



Library

**Board Report
July 14, 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, JULY 14, 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, Kate Kaltenbach
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Jim Allen, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - 1. Capital Planning History
 - B. County Librarian Report
 - 1. Finances and Statistics
 - a) Budget update – Nicki Neufeld
 - 2. Strategic Plan – Sean Casserley
 - a) Annual Report
 - b) Rosetta Stone – Adam Wathen and Kristin Whitehair
 - 3. Comprehensive Library Master Plan
 - a) Monticello update – Scott Sime18
 - b) New Lackman update – Scott Sime23
 - c) Naming of New Lackman - presentation
 - 4. Updates – Sean Casserley
 - a) Arts Commission Report – Joseph Keehn
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the June 9, 2016 Library Board meeting28
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts38
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2016 were handled in accordance with library and County policy.
 - b) The May 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

VI. Executive Session

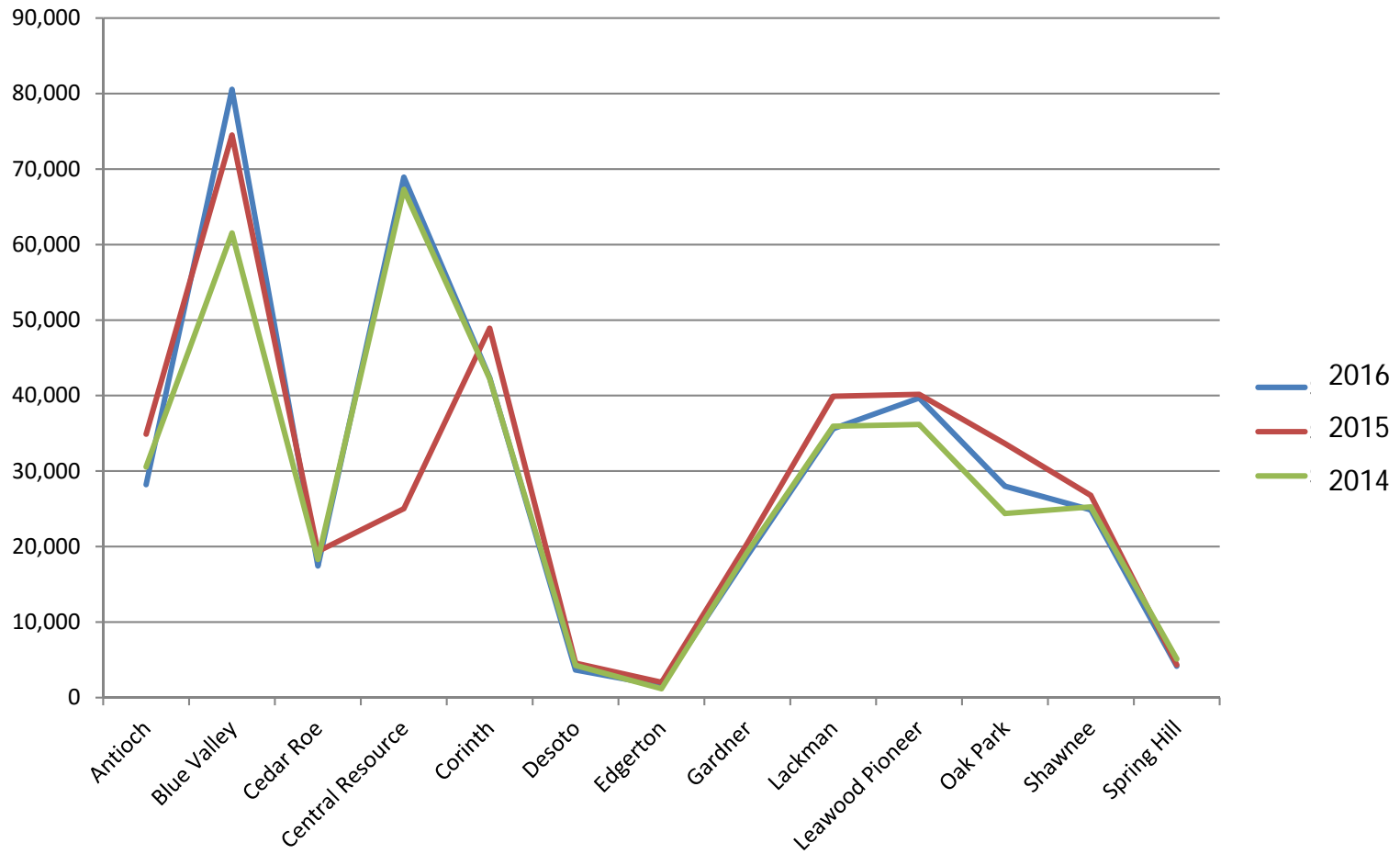
VII. Adjournment

County Librarian's Report

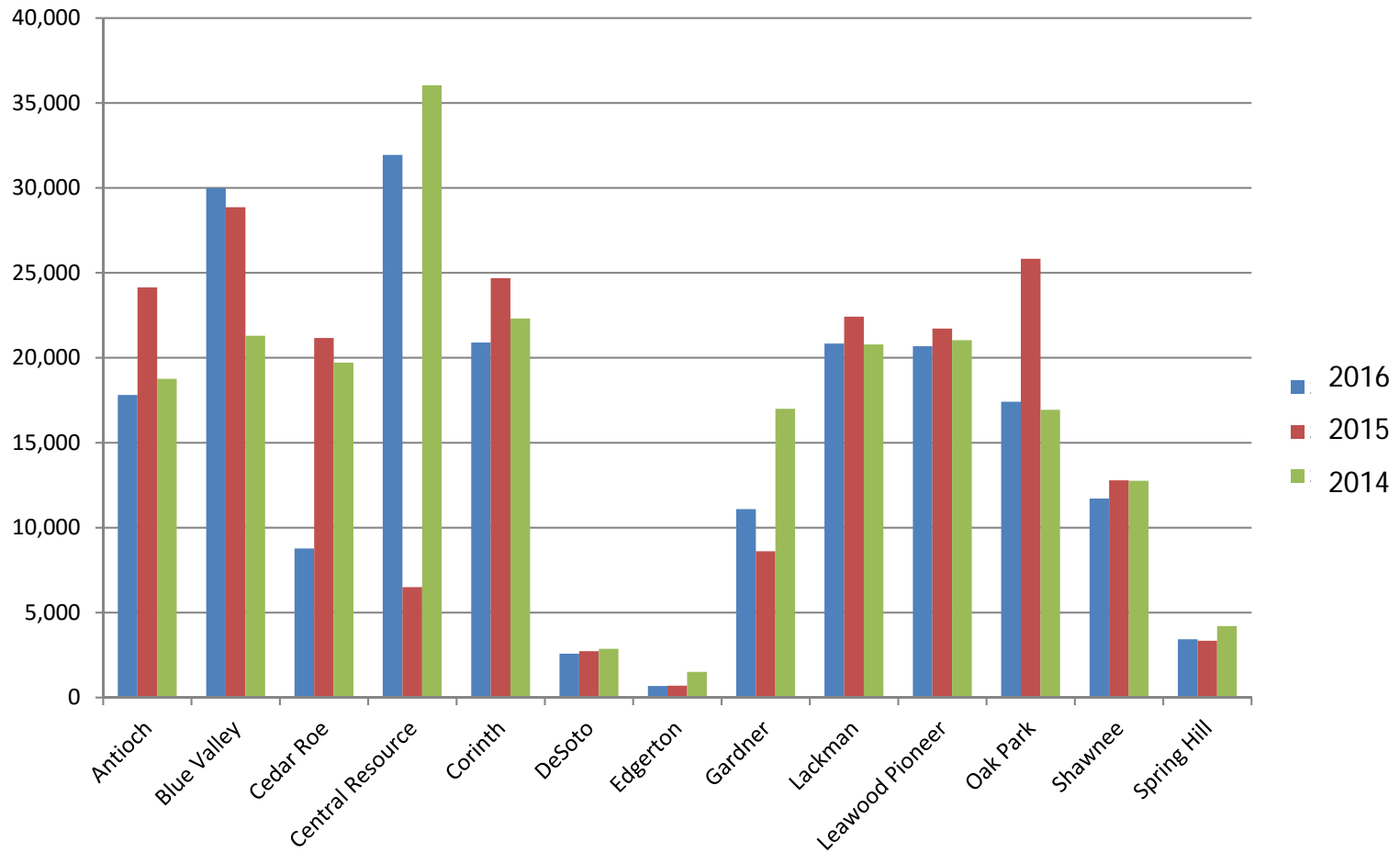
Presented July 14, 2016



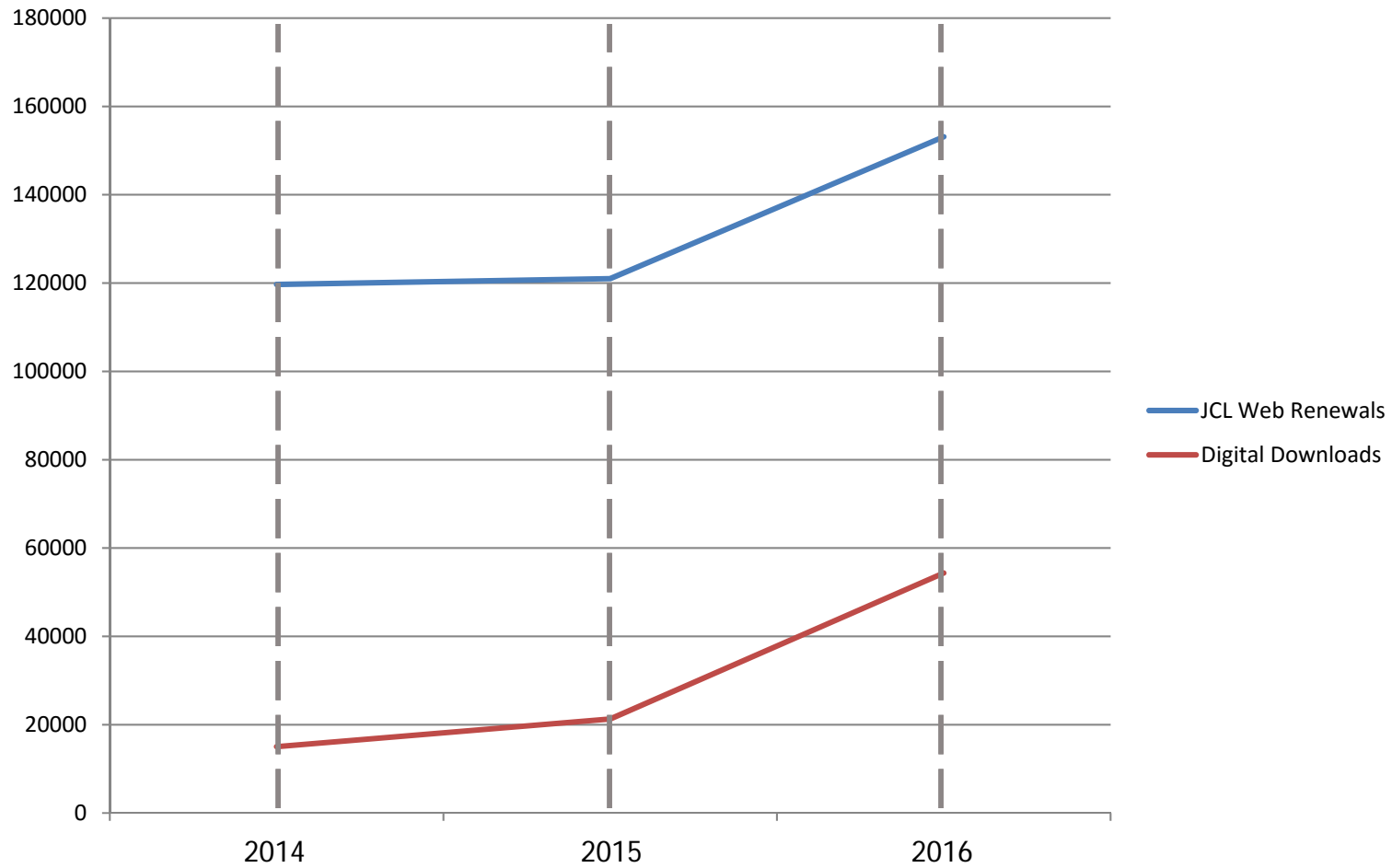
Branch Circulation: May



Branch Visits: May



Electronic Circulation: May



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2016
42% 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		\$0	\$0	
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		\$0	\$4,256,044	
SPECIAL USE FUND				
	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		\$0	\$0	
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		\$0	\$1,000,000	
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		\$0	\$5,256,044	

Scheduled Replacement Account

REVENUE	REVENUE RECEIVED TO DATE
2011 Operating Fund Transfer	360,175.00
2012 Operating/SU Fund Transfer	642,934.00
2013 Operating/SU Fund Transfer	551,250.00
2014 Operating/SU Fund Transfer	330,566.00

Total Revenue 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014/2015/2016</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	9,060.00
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	31,420.99
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			91,193.27
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	19,126.26
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Water Heater Install CRL				5,850.00
Passenger Vehicles				30,763.25
Shawnee Electrical Project Cat5, etc				7,455.00
Corinth repairs and replacements				4,150.00
CRL Flooring				4,351.00
Computer Stations at Shawnee				14,599.43
Interior Painting at Antioch				9,719.50
Millcreek Shelter Assembly and Install				8,776.00
Plumbing at Corinth - New Gas Line				7,465.00
Computer and Study Room Furniture AN				43,200.40
Digging parking lot for drainage pipe, backfill - COR				3,600.00
Curb Replacement Corinth				8,400.00
Paint metal roof Mill Creek Collection				1,700.00
Seal the north wall				27,580.00
Seal the north wall				2,900.00
Carpet Cedar Roe				58,515.00
Adjustable desks tech serv				12,598.40
Civil Engineering				10,000.00
Landscaping at Oak Park				6,080.00
Building Repair				8,318.24
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>510,677.19</u>

Budget Remaining \$ 20,000.00

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 350,000.00

2016

Building Repair & Maintenance	157,880.86
Furnishings & Equipment	7,523.29
HVAC	7,470.00

172,874.15

Budget Remaining \$ 177,125.85

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2016

42% of Year Lapsed

REVENUE ALL FUNDS	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	15,636,898	27,316,085	57%	57%
Ad Valorem Delinquent	430,793	379,423	114%	95%
Motor Vehicle	601,554	2,300,787	26%	34%
Library Generated - Copying/Printing	41,545	95,401	44%	43%
Library Generated - Overdues / Fees	271,596	754,290	36%	42%
Sale of Library Books	25,000	50,000	50%	50%
Misc Other	34,596	340,753	10%	12%
Library Generated - Other Charges	1,218	11,402	11%	13%
Investment	47,721	50,884	94%	27%
Unencumbered Balance Forward	0	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	\$17,281,286	\$31,625,838	55%	47%

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2016
42% Year Lapsed**

OPERATING FUND	2016 Year to Date	2016 Budget	% Program Expended
Administrative Services	1,929,990	5,022,119	38%
Information Technology	841,381	2,165,039	39%
Collection Development	1,464,887	3,288,711	45%
Branch/Systemwide Services	4,851,927	12,779,341	38%
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	\$9,165,929	\$28,534,378	32%

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

SPECIAL USE FUND	2016 Year to Date	2016 Budget	% 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	\$9,165,929	\$31,625,838	29%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2016
42% Year Lapsed

ALL FUNDS

Categories	2016 Year to Date	2016 Budget	% Categories Expended
Salaries and Benefits	5,683,023	15,208,624	37%
Contractual Services	2,197,517	4,130,326	53%
Commodities	1,207,645	4,125,129	29%
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%
	\$9,165,929	\$31,625,838	29%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 5/31/2016	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		\$56.81	\$296.81
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 Expences		\$2,673.98	\$4,050.14
Miscellaneous		\$0.00	\$0.00
Total Expenditures		\$ 2,730.79	\$ 5,345.00

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

		Receipts	Payments	Balance
	Opening cash balance			\$135,552.24
	Add Receipts	\$37.35		
	Less Payments		\$0.00	
	Ending Cash balance			\$135,589.59
	Less Liabilities		\$37,832.60	
	Unobligated cash balance			\$97,756.99

APPROVED: _____

DATE: _____

Monticello Library

Update – July 2016



Updates

- PBC / Architecture update
- Design Development progress
 - Budget
 - Square footage
 - Finishes
- Timeline update



PBC Update

- August PBC meeting action item
 - To amend the authorization amount of Architectural Services contract (from Feb. 2016) to include Construction Documents, Construction Administration, as well as to cover anticipated additional services the Architect will oversee (AV design, security, data cabling, etc).

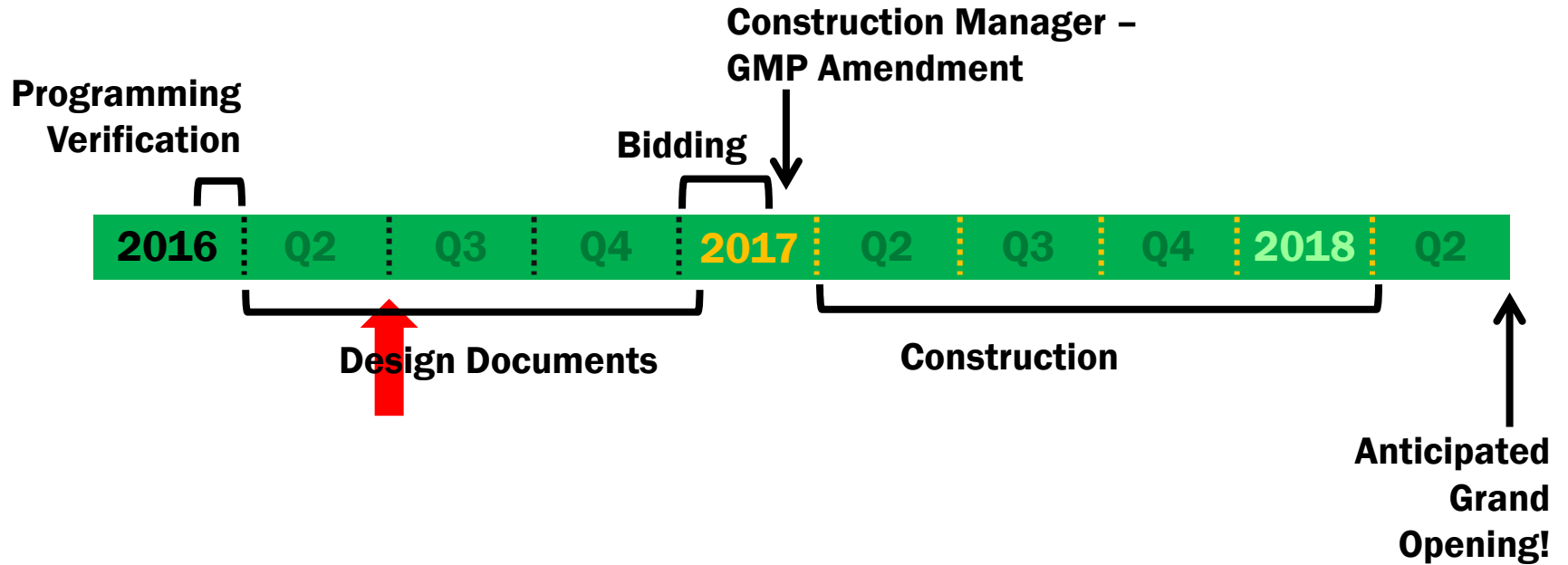


Design Development

- Continuously refining the budget to ensure max. value
- Square footage is fluctuating back down as we continue to refine the building layout
- Beginning to dive into more detail for interior and exterior finishes



(anticipated) Timeline Update



New Lackman Library

Update – July 2016



Updates

- Site Investigation
 - Book Drop / Holds Window
- Parking Agreement
- Timeline Update



Site Investigation

- Anticipated Recommendation on site suitability on or around 8/1
- Anticipated JCL Board action at August meeting
- Currently working through the main site concern – drive up bookdrop / holds window



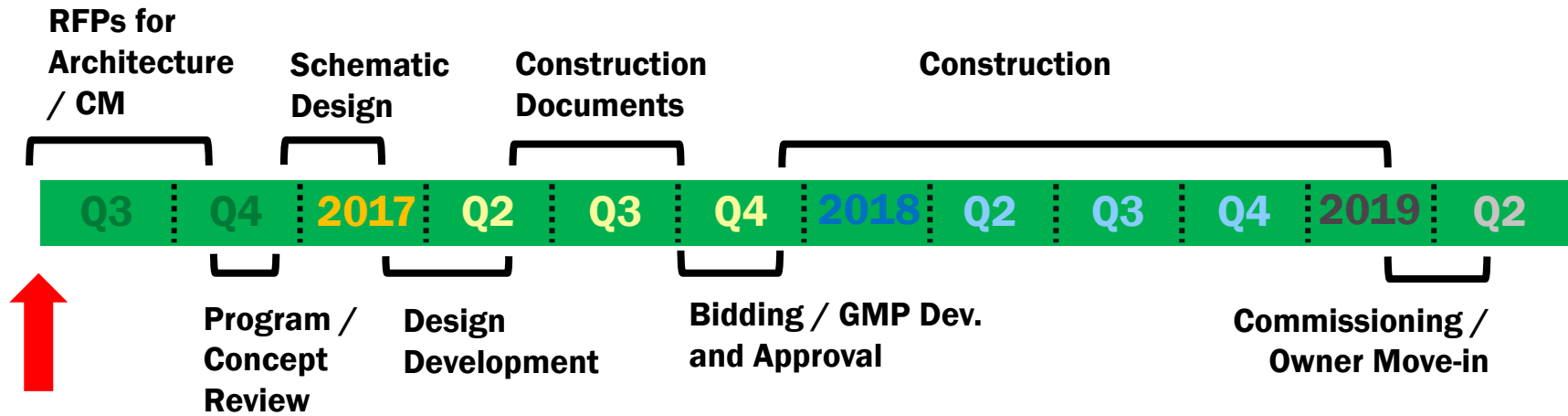
Parking Agreement

- Anticipating 20 spots for staff
- Anticipating 105 spots for patrons
- Anticipating a yearly cost of \$15,750 – which is currently guaranteed for 5 years
- Further details to be determined



(anticipated) Timeline Update

pending JCL Board's acceptance of Property



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, June 9, 2016
Central Resource Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan

BOCC: Jim Allen

FRIENDS OF THE LIBRARY: Dorothy Hughes

STAFF: Michelle Beesley, Roxanne Belcher, Ryan Dolan, Mike Heffernan, Karrine Hilton, Michelle Krooswyck, Christopher Leitch, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Michelle Olsen, Becky Pittman, Kinsley Riggs, Michaela Scruggs, Kari Sime, Scott Sime, Georgia Sizemore, Tricia Suellentrop, Lorée Terry, Lauren Vieyra

GUESTS: Erwin Abrams, Emily Baker, Matt Glawatz, Jonathon Huff, Yvonne Huff, Beverley Jaderborg, Andrew Logan, Bailey Patterson, Peter Sears, Stu Stram, David Vratny

Pam Robinson opened the meeting at 4:00 p.m.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Amy Ruo thanked Scott Sime for keeping the committee up to date on the progress of the Monticello project.

John Nelson stated that he has been reading *Some of My Best Friends Are Black* by Tanner Colby. He has found it very interesting, particularly since both he and the author grew up in Birmingham, Alabama. Mr. Nelson discovered that he and Mr. Colby graduated the same year from rival schools. He has learned a lot about the social history of Birmingham and thanked Ms. Tucker for providing him a copy of the book.

JR Riley shared that June 14th is his birthday and the Library Board wished him a happy birthday.

Mr. Shortlidge thanked Mr. Sime for keeping the committee up to date on the progress of the Lenexa project.

Ms. Robinson announced that the Library Board retreat will be held on August 2nd from 3:00 to 7:00 p.m. A light meal will be served.

Ms. Robinson asked that Board members let her, Mr. Casserley or Ms. Scruggs know if there are agenda topics they would like to discuss during meetings.

Ms. Robinson requested that Commissioner Allen speak with Commissioner Toplikar regarding filling the open Library Board position. The Board will be making many important decisions in the next few years and it will be helpful to have a full Board.

FRIENDS OF THE LIBRARY

Dorothy Hughes presented for the Friends of the Library. The book sale is currently being held at Johnson County Community College and it has been very busy. There was a line at the door when the sale opened.

The Friends have launched the teen ad-hoc board member program. There are 5 inaugural teen members.

Internet sales continue to be a large percentage of the revenue for the Friends. Bookstore sales are down slightly and the Friends are considering new sales strategies.

Ms. Robinson complimented the Friends on their social media work leading up to the book sale.

JOHNSON COUNTY LIBRARY FOUNDATION

Foundation Director, Susan Mong, presented a selection of a collection of vintage comic books that will be displayed in the Logan room. The collection of vintage comics is a gift from Mr. Logan.

Mr. Logan shared that the comics were his introduction to the classics as a child and he has donated 36 to the library. Selections include *Macbeth*, *Wuthering Heights* and *Romeo and Juliet*. They have been framed in museum quality glass for display. There will be two rows of twelve displayed and another row that will be rotated into the display.

Ms. Mong announced that Mr. Logan will share the story of the collection with staff.

Ms. Mong thanked the Friends for the hard work they put into the annual book sale to raise funds for the Library.

The Foundation is undergoing the annual audit.

Ms. Mong and eight staff members will be representing the Library at the ALA conference.

The Foundation offices have moved to a new suite in the administrative area of the Central branch.

The Foundation recently received a grant in the amount of \$5,000 from the Royals Charities in support of the summer reading program.

Ms. Mong highlighted the homework help program that is funded by the Foundation. Last summer the homework help program was extended into the summer to help kids who are struggling with reading and math. This was very successful and the program is being offered this summer as well. Another resource for homework help offered by the Library is Tutor.com. With their library card a student can access homework help with tutor.com from their home or phone and connect to a live tutor. Usage of the service has gone up 30% over the last year.

The majority of students who use Tutor.com are in high school, but it is available for students of all ages. Students from thirteen different zip codes have accessed the service. Ms. Mong stated that this is an example of how the gifts and support for the Foundation make a difference in our community.

The Library Lets Loose event will be held Saturday, October 15th, from 6:00 to 9:00 p.m. at the Central Library. Tickets will be \$75. The atmosphere will be “fair-like” with a variety of entertainment and food tasting stations. The MakerSpace will also be open and active. The goal is to experience the Library and bring community members into our living room.

Ms. Ruo asked if the summer study sessions are well used. Ms. Mong said the program is well attended and publicized through the schools as a valuable resource for children in the summer.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Allen reported that he recently moved to western Shawnee and is looking forward to the building of the new Monticello branch in that area.

Last week was the filing deadline for local elections. Commissioner Allen reported that he is running unopposed. He looks forward to continuing work with the Library.

Commissioner Klika and Commissioner Toplikar are also both up for re-election.

BOARD COUNSEL REPORT

No report this month.

COUNTY LIBRARIAN REPORT

BUDGET

Finance Director, Nicki Neufeld, reported that as of April the Library expenditures are at 33% through the year. With the increase of the .75 mill we are at 26% of operating expenses for the year and 24% overall. Ms. Neufeld reported that the budget is on track.

STRATEGIC PLAN

Summer Reading Program update

Youth Services Manager, Angel Tucker, spoke about the summer reading programs. 4,000 printed reading logs were given out during the first week of the summer reading program. Over 200 books were given to teens.

During the second week of the program 2,000 reading logs were given out and another 100 books were given to teens. Ms. Tucker explained that teens are given a book at the beginning of the program instead of the end to start building their relationship with the Library.

Ms. Tucker highlighted the progress of Central and the summer reading program. In 2014 the Central Library distributed 400 reading logs in the first week of the program. This year Central gave out 900 reading logs, showing that program participation has doubled in the first week over two years.

The Lackman branch presents a Wacky Wednesday program every week. Last week over 100 parents and children attended.

Ms. Tucker shared that the teen volunteer program is also very successful; there are 78 volunteers at the Blue Valley branch alone.

During the summer, Youth Services programming is completed differently than the rest of the year. Because summer is such a busy time at the Library staff develop summer programming kits that provide high impact programming with minimal staff work. Seven kits have been developed, including two for the preschool age group.

Ms. Tucker featured the kit built around the nonfiction book *Dreaming Up*. The book is about how to build things and the kit focuses on helping young people engage in building. Feedback has been that the kits have been excellent.

The MakerSpace has created a passport for patrons. Patrons can make something and at the end of the project they will get a stamp on their passport.

Johnson County Library has also partnered with the KC Zoo this summer. The zoo mobile will be at each of our locations. Today the zoo mobile was hosted at Blue Valley and there were over 70 people in attendance.

Mr. Casserley thanked staff for the effort they put in to providing excellent programs at the Library. He shared that the New York Times recently ran an article on the cost of summer camps and summer learning programs for children. Many families are not able to afford pay to play activities and the inaccessibility of these opportunities can tie to a loss of math and reading skills over the summer months. Programs at the Library can be accessed by anyone in the community; reinforcing how vital Library services are to the community.

Safety and Security Audit

Mr. Casserley shared that Board Chair, Pam Robinson, previously recommended that Johnson County Library contract with security expert Dennis McCarthy, who has a rich background in security work. Mr. McCarthy audited each branch and made recommendations that the Library can take to improve the safety of patrons and staff. We are considering updates to policies and procedures using the recommendations made by Mr. McCarthy.

Mr. McCarthy also gave a presentation to our managers providing feedback and suggestions for change. The biggest takeaway for staff was that awareness is imperative.

The Library is updating our procedures to take action and then report. Crisis teams and training are also being developed.

Mr. Casserley thanked Mr. McCarthy for his work.

Mr. Nelson asked if there will be continued training and Mr. Casserley responded that there will be continued training. The crisis teams will be developed at each location and monthly meetings will be held to discuss potential scenarios.

COMPREHENSIVE LIBRARY MASTER PLAN

Monticello Schematic Design Presentation

Matt Glawatz, associate principal with Clark Enersen, presented an update on the design process for Monticello. Mr. Glawatz stated that the site has been the major driver of the facility design and that the site does have constraints.

Internal and external stakeholder input has been gathered through meetings that provided a lot of information and ideas. The programming process refined the needs and spaces. This process included a space needs analysis to more fully understand the services areas and collection needs.

The proposed square footage is 33,548 which is above the 30,000 square foot target. Mr. Glawatz stated that this is an iterative process and that cost and efficiency are at the forefront of the decision making process.

Site constraints, including size and easements, produced the direction of a two story building solution. A two story solution carries extra square footage.

Mr. Casserley shared that the Commission has been clear that it is important to prevent scope creep in Library building projects. The additional square footage is caused by the two story space. At this point he is not concerned, but wants to make the Board aware that the CIP stated approximately 30,000 square feet and that there has been a 10% shift.

Mr. Nelson asked if the easements can be relocated. Mr. Glawatz responded that the easements that must remain are occupied.

Mr. Casserley shared that a section of land will revert to the Sisters of Charity if it is not used for a Library. There is also a storm inlet, a buried storm line and utility easements. Sanitary and storm easements also affect the neighboring properties.

Clark Enersen is considering vacating one easement to improve the placement of the building.

Mr. Nelson asked if the issue is not primarily the easement but the reverter right?

Mr. Glawatz responded that both are a factor.

Ms. Robinson expressed the need to stay within budget and suggested balancing the costs by selecting more cost effective finishes. The Board is concerned that the money is not going as far as we would like.

Mr. Glawatz stated that McCowen Gordan is pricing the schematic design and adjustments will be made to stay within budget during the next design phase.

Mr. Nelson asked the cost difference between a one story and two story building.

Mr. Casserley stated that there was a hard push for a one story building. The two story building construction does cost more at the outset, but long term there are significant savings in areas such as roof maintenance. The two level design also improves zoning and parking on the site.

Mr. Casserley stated that this is the first of many design iterations and that both wants and needs will be dictated by the budget. He confirmed that there is a contingency built into the budget. Mr. Casserley said that currently it appears that we will be able to build on budget and on time.

In response to a question from Ms. Ruo, Mr. Logan stated that the sliver of land was a gift from the Sisters of Charity. The land does have a reverter clause. The Library purchased the rest of the land from the Bank of America.

Mr. Nelson asked if it is a perpetual reverter and Mr. Logan confirmed that it is.

Ms. Sizemore addressed the Board stating that we have 18.1 million for project authorization. She assured the Board that the goal is to do this project the best way possible for that amount of money and no more. This is an iterative process and prioritizing is part of the process.

Mr. Glawatz shared that part of the process is visualizing the spaces. There is a process of considering adjacencies which also influences the shape of the building. He presented the current site layout plan and the schematic design of the building.

Ms. Robinson asked if the footprint of the building would be the size of Oak Park. Mr. Casserley agreed that Oak Park is a good comparison.

Mr. Glawatz presented the exterior design which features glass to keep the building open and visible. It also includes an exterior patio on the roof of the first level.

Project Coordinator, Scott Sime, shared the anticipated project schedule. He reported that we are currently entering into the process. We are working with the construction team on the first round of pricing. The floor plan should be solid by the end of the year. We anticipate the groundbreaking in the spring of 2017 and opening in 2018.

Ms. Ruo shared that she attended the Monticello community input meeting and she can see that the feedback from the community was taken into the consideration in the design.

Commissioner Allen agreed that the meeting rooms are valued by the community. He agrees with the Library Board that it will be important to bring this project in on budget.

Ms. Robinson shared that in her experience outdoor spaces are not functional. She asked if it is possible to duplicate buildings to cut down on design fees.

Mr. Casserley stated that duplicating buildings has been discussed. We are challenged by site constraints and we often obtain sites through city partnerships.

Mr. Casserley noted that the outdoor roof space was inspired in part by community input and also the outdoor space used by the Kansas City Public Library.

Lenexa Update

Scott Sime presented an update on the Lenexa project. The project team is in the site investigation period to ensure the site will work for a 40,000 square foot library. The team is also working with PGAV and county partners to determine site compatibility.

The ALTA land survey has been completed. The title commitment has been issued. The team is working with PGAV architects on the predesign. The anticipated completion or pre-design is early August.

Mr. Shortlidge reported that he had a conversation with City Administrator, Eric Wade who is pleased with how the project is progressing.

Materials Handling Feasibility Study

Circulation Manager, Michelle Olsen, reported on the materials handling feasibility study. The purpose of this project is to review and evaluate the materials handling ecosystem with a critical eye on:

- Increasing materials handling efficiencies
- Quicker delivery of content to patrons
- Challenging institutional assumptions
- Lowering costs

CapRock Global Solutions has been selected as a vendor. Mr. Logan is currently reviewing the contract.

CapRock is an industrial engineering and management consulting solutions provider with over 25 years of experience. They focus on incremental improvements to achieve the next level of performance and productivity gains through data driven solutions. They use process engineering and lean six sigma. This company is out of industry and they have not worked with libraries previously; which we view as an opportunity.

Ms. Olsen shared the anticipated timeline. The team is working toward the project kickoff and expect to be able to present the outcome to the Board in September.

Updates

JCCC GED Graduation

Mr. Casserley attended the Johnson County Community College (JCCC) GED graduation in May. This was the first step for these graduates on a journey, as many graduates plan to continue their education.

Mr. Casserley shared that for many families education is a pathway out of poverty. One of the commencement speakers was a single mom who was only able to go back to school after raising her children. Her dream is to be an RN.

This was the 30th year Johnson County Library has partnered with Johnson County Community College.

CONSENT AGENDA

1. Minutes of the May, 2016 Library Board meeting

MOTION: Amy Ruo moved to approve the consent agenda

SECONDED: Neil Shortlidge

MOTION CARRIED 5 to 0

NEW BUSINESS

Consideration of Approval of the 2017 Budget

Mr. Casserley presented the 2017 budget. Every year the budget is presented to the Board of County Commissioners. The budget request is in addition to the CIP request submitted earlier this year.

The overall expenditures in the operating budget for 2017, excluding transfers and Risk Management Charges, are projected to increase by \$1,400,823 (5.89%) compared to 2016 as a result of increased revenue.

The increase is due to:

- 1) growth in ad valorem due to property value increase
- 2) an increase in the Motor Vehicle tax revenue due to the overall increase to the mill levy proration
- 3) reduction of funds redirected from the anticipated KPERS payment reduction.

Transfers from operating to Capital Projects are \$1,130,250 for Library's Capital Replacement Plan (financed from the original mill levy growth).

Of the increase in mill levy rate (.75 mill levy increase in 2016) \$2,962,243 will be provided to the capital projects as approved in 2017 (financed from the increase in mill levy) for the Comprehensive Library Master Plan Projects, \$1,656,980 will be provided to the Special Use Fund to service the anticipated debt in addition to the \$1,000,000 currently budgeted (also in the Special Use Fund).

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.

Mr. Casserley shared that typically the Library budget is fairly staid. This year is more complicated with the mill levy increase.

MOTION: Neil Shortlidge moved that the Library Board approve the submission of the budget to the Board of County Commissioners.

SECONDED: Amy Ruo

MOTION CARRIED 5 to 0

Consideration of Approval of the addendum to the MOU with the Overland Park Community Garden

Associate Director, Jennifer Mahnken, presented a revised memorandum of understanding with the Overland Park Community Garden. OPC is partnering with the Giving Grove and the City of Overland Park.

Ms. Mahnken introduced Bev Jaderborg, director of the Overland Park Community Garden. Ms. Jaderborg introduced Bailey Patterson, Overland Park Forestry, and Greg Rueber, Director of Park Services to the Library Board.

The Johnson County Library and the Overland Park Community Garden currently have a memorandum of understanding (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.

Mr. Logan drafted and approved the MOU. He stated that this has been a long-standing and successful partnership with the community garden.

In response to a question, Ms. Jaderborg stated that they are recommending an apple and pear variety that will grow and produce well for this region. They anticipate that fruit production will begin in year 4.

MOTION: John Nelson moved to approve the use of the additional land for the purposes of planning a Giving Grove to be maintained by the overland Park Community Garden.

SECONDED: JR Riley

MOTION CARRIED 5 to 0

Mr. Casserley thanked the community entities. Mr. Rueber expressed his agreement that this has been a fantastic partnership.

EXECUTIVE SESSION

MOTION: Amy Ruo moved that the Library Board recess into executive session for a period of 15 minutes for (1) consultation with Library counsel that is deemed privileged in the attorney-client relationship and (2) preliminary discussion relating to the acquisition of real property. The subject of the discussion during the executive session will be an aspect of the Library’s strategic plan for facilities.

Those attending the executive session shall include members of the Library Board, County Librarian Sean Casserley, library Counsel Fred Logan and his associate, Andrew Logan, and senior staff members of the Library designated by Mr. Casserley.

The Library Board will reconvene in this meeting room at 5:45 p.m. No action will be taken during the executive session. It is not anticipated that any action, other than a motion to adjourn, will be taken when the Library Board returns to its regular meeting.

SECONDED: Neil Shortlidge

MOTION CARRIED 4 to 0

The Library Board returned to open session at 5:45. No votes were taken.

ADJOURNMENT

MOTION: Amy Ruo moved to adjourn.

SECONDED: JR Riley

MOTION CARRIED 5 to 0

Adjourned at: 5:46

DATE _____

SECRETARY _____
John Nelson

CHAIR _____
Pam Robinson

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

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

VENDOR

City of Overland Park

DESCRIPTION

MOU between JCL and the City of Overland Park

Total

SIGNED:

Finance Director

AMOUNT

\$0.00

\$0.00