



**Board Report
June 9, 2016**

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JUNE 9, 2016
CENTRAL RESOURCE LIBRARY
CARMACK MEETING ROOM
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Pam Robinson, Board Chair
 - C. Friends of the Library, Dorothy Hughes
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jim Allen, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Finances and Statistics
 - a) Budget update – Nicki Neufeld
 - 2. Strategic Plan – Sean Casserley
 - a) Summer Reading update – Angel Tucker
 - b) Safety and Security audit by Dennis McCarthy – Sean Casserley
 - 3. Comprehensive Library Master Plan
 - a) Monticello schematic design presentation – Clark Enersen
 - b) Lenexa update – Scott Sime16
 - c) Materials Handling study update – Michelle Olsen21
 - 4. Updates – Sean Casserley
 - a) JCCC GED Graduation
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the May 12, 2016 Library Board meeting25
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts34
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2016 were handled in accordance with library and County policy.
 - b) The April 2016 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

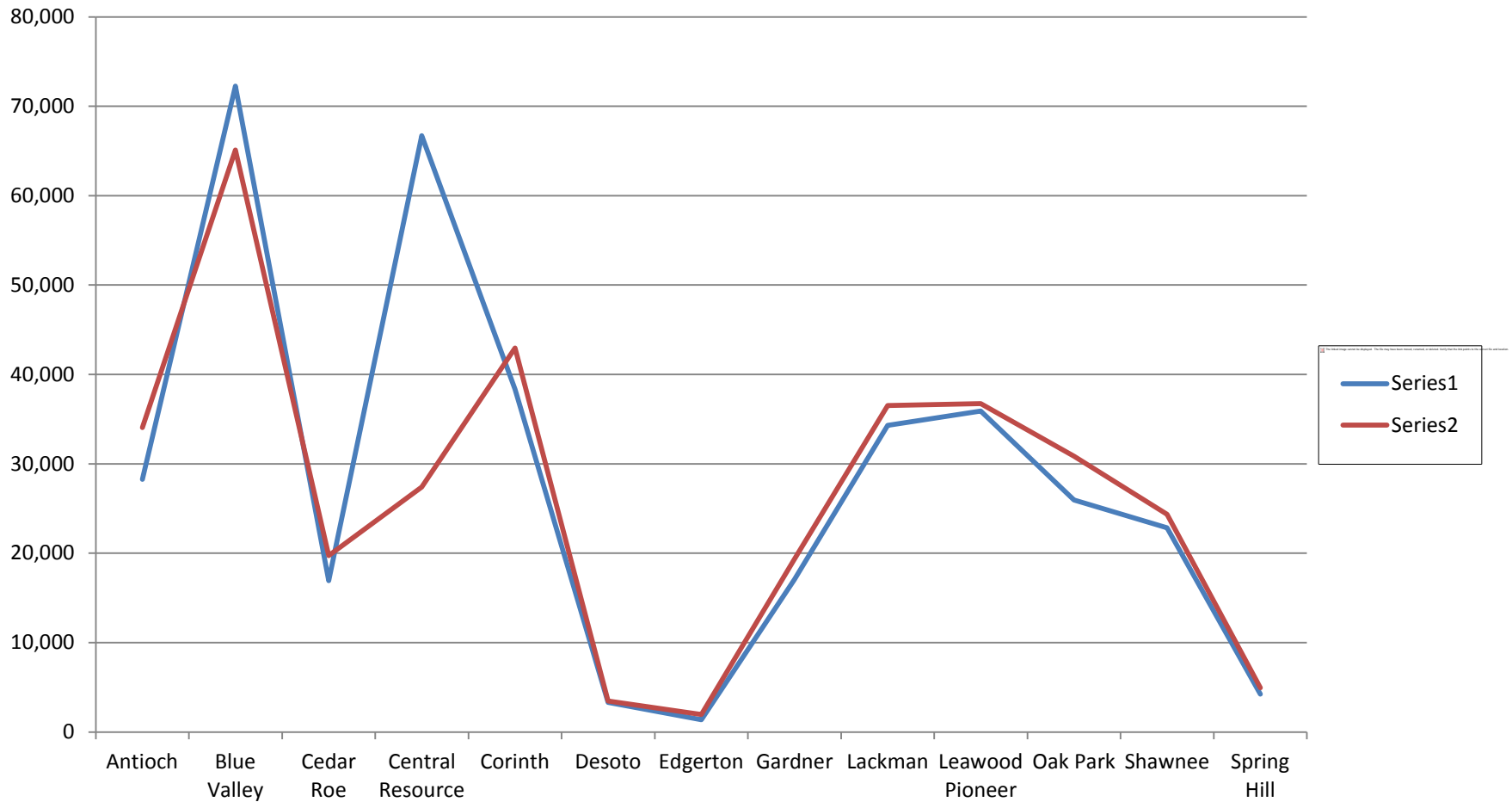
C.	Gift Fund Report	
1.	Treasurer's Report	35
VI.	New Business	
A.	Consideration of Approval of the 2017 Budget	36
B.	Consideration of Approval of the addendum to the Memorandum of Understanding with the Overland Park Community Garden	43
VII.	Executive Session	
VIII.	Adjournment	

County Librarian's Report

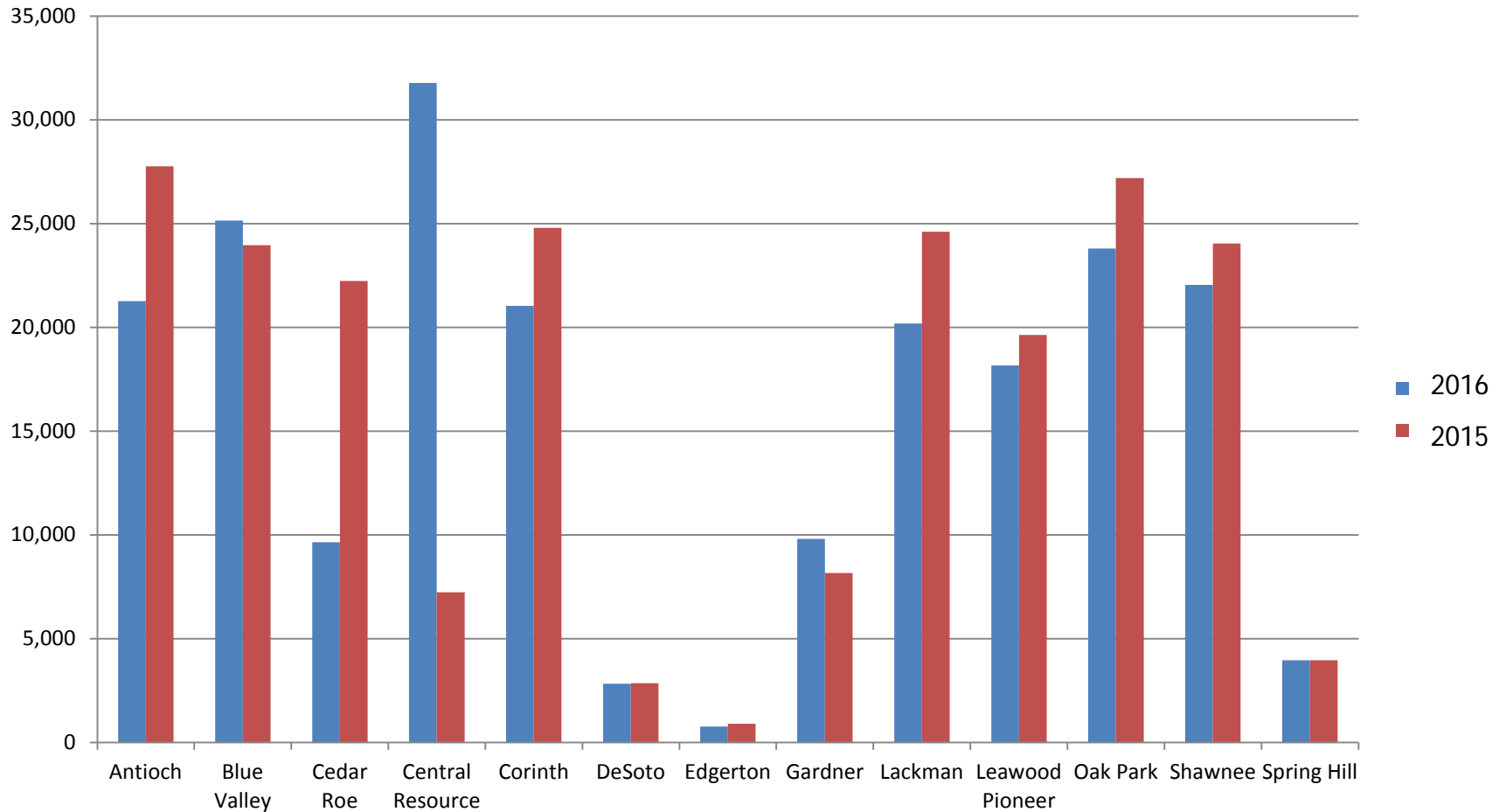
Presented June 9, 2016



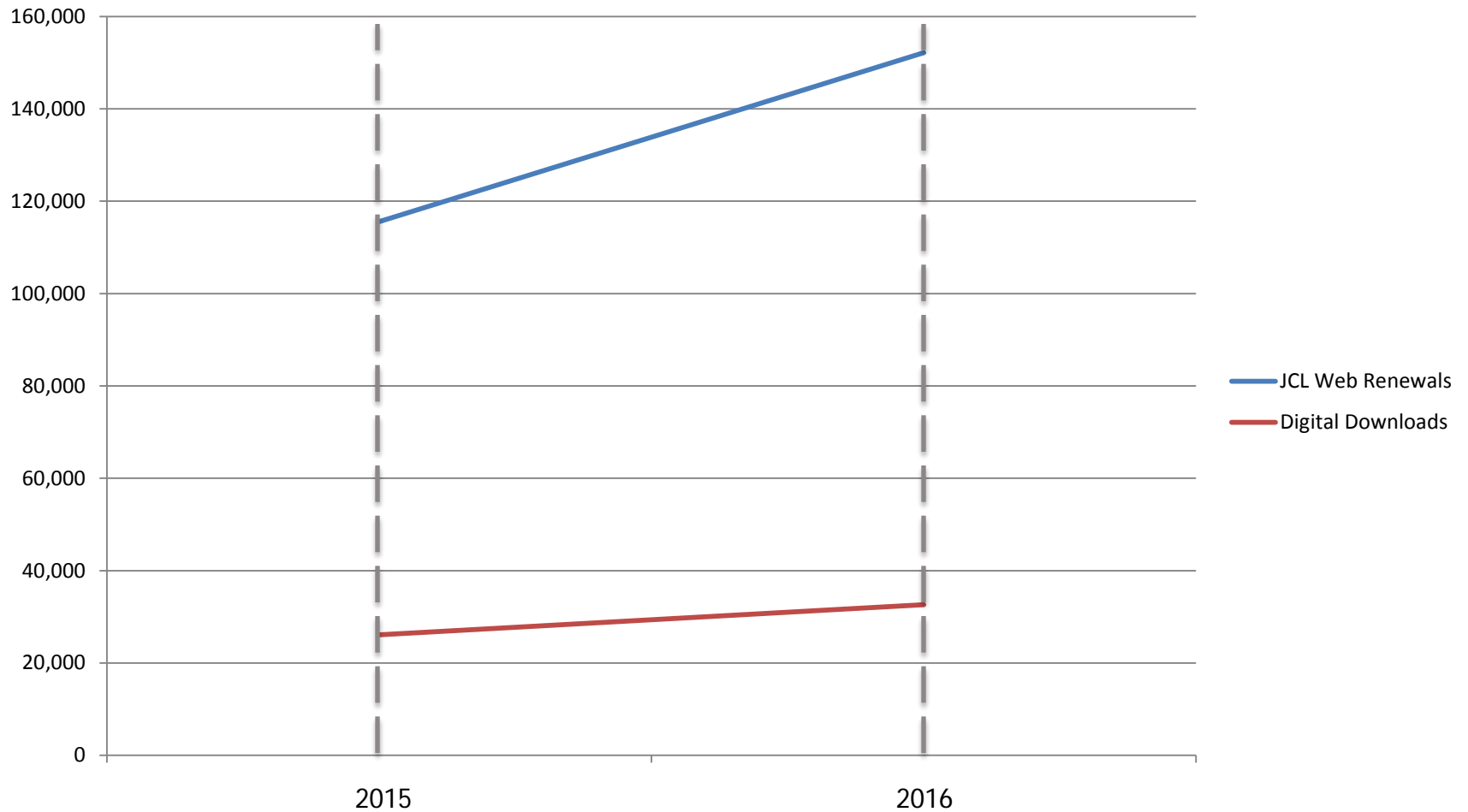
Branch Circulation: April



Branch Visits: April



Electronic Circulation: April



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
April 2016
33% Year Lapsed

OPERATING FUND

	Programs	2016 Year to Date	2016 Budget	% Program Expended
	Revenue		4,256,044	
	Administrative Services			
	Information Technology			
	Collection Development			
	Branch/Systemwide Services			
	Transfer to Capital Projects			
	Interfund Transfers			
TOTAL OPERATING FUND EXPENDITURES		<u>\$0</u>	<u>\$0</u>	
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$0</u></u>	<u><u>\$4,256,044</u></u>	

SPECIAL USE FUND

		2016 Year to Date	2016 Budget	% Budget Expended
	Revenue:		1,000,000	
	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>	<u>\$0</u>	
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$0</u></u>	<u><u>\$1,000,000</u></u>	
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$0</u></u>	<u><u>\$5,256,044</u></u>	

Scheduled Replacement Account

<u>REVENUE</u>	<u>REVENUE RECEIVED TO DATE</u>
2015 Operating Fund Transfer	350,000.00
2016 Operating Fund Transfer	

Total Revenue	<u><u>350,000.00</u></u>
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	<u>2016</u>
Building Repair & Maintenance	143,930.86
Furnishings & Equipment	473.63

	<u>144,404.49</u>
	<u><u>144,404.49</u></u>
Budget Remaining	<u><u>\$ 205,595.51</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2016
33% of Year Lapsed

REVENUE ALL FUNDS	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	15,636,897	27,316,085	57%	57%
Ad Valorem Delinquent	431,319	379,423	114%	95%
Motor Vehicle	601,028	2,300,787	26%	27%
Library Generated - Copying/Printing	33,788	95,401	35%	35%
Library Generated - Overdues / Fees	216,642	754,290	29%	34%
Sale of Library Books	25,000	50,000	50%	50%
Misc Other	34,991	340,753	10%	11%
Library Generated - Other Charges		11,402	0%	2%
Investment	44,789	50,884	88%	24%
Unencumbered Balance Forward		10,000	0%	0%
Recreational Vehicle Tax	5,033	7,411	68%	22%
Commercial Vehicle Tax	34,708	39,407	88%	
Heavy Trucks Tax	2,001	3,173	63%	180%
Rental Excise Tax	12,532	26,764	47%	54%
State and Federal Grants	136,091	240,058	57%	36%
TOTAL REVENUE	\$17,214,819	\$31,625,838	54%	45%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
April 2016
33% Year Lapsed

OPERATING FUND	2016	2016	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	1,532,320	5,022,119	31%
Information Technology	743,212	2,165,039	34%
Collection Development	1,154,961	3,288,711	35%
Branch/Systemwide Services	3,924,199	12,779,341	31%
Risk Management Charges	21,017	84,066	25%
Grants *	56,727	240,058	24%
Transfer to Capital Projects		699,000	0%
Interfund Transfers (CLMP)		4,256,044	0%
TOTAL OPERATING FUND EXPENDITURES	\$7,432,436	\$28,534,378	26%

* Includes expenditures for 2016 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2016	2016	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	16,305	0%
Commodities (Capital Equipment)	0	192,564	0%
Transfer to Debt Payment	0	979,435	0%
Transfer to Capital Projects	0	903,156	0%
Capital Outlay (CLMP)	0	1,000,000	0%
TOTAL SPECIAL USE FUND EXPENDITURES	\$0	\$3,091,460	0%

TOTAL EXPENDITURES	\$7,432,436	\$31,625,838	24%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
April 2016
33% Year Lapsed

ALL FUNDS

Categories	2016 Year to Date	2016 Budget	% Categories Expended
Salaries and Benefits	4,567,650	15,208,624	30%
Contractual Services	1,864,510	4,130,326	45%
Commodities	922,532	4,125,129	22%
Risk Management Charges	21,017	84,066	25%
Capital / Maintenance / Repair		699,000	0%
Transfer to Debt Payment		979,435	0%
Transfer to PBC Capital Leases		903,156	0%
Grants	56,727	240,058	24%
CLMP		5,256,044	0%
	<hr/>	<hr/>	
	\$7,432,436	\$31,625,838	24%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 1/31/2016	Source	Received	Expend By	Expenditures	Grant Award	Budget Remaining
	2014 Check up and Check Out	State	Jul-14		\$2,351.73	\$5,250.00	\$2,898.27
	State Aid 2016	State	Apr-16		\$56,091.32	\$136,091.32	\$80,000.00

*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

Monticello Land Acquisition

REVENUE	TO DATE	BUDGET
Library Fund Transfer	\$100,000	\$100,000
Bond Sale Proceeds	\$710,000	\$710,000
TOTAL REVENUE	\$810,000	\$810,000

EXPENDITURES	TO DATE	BUDGET REMAINING
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$7,015.00	
Site Survey	\$1,900.00	\$37,306.36
TOTAL EXPENDITURES	\$772,693.64	\$37,306.36

Expenditure of Friends of the JCL Donations 2016

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$0.00	\$240.00
Advertising/Promotion		\$0.00	\$0.00
Collection Materials		\$0.00	\$0.00
Professional Development/Staff Recognition		\$0.00	\$998.05
Technology/Recruitment Consulting & Expenses		\$0.00	\$0.00
Card Services		\$0.00	\$0.00
Homework Help and Tudor.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
Board Travel Expenses		\$1,376.16	\$1,376.16
Miscellaneous		\$0.00	\$0.00
Total Expenditures		\$ 1,376.16	\$ 2,614.21

New Lackman Library

Update – June 2016



Updates

- What's been done so far
- Project Core Team
- Site Investigation Period
 - Survey
 - Pre-Design



So far, we've:

- MOU / Land Conveyance approved
- Project Approved



'New Lackman' Core Team



Mike Heffernan



Dean Allman



Leslie Nord



Georgia Sizemore



Scott Sime



Site Survey / Pre-Design

- ALTA Survey is completed
- Title Commitment issued
- Working with PG&V architects on pre-design
 - Anticipated completion of pre-design is early August



Materials Handling Feasibility Study

June 2016 Library Board Meeting



Consultant Selected

- **CapRock Global Solutions**

- Industrial Engineering and Management Consulting Solutions Provider
- Focus on incremental improvements to achieve the next level of performance and productivity gains through data driven solutions
- Methods/Tools:
 - Work flow and process engineering
 - Lean Six Sigma
 - Documentation of SOPs and Best Methods
 - Management facilitation and tools
- 25+ Years experience in Distribution, Government/Municipal, Non-profit, HealthCare, Service Industry & Operations, Field Services & Operations, Manufacturing



Current / Anticipated Timeline

2016



Project Team Members

- **Jennifer Mahnken**, AD, Branch Services
- **Adam Wathen**, Collections Manager
- **Jason Barnes**, Technical Services Manager
- **Michelle Olsen**, Circulation Manager
- **Matt Hammes**, Asst. Branch Manager, Blue Valley
- **Tad Twidwell**, Asst. Branch Manager, Antioch
- **Scott Sime**, Project Coordinator
- **Nancy Hupp**, Library Board Liaison
- **John Nelson**, Library Board Liaison



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, May 12, 2016
Central Resource Library
4:00 p.m.**

BOARD: Nancy Hupp, John Nelson, JR Riley, Pam Robinson, Neil Shortlidge
Absent: Amy Ruot

BOARD ATTORNEY: Fred Logan

BOCC: Jim Allen

FRIENDS OF THE LIBRARY:

STAFF: Dean Allman, Michelle Beesley, Dave Carson, Sean Casserley, Meagan Condon, Jed DeGraffenreid, James Giddings, Christopher Leitch, Jennifer Mahnken, Beth Markowitz, Susan Mong, Nicki Neufeld, Michelle Olsen, Kinsley Riggs, Rita Rubick, Michaela Scruggs, Kari Sime, Scott Sime, Georgia Sizemore, Katie Stramel, Tricia Suellentrop, Lorée Terry, Julie Timmins, Angel Tucker, Ellen Welch and Run Zluticky.

GUESTS: Danni Livingston, Royceann Mather, Janice Phillips, Brad Reinhardt

Pam Robinson opened the meeting at 4:00 p.m. and asked if anyone in the audience is unable to hear her, please let her know.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

John Nelson commented on the recent logistics study committee meeting. The committee is at the refining stage. Three proposals have been received, each are responsive and have different strengths. The committee has sent additional questions to the consultants. Updates will be provided in future meetings.

Mr. Shortlidge congratulated Ms. Mong and Ms. Scruggs for organizing the meeting of the six Boards of the Johnson County Library, JCL Foundation, JCL Friends, Olathe Public Library, OPL Foundation and OPL Friends. Mr. Shortlidge acknowledged Mr. Nelson for doing a great job of representing the Library Board.

Mr. Casserley and Ms. Robinson thanked Mr. Shortlidge for his service as chair of the Library Board. Ms. Robinson commented that Mr. Shortlidge is a hard act to follow; his knowledge of the library and system is remarkable.

Mr. Shortlidge expressed his good fortune of holding the role of chair the past year. It was an amazing year for the Library with the Comprehensive Library Master Plan (CLMP), Return on Investment Study, the mill levy increase and the Central Building Upgrade.

Ms. Robinson stated that there are countless people who do wonderful things in the Library. She was recently approached by a group of parents who specifically praised the youth services staff at the Blue Valley Library. Youth services specialist, Wendy Gish, gave an amazing presentation about the Library system and the resources we have for children. Ms. Robinson thanked staff for the meaningful work they do every day.

FRIENDS OF THE LIBRARY

Lindsay Mohn presented for the Friends. The Friends have updated their committee names to advocacy, membership and operations oversight to make them more accessible.

The Friends are currently working to increase their membership. The primary goal for the Friends is to raise money for the Library and a larger membership will help them achieve the goal.

The Friends have been concerned with visibility of the Central Branch Bookstore. The Library staff and Friends are working on this issue together.

Sales at the book stores are down, falling short of the projected budget by approximately \$3800.

The Sizzlin' Summer book sale is quickly approaching.

April sales were nearly \$11,000 with 608 items sold.

A 2014 World Book encyclopedia set sold for \$185.00.

JOHNSON COUNTY LIBRARY FOUNDATION

Susan Mong, Executive Director of the Johnson County Library Foundation, displayed a fluted glass that has been etched in the Library's MakerSpace. Guests of the upcoming "Library Lets Loose" event will receive an etched glass.

Ms. Mong thanked Foundation member Royceann Mather for joining the meeting.

Ms. Mong thanked everyone who was able to attend the multi-board event that included the elementia program. She also thanked those who attended the Breakfast at the Library event.

The Foundation will undergo the annual audit in June.

Ms. Mong and Foundation Board chair, Ann Walter, will attend the annual ALA conference in June.

The Foundation received a grant from the Ash Grove Foundation in the amount of \$15,000 to contribute to purchasing A/V in Central.

A grant for \$3,000 has been awarded from Dollar General in support of the summer reading program.

A grant has been awarded from the Baehr Foundation – which focuses on the Spring Hill area to provide modular seating for students using the library. The total amount is for \$1365. Ms. Mong recognized three staff members, Ellen Welch, Megan Condon and Jed DeGraffenreid, who forged the relationship with First Option Bank.

At this time, the Library Lets Loose sponsors include:

- Shawnee Mission Health
- IKEA
- Roasterie Coffee
- The Chocolate Cork
- Baker and Taylor
- Alpha Graphics
- Friends of Johnson County Library
- J. Reiger
- Rimann Liquor
- The Culinary Center of KC

The Foundation is celebrating the 20th anniversary of the Foundation and highlighting the Central Library during the event with the Library Lets Loose event. The atmosphere will be fair-like and Central will be designed with many experiences for guests to discover.

Ms. Robinson asked about the capacity for the event and Ms. Mong responded that the Foundation has set a goal of 400 guests.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Allen highlighted the fact that four separate Library projects have been approved by the Board of County Commissioners over the past two weeks, including the Monticello, Lenexa, Blue Valley projects and the update of the staff area of Central. These are four significant projects for the Library. The new additions will continue the great heritage of the Library System. Commissioner Allen thanked the Library Board for their leadership.

Commissioner Allen knows that residents are eagerly anticipating the projects.

Ms. Robinson thanked Commissioner Allen and the Board of County Commissioners for their support.

BOARD COUNSEL REPORT

Mr. Logan stated that the Board of County Commissioners approved the property conveyance with Lenexa. There is a 180 day investigation period that commenced with the April 19th signing date. The survey is now being completed in Lenexa. The survey has been completed for Monticello. We will know if the site will work by early August.

Mr. Logan addressed a question from the Board about the consent agenda stating that it is a way of handling routine matters without discussion. It is included in the bylaws for the Library Board.

Historically, the Library agenda has been divided into two parts: action items and information items. Information items indicates review and is not a formal action.

The consent agenda is set by the chair and vice chair when they complete agenda review with the County Librarian. Any Board member has a right to withdraw an item from the consent agenda. When an item is withdrawn, it can then be separately discussed. There is no discussion of any item left on the consent agenda.

Ms. Hupp noted that in her experience, some members of different governing bodies abstain from approving the consent agenda if they have not been at the meeting. Ms. Hupp expressed her view that approval of the consent agenda does not indicate agreement with everything, but rather that the materials have been reviewed and are approved.

Mr. Logan agreed with Ms. Hupp's view and recommended that Board members not abstain from voting even if they were not in attendance.

Ms. Robinson asked if the chair should ask if anyone would like to remove an item. Mr. Logan agreed that asking is the proper procedure.

COUNTY LIBRARIAN REPORT

BUDGET

Ms. Neufeld noted that the Library is at a revenue of 16.9 million for the year, approximately 42%. Last year at this time we were at 54%. The Library has collected less in Library generated overdues and fees. In late 2014, the Library launched a weekly email reminder to patrons reminding them of overdue materials; the result was an increase in fee payments. The difference in fees collection between last year and this year is most likely due to the implementation of the email reminder.

Ms. Neufeld stated we are in a financially healthy place and Mr. Casserley agreed.

We are at 20% in expenditures for the year.

Strategic Plan

Deputy Director, Tricia Suellentrop, presented a strategic plan update highlighting the work the staff has done during the first quarter.

Ms. Suellentrop featured examples of programs, events and initiatives that support the strategic plan's portfolio of education, community and convenience.

Supporting the Education Portfolio:

- Readers' advisory training for staff is being developed by our Learning and Development team with the assistance of Reference Librarian, Gregg Winsor, who has expertise and has presented at professional organizations and conferences on the subject. They are developing learning paths primarily for Information Services staff at three levels: subject awareness, skill building and skill maintenance.
- The Maker-in-Residence program brings people with different maker-related skill sets and experiences into the Library. Our first Maker-In-Residence will be Jeff Newhook. This program is generously supported by the Library Foundation.
- Second Saturday programming has been attended by 14,985 residents during the first quarter and reached 3,520 residents through outreach. Over 600 people participated in February's Hands-On: Let's Make Puppets programs across the system. In March, we featured six Listen Local musicians. Attendance for the Second Saturday programs has grown significantly over the past year.

Supporting the Community Portfolio:

- A Beatles story-time and sing along program drew an intergenerational group of patrons. Several patrons brought their own instruments and helped introduce the next generation to classic music.
- The Teen Volunteer Fair at Blue Valley connected teens interested in volunteering to different organizations looking for volunteers. This was the second year Blue Valley organized the event and it was very successful with over 12 organizations represented and 40 teens attending.
- The interior of the De Soto Library was recently repainted and the Cedar Roe branch has been re-carpeted. These initiatives connect to the strategic goal that people will experience a welcoming library environment that meets their needs. The carpet at Cedar Roe was at least 15 year old.

Supporting the Convenience Portfolio:

- A project to inventory our collection to make sure what is on the shelf matches materials listed in the database for patrons. We've worked through Central, Blue Valley, Cedar Roe and Gardner. After the Olathe Indian Creek branch flooded, Olathe staff had to quickly box and move many of their materials. We have been assisting them with inventory of their main branch to bring integrity to the database. The new inventory process provides efficiency and is estimated to save 1,000 hours annually.
- The training lab in Central is primarily patron focused. We have developed a Mobile Training Lab for off-site staff training. The Lab is being used for New Employee Orientation and department training at the branches.
- Volunteer Software Exploration – We have 1,000 volunteers and record keeping is a challenge. We are investigating an online service that will make this more efficient.

Mr. Casserley commented that this is a great picture of the work that happens in the Library in a quarter.

Tanner Colby Program update

Youth Services Manager, Angel Tucker, began her presentation by asking everyone what they believe is the most significant problem facing the world. Ms. Tucker believes the most significant problem is a lack of curiosity. Curiosity breeds action and action breeds intentionality in organization, initiative and solutions for change.

The Beyond Skin theme and Tanner Colby Program started with a question, “does race matter”? A Youth Services librarian tried to host a program about race at the Cedar Roe library, but it was unsuccessful when no one responded.

Still interested in the subject, she read the book *Some of My Best Friends are Black* by Tanner Colby. She was intrigued by the book, specifically the discussion the author has about the history of the dividing line between the white population and black population in Kansas City.

After corresponding with Mr. Colby, the civic engagement committee began to plan a robust program. There were three events and over 470 attendees. At the conclusion of the program the impact was still building in the community.

Several teachers from Raytown High School attended the event and elected to incorporate the book into their 9th grade curriculum. 400 Raytown students read the book and held active discussion groups around the topic of race.

The committee was invited by the University of Oklahoma to submit a presentation proposal for the National Conference on Race and Ethnicity.

Inspired by the conversation, a teacher at Washington High School collaborated with Rockhurst University to give bus tours of the city to high school students. At Shawnee Mission East the students started a conversation on the topic of race.

The committee also hosted teacher summits and pulled in over 25 educators from across the metro to discuss bringing this curriculum into the classroom and how to facilitate discussion around race. From these meetings Shawnee Mission East High School and Wyandotte High School formed a partnership to bring their students together for bus tours followed by facilitated conversations.

Three weeks ago, the committee hosted Mr. Colby for three events at which there were 1000 attendees.

The work continues. The committee will be presenting at the National Conference on Race and Ethnicity, hosting an educator summit in June and Mr. Colby will be back next year.

Ms. Robinson asked if the committee is looking for further partnerships.

Ms. Tucker responded that they are.

Ms. Tucker acknowledged Youth Information Specialist, Mary Shortino and Civic Engagement Librarian, Ashley Fick who are members of the Civic Engagement committee.

Public Art Policy

Brad Reinhardt, Director of County Facilities, shared background information on the County's public art program. This is something that the Board will need to consider with the new building projects.

The County's public art program was initiated on January 1, 2007, with the purpose of recognizing that works of art are public improvements and should be a prominent part of the profile of Johnson County.

One percent of a building project's cost is dedicated to public art. Art can be permanent, fixed, temporary or portable. It may be an integral part of a building, facility, structure or work of other design.

The Public Art Commission consists of 9 members that serve as the link between the BOCC and the citizens of Johnson County.

The art selection process will soon kick-off for the Monticello project.

Mr. Reinhardt shared the guidelines: it is an open and competitive process, based on the artist talent and creativity and willingness to work with input from the community and design team. A project specific Artist Selection Panel is seated for each project. The art work must receive majority approval by the BOCC following a positive recommendation from the Public Art Commission.

The Artist Selection Panel includes:

- County's primary project consultant
- An employee who will be working at the site when completed
- A member from the community at large who resides in the vicinity of the project
- Community members with visual arts experience
- An arts professional
- The County project manager

Mr. Nelson asked how the various members are selected. Mr. Reinhardt answered that the Public Arts Commission brainstorms and reaches out to those with knowledge of the arts community.

Mr. Reinhardt shared examples of public art work.

CLMP Monticello

Mr. Sime provided an update on the Monticello project.

Briefing sheets were presented to BOCC and PBC for project authorization in April and May. Last week they were approved. Mr. Sime complimented the collaboration between county facilities, budget and legal.

We had over fifty people attend our first public input meeting. They shared great comments and validated the progress that has been made so far. We look forward to more opportunities to engage the public.

The team is currently working on the schematic design and getting a good feel for the size and scale of areas. They are moving from block diagrams to conceptual layouts.

Mr. Sime shared the anticipated timeline with the Library Board.

Capital Improvement Plan/Capital Replacement Plan

Mr. Casserley will be presenting the CIP and CRP to the Board of County Commissioners in June.

Updates

Mr. Casserley reported that he recently met with the City of Overland Park development council to continue the work on the Blue Valley Library project. He also recently met with the Superintendent of the Spring Hill school district to explore a possible collaboration between the Johnson County Library and the school library.

Mr. Casserley shared the brochure that was created for the joint meeting with the Board of County Commissioners.

A large part of the work the Johnson County Library Board and Board of County Commissioners partner on is bringing the Comprehensive Library Master Plan to life for Johnson County. This brochure encapsulates where we are today in our work together.

The first page is a letter by Mr. Casserley to both boards as an acknowledgement of the work we do every day.

A two page spread highlights the anticipated timeline built with our county facilities partner. As we have begun a lot of this work already, timelines reflect present work. Each project has similar steps and we have maximized all planning activity to allow for key learnings to be applied in real-time. Meaning we will gain as much efficiency as possible. The bottom page includes future projects that are within our line of sight. We will prioritize these in future board meetings before constructing timelines.

The back page lists financial projects built with our partners at the CMO office. It shows where we currently are today along with the original forecast from 2015.

Mr. Casserley indicated that the projections show that in 2020 the expenditures will outpace the revenue provided by the .75 mill increase.

The charts were created with the best numbers that we have based on a projected 4-5% growth.

Mr. Nelson commented that this is a start to closely monitor what's happening with the budget. Mr. Nelson has been a proponent for the projects in the south of the county. He noted that there are specific project reasons why the Lackman project has been moved up in the schedule. He would like to continue to evaluate other options to keep the Blue Valley project moving. The graphs emphasize that we need to closely manage our budget to prevent project slippage. It's good to be talking about the budget and project timelines now.

Ms. Robinson commented that a year ago she left a meeting excited that we would be able to do three projects simultaneously. This graphic was disappointing as it appears we won't be able to do as much as we initially thought with the .75 mill. She is optimistic that the Board will find a way to accomplish the projects.

Mr. Casserley stated that it is advantageous to be having this conversation now when we have options and flexibility. We will be able to achieve our goals; it will take careful planning.

Ms. Robinson thanked the staff who put together the brochure.

CONSENT AGENDA

1. Minutes of the April, 2016 Library Board meeting

MOTION: Neil Shortlidge moved to approve the minutes

SECONDED: Nancy Hupp

MOTION CARRIED 5 to 0.

NEW BUSINESS

Consideration of contract for Central A/V

Mr. Casserley presented the contract with CSS for the Audio/Visual elements in the Central meeting and study rooms. Mr. Casserley noted that the contract includes A/V updates for almost every room at Central, except for the Pickard meeting room. The Pickard room was mistakenly not included.

Mr. Casserley recommended that the contract be approved with an amendment to include A/V in Pickard with a change order.

Mr. Logan noted that the issued specifications were extensive and are incorporated by reference in the contract. The proposal made by CCS forms the basis of the contract documents. Mr. Logan recommended bringing a simple amendment next month that includes the Pickard room.

The contract was structured to incorporate the proposal and the specifications in the document.

MOTION: John Nelson moved that the Library Board approve contract for Central A/V.

SECONDED: Nancy Hupp

MOTION CARRIED 5 to 0.

ADJOURNMENT

Adjourned at: 5:10 p.m.

DATE_____

SECRETARY_____

John Nelson

CHAIR _____

Pam Robinson

SIGNED _____

Sean Casserley

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Apr-16**

VENDOR	DESCRIPTION	AMOUNT
Zinio	License renewal	\$52,715.84
Marmic Fire & Safety	Inspection and fire extinguishers	\$974.00
ACS	Variable speed drive fan - Blue Valley	\$6,884.30
Jeff Newhook	Maker In Residence (Funded by JCL F)	\$2,500.00

Total	\$63,074.14
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SIGNED:

Finance Director

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: APR-2016

			Receipts	Payments	Balance
	Opening cash balance				\$135,818.90
		Add Receipts	\$143.74		
		Less Payments		\$410.40	
	Ending Cash balance				\$135,552.24
		Less Liabilities		\$37,832.60	
	Unobligated cash balance				\$97,719.64

DATE _____

TREASURER: _____

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: June 9, 2016

Issue: Whether to approve submission of the 2015 budget request as presented.

Background: Following is a 2017 budget submission from the Johnson County Library (JCL) Board of Directors to the Board of County Commissioners (BOCC). The budget request is in addition to the CIP request submitted earlier this year. The 2015 budget request is Office of Budget and Financial Planning (BFP) immediately following the June JCL Board meeting. The Library Board of Directors will have the opportunity to discuss the total budget request with the Board of County Commissioners on Thursday, June 16, 2016, at the BOCC hearing room in the Administration Building at 4:15 pm. The budget will be final adopted in August, 2016.

The overall expenditures in the operating budget for 2017, excluding transfers and Risk Management Charges, are budgeted to increase by \$1,400,823 (5.89%) compared to 2016. The increase is due to;

1) \$678,149 (increase in ad valorem and reduction of funds redirected from the anticipated KPERS payment) added to Contractual Services, 2) \$49,754 increase in ad valorem added to commodities and 3) the proposed salary and benefit increases included within the budget parameters.

Transfers from operating to Capital Projects are \$1,130,250 for Library's Capital Replacement Plan and \$2,962,243 for the Comprehensive Library Master Plan Projects.

For the Library Special Use Fund total expenditures are budgeted to increase by \$1,656,980 (53.47%) over 2016. The increase is due to increased debt service payments scheduled for 2017 related to the Monticello Library, New Lackman Library and Blue Valley Renovation and Expansion projects that were approved in the revised 2016 CIP proposal earlier this year.

Legal Review: N/A

Recommendation: The Johnson County Library Board approves submission of the budget proposal for FY 2017.

Fund:
Library Operating

Strategic Program:
Culture & Recreation

Agency:
Library Operating

	Actual FY 2015	Budget FY 2016	Estimated FY 2016	Requested FY 2017	Budget FY 2017	2017 % Change
Agency Revenues						
Charges for Service	\$149,880	\$167,816	\$156,803	\$158,711	\$158,711	1.22%
Total Agency Fees & Charges	\$149,880	\$167,816	\$156,803	\$158,711	\$158,711	1.22%
Use of Carryover	\$0	\$0	\$1,700,000	\$0	\$0	(100.00%)
Intergovernmental	\$150,090	\$240,058	\$240,058	\$247,260	\$247,260	3.00%
Miscellaneous	\$1,034,913	\$1,081,340	\$1,092,353	\$1,115,428	\$1,115,428	2.11%
Interest	\$58,979	\$50,884	\$61,433	\$76,791	\$76,791	25.00%
Total Other Agency Revenues	\$1,243,982	\$1,372,282	\$3,093,844	\$1,439,479	\$1,439,479	(53.47%)
a) Total Agency Revenues	\$1,393,862	\$1,540,098	\$3,250,647	\$1,598,190	\$1,598,190	(50.83%)
Expenditures						
Personnel	\$14,045,799	\$15,208,624	\$15,245,427	\$15,918,347	\$15,918,347	4.41%
Contractual Services	\$3,845,436	\$4,167,291	\$4,401,814	\$5,079,963	\$5,079,963	15.41%
Commodities	\$3,420,026	\$4,115,591	\$4,110,941	\$4,160,695	\$4,160,695	1.21%
Capital Outlay	\$0	\$8,412	\$8,412	\$8,412	\$8,412	0.00%
Subtotal	\$21,311,261	\$23,499,918	\$23,766,594	\$25,167,417	\$25,167,417	5.89%
Miscellaneous	\$3,496	\$0	\$0	\$0	\$0	-
Interfund Transfers	\$0	\$0	\$80,057	\$115,259	\$115,259	43.97%
Transfer to Capital Projects	\$798,996	\$5,391,909	\$6,484,000	\$4,092,493	\$4,092,493	(36.88%)
Subtotal	\$802,492	\$5,391,909	\$6,564,057	\$4,207,752	\$4,207,752	(35.90%)
Expenditures Subtotal	\$22,113,753	\$28,891,827	\$30,330,651	\$29,375,169	\$29,375,169	(3.15%)
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$79,926	\$84,066	\$84,066	\$91,644	\$91,644	9.01%
b) Total Expenditures	\$22,193,679	\$28,975,893	\$30,414,717	\$29,466,813	\$29,466,813	(3.12%)
Difference: b) minus a)	(20,799,817)	(27,435,795)	(27,164,070)	(27,868,623)	(27,868,623)	2.59%
Tax Revenues						
Ad Valorem Support	\$18,853,500	\$24,499,587	\$24,499,587	\$24,845,304	\$24,845,304	1.41%
Other Taxes	\$2,304,604	\$2,494,693	\$2,664,483	\$3,023,319	\$3,023,319	13.47%
Total Tax Revenues	\$21,158,104	\$26,994,280	\$27,164,070	\$27,868,623	\$27,868,623	2.59%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	262.75	262.75	262.75	262.90	262.90	0.06%
Total FTE Positions	262.75	262.75	262.75	262.90	262.90	0.06%
Agency Mission						
The Johnson County Library (JCL) provides access to ideas, information, experiences and materials that support and enrich people's lives.						
Budget Highlights						
Total expenditures for FY 2017, excluding transfers and Risk Management charges, are budgeted to increase by \$1,400,823 (5.89%) compared to FY 2016. The increase is due to: 1) \$678,149 added to Contractual Services, 2) \$49,754 in additional commodities, and 3) the proposed salary and benefit increases included in the budget parameters.						
Transfers to Capital Projects are \$1,130,250 for Library's Capital Replacement Plan and \$2,962,243 for Comprehensive Library Master Plan Future Projects.						
FTEs for FY 2017 are budgeted at 262.90. There was a slight correction made between the 2016 and 2017 budget that caused the 0.15 FTE increase.						

Agency:
Library Operating

Agency Goals & Objectives

Service Delivery Goals and Associated Objectives			Associated PMs:
1) Patrons will experience convenient service.			
*Patrons are able to find and obtain the library resources they want in the shortest possible time.			i, j, k, l, n, o
2) Patrons will experience educational opportunities in a safe and inviting environment.			
*Patrons and staff report that libraries are welcoming, comfortable, safe and user-friendly places.			h
*Johnson County is served by a library system with adequate facilities that have been planned in accordance with community growth.			g, h
*Provide more comprehensive early literacy library experiences.			b
3) Patrons will strengthen their lives and their neighborhoods through community building experiences.			
*Implement a more effective and responsive service to immigrant populations.			c
*Patrons find opportunities to engage in civic and community life.			a, m
Agency Key Performance Measures (PMs)			
Output	Actual 2015	Estimated 2016	Estimated 2017
a) Attendance at civic engagement programs.	343	900	925
b) # of people served in early literacy programs.	30,352	35,000	36,000
c) # of people served through Latino services.	6,914	7,200	7,400
e) Total information contacts.	156,978	163,000	163,500
f) Circulation.	6,508,416	6,500,000	6,500,000
g) User visits.	2,664,240	2,630,000	2,650,000
Efficiency/Cost Measures			
h) % of unmet Capital Replacement Plan needs.	65%	50%	45%
i) Median wait time for materials < 1 year old (days).	1	1	1
j) Median wait time for materials > 1 year old (days).	1	1	1
k) % network uptime.	99.97%	99.97%	99.97%
Effectiveness Measures			
l) Median publication date of the collection.	2010	2011	2012
m) Library web page visits.	3,035,025	3,070,000	3,070,000
n) Ratio of copies of bestsellers to patrons waiting.	1:5	1:5	1:5

Budget Outline: Library (Operating Fund & Special Use Fund)

Thursday, June 16th

FTEs:	FTEs for FY 2017 are going up 0.15 FTE. The increase is for a slight correction to a position.
Revenues:	Operating revenues decrease overall by \$1,652,457 (50.83%) due to a planned Use of Reserves in 2016. Special Use revenues remain constant in 2017.
Expenditure Changes:	Total expenditures for FY 2017, excluding transfers and Risk Management charges, are budgeted to increase by \$1,400,823 (5.89%) compared to FY 2016. The increase is due to: 1) \$678,149 added to Contractual Services, 2) \$49,754 in additional commodities, and 3) the budgeted salary and benefit increases included in the budget parameters. Special Use expenditures are budgeted to increase by \$1,656,980. This increase is due to increased debt service payments scheduled for 2017 related to the Monticello Library, New Lackman Library, and Blue Valley Renovation and Expansion projects that were approved in 2016.
Request for Additional Resources:	
CIP: See Pages #4-5 of Library's Section	Operating: 1) \$1,130,250 Capital Replacement Plan (funded 2017) 2) \$2,962,243 Comprehensive Library Master Plan Future Projects (funded 2017) 3) \$33,607,668 Blue Valley Expansion and Renovation (placed in 2021) 4) \$21,443,351 Corinth Library Replacement (placed in 2021)
Estimated Mill Levy:	Operating: 3.323 Special Use: 0.589
Estimated Fund Balance Amount as of 12-31-17:	Operating: \$2,969,329 Reserve % 10.1% Special Use: \$791,559 Reserve% 16.6% Calculated as a percentage of FY 2017 Expenditures.

**Agency:
Library Operating**

Capital Improvement Program (CIP)

Title:	Capital Replacement Plan					Year Placed:	2017
Description:	The Library's aging facilities, equipment and furnishings are in need of continued funding for scheduled replacement and maintenance. Projects requested for 2017 and 2018 include funds for: roof replacement, exterior building envelope repairs, heating ventilation and air conditioning replacement, parking lot repair/replacement work, some interior remodel work, irrigation/landscaping, and vehicle replacements. Funding for this plan has been placed in 2017.						
Capital Expenditures	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Total	
Preliminary Studies	\$	\$	\$	\$	\$	\$	
Design and Construction	\$ 1,130,250	\$ 1,192,850	\$ 1,201,000	\$ 1,241,300	\$ 903,500	\$ 5,668,900	
Equipment	\$	\$	\$	\$	\$	\$	
Total	\$ 1,130,250	\$ 1,192,850	\$ 1,201,000	\$ 1,241,300	\$ 903,500	\$ 5,668,900	
Operating Expenditures	Total FTE	FY 2017	FY 2018	FY 2019	FY 2020		
Personnel		\$	\$	\$	\$		
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$	\$	\$	\$		
Start Up	\$	\$	\$	\$	\$		
TOTAL	\$	\$	\$	\$	\$		

Title:	Comprehensive Library Master Plan Future Projects					Year Placed:	2017
Description:	The amount of \$2.9 million listed below represents the difference between the new capital planned for debt service for projects approved in 2016 (estimated at \$2.6 million) and the remaining unobligated additional funds generated from the 0.75 mill increase. Beginning in 2018 a large portion of these funds will be needed to help cover operating costs associated with the Monticello and New Lackman Library projects. BOCC agreed to raise the Library mill 0.75 mills for 2016, in 2017 that 0.75 Library mills is equal to approximately \$5.6 million in additional funds for 2016. The plan is to place these funds in a capital project account for future use towards projects in the Comprehensive Library Master Plan. Funding for this transfer has been placed in 2017.						
Capital Expenditures	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Total	
Total	\$ 2,962,243	\$	\$	\$	\$	\$ 2,962,243	
Operating Expenditures	Total FTE	FY 2017	FY 2018	FY 2019	FY 2020		
Personnel		\$	\$	\$	\$		
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$	\$	\$	\$		
Start Up	\$	\$	\$	\$	\$		
TOTAL	\$	\$	\$	\$	\$		

**Agency:
Library Operating**

Capital Improvement Program (CIP)

Title: Blue Valley Expansion and Renovation **Year Placed:** 2021

Description: This project would renovate the approximate 24,000 square foot Blue Valley location and expand the current square footage by an approximate 40,000 square feet. This project is in line with Johnson County Library's Comprehensive Library Master Plan as this project will provide increased convenience, education, and community meeting space for patrons that use the Blue Valley location. This project is currently being placed in 2021.

Capital Expenditures	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ -	\$ -	\$ -	\$ -	\$ 24,809,547	\$ 24,809,547
Equipment/Misc.	\$ -	\$ -	\$ -	\$ -	\$ 3,015,267	\$ 3,015,267
FF&E	\$ -	\$ -	\$ -	\$ -	\$ 5,019,854	\$ 5,019,854
Total	\$ -	\$ -	\$ -	\$ -	\$ 32,844,668	\$ 32,844,668

Operating Expenditures	Total FTE	FY 2021	FY 2022	FY 2023	FY 2024
Personnel	13.10	\$	\$ 580,000	\$ 870,000	\$ 904,800
Contractual	\$	\$ 70,000	\$ 130,000	\$ 170,000	\$ 170,000
Commodities	\$	\$ 30,000	\$ 50,000	\$ 80,000	\$ 80,000
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up (Collections)	\$	\$	\$ 763,000	\$	\$
TOTAL	\$	\$ 100,000	\$ 1,523,000	\$ 1,120,000	\$ 1,154,800

Title: Corinth Library Replacement **Year Placed:** 2021

Description: The current Corinth Library was opened in early 1963, by 2021 it will be nearing 60 years of service. The building is in declining condition and has been shown for replacement as part of Johnson County Library's Comprehensive Library Master Plan. 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. Funding for the preliminary study for is currently being placed in 2021.

Capital Expenditures	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Project Total
Preliminary Studies	\$ 174,274	\$ -	\$ -	\$ -	\$ -	\$
Design and Construction	\$ -	\$ 16,220,136	\$ -	\$ -	\$ -	\$ 16,220,136
Equipment/Misc.	\$ -	\$ 2,283,599	\$ -	\$ -	\$ -	\$ 2,283,599
FF&E	\$ -	\$ 2,577,939	\$ -	\$ -	\$ -	\$ 2,577,939
Art	\$ -	\$ 187,403	\$ -	\$ -	\$ -	\$ 187,403
Total	\$ 174,274	\$ 21,269,077	\$ -	\$ -	\$ -	\$ 21,443,351

Operating Expenditures	Total FTE	FY 2021	FY 2022	FY 2023	FY 2024
Personnel	\$	\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

	Actual FY 2015	Budget FY 2016	Estimated FY 2016	Requested FY 2017	Budget FY 2017	2016 - 2017 % Change
Agency Revenues						
Charges for Service	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Use of Carryover	\$0	\$10,000	\$10,000	\$10,000	\$10,000	0.00%
Miscellaneous	\$0	\$2,690	\$2,690	\$2,690	\$2,690	0.00%
Total Other Agency Revenues	\$0	\$12,690	\$12,690	\$12,690	\$12,690	0.00%
a) Total Agency Revenues	\$0	\$12,690	\$12,690	\$12,690	\$12,690	0.00%
Expenditures						
Contractual Services	(\$34,486)	\$16,305	\$35,331	\$16,305	\$16,305	(53.85%)
Commodities	\$141,392	\$192,564	\$192,564	\$192,564	\$192,564	0.00%
Capital Outlay	\$0	\$1,000,000	\$0	\$0	\$0	-
Subtotal	\$106,906	\$1,208,869	\$227,895	\$208,869	\$208,869	(8.35%)
Lease Payment to PBC	\$905,879	\$903,156	\$904,156	\$3,583,750	\$3,583,750	296.36%
Interfund Transfers	\$975,743	\$979,435	\$979,435	\$975,847	\$975,847	(0.37%)
Transfer to Capital Projects	\$0	\$0	\$1,000,000	\$0	\$0	(100.00%)
Subtotal	\$1,881,622	\$1,882,591	\$2,883,591	\$4,559,597	\$4,559,597	58.12%
Expenditures Subtotal	\$1,988,528	\$3,091,460	\$3,111,486	\$4,768,466	\$4,768,466	53.25%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$0	\$0	\$0	\$0	\$0	-
b) Total Expenditures	\$1,988,528	\$3,091,460	\$3,111,486	\$4,768,466	\$4,768,466	53.25%
Difference: b) minus a)	(1,988,528)	(3,078,770)	(3,098,796)	(4,755,776)	(4,755,776)	53.47%
Tax Revenues						
Ad Valorem Support	\$1,878,889	\$2,816,498	\$2,816,498	\$4,402,943	\$4,402,943	56.33%
Other Taxes	\$262,273	\$262,272	\$282,298	\$352,833	\$352,833	24.99%
Total Tax Revenues	\$2,141,162	\$3,078,770	\$3,098,796	\$4,755,776	\$4,755,776	53.47%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	0.00	-
Total FTE Positions	0.00	0.00	0.00	0.00	0.00	-

Agency Mission

The Library Special Use Fund was authorized by K.S.A. 12-1257 and established by BOCC resolution in 1979 for the acquisition of sites, and for the constructing, equipping, repairing, remodeling and furnishing of buildings for County Library purposes. The statute authorizes debt service to be paid out of the fund.

Budget Highlights

Total expenditures for FY 2017 are budgeted to increase by \$1,656,980 (53.47%) compared to FY 2016. The increase is due to increased debt service payments scheduled for 2017 related to the Monticello Library, New Lackman Library, and Blue Valley Renovation and Expansion projects that were approved in 2016.

Briefing Sheet

To: JCL Library Board
From: Jennifer Mahnken, Associate Director for Branch Services
Date: June 9, 2016

Issue: Whether or not to give additional land at Oak Park branch to the Overland Park Community Garden for the use of planting fruit trees.

Background: The Johnson County Library and the Overland Park Community Garden currently have an MOU in place to designate land on the Oak Park property for the use of a community garden. That MOU was recently renewed by the Board of Library Directors. It has been in place for about 5 years. We have been approached by the OP Community Garden to ask for additional land that would be used to plant a Giving Grove – fruit trees. The fruit would be harvested and distributed to the community through food pantries or farmers' markets. The Overland Park Community Garden would partner with the City of Overland Park as well as the Kansas City Community Garden to make this happen. They would maintain the trees, clean up our site to plant them, and be responsible for the water. The Library's only responsibility would be in providing the land.

Alternatives: We have the option of not providing the additional space.

Legal Review: Legal has reviewed this addendum.

Budget Approval: No additional budget will be expended

Recommendation: The Library Board of Directors approve the use of additional land on the Oak Park property for the purpose of planting of a Giving Grove.

Suggested Motion: I recommend that the Library Board of Directors approves the use of additional land on the Oak Park branch library property for the purposes of planting a Giving Grove to be maintained by the Overland Park Community Garden

LAND USE AGREEMENT
TO CREATE A COMMUNITY GARDEN

THIS AGREEMENT (the Agreement) is made this 10th day of December 2015 by and between the Board of Directors of the Johnson County Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG), to authorize OPCG to use a site to be designated by the property owner at the Oak Park branch facility at 9500 Bluejacket, Overland Park, Kansas (the Site) as a community gardening project.

1.0 Term. The property owner authorizes OPCG to operate a community garden at the Site designated by the property owner for a term of one year beginning April 1, 2016, and ending March 31, 2017. The County Librarian and OPCG will agree in writing to the procedures to be utilized in the OPCG's use of the Site. This Agreement may be renewed or re-negotiated with the approval of both the property owner and the OPCG at the end of the term.

2.0 Indemnification and insurance. The OPCG agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the OPCG and from any and all actions or causes of action arising from the community garden's occupation or use of the Site. Property owner's obligation shall be limited to the extent permitted by law and is subject to the maximum liability and immunity provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq). OPCG shall maintain insurance in the amount of \$1,000,000 for general liability and shall name the Board of Directors of the Johnson County Library and the Board of County Commissioners, Johnson County, Kansas as additional insureds on the policy.

3.0 Maintenance of Site. OPCG will keep the Site in a neat appearance year round. OPCG will be financially responsible for its water usage. The property owner will continue to pay all real estate taxes on the property and mow the lawn outside the Site.

4.0 Notice of termination, other changes in status. Either party may terminate this Agreement on 60 days prior written notice. The property owner agrees to give the OPCG prior written notice of changes in land ownership, development, or use at least 60 days prior to the change in status.

5.0 Expiration of term; termination of Agreement. Upon expiration of the term of this Agreement or other termination of this Agreement, OPCG will remove any property items provided by the OPCG unless the library requests for the items to remain. OPCG will restore the Site back to grass unless the library requests for it to be left as-is.

6.0 Governing law. Kansas law shall govern the terms of this Agreement.

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

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY



Neil Shortlidge
Chair

OVERLAND PARK COMMUNITY GARDEN, INC.



Beverly Jaderborg
President

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

THIS ADDENDUM (the Addendum) is made this _____ day of June, 2016, to the Land Use Agreement dated December 10, 2015, by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG). Pursuant to the Land Use Agreement, which runs to March 31, 2017 and may be renewed thereafter, OPCG has developed a community gardening project at the Oak Park branch facility at 9500 Blue Jacket, Overland Park, Kansas (the community gardening project site is referred to herein as “the Site”). This Addendum authorizes OPCG to establish a “Giving Grove” on land designated by the property owner adjacent to the Site.

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

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

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

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

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

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

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

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

BOARD OF DIRECTORS OF THE JOHNSON
LIBRARY

Pamela Robinson
Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

Beverly Jaderborg
President,