



# Library

**Board Report  
September 8, 2022**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, SEPTEMBER 8, 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](mailto: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, David Sims
  - 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) Senate Bill 13 and Tax Resolution
  - B. County Librarian Report – Tricia Suellentrop, County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Dave Vratny, Finance Director.....6
      - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....13
    - 2. Comprehensive Library Master Plan, Scott Sime, Project Coordinator
      - a) Antioch Replacement.....16
      - b) Capital Projects: Timeline Summary.....22
    - 3. Updates – Tricia Suellentrop, County Librarian
      - a) Summer Reading Presentation, Melanie Fuemmeler, Elementary Coordinating Librarian.....25
      - b) Election Recount Support, Tricia Suellentrop, County Librarian
      - c) Board Retreat, Tricia Suellentrop, County Librarian
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the August 11, 2022 Regular Library Board meeting.....38
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2022 were handled in accordance with library and

- County policy.
- b) The July 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.....48

VI. Old Business  
 None

VII. New Business

A. Action Item: Consideration to update Administrative Regulation Manual (ARM) 20-91-10 to increase the denial of borrowing privileges limit. Michelle Olsen, Circulation Manager.....49

B. Action Item: Consideration of Memorandum of Understanding (MOU) with Ultimaker for the donation of 3D Printers. Kinsley Riggs, Information Services Manager.....53

C. Action Item: Consider approving the Johnson County Library Board Resolution for 2023 Revenue Neutral Rate. Dave Vratny, Finance Director.....55

D. Action Item: Antioch Library Replacement: Naming the new building. Scott Sime, Project Coordinator.....59

VIII. Adjournment



**September 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.

**- Continuation of Strategic Goal 3.1**

Within the Friends strategic plan, our Finance Committee is tasked with determining the best way to advance the operations and net revenues of all book sale divisions (Goal 3.1).

July and August were particularly busy months surrounding this goal as we closed branch bookstores, expanded pop-up sale frequency, and reallocated payroll to accommodate these changes. With the elimination of the Bookstores Manager position, we have added a second Sorting & Sales Specialist to train and guide the sorting and sales volunteers who give us their time at least one day a week. (As an aside, the number of people who work with us at Pine Ridge on a regular basis is now pushing 100, a 40% increase over the number of people who worked a regular shift prior to pandemic shutdowns in 2020. This does not include donation drop-off event or internet sales volunteers.)

Additionally, donation acceptance has expanded to nearly all Johnson County Library branches, as Corinth launched on September 1. We know Corinth Library users will be thrilled for the return of this service line! Based on history, Corinth is second only to Blue Valley Library users, reaching 75% of the materials collected through Blue Valley in 2019.

These are all part of implementation of tactics 3.1.3 and 3.1.4., to ensure we have the most efficient use of space and streamlined operations that support FOL-mission funding while also aligning with JCL facilities / operational needs. We take stewardship seriously and have learned to let go of legacy processes which are inefficient and costly. We continue to sell books, only now we do it in ways which are not revenue drains for the organization.

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:** September 8, 2022  
**Re:** Johnson County Library Foundation update

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### **Appreciation and Fundraising Event for 1952 Society and Readers Circle**

- We are thrilled to add an event that is a fundraiser and appreciation event: “A Conversation with Candice Millard and Steve Kraske.”
- The 1952 Society is the Foundation’s planned giving initiative and the Readers Circle that includes donors who have given \$10,000 cumulatively over time.
- 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*.
- This event will be hosted graciously at the home of Carol and Fred Logan along with Erica and Andy Logan.

### **Library Lets Loose Fundraising Event in person, September 17**

- It is thrilling to have this community support as we plan full steam ahead for a wonderful evening.
- Sponsorships, donations, and ticket sales are going strong!
- Special thanks again to Senia and Will Shields who are the honorary hosts. They are remarkable Library Lovers and philanthropists.
- By the way, we have a prize drawing for every \$100 donation.
  - You could win a pair of tickets to the “A Conversation with Candice Millard and Steve Kraske”!

**Thank you!**

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**July 2022**  
**58% of Year Lapsed**

<b>OPERATING FUND</b>	<b>Programs</b>	<b>2022 Budget</b>
	Revenue	3,767,639
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	240,701
	Transfer to Capital Projects	3,107,330
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$3,348,031</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$419,608</u></u></b>
<b>SPECIAL USE FUND</b>		<b>2022 Budget</b>
	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	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b><u>\$505,708</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>		<b><u><u>\$3,085,112</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>		<b><u><u>\$3,504,720</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

July 2022  
58% of Year Lapsed

REVENUE ALL FUNDS	2022 Year to Date	2022 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	36,889,765	38,342,480	96%	97%
Ad Valorem Delinquent	259,789	364,732	71%	2%
Motor Vehicle	1,681,009	3,442,484	49%	54%
Library Generated - Copying/Printing	43,973	104,359	42%	35%
Library Generated - Overdues / Fees	181,770	493,271	37%	25%
Sale of Library Books	37,500	50,000	75%	0%
Misc Other	675	18,703	4%	5%
Reimbursement	199,309	630,043	32%	50%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	54,587	54,948	99%	114%
Unencumbered Balance Forward	0	0	0%	0%
Transfer from Capital Projects	293,706	0	0%	0%
Recreational Vehicle Tax	13,883	15,169	92%	109%
Commercial Vehicle Tax	49,051	49,843	98%	82%
Heavy Trucks Tax	3,870	5,261	74%	92%
Rental Excise Tax	24,372	43,457	56%	29%
State and Federal Grants	133,322	265,638	50%	64%
<b>TOTAL REVENUE</b>	<b>39,866,581</b>	<b>43,884,029</b>	<b>91%</b>	<b>91%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2022 Year to Date	2022 Budget	% Categories Expended
Salaries and Benefits	12,154,664	22,947,472	53%
Contractual Services	3,802,114	6,007,986	63%
Commodities	3,716,057	4,411,766	84%
Risk Management Charges	125,494	251,838	50%
Capital / Maintenance / Repair	3,348,031	3,500,494	96%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%
Grants	136,097	265,638	51%
Interfund Transfer	2,908,015	2,908,015	100%
<b>TOTAL EXPENDITURES</b>	<b>26,696,179</b>	<b>43,884,029</b>	<b>61%</b>

Revenue - Expenses as of July 31, 2022 13,170,402

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

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

### 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
	<b><u>4,425,107</u></b>
<b>Budget Remaining</b>	<b><u>33,093</u></b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**July 2022**  
**58% Year Lapsed**

<b>OPERATING FUND</b>	<b>2022</b>	<b>2022</b>	<b>% Program</b>
<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Administrative Services	2,451,790	4,363,169	56%
Information Technology	1,968,685	3,845,401	51%
Collection Development	1,917,188	3,946,140	49%
Branch/Systemwide Services	10,923,249	21,274,373	51%
Risk Management Charges	125,494	251,838	50%
Grants *	136,097	265,638	51%
Transfer to Capital Projects	3,107,330	3,107,330	100%
Interfund Transfer	2,866,474	2,908,015	99%
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>23,496,306</b>	<b>39,961,904</b>	<b>59%</b>

<b>SPECIAL USE FUND</b>	<b>2022</b>	<b>2022</b>	<b>% Budget</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Contractual Services (General Maintenance)	80,249	204,305	39%
Commodities (Capital Equipment)	85,701	127,000	67%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	505,708	3,590,820	14%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>671,658</b>	<b>3,922,125</b>	<b>17%</b>

<b>TOTAL EXPENDITURES</b>	<b>24,167,964</b>	<b>43,884,029</b>	<b>55%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**July 2022**  
**58% Year Lapsed**

<b>ALL FUNDS</b>	<b>2022</b>	<b>2022</b>	<b>% Categories</b>
<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
Salaries and Benefits	12,154,664	22,947,472	53%
Contractual Services	3,101,812	6,007,986	52%
Commodities	1,888,144	4,411,766	43%
Risk Management Charges	125,494	251,838	50%
Capital / Maintenance / Repair	3,107,330	3,500,494	89%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	618,983	3,590,820	17%
Grants	136,097	265,638	51%
Interfund Transfer	3,035,441	2,908,015	104%
<b>TOTAL EXPENDITURES</b>	<b>24,167,964</b>	<b>43,884,029</b>	<b>55%</b>

GRANTS*	Expenditures through 7/31/2022	Source	Received	Expenditures	Grant Award	Budget Remaining
285000089	2022-State Aid	State	3/17/2022	\$118,808.91	\$133,321.69	\$14,512.78

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

**Expenditure of Friends of the JCL Donations 2022**

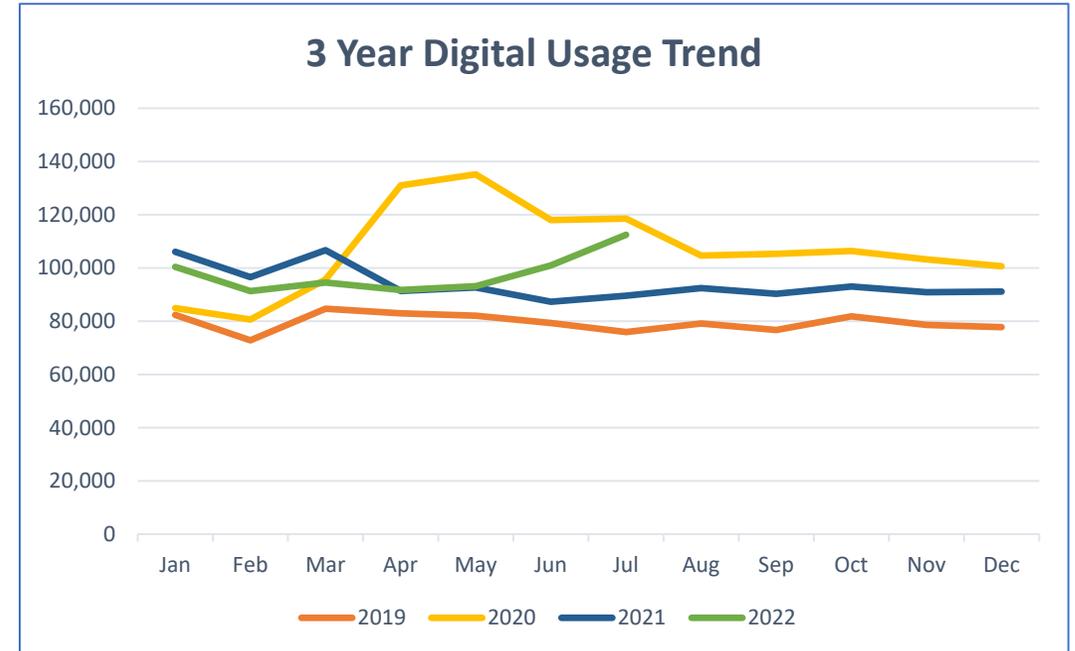
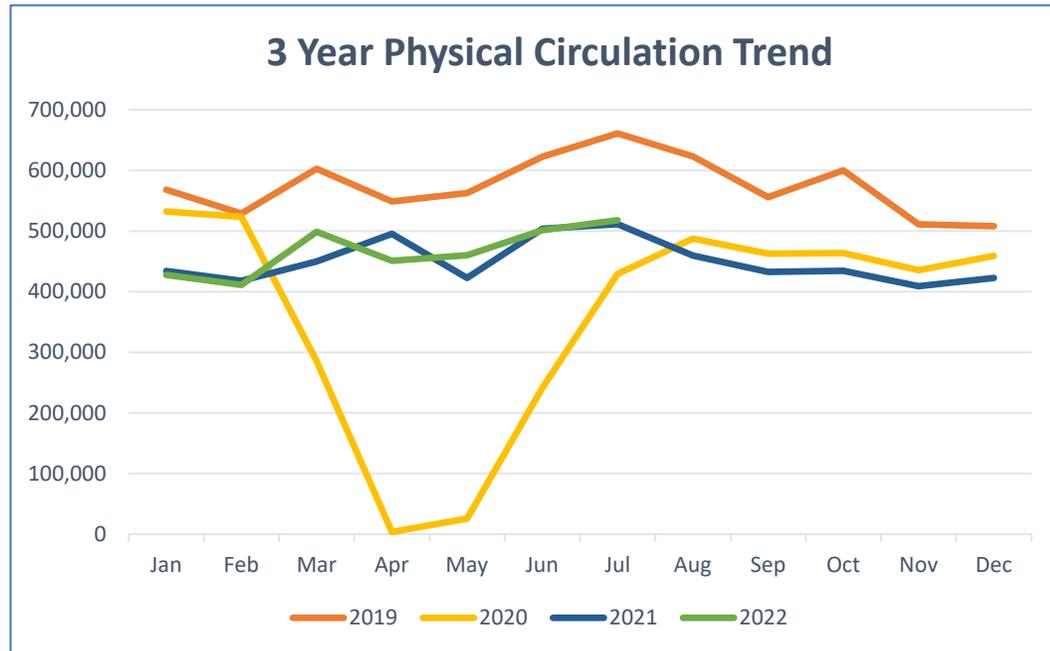
<i><b>Expenditure Details</b></i>	<i><b>July</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting 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
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 2,406.86</b>

# Monthly Statistical Report

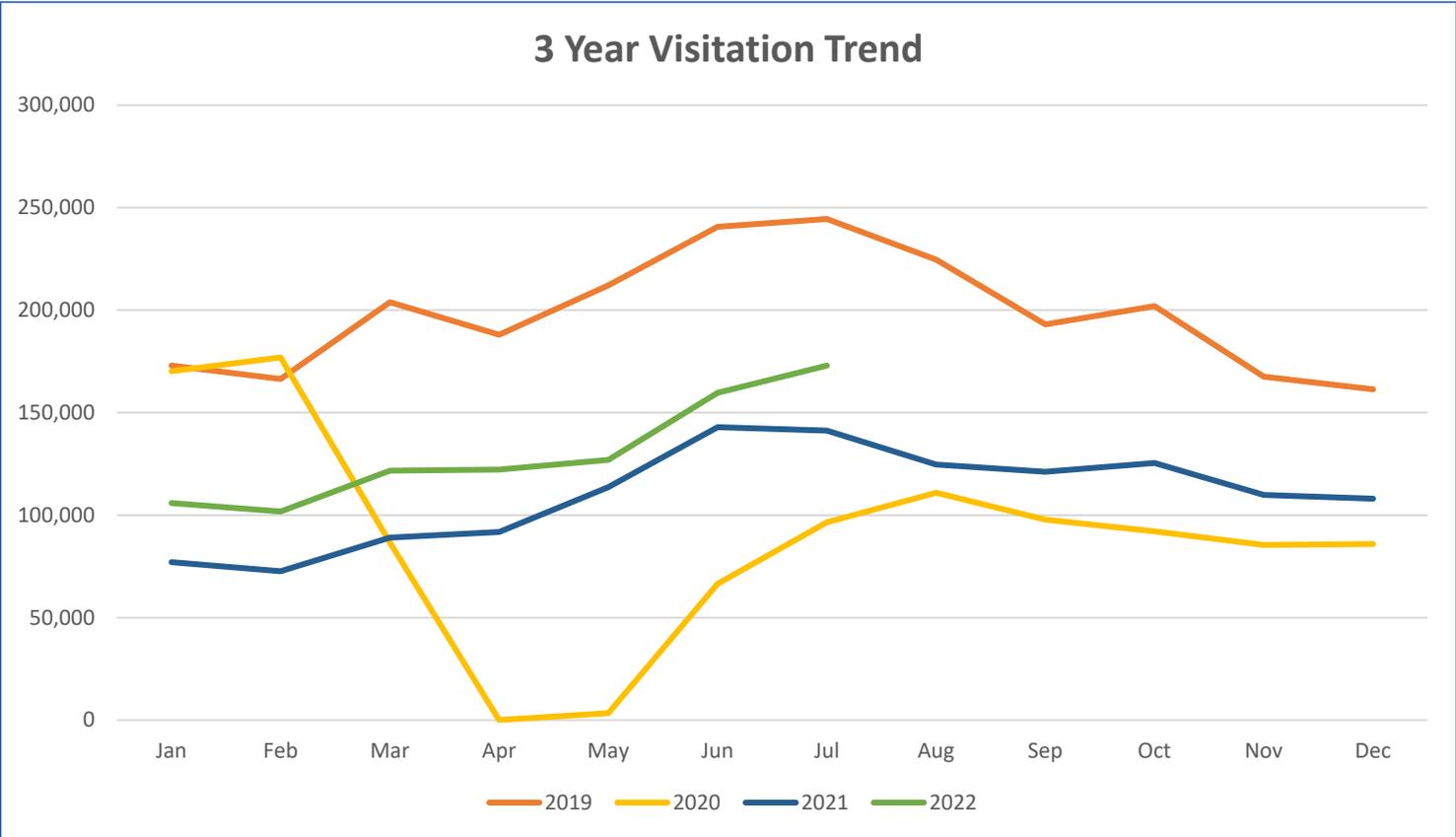
September 2022



# Monthly Statistics



# Monthly Statistics



# Antioch Library Replacement Project

Update – September 2022



# Updates

- Design continues
- Approvals update
- Next steps



# Approvals update

- Legal Agreements
- Construction Contract



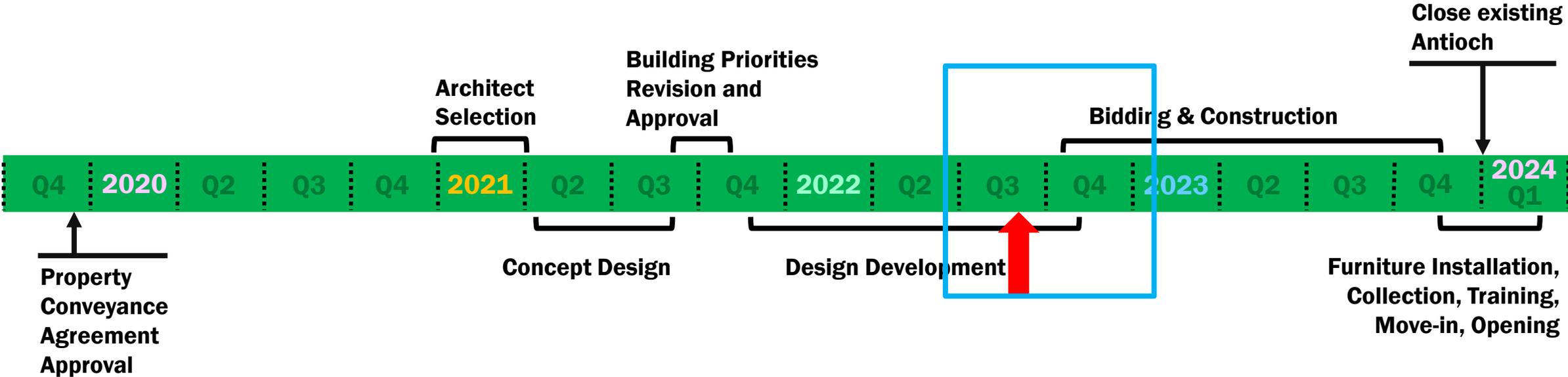
# Next Steps

- BOCC action on legal agreements
- Final Title work, transfer of property
- Construction GMP amendment



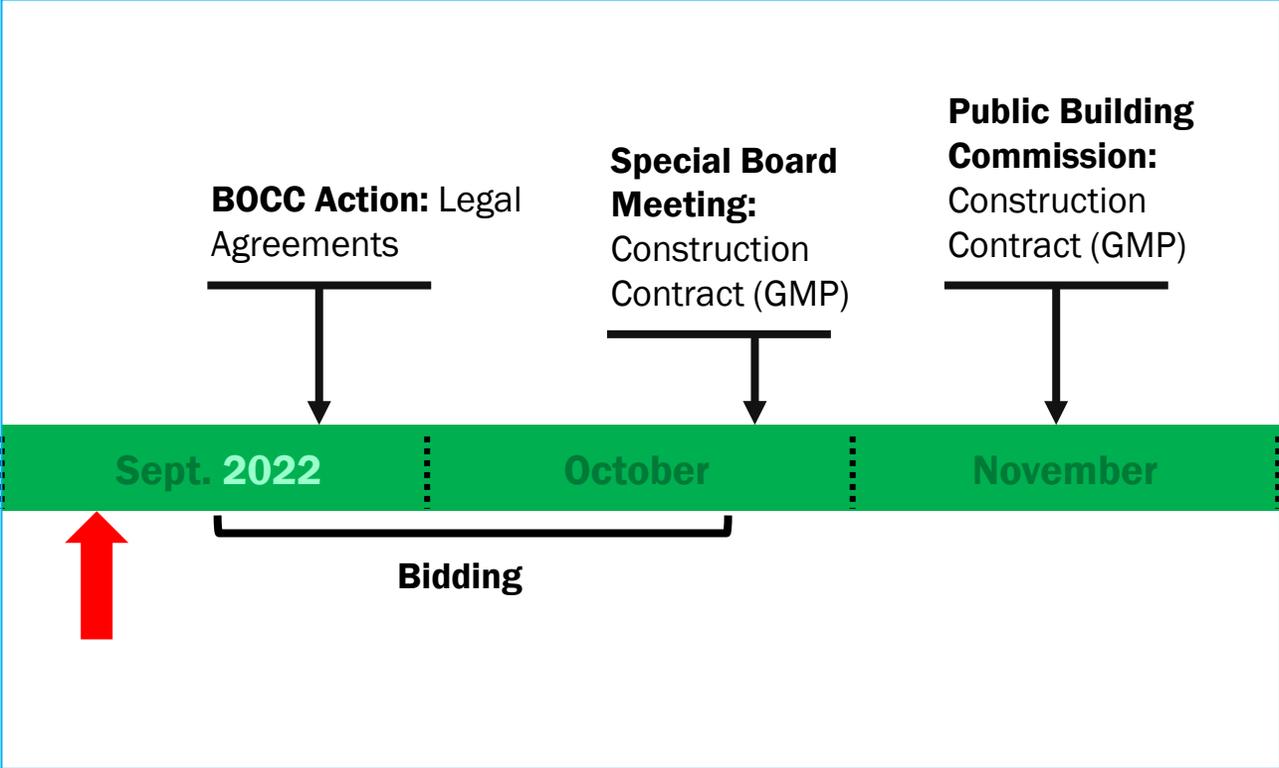
# Antioch Replacement:

## Anticipated Project Timeline



# Antioch Replacement:

## Anticipated Project Timeline (detail)

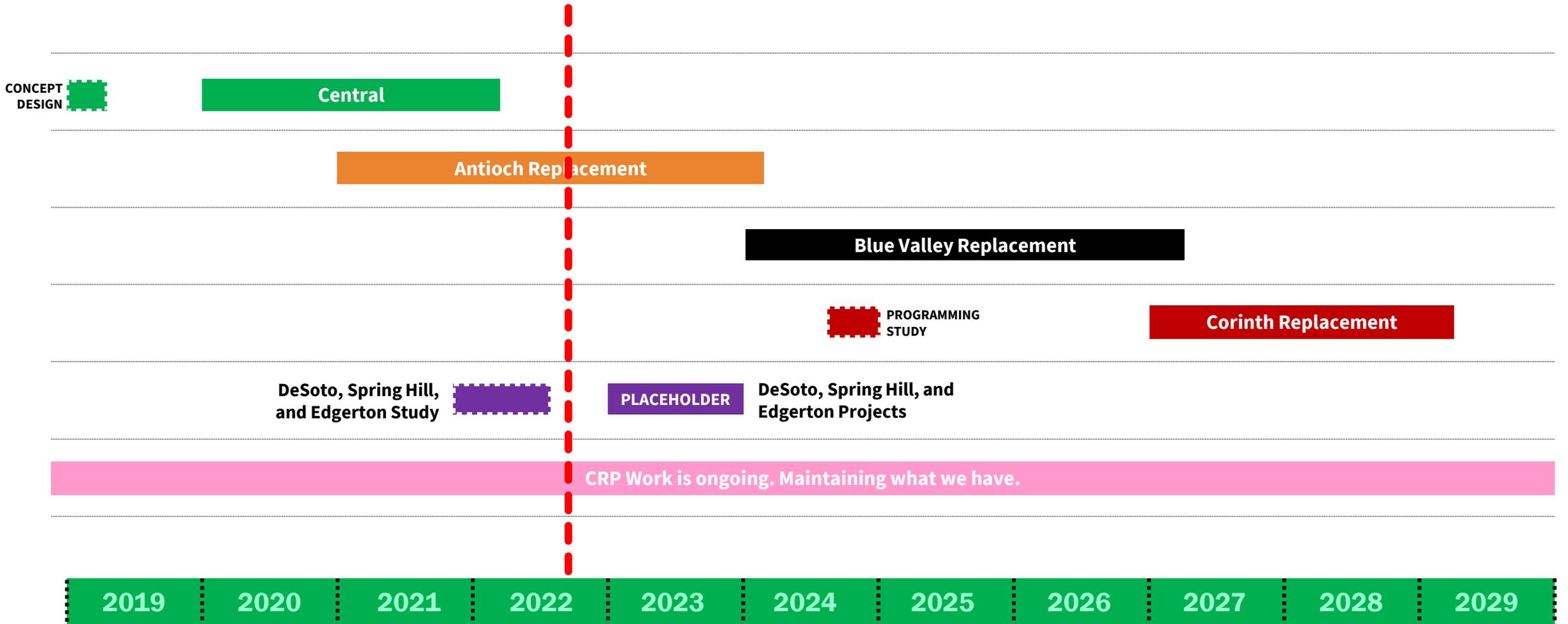


# Capital Projects: Timeline Summary

September 2022



# Capital Improvement Projects: Anticipated Timeline

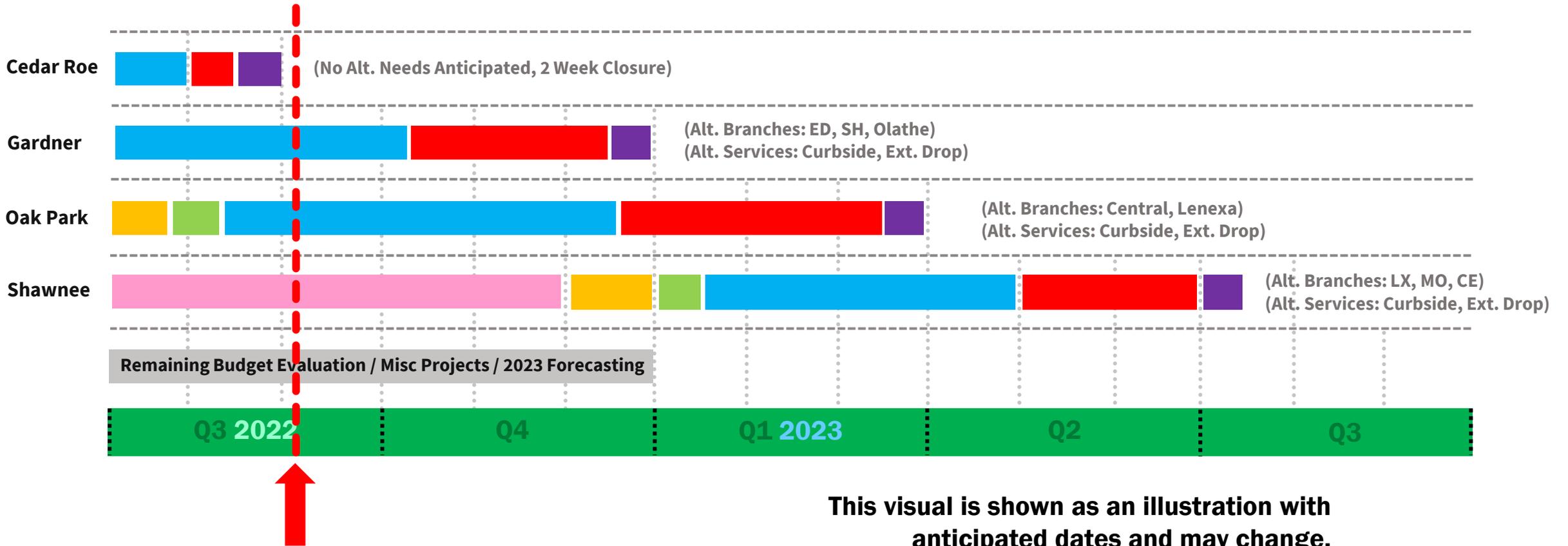


This visual is shown as an illustration with anticipated dates and may change.



# 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





# Summer Reading 2022

Oceans of Possibility

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JOHNSON COUNTY  
KANSAS  
Library

# Summer Reading Leadership Team



*Summer Reading  
Launch and End of  
Summer  
Celebration*



*Elementary  
Coordinator*



*Outreach  
Book Distribution*



*Programs and  
Presenters*

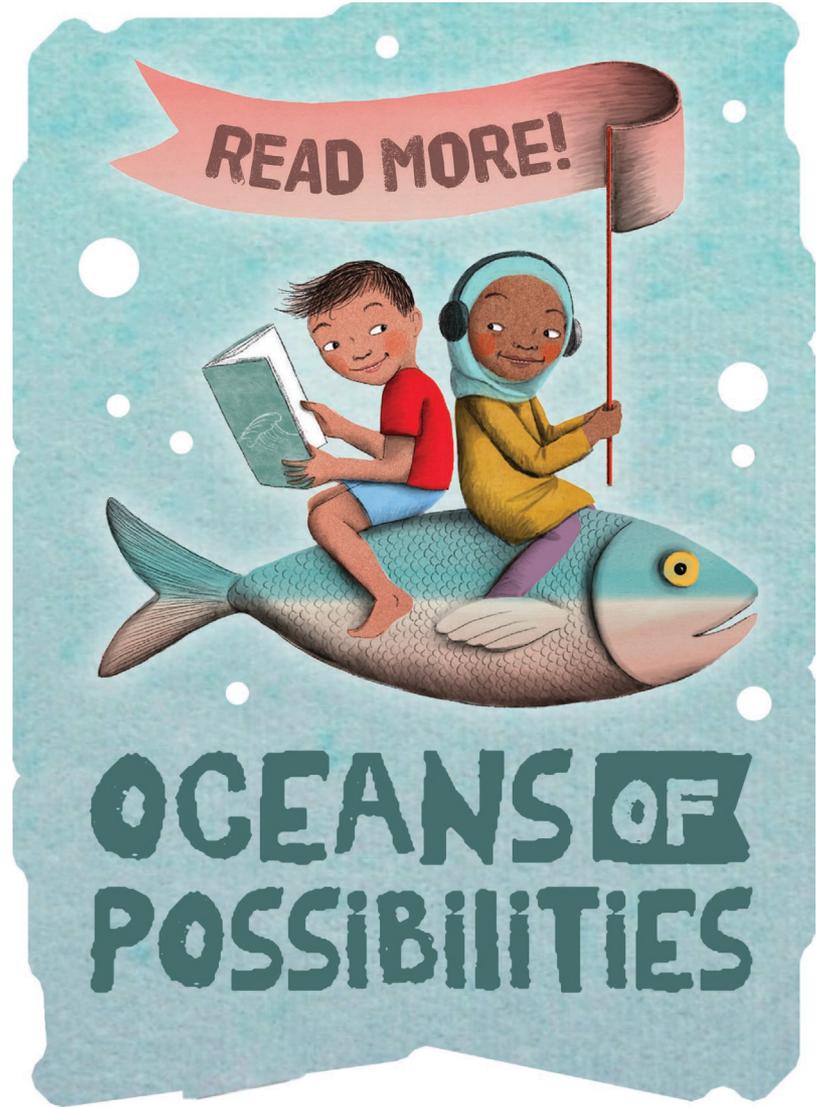


*In-Branch  
Book Distribution*



*Creative Services*





# February-April: Outreach Book Distribution



- 61 school participated and received a total of 6,886 books.
  - *Title 1 Schools: 16/31*
  - *Shawnee Mission Schools: 28/34*
  - *Blue Valley Schools: 16/21*
  - *Gardner/Edgerton: 7/7*
  - *Spring Hill: 5/5*
  - *DeSoto: 5/7*

- 13 community partner organizations received a total of 5,373 books.
  - *Merriam Parks and Rec*
  - *Infant-Toddler Services*
  - *Dr. Andres, bilingual chiropractor*
  - *JoCo Developmental Supports*
  - *Blue Valley Rec*
  - *Jewish Community Center*
  - *Growing Futures*



# 2022:

## The · One · Where · We · Were · Back · in · Person

### June, In-Branch Book Distribution

- A total of 22,526 books were handed out
  - *Board Books: 2,445 (11%)*
  - *Easy Picture Books: 4,517 (20%)*
  - *Easy Reader Books: 4,225 (19%)*
  - *J Chapter Books: 9,123 (40%)*
  - *Teen Books: 2,148 (10%)*



# Educator and Community Partner Feedback

- *"We feel so fortunate to be part of this wonderful program. Patrons and kids get so excited to pick out their books. Thanks for continuing to include us."*
- *"We are so grateful for this program. We offered free books to kick off our National Parks and Rec month along with a craft and treats. So much fun. Thank you for this amazing partnership."*
- *Just a big Thank you!! The kids loved the books!*
- *Thank you so much for all those beautiful books - our families loved receiving them this summer!*
- *Thank you for allowing me to be able to give students a book of their very own! They are always so excited!*



# June-July: Programs and Presenters

## June Virtual Programs:

- *Summer Reading Launch with Ben Clanton, Ry Kincaid, and Allan Wolf*
- *Storytime with Deborah Lee Rose*
- *Juneteenth Storytime with Carole and Jeffery Boston Weatherford*
- *Penguin Encounter with the Zoo*
- *123 Andres*
- *Youth Book Clubs (virtual in June and July)*

## July In Person Programs:

- *Read to A Dog*
- *Didja Ever See a Fishy? Storytime with Priscilla Howe*
- *Circus Variety Show with Martika Daniels*
- *Dive into Science with Mad Science*
- *KC Civic Orchestra*
- *How to Snag a Sea Monster with Mesner Puppet Theater*
- *End of Summer Reading Celebration performers including Mr. Stinky Feet, Danielle Ate a Sandwich, and Museum at Prairie Fire*

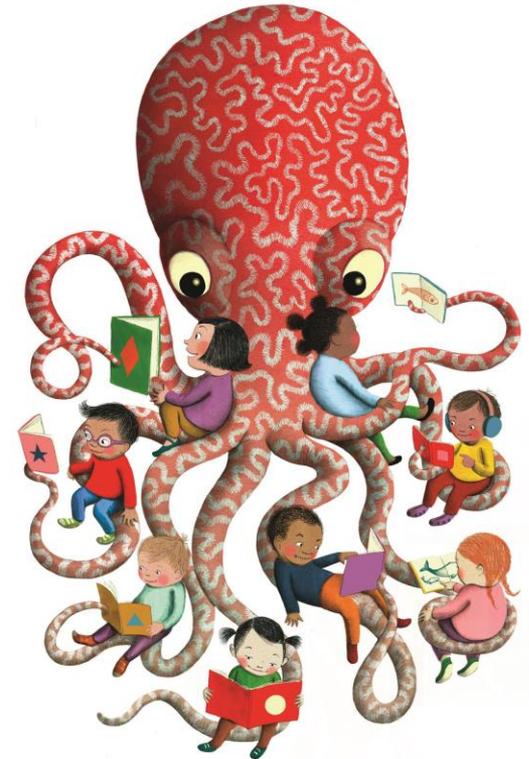


# 2022:

## The · One · Where · We · Were · Back · in · Person

### Ongoing Summer Offerings

- Walk and Read
- Movies in the Park
- Youth Sticker Contest
- Youth Short Story Contest
- Adelante Read



# Special Highlight Adelante Read 2022

- This program works to keep 1-6 ELL students engaged in reading across the summer to reduce summer slide.
- Using an outreach approach by networking with area organizations and through word of mouth, interested families were identified and invited to participate. Many of these families have been a part of the program for 3+ years to date.



# Programs surprised, delighted, and connected us.



# Programs surprised, delighted, and connected us.

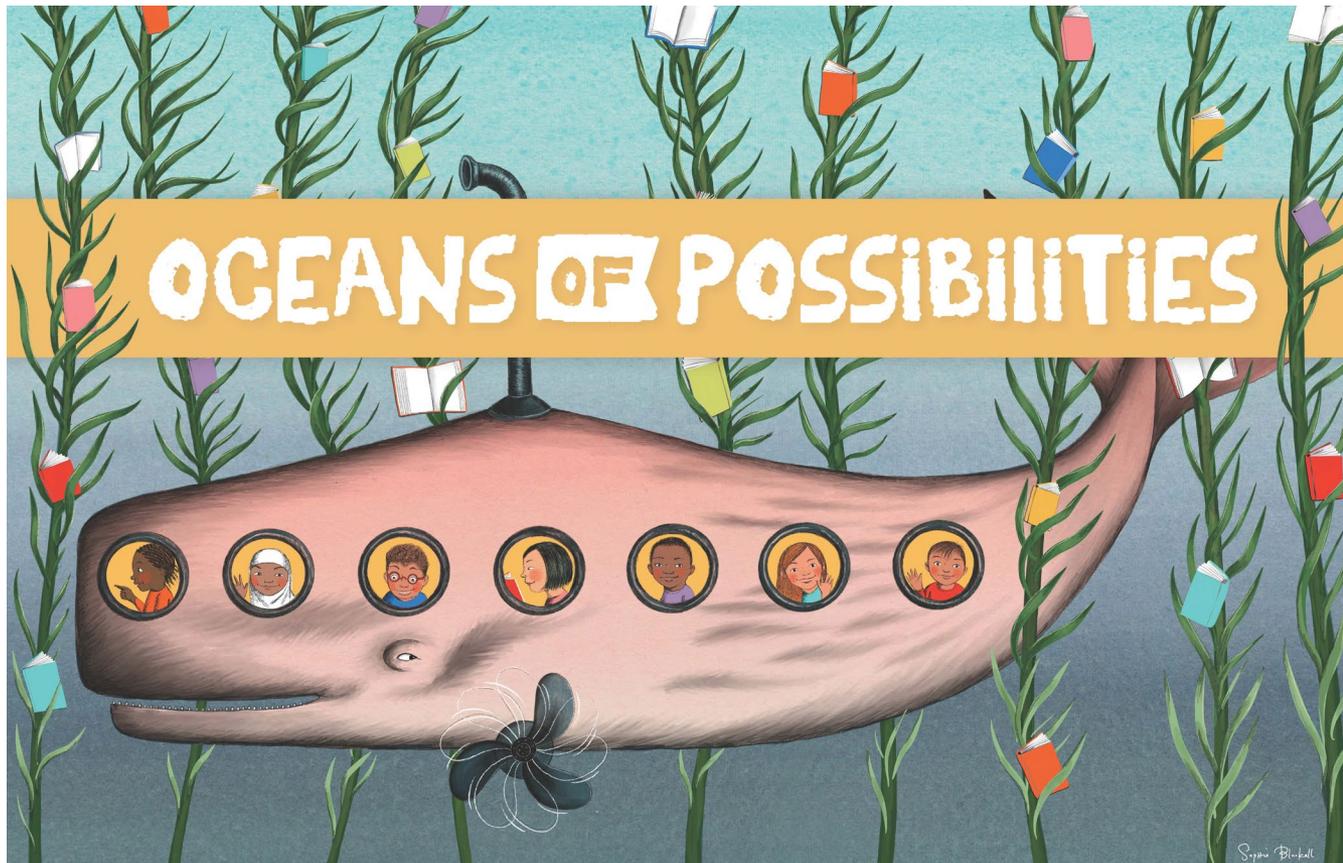


# Staff Feedback for a Successful Summer Program

- *Book distribution was well organized and ran smoothly.*
- *Branch teamwork was key to prepare spaces, keep each other updated, and keep books stocked for patrons made the summer a success.*
- *Great book choices and wide selection for the giveaway.*
- *Teen volunteers at branches were a great support in the branches.*
- *The enthusiasm of patrons and staff was seen, felt, and heard!*



**A summer where staff, patrons, and the  
Johnson County community learned,  
thrived, and prospered together.**



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

August 11, 2022  
at Central Resource Library  
4:00 p.m.

**BOARD:** Bethany Griffith, Brandy Butcher, David Sims, Kelly Kilgore, JR Riley, and Jeffrey Mendoza

**ABSENT:** Ali Seeling and Mitra Templin

**BOARD ATTORNEY:** Fred and Andrew Logan

**BOCC:** Commissioner Hanzlick

**STAFF:** (All JCL, FAC staff) Adam Wathen, David Vratny, Laura Hunt, Patti Kangethe, Scott Sime, Stephanie Stollsteimer, Tricia Suellentrop, Jennifer Mahnken, Juan Lopez-Tamez, Shanna Eiklenborg, Michelle Beesley, Sean Hendrix, Ben Oglisby, Lauren Byrd, Matt Glawatz and Jean Stoverink from Clark & Enersen

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

**CITIZENS COMMENTS:** None

**REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:**

Board Chair David Sims welcomed everyone and the current class of new employees.

Bethany Griffith expressed that she is excited for the Fall 2022 Guide, highlighting the in-person programs, updates of what the Library is doing, and the current building plans.

Kelly Kilgore shared that she worked at the elections at Monticello Library. She expressed her thanks to the staff that opened early to allow elections workers to set up and get started at 6 a.m.

**DEVELOPMENT DEPARTMENT**

**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 August Library Board Report.

**Library Lets Loose Report**

Planning is in full swing for this event; Saturday, September 17, 6:30-10 p.m. at Central Resource Library. Ms. Stollsteimer shared there are currently 46 donors contributing over \$93,000 for this event.

Don't forget to go to [libraryletsloose.org](http://libraryletsloose.org) and you can see all about our special event.

**Grant & Gifts Update**

Brain Fuse is an online tutoring platform that was introduced to Library patrons during COVID. The Foundation received a generous grant of \$10,000 for Brain Fuse from the Louis and Elizabeth Nave Flarsheim Charitable Foundation.

From time to time, the Library Foundation is designated for gifts in memory of Library lovers who have passed away. Recently the Foundation was designated for such an honor and has also received over 40 gifts in memory of Rob McKnight. Rob McKnight was the dear, late husband of Carolyn McKnight who served on the Library Board and was a founding member of the Foundation's Board of Directors.

Board Chair Sims thanked the Foundation for their report and all the work that goes into the Library Lets Loose event.

### **FRIENDS OF THE LIBRARY:**

Shanna Eiklenborg, Friends Vice President and President Elect, presented on behalf of the Johnson County Friends of the Library. The written report is included in the August Library Board Report.

In addition to closing in bookstores in the library branches the Friends have been working on the budget process. Internet Sales Manager is working on reviewing postage and vendor calculations in an attempt to reduce shipping costs. Also, the Friends have been completing ongoing policy reviews. Ms. Eiklenborg expressed thanks to Foundation board member Chuck Sipple and fellow Rotary Club members for their assistance repainting the Friends facility.

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.

### **COUNTY COMMISSIONER REPORT:**

Commissioner Hanzlick shared that she met a resident looking to volunteer and she was able to connect that resident with Amber Bourek-Slater and the library volunteers.

The Board of County Commissioners (BOCC) will be holding a Public Hearing on the proposed 2023 budget on August 22<sup>nd</sup> at 6p.m. Residents will be receiving a property tax estimate, that is not a bill, and it is showing where all property taxes go to. Not all the taxes go to the County so then the BOCC can only control the County, Parks and Library mill levy.

Commissioner Hanzlick is currently reading *Halfway Home: Race, Punishment, and the Afterlife of Mass Incarceration*, by Reuben Jonathan Miller. This book has some great stats, one she found interesting was that "of the 2.3 million people who are incarcerated in United States; 40% are black, 84% are poor, and 50% have no income at all". This book looks at how we can do better when people are leaving the justice system.

### **BOARD COUNSEL REPORT**

Fred Logan, Board co-counsel, reported on Land Conveyance Building and Land Ownership.

Mr. Logan shared that generally the board's authority with respect to building and land ownership is outlined in the relevant state statutes. State Statute, KSA 12-1223 controls and in subpart A, it says that under the name of the Board of Directors of the Johnson County Library, it may hold real property. Under Subsection B, it says that the acquisition or disposition of real property shall be subject to the approval of the BOCC.

Mr. Logan gave an example of when the board has acquired a property, the first move is for the Library Board to approve that, and then for that to go for ratification to the BOCC. The process of what is taking place in Merriam is a good example of that process. This board will first approve the acquisition, then the City Council approves it and then it will go out to the BOCC for ratification.

Mr. Logan shared that the Library Board has not had many dispositions of Library property, but the same rule applies. For that process the Library Board enters into a contract to sell, and then that's subject to the ratification of the BOCC.

Mr. Logan then explained the Merriam documents that are before the board for approval this evening. Previously it was expected that the library would use a particular financing mechanism available through the Public Building Commission that might happen as soon as September. After working with our county partners there are several other tools to use that would give more relaxed timeline. The City of Merriam has approved the Plat for this property, revising the legal description of the property, and thus the legal description has been updated in these documents. To meet a previous request of the title company we have a resolution approving the second addendum to property conveyance agreement with the City of Merriam, Kansas, as amended, authorizing the execution and delivery of documents that take other actions to consummate the transaction for conveyance of real property. Then separately there is an amended and restated agreement for shared parking and property maintenance.

Jeffrey Mendoza asked if the BOCC would ratify this at their next meeting.

Mr. Logan explained that this would go to the City of Merriam August 22<sup>nd</sup> and then to the BOCC after that.

County Librarian Suellentrop explained that the library would expect this to go to the BOCC in late September.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

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

At the end of June we were 50% through the 2022 year, with a little over \$39.6 million, a little over 90% of projected revenues, on target for where we expect to be at this time of year. Expenses show at about \$24.2 million, 55% of our budget encumbered, which is also on track with previous years, as we factor out the interfund transfers and capital projects transfers we are closer to 48% and in good shape for this time of year.

Mr. Vratny then reviewed the Administrative Regulation Manual (ARM) 10-70-10 outlining the requirements to form a Budget Review Committee. This committee will meet three times in the fall; once in October, November and December, with another meeting occurring at the beginning of next year to present a final proposal prior to it coming to the Library Board.

Board Chair Sims asked for a clarification on the Bonds that the Library will be requesting.

Mr. Vratny explained that the library is looking at cash funding roughly half of that building, the rest of that funding is slated to come from bonding. The county is not expected to be bonding any large projects this year so that allows for some flexibility around when we bond this project, and we may have the cash flow to be able to bond next year. The county preferred to package bonding requests together, because it gives an opportunity to be more competitive and receive a lower interest rate. The library does have additional options including lending ourselves the money through our reserves.

### **Statistics**

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

Mr. Wathen reviewed the monthly statistical report, the three-year physical circulation trends are pacing as expected with previous years and digital usage trends are increasing. Visitations are trending just slightly above last year, not at pre-COVID levels, but we continue to trend upward every year.

Elissa Andre, External Communication Manager and Ben Oglesby, Marketing Specialist presented the Customer Experience Trends report to the Board. This report is included in the August Board Report.

Ms. Andre shared that the Communications department has been very busy since they visited the board last August. She shared that in addition to sharing the amazing resources that the library has to offer they have also launched a marketing campaign, created and published six magazines and journals, created a staff intranet, reopened Central Resource Library to the public, migrated our e-newsletters to a new platform, promoted summer reading and a return to in-person programming, announced a new county librarian and much more.

Ms. Andre reviewed the communication team and their roles, as well as the anticipated addition of a Social Media Coordinator. She then reviewed the Library's social media impact and what audience are 'liking' these days.

Ms. Andre shared that the Library Catalog visits saw a 15% increase in 2021 from the year prior, to numbers not seen since 2016. Though web visits decreased by 38%, this tells us that users are going straight to the catalog for their needs rather than funneling through our website. To address this the Library has kicked off a project to refresh the website's content, starting with volunteers reviewing the current content available and participating in a focus group about the usability of the site.

Mr. Oglesby reviewed the costs and delivery methods for the most recent "Discover" campaign. The goal of the campaign is not only to bring in new card holders, but also bring back card holders who have not used the library in a while. The summer guide reached 90,000 households in April and a post card reached approximately 100,000 in June. Library card applications show a significant increase from the last comparable period in 2019. Applications were up 25% in April after the guide was mailed. And up a whopping 31% in July thanks to a combination of marketing, summer reading, the adoption of Libby, and six of our branches serving as early voting locations.

Mr. Mendoza asked if the Library has gathered data regarding how patrons feel about the name of library branches versus how they recognize where it is located.

Mr. Oglesby clarified that marketing is geared towards the entire system as a whole, so we do not have data to know if patrons have specific tie to names of certain branches.

Ms. Suellentrop shared that a member of staff in the audience is showcasing the t-shirt from this summer's "Discover" campaign.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

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

## **Antioch Replacement Project**

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

Mr. Sime shared the design team is working on construction documents to go out to bid. Once bids are accepted the guaranteed maximum price will come to the Library Board for approval and then to BOCC. Merriam Planning Commission approved the final site development plan and plat, next step is City Council August 22<sup>nd</sup>.

Mr. Sime reported on the Public Art for capital projects and gave an update that the Public Art Commission (PAC) have selected two artists; main artist is Sage Vaughn and secondary artist is Emily Alvarez. Our team will be working on the scope, scale, and location for the public art.

Mr. Sime updated that the naming committee, comprised of JR Riley, Jeffrey Mendoza, and Bethany Griffith, met and landed on a compromise. There is a bit of groundwork to be done, but then the committee expects to bring a recommendation back to the Library Board.

Mr. Sime reviewed the timeline for this project, which has no changes from last meeting.

Hanzlick asked about the naming process, specifically if previous libraries were named based on location or if they went through a similar process.

Mr. Sime clarified that it is the Library Board's decision to name a building. For Lenexa the board used a similar process; to look at the community to find names that were historically significant for the area. That is the same process with Antioch.

### **DeSoto, Spring Hill and Edgerton Renewal Study**

Mr. Sime reported on the public input and findings from the study, this information is included in the August Board Report.

Mr. Sime gave some context for this study. The Library is in the middle of implementing our 20-year Comprehensive Library Master Plan (CLMP), originally anticipated to occur over 20 years with full funding. In 2015 the library received partial funding for the CLMP and was able to schedule out the first few building projects, but De Soto, Spring Hill, and Edgerton were not on that initial list. A few years ago the Administrative Team and the Library Board felt it was important to make some improvements to these three branches, De Soto and Spring Hill both being right about 40 years old without significant renovation in that time. The building in Edgerton is about 20 years old and the only building that the Library Board leases. Clark & Enersen was in attendance to walk the board through the conceptual designs for renovation, review budget and duration for each branch. This presentation was informational for the Library Board.

Matt Glawatz and Jean Stoverink from Clark & Enersen presented the conceptual design for renovating these branches, this information is included in the August Board Report.

Mr. Glawatz reviewed the methods that information was gathered for this study and the high-level trends from responses. He then reviewed the priorities for each building. Moving to each building, he reviewed the existing condition and conceptual plan for De Soto highlighting the new meeting room space and exterior patio upgrade. Ms. Stoverink reviewed that this conceptual plan for De Soto has an estimated timeline of 11 months and cost is estimated at approximately \$1.39 million.

Mr. Glawatz reviewed the existing condition and conceptual plan for Spring Hill highlighting a 1,000 square foot addition, with two four-person meeting rooms and more accessible entrance. This site

has the largest space available compared to the other two branches in this study. Looking to activate the adjacent space for public lawn and outdoor programming space. Ms. Stoverink reviewed that this conceptual plan for Spring Hill has an estimated timeline of 14 months and cost is estimated at approximately \$2.66 million.

Lastly, Mr. Glawatz reviewed the existing condition and conceptual plan for Edgerton highlighting limited interior renovations opening the existing meeting room and allowing for maximum adaptation of this space as a leased building. This conceptual plan for Edgerton has an estimated timeline of 9 months and cost is estimated at approximately \$461,000. Ms. Stoverink reviewed that this cost estimate included the cost for updating the structure of the building being shared with the City.

Ms. Griffith asked what the size was of the exterior patio.

Mr. Glawatz explained that this is approximately 20' x 20' open brick patio.

Ms. Griffith shared that it seems like this would be good space for a gazebo or three season space that would allow more opportunities for community use.

Comm. Hanzlick asked if any of these branches could be built up with a second floor.

Mr. Glawatz clarified that as these buildings are constructed now, no they cannot have a second floor added.

Board Chair Sims asked what the size is for the new Antioch library.

Mr. Sime answered that it is about 15,000 square feet and these are between 3,000 to 4,000 square feet.

Board Chair Sims asked if the City of Edgerton has agreed to address all their issues on the building. Mr. Sime shared that we have continued to work with the City of Edgerton and they have committed to doing some repairs on the building. Edgerton is the only non-Library Board owned property that we have.

Board Chair Sims asked if we make improvements if there are any guarantees that the building will be maintained by the City moving forward.

County Librarian Suellentrop agreed that would be great.

Ms. Griffith shared that she was on the budget committee when this idea started, about 4 or 5 years ago, and this got put on hold a little during COVID. She commended the team that worked on this, confirming that this is exactly what the board was looking for and this is what we asked for. There is a lot here that many of those residents will be really excited about. Excited that we can provide a 21<sup>st</sup> Century library even in a 4,000 square foot building.

County Librarian Suellentrop clarified that this information is a precursor to and can be discussed later at the board retreat Wednesday, October 19<sup>th</sup>. This way you can start to mull this over and how it fits into the CLMP.

Ms. Griffith asked what we are looking at as far as managing staff for bigger and smaller projects.

Mr. Sime shared that there are commitments from many areas to complete these projects including Branch staff, CX Comm, IT, Project Management and our consultants.

Ms. Griffith asked if in terms of project management for large projects, these smaller projects and the maintenance of the rest of our buildings, and if the library is looking to adjust or add to staff.

County Librarian Suellentrop shared that we are currently adding a role in project management. In systemwide areas we are picking up some efficiencies from completing our past 3 or 4 projects. we would need to look at adding staff if the Library Board requests multiple projects to occur at one time.

Ms. Griffith asked if any community responses showed a specific item requesting attention. County Librarian Suellentrop shared that staff have met with City of De Soto and are looking to meet with Spring Hill and Edgerton. De Soto voiced that they would like to keep the library downtown. Mr. Sime shared that Spring Hill had most community responses, then De Soto and Edgerton.

Board Chair Sims recapped that the library currently put aside approximately one million dollars and the estimates are showing a cost of approximately five million dollars and asked about the discrepancy in those amounts.

County Librarian Suellentrop clarified that the funds set aside were a place holder. The board can direct staff look at more minimal renovations with paint and light refresh approach that would be closer to the one-million-dollar amount. Or the board can choose to go towards what was presented that is a little more responsive to the community requests. There is a spectrum that we can fit to the money that we want to spend.

Board Chair Sims shared that he feels if it is going to be done, it should be done right, as long as it is responsible. He did ask if a drive-thru is still being considered in future planning for Spring Hill.

County Librarian Suellentrop shared that staff have been watching curbside numbers at Spring Hill to inform how high the drive-thru is on the priorities for that building but are definitely looking to keep a drive-thru in future plans.

Mr. Sime recognized the team members from this project team that were attending the meeting.

### **Overall Timeline**

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

There are some updates to the CRP timelines; Cedar Roe work is happening now, Gardner is the next work to start in October and last through December, and Oak Park has a Work Authorization on the agenda tonight. Shawnee is forecasted to happen in the beginning of 2023.

### **UPDATES – Tricia Suellentrop, County Librarian**

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

### **Professional Development Update**

Laura Blair, Learning and Development Training Manager reported on Professional Development Update, this information is included in the August Board Report.

Ms. Blair shared that annually the library sends staff to conferences and learning opportunities to continue to grow and provide the best customer service for our patrons. This year staff gave a presentation at American Library Association (ALA) 2022; this was a huge success and very well recognized. Ben Sunds attended and supported this presentation and was able to showcase how Library Admin supports staff even if they are not direct reports. The library has five presentations slated for the Kansas Library Association (KLA) conference and one at the Amigos Library Series.

Ms. Griffith thanked Ms. Blair for doing this and sharing this information.

Ms. Kilgore reiterated that the presentation at ALA was very well received, people stayed late to ask a lot of questions.

### **Review 2015 Hours Study Recommendation**

Jennifer Mahnken, Interim Deputy County Librarian reported on 2015 Hours Study Recommendation, this information is included in the August Board Report.

Ms. Mahnken reviewed the 2015 Hours Study; this study did not address or include the community libraries. Mahnken reviewed the timeline of when this data was presented, approved and implemented. This study looked at metro library hours, transactions during extra hours, door counts and convenience considerations. Reviewed the data from this study and data summaries. Moving forward we would look at surveying patrons and consider extending access.

Ms. Kilgore asked if we have data on how many people are using the Lenexa extended hold area. Ms. Mahnken shared that she does not have data but can get that for Ms. Kilgore.

County Librarian Suellentrop shared that the extended holds area at Lenexa started with the same hours as the campus to match the Community Center. Those hours have been scaled back since the opening.

Ms. Mahnken shared that the drive thru also started with longer hours, but the early hours were not being utilized and have been adjusted.

### **Election Support Update**

County Librarian Suellentrop shared Election statistics that have been shared from the Elections Office. Library properties supported three advanced voting locations, Oak Park, Monticello and Lackman building. We also had six of the eight ballot drop boxes in the county at our branches. Roughly half of our library branches were engaged in day of voting.

Ms. Suellentrop shared a story from Oak Park of a first time voter who had fond memories of visiting the library with her grandmother. She expressed to staff that she felt like she was going to cry thinking of all the happy times she had at the library and was very excited to try to hit the 150-item maximum for check-outs.

Library staff are planning to do a review of this process with Elections to see how we can gear up for the general election.

### **CONSENT AGENDA**

#### **A. Action Items:**

1. Minutes of the July 14, 2022, Regular Library Board meeting

#### **B. Information Items**

##### **1. Financial and Personnel**

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2021 were handled in accordance with library and County policy.
- b) The June 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. Kilgore moved to approve the consent agenda.

**Second:** Mr. Riley seconded this motion.

**Motion was approved unanimously**

## Old Business

A. **Action item: Consider approving two revised agreements between the Board of Directors of the Johnson County Library (JCL) and the City of Merriam**

Ms. Suellentrop reviewed the updates made to these agreements, this briefing sheet that reviewed the is included in the August Board Report.

1. Consider approval of a revised version of the Second Addendum to the Property Conveyance Agreement.

**Motion:** Ms. Kilgore moved to adopt a resolution approving the second addendum to property conveyance agreement with the City of Merriam, Kansas, as amended; authorizing the execution and delivery of documents and the taking of other actions to consummate the transaction for conveyance of real property.

**Second:** Ms. Griffith seconded this motion.

### **Motion was approved unanimously**

2. Consider approval of a revised version of the Amended and Restated Agreement for Shared Parking and Property Maintenance.

**Motion:** Ms. Kilgore moved to approve the revised version of the Amended and Restated Agreement for Shared Parking and Property Maintenance between the Board of Directors of Johnson County Library and the City of Merriam.

**Second:** Ms. Griffith seconded this motion.

### **Motion was approved unanimously**

## New Business

A. **Action item: Formation of Budget Review Committee**

Mr. Sims reviewed the typical Budget Review Committee members are Board Chair, Vice Chair and Treasurer, and all of those members are interested in serving.

**Motion:** Ms. Kilgore moved to form the Budget Review Committee with the following board members; David Sims, Kelly Kilgore, and Bethany Griffith.

**Second:** Ms. Griffith seconded this motion.

### **Motion was approved unanimously**

B. **Action item: Consideration of closing Gardner for CRP work.**

Ms. Suellentrop reviewed the work to be done during this closing, the briefing sheet this is included in the August Board Report.

**Motion:** Mr. Riley move to approve the temporary closure at the Gardner Library for a period of up to eleven weeks between October and December to complete planned CRP work.

**Second:** Ms. Kilgore seconded this motion.

**Motion was approved unanimously**

C. **Action item: Consideration of approving Work Order Authorization for Oak Park Library CRP work.**

Ms. Suellentrop reviewed the work to completed under this Work Order Authorization, the briefing sheet this is included in the August Board Report.

**Motion:** Ms. Kilgore moved to approve the Work Order Authorization with Kelly Construction Group, Inc. for interior and exterior work at Oak Park Library in an amount not to exceed \$820,600.00.

**Second:** Mr. Riley seconded this motion.

**Motion was approved unanimously**

Commissioner Hanzlick requested an additional 10 copies of the Testimony to share with the Board of County Commissioners.

Ms. Kilgore shared that her grandson was very impressed to see her in the picture with the big check in the most recent Guide.

**ADJOURNMENT**

**Motion:** Ms. Kilgore moved to adjourn the meeting.

**Second:** Ms. Griffith seconded this motion.

**Motion approved unanimously.**

Meeting adjourned at 5:40 p.m.

SECRETARY \_\_\_\_\_  
Kelly Kilgore

CHAIR \_\_\_\_\_  
David Sims

SIGNED \_\_\_\_\_  
Tricia Suellentrop, County Librarian

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$81,318.54</b>
	Add Receipts	\$126,238.29		
	Less Payments		\$1,458.34	
	<b>Ending Cash balance</b>			<b>\$206,098.49</b>
	Less Liabilities		\$2,125.05	
	<b>Unobligated cash balance</b>			<b>\$203,973.44</b>

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

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

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** August 11, 2022  
**Re:** ARM 20-91-10, section c, Denial of Borrowing Privileges limit

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**Issue:** Reduce the number of patrons being denied access to library services due to fines and fees owed to the Johnson County Library. We propose changes to our Materials Recovery Program.

**Suggested Motion:** I move that the Johnson County Library Board of Directors approves the raising of the Denial of Borrowing Privileges limit from \$25.00 to \$50.00.

**Background:** When a patron owes \$25.00 or more in fees to the library, further checkout of materials is prohibited, and study rooms may not be utilized. A patron's privileges are returned once the dollar amount of unpaid fines and fees is under \$25.00. If the \$25.00 balance is outstanding for at least 30 days, the patron is sent to our materials recovery vendor and a non-refundable \$10 fee is applied to the account – our Materials Recovery Program. Once this occurs, the patron is unable to check out, place holds or renew materials until the entire balance is paid in full.

To increase patron access, the library recommends that the Denial of Borrowing Privileges limit be raised from \$25.00 to \$50.00, modifying our Materials Recovery Program. By doing this, patrons with fines between \$25.00 and \$50.00 would still be able to check out materials, utilize study rooms and access remote content. They would, however, still be required to check out, place holds or renew materials with a staff person. This interaction allows staff to make the patron aware of their fines and provides them with the opportunity to pay them down. Full patron privileges would be returned once the dollar amount of unpaid fines and fees is under \$25.00

Between July 1, 2021 and June 30, 2022, 2,657 patrons experienced an interruption in library services due to owing the library \$25.00 or more. During that same period, if the Denial of Borrowing Privileges was set at \$50.00, only 1,543 patrons would have experienced an interruption in library service with 1,114 patrons still allowed access to those services.

**Alternatives:** Continue with the current Denial of Borrowing Privileges policy limit of \$25.00 or consider raising it to a value between \$25.00 and \$50.00.

**Legal Review:** This Administrative Regulation Manual (ARM) has been reviewed and certified by legal counsel.

**Budget Approval:** If the motion is approved, the library would raise the limit for when a patron is sent to our materials recovery vendor from \$25.00 to \$50.00 to match the Denial of Borrowing Privileges limit. By raising the materials recovery limit, the library would save \$16,676.65 in yearly vendor fees.

**Recommendation:** Approve the raising of the Denial of Borrowing Privileges limit in ARM 20-10-91 from \$25.00 to \$50.00

**Suggested Motion:** I move that the Johnson County Library Board of Directors approves the changes to ARM 20-10-91, Overdue, Lost or Damaged Materials Fee Schedule, under section c, Denial of Borrowing Privileges raising the limit from \$25.00 to \$50.00.

**ADMINISTRATIVE REGULATIONS**

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

SECTION: General Patron Services

SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE

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SUMMARY

This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.

Effective Date:

October 13, 2016

Reviewed:

October 27, 2021

September 8, 2022

AUTHORITY

a. Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt. The maximum fine of \$6 will be deducted from the refund. Damaged materials fees apply to both borrowed materials and materials used in the library.

PROCEDURE

c. Overdue materials accrue a \$.30 fine per item per day, with a maximum fine of \$6.00. Damaged or lost materials will be charged to the patron according to the schedule.

Denial of  
Borrowing  
Privileges

When the dollar amount of unpaid fines and fees posted to a borrower's record is ~~\$25.00~~\$50.00 or more, further checkout of materials is prohibited, ~~study rooms may not be utilized~~ (Per ARM 20-80-27). The County Librarian is authorized to establish procedures for restoration of borrowing privileges.

ILL Materials

d. Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.

APPEAL

e. Fines and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

SCHEDULE

f. The fee schedule of overdue, lost, or damaged materials is as follows:

September 8,2022

ARM20-10-91 End

Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult	Art Print	Cost of Item	\$30.00
Adult	Audio books on CD	Cost of Item	\$45.00
Adult	Book	Cost of Item	\$25.00
Adult	Compact Disc (Music)	Cost of Item	\$18.00
Adult	DVD	Cost of Item	\$30.00
Adult	Federal Doc. Leaflet & circulating Maps	Cost of Item	\$15.00
Adult	Holder, Plastic A-V	\$3.00	\$3.00
Adult	Periodical	Cost of Item	\$6.00
E, J, YA	Audio books on CD	Cost of Item	\$15.00
E, J, YA	Book	Cost of Item	\$10.00
E, J, YA	Books to Grow Kit	Cost of Item or \$12 Part (s)	\$300.00
E, J, YA	DVD	Cost of Item	\$30.00
E, J, YA	Compact Disc (Music)	Cost of Item	\$18.00
E, J, YA	Holder, Plastic A-V	\$3.00	\$3.00
E, J, YA	Periodical	Cost of Item	\$6.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	
	Mini HDMI to HDMI adapter	\$50.00	
	VGA to HDMI adapter	\$50.00	
	MAC TO HDMI adapter	\$50.00	

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** September 8, 2022  
**RE:** MOU with Ultimaker

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**Issue:** donation of 3D printers

**Recommended Motion:** I move that the Johnson County Library Board of Directors approves the Memorandum of Understanding with Ultimaker in order to accept the donation of two 3D printers.

**Background:** Ultimaker is a company that provides 3D printers and accessories, and a current vendor for 3D printers used in our MakerSpace. They have refurbished two 3D printers and would like to donate them to our MakersSpace. This donation would be an immediate upgrade to the MakerSpace's offering for our community and would open up significant upgrade opportunities in 3D printing in the future.

Our IT and legal teams have agreed that this donation is possible and a sound use of resources. The company is responsible for shipping the items and providing technical support as needed. The Library is responsible for the maintenance of the hardware.

It is not necessary for the gift to be funneled through the Friends or Foundation as we might do with other donations such as money. Per statute K.S.A. 12-1223(c), the Library Board is allowed to accept ". . . gifts. . . equipment deemed necessary. . . for the maintenance and extension of modern library service." Per Library policy, ARM 10-5696.c the County Librarian is authorized to accept goods to support the Library.

As an additional precaution, we decided to create an MOU to clearly outline the expectations for both parties.

**Alternatives:** Not approve the MOU and not accept the donation.

**Legal Review:** Counsel has reviewed the MOU

**Budget Approval:** This is a gift approximating in value of almost \$13,000. There would be maintenance costs associated with upkeep.

**Recommendation:** To approve the MOU and accept the donation.

## Memorandum of Understanding (MOU) between the Johnson County Library and Ultimaker BV

This MOU is intended to document the relationship and obligations between the Johnson County Library and Ultimaker BV in the context of an equipment donation. Per K.S.A. 12-1225 and its relevant subsections, the Johnson County Library is authorized to receive and does accept this equipment donation.

<b>Ultimaker BV responsibilities</b>
<ul style="list-style-type: none"><li>● Providing two (2) refurbished Ultimaker S5 3D printers in working order with original packaging and accessories</li><li>● Shipping the equipment listed above to the Johnson County Library</li><li>● Providing technical support for the equipment listed above</li></ul> <p>Ultimaker is <b>not</b> responsible for:</p> <ul style="list-style-type: none"><li>● providing free replacements parts for these 3D printers, as their warranty has expired</li><li>● the care of this equipment from this point forward.</li></ul>
<b>Johnson County Library responsibilities</b>
<ul style="list-style-type: none"><li>● Accepting the donated equipment</li><li>● Taking responsibility for operation and care of the equipment from this point forward</li></ul>
<b>Total Donation Value: \$12990</b>

### About Ultimaker:

Established in 2011, Ultimaker is on a mission to accelerate the world’s transformation to flexible, empowering and sustainable solutions. 380 employees collaborate globally to deliver a platform that enables customers to take full advantage of the unique Ultimaker Ecosystem that offers the largest diversity of 3D printing products and services in the industry. Ultimaker provides seamless integration of hardware, software and materials that simply works.

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Luis Rodriguez,  
Application Engineer,  
Ultimaker BV

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The County Librarian,  
Johnson County Library

## Library

**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** September 8, 2022

**Re:** Johnson County Library Board Resolution for 2023 Revenue Neutral Rate

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**Issue:** Consider approving the Johnson County Library Board Resolution for 2023 Revenue Neutral Rate.

**Suggested Motion:** I move to adopt a resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2023.

**Background:** In 2022, the Kansas changed the process for consideration of the budgetary revenue neutral rate issue (see K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239). These changes include a requirement that the governing body vote by roll call vote with the vote of each board member reported to the county clerk with the budget materials. Therefore, the Library Board is requested to consider this item by roll call vote.

**Analysis:** The revenue neutral rate for Johnson County Library Taxing District for 2023 Budget is estimated at 3.535 mills. The 2023 budget has been approved by the Library Board and is part of the BOCC's proposed 2023 Budget for an estimated mill levy of 3.804 and projected to bring in \$42,140,327 in property tax revenue.

**Funding Overview:** The resolution being presented is the acknowledgement that the 2023 budget will have revenues from property tax exceeding the amount of property tax revenues that are budgeted to be collected in 2022. The property tax is also in line with the 2023 budget that was approved previously by the Library Board and what has been presented by the BOCC in the final proposed 2023 budget.

**Alternatives:** The Library Board could choose not to support the resolution, but in doing so it might put the Library at risk by not being in alignment with K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239.

**Recommendation:** Adopt the resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate, for consideration by roll call vote.

**Purchasing Review:** N/A

**Budget Review:** The resolution being presented is in alignment with the 2023 budget that the Library Board has previously approved and has been presented in BOCC's recommended 2023 budget.

**Legal Review:** Legal counsel has reviewed and certified the resolution as to form and content for consideration by the Library Board.

RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2023.

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At a regular meeting of the Johnson County Library Board of Directors to consider exceeding the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2023, conducted on Thursday, September 8, 2022, there came before the Board for consideration the matter of adopting a Resolution to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library Taxing District for fiscal year 2023.

The Johnson County Library Board, after full consideration, upon a motion duly made, seconded and carried, adopted the following Resolution to-wit:

\*\*\*\*\*

WHEREAS, pursuant to K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239, prior to adopting a proposed budget that will result in a tax rate in excess of the revenue neutral rate, as defined in the legislation, the Johnson County Library Board shall publish notice of its proposed intent to exceed the revenue neutral rate, conduct a public hearing and pass a resolution to approve exceeding the revenue neutral rate; and

WHEREAS, pursuant to K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239, the Johnson County Library Board published notice in the Olathe News and on the Johnson County Library website of its proposed intent to exceed the revenue neutral rate and of the public hearing on the revenue neutral rate held jointly with the Board of County Commissioners of Johnson County, Kansas; and

WHEREAS, the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2023 is 3.535 mills; and

WHEREAS, the Johnson County Library Board has evaluated and determined the level of services and needed expenditures prudently required to fund the fiscal year budget for Johnson County Library Taxing District; and

WHEREAS, if approved and adopted as proposed, the budget would include authorized expenditures of \$63,212,753 for the Johnson County Library Taxing District; which would require, in addition to other revenue sources, the levy of property taxes for the County Taxing District in the amount of \$42,140,327, at an estimated mill levy of 3.804 mills, which would exceed the revenue neutral rate for the Johnson County Library Taxing District; and

WHEREAS, the Board of County Commissioners of Johnson County, Kansas held a hearing on August 22, 2022, regarding the intent to exceed the revenue neutral rate for the Johnson County Library Taxing District, and allowing all interested taxpayers an opportunity to be heard at the hearing; and

WHEREAS, the Board of County Commissioners, having heard public comment, has determined that it is in the best interest of Johnson County to exceed the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2023.

NOW, THEREFORE, BE IT RESOLVED by the Johnson County Library Board that the Board hereby approves the levy of property taxes in support of the budget for the Johnson County Library Taxing District for the 2023 budget year that requires a property tax rate exceeding the revenue neutral rate of 3.535 mills.

Adopted by roll call vote this 8th day of September, 2022.

REPORTING OF ROLL CALL VOTE FOR A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2023.

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

Kelly Kilgore \_\_\_\_\_

Jeffrey Mendoza \_\_\_\_\_

Junior "JR" Riley \_\_\_\_\_

Ali Seeling \_\_\_\_\_

David Sims \_\_\_\_\_

Mitra Templin \_\_\_\_\_

**JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS**

\_\_\_\_\_  
**DAVID SIMS**, Board Chair

**ATTEST:**

\_\_\_\_\_  
**KELLY KILGORE**, Board Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**FRED J. LOGAN, JR.**, Legal Counsel

## Library

# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** September 8, 2022

**Re: Antioch Library Replacement: Naming the new building**

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**Issue:** Consider approving the naming committee's recommendation to set the name of the new library in Merriam as the Merriam Plaza Library.

**Suggested Motion:** I move to approve the naming committee's recommendation to set the name of the new library in Merriam as the Merriam Plaza Library.

**Background:** The new library in Merriam does not yet have a name. It is a Library Board decision to determine the name for a new library location. Since the library will no longer be on Antioch Road, it no longer makes sense to call it Antioch Library. Library and City staff have worked together to identify possible geographic and historically significant names. A shortlist of names was presented to the Library Board in June as an informational item. At the July Library Board meeting, a naming committee was formed, made up of three library board members – Jeffrey Mendoza, Bethany Griffith, and JR Riley.

**Analysis:** The Library Board naming committee met to discuss and review naming options and came to a decision– to name the new library the Merriam Plaza Library.

Factors influencing the group's decision were:

- the desire for simplicity in the name that immediately makes clear the geographic location of the branch
- the desire to avoid setting a precedent of naming a building after a person/people, which could imply patronage

**Legal Review:** Not needed.

**Recommendation:** To approve the naming committee's recommendation to set the name of the new library in Merriam as the Merriam Plaza Library.

**Suggested Motion:** I move to approve the naming committee's recommendation to set the name of the new library in Merriam as the Merriam Plaza Library.