

JOHNSON COUNTY LIBRARY

BOARD REPORT

FEBRUARY 14, 2013

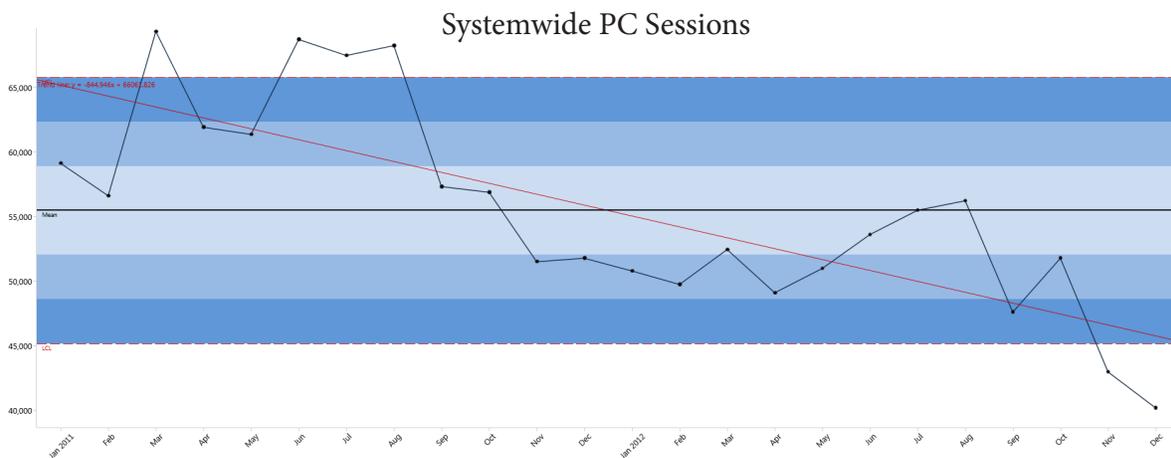
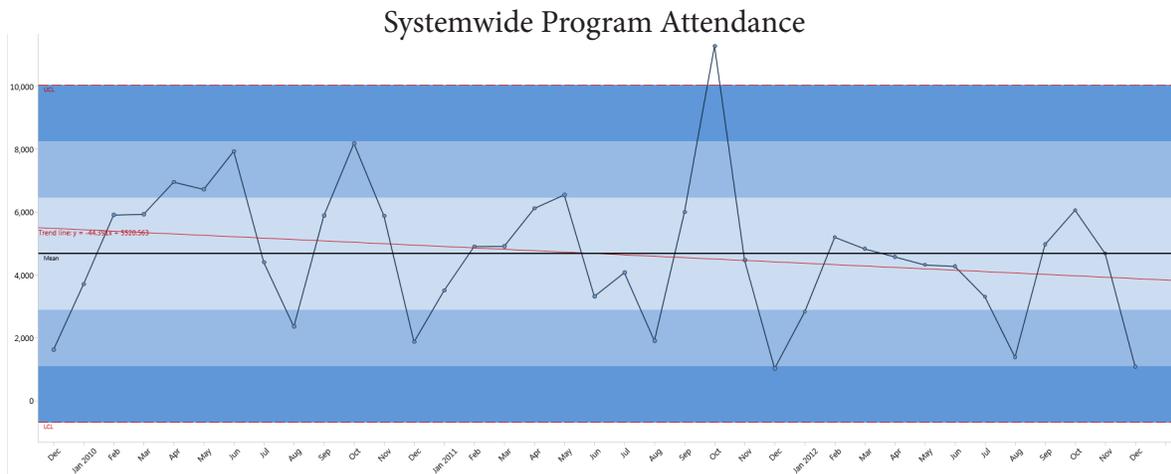
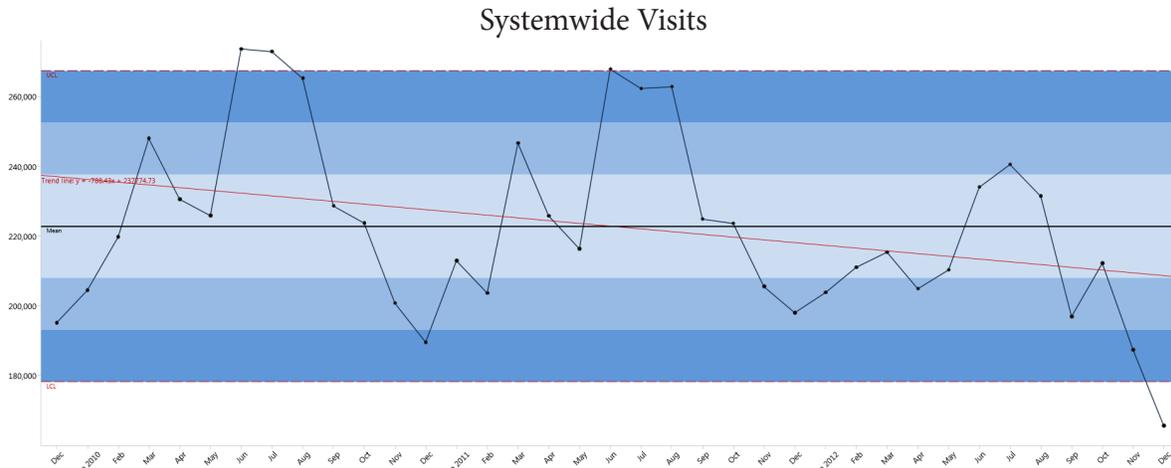
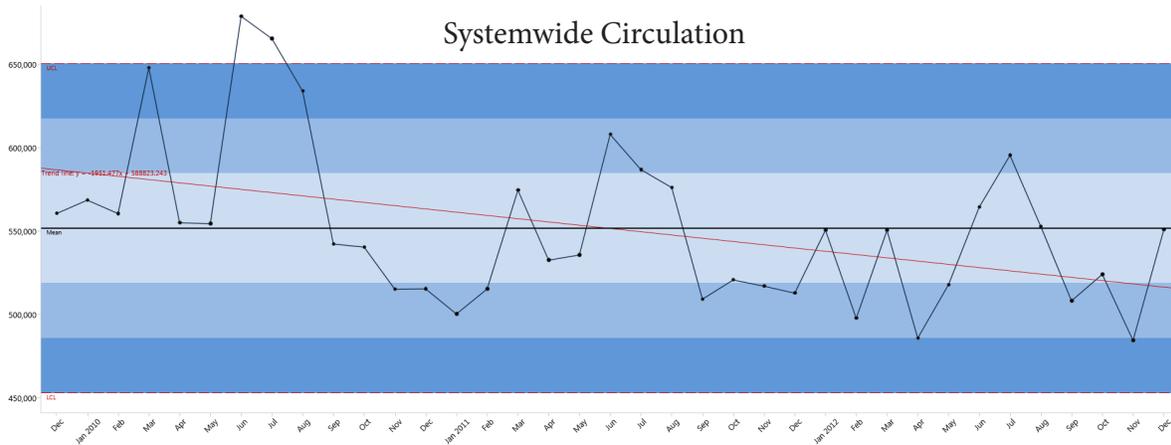
IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, FEBRUARY 14, 2013
CENTRAL RESOURCE LIBRARY
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Mitra Templin, Board Chair
 - C. Friends of the Library
 - D. Executive Director, Johnson County Library Foundation
 - E. David Lindstrom, Liaison, Board of County Commissioners
- IV. Reports
 - A. Board Counsel
 - B. County Librarian Report - Sean Casserley, County Librarian
 - 1. eBooks and Freegal Update, Jennifer Mahnken
 - 2. Johnson County Library Foundation Update
 - 3. Metro Services Update.....08
 - 4. Johnson County Community College Partnership
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of January 7, 2013 Board meeting.....09
 - 2. Minutes of January 10, 2013 Board meeting.....14
 - 3. SirsiDynix contract renewal.....20
 - B. Information Items
 - 1. Summary of New and/or Renewed Contracts.....23
 - 2. Summary of Change Orders.....24
 - 3. Financial and Personnel
 - a) The County Librarian and the Administrative Manager certify those payment vouchers and personnel authorizations for December, 2012 were handled in accordance with library and County policy.
 - b) The December, 2012 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures.

C.	Gift Fund Report	
1.	Treasurer's Report.....	25
2.	Summary of Gift Fund Receipts.....	26
3.	Summary of Gift Fund Payments.....	27
	The County Librarian and the Administrative Manager certify the Gift Fund receipts and disbursements were handled in accordance with Regulations 10-55-12 and 10-55-12A of the Library's Administrative Policy Manual.	
VI.	Old Business	
	A. Strategic Plan Update	
VII.	New Business	
	A. Hillcrest Memorandum of Understanding	
	B. 2014-2018 Capital Improvement Plan (CIP) Request.....	36
VIII.	Document Signing	
IX.	Executive Session	
X.	Adjournment	



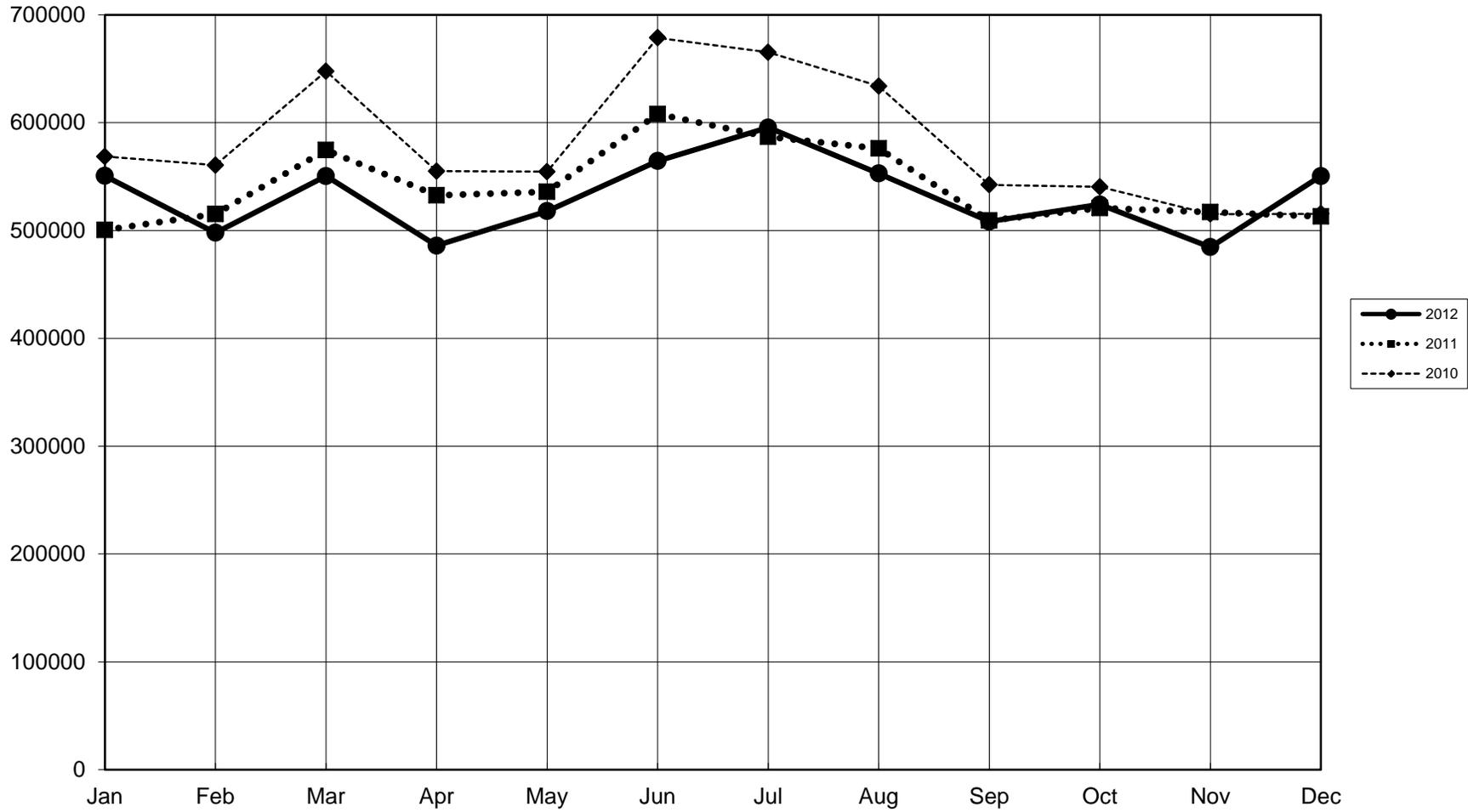
Johnson County Library
OFFICIAL CIRCULATION BY LOCATION

December 2012

Location	Official Circulation										
	Current Month 2012				Current Month 2011				Percentage Change		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month		Yr-to-Dt Circulation	Previous Twelve Months	2011 to 2012		
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total			Month	Yr-to-Dt	Previous 12 mos.
Antioch	30,217	5.5%	371,283	371,283	29,392	5.7%	401,999	401,999	2.8%	-7.6%	-7.6%
Blue Valley	64,798	11.8%	770,640	770,640	62,465	12.2%	784,941	784,941	3.7%	-1.8%	-1.8%
Cedar Roe	19,494	3.5%	230,644	230,644	20,958	4.1%	272,617	272,617	-7.0%	-15.4%	-15.4%
Central Resource	87,175	15.8%	899,939	899,939	77,488	15.1%	964,593	964,593	12.5%	-6.7%	-6.7%
Corinth	35,292	6.4%	502,881	502,881	34,068	6.6%	424,472	424,472	3.6%	18.5%	18.5%
Desoto	4,493	0.8%	53,444	53,444	4,654	0.9%	58,077	58,077	-3.5%	-8.0%	-8.0%
Edgerton	1,267	0.2%	16,744	16,744	1,418	0.3%	17,810	17,810	-10.6%	-6.0%	-6.0%
Gardner	18,972	3.4%	250,116	250,116	18,037	3.5%	241,336	241,336	5.2%	3.6%	3.6%
Lackman	37,178	6.7%	444,935	444,935	35,563	6.9%	523,519	523,519	4.5%	-15.0%	-15.0%
Leawood Pioneer	39,671	7.2%	480,184	480,184	40,239	7.8%	497,657	497,657	-1.4%	-3.5%	-3.5%
Oak Park	28,150	5.1%	324,917	324,917	27,970	5.5%	342,074	342,074	0.6%	-5.0%	-5.0%
Shawnee	24,816	4.5%	299,492	299,492	23,503	4.6%	291,027	291,027	5.6%	2.9%	2.9%
Spring Hill	5,412	1.0%	68,041	68,041	4,979	1.0%	67,241	67,241	8.7%	1.2%	1.2%
JCL Web Renewals	128,737	23.4%	1,414,866	1,414,866	109,430	21.3%	1,345,600	1,345,600	17.6%	5.1%	5.1%
JCL Loans to Olathe PL	25,249	4.6%	256,468	256,468	22,816	4.4%	257,709	257,709	10.7%	-0.5%	-0.5%
JCL Branch Total	309,760	56.2%	3,813,321	3,813,321	303,246	59.1%	3,922,769	3,922,769	2.1%	-2.8%	-2.8%
JCL Brances and Central	396,935	72.0%	4,713,260	4,713,260	380,734	74.2%	4,887,362	4,887,362	4.3%	-3.6%	-3.6%
JCL SYSTEM TOTAL	550,921	100.0%	6,384,594	6,384,594	512,980	100.0%	6,490,671	6,490,671	7.4%	-1.6%	-1.6%

Average Circulation per Capita		
	2012	2011
Current Month	15.6	14.6
Year-to-Date	15.1	15.4
Service Area Population	422,500	422,500

Johnson County Library Three-Year Trend in Total System Circulation



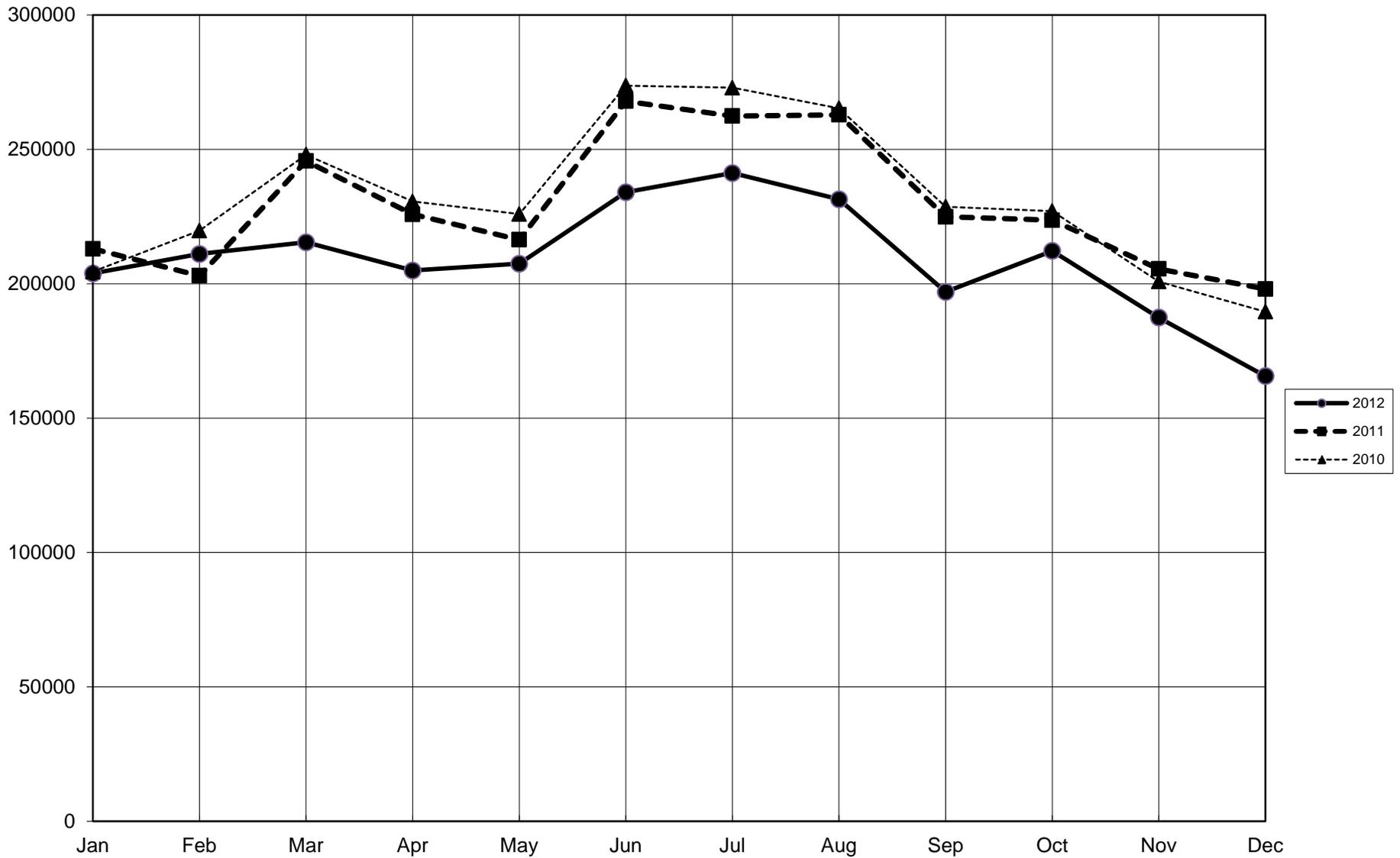
Johnson County Library
USER VISITS

December 2012

Location	Current Month 2012								Current Month 2011				Percent Change 2011 to 2012		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	17,860	10.8%	247,405	247,405	237	75	30,217	1.7	18,545	9.4%	249,032	249,032	-3.7%	-0.7%	-0.7%
Blue Valley	18,621	11.2%	308,291	308,291	237	79	64,798	3.5	21,315	10.8%	333,443	333,443	-12.6%	-7.5%	-7.5%
Cedar Roe	7,199	4.3%	106,777	106,777	165	44	19,494	2.7	10,536	5.3%	139,428	139,428	-31.7%	-23.4%	-23.4%
Central Resource	28,241	17.1%	464,578	464,578	256	110	87,175	3.1	29,736	15.0%	455,219	455,219	-5.0%	2.1%	2.1%
Corinth	18,752	11.3%	259,470	259,470	237	79	35,292	1.9	24,024	12.1%	314,052	314,052	-21.9%	-17.4%	-17.4%
DeSoto	2,161	1.3%	32,034	32,034	132	16	4,493	2.1	2,807	1.4%	38,039	38,039	-23.0%	-15.8%	-15.8%
Edgerton	495	0.3%	7,892	7,892	95	5	1,267	2.6	538	0.3%	15,732	15,732	-8.0%	-49.8%	-49.8%
Gardner	9,136	5.5%	139,356	139,356	217	42	18,972	2.1	11,183	5.6%	150,762	150,762	-18.3%	-7.6%	-7.6%
Lackman	14,637	8.8%	235,657	235,657	217	67	37,178	2.5	21,428	10.8%	293,667	293,667	-31.7%	-19.8%	-19.8%
Leawood Pioneer	19,634	11.9%	295,297	295,297	217	90	39,671	2.0	24,463	12.4%	336,144	336,144	-19.7%	-12.2%	-12.2%
Oak Park	16,733	10.1%	218,228	218,228	217	77	28,150	1.7	19,563	9.9%	216,310	216,310	-14.5%	0.9%	0.9%
Shawnee	9,080	5.5%	145,564	145,564	217	42	24,816	2.7	10,141	5.1%	145,511	145,511	-10.5%	0.0%	0.0%
Spring Hill	3,071	1.9%	53,904	53,904	131	23	5,412	1.8	3,776	1.9%	63,550	63,550	-18.7%	-15.2%	-15.2%
Branch Total	137,378	82.9%	2,049,877	2,049,877	2,319	59	309,760	2.3	168,320	85.0%	2,295,671	2,295,671	-18.4%	-10.7%	-10.7%
SYSTEM TOTAL	165,620	100.0%	2,514,456	2,514,456	2,575	64	396,935	2.4	198,057	100.0%	2,750,889	2,750,889	-16.4%	-8.6%	-8.6%

	2012	2011
Average Visits per Capita for Current Month:	4.7	5.6
Average Visits per Capita for Year-to-Date:	6.0	6.5
Service Area Population:	422,500	422,500

Johnson County Library Three-Year Trend in Total System User Visits



REGIONAL COOPERATION OF THE GREATER KANSAS CITY PUBLIC LIBRARIES

VISION

Provide the community with a rich and seamless experience in using the services, resources and collections of the Greater Kansas City Public Libraries.

OBJECTIVES

1. Enhance the customer experience by providing one stop access to collections of all the cooperating libraries
2. Make it easy for patrons to access information and resources by removing barriers related to the different policies of the participating institutions
3. Gain economies of scale by collaborating
4. Expedite the delivery of resources and services to patrons
5. Reduce duplication of efforts and services providing a higher impact for the community
6. Focus on each library strength in areas of specialized resources and collections e.g. Genealogy and Local History
7. Build capacity to deliver more of what our patrons need
8. Work together to continue to build support for the importance of public libraries in communities

GOALS

1. Continue to expand the Joint Summer Reading program began in 2012
2. Create a Virtual Union Catalog with currently installed Discovery Layers among the area libraries by **July 2013**
3. Implement a single library card solution. Put in place a system that will allow patrons of the cooperating libraries to use services and resources using a single card by **January 2014**
4. Develop a joint staff training and development program by **January 2014**
5. Implement uniform borrowing and access policies between the libraries by **March 2014**
6. Implement a single Discovery Layer for the catalog and electronic resources of the participating libraries by **July 2014**
7. Launch an annual metro-wide one community reads one book initiative by **Spring 2014**
8. Put in place a solution to allow patrons to borrow directly from the cooperating libraries (Unmediated Inter-Library Loan) by **January 2015**
9. Put in place a plan for joint purchasing of e-books, databases, collections and much more by **December 2015**
10. Investigate and develop a plan for merged Back Office operations by **December 2015**

MINUTES
JOHNSON COUNTY LIBRARY BOARD
SPECIAL MEETING
MONDAY,
January 7, 2013
4:00 p.m.
Central Resource Library

BOARD: Mitra Templin, Catherine Nugent, Carol Snyder, Charley Vogt, Nancy Hupp, Emanuel Obi and Neil Shortlidge

BOARD ATTORNEY: Fred Logan, Logan Logan & Watson, L.C.

BOCC: Not Present

STAFF: Sean Casserley, Tricia Suellentrop, John Helling, Marsha Bennett, Matt Sapp, Jennifer Mahnken, Kasey Riley, Carolyn Weeks, and Michaela Scruggs

GUEST: Jeff Vaught, Shawnee City Councilmember Ward III, Carol Gonzales, Shawnee City Manager, Doug Wesselschmidt, Development Services Director/City Engineer, Maury Thompson, Assistant County Manager, Michael Ashcraft, County Commissioner

Board Chairman Mitra Templin convened the meeting at 4:02 p.m. Ms. Templin asked for citizen comments: there were none.

BOARD COUNCEL REPORT

Mr. Logan provided a history of the Monticello site, describing the agreements with both the Bank of America and the Sisters of Charity of Leavenworth.

The library acquired a portion of land from the Bank of America for \$760,000 in October 2010. In addition, a portion of land was donated to the library from the Sisters of Charity of Leavenworth.

The agreement with the Bank of America required that all parking must be on library property. The agreement also contained a reciprocal easement and maintenance agreement for how the common roadway would be maintained.

The land donated by the Sisters of Charity was donated with the stipulation that it be used for parking or green space only. In addition, a permanent library facility must be constructed within 10 years of the agreement (October 22, 2010). If the property is not used for a library, the property donated by the Sisters of Charity will revert back to the Sisters of Charity.

COUNTY LIBRARIAN REPORT

Mr. Casserley presented a cost analysis of a storefront library versus a vending solution.

Retail Solution –

For the storefront library option, retail spaces of 5,000, 10,000 and 15,000 square feet were compared. In addition, the cost of three classes of rental space, maintenance costs, and utility costs were estimated.

In response to a question from Mr. Vogt, Mr. Casserley explained that the lease rates are from the Johnson County Metro marketing profile, and retail space (as opposed to office space) has been considered.

Staffing would represent the bulk of the cost in the retail model, with an annual cost ranging from \$376,108 to \$417,000, depending on the size model.

The collection cost would range from \$487,000 to 1.4 million. Ongoing cost to keep the collection fresh would range from 47,000 to 133,000 annually.

Combining the costs together, ongoing cost would range from 541,609 to 884,983. One-time costs (technology, shelving, opening day collection) would range from 1.1 million to 2.6 million. There were no significant savings among the three classes of rental space.

In response to a question from Mrs. Snyder, Mr. Casserley confirmed that shelving, collections, and computers could be used in a permanent building. Some costs could be offset by materials already owned by the library (shelving). The numbers presented are raw numbers to help the board reach a decision point.

In response to questions from the board, Mr. Casserley stated that estimates were for a full service library. Cost savings could be made by reducing programming and hours.

Vending Solution –

The total project cost of the vending solution would be \$760,000. Approximately 2400 items would be available, a mixture of books and DVDs. In response to questions from the board, Mr. Casserley described the vending solution as taking approximately 500 sq. ft., enough for two machines. The vending solution could be open 24 hours a day/7 days a week, although limited hours are possible. In addition, the construction of the vending solution is modular, and can be expanded.

In response from an inquiry by Mrs. Nugent, Mr. Logan provided his opinion that the vending solution would meet the permanent building requirement in the Sisters of Charity agreement.

Mr. Vogt requested that the Branch Anywhere video from Carson City, Nevada, be shown for guests who had not seen it previously.

In response to questions from the board Mr. Casserley explained that in the first phase of the vending solution option, hold items would not be available. Items would be selected following our collection policy.

Board Chairman, Mitra Templin, requested thoughts from the board members. Mr. Shortlidge expressed concern that holds may not be available with the vending solution.

Mrs. Nugent asked if the representatives from the City of Shawnee would offer their opinion.

Jeff Vaught, Shawnee City Council member Ward III, stated that the vending solution had not been well received. He expressed concern that the vending solution does not serve the area children in a way that the retail space would (e.g. story times). He inquired about the possibility of a hybrid model, a vending machine in a retail space.

Carol Gonzales, Shawnee City Manager, expressed that the retail and vending models are very different, like comparing apples to oranges. She offered to host a community meeting in Western Shawnee to provide more opinions.

Mr. Vogt requested that Mr. Casserley explain the timeline to provide a presentation to the County for the CIP presentation.

Sean Casserley responded that the CIP would be for the upcoming 2014 cycle. 3.5 million in funds has been earmarked for Central, but Monticello was considered the number one priority by the board. Ms. Templin clarified, that serving the Monticello area, not building a Monticello building, was the number one priority, to which Mr. Casserley agreed. The retail and vending models had been explored for this purpose.

Mrs. Snyder stated that the vending and retail models are both a stop gap solution to provide service in the Monticello area.

The representatives of Shawnee expressed their understanding of a stop gap, but felt the retail solution would better serve the area if building a full service library took longer than expected.

Ms. Templin stated that Shawnee does have a library, although not in the Monticello area. She further stated that although the vending solution may not satisfy everything a library has to offer, the retail space would cause a decrease of service across the county. The kiosk would provide a stop gap measure of service in the area, and satisfy the donation of land, which would put the library in a better position to build a full Monticello library in the future. She stated the board must consider what can be done within the existing budget, and with what the County is providing. They must also consider the maintenance of the other buildings in the system.

A possibility of a hybrid system, a vending solution within a retail space, was discussed. Mr. Casserley stated it was a possibility, that it may reduce FTE count, and noted it would still be a stop gap solution.

Mr. Vogt offered an idea to approach Johnson County Parks and Recreation for an interlocal government agreement to use the Mill Creek Activity Center community rooms for interactive and educational activities and services. The kiosk/vending solution would provide books and technology, and the community rooms would provide an interactive space, including story times.

Ms. Templin requested that the library board give Sean Casserley direction to move forward.

Mrs. Snyder asked what would happen to the vending facility when a permanent building was built on the land. Mr. Casserley responded that it could either stay and be used for holds, or be moved to Blue Valley or Central and use them for hold services.

Mr. Vogt asked if grants for the kiosk had been researched. Mr. Casserley responded that grants had not been looked at to this point, but outside funding could be looked at.

The board discussed looking at other models, perhaps a smaller retail space. Mr. Casserley indicated that the library would need to be given a direction in February. Mrs. Hupp expressed that a decision should be made on the direction to move forward as the discussion has been going on since November.

The board discussed wanting to see numbers on a hybrid model, and obtain more information on the Mill Creek facility. With no increase in the library operating budget, they discussed moving forward with the kiosk/vending solution because it provides service to the Monticello area and satisfies the donation of land from the Sisters of Charity. Story time could be achieved through agreements with Parks and Recreation or other community partners. The goal to serve the Monticello area was restated.

By a show of hands, the board agreed to proceed with the kiosk/vending solution and looking at some partnership ideas.

Mrs. Nugent, “Respectfully, with a statement on the record to the Commissioners that we want it to be a short period of time.”

Mr. Vogt stated, “I’d like to have some reaction from Parks & Recreation the next time we meet, that you can say, yes we’d be willing to do something like this. We could rely on the fact that they would allow us to use that for things like story times. I’d also like to see us look at grants. Also for the holding capability, can we add that as a higher priority? I agree with Cathy we have to emphasize to the County Commission that this is a temporary solution.”

Mr. Logan restated his judgment that both solutions (rental and vending) are temporary solutions, but permanent facilities.

ADJOURNMENT

MOTION: Catherine Nugent made a motion to adjourn the meeting.

SECONDED: by Nancy Hupp **MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 5:28 p.m.

DATE _____

SECRETARY _____
Catherine Nugent

CHAIRMAN _____
Mitra Templin

SIGNED _____
Sean Casserley, County Librarian

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
THURSDAY,
January 10, 2013
4:00 p.m.
Central Resource Library**

BOARD: Mitra Templin, Catherine Nugent, Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Carol Snyder, Charley Vogt

BOARD ATTORNEY: Not Present

BOCC: Not Present

STAFF: Sean Casserley, Tricia Suellentrop, Carolyn Weeks, John Helling, Jennifer Mahnken, Kacey Riley, Susan Mong, Marsha Bennett, Matt Sapp, Scott Sime, Crista Anderson, Kari Sime, Monica Duffield, Kim Gile, Adam Wathen, Michelle Beesley, Rita Rubick, Bobbie Grossi, Michaela Scruggs

GUEST: Georgia Sizemore, Johnson County FAC, Beccy Yocham, City of Lenexa, Gary Ristow, City of Lenexa, Mike Nolan, City of Lenexa, Eric Wade, City of Lenexa, Maury Thompson, Johnson County, Elijah Schraad, Dave White, Friends of the Library

Board Chairman Mitra Templin convened the meeting at 4:04 p.m. Ms. Templin asked for citizen comments.

Elijah Schraad addressed the board with a suggestion that the library provide access to software (examples Photoshop or FruityLoops) that is out of the price range of most individuals.

Mr. Casserley recommended that Mr. Schraad speak with Tricia Suellentrop after the meeting to complete a materials request.

BOARD OF DIRECTORS COMMENTS

Mrs. Nugent expressed pride that Jo Budler, the Kansas State Librarian, has been named librarian of the year.

Mr. Vogt suggested that an orientation for new County Commissioners, such as the orientation the Friends of the Library provides, would be helpful to the incoming Commissioners.

Mr. Vogt stated that he would like to have a legislative agenda brought before the board to discuss and comment on; that it would be helpful to know where the library stands in relation to many issues, in particular open carry and concealed carry. Further, if new legislation is passed he would like to know how it affects public buildings, particularly

the library, and potentially use the platform of the library to share and enlighten legislative officials.

FRIENDS OF THE LIBRARY

Friends of the Library President, Dave White, reported that the organization's gross income for 2012 was \$419,000 with growth in internet sales and the success of the two big book sales.

The Friends are working on setting goals for 2013. New member orientation will begin on February 15th for the newly elected members.

Ms. Templin asked Mr. White when he anticipates the 2013 goals will be completed. Mr. White anticipated both mid-year and year-end completion dates.

Mr. White reported that Mr. Casserley discussed the strategic planning process for the library beginning in 2013, as well as the kiosk service being looked at to provide library service in the Monticello area.

Nitin Pai, reported to the Friends on the efforts to hire a new Executive Director, as well as on the Foundation's strategic planning process.

Shanta Dickerson gave a summary of activities in 2012, including the Sort Center, Book Store and Big Book sales. The annual volunteer appreciation luncheon will be held on April 19th.

Marsha Bennett and Matt Delaney have co-authored an article for the United Libraries national newsletter on the internet sales operation.

The Friends hope to send several Friends board members to the ALA conference in Chicago this year, with the goal of making the organization more effective.

In 2013 The Friends will invite guest speakers from the Library to give presentations on the Library's operations.

Mrs. Snyder asked if other Friends groups sold items worldwide. Mr. White responded that some do, although some groups limit shipping to domestic locations only.

JOHNSON COUNTY LIBRARY FOUNDATION

Sean Casserley reported on behalf of the Foundation.

Several candidates were interviewed for the Foundation Director position. An offer was extended to a candidate, but was declined due to unforeseen circumstances. The Foundation Director position has been reopened, with interviews of new candidates beginning Tuesday, January 15th.

Mr. Shortlidge added that there are six new Foundation board members and orientation will begin January 15th.

BOARD OF COUNTY COMMISSIONER REPORT

No report this month.

COUNTY LIBRARIAN REPORT

CITY OF LENEXA CITY CENTER UPDATE

Mr. Casserley invited Eric Wade, City Administrator for the City of Lenexa, to give a presentation on the City Center project.

Mr. Wade stated that the City Center presentation is a continuation of a conversation started with the library six years ago. The plan is to build a mixed-use urban development on 87th Street Parkway and Renner Boulevard, west of I-435.

The purpose of the City Center is to create a place people want to go that would include urban, residential, retail and office space. It would also contain a civic component. The mission statement of the City Center and the Johnson County Library align, and the City of Lenexa is approaching the board to ask if there is an interest to partner. The idea would be to move the Lackman branch from its current location to the City Center.

There is a mile difference between the current Lackman branch and the City Center location. The area would be easily accessible to the western portion of Johnson County and the trend of the area is toward growth.

The estimated timeline is to work on the design phase in 2013 and open in 2015.

Ms. Templin asked what the square footage would be for the library. Mr. Wade responded that it would be approximately 17,000 square feet; it is comparable to the Lackman branch.

Mr. Obi asked about cost estimates, to which Mr. Wade responded that it is too early in the design phase. Estimates could be provided should the board decide to explore the opportunity.

Ms. Templin asked if the board is interested in continuing discussion with the City of Lenexa to move into the design phase.

The board expressed a need for more information, as well a need to know how the project would fit into the strategic plan. The decision was to continue the discussion with more information on cost and design.

STRATEGIC PLAN UPDATE

Mr. Casserley provided the board with an update on the 2013 strategic plan.

In 2012 the Library finished the 5 year strategic plan and it is time to create a new plan to move the library forward. The traditional approach is to hire a facilitator to guide an organization through the planning process.

Mr. Casserley proposed utilizing a new approach to create the plan internally following the PLA “Strategic Planning for Results” model. It would give flexibility, speed up the process, engage staff, and save the cost of facilitation. Mr. Casserley proposed that the strategic plan align with the work the Citizens Visioning Committee did in 2011, in order to ensure the library’s plan is in alignment with the community, county and commission.

Mr. Vogt asked Mr. Casserley if he had experience with this type of approach; if it is a suggestion based on cost, staff suggestion or experience.

Mr. Casserley responded that it is a suggestion based on experience, and that the administrative team felt the internal approach would be successful.

The board directed Mr. Casserley to move ahead with the plan.

EBOOK CIRCULATION REPORT

Mr. Casserley provided an update on eBooks.

The soft launch of eBooks has been successful with some technical issues.

There are 3,755 unique titles, with a total number of 13,752 copies in the collection. There are 167 holds on items. There have been 14,573 external hits on the eBook web page and 3,355 check-outs. 41% of the collection has been checked out. 122 staff members have been trained on eBooks and handled 455 eBook questions. Mr. Casserley expressed his amazement in staff skills with a greater than 90% success rate of helping patrons download items to their devices.

Mrs. Hupp commented on the article in the 913 news magazine that did a good job in explaining the challenges libraries face in obtaining eBooks.

The board discussed that the general public may not understand the cost of eBooks to libraries, as well as limitations in the availability of titles from publishing houses. The restrictions instituted by publishing houses create challenges for libraries and in turn may make it difficult for those with limited means to have access to eBooks.

Mr. Casserley noted that the Johnson County Library has received national attention through the Wall Street Journal and Atlantic Wire on the Books and Butchers program. He thanked the staff and promotions team for their work.

CONSENT AGENDA

Mrs. Snyder asked that the minutes be sent to review the consent agenda prior to board meetings. Ms. Templin and Mr. Casserley confirmed that the process is to email the minutes in advance.

Ms. Templin asked for a motion to approve the consent agenda.

MOTION: Carol Snyder moved to approve the consent agenda.

SECONDED: by Charley Vogt **MOTION CARRIED UNANIMOUSLY**

OLD BUSINESS

COLLECTION DEVELOPMENT POLICY

Carloyn Weeks presented the following changes to the Collection Development Policy:

- Addition of “quality of artwork” and “quality of visual representation of information”
- General Factors
- Modernization of electronic resource language, insuring that the Policy encompasses e-content and favorable licensing terms as a factor in selection
- Use of terms e-content and e-video throughout the document
- Mention of the Interlocal Agreement between Johnson County Library and the Olathe Public Library
- More emphasis on locally produced materials
- Young Adult collection re-named Teen collection with more focused definition
- Adult New Readers was eliminated as a collection based on a joint decision between Johnson County Community College and the Johnson County Library
- Elimination of language on the roles of Central and the Branches not relevant to a floating collection
- Elimination of language about audiovisual equipment outside the scope of the policy
- A general language clean-up

Mrs. Hupp asked about the use of the term weeding versus deselection. Ms. Weeks responded that the term weeding was used throughout the policy with the goal of standardization of terms.

Mr. Vogt asked if newspapers are being maintained in a digital format. Ms. Weeks responded that there is a procedure to keep newspapers. Depending on the procedure they

may be kept on microform, through digital access or in hard copy. Back files are maintained although the format may vary.

In response to Mr. Vogt's observation about preservation on microform, Ms. Weeks elaborated on the intent to digitize original materials so as not to maintain original documents.

Ms. Templin requested a motion to approve revisions to the collection development policy.

MOTION: Neil Shortlidge moved to approve revisions to the collection development policy.

SECONDED: Catherine Nugent **MOTION CARRIED UNANIMOUSLY**

NEW BUSINESS

No new business.

Ms. Templin stated there would be no executive session.

Mr. Vogt asked if Mr. Logan could be consulted about the possibility of adding the purpose for executive sessions on the agenda.

Ms. Templin agreed that Mr. Logan can be consulted.

ADJOURNMENT

MOTION: Carol Snyder made a motion to adjourn the meeting.

SECONDED: by Nancy Hupp **MOTION CARRIED UNANIMOUSLY**

The meeting adjourned at 5:07 p.m.

DATE _____

SECRETARY _____

Catherine Nugent

CHAIRMAN _____

Mitra Templin

SIGNED _____

Sean Casserley, County Librarian

**JOHNSON COUNTY LIBRARY
Board of Directors**

February 14, 2013

AGENDA ITEM: V.A.3 Consideration of Approval of SirsiDynix Software Maintenance
Renewal

ISSUE FOR BOARD DETERMINATION:

Whether to approve renewal of SirsiDynix software maintenance renewal in an amount
not to exceed \$142,384.01.

DISCUSSION:

Pursuant to our County purchasing policy, the Johnson County Library Board of
Directors must 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.

SirsiDynix provides libraries with Integrated Library System (ILS) software. This software is
the core database that enabled all day-to-day functions in the library. The ILS software
maintains records all items in the collection, all patron cardholders, and all activity performed.
Patrons interact with the software through multiple interfaces including the Bibliocommons web
interface and 3M checkout machines and automated sorters. Staff interact with the system
through a “Workflows” application provided with the software to manage the entire lifecycle of
an item in the collection.

REVIEW BY BOARD COUNSEL:

NA

RECOMMENDATION:

That the Johnson County Library Board of Directors approve the renewal of SirsiDynix software
maintenance renewal in an amount not to exceed \$142,384.01.

BUDGET IMPACT:

This is a budgeted purchase

PERSON(S) RESPONSIBLE:

Matt Sapp



Page 1/1
 Invoice INVMT023522
 Date 11/16/2012

Sirsi Corporation
 SirsiDynix Technology Center
 3300 North Ashton Boulevard
 Lehi UT 84043

Bill To: Johnson County Library
 9875 W. 87th Street
 Overland Park KS 66212

Purchase Order No.	Customer ID	Payment Terms	
	320235	Net 30	
Item Number	Description	Unit Price	Ext. Price
30-95000-000	SirsiDynix Symphony Software Renewal	\$118,310.60	\$118,310.60
30-95010-000	Third-Party Subscription Renewal Effective Period: January 1, 2013 - December 31, 2013	\$24,073.41	\$24,073.41

For any questions, please contact
 Jared Miller
 (801) 223-5617
 jared.miller@sirsidynix.com

Subtotal	\$142,384.01
Tax	\$0.00
Trade Discount	\$0.00
Total	\$142,384.01

Please Remit Payment to: SirsiDynix #774271, 4271 Solutions Center, Chicago, IL 60677-4002

If paying by wire please reference the invoice number on your bank instructions.



Johnson County Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price
M-1924	9XX Order Interface (Acq.)		1	1/1/2013 - 12/31/2013		0.00
M-1960	Acquisitions and Fund Acctng		1	1/1/2013 - 12/31/2013		0.00
M-1987	Authority Control		1	1/1/2013 - 12/31/2013		0.00
M-2002	Backup Circulation		1	1/1/2013 - 12/31/2013		0.00
M-2016	Bibliographic and Inv. Control		1	1/1/2013 - 12/31/2013		0.00
M-2044	Circulation Control		1	1/1/2013 - 12/31/2013		0.00
M-2082	EDI Electronic Ordering		1	1/1/2013 - 12/31/2013		0.00
M-2192	iBistro/iLink Suite		1	1/1/2013 - 12/31/2013		0.00
M-2228	Information Gateway		1	1/1/2013 - 12/31/2013		0.00
M-2253	Inventory Control		1	1/1/2013 - 12/31/2013		0.00
M-2272	MARC Import/Export Utilities		1	1/1/2013 - 12/31/2013		0.00
M-2323	Oracle RDBMS		1	1/1/2013 - 12/31/2013		10,975.85
M-2324	Outreach Module		1	1/1/2013 - 12/31/2013		0.00
M-2291	Migration Included		1	1/1/2013 - 12/31/2013		0.00
M-2358	ReferenceLIBRARIAN		1	1/1/2013 - 12/31/2013		0.00
M-2369	Reporting Module		1	1/1/2013 - 12/31/2013		0.00
M-2638	User Request Module		1	1/1/2013 - 12/31/2013		0.00
M-2398	Serials Control		1	1/1/2013 - 12/31/2013		0.00
M-2419	SIP2 Interface Per Cert Vendor		1	1/1/2013 - 12/31/2013		960.38
M-2436	Standard Sirsi System Software		1	1/1/2013 - 12/31/2013		0.00
M-1922	4 Port TalkToMe System		1	1/1/2013 - 12/31/2013		0.00
M-2554	Unicorn Migration Package		1	1/1/2013 - 12/31/2013		106,374.37
M-2630	Unique Management Interface		1	1/1/2013 - 12/31/2013		0.00
M-2648	Webcat WWW Catalog		1	1/1/2013 - 12/31/2013		0.00
M-2664	WorkFlows Staff Clients		450	1/1/2013 - 12/31/2013		0.00
M-2713	Z39.50 Version 3 Server		1	1/1/2013 - 12/31/2013		0.00
SirsiDynix Symphony Software Renewal						118,310.60
M-2788	3M Self-Check		1	1/1/2013 - 12/31/2013		0.00
Hardware Renewal						0.00
10382	Enriched Content Basic Public Subscriber		5100	1/1/2013 - 12/31/2013		21,633.65
12219	Enriched Content Video and Music Profiles		5106	1/1/2013 - 12/31/2013		2,439.76
Third-Party Subscription Renewal						24,073.41

JOHNSON COUNTY LIBRARY

**SUMMARY OF NEW AND/OR
RENEWED CONTRACTS
January, 2013**

VENDOR	DESCRIPTION		AMOUNT
ACS Electronic Systems	Spring Hill Security Camera Installation	\$	3,378.00
ACS Electronic Systems	DeSoto Security Camera Installation	\$	3,378.00
ACS Electronic Systems	Edgerton Security Camera Installation	\$	3,378.00
Serials Solutions	License Renewal	\$	4,421.00
Image Flooring	Antioch Wall Removal	\$	5,400.00
Ascend Books, LLC	Frank White Appearance & Book Signing	\$	750.00
The Gale Group, Inc.	Electronic Product License Renewal	\$	30,822.76
Comprise Technologies, Inc.	Smart Money Manager License & Terminals	\$	39,886.00
EBE	Digital Microfilm Scanner Purchase & Service Agreement	\$	25,130.80
ProQuest LLC	Electronic Product License Renewal	\$	16,716.00
3M Library Systems	Service Agreement Renewal	\$	88,603.79
	Total	\$	<u>221,864.35</u>

SIGNED:


ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF CHANGE ORDERS FOR CONSTRUCTION PROJECTS
January 2013

CONTRACTOR	PROJECT/C.O. #	AMOUNT	ORIGINAL CONTRACT	TOTAL CONTRACT
None				



ADMINISTRATIVE MANAGER

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: DEC-2012

		Receipts	Payments	Balance
	Opening cash balance			\$121,023.72
	Add Receipts	\$51,055.47		
	Less Payments		\$24,860.39	
	Ending Cash balance			\$147,218.80
	Less Liabilities		\$45,000.00	
	Unobligated cash balance			\$102,218.80

APPROVED: _____

TREASURER: _____

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND RECEIPTS

01-DEC-2012 To 31-DEC-2012

Donor	Description	Comments	Amount
JCLF	JCL-G-BOOKSALES-REIMBURSEMENT	Reimbursement for Board Retreat	\$257.77
NEKLS	JCL-G-ROMAN FOUND-DONOR GIFT	Final Roman Foundation Disbursement	\$9.00
Runza Restaurant	JCL-G-GREAT BOOKS-CONTRIB	Contribution for Great Books	\$219.26
Leawod Garden Club	GIFT	Horticultural Books Purchase	\$250.00
Leslie Kase	JCL-G-BOOKSALES-MEMORIAL DONAT	Joan Berkeley Memorial	\$10.00
Timothy Gabisch Trust	JCL-G-GABISCH TRUST-DONOR GIFT	Partial Distribution	\$45,000.00
Friends of the JoCo Library	JCL-G-BOOKSALES-REIMBURSEMENT	Reimbursement for the Board Retreat	\$257.77
Miller Mellor Association	JCL-G-NORQUIST-MEMORIAL DONAT	Helena Norquist Memorial	\$5,000.00
UMB Bank	INTEREST ON INVESTMENTS	Transfer to Gift Fund	\$51.67
Total			\$51,055.47

SIGNED:


ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY

SUMMARY OF GIFT FUND PAYMENTS

January, 2013

VENDOR	DESCRIPTION	AMOUNT
Johnson County Library Foundation	Transfer of Gabish Trust Distribution #4	\$ 45,000.00
VISA Card Services	iPad Accessories - Spring Hill	\$ 460.92
	TOTAL	<u>\$ 45,460.92</u>

SIGNED: 
ADMINISTRATIVE MANAGER

JOHNSON COUNTY LIBRARY REVENUE REPORT

December 2012

100% of Year Lapsed

REVENUE ALL FUNDS AS OF 12/31/12	2012 Year to Date	2012 Budget	% Budget Year to Date	% Received Last Year
Ad Valorem	\$19,312,348.87	\$19,291,497	100%	100%
Ad Valorem Delinquent	\$440,157.88	\$332,646	132%	142%
Motor Vehicle	\$2,015,706.74	\$1,966,201	103%	96%
Library Generated - Copying/Printing	\$84,154.23	\$82,200	102%	101%
Library Generated - Overdues / Fees	\$721,814.38	\$860,000	84%	85%
Sale of Library Books	\$50,000.00	\$50,000	100%	100%
Misc Other	\$19,992.68	\$32,590	61%	136%
Library Generated - Other Charges	\$253,613.73	\$249,697	102%	86%
Investment	\$78,627.77	\$191,450	41%	0%
Unencumbered Balance Forward	\$3,509,390.00	\$1,507,284 #	233%	230%
Recreational Vehicle Tax	\$6,176.64	\$8,754	71%	91%
Heavy Trucks Tax	\$9,202.26	\$8,695	106%	112%
Rental Excise Tax	\$24,026.44	\$22,200	108%	97%
State and Federal Grants	\$217,265.25	\$230,000	94%	68%
Transfers	\$0.00	\$26,278	0%	0%
TOTAL REVENUE	\$26,742,476.87	\$24,859,492	108%	109%

#The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

JOHNSON COUNTY LIBRARY: Summary of Expenditures

December 2012
100% of Year Lapsed

OPERATING FUND	2012	2012	% Program	% Expended
Programs	Year to Date	Budget	Expended	Last Year
Collection Development	\$3,090,661.75	\$3,093,147	100%	100%
Administrative Services	\$1,995,251.07	\$2,155,773	93%	87%
Branch Services	\$3,617,216.16	\$3,633,288	100%	94%
Technical Services	\$702,058.05	\$794,222	88%	81%
Systemwide Services	\$2,649,896.88	\$3,086,860	86%	89%
Central	\$3,728,844.12	\$3,967,356	94%	96%
Facilities	\$1,504,467.30	\$1,650,840	91%	99%
Information Technology	\$2,433,713.48	\$2,734,351 #	89%	74%
Risk Management Charges	\$88,427.00	\$88,427	100%	100%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Grants *	\$217,244.25	\$230,000	94%	66%
Transfer to Capital Projects	\$492,934.00	\$492,934	100%	100%
Interfund Transfers	\$0.00	\$26,278	0%	0%
Total Operating	\$20,520,714.06	\$22,075,241	93%	90%

* Includes expenditures for 2012 calendar year only. The life of the grant may cover more than one year.

SPECIAL USE FUND	2012	2012	% Budget	% Expended
Programs	Year to Date	Budget	Expended	Last Year
General Maintenance	\$0.00	\$0	0%	0%
Capital Equipment	\$224,305.60	\$294,783	76%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Transfer to Capital Projects	\$150,000.00	\$150,000	100%	0%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
Total Special Use	\$2,688,813.65	\$2,784,251	97%	94%

TOTAL EXPENDITURES	\$23,209,527.71	\$24,859,492	93%	91%
---------------------------	------------------------	---------------------	------------	------------

ALL FUNDS	2012	2012	% Categories	% Expended
Categories	Year to Date	Budget	Expended	Last Year
Salaries and Benefits	\$12,813,134.14	\$13,825,990	93%	92%
Contractual Services	\$2,915,403.38	\$2,843,604	103%	97%
Supplies	\$3,317,488.63	\$3,750,353 #	88%	97%
Capital - Operating	\$676,082.66	\$695,890 #	97%	1%
Risk Management Charges	\$88,427.00	\$88,427	100%	100%
Library General Tax Increment	\$0.00	\$121,765	0%	0%
Capital / Maintenance / Repair	\$224,305.60	\$294,783 #	76%	63%
Interfund Transfers	\$0.00	\$26,278	0%	0%
Transfer to Debt Payment	\$2,314,508.05	\$2,323,259	100%	99%
Transfer to Capital Projects	\$642,934.00	\$642,934	100%	100%
Library Building Tax Increment	\$0.00	\$16,209	0%	0%
Grants	\$217,244.25	\$230,000	94%	66%

TOTAL EXPENDITURES	\$23,209,527.71	\$24,859,492	93%	91%
---------------------------	------------------------	---------------------	------------	------------

#The budget was increased by encumbrance rollovers totaling \$615,208 for RFID sorters, security gates, self-checks and hardware upgrades that were ordered in 2011 but received and paid for in 2012

JOHNSON COUNTY LIBRARY

GRANTS MONTHLY REPORT

GRANTS*						
Expenditures through 12/31/12	Source	Received	Expend By	Expenditures	Grant Award	
6X6 Activity Kits	State	Sep-12	Dec-13	\$273.68	\$5,000.00	
2012 State Aid	State	May-12	Dec-12	\$178,141.00	\$178,141.00	
Kansas Talking Books	State	Oct-11	Sep-12	\$26,464.63	\$26,500.00	
2011 Alcohol Tax Fund	Local	Jan-11	Mar-12	\$5,393.73	\$9,500.00	
2012 Alcohol Tax Fund	Local	Jan-12	Mar-13	\$0.00	\$8,000.00	
TOTAL				\$210,273.04	\$227,141.00	

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

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2012

Deferred Maintenance Account

REVENUE	TO DATE	BUDGET
2008 Operating Fund Transfer	\$520,000	\$520,000
2010 Special Use Fund Transfer	\$551,250	\$551,250
Total Revenue	\$1,071,250	\$1,071,250

EXPENDITURES	TO DATE	BUDGET REMAINING
Antioch Chiller	\$11,371.56	
Antioch Security System Upgrade	\$31,058.60	
Antioch Interior Renovations	\$8,263.42	
Blue Valley HVAC Consulting	\$4,510.00	
Blue Valley Return Fan Project	\$5,980.66	
Blue Valley Carpet Repair	\$2,100.00	
Blue Valley Circulation Area Renovation	\$6,516.21	
Blue Valley Sorter Wall	\$4,450.00	
Blue Valley Security Camera Upgrade	\$15,488.04	
Cedar Roe Security System Upgrade	\$8,517.32	
Corinth Door Replacement	\$4,601.75	
Corinth Framing Project	\$9,000.00	
Corinth Card Entry Addition	\$1,488.00	
Corinth Wireless Intrusion System/Cameras	\$5,010.80	
Corinth Sidewalk Replacement	\$9,195.00	
Corinth Fire System Installation	\$25,125.00	
Corinth Upgraded Controls System	\$13,832.30	
Corinth Trash Receptacle Enclosure	\$10,950.00	
Corinth Retaining Wall	\$3,450.00	
Corinth Condensing Unit	\$27,709.14	
Corinth Asphalt Patching	\$10,000.00	
Corinth Generator Replacement	\$17,000.00	
CRL Sidewalk Replacement	\$13,650.00	
CRL Sign Refurbishment	\$2,771.61	
CRL Front Entrance - Architectural	\$14,780.30	
CRL Front Entrance Remodel	\$214,428.20	
CRL Roof Repair	\$204.34	
CRL - Youth Services Carpet Replacement	\$57,533.00	
CRL - Circulation Area Renovations	\$1,850.00	
CRL Security Camera Upgrade	\$20,181.16	
Cedar Roe - City Commercial Permit	\$80.50	
Gardner Security System Improvements	\$11,296.32	
Lackman Exterior Lights	\$4,159.00	
Lackman Door Repair	\$5,905.00	
Lackman Security System Upgrade	\$26,381.56	
Spring Hill Sidewalk Repairs	\$12,405.00	
SSB-Card Entry System	\$3,488.80	
Furniture Replacement	\$132,891.70	
Oak Park HVAC - Engineering	\$29,488.55	
Oak Park HVAC Upgrade	\$146,830.00	
Oak Park Security System Upgrade	\$24,189.00	
Oak Park Entrance Walls	\$2,900.00	
Self-Check Machine Cabinet	\$12,272.82	
Shawnee Wall Construction	\$4,234.00	
Shawnee Security Camera Upgrade	\$3,184.00	
Miscellaneous Equipment	\$6,774.96	
TOTAL EXPENDITURES	\$987,497.62	\$83,752.38

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2012

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2012

Monticello Land Acquisition

REVENUE	TO DATE	BUDGET
Library Fund Transfer	\$100,000	\$100,000
Bond Sale Proceeds	\$710,000	\$710,000
TOTAL REVENUE	\$810,000	\$810,000

EXPENDITURES	TO DATE	BUDGET REMAINING
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Site Survey	\$6,465.00	\$39,756.36
TOTAL EXPENDITURES	\$770,243.64	\$39,756.36

JOHNSON COUNTY LIBRARY

EXPENDITURE REPORT

DECEMBER 2012

Scheduled Replacement Account

REVENUE	TO DATE	BUDGET
2011 Operating Fund Transfer	\$360,175	\$360,175
2012 Operating/SU Fund Transfer	\$642,934	\$642,934
Total Revenue	\$1,003,109	\$1,003,109
EXPENDITURES	TO DATE	REMAINING
Concrete Work - Antioch	\$28,900.00	
Concrete Work - Blue Valley	\$43,800.00	
Furnishings and Equipment	\$98,261.72	
Vehicle Replacement	\$64,838.71	
Shawnee Roof Replacement	\$11,997.70	
Painting - CRL	\$1,470.00	
CRL Parking Lot Improvements	\$82,951.00	
Monticello Vending Solution Design	\$9,482.50	
Site Improvements - AN & CRL	\$4,414.00	
Drainage Repairs - Corinth	\$4,730.00	
Window Replacement - CRL	\$12,124.24	
Carpet/Tile Replacement - Blue Valley	\$6,433.00	
Security System Maintenance - Cedar Roe	\$664.00	
Door Replacement - Blue Valley	\$24,000.00	
Copier Replacement - Creative Services	\$11,415.00	
Parking Lot Repair - Gardner	\$4,063.03	
Parking Lot Repair - Antioch	\$33,180.00	
Painting - Corinth Meeting & Reading Rooms	\$2,750.00	
Painting - Oak Park	\$2,810.00	
Painting - Gardner	\$1,880.00	
Carmack Room Blinds	\$6,994.00	
Office Remodel - Leawood	\$5,650.00	
Security System Upgrade - Blue Valley	\$8,138.00	
Window Blind Replacement - Oak Park	\$1,956.68	
HVAC Improvements - Antioch	\$108,235.97	
Concrete Repairs - Shawnee	\$24,750.00	
Handicap Ramp - Gardner	\$3,275.00	
Office Remodel - Blue Valley	\$2,950.00	
Computer Tables - Corinth	\$7,349.58	
Security Camera Installation - Cedar Roe	\$16,701.00	
Roof Repairs - Corinth	\$39,483.20	
Stack Moving for Carpet Replacement - CRL	\$8,370.00	
Emergency Lighting Control Cabinet - CRL	\$8,750.00	
JCL Logo Etching - Blue Valley	\$8,700.00	
Carpet Replacement - Antioch	\$19,979.00	
Carpet Replacement - Shawnee	\$48,312.25	
Leawood Sorter Installation	\$54,167.13	
Retaining Walls - Corinth	\$13,825.00	
HVAC Improvements - Corinth	\$13,800.00	
HVAC Improvements - Shawnee	\$15,285.00	
Edgerton Environmental Sampling	\$712.80	
Security System Improvement - Lackman	\$898.00	
Entryway Handrail Repair - Corinth	\$250.00	
Fence Repair - Antioch	\$3,700.00	
Rear Entry Modifications - Antioch	\$1,375.00	
Electrical Upgrades - Lackman	\$5,304.00	
Circulation Area Remodel - Shawnee	\$11,250.00	
TOTAL EXPENDITURES	\$890,326.51	\$112,782.49

Expenditure of Friends of the JCL Donations 2013

January 2013 Report

<i>Expenditure Details</i>	<i>Payee</i>	<i>January</i>	<i>January YTD</i>
Volunteer Recognition		0.00	0.00
Advertising/Promotion		0.00	0.00
Collection Materials		0.00	0.00
Professional Development/Staff Recognition	VISA	1,681.44	1,681.44
Technology/Recruitment Consulting & Expenses		0.00	0.00
Summer Reading Club/Elementia		0.00	0.00
Other Library Programming		0.00	0.00
Miscellaneous		0.00	0.00
Total Expenditures		\$ 1,681.44	\$ 1,681.44

JOHNSON COUNTY LIBRARY
Board of Directors
February 14, 2013

AGENDA ITEM: VII.B Consideration of Johnson County Library Capital Improvement Plan 2014-2018 Submission.

ISSUE FOR BOARD DETERMINATION:

Whether to approve the 2014-2018 Capital Improvement Plan request for submission to the Board of County Commissioners (BOCC).

DISCUSSION:

Each year staff prepares a five-year Capital Improvements Plan (CIP) for submission to the BOCC as part of the budget process. Each project on the plan must be approved individually by the BOCC via the Johnson County Capital Improvements Plan submittal process. Authorization for a project is achieved when the BOCC includes the funding for the project in its budget resolution adopted in August of each year. The project is then assigned to a project account and arrangements are made to secure funding for the project.

With the adoption of the Facilities Master Plan 2010-2030 in the fall of 2009, the library priorities have been established. This request reflects the priorities outlined in the Plan. Feasibility studies have been conducted for the Central Resource Library Upgrade and the Monticello Phase I – Content Exchange projects. With Library debt service obligations falling off, there is more capacity to debt these projects within the current mill levy. Library reserves have increased as well, providing another funding option for equipment such as materials vending machines. County Facilities staff have worked closely with JCL staff and consultants to provide cost estimates for all projects based on service goals and timelines.

In addition to Facilities Master Plan projects, a Capital Replacement Plan (CRP) is requested. Regular, scheduled replacement and maintenance of carpets, roofs, vehicles, furniture, equipment and mechanical systems is essential to quality library facilities and services. Staff has identified the costs of this regular maintenance schedule for the next five years. Due to funding increases in both 2012 and 2013, including use of library reserves, deferred maintenance items have been resolved and the costs to stay current have decreased. Funding of \$551,250 was approved for the 2013 CRP; the 2014 request totals \$330,566.

BUDGET IMPACT:

The total estimated capital costs for each project are, in recommended priority order:

Capital Replacement Plan	2014	\$ 330,566
Monticello Phase I	2014-2015	\$ 1,129,697
Central Resource Library Upgrade	2014-2015	\$ 3,531,943
Shawnee Library Expansion	2014-2016	\$ 4,063,880
Corinth Library Replacement	2015-2018	\$14,833,416
New Antioch/Cedar Roe Library	2015-2018	\$19,939,801
Monticello Library Phase II	2016-2017	\$22,017,331
Arc Flash Hazard Compliance	2015	\$ 86,768

RECOMMENDATION:

That the Johnson County Library Board of Directors recommend the proposed 2014-2018 Capital Improvement Plan request.

PERSON(S) RESPONSIBLE:

Sean Casserley
Diana Graves

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Capital Replacement Plan

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The Library's aging facilities, equipment and furnishings are in need of continued funding for scheduled replacement and maintenance. This request continues the capital replacement plan that was funded in 2013. The annual requirements total \$330,566 in 2014.

2. Explain the project need. How is this need currently being met?

Continuation of the scheduled replacement and maintenance program would ensure safe and comfortable facilities and protect the taxpayer's investment. Although progress has been made in recent years, buildings, equipment and furniture have continued to deteriorate, requiring constant reactive response. Continued scheduled replacement and maintenance funding would allow the Library to operate in a proactive mode, reducing the need for expensive capital project requests in the future. The 2013 CIP includes \$551,250 for scheduled replacement and maintenance, which was funded by a combination of Library operating funds and reserves.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

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

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

Items to be addressed in the 2014 scheduled replacement and maintenance plan total \$330,566 and include mechanical equipment at \$52,500, furniture and furnishings replacement at \$105,000, vehicle replacement at \$31,500, interior remodels at \$84,000, irrigation and landscaping improvements at \$29,400 and design/engineering at \$28,166. An inflation factor of 5% has been added each year.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

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

Alternatives are to continue making piecemeal repairs as funding allows, defer replacement of worn furnishings and equipment, close unsafe facilities and construct new facilities.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

This project covers all 13 library locations.

9. Please outline what sustainability best practices were considered in the development of this project.

We will work toward use of sustainable materials in the scheduled replacement and the remaining deferred maintenance items.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Capital Replacement Plan				
Annual Debt Service: \$ -		# of Years: -		Priority: 1			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Roof Replacement/Ceiling Tile		\$ -	\$ -	\$ 45,000	\$ -	\$ 250,000	\$ 295,000
Carpet/Flooring Replacement		\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 150,000
Exterior/Interior Paint/Windows		\$ -	\$ 40,000	\$ 50,000	\$ -	\$ 25,000	\$ 115,000
Parking Lot Repair/Treatment		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Irrigation/Landscaping		\$ 29,400	\$ 4,000	\$ 14,000	\$ 50,000	\$ 25,000	\$ 122,400
Design/Engineering/Consulting		\$ 28,166	\$ 38,094	\$ 30,449	\$ 27,671	\$ 51,805	\$ 176,185
Interior Remodel		\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ 84,000
Subtotal	\$ -	\$ 141,566	\$ 172,094	\$ 139,449	\$ 127,671	\$ 401,805	\$ 982,585
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Vehicle Replacement		\$ 31,500	\$ 25,000	\$ 30,000	\$ 55,000	\$ -	\$ 141,500
HVAC Equipment Replacement		\$ 52,500	\$ 150,000	\$ 200,000	\$ 200,000	\$ -	\$ 602,500
Furniture/Furnishings Replace		\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
Subtotal	\$ -	\$ 189,000	\$ 175,000	\$ 230,000	\$ 255,000	\$ -	\$ 849,000
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 330,566	\$ 347,094	\$ 369,449	\$ 382,671	\$ 401,805	\$ 1,831,585

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Monticello Library Phase I

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

This project would provide site improvements, equipment and materials to support interim library services on the Monticello Library site until such time as a permanent facility can be built. The site was acquired in 2010. A small portion of the land was donated, with the stipulation that a library be built within ten years.

2. Explain the project need. How is this need currently being met?

The population in this area of Johnson County has grown rapidly over the past 10 years and this growth continues. Library planning standards dictate that 95% of the district's population be located within three miles of a library facility. Currently, individuals and families in this area wishing to use library service must travel to a distant Johnson County Library branch. The nearest branches are Shawnee, Lackman and DeSoto Libraries, all of which are 5-10 miles away. Additional triggers to placement of a new library in developing areas are a population exceeding 10,000 and construction of schools and significant retail and residential construction, all of which are present in the Monticello service area. The DeSoto School District has built new facilities and several housing developments have attracted young families to the area. Commercial development is accelerating along the K-7 corridor near Shawnee Mission Parkway. The Crossings shopping center at the corner of K-7 and Shawnee Mission Parkway opened in 2003. The proposed Monticello Phase I project would provide a library presence in this area via a materials vending solution.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan placed this project in 2013 based on the BOCC's 2010 adopted CIP. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

A preliminary study has been conducted to determine the feasibility and associated costs of placing a materials vending solution on the site.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

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

Architect Selection	Q1	2014
Design and Documentation	Q2-3	2014
Construction Manager Selection/GMP	Q3	2014
Construction	Q4-Q1	2014-2015
Equipment Installation/Opening	Q1	2015

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This project would provide library service in the currently un-served Monticello area. Patrons would be able to check-out library materials via two vending machines. An Opening Day Collection consisting of 4,800 items is included in the request.

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

Leave the area un-served. Do not improve the land now owned by the Johnson County Library. Limit service to online services.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The building is 288 square feet and the expected life is 30+ years. Once Phase II is constructed Phase I can be used for 24-hour holds.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project, and LEED certification is a possible outcome.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Monticello Library Phase I				
Annual Debt Service:			# of Years: 30	Priority: 2			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Preliminary Studies	\$ 14,000						\$ 14,000
Design/Consulting		\$ 64,929	\$ 11,458				\$ 76,387
Construction		\$ 230,529	\$ 230,529				\$ 461,058
Public Art			\$ 8,537				\$ 8,537
							\$ -
							\$ -
							\$ -
Subtotal	\$ 14,000	\$ 295,458	\$ 250,524	\$ -	\$ -	\$ -	\$ 559,982
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment			\$ 40,647				\$ 40,647
Specialized Equipment			\$ 411,120				\$ 411,120
							\$ -
Subtotal	\$ -	\$ -	\$ 451,767	\$ -	\$ -	\$ -	\$ 451,767
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Collection Materials/Processing			\$ 131,948				\$ 131,948
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ 131,948	\$ -	\$ -	\$ -	\$ 131,948
TOTAL	\$ 14,000	\$ 295,458	\$ 834,239	\$ -	\$ -	\$ -	\$ 1,143,697

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Monticello Phase I – Content Exchange

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The Monticello Content Exchange facility will provide access to library materials via specialized vending machines that contain books, DVDs and other library materials. Contractual Services operating costs include maintenance agreements for two vending machines, internet connectivity, utilities and one-time SIRSI catalog subscription costs. These costs reflect an opening date of April 1, 2015. Materials processing reflects contractual services to make collection materials ready to use, such as book jackets, and no costs are expected until 2016.

Commodities include collection materials. An ongoing collection consisting of 4,800 circulating materials will be needed beginning in 2016. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing, which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

No new staffing is included with this project.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

There is currently no library service in the Monticello area, forcing those wanting to use the library to travel 5-10 miles to the nearest Johnson County Library facilities, which are Lackman, Shawnee and DeSoto.

6. *How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.*

Capital Improvement Program
Operating Impact
Johnson County, Kansas

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs are estimated to reflect an April 1, 2015 opening.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

There is currently no library service in the Monticello area. Monticello is a rapidly growing community with population estimated to increase from 29,100 in 2010 to 73,112 in 2030. Library service standards call for library facilities to be located such that 95% of the district's population is within 3 miles of a branch. Monticello patrons are 5-10 miles from the nearest library branches. The DeSoto school district is building new facilities and housing developments are being built to accommodate the young families moving into the area. The U.S. Census reports that 9.4% of the population in this area is under 5 years of age. All of the above factors indicate that the Monticello area needs library service as it continues to grow. Land for the Monticello Library was purchased in 2010. Part of the land was donated, and this donation will revert back to the donor if a library is not built by October, 2020. Alternatives are to leave the area un-served with service limited to online services or construct a new full-service library facility.

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Department: Library					Date: 3/1/2013			
Project Title: Monticello Phase I - Content Exchange								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2015	2016	2017	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2015	2016	2017	Annual Compensation (Full Year)
Subtotal								
Contractual Services (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)
Utilities			510010	04/01/15	\$ 3,709	\$ 5,192	\$ 5,452	\$ 5,192
Lawn Care/Snow Removal			520125	04/01/15	\$ 1,500	\$ 2,100	\$ 2,205	\$ 2,100
Equipment Maint. Agreement				01/01/16	\$ 35,126	\$ 49,176	\$ 51,635	\$ 49,176
Ongoing Materials Processing			520275	01/01/16	\$ -	\$ 24,274	\$ 25,731	\$ 23,485
Internet Service				04/01/15	\$ 900	\$ 1,260	\$ 1,323	\$ 1,260
Subtotal					\$ 41,235	\$ 82,002	\$ 86,345	\$ 81,213
Commodities (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)
Ongoing Collection Materials			530030	01/01/16	\$ -	\$ 115,591	\$ 122,526	\$ 111,834
Subtotal					\$ -	\$ 115,591	\$ 122,526	\$ 111,834
Capital (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Subtotal			\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 41,235	\$ 197,593	\$ 208,872	\$ 193,047
Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2015	2016	2017	Total
SIRSI Catalog License			\$ 5,000			\$ 5,000
						\$ -
						\$ -
						\$ -
TOTAL			\$ 5,000	\$ -	\$ -	\$ 5,000

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Central Resource Library Upgrade

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The Central Resource Library (CRL) opened in 1995 and is the largest of the JCL facilities, logging 464,578 visitors in 2012. This project would refresh or replace refresh many interior finishes and fixtures, provide needed mechanical upgrades, more meeting/classroom space, support for group activities and more efficient self-service capabilities. The Teen area will be relocated and the Children's area expanded. Circulation and other materials handling functions will be consolidated and co-located with dock access for greater staff and material handling efficiencies.

2. Explain the project need. How is this need currently being met?

Constant use has worn interior finishes to the point where they need replacement or extensive refurbishing. As CRL's function evolves toward life-long learning activities, the facility needs to align with this shift by providing more meeting/classroom space, support for group activities and more efficient self-service capabilities. Expanded public service initiatives, such as distance learning, additional meeting rooms and self-service technology, are on hold until facilities and mechanical systems can be provided to support them. Currently, administrative staff is housed in Central Resource and the Antioch Library, necessitating daily travel between the two facilities. This project would bring the Marketing and Public Relations staff to CRL to achieve greater efficiencies in staff time.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan placed this project in 2011. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

A project feasibility study that outlines needed changes to better accommodate changing service needs was completed in 2012.

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

Architect Selection	Q1	2014
Design and Documentation	Q2-3	2014

Capital Improvement Program

Capital Impact

Johnson County, Kansas

Construction Manager Selection/GMP	Q3	2014
Construction	Q4-Q1	2015-2016
Move-In and Opening	Q2	2016

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

New youth programs, including children's story hours, improved Homework Help opportunities and innovative MakerSpace teen initiatives, require flexible, attractive and technologically current spaces. Adult spaces also require comfortable seating and reading areas, mobile technology and multi-functional learning and meeting spaces. The improved infrastructure detailed above will support the public's increasing reliance on emerging information technology as well as comfortable, attractive environments for reading clubs, group activities, artist and writers in residence programs, distance learning, computer training classes, civic engagement programming and lectures.

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

Continue to spot clean and repair finishes as current budget resources allow. Continue to run the risk of operating with aging mechanical systems. Do not provide expanded public service initiatives.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The life expectancy of the finish upgrades is 10 years. The life expectancy of the lighting and mechanical upgrades is 20 years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with possible certification for Commercial Interiors.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Central Resource Library Upgrade				
Annual Debt Service:			# of Years: 10-20	Priority: 3			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Preliminary Studies	\$ 78,750						\$ 78,750
Design/Consulting		\$ 216,063	\$ 38,129				\$ 254,192
Construction		\$ 1,388,571	\$ 1,388,571				\$ 2,777,142
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ 78,750	\$ 1,604,634	\$ 1,426,700	\$ -	\$ -	\$ -	\$ 3,110,084
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment			\$ 500,609				\$ 500,609
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ 500,609	\$ -	\$ -	\$ -	\$ 500,609
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 78,750	\$ 1,604,634	\$ 1,927,309	\$ -	\$ -	\$ -	\$ 3,610,693

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Shawnee Library Expansion and Remodel

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The JCL Facilities Master Plan recommends finishing the basement shell space, replacing the roof and upgrading upper level interior finishes at the Shawnee Library. The 6,068 square foot lower level would be finished and the upper level expanded by 1,462 square feet to accommodate existing from the lower level.

2. Explain the project need. How is this need currently being met?

The Shawnee Library, located at 13811 Johnson Drive, was built in 1992; there have been no additions or renovations at this facility. The engineering study conducted during development of the Facilities Master Plan found that column bases and heating units in the basement are rusting due to water infiltration. The roof is over 20 years old and needs to be replaced. Interior finishes are worn and need to be updated. The lower level is not finished and is unusable until an elevator is installed to meet code (the building is prepped for an elevator).

Continued population growth in eastern and western Shawnee is putting pressure on the Shawnee branch, resulting in cramped and crowded conditions. Finishing the lower level would provide new space to meet increasing service demand for programs, materials and access to technology. Expanding and renovating the upper level would create flexible-use space that comfortably accommodates patrons and staff, allowing for better direct customer service and more user-friendly self-service.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan recommends these improvements to the Shawnee Library. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

A basic architectural and MEP review was conducted during the development of the Facilities Master Plan in 2010. A study was completed in 2006, though changes have been made to the facility since that time. An update to that study is requested for 2014 to properly re-assess current needs and costs for this project.

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

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Preliminary Study		2014
Architect Selection	Q1	2015
Design and Documentation	Q2-3	2015
Construction Manager Selection/GMP	Q4	2015
Construction	Q1-2	2016
Furniture Installation/Move in/Opening	Q2	2016

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

The northwest area of the JCL District includes Shawnee, Lenexa and DeSoto. Population in this area is estimated to reach 116,822 by 2030 as the population shifts westward. Current services and programs would be enhanced by adequate space for materials, technology, educational programming and community gatherings. The northwest service area has experienced development in recent years that will continue to attract residents that demand high quality, convenient library service. In 2012, circulation at the Shawnee Library reached 299,492 items and user visits totaled 145,564.

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

Continue to provide service in the existing building leaving the lower level unused.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The project will add 1,462 square feet to the upper level, finish 6,068 square feet on the lower level and renovate 11,188 sf on the upper level. Life expectancy of the renovated areas is 10-20 years, life expectancy of the addition is 40+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with possible certification for Commercial Interiors.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Shawnee Library Expansion				
Annual Debt Service:			# of Years: 10-40	Priority: 4			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Preliminary Study		\$ 33,700					\$ 33,700
Design/Consulting			\$ 325,451	\$ 108,484			\$ 433,934
Construction				\$ 2,859,046			\$ 2,859,046
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ 33,700	\$ 325,451	\$ 2,967,530	\$ -	\$ -	\$ 3,326,680
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment		\$ -		\$ 721,936			\$ 721,936
Specialized Equipment				\$ 15,264			\$ 15,264
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 737,200	\$ -	\$ -	\$ 737,200
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Collection Materials/Processing							\$ -
Computer Hardware							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 33,700	\$ 325,451	\$ 3,704,730	\$ -	\$ -	\$ 4,063,880

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Shawnee Expansion

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

Shawnee will be expanded and reconfigured and the lower level will be finished. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The additional square footage of 7,530 is 67% of the existing square footage. Therefore, annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are 67% of the 2012 actual expenditures for these items at Shawnee. Estimated costs reflect an opening date of April 1, 2016. Materials processing reflects contractual services required to make collection materials shelf-ready; these costs will begin in 2017. Staff training costs are estimated at \$2,500 in 2015 and \$7,500 in 2016.

Commodities include general operating and office supplies and collection materials. General operating and office supplies cost estimates were calculated using the method described above. An ongoing collection consisting of 2,500 circulating materials plus electronic reference resources will be purchased in 2020. Please see the Department Operating Summary Form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades. Attach an organizational chart, major staffing plans, and employee scheduling information.*

An additional 4.0 FTE are requested to support the additional finished square footage and the increased space for materials provided on the upper level, and Sunday hours. An assistant branch manager, a part-time youth information specialist, a part-time information specialist, a clerk and a custodian are included in this request. Increased use of technology requires staff to assist patrons who may be unfamiliar with PCs and other electronic media. Expanding

Capital Improvement Program
Operating Impact
Johnson County, Kansas

programming requires planning and presentation time and scheduling more meeting rooms also requires more time for set-up and assistance. A custodian is needed to maintain the expanded square footage. The addition of Sunday hours increases hours open per week from 56 to 60.

5. Explain how service needs are currently being met, including the number of FTEs currently performing this activity.

Currently the new formats are displayed wherever room permits, making them less accessible than at other libraries in the system. Materials are crowded onto existing shelving, making it difficult for patrons to access what they need. Staff is dispersed in any available space. In order to maintain satisfactory customer service, the higher grade information services staff spends an estimated 24.7% of their time performing clerk duties instead of providing reference service, assistance with PC workstations and electronic search techniques and patron training. There is currently no custodian dedicated to this facility. Current staffing at Shawnee totals 10.78 FTE: 3.25 clerks, 1.6 pages, 1.18 youth information specialists, 2.75 information specialists, a youth services librarian and a branch manager.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs.

Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs reflect an April 1st opening. The Assistant Branch Manager and Youth Information Specialist will start September 1, 2015 with all other personnel starting on December 1, 2015. These start dates will allow for adequate training to take place.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

Current staff work areas are not well organized, ergonomic or large enough for the volume of materials and programs dealt with on a daily basis, so work overflows into any available space. Work is fragmented and inefficient. Valuable lower level space that is being wasted could alleviate these problems. Expanded square footage will address limited study and meeting room space, inadequate space for PC workstations and inadequate youth collections and seating. The alternative is to leave the lower level unfinished and continue to allow staff to make do with the current work space and break room. The space cannot be used for any other purpose until an elevator and exits are added to comply with building codes. Wasting the space is not a viable alternative when more space is needed system wide for computers, programming and new material formats.

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Department: Library					Date: 3/1/2013			
Project Title: Shawnee Expansion								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2015	2016	2017	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2015	2016	2017	Annual Compensation (Full Year)
Assistant Branch Manager	15	1.00	\$22.78	09/01/15				
Information Specialist	14	0.50	\$19.50	12/01/15				
Youth Information Specialist	14	0.50	\$19.50	09/01/15				
Custodian	12	1.00	\$14.67	12/01/15				
Clerk	12	1.00	\$14.67	12/01/15				
Subtotal		4.00			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)
Utilities			510010	04/01/16		\$ 25,333	\$ 35,466	\$ 35,466
Ongoing Materials Processing			520275	01/01/17	\$ -	\$ -	\$ 19,832	\$ 19,832
Non-CPE Continuing Education			510930	09/01/15	\$ 2,500	\$ 7,500	\$ 10,000	\$ 10,000
Subtotal					\$ 2,500	\$ 32,833	\$ 65,298	\$ 65,298
Commodities (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)
Office Supplies			530015	04/01/16	\$ -	\$ 3,645	\$ 5,103	\$ 5,103
Ongoing Collection Materials			530030	01/01/17	\$ -	\$ -	\$ 94,438	\$ 94,438
Subtotal					\$ -	\$ 3,645	\$ 99,541	\$ 99,541
Capital (ongoing)	Account			Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)
Subtotal					\$ -	\$ -	\$ -	\$ -
TOTAL					\$ 2,500	\$ 36,478	\$ 164,839	\$ 164,839

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2015	2016	2017	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Corinth Library Replacement

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The JCL Facilities Master Plan recommends that the Corinth Library be demolished and rebuilt as a new Type III library on the current site.

2. Explain the project need. How is this need currently being met?

The Corinth Library is located on a 1.8 acre site at 8100 Mission Road in Prairie Village. The current structure was built in 1963 and minor additions and renovations were completed in 1986 and 2002. Replacement of a portion of the west roof will be completed in 2012. The parking lot does not accommodate safe traffic flow; vehicles must pass through the lower, congested lot to get to the higher lot, causing pedestrian/vehicle conflicts. The concrete curbs are crumbling and the parking lot in most areas is worn. Part of the floor in the south addition of the building is sloping. The building has several safety issues in terms of egress. Exiting the basement is awkward due to the fact that the two exits open into two sunken gardens with no exits. The building is crowded and cramped, requiring that the collection be weeded constantly to make room on the shelves. The main electrical distribution system is original and has insufficient capacity and needs replacing. The building does not have fire protection. The engineering study conducted during the development of the Facilities Master Plan found the current building to be beyond its useful life.

The Corinth Library is highly used with 259,470 user visits and total circulation of 502,881 in 2012. The current service area population of approximately 43,200 is stable and is comprised of 19,270 households, with an estimated 12,678 being family households. Young families, senior citizens and all ages in between use the Corinth Library for their information and entertainment needs.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan recommends replacement of the Corinth Library. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

The engineering study conducted during the development of the Facilities Master Plan found the current building to be beyond its useful life.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

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

Preliminary Study		2015
Architect Selection	Q1	2017
Program Verification	Q2	2017
Design and Documentation	Q2-3	2017
Construction Manager Selection/GMP	Q4	2017
Construction	Q1-3	2018
Furniture Installation/Collection/Move in	Q4	2018
Opening	Q1	2019

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This project would replace the 50 year old Corinth Library with a building designed and equipped for modern library service. Patrons would have access to library materials in all formats, adult and youth programming, community meeting rooms, online reference services, PCs and the internet, art displays, early literacy services, homework help and much more. Life-long learning and connection to community are vital to the continued growth and economic well-being of this area. Services for families, children and young adults are an investment in our future. Services for seniors contribute to the vitality of this growing population.

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

Continue to provide service in the existing building, making piecemeal repairs and risking safety hazards. Demolish the building and do not replace it, eliminating library service in the area.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The building will total approximately 25,000 square feet and will have a life expectancy of 75+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Corinth Library Replacement				
Annual Debt Service:			# of Years: 75+	Priority: 5			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Preliminary Studies			\$ 77,790				\$ 77,790
Design/Consulting					\$ 989,985	\$ 329,995	\$ 1,319,980
Construction						\$ 8,847,252	\$ 8,847,252
Public Art						\$ 138,976	\$ 138,976
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ 77,790	\$ -	\$ 989,985	\$ 9,316,223	\$ 10,383,998
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment						\$ 1,609,042	\$ 1,609,042
Specialized Equipment						\$ 499,104	\$ 499,104
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,108,146	\$ 2,108,146
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Collection Materials/Processing						\$ 2,341,272	\$ 2,341,272
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,341,272	\$ 2,341,272
TOTAL	\$ -	\$ -	\$ 77,790	\$ -	\$ 989,985	\$ 13,765,641	\$ 14,833,416

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Corinth Library Replacement

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The Corinth Library will be replaced on the current site. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The addition of approximately 4,700 square feet represents a 23% increase. Utilities, lawn care, office supplies and other basic operational expenses reflect the square footage increase and an opening date of January 1, 2019. An ongoing collection consisting of 2,250 circulating materials and the contractual services required to make these materials shelf-ready will begin in 2020. Staff training costs are estimated at \$10,000 in 2018. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

An inflation factor of 5% is included for all expenses except collections and materials processing; these items are grown by 6% for inflation.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

An additional 4.2 FTE are requested to support the increased square footage and enhanced services. A youth services librarian, an information specialist, a custodian and three part-time pages are included in this request. Increased use of technology requires staff to assist patrons who may be unfamiliar with PCs and other electronic media. Expanded programming requires planning and presentation time and scheduling more meeting rooms also requires more time for set-up and assistance. A custodian is needed to maintain the expanded square footage.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

The current building is not large enough to accommodate patrons, computers, meeting space and the collection, based on the findings of the Facilities Master Plan. The increased usage has created backlogs, making it difficult for staff to make materials accessible to patrons in a timely

Capital Improvement Program
Operating Impact
Johnson County, Kansas

manner. There is currently one custodian dedicated to this facility from the Facilities staffing pool. Current staffing at Corinth totals 15.33 FTE: 4.63 clerks, 3.2 pages, 1.5 youth information specialists, 3 information specialists, a youth services librarian, an assistant branch manager and a branch manager.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

New staff will start September 30th, 2018 to allow time for training before the January 2019 opening.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

The Corinth Replacement will eliminate potential safety hazards and create more efficient spaces for both patrons and staff. Basement exits open into sunken gardens with no external access. Expanded square footage will address limited study and meeting room space, inadequate space for PC workstations and inadequate shelving space. Parking lot traffic flow and ADA parking will be improved, eliminating pedestrian safety hazards.

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Department: Library					Date: 3/1/2013			
Project Title: Corinth Library Replacement								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2018	2019	2020	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2018	2019	2020	Annual Compensation (Full Year)
Youth Services Librarian	15	1.00	\$21.78	09/30/18				
Information Specialist	14	1.00	\$19.50	09/30/18				
Custodian	12	1.00	\$14.67	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Subtotal		4.20			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Utilities		510010	01/01/19	\$ -	\$ 62,822	\$ 65,963	\$ 62,822	
Landscape,Lawn & Snow Svcs.		520125	01/01/19	\$ -	\$ 16,393	\$ 17,212	\$ 16,393	
Ongoing Materials Processing		520275	01/01/20	\$ -	\$ -	\$ 17,457	\$ 17,457	
Non-CPE Continuing Education		510930	10/01/18	\$ 10,000	\$ -	\$ -	\$ 10,000	
Subtotal				\$ 10,000	\$ 79,214	\$ 100,631	\$ 106,672	
Commodities (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Office Supplies		530015	01/01/19	\$ -	\$ 6,288	\$ 6,602	\$ 6,288	
Ongoing Collection Materials		530030	01/01/20	\$ -	\$ -	\$ 83,127	\$ 83,127	
Subtotal				\$ -	\$ 6,288	\$ 89,729	\$ 89,415	
Capital (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Subtotal				\$ -	\$ -	\$ -	\$ -	
TOTAL				\$ 10,000	\$ 85,502	\$ 190,361	\$ 196,087	

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2018	2019	2020	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Antioch/Cedar Roe Library Merger

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

The JCL Facilities Master Plan calls for a new library to be constructed in the northeast area of the Library District to replace the aging Antioch and Cedar Roe facilities; a site has not yet been determined.

2. Explain the project need. How is this need currently being met?

For both the Antioch and Cedar Roe libraries, infrastructure, site constraints and current building codes limit economically justifiable and feasible improvements. These are among the oldest buildings in the JCL system; Antioch was built in 1956 and Cedar Roe in 1967. Renovations and additions have been constructed over the years, but these buildings have reached or exceeded their useful lives. Currently, repairs are made within available funding to keep the buildings safe, operational and comfortable for the public. Both libraries experience high usage rates, with combined circulation of 601,927 items and user visits of 354,182 in 2012.

Antioch (8700 Shawnee Mission Parkway) - Parking and pedestrian access continue to be a problem. Engineering studies done in 2009 determined that the Antioch structure is stressed and that the building does not meet code in several areas: it does not have a fire sprinkler system; the second level is not accessible via elevator (also an ADA issue); and the stairway railing to the second level does not meet code. The mechanical system has no redundancy, and in 2009 was believed to have 7 years of operable life remaining. The roof is bubbling and the carpet is showing signs of wear. Exterior walls show signs of cracking and water and insect infestation; some windows are inoperable.

Cedar Roe (5120 Cedar) – The parking lot is severely undersized with only 18 spaces and pedestrian access is an issue. Exterior concrete below the roof eaves is weathered and crumbling; steel reinforcing is exposed in some instances. The exterior stair on the east side is crumbling and needs to be replaced. The building does not comply with current building codes: it does not have a fire sprinkler system; there is not proper and sufficient egress on the east side of the building; and the 3 exits on the main floor are too close together. At the time of the engineering study, the exit from the mechanical room into an exterior exit was filled with eight inches of water. The mechanical room is constrained and the main electrical panel is original to the building and prone to failure due to being beyond its operational life. The building is not ADA compliant.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

The JCL Facilities Master Plan recommends replacement of the Antioch and Cedar Roe facilities with a new library to serve the northeast area of the district. This project relates to BOCC goals 1, 2, 3 and 4.

4. *Summarize and attach any preliminary studies that have been conducted.*

The engineering and Mechanical, Electrical, Plumbing (MEP) studies conducted during the development of the Facilities Master Plan found the current buildings and their systems to be beyond their useful lives in several areas.

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

Land Acquisition		2015
Preliminary Study		2016
Architect Selection	Q1	2017
Program Verification	Q2	2017
Design and Documentation	Q2-3	2017
Construction Manager Selection/GMP	Q4	2017
Construction	Q1-3	2018
Furniture Installation/Collection/Move in	Q4	2018
Opening	Q1	2019

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement Enhancement/Upgrade Growth New Service Provision

The aging Antioch and Cedar Roe libraries would be merged and replaced with a new library to serve the northeast area of the JCL District, which includes Westwood, Roeland Park, Mission Hills, Fairway, Merriam, Mission and northern portions of Overland Park and Prairie Village. Current services, including senior outreach and early childhood literacy, would be enhanced by adequate space for materials, educational programming and community gatherings. The northeast service area has an increasingly older population while its affordable housing attracts young families with small children. The current partnership with JCCC to provide Adult Education and English as a Second Language (ESL) programs are essential to this area, which has the highest percentage of ethnic diversity in Johnson County.

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

Continue to provide service in the existing buildings, making piecemeal repairs and risking safety hazards. Expand or renovate again, which is difficult due to existing infrastructure limitations.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

8. *If this is a building project provide detail on the square footage and life expectancy of the building.*

Current combined square footage of Antioch and Cedar Roe Libraries totals 41,142. The new building will total approximately 36,000 square feet and will have a life expectancy of 75+ years.

9. *Please outline what sustainability best practices were considered in the development of this project.*

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library						Date: February 7, 2013	
Submittal Year: 2014			Project Title: New Antioch/Cedar Roe Library				
Annual Debt Service:			# of Years: 75+	Priority: 6			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Land Acquisition			\$ 2,500,000				\$ 2,500,000
Preliminary Study				\$ 91,605			\$ 91,605
Design/Consulting					\$ 1,376,235	\$ 458,745	\$ 1,834,980
Construction						\$ 12,726,015	\$ 12,726,015
Public Art						\$ 164,506	\$ 164,506
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ 2,500,000	\$ 91,605	\$ 1,376,235	\$ 13,349,266	\$ 17,317,106
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment						\$ 2,123,591	\$ 2,123,591
Specialized Equipment						\$ 499,104	\$ 499,104
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,622,695	\$ 2,622,695
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 2,500,000	\$ 91,605	\$ 1,376,235	\$ 15,971,961	\$ 19,939,801

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Antioch/Cedar Roe Library Merger

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

The Antioch and Cedar Roe Libraries will be combined into one library facility to serve the northeast area of Johnson County. The new building will be approximately 3,000 square feet larger than the current Antioch facility. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The additional square footage is 9% of the existing square footage, therefore, annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are 9% of the 2012 actual expenditures for these items at Antioch. Operating costs reflect an opening date of January 1, 2019. Materials processing reflects contractual services required to make collection materials shelf-ready; these costs will begin in 2020.

Commodities include general operating and office supplies and collection materials. General operating and office supply cost estimates were calculated using the method described above. An ongoing collection consisting of 450 circulating materials plus electronic reference resources will be purchased in 2020. Please see the Department Operating Summary Form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing, which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades. Attach an organizational chart, major staffing plans, and employee scheduling information. No new personnel are requested for this project.*

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Both the Cedar Roe and Antioch facilities are busy, full-service libraries focusing on programs and services that are relevant to their communities. Antioch has an early childhood literacy focus while Cedar Roe is focused on services for seniors. However, both buildings are aging and do not have adequate space for collections, technology and public gatherings. Loss of staff due to VRIP has resulted in closing the Cedar Roe Library on Fridays and cutting Saturday hours in half in order to shift staff to cover peak times at the busiest locations. Current combined staffing at Antioch and Cedar Roe totals 23.45 FTE.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs are estimated to reflect a January 1st, 2019 opening. There are no new personnel costs.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

For both the Antioch and Cedar Roe libraries, infrastructure, site constraints and current building codes limit economically justifiable and feasible improvements. These are among the oldest buildings in the JCL system; Antioch was built in 1956 and Cedar Roe in 1967. Renovations and additions have been constructed over the years, but these buildings have reached or exceeded their useful lives. Currently, repairs are made within available funding to keep the buildings safe, operational and comfortable for the public. Both libraries experience high usage rates, with combined circulation of 601,927 items and user visits of 354,182 in 2012.

The aging Antioch and Cedar Roe libraries would be merged and replaced with a new library to serve the northeast area of the JCL District, which includes Westwood, Roeland Park, Mission Hills, Fairway, Merriam, Mission and northern portions of Overland Park and Prairie Village. Current services, including senior outreach and early childhood literacy, would be enhanced by adequate space for materials, educational programming and community gatherings. The northeast service area has an increasingly older population while its affordable housing attracts young families with small children. The current partnership with JCCC to provide Adult Education and English as a Second Language (ESL) programs are essential to this area, which has the highest percentage of ethnic diversity in Johnson County.

Alternatives: Continue to provide service in the existing buildings, making piecemeal repairs and risking safety hazards. Expand or renovate again, which is difficult due to existing infrastructure limitations.

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Department: Library					Date: 3/1/2013			
Project Title: Antioch/Cedar Roe Library Merger								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2019	2020	2021	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2019	2020	2021	Annual Compensation (Full Year)
Subtotal		0.00			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account			Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)
Utilities		510010		01/01/19	\$ 9,017	\$ 9,468	\$ 9,942	\$ 9,017
Lawn Care/Snow Removal		520125		01/01/19	\$ 2,571	\$ 2,700	\$ 2,835	\$ 2,571
Trash Removal		510060		01/01/19	\$ 357	\$ 375	\$ 394	\$ 357
Janitorial Services		520045		01/01/19	\$ 381	\$ 400	\$ 420	\$ 381
Ongoing Materials Processing		520275		01/01/20	\$ -	\$ 3,672	\$ 3,892	\$ 3,672
Subtotal					\$ 12,327	\$ 16,615	\$ 17,483	\$ 15,998
Commodities (ongoing)	Account			Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)
Office Supplies		530015		01/01/19	\$ 650	\$ 682	\$ 717	\$ 650
Ongoing Collection Materials		530030		01/01/20	\$ -	\$ 17,484	\$ 18,533	\$ 17,484
Subtotal					\$ 650	\$ 18,166	\$ 19,249	\$ 18,134
Capital (ongoing)	Account			Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)
Subtotal					\$ -	\$ -	\$ -	\$ -
TOTAL					\$ 12,977	\$ 34,781	\$ 36,732	\$ 34,132

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2019	2020	2021	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Library

Project Title: Monticello Library Phase II

Approved By: Sean Casserley

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. Describe the project request.

This project would construct, equip and staff a permanent Monticello Library; land for this project was acquired in 2010. A small portion of the land was donated with the stipulation that a library be built within ten years.

2. Explain the project need. How is this need currently being met?

The population in this area of Johnson County has grown rapidly over the past 10 years and this growth continues. Library planning standards dictate that 95% of the district's population be located within three miles of a library facility. Individuals and families wishing to use library service must travel to a distant Johnson County Library branch. The nearest branches are Shawnee, Lackman and DeSoto Libraries, all of which are 5-10 miles away. Additional triggers to placement of a new library in developing areas are a population exceeding 10,000 and construction of schools and significant retail and residential construction, all of which are present in the Monticello service area. The DeSoto School District is building new facilities and several housing developments have attracted young families to the area. There is a heavy proportion of persons under age 5 (9.4%) according to CERI. Commercial development is accelerating along the K-7 corridor near Shawnee Mission Parkway. The Crossings shopping center at the corner of K-7 and Shawnee Mission Parkway opened in 2003.

The proposed Monticello Phase I project would provide a small library presence in this area via a materials vending solution. Phase I can be used for 24 hour holds once Phase II is completed.

3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?

The JCL Facilities Master Plan placed this project in 2013 based on the BOCC's 2010 adopted CIP. This project relates to BOCC goals 1, 2, 3 and 4.

4. Summarize and attach any preliminary studies that have been conducted.

Focus groups have been conducted and a building program was completed in 2008.

Capital Improvement Program
Capital Impact
Johnson County, Kansas

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

Architect Selection	Q1	2016
Program Verification	Q2	2016
Design and Documentation	Q2-3	2016
Construction Manager Selection/GMP	Q4	2016
Construction	Q1-3	2017
Furniture Installation/Collection/Move in	Q4	2017
Opening	Q1	2018

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement Enhancement/Upgrade Growth New Service Provision

This project would provide permanent library service in the currently un-served Monticello area. Patrons would have access to library materials in all formats, adult and youth programming, community meeting rooms, on-site and online reference services, business services, PCs and the internet, art displays, homework help and much more. Life-long learning and connection to community are vital to the continued growth and economic well-being of this area. Services for families, children and young adults are an investment in our future. Services for seniors contribute to the vitality of this growing population. Services to entrepreneurs and businesses are an investment in the community.

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

Leave the area un-served. Do not improve the land now owned by the JCL Board of Directors. Limit service to online services.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

This building will total approximately 36,000 square feet and have a life expectancy of 75+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Library					Date: February 7, 2013		
Submittal Year: 2014		Project Title: Monticello Library Phase II					
Annual Debt Service:		# of Years:	75+	Priority: 7			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Preliminary Studies	\$ 4,565						\$ 4,565
Land Acquisition	\$ 763,779						\$ 763,779
Design/Consulting				\$ 1,371,359	\$ 457,120		\$ 1,828,479
Construction					\$ 12,351,847		\$ 12,351,847
Public Art					\$ 206,031		\$ 206,031
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ 768,344	\$ -	\$ -	\$ 1,371,359	\$ 13,014,998	\$ -	\$ 15,154,701
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Furniture/Fixtures/Equipment					\$ 2,020,231		\$ 2,020,231
Specialized Equipment					\$ 1,032,951		\$ 1,032,951
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 3,053,182	\$ -	\$ 3,053,182
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Collection Materials/Processing					\$ 4,454,634		\$ 4,454,634
Computer Hardware					\$ 123,158		\$ 123,158
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 4,577,792	\$ -	\$ 4,577,792
TOTAL	\$ 768,344	\$ -	\$ -	\$ 1,371,359	\$ 20,645,972	\$ -	\$ 22,785,675

Capital Improvement Program
Operating Impact
Johnson County, Kansas

Project Title: Monticello Library

Department: Library

Major Service Area: Culture and Recreation

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

Part 1 – Non-personnel Justification Section

1. *Provide detail on non-personnel operating costs.*

Monticello Library will be a 36,000 square foot facility. Operating costs requested are the basic expenses associated with operating a building and providing public library services. Annual cost estimates for utilities (electricity, gas, water, sewer), snow removal, trash hauling and lawn care are based on the 2012 actual expenditures for these items at the Blue Valley Library, the closest branch in size. These operating costs are estimated to reflect an opening date of January 1, 2018. Materials processing reflects contractual services to make collection materials shelf-ready, such as book jackets, and no costs are expected until 2019. Staff training costs are estimated at \$2,500 in 2015 and \$7,500 in 2016.

Commodities include general operating and office supplies and collection materials. General operating and office supplies cost estimates were calculated using the method described above. An ongoing collection consisting of 4,500 circulating materials plus electronic reference resources will be needed beginning in 2019. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

All operating costs are grown by 5% for inflation, with the exception of collection materials and processing, which are grown by 6%.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc.,).*

The library will be responsible for all non-personnel operating costs.

Part 2 – Personnel Justification Section

4. *Please provide a brief summary of this personnel request with a list of titles and grades.*

Attach an organizational chart, major staffing plans, and employee scheduling information.

Building a new, permanent 36,000 square foot facility to serve the Monticello area would require 22.2 new FTE. The request includes a branch manager, an assistant branch manager, 2 youth services librarians, 1 full-time and 2 part-time youth information specialists to assist with youth materials and programming, 2 full-time custodians to maintain the building, 3 full-time and 1 part-time information specialists to assist patrons with reference questions, electronic products and use of PC technology, 4 full-time and 6 part-time clerks to check out and check in patron

Capital Improvement Program
Operating Impact
Johnson County, Kansas

materials, collect overdue fines and fees, and respond to patron questions and 9 part-time pages to shelve new books and re-shelve returned books. The branch will operate 7 days and 5 nights per week, similar to the Blue Valley Library.

5. Explain how service needs are currently being met, including the number of FTEs currently performing this activity.

There is currently no library service in the Monticello area, forcing those wanting to use the library to travel 5-10 miles to the nearest Johnson County Library facilities, which are Lackman, Shawnee and DeSoto. The Blue Valley Library, the most comparable branch with 24,071 square feet, is currently operating with 19.7 FTE.

6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.

Ad valorem.

7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs.

Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.

As described above, most non-personnel operating costs are estimated to reflect a January 1, 2018 opening. The Branch Manager will start January 1, 2015, the Assistant Branch Manager will start July 1, 2016 and all other personnel will start on October 1, 2016. These start dates will allow for adequate training to take place.

8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.

There is currently no library service in the Monticello area. Monticello is a rapidly growing community with population estimated to increase from 29,100 in 2010 to 73,112 in 2030. Library service standards call for library facilities to be located such that 95% of the district's population is within 3 miles of a branch. Monticello patrons are 5-10 miles from the nearest library branches. The DeSoto school district is building new facilities and housing developments are being built to accommodate the young families moving into the area. The U.S. Census reports that 9.4% of the population in this area is under 5 years of age. All of the above factors indicate that the Monticello area needs library service as it continues to grow. Land for the Monticello Library was purchased in 2010. Part of the land was donated, and this donation will revert back to the donor if a library is not built by October, 2020. Alternatives are to leave the area un-served with service limited to online services or provide a materials vending solution and limited programming, per the Monticello Phase I project request.

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Department: Library					Date: 3/1/2013			
Project Title: Monticello Library								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2015	2016	2017	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2015	2016	2017	Annual Compensation (Full Year)
Branch Manager	16	1.00	\$26.94	01/01/15				
Assistant Branch Manager	15	1.00	\$22.78	07/01/16				
Youth Services Librarian	15	2.00	\$21.78	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	0.50	\$19.50	10/01/16				
Youth Information Specialist	14	1.00	\$19.50	10/01/16				
Youth Information Specialist	14	0.50	\$19.50	10/01/16				
Youth Information Specialist	14	0.50	\$19.50	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.60	\$14.67	10/01/16				
Custodian	12	1.00	\$14.67	10/01/16				
Custodian	12	1.00	\$14.67	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Subtotal		22.20			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account	Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)		
Utilities	510010	01/01/18	\$ -	\$ -	\$ -	\$ 98,954		
Lawn Care/Snow Removal	520125	01/01/18	\$ -	\$ -	\$ -	\$ 27,396		
Non-CPE Continuing Education	510930	01/01/15	\$ 2,500	\$ 7,500	\$ -	\$ 10,000		
Trash Removal	510060	01/01/18	\$ -	\$ -	\$ -	\$ 1,763		
Ongoing Materials Processing	520275	01/01/19	\$ -	\$ -	\$ -	\$ 35,385		
Subtotal			\$ 2,500	\$ 7,500	\$ -	\$ 173,498		
Commodities (ongoing)	Account	Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)		
Office Supplies	530015	01/01/18	\$ -	\$ -	\$ -	\$ 9,688		
Ongoing Collection Materials	530030	01/01/19	\$ -	\$ -	\$ -	\$ 168,498		
Janitorial Supplies	530275	01/01/18	\$ -	\$ -	\$ -	\$ 10,800		
Subtotal			\$ -	\$ -	\$ -	\$ 188,986		
Capital (ongoing)	Account	Start Date (mo/da/yr)	2015	2016	2017	Annual Cost (Full Year)		
Subtotal			\$ -	\$ -	\$ -	\$ -		
TOTAL			\$ 2,500	\$ 7,500	\$ -	\$ 362,484		

Johnson County Capital Improvements Program 2014-2018

Project Request

Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2015	2016	2017	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program
Capital Impact
Johnson County, Kansas

Department: Facilities

Project Title: Arc Flash Hazard Analysis and Compliance

Approved By: Joe Waters

Directions: Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

1. *Describe the project request.*

The project request is to come into compliance with NFPA 70e Standards regarding Arc Flash Hazard Analysis for all County facilities, structures and areas that have electrical service. This specific project request encompasses all County Facilities with the exception of Johnson County Wastewater plants and facilities, which should be submitted under separate cover by Wastewater.

2. *Explain the project need. How is this need currently being met?*

OSHA requires employers to protect their employees from electrical hazards, including shock and arc flash. OSHA regulations themselves do not provide enough detailed information to enable employers to protect employees from arc flash. NFPA 70E provides a bridge between OSHA's requirement to protect against these dangers and actual compliance with that rule. In a Standard Interpretation Letter dated November 14, 2006, OSHA defers to NFPA 70E, 'OSHA recommends that employers consult consensus standards such as NFPA 70E to identify safety measures that can be used to comply with or supplement the requirements of OSHA's standards for preventing or protecting against arc flash hazards.' Though OSHA is not the regulating body for Johnson County, the County is regulated by the Kansas Department of Labor/Safety and Health for public sector entities, and has adopted the OSHA standards.

An 'arc flash' is a sudden release or explosion of energy caused when the air resistance around powerful electronic devices weakens and allows the electricity to escape into the air. The electricity usually chains from one exposed live conductor to another, or to a nearby ground or other neutral devices. This short circuit happens very quickly but can produce a vast amount of heat (upwards of 5,000 degrees) and usually destroys the electrical equipment involved. Arc flashes are hazardous to those nearby and are responsible for electric injuries and/or deaths.

This Arc Flash Hazard Analysis will result in labels for all electrical equipment that is 'likely to require examination, adjustment, servicing or maintenance *while energized*' (per NFPA 70e). The labels will contain information that will notify County employees and outside contractors who may be required to work on energized electrical equipment, what specific level of Personal Protective Equipment (PPE) they will be required to wear while performing tasks on the equipment.

The ongoing training related to understanding the information provided on Arc Flash labels, the care and use of PPE, and the employee's PPE itself is anticipated to be provided by the

Capital Improvement Program
Capital Impact
Johnson County, Kansas

departments whose employees are required to examine, adjust, service or maintain energized equipment, and is not part of this project request.

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

N/A

4. *Summarize and attach any preliminary studies that have been conducted.*

N/A

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

Consultant Selection Process	Q1-2	2013
Evaluation and prioritization of all Facilities (except JCW)	Q3-4	2013
Phase I Analysis and Labeling Implementation	Q1-4	2014
Phase II Analysis and Labeling Implementation	Q1-4	2015

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement Enhancement/Upgrade Growth New Service Provision

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

N/A

8. *If this is a building project provide detail on the square footage and life expectancy of the building.*

Related to life expectancy; per the NFPA 70e standard, the Arc Flash Hazard Analysis is required to be, "reviewed periodically, not to exceed 5 years, to account for changes in the electrical distribution system that could affect the results of the Arc Flash Hazard Analysis.

9. *Please outline what sustainability best practices were considered in the development of this project.*

N/A

Johnson County Capital Improvements Program 2014-2018

Project Request Capital Summary

Department: Facilities						Date: February 7, 2013	
Submittal Year: 2014			Project Title: Arc Flash Hazard Analysis and Compliance				
Annual Debt Service: \$ -		# of Years: -		Priority:			
Capital Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
Design/Consulting							\$ -
Countywide (no JCW or below)	\$ 523,216	\$ 166,720					\$ 689,936
Libraries			\$ 86,768				\$ 86,768
Mental Health			\$ 34,256				\$ 34,256
Parks and Rec			\$ 62,943				\$ 62,943
Airport Commission			\$ 165,094				\$ 165,094
							\$ -
							\$ -
							\$ -
Subtotal	\$ 523,216	\$ 166,720	\$ 349,061	\$ -	\$ -	\$ -	\$ 1,038,997
Equipment Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Start Up Expenditures	Prior Years Total	2014	2015	2016	2017	2018	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 523,216	\$ 166,720	\$ 349,061	\$ -	\$ -	\$ -	\$ 1,038,997

Johnson County Library
Board of Directors
Calendar of Events
February, 2013

January 2 - February 28	Bookmark Design Contest
February 6, 2013	Lecture by Gil Cohen-Magen, Israeli Photojournalist
February 12, 2013	elementia Reception featuring author Walter Dean Myers
February 14, 2013	Johnson County Library Board Meeting
March 14, 2013	Johnson County Library Board Meeting
April 19, 2013	Volunteer Recognition Luncheon