



**Board Report
January 9, 2020**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, JANUARY 9, 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
 - 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) Informational item: Consideration of a Policy on Diversity, Equity, and Inclusion
 - b) Action item: Consideration of a revision to ARM 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures3
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Tricia Suellentrop, Deputy County Librarian14
 - a) 2019 Year in Review, Adam Wathen, Associate Director of System Wide Services
 - b) Trends in the Library Industry
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator20
 - a) Antioch Replacement20
 - b) Central Staff Space Consolidation (CSSC)24
 - c) Overall timeline29
 - 3. Updates – Sean Casserley
 - a) Finance Director Announcement
 - b) Report on the tour of the Rabbit Hole
 - c) City of Prairie Village survey status
 - d) Newspapers and TV stations
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the December 12, 2019, Library Board meeting31
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for November 2019 were handled in accordance with library and County policy.
 - b) The November 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 Report44
- VI. New Business
 - A. Informational Item (no action): 2021-2025 Capital Improvement Plan (CIP) Submission45
 - B. Action Item: Renewal of the Interlocal agreement with Olathe Public Library68
- VII. Adjournment

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

**SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL
PROCEDURES**

SUMMARY

The purpose of this document is to establish the authority and procedures under which the County Librarian and the Library Board may suspend library privileges or deny or restrict library use.

Effective Date:

September 10, 2015

Review Date:

~~November 8, 2018~~

STATUTORY AUTHORITY

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

OPEN ACCESS

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

**SUSPENSION, DENIAL OR
RESTRICTION POLICY &
PROCEDURE**

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or his or her expressly designated representative.

ADMINISTRATIVE REGULATIONS

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SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

The County Librarian or his/her designee is authorized to suspend, deny, or restrict an individual's library privileges for (1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, he or she may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

**APPEAL PROCEDURE AND
APPLICATION FOR
REINSTATEMENT**

e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.
2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of three members of the administrative team to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.
3. The individual whose Library privileges are under consideration shall be invited to provide written material

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or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.

4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County

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Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. The County Librarian may withdraw or modify his or her order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present his or her case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. The Library Board shall have the entire Administrative Record. The Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.

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PROCEDURES

REMOVAL FROM
LIBRARY PREMISES_
AND TEMPORARY
SUSPENSION OF
PRIVILEGES

9. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of his or her library privileges or modification of the order denying or restricting his or her library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

f. Library staff are authorized to cause an individual to be removed immediately from any Library branch facility or particular Library service area, or from all Library branch facilities or premises for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

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. When the County Librarian or his or her designee temporarily suspends the individual's Library privileges under this subsection f, the suspension procedure described in subsections d and e shall be commenced by the Library, unless such a suspension procedure has already been commenced with respect to the individual's Library privileges..



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**ARM 20-10-30
End**

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**APPEAL PROCEDURE AND
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6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

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**ARM 20-10-30
End**

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
November 2019
92% 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	<u>\$0</u>
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TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$4,430,838</u></u>
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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	2,742,833

TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$2,761,791</u>
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TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>(\$890,315)</u></u>
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TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$3,540,523</u></u>
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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

November 2019

92% 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	96,199	99,255	97%	96%
Library Generated - Overdues / Fees	498,258	725,000	69%	75%
Sale of Library Books	37,500	50,000	75%	86%
Misc Other	82,222	18,703	440%	181%
Reimbursement	462,546	330,043	140%	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%
TOTAL REVENUE	38,304,689	38,339,457	100%	93%

Expenses ALL FUNDS with Collection Encumbrance	2019 Year to Date	2019 Budget	% Categories Expended
Categories			
Salaries and Benefits	18,985,437	21,323,420	89%
Contractual Services	4,178,003	4,710,131	89%
Commodities	3,328,310	4,385,684	76%
Risk Management Charges	94,052	126,252	74%
Capital / Maintenance / Repair	62,254	3,487,289	2%
Transfer to Debt Payment	18,958	827,916	2%
Transfer to Capital Projects	2,742,833	2,738,276	100%
Grants	127,142	250,389	51%
Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES	29,536,989	38,339,457	77%

Revenue - Expenses as of November 30, 2019 8,767,700

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	1,463,200
Building Repair	526,954
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
	<u>2,440,447</u>

Budget Remaining	<u>886,653</u>
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
November 2019
92% Year Lapsed

OPERATING FUND		2019	2019	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	4,091,722	5,072,528	81%
	Information Technology	2,547,119	2,951,965	86%
	Collection Development	3,251,607	3,467,822	94%
	Branch/Systemwide Services	16,511,292	18,595,615	89%
	Risk Management Charges	94,052	126,252	74%
	Grants *	127,142	250,389	51%
	Transfer to Capital Projects	0	3,487,289	0%
	Interfund Transfer	0	490,100	0%
TOTAL OPERATING FUND EXPENDITURES		26,622,934	34,441,960	77%

SPECIAL USE FUND		2019	2019	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	16,305	16,305	100%
	Commodities (Capital Equipment)	135,959	315,000	43%
	Transfer to Debt Payment	18,958	827,916	2%
	Transfer to Capital Projects	2,742,833	2,738,276	100%
TOTAL SPECIAL USE FUND EXPENDITURES		2,914,055	3,897,497	75%

TOTAL EXPENDITURES	29,536,988	38,339,457	77%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2019
92% Year Lapsed

ALL FUNDS		2019	2019	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	18,985,437	21,323,420	89%
	Contractual Services	4,178,003	4,710,131	89%
	Commodities	3,328,310	4,385,684	76%
	Risk Management Charges	94,052	126,252	74%
	Capital / Maintenance / Repair	62,254	3,487,289	2%
	Transfer to Debt Payment	18,958	827,916	2%
	Transfer to PBC Capital Leases	2,742,833	2,738,276	100%
	Grants	127,142	250,389	51%
	Interfund Transfer	0	490,100	0%
TOTAL EXPENDITURES		29,536,989	38,339,457	77%

GRANTS*	Expenditures through 11/31/2019	Source	Received	Expenditures	Grant Award	Budget Remaining
285000082	State Aid 2019	State	3/15/2019	\$124,939.43	\$126,997.06	\$2,057.63

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

Antioch Library Replacement

Update – January 2020



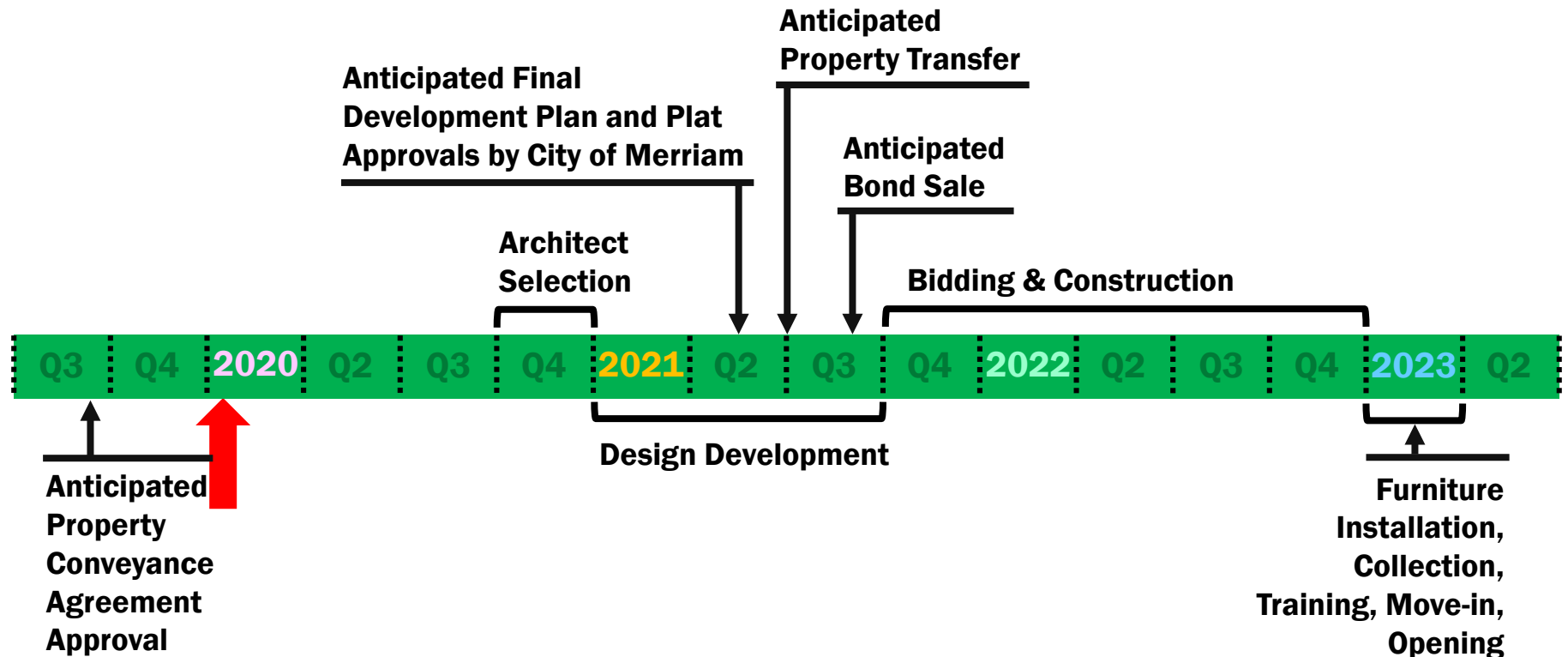
Updates

- 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 – January 2020



Updates

- Design began this week
- RFP for Construction Manager
- Next Steps
- Timeline

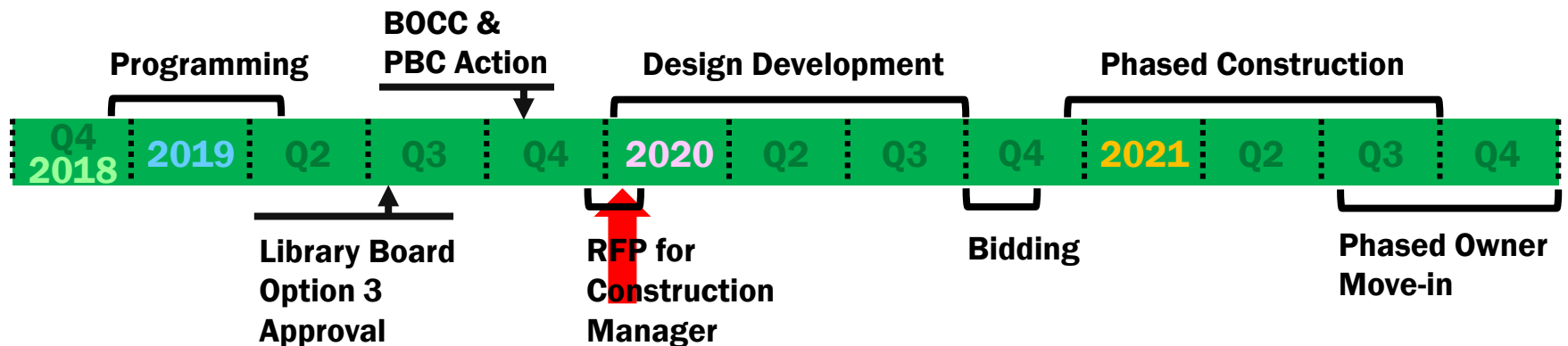
RFP for Construction Manager

- 10 firms responded
- Selection Committee reviewing proposals
- Construction Manager next steps:
 - Ranking to determine shortlist
 - Jan. 28: Interviews with shortlist candidates
 - Feb. 13: anticipated recommendation of firm for Preconstruction Services

Next Steps

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

Central Staffing & Space Consolidation (CSSC) Anticipated Timeline

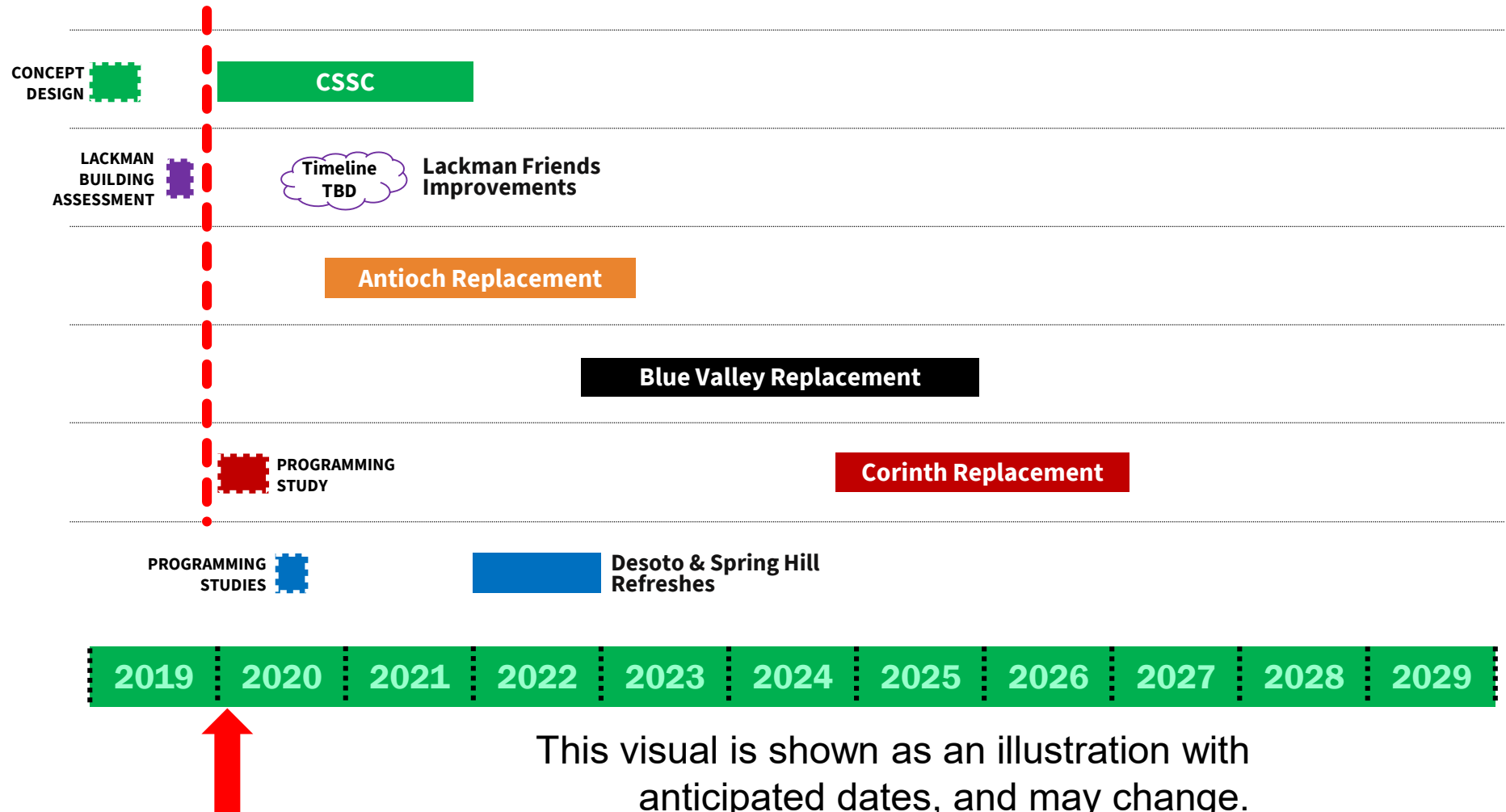


Capital Improvement Projects Timeline Summary

Update – January 2020



Capital Improvement Projects Anticipated Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
December 12, 2019
Central Resource Library
4:00 p.m.**

BOARD: Bethany Griffith, Donna Mertz, Amy Ruo, Fabian Shepard
Via conference call: David Sims
Absent: Wayne Burke, Brandy Butcher

BOARD ATTORNEY: Fred Logan, Andrew Logan

BOCC: Commissioner Hanzlick

FRIENDS OF THE LIBRARY:

STAFF: Roxanne Belcher, Brian Berrens, Nancy Birmingham, Sean Casserley, Megan Clark, Lacie Griffin, Hope Harms, Lisa Jordan, Joseph Keehn, Christopher Leitch, Dawna Ofstehege, Michelle Olsen, Michaela Scruggs, Stephanie Stollsteimer, Tricia Suellentrop, David Vratny, Adam Wathen, Ken Werne

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

CITIZENS COMMENTS:

Library patron Preston Conner addressed the Library Board and asked to speak to the Library Board after the meeting about a matter concerning Library policy and procedure.

Ms. Griffith and Mr. Casserley agreed to speak with Mr. Conner after the meeting.

BOARD OF DIRECTORS COMMENTS:

There were none.

FRIENDS OF THE LIBRARY:

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

The Friends recently held an appreciation reception for Friends volunteers. The reception featured delicious foods, a prize drawing, trivia games, Hallmark goodies and, importantly, fellowship with Friends.

The party gave opportunity to recognize a special volunteer, Mary Elder. She has been a volunteer at the Friends' Antioch Bookstore for more than 20 years, since almost opening day of the bookstore. She is retiring, at the end of December, from her weekly volunteer shift and the Friends will miss her.

Friends Facts:

- Friends contributed 20,222 hours of service between Jan. 1 and Nov. 30, 2019.
- 393 volunteers helped at the 3 Bookstores, Book Sorting and Online Sales Center, and Book Sales so far, in 2019
- 166 volunteers helped one or more time per week
- Friends are 47% of all Library volunteers contribute 45% of Library volunteer service hours
- Independent Sector, a national non-profits association, values a volunteer hour at \$25.43 – which by the way is the minimum wage in Australia. That figure shows the incredible contributions

Internet sales account for 33% of revenue for the Friends. 683 items were sold online in October for a total of \$10,400. The Friends use a multi-listing service to sell materials online.

- Significant recent online sales:
 - *Land of the Flying Masks: Art & Culture in Burkina Faso* - \$200.00
 - *Britannica Great Books of the Western World* 54 Volumes in Deluxe Black Binding - \$324
 - *Sweetheart Roller Skating Rink: Photography by Bill Yates, 1972-73* - \$150

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

On November 12, the Friends bid farewell to Julie Steiner as president of the Friends of Johnson County Library. Julie oversaw improvements to the bylaws and procedures manuals, continued professionalization of the Friends operations and the completion of a new Strategic Plan. Julie has agreed to continue her service to the Library through a position on the board of the Johnson County Library Foundation.

New Friends' president, Jennifer Curtiss, is an active partner in researching and designing future sales and membership efforts.

JOHNSON COUNTY LIBRARY FOUNDATION:

December Library Board Report

Foundation Director, Stephanie Stollsteimer, reported to the Library Board on behalf of the Foundation.

The Foundation oriented four new board members to the Foundation this year.

Ms. Stollsteimer shared an impact statement with some general information about direct funding to the Library. In 2019, the Johnson County Library Foundation provided \$280,795 dollars of support to the Library.

The year-end annual appeal is progressing nicely. To date, the Foundation has received 80 donations totaling \$17,150 dollars and they are looking forward to a strong finish.

The Foundation has received news on a few grants:

- Elementia received \$11,000 dollars from the CPS Foundation
- Walmart granted \$3,500 dollars for Summer Reading 2020
- A donor circle called the Giving Group granted \$2,200 dollars for Summer Reading
- The Foundation received a \$30,000 dollar Black & Veatch MakerSpace grant. This is the second year in their three-year naming agreement totaling \$90,000 dollars.

The Foundation is excited to start planning for the Library Lets Loose event in 2020 and would like to ask the Library Board for permission to close the Central Resource Library, September 12.

Ms. Stollsteimer shared a Save the Date Card for January 9. The Foundation will be hosting a reception that will take place immediately following the January board meeting.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported that the Board of County Commissioners adopted a plan to become a community for all ages - a program through the Mid-America Regional Council that recognizes cities that have taken steps to become more welcome to residents of all ages. This is not a formal certification program, but a way of thinking.

The Commission also recently held a robust discussion about transit. The committee of the whole will be making a recommendation to the Commission to expand the micro transit area and make changes on the fixed route. Hopefully this will provide better service for all of us.

Commissioner Hanzlick is current listening to *Educated* by Tara Westover. She has found it both interesting and compelling.

BOARD COUNSEL REPORT

Board Counsel, Fred Logan presented a proposed revision to Administrative Regulation Manual policy 50-30-25, Contracts. The Library has had a long-standing policy prohibiting mandatory venue clauses in contracts that require the venue in the case of litigation to be outside of the state of Kansas. Mr. Logan explained we have recently run into some instances where it's not been possible to change the mandatory venue clause.

Mr. Logan provided the example of a Family Tree information service. In the agreement they require that the state of Utah be the venue for any disputes. Mr. Logan reported that there was virtually no chance for a dispute, however we did not enter the agreement because they would not agree to change the venue requirement.

Legal counsel proposed a change in ARM 50-30-25 that would allow - in certain limited circumstances – the Library to enter into a contract that has a mandatory venue clause outside of the state of Kansas. There would be three requirements for an exception to be made:

1. The contract is a sole source and there is no other option
2. The contract terms are found by the County Librarian in consultation with Library counsel to present a low risk of dispute or litigation to the Library.
3. The contract's benefit, in terms of the access provided to information or other services to the Library and its patrons is great.

In response to a question, Mr. Casserley provided another example of a contract that would meet the three requirements.

Motion: Amy Ruo moved the Library Board of Directors approve the revision to ARM 50-30-25, Contracts.

Second: Donna Mertz

Motion approved unanimously

COUNTY LIBRARIAN REPORT

Mr. Casserley recognized the Shawnee Mission West students and new employee orientation class.

Finance Report – Tricia Suellentrop, Deputy County Librarian

Ms. Suellentrop addressed a question that was asked last month about funding for the Antioch sewer repair. We have funding available in the County Librarian cost center under unspecified contractual services. The costs themselves will be charged to the facilities cost center, for tracking and accounting purposes.

The Library has received 99% of anticipated revenue as of October 31. Including encumbrances, expenses for the year have been spent down 65%.

Trends in Fines – Adam Wathen, Associate Director of Systemwide Services and Roxanne Belcher, Branch Manager

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

Ms. Belcher is leading a find study project. The results of the project will be shared with the Library Board when it has been completed.

Mr. Wathen shared the history and current situation regarding library fines.

Currently, we charge .30 cents per day for every item that is overdue with a maximum fine of \$6.00 per item. Patrons can check out most items for three weeks and fines begin at three weeks and one day.

We send scheduled notifications and patrons receive a notification two days before an item is due. A second notification is sent five days after the item is due. Our team is working on adding another notification two days after the item is due.

A patron can renew an item at any time after it is overdue unless they owe more than \$25.00. If an item is overdue for more than 30 days, we will charge the patron for the cost of the item instead of the \$6.00 overdue fee and mark the item as "Lost". The details of this practice are described in policy 20-10-91 – the Overdue, Lost, or Damaged Materials Fee Schedule.

Any time a patron owes money we send weekly notifications of charges owed to the library. Patrons who owe fines between \$.01 and \$14.99 have no restrictions on their account.

When a patron owes between \$15.00 and \$24.99 for more than 30 days, we include them in our “Small Balance Program.” These patrons will be unable to renew, place holds, or check out materials without the assistance of a staff member until their balance has been paid in full. This offers us an opportunity to have a conversation with the patron, explain the situation, and help get patrons back in good standing.

When a patron owes more than \$25.00 for more than 30 days, they will not be able to check out, place holds, or renew material until the balance is paid in full. Patrons can still use other services. They can attend programs, use our study rooms, and use our computers and e-Resources. At this point, patrons are also reported to our partner collection agency – Unique - who then sends print notifications to the patron requesting debt payment. The debt does not impact patrons’ credit scores. This credit reporting includes a \$10 fee which is passed along to the patron.

Mr. Wathen shared a chart comparing Johnson County Library’s fine policy to those of neighbor libraries.

Johnson County Library has several policies related to fines. 20-10-90 and 20-10-91 include descriptions of all fines and fees that we might assess to patrons. These cover both the general overdue fines and things like our charges for copies or for selling ear buds and flash drives at the desk.

Policy 50-30-40. describes how the Library retains fines in our system. It says that “a Patron Account Receivable” is deemed uncollectible when it is more than three years old and less than \$100 in value. By policy, we write these accounts off in the finance office, but we do not write them off in our patron catalog where they remain collectible indefinitely.

In 2011, the library Board approved ARM 20-10-95 which gave the library the ability to eliminate any fines \$6.00 or less and billed before 2008. It also gave the library the ability going forward to eliminate fines that are older than five years and \$3 or less. We regularly eliminate these fines.

Mr. Wathen shared a series of charts including number of patrons who owe fines, fine revenue by year and fines owed.

In 2018, we began a new Memorandum of Understanding with AIMS – the county’s automated information mapping system. We asked AIMS this year if they could map the people who owed us fines from the last few years to figure out if our fines created inequitable access for people of certain age ranges or economic classes. Some other libraries have found a correlation between poverty and people who are blocked from access because of fines. AIMS produced a variety of reports for us which found no correlation between fines and any specific demographic category of our patrons.

Our staff regularly come to us with plans or ideas about how we could reduce or remove fines as a barrier for patrons. As our mission is to provide access – librarians often see fines as a barrier since patrons have their services blocked when fines accrue to a certain level. Many libraries regularly try to find ways to mitigate the lack of access and this has become a strong national conversation for libraries.

These include:

- Waiving fines
- Allowing overdue Grace Periods
- Auto-renewal – where a library would automatically renew patrons’ materials for them before they were overdue.
- Fines for Food (donation)
- Amnesty Days – The Chicago Public Library held an amnesty day in 2012 where anyone could bring back materials without consequence and have their fines waived. They received over 700,000 items and about 100,000 patrons re-engaged with the library.
- Fine-Free Cards or Categories – like children’s cards not accruing fines or children’s materials not accruing fines
- Repaying fines by volunteering or reading
- And finally, total Elimination of Fines altogether. Some libraries have argued that the cost of tracking, collecting, and accounting for fines does not equal the revenue generated.

Commissioner Hanzlick asked if fines are collected on eLibrary materials.

Mr. Wathen responded that eLibrary materials do not accrue fines as they check themselves back in automatically.

Ms. Griffith asked if she could see a breakdown on fines issued for late fees versus replacement costs.

Mr. Wathen stated that we can provide that information.

Mr. Casserley would like to see a trend line of how many libraries have gone fine free in the last 36 months.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Project Coordinator Scott Sime reported on behalf of the Project's Core Team. The RFP for the Construction has been issued.

Board Liaisons have been invited to the interviews. We anticipate bringing an item to a future Board meeting for approval of the recommendation to enter into a contract for Preconstruction Services. Later in 2020, we will bring the full Construction contract back to the Board and to the Public Building Commission for approval.

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

In response to a question about the interview process. Mr. Sime reported that the interview team asks a standardized list of questions. They are looking for several things, including history of performing similar work, project approach, experience working with libraries and how the team works together.

Next steps: Anticipate design development in January. There will be a public input section in January/February for the public areas.

Antioch Replacement project

The next agreement we will work on with the City of Merriam is the Shared Parking and Maintenance agreement. This is a model that we 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
- 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.

We anticipate issuing an RFP for Architectural Services in Q4 2020.

Finance Director Search

Mr. Casserley thanked County HR, members of the Finance department and the administrative team. A candidate has been selected and more information will be shared next month.

Writers' Conference – Joseph Keehn, Event Coordinator

Event Coordinator, Joseph Keehn, reported on the 5th annual Writers Conference which was organized by staff members Cassandra Gillig, Helen Hokanson, Chris Koppenhaver, and Kate McNair, as well as community volunteer Maril Crabtree. The Writers Conference is a collaborative event that capitalizes on the strengths and expertise of staff across departments and buildings. Mr. Keehn reported that the conference met the strategic outcome that *people will learn about themselves and the world*.

From serving 130 in the first year to reaching over 300, the Writers Conference has grown throughout its brief 5-year history. This past November, the Library offered 93 sessions covering topics ranging from research methodologies and intensive writing workshops to networking opportunities and critique partner matchups. During the 3-day conference, a faculty of 35 local, regional, and national authors and industry insiders provided insights to the writing community. The

Writers Conference is supported in part by the Joan Berkeley Writers Fund through the Johnson County Library Foundation.

A new feature this year was the ability to view our faculty profiles and their sessions. Attendees and faculty were also able to post on our new *jocowrites* blog.

Another new feature was the ability for participants to build their own schedule. A total of 210 schedules were created by the 248 attendees who registered on-line for the Conference.

The purpose of the Writers Conference is to produce a signature resource event that provides skill development and networking opportunities for local writers. To that end, the conference sessions focus on craft, skill-development, and community building. While we might host a session or two on how to approach publishing, we really focus on getting our writers work into a polished manuscript in order to pitch the best possible product.

Cedar Roe update – Michelle Olsen, Circulation Manager and Cedar Roe Roof Project Lead

Ms. Olsen reported that the Cedar Roe Roof project has progressed wonderfully. The roofing work has been completed and contractors are currently working on the punch list.

During the building closure, we have also had the opportunity to do a deep clean of the building in preparation for reopening on December 30.

The community has a great love for their Cedar Roe Library and the project team has been communicating to patrons by sending emails about the closing, through social media and with clear signage at Cedar Roe.

The project is both on time and on budget.

eBook Publishing and Distribution Trends – Lacie Griffin, Collections Manager

Ms. Griffin shared that before 2013 there was a “Big Six” of publishers in the publishing world. Most books, cd audiobooks, eBooks and eAudio books were published by six publishers

Since 2013 - Competition in the publishing market has grown exponentially and has changed the landscape of the publishing world. The “Big Six” became the “Big Five” with the merger of Penguin and Random House and self-publishing boomed. Amazon created Kindle Direct publishing and the Audiobook Creation Exchange, creating exclusive content only offered through Amazon websites. Barnes & Noble Press, Apple Books and others began to follow suite. Scholastic creating exclusive series and the eBook imprint BookFlix.

As more companies created original content, electronic version of these titles began to only be available direct to consumer. While libraries have access to purchase Amazon Direct Publishing in physical print, its exclusivity in digital content can create a barrier. This combination of exclusive rights and the direct to consumer delivery model has excluded many traditional brick and mortar bookstores as well.

We can always purchase the physical book or audiobook at the time of publication- it is the electronic version that might have a time restriction on it or be unavailable all together.

We see these restriction in streaming video and they even existed in the time of VHS and Blockbuster. The complete block of access from streaming services is a little newer and a different issue to navigate.

We address these issues by working with our vendors on contracts that are favorable to library lending. Libraries also advocate for library access to materials in the publishing world.

With self-publishing on the rise, the traditional Big 5 marketing materials and review publication are not enough to stay ahead of patron demand and interest. To meet this need our selectors attend events like “Show Me Your Books” where self-published authors speak about publishing through Amazon and marketing their own materials. They also read blogs and fan sites to find bestsellers that are missed in traditional lists. Our selectors also look at every *patron suggestion for purchase* individually.

This month, our eResources selector, has worked with vendors to add streaming services.

Mr. Casserley commented that for a long time the publishing industry has been changing. He thanked Ms. Griffin and the Collections Team for their work meeting the needs of our patrons.

CONSENT AGENDA

Minutes of the November 14, 2019 Library Board meeting

Motion: Donna moved that the Library Board of Directors approve the consent agenda.

Second: Amy Ruo

Motion approved unanimously

NEW BUSINESS

Easement conveyance agreement with Evergy Metro, Inc. on the Central Resource Library site.

Evergy desires to place an underground conduit and cable along the west side of the Central Resource Library, to provide additional power capacity to the surrounding neighborhood.

This easement conveyance agreement provides the necessary legal authority to allow Evergy to enter this area for installation, maintenance, and improvement of the underground conduit and cable, and equipment boxes to be located within the easement area. This work is anticipated to be completed in 2-3 months, weather permitting. The conduit depth will be over 60" to minimize impacts to curbs, tree roots, and other existing underground utilities.

Evergy has consulted with a certified Arborist regarding the existing trees - no impacts to the trees are expected. Minimal construction noise is anticipated. The work is not anticipated to close the northern-most Farley St. entry to the library. The rear (southern-most) driveway may need to be temporarily closed during work – timeframes are minimal and during non-business hours. When the work is completed, there will be above-ground equipment boxes present. Evergy will replace landscaping after the power conduit and cable are installed.

Motion: Amy Ruo moved the Library Board approve an Easement Conveyance Agreement between the Board of Directors of the Johnson County Library (JCL) and Evergy Metro, Inc. on the Central Resource Library site.

Second: Fabian Shepard

Motion approved unanimously

Consideration of renewal of the Bibliotheca contract not to exceed \$139,519.07

Bibliotheca systems are in use at most library locations tracking and handling materials including:

- Sorters including sorter and conveyance components
- Self-check machines
- Security gates
- RFID pads at public service workstations

Bibliotheca furnishes support by technical professionals and replacement parts to maintain materials handling equipment in proper operating condition. Bibliotheca also provides software updates to ensure continued security and smooth operation of all systems. There is no increase in cost over last year for this year's renewal.

Breakdown of equipment at each location supported by Bibliotheca:

- Central:
 - Automated materials handling system (sorter)
 - 5 self-checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations, Interlibrary Loan, Technical Services
- Antioch

- 3 self-checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Blue Valley
 - 5 self-checks
 - Security gates
 - Automated materials handling system (sorter)
 - RFID pads at service points, Circulation Services processing stations
- Cedar Roe
 - 2 self-checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Corinth
 - 4 self-checks
 - Two security gates
 - RFID pads at service points, Circulation Services processing stations
- DeSoto
 - 1 self-check
 - RFID pads at service points, Circulation Services processing stations
- Edgerton
 - RFID pads at service points
- Gardner
 - 2 self-checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Leawood
 - 4 self-checks
 - Two security gates
 - Automated materials handling system (sorter)
 - RFID pads at service points, Circulation Services processing stations
- Oak Park
 - 4 self-checks
 - Two sets security gates
 - RFID pads at service points, Circulation Services processing stations
- Shawnee
 - 3 self-checks
 - Security gates
 - RFID pads at service points, Circulation Services processing stations
- Spring Hill
 - 1 self-check
 - RFID pads at service points

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

Motion: Amy Ruo moved the Johnson County Library Board of Directors approve the renewal of Bibliotheca Service and Maintenance/Extended Warranty Quote in an amount not to exceed \$139,519.07.

Second: Donna Mertz

Motion approved unanimously

Consideration of closing Central Resource Library for Library Lets Loose

The Johnson County Library Foundation holds its largest fundraiser, Library Lets Loose, at the Central Resource Library. In order to set-up for the event, the Foundation would like to request the permission to close the building to the public on Saturday, September 12, 2020. Communication will be provided to staff and patrons well in advance of this date to

minimize disruption. Patrons will be rerouted to branches near Central Resource. The Foundation has requested a similar day off closure for previous Library Lets Loose events.

Motion: Fabian Shepard moved that the Library Board approve the closing of Central Resource on September 12, 2020.

Second: Amy Ruo

Motion approved unanimously

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

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

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

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

Second: Donna Mertz

Motion approved unanimously

Consideration of renewal of the MOU with AARP

The MOU establishes how the Johnson County Library works with AARP Tax-Aide to provide tax preparation assistance for community members. Under this agreement, the Library will provide meeting room space for training of tax volunteers; provision of tax preparation assistance for community members; and the volunteer recognition and celebration at the end of the tax season.

Motion: Donna Mertz moved the Library Board of Directors approve the proposed memorandum of understanding with AARP Tax-Aide through April 15, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of the MOU with The Arts Asylum

This is the annual renewal of the MOU between Johnson County Library and The Arts Asylum. Under this agreement, the Library will provide a gallery space at Antioch Library for The Arts Asylum to display works of art by their resident artists.

Motion: Fabian Shepard moved the Library Board of Directors approve the proposed memorandum of understanding with The Arts Asylum through December 31, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of the MOU with BikeWalk KC

This is the annual renewal of the Memorandum of Understanding with BikeWalk KC. Under this agreement, the Library will provide space to host BikeWalk KC programming, will promote the programming and will provide a sponsorship fee of \$200/class.

BikeWalk KC will host monthly bike programs at the Central Resource Library, providing instructors, equipment and curriculum. They will provide language and marketing material for promotion, as well as manage registration and communication with attendees.

Motion: Fabian Shepard moved that the Library Board of Directors approve the proposed memorandum of understanding with BikeWalk KC through December 31, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of the MOU with Corrections

The MOU establishes how the Johnson County Library works with Corrections to provide library services to patrons in Corrections spaces.

Under this agreement, the Library will provide library services to persons who are in custody with Corrections, under specified conditions. Those persons would otherwise not have access to library services.

Motion: Amy Ruo moved that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County, Kansas Department of Corrections through December 31, 2020.

Second: Fabian Shepard

Motion approved unanimously

Consideration of renewal of the MOU with De Soto Parents as Teachers

Parents as Teachers is a school district supported - but separately funded - organization that provides development knowledge and parenting supports to families with young children. The Library and De Soto Parents as Teachers have been informally supporting each other for several years. This MOU formalizes our partnership. De Soto Parents as Teachers requested this MOU which will assist them in securing state and federal grants to continue their work with families.

Motion: Fabian Shepard moved that the Library Board of Directors approve the proposed memorandum of understanding with De Soto Parents as Teachers.

Second: Donna Mertz

Motion approved unanimously

Consideration of renewal of the MOU with Growing Futures Early Education Center

JCL entered an agreement with Growing Futures (formerly Head Start of Shawnee Mission) in 2012 for the provision of on-site library services at Growing Futures.

Growing Futures serves children & families who need library service more than most others and going directly to them is an efficient way to serve them well. To date the partnership has been successful measured by positive feedback from Growing Futures staff, students, and parents regarding the library's presence.

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

Second: Donna Mertz

Motion approved unanimously

Consideration of renewal of the MOU with the Kansas City Artists Coalition

Under this agreement, the Library will provide a gallery space at both the Blue Valley Library and Oak Park Library for KCAC to display works of art by their resident artists.

Motion: Fabian Shepard moved that the Library Board of Directors approve the proposed memorandum of understanding with Kansas City Artists Coalition through December 31, 2020.

Second: Donna Mertz

Motion approved unanimously

Consideration of renewal of agreement with InterUrban Art House

Under this agreement, the Library will provide a gallery space at Leawood Pioneer Library for InterUrban ArtHouse to display works of art by their resident artists and partnerships.

Motion: Donna Mertz moved that the Library Board of Directors approve the proposed memorandum of understanding with InterUrban ArtHouse through December 31, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of agreement with Johnson County Genealogical Society

Johnson County Library and the Johnson County Genealogical Society have an agreement in place for the purposes of providing genealogical research collections and assistance at the Central Resource Library.

JCL provides space, cataloging, databases, equipment and a staff liaison. JCGS provides the print collection, programs and volunteers to assist genealogy researchers.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the MOU between JCL and the Johnson County Genealogical Society.

Second: Donna Mertz

Motion approved unanimously

Consideration of renewal of agreement with Lenexa City Center

This is the annual renewal of the MOU between Johnson County Library and Lenexa City Center to provide a collaborative series of monthly music performance programs.

Motion: Fabian Shepard moved that the Library Board of Directors approve the proposed memorandum of understanding with Lenexa City Center through December 31, 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of agreement with the Overland Park Community Garden

For several years, the Overland Park Community Garden and Johnson County Library have cooperated to offer a community garden, located on land at the Oak Park Library. Two years ago, the group added a giving grove to the agreement. The Overland Park Community Garden coordinates all the details of the project. It has been a successful partnership.

Motion: Donna Mertz moved that the Johnson County Library Board of Directors approves the Overland Park Community Garden memorandum of understanding for the year 2020.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of the agreement with Johnson County Community College Adult Education

JCL has partnered with JCCC Adult Education to provide space for GED and ESL classes for many years. Currently JCCC is using space at our Antioch and Gardner locations. The partnership has been successful, and it helps to meet strategic plan goals, specifically our goal to annually review and align the strategic partnerships to continue to support the mission of the Johnson County Library.

Motion: Amy Ruo moved that the Johnson County Library Board of Directors approve the agreement with JCCC Adult Education to continue this partnership for the year 2020.

Second: Fabian Shepard

Motion approved unanimously

Consideration of renewal of the MOU with the City of Edgerton

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

This is the annual renewal of that agreement. We lease the building for \$500 each year. There are no changes.

Motion: Donna Mertz moved that the Johnson County Library Board of Directors approves the Edgerton lease agreement as presented.

Second: Amy Ruo

Motion approved unanimously

Consideration of renewal of agreement for legal services with Logan Logan & Watson, L.C.

The contract with Logan Logan & Watson, L.C. for legal services as Board Counsel is being presented for renewal. Mr. Fred Logan and Mr. Andrew Logan provide contract review and legal advice to the Library Board of Directors and to the Library.

Mr. Logan and Mr. Logan maintain a strong relationship with the County Legal Department and coordinate for items that fall under their jurisdiction, such as some bidding documents or personnel issues. Mr. Logan and Mr. Logan provide an exceptionally high quality of work at reasonable rates.

This year there is a slight rate increase this year. Mr. Casserley recommended the Library Board renew the agreement.

Mr. Shepard asked why there is a rate increase.

Mr. Casserley responded that this is the first rate increase in three years, and that the rates are well below market rates. Mr. Logan shared that Logan Logan & Watson have charged discounted rates to the Library because they view this work as a mission.

Motion: Amy Ruo moved the Library Board of Directors renew the contract with Logan Logan & Watson, L.C. for legal services in 2020.

Second: Donna Mertz

Motion approved unanimously

Mr. Casserley thanked the Library Board for their review and approval of the MOUs.

ADJOURNMENT

Motion: Amy Ruo moved the Library Board of Directors adjourn.

Second: Fabian Shepard

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: NOV-2019

			Receipts	Payments	Balance
	Opening cash balance				\$147,296.43
		Add Receipts	\$137.62		
		Less Payments		\$248.93	
	Ending Cash balance				\$147,185.12
		Less Liabilities		\$468.06	
	Unobligated cash balance				\$146,717.06

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley and Dave Vratny
Date: January 9, 2020

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

Suggested Motion: None is required at this time.

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.

Recommendation: This is being presented for information only at this time. Voting is anticipated to occur at the February 2020 meeting.

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
Subtotal	0	807,000	1,065,000	1,197,000	1,195,000	1,069,000	5,333,000
Equipment Expenditures							
Building HVAC / Electrical Equip Replacement		602,500	320,000	275,000	150,000	375,000	1,722,500
							0
Subtotal	0	602,500	320,000	275,000	150,000	375,000	1,722,500
Start-Up Capital							
							0
							0
Subtotal	0	0	0	0	0	0	0
Total Capital	0	1,409,500	1,385,000	1,472,000	1,345,000	1,444,000	7,055,500

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	
Total	0	1,409,500	1,385,000	1,472,000	1,345,000	1,444,000	7,055,500

Total Capital	0	1,409,500	1,385,000	1,472,000	1,345,000	1,444,000	7,055,500
Total Operating		0	0	0	0	0	

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
Subtotal	96,000	0	700,000	0	0	0	796,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)		0	300,000				300,000
Subtotal	0	0	300,000	0	0	0	300,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	96,000	0	1,000,000	0	0	0	1,096,000

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	
Total	96,000	0	1,000,000	0	0	0	1,000,000

Total Capital	96,000	0	1,000,000	0	0	0	1,000,000
Total Operating		0	0	0	0	0	

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
Subtotal	120,000	0	0	4,657,738	15,837,868	22,510,150	43,125,755
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)						7,111,459	7,111,459
Subtotal	0	0	0	0	0	7,111,459	7,111,459
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	120,000	0	0	4,657,738	15,837,868	29,621,609	50,237,214

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
Contractual (On-Going)	Account Code		Date							
Contractual (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
Commodities (On-Going)	Account Code		Date							
Commodities (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
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	
Total	120,000	0	0	4,657,738	15,837,868	30,610,410	50,117,214

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

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

2. Explain the project need

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
Subtotal	140,000	0	0	0	316,517	1,266,068	18,083,142
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)							5,103,427
Subtotal	0	0	0	0	0	0	5,103,427
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	140,000	0	0	0	316,517	1,266,068	23,186,569

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	
Total	140,000	0	0	0	316,517	1,266,068	1,582,585

Total Capital	140,000	0	0	0	316,517	1,266,068	1,582,585
Total Operating		0	0	0	0	0	

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 77th 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

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley
Date: January 9, 2020

Issue: 2020 Inter-Local Agreement with Olathe Public Library.

Suggested Motion: I move the Library Board of Directors approve the Inter-Local Agreement with Olathe Public Library through December 31, 2020.

Background: 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. The date has been updated in the agreement, there are no other changes this year.

Alternatives: No alternatives to recommend.

Review: Reviewed by legal counsel.

Budget Approval: This is a budgeted agreement. Olathe Public Library will reimburse Johnson County Library for service fees in the amount of 23%.

Recommendation: The Johnson County Library Board of Directors approve the Inter-Local Cooperation Agreement with Olathe Public Library through December 31, 2020.

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this 10th day of January ~~2019~~2020, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the Olathe Public Library Advisory Board ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, ~~2019-2020~~ through December 31, ~~2019-2020~~ with Sections 10 and 10A as set forth below.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
 - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the

period of January 1, ~~2019-2020~~ through December 31, ~~2019~~2020. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

- D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.

3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:

10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and OPL agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:

1. OPL will be responsible for 23% of the total cost in ~~2019-2020~~ plus additional costs associated with OPL being made a party to any applicable leases.
2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in ~~2019~~2020.
3. In ~~2019~~2020, databases will be billed from 10/1/~~18-19~~ – 9/30/~~19~~20 and will continue billing on an October – September cycle thereafter.
4. In ~~2019~~2020, e-books will be billed from 10/1/~~18-19~~ – 9/30/~~19-20~~ and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

OPL will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.

C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.

D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book and e-audio book content will remain the property of OPL. The specific titles retained will be determined by OPL.

4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and OPL agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:

1. OPL will be responsible for 23% of the total cost in ~~2019~~2020, plus additional costs associated with OPL being made a party to any applicable leases.
2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.
- C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

ADVISORY BOARD OF THE
OLATHE PUBLIC LIBRARY

BY: _____
Name: _____
Title: _____

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____