



**Board Report
December 14, 2017**

AGENDA
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, December 14, 2017
CENTRAL LIBRARY
CARMACK MEETING ROOM
4:00 PM

I. Call to Order

II. Citizen Comments

III. Remarks

- A. Members of the Johnson County Library Board of Directors
- B. Nancy Hupp, Board Chair
- C. Friends of the Library, Julie Steiner
- D. Johnson County Library Foundation, Stephanie Neu
- E. Commissioner Ashcraft, Liaison, Board of County Commissioners

IV. Reports

A. Board Counsel - Fred Logan

- 1. Presentation on Kansas Open Meetings Act: serial communications and social media

B. Budget Committee Report - Bethany Griffith

- C. County Librarian ReportPg. 4
- 1. Finances and Statistics - Nicki NeufeldPg. 8
 - 2. Strategic Plan
 - 3. Comprehensive Library Master Plan - Scott Sime
 - a) Monticello updatePg. 17
 - i. Collaborative staff work space - Jen Mahnken.....Pg. 21
 - b) Lenexa City Center updatePg. 27
 - c) Blue Valley updatePg. 33
 - d) Future AntiochPg. 36

CI. Updates

- 1. Pickard - Scott Sime
- 2. Johnson County Library Capital Improvement Plan (CIP) - Draft -Georgia Sizemore.....Pg. 39
- 3. United Way

V. Consent Agenda

A. Action Items

- 1. Minutes of the November 9, 2017 Library Board MeetingPg. 41

B. Information Items

- 1. Summary of New and/or Renewed ContractsPg. 53
- 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for October 2017 were handled in accordance with Library and County policy
 - b) The October 2017 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenue & expenditures

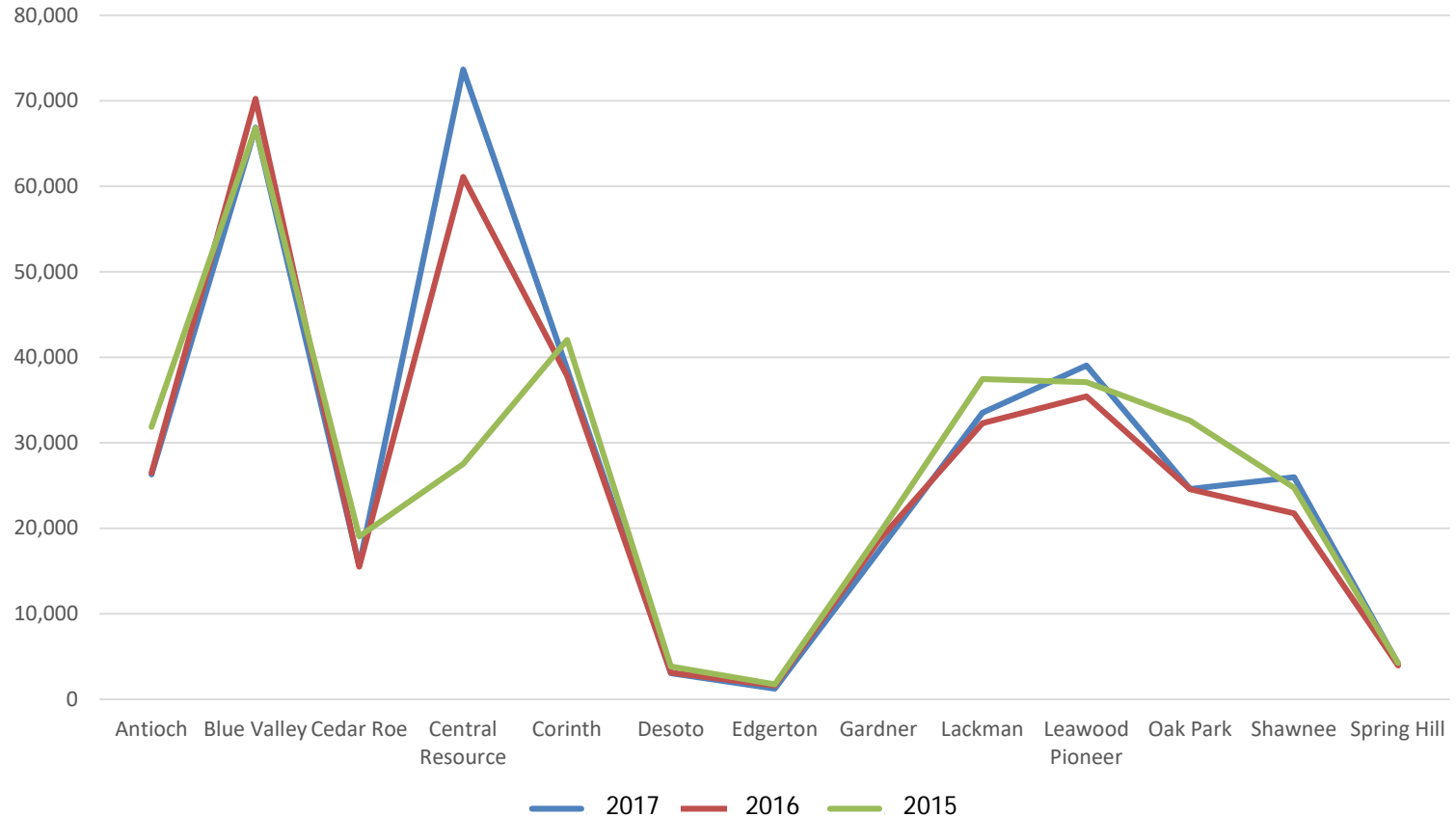
C. Gift Fund Report	
1. Treasurer's Report	Pg. 54
VI. Old Business	
VII. New Business	
1. Central Roofing - Scott Sime	Pg. 57
2. Board Action: Request for closure of Central Resource Library on September 29, 2018 for the annual Foundation event	Pg. 61
3. Memorandums of Understanding	
a) Board Action: Consideration of renewal of MOU with Overland Park Community Garden	Pg. 62
b) Board Action: Consideration of renewal of MOU with AARP - Tax Help...	Pg. 72
c) Board Action: Consideration of renewal of MOU with Johnson County Genealogy Society	Pg. 74
d) Board Action: Consideration of renewal of MOU with Growing Futures...	Pg. 77
e) Board Action: Consideration of renewal of MOU with County Facilities...	Pg. 80
f) Board Action: Consideration of renewal of MOU with County Human Resource	Pg. 83
4. Contracts	
a) Board Action: Consideration of renewal of agreement with Bibliotheca ..	Pg. 89
b) Board Action: Consideration of renewal of agreement with Sirsi	Pg. 98
5. Consideration of the Personnel Review Committee submission for budget year 2018	Pg. 102
VIII. Adjournment	

County Librarian's Report

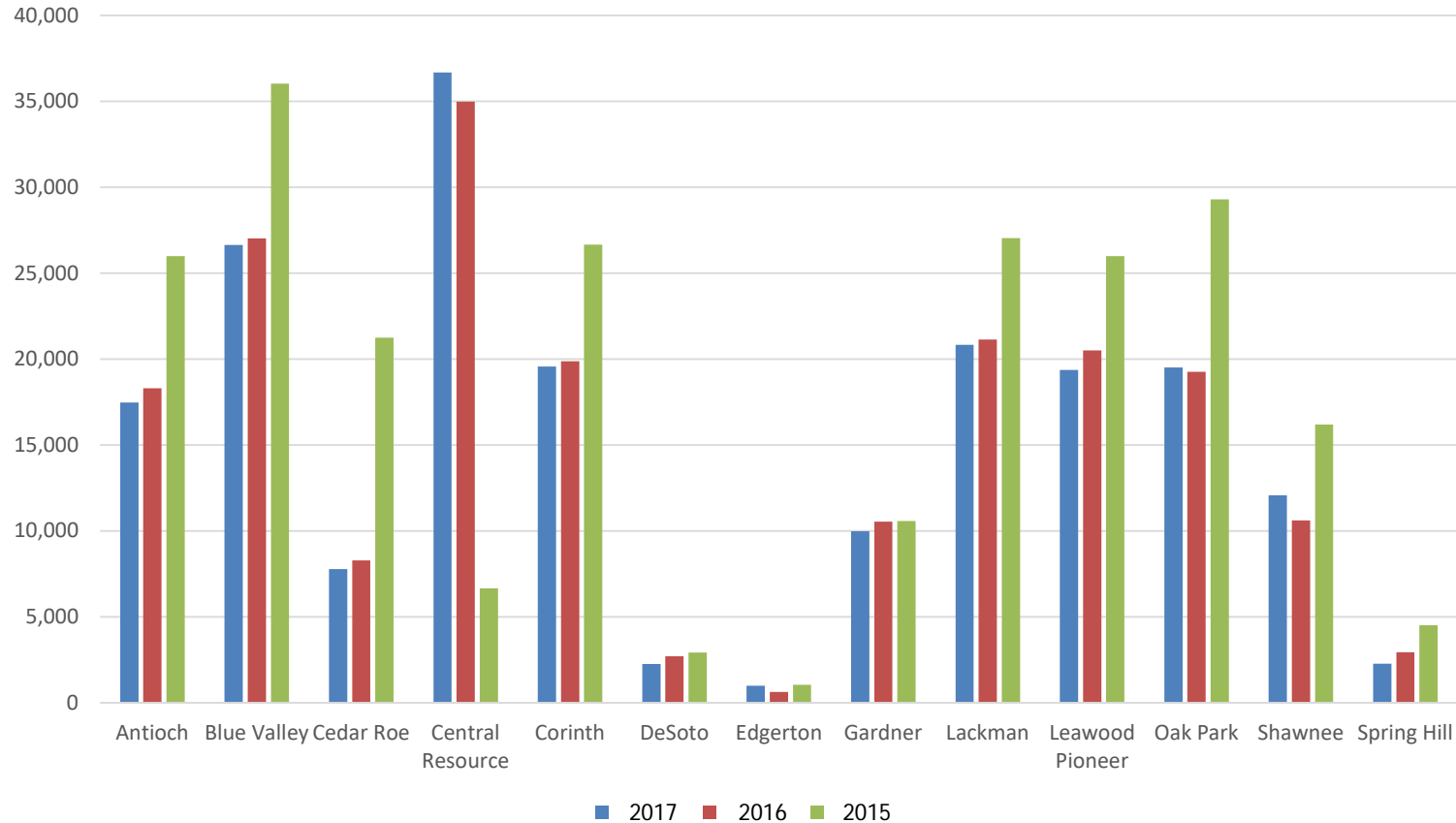
Presented December 14, 2017



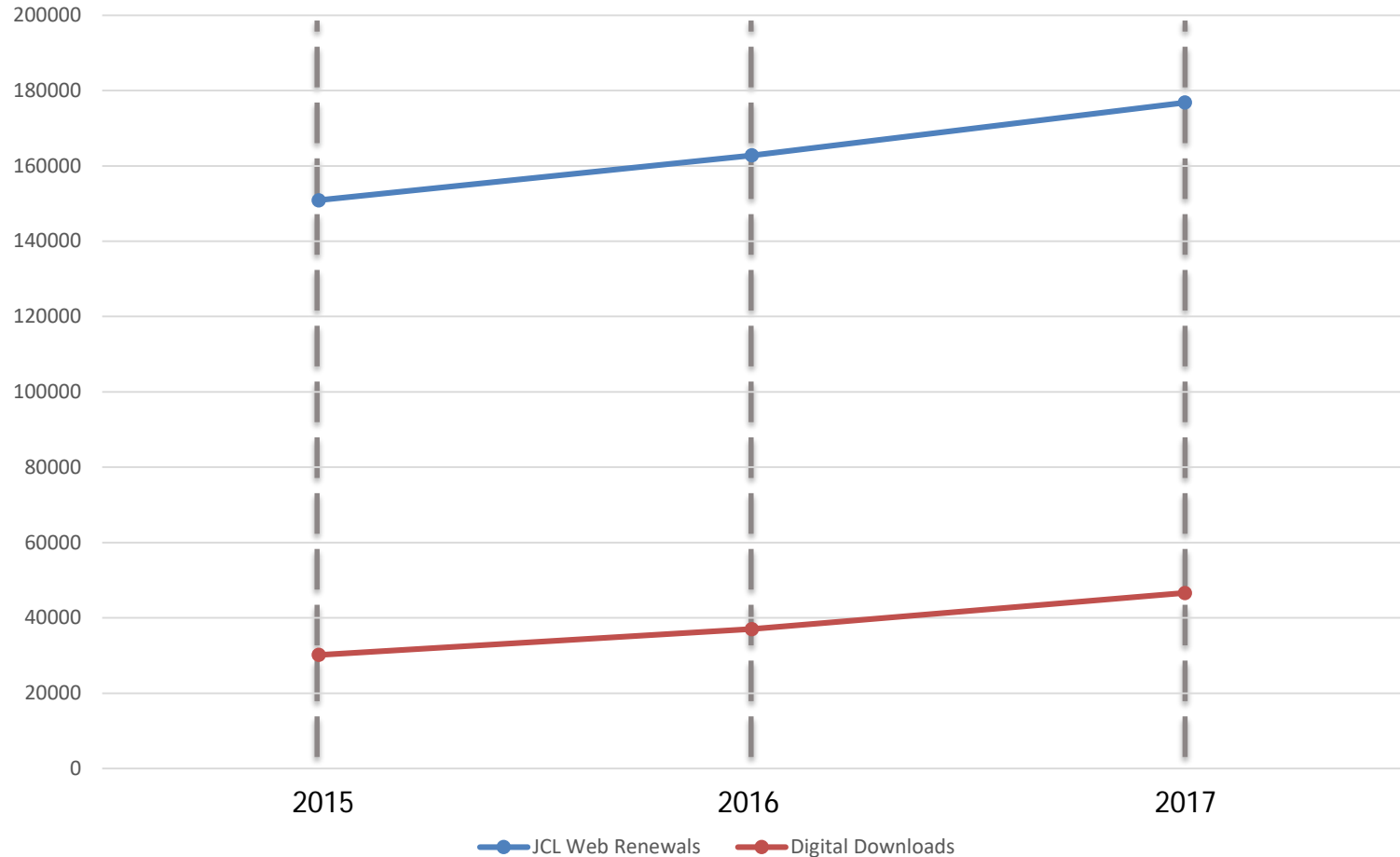
Branch Circulation: October 2017



Branch Visits: October 2017



Electronic Circulation: October 2017



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
October 2017
83% of year lapsed

OPERATING FUND

	2017 Budget
Programs	
Revenue	2,025,288
Administrative Services	
Information Technology	
Collection Development	300,000
Branch/Systemwide Services	
Transfer to Capital Projects	1,610,288
Interfund Transfers	115,000
TOTAL OPERATING FUND EXPENDITURES	<u>\$2,025,288</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$0</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	869,097
Transfer to Capital Projects	2,714,653
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$3,583,750</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$0</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$0</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

October 2017
83% of Year Lapsed

REVENUE ALL FUNDS	2017 Year to Date	2017 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	29,263,481	29,255,726	100%	99%
Ad Valorem Delinquent	280,435	278,294	101%	72%
Motor Vehicle	2,897,077	2,987,490	97%	51%
Library Generated - Copying/Printing	85,881	97,309	88%	54%
Library Generated - Overdues / Fees	514,689	777,365	66%	46%
Sale of Library Books	50,000	57,832	86%	50%
Misc Other	216,678	340,753	64%	27%
Library Generated - Other Charges	79	3,570	2%	22%
Investment	155,731	76,791	203%	35%
Unencumbered Balance Forward	0	42,092	0%	0%
Recreational Vehicle Tax	14,233	7,956	179%	33%
Commercial Vehicle Tax	55,502	68,114	81%	0%
Heavy Trucks Tax	2,306	2,588	89%	104%
Rental Excise Tax	32,953	31,710	104%	56%
State and Federal Grants	132,153	247,260	53%	1%
TOTAL REVENUE	33,701,198	34,274,850	98%	89%

Expenses ALL FUNDS with Collection Encumbrance	2017 Year to Date	2017 Budget	% Categories Expended
Salaries and Benefits	12,566,828	15,918,347	79%
Contractual Services	2,802,207	5,075,450	55%
Commodities	3,645,653	4,173,950	87%
Risk Management Charges	68,733	92,494	74%
Capital / Maintenance / Repair	4,109,684	4,092,493	100%
Transfer to Debt Payment	965,848	975,847	99%
Transfer to Capital Projects	3,587,750	3,583,750	100%
Grants	127,958	247,260	52%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	27,874,661	34,274,850	81%

Revenue - Expenses as of October 31, 2017 5,826,538

RESERVES ALL FUNDS As of 12/31/17

Reserves Operating Fund 4,814,395

Reserves Special Use Fund 844,845

Total JCL Reserves as of 12/31/2017 5,659,240

Scheduled Replacement Account

-	<u>REVENUE RECEIVED TO DATE</u>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
Total Revenue	<u>2,179,250</u>
	2017
Contractual Services	1,268,806
Building Repair	55,037
Architectural Services	18,000
Furnishings and Office Equipment	73,032
HVAC	153,583
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	36,225
	<u>1,642,345</u>
Budget Remaining	<u><u>536,905</u></u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
October 2017
83% Year Lapsed

OPERATING FUND		2017	2017	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	3,193,224	5,857,305	55%
	Information Technology	1,648,586	2,188,111	75%
	Collection Development	2,832,195	3,296,190	86%
	Branch/Systemwide Services	10,515,586	13,617,272	77%
	Risk Management Charges	68,733	92,494	74%
	Grants *	127,958	247,260	52%
	Transfer to Capital Projects	4,092,493	4,092,493	100%
	Interfund Transfer	0	115,259	0%

TOTAL OPERATING FUND EXPENDITURES	22,478,775	29,506,384	76%
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* Includes expenditures for 2017 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND		2017	2017	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	60,048	16,305	368%
	Commodities (Capital Equipment)	18,245	192,564	9%
	Transfer to Debt Payment	965,848	975,847	99%
	Transfer to Capital Projects	3,587,750	3,583,750	100%

TOTAL SPECIAL USE FUND EXPENDITURES	4,631,891	4,768,466	97%
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TOTAL EXPENDITURES	27,110,666	34,274,850	79%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
October 2017
83% Year Lapsed

ALL FUNDS	2017	2017	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	12,566,828	15,918,347	79%
Contractual Services	2,802,207	5,075,450	55%
Commodities	2,881,658	4,173,950	69%
Risk Management Charges	68,733	92,494	74%
Capital / Maintenance / Repair	4,109,684	4,092,493	100%
Transfer to Debt Payment	965,848	975,847	99%
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Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	27,874,661	34,274,850	81%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 10/31/2017	Source	Received	Expenditures	Grant Award	Budget Remaining
285000065	2014 Check up and Check Out	State	7/1/2013	\$4,040.63	\$5,250.00	\$1,209.37
285000078	2017 State Aid Grant	State	2/22/2017	\$123,762.16	\$132,152.62	\$8,390.46

*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	\$4,437.23
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition		0.00	4,159.51
Technology/Recruitment Consulting & Expenses		0.00	0.00
Card Services		0.00	0.00
Homework Help and Tudor.com		0.00	0.00
Summer Reading Club/Elementia		0.00	0.00
Other Library Programming		0.00	0.00
MidAmerica Regional Council		0.00	0.00
Joint Board Meeting Expense		0.00	463.43
Board Travel Expences		0.00	1,011.92
Miscellaneous		0.00	1,065.23
Total Expenditures		\$ -	\$ 11,137.32

Monticello Library

Update – December 2017



Updates

- Construction Update
- Next Steps
- Timeline

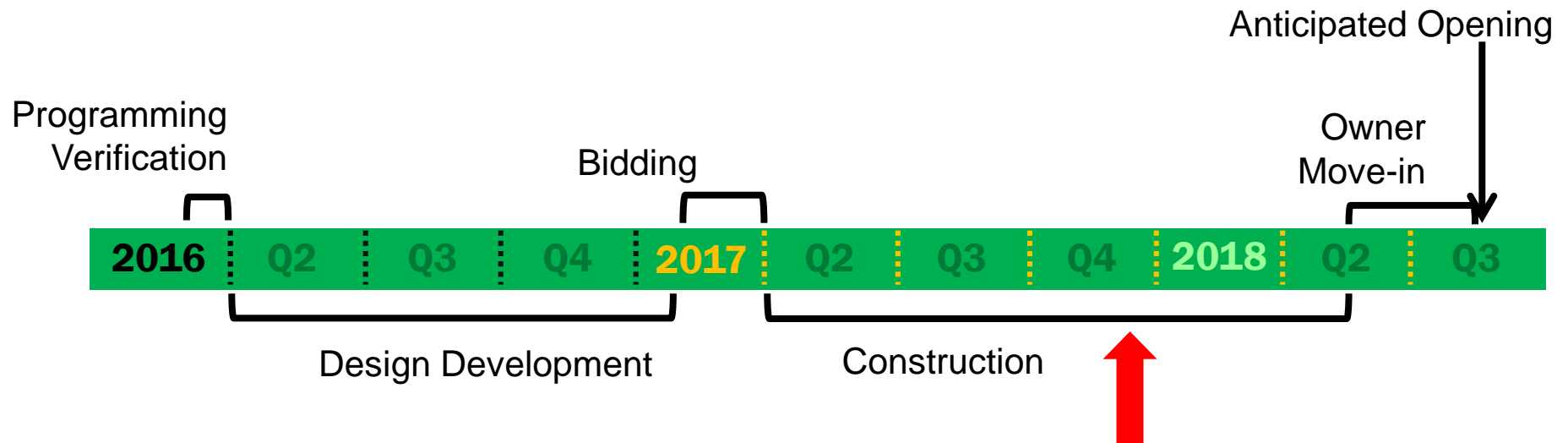


Next Steps

- More Construction – sealing the building envelope and interior work
- Hard Hat Tours – please contact Scott for details



Monticello Library Anticipated Timeline



Monticello Library

Planning for Opening - Collaborative Workspace
December 2017



Five Projects to Prepare for Opening

- Hiring and Orientation
- Collection and Storage
- Technology
- **Collaborative Workspace**
- Grand Opening



Collaborative Workspace

- No manager offices
- Collaborative spaces
- Shared laptop pool
- Shared work spaces

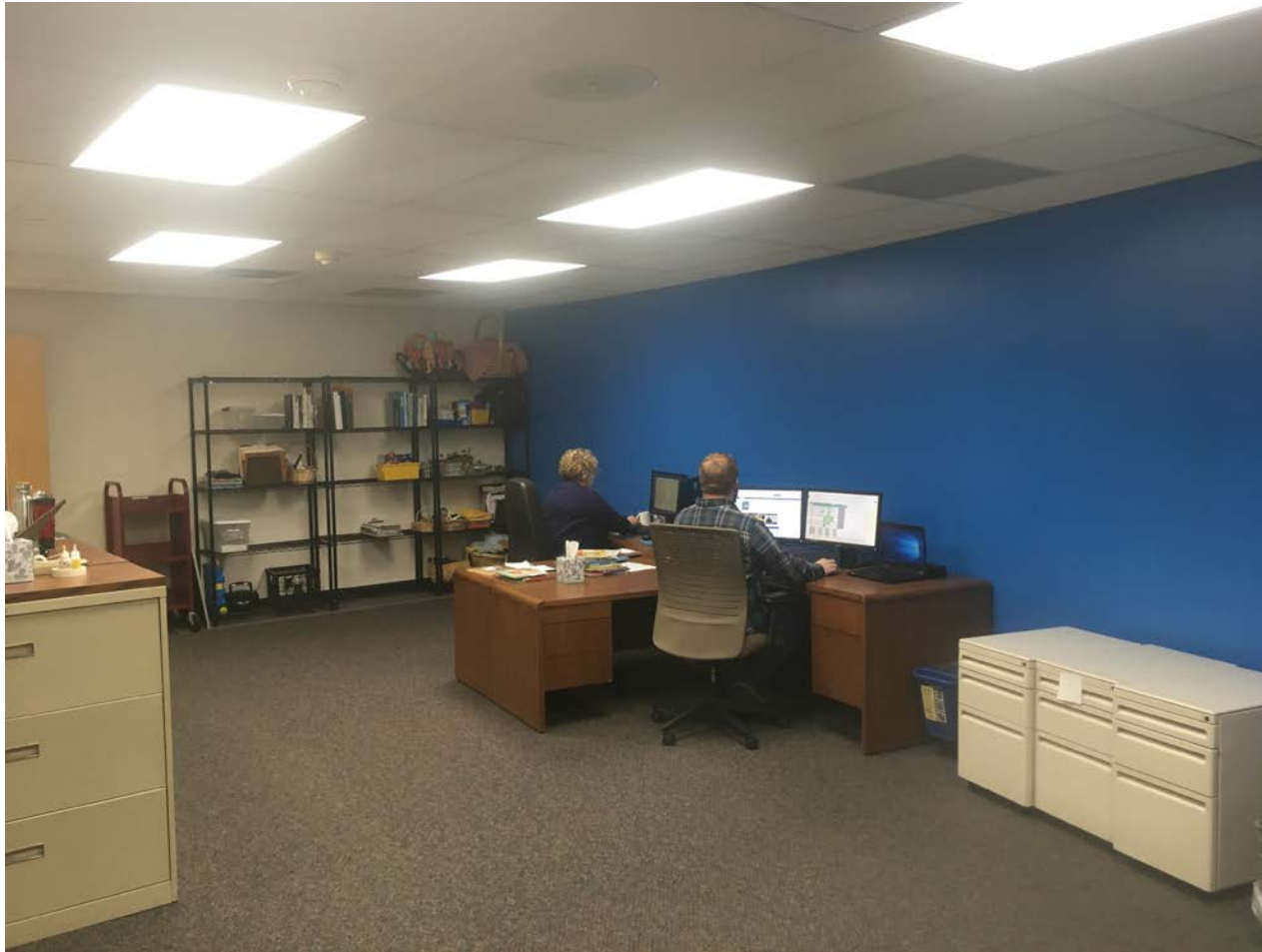


Collaborative Workspace

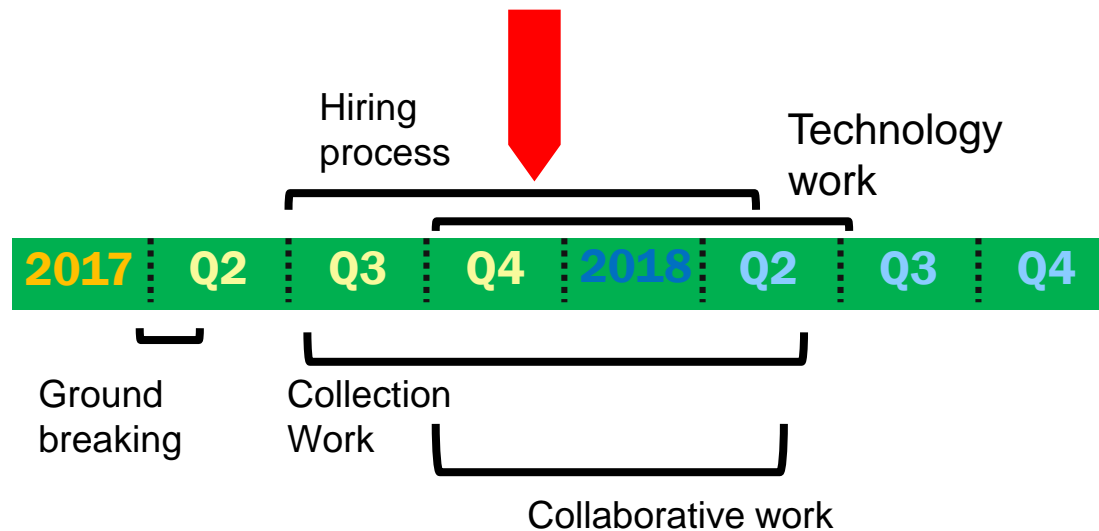
- Training for all staff
 - Problem Solving and Conflict Management
 - Technology training
 - Teambuilding exercises



Collaborative Workspace



Monticello Timeline – planning for opening



Lenexa City Center Library

Update – December 2017



Updates

- Construction update
- Public Art update
- Next Steps
- Timeline



Groundbreaking



Groundbreaking

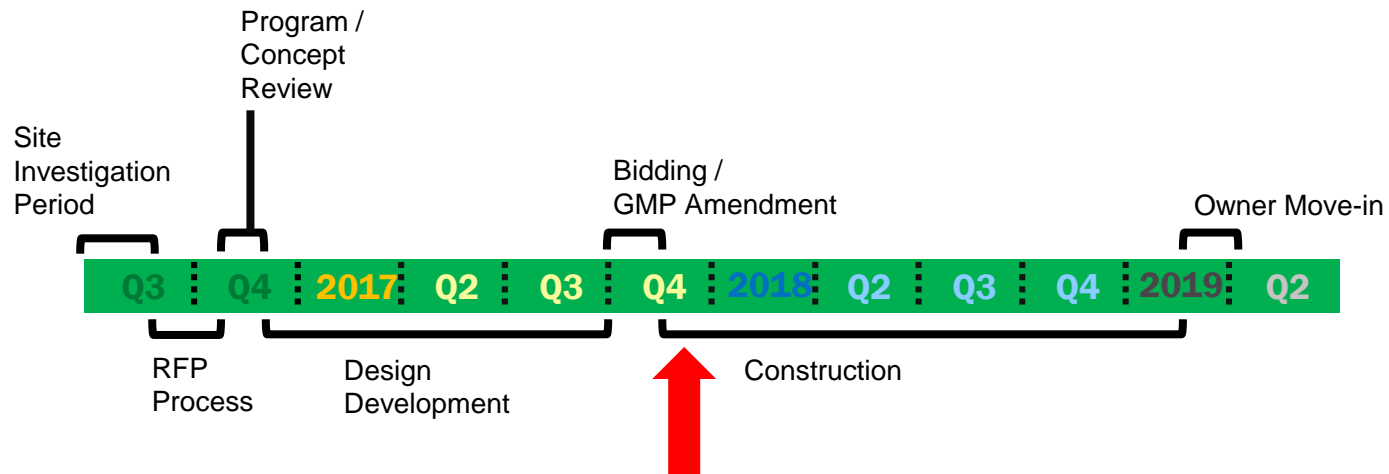


Next Steps

- Construction start, 2018



Lenexa City Center Library Anticipated Timeline



Blue Valley Studies

Update – December 2017



Updates

- Literary Park conceptual design



Next Steps

- Conceptual design meetings with City of Overland Park staff (Dec 2017-Feb 2018)
- Anticipating JCL Board / BOCC discussion at Joint Meeting (February 2018)



Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: The Johnson County Library Board requested a study on the possibility of a new Antioch branch being constructed within existing funding without changing the current Comprehensive Library Master Plan schedule.

Background: The Johnson County Library Board has requested a review of funding to determine the ability to make use of the opportunity for relocation of the Antioch branch to a co-location with the community center as proposed by the City of Merriam. The following spreadsheets include JCL's projected revenues and expenses, with and without the new Antioch facility, over the coming years and indicates the results of that analysis.

Staff respectfully submits that all items being equal to the current plan with the addition of a new Antioch facility to be constructed on the proposed site would indicate a negative funding in the year 2023 and 2024 in the amount of \$969,898 and \$351,961 respectively.

Staff is looking to the JCL Board for direction on investigating further scenarios.

See accompanying spreadsheets (2).

Alternatives: None at this time.

Legal Review: No legal review needed, this has been reviewed by County Budget and County Facilities.

Budget Approval: None at this time.

Recommendation: For information only at this time.

Suggested Motion: No suggested motion at this time.

JCL Budget Projections FY 2018 - 2026 Assuming New .75 Mills Only for Capital Exp without Future Antioch

	Budget 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023	Estimated 2024	Estimated 2025	Estimated 2026
Ad Valorem Taxes	25,178,334	26,689,034	28,023,485	29,424,660	30,748,769	32,132,464	33,578,425	35,089,454	36,668,479
Other Taxes	3,443,244	3,535,557	3,630,640	3,728,575	3,260,490	3,342,002	3,425,552	3,511,191	3,598,971
Other Library Revenue	1,234,403	1,259,037	1,284,164	1,307,103	1,335,935	1,362,654	1,389,907	1,417,705	1,446,059
Grants	254,678	262,318	270,187	278,293	286,642	295,241	304,098	313,221	322,618
Investment Interest	139,179	155,362	178,019	194,203	210,387	218,802	227,555	236,657	246,123
Use of Carryover	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Revenues	30,259,837	31,911,308	33,396,496	34,942,834	35,852,223	37,361,164	38,935,537	40,578,228	42,292,250
Payroll Expenses	19,296,068	20,727,369	21,577,554	22,468,397	23,402,128	24,338,213	25,311,742	26,324,211	27,377,180
Possible Payroll Savings for FY 2019 Re-Estimate		(200,000)	(207,000)	(214,245)	(221,744)	(229,505)	(237,537)	(245,851)	(254,456)
School Age Coordinator Request	0	87,500	90,563	93,732	97,013	100,408	103,923	107,560	111,324
Lenexa Staffing	0	851,029	1,309,275	1,355,100	1,402,528	1,451,617	1,502,423	1,555,008	1,609,433
Blue Valley Staffing	0	0	0	0	750,000	1,500,000	1,552,500	1,606,838	1,663,077
Contractual	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236
Contractual Inflation (2% CPI)		82,325	164,649	246,974	329,299	411,624	493,948	576,273	658,598
Commodities	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026
Commodities Inflation (2% CPI)		20,601	41,201	61,802	82,402	103,003	123,603	144,204	164,804
Collections	4,000,000	3,366,000	3,433,320	3,501,986	3,572,026	3,643,467	3,716,336	3,790,663	3,866,476
Increased Public Outreach Efforts		100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869
Lenexa Operating	0	90,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Blue Valley Operating	0	0	0	0	80,375	249,500	249,500	249,500	249,500
Grants Other Expenses	254,678	262,318	270,187	278,293	286,642	295,241	304,098	313,221	322,618
Risk Management Charges	107,220	110,437	113,750	117,162	120,677	124,297	128,026	131,867	135,823
Transfers to Capital Projects (JCL CRP)	1,147,850	1,119,600	1,178,000	1,189,800	1,273,600	1,172,000	1,200,000	1,250,000	1,300,000
Materials Handling Sorters	285,000	300,000	0	0	0	0	0	0	0
Interfund Transfer to Facilities	127,540	132,642	137,947	143,465	149,204	155,172	161,379	167,834	174,547
Lease Payments to PBC (Monticello/Lenexa out)	859,900	865,800	860,750	870,100	870,150	868,850	871,200	402,000	405,000
Interfund Transfers to Debt Service Fund	834,741	827,916	334,718	10,000	0	0	0	0	0
Subtotal Operating Expenses	32,059,259	33,889,797	34,693,176	35,512,868	37,586,683	39,578,392	40,877,811	41,772,205	43,185,055
Operating Revenues vs Operating Expenditures	(1,799,421)	(1,978,489)	(1,296,680)	(570,035)	(1,734,460)	(2,217,228)	(1,942,274)	(1,193,977)	(892,805)
Approximate Value of .75 Mills	5,966,216	6,324,189	6,640,399	6,972,419	7,286,177	7,614,055	7,956,688	8,314,739	8,688,902
Interfund Transfer to Facilities	127,540	132,642	137,947	143,465	149,204	155,172	161,379	167,834	174,547
Monticello Debt	867,944	876,694	868,944	865,444	870,944	869,944	867,694	869,194	869,194
Lenexa Debt	994,698	994,781	997,681	995,281	997,681	994,781	996,681	993,281	996,731
Blue Valley Debt \$43.8m - \$9.5m (\$34.3m debt)	0	0	0	2,332,400	2,332,400	2,332,400	2,332,400	2,332,400	2,332,400
Corinth Debt \$22.6m - \$7.3m (\$15.3m debt)	0	0	0	0	0	1,101,600	1,101,600	1,101,600	1,101,600
Subtotal CLMP Projects Debt	1,862,642	1,871,475	1,866,625	4,193,125	4,201,025	5,298,725	5,298,375	5,296,475	5,299,925
Capital Revenues Minus Capital Expenses	4,103,574	4,452,714	4,773,774	2,779,294	3,085,152	2,315,330	2,658,313	3,018,264	3,388,977
Total Difference (Cash for Future Projects)	2,304,153	2,474,225	3,477,093	2,209,259	1,350,693	98,102	716,039	1,824,287	2,496,172

JCL Budget Projections FY 2018 - 2026 Assuming New .75 Mills Only for Capital Expenses - with Future Antioch

	Budget 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023	Estimated 2024	Estimated 2025	Estimated 2026
Ad Valorem Taxes	25,178,334	26,689,034	28,023,485	29,424,660	30,748,769	32,132,464	33,578,425	35,089,454	36,668,479
Other Taxes	3,443,244	3,535,557	3,630,640	3,728,575	3,260,490	3,342,002	3,425,552	3,511,191	3,598,971
Other Library Revenue	1,234,403	1,259,037	1,284,164	1,307,103	1,335,935	1,362,654	1,389,907	1,417,705	1,446,059
Grants	254,678	262,318	270,187	278,293	286,642	295,241	304,098	313,221	322,618
Investment Interest	139,179	155,362	178,019	194,203	210,387	218,802	227,555	236,657	246,123
Use of Carryover	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Revenues	30,259,837	31,911,308	33,396,496	34,942,834	35,852,223	37,361,164	38,935,537	40,578,228	42,292,250
Payroll Expenses	19,296,068	20,727,369	21,577,554	22,468,397	23,402,128	24,338,213	25,311,742	26,324,211	27,377,180
Possible Payroll Savings for FY 2019 Re-Estimate		(200,000)	(207,000)	(214,245)	(221,744)	(229,505)	(237,537)	(245,851)	(254,456)
School Age Coordinator Request	0	87,500	90,563	93,732	97,013	100,408	103,923	107,560	111,324
Lenexa Staffing	0	851,029	1,309,275	1,355,100	1,402,528	1,451,617	1,502,423	1,555,008	1,609,433
Blue Valley Staffing	0	0	0	0	750,000	1,500,000	1,552,500	1,606,838	1,663,077
Contractual	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236	4,116,236
Contractual Inflation (2% CPI)		82,325	164,649	246,974	329,299	411,624	493,948	576,273	658,598
Commodities	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026	1,030,026
Commodities Inflation (2% CPI)		20,601	41,201	61,802	82,402	103,003	123,603	144,204	164,804
Collections	4,000,000	3,366,000	3,433,320	3,501,986	3,572,026	3,643,467	3,716,336	3,790,663	3,866,476
Increased Public Outreach Efforts		100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869
Lenexa Operating	0	90,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Blue Valley Operating	0	0	0	0	80,375	249,500	249,500	249,500	249,500
Grants Other Expenses	254,678	262,318	270,187	278,293	286,642	295,241	304,098	313,221	322,618
Risk Management Charges	107,220	110,437	113,750	117,162	120,677	124,297	128,026	131,867	135,823
Transfers to Capital Projects (JCL CRP)	1,147,850	1,119,600	1,178,000	1,189,800	1,273,600	1,172,000	1,200,000	1,250,000	1,300,000
Materials Handling Sorters	285,000	300,000	0	0	0	0	0	0	0
Interfund Transfer to Facilities	127,540	132,642	137,947	143,465	149,204	155,172	161,379	167,834	174,547
Lease Payments to PBC (Monticello/Lenexa out)	859,900	865,800	860,750	870,100	870,150	868,850	871,200	402,000	405,000
Interfund Transfers to Debt Service Fund	834,741	827,916	334,718	10,000	0	0	0	0	0
Subtotal Operating Expenses	32,059,259	33,889,797	34,693,176	35,512,868	37,586,683	39,578,392	40,877,811	41,772,205	43,185,055
Operating Revenues vs Operating Expenditures	(1,799,421)	(1,978,489)	(1,296,680)	(570,035)	(1,734,460)	(2,217,228)	(1,942,274)	(1,193,977)	(892,805)
Approximate Value of .75 Mills	5,966,216	6,324,189	6,640,399	6,972,419	7,286,177	7,614,055	7,956,688	8,314,739	8,688,902
Interfund Transfer to Facilities	127,540	132,642	137,947	143,465	149,204	155,172	161,379	167,834	174,547
Interfund Transfer to Facilities for Additional PM2	0	86,960	90,004	93,154	96,414	99,789	103,281	106,896	110,637
Monticello Debt	867,944	876,694	868,944	865,444	870,944	869,944	867,694	869,194	869,194
Lenexa Debt	994,698	994,781	997,681	995,281	997,681	994,781	996,681	993,281	996,731
Future Antioch Debt \$13.9m - \$4.3m (\$9.6m debt)	0	0	643,200	643,200	643,200	643,200	643,200	643,200	643,200
Blue Valley Debt \$43.8m - \$5.9m (\$37.9m debt)	0	0	0	2,577,200	2,577,200	2,577,200	2,577,200	2,577,200	2,577,200
Corinth Debt \$22.6m - \$4.8m (\$17.8m debt)	0	0	0	0	0	1,281,600	1,281,600	1,281,600	1,281,600
Subtotal CLMP Projects Debt	1,862,642	1,871,475	2,509,825	5,081,125	5,089,025	6,366,725	6,366,375	6,364,475	6,367,925
Capital Revenues Minus Capital Expenses	4,103,574	4,452,714	4,130,574	1,891,294	2,197,152	1,247,330	1,590,313	1,950,264	2,320,977
Total Difference (Cash for Future Projects)	2,304,153	2,474,225	2,833,893	1,321,259	462,693	(969,898)	(351,961)	756,287	1,428,172

Briefing Sheet

To: JCL Library Board
From: Georgia Sizemore, County Facilities
Date: December 14, 2017

Issue: Draft 2019-2023 Capital Improvement Plan (CIP) Summary.

Background:

Every year County agencies and departments put forth their capital needs requests (CIP) for the coming budget season in the form of a 5 year look ahead.

Today we are presenting a draft of the 2019-2023 CIP Summary. These items are for capital requests to support the Library system. These items are informational and we will be asking you to take action at the February 2018 Board meeting.

After the Johnson County Library Board action, the CIP requests will be presented to the CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2019 in August of 2018.

Alternatives: None at this time.

Review: Requests have been reviewed by JCL Administration, JCL Facilities, Johnson County Facilities and Johnson County Budget.

Budget Approval: \$1,564,883 in additional ongoing costs for Lenexa staffing; \$698,869 in additional ongoing costs for non-Lenexa System-wide positions.

Recommendation: For information only this month. This will be voted on in February 2018.

Suggested Motion: None at this time. Information only.

Department Request Summary
Capital Improvements Program 2019-2023
Johnson County, Kansas

[illegible]

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, November 9, 2017
Central Resource Library
4:00 p.m.**

BOARD: Amy Ruoh, Nancy Hupp, Bethany Griffith, JR Riley, Donna Mertz, Sheryl Spalding

BOARD ATTORNEY: Fred Logan

BOCC: Commissioner Ashcraft

FRIENDS OF THE LIBRARY: Kathy Kerr

STAFF: Sean Casserley, Tricia Suellentrop, Michaela Scruggs, Jennifer Mahnken, Abby Giersch, Adam Wathen, Christian Madrigal, Kaci Sine, Ellen Welch, Christopher Leitch, Michelle Olsen, Pat Beers, Michelle Beesley, Lacie Griffin, Kinsley Riggs, Ron Zluticky, Nancy Birmingham, Linda King

GUESTS: Paige Bartlow, Hope Xiong, Samantha Willingham, Callie McWilliams, Julie-Anna Lakey, Karen Wulfekuhle, Brandy Butcher, Betty Anderson

Nancy Hupp called the meeting to order at 4:00 p.m.

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Bethany Griffith thanked everyone who attended the Library Lets Loose event. She congratulated everyone who made the event a success. She stated that there was a great turn out and it was a great event.

Ms. Hupp had a great time at the Library Lets Loose. She thanked everyone for making it such a great event.

Ms. Hupp mentioned that she was having issues with her Library issued iPad. She met with representatives from the IT department and they were able to correct the issue. She thanked Brandon Hosey and Kevin Chacey from IT for their help and encouraged Board members to reach out for assistance if they are experiencing technology issues.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Ashcraft had no comments.

FRIENDS OF THE LIBRARY

No Report.

JOHNSON COUNTY LIBRARY FOUNDATION

Interim Foundation Director, Ms. Michaela Scruggs, reported to the Board.

Ms. Scruggs reported that the Library Lets Loose event raised over \$83,000 and welcomed over 435 guests. She thanked the Library Board for supporting the event by allowing the Library to close that day for site preparation. Ms. Scruggs thanked the 40 staff members who pitched in with event planning, set-up, event management and clean up. She thanked the Friends of the Library for opening up the bookstore that evening and embracing having an artist in their space. Ms. Scruggs thanked Bob and Ann Regnier for their support as honorary hosts and for suggesting the addition of trivia at the event. Ms. Scruggs thanked foundation assistant, Stephanie Neu, event producer, Joseph Keehn and the Library Lets Loose event committee. She reported that they are already planning for next year.

Ms. Scruggs stated that the annual appeal would be landing 2500 mailboxes this week and would be followed-up with an e-newsletter and posts on social media.

Ms. Scruggs provided an update on the hiring of the Foundation Director position. Phone interviews will happen next week with in-person interviews following. Additional news will be available at the meeting in the December.

Ms. Scruggs stated that the Foundation Board's year-end meeting would be held next week. The Foundation will celebrate the successes of the past year and vote in a new board member.

Ms. Scruggs stated that the Foundation is working on a grant submission to the Kauffman Foundation for program support and hope to hear from them at the beginning of next year.

No questions

BOARD COUNSEL REPORT

Mr. Logan reported that the Board has authorized staff to take a preliminary look into collaborating with the City of Meriam on a new Library site. Mr. Logan stated he was authorized to find an appraiser to appraise the Lackman and Antioch sites, which consists of three sites. Mr. Logan reached out to Deputy Accounting Counsel, Ms. Cynthia Dunham and she recommended an individual to complete the appraisal work. Mr. Logan will most likely have the appraisals by tomorrow and would be giving a presentation on the site values at the December board meeting.

Mr. Logan stated that 2017 has been a year of great collaboration with County government. The collaborations are as followed:

- Facilities Management - Expanded Memorandum of Understanding
- Human Resources – new Memorandum of Understanding
- Construction – collaboration of the Library, Facilities Management Department and the Public Building Commission on the construction of Monticello
- Public Finance – through the Public Building Commission and the issuance of bonds
- Information Technology

There were no questions.

COUNTY LIBRARIAN REPORT

County Librarian, Mr. Sean Casserley presented to the board

Mr. Casserley provided an overview of the budget committee meeting where he gave a high-level presentation to committee members. The presentation addressed the Library's revenue sources, current Public Building Commission (PBC) debt, how revenue is distributed and expended, as well as actual expenditures since 2008. Mr. Casserley stated that historically the Library does not go over budget.

Mr. Casserley stated that he and the committee also reviewed debt incurred before the creation of the PBC.

The budget committee also reviewed ARM 10-70-10 that outlines the Library Budget Review and Approval Process. The committee reviewed the various responsibilities and below is a list of the subjects that will be addressed at these meetings.

- New positions
- New programs
- Significant increases in spending
- Any deletions or cuts in the Library budget
- Capital improvement proposals

Mr. Casserley shared that the committee asked staff to create a summary of capital costs that could be shared with the public. The committee also requested a projected debt schedule, which has been created for the Board. Mr. Casserley mentioned that there was a brief discussion around the topic of budget increases as property value increases or property is purchased. The committee would like to understand if the budgetary increases in certain areas are occurring from revenue growth, the reallocation of funds or a budget cut. Mr. Casserley stated the committee also asked staff to send as much information as possible ahead of time, as it would allow the committee to review, process and develop questions.

Mr. Casserley noted that the committee talked about what the word "significant" means in terms of increased spending. Significant means changes of \$100,000 or more would require Board approval and less than \$100,000 does not. Significance was also discussed as a percentage; \$200,000 would be a 100% increase of \$100,000.

Mr. Casserley reported that the committee reviewed the preliminary staffing budget numbers for Lenexa City Center with the same framework that was used for the Monticello project.

Mr. Casserley reviewed the current staffing numbers at Lackman and what the Library proposes for personnel review committee.

Mr. Casserley thanked Foundation Board member, Betty Anderson, for attending the board meeting.

Budget update

Finance Director, Nicki Neufeld, presented the financial report to the Board.

Ms. Neufeld reported that revenue as of September 30, 2017 is at 97% received. She shared that at the request of the County Librarian an additional report has been included in the board materials. The new report shows the reserve balance as on December 31, 2016. Reserves are figured once the 2017 year is closed and balanced. The Library receives the reserve balance in February or March. Ms. Neufeld stated that any money in the operating or special use account would roll down to the reserves.

In response to Ms. Hupp's question, Ms. Neufeld stated that the Library is almost at 101% delinquent amount paid. In this context delinquent represents property taxes, which means that the citizens of Johnson County are paying their property taxes.

Personnel Review Committee

Associate Director of Branch Services, Ms. Jen Mahnken, presented to the Board

Ms. Mahnken stated that each year County agencies and departments have the opportunity to ask for additional personnel to meet the service needs of the organization. She presented the staffing request for Lenexa City Center, as well as for seven additional personnel to support the infrastructure of the organization. These items will be voted on at the December meeting.

Ms. Mahnken stated that the Lackman branch will increase from 17,000 sq. ft. to 40,000 sq. ft. The Lackman branch currently has 14 Full Time Equivalent (FTE) positions and the Library would like to request an additional 26.8 FTE. Ms. Mahnken explained that the size of the building, the number of service points and the types of services offered in the building are factors that are used to develop a staffing model. She reported that 2.5 FTE are needed to staff each service point. This ratio would give staff about 65% desk time and 35% sick time, vacation time, meetings and project work.

Ms. Mahnken stated that they are requesting pages, clerks, information services and youth services personnel, two additional assistant branch managers and a custodian.

Ms. Mahnken mentioned that with the implementation of the goals developed by the materials handling study, seven additional personnel positions are needed to help support the infrastructure of the system. The personnel positions include:

- Two Assistant Branch Managers to provide support at the two branches that currently do not have an Assistant Branch Manager.
- A project manager for IT to manage projects across the Library.
- A School Age Coordinator to ensure that the elementary age group is served adequately.
- A second Early Literacy Coordinator to assist the literacy needs in our community.
- A Collection Selector due to the increase in the number and size of our libraries.
- Two additional Administrative Assistants to manage the increase in clerical duties.

Ms. Mahnken stated that the additional money for staffing Lenexa is \$1,564,883 while the additional ongoing cost for non-Lenexa System-Wide positions is \$698,869.

In response to a question, Ms. Mahnken indicated these positions would be included in the 2019 budget.

Ms. Hupp stated she felt Ms. Mahnken did an outstanding job analyzing time, people and task. She feels this is a testament to just how much people look to Library services to supplement schools and business.

Mr. Logan mentioned that this is a new process following the recently adopted policy. He asked that if anyone believes changes should be made to the process or policy to let him know.

Ms. Mahnken stated that these positions will be brought to the December meeting of the Library Board for a vote. Once approved then the request will go on to the personnel request committee for their review and then it goes to the budget process.

No other questions

Materials Handling

Circulation Manager, Ms. Michelle Olsen presented to the board.

Ms. Olsen presented an update on materials handling initiatives emphasizing how they connect to the strategic plan. CapRock Global presented their workflow analysis to the Library Board in October 2016. From the list of possible improvements, Ms. Olsen detailed the following four:

1. Implement an Enterprise Chain Management team (e-chain team).

An area of opportunity: Develop an e-chain team to oversee JCL's circulation functions to ensure material movements are handled quickly, safely and cost effectively.

Ms. Olsen states that this project will kick off in December 2017.

2. Automated Materials Handling sorters

An area of opportunity: Automated discharging creates an opportunity for labor savings.

Techno Logic is the provider of the automated sorter that will be installed in 2018 at the new Monticello branch and Corinth.

3. Inventory

An area of opportunity: A scheduled inventory will reduce transaction errors and missing items. In 2016, the Library purchased RFID wands and a core team went out and inventoried the entire collection. Wanting to create a more sustainable process, the Branch Managers were asked to incorporate the wands in their daily workflow process. Inventory is complete at the Antioch, Blue Valley, Spring Hill, Lackman and Desoto locations.

Ms. Olsen stated that inventory of all locations will be completed by March 2018.

4. Materials sorting

An area of opportunity: Multiple sorting steps at the branch level adds to increased handling times and delays getting material on the shelves. Due to sortation, items may show up as available but are actually still in the back room.

A study has been completed at Central and Blue Valley to determine if removing the fine sort process or changing cart sizes will improve efficiency. This study will help inform the purchase of carts for the new Monticello branch.

Ms. Hupp asked how the sorters sort items.

Ms. Olsen answered that the sorter sorts books by their item type into bins, the material is then sorted onto carts and taken out to shelf.

Monticello

Mr. Sime provided a construction update. The parking lot is being graded so it can be poured.

Mr. Sime highlighted a technology that the architect used, Building Information Modeling or BIM. With this technology architects are able to detect any possible collision when laying the infrastructure of a building before installation.

Next Steps include continuing to seal the building for cold weather.

Hard Hat Tours are available and Mr. Sime encouraged interested Board members to contact him if they would like to attend.

Monticello Update-Technology

Ms. Mahnken presented on the plan for public technology at Monticello

Ms. Mahnken stated that each location currently has public computers available to provide access to ideas and information. Patrons use the computers to access resources. Ms. Mahnken stated the number of computers is determined by the square footage of the building and computer usage at other libraries of similar size. There will be a combination of 36 computers at Monticello consisting of 19 desktops, 12 laptops and five mac computers available for in Library use.

This approach to technology will provide patrons with the flexibility of where they work within the Library. This approach is a response to patron feedback received at the April 2016 public forum where patrons indicated they did not want a large computer lab type space in the branch. Ms. Mahnken stated the core team is building in flexibility to add or remove computers as service needs change. Another factor taken into consideration when making the technology plan is that the Desoto school district does not have one to one devices for their students, which lowers the availability of computers for students in the area.

Conference / Meeting Rooms

Ms. Mahnken stated that during the patron input session in April 2016 patrons expressed a desire for multiple conference rooms with wireless display technology, including wall-mounted monitors. The functions of these rooms were designed with patron ease of use in mind.

Public Wi-Fi

Ms. Mahnken mentioned that there would be public Wi-Fi at Monticello similar to the Central Library. The Library works in conjunction with County DTI (Department of Technology and Innovation).

Self-Checks and Security Gates

Ms. Mahnken stated the Monticello Library will have self-checks, as well as security gates near the Library's entrance. This will meet goals for both patron convenience and security of materials.

Staff Technology

Ms. Mahnken stated the Library, County and the architect were asked to design a flexible staff workspace to give more of the overall Library space to the public. For staff use there will be a mix of 24 laptops and desktops.

Sorter and Conveyance

Ms. Mahnken stated the materials handling study recommended having a sorter and a conveyance system to increase efficiency. Central, Blue Valley and Leawood are the three locations that currently have sorters. Lenexa City Center and Corinth are also anticipated to have sorters. Tech Logic, Inc. was the vendor selected through the County's formal RFP process for the sorter and conveyance and RFID systems.

Phone and headphones

Ms. Mahnken mentioned the Library will be working with County DTI to implement a new approach where phone calls will come through the computer, changing the expectation of having a dedicated phone at every work station. This technology is being piloted at Antioch currently.

Ms. Hupp asked if this means a faster pick up for when patrons call.

Ms. Mahnken answered that patrons will still get Central Resource when calling the Library externally.

Mr. Casserley stated the new phone system will provide increased efficiency and cost saving. Phones will not need to be purchased and the system will allow staff to take phone calls, check voicemail and look up the staff directory over the computer. As staff is more mobile, this is cost effective.

Lenexa

Building Project Update

Mr. Sime stated the Public Building commission approved bonds for the Lenexa project on October 5, 2017, and the bond sale closed on November 02, 2017. We will be using the construction manager as constructor delivery method. This is the construction method that was used for other Library building projects. This method allows the construction manager to be at the table during the design process and give input and recommendations regarding constructability of the building. Mr. Sime stated that Turner, the construction manager, has received bids based on the architects' drawings. The guaranteed maximum price amendment will be presented to the board later in the meeting for approval. This will ultimately form a contract amendment that will go to the Public Building Commission next week.

Public art update

Mr. Sime mentioned that the October public art meeting last month was cancelled. He is anticipating that the Lenexa art will go to the November public art meeting.

Next steps

Mr. Sime reminded everyone that the Lenexa City Center groundbreaking is coming up on Tuesday November 28, 2017. Everyone should receive an electronic invitation.

Blue Valley

Mr. Sime stated that after sharing the results of the public input process with the Library Board, the project team met with the City of Overland Park's planning and parks staff to review and discuss feedback received from the public.

Mr. Sime reported that Mr. Casserley and the project team met with the City of Overland Park's Community Development committee last week to share that the public has voiced a preference for Option B, which is to build a new building. Mr. Sime stated that in general the Library Board is in agreement with that approach. The Community Development Committee also voiced their agreement with that approach.

The next step is to meet with the professional staff from the City of Overland Park. Mr. Sime stated he anticipates more discussion with the Library Board and the Board of County Commissioners.

No other questions

Writers Conference

Information Services Manager, Kinsley Riggs, reported on the recent Writers Conference hosted at the Central Resource Library. Over two and half days the Library hosted 271 conference attendees. This was the Library's 3rd annual conference. The writer's conference continues to grow, with keynotes, critiques, workshops and networking events.

Ms. Riggs mentioned that some of the headliners at the conference were young adult authors, Natalie C. Parker and E.K. Johnston. Poet Laureate of Kansas, Eric McHenry, was at the conference. Traditional and a self-published author, Jennifer Mann was also in attendance.

Ms. Riggs stated that the writers conference sessions included: How to Read Your Work Aloud, Science Fiction World Building, Writing and Publishing Mistakes I Made, So You Don't Have Too and a portrait session in the Black & Veatch MakerSpace.

Ms. Riggs noted that the writer's conference complies with three different strategic planning points. They are providing a unique educational opportunity for a community of writers, they are creating space for 271 individuals to connect and network, and they give their creative staff the time and resources to plan this event.

Ms. Riggs thanked Reader's Advisory Librarian, Helen Hokanson and Event Producer, Joseph Keehn, for leading this conference. They have many Library staff members that help including Kate McNair, Christin Devonshire, Michelle Holden, Christine Peterson, Colleen Olinger, Diane Haner, Rachel Crowe, Chris Koppenhaver, Dennis Ross, Kelly Sime. There were also five Johnson County Library staff presenters Beth Atwater, Bryan Voell, Cassandra Gillig, Gregg Winsor, and Lacie Griffin.

Technology Five Year plan

IT Manager, Ms. Michelle Beesley presented to the board

Ms. Beesley introduced the five-year big picture. She stated that the details of the five-year plan will change due to new working technology, County policies, community needs, patron's expectations and the natural evolution of the strategic plan.

Ms. Beesley has projected a five-year budget based on facilities and the number of employees.

Ms. Beesley noted that for the three-year plan the actionable items are to map out replacements and upgrade existing technology and anticipated services. She stated that the County DTI is supportive and provides opportunities for collaboration. The Finance Director and the Library administration also supports this planning. Ms. Beesley and Ms. Neufeld plan to share the three-year budget plan with the Budget Committee in the upcoming month.

Ms. Beesley noted that the Board will consider a briefing sheet later in the agenda for the replacement of computers and servers. The IT department has a benchmark they try to maintain for replacement of public computers.

Ms. Hupp asked about the American Disability Act (ADA) compliance component of the IT plan. Ms. Beesley responded that the plan ensures that computers are at the right height for patrons in wheel chairs and that adaptable technology is available at our branches.

Ms. Beesley stated that in the back of the house staff work with desktops, and many share a desktop computer. The more mobile staff who work throughout the Library and County use laptops.

Ms. Beesley mention that the Library has piloted dual monitors for patron use. The pilot went well, and there is now a certain percentage of dual monitor workspaces at each location for patron use.

Ms. Beesley noted that just recently the IT department did a complete inventory check to know what needed to be replaced. Any item that did not have a bar code for easy tracking, received one. She mentioned that for asset management her department uses the same system as County DTI.

Next steps

- 2017 Computers and server replacement
- Ongoing project implementation
- Monticello planning and preparation

2018

- 3-year technology plans advance a year 2019-2020-2021
- Lenexa planning and preparation
- Implementing sorters

Mr. Casserley thanked Ms. Beesley for her work on this project and keeping track of equipment.

Commissioner Ashcraft stated that nationwide the fear of cyber-attacks both small and large are a growing concern. The County has established an oversight committee and the Library is participating. Having all the elements to protect our information is very critical. Commissioner Ashcraft thanked Ms. Beesley for working with the County at large to protect this information.

Consent Agenda

Minutes of the November, 2017 Library Board meeting

Motion: Amy Ruo moved to approve the consent agenda.

Second: JR Riley

Motion carried unanimously

OLD BUSINESS

No new business

NEW BUSINESS

Mr. Logan stated that in collaboration with the County, the Library has identified Samaritan Technologies, Inc. as a vendor for a volunteer management software program. County recognized the practicality of the product for use Countywide. The Library collaborated with County staff and developed a Request for Proposal (RFP) proposing an enterprise system.

Patron confidentiality is one of the bedrock principles of the Library. Mr. Logan feels it is important to collaborate, but it is also important to maintain the integrity of the Library's information. There is an overall master agreement; there will be a piloted project with the Library and a couple of County agencies. Mr. Logan recommends the subscription agreement that would fall under the master agreement.

No questions

Samaritan Technologies

Motion: Ms. Ruo move to approve the recommendation to award contact with Samaritan Technologies to provide Enterprise Volunteer Management Solution in total contract amount of \$25,620 per Informal Request for Proposal (IRFP) No. 2017-0414

Second: Mr. Riley

Passed unanimously

Dell Computers

Mr. Casserley stated that this motion is for the purchasing of Dell Computers to include staff computers, public computers, staff laptops, servers and monitors. Mr. Casserley mentioned that the Library looks to replace computers every four to five years.

Commissioner Ashcraft asked if the Library maintains an inventory of computers to have if one needs to be replaced.

Mr. Casserley responded that the Library does not keep an inventory of computers, the Library uses a just in time model since they are able to drop ship.

Motion: Mr. Riley moved that the Johnson County Board of Directors approve purchase of Dell replacement desktop computers, laptops, servers, and monitors at a cost not to exceed \$150,000.

Second: Ms. Spalding

Passed unanimously

Turner Construction

Authorize amendment to the Public Building Commission (PBC) Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Turner Construction Co. for the Lenexa City Center Library Project.

Motion: Ms. Ruo moved to approve the recommendation to authorize the Construction Manager as Constructor Guaranteed Maximum Price (GMP) contract amendment with Turner Construction Co., for the Lenexa City Center Library project in an amount not to exceed \$16, 431,850 for a new total contract amount not to exceed \$16, 476,850, per Request for Proposal (RFP) No. 2016-062

Second: Mr. Riley

Passed unanimously

EXECUTIVE SESSION

Ms. Griffith moved that the Library Board recess into executive session in the Sunflower Room of the Central Resource Library for a period not to exceed forty-five (45) minutes for discussions under the Open Meetings Act exception for non-elected personnel. The subject of the discussion during the executive session will be the personnel evaluation of the County Librarian. The executive session is being conducted to protect the privacy of the employee.

The only persons who shall be present during the executive session shall be the members of the Board of Directors of the Johnson County Library and the County Librarian.

The Library Board will reconvene in this meeting room, the Carmack Community Room, at 6:05 p.m.

The Library Board went into executive session in the Sunflower Room at 5:20 p.m.

RETURN TO REGULAR MEETING

The Library Board returned to the regular meeting in the Carmack Room at 6:05 p.m.

ADJOURNMENT

Motion: Ms. Griffith moved to adjourn the Library Board meeting.

Second: Mr. Riley

Motion passed unanimously

The meeting adjourned at 6:08 p.m.

DATE_____

SECRETARY_____

Bethany Griffith

CHAIR _____

Nancy Hupp

SIGNED_____

Sean Casserley

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
WWT	Consultation services	\$14,000.00
New York Times Digital Solutions	Online subscription	4,380.60
Howe Street Group	Strategic plan alignment and assessment	\$150/hour
	Total	\$18,530.60

SIGNED:

Finance Director

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

			Receipts	Payments	Balance
	Opening cash balance				\$127,902.53
		Add Receipts	\$53.90		
		Less Payments		\$633.50	
	Ending Cash balance				\$127,322.93
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$127,322.93

APPROVED: _____

DATE: _____

Motions

Consent Agenda

Suggested Motion: I move to approve the consent agenda.

Central Roofing

Issue: Consider authorizing a contract to Premier Roofing, Inc. for a total amount not to exceed \$170,500.00 for partial roof replacement at the Central Resource Library (Phase 3), per Invitation for Bid (IFB) No. 2017-082.

Suggested Motion: I move to authorize a contract to Premier Roofing, Inc. for roofing replacement at the Central Resource Library, for a total amount not to exceed \$170,500.00 per Invitation for Bid (IFB) 2017-082
Dell Computers

Closure of Central Resource Library

Issue: Consider closing the Library on Saturday, September 29, 2018, for the purpose the annual Library Lets Loose event.

Suggested Motion: I move that the Library Board approve the closing of Central Resource on September 29, 2018.

Consideration of renewal of MOU with Overland Park Community Garden

Issue: Renewal of the Overland Park Community Garden agreement

Suggested Motion: I move that the Johnson County Library Board of Directors approve the Overland Park Community Garden agreement and addendum as presented

Consideration of renewal of MOU with AARP - Tax Help

Issue: Renewal of the MOU between JCL and the AARP Tax-Aide organization.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the MOU between JCL and the AARP Tax-Aide organization.

Consideration of renewal of MOU with Johnson County Genealogy Society

Issue: Renewal of the MOU between JCL and the Johnson County Genealogical Society.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the MOU between JCL and the Johnson County Genealogical Society.

Consideration of renewal of MOU with Growing Futures

Issue: Renewal of the MOU between JCL and the Growing Futures Early Education Center, Inc.

Suggested Motion: I move that the Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center.

Consideration of renewal of MOU with County Facilities

Issue: Renewal of the MOU between JCL and the Johnson County Facilities Management Department.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of the MOU with the Johnson County Facilities Management Department.

Consideration of renewal of MOU with County Human Resource

Issue: Renewal of the MOU between JCL and the County Department of Human Resources

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

Consideration of renewal of agreement with Bibliotheca

Issue: Consideration of Approval of Bibliotheca Service and Maintenance/Extended Warranty

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of Bibliotheca Service and Maintenance/Extended Warranty Quote in an amount not to exceed \$163,137.

Consideration of renewal of agreement with Sirsi

Issue: Consideration of Approval of SirsiDynix Software Maintenance Renewal

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$197,880.23.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: December 14, 2017

Issue: Consider authorizing a contract to Premier Roofing, Inc. for a total amount not to exceed \$170,500.00 for partial roof replacement at the Central Resource Library (Phase 3), per Invitation for Bid (IFB) No. 2017-082.

Background: The northernmost section of roof at Central Resource Library was last replaced in 1995, when the building opened. Some areas of this section have older roofing materials underneath. Two previous phases of roof replacement have been completed within the last two years (Phase 1 in Fall 2016 and Phase 2 in Spring/Summer 2017). The roof will need to be removed down to the deck and new insulation and roofing applied. This is the final phase of roofing replacement at the Central Resource Library.

Analysis: On November 9, 2017 the Treasury and Financial Management Department issued an Invitation for Bid (IFB) No. 2017-082 for roof replacement (Phase 3) at Central Resource Library. The IFB was advertised in the local newspaper and posted electronically on the Johnson County KS website, Drexel Technologies plan room, and Johnson County electronic bidding site powered by Ionwave Technologies.

A mandatory pre-bid meeting was held on November 14, 2017 at the Central Resource Library with nine (9) contracting firms in attendance. Bids were opened on November 28, 2017 with seven (7) responsive bids received.

Bidder:	Bid:
Premier Contracting, Inc	\$170,500.00
Delta Innovative Services, Inc.	\$191,000.00
Diamond Everley Roofing Contractors (MT3 Corporation)	\$192,200.00
Western Specialty Contractors	\$229,350.00
Schwickert's Tecta America, LLC	\$244,153.00
ARR Roofing LLC d/b/a Boone Brothers Roofing	\$250,241.00
Flynn Midwest, LP	\$276,596.00

The low and responsive bid was submitted by Premier Roofing, Inc. This bid is within available designated funds. RTI Consultants, the consultant assisting the Library on this project, is in agreement with the Library, Facilities, and Purchasing on the recommended award to Premier Roofing, Inc.

Library staff advises the Library Board that the Invitation for Bid was issued and administered, and this award recommendation is made, in compliance with County purchasing policies and procedures.

Alternatives: 1) Not authorize the Contract.

Legal Review: Library Legal counsel has reviewed and approved the contractor agreement as to form and recommends its approval.

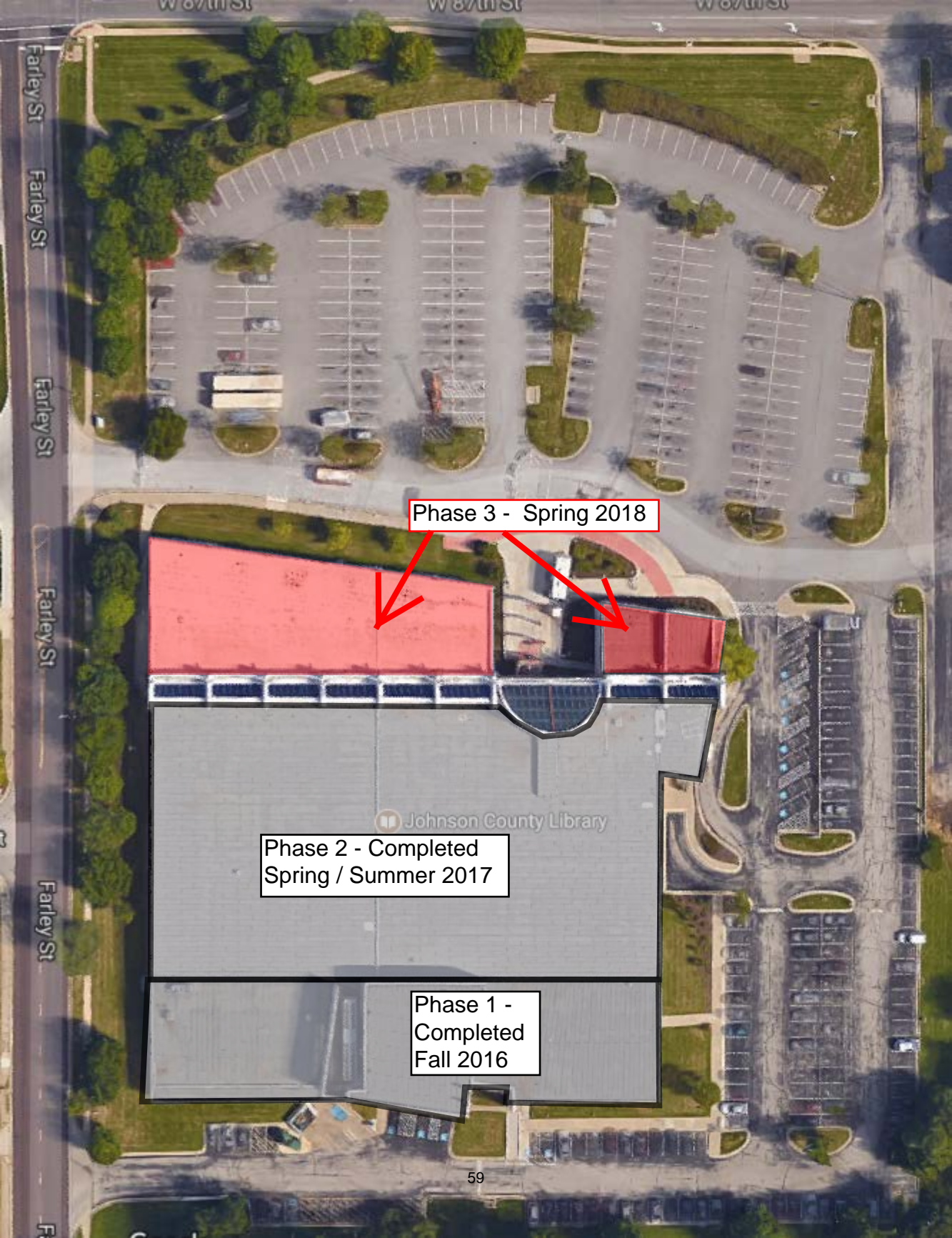
Funding Review: These funds have been allocated in the approved Capital Replacement Plan.

Library

Recommendation: Authorize a contract to Premier Roofing, Inc. for roofing replacement at the Central Resource Library, for a total amount not to exceed \$170,500.00 per Invitation for Bid (IFB) 2017-082.

Suggested Motion: I move to authorize a contract to Premier Roofing, Inc. for roofing replacement at the Central Resource Library, for a total amount not to exceed \$170,500.00 per Invitation for Bid (IFB) 2017-082.

Attachments: Overhead map showing affected areas, Recommendation letter from RTI Consultants.

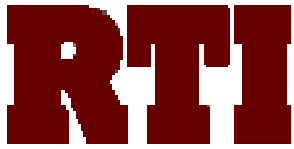


Phase 3 - Spring 2018

Phase 2 - Completed
Spring / Summer 2017

Phase 1 -
Completed
Fall 2016

Johnson County Library



November 29, 2017

Donavon Coup/Architect/Project Manager
Facilities Management Department
111 S Cherry Street, Suite 2100
Olathe, KS 66061

Re: Johnson County Resource Library Phase 3 roof replacement
RTI No. 17042.03

Mr. Coup,

RTI Consultants has reviewed the bids for the above referenced roofing project. The bids were received on November 28, 2017.

Based on our understanding of the project and our evaluation of the bids, we recommend that Board of Directors of the Johnson County Library of Johnson County, Kansas enter into a contract with Premier Contracting, Inc.

The Base Bid price for this project is \$170,500.00. The Base Bid price also includes a contingency in the amount of \$10,000.00 for unforeseen conditions.

If after your review of this information you have any questions please contact our office.

Sincerely,

Mike Gerstner/President
RTI Consultants

Briefing Sheet

To: Johnson County Library Board
From: Johnson County Library Foundation
Date: December 14, 2017

Issue: Consider closing the Library on Saturday, September 29, 2018, for the purpose the annual Library Lets Loose event.

Background:

The Johnson County Library Foundation holds its largest fundraiser, The Library Lets Loose at the Central Resource Library. In order to set-up for the event, the Foundation would like to request the permission to close the building to the public on Saturday, September 29, 2018. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches in close proximity to Central Resource. The Foundation has requested a similar day off closure for previous Library Lets Loose events.

Alternatives: No alternative date or location has been developed.

Legal Review: N/A

Budget Approval: None

Recommendation: That the Library Board approve the closing of Central Resource on September 29, 2018.

Suggested Motion: I move that the Library Board approve the closing of Central Resource on September 29, 2018.

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: Renewal of the Overland Park Community Garden agreement

Background: For several years, the Overland Park Community Garden and Johnson County Library have cooperated to offer a community garden, located on land at the Oak Park Library. Last year, the group added a giving grove to the agreement. The Overland Park Community Garden coordinates all the details of the project. It has been a successful partnership. Both the agreement and the addendum need to be renewed at this time.

Alternatives: If we do not renew the MOU at this time, the program will cease to exist.

Legal Review: Reviewed by counsel

Budget Approval: No budget implications

Recommendation: Approve the lease agreement as presented

Suggested Motion: I move that the Johnson County Library Board of Directors approve the Overland Park Community Garden agreement and addendum as presented.

LAND USE AGREEMENT TO CREATE A COMMUNITY GARDEN

THIS AGREEMENT (the Agreement) is made this 13th day of December 2017 by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG), to authorize OPCG to use a site to be designated by the property owner at the Oak Park branch facility at 9500 Bluejacket, Overland Park, Kansas (the Site) as a community gardening project.

1.0 Term. The property owner authorizes OPCG to operate a community garden at the Site designated by the property owner for a term of one year beginning January 1, 2018, and ending December 31, 2018. The County Librarian and OPCG will agree in writing to the procedures to be utilized in the OPCG's use of the Site. This Agreement may be renewed or re-negotiated with the approval of both the property owner and the OPCG at the end of the term.

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

- (i) The Giving Grove will consist of edible tree gardens developed by OPCG on the designated land adjacent to the Site. Edible tree gardening is a sustainable food production and land management system based on planting fruit and nut trees, berry producing bushes and shrubs, and perennial herbs and vegetables.
- (ii) OPCG, acting in partnership with the Overland Park Parks Department, will be responsible for removing the scrub tree and stump on the designated land adjacent to the Site, purchasing the trees and shrubs that comprise the Giving Grove, installing a water hydrant or hydrants in the Giving Grove, providing water during the time when the Giving Grove's hydrants are turned off, paying for the water used in the Giving Grove, and paying for the mulch used in the Giving Grove.
- (iii) OPCG will also be responsible for finding and managing caretakers for the Giving Grove, overseeing the Giving Grove, and for coordinating with the Overland Park Parks Department for the harvesting and distribution of Giving Grove produce.
- (iv) The property owner will be responsible only for designating the land adjacent to the Site upon which the Giving Grove will be developed. The parties agree that the property owner will be the sole owner of the land on which the Giving Grove is developed and will become the owner of all trees, bushes shrubs, and plants planted in the Giving Grove. The parties agree, however, that during the term of the Land Use Agreement, and any renewal term, OPCG shall have the produce harvested from the Giving Grove, for use and distribution in accordance with OPCG's charitable purposes. The property owner agrees to consider working with OPCG on programming involving the Giving Grove.

2.0 Indemnification and insurance. The OPCG agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the OPCG and from any and all actions or causes of action arising from the community garden's occupation or use of the Site. Property owner's obligation shall be

limited to the extent permitted by law and is subject to the maximum liability and immunity provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq). OPCG shall maintain insurance in the amount of \$1,000,000 for general liability and shall name the Board of Directors of the Johnson County Library and the Board of County Commissioners, Johnson County, Kansas as additional insureds on the policy.

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

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

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


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

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

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

Nancy Hupp
Chair

OVERLAND PARK COMMUNITY GARDEN, INC.


Beverly Jaderborg
President

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

THIS ADDENDUM (the Addendum) is made this 9th day of June, 2016, to the Land Use Agreement dated December 10, 2015, by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG). Pursuant to the Land Use Agreement, which runs to **December 31, 2018** and may be renewed thereafter, OPCG has developed a community gardening project at the Oak Park branch facility at 9500 Blue Jacket, Overland Park, Kansas (the community gardening project site is referred to herein as “the Site”). This Addendum authorizes OPCG to establish a “Giving Grove” on land designated by the property owner adjacent to the Site.

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

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

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

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

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

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


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

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

BOARD OF DIRECTORS OF THE JOHNSON
LIBRARY

Nancy Hupp
Chair

OVERLAND PARK COMMUNITY GARDEN, INC.


Bev Jadenborg
President,

**2016 Annual Report
Overland Park Community Garden, Inc.**



**The Giving Grove Planting Crew
November 12, 2016**

2016 Annual Report
Overland Park Community Garden, Inc.

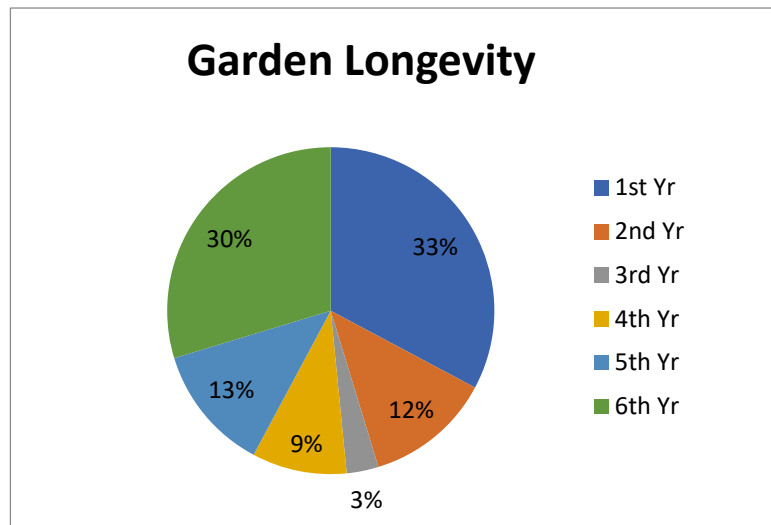
Mission Statement

To provide an enjoyable, accessible space for residents to grow healthy food using organic, sustainable and environmentally friendly methods.

2016 the Garden's Seventh Growing Season:

Growing!

- ❖ All plots were leased by the third week of February. There were 38 people on the wait list for the season.
- ❖ Over 53 gardeners participated in the garden.
- ❖ It is great to see so many gardeners return year after year. Two-thirds of the plots were tended by repeat gardeners.



Supporting Our Community!

- ❖ 157 pounds of produce was donated to the Valley View United Methodist Church's "Hope Chest" by the Grace Garden plot in OP Community Garden. This plot is a project of the environmental ministry of Grace Covenant Presbyterian Church.
- ❖ Daisy Troop 582 from Oak Park-Carpenter Elementary School volunteered at the garden. They weeded and made a sign for the compost bins. Here is what their troop leader said of the experience for the girls:
"Overall it was really exciting for them to see the changes in the garden over time. They loved picking the berries off the bushes and eating them fresh. On several visits, gardeners that were tending their plots took time out of their day to interact with the girls and teach them about gardening as well as various bugs. The girls greatly enjoyed those interactions."
- ❖ On November 12th a collaborative project between the City of Overland Park, the Johnson County Library and the garden came into being. The garden is now a site of a Giving Grove orchard. The Giving Grove organization helps communities grow, harvest and share healthy food by providing the resources needed to plant edible tree gardens.

2016 Annual Report Overland Park Community Garden, Inc.

The orchard is made up of 11 trees with a mixture of apples, European and Asian pears. The orchard complements OPCG's mission of providing space to grow healthy food using organic, sustainable and environmentally friendly methods. For more information on the Giving Grove organization, visit www.givinggrove.org.

President's Note

The season started off with the installation of the new tool shed fully stocked with tools. The shed provides an anchor for the garden and participants.

We were excited to have a Daisy Troop regularly visit the garden to weed and learn about composting. The troop made a sign for the compost area. I really appreciated their efforts.

It was exciting to see the fruit trees being planted in November. Less than a year ago it was an idea from the OP Parks Services City Forester to see if the garden would be a willing partner in becoming a Giving Grove site. Happily, the JCL agreed with the proposal and now there are 11 fruit trees establishing themselves. The first three years will be focused on growing strong trees to support future fruit production.





Bev Jaderborg

2016 Sights in the Garden



**2016 Annual Report
Overland Park Community Garden, Inc.**

Donors

Level	Donor
	Johnson County Library
	City of Overland Park, Park Services Department
	D. and L. Jordan
	K. Crawford D. Hollenbeck

2016 Board of Directors

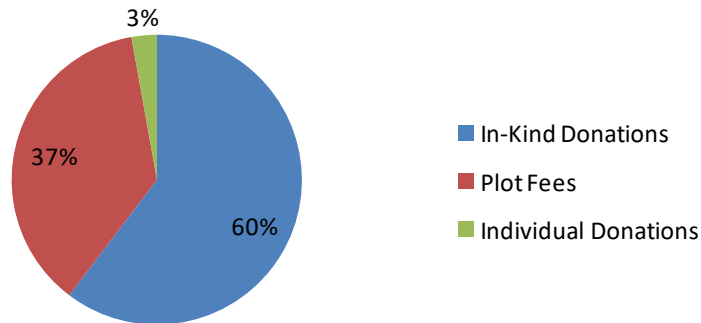
Bev Jaderborg	President
Ginny Williams	Treasurer
Bill Mace	Garden Manager
Angie Scharnhorst	Member
Barry Bailey	Member

2016 Annual Report
Overland Park Community Garden, Inc.

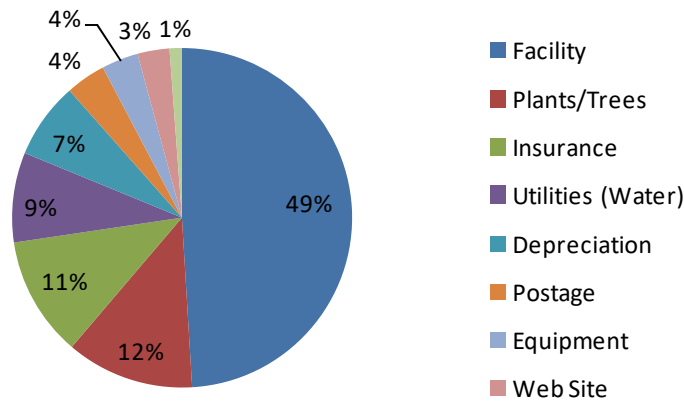
Financials

For year ending 12/31/2016
 Operating Revenues = 3,554
 Operating Expenses = 3,567
 Net = (13)

2016 Operating Revenues



2016 Operating Expenses



Balance Sheet

	As of 12/31/2016	As of 12/31/2015
ASSETS		
Cash	5,128	4,883
Gift Card	119	119
Prepaid Asset- Replacement Shed		2,326
Fixed Asset - Shed	2,326	
Accumulated Depreciation	(258)	
TOTAL ASSETS	7,315	7,328
LIABILITIES & NET ASSETS		
Unrestricted Net Assets	5,390	5,403
Board Restricted Net Assets	1,925	1,925
TOTAL LIABILITIES & NET ASSETS	7,315	7,328

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: Renewal of the MOU between JCL and the AARP Tax-Aide organization.

Background:

Currently Johnson County Library and the AARP Tax-Aide organization have an agreement in place for the purposes of providing space at the Central Resource Library for AARP tax volunteers to provide free tax assistance to the public.

This is the annual renewal of that agreement.

The AARP representative has reviewed the MOU and is in agreement.

Alternatives:

Legal Review: Reviewed by counsel

Budget Approval:

Recommendation: to approve the MOU as presented

Suggested Motion: I move that the Johnson County Library Board of Directors approves the MOU between JCL and the AARP Tax-Aide organization.

Memorandum of Understanding (MOU) between the Johnson County Library and AARP Tax-Aide

This MOU is intended to document the relationship between the Johnson County Library System and AARP Tax-Aide organization.

Tax Year 2017 (Oct 2017 – May 2018)

Training:

- Johnson County Library (JCL) will provide meeting space for training of tax volunteers both at the Central Resource Library and the Antioch Library. This training will take place primarily in December of 2017 and January of 2018.

Tax Preparation:

- Johnson County Library will provide one room (capacity of 24) at the Central Resource Library (9875 W 87 St, Overland Park). The room is lockable and will be used exclusively by the AARP tax volunteers from January 29 until April 18.
- For this year AARP will provide services by appointment only at the Central Resource Library.
- Walk-ins may be taken if space is available but that option will not be promoted.
- AARP will provide all the hardware and software needed to prepare taxes.
- JCL will provide key card access for volunteers to the Central Resource Library, as well as tables and chairs.

Communication:

- AARP will provide content on tax tips and FAQs to JCL for inclusion on library website.
- JCL will print the handout of the tax preparations sites (content provided by AARP).
- JCL will promote the service on its website.
- JCL staff will direct patrons to the AARP website and phone line to make appointments.

End of Year Celebration:

- JCL will provide Carmack meeting room with chairs and tables to hold the AARP Tax-Aide end-of-the-year celebration from Noon - 5:00 PM on April 20, 2017. AARP will provide any technology, treats and consumables used for the event. JCL staff will not assist in the planning of this event in anyway other than to reserve the room.

Ellen Dycus, District 27 Coordinator
Ellen Dycus edycus295@gmail.com
AARP Tax Aide Representative

Sean Casserley, County Librarian

County Librarian

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: Renewal of the MOU between JCL and the Johnson County Genealogical Society.

Background:

Currently Johnson County Library and the Johnson County Genealogical Society have an agreement in place for the purposes of providing genealogical research collections and assistance at the Central Resource Library.

JCL provides space, cataloging, databases, equipment and a staff liaison. JCGS provides the print collection, programs and volunteers to assist genealogy researchers.

This is the annual renewal of that agreement.

The Johnson County Genealogical Society has reviewed the MOU and is in agreement.

Alternatives:

Legal Review: Reviewed by counsel.

Budget Approval:

Recommendation: Approve the MOU as presented.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the MOU between JCL and the Johnson County Genealogical Society.

AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY AND JOHNSON COUNTY GENEALOGICAL SOCIETY

THIS AGREEMENT is made and entered into for the year 2018 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

WHEREAS, JCGS is a volunteer organization whose purpose is to assist individuals interested in family history research and to provide genealogical materials for inclusion in the combined JCGS and JCL Genealogy Collection located at the Johnson County Library (the Library),

WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

I. Johnson County Genealogical Society shall:

- a. Use Library space to schedule and staff the genealogy service desk with JCGS volunteers working under the JCL volunteer service program regulations and guidelines.
- b. JCGS will designate a Volunteer Coordinator who will facilitate communication between the genealogy volunteers and the designated Library staff member, and will coordinate genealogy desk scheduling with the designated Library staff member.
- c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
- d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
- e. Use JCGS/JCL Volunteers to pursue special projects.
- f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.
- g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with the Collection Development Manager to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

- II. **If the Johnson County Library's budget and staffing levels are adequate, it shall:**
- a. Provide basic genealogy collection support including print reference and databases.
 - b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.12) will be followed with respect to this collection:

"It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
 - c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
 - d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, and meeting room space.
 - f. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.
 - g. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions and meeting room reservations.
 - h. Provide staff to answer general genealogy questions.
 - i. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft.
 - j. Provide an updated obituary index on www.jocohistory.org.

IN WITNESS WHEREOF, the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY GENEALOGICAL
SOCIETY AND LIBRARY, INC.

By: Char Mitts
Char Mitts, President

Date: 11/20/17

JOHNSON COUNTY LIBRARY

By: _____
Sean Casserley, County Librarian

Date: _____

By: Susan Jarsulic 11/20/17
~~Marty Greene~~, Recording Secretary
Susan Jarsulic

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: Renewal of the MOU between JCL and the Growing Futures Early Education Center, Inc.

Background:

JCL entered an agreement with Growing Futures (Formerly Head Start of Shawnee Mission) in 2012 for the provision of on-site library services at Growing Futures.

To date the partnership has been successful. JCL has received positive feedback from Growing Futures staff, students, and parents regarding the library's presence. These are children who need library services more than most others, and going directly to them is an efficient way to serve them well.

Alternatives: None at this time.

Legal Review: Reviewed by counsel

Budget Approval: This is a budgeted program.

Recommendation: That the Johnson County Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center, Inc.

Suggested Motion: I move that the Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
Growing Futures Early Education Center Inc.**

Purpose:

The purpose of the Understanding is to outline collaboration between Johnson County Library (JCL) and Growing Futures Early Education Center. (Growing Futures). The Understanding is designed to coordinate early literacy and library services.

Agency Roles and Responsibilities

Johnson County Library will:

1. Provide regular story times in Growing Futures classrooms.
2. Provide evening activities at the library and at Growing Futures for Growing Futures families to participate in literacy activities and sign-up for library cards.
3. Provide on-demand booklists for classrooms.
4. Provide education regarding JCL's services to Growing Futures staff and families as requested.
5. Provide 2 hours per month of embedded librarian services at Growing Futures. These services will involve on-site, dedicated reference & reader support for Growing Futures teachers, parents, and students and the continued maintenance of the Growing Futures library collection provided by JCL staff member.
6. Allow Growing Futures to use library meeting spaces at no cost with reservations when available. This includes use of library spaces for the Growing Futures Board of Directors meetings for the academic months covered by this Memorandum.

Growing Futures Early Education Center will:

1. Provide information regarding JCL services to Growing Futures families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Provide education regarding Growing Futures services to JCL staff as requested.
4. Provide training to JCL staff in areas of Growing Futures staff's expertise.
5. Promote JCL's involvement with Growing Futures in Growing Futures newsletters, website and other public relations opportunities.
6. Provide a ECERS trained staff to assist in creating an evaluation tool for the Library's early literacy spaces.

Duration of Understanding:

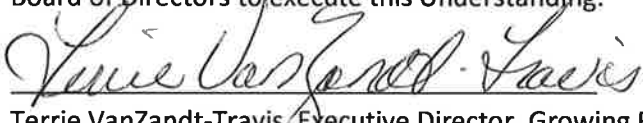
The duration of this Understanding is from January 1, 2018 to December 31, 2018.

Cancellation and Termination:

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and GFEEC Board of Directors to execute this Understanding.

Signatures:

The parties to this Understanding have been duly authorized by JCF representation and Growing Futures Board of Directors to execute this Understanding.



Terrie VanZandt-Travis, Executive Director, Growing Futures

11-29-2017
Date

Sean Casserley, Johnson County Librarian

Date

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley, County Librarian
Date: December 14, 2017

Issue: Renewal of the MOU between JCL and the Johnson County Facilities Management Department.

Background: The MOU presented represents a collaborative arrangement between the Library Board and the Johnson County Facilities Management Department. The Facilities Management Department has extensive expertise in the management of public facilities. The Library wishes to make use of that expertise, particularly in construction and renovation projects, including pending projects associated with the Comprehensive Library Master Plan.

Alternatives: No alternatives to recommend at this time.

Legal Review: Legal counsel has reviewed the MOU.

Budget Approval: Johnson County Library funds two Facilities positions and direct expenses.

Recommendation: The Library Board approve the renewal of the MOU between the Johnson County Library Board of Directors and the Johnson County Facilities Management Department.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of the MOU with the Johnson County Facilities Management Department.

Memorandum of Understanding

This Amended and Restated Memorandum of Understanding (MOU) dated December 14, 2017, memorializes the working relationship between the Board of Directors of the Johnson County Library (the Library) and the Johnson County Facilities Management Department (the Department). This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

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

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

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

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

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

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

Brad Reinhardt	Date
Director, Johnson County Facilities	
Management Department	

Penny Postoak Ferguson	Date
Interim, Johnson County	
Manager	

Sean Casserley	Date
Johnson County Librarian	

Nancy Hupp	Date
Chair, Board of Directors of the	
Johnson County Library	

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 14, 2017

Issue: Renewal of the MOU between JCL and the County Department of Human Resources

Background: The MOU presented represents a collaborative arrangement between the Library Board and the County Department of Human Resources. The MOU has been constructed to bring efficiencies into play and focuses on (1) the expertise of the Human Resources Department, (2) collaboration, and (3) service.

The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act and all other services the Human Resources Department typically provides to other agencies and departments of the County. Services do not include library-specific training, processing of payroll or tracking of leave usage.

Alternatives: Do not approve renewal of the MOU.

Legal Review: Reviewed by counsel.

Budget Approval: Johnson County Library funds two Human Resources positions and direct expenses.

Recommendation: That the Library Board approve the renewal of the MOU between the Johnson County Library Board of Directors and the County Department of Human Resources.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective the day of 14th of December 2017, memorializes the working relationship between the Board of Directors of the County Library and the Johnson County Department of Human Resources (Human Resources Department).

RECITALS

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

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

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

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

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

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

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

The parties accordingly agree to the terms set forth below.

TERMS OF UNDERSTANDING

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

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

7. Upon termination of this MOU, the two (2) staff positions transferred from the Library to the Human Resources Department as part of this MOU shall be transferred back to the Library. In the event such transfer occurs prior to the end of a calendar year, the County shall transfer the funds budgeted for the positions from the County General Fund to the Library Operating Fund.

***THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK
SIGNATURES FOLLOW ON NEXT PAGE***

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

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

By _____
Sean Casserley
Johnson County Librarian

By _____
Penny Postoak Ferguson
Interim, County Manager

By _____
Nancy Hupp
Chair, Board of Directors of
Johnson County Library

Approved as to Form:

Approved as to Form:

By _____
Denise Howard
Assistant County Counselor

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

Briefing Sheet

To: Library Board of Directors
From: Sean Casserley, County Librarian
Date: 12/14/2017

Issue: Consideration of Approval of Bibliotheca Service and Maintenance/Extended Warranty

Background: Bibliotheca systems are in use at all library locations tracking and handling materials including:

- Sorters including sorter and conveyance components
- Self check machines
- Security gates
- RFID pads at public service workstations

Analysis: Bibliotheca furnishes support by technical professionals and replacement parts to maintain materials handling equipment in proper operating condition. Bibliotheca also provides software updates to ensure continued security and smooth operation of all systems.

The overall increase for this year's renewal from last year's renewal matches the level of the previous years – 5%. This is in line with renewals of this type.

Breakdown of equipment at each location supported by Bibliotheca:

- Central:
 - Automated materials handling system (sorter)
 - 5 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations, Interlibrary Loan, Technical Services
- Antioch
 - 3 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Blue Valley
 - 5 self checks
 - Security gates
 - Automated materials handling system (sorter)
 - RFID pads at service points, Circulation Services processing stations
- Cedar Roe
 - 2 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Corinth
 - 4 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- DeSoto
 - 1 self check
 - Security gates
 - RFID pads at service points, Circulation Services processing stations

Library

- Edgerton
 - Security gates
 - RFID pads at service points
- Gardner
 - 2 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Lackman
 - 3 self checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Leawood
 - 4 self checks
 - Security gates
 - Automated materials handling system (sorter)
 - RFID pads at service points, Circulation Services processing stations
- Oak Park
 - 4 self checks
 - Two sets security gates
 - RFID pads at service points, Circulation Services processing stations
- Shawnee
 - 3 self checks
 - Security gates
 - Smart chute return
 - RFID pads at service points, Circulation Services processing stations
- Spring Hill
 - 1 self check
 - Security gates
 - RFID pads at service points

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

Alternatives:

- Purchase replacement equipment from competing vendor with different maintenance costs
- Limit the number of self checks and RFID pads impacting patron convenience and staff's ability to provide customer service
- Eliminate sorters and smart chute and ask staff to process materials manually, taking them away from customer service

Recommendation: The Johnson County Library Board of Directors approve the renewal of Bibliotheca Service and Maintenance/Extended Warranty Quote in an amount not to exceed \$163,137.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of Bibliotheca Service and Maintenance/Extended Warranty Quote in an amount not to exceed \$163,137.

Service and Maintenance/Extended Warranty Quote

Quote Date: 10/13/2017
Quote Number: QUO-65322-C4X0

Licensee Bill To:

Johnson County Library - KS - Main
Michelle Beesley
9875 W 87th St
Overland Park KS 66212-4565
United States of America

BeesleyM@jocolibrary.org
Tel: 6087764171

System Licensee:

Johnson County Library - KS - Main - Johnson
County Library
Michelle Beesley
9875 W 87th St
Overland Park KS 66212-4565
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: service-renewals-us@bibliotheca.com

US-42163-TOL7 consolidated

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: Feb 01, 2018 - Jan 31, 2019	1	\$163,137.000	\$163,137.00
Total (Less Sales Tax):				\$163,137.00
Grand Total:				\$163,137.00

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Johnson County Library - KS - Main	3M™ USB Powered Conversion Station Model 815	21007003		02/01/18	01/31/19	\$199.00
Johnson County Library - KS - Main	3M™ USB Powered Conversion Station Model 815	21007023		02/01/18	01/31/19	\$199.00
Johnson County Library - KS - Main	3M™ USB Powered Conversion Station Model 815	21007028		02/01/18	01/31/19	\$199.00
Johnson County Library - KS - Blue Valley Library	2820	28200077	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Blue Valley Library	2820	28200078	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Main	2820	28200079	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Main	2820	28200080	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Leawood Library	2820	28200106	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Leawood Library	2820	28200107	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Leawood Library	2830	283000047	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Main	2830	28300029	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Blue Valley Library	2830	28300032	1	02/01/18	01/31/19	\$4,099.20
Johnson County Library - KS - Blue Valley Library	2850 FX	28500141	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Blue Valley Library	2850 FX	28500142	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Blue Valley Library	2850 FX	28500143	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Leawood Library	2850 FX	28500194	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Leawood Library	2850 FX	28500195	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Main	2850 FX	2850a053	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Main	2850 FX	2850b053	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Main	2850 FX	2850c053	1	02/01/18	01/31/19	\$1,081.50
Johnson County Library - KS - Blue Valley Library	2855 FX	28550052	1	02/01/18	01/31/19	\$2,268.00
Johnson County Library - KS - Main	2855 FX	28550053	1	02/01/18	01/31/19	\$2,268.00
Johnson County Library - KS - Leawood Library	2855 FX	28550070	1	02/01/18	01/31/19	\$2,268.00
Johnson County Library - KS - Blue Valley Library	2860 FX	28600077R	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Blue Valley Library	2860 FX	28600078L	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Main	2860 FX	28600080R	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Main	2860 FX	28600081L	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Leawood Library	2860 FX	28600112R	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Leawood Library	2860 FX	28600117L	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Main	2860 FX	28600350L	1	02/01/18	01/31/19	\$811.65

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Johnson County Library - KS - Blue Valley Library	2863 FX	28630027	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Leawood Library	2863 FX	28630040	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Blue Valley Library	2864 FX	28640011	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Main	2864 FX	28640012	1	02/01/18	01/31/19	\$811.65
Johnson County Library - KS - Oak Park Library	8405	84050005	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Oak Park Library	8405	84050006	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Leawood Library	8405	84050007	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Leawood Library	8405	84050008	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Lackman Library	8422	84220423	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Lackman Library	8422	84220424	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Lackman Library	8422	84220425	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Lackman Library	8422	84220426	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Gardner Library	8422	84220494	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Gardner Library	8422	84220497	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Desoto Library	8422	84220778	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Spring Hill Library	8422	84220779	1	02/01/18	01/31/19	\$1,774.50
Johnson County Library - KS - Shawnee Library	877	87700414	1	02/01/18	01/31/19	\$2,306.85
Johnson County Library - KS - Shawnee Library	877	87700415	1	02/01/18	01/31/19	\$2,306.85
Johnson County Library - KS - Main	Enterprise	90100157	1	02/01/18	01/31/19	\$1,678.95
Johnson County Library - KS - Corinth Library	9101DM	91100556	1	02/01/18	01/31/19	\$1,229.55
Johnson County Library - KS - Main	9102DM	91200257	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Antioch	9102DM	91200258	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Lackman Library	9102DM	91200270	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Blue Valley Library	9102DM	91200351	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Gardner Library	9102DM	91200509	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Oak Park Library	9102DM	91200519	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Oak Park Library	9102DM	91200520	1	02/01/18	01/31/19	\$1,546.65

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Johnson County Library - KS - Corinth Library	9102DM	91200564	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Leawood Library	9102DM	91200565	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Leawood Library	9102DM	91200567	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Shawnee Library	9102DM	91200631	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Cedar Roe Library	9102DM	91200647	1	02/01/18	01/31/19	\$1,546.65
Johnson County Library - KS - Shawnee Library	8405	9410083	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Corinth Library	8405	9410084	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Blue Valley Library	8405	9410085	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Blue Valley Library	8405	9410088	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Blue Valley Library	8405	9410089	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Blue Valley Library	8405	9410090	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Oak Park Library	8405	9410257	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Leawood Library	8405	9410258	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Leawood Library	8405	9410259	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Corinth Library	8405	9410260	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Antioch	8405	9410261	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Antioch	8405	9410262	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Antioch	8405	9410263	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Shawnee Library	8405	9410264	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Corinth Library	8405	9410265	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Shawnee Library	8405	9410266	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Main	8405	9410267	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Cedar Roe Library	9410F	9410268	1	02/01/18	01/31/19	\$1,442.70
Johnson County Library - KS - Oak Park Library	8405	9410269	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Cedar Roe Library	9410F	9410270	1	02/01/18	01/31/19	\$1,442.70
Johnson County Library - KS - Corinth Library	8405	9410271	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Blue Valley Library	8405	9410272	1	02/01/18	01/31/19	\$1,403.85

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Johnson County Library - KS - Main	9410F	9410273	1	02/01/18	01/31/19	\$1,442.70
Johnson County Library - KS - Main	8405	9410274	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Main	8405	9410275	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Main	8405	9410276	1	02/01/18	01/31/19	\$1,403.85
Johnson County Library - KS - Main	895	P1204222	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204223	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204554	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204555	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204556	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204557	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204558	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1204973	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Corinth Library	895	P1204974	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Corinth Library	895	P1204975	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Corinth Library	895	P1204976	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1204977	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Leawood Library	895	P1204978	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Antioch	895	P1204979	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Corinth Library	895	P1204980	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Gardner Library	895	P1204981	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1204982	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Lackman Library	895	P1204983	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Antioch	895	P1204984	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Antioch	895	P1204985	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Lackman Library	895	P1204986	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Lackman Library	895	P1204987	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Cedar Roe Library	895	P1204988	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Cedar Roe Library	895	P1204989	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Gardner Library	895	P1204990	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1205013	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1205014	1	02/01/18	01/31/19	\$399.00

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Johnson County Library - KS - Main	895	P1205015	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Desoto Library	895	P1205016	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Oak Park Library	895	P1205017	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1205018	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Edgerton Library	895	P1205019	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Leawood Library	895	P1205020	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1205021	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	895	P1205022	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Gardner Library	895	P1205023	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Leawood Library	895	P1205024	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Shawnee Library	895	P1205025	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Desoto Library	895	P1205026	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Cedar Roe Library	895	P1205027	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1205028	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Shawnee Library	895	P1205029	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Blue Valley Library	895	P1205030	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Spring Hill Library	895	P1205308	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Spring Hill Library	895	P1205309	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	896	P1213985	1	02/01/18	01/31/19	\$399.00
Johnson County Library - KS - Main	896	P1213986	1	02/01/18	01/31/19	\$399.00

Service and Maintenance/Extended Warranty Quote

TERMS AND CONDITIONS

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Briefing Sheet

To: Library Board of Directors
From: Sean Casserley, County Librarian
Date: 12/14/2017

Issue: Consideration of Approval of SirsiDynix Software Maintenance Renewal

Background: SirsiDynix provides our Integrated Library System (ILS) software - the core service that enables all day-to-day functions in the Library. The ILS maintains records for all items in the collection, all patron cardholders, and all activity performed. Patrons interact with the ILS whenever they use the web catalog, self-check machines, and automated sorters. Staff interact with the system through a "Workflows" client application provided with the software to manage the entire lifecycle of an item in the collection.

Analysis:

The overall increase for this year's renewal from last year's renewal matches the level of the previous years – 3.8%. This is in line with renewals of this type.

The SirsiDynix annual renewal includes several services:

- Symphony – maintenance cost for the core software
- Enriched Content-Basic Subscription and Enriched Content-Elements Subscription - book jackets and descriptions of materials that display to patrons in the web catalog. Without enriched content, the catalog would not include images or helpful descriptions including tables of contents, character lists, summaries, etc.
- Oracle renewal – maintenance cost for the software running the underlying database
- SIP/SIP2 license – maintenance fee for external systems to securely access the database such as the self-check machines, the sorters and smart chute, and online databases (so patrons can log on from home, showing that they are valid card holders).
- API (Application Program Interface), which allows for custom reports and database updates by the Library's Administrators
- Platinum service – this support level allows savings on other services which would be billed separately including:
 - decreased cost for SIP/SIP2 license,
 - better pricing for adding a new library locations,
 - support for after-hours upgrades (to decrease patron impact),
 - 20 hours of consulting service for special projects,
 - higher level support and quicker access to dedicated support professionals,
 - regular meetings with Sirsi experts for ILS administrator and impacted staff to support collection management initiatives, and
 - regular updates for cataloging standards.

This level of service was trialed last year and it has ended up saving more than the cost of the service itself.

Olathe Library is billed for their portion of this renewal through the Interlocal Agreement.

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

Alternatives:

- Evaluate other integrated library system solutions with an eye towards moving to another vendor in a coming year.
- Remove specific services from our renewal to decrease the overall bill.

Recommendation: The Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$197,880.23.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the renewal of SirsiDynix software maintenance renewal in an amount not to exceed \$197,880.23.



Renewal Quote

Dear Colleagues,

Please find this year's detailed Renewal Quote attached. We anticipate you will find all to be in good order. This being the case, simply email the signed Renewal Quote and/or a Purchase Order for your renewal to your Billing Specialist or Coordinator as listed at the bottom of the quote. You will then be provided with a formal invoice for payment.

If you have questions regarding your renewal that needs to be addressed prior to signing off on your Renewal Quote, please feel free to coordinate those through your Billing Specialist.

In the event that we have not heard back from you beforehand, your formal Renewal Invoice will be generated and sent out approximately 15 days prior to your renewal date, with payment due on or before your renewal date.

Thank you for the opportunity to be of service to you.

Best Regards,

Your SirsiDynix Billing Team



Renewal Quote: 32023520170921TK
Johnson County Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From	To	EOL Date	Price
10015	SirsiDynix Symphony Additional Branch Fee (ea)		1	1/Apr/18	- 31/Dec/18		
10015	SirsiDynix Symphony Additional Branch Fee (ea)		1	1/Jan/18	- 31/Dec/18		
M-1987	Authority Control		1	1/Jan/18	- 31/Dec/18		
M-2228	Information Gateway		1	1/Jan/18	- 31/Dec/18		
M-2291	Migration Included		1	1/Jan/18	- 31/Dec/18		
M-2358	ReferenceLIBRARIAN		1	1/Jan/18	- 31/Dec/18		
M-2369	Reporting Module		1	1/Jan/18	- 31/Dec/18		
M-2436	Standard Sirsi System Software		1	1/Jan/18	- 31/Dec/18		
M-2554	Unicorn Migration Package		1	1/Jan/18	- 31/Dec/18		
M-2638	User Request Module		1	1/Jan/18	- 31/Dec/18		
M-2630	Unique Management Interface		1	1/Jan/18	- 31/Dec/18		
M-2648	Webcat WWW Catalog		1	1/Jan/18	- 31/Dec/18		
M-2664	WorkFlows Staff Clients		450	1/Jan/18	- 31/Dec/18		
M-2713	Z39.50 Version 3 Server		1	1/Jan/18	- 31/Dec/18		
M-2398	Serials Control		1	1/Jan/18	- 31/Dec/18		
M-1924	9XX Order Interface (Acq.)		1	1/Jan/18	- 31/Dec/18		
M-1960	Acquisitions and Fund Acctng		1	1/Jan/18	- 31/Dec/18		
M-2082	EDI Electronic Ordering		1	1/Jan/18	- 31/Dec/18		
M-2324	Outreach Module		1	1/Jan/18	- 31/Dec/18		
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		5100	1/Jan/18	- 31/Dec/18		
12219	Enriched Content Video and Music Profiles Single Element Subscription for Put		5106	1/Jan/18	- 31/Dec/18		
M-1922	4 Port TalkToMe System		1	1/Jan/18	- 31/Dec/18		
M-2272	MARC Import/Export Utilities		1	1/Jan/18	- 31/Dec/18		
M-2323	Oracle RDBMS		1	1/Jan/18	- 31/Dec/18		
M-2016	Bibliographic and Inv. Control		1	1/Jan/18	- 31/Dec/18		
M-2253	Inventory Control		1	1/Jan/18	- 31/Dec/18		
M-2002	Backup Circulation		1	1/Jan/18	- 31/Dec/18		
M-2044	Circulation Control		1	1/Jan/18	- 31/Dec/18		
10034	SirsiDynix Symphony Universal SIP2		1	1/Jan/18	- 31/Dec/18		
M-2192	iBistro/iLink Suite		1	1/Jan/18	- 31/Dec/18		
12442	Platinum Services Package - Premier		1	1/Jan/18	- 31/Dec/18		
13181	Platinum Services - Web Services SDK for Libraries Internal Use - included with		1	1/Jan/18	- 31/Dec/18		
13313	Platinum Services Data Services - Authority Update Service, Upgrade to Month		1	1/Jan/18	- 31/Dec/18		
M-2788	3M Self Check Interface		1	1/Jan/18	- 31/Dec/18		

All prices are in U.S. Dollars and are
exclusive of taxes unless otherwise noted.

Total 197,880.23

Applicable taxes will be added to all invoices. If you are tax exempt
please submit a current exemption form along with the signed quote.

Signature authorizes SirsiDynix to raise an invoice
in accordance with this quote.

Signature

Date

Any questions regarding this quote can be directed to:
Tina Kelling
Tina.Kelling@sirsidyndix.com

Please Print Name and Title

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: December 13, 2017

Issue: Personnel Review Committee requests

Background:

Every year County agencies and departments have the opportunity to ask for additional personnel to meet the service needs of the organization. Today we are asking for your approval to proceed with these requests to the PRC committee regarding staffing needs for 2019.

As a reminder, the criteria we used in creating staffing models includes the size of the building, the number of service points, and the types of services offered in the building. We also review data from across the country and research new staffing models.

Lenexa will have seven service points – 3 Circulation, 2 Youth Services, and 2 Information Services. A ratio of 2.5 Full Time Equivalent (FTE) per service point at a 65% on-desk level was used to calculate the number of staff needed. (35% accounts for meetings, project work, sick and vacation time).

This location with its outdoor space and auditorium will feature more programming than our other locations. We want to ensure we have enough staff to meet these needs. This location will feature a separate staffed kiosk for vehicular holds pick up, a drive up service.

Current Lackman location has 14 FTE, and we are requesting an additional 19.9 FTE. Square footage is growing from 17,921 to 40,000.

We have reduced this number from our original request last month – 26.6 to 19.9 FTE - after some re-evaluation.

Last month we suggested adding some additional System-wide positions. After examining our requests, we have determined that the greatest need we have for an additional position outside the Lenexa requests is a School Age Coordinator. This position would mirror the Early Literacy Coordinator and the Teen Coordinator we currently have, focusing on the elementary age group, thus filling a current gap in service. It would focus on making connections with elementary schools ensuring that the elementary age group is served adequately.

If you approve these requests, the next step will be to take the requests to the Personnel Review Committee (PRC). This is part of the whole budget process.

Alternatives: If not granted additional staffing for Lenexa City Center Library, Library Administration will need to pull staff from other locations to meet the needs of the new building. This would result in contracted hours at other locations and/or a reduction in services. If the System-wide position is not granted the organization will look for other means to complete that work. The result will be a slower pace and some potentially underserved populations.

Library

Review: Requests have been reviewed by County Budget and JCL Administration in consultation with System-wide Managers.

Budget Approval: \$1,235,529 in additional ongoing costs for Lenexa staffing; \$97,916 in additional ongoing costs for the School Age Coordinator position.

Recommendation: Approve the staffing requests for Lenexa as well as the system-wide position and allow staff to take these requests to the Personnel Review Committee as the next step in the budget process.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the staffing requests as presented and recommend that staff take these requests to the Personnel Review Committee as the next step in the budget process.

Lenexa Personnel Review Committee (PRC) Requests ADDITIONAL staff needed
updated with 2018 pay numbers

<u>Pages</u>	<u>FTE</u>	<u>Pay</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Healthcare</u>	<u>Benefits</u>	<u>Total Cost Annually</u>
page	0.4	12.66	11.11	10,533			10,533
page	0.4	12.66	11.11	10,533			10,533
page	0.4	12.66	11.11	10,533			10,533
page	0.4	12.66	11.11	10,533			10,533
page	0.4	12.66	11.11	10,533			10,533
page	0.4	12.66	11.11	10,533			10,533

63,199 Subtotal Pages

Clerks

Clerk	1	17.31	13.12	36,005	16,500	6,481	58,986
Clerk	1	17.31	13.12	36,005	16,500	6,481	58,986
Clerk	1	17.31	13.12	36,005	16,500	6,481	58,986
Clerk	1	17.31	13.12	36,005	16,500	6,481	58,986
Clerk	1	17.31	13.12	36,005	16,500	6,481	58,986
Clerk	0.5	17.31	13.12	18,002		3,240	21,243
Clerk	0.5	17.31	13.12	18,002		3,240	21,243

337,414 Subtotal Clerks

Information Services

Information Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Information Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Information Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Information Specialist	0.5	23.01	14.14	23,930		4,307	28,238
Information Specialist	0.5	23.01	14.14	23,930		4,307	28,238

275,403 Subtotal Info Specs

Lenexa Personnel Review Committee (PRC) Requests ADDITIONAL staff needed
updated with 2018 pay numbers

Youth Services							
Youth Librarian	1	25.68	16.15	53,414	16,500	9,615	79,529
Youth Info Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Youth Info Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Youth Info Specialist	1	23.01	14.14	47,861	16,500	8,615	72,976
Youth Info Specialist	0.5	23.01	14.14	23,930		4,307	28,238
							326,694 Subtotal Youth Serv
Managers							
Assistant Branch Manager	1	28.69	16.16	59,675	16,500	10,742	86,917
Assistant Branch Manager	1	28.69	16.16	59,675	16,500	10,742	86,917
							173,833 Subtotal Managers
Custodial							
Custodian	1	17.31	12.12	36,005	16,500	6,481	58,986
							58,986 Subtotal Custodians
19.9							1,235,529 Total Ongoing Costs