

JOHNSON COUNTY
KANSAS

Library

**Board Report
April 14, 2022**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, APRIL 14, 2022
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

The public can view the broadcast of the meeting on the Johnson County Library [Facebook page](#) for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to kangethep@jocolibrary.org before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - C. Friends of the Library; written report presented by Shanta Dickerson.....4
 - D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....5
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) ARM 10-70-10 Library Budget Review and Approval Process
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....6
 - i. Timeline of Budget process with the County.....13
 - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services..... 15
 - i. IT Trends, Michelle Beesley, IT Manager.....18
 - 2. Comprehensive Library Master Plan, Scott Sime, Project Coordinator
 - a) Antioch Replacement.....20
 - b) DeSoto, Spring Hill and Edgerton Renewal Study.....24
 - c) Overall Timeline.....29
 - 3. Updates – Sean Casserley, County Librarian
 - a) Financial Climate and Challenges, Sean Casserley, County Librarian
 - b) Transitioning to Libby on OverDrive, Nancy Birmingham, Assistant Branch Manager....32
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the March 10, 2022 Regular Library Board meeting.....36
 - 2. Minutes of the April 6, 2022 Special Library Board meeting.....45
 - B. Information Items
 - 1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2021 were handled in accordance with library and County policy.
- b) The February 2021 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.....47

VI.Old Business
 A. Action item: 2023 Library Budget Proposal.....48

VII.New Business
 A. Action item: Cedar Roe Construction Services Term and Supply Work Order Authorization with Universal Construction Company and Closure.....56
 B. Action item: Securing Library Assets.....64
 C. Action item: Election of Library Board Officers.....65

VIII.Adjournment

Followed by joint meeting of the Board of County Commissioners, Library Board of Directors, Johnson County Library Foundation, and the Friends of the Johnson County Library.



April 2022: Monthly Report
of the
Friends of Johnson County Library
to the
Board of Directors of Johnson County Library

Thank you, Madame Chair, and members of the Board, and Commissioner Hanzlick, and Mr. Casserley for this time to report on Friends progress on behalf of the Executive Committee.

- Friends HQ Progress Report

What we've accomplished in a month's time! Reconfiguration of our Pine Ridge headquarters is complete, and it was a joy to see our supporters in person at our first pop-up sale of the year, on March 26. Concerns that shoppers wouldn't find us were easily swept away: we were **busy**. Net sales exceeded budget, but more importantly, we are once again building and sustaining our community of book-loving supporters who love the thrill of the hunt and the delight of finding it for \$2.00 or less!

By the time this report is delivered, our second sale will be behind us with the next on the horizon. If you aren't receiving advance notice of these events, be sure to provide your email address when you join us at <https://www.joinjclfriends.org/>!

- Donation Acceptance at Library Locations

We are thrilled to have worked with Library and County Facilities staff on a successful re-launch of donation acceptance at Blue Valley Library. Couriers swap large bins out weekly, and sometimes biweekly, depending on the level of generosity among Blue Valley patrons during any given week. We are working together closely to phase in additional locations soon, with the goal of accepting donations at all locations by year's end. In the meantime, our weekly donation drop-off events continue! Come by our Pine Ridge location any Saturday morning between 10am-2pm (unless it's a rainy day – we value our community's in-kind support tremendously and want to keep books and volunteers alike safe from the elements).

Respectfully submitted,

Executive Committee, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: April 14, 2022
Re: Johnson County Library Foundation update

Good afternoon!

I reported on this last month, but it is such a focus for the Foundation I wanted to bring it up once more. We are hosting the fourth annual event for the 1952 Society and Readers Circle.

- This appreciation event is a celebration for loyal and long-time donors, Friends of the Library, and volunteers.
- The special reception is scheduled to be in person at the Central Resource Library, Sunday, April 24, 3-5 p.m.
- As excited as we are to have it be in person, we also will record it so we can share a link to see it online thanks to the Library's On24 platform and the staff that makes it happen.
- The program features guest speaker, Arthur Muir, the oldest American to reach the summit of Mount, Everest, May 2021, at age 75.
 - We'll be inspired by his program "It's not about the Summit; it's about the Effort."
 - Art is a retired corporate finance lawyer from Northbrook, Ill who began mountaineering at age 68. He says, "If you just have a dream, set out with a plan, and work toward it."

As we all are aware the Black & Veatch MakerSpace re-opened with Central Library.

- We recently hosted a tour with our partners from Black & Veatch to showcase the significant improvements thanks to their sponsor investment support.
- This partnership is in its 7th year having started in 2016 when Central re-opened after another extensive renovation.
- It was a thrill to have the three remarkable Makers guide our Black & Veatch partners through the enhancements of this vibrant space.

Library Lets Loose planning continues to pick up momentum.

- Sponsor recruitment is under way and information about the event is online at LibraryLetsLoose.org!
- Just last week we spend time with Honorary Hosts Senia and Will Shields shooting promotional videos that we will roll out during the year.
- Many thanks go to the extensive committees that make this event a reality.
- We have an overall planning committee and sub-committees that work on the in-person event experience, sponsorship recruitment, marketing, and food and drink vendors.
- Special thanks go to all these amazing community volunteers.

That concludes my report.

Does anyone have any questions? Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
February 2022
17% of Year Lapsed

OPERATING FUND

	2022
Programs	Budget
Revenue	3,767,639
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	9,424
Transfer to Capital Projects	
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$9,424</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$3,758,215</u></u>

SPECIAL USE FUND

	2022
	Budget
Revenue:	3,590,820
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	505,708
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$505,708</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$3,085,112</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$6,843,327</u></u>

Expenditure of Friends of the JCL Donations 2022

<i>Expenditure Details</i>	<i>February</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	1,013.33	1,013.33
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ 1,013.33	\$ 1,013.33

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2022
17% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	21,279,171	38,342,480	55%	55%
Ad Valorem Delinquent	105,066	364,732	29%	43%
Motor Vehicle	641,610	3,442,484	19%	20%
Library Generated - Copying/Printing	10,900	104,359	10%	8%
Library Generated - Overdues / Fees	48,500	493,271	10%	7%
Sale of Library Books	12,500	50,000	25%	0%
Misc Other	182	18,703	1%	4%
Reimbursement	42,548	630,043	7%	5%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	22,160	54,948	40%	45%
Unencumbered Balance Forward	0	0	0%	0%
Recreational Vehicle Tax	7,302	15,169	48%	56%
Commercial Vehicle Tax	8,356	49,843	17%	14%
Heavy Trucks Tax	2,750	5,261	52%	58%
Rental Excise Tax	24,372	43,457	56%	29%
State and Federal Grants	0	265,638	0%	0%
TOTAL REVENUE	22,205,417	43,884,029	51%	50%

Expenses ALL FUNDS with Collection Encumbrance

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	3,172,110	22,947,472	14%
Contractual Services	1,500,822	6,007,986	25%
Commodities	2,458,428	4,411,766	56%
Risk Management Charges	62,747	251,838	25%
Capital / Maintenance / Repair	9,424	3,500,494	0%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%
Grants	0	265,638	0%
Interfund Transfer	2,908,015	2,908,015	100%
TOTAL EXPENDITURES	10,617,254	43,884,029	24%

Revenue - Expenses as of February 28, 2022 11,588,163

RESERVES ALL FUNDS	As of 12/31/20
Reserves Operating Fund	11,832,474
Reserves Special Use Fund	1,702,168
Total JCL Reserves	13,534,642

Scheduled Replacement Plan Funding

-	<u>REVENUE RECEIVED TO DATE</u>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	1,131,100
Total Revenue	<u>4,458,200</u>

2022

Contractual Services	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	119,310
AED Equipment	9,613
Interfund Transfer	1,767,934
	<u>4,425,107</u>
Budget Remaining	<u>33,093</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
February 2022
17% Year Lapsed

OPERATING FUND	2022	2022	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	516,939	4,363,169	12%
Information Technology	825,980	3,845,401	21%
Collection Development	513,883	3,946,140	13%
Branch/Systemwide Services	2,804,006	21,274,373	13%
Risk Management Charges	62,747	251,838	25%
Grants *	0	265,638	0%
Transfer to Capital Projects	0	3,107,330	0%
Interfund Transfer	2,866,474	2,908,015	99%
TOTAL OPERATING FUND EXPENDITURES	7,590,029	39,961,904	19%

SPECIAL USE FUND	2022	2022	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	204,305	0%
Commodities (Capital Equipment)	0	127,000	0%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%
TOTAL SPECIAL USE FUND EXPENDITURES	505,708	3,922,125	13%

TOTAL EXPENDITURES	8,095,737	43,884,029	18%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
February 2022
17% Year Lapsed

ALL FUNDS

Categories	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	3,172,110	22,947,472	14%
Contractual Services	1,071,787	6,007,986	18%
Commodities	365,946	4,411,766	8%
Risk Management Charges	62,747	251,838	25%
Capital / Maintenance / Repair	9,424	3,500,494	0%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	505,708	3,590,820	14%
Grants	0	265,638	0%
Interfund Transfer	2,908,015	2,908,015	100%

TOTAL EXPENDITURES	8,095,737	43,884,029	18%
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GRANTS*	Expenditures through 2/28/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
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*Includes all expenditures and revenues over the life of the grant.

Key Dates for FY 2023 Budget Process for Library Budget

April 14, 2022



Library

Key 2022 Dates for FY 2023 Budget Process

2022 Dates	Event
April 14th	Library Board Approves Library's FY 2023 Proposed Budget
May 12th	FY 2023 Proposed Budget Overview with BOCC
May 19th - June 9th	Agency/Department Budget Discussions with BOCC
June 15th	BOCC Receives Assessed Valuation from County Appraiser
June 16th - June 17th	Agency/Department Budget Discussion/Consider Final 2023 Budget
June 23rd	BOCC Sets Maximum Expenditure Budget for Publication
July 8th	Publish FY 2023 Proposed Budget in Newspaper
July 20th	Governing Bodies Notify County Clerk of Intent to Exceed Revenue (SB13/HB2104)
August 10th	County Clerk Consolidates the Required Information for all Taxing Units on one Notice and mail/email to all Taxpayers (SB13/HB2104)
August 22nd	County/Park/Library Budget Public Hearing and BOCC Adopts Resolution to Approve Exceeding Revenue Neutral Rate
August 25th	BOCC Reviews Public Input from August 22nd Public Hearing
September 1st	BOCC Adopts FY 2023 Budget Resolution

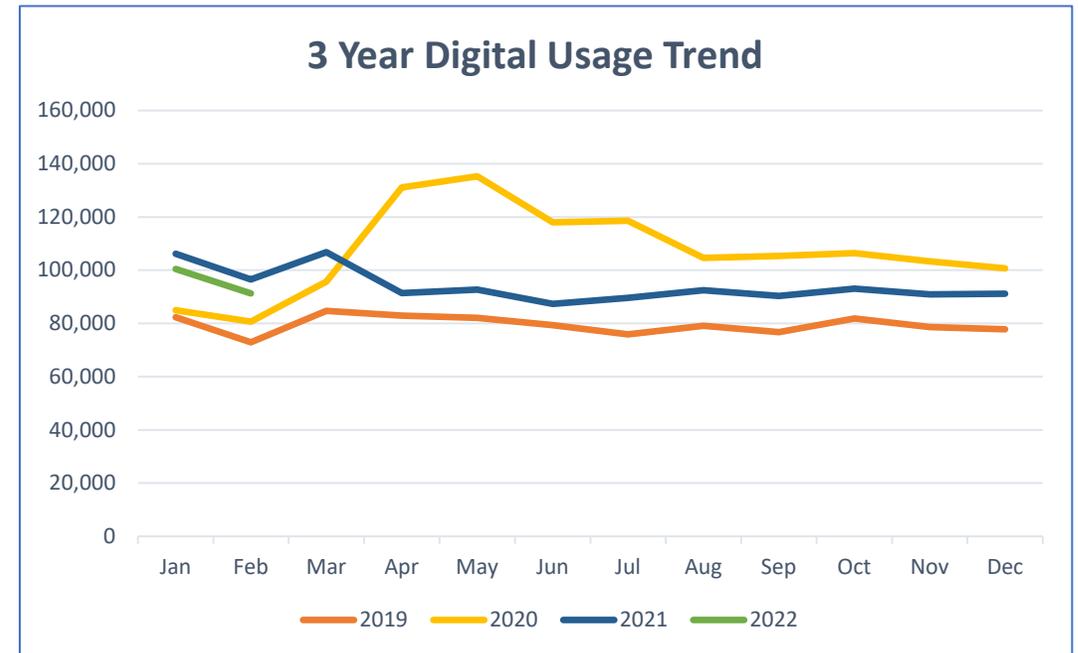
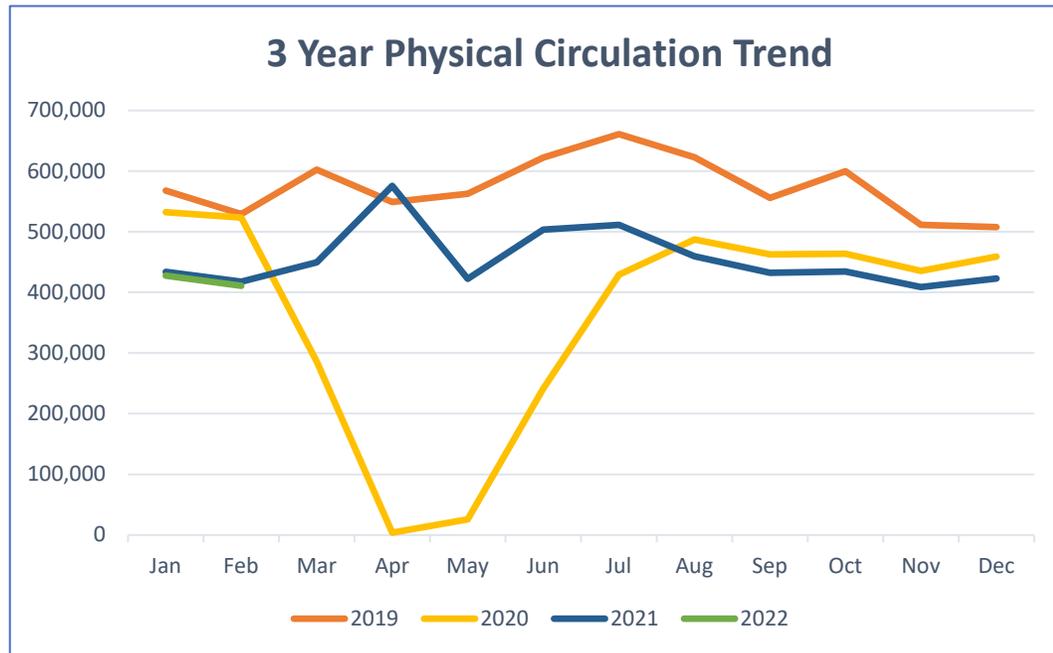


Monthly Statistical Report

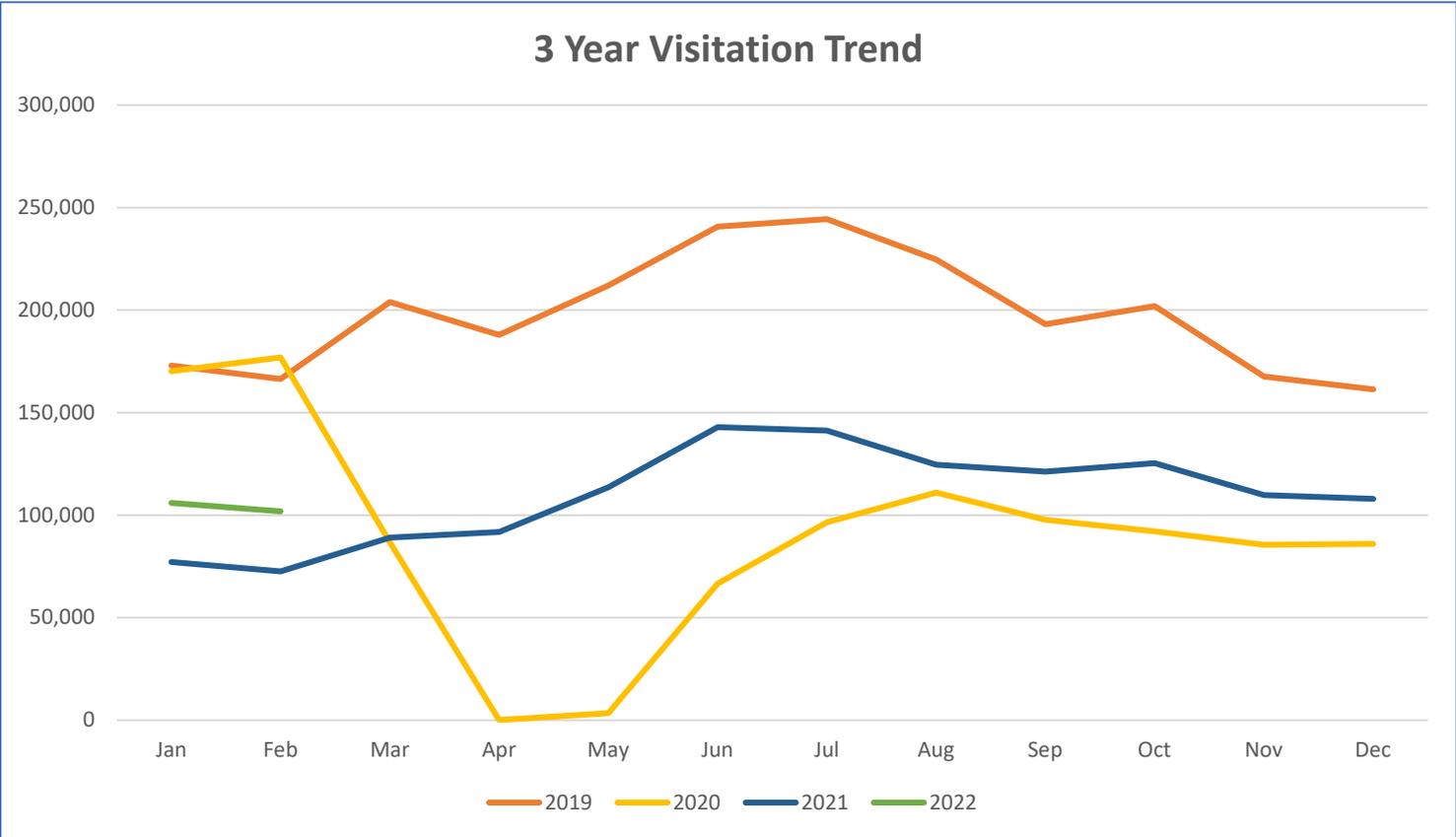
April 2022



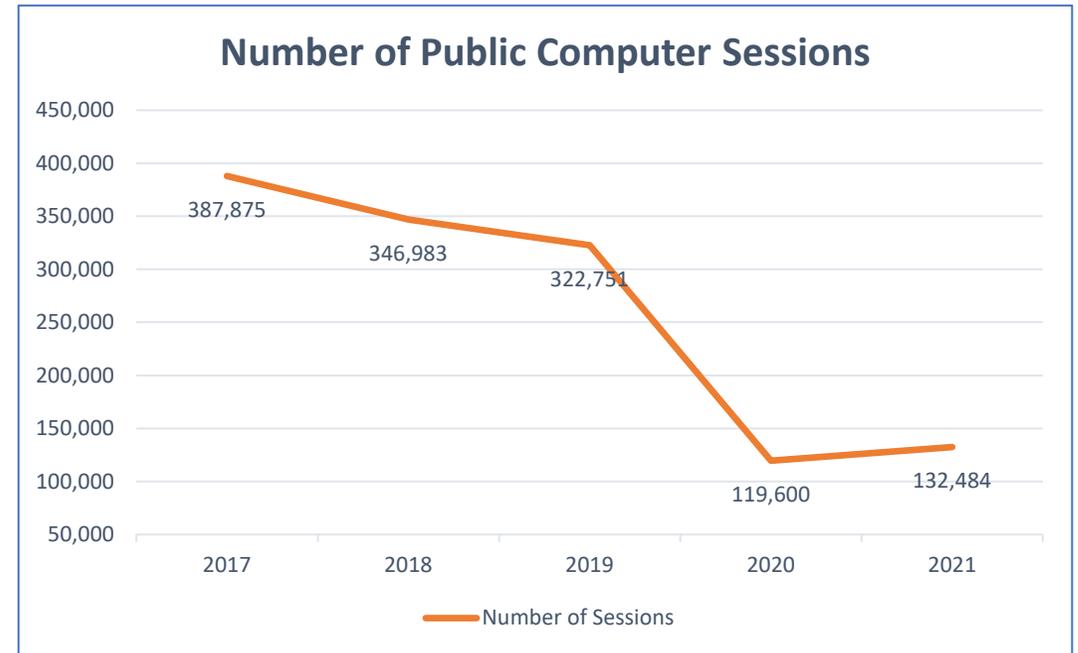
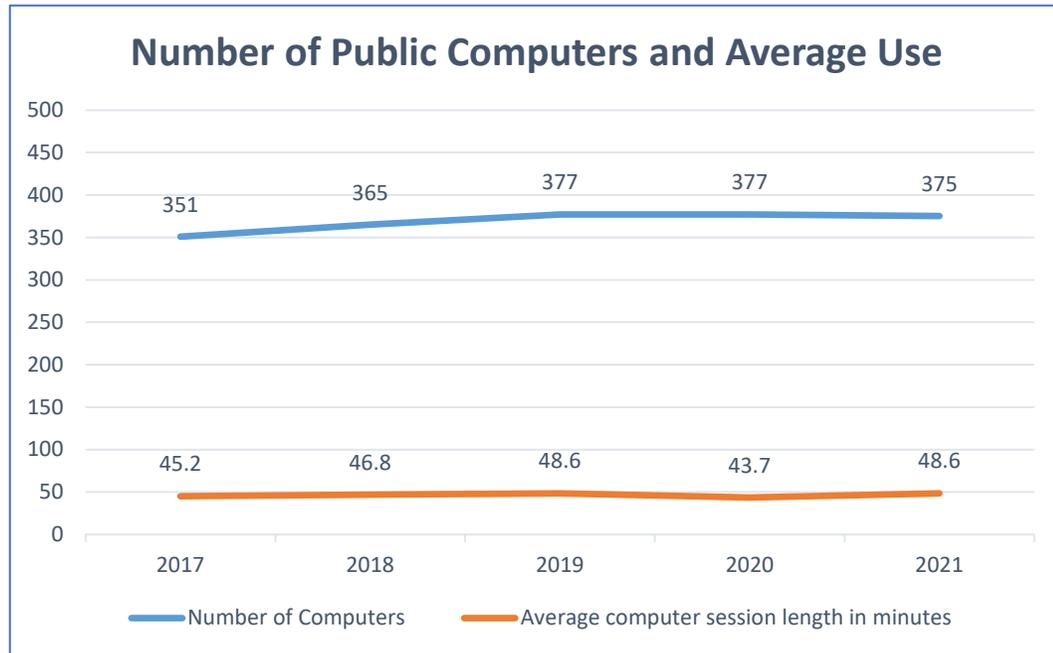
Monthly Statistics



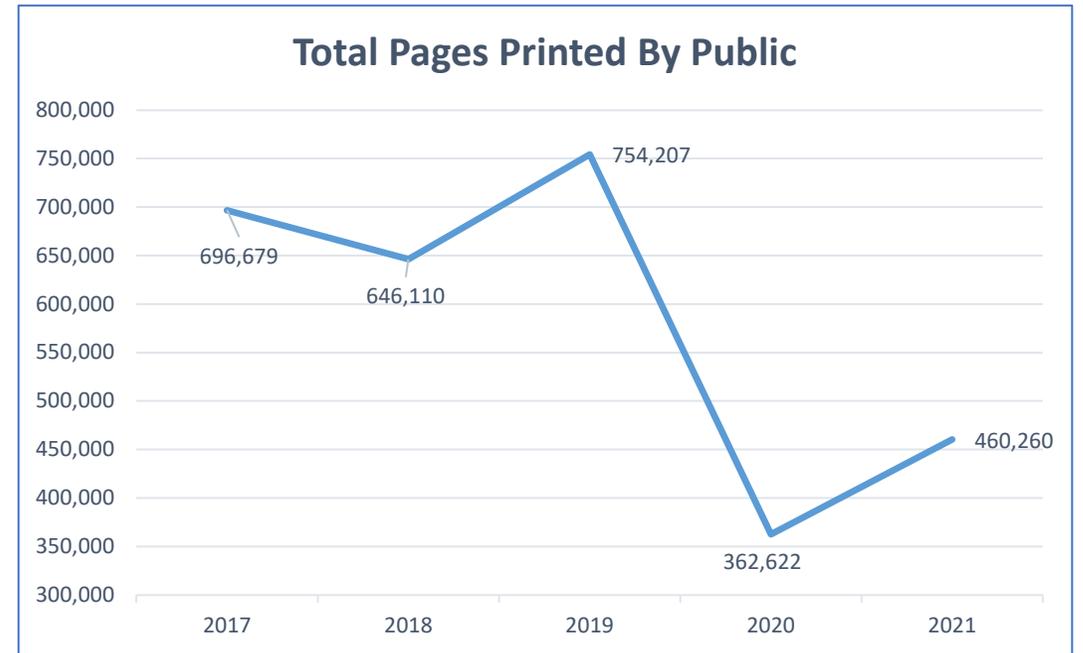
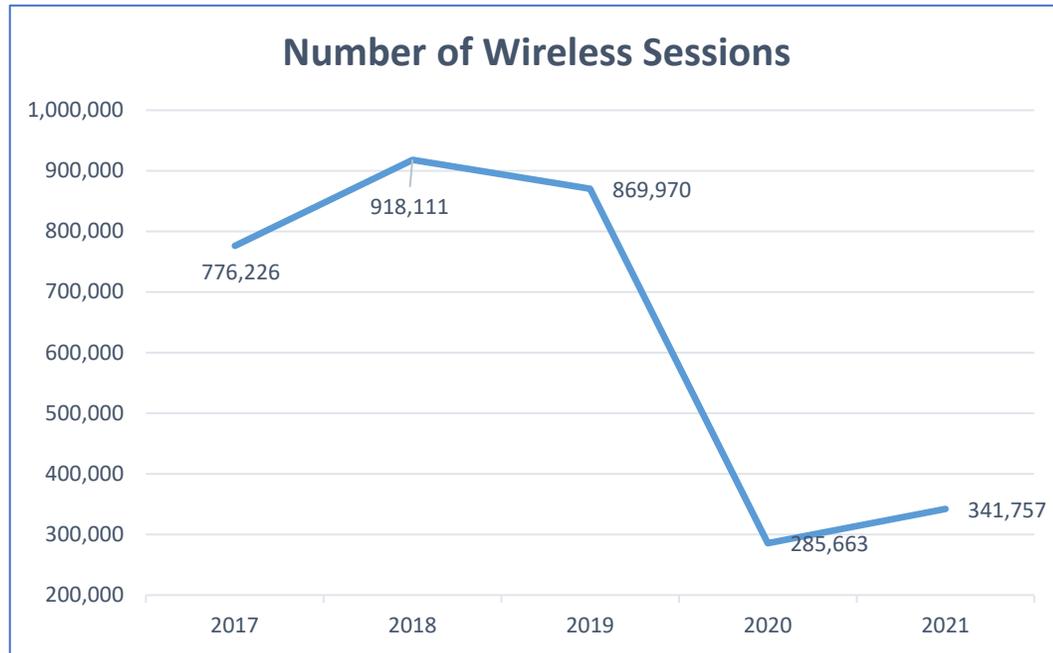
Monthly Statistics



Information Technology



Information Technology



Antioch Library Replacement Project

Update – April 2022



Updates

- Design update



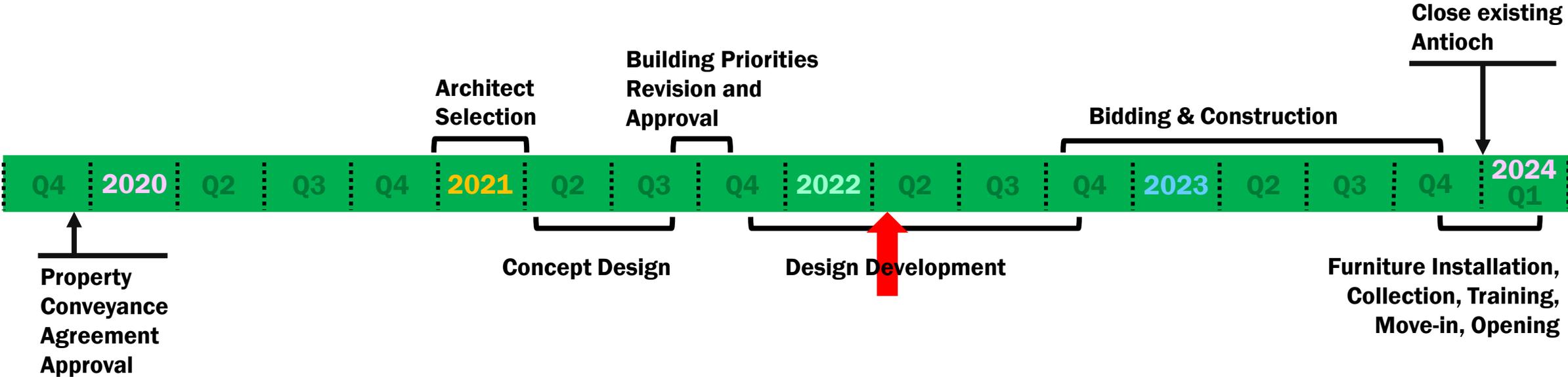
Next Steps

- **April:** Design preview to Merriam City Council
- **May:** Design update to Library Board
- **June:** Final Development Plan to City of Merriam, Property Transfer
- **July:** Bond Sale



Antioch Replacement:

Anticipated Project Timeline



DeSoto, Spring Hill, and Edgerton Renewal Study

Update – April 2022



Updates

- Staff / Public Engagement update
- Next steps
- Timeline



Staff / Public Engagement Update

- Methods of Information Gathering
- Public responses
- High-level trends
 - Desire for wider range of hours
 - Keep access to Popular Collections, Placing Holds & Browsing
 - Desire for collaborative and quiet study spaces
 - Appreciation for friendly staff



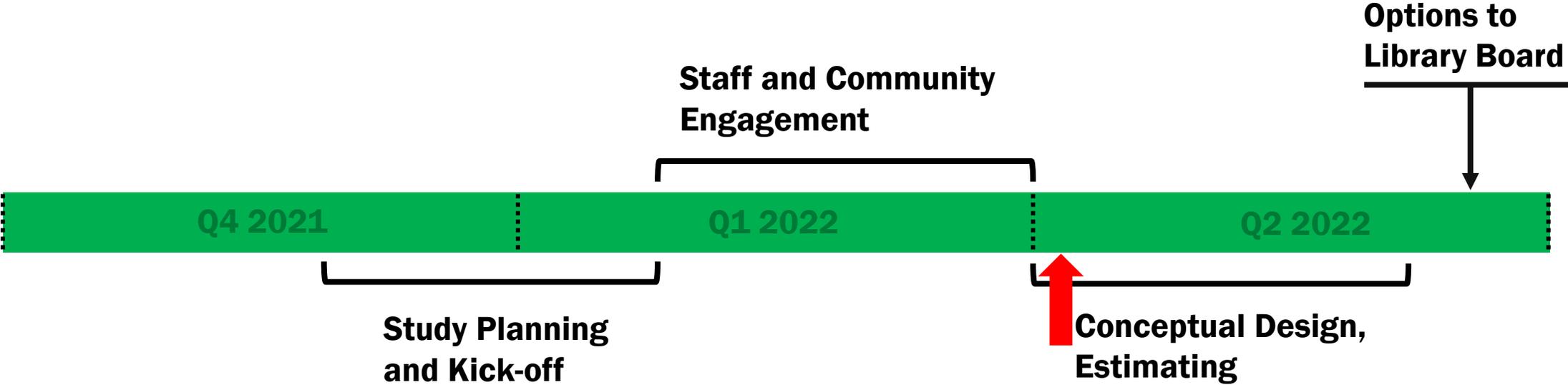
Next Steps

- Develop Conceptual Designs
- Develop Budget Estimates
- Present options to Library Board



DeSoto, Spring Hill, and Edgerton Renewal Study

Anticipated Project Timeline



Phased construction anticipated to begin in 2023

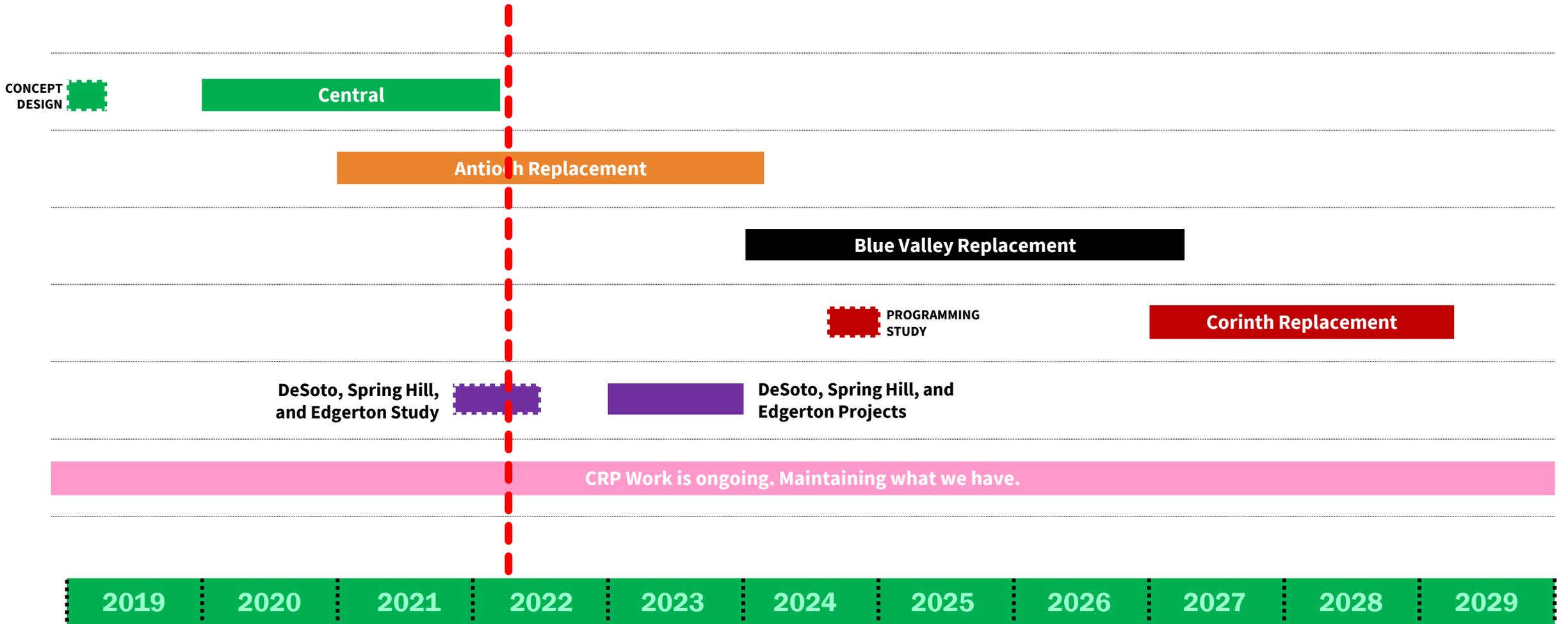


Capital Improvement Projects 2022 Timeline Summary

April 2022



Capital Improvement Projects: Anticipated Timeline

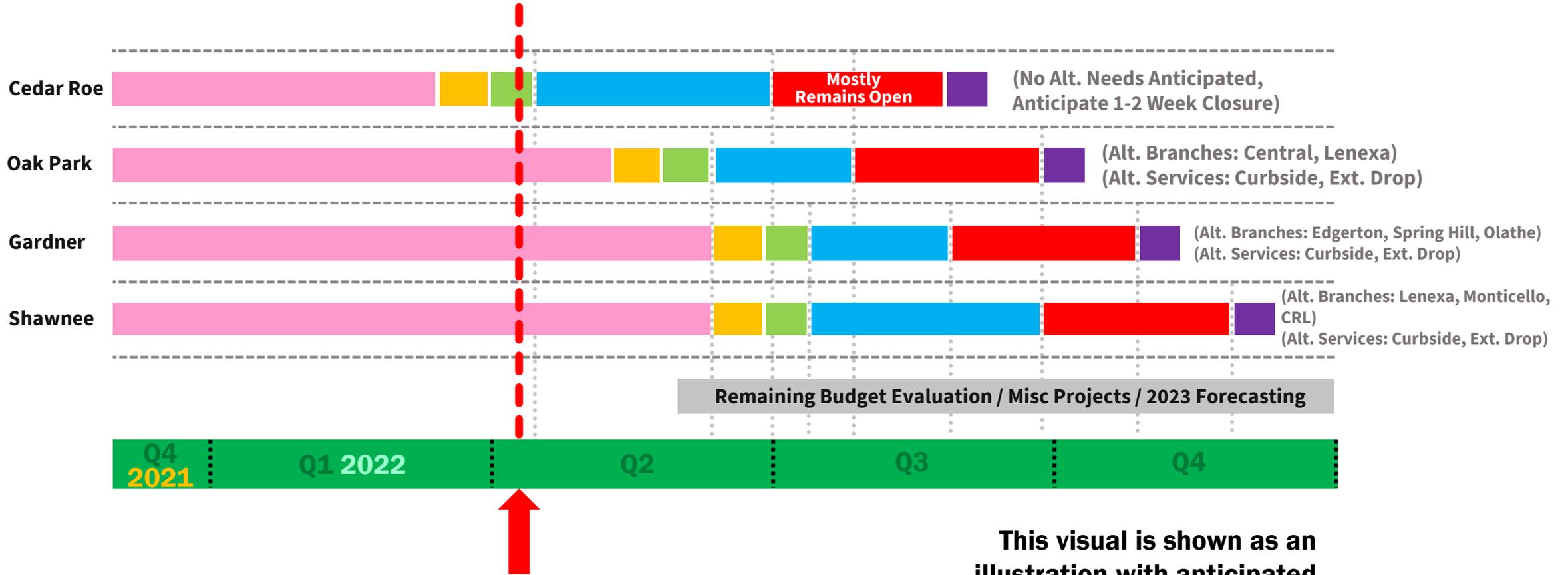


This visual is shown as an illustration with anticipated dates and may change.



2022 CRP Anticipated Timeline (Staggered Closures)

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product/Material Submittals
- Construction / Building Closure
- Substantial Completion / Move-in / Punch List Completion



This visual is shown as an illustration with anticipated dates and may change.



Migration of eBooks & eAudiobooks Project

Otherwise known as MEEP



Background

- In Spring 2021, staff completed a study to evaluate electronic content vendors for books and audiobooks.
 - 7364 patrons, 60 JCL/OPL staff, 61 school librarians surveyed
 - The top 4 vendor platforms were compared



Baker & Taylor



Bibliotheca



Midwest Tape



OverDrive

- Libby from OverDrive was determined to be the optimum choice based on factors such as features, usability, customer support and value.
- The Migration project commenced January 4th.



Migration from Axis 360 to Libby

Baker and Taylor's Axis 360

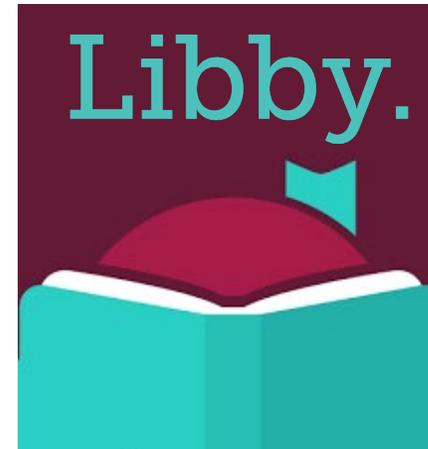


eBooks
eAudiobooks

Inconsistent user experience
Staff intensive help model



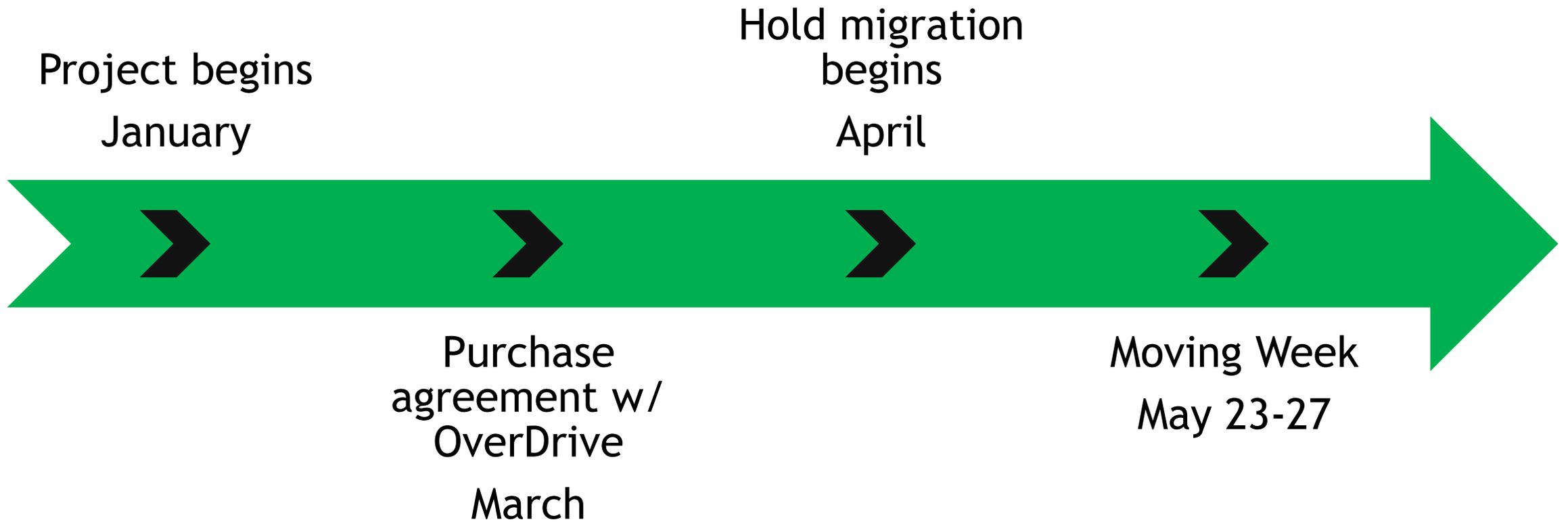
OverDrive's Libby



eBooks
eAudiobooks
eMagazines - **already in use**
Award-winning intuitive experience
Self-service help model



Migration Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

March 10, 2022
via Zoom
4:00 p.m.

BOARD: Bethany Griffith, Ali Seeling, Brandy Butcher, David Sims, JR Riley, Kelly Kilgore, and Mitra Templin

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Adam Wathen, Ben Sunds, Christopher Leitch, David Vratny, Elissa Andre, Laura Hunt, Patti Kangethe, Sean Casserley, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Sean Hendrix, Juan Lopez-Tamez, Joe Connor, Brad Reinhardt, Sheida Bates and Lacie Griffin. Dan Maginn, Tara Bray from Dake Wells.

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

CITIZENS COMMENTS: None

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Bethany Griffith hoped to be in-person, but this meeting is virtual due to inclement weather.

Brandy Butcher shared that she is excited about attending the Public Library Association (PLA) Conference and looks forward to reporting on it next month.

Board Chair Bethany Griffith reported that she met with members of the Foundation and discussed upcoming projects and ways we could continue to work together to innovate. It was nice to be able to meet and develop relationships so that we can all work together to foster all the different ways that we can support Johnson County Library mission. Ms. Griffith has passed on what she learned to Sean Casserley, County Librarian.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Christopher Leitch, Community Relations Coordinator, presented on behalf of the Friends of the Library. Their written report is included in the March Library Board Report.

Pine Ridge Tenant Improvements

Mr. Leitch reported that tenant improvements at our Friends HQ are nearing completion. Look for our first pop-up sale later near the end of March. This will be advertising in multiple channels, and Friends members get first notice.

Strategic Plan update

Mr. Leitch reported that the Friends Board committees are looking to extend the life of the current strategic plan, by reviewing and updating the goals and tactics. Our high-level strategic plan goals this year will highlight membership growth and revenue growth, to continue to support the Library. Our president is seeking time with the Johnson County Library and Foundation board chairs to ensure we are all and each aligning our efforts of support.

Membership Campaign for National Library Week

Mr. Leitch reported that the Friends are conducting a brief membership campaign as part of the Development Office's public communications for the National Library Week.

National Library Week is being observed by the American Library Association April 3 – 9, 2022. The Friends of the Library will be doing a limited focus postcard, social media campaign, maybe a social media takeover of the Library.

So, look for great stories about the Foundation, the Friends, and the volunteers on our websites and in our social media channels.

You can get a head-start of course by starting or renewing your Friends membership now or making a gift to the Friends on our website, <https://www.friendsofjcl.org/>.

JOHNSON COUNTY LIBRARY FOUNDATION:

Stephanie Stollsteimer, Development/Foundation Director, presented on behalf of the Johnson County Library Foundation. The written report is included in the March Library Board Report. Ms. Stollsteimer thanked Board Chair Griffith for meeting with Ava Kristie, who is the Foundation President, for input on priorities for the Foundation's renewal of the strategic plan.

2021 Funding

Total number of donors was 558 and total dollar amount of \$371,142. You can find the list of donors on the website: www.jocolibraryfoundation.org.

Fourth annual event for the 1952 Society and Reader Circle

The Foundation is currently planning the fourth annual event for the 1952 Society and Readers Circle. This appreciation event is invitation only for loyal and long-time donors, friends of the Library, and volunteers. We hope to be in-person for this event. The 1952 Society recognizes planned givers, and the Readers Circle recognizes donors of \$10,000 and more. This program will highlight Arthur Muir, the oldest American to reach the summit of Mount Everest in May of 2021 at age 75.

Library Lets Loose Planning

Planning for Library Lets Loose, to be held on September 17th, has already begun. The Foundation is excited to announce our honorary hosts, Senya and Will Shields. The honorary hosts serve as ambassadors for the Library, and the event all year and they lend financial support and fundraising support. Senya and Will have made a lasting philanthropic imprint on Kansas City ever since Will came to play football for the Kansas City Chiefs in 1993, and he is now a Hall of Famer. We are thrilled for their agreement to be the honorary host for Library Lets Loose 2022.

Board Chair Griffith thanked Ms. Stollsteimer for her report.

Board Chair Bethany Griffith added to her comments, a thank you to everyone that worked on the opening of Central Resource Library on behalf of the Board. It was great to see kids playing in the kids' section, life coming back in the building, and the staff spaces coming to life as people move back in. This project was on-time and on-budget, and now we can start to focus on Antioch replacement.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick gave an update on behalf of the Board of County Commissioners (BOCC).

Commissioner Hanzlick reported that Budget process for 2023 will begin in the next few months and appraisals went out to the residents this month. Most everyone's value has gone up due to the limited supply of houses and the high demand. BOCC will be considering those increased values and possible responses as we move into the budget process.

Parks and Library are always at the top of the list of interests for residents in the community, so Comm. Hanzlick sees these as sister agencies. Wanted to share that the Theater in the Park's schedule is out and has some great shows, you can see those at the Theater in the Park website.

Commissioner Hanzlick has had the privilege to work with Senya and Will Shields in the past, we are very fortunate to have their involvement. Also, it was great to be a part of the Central Resource Library ribbon cutting. It is wonderful to see the library back to where it should be, with all the life that happens there.

Commissioner Hanzlick is still working on *The Great Dissenter*. Her next read is *Free Water*, a fictionalized story about a little-known part of Black History in the United States and a place along the underground railroad called the Great Dismal Swamp, where slaves would hide out on their journey northward toward freedom.

BOARD COUNSEL REPORT

Board's Statutory responsibility to employ a County Librarian

Fred Logan, Board co-counsel, reported on the Library Board's statutory responsibility to employ a County Librarian.

Mr. Logan reported that there are two statutes that give to the Library Board absolute authority to act. The first pertains to the acquisition of Library materials; that is purely a function of the Library Board and Library staff. The second is in the employment of a county librarian. Mr. Logan read from KSA 12-1225B, subsection A5.

“In addition to the powers and duties prescribed by KSA 12-1225 and amendments thereto, in Johnson County, the Library Board shall employ and terminate the employment of a county librarian.”

Mr. Logan said that the Library Board pursuant to statute must determine who the County Librarian is going to be, to set the procedures for selection and to ultimately make that selection.

Mr. Logan also reported on the Kansas Open Meetings Act (KOMA):

It is a good time to talk about this as the Board launches into the discussion about the next County Librarian. In recent years some of the problems that have arisen are around serial communications. In other words, board members or city council members start communicating with one another by e-mails on matters that are going to be before the board. Pretty soon, a majority has done that, and that is arguably a violation of the Kansas Open Meetings Act. What I would counsel is simply, do not communicate with one another about matters that are before the board. If you need to communicate, for instance, on matters pertaining to the selection of the County Librarian, I recommend you communicate through Executive Assistant, Patti, and the Chair. I recommend during this time to not send e-mails to one another, there have been several cases that have involved what would be called serial communications through e-mail.

COUNTY LIBRARIAN REPORT

Finance Report

Dave Vratny, Finance Director, presented the financial report to the Board, this report is included in the March Board Report.

The end of January marked 8% through the 2022 year, with a little over \$22 million, about 50% of projected revenues. We are on track with the past five (5) years, as we receive a little more than half of our ad valorem at the beginning of the year. Expenses show at about 12% of our budget encumbered, which also on track with previous years, as we enter many encumbrances for the collection at the beginning of the year.

Statistics

Adam Wathen, Associate Director of Systemwide Services, presented the Monthly Report of Statistics, this report is included in the March Board Report.

Mr. Wathen reviewed the physical circulation, digital usage, and visitation trends for the past three years. January of 2022 is patterning right after 2021 for our physical circulation and pretty close for digital usage, while visitation trends we are exceeding our 2021 numbers. Visitation for the last year has been patterning

underneath the 2019 numbers as we recover from our COVID closures, and we hope to see that trend continue patterning upward toward the 2019 base.

Lacie Griffin, Collection Development Manager, reported on the Collection Statistics over the past 10 years, this report is included in the March Board Report.

Ms. Griffin reviewed the updated collection statistics for the past 10-years, including 2021. Looking at total expenditures on collection this includes purchases made on digital and physical materials, as well as processing costs. There is a spike in our expenditure in 2018, accounting for the addition of the Monticello library and its opening collection. We received an additional \$1 million to purchase new materials from Monticello over three years, between 2016, 2017, and with a bulk of it being spent in 2018. Last year we reached a budget of \$3.8 million as we received an increase in our operating budget for digital products and increase in the money from the Friends of the Library payment on our weeded materials and from the Library Foundation for its yearly endowment.

Ms. Griffin reviewed the physical collection, which includes items such as physical books, DVDs, CDs, and video games. The number of items in our collection remained stable at about 1.1 million items from 2012 to 2016, with an increase in materials in 2017 and 2018 to accommodate the new Monticello library. Over the last two years, you see a decrease as we have shifted some of our holdings to digital resources and dramatically increased our digital offerings because of the pandemic. We began to implement a new weeding practice around 2014 that began to normalize weeding materials, weeding about 100,000 to 150,000 a year, with a spike in 2018. After Monticello's opening, we increased our weeding to rebalance the collection systemwide and since 2019 we have returned to a stable weeding that kind of mirrors 2015.

Ms. Griffin reviewed the total digital content use of the last five years and its steady rise with a spike in 2020. We did move down from the dramatic spike in 2020, our usage in 2021 is still significantly higher than pre-pandemic use. Digital content includes formats such as e-books, e-audio books, e-magazines, data base, streaming video, and e-learning software. To keep up with the popularity of these materials and the usage in the pandemic in 2020 we increased our e-content spending by 26%. There has been a steady increase in both the circulation of e-books from our patrons and through the checkouts of our partnership with neighboring school districts.

Ms. Griffin reviewed the Community Share Program back in 2016, this program allowed schools to choose titles to display as available on their own library media websites. Students can check out available public library e-book and e-audio materials through their school devices and log-ins. Since 2016, this program has grown to include Shawnee Mission, Blue Valley, De Soto, Spring Hill, and Olathe School Districts. In 2021 the community share program accounted for 8% of our total e-book circulation.

Ms. Griffin reviewed the holds and circulation, over the last six years holds have accounted for around 25% of the total circulation of the system. We have seen fluctuation in the location serving the most holds, with Leawood with the largest increase.

Board Chair Griffith asked if there has been an inflationary rise on books.

Ms. Griffin answered that there has been inflation in shipping, as well as glue and paper. This has not been as dramatic as other places, but there has been some increase.

Board Chair Griffith expressed that this is good to know for with the next budget cycle coming up.

Comm. Hanzlick commented that she is impressed by the collection that the Library has. The book that she has right now is a brand-new book and it is magical that it was available. Thank you to all of those that make sure we have the right books at the right time.

Board Chair Griffith thanked Commissioner Hanzlick and agreed that the library has a great collection team to make sure that happens.

Mr. Casserley also thanked Commissioner Hanzlick, it's always great to get those comments and we have great selectors.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project Coordinator, presented on the Comprehensive Library Master Plan, this report is included in the March Board Report.

Central Staff Space Consolidation (CSSC)

Mr. Sime reported the Central Staff Space Consolidation update. We are currently working on moving in Phase 2 and anticipating Phase 3 in April. For about a year after opening a building we have Post-Occupancy meetings to discuss the new building. We are at the end of our timeline, open for full services and we will have warranties for about a year. This will be our last CBU2 update and wanted to give a big thank you to Abby Menganin our project manager, to our CBU2 Project team leads and their teams, to the staff that ran Little Central, all the staff that would normally be working out of Central, the Admin team, Library Board and Commissioners for your support. Mr. Sime showed some photos of the space in-use.

Antioch Replacement Project

Dan Maginn and Tara Bray with Dake Wells presented a schematic design update, this update is included in the March Reports. Dan Maginn also shared that he is reading the *Odd Thomas* series, by Dean Koontz and that it reminds him of Edgar Allen Poe.

Mr. Maginn shared that the design of this building is for all different people and needs. As a single story, 15,000 sq ft, building adjacent to the community center. Sustainable times three, meaning it's resource efficient, but also focused on well-being for both patrons and staff, and sustainable by being welcoming and inclusive to a diverse audience.

Tara Bray reviewed the floor plan, we have been working with the core team to develop an efficient and flexible plan. There is a front porch to create a welcoming covered outdoor space. There are large and small meeting areas with various seating areas. The design is responsive to the surrounding buildings and parking garage. This area is viewed from above from almost any vantage point and that led to making a green space on top of the building. The green roof of the library would be a continuation of the green area to the south.

Mr. Maginn described the design process that brought the design team to a green roof and reviewed the different types for green roofs. We are interested in the intensive green roofs, with thicker soil and more opportunity to have prairie grasses. The roof membrane would be protected with this design and improves the life cycle, promotes sustainability through holding stormwater. He also shared that green roofs have been adopted by the GSA on over 150 projects, which has been thoroughly vetted.

Ms. Bray presented how the roof can extend outward and invite people into the building and covers the drive thru book drop and pick up.

Ms. Kilgore asked about the maintenance on the green roof.

Mr. Maginn clarified that you would maintain the plants like you would plants on grade.

Ms. Templin asked about who would be responsible for that maintenance and what budget would that come out of.

Mr. Maginn did clarify that City has seen and supports this, there has been discussion about a partnership including some maintenance.

Mr. Casserley clarified that we would hire an independent company to maintain this, we could partner with the City, partner with Parks and Recreation department, or we could work with County Facilities to maintain this. Partnering with County Facilities may be the lowest probability. There are cost savings because we would be doubling the life of the roof.

Tricia Suellentrop, Deputy County Librarian, shared that the Library has a contract for a landscaper for the green roof at Monticello.

Ms. Bray showed the projecting volumes that are present on campus, as well as showed light boxes that would project light into and out of the building. The light boxes would allow for unique experiences for patrons

throughout the day and can shape the sky as a piece of artwork. Currently looking at warm and neutral color pallet and reviewing some material options. Ms. Bray showed some renderings showing potential material choices. The design team is still pursuing an all-electric system for this branch.

Mr. Maginn shared that the design team has received good feedback from the City of Merriam, they have liked the form and material options. Mr. Maginn explained that they have been looking at material warranties as well, to ensure we are looking at long term solutions for this building.

Board Chair Griffith expressed that she likes the idea of the innovation. She also asked if the green roof would be creating a diverse ecology for birds and animals.

Mr. Maginn noted that they have worked with Confluence and Matt Evett is itching to give us solutions with various grasses or various plants that would provide interest throughout the year.

Board Chair Griffith asked about the location of the holds being so deep and far from the entry lobby.

Mr. Maginn discussed that the holds area is located near the drive through area, and that there is a direct line back to holds and returns from the front entry.

Mr. Casserley expressed that this is part of the constraints of having a 15,000 sq ft building. Adjacency between returns and holds made the most sense, but this was also about compromise. Dake Wells has really come back with something that works for the entire system.

Mr. Sims referenced that at other libraries you must select hold or drive-thru, but this layout allows for a one hold location and two options for pickup.

Mr. Casserley agreed that this allows for someone to choose, and staff is close enough to get that book and get it to you quickly.

Mr. Maginn noted that there is also a light monitor above the holds, giving patrons a special experience when they visit there.

Mr. Casserley shared the Facilities, especially Abby, have been working on creating a simple pathway straight to the holds pick-up. So, we think with clear signage and pathways there will be no ambiguity or confusion for patrons.

Mr. Maginn highlighted the positive spirit and enthusiasm for this project from the project team, making this a real joy to work on.

Public Art

Brad Reinhardt, Director of Facilities Maintenance, presented a report on the Public Art Program through the County, this report is included in the March Board Report.

The Public Art Programs was established 15 years ago and included the formation of the Public Art Commission, establishing one percent (1%) for art be allocated from any new construction. There is a limit of a maximum \$500,000 per project. This is a mechanism to commission significant art pieces.

Mr. Reinhardt reviewed the Art Selection Process; at a high level the goal has been to integrate and coordinate a public art project aligned with the construction timeline. The Core Building Team administer artist selection process and integrates art into building design. This allows for the limitation of change orders and limitations for the art itself, so the design is integrated as part of the building itself.

Mr. Reinhardt reviewed the art selection process and referenced images of installed artwork, which is shown as part of the March Board Report.

Mr. Casserley recognized Mr. Reinhardt for his work over the past seven years with the County. In those past seven years he has worked with the Library on Central Building Project phase 1, Monticello, Lenexa, Central Building phase 2, the preliminary designs on Antioch, and managing the MOU with Facilities. Has brought a vision, considered Johnson County Library as partner and has been as invested as we are. It shows in the work that Juan, Sean, and Abby have done with us. It has been a pleasure working with you and it is our loss to see you go. It has been because of you that we've been able to come in on-time and on-budget.

Mr. Reinhardt recognized that there is a great facilities team and the Library has been a great client and partner to work with.

DeSoto, Spring Hill and Edgerton Renewal Study

Mr. Sime reported on the staff and public engagement, and the timeline for this study. This information is a part of the March Board Report.

The library has paper surveys at these three locations, as well as an electronic survey that closes tomorrow. Last week there was a virtual listening session via Library On Demand to hear from community members. Currently we have seen over 350 responses to the survey. Once all the survey information is gathered, we will meet with staff and the design team to look at that data and determine trends. Hope to bring back design options and budget estimates in June of 2022.

Overall Timeline

Mr. Sime reviewed the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline, these are included in the March Board Report. Central is almost complete. Cedar Roe is the first project on the CRP list, that work is expected to last about two months, but we only expect to need to close that location for a week or two.

UPDATES – Sean Casserley, County Librarian

Mr. Sean Casserley, County Librarian, reported to the Board.

Succession Plan

Sean Casserley, County Librarian, presented the Succession Plan Report, this report is included in the March Board Report. This is the third portion of this report and will focus on our 9-box method and what will be happening this year.

Mr. Casserley reviewed the criteria that determines employees that are in a place to take the next step in their growth. We are working to enhance the culture of leadership; we have ten employees confirmed in this first cohort. This allows us to test and learn during this first year. Mr. Casserley reviewed the five components for this leadership development experience.

CONSENT AGENDA

- A. Action Items:
 - 1. Minutes of the February 10, 2022, Regular Library Board meeting – ***Pulled from Consent and Amended***
 - 2. 2022 renewals of Memoranda of Understanding (MOUs)
 - a. Johnson County Department of Technology & Innovation – Automated Information Mapping System (“DTI-AIMS”) and Johnson County Genealogical Society
- B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2021 were handled in accordance with library and County policy.
 - b) The December 2021 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

Motion: Ms. Templin moved to approve the consent agenda.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

Amendment to the February 10th Board Minutes;

Item A.1. Minutes of the February 10, 2022 Library Board meeting was pulled from the Consent Agenda to amend the motion that was approved for the proposed 2023-2027 Capital Improvement Plan submission, as the motion recorded included incorrect dates.

Motion: Ms. Kilgore moved that the Board approve the Minutes of the February 10, 2022 Library Board meeting as amended to update the dates of the approved 2023-2027 Capital Improvement Plan.

Second: Mr. Riley seconded this motion.

Motion was approved unanimously.

NEW BUSINESS

Information Item – Proposed 2023 Budget

Mr. Casserley reviewed that there is no action at this time but wanted to make the Board aware that there may be an increase to the revenues beyond our original prediction and the Library may need to adjust. If there are changes, we will bring those to the Budget Committee in a possible fifth meeting.

Mr. Vratny and Mr. Casserley confirmed that this is in relation to inflation. The goal is to have a budget that the Library Board, the Board of County Commissioners, the County Manager's office, and the budget office can all agree with.

Consideration of MOU with the Catholic Charities of Northeast Kansas.

This MOU solidifies the partnership between the Library and the **Catholic Charities of Northeast Kansas** who provides lunches at no fee for families five day at Central and one day a week at Antioch. This is a great program for our community.

Motion: Ms. Butcher moved that the Johnson County Library Board of Directors approves the Catholic Charities of Northeast Kansas and Johnson County Library memorandum of understanding for the year 2022.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

Consideration of approval of the ADA Transition Plan.

Over the next five years, we have created a plan with the County to transition all physical spaces to be compliant with ADA regulations. We are allocating approximately \$150,000 annually to make these changes and updates as needed.

Motion: Ms. Kilgore moved to approve the Library's Americans with Disabilities Act (ADA) Transition Plan for physical spaces.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously.

Consideration of closure of Corinth Library for ARC Flash work.

Consider approving the temporary closure of Corinth for up to three days between March of 2022 and December.

Motion: Mr. Sims moved to approve the temporary closure of the Corinth Library for up to three days between March and December 2022 to complete electrical Arc Flash work.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

Executive Session

A. Consideration of the approval of Johnson County Library Board of Directors to recess into executive session for a period of 35 minutes.

Motion: Ms. Butcher moved that pursuant to K.S.A. 75-4319(b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 35 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the employment process for the next County Librarian.

Those attending the executive session shall include members of the Library Board, and Executive Assistant Patti Kangethe, and may include, at certain times, Library Board counsel Fred Logan and Andrew Logan and the Library’s county human resources specialist, Tamiko House, and other individuals requested by the Library Board.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

The Library Board will reconvene in this meeting room at 6:14 p.m.

Library Board of Directors returned from Executive Session at 6:13 pm.

ADJOURNMENT

Motion: Ms. Butcher moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 6:14 p.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL MEETING**

April 6, 2022
at Central Resource Library
9:30 a.m.

BOARD: Bethany Griffith, Brandy Butcher, David Sims, JR Riley, Kelly Kilgore, and Mitra Templin

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: None

STAFF: Tamiko House, Joe Connor, Patti Kangethe, and Sean Casserley

Board Chair Bethany Griffith called the meeting to order at 9:34am

EXECUTIVE SESSION

David Sims moved, pursuant to K.S.A. 2017 Supp. 75-4319(b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 60 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the position of County Librarian that will become open at the close of business on June 30, 2022.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library, counsel for the Board of Directors, and the County Human Resources specialist assisting the Library may.

The Board will reconvene in this meeting room at 10:35 a.m.

Second: Kelly Kilgore seconded this motion.

Motion was approved unanimously.

Reconvened at 10:09 a.m.

Consideration of internal search for the position of County Librarian.

Kelly Kilgore moved that the Board of Directors of the Johnson County Library immediately take the steps necessary to conduct an internal search for the position of County Librarian that will become vacant at the close of business on June 30, 2022.

Second: Brandy Butcher seconded this motion.

Motion was approved unanimously.

ADJOURNMENT

Motion: Mr. Sims moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at a.m.

SECRETARY _____
David Sims

CHAIR _____
Bethany Griffith

SIGNED _____
Sean Casserley

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: FEB-2022

		Receipts	Payments	Balance
	Opening cash balance			\$145,137.76
	Add Receipts	\$39.68		
	Less Payments		\$41,806.83	
	Ending Cash balance			\$103,370.61
	Less Liabilities		\$331.61	
	Unobligated cash balance			\$103,039.00

APPROVED: _____

DATE: _____

Library

To: Library Board of Directors

From: Sean Casserley, County Librarian

Date: April 14, 2021

Re: County Librarian's Recommended FY 2023 Revenue and Expenditure Budget

Issue: Consider approving the County Librarian's Recommended FY 2023 Revenue and Expenditure Budget of \$47,638,402.

Suggested Motion: I move to approve the County Librarian's Recommended FY 2023 Revenue and Expenditure Budget of \$47,638,402.

Background: The Library Budget Committee held a series of meetings in the 4th Quarter of 2021 and in January of 2022 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans. Since that time new revenue estimates have been received that are significantly higher than earlier projections had anticipated in large part due to assessed valuation growth being more robust than those earlier estimates.

Analysis: The current County Librarian's Recommended FY 2023 Revenue and Expenditure Budget of \$47,638,402 is \$963,373 higher than the original January 2021 forecasted amount of \$46,675,029. The higher revenues projected is largely due to assessed valuation growth and the current County Librarian's proposal is being made with a reduction to the current mill levy given the higher assessed valuation and projected revenues for 2023.

The County Librarian's Recommended FY 2023 Revenue and Expenditure Budget of \$47,638,402 does allow for several operational needs to be addressed, specifically in the areas of a new communications position to coordinate the Library's various social media platforms, additional Library Clerk positions to staff the drive-thru at the Antioch Replacement Library new, information technology replacement and maintenance needs, additional Capital Replacement Program (CRP) funds, funding for the De Soto, Spring Hill & Edgerton Library Renewal Projects, and additional funding for capital transfer into the Comprehensive Library Master Plan (CLMP) future library projects account. Those needs and the recommended expenditure amounts are closely aligned with what was presented to the Library Budget Committee, with the exception being even more funding going into the CLMP future library project account which is expecting to be 869,302 higher than the previous proposed amount.

Funding Overview: The County Librarian's Recommended FY 2023 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and supported by the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2023 Revenue and Expenditure Budget and submit an alternate plan.

Recommendation: Approve the County Librarian Recommended 2023 Budget for submission to the County Manager's office and the Board of County Commissioners.

Purchasing Review: N/A

Briefing Sheet

Budget Review: The revenues are in alignment with projections that Johnson County's Budget and Financial Planning Department had provided, and the expenditures are in line with what the Library Budget Committee has previously reviewed and supported.

Legal Review: N/A

FY 2023 Proposed Library Budget Presentation to Library Board

April 14, 2022



Library

Highlights for FY 2023 Proposed Budget

- Current proposal contains a 3% Merit Pool
(Compensation proposal for 2023 Budget Still Being Discussed)
- New positions for Social Media Coordinator and Library Clerks for Antioch Library Replacement (Total of 3.0 FTE)
- Increased Operational funding for IT maintenance/replacement
- Increased Funding for Library Capital Replacement Program (CRP) to address inflation impacts on CRP projects
- Funding for De Soto, Spring Hill & Edgerton Renewal Project
- Increased Capital Transfer into Comprehensive Library Master Plan (CLMP)
Future Projects account for future funding for Library building projects



Additional Library Funding FY 2023

Under a County Library Mill of 3.908 (Scenario 1)

Additional Funding	FY 2023 Proposed Budget Increase
Social Media Coordinator and Library Clerks for Antioch Replacement (3.0 FTE)	110,342
Information Technology (IT) Maintenance and Replacement	422,935
Additional Funds for Capital Replacement Program (CRP)	192,155
De Soto, Spring Hill & Edgerton Renewal Project	1,000,000
Additional Funds for Capital Transfer for Comprehensive Library Master Plan (CLMP) Future Projects	2,273,225
Total Additional Program Needs	3,998,657



Proposed Library FY 2023 Budget

Under a County Library Mill of 3.908 (Scenario 1)

Revenues	Current Estimated FY 2022	Current Proposed FY 2023	Difference	% Change
Property Taxes	38,342,480	42,013,963	3,671,483	9.58%
Other Taxes (Motor Vehicle)	3,738,657	3,864,501	125,844	3.37%
Other Library Revenue	1,300,017	1,309,376	9,359	0.72%
Investment Interest	143,000	260,000	117,000	81.82%
Grants	265,638	265,638	0	0.00%
Use of Reserves	0	1,000,000	1,000,000	
Total Revenue	43,789,792	48,713,478	4,923,686	11.24%
Expenses	Current Estimated FY 2022	Current Proposed FY 2023	Difference	% Change
Personnel	22,841,898	23,469,203	627,305	2.75%
Contractual Services	5,860,966	6,192,470	331,504	5.66%
Commodities	4,570,973	4,817,417	246,444	5.39%
Capital Outlay	393,164	440,946	47,782	12.15%
Interfund Transfers	2,908,015	3,113,286	205,271	7.06%
Transfers to Capital Projects	3,107,330	6,572,710	3,465,380	111.52%
Lease Payments to PBC	3,590,820	3,590,820	0	0.00%
Risk Management	250,988	250,988	0	0.00%
Grants	265,638	265,638	0	0.00%
Total Expense	43,789,792	48,713,478	4,923,686	11.24%



Additional Library Funding FY 2023

Under a County Library Mill of 3.808 (Scenario 2)

Additional Funding	FY 2023 Proposed Budget Increase
Social Media Coordinator and Library Clerks for Antioch Replacement (3.0 FTE)	110,342
Information Technology (IT) Maintenance and Replacement	422,935
Additional Funds for Capital Replacement Program (CRP)	192,155
De Soto, Spring Hill & Edgerton Renewal Project	1,000,000
Additional Funds for Capital Transfer for Comprehensive Library Master Plan (CLMP) Future Projects	1,198,149
Total Additional Program Needs	2,923,581



Proposed Library FY 2023 Budget

Under a County Library Mill of 3.808 (Scenario 2)

Revenues	Current Estimated FY 2022	Current Proposed FY 2023	Difference	% Change
Property Taxes	38,342,480	40,938,887	2,596,407	6.77%
Other Taxes (Motor Vehicle)	3,738,657	3,864,501	125,844	3.37%
Other Library Revenue	1,300,017	1,309,376	9,359	0.72%
Investment Interest	143,000	260,000	117,000	81.82%
Grants	265,638	265,638	0	0.00%
Use of Reserves	0	1,000,000	1,000,000	
Total Revenue	43,789,792	47,638,402	3,848,610	8.79%
Expenses	Current Estimated FY 2022	Current Proposed FY 2023	Difference	% Change
Personnel	22,841,898	23,469,203	627,305	2.75%
Contractual Services	5,860,966	6,192,470	331,504	5.66%
Commodities	4,570,973	4,817,417	246,444	5.39%
Capital Outlay	393,164	440,946	47,782	12.15%
Interfund Transfers	2,908,015	3,113,286	205,271	7.06%
Transfers to Capital Projects	3,107,330	5,497,634	2,390,304	76.92%
Lease Payments to PBC	3,590,820	3,590,820	0	0.00%
Risk Management	250,988	250,988	0	0.00%
Grants	265,638	265,638	0	0.00%
Total Expense	43,789,792	47,638,402	3,848,610	8.79%



Briefing Sheet

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: April 14, 2022

Re: Cedar Roe: Contract approval and temporary closure for planned interior and exterior work.

Issues: Consider approving the Work Order for Universal Construction Company for interior and exterior work at Cedar Roe Library in an amount not to exceed \$209,516, and consider approving a temporary closure.

Suggested Motions:

- I move to approve the Work Order with Universal Construction Company for interior and exterior work at Cedar Roe Library in an amount not to exceed \$209,516.
- I move to approve a temporary closure of Cedar Roe Library for a period of up to two weeks during July-August to complete planned CRP work.

Background: In 2021, the Library Board approved the 2022 Capital Replacement Program (CRP). The purpose of the CRP is to investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner. The CRP ensures that the useful life of Library buildings is maximized.

Work planned for Cedar Roe includes replacing the mezzanine ceiling, roof access ladder, electrical and lighting improvements, exit sign modifications, paving and entrance enhancements, ADA corrections, and security / building automation system improvements.

The contractor selected for this project, Universal Construction Company, is one of four contractors the County has under a term and supply contract. These four contractors were selected via a competitive process in response to "RFP 2021-053: On-Call Construction Services". The contract is AIA Document A121-2018 Standard Form of Master Agreement Between Owner and Contractor ("Master Agreement"), as modified in "RFP 2021-053: On-Call Construction Services" entered into on December 20, 2021, between the Board of County Commissioners, Johnson County Kansas and Universal Construction Company.

This project was bid out to the four term and supply contractors only, and Universal was selected as they were the low bidder.

Analysis: The entire scope of work at Cedar Roe is anticipated to last for about one month over the summer. Much of this work can be completed while the building is occupied and open to the public. Some of the work requires paving removal and put-back near the public entrance and power to be shut off to the building.

For the safety of the public and staff, it is recommended that the Library Board approve temporary closure of the library for up to two weeks during this time, reopening afterward with full public services restored. During the closure, no services will be offered at Cedar Roe Library and staff would be relocated.

Budget Review: Funding from this work was approved as a part of the 2022 CRP.

Legal Review: Library legal counsel has approved the construction contract/work order as to form.

Briefing Sheet

Alternatives: 1) Not approve the temporary closure, which would result in complicated patron messaging, inconsistent service, off-hours work, potential safety concerns, and patron confusion regarding which services are available.

Recommendation: To approve the contract with Universal Construction Company and approve a temporary closure for up to two weeks in July-August at Cedar Roe.

- **Suggested Motions:** I move to approve the Work Order with Universal Construction Company for interior and exterior work at Cedar Roe Library in an amount not to exceed \$209,516.
- I move to approve a temporary closure of Cedar Roe Library for a period of up to two weeks during July-August to complete planned CRP work.



Construction Services Term and Supply Work Order Authorization

In accordance with Section 2.3 of AIA Document A121-2018 Standard Form of Master Agreement Between Owner and Contractor ("Master Agreement"), as modified, of the "RFP 2021-053: On-Call Construction Services" entered into on December 20, 2021, between the Board of County Commissioners, Johnson County Kansas and **Universal Construction Company**, Work Order Authorization ("Work Order") is hereby given and mutually agreed upon per the following information and attached Scope of Services and Proposal.

Project Name: Cedar Roe Library Electrical, Mezzanine and ADA Upgrades

Project Location: Cedar Roe Library, 5120 Cedar St., Roeland Park, KS 66205

Project Disciplines: Pre-Const Services General Construction Building Evaluation Construction Management

**(Pre-construction Services plus General Construction combined for BOCC projects will require legal approval)*

Detailed Description of the Work: The work includes the replacement of the mezzanine ceiling and light fixtures, new roof access hatch ladder, replacement of ceiling tiles and light fixtures above the current public computer area, new exit lights/signs and various improvements to address ADA deficiencies found and outlined in the JCL ADA Transition Plan including but not limited to exterior paving, doors, hardware and accessory mounting heights.

The Contract Time: Project Start Date: **15-Apr-22**
Substantial Completion: **31-Jul-22**

The Contract Sum: Stipulated Sum: **\$ 209,516.00**
Cost of work plus Contractors Fee: \$ N/A
Cost of work Plus Contractors Fee with GMP: \$ N/A

Project Cost Breakdown:

Labor: \$47,242 Materials: \$16,991 Subcontractors: \$132,469 *Contractor markup: \$12,814

**(contractor cost should match the percentages provided in RFP costing Component)*

Project Proposal Date: 4-Apr-22

Architect/Consultant for the Project (if applicable): *(Name, legal status, address, and other information)*

BC Design Group
12101 W 110th St., Suite 100
Overland Park, KS 66210
913-232-2123

Insurance and Bonds:

Insurance shall be in accordance with Article 15 of the Master Agreement, except if indicated below:

Statutory Bonds and Performance Bonds: (if project cost is over \$40,000 to be collected by FMA Buyer)

Contractors Representatives: (name, address, and other information)

Joel Smith, Chief Operations Officer
Universal Construction Company
1615 Argentine Blvd.
Kansas City, KS 66105
913-342-1150
jsmith@universalconstruction.net

Owners Representative: (name, address, and other information)

Sean Hendrix, Library Architectural Project Manager
Johnson County Facilities Management – Planning Design and Construction
111 S. Cherry St., Suite 2100
Olathe, KS 66061
913-715-1135
Sean.Hendrix@jocogov.org

Contract Documents: (List any specifications, drawing, addendum, or other supporting documents)

The Contract Documents are defined in Section 5.2 of the Master Agreement and, except for Modifications issued after execution of this Work Order, are enumerated below:

1. This Work Order
2. The Master Agreement
3. The Supplementary and other Conditions of the Contract, if any: N/A

Document N/A Title N/A Date N/A Pages N/A

4. The Specifications, if any, listed below or attached as an exhibit to this Work Order: RE: Drawings

Section (see attached) Title (see attached) Date (see attached) Pages (see attached)

5. The Drawings, if any, listed below or attached as an exhibit to this Work Order:

Number: (see attached) Title: Construction Documents and Addenda Date: **various (see attached)**

6. The Contractor's Performance and Statutory Bonds as may be required for the Project under the Contract Documents and this Work Order

7. Additional documents, if any, forming part of the Contract Documents as may be listed below or as may be attached as an exhibit to this Work Order:

Work Order Authorization Contract Effective Date: 4/14/2022

OWNER:
**Board of Directors of the
Johnson County Library**

CONTRACTOR:
Universal Construction company

(Signature)

Bethany Griffith, Board Chair

Joel S. Smith
Joel S. Smith (Apr 7, 2022 16:07 CDT)

(Signature)

Joel Smith, Chief Operations Officer

JCL Cedar Roe Library – Electrical, Mezzanine and ADA Upgrades
Johnson County Facilities 210000-186-3.4

SECTION 00300 - BID FORM

BID FOR:

BIDDER NAME AND ADDRESS:

Cedar Roe Library – Electrical, Mezzanine
and ADA Upgrades

Universal Construction Company, Inc.

5120 Cedar St.

1615 Argentine Blvd.

Roeland Park, KS 66205

Kansas City, KS 66105

BID TO:

The Board of Directors of the Johnson County Library

1. The UNDERSIGNED BIDDER hereby proposes and agrees, if this Bid is accepted, to enter into agreement with the OWNER to perform and furnish all the necessary labor, materials, equipment, tools and services for the Work identified in the Bidding Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Bidding and Contract Documents.
2. This Bid will remain open and subject to acceptance for sixty (60) days following the day of Bid opening, unless BIDDER and OWNER agree to an extension of time. BIDDER will sign and submit the Agreement with the Bonds, insurance and other documents as may be required by the Bidding and Contract Documents within five (5) days following the date of OWNER's Notice of Award.
3. The Contract for the Work identified in the Bidding Documents shall be awarded on the total Base Bid which is based upon the cost of the proposed Labor and Materials for the quantities as may be shown on the Bid Form.
4. In submitting this Bid, BIDDER represents that:
 - a. BIDDER acknowledges receipt of all of the following Addenda:

Addendum No.	Dated
1	03/18/2022
2	03/31/2022

- b. BIDDER has examined the contents of the Bidding Documents and assumes responsibility for carefully studying any and all appropriate reports, tests, information, data and studies, the drawings, specifications and other Contract Documents and has familiarized itself with the nature and extent of the Contract Documents, the proposed Work, site(s), locality and all local conditions and laws, rules and regulations that in any manner may affect the cost, progress, performance or furnishing of the Work.

JCL Cedar Roe Library – Electrical, Mezzanine and ADA Upgrades
Johnson County Facilities 210000-186-3.4

\$13,647.00

Thirteen Thousand, six hundred Forty Seven Dollars Alternate Cost #1 (Written in Words)

9. Schedule: If awarded the Contract, the BIDDER agrees to complete the work by **July 31st, 2022**. The BIDDER shall include a schedule with their Bid.
10. BIDDER understands that the OWNER reserves the right to reject any or all Bids or to waive any formality or technicality in any Bid to the interest of the OWNER.

SUBMITTED AND SIGNED on this 4th day of April, 2022.

If BIDDER is

A Corporation

Universal Construction Company, Inc.

(Corporation Name)

Missouri

(State of Incorporation)

By Joel S. Smith

(Name of person authorized to sign)

Chief Operations Officer

(Title)

(Corporate Seal)

Attest Joel S. Smith

(Secretary)

Business address:

1615 Argentine Blvd.

Kansas City, KS 66105

Phone No.:

913-342-1150

Supplier Information

Company Name: Universal Construction Company, Inc.

Contact Name: Joel S. Smith

Address: 1615 Argentine Blvd.

Kansas City, KS 66105

Phone: 913-342-1150

Fax: 913-342-1151

Email: Jsmith@universalconstruction.net

Supplier Notes

Plan Note 6 on E100 would be an add of \$5,900.00 to furnish and install new crestron lighting control panel

Sheet C2, "Alternate - Full depth pavement removal" add \$7,113.46

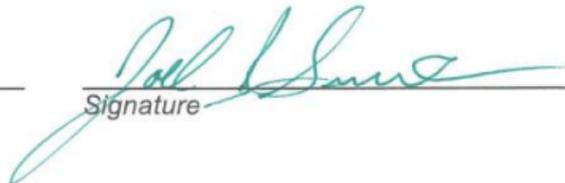
If drinking fountain is required to be lowered, add \$1,000 each (could not find location shown on drawings)

By submitting your response, you certify that you are authorized to represent and bind your company.

Joel S. Smith

Print Name

Signature



To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: April 14, 2022

Re: Creating a Project Account for Library Building Physical Security Upgrades with Use of Library Operating Fund Reserves

Issue: Consider authorizing the reallocation and expenditure of fund balance (reserves) from the Library Operating Fund in the amount of \$600,000 and to establish a capital project account for Library Physical Security Upgrades specifically addressing security camera upgrades and key card access with those funds.

Suggested Motion: I move that the Johnson County Board of Directors authorize the reallocation and expenditure of fund balance (reserves) from the Library Operating Fund in the amount of \$600,000 and to establish a capital project account for Library Physical Security Upgrades specifically addressing security camera upgrades and key card access with those funds.

Background: During recent building projects JCL has upgraded the security systems to include better cameras with better recording capabilities as well as improved access controls. Additionally, the Board of County Commissioners has recently approved a proposal to upgrade all building security cameras and is beginning to upgrade access control in buildings across the county utilizing the vendor ETI. The Library would like to follow suit.

Analysis: The Library believes that upgrading the cameras at all remaining Library locations would provide better security, better camera coverage of locations, better retention of footage, and better service overall. Upgrading the access controls allows the Library to only have to work with one vendor, provides better customer service and would be more cost effective.

Funding Overview: The Library would like to create a project account to fund the replacement of cameras at our remaining branches as well as upgrade access controls. Creating a project account provides flexibility to complete the project on a more flexible timeline rather than be bound to annual spending limitations. If approved here, the Library would then seek permission from the BoCC to utilize Library Operating reserves to create this project account, not to exceed \$600,000. Estimates have been obtained to complete this work and fall within this range. The Library has healthy reserves to cover this project and this is an appropriate one-time use of those reserves.

Alternatives: If not approved, the Library would look to use future Capital Replacement Program (CRP) budgets to try and accommodate this work. Taking this approach would have this work starting later and thus taking a longer timeframe to complete and might require the timeline of other planned work to be adjusted.

Recommendation: Approve the use of Library Operating Fund reserves for the creation of a project account in order to complete these building physical security upgrades.

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: April 14, 2022

Issue: The annual election of officers of the Library Board of Directors.

Suggested Motion:

I move the Library Board of Directors elect the recommended slate of officers for the 2022-2023 term.

Background: Administrative regulation ARM 10-50-10, Bylaws of the Board of Directors, guides the annual election of officers. The officers of the board include a chair, vice chair/secretary, and treasurer. Officers serve a term of one-year commencing immediately upon election.

The Johnson County Library nominating committee – David Sims, Kelly Kilgore and Mitra Templin – submits the following nominations for officers:

Chair: David Sims
Vice-Chair/Secretary: Kelly Kilgore
Treasurer: Bethany Griffith

Recommendation:

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2022-2023 term.