



**Board Report
July 13, 2017**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, July 13, 2017
CENTRAL LIBRARY
CARMACK MEETING ROOM
4:00 PM

- 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, Julie SteinerPg. 4
 - D. Michaela Scruggs, Johnson County Library Foundation
 - E. Commissioner Ashcraft, Liason, Board of County Commissioners
- IV. Reports
 - A. Board Counsel - Fred Logan
 - 1. Report on City approval of Lenexa City Center Library Third Addendum, Amended and Restated Agreement for Shared Parking and Maintenance; anticipated closing
 - 2. Review of Memorandum of Understanding between the Library and the Department of Human Resources (for approval at the August meeting)Pg. 5
 - 3. Review the outline of Library regulation on Budget Review and Approval
 - 4. Review of Children's Internet Protection Act; filters on Library computers
 - B. County Librarian Report -
 - 1. Finances and Statistics - Nicki NeufeldPg. 11
 - 2. Strategic Plan
 - a) Materials handling implementation update - Michelle OlsenPg. 21
 - 3. Comprehensive Library Master Plan - Scott Sime
 - a) Monticello updatePg. 25
 - b) Lenexa City Center updatePg. 30
 - c) Blue Valley updatePg. 36
 - C. Updates
 - 1. Central Roofing/ Paving update-Scott Sime
- V. Consent Agenda
 - A. Action Items
 - 1. Minutes of the June 8, 2017 Library Board MeetingPg. 40
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2017 were handled in accordance with Library and County policy
 - b) The May 2017 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenue & expenditures

C. Gift Fund Report	
1. Treasurer's Report	Pg. 49
VI. Old Business	
VII. New Business	
A. Board Action	
1. Approval of "Existing Sanitary Sewer Easement Vacation" and "Permanent Sanitary Sewer Easement" at the Monticello site.....	Pg. 50
2. Approval of "Amended and Restated Memorandum of Understanding" between the Library & the Johnson County Facilities Management Department	Pg. 61
3. Consideration of approval of materials handling vendor.....	Pg. 64
4. Approval of the memorandum of understanding between the Johnson County Parks & Recreation and County's Manager's Public Information Office to test viability of digital asset management system LIBRIS between all entities	Pg. 65
VIII. Adjournment	

Expenditure of Friends of the JCL Donations 2017

<i>Expenditure Details</i>	<i>Payee</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition		\$164.74	\$3,453.23
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	4,159.51
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
Joint Board Meeting Expense		0.00	463.43
Board Travel Expences		587.92	1,011.92
Miscellaneous		0.00	1,065.23
Total Expenditures		\$ 752.66	\$ 10,153.32

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ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan and Andrew Logan

Re: Memorandum of Understanding with County Department of Human Resources

Date: July 5, 2017

We are presenting to you, for review only, the enclosed Memorandum of Understanding with the County Department of Human Resources. This MOU documents a new collaborative arrangement between the Library Board and the County Department of Human Resources. The collaboration will very much be patterned after the highly successful collaboration between the Library and the County Facilities Department. But this proposed collaboration is new and we are accordingly going to review the MOU in depth with you before it is presented to you for approval at your August meeting.

We want to first note that the decision made by the County Librarian to move in this direction was a purely operational one. The Library began to transfer some personnel issues to the county as early as 1979; by statute, the Library Board has been required to follow county human resources policies since 1985. So the MOU does not reflect a change in policy; it instead reflects a change in the way that human resources issues will be handled from an operational perspective.

The MOU has been constructed to bring efficiencies into play and focuses on (1) the expertise of the Human Resources Department, (2) collaboration, and (3) service. The idea here, as with the Facilities MOU, is to promote an arrangement that is based on collaboration and outstanding service.

Under the MOU, two positions focused on human resources will be transferred to the County Human Resources Department. Those positions will be dedicated to the Library. The

Library will in turn make a payment in support of the two positions. The County Librarian's statutory authority to manage Library employees is preserved and the MOU explicitly recites that nothing in the MOU is to "be construed as in any way limiting the library board's statutory authority with respect to the employment or evaluation of the County Librarian." The Library and the County Human Resources Department agree to meet and confer on the MOU annually.

That is a sufficient introduction to the MOU. We will review it in detail at your July Board meeting.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective the ____ day of _____, 2017, memorializes the working relationship between the Board of Directors of the Johnson County Library and the Johnson County Department of Human Resources (Human Resources Department).

RECITALS

A. The Johnson County Library (the Library) is one of the finest library systems in the United States, having been awarded a National Medal for Museum and Library Service, given by the Institute of Museum and Library Science to institutions that “demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach.”

B. The Johnson County Human Resources Department possesses outstanding expertise in human resources management, including expertise in best practices and legal compliance with regard to human resources matters. Staff members of the Human Resources Department are noted for their commitment to professionalism and high-quality service, and their skill in dealing with human resources issues.

C. In 1979, the Library began to transfer certain personnel management issues to the county predecessor of the Human Resources Department for handling.

D. In 1984, the Library and the Board of County Commissioners agreed on the form of new governance legislation for the Library. That legislation was adopted in the 1984 session of the legislature, signed into law by the governor, and became effective January 1, 1985.

E. The new governance legislation provided, among other things, “Any action taken by the library board or its county librarian shall be subject to the following provisions established by the board of county commissioners . . . (1) Personnel policies and procedures for employees other than elected officials; (2) any pay plan and benefits for all county employees other than elected officials . . .” Those provisions were subsequently embodied in K.S.A. 12-1225b (b)(1) and (2).

F. Since January 1, 1985, the Library and the Human Resources Department have worked collaboratively to implement county human resources policies and to deal with human resources issues.

G. The Library and the Human Resources Department now wish to expand their collaboration and achieve greater efficiencies by expanding the human resources services provided by the Human Resources Department to the Library and by transferring certain library human resources positions to the Human Resources Department to help provide those services.

The parties accordingly agree to the terms set forth below.

TERMS OF UNDERSTANDING

1. The Recitals set forth above are incorporated by reference in these Terms.
2. The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act and all other services the Human Resources Department typically provides to other agencies and departments of the County (hereinafter "Services"). Services shall not include library-specific training, processing of payroll or tracking of leave usage unless otherwise agreed to in writing by the parties.
 - a. During the term of this MOU, the Library shall work collaboratively with the Human Resources Department should there be a need to supplement the Services through the use of external human resources consultants. The Library shall also work collaboratively with the Human Resources Department to identify any current external human resources consultants and to determine whether there is an ongoing need for such consultants.
 - b. Nothing in this MOU shall be construed to limit the authority of the County Librarian to manage the Library and those employees who work at the Library pursuant to the statutory authority granted to the County Librarian consistent with the Johnson County administrative and human resources policies and procedures.
3. The Library agrees to transfer to Human Resources two (2) full-time human resources positions previously assigned to the Library. Human Resources shall utilize at least those two (2) full-time Human Resources Department staff to provide services dedicated to the Library, at least one of which shall be a professional with appropriate expertise related to the human resources function, and the other may be a non-professional position.
 - a. "Services Dedicated to the Library", for purposes of this MOU, means that the Human Resources staff shall be primarily responsible for providing human resources Services to the Library. In addition, staff dedicated to the Library may also be given assignments and projects for the benefit of the Human Resources Department or the County in general. After consultation with the County Librarian, the Human Resources Department may reassign staff dedicated to the Library at any time when reassignment is in the best

interest of the Human Resources Department, Library or Johnson County, but, at all times, there will be two (2) staff responsible for providing services to the Library.

- b. The Library shall be responsible for providing adequate funding to cover the full, budgeted costs for the two (2) staff positions transferred to the Human Resources Department, and the Library agrees that such funding shall be transferred from the Library budgeted funds to the County General Fund for the benefit of the Human Resources Department annually. Adequate funding shall include the entire salary, including any salary increases; benefits and other employment related costs; professional expenses, including dues and educational expenses (to include up to one human resources conference annually); information technology equipment as is typically utilized by Human Resources for such positions; and office chairs. The Human Resources Department shall determine the salary, salary increases and appropriate professional expenses for the dedicated staff. None of these costs shall be prorated based upon time spent by dedicated staff on Human Resources Department or County projects. The Human Resources Department at its expense shall provide the infrastructure, in the form of office space and supplies sufficient for the dedicated staff to perform their duties.
4. The Human Resources Department shall supervise the Human Resources staff dedicated to the Library. The Library is expected to provide timely feedback related to performance of Human Resources staff assigned to the Library.
5. K.S.A. 12-1225b(5) provides that "in Johnson County, the library board shall . . . employ and terminate the employment of" the County Librarian consistent with the policies of the Board of County Commissioners. Nothing in this MOU shall be construed as in any way limiting the library board's statutory authority with respect to the employment or evaluation of the County Librarian.
6. To ensure high quality service and maximum collaboration between the parties, the Library and the Human Resources Department agree to meet and confer annually on this MOU. However, this MOU shall remain in effect through December 31, 2018, and shall automatically renew annually thereafter until such time as it is terminated by either the County Manager and/or the Board of Directors of the Johnson County Library.
7. Upon termination of this MOU, the two (2) staff positions transferred from the Library to the Human Resources Department as part of this MOU shall be transferred back to the Library. In the event such transfer occurs prior to the end of a calendar year, the County shall transfer the funds budgeted for the positions from the County General Fund to the Library Operating Fund.

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SIGNATURES FOLLOW ON NEXT PAGE***

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed and made effective the day and year first written above.

By _____
Rebecca Salter
Director, Johnson County Department
of Human Resources

By _____
Sean Casserley
Johnson County Librarian

By _____
Hannes Zacharias
County Manager

By _____
Pamela Robinson
Chair, Board of Directors of
Johnson County Library

Approved as to Form:

Approved as to Form:

By _____
Denise M. Howard
Assistant County Counselor

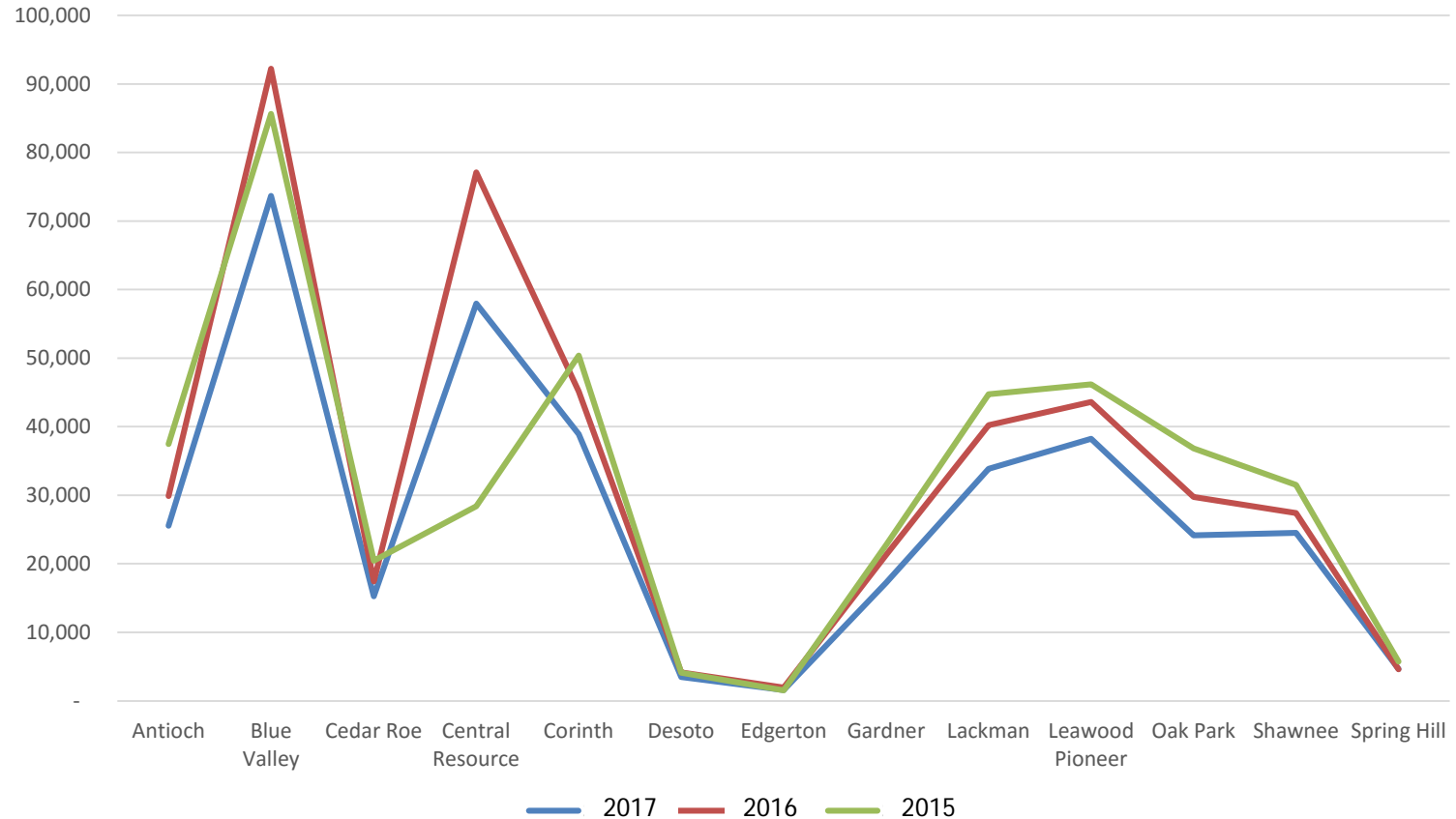
By _____
Fred J. Logan, Jr.
Counsel to the Board of Directors of the
Johnson County Library

County Librarian's Report

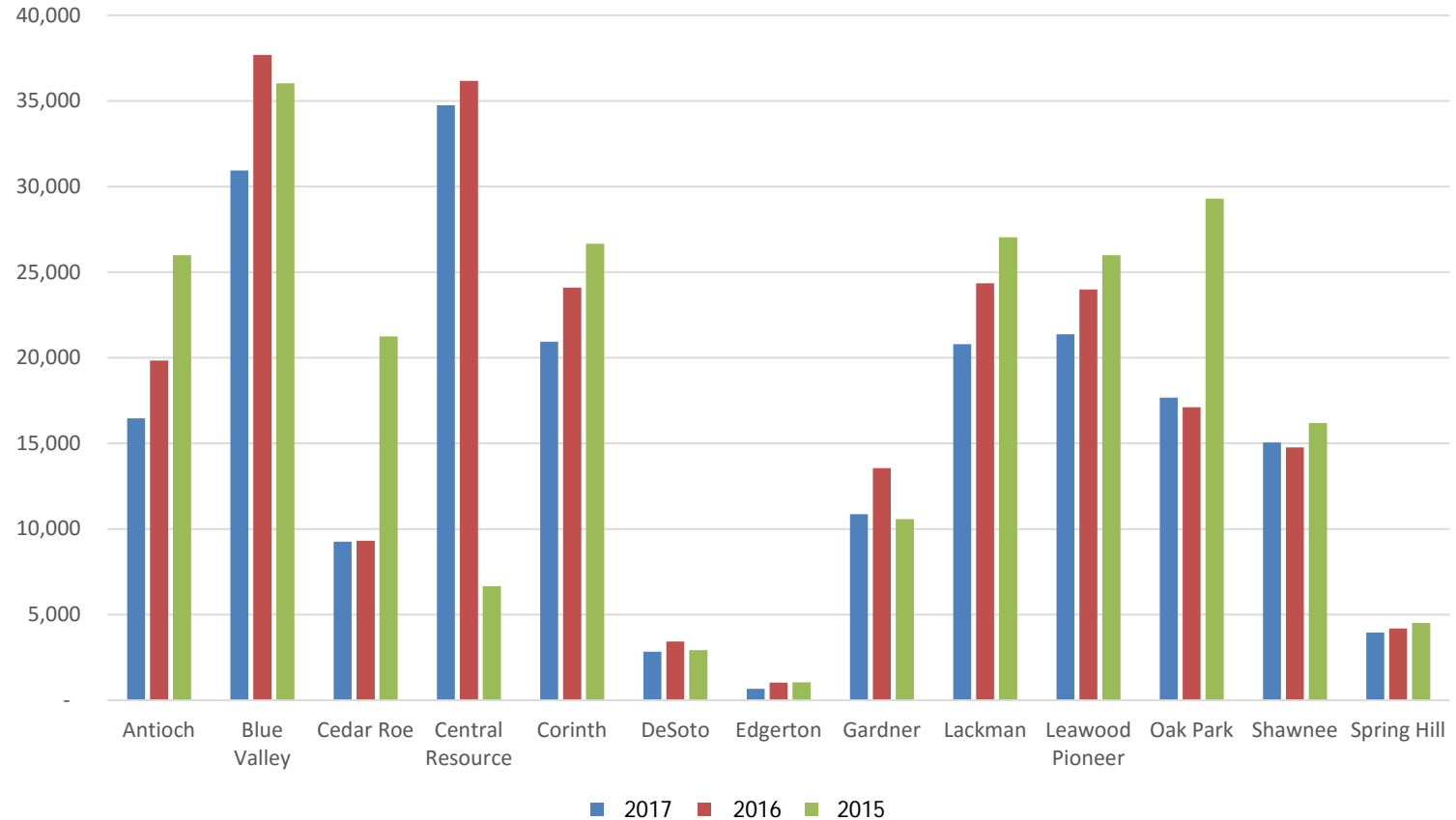
Presented July 13, 2017



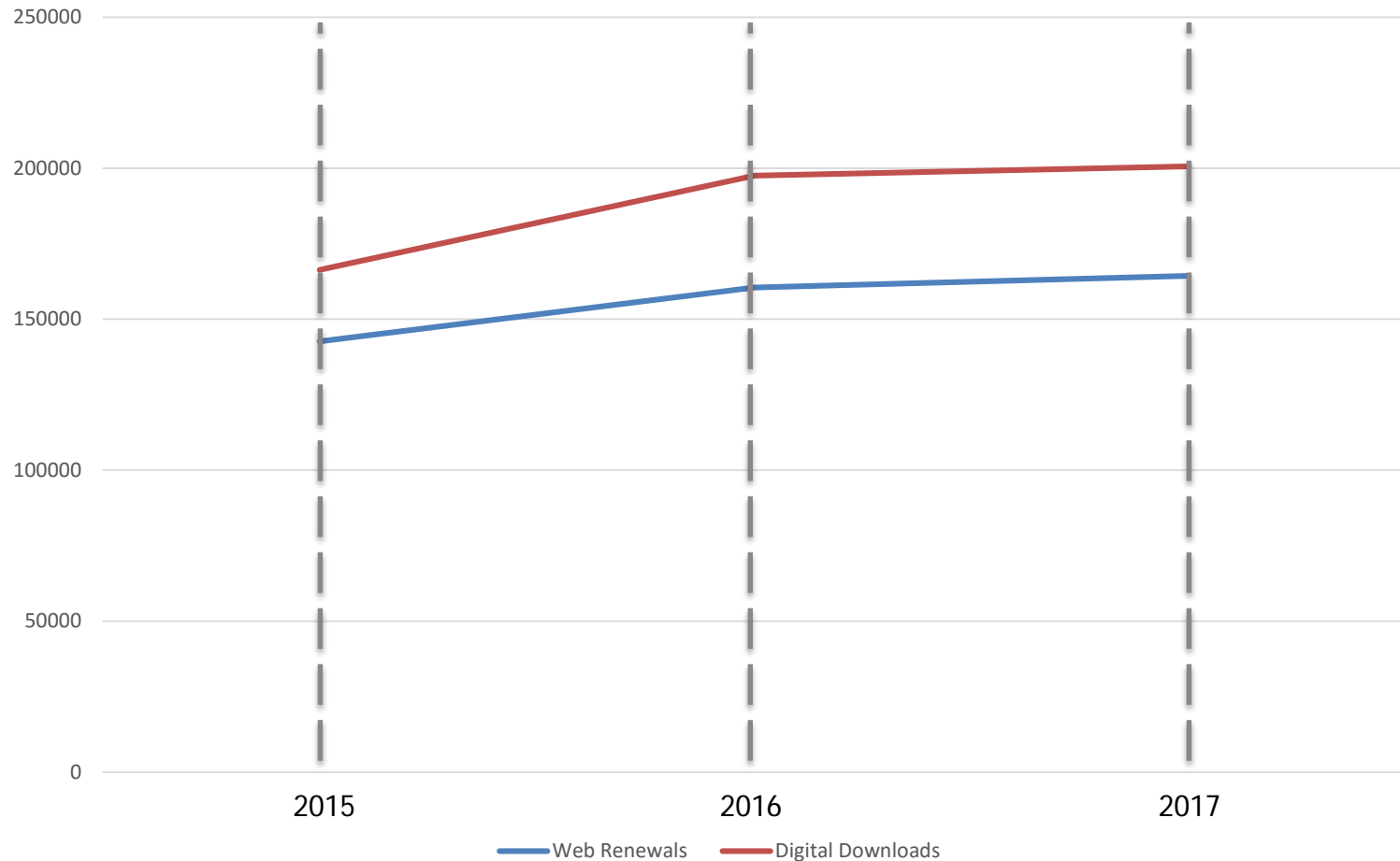
Branch Circulation: May 2017



Branch Visits: May 2017



Electronic Circulation: May 2017



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2017
42% of year lapsed

OPERATING FUND

	2017 Budget
Programs	
Revenue	2,025,288
Administrative Services	
Information Technology	
Collection Development	300,000
Branch/Systemwide Services	
Transfer to Capital Projects	
Interfund Transfers	115,000
TOTAL OPERATING FUND EXPENDITURES	<u>\$415,000</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$1,610,288</u></u>

SPECIAL USE FUND

	2017 Budget
Revenue:	3,583,750
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,583,750</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$5,194,038</u></u>

Scheduled Replacement Account

REVENUE RECEIVED TO DATE

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250

Total Revenue	<u>2,179,250</u>
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2017

Contractual Services	1,037,609
Building Repair	43,077
Architectural Services	18,000
Furnishings and Office Equipment	73,032
HVAC	138,278
Sorter Parts and Labor	19,146
Security System Maint & Repair	33,549
Passenger Vehicle	21,192

1,383,883

Budget Remaining

795,367

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2017

42% of Year Lapsed

REVENUE ALL FUNDS	2017 Year to Date	2017 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	16,826,249	29,255,726	57%	57%
Ad Valorem Delinquent	235,402	278,294	84%	114%
Motor Vehicle	685,162	2,987,490	22%	26%
Library Generated - Copying/Printing	43,359	97,309	35%	35%
Library Generated - Overdues / Fees	266,162	777,365	34%	29%
Sale of Library Books	25,000	57,832	43%	50%
Misc Other	55,948	340,753	16%	10%
Library Generated - Other Charges	79	3,570	2%	0%
Investment	65,806	76,791	83%	88%
Unencumbered Balance Forward	0	42,092	0%	0%
Recreational Vehicle Tax	6,153	7,956	77%	68%
Commercial Vehicle Tax	41,140	68,114	60%	88%
Heavy Trucks Tax	1,969	2,588	76%	63%
Rental Excise Tax	13,373	31,710	42%	47%
State and Federal Grants	132,153	247,260	53%	57%
TOTAL REVENUE	18,397,954	34,274,850	53%	54%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2017
42% Year Lapsed

OPERATING FUND		2017	2017	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	1,582,384	5,857,305	27%
	Information Technology	992,292	2,188,111	45%
	Collection Development	1,448,929	3,296,190	44%
	Branch/Systemwide Services	5,143,034	13,493,094	38%
	Risk Management Charges	22,911	92,494	25%
	Grants *	48,992	247,260	20%
	Transfer to Capital Projects	0	4,092,493	0%
	Incremental Tax Fund	0	124,178	0%
	Interfund Transfer	0	115,259	0%

TOTAL OPERATING FUND EXPENDITURES	9,238,542	29,506,384	31%
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* Includes expenditures for 2017 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND		2017	2017	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	34,852	16,305	214%
	Commodities (Capital Equipment)		192,564	0%
	Transfer to Debt Payment	47,924	975,847	5%
	Transfer to Capital Projects	51,150	3,583,750	1%

TOTAL SPECIAL USE FUND EXPENDITURES	133,926	4,768,466	3%
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TOTAL EXPENDITURES	9,372,468	34,274,850	27%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May, 2017
42% Year Lapsed

ALL FUNDS	2017	2017	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	6,119,714	15,918,347	38%
Contractual Services	1,645,803	5,075,450	32%
Commodities	1,435,974	4,173,950	34%
Risk Management Charges	22,911	92,494	25%
Capital / Maintenance / Repair	0	4,092,493	0%
Transfer to Debt Payment	47,924	975,847	5%
Transfer to PBC Capital Leases	51,150	3,583,750	1%
Grants	48,992	247,260	20%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	9,372,468	34,274,850	27%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 5/30/2017	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/2013	\$2,975.23	\$5,250.00	\$2,274.77
285000078	2017 State Aid Grant	State	2/22/2017	\$47,873.83	\$132,152.62	\$84,278.79

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

Materials Handling Update

Automated Materials Handling RFP – July 2017



Automated Materials Handling

- JCL's Strategic Plan 2014 – 2018
 - Goal 6: People will find Library staff, materials, and services convenient and easy to access
 - Tactic 3: Continuous improvement of materials handling
- Materials Handling Study Recommendation
 - Automating materials handling is more efficient and cost effective
 - Removes manual tasks from the process



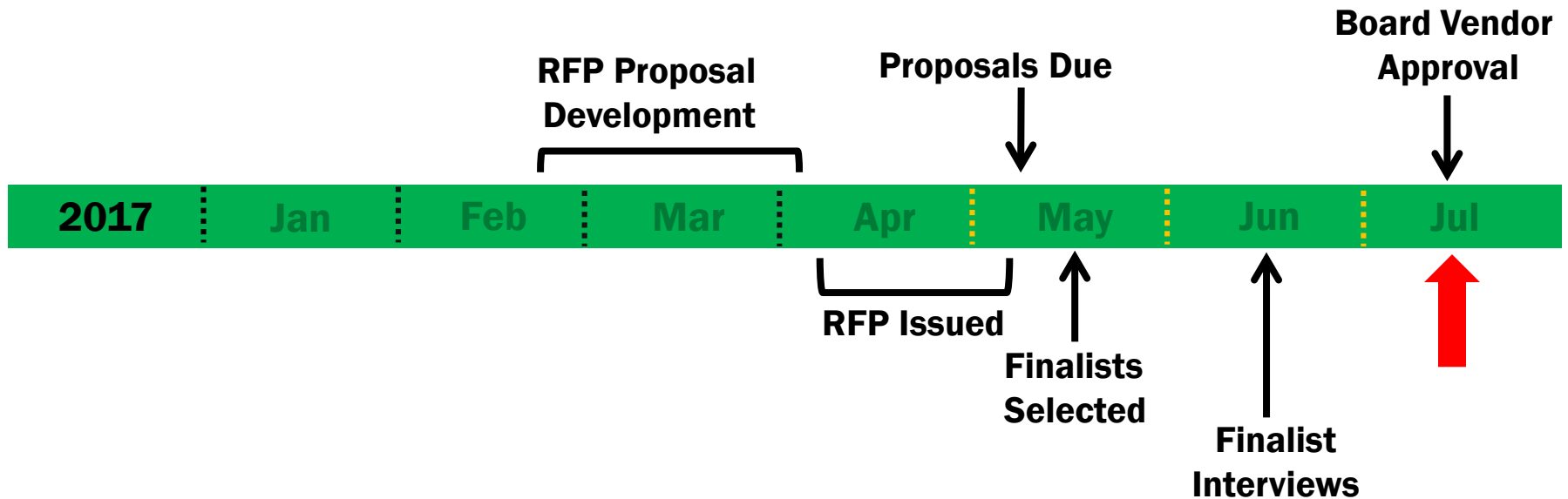
Automated Materials Handling RFP Process

- Issued RFP April 2017
- Four vendors submitted proposals, selection team ranked individually to identify finalists
- Two finalists interviewed by selection team, again individually ranked
- Tech Logic, Inc. selected as vendor
- Recommend selection of Tech Logic, Inc. to Library Board



Automated Materials Handling RFP

Current Timeline



Monticello Library

Update – July 2017



Updates

- Construction Update
- Public Art Update
- Next Steps
- Timeline



Public Art Update

- Artists are working to fabricate their works with installation to follow

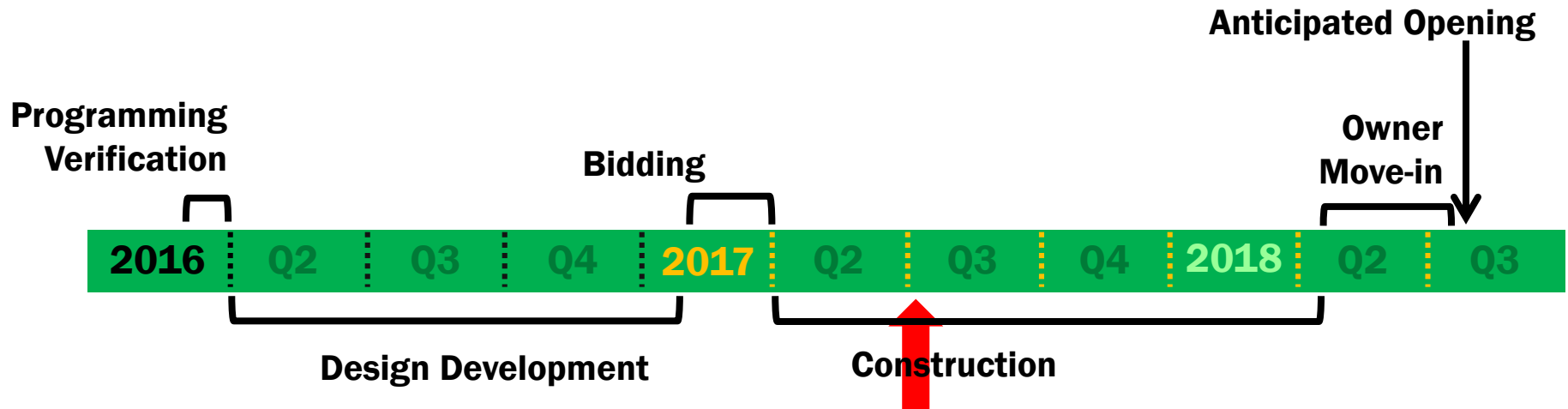


Next Steps

- Continuing with furniture selection
- More Construction
- Hard Hat Tours – please contact Scott for details



Monticello Library Anticipated Timeline



Lenexa City Center Library

Update – July 2017



Updates

- Design update
- Public Art update
- Timeline update



Design Update

1. Approval of 3rd Addendum and Amended Shared Parking and Maintenance agreement by the City
2. Working with Design team on Construction Documents



Public Art Update

- Artist proposal development in progress
- Anticipating Artist presentation to Library Board in September 2017
- Anticipating taking the proposal to the Public Art Commission (PAC) in Q4 2017



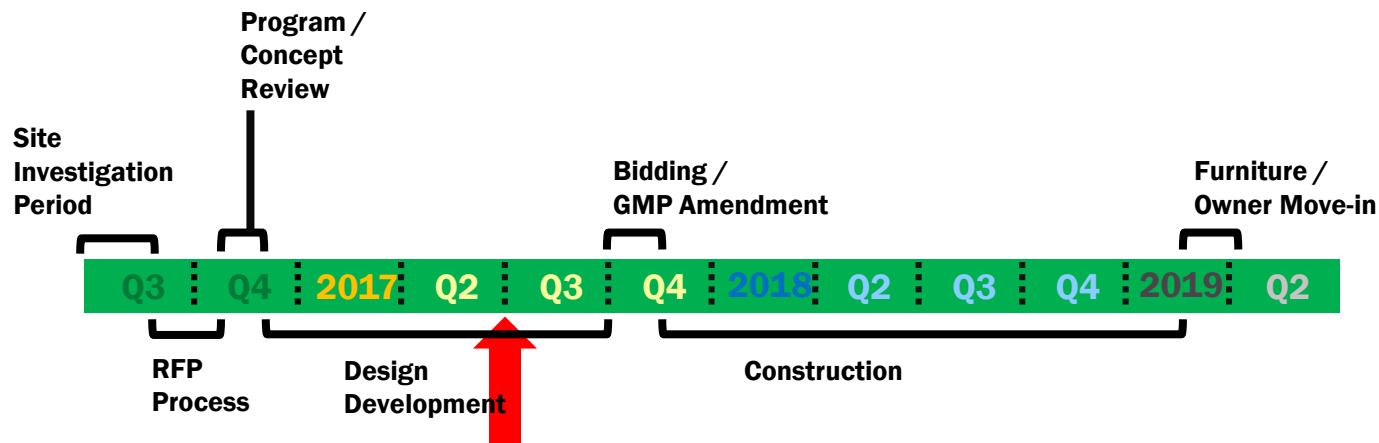
Next Steps

- Property Closing – anticipated October 2017
- Personnel Review Committee submission – anticipated Q4 2017
- Groundbreaking – anticipated late November 2017



Lenexa City Center Library

Anticipated Timeline



(updated 7/15/16)



Blue Valley Studies

Update – July 2017



Updates

- Library Study:
 - Next step is gathering public input
 - Will be using both online and in-person channels
 - Public input meeting on Tues, 9/19

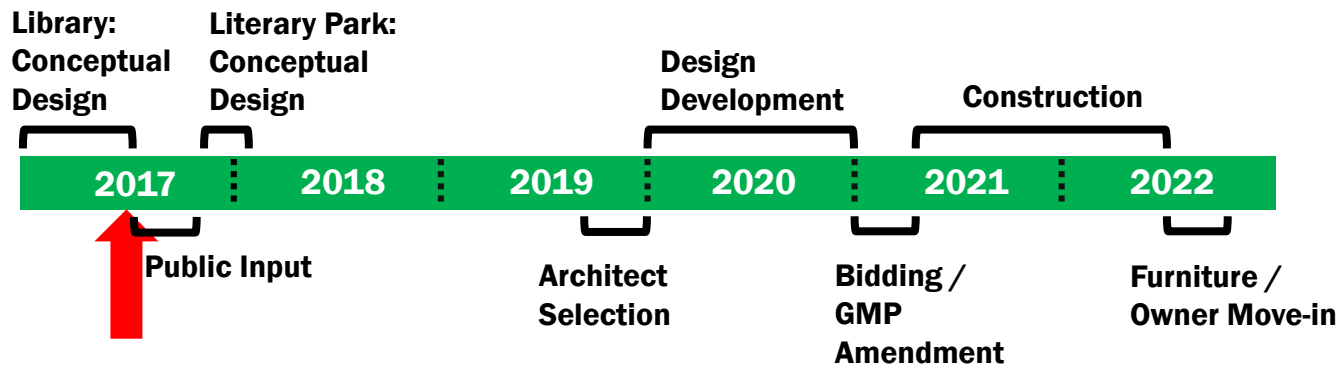


Updates

- Literary Park Study:
 - Concept Design anticipated to resume after Library Study concludes



Blue Valley Anticipated Timeline



(updated 07/07/17)



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, June 8, 2017
Central Resource Library
4:00 p.m.**

BOARD: Nancy Hupp, Donna Mertz, John Nelson, JR Riley, Pam Robinson
Via conference call: Amy Ruot

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Ashcraft

FRIENDS OF THE LIBRARY: Jim Minges

STAFF: Ellen Welch, Michelle Olsen, Laura Hunt, Jennifer Mahnken, Nicki Neufeld, Stephanie Neu, Susan Mong, Michelle Beesley, Adam Wathen, Nancy Birmingham, Linda King, Christopher Leitch, Mike Heffernan, Tricia Suellentrop, Sean Casserley, Scott Sime, Michelle Olsen, Michaela Scruggs

GUESTS: Rick Wise, Bob Zender, Georgia Sizemore, Zack Hangauer, Lynne Brown, Jason Glasrud

Board chair, Pam Robinson, called the meeting to order at 4:00 p.m. Ms. Robinson welcomed guests to the Library Board meeting. Opens the meeting requesting any citizen comments

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

The budget meeting was attended by Mr. John Nelson and Mr. Casserley where the initial library positions were approved minus one position. Commissioner Brown echoed his interest in the library board forming a budget committee to work on the budget on an annual basis, that will be discussed at retreat.

Mrs. Robinson acknowledged Mr. Nelson for attending the budget meeting representing the Library Board

Per Nancy the book sale is currently happening, with lots of bargains to be had.

Mrs. Robinson thanked Nancy for her attendance at the budget hearing back in the middle of June on the Library Board's behalf

No other comments from JR

Words of gratitude from Mrs. Robinson to John Nelson and Nancy Hupp

Friends of the Library

Jim Minges stated this may be the last time that he comes to represent the Friends and chat with the Board. As of that morning the Library Book Sale is going very well. Expressed appreciation for a number of members of the Library staff who have volunteered to help with staffing the book sale. Some

issues that the Friends of the Library board have been looking at during the course of this year, this may be looked at as a mid-year report. The first one is improving the return on the investment in the efforts we make in the great sale program, the point of those other than public relations for the library is to generate revenue, and actually the revenue from some of our sources have not been so good this year, including two of the stores, Central and Antioch and the internet sales project, which is a relatively profitable part of operation but is somewhat low this year. The book sale itself will do very well, have been in a trend once we made the move to JCCC as our sale location to increase the revenue as people become aware of that sale site. Substantially over projections last year in our revenue from that and they think that will continue. Have been able to keep expenditures below expectation are ok as far as balances are concerned. Friends are looking at fixed costs and how to address certain circumstances so that revenue can be increased. Operational issue is volunteer recruitment. Currently is a chronic problem for the Friends. Have a large need for volunteers, have about 40 at the sorting center and a number of others that do online sales & volunteers staffing stores, in part. Volunteers is a significant issue and there was concerns going into the book sale. Concerned on how volunteer applications were processed & how volunteers are recruited in the community, both of those are interactive. In the coming year this is an issue that will have to be dealt with. Will not be able to continue to operate without an adequate core of volunteers.

Currently undergoing a board development process, will involve issues related to recruitment and orientation and in general how the board operates. Dorothy Hues has taken over responsibility for leading that process. 7 of 12 Friends members will be leaving at the end of December. Getting a good orientation process in place is essential.

Question Pam Robinson - Are the volunteers categorized in to ongoing and/or one time that you have a pool you pull from? Thinking about HS students that need community service hours?

Response Jim Minges -Depends, in terms of sorting and store operations those are more ongoing volunteers in addition to that, some people volunteer for the sale events. Particular for the big summer sale. We do look for one time volunteers and we look at various organizations for that

Question John Nelson - Are you doing any recruiting at the book sale?

Response Jim Minges - Yes, in the past it was done as people were walking in, we actually have a Friends membership booth at the rear of the sale area this year.

Respond - John Nelson-Good luck with recruiting

JOHNSON COUNTY LIBRARY FOUNDATION

Pam Robinson Welcomes Michaela Scruggs in her new role as Interim Foundation Director

Foundation Interim Executive Director, Michaela Scruggs, reporting for the first time.

Lynn Brown was acknowledged for representing the Foundation Board

A big thank you to the Friends board, staff and volunteers for their hard work regarding the book sale that is happening as we speak. As you know every summer the JCCC gym is filled with books and people, thankful for everyone's work.

Foundation is gearing up for annual audit next week, expected to go smoothly.

Exciting news: New grants received in the last few weeks: over \$22,000

\$2540 - Dollar General in support of Summer Reading

\$2000 - Helen S Boylan in support of Elementia

\$2500 - OP South Rotary in support of Incarcerated Services

\$10,000 - Royals Charity in support of Summer Reading

\$5,000 - Sprint in support of Homework Help

The Foundation is funding a new 6x6 early literacy space in the Leawood branch, will be celebrating with a small unveiling the morning of Tuesday Sept. 12th, still working on the details and invitations will be sent out once those details are in place.

Let Loose event planning is in full swing. Food and drink vendors have been secured. The goal is to reach \$105,000 and of this week, have raised \$41,000 & have 17 confirmed sponsors. Currently finalizing ticket and sponsor ship website and will make that link available as soon as it is ready. Something new this year is the early bird and discounted ticket pricing for educators and librarians in the community. As a reminder the Library Let's Loose event is Oct 14th Hope to see everyone there

Thank you to the Foundation Board and Staff, especially the spectacular Foundation Assistant, Stephanie Nue. Mrs. Scruggs states she is very fortunate to be able to work with this amazing group of go getters that believe in mission of the Library and work to seek funding to support the collections and programs.

Mrs. Pam Robinson acknowledge Mrs. Scruggs for a great job

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Ashcraft commented that Mr. Nelson covered what he had hoped to share. Indicated that Mr. Casserley presented himself well during the budget process. Part of the conversation that went on was trying to respect that the library has certain core services that the library must do and the library does them well, but, there are some back office functions and responsibilities that if it makes sense and Mr. Casserley made this argument, and Ashcraft thinks it reasonable, that if there is a cost benefit reasonableness to it if it can help save the library money those things in core services and the County provides some of those back office functions that it is well worth considering it. Part of the reason one change occurred and there will be some ongoing conversations about maybe some others. Ashcraft acknowledge Mr. Casserley and Mr. Nelson for a good job at the budget meetings

Board Counsel

Fred Logan suggested that he defer the report on IT as core Library services to the July meeting since there are several board members that are out. This is an extremely important topic, Mr. Logan has spent some time reviewing this topic and also speaking with Michelle Beasley. As a preview IT should be viewed as a core library service. A quote someone told Mr. Logan was "Technology is integrated with every patron's experience" From the moment they walk in the door till they walk out, technology is integrated with every experience. Will defer since there are only 4 board members.

Pam Robinson commented that the other report on the agenda the Legal Aspects of Filtering should also be deferred since the board member that requested it is not present.

Mr. Logan is happy to defer that reports as well since it's a very brief report. The only other thing that will be talked about in the July or rather Mr. Logan is prepared to talk about in July is the budget policy that he has started to outline, a regulation that will be in the ARMS, that outlines the legal background in the budget, what we do and why we do.

Mr. Fred Logan acknowledged Michelle Beasley for her help

Pam Robinson asked if members of the board are ok with it and all agreed.

PASSED

COUNTY LIBRARIAN REPORT

Sean Casserley began with thanking the commission and commissioner Ashcraft for the time spent with Mr. Casserley. Ashcraft asked a lot of question about the process and again looking for ways to work together and save money is something that the library is definitely in alignment with. Also putting in more rigor and putting in some kind of committee that looks at the budget, is something that when Fred brings in this ARM will be a discussion point moving forward.

Mr. Casserley then invited Mrs. Nicki Neufeld to give the financial report

Finances and Statistics

Finance Director, Nicki Neufeld, reported on the finances.

According to the revenue report we are at 53% in revenue for 2017, looking at April 2017-33% of the year lapsed. Comparing to last year that was at 54%, right were we expect to be. Page 11 22% spin down at 33% of the year lapsed is also right were we expect to be.

No questions about the financial report

Mr. Casserley then invites Michelle Olsen to talk about Materials Handling Implementation

Strategic Plan

Materials Handling Implementation

Michelle Olsen- Last month gave an update on the material handling study and this month continuing that update giving information on the automated material handling RFP that was issued this Spring for the Library. Background on the automation - JCL tagged the collection with RF ID tags in 2011 & 2012 and added automated sorting systems as well as gates and self-checks during those times as part of our process. Showed images of JCL's automated sorter that was installed at JCL it is a 7 bin sorter also have sortation equipment at Blue Valley, Leawood and a smart shoot at Shawnee that are all in existence right now. In addition to automated sorting systems, RF Id solutions and automated material handling includes the security gates, self-checks and RF Id pads for processing materials. When issuing this scope of the RFP this spring it included sorting systems for our new Monticello and Lenexa City Center locations as well as adding sorting systems to Corinth and Antioch. The material handling study had recommended that we add sortation systems for efficiencies at existing locations. In addition, looking for ancillary equipment as in conveyance from exterior book returns, self-check security gates and RF Id pads for the two new locations - Monticello and Lenexa City Center.

4 manufactures respond with proposals this spring. In looking at the time line, currently interviewing two finalists on Tuesday next week. Hope to look to the board for vendor approval in July.

Nancy Hubb asked - What are we asking these vendors to propose?

Michelle Olsen responding that the proposal was for automated sorting equipment for the 4 locations. Looking for a vendor for term and supply. Looking to vendors to provide proposals for those 4 locations.

Nancy Hubb asked why wouldn't you use the same vendor we are using currently

Michelle Olsen responded that as technology improves and sorting systems get better and have some complex conveyance needs at Monticello and Lenexa City Center, we have not had exterior conveyance from our existing book drops included in any of our projects. Would like to see what advancements have happened in the term of conveyance.

Mr. Casserley recalled that 3m equipment we have today, that division was sold to another company? Michelle Olsen responded that 3m had combined with Bibliotecha Mr. Casserley thought it made sense, since 3m and Bibliotecha were combined to look at the technology that one vendor provided with the technology that the vendor can now offer.

Michelle Olden mentioned that the product they are utilizing now is different than the product we currently have.

Pam Robinson Are these products movable? We aren't going to put something in that we will eventually throw away

Michelle Olsen no, we specifically asked for that within, our need is that they can be reconfigurable and moved if necessary.

Mr. Casserley voiced that central library is a good example. One of the challenges at Central was where to return the material. We reoriented the return so that it was visible, moved all the sorting equipment we didn't buy anything new, it didn't come whole and they moved it and since its sensor driving it had to be rebalanced. It is important that nothing is fixed or be made redundant just because of the location.

Nancy Hubb Knowing how fast technology changes and knowing the system we have was put in, in 2012, how long before the system we currently have be seriously outdated

Michelle Olsen - Sorting systems should have a lifetime of 20-25 years, our sorters are performing at a great level, very minimal downtime performing about 90% of the time. There are other libraries out there that their sorter are 20-25 years

Mr. Casserley - South Bend was one of the first to have a very large sorter. Our RF Id technology even 20 years ago was not standardized as far as the information that you could put on that little chip. Within those walls was that going to stabilize and have a winner or loser in libraries and having one way to finding themselves with to RD Id their collection.

Michelle Olsen-The last slide that was shown was the anticipated Installation Timeline for the sorters at the 4 locations with Monticello and Antioch slated in 2018 and 2019 Lenexa City Center & Corinth

Pam Robinson questioned if there was anyone on the phone line
Maria Elena Stadick confirmed that there was not

Mr. Casserley invites Facilities manager Mike Heffernan, Scott Sime is out on vacation.

Comprehensive Library Master Plan Monticello

Facilities Manager, Mike Heffernan highlighted images of Monticello, one of the north elevation of the library as to what the library will look like when it is complete and another of the construction site at the Monticello site taken from the bank parking lot (far west elevation). Stair towers are currently being constructed, one on the North end and one on the South end.

The pvc public art process for Monticello is continuing, working on getting that fabricated and installed. Next step will be working on the interior, furniture selection, where everything will be going, getting everything purchased and put in. Construction will continue

Hard Hat tours will begin June 20th at 3:30. Certain criteria must be met such as clothing and a signed release. Scott Sime has more details regarding Hard Hat tours please feel free to contact him if you would like a tour.

Next up was a photo of the time line

Fred Logan mentioned that he has done many zoning hearings and acknowledged that there was lots of praise on Sean, the entire Library staff & architects on their design for the Monticello project

The artist proposal development is in progress and an artist has been selected. His work will be looked at during 3rd quarter 2017. Will be taken to public art commission, this was not listed in the preview

Lenexa City Center update

City council has approved our plan so ready to move forward

Fred Logan mentioned that he has done many zoning hearings and acknowledged that there was lots of praise on Sean, the entire Library staff & architects on their design for the Lenexa City Center project

The artist proposal development is in progress and an artist has been selected. His work will be looked at during 3rd quarter 2017. Will be taken to public art commission, this was not listed in the preview

Anticipated timeline is moving forward

Blue Valley

Mike Heffernan stated that Mr. Casserley had attending a meeting with Overland Park community development Committee the evening before (June 7th) and asked that he give a summary.

Mr. Casserley stated it was a great meeting, an extensive summary will be sent out to the board. The capitol library master plan conceptual plan was shared with the committee and they had a number of questions which were answered the best they could. Some questions did not have the data and stated the question would be looked in to and get back to them, that is all covered in the briefing. The next step is this committee would like to see us work with Rick Wise with Clark Anderson along with City Professional Staff and reach out to the community and get input of these conceptual drawings. Then they could see pros and cons with either and they had asked where we were with the plans. The library is more in the library building business, our job is to facilitate. The Library cares that the community feels confident that it gets what it wants. This will stretch out the time line a little but we do have some time with this project. Will not interfere with the start of the construction. The decision will not be made in July. In the past there were surveys online for Chambers and Rotary Clubs. Open public sessions trying to get as many voices and opinions. This process will happen thru November. There is not one solution that is appearing right now that the library board, the city of Overland Park and the BOCC that they can stand behind, there are just too many questions.

PM-Requested that as the dates of these public hearings are set please notify the board in case someone wants to attend. Have already mentioned these sessions to the PTO PTA parents & presidents within the school district in that area, they are anticipating these sessions.

Mr. Casserley currently in the planning to plan stage, it was a very full agenda but gave us an hour and 15 minutes of their time and were fully engaged.

Mr. Casserley while looking at the aerial plans there are soccer fields and originally that plot of land was scheduled for a swimming pool. Concern that the swimming pool plan had been removed from that locations. But concerned that the people that used the soccer field really valued that amenity. The City Manager was able to share that the plan with these type of amenities of a pool and soccer field were in the plans to be relocated. The CDC committee had not seen those plans yet. That is one of the benefits of working with the city & talking with the community, able to talk with them about the plans and is a real partnership.

Pam Robinson thanked Sean for the update

No one had additional questions

Updates

Mr. Casserley first up is the book marks event at Roque Park. This is a partnership the library has with Henry Fortunato called a Hike Thru History. There are 12 plaques that are very large that spread out thru Indian Creek Trail. They tell about history at each interception point. Highly researched by JCCC and KU and the library has been a partner. There will be a series of these 12 bookmarks, on the back you will see the trails. On the back of the ones for the library you will see library quotes about Johnson County and Kansas. Great place for exercise and combining it with something for your mind to do. Citizen was concerned that he had been running past this park for years and hadn't seen the plaques, these panels have just gone up last week. This was a suburban area but has grown, but if you dig deeper there is a history about pioneers, people that took risks and people that had visions about leaving it better than you found it. These people really have built this community. We live in a place like Johnson County because pioneers. Henry has been a joy to work with. Henry was the marketing manager at KCMO Public for many years and currently lives in Johnson County

Pam Robinson didn't notice that these panels were all different

Mr. Casserley- Fascination that our archives braid and encourage you to take a walk at Indian Creek Trails to take a look at the plaques

Mr. Casserley it is the start of the Summer Reading Program, an exciting time here at the Library

Pam Robinson Thanked Sean, asked if there were any questions before moving on to consent agenda?

There were no additional questions.

Pam Robinson Do any members of the board have an item they wish to remove from the consent agenda?

Pam Robinson Do I have a motion to approve consent agenda?

Consent Agenda

1. Minutes of the May, 2017 Regular Library Board meeting

Motion: Nancy Hupp moved to approve the consent agenda

Second: John Nelson

Motion carried 4 to 0

Pam Robinson inquired if anyone was on the phone line
Maria Elena Stadick confirmed there was not

OLD BUSINESS

No Old business

NEW BUSINESS

Consideration of approval of the 3rd Addendum to the property Conveyance Agreement.

Fred mention how well the approval of the plans for Lenexa City Center, this is the final addendum that will be presented. Items that are being cleaned up are: A license agreement for the library lane & kiosk that was approved as part of the plans, the stairs that we are now calling the lower commons project- this is a cost sharing arrangement so that there isn't a situation where Lenexa installs part of stairs & lower commons or strata area then needing for it to be torn up. Now have an agreement as to how they will reimburse us. We will build the portion adjacent to our library but they will reimburse us \$60,000. Will be addressing trash and recycling disposal, that is now in the amended and reinstated agreement for shared parking development. Roof structure hangs over the property line so there is now a perpetual encroachment that is now granted. When we moved the structure of the library to align with the parking garage, their structural beam is on library property so we grant them in turn perpetual encroachment. Cleans up a number of items and recommend for approval from the Board. We already approved an agreement for sharing parking & property maintenance with provisions made on cost of maintenance, which is extremely low. But came to the board to discuss disclosing to Lenexa thought we may use more parking stalls instead of 105 its 114 so there is an amendment on that, on the amount, on trash and waste disposal at \$1200 a year. That is the report and I would ask the Board to approve

Question Nancy Hupp had a question but will ask after the motion

Motion: Motion to approve both the 3rd Addendum to the property Conveyance Agreement
(2nd item of reinstated agreement for shared parking and property maintenance was not motioned)

Second: JR Riley **Motion carried 4 to 0**

Question Nancy Hupp On Saturday at City Market Days, we will not have the pickups thru the drive thru lane. How will we let the patrons know that they can't pick up from the kiosk?

Fred Logan Thru signage and thru the library website

Mr. Casserley confirmed that thru signage and website, for both buildings Monticello and Lenexa, to visibly show when the buildings are open. You would not pull in to the library and find out it is closed, you would be able to drive by and see if the buildings are open or closed.

Nancy Hupp concerned that would not address the issue with the drive thru for pick. Will there be signage before they even get in the garage?

Fred Logan stated there will be signage before you even get in the garage and be on the website. It was very important to the City that on City Market Days that it be done that way and that was acceptable to us. That has to do with holds as returns would be as usual

Mr. Casserley thinks the impact is low because The City Market starts early and be over, only overlapping by maybe an hour

Pam Robinson addressed Fred stating that she doesn't see a motion for the 2nd item on the agenda

Fred Logan suggested that the motion be, approval of the 3rd Addendum to the property Conveyance Agreement and the amended and reinstated agreement for shared parking and property maintenance.

Motion Nancy Hupp moved to approve the 3rd Addendum to the property Conveyance Agreement and the amended and reinstated agreement for shared parking and property maintenance

Second: JR Riley Motion carries 4 to 0

ADJOURNMENT

Motion: John Nelson motioned to adjourn

Second: JR Riley

The meeting adjourned at 4:43 p.m.

DATE _____

SECRETARY _____
John Nelson

CHAIR _____ SIGNED _____
Pam Robinson Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: MAY-2017

			Receipts	Payments	Balance
	Opening cash balance				\$51,469.48
		Add Receipts	\$84,517.90		
		Less Payments		\$7,912.10	
	Ending Cash balance				\$128,075.28
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$128,075.28

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: July 13, 2017

Issue: Consider approving the following utility items on the Monticello site:

1. *Permanent Sanitary Sewer Easement* between the Library Board and Consolidated Main Sewer District of Johnson County
2. *Existing Sanitary Sewer Easement Vacation* between the Library Board and Consolidated Main Sewer District of Johnson County

Background:

- As part of the construction of the Monticello Library, an existing sanitary sewer line exists on the site which must be relocated. A new sanitary sewer line and easement must then be created at a different location, northeast of the existing location, to serve the site.

Analysis: These easement agreements (items 1-2), provide the necessary legal authority for vacation, construction, maintenance, repair, and, operation of a sewer line and all appurtenances convenient for the collection of sanitary sewage, through the easement premises.

1. *Permanent Sanitary Sewer Easement between the Library Board and Consolidated Main Sewer District of Johnson County.* This easement deals with the creation of a new sanitary sewer easement. The Library grants the easement to Consolidated Main Sewer District of Johnson County “a right-of-way to lay construct, maintain, alter, repair, replace and operate one or more sewer lines and all appurtenances convenient for the collection of sanitary sewage.”
2. *Existing Sanitary Sewer Easement Vacation between the Library Board and Consolidated Main Sewer District of Johnson County.* This easement deals with the vacation of the existing sanitary sewer easement.

Alternatives: 1) Not approve the utility items as above with the understanding that this action will significantly affect the 6 by 6 storywalk and Public Art.

Legal Review: Library Legal counsel has reviewed and approved these items.

Funding Review: These costs are included in the Monticello project.

Recommendation: Approve the above easement agreements for the Monticello property.

Suggested Motions:

1. I move to approve the Permanent Sanitary Sewer Easement between the Library Board and Consolidated Main Sewer District of Johnson County.
2. I move to approve the Existing Sanitary Sewer Easement Vacation between the Library Board and Consolidated Main Sewer District of Johnson County.

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ANDREW V. LOGAN

ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan and Andrew Logan

Re: Approval of vacation of existing sanitary sewer easement, new sanitary sewer easement at Monticello site

Date: July 5, 2017

As you know, construction is well underway at the site of the new Monticello Library. It is now time to vacate the existing sanitary sewer easement and grant a new, permanent sanitary sewer easement on the site.

Members of the Library team have worked with members of the Johnson County Wastewater staff on the enclosed "Existing Sanitary Sewer Easement Vacation" and "Permanent Sanitary Sewer Easement" documents. The documents are straightforward: the existing easement, shown on the diagram attached to the vacation document is being vacated and a new easement, shown on the diagram attached to the permanent easement document is being approved.

We have reviewed and approve the form of these documents. We recommend that you approve both documents by separate motion.

EXISTING SANITARY SEWER EASEMENT VACATION

KNOW ALL MEN BY THESE PRESENTS, That Board of Directors of the Johnson County Library of the Post Office of 9875 W. 87th Street, Overland Park, KS 66212 in the State of Kansas, in consideration of One and No/100ths Dollars (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, hereby grant and convey unto Consolidated Main Sewer District of Johnson County, its successors and assigns, a Right-of-Way to lay construct, maintain, alter, repair, replace and operate one or more sewer lines and all appurtenances convenient for the collection of sanitary sewage, over and through the easement premises in the County of Johnson in the State of Kansas, more particularly described in the attached Exhibit "A", together with the right of ingress and egress over and through adjoining land as may be reasonably necessary to access said easement.

See attached Exhibit "A" for easement description.

This grant is a permanent easement for the purpose aforesaid and full consideration therefore is acknowledged.

Grantor shall retain the right to use the surface of said easement, so long as said use does not interfere with the installation and maintenance of the sewer main and so long as no building(s) or structure(s) are erected within the easement. No alteration of land contours will be permitted without the express written approval of Grantee. Any placing of improvements or planting of trees on said permanent right-of-way will be done at the risk of subsequent damage thereto without compensation therefore.

All grass, sidewalks, streets, drives and parking lots damaged by the installation of said line or by making future repairs or in removing said property shall be replaced by Grantee.

This agreement is binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto, and it is understood that this agreement cannot be changed in any way except in writing, signed by the Grantor and duly authorized agent of the Grantee.

IN WITNESS WHEREOF, the grantor has hereunto set their hand and seal on this, the xx day of February, 2017.

CORPORATION ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____)SS.

BE IT REMEMBERED, That on this **(type/enter day)** day of **(type/enter month)**, **(type/enter year)**, before me, the undersigned, a notary public in and for the County and State aforesaid, came **(type name of officer signing)**, Chair of Board of Directors of the Johnson County Library, a corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Kansas, who is personally known to me to be such officer, and who is personally known to me to be the same person who executed, as such officer, the within instrument of writing on behalf of said corporation, and such person duly acknowledged the execution of the same to be the act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal; the day and year last above written.

Notary Public

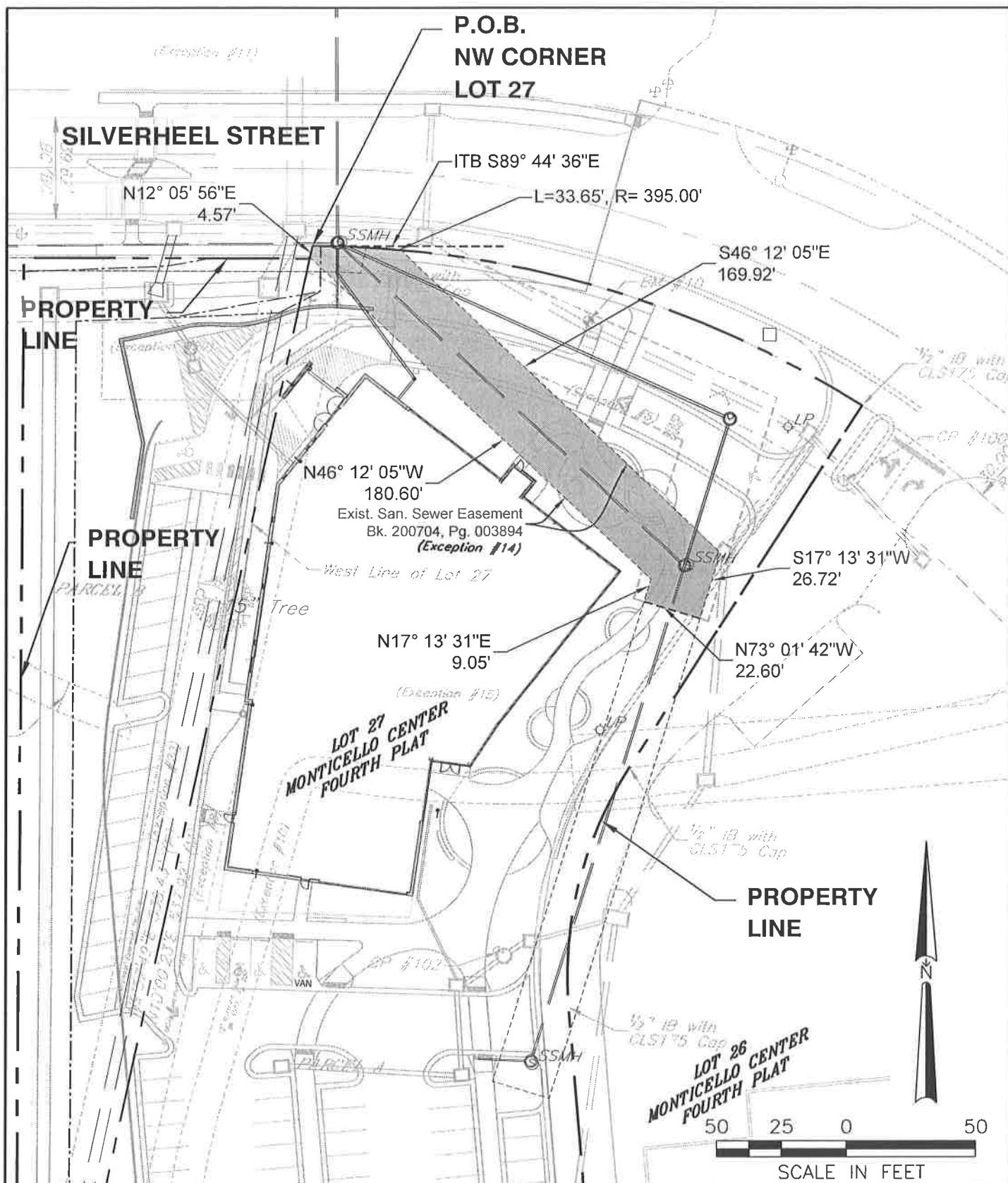
My commission expires: _____

**EXHIBIT "A"****EXISTING SANITARY SEWER EASEMENT VACATION**

A tract of land located in the southeast $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of Section 15, Township 12 S, Range 23 E, Sixth Principal Meridian, being part of Lot 27, Monticello Center Fourth Plat a subdivision in the City of Shawnee, Johnson County, Kansas described as:

Beginning at the northwest corner of said Lot 27; thence easterly along the north line of said Lot 27, on a curve to the right having an initial tangent bearing of S $89^{\circ} 44' 36''$ E a radius of 395.00 feet, and an arc length of 33.65' feet; thence S $46^{\circ} 12' 05''$ E a distance of 169.92 feet; thence S $17^{\circ} 13' 31''$ W a distance of 26.72 feet; thence N $73^{\circ} 01' 42''$ W a distance of 22.60 feet; thence N $17^{\circ} 13' 31''$ E a distance of 9.05 feet; thence N $46^{\circ} 12' 5''$ W a distance of 180.60 feet to the westerly line of said lot 27; thence along the westerly line of said Lot 27, N $12^{\circ} 05' 56''$ E a distance of 4.57 feet to the Point of Beginning at the northwest corner of said Lot 27, containing 5045.31 square feet of land more or less.





4600 College Boulevard,
Suite 100
Overland Park, Kansas 66211
Tel: 913-451-1818
Fax: 913-451-7599

EXISTING SANITARY SEWER EASEMENT VACATION

Monticello Branch Library

22435 W. 66th St., Shawnee, Kansas 66226

EXHIBIT

A

Page 2 of 2

PERMANENT SANITARY SEWER EASEMENT

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All grass, sidewalks, streets, drives and parking lots damaged by the installation of said line or by making future repairs or in removing said property shall be replaced by Grantee.

This agreement is binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto, and it is understood that this agreement cannot be changed in any way except in writing, signed by the Grantor and duly authorized agent of the Grantee.

IN WITNESS WHEREOF, the grantor has hereunto set their hand and seal on this, the xx day of February, 2017.

CORPORATION ACKNOWLEDGEMENT

STATE OF _____)
)SS.
COUNTY OF _____)

BE IT REMEMBERED, That on this **(type/enter day)** day of **(type/enter month)**, **(type/enter year)**, before me, the undersigned, a notary public in and for the County and State aforesaid, came **(type name of officer signing)**, Chair of Board of Directors of the Johnson County Library, a corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Kansas, who is personally known to me to be such officer, and who is personally known to me to be the same person who executed, as such officer, the within instrument of writing on behalf of said corporation, and such person duly acknowledged the execution of the same to be the act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal; the day and year last above written.

Notary Public

My commission expires: _____

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A tract of land located in the southeast $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of Section 15, Township 12 S, Range 23 E, Sixth Principal Meridian, being part of Lot 27, Monticello Center Fourth Plat a subdivision in the City of Shawnee, Johnson County, Kansas described as:

Beginning at the northwest corner of said Lot 27; thence easterly along the north line of said Lot 27, on a curve to the right having an initial tangent bearing of S $89^{\circ} 44' 36''$ E a radius of 395.00 feet, and an arc length of 58.43' feet; thence S $65^{\circ} 31' 23''$ E a distance of 131.52 feet; thence S $16^{\circ} 58' 18''$ W a distance of 90.54 feet; thence N $73^{\circ} 01' 42''$ W a distance of 30.00 feet; thence N $16^{\circ} 58' 18''$ E a distance of 64.23 feet; thence N $65^{\circ} 31' 23''$ W a distance of 157.87 feet to the westerly line of said lot 27; thence along the westerly line of said Lot 27, N $12^{\circ} 05' 56''$ E a distance of 10.29 feet to the Point of Beginning at the northwest corner of said Lot 27, containing 7,002.23 square feet of land more or less



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ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan and Andrew Logan

Re: Amended and Restated Memorandum of Understanding with County Facilities
Department

Date: July 5, 2017

For four years, the Library Board and the County Facilities Department have been working in a collaborative manner under a Memorandum of Understanding. The basic terms of the MOU have been simple: County Facilities dedicates a representative to working with the Library; the Library in turn makes a payment in support of that representative's position.

The Facilities Department's representative has worked in a highly collaborative way with members of the Library team in the development and implementation of the Library's Comprehensive Library Master Plan. The representative is now playing a key role as construction is underway at Monticello and will be commenced at the Lenexa City Center site before the end of the year. In our view, the quality of the service rendered by the Facilities representative has been nothing less than outstanding.

We are accordingly presenting the enclosed "Amended and Restated Memorandum of Understanding" between the parties to you for approval at your July Board meeting. We are doing so because there is only one change proposed to the existing collaborative arrangement: A second position is being added by County Facilities to work with the Library team. I am sure you can see why this is being done: Monticello is under construction, Lenexa City Center Library soon will be, and the pace of planning on the new Blue Valley site will pick up in the coming year. There are no other changes proposed to the terms of the present collaborative arrangement.

We recommend approval of the enclosed "Amended and Restated Memorandum of Understanding" between the Library Board and the County Facilities Department.

**AMENDED AND RESTATED MEMORANDUM
OF UNDERSTANDING**

This Amended and Restated Memorandum of Understanding (MOU) dated _____, 2017, memorializes the working relationship between the Board of Directors of the Johnson County Library (the Library) and the Johnson County Facilities Management Department (the Department). This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

1. The Library owns and operates library facilities in the Johnson County Library taxing district pursuant to K.S.A. 12-1223. It also establishes regulations for those facilities pursuant to K.S.A. 12-1225.
2. The Facilities Management Department has extensive expertise in the planning, design, renovation, construction and management of public facilities.
3. The Library has been and intends to continue to make use of the Department's expertise, particularly in planning, design, renovation and construction projects, including pending projects associated with the Comprehensive Library Master Plan. The Library and the Facilities Management Department accordingly agree that on such projects the Department will provide the Library consultation and management services on the overall planning, coordination, and control of project(s) from beginning to completion, aimed at meeting the Library's requirements in order to produce functionally and financially viable project(s) (hereinafter "Services"). Such Services shall include planning; budgeting; consultant and contractor relationships; and implementation and management of consultant and contractor agreements and consultant and contractor payments on such projects.
4. The Department has been providing the Services to and on behalf of the Library through the use of one full-time Project Manager III. The Library has provided the budgeted funding to cover the costs of such position by transfer of funds out of the Library Operating Fund to the General Fund for the benefit of the Department. The Library agrees to continue to provide that funding for the position throughout the term of this MOU.
5. In recognition of the increased demand on the Department to provide the Services described herein, the Library agrees to provide additional budgeted funds to cover the costs for a second full-time Project Manager position at the level of Project Manager II throughout the term of this MOU. Such position shall be included within the authorized positions within the Library's budget through the term of this MOU, but the position shall be supervised by and operate under the direct supervision of the Department.
6. The positions funded by the Library, as described in paragraphs 4 and 5, shall have as their primary responsibilities providing to the Library the Services described herein. The Library recognizes that the personnel in such positions may, from time to time, be assigned tasks or projects for the benefit of the Department or the County.

7. In addition to the personnel described in paragraphs 4 and 5, the Department may, from time to time, temporarily assign other Department personnel to provide Services to the Library. The Library shall not be responsible for providing additional funding, in whole or in part, for the costs of such personnel.

8. Funding, as that term is used in this MOU, means providing adequate budgeted funds to pay the costs for the entire salary, including salary increases, and the employment costs and benefits, for each of the positions described in paragraphs 4 and 5. In recognition of the additional services provided by the Department without additional funding, as described in paragraph 7, the salaries and expenses of the funded positions described in paragraphs 4 and 5 shall not be prorated based upon time spent by the incumbents on projects that are not for the sole benefit of the Library.

9. The parties will jointly develop procedures over time to address the items set forth in paragraph 3, as their working relationship progresses.

10. The Library shall retain all statutory authority set forth in K.S.A. 12-1218, et seq.

11. This MOU shall remain in effect through December 31, 2018 and shall automatically renew for additional one (1) year terms thereafter until such time as it is terminated by either Johnson County or the Library.

Brad Reinhardt	Date
Director, Johnson County Facilities	
Management Department	

Hannes Zacharias	Date
Johnson County Manager	

Sean Casserley	Date
Johnson County Librarian	

Pamela Robinson	Date
Chair, Board of Directors of the	
Johnson County Library	

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: July 13, 2017

Issue: Consider approving the selection of Tech Logic, Inc. as Johnson County Library's automated materials handling (AMH) system vendor, per Request for Proposal (RFP) No. 2017-036.

Background: The JCL Strategic Plan Goal #6 states that "People will find staff, materials, and services convenient and easy to access" and a tactic under that goal is "continuous improvement of materials handling." On October 13, 2016, the Library Board heard Materials Handling Study recommendations from CapRock Global Solutions, LLC. that indicated automated materials handling is more efficient and cost-effective and removes several manual tasks from the materials handling process.

These AMH solutions have been included in the Monticello and Lenexa City Center building projects, and have also been included in the 2018 Capital Improvement Project Request by the Library Board for the Antioch and Corinth branches.

Analysis: On April 5, a Request for Proposals (RFP) No. 2017-036 was issued for Automated Materials Handling (AMH) solutions. The RFP was advertised in the local newspaper and posted electronically on the Johnson County KS website and Johnson County electronic bidding site powered by Ionwave Technologies.

A total of four (4) proposals were received and two (2) finalists were interviewed by the evaluation committee consisting of staff from the Facilities Management, Library, and DTI departments. Tech Logic, Inc was the top-ranked firm based on 5 criteria: (1) Project Approach, (2) Key Staff Members, (3) Firm Experience, (4) Staff Utilization, and (5) Cost proposal. Tech Logic, Inc. demonstrated a clear and complete understanding of the scope of services, has related experience, and successfully provides similar services to other similar Libraries.

Firms Submitted	Interviewed	Recommended
Tech Logic, Inc.	X	X
Bibliotheca	X	
MK Solutions		
PV Supa		

Alternatives: 1) Accept the selection of Tech Logic, Inc as the Automated Materials Handling vendor. 2) Not accept the selection of Tech Logic, Inc as the Automated Materials Handling vendor.

Legal / Funding Review: For the Monticello and Lenexa City Center branches, the respective Construction Managers will hold contracts for the AMH systems, and costs will be paid from the respective PBC Capital Project accounts. For Corinth and Antioch, the Library Board will enter into contracts with Tech Logic and costs will be paid from the Library's CIP budget.

Recommendation: Accept the selection of Tech Logic, Inc as Automated Materials Handling vendor, per Request for Proposal (RFP) No. 2017-036.

Suggested Motion: I move to accept the selection of Tech Logic, Inc as Automated Materials Handling vendor, per Request for Proposal (RFP) No. 2017-036.

Briefing Sheet

To: JCL Library Board
From: Sean Casserley, County Librarian
Date: July 6, 2017

Issue: Digital Asset Management Partnership with Johnson County Parks & Recreation and Public Information Office (PIO)

Background: Individual staff members in various agencies manage multiple copies of images, videos, documents and other creative resources in multiple locations. This results in fragmented asset availability, redundancy, lost productivity.

CX staff, along with Johnson County Parks & Recreation and PIO's office researched an enterprise solution that permits communication professionals in each group; to independently manage creative assets and to provide mutual and/or public access (eg an online Press Room) conveniently and economically.

Alternatives: 1) Not approving the MOU and continuing the manage assets manually across all entities. 2) Not approving MOU and the library investigating independent options

Legal Review: Fred Logan

Budget Approval: Nicki Neufeld

Recommendation: Approve the memorandum of understanding between the Johnson County Parks & Recreation and County Manager's Public Information Office to test viability of a digital asset management system LIBRIS between all entities.

Suggested Motion: I move that the Library Board approve the MOU between the Johnson County Parks & Recreation and County Manager's PIO for LIBRIS, a digital asset management system.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made as of the 28th day of April, 2017 (the “Effective Date”), by and among the Johnson County, Kansas, by and through the Office of County Manager (“CMO”), the Johnson County Library (“Library”), and the Johnson County Park and Recreation District (“District”) (each a “Party” and collectively the “Parties”).

STATEMENT OF UNDERSTANDING

CMO, Library, and District hereby acknowledge and agree that the provisions of this MOU shall govern the understanding of the Parties with regard to their participation in and funding of the PhotoShelter Libris Account Service Agreement (Reference PhotoShelter Invoice No: 1108725298) and PhotoShelter Libris Quote for Johnson County for a photo management system (together the “Agreement”) entered into between District and PhotoShelter, Inc. (“PhotoShelter”). CMO, Library, and District agree that each of the Parties has the right to use and access the photo management system Services of PhotoShelter, as those Services are defined under the Agreement, for its respective internal business purposes.

1. This MOU shall commence with the Effective Date hereof and shall remain in full force and effect, unless otherwise mutually terminated by Parties; provided, however, at any time within sixty (60) days of the Effective Date of this MOU, either CMO or Library may elect to cancel its participation under the Agreement and withdraw from this MOU upon written notice to District stating the effective date of withdrawal. Upon such notification, the withdrawing Party shall receive a full refund of its share in the costs of the contract amount from District.

2. CMO and Library understand and acknowledge that District entered into the aforementioned Agreement with PhotoShelter for the Service Term of April 28, 2017 through April 28, 2018, for a contract amount not to exceed \$6,999.00.

3. CMO, Library, and District hereby agree to share in the costs of the contract amount of the Agreement as follows: CMO in the amount of \$2,333.00; Library in the amount of \$2,333.00; and District in the amount of \$2,333.00.

4. Upon execution of this MOU, CMO and Library each shall remit via a journal voucher to District their respective share in the costs of the contract amount of the Agreement. CMO and Library shall have no other financial obligation under this MOU. Further, CMO and Library shall have no obligations or liabilities under the Agreement. If the Agreement is terminated pursuant to its terms by District, and should CMO and Library be entitled to a refund for any prepaid fees covering the remainder of the term under the Agreement, such refund shall be shared proportionately among CMO, Library, and District.

5. This MOU constitutes the entire understanding of the Parties hereto and cannot be amended except by written Addendum mutually agreed upon and signed by the parties hereto.

6. The Parties acknowledge and agree this MOU shall be governed by the laws of the State of Kansas and that nothing contained in this MOU is intended to be contrary to applicable state or federal laws, rules or regulations, or any internal policies and procedures of Johnson County Government. If any clause, provision or covenant of this MOU should be found unconstitutional, invalid or contrary to state or federal law, rule or regulation, or County policy or procedure, the remainder of this MOU shall remain in full force and effect as if such unconstitutional, invalid or contrary clause, provision or covenant were not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives on the day and year first above written.

JOHNSON COUNTY LIBRARY

Authorized Signature

Printed name and title

**JOHNSON COUNTY PARK
AND RECREATION DISTRICT**

Authorized Signature

Printed name and title

JOHNSON COUNTY MANAGER

Authorized Signature

Printed name and title