



**Board Report  
February 13, 2020**

## AGENDA

### JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, FEBRUARY 13, 2020 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, Jennifer Curtiss
  - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
  - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Johnson County Library Taxing District, K.S.A. 12-1225
    - b) Liability in public libraries
  - B. County Librarian Report – Sean Casserley, County Librarian
    - 1. Finances and Statistics – Dave Vratny, Finance Director .....3
      - a) Trends in Content – Lacie Griffin, Collection Development Manager and Adam Wathen, Associate Director of System Wide Services
    - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator .....14
      - a) Antioch Replacement .....14
      - b) Central Staff Space Consolidation (CSSC) .....18
      - c) Overall timeline .....23
    - 3. Updates – Sean Casserley
      - a) Recognition of Staff - Dennis Ross, Cheryl Sickels, Elena McVicar
      - b) Crosby Kemper III, IMLS Director
      - c) Results of the Prairie Village Market Sustainability Study
      - d) TedX KC
      - e) Email Marketing project, Stephanie Bailey and Jason Barnes
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the January 9, 2020, Library Board meeting .....32
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2019 were handled in accordance with library and County policy.
      - b) The December 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
- VI. New Business
  - A. Action Item: Consideration of the renewal of the MOU with AIMs .....33
  - B. Action Item: Consideration of approving the use of Lackman for the annual Friends of the Library summer book sale .....36
  - C. Informational Item: Review of the Friends Business Model
- VII. Old Business
  - A. Action Item: 2021-2025 Capital Improvement Plan (CIP) Submission .....37
- VIII. Adjournment

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**December 2019**  
**100% of year lapsed**

**OPERATING FUND**

	<b>2019 Budget</b>
<b>Programs</b>	
Revenue	4,430,838
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	2,056,189
Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$2,056,189</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$2,374,649</u></u></b>

**SPECIAL USE FUND**

	<b>2019 Budget</b>
Revenue:	1,871,476
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	18,958
Transfer to Debt Payment - CLMP	
Transfer to Capital Projects	2,742,833
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$2,761,791</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>(\$890,315)</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$1,484,334</u></u></b>

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
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 387.12</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

December 2019

100% of Year Lapsed

REVENUE ALL FUNDS	2019 Year to Date	2019 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	32,887,766	33,045,236	100%	100%
Ad Valorem Delinquent	412,437	289,253	143%	112%
Motor Vehicle	3,192,217	3,103,349	103%	101%
Library Generated - Copying/Printing	103,256	99,255	104%	104%
Library Generated - Overdues / Fees	534,855	725,000	74%	82%
Sale of Library Books	50,000	50,000	100%	86%
Misc Other	2,108	18,703	11%	181%
Reimbursement	557,779	330,043	169%	0%
Library Generated - Other Charges	0	3,570	0%	2%
Investment	391,229	304,911	128%	186%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	16,923	10,608	160%	149%
Commercial Vehicle Tax	56,290	61,191	92%	116%
Heavy Trucks Tax	4,776	2,307	207%	35%
Rental Excise Tax	39,329	35,642	110%	121%
State and Federal Grants	126,997	250,389	51%	50%
<b>TOTAL REVENUE</b>	<b>38,375,962</b>	<b>38,339,457</b>	<b>100%</b>	<b>100%</b>

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Salaries and Benefits	20,078,361	21,323,420	94%
Contractual Services	4,670,218	4,710,131	99%
Commodities	3,909,085	4,385,684	89%
Risk Management Charges	127,402	126,252	101%
Capital / Maintenance / Repair	3,553,514	3,487,289	102%
Transfer to Debt Payment	817,916	827,916	99%
Transfer to Capital Projects	2,742,833	2,738,276	100%
Grants	127,184	250,389	51%
Interfund Transfer	332,642	490,100	68%
<b>TOTAL EXPENDITURES</b>	<b>36,359,155</b>	<b>38,339,457</b>	<b>95%</b>

Revenue - Expenses as of December 31, 2019 2,016,807

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

## Scheduled Replacement Plan Funding

### 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	1,131,100

<b>Total Revenue</b>	<b><u>4,458,200</u></b>
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### **2019**

Contractual Services	1,588,552
Building Repair	585,489
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
	<b><u>2,624,334</u></b>

<b>Budget Remaining</b>	<b><u>1,833,866</u></b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**December 2019**  
**100% Year Lapsed**

<b>OPERATING FUND</b>	<b>2019</b>	<b>2019</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	4,662,450	5,072,528	92%
Information Technology	2,721,806	2,951,965	92%
Collection Development	3,436,702	3,467,822	99%
Branch/Systemwide Services	17,562,764	18,595,615	94%
Risk Management Charges	127,402	126,252	101%
Grants *	127,184	250,389	51%
Transfer to Capital Projects	3,487,289	3,487,289	100%
Interfund Transfer	332,642	490,100	68%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>32,458,239</b>	<b>34,441,960</b>	<b>94%</b>

<b>SPECIAL USE FUND</b>	<b>2019</b>	<b>2019</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	16,305	16,305	100%
Commodities (Capital Equipment)	292,742	315,000	93%
Transfer to Debt Payment	817,916	827,916	99%
Transfer to Capital Projects	2,742,833	2,738,276	100%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>3,869,796</b>	<b>3,897,497</b>	<b>99%</b>

<b>TOTAL EXPENDITURES</b>	<b>36,328,035</b>	<b>38,339,457</b>	<b>95%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**December 2019**  
**100% Year Lapsed**

<b>ALL FUNDS</b>	<b>2019</b>	<b>2019</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	20,078,361	21,323,420	94%
Contractual Services	4,670,218	4,710,131	99%
Commodities	3,877,965	4,385,684	88%
Risk Management Charges	127,402	126,252	101%
Capital / Maintenance / Repair	3,553,514	3,487,289	102%
Transfer to Debt Payment	817,916	827,916	99%
Transfer to PBC Capital Leases	2,742,833	2,738,276	100%
Grants	127,184	250,389	51%
Interfund Transfer	332,642	490,100	68%
<b>TOTAL EXPENDITURES</b>	<b>36,328,035</b>	<b>38,339,457</b>	<b>95%</b>

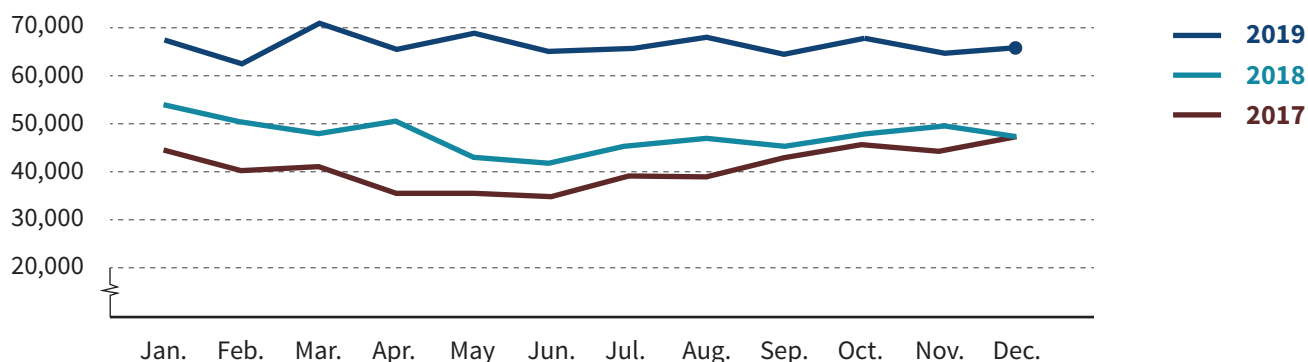
GRANTS*	Expenditures through 12/31/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000082	State Aid 2019	State	3/15/2019	\$126,997.06	\$126,997.06	\$0.00

\*Includes all expenditures and revenues over the life of the grant.

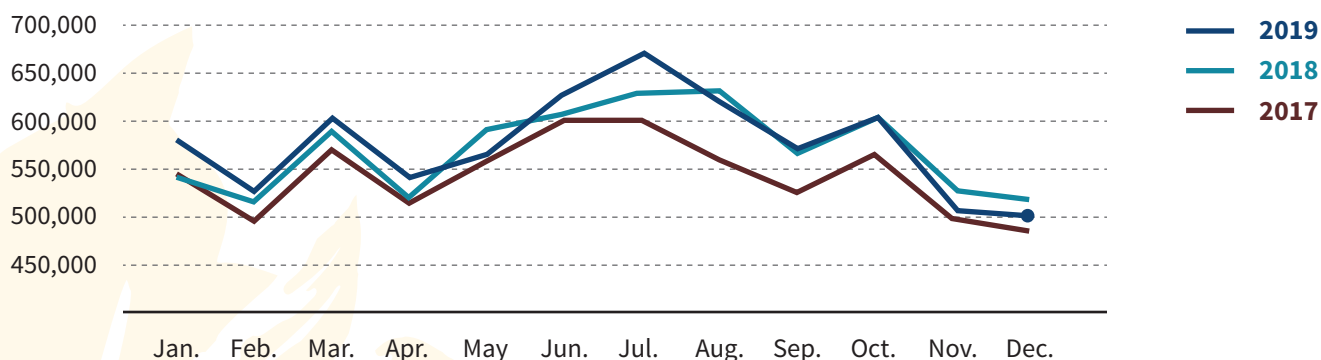


## Core Operational Statistics

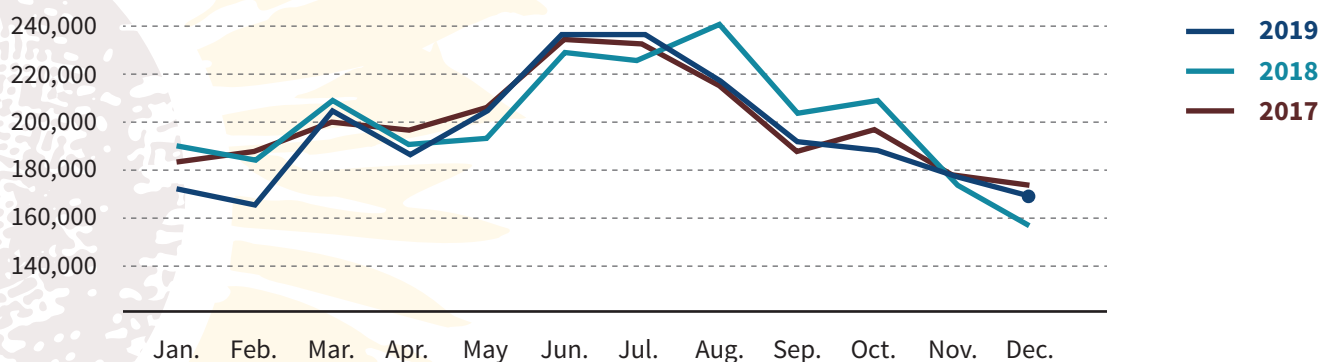
### 3 Year Digital Circulation Trend



### 3 Year Physical Circulation Trend

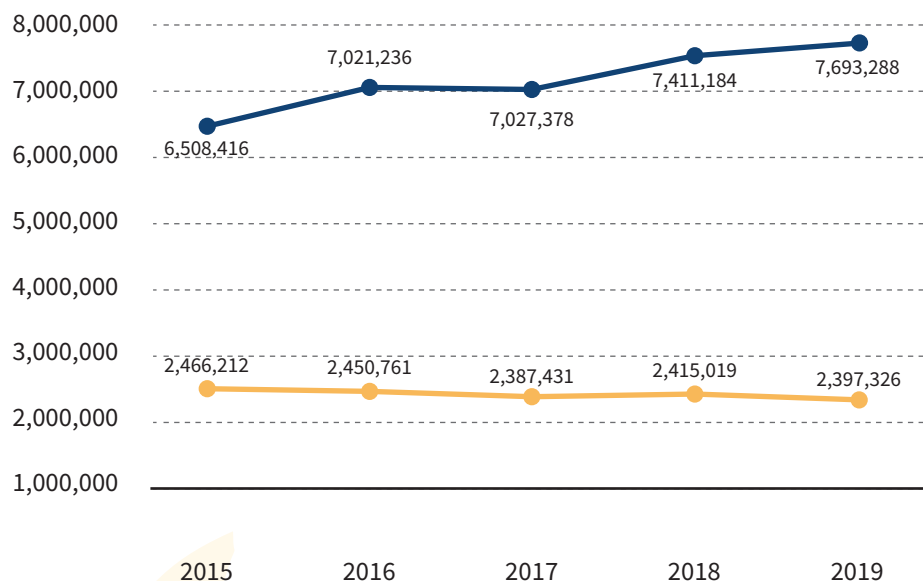


### 3 Year Visitation Trend



## 2019 Year in Review

### Circulation and Door Count



**% Change  
2015-2019**



**18.2%**



**3.8%**



**-2.8%**

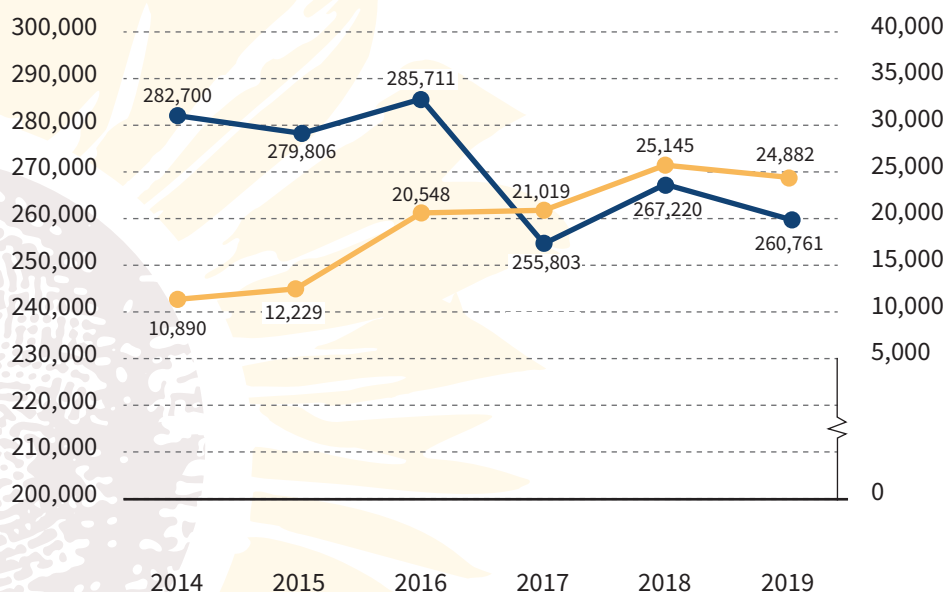


**-0.7%**

**— Circulation**

**— Door Count**

### Active Users



**% Change  
2015-2019**



**-7.8%**

**% Change  
2018-2019**



**-2.4%**



**128.5%**



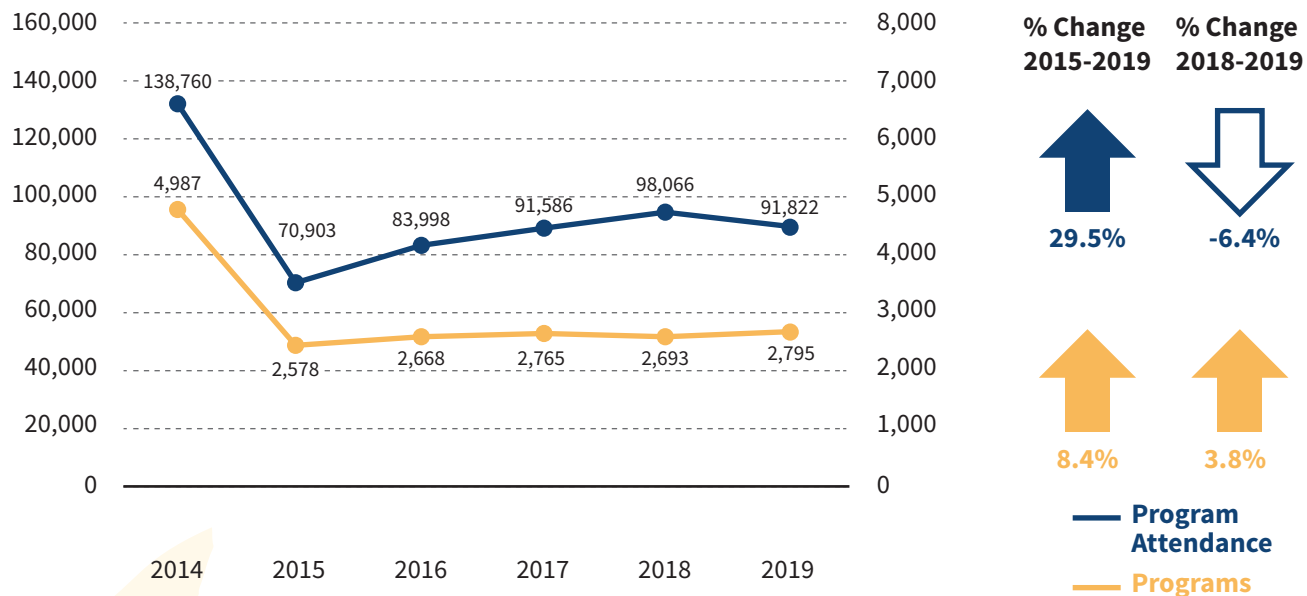
**-1.1%**

**— Active Users**

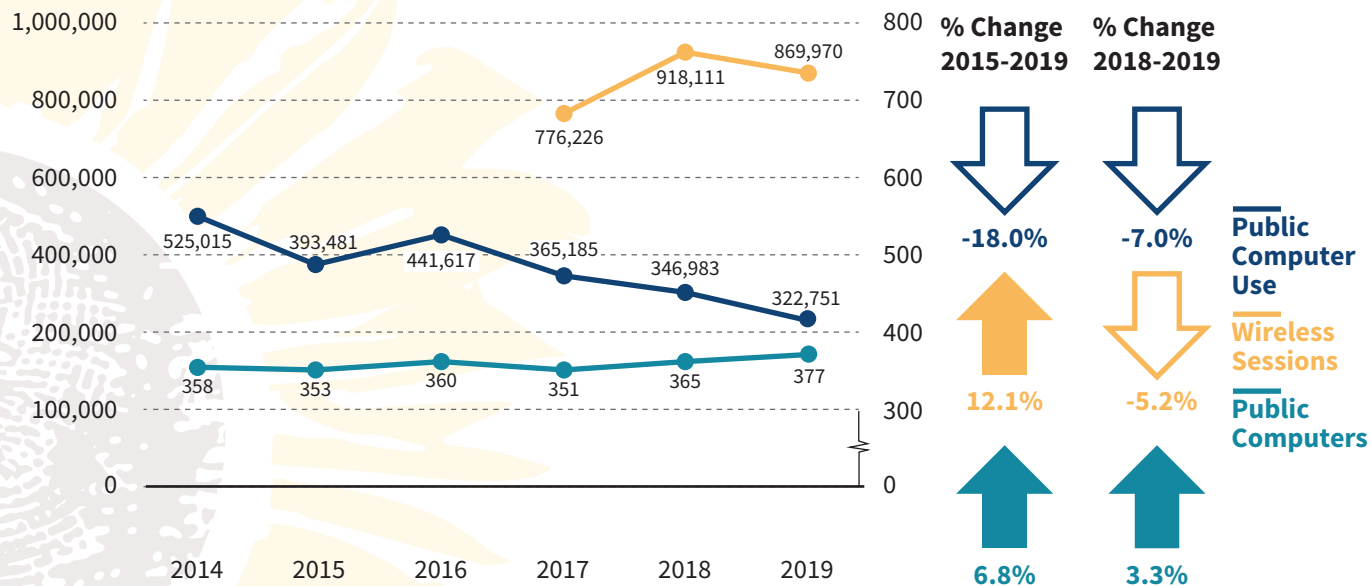
**— New Users**

## 2019 Year in Review

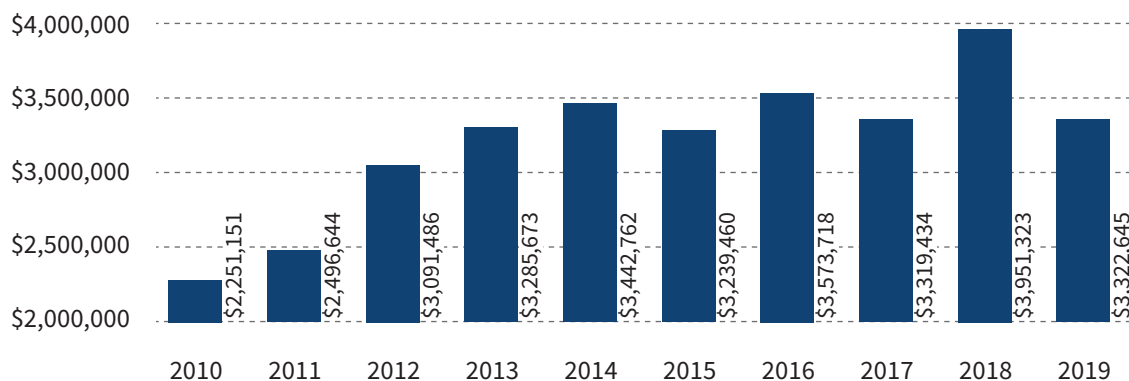
### Programming



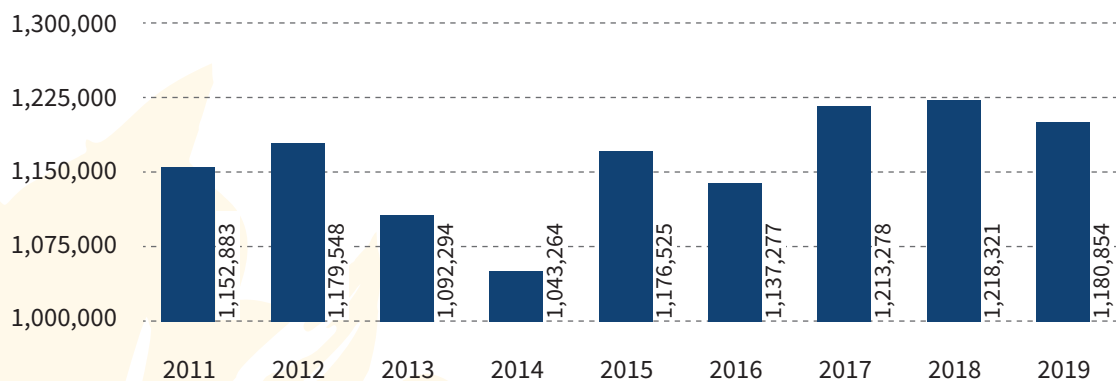
### Technology Use



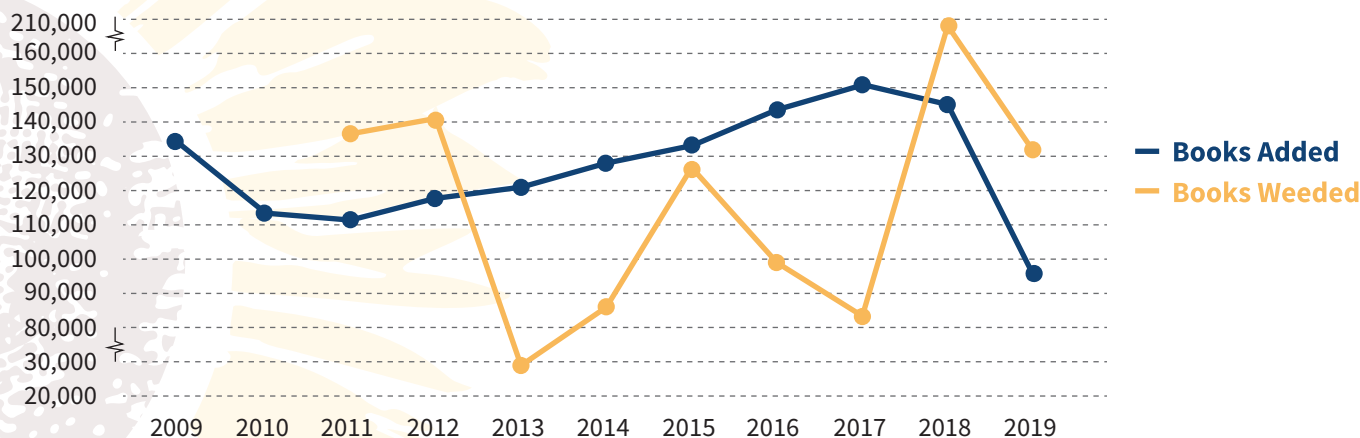
### Total Collection Expenditures



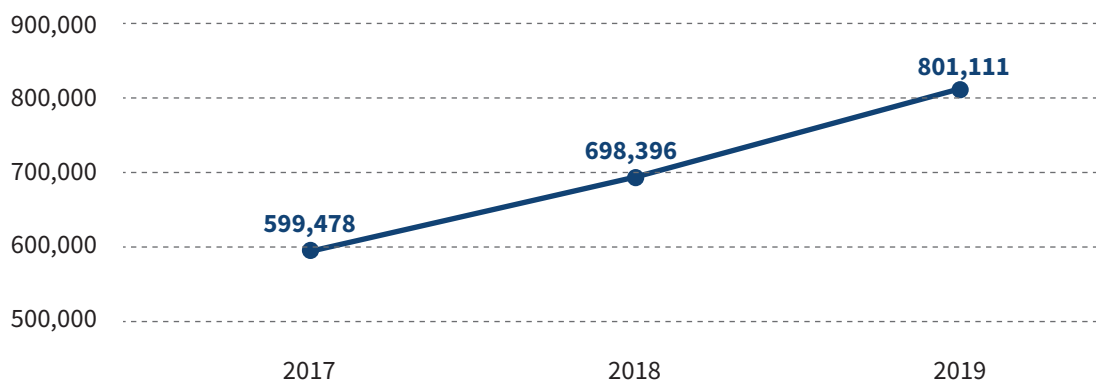
### Total Collections



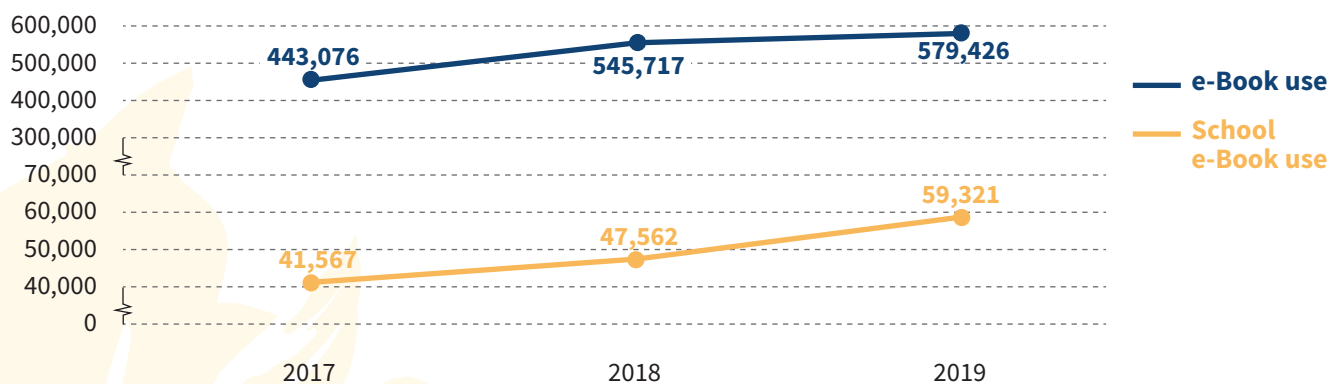
### New Items Added and Weeded Annually



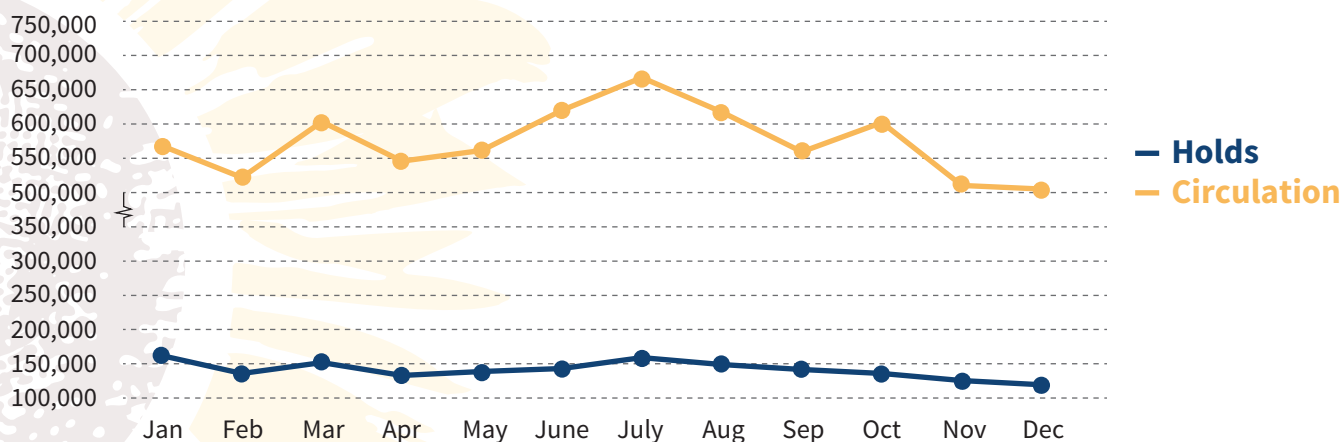
### Total E-Content Circulation



### Total e-Book and School e-Book Use



### 1 Year Holds vs. 1 Year Circulation 2019



# Antioch Library Replacement

Update – February 2020



# Updates

- Next Steps
- Timeline



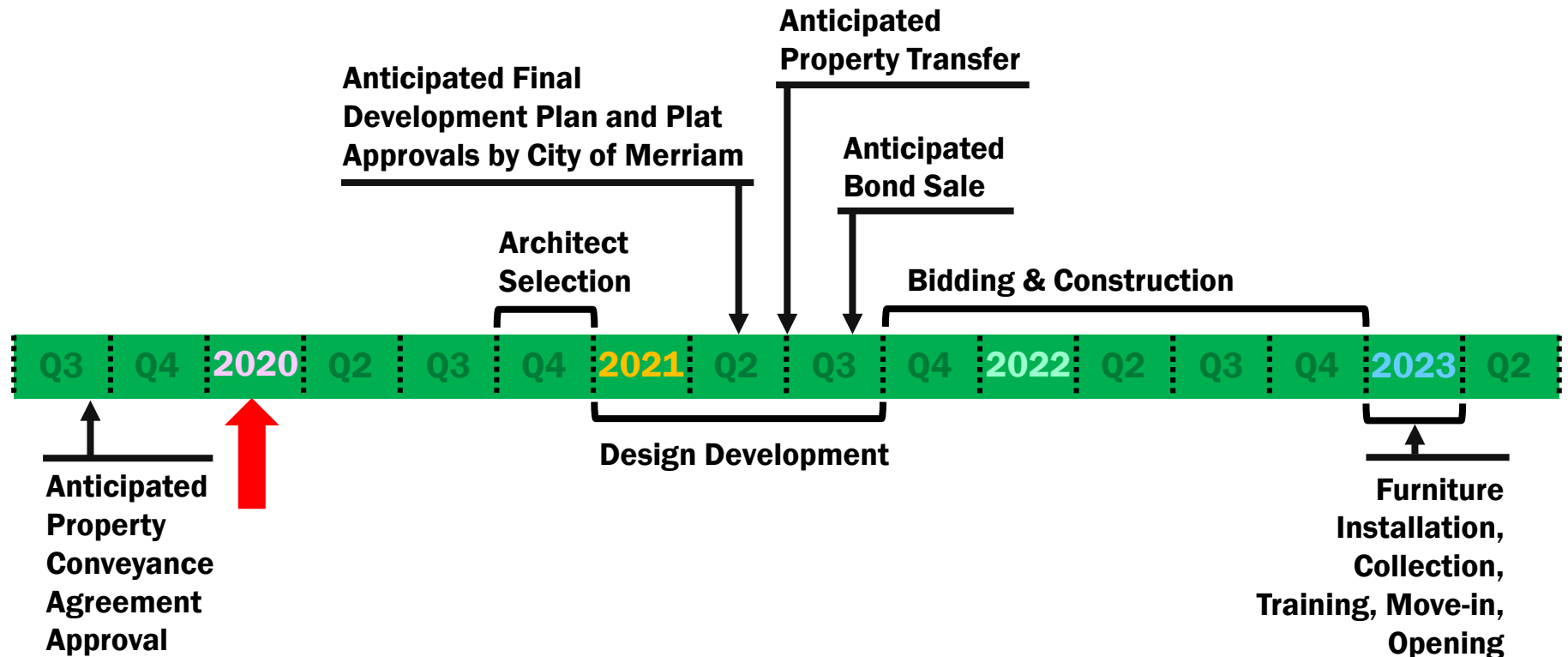
# Next Steps

- Shared Parking and Maintenance Agreement
- Architect RFP – anticipated Q4 2020





# Antioch Replacement Anticipated Timeline



# Central Staffing & Space Consolidation (CSSC)

Update – February 2020



# Updates

- Design update
- Public component
- RFP for Construction Manager
- Next Steps
- Timeline



# RFP for Construction Manager

- 10 firms responded
- shortlist firms interviewed
- Construction Manager next steps:
  - Will be included in upcoming design meetings

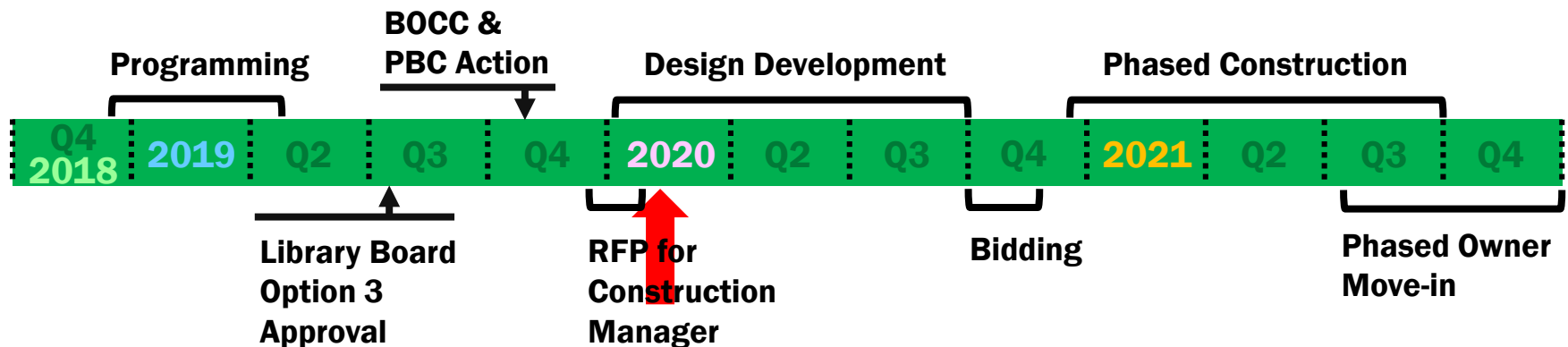


# Next Steps

- Feb 12, 19: anticipated public events
- Design continues



# Central Staffing & Space Consolidation (CSSC) Anticipated Timeline

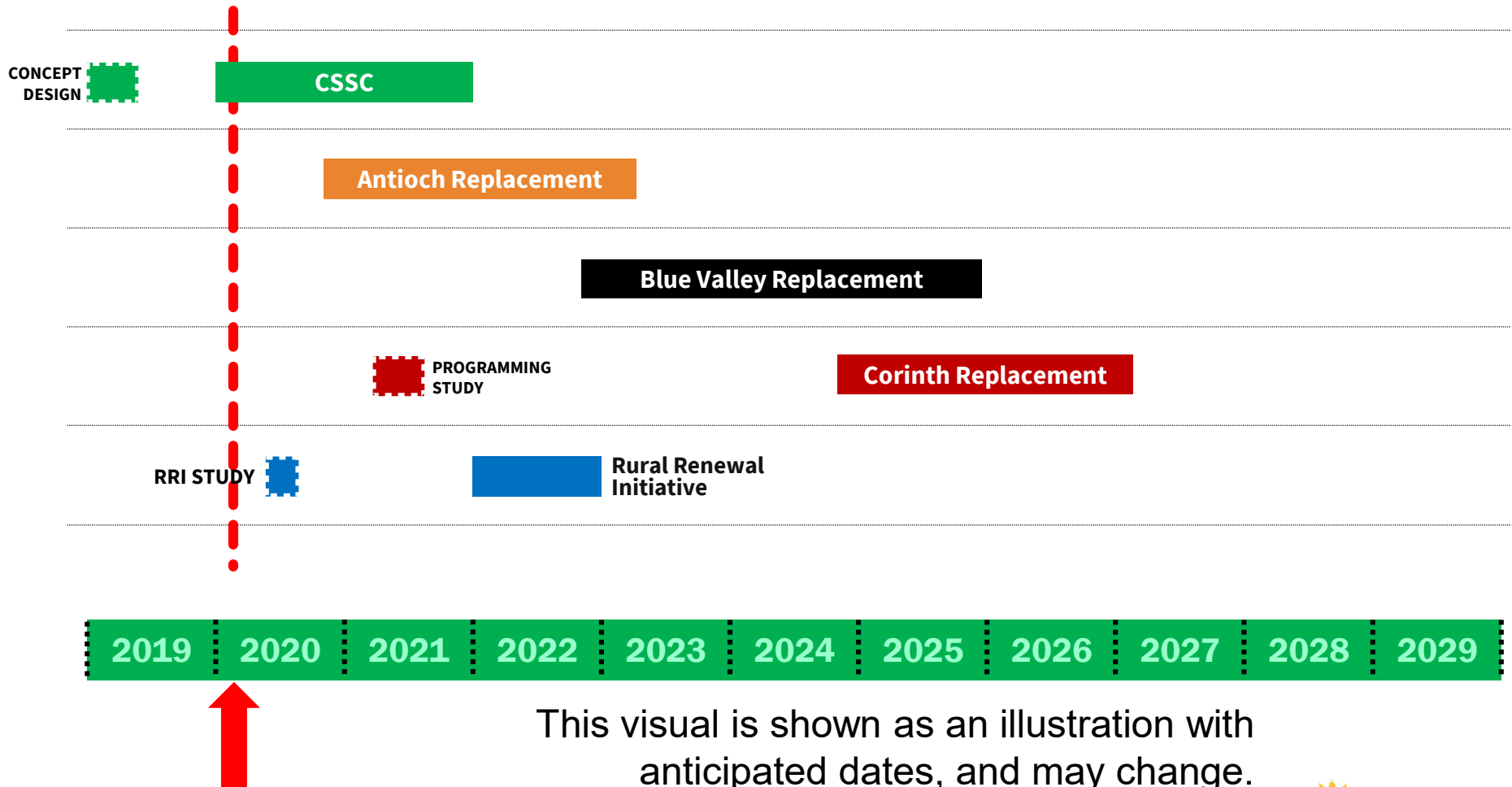


# Capital Improvement Projects Timeline Summary

Update – January 2020



# Capital Improvement Projects Anticipated Timeline





**MINUTES JOHNSON COUNTY LIBRARY BOARD**  
**REGULAR MEETING**  
**January 9, 2020**  
**Central Resource Library**  
**4:00 p.m.**

**BOARD:** David Sims, Wayne Burke, Donna Mertz, Amy Ruo, Bethany Griffith, Brandy Butcher, Fabian Shepard

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Hanzlick

**FRIENDS OF THE LIBRARY:**

**STAFF:** Michelle Beesley, Roxanne Belcher, Nancy Birmingham, Sean Casserley, Lacie Griffin, Jared Harper, Laura Hunt, John Keogh, Christopher Leitch, Jennifer Mahnken, Michelle Olsen, Michaela Scruggs, Scott Sime, Stephanie Stollsteimer, Julie Timmins, David Vratny, Adam Wathen

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

**CITIZENS COMMENTS:** There were none.

**BOARD OF DIRECTORS COMMENTS:**

Bethany Griffith welcomed everyone to the first board meeting of the new year. She shared that during this turbulent time in the world it's nice to do something that is productive and matters. In December, the Board spoke with concerned patrons and were able to address their concerns and make positive changes. Ms. Griffith thanked Library volunteers and staff and welcomed new employees.

**FRIENDS OF THE LIBRARY:**

Community Relations Coordinator, Christopher Leitch, reported to the Library Board on behalf of the Friends Board.

The Friends of the Library continue implementation of the 2019 Strategic Plan. This has involved the formation of new committees. The Friends meet regularly to discuss appropriate tactics to help us meet their goals. The goals include:

- Advocacy for the Library with the public and officials
- Membership growth
- Revenue Enhancement
- Operational Excellence
- Improved communication

The rotation of officers through terms has opened a few board positions. The Friends are welcoming a new board member at next week's meeting and are interviewing two more potential members. Additionally, they have put out a call for ad-hoc participation on Friends committees and have received a great response.

Mr. Leitch reported on internet sales, which represents 35% of the Friends annual revenue.

- October sales total    \$10,384.19
- November sales total   \$13,303.23

These sales are conducted through various channels including Amazon, eBay, ABE, Biblio and Alibris Books.

Recent significant sales include:

- World Book Discovery Encyclopedia, 2013 (Ex-Lib) - \$113.60
- Advanced Accounting 3rd edition Instructor's Edition - \$149.95
- The Memoirs Of Casanova De Seingalt, 1725-1798 - \$195.00

International orders were shipped to Australia, Brazil, Canada, Germany, Japan and the United Kingdom.

The Friends are hosting the Cabin Fever Used Book Sale at Central Library in March of this year. This will be the third year at Central and the Friends are grateful to the staff for accommodating this path of access for used books.

The Friends will be bringing forth a request for use of the Lackman building for the 2020 Sizzlin' Summer Book Sale. The location offered numerous benefits for the sale in 2019 and the Friends exceeded expected revenues. Among many pluses was the ability to expose more inventory to shoppers right at the opening of the sale. The Friends are deeply grateful to the Board and to the staff for permitting this in 2019.

### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation Executive Director, Stephanie Stollsteimer, reported on behalf of the Foundation.

The 2020 Foundation Board of Directors recently welcomed four new board members. The Foundation also voted on new officers.

This year's officers are:

- President - Vickie Trott
- Past President - Rich Cook
- President Elect - Chris Anderson
- Treasurer - Anne Blessing
- Secretary - Sean Casserley

The Foundation is wrapping up year-end donations including the Annual Appeal which was promoted through direct mail, digital messaging and social media. Ms. Stollsteimer will have final totals ready for the February Board meeting.

Ms. Stollsteimer shared that every now and then, in the life of a non-profit organization, there enters someone who holds that organization in such high esteem they will go above and beyond to lend their support. Johnson County Library is fortunate to have two such individuals who continue to go above and beyond in meaningful ways. Those individuals are Carol and Fred Logan.

Last year, Mr. and Mrs. Logan expressed an interest in making a lead gift to establish a fund to benefit the Library well into the future. The result of their interest is the establishment of a new fund: The Johnson County Library Leadership Fund.

This fund will provide financial support to enhance leadership development opportunities for Johnson County Library staff. The Johnson County Leadership Fund will be an endowed fund to last in perpetuity.

Ms. Stollsteimer invited the Board to celebrate the establishment of the fund after the meeting.

### **COUNTY COMMISSIONER REPORT**

Commissioner Hanzlick recently made a video at the Lenexa Library for the annual State of the County Luncheon and Address. She was proud to speak on behalf of the Library system. The State of the County will be held on March 26. It's sponsored by the Leawood Chamber.

The County has started work on the 2021 budget. On January 30, the Commissioners will be meeting to set the priorities at 1:00 p.m. On March 12 the Commission will hold a budget retreat.

Commissioner Hanzlick is currently reading *To the Land of Long Lost Friends*, by Alexander McCall Smith, a favorite author.

## **BOARD COUNSEL REPORT**

Board Counsel, Fred Logan, presented on preliminary research on policies that make statements on diversity, equity and inclusion. Research shows that many libraries have diversity, equity and inclusion policies and it is an important part of developing collections and overall operations. For example, the University of Kansas Libraries has a statement that creating and fostering culture and diversity is vital to KU Libraries' core mission to reduce barriers to learning and the pursuit of knowledge.

Mr. Logan shared that some Library policies link the Library Bill of Rights and diversity, equity and inclusion connecting these ideas as central to the promotion and practice of intellectual freedom. Johnson County Library is working on a very simple policy statement. Mr. Logan advised the Board to consider the policy a statement of values, rather than a statement of law.

Mr. Logan presented an action item to consider a revision to ARM 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures. The Library's suspension policy has been completely revised and brought up to date in the last year. The policy is vastly improved and puts the responsibility of suspension with staff and appeals go before a panel of staff. An appeal to the Library Board becomes a last resort as suspended patrons first go to the staff panel. The new policy is working well, but doesn't fully address the most erratic or abusive kinds of behavior.

Mr. Logan presented a revised version of ARM 20-10-30 that provides staff the ability to issue an immediate and temporary suspension in the case of egregious behavior. The temporary suspension will allow the removal of the patron during a limited time period during which the regular suspension process would move forward. Mr. Logan reviewed the revised passage in ARM 20-10-30 "Library staff may cause an individual to be removed from Library branch facilities, services, or premises and the County Librarian, upon issuance of a written notice, may suspend temporarily, for a period not to exceed thirty (30) days, an individual's Library privileges when the patron's behavior is particularly flagrant or a threat to public safety, including but not limited to (1) making threats of violence or endangering the safety of Library staff or patrons, (2) giving Library staff reason to contact police, or (3) interfering with the ability of other patrons to make use of the Library or access information

Mr. Shepard commented that he could not think of an instance where a threat of violence would not cause a permanent ban. Mr. Logan responded that this policy would allow an immediate and temporary suspension that could become a full suspension even after appeal.

Commissioner Hanzlick asked if there is any differentiation in the policy between children and adults.

Mr. Casserley responded that we have a patron code of behavior that holds patrons to a standard of behavior and does not differentiate between minors and adults.

Mr. Logan stated that if the services of a minor were suspended, the Library would take great care to deal with the adult caregiver.

**Motion:** David Sims moved the Library approve the revision to ARM 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures

**Second:** Donna Mertz

**Motion approved unanimously**

## **COUNTY LIBRARIAN REPORT**

### **Finance Report – Tricia Suellentrop, Deputy County Librarian**

Ms. Suellentrop reported that the Library has expended 77% of funds as of November 30, this includes the remaining collection encumbrances.

In December, several fund transfers were made. These transfers were made for future comprehensive library master fund projects and facilities needs and will be reflected in the reports next month.

### **Trends in Fines – Adam Wathen, Associate Director of System Wide Services**

Mr. Wathen presented the core operational statistics including digital circulation, physical circulation and visitation.

In follow-up to his presentation on fines last month, Mr. Wathen presented a series of charts showing the percentage of fines paid to the library broken out by materials turned in late compared to those declared lost or damaged.

Mr. Wathen presented on current Library trends. Libraries are about access to ideas, information, experiences and materials that support and enrich people's lives. Public Libraries are working to adapt and expand their services in the areas of diversity, equity and inclusion, physical and online space, non-traditional collections, mobile outreach and by eliminating fines.

Diversity, equity and inclusion was a major topic at the 2019 ALA conference. Many larger library systems have developed teams of social services professionals who respond to health, environmental and legal needs to patrons. This includes developing a diverse staff who can respond to patrons in a variety of cultural contexts and languages.

Another way libraries are providing equitable and inclusive library services is by adopting trauma informed practices. These practices focus on empathy with individual patrons. These practices have been adopted by Johnson County Corrections and Developmental Supports.

Libraries are also developing sensory programming options with the intent of including patrons with autism spectrum disorders. Johnson County Library has done some research in this area but has not yet included this in our programming.

Another trend has been to expand physical and online access for patrons, as well as to create more specialized spaces. The Lenexa Library holds lobby and Black and Veatch MakerSpace are examples of these trends.

Commissioner Hanzlick commented that her daughter and son-in-law came to the Library to use the sound booth for their podcast – another example of a specialized space for patrons.

Non-traditional collections have been trending. Libraries today are providing access to items patrons might want to try in the areas of cooking, crafting, entertainment, gardening, hobbies, home/lawn care, instruments, science, sports and technology.

Another trend in libraries is the elimination of fines. 156 libraries have eliminated fines in the last three years. This trend is moving quickly in the United States. Mr. Wathen's research shows the libraries that have done this are both large and small. Mr. Wathen emphasized that this information is being presented only as a trend and not as a recommendation at this time.

Finally, Mr. Wathen shared that mobile library services are trending. Librarians are being embedded in the community to meet patrons where they are. For example, in Douglas County Colorado librarians are working out of schools. Johnson County Library partners with schools and incarcerated populations.

Mobile Library Services also brings to mind bookmobiles which have become a returning trend. Bookmobiles extend the reach of branches. Kansas City Kansas Pubic Library has three separate bookmobiles.

Mr. Shepard and Mr. Sims commented on their support for the idea of mobile library services through pop-up libraries and bookmobiles.

## **COMPREHENSIVE LIBRARY MASTER PLAN – Scott Sime, Project Coordinator**

### **Antioch Replacement project**

Mr. Sime reported on behalf of the project team. The next agreement the Library will work on with the City of Merriam is the Shared Parking and Maintenance agreement. This is a model that was developed with the Lenexa City Center project.

Some anticipated items to work through via the Shared Parking and Maintenance agreement are parking structure usage and maintenance, snow removal, trash and recycling and landscaping. We're anticipating working on this early in 2020 and it will come back before the Library Board and the City of Merriam for approval.

### **Central Staff Space Consolidation (CSSC)**

The Schematic Design phase began this week. The Core Team, led by Abby Giersch, met with many staff and managers at Central to review the design option chosen by the Board in July and to confirm information gathered during the programming phase.

The team will continue to meet with managers and department representatives for the next few months as the design is refined.

We had a great response from construction firms with 10 responding. The Selection Committee is reviewing proposals. The committee will individually rank firms, compiled by our Purchasing Administrator, to determine a shortlist of firms to interview in person.

Mr. Sime reminded Board and staff not to speak with contractors between now and when the contract is awarded.

We will be holding public input session on February 12 and 19.

### **Capital Improvement Projects Timeline**

Mr. Sime reviewed the overall timeline.

Ms. Griffith asked that the DeSoto and Spring Hill projects be referred to as the Rural Renewal Initiatives on the timeline. This will align the project names with what is presented in the Capital Improvement Plan (CIP).

Commissioner Hanzlick asked about rural renewal initiative for Spring Hill and De Soto. Commissioner Klika recently mentioned that his is the fastest growing district in the County, which includes Spring Hill. Commissioner Hanzlick asked if the Library has researched the Library needs for that community in the future.

Mr. Casserley responded that the Spring Hill Library and community have been looked at as part of the comprehensive library master plan. The idea of a Blue Valley South branch was considered to meet the growing population in that area. Mr. Casserley stated that this will have to be something we look at closely during the next phase of the library master plan. Within the current plan we do not have the funding for a large expansion of Spring Hill or De Soto, but we can look at ways to enhance and expand services in those communities.

Commissioner Hanzlick shared that this year she will be making a commitment to visit every library branch and highlight them on her Facebook page.

Dr. Burke shared that the Spring Hill District is the fastest growing school district in the state not only by percentage, but by number of students. With the growth, there is more usage of the Library. Dr. Burke noted that the school district did reach out to the Library several years ago with an interest in partnering on the High School campus.

### **Finance Director Search**

Mr. Casserley welcomed Dave Vratny, our new Finance Director. Mr. Casserley also welcomed new employees.

### **Report on the tour of the Rabbit Hole**

Mr. Casserley recently toured the Rabbit Hole's new exploratorium, it's an immersive story space. There is interest in forming a memorandum of understanding.

### **City of Prairie Village Survey Status**

Mr. Casserley reported that 400 telephone calls were made, 640 online surveys were completed, and 10,000 postcards were sent for the survey. The report should be coming soon.

### **Newspapers and TV stations**

Mr. Casserley reported that at the last board meeting patrons presented concerns about a change in newspapers and magazines. Based on the concern, we made a change and the patrons have expressed their appreciation. Mr. Casserley thanked staff for being responsive.

We also received a call from a patron concerned that the Library only broadcasts CNN. We now have a schedule rotating news broadcasting stations. We want to honor all points of view.

### **CONSENT AGENDA**

Minutes of the December 12, 2019, Library Board Meeting

**Motion:** Amy Ruo moved the Library Board of Directors approve the consent agenda.

**Second:** Donna Mertz

**Motion approved unanimously**

### **NEW BUSINESS**

#### **Informational Item (no action):2021-2025 Capital improvement Plan Submission**

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

Mr. Casserley presented a draft of the 2021-2025 CIP and these items are for capital requests to support the Library system.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2021 in August of 2020.

#### **Action Item: Renewal of the Interlocal agreement with Olathe Public Library**

The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect.

There are no changes to the agreement this year.

In response to a question Mr. Casserley explained that the 23% service fee was developed by population. 23% of Johnson County's population lives in Olathe.

**Motion:** Brandy Butcher moved the Library Board of Directors approve the Inter-Local Agreement with Olathe Public Library through December 31, 2020.

**Second:** Amy Ruo

**Motion approved unanimously**

Mr. Shepard thanked staff for their hard work. Reflecting on the trends report, he is not in favor of the unstaffed model of libraries and thinks staff are a valuable part of the Library.

Mr. Shepard is uneasy about trends that aren't the core functions of the Library and would like more discussion if we go forward with those initiatives.

Mr. Casserley agreed, and shared that our philosophy has been to partner with agencies that have the experience rather than become the experts. For example, the Library is not in the business of social work, but we do create a space where that work could be done.

#### **ADJOURNMENT**

**Motion:** Fabian Shepard moved the Library Board of Directors adjourn.

**Second:** Amy Ruo

**Motion approved unanimously**

Meeting adjourned at 5:36 p.m.

SECRETARY \_\_\_\_\_  
Amy Ruo

CHAIR \_\_\_\_\_  
Bethany Griffith

SIGNED \_\_\_\_\_  
Sean Casserley

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$147,185.12</b>
		Add Receipts	\$0.00		
		Less Payments		\$10,226.00	
	<b>Ending Cash balance</b>				<b>\$136,959.12</b>
		Less Liabilities		\$989.49	
	<b>Unobligated cash balance</b>				<b>\$135,969.63</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley  
**Date:** 2/13/2020

---

**Issue:** To establish an agreement with Johnson County Department of Technology and Innovation – Automated Information Mapping System (DTI-AIMS). The MOU establishes terms and conditions related to data development and analysis services and application development and support.

**Recommendation:** The Johnson County Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31<sup>st</sup>, 2020.

**Background:** The Johnson County Library has worked in the past with companies to deliver data analysis. Johnson County Department of Technology and Innovation has a department which can deliver similar analysis to assist the library.

**Alternatives:** No alternatives to recommend at this time.

**Legal Review:** Approved by legal counsel.

**Budget Approval:** Data analytics are charged at a rate of \$50 per hour.

**Suggested Motion:** I move that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31<sup>st</sup>, 2020.

## **Johnson County Library Data/Analytics**

### **Memorandum of Understanding ("MOU")**

The following MOU represents an arrangement between Johnson County Department of Technology & Innovation - Automated Information Mapping System ("DTI-AIMS") and Johnson County Library ("JCL"). The MOU establishes terms and conditions relative to service rates, duration, billing and project review. AIMS will provide services to JCL for data development, GIS analysis and application development and support.

#### **I. General Terms and Conditions**

##### **a. Hours and rates**

DTI-AIMS will provide services for data development, GIS analysis, and data analytics to JCL in an amount not to exceed 500 hours annually. Any use of the services listed above must be approved by the JCL AIMS Coordinator. The hourly rates are as follows:

- Data analytics hours will be charged at a rate of \$50 per hour
- DTI-AIMS will not charge for project administration.

##### **b. Length of Agreement**

This MOU will be in effect for a term of one year, beginning in January of 2020 and re-evaluated for renewal in December of 2020.

##### **c. Billing and Review Terms**

Under this MOU, DTI-AIMS will provide quarterly, itemized billing for all hours completed in the prior quarter along with a status review of work completed. Both parties may agree to revise work hours on a per project basis.

#### **II. Roles and Responsibilities**

- a. JCL-** JCL will act as the project manager and schedule quarterly or as needed status update meetings to review and prioritize work to be completed.
- b. DTI-AIMS-** DTI-AIMS will provide an itemized list of work completed for each quarter. DTI- AIMS will attend status meetings and clarify the estimated number of work hours for the subsequent quarter.

#### **III. Termination/Modification**

This agreement will remain in effect for a term of one year. This agreement can be modified at any time by mutual written agreement between DTI-AIMS and JCL to reflect changes in business requirements. Quarterly review of projects may result in the increase of contracted hours.

#### **IV. Data and Services**

##### **Data**

JCL will have full and open access to all DTI-AIMS data that is identified as necessary to meet the business needs of JCL. JCL may pay additional licensing fees for any new data sets or access that is deemed necessary for marketing or analytics. Access to 3<sup>rd</sup> party services or data acquisition will be charged their full cost, this can include training JCL staff to use said services (e.g.

ArcGISOnline, ESRI Community Analyst, Experian, etc.). An invoice for data and services will be sent at the end of the 3<sup>rd</sup> quarter.

##### **Services**

###### **SDE Administration**

AIMS stores and administers data in ESRI's SDE(Spatial Data Engine). SDE provides an enterprise wide repository for spatial and attribute data within a relational database system. DTI-AIMS will provide connectivity to AIMS data as well as store and assist with administration of JCL data within this environment. AIMS will also insure availability of SDE data.

###### **myAIMS**

JCL personnel will have free and unlimited access to myAIMS. A 24x7 secure web portal of DTI- AIMS applications including myRC, JCLR, Plat Search Utility, Create Map PDF, Digital Data Request(DDR) and advanced functionality within the Johnson County Online Mapping application.

#### **V. Acceptance**

This MOU is understood and agreed upon by the following representatives of DTI-AIMS and JCL.

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Shannon Porter  
DTI-AIMS Manager

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Sean Casserley  
County Librarian

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Date

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Date

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley  
**Re:** Friends Sizzlin' Summer Book Sale Location Request  
**Date:** February 13, 2020

---

**Issue:** The Friends of Johnson County Library, Inc. request permission from the Board of Directors of Johnson County Library for use of the Lackman Library building to host and present the annual Sizzlin' Summer Book Sale.

**Recommendation:** We recommend the Library Board of Directors approve the request from the Friends of Johnson County Library to use the Lackman Library for the summer book sale, June 15 through 22.

**Background:** The Friends launched their annual public book sales in 1988 at the former Mission Center mall and quickly gained a sizable and loyal following. In 2006, the sale moved to Metcalf South Mall and again in 2015 to Johnson County Community College. In 2019, the Library Board granted the Friends request to hold the summer book sale at the former Lackman Library. The 2019 sale was tremendously successful at the Lackman location.

**Analysis:** The Friends request use of the Lackman Library parking lot, building and furnishings at 15345 W. 87<sup>th</sup> St. Pkwy, Lenexa. The Friends request use of the building June 15 through 22 for reconnaissance, load-in, sale dates and load-out. Utilities are requested – water, electricity, climate control and wifi.

**Alternatives:** The Board may choose to not approve the recommendation which will require the Friends to identify an alternate space for the summer book sale.

**Suggested Motion:** I move the Library Board of Directors approve the Friends request to use the Lackman Library for the 2020 Summer Sizzlin' Book Sale, June 15 through 22.

**To:** JCL Library Board  
**From:** Sean Casserley and Dave Vratny  
**Date:** February 13, 2020

---

**Issue:** 2021-2025 Capital Improvement Plan (CIP) Submission

**Recommendation:** We recommend the Library Board of Directors approve the proposed 2021-2025 Capital Improvement Plan Submission

**Background:** Every year County agencies and departments put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5 year look ahead.

Today we are presenting a draft of the 2021-2025 CIP and these items are for capital requests to support the Library system. This is for informational use at this time and we will be asking you to take action at the February 2020 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2021 in August of 2020.

**Alternatives:** None at this time.

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

**Budget Approval:** \$1,409,500 in funding for the 2021 Capital Replacement Plan (CRP) funded from JCL operating budget.

**Suggested Motion:** I move the Library Board of Directors approve the proposed 2021-2025 Capital Improvement Plan submission.

**Department Request Summary**  
Capital Improvements Program 2021-2025  
Johnson County, Kansas

Department: Library					Date of Submission: February 2020		
Priority	Project Title	Projected Capital Expenditures					
		2021	2022	2023	2024	2025	Total
System	Capital Replacement Program (CRP)	\$ 1,409,500	\$ 1,385,000	\$ 1,472,000	\$ 1,345,000	\$ 1,444,000	\$ 7,055,500
1	Rural Renewal Initiative		\$ 1,000,000				\$ 1,000,000
2	Blue Valley Library Replacement			\$ 4,657,738	\$ 15,837,868	\$ 29,621,609	\$ 50,117,215
3	Corinth Library Replacement				\$ 316,517	\$ 1,266,068	\$ 23,046,569
Department Preparer: Georgia Gavito Sizemore					Department Approval: Sean Casserley		

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project: Capital Replacement Plan (CRP)		Priority #	1
		Year Requested	2021

Capital Expenditures	Prior Year	2021	2022	2023	2024	2025	Project Total
Building Envelope / Roofing / Exterior Building Signage		90,000	590,000	692,000	795,000	422,000	2,589,000
Parking Lots / Site Repair / Irrigation / Landscaping		560,000	125,000	0	0	397,000	1,082,000
Interior Work / Finishes / ADA		157,000	350,000	505,000	400,000	250,000	1,662,000
<b>Subtotal</b>	<b>0</b>	<b>807,000</b>	<b>1,065,000</b>	<b>1,197,000</b>	<b>1,195,000</b>	<b>1,069,000</b>	<b>5,333,000</b>
<b>Equipment Expenditures</b>							
Building HVAC / Electrical Equip Replacement		602,500	320,000	275,000	150,000	375,000	1,722,500
							0
<b>Subtotal</b>	<b>0</b>	<b>602,500</b>	<b>320,000</b>	<b>275,000</b>	<b>150,000</b>	<b>375,000</b>	<b>1,722,500</b>
<b>Start-Up Capital</b>							
							0
							0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>0</b>	<b>1,409,500</b>	<b>1,385,000</b>	<b>1,472,000</b>	<b>1,345,000</b>	<b>1,444,000</b>	<b>7,055,500</b>

Department:	Library	Submitted by:	Sean Casserley
Project:	0	Priority #	1
		Year Requested	2021

Category	Prior Year	2021	2022	2023	2024	2025	Total Project Cost
Capital	0	807,000	1,065,000	1,197,000	1,195,000	1,069,000	5,333,000
Equipment	0	602,500	320,000	275,000	150,000	375,000	1,722,500
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>1,409,500</b>	<b>1,385,000</b>	<b>1,472,000</b>	<b>1,345,000</b>	<b>1,444,000</b>	<b>7,055,500</b>

<b>Total Capital</b>	<b>0</b>	<b>1,409,500</b>	<b>1,385,000</b>	<b>1,472,000</b>	<b>1,345,000</b>	<b>1,444,000</b>	<b>7,055,500</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



DEPARTMENT/AGENCY: **LIBRARY**PROJECT NAME: **JCL CAPITAL REPLACEMENT PROGRAM (CRP)**Submitted By: **Sean Casserley***Project Type (Check box that best represents this project request):*Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The purpose of the Capital Replacement Program (CRP) is to: investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner.

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

Building component and system replacement grows in scope and cost the longer it is deferred. Projects that are deferred can lead to higher energy costs, increased staff time in dealing with problematic systems, safety hazards, and lower satisfaction and/or comfort for the public and staff who use the facilities every day.

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff. This need is currently being met by annual funding of the CRP. The CRP database is continually updated to prioritize expenditure of funds and projects.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

The CRP enables the Library to pursue their Strategic Priorities by properly maintaining the facilities that house the Library functions.

## 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

In 2014, an assessment of the systems in each Library facility was completed, and that has been used to determine budget, scope and timing of CRP requests for 2016 through now (2021). In 2019, an updated and more comprehensive study was completed by VFA/Accruent and the draft information was received. This current information will be used to prioritize projects moving forward and for creating the CRP request from 2022 onward.

## 5. Project Timeline

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

CRP projects are generally implemented during the fiscal year that they are funded. A portion of the projects carry over to subsequent years before being completed.

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

Funding for this on-going capital replacement plan comes from Johnson County Library's Operating Fund.

## 7. Alternatives Considered

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

Funding reflects the cost of repairs or replacement of components or systems that are not performing well or have reached the end of their usable life. Reduction of funding would necessitate lower quality repairs or solutions that will not last as long and typically lead to higher repair/replacement costs in future years. No alternatives available as these properties are owned and maintenance is a Library responsibility.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

Services provided differ as CRP projects occur at a variety of buildings throughout the Library system

## 9. Operating Impact (Non-Personnel)

- i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

N/A

## 10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

## 11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

## 12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project: Rural Renewal Initiative		Priority #1	Year Requested 2022

Capital Expenditures	Prior Year	2021	2022	2023	2024	2025	Project Total
Preliminary Studies	96,000						96,000
Land Acquisition							0
Design/Consulting			100,000				100,000
Construction			600,000				600,000
Public Art							0
<b>Subtotal</b>	<b>96,000</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>796,000</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)		0	300,000				300,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,096,000</b>

Department:	Library	Submitted by:	Sean Casserley
Project:	0	Priority #	0
		Year Requested	2022

Category	Prior Year	2021	2022	2023	2024	2025	Total Project Cost
Capital	96,000	0	700,000	0	0	0	700,000
Equipment	0	0	300,000	0	0	0	300,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>

<b>Total Capital</b>	<b>96,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: RURAL RENEWAL INITIATIVE

Submitted By: Sean Casserley

*Project Type (Check box that best represents this project request):*

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

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

The Comprehensive Library Master Plan is a twenty-year plan. Currently, the DeSoto and Spring Hill branches are not scheduled to be renovated within this timeframe. The DeSoto and Spring Hill branches were each built in 1982 and serve Johnson County's small rural communities. They are well-maintained and have not received a major renovation since they were originally constructed almost 40 years ago.

This project is to refresh the physical space along with explore and implement innovative solutions to extend library services for our rural communities while maintaining level staffing costs. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at these rural branches. This 2021 request is written as a maximum expenditure amount to implement the findings from the study that will occur in 2020.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

See above.

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priority of: Education, Operations, Community, Communication and Convenience.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The study for this initiative will take place in 2020.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Design and Documentation	Q1-2	2022
Bidding/Approvals/Construction	Q2-4	2022
Furniture Installation/Move In/Opening	Q4	2022

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project would be funded from Library Reserves.

## 7. Alternatives Considered

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

An alternative is to continue to maintain the current level of building and services for these rural communities.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

The goal is to expand/enhance services without adding to the staffing levels.

## 9. Operating Impact (Non-Personnel)

**i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.

N/A

## 10. Operating Impact (Personnel)

**i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

## 11. Financing Operating Costs

**i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

## 12. Operating Expense Timeline

**i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A



Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project: Blue Valley Library Replacement		Priority #2	Year Requested 2023

Capital Expenditures	Prior Year	2021	2022	2023	2024	2025	Project Total
Preliminary Studies	120,000						120,000
Land Acquisition							
Design/Consulting				4,657,738	1,164,434		5,822,172
Construction					14,673,433	22,010,150	36,683,583
Public Art						500,000	500,000
<b>Subtotal</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>4,657,738</b>	<b>15,837,868</b>	<b>22,510,150</b>	<b>43,125,755</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)						7,111,459	7,111,459
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,111,459</b>	<b>7,111,459</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>4,657,738</b>	<b>15,837,868</b>	<b>29,621,609</b>	<b>50,237,214</b>

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	#VALUE!
Project:	0	Department Priority #	0
		Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2021	2022	2023	2024	2025	Estimated Annual Cost
Assistant Branch Manager	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Youth Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Youth Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Youth Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Clerk II	12.12	3.00	21.00	7/1/2025	0	0	0	0	106,356	212,711
Clerk II	12.12	0.50	21.00	7/1/2025	0	0	0	0	12,944	25,888
Clerk I	11.11	2.20	18.00	7/1/2025	0	0	0	0	41,378	82,755
Building Engineer	16.17	1.00	37.00	4/1/2025	0	0	0	0	87,808	110,638
Senior Maintenance Tech	14.14	1.00	27.91	7/1/2025	0	0	0	0	47,781	95,562
Custodial Level II	12.11	2.00	20.00	7/1/2025	0	0	0	0	50,318	100,636
Custodial Level I	11.11	1.00	18.00	7/1/2025	0	0	0	0	32,179	64,358
Subtotal		22.70			0	0	0	0	908,801	1,752,624
<b>Contractual (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Contractual (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
<b>Commodities (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Commodities (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
<b>Capital Outlay (On-Going)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0
<b>Start-Up (One-Time)</b>	<b>Account Code</b>		<b>Date</b>							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	0	Priority #	0
		Year Requested	2023

Category	Prior Year	2021	2022	2023	2024	2025	Total Project Cost
Capital	120,000	0	0	4,657,738	15,837,868	22,510,150	43,005,755
Equipment	0	0	0	0	0	7,111,459	7,111,459
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	908,801	
Contractual		0	0	0	0	40,000	
Commodities		0	0	0	0	40,000	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>4,657,738</b>	<b>15,837,868</b>	<b>30,610,410</b>	<b>50,117,214</b>

<b>Total Capital</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>4,657,738</b>	<b>15,837,868</b>	<b>29,621,609</b>	<b>50,117,214</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>988,801</b>	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: **BLUE VALLEY LIBRARY REPLACEMENT**

**Submitted By: Sean Casserley**

*Project Type (Check box that best represents this project request):*

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

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

Create a new ~64,000 square foot library at the NE corner of 151<sup>st</sup> and England Street, in the park area adjacent to the current library. This new facility will replace the existing 24,000 square foot library and will expand the current square footage by an additional ~40,000 square feet to meet the needs of the community. The City of Overland Park plans to create a literary park where the existing library facility is located.

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

Currently, the patrons of the Blue Valley area are being served by a 24,000 square foot facility. This facility has become inadequate due to high demand from the surrounding area. In the summer months, the material circulation rate of the Blue Valley Library (24,000 sf) is greater than that of the Central Resource Library (90,000 sf).

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

The Blue Valley Library study was completed in 2018 and reported the costs between renovating/adding on and building are very similar. The study assumed that a good-sized lease space would be needed to continue to serve the high traffic and material circulation at the branch while work occurred on the existing facility. JCL and the city of Overland Park (OP) had a public input session and the public is in favor of the new facility option. When the time comes to go through the planning processes, FAC and JCL will work closely with OP's planning department. JCL, FAC and the OP worked closely together during the study process and OP's Community Development Committee is in support of the new facility as well.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q4	2022
Program Verification/Design & Documentation	Q1-4	2023
Bidding/Approvals	Q1	2024
Construction	Q2-3	2024-25
Furniture Installation/Collection/Training/Move in	Q3	2025
Opening	Q4	2025

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash and part debt financed. The current plan estimated about \$7.1m cash for the project with the remaining \$43m to be debt financed.

## 7. Alternatives Considered

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

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

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

Blue Valley is currently the busiest branch location and is just over 24,000 square feet in size. The building will almost triple in size with the expansion. With the additional square footage will come additional services, collections, and programming (with the addition of a Literary Park provided by the city on the same site). The location will add a MakerSpace or digital media Lab at this branch that will require additional staffing. All

position types will be increased to accommodate the growth - circulation (materials handling) positions, adult service positions, youth service positions, custodians as well as managers. The staffing levels are based on the number of service points, the size of the building, the number of open hours, and the services offered to the public. Blue Valley's service area – the number of people who live near this location – is about 80,000.

## 9. Operating Impact (Non-Personnel)

**i** *Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.*

Contractual and commodities costs, including utilities, would increase with the additional square footage.

## 10. Operating Impact (Personnel)

**i** *Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.*

There are 17.7 FTE that are Library staff and an additional 5.0 FTE that are Facilities Staff associated with this expansion project.

## 11. Financing Operating Costs

**i** *Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?*

The additional staff will be funded with the Library Operating Fund and there should be sufficient resources to finance this expansion.

## 12. Operating Expense Timeline

**i** *Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.*

Most of these positions would start around the middle of 2025. The Building Engineer position would start around April of 2025.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project: Corinth Library Replacement		Priority #3	Year Requested 2024

Capital Expenditures	Prior Year	2021	2022	2023	2024	2025	Project Total
Preliminary Studies	140,000						140,000
Land Acquisition							
Design/Consulting					316,517	1,266,068	2,104,094
Construction							15,609,048
Public Art							230,000
<b>Subtotal</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,517</b>	<b>1,266,068</b>	<b>18,083,142</b>
<b>Equipment Expenditures</b>							
Furnishings, Fixtures and Equipment (FFE)							5,103,427
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,103,427</b>
<b>Start-Up Capital</b>							
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Capital</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,517</b>	<b>1,266,068</b>	<b>23,186,569</b>

Department:	Library	Submitted by:	Sean Casserley
Project:	0	Priority #	0
		Year Requested	2024

Category	Prior Year	2021	2022	2023	2024	2025	Total Project Cost
Capital	140,000	0	0	0	316,517	1,266,068	1,582,585
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
<b>Total</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,517</b>	<b>1,266,068</b>	<b>1,582,585</b>

<b>Total Capital</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,517</b>	<b>1,266,068</b>	<b>1,582,585</b>
<b>Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: CORINTH LIBRARY REPLACEMENT

Submitted By: **Sean Casserley**

*Project Type (Check box that best represents this project request):*

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

## OVERVIEW

### 1. Describe the project request

**i** Describe how this project came about, who is involved, and the purpose.

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

### 2. Explain the project need

**i** Describe why this project is needed and what, if any of these needs are currently being met.

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

### 3. Strategic Priorities or Goals?

**i** Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

This project is also aligned with the BOCC's Strategic Priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

### 4. Summary of Preliminary Studies

**i** Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP. The study for this replacement project will begin in early 2020.

## 5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q4	2024
Design and Documentation	Q1-3	2025
Bidding/Approvals	Q4	2025
Construction	Q1-4	2026
Furniture Installation/Collection/Training/Move in	Q1	2027
Opening	Q1	2027

## 6. Financing Capital Costs

**i** What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash funded and part debt financed. The current plan estimated about \$2.8m cash for the project with the remaining \$20.3m to be debt financed.

## 7. Alternatives Considered

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

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

A joint market feasibility study is underway with the City of Prairie Village, the YMCA and the Library to begin to determine the possibility of locating a branch on or near the City's site at 77<sup>th</sup> and Mission Road.

## 8. Services Provided with Request

**i** Describe in detail the nature of the services provided with this capital request.

A Drive-Thru for holds pickup will be added with this replacement facility, otherwise, the nature of the services at the Corinth Library are not anticipated to change. The replacement facility will be better able to meet the needs of the public and staff.

## 9. Operating Impact (Non-Personnel)

**i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

This project is currently considered a replacement project and, as such, there are not any anticipated additional non-personnel operating costs.

## 10. Operating Impact (Personnel)

**i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

This project is currently considered a replacement project and, as such, there are not any anticipated additional personnel requests associated with this project.

## 11. Financing Operating Costs

**i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

## 12. Operating Expense Timeline

**i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A