO
LIMITATIONS

o. Contracts to which the Library is a party are subject to the Kansas Tort Claims Act, K.S.A. 75-6101, et seq. The Kansas Tort Claims Act limits liability for the Library and other Kansas governmental entities. The law caps the amount of damages and grants immunity to the Library and its employees and agents for a variety of tort actions.

Nothing in any contract shall be construed as a waiver by the Library of the immunities and liability limitations afforded to it by the Kansas Tort Claims Act. Indemnification agreements in Library contracts are limited by and made subject to the terms of the Kansas Tort Claims Act. Nothing in any

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CERTIFICATION BY
LIBRARY BOARD
COUNSEL;
INCORPORATION
OF STANDARD
LIBRARY
CONTRACT
ADDENDUM IN
LIBRARY
AGREEMENTS

CONTRACTS ARE
SUBJECT TO AND
LIMITED BY THE
KANSAS CASH
BASIS LAW AND
THE KANSAS TORT
CLAIMS ACT;
NOTICE

indemnification agreement in a Library contract shall be construed to set aside the immunities and liability limitations of the Kansas Tort Claims Act or to expand the Library's liability under that Act.

p. Prior to execution by the Library of a contract, Library Board Counsel shall certify in writing that Counsel has reviewed the contract, approves the same as to form, and that it may be approved and executed in accordance with this regulation. The Standard Library Contract Addendum set forth in the Appendix to this regulation shall be made a part of Library contracts if Library Board Counsel so directs in Counsel's certification. The Standard Library Contract Addendum should be used with construction contracts unless Library Board Counsel directs in the certification that it need not be used.

q. All contracts to which the Library is a party shall be subject to and limited by the Kansas Cash Basis Law and the Kansas Tort Claims Act, and amendments thereto. The Library makes the provisions of ARM 50-30-25 and other administrative regulations available to the public and to contractors and vendors on its website.

ARM 50-30-25 End

| February 09, 2023

Briefing Sheet

To: Johnson County Library Board of Directors
From: Patricia Suellentrop, County Librarian
Date: February 9, 2023
Re: Microsoft Software Licensing Renewal

Issue: Annual renewal of Microsoft licensing through value-added reseller Dell Technologies in an amount not to exceed \$103,078.50.

Background: The Library is part of the Johnson County Microsoft tenant and grateful for the consistent support and management by County's Department of Technology and Innovation (County DTI). The County utilizes the value-added reseller Dell Technologies to contract Microsoft licensing and the Library pays their assigned portion based on the number of licensed Library employees that are named users. The Library is billed directly from Dell Technologies yearly. Microsoft products licensed in this way include Microsoft 365 & Office and Power BI.

Analysis: The Library is adding additional Microsoft services to the yearly renewal (2/1/2023 - 1/31/2024), increasing the cost to \$103,078.50. These additional services improve email management and security controls required by County DTI. Detailed documents are available for Library Board reference in the Library Board portal due to the documents' sensitive nature for Library information technology security, pursuant to K.S.A. 45-221(a)(12). This licensing is a budgeted and planned expense for 2023.

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: Legal counsel has been consulted to ensure compliance with best practices.

Attachment(s): None

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

			Receipts	Payments	Balance
	Opening cash balance				\$204,707.38
		Add Receipts	\$81.78		
		Less Payments		\$11,446.48	
	Ending Cash balance				\$193,342.68
		Less Liabilities		\$25.00	
	Unobligated cash balance				\$193,317.68

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 9, 2023
RE: 2024-2028 Capital Improvement Program (CIP) Submission

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: To approve the 2024-2028 Capital Improvement Program (CIP) proposal as presented for submission.

Suggested Motion: I move the Library Board of Directors to approve the proposed 2024-2028 Capital Improvement Program (CIP) submission.

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
Department Preparer: Juan Lopez-Tamez				Department Approval: Tricia Suellentrop			

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
Subtotal	0	1,110,888	1,864,632	1,676,483	1,869,397	1,729,470	8,250,871
Equipment Expenditures							
Building HVAC / Electrical Equip Replacement		922,706	252,464	588,900	242,286	1,028,916	3,035,272
							0
Subtotal	0	922,706	252,464	588,900	242,286	1,028,916	3,035,272
Start-Up Capital							
							0
							0
Subtotal	0	0	0	0	0	0	0
Total Capital	0	2,033,594	2,117,096	2,265,383	2,111,683	2,758,386	11,286,143

Capital Improvement Program - Project Operating Expenses

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

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2023	2024	2025	2026	2027	Total Project Cost
Capital	0	1,110,888	1,864,632	1,676,483	1,869,397	1,729,470	8,250,871
Equipment	0	922,706	252,464	588,900	242,286	1,028,916	3,035,272
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	0	2,033,594	2,117,096	2,265,383	2,111,683	2,758,386	11,286,143

Total Capital	0	2,033,594	2,117,096	2,265,383	2,111,683	2,758,386	11,286,143
Total Operating		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: 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
Subtotal	48,000	1,943,557	1,943,557	0	0	0	3,935,114
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)		0	115,000				115,000
Subtotal	0	0	115,000	0	0	0	115,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	48,000	1,943,557	2,058,557	0	0	0	4,050,114

Capital Improvement Program - Project Operating Expenses

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

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2024	2025	2026	2027	2028	Total Project Cost
Capital	48,000	1,943,557	1,943,557	0	0	0	3,887,114
Equipment	0	0	115,000	0	0	0	115,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	48,000	1,943,557	2,058,557	0	0	0	4,002,114

Total Capital	48,000	1,943,557	2,058,557	0	0	0	4,002,114
Total Operating		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: 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
Subtotal	48,000	1,066,291	1,066,291	0	0	0	2,180,582
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)			115,000				115,000
Subtotal	0	0	115,000	0	0	0	115,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	48,000	1,066,291	1,181,291	0	0	0	2,295,582

Capital Improvement Program - Project Operating Expenses

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

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2024	2025	2026	2027	2028	Total Project Cost
Capital	48,000	1,066,291	1,066,291	0	0	0	2,132,582
Equipment	0	0	115,000	0	0	0	115,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	48,000	1,066,291	1,181,291	0	0	0	2,247,582

Total Capital	48,000	1,066,291	1,181,291	0	0	0	2,247,582
Total Operating		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: 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
Subtotal	0	0	230,400	345,600	0	0	576,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)							0
Subtotal	0	0	0	0	0	0	0
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	0	0	230,400	345,600	0	0	576,000

Capital Improvement Program - Project Operating Expenses

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

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2024	2025	2026	2027	2028	Total Project Cost
Capital	0	0	230,400	345,600	0	0	576,000
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	0	0	230,400	345,600	0	0	576,000

Total Capital	0	0	230,400	345,600	0	0	576,000
Total Operating		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: 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
Subtotal	140,000	250,000	0	1,839,164	11,461,697	8,434,125	22,124,986
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)					3,456,000		3,456,000
Subtotal	0	0	0	0	3,456,000	0	3,456,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	140,000	250,000	0	1,839,164	14,917,697	8,434,125	25,580,986

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
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code			Date						
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code			Date						
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code			Date						
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code			Date						
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2024	2025	2026	2027	2028	Total Project Cost
Capital	140,000	250,000	0	1,839,164	11,461,697	8,434,125	21,984,986
Equipment	0	0	0	0	3,456,000	0	3,456,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	140,000	250,000	0	1,839,164	14,917,697	8,434,125	25,440,986

Total Capital	140,000	250,000	0	1,839,164	14,917,697	8,434,125	25,440,986
Total Operating		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 77th 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						\$523,688.00	1,102,500
Construction							0
Public Art							0
Subtotal	0	0	0	0	0	\$523,688.00	1,102,500
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)							0
Subtotal	0	0	0	0	0	\$0.00	0
Start-Up Capital							
Subtotal	0	0	0	0	0	\$0.00	0
Total Capital	0	0	0	0	0	\$523,688.00	1,102,500

Capital Improvement Program - Project Operating Expenses

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

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2024	2025	2026	2027	2028	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

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

Category	Prior Year	2024	2025	2026	2027	2028	Total Project Cost
Capital	0	0	0	0	0	523,688	523,688
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	0	0	0	0	0	523,688	523,688

Total Capital	0	0	0	0	0	523,688	523,688
Total Operating		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.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 9, 2023
Re: **Oak Park: Temporary closure for planned interior and exterior work.**

Issue: Consider a temporary closure at the Oak Park Library for a period of up to 16 weeks between August and December 2023 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 up to 16 weeks between August and December 2023, 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.

In 2022, the Library Board approved a contract with Kelly Construction Group, Inc.

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. When a revised closure recommendation was presented to the Library Board in January, some Board members had questions and the item was tabled. This revised recommendation considers several factors:

- **Advantages:**
 - *Time of year and library visits.* Oak Park's visitation rises somewhat in the summer months (approx. 20% for the years 2017-2022). The Library's Administration team, after discussion, has determined splitting the work between two closures in the second half of 2023 is not feasible.
 - *Anticipated duration of closure.* The duration of the work is several months, closing Oak Park for so long during a period of higher visitation is not palatable.
 - *Cost of postponing the work.* The cost of postponing the work until August is relatively low, a little under 5%.
 - *Proximity to other locations.* Oak Park is very close to Central, which will provide a close location for patrons to visit during the temporary closure.
 - *Programming.* Staff could bolster programming and receive most of Oak Park's patrons during the closure no matter when it occurs.
 - *Materials Lead Time / Supply Chain.* Moving the closure later in the year provides additional lead time for materials to arrive.
- **Disadvantages:**
 - *Condition and lifespan of existing building systems.* By recommending the closure period be pushed back, we acknowledge the risk that the building's mechanical systems – which are already at the end of their functional life – will make it through

the summer. An equipment failure over the summer could result in an emergency closure and additional expense.

- *Timeline of other capital work that would draw the same staff subject matter expertise.* Pushing this work back begins to overlap with other capital improvement and capital replacement work – most notably the Merriam Plaza move-in, and the timing for Shawnee's CRP work, which will need to move further out because of staff availability and likelihood of long material lead times. We have not yet taken the Shawnee work to bid.

Library Administration recommends this revised timeline to close Oak Park for completion of this work.

Budget Review: This work is funded from a combination of 2022 and 2023 CRP funds.

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

Alternatives: 1) Not approve the revised temporary closure.

Recommendation: To approve a temporary closure at the Oak Park Library for a period of up to 16 weeks between August and December 2023 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 up to 16 weeks between August and December 2023 to complete planned Capital Replacement Plan (CRP) enhancements and security upgrades.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 9, 2023
Re: Memorandum of Understanding between Johnson County Library and BikeWalkKC

Issue: Johnson County Library seeks approval to execute this Memorandum of Understanding with BikeWalkKC

Suggested Motion: I move to approve the Memorandum of Understanding between the Johnson County Library and BikeWalkKC

Background: The Johnson County Library has had an MOU with BikeWalkKC for the past five years. The nonprofit organization advocates for sustainability efforts as well as for safety for pedestrians. We have hosted programs and installed a bike rack as part of this initiative. This year, the organization is asking JCL to host a summit at the library. This summit will require JCL to pay some of the costs required to host the summit. This includes speaker fees. The cost to the library will not exceed \$14,000.

Analysis: This is a one-time expense. The summit will not be an annual event. Staff believes that the event and related programming will bring over 300 patrons to the library where they will be exposed to other library-related services, with many more patrons finding the recorded sessions and panel discussion online for years to come. Staff feels this is a good investment of time and money to support this initiative and bring people to the library who might not otherwise come.

Alternatives: Not support the summit or expenditure of money

Budget: The cost to the library will be up to \$14,000. It will come out of the Programming Budget.

Recommendation: Approve the memorandum of understanding

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

Memorandum of Understanding (MOU) between the Johnson County Library and BikeWalkKC

This MOU is intended to document the relationship between the Johnson County Library (JCL) and BikeWalkKC in support of our mutual efforts to provide access to ideas, information, experiences, and materials that support and enrich people's lives and to improve the health and well-being of the Johnson County library patrons. Specifically, this MOU highlights the 2023 bicycle educational program offerings and summit.

Johnson County Library Responsibilities
<ul style="list-style-type: none">● Educational Programming<ul style="list-style-type: none">○ Provide space for bicycle education classes at the Central Resource Library○ Provide payment of \$250/per educational class○ Promotion of programming● Women's Bike Summit<ul style="list-style-type: none">○ Provide space, budget and logistical staffing for Women's Bike Summit at the Central Resource Library in the Fall of 2023○ Provide budget up to \$14,000 for Women's Bike Summit specifically for costs of speakers including their fees, travel & lodging○ Promotion will be a coordinated effort
BikeWalkKC Responsibilities
<ul style="list-style-type: none">● Educational Programming<ul style="list-style-type: none">○ Host 5 educational bike programs at the Central Resource Library in the Spring & Summer○ Manage registration and communication with attendees○ Provide invoices for educational classes hosted● Women's Bike Summit<ul style="list-style-type: none">○ Host Women's Bike Summit in the Fall at the Central Resource Library○ Provide instructors, equipment and curriculum for education classes and Women's Bike Summit event○ Manage registration and communication with attendees○ Provide budget up to \$10,500 for Women's Bike Summit specifically for costs of food, event materials, and insurance○ Promotion will be a coordinated effort
Total budget for BikeWalkKC provided by Johnson County Library: \$15,250

About BikeWalkKC

BikeWalkKC is a leader in improving walking and bicycling in greater Kansas City. Our educational, professional development, and consulting services empower citizens, communities, and professionals for

excellence in advocating, planning, and engineering for better walking and bicycling. We are the region's only nonprofit cycling/pedestrian advocacy group, established in 2010. For more information, please visit www.bikewalkkc.org.

BikeWalkKC is a qualified 501(c)3 nonprofit organization.

Laura Steele
Director of Education,
BikeWalkKC

Tricia Suellentrop
County Librarian,
Johnson County Library

Fine Options

Our plan to be fine free



Our Recommendation



**Implement fine free
moving forward**

Fines: Daily charges assessed on items not returned or renewed by their specified due date. Currently assessed at 30 cents per day, per item.



Documents for your review



2 ARMs

- ☐ *Going fine free moving forward on the Friday March 10, 2023*



Discussion Timeline

February



Legal Memorandum



Board Discussion



Option Presentation

March



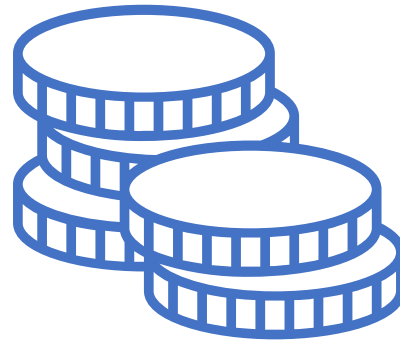
Motion for vote



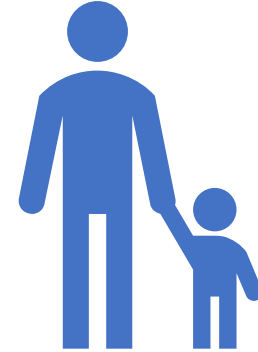
Your approval means?



**Communication Strategy
geared towards fine free
moving forward**



**Staff continue having
authority to forgive
current fines**



**Complete process before
summer reading influx**



Thank you!

Questions?



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JOHN F. LOGAN

ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

TO: Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, Michelle Olsen, David Vratny, and Patricia Kangethe

FROM: Andy Logan and Fred Logan

RE: Report to Library Board on Fines Policy and Expungement of Fines Owing for Overdue Materials; Impact of Bankruptcy on Fines and Forgiveness of Fines

DATE: February 1, 2023

The Johnson County Library (Library) is reviewing the possibility of eliminating collection of fines for overdue Library materials. We have been asked to consider legal issues raised by this policy change. We concluded that this policy change should be considered in two parts: (1) elimination of collection of fines on a going-forward basis and (2) forgiveness of all past fines for overdue materials. We reached the following conclusions:

1. There are no legal impediments to eliminating fines for overdue materials on a going-forward basis. This is a matter of policy for Board consideration.
2. There are no legal impediments to expunging outstanding fines for a patron's past violation of ARM 20-10-91, Overdue, Lost or Damaged Materials Fee Schedule. However, there are legal issues for the Library to consider when a patron has filed for bankruptcy and listed a debt to the Library for fines.

We recommend that the Library Board consider each matter – elimination of fines for overdue materials on a going-forward basis and expungement of existing fines - separately. Our analysis follows.

Recommendation for Board Consideration

We think the Library Board should consider these two policy changes as separate, but related, matters. The objective would be to demonstrate that the Library is taking proper steps to ensure there are no unforeseen budgetary effects from these changes and to consider any additional legal issues with respect to forgiveness of fines, particularly if a bankruptcy is involved.

Therefore, we recommend that the Library Board first consider the policy changes to eliminate fines on overdue materials on a going-forward basis. This would be a change of past practice and pausing on the issue of forgiveness would offer a waiting period, three months to six months, for example, to assess any issues that might arise. Once the waiting period is finished, the Board would take up the issue of waiving Patron Accounts Receivable, as defined by Library regulation, for all past fines for overdue materials.

These issues and actions are very closely related, and the first Board action could specifically reference the Board's desire to explore and consider the issue of waiving Patron Accounts Receivable for past fines for overdue materials by initiating a three month to six month review on that issue.

Policy Changes to Eliminate Fines to Patrons for Overdue Materials Going Forward

The Library presently has in effect ARM 50-30-40, Patron Accounts Receivable, and ARM 20-10-91, Overdue, Lost or Damaged Materials, which are, collectively, the Library policies requiring collection of fines for overdue materials. If, on a going-forward basis, the Library Board desires to eliminate fines for overdue materials, then it would be within the Board's authority to make that decision pursuant to K.S.A. 12-1225b.

Policy Changes to Forgive and Expunge Fines Charged to Patrons for Past Overdue Materials

Forgiveness and waiver of Patron Accounts Receivable for fines for overdue materials will require action by the Board and amendment of ARM 20-10-95, Waiving Aged Patron Accounts Receivable. Again, the Library Board has this authority under K.S.A. 12-1225b.

Notably, the Library already forgives a Patron Account Receivable when it is more than three years old and less than \$100 in value, under ARM 50-30-40. This likely covers a considerable proportion of Patron Accounts Receivable.

That said, additional legal issues are implicated by this decision to forgive and expunge fines from certain Patron Accounts Receivable, primarily in the area of bankruptcy rules and regulations.

With respect to bankruptcy, if the Library has been given notice as an identified creditor in a bankruptcy proceeding, it should not discharge the Patron Account Receivable and

potentially cause the need for filings in the case. Once the case has been concluded, it would be appropriate for the Library to forgive the Patron Account Receivable if it has not been discharged in bankruptcy. It is our understanding that the Library's current process is to place a hold on the patron's Patron Accounts Receivable when that patron has given notice of the bankruptcy filing. Once the bankruptcy case is concluded, the Library may take appropriate action on the Patron Accounts Receivable. The Library will need to continue to work with County staff on patron bankruptcy matters.

Conclusion

If the Library determines to move forward on these issues, we recommend that it do so in the following manner:

(1) Revise Library regulations to eliminate patron fines for overdue items on a going-forward basis.

(2) After a period of three to six months, proceed with elimination of past due fines, with an exception created for those fines that have been cited in a pending bankruptcy proceeding. Separate provision should be made with respect to those fines.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 9, 2023
Re: Removal of Fines - **Information Only**

Issue: Consider approving the proposed changes to Administrative Regulation Manual policies (ARMs): 20-10-91: Overdue, Lost or Damaged Materials Fees, 20-20-20: Confidentiality of Records,

Suggested Motion: None required at this time.

Background: The Johnson County Library Board of Directors is considering a vote on the elimination of overdue fines. The proposed changes to the above ARMs update the language that references the assessment and management of the library's fines and fees.

- 20-10-91 removes fine and maximum fine language from the schedule
- 20-20-20 removes all references to fines

If, on a going-forward basis, the Library Board desires to eliminate fines for overdue materials, then it would be within the Board's authority to make that decision pursuant to K.S.A. 12-1225b.

Analysis: We recommend eliminating the billing and collection of overdue fines. The Library would continue to hold patrons responsible for the cost of damaged and lost materials. Analysis has shown that patrons are likely to return overdue items within a few days of being overdue. Additionally, holds queues in other library systems have not been affected by the removal of overdue fines. The Library would add two additional overdue notices and would charge the patron at 30 days overdue for the replacement cost of the item. Items returned after thirty days would not incur fines and the fees would be removed. You have already approved the raising the Denial of Borrowing limit from \$25 to \$50. This will allow patrons extended access in the case of multiple books being lost.

Alternatives: Not approve going to a fine free environment or ask for different changes to be made to the policies.

Legal Review: Counsel has reviewed the ARMs

Budget Approval: The impact to the budget is a little more than half of 1%. Approximately \$468,000 is budgeted for fine collection (late fees) with the real loss of income being around \$250,000. For example, \$251,387 was collected for 2022 which was about 0.57% of all revenue collected for 2022. While this is a loss in revenue there is some cost savings that come by way of this change along with valuable staff time that could be used for other work.

Recommendation: To approve the recommended changes to the Administrative Regulation Manual.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

SECTION: General Patron Services

SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE

SUMMARY

This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.

Effective Date:

October 13, 2016

Reviewed:

October 27, 2021

September 8, 2022

October 13, 2022

AUTHORITY

a. ~~Overdue, ILost,~~ or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt.
~~The maximum fine of \$6 will be deducted from the refund.~~
Damaged materials fees apply to both borrowed materials and materials used in the library.

PROCEDURE

c. ~~Overdue materials accrue a \$.30 fine per item per day, with a maximum fine of \$6.00.~~

Damaged or lost materials will be charged to the patron according to the schedule.

Denial of
Borrowing
Privileges

When the dollar amount of unpaid fines and fees posted to a borrower's record is \$50.00 or more, further checkout of materials is prohibited-. The County Librarian is authorized to establish procedures for restoration of borrowing privileges.

ILL Materials

d. Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.

APPEAL

e. ~~Fees~~ and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

SCHEDULE

f. The fee schedule of ~~overdue~~, lost, or damaged materials is as follows:

October 13, 2022

ARM20-10-91 End

(Delete Column) Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult, E, J, Teen	Audio	Cost of Item	\$30.00
Adult, E, J, Teen	Book	Cost of Item	\$30.00
Adult, E, J, Teen	Compact Disc (Music)	Cost of Item	\$30.00
Adult, E, J, Teen	DVD	Cost of Item	\$30.00
Adult, E, J, Teen	Holder, Plastic A-V	\$3.00	\$3.00
Adult, E, J, Teen	Periodical	Cost of Item	\$6.00
	Kits	Cost of Item	\$100.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	\$50.00
	Laptops	\$1,550.00	\$1,550.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	\$50.00
	Laptops	\$1,550.00	\$1,550.00

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-20

SECTION: Circulation Services

SUBJECT: CONFIDENTIALITY OF RECORDS

SUMMARY

This document contains the Library's policy and procedure regarding confidentiality of patrons' registration and borrowing records vis-a-vis the ALA Code of Ethics and the Kansas Open Records Act.

Definitions:

Patron Registration Information refers to the personal information patrons provide to staff when registering for a library card: name, address, phone number, e-mail address, and birthdate/age.

Patron Borrowing Records refers to the items a patron has checked out, placed on hold, used in the past, or on which the patron owes ~~finer-or~~ fees.

Effective Date:

February 8, 2018

Reviewed:

March 14, 2019
October 22, 2020
February 11, 2021

CONFIDENTIALITY OF RECORDS POLICY

a. All outside inquiries (from law enforcement, media, government agencies, lawyers and others) regarding access to Patron Registration Information and Patron Borrowing Records will be referred to the County Librarian, and no records may be made public without express approval. Patron Registration Information and Patron Borrowing Records are exempt from disclosure pursuant to the Kansas Open Records Act (K.S.A. 2006 Supp. 45-221(a)(23), as amended) and Library regulations and should only be released upon receipt of a valid court

order or subpoena authorized under federal, state, or local law.

Patron Borrowing Records

b. Johnson County Library will not retain a Patron's borrowing records beyond their use for circulation or control purposes.

County Librarian Authorized to Adopt Written Procedures Authorizing Limited Library Use of Patron Registration Information

c. The County Librarian may adopt written procedures and guidelines under this Regulation that authorize the Library to make limited use of Patron Registration Information for the sole purpose of facilitating communications by the Library with that Patron. Such written procedures shall strictly limit such use to the Library only and shall not authorize use by any outside agency and shall further limit such use to Library communications between the Library and the Patron.

County Librarian Authorized to Adopt Written Procedures to Guide Library Staff in Responding to Requests for Patron Registration or Borrowing Records Information

The County Librarian may adopt written procedures and guidelines under this Regulation that provide advice and guidance to Library staff on how to apply the terms of this regulation when provided a request for Patron Registration Information or information on Patron Borrowing Records from a person or agency outside the Library. By way of illustration and not limitation, such procedures might provide Library staff guidance on the handling of subpoenas issued to the Library under the terms of this Regulation.

ACCESS TO RECORDS

Own Record

e. Patrons may check out materials and access their own Library records, of all kinds, only by providing a library card, library card number, or valid proof of identity. Patrons without one of these items can verbally verify their PIN (personal identification number) and provide at least 2 other pieces of account information to have full access to their account.

Children Under 18

f. Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's Borrowing Records or withdraw their authorization for the child's library card. Parents without proper identification can verbally verify at least 3 pieces of the child's account information to have full access to their child's account.

Of Others

g. A patron who provides a library card or library card number may check out materials to that card or obtain Registration and Borrowing information from the matching patron record. Patrons may also authorize other patrons or family members to pick up materials being held by notifying library staff in advance. Authorized individuals, upon presentation of identification, will not be required to have the patron's card or card number to check out, pay ~~fees~~, pick up holds or renew items.

Any patron may pay the ~~fees~~ of any other patron without a library card number or other verification. However, in this circumstance, no Patron Registration Information or Patron Borrowing Records will be provided to the person making the payment.

County Librarian Authorized to Adopt Written Procedures to Guide Library Staff in the Application of the Access to Records subsection of this Regulation

The County Librarian may adopt written procedures and guidelines to implement the terms of the Access to Records subsection of this Regulation.

Information Requests

Library staff will not disclose library patrons' use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state, or local law. Any court order or subpoena received by a member of the staff shall be directed to the County Librarian and Library counsel for disposition.

Exceptions for Materials Recovery Agency, County Office of Financial Management, Development of Demographic Profiles or Patron Usage Pattern Studies

h. Nothing in this regulation shall be construed to prohibit the Johnson County Library from disclosing a patron's account records to a third party collection agency when that patron has ~~past due fees~~ or library materials that have been checked out and not returned; the County Librarian is authorized to submit such patron account records to a third party collection agency pursuant to any agreement approved by the Library Board.

i. Pursuant to rules established by the Government Accounting Standards Board (GASB), the County Office of Financial Management (OFM) prepares financial reports for the Library that show an accounts receivable balance that is comprised of amounts attributable to past due accounts and library materials that have not been returned. In order to verify this data for the Library, OFM must periodically examine the underlying, individual accounts that comprise the

balance. The County Librarian may, for that limited purpose, and in accordance with the terms of this ARM 20-20-20, provide to OFM the names, addresses, contact information, amounts owing and dates relating to such accounts. Any request for this information made pursuant to the Kansas Open Records Act shall be referred to the County Librarian pursuant to ARM 20-20-20. No other patron borrowing records information, including information relating to materials checked out shall be disclosed.

j. In order to obtain demographic profiles or patron usage pattern studies that will allow the Library to improve the quality and content of its collections and offerings to patrons, the Library may provide certain information to agencies of Johnson County government and to private companies that have contractually agreed to produce such profiles or studies. Such information shall not identify patrons by name or allow for individual patrons to be identified by name. The Library shall provide such information only pursuant to written agreements that contain the following terms, as well as those required elsewhere in these regulations:

1. Such agencies and companies shall agree to never identify patrons by name from the information provided to such agencies or companies.
2. Such agencies and companies shall agree to not release, and shall maintain confidentiality with respect to, the information provided by the Library and the data developed from such information, except to the extent specifically authorized in writing by the Library.
3. Such agencies and companies shall agree that all such information and the data developed from such information may not be sold or resold by such agencies and companies.
4. Such agencies and companies shall agree that the Library shall continue to own such information and the data developed from such information and that the same shall be destroyed or returned to the Library on its written request.

February 11, 2021

ARM 20-20-20 END