



**Board Report
June 13, 2019**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, JUNE 13, 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. Vice Chair, Amy Ruo
 - C. Friends of the Library, Julie Steiner
 - a) Strategic plan update5
 - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
 - a) Check presentation
 - b) Strategic plan update8
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) Role of the Library Board
 - b) Intellectual Freedom and IT Services
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Nicki Neufeld, Finance Director12
 - a) Trends in Marketing and Communication – Adam Wathen and Robin Carol18
 - 2. Comprehensive Library Master Plan – Jennifer Mahnken, Associate Director of Branch Services
 - a) Antioch21
 - 3. Updates – Sean Casserley
 - a) Lenexa City Center
 - b) Fall Board retreat date
 - c) Library Night at the K
 - d) Budget
 - e) Operationalizing the strategic plan through tactic development28
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the May 9, 2019, Library Board meeting29
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2019 were handled in accordance with library and County policy.
 - b) The April 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 Report39

VI.	New Business	
	A. Action item: Consideration of approval of two sidewalk easements on the Monticello site	40
	B. Action item: Consideration of approval of request from the Kansas Department of Health and Environment (KDHE) to access Central Resource Library site for a groundwater assessment.	43
	C. Action item: Consideration of approval to close the Gardner branch for the installation of a new chiller	47
	D. Informational item: Review of draft Memorandum of Understanding with Prairie Village	48
VII.	Old Business	
	A. Informational item: Central Staff Support Consolidation Project	58
VIII	Adjournment	

Suggested Motions

Consent Agenda

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

Consideration of approval of two sidewalk easements on the Monticello site.

Suggested Motions:

1. I move to approve the temporary Construction Easement between the Library Board and the City of Shawnee on the Monticello site.
2. I move to approve the permanent Sidewalk Easement between the Library Board and the City of Shawnee on the Monticello site.

Consideration of approval of request from the Kansas Department of Health and Environment to access the property of Central Resource Library for a groundwater assessment.

Suggested Motion: I move to approve the Kansas Department of Health and Environment's request for access to the Central Resource Library site for groundwater assessment.

Consideration of approval of request to close the Gardner Branch for the installation of a new chiller.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the closing of the Gardner branch from June 24 – June 28, 2019, for the installation of a new chiller.

Friends of Johnson County Library

Strategic Plan 2019 – 2021

Executive Summary

Executive Summary

In late Summer 2018, the Johnson County Library - *Friends of the Library* (FOL) chose to embark on a comprehensive strategic planning process to help chart their roadmap for the next three years, with the overarching objectives of further advancing their mission, as well as enhancing financial sustainability. The following outlines some of the key milestone efforts conducted as part of this process:

- Stakeholder input was gathered through:
 - Membership Survey
 - Board & Staff Survey
 - Foundation Board EC Interviews
- Board Retreats (two) to begin to discuss and agree upon highest level priorities and focus moving forward, then outline key elements of the higher-level strategies/goals.
- Subsequent work ensued with a smaller planning committee to refine the ideas and agreements from the retreats into clear Goals and Key Performance Indicators (KPI).
- Further smaller group work took place to then draft the implementation tactics for achieving the Goals and KPIs.
- A policy and procedure was drafted and presented to board that codified an ongoing process for plan implementation, progress assessment, and changes to plan content (when needed.)

The architecture/structure of the plan content is illustrated below:



Some of the key strategic highlights/priorities for moving forward that were agreed upon by the board included:

- Enhanced focus on financial sustainability through:
 - o Growing Membership (including developing new/advanced approaches to this effort such as: membership tiers, enhanced member events, increased member engagement/volunteerism in FOL efforts);
 - o Reviewing and improving book sales, given the current environment;
- Continuing FOL Advocacy efforts, both with appropriate political issues, as well as advancing community engagement with JCL.
- Greater collaboration with JCL Leadership (staff and board) as well as with JCL Foundation.

The rest of this document reflects the results of the above efforts, with the majority of the report including several different versions of the plan content, as reflected in the Table of Contents above and further defined below.

- **Plan Overview:** Single page, “at a glance” version with Mission and Strategic Initiatives.
- **Plan Summary:** High-level strategic summary of your plan: Goal(s), and Key Performance Indicators (KPIs). Focus at high-level Governance/strategic perspective.
- **Plan Implementation Worksheets:** The implementation/action plan for guidance on achieving Goals and KPIs. Contains Goal, Tactics, and Action Steps detail plus Accountabilities such as Responsible Party, timeframes and Required Resources. Focus at Operational/Execution level.
- **Resource Planning Calendar:** Reflects any additional resources (dollars) needed to carry out the planned actions, that are not included in the current budget.
- **Strategic Plan Implementation Progress Assessment, Reporting and Plan Changes Policy and Procedure:** The agreed upon process for how we will ensure we follow through on implementation, as well as track and report our progress.

Thank you to the board and staff of FOL for all their efforts in creating this plan. *We encourage ongoing commitment to implementation now, to help ensure a bright future for FOL!*

FOL Board and Staff Planning Participants (as of March 2019) *:

Board:

Jeanie Botkin
Diane Carlisle
Jennifer Curtiss
Marsha Daley
Vicki Denk
Jodie Dietz
Peter Duffey
Stephanie Landis
Courtney Ramlow K
aren Ristau J
ulie Steiner

Staff:

Shanta Dickerson
Christopher Leitch
Planning Consultant:
Denise McNerney, iBossWell, Inc.

* *Special thanks to JCL County Librarian, Sean Casserley, for all his support of this effort*

Plan Overview

Mission

The purpose of the Friends is to bring together individuals interested in the Johnson County Library system, promote informed community interest in the Library functions, resources, services and needs and to raise supplementary funds for Johnson County Library.

Strategic Initiatives

Mission Driven Initiatives

- 1. Advocacy:** Advance the Johnson County Library mission through civic advocacy and building community engagement in advancing JCL initiatives
- 2. Membership Growth & Development:** Continue the legacy of JCL Friends through growing a diverse membership that is highly engaged in advancing FOL strategic goals
- 3. Fundraising/Revenue Generating:** Ensure our long-term financial sustainability through increasing and further diversifying FOL revenue streams.

Supporting Initiatives

- 4. Operational Excellence & People:** Ensure our board, staff, volunteers and partners are supported, encouraged and informed to successfully advance the goals of FOL.
- 5. Marketing & Communications:** Engage library users and the community by sharing our stories in effective and compelling ways.

Johnson County Library Foundation 2018--2020

Strategic Plan Summary

Mission Driven

Strategic Initiative	
1 Fund Development: Thoughtfully obtain, manage, grow and allocate the financial resources of the Foundation with the highest degree of integrity.	
Goal 1.1 Raise Funds: Raise funds to support Library programs and services and meet the financial goals of the Foundation.	Key Performance Indicators <ul style="list-style-type: none"> • Operating fund obligations are met annually • Maintain a minimum of \$50,000 in unrestricted individual gifts annually. • Library Lets Loose nets \$100,000 by 2020. (2016 = \$60,000) • \$160,000 raised through Corporate & Foundation Grants annually. • Number of new givers grows by 10% annually. (Baseline to be established in 2018) • 60% of donors are retained annually. (Baseline to be established in 2018) • Endowment rolls out a \$100,000 gift to the Library by 2020. • 1952 Society has 50 members by 2020. • 50 donors give monthly by 2020. • 100% of board members are givers and actively support fundraising efforts/activities.
Goal 1.2 Endowment : Maintain the endowment to ensure support for the long-term continuation of the Library's mission and values.	Key Performance Indicators <ul style="list-style-type: none"> • Endowment rolls out an annual gift of a minimum of 5% to support the collection. • Endowment gift amounts and use are reported annually to the board and community, with special focus on Endowment Campaign givers.
Goal 1.3 Progress & Outcomes Reporting: Gather and report information about the impact of the dollars raised and provided through the Foundation on Library programs, services, patrons and the community.	Key Performance Indicators <ul style="list-style-type: none"> • Summary of grant reports (progress, activities, outcomes) presented to board quarterly. • Summary of library programs receiving allocation of unrestricted funds from the Foundation presented to board quarterly.
Goal 1.4 Donor Stewardship and Recognition: Recognize and engage donors in the JCLF mission to support Library programs and services.	Key Performance Indicators <ul style="list-style-type: none"> • 60% of donors are retained year over year. (Baseline to be established in 2018)

Strategic Initiative**2 Marketing and Events:**

Effectively communicate the Foundation's mission and engage community support for Johnson County Library programs and services.

<i>Goal</i> 2.1 External Messaging: Ensure focused messaging to promote financial support for the library.	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• Annual fundraising goals are met• Maintain 33% open rate on e-newsletter.• Web traffic reflects consistent growth of 5% in 2018. (2017 benchmark)• Email list grows by 8% annually. (Current list = 1200)• At least 1 sponsor, donor, or in-kind supporter secured through community outreach annually per board member.• JCLF website updated Q118.• JCLF board members participate in at least 1 meeting annually at all Johnson County chambers.• Google analytics reviewed bi-monthly by committee and summary report presented to the board bi-annually.
<i>Goal</i> 2.2 Events: Work in collaboration with the Fund Development Committee and Library marketing team to build momentum of annual fund-raising and friend-raising events for JCLF.	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• Library Lets Loose nets \$100,000 by 2020 (2017 = \$63,000)• Book Ball nets \$15,000 by 2020 (2017 = \$9000, 2018 = \$3000)• Number of Library Lets Loose sponsors grows by 5% annually (2017 = \$68,750)• Library Lets Loose ticket sales grow by 10% annually (2017 = \$8285)• In-kind donors grow to meet level of need for event to stay within budget.
<i>Goal</i> 2.3 Internal Communications: Develop the JCLF board of directors, Library staff, and affiliate boards as advocates for the JCLF mission	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• Annual fundraising goals are met• Board members are fluent in the JCLF story• JCLF board members attend 80% of Friends and Library Board meetings• Quarterly email update sent to all library managers

Strategic Initiative

3 People:

Recruit and retain board members who are committed to and passionate about the Foundation's mission and goals, represent our diverse community, and strengthen relationships with Library allies.

<p><i>Goal</i> 3.1 Board Recruitment/Retention: Recruit and provide an enriching experience for library lovers who will commit their personal resources to support the mission of the Foundation.</p>	<p><i>Key Performance Indicators</i></p> <ul style="list-style-type: none">• 100% of board members fulfil their commitment of board roles and responsibilities• 100% of board members make a financial contribution to the Foundation• 100% of board members actively participate in fundraising and Foundation events/activities• 100% of board members rate their experience on the board as 4.0 or higher on a 5 point scale.• 100% of new board members participate in the board orientation.• 100% of new board members (1 year or less) rate their board and committee experience as 4.0 on a 5-point scale.• 100% of board members rate their committee experience as 4.0 or higher on a 5 point scale• Board members attend at least 75% of all board meetings
<p><i>Goal</i> 3.2 Partnerships: Continue to develop relationships among the tri-boards and work in collaboration with the Marketing Committee to broaden strategic community partnerships, expand awareness of JCLF, and advance our mission.</p>	<p><i>Key Performance Indicators</i></p> <ul style="list-style-type: none">• JCLF is represented by board members at 80% of affiliate board meetings.
<p><i>Goal</i> 3.3 Honorary Board: Develop and engage the Honorary Board through purposeful communication and activities to encourage sustained financial support and involvement.</p>	<p><i>Key Performance Indicators</i></p> <ul style="list-style-type: none">• 80% of honorary board members make a financial contribution to JCLF annually.

Strategic Initiative

4 Governance: Ensure fiscal responsibility, ethical governance, and organizational sustainability through proactive leadership and management.

<i>Goal</i> 4.1 Fiscally Prudent Processes: Maintain transparent and fiscally prudent processes for the allocation of Endowment earnings and disbursements, program disbursements, and unrestricted disbursements.	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• Finance committee recommendation on budget presented to the board in January annually.• No material weaknesses identified in the audit.• One page financial dashboard created.• Decision regarding revenue disbursement to the endowment made not later than March meeting annually• Endowment performance report to board no later than March meeting annually.• Disbursement from the endowment approved at the March meeting.• At least one board development/education activity on financial oversight presented annually.
<i>Goal</i> 4.2 Board & Nonprofit Best Practices: Ensure the Foundation continually seeks to develop, incorporate and follow best practices for nonprofit governance.	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• All policies and procedures are reviewed & updated by end of 2019
<i>Goal</i> 4.3 Maintain Library Relationship: Maintain a successful relationship with the Library.	<i>Key Performance Indicators</i> <ul style="list-style-type: none">• MOU reviewed annually.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
April 2019
25% 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

April 2019
33% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	19,052,877	33,045,236	58%	59%
Ad Valorem Delinquent	91,520	289,253	32%	0%
Motor Vehicle	840,175	3,103,349	27%	27%
Library Generated - Copying/Printing	36,060	99,255	36%	37%
Library Generated - Overdues / Fees	198,156	725,000	27%	26%
Sale of Library Books	0	50,000	0%	43%
Misc Other	560	18,703	3%	0%
Reimbursement	30,132	330,043	9%	0%
Library Generated - Other Charges	0	3,570	0%	2%
Investment	209,377	304,911	69%	72%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	7,131	10,608	67%	33%
Commercial Vehicle Tax	40,403	61,191	66%	83%
Heavy Trucks Tax	3,125	2,307	135%	0%
Rental Excise Tax	17,417	35,642	49%	65%
State and Federal Grants	126,997	250,389	51%	50%
TOTAL REVENUE	20,653,931	38,339,457	54%	50%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Categories			
Salaries and Benefits	4,855,393	21,323,420	23%
Contractual Services	1,258,111	4,710,131	27%
Commodities	3,495,624	4,385,684	80%
Risk Management Charges	31,351	126,252	25%
Capital / Maintenance / Repair	0	3,487,289	0%
Transfer to Debt Payment	0	827,916	0%
Transfer to Capital Projects	541,344	2,738,276	20%
Grants	0	250,389	0%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	10,181,822	38,339,457	27%

Revenue - Expenses as of January 31, 2019

10,472,109

RESERVES ALL FUNDS

As of 12/31/18

Reserves Operating Fund

8,730,251

Reserves Special Use Fund

1,494,983

Total JCL Reserves

10,225,234

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	1,345,586
Building Repair	211,954
Architectural Services	84,305
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
	2,006,833

Budget Remaining	1,320,267
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
April 2019
33% Year Lapsed

OPERATING FUND		2019	2019	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	1,335,011	5,072,528	26%
	Information Technology	1,111,002	2,951,965	38%
	Collection Development	1,318,951	3,467,822	38%
	Branch/Systemwide Services	5,536,274	18,595,615	30%
	Risk Management Charges	31,351	126,252	25%
	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		9,459,585	34,441,960	27%

SPECIAL USE FUND		2019	2019	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	16,305	0%
	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		566,485.6	3,897,497	15%

TOTAL EXPENDITURES	10,026,071	38,339,457	26%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
April 2019
33% Year Lapsed

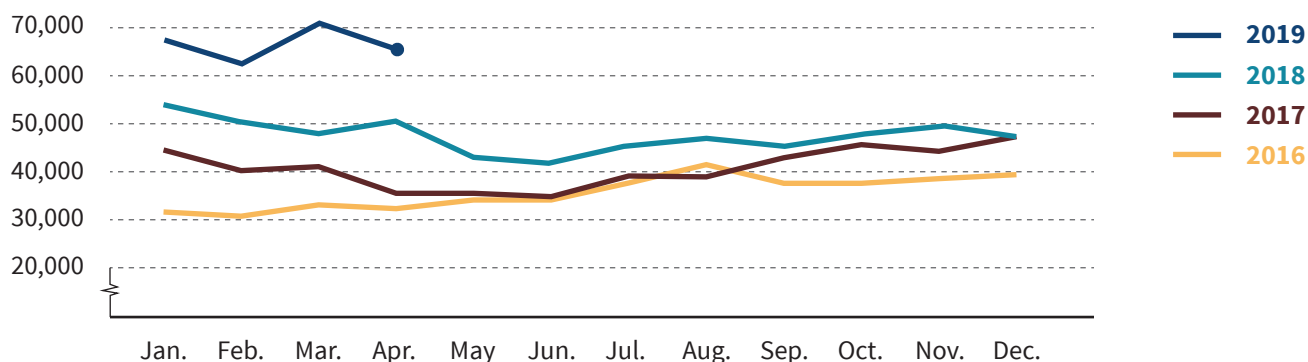
ALL FUNDS		2019	2019	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	6,460,330	21,323,420	30%
	Contractual Services	1,558,859	4,710,131	33%
	Commodities	1,306,490	4,385,684	30%
	Risk Management Charges	31,351	126,252	25%
	Capital / Maintenance / Repair	0	3,487,289	0%
	Transfer to Debt Payment	0	827,916	0%
	Transfer to PBC Capital Leases	542,045	2,738,276	20%
	Grants	126,997	250,389	51%
	Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES		10,026,071	38,339,457	26%

GRANTS*						
	Expenditures through 04/30/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
28500082	2019 State Aid Grant	State	3/15/2019	\$1,300.12	\$126,997.06	\$125,696.94

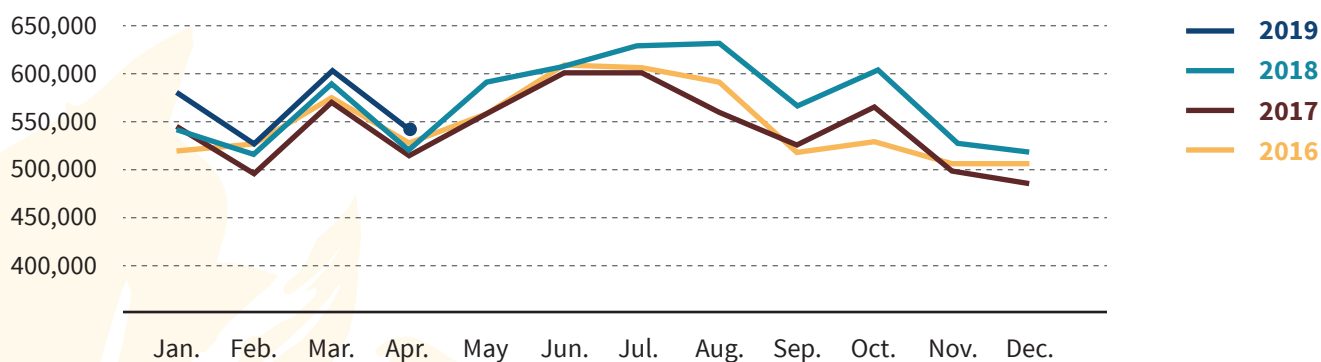
*Includes all expenditures and revenues over the life of the grant. (Includes muliple years due to the grants crossing fiscal years).

Core Operational Statistics

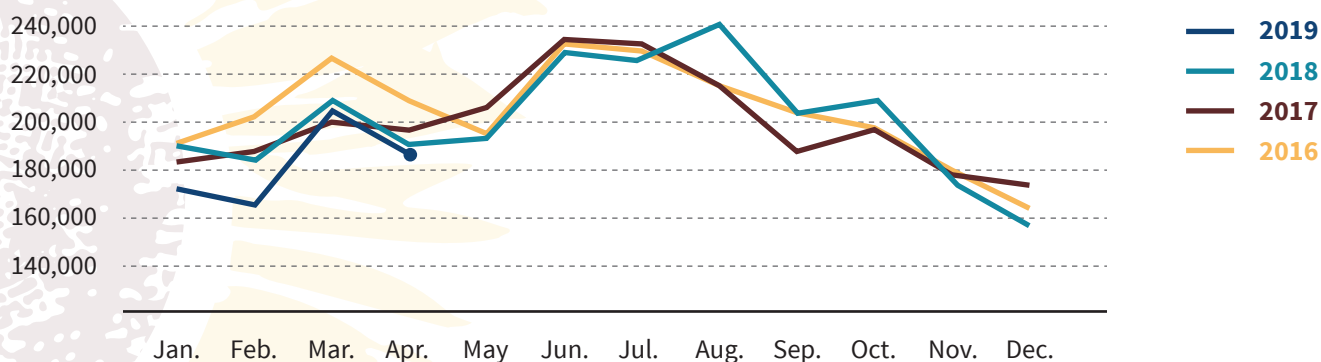
3 Year Digital Circulation Trend



3 Year Physical Circulation Trend

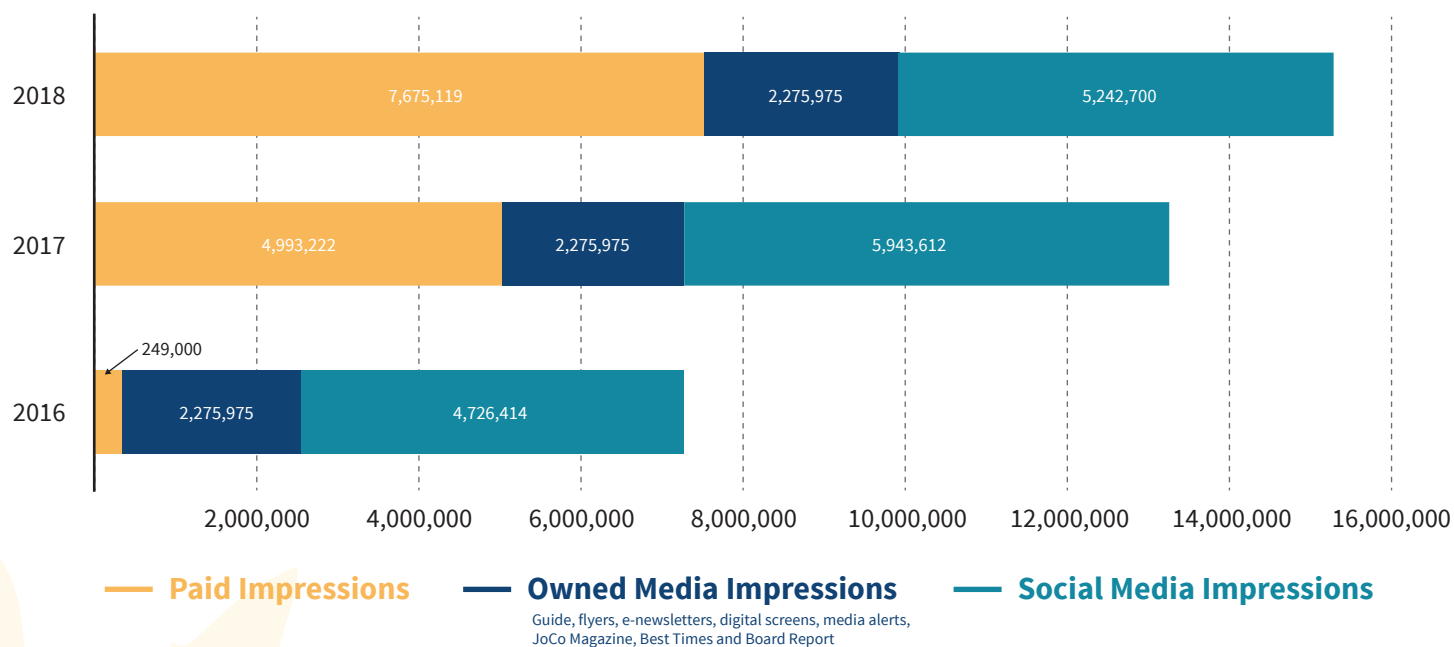


3 Year Visitation Trend

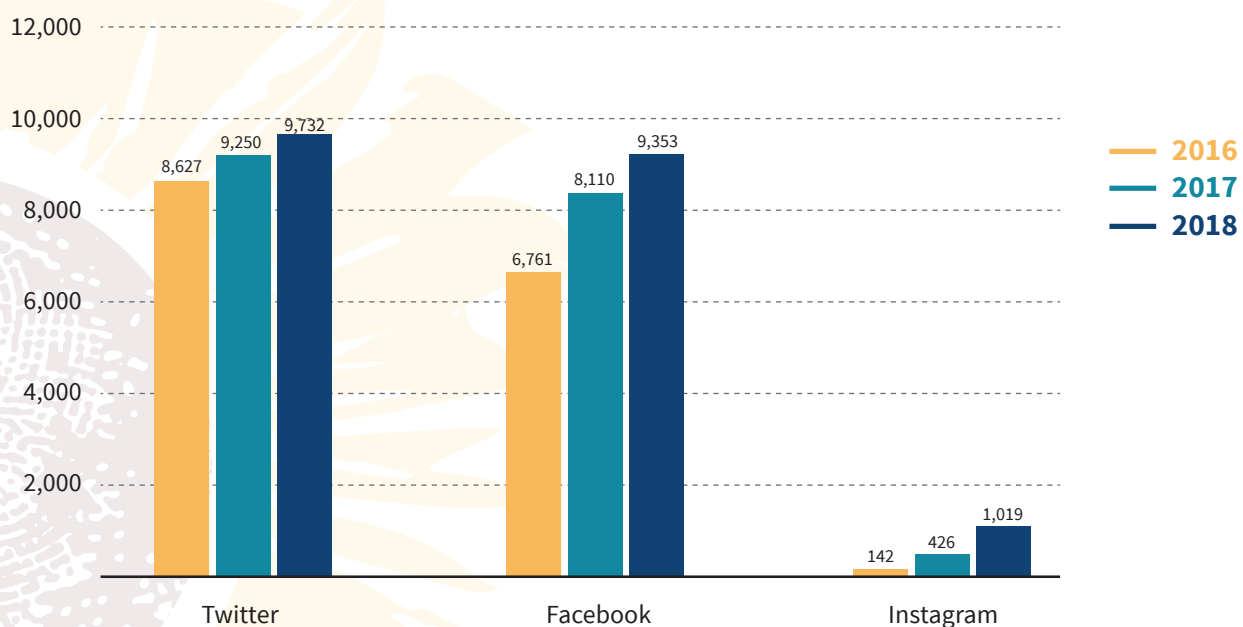


Trends in Marketing

Total Impressions

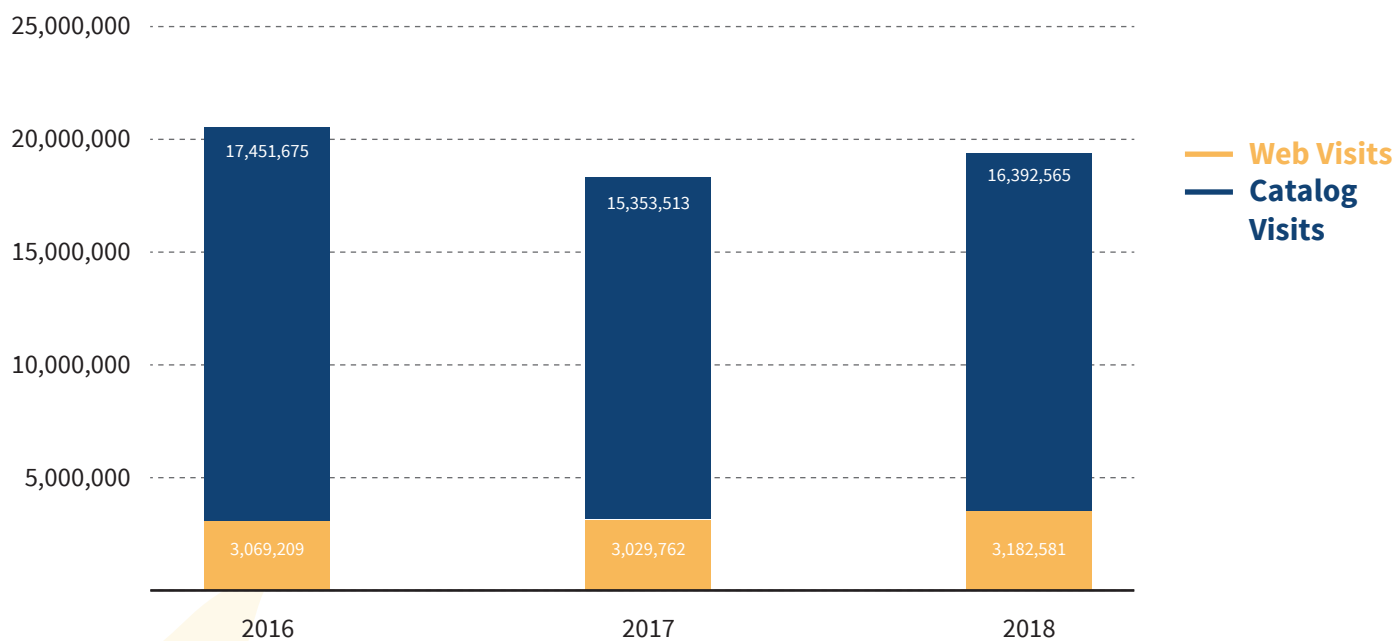


Social Media Followers by Channel

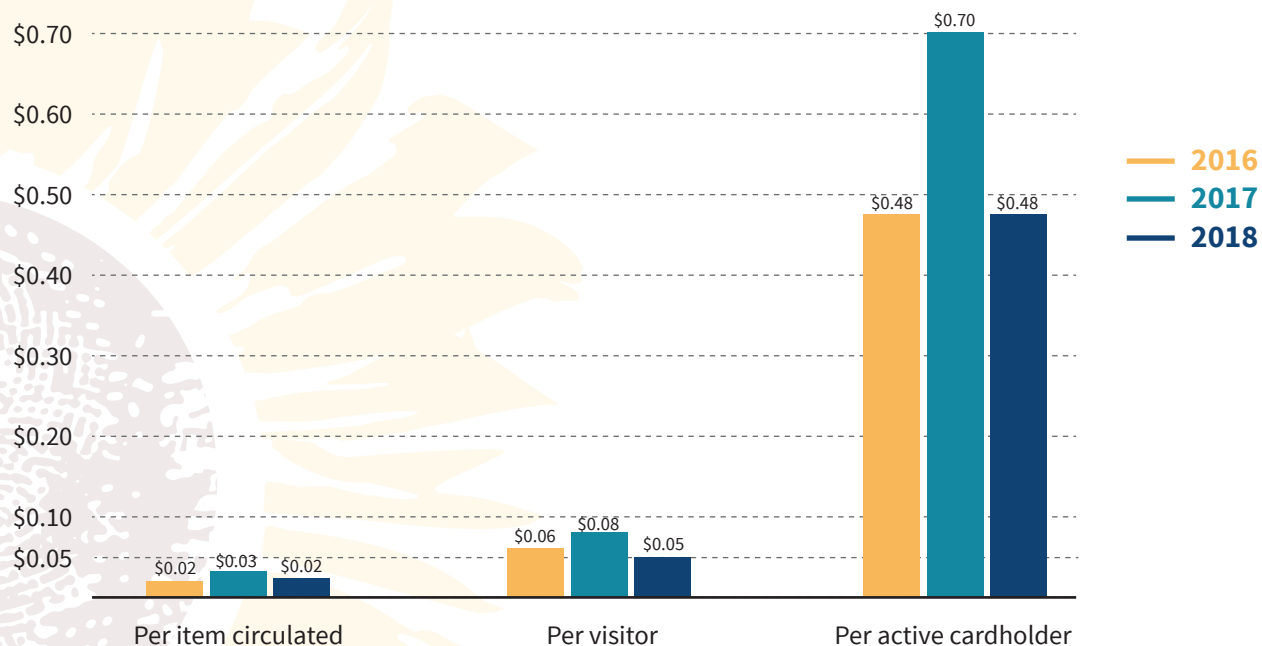


Trends in Marketing

Website Visits



Advertising Expenditure Metrics



Antioch Library

Update – June 2019



Antioch Update

- A bit of History
- Where we are today
- Timeline



Antioch – A Bit of History

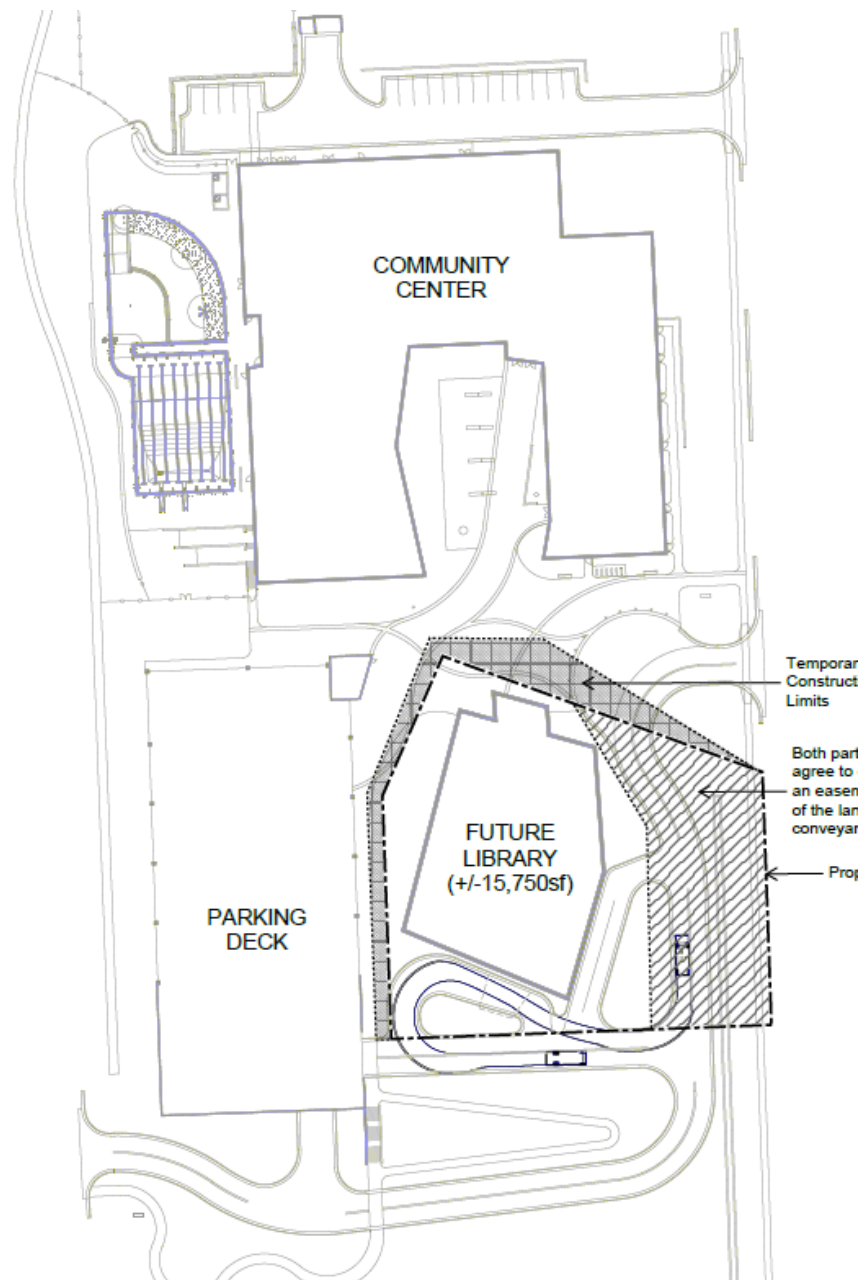
- October 2017 – Merriam invites JCL to its new Community Center Campus
- Dec 2017 – Library Board approved exploration
- June 2018 – Library Board approves moving Antioch to the new Merriam Community Center Campus





**Antioch
Library**

North

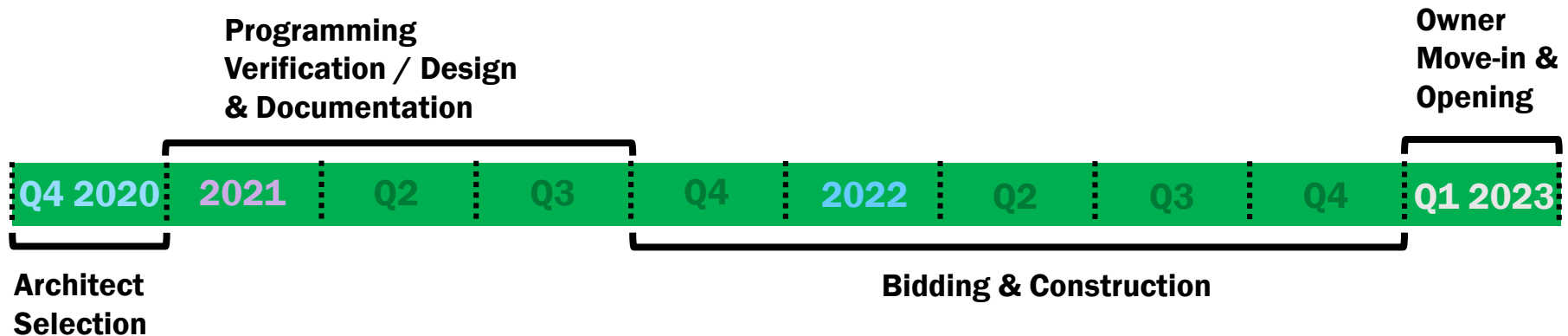


Where we are now

- March 2019 – Library Board approves an MOU with the City of Merriam
- April 2019 – BoCC approves/ratifies the MOU between JCL and the City of Merriam
- July 2019 – anticipated Land Conveyance agreement to Library Board



Antioch Library Replacement Anticipated Timeline

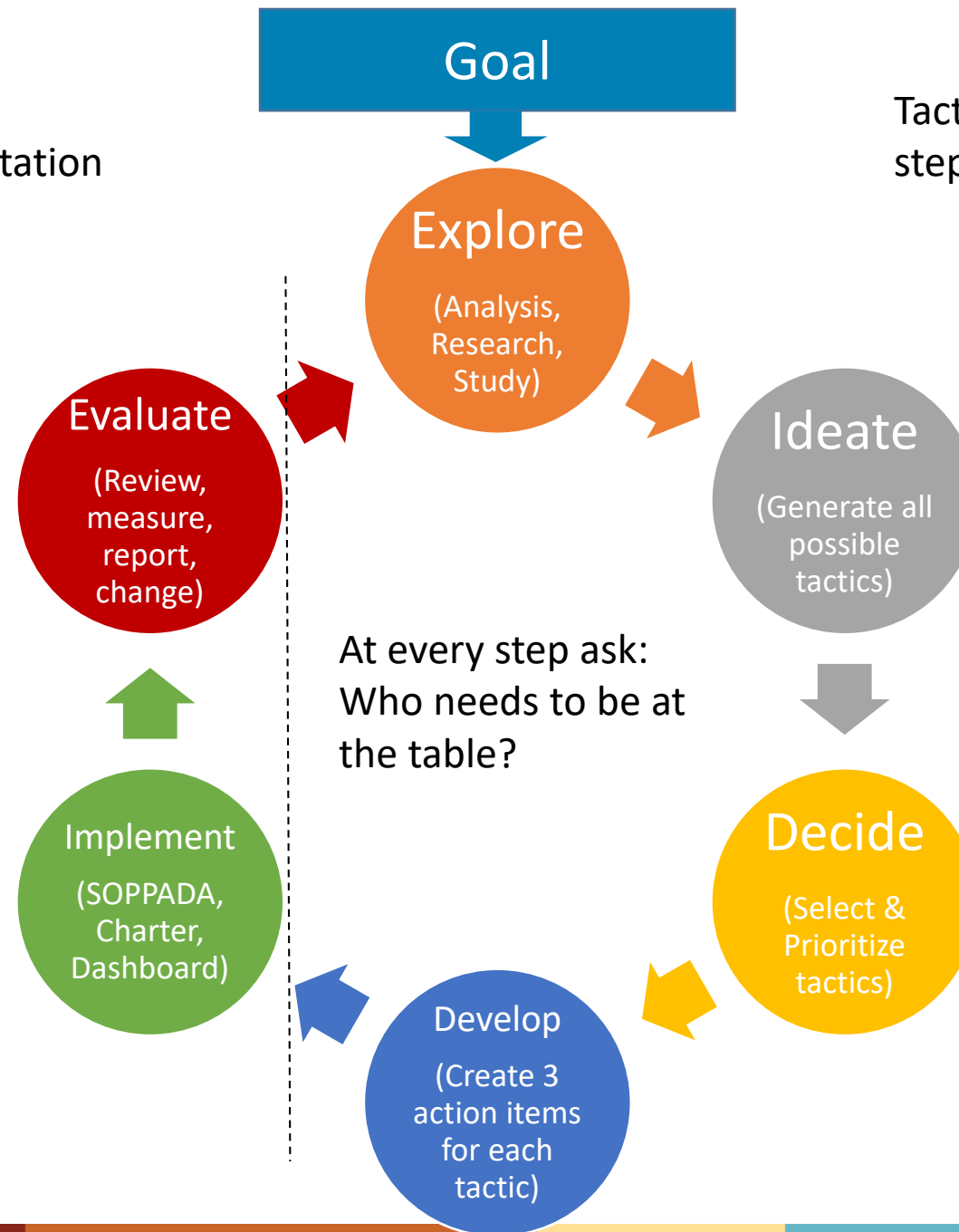


New Antioch Library



Tactic
Implementation
steps

Tactic Development
steps



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
May 9, 2019
Central Resource Library
4:00 p.m.**

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

BOARD ATTORNEY: Fred Logan, Andy Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY: Jennifer Curtiss

STAFF: Roxanne Belcher, Brian Berrens, Dave Carson, Mary Cummings, Abby Giersch, Lacie Griffin, Hope Harms, Jared Harper, Mike Heffernan, Joseph Keehn, Lucas Kirkendoll, Christopher Leitch, Juan Lopez-Tamez, Chris Madrigal, Jennifer Mahnken, Kate McNair, Elena McVicar, Ben Oglesby, Kinsley Riggs, Michaela Scruggs, Scott Sime, Georgia Sizemore, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sunds, Julie Timmins, Adam Wathen

GUESTS: Arlen Kleinsorge, Leigh Anne Neal, Jeff Schutzien, David Sims, Rick Wise, Karen Wulfsuhle

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 introduced new Library Board member Dr. Wayne Burke. She welcomed him to the Library Board.

Sheryl Spalding resigned from the Library Board earlier this month creating a vacancy on the budget committee and the position of Treasurer. Ms. Ruo will join the budget committee and Mr. Riley has accepted the position of Treasurer.

FRIENDS OF THE LIBRARY: Jennifer Curtiss reported for the Friends of the Library. The executive committees of the Friends and the Foundation met on April 18th to continue building relationships and finding areas of common interest. The board chairs of each group will be meeting to discuss the Friends and Foundation strategic plans.

The Friends are preparing for the Sizzlin' Summer Book sale at the end of June to be held at the Lackman Library. The Friends are excited about the location and are working hard to ensure the sale is a success.

The Friends' next board meeting is May 14th. The strategic planning committees are beginning to meet and determine priorities and next steps for the coming months.

JOHNSON COUNTY LIBRARY FOUNDATION:

Stephanie Stollsteimer reported on behalf of the Foundation. Ms. Stollsteimer welcomed Dr. Leigh Anne Neal from the Foundation board of Directors. Dr. Neal joined the Foundation last year and did not skip a beat to start making her mark. The Foundation is grateful for her service.

The inaugural 1952 Society event was held on April 27th. The goal was to honor the Library's most loyal supporters and invite them to consider making a planned gift to the Library. Nearly 90 guests attended and it was a wonderful event. Ms. Stollsteimer thanked Ms. Griffith for speaking at the event.

The Foundation also recently hosted the Breakfast at the Library. It's a fun event with the goal of bringing together Library staff and Library supporters who make impactful programs come to life. The event was well attended by key community supporters, companies and foundations.

June 8th will be the fourth annual Stay Home and Read a Book Ball. Ms. Stollsteimer invited the Board to choose a book to read, share fun photos on the Library's social media account and to make a donation online. All donations will go toward the Library's Summer Reading program.

Ms. Stollsteimer provided a report on grant activity. Throughout the year, the Foundation works on grant applications and reports with roughly twenty-five charitable foundations, corporations and government agencies. Grants are an important part of the Foundation's fundraising strategy. One successful example is the \$100,000 grant received last year from the Kauffman Foundation. Credit goes to the Library staff who work hard to deliver on the goals, outputs and outcomes required of grants of this caliber.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that she attended the Foundation's Breakfast at the Library event on May 1st. She also attended the recent elementia reception; it was a phenomenal event and a wonderful opportunity for teenagers to express themselves.

Commissioner Hanzlick recently met with president of the Friends of the Library, Julie Steiner, to learn more about the Friends and their mission.

She is currently reading *The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives* by Dashka Slater. It's excellent and she's recommended it to several others.

The Commission is working on the 2020 budget and there will be more budget news to come.

BOARD COUNSEL REPORT

Mr. Logan reported on the Library regulation regarding contract approval. The Library regulation on contract approval mirrors the regulation that governs the Board of County Commission approval of contracts. If the contract is \$100,000 or more it comes before the Library Board for approval. If a contract is less than \$100,000, the County Librarian has the authority to approve the agreement.

Mr. Logan noted there might be occasions when a contract will come before the Library Board that is under \$100,000, but includes different dimensions.

The Library has an extensive contract review process. The process begins with staff who make suggestions to the other party for changes. Contracts then go to legal counsel for review. There is no library contract that counsel does not review and approve as to form and certify. Certification is a statement from counsel that the contract is ready for approval either by the Library Board or by County Librarian.

COUNTY LIBRARIAN REPORT

Ms. Suellentrop welcomed Dr. Burke to the Library Board.

Finance Report

Finance Director, Nicki Neufeld reported to the Library Board. Revenue is at 53% for the year, which is as anticipated. The Library is at 20% spend down of funds, which is also as anticipated.

Planned replacement for Technology and Furniture

Ms. Neufeld reported that for the past several years, the Library has been developing asset replacement programs for all of the Library's many assets. Ms. Neufeld highlighted the furniture replacement plan and the information technology replacement plan. As part of the furniture replacement plan, manager Abby Giersch, has completed an inventory of furniture and assigned each a useful life based on library and county use. Ms. Giersch also develops a 3-year budget request as part of the budget process. The budget requests go to the Library's budget committee.

The Information Technology (IT) plan covers all computers and technology across the Library system. Most of the IT objects have a life of 3 to 4 year life cycle. The IT Manager has worked hard to develop and update the inventory.

Ms. Griffith asked Ms. Neufeld about an expenditure from the special use fund that appears to have been higher than budgeted for. Ms. Neufeld responded that she will research that and get back to Ms. Griffith.

Dr. Burke asked if the Library is able to resell or trade-in technology.

Ms. Suellentrop replied that technology that is decommissioned from the Library's inventory goes to county surplus. County surplus then conducts a sale.

Expenditure Trends

Associate Director for Systemwide Services, Adam Wathen reported to the Board. This month's core operational statistics remains consistent with previous months in that digital circulation shows a year-on-year increase. Physical circulation is pacing at or above previous years, and visitation has dropped slightly compared to previous years.

Mr. Wathen presented several charts showing expenditure trends in the areas of buildings, technology and personnel.

The Buildings and Maintenance expenditure trend shows that over 10 years the Library's general maintenance has fluctuated between \$200,000 and \$650,000.

Mr. Wathen presented the expenditure chart on utilities. In 2015, the Library replaced the Central Resource Library chiller, which likely contributed to an expenditure reduction in 2016. In 2018, the Library added a 14th building to the system accounting for an increase.

Mr. Wathen reviewed the technology expenditures over the past four years.

The personnel expenditures chart shows that salary growth and staff growth have paced together with both increasing in 2018 with Monticello hiring.

Mr. Wathen reviewed trend lines in benefits separating healthcare from other benefits.

COMPREHENSIVE LIBRARY MASTER PLAN

Antioch update

Project Coordinator, Scott Sime reported to the Board. On April 25th the Board of County Commissioners ratified the Memorandum of Understanding between the Library and the City of Merriam.

Central Staffing and Space Consolidation (CSSC) Options

Rick Wise, Clark Enersen Partners, reviewed the project background for the CSSC project.

The staff space at Central Resource Library is in need of an upgrade to extend the useable life of the building. The library system has grown over the last 25 years making do with the space available, though the 'work' of the library has changed significantly-department sizes have fluctuated as the Library has embraced some electronic collections over print. The staff space must function well in order to support employees who support the public. This project would transition the staff spaces from an outdated way of working, improving efficiencies and making better use of space.

The project goals are to:

- Improve system and branch material flow.
- Accommodate incoming system wide staff from Antioch.
- Create workspaces that facilitate collaboration and allow future flexibility - to change as needed by lower impact means - furnishings updates rather than physical. The Administration team also desires to lead by example with their own workspaces.
- Optimize adjacencies. Encourage connections and communication between departments.
- Split branch and system functions. Central is a branch in addition to the building where our support departments live. This project proposes a solution that would align the branch component at Central with the other branches in the system – allowing public service staff to move between locations with ease.

Mr. Wise presented the three options.

Option 1:

Option 1 is the base option. It aims to:

- Improve materials handling flow
- Relocate Antioch staff
- Centralize and consolidate Storage and Shared Amenities
- Relocation of CX and Materials Handling departments.
- Exterior Improvements to building, parking lot and dock
- Phased approach is required

Option 2:

- Optimize departmental adjacencies
- Improve materials handling flow
- Relocate Antioch staff
- Refresh staff workspace
- Centralize and consolidate Storage and Shared Amenities
- Provide a variety of staff Meeting Spaces
- Reduce Server Room
- Create a defined Storm Shelter
- Exterior improvements to building, parking lot and dock
- Phased approach is required

Option 3:

- Optimize departmental adjacencies
- Improve materials handling flow
- Relocate Antioch staff
- Refresh staff workspace
- Centralize and consolidate Storage and Shared Amenities
- Provide a variety of staff Meeting Spaces
- Reduce Server Room
- Create a defined Storm Shelter
- Exterior improvements to building, parking lot and dock
- Expanded Branch Services for new exterior drive-thru window and book drop.
- Kids' area relocates to a more desirable location.
- Phased approach is required.

In response to a question about option 3, Mr. Wise discussed the relocation of the children's area. It would be a combination of a wall and open area that would be accessible and inviting, as well as provide some separation for acoustics. Moving the children's area could provide greater access to the park, with this security has also been considered.

Mr. Wise presented the cost estimates:

Option 1 – \$2,600,000

Option 2 – \$6,600,000

Option 3 – \$8,300,000

Commissioner Hanzlick asked about the budget for the project.

Ms. Neufeld responded that CSSC is an approved existing project and Option 1 is a fully funded option. Option 2 is an increase of \$4,000,000 and Option 3 is an increase of \$5,700,000.

These options and the funding sources have been reviewed by the Library's budget committee who have indicated that a preference for Option 3. Ms. Neufeld shared cost estimates and funding options for Option 3 with the Board.

This is an informational report and we would look for action at the June meeting.

Lenexa City Center – Scott Sime

Project Coordinator, Scott Sime, presented on behalf of the Building Project's Core Team. Mr. Sime recognized facilities partners, Mike Heffernan, Georgia Sizemore, Abby Giersch and Juan Lopez Tamez and thanked them for their work and being great partners.

Lackman closed on Wednesday, April 24th. There has been great media interest in the closure as well as the book moving process. The majority of furniture and technology is installed. Building specific training and teambuilding has begun.

Ms. Griffith commented that this project was her first as a Board liaison. It has been an interesting project to watch as it started as an idea and came into fruition. She thanked Mr. Sime for being an excellent guide through a process with which she had no experience. Mr. Sime answered every question, entertained every idea, was a wonderful communicator and made everything seem straightforward. Ms. Griffith thanked Mr. Sime for running a successful project.

Lenexa City Center, Grand Opening Project – Ben Sunds

Associate Director for Customer Experience, Ben Sunds, presented on behalf of the Lenexa City Center Opening team.

This team is dedicated to ensuring that the opening event day and associated activities are coordinated and implemented on time, on budget, and appropriately celebrating and welcoming patrons to their newest JCL library.

Mr. Sunds shared a representative list of all involved with the new Lenexa City Center to highlight that the opening is just the culmination of lots of work by many people.

Mr. Sunds introduced and thanked the Opening Project Team.

The sequence of events for Sunday afternoon will start outside with the flag raising and ribbon cutting followed by remarks and a poem reading inside the doors at the market or lower level entrance. There will be tours for visitors throughout the afternoon and plenty of staff on hand to answer questions. A shuttle bus is also being planned for overflow parking if necessary.

Corinth update, Memorandum of Understanding with the City of PV

Ms. Suellentrop reported that the Library is at the beginning stages of collaborating on a memorandum of understanding with the City of Prairie Village.

UPDATES

Elementia

Teen Services Librarian, Kate McNair, presented. elementia is Johnson County Library's teen literary arts magazine, published since 2005.

The purpose of elementia is to publish, uplift and represent creative, young adults ages 12-19 through collaborations with community partners and schools. Also, to emphasize the importance of reading and the written word by connecting published artists with talented young adults.

The Library recently celebrated the release of our 16th issue. For this issue, the Library received over 800 submissions from teens around the metro, and the country. 67 pieces of art and 53 pieces of writing by teens from 32 schools were published.

To celebrate the new issue, the Library held a reception for over 250 attendees on Friday, April 26 at the Central Resource Library.

The event included music from our neighbors Break Free, a new youth hip hop studio, art from teens in our gallery and readings from 20 teens published in the magazine, including one who drove here from Mississippi to read her poem Aloe Vera.

The evening concluded with a keynote talk from National Ambassador for Young People's Literature, and National Book Award Winner Jacqueline Woodson. Woodson spoke about how she knew from an early age, she wanted to be a writer, and how she would have longed for a publication like *elementia* not only to showcase her work but also to connect to other writers her age.

Ms. McNair recognized the Library, the Foundation, and the Johnson County Arts Council for their support.

Race Project KC

Race Project KC is Johnson County Library's race and history initiative for high school students. It offers a sincere investigation into the history of racial politics in Kansas City, Johnson County, and its schools by offering multiple opportunities for intentional dialogues between students from different parts of the metro area.

On Thursday, April 25th, the Library held a symposium that included 12 schools, over 180 students and 40 educators. The event was held in partnership and hosted by Johnson County Park and Recreation at the Arts and Heritage Center. The day was comprised of workshops and sessions for students and teachers.

The Library collaborated with local history, race and equity experts to offer workshops on a wide variety of topics, including the UMKC Diversity Ambassador program and the Johnson County Museum staff.

The highlight of the day was a panel of renowned authors Jacqueline Woodson, Ta-Nehisi Coates and Tanner Colby.

Ta-Nehisi Coates Author Series

Event Coordinator, Joseph Keehn, presented the history of Race Project KC and the subsequent partnerships with National Book Award winner Ta-Nehisi Coates who visited our community the week of April 22nd.

Race Project KC emerged after a Library visit with author Tanner Colby in 2014, who inspired educators in the Kansas City area to seek out opportunities for their students to integrate outside of the classroom with the information presented in his book *Some of My Best Friends are Black - The Strange Story of Integration*. A quarter of the book examines racial real estate practices in our community-redlining, blockbusting, and racial restrictive covenants and how what was done in our community affected federal policy.

Johnson County Librarians have been working for four years on creating and coordinating opportunities for people to come together around this history. This year our culminating week of events featured four

events with National Book Award Winner Ta-Nehisi Coates, who once said, “if you don’t understand the history of real estate practices in this country, you don’t truly understand your community.”

The four events with Ta-Nehisi Coates brought over 2500 people together in the span of two days.

Ages in attendance at all four events ranged from 9 years old to 80+.

Commissioner Hanzlick shared that she is now reading *Some of My Best Friends are Black* and is finding it fascinating.

Summer Reading

Mr. Keehn shared that this summer will coincide with NASA’s 60 years of achievement and its celebration of the 50th anniversary of the Apollo Moon Landing. The Library will celebrate space exploration by offering programs that will feature authors, presenters, specialists, illustrators, astronomers, movies, musicians, and astronauts. The Summer Reading theme “A Universe of Stories” hopes to not only highlight the history of space exploration but also inspire children of all ages to dream big, believe in themselves, and create their own story.

Youth participating in the Summer Reading Program will receive a book for registering with our program.

This summer we will also pilot a backpack program at Shawanoe and Nieman Elementary School. Every third grader at each school will receive a Friends of the Library book bag with three books inside. This pilot is in response to anecdotal data that indicates certain youth will simply not make it to our libraries this summer *and* concrete data that proves that preventing summer slide in reading over the summer months has long-term impacts.

This pilot is supported by the Kauffman Foundation and is being overseen by JCL’s Latino Outreach Librarian, Christine Peterson.

Website software upgrade

IT Manager, Michelle Beesley, reported to the Library Board on the website software upgrade. The upgrade will be from Drupal version 7 to version 8. A formal RFP process was led by County Purchasing. A vendor was selected and a contract will be coming to the Library Board for approval in June or July.

Budget presentation to the BOCC May 16

Ms. Suellentrop reported that Sean Casserley and Bethany Griffith will present the Library’s budget to the Board of County Commissioners on May 16th.

Lenexa City Center Stakeholder Tours

Lenexa stakeholder tours are being held on Fridays, please contact Scott Sime if interested.

CONSENT AGENDA

Minutes of the April 11, 2019, Library Board meeting

Motion: Amy Ruo
Second: Brandy Butcher

Motion carried unanimously

NEW BUSINESS

Consideration of approval to purchase two chiller units and cooling coil for the Gardner Library in the amount of \$116,041.

Johnson County Library opened the Gardner Branch in 2001. The equipment that will be replaced is original installation.

The replacement of this equipment will result in substantial operating savings. Due to advancements in technology, the refrigerant used in the current equipment is no longer being produced. There has also been a substantial increase in prices for reclaimed refrigerant. The last addition of refrigerant cost \$2200.00 and it is getting more difficult to locate.

County Purchasing bid this project and this is the low satisfactory bid. One bid was lower, but it was not completed to the specifications of the Request for Proposal.

Motion: JR Riley moved the Library Board of Directors approve the purchase of two chillers and a cooling coil for the Gardner Library in the amount of \$116,041.
Second: Amy Ruo

Motion carried unanimously

Consideration of approval of the Amendment to the MOU between Johnson County Library and the Johnson County Facilities Management Department.

The Library and the Facilities Management Department have a successful MOU that represents a collaborative arrangement between both entities.

The Facilities Department has expertise in the management, construction and renovation of public facilities and has been providing services to and on behalf of the Library through the use of one full-time Project Manager IV and two Project Managers II. The Library has provided the budgeted funding to cover the costs of these positions.

The position of one of the Project II Managers is being reclassified to a Project Manager III position. With this amendment, the Library agrees to continue to provide funding for three full-time Project Managers.

Motion: Amy Ruo moved the Library Board of Directors approve the amendment to the Memorandum of Understanding between Johnson County Library and the Johnson County Facilities Management Department.
Second: JR Riley

Motion carried unanimously

ADJOURNMENT

Motion: JR Riley moved to adjourn
Second: Amy

Motion approved unanimously

Meeting adjourned at 5:26 p.m.

SECRETARY _____
Amy Ruo

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

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

			Receipts	Payments	Balance
	Opening cash balance				\$66,238.27
		Add Receipts	\$101.91		
		Less Payments		\$223.00	
	Ending Cash balance				\$66,117.18
		Less Liabilities		\$0.00	
	Unobligated cash balance				\$66,117.18

APPROVED: _____

DATE: _____

Library

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: June 13, 2019

Re: **Consider approving two sidewalk easements on the Monticello site.**

Issue: Consider approving the following sidewalk easement items on the Monticello site:

1. *Construction Easement* granted for a temporary two-year period between the Library Board and the City of Shawnee.
2. *Sidewalk Easement* for permanent right-of-way and sidewalk between the Library Board and the City of Shawnee.

Suggested Motions:

1. I move to approve the temporary Construction Easement between the Library Board and the City of Shawnee on the Monticello site.
2. I move to approve the permanent Sidewalk Easement between the Library Board and the City of Shawnee on the Monticello site.

Background: In August 2018 the Monticello Library was opened. In 2019 the Library was contacted by the City of Shawnee regarding constructing a new portion of sidewalk on Library property near Monticello Library along Hilltop Drive. These two easement items will provide the City of Shawnee the necessary legal authority to construct and maintain this portion of the sidewalk.

Analysis: The Permanent Sidewalk Easement agreement would provide approximately 149 square feet to the existing sidewalk which would be constructed at the City's cost.

1. *Temporary Construction Easement* between the Library Board and the City of Shawnee. This easement temporarily grants the City of Shawnee access to approximately 749 square feet of space on the Monticello property to construct the new portion of sidewalk and adjoin it to the existing sidewalk on the Monticello site at one end, and to a new sidewalk on City-owned land.
2. *Permanent Sidewalk Easement* between the Library Board and the City of Shawnee. This easement allows the City to maintain the portion of sidewalk on the Monticello site.

Funding Overview: There is no cost to the Library for these items.

Alternatives: 1) Not approve these sidewalk easements.

Recommendation: Staff recommends approving both of the sidewalk easement items.

Legal Review: This item has been reviewed and approved by JCL Legal Counsel. Please see Legal Counsel's explanatory memo following this briefing sheet.



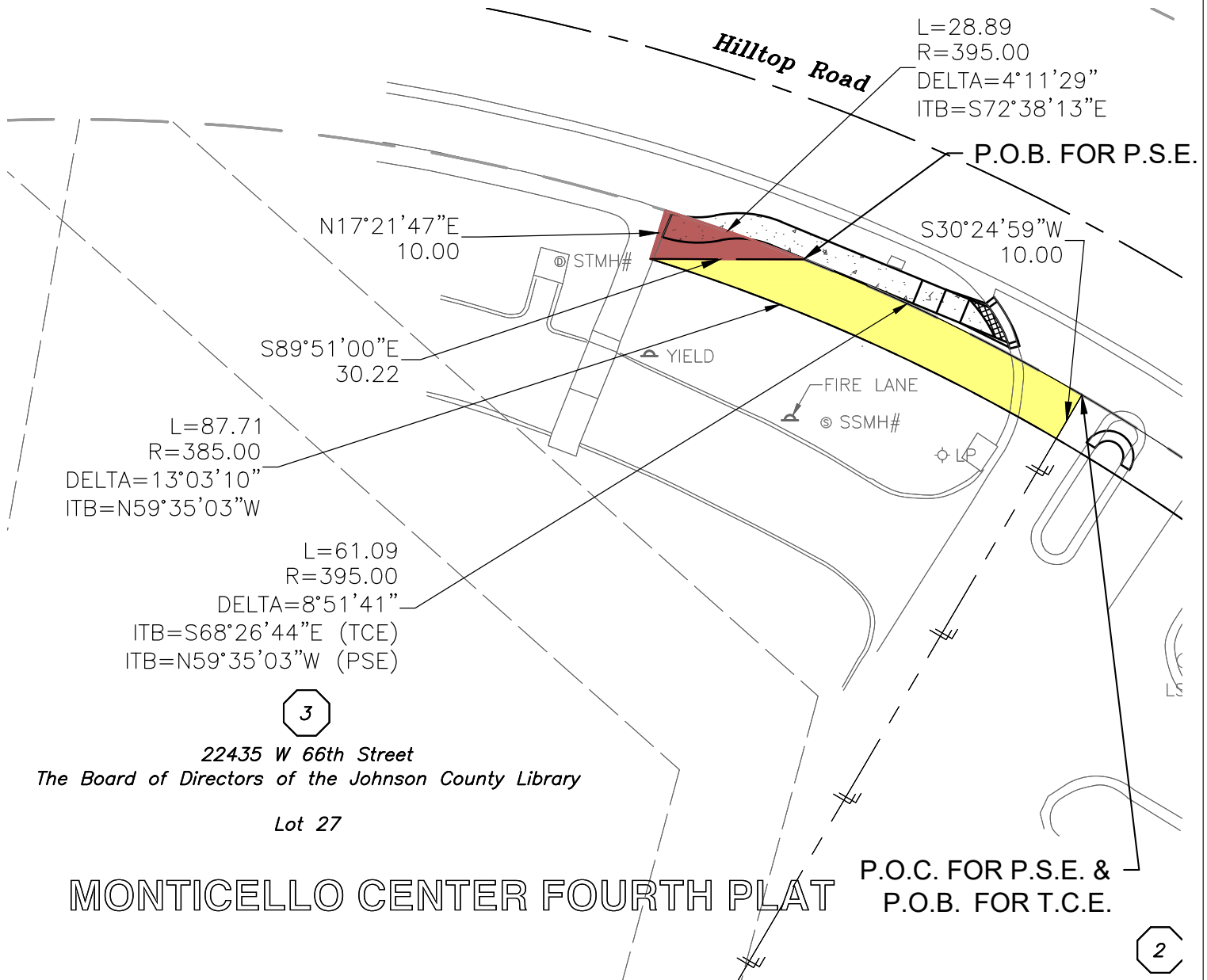
January 12, 2017

Site Layout Plan
L2.01
41

TRACT 3

Lot 27, MONTICELLO CENTER FOURTH PLAT

22435 W. 66th Street



LEGEND

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

4/4/2019
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CITY OF SHAWNEE, KANSAS
SIDEWALK AND SIGNAL IMPROVEMENTS
HILLTOP DR., MIDLAND DR. – JO. CO. LIBRARY, PN 3473

TRACT MAP 3

Date: 4/3/2019
Drawn By: BJG
Checked By: RLU
Approved By: KMG
File: TRACT MAP 3
Job #18-0894-02

1

42 1 OF 1

Library

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: June 13, 2019

Re: Consider approving request from the Kansas Department of Health and Environment (KDHE) to access Central Resource Library for a groundwater assessment

Issue: KDHE has requested access to Central Resource Library to assess groundwater contamination attributed to a dry cleaning operation that is no longer in business.

Suggested Motions: I move to approve the Kansas Department of Health and Environment's request for access to the Central Resource Library site for groundwater assessment.

Background: The KDHE Dry Cleaning program is attempting to complete an investigation into the extent of groundwater contamination from a former dry cleaners site that was located near the Library.

KDHE has informed the Library that prior investigations have shown groundwater contamination has migrated from the original site, under nearby residential and industrial properties. They are requesting access to the Central Resource Library to collect groundwater samples. A detailed scope of work has been provided and follows this briefing sheet.

Funding Overview: There is no cost to the Library for these items.

Alternatives: Staff has no alternative to recommend.

Recommendation: Staff recommends approving the request for access.

Legal Review: This item has been reviewed and approved by JCL Legal Counsel.

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 410
Topeka, KS 66612-1367



Phone: 785-296-1660
Fax: 785-559-4261
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

May 13, 2019

Board of Directors of the Johnson County Library
PO Box 2933
Shawnee Mission, KS 66201

Subject: Access Agreement, Johnson County Library – Central Resource, 9875 W. 87th St., Overland Park, KS
Former Park Avenue \$1.50 Cleaners; KDHE Project Code: C4-046-73417

Dear Property Owner,

The Kansas Department of Health and Environment (KDHE) Kansas Drycleaning Program is requesting access to the property located at 9880 W. 87th St., Overland Park, Kansas for assessment of contamination attributed to dry cleaning operations from the Former Park Avenue \$1.50 Cleaners facility. KDHE would like to complete a preliminary groundwater investigation to assess groundwater contamination. KDHE requests your permission to access the property so that the investigation can be completed.

Attached is an access agreement to allow KDHE access to your premises to conduct corrective action. A scope of work is attached to this letter as well, describing the work to be performed. Please sign and date both copies of the Access Agreement and return them to KDHE. The appropriate officer for KDHE will sign both the returned agreements and one will be returned to you.

KDHE appreciates your consideration in granting access to the property for assessment purposes. If you have any questions, please feel free to contact me at (785) 296-8025 or Tyrell.Tenpenny@ks.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tyrell Tenpenny".

Tyrell Tenpenny
Geology Specialist
Dry Cleaning and Superfund Unit Project Manager
Bureau of Environmental Remediation

cc: Ben Haring → File → Park Avenue \$1.50 Cleaners, 9880 W. 87th St., Overland Park, KS; C4-046-73417 (1)

Scope of Work

The Kansas Department of Health and Environment's (KDHE) Dry Cleaning Program is attempting to complete an investigation into the extent of groundwater contamination from the former Park Avenue \$1.50 Cleaners site at 9880 S. 87th St., Overland Park, Kansas. Based on information gathered from prior investigations, a groundwater contaminant plume emanating from the former dry cleaning facility has migrated under industrial and residential properties located north and east of the above referenced site. To properly delineate the extent of the contaminate plume, the Dry Cleaning Program would like to perform a preliminary groundwater investigation on your property.

A preliminary groundwater investigation consists of probing the subsurface to collect groundwater samples. Although it may sound invasive, it will not leave much of a trace and any surface disturbance will be replaced. Each probe will be advanced to 20 feet below ground surface to obtain groundwater samples. Groundwater is expected to be encountered at 12-15 feet. Probes are advanced past this point to guarantee enough groundwater can be sampled. This will not affect your water supply at all, as your property's water is supplied by the City of Overland Park, via WaterOne.

After probing, the groundwater will be sampled and analyzed for volatile organic compounds using EPA Method 8260. Specific contaminants of concern are Tetrachloroethylene and Trichloroethylene, which were used during Park Avenue \$1.50 Cleaner's time of operation. These chemicals have been detected in the groundwater at locations to the north and east of the former dry cleaning facility. While these concentrations were relatively low at the time of detection, the Dry Cleaning Program would still like to determine the extent of these chemicals in the subsurface.

KDHE will coordinate scheduling of all field activities with the property owners and will keep the property owners updated on the results of any activities at the site.

ACCESS TO PROPERTY AGREEMENT - ASSESSMENT

Kansas Department of Health and Environment (hereinafter referred to as "KDHE") hereby enters into the following Access to Property Agreement with Board of Directors of the Johnson County Library
(Property Owner)

With an address of 9875 W. 87th St., Overland Park, Kansas.
(Street Address) (City)

The terms of this Access to Property Agreement are as follows:

1. The Owner of the above described property grants access to KDHE, its employees, agents, assigns, or contractors for the terms and conditions of the work set forth below.
2. The KDHE, its employees, agents, assigns, or contractors shall conduct assessments and/or subsurface investigation work on the subject property which may include reviewing information, inspecting the premises, examining and gathering data, boring and/or drilling holes, collecting soil, water, and air samples, and other actions related to environmental investigations which are determined by KDHE to be necessary (See attached Scope of Work).
3. KDHE assures the owner that prior to termination of this Access to Property Agreement, all materials and equipment shall be removed from the subject property and the property restored, as nearly as reasonable possible, to the condition it was in at the time this Access to Property Agreement was executed.
4. KDHE, its employees, agents, assigns, or contractors shall comply with all city, county, state, and federal laws, statutes, regulations, and ordinances that may affect or pertain to the environmental activities conducted on the subject property.
5. Other than the activities specified above, no further access to or use of the subject property shall be permitted except upon written consent of the parties, which consent shall not be unreasonably withheld.
6. By signing this Access to Property Agreement, KDHE hereby represents and warrants that its contractor have adequate insurance or other financial assurances to protect and safeguard the Owner and personal and real property in accordance with the terms of this Access to Property Agreement.
7. KDHE will be solely responsible for the proper disposal of all investigative derived wastes created during KDHE's assessment and/or investigation activities.
8. KDHE will not be liable for any act or omission of its employees, agents, assigns, or contractors beyond that liability granted by the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.
9. The parties signing below warrant that they have authority to enter into the Access to Property Agreement. The owner specifically warrants that s/he is owner in fee simple of the subject property.

Property Owner

Date _____

Property Owner

Date _____

Phone number

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom, Assessment & Restoration Section Chief

Date _____

Library

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley
Date: June 13, 2019

Issue: Consider approving the closure of the Gardner Branch for the installation of a new chiller during the week of June 24.

Background: In May, the Library Board of Directors approved the contract to replace the chiller at the Gardner Branch. Since that time, the contractor has asked the Library to consider closing the branch for the installation.

During the installation, the older chiller will have to be craned off the building and the new chiller craned up. This is a safety concern for our patrons. Also during the installation, the HVAC will be off. Due to the time of year, this will cause patrons and staff to be uncomfortable in the building. The Library is a designated cooling center and will not be able to serve in this capacity during this week.

Alternatives: An alternative to closing is to rope off an area of the parking lot for the crane to work and use signage to indicate to patrons that it is not safe for them to be in that area. This will take a considerable amount of parking to accomplish. We can also re-open the building before the HVAC is ready to go and use fans to help keep patrons and staff cool.

Budget Approval: There are no budget implications; staff will be asked to work at other locations or take vacation during this period of time.

Recommendation: Staff recommends approving the closure of the Gardner Branch to install the new chiller.

Suggested Motion: I move that the Johnson County Library Board of Directors approve the closing of the Gardner branch from June 24 – June 28, 2019, for the installation of a new chiller.

Library

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: June 13, 2019

Re: Informational Item: Initial draft of a Memorandum of Understanding between Johnson County Library, City of Prairie Village and the YMCA

Issue: Following this briefing sheet is an initial draft of a 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 constructing a new Johnson County Library facility on land that is in closer proximity to the City’s parks, swimming pools and tennis courts”.

Suggested Motion: This is an informational item; there is no suggested motion at this time.

Legal Review: JCL Legal Counsel has drafted and approved this item.

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 (“the YMCA”). The City, JCL, and the YMCA are occasionally referred to in this MOU as “the 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 have held very preliminary discussions on the possibility of constructing a new Johnson County Library facility on land that is in closer proximity to the City’s park, swimming pools, and tennis courts.

E. No decisions have been made with respect to the construction of such a new library facility. However, the parties have agreed to study the feasibility of, and to invite public comment on, undertaking such a project, taking into account the needs of the Library, the YMCA, and any City or community buildings.

F. The parties accordingly desire to enter into this MOU to set forth the terms pursuant to which they will collaborate in studying the possibility of constructing a new Johnson County Library facility on land that is in closer proximity to the City’s park, swimming pools, and tennis courts.

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: LIBRARY STUDY.

A. The Parties agree to collaborate on a plan to study the possibility of constructing a new Johnson County Library facility on land that is in closer proximity to the City's park, swimming pools, and tennis courts ("the Library Study"), taking into account the plans of the Library, the City, and the YMCA.

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

C. JCL agrees to pay for the cost of conducting the Library Study in an amount up to \$150,000. The YMCA agrees to contribute to the Library for the cost of the Library Study, a sum not to exceed \$10,000.

D. The Library Study shall consist of two phases (Phase I and Phase II).

1. Phase I: Feasibility Study. In Phase I, JCL shall contract with consultants who will conduct a feasibility study with respect to the relocation of the Corinth Library facility to a site in the Library Study Area. The consultants will prepare two to three possible layouts that show possible location of a branch library facility and associated amenities, topographical layouts, and renderings in very preliminary form. JCL will consult with members of the City's staff and the YMCA in selecting consultants who will conduct the Library Study and the City and the YMCA will be included in discussions as the studies progress.
2. Phase II: Community Engagement and Outreach. In Phase II, meetings will be conducted with interested parties and members of the community to understand concerns and learn whether support exists for the construction of a new branch library facility in the City.

E. The City and the YMCA agree that JCL may have access to the Library Study Area for the purpose of conducting the Library Study. As a condition of this right to access, JCL shall be responsible for and pay for any damages to the Library Study Area caused by JCL, its staff or its agents.

2. POSSIBILITY OF LAND CONVEYANCE.

A. If the Parties agree that the Library Study conducted by JCL demonstrates that the construction of a new branch library facility is feasible and will enhance library service, the Parties agree to work together on a donation to the Library of land sufficient for the purpose of constructing such a facility and associated parking at JCL's sole expense.

B. The Parties acknowledge and agree that in the event that the Library Study shows that the construction of a new branch library facility in the Library Study Area is feasible and will improve library service in the area, they will work with one another on a written Property Conveyance Agreement pursuant to which formal agreements would be made with the steps that would be taken to formalize a property conveyance. The parties acknowledge that the Library's

participation in such a Property Conveyance Agreement would, pursuant to K.S.A. 12-1223, be subject to the approval of the Board of Directors of the Johnson County Library and the Board of County Commissioners of Johnson County, Kansas.

3. SCHEDULE. JCL agrees to diligently pursue the Library Study.

4. APPROVAL OF THIS MOU. The Governing Body of the City, the Board of Directors of the Johnson County Library, and the Board of Directors of the YMCA must approve this MOU for it 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 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: _____

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.

[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: _____

Title: _____

EXHIBIT A

ILLUSTRATION SHOWING LIBRARY STUDY AREA

CENTRAL RESOURCE LIBRARY

CENTRAL STAFFING & SPACE CONSOLIDATION



AGENDA

- Project Background
- Review Three Proposed Plan Options
- Review Associated Project Costs for each Option
- Questions



PROJECT BACKGROUND

- Exceptional public service is only possible when we provide staff the space and support needed to serve patrons.
- The library system and the county have grown over the last 25 years. Where possible we've adapted and managed the existing spaces and now is the time to make changes to increase efficiency in library operations.



PROJECT GOALS

- **Improve system and branch material flow.**
- **Accommodate incoming system wide staff from Antioch.**
- **Create workspaces that facilitate collaboration and allow future flexibility** - to change as needed by lower impact means - furnishings updates rather than physical. The Administration team also desires to lead by example with their own workspaces.
- **Optimize adjacencies.** Encourage connections and communication between departments.
- **Split branch and system functions.** Central is a branch in addition to the building where our support departments live. This project proposes a solution that would align the branch component at Central with the other branches in the system – allowing public service staff to move between locations with ease.



OPTION 1

- Improve materials handling flow
- Relocate Antioch staff
- Centralize and consolidate Storage and Shared Amenities
- Relocation of CX and Materials Handling departments.
- Exterior Improvements to building, parking lot and dock
- Phased approach is required



CRL - CSSC



OPTION 2

- Optimize departmental adjacencies
- Improve materials handling flow
- Relocate Antioch staff
- Refresh staff workspace
- Centralize and consolidate Storage and Shared Amenities
- Provide a variety of staff Meeting Spaces
- Reduce Server Room
- Create a defined Storm Shelter
- Exterior improvements to building, parking lot and dock
- Phased approach is required

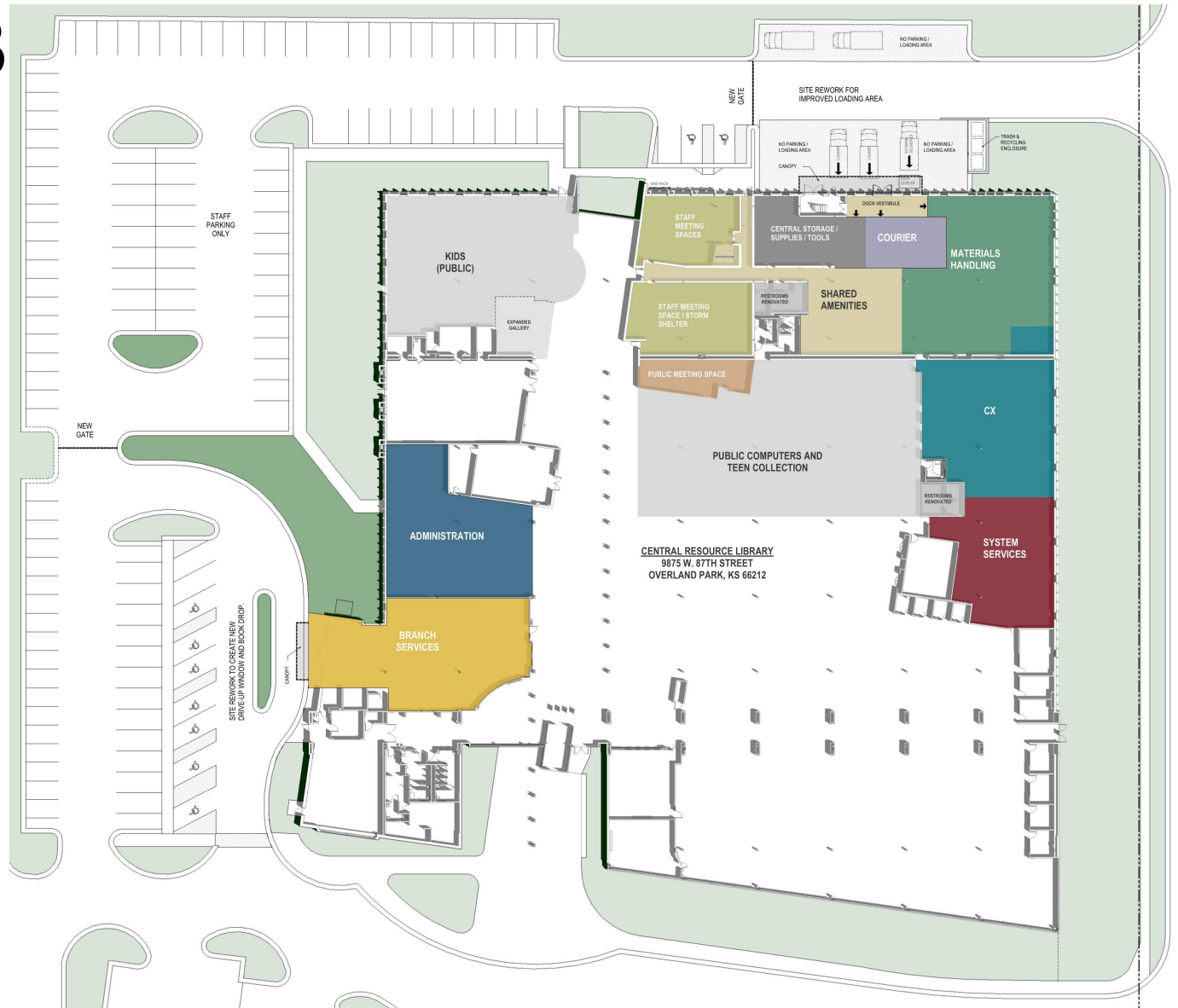


CRL - CSSC



OPTION 3

- Optimize departmental adjacencies
- Improve materials handling flow
- Relocate Antioch staff
- Refresh staff workspace
- Centralize and consolidate Storage and Shared Amenities
- Provide a variety of staff Meeting Spaces
- Reduce Server Room
- Create a defined Storm Shelter
- Exterior improvements to building, parking lot and dock
- Expanded Branch Services for new exterior drive-thru window and book drop.
- Kids area relocates to a more desirable location.
- Phased approach is required.



PROJECT COSTS

OPTION 1 PROJECT COST:

\$2,600,000

OPTION 2 PROJECT COST:

\$6,600,000

OPTION 3 PROJECT COST:

\$8,300,000



Option 3 - Recommendation

CURRENT PROJECT BALANCE: \$2,600,000

\$1,700,000 2016 Amended Capital Improvement Plan (CIP)

\$ 900,000 Capital Replacement Plan (CRP)

FUNDS NEEDED:

\$5,700,000

FUNDS NEEDED COME FROM 2 SOURCES:

\$4,070,000 Public Building Commission (PBC) debt

+ \$1,630,000 Library Reserves

= \$5,700,000

TOTAL PROJECT COST: \$8,300,000

\$2,600,000 + 5,700,000 = \$8,300,000



QUESTIONS

