



Board Report
March 9, 2023

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, MARCH 9, 2023
CENTRAL RESOURCE LIBRARY
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

The public can view the broadcast of the meeting on the Johnson County Library [YouTube Channel](#). for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to kangethep@jocolibrary.org before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, David Sims
 - C. Development Department; written 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) Providing legal counsel to the Board of Directors of the Library and the County Librarian
 - b) Introduction to Legal Orientation for Board Members
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....5
 - i. 2024 Budget Calendar and Library Board Budget Committee Update, Dave Vratny, Finance Director.....10
 - b) 2022 Statistical Report, Adam Wathen, Associate Director for Branch Services.....12
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Merriam Plaza Library.....18
 - b) Capital Projects: Timeline Summary.....22
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Welcome New Board Members
 - b) Fine Options Update, Jennifer Mahnken, Associate Director for Systemwide Services and Ryan Dolan, IT Analyst.....25
 - c) City Meetings Updates, Tricia Suellentrop, County Librarian
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the February 9, 2023 Regular Library Board meeting.....29

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2023 were handled in accordance with library and County policy.
- b) The January 2023 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.....39

VI. Old Business

None

VII. New Business

- A. Action Item: Resolution, Authorizing Sale of Lackman, Dave Vratny, Finance Director and Scott Sime, Project Coordinator.....40
- B. Action Item: Consideration of approval of the MOU with Sheriffs Office, Ben Sunds, Associate Director of Customer Experience.....44
- C. Informational Item (No Action): Proposed 2024 Budget, Dave Vratny, Finance Director.....48

VIII. Adjournment

To Library Board of Directors
From Christopher Leitch
Date March 9, 2023
Re Johnson County Library Development Department updates

Johnson County Library Volunteers

Here's a preview of a story in our upcoming Summer Guide:

Johnson County Library is fortunate to host a corps of dedicated volunteers. In 2022, 790 people donated 34,200 hours of service in support of library services and activities. Leo Chen and Sophia Chang are two outstanding teen volunteers who've served during the past year. These Mill Valley High School seniors assist Saturday mornings at the Friends headquarters, heading up the team of teen volunteers who assist with accepting community book donations. They are earning their volunteer service hours for the National Honor Society. Leo and Sophia have made friends with teens from other schools while volunteering with the Friends. Leo says, "I'm not a social person but this experience has helped me become more social." Sophia agrees, "I enjoy building bonds and laughing with my fellow volunteers."

Volunteer Appreciation Week is April 16th – 22nd. Stay tuned for notices and invitations.

Friends of Johnson County Library

- *Strategic Planning and New Board Member Orientation*

Deb Zila and Mike Seitz of BOARDynamics have submitted their summary report of the Friends' January strategic planning work. We're moving on to finalizing strategic goals and tactics, and committee assignments. New Board orientation scheduled for March. This may not sound exciting, but speaks to the commitment of the hard-working, well-organized professionals we've attracted to our board service.

- *Cultivating Relationships through ERGs*

An Employee Resource Group from Honeywell Corporation recently gave time and talent at the Friends Sorting Center. We've inaugurated a procedure to welcome each of the growing number of these groups with a history of the Friends and a pitch for membership. The Honeywell group responded well: they bought several hundred dollars' worth of used books and we've scheduled time to talk through interest in other sponsorship opportunities.

- *Peer Partners*

Peer organizations supported with in-kind donations from the Friends: Marr Sound Archives at UMKC Libraries; Braden's Hope Annual Hope Gala; Unleashed Pet Rescue; Johnson County Christmas Bureau; Girls School at the Convent of Christ the King; Lansing (KS) Correctional Facility; Johnson County Corrections Adult Residential Center, Johnson County Library Teen Services and Local History Collection.

- *The Numbers! February Edition*

In 2022, more than 3000 donors dropped off 300,000+ used books and other materials at the Friends HQ Saturday Donation Drop Off events and at the branches donation drop boxes.

Johnson County Library Foundation

- *Welcome*

The Foundation welcomes Executive Director and Development Director, Shelley O'Brien. She has a Masters in Library and Information Science (MILS) and more than 25 years of fundraising experience. We are pleased to welcome our new leadership.

- *Save-the-Date*

Mark your calendars for our Annual Donor Appreciation event Sun. April 23, 2-4pm at Central Resource Library in the Carmack Room. This event highlights our 1952 Society planned giving program and Readers Circle of Lifetime cumulative giving members. It promotes awareness of our planned giving program, other donor options to support the Library, and the opportunity to "continue the conversation" to help bring people into/along the continuum of giving. Guest speaker this year is award-winning audiobook narrator Edoardo Ballerini. Invitations will land in mailboxes later this month for this special event.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2023
8% of Year Lapsed

OPERATING FUND

	2023 Budget
Programs	
Revenue	4,491,024
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	(3,120)
Transfer to Capital Projects	
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>(\$3,120)</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$4,494,144</u></u>

SPECIAL USE FUND

	2023 Budget
Revenue:	3,619,470
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,619,470</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$8,113,614</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2023
8% of Year Lapsed

REVENUE ALL FUNDS	2023 Year to Date	2023 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	22,871,387	41,255,380	55%	55%
Ad Valorem Delinquent	-80,070	208,493	-38%	29%
Motor Vehicle	626,802	3,537,320	18%	19%
Library Generated - Copying/Printing	6,772	104,359	6%	5%
Library Generated - Overdues / Fees	25,265	506,271	5%	6%
Sale of Library Books	0	50,000	0%	0%
Misc Other	101	18,703	1%	1%
Reimbursement	500	630,043	0%	6%
Library Generated - Other Charges	0	0	0%	0%
Investment	130,550	390,000	33%	18%
Unencumbered Balance Forward	0	1,000,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Recreational Vehicle Tax	7,579	18,094	42%	48%
Commercial Vehicle Tax	13,363	56,733	24%	17%
Heavy Trucks Tax	2,788	6,251	45%	52%
Rental Excise Tax	26,344	37,610	70%	56%
State and Federal Grants	0	265,638	0%	0%
TOTAL REVENUE	23,631,382	48,084,895	49%	50%

Expenses ALL FUNDS with Collection Encumbrance

Categories	2023 Year to Date	2023 Budget	% Categories Expended
Salaries and Benefits	1,586,080	23,741,078	7%
Contractual Services	1,025,775	6,300,803	16%
Commodities	2,872,881	5,095,281	56%
Risk Management Charges	0	304,538	0%
Capital / Maintenance / Repair	-3,120	5,497,634	0%
Transfer to Capital Projects	0	3,619,470	0%
Grants	0	265,638	0%
Interfund Transfer	0	3,260,453	0%
TOTAL EXPENDITURES	5,481,616	48,084,895	11%

Revenue - Expenses as of January 31, 2023 **18,149,766**

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
January 2023
8% Year Lapsed

OPERATING FUND		2023	2023	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	236,613	4,398,511	5%
	Information Technology	365,987	4,409,160	8%
	Collection Development	316,439	4,011,480	8%
	Branch/Systemwide Services	1,502,944	22,081,847	7%
	Risk Management Charges	0	304,538	0%
	Grants *	0	265,638	0%
	Transfer to Capital Projects	0	5,497,634	0%
	Interfund Transfer	0	3,195,912	0%
TOTAL OPERATING FUND EXPENDITURES		2,421,983	44,164,720	5%

SPECIAL USE FUND		2023	2023	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	173,705	0%
	Commodities (Capital Equipment)	0	127,000	0%
	Transfer to Debt Payment	0	0	0%
	Transfer to Capital Projects	0	3,619,470	0%
TOTAL SPECIAL USE FUND EXPENDITURES		0	3,920,175	0%

TOTAL EXPENDITURES	2,421,983	48,084,895	5%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2023
8% Year Lapsed

ALL FUNDS		2023	2023	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	1,586,080	23,741,078	7%
	Contractual Services	735,423	6,300,803	12%
	Commodities	103,600	5,095,281	2%
	Risk Management Charges	0	304,538	0%
	Capital / Maintenance / Repair	-3,120	5,497,634	0%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	0	3,619,470	0%
	Grants	0	265,638	0%
	Interfund Transfer	0	3,260,453	0%
TOTAL EXPENDITURES		2,421,983	48,084,895	5%

GRANTS*	Expenditures through 01/31/2023	Source	Received	Expenditures	Grant Award	Budget Remaining
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*Includes all expenditures and revenues over the life of the grant.

Expenditure of Friends of the JCL Donations 2023

<i>Expenditure Details</i>	<i>January</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	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ -

Key Dates for FY 2024 Budget Process for Library Budget

March 9, 2023



Key 2023 Dates for FY 2024 Budget Process

2023 Dates	Event
April 13th	Library Board Approves Library's FY 2024 Proposed Budget
May 18th	FY 2024 Proposed Budget Overview with BOCC
May 25th - June 15th	Agency/Department Budget Discussions with BOCC
June 15th	BOCC Receives Assessed Valuation from County Appraiser
June 22nd - June 23rd	Agency/Department Budget Discussion/Consider Final 2024 Budget
June 29th	BOCC Sets Maximum Expenditure Budget for Publication
July 14th	Publish FY 2024 Proposed Budget in Newspaper
July 20th	Governing Bodies Notify County Clerk of Intent to Exceed Revenue (SB13/HB2104)
August 10th	County Clerk Consolidates the Required Information for all Taxing Units on one Notice and mail/email to all Taxpayers (SB13/HB2104)
August 21st	County/Park/Library Budget Public Hearing and BOCC Adopts Resolution to Approve Exceeding Revenue Neutral Rate
August 24th	BOCC Reviews Public Input from August 21st Public Hearing
August 31st	BOCC Adopts FY 2024 Budget Resolution

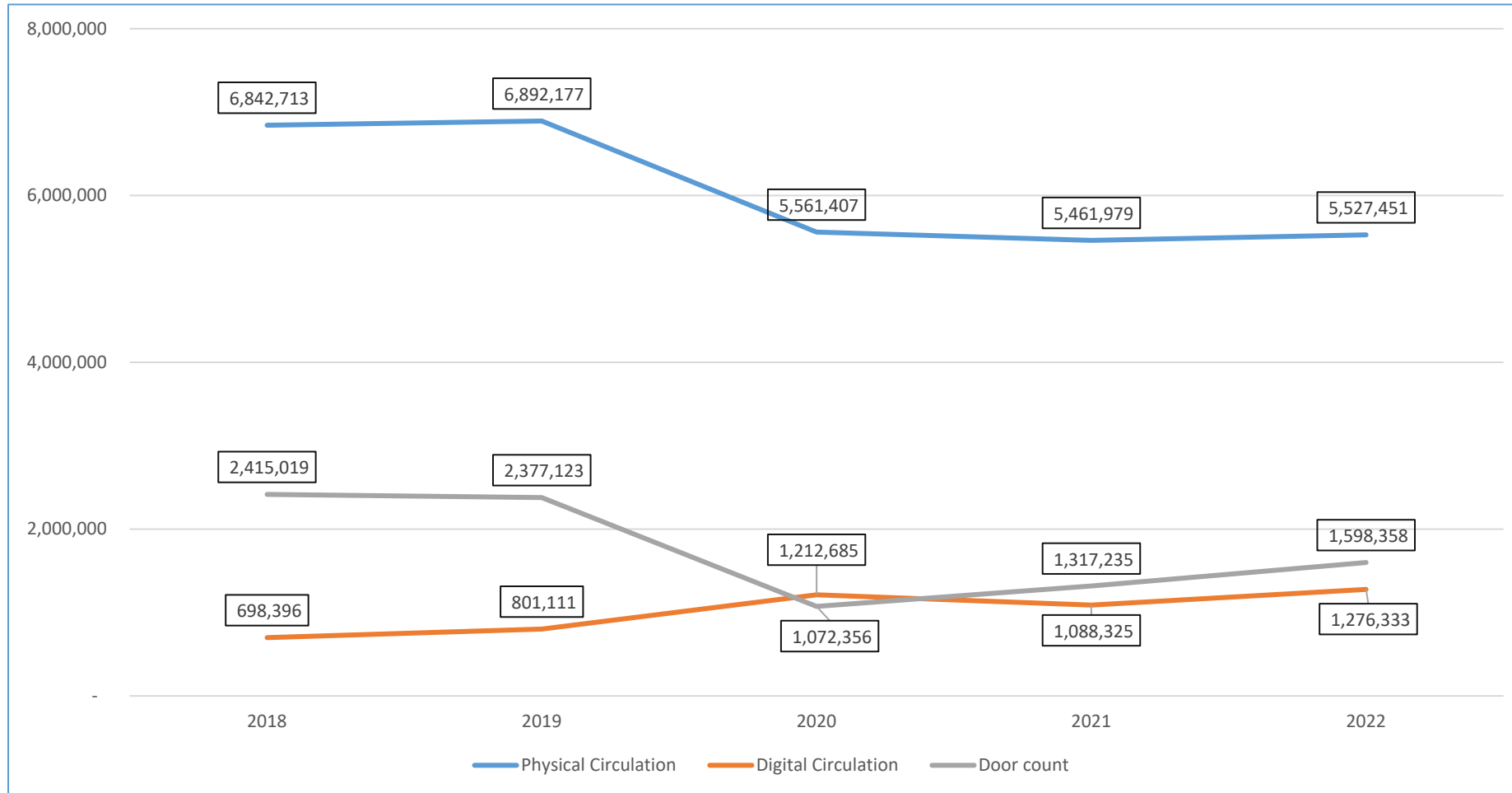


2022 Statistical Report

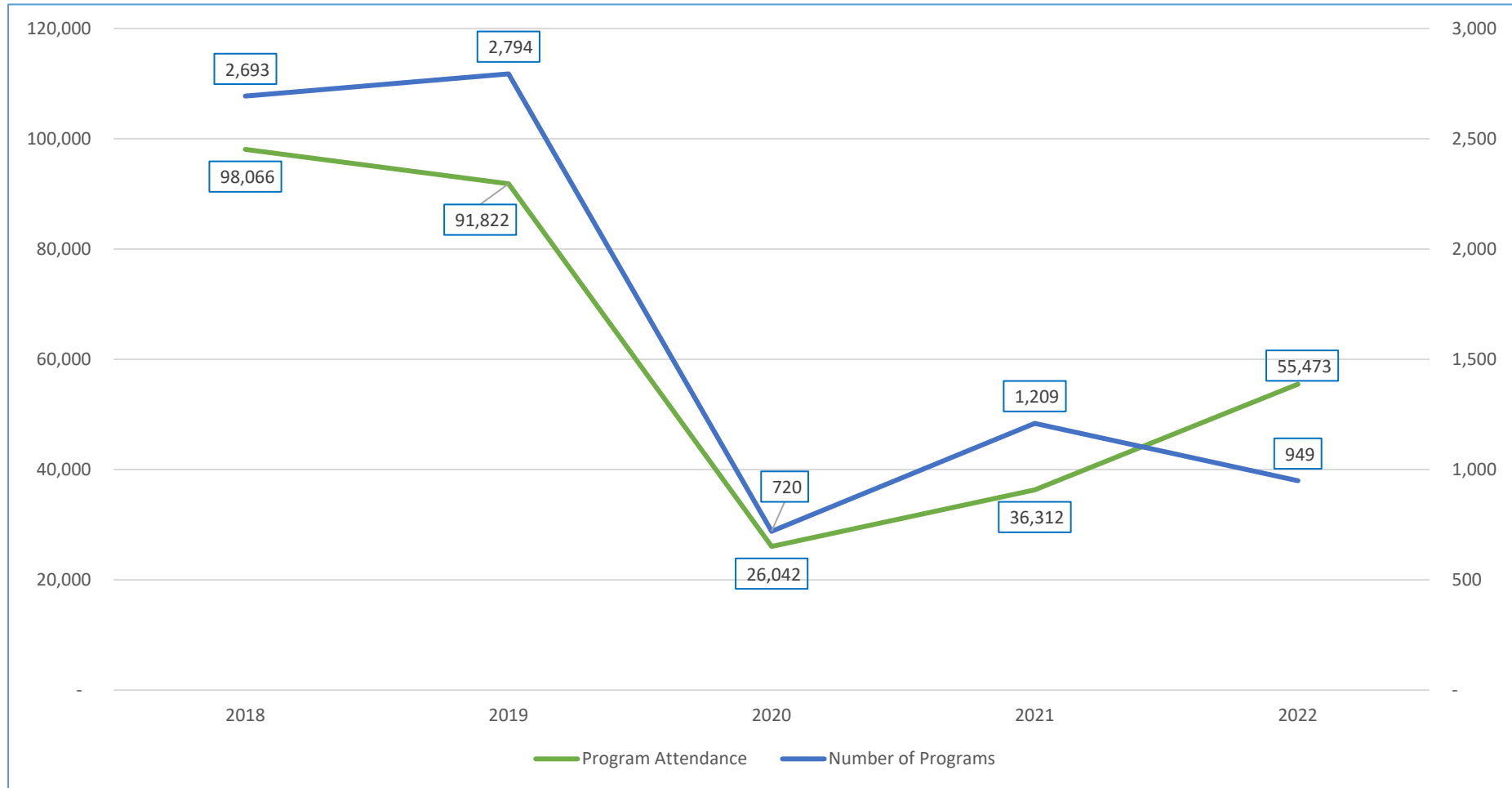
March 2023

JOHNSON COUNTY LIBRARY

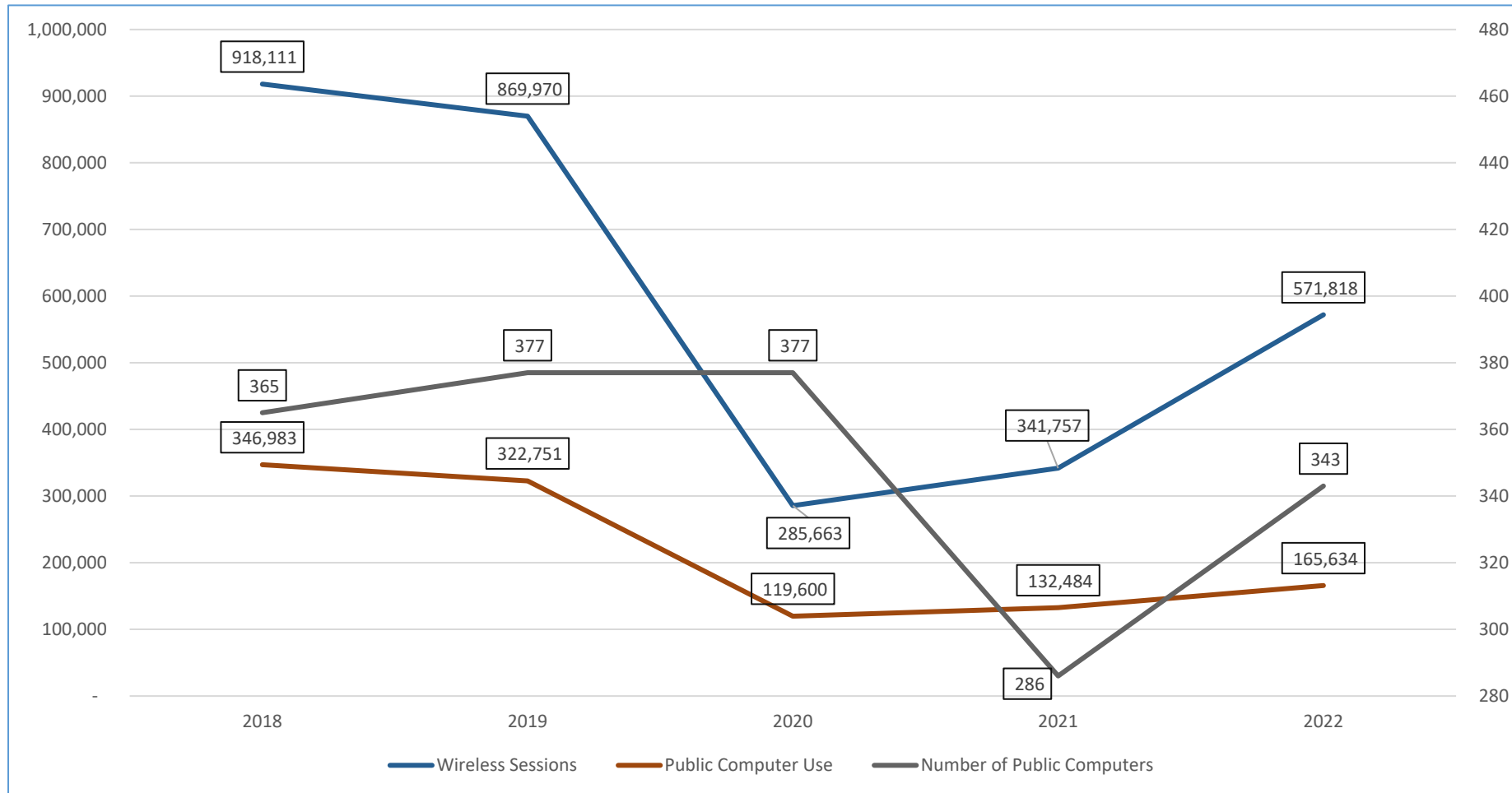
Annual Report – 2022 Circulation and Door Count



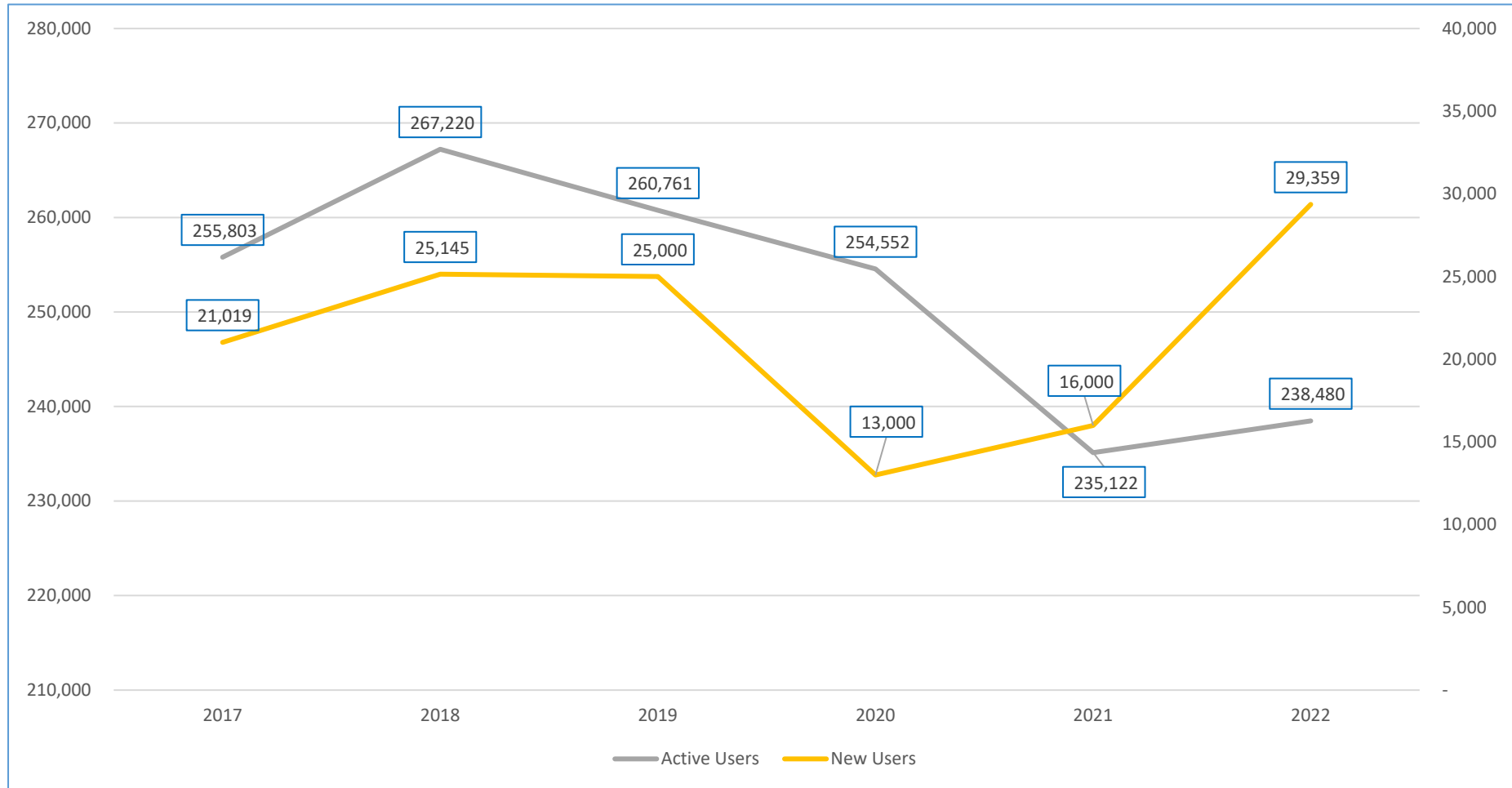
Annual Report – 2022 Programming



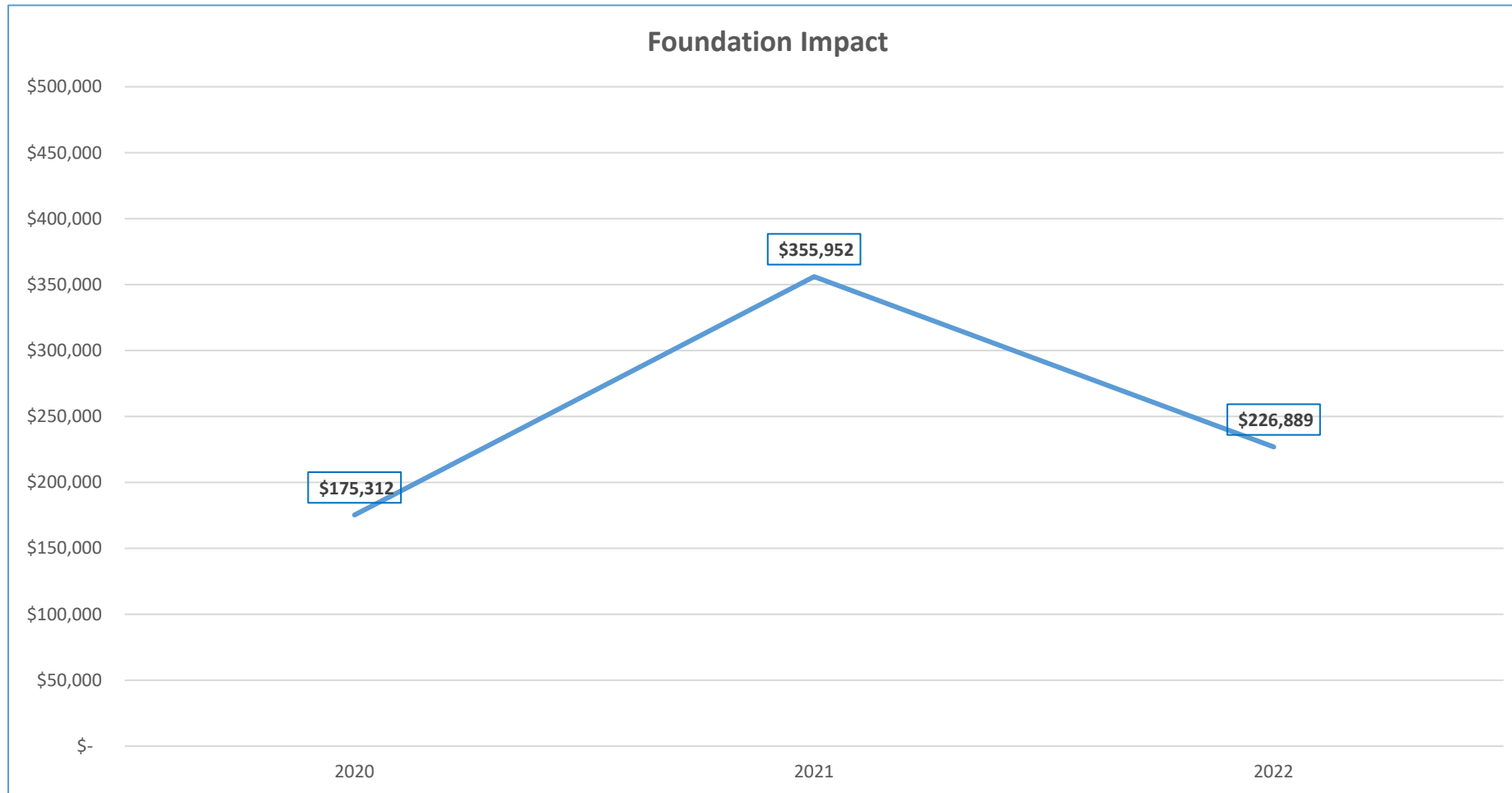
Annual Report – 2022 Technology Use



Annual Report – 2022 Users



Annual Report – 2022 Foundation Impact



Merriam Plaza Library

Update – March 2023



Updates

- Construction update
- Site visit opportunities
- Next steps
- Timeline



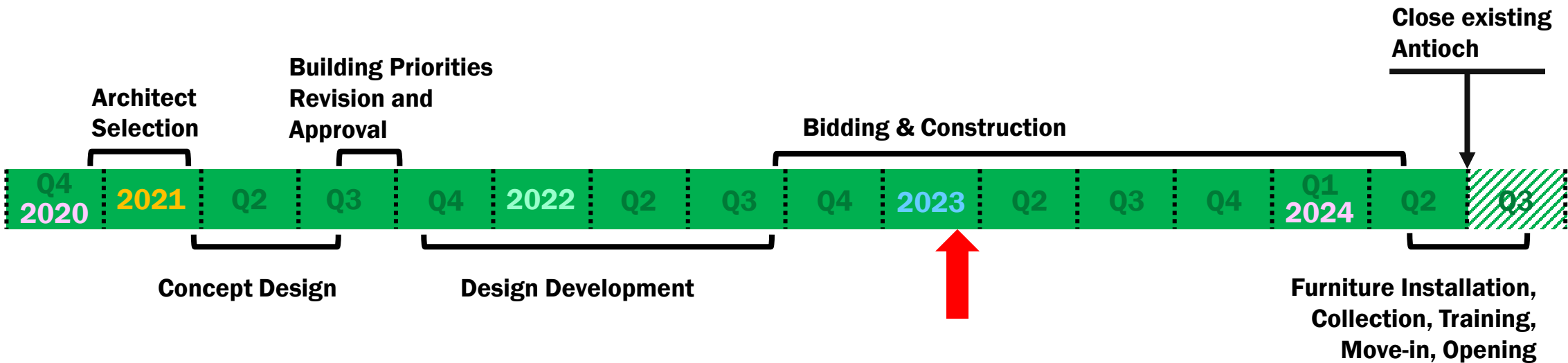
Next Steps

- Construction continues
- Planning related to offering tours



Merriam Plaza Library:

Anticipated Project Timeline

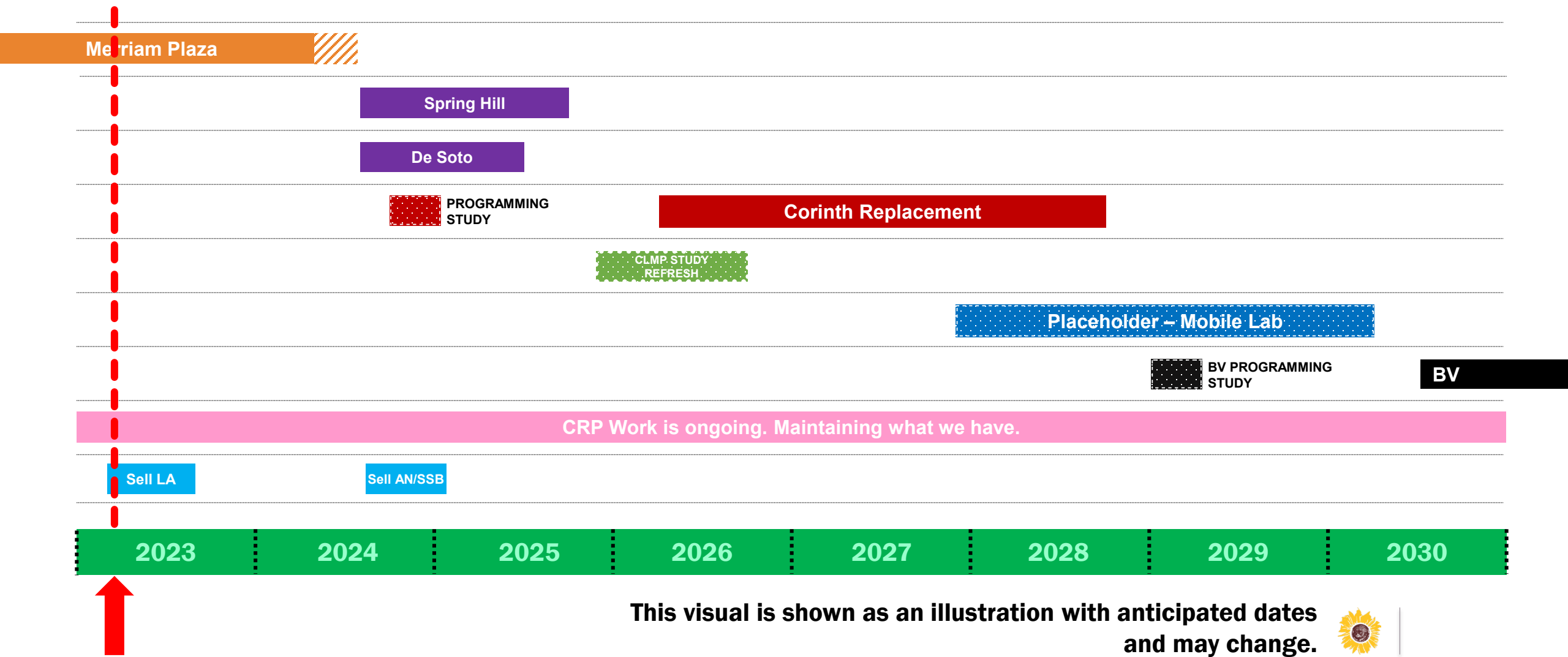


Capital Projects: Timeline Summary

March 2023



Capital Improvement Projects: Anticipated Timeline

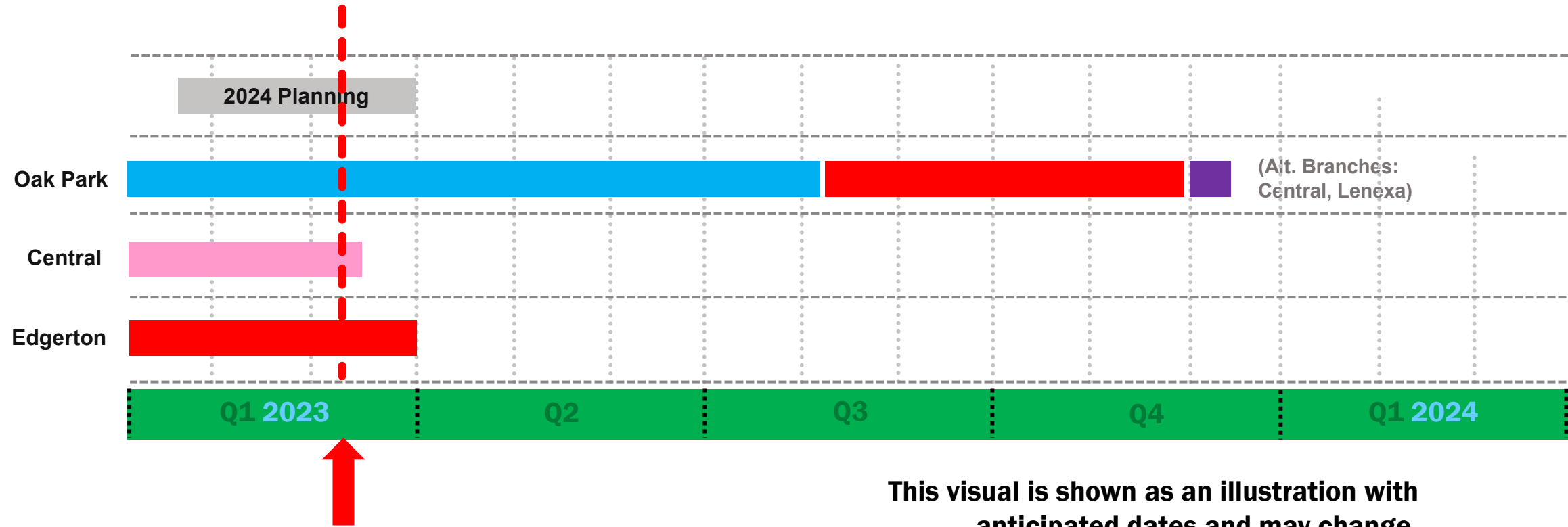


This visual is shown as an illustration with anticipated dates
and may change.



2023 CRP Anticipated Timeline (Staggered Closures)

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



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

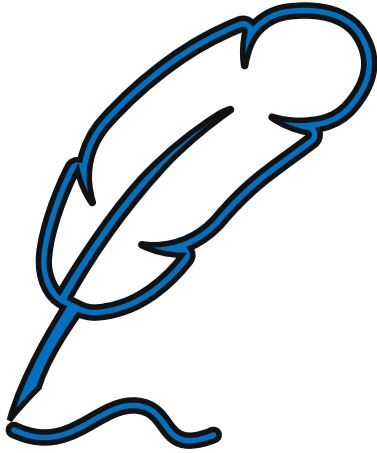


Fines Update

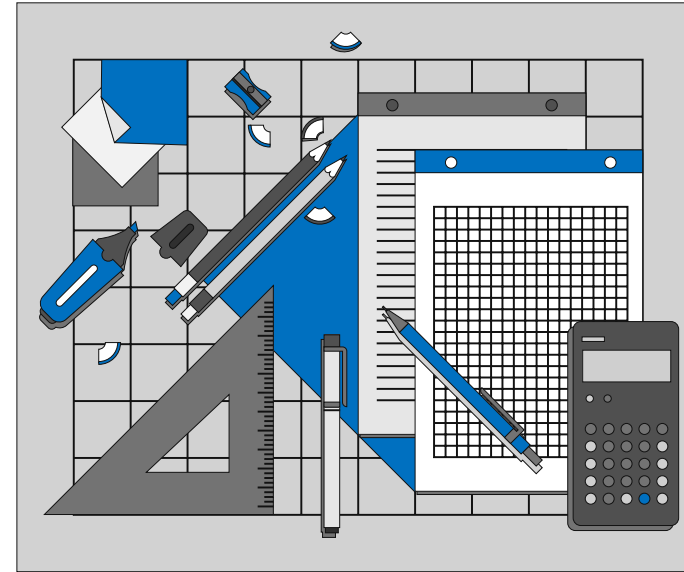
March 2023



Where We Are Now



Review of
Policies and Procedures



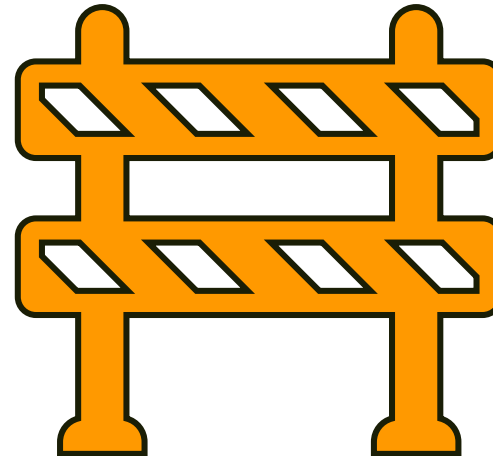
ROI, Reviewing Final Numbers



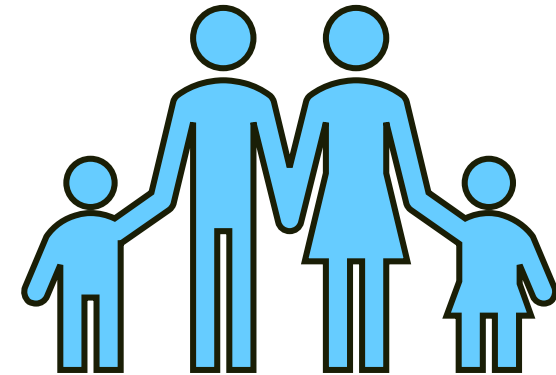
Goals of Fine Free Project



Reach Lapsed or Non-Users



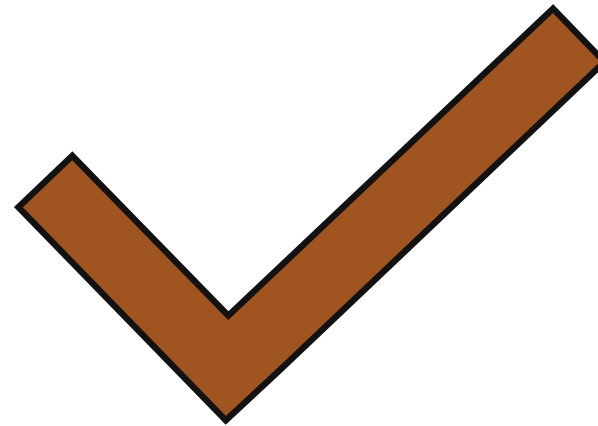
Remove Barriers



Increased Convenience



Next Steps



Vote



MINUTES JOHNSON COUNTY LIBRARY BOARD

REGULAR MEETING

February 9, 2023
at Central Resource Library
4:00 p.m.

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

ABSENT: Jeffrey Mendoza

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, David Vratny, Laura Hunt, Elissa Andre, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, Scott Sime, Nancy Birmingham, Nick Ward-Bopp, Portia Montoy, Amy Eiben, Alecia Mitan, Virginia Gonzalez, Molli Morgan, Sarah Preston, Lauren Farmer, Elanor Straight, Sheryl Scott, Ted Clemons, Megan Clark, Lacie Griffin, Amber BourekSlater, Michelle Olsen, Michelle Beesley, Jospeh Keehen, Bob Miller (Olathe Library), Sarah Eccles (Olathe Library), Mary (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 new employees and everyone to the February 9th Board Meeting.

Ms. Griffith shared a thought from Twitter “Mostly I go to the library for books, but also sometimes I just go to exist in a space that is organized, peaceful, comfortable, welcoming, and run by somebody who actually seems to know what they are doing. Because that energy is straight up medicinal.” She liked this quote and appreciated all those that keep us organized.

Board Chair David Sims appointed a Nominating committee including Ms. Kilgore, Ms. Griffith and Board Chair Sims.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick was in attendance and did not have any report for this meeting.

DEVELOPMENT DEPARTMENT REPORT

Christopher Leitch, Community Relations Coordinator, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Volunteers. The written reports are included in the February Library Board Report.

Mr. Leitch highlighted work of the Volunteer Service Coordinator with the Digital Media Coordinator to create training videos for volunteers. The Friends of the Library have welcomed three new Board members. The Foundation is in Impact Statement season, in 2022, the foundation provided \$217,000 of support to the library programs and the collection.

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

BOARD COUNSEL REPORT

Fred Logan, Board co-counsel, reported on the Authority of Board to determine Fines and Fees.

Mr. Logan shared that there is a memorandum included in the February Board Report that provides legal background on fines, policy, and expungement of fines for overdue materials, and the impact of bankruptcy on fines and forgiveness of materials. Mr. Logan expressed that the best way for the board to approach this issue, is to divide it into two parts. The first part is in dealing with fines on a going forward basis. If the board determines as a matter of policy that it does not make sense for the library to impose fines for overdue materials, it could simply adopt a regulation or an amendment to a regulation to that effect on a going forward basis and legal counsel sees no legal issues as it is perfectly within the board's prerogative to make that decision.

Mr. Logan then addressed the second issue of forgiveness of past fines. There is a subpart to that issue dealing with bankruptcy, as those individuals who file for bankruptcy and list fines owing to the library should be treated separately. Mr. Logan shared that under no circumstances does he recommend that the library act in cases in bankruptcy. He believes that there are currently about 74 bankruptcy cases in which the debtor has listed fines or fees owed to the Library. If the court enters a judgment in bankruptcy and discharges the debts, that will take care of it. If the case is dismissed, the board could then take up the issue.

Mr. Logan summarized the recommendation that the board make a policy decision to proceed on a going-forward basis first, then review forgiveness of past fines after seeing how that works out over some period of time.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of December, we were 100% through the 2022 year, with a little over \$44.2 million, a little over 99% of anticipated revenues. There was a closeout of a project that is listed in Library other revenue charges, this revenue was an unanticipated revenue for the year. Also there was a reimbursement that exceeded what was budgeted with the City of Olathe. Obligated expenses show at about 93% of our budget encumbered. A majority of our savings were in compensations due to some vacancies. Also we had budgeted for debt payments for the Merriam Plaza project that have not taken place yet, allowing for a one-time savings.

There were no questions in regards to expenses and revenues for 2022.

Personnel Review Committee Review

Mr. Vratny shared that the Library is proposing to ask for four positions, including an IT Project Manager position, a Marketing Communications Specialist, and two Information Specialists that would be attached to our Maker Space. That would increase our public availability of that space. We discussed those four positions that are being requested with the budget committee back when we

met this past fall and into January. These four position requests have been submitted to our review committee over the county that looks at all new position requests and we will be bringing that back for your consideration when we consider the 2024 budget.

Statistics

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

Mr. Wathen reviewed the monthly statistical report based on five years, physical circulation trend in 2022 was down over previous years. Our digital usage trend continued to go up in July and August as we brought Libby on board. The visitation trend is pacing above 2021 and 2020 numbers but has not fully recovered to prior pre-COVID numbers yet.

Ms. Griffith asked for clarification about the physical circulation trend numbers and if users have dropped in physical circulation and raised in digital usage, equating to roughly the same cumulative usage.

Mr. Wathen clarified that we may not be able to say the users transferred from physical to digital one to one. When you gather the numbers together, they do look equal.

Ms. Griffith asked if there is a way to track a correlation if patrons have changed their habits from physical books to digital usage.

Mr. Wathen shared that we could do a unique study into library cards of users. He also shared that as programming increases, we hope to see the physical circulation continue to gain, despite the gain in digital usage that offsets those losses.

Programming Trends

Angel Tucker, Youth Services Manager, presented the Programming Trends, this report is included in the February Board Report.

Ms. Tucker reviewed total reach numbers and possible reasons for decrease in attendance and offerings online. Across the board there has been a significant increase in birth to 6, youth and teen attendance. This is due to the return of in-person story time, regarding our distribution outreach of elementary services books to the community, and also, we've seen a huge increase in our teen volunteers.

Ms. Templin asked if the offering being lower than 2019 and 2020 directly meant that the attendances would be lower, and she asked what the plans are to increase the offerings in the future.

Ms. Tucker shared that we are looking at what it means to provide programs and outreach to the community. As we transition back to in-person we have an opportunity to ask our community what they want and need.

Ms. Templin asked for clarification on the emphasis on outreach, specifically if there is a goal to do more outreach or get more people into the libraries.

Ms. Tucker shared that we are interested in programs in our branches and outreach efforts, to provide outreach in the community across various departments.

Ms. Griffith asked for a definition of outreach and programs.

Ms. Tucker clarified that programs are in our buildings while outreach is taking opportunities outside of the libraries and increase the internal programs.

Ms. Templin asked if there is data or models that show that greater outreach increases the impact on the library attendance.

Ms. Tucker shared that if you look at programs and outreach at the national level when public libraries consider how they impact the community, having a strong foundation of outreach naturally will increase your door count. PLA has practices and principles that we can look to.

Mr. Sims asked how the Summer Reading Program fits in as well.

Ms. Tucker shared that outreach distribution starts in February through May giving books to every elementary school in Johnson County and our in-branch book give away. Summer Reading has programming in our buildings in June and July, that serve patrons from birth to six, to adults during the summer months.

Mr. Sims asked if Summer Reading is publicized to kids as well as school librarians.

Ms. Tucker clarified that we work closely with our communication team to send the Guide to many homes in the Johnson County and directly with educators to reach students. We continue to grow our distribution number of books over the past three years.

Ms. Templin asked for more information around the rationale to do outreach.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Library Project, sharing construction update, next steps, and timeline. Foundation and column work is done, and underground utilities are being installed.

Column work is done and working on the underground utilities. Over the next month, Titan will be pouring the slab and preparing to pour the elevated concrete deck. Our communication team is working on a time-lapse of the construction on the site that will be shared on our social channels.

Mr. Sime reviewed the timeline for this project, which has no changes from last meeting. Mr. Sime shared photos of the construction fencing and current signage at the construction site.

Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline are included in the February Board Report.

Mr. Sime reviewed the updated Capital Project Timeline; these timelines are included in the February Board Report.

Mr. Sime reviewed the Capital Improvement Projects timeline, which has no changes from last meeting. Mr. Sime addressed the CRP anticipated timeline of projects; the Capital Replacement Plan (CRP) 2023 timeline is included in the February Board Report. This timeline is showing Oak Park with an updated closure window, Central West, and Edgerton Work that is being done by the City of Edgerton and does not need a closure.

UPDATES – Tricia Suellentrop, County Librarian

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

Strategic Plan Update – Third Trimester update

Jennifer Mahnken, Associate Director for System Wide Services, reported the Strategic Plan Update for the Third Trimester of 2022, this report is included in the February Board Report.

Ms. Mahnken reviewed the Library's vision, to create an environment for people to learn, to explore, to enjoy, to create, and to connect, and mission statement, to provides access to ideas, information, experiences, and materials that support and enrich people's live. Under these statements are the five key performance areas that make up our strategic plan.

Ms. Mahnken shared updates on the Educational key performance area, as we reached more than 8,000 people and a little over 4,000 of those were children. Our writers conference happened in November and was hugely successful with 1,141 people attending 44 in-person sessions and 17 online sessions that were offered over that weekend. In 2022, overall, we offered 875 programs with 694 in-person and 182 online, and 21 of those were hybrid events. Internally, our managers have been working on diversity, equity, inclusion, and belonging.

As part of the Community key performance area, Johnson County Library offers neutral spaces and opportunities where all voices are equal, and connections are forged. The library hosted polling for the November election at several of our locations. The friends continue to have success with their pop-up book sales. In September, the foundation hosted Library Lets Loose. The 1952 society hosted an event with Candice Millard, this event raised \$5,000 for the Foundation.

As part of the Convenience key performance area, we strive to deliver services and materials, how, when, and where our patrons want them. Our facilities crew continues to work very hard to stay on track with maintenance and updating. And this year, we completed window washing at five locations. Addressed roofing issues. Completed two large branch redoes. Addressed parking lot issues, installed furniture, work on the signage, and overall made more than \$2 million improvements to our locations. HVAC work, addressing safety concerns, updating the key cards. Curb side service was able to serve 3,169 patrons, over 1.5 million items were shelves in the last trimester and 4.5 million items were shelved for the year. More than 23,000 people used our drive-throughs and checked out more than 72,000 items.

As part of the Communication key performance area, we listen and share information with all, building strong connections and relationships. Ms. Mahnken highlighted some committee work that staff has been doing on a county level, with VIBE as the county DEIB-county initiative. Staff have been assisting the County with selected a new applicant tracking system or hiring software, along with participating in teaching LEAP, leadership training for all staff. External communication has been working hard around Merriam Plaza, producing videos and get signage on the construction fences. Our paid advertising resulted in more than 12 million in views by the public, with the cost per impression being less than one penny per impression. Internal communication continues an amazing job of keeping staff informed of all the going-ons and has been working hard to streamline their processes, including redoing our staff directory.

Ms. Templin asked for an explanation for the County VIBE.

Ms. Mahnken shared that County VIBE is a DEIB initiative, diversity, equity, inclusion, and belonging initiative for the county.

As part of the Operations key performance area, Johnson County Library staff coordinates efficient procedures and processes that provide exceptional customer service. Ms. Mahnken shared that the 2023 budget was approved, as you know, and work is well under way for the 2024 budget. The IT group has been working through tabletop exercises to be better prepared in case of emergencies. In the last trimester 15 new staff were hired with many new staff here today. Staff has worked on eight different projects including Remote Work, Staff Internet, Staff Evaluation Standardization, and the Merriam Plaza to name a few. Work continues preparing the next strategic plan which we hope to have for you this spring and administration continues to work towards a reorganization plan.

Commissioner Hanzlick asked for a status update for the closure of Central in January. Scott Sime shared that the plumbing and boring work were completed on schedule and the building opened as planned.

County Librarian Suellentrop clarified the V.I.B.E. stands for Voices of Inclusion Belonging and Equity. That is a County wide program that two of our staff members, Christopher Leitch and Megan Mascorro-Jackson, are involved.

2023 Board Conference

County Librarian Suellentrop asked Board Members if they are interested in attending a conference and to let herself or Patti Kangethe know of their interesting in attending a conference.

NEJC Chamber State of the Cities

Scott Sime, Project Coordinator and Kinsley Riggs, Deputy County Librarian

Ms. Riggs shared that each year Northeast Johnson County Chamber they host a state of the city luncheon. Giving members a chance to network, catch up, make new connections and hear our accomplishments from the previous year given by each of the ten-member city representatives. Mr. Sime shared that this is a great opportunity to network, gives us a chance to make and strengthen connections between the library and stakeholders from both local Government and partner organizations.

Overland Park Economic Development Chamber; 2023 Commercial Development Award

County Librarian Suellentrop said that the Library was thrilled to receive an award for the renovation of this building as part of the economic development of Overland Park. She said that the Library took several staff members, as well as friends of the library, to the presentation. . She said that the Library looked forward to continuing to do good things with the city of Overland Park.

Lackman Update

County Librarian Suellentrop shared an update on the Lackman building.

Started studying November 2019 study session with Friends of the Library, including the study session with Board of County Commissioners (BOCC) in 2020 and Joint Meeting in April of 2021. Direction from BOCC at that time was to sell the Lackman building. Then in 2022, staff worked with Elections department to utilize that building for elections for a temporary time.

Staff recommendation is to sell the Lackman property, and we will bring a resolution in the 2 to 3 months to the board to start the process to sell the Lackman property. We have been working with facilities to cleaning out that building.

County Librarian Suellentrop announced that the Library has hired a new Development and Foundation Director, Shelley O'Brien currently with Northeast Kansas Library. She comes with background in developing libraries and we will be excited to welcome her in early March.

County Librarian Suellentrop thanked JR for coming back to the Library Board of Directors, as he has been a stabilizing force to the board as she has transitioned into the County Librarian position. She has always appreciated his happy face and his positive comments at meetings.

Board Chair Sims asked if the CLMP Study said anything else other than replace Lackman. Ms. Suellentrop confirmed that is right, the CLMP Study said to replace and did not address what to do with the remaining property. After two years of consideration the staff's recommendation is to sell the property.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the January 12, 2023, Regular Library Board meeting
2. Revision to ARM 50-30-25, Contracts
3. Renewal of Microsoft 365 and O365 licenses for 2023

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

Motion: Ms. Templin moved that the Library Board of Directors approve the consent agenda.
Second: Ms. Griffith seconded this motion.

Motion was approved unanimously

II. Old Business

A. Consideration of the 2024-2028 Capital Improvement Plan (CIP) Submission

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

Ms. Templin expressed that Spring Hill and De Soto would be done at the same time and would like to see this on the same line.

County Librarian Suellentrop clarified that the intent is to do these projects at the same time. This was more of a filling out a form situation.

Ms. Templin asked if it is possible to put them on the same line.

Mr. Vratny shared that he felt that could be repackaged to do that.

Comm. Hanzlick asked if there has been any other discussion on the future of De Soto, there has been substantial population growth in that area.

County Librarian Suellentrop shared that we have met with the City of De Soto this past summer and discussed the expected growth. The discussion at that time was to balance the investment in the current building and weigh future growth.

Ms. Griffith shared that the CLMP refresh is wanted to determine those type of projections. Board Chair Sims recalled that these discussions were had at the October Board Retreat as well. Population growth is unknown at this time.

Ms. Templin shared that she thinks that the City does have a better idea on what the growth is going to be coming soon. There may be opportunities for potential ground donations.

Ms. Griffith expressed that we have time to tap our sales if there is new information on the ground that we want to start gathering. Right now this is a place holder and an intention to do a thing.

Mr. Sims reviewed that the Library has Merriam that we are doing now. We've got Corinth next. Blue Valley is in the works At least we've had those discussions. There is a good chance it may not be ten years before we are ready.

Ms. Templin shared that land donations and partnership are things that can happen quickly. We felt that there was a need right now, there is also a new need in the future and there is a need to meet with the City to

Comm. Hanzlick shared that she would like to make sure that we stay on top of this and stay on top of this and that the libraries are adequate to keep up with the population growth. Now is the time to ask and make sure it's understood that we are looking at the needs of that area and what can we put in place now even if something isn't built until later Commissioner Hanzlick offered her support.

Motion: Ms. Templin moved the Library Board of Directors to approve the proposed 2024-2028 Capital Improvement Program (CIP) submission with the change in the department summary to put De Soto and Spring Hill on the same line.

Second: Ms. Griffith seconded this motion.

Motion was approved unanimously.

Board Chair Sims asked if there was discussion about spending two million dollars and then turning around and move up a new building again soon.

Ms. Templin expressed that there is a need for renovations right now in De Soto.

B. Action Item: Consider temporary closure of Oak Park

Scott Sime, Project Coordinator, introduced the briefing sheet that is included the February Board Report.

Motion: Mr. Riley moved 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.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

III. New Business

A. Consideration of renewal of MOU with the BikeWalkKC.

Nick Ward Bopp, MakerSpace Facilitator, introduced the briefing sheet that is included the February Board Report.

Motion: Ms. Kilgore moved to approve the Memorandum of Understanding between the Johnson County Library Board of Directors and BikeWalkKC.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

B. Informational Item (no action): Fine Options

Ryan Dolan, Fine Options Project Lead, introduced the Fine Options project that is included the February Board Report.

Ms. Kilgore asked about the increase to the fine and fees that people could still check out materials. Ms. Olsen, Circulation Manager, confirmed that the amount was raised to \$50.

Mr. Sims asked about waiting to forgive past fines and asked if we would send accounts to collections during this time. Ms. Olsen confirmed that is correct.

Ms. Templin asked if we are working with Olathe Library on this. County Librarian Suellentrop shared that staff has been collaborating, continued communication with City of Olathe Library. Comment from audience member (City of Olathe Library staff member, Bob Miller): Olathe is on board and looking to move forward, hopefully on the same timeline.

Comm. Hanzlick asked about the loss of revenue and how staff would adjust the budget to not increase in mill levy. County Librarian Suellentrop shared that fines are less than 1% of our total budget and staff are working how to accommodate that.

Ms. Olsen shared that this is also about reducing barriers and promoting access, our library system currently has the highest fees in the metro area. Comm. Hanzlick mentioned all the drop-off and pickup locations that OPL has and asked if Johnson County has thought of adding additional drop-offs like this. County Librarian Suellentrop shared that we have looked at additional drop-offs in the past. Ms. Olsen shared that all patrons could utilize both Johnson County and City of Olathe drop-offs.

Board Chair Sims mentioned that he has heard that circulation goes up when systems go fine free. Ms. Olsen said she could investigate that.

Board Chair Sims thanked JR Riley for his service on the Library Board and let him know that he would be missed. Mr. Riley shared it has been his pleasure and honor to serve the best Library.

ADJOURNMENT

Motion: Mr. Riley moved to adjourn the meeting.
Second: Ms. Templin seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:21 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2023

			Receipts	Payments	Balance
	Opening cash balance				\$193,342.68
		Add Receipts	\$557.07		
		Less Payments		\$24,742.89	
	Ending Cash balance				\$169,156.86
		Less Liabilities		\$4,793.61	
	Unobligated cash balance				\$164,363.25

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: March 9, 2023

Re: **Lackman: Resolution authorizing the County Librarian to offer the Lackman property for sale and related action**

Issue: Consider approving a resolution authorizing the County Librarian to offer the Lackman property for sale

Suggested Motion:

I move to approve a Resolution authorizing the County Librarian to offer for sale and conveyance the real property and improvements on the site of the Lackman library branch facility with an initial offer price of not less than **\$1,950,000.00** and permitting the possibility of the Library paying a commission to a broker representing the buyer presenting the highest and best offer for purchase.

Background: In summer 2019, the Lenexa City Center Library opened. This new, larger building replaced the Lackman property which was anticipated to be sold, with the revenue to be applied toward future new buildings. Because of the plan to sell the property, Capital Replacement Program (CRP) and maintenance work were deferred.

In 2020, Library staff and Friends of the Library staff and volunteers developed a proposal to convert the Lackman property into a Friends of the Library Sort-to-Sell center. In April 2021 at the Library Board and BOCC joint meeting, this proposal was presented and did not find support so was dropped. In 2021 when much of the Central Resource Library was closed for renovations, the Lackman property functioned as a temporary storage space. Later that year the building was also used by the Elections department.

The Library would collaborate with County FMA to use the existing IonWave platform to publish information and solicit bids on the property's sale. To maximize visibility, staff also recommend providing information about the property to real estate brokers.

Analysis: The Library no longer needs the additional space and it is the staff's recommendation to place the property for sale. Library staff have received an updated valuation of the property from an independent commercial appraiser. Facilities partners have worked with County staff to vet the valuation. At its December 2022 meeting, the Library Board approved creation of a new policy, ARM 50-20-70, which established a process for disposal and transfer of Library real property. This policy closely follows the County's policy.

Facilities, Library, and County staff have consulted on developing a Request for Proposal process where interested parties will be provided with relevant details on the Lackman property, be able to visit the site, and submit sealed bids. Physical signage would also be installed at or near the Lackman site advertising the property for sale.

Proceeds from the sale would go to the Library's Comprehensive Library Master Plan holding account for future projects.

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

Legal Review: Library legal counsel has drafted the Resolution authorizing the sale of the Lackman property.

Alternatives: 1) Not authorize the County Librarian to place the property for sale.

Recommendation: To approve the resolution authorizing the County Librarian to offer the Lackman property for sale and to approve the possibility of commission fees if the highest and best offer comes through a broker.

Suggested Motion:

I move to approve a Resolution authorizing the County Librarian to offer for sale and conveyance the real property and improvements on the site of the Lackman library branch facility with an initial offer price of not less than **\$1,950,000.00** and permitting the possibility of the Library paying a commission to a broker representing the buyer presenting the highest and best offer for purchase.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

A RESOLUTION AUTHORIZING THE LIBRARY TO OFFER FOR SALE AND CONVEYANCE THE REAL PROPERTY AND IMPROVEMENTS ON THE SITE OF THE LACKMAN LIBRARY BRANCH FACILITY

WHEREAS, the Board of Directors of the Johnson County Library (“Library Board”) is a body corporate and politic organized and existing under the laws of the State of Kansas, including specifically K.S.A. 12-1218 *et seq.*; and

WHEREAS, the Library Board owns real property and improvements operated and utilized by the Johnson County Library (“Library”), including the Lackman Building and underlying approximately 2.04 acres of real property located at 15345 W 87th Street Parkway, Lenexa, Kansas 66219 (“Lackman Property”), which was closed as a Library branch facility in 2019; and

WHEREAS, the Library Board has authority pursuant to K.S.A. 12-1223(b) and Library Administrative Regulation Manual (“ARM”) Section 50-20-70, Disposal and Transfer of Library Real Property, to authorize and approve conveyance of Library real property, together with any improvements, subject to the ratification of the Board of County Commissioners of Johnson County, Kansas, when it is in the best interests of the Library and the taxpayers of the Johnson County Library taxing district; and

WHEREAS, the Library Board hereby deems that it is in the best interests of the Library and the taxpayers of the Johnson County Library taxing district to offer for sale the Lackman Property; and

WHEREAS, the Library Board deems it necessary and desirable to further authorize the County Librarian of the Johnson County Library, or her designee, to take certain other actions necessary or desirable to conduct a process to offer for sale the Lackman Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY:

Section 1. Authorization to Offer Lackman Property for Sale. The Library Board hereby grants authorization to offer for sale the Lackman Property utilizing a public process that is professionally acceptable and considered efficient and economical under the circumstances, and which may include but is not limited to live auction, negotiated sale, sealed bid, fixed price, negotiated bid, or any other method prescribed by statute or ARM Section 50-20-70.

Section 2. Giving Public Notice for Sale of Lackman Property. As soon as reasonably practical, the Library will give notice to the public this offer for sale of the Lackman Property by publishing notice in a newspaper of public record for not less than three consecutive weeks, posting on the Library website, installing signage on the Lackman Property visible to the public, and any other method deemed appropriate by the Library. Upon giving the public notice of the sale, the Library will post on the Library website the request for bids to purchase the Lackman Property. Fifteen (15) days after posting the request for bid information, the Library will begin accepting public bids for purchase, which shall remain open for bidders for a period of thirty (30) days. The Library will give interested persons and bidders the opportunity to view and visit the Lackman Property during normal business hours.

Section 3. Purchase and Sale Terms. The Lackman Property will be offered for sale on the following terms and conditions, as will be more fully set forth in the form of contract that will be posted with the requests for bid on the County website, including: (1) purchase price due at closing of not less than **\$1,950,000.00**, based on an independent professional appraisal dated 11/28/2022, and consultation with the

Library Board Resolution
Authorization to Offer Lackman Property for Sale

County's real estate advisor, (2) Lackman Property sold in its as-is, present condition, which includes all latent and patent defects and conditions, and (3) permitting the Library to pay from the sale proceeds a broker's commission fee, at a reasonable rate customary in the marketplace, only if the buyer presenting the highest and best offer is represented by the broker in the bid submission.

Section 4. Contract for Sale and Acceptance of Bid. After the bid period closes, the County Librarian, or her designee, will present to the Library Board for consideration the highest and best offer for purchase of the Lackman Property. Any contract for sale of the Lackman Property will be subject to the approval of the Library Board and ratification and approval by the Board of County Commissioners, of Johnson County, Kansas. The Library Board reserves the right to reject any and all bids for purchase, for whatever reason, and to decline any offer for purchase or to refuse to complete any sale transaction.

Section 5. Further Authority. The Library Board hereby authorizes and directs the County Librarian of the Johnson County Library, or her designee, to take such further action as may be necessary or desirable to carry out and comply with the intent of this Resolution, and to offer for sale the Lackman Property in accordance with this Resolution, ARM Section 50-20-70, and applicable law.

Section 6. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Library Board.

ADOPTED by the Board of Directors of the Johnson County Library on _____, 2023.

David Sims
Chair

ATTEST:

Secretary

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: March 9, 2023
Re: Memorandum of Understanding between Johnson County Library and Sheriff's Office

Issue: Continuation of partnership with the Sheriff's Office

Suggested Motion: I move the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and the Sheriff's Office for the year 2023.

Background: In July of 2021, the Library Board approved the partnership with the Sheriff's Office to manage our physical security. This includes key card access for staff, volunteers, and vendors; security cameras; and intrusion / panic alarms.

Analysis: In the second full year of this partnership the recommended change is to locate the Physical Security Specialist position at the Library instead of the Sheriff's Office for efficiency of access to JCL security systems. This change does not affect the budget or salary of the position but will streamline access for the position to key systems. This was a lesson learned in the first year of the partnership. The Service Level agreement (SLA) will be updated between the leadership of both organizations. No other changes are recommended.

Alternatives: We do not continue the partnership.

Budget: Continued financial support of the one FTE to act as the Physical Security Specialist.

Recommendation: Approve the memorandum of understanding

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

MEMORANDUM OF UNDERSTANDING: JOHNSON COUNTY LIBRARY AND SHERIFF

This Memorandum of Understanding (MOU) to take effect March 9, 2023, memorializes the agreement between the Board of Directors of the Johnson County Library ("Library") and the Johnson County Sheriff's Office ("Sheriff").

SECTION ONE:

1. The Library owns and operates library facilities in the Johnson County Library taxing district pursuant to K.S.A. 12-1223. It also establishes regulations for those facilities pursuant to K.S.A. 12-1225.
2. The Sheriff has expertise in safety and physical security, evaluation of facilities to assess safety and security risks, and expertise in training staff regarding a variety of security-related issues. The Sheriff is working to coordinate physical security efforts for all departments and agencies across the County.
3. The Library governs all Library owned and leased buildings and properties in the Johnson County Library system. The Library and the Sheriff agree to cooperate to provide the finest Library facilities and the best possible service for Library staff and patrons.
4. The Library intends to make use of the Sheriffs expertise, particularly in safety and physical security standard operating procedures, including building access, security cameras, alarm and intrusion systems and property protection. The Library and the Sheriff accordingly agree that the Sheriff will provide the Library consultation and management services on the overall planning, coordination, and control of security-related project(s) and issues. Such services shall include planning; budgeting; consultant and contractor relationships; and implementation and management of consultant and contractor agreements and consultant and contractor payments on such projects.
5. Johnson County Library will utilize Full Time Employee (FTE) to liaison with the Sheriff's Department and represent the Library during Johnson County Security Governance Council Meetings.
6. The Library recognizes that the personnel in such positions may, from time to time, be assigned limited tasks or projects for the benefit of the Sheriff or the County in coordination with and agreement from the Library.

SECTION TWO: SHERIFF'S RESPONSIBILITIES.

1. Standard of Service: Ensure that Library security standards meet the County standard set forth by the Sheriff and as outlined in Service Level Agreement, which the parties agree will be updated and developed by the Library and Sheriff staff with the reasonable cooperation of Sheriff, and provide the expertise and consultation and management services described in section 1.4 above.
 - a. Evaluate needs and make recommendations to the Library regarding safety and physical security.
 - b. Evaluate and make recommendations for facilities improvements that have not been made.
2. Confidentiality: In regard to Library data, Sheriff will abide by the Library's policy, ARM 20-20-20 - Confidentiality of Records.
3. Contracts: Include the Library in appropriate contracts for security needs and maintenance
4. Communication. Sheriff representatives will attend meetings with Library staff as needed or as appropriate to maintain a strong level of communication.

SECTION THREE: LIBRARY'S RESPONSIBILITIES.

1. Liaison. The Library will provide a liaison to the Sheriff to act as a point of contact for any questions, concerns, policy interpretation, technologies concerning physical security, building security assessments, etc.

This liaison will be the Library Physical Security Specialist, and the Associate Director for Customer Experience.

2. Service Level Agreement. The parties agree to work together to update and develop a Service Level Agreement setting forth the parties' particular responsibilities for Library security, as generally described in this MOU.

SECTION FOUR: MISCELLANEOUS.

1. This MOU shall begin March 9, 2023, and run through December 31, 2024 unless the MOU is terminated by either party, in writing, with no less than 30-day's notice. This MOU may be renewed for additional one-year terms upon the approval of the Library and the Sheriff.
2. This MOU and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, *K.S.A. 10-1101 et seq.*, and amendments thereto (the "Act"). By virtue of this Act, the Library is obligated only to pay periodic payments as contemplated herein as may lawfully be made from funds budgeted and appropriated for that purpose during its current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source.
3. This MOU represents the entire agreement between the parties with respect to services required hereunder and supersedes all previous understandings, whether oral or written, between the parties regarding the same.

Signature	Date
Sheriff, Calvin Hayden, Johnson County, Kansas	

Signature	Date
Tricia Suellentrop, Johnson County Librarian	

Signature	Date
David Sims, Chair, Library Board of the Johnson County Library	

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: March 9, 2023

Re: County Librarian's Recommended FY 2024 Revenue and Expenditure Budget

Issue: This is being presented for informational purposes in March. Revenue estimates being made in March will change the current amount being used and the revised and updated FY 2024 Revenue and Expenditure recommendation will be presented for action to the Library Board in April.

Suggested Motion: No motion necessary as this is for informational purposes only as action will be requested for the updated FY 2024 Revenue and Expenditure recommendation in April.

Background: The Library Budget Committee held three meetings in the 4th Quarter of 2022 and a fourth meeting in January 2023 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans.

The Library should be receiving March revenue updates that will lead to changes in the projected revenue totals. These changes will be shared with the Library Budget Committee and a final 2024 budget proposal presented at a meeting scheduled for later in the month of March with the Library Budget Committee. The updated County Librarian's Recommended FY 2024 Revenue and Expenditure Budget to be presented to the Library Board for action at the April Library Board meeting.

Analysis: The current County Librarian's Recommended FY 2024 Revenue and Expenditure Budget of \$55,432,366 is based on the January 2023 estimate. There are higher revenues expected in the upcoming March revenue projections largely due to projected growth in ad valorem taxes.

Funding Overview: The County Librarian's Recommended FY 2024 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and supported by the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2024 Revenue and Expenditure Budget and submit an alternate plan.

Recommendation: This is being presented to the Library Board in March for informational purposes. Voting is anticipated to occur at the April 2023 meeting with new revenue and expenditure estimates.

Purchasing Review: N/A

Budget Review: The revenues are in alignment with projections that Johnson County's Budget and Financial Planning Department had provided, and the expenditures are in line with what the Library Budget Committee has previously reviewed and supported.