



Library

**Board Report
May 11, 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, MAY 11, 2017
CENTRAL LIBRARY
CARMACK MEETING ROOM
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Pam Robinson, Board Chair
 - C. Friends of the Library, Kathy McGinley
 - D. Susan Mong, Executive Director, Johnson County Library Foundation
 - E. Commissioner Ashcraft, Liaison, Board of County Commissioners
- IV. Reports
 - A. County Librarian Report4
 - 1. Finances and Statistics – Nicki Neufeld
 - a) Budget update
 - 2. Strategic Plan
 - a) Materials handling implementation update – Michelle Olsen15
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Monticello update20
 - b) Lenexa City Center update25
 - i. Design update – Rick Schladweiler, Hollis + Miller Architects
 - c) Blue Valley update45
 - i. Conceptual Design information presentation – Rick Wise, the Clark Enersen Partners
 - 4. Updates
 - a) Executive Director of the Johnson County Library Foundation
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the April 13, 2017 Library Board meeting93
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts104
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for March 2017 were handled in accordance with library and County policy.
 - b) The March 2017 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures

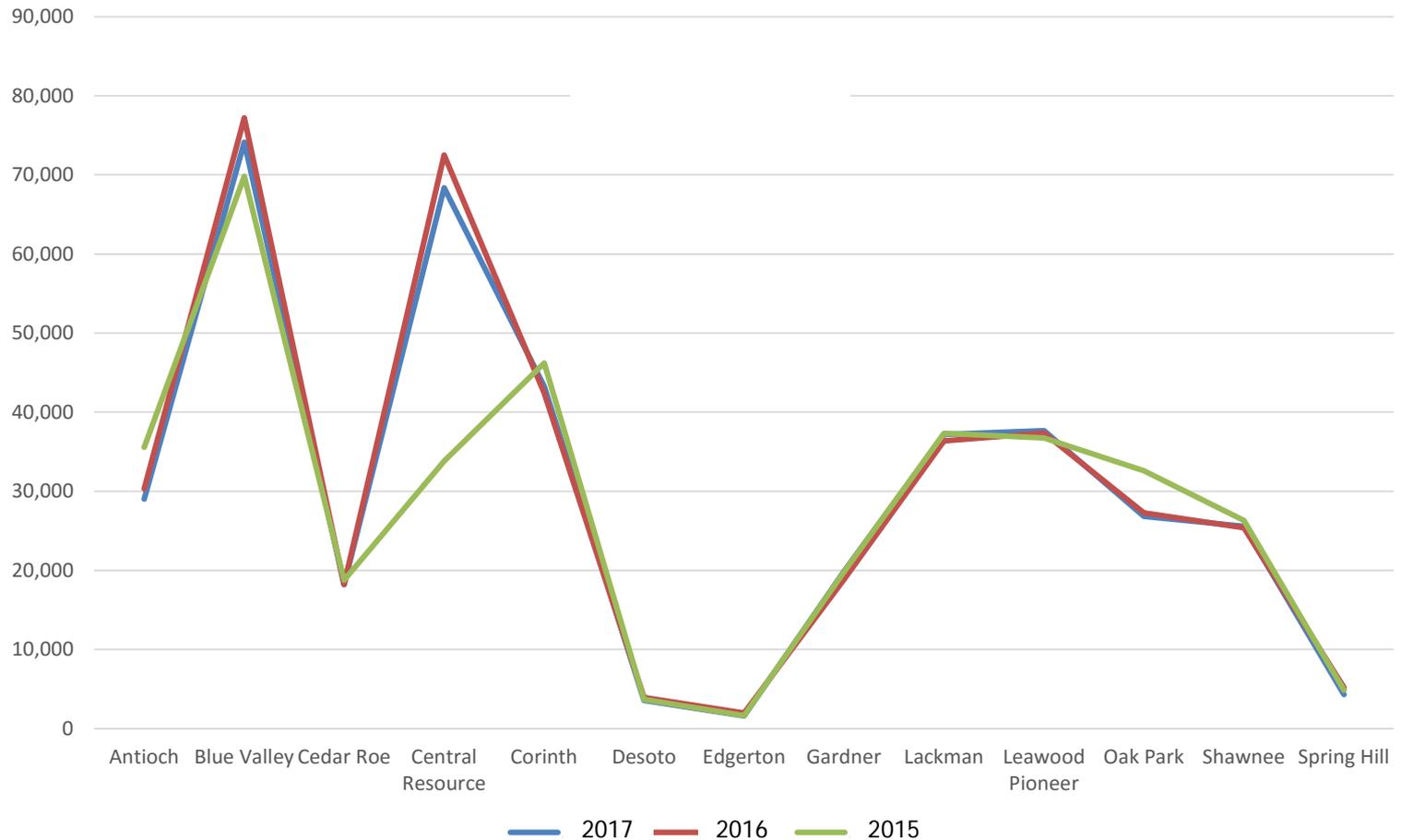
| | | |
|-------|---|-----|
| C. | Gift Fund Report | |
| 1. | Treasurer’s Report | 105 |
| VI. | Old Business | |
| A. | Board Action: Consideration of approval of the County Librarian-recommended budget | 106 |
| VII. | New Business | |
| A. | Board Action: Consideration of approval of a permanent sidewalk easement at Corinth | 116 |
| VIII. | Adjournment | |

County Librarian's Report

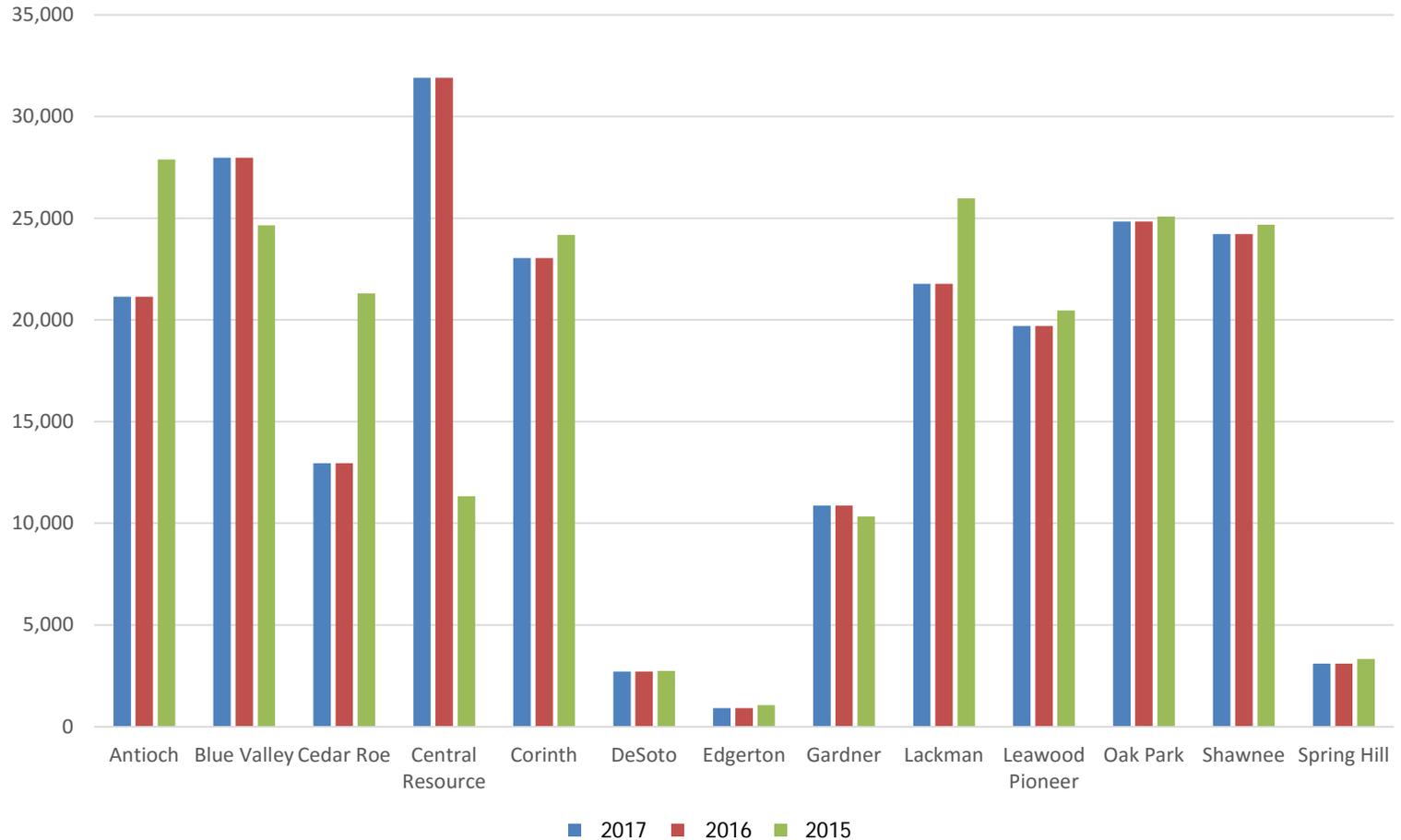
Presented May 11, 2017



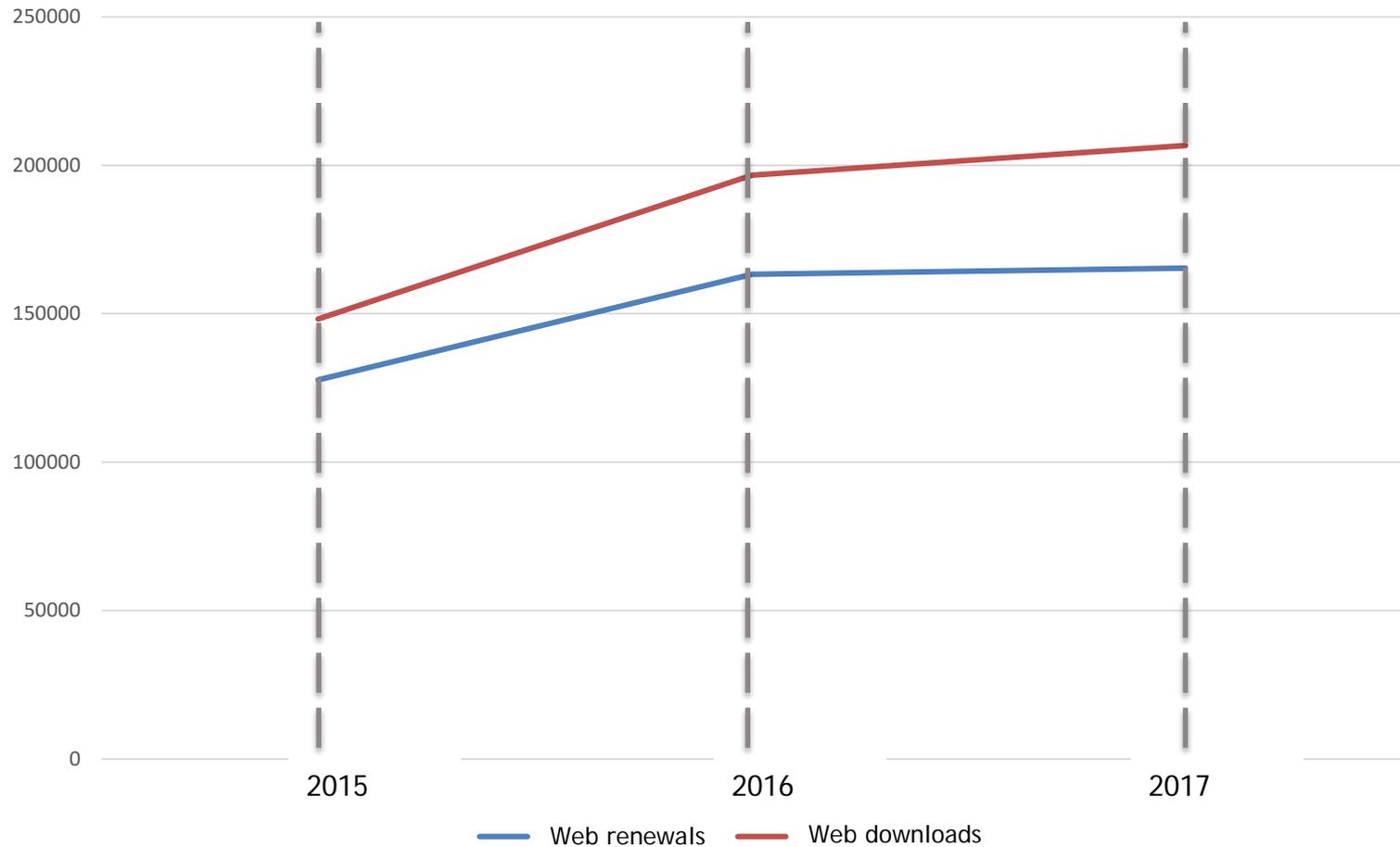
Branch Circulation: March 2017



Branch Visits: March 2017



Electronic Circulation: March 2017



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
March 2017
25% of year lapsed

| OPERATING FUND | Programs | 2017 Budget |
|---|--|----------------------------------|
| | Revenue | 2,025,288 |
| | Administrative Services | |
| | Information Technology | |
| | Collection Development | |
| | Branch/Systemwide Services | |
| | Transfer to Capital Projects | |
| | Interfund Transfers | |
| TOTAL OPERATING FUND EXPENDITURES | | <u>\$0</u> |
| TOTAL .75 INCREASE FUNDS REMAINING OPERATING | | <u><u>\$2,025,288</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>\$5,609,038</u></u> |

Scheduled Replacement Account

REVENUE

REVENUE RECEIVED TO DATE

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

Total Revenue 2,179,250

2017

| | |
|----------------------------------|------------------|
| Contractual Services | 1,005,700 |
| 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 |
| | <u>1,351,974</u> |

Budget Remaining 827,276

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

March 2017

25% 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 | 58% | 56% |
| Ad Valorem Delinquent | 235,402 | 278,294 | 85% | 72% |
| Motor Vehicle | 685,162 | 2,987,490 | 23% | 18% |
| Library Generated - Copying/Printing | 26,086 | 97,309 | 27% | 16% |
| Library Generated - Overdues / Fees | 161,877 | 777,365 | 21% | 15% |
| Sale of Library Books | 12,500 | 57,832 | 22% | 25% |
| Misc Other | 1,571 | 340,753 | 0% | 0% |
| Library Generated - Other Charges | - | 3,570 | 0% | 3% |
| Investment | 62,374 | 76,791 | 81% | 44% |
| Unencumbered Balance Forward | - | 16,590 | 0% | 0% |
| Recreational Vehicle Tax | 6,153 | 7,956 | 77% | 16% |
| Commercial Vehicle Tax | 41,140 | 68,114 | 60% | 33% |
| Heavy Trucks Tax | 1,969 | 2,588 | 76% | 50% |
| Rental Excise Tax | 13,373 | 31,710 | 42% | 47% |
| State and Federal Grants | 132,153 | 247,260 | 53% | 0% |
| TOTAL REVENUE | 18,206,009 | 34,249,348 | 53% | 51% |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
March 2017
25% Year Lapsed

| OPERATING FUND | 2017 | 2017 | % Program |
|------------------------------|---------------------|---------------|------------------|
| Programs | Year to Date | Budget | Expended |
| Administrative Services | 1,037,473 | 5,831,803 | 18% |
| Information Technology | 656,436 | 2,188,111 | 30% |
| Collection Development | 751,328 | 3,296,190 | 23% |
| Branch/Systemwide Services | 3,170,720 | 13,493,094 | 23% |
| Risk Management Charges | 22,911 | 92,494 | 25% |
| Grants * | 624 | 247,260 | 0% |
| 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 | 5,639,492 | 29,480,882 | 19% |
|--|------------------|-------------------|------------|

* 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) | 2,574 | 16,305 | 16% |
| 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 | 101,648 | \$4,768,466 | 2% |
|--|----------------|--------------------|-----------|

| | | | |
|---------------------------|--------------------|---------------------|------------|
| TOTAL EXPENDITURES | \$5,741,139 | \$34,249,348 | 17% |
|---------------------------|--------------------|---------------------|------------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
March 2017
25% Year Lapsed

| ALL FUNDS | 2017 | 2017 | % Categories |
|--------------------------------|---------------------|-------------------|---------------------|
| Categories | Year to Date | Budget | Expended |
| Salaries and Benefits | 3,695,474 | 15,918,347 | 23% |
| Contractual Services | 1,109,999 | 5,049,948 | 22% |
| Commodities | 813,057 | 4,173,950 | 19% |
| 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 | 624 | 247,260 | 0% |
| Interfund Transfer | 0 | 115,259 | 0% |
| TOTAL EXPENDITURES | \$5,741,139 | 34,249,348 | 17% |

| GRANTS* | Expenditures through 2/28/2017 | 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 | | \$132,152.62 | \$132,152.62 |

*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 2017

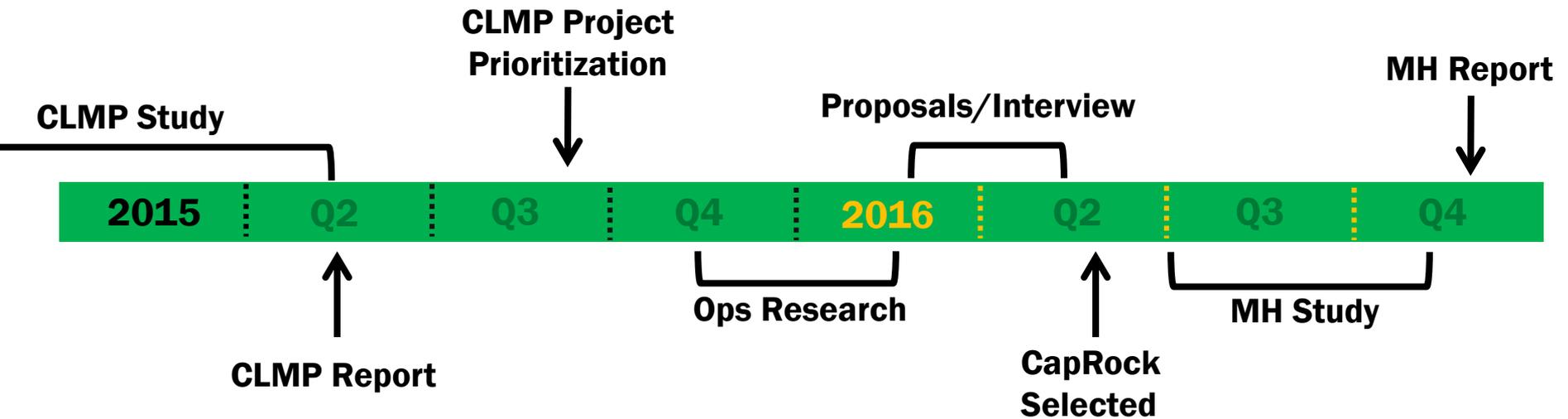
| <i>Expenditure Details</i> | <i>Payee</i> | <i>Current Month</i> | <i>YTD</i> |
|--|---------------------|-----------------------------|--------------------|
| Volunteer Recognition | | \$0.00 | \$0.00 |
| Advertising/Promotion | | 0.00 | 0.00 |
| Collection Materials | | 0.00 | 0.00 |
| Professional Development/Staff Recognition | | 4,039.45 | 4,039.45 |
| 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 | | 463.43 | 463.43 |
| Board Travel Expences | | 424.00 | 424.00 |
| Miscellaneous | | 0.00 | 1,065.23 |
| Total Expenditures | | \$ 4,926.88 | \$ 5,992.11 |

Materials Handling Study

Update – May 2017



Materials Handling Study Timeline

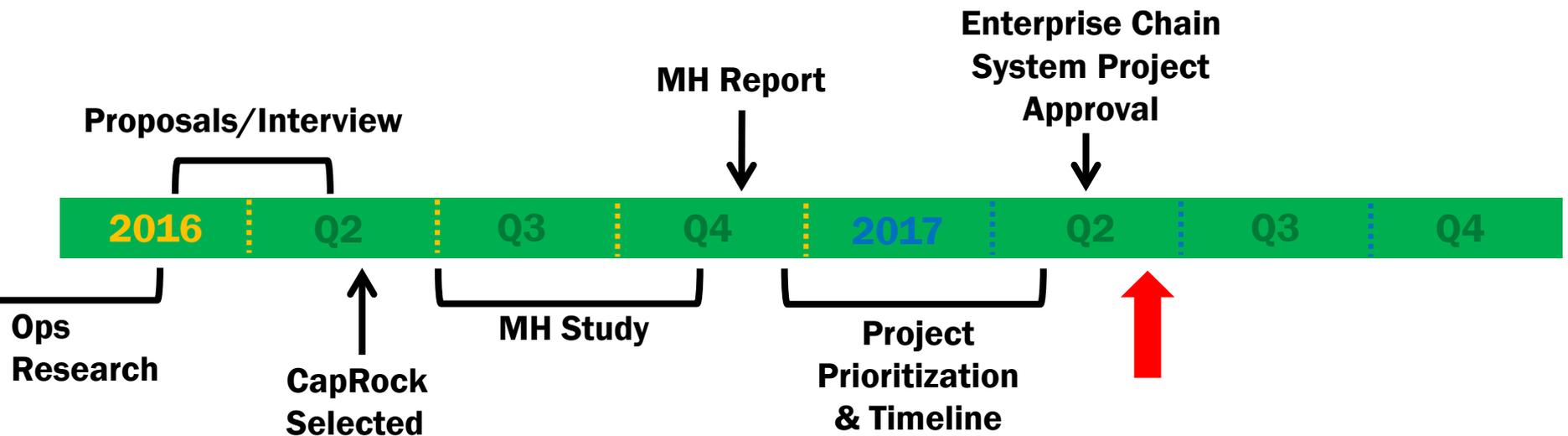


Purpose of Study

- To review and evaluate JCL's materials handling ecosystem with a critical eye on:
 - Increasing materials handling efficiencies
 - Quicker delivery of content to patrons
 - Challenging institutional assumptions
 - Lowering costs
 - Recommendations for future materials handling



Materials Handling Study Current Timeline



Recommendation

- Recommend the function of the Centralized “Operations Center”
- Implement the Enterprise Chain System to facilitate branches and centralization model
- Centralize Key Functions:
 - Materials handling, Circulation, Inventory management, Maintenance, Weeding, Acquisitions, Mail, ILS Functions



Monticello Library

Update – May 2017



Updates

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



Public Art Update

- Library Board presentations in April 2017
- Anticipated PBC action later in May

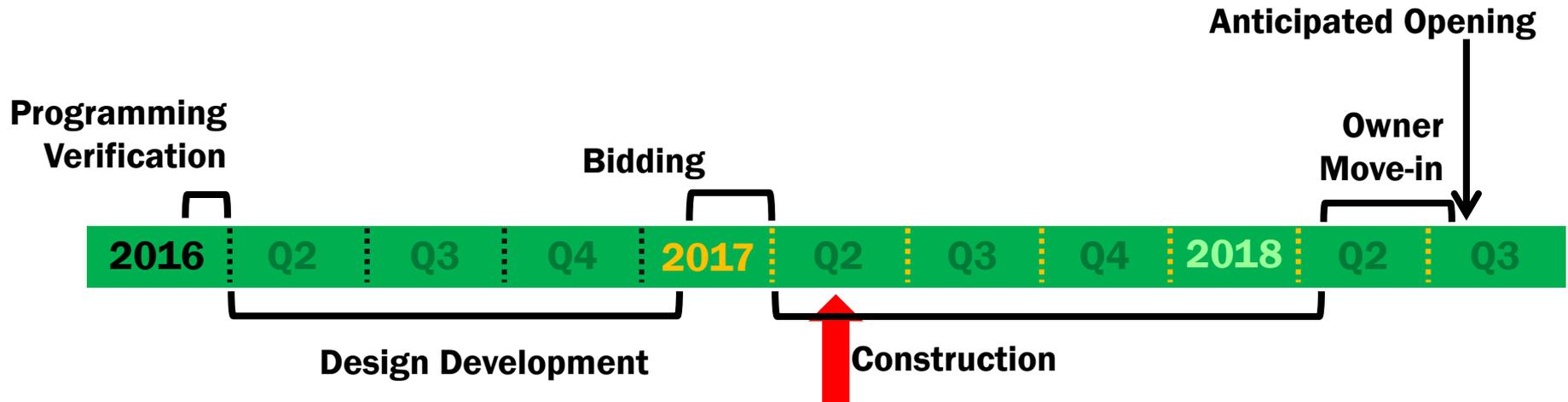


Next Steps

- Continuing with furniture selection
- Building Collection process
- More Construction
- Hard Hat Tours beginning in June



Monticello Library Anticipated Timeline



JOHNSON COUNTY
KANSAS
Library

LENEXA LIBRARY

LENEXA LIBRARY GUIDING PRINCIPLES

- PROVIDE ACCESS TO IDEAS, INFORMATION, EXPERIENCES AND MATERIALS THAT SUPPORT AND ENRICH PEOPLE'S LIVES.
- CREATE AN ENVIRONMENT FOR PEOPLE TO LEARN, TO EXPLORE, TO ENJOY, TO CREATE, TO CONNECT.
- NURTURE OUR COMMUNITY'S COLLECTIVE WISDOM.
- ESTABLISH A LIBRARY THAT FACILITATES EDUCATION, COMMUNITY BUILDING, AND CONVENIENCE.
- DEVELOP A WELCOMING AND COLLABORATIVE ENVIRONMENT WITH CHARACTER THAT IS INSPIRING, VIBRANT AND TIMELESS.

SITE PLAN



REC CENTER

W 87th Street Parkway

CITY HALL & PUBLIC MARKET

LOWER COMMONS

LENEXA COMMONS

Penrose Lane

LIBRARY

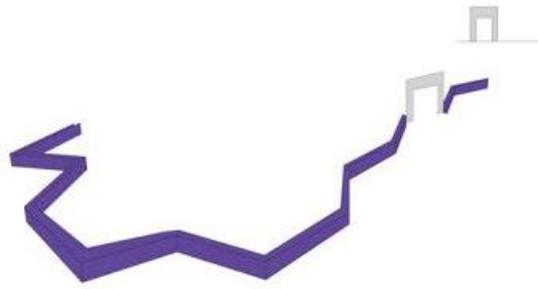
FARMERS MARKET

GARAGE

88th Street

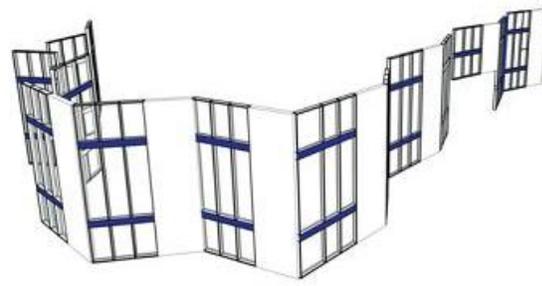
Winchester Street

PART I



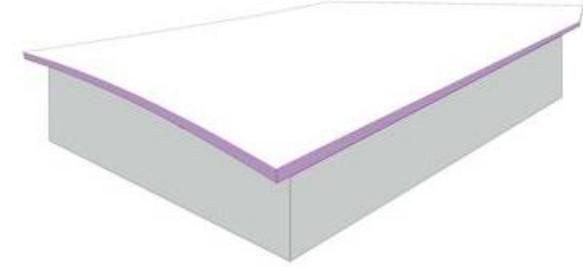
“BASE AND ENTRY”

- STONE BLOCK AND PLACES TO SIT/ENTER LIBRARY
Intent: tactile, natural, welcoming material



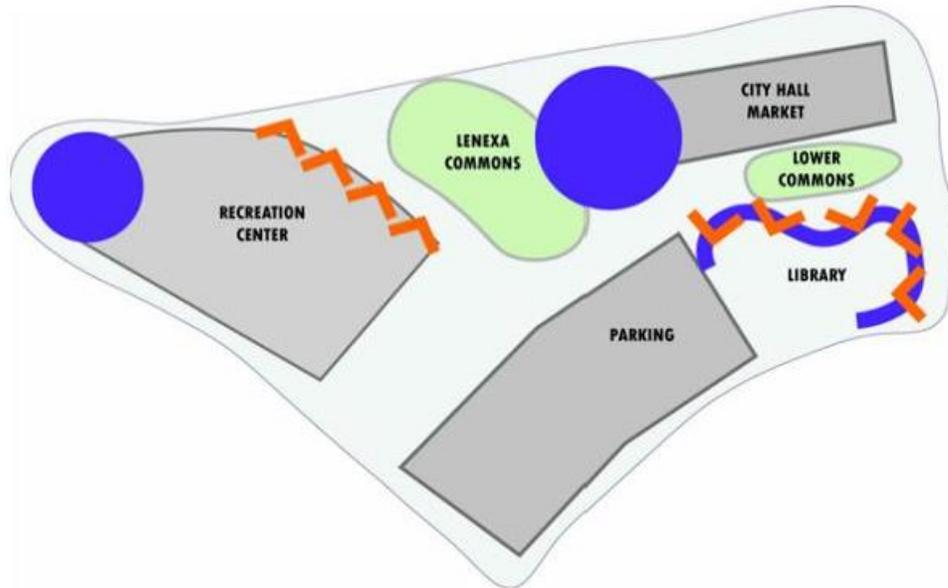
“MIDDLE”

-GLASS AND TEXTURED WALLS (multiple horizontals to provide illusion of taller building)
Intent: view into building, materials change character with time, color, welcoming
-RIBBON BALCONY
Intent: cohesive element that connects inside and outside



“TOP”

-LARGE, OVERHANG THAT CAPS THE BUILDING
Intent: provide shade, provide visual prominence, provide signage location

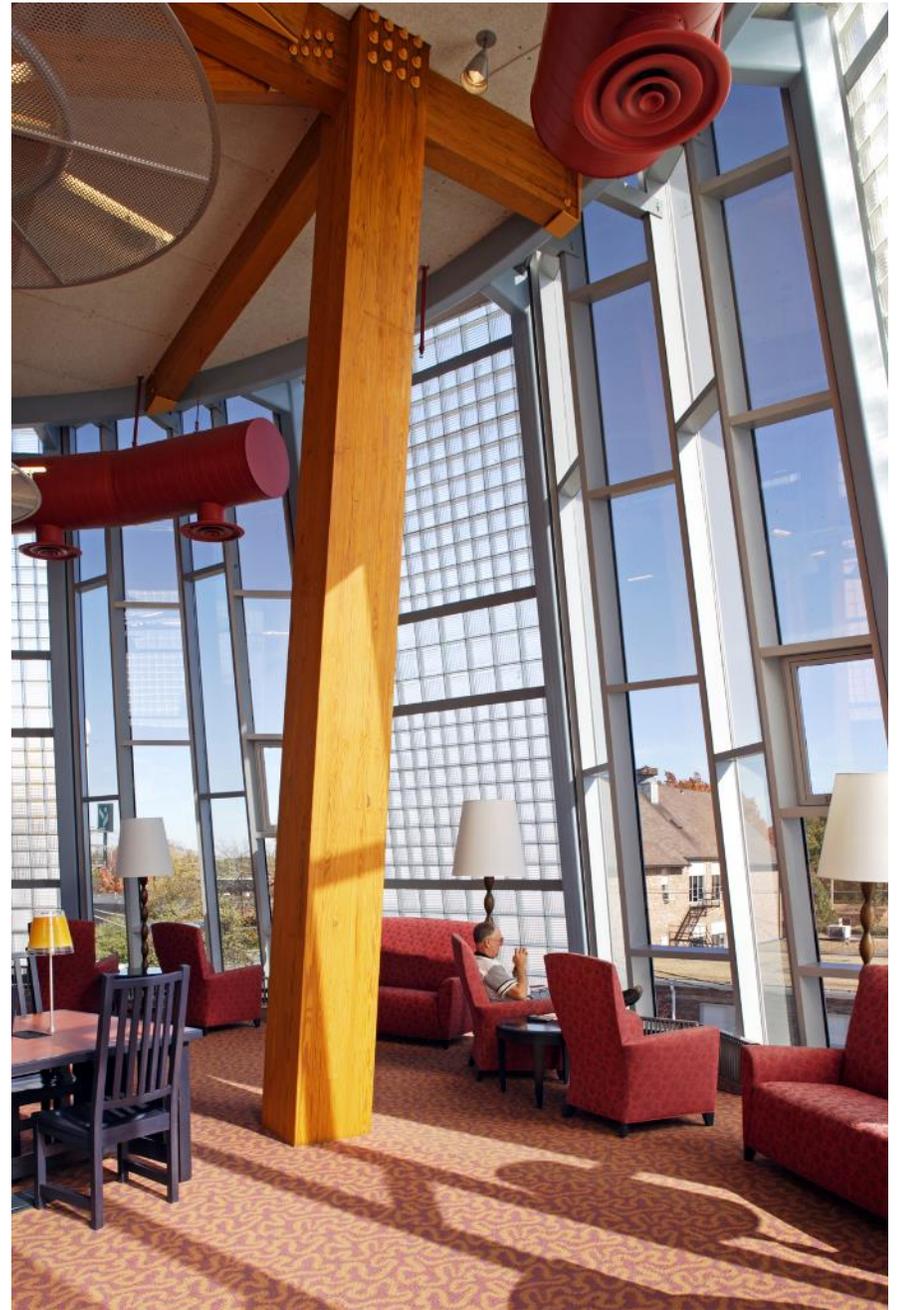


OVERALL SITE



OVERALL CONCEPT: BASE, MIDDLE, TOP

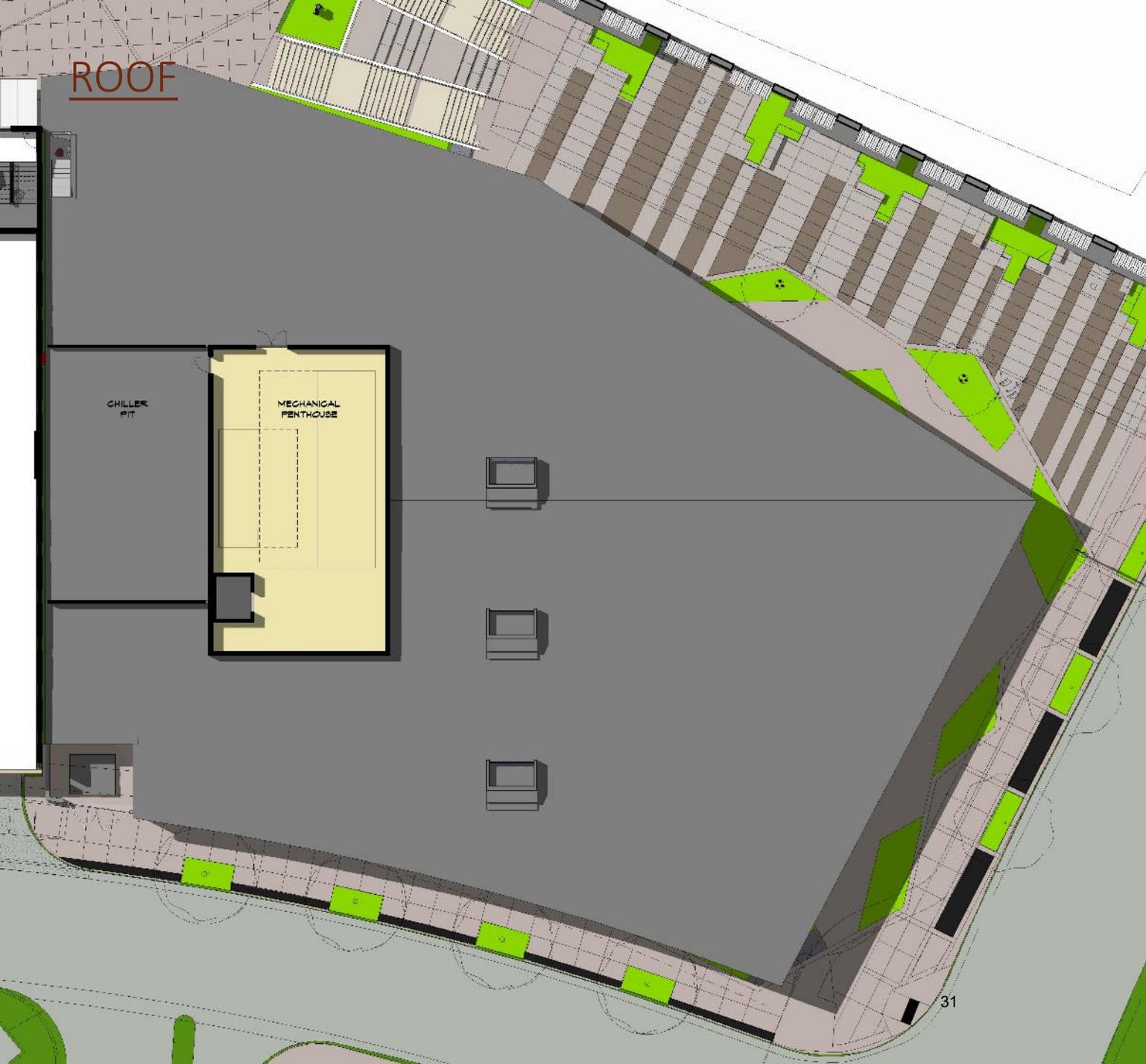
LEVEL 1



LEVEL 2



ROOF



SOUTH ELEVATION



PRECAST



STONE



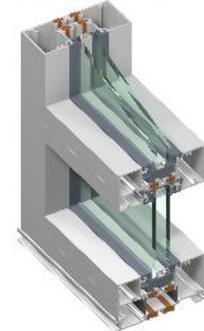
METAL TILE



WOOD SOFFIT



CLEAR ANODIZED ALUMINUM



EAST ELEVATION



NORTH ELEVATION





VIEW INTO LOWER COMMONS

VIEW FROM PENROSE LANE & 88TH ST



VIEW EAST FROM LENEXA COMMONS



CHILDREN AREAS

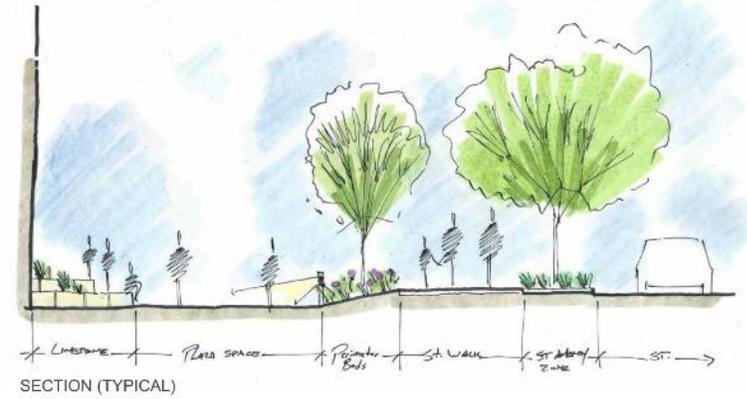


CULTURAL COMMONS

RAILING EXAMPLES



LANDSCAPE



Limestone Slabs



Mixed Planting Concept



Fractured Forms

Lenexa Downtown Streetscape Standard

Limestone Seating Slabs
Sign Opportunity & helps screen control box

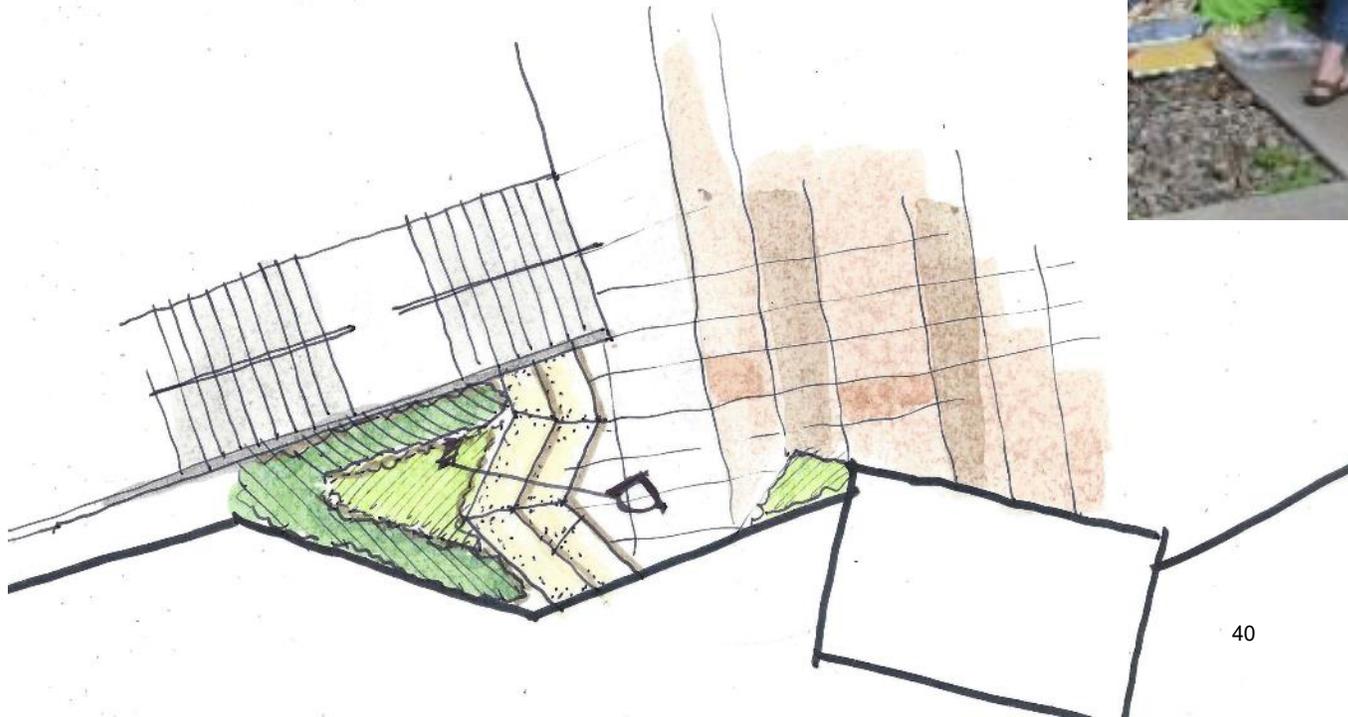
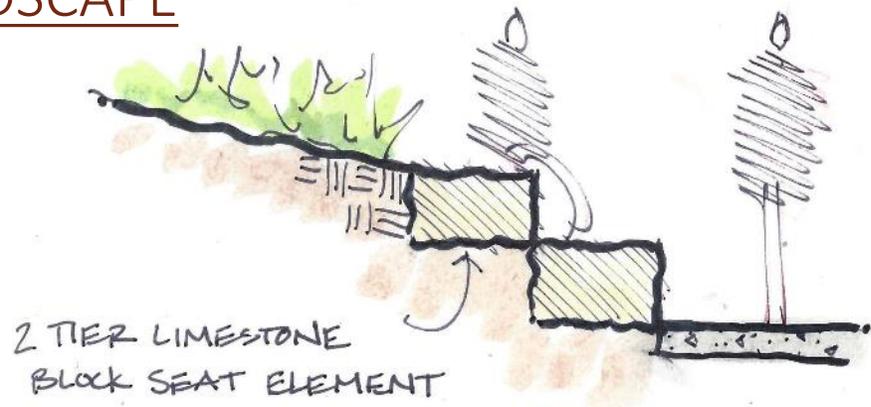
Vertical Planting Screen

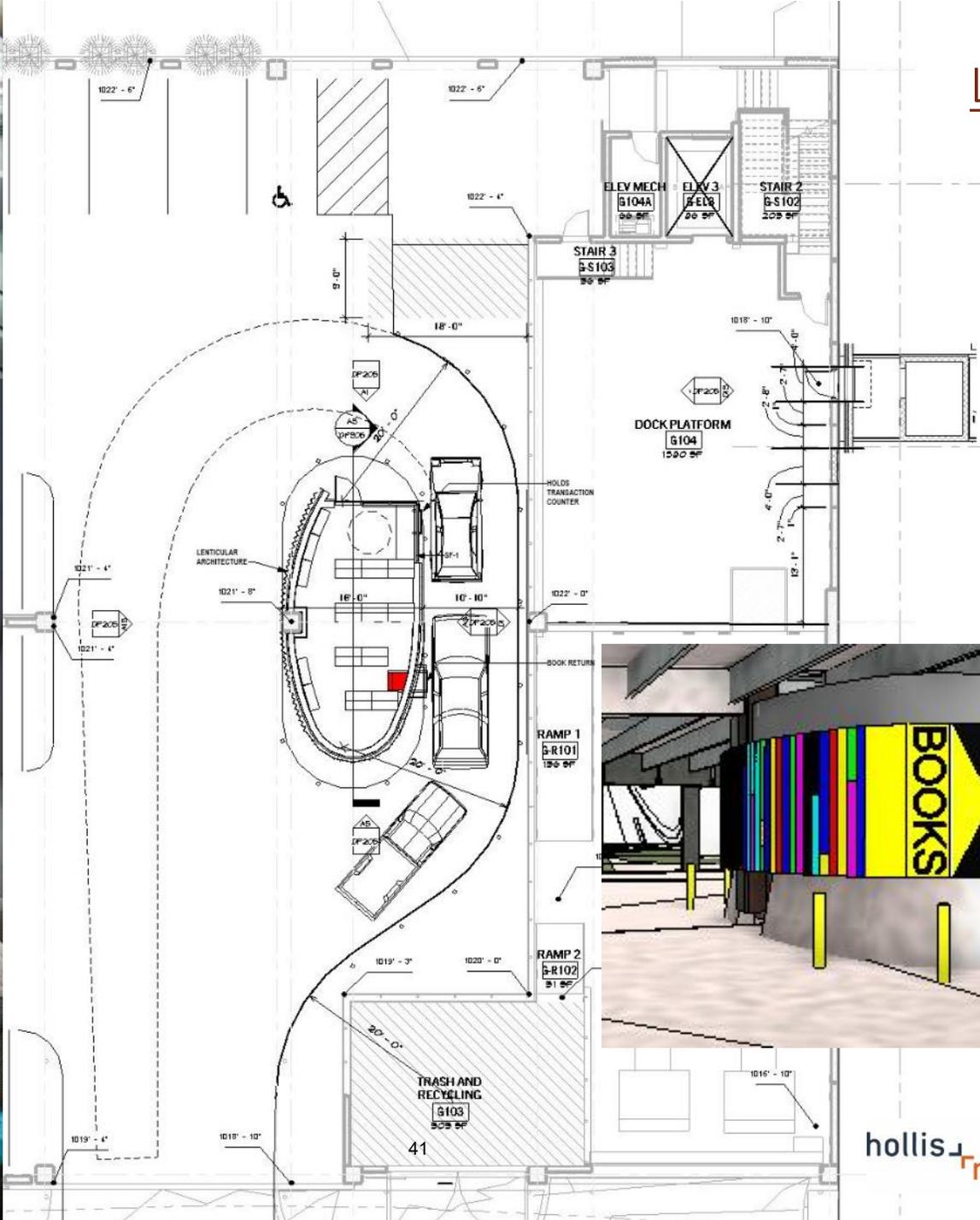
Switchgear Control Box

LEGEND (FRACTURE - PART II)

- (A) Strata Plaza & Planting Beds**
- (B) Library Plaza Space**
- (C) Limestone "Outcroppings"**
Multiple slabs of limestone that align to create a single large monolith of limestone. Small terraces and planting pockets that promote user engagement through seating or kids climbing on. Outcroppings grow out of the building foundation.
- (D) Limestone Steps**
Wide step terraces providing a 'Story Time' seating area for library.
- (E) Planting Bed**
Fractured pockets of planting beds that define transition points between the surrounding streetscape and Strata Plaza with the library plaza. Groups of bench seating and ornamental bollard lighting align the beds.

LANDSCAPE

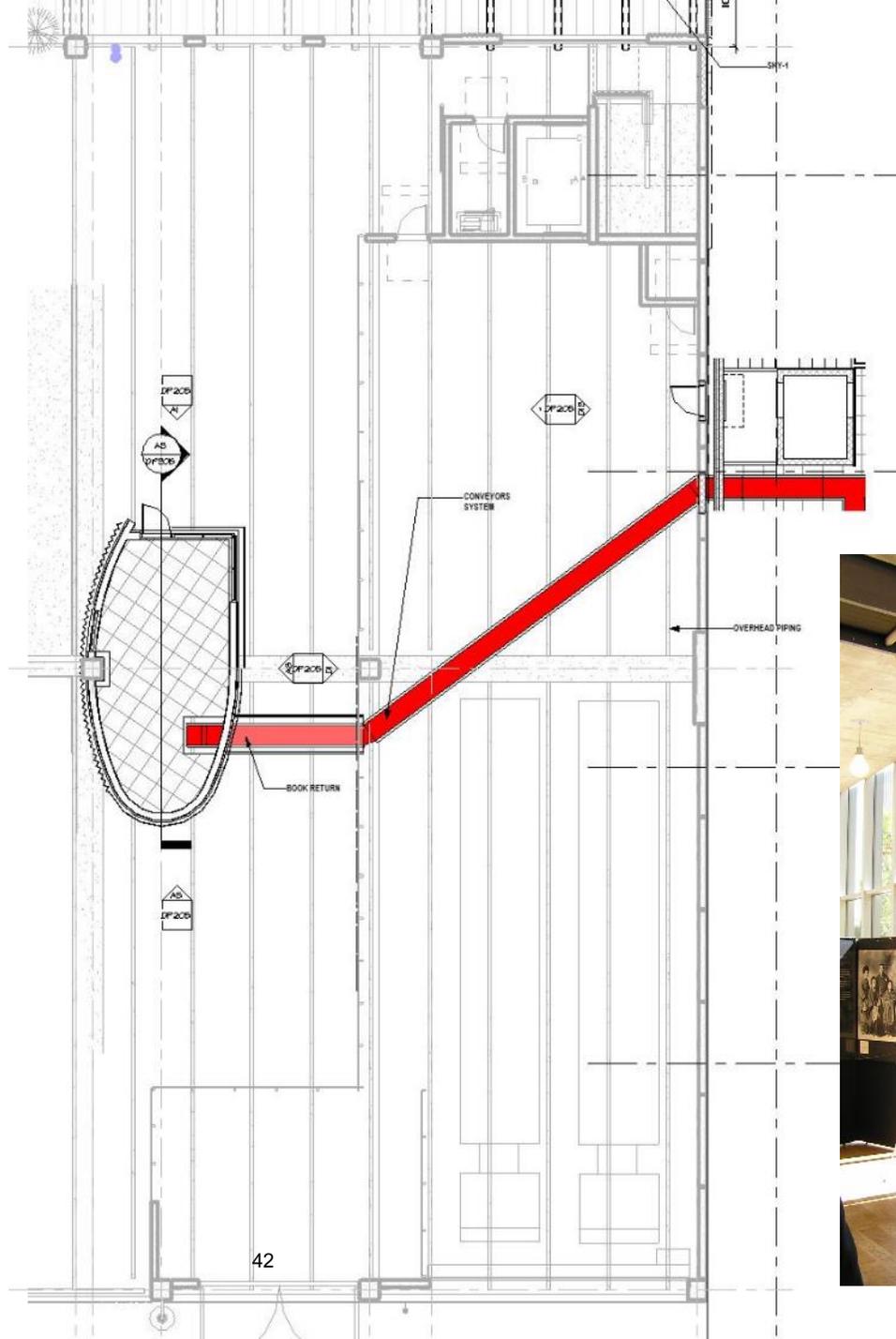




LIBRARY LANE KIOSK



LIBRARY LANE KIOSK





JOHNSON COUNTY
KANSAS
Library



Design Update Meeting – Blue Valley Library

May 11, 2017



Comprehensive Approach

The Comprehensive Library Master Plan looks for the best solution for each location:

1. Renovate existing
2. Expand existing
3. Build new



Comprehensive Library Master Plan

Priorities:

1. Monticello
2. Lenexa City Center
3. Blue Valley
4. Corinth



Comprehensive Library Master Plan

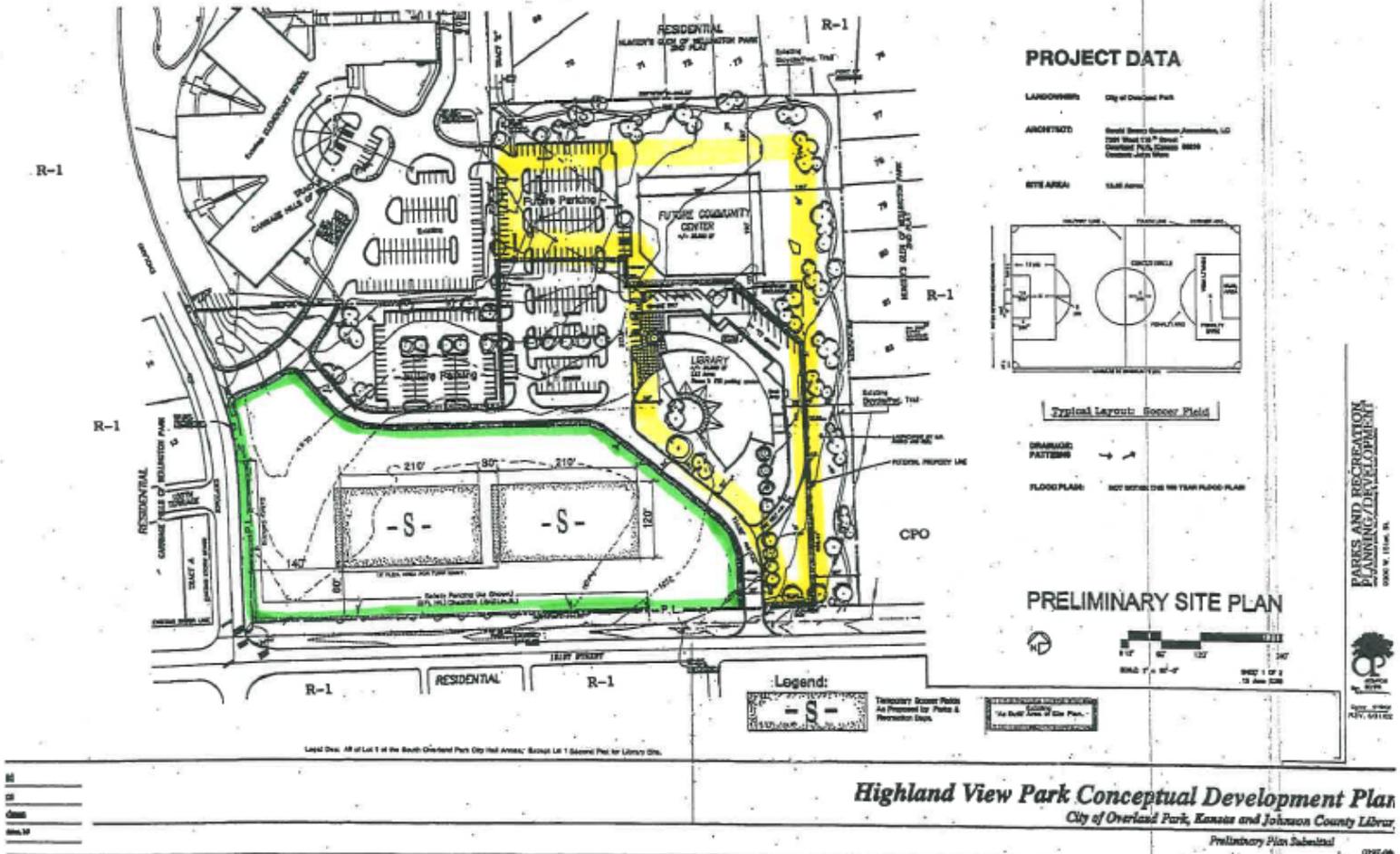
- We've partnered and are working with the City of Overland Park to explore the possibility of expanding the library on its existing location
- The City and Library are working together on preliminary conceptual design studies for:
 - the Blue Valley location, and a;
 - Literary Park



Memorandum of Understanding (MOU) with Overland Park



LIBRARY EXPANSION STUDY AREA*
LITERARY PARK STUDY AREA*



* THE DESIGNATED AREAS ARE FOR PURPOSES OF ILLUSTRATION ONLY AND ARE NOT INTENDED TO BE CONFINING WITH RESPECT TO THE STUDIES.

Blue Valley Library



PARKS AND RECREATION
 PLANNING/DEVELOPMENT
 1000 N. 116th St.
 Overland Park, KS 66208
 913.241.2200

Project Process



5 Step Process

1. Develop Building Options (Renovate and Expand or New)
2. Develop Literary Park
3. Community Engagement
4. City Approvals
5. Land Conveyance



Anticipated Schedule



Anticipated Schedule

- Library Board Presentations
 - Information: May 11, 2017
 - Decision: July 13, 2017
- Public Involvement Meeting
 - Building and Literary Park: August, 2017
- City Approvals
 - Planning Commission (Oct.) City Council (Nov.)
- Land Conveyance
 - December, 2017



Building Options

- **Renovate and Expand**
- **New Building**



New Building



Assumptions:

- Existing Library Stays Open
- 2-Story Solution
- Program
 - Double Monticello SF
- Public Art Required



Renovate and Expand Option



Existing Building/Site



Proposed Expansion



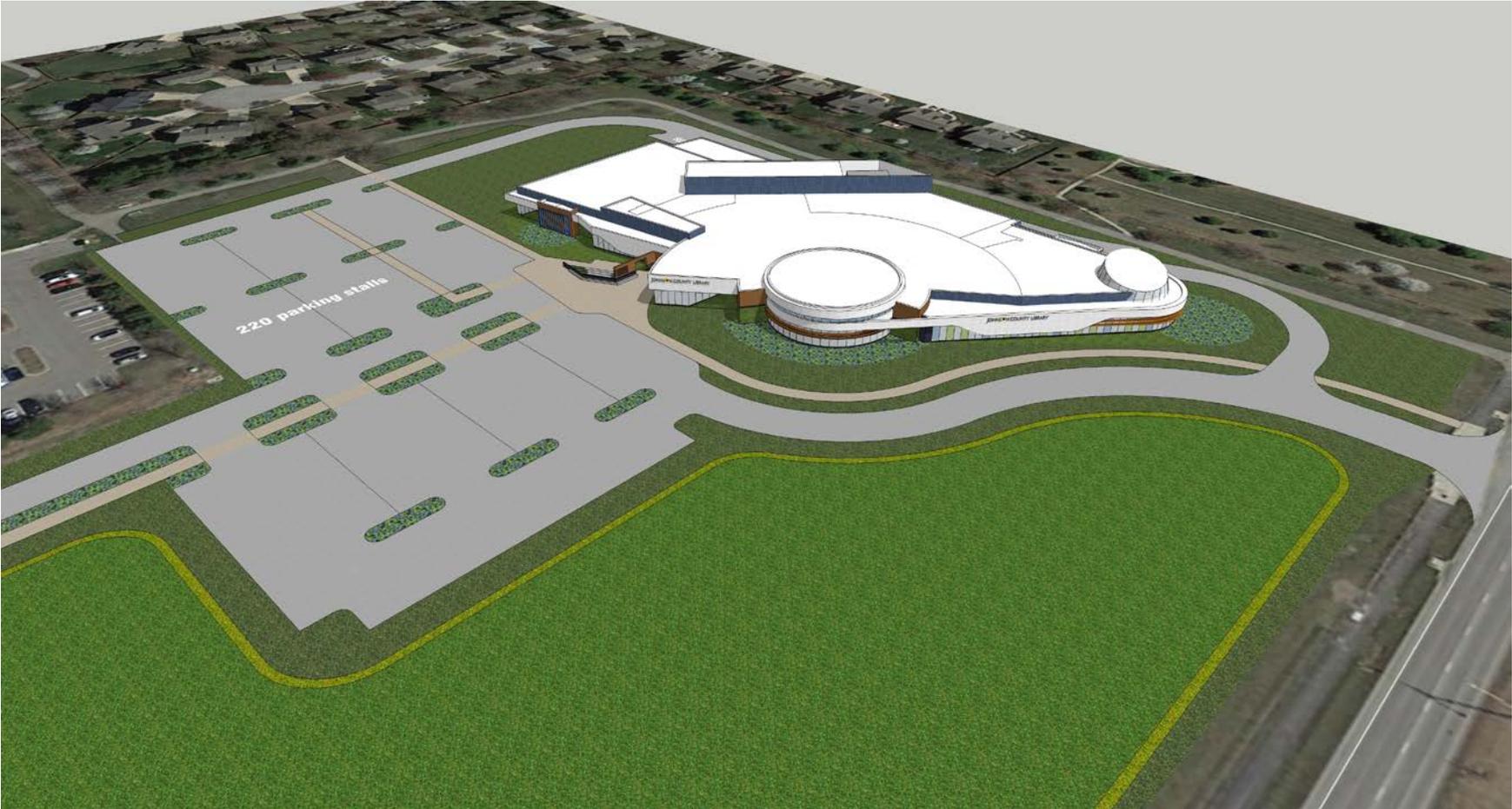
Proposed Building Organization



Proposed Site Layout



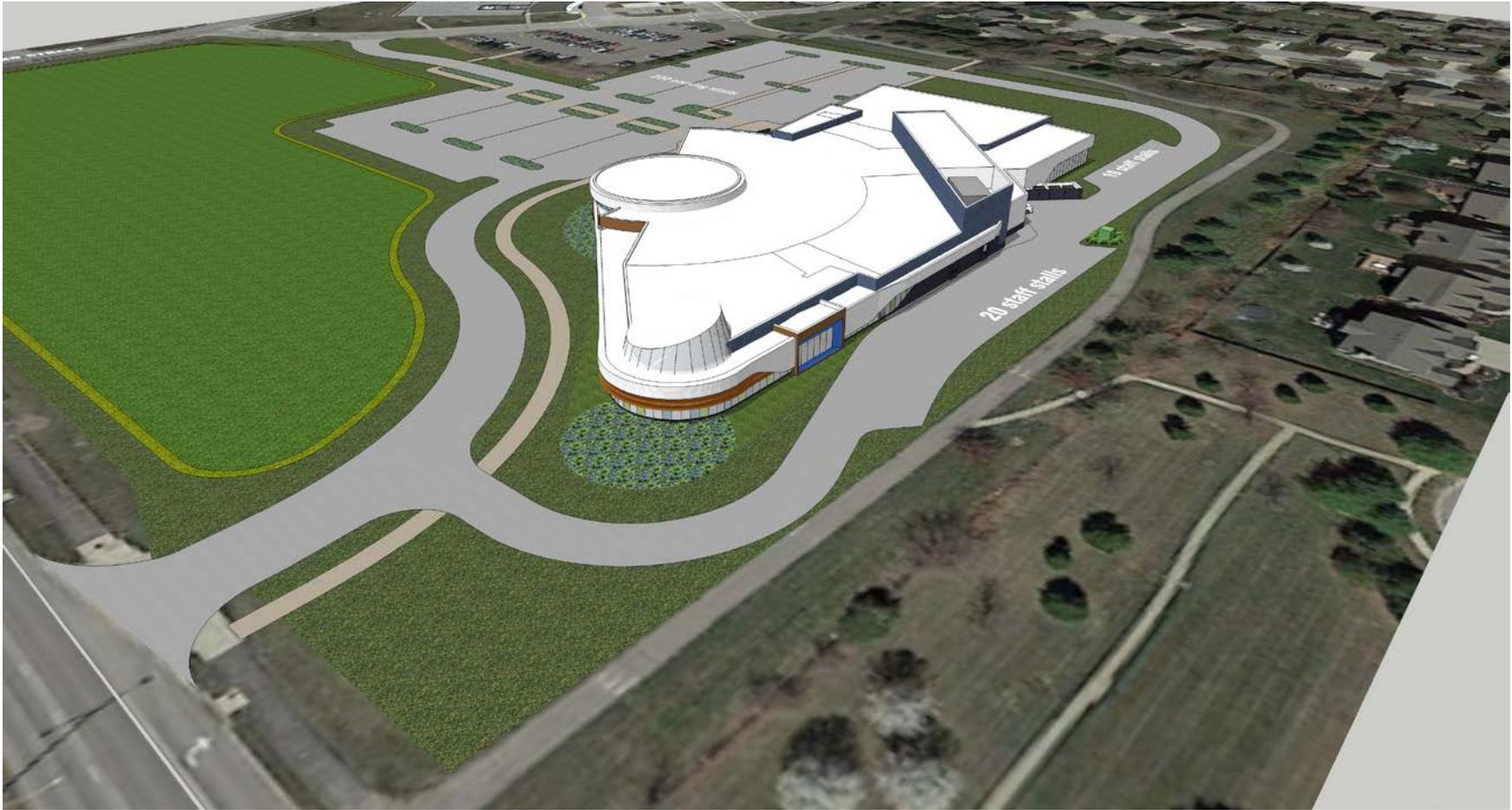
View from Southwest



Blue Valley Library



View from Southeast



Blue Valley Library



View from Northeast



Blue Valley Library



View from Northwest



Blue Valley Library



New Building Option



Existing Building/Site



Proposed New Building



Proposed Building Organization - 1st Floor



Proposed Site Layout



View from Southwest



Blue Valley Library



View from Southeast



Blue Valley Library



View from Northeast



Blue Valley Library



View from Northwest



Blue Valley Library



Energy Modeling Comparison



Blue Valley Library

Pre-design Energy
Modeling Report

25 April 2017



Executive Summary

This report evaluates the currently proposed envelope design for Options 1 and 2 using a building energy modeling software package. Total building annual energy usage and annual energy cost will be evaluated and compared to the minimum performance requirements of IECC 2012.

Option 1 consists of an existing single-story 24,000 square-foot building with a 40,000 square-foot addition. Option 2 is a new 64,000 square-foot two-story building.

Building energy cost calculations are estimates for a one year period for a relative comparison of design options. They do not necessarily represent actual anticipated energy bills. Similarly, the equipment capacity estimations should only be used to compare the two design options.

| | | |
|------------------------------|---|---|
| Baseline Case: (Option 1) | Total Estimated Energy Cost: Energy Use Intensity: | \$54,815 44 kBtu/ft ² -yr |
|------------------------------|---|---|

| | | |
|------------------------------|---|---|
| Baseline Case: (Option 2) | Total Estimated Energy Cost: Energy Use Intensity: | \$50,615 38 kBtu/ft ² -yr |
|------------------------------|---|---|

It appears that Option 2 is the more energy efficient option, when comparing the energy cost and EUI of Option 1 and Option 2 using the minimum envelope constructions dictated by IECC 2012. Both building options have an approximate square footage of 64,000 sq.ft.

The following design recommendations for Option 1 and Option 2 are a result of the parametric analysis described in this report. Please see the Engineering Analysis section for further detail regarding the parametric study.





Option 1 – Expand and Renovate

Option 2 – New Building

Building energy cost calculations are estimates for a one year period for a relative comparison of design options. They do not necessarily represent actual anticipated energy bills. Similarly, the equipment capacity estimations should only be used to compare the two design options.

| | | |
|------------------------------|---|---|
| Baseline Case: (Option 1) | Total Estimated Energy Cost: Energy Use Intensity: | \$54,815 44 kBtu/ft ² -yr |
| Baseline Case: (Option 2) | Total Estimated Energy Cost: Energy Use Intensity: | \$50,615 38 kBtu/ft ² -yr |

Option 2:
\$4,200 Energy Savings Annually
over Option 1

(\$4.2 Million over 75 Years)





Option 1 – Expand and Renovate

Option 2 – New Building

Building energy cost calculations are estimates for a one year period for a relative comparison of design options. They do not necessarily represent actual anticipated energy bills. Similarly, the equipment capacity estimations should only be used to compare the two design options.

| | | |
|------------------------------|---|---|
| Baseline Case: (Option 1) | Total Estimated Energy Cost: Energy Use Intensity: | \$54,815 44 kBtu/ft ² -yr |
| Baseline Case: (Option 2) | Total Estimated Energy Cost: Energy Use Intensity: | \$50,615 38 kBtu/ft ² -yr |



Pros and Cons



Expand and Renovate - Pros



Long Term:

- Existing building partially re-used
- High visibility of Literary Park



Expand and Renovate - Cons



Long Term:

- Limited connection to Literary Park
- Low visibility within the community
- Park is along busy roadway
- Building along quiet neighborhood
- Long loop drive around building
- Higher energy costs

Short Term: (construction)

- Requires branch
- Requires temp location
- Reduced service level
- Loss in Friends Bookstore revenue



New Building - Pros



Long Term:

- Strong visibility from 151st Street
- Compact design (more green space)
- Strong connection between library and park
- Increased Literary Park size and more appropriate location
- Lower annual utility costs

Short Term: (construction)

- No need to relocate staff
- No temporary location required
- Existing building remains



New Building - Cons



Long Term:

- Impacts new neighbors (west)
- Service side of building visible along England Street



Budget Comparison



Budget Comparison

Johnson County Library - Budget Projections

March 27, 2016

Budget Dashboard

| | Cost Type | Budget Range | Option 1 | Option 2 | Notes: |
|------------------------------------|---------------------------------------|--------------------|--|--|---|
| | | | Blue Valley Library Expansion and Renovation 1 | Blue Valley New Building | |
| | Assumed Building Size (gsf) | | 65,000 | 65,000 | Gross building area based on recommendations from the 2015 Comprehensive Library Master Plan (CLMP) including 25,000 gsf Existing Building and 40,000 gsf of growth |
| Study | Conceptual Design Study | | \$44,400 | \$44,400 | Analysis of design solutions for two options to accommodate a 65,000 gsf building (expansion/renovation and an all new building) |
| | Literary Park Study | | \$28,000 | \$28,000 | Study for a new literary park to go on a City owned property adjacent to the library expansion project |
| | Total: Study | | \$92,400 | \$92,400 | |
| Professional Fees & Testing | Design Fees | 11% | \$ 2,486,571 | \$ 2,810,722 | Includes: landscape, civil, architectural, structural, mechanical and electrical design, documentation and construction administration fees |
| | Furnishings Selection Fee | 10% | \$ 162,500 | \$ 162,500 | Includes: selection and procurement assistance for all library furnishing components (shelving, chairs, tables, lights, office furnishings, etc.) |
| | Commissioning | 1% | \$ 244,234 | \$ 255,520 | Includes: fees for both baseline and enhanced commissioning (for LEED projects) |
| | Audio Visual/Acoustical Design | 18% | \$ 146,250 | \$ 146,250 | Includes: design, documentation and construction administration services for AV/Acoustical Design |
| | Reimbursables | 1% | \$ 268,457 | \$ 281,072 | Includes: travel, printing, LEED submission costs, City permit review fee's, etc. |
| | Geotech. Report/Phase 1 Environmental | | \$ 12,400 | \$ 12,400 | Costs for soil borings, soil testing, foundation design recommendations and a Phase 1 Environmental report for the property |
| | Site Survey | \$4k - \$7k | \$ 5,000 | \$ 5,000 | Costs for a survey of property including: boundaries, current grading, and utilities |
| | Special Testing | .5% - .8% | \$ 170,944 | \$ 178,844 | Costs for Code required testing during construction for: soils, concrete, masonry, steel, etc. |
| | Abatement Report | \$2k - \$4k | \$ 3,000 | \$ - | Costs to determine presence and extent of asbestos containing materials and lead based paint |
| | Miscellaneous Testing | \$10k | \$ 10,000 | \$ 10,000 | Costs for additional testing (to be determined) |
| | Professional Fees | | \$3,709,575 | \$3,862,529 | |
| 5% Owner's Contingency | | \$ 185,479 | \$ 193,116 | Contingency fund for use during project due to unforeseen changes or program items | |
| A Total: Professional Fees | | \$3,895,054 | \$4,055,445 | | |
| FF&E and Misc. | Furnishings | \$25/sf | \$1,425,000 | \$1,425,000 | Includes: all furnishing components (shelving, chairs, tables, lights, office furnishings, etc.) |
| | Equipment | \$5/sf | \$325,000 | \$325,000 | Includes: all printers, copiers, appliances, etc. (assumes computer will be provided separately by Library) |
| | Sorting Equipment | | \$500,000 | \$500,000 | Includes: new sorter, conveyance, self checks and gates |
| | Audio Visual Systems | \$15/sf | \$975,000 | \$975,000 | Includes: monitors, projection screens, microphones, speakers, and projectors for all meeting rooms and other AV needs |
| | Pre-Construction Services | 0.50% | \$75,000 | \$75,000 | Costs for Construction Manager Constructor fees for Pre-Construction Assistance |
| | Satellite Location | See Note 2 | \$750,000 | \$- | Satellite Location to serve Patrons while Building is offline (Renovation, Lease, Utilities, Etc.) Assumes no Programming in temporary space. |
| | Custodial/Maintenance Equipment | | \$20,000 | \$20,000 | Costs for custodial equipment including: mops, carts, vacuums, lifts, ladders and shampooing equipment |
| | Library Collection Costs | \$40/sf - \$85/sf | \$1,000,000 | \$1,000,000 | Costs for library collection materials including: print material, E-Content material, AV, and CD's |
| | Moving/Storage | \$12/sf - \$24/sf | \$400,000 | \$150,000 | Costs for offsite storage of library collection during renovation or cost to move for the new building. |
| | Subtotal: FF&E and Misc. | | \$6,470,000 | \$4,670,000 | |
| 5% Owner's Contingency | | \$283,500 | \$233,500 | Contingency fund for use during project due to unforeseen changes or program items | |
| B Total: FF&E and Misc. | | \$6,753,500 | \$4,903,500 | | |



Budget Comparison

Johnson County Library - Budget Projections

March 27, 2016

Budget Dashboard

| Cost Type | Budget Range | Option 1 | Option 2 | Notes: |
|-------------------------------|---|--|--------------------------|--|
| | | Blue Valley Library Expansion and Renovation 1 | Blue Valley New Building | |
| Construction | | | | |
| Construction Cost Subtotal | Varies | \$24,423,372 | \$25,552,020 | Costs for construction estimated by Division of Work on separate attachment |
| Construction Contingency | 5% | \$1,221,169 | \$1,277,401 | Contingency fund for use during construction by Owner to account for unforeseen conditions/scope adjustments |
| C | Total: Construction | \$25,644,541 | \$26,829,421 | |
| Subtotal: Project Cost | | \$35,493,095 | \$35,788,566 | |
| ART | | | | |
| Public Art | 1% | \$- | \$440,075 | Cost for County required Art Budget (1% of total Project Cost) |
| D | Total: Public Art | \$- | \$440,075 | |
| Project Escalation | 4%/yr | \$7,687,804 | \$7,847,124 | Escalation of Project Costs from March 2017 through Midpoint of Construction (March, 2022) at 4% per year, compounded |
| TOTAL: Project Cost | | \$43,180,899 | \$44,075,765 | |
| Annual Operating Costs | | | | |
| Utility Costs | | \$ - | \$ - | Annual cost of utilities based on an energy model of both design options. Costs are in 2017 dollars and utility rates |
| Staffing Costs | See Note 3 and 4 | \$ - | \$ - | Annual of staffing associated with both design options |
| Office and Custodial Supplies | | \$ - | \$ - | Annual cost of all supplies associated with each design option. Assumed that it will be the same amount for each option. |
| Maintenance and Grounds | | \$ - | \$ - | Annual cost of maintenance and building operations, (e.g. snow removal, irrigation, general building maintenance) Assumed that it will be the same amount for each option. |
| E | Subtotal: Annual Operating Costs | \$ - | \$ - | |

- Notes:
- Note 1 Current debt for existing building ends in 2019
 - Note 2 Severely limited availability of lease space in this area of Overland Park
 - Note 3 Assumes redistribution of existing staff during Renovation/Addition option
 - Note 4 Displacement of Friends and loss to their revenue



Budget Comparison

| | Option 1 Expand/Renovate | Option 2 New |
|------------------------------------|-----------------------------|---------------------|
| Study: | \$112,414 | \$112,414 |
| Consulting Fee's: | \$4,738,723 | \$4,933,854 |
| Construction: | \$31,199,149 | \$32,640,917 |
| FF&E: | \$6,330,578 | \$5,965,598 |
| Public Art: | \$0 | \$440,928 |
| Lease Space: | \$912,450 | \$0 |
| Total Capital Project Cost: | \$43,293,314 | \$44,093,711 |

(Assumes 2022 Building Opening)



Questions





Design Update Meeting – Blue Valley Library

May 11, 2017



JOHNSON COUNTY
KANSAS
Library

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, April 13, 2017
Antioch Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Ashcraft

FRIENDS OF THE LIBRARY: Jim Minges

STAFF: Beth Atwater, Jennifer Barnett Fox, Michelle Beesley, Nancy Birmingham, Megan Gil, Mike Heffernan, Kristen Holdman Ross, Jennifer Mahnken, Susan Mong, Nicki Neufeld, Ben Oglesby, Rita Rubick, Michaela Scruggs, Aubrey Seavey, Scott Sime, Georgia Sizemore, Tricia Suellentrop, Lorée Terry, Julie Timmins, Jessica Walker, Adam Wathen, Ellen Welch, Ken Werne, Ron Zluticky

GUESTS: Cohen Arnold, Nomto Badmaev, Hampton Boyd, Tyson Boyer, Sue Forbes, Natalie Heinbach, Jack Horner, Gaby Kill, Jude McNeil, Lois Sparks, Kaylie Tan, Zoe William, Karen Wulfekuhle

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

CITIZEN COMMENTS

There were none.

FRIENDS OF THE LIBRARY

Jim Minges reported for the Friends. The Book Sale Committee is engaged in planning for its major sale event of the year, the Summer Sizzlin' Book sale, which will be held on June 8-10, 2017, at the Johnson County Community College.

The Friends Board is engaged in a number of development and analysis activities:

- A survey of bookstore customers to assess effectiveness of Friends marketing and advertising, and motivation for Friends membership.
- A survey of Friends Board effectiveness, including goals, meeting structure and process, recruitment and orientation of board members, and Friends visibility and membership development.
- An assessment of the Friends operations and sorting center facility.
- A nomination and recruiting committee is being formed to place board member recruitment on a more organized footing and seek membership with greater diversity and skills to meet organizational needs.

The Friends of the Library were pleased to co-sponsor the National Library Week Bookmark Contest with the library.

The Memorandum of Agreement for cooperation with the Library Foundation has been approved.

Commissioner Ashcraft, Ms. Robinson and Mr. Minges introduced the Bookmark Design contest winners. Twelve winning bookmarks were selected. Each of the 2017 winners received a modest cash prize, a set of their bookmarks and a poster of the winning bookmark designs.

Bookmark winners:

- Preschool-Kindergarten: Tyson Boyer
- Grades 1-2: Jude McNeil
- Grades 1-2: Hampton Boyd
- Grades 3-4: Nomto Badmaev
- Grades 3-4: Cohen Arnold
- Grades 5-6: Zoe William
- Grades 7-8: Kaylie Tan
- Grades 7-8: Gaby Kill
- Grades 9-12: Jack Horner
- Grades 9-12: Natalie Heinbach
- Adults: Lois Sparks
- Adults, Senior category: Sue Forbes

BOARD OF DIRECTORS COMMENTS

Ms. Hupp expressed her appreciation for the artwork done by the bookmark winners.

Ms. Robinson thanked Chairman Eilert and the Board of County Commissioners for highlighting the work of the Library at the State of the County Address and Luncheon.

Ms. Robinson shared that, as proclaimed by the American Library Association (ALA), April is school library month. Many school libraries adopt the ALA guidelines and have similar missions to public libraries. She thanked school libraries for the work they do and commended the great partnerships between school libraries and public libraries.

Ms. Robinson notified the Library Board that another poll will be sent to find a date for the Library Board retreat. We were not able to find a date that worked in September; the new poll will focus on October.

Report from the Nominating committee

Mr. Riley shared the report from the nominating committee.

The committee recommends:

Chair: Pam Robinson

Vice chair/secretary: John Nelson

Treasurer: JR Riley

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Director, Susan Mong, welcomed Ms. Mertz to her first meeting.

Ms. Mong highlighted the elementia magazine, a teen literary magazine published by Johnson County Library. Elementia is supported by the Foundation through the Joan Berkeley fund. Bert Berkley was able to join the reception.

She thanked JCL staff for their work with the magazine and event, specifically: Cassidy Coles, Becky Carleton, Cassandra Gillig, Jennifer Taylor and Kate McNair. We received over 700 submissions to the

magazine and 96 were accepted. 250 people attended the elementia reception that featured author Gene Luen Yang.

Ms. Mong thanked the Library Board members who will be able to attend the Leadership Summit on April 20th. Appetizers will be served.

The annual Breakfast at the Library event will be held on Wednesday, May 3rd. She encouraged Library Board members to share the invitation.

The Foundation received two new grants:

- \$2,500 from the Flo Harris Foundation to support incarcerated services programming
- \$15,000 issued by the Kansas Creative Arts Industries Commission

In response to a question, Ms. Mong clarified that the location of the Leadership Summit will be the Carmack room at the Central Library.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Ashcraft shared that he and Commissioner Allen appreciate that the Library is using the unified county branding on materials. He thanked Mr. Casserley and the Board for using the new logo.

BOARD COUNSEL REPORT

Mr. Logan provided an update on Lenexa City Center. A third addendum to the property conveyance will occur after plan approval, this will be the final addendum. There will be 5 components to the property conveyance, as follows:

1. The stair and strata project will be addressed.
2. The second component deals with a slight encroachment of the roof past our property line onto the Lenexa property line. This is not an issue, but will be addressed in the third addendum.
3. The third component will address a grade beam encroachment. On the garage there is a structural beam that has a concrete base, and a portion of the base is on our property. The third addendum will address how both parties will act if a problem were to arise with the beam.
4. The fourth component is the Library Lane and Kiosk which will be in the garage and includes a conveyor belt. A license agreement will be included. The Library will be licensed to use the portion of the garage for the Library Lane and Kiosk.
5. Finally, there will be an amendment on the shared parking agreement and the computation on the number of stalls that reasonably might be attributed to the Library. The shared parking agreement was based on 105 parking stalls and the fee was \$150.00 times the number of stalls. Using the formula that was used for Monticello, staff determined that there may be a many as 133 stalls used by the Library. The Library disclosed this information to the City. With their own calculations, the City of Lenexa, thinks parking may reach 133 stalls occasionally, but 114 parking stalls is more likely. Nine stalls more than the original estimate of 105. The agreement is a proposed amendment to the maintenance fee of nine times \$150.00 or \$1,350/year to address the parking.

Mr. Logan noted that there is agreement between JCL and Lenexa on all points and the City of Lenexa staff has been great to work with.

In response to a question, Mr. Logan stated that the fee covers everything having to do with maintenance including cleaning and snow removal. This is a negotiated fee that is lower than what the actual costs will

be. The agreement will be in place for five years, with a mutually agreed upon percentage increase thereafter.

The parking stalls will not be designated for Library use because bonds are being used on the garages. There will be designated handicapped parking available.

Mr. Logan addressed the easement documents for Board approval. There will be five separate motions and all of the easements deal with stormwater. In a development project, stormwater management and quality is addressed. As an example, Mr. Logan shared that the Monticello project will have plantings of native grasses, in part, to address the best management practices for stormwater as promulgated by MARC. These agreements allow the Library and the City to maintain the management and quality of the easements.

The fifth item is a grant of a permanent easement to Water District Number One of Johnson County (WaterOne). It will allow WaterOne to install mains and maintain the water line.

Mr. Logan stated that these are routine documents and confirmed that they have been reviewed by the City of Shawnee.

Board Action: Consideration of Approval of “Storm Drainage Easement” between the Library Board and the City of Shawnee

Motion: Amy Ruo moved to approve the *Stormwater Drainage Easement* between the Library Board and the City of Shawnee.

Second: JR Riley

Motion carried 7 to 0

Board Action: Consideration of Approval of “Stormwater Management Easement” between the Library Board and the City of Shawnee

Motion: Nancy Hupp moved to approve the *Stormwater Management Easement* between the Library Board and the City of Shawnee.

Second: Amy Ruo

Motion carried 7 to 0

Board Action: Consideration of Approval of “Stormwater treatment Facility Maintenance Agreement” between the Library Board and the City of Shawnee

Motion: Amy Ruo moved to approve the *Stormwater Treatment Facility Maintenance Agreement* between the Library Board and the City of Shawnee.

Second: JR Riley

Motion carried 7 to 0

Board Action: Consideration of Approval of “Declaration of Stormwater Treatment Facility Maintenance Restrictions and Covenants” between the Library Board and the City of Shawnee

Motion: Nancy Hupp moved to approve the *Declaration of Stormwater Treatment Facility Maintenance Restrictions and Covenants* between the Library Board and the City of Shawnee.

Second: JR Riley

Motion carried 7 to 0

Board Action: Consideration of Approval of “Grant of a Permanent Easement” to Water District No.1 of Johnson County, Kansas by the Library Board

1. **Motion:** Amy Ruo moved to approve the *Grant of a Permanent Easement* to Water District No. 1 of Johnson County, KS by the Library Board.
Second: JR Riley

Motion carried 7 to 0

COUNTY LIBRARIAN REPORT

County Librarian, Sean Casserley, introduced the summer guide and thanked the members of the Library’s Customer Experience team who produced the guide. It is a beautiful document with an image by a local artist on the cover.

Mr. Casserley also thanked Community Relations Coordinator, Christopher Leitch, for his expert management of the bookmark award winners.

Mr. Casserley thanked the communication team for setting up the interview with Library Directors, Steve Potter and Crosby Kemper on KCUR. It was a great opportunity to discuss libraries with a large audience.

Budget update

Finance Director, Nicki Neufeld, reported that the Library has received approximately 50% of the budgeted revenue to date. This is as expected. Last year at this time we were at 51%. The Library is also at 12% expended for the year, which is also as expected.

Proposed 2018 Budget

Mr. Casserley noted that over the last month we have been working with the county budget office to get the numbers; we anticipate receiving them in June.

The Library’s budget presentation in front of the Board of County Commissioners will be May 18th at 3:30 p.m.

Mr. Casserley gave a high-level overview of the budget. The Library has several revenue streams; the largest percentage of revenue is from ad valorem. The Library also receives small grants from the state library and federal government, as well as revenue from the Friends, Foundation, fines and fees and personal property taxes.

In 2008, the total budget was approximately \$25 million. The total budget amount stayed consistent until 2015 with the addition of the .75 mill. Property values have also started to increase which raises revenue.

The budget is divided into two main funds, the operating fund and the special use fund.

Mr. Casserley presented a chart showing the past 10 years of operating expenses, budgeted and actual. 46% of the operating and special use funds are spent on staff, 12% is spent on material collection, 38% on facilities, programs and events and 4% is spent on IT/Web.

The debt pay down is the payments made each year on the debt taken out by the library. Currently JCL is paying off debt from: Series 2004B (a crossover refunding of Series 1999B which was for Blue Valley Library). Series 2008C a refunding of Series 1997B which was for Lackman Library. Series 2010B which

refunded Series 1998B-1998B refunded 1994A which was for Antioch Library. Series 2001B that was for Gardner Library and Series 2002C that was for a refunding of 1992B and 1994 that were for Library Projects and Central Resource respectively. Series 20110E that was for the Monticello Land Acquisition.

We use the Public Building Commission (PBC) to issue debt. This is the process we used for Leawood and we will use for Monticello. Mr. Logan noted that the Library enters into a long-term lease with the PBC that extends until the bonds are paid off. Monticello is a PBC project, but the Library Board approved the easements because the Board owns the land.

Mr. Logan clarified that the PBC is a statutory body.

Commissioner Ashcraft commented that the value of the PBC is that it is a legal construct that shields the Library Board, County Commission and County government from liability. It gives the County greater flexibility in the use of debt.

Mr. Logan commented that he has worked with the Library on a number of PBC projects and he likes the process. It brings collaboration and expertise.

Commissioner Ashcraft asked if there will be a point in the process when the Library Board has a discussion about the proposed budget expenditures and strategic priorities.

Mr. Casserley responded in the affirmative, stating that the conversation will occur when the budget proposal has been received from the County. Mr. Casserley noted that last year the Board retreat was focused on the budget and the strategic rationale behind the budget.

He noted that the staffing level has been static and the budget line for materials has also been static. By not increasing the budget line, buying power has decreased over time. The Board has also discussed the increase in utility cost and increased medical costs. There is more flexibility in the budget with building maintenance, there is also flexibility in the IT line.

Mr. Logan stated that since 1969 the Library Board has been required to submit the budget to the Board of County Commissioners for review and approval. Since 1985, the Library Board has been required to follow county budget policies and procedures. He recommended that the Library Board consider the initial round of approval as approving a County Librarian recommended budget for submission to the County Manager's office and the BoCC.

The Commission approves the budget with mill levy attached and the Library Board is part of that process at the end when adopting resolutions.

Strategic Plan

Framework for Staffing

Jennifer Mahnken, Associate Director of Branch Services, presented a framework for staffing to the Library Board.

The Library Board recently reviewed a request for Monticello staffing and requests for Lenexa City Center staffing and Blue Valley will come as those projects move forward. Ms. Mahnken shared the overall considerations when staffing for a new building.

The first consideration is the building square footage. With the square footage and the layout of the building, staff consider the number of service points. Service points of a building are where patrons interact with staff,

these include clerical and informational transactions, drive-through service and programming. As we include programming in our buildings we need staff to plan and present programs.

We consider the experience we want our patrons to have when they walk into the building. We want staff to be visible and available. When patrons have questions we want them to know where to go for help. We also accept fine payments in cash and we need a staff person to interact to receive fines. We balance staffed desks with self-service options and innovative technologies. All of our libraries have self-checks, online fine payment is available and patrons can pick-up their own holds.

46% of the Library budget is dedicated to staffing. This percentage is below the national and Kansas averages. We are able to achieve this percentage with an innovative use of technology. Everyday we take steps to maximize efficiency. Staff is engaged and enjoys their work. In addition, we cross train staff and create redundancies.

Staff should be on desk about 65% of their time. When they are at the desk, they are available to patrons and not doing other things. 35% of the time they are not on desk, attending meetings, checking email or meeting with supervisors. We also account for sick and vacation time. To achieve a 65% on-desk rate for a building that is open 65 hours a week, or 7 days a week, we need an equivalent of 2.5 Full Time Equivalent staff (FTE) per service point.

We also consider the managers required for the building. Managers are responsible for overseeing the day-to-day operations of the building, answering immediate patron, scheduling, supporting staff and strategic planning.

The county has a standard in place, called span of control, which guides how many staff a single manager can supervise. The span of control is anywhere between 6 and 15 people.

Another important position to consider is that of custodian. We need buildings that are clean and well-maintained. In response to a question, Ms. Mahnken noted that grounds keeping is a system wide consideration. The metric we use is 30,000 sq. per custodian.

The Library also relies on volunteers. Volunteers shelve holds, clean toys, help with programming and serve on Boards. Last year 1,144 volunteers gave 48,423 hours of their time. This is an equivalent of over \$600,000 in staff savings.

Key Performance Indicators that we consider when staffing include circulation. In 2016, the Library circulated almost 7 million items; 40,000 of these were digital. This is a lot of material that has to be touched, sorted and handled.

The Library's drive-up service at Blue Valley is also very popular and accounts for 33% of circulation for that building. The service is more staff intensive, but it provides a better patron experience. As we plan new buildings, we are planning for additional drive-up service points.

Ms. Mahnken also noted that the return on investment study found that for every \$1 spent on Library services, Johnson County residents receive direct and indirect benefits of about \$4.13, which is a 313% return on investment. This is due to the great service patrons receive when they go to the Library.

Commissioner Ashcraft asked what outcome measures the Library tracks and if we capture patron satisfaction.

Ms. Mahnken responded that the County sends an annual survey to residents and the Library consistently ranks as the number 1 or 2 service in the county in terms of service popularity. At this time we do not track

satisfaction by branch, it is a systemwide measure. The Library is also working on implementing customer service standards that could include outcome based measurements.

Commissioner Ashcraft expressed interest in the Library's ROI study. He recommended that executive staff also track patron satisfaction levels by branch.

Ms. Hupp asked if the Board could receive an update on the implementation of the materials handling study completed by CapRock.

Mr. Casserley responded that we can provide a report in May.

Ms. Hupp asked if the cost of digital resources has started to come down for libraries.

Mr. Casserley responded that pricing models vary, but that libraries are still paying an elevated cost for digital materials as compared to individuals.

Monticello

Project Coordinator, Scott Sime, introduced the artists for Monticello.

Artist Jim Woodfill presented a collaborative piece created with fellow artist Stephen Lichty. Mr. Woodfill is a graduate of the Kansas City Art Institute. He has lived and worked as an artist in Kansas City since his graduation. His installations bridge the fields of sculpture, painting and public art. His work in the public realm has extended into education and curatorial projects.

Mr. Lichty works in Brooklyn, New York. His works with expanded sculptures and assemblages, recalling the work of minimalist sculptures of the sixties and seventies.

Mr. Woodfill and Mr. Lichty approached the work as a collaborative process. They used a digital platform to begin their research and approached the work as a problem to solve or a quandary invented. These ideas are based on the development of an intuition.

Mr. Woodfill spoke about the problem to solve as the duality of the Library as a place for transparency and democracy and also privacy in the meeting rooms. He presented mock-ups of layers of etched images on glass. The viewer looks at the glass and not through it.

The quandary invented: Mr. Woodfill and Mr. Lichty considered the cart as site. They will be adding a fleet of 5 Library carts – a cart becomes more or less than a cart. The carts will be sculptures in the library; some usable and some difficult to use, some abstract and sculptural.

Beth Nybeck is a graduate of University of the University of Northern Iowa. She bends and shapes large pieces of metal into elegant sculpture inspired by the natural world.

Ms. Nybeck presented her proposal stating that Johnson County strives to be a dynamic, intelligent and unique community. She proposes a dynamic and approachable work that will serve the community. The piece is inspired by Ms. Nybeck's relationship with literature. Ms. Nybeck stated that she can be swallowed alive by literature, swept away and transported to a different time and place. She also thinks it's important to share our stories.

She proposes a sculptural experience that invites people in and invites conversations. Her piece will be two human heads, one large and one small formed from steel. The two heads face each other and are abstract and geometric. As part of the work she will be interviewing residents of Johnson County and gathering

quotes on the subjects of whimsy and wisdom. The quotes will then be layered on the heads like words on a page.

Monticello

Mr. Sime provided a construction update and showed photos of work being completed on the Monticello site. The construction fence is in place and the footings are being dug this week.

Mr. Sime provided an overview of the Public Art process.

For each project an Artist Selection Panel (ASP) is put together. This is a unique panel for each project and voting members make a recommendation to the Public Art Commission (PAC). The PAC then makes a recommendation to the Public Building Commission (PBC) for final approval and signing of the contracts.

Steps of the overall process are as follows:

1. RFP for Public Art published by County Purchasing
2. Artists respond to RFP
3. The ASP reviews submissions and individually ranks works
4. Shortlisted artists are interviewed
5. ASP Individually ranks again, based on interviews
6. Top-ranked artists work with the design team, Library, County, curator for PAC
7. Artists present to the PAC
8. If the PAC approves the projects, they recommend to the PBC
9. If the PBC approves, contracts are signed.

Commissioner Ashcraft confirmed that the works are being proposed for the designated 1% for art built into the project. Mr. Sime confirmed that is correct.

Commissioner Ashcraft asked if the Board has considered moving the 1% designated for art to the materials purchasing budget line.

Mr. Casserley responded that it wasn't something that has been discussed because we haven't been faced with the economic decision.

In response to a question from the Board, Mr. Sime stated that the Board of County Commissioners passed a resolution in 2006 designating 1% of all new county construction for public art.

Next Steps:

- Furniture selection has started and this process will determine how the Library purchases furniture for all buildings.
- The team is working on building a collection process
- Construction is ongoing

The ceremonial groundbreaking will be held on May 10th at 7:30 a.m.

Lenexa City Center update

Mr. Sime shared the exterior images for the Lenexa Library. The colors have not yet been determined and the details of signage are still being discussed. The presentation included a schematic of the Library lane and kiosk.

Mr. Nelson asked about the conveyance system. Mr. Sime confirmed that there are experts in the field who have been consulted. An RFP for conveyance has just been published.

Ms. Ruo asked how the kiosk and conveyance system will work.

Mr. Sime responded that the details are being worked through. The goal of the kiosk is for holds pick-up and material return. When a patron puts an item on hold they can designate the kiosk as the pick-up location. When the patron is notified that the hold is available, they can drive-through and pick it up at the kiosk.

Mr. Sime commented that the City has been a great team and they are excited about the design.

Blue Valley

Mr. Sime reported that the concept design for the Blue Valley Library continues. We anticipate that the architect will be available to present to the Library Board next month.

Mr. Logan shared that the Literary Park is in the City of Overland Park's capital improvement plan.

Ms. Griffith asked if the Blue Valley project is a re-build or a refresh. Mr. Sime answered that the team is considering and the scenarios will be brought to the Board.

Strategic Facilities Master Plan Presentation

On April 20th Mr. Casserley will present the Library's strategic facilities master plan to the Board of County Commissioners. He will be providing an update on the building the projects.

The County's strategic facility master plan will also be presented at that time.

Commissioner Ashcraft asked if the Library branches are being constructed to LEED specifications. He asked if the Libraries will be built to LEED standards or seeking LEED certification.

Mr. Casserley responded that for Monticello we are following LEED guidelines, but will not be seeking certification. The Lenexa project is different because it is part of the larger Lenexa City Center building project. We will be seeking base-level certification for Lenexa.

Consent Agenda

1. Minutes of the February 28, 2017 Special Library Board meeting
2. Minutes of the March 9, 2017 Regular Library Board meeting

Motion: John Nelson moved to approve the consent agenda.

Second: Amy Ruo

Motion carried 7 to 0

NEW BUSINESS

Board Action: Election of Library Board Officers

Motion: JR Riley moved that the Library Board of Directors elect the recommended slate of officers for the 2017-2018 year.

Second: Nancy Hupp

Motion carried 7 to 0

ADJOURNMENT

Motion: Nancy Hupp moved to adjourn

Second: JR Riley

Motion carried 7 to 0

The meeting adjourned at 5:55 p.m.

DATE _____

SECRETARY _____
John Nelson

CHAIR _____
Pam Robinson

SIGNED _____
Sean Casserley

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
Mar-17**

| VENDOR | DESCRIPTION | AMOUNT |
|-----------------------------|---|----------------------------------|
| The Rabbit Hole | Decorative Literary Panels | \$20,000.00 |
| Naxos | Online database | \$8,700.00 |
| Recorded Books: InstantFlix | Database license agreement | \$5,000.00 |
| Recorded Books: Zinio | Database license agreement, subscription, access fees | \$53,000.00 |
| | Total | <u><u>\$86,700.00</u></u> |

SIGNED:

Finance Director

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

| | | Receipts | Payments | Balance |
|--|---------------------------------|----------|-------------|--------------------|
| | Opening cash balance | | | \$55,258.95 |
| | Add Receipts | \$70.72 | | |
| | Less Payments | | \$2,821.48 | |
| | Ending Cash balance | | | \$52,508.19 |
| | Less Liabilities | | \$23,788.85 | |
| | Unobligated cash balance | | | \$28,719.34 |

APPROVED: _____

DATED: _____

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: May 11, 2017

Issue: Consider approving the County Librarian-recommended budget.

Background and Analysis: Please see the memo prepared by Library legal counsel for the background and analysis. The memo follows this briefing sheet.

Recommendation: Approve the County Librarian-recommended budget for submission to the County Manager's office and the Board of County Commissioners.

Suggested Motion: I move that the Library Board approve the County Librarian-recommended budget for submission to the County Manager's office and the Board of County Commissioners.

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ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan

Re: Library Board approval of County Librarian-recommended budget

Date: May 5, 2017

At your May 11 Board meeting, you will be asked to approve the County Librarian-recommended budget and to forward that budget to the office of the County Manager and the Board of County Commissioners for review and approval. I thought it might be helpful for me to explain the process and what the Library Board is doing when it takes that action.

The Library Board has been required since 1967 to submit its budget to the Board of County Commissioners for review and approval. K.S.A. 12-1669, adopted that year, makes it clear that the ultimate authority to approve the Library's budget resides with the Board of County Commissioners. In addition, since 1985, pursuant to K.S.A. 12-1225b(b), the Library has been required to follow budget policies and procedures established by the Commission. As a practical matter, that has meant that the Library's budget is to be submitted to the office of the County Manager for a comprehensive review and a recommendation to the BOCC.

With that by way of background, the Library Board should view its action as one of approving the County Librarian-recommended budget for submission to the County Manager's office and to the Board of County Commissioners for review and approval. That does not mean that Library Board members should ask no questions about that budget. It also does not mean that the Library Board has no authority to make changes to that budget. It does have such authority. But what it does mean is that when the Library Board approves the County Librarian-recommended budget, the budget is merely approved for submission to the County Manager's office and the Board of County Commissioners for review and approval. The Library Board will take final action on the budget when the Commission does, presumably in July or August.

Consistent with this explanation, I recommend that the motion to approve be framed as follows: "I move that the Library Board approve the County Librarian-recommended budget for submission to the County Manager's office and the Board of County Commissioners."

Library Operating

| | Actual FY 2016 | Budget FY 2017 | Estimated FY 2017 | Requested FY 2018 | Budget FY 2018 | 2017-2018 % Change |
|--|---------------------------|---------------------------|------------------------------|------------------------------|---------------------------|-------------------------------|
| Agency Revenues | | | | | | |
| Licenses and Permits | \$ 603,015 | \$ 777,365 | \$ 777,365 | \$ 725,000 | \$ 725,000 | (6.74)% |
| Charges for Service | \$ 209,048 | \$ 158,711 | \$ 158,711 | \$ 160,657 | \$ 160,657 | 1.23 % |
| Total Agency Fees & Charges | \$ 812,063 | \$ 936,076 | \$ 936,076 | \$ 885,657 | \$ 885,657 | (5.39)% |
| Intergovernmental | \$ 136,727 | \$ 247,260 | \$ 247,260 | \$ 254,678 | \$ 254,678 | 3.00 % |
| Miscellaneous | \$ 529,403 | \$ 338,063 | \$ 338,063 | \$ 346,056 | \$ 346,056 | 2.36 % |
| Interest | \$ 106,552 | \$ 76,791 | \$ 122,995 | \$ 139,179 | \$ 139,179 | 13.16 % |
| Total Other Agency Revenues | \$ 772,682 | \$ 662,114 | \$ 708,318 | \$ 739,913 | \$ 739,913 | 4.46 % |
| a) Total Agency Revenues | \$ 1,584,745 | \$ 1,598,190 | \$ 1,644,394 | \$ 1,625,570 | \$ 1,625,570 | (1.14)% |
| Expenditures | | | | | | |
| Personnel | \$ 14,557,087 | \$ 15,918,347 | \$ 15,838,836 | \$ 19,296,068 | \$ 19,296,068 | 21.83 % |
| Contractual Services | \$ 7,957,846 | \$ 5,079,963 | \$ 5,079,963 | \$ 4,055,782 | \$ 4,055,782 | (20.16)% |
| Commodities | \$ 3,534,347 | \$ 4,168,174 | \$ 4,168,174 | \$ 4,918,426 | \$ 4,918,426 | 18.00 % |
| Capital Outlay | \$ 2,896 | \$ 8,412 | \$ 8,412 | \$ 0 | \$ 0 | (100.00)% |
| Subtotal | \$ 26,052,176 | \$ 25,174,896 | \$ 25,095,385 | \$ 28,270,276 | \$ 28,270,276 | 12.65 % |
| Miscellaneous | \$ 3,092 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00 % |
| Interfund Transfers | \$ 92,240 | \$ 115,259 | \$ 115,259 | \$ 127,540 | \$ 127,540 | 10.66 % |
| Transfer to Capital projects | \$ 2,484,000 | \$ 4,092,493 | \$ 4,092,493 | \$ 3,320,701 | \$ 3,320,701 | (18.86)% |
| Subtotal | \$ 2,579,332 | \$ 4,207,752 | \$ 4,207,752 | \$ 3,448,241 | \$ 3,448,241 | (18.05)% |
| Expenditures Subtotal | \$ 28,631,508 | \$ 29,382,648 | \$ 29,303,137 | \$ 31,718,517 | \$ 31,718,517 | 8.24 % |
| Risk Management Charges | \$ 84,066 | \$ 91,644 | \$ 91,644 | \$ 107,220 | \$ 107,220 | 17.00 % |
| b) Total Expenditures | \$ 28,715,574 | \$ 29,474,292 | \$ 29,394,781 | \$ 31,825,737 | \$ 31,825,737 | 8.27 % |
| Difference: b) minus a) | \$(27,130,829) | \$(27,876,102) | \$(27,750,387) | \$(30,200,167) | \$(30,200,167) | 8.83 % |
| Tax Revenues | | | | | | |
| Ad Valorem | \$ 24,505,035 | \$ 24,852,783 | \$ 24,852,783 | \$ 27,267,680 | \$ 27,267,680 | 9.72 % |
| Other Taxes | \$ 2,666,173 | \$ 3,023,319 | \$ 3,001,178 | \$ 2,932,487 | \$ 2,932,487 | (2.29)% |
| Total Tax Revenues | \$ 27,171,208 | \$ 27,876,102 | \$ 27,853,961 | \$ 30,200,167 | \$ 30,200,167 | 8.42 % |
| FTE Positions | | | | | | |
| Fee Funded FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |
| Grant Funded FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |
| Other FTEs | 262.90 | 262.90 | 263.37 | 306.68 | 306.68 | 16.44 % |
| Total FTE Positions | 262.90 | 262.90 | 263.37 | 306.68 | 306.68 | 16.44 % |

Agency Mission

The Johnson County Library (JCL) provides access to ideas, information, experiences and materials that support and enrich people's lives.

Budget Highlights

Total expenditures for FY 2018, excluding transfers and Risk Management charges, are proposed to increase by \$3,174,891 (12.65%) compared to FY 2017. The increase is due to: 1) a \$2,551,992 increase to Personnel related to the additional 47.7 FTE, 2) a \$1,024,181 decrease in Contractual Services, 3) a \$750,252 increase in Commodities, 4) a \$8,412 decrease in capital outlay, and 5) the proposed salary and benefit increases included in the budget parameters.

Transfers to Capital Projects for FY 2018 are \$1,147,850 for Library's Capital Replacement Plan, \$285,000 for Materials Handling Sorters, and \$1,887,851 for Comprehensive Library Master Plan Future Projects.

FTEs for FY 2018 are proposed at 306.68, which is 43.78 FTE more than what was budgeted for FY 2017. The 43.78 is the pro-rated portion of the total 47.7 FTE that have been added (38.7 FTE are for Monticello Library Branch staffing).

Library Operating

Agency Goals & Objectives

| Service Delivery Goals and Associated Objectives | Associated PMs: |
|---|------------------------|
| 1) Patrons will experience convenient service. *Patrons are able to find and obtain the library resources they want in the shortest possible time. | i, j, k, l, n, o |
| 2) Patrons will experience educational opportunities in a safe and inviting environment. *Patrons and staff report that libraries are welcoming, comfortable, safe and user-friendly places. *Johnson County is served by a library system with adequate facilities that have been planned in accordance with community growth. *Provide more comprehensive early literacy library experiences. | h g, h b |
| 3) Patrons will strengthen their lives and their neighborhoods through community building experiences. *Implement a more effective and responsive service to immigrant populations. *Patrons find opportunities to engage in civic and community life. | c a, m |

Agency Key Performance Measures (PMs)

| Outputs and Efficiency Measures | Actual 2016 | Estimated 2017 | Estimated 2018 |
|--|--------------------|-----------------------|-----------------------|
| a) Attendance at civic engagement programs. | 1,296 | 1,350 | 1,400 |
| b) # of people served in early literacy programs. | 31,584 | 35,000 | 36,000 |
| c) # of people served through Latino services. | 6,949 | 7,200 | 7,400 |
| e) Total information contacts. | 184,472 | 186,000 | 187,000 |
| f) Circulation. | 6,637,340 | 6,700,000 | 6,700,000 |
| g) User visits. | 2,450,760 | 2,630,000 | 2,650,000 |
| Efficiency/Cost Measures | | | |
| h) % of unmet Capital Replacement Plan needs. | 65% | 50% | 45% |
| i) Median wait time for materials < 1 year old (days). | 1 | 1 | 1 |
| j) Median wait time for materials > 1 year old (days). | 1 | 1 | 1 |
| k) % network uptime. | 99.97% | 99.97% | 99.97% |
| Effectiveness Measures | | | |
| l) Median publication date of the collection. | 2011 | 2012 | 2013 |
| m) Library web page visits. | 3,069,209 | 3,070,000 | 3,070,000 |
| n) Ratio of copies of bestsellers to patrons waiting. | 1:5 | 1:5 | 1:5 |

Library Operating

Major Services

| | Actual FY 2016 | Budget FY 2017 | Estimated FY 2017 | Requested FY 2018 | Budget FY 2018 | 2017-2018 %Change |
|--|-------------------|-------------------|----------------------|----------------------|-------------------|----------------------|
|--|-------------------|-------------------|----------------------|----------------------|-------------------|----------------------|

Service #1: Administration and Facilities

To support Johnson County Library operations and facilities.

| | | | | | | |
|-----------------|-----------------|----------------|----------------|----------------|----------------|----------|
| Agency Revenues | \$ 779,963 | \$ 1,028,880 | \$ 1,075,084 | \$ 1,040,849 | \$ 1,040,849 | (3.18)% |
| Expenditures | \$ 10,845,452 | \$ 10,157,793 | \$ 10,160,508 | \$ 8,108,416 | \$ 8,108,416 | (20.20)% |
| Difference | \$ (10,065,489) | \$ (9,128,913) | \$ (9,085,424) | \$ (7,067,567) | \$ (7,067,567) | (22.21)% |
| FTE Positions | 39.25 | 39.25 | 39.75 | 39.75 | 39.75 | 0.00 % |

Service #2: Information Technology

To support Library automation and resources for access to electronic information.

| | | | | | | |
|-----------------|----------------|----------------|----------------|----------------|----------------|---------|
| Agency Revenues | \$ 0 | \$ 95,500 | \$ 95,500 | \$ 97,898 | \$ 97,898 | 2.51 % |
| Expenditures | \$ 2,242,311 | \$ 2,214,389 | \$ 2,200,269 | \$ 2,724,216 | \$ 2,724,216 | 23.81 % |
| Difference | \$ (2,242,311) | \$ (2,118,889) | \$ (2,104,769) | \$ (2,626,318) | \$ (2,626,318) | 24.78 % |
| FTE Positions | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 0.00 % |

Service #3: Collections

To provide a robust collection of Library materials in a variety of formats.

| | | | | | | |
|-----------------|----------------|----------------|----------------|----------------|----------------|---------|
| Agency Revenues | \$ 136,091 | \$ 198,339 | \$ 198,339 | \$ 204,289 | \$ 204,289 | 3.00 % |
| Expenditures | \$ 3,841,477 | \$ 3,482,978 | \$ 3,482,978 | \$ 4,182,093 | \$ 4,182,093 | 20.07 % |
| Difference | \$ (3,705,386) | \$ (3,284,639) | \$ (3,284,639) | \$ (3,977,804) | \$ (3,977,804) | 21.10 % |
| FTE Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |

Service #4: Systemwide and Branch Services

To organize and provide information, materials and services to the public in Library facilities.

| | | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------|
| Agency Revenues | \$ 668,691 | \$ 275,471 | \$ 275,471 | \$ 282,534 | \$ 282,534 | 2.56 % |
| Expenditures | \$ 11,702,268 | \$ 13,527,488 | \$ 13,459,382 | \$ 16,703,792 | \$ 16,703,792 | 24.11 % |
| Difference | \$ (11,033,577) | \$ (13,252,017) | \$ (13,183,911) | \$ (16,421,258) | \$ (16,421,258) | 24.56 % |
| FTE Positions | 208.65 | 208.65 | 208.62 | 251.93 | 251.93 | 20.76 % |

Library Operating

Requests for Additional Resources

| | <u>Requested FY 2018</u> | <u>Budget FY 2018</u> | <u>Requested FY 2019</u> | <u>Projected FY 2019</u> |
|--------------------|--|---------------------------|------------------------------|--|
| Request #1: | Additional Branch and System-wide Support | | Priority: 1 | Major Service: Branch and System-wide |

The Library has taken a look at branch and system-wide service issues and determined that additional staff are necessary to help better service the Library patrons and Library system better. The following are the positions that have been requested and are placed in the Library budget for FY 2018: 4 Information Specialists to provide additional patron service desk support help, a Civic Engagement Coordinator to better identify programming and outreach needs, a Collections Clerk to assist with the processing and maintenance of the growing collection of materials, an IT Analyst to help support the technology that exists in the various library branches, a Human Resources Specialist to help deal with the expanding FTE count, and a Training Specialist to analyze organizational and training resource needs as well as provide training on technical and non-technical topics for all levels of library employees. These position requests are supported within the existing library resources for FY 2018 and beyond.

| | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|
| Agency Revenues | \$ 642,212 | \$ 642,212 | \$ 670,597 | \$ 670,597 |
| Expenditures | \$ 642,212 | \$ 642,212 | \$ 670,597 | \$ 670,597 |
| Difference | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 0</u> |
| Full-time Equivalent Positions | 9.00 | 9.00 | 9.00 | 9.00 |

Library Operating

Capital Improvement Program (CIP)

Title: Capital Replacement Plan

Year Placed: 2018

Description: The Library's aging facilities, equipment and furnishings are in need of continued funding for scheduled replacement and maintenance. Projects requested for FY 2018 and FY 2019 include funds for: roof replacement, heating ventilation and air conditioning replacement, parking lot repair/replacement work, some interior remodel work, irrigation/landscaping, and vehicle replacements. Funding for this plan has been placed in FY 2018.

| Capital Expenditures | FY2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | Project Total |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Prelim. Studies | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Design & Construction | \$ 1,147,850 | \$ 1,048,850 | \$ 1,124,000 | \$ 1,101,800 | \$ 1,043,600 | \$ 5,466,100 |
| Equipment | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Total | \$ 1,147,850 | \$ 1,048,850 | \$ 1,124,000 | \$ 1,101,800 | \$ 1,043,600 | \$ 5,466,100 |

| Operating Expenditures | Total FTE | FY2018 | FY 2019 | FY 2020 | FY 2021 |
|-------------------------------|------------------|---------------|----------------|----------------|----------------|
| Personnel | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Contractual | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Commodities | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Capital | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| On-going Total | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |

Title: Materials Handling Sorters

Year Placed: 2018

Description: This project would purchase 5-bin automated materials handling systems (sorters) for the Corinth and Antioch Library Branches. Automated materials handling systems (sorters) involve automatic discharge of returned library materials and machine sorting for holds and re-shelving. The Materials Handling study shows there were branches where staff and associated labor would immediately benefit from having these processes automated. As new and/or replacement Library branches come online, these existing sorters will be relocated and reconfigured to fit other branches and achieve labor savings at those locations. The purchase of the Corinth sorter is planned for FY 2018 and the Antioch sorter for FY 2019.

| Capital Expenditures | FY2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | Project Total |
|-----------------------------|-------------------|-------------------|----------------|----------------|----------------|----------------------|
| Prelim. Studies | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Design & Construction | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Equipment | \$ 285,000 | \$ 300,000 | \$ 0 | \$ 0 | \$ 0 | \$ 585,000 |
| Total | \$ 285,000 | \$ 300,000 | \$ 0 | \$ 0 | \$ 0 | \$ 585,000 |

| Operating Expenditures | Total FTE | FY2018 | FY 2019 | FY 2020 | FY 2021 |
|-------------------------------|------------------|---------------|----------------|----------------|----------------|
| Personnel | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Contractual | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Commodities | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Capital | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| On-going Total | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |

Library Operating

Capital Improvement Program (CIP)

Title: Blue Valley Expansion and Renovation **Year Placed:** 2020

Description: This project would renovate the approximate 24,000 square foot Blue Valley location and expand the current square footage by an approximate 40,000 square feet. This project is in line with Johnson County Library's Comprehensive Library Master Plan as this project will provide increased convenience, education, and community meeting space for patrons that use the Blue Valley location. This project has already been established to do preliminary studies with the actual design and construction being placed in FY 2020.

| Capital Expenditures | FY2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | Project Total |
|-----------------------|-------------|-------------|---------------------|---------------------|----------------------|----------------------|
| Preliminary Studies | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 1,000,000 |
| Design & Construction | \$ 0 | \$ 0 | \$ 2,086,601 | \$ 17,527,78 | \$ 8,763,893 | \$ 28,378,281 |
| Equipment/Misc. | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| FF&E | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 10,204,978 | \$ 10,204,978 |
| Total | \$ 0 | \$ 0 | \$ 2,086,601 | \$ 17,527,78 | \$ 18,968,871 | \$ 39,583,259 |

| Operating Expenditures | Total FTE | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
|------------------------|--------------|-------------------|---------------------|---------------------|---------------------|
| Personnel | 13.10 | \$ 211,852 | \$ 856,318 | \$ 894,852 | \$ 930,647 |
| Contractual | 0.00 | \$ 50,875 | \$ 203,500 | \$ 203,500 | \$ 203,500 |
| Commodities | 0.00 | \$ 10,500 | \$ 46,000 | \$ 46,000 | \$ 46,000 |
| Capital | 0.00 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| On-going Total | 0.00 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Start Up (Computers) | | \$ 18,000 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL | 13.10 | \$ 291,227 | \$ 1,105,818 | \$ 1,144,352 | \$ 1,180,147 |

Title: Corinth Library Replacement **Year Placed:** 2022

Description: The current Corinth Library was opened in early 1963, by 2022 it will be nearing 60 years of service. The building is in declining condition and has been shown for replacement as part of Johnson County Library's Comprehensive Library Master Plan. This project would demolish and replace the building on its current site in Prairie Village or construct a new facility at another site location which would serve the needs of the library patrons in this area. Funding for the preliminary study is currently being placed in FY 2020 with major construction in FY 2022.

| Capital Expenditures | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | Project Total |
|-----------------------|-------------------|-------------|---------------------|---------------------|-------------|----------------------|
| Preliminary Studies | \$ 143,685 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 143,685 |
| Design & Construction | \$ 0 | \$ 0 | \$ 1,456,905 | \$ 728,453 | \$ 0 | \$ 2,185,358 |
| Equipment/Misc. | \$ 0 | \$ 0 | \$ 0 | \$ 15,786,89 | \$ 0 | \$ 15,786,892 |
| FF&E | \$ 0 | \$ 0 | \$ 4,310,039 | \$ 0 | \$ 0 | \$ 4,310,039 |
| Art | \$ 0 | \$ 0 | \$ 225,488 | \$ 0 | \$ 0 | \$ 225,488 |
| Total | \$ 143,685 | \$ 0 | \$ 5,766,944 | \$ 16,515,34 | \$ 0 | \$ 22,651,462 |

| Operating Expenditures | Total FTE | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|------------------------|------------|-------------|-------------|-------------|-------------|
| Personnel | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Contractual | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Commodities | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Capital | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| On-going Total | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Start Up | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |

Library Operating

Title: Comprehensive Library Master Plan Future Projects

Year Placed: 2018

Description: The amount of approximately \$1.9 million listed below represents the difference between the new capital planned for debt service and operating costs for projects approved and the remaining unobligated additional funds generated from the 0.75 mill increase. These additional funds are future cash components to projects that are to be debt financed capital projects. The plan is to place these funds in a capital project account for future use towards projects in the Comprehensive Library Master Plan. Funding for this transfer has been placed in FY 2018.

| Capital Expenditures | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | Project Total |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|
| Total | \$ 1,887,851 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 1,887,851 |

| Operating Expenditures | Total FTE | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|-------------------------------|------------------|----------------|----------------|----------------|----------------|
| Personnel | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Contractual | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Commodities | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Capital | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| On-going Total | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Start Up | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL | 0.0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |

Library Special Use

| | Actual FY 2016 | Budget FY 2017 | Estimated FY 2017 | Requested FY 2018 | Budget FY 2018 | 2017-2018 % Change |
|--|---------------------------|---------------------------|------------------------------|------------------------------|---------------------------|-------------------------------|
| Agency Revenues | | | | | | |
| Charges for Service | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00 % |
| Total Agency Fees & Charges | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00 % |
| Use of Carryover | \$ 0 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00 % |
| Miscellaneous | \$ 0 | \$ 2,690 | \$ 2,690 | \$ 2,690 | \$ 2,690 | 0.00 % |
| Total Other Agency Revenues | \$ 0 | \$ 12,690 | \$ 12,690 | \$ 12,690 | \$ 12,690 | 0.00 % |
| a) Total Agency Revenues | \$ 0 | \$ 12,690 | \$ 12,690 | \$ 12,690 | \$ 12,690 | 0.00 % |
| Expenditures | | | | | | |
| Contractual Services | \$ 1,019,965 | \$ 16,305 | \$ 16,305 | \$ 16,305 | \$ 16,305 | 0.00 % |
| Commodities | \$ 180,007 | \$ 192,564 | \$ 192,564 | \$ 315,000 | \$ 315,000 | 63.58 % |
| Subtotal | \$ 1,199,972 | \$ 208,869 | \$ 208,869 | \$ 331,305 | \$ 331,305 | 58.62 % |
| Lease Payment to PBC | \$ 906,156 | \$ 3,583,750 | \$ 1,728,164 | \$ 3,138,844 | \$ 3,138,844 | 81.63 % |
| Interfund Transfers | \$ 969,435 | \$ 975,847 | \$ 975,847 | \$ 834,741 | \$ 834,741 | (14.46)% |
| Subtotal | \$ 1,875,591 | \$ 4,559,597 | \$ 2,704,011 | \$ 3,973,585 | \$ 3,973,585 | 46.95 % |
| Expenditures Subtotal | \$ 3,075,563 | \$ 4,768,466 | \$ 2,912,880 | \$ 4,304,890 | \$ 4,304,890 | 47.79 % |
| Vehicle Equivalent Units | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00 % |
| b) Total Expenditures | \$ 3,075,563 | \$ 4,768,466 | \$ 2,912,880 | \$ 4,304,890 | \$ 4,304,890 | 47.79 % |
| Difference: b) minus a) | \$ (3,075,563) | \$ (4,755,776) | \$ (2,900,190) | \$ (4,292,200) | \$ (4,292,200) | 48.00 % |
| Tax Revenues | | | | | | |
| Ad Valorem | \$ 2,814,850 | \$ 4,402,943 | \$ 4,402,943 | \$ 3,781,443 | \$ 3,781,443 | (14.12)% |
| Other Taxes | \$ 291,427 | \$ 352,833 | \$ 349,911 | \$ 510,757 | \$ 510,757 | 45.97 % |
| Total Tax Revenues | \$ 3,106,277 | \$ 4,755,776 | \$ 4,752,854 | \$ 4,292,200 | \$ 4,292,200 | (9.69)% |
| FTE Positions | | | | | | |
| Fee Funded FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |
| Grant Funded FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |
| Other FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |
| Total FTE Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 % |

Agency Mission

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

Budget Highlights

Total expenditures for FY 2018 are budgeted to increase by \$1,392,010 (47.79%) compared to FY 2017. The increase is due to: 1) \$122,436 increase in commodities, and 2) increased debt service payments scheduled for 2018 related to the Lenexa City Center Library that was approved in 2016.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: May 11, 2017

Issue: Consider approving the Permanent Sidewalk Easement between the Library Board and the City of Prairie Village.

Background: The City of Prairie Village has contacted the Library and requested that it be granted an additional sidewalk easement in front of the Corinth Library.

Analysis: The “Permanent Sidewalk Easement” agreement would add approximately 770 square feet to the existing sidewalk easement. The City plans to widen and improve the existing sidewalk at the City’s cost.

This easement provides the necessary legal authority for construction, maintenance, and repair of the sidewalk.

Alternatives: 1) Approve the Permanent Sidewalk Easement. 2) Not approve the Permanent Sidewalk Easement.

Legal Review: Library Legal counsel has reviewed and approved this item. Please see his memo following this briefing sheet.

Recommendation: Approve the Permanent Sidewalk Easement between the Library Board and the City of Prairie Village.

Suggested Motion: I move to approve the Permanent Sidewalk Easement between the Library Board and the City of Prairie Village.

LOGAN LOGAN & WATSON, L.C.

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ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

MEMORANDUM

To: Members of the Library Board, Sean Casserley

From: Fred Logan

Re: Request from City of Prairie Village for additional sidewalk easement in front of Corinth Library

Date: May 5, 2017

The City of Prairie Village has contacted the Library and requested that it be granted additional sidewalk easement in front of the Corinth Library. The staff supports the request because the City will greatly improve, at its sole expense, the existing sidewalk in front of that facility.

The enclosed "Permanent Sidewalk Easement" agreement would add approximately 770 square feet to the existing sidewalk easement. The additional easement is confined to the dotted rectangular box marked "P.S.E." on Attachment "B" to the agreement. It is located at the southeast corner of the property. The City will widen and improve the sidewalk at its sole expense. The Library would not be granted compensation for this additional easement. It is routine for public entities to not demand such compensation from one another; that is particularly the case when, as here, substantial improvements will be made at no cost to the institution granting the additional easement.

I have thoroughly reviewed the "Permanent Sidewalk Easement" agreement and approve it as to form. I recommend that the Board approve this agreement.

PRAIRIE VILLAGE, KANSAS
Sidewalk Easement
Mission Road Improvements
8100 Mission Road

PERMANENT SIDEWALK EASEMENT

THIS AGREEMENT, made May ___, 2017 between the Board of Directors of the Johnson County, Library, a Quasi-Municipal Corporation of the State of Kansas (“Grantor”), owner of property herein described, and the City of PRAIRIE VILLAGE, KANSAS, a municipal corporation organized and existing pursuant to the laws of the State of Kansas, (“Grantee”):

WITNESSETH:

1. That for and in consideration of One Dollar and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants and conveys to Grantee a permanent sidewalk easement for the location, construction, reconstruction, maintenance, removal, operation and repair of public sidewalk over the following described land:

See Attachment “A”, and as depicted on Attachment “B”

2. After completion of construction of the sidewalk, Grantor shall have the free uninterrupted use of said land adjacent to the sidewalk; subject to the right of the Grantee, if it should so elect, to go upon said easement at any time to construct, maintain and repair said sidewalk. Grantor shall not use, nor attempt to use, said land in such a manner as would interfere with the proper, safe and continuous maintenance and use of said sidewalk as a public walkway and specifically shall not build under, thereon or thereover any structure which may interfere with the maintenance and repair of said sidewalk and Grantee shall not be responsible for damage to any such structure. Subject to the preceding sentence, any damage to the property of Grantor which is caused by the construction, maintenance, repair or replacement of the sidewalk shall be repaired at the sole cost and expense of and made by the Grantee or its agents.

3. Grantor further states that it is lawfully seized of title to the land over which the easement is granted and that it has good and lawful right to convey this easement to Grantee.

4. Grantor, its successors and assigns, hereby waive and release Grantee, its successors and assigns, from any and all claims for damages or compensation either now or in the future arising by reason

of this grant of easement, but excluding Grantee's obligation to repair damage to Grantor's property pursuant to Section 2 hereof.

5. This grant and easement shall, at all times be deemed to be and shall be, a continuing covenant running with the land and shall be binding upon the successors and assigns of Grantor.

IN WITNESS WHEREOF, the Grantor has executed this instrument this, the ____ day of May, 2017.

Board of Directors of the Johnson County Library

By: _____

Printed Name: _____

Printed Title: _____

STATE OF KANSAS)
) ss:
COUNTY OF JOHNSON)

Be It Remembered that on this ___day of May, 2017, before me, the undersigned Notary Public, personally came _____ who is personally known to me to be _____ of the Board of Directors of the Johnson County Library, a Quasi-Municipal Corporation, and personally known to me to be the same person who executed, as such officer, the foregoing instrument on behalf of said Quasi-Municipal Corporation and such person duly acknowledged the execution of the same to be the act and deed of said Quasi-Municipal Corporation.

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

Notary Public

My Commission Expires:

Attachment "A"

Sidewalk Easement Description

All that part of the Northeast Quarter of Section 28, Township 12 South, Range 25 East, in the City of Prairie Village, Johnson County, Kansas, described as follows:

Commencing at the Southeast Corner of the Northeast Quarter of said Section 28; Commencing at a Point; thence North $02^{\circ}27'36''$ West, along the East line of the Northeast Quarter of said Section 28, a distance of 1042.02 feet; thence South $87^{\circ}30'43''$ West, perpendicular to the last described course, a distance of 45.00 feet to the Point of Beginning; thence North $02^{\circ}29'17''$ West, along the West line of the East 45.00 feet of the Northeast Quarter of said Section 28, a distance of 110.00 feet; thence South $87^{\circ}30'43''$ West a distance of 7.00 feet; thence South $02^{\circ}29'17''$ East, along the West line of the East 52.00 feet of the Northeast Quarter of said Section 28, a distance of 110.00 feet; thence North $87^{\circ}30'43''$ East a distance of 7.00 feet to the Point of Beginning.

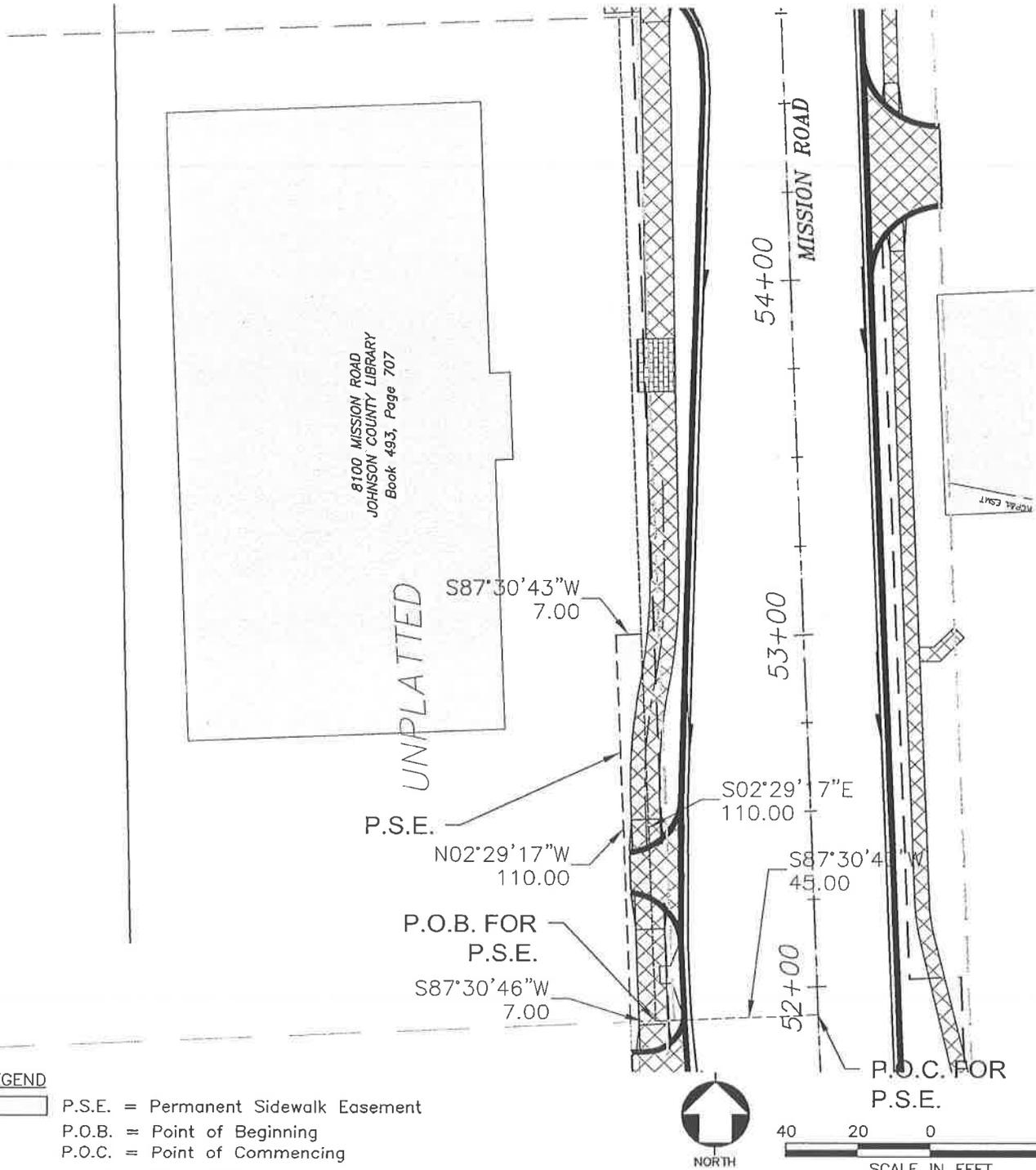
Containing 770 square feet, more or less.

The bearings used in this description are based on the Kansas State Plane Coordinate System, North Zone, NAD 83

This description prepared by:
J. Aubrey Meyer, KS LS #1579
Affinis Corp
8900 Indian Creek Pkwy, Suite 450
Overland Park, KS 66210

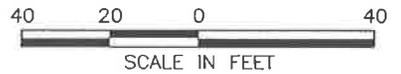
8100 MISSION ROAD

Book 493, Page 707



LEGEND

-  P.S.E. = Permanent Sidewalk Easement
-  P.O.B. = Point of Beginning
-  P.O.C. = Point of Commencing



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CITY OF PRAIRIE VILLAGE, KANSAS
MISSION ROAD IMPROVEMENTS
8100 MISSION ROAD

JOHNSON COUNTY LIBRARY

Date: 04/05/2017
Drawn By: JAM
Checked By: KMG
Approved By: PLU
File: TRACT MAP
Job # 16-0001.01

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1 OF 1