

JOHNSON COUNTY LIBRARY

**Board Report
June 8, 2023**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JUNE 8, 2023
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 will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - C. Development Department: written reports presented by Christopher Leitch.....4
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Collection Reconsideration and Board Authority
 - b) Public and Non-public Forum
 - 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 Branch Services.....12
 - i. Collection, Lacie Griffin, Collection Development Manager.....15
 - 2. Comprehensive Library Master Plan, Megan Clark and Scott Sime, Project Coordinators
 - a) Merriam Plaza Library.....22
 - b) Lackman Property Sale Update
 - c) Capital Projects: Timeline Summary.....26
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Budget Presentation Report, Dave Vratny, Finance Director
 - b) Salary and Benefit Study, Tricia Suellentrop, County Librarian
 - c) Juneteenth Celebration, Tricia Suellentrop, County Librarian
 - d) Libraries as Cooling and Warming Centers, Tricia Suellentrop, County Librarian
 - e) Strategic Plan Update, Kinsley Riggs, Deputy County Librarian.....29
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the May 11, 2023 Regular Library Board meeting.....36

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2023 were handled in accordance with library and County policy.
- b) The April 2023 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures.

C. Gift Fund Report

- 1. Treasurer's Report.....47

VI. Old Business

None

VII. New Business

- A. Information Item: Consideration of approval of the MOU with InterUrban ArtHouse Curation, Bryan Voell, Reference Librarian and Joseph Keehn, Program and Event Coordinator.....48
- B. Information Item: Consideration of a resolution requesting the issuance of bonds and authorizing execution of the leases and related documents for the Merriam Plaza Library construction project, Dave Vratny, Finance Director.....52

VIII. Adjournment



Monthly Report of the
Volunteer Coordinator to the
Board of Directors of Johnson County Library
June 2023

Volunteer Presentation for Citizen's Academy

Volunteer Coordinators from all 12 county departments with volunteers meet quarterly to discuss what is happening in our departments and ways we can collaborate. In May, JCL's Volunteer Coordinator represented this group to discuss county volunteer opportunities available at the Johnson County Government's Citizen Academy. The group of 40 community members applied to participate in a 11-week program to learn more about how county government works. This final session was a call to action for the participant engagement.

Summer Teen Volunteer Program

During the summer months, approximately 100 teens will be serving in eight branches. Teens as young as 13 have applied to participate in the program. They will be passing out free books to kids who sign-up for summer reading, shelving holds, teaching STEAM skills through MakerSpace activities, creating book displays, and so much more.

New Physical Security Training for Volunteers in Public Facing Roles

The Physical Security Specialist and Volunteer Services Coordinator have been working together on a training for all branch volunteers in public service area roles. The training will help volunteers understand physical security of our buildings, emergency procedures, and how to report incidents. The one-hour training will begin in June with sessions for our Genealogy Desk and Memory Lab volunteers. Additional training will be held throughout summer and fall at branches with circulation volunteers.

New Volunteer Opportunities Coming this Fall

The Youth Services Librarians and Volunteer Coordinator have been working together to develop new volunteer positions which support the work of our staff while helping expand program capacity. New positions include a pilot program at our Corinth and Blue Valley Branches to help with Storytime logistics. Additionally, we are recruiting both teen and adult volunteers to assist with the return of Homework Help for youth grades 2-5 at our Central Resource Branch. This program is critical to helping children get and stay on grade level in reading and math during foundation years of learning. Volunteers will need to complete a volunteer application, interview, background check (for volunteers 18+), and program specific training lead by Program Staff.



June 2023: Monthly Report
of the
Friends of Johnson County Library
to the
Board of Directors of Johnson County Library

Thank you for this opportunity to highlight recent news and accomplishments on behalf of the Friends of Johnson County Library.

- Summer Evening Book Sales

By popular request, we will hold book sales at our Pine Ridge headquarters all summer long! Visit us on Thursdays, 5:30-7:30pm, between Memorial Day and Labor Day. Tell your friends – and Friends! – about this new opportunity to buy gently-loved books at bargain prices.

- Website Redux

Thanks to the generous support of Johnson County Library, we launched our own website early 2021, which focused on offering an online storefront to customers near and far. After much trial and error with this model, it has become evident that a website focus on membership and community engagement takes priority over our current sales-focused model. With this in mind, we are working with our web and social media partner to revamp the site. We look forward to unveiling the new and improved friendsofjcl.org soon – stay tuned!

- A New Home for the Friends

If you've recently visited our Pine Ridge headquarters, one thing is clear – we need more space! With our current lease set to expire at the end of 2024, the Friends Operational Excellence and People Committee have reconvened the search for a new home for the Friends. If you know anyone who happens to have a lovely 10-12k square-foot mixed use or retail facility centrally located in Johnson County, and they simply have no idea what to do with it, send them my way.

Respectfully submitted,

Shanta Dickerson, Director

To: Library Board of Directors
From: Shelley R. O'Brien
Date: May 30, 2023
Re: Johnson County Library Foundation update for June 2023

Grants Received

The Johnson County Library Foundation has received two grants in the past month. The first is \$7,000 from Ann and Bob Regnier and the V & H Charitable Foundation. This gift is combined with the donation from the Royals Charities to purchase an interactive unit for the children's area at the new Merriam Plaza Library.

The second gift is \$4,500 from the Village Presbyterian Church for the incarcerated services program. This will include books on strengths finder, recovery therapy, and Read to Me books for children.

Partnerships

The Foundation is working with The Parks and Recreation Foundation of Johnson County to find national and regional joint funding opportunities. Their new executive director is Kelly Blandford. The intersection of these two organizations might create unique opportunities to meet shared goals to provide services our community.

Library Lets Loose Planning Underway

This year's theme is **Libraries are Magic** – highlighting some of the ways Johnson County Library amazes our community every day. On Wednesday, June 7th social media influencers around Kansas City have been invited to a private happy hour at the Black and Veatch Makerspace to learn more about Library Lets Loose. The influencers will be asked to share with their followers to grow and diversify our event attendance.

For our Library Lets Loose signature event on Saturday, September 23, event volunteers are currently calling sponsors and restaurants to confirm participation. \$100 donations for our prize drawing are coming in as well. For every \$100 someone donates before or during the event, they are entered in the prize drawing to win unique experiences.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
April 2023
33% of Year Lapsed

OPERATING FUND	Programs	2023 Budget
	Revenue	4,491,024
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	93,800
	Transfer to Capital Projects	1,949,485
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$2,043,285</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>\$2,447,739</u>
SPECIAL USE FUND		2023 Budget
	Revenue:	3,619,470
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	138,003
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$138,003</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>\$3,481,467</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>\$5,929,206</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

April 2023
33% of Year Lapsed

REVENUE ALL FUNDS	2023 Year to Date	2023 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	23,864,402	41,255,380	58%	58%
Ad Valorem Delinquent	-120,450	208,493	-58%	56%
Motor Vehicle	895,137	3,537,320	25%	26%
Library Generated - Copying/Printing	30,882	104,359	30%	24%
Library Generated - Overdues / Fees	55,316	506,271	11%	20%
Sale of Library Books	0	50,000	0%	50%
Misc Other	374	18,703	2%	2%
Reimbursements	116,479	630,043	18%	11%
Library Generated - Other Charges	0	0	0%	0%
Investment	214,865	390,000	55%	52%
Unencumbered Balance Forward	0	1,000,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Recreational Vehicle Tax	9,717	18,094	54%	60%
Commercial Vehicle Tax	46,951	56,733	83%	79%
Heavy Trucks Tax	3,595	6,251	58%	64%
Rental Excise Tax	26,344	37,610	70%	56%
State and Federal Grants	132,569	265,638	50%	50%
TOTAL REVENUE	25,276,180	48,084,895	53%	54%

Expenses ALL FUNDS with Collection

Encumbrance	2023 Year to Date	2023 Budget	% Categories Expended
Salaries and Benefits	7,546,362	23,741,078	32%
Contractual Services	2,354,830	6,300,803	37%
Commodities	3,215,483	5,095,281	63%
Risk Management Charges	75,922	304,538	25%
Capital / Maintenance / Repair	2,043,285	5,497,634	37%
Transfer to Capital Projects	0	3,619,470	0%
Grants	132,569	265,638	50%
Interfund Transfer	3,150,040	3,260,453	97%
TOTAL EXPENDITURES	18,518,489	48,084,895	39%

Revenue - Expenses as of April 30, 2023 6,757,691

RESERVES ALL FUNDS	As of 12/31/22
Reserves Operating Fund	17,438,848
Reserves Special Use Fund	2,464,433
Total JCL Reserves	<u><u>19,903,281</u></u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
April 2023
33% Year Lapsed

OPERATING FUND	Programs	2023 Year to Date	2023 Budget	% Program Expended
	Administrative Services	1,501,893	4,398,511	34%
	Information Technology	1,336,483	4,409,160	30%
	Collection Development	1,346,219	4,011,480	34%
	Branch/Systemwide Services	6,690,561	22,081,847	30%
	Risk Management Charges	75,922	304,538	25%
	Grants *	14,377	265,638	5%
	Transfer to Capital Projects	1,949,485	5,497,634	35%
	Interfund Transfer	3,085,499	3,195,912	97%
TOTAL OPERATING FUND EXPENDITURES		16,000,440	44,164,720	36%

SPECIAL USE FUND	Year to Date	2023 Budget	% Budget Expended	
Contractual Services (General Maintenance)	0	173,705	0%	
Commodities (Capital Equipment)	138,003	127,000	109%	
Transfer to Debt Payment	0	0	0%	
Transfer to Capital Projects	0	3,619,470	0%	
TOTAL SPECIAL USE FUND EXPENDITURES		138,003	3,920,175	4%

TOTAL EXPENDITURES	16,138,443	48,084,895	34%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
April 2023
33% Year Lapsed

ALL FUNDS	Categories	2023 Year to Date	2023 Budget	% Categories Expended
	Salaries and Benefits	7,546,362	23,741,078	32%
	Contractual Services	1,970,537	6,300,803	31%
	Commodities	1,337,920	5,095,281	26%
	Risk Management Charges	75,922	304,538	25%
	Capital / Maintenance / Repair	2,043,285	5,497,634	37%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	0	3,619,470	0%
	Grants	14,377	265,638	5%
	Interfund Transfer	3,150,040	3,260,453	97%
TOTAL EXPENDITURES		16,138,443	48,084,895	34%

GRANTS*	Expenditures through 04/30/2023	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$14,376.66	\$132,568.53	\$118,191.87

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

Expenditure of Friends of the JCL Donations 2023

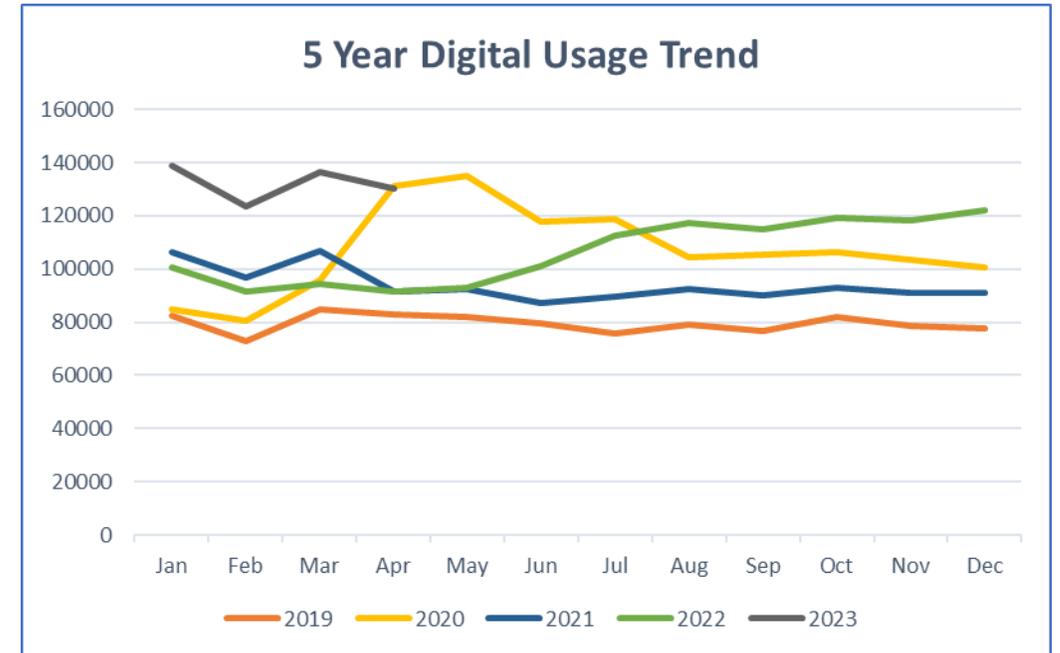
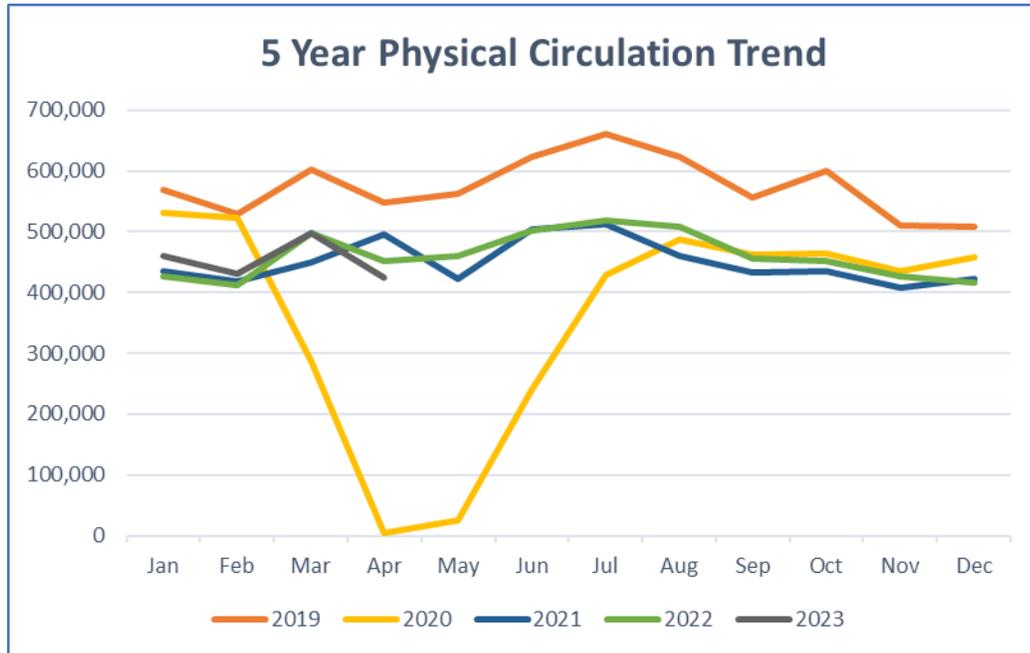
<i>Expenditure Details</i>	<i>April</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	310.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 310.00

Monthly Statistical Report

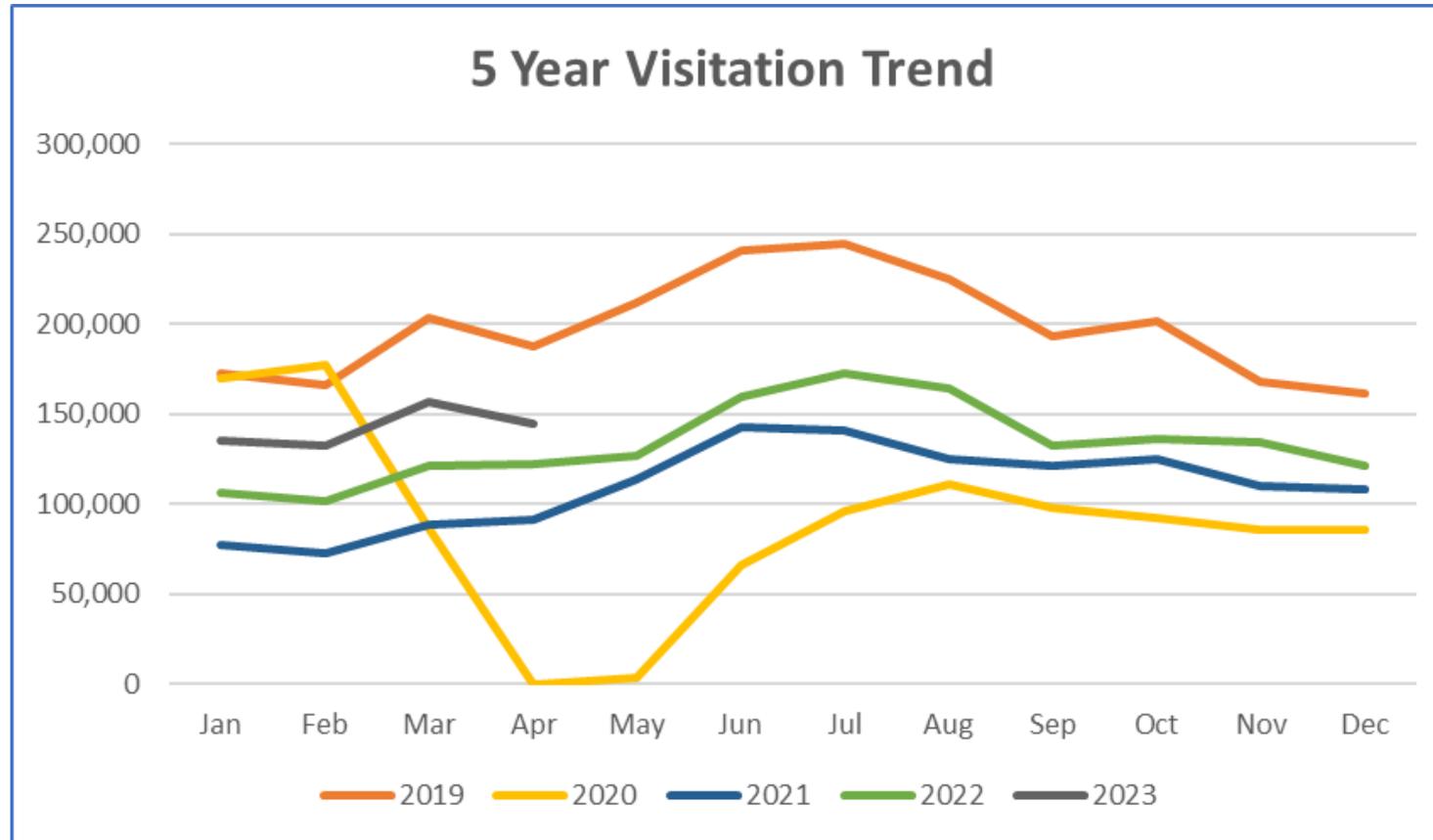
June 2023

JOHNSON COUNTY LIBRARY

Monthly Statistics



Monthly Statistics



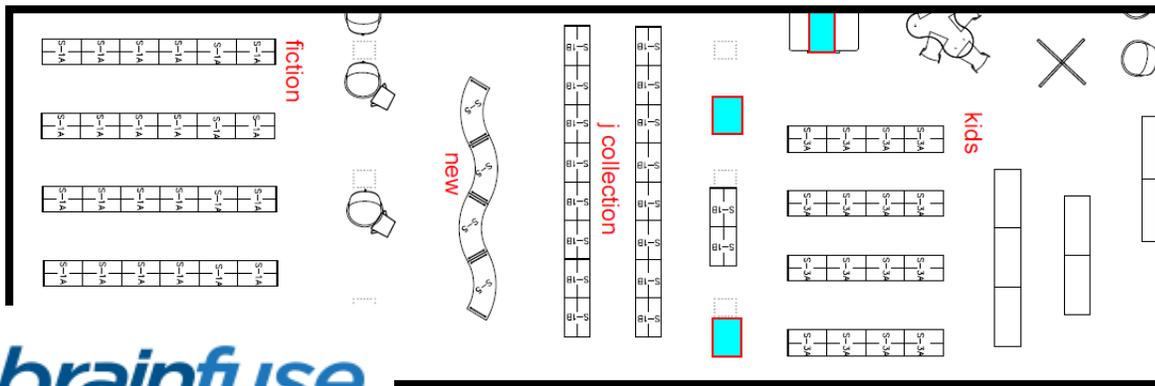
Collection Development Department

Lacie Griffin- Collection Development Manager



Mission

Johnson County Library provides access to ideas, information, experiences and materials that support and enrich people's lives.



Meet the team



Beth Atwater
Adult Fiction and
Film



Matt Fuegen
Adult
Nonfiction,
Video Games
and Music



Hope Harms
Digital Access
and Cataloging



Karen Wickwire
Assistant Collection
Development
Manager



Rachel Fair
Collection Clerk
and Periodicals



Elena McVicar
Youth and Teen



Samantha Chinn
eResources



Finished Projects and Those Still Cooking:

LIBBY!

Also known as MEEP

Migration of eBook and eAudio Platform

Revitalizing Spanish Collections

Expanding World Languages

Expanding Bilingual

Book Club Kits

Talking Books



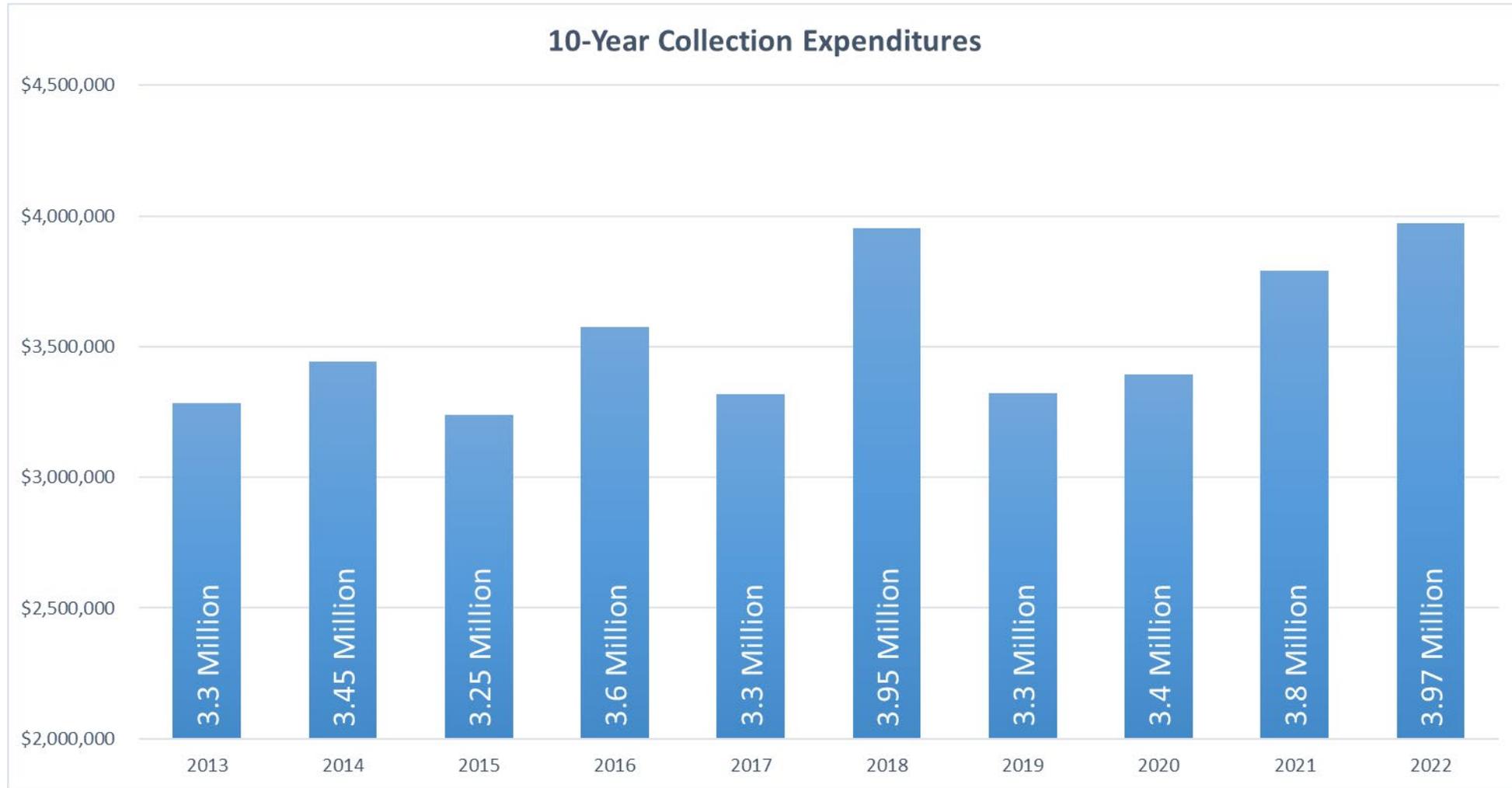
Merriam Plaza

Digital Access and Cataloging Specialist

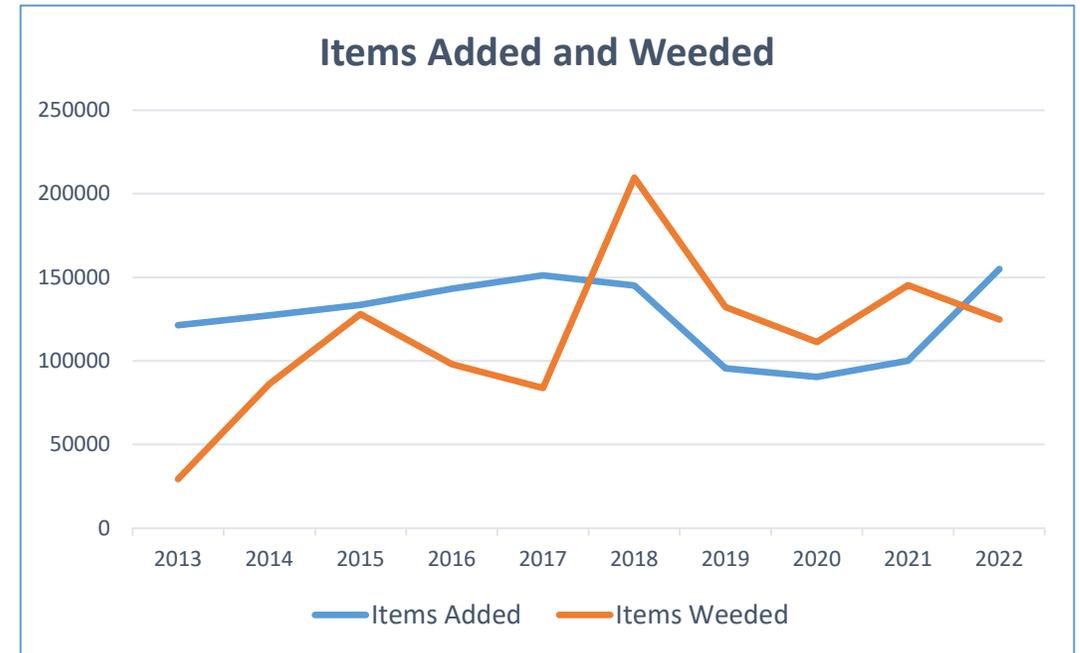
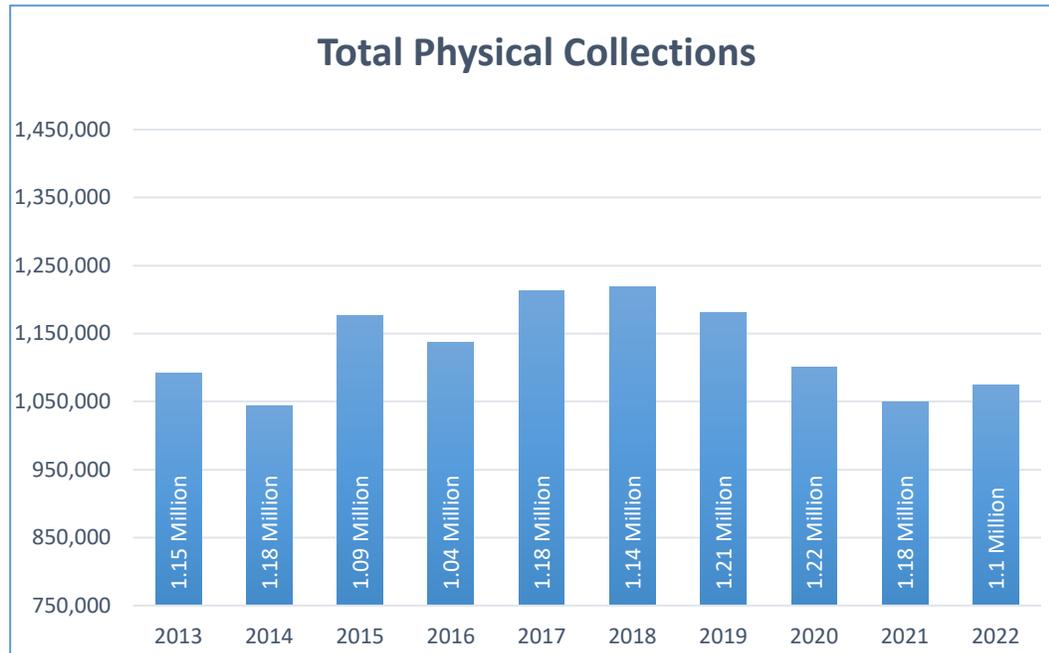
Assistant Collection Development Manager



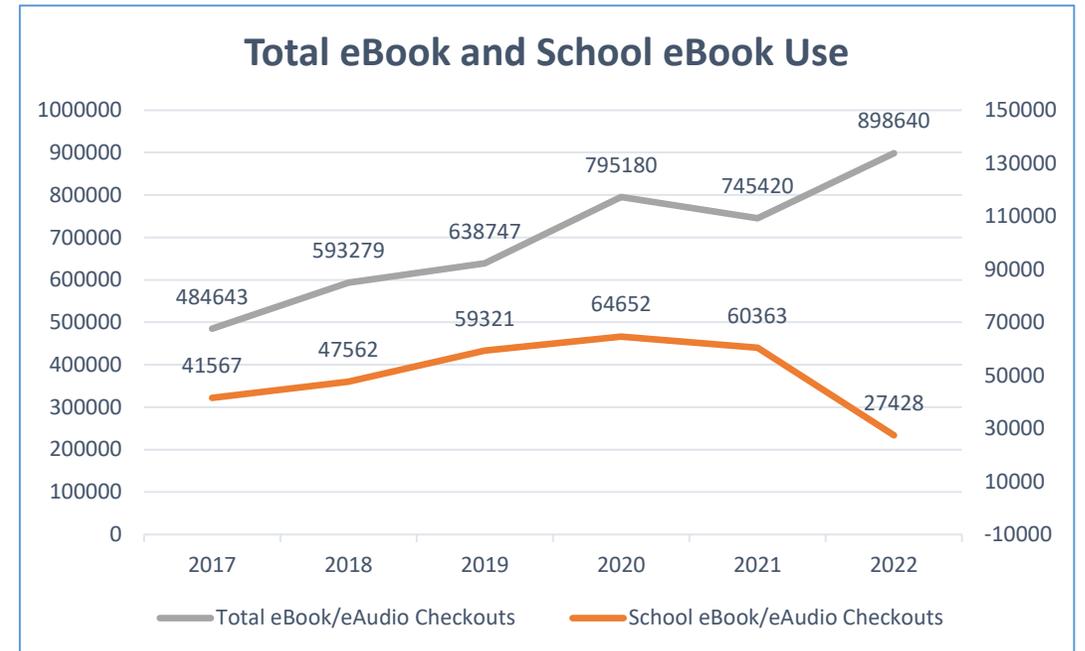
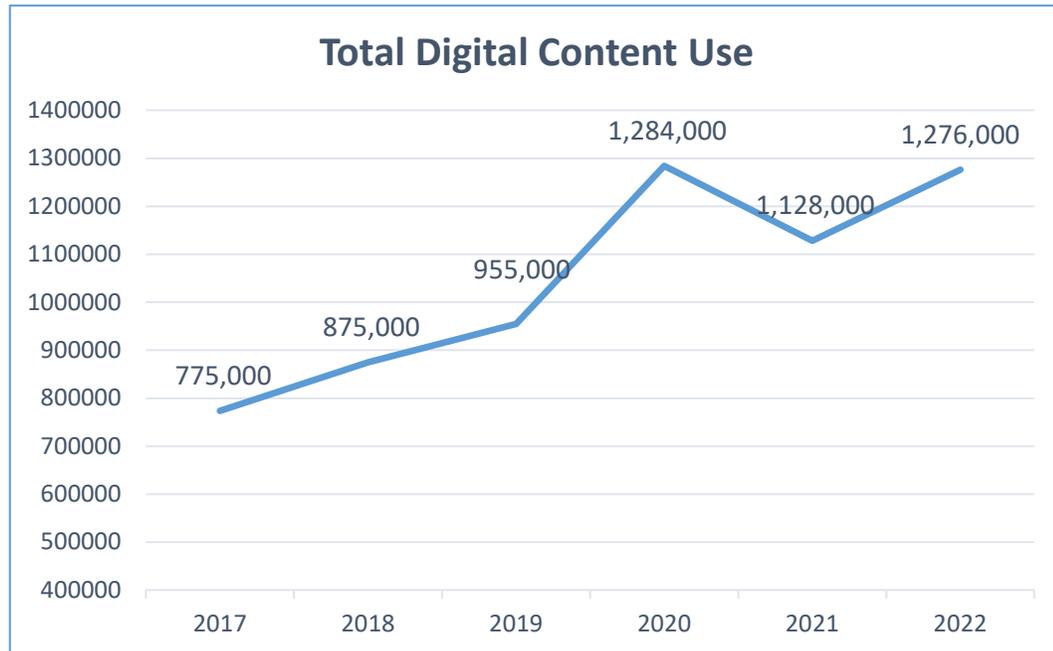
Collection



Collection



Collection



Merriam Plaza Library

Update – June 2023



Updates

- Construction update
- Next steps
- Timeline



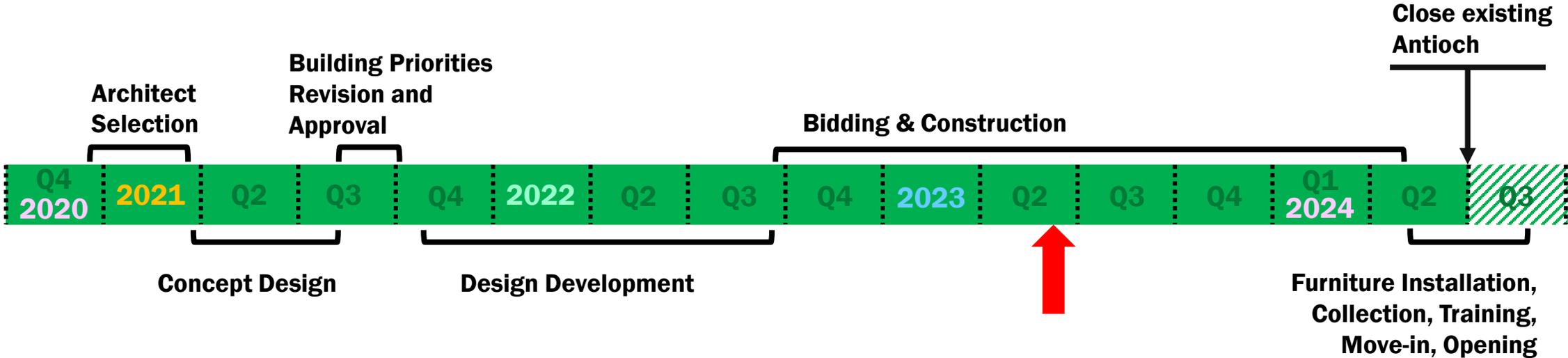
Next Steps

- Construction continues



Merriam Plaza Library:

Anticipated Project Timeline

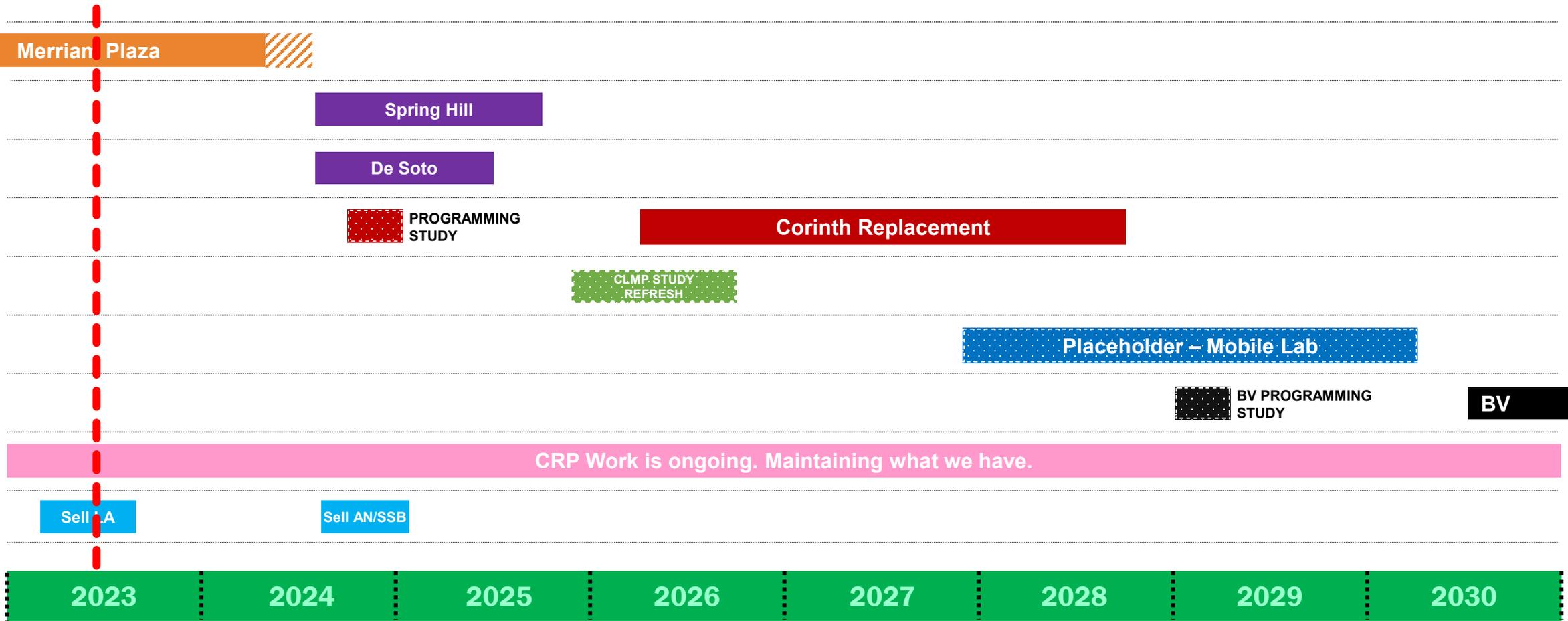


Capital Projects: Timeline Summary

June 2023



Capital Improvement Projects: Anticipated Timeline

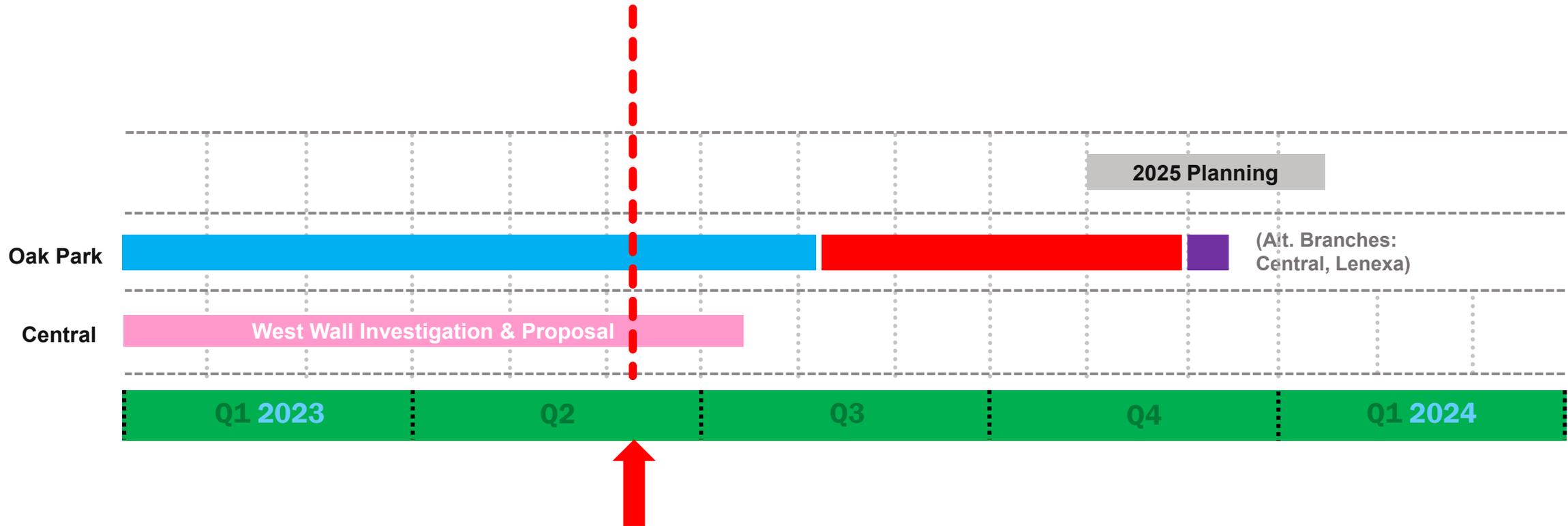


This visual is shown as an illustration with anticipated dates and may change.



2023 CRP Anticipated Timeline

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



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

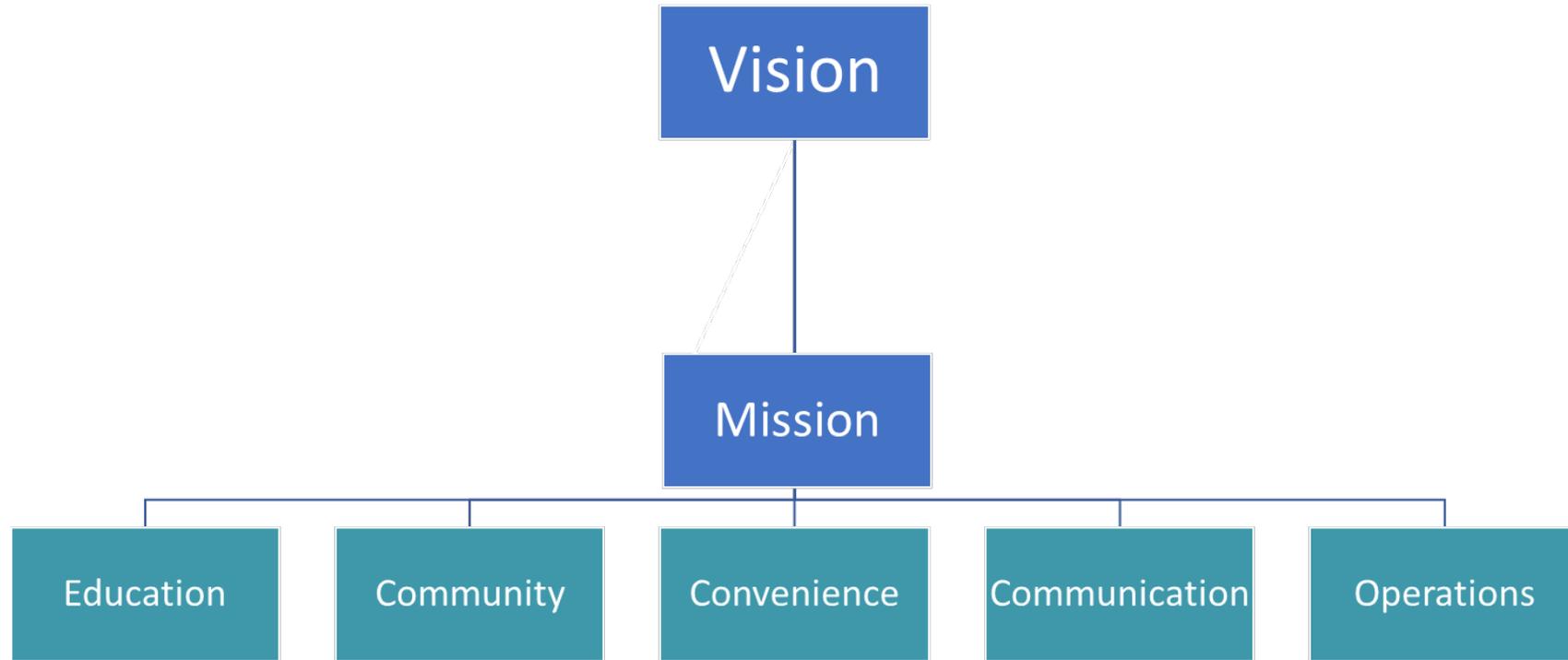


Strategic Plan Update

January – April 2023

JOHNSON COUNTY LIBRARY

Strategic Plan 2019-2023



Education

Strategic Vision

Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Work Completed

Programs: Johnson County Genealogy Day, elementia, Matt Stewart

Diversity Equity Inclusion & Belonging Training and Action Planning Sessions

Leadership Empowers All People

Cybersecurity and Physical Security Training



Strategic Vision

Johnson County Library offers neutral spaces and opportunities where all voices are equal and connections are forged.

Outcome

People will thrive and prosper.

Work Completed

1952 Society & Readers Circle with Edoardo Ballerini

Library Lets Loose Planning continues for September 23 event

Points of Light Awardees: 3 volunteers contributing more than 13,496 hours of service

Volunteer Appreciation Event



Convenience

Strategic Vision

Johnson County Library delivers services and materials how, when and where patrons want.

Outcome

People will be surprised and delighted.

Work Completed

Implementation of Fine Free

Assist OPL in the opening of new downtown branch

Circulation Stats

- 1,498,394 items shelved in T1
- 28,640 people served at drive thru windows
- 685 people served via curbside (*as of April 1)



Communication

Strategic Vision

Johnson County Library listens to and shares information with all, building strong connections and relationships.

Outcome

People will be connected.

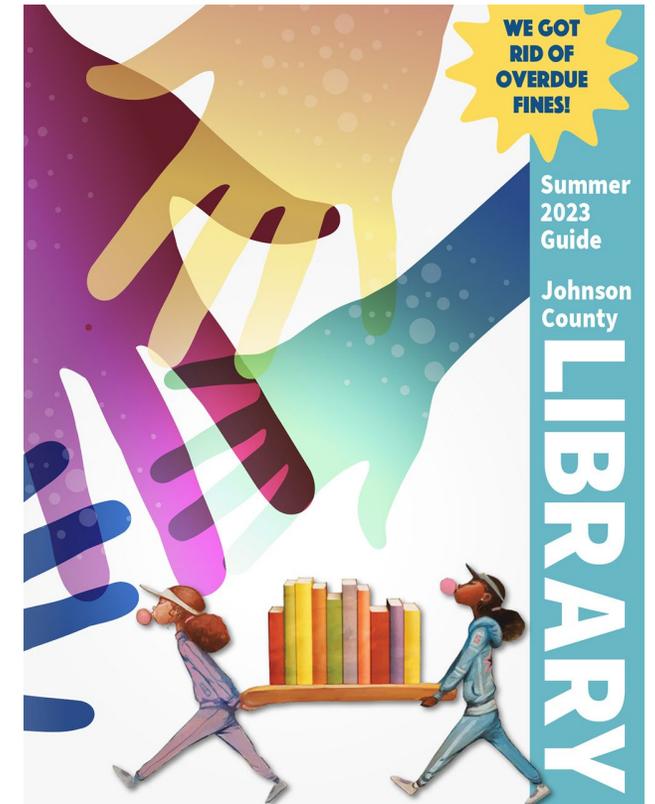
Work Completed

Library Guide Mailed to 190k households

Spanish Website Refresh launched in March

Merriam Plaza videos

Internal Communications working on the new employee handbook



Operations

Strategic Vision

Johnson County Library staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Outcome

People will receive seamless service.

Work Completed

New Furnishings throughout many branches

Leawood Parking Lot mill and overlay

Cybersecurity planning continues

Hiring new staff



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

May 11, 2023
at Central Resource Library
4:00 p.m.

BOARD: David Sims, Kelly Kilgore, Mitra Templin, Bethany Griffith, Anna Van Ophem, and Charles McAllister

ABSENT: Jeffrey Mendoza

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, David Vratny, Adam Wathen, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, Scott Sime, Shelley O'Brien, Ted Clemons, Megan Clark, Lacie Griffin, Amber BourekSlater, Michelle Olsen, Joseph Keehn, Christine Peterson, Michelle Beesley, and Tad Twidwell.

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

CITIZENS COMMENTS:

None

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Bethany Griffith shared apologies from Jeffrey Mendoza as he is unable to attend.

Ms. Van Ophem thanked staff for a great orientation for new Board Members.

Board Chair Griffith attended the opening of Downtown Branch of the Olathe Library, congratulations to our neighbors and partners. They have a full floor of history records of Olathe, including phone books. The building is beautiful and has a wonderful outdoor terrace space, it is an asset to the downtown area. Tonight, is the opening night for a cirque-style show at Trilogy Cultural Arts. Congratulations to Tricia for her silver jubilee at the Johnson County Library, congratulations on 25 years.

DEVELOPMENT DEPARTMENT REPORT

Christopher Leitch, Community Relations Coordinator, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. The written reports are included in the May Library Board Report.

Mr. Leitch highlighted how we recognized volunteer appreciation week. The Friends of the Library continue to work on their strategic plan. The Foundation hosted a successful 1952 Society and Readers Circle event, welcoming 75 guests who were donors, volunteers, and Friends.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shared updates from the Board of County Commissioners (BOCC).

Second Annual Juneteenth Celebration will be June 19th 11:30a.m. – 1:30p.m. at the Lenexa City Commons, keynote speaker Jessica McCallop-McClellan, emcee Nathan Louis Jackson comments from BOCC Chairman Mike Kelly.

Committee of the Whole met today and recommended the creation of a Sustainability Coalition and a Johnson County Diversity Coalition. These coalitions will help share the voices of those that are underrepresented and underserved in our community.

Commissioner Hanzlick shared her excitement about the Memory Lab and that she is working on transferring some slides for her mother.

Currently, Commissioner Hanzlick is reading *The Plaza, The Secret Life of America's Most Famous Hotel*. Intrigued with incredible buildings and their fascinating history.

Adoption of the Revised Agenda with additional New Business item E.

County Librarian Suellentrop reviewed the addition of New Business item E. Additional contract services request connected with the West Wall remediation work. This was previously discussed in October and then again in April. There is a briefing sheet with a motion at everyone's seat if you choose to add this on to the agenda.

Motion: Ms. Templin moved to add the consideration of approving the additional contract services to the New Business to the agenda.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

BOARD COUNSEL REPORT

Fred Logan, Board co-counsel, reviewed the Merriam financing and lease agreements, and temporary use of library reserves for bridge financing.

Mr. Logan reviewed that the last time that the library went out for a vote for funding library improvements was in 1992 to build the Central Resource Library. Since then, the County Commission while working with other County Agencies has developed a Public Building Commission (PBC) which monitors and finances capital projects. The library enters leases through the PBC in order to get the best financing and cost on projects. This is the method for payment for all library projects in recent years.

It is appropriate to align when the library will go to the PBC based on when the County is funding other projects through bonding as well and defer until the best possible timing. This may require use of reserves for bridge financing, as is coming before the board for action.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of March, we were 25% through the 2023 year, with a little over \$25.1 million, a little over 52% of anticipated revenues. As for expenses, including our collection encumbrances we have spent a little over \$13.6 million or approximately 28%, which tracks with where we should be at the end of March.

Statistics

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

Mr. Wathen reviewed the monthly statistical report based on five years, physical circulation trend in 2023 is matching 2022. Our digital usage trend is significantly higher than last year. It has been about one year since launched our Libby system and that has paid off dividends in increased digital use. The visitation trend is pacing below 2019 pre-COVID numbers and we are continuing to gain ground every year.

Mr. Sims asked if the visitation trends rising can be attributed to anything in particular. Mr. Wathen explained that we have reintroduced all of our programming, this helps us welcome patrons back into our buildings.

Ms. Templin shared an experience of overhearing a conversation about the Libby app at an assisted living facility and how fantastic the residents thought it was and how much they use it. It was a wonderful testament to this e-resource.

Learning and Development

Laura Blair, Learning and Development Manager, presented the Learning and Development (L&D) report to the Board, this report is included in the May Board Report.

Ms. Blair introduced the team, what they do, and how many course staff have taken. Articulate 360 has allowed staff to be able to enroll in trainings and take trainings as time is available, on a start and stop basis. Library and County IT have partnered to provide Cyber Security Awareness training. Ms. Blair's team also coordinates external events and conferences. L&D has launched Gallup Strengths to all staff, focusing on what is right with staff and learning about themselves and peers. In May 2022 we launched a Leadership Development Cohort.

Commissioner Hanzlick asked about what training is available to staff to address the challenges that library staff deal with patrons.

Ms. Blair shared that we have a course Controlling the Building Through Customer Service, looking at expanding and advancing that. She also shared that herself and another manager are attending a Mandt class to determine if that training would be useful and she is working with County Mental Health. The library continues to look for more resources in this area.

Commissioner Hanzlick shared an update that she has been discussing an emergency plan for extreme weather with the Director of Emergency Management to plan for those that may be in affected and having warming and cooling centers, other than the library. This may include the Mayors as this affects the Community Centers as well.

COMPREHENSIVE LIBRARY MASTER PLAN

Megan Clark, Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the May Board Report.

Merriam Plaza Project

Ms. Clark reported the status of the Merriam Plaza Library Project, roof light monitors, structural steel and decking, exterior metal stud framing. The underground utility under Slater Street is complete and that roadway has been opened.

Ms. Clark reviewed the timeline for this project, which has no changes from last meeting.

Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2023 timeline are included in the May Board Report.

Ms. Clark reviewed the Capital Improvement Projects timeline, which has no changes from last meeting. The Lackman building is now for sale, it is open for bidding and there have been two open houses. Lackman bidding will close May 25th at 2 p.m. We have received interest from 20 parties.

Ms. Clark addressed the CRP anticipated timeline of projects; the Capital Replacement Plan (CRP) 2023 timeline is included in the May Board Report. This timeline is showing Oak Park construction will kick off after the August primary. Leawood's parking lot was completed ahead of schedule without a building closure. Ms. Clark reviewed the west wall remediation at Central Resource Library and reviewed the New Business item E. that has been added to the meeting.

Ms. Templin asked if we would be selling the Antioch building the same way as the Lackman Building.

County Librarian Suellentrop shared that this is likely the method we would use, we wanted to assess the process after we sell the Lackman building. The library is interested in being completely out of the Antioch building prior to looking at selling.

UPDATES – Tricia Suellentrop, County Librarian

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

Updates

County Librarian Suellentrop highlighted the National Volunteer Appreciation celebration. Overall volunteers have contributed over 13,000 hours of services and that equates to \$404,000 in-kind service. There were three volunteers that received National Award for their service, Kate Kaltenbach, Marshall Ellis, and Al Pope. Kate has contributed over 4,000 hours over 10 years, working as book sale cashier and serving on the Friends board. Marshall has contributed over 4,200 hours over 9 years of service, often working at the sorting center and he is known for his contagious laughter. Al has been volunteering since 1994, has contributed over 5,000 hours at the library, and is known for his riddles.

Prairie Village City Council has directed the City to enter into Memorandum of Understanding (MOU) with the YMCA and Johnson County Library. Staff will be working to bring back that MOU to the Library Board in June or July.

Programs, Outreach and Information Services for English Language Learners and Latino Community

Joseph Keehn, Program and Event Coordinator presented the Language Learner report to the Board, this report is included in the May Board Report.

Mr. Keehn reviewed the Language Learner Committee, including the mission and vision, and why they formed. He also reviewed the many programs that this committee supports. The Language Learner Committee support many outreach requests and partnerships throughout the community.

Mr. Keehn shared how information services focus on in-person student support and civic classes. He reviewed online resources and content translation plans so that they are being considered upfront.

Ms. Kilgore thanked Christine Peterson for her dedication to this important work.

Commissioner Hanzlick shared that this is very connected to a Diversity Coalition that BOCC may be creating, that may be a good connection.

Patron Technology and Laptop Lending

Adam Wathen, Associate Director for Branch Services presented the Laptop Lending report to the Board, this report is included in the May Board Report.

Mr. Wathen shared where laptop lending is located in Johnson County Library and a variety of technical kits are available to be checked out from the MakerSpace.

Mr. Wathen shared the usage of laptops and desktops. Towards the end of 2020 there was a community survey through ETC that showed that less than 1% of respondents used the library as primary means of accessing the internet.

Ms. Templin asked if this survey was given via paper or digital.

Mr. Wathen shared that surveys were sent out by paper and there was a follow up by email. ETC found there was an even spread of ages in responses.

Mr. Wathen shared school technology offerings and what is typical for children to bring home.

Ms. Kilgore clarified that some schools do not allow for students to take technology home.

Mr. Wathen shared other local community libraries that also have technology for check-outs.

Ms. Templin asked if the library made changes based on the survey information.

Mr. Wathen clarified that we did not make changes because the survey validated that the practice of the library to be adequate. Our IT Department is responsive in terms of where we place technology based on usage and we continue to assess these services.

Mr. Sims asked what the barriers are to access to try to implement the findings of this study, 10-30,000 residents without dependable internet is a large amount.

Mr. Wathen shared that we have looked at what it would take to mobilize services. Barriers to checking out technology are about prioritizing that and setting monetary boundaries for that.

County Librarian Suellentrop expressed that staff, and the library board could consider the loss risk and budget dollars that are acceptable to put towards this.

Mr. Sims would like to see is what the cost is from the Kansas City Public Library and Mid-Continent Library, as these can be examples based on their grants.

County Librarian Suellentrop expressed that is really a two-step process, to have a hot spot and laptop.

Commissioner Hanzlick asked if there are services and resources for patrons that come in that do not know how to use the computers.

Mr. Wathen our staff are trained to help patron with support needs, they will give more assistance as time allows. We do connect patrons with resources like our technology program where a patron can sign up for more one-on-one assistance. Administration has been discussing what digital literacy is and what is our role in the community.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the April 13, 2023 Regular Library Board meeting
2. Minutes of the April 13, 2023 Joint Board of County Commissioner and Library Board meeting
3. Consideration to approve BiblioCommons Contract

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for March 2023 were handled in accordance with library and County policy.
- b) The March 2023 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

C. Gift Fund Report

1. Treasurer's Report

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

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

II. Old Business

A. Consider renewal of City of Shawnee's Neighborhood Revitalization Area Interlocal

Dave Vratny, Finance Director reviewed the briefing sheet and report that is included in May Board Report.

Motion: Ms. Kilgore moved to approve an interlocal agreement to participate in the City of Shawnee's Neighborhood Revitalization Area.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously

III. New Business

- A. Consider approval of a purchase order (PO) with Electronic Technology Inc (ETI) be paid for out of the Library Building Physical Security project account for the continued security camera upgrades and access controls for the remaining Johnson County Library locations.

Dave Vratny, Finance Director and Tad Twidwell, Physical Security Specialist reviewed the briefing sheet and report that is included in May Board Report.

Ms. Van Ophem asked if there was negotiation to get to this amount and if this is a good deal. Mr. Twidwell clarified that this is the final amount, from the initial allotment of \$600,000, and we have a great deal because it is a Mid-America Regional Council (M.A.R.C.) contract.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approve a purchase order (PO) with Electronic Technology Inc (ETI) in the amount of \$512,936.60 to be paid for out of the Library Building Physical Security project account for the continued security camera upgrades and access controls for the remaining Johnson County Library locations.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

- B. Consider approval of a contract with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) at Oak Park library.

Adam Wathen, Associate Director for Branch Services reviewed the briefing sheet and report that is included in May Board Report.

Board Chair Griffith asked for an explanation of what all is covered under the Building Automation System (BAS).

Mr. Wathen shared that this system remotely monitors, adjusts, and troubleshoots mechanical, electrical, plumbing and life-safety systems in the building.

County Librarian Suellentrop clarified that this allows for facilities to maintain the building systems in a smarter and more pro-active way from off-site centralized location.

Mr. Wathen also noted that facilities can gather data, to compare buildings throughout the county and find efficiencies.

Mr. Sims asked if this is a County wide initiative.

Mr. Wathen clarified that this is happening in other County buildings, the Library is looking to upgrade to align with the County.

Motion: Mr. Sims I move to authorize a contract with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) at Oak Park Library in the amount not to exceed \$115,842 per County Purchasing Administrative Policy and Procedure #110.180.A.4.

Second: Mr. Kilgore seconded this motion.

Motion was approved unanimously

Ms. Templin asked if there has been any analysis to determine if this is saving any money.

Mr. Wathen noted that we have not seen that data directly, but facilities staff have noted that these systems do save on staff time and savings year over year.

Ms. Templin asked for follow up on this analysis.

- C. Action Item: Consider authorizing the temporary use of Library Operating Reserves to ensure the continued funding of building construction work at the Merriam Plaza Library.

Dave Vratny, Finance Director reviewed the briefing sheet and report that is included in May Board Report.

Ms. Van Ophem asked if there is a typical time for bond sale.

Mr. Vratny shared that typically bond sale occurs in the late summer or early fall, that is based on when projects are ready throughout the county.

Ms. Van Ophem asked why this request is for such a high amount.

Mr. Vratny explained that the amount that is being requested for bridge funding today is the remaining amount for the project, this is so that we do not have to come back if we get cash flow wrong before the bond sale.

Motion: Ms. Templin moved to authorize the temporary use of \$6,838,527 in Library Operating Reserves to ensure the continued funding of building construction work at the Merriam Plaza Library until the bond proceeds can be received from the anticipated August 2023 Public Building Commission bond sale.

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously

- D. Action Item: Consideration of MOU to formalize the partnership between Johnson County Library and Johnson County Parks and Recreation Department for the shared use of the KnowBe4 software as a service IT governance, risk, and compliance platform.

Ben Sunds, Associate Director of Customer Experience and Michelle Beesley, IT Manager reviewed the briefing sheet and report that is included in May Board Report.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approves the Johnson County Parks and Recreation Department memorandum of understanding.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously

- E. Action Item: Consider approving additional contract services work with Walter P. Moore and Associates, Inc. for Central Resource Library west wall remediation work in an amount not to exceed \$68,700.

Dave Vratny, Finance Director reviewed the briefing sheet and report that is included in the Revised May Board Report.

Board Chair Griffith asked if we are considering a specialist because this is outside the scope of work for our typical project management.

Mr. Vratny confirmed that this is niche work of filling in the gaps under the building.

Ms. Templin asked if the library looked at other companies to do this work, other than Walter P. Moore.

Mr. Vratny shared that initially we did not seek out multiple companies, we found one recommended specialized company to assess the situation. They have then come up with their recommendation.

Ms. Kilgore asked if this would take care of the problem or if this would get us part of the way there.

Mr. Juan Lopez-Tamez, Johnson County Facilities, expressed that they went with Walter P. Moore because of recommendations of construction companies and architects that we work with when we found this issue. Walter P. Moore has the experience to give the solution, so we went directly with them. They will produce construction documents so that the company can give us a final price for the final repair. Walter P. Moore will work together with the construction company in partnership because the construction company has proprietary rights to their solution, so they work together to create those documents.

County Librarian Suellentrop clarified that once the construction documents are completed that recommendation will come back to the library board for the final solution and final cost.

Ms. Van Ophem asked if the approval today is for a consulting fee with a plan to correct this issue.

Ms. Templin asked if the scope of bringing Walter P. Moore in was to determine the issue or determine the solution.

Mr. Lopez-Tamez explained that the first phase was investigation to determine why we have this problem. We involved a geotechnical company to take borings to check the soils in combination with the movement of the structure to determine the problem with the building. The next phase is to fix the problem.

Board Chair Griffith highlighted that this is more significant of a problem than we expected at the beginning. There is some sticker shock that the \$68,000 is how we get to the plan and does not include solving the problem.

County Librarian Suellentrop shared that this is taking a more detailed solution that we initially expected.

Mr. McAllister expressed that we should have other companies tell us what they would charge to do this work as well.

Mr. Lopez-Tamez shared the typically Facilities uses term and supply contractors and all of them recommended the same company.

Ms. Van Ophem asked is there is any portion of this cost that can be recouped.

Mr. Lopez-Tamez shared that this is not a part of any construction that has been done since we purchased the building.

Mr. McAllister and Ms. Templin reviewed the cost breakdown. Mr. McAllister asked if we have a term and supply contract with Walter P. Moore.

Mr. Lopez-Tamez shared that we do not have this type of specialist in our term and supply.

Mr. Sims asked what we have already spent on this initial investigation.

Mr. Lopez-Tamez shared that the initial investigation was about \$19,000.

Ms. Templin expressed concern that we do not have a second opinion.

Mr. Lopez-Tamez shared that the reputation and experience of Walter P. Moore is known through the community in remediation of these type of situations and our architects confirmed we were receiving a good value on our first phase. Experience is high for us. Contracts under \$50,000 do not need comparison of three or more companies.

Ms. Templin confirmed that the under \$50,000 amount was for the initial phase.

Board Chair Griffith asked if the library board would like to table this item and direct the Administrative Team to look at getting other recommendations or we can trust Facilities expertise.

Ms. Templin asked for the estimated value of this building.

Mr. Vratny estimated about \$40million building.

Ms. Templin asked if one construction documents are completed if then those would go out to bid.

County Librarian Suellentrop explained that the company has proprietary rights to the way this is constructed.

Mr. Lopez-Tamez explained that Walter P. Moore is working with a company with proprietary rights, if we want to compare companies then we would need to pay another company to design the solution and that would cost another roughly \$60,000 - \$70,000.

There was discussion about this being an example of exemption to competition due to this proprietary solution.

Mr. McAllister asked if they are able to give a rough estimate of the work needed since they already have a rough layout of the work they expect to need to do.

Mr. Lopez-Tamez explained that there are more details that will affect that final cost.

Mr. McAllister expressed he would like to see second opinion.

Mr. Lopez-Tamez explained that we can get another opinion, we would need to pay someone else to come out and investigate again.

Ms. Templin expressed concern that once we go with an engineer, we feel tied into their method.

Commissioner Hanzlick reviewed a portion of the Walter P. Moore contract.

Board Chair Griffith wants to know the due diligence is being done to ensure that the library system is not being taken advantage. This is such a specialized scope that the same rule does not apply.

Mr. Lopez-Tamez shared that this is a specialist that we do not typically work with, so we look to the expertise of the architects and contractors that we work with often and trust.

Ms. Sims is reluctantly agreeing and expressed that this step could be part of the first step. Ms. Templin shared concern about not seeing a second opinion.

Mr. McAllister shared concerns over not seeing multiple prices and would like to see that in future.

Mr. Lopez-Tamez shared that initially we were unaware if this was a safety concern.

Board Chair Griffith would like to see openness and accountability in the process if we find ourselves in this situation in the future. Board Chair Griffith called for a motion or table of this item.

Ms. Van Ophem what is the current safety risk

Mr. Lopez-Tamez currently it is ok, but it is likely to shrink again in the summer heat and produce more damage.

Ms. Kilgore asked if they have given an indication of what this expected to cost.

Mr. Lopez-Tamez gave a rough estimate range of \$200,000-\$250,000.

McAllister expressed that we should be considering if this might be happening in other areas as well.

Motion: Mr. Sims moved to approve additional contract services work with Walter P. Moore and Associates, Inc. for Central Resource Library west wall remediation work in an amount not to exceed \$68,700.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Ms. Templin moved to adjourn the meeting.

Second: Mr. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:42 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
Bethany Griffith

SIGNED _____
Tricia Suellentrop, County Librarian

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: APR-2023

		Receipts	Payments	Balance
	Opening cash balance			\$120,998.08
	Add Receipts	\$109,710.06		
	Less Payments		\$3,487.08	
	Ending Cash balance			\$227,221.06
	Less Liabilities		\$2,024.00	
	Unobligated cash balance			\$225,197.06

APPROVED: _____

DATE: _____

To: Library Board of Directors
From: Tricia Suellentrop
Date: June 8, 2023
Re: **Art Gallery Space Curation MOU – INFORMATION ONLY**

Issue: Curated art spaces in the Library

Suggested Motion: No motion necessary, informational purposes only as action will be requested at the July 13, 2023, Library Board Meeting.

Background: The Library has hosted gallery spaces for many years, since 1972! The spaces have been curated in several different ways over the years. Most recently library staff have taken on this role in partnership with local art organizations such as InterUrban ArtHouse, Kansas City Artists Coalition and The Arts Asylum. Staff have been responsible for choosing artists and displays for each space, coordinating payment of stipends to artists, gathering artist biographical information, and overseeing installation of the art. The library staff committee working on this put forward a proposal to change how our spaces will be curated. Their proposal is to outsource the curation of nine of our gallery spaces, leaving Central to be used in coordination with our own programming and branding efforts.

InterUrban ArtHouse, the chosen organization, is in Johnson County. They were established in 2011. One of their core objectives is support growth and sustainability of the arts through education and development of artists. They also strive to integrate arts activities into the community. These objectives line up with our strategic plan priorities.

The Library handles any complaints about art displays like any other intellectual freedom issue. We defend the artist's right to create and the patron's right to choose what they view. However, we are working closely with the organization. They are cognizant of our spaces, their proximity to children's spaces, and will work to keep the exhibits family friendly. Library staff will be made aware ahead of time what the exhibits will be so there will be no surprises.

Analysis: Library staff spend approximately 480 hours per year assisting with this work. Staff does not have the expertise to select or curate art exhibitions. While the Library has partnered with other organizations to help with this, staff still spent time coordinating logistics. Library Administration and Operations groups agreed that it would be a good idea to outsource this work to another organization. Staff sent out an informal RFP to three arts organizations. Two responded. The organization selected, InterUrban ArtHouse, was significantly more cost effective than the other organization.

Funding Overview: The cost of this service is \$28,350. Staff spend an estimated 480 hours on this work over the course of a year. This averages to a cost of approximately \$24,820. Freeing up staff to do other work and paying experts to curate our collection is a good return on investment.

Alternatives: Not approve the MOU and continue curating the exhibitions ourselves. We could also stop offering gallery space for art displays.

Recommendation: Approve the agreement

Budget Review: Our Finance Director has reviewed and approves this expenditure

Legal Review: This has been reviewed by legal counsel

Memorandum of Understanding (MOU) between the Johnson County Library and InterUrban ArtHouse

This MOU is intended to document the relationship between the Johnson County Library and InterUrban ArtHouse (IUAH).

InterUrban ArtHouse Paid Curation July 1, 2023 – December 31, 2024

Scope of Work

InterUrban ArtHouse (IUAH) will manage curatorial services at 9 Johnson County Library “Annex Gallery” locations. “Annex Gallery” exhibitions will take place in the designated locations in this proposal and rotate every 4 months. This scope of work will total 27 “Annex” exhibitions annually.

InterUrban ArtHouse Curatorial services include:

- Artist Selection Process
- All Artist Communications, Contracts and Payments
- Exhibition Installation: January, May and September
- Exhibition De-Installation: April, August and December

Promotion and Documentation:

- IUAH will provide necessary Artist Hang Tags and Identification
- IUAH will feature each exhibition on their website
- JCL will feature the exhibitions on their website, in JCL’s public program publication The Guide, and in their social media promotion as needed.
- IUAH will feature each exhibition on their social media platforms
- IUAH will cross-promote JCL on their website and in their social media promotion as needed.

Program/Training:

- IUAH will work with JCL staff at individual locations for any Exhibition-related program
- IUAH will work with JCL on any training and/or professional development for staff needed for each exhibition.

Locations/Pricing

This agreement totals \$28,350 annually - \$15,750 for curatorial fee; \$4,500 for admin fee; \$8,100 for artist stipends (See table below.)

Terms

Agreement must be executed 6 months prior to the 1st proposed installation cycle and must include a 25% payment of the annual fee. This agreement will have the option for renewal each year, unless cancellation notice is given in writing 3 months prior to the end of the term.

Cancellation

IUAH requires a 3 month notice of cancellation to end services.

Location	Curatorial Fee	Admin Fees	Artist Stipends	Total
This Proposal totals \$28,350 annually, \$15,750 curatorial fee, \$4,500 admin fee, \$8,100 artist stipends	selection, coordination, install/deinstall	accounting, signage, MKTG/PR, website, archive	\$300/artist/cycle	
Antioch Library 8700 Shawnee Mission Pkwy Merriam, KS 66202	\$1,750	\$500	\$900	\$3,150
Blue Valley Library 9000 W 151st St Overland Park, KS 66221	\$1,750	\$500	\$900	\$3,150
Cedar Roe Library 5120 Cedar St. Roeland Park, KS 66205	\$1,750	\$500	\$900	\$3,150
Corinth Library 8100 Mission Rd Prairie Village, KS 66208	\$1,750	\$500	\$900	\$3,150
Gardner Library 137 E Shawnee St Gardner, KS 66030	\$1,750	\$500	\$900	\$3,150
Leawood Pioneer Library 4700 Town Center Dr Leawood, KS 66211	\$1,750	\$500	\$900	\$3,150
Lenexa City Center Library 4700 Town Center Dr Leawood, KS 66211	\$1,750	\$500	\$900	\$3,150
Oak Park Library 9500 Bluejacket St Overland Park, KS 66214	\$1,750	\$500	\$900	\$3,150
Shawnee Library 13811 Johnson Dr Shawnee, KS 66216	\$1,750	\$500	\$900	\$3,150
	\$15,750	\$4,500	\$8,100	\$28,350

Note: The current Antioch Library will move to Merriam Plaza Library in 2024. The existing building is expected to close during Q2/Q3. The art curatorial services for Antioch Library would shift to Merriam Plaza Library upon opening.

Angi Hejduk, Chief Executive Officer

InterUrban ArtHouse Representative

Date

Tricia Suellentrop

County Librarian, Johnson County Library

Date

Bethany Griffith

Chair, Johnson County Library Board

Date

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: June 8, 2023

Re: Public Building Commission (PBC) Resolutions and Lease Agreements for Merriam Plaza Library

Issue: This is being presented for informational purposes in June. Public Building Commission (PBC) Resolutions and PBC Lease Agreements associated with the Merriam Plaza Library project are expected to be presented and requesting approvals and authorizations at the July 13, 2023, Library Board Meeting.

Suggested Motion: No motion necessary informational purposes only as action will be requested for approvals and authorization of the PBC Resolutions and Lease Agreements at the July 13, 2023, Library Board Meeting.

Background: The Johnson County Library plans to issue debt for the Merriam Plaza Library project in the amount of \$6,838,527. The Library plans to use the PBC to issue the debt for this project at the upcoming debt sale planned for August 9, 2023. The PBC Resolutions and PBC Lease Agreements will need to be signed in July by the Library to participate in the August debt sale.

Analysis: The issuance of debt on August 9, 2023, should result in debt proceeds to be received in early September for the Merriam Plaza Library.

Funding Overview: The \$6,838,527 of PBC debt being issued for Merriam Plaza Library is in line with what was planned to be issued for this project. The issuance of this debt should complete the necessary funding for the Merriam Plaza Library project.

Alternatives: The Library Board could recommend the Library take another path towards financing the remaining portion of this project.

Recommendation: This is being presented to the Library Board in June for informational purposes. The approvals and authorization of the PBC Resolutions and PBC Lease Agreements associated with this will be requesting action for July.

Purchasing Review: N/A

Budget Review: The annual lease payments back to PBC related to the debt for the Merriam Plaza Library project are budgeted for repayment starting in 2024 and are in the 2024 Library budget proposal.

Legal Review: Legal Counsel has been working with PBC Bond Counsel on the timeline for this and will be working on the review of the PBC Resolutions and PBC Lease Agreements in advance of July's Library Board Meeting.