



**Board Report
January 11, 2018**

AGENDA
JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JANUARY 11, 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. Intellectual Freedom and the Johnson County Library
 - 2. Board action: Renewal of contract for legal services for 20189
 - B. Budget Committee Report - Bethany Griffith
 - C. County Librarian Report
 - 1. Finances and Statistics - Tricia Suellentrop11
 - 2. Strategic Plan
 - a) Planning to Plan
 - b) Partnership with KU for Community Survey
 - c) Strategic plan revision in All Managers meeting
 - 3. Comprehensive Library Master Plan - Scott Sime
 - a) Monticello update18
 - i. Planning for Opening - Jen Mahnken22
 - b) Lenexa City Center update27
 - c) Blue Valley update31
 - d) Future Antioch - Rick Wise, Clark Enersen33
 - e) Reviewing priorities and considering possible capital project scenarios - Sean56
 - D. Updates
 - 1. Cold weather/Maintenance Issues
 - 2. New JCL Foundation Executive Director Hired
 - 3. Partnership with JCCC, MLK 50th anniversary event
- V. Consent Agenda
 - A. Action Items
 - 1. Minutes of the December 14, 2017 Library Board Meeting68
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts80
 - 2. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November 2017 were handled in accordance with Library and County policy
 - b) The November 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	81
VI. Old Business	
1. Board Action:	
a) Johnson County Library Capital Improvement Plan (CIP)	82
VII. New Business	
1. Memorandums of Understanding	
a) Board Action: Consideration of renewal of MOU with KC Degrees	96
b) Board Action: Consideration of renewal of MOU with JCCC Adult Education	101
c) Board Action: Consideration of renewal of MOU with the City of Edgerton	105
d) Board Action: Consideration of renewal of MOU with the Johnson County Library Foundation	110
e) Board Action: Consideration of revision of MOU with Johnson County Facilities	115
VIII. Adjournment	

Motions

Consideration of Renewal of Contract for Legal Services for 2018

Suggested Motion: I move that the Johnson County Library renew the contract with Logan Logan & Watson, L.C. for legal services in 2018.

Consent Agenda

Suggested Motion: I move to approve the consent agenda.

Consideration of Johnson County Library Capital Improvement Plan (CIP)

Suggested Motion: I move to authorize the 2019-2023 Capital Improvement Plan submission as contained within the January 2018 Board packet.

Consideration of Renewal of the Memorandum of Understanding (MOU) with Mid-America Regional Council and the KC Degrees program

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement with Mid-America Regional Council to continue this partnership for the year 2018.

Consideration of Renewal of the Johnson County Community College Adult Education Agreement

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement with JCCC Adult Education to continue this partnership for the year 2018.

Consideration of Renewal of the MOU with the City of Edgerton

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement with the City of Edgerton for the renewal of the lease agreement for the year 2018.

Consideration of Renewal of the MOU with the Johnson County Library Foundation

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

Consideration of Revision of the MOU with Johnson County Facilities

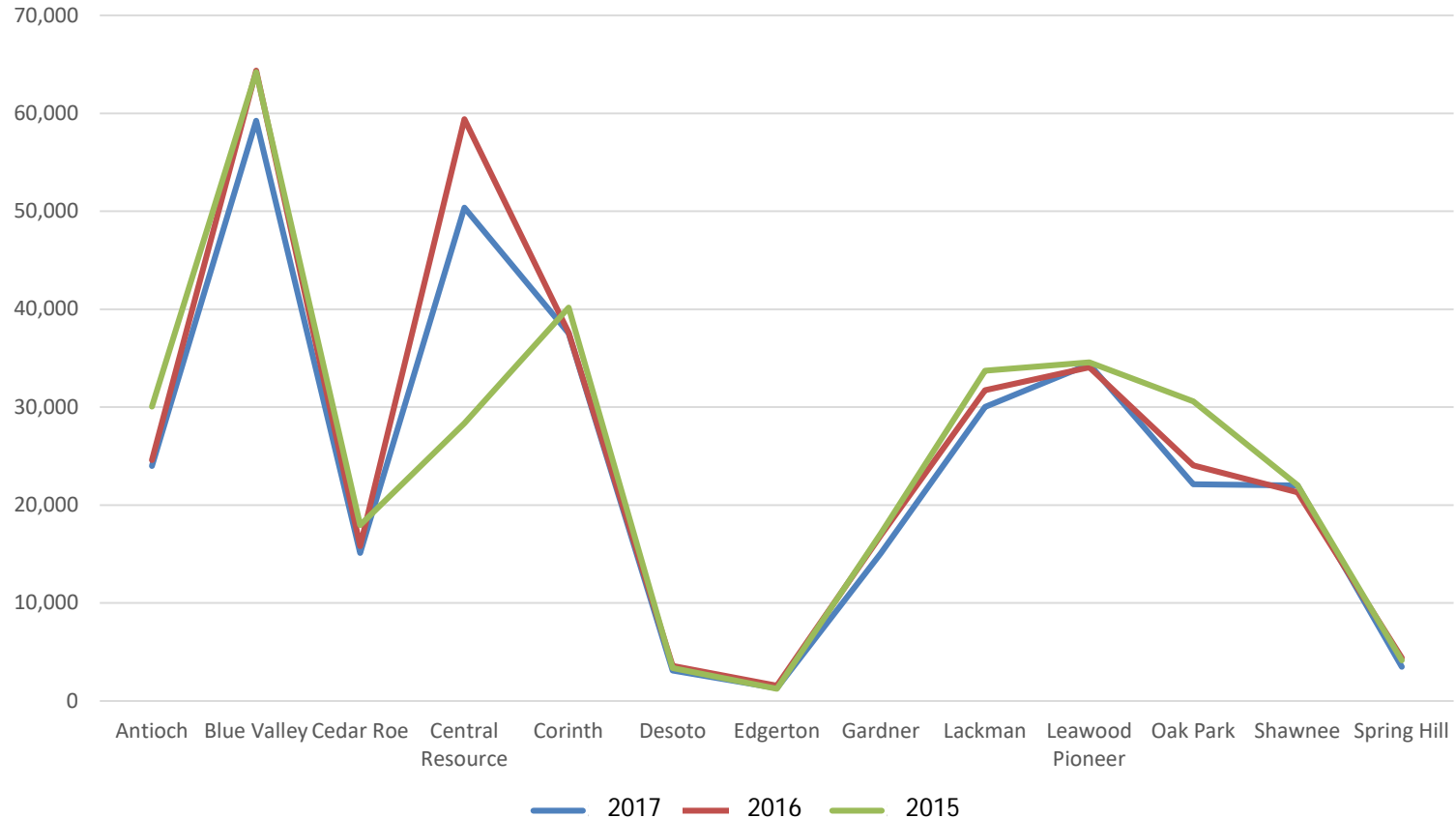
Suggested Motion: I move that the Johnson County Library Board of Directors approve the revised MOU with Johnson County Facilities, authorizing an existing JCL position for use by County Facilities in support of Library capital project needs.

County Librarian's Report

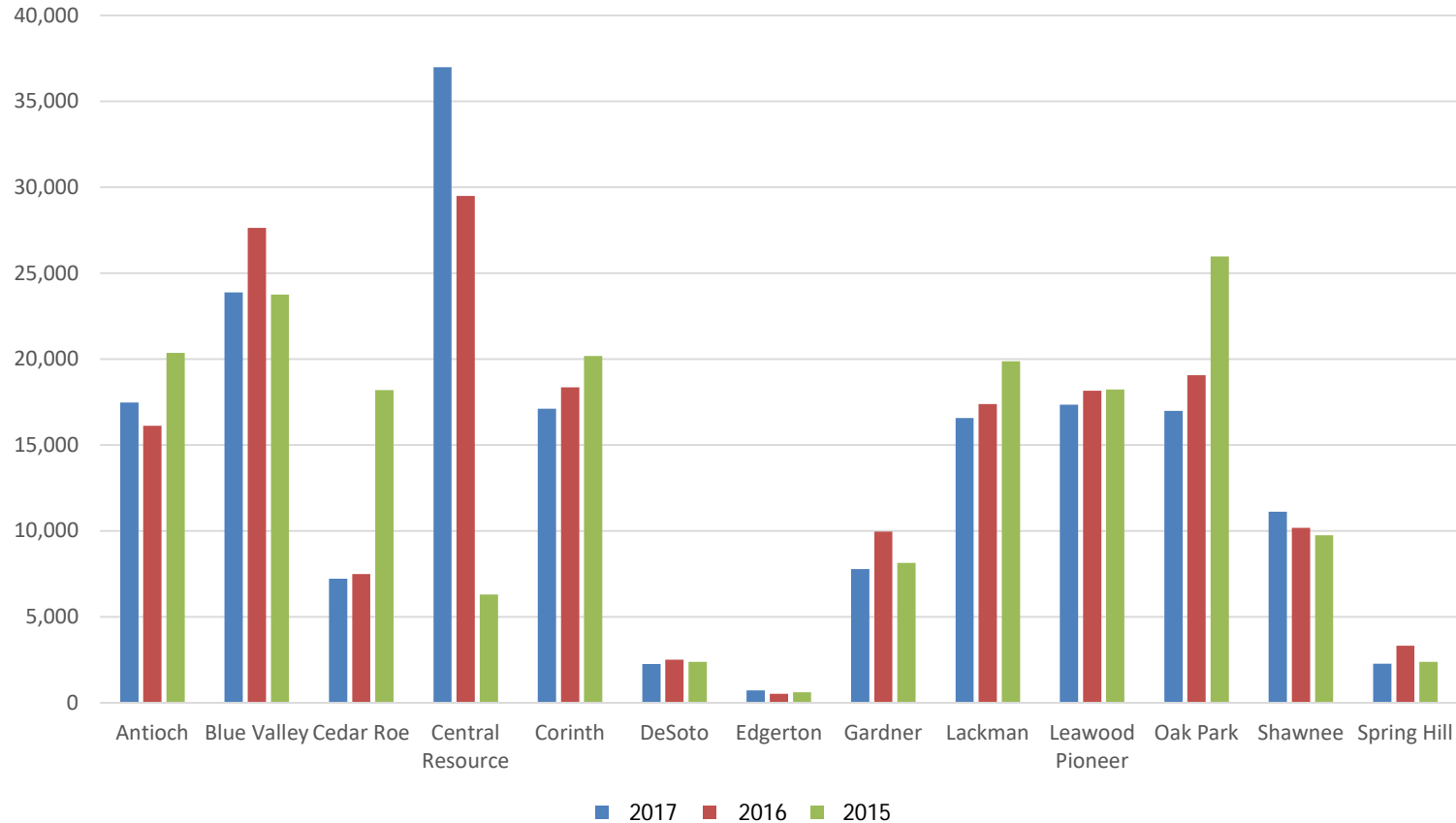
Presented January 11, 2018



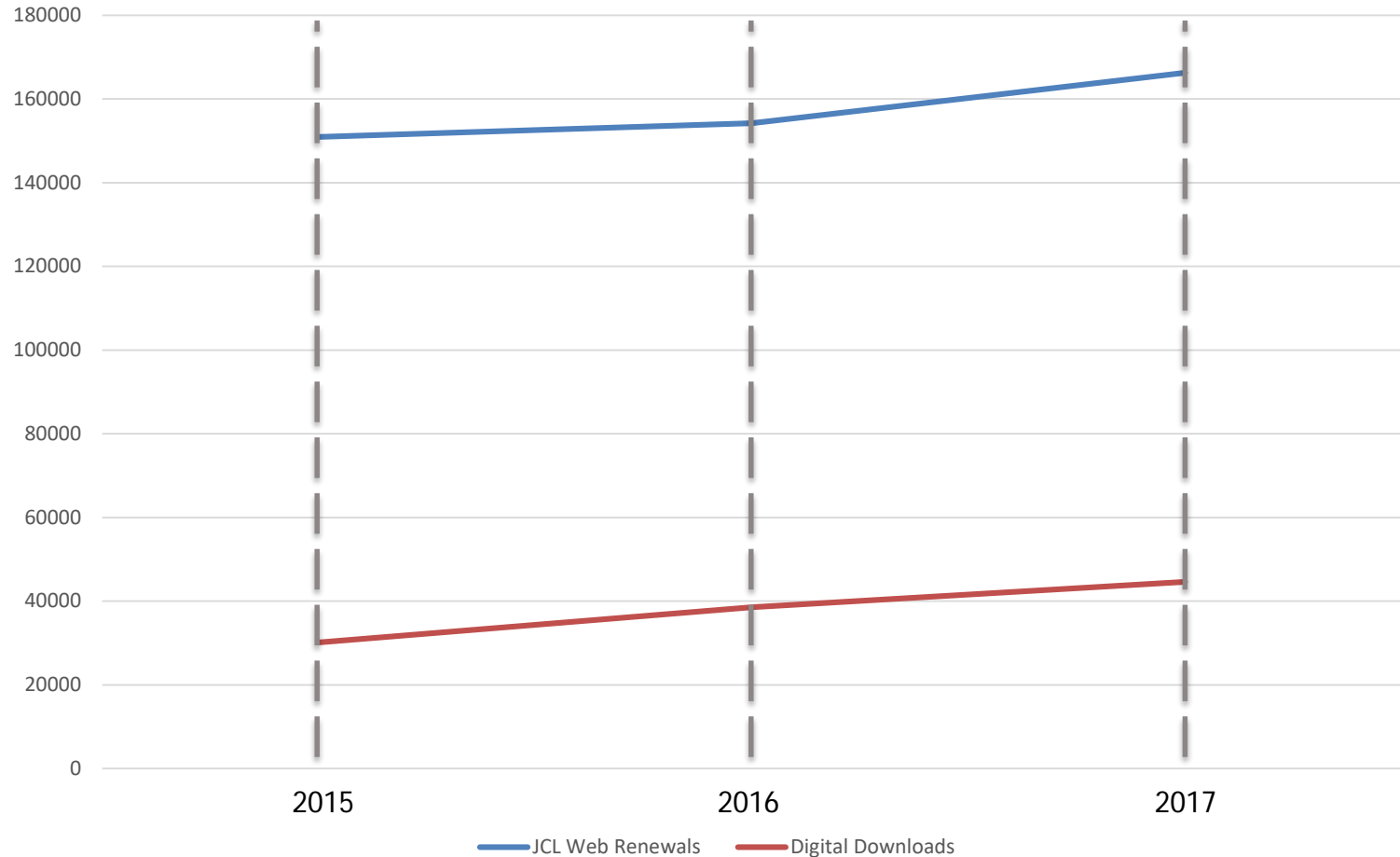
Branch Circulation: November 2017



Branch Visits: November 2017



Electronic Circulation: November 2017



Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 11, 2018

Issue: Consider renewing the contract with Logan Logan & Watson, L.C. for legal services in 2018.

Background:

The contract with Logan Logan & Watson, L.C. for legal services is being presented for renewal. Mr. Logan provides contract review and legal advice to the board. Mr. Logan coordinates with the County Legal Department for items that fall under their jurisdiction such as some bidding documents or personnel issues. Based on the work of the past years, his work and the work of his Senior Associate, Andrew Logan, has been of high quality at a reasonable rate.

Budget:

Fred Logan is specifically retained as counsel for the Library Board and the Johnson County Library and his services shall be compensated at an hourly rate of \$200.00. Services rendered by Senior Associate Andrew Logan shall be compensated at an hourly rate of \$180.

Legal fees at this rate can be accommodated by the Library's operating budget.

Recommendation:

We recommend that the Library Board of Directors renew the contract with Logan Logan & Watson, L.C. for legal services for 2018.

Suggested Motion:

I move that the Johnson County Library renew the contract with Logan Logan & Watson, L.C. for legal services in 2018.

LOGAN LOGAN & WATSON, L.C.

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ALL ATTORNEYS
ADMITTED IN KANSAS
AND MISSOURI

January 12, 2018

AGREEMENT FOR LEGAL SERVICES FOR 2018 JOHNSON COUNTY LIBRARY

This letter agreement evidences the agreement by the Board of Directors of the Johnson County Library to renew its contract with Logan Logan & Watson, L.C. for legal services rendered by Fred Logan and that firm to the Board of Directors of the Johnson County Library and to the Johnson County Library. This agreement is for legal services to be rendered during the year 2018.

Said legal services shall be rendered at the direction of the Board of Directors of the Johnson County Library or the County Librarian. Fred Logan is specifically retained as counsel for the Library Board and the Johnson County Library and his services shall be compensated at an hourly rate of \$200.00. He shall be assisted by Senior Associate Andrew Logan and his services shall be compensated at an hourly rate of \$180.00. These are the same hourly rates that applied in 2017. A detailed billing for services will be submitted to the Johnson County Library each month. This agreement may be terminated at any time by either party through reasonable written notice so as to allow the Johnson County Library to obtain replacement counsel.

Fred J. Logan, Jr.
Counsel for Board of Directors
of the Johnson County Library

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
November 2017
92% 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

November 2017
92% 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%	100%
Ad Valorem Delinquent	280,435	278,294	101%	95%
Motor Vehicle	2,897,077	2,987,490	97%	102%
Library Generated - Copying/Printing	93,253	97,309	96%	88%
Library Generated - Overdues / Fees	561,233	777,365	72%	86%
Sale of Library Books	50,000	57,832	86%	100%
Misc Other	540,759	340,753	159%	201%
Library Generated - Other Charges	79	3,570	2%	38%
Investment	160,681	76,791	209%	62%
Unencumbered Balance Forward	0	42,092	0%	0%
Recreational Vehicle Tax	14,233	7,956	179%	106%
Commercial Vehicle Tax	55,502	68,114	81%	0%
Heavy Trucks Tax	2,306	2,588	89%	206%
Rental Excise Tax	32,953	31,710	104%	103%
State and Federal Grants	132,153	247,260	53%	71%
TOTAL REVENUE	34,084,146	34,274,850	99%	97%

Expenses ALL FUNDS with Collection Encumbrance	2017 Year to Date	2017 Budget	% Categories Expended
Salaries and Benefits	13,762,694	15,918,347	86%
Contractual Services	3,189,635	5,075,450	63%
Commodities	3,307,833	4,173,950	79%
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	132,676	247,260	54%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	29,124,853	34,274,850	85%

Revenue - Expenses as of November 30, 2017 4,959,293

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	<u><u>5,659,240</u></u>

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	1,281,075
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>1,654,614</u>
Budget Remaining	<u>524,636</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
November, 2017
92% Year Lapsed

OPERATING FUND		2017	2017	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	3,551,756	5,857,305	61%
	Information Technology	1,755,315	2,188,111	80%
	Collection Development	3,296,190	3,296,190	100%
	Branch/Systemwide Services	11,545,075	13,617,272	85%
	Risk Management Charges	68,733	92,494	74%
	Grants *	132,676	247,260	54%
	Transfer to Capital Projects	4,092,493	4,092,493	100%
	Interfund Transfer	0	115,259	0%

TOTAL OPERATING FUND EXPENDITURES	24,442,238	29,506,384	83%
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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)	109,387	16,305	671%
	Commodities (Capital Equipment)	19,630	192,564	10%
	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	4,682,615	4,768,466	98%
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TOTAL EXPENDITURES	29,124,853	34,274,850	85%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2017
92% Year Lapsed

ALL FUNDS

	2017	2017	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	13,762,694	15,918,347	86%
Contractual Services	3,189,635	5,075,450	63%
Commodities	3,307,833	4,173,950	79%
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	132,676	247,260	54%
Interfund Transfer	0	115,259	0%
TOTAL EXPENDITURES	29,124,853	34,274,850	85%

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 11/30/2017	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	\$130,987.58	\$132,152.62	\$1,165.04

*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 – January 2018



Updates

- Construction Update
- Next Steps
- Timeline

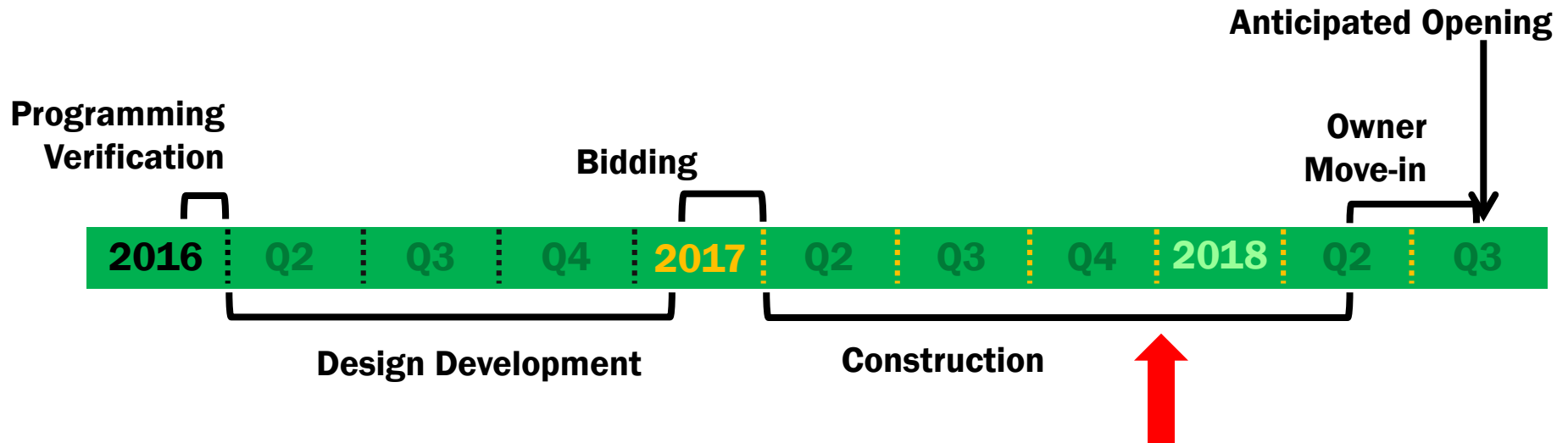


Next Steps

- Construction continues
- Hard Hat Tours – please contact Scott for details



Monticello Library Anticipated Timeline



Monticello Library

Planning for Opening - Grand Opening—
January 2018



Five Projects to Prepare for Opening

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



Grand Opening

- Pre-Opening activities
- Day of Grand Opening
- Post- Opening activities

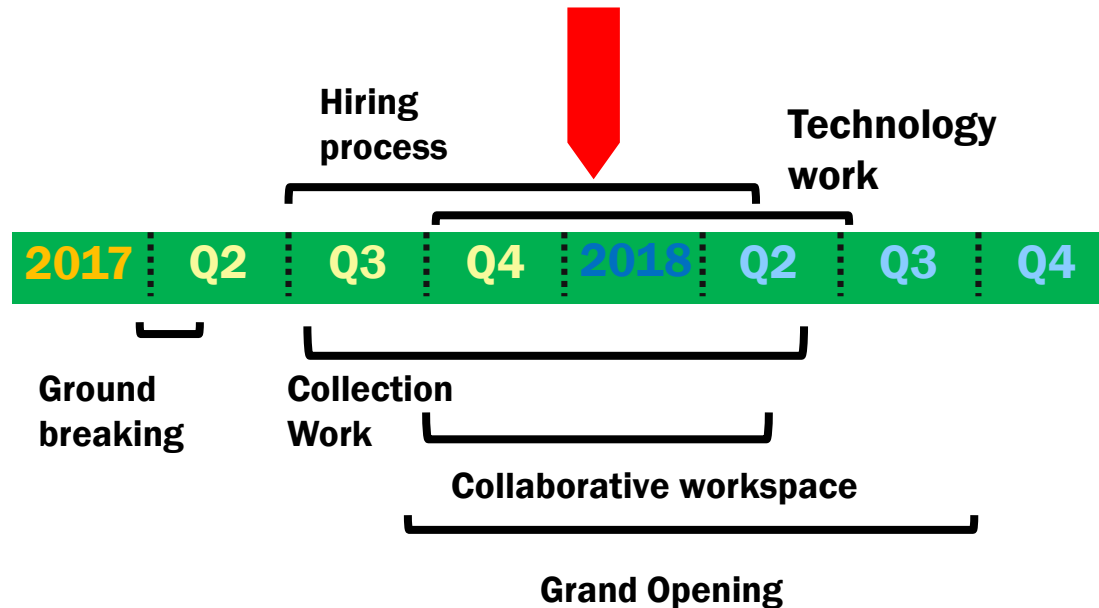


Grand Opening

- Gathering feedback
 - Patron focus groups
 - Surveys
 - Staff feedback



Monticello Timeline – planning for opening



Lenexa City Center Library

Update – January 2018



Updates

- Construction Update
- Next Steps
- Timeline

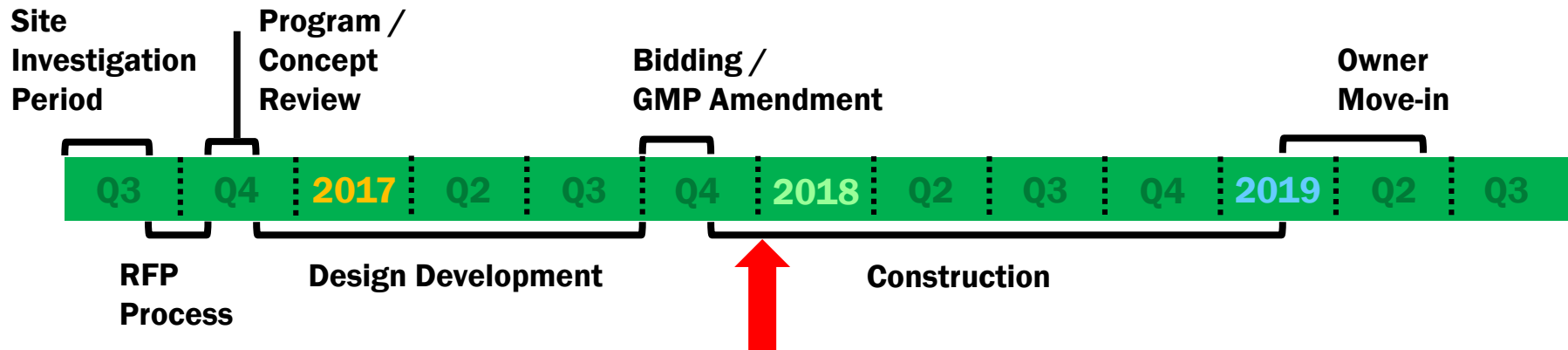


Next Steps

- Construction start, 2018



Lenexa City Center Library Anticipated Timeline



Blue Valley Studies

Update – January 2018



Updates / Next Steps

- Literary Park conceptual design



Johnson County Library Future Antioch Library Study Building and Site Considerations

January 11, 2018

Future Olathe
annexation

Project Information:

Project Information

Community Center

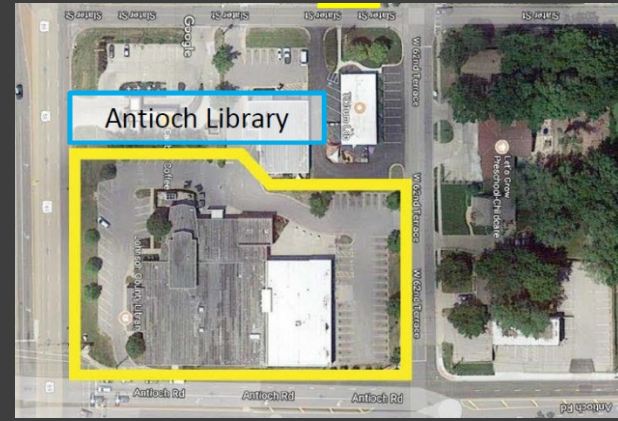
- Building Area: 66,000 gsf
- Program Elements:
 - Indoor and Outdoor Aquatics
 - Offices
 - Meeting Rooms
 - Child Watch Area
 - Multi-Use Gym
 - Fitness Facilities
 - Public Art Gallery



Project Information

Future Antioch Library – Replacement

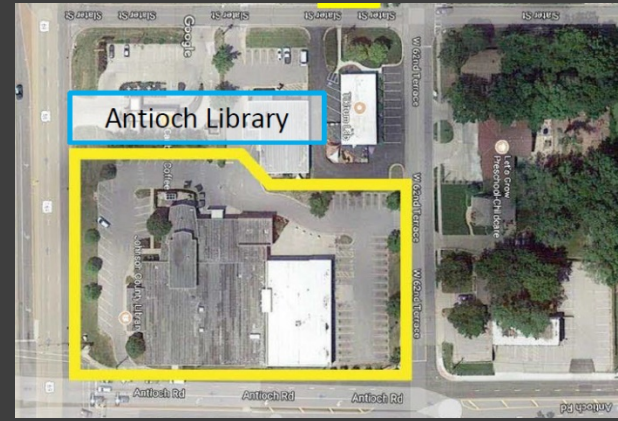
- Building Area: 15,000 gsf (CLMP)
- Program Elements:
 - Youth Services - Kids
 - Youth Services - Teens
 - Adult Services
 - Circulation
 - Programs/Events/Meeting Spaces
 - Infrastructure (Mech/Elect/Data)



Project Questions:

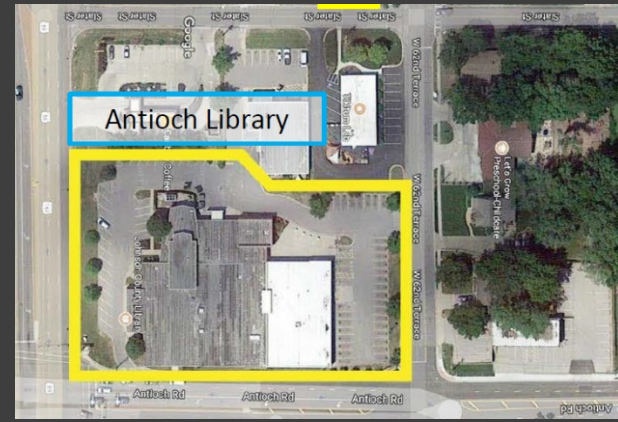
Question 1:

- Should the Library Board build a new Antioch Library on the Merriam Site?
 - Yes
 - No



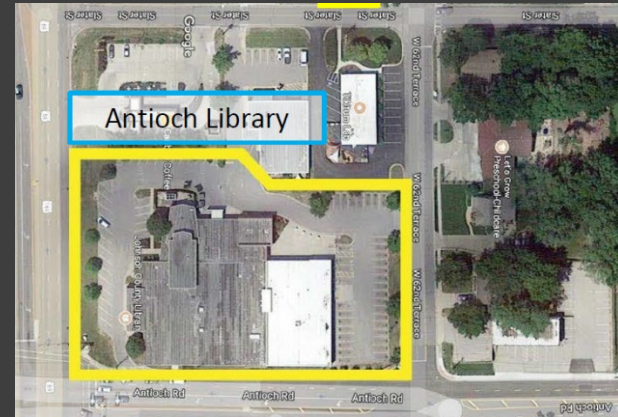
Question 2:

- Should the Library Board build a new **15,750 sf Antioch Library** on the Merriam Site?
 - Yes
 - No
- Program Elements:
 - Youth Services - Kids
 - Youth Services - Teens
 - Adult Services
 - Circulation
 - Programs/Events/Meeting Spaces
 - Infrastructure (Mech/Elect/Data)
 - **24 Hour Holds (750 sf)**



Question 3:

- Should the Library Board build a new **20,750 sf Antioch Library** on the Merriam Site?
 - Yes
 - No
- Program Elements:
 - Youth Services - Kids
 - Youth Services - Teens
 - Adult Services
 - Circulation
 - Programs/Events/Meeting Spaces
 - Infrastructure (Mech/Elect/Data)
 - **24 Hour Holds (750 sf)**
 - **Friends Sorting Center and Bookstore (5,000 sf)**



Library Site Design Parameters:

Library Site Design Parameters:

- Property Ownership
- Building Size/Organization
- Parking Needs
- Public Access
- Staff /Courier Access
- Exterior Materials Return/Holds Pickup
- Library/Site Amenities
- Friends Space

Library Site Design Parameters:

Property Ownership:

- Library Ownership of Building and Land

Library Site Design Parameters:

Building Size/Organization:

- Option 1: 15,750 sf (Base Option)
- Option 2: 20,750 sf (with Friends Space)
- Single Level Design

Library Site Design Parameters:

Parking Needs:

- Option 1: 15,750 gsf Building
 - 1 stall per 300 gsf = 53 stalls
- Option 2: 20,750 gsf Building
 - 1 stall per 300 gsf = 70 stalls
- Accessible Parking near Public Entrance
- May need Parking near Friends Entrance if Friends Option accepted

Library Site Design Parameters:

Public Access:

- Identifiable Entrance for Library
- Accessible Entry
- Close Proximity to Accessible Parking
- Close Proximity to Public Parking
- Single Library Entry for Security Needs

Library Site Design Parameters:

Staff/Courier Access:

- Dedicated Staff/Courier Entrance
- Covered/Protected Entrance for Courier and Courier Vehicle
- Accessible Entry

Library Site Design Parameters:

Exterior Materials Return/Holds Pickup:

- Attached to Building (not remote)
- Driver's Side Approach
- Stacking area for 3 vehicles
- Avoid conflicts with pedestrian traffic
- On Side or Back of Library Preferred
- Queuing Space between each Element

Library Site Design Parameters

Library/Site Amenities:

- Petitioning Zone near Public Entry
- Bicycle Parking near Public Entry
- Access to Screened Trash/Recycling Area near Staff Entrance (more recycling required if Friends on site)

Library Site Design Parameters

Friends Space:

- Dedicated Separate Public Entry
- Service Access for Deliveries (could be combined with Library Courier space)

Project Budget Information:

Project Budget Information

	Option 1 15,750 sf Library	Option 2 20,750 sf Library
Consulting Fees:	\$1,304,601	\$1,710,760
FF&E:	\$1,933,575	\$2,364,075
Construction:	\$8,641,877	\$11,385,330
Public Art:	\$120,000	\$156,163
2017 Project Cost:	\$12,000,053	\$15,616,328
Project Cost Escalation:	\$1,680,007	\$2,186,286
2020 Project Cost:	\$13,916,311	\$18,113,864

Project Schedule Information:

Project Schedule Information

Architect Selection	Q4 2019
Program Verification / Design & Documentation	Q1-3 2020
Bidding / GMP	Q4 2020
Construction	Q4 2020 – Q4 2021
Furniture Installation / Collection / Training / Move in	Q4 2021
Opening	Q1 2022

Johnson County Library Future Antioch Library Study Building and Site Considerations

January 11, 2018

Future Olathe
annexation

JCL Facilities Prioritization

Comprehensive Library Master Plan

Library Board: January, 2018





JOHNSON COUNTY
KANSAS

Library

comprehensive library master plan

Library Board of Directors
14 May 2015



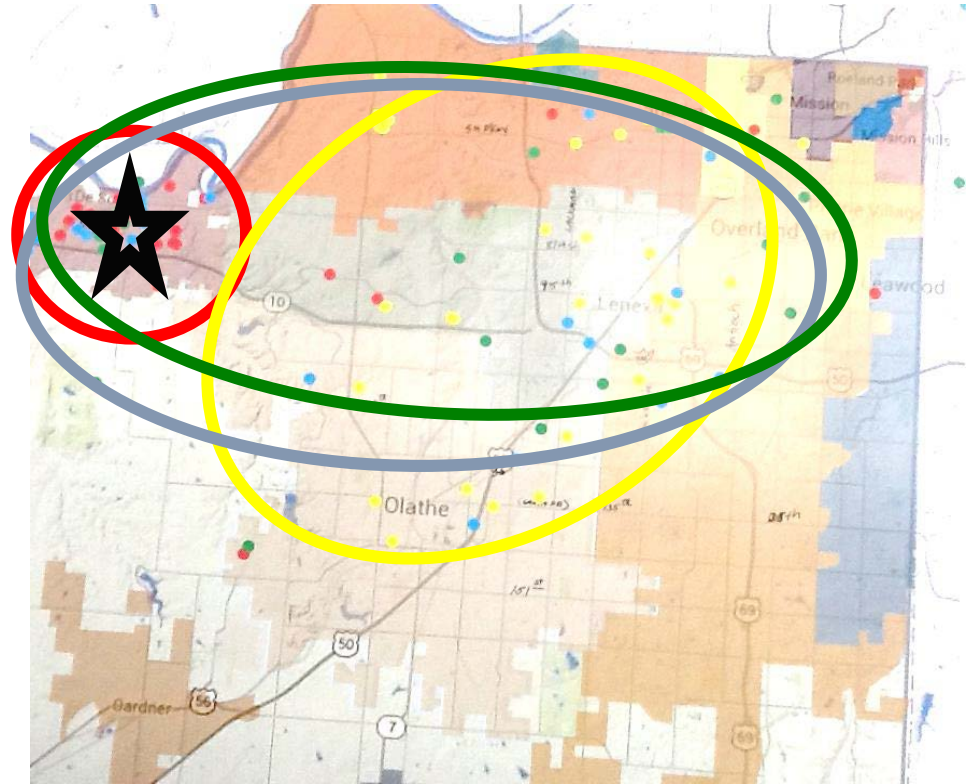
GROUP 4

Joan Frye Williams
Library Consultant & Futurist

Carson Block Consulting
Technology Vision. Technology Power. Your Library.

JCL facilities vision – *right for Johnson County*

- Increase library space proportionate to population growth
 - *Based on unique service population of Johnson County Library*
 - *Distributed to optimize community access, capital costs, and ongoing operations*
- Equitable – not identical
 - *Continue to provide core services locally to optimize convenience*
 - *Strategically locate special services to optimize services costs and quality*
- Design for behaviors
 - *Consider actual patterns of travel and use*
 - *Flexible spaces daily and over the long term*

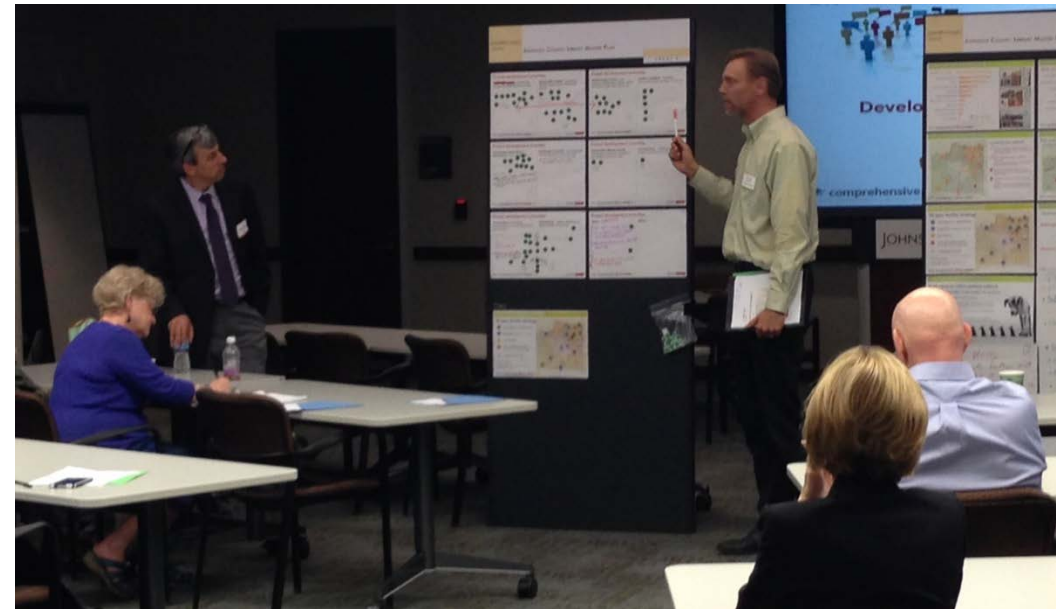


JCL facilities vision – *right for Johnson County*

	JCL Today				JCL 20 Year Plan			
	Total JCL Facilities	Central, Partner, Non-Public	Public Service	Strategy	Total JCL Facilities	Central, Partner, Non-Public	Public Service	Project Recommendation
Central Services								
Central Operations	[at CRL]			New	40,000 SF	40,000 SF	-	Acquire and convert
Support Services	5,000 SF	5,000 SF	-	Eliminate	-	-	-	Combine with Central Operations
Northeast								
Antioch	35,000 SF	18,000 SF	17,000 SF	Modernize	15,000 SF	-	15,000 SF	Renovate / rebuild on current site
Cedar Roe	16,000 SF	-	16,000 SF	Modernize	16,000 SF	-	16,000 SF	Renovate / rebuild on current site
Central Resource	91,000 SF	-	79,000 SF	Modernize	91,000 SF	-	85,000 SF	Limited interior renovation
Corinth	20,000 SF	-	20,000 SF	Modernize	20,000 SF	-	20,000 SF	Replace on current site
Oak Park	18,000 SF	1,000 SF	17,000 SF	Modernize	18,000 SF	1,000 SF	17,000 SF	Renovate
Northwest								
DeSoto	4,000 SF	-	4,000 SF	Build capacity	20,000 SF	-	20,000 SF	Replace (acquire new site)
Lackman	18,000 SF	-	18,000 SF	Build capacity	40,000 SF	-	40,000 SF	Replace (acquire new site)
Monticello	-	-	-	Build capacity	30,000 SF	-	30,000 SF	New branch
Shawnee	12,000 SF	-	12,000 SF	Modernize	12,000 SF	-	12,000 SF	Renovate
Southeast								
Blue Valley	24,000 SF	-	24,000 SF	Modernize	24,000 SF	-	24,000 SF	Renovate
Blue Valley South	-	-	-	Build capacity	40,000 SF	-	40,000 SF	New branch
Leawood	19,000 SF	-	19,000 SF	Maintain	19,000 SF	-	19,000 SF	Maintain
Spring Hill	3,000 SF	-	3,000 SF	Build capacity	20,000 SF	-	20,000 SF	Replace (acquire new site)
Southwest								
Edgerton	3,000 SF	-	3,000 SF	Modernize	3,000 SF	-	3,000 SF	Limited interior renovation
Gardner	14,000 SF	-	14,000 SF	Modernize	14,000 SF	-	14,000 SF	Renovate
Total JCL	282,000 SF	24,000 SF	246,000 SF		422,000 SF	41,000 SF	375,000 SF	
			0.5 sf/capita				0.6 sf/capita	

Strategies for determining project order and phasing

- **Improve equity** – projects that address deficits / get ahead of anticipated growth
- **Build capacity** – projects that add the most service (e.g., Central Operations)
- **Fulfill community promises** – e.g., Monticello
- **Modernizing service and facilities** – projects to fill the biggest gaps in service and/or most pressing facility maintenance needs
- **Partnerships** – projects that build / leverage development, operational, and service partnerships
- **Build momentum** – projects that maximize leadership and community support



Implementation considerations

Why phase?

- resource management
 - *availability of funding for construction*
 - *availability of funding for additional books, computers, etc.*
 - *availability of funding for additional staffing/operations*
- to maintain continuity of service
 - *minimize simultaneous closures within each region*
 - *facilitate temporary redeployment of branch staff and resources during closure*
- project management capacity
 - *JCL staff*
 - *County FAC staff*
 - *design/engineering teams and local construction market*
- improvements aren't yet needed at all locations
 - *recently renovated facilities*
 - *facilities whose major life cycle/deferred maintenance needs aren't due yet*

Implementation considerations

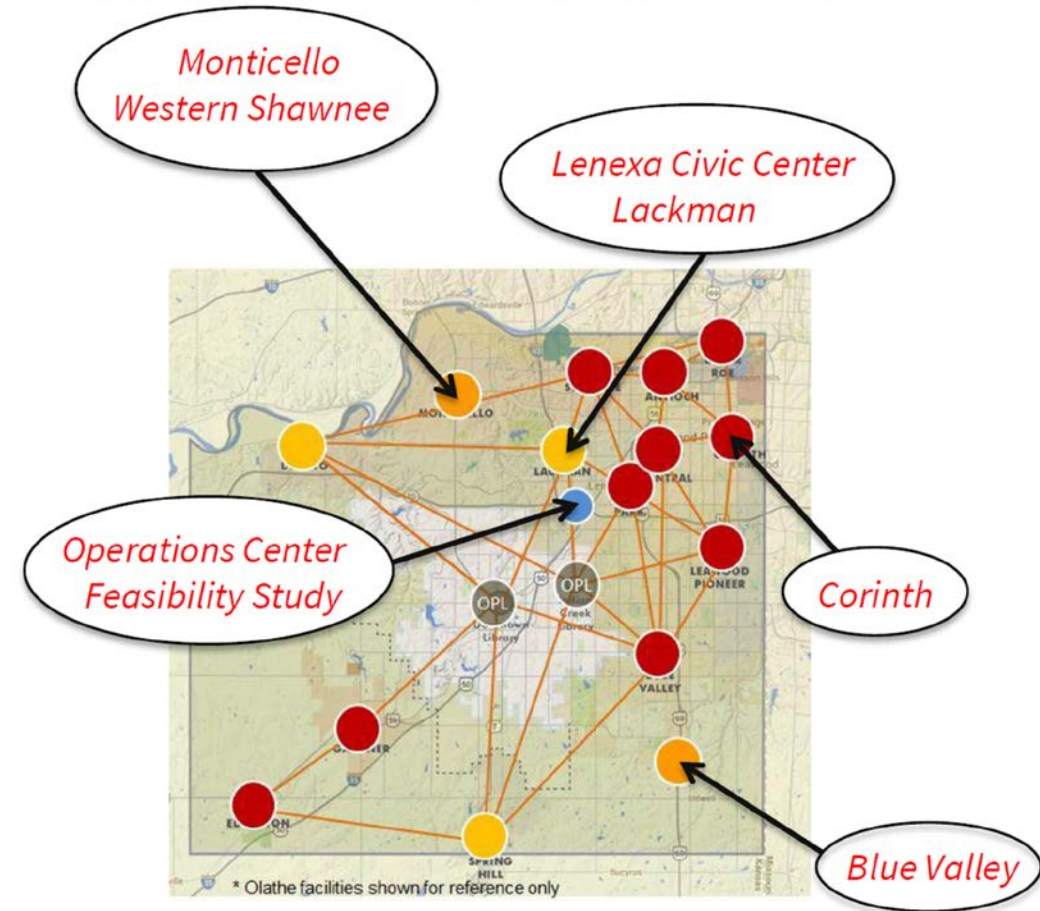
Comprehensive budgeting

- staffing
 - *increase to operate new and expanded facilities*
 - *savings achieved through Operations Center model and associated efficiencies*
- collection and technology
 - *start-up for new and expanded facilities*
 - *ongoing maintenance and replacement to meet changing needs and population growth*
- other costs
 - *contractual services and commodities for new and expanded facilities*
 - *utilities and maintenance*
- capital budgets
 - *design and construction*
 - *land acquisition*
 - *continued...*

Priorities for Phase 1: September 2015

1. Operations Center Feasibility Study
2. Monticello Library – building on established site
3. Lackman – replacing with Lenexa City Center Library
4. Corinth – Replace on current site
5. Blue Valley South – acquire land for building

8/2015 CLMP Implementation Priorities



Priorities for Phase 1: January 2016

1. Operations Center Feasibility Study
2. Monticello Library – building on established site
3. Lackman – replacing with Lenexa City Center Library
4. Blue Valley – expand with Overland Park land conveyance and cooperation
5. Corinth – Replace on current site

Priorities for Phase 1: October 2017

1. Operations Center Feasibility Study
2. Monticello Library – in progress
3. Lenexa City Center Library – in progress
4. Blue Valley – expand with Overland Park land conveyance and cooperation
5. Corinth – Replace on current site
6. Antioch – Presentation by Merriam City to Library Board

Accomplishments

- Operations Center Feasibility Study - **NO operations center**
 - Study with Caprock Global completed in 2016 – recommended org design changes instead of facility
 - Currently carrying out recommendations of the “Caprock” Study
- Building Monticello Library - **Completion 3rd Quarter 2018**
 - Planning 2015-2017, broke ground in 2017
- Lenexa City Center Library - **Completion anticipated 2nd Quarter 2019**
 - Planning 2016-2017, broke ground in 2017
- Corinth – no further progress
- Blue Valley – **Continuing study**
 - through public meetings, working with OP Parks and Rec, meeting with Commissioners, and meetings with OP city Council.

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, December 14, 2017
Central Resource Library
4:00 p.m.**

BOARD: Brandy Butcher, Amy Rufo, Nancy Hupp, Bethany Griffith, JR Riley, Donna Mertz
Via phone: Sheryl Spalding

BOARD ATTORNEY: Fred Logan and Andrew Logan

BOCC: Commissioner Ashcraft

FRIENDS OF THE LIBRARY:

STAFF: Jennifer Barnett Fox, Michelle Beesly, Roxanne Belcher, Nancy Birmingham, Sean Casserley, Abby Giersch, Lacie Griffin, Hope Harms, Jared Harper, Kristen Holdman Ross, Laura Hunt, Jennifer Mahnken, Stephanie Neu, Nicki Neufeld, Michaela Scruggs, Karen Sime, Scott Sime, Georgia Sizemore, Tricia Suellentrop, Julie Timmins, Adam Wathen, Ken Werne, Ron Zluticky

GUESTS: Ashton Clarke, Andrea Dutcher, Emily Dutcher, Meredith Hauck, Mandi Hunter, Miles McKinney, Toni Partee, Max Rulo, Julie Steiner, David Vratny, Eibjan Williams, Jevon Wilson, Rick Wise, Karen Wulfekuhle

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

CITIZEN COMMENTS

There were none.

BOARD OF DIRECTORS COMMENTS

Ms. Hupp noted that Ms. Spalding is participating in the meeting via conference call.

Ms. Mertz commented that she completed the orientation branch tours this week, she expressed appreciation for library staff and for Mr. Wathen's skill as a tour guide.

Ms. Griffith stated that the Board has reviewed various metrics, including the return on investment (ROI) study. 90% of respondents to the County Satisfaction Survey named the Library as the most popular county service. Ms. Griffith would like to more clearly understand how community members find the Library valuable. She asked if the Library has issued a survey to the community to gather information regarding how community members use the library and the services they find valuable. She would like more detailed feedback from the community about the value they find in the Library.

Mr. Casserley responded that when creating the strategic plan in 2013 the Library asked the community several questions. What does Johnson County need? What should the Library be doing? What services bring the most value? These questions were designed to help us understand how community members find the Library valuable. We are updating the strategic plan this year and we are designing a process to engage the community.

Ms. Griffith commented that this information would help inform the Board as they make policy decisions.

Ms. Hupp welcomed new Library Board member, Brandy Butcher. Ms. Butcher has been appointed by Commissioner Osterhaus. Ms. Hupp commented that it is wonderful to have a full Board.

Commissioner Osterhaus stated that he is pleased to have appointed Ms. Butcher and believes she will be a great addition to the Board.

Ms. Hupp stated that it has been a busy month for the Library. The groundbreaking of the Lenexa site was earlier this month and she recently toured the Monticello construction site. Ms. Hupp also recently made a presentation to the Public Arts Committee and they approved the selected works.

BOARD OF COUNTY COMMISSIONER REPORT

Commissioner Ashcraft shared that the Public Building Commission (PBC) recently approved the contract for the artwork at Lenexa City Center.

FRIENDS OF THE LIBRARY

Julie Steiner presented for the Friends of the Library. The Kids' Fall Book Sale yielded just over \$6,000 and sold roughly 10,000 books. She commended Friends of the Library staff for their amazing work, they do a great job of running the sales.

The Friends will use 11 boxes of leftover books for next year's summer book sale. Many of the other leftover boxes have been donated to organizations such as Grace United Community Ministries, Redemptorist Social Services Center, Village Presbyterian Church and the Library's Outreach programs.

The Friends will host a holiday party from 10:00 to 11:30 at Central tomorrow. The celebration is for the volunteers in the Friends bookstores, sorting centers and online volunteers.

November book store sales totaled \$9600 and year-to-date bookstore sales are just over \$102,000.

Top sales in the last month include:

- World Book Encyclopedia, 2014 - \$164.69
- Encyclopedia Judaica (Audio) - \$149.95
- Hummingbirds of Ecuador Field Guide - \$144.95

Ms. Steiner noted that the Friends elected seven new officers and orientation will be held January 6th.

Ms. Hupp commented that she picked up a beautiful book at the Friend's book sale for her great grandson. The book is *His for Home Run: A Baseball Alphabet* and she paid \$1.00. She encouraged everyone to take advantage of the Friends sales.

JOHNSON COUNTY LIBRARY FOUNDATION

Stephanie Neu presented for the Foundation. Ms. Neu thanked the Board for their support and engagement throughout the year. She acknowledged Foundation board member, Mandi Hunter.

The Foundation has received the annual \$30,000 gift in support of the MakerSpace from Black & Veatch. This is the final contribution to the three-year agreement. The Foundation recently met with Black & Veatch to propose a continuation of the MakerSpace partnership.

Ms. Neu announced that the Foundation has received a generous gift from KC Cause for \$2,000. KC Cause is a nonprofit organization that supports smaller nonprofit organizations. Their vision is to raise money for local charities. They host Wine Fest at Village West and the Foundation is proud to have been chosen as a recipient this year.

The annual appeal has landed in 3,000 mailboxes.

The Foundation Board has voted in a new board member, Dr. Leigh Anne Neal. Dr. Neal is the Assistant Superintendent for Early Childhood Education in the Shawnee Mission School District. The Foundation welcomes Dr. Neal and will hold a new member orientation session in January.

Due to onboarding a new Executive Director, launching a new planned giving initiative and limited capacity in 2018, the Foundation's executive committee has decided not to proceed with the Stay at Home and Read a Book Ball this spring. This was a difficult decision and they hope to resume the event in 2019.

BOARD COUNSEL REPORT

Mr. Logan provided a brief review on the Kansas Open Meetings Act. He stated that wherever four or more are gathered there is a potential for violation of the Open Meetings Act. If there are four or more Board members gathered it is important that board business is not discussed unless it is a properly noticed meeting. The Library and Board members take great care to follow the Open Meetings Act.

There are limited reasons for going into executive session. Those reasons include:

- Preliminary discussions pertaining to real estate
- Personnel matters relating to non-elected personnel
- Consultation with the attorney under the attorney-client privilege
- Security measures

No action may be taken in an executive session.

As an example, Mr. Logan explained that last month an executive session was called for the purpose of discussing personnel matters. The Library Board had a discussion in executive session where no decisions were made. The Library Board left executive session and reconvened in open session. During the regular meeting formal action was taken.

Mr. Logan addressed serial communications and social media. It is possible to run into a violation over a period of time by communicating on a matter that will come before the Board.

Mr. Logan explained that he includes "DO NOT REPLY ALL" in the subject line of informational emails sent to the Board. If Board members begin replying to all with their thoughts they are holding a conversation. In this scenario, a decision on a matter could be inadvertently made before it comes to the Board in an open meeting. This would be a violation of the Open Meetings Act. Similarly, Board members should be cautious with social media.

COUNTY LIBRARIAN REPORT

Budget update

Ms. Griffith reported on the budget process. The committee has been meeting once a month to discuss the 2019 budget. The committee discussed a significant increase to the marketing budget that had been proposed. The committee asked to review a small, medium and large increase to the marketing budget and have recommended a small increase to see if it will make a difference.

The committee also discussed the Guide and if a printed piece is the best use of marketing money. The committee would like to see more focus on the digital marketplace.

They also reviewed the facilities expenditures. Some of the Library buildings are older and require maintenance. The committee has questioned if the current building priority is the best for the system.

The committee reviewed the staffing plan for the Lenexa City Center Library and general staffing across the system. The immediate need that will go before the Personnel Review Committee (PRC) is staffing for the Lenexa City Center Library and a systemwide School Age Coordinator position. In the next year we will take the opportunity to survey staffing needs throughout the system and make sure we are meeting the needs of the community. Ms. Griffin acknowledged that there can be a fine line between balancing fiscal responsibility and good service.

Finally, the committee reviewed the idea of Future Antioch and where it might fit in the comprehensive library master plan. It is not possible to start another building project and not change the timeline of the current comprehensive library master plan.

Staff will be working on alternatives for the Board to consider, including changing priorities or pushing timelines back.

Ms. Hupp asked if the School Age Coordinator will also work with the Olathe school system.

Mr. Casserley responded that we will work with the Olathe Public Library system to make that determination.

County Librarian Report

Mr. Casserley thanked the Friends of the Library and the Johnson County Library Foundation for their support, encouragement and volunteers. We wouldn't have the Library system we have today without their help.

Finance Report

Finance Director, Nicki Neufeld, reported on the finances. Ms. Neufeld noted that we are at 89% collected for revenue and at 81% spent for the year. She informed the Board that reserves are calculated once a year.

Strategic Plan

Mr. Casserley noted the administrative team is working on designing the planning process for the new strategic plan. The plan will be shared with the Board shortly.

Monticello Update

Scott Sime, Project Coordinator, presented on the Monticello branch.

Mr. Sime presented images of the parking lot and a view of the hallway that shows a first glimpse of color in the new building.

The project is in the middle of construction. Next steps will include sealing the building envelope and interior work.

Mr. Sime invited the Library Board to attend a hard hat tour of the building.

A fly-through commercial of the Monticello project will be shown at the Merriam Cinemark prior to movies starting this month.

Mr. Sime reviewed the timeline.

Collaborative Workspace

Associate Director of Branch Services, Jennifer Mahnken, presented to the Library Board.

Library staff are currently working on several projects related to opening Monticello. The work of each project benefits from a dedicated committee of staff experts and County specialists.

Ms. Mahnken reported on the collaborative workspace project. The collaborative workspace project will maximize the public space by creating an open work room for all staff to share at Monticello, instead of using offices or desks.

Monticello will not have manager offices, but will have collaborative spaces, a shared laptop pool and shared work spaces.

This concept is being piloted at Antioch where several staff have moved into a collaborative workspace. We are also testing a system where staff can check out laptops via a laptop cabinet – this system provides flexibility and a smaller footprint to our staff.

Staff at Monticello will have their own locker, and full-time professional staff will have a mobile pedestal to store physical files and paperwork. This approach allows staff a higher degree of flexibility to have the option to find other places in the building to work. If collaboration or focused work is required, there are three small conference rooms available.

We will be providing Monticello staff with multiple training opportunities to get used to their space and new methods.

Ms. Mahnken showed a picture of a collaborative workspace.

Ms. Hupp asked if this type of workspace is happening at other libraries across the country.

Ms. Mahnken responded that we are not aware of other libraries using this model, but we have toured other offices in the KC metro where these spaces exist and are successful.

Ms. Hupp asked if there will be an evaluation process.

Ms. Mahnken responded the collaborative workspace team is planning an evaluation process.

Mr. Riley asked how we determine staffing levels with new libraries.

Ms. Mahnken responded that staffing level is calculated by number of service points. We calculate the number of Full Time Equivalent (FTE) staff per service point with a goal of 65% on-desk time. For one service point with 65 hours per week we need 2.5 FTE.

Lenexa

Mr. Sime reported that the Library broke ground on Tuesday, November 28th. Mr. Sime thanked everyone who was able to attend the groundbreaking. He thanked Event Producer, Joseph Keehn, Community Relations Coordinator, Christopher Leitch, and the Customer Experience Team for their support with the event.

At the November meeting the Public Building Commission (PBC) approved the Lenexa Public Art proposal.

The construction company is mobilizing and construction will be starting soon.

Mr. Casserley thanked the elected officials and representatives from the County Managers Office for attending the groundbreaking. Their support is appreciated.

Blue Valley

The Library Board and City of Overland Park both support building a new building at Blue Valley. The Library and the City are working together to refine the conceptual design for the Literary Park. We anticipate it will be brought before the Board at the February meeting.

Future Antioch

The Library Board previously asked staff to run the numbers to see if it is possible to build future Antioch without adjusting the timelines for Blue Valley and Corinth. Mr. Casserley reported that the projected numbers show by adding a future Antioch and not adjusting the timelines a deficit would occur in 2023. Options to include future Antioch without causing a deficit include changing the building priorities or pushing back building timelines.

The Board requested the staff run scenarios that alter the timeline and priorities.

Ms. Spalding requested an additional budget committee meeting prior to the next Library Board meeting to review the options.

Pickard Meeting Room

Over the summer of 2016, we completed installation of Audio/Visual (A/V) systems in the majority of the public rooms at Central. The Pickard room was not a part of the remodel so was not included in the A/V project at that time. I'm happy to report that now Pickard is available for patrons to use, with A/V functionality similar to the other conference rooms.

This successful project was coordinated by Abby Giersch, one of our partners in County Facilities, with input from Library Facilities and IT staff.

Johnson County Library Capital Improvement

Georgia Sizemore presented the draft 2019-2023 Capital Improvement Plan (CIP) summary.

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 over \$100,000 to support the Library system. These items are informational and will come before the Board for 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.

Included in the CIP are two systemwide items:

1. The Capital Replacement Program (CRP) – planned replacements for building systems including roofing, air handlers and chillers.
2. The Antioch Sorter – Part of the materials handling study.

The remaining items include:

1. Blue Valley Library Replacement
2. Corinth Library Replacement

Mr. Casserley noted that this is the plan that will be submitted, however the Board has the flexibility to make changes. For example, if the Board chooses to move forward with building future Antioch we would not move forward with the Antioch Sorter that is included on the CIP.

Ms. Spalding asked for the date of the joint meeting with the Library Board and Board of County Commissioners.

Mr. Casserley responded that the meeting will be held following the regular Library Board meeting on February 8th.

United Way

Mr. Casserley thanked Dave Davis, Brian Berrens and Mike Zakoura for offering to shave their heads in return for increased staff participation in the annual United Way campaign. Mr. Casserley, Mr. Davis, Mr. Berrens and Mr. Zakoura all received new haircuts. This was a great morale booster and Mr. Berrens donated 22 inches of hair to the Locks of Love program.

Consent Agenda

Minutes of the November 9, 2017 Library Board meeting.

Motion: Amy Ruo moved to approve the consent agenda.

Second: JR Riley

Motion carried unanimously

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Central Roofing

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. 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.

Mr. Casserley presented the contract with Premier Roofing, Inc. for the roofing replacement at the Central Resource Library in an amount not to exceed \$170,500.00.

Motion: Amy Ruo moved to authorize a contract with 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.

Second: JR Riley

Motion carried unanimously

Closure of Central Resource Library

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.

Motion: JR Riley moved that the Library Board approve the closing of Central Resource on September 29, 2018.

Second: Amy Ruo

Motion carried unanimously

Renewal of the Overland Park Community Garden agreement

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.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the Overland Park Community Garden agreement and addendum as presented.

Second: JR Riley

Motion carried unanimously

Renewal of the Memorandum of Understanding (MOU) between JCL and the AARP Tax-Aide organization

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.

Motion: JR Riley moved that the Johnson County Library Board of Directors approve the MOU as presented

Second: Amy Ruo

Motion carried unanimously

Renewal of the MOU between JCL and the Johnson County Genealogical Society

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.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the MOU as presented.

Second: JR Riley

Motion carried unanimously

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

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.

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

Second: Amy Ruo

Motion carried unanimously

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

The MOU 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.

This agreement has been very successful.

Motion: Amy Ruo moved that the Library Board approve the renewal of the MOU between the Johnson County Library Board of Directors and the Johnson County Facilities Department.

Second: JR Riley

Motion carried unanimously

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

This is a proposed renewal to the MOU between JCL and the County Department of Human Resources that 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.

This has also been a successful agreement.

Motion: JR Riley moved 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.

Second: Amy Ruo

Motion carried unanimously

Consideration of Approval of Bibliotheca Service and Maintenance/Extended Warranty

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.

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

Motion: Amy Ruo moved 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.

Second: Amy Ruo

Motion carried unanimously

Consideration of Approval of SirsiDynix Software Maintenance Renewal

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.

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.

Motion: JR Riley moved 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.

Second: Amy Ruo

Motion carried unanimously

Ms. Hupp stated that the Library Board discusses and considers these renewals throughout the year and decisions are made with deliberation.

Consideration of the Personnel Review Committee submission for budget year 2018

Mr. Casserley presented the personnel review committee submission for budget year 2018 to the Board for consideration. Personnel is one of the largest costs to an organization. The administrative team has considered the staffing model for the Lenexa City Center location.

At Lackman we currently have 14 FTE and we are requesting an additional 19.9 FTE. Square footage is growing from 17,921 ft. to 40,000 ft. We have reduced this number from our original request last month – 26.6 to 19.9 FTE - after re-evaluation and considering efficiencies.

We are also requesting an additional position for 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. The total request is for 20.9 FTE. Ms. Hupp commented that she struggles when seeing staffing levels cut because the Library provides more services with a broader reach. She stated to staff that they are appreciated and the Board cares a great deal for staff.

Motion: Amy Ruo moved 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.

Second: JR Riley

Motion carried unanimously

ADJOURNMENT

Motion: JR Riley moved the Library Board adjourn the meeting.

Second: Amy Ruo

Motion carried unanimously

The meeting adjourned at 5:21.

DATE_____

SECRETARY_____

Bethany Griffith

CHAIR _____

Nancy Hupp

SIGNED _____

Sean Casserley

JOHNSON COUNTY LIBRARY

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

VENDOR	DESCRIPTION	AMOUNT
Brenda Clevenger	Freelance Writer	\$750.00
Samaritan Technologies	Volunteer Management System	8,400.00
Kansas City Business Journal	Subscription agreement	750.00
Envision	Network infrastructure upgrades	21,440.00
	Total	\$31,340.00

SIGNED:

Finance Director

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

			Receipts	Payments	Balance
	Opening cash balance				\$127,322.93
		Add Receipts	\$56.19		
		Less Payments		\$15,749.59	
	Ending Cash balance				\$111,629.53
		Less Liabilities		\$112.38	
	Unobligated cash balance				\$111,517.15

APPROVED: _____

DATE: _____

Briefing Sheet

To: JCL Library Board
From: Georgia Sizemore, County Facilities Management
Date: January 11, 2018

Issue: 2019-2023 Capital Improvement Plan (CIP) Submission

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 at this time and we will be asking you to take action at the February 2018 Board meeting.

After 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 and Johnson County Budget.

Budget Approval: \$300,000 in one-time costs for the Antioch sorter and \$1,131,000 in ongoing funding for the Capital Replacement Plan (CRP) funded from JCL operating.

Recommendation: For information only. The Board may choose to make a motion and act now or wait until the February next month's meeting in February.

Suggested Motion: None is required at this time.

If the Board so chooses: I move to authorize the 2019-2023 Capital Improvement Plan submission as contained within the January 2018 Board packet.

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

Department: Library					Date of Submission: January 2018		
Priority	Project Title	Projected Capital Expenditures					
		2019	2020	2021	2022	2023	Total
System System 1 2	CRP	\$ 1,131,100	\$ 1,194,000	\$ 1,189,800	\$ 1,273,600	\$ 1,247,000	\$ 6,035,500
	Materials Handling: Antioch Sorter	\$ 300,000					\$ 300,000
	Blue Valley Library Replacement		\$ 3,634,701	\$ 17,570,263	\$ 22,686,756		\$ 43,891,720
	Corinth Library Replacement		\$ 143,685		\$ 1,456,905	\$ 8,621,899	\$ 22,651,462
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Department Preparer: Georgia Sizemore					Department Approval: Sean Casserley		

Johnson County Capital Improvements Program 2019-2023

Project Request Capital Summary

Department: Library				Date: January 2018		
Submittal Year: 2018		Project Title: Capital Replacement Plan				
Annual Debt Service:		# of Years: -		Priority: System		
Capital Expenditures	2019	2020	2021	2022	2023	Project Total
Building Envelope/Roofing/Exterior Building Signage	\$ 131,500	\$ 773,000	\$ 421,100	\$ 678,000	\$ 497,000	\$ 2,500,600
Parking Lots/Site Repair/Irrigation/Landscaping	\$ 550,000	\$ 7,000	\$ 16,300	\$ 105,000		\$ 678,300
Interior Finish Replacement	\$ 260,000	\$ 140,000	\$ 7,000	\$ 120,000	\$ 300,000	\$ 827,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Subtotal	\$ 941,500	\$ 920,000	\$ 444,400	\$ 903,000	\$ 797,000	\$ 4,005,900
Equipment Expenditures	2019	2020	2021	2022	2023	Project Total
Vehicle Replacement			\$ 30,000	\$ 100,000		\$ 130,000
Building HVAC/Electrical Equip Replacement	\$ 189,600	\$ 274,000	\$ 715,400	\$ 270,600	\$ 450,000	\$ 1,899,600
						\$ -
Subtotal	\$ 189,600	\$ 274,000	\$ 745,400	\$ 370,600	\$ 450,000	\$ 2,029,600
Start Up Expenditures	2019	2020	2021	2022	2023	Project Total
						\$ -
						\$ -
						\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,131,100	\$ 1,194,000	\$ 1,189,800	\$ 1,273,600	\$ 1,247,000	\$ 6,035,500

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Johnson County Library

Project Title: Materials Handling: Sorters

Approved by: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

Purchase 5-bin automated materials handling systems (sorters) for the Antioch branch.

2. Explain the project need. How is this need currently being met?

Automated materials handling systems (sorters) involve automatic discharge of returned library materials and machine sorting for holds and re-shelving. The Materials Handling study shows there were branches where staff and associated labor would immediately benefit from having these processes automated. As new and/or replacement Library branches come online, these existing sorters will be relocated and reconfigured to fit other branches and achieve labor savings at those locations.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

This speeds the delivery of materials to patrons. The JCL Strategic Plan Goal #6 states that "People will find staff, materials, and services convenient and easy to access" and a tactic under that goal is "continuous improvement of materials handling." Automating this materials handling directly serves to meet this tactic and goal. Automating the materials handling serves to meet this tactic and goal by increasing the efficiency of materials handling and removing several manual tasks from the materials handling process.

4. Summarize and attach any preliminary studies that have been conducted.

2016 JCL CapRock Materials Handling Study, indicating that automated materials handling is more efficient and cost-effective than current manual processes.

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

Antioch Branch design, procurement and installation 2019

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement ☐ Enhancement/Upgrade ☒ Growth ☐ New Service Provision ☐

Capital Improvement Program

Capital Impact

Johnson County, Kansas

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Smart chutes were considered as a partial solution. They would discharge the material only, which would not achieve the decrease in staff time handling materials.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

N/A

9. Please outline what sustainability best practices were considered in the development of this project.

The system can be adjusted and reconfigured or relocated as needed.

Johnson County Capital Improvements Program 2019-2023

Project Request Capital Summary

Department: Library						Date: January 2018	
Submittal Year: 2018			Project Title: Materials Handling: Sorters				
Annual Debt Service:		\$ -	# of Years:		-	Priority: System	

Capital Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
Antioch		\$ 300,000					\$ 300,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Equipment Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Start Up Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
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Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Johnson County Library

Project Title: Blue Valley Library Replacement

Approved by: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

Create a new 64,000 square foot library to replace the existing 24,000 square foot Blue Valley location, expanding the current square footage by an additional ~40,000 square feet to meet the needs of the community.

2. Explain the project need. How is this need currently being met?

Currently, the patrons of the Blue Valley area are being served by a 24,000 square foot facility. This facility has become inadequate due to high demand from the surrounding area.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

This project is aligned with the JCL Strategic Plan by providing convenience, education and community building for the patrons who use the Blue Valley location.

4. Summarize and attach any preliminary studies that have been conducted.

JCL 2015 Comprehensive Library Master Plan.

The Blue Valley Library study was completed this year, which reported the costs between renovating/adding on and building new are the same. This assumes that a good sized lease space would be needed to continue to serve the high traffic and material circulation at the branch while work is occurring to the existing structure. JCL and the city of Overland Park (OP) had a public input session and the public is in favor of the new facility option. When the time comes to go through the planning processes, FAC and JCL will work closely with OP's planning department. JCL, FAC and the OP worked closely together during the study process and OP's Community Development Committee is in support of the new facility as well.

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

The following timeline is anticipated and may change:

Architect Selection	Q4	2019
Program Verification/Design & Documentation	Q1-4	2020
Bidding/GMP	Q1	2021
Construction	Q2-3	2021-22
Furniture Installation/Collection/Training/Move in	Q3	2022
Opening	Q4	2022

Capital Improvement Program
Capital Impact
Johnson County, Kansas

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement ☒ Enhancement/Upgrade ☐ Growth ☒ New Service Provision ☐

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Creating an additional location in this area of the County was considered. Within the current funding guidelines, it is less costly to accommodate the users in this area on this site with a land acquisition from the City of Overland Park.

8. *If this is a building project provide detail on the square footage and life expectancy of the building.*

This total building square footage will be approximately 64,000 square feet with an anticipated lifespan of 75 years.

9. *Please outline what sustainability best practices were considered in the development of this project.*

Sustainability practices will be integral to the design and construction of this project.

Johnson County Capital Improvements Program 2019-2023

Project Request Capital Summary

Department: Library					Date:January 2018		
Submittal Year: 2018		Project Title: Blue Valley Library Replacement					
Annual Debt Service: \$ -		# of Years: -		Priority: 1			
Capital Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
Preliminary Studies	\$ 200,000						\$ -
Design/Consulting			\$ 3,634,701	\$ 1,211,567			\$ 4,846,268
Construction				\$ 16,320,459	\$ 16,320,459		\$ 32,640,917
Public Art				\$ 38,237	\$ 400,700		\$ 438,937
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ 200,000	\$ -	\$ 3,634,701	\$ 17,570,263	\$ 16,721,159	\$ -	\$ 37,926,122
Equipment Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
FF&E					\$ 5,965,598		\$ 5,965,598
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 5,965,598	\$ -	\$ 5,965,598
Start Up Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 200,000	\$ -	\$ 3,634,701	\$ 17,570,263	\$ 22,686,757	\$ -	\$ 43,891,720

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Blue Valley Library Replacement

Department: Johnson County Library

Major Service Area: Branch Services

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The additional expansion of approximately 40,000 will take an estimated 18.7 FTE in increased support.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

Contractual and Commodities for the expansion are estimated at a base annual amount of \$249,500 with the out year inflation factored at 5%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

Blue Valley is currently the busiest branch location and is just over 24,000 square feet in size. The building will almost triple in size with the expansion. With the additional square footage will come additional services, collections, and programming (with the addition of a Literary Park provided by the city on the same site.) The location will add a Maker Space at this branch that will require additional staffing. All position types will be increased to accommodate the growth - circulation (materials handling) positions, adult service positions, youth service positions, custodians as well as managers. We base our staffing levels on the number of service points, the size of the building, the number of open hours, and the services offered to the public. Blue Valley's service area – the number of people who live near this location – is about 80,000.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

There is existing 22.26 FTE for the current Blue Valley branch. We are requesting an additional 18.7 FTE to help accommodate for the growth.

6. *How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.*

It will be financed with the support of the current projected revenue for Johnson County Library

Capital Improvement Program
Operating Impact
Johnson County, Kansas

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

There is an anticipated 4th quarter open for 2022 for this project

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

The Blue Valley branch is one of the busiest branches and more service capacity for this part of the County is the goal of this project.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Johnson County Library

Project Title: Corinth Library Replacement

Approved by: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The approximate 20,000 square foot Corinth Library is reported to be in relatively poor condition. Demolish and replace the building on its current site in Prairie Village or construct a new facility at another site location which would serve the needs of the library patrons in this area

2. Explain the project need. How is this need currently being met?

This need is currently being met by providing maintenance repairs to the existing building that is in poor condition.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

This project is aligned with the JCL Strategic Plan by providing a facility that can support and house the Library's Strategic Plan.

4. Summarize and attach any preliminary studies that have been conducted.

JCL 2015 Comprehensive Library Master Plan

5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.

The following timeline is anticipated and may change:

Site Feasibility Study/Programming/Estimating	Q1	2020
Architect Selection	Q1	2022
Design & Documentation	Q2-4	2022
Construction	Q2-1	2023-24
Furniture Installation/Collection/Training/Move in	Q2	2024
Opening	Q3	2024

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

Capital Improvement Program

Capital Impact

Johnson County, Kansas

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

The alternative is to continue performing major repairs on the existing building as long as possible and closing the building when that is no longer possible.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

This total building square footage will be approximately 20,000 square feet with an anticipated lifespan of 75 years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability practices will be integral in the design and construction of this project.

Johnson County Capital Improvements Program 2019-2023

Project Request Capital Summary

Department: Library					Date: January 2018		
Submittal Year: 2018		Project Title: Corinth Library Replacement					
Annual Debt Service: \$ -		# of Years: -		Priority: 2			
Capital Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
Preliminary Studies			\$ 143,685				\$ 143,685
Design/Consulting					\$ 1,456,905	\$ 728,453	\$ 2,185,358
Construction						\$ 7,893,446	\$ 15,786,892
Public Art							\$ 225,488
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ 143,685	\$ -	\$ 1,456,905	\$ 8,621,899	\$ 18,341,423
Equipment Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
FF&E							\$ 4,310,039
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,310,039
Start Up Expenditures	Prior Years Total	2019	2020	2021	2022	2023	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 143,685	\$ -	\$ 1,456,905	\$ 8,621,899	\$ 22,651,462

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: January 11, 2018

Issue: Renewal of the Memorandum of Understanding (MOU) with Mid-America Regional Council (MARC) and the KC Degrees program

Background: Last year the Library began a partnership with MARC. Through a grant, MARC started a program called KC Degrees, which helps adults obtain college education or certification. Johnson County Library's role in the partnership is to provide space for representatives to meet with prospective students and to help promote the services they provide. Last year was the first year for the program and it met with success. We look forward to continuing our support of the program this year.

Alternatives: If we do not renew the MOU at this time, the partnership will be discontinued and the group will have to find alternate locations to meet.

Legal Review: Reviewed by counsel.

Budget Approval: No budget impact for JCL.

Recommendation: We recommend the Library Board approve the renewal of the agreement.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement with Mid-America Regional Council to continue this partnership for the year 2018.

MEMORANDUM OF AGREEMENT
BETWEEN
MID-AMERICA REGIONAL COUNCIL
KC DEGREES INITIATIVE
AND
JOHNSON COUNTY LIBRARY

This is a Memorandum of Agreement between the Mid-America Regional Council and Johnson County Library.

The Mid-America Regional Council is presently operating the following program initiative:

KC Degrees

KC Degrees is a program that launched in September 2016 by MARC in partnership with the Ewing Marion Kauffman Foundation focused on helping adults with some college return and finish a high quality certificate or a degree. There are over 300,000 area residents with some college but no degree. The KC Degrees program, as part of a national network of Graduate! Network sites, will work with community partners, including the Johnson County Library and 17 area colleges and universities, to connect adults with the educational program that best meets their career aspirations and increases the number of skilled workers with post-secondary credentials. KC Degrees is aligned with KC Scholars by helping to identify qualifying students for the scholarship opportunity, promoting this and other scholarship opportunities, and providing community based support to all adult learners that apply for scholarship dollars.

The public and private non-profit colleges and universities committed to both KC Degrees and KC Scholars include a total of 17 institutions, some with multiple campuses:

- Avila University
- Baker University
- Donnelly College
- Johnson County Community College
- Kansas City Art Institute
- Kansas City Kansas Community College
- Kansas State University (Global Online Campus and K-State Olathe)
- Lincoln University
- Metropolitan Community College (5 campuses on Missouri side of Kansas City metro area)
 - Blue River
 - Business & Technology
 - Longview
 - Maple Woods

- Penn Valley
- Park University
- Rockhurst University
- University of Central Missouri (Warrensburg and Lee's Summit campuses)
- University of Kansas (Lawrence and Overland park campuses)
- University of Missouri – Columbia
- University of Missouri – Kansas City
- Western Governor's University
- William-Jewell College

KC Degrees will provide the following:

- Marketing of a regional toll-free number for adult student inquiries (844-872-6009)
- Directory of programs offered at regional institutions (with an emphasis on high quality jobs in high demand fields)
- In-person, virtual and phone advisement with an advisor positioned at Johnson County Library and integrated into their programs to support those adult students that are looking to complete their education
- Information to prospective students regarding college offerings, modes of delivery and academic programs, admission criteria, critical dates, academic and financial aid policies and appeals processes (where appropriate), key staff members at the institution of higher education, scholarships, student support services that are open to adult students, credit transfer policies, and other critical components.
- Convening and facilitation of an institution of higher education advisory council, in partnership with KC Scholars

The program staff for KC Degrees include oversight by the Program Director, a full-time Outreach and Advising Project Manager, and up to 5 part-time College Success Navigators. The Outreach and Advising Manager has extensive experience with similar programs in Tennessee, and will work to both build and strengthen relationships with workforce organizations, colleges and universities and employers, and oversee the launch and operation of the KC Degrees program. The 5 part-time college success navigators will have experiential or professional understanding of academic and non-academic issues surrounding adult learners and specifically adult college students; some understanding of college admissions, academic advising, transcript analysis and financial aid; ability to work with individuals with various values, lifestyles, socioeconomic and ethnic backgrounds; and knowledge of the Kansas City metro, community-based organizations, and organizations in the region related to educational attainment and student success.

Through the advising and coaching support, the adults engaged through the partnership with Johnson County Library are expected to complete high quality certificates or post-secondary degrees. Adults participating in other relevant educational endeavors through the library would be referred to KC Degrees for additional support in the college-going process to include assistance with the admissions, financial aid, pre-enrollment, and enrollment phases.

The following will constitute a joint programming agreement between Mid-America Regional Council and Johnson County Library. It will stand until and unless it is modified by mutual agreement or terminated as set forth below.

The Library agrees to:

- Provide advising space in the Central Resource location of Johnson County Library and the Oak Park Branch for college success navigators. This space includes a table or work station, a minimum of two chairs, and some level of privacy
- Provide KC Degrees College Success Navigators space to display promotional materials for KC Degrees and KC Scholars at all Johnson County Library sites, access to a printer, copier, Wi-Fi, and access to a telephone, if needed
- Provide referrals when appropriate from other post-secondary library led initiatives
- Support the KC Degrees and KC Scholars effort through promotion of the programs through the Johnson County Library webpage, digital billboard, distribution of KC Degrees and KC Scholars pamphlets and other promotional materials
- Provide information to the IT and Public Affairs departments of Mid-America Regional Council on Johnson County Library Online Resources to be included in the Resources section of the KC Degrees website (<http://kcdegrees.org>). To be updated at least once per year.
- Identify a point of contact at the Central Library and Oak Park branch of Johnson County Library to act as on onsite liaison when college success navigators are onsite providing advising services

Commented [CD1]: Added the Oak Park Branch to the list of library branches served by KC Degrees.

Commented [CD2]: Added language to reflect specific library location of JCL where services are offered.

KC Degrees agrees to:

- Work with Johnson County Library staff at specified locations to identify and promote regular hours for services to be available
- Assist Johnson County Library staff in responding to interest in the program by library patrons
- Ensure that meetings with adult students or others will be conducted to avoid (or minimize) disruption to library operations or library patrons (e.g., conversations, any distractions that would disrupt the normal flow of operations of staff or of patrons)
- Keep printed promotional materials on KC Degrees and KC Scholars on hand at all Johnson County Library locations.
- Before leaving Johnson County Library, check to make sure that KC Degrees and KC Scholars printed materials are restocked. If the Navigator does runs out of printed collateral, ensure that the materials will be restocked within 24 hours.
- Ensure that any work space assigned to KC Degrees is kept in a neat and orderly fashion.

Termination

Either party may terminate this agreement upon thirty (30) days prior written notice to the other.
Please address correspondence to:

For MARC:
Sheri Gonzales-Warren
c/o KC Degrees
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105
816-701-8308
swarren@marc.org

Jennifer Mahnken
Associate Director for Branch Services
Johnson County Library
9875 W. 87th St.
Overland Park, KS 66212
913.826.4706 (desk) | 913.826.4600 (office)
mahnkenj@jocolibrary.org

IN WITNESS HEREOF, KC Degrees and Johnson County Library enter into this Agreement as of the Effective Date.

Signed by:

David A Warm
Executive Director
Mid-America Regional Council
Date:

Sean Casserley
County Librarian
Johnson County Library
January 11, 2018

Nancy Hupp
Library Board Chair
January 11, 2018

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: January 11, 2018

Issue: Renewal of the Johnson County Community College (JCCC) Adult Education Agreement

Background: JCL has partnered with JCCC Adult Education to provide space for GED and ESL classes for many years. Currently JCCC is using space at our Antioch and Gardner locations. The partnership has been successful, and it helps to meet strategic plan goals. Specifically Goal 4: People will connect and interact because of Library partnerships and collaborations.

Alternatives: If we do not renew the MOU at this time, JCCC will have to find alternate locations to hold their classes.

Legal Review: Reviewed by counsel

Budget Approval: It is part of our Information Technology's budget to maintain the computers JCCC uses at our locations.

Recommendation: We recommend the Board approve the renewal as presented.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the agreement with JCCC Adult Education to continue this partnership for the year 2018.

MEMORANDUM OF RENEWAL

THIS MEMORANDUM OF RENEWAL is approved by the Johnson County Library
(the Library) and the Johnson County Community College (JCCC) this 21 day of
December, 2017.

The Library and the College agree to renew the "Agreement between the Johnson County Library and Johnson County Community College" setting forth the terms of the parties' collaboration on the Johnson County Adult Education program ("JCAE Agreement") for a period of three years commencing January 1, 2018 and expiring December 31, 2020. The parties agree that the same terms and conditions as are set forth in the JCAE Agreement, a copy of which is attached hereto and incorporated herein by reference, shall apply during the renewal period. The parties further agree that the JCAE Agreement may be terminated by either of them on thirty (30) days prior written notice to the other party.

IN WITNESS WHEREOF, the parties have set their hands the date first set forth above.

JOHNSON COUNTY COMMUNITY COLLEGE

By: Karen Martley
Name: Karen Martley, VP Continuing Education

JOHNSON COUNTY LIBRARY

By: _____
Name: _____
Title: _____

**AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND JOHNSON COUNTY COMMUNITY COLLEGE**

THIS AGREEMENT is made and entered into for the year 2017 by and between the JOHNSON COUNTY COMMUNITY COLLEGE, Overland Park, Kansas, hereinafter sometimes referred to as JCCC or the College, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the Library.

WHEREAS, JCCC ABE/GED/ESL Program called Johnson County Adult Education conducts classes for adults who cannot speak English or who have limited English-speaking skills, cannot read, read with minimal skill, read at less than high school level, or have not received a high school diploma, and

WHEREAS, Johnson County Adult Education also provides instruction geared to the special needs of each adult enrolled, and

WHEREAS, JCAE does not charge for enrolling adults in the program, and

THEREFORE, JCCC and the Library make the following agreement with respect to the Program for Adult Basic Education hereinafter referred to as JCAE: Antioch and Gardner.

NOW THEREFORE, JCCC and the Library agree as follows:

- I. **Johnson County Community College shall:**
 - a. Provide professional instructors to supervise, instruct and coordinate JCAE at Antioch and Gardner.
 - b. Provide student assessment and counseling for JCAE participants in the above library literacy centers.
 - c. Recruit, train and supervise volunteers for JCAE at the above library literacy centers.
 - d. Select appropriate training materials for volunteers and participants.
 - e. Promote the JCAE library centers and use of the Library in general.
 - f. Seek other opportunities for collaboration and mutual benefit.

- II. **Johnson County Library shall:**
 - a. Act as a resource by providing space for JCAE at the Antioch and Gardner libraries.
 - b. Provide general support for grant applications sought by JCAE to promote literacy and/or adult education programs as appropriate.
 - c. Offer donated/weeded materials that may be of interest to JCAE (such as literature appropriate for adult beginning readers) by means of working with the Friends of the Library to select and deliver materials to JCAE sites via JCL courier.
 - d. Train all public services staff to be sensitive to the special needs of adult learners. Library staff will be available to orient JCAE students to library services and to give guidance on appropriate reading materials.
 - e. Disseminate information about JCAE.
 - f. Provide, maintain, and support personal computer (PC) workstation hardware and software.


- g. Provide access to the Internet from all JCAE sites located within JCL facilities.
- h. Seek other opportunities for collaboration and mutual benefit.

III. The parties hereto agree that this agreement shall be interpreted under and pursuant to the laws of the State of Kansas and this agreement may be terminated by mutual consent of the parties with sixty (60) days notice.

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

JOHNSON COUNTY COMMUNITY COLLEGE

JOHNSON COUNTY LIBRARY

By: 
Karen L. Martley
AVP, Continuing Education &
Organizational Development

By: 
Pam Robinson, Chairman
Library Board of Directors

Date: 11-18-16

Date: 12-8-2016

Briefing Sheet

To: JCL Library Board
From: Sean Casserley
Date: January 11, 2018

Issue: Renewal of the Lease Agreement with the City of Edgerton

Background:

Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purposes of providing library services in the City of Edgerton.

This is the annual renewal of that agreement.

There are no changes from last year's agreement.

Alternatives: If we do not renew the agreement at this time, we will need to find an alternate location for library services in Edgerton.

Legal Review: Reviewed by counsel

Budget Approval: \$500 for the lease

Recommendation: We recommend the Library Board approve the renewal as presented.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the agreement with the City of Edgerton for the renewal of the lease agreement for the year 2018.

FACILITY USE AND MAINTENANCE AGREEMENT

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this ____11__ day of January, 2018, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library. The parties agree as follows:

SECTION ONE: City's Agreement to Make a Facility Available for a Branch Library. The City owns the former Edgerton Bank building located at __319 E. Nelson____ (hereinafter "the Facility") and desires to authorize JCL to use an agreed area of the Facility (hereinafter the "Library Site") for the purposes of establishing and maintaining a public library.

SECTION TWO: JCL's Agreement to Maintain a Branch Library at the Facility. JCL and the Board of County Commissioners of Johnson County, Kansas, previously approved the establishment and maintenance of a branch facility of the Johnson County Library at the Facility and JCL desires to continue maintaining a public library at the Library Site.

SECTION THREE: CITY'S RESPONSIBILITIES

1. Making the Facility Ready for Use; Compliance with Codes and Laws. The City agrees that it shall, at its sole expense, maintain the Facility and the Library Site for use by JCL. The City warrants that the Facility and the Library Site will be maintained in a manner that assures that the Facility and the Library Site will be in compliance with all federal, state, county, and city laws and building and zoning codes, and that the City will, at its sole expense, bring the Facility or Library Site into compliance with such laws or codes, in the event that the parties are advised of a violation of any one of such laws or codes.
2. Signage. The City agrees that JCL shall continue to be permitted to place appropriate signs on the exterior of the Facility identifying the library, subject to City zoning and building codes.
3. Maintenance of the Facility. The City agrees that it will, at its sole expense, maintain the grounds and sidewalk surrounding the Facility; mow the grass; remove snow and ice from parking and sidewalk areas around the Facility; maintain all electrical, plumbing, mechanical, heating, ventilation, and air condition systems in good repair; maintain the floors, roof, walls, windows, entry areas and common areas of the Facility in a manner that makes the Facility safe and free of hazards for use by JCL patrons; arrange for pest and insect control; and arrange for capital improvements of the Facility that are needed to assure that the Facility is in good condition for use by JCL patrons and the citizens of Edgerton.

SECTION FOUR: JCL'S RESPONSIBILITIES

1. Agreement to Use the Library Site. JCL agrees to continue to maintain a public library at the Library Site of the Facility. The parties agree that library services, selection of materials, and establishment of hours of service are the sole prerogative of JCL.

2. Library Operations. During the term of this Agreement, JCL shall operate the hours of the library as determined by JCL with no prior approval from the City. The City, however, may recommend changes to the operational hours of the library, and JCL agrees to reasonably consider such recommendations.
3. Usage of Facilities for City Functions. JCL agrees to allow the City to use the Facility for City functions upon reasonable notice, and in the event the Facility is not otherwise reserved for use by another party during regular library hours of service.
4. Usage and Maintenance Fee. JCL agrees to pay the City a Usage and Maintenance Fee (hereinafter the "Fee") in the sum of \$500.00 per month. The Fee shall be paid monthly by the first day of the each month.
5. Security. JCL shall be solely responsible for securing the Library Site and safeguarding JCL materials used in the operation of the public library at the Library Site. The City agrees all such security measures are the sole prerogative of JCL.
6. Maintenance of Library Site and Payment of Utilities. JCL agrees to maintain and keep in good repair the Library Site (excluding capital improvements to the common areas, walls, floors, or ceiling) and agrees, at its sole expense, to contract for custodial services for the Library Site and to make all payments due for utilities used for the Library Site in a timely manner.

SECTION FIVE: FAILURE TO MAKE REPAIRS

The City agrees to respond promptly when advised of needed repairs or service for the Facility, the surrounding grounds, sidewalks, and parking. In the event that the City does not, within a reasonable period of time, respond to the call for repair or services, JCL may undertake such repair or service on its own, and the City agrees to reimburse JCL for the reasonable cost of any such repair or service.

SECTION SIX: TERM

The term of this Agreement shall be one year beginning January 1, 2017 through December 31, 2017, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

SECTION SEVEN: INSURANCE AND HOLD HARMLESS

1. City's Insurance. The City shall maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence. Such insurance shall include provisions providing for the City to indemnify, defend, and hold JCL harmless for all loss that may occur or be claimed on or about The Facility resulting from the City's acts or omissions, or of its agents or employees. The City also agrees to carry Workers Compensation insurance for its employees, and maintain

adequate insurance on any personal property used, stored, or kept at The Facility by the City. The City agrees to furnish JCL with certificates of insurance reflecting the above requirements.

2. JCL's Insurance. JCL shall maintain commercial general liability insurance for such premises and its operations at the Facility in the amount of at least \$500,000 per occurrence, and shall name City as an additional insured. Such insurance shall also include provisions providing for JCL to indemnify, defend, and hold City harmless for all loss that may occur or be claimed on or about The Facility resulting from JCL's acts or omissions, or the acts or omissions of its agents, employees, or invitees. JCL also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on its personal property used, stored, or kept at The Facility. JCL agrees to furnish City with certificates of insurance reflecting the above requirements, or to provide certification that all such requirements are being met through insurance provided on behalf of JCL by Johnson County Risk Management.
3. Waiver of Subrogation. Each of the parties releases the other party from all liability for damage due to any act or neglect of the other party (except as hereinafter provided) occasioned to property owned by the parties which is or might be incident to or the result of a fire or any other casualty against loss for which either of the parties is now carrying or hereafter may carry insurance; provided, however, that these releases shall not apply to any loss or damage occasioned by the willful, wanton, or premeditated negligence of either of the parties, and the parties hereto further covenant that any insurance that they obtain on their respective properties shall contain an appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.
4. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or JCL waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act. Additionally, the parties specifically agree that the terms of this section, and the terms of this agreement, shall be subject to and limited by the Kansas Cash Basis Law (K.S.A. 10-1101 *et seq.*) and the Kansas Budget Law (K.S.A. 79-2935 *et seq.*), and amendments thereto.

IN WITNESS WHEREOF, the parties have set their hands this 11 day of January 2018.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON
COUNTY LIBRARY

Donald Roberts, Mayor

Nancy Hupp, Chair

ATTEST:

ATTEST:

Janeice Rawles, City Clerk

Secretary

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

APPROVED AS TO FORM:

Fred J. Logan, Jr., Attorney

Briefing Sheet

To: JCL Library Board
From: Stephanie Neu
Date: January 12, 2018

Issue: Renewal of the Memorandum of Understanding (MOU) between Johnson County Library and the Johnson County Library Foundation.

Background:

Currently Johnson County Library and the Johnson County Library Foundation have an agreement in place for the purposes of maintaining a strong relationship in which the two organizations collaborate and provide assistance to one another for the benefit of the Library.

This is the annual renewal of that agreement. The Johnson County Library Foundation representative has reviewed the MOU and is in agreement.

Alternatives: Do not renew the MOU with the Johnson County Library Foundation

Legal Review: Reviewed by counsel

Budget Approval: No budget impact

Recommendation: We recommend the Library Board approve the agreement as presented.

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

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING

THIS AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this ____ day of _____, 2018 by and between the BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY (“the Library”) and the JOHNSON COUNTY LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), a Kansas non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)(3), both parties of Overland Park, Kansas.

Recitals

A. The Foundation was formed in 1996 to “establish an endowment that would be used for the benefit of the collections and programs of the Johnson County Library, and to engage in other activities that assist the Johnson County Library in fulfilling its mission of serving the residents of Johnson County.”

B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.

C. The Library has provided and will, subject to adequate funding approved by the board of county commissioners, continue to provide assistance to the Foundation to facilitate its operation and the fulfillment of its stated mission.

D. On November 18, 2009, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

E. The Library and Foundation now wish to amend and restate that Memorandum of Understanding to revise certain provisions and to include new provisions on gifts made to the Foundation and to the Library.

Agreements

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes by the board of county commissioners:

I. OPERATIONS

1.0 Office space. The Library will furnish office space at the Central Resource Library sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website, with

the understanding that the Foundation will be responsible for submitting changes and updates to the Library's website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will own and provide software to manage Foundation fundraising records and will assist with data processing of those records.

4.0 Marketing and volunteer activities. The Library marketing staff and volunteer coordinator will assist the Foundation with marketing and volunteer support, as needed.

5.0 Personnel. The Library will hire an Executive Director on behalf of the Foundation. The County Librarian will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of Johnson County government. The parties acknowledge that the Foundation's Executive Director will be a county employee subject to the policies of the county's Human Resources department, including those pertaining to compensation. In accordance with county policy, the County Librarian will supervise the Executive Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors. The Library will assume the staffing costs for a JCL Foundation assistant, hired and supervised by the JCLF Executive Director. JCLF staff reimbursement is reflected in 15.0.

6.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities, including pens, presentation folders, notebooks, card stock, and printing costs.

II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual audit and prepare necessary government reports at its own expense, including Form 990 and a Kansas Annual Report. The Board will comply with the Foundation's articles of organization, bylaws, and applicable federal and state laws and regulations. The Executive Director will consult with the County Librarian on all matters pertaining to such compliance.

III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all

gifts made to the Foundation's endowment by donors will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Library's statutory obligations with respect to gifts made to the Library. Pursuant to K.S.A. 12-1225(h) and 12-1225b(a), the Board of Directors of the Library has the following powers and duties with respect to gifts made to the library:

(h) to receive and accept any gift or donation to the library and administer the same in accordance with provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library;

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall administer the same in accordance with such restrictions or conditions. It may implement such restrictions or conditions by placing the gift with the Foundation in accordance with section 10.0 of this Memorandum of Understanding.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Directors of the Library has determined that it will best serve the interests of the Library for unrestricted gifts in an amount exceeding \$500 to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements to be put into place by the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President. The Library agrees to notify the Foundation, through its Executive Director, or, in the absence of an Executive Director, the Foundation's President, when it has received and accepted an unrestricted gift in an amount exceeding \$500. The parties agree that the County Librarian and the Foundation's Executive Director, or, in the absence of an Executive Director, the Foundation's President, are authorized to implement safeguards and agreements with respect to the placement of such gifts with the Foundation. Without limiting such safeguards and agreements that might be implemented, the parties acknowledge that the same might address concerns related to receipt and refunding agreements imposed by trustees, unforeseen tax liability, and auditing requirements.

10.0 Restricted gifts. All gifts restricted for a specific library service will be initially authorized by the County Librarian, subject to Library Board of Directors approval when required under Library policies, and then accepted by the Foundation. The Foundation agrees to administer such gifts in accordance with the restrictions imposed by the donor or donors.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Executive Director will manage the proceeds of the Foundation, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation in support of the Library. The parties agree that the Foundation will continue to

contract with the Greater Kansas City Community Foundation for investment and reporting services relating to all such funds.

12.0 Grant requests. Any grant request for unrestricted Foundation funds by the Library shall be presented in writing by the County Librarian to the Foundation. The Foundation will process the request following the Foundation's procedure for grant requests, with the Foundation Board of Directors having full authority to accept or deny the grant request.

13.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the endowment to supplement the Library's collection needs. The Foundation Board will on an annual basis approve a disbursement from the endowment fund to the Library for collection development equal to at least 5% of the corpus of the endowment, except in those years in which the Foundation Board specifically finds that the endowment assets have sufficiently declined in value to render such a disbursement imprudent.

14.0 Gifts from Friends of the Johnson County Library. When the Foundation receives gifts and donations from the Friends of the Johnson County Library, it shall separately account for such funds, and disburse the same in accordance with the instructions of the Friends for the Library's benefit.

15.0 Reimbursement of Executive Director Salary to the Library. The JCL Foundation agrees to reimburse the Library 75% of the salary of the Executive Director annually.

IV. MISCELLANEOUS PROVISIONS

16.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

17.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation.

18.0 Governing law. This Agreement shall be governed by Kansas law.

In witness whereof, the parties have hereunto set their hands:

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

By: _____
Nancy Hupp, Chair

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY
FOUNDATION

By: _____
Anne Blessing, President

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Brad Reinhardt, Director, County Facilities Management
Date: January 11, 2018

Issue: Consider revision of the Memorandum of Understanding (MOU) with Johnson County Facilities.

Background:

The Board of County Commissioners approved a mill levy increase for the Comprehensive Library Master Plan (CLMP) in August of 2015. This resulted in the creation of a Project Manager III (PM III) position to implement the CLMP and work with Library staff to manage the Library's Capital Replacement Program (CRP). The PM III position exists in County Facilities and is funded by the Library. It was anticipated that more personnel would be required to implement the CLMP and some time would be required to determine how to best meet the Library's needs. In May of 2017, the Library Board agreed to provide an existing position for use by County Facilities for an Interiors Project Manager II (PM II). With continued and increasing Library capital needs, there is an immediate need for a third position.

Analysis:

This request is to approve a revised Memorandum of Understanding that includes a second PM II position, and would utilize an existing Library position. This third Project Manager would ensure the right level of staffing for the Library's capital project needs going forward. County Facilities, in collaboration with the Library and Budget, is submitting a Request for Additional Resources (RAR) this month for two new Full Time Employees (FTE) position numbers in their 2019 Budget. If approved, the Library's two positions would return to the Library in January of 2019, the people in the positions would transfer to County Facilities, and the Library would continue to fund three total positions to meet the capital project needs of the Library for the foreseeable future.

Alternatives: 1) Progress towards the Capital needs of the Library will be impacted

Legal Review: The MOU has been reviewed by legal counsel

Funding Review: JCL supports funding this position from the operating budget.

Recommendation: Approve the revised MOU with Johnson County Facilities, authorizing an existing JCL position for use by County Facilities in support of Library capital project needs.

Suggested Motion: I move to approve the revised MOU with Johnson County Facilities, authorizing an existing JCL position for use by County Facilities in support of Library capital project needs.

Memorandum of Understanding

This Amended and Restated Memorandum of Understanding (MOU) dated
— — — — — , 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 and one Project Manager II. The Library has provided the budgeted funding to cover the costs of such positions 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 positions 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 third 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, at which time it may be renewed by the parties.

Brad Reinhardt
Director, Johnson County Facilities
Management Department

Date

Penny Postoak Ferguson
Interim, Johnson County
Manager

Date

Sean Casserley
Johnson County Librarian

Date

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

Date