



**Board Report
February 9, 2017**

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, FEBRUARY 9, 2017
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. John Nelson, Vice Chair
 - 1. Appointment of the Nominating Committee
 - 2. Introduction of new Library Board member
 - C. Friends of the Library
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report4
 - 1. Finances and Statistics – Nicki Neufeld8
 - 2. Strategic Plan
 - a) Quarterly report update – Tricia Suellentrop
 - b) Annual Operating Plan update – Sean Casserley
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Monticello update15
 - b) Lenexa City Center update20
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 - 4. Updates – Sean Casserley
 - a) JOCO Magazine
 - b) Board retreat date
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the January 12, 2016 Library Board meeting29
 - 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 December 2016 were handled in accordance with library and County policy.

- b) The December 2016 Revenue and Expenditure reports
produced from the County's financial system reflect the Library's
revenues and expenditures

C. Gift Fund Report

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VI. New Business

A. Board Action: Consideration of approval of the Addendum to the Property Conveyance agreement with the City of Lenexa	40
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VII. Adjournment

Upcoming Dates:

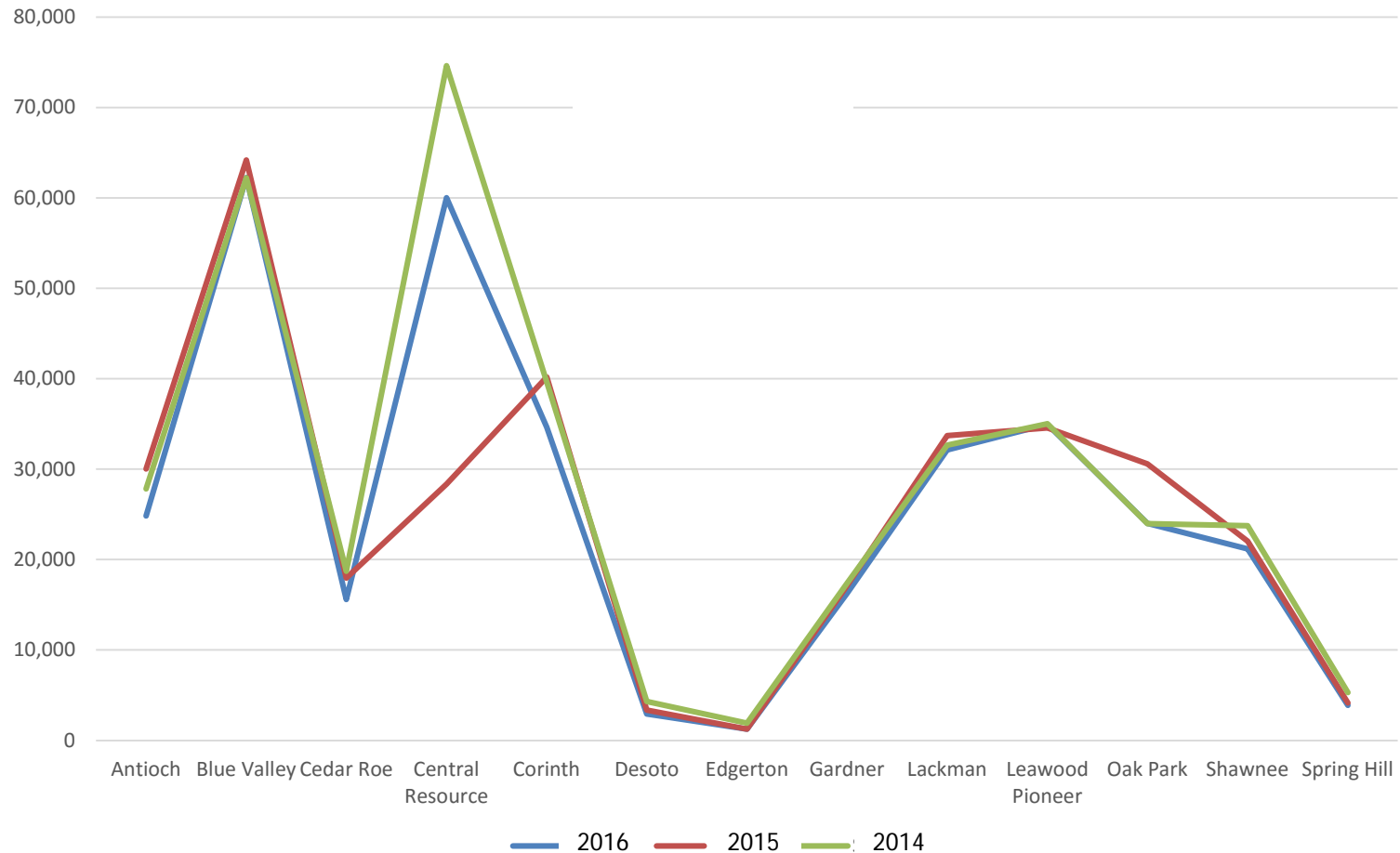
April 20 – Leadership Summit with author Tanner Colby

County Librarian's Report

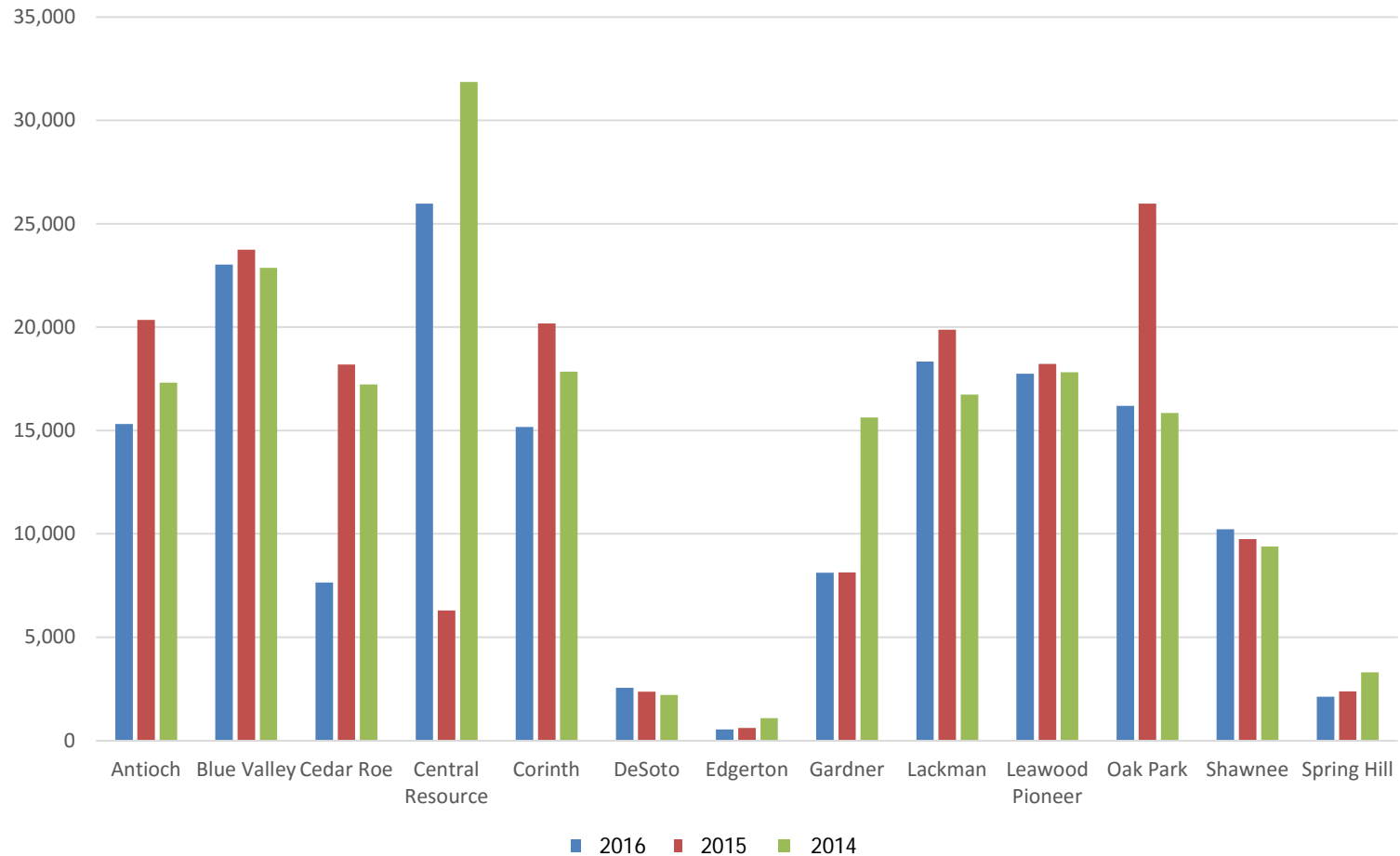
Presented February 9, 2017



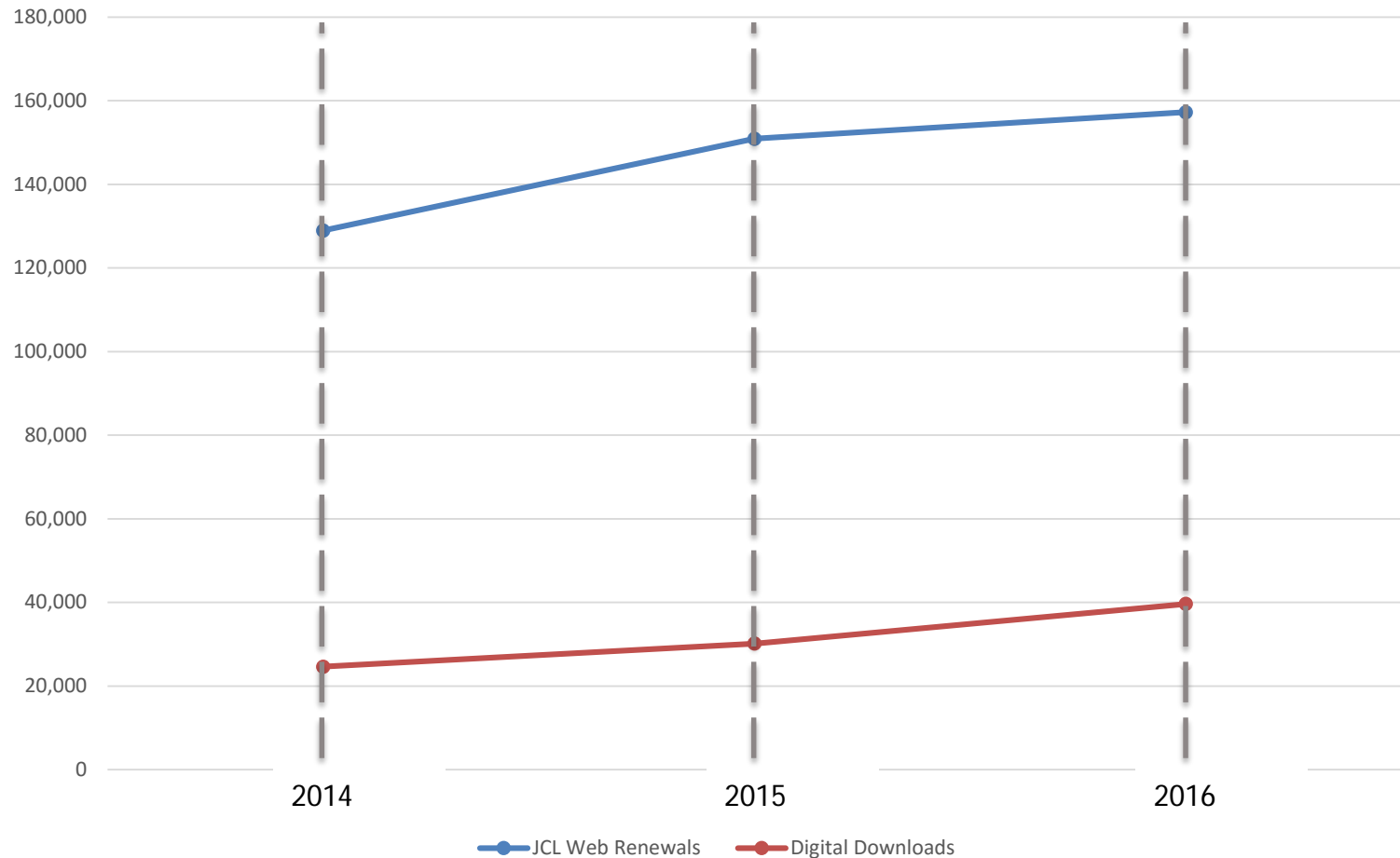
Branch Circulation: December 2016



Branch Visits: December 2016



Electronic Circulation: December 2016



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
12/1/2016 (Preliminary)
100% Year Lapsed

OPERATING FUND

	2016 Budget
Programs	
Revenue	4,256,044
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	4,177,240
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$4,177,240</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$78,804</u></u>

SPECIAL USE FUND

	2016 Budget
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	1,000,000
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$1,000,000</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$0</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$78,804</u></u>

Scheduled Replacement Account

REVENUEREVENUE RECEIVED TO DATE

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000

Total Revenue	<u>1,049,000</u>
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2016

Contractual Services	540,668
Building Repair	43,077
Interior Surfaces	81,009
Furnishings and Office Equipment	57,250
HVAC	138,278
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
	<u>897,943</u>

Budget Remaining	<u><u>151,057</u></u>
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JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

12/1/2016 (Preliminary)

100% of Year Lapsed

	2016 Year to Date	2016 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	27,319,886	27,316,085	100%	100%
Ad Valorem Delinquent	529,763	379,423	140%	65%
Motor Vehicle	2,340,672	2,300,787	102%	99%
Library Generated - Copying/Printing	99,155	95,401	104%	93%
Library Generated - Overdues / Fees	648,607	754,290	86%	84%
Sale of Library Books	50,000	50,000	100%	100%
Misc Other	607,034	340,753	178%	57%
Library Generated - Other Charges	6,050	11,402	53%	130%
Investment	105,037	50,884	206%	86%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	11,256	7,411	152%	108%
Commercial Vehicle Tax	46,256	39,407	117%	0%
Heavy Trucks Tax	2,322	3,173	73%	89%
Rental Excise Tax	27,332	26,764	102%	97%
State and Federal Grants	136,091	240,058	57%	71%
TOTAL REVENUE	31,929,461	31,625,838	101%	97%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
12/1/2016 (Preliminary)
100% Year Lapsed

OPERATING FUND		2016	2016	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	4,355,256	5,022,119	87%
	Information Technology	2,025,496	2,165,039	94%
	Collection Development	3,283,361	3,288,711	100%
	Branch/Systemwide Services	12,277,079	12,779,341	96%
	Risk Management Charges	84,066	84,066	100%
	Grants *	136,727	240,058	57%
	Transfer to Capital Projects	2,484,000	699,000	355%
	Interfund Transfers (CLMP)	4,092,240	4,256,044	96%
TOTAL OPERATING FUND EXPENDITURES		28,738,224	28,534,378	101%

* 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)	5,147	16,305	32%
	Commodities (Capital Equipment)	180,007	192,564	93%
	Transfer to Debt Payment	969,435	979,435	99%
	Transfer to Capital Projects	906,156	903,156	100%
	Capital Outlay (CLMP)	1,000,000	1,000,000	100%
TOTAL SPECIAL USE FUND EXPENDITURES		3,060,746	\$3,091,460	99%

TOTAL EXPENDITURES	\$31,798,970	\$31,625,838	101%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
12/1/2016 (Preliminary)
100% Year Lapsed

ALL FUNDS		2016	2016	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	14,557,078	15,208,624	96%
	Contractual Services	3,846,862	4,130,326	93%
	Commodities	3,722,406	4,125,129	90%
	Risk Management Charges	84,066	84,066	100%
	Capital / Maintenance / Repair	2,484,000	699,000	355%
	Transfer to Debt Payment	969,435	979,435	99%
	Transfer to PBC Capital Leases	906,156	903,156	100%
	Grants	136,727	240,058	57%
	CLMP	5,092,240	5,256,044	97%
TOTAL EXPENDITURES		\$31,798,970	31,625,838	101%

JOHNSON COUNTY LIBRARY**GRANTS MONTHLY REPORT**

	GRANTS* Expenditures through 6/30/2016	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27
285000076	State Aid 2016	State	4/1/16	\$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).

JOHNSON COUNTY LIBRARY**GRANTS MONTHLY REPORT**

	GRANTS* Expenditures through 11/30/2016	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/13	\$2,351.73	\$5,250.00	\$2,898.27

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

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	\$296.81
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		1,065.23	3,206.14
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	880.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Board Travel Expenses		0.00	4,050.14
Miscellaneous		0.00	91.99
Total Expenditures		\$ 1,065.23	\$ 8,525.08

Monticello Library

Update – February 2017



Updates

- School visit
- Earthwork update
- Groundbreaking update
- Next Steps
- Timeline



School Visit

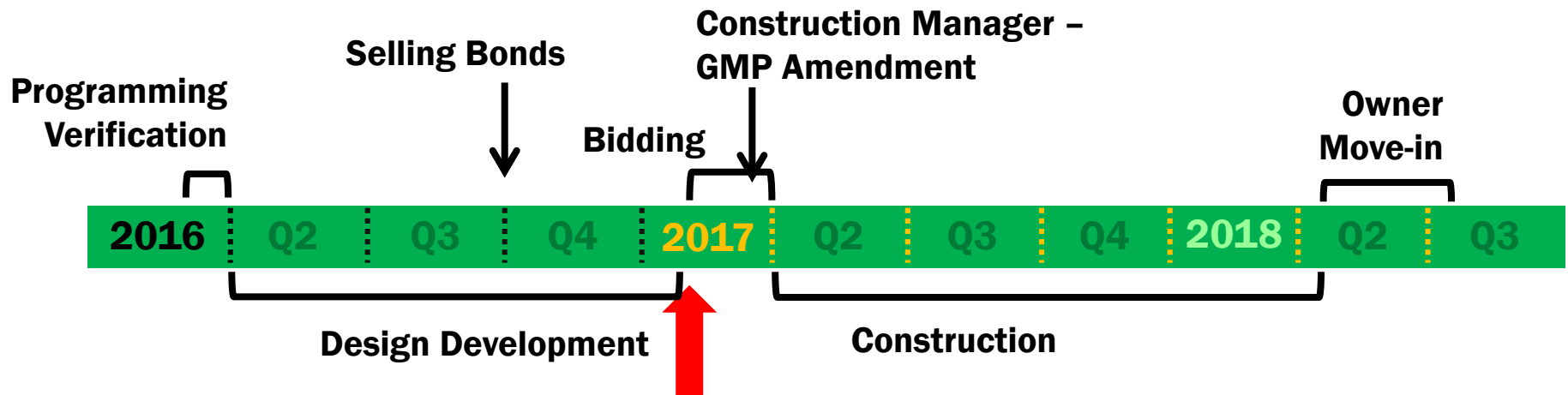


Next Steps

- Bidding – Bids have been taken and Construction Manager is reviewing
- Guaranteed Maximum Price (GMP) Amendment – anticipated in March
- Furniture selection



Monticello Library Anticipated Timeline



Lenexa City Center Library

Update – February 2017



Updates

- Public Input Meeting
- Design Progress
- Property Conveyance - Addendum #2
- Next Steps
- Timeline



Public Input



Public Input

- Over 150 online comments received
- 50+ patrons at the in-person event
- A sampling of suggestions:
 - meeting space
 - storytime room / great kids' component
 - ease of access from the parking garage to the Library
 - drive-through for holds
 - access to technology
 - daylight / good light



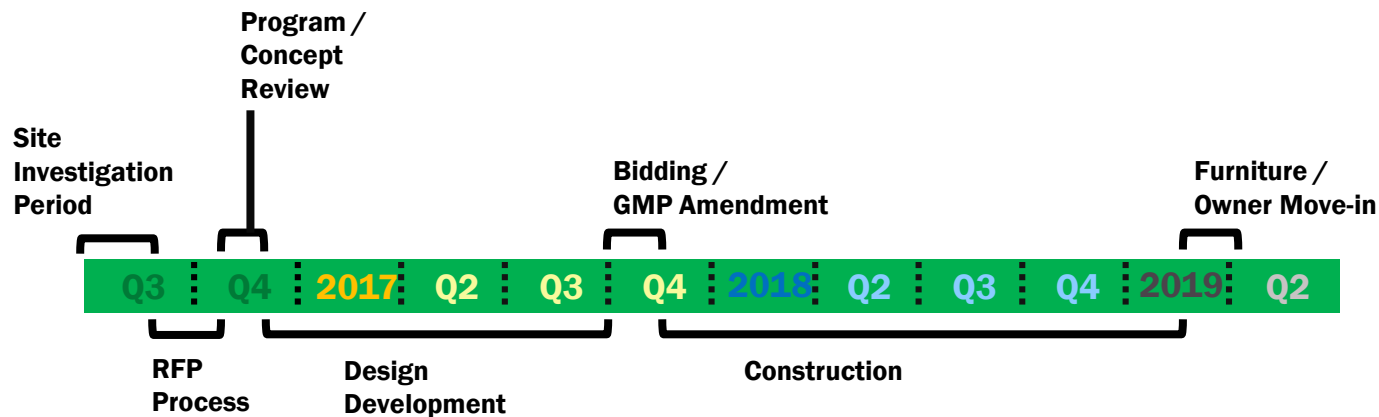
Next Steps

- Continue with Design work
- Begin Public Art process



Lenexa City Center Library

Anticipated Timeline



(updated 7/15/16)



Blue Valley Studies

Update – February 2017

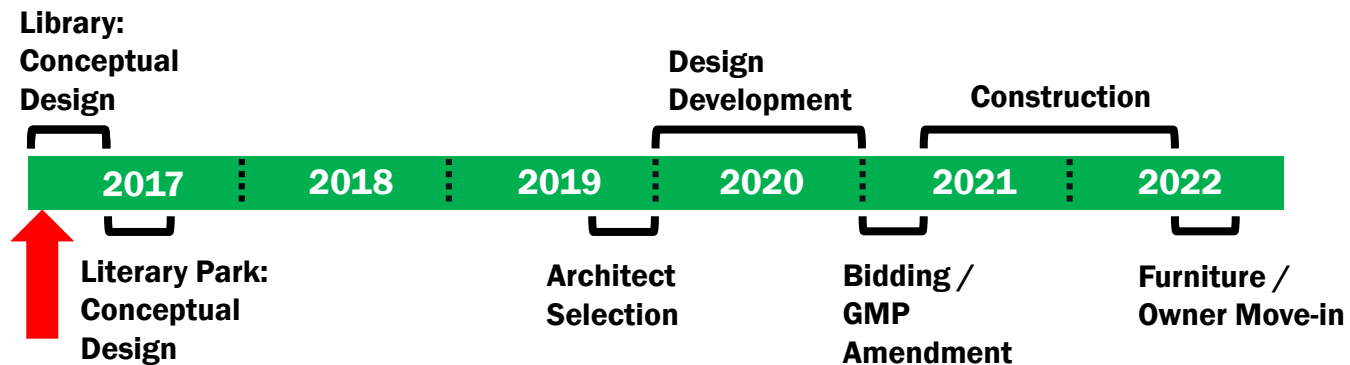


Updates

- Performing due-diligence on site, existing facility
- Library Study:
 - Concept Design for Library has resumed
 - Anticipating Public Input meeting in April 2017
 - Anticipating Library Board presentation in May 2017
- Literary Park Study:
 - Concept Design anticipated to resume in May 2017



Blue Valley Anticipated Timeline



(updated 01/24/17)



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, January 12, 2017
Central Resource Library
4:00 p.m.**

BOARD: Bethany Griffith, Nancy Hupp, John Nelson, JR Riley, Pam Robinson, Amy Ruo,

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Allen

FRIENDS OF THE LIBRARY: Jim Minges

STAFF: Beth Atwater, Jennifer Barnett Fox, Michelle Beesley, Roxanne Belcher, Nancy Birmingham, Sean Casserley, Bradley Debrick, Emily Devore, Hope Harms, Mike Heffernan, Jennifer Mahnken, Steph Neu, Dawna Ofstehage, Michelle Olsen, Rita Rubick, Michaela Scruggs, Kari Sime, Scott Sime, Adam Wathen, Francie Watts, Vickie Williams

GUESTS: Penelope Barrientos, Lynne Brown, Danielle Day, Abby Giersch, Alex Gomez, Andy Logan, Hazel Rojas, Maury Thompson, Karen Wulfekuhle

Pam Robinson called the meeting to order at 4:00 p.m.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

There were none.

FRIENDS OF THE LIBRARY

Friends president, Jim Minges, reported to the Library Board. Over the past year the Friends have given over \$31,000 to the Library. The Friends fell slightly short of target revenues last year. The Central bookstore, Antioch bookstore and internet sales all came in under target revenues. Sales from the Blue Valley bookstore and big book sales were above expectations. Although they did not reach their targets, the revenues exceeded totals from the previous year substantially.

The Friends are looking at increasing efficiencies in the operation in order to increase revenues.

The Friends are also organizing their advocacy committees.

JOHNSON COUNTY LIBRARY FOUNDATION

Lynne Brown, co-chair of the Foundation's fund development committee, presented on behalf of Susan Mong.

The Foundation recently held an orientation session for four new board members. Chris Anderson, attorney with Dysart Taylor, Heather Wiebke, Commerce Bank, Rick Cook, Stinson Leonard Street, and Vickie Trott have joined the Foundation.

Ms. Brown invited the Library Board of Directors to the 2017 Tri-board event. This year author Tanner Colby will host a discussion about race and his book, *Some of My Best Friends Are Black*. Other leaders in the community have been invited to broaden the opportunity and contribute to the discussion. The event will take place on April 20th.

The Stay Home and Read a Book Ball is being held on Sunday, March 5th. Author Candice Millard is the Honorary Host and has already been promoting the event on social media. Ms. Brown encouraged Board members to promote the event by liking and sharing the FaceBook event page. The event has a hashtag, #jacobobookball. Invitations will be sent by the end of January.

The annual appeal performed strongly this year with over \$26,000 in total gifts.

A press release was distributed announcing the \$87,000 Kauffman grant to support youth programming.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Allen shared that the Board of County Commissioners (BoCC) approved Chairman Eilert's appointment of a new member to the Library Board.

The BoCC has a newly elected Commissioner, Mike Brown.

It is at this time of year that the Chairman makes appointments to the Boards and committees on which the Commissioners serve. Commissioner Allen does not yet know if he will remain appointed to the Library Board. He has enjoyed serving as liaison to Library Board and thanked the Library Board members for their service and stated that public service is a strength of our county.

Ms. Robinson thanked Commissioner Allen for his service.

BOARD COUNSEL REPORT

Mr. Logan provided the Library Board with a brief review of the Kansas Open Meetings Act.

Mr. Logan stated that wherever four or more Library Board members are communicating, either in person or through an electronic medium, they should be careful. Mr. Logan stated that most violations to the Kansas Open Meetings Act are inadvertent and provided an example that occurred at a County Commission meeting in the 1980's.

Any time there is the potential for discussing a business item and four Library Board members are present the meeting should stop immediately because there is the potential for a violation of the open meetings act.

Mr. Logan noted that this applies to business items that could come before the Library Board, not social events. Four or more Board members at a Foundation event or social event is not a violation of the open meetings act.

Mr. Logan advised the Board not to discuss Library Board business with multiple Board members through email or by conducting chain telephone calls.

In the last thirty years the Library has had only one complaint filed against the Library Board and in that case the Board was exonerated by the District Attorney and the Attorney General. The Library Board has always been very careful to comply with the open meetings act and Library Board meetings are published as open meetings on the website.

Mr. Logan reviewed the reasons that the Library can go into executive session, including consultation with the Library attorney, the discussion of matters relating to non-elected personnel and the acquisition of real estate. There is also a security exemption. The Board is a public body and is completing the business of the public.

Ms. Robinson stated that the County also holds a useful seminar about the Kansas Open Meeting Act and elected officials are invited.

COUNTY LIBRARIAN REPORT

Budget update

Deputy County Librarian, Tricia Suellentrop, presented the financial report to the Board.

Revenue for November of 2016 is at 99% received, which is as expected. Expenses are at approximately 93% expended overall, which is also in line with expectations.

Comprehensive Library Master Plan budget update

Mr. Casserley thanked the Friends of the Library for their gift of \$31,000 over the past year.

STRATEGIC PLAN

Annual Operating Plan update

Mr. Casserley discussed the Library revenue projections. The projected value of one mill is increasing in Johnson county because housing starts are up and property values are rising.

The total projected ad valorem is also increasing. The Library will also benefit from other increases as the economy continues to improve. Fines and Fees are another source of revenue. In 2016, the Library saw an increase in the fines and fees revenue stream due to the implementation of email reminders notifying patrons of fines. In general, the revenue from fines and fees stays stable.

At the last Library Board meeting the Board discussed how the Library will pay for the new buildings. Mr. Casserley noted that at the time the Library began work on the comprehensive library master plan, it was unknown if the Library would be constrained by the property tax lid. Planning moved forward to provide staffing and programming from the .75 mill.

Since that time the situation has changed. The Library is exempt from the property tax lid, property values have increased and the population has also increased. With this information the Library will be able to put the .75 toward capital projects. The staffing and programming that the new buildings will require can come out of the ad valorem.

Mr. Casserley thanked David Vratny, senior budget analyst, and the County finance office for putting this information together. Our takeaway from this analysis is that the Library will be able to work on the four prioritized projects and fund them from the .75. At the Board retreat the Library board may be able to discuss a fifth project.

Mr. Nelson expressed his appreciation for the clarification and felt that his concerns were addressed with this information. He stated the conversation was positive overall because it allowed us to analyze the numbers and get a better look at where we are and where we are moving forward. He thanked Mr. Casserley for the clarification.

Mr. Casserley stated that the numbers are all projections and that things can change.

In response to a question, Mr. Casserley stated there may be funds available out of the growth of the ad valorem that can be put toward capital projects.

Mr. Vratny shared that the budget process has been accelerated this year. The county is 6 weeks ahead and anticipates that the budget process will be completed by June 1, 2017. The acceleration is due to the changes at the state level and the tax lid.

Mr. Vratny shared that the ad valorem is 85.5% of the Library's revenue and 10% from other taxes. Property taxes allow us to do the great things that we do. Mr. Vratny also noted that over time the growth on the mill levy provides us more money than the .75.

Ms. Robinson expressed the need to keep our attention on the legislative session. She asked that the budget office keep the Library Board informed.

Annual Operating Plan

Mr. Casserley shared that the management team has been looking at capacity planning and how time is being spent. The goal is to get time back to operationalize the goals from the strategic plan by creating SMART (specific, measurable, attainable, realistic, time-based) objectives.

The administrative team is currently working on prioritizing the top six goals.

Monticello

Project Coordinator, Scott Sime addressed the Library Board.

The construction manager has received the final permit to start adding soil at Monticello. The work is currently being mobilized and there will be active site work in January.

On the subject of public art, the artists are continuing with their design work. The committee will go before the Public Art Commission for approval in March. After this step the committee will go before the Public Building Commission.

Next Steps:

- 100% Construction drawings are due this week
- Bidding will start this quarter

- The Guaranteed Maximum Price (GMP) amendment will be brought before the Library Board in March
- Groundbreaking will start in March or April with a public groundbreaking event in May

Lenexa City Center update

We are in the concept review phase and are working with Hollis+Miller architects. This process will continue through February.

Next steps:

- Public Input session – 1/31/2017 at Lackman Library
- Schematic Design will kick-off in Spring 2017

In response to a question from the Board, Mr. Sime stated that we are currently anticipating a two story building, although the design is still tentative.

Blue Valley

Mr. Sime shared that the Blue Valley project is currently paused on the concept design in order to complete due diligence work on the site and the existing facility. Concept design is anticipated to resume in February.

Mr. Sime presented the revised timeline.

Updates

New member of the Library Board and Board of County Commissioners

Mr. Casserley shared that our new Library Board member will join the meeting in February. Her name is Donna Mertz and she is from the City of Edgerton, KS.

The Library is looking forward to working with the newly elected Commissioner, Mike Brown. He will join us for the joint Library Board/BoCC meeting on February 9th.

Meeting Minutes – Best Practices

Mr. Casserley requested guidance from the Library Board regarding the meeting minutes. Historically Johnson County Library has kept detailed written meeting minutes.

Technology has advanced and we are now able to capture the minutes with a digital recorder. Mr. Casserley asked the Board if we should continue to take detailed written minutes or if a more streamlined written version would be preferable. A streamlined version would capture the motions and votes. Mr. Casserley shared that producing the detailed version of the minutes can be a time-consuming project for the executive assistant.

Mr. Nelson requested Mr. Logan's counsel on the subject of best practices for meeting minutes.

Mr. Logan advised that the form meeting minutes take is a question of preference. It is possible to summarize the discussion and include board actions. The record of the meeting will still be kept with

the recording. Mr. Logan advised that it is important to have minutes with enough description to know what happened at the meetings. He stated that they could be cut down if the Board would like to see a shortened version.

Mr. Nelson noted that he had questions about the November meeting minutes. However, the questions were not about the form of the minutes, but about the discussion. He finds the minutes useful to reflect on the discussions.

In response to a question from Ms. Ruo, Mr. Casserley confirmed that the digital recording is in an MP3 format. He shared that the audio is posted to the Board portal every month.

Ms. Robinson stated that during her term, the minutes have been reviewed to seek clarification on decisions made by the Board. The detailed minutes have been helpful for this purpose. She shared that there was also an issue where the digital recording was lost. She would not want the Board to be in a position where there is no information on which to reflect.

Mr. Logan stated that the current form of the minutes, that includes a narrative and discussion, is a typical form. He stated that the quality of the minutes is high, and there are instances where minutes are important. For example, the reason the Library Board was able to successfully defend the Kansas Open Meetings Act complaint was because of the clear and detailed minutes.

Ms. Hupp commented that the Board often discusses finding new efficiencies. She asked if there might be a "happy medium" in the case of the minutes. The minutes could be condensed to capture the important details and a digital recording could be kept.

The Library Board members supported maintaining the detailed minutes as they are.

Mr. Casserley thanked the Board for their thoughts and agreed that written and archived minutes are valuable for the organization.

Strategic Plan

UPDATE

Consent Agenda

1. Minutes of the December 8, 2016 Library Board meeting
2. Consideration of approval of SirsiDynix software maintenance renewal
3. Consideration of approval of 3M hardware maintenance renewal

Motion: Amy Ruo moved to approve the consent agenda.

Second: Nancy Hupp

Motion carried 6 to 0

OLD BUSINESS

Board Action: Consideration of approving update Collection Development Policy

Motion: Nancy Hupp moved that the Library Board of Directors approve the revised Collection Development Policy
Second: John Nelson

Motion carried: 6 to 0

Board Action: Minutes of the November 9, 2016 Library Board minutes

At the December Library Board meeting there was a question regarding the November minutes and they were removed from the consent agenda. The recording of the meeting has been reviewed and compared with the written minutes.

Mr. Nelson stated that his concern with an ambiguous statement in the minutes has been addressed with the review of the financial projections.

Motion: Mr. Nelson moved that the Library Board of Directors approve the November minutes.
Second: Amy Ruo

Motion Carried: 6 to 0

NEW BUSINESS

Board Action: Consideration of renewal of the Memorandum of Understanding with Growing Futures Early Education Center – Bradley Debrick, Early Literacy Coordinating Librarian

Mr. Debrick presented the Memorandum of Understanding between Growing Futures and the Library.

Motion: Nancy Hupp moved that the Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center.
Second: JR Riley

Motion carried: 6 to 0

Board Action: Consideration of approval of agreement with Turner Construction for preconstruction services for the Lenexa City Center Library project

Mr. Casserley shared that this is a request for approval on the agreement with Turner Construction for preconstruction services. Upon agreement of a Guaranteed Maximum Price (GMP), staff will present the GMP proposal as an amendment to the contract to the Board of Directors of the Johnson County Library and then to the Public Building Commission (PBC) for approval.

Mr. Sime commented that the benefit of utilizing a construction manager at risk is that we are able to engage the construction manager sooner in the design process. We would like to contract with Turner Construction for preconstruction services with the intent of using them for the build also. We will come back with a build amendment later this year. This is the same process that was used for Monticello. This also follows county purchasing processes.

Motion: Amy Ruo moved to approve the recommendation to enter into an agreement with Turner Construction Company for preconstruction services for the new Lenexa City Center Library project located at 88th Terrace and Penrose in Lenexa, KS, per Request for Proposal (RFP) No. 2016-062.

Second: Bethany Griffith

Motion carried: 6 to 0

Board Action: Consideration of approval of the Johnson County Library Capital Improvement Plan (CIP)

Mr. Casserley presented the Johnson County Library Capital Improvement Plan. The property tax lid has accelerated the County's budget process. Part of this process is the CIP, which typically happens later in the year.

The Capital Replacement Plan (CRP) for 2018 is for 1.1 million. We are also looking at the Blue Valley Expansion and Renovation and the Corinth Library Replacement.

The Lenexa and Monticello projects have been pre-approved in the 2017 CIP.

Mr. Casserley shared the details as they are included in the Library Board packet. If approved by the Library Board, Mr. Casserley will then take the CIP before the CIP committee.

Mr. Vratny also noted that these are projections and it is possible that revenues will be better than anticipated. In that case the timelines may be accelerated. There are also some contingencies built into the numbers.

Mr. Casserley noted that Blue Valley is our busiest location and we would continue providing Library service during construction, perhaps by offering service in another location. It is a challenge and we are budgeting and planning for the project.

Motion: Nancy Hupp moved that the Library Board of Directors approve the proposed 2018-2022 Capital Improvement Plan request.

Second: Amy Ruotolo

Motion carried: 6 to 0

EXECUTIVE SESSION

Motion: John Nelson moved that the Library Board recess into executive session, under the exception of the Open Meetings Act relating to discussions involving non-elected personnel, for the purpose of discussing certain matters pertaining to personnel, for a period not to exceed 10 minutes, with the open meeting to resume in this room at 5:15 p.m.

Second: Amy Ruotolo

Motion carried: 6 to 0

The Library Board returned to open session at 5:15 p.m. No votes were taken.

Motion: John Nelson moved that the Library Board extend the executive session, under the exception of the Open Meetings Act relating to discussions involving non-elected personnel, for the purpose of discussing certain matters pertaining to personnel, for a period not to exceed 10 minutes, with the open meeting to resume in this room at 5:25 p.m.

Second: Nancy Hupp

Motion carried: 6 to 0

The Library Board returned to open session at 5:25 p.m. No votes were taken.

ADJOURNMENT

Motion: John Nelson moved to adjourn the Library Board meeting.

Second: Amy Ruo

Motion carried: 6 to 0

The meeting adjourned at 5:25 p.m.

DATE_____

SECRETARY_____

John Nelson

CHAIR _____

Pam Robinson

SIGNED _____

Sean Casserley

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
NewsBank	Online database license agreement	\$74,660.00
Value Line	Online database license agreement	\$23,900.00

Total	\$98,560.00
--------------	--------------------

SIGNED:

Finance Director

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

			Receipts	Payments	Balance
	Opening cash balance				\$216,831.28
		Add Receipts	\$367.09		
		Less Payments		\$25,528.76	
	Ending Cash balance				\$191,669.61
		Less Liabilities		\$63,613.05	
	Unobligated cash balance				\$128,056.56

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: February 9, 2017

Issue: Consider approving the second addendum to the Property Conveyance Agreement between the City of Lenexa and the Board of Directors of the Johnson County Library.

Background: The Library and City have agreed to the Property Conveyance Agreement, an Agreement for Shared Parking and Property Maintenance, and a First Addendum, regarding the Lenexa City Center Library.

Analysis: The second addendum achieves the following:

1. It corrects the legal description of the property to be conveyed by the City to the Library.
2. It extends the City's deadline for grading the property to May 31, 2017, in accordance with the grading plans on file with the City.
3. It incorporates in the new legal description the Additional Property at the northwest corner of the Property that the parties agreed to in the First Addendum. The Additional Property will facilitate the construction of an entry vestibule and additional area that will allow for the free flow of pedestrians.
4. The parties agree to negotiate a separate addendum on the Stair and Strata project.

Alternatives: 1) Approve the recommendation. 2) Not approve the recommendation.

Legal Review: Library Legal Counsel has negotiated the second addendum.

Recommendation: Approve the second addendum to the Property Conveyance Agreement between the City of Lenexa and the Board of Directors of the Johnson County Library.

Suggested Motion: I move to approve the second addendum to the Property Conveyance Agreement between the City of Lenexa and the Board of Directors of the Johnson County Library.

LOGAN LOGAN & WATSON, L.C.

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JEFF K. BROWN
CHRISTOPHER H. LOGAN
DAVID M. TYRRELL
ANDREW V. LOGAN

ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan, counsel to the Library Board

Re: Second Addendum to the Property Conveyance Agreement between the City of Lenexa and the Board of Directors of the Johnson County Library

Date: February 3, 2017

I have negotiated a Second Addendum to the Property Conveyance Agreement between the City of Lenexa and the Board of Directors of the Johnson County Library with Lenexa City Attorney Cindy Harmison. I will ask that you approve this Second Addendum at your February 9 Board meeting.

The Second Addendum achieves the following:

1. It corrects the legal description of the property to be conveyed by the City to the Library. We now have a final legal description for purposes of conveyance.
2. It extends to May 31, 2017, the City's deadline for grading the Library property in accordance with the grading plans on file with the City.
3. It incorporates in the new legal description the Additional Property at the northwest corner of the Property that the parties agreed to in the First Addendum. The Additional Property will facilitate the construction of an entry vestibule and additional areas that will allow for the free flow of pedestrians.
4. The parties agree to negotiate a separate addendum on the Stair and Strata project.

I believe that that is a sufficient summary for now. I look forward to discussing the agreement with you in detail at your February 9, 2017 Board meeting.

SECOND ADDENDUM TO PROPERTY CONVEYANCE AGREEMENT

THIS SECOND ADDENDUM TO PROPERTY CONVEYANCE AGREEMENT (the “**SECOND ADDENDUM**”) is made as of this ____ day of _____, 2017 (the “**Effective Date**”), by and between **THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY (“JCL”)** and **CITY OF LENEXA, KANSAS (“City”)**. Collectively, JCL and the City are referred to as the “**Parties**”.

RECITALS:

WHEREAS, City and JCL are Parties to that certain Property Conveyance Agreement between JCL and the City with an Effective Date of April 19, 2016 (the “**Property Conveyance Agreement**”) and the Addendum to Property Conveyance Agreement with an Effective Date of August 16, 2016 (the “**First Addendum**”); and

WHEREAS, the City is the owner of that certain property (the “**Property**”) which is the subject of the Property Conveyance Agreement and the subject of this Second Addendum, located west of Penrose St. and south of 87th St. Pkwy, within the Lenexa City Center development; and

WHEREAS, as noted in **Section 1.4** of the First Addendum, the Parties have agreed that the original legal description of the Property set out in Exhibit 1 of the Property Conveyance Agreement was in error in that JCL’s property line was not shown as immediately abutting the City’s parking garage; and

WHEREAS, the parties have agreed to extend the date set forth in **Section 1.6** of the Property Conveyance Agreement to May 31, 2017; and

WHEREAS, as agreed in **Section 1.11** of the First Addendum, the City wishes to donate to JCL additional property at the northwest corner of the Property to facilitate the construction of an entry vestibule and associated areas at the northwest corner of the Property; and

WHEREAS, JCL has obtained a new and revised Property Survey (the “**Revised Property Survey**”) (1) to correct the error in the original legal description of the Property and (2) to include the Additional Property in the revised legal description; and

WHEREAS, the Parties acknowledge that they anticipate making certain agreements in a separate addendum with respect to the construction of a sidewalk and stair and related features adjacent to and along the Project’s north exterior wall; and

WHEREAS, the Parties desire to amend and supplement the terms of the Property Conveyance Agreement and the First Addendum by approving this Second Addendum.

NOW, THEREFORE, for valuable consideration, the receipt, adequacy and sufficiency of which are acknowledged by the parties, the City and JCL agree as follows:

1. Amendments to Section 1 of the Property Conveyance Agreement. The Parties agree that the following sections of the Property Conveyance Agreement are replaced and amended to read as follows:

1.4 The parties agree that the legal description of the Property for conveyance purposes shall conform to the legal description as accepted by the City and JCL on the Revised Property Survey, prepared in accordance with **Section 3.2**, subject to adjustment for dedicated right of way and appurtenances upon terms reasonably acceptable to JCL and the City. The parties agree that the Revised Property Survey shows the property line of JCL immediately abutting the City's parking garage and revises the legal description accordingly. An updated legal description of the Property, based on the Revised Property Survey, is attached to this Second Addendum as **Exhibit 1**. The supporting Revised Property Survey is attached to this Second Addendum as **Exhibit 2**.

1.6 The parties acknowledge that the City's contractor has been utilizing the Property as a construction staging area. Unless otherwise agreed to in writing by both Parties, in order to afford JCL the opportunity to perform geotechnical tests, including soil tests and borings, on the Property prior to final plan development for construction, the City shall clean and grade the Property at its sole expense no later than May 31, 2017, in accordance with the grading plans attached as Exhibit C to the Property Conveyance Agreement. Notwithstanding the foregoing, JCL shall be given access to the Property by the City for the purpose of conducting such tests and the City will work with its contractor to coordinate JCL access where needed.

1.11 The Parties agree that the City shall convey to JCL by way of donation additional property (the "**Additional Property**") at the northwest corner of the Property. The City agrees to convey the Additional Property to JCL to facilitate, among other things, the construction of an entry vestibule and additional areas that will allow for the free flow of pedestrians from the garage and the upper plaza level into the area of the library branch facility in which vertical circulation will occur. The Additional Property is included in the legal description set forth in Exhibit 1 to this Addendum and is depicted on the Revised Property Survey attached as Exhibit 2 to this Second Addendum. The City shall convey the Additional Property to JCL at Closing. The Parties agree to cooperate and work together on signage for the branch library facility at this location.

(a) The Additional Property and the additional property that would be conveyed by the City to JCL when JCL's property line is moved to lie immediately adjacent to the wall of the City's parking garage together consist of 998.86 square feet or 0.002 acres, more or less. All of this property is highlighted with hatch marks on the Highlighted Property Diagram attached as **Exhibit 3** to this Second Addendum. The Parties agree that all of the property highlighted with hatch marks on Exhibit 3 is included in the legal description of the Property attached to this Second Addendum as Exhibit 1 and would accordingly be conveyed by the City to JCL at Closing.

2. New Provisions that Are Supplemental to Section 1 of the Property Conveyance Agreement. The Parties agree that Section 1 of the Property Conveyance Agreement shall be supplemented by adding the following new provisions:

1.14 Stair and Strata Project. JCL and the City agree that it is in the public's best interest for both parties to work together to construct the sidewalk and stairs adjacent to and along the Project's north exterior wall (the "**Strata**"). The Strata will include amenities for public use, including a sidewalk, one flight of stairs, and constructed features related to the one flight of stairs. The Parties agree to work together to devise a means of constructing the Strata in a way that eliminates or minimizes tearing out existing construction, that allows for joint financing of the Strata project and that sets out a timeframe therefor. The agreement reached by the Parties will be reflected in a separate addendum.

5. Terms of Property Conveyance Agreement Otherwise Reaffirmed. Except as otherwise set forth in this Second Addendum, the Parties agree and reaffirm that all the remaining terms of the Property Conveyance Agreement, as revised, remain in full force and effect.

6. This Second Addendum and the Property Conveyance Agreement to Be Recorded; Agreements in this Second Addendum Survive Closing. The Parties agree that this Second Addendum, the First Addendum, and the Property Conveyance Agreement shall be recorded. The agreements made in this Second Addendum shall survive Closing and shall continue in force and effect until released by written agreement of the Parties or until JCL is no longer operating a branch library facility on the Property.

7. Approval of this Addendum by JCL and the City; Ratification and Approval by the Board of County Commissioners Not Required. The obligation of the Parties to proceed with this transaction is contingent on the approval of this Second Addendum by JCL and the City. Pursuant to K.S.A. 12-1223, the Board of County Commissioners of Johnson County, Kansas, approved and ratified the First Addendum, which authorized, in **Sections 1.4** and **1.11** the acquisition of the property highlighted with hatch marks on Exhibit 3. This Second Addendum accordingly need not be approved and ratified by the Board of County Commissioners of Johnson County, Kansas.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year set forth below their respective signatures.

[Signature pages follow]

CITY:

CITY OF LENEXA, KANSAS

By: _____
Michael A. Boehm, Mayor

Federal Taxpayer Identification No.:
486085044

Attest:

David F. Bryant, III, City Clerk

Approved As To Form:

Cynthia L. Harmison, City Attorney

ACKNOWLEDGMENT

STATE OF KANSAS)
)ss.
COUNTY OF JOHNSON)

On this _____ day of _____, 2017 before me appeared Michael A. Boehm, who acknowledged himself to be Mayor of the City of Lenexa, Kansas, and that he, as such and being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of said entity.

In Witness Whereof, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

EXHIBIT 1

LEGAL DESCRIPTION OF THE PROPERTY

A tract of land being part of Lot 5 of CITY CENTER LENEXA FIFTH PLAT, a subdivision in the City of Lenexa, Johnson County, Kansas.

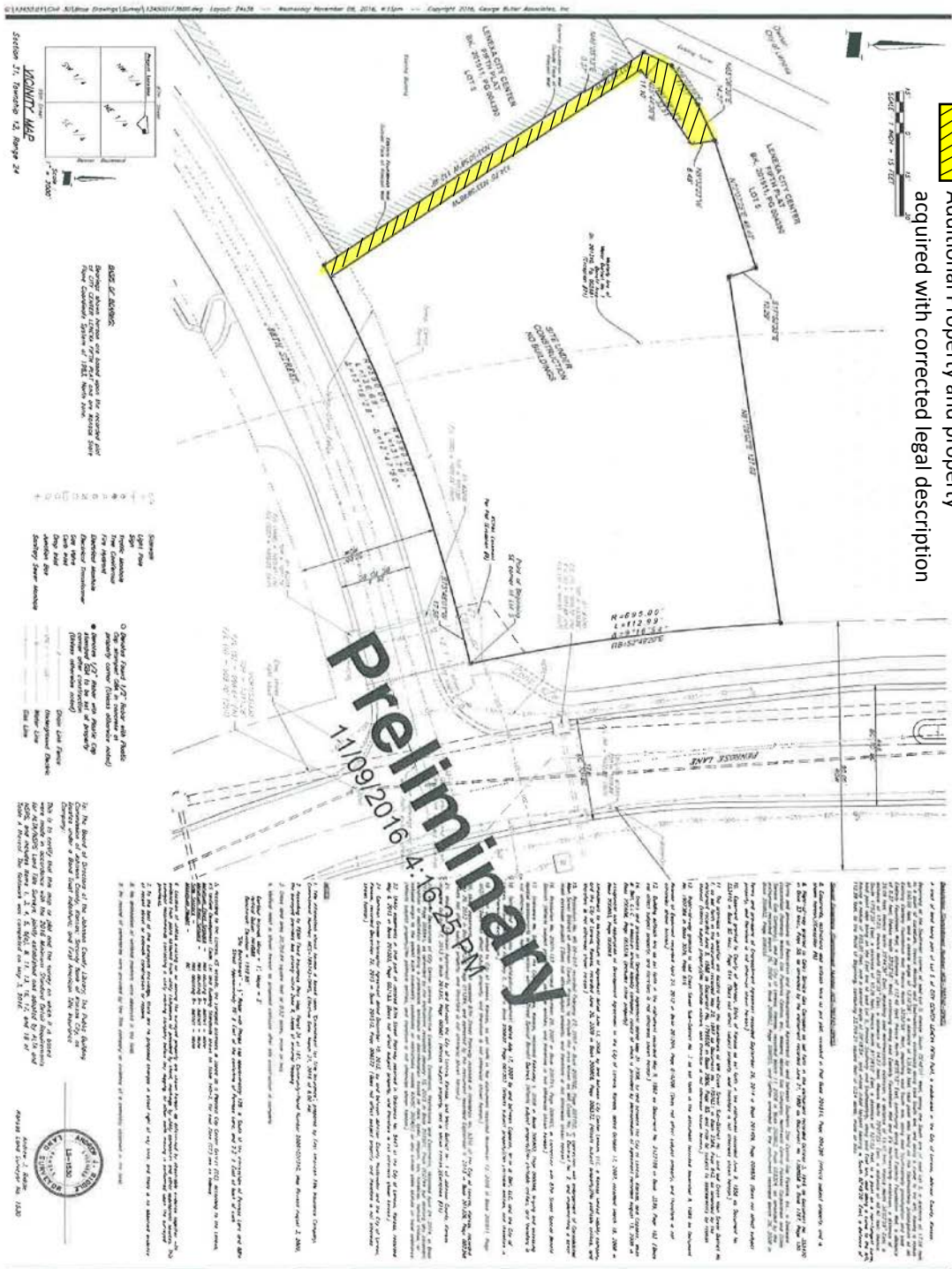
Beginning at the Southeast corner of said Lot 5; thence South 75°48'01" West, along the South line of said Lot 5, a distance of 17.56 feet, to a point of curvature; thence Westerly and Southwesterly, continuing along said South line, and along a curve to the left, having a radius of 590.00 feet, and a central angle of 13°16'28", a distance of 136.69 feet, said point also being on the Southeasterly prolongation of an Existing Easterly Foundation Wall; thence North 33°50'58" West, departing said South line, along said Southeasterly prolongation and said Easterly Foundation Wall, a distance of 112.46 feet; thence North 46°05'13" East, continuing along said Easterly Foundation Wall, a distance of 0.37 feet; thence North 33°53'18" West, continuing along said Easterly Foundation Wall and it's Northwesterly extension, a distance of 26.09 feet; thence North 25°44'36" East, departing said Northwesterly extension, a distance of 11.10 feet; thence North 56°03'59" East, a distance of 17.01; thence North 65°06'39" East, a distance of 14.27 feet; thence North 72°07'25" East, a distance of 48.40 feet; thence South 17°52'35" East, a distance of 10.29 feet; thence North 81°28'02" East, a distance of 127.03 feet, to a point on a non-tangent curve, said point also being on the East line of said Lot 5; thence Southerly and Southeasterly, along said East line, and along a curve to the left, having a radius of 695.00 feet, and a central angle of 09°18'54", and whose initial tangent bearing is South 02°49'20" East, a distance of 112.99 feet, to the Point of Beginning, containing 23,704.21 square feet or 0.54 acres, more or less.

EXHIBIT 2
REVISED PROPERTY SURVEY

EXHIBIT 3
HIGHLIGHTED PROPERTY DIAGRAM



Additional Property and property
acquired with corrected legal description



CBPA
architects
engineers

3001 RIVERSIDE BLVD
SUITE 200
DENVER, CO 80202
303.733.8800
www.cbpa-engineers.com

ALTA/NSPS LAND TITLE SURVEY
PART OF LOT 5, CITY CENTER/LENEKA
PHIN PLAT, A SUBDIVISION IN THE CITY
OF LEXENA, JOHNSON COUNTY, KS

PREPARED FOR:
BANK OF AMERICA
1111 Bank Center Blvd
Kansas City, MO 64105
913.241.5557

PROJECT NUMBER:
1000000000
DATE:
06/17/2016

DRAWN:
JAN

CHECKED:
JAN

DATE:
06/17/2016

1 OF 1

CBPA
architects
engineers
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SUITE 200
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