



**Board Report
June 14, 2018**

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JUNE 14, 2018
CENTRAL RESOURCE LIBRARY
CARMACK MEETING ROOM
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Nancy Hupp
 - C. Friends of the Library, Diane Carlisle
 - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
 - a) Check presentation
 - E. Liaison, Board of County Commissioners, Ron Shaffer
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report
 - 1. Finances and Statistics – Nicki Neufeld5
 - a) Marketing and Social Media Statistics – Adam Wathen11
 - 2. Strategic Plan – Sean Casserley
 - a) Community engagement process
 - 3. Comprehensive Library Master Plan – Scott Sime
 - a) Monticello update14
 - b) Lenexa City Center update18
 - c) Antioch – JCL/City of Merriam team
 - 4. Updates – Sean Casserley
 - a) Fall board retreat date
 - b) Budget committee schedule
 - c) Budget update
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the May 10, 2018 Library Board meeting.....22
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2018 were handled in accordance with library and County policy.
 - b) The April 2018 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

C.	Gift Fund Report	
1.	Treasurer's Report	29
VI.	New Business	
A.	Board Action: Consideration of Antioch options – presentation by Rick Wise	30
B.	Board Action: Consideration of Stormwater Management/BMP Facilities Maintenance Agreement with the City of Lenexa	32
VII.	Administrative Hearing – Continued from the Board meeting of May 10, 2018	
A.	Consideration of patron's appeal of suspension of library card and privileges by the County Librarian	
	(Note: Patron requested that the appeal hearing be continued from the May 10, 2018 Board meeting to the June 14, 2018 Board meeting and the Board approved that continuance.)	
B.	Executive Session for attorney-client privileged consultation	
C.	Board Action	
VIII.	Adjournment	

Motions

Consent Agenda

Suggested Motion: I move that the Library Board of Directors approve the consent agenda.

Consideration of Antioch options

Suggested Motion: I move to allow Johnson County Library staff to continue planning with the City of Merriam for the purpose of building a library on the donated site adjacent to the future Merriam Community Center.

Consideration of Stormwater Management/BMP Facilities Maintenance Agreement with the City of Lenexa

Suggested Motion: I move to approve the Stormwater Management / BMP Facilities Maintenance Agreement with the City of Lenexa

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
April 2018
33% of year lapsed

OPERATING FUND

	2018
Programs	Budget
Revenue	2,806,736
Administrative Services	
Information Technology	
Collection Development	700,000
Branch/Systemwide Services	
Transfer to Capital Projects	0
Interfund Transfers	0
TOTAL OPERATING FUND EXPENDITURES	<u>\$700,000</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$2,106,736</u></u>

SPECIAL USE FUND

	2017
	Budget
Revenue:	3,138,844
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	0
Transfer to Capital Projects	0
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,138,844</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$5,245,580</u></u>

Expenditure of Friends of the JCL Donations 2018

<i>Expenditure Details</i>	<i>Current Month</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Card Services	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	10.72	581.57
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	248.00	248.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ 258.72	\$ 829.57

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2018

33% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	18,450,066	31,144,550	59%	57%
Ad Valorem Delinquent	0	276,989	0%	84%
Motor Vehicle	838,124	3,077,115	27%	22%
Library Generated - Copying/Printing	36,331	99,255	37%	35%
Library Generated - Overdues / Fees	189,713	725,000	26%	27%
Sale of Library Books	25,000	57,832	43%	43%
Misc Other	1,245	348,746	0%	1%
Library Generated - Other Charges	69	3,570	2%	0%
Investment	100,430	139,179	72%	83%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	2,708	8,186	33%	77%
Commercial Vehicle Tax	40,588	49,072	83%	60%
Heavy Trucks Tax	0	2,322	0%	76%
Rental Excise Tax	19,153	29,560	65%	42%
State and Federal Grants	126,657	254,678	50%	53%
TOTAL REVENUE	19,830,085	36,226,054	55%	53%

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	5,415,980	19,132,976	28%
Contractual Services	1,667,429	4,019,965	41%
Commodities	4,000,891	5,125,453	78%
Risk Management Charges	26,805	108,070	25%
Capital / Maintenance / Repair		3,320,701	0%
Transfer to Debt Payment		834,741	0%
Transfer to Capital Projects		3,138,844	0%
Grants		254,678	0%
Interfund Transfer		290,626	0%
TOTAL EXPENDITURES	11,111,105	36,226,054	31%

Revenue - Expenses as of January 31, 2018 8,718,980

RESERVES ALL FUNDS As of 12/31/17

Reserves Operating Fund 6,922,942

Reserves Special Use Fund 867,243

Total JCL Reserves as of 12/31/2017 7,790,185

	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>
			2018
	Contractual Services		1,295,496
	Building Repair		55,037
	Architectural Services		225,737
	Furnishings and Office Equipment		73,032
	HVAC		153,583
	Sorter Parts and Labor		4,113
	Security System Maint & Repair		33,549
	Vehicles		66,488
	AED Equipment		9,613
			1,916,648
	Budget Remaining		262,602

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
April 2018
33% Year Lapsed

OPERATING FUND		2018	2018	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	1,578,834	7,049,198	22%
	Information Technology	916,721	2,697,938	34%
	Collection Development	1,350,048	4,074,120	33%
	Branch/Systemwide Services	4,452,471	14,253,373	31%
	Risk Management Charges	26,805	108,070	25%
	Grants *	0	254,678	0%
	Transfer to Capital Projects	0	3,320,701	0%
	Interfund Transfer	0	163,086	0%
TOTAL OPERATING FUND EXPENDITURES		8,324,879	31,921,164	26%

* Includes expenditures for 2018 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND		2018	2018	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	34,601	16,305	212%
	Commodities (Capital Equipment)	27,557	315,000	9%
	Transfer to Debt Payment		834,741	0%
	Transfer to Capital Projects		3,138,844	0%
TOTAL SPECIAL USE FUND EXPENDITURES		62,158	4,304,890	1%
TOTAL EXPENDITURES		8,387,037	36,226,054	23%

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
April 2018
33% Year Lapsed

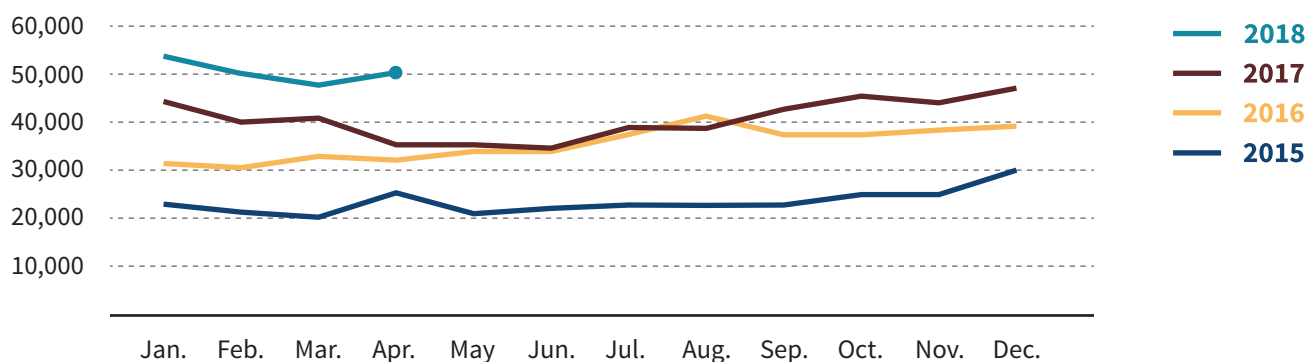
ALL FUNDS		2018	2018	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	5,415,980	19,132,976	28%
	Contractual Services	1,667,429	4,019,965	41%
	Commodities	1,276,819	5,125,453	25%
	Risk Management Charges	26,805	108,070	25%
	Capital / Maintenance / Repair	0	3,320,701	0%
	Transfer to Debt Payment	0	834,741	0%
	Transfer to Capital Projects	0	3,138,844	0%
	Grants	0	254,678	0%
	Interfund Transfer	0	290,626	0%
TOTAL EXPENDITURES		8,387,033	36,226,054	23%

GRANTS*	Expenditures through 04/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$0.00	\$126,657.28	\$126,657.28

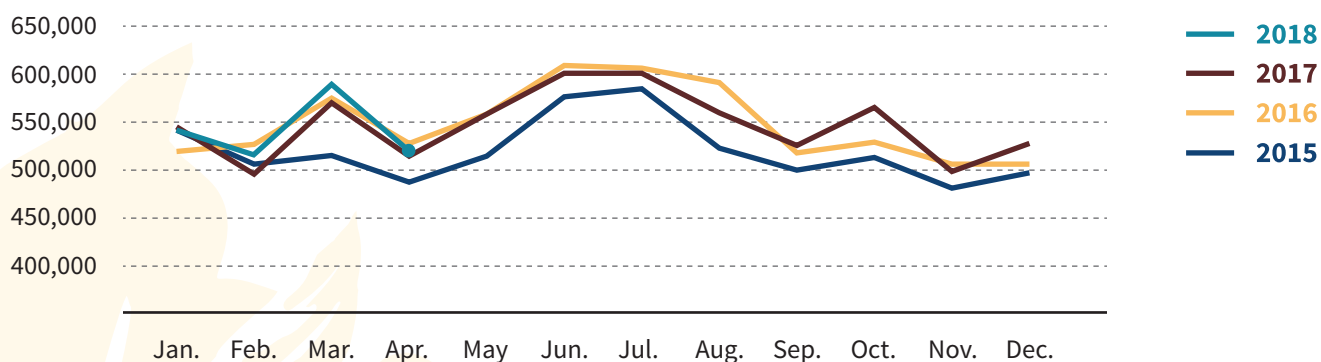
*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

Core Operational Statistics

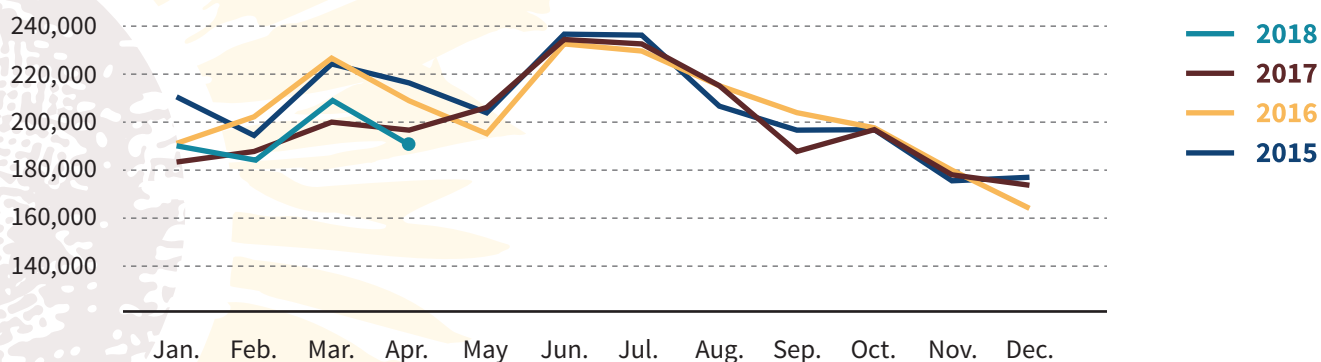
3 Year Digital Circulation Trend



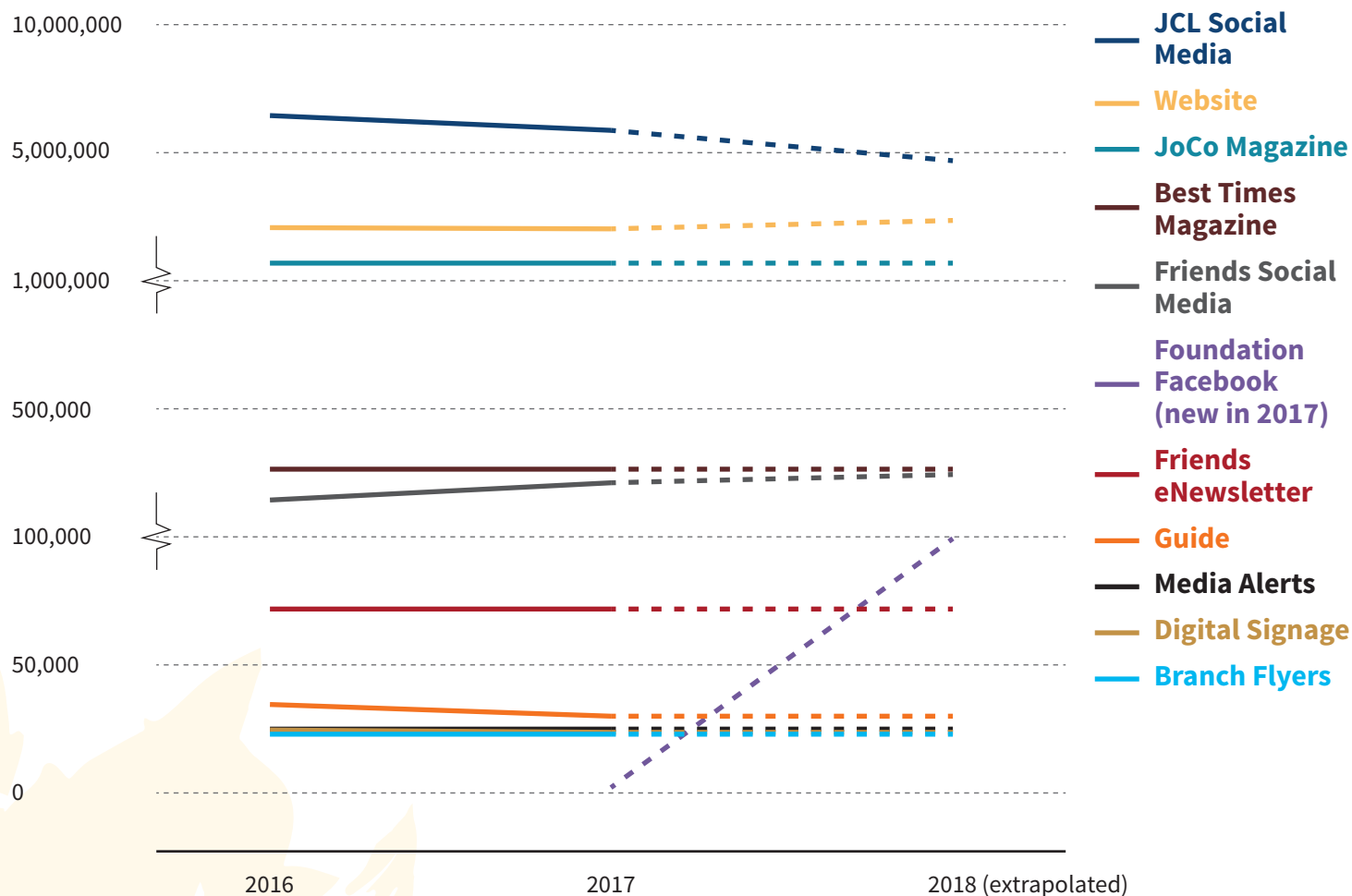
3 Year Physical Circulation Trend



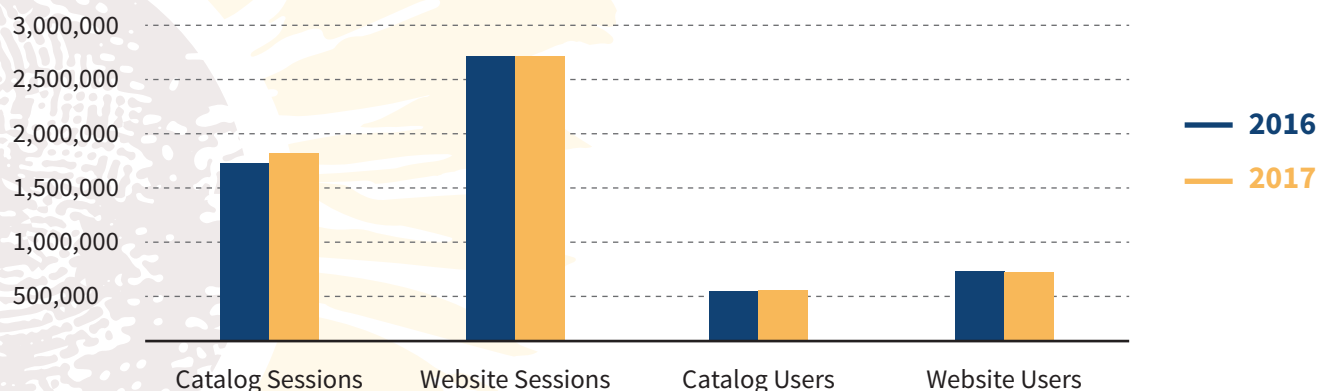
3 Year Visitation Trend



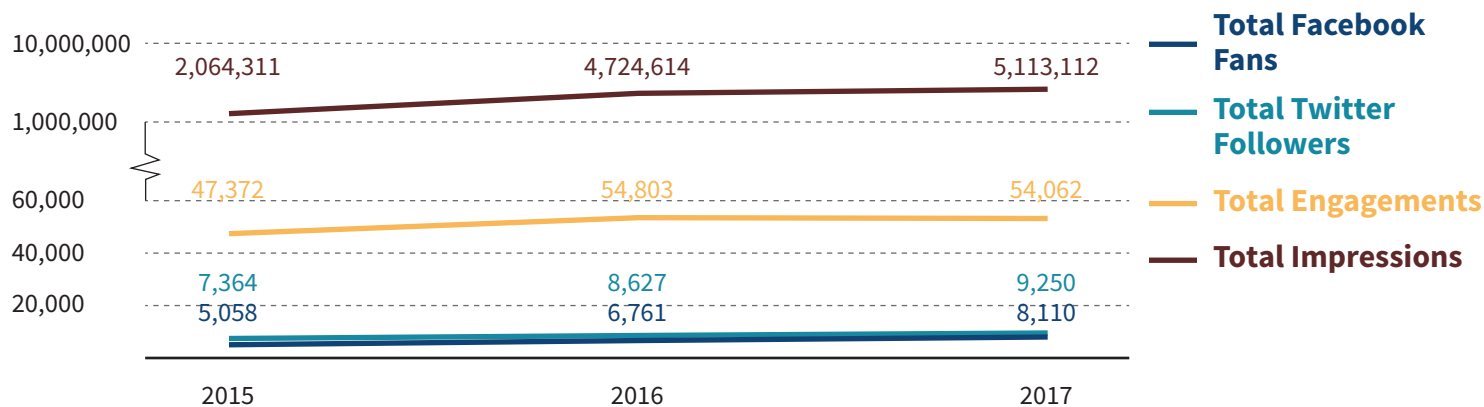
Number of Advertisements Shown by Channel



Web Site and Web Catalog Use



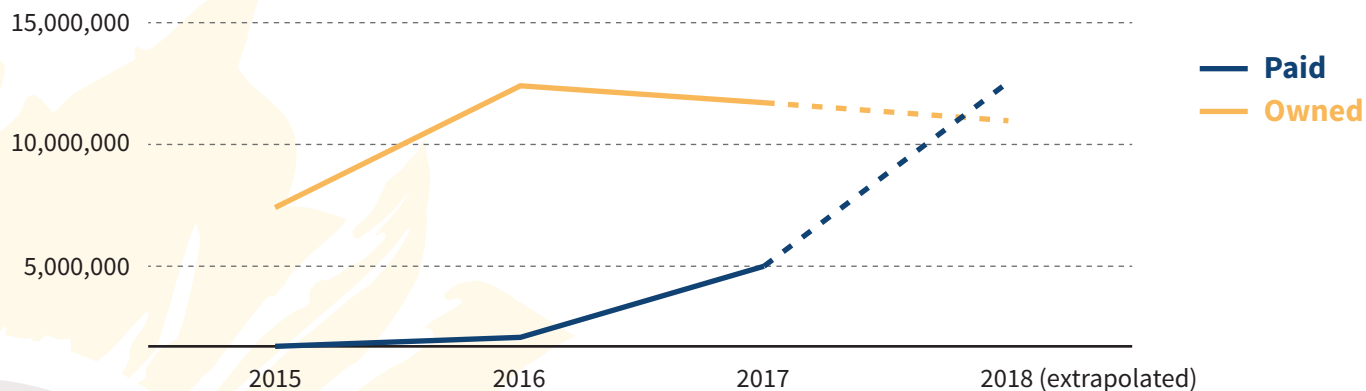
Social Media Followers, Engagements, and Impressions*



* Engagements are times that patrons interacted with us online

* Impressions are the number of times patrons saw our content

Number of Impressions*



* Impressions are the number of times patrons saw our content

Monticello Library

Update – June 2018



Updates

- Construction / Move-in Update
- Next Steps
- Timeline

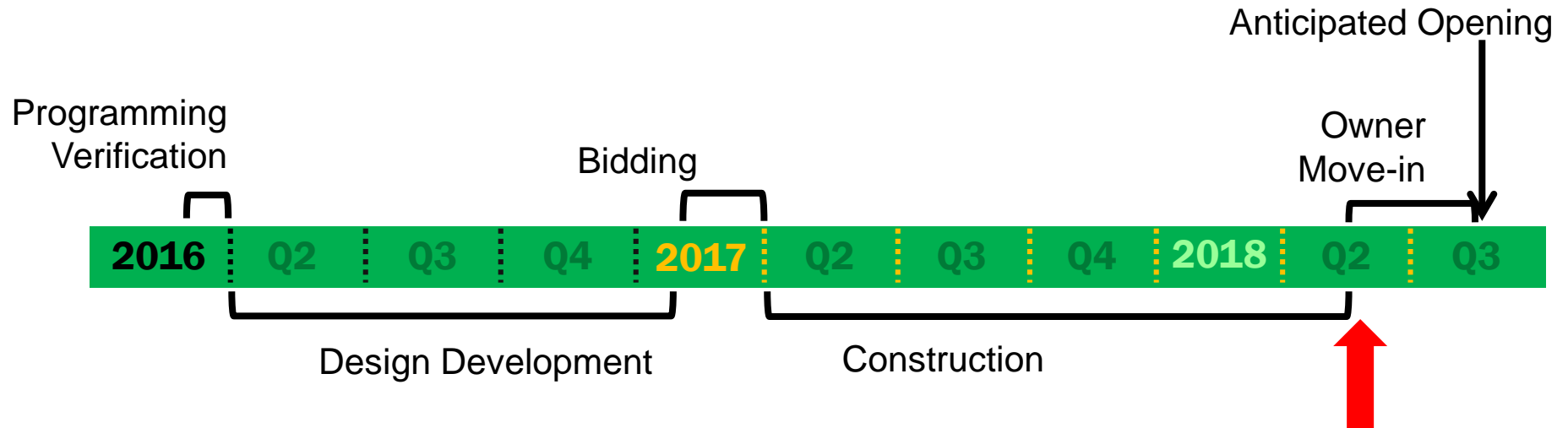


Next Steps

- Library move-in tasks:
 - Shelving and Furnishings installation
 - Technology installation
 - Collection moving and shelving
 - Hiring and Staff Training
 - Opening preparation



Monticello Library Anticipated Timeline



Lenexa City Center Library

Update – June 2018



Updates

- Construction Update
- Next Steps
- Timeline

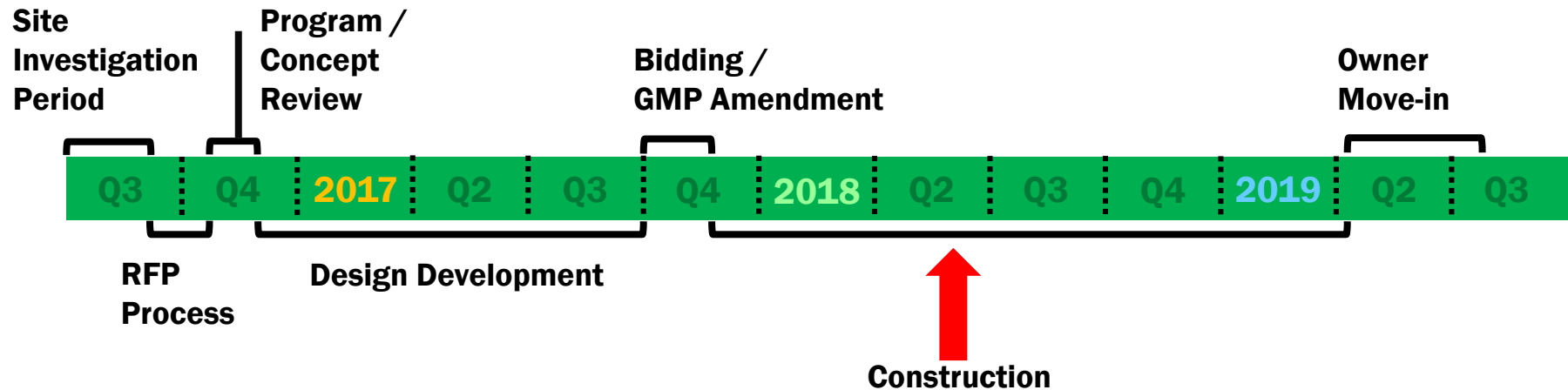


Next Steps

- Construction continues



Lenexa City Center Library Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
Thursday, May 10, 2018
Central Resource Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan and Andrew Logan

BOCC: Commissioner Shaffer

FRIENDS OF THE LIBRARY: Stephanie Landis

STAFF: Jeremy Anderson, Stephanie Bailey, Michelle Beesley, Julia Belcher, Cynthia Bender, Grace Bentley, Brian Berrens, Terri Blunt, Sean Casserley, Beth Chow, Kathryn Cooper, David Davidson, Catherine Dayton, Emily DeVore, Kelly Downs, Michaela Edwards, Emma Fernhout, Larry French, Anne Glosenger, Shannon Goebel, Lacie Griffin, Karinne Hilton, Ian Hrabe, Laura Hunt, Susan Johnson, Mike Keller, Linda King, Jessica LeMay, Juan Lopez-Tamz, Jennifer Mahnken, Anna Mattonen, Meryl Mayer, Karen McCurley, Beth McDaniel, Amelia McKnight, Lisa Nason, Debbie Neill, Steph Neu, Nicki Neufeld, Joseph Niemackl, Hanna Parsons, Ron Pettegrew, Lori Pouppirt, Tiffany Rinne, Lori Ross, Michaela Scruggs, Scott Sime, Teri Stettnisch, Stephanie Stollsteimer, Sophie Straight, Julie Sunderman, Tricia Suellentrop, Ben Sunds, Jackie Suptic, Heather Tharp, Winona Thornton, Dan Tomczak, Jack Vandelev, Nikki Vendegna, Lauren Vieyra, Adam Wathen

GUESTS: Anne Blessing, Peter Duffey, Karen Wulfekuhle

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

CITIZEN COMMENTS: There were none.

BOARD OF DIRECTORS COMMENTS:

Ms. Griffith shared that she belongs to a Homeschool Facebook group. In the group someone commented that they had just moved to Johnson County and the Johnson County Library is the best place; they were thoroughly impressed. She shared that patrons see the good work done by staff.

Ms. Hupp thanked the Library Foundation for the Breakfast at the Library event held on May 2nd.

Mr. Casserley welcomed the Library's New Employee Orientation (NEO) class and students from the Shawnee Mission West school district to the meeting.

Ms. Hupp welcomed the new staff to the Johnson County Library.

FRIENDS OF THE LIBRARY:

Friends Board member, Stephanie Landis, reported that the Summer book sale will be held June 7th through 9th at the Johnson County Community College gym. Member preview night will be held June 6th from 3:00 to 9:00 p.m. 82,000 materials will be for sale. If there is interest in volunteering, please contact the Library's volunteer coordinator, Ron Zluticky.

Book store sales are up 8% year over year. The Friends recently sold a 40 volume set of historical adventure novels by G.A. Henty for \$299.95.

The Friends are selling T-shirts this year and the forms are available online.

The Friends met on Tuesday meeting and received an update on the potential Merriam location, they are excited about the possibility. The Friends are now exploring how to be part of the Library's Movies in the Park and other programming events.

JOHNSON COUNTY LIBRARY FOUNDATION:

Foundation Executive Director, Stephanie Stollsteimer, recognized Foundation board president, Anne Blessing.

Ms. Stollsteimer reported on Foundation Board initiatives. A standing finance committee has been implemented. A task force on governance has been put together to review policies and bylaws.

Elementia, an event celebrating the Library's teen literary arts magazine, was held on April 26th. The event took place at the Johnson County Arts and Heritage center.

The 15th anniversary edition will be a "Best of Elementia". The Foundation is pleased to match funders with this event.

The Breakfast at the Library was May 2nd, Ms. Stollsteimer thanked the Library Board members for attending. It was a great event.

The Library Lets Loose will be held on September 29th. The committee is working toward the goals for sponsorships and in-kind donors. Recently, honorary hosts Charley and Valerie Vogt, signed nearly 600 letters of support.

The planned giving initiative is underway with the 1952 Society: Writing the Library's Next Chapter.

The Foundation has spent time learning about how the new tax law will impact gift giving.

Ms. Stollsteimer shared a note that she received with a donation. The letter read, "To the Library for all the exciting things that are for children."

Ms. Ruot noted that her children and husband all graduated from college and a friend of the family sent a donation in honor of their family to the Foundation.

Ms. Stollsteimer thanked Ms. Ruot and her friends for their generosity.

BOARD OF COUNTY COMMISSIONERS REPORT:

Commissioner Shaffer reported on the budget process. The Board of County Commissioners (BOCC) is currently in the process of working on the 2019 budget. There are sessions scheduled for next Monday and Thursday for departmental budget presentations.

Today the Commission heard from many groups including the Arts Council, Extension Council, Fair Board, Enterprise Center, Developmental Supports, Health and Human Services and Mental Health.

Commissioner Shaffer reported that yesterday morning Mr. Zacharias received the L.P. Cookingham award sponsored by the Greater Kansas City Chapter of the ASPA. He received a five minute standing ovation. Commissioner Allen, Commissioner Shaffer and many Johnson County staff members were in attendance.

BOARD COUNSEL REPORT

Mr. Logan conferred with the Chair and asked that with the Board's consent, the administrative hearing under item 8 of the agenda be continued. This hearing pertains to a patron's appeal of suspension of library card and privileges by the County Librarian. The patron requested that he be granted a continuance.

MOTION MADE AT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

Thursday, May 10, 2018, 4:00 p.m.

Motion made by Amy Ruio

Seconded by JR Riley

AT THE REQUEST OF MR. J. STEPHEN JOHNSTON, I MOVE THAT THE BOARD CONTINUE TO ITS NEXT REGULARLY SCHEDULED MEETING AT 4 P.M. ON THURSDAY, JUNE 14, 2018, THE HEARING ON MR. JOHNSTON'S APPEAL OF AN ORDER OF THE COUNTY LIBRARIAN SUSPENDING HIS LIBRARY CARD AND PRIVILEGES.

Motion carried on a vote of 7 "Yes" and 0 "No."

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director, Nicki Neufeld, reported to the Board. Ms. Neufeld reported that the Library is at 55% of budgeted revenue received as of March and at 18% spent down for expenses as of March.

The 2018 state aid grant was received, these funds go to support the Library collection.

Ms. Hupp asked about a significant increase in the scheduled replacement account from 2015, 2016 and 2017.

Ms. Neufeld responded that the scheduled replacement account supports the infrastructure of the Library. In 2014 there was less funding available for infrastructure repair, the Board increased this in 2015 to more adequately support the need throughout the system.

Mr. Casserley reported that in 2013 and 2014 the scheduled replacement account was increased incrementally. As more funds became available we identified maintenance that had been deferred and began to budget to support the infrastructure need.

Ms. Hupp asked about the increase in spending for commodities.

Ms. Neufeld answered that these numbers are directly reflective of the collection. We include everything that is encumbered for the collection to provide a realistic view of what will be spent for the collection.

Expenditure Trends In Technology and Personnel

Associate Director for Systemwide Services, Adam Wathen, reviewed the core operational statistics including the three year digital circulation trend, three year physical circulation trend and three year visitation trend.

There is an increase in digital circulation and a slight increase in physical circulation. Mr. Casserley noted that this indicates we are buying materials our patrons want to read and check out. Mr. Casserley commended the collection department for their excellent work.

Mr. Wathen reviewed the graphs showing a high level view of how the Library expended funds in the broad categories of technology and personnel. Spending for technology has remained fairly flat over the last three years.

There was a reduction of staffing through the Voluntary Retirement Incentive Program in 2010 and 2011. Salary and Full Time Equivalents (FTE) remained fairly flat until this year when hiring increased for the new Monticello branch.

Healthcare benefits expenditure has outpaced other benefits expenditure. Mr. Wathen noted that the reduction of staff for the voluntary retirement incentive program did not impact healthcare benefits expenditure because maintaining healthcare benefits for those staff members was an incentive for voluntary retirement.

Mr. Casserley reported that the cost of healthcare is impacting the budget in a substantial way. He predicts this will continue to trend upward.

Ms. Spalding asked if staffing and programming per building could be brought to the Board. Mr. Wathen noted that we can report on individual buildings and will make a plan to bring that information to the Board.

Ms. Hupp thanked Mr. Wathen for the presentation.

STRATEGIC PLAN

Mr. Casserley reported on the strategic planning process. The Library has engaged the Public Management Center (PMC) with the University of Kansas to lead the community engagement process. Library staff are meeting with patrons and key community stakeholders to gain input and feedback on the role of the Library in the community. A community survey is active on the website and will be open through May 25th.

COMPREHENSIVE LIBRARY MASTER PLAN

Monticello Update

Project Coordinator, Scott Sime, presented on behalf of the building core team. Construction is finishing up at Monticello. The exterior landscaping and public art installation is being completed.

This project is transitioning from construction to owner move-in. Mr. Sime thanked our Facilities partners, Georgia Sizemore, Abby Giersch and Juan Lopez-Tamez. Mr. Sime also thanked the core team of Mike Heffernan, Dean Allman and Kinsley Riggs.

The move-in process will be a team effort. Mr. Sime reviewed the work that will be done to coordinate the installation of shelving, furniture and technology. The collection will also be moved into the building and shelved.

Most of the hiring for Monticello has been completed.

The Opening team is currently executing tasks related to opening the building, including writing a tour script and communicating with Library partners and the community.

Lenexa City Center Update

Mr. Sime reported that the building is starting to emerge. Elevator shafts are complete and pre-cast panels and steel are being delivered and erected. The Turner team has been working on installation of the concrete pre-cast panels.

Next steps included continued work on pre-cast panels, steel and utility connections.

UPDATES

Report on meeting with the City of Merriam

Mr. Casserley reported that Library staff recently met with the City of Merriam and they were open to the Library's thoughts and concerns and they are committed to finding solutions. The Library and City of Merriam have created core teams to work together to consider the possibilities on the site.

The City has been a tremendous partner in this process and listened closely to the needs of the Library. Preliminary work looks good and the Board will see a report at the June meeting.

Mr. Casserley also noted that we are working in partnership with the City to share a joint message about the project.

Budget Report

Mr. Casserley shared the history of the mill levy. In 2015, the BOCC increased the Library mill levy by .75% of one mill to 3.91 mills. This increase in mill levy was designed to provide capital to build, provide additional staff and expand programming.

The Comprehensive Library Master Plan (CLMP) was developed as a 20 year plan. When the mill was increased the Library was asked to accelerate the plan. We have worked with County Facilities to build capacity and accelerate the plan. Recently, the Library was asked to study the growth of the .75% of one mill to a 5% stable growth from the year 2015 and to analyze the differential, or the effects each variation may have on the CLMP. The Library was also asked to look at a third approach, a payback of approximately \$125,000 to see if there could be a reduction of the .75. This is being considered because of the increase in property values throughout the county.

Mr. Casserley showed a graph showing comparing these figures.

We believe the effects to the CLMP progress would be minimal with the 5% stable growth.

The presentation of the Library budget to the BOCC will be May 17, 2018 from 1:00 to 5:00 p.m. The Acting County Manager has proposed no reduction to the Library's budget. The BOCC may want to discuss the option of the steady growth of 5%. Mr. Casserley would recommend proposing the .75 option with no reduction.

Summer Reading

The Summer Reading program will be kicking off on May 21st and we anticipate 16,000 people participating.

CONSENT AGENDA

Minutes of the April 12, 2018, Library Board meeting.

Motion: Amy Ruo moved to approve the consent agenda

Second: JR Riley

Motion carried unanimously

OLD BUSINESS

Consideration of renewal of Memorandum of Understanding (MOU) with Johnson County Corrections Department

This MOU will reaffirm our agreement with Johnson County, Kansas Department of Corrections. The MOU establishes how the Johnson County Library works with Corrections to provide library services to patrons in Corrections spaces.

Motion: JR Riley

Second: Sheryl Spalding

Motion carried unanimously

NEW BUSINESS

Consideration of Memorandum of Understanding with Interurban Art House

This MOU will establish our relationship with The InterUrban ArtHouse. The MOU establishes how the Johnson County Library works with The InterUrban ArtHouse to provide art to our patrons in Johnson County Library Spaces

Motion: Amy Ruo

Second: JR Riley

Motion approved unanimously

Consideration of Memorandum of Understanding with Arts Asylum

This MOU will establish our relationship with The Arts Asylum. The MOU establishes how the Johnson County Library works with The Arts Asylum to provide art to our patrons in Johnson County Library Spaces

Motion: JR Riley

Second: Sheryl Spalding

Motion approved unanimously

Consideration of Memorandum of Understanding with Women's Employment Network (WEN)

The Women's Employment Network offers a set of workshops which offer training for resume development, personal assessment, interviewing, financial coaching, job searching, and more. The Johnson County Library would like to work with WEN to provide their content to our patrons in our spaces.

Ms. Hupp asked if there is a sense of the number of workshops to be held. Mr. Casserley responded that programming will be developed by need. At this point it is exploratory.

Motion: Sheryl Spalding

Second: JR Riley

Motion approved unanimously

Adjournment

Ms. Hupp adjourned the meeting at 4:55 p.m.

DATE_____

SECRETARY_____

Bethany Griffith

CHAIR _____

Nancy Hupp

SIGNED _____

Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: APR-2018

			Receipts	Payments	Balance
	Opening cash balance				\$34,408.05
		Add Receipts	\$4.60		
		Less Payments		\$527.36	
	Ending Cash balance				\$33,885.29
		Less Liabilities		\$443.74	
	Unobligated cash balance				\$33,441.55

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board
From: Sean Casserley
Date: June 14, 2018

Issue: To determine the feasibility of building a library on the property of the future Merriam Community Center. This library would replace the current Antioch branch located at the corner of Antioch and Shawnee Mission Parkway.

Background:

Johnson County Library and the City of Merriam have been working together to determine the feasibility of building a library at the new Merriam Community Center site. The site is located one block north of the current Antioch location.

The Library and City of Merriam have collaborated to develop a site layout that is advantageous for both entities. These considerations have included building adjacency, pedestrian flow and traffic on the site.

As directed by the Library Board, library staff also conducted a study to explore the feasibility of rebuilding on the current Antioch site.

Both options are presented here.

Analysis:

Option 1) Continue to develop and plan with the City of Merriam to co-locate the Antioch Library with the Merriam Community Center

Pros for moving to the Merriam site

- Partnering with the City of Merriam
- Increased visibility with adjacency to the new Community Center and other City of Merriam buildings
- Future opportunity to partner and collaborate with the City of Merriam
- Increased outdoor green and programming space
- Availability of some covered parking
- Limited site construction and maintenance costs
- Receipt of proceeds from sale of current property
- Opportunity to keep Antioch open and serve patrons during construction of a new building

Cons for moving to the Merriam site

- No space for the Friends of the Library on site
- Less visibility from drive-by traffic
- Parking considerations, including shared parking with the Community Center
- Construction staging and site logistics may be challenging (temporary condition)

Option 2) Continue to explore costs and feasibility of using the current Antioch site to rebuild.

Pros for utilizing the current site

- Site can accommodate the Friends of the Library
- Possibility of retaining the Support Services building for other purposes
- High visibility from Shawnee Mission Parkway and Antioch Road
- Library is in a known location
- Fewer site restrictions
- Easier site construction logistics

Cons for utilizing the current site

- No proceeds from the sale of the site
- Added costs to develop the site and construct parking
- Added cost and construction time to demolish existing buildings
- Challenging accessibility to and from Shawnee Mission Parkway (a traffic study would be required)
- Antioch branch would be closed during construction and may require a temporary location and add costs to the overall project
- Responsibility for full site maintenance costs

Legal Review:

None at this time

Recommendation:

The Library believes it is feasible to move to this new site. The Library recommends continuing to work with the City of Merriam for the purposes of planning, cost analysis, site development, and all the processes required by the City of Merriam, the Library Board of Directors, and the Board of County Commissioners.

Suggested Motion:

I move to allow Johnson County Library staff to continue planning with the City of Merriam for the purpose of building a library on the donated site adjacent to the future Merriam Community Center.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: June 14, 2018

Issue: Consider approving: Stormwater Management / BMP Facilities Maintenance Agreement between the Library Board and the City of Lenexa.

Background: As part of the construction of the Lenexa Library, the City requires that an on-site Stormwater Treatment Unit be constructed and maintained on the property at the Library's sole cost and expense.

Analysis: This unit should be adequate for maintenance and inspections of the facilities which includes but is not limited to all pipes and channels built to convey stormwater.

Alternatives: In order to be able to receive the TCO (Temporary Certificate of Occupancy) the Library is required to accept this agreement.

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

Funding Review: There is no new funding required for these items. The costs are included in the Lenexa project.

Recommendation: Move to approve the above Stormwater Management / BMP Facilities Maintenance Agreement with the City of Lenexa

Suggested Motion: I move to approve the above Stormwater Management / BMP Facilities Maintenance Agreement with the City of Lenexa

STORMWATER MANAGEMENT/BMP FACILITIES MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this 14 day of June, 2018

by and between Board of Directors of the Johnson County Library

hereinafter called the "Landowner", and the City of Lenexa, Kansas, hereinafter called the "City".

WITNESSETH, that

WHEREAS, the Landowner is the owner of certain real property in Lenexa, Kansas legally described in Exhibit "A" (hereinafter "Property"), which is attached hereto and incorporated herein by reference; and

WHEREAS, the City and the Landowner agree that the health, safety, and welfare of the residents of Lenexa, Kansas, require that on-site stormwater management/BMP facilities ("Facilities") be constructed and maintained on the Property; and

WHEREAS, pursuant to Section 4-5-E of the City Code, the Landowner shall be responsible for ensuring that the Property's Facilities will be constructed and maintained in accordance with City approved construction drawings, engineering plans, site plans or any other City approved documents associated with the site containing stormwater

management/BMP facilities ("Plans"), including all documents related to the construction and maintenance of the Property's Facilities subsequently submitted to the City; and

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner agrees to construct and maintain the Facilities on the Property at its sole cost and expense in accordance with the specifications in the Plans and subject to all applicable laws and statutes, and/or rules, regulations, policies, resolutions and ordinances adopted by the City, relating to Storm Water Management, including, but not limited to the City's Storm Water Management provisions, codified at Section 4-5-E of the Lenexa City Code, and amendments thereto.

2. The Landowner is responsible for the adequate maintenance of the Facilities, which includes but is not limited to all pipes and channels built to convey stormwater to the Facilities, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is defined as good working condition so that the Property's Facilities perform in accordance with the Plans.

3. This Agreement shall be recorded among the land records of Johnson County, Kansas, and it shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homes association.

4. Invalidity of any one or more of the provisions of this Agreement shall in no way affect any other provisions and all other provisions shall remain in full force and effect.

5. Any reference to the term “Landowner” in this Agreement shall include its administrators, executors, successors, heirs and assigns, including homeowners associations when appropriate.

6. The undersigned represent that they are fully authorized to enter into and execute this Agreement and bind their respective organizations to the contents hereof.

IN WITNESS WHEREOF, this Agreement is executed in two (2) counterparts on the day and year written above.

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CITY OF LENEXA, KANSAS

By: _____
Rebecca A. Yocham
Director of Community Development

APPROVED AS TO FORM:

Sean McLaughlin, Assistant City Attorney

ACKNOWLEDGEMENT

STATE OF KANSAS

ss.

COUNTY OF JOHNSON

BE IT REMEMBERED, that on this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for said County and State, came Rebecca A. Yocham and Sean McLaughlin, Director of Community Development and Assistant City Attorney whom are known to me to be such officers and who are known to me to be the same persons, or whose identity I verified on the basis of credible evidence presented, who executed the within instrument on behalf of _____, and such person duly acknowledged the execution of the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My Commission Expires:

Board of Directors of the Johnson County Library
Landowner

BY: _____
Nancy Hupp

Chair, Board of Directors of the Johnson County Library
Title (SEAL)

8778 Penrose Ln.
Address

Lenexa, KS 66219
City, State, Zip

Phone No.

Facsimile No. (if available)

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas]
COUNTY OF Johnson] ss.

BE IT REMEMBERED, that on this 14 day of June, 2018,
before me, the undersigned, a Notary Public in and for said County and State, came
Nancy Hupp [Name], Chair, Board of Directors of JoCo Library [Title] who is known to me
to be such officer and who is known to me to be the same person, or whose identity I
verified on the basis of credible evidence presented, who executed the within instrument
on behalf of Board of Directors of the Johnson County Library, and such person duly
acknowledged the execution of the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official
seal the day and year last above written.

Notary Public

My Commission Expires:

Exhibit A

Description:

This is a resurvey and replat of part of Lot 5, CITY CENTER LENEXA FIFTH PLAT, a subdivision in the City of Lenexa, Johnson County, Kansas, being more particularly described as follows:

Beginning at the Southeast corner of said Lot 5, thence South 75°48'01" West, along the South line of said Lot 5, a distance of 17.56 feet, to a point of curvature; thence Westerly and Southwesterly, continuing along said South line, and along a curve to the left, having a radius of 590.00 feet, and a central angle of 13°16'28", a distance of 136.69 feet, said point also being on the Southeasterly prolongation of an Existing Easterly Foundation Wall, thence North 33°50'58" West, departing said South line, along said Southeasterly prolongation and said Easterly Foundation Wall, a distance of 112.46 feet; thence North 46°05'13" East, continuing along said Easterly Foundation Wall, a distance of 0.37 feet; thence North 33°53'18" West, continuing along said Easterly Foundation Wall and its Northwesterly extension, a distance of 26.09 feet; thence North 25°44'35" East, departing said Northwesterly extension, a distance of 11.10 feet; thence North 56°03'59" East, a distance of 17.01 feet; thence North 65°06'39" East, a distance of 14.27 feet; thence North 72°07'25" East, a distance of 48.40 feet; thence South 17°52'35" East, a distance of 10.29 feet; thence North 81°28'02" East, a distance of 127.03 feet, to a point on a non-tangent curve, said point also being on the East line of said Lot 5; thence Southerly and Southeasterly, along said East line, and along a curve to the left, having a radius of 695.00 feet, and a central angle of 09°08'54", and whose initial tangent bearing is South 02°49'20" East, a distance of 112.99 feet, to the Point of Beginning, containing 23,704.21 square feet

Or 0.54 acres, more or less.

The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision and plat shall hereafter be known as 'CITY CENTER LENEXA EIGHTH PLAT'.