



**Board Retreat
October 19, 2023**

Johnson County Library Board Retreat

October 19, 2023

Noon to 4:00 p.m.

Central Resource Library – Carmack Community Meeting Room

Meeting Outcomes/Objectives:

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

Agenda:

12:00 pm – 12:10 pm	Gather and find your lunch.	
12:10 pm – 12:15 pm	Introductions	
12:15 pm – 1:45 pm	Review the Comprehensive Library Master Plan <ul style="list-style-type: none">1. History2. Focus on funding the CLMP with the library budget.3. Reaffirm JCL Board capital projects and Mobile.	Dave Vratny, Finance Director & Tricia Suellentrop, County Librarian
1:45 pm – 2:00pm	Break	
2:00 pm – 2:45 pm	Citizen Comments <ul style="list-style-type: none">1. Bylaws - History of the Comments.2. Peer and Surrounding Area Comment Guidelines.3. Library Recommendation.	Kinsley Riggs, Deputy County Librarian
2:45 pm – 3:30 pm	Excused vs Unexcused Absences <ul style="list-style-type: none">1. Bylaws2. Update to an existing policy.	Tricia Suellentrop, County Librarian
3:30 pm – 4:00pm	Urgent versus Planned versus Emergency Closures <ul style="list-style-type: none">1. Describe the difference between Urgent, Planned and Emergency.2. Update to an existing policy.	Adam Wathen, Associate Director for Branch Services

Johnson County Library Board Retreat Comprehensive Library Master Plan Budget Update

October 2023 Update

JOHNSON COUNTY LIBRARY

Prior to Comprehensive Library Master Plan (CLMP)

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

- Leawood Library Expansion in 2008
- Land Purchase for future Monticello in 2012
- Central Resource Library Remodel Study in 2012 with Construction in 2014



Comprehensive Library Master Plan (CLMP)

Provided a mechanism to:

- Evaluate the current resources of Johnson County Library
- Solicit information from the public with regards to community needs
- Provide a way to match those needs up with resources
- Articulate those needs into an actionable plan that could be resourced



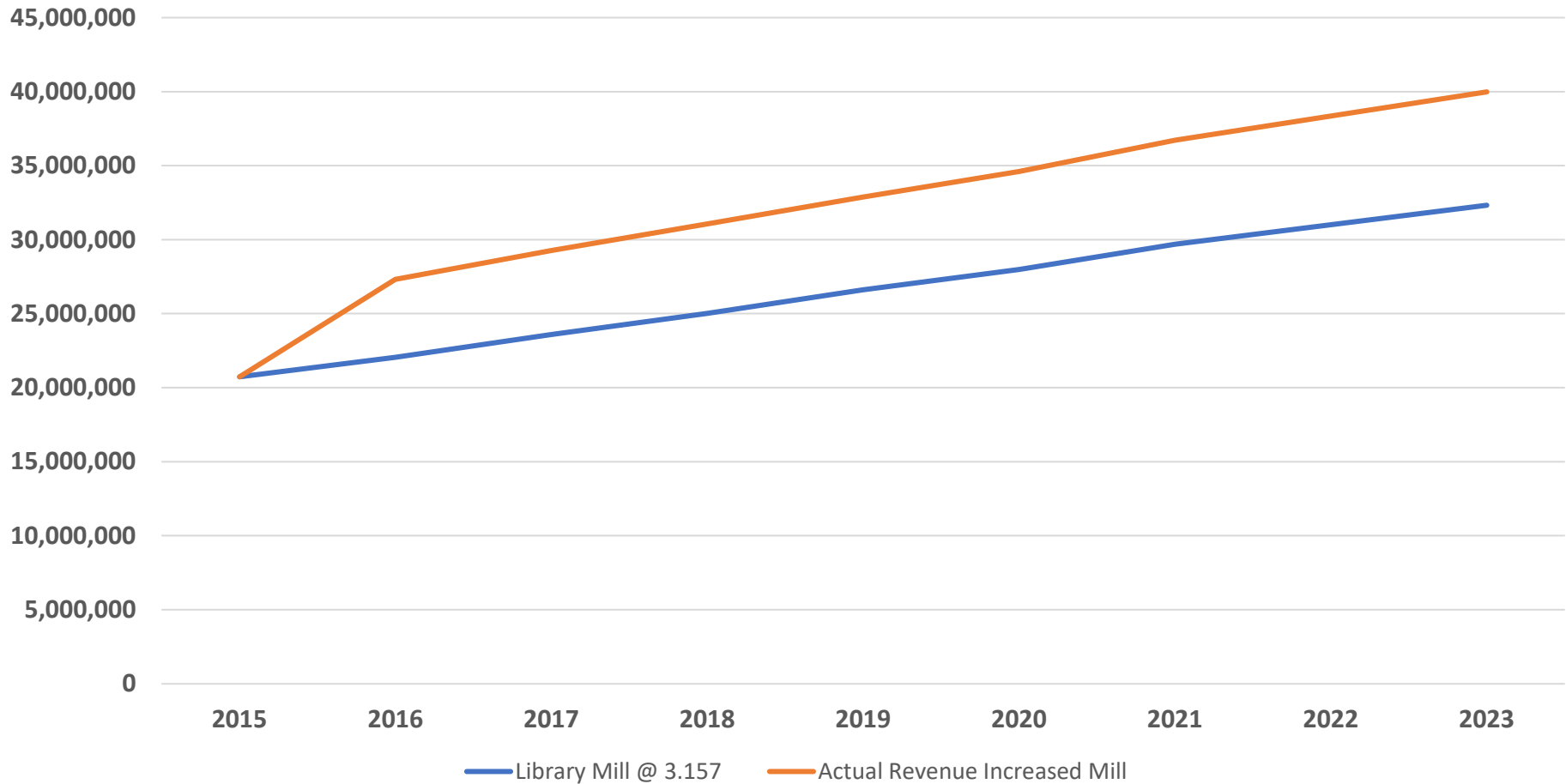
Comprehensive Library Master Plan (CLMP)

Board of County Commissioners approved approximately 2/3rd the requested funding for the operating and capital projects in the CLMP

- BOCC authorized an approximate 0.75 mill increase to the existing Library Mill
- In 2016 Budget this netted an approximate \$5.3m in additional property tax support
- The first 8 years this is estimated at approximately \$52m in additional property tax support (2016-2023)



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



Comprehensive Library Master Plan (CLMP)

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

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



Library's Current 5-Year CIP 2024-2028

As Approved by Library Board in April & Board of County Commissioners August 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	De Soto & Spring Hill Expansion and Renewal	3,009,848	3,239,848				6,249,696
2	CLMP Study Refresh		230,400	345,600			576,000
3	Corinth Library Replacement	250,000		1,839,164	14,917,697	8,434,125	25,440,986
4	Mobile Lab (2028-2029)					523,688	1,102,500



Capital Replacement Program (CRP)

- Library started to project fund on-going capital replacement projects in 2010
- The 5 years (2011-2015) the Library on average funded at approximately \$389k a year into CRP
- The next 5 years (2017-2021) the Library on average funded approximately \$1.23m a year into CRP (3X increase over first 5 years)
- The 2023 amount is \$1.95m and the 2024 amount is \$2.03m
- The Johnson County Library is currently fully funding the annual capital replacement needs and reached that level back in 2022.



De Soto & Spring Hill Library Expansion and Renewal Projects

- There was an evaluation of De Soto, Spring Hill, and Edgerton Library facilities with results of those evaluations and options given in fall of 2022
- Those three evaluations and recommendations were considered and prioritized by Johnson County Library Board at the October 2022 Retreat
- The results of those evaluations and recommendations ended up being higher than the \$1m is a placeholder amount originally set aside for these projects
- The De Soto Renewal work is estimated at \$2,247,582
- The Spring Hill Expansion and Renewal work is estimated at \$4,002,114
- The total of these two projects is \$6,249,696 which is recommended to be funded with use of Library Reserves for 2024



De Soto & Spring Hill Library Expansion and Renewal Projects

- **De Soto**

- 3,900 square foot facility that is calling for heavy renovation work to the core and shell of that building as well as some additional site work
- Built in 1982 this facility while well-maintained hasn't had any major renovation work since construction over 40 years ago
- Goal is to provide public with an enhanced library to better meet the needs of this community
- Evaluation of Expanded Patron Access Capabilities



De Soto & Spring Hill Library Expansion and Renewal Projects

- **Spring Hill**

- 2,790 square foot facility that is calling for a 1,000 square foot addition to that building with heavy renovation work to the core and shell of that building as well as some additional site work
- Built in 1982 this facility while well-maintained hasn't had any major renovation work since construction over 40 years ago
- Goal is to provide public with an enhanced library to better meet the needs of this community
- Evaluation of Expanded Patron Access Capabilities



Comprehensive Library Master Plan (CLMP) Update

- Comprehensive Library Master Plan was completed in 2015 and partially funded by Board of County Commissioners beginning in 2016
- A number of the initial projects have been either completed, are underway, or are planned to start
- 2025 request to update is to validate and help inform future capital building and system operation decisions
 - Evaluation of types, quantities and size of facilities available
 - Program services in these facilities
 - Estimated Operating and Capital Costs
 - Anticipated Phasing Timeline



Corinth Library Replacement

Replacing Corinth Library in Prairie Village

- Corinth will be the oldest branch in the JCL system once Antioch is replaced
- Corinth was opened in 1963 and by 2028 will be over 65 years old
- Current facility has a number of structural issues along with systems and layout issues
- Plan is to build a new replacement facility of roughly the same size as the current facility
- Currently looking at a study for this project for 2024 with a 2026 start to this project with a 2028 finish
- Plans to evaluate current site or possibly a co-location opportunity with the City of Prairie Village



Mobile Learning Lab

- Prior research and project team efforts have been made by Johnson County Library (JCL) evaluating community needs, patron access, and outreach efforts to the broader Johnson County Community
- More specifically preliminary evaluation of mobile branch services with primary focus on early literacy efforts and skill building programs such as the birth to 6 and early elementary age groups being mostly the focus
- Idea behind this would be to take the mobile learning lab to help fill possible opportunity gaps in Johnson County for children in certain segments of the community with focus on literary enhancement efforts specifically with underserved and disadvantaged populations
- Current plan would be for Johnson County Library Foundation to identify sponsors for this mobile learning lab effort
- Exploring Community Partnership Opportunities



CLMP: Funded and Unfunded

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

Funded Projects

New Construction - Monticello
(completed)

Replacement - Lenexa City Center
(completed)

Renovation - Central Resource
Library (completed)

Replacement - Antioch/Merriam
Plaza Library (replacement
underway)

Replacement - Corinth (requested
replacement)

Replacement - Blue Valley
(modified from Blue Valley South)

Unfunded Projects

Replacement - Cedar Roe

Replacement - Spring Hill

Replacement - De Soto

Renovation - Shawnee

Renovation - Oak Park

Renovation - Gardner

Service Improvements - Leawood

Reserve Funded Projects

Renovation – De Soto, Spring Hill
(requested)



Citizen Comments

October 2023 Board Retreat

JOHNSON COUNTY LIBRARY

The logo for Johnson County Library, featuring a stylized sun or flower icon with a dark center and yellow petals, positioned between the words "JOHNSON" and "COUNTY".A decorative horizontal bar at the bottom of the slide, composed of four colored segments: dark red, orange, yellow, and teal.

Policy

ARM 10-50-10

BYLAWS OF THE BOARD OF DIRECTORS

Chair's Duties

D. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.



Historical Context

Pre-Pandemic

No information provided on how to submit citizen comment.

During Pandemic

Provided information on how to view the meeting virtually and submit citizen comment in writing to be read aloud and made part of the meeting record.

Current Practice

Provide information on how to view the meeting virtually and submit citizen comment in writing to be included in a board packet.



Comparison

Kansas City Public Library

Appointed Board

No overall time limit

No individual time limit

Citizen comment info
not listed in agenda

Mid-Content Public Library

Appointed Board

30-minute overall time
limit

No individual time limit

48-hour advance sign
up

Johnson County Parks and Recreation

Appointed Board

Overall time limit set by
the Chair

Individual time limit set
by the Chair

Citizen comment
direction included in
agenda

Board of County Commissioners

Elected Board

Overall time limit set by
the Chair

Individual time limit is 2-
minutes

Citizen comment
direction included in
agenda



OPTIONS

GOAL: Clarify public direction for Citizen Comments.

1. Chair determines Citizen Comment protocol for each meeting.
2. Library Board agrees on standard practice for Citizen Comment.
3. Library Board amends policy to reflect standard practice for Citizen Comment.



Staff Recommendation

GOAL: Clarify public direction for Citizen Comments.

In Person Comments

- Require no advanced registration, sign-up by 5 minutes prior to meeting start time.
- Recorded in minutes, listing any information from the sign-up sheet (name, address).

Individual Time Limit: 2 minutes

Total Time Limit: 30 minutes

Written Comments

- Received by noon on the first Thursday of the month will be included in packet.
- Received the week prior to the board meeting will be provided to Board Members printed and included in the future board packet as part of the record.



Excused vs Unexcused Absences

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Policy

ARM 10-50-10

BYLAWS OF THE BOARD OF DIRECTORS

Unexcused Absences

G. The unexcused absence of a Director from two (2) consecutive meetings shall be cause for the chair to prepare and transmit to such Director a letter reminding the Director that the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board.



Historical Context

Excused

Notice prior to meeting of absence to Chair, County Librarian and/or Executive Assistant

Unexcused

No Notice to Chair, County Librarian and/or Executive Assistant



Comparison

Kansas City Public Library

Resignation if:
Fail to attend 6
consecutive
(without good
cause)

Mid-Content Public Library

Resignation if:
Fail to attend 4
consecutive or 6
meetings within
a year

Lawrence Public Library

Resignation if:
Three (3)
consecutive
unexcused
(same as JCL)



OPTIONS

GOAL: To have productive Board Meetings, support Directors as appropriate and gain clarity around bylaws.

1. Maintain current practice.
2. Add an excused or unexcused distinction to the minutes when a director is absent.
3. Library Board directs staff to research changing the policy to incorporate more detail.
 - Include description of excused absence
 - Include total number of allowable absences



Urgent, Planned, and Emergency Closures

October 2023

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Context

There are currently **two** reasons we close buildings and services:

Emergency Closure

those times where circumstances demand immediate closure

Examples:

weather, power outage,
unsustainable temperature

Planned Closure

those times where a project or other circumstance demands closure of a building or service

Examples:

Oak Park renovations, Library
Lets Loose, Edgerton sewer work



Context

- Facilities and library staff regularly respond to situations that could be resolved with service line or branch closure which aren't planned and aren't emergent.
- We have often resolved these urgent situations by living with the situation and asking for a closure of unspecified dates to allow for coordination of response work.
- For these situations, we are interested in a third path which would allow the County Librarian to close a service or branch to accommodate unplanned, non-emergent work



Context

Urgent Closure

those times where circumstances demand closure when it is impractical or inconvenient for patrons to wait for Library Board approval for closure.

Examples: Blue Valley entry tile replacement, fix a non-emergency plumbing issue which demands water shutoff, shut down power to implement a permanent fix to a persistent problem

Emergency Closure

those times where circumstances demand immediate closure

Examples: weather, power outage, unsustainable temperature

Planned Closure

those times where a project or other circumstance demands closure of a building or service

Examples: Oak Park renovations, Library Lets Loose, Edgerton sewer work



Relevant Policies

- ARM 20-10-12 Facility Closings for Inclement Weather

Johnson County Library facilities do not close due to severe weather, unless the County Librarian or the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

- ARM 10-50-10 Bylaws of the Board of Directors

V. LIBRARIAN

County Librarian's Duties

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.



Possible Language

GOAL: Delegate authority for closure of a building or service to the County Librarian

When an urgent issue occurs that warrants closure of a building or service and delaying that closure until the next regular Library Board meeting is impractical or would create a hazard for public or staff, the County Librarian is authorized to close a building or service as needed to allow for remediation.



Recommendation

GOAL: Delegate authority for closure of a building or service to the County Librarian

Update ARM 20-10-12 to include language which allows for closure for severe weather, other facility disruption, and urgent remediation.

