



**Board Report
May 11, 2023**

REVISED AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, MAY 11, 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 – Fred Logan and Andrew Logan
 - a) Merriam financing and lease agreements
 - b) Temporary use of Library Reserves for bridge financing
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....9
 - b) Core statistics, Adam Wathen, Associate Director for Branch Services.....14
 - i. Learning and Development, Laura Blair, Learning and Development Manager.....17
 - 2. Comprehensive Library Master Plan, Megan Clark, Project Coordinator
 - a) Merriam Plaza Library.....27
 - b) Lackman Property Sale Update
 - c) Capital Projects: Timeline Summary.....31
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Volunteer Appreciation Celebration, Tricia Suellentrop, County Librarian
 - b) Prairie Village Update, Tricia Suellentrop, County Librarian
 - c) Programs, Outreach and Information Services for English Language Learners and Latino Community, Angel Tucker, Youth Services Manager.....34
 - d) Patron Technology and Laptop Lending, Adam Wathen, Associate Director for Branch Services.....44
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the April 13, 2023 Regular Library Board meeting.....50
 - 2. Minutes of the April 13, 2023 Joint Board of County Commissioner and Library Board meeting.58
 - 3. Consideration to approve BiblioCommons Contract.....63

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.....67

VI. Old Business

- A. Action item: Renewal of City of Shawnee’s Neighborhood Revitalization Area Interlocal, Dave Vratny, Finance Director.....68

VII. New Business

- A. Action Item: Physical Security Building Upgrades Purchase Order, Tad Twidwell, Physical Security Specialist and Dave Vratny, Finance Director.....85
- B. Action Item: Oak Park Building Automation System Contract, Adam Wathen, Associate Director for Branch Services.....88
- C. Action Item: Use of Reserves for Merriam Plaza, Dave Vratny, Finance Director.....92
- D. Action Item: KnowBe4 MOU between Johnson County Library and Johnson County Park and Rec, Michelle Beesley, Information Technology Manager.....93
- E. **Action Item:** Additional Contract Service Request with Walter P. Moore for Central Resource Library West Wall Remediation Work, Dave Vratny, Finance Director and Megan Clark, Project Coordinator.....98

VIII. Adjournment



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

Volunteer appreciation was April 16-22.

We recognized the week with:

- exterior signage at all the branches
- social media posts
- two in-branch book displays and a book list of volunteers' picks on our website
- Appreciation luncheon – thanks for being there, Kelly Kilgore! - with special recognition for volunteers of the quarter and recognition for volunteers achieving milestones
- a special evening volunteer shopping event at the Friends

Johnson County Genealogical Society started the first Memory Lab in the Kansas City area thanks support coordinated through the JCL Foundation. This Memory Lab provides capacity for our community to digitize 35mm slides, photo prints and negatives, and 8mm film, among other media, with the help of trained volunteers. After announcing the opening date for the Lab, all the slots available for two months filled in less than 8 hours. We are currently working to recruit and train additional volunteers to increase the number of shifts available to patrons to utilize the equipment.



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

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

- Friendly Fun for National Volunteer Week

Volunteers have been the core of our organization since the beginning, when we successfully advocated for Johnson County to fund a library system and hire its first County Librarian. Seventy years later, half of the Library's volunteer program consists of folks assigned to work with us, and we plan to grow our ranks even larger as we turn towards nourishment of our advocacy roots.

This year, we celebrated our volunteers with an exclusive pop-up sale at Friends Pine Ridge headquarters and we hosted a group of middle school volunteers – the next generation of Library supporters – from Prairie Trail Middle School, who spent the morning learning how to sort, ship, and research prices within our book sale operations. I'm not sure who had more fun, the kids or the staff!

- Busy, Busy Committees

The Friends Board dove into our fresh strategic plan this year, first through committee realignment. Our standing committees now include Revenue, Membership and Involvement, Operational Excellence and People, and Community Engagement and Advocacy.

Our committees are reviewing what it means to be a Friends member, reevaluating our 2-year-old website, and preparing for possible relocation of our headquarters in anticipation of expiration of our current lease at the end of 2024.

Respectfully submitted,
Shanta Dickerson, Director

Monthly report of the
Johnson County Library Foundation to the
Board of Directors of the
Johnson County Library
May 2023

Donor Appreciation

The Foundation hosted our annual donor appreciation event, April 23. This event highlights our 1952 Society (planned giving) and Readers Circle (cumulative lifetime giving) members, while celebrating our loyal Library Lovers who are dedicated volunteers, Friends and donors. It promotes awareness of our planned giving program, other donor options to support the Library, and the opportunity to “continue the conversation” to help bring people into/along the continuum of giving.

- 1952 Society: Writing the Library’s Next Chapter, is recognition for leaving a legacy gift to the Library in a will or estate plan.
- Readers Circle recognizes individual and couples for their cumulative giving starting at \$5,000.
- It was exciting to welcome guests 75 guests who were donors, volunteers, and Friends.
- The program featured guest speaker, Edoardo Ballerini, award-winning audiobook narrator and tv/film actor.

Appreciation Continued: Volunteers

- Many of those invited to the 1952/Readers Circle appreciation event are volunteers.
- Planned gifts, by and large, have been from individuals who have been a combination of volunteers, Friends and Foundation Donors.
- During the April 19 Volunteer Appreciation Luncheon event, 12 volunteers were initiated as inaugural members of the 2080 Club. Each of these volunteers has given over 2,080 hours of service or the equivalent of 1 full time year of service or more to the library; combined they contributed 33,980 hours of service spanning 7-20 years of service. That translates to the economic equivalent of nearly \$1 million of labor for the Johnson County Library.

Grant Recognition

We continue to apply for grants from area foundations and funders to support many programs that the Library continues to provide. Here are some of the of grantors from 2022-2023.

- 3- year Ewing Marion Kauffman Foundation for Race Project KC and Library Programming
- Black & Veatch Foundation for the MakerSpace
- Royals Charities for the new Merriam Plaza Library interactive children’s literacy unit
- R.A. Long Foundation for Brainfuse online tutoring
- Joan and Bert Berkley Blue Heron Foundation for the Writers Fund
- Henderson Engineers for *elementia*
- Village Presbyterian Church for Incarcerated Services

Finance

- The 2022 audit is being finalized and the 990 tax return is being prepared.
- We continue to add to endowment investments at the Greater Kansas City Community Foundation. The value of these funds impacts the annual disbursement to the Library for the collection.

Development Office





Annual Volunteer Appreciation Luncheon celebrated 100+ of our 800+ corps!



1952 Society event hosted renown actor and continues Planned Giving growth.



Friends' Committees hard at work guiding the org to a successful future.



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
March 2023
25% 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	
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$93,800</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$4,397,224</u></u>
SPECIAL USE FUND		2023 Budget
	Revenue:	3,619,470
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	18,771
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$18,771</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$3,600,699</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$7,997,923</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

March 2023
25% 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	22,627	104,359	22%	17%
Library Generated - Overdues / Fees	48,310	506,271	10%	16%
Sale of Library Books	0	50,000	0%	25%
Misc Other	293	18,703	2%	2%
Reimbursements	1,849	630,043	0%	8%
Library Generated - Other Charges	0	0	0%	0%
Investment	190,983	390,000	49%	46%
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	25,122,328	48,084,895	52%	54%

Expenses ALL FUNDS with Collection

Encumbrance	2023 Year to Date	2023 Budget	% Categories Expended
Salaries and Benefits	5,067,370	23,741,078	21%
Contractual Services	1,901,258	6,300,803	30%
Commodities	3,212,775	5,095,281	63%
Risk Management Charges	75,922	304,538	25%
Capital / Maintenance / Repair	93,800	5,497,634	2%
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	13,633,734	48,084,895	28%

Revenue - Expenses as of March 31, 2023 11,488,594

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
March 2023
25% Year Lapsed

OPERATING FUND	2023	2023	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	1,120,621	4,398,511	25%
Information Technology	1,084,452	4,409,160	25%
Collection Development	932,491	4,011,480	23%
Branch/Systemwide Services	4,614,515	22,081,847	21%
Risk Management Charges	75,922	304,538	25%
Grants *	0	265,638	0%
Transfer to Capital Projects	0	5,497,634	0%
Interfund Transfer	3,085,499	3,195,912	97%
TOTAL OPERATING FUND EXPENDITURES	10,913,501	44,164,720	25%

SPECIAL USE FUND	2023	2023	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	173,705	0%
Commodities (Capital Equipment)	18,771	127,000	15%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	0	3,619,470	0%
TOTAL SPECIAL USE FUND EXPENDITURES	18,771	3,920,175	0%

TOTAL EXPENDITURES	10,932,272	48,084,895	23%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
March 2023
25% Year Lapsed

ALL FUNDS	2023	2023	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	5,067,370	23,741,078	21%
Contractual Services	1,626,724	6,300,803	26%
Commodities	918,415	5,095,281	18%
Risk Management Charges	75,922	304,538	25%
Capital / Maintenance / Repair	93,800	5,497,634	2%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	0	3,619,470	0%
Grants	0	265,638	0%
Interfund Transfer	3,150,040	3,260,453	97%
TOTAL EXPENDITURES	10,932,272	48,084,895	23%

GRANTS*	Expenditures through 03/31/2023	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$0.00	\$132,568.53	\$132,568.53

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

Expenditure of Friends of the JCL Donations 2023

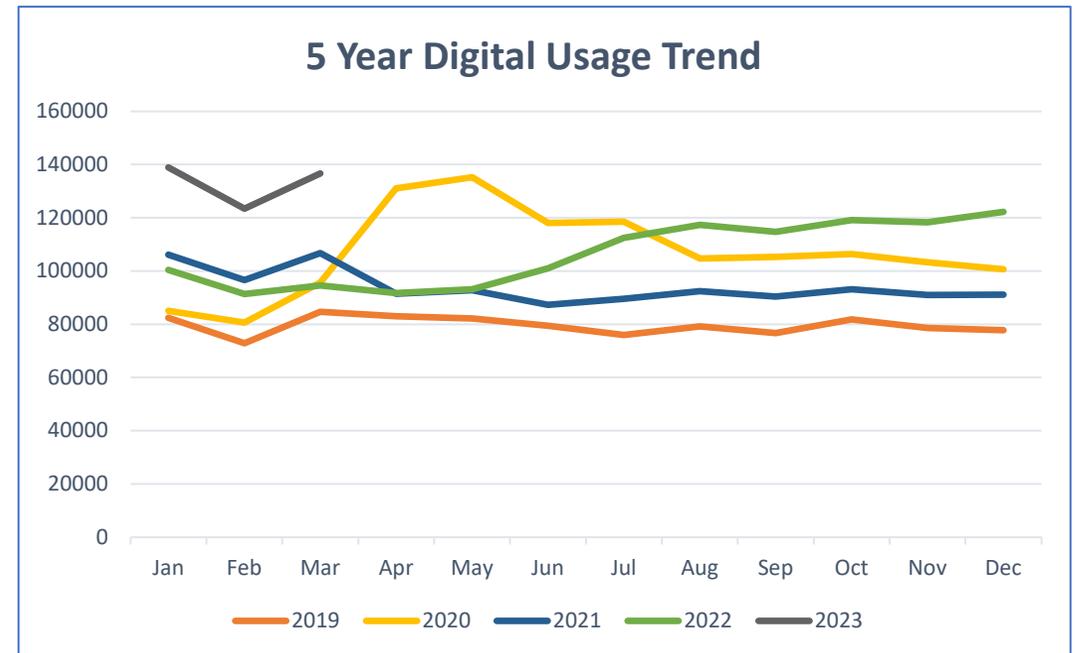
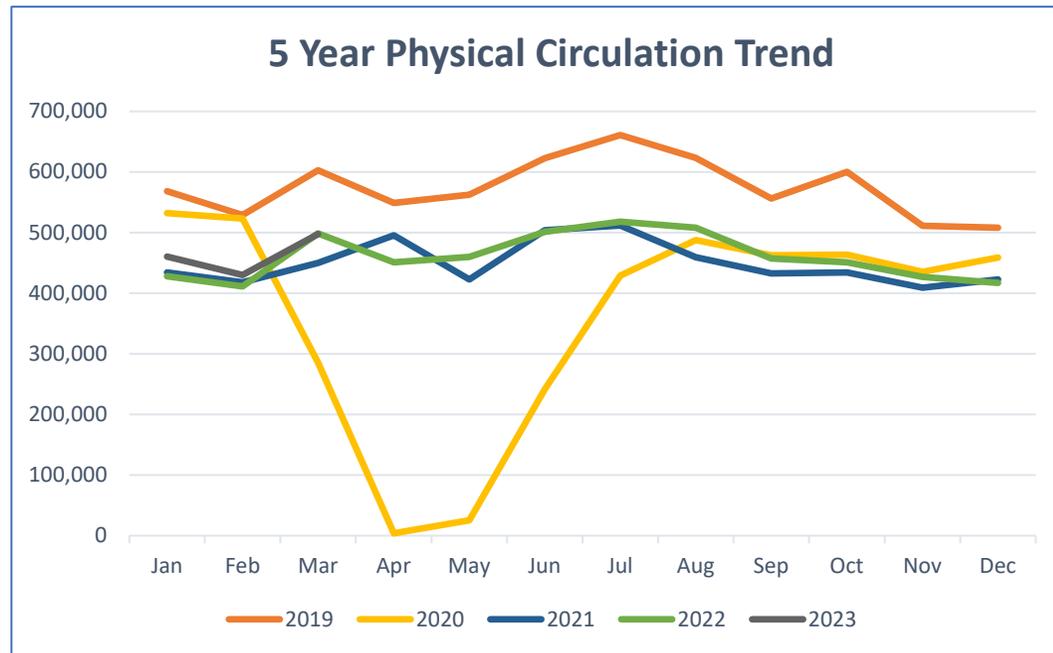
<i>Expenditure Details</i>	<i>March</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	310.00	310.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	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	\$ 310.00

Monthly Statistical Report

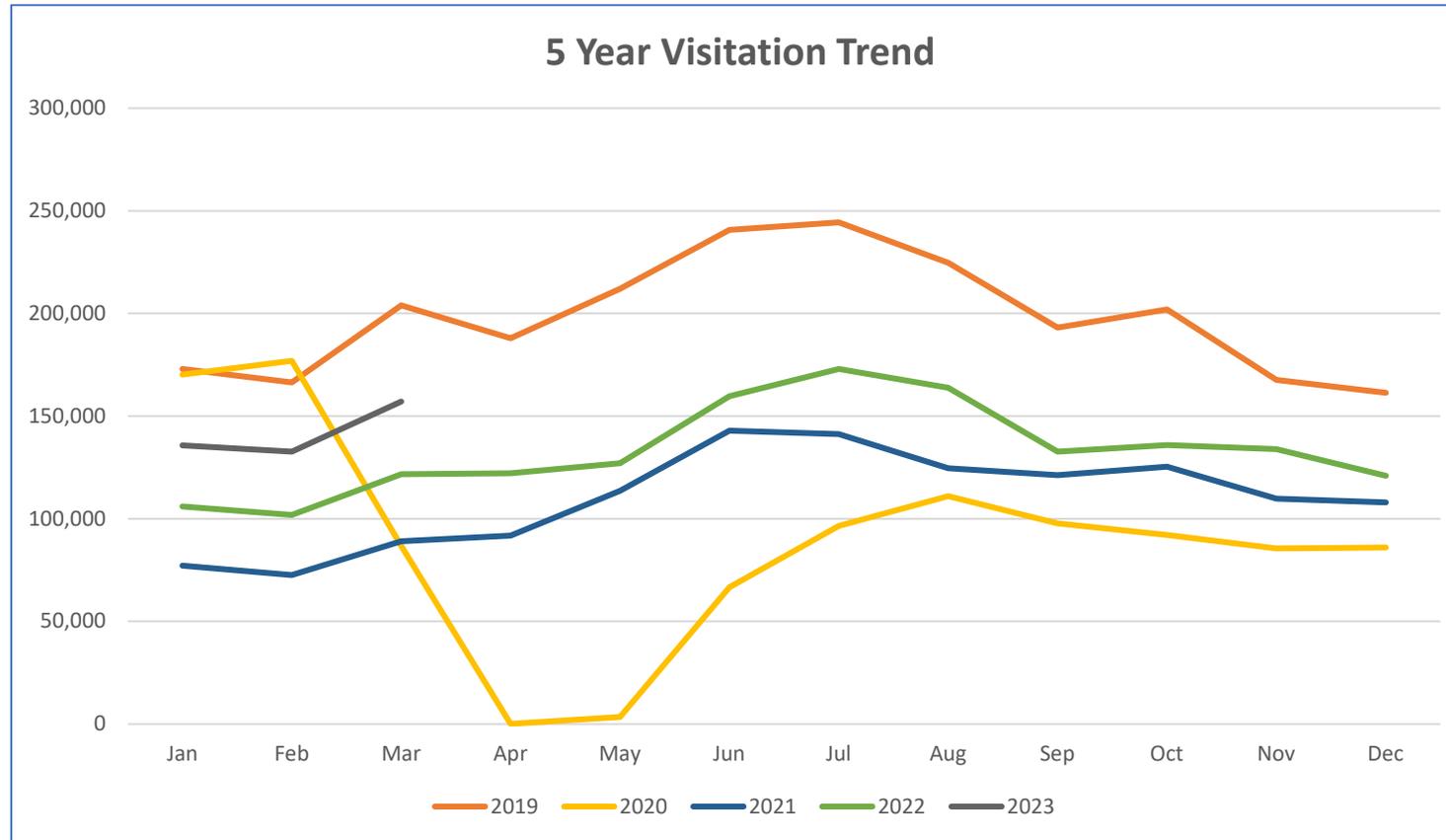
May 2023

JOHNSON COUNTY LIBRARY

Monthly Statistics



Monthly Statistics



Learning & Development Update

Laura Blair, L&D Manager



Our Team



What We Do

- Design, Facilitate, and Coordinate **INTERNAL TRAINING** (Instructor led and eLearning)
- Facilitate **NEW EMPLOYEE ORIENTATION**
- Coordinate **EXTERNAL TRAINING**
- Manage **EXTERNAL EVENT** and **CONFERENCE** attendance
- Manage **CYBER SECURITY AWARENESS TRAINING**
- Implement tools for **EMPLOYEE DEVELOPMENT**



Classes by the Numbers

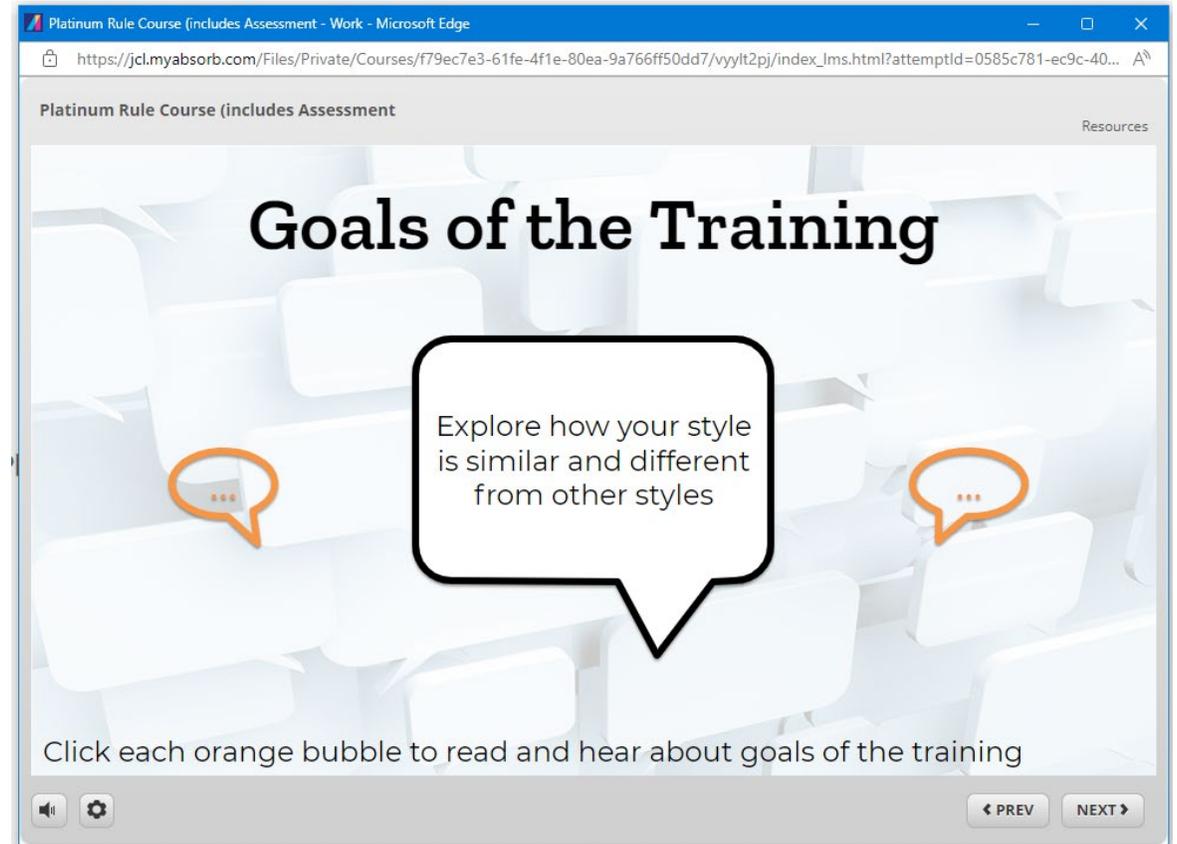
- **Instructor Led: 130 Sessions**
- **Online/eLearning Courses: 47 Classes**
- **Total attendees: 1161**

- **New Employee Orientation: 10 Sessions**
- **New Employee Orientation Participants: 72**



Articulate 360

- eLearning design software with multiple formats
- On-demand training access
- Allows for interactive learning
- Certified Storyline Designers
- New Classes
 - Active Shooter
 - Trauma Bag
 - Incident Reports
 - Platinum Rule
 - Introduction to Strengths
 - Introduction to APRP



Cyber Security Awareness Training

- **Annual Training for All Employees**
2022 completed
2023 scheduled
- **On-boarding Training for New Hires**
- **Monthly Micro-trainings**
Short videos on hot topics
- **Monthly E-mail Phishing**
Simulations with embedded training



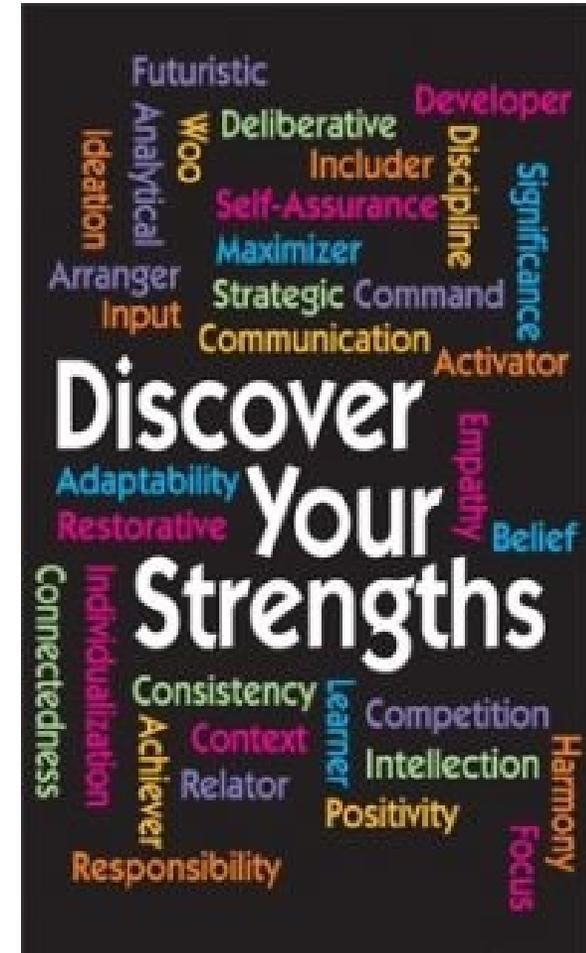
External Events and Conferences

- **External Events:** Webinars, Speaker Events, Classes, etc.
 - 23 requests so far
- **Conferences:** Multi-Day Events
 - 60 staff are attending 24 different conferences in 2023
 - ALA & KLA
 - Role specific conferences
- **Involvement:** Presentations, Committee Members, Panel Members, Leadership
 - 12 staff are involved at this level
 - Potential KLA presentations



Gallup Strengths

- Launched Gallup Strengths for all staff
 - 285 staff have their assessment
- Focuses on “what’s right with people”
- 3 Certified Strengths Coaches
- Building teams who understand how their Strengths compliment & support each other



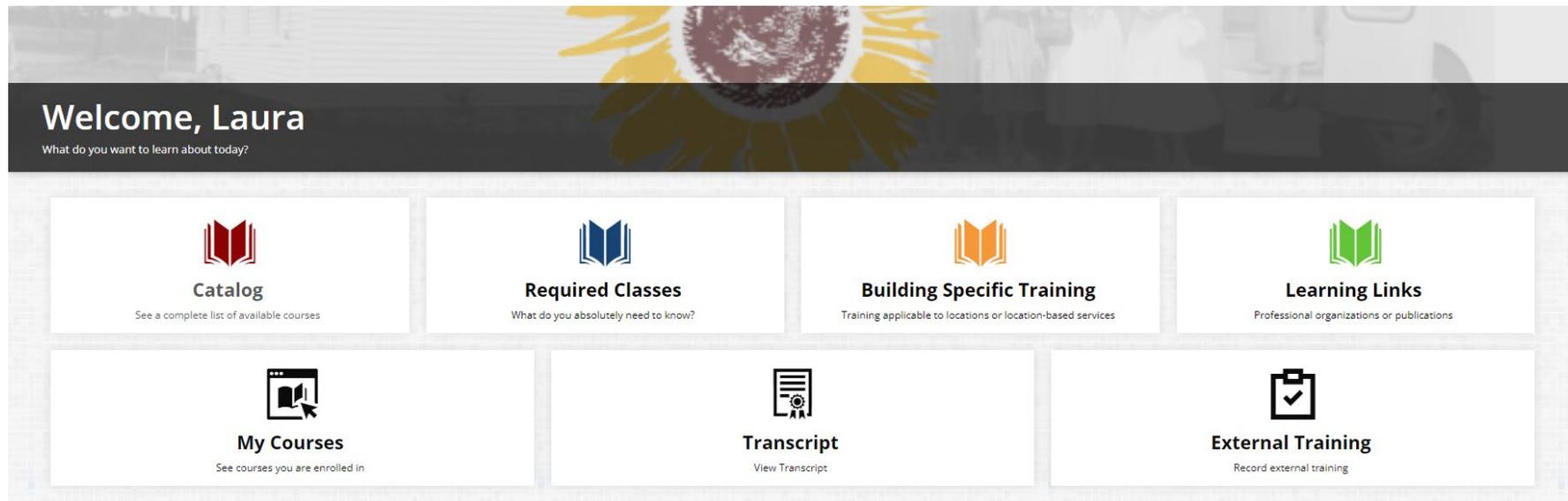
Leadership Development

- Leadership Cohort formed in May 2022
 - 10 staff members in this Cohort
- Activities
 - Leadership Round Tables
 - Leadership Development Training Sessions with 10Ninety Inc. (Logan Leadership Fund)
 - Monthly reading and discussion
 - Consulting on SORT II
 - Attending events with County Librarian



Upcoming Events

- **In Person:**
 - Crucial Conversations class
- **eLearning:**
 - Safety and Security Annual Training
 - Cyber Security Annual Training
- **Virtual:**
 - Foundational Library Policies
 - Intellectual Freedom
 - Department Overview: Inter-Library Loan
 - Digital Readers' Advisory Best Practices



Merriam Plaza Library

Update – May 2023



Updates

- Construction update
- Next steps
- Timeline



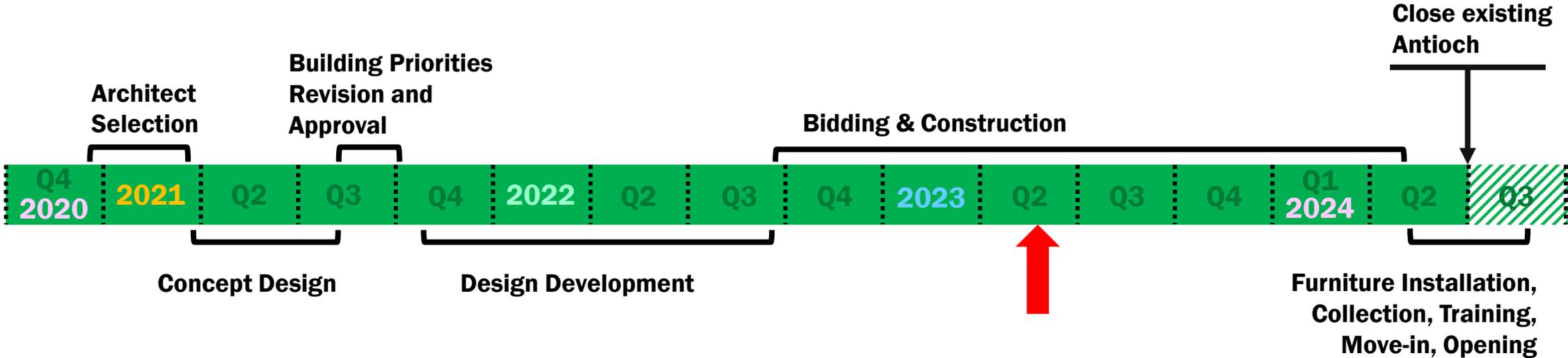
Next Steps

- Construction continues



Merriam Plaza Library:

Anticipated Project Timeline

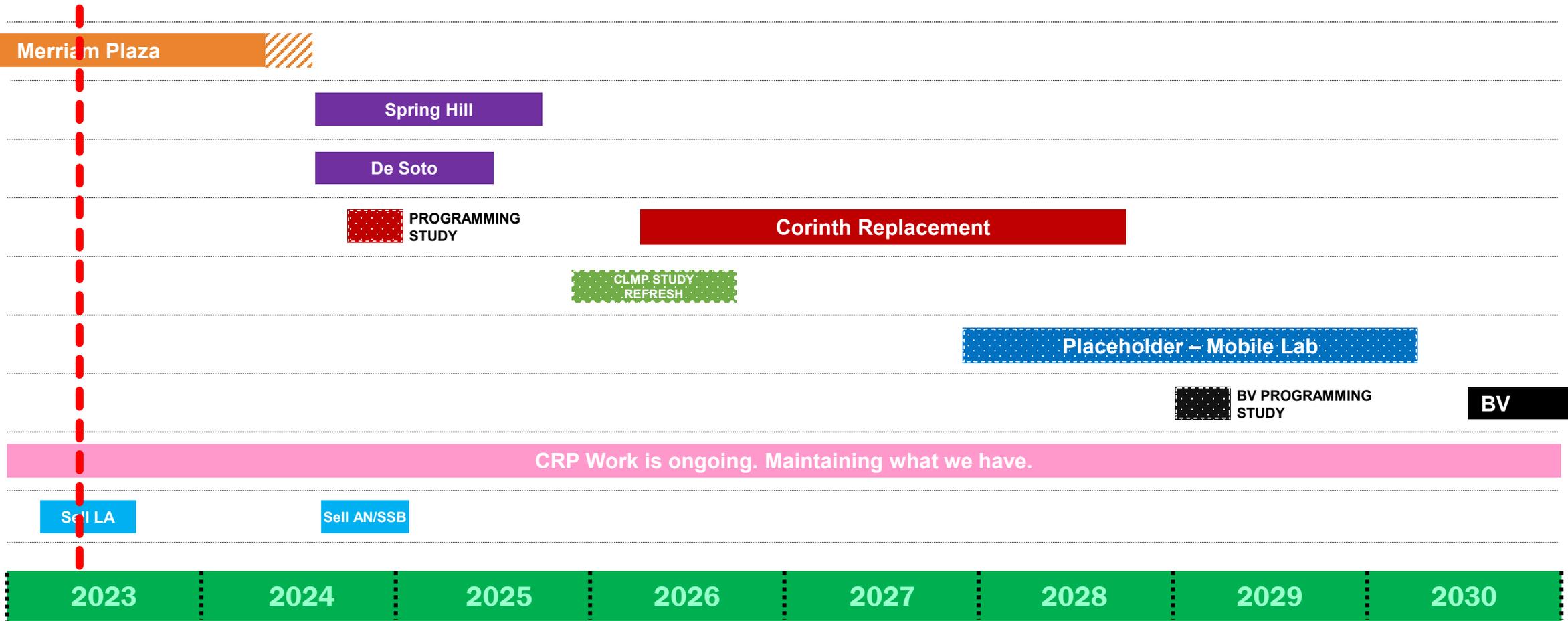


Capital Projects: Timeline Summary

May 2023



Capital Improvement Projects: Anticipated Timeline

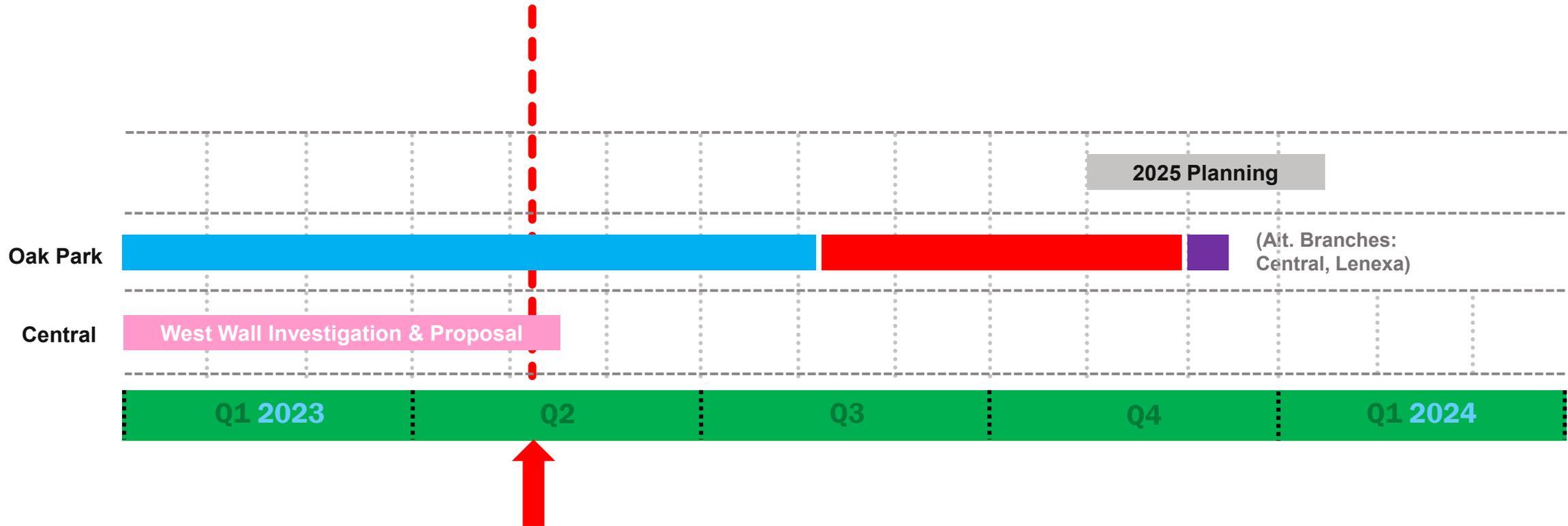


This visual is shown as an illustration with anticipated dates and may change.



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.



Language Learners & Latino Programs, Outreach, and Information Services

May 2023

JOHNSON COUNTY LIBRARY

Language Learners Committee

- Latino Outreach Librarian (Youth Services)
- Adult Services Specialists (Branch Services)
- Volunteer Coordinator (Development Department)
- Programs & Events Coordinator (POIS *)

Why Language Learners?

*Programs, Outreach, and Information Services Department



Purpose

- We are committed to enriching the lives of our community by supporting language learners through language classes, translation and interpreter services, and promoting language resources.
- The purpose of the Language Learners committee is to support our Language Learner community as they develop their language skills and to share resources to Spanish speaking patrons specifically when they visit the library.

Let's chat Mission & Vision.

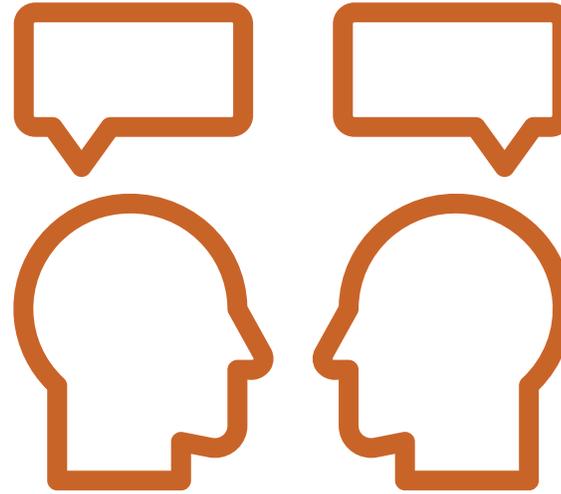


Let's chat Feedback.

Programming



Adelante! Read



In-Person English

Language Classes



Virtual English

Language Classes



Bilingual Storytime

- Online
- In Person



“Es nuestra tradición hablar español”

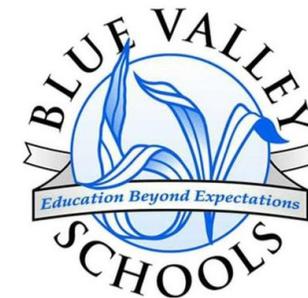
Let's chat Validation.



Prioritized Outreach Efforts

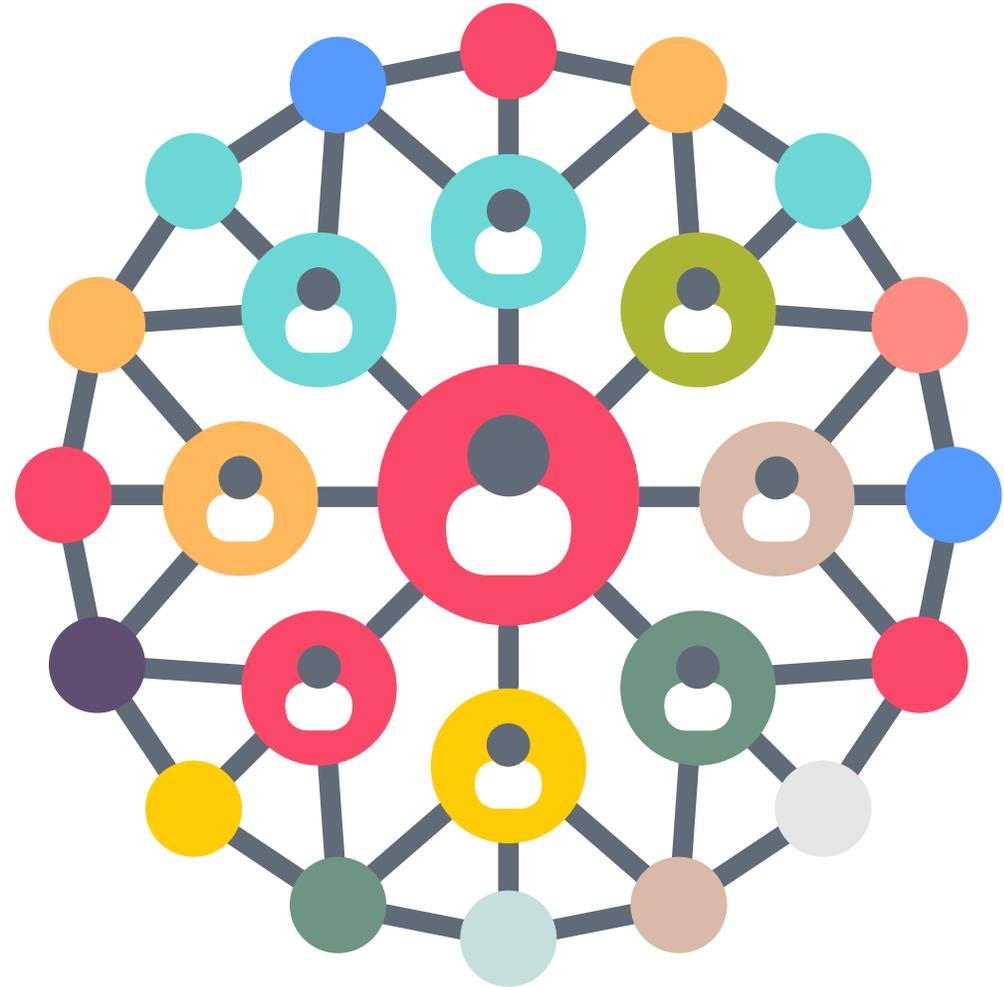
Let's chat In-Reach.

- Whole Child Development Center (Monthly)
- Shawnee Mission School District (Per Request)
- Blue Valley School District
- Desoto School District
- In Home Day Cares



Partnerships & Collaboration

- JCL Volunteers
- JCPRD Arts & Heritage Center
- Latino Chamber of Commerce
- Mexican Consulate
- Children's Mercy Hospital



Information Services

- In Person Student (Elementary Aged) Support
- Virtual Citizenship Classes
- Spanish Phone Line



Let's chat Readers & Resource Advisory.



Online Resources

- Refreshed JCL Website
 - Databases
 - Biblicommons (web catalog)
 - Blog content

Resource Topic: En Español

Guía de servicios para la comunidad: Aprendizaje Incluye recursos educativos disponibles en la comunidad y en línea. En las áreas de GED, computación, inglés, tareas escolares, tutores y plazas comunitarias. Access Now »	Guía de servicios para la comunidad: Legalización y inmigración Incluye servicios relacionados a inmigración. Access Now »
Guía de servicios para la comunidad: Organizaciones Latinas Organizaciones que prestan servicios a la comunidad Latina. Incluye iglesias, bibliotecas, asociaciones de países y organizaciones. Access Now »	Guía de servicios para la comunidad: Salud Servicios de atención médica, seguro médico y vacunas. Access Now »
Guía de servicios para la comunidad: Servicios sociales Incluye recursos que dan soporte y apoyo a la familia: asuntos relacionados a interacción entre padres y la escuela, padres como maestros, consejería, guarderías para niños, necesidades básicas y traducciones. Access Now »	Guía de servicios para la comunidad: Trabajo y economía Recursos relacionados a trabajos, cómo empezar su propio negocio y finanzas personales. Access Now »

Home » En Español

Biblioteca

- Explora la Colección
- Biblioteca Electrónica
- Investigar
- Para Niños

En Español

¡Adiós A LAS MULTAS DE LA BIBLIOTECA!

JOHNSON COUNTY LIBRARY

¡La biblioteca del condado de Johnson no tendrá más multas! [¡Lee todos los detalles!](#)
Johnson County Library will have no more fines! [Read all about it!](#)

¡Adiós a las multas de la biblioteca! [Preguntas frecuentes sobre la falta de multas.](#)
Say goodbye to library fines! [Frequently asked questions](#) about the lack of fines.

Tenemos muchos recursos en español. Obten acceso al conocimiento, la investigación y el entretenimiento con tu tarjeta de biblioteca del condado de Johnson. ¿Qué descubrirás?
Welcome to our español section! Get access to knowledge, research and entertainment with your Johnson County Library Card. What will you discover?



Explora Nuestra Colección / Explore the Collection

Permite que la colección sea tu guía. Libros, películas y música te están esperando.
[Descubrir »](#)

Obten una Tarjeta de la Biblioteca



Con una tarjeta de la Biblioteca de Johnson County puedes ingresar a nuestra colección completa. Visita tu biblioteca favorita y llena una aplicación. O bájala de internet, llénala y tráela. Asegúrate de traer una identificación con foto y prueba de la dirección en que vives.

Eventos

Revisa nuestro calendario de eventos bilingües, en español y en inglés. Tenemos Hora de cuentos en inglés como también en español.

Let's chat Translations.

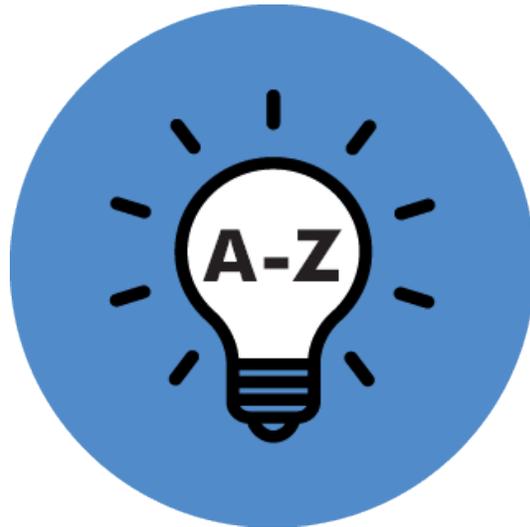


Let's Chat Outreach...

Outreach is a service beyond typical limits.



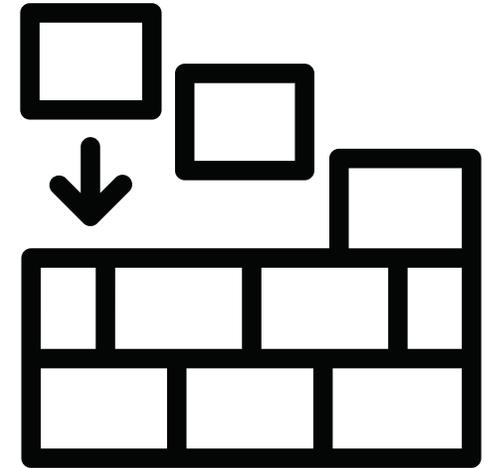
Outreach builds relationships in & with the community.



Outreach highlights Library Programs & Information Services



Outreach uplifts marketing, storytelling, and promotion of the Library.



Outreach adds to the Library's Foundational value: Access.



Patron Technology and Laptop Lending

Adam Wathen – Associate Director of Branch Services



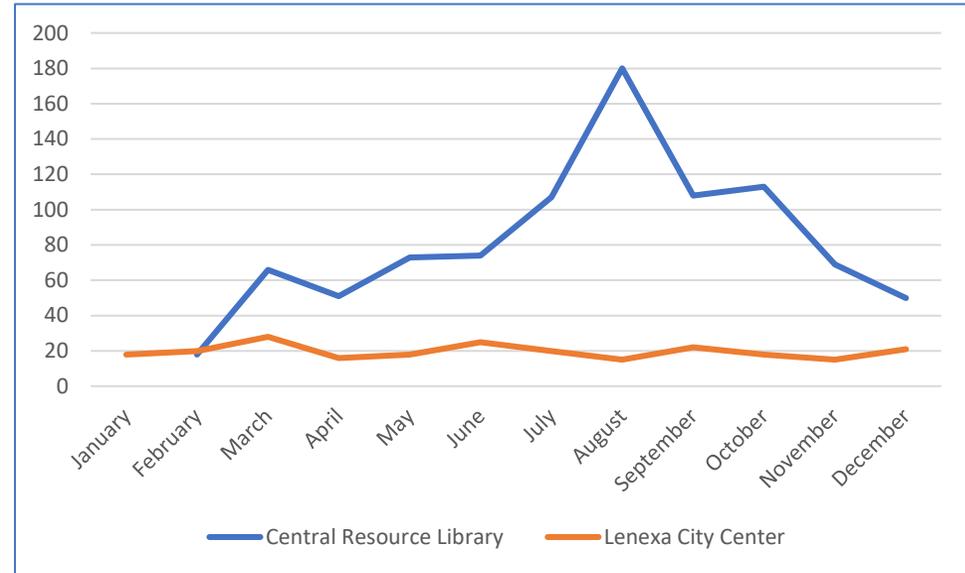
What does JCL provide?

- Access to desktop computers
 - 375 computers
 - Available in all branches
- Access to laptop computers
 - 12 at Lenexa City Center and 12 at Central Resource Library
 - Checkout for in-library use only
 - Apple computers at Monticello
- Access to Makerspace technology
 - In house use: 3D printing, CNC routing, Sewing, Laser Cutting, Vinyl Cutting, Electronics, Computers and Software
 - Checkout: Circuitry, Micro:bit, Sound Production, Home Energy Audit



Laptop and Desktop use

- Desktops:
 - 353 uses per desktop annually
 - Average session is 48.6 minutes
- Laptops:
 - 50 uses per laptop annually
 - Average session is 40.6 minutes



2022 Central total use: 919

2022 Lenexa total use: 236



Community Survey – Navigators CARES

- 1.5% indicated that they did not have Internet at home
- 4.6% indicated that their current device was a barrier
 - 3.1% indicated barrier to employment
 - 2.7% indicated barrier to school
 - 2.1% indicated barrier to healthcare
- 94% indicated that they were comfortable using a computer without support



School offerings

- Every school district in Johnson County provides technology to students to take home
- Generally this means
 - iPads or similar tablet technology for Grade School ages.
 - Chromebook or MacBook for Middle and High School ages.
- Recent Kansas legislation has limited remote learning



Peer library offerings

- Kansas City Public Library
 - Checks out Chromebooks for patrons to take home
 - Checks out Internet HotSpots
 - Funded through Federal Emergency Connectivity Fund
- Mid-Continent Library
 - Checks out laptops in-library at select branches
 - Checks out Internet HotSpots
 - Technology funded by a CARES Act Grant



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

March 9, 2023
at Central Resource Library
4:00 p.m.

BOARD: David Sims, Kelly Kilgore, Mitra Templin, Bethany Griffith, Anna Van Ophem, and Jeffrey Mendoza

ABSENT: Charles McAllister

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, David Vratny, Laura Hunt, Patti Kangethe, Juan Lopez-Tamez, Joe Waters, Scott Sime, Shelley O'Brien, Elanor Straight, Ted Clemons, Megan Clark, Lacie Griffin, Amber BourekSlater, Michelle Olsen, Joseph Keehn, Tristan Davis, Madeline Drum, Lucas Lowry, Elizabeth Wilson, Alison Mcintosh, and Joyce Mitchell

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

CITIZENS COMMENTS:

Commissioner O'Hara,

How is this a valid use of tax dollars? Once again our libraries are wasting our money. First they are a "free" family video, now they are a "free" digital archival service. Did the board approve this waste of money?

The spending in this county is out of control. As I continually have to cut back, more money is being wasted or asked for by departments off budget. Appraisals are ridiculously high, and the excuse I got was "well you don't live in a city, so we didn't have good enough comps so we had to go the city to get a comp" all while ignoring my lack of internet, sewer, concrete driveway, not to mention the constant disruption of water due to the work public works is doing. The mil levy was raised on top of this making it worse.

This spending must stop. If the library wants to do what its purpose is, increasing literacy, I will be their biggest supporter, but all of this waste is just that, waste on my dime.

Thank you,

Frank P. Moley III

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair David Sims welcomed new employees and everyone to the April 13th Board Meeting.

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 April Library Board Report.

Mr. Leitch shared that our volunteer coordinator is currently working on summer teen opportunities. Every summer, hundreds of teens turn to Johnson County to team with circulation, youth service and friends. You can find opportunities on the web page starting April 15th.

Mr. Leitch shared that the Friends of Johnson County Library are happy to report that they saw membership increase 13% year over year, which they attributed to how attractive their mission of service to Johnson County Library is, as well as more frequent communication. If you need to update your membership or would like to join please visit <https://www.joinjclfriends.org/>.

Mr. Leitch shared that the Foundation will be completing the annual audit as well as IRS 4990 this month. These steps show how deliberate, careful, and thoughtful the Foundation is in with charitable funds from donors and library supporters.

Last, but not least, Mr. Leitch shared the unveiling of The County Librarians, a series by portraits by Katanna Balakina, a Johnson County resident, for all who have led since we opened for public service since 1956. A version of this poster will appear at all our branches during National Library Week, April 23-29.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shared that Board of County Commissioners (BOCC) meets on Thursday as well and is moving into the budget process. She may have to miss a few Library Board meetings due to the BOCC Budget meetings running long.

Currently, Commissioner Hanzlick is reading Poverty by America, Matthew Desmond. She shared that it looks at our systems that keeps people in poverty and she is looking forward to sharing what she learns.

BOARD COUNSEL REPORT

Andrew Logan, Board co-counsel, reviewed the ARM 10-70-10 Library Budget Review and Approval Process.

Mr. Andrew Logan reported that KSA 12-1225b has been in place since 1984 and grants authority to Board of County Commissioners (BOCC) regarding budget and human resources. By statute the library follows County procedures and policies in matters of Human Resources and purchasing.

Mr. Logan reviewed that the statute calls for the library to make a recommendation of a Budget to the BOCC. The County has procedures with respect to recommendation and procedures for the timeline of budget review. Library has ARM 10-70-10 that dictates how the Library Board's Budget Committee is selected for reviewing the budget, how the budget is reviewed, and how the budget should be presented for recommendation.

Mr. Logan concluded that the library works with the County and provides a recommendation to the BOCC after an extensive review process by the Board, with staff, working with the County Manager's Office to present and make a recommendation to this Board for the BOCC's approval in August.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of February, we were 17% through the 2023 year, with a little over \$23.6 million, a little over 49% of anticipated revenues. Mr. Vratny noted that ad valorem delinquent amount is lagging and that includes a few large commercial real estate appeals that have settled, and that amount has exceeded that amount of ad valorem amount collected. We expect that ad valorem delinquent amount to go positive and over time, that should take care of itself. As for expenses, including our collection encumbrances we have spent a little over \$7.7 million or approximately 16%, which tracks with where we should be at the end of February.

Statistics

Tricia Suellentrop, County Librarian, briefly reviewed the Monthly Report of Statistics, this full report is included in the April Board Report.

Budget History

Dave Vratny, Finance Director, presented the Budget History to the Board, this report is included in the April Board Report.

Mr. Vratny reviewed trends in expenditures spent on the collection, debt service, programs and outreach, IT, building maintenance and custodial, and staffing over the past ten (10) years.

Ms. Van Ophem highlighted that trend lines are continuously going up and asked if our growth matches with other counties similar to ours around the country.

Mr. Vratny shared that our trend lines are doing well compared to the rest of the county.

County Librarian Suellentrop asked if Van Ophem is interested local or nationally comparable.

Ms. Van Ophem shared that she is more interested nationally with similar communities. She shared that she is interested in seeing where else in the budget, other than Human Resource costs, that we could see not as much of an increase.

County Librarian Suellentrop shared that we can look at other peer counties across the United States to see if we can gather some comparison information.

Mr. Mendoza asked about the wages of the lowest paid employees in the library and wanted to know if employees are making a living wage, to him that is at least \$15 and hour.

Mr. Vratny confirmed that he can investigate that and come back with that information.

Ms. Griffith asked if this was addressed with a recent pay adjustment.

Mr. Vratny confirmed that there have been multiple pay adjustments made recently. There was a pay adjustment in 2019, the Library did our own pay equity adjustment in 2021 and the County did another pay equity adjustment in 2022 before merit adjustments took place. This may address Mr. Mendoza's concerns, so we will look to confirm our current rates. Mr. Vratny also shared that there is a rather large budget item for market and merit adjustments proposed for 2024 that will be discussed in our Budget Review.

Ms. Griffith highlighted that we cannot adjust this for this year, but we can adjust this for the budget that we are currently reviewing.

County Librarian Suellentrop agreed and expressed that we work with the County when recommending our budget for approval and working with Human Resources to work within the pay table and set pay grades. Our ability to pay outside that range is limited.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Library Project, currently they have poured the elevated deck slab, been removing the forms and shoring system, and are progressing on the roof structure. Mr. Sime shared that Slater Street will be closed for the next week for utility work. Next steps include delivering and installing structural steel and beginning to frame exterior walls and sheathing.

Mr. Sime reviewed the timeline for this project, which has no changes from last meeting. Mr. Sime shared photos of the roof work, removal of shoring, and the beam signing that took place at the construction site.

Overall Timeline

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

Mr. Sime reviewed the Capital Improvement Projects timeline, which has no changes from last meeting. The Lackman building is now for sale.

Mr. Sime addressed the CRP anticipated timeline of projects; the Capital Replacement Plan (CRP) 2023 timeline is included in the April Board Report. This timeline is showing Oak Park construction will kick off after the August primary. Leawood's parking lot is getting repaved the week of May 8th in two phases, and there will be no closing for that work. Mr. Sime reviewed the west wall investigation at Central Resource Library, there has been noticeable cracking in the drywall and slight changes to the finishes of the building along the west wall caused by the dry season last summer and its effect on the soil. Our Facilities partners hired an expert consultant after consulting with experts in construction, structural engineering, and geotechnical engineering, who reviewed the building plans and performed investigative assessments, including collecting and analyzing soil samples. The consultant has assured us that there is no immediate safety risk and in May or June we will bring a recommendation to the Library Board to address the issue.

UPDATES – Tricia Suellentrop, County Librarian

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

Fine Options Cost Benefit Study

Jennifer Mahnken, Associate Director for Systemwide Services reported to the board on Fine Options this report is included in the April Board Report.

Ms. Mahnken reviewed the budget impact of removing fines, including the cost of staff time in addressing fines. Ms. Mahnken also reviewed the amount for fines and fees that are being proposed to be waived as part of the action on the agenda, this complete information is included in the April Board Report briefing sheet.

Ms. Kilgore asked if the amounts over \$600 include fines and fees.

Ms. Mahnken confirmed that the amounts over \$600 does include both fines and fees.

Ms. Griffith asked if the amount owed, the \$3.5 million figure, is an imaginary amount that we would not expect to receive.

County Librarian Suellentrop confirmed that is correct.

Commissioner Hanzlick asked if the difference between budgeted amount and actual collected amount is usual.

Mr. Vratny confirmed that the budget amount has continued to decrease, and that amount has not kept pace with the actuals. We have taken steps to make it easier for patrons to not miss due dates, allow staff to waive fines and this has allowed fines to be shrinking source of revenue.

Boar Chair Sims asked if the fines and fees would cut the revenue in half.

Ms. Mahnken shared that it is not entirely fifty to fifty percent ratio. Also, it is expected and shown in other communities that in fine fee environment patrons still return their materials, and the library will charge fees for materials that are not returned after 30 days. If they do return the materials after the 30 days, then all the fines would be removed.

Ms. Templin shared statistics that she had found including that; ALA reports that libraries that have fines for overdue books, they have a 13.91% overdue, and those without have a 14.21% overdue. Also, that in Colorado, when they went fine free, they saw a 95% return rate on within one week of the due date and continued to see that return rate. Ms. Templin shared that from her research she saw that when libraries announced a fine free date and the waiving of fees, they encountered having books and media returned that were 10-15 years old due to patrons not wanting to deal with the abrasion of dealing with fines and fees.

Ms. Mahnken shared that staff err on side of customer service and making patrons' experience as good as possible, which is why we are seeing the decrease in fines and fees being collected.

Ms. Templin shared if there are people in this community who feel like they cannot come into this library because they have a fine and they don't want to deal with that abrasion, then we, as a library, are not doing our job and we are not living our mission or our vision

Commissioner Hanzlick asked if there will still be helpful email reminders when books are due back.

Ms. Mahnken shared that there is a plan to increase those reminders.

Commissioner Hanzlick asked about how holds would be managed.

Ms. Mahnken shared that studies show that patrons will not use materials any longer than typical.

Ms. Templin shared from her experiences that often even if she has materials past the due date, it is intentional to complete the material, even if there is a long hold line and a fine associated with keeping that material.

Board Chair Sims shared that in regard to waiving old fines and fees, if we have not received money from someone and it has been seven years, we are not going to get it now.

Fine Options Update Communication

Elissa Andre, External Communication Manager introduced the "Hello Library, Goodbye to Fines" campaign to the Board on Fine Options. This campaign is included in the April Board Report.

Ms. Andre shared that the campaign's theme is postcards from the library that express, "we have some big news to share with you, our friends, and we can't wait to see you again." The primary audience is lapsed users who may have once held a card or visited our libraries and haven't been back for years to see what we offer. The secondary audience is more general for more current patrons and general public. Ms. Andre reviewed where and when we can anticipate seeing this campaign if this policy change is approved.

Updates

County Librarian Suellentrop welcomed new employees and promoted employees.

She also shared an update on recent meetings with neighboring cities. Prairie Village will be revealing results of the YMCA Survey April 17th and we expect action items to move along with writing a Memorandum of Understanding with them. We are right on track to achieve building the Corinth building as planned currently.

County Librarian Suellentrop shared a Thank You to the Board for their attendance at the Beam Signing at the Merriam Plaza Library, it was moving to see everyone there and especially moving to see all the parents of young children recognizing the impact of the new library will have on the children in the community.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the March 9, 2023 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 February 2023 were handled in accordance with library and County policy.

b) The February 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. Kilgore moved that the Library Board of Directors approve the consent agenda.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously

II. Old Business

A. Consideration approving the County Librarian's Recommended FY 2024 Revenue and Expenditure Budget of \$57,743,024.

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

Commissioner Hanzlick asked if this is assuming a flat mill levy.
Mr. Vratny confirmed this budget is assuming a flat mill levy.

Ms. Van Ophem asked for more time to discuss the budget in detail.
County Librarian Suellentrop shared that there will be time to review those questions as part of the New Board Member Orientation.

Motion: Ms. Kilgore moved to approve the County Librarian's Recommended FY 2024 Revenue and Expenditure Budget of \$57,743,024.

Second: Ms. Griffith seconded this motion.

Motion was approved by a vote of 5-0, with Ms. Van Ophem abstaining.

B. Action Item: Consider approving the proposed changes to Administrative Regulation Manual policies (ARMs) 20-10-91: Overdue, Lost or Damaged Materials Fees, and 20-20-20: Confidentiality of Records for eliminating fines for overdue materials moving forward.

Michelle Olsen, Collection Manager and Jennifer Mahnken, Associate Director for Systemwide Services reviewed the briefing sheet that is included in April Board Report.

Motion: Ms. Templin moved that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 20-10-91 and 20-20-20 for the Johnson County Library to stop collecting fines for overdue materials beginning April 14, 2023.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously

C. Action Item: Consideration approving the proposed changes to Administrative Regulation Manual policies (ARMs) 50-30-40: Patron Accounts Receivable and ARM 20-10-95: Waiving Aged Patron Accounts Receivable, in order to allow JCL to waive past fines as well as fees older than seven years.

Michelle Olsen, Collection Manager and Jennifer Mahnken, Associate Director for Systemwide Services reviewed the briefing sheet that is included in April Board Report.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies 50-30-40 and 20-10-95, for the Johnson County Library to waive fees for lost or damaged materials older than seven years and past fines for overdue materials from patron accounts receivable, excluding those accounts subject to patron bankruptcy proceedings, owing a sum total equal to or more than \$600, or subject to inter-library loan rules and regulations.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously

III. New Business

A. Action Item: The annual election of officers of the Library Board of Directors.

Mr. Mendoza asked what metrics were considered before making these nominations.

Ms. Griffith shared that this was partially based off who was willing to do this.

Commissioner Hanzlick asked if any nominated officers have terms that are up for reappointment.

Ms. Griffith confirmed that her term will expire in 2024 at the end of this election period.

Motion: Ms. Kilgore move the Library Board of Directors elect the recommended slate of officers for the 2023-2024 term.

Chair: Bethany Griffith

Vice-Chair/Secretary: Kelly Kilgore

Treasurer: David Sims

Second: Ms. Griffith seconded this motion.

Motion was approved.

D. Informational Item (No Action): Consider approving an interlocal agreement to participate in the City of Shawnee's Neighborhood Revitalization Area.

Dave Vratny, Finance Director, presented this to the Board as informational and reviewed the briefing sheet that is included in April Board Report.

Mr. Mendoza expressed thanks to Ms. Meg for doing Storytime at Central, as he was able to bring his son and she did an excellent job interacting with the kids!

ADJOURNMENT

Motion: Ms. Van Ophem moved to adjourn the meeting.

Second: Mr. Mendoza seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:27 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

**MINUTES JOHNSON COUNTY LIBRARY BOARD AND
BOARD OF COUNTY COMMISSISONER
JOINT MEETING**

April 14, 2022
at Central Resource Library
6:00 p.m.

LIBRARY BOARD: David Sims, Kelly Kilgore, Mitra Templin, Bethany Griffith, Anna Van Ophem, and Jeffrey Mendoza

BOARD OF COUNTY COMMISSIONERS: Board Chairman Ed Eilert, Commissioner Jeff Meyers, Commissioner Charlotte O'Hara, Commissioner Janeé Hanzlick, Commissioner Michael Ashcraft, and Commissioner Shirley Allenbrand

ABSENT: Commissioner Fast, Charles McAllister

BOARD ATTORNEY: Andrew Logan

STAFF: Penny Postoak Ferguson, Julie Karins, Joe Connor, Joe Waters, Tricia Suellentrop, Kinsley Riggs, Ben Sunds, David Vratny, Jen Mahnken, Shelley O'Brien, Elissa Andre, Laura Hunt, Juan Lopez-Tamez, Scott Sime, Megan Clark, Julie Timmins, Amber Bourke-Slater, Ted Clemons, and Patti Kangethe

Board Chair David Sims called the meeting to order at 6:00 p.m.

I. Welcome/Introductions:

Mike Kelly, Chairman, Board of County Commissioners
David, Chair, Library Board of Directors
Introduction of Commissioners, Board Members, and other attendees.

III. Current Projects: Merriam Plaza and DeSoto, Spring Hill, and Edgerton Renewal Study – Scott Sime, Project Coordinator

Scott Sime, Project Coordinator, presented on the current building projects, this report is included in the 2023 April Joint Board Report.

Mr. Sime reviewed the history of the Library's Comprehensive Library Master Plan, including a partial funding increase in 2016 and partnering with Johnson County Facilities to complete Monticello, Lenexa City Center, and Central Renovation projects.

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Project and what is coming next. This information is a part of the 2023 April Joint Board Report. The new location will be approx. 15,000 SF on one story, with a drive-thru lane and has an anticipated opening in 2024. Mr. Sime reviewed features of this new building.

DeSoto, Spring Hill and Edgerton Renewal Study

Mr. Sime reported on the status of the DeSoto and Spring Hill projects, this information is part of the 2023 April Joint Board Report.

Mr. Sime clarified that the idea is to refresh the current locations, as these buildings were not a part of the Capital Improvement Plan (CIP). Both buildings were built in the early 1980s and while well maintained, have not received renovations since originally constructed. Spring Hill is currently growing, and De Soto is poised for growth in the near future. The library is maintaining relationships with both Cities to tap into their long-term planning. These renovations are meant to prolong the life of the existing buildings until the expected growth can be realized. Funding would come from Library Reserves. These refreshes include renewed shelving layouts, added conference rooms, an outdoor patio space for De Soto and a modest expansion for Spring Hill.

II. Future Projects: Blue Valley Library and Corinth Library Replacement Projects – Tricia Suellentrop, County Librarian

County Librarian Suellentrop reviewed four to five years out on the Comprehensive Library Master Plan (CLMP). This includes a planned CLMP Refresh in 2026 to confirm and flesh out future needs of the community. There is also a placeholder for a mobile lab as we have been researching this and the scope would be tested in the CLMP Refresh.

III. Fines and Fees – Jennifer Mahnken, Associate Director for Systemwide Services

Jennifer Mahnken, Associate Director for Systemwide Services reported to the board on the Library going Fine Free this report is included in the 2023 April Joint Board Report.

Ms. Mahnken reviewed the policy changes that the Library Board has made to go Fine Free. She also reviewed national trends of removing fines and expected outcomes to removing fines. The goal is to eliminate barriers for those that need the library the most. Ms. Mahnken shared that immediately following the Library Board meeting the Library launched a fine free FAQ website and she also shared where else Commissioners could see and share this information with their constituents.

VI. Budget Update – Dave Vratny, Finance Director

Dave Vratny, Finance Director, presented the Fiscal Year 2024 Revenue and Expenditure Budget, this information is included in the 2023 April Joint Board Report.

Mr. Vratny highlighted the proposed budget for the 2024 fiscal year including where the increase in funding is anticipated from and what expenses are estimated. He reviewed what projects have been funded and unfunded through the .75 mil for the CLMP increase in 2016 and showed a timeline of when the Library has completed that work. Mr. Vratny reviewed that De Soto and Spring Hill refresh projects are being funded through reserves. Some additional improvements have been happening through Capital Replacement Plan (CRP) work, as they were not funded in the CLMP. We are thankful for the .75 mill funding for the CLMP and what we have been able to do.

BOCC Chair Kelly asked if there would be a feasibility study with Prairie Village for Corinth.

County Librarian Suellentrop confirmed that library staff is continuing to meet with the City of Prairie Village, they are planning to release their community center survey to their City Council

April 17th, and we anticipate starting to draft an MOU with them. We know they are looking to work with the YMCA and looking for an Owners Rep for the whole site.

BOCC Chair Kelly expressed that Merriam and Lenexa are similar, that the Library has a track record of partnering with Cities for facilities.

Commissioner O'Hara asked about the total amount to be spent on the De Soto and Spring Hill refresh projects. She expressed that \$6.2 million seems shockingly high for such a small space. She also recalled that there was a lower amount brought before the board previously.

Mr. Vratny clarified that Spring Hill is the larger add as we are expanding the footprint and reorienting the building, along with addressing several differed maintenance items. This may be more of a refresh and remodel.

Square Footage of Spring Hill was clarified as 4,000 sq ft.

Commissioner O'Hara asked what the balance of the Library reserves would be in 2024.

Mr. Vratny responded that reserves would be around 20% of operating expenses in 2024.

Commissioner O'Hara expressed that it seems tone deaf to the community, we are getting a lot of feedback about increase in property taxes, many are looking at 10% increase in taxes. We are looking at quarter mil rollback because average residential is 2.5 percent increase.

Mr. Vratny explained the budget that he presented is considering a flat mil. He went on to explain that the Library taxing district is not the entire county, as it does not include Olathe.

Commissioner Hanzlick asked about the history of the .75 mil increase for the CLMP, asking what exactly was supposed to be funded through that increase and was there discussion of how many years that should last.

County Librarian Suellentrop confirmed that there was no sunset on the plan and the plan was adjusted due to not being completely funded. The full ask was for 1.1 mil. The Library Board prioritizes the CLMP yearly at their retreat and based on opportunities.

Commissioner Ashcraft shared that in addition to capital the CLMP .75 mil was also meant to fund ongoing operations.

Library Board Chair Sims shared that the full CLMP is on the Library website and is only about 200 pages if anyone needs more details.

VII. Questions and Discussion

County Librarian Suellentrop reviewed the County Partnership and Memorandums of Understanding (MOUs), these are programs and connections that the library makes with the County. Some involve staff and labor, so money is exchanged, while others are programmatic.

BOCC Chair Kelly asked what the vision of services are and what library means to the community, especially as the library looks to refresh the CLMP. Specifically, what the library hopes to accomplish with the CLMP process and what that might look like, not only for the facilities, but for services.

County Librarian Suellentrop shared that in 2014 stakeholders were a wide swath of Mayors, Cities, and community members to determine what the community wants to the library look like. At that time the library combined square footage of all buildings and looked at the overall populations, then a consultant recommended getting to a .6-.7 sq/ft per capita, from the .4 sq/ft

per capita we were at. The library also worked with planning, wastewater, IT/AIMS, and school districts. She believes the process would replicate that with the refresh.

Commissioner O'Hara asked about the status of the Lackman Building.

County Librarian Suellentrop shared that it was just posted to lonwave and is currently for sale through the County.

Commissioner Meyers expressed that he is always hearing good feedback, really nothing but positive remarks about the library system. Keep up the great work.

Commissioner Hanzlick asked if De Soto may not be sufficient in the future.

County Librarian Suellentrop shared that the library has been meeting with the City of De Soto, they are working on strategic planning. The library will stay connected, in their view, to be part of that development there.

Ms. Templin shared that it's too early to propose a new location for De Soto, a refresh is important for the community now.

Commissioner Allenbrand expressed gratitude for jumping through a lot of hoops. We have a local writer Amy Gardner whose book is being put into the library, thanks to everyone here who made that happen. She also is getting a lot of good feedback regarding the Library.

BOCC Chair Kelly asked how the BOCC can be a partner to the Library and what is the library excited for.

Ms. Riggs shared that the Library Board did something big, we just went Fine Free! Keep talking about it, send people to the website and send them to the library.

Mr. Sunds shared that great board members, make a big difference to our patrons, so those appointments are crucial. Also, curbside, and drive-thru locations are heavily utilized, convenience is always a needed service.

Mr. Vratny shared that he is focused on increasing door counts and feels convenience is helping patrons receive materials in drive-thru and at curbside locations.

Ms. Mahnken shared that she is looking forward to a mobile unit to reach those who cannot make it into libraries.

Ms. O'Brien shared that she believes Johnson County wants high quality programs.

County Librarian Suellentrop shared that she sees stable funding as important, that is the only way we can continue building. The library is always looking for partnerships and co-locations. The challenge that we are facing right now is mental health and homelessness. The hiring of Megan foreman was a wonderful decision, and we would like to be kept in that conversation. Staff are skilled with de-escalation and there is only so much that we can teach and do. The library is a bit of a bellwether because we welcome everyone.

Commissioner Hanzlick expressed some frustrations that buildings are not more accessible by public transit and would like to see transit staff brought in early during planning. She also

expressed concerns about accessible parking at buildings. Commissioner Hanzlick highlighted that signage in buildings are mostly in English and could be more accessible. Would like to note that it is really important that people be able to be independent as possible, that may include a sign in Spanish or a parking spot close enough to use a walker to enter to the building.

BOCC Chair Kelly also noted that there will likely be an increase in the east Asian community coming to the De Soto area.

Commissioner Allenbrand shared that she would like to see partnerships with coffee shop services in the library. She also noted that if an appointment is not doing well to please make the Commissioner aware.

Library Board Chair Sims shared that the Admin team does a great job future planning, and it is a matter of continued support.

Commissioner Allenbrand expressed high praise for the furniture and design in the libraries; there is always somewhere comfortable to sit.

County Librarian Suellentrop shared that the library has a wonderful partnership with County Facilities and every piece of furniture has been lovingly selected with the help of our facilities partners.

Ms. Postoak Ferguson shared how much she appreciates working with library staff and the continued partnerships. Though the library board is separate, it feels like Tricia and her staff are really part of our team.

ADJOURNED

Meeting adjourned at 7:07 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: May 11, 2023
Re: BiblioCommons Web Catalog and Associated Services Renewal

Issue: The annual renewal of the BiblioCommons agreement in an amount not to exceed \$109,783.05.

BiblioCommons offers several services used to create the patron’s online experience interacting with the Library’s collection and services. **BiblioCore** is the Library’s web catalog that allows exploration of JCL and Olathe Public Library (OPL) physical and online collections, including:

- place holds and add materials to personal “shelves”
- manage account and renew, pay fees
- read contributed by the community and write reviews
- explore published reviews from respected sources like *Publishers Weekly* and *Booklist*
- find staff recommendations and make one’s own lists
- seamlessly authenticate to the Library’s subscription resources like research databases

BiblioEvents is the online calendar of events where patrons discover and register for upcoming events. **BiblioApps** provides convenient mobile-friendly access to JCL's catalog.

BiblioCloudRecords create a dynamic connection to the Library's OverDrive/Libby digital collection that updates holdings automatically in the catalog, eliminating JCL staff processing time.

Analysis: Johnson County Library and Olathe Public Library have their own instances of the web catalog allowing specific branding and administration tools. Some lines on the BiblioCommons invoice will be partially funded by OPL through the Interlocal Agreement. The renewal is paid by JCL then reimbursed at the agreed upon rate.

	JCL and OPL Shared	JCL Only	Cost
BiblioCore	X		\$ 68,697.35
Augmented Content (LibraryThing)	X		\$ 3,975.09
BiblioApps		X	\$ 13,195.47
Augmented Content (Zola Recommends)		X	\$ 3,054.16
BiblioEvents		X	\$ 10,556.38
BiblioCloudRecords - OverDrive	X		\$ 10,304.60
			\$ 109,783.05

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

Legal review: The 2023 renewal agreement has been reviewed and certified by legal counsel.

Attachment(s): 2023 renewal order form with BiblioCommons Corp.

Johnson County Library

9875 W 87th St.
Overland Park, Kansas 66214
United States

Population Served: 609,863
Population Source: Census

Date: March 29, 2023
Valid Until: June 29, 2023
Subscription Term: Jun 7, 2023 – Jun 6, 2024

Contact: Colleen Fox
Email: billing@bibliocommons.com

Subscription	Annual Subscription Fee (USD)	One-Time Implementation Fee (USD)
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BiblioCore

An online catalog that is the foundation of patrons' experiences with the library. Includes e-content integration and pre-populated award winners and bestsellers listings. Cover art is recommended, but not included.

\$68,697.35 \$0.00

See Schedule "A-1."

[Click Here](#)

Rate: \$0.1126439/pop. or \$19,000 minimum

BiblioApps

Mobile app for iPhone and Android that gives patrons quick and easy access to borrowing, content discovery, and personal record-keeping on the go. Includes iPhone app, and Android app.

\$13,195.47 \$0.00

See Schedule "A-2."

[Click Here](#)

Rate: 25% of Core, \$5,300 minimum, one-time implementation fee of \$3,500

BiblioEvents

A patron-friendly, fully responsive, and visually appealing events calendar to manage and promote library programs and events. Integrates fully with the BiblioCore catalogs. Included with BiblioWeb. Price does not include the cost of an events data import

\$10,556.38 \$0.00

[Click Here](#)

Rate: 20% of Core, \$6,360 minimum



Subscription	Annual Subscription Fee (USD)	One-Time Implementation Fee (USD)
BiblioCloud Records		
OverDrive	\$10,304.60	\$0.00
<p>Automatically displays eContent holdings in the catalog without maintenance of MARC records. Provided as a BiblioCore enhancement for the library's OverDrive or Hoopla subscription(s). Holdings are exposed via the library's API key.</p> <p><i>Rate: 15% of Core, minimum \$5,300. Implementation fee of \$500.</i></p>		
Augmented Content - Library Thing Recommendations		
	\$3,975.09	\$0.00
<p>Adds automated recommendations to the catalog on the Title Record Page, the Library Dashboard, and While You Wait.</p> <p><i>Rate: \$0.006518/pop. or \$1,113 minimum</i></p>		
Augmented Content - Recommendations (Zola)		
	\$3,054.16	\$0.00
<p>Adds automated recommendations to the catalog on the Title Record Page.</p> <p><i>Rate: \$0.006518/pop. or \$1,113 minimum</i></p>		

Sub-Total	\$109,783.05	\$0.00
Total Fees	\$109,783.05	

Terms

- This Order Form supplements the Library Subscription Master Agreement (“Agreement”) dated June 7, 2016 and is incorporated therein by reference. Capitalized terms not defined herein will have the meanings set forth in the Agreement. In the event of a conflict between this Order Form and the Agreement, the Order Form will govern.
- The Parties acknowledge and confirm that the Services set out in this Order Form will be provided in addition to any services that Subscriber has also purchased with other Order Form(s). Attached or linked Service descriptions, if any, will be incorporated by reference herein.
- Annual Subscription Fees cover hosting, support, and upgrades. Subscription Fees are reviewed annually.
- Implementation fees are *one-time charges* for standard configuration of service and standard subscription agreement. Implementation of services is conducted remotely.
- If significant modifications to legal terms are required, including change of legal venue, additional fees may be required.
- All fees payable by Subscriber are exclusive of taxes.
- All fees are payable on the date of signing.



IN WITNESS WHEREOF the parties hereto have caused this Order Form to be duly executed by their proper authorized officers.

Johnson County Library Parent Account

BiblioCommons Corp.

Signature

Signature

Name

Name

Title

Title

Date

Date

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

		Receipts	Payments	Balance
	Opening cash balance			\$129,878.83
	Add Receipts	\$122.55		
	Less Payments		\$9,003.30	
	Ending Cash balance			\$120,998.08
	Less Liabilities		\$146.05	
	Unobligated cash balance			\$120,852.03

APPROVED: _____

DATE: _____

Briefing Sheet

To: Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: May 11, 2023
Re: Renewal of City of Shawnee's Neighborhood Revitalization Area Interlocal

Issue: Consider approving an interlocal agreement to participate in the City of Shawnee's Neighborhood Revitalization Area.

Suggested Motion: I move to approve an interlocal agreement to participate in the City of Shawnee's Neighborhood Revitalization Area.

Background: The City of Shawnee initially established their Neighborhood Revitalization Area in 2002 with a first renewal having taken place in 2021. The renewal that you are being asked to consider would constitute a second renewal of that plan. Since beginning in 2002, 60 residential and commercial properties have participated in the program with an estimated improvement value of \$30 million.

Shawnee's City Council held a public hearing on January 23, 2023, and adopted the second renewal of the Shawnee Neighborhood Revitalization Plan. Additionally, Shawnee approved the interlocal agreement that you are being asked to consider. Kansas Statute K.S.A. 12-17, 119 allows each taxing jurisdiction to approve of an interlocal agreement to exercise powers and duties of the Kansas Neighborhood Revitalization Act (KNRA). Information about Shawnee's plan, including boundary maps and active or completed project can be found at <https://www.cityofshawnee.org/knra>

Analysis: The Library has participated in this program to assist the City of Shawnee since 2002. To date, the program has resulted in new construction and additional valuation that has benefited both the Library and the City of Shawnee. The Board of County Commissioners entered into this same interlocal with the City of Shawnee Neighborhood Revitalization Plan back on March 9, 2023.

Funding Overview: The item has no funding impact to the anticipated property taxes collected.

Alternatives:

- (1) Approve adoption of the interlocal agreement as presented
- (2) Reject adoption of the interlocal agreement as presented

Recommendation: To approve an interlocal agreement to participate in the City of Shawnee's Neighborhood Revitalization Area.

Purchasing Review: N/A

Budget Review: The adoption of this interlocal should not have any negative impact on current Library revenues.

Legal Review: N/A

City of Shawnee
11110 Johnson Drive
Shawnee, Kansas 66203
913.631.2500
cityofshawnee.org

January 26, 2023

Sean Casserly

County Librarian, Johnson County Library
Central Resource Library
9875 W. 87th Street
Overland Park, KS 66212

Mr. Casserly:

The City of Shawnee has adopted a plan to renew its Kansas Neighborhood Revitalization Area (KNRA) program for an additional 10 years until 2033. Since the first ten-year plan was adopted in 2002 and the second renewal in 2012, there have been a combined 60 residential and commercial properties participating in the program, and an estimated improvement value of over \$30 million.

On January 23, 2023, the City Council, as required by state statute, held a public hearing on the KNRA Plan, approved Ordinance No. 3450 adopting the Shawnee Neighborhood Revitalization Plan, and approved the attached interlocal agreement in order to allow applicable taxing jurisdictions to act jointly to support economic development within Shawnee.

Kansas Statute requires that each other taxing jurisdiction approve an interlocal agreement to participate. We are requesting that you place an interlocal agreement on a board agenda for acceptance. We would be glad to attend any meetings to answer questions related to the KNRA.

The approved 2023-2033 Neighborhood Revitalization Plan, plan area boundaries map, and overview of all active and completed projects are available for viewing at cityofshawnee.org/knra.

When a property is accepted into the KNRA program, a rebate is paid for 10 years on the increment due to the improvement as established by the County Appraiser. The increment does not change over the 10 year period. Each taxing jurisdiction continues to receive taxes paid on the assessed value of the property prior to establishing the increment, and also benefits from future increases above the increment.

Thank you for your assistance in moving this critical program forward and participation in Shawnee's neighborhood revitalization efforts. **Once the agreement has been signed by the board, please return a signed copy to me via email to lgrashoff@cityofshawnee.org. We are requesting the agreement be returned no later than February 24, 2023 in order to submit for final acceptance by the State of Kansas.**

Sincerely,



Lauren Grashoff, AICP
Deputy Community Development Director
913-742-6226
lgrashoff@cityofshawnee.org

Enclosures: Interlocal Agreement

**CITY OF SHAWNEE, KANSAS, THE BOARD OF COUNTY COMMISSIONERS
OF JOHNSON COUNTY, KANSAS, SHAWNEE MISSION UNIFIED SCHOOL
DISTRICT NO. 512, JOHNSON COUNTY LIBRARY DISTRICT, JOHNSON
COUNTY COMMUNITY COLLEGE AND
JOHNSON COUNTY PARK AND RECREATION DISTRICT**

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (hereinafter referred to as “agreement”) entered in this 23rd day of January, 2023, by and between the City of Shawnee, Kansas, hereinafter referred to as “City”; the Board of County Commissioners of Johnson County, Kansas, hereinafter referred to as “County”; the Shawnee Mission Unified School District No. 512, hereinafter referred to as “Shawnee Mission”; the Johnson County Library District; the Johnson County Community College; and the Johnson County Park and Recreation District, all of which are municipalities within the meaning of K.S.A. 10-1101 and K.S.A. 12-17,114 *et seq.*; and

WHEREAS, K.S.A. 12-2901 *et seq.* allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development; and

WHEREAS, all parties are pursuant to K.S.A. 12-2903 public agencies, capable of entering into interlocal agreements; and

WHEREAS, K.S.A. 12-17,114 *et seq.*, provides a program for neighborhood revitalization and further allows for the use of interlocal agreement between municipalities to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties hereto to provide the maximum economic development incentive as provided for in K.S.A. 12-17,119 by acting jointly.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:

1. The parties have considered and agree to participate in a neighborhood revitalization plan in substantially the form and content as Exhibit A, attached hereto and incorporated by reference (hereafter “Plan”), and the purpose of this agreement is to (i) join and cooperate in exercising the powers and duties authorized by K.S.A. 12-17,114 *et seq.*, the Kansas Neighborhood Revitalization Act, and (ii) to provide greater detail, for purposes of clarification, regarding the interpretation of the neighborhood revitalization plan. The parties further agree that the Plan will not be amended by the City except as may be necessary to comply with applicable laws or regulations.
2. The parties further agree that the City shall administer the neighborhood revitalization plan as adopted by each party on behalf of the parties. The City shall create a Neighborhood Revitalization Fund (the Revitalization Fund) pursuant to K.S.A. 12-17,118 for the purpose of financing redevelopment within the revitalization area and to provide a partial rebate of the incremental increase in property taxes (the Tax Increment) resulting from qualified improvements as set forth in the Plan. Any Tax Increment received by or credited to the parties shall be transferred by the County

Treasurer to the City, provided, however, that County's participation in the program is limited to the extent that it shall retain thirty percent (30%) of its share of the incremental tax increase on property assessed as commercial property, for administrative expenses, with the exception, however, that no retainage for County administrative expenses shall be required for any commercial property where the qualified improvement results in an incremental increase in assessed valuation of less than One Hundred Thousand Dollars (\$100,000), as more fully set forth hereinafter in Subparagraph 4d of this agreement.

3. The agreement to participate in the Neighborhood Revitalization Plan shall terminate on January 23, 2033, or any party may terminate their participation at any time prior thereto by providing ninety (90) days advance notice in writing to Johnson County and the City of Shawnee, Kansas prior to August 1 in the calendar year prior to the tax year the party desires to terminate participation, provided however, any application for tax rebate submitted prior to termination shall, if approved, be eligible for the full rebate period as provided in Part 12 of the Plan and this agreement shall continue in affect only to the extent necessary to accomplish this purpose and all tax rebates shall terminate no later than the tax year 2043.
4. The following are binding interpretations, constructions or clarifications of the Plan adopted by the parties:

- a. Tax Increment to be credited to the Plan means the taxes collected by or credited to the participating entities attributable to the incremental increase in assessed valuation resulting from a qualified improvement. The incremental increase in assessed valuation resulting from a qualified improvement shall be determined by subtracting the assessed valuation of improvements on the property on January 1st of the year in which the property rebate application is filed with the City of Shawnee for a qualified improvement from the assessed valuation of improvements on the property on January 1st of the year following completion of a qualified improvement (exceptions provided as follows).
 - i. Any application filed while informally or formally appealing the appraised base value or by payment under protest will use the final appeal determination made the Appraiser's office as the base value.
 - ii. Any application filed while formally appealing the appraised base value with the Board of Tax Appeals will use the final appeal result as the base value.
 - iii. Any appraised value appeals not decided upon within one year of project completion must utilize the original appraisal value as of January 1st of the year the application was file.
- b. The incremental increase in assessed valuation which is used to determine the Tax Increment will not change during the ten-year

term of the tax rebate, notwithstanding any increase in assessed value of the improvements or the land on which the improvement is located.

- c. The County is authorized to and shall transfer any Tax Increment received by the parties, (after deduction and retention of the County administrative expenses as hereinbefore provided) to the Revitalization Fund maintained by the City. The City will rebate 90% of the Tax Increment received by the City to the taxpayer within thirty (30) days of receipt. All funds transferred to the Revitalization Fund by the County and not rebated to taxpayers shall be expended by the City for public improvements in the District and as set forth in PART 5 of the Plan and any funds not so expended shall be refunded and distributed to the participating entities as provided by law.
- d. "Payment of tax" as used in the Plan means payment of all taxes and assessments due and payable against the tax parcel or parcels on which the qualified improvement is located, and shall be interpreted such that any properties that are delinquent in the payment of any ad valorem property tax assessment, Johnson County personal property tax or special assessment, shall not be eligible for any rebate or future rebate until such time as all taxes and special assessments have been paid.

- e. For purposes of this agreement, the wording “a tax rebate in 90% of the amount of the tax increment will be made to the applicant,” as set forth in Part 9, subparagraph 11, of the neighborhood revitalization plan, shall be interpreted as follows:
 - i. The Board of County Commissioners shall participate in the City of Shawnee Revitalization Plan by contributing its limited share of the incremental tax increase attributed to qualified improvements to real property. As such, for commercial property, with an incremental assessed valuation increase of one hundred thousand dollars (\$100,000.00) or more, the applicant’s actual rebate will consist of only the balance set forth in Part 9, Subparagraph 11, of the neighborhood revitalization plan, after the county’s administrative expenses are first subtracted.
 - f. Notwithstanding any other provision to the contrary, if any, contained within the neighborhood revitalization plan, no property owner may receive a tax rebate for their property until the first year of fund availability under the Neighborhood Revitalization Fund, regardless of when a property owner may have first made application for a tax rebate.
5. There shall be no financing of the joint or cooperative undertaking of the parties excepting as provided in paragraph 2 and in the Plan. Any funds in the Neighborhood Revitalization Fund maintained by the City shall be

budgeted by the City. No real or personal property shall be acquired or disposed of in this undertaking excepting for the Neighborhood Revitalization Fund provided for in paragraph 2 and in the Plan.

6. The City's attorney shall be responsible for submitting this agreement to the Attorney General for approval. Upon approval by the Attorney General the City Attorney shall provide each party with a copy of the approval.
7. The effective date of this agreement shall be January 23, 2023, notwithstanding that the parties may have executed this agreement on an earlier or later date, unless this agreement is disapproved by the Attorney General within ninety (90) days after its submission and the parties are notified thereof as provided by law.
8. This Agreement Shall be liberally construed to achieve the economic development objectives and purposes of both this Agreement and the Plan. Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal, such provision(s) shall be null and void, but the remaining provisions shall be unaffected thereby and shall continue to be valid and enforceable.
9. This Agreement, with the exception of the Procedures Agreement between the City and County, constitutes the entire agreement between the Parties on this subject and may not be modified or amended except in writing executed by all Parties in the same manner as the original.

10. This Agreement and the Plan and the rights of all the Parties hereto shall be governed by and construed according to the laws of the State of Kansas.

IN WITNESS WHEREOF, the parties have hereunto executed this agreement as of the day and year first above written.

City of Shawnee

Michelle Distler, Mayor

Attest:

Stephanie Zalidvar, City Clerk

Approved as to Form:

Jenny Smith, City Attorney

The Board of County Commissioners of
Johnson County, Kansas

Mike Kelly, Chairman

Attest:

Clerk of the Board

Approved as to Form:

Attorney

Shawnee Mission Unified School District
#512

Mary Sinclair, President

Attest:

Clerk of the Board

Approved as to Form:

Attorney

Johnson County Library District

David Sims, Chair

Attest:

Kelly Kilgore, Vice Chair/Secretary

Approved as to Form:

City Attorney

Johnson County Community College

Gerald Lee Cross Jr., Chairman
Board of Trustees

Attest:

Mark Hamill, Secretary

Approved as to Form:

Attorney

Johnson County Park and Recreation
District, Board of Commissioners

Bob Carlson, Board Chair

Attest:

George Schlagel, Secretary

Approved as to Form:

Attorney

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: May 11, 2023

Re: Creating A Purchase Order for Library Building Physical Security Upgrades

Issue: Consider approval of 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.

Suggested Motion: I move that the Johnson County 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.

Background: During the Central Building Upgrade in 2021, a new physical security system was piloted at the Central Resource Library. This solution was recommended and reviewed by the Security Operations Division of the Johnson County Sheriff's Office. On April 14, 2022, a motion was approved by the Johnson County Library Board of Directors to authorize the use of Library Operating Fund reserves for the creation of a project account in order to complete these building physical security upgrades. On June 16th, 2022, the Johnson County Board of County Commissioners (BOCC) voted 6-1 to create a project fund with use of Library Operating Reserves to upgrade physical security systems at Johnson County Library. In 2022, two additional locations were upgraded to the new solution as well from the recommended vendor Electronic Technology Inc. This vendor was approved by the BOCC to also be the vendor of cameras for all county locations and utilizes Mid-America Regional Council contract #EVP-2286.

Analysis: The Library believes that by creating a singular purchase order, the continued process of upgrading the physical security systems at all remaining Library locations would be more efficient and streamlined. This conversion would provide better security, better camera coverage of locations, better retention of footage, and a better solution overall. Upgrading the access controls allows the Library to only utilize one key card to access entry into buildings both internally and externally, which is also an upgrade in efficiency. The conversion of all locations to one vendor also streamlines the financial process, provides better customer service, and would lead to better overall cost effectiveness.

Funding Overview: The funding for this work has already been established in the Building Physical Security project that was established in 2022 and the authorization of this purchase order should expedite the conversion to the enhanced system.

Alternatives: If not approved, the estimated labor and materials could increase. Taking this approach would have this work starting later and thus taking a both a longer timeframe to complete and might require additional costs of other planned work to be adjusted.

Recommendation: Approve the use of Library Operating Fund reserves for the creation of a singular purchase order to complete these building physical security upgrades in a more efficient manner.

Purchasing Review: N/A

Budget Review: N/A

Legal Review: N/A

Physical Security Upgrade Bids



BID	Description	Date Received	Amount	% Complete	Deadline	Days Left
BV	Blue Valley	2/19/2023	\$47,232.34	50%	3/21/2023	(43)
CO	Corinth	2/19/2023	\$50,718.89	50%	3/21/2023	(43)
DS	DeSoto	2/19/2023	\$19,049.14	50%	3/21/2023	(43)
ED	Edgerton	2/19/2023	\$18,883.38	50%	3/21/2023	(43)
LE	Leawood	2/19/2023	\$42,511.64	50%	3/21/2023	(43)
LX	Lenexa City Center	2/19/2023	\$77,387.93	50%	3/21/2023	(43)
MO	Monticello	2/19/2023	\$70,111.19	50%	3/21/2023	(43)
OP	Oak Park	2/19/2023	\$42,699.19	50%	3/21/2023	(43)
SE	Shawnee	2/19/2023	\$56,349.84	50%	3/21/2023	(43)
SH	Spring Hill	2/19/2023	\$21,842.89	50%	3/21/2023	(43)

SYSTEMS TOTAL	\$446,786.43
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UPGRADE TOTAL	\$504,251.55
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SERVER TOTALS	\$57,465.12
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Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: May 11, 2023
Re: **Consideration of contract to upgrade Building Automation System (BAS) at Oak Park library.**

Issue: Consider approving 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.

Suggested Motion: 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.

Background: In 2022 the Library Board approved a contract with Kelly Construction Group, Inc. for CRP work. In February 2023, the Library Board approved a closure of the Oak Park library to perform this work. It has become possible for another scope of work to occur at the same time as the previously approved closure. This approval will provide for installation of a Building Automation System (BAS) at the Oak Park library. A BAS provides several features, including sensors and controllers for remotely monitoring, adjusting, and troubleshooting mechanical, electrical, plumbing, and life safety systems in the building – adding efficiencies to our buildings and the staff who support them.

Analysis: The upgrades to the current BAS can only be performed by Control Service Company as the sole source in this geographic area for the current Building Automation System (BAS) at Oak Park Library. Control Services Company will be responsible for all aspects of the product, including design, engineering, programming, installation, start-up and warranty. As the Library will be closed later this year for planned CRP upgrades, and construction work is already being performed, it is efficient to perform the BAS installation at the same time. No additional patron impact is expected.

Library Administration recommends approval of this contract.

Budget Review: This work is funded from a combination of 2022 and 2023 CRP funds.

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

Alternatives: 1) Not approve the contract, which would require rescheduling of this work to occur at a later time.

Recommendation: 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.

Suggested Motion: I move to authorize a contract with Control Service Company as the 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.



Innovative Solutions for Healthier Environments

3621 NE Akin Drive · Lee's Summit, MO 64064
main 816.600.5800 · www.controlservice.com

November 14, 2022

Johnson County, Kansas

RE: Oak Park Library Controls

The following proposal is for Automated Logic Controls at the Oak Park Library. We utilized drawings dated 6/29/22 and acknowledge 2 addendums.

Scope:

- (1) Communication module and building setup on WebCTRL
- (2) AHU A & B control – includes CO2 sensor and damper actuators
- (1) AHU 1 control – including damper actuators
- (1) ERV unit control
- (5) Cabinet Unit Heater controls
- (21) Zone damper controls and temp sensors – 1st and 2nd floor locations
- (1) Electric meter monitor
- Lighting control via relays of main library (rooms on single pole switches will be excluded)
- Parking lot pole lights included for control
- Graphics generation, install, programming, Startup & Checkout included
- *PR 03 – added 2 motorized dampers on the RTU*
- Bonds included
- **Price:** **\$115,842**

Exclusions:

- Overtime, shift work or weekend cutover
- Bathroom lighting controls – stand alone and via line voltage
- Lighting control through Automated Logic
- Sales Tax

With best regards,

A handwritten signature in black ink that reads "Matthew J. Adamson".

Matthew Adamson



January 25, 2022

RE: Automated Logic Corporation Sole Source

To Whom it May Concern,

Automated Logic products and services for Kansas City and the surrounding counties, including Johnson County, KS and Johnson County, MO are solely represented by Control Service Company of Lee's Summit, MO. They have the exclusive right to sell our products within their assigned territory, and they are the sole source for all ALC products, after sales service and warranty on ALC products installed in their territory.

Automated Logic products and solutions will be provided by Control Service Company. They are responsible for all aspects of our product, including: design, engineering, programming, installation, start-up and warranty. This includes ALC hardware/software (WebCTRL), and support of ALC systems - replacement of disparate control systems with ALC product.

Service or repair / replacement of ALC parts (hardware or software) by other entities other than Control Service Company in this territory voids factory warranty, unless explicitly clarified by ALC.

Please contact me directly if you have additional questions at (614) 778-8926 or email: phillip.cockerham@carrier.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip Cockerham".

Phillip Cockerham
Mountain / Plains
Region Sales Manager

Briefing Sheet

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: May 11, 2023

Re: Merriam Plaza Library: Temporary Use of Library Operating Fund Reserves Until Bond Proceeds Are Received

Issue: Consider authorizing 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.

Suggested Motion: I move 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.

Background: The Merriam Plaza Library project has been anticipated to be funded by a combination of cash (via Library Reserves) and bonds (via the sale of Public Building Commission (PBC) Bonds). The County typically has a bond sale once per year – in 2022, the County did not have enough projects of sufficient size to warrant a bond sale. In 2023 the sale of bonds is anticipated to occur in August, with proceeds arriving in September. The current cash flow for the construction project anticipates the need for additional cash in the project before September, necessitating the need for temporary funding until the bond proceeds can be received.

Analysis: In similar occurrences for other County building construction projects, the County has used 'bridge funding' to keep the construction project moving until bond proceeds can be received; essentially, Johnson County Library would be temporarily loaning the Public Building Commission funding to keep the project moving until the cash can be received from the bond proceeds. Once those funds are received, the \$6,838,527 will be returned to the Library Operation Fund.

This is not a request to increase the budget authority for the Merriam Plaza Library project.

Budget Review: There are sufficient Library Operating Reserves to provide the short-term funding necessary for this request.

Legal Review: Library counsel were consulted on the use of Library Operating Fund Reserves on this project.

Alternatives: 1) Not authorize the use of reserves, which could significantly impact the construction and opening timeline for the Merriam Plaza project.

Recommendation: To authorize a one-time use of Library Reserves to continue funding the Merriam Plaza Library project until bond proceeds can be received in September 2023.

Suggested Motion: I move 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.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: May 11, 2023
Re: Memorandum of Understanding with Johnson County Parks and Recreation Department

Issue: 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.

Background: Johnson County Library and Johnson County Parks and Recreation Department see mutual benefit and cost-savings in sharing a cloud software solution to organize and manage technology risk, leveraging shared knowledge and content. This agreement establishes roles and responsibilities for managing the platform, along with creating a Steering Committee to ensure each party is maximizing the benefit of the shared environment.

Alternatives: Continue an informal relationship with the Johnson County Parks and Recreation Department.

Legal Review: The memorandum of understanding attached has been reviewed and recommended for approval by legal counsel.

Budget Approval: Johnson County Library has made full payment to vendor contracted for the total annual platform costs. Johnson County Parks and Recreation Department will reimburse Johnson County Library for 50% of the total subscription cost.

Recommendation: To approve the memorandum of understanding with the Johnson County Parks and Recreation Department for KnowBe4 software as a service IT governance, risk, and compliance platform.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Parks and Recreation Department memorandum of understanding.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of the date of the later signature below (the “Effective Date”), by and between Johnson County, Library “JCL”, and Johnson County Park and Recreation District “JCPRD” (each a “Party” and collectively the “Parties”).

STATEMENT OF UNDERSTANDING

It is the intent and desire of the parties to enter this MOU for their mutual benefit. JCL and JCPRD hereby acknowledge and agree that the provisions of this MOU shall govern the understanding of the Parties regarding their participation in and funding of Knowbe4 government risk management platform subscription licenses entered between JCL and Knowbe4, Inc.

1. Duration. This MOU shall commence upon signature by both parties and shall be for an initial term of three years and shall thereafter renew for successive one-year terms unless otherwise terminated by either party.
2. Termination. Either JCPRD or JCL may elect to cancel its participation under the Agreement and withdraw from the MOU at any time.
3. After initial term both parties will collaborate on changes to system functionality or features that may have an impact on total cost of the subscription.
4. Consideration and Mutual Benefit. JCPRD understands and acknowledges that JCL will have an active Subscription Agreement with Knowbe4, Inc. for a governance risk compliance (GRC) solution. The parties acknowledge and agree that the procurement of the Knowbe4 GRC platform under the Knowbe4 Subscription Agreement will be a benefit to both entities.
5. Both parties agree to establish a Steering Committee to administer the MOU.
 - a. The Steering Committee will consist, at a minimum, of the following:
 - JCL IT Manager
 - JCL Security Analyst II
 - JCPRD ITS Manager
 - JCPRD Security Risk and Compliance Analyst
 - b. The MOU will be reviewed prior to subscription renewal identified in the current and future Knowbe4 Order Forms.
 - c. JCL and JCPRD will collaborate on activation of new system features.
 - d. JCL system administrators will collaborate with JCPRD administrators on any systems administration responsibilities.

- e. JCL ITS and JCPRD ITS will ensure budget allocation between the JCL and JCPRD for future years.
 - f. The Steering Committee will discuss and agree on rate increases.
6. Roles and Responsibilities. For the duration of this MOU, JCL and JCPRD agree to the following:
- a. JCL ITS will work directly with the vendor to resolve technical issues related to the system.
 - b. JCL ITS will respond to questions and incidents for the benefit of the JCL users up to and including working with the vendor as needed.
 - c. JCPRD ITS will respond to questions and incidents for the benefit of the JCPRD users up to and including working with the vendor as needed.
 - d. JCL will provision and deprovision JCL users.
 - e. JCPRD will provision and deprovision JCPRD users.
 - f. JCL ITS and JCPRD ITS will collaborate with the vendor for all system patching, updates, and maintenance that ensures the platform is functional and secure.
 - g. JCL ITS and JCPRD ITS shall enable MFA for users accessing the platform.
 - h. JCL Legal will review Knowbe4 contracts and associated agreements.
7. Obligation of Confidentiality. For the purposes of this MOU, the parties acknowledge that each party may be exposed to vendor data of the other party and such data shall be known and treated as Confidential Information. Under the Kansas Open Records Act, K.S.A. 45-221(a)(12), public agencies are not required to disclose records of cybersecurity plans, cybersecurity assessments and cybersecurity vulnerabilities.
- a. K.S.A. 45-221(a)(12) provides the following exception to disclosure under KORA:(12) Records of emergency or security information or procedures of a public agency, if disclosure would jeopardize public safety, including records of cybersecurity plans, cybersecurity assessments and cybersecurity vulnerabilities or procedures related to cybersecurity plans, cybersecurity assessments and cybersecurity vulnerabilities, or plans, drawings, specifications or related information for any building or facility that is used for purposes requiring security measures in or around the building or facility or that is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of the public agency, building or facility
8. Expense. JCL will provide full payment to the contracted vendor Knowbe4, Inc. for the total platform subscription costs. JCPRD shall pay for their respective platform cost as set forth in Exhibit A for the initial term. JCL will invoice JCPRD within 30 days of the Knowbe4 subscription renewal date. Ongoing renewals will be reviewed by both parties for acceptance. The parties may purchase additional functionality independently and shall assume all associated costs.

9. Amendment. This MOU constitutes the entire understanding of the Parties hereto and cannot be amended except by written Addendum mutually agreed upon and signed by the Parties hereto.

10. Governing Law. The Parties acknowledge and agree this MOU shall be governed by the laws of the State of Kansas and that nothing contained in this MOU is intended to be contrary to applicable state or federal laws, rules or regulations, or any internal policies and procedures of Johnson County Library or Johnson County Park and Recreation District. If any clause, provision, or covenant of this MOU should be found unconstitutional, invalid, or contrary to state or federal law, rule or regulation, the remainder of this MOU shall remain in full force and effect as if such unconstitutional, invalid, or contrary clause, provision or covenant were not contained herein.

11. Electronic Signatures. The parties agree that this MOU may be executed and delivered by electronic signatures and that the signatures appearing on this MOU are the same as handwritten signatures.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives on date of the later signature below.

Johnson County Park and Recreation District

Johnson County Library

Name: Jeff Stewart
Title: Executive Director
Date:

Name: Patricia Suellentrop
Title: County Librarian
Date:

Exhibit A

Platform Cost

Knoweb4 GRC Platform	TOTAL	----- 50/50 Split -----	
		JCL	JCPRD
Subscription Term 48 Months	\$17,612.60	\$8,806.30	\$8,806.30

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: May 11, 2023

Re: Additional Contract Service Request with Walter P. Moore for Central Resource Library West Wall Remediation Work

Issue: 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.

Suggested Motion: I move 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.

Background: Foundation issues along the west wall of the Central Resource Library were discovered in the fall of 2022. In October of 2022, Johnson County Library entered into a contract with Walter P. Moore and Associates, Inc. (Walter P. Moore) to begin inspection into what was causing the foundation issues along Central Resource Library's west wall. An investigation of the subgrade soils in the southwest corner of the building, which was completed on February 16, 2023, indicated that the soils in this area have desiccated which has resulted in shrinkage to the underlying subgrade soils.

Analysis: Based on the results of the condition assessment Walter P. Moore in their Phase 1 condition assessment, which was dated March 13, 2023, recommends that the foundation of the west wall needs some underpinning and pressure grouting of the interior slab as part of the remediation strategy. What Walter P. Moore plans to provide as part of these additional contract services is the preparation of construction documents to implement the planned remediation effort, coordination of pile selection and design with a specialty geotechnical contractor, construction administration services related to this work, including review of contractor request for information (RFIs), field inspections, review of completed work, and preparation of a closeout punch list for this project.

Funding Overview: The additional \$68,700 is to be funded out of Library's 2023 Operating Budget and authorization for additional west wall remediation efforts will be brought forward at a future Library Board Meeting.

Alternatives:

- (1) Approve the additional contract services work with Walter P. Moore.
- (2) Reject the additional contract services work with Walter P. Moore and have this work submitted for request for additional proposals.

Recommendation: To approve the additional contact services work with Walter P. Moore.

Purchasing Review: N/A

Budget Review: The 2023 Library Operating Budget should be able to absorb this additional contract services work with Walter P. Moore.

Legal Review: This additional contract services work has been reviewed and recommended by Legal Counsel.



PROPOSAL AND AGREEMENT FOR PROFESSIONAL SERVICES – Additional Service Request

Project: Johnson County Library - Central Resource – Floor/Wall Settlement
Client: Johnson County Library/ Patricia Suellentrop
Client Contact: Mr. Juan Lopez-Tamez
Additional Service Title: Johnson County Library – Repair Documents
Additional Service Date: May 5, 2023
Base Project Number: D08.22017-00

Walter P. Moore and Associates, Inc. (Walter P Moore) is currently engaged as a consultant on this project pursuant to the Agreement dated October 28, 2022, with Proposal Number 22-2686 - Rev 1 ("Base Contract"). This Additional Service Request is a change order to the Base Contract, the terms and conditions of which are incorporated in this Additional Service Request by reference. We are submitting this Additional Service Request based on our understanding of increased and/or modified scope of work. We propose to provide services to Client as defined below:

Additional Service Description: It is our understanding that the Johnson County Library Central Resource building has experienced foundation settlement at the southwest corner of the building. An investigation of the subgrade soils in this area was completed on February 16, 2023. The results of this investigation indicated the soils have desiccated and has resulted in shrinkage. Based on these results, and our Phase 1 condition assessment, dated March 13, 2023, underpinning of the foundation and pressure grouting of the interior slab were recommended as part of the remediation strategy.

Additional services will include the following:

- Preparation of construction documents to implement the planned remediation effort. The remediation effort will include:
 - Installation of new underpinning piles to support the existing footing at the southwest corner of the building.
 - Pressure grouting to lift section of interior slab along the west side of the building to return the slab to a serviceable level.
 - Repair of cracked exterior precast panel and connections at the southwest corner of the building.
- Coordination of pile selection and design with a specialty geotechnical contractor.
- Construction Administration services
- Review and respond to contractor Request for Information (RFI)
- Review completed work and prepare punch list for closeout of project

It is our understanding that the Johnson County Library would like Walter P Moore to engage the specialty geotechnical contractor for the design assist scope of work. It is our understanding that the Johnson County Library will setup a separate contract with the same specialty geotechnical contractor for the construction scopes of work. Walter P Moore will coordinate with the contractor on preparation of construction documents and construction administration efforts.

Scope of Services: As defined in the attached Schedule SD7 and this agreement.

Compensation: Walter P Moore proposes to provide the defined Scope of Services on a Lump Sum Fee basis as follows:

Construction Documents Phase	
WPM Structural	\$34,500
Subconsultants:	
Specialty Foundation Contractor Design Assist	\$22,000
Construction Administration	
WPM Structural	\$12,200
Total	\$68,700

Terms of Agreement: Terms for this Additional Service Request shall be in accordance with our Base Contract and Agreement for this project.

Attachments:

Executed on this ____ day of _____, 2023 by:

Client: Board of Directors of Johnson County Library Bethany Griffith, Chair	Walter P Moore and Associates, Inc.: Kyle Dominisse, P.E., LEED AP
	



Schedule SD7

SCOPE OF BASIC SERVICES

Repair

I. General

- A. In general, Walter P Moore's scope of Basic Services will consist of the preparation of repair documentation to remedy structural deficiencies described in the attached Engagement Letter.
- B. The services will be performed under the supervision of professional engineers licensed to practice in the state of Kansas.

II. Construction Document Preparation

- A. Walter P Moore will prepare structural documentation to remedy specifically identified structural deficiencies described in the attached Engagement Letter. The documentation describing the repair work will consist of drawings and technical specifications.
 - a. Walter P Moore will engage and coordinate with a specialty foundation contractor to create exploratory openings along the existing foundations to document the as-built construction. Up to two exterior opening are included in this proposal.
 - b. Walter P Moore will engage and coordinate with specialty foundation contractor to assist in the design of proprietary foundation stabilization elements. The Johnson County Library will engage by separate contract the specialty foundation contractor to assist in the construction scopes of work.
 - c. Walter P Moore will engage and coordinate efforts of specialty foundation contractor to produce documentation to remedy specifically identified foundation deficiencies described in the attached Engagement letter.

III. Construction Administration

- A. Walter P Moore will provide structural construction administration services as follows:
 - 1. Walter P Moore will attend a preconstruction meeting at the project site.
 - 2. Walter P Moore will review and take appropriate action on structural submittals.
 - 3. Walter P Moore will visit the project site during the repair work as required to confirm general conformance with the structural design intent. For the purposes of this proposal, 3 visits are included in the Basic Service.