



**Board Report
November 10, 2022**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 10, 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 [YouTube Channel](#) 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.....4

III. Remarks

- A. Members of the Johnson County Library Board of Directors
- B. Board Chair, David Sims
- C. Friends of the Library; written report presented by Shanta Dickerson.....5
- D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....6
- E. Liaison, Board of County Commissioners, Janeé Hanzlick

IV. Reports

- A. Board Counsel – Andrew Logan and Fred Logan
 - 1. Board Authority to enter into Memorandums of Understanding (MOU) or Interlocal Agreements with municipalities
 - a) Pursuant to K.S.A. 12-1223(b), the Johnson County Library Board is the governing board of the Johnson County Library taxing district and possesses “the usual powers of a corporation for public purposes”
 - b) Pursuant to K.S.A. 12-1225(e), the Library Board has statutory authority “to establish and maintain a library or libraries . . . within the municipality or within any other municipality with which service contract arrangements have been made”
 - c) The Board of County Commissioners has no statutory authority to enter into agreements for library service.
 - d) The Johnson County Library Board has entered into agreements with the cities of Edgerton, Gardner, Leawood, Lenexa, Merriam, Olathe, Overland Park, Prairie Village, and Shawnee
- B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....13
 - i. Trends in Programming, Outreach, and Information Services, Joseph Keehn, Program and Event Coordinator.....16
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Merriam Plaza Library (formerly Antioch Replacement).....26
 - b) Capital Projects: Timeline Summary.....38
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Information Technology update – Michelle Beesley, IT Manager.....41

b) Board Retreat Recap, Tricia Suellentrop, County Librarian	
c) List of Current MOU, Tricia Suellentrop, County Librarian.....	48

V. Consent Agenda

A. Action Items:	
1. Minutes of the October 13, 2022 Regular Library Board meeting.....	49
2. Minutes of the October 19, 2022 Library Board Retreat meeting.....	57
3. Minutes of the October 26, 2022 Special Library Board meeting.....	63
B. Information Items	
1. Financial and Personnel	
a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2022 were handled in accordance with library and County policy.	
b) The September 2022 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.....	64

VI. Old Business
None

VII. New Business

A. Action Item: Approval of the prioritization for remaining Comprehensive Library Master Plan projects, Tricia Suellentrop, County Librarian.....	65
B. Action Item: Consider temporary closure of Oak Park, Scott Sime, Project Coordinator.....	66
C. Action Item: Consider temporary closure of Edgerton, Scott Sime, Project Coordinator.....	67
D. Action Item: Consideration of approval of the MOU with Hammerspace, Angel Tucker, Youth Service Manager.....	68
E. Action Item: Consideration of approval of the MOU with N-Circle, Angel Tucker, Youth Service Manager.....	70
F. Action Item: Consideration of approval of the MOU with Johnson County History, Angel Tucker, Youth Service Manager.....	72

VIII. Executive Session: Personnel Review

IX. Adjournment

PUBLIC COMMENTS

November 2022

October 30, 2022

Hello,

I live near 119th and Antioch (and have for over 30 years). Every time a new library location is established I am disappointed that it is further and further away from our neighborhood. A quick glance at the library location map shows the deficit in our area of town. As taxpayers, we feel neglected and wonder why some areas have several close locations and we have none! I have to drive more than 3 miles to get to any library location and usually drive more than 4 1/2 to get to a location with better selection and/or hours. Leawood is our closest location but the traffic makes it take so long that I bypass its limited selection and trek to Central. That being said, I'd happily go to a smaller location that was closer (particularly as age becomes an issue).

Thanks for presenting this comment/complaint.

Susan E. Mundt



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

Good afternoon, and thank you for this time to highlight recent news and accomplishments on behalf of the Friends of Johnson County Library.

- National Friends of Libraries Week

Thank you to everyone who joined us in celebrating the 17th annual National Friends of Libraries Week. This time is organized by United for Libraries, a division of the American Library Association, for Friends groups to “creatively promote our group in the community, to raise awareness, and to promote membership.” Through our beloved Bookmark Design Contest, the kick-off of this year’s membership drive, and the addition of several new members – each one increasing our network of visible community support – it’s easy to say this year was a success! We have yet to hit our goal of 70 new members by the end of 2022, so please join us or renew your commitment at <https://www.joinjclfriends.org>.

- Gearing Up for 2023

By the time I deliver this report to you in person, we’ll be on the other side of our annual meeting. Two hardworking directors have completed their time with us: Karen Ristau and Julianne Jacques. Additionally, our 2023 slate of officers is as follows:

Past President: Chris Meier
President: Shanna Eiklenborg
Vice President/President Elect: Stacy Bunck
Secretary: Diane Carlisle
Treasurer: Vicki Denk

The service our directors and officers give to support the mission of the Friends is remarkable, and I look forward to witnessing the relationship growth and collaboration between your leadership and ours in the coming year.

Thank you for your time, and I am happy to answer any questions you may have.

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: November 10, 2022
Re: Johnson County Library Foundation update

We'll start with a final wrap up of Library Lets Loose.

- We had wonderful coverage in the Independent Magazine where we have photos of some of the guests!
- The board of directors is ready to plan for 2023. Next month I will formally request that you to consider closing Central once again for the date of September 23.

Black & Veatch Naming Grant Approved

- The Black & Veatch Foundation board approved a \$30,000 grant for 2023.
- We are thrilled to have this 9th year of continued support.

Appreciation and Fundraising Event for 1952 Society and Readers Circle

- "A Conversation with Candice Millard and Steve Kraske" was graciously hosted at the home of Carol and Fred Logan along with Erica and Andy Logan.
- Candice Millard is a 4-time New York Times best-selling author including this year's release, *River of the Gods*.
- Steve Kraske is an award-winning print and broadcast journalist for KCUR-FM and *The Kansas City Star*.
- 40 guests helped raise \$5,000.

We are moving into the fourth quarter with plans for year-end giving.

- The Annual Appeal mailing went out earlier this month! It will land in the mailboxes of 1,500 donors and key partners and that includes you.
- The theme is "Magic is in a Book."
- Also, mark your calendar for Giving Tuesday, November 29th. That is a great day to make an online gift so we will be active on social media.

As we wrap up 2022, the Foundation's November board meeting will be held next week.

- We will welcome 4 new board members and new officers for 2023.
- Many thanks go to 2022 president, Ava Christie, and 2023 incoming president, Leigh Anne Neal.
- These community leaders are an inspiration and it is an honor to continue to this Library legacy of community volunteers and support.

Thank you!

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

OPERATING FUND	Programs	2022 Budget
	Revenue	3,767,639
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	131,454
	Transfer to Capital Projects	3,834,756
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$3,966,210</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>(\$198,571)</u>
SPECIAL USE FUND		2022 Budget
	Revenue:	3,590,820
	Expenses:	
	Contractual Services (General Maintenance)	104,208
	Commodities (Capital Equipment)	40,797
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	3,112,167
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$3,257,172</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>\$333,648</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>\$135,077</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2022
75% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	37,989,643	38,342,480	99%	99%
Ad Valorem Delinquent	275,529	364,732	76%	12%
Motor Vehicle	2,941,188	3,442,484	85%	93%
Library Generated - Copying/Printing	58,036	104,359	56%	47%
Library Generated - Overdues / Fees	231,502	493,271	47%	33%
Sale of Library Books	37,500	50,000	75%	75%
Misc Other	911	18,703	5%	80%
Reimbursement	236,986	630,043	38%	56%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	88,717	54,948	161%	168%
Unencumbered Balance Forward	0	600,000	0%	0%
Transfer from Capital Projects	293,706	0	0%	0%
Recreational Vehicle Tax	19,930	15,169	131%	158%
Commercial Vehicle Tax	59,997	49,843	120%	96%
Heavy Trucks Tax	4,733	5,261	90%	107%
Rental Excise Tax	53,848	43,457	124%	70%
State and Federal Grants	133,322	265,638	50%	64%
TOTAL REVENUE	42,425,549	44,484,029	95%	96%

Expenses ALL FUNDS with Collection

Encumbrance	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	15,431,551	22,947,472	67%
Contractual Services	4,238,722	6,007,986	71%
Commodities	4,951,319	4,411,766	112%
Risk Management Charges	188,241	251,838	75%
Capital / Maintenance / Repair	3,966,210	4,100,494	97%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,112,167	3,590,820	87%
Grants	133,691	265,638	50%
Interfund Transfer	2,908,015	2,908,015	100%
TOTAL EXPENDITURES	34,929,915	44,484,029	79%

Revenue - Expenses as of September 30, 2022 7,495,634

RESERVES ALL FUNDS	As of 12/31/21
Reserves Operating Fund	14,286,867
Reserves Special Use Fund	1,840,991
Total JCL Reserves	<u><u>16,127,858</u></u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
September 2022
75% Year Lapsed

OPERATING FUND	2022	2022	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	2,812,671	4,363,169	64%
Information Technology	2,361,477	3,845,401	61%
Collection Development	2,623,507	3,946,140	66%
Branch/Systemwide Services	13,882,632	21,274,373	65%
Risk Management Charges	188,241	251,838	75%
Grants *	133,691	265,638	50%
Transfer to Capital Projects	3,834,756	3,707,330	103%
Interfund Transfer	2,866,474	2,908,015	99%

TOTAL OPERATING FUND EXPENDITURES	28,703,449	40,561,904	71%
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SPECIAL USE FUND	2022	2022	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	40,797	204,305	20%
Commodities (Capital Equipment)	104,208	127,000	82%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,112,167	3,590,820	87%

TOTAL SPECIAL USE FUND EXPENDITURES	3,257,172	3,922,125	83%
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TOTAL EXPENDITURES	31,960,621	44,484,029	72%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
September 2022
75% Year Lapsed

ALL FUNDS	2022	2022	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	15,431,551	22,947,472	67%
Contractual Services	3,590,174	6,007,986	60%
Commodities	2,630,572	4,411,766	60%
Risk Management Charges	188,241	251,838	75%
Capital / Maintenance / Repair	3,966,210	4,100,494	97%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	3,112,167	3,590,820	87%
Grants	133,691	265,638	50%
Interfund Transfer	2,908,015	2,908,015	100%
TOTAL EXPENDITURES	31,960,621	44,484,029	72%

GRANTS*	Expenditures through 9/30/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
285000089	2022-State Aid	State	3/17/2022	\$132,930.23	\$133,321.69	\$391.46

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

Expenditure of Friends of the JCL Donations 2022

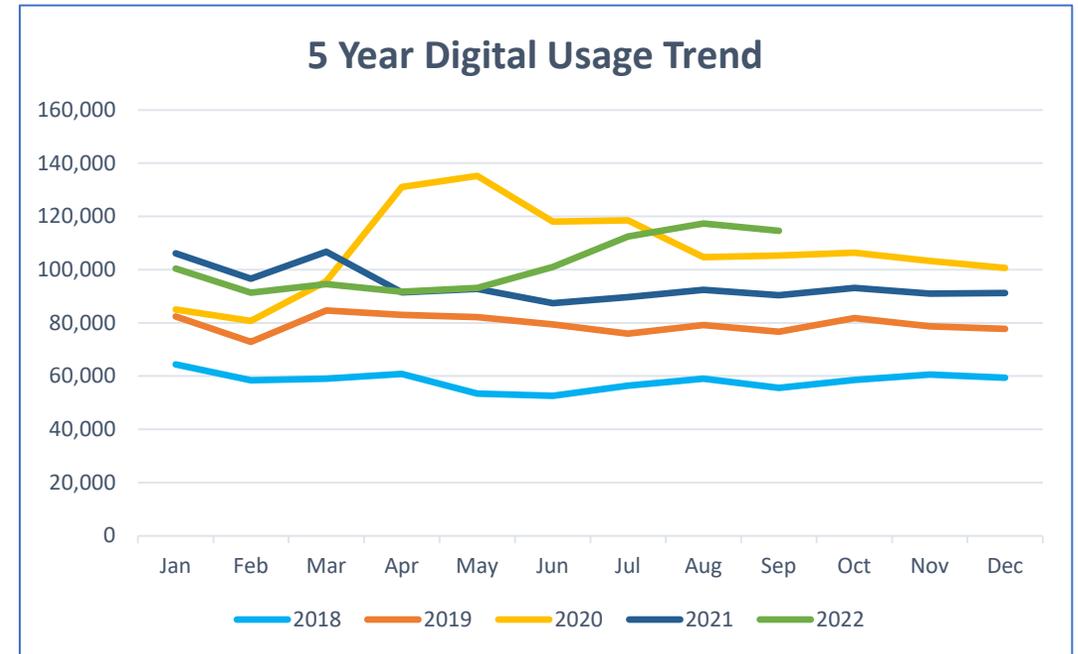
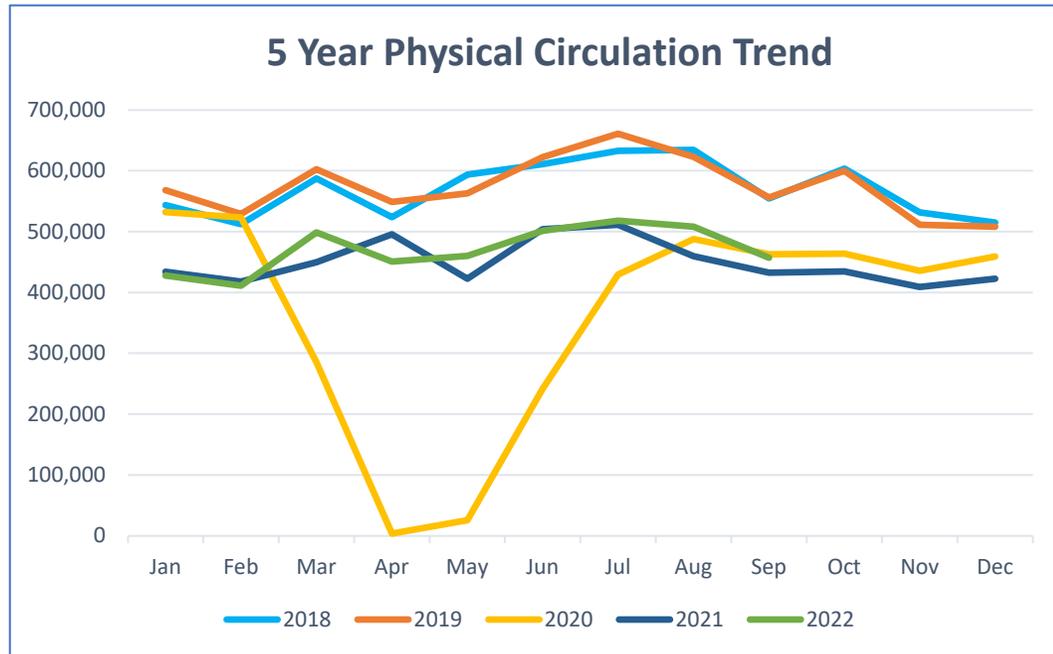
<i>Expenditure Details</i>	<i>September</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	2,406.86
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 2,406.86

Monthly Statistical Report

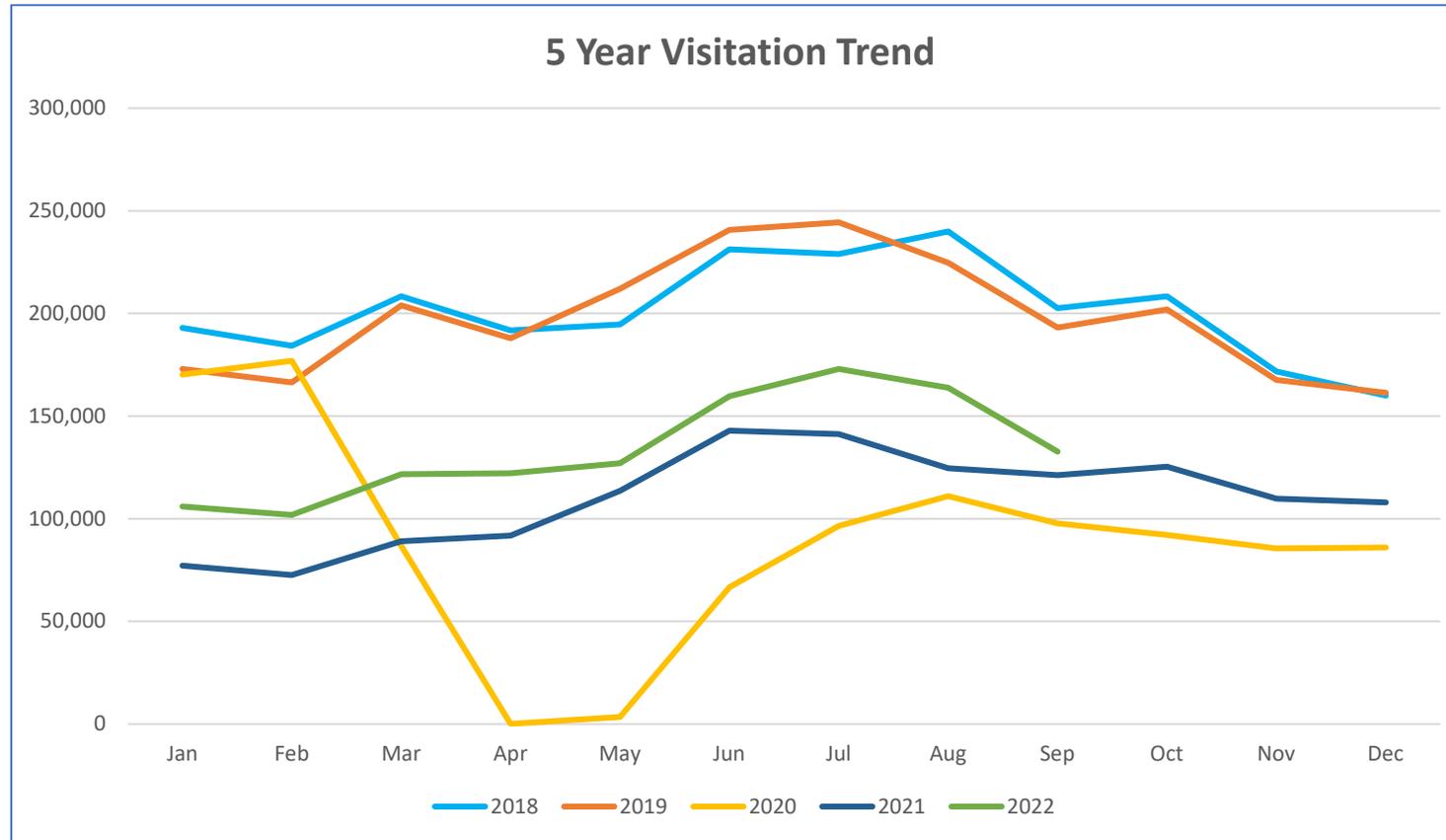
November 2022



Monthly Statistics



Monthly Statistics



Programming at Johnson County Library

Joseph Keehn II (he/him/his)
Program and Event Coordinator



Why do we program?

Policy

Mission

Vision and Values

Strategic Plan

Programming Policy (ARM 20-60-10):

Johnson County Library provides programming for the community as a part of its role in promoting lifelong learning and library. Library programming provides information and/or encouragement for the use of materials in the Library's collection. It also creates an environment for people to learn, to explore, to enjoy, to create, and to connect.



Patrons

The screenshot shows the Johnson County Library website. At the top, there's a navigation bar with 'JOHNSON COUNTY LIBRARY' and a 'Log In / My Library' button. Below this is a menu with options like 'Explore', 'eLibrary', 'Research', 'Using the Library', 'Locations', 'Events', 'Birth to Six', 'Kids', and 'Teens'. The main content area is titled 'eNewsletter Preference Center' and includes a search bar and a 'Register' button. A sidebar on the left lists various library services like 'Getting Started', 'Borrowing & Fines', and 'eNewsletter Signup'.

The Open Book

November 2022

Featured Event: Writers Conference

The graphic features a grid of 12 small portraits of diverse individuals. To the right of the grid, the text reads 'CREATIVE ACTS FOR CURIOUS PEOPLE' in large, bold letters. Below this, it says 'How to Think, Create, and Lead in Unconventional Ways' and 'Sarah Stein Overland'.

The 7th Annual Writers Conference will feature 22 presenters and more than 45 sessions, with a theme of "Art For Impact." Participants will share ideas and inspiration, meet with authors and other creatives and have a chance to network and learn from each other. Secure your spot today!

Where: Central Resource Library and Online via Library OnDemand
When: November 17-19

[Register](#)



Methodology

Who?

What?

When?

Where?

How?



Who?



Programming in age groups and focus areas

- Community Matters
- Career & Finance
- Local Arts & Culture
- Local History & Genealogy
- Book Groups, Writing and Literacy
- Makerspace

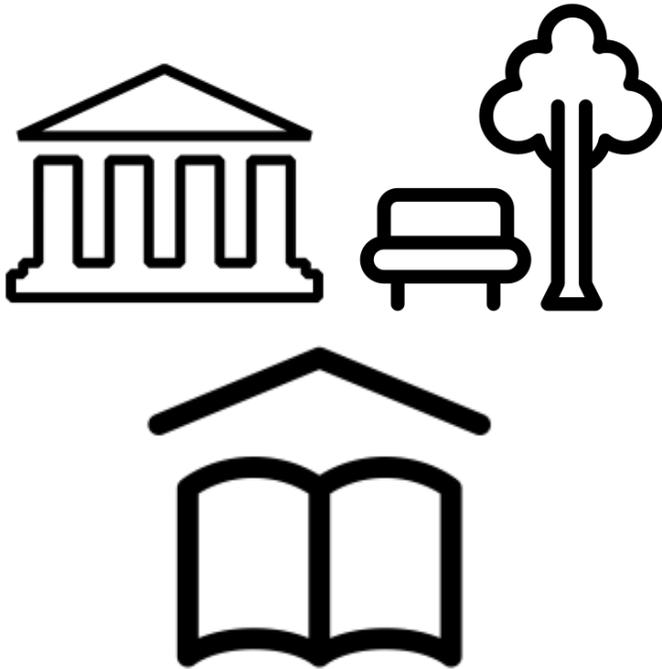


When?

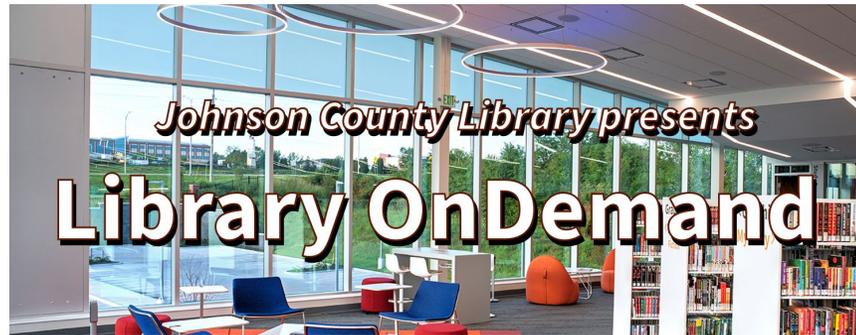


Where?

In-person



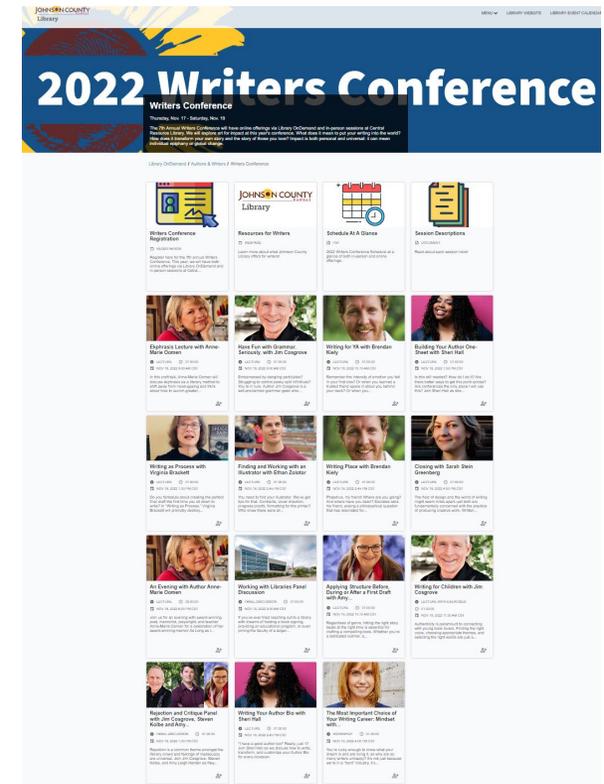
Virtually



JOHNSON COUNTY LIBRARY



Hybrid



How?

Planning

- Planning a Program Procedure
- Ideation & Inclusivity
 - Patron needs
 - Collaboration
- Focus Areas and Age Groups
 - Research
 - Vetting Presenters
 - Developing Content
- Promotional Priorities
- Budget
- Resources and Staff Allocation

Implementation

- Controlling the Building
- Patron Code of Behavior
- Online Programming Best Practices
- Utilization of trainings
 - Programming Overview
 - Online Platform
 - Deliberative Dialogue
 - 6 by 6
 - Teen
- Utilization of Resources

Evaluation

- Program Statistics
- Surveys
- Polls
- Patron Feedback
- Plus/Delta



The *how* we program is guided by the *why*.

We do not

We do

Our policies, the American Library Association, and our strategic plan guide how we produce programming at the Johnson County Library.

- proscribe content based on partisan or doctrinal disapproval
- exclude programming because of possible controversy.

- Provide programming to meet specific subject areas for our community like writing, business, topics of local interest, and societal and cultural issues.
- Proactively represent diversity of genres ideas and expressions.
- Reflect excluded, marginalized or underrepresented people in the resources and programs we offer.
- Use criteria to select speakers.
- Evaluate our programming and be responsive to community needs and requests.



Merriam Plaza Library

Update – November 2022



Updates

- Transition from Design to Construction
- Approvals update
- Public Art update
- Next steps



Public Art

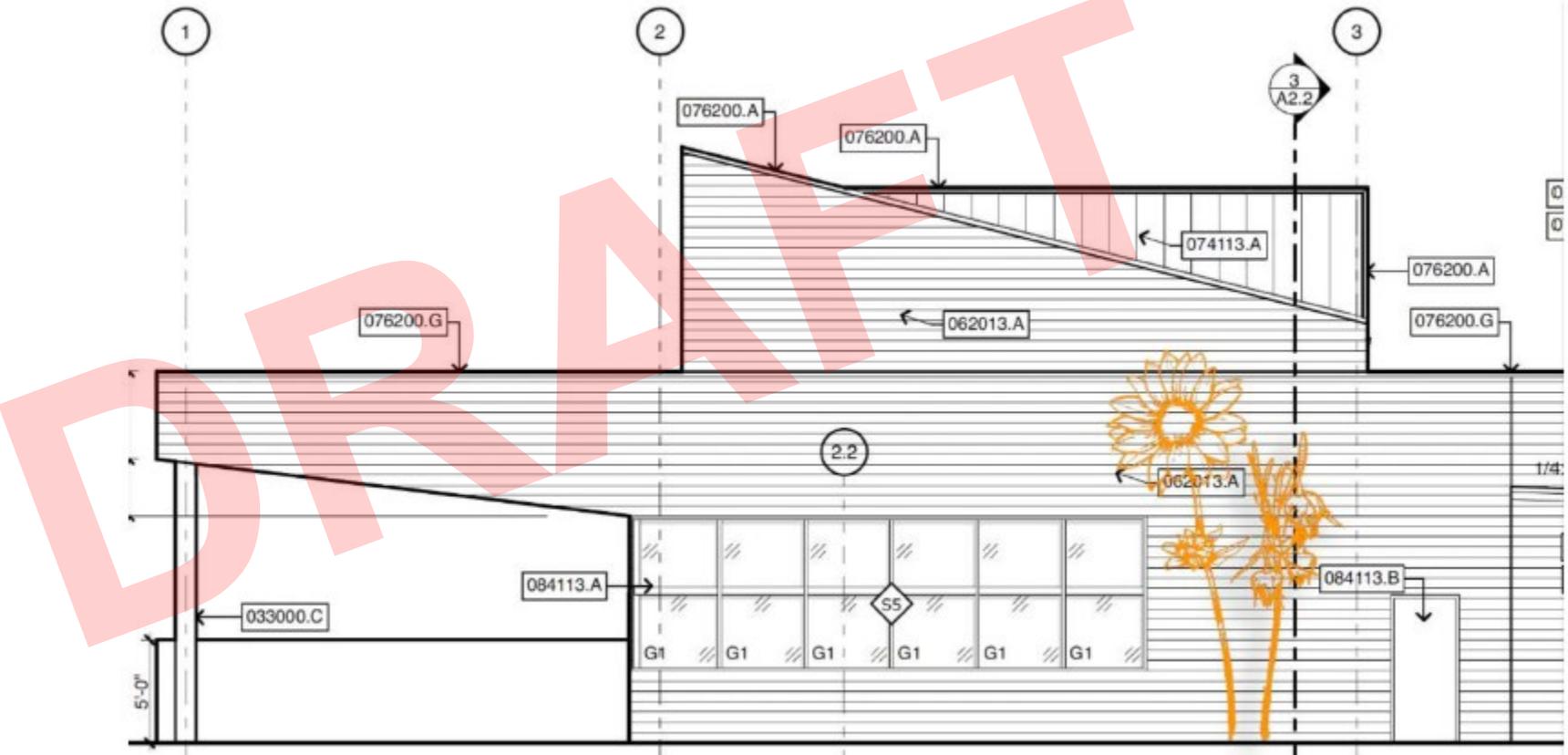
- Two commissions approved by the Public Art Commission
- Conceptual Design stage
 - Sage Vaughn, exterior
 - Emily Alvarez, interior
- Next steps



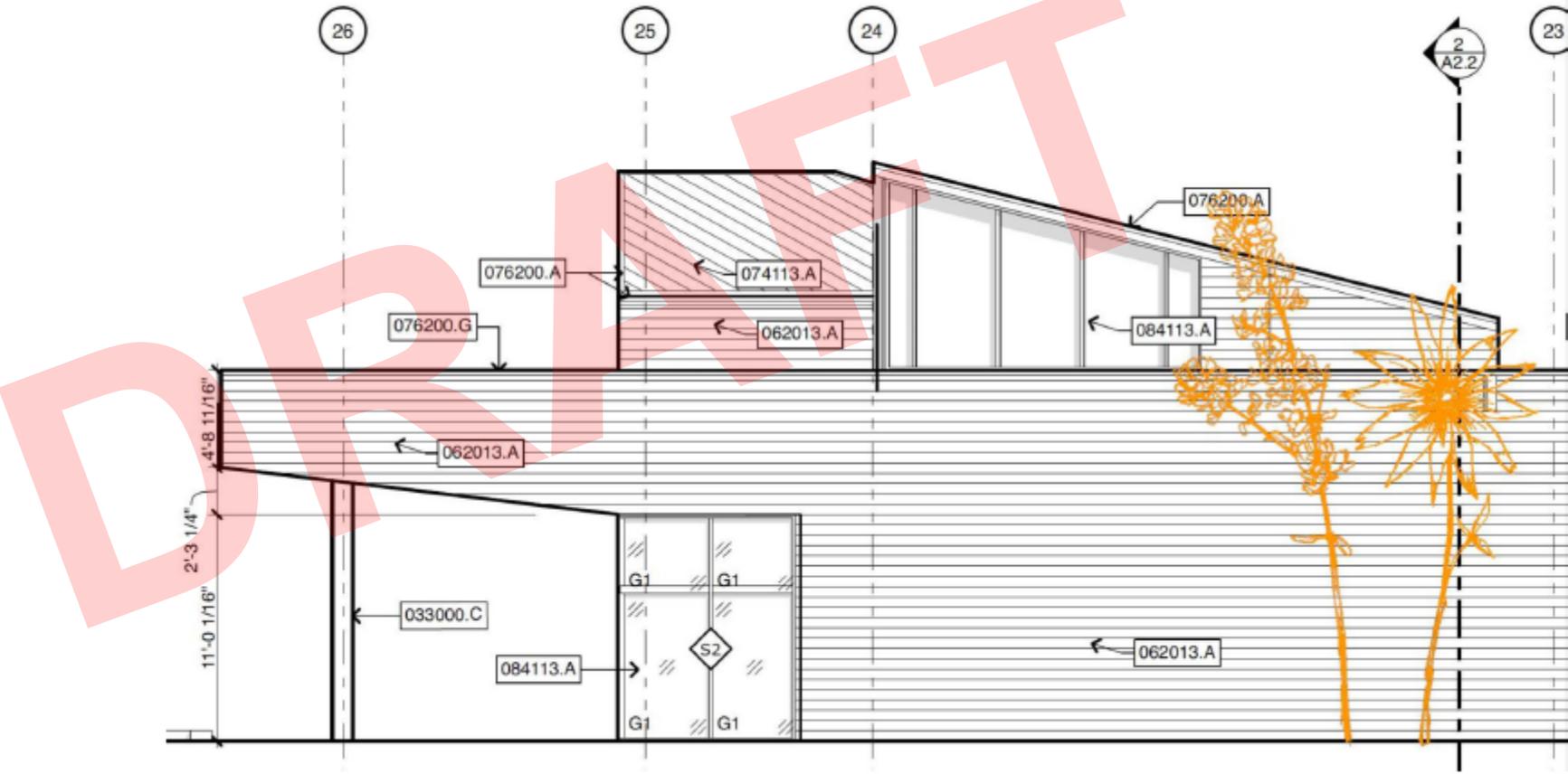
Sage Vaughn



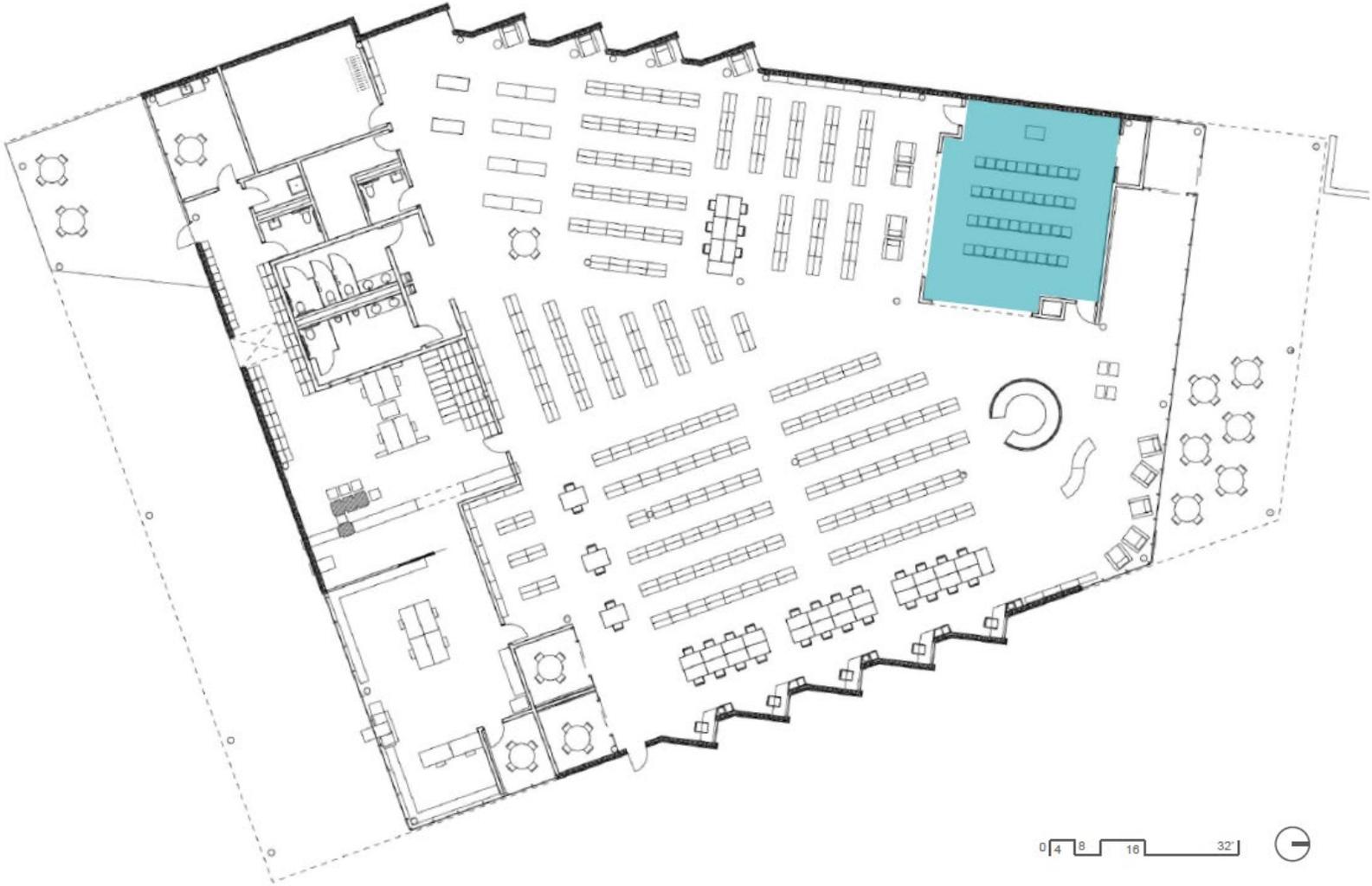
Sage Vaughn



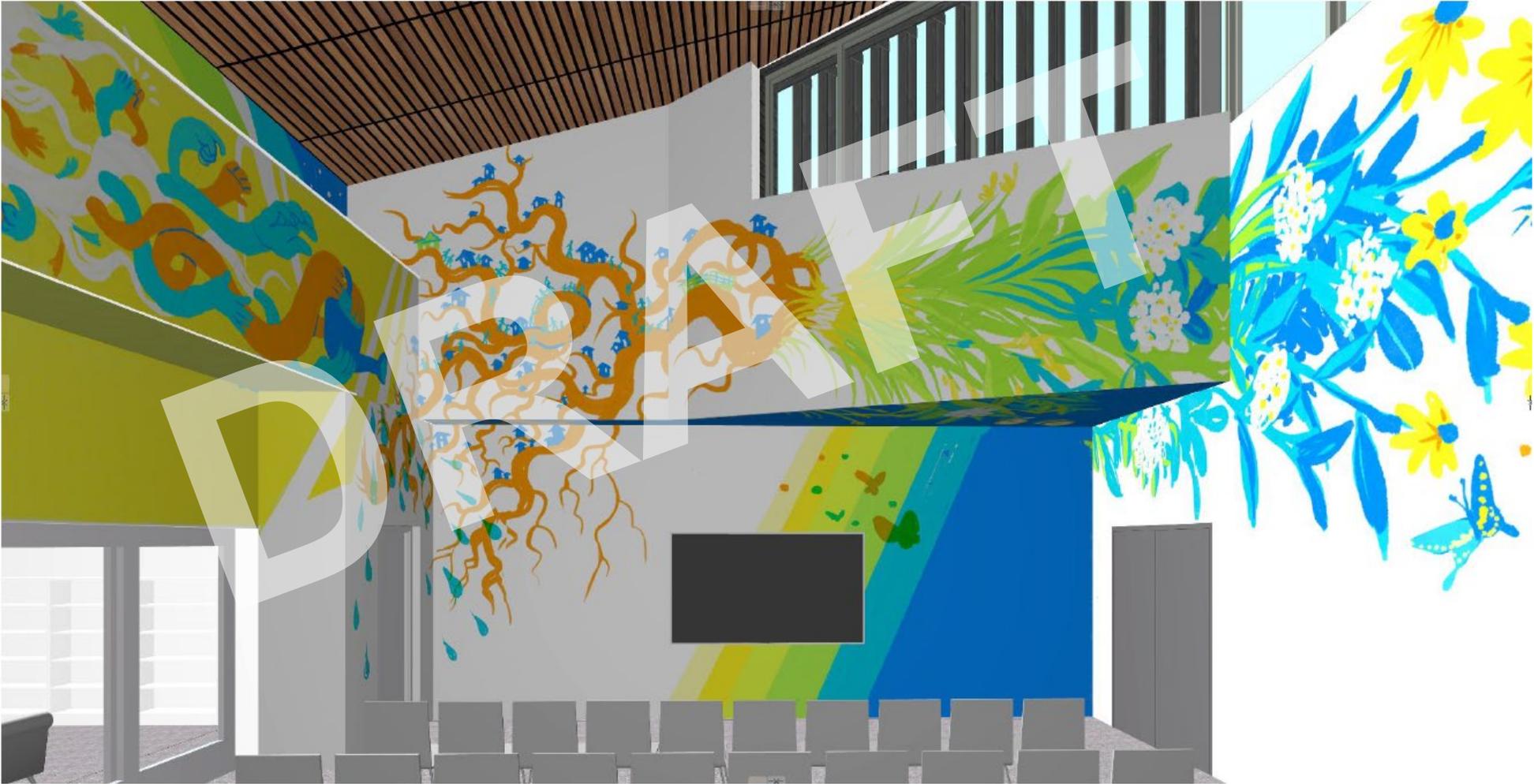
Sage Vaughn



Emily Alvarez



Emily Alvarez



Emily Alvarez

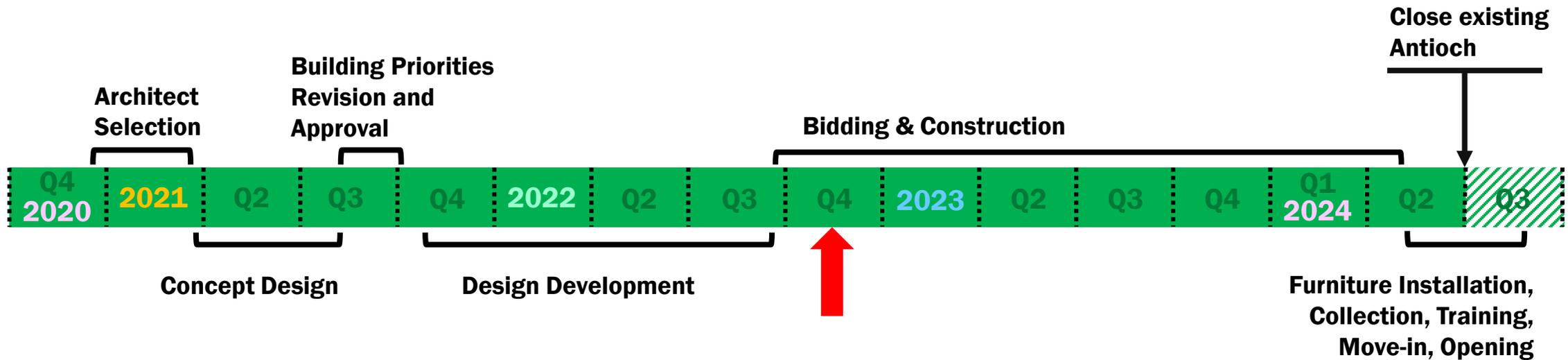


Next Steps

- Groundbreaking
- Construction begins
- Information sharing meetings with City partners



Merriam Plaza Library: Anticipated Project Timeline

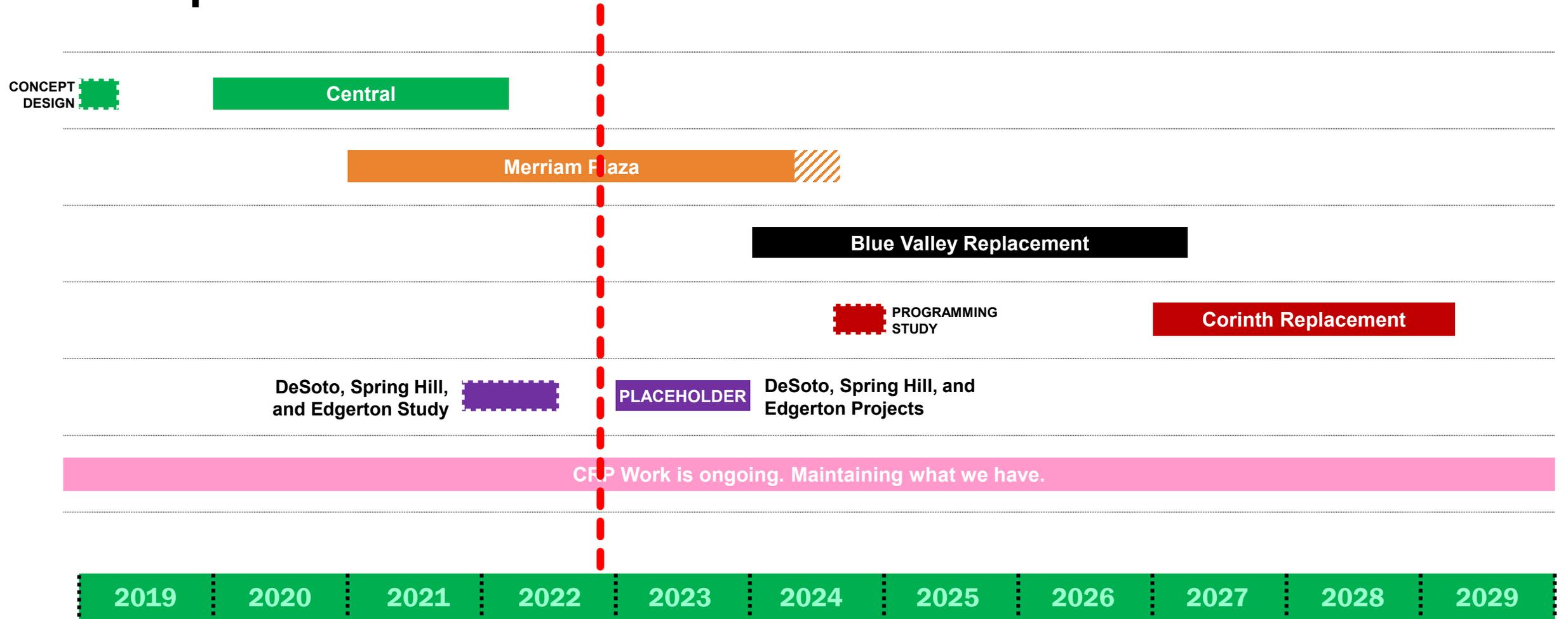


Capital Projects: Timeline Summary

November 2022



Capital Improvement Projects: Anticipated Timeline

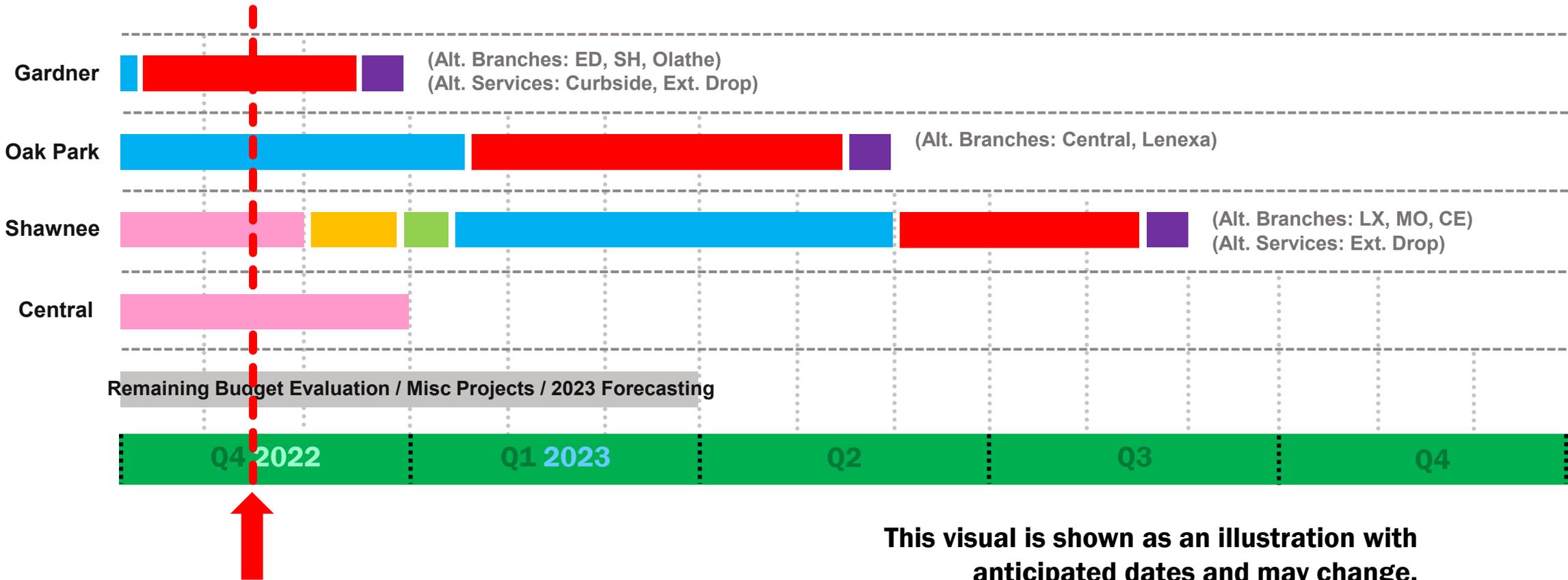


This visual is shown as an illustration with anticipated dates and may change.



2022-2023 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.



Information Technology Update

Michelle Beesley, IT Manager, Nov. 10, 2022



Goals today

High level review of technology projects to date 2022

- Automation
- Governance
- Infrastructure
- Security



Strategic Focus

Goal 8 (Convenience)

To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology



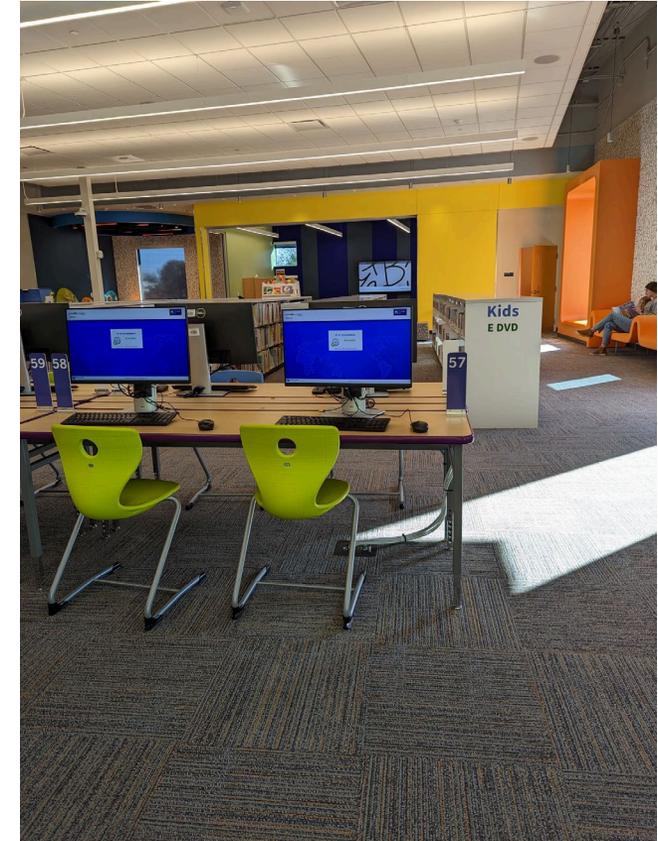
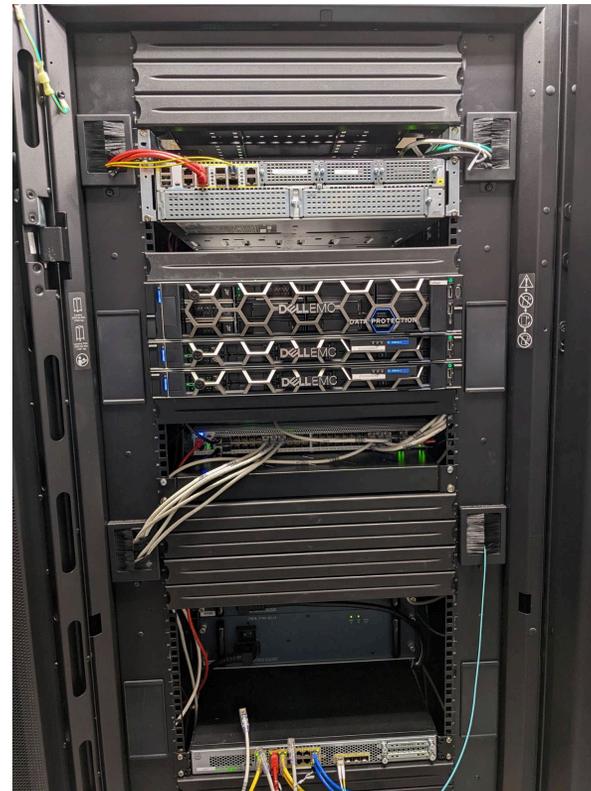
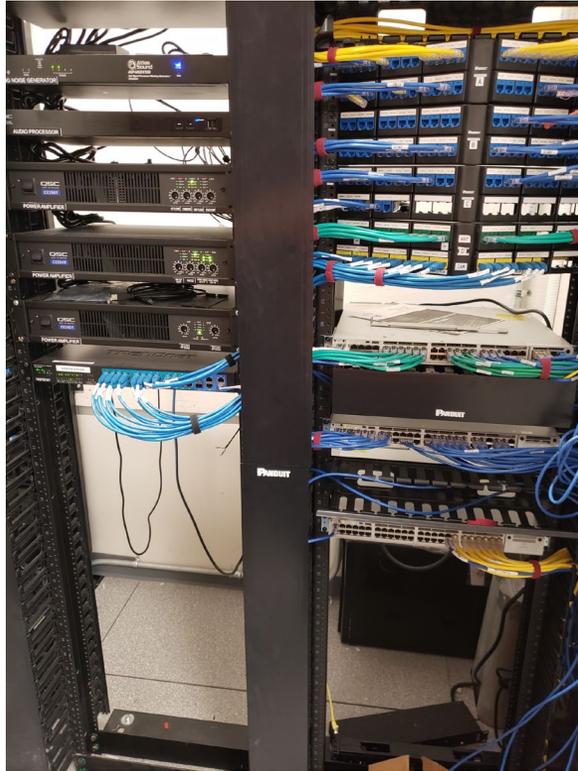
Automation



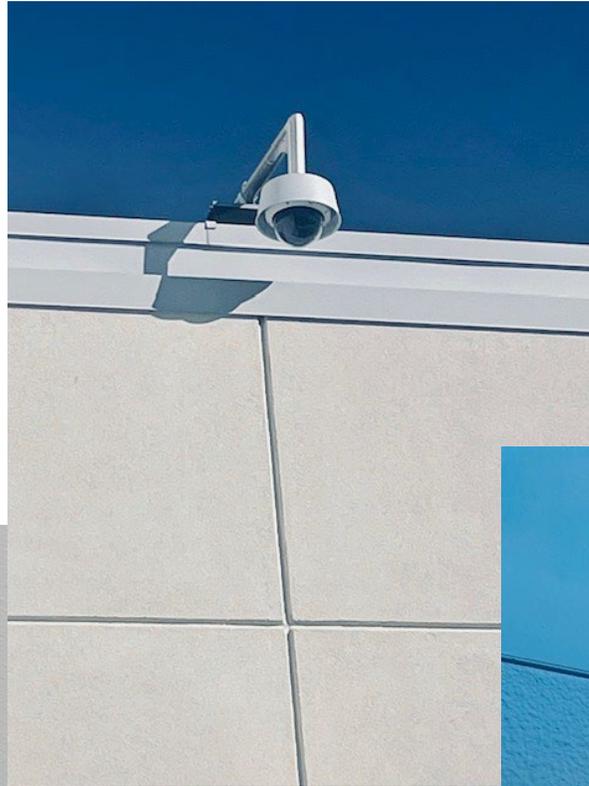
IT Governance



Infrastructure



Security



2023 List of expected Memorandums of Understanding (MOUs)

1. AARP
2. American Public Square
3. The Arts Asylum
4. Bike Walk Kansas City
5. Catholic Charities
6. City of Edgerton
7. City of Overland Park
8. De Soto Parents as Teachers
9. Friends of the Johnson County Library
10. Growing Futures Early Education Center
11. Hammer Space
12. Interurban ArtHouse
13. Johnson County Community College Adult Education
14. Johnson County Corrections
15. Johnson County Department of Health and Environment (DHE)
16. Johnson County DTI / AIMS
17. Johnson County Elections
18. Johnson County Facilities
19. Johnson County Genealogical Society
20. Johnson County Human Resources
21. Johnson County Library Foundation
22. Johnson County Manager Office with Parks and Rec
23. Johnson County Museum
24. Johnson County Payroll
25. Johnson County Sheriff's Office
26. Kansas City Arts Coalition (KCAC)
27. N-Circle
28. Northwest Kansas Library System (NWKLS)
29. Olathe Interlocal Agreement/SLA
30. Overland Park Community Garden
31. Ultimaker

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

October 13, 2022
at Central Resource Library
4:00 p.m.

BOARD: David Sims, Kelly Kilgore, JR Riley, and Mitra Templin

ABSENT: Ali Seeling, Bethany Griffith, and Jeffrey Mendoza

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick was unable to join the meeting today.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Stephanie Stollsteimer, Laura Hunt, Elissa Andre, Patti Kangethe, Juan Lopez-Tamez, Kinsley Riggs, Leilani Minniti, Lauren Byrd, Casey Kenny, Cara Duncan, Grace Suptic, Scott Stone, and Cassie White

Board Chair David Sims called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

The following Citizen Comments were read into the record and were included in the as October Library Board Report.

October 1, 2022

Good afternoon board,

I wanted to touch base with you regarding an unexpected experience I had over email. I received multiple emails from an unknown source whom I had not released my contact information to. I did not know if this organization was legitimate and did not consent to my information being released to them. I found it to be dramatic and excessive that my personal information was passed onto Unique Management Services over a \$20.00 library fee. I found that to be a drastic step to be taken over such a low fee (especially when the fee had not been outstanding for an extended period).

I would like to ask you to amend your policy to A) let library patrons know that you will not keep their information private B) raise the fee required for external involvement, while also providing readers time to cover the cost of the book/s that may have been damaged before involving an external resource C) raise awareness if you continue to use UMS to let library patrons know this is a legitimate organization that you all use to insure you receive all fees, D) consider not blocking accounts when they simply have one unpaid for book. Thank you for hearing my concern and I hope your outstanding fees policy is amended for the future.

C. Rowe

October 2, 2022

Hi! My family of 5 uses the library often, and we highly support going fine free. I feel like that will allow all patrons to experience the library fully without concern or fear of a fine. We are also grateful for the language-diverse books, as we read a lot of Spanish books, and would love to have more Chinese options!

Eileen Coughenour

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair David Sims welcomed everyone.

Personnel Review Committee: County Librarian Annual Appraisal

2. JR Riley
3. Board Chair Sims will reach out to the Board for a third member.

DEVELOPMENT DEPARTMENT

FRIENDS OF THE LIBRARY:

Shanta Dickerson, Friends of the Library Operation Manager, presented on behalf of the Executive Committee of the Friends of the Library. The written report is included in the October Library Board Report.

Celebrate Winners of the National Bookmark Contest

Ms. Dickerson shared that the Friends of Johnson County Library are pleased to announce the winners of the 2022 Friends of Johnson County Library Bookmark Design Contest. The contest celebrates National Friends of Libraries Week, October 16-22, 2022. Hundreds of submissions were received, and our judges have chosen 18 to be printed and distributed at libraries across Johnson County.

Ms. Dickerson introduced the winners that were in attendance:

- Zoie Mota
- Madeline Wiser
- Kelly Downs
- Natalie Johnson
- Miles Haddix
- Dom Kirkland

Members are what make programs like this possible. If you're not a member, please join us at <https://www.joinjclfriends.org/> and we will look forward to seeing you at our next sale.

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 as October Library Board Report.

Library Lets Loose Signature Fundraising Event

Ms. Stollsteimer shared that Library Lets Loose took place September 17th and that the community showed up in force and emerged from COVID. There were 50 sponsors, 500 attendees, 90 volunteers and the Foundation is currently showing \$135,000 raised and is still counting. Ms. Stollsteimer thanked the honorary hosts, Senya and Will Shields. The Foundation is already planning for next year and hopes to bring a 2023 date back soon.

Ewing Marion Kauffman Foundation

Ms. Stollsteimer shared that the Ewing Marion Kauffman Foundation has been a supporter of the library for several years. The Foundation is thrilled to report on a generous grant for 3 years in the amount of \$375,000. This grant will focus on Race Project KC and accessibility of the Library's regular programming.

Foundation News

Ms. Stollsteimer shared that the Foundation is working on the Annual Appeal for the end of the year and an end of year celebration in November.

Board Chair Sims commended raising \$135,000 as very impressive.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick was unable to join the meeting today.

BOARD COUNSEL REPORT

Fred Logan, Board co-counsel, reported on fines and fees (ARM 20-10-90 and ARM 20-10-91) and the authorities of the board as set by state statute and by regulation.

Mr. Logan shared that pursuant to KSA12-1227 the Library Board makes rules and regulations governing the library and pursuant to KSA12-1228 the board may impose suitable penalties "for failure to return a book". The board accordingly has the authority to set penalties or fines with respect to books. The regulations that the Library Board has adopted over the years, Administrative Regulation Manual (ARM) sections 20-10-90 and 20-10-91, set penalties and fines.. However, the board has the authority to not set such penalties and fines and may determine that it does not want to do so.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of August, we were 67% through the 2022 year, with a little over \$39.9 million, a little over 90% of projected revenues. Obligated expenses show at about \$31.9 million, 72% of our budget encumbered, which is also on track with previous years. Mr. Vratny explained that the unincumbered balance forward is a use of reserves, in the amount of \$600,000 that was previously approved for setting up the project account for the library building physical security work, the budget itself did not in fact go up.

Statistics

Adam Wathen, Associate Director of Systemwide Services, presented the Monthly Report of Statistics and current fines and fee landscape, this report is included in the October Board Report.

Mr. Wathen reviewed the monthly statistical report, the three-year physical circulation trends are pacing slightly above previous years but have yet to return to pre-pandemic levels. Digital usage trends are continuing to increase since the launch of the Libby app. Our visitation trends are remaining consistently above 2021 levels, but also have not returned to pre-pandemic levels.

MS. Templin asked how these statistics trend with 2018 data.

Mr. Wathen affirmed that he could bring that information back to the next board meeting.

Mr. Wathen reviewed current practice for fines.

Ms. Kilgore asked about a grace period for fines.

Wathen confirmed that we do have a grace period of three days that is retroactive. If someone doesn't return after the three days, they are charged the entire month back.

Mr. Wathen compared the JCL practices to surrounding metro libraries. There is a trend to remove fines from libraries and reviewed how staff tracks this information. He also reviewed what it would mean to go fine free, what notices would be sent and when a replacement fee would be assessed on an account.

Ms. Templin asked about the vote in 2019 by the board to not give up fines.

Mr. Wathen recounted that the practice of waiving fees and fines on an as needed basis gave broad justification to keep fines. He also added that data showed that fines were not correlating to inequitable access to the library; the data showed that people that live closer to libraries had more fines, probably because their usage is higher.

Ms. Templin asked about the partnership with Olathe Public Library (OPL) and if staff has discussed this with OPL.

Mr. Wathen shared that generally OPL is interested in not having fines but is unsure if that is the interest of City of Olathe leadership.

Ms. Templin asked about the interest of Johnson County Library staff.

Mr. Wathen shared that generally staff are interested in removing fines; the arguments for this include the process of taking money as being onerous on staff and the perceived inequity.

Ms. Templin asked if there have been issues from metro branches that have gone fine free.

Mr. Wathen has not heard of any issues, and most have not shown high loss rate. However, Lawrence Public Library did reinstate fines.

Ms. Kilgore asked if there is evidence of longer wait times.

Mr. Wathen shared that he has not seen data that addresses wait times changing.

Board Chair Sims shared that during COVID the library temporarily removed fines and then reinstated them.

Ms. Templin asked if that removal and reinstating was related to a board policy decision.

County Librarian Suellentrop clarified that in 2019 the board had a conversation to address fines and there was not a desire to go fine free at that time. In 2020 fines were temporarily not collected while libraries were closed and in late 2020 or early 2021 that was ended.

Mr. Wathen clarified as well that in 2020 fines were suspended while materials were not able to be returned due to not knowing the extent of how COVID was transferred on surfaces.

Mr. Wathen reviewed revenue from fines and fees, showing that this amount has continued to decrease since 2014.

Ms. Templin asked for a cost estimate on how much it costs to recoup the \$230,000 in fees.

Mr. Wathen confirmed that he will gather this information.

Mr. Wathen reviewed fines vs. replacement cost and fees. A bulk of what is owed is in replacement costs and recovery of those amounts tapers off after one year's time. He also asked Board Members for their input on what information they would like to see at the Board Retreat.

Mr. Riley asked for a recommendation from staff.

Ms. Templin asked for a recommendation with pros and cons, as well as how it would affect the budget.

Board Chair Sims and Ms. Templin would like more information about Lawrence Public Library reinstating fines.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the October Board Report.

Merriam Plaza Project

Mr. Sime reported the status of the Antioch Replacement Project and what is coming next. This information is a part of the October Board Report.

In the next couple of months, we will be transitioning from design to construction. Currently had the property addendum approved by the Board of County Commissioners (BOCC) and the Final Plat has been recorded, now it is time to transfer the land with the City of Merriam.

In June 2021, Titan Built was selected as our construction manager. Titan has been providing pre-construction services since that time. Soon we will bring the Guaranteed Maximum Price to the Library Board and then that will go to the Public Building Commission for action.

Through the bidding process we have learned that the market is still experiencing long lead times for some material. So, an adjustment to the timeline has been made to accommodate supply chain and may extend to the 3rd Quarter of 2024.

Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline are included in the October Board Report.

Mr. Sime reviewed the change to the Merriam Plaza Library on the CIP timeline. Mr. Sime reviewed the CRP timeline highlighting that currently works is getting underway at Gardner and expect to open by the end of the year. Improvements to Oak Park will bring temporary closure to the board in November and we anticipate bringing work authorization for Shawnee to the Library Board after the first of the year.

CLMP Historical Context

Mr. Vratny and Mr. Sime reviewed the history of the CLMP, this information is included in the October Board Report.

Mr. Sime reviewed the purpose and goal of CLMP, including community engagement and building evaluations. CLMP plan was approved by the Board in May 2015 and in August 2015 the BOCC partially funded the plan. Reviewed the building projects that have been completed as part of the CLMP.

Mr. Vratny reviewed the revenue vs. mill rate since 2015 and how the Library has used that funding and anticipated using those funds.

Mr. Sime reviewed the timeline of all the work that has been completed in the CLMP thus far and the history of when the current Board members were serving on the board during this time.

Mr. Vratny reviewed next steps including the prioritization at the Board Retreat and possible need to review the CLMP in the next 5 years.

UPDATES – Tricia Suellentrop, County Librarian

Ms. Tricia Suellentrop, County Librarian, reported to the Board.

New Staff Intranet

Laura Hunt, Internal Communication Manager reported on the New Staff Intranet, this information is included in the October Board Report.

Ms. Hunt introduced the project team. The new staff intranet is a hub to find the resources that they need to provide the best customer service and was launched in August of 2022. She reviewed the Staff Intranet including some of the great features and resources, highlighting the easy to navigate procedure library. The goal of this project was to connect staff with the resources they need when they need them.

County Librarian Suellentrop congratulated Ms. Hunt on the completion of this project, this project and internal communications in general have already significantly improved communication between staff.

Board Chair Sims also commended this work as being a thankless job where you only hear complaints and if things are going well, you won't hear much.

Strategic Plan Update

Jen Mahnken, Interim Deputy County Librarian reported on the Strategic Plan Update, this information is included in the October Board Report.

Ms. Mahnken reviewed that the Library's Strategic Plan starts with Vision and Mission, then are broken out into Key Performance Areas (KPAs). She reviewed the vision and mission of the library.

Ms. Mahnken reviewed the KPA of Education which included programs coming back in person for patrons, Diversity Equity Inclusion and Belonging (DEIB) staff working on training for staff, staff being involved in various County committees, and providing Leadership Training.

Ms. Mahnken reviewed the KPA of Community which included support for the Primary Elections, a Tri-Board Event, various work with partners to renew MOUs, a successful teen volunteer program, ten different outreach events that resulted in 25 new library cards, pop-up sales by the Friends, closing of the Friends bookstores in libraries, and planning for Library Lets Loose.

Ms. Mahnken reviewed the KPA of Convenience which included CRP work being completed at Cedar Roe, continued planning for the Merriam Plaza Library, evaluation of the website, accepting donations of books at all branches and providing access to materials. Some data was shared regarding materials including that circulation staff shelved 1,854,232 items, staff served 28,858 patrons through a drive thru, and staff served 909 patrons via curbside pickup.

Ms. Mahnken reviewed the KPA of Communication which included the Guide being mailed out to about 90,000 homes which correlated to a 25% increase in library card sign ups, communications also launched Patron Point for e-newsletters, staff continue to add more Spanish translations, staff continue to communicate building project updates internally and externally, staff have launched the new intranet site and are looking at creating a billboard to promote library services.

Ms. Mahnken reviewed the KPA of Operations which included preparing for the 2024 budget, continuous revision of policies and procedures, updating the working hours for custodial staff to daytime hours and adding lower decibel vacuums, continuous hiring, continuous IT support for building projects and cybersecurity, staff trainings included 15 staff attending national conferences and trainings, and 193 attend local trainings. Managers are currently working on revising the strategic plan goals for the next Strategic Plan and Administration is working on a staff reorganization project.

Board Retreat

Ms. Tricia Suellentrop, County Librarian, reported to the Board on the Board Retreat.

She shared that the Board Retreat will be October 19th from Noon to 4:00 p.m. at Central Resource Library in the Carmack Meeting Room. There is a tour scheduled of De Soto in the morning on October 18th and invited Board Members to join if they are interested.

At the Board Retreat staff would like to get alignment on the scope of De Soto, Spring Hill, and Edgerton projects, prioritize projects in order of priority, and if those are accomplished then we would like a recommendation on direction for fines and fees. County Librarian Suellentrop requested that if Board Members had questions they would like to discuss at the Board Retreat they reach out to the Board Chair and herself.

County Librarian Suellentrop welcomed the new library employees that attended this Board Meeting.

CONSENT AGENDA

- A. Action Items:
 - 1. Minutes of the September 8, 2022, Regular Library Board meeting
 - 2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies: 10-10-10, 10-20-31, 10-30-20, 10-50-35, 10-50-50, 10-50-85, 20-10-12, 20-15-50, 20-20-50, 50-20-30, and 50-30-40.

- B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2022 were handled in accordance with library and County policy.
 - b) The August 2022 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. Kilgore moved to approve the consent agenda.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

New Business

- A. Action Item:** Consideration to approve revisions to Administrative Regulation Manual (ARM) policies: 10-20-10, 10-20-30, 10-50-10, 10-50-30, 10-55-14, 10-60-30, 20-10-91, 20-80-23, 20-80-26, and 20-80-30

Adam Wathen introduced the briefing sheet that is included the October Board Report.

Motion: Mr. Kilgore moved to approve revisions to Administrative Regulation Manual (ARM) policies: 10-20-10, 10-30-20, 10-50-10, 10-50-14, 10-50-30, 10-60-30, 20-10-91, 20-80-23, 20-80-26, 20-80-30, and 50-20-50

Second: Ms. Riley seconded this motion.

Motion was approved unanimously

- B. Action Item:** Consideration of Memorandum of Understanding (MOU) between Johnson County Library and Johnson County Department of Health and Environment

Kinsley Riggs introduced the MOU with Department of Health and Environment, as shared on the briefing sheet that is included the October Board Report.

Motion: Mr. Riley moved that the Johnson County Library Board of Directors approves the Johnson County Department of Health and Environment & Johnson County Library memorandum of understanding for the year 2023.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Ms. Templin moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:10 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

MINUTES JOHNSON COUNTY LIBRARY BOARD RETREAT

October 19, 2022

at Central Resource Library

Noon to 4:00 p.m.

BOARD: David Sims, Kelly Kilgore, JR Riley, Mitra Templin, Bethany Griffith, and Jeffrey Mendoza

ABSENT: Ali Seeling

STAFF: Tricia Suellentrop, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Stephanie Stollsteimer, Laura Hunt, Scott Sime, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, and Liz Sutherlin.

Board Chair David Sims called the meeting to order at Noon.

Chair Sims updated Board on communications with various Board Members.

Introductions were led by Liz Sutherlin.

Bethany Griffith offered to serve as the third member of the Personnel Review Committee.

Review the De Soto, Spring Hill and Edgerton Refresh

Jen Mahnken, Interim Deputy County Librarian reviewed the Conceptual Plans for De Soto, Spring Hill and Edgerton refresh, this information is included in the Board Retreat Report.

In response to questions asked Ms. Mahnken clarified that priorities were based on public input and that collections are all floating and looking at reducing the number from each genre. Ms. Mahnken also clarified that project costs could include Capital Replacement Program (CRP) work if the timing matches up with the need for each building.

Ms. Griffith asked if Spring Hill could be added on with a second story. Mr. Lopez-Tamez clarified that the building could go up, but it would be cost prohibitive.

Ms. Templin asked if there would be a lost of parking spaces with the proposed addition to Spring Hill. Staff explained that there would be a net loss of 3 spaces.

Staff and board members discussed where Spring Hill was in the original Comprehensive Library Master Plan (CLMP) and what was projected was 20,000 sq ft new building. Ultimately it is up to the Board on when a replacement would come or what scope a refresh would be.

Ms. Griffith spoke about the plans for a Community Center opening in the next few years in Edgerton. Recommends this could be a great test location for an expanded patron access model. She also reminded all that the building is owned by the City of Edgerton and is currently getting some structural updates.

Ms. Templin agrees with idea of Edgerton for test for expanded patron access. She expressed that Spring Hill is very undersized and there are future options to go to a larger site. She supports the conceptual designs as presented for De Soto and prioritizes De Soto and Spring Hill.

Chair Sims asked about the use between Spring Hill and De Soto. Mr. Wathen noted that use is about the same between the two branches, and that part of Spring Hill straddles Johnson County and Miami County. There was discussion that Miami County does not have plans to add any libraries near Spring Hill.

Mr. Mendoza recommended tabling any work on Edgerton and agrees that Spring Hill is the area of largest need, then De Soto.

Ms. Templin agrees to table Edgerton at this time, the need is greater for Spring Hill and De Soto.

Ms. Kilgore agrees to table Edgerton at this time, the need is greater for Spring Hill and De Soto. She also shared that she heard from a librarian that hours is the biggest complaint.

Ms. Templin and Ms. Griffith would like to see a new time study that is more up to date and has more accurate information.

Ms. Griffith would like to see a proposed budget for using Edgerton as test access building. She supports the plans for Spring Hill and De Soto as proposed. She prioritizes Spring Hill first based on higher cost and inflation.

Ms. Templin and Board Chair Sims asked if both Spring Hill and De Soto could be done at or nearly at the same time.

All board members in attendance conveyed alignment around the scope of plans for Spring Hill and De Soto, supporting the plans as proposed.

Review the Comprehensive Library Master Plan

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

Mr. Vratny reviewed budget and economic uncertainties including labor market shortages, supply chain issues, inflation concerns, rising interest rates and dark store theory impacts. Mr. Vratny then reviewed compensation and benefits of private vs. public wages, salaries and benefits. He reviewed the mill levy that was approved for the 20-year CLMP at 75% in 2015. The Capital Improvement Plan (CIP) is being approved on a yearly basis for the CLMP, upcoming will be 2024-2028 CIP plan for approval at the beginning of 2023. Mr. Vratny reviewed the current CIP plan from 2023 to 2027 and current cashflow plan.

He also reviewed what projects were funded through the .75 mill levy increase in 2016 and what projects were not funded through the CLMP. CRP work at those locations is still occurring, but more major renovations are not taking place at this time. Over time the library has been able to add some projects to the funded list based on available funds.

In response to questions asked Mr. Vratny clarified square footage for some of Blue Valley replacement being 64,000 sq ft without an additional branch further south.

Ms. Templin asked about the past priorities including when and how Blue Valley went to the top.

County Librarian Suellentrop explained that Overland Park (OP) officials have expressed that are ready to start work on the Blue Valley (BV) site when we are. City of Prairie Village (PV) would like to add the library to City Campus, but we have not seen that come as quickly as City officials would like. Due a pause from City of PV during COVID and board member desire, Blue Valley moved to first in the CLMP priority.

Ms. Griffith added that City of PV paused at the beginning of COVID and Blue Valley showed need due to needing more space.

Ms. Tricia Suellentrop, County Librarian, requested that the Board react to proposed recommendation with the facts and considerations, this information is included in the Board Retreat Report.

Ms. Griffith proposed Spring Hill, De Soto, revised CLMP study in that order. She expressed that this would provide the City of PV time to plan and that she is concerned with putting De Soto off for too long. Ms. Templin agreed with not wanting to put De Soto off, expressing she felt it would be a disservice to the western community.

Ms. Griffith would like to also test the access model and know if that is feasible.

Board Chair Sims asked for more discussion around why Corinth moved up in the recommendation from the existing CLMP order. There was discussion that the building needed maintenance.

There was discussion that Corinth has maintenance needed, but also that repairs have been made to the existing building.

Mr. Waters added that the same time that the Library got a mill levy increase Parks also got an increase for their legacy plan. Both have been able to accomplish more than expected and Parks is currently reviewing their legacy plan.

Ms. Griffith requested to add Edgerton as a test facility or study for expanded access, outside of the CLMP and CRP

Ms. Templin asked for history of where the desire for expanded access came from.

Ms. Griffith explained where she learned about this and how that transitioned to a conversation with Sean and library staff.

Mr. Sunds shared a correlation between systems and expanded access or hours, specifically around areas that have three shifts.

Mr. Wathen reminded everyone of the value that staff add to a building and clarified that we would be looking at expanding access.

Mr. Mendoza is in favor of taking Edgerton off the CLMP prioritization list. Board Chair Sims agrees.

Ms. Templin asked for clarification on if OP would use the land differently.

County Librarian Suellentrop shared that the City of OP did not discuss doing something different with that land, but that we would need to let the City of OP know that we may adjust based on their readiness.

There was discussion regarding the political climate and current requests from Board of County Commissioners (BOCC) as well as City Officials.

Board Consensus: De Soto and Spring Hill at the same time, as soon as possible, with Corinth then Blue Valley, and a CLMP refresh study added in. (Edgerton to be removed from the CLMP timeline, due to limited scoping)

Board Members requested an hours study and an access study.

Fine Discussion

Adam Wathen, Associate Director of Systemwide Services, presented the current fines and fees at Johnson County Library (JCL), this information is included in the Board Retreat Report.

Mr. Wathen reviewed libraries that are currently fine free and corrected the record that Lawrence Public Library in Kansas is fine free, he spoke incorrectly at the October 13th Board Meeting. Correction is that Lawrence Public Library has reinstated fines.

There was discussion around the timeframe to renew and return the book and that a patron can continue to check out books until replacement fees reach the max.

Mr. Wathen explained that historical fees are hard to get back and consist of anything older than 5 years and more than \$3.

Mr. Mendoza shared that there are other libraries show the value of the book on receipt, clarifying the value a patron receives and also the cost they could incur.

Board members conferred that it would be nice to have that information and nice to be able to show the value of what has been borrowed in the community. Mr. Wathen agreed that it could be investigated if the loan value could be added to receipts.

Ms. Templin asked if access to computers were limited or suspended once a patron reaches the fine limit. Mr. Wathen assured the attendees that access to computers, rooms and e-resources are still open for patrons that reach the fine limit.

Mr. Wathen reviewed the cost of fines. Board members brought up that they are in favor of this and brought a proposal of going fine free and raise limit to \$100.

Ms. Templin asked if we have a kids bill of rights, sharing that it would be nice to have something focused on kids or young users.

Board Consensus: Fine Free and raise limit to \$100

The Board requested to see the current fines and how much it would cost to forgive those fines.

The Board also requested staff look into adding the cost of materials to receipts.

Olathe Public Library Interlocal Agreement

Ben Sunds, Associate Director of Customer Experience, gave an update on the Olathe Interlocal Agreement, this information is included in the Board Retreat Report.

Mr. Sunds reviewed historical context of the Olathe Interlocal Agreement and shared the many shared services, technology, and costs.

Ms. Templin asked if Olathe Public Library (OPL) policies changes are determined by the Olathe City Council then what safeguards do we have in place against the risk of political decisions.

Mr. Sunds clarified that we are currently working with JCL legal and City of Olathe legal staff on this agreement.

Mr. Mendoza asked if the agreement should be the City of Olathe with JCL or if it should be with BOCC. He shared that he has concerns with this partnership.

Ms. Templin remembered a time when JCL and OPL were going to combine.

There was discussion of the benefit of this partnership, including offering county patrons two more locations.

Board Members asked if there is an exit strategy within the Interlocal Agreement and there was discussion that all Memorandums of Understanding are reviewed yearly and can be dissolved with 30 days' notice, this would be no different.

Mr. Vratny shared that OPL reimburses 23 % of shared costs including courier service, e-book selector and ILS system. The typical payment is about \$400,000 and expect to be more this year. For the entire collection for every \$100 we get about \$23 back. They are getting a good deal, but we would not have the same cost savings as what we would lose in revenue.

Ms. Griffith asked about sorting Olathe materials. Mr. Wathen shared that we discussed that and the boundary of this relationship being that we would not sort their materials.

There was discussion of the political climate that supports this partnership, and that the County Manager's Office has been in favor of combining systems in the past, but the City of Olathe has not been agreeable.

Ms. Templin and Ms. Griffin would like to see benefit and value of this partnership with OPL.

The Board requested information regarding a cost breakdown (including increase in mil levy and cost to Olathe) (December) and reached a consensus to move forward on current work of updating the Interlocal Agreement.

Areas of focus for the JCL Board in 2023

There was discussion of Conferences, local events, and governance committees that Board Members could take part in.

Floor was opened for other topics from Board Members:

Mr. Mendoza asked about the salary for employees and would like to see if we can get everyone at the library to \$15 per hour. Ms. Templin and Ms. Kilgore agree with looking into this.

Ms. Kilgore asked for a comprehensive list of MOUs partnerships and Vendors.

Board Members all discussed current legal issues and library issues, specifically those happening in Missouri.

JCL Staff reviewed some structural issues that are being reviewed at Central Resource Library.

**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL BOARD MEETING**

October 26, 2022
On Zoom at 10:30 a.m.

BOARD: David Sims, Kelly Kilgore, Bethany Griffith, Mitra Templin, JR Riley, and Jeffrey Mendoza

ABSENT: Ali Seeling

BOARD ATTORNEY: Andrew Logan

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Stephanie Stollsteimer, Elissa Andre, Patti Kangethe, Juan Lopez-Tamez and Mike Burson.

Board Chair David Sims called the meeting to order at 10:31 a.m.

New Business

A. Action Item: Merriam Plaza Library: Construction contract amendment for Guaranteed Maximum Price (GMP)

County Librarian introduced the briefing sheet for this item that is included the October Special Board Report.

Motion: Ms. Kilgore moved to approve the recommendation to authorize the amendment to the Public Building Commission (PBC) Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the Merriam Plaza Library project in a total contract amount not to exceed \$10,635,187, for a new total contract amount not to exceed \$10,675,647, per Request for Proposal (RFP) No. 2021-021.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Ms. Templin moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 10:35 a.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

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

		Receipts	Payments	Balance
	Opening cash balance			\$204,691.37
	Add Receipts	\$141.81		
	Less Payments		\$375.31	
	Ending Cash balance			\$204,457.87
	Less Liabilities		\$1,709.15	
	Unobligated cash balance			\$202,748.72

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: November 10, 2022
Re: **Comprehensive Library Master Plan (CLMP): 2023 Project Prioritization**

Issue: Consider approving the CLMP project prioritization as discussed at the October 19, 2022 Library Board Retreat.

Suggested Motion: I move to approve the CLMP project prioritization as discussed at the October 19, 2022 Library Board Retreat.

Background: Each year the Library Board discusses and updates or reaffirms the project prioritization of next year's Comprehensive Library Master Plan. This prioritization is the basis for the Capital Improvement Program submittal.

Analysis: At their October 19, 2022 Library Board Retreat, Library staff presented information and a recommendation to the Library Board for discussion. After discussion, the Library Board determined by consensus that the prioritization be updated as below:

1. Spring Hill
2. DeSoto
3. Corinth
4. Blue Valley

While the Board reached consensus at the retreat, no formal action was taken. This action item serves as direction to library staff regarding which building projects are prioritized next.

Library staff and Facilities partners will develop an implementation timeline, returning to the Library Board with this recommendation at a later date.

Alternatives: 1) Approve an alternative prioritization.

Recommendation: Approve the CLMP project prioritization as discussed at the October 19, 2022 Library Board Retreat.

Suggested Motion: I move to approve the CLMP project prioritization as discussed at the October 19, 2022 Library Board Retreat.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: November 10, 2022
Re: **Oak Park: Temporary closure for planned interior and exterior work.**

Issue: Consider a temporary closure at the Oak Park Library for a period of up to 15 weeks between January and May to complete planned interior and exterior work.

Suggested Motion: I move to approve a temporary closure at the Oak Park Library for a period of up to 15 weeks between January and May to complete planned interior and exterior 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 Oak Park includes HVAC and electrical system upgrades, restroom remodel, paving and entrance enhancements, ADA improvements, security / building automation system improvements, and potentially shelving replacement.

At the August 2022 meeting, the Library Board approved a contract with Kelly Construction Group, Inc., to perform this work.

Analysis: The entire scope of work at Oak Park is anticipated to last approximately three months. Due to the nature of the work, much of which will be disruptive to library activities, we are recommending that the building be closed to the public during this time. The Oak Park staff will be temporarily reassigned to other locations during the closure. During the closure the Library will offer limited parking on the south side of the lot for access to the community garden.

This work was originally contemplated to occur in 2022. Due to materials supply chain issues the project was moved to 2023.

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

Legal Review: Library legal counsel has approved the Contract and Work Order Authorization as to form.

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 a temporary closure at the Oak Park Library for a period of up to 15 weeks between January and May to complete planned interior and exterior work.

Suggested Motion: I move to approve a temporary closure at the Oak Park Library for a period of up to 15 weeks between January and May to complete planned interior and exterior work.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: November 10, 2022
Re: Edgerton: Temporary closure for roof replacement

Issue: Consider a temporary closure at the Edgerton Library for a period of up to two weeks between November and December for the City to complete roof replacement work.

Suggested Motion: I move to approve a temporary closure at the Edgerton Library for a period of up to two weeks between November and December for the City to complete roof replacement work.

Background: Through a longstanding Memorandum of Understanding (MOU) with the City of Edgerton, the Library leases the Edgerton building. From time to time, the City performs necessary repairs and works with the Library to cost-share.

In 2021 and 2022 the Library and City have engaged in discussions regarding the upkeep of the building. The Library performed a Building Observation Report in 2021 that forecasted this roofing replacement work.

The City and Library are continuing to partner and outline expectations for communication regarding building maintenance and repair in the 2023 MOU.

Analysis: The roof replacement is anticipated to take up to two weeks because of the time of year and weather uncertainty. Due to the nature of the work, much of which will be disruptive to library activities, we are recommending that the building be closed to the public during this time. The Edgerton staff will be temporarily reassigned to other locations during the closure.

Budget Review: The City of Edgerton will pay for this work upfront, with the Library reimbursing 50%.

Alternatives: 1) Not approve the temporary closure, which would result in potential safety concerns for patrons and staff while the work occurs.

Recommendation: To approve a temporary closure at the Edgerton Library for a period of up to two weeks between November and December for the City to complete roof replacement work.

Suggested Motion: I move to approve a temporary closure at the Edgerton Library for a period of up to two weeks between November and December for the City to complete roof replacement work.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: November 10, 2022
RE: Memorandum of Understanding with Hammerspace Community Workshop

Issue: Formalize and document the relationship between Johnson County Library (JCL) and Hammerspace Community Workshop in providing Science, Technology, Engineering, Art, & Math (STEAM) workshops at the Central Resource Library.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Memorandum of Understanding with HammerSpace Community Workshop to host STEAM workshops at the Central Resource Library.

Background: Hammerspace Community Workshop is an important community makerspace that has led the way for the maker movement in Kansas City. Workshops hosted by Hammerspace will be fun, impactful events that the library would not otherwise be able to host.

Alternatives: Not approve the MOU and not work with Hammerspace to provide STEAM workshops.

Legal Review: Reviewed by counsel.

Budget Approval: The workshops will be paid with programming funds.

Recommendation: To approve the MOU.

Memorandum of Understanding (MOU) between the Johnson County Library and Hammerspace Community Workshop

This MOU is intended to document the relationship between the Johnson County Library (JCL) and Hammerspace Community Workshop in support of our mutual efforts to provide access to ideas, information, experiences and materials that support and enrich people's lives. Specifically, this MOU highlights our 2023 relationship around Science, Technology, Engineering, Art & Math (STEAM) program offerings.

Johnson County Library Responsibilities
<ul style="list-style-type: none">● Provide space for project-based STEAM classes at the Central Resource Library● Promote programming via JCL channels including but not limited to the Guide, the website and social media accounts● Manage registration and communication with attendees● Provide a compensation of \$200/class
Hammerspace Responsibilities
<ul style="list-style-type: none">● Host bi-monthly project-based STEAM classes using library facilities● Provide instructors, equipment and curriculum for project-based STEAM classes, completed by JCL equipment where necessary● Provide language and marketing material for promotion● Provide invoices for classes hosted
Total Compensation: \$200/class

About Hammerspace

Hammerspace is a membership-based organization that provides creative people of all kinds with access to tools and resources for electronics, textile arts, screen printing, sculpting, digital manufacturing, woodworking, metal work, blacksmithing and jewelry.

Dave Dalton,
Proprietor,
Hammerspace Community Workshop

County Librarian,
Johnson County Library

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: November 10, 2022
RE: Memorandum of Understanding with NCircle

Issue: Formalize relationship between Johnson County Library and NCircle.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the NCircle & Johnson County Library memorandum of understanding for the year 2023.

Background: Johnson County Library provides funding for NCircle's College of Trades program which provide essential skills courses for the workplace and elective courses for personal enrichment. This agreement will formalize the relationship between the Johnson County Library and NCircle.

Johnson County Library has provided funding to pay for a Creative Writing Instructor.

Johnson County Library may expand funding to pay for other instructors.

Legal Review: Reviewed by counsel.

Budget Approval: No budget implications.

Recommendation: To approve the memorandum of understanding with NCircle.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the NCircle memorandum of understanding for the year 2023.

Memorandum of Understanding (MOU) between Johnson County Library and NCircle

This MOU is intended to document the relationship between the Johnson County Library System and NCircle.

College of Trades Creative Writing Class January 2023 – December 2023

- Johnson County Library (JCL) will interview, select and pay for a local writer to teach Creative Writing at the College of Trades.
- Johnson County Library will purchase the books requested by the instructor and composition notebooks for each student.
- NCircle will promote, recruit and enroll TC students in the class.
- NCircle staff will be onsite during class time to provide assistance to the instructor if needed.
- NCircle will host a graduation ceremony for the students at the end of every semester.

StrengthsFinder Books

- Johnson County Library will purchase copies of the StrengthsFinder books for the College of Trades students.
- NCircle will arrange for the students to have computer access to take the test.
- NCircle will hire a qualified StrengthsFinder instructor to go over the test results with the students.

Communication:

- JCL will promote the partnership on their social media promotions when an opportunity is presented.
- NCircle will cross-promote JCL on their website and in their social media promotions when an opportunity is presented.

Program/Training:

- JCL and NCircle will work together to develop additional courses for the College of Trades students as time and funding allows.
- NCircle will work with JCL on any training and/or professional development for staff.

Lee Jost, Executive Director of NCircle _____



Tricia Suellentrop, County Librarian _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: November 10, 2022
RE: Memorandum of Understanding with Johnson County Museum

Issue: Formalize the partnership between Johnson County Library and Johnson County Museum for the jcohistory.org website.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Museum Memorandum of Understanding for the year 2023.

Background: Johnson County Library and Johnson County Museum have partnered on the jcohistory.org project since 2004. This website serves as a hub for digital collections, historical resources related to Johnson County, and a local history blog.

Alternatives: Continue an informal relationship with the Johnson County Museum.

Legal Review: Reviewed by counsel.

Budget Approval: Johnson County Library will provide full payment to vendor(s) contracted for the total annual platform costs. Johnson County Parks and Recreation Department, on behalf of the Johnson County Museum, will pay Johnson County Library 50% of the total annual blog cost, billed by Johnson County Library annually.

Recommendation: To approve the memorandum of understanding with the Johnson County Museum for the jcohistory.org website.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Museum memorandum of understanding for the year 2023.

Memorandum of Understanding for JoCoHistory

Purpose

This Memorandum of Understanding (the MOU) outlines the working relationship agreed upon between Johnson County Library (the LIBRARY) and Johnson County Park and Recreation District (JCPRD), which operates the Johnson County Museum (the MUSEUM) to support the JoCoHistory Project. JCPRD makes the agreements set forth in this MOU on behalf of the MUSEUM. The MUSEUM, for purposes of clarity, is referred to in this MOU, but it is understood and agreed that JCPRD is making the agreements set forth in this MOU on behalf of the MUSEUM and that it assumes responsibility for those agreements.

Introduction

The LIBRARY provides access to ideas, information, experiences, and materials that support and enrich people's lives. The MUSEUM showcases Johnson County's unique stories through collections, programs, and exhibitions utilizing its iconic venues. At the intersection of these missions is the foundation of the collaborative JoCoHistory project, striving to achieve a shared vision:

JoCoHistory expands the public's sense of community through an understanding of Johnson County's history and its place in American society.

Utilizing the strengths and expertise of each organization, JoCoHistory provides broadly accessible digital collections of photographs, documents, and other artifacts pertaining to the history of Johnson County, Kansas. Spearheaded by a core team comprised of designated staff from the LIBRARY and the MUSEUM, the initial phase of the project began in Fall 2004 and officially launched in Fall 2006, made possible by funding from the Institute of Museum and Library Services (IMLS) and from the Johnson County Board of County Commissioners through the Heritage Trust Fund. The LIBRARY has served as steward of the JoCoHistory technical infrastructure and web presence since inception, and upon exhaustion of all grant funds in 2010 the LIBRARY assumed all ongoing expenses.

The LIBRARY and MUSEUM also recognize as JoCoHistory Partners these cultural heritage organizations who also contribute to this project:

- Johnson County Archives
- Kansas School for the Deaf
- Lenexa Historical Society
- Olathe Public Library
- Overland Park Historical Society
- Shawnee Indian Mission Library
- Shawnee Mission School District

The LIBRARY and MUSEUM acknowledge these stakeholders in JoCoHistory:

- Johnson County general public
- Researchers interested in Johnson County
- LIBRARY and MUSEUM staff
- JoCoHistory Partners

The LIBRARY and MUSEUM are committed to the vision and stakeholders of JoCoHistory and agree to support it as specified in this MOU.

Responsibilities

For the duration of this MOU, January 1, 2023, to December 31, 2023, the LIBRARY and JCPRD, on behalf of the MUSEUM, agree to the following:

Collections

The JoCoHistory collections are comprised of digital objects and metadata supplied by the LIBRARY, MUSEUM, and JoCoHistory Partners.

Collection Management

The LIBRARY and MUSEUM each will:

- Be responsible for any expenses associated with digitization and preparation of objects and metadata for each organization's own collections.
- Upload and maintain digital objects and metadata for each organization's own collections.

The LIBRARY and the MUSEUM jointly will:

- Meet to collaboratively plan the selection, prioritization, and frequency of new collections, objects, and metadata to be added.
- Update digital objects and metadata for JoCoHistory Partners as needed.
- Refer and respond to public inquiries about the collections as needed.

Collection Platform

The collection platform includes software and hosting for both the digital repository and the website. The digital repository consists of the backend technical infrastructure used to collect, organize, and access collections' digital objects and metadata. The website provides the frontend interface that displays, supports, and enhances the repository collections and supplemental content.

Contract negotiation

The LIBRARY will negotiate contracts for platform products and services with vendor(s) annually.

Expense

The LIBRARY will provide full payment to vendor(s) contracted for the total annual platform cost. JCPRD, on behalf of the MUSEUM, will pay the LIBRARY 50% of the total annual platform cost, billed by the LIBRARY annually.

Training

The LIBRARY will coordinate platform training for core team contributors as needed and disseminate updates from vendors to contributors.

Maintenance

The LIBRARY will facilitate technical maintenance that ensures the platform is functional.

Website Content

The LIBRARY and MUSEUM jointly will:

- Develop and adhere to style guidelines to maintain continuity and voice.
- Approve changes and additions to the website's design, content, and features.
- Manage and perform the authoring, editing, and publishing of content.

Blog Platform

The blog provides supplemental content that supports and enhances the JoCoHistory collections. The blog platform includes the software and hosting for a backend content management system and frontend web interface.

Contract negotiation

The LIBRARY will negotiate contracts for blog software and hosting with vendor(s) annually.

Expense

The LIBRARY will provide full payment to vendor(s) contracted for the total annual blog cost. JCPRD, on behalf of the MUSEUM, will pay the LIBRARY 50% of the total annual blog cost, billed by the LIBRARY annually.

Maintenance

The LIBRARY will facilitate technical maintenance that ensures the blog is functional.

Training

The LIBRARY will coordinate blog training for core team contributors as needed and disseminate updates from vendors to contributors.

Blog Content

The LIBRARY and the MUSEUM jointly will:

- Develop and adhere to style guidelines to maintain continuity and voice.
- Approve changes and additions to the blog's design and features.
- Assign, create, and publish content according to an annually agreed upon schedule.

Marketing

The LIBRARY and MUSEUM are dedicated to promoting JoCoHistory collections and associated content through the organizations' respective marketing channels, including but not limited to:

- Websites
- Social media
- Print publications

Acknowledgement

The below executors accept this agreement on behalf of the LIBRARY and JCPRD, on behalf of the MUSEUM.

Patricia Suellentrop, County Librarian
Johnson County Library

Jeff Stewart, Executive Director
Johnson County Park and Recreation District

Date

Date