



**Board Report
August 8, 2019**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, AUGUST 8, 2019
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, Bethany Griffith
 - C. Friends of the Library, Diane Carlisle
 - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Nicki Neufeld, Finance Director5
 - a) Trends in Programming, Outreach and Information Services – Adam Wathen, Associate Director of Systemwide Services and Joseph Keehn, Event Coordinator11
 - 2. Comprehensive Library Master Plan – Sean Casserley
 - a) Antioch update
 - b) Central Staff Space Consolidation (CSSC)
 - c) Corinth
 - d) Lackman
 - e) Board liaisons for Lackman
 - 3. Updates – Sean Casserley
 - a) County Budget Public Hearing, July 29
 - b) Library Night at the K – Robin Carol, External Communication Manager
 - c) Library Board Retreat, November 7
 - d) Presentation to KC Library Board
 - e) Leadership Presentation Lee’s Summit
 - f) Study group for extending bus service along 87th St. corridor
 - g) Olathe Public Library updates
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the July 11, 2019, Library Board meeting14
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2019 were handled in accordance with library and County policy.
 - b) The June 2019 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	22

VI. Executive Session

VII. Old Business	
A. Action item: Consideration of the Memorandum of Understanding with the City of Prairie Village	23
B. Action item: Consideration of the Memorandum of Understanding with the County Facilities Department	33

VIII. Adjournment

Suggested Motions

Consent Agenda

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

Consideration of approval of the Memorandum of Understanding with the City of Prairie Village and YMCA

Suggested Motion: I move the Library Board of Directors approve the Memorandum of Understanding between the Johnson County Library, the City of Prairie Village and the YMCA.

Consideration of approval of the Memorandum of Understanding with the County Facilities Management Department.

Suggested Motion: I move the Library Board of Directors approve the Memorandum of Understanding between Johnson County Library and Johnson County Facilities Management Department for the temporary supervision of Library Custodians.

Adjournment

Suggested Motion: I move the Library Board of Directors adjourn.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
June 2019
50% of year lapsed

OPERATING FUND

Programs	2019 Budget
Revenue	4,430,838

Administrative Services
Information Technology
Collection Development
Branch/Systemwide Services
Transfer to Capital Projects
Interfund Transfers

TOTAL OPERATING FUND EXPENDITURES	\$0
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TOTAL .75 INCREASE FUNDS REMAINING OPERATING	\$4,430,838
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SPECIAL USE FUND

**2017
Budget**

Revenue:	1,871,476
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Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	18,958
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	523,717

TOTAL SPECIAL USE FUND EXPENDITURES	\$542,675
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	\$1,328,801
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	\$5,759,639
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Expenditure of Friends of the JCL Donations 2019

<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
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.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	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	387.12
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 387.12

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

June 2019
50% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	32,431,765	33,045,236	98%	99%
Ad Valorem Delinquent	348,673	289,253	121%	91%
Motor Vehicle	1,616,048	3,103,349	52%	52%
Library Generated - Copying/Printing	53,301	99,255	54%	54%
Library Generated - Overdues / Fees	288,628	725,000	40%	40%
Sale of Library Books	12,500	50,000	25%	43%
Misc Other	1,069	18,703	6%	28%
Reimbursement	31,566	330,043	10%	0%
Library Generated - Other Charges	0	3,570	0%	2%
Investment	210,164	304,911	69%	118%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	10,780	10,608	102%	77%
Commercial Vehicle Tax	49,165	61,191	80%	101%
Heavy Trucks Tax	4,497	2,307	195%	29%
Rental Excise Tax	17,417	35,642	49%	65%
State and Federal Grants	126,997	250,389	51%	50%
TOTAL REVENUE	35,202,570	38,339,457	92%	92%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Categories			
Salaries and Benefits	10,338,083	21,323,420	48%
Contractual Services	2,264,222	4,710,131	48%
Commodities	3,457,810	4,385,684	79%
Risk Management Charges	63,742	126,252	50%
Capital / Maintenance / Repair	0	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	541,782	2,738,276	20%
Grants	126,997	250,389	51%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	16,792,636	38,339,457	44%

Revenue - Expenses as of January 31, 2019 18,409,934

RESERVES ALL FUNDS	As of 12/31/18
Reserves Operating Fund	8,730,251
Reserves Special Use Fund	1,494,983
Total JCL Reserves	<u><u>10,225,234</u></u>

Scheduled Replacement Account**REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	

Total Revenue	<u>3,327,100</u>
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2019

Contractual Services	1,461,693
Building Repair	343,604
Architectural Services	85,305
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
	2,255,590

Budget Remaining	1,071,510
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
June 2019
50% Year Lapsed

OPERATING FUND		2019	2019	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	2,209,890	5,072,528	44%
	Information Technology	1,363,763	2,951,965	46%
	Collection Development	1,851,175	3,467,822	53%
	Branch/Systemwide Services	8,915,031	18,595,615	48%
	Risk Management Charges	63,742	126,252	50%
	Grants *	126,997	250,389	51%
	Transfer to Capital Projects	0	3,487,289	0%
	Interfund Transfer	0	490,100	0%
TOTAL OPERATING FUND EXPENDITURES		14,530,599	34,441,960	42%

SPECIAL USE FUND		2019	2019	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	78,904	16,305	484%
	Commodities (Capital Equipment)	42,769	315,000	14%
	Transfer to Debt Payment	0	827,916	0%
	Transfer to Capital Projects	523,717	2,738,276	19%
TOTAL SPECIAL USE FUND EXPENDITURES		645,389.8	3,897,497	17%

TOTAL EXPENDITURES	15,175,989	38,339,457	40%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
June 2019
50% Year Lapsed

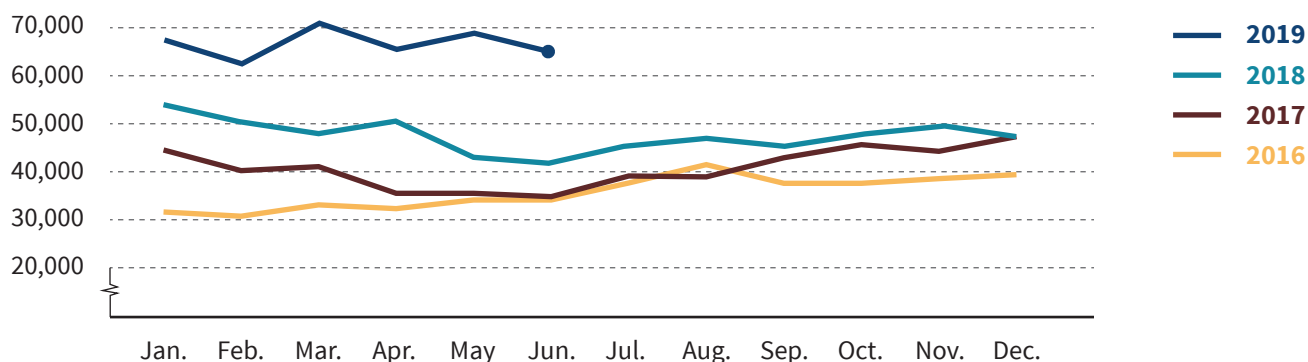
ALL FUNDS		2019	2019	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	10,338,083	21,323,420	48%
	Contractual Services	2,264,222	4,710,131	48%
	Commodities	1,841,163	4,385,684	42%
	Risk Management Charges	63,742	126,252	50%
	Capital / Maintenance / Repair	0	3,487,289	0%
	Transfer to Debt Payment	0	827,916	0%
	Transfer to PBC Capital Leases	541,782	2,738,276	20%
	Grants	126,997	250,389	51%
	Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES		15,175,989	38,339,457	40%

GRANTS*	Expenditures through 06/30/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	State Aid Grant 2018	State	3/5/2019	\$126,512.64	\$126,657.28	\$144.64
285000082	State Aid 2019	State	3/15/2019	\$27,700.72	\$126,997.06	\$99,296.34

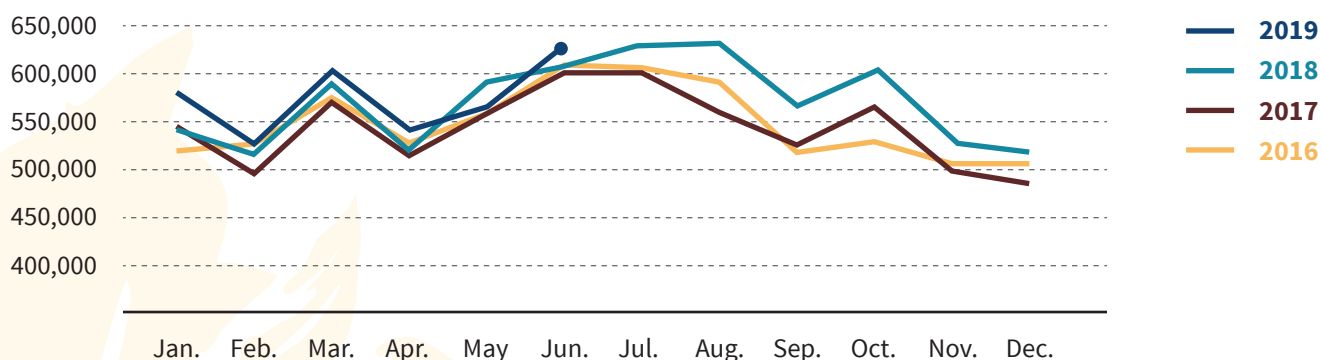
*Includes all expenditures and revenues over the life of the grant. (Includes muliple years due to the grants crossing fiscal years).

Core Operational Statistics

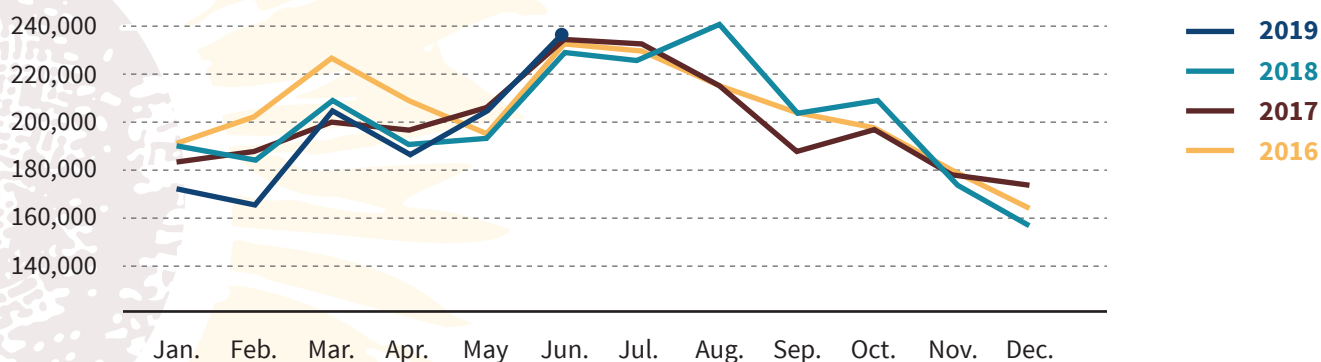
3 Year Digital Circulation Trend



3 Year Physical Circulation Trend

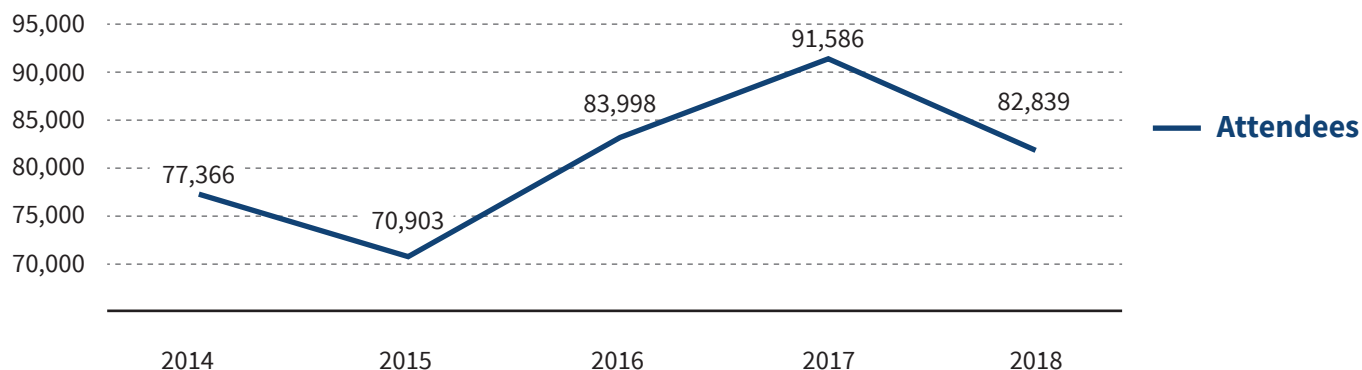


3 Year Visitation Trend

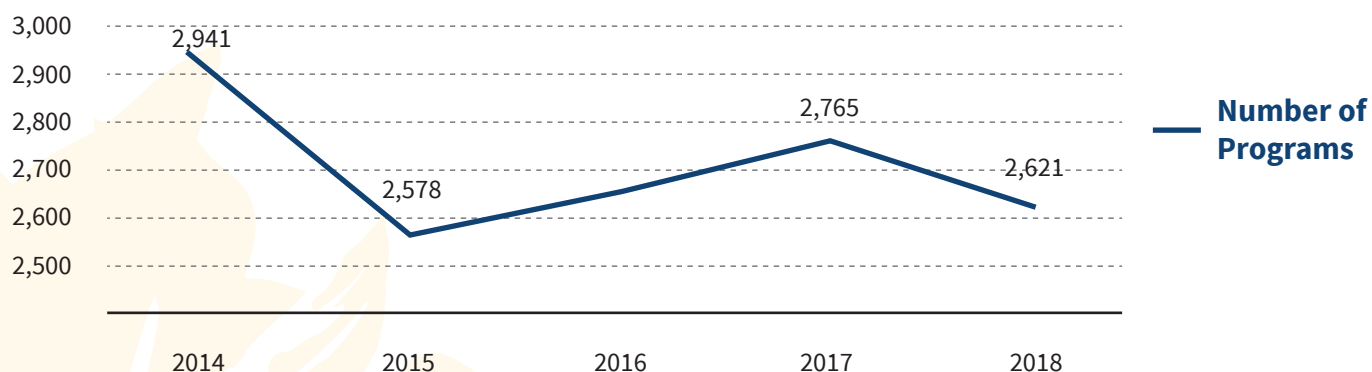


Trends in Programming and Outreach

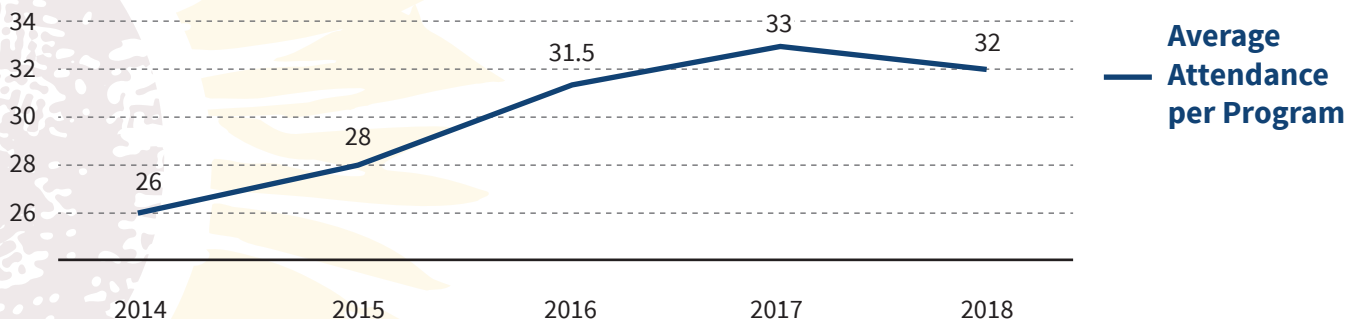
Program Attendance



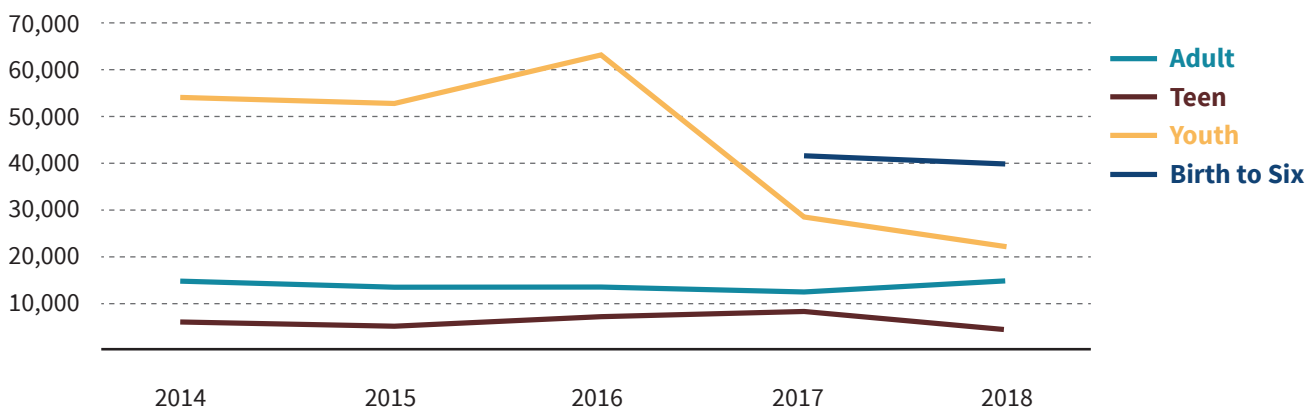
Number of Programs and Outreach



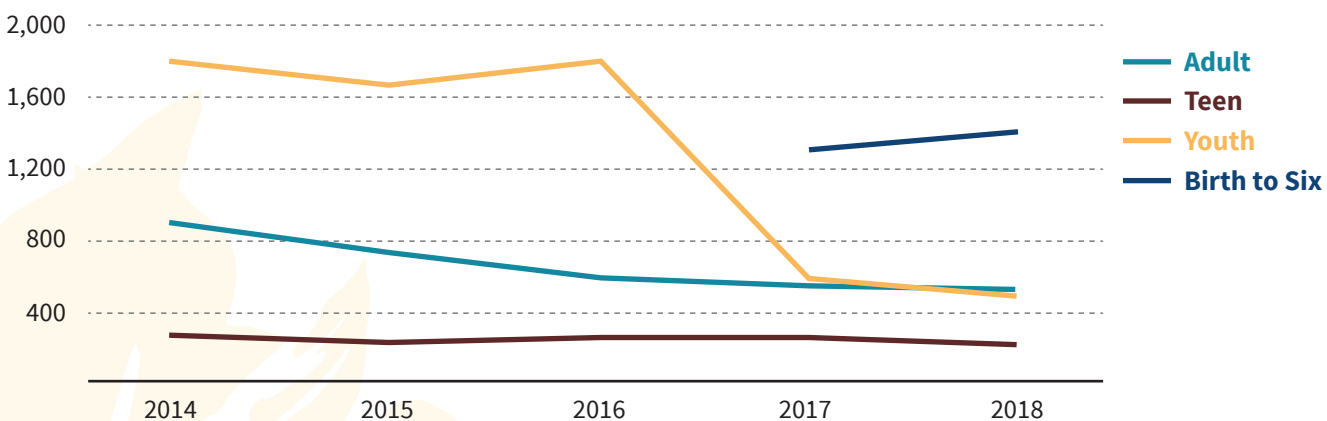
Average Attendance Per Program/Outreach



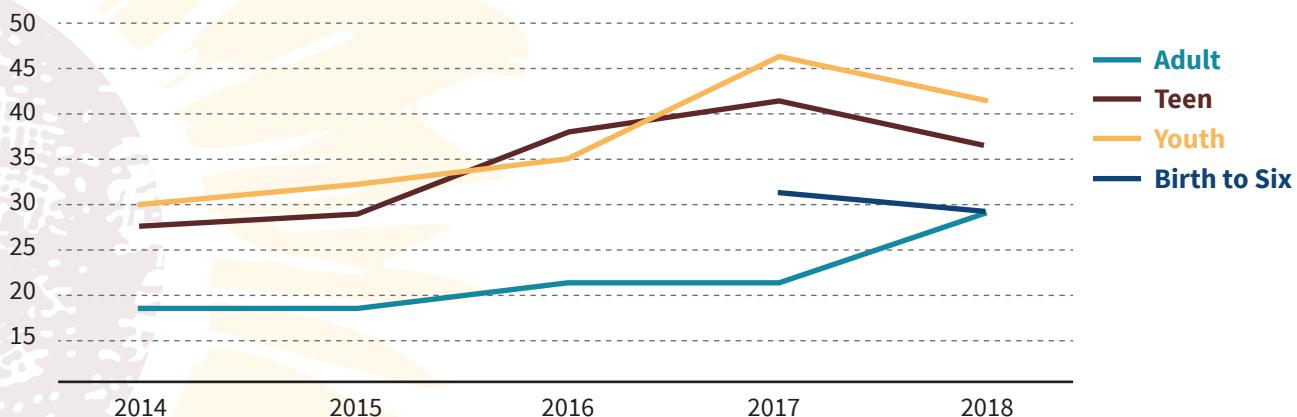
Attendance by Age



Number of Programs/Outreach by Age



Average Attendance by Age



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
June 11, 2019
Central Resource Library
4:00 p.m.**

BOARD: Brandy Butcher, Bethany Griffith, Donna Mertz, David Sims
Absent: Wayne Burke, JR Riley, Amy Ruo

BOARD ATTORNEY: Fred Logan, Andy Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Vickie Denk

STAFF: Stephanie Bailey, Michelle Beesley, Brian Berrens, Nancy Birmingham, Robin Carol, Sean Casserley, Abby Giersch, Lacie Griffin, Kristen Holdman-Ross, Lucas Kirkendoll, Christopher Leitch, Juan Lopez-Tamez, Nicki Neufeld, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Nick Ward-Bopp, Adam Wathen

GUESTS: Nancy Hupp, Arlen Kleinsorge, Anne Blessing, Kimball Hales, Rick Wise

Board Chair Bethany Griffith called the meeting to order at 4:00 p.m.

CITIZEN COMMENTS: There were none.

BOARD OF DIRECTORS COMMENTS: Ms. Griffith reported that she read an interesting article in the Atlantic about the failure of elementary education and common core curriculum. Studies have shown that ten years after the introduction of common core curriculum into classrooms children are doing worse than they were before. The curriculum's focus on literacy has been primarily skill-based and has not addressed a knowledge gap. Children can physically read, but may not be able to understand the meaning of the words.

Ms. Griffith spoke about the role of libraries as the "guardians of knowledge" who work to close the knowledge gap. She charged staff to continue to find creative ways to lead a renaissance for closing the knowledge gap.

FRIENDS OF THE LIBRARY:

Friends Board Treasurer, Vickie Denk, presented to the Library Board. The Sizzlin' Summer Book Sale was a huge success, grossing \$63,000. This represents a 14% increase over budgeted revenue for the event. Ms. Denk reported the success of the sale was due to the location and features. The Lackman Building as a sale venue helped the Friends raise more money for three reasons:

- The public service readiness of the building helped create a positive customer experience.
- There was ample parking close to the building.
- Existing furnishing helped the Friends manage costs down and profit up.

More than 200 volunteers gave 2800 hours of time to help set up, operate and break down the sale. Special thanks were given to the County Department of Corrections Therapeutic Community teams for their help. Ms. Denk shared that she enjoyed watching customers faces light up when they realized everything on display was part of the sale. She also was impressed with the number of repeat customers over the three-day sale.

The Friends thanked the Library Board for the use of the Lackman location. They would like to submit a request to use the building for the Big Fall Book Sale in November.

JOHNSON COUNTY LIBRARY FOUNDATION:

Executive Director of the Johnson County Library Foundation, Stephanie Stollsteimer, congratulated the Friends on their sale.

Ms. Stollsteimer welcomed Foundation Board Past President, Anne Blessing. She thanked Ms. Blessing for her leadership in ways large and small.

Library Lets Loose will be September 28. The majority of food and drink vendors have been confirmed. Sponsorships are critical to success of the event because they raise money and bring guests. The Foundation's goal is to raise \$100,000 in sponsorships.

Individual ticket sales are available now through August 11.

Ms. Stollsteimer reported that there has been positive response to the 1952 planned giving society. She has enjoyed connecting with donors in this meaningful way. At the end of the year, a list of charter members will be announced.

Earlier this year, Mr. Casserley, received a letter from a young patron suggesting Monticello Library have a stuffed puppy mascot. The Foundation was happy to assist in fulfilling the request, and on June 24, Monticello held a puppy party. The event featured the donation of an oversized stuffed puppy, a puppy-naming contest, real puppies who were up for adoption, and remarks by Ms. Griffith, whose daughter Cerys wrote the original letter.

Mr. Casserley acknowledged Ms. Stollsteimer for her excellent work, including recent conversations with Garmin and the Kauffman Foundation. Mr. Casserley thanked Ms. Stollsteimer for the outreach she does on behalf of the Library.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that Johnson County has more people living in poverty than Wyandotte County. One priority of the County Commission is to focus on vulnerable populations, and next week the Commission will hold a study session on vulnerable populations.

Monday, July 29, a public hearing will be held for the 2020 budget. This will be the final time for the public to comment on the budget. Commissioner Hanzlick encouraged everyone to attend and speak to the Commission about what is important to them in Johnson County.

Commissioner Hanzlick is currently listening to *The Devil in the White City* by Erik Larson, on Axis 360, an app downloaded through the Library.

BOARD COUNSEL REPORT

Land Conveyance Process

Board Legal Counsel, Fred Logan, reported on the land conveyance process to the Library Board.

The Library owns thirteen Library sites in the name of the Board of Directors of the Library. This is pursuant to statute. The Edgerton site is under lease. There is a two-step land conveyance process under K.S.A. 12-1223. The Library Board enters into a contract for the purchase or acquisition by way of donation of property and then the contract is sent to the Board of County Commissioners for ratification. This would also be the process for land conveyance, although it would be rare for the Library to convey property.

Mr. Logan gave an overview of the different ways the Library has acquired Library sites.

The Library has acquired sites by way of a levy election. The Central Resource site and building were acquired after a successful levy election in 1992.

The Library has engaged in purchase of sites, for example with Shawnee and Monticello. The Library has benefitted from donations of real estate. The Corinth site was donated by a private developer in 1961. The Lenexa site was donated by the City of Lenexa, and both the City of Leawood and a private developer donated the Leawood site.

In recent years real estate transactions have been complex and included multi-stages. The process begins with a memorandum of understanding that lays out the broad understanding of the agreement, followed by a land conveyance or land transaction agreement. The Library has benefitted from the generosity of donors and has been involved in sophisticated real estate and construction projects.

COUNTY LIBRARIAN REPORT

Finance Report

Finance Director, Nicki Neufeld, reported to the Library Board. The Library is at 54% of revenue received. Expenditures including encumbrance for the collection is at 37% spent for the year. Ms. Neufeld shared that she attended the ALA conference; it broadened her perspective on libraries and was wonderful.

Trends in Branches

Associate Director of Systemwide Services, Adam Wathen, and Assistant Branch Manager, Kristen Holdman-Ross presented on trends in branch services.

Mr. Wathen reviewed circulation by branch, number of annual circulations per staff member, percent of circulation from holds, visits per branch, number of annual visits per staff member, number of users per branch, number of computer session per visit, average number of computer sessions per computer and average number of computer sessions per computer.

In terms of number of annual circulations per staff member, 2018 is more balanced than previous years when comparing branches. This is due to redistribution of staff labor across the system.

Commissioner Hanzlick asked why there appears to have been a spike in computer sessions at the Gardner branch in 2015. Mr. Wathen was not sure, and answered he would do some research.

Lenexa City Center First Month Statistics

Mr. Casserley reported that in the first month Lenexa Library has welcomed 34,000 visitors and patrons. Eight hundred library cards have been created. There have been 1,743 checkouts using the Drive-Thru, and 28,924 items have been returned.

In response to a question, Ms. Holdman-Ross reported that Lenexa staff is very team-oriented. She also shared that working in a building with two entrances has been a seamless experience. The holds lobby has been working well and is starting to build momentum as patrons discover the service.

Summer Reading Update

Mr. Casserley reported that with the help of the Foundation, 25,000 books were purchased for the summer reading program. In the first week, the Library handed out 5,545 books or 20% of the summer reading collection. Blue Valley and Monticello have handed out more than 90% of their stock.

Ms. Griffith complimented the selection of summer reading books available. Mr. Casserley shared the collection is curated by the Library's Collection Department.

COMPREHENSIVE LIBRARY MASTER PLAN

Draft Project Staging Timeline

Project Coordinator, Scott Sime, reported on behalf of the Building Projects Core Team. Mr. Sime presented a draft project staging timeline showing how the building projects fit together.

The Centralized Support Space Consolidation project on the timeline currently represents option 1.

Mr. Sime discussed the overall anticipated timeline for each individual project.

Lackman Feasibility Assessment

- June 2019
 - Creation and approval of project charter
- July-September 2019
 - Needs Assessment with Facilities, Friends, Foundation
 - Progress Report at Friends, Foundation, Library Board meetings
- November 2019
 - Presentation of options at Library Board Annual Retreat
- December 2019
 - Library Board action

Ms. Griffith asked if Lackman is being considered as back-up staff workspace during the centralized support space consolidation project. Mr. Casserley responded that it might be considered as an option, but there are other options as well. Ms. Griffith would like this considered as part of the feasibility assessment.

Centralized Support Space Consolidation

- July 2019
 - Direction received from Library Board
- August 2019
 - Approvals from BOCC, PBC
- Late Summer / Fall 2019
 - Design process begins with selected option

Antioch Replacement

- December 2018
 - Inclusion of Antioch Library Replacement in Capital Improvement Plan (CIP) Request
- June 2019
 - Draft Land Conveyance shared with the City of Merriam
- August 2019
 - 2020-2024 Budget Approval (BOCC)
 - City and Library Board approval of Land Conveyance
- Upcoming
 - BOCC approval and ratification of Land Conveyance
 - Property Maintenance Agreement
 - Public input, Design, Construction, Move-in, Opening

Corinth Replacement

- 2019
 - Review/Approval of MOU between the Library Board and the City of Prairie Village
- 2020
 - Programming and Site Feasibility Study
- 2023
 - Begin capital project

Blue Valley

- 2017
 - Successful conceptual design partnership with the City of Overland Park to study a larger BV location and Literary Park
- 2018
 - Library Board approved an alternate schedule, Blue Valley after Antioch and Corinth
- Upcoming
 - Land Conveyance document
 - 2026 - Begin capital project

Library Night at the K

Mr. Casserley shared that Library Night at the K will be July 30. The Royals will be playing the Toronto Blue Jays. A portion of all tickets sales for the game will be donated to the Library. It's a fun event that increases the visibility of libraries and builds community.

He encouraged everyone to go to royals.com/jcl to purchase tickets.

Bike Fix-It Station at Central

Nick Ward-Bopp, Makerspace Facilitator, presented to the Library Board. Mr. Ward-Bopp stated that transportation and knowledge can be barriers for patrons visiting the Black and Veatch Makerspace. The Black and Veatch Makerspace Facilitators work to solve the knowledge barrier by providing intro classes that teach patrons how to operate the equipment in the room. The Makers are expanding these class options.

One way the transportation barrier is being addressed is through a partnership with the Johnson County Department of Health and Environment. The Department of Health and Environment reached out to the Library to empower people to ride bikes by installing new bike racks and a Fix-It stand at the Central Resource Library.

With this opportunity, we also formed a partnership with BikeWalk KC to deliver programming on how to use the Fix-It stand and how to ride your bike.

The Fix-It stand was installed in June. The stand includes the specific tools that will fix a bike, as well as an air pump to inflate tires.

In response to a question, Mr. Ward-Bopp shared that the Fix-It stand and programming is being promoted to introduce the station to the community more widely.

The Fix-It Stand and bike racks at Central Resource were provided through a Live Well grant, and we are exploring the possibility of installing another Fix-It stand at Monticello.

Mr. Casserley shared that his car was recently being repaired and in the interim he used the bus system. The bus system is great, but there is not a stop near the Library. Mr. Casserley stated that this is an excellent solution for people who ride their bikes.

Commissioner Hanzlick commented that she has been speaking with Josh Powers with Transit about the lack of a bus route on 87th Street.

ALA Conference Report

Deputy County Librarian, Tricia Suellentrop, reported that several staff members attended the annual American Library Association conference. Attending were: Adam Wathen, Ben Sunds, Tricia Suellentrop, Nicki Neufeld, Joseph Keehn, Sheida Bates and Christian Madrigal. Rich Cook and Anne Blessing attended as representatives of the Foundation.

Ms. Suellentrop shared highlights from the conference.

Author, Jason Reynolds, and Supreme Court Justice, Sonia Sotomayor, opened the conference.

The theme of Equity, Diversity and Inclusion was very prevalent at the conference this year, and many sessions provided informative content.

The conference also provides great opportunities for building relationships with other libraries who may share similar challenges. This year staff connected with the Topeka Library Foundation, the Veterans section of the Library Association, Cincinnati Public Library and Fort Worth Public Library.

Our staff often return from the conference with a new appreciation for our resources.

Project Manager, Abby Giersch, shared that the service desks at Monticello and Lenexa were custom made. The company has now added them to the standard furnishing line and they had a banner of the Lenexa desk on display at the conference.

Solar energy comparison

At the last meeting, Commissioner Hanzlick asked about the possibility of using solar energy. Rick Wise, Clark Enersen Partners, reported they have researched the cost and impact of adding a solar component to the Central Resource project. The team analyzed what it would look like to offset 10% of Central's energy with solar. Based on the analysis they found that a solar array would require 10,000 square feet with an installation cost of \$550,000. The panels have a life expectancy of 25 to 30 years. There is an additional maintenance cost. It would take 29.8 years for a return on investment.

Some additional analysis revealed that Central's roof would need structural enhancements to comfortably carry the additional load, which would raise the cost.

Ms. Griffith asked if solar panels would impact building insurance. Mr. Wise did not research how the addition of solar panels would affect the building insurance.

Mr. Casserley acknowledged that the estimated cost of solar is more than what is currently allocated in the plan, and does not make financial sense at this time.

Commissioner Hanzlick thanked Mr. Wise for providing the information. Although solar does not make sense for the Central Resource Library project, she thinks that the Library's participation in the renewables direct program through KCP&L is a good path.

CONSENT AGENDA

Minutes of the June 13, 2019, Library Board meeting

Motion: Donna Mertz moved to approve the consent agenda.

Second: Brandy Butcher

Motion carried unanimously

Old Business

Consideration of approval of contract with Code Koalas for Drupal 8 website migration project in an amount not to exceed \$141,050

Drupal is the content management system, open source software that supports the Library website and the Library Board website. As the software is open source, the Library CX-IT and CX-Web teams have supported it

in-house since the Library adopted Drupal in 2012. The move from Drupal 7 to 8 is a major upgrade requiring a rebuild and content migration. In collaboration with County DTI and County Purchasing, we published a Request For Proposal (RFP) to search for a vendor to assist us with this project. From the responses to the RFP, Code Koalas was selected.

In response to a question about the RFP process, Mr. Casserley responded that the Library follows County's purchasing processes and procedures. In collaboration with County, we issued the RFP and a panel was formed to review and score the responses. The panel then recommends their solution to the County Librarian. When the decision made costs under \$100,000, the County Librarian can approve it. Proposals over \$100,000 come to the Library Board of Directors for approval.

Motion: Brandy Butcher moved that the Johnson County Library Board of Directors approve the agreement with Code Koalas for the Library Website Drupal Migration Project in an amount not to exceed \$141,050.00.

Second: Donna Mertz

Motion approved unanimously

Consideration of approval of replacement of the chiller unit and cooling coil at BV in the amount of \$125,300.

The Johnson County Library opened the Blue Valley Branch in 2001. The equipment to be replaced is original installation.

Though the branch is slated to be replaced in the next ten years, we feel it is prudent to go ahead and make this change now. The replacement of this equipment will result in substantial operating savings, as the advance in technology has progressed in the last nearly 20 years.

The refrigerant used by the original unit used is no longer being produced, and prices being charged for reclaimed refrigerant have increased substantially. The last addition of refrigerant cost \$2200.00 and it is getting more difficult to locate.

The plan for installation will be between seasons in the fall. If the original chiller fails, the timeframe will be moved up.

County Purchasing has bid this project and this is the low satisfactory bid.

Motion: Brandy Butcher moved the Johnson County Library Board of Directors approve the expenditure not to exceed \$125,300 for the installation of a new chiller and cooling coil at Blue Valley.

Second: Donna Mertz

Motion approved unanimously

Consideration of approval of Option 3 for the Central Staffing and Space Consolidation (CSSC) project in an amount not to exceed \$8,707,000.

In 2014-2015, the Central Library Building Upgrade project addressed renovations and infrastructure improvements to the public space. The Library Board of Directors approved the Comprehensive Library Master Plan (CLMP) in May 2015, with a mill levy approved by the Board of County Commissioners (BOCC) in August of 2015. In 2016, a materials handling study was performed in which materials handling was evaluated for the Library system. Some operational changes have been made and the remaining needs have been incorporated into the CSSC project to be located at Central.

In 2017, the Library Board recommended amending the 2016 CIP request to cash fund this project for \$1,700,000, which would only accomplish improvements to the materials handling aspect and not staff spaces. The 2020 Capital

Replacement Plan (CRP) includes cash funding for \$900,000 for Central Resource Library, which can be bundled with work accomplished by this project.

In May and June of 2019, the Library Board heard three potential options for this project, as well as the staff recommendation to approve option 3.

Ms. Butcher noted the Board is missing three people and asked if the discussion should be tabled.

Ms. Griffith responded that Ms. Rufo and Mr. Riley were the Board Liaisons to this project and at the last meeting strongly endorsed option 3. She is comfortable moving forward with the vote.

Mr. Sims commented that it seems that some of the work done in 2015 is being redone. Mr. Casserley responded that some of the planning has been revisited since 2015 and a materials handling logistics study with CapRock was completed to give us greater understanding of where efficiencies can be made in our system.

Ms. Griffith also noted there has been a cultural shift since this building was purchased. This building was an existing box building when it was purchased in the nineties and has been rehabbed into a library. We now build libraries more purposefully to meet our needs. If this project can be done, the Central Resource building should not need any additional work and the Board and Library can move forward with other projects.

Motion: Donna Mertz moved to approve the recommendation of Option 3 for the Central Staffing and Space Consolidation (CSSC) project in an amount not to exceed \$8,707,000 with the intent to use a combination of existing project funds, Public Building Commission (PBC) debt, and Library reserves.

Second: David Sims

Motion approved unanimously

Memorandum of Understanding with the City of Prairie Village and YMCA

Mr. Casserley reported the Library has been working with the YMCA and City of Prairie Village to plan a market sustainability study. This study would be the preliminary outreach to the community about what they want. There is a meeting with the City and YMCA next week.

The MOU will be brought to the Library Board for a vote in August.

ADJOURNMENT

Motion: David Sims moved the Library Board adjourn.

Second: Brandy Butcher

Motion approved unanimously

Meeting adjourned at 5:46 p.m.

SECRETARY _____
Amy Rufo

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JUN-2019

			Receipts	Payments	Balance
	Opening cash balance				\$65,862.99
		Add Receipts	\$206.44		
		Less Payments		\$0.00	
	Ending Cash balance				\$66,069.43
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$66,069.43

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: August 8, 2019

Re: Memorandum of Understanding between Johnson County Library, the City of Prairie Village and the YMCA

Issue: Following this briefing sheet is the finalized draft of the Memorandum of Understanding (MOU) between the City of Prairie Village, the Board of Directors of the Johnson County Library, and the YMCA. The MOU would form an agreement between the parties to study the possibility of a collaborative project that would bring a new community center, fitness center and Library on the same site in Prairie Village.

Suggested Motion: I move the Library Board of Directors approve the Memorandum of Understanding between the Johnson County Library, the City of Prairie Village and the YMCA.

Background: Corinth Library is slated for replacement after the Antioch project in the Library's Capital Library Master Plan. The MOU is a preliminary step in the possible collaborative project, outlining agreement between the three entities for a market sustainability study.

Funding Overview: The Library will contribute \$20,000 to the study.

Alternatives: We have no alternatives to recommend at this time.

Recommendation: We recommend the Library Board of Directors approve the MOU between Johnson County Library, the City of Prairie Village and the YMCA.

Legal Review: This agreement has been reviewed and approved by legal counsel.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is entered into this ____ day of _____, 2019, by and between the **City of Prairie Village, Kansas** with its principal office located at 7700 Mission Road, Prairie Village, Kansas 66208 ("the City"), the **Board of Directors of the Johnson County Library, Johnson County, Kansas**, with administrative offices located at 9875 W. 87th St., Overland Park, Kansas 66212 ("JCL"), and the **YMCA of Greater Kansas City, a Missouri not-for-profit corporation** ("the YMCA"). The City, JCL, and the YMCA are occasionally referred to in this MOU individually as "Party" and collectively as "Parties."

RECITALS

A. The City is a Kansas municipal corporation and is authorized to enter this MOU by the powers vested in it by Article 12, Section 5 of the Kansas Constitution.

B. JCL is a quasi-municipal corporation organized under the laws of the state of Kansas and is authorized to enter this MOU by the powers vested in it by K.S.A. 12-1223 *et seq.* JCL presently operates the Corinth Library at 8100 Mission Road in the City.

C. The YMCA is a charitable organization exempt from federal taxation pursuant to section 501(c)(3) of Title 26 of the United States Code. The YMCA owns property on which the Paul Henson Family YMCA is operated at 4200 W. 79th Street, Prairie Village, Kansas.

D. JCL, the City, and the YMCA desire to study the possibility of constructing a community recreation and wellness center ("Center") and a new Johnson County Library branch facility ("Branch") (collectively Center and Branch are "Project") on land that is in closer proximity to the City's Harmon Park, swimming pools, and tennis courts, including a study of the market sustainability of undertaking such a Project, taking into account the needs of JCL, the YMCA, and the City.

F. The parties accordingly desire to enter into this MOU to set forth the terms pursuant to which they will collaborate in studying the market feasibility of constructing the Project, including a new Branch operated by JCL and Center operated by YMCA.

AGREEMENTS

NOW, THEREFORE, for the mutual promises and covenants contained herein, the Parties incorporate by reference the Recitals set forth above in this MOU and agree as follows:

1. PROJECT STUDY.

A. The Parties agree to collaborate on a plan to study the possibility of constructing the Project on City land that is in close proximity to the City's Harmon Park, swimming pools, and tennis courts ("Project Study"), taking into account the plans of JCL, City, and YMCA.

B. The area designated for the Project Study ("Project Study Area") is shown as indicated on the attached diagram attached hereto and incorporated herein by reference as Exhibit A.

C. The Project Study may consist of three phases: (I) Market Sustainability Study; (II) Community Engagement Evaluation; and (III) Project Site Design Study. This MOU provides for the Parties to participate in a Market Sustainability Study as part of the Project Study.

2. MARKET SUSTAINABILITY STUDY.

A. The Parties will procure third-party consultants or professionals to provide and conduct a market sustainability study of the Project to begin not later than September 30, 2019 ("Market Sustainability Study"). City, JCL, and YMCA will cooperate to select consultants or professionals to conduct the Market Sustainability Study.

B. The Market Sustainability Study's purpose is to provide a thorough analysis of the current level of services and amenities in the area similar to those that would exist at the Project; identify existing gaps in services and recommend methods where the Project can fill those gaps; propose what the Project may provide patrons in terms of services and function; explore how City, JCL, and YMCA could mutually benefit from locating the Project in the Project Study Area; describe how the Center could be operated in an economically viable manner; and seek feedback from participants as to which services and amenities they would use and to what extent they would be willing to pay for such services and amenities.

C. The Parties estimate the cost to procure the Market Sustainability Study will be not more than \$50,000. The Parties commit to share in the costs of this Market Sustainability Study in amounts not more than the following (or in equivalent portions if the total cost is less than \$50,000):

1. JCL – \$20,000.00;
2. City - \$20,000.00; and
3. YMCA - \$10,000.00.

D. City, JCL, and YMCA will collaborate on messaging and communications during the Project Study and the Market Sustainability Study. The Parties' messaging and communications with the Public will be cohesive and coordinated by the City.

E. Upon completion of the Market Sustainability Study, the City, JCL, and YMCA will consider the results of the Market Sustainability Study. Each Party, at that Party's sole discretion, will determine the feasibility of that Party participating in the Project or further studying the Project in future phases of the Project Study as described in Section 1.C.

3. SCHEDULE. City, JCL, and YMCA agree to diligently pursue the Market Sustainability Study. In the event the Parties intend, based upon each Party's sole, respective discretion, to proceed with future Phases II and III of the Project Study for Community

Engagement Evaluation and Project Site Design Study, then the Parties will consider additional memoranda of understanding to initiate those phases of the Project Study.

4. APPROVAL OF THIS MOU. Each Party represents and warrants that this MOU has been properly authorized and approved to be effective.

5. NO LIMITATION OF POWER.

A. Nothing in this MOU shall be construed as a limitation on the ability of the City to exercise its governmental functions or to diminish, restrict or limit the police powers of the City granted by the Constitution of the state of Kansas and the United States, statutes, or by general law.

B. Nothing in this MOU shall be construed as a limitation on the powers, rights, authority, duty and responsibility conferred upon and vested in JCL, the City, or the YMCA by the laws and Constitution of the state of Kansas and the United States.

6. COOPERATION. The Parties agree to exercise good faith and cooperate with each other to conduct the studies contemplated herein.

7. NOTICES. Any notice, request, approval, demand, instruction, or other communication to be given to either party hereunder, unless specifically stated otherwise herein, shall be in writing and shall be conclusively deemed to be delivered (i) when personally delivered, (ii) when deposited in the U.S. mail, sent by certified mail return receipt requested, (iii) when sent by overnight courier, or (iv) when sent by facsimile with a confirmed receipt, but in all cases addressed to the parties as follows:

To JCL: Sean Casserley, County Librarian
Johnson County Central Library
9875 W. 87th St.
Overland Park, KS 66212
Phone: 913-826-4600
Fax: 913-826-4730
Email: CasserleyS@jocolibrary.org

With a Copy to: Fred J. Logan, Jr.
Logan, Logan & Watson, L.C.
8340 Mission Rd., Suite 106
Prairie Village, KS 66206
Phone: 913-381-1121
Fax: 913-381-6546
Email: flogan@loganlaw.com

To CITY: Wes Jordan, City Administrator
7700 Mission Road
Prairie Village, KS 66208
Phone: (913) 385-4621

Fax: (913) _____
E-mail: wjordan@pvkansas.com

With a Copy to:

To YMCA: Mark Hulet
YMCA of Greater Kansas City
3100 Broadway, Suite 1020
Kansas City, Missouri 64111
Phone: 816.360.3318
Email: MarkHulet@KansasCityYMCA.org

With a Copy to: Amanda Yoder
Lathrop Gage LLP
2345 Grand Blvd, Suite 2200
Kansas City, Missouri 64108
Phone: 816.460.5810
Email: ayoder@lathropgage.com

8. GENERAL MATTERS.

A. This MOU shall be governed by and construed under the laws of the state of Kansas.

B. No party shall assign this MOU without the written consent of all Parties.

C. The recitals set forth above are true and correct and are incorporated herein by reference and made a part of this MOU. This MOU constitutes the entire agreement between the Parties and supersedes all prior agreements, whether written or oral, covering the same subject matter. This MOU may be modified or amended only upon written instrument executed by the Parties required to consent to such amendment.

D. No member of the Governing Body, official or employee of the City shall be personally liable to JCL, or any successor in interest to JCL, pursuant to the provisions of this MOU or for any default or breach of the MOU by the City.

E. No member of the Board of Directors, official or employee of JCL shall be personally liable or obligated to perform the obligations of JCL, pursuant to the provisions of this MOU or for any default or breach of the MOU by JCL.

F. The signatories to this MOU covenant and represent that each is fully authorized to enter and to execute this MOU on behalf of the named party.

G. It is agreed that nothing in this MOU is intended to, nor does it create or establish a joint venture between the Parties, or as constituting any agency relationship.

H. Nothing contained in this MOU shall be construed to confer upon any other party the rights of a third-party beneficiary.

The parties have executed this MOU on the date first written above.

[Remainder of page intentionally left blank; Signature Pages and Exhibit A follow]

CITY OF PRAIRIE VILLAGE, KANSAS

By: _____
Eric Mikkelson, Mayor

Attest:

City Clerk

Approved As To Form:

**BOARD OF DIRECTORS OF JOHNSON
COUNTY LIBRARY**

By: _____
Bethany Griffith
Chair

Attest:

Amy Amos Ruo
Secretary

Approved as to Form:

Fred J. Logan, Jr., Board Attorney

YMCA OF GREATER KANSAS CITY

By: 

Name: John Mikos

Title: President and CEO

EXHIBIT A
PROJECT STUDY AREA DIAGRAM



Briefing Sheet

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: August 8, 2019

Re: Memorandum of Understanding between Johnson County Facilities Management Department and the Johnson County Library for the temporary supervision of Library Custodians.

Issue: The current custodial supervisor is on leave for an indeterminate time. The Library's Facilities Manager does not have the capacity to take on the supervision of the custodians in addition to his current workload. The Library does not have another staff member with the expertise or capacity to take on this work in an interim role.

The Library currently has an MOU with the Johnson County Facilities Management Department to help us with building-related projects. Johnson County Facilities has a system in place and the capacity to take on this work until another solution can be identified.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the Memorandum of Understanding between Johnson County Library and Johnson County Facilities for the temporary supervision of Library Custodians.

Budget Approval: The Library will pay the delta between the temporary pay increase and the original salary for the Johnson County Facilities supervisor to take on Library responsibilities. That amount is approximately \$950. The library will pay any incidental mileage that occurs, though the supervisor will be assigned a Library vehicle for use. There is also potential purchase of custodial supplies the Library does not already have. The total impact would be less than \$5,000.

Alternatives: We could ask the Library Facilities Manager to do this work. It would mean our county partners would have to assist with other library maintenance projects not currently part of their workload.

Recommendation: We recommend the Library Board of Directors approve the MOU between Johnson County Library and Johnson County Facilities.

Legal Review: This agreement has been reviewed and approved by legal counsel.

This Memorandum of Understanding (MOU) dated July 29, 2019, memorializes the agreement between the Board of Directors of the Johnson County Library ("Library") and the Johnson County Facilities Management Department ("Facilities") for the Library to outsource management of Library custodians to Facilities. This MOU supersedes any and all previous memoranda regarding the subject matter contained herein.

The parties agree as follows:

SECTION ONE: RECITALS.

Whereas, 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.

Whereas, Facilities has expertise in the management of public facilities, including custodial services.

Whereas, the Library owns all properties and is considered the customer in this agreement. Library agrees to cooperate with Facilities to provide the best possible service for Library staff and patrons.

SECTION TWO: FACILITIES' RESPONSIBILITIES.

1. Supervision. Facilities shall supervise Library custodians for the term of this MOU.
2. Supervisor. Facilities shall assign a Facilities Full-Time Equivalent staff person ("Supervisor") to temporarily supervise Library custodians. The Supervisor shall:
 - a. receive a temporary increase in pay as compensation for these additional responsibilities;
 - b. be responsible for assessing the work of Library custodians, approving time cards, approving leave, and updating Pillars of Performance and Development (PPD).
3. Training. Facilities shall ensure all custodians are up to date on all relevant training, including their safety and hazardous material training.
4. Hiring. Facilities shall hire the current vacancy(ies) the Library has in custodians.
5. Standard of Service. Facilities shall provide their standards of service to Library custodians and require such level of service and cleanliness be maintained for Library facilities, and make every effort to ensure Library facilities look their best.

6. Meeting Attendance. Facilities shall send a representative to the Library operations team meeting each week to ensure consistency and quality of service, and to stay informed of Library projects and strategic initiatives.

SECTION THREE: LIBRARY'S RESPONSIBILITIES.

1. Uniforms. Library shall purchase uniforms for Custodians.
2. Supplies. Library shall continue to buy custodial supplies at this time. Should Facilities staff need to purchase additional supplies, they will seek reimbursement from JCL.
3. Outsourcing. Library will continue to work with the vendor Crystal Clear to provide the cleaning for Shawnee, De Soto, and Corinth due to vacancies at this time.
4. Vehicle Use. Library will provide a vehicle for the Facilities supervisor to use during his/her tenure. The vehicle shall be stored at the Johnson County Administration Building, 111 S. Cherry Street, Olathe Kansas.
5. Building Access. Library shall provide a security key card to the Facilities supervisor to access all Library facilities during his/her tenure, and be granted 24-hour access in order to assess the work of Library custodians and the quality of their work.

SECTION FOUR: MISCELLANEOUS.

1. This MOU shall begin July 29, 2019 and conclude on December 31, 2019 unless the agreement is terminated by either party, in writing, with no less than 30-day's notice.
2. This Agreement and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, *K.S.A. 10-1101 et seq.*, and amendments thereto (the "Act"). By virtue of this Act, the Library is obligated only to pay periodic payments as contemplated herein as may lawfully be made from funds budgeted and appropriated for that purpose during its current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source.
3. This Agreement represents the entire agreement between the parties with respect to services required hereunder and supersedes any and all previous understandings, whether oral or written, between the parties regarding the same.

Date

Director, Johnson County Facilities
Management Department

Johnson County Manager _____ Date _____

Johnson County Librarian _____ Date _____

Date _____

Chair, Board of Directors of the
Johnson County Library