

JOHNSON COUNTY LIBRARY

**Board Report
April 11, 2024**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, APRIL 11, 2024
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 and be made part of the record prior to the meeting.

- I. Call to Order
- II. Citizen Comments..... 4
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - C. Development Department: Written reports presented by Shelley O’Brien, Development Director. 6
 - 1. Library Foundation Check Presentation (*photo to be taken at end of Regular Board Meeting*)
 - D. Liaison, Board of County Commissioners, Shirley Allenbrand
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) ARM 10-70-10 Library Budget Review and Approval Process
 - b) Disposal of Library property.
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director 9
 - b) 2023 Statistical Report, Adam Wathen, Associate Director for Branch Services 14
 - i. Budget History, Dave Vratny, Finance Director..... 22
 - 2. Comprehensive Library Master Plan, Scott Sime and Megan Clark, Project Coordinators
 - a) Merriam Plaza Library 32
 - b) Capital Projects: Timeline Summary..... 39
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Prairie Village Public Engagement Update, Tricia Suellentrop, County Librarian
 - b) Campus / Co-location at Library Branches, Scott Sime, Project Coordinator and Adam Wathen, Associate Director for Branch Services 42
 - c) Welcome New Commissioner, Tricia Suellentrop, County Librarian
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the March 14, 2024 Regular Library Board meeting..... 48
 - B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2024 were handled in accordance with library and County policy.
- b) The February 2024 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 56

VI. Executive Session – Attorney-Client Privileged Consultation

VII. Old Business

- A. Action item: 2024 Library Budget Proposal, Dave Vratny, Finance Director 57
- B. Action Item: Consideration for contract for Public Computer Reservation and Printing Management, Michelle Beesley, IT Manager 65

VIII. New Business

- A. Action item: Election of Library Board Officers.....80

IX. Adjournment

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

CITIZEN COMMENTS

April 2024

March 13, 2024

Dear Ms. Kangethe, I know there have been many concerns about the accessibility of the book return box at the Oak Park library. I had to get out of my car to reach the door on the return slot. Parking on the slope is unsafe, and the car waiting behind me was blocking another patron's car.

I was told about the safety reasons, concerning the prior location on the west end of the larger parking lot. So without further complaining I'm suggesting some alternatives to where the box is now.

1. Put the box back on the west end of the parking lot, and create a larger island for it, so the employees are well out of the way of moving cars. There is enough grass area at that end.
2. Put the box on the east side of the building. To retrieve library materials, the employees would be safe on the sidewalk when emptying the box. It would make it easier to push the heavy carts, and an employee could open the front door to let them in. Drivers would go clockwise in a loop to exit. Yes, that would cause removing some of the handicap parking spaces. Perhaps more could be added on the west side of the larger lot where other handicap spaces are.

I hope the council can consider finding options for the book drop that better suits all patrons of the Oak Park Library. Thank you.

Sincerely, Nancy Willcott

Lenexa.ks66215

.....
March 18, 2024

i am concerned about the cutbacks in the periodical area of the library. i have been going to the corinth library for several years on an almost daily basis to read the kc star and the ny times, which i find offers a far more in depth review of both national and international news. in the last year service has become sporadic with newspapers often 1-2 days late. recently i was told that the library would no longer have the sunday ny times because it was too expensive. and the other periodicals are not always current.

there are signs everywhere reminding us that we can read the newspapers on line. i feel this is especially targeted to seniors who are used to reading a newspaper. if i wanted to read the news online i could, but i prefer the actual newspaper and am willing to make the trip. the on line version of the ny times is also not the same as the print paper. what about people who do not have or are unwilling to use a computer? i see a lot of people there every day using the library computers.

in addition i might point out that books are also available on line. dont see any signs for that. if we all used the computers why do we have to keep building new libraries.

i appreciate you considering my comments.
.....

CITIZEN COMMENTS

April 2024

April 5, 2024

I was at the Oak Park branch recently. I wanted to browse the Mystery section, but found it no longer existed. Much to my dismay I was told you are combing all fiction. Why?! What do you have against mystery loving patrons? I enjoyed browsing the section looking for new authors. I'm certainly not going to waste time browsing hundreds of fiction books to find one new interesting mystery. In fact, other than picking up holds or returning books, what's my incentive for going to the library at all? I hope you will reconsider this ill conceived idea and go back to the old way.



Monthly Report of the
Volunteer & Friends Engagement Coordinator to the
Board of Directors of Johnson County Library
April 2024

Volunteer Appreciation

Volunteer Appreciation Week is just around the corner. Volunteers have curated an amazing list of book recommendations from the Johnson County Library collect. You can see this book display outside the Development Department office. We also hope you have marked your calendars to join us for the Volunteer Appreciation Luncheon on Friday, April 26th from 11:30AM-1PM here in Carmack. In addition to socializing with your fellow volunteers, we will be honoring eight volunteers who have gone *Above and Beyond* in their volunteer service. In May, the board will also have an opportunity to recognize eight outstanding teen volunteers.

Book Drives & Community Recycling

In honor of Earth Day, the Friends are participating in two community recycling events. This will keep perfectly good books out of landfills while helping them find new homes to enjoy them.

The Friends have a new opportunity where community members can host book drives to benefit the Friends. This could be in a neighborhood, at a school, service organization business, or faith community. The first teen to host a neighborhood book drive bought in the books at the end of March. We have a few other teens and our first business signed up to participate.

Friends Database Update

Bloomerang is the new database tool the Friends will use to track memberships and communicate with supporters. Amber and Chris, the Friends Online Sales and Office Manager, have completed their part of the initial testing. Bloomerang is finalizing the details and data migration should be complete by mid-to-late April. The next step will be in learning new processes and creating templates in the software.



Monthly Report of the
Johnson County Library Foundation to the
Board of Directors of Johnson County Library
April 2024

Foundation donation for 2024: \$124,536

The Johnson County Library Foundation is pleased to present the Johnson County Library with a donation of \$124,536 for the purchasing of materials for the library. This annual donation is based off of endowment investment proceeds. The funds will be used to purchase books, magazines, newspapers, and digital access to materials for patrons.

This amount is up from last year's donation thanks to investments and a bequest from donor Marjorie Sams. Her gift was added to the endowment in December 2023 and will provide an extra \$3,000 annually. After the board meeting tonight, we will take a photo of the "Big Check" in the children's area of the library.

1952 Society Event with Matt Eicheldinger to Sell Out

On April 17th the Foundation will host author Matt Eicheldinger at the Central Resource Library for our annual 1952 Society event. With over 100 people planning to attend, we are on track for a sell out event. Please let us know if you are able to join us for the festivities.

Library Lets Loose Announces Key Sponsors

The Foundation is pleased to announce that Anne and Bill Blessing will be the Honorary Hosts for Library Lets Loose 2024. Anne has been a Foundation Board member for nine years, including serving as Foundation President. Professionally, Anne has been a practicing attorney and a highly successful community fundraiser working for the Blue Valley Schools Educational Foundation. Bill had a successful 25-year career with Sprint as an executive. We recently learned that one of his first jobs was working weekends and summers at the Antioch Library shelving books. Please thank Anne and Bill for leading this success event this year with their time and treasure.

Libby Fundraising

We are pleased to announce that Olathe Public Library Foundation and the JCL Foundation have entered into an MOU agreement for joint fundraising on the Libby application platform. This joint effort will raise money to expand our collection of Libby offerings with e-books, e-magazines and e-audiobooks. With more patrons using this service and costs increasing, fundraising will help the library keep the wait times down and provide increased access to additional materials.



Monthly Report
of the Friends of Johnson County Library
to the Board of Directors of Johnson County Library
April 2024

Books In, Books Out

Thursday evening book sales are *on*! This year's summer evening sale series started with a members-only event 5:30-7:30pm March 14. Members in attendance expressed appreciation for a little time just to themselves among the shelves. The impressive spread of homemade cookies was a hit as well. We have some fabulous bakers within our sorting & sales team!

This Thursday evening sale series is now open to the public and will run through September 2, just before Labor Day.

To keep our shelves full during extended hours, we are participating in two public donation events this spring:

- ReUseFull's Un-dumpster Day on Saturday, April 6 at South-Broadland Presbyterian Church in KCMO, and
- Overland Park's Recycling Extravaganza on Saturday, April 20 at Black & Veatch in OP.

Community Engagement & Advocacy

Our partnership with Midwest Trust Center at Johnson County Community College is budding beautifully. I have been asked to give a presentation on censorship and intellectual freedom at 6pm, prior to the 7pm public show, *Alice: Dreaming of Wonderland*, on Thursday, April 11. I hope you can come!

We will have a table in the lobby to share information about our work with guests, and a members-only discount code for tickets to this show will be revealed in the April edition of *Friends News & Views*, our monthly e-newsletter.

As if this weren't enough, the staff of MTC generously donated 20 tickets to this show, which we are giving away to volunteers as a prelude to National Volunteer Week.

New Home Committee

After months of hard work, our New Home Committee will present **three options** to our board at the April meeting with the goal of finalizing an operational path for years to come. We have identified a new location that holds promise, should we choose to **move**. We may instead **expand** operations into a soon-to-be-available space just next door to our current location in Pine Ridge Business Park. Finally, should the board choose, we will commit to a decision to stay where we are and **make do**.

Shanta Dickerson (she/her)
Executive Director

Libraries for all. All for libraries.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
February 2024
17% of Year Lapsed

OPERATING FUND	Programs	2024 Budget
	Revenue	5,054,089
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	290,714
	Transfer to Capital Projects	8,283,290
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$8,574,004</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>(\$3,519,915)</u>
SPECIAL USE FUND		2024 Budget
	Revenue:	2,920,125
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	32,215
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$32,215</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>\$2,887,910</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>(\$632,005)</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2024
17% of Year Lapsed

REVENUE ALL FUNDS	2024 Year to Date	2024 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	24,839,202	45,612,939	54%	55%
Ad Valorem Delinquent	46,418	151,009	31%	29%
Motor Vehicle	640,052	3,387,672	19%	19%
Library Generated - Copying/Printing	11,102	108,206	10%	10%
Library Generated - Overdues / Fees	7,762	38,000	20%	10%
Sale of Library Books	0	50,000	0%	25%
Misc Other	164	18,703	1%	1%
Reimbursements	91,779	740,000	12%	7%
Library Generated - Other Charges	0	0	0%	0%
Investment	395,723	825,000	48%	40%
Unencumbered Balance Forward	0	6,499,696	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Recreational Vehicle Tax	7,619	16,922	45%	48%
Commercial Vehicle Tax	10,512	63,117	17%	17%
Heavy Trucks Tax	2,997	4,733	63%	52%
Rental Excise Tax	29,046	66,002	44%	56%
Payment in Lieu of Taxes	195,795	0	0%	0%
State and Federal Grants	0	273,607	0%	0%
TOTAL REVENUE	26,278,173	57,855,606	45%	49%

Expenses ALL FUNDS with Collection

Encumbrance	2024 Year to Date	2024 Budget	% Categories Expended
Salaries and Benefits	3,827,932	27,178,537	14%
Contractual Services	1,998,163	7,374,266	27%
Commodities	4,998,789	5,295,453	94%
Risk Management Charges	0	266,103	0%
Capital / Maintenance / Repair	8,283,290	10,399,696	80%
Transfer to Capital Projects	0	3,640,620	0%
Grants	0	273,607	0%
Interfund Transfer	0	3,427,324	0%
TOTAL EXPENDITURES	19,108,174	57,855,606	33%

Revenue - Expenses as of February 29, 2024 7,169,999

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
February 2024
17% Year Lapsed

OPERATING FUND	Programs	2024 Year to Date	2024 Budget	% Program Expended
	Administrative Services	1,004,615	7,406,324	14%
	Information Technology	902,964	4,906,803	18%
	Collection Development	678,666	4,063,002	17%
	Branch/Systemwide Services	3,432,404	23,259,611	15%
	Risk Management Charges	0	266,103	0%
	Grants *	0	273,607	0%
	Transfer to Capital Projects	8,283,290	10,399,696	80%
	Interfund Transfer	0	3,360,335	0%
TOTAL OPERATING FUND EXPENDITURES		14,301,941	53,935,481	27%

SPECIAL USE FUND		2024 Year to Date	2024 Budget	% Budget Expended
	Contractual Services (General Maintenance)	0	152,505	0%
	Commodities (Capital Equipment)	32,215	127,000	25%
	Transfer to Debt Payment	0	0	0%
	Transfer to Capital Projects	0	3,640,620	0%
TOTAL SPECIAL USE FUND EXPENDITURES		32,215	3,920,125	1%

TOTAL EXPENDITURES		14,334,156	57,855,606	25%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
February 2024
17% Year Lapsed

ALL FUNDS	Categories	2024 Year to Date	2024 Budget	% Categories Expended
	Salaries and Benefits	3,827,932	27,178,537	14%
	Contractual Services	1,429,874	7,374,266	19%
	Commodities	793,060	5,295,453	15%
	Risk Management Charges	0	266,103	0%
	Capital / Maintenance / Repair	8,283,290	10,399,696	80%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	0	3,640,620	0%
	Grants	0	273,607	0%
	Interfund Transfer	0	3,427,324	0%
TOTAL EXPENDITURES		14,334,156	57,855,606	25%

GRANTS*	Expenditures through 02/29/2024	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$132,233.29	\$132,568.53	\$335.24

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

Expenditure of Friends of the JCL Donations 2024

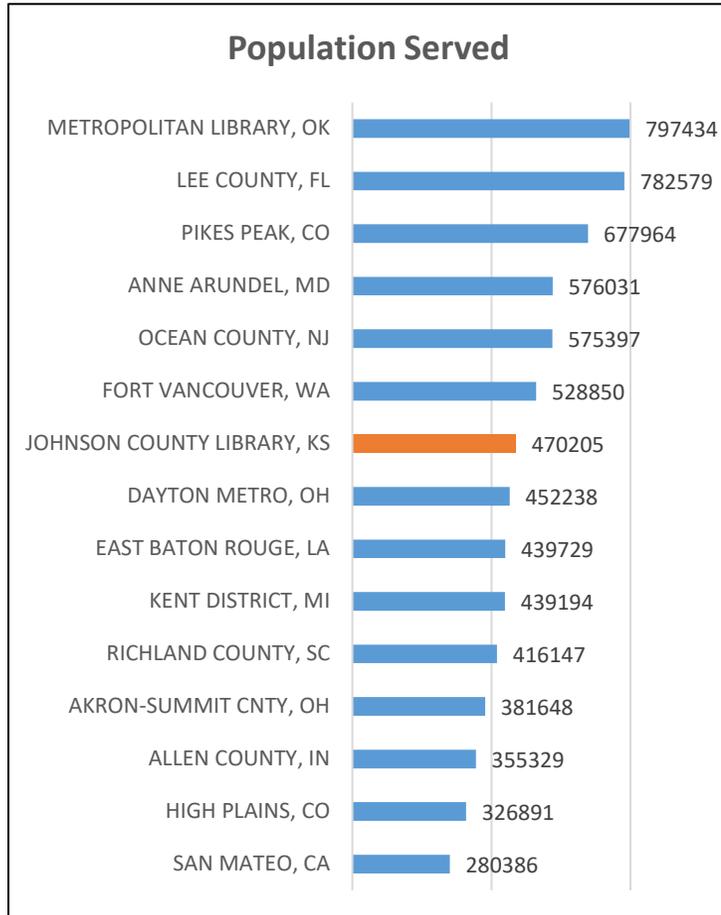
<i>Expenditure Details</i>	<i>February</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00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

JCL Annual Statistics

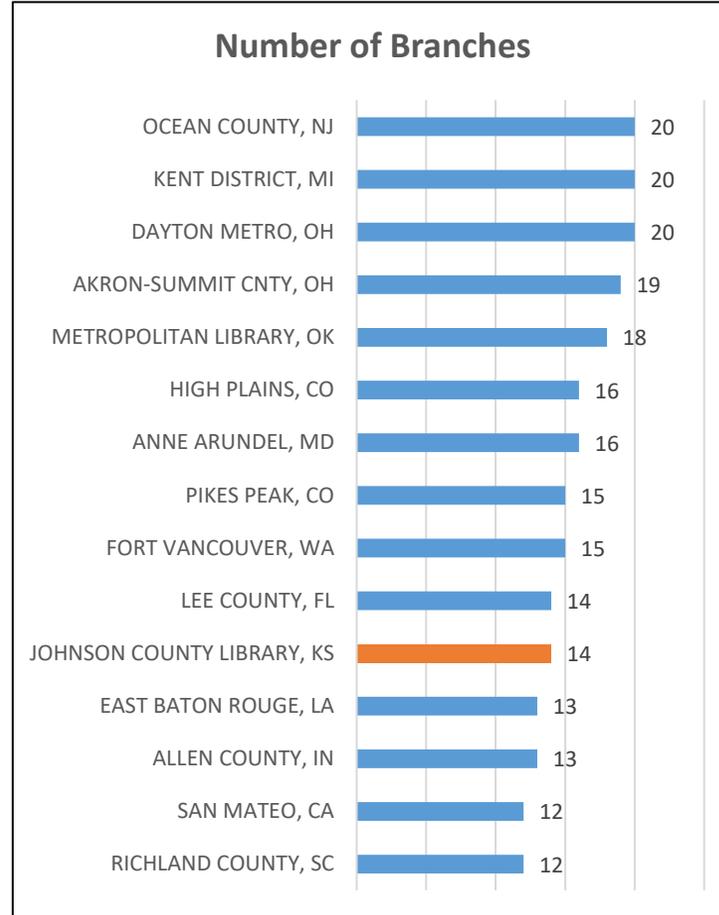
April 2024

JOHNSON COUNTY LIBRARY

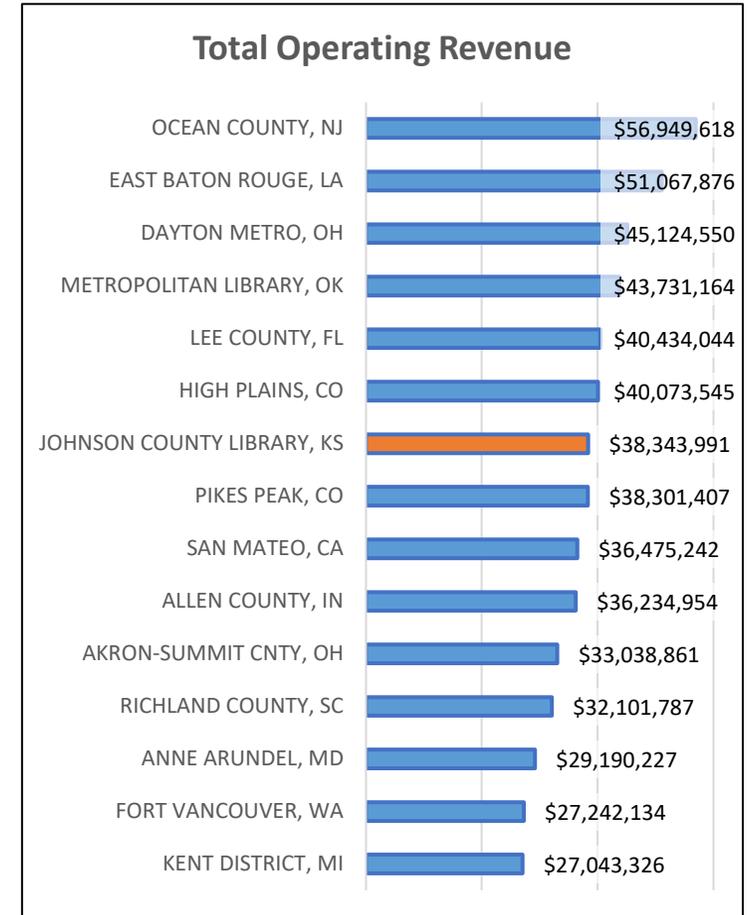
Baseline Peer Data - 2022



JCL = 7 of 15



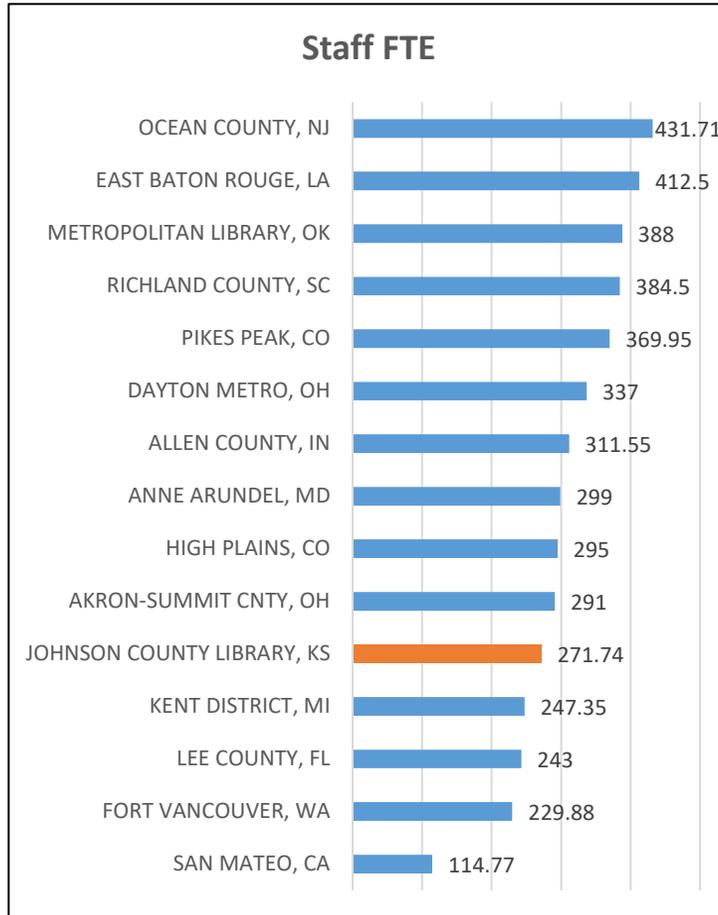
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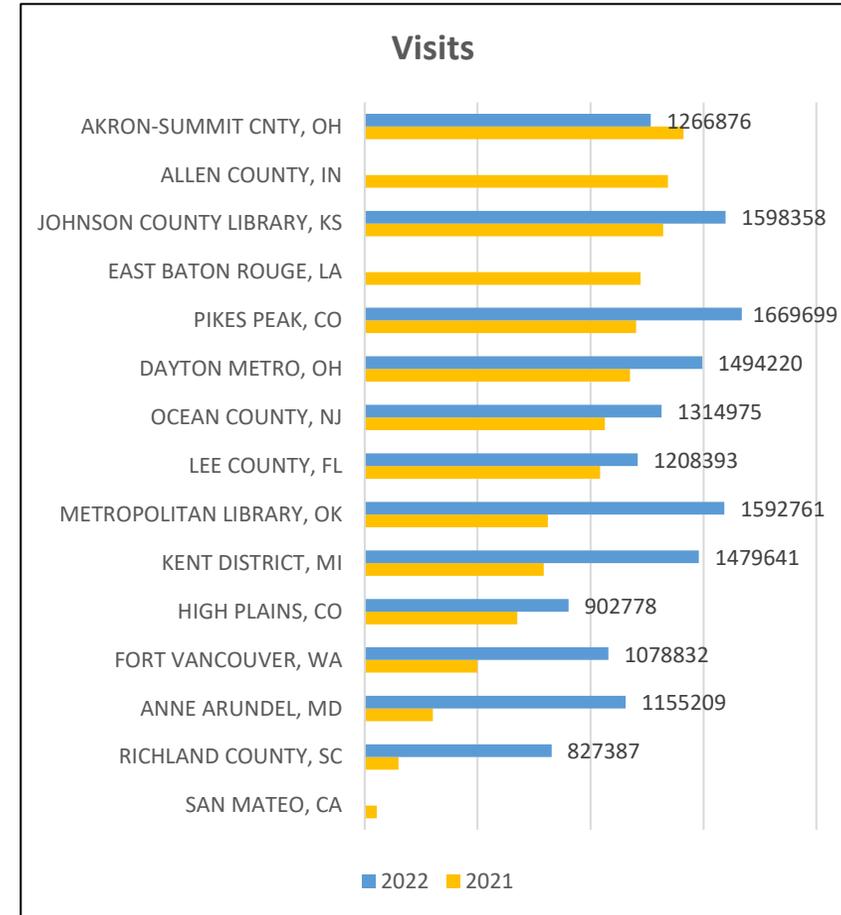
JCL = 7 of 15



Baseline Peer Data - 2022



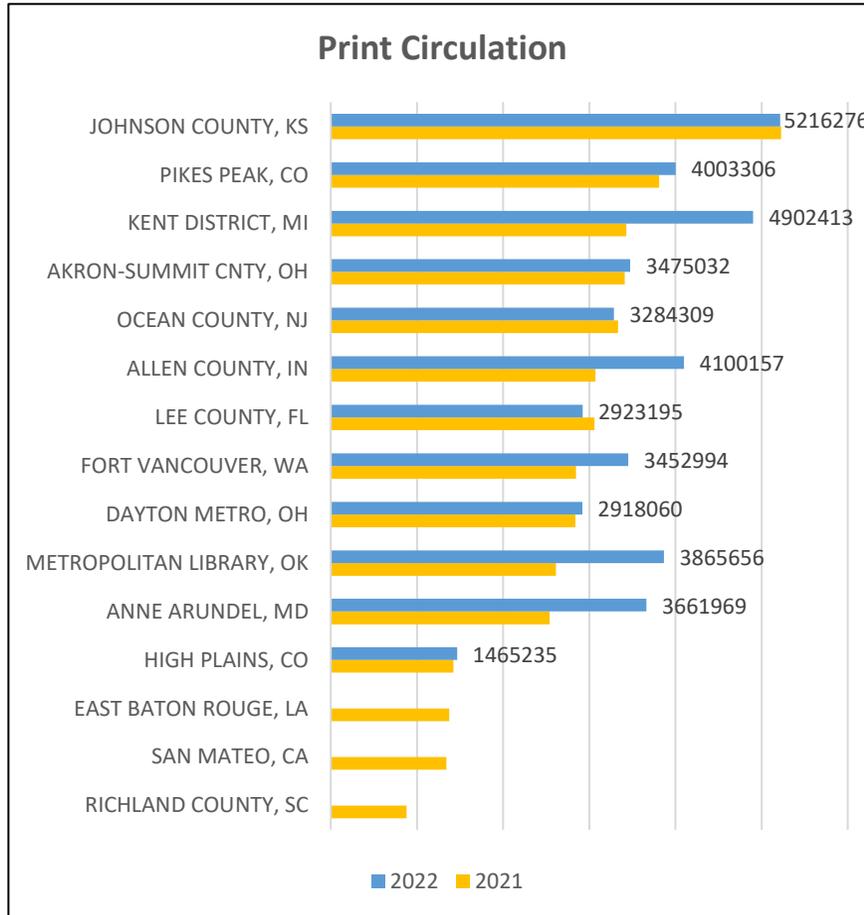
JCL = 11 of 15



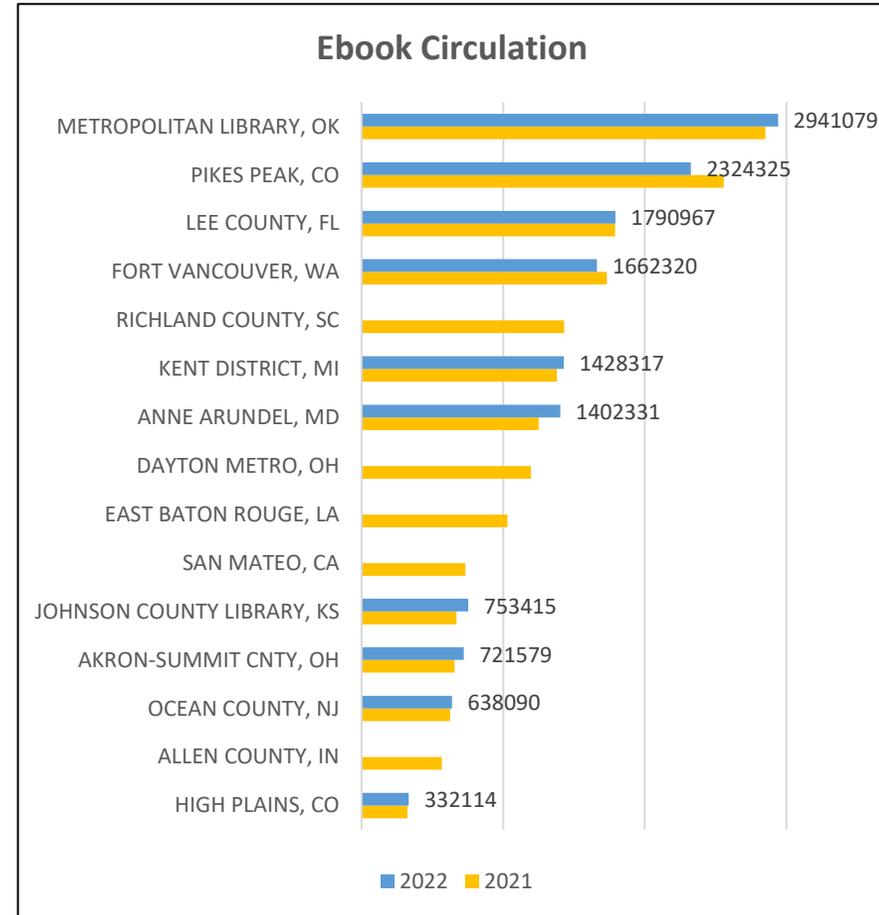
JCL = 3 of 15 (2021)
2 of 12 (2022)



Baseline Peer Data - 2022



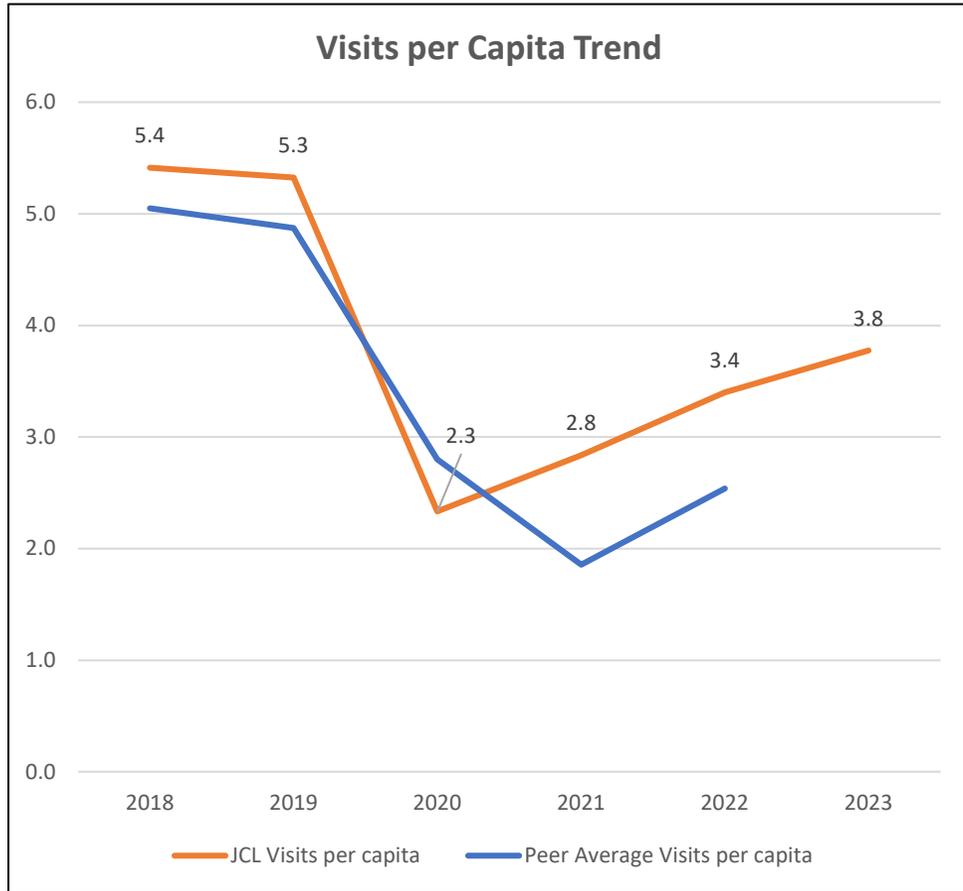
JCL = 1 of 15 (2021)
1 of 12 (2022)



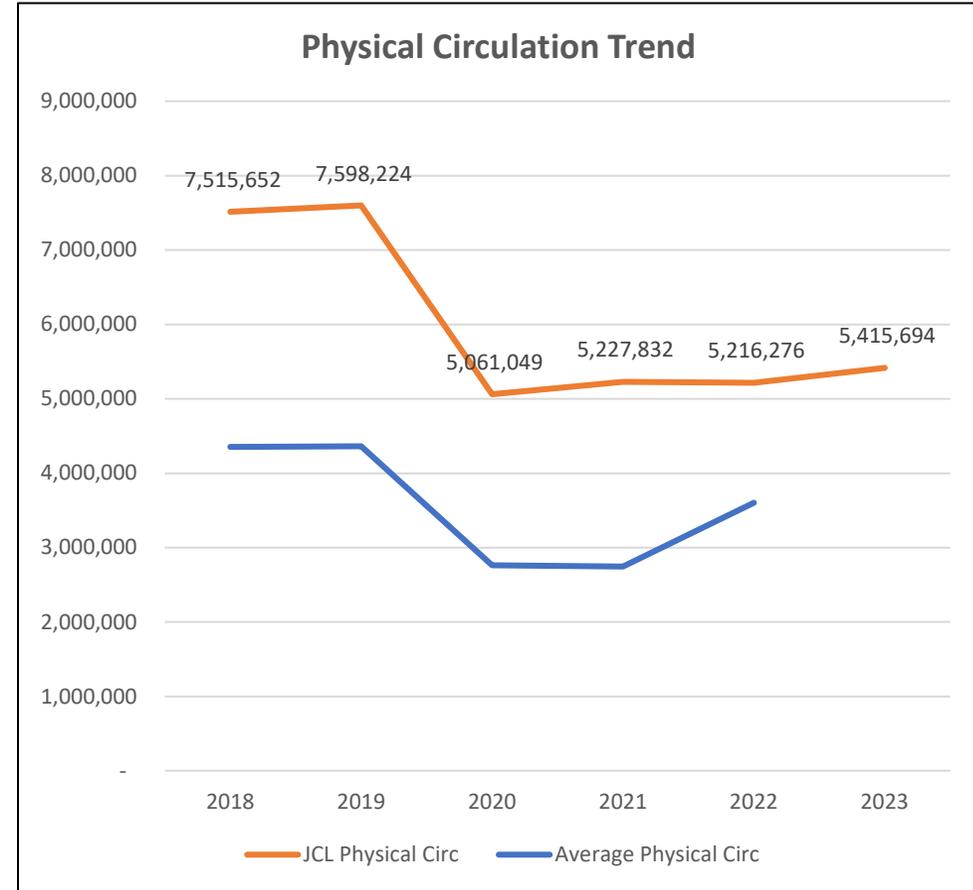
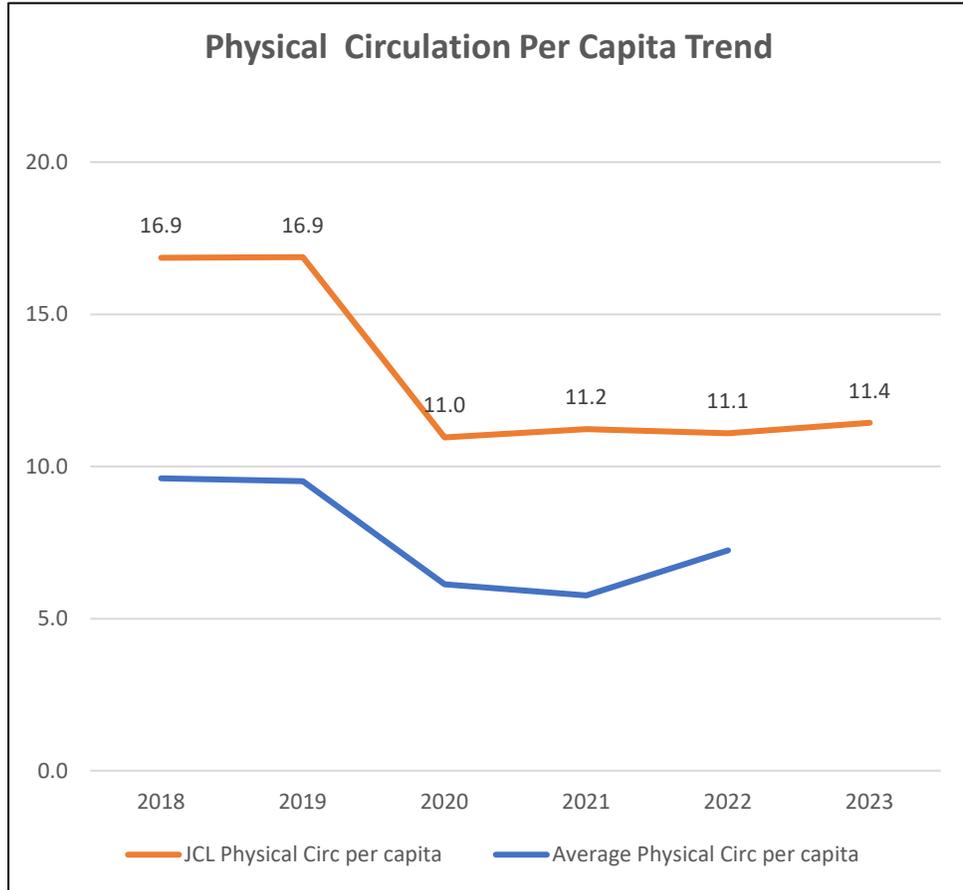
JCL = 11 of 15 (2021)
7 of 10 (2022)



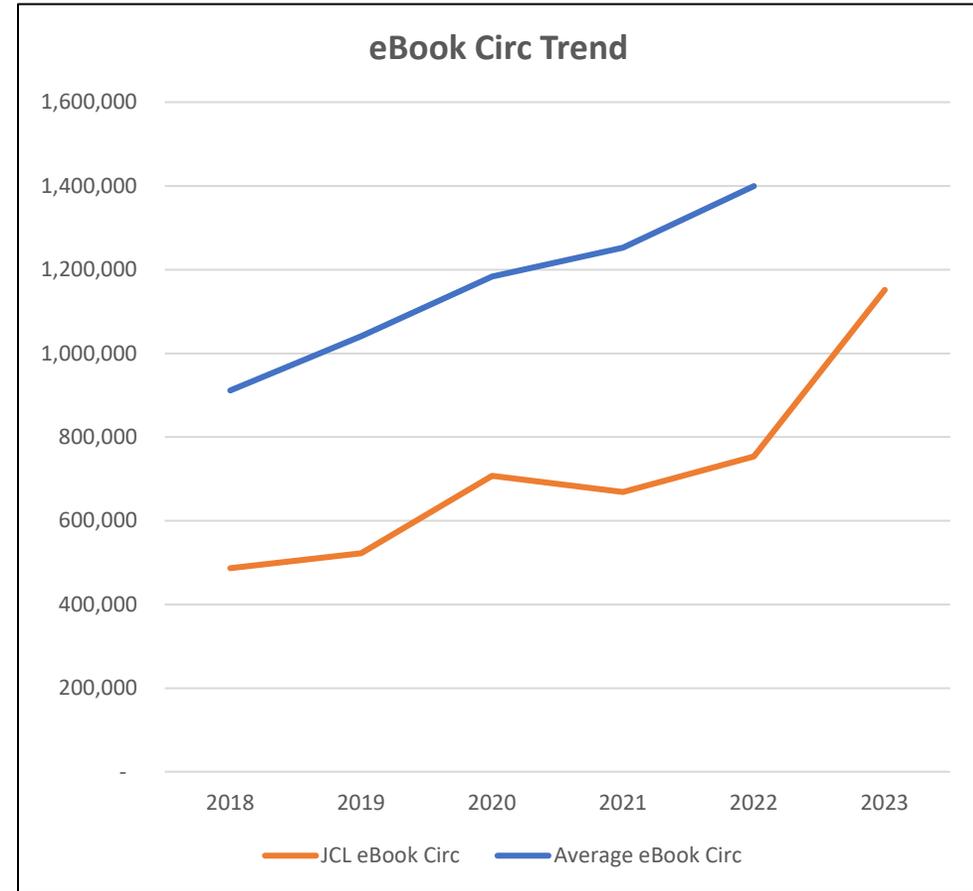
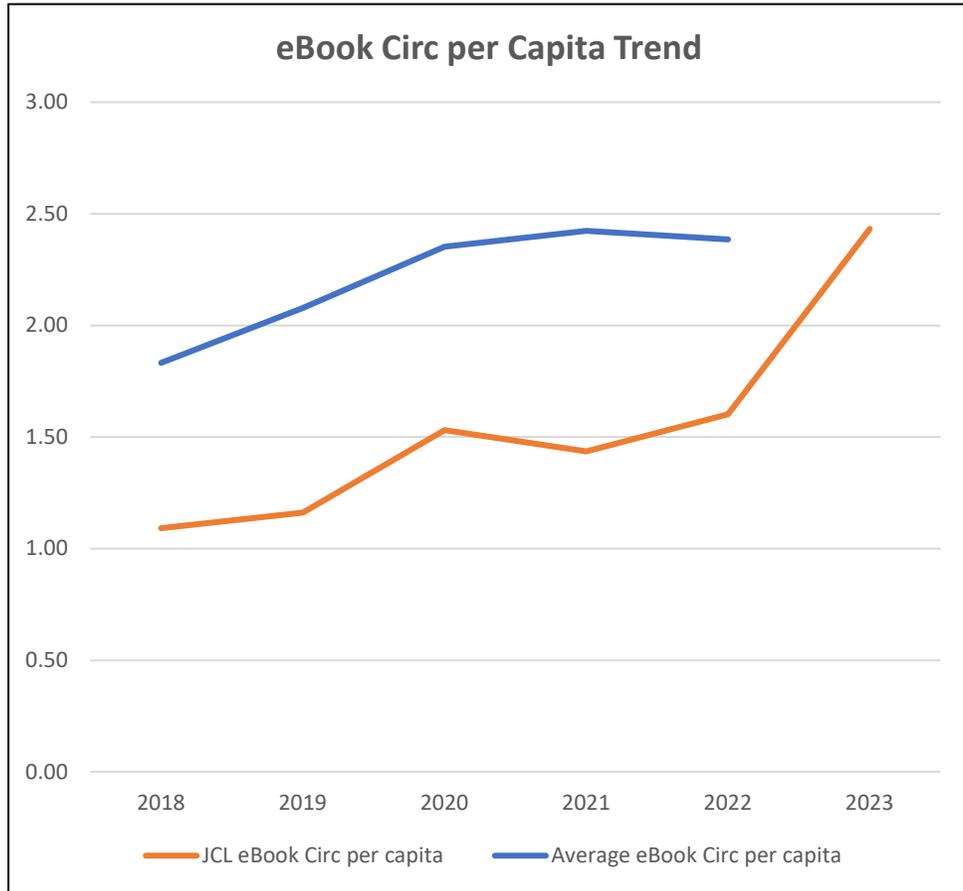
Visitation Trends



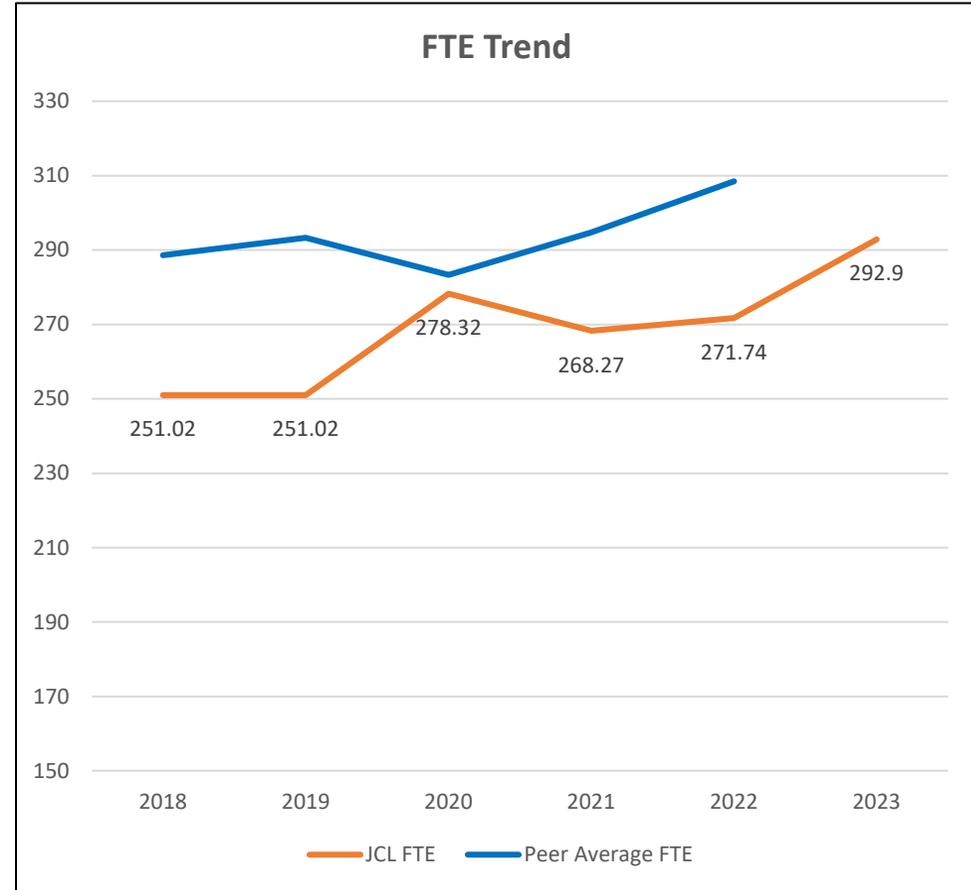
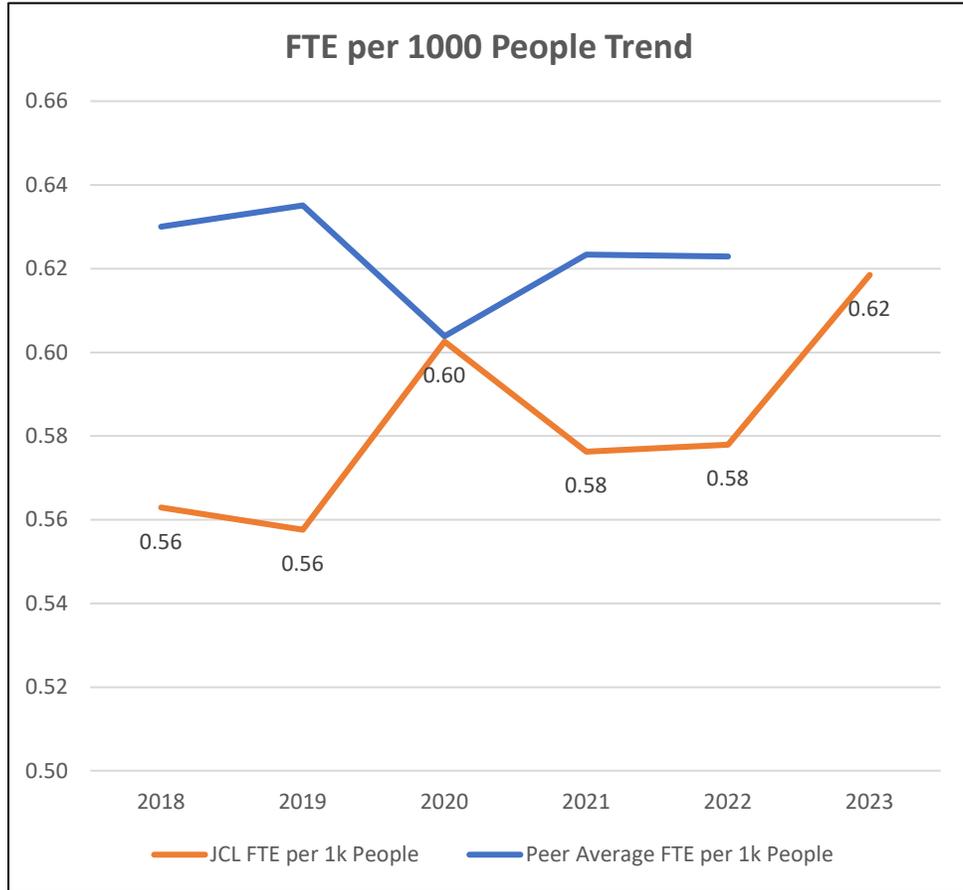
Physical Circulation Trends



eBook Circulation Trends



FTE Staffing Trends

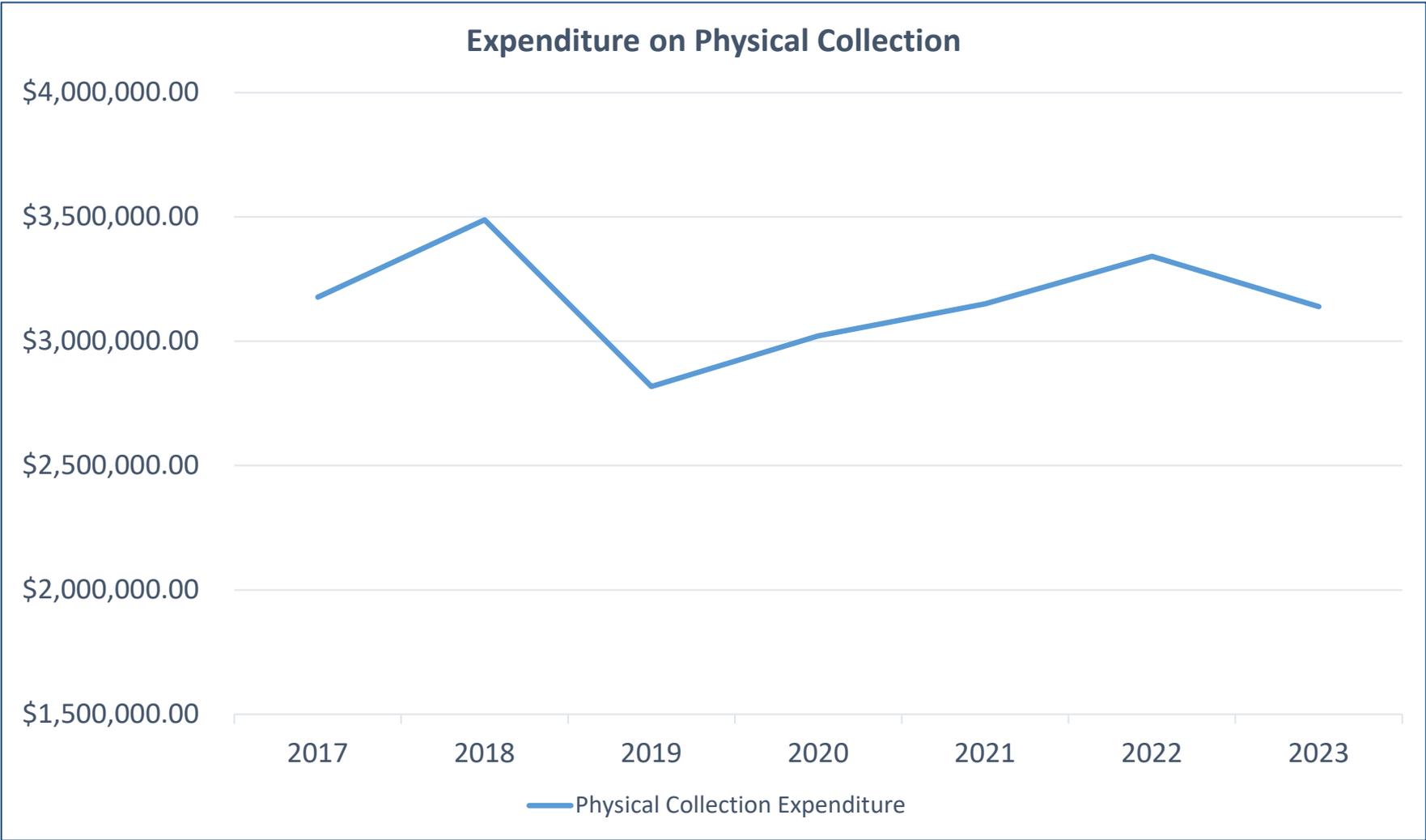


Library Budget History

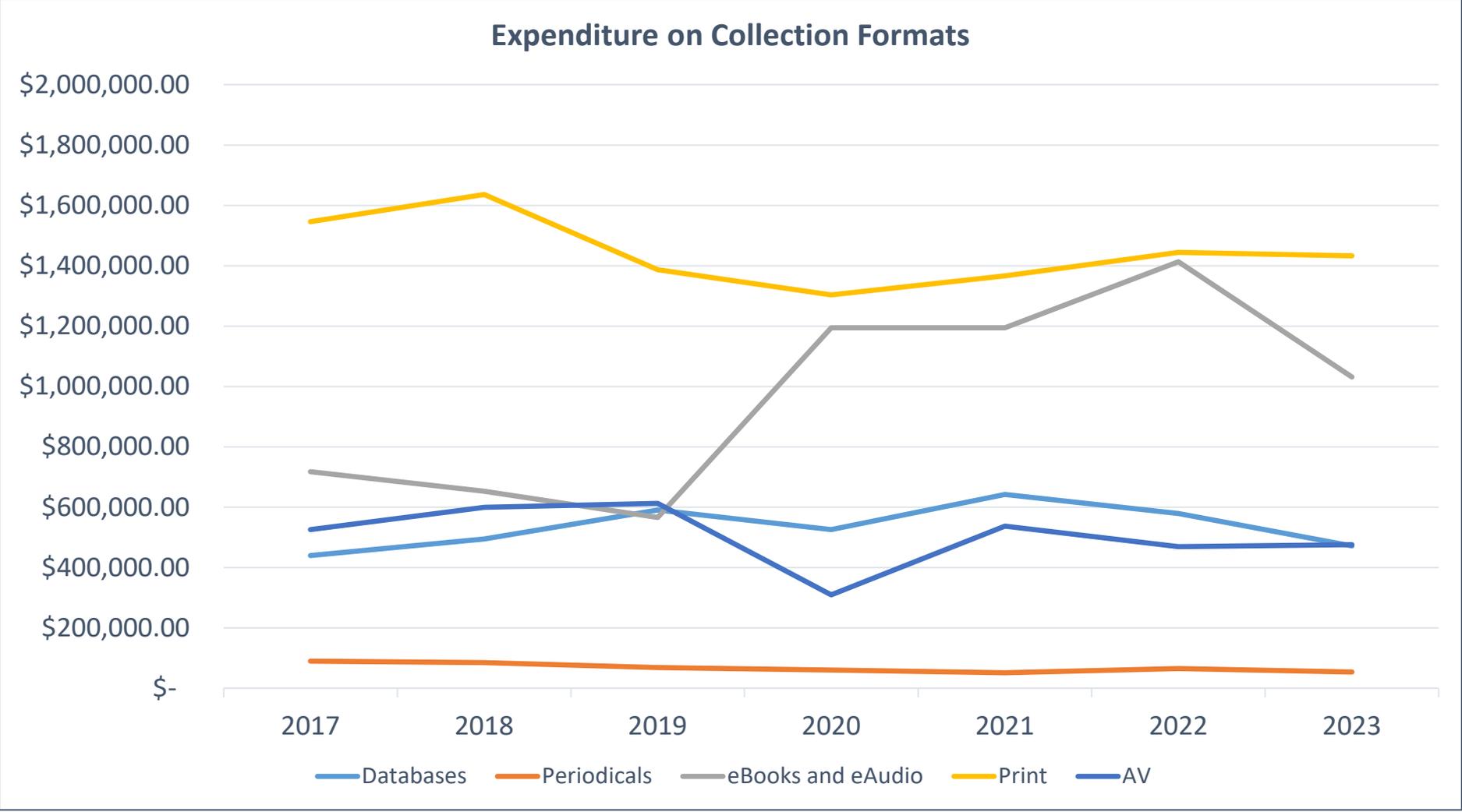
April 11, 2024

JOHNSON COUNTY LIBRARY

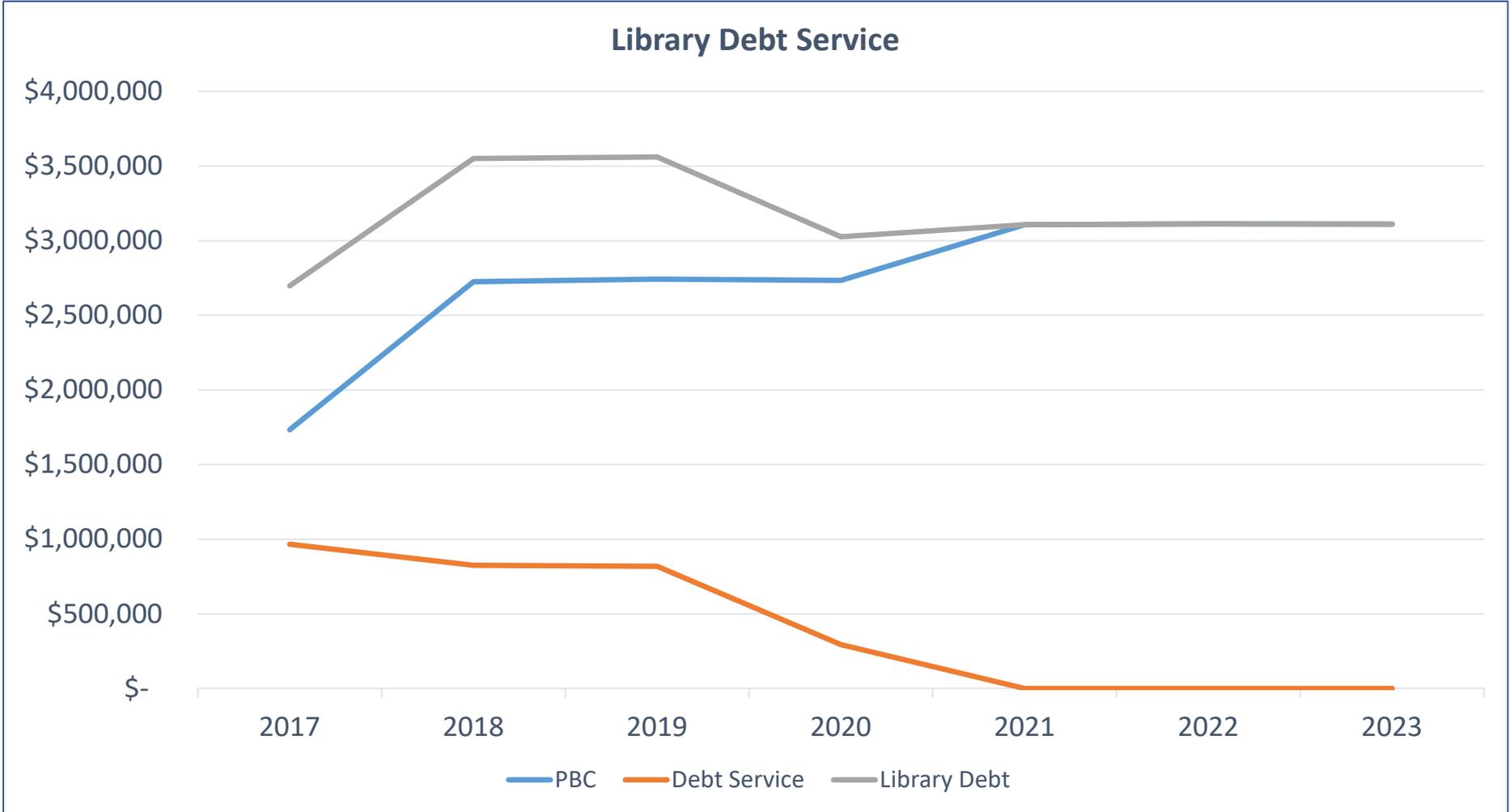
Expenditures on Library Physical Collection



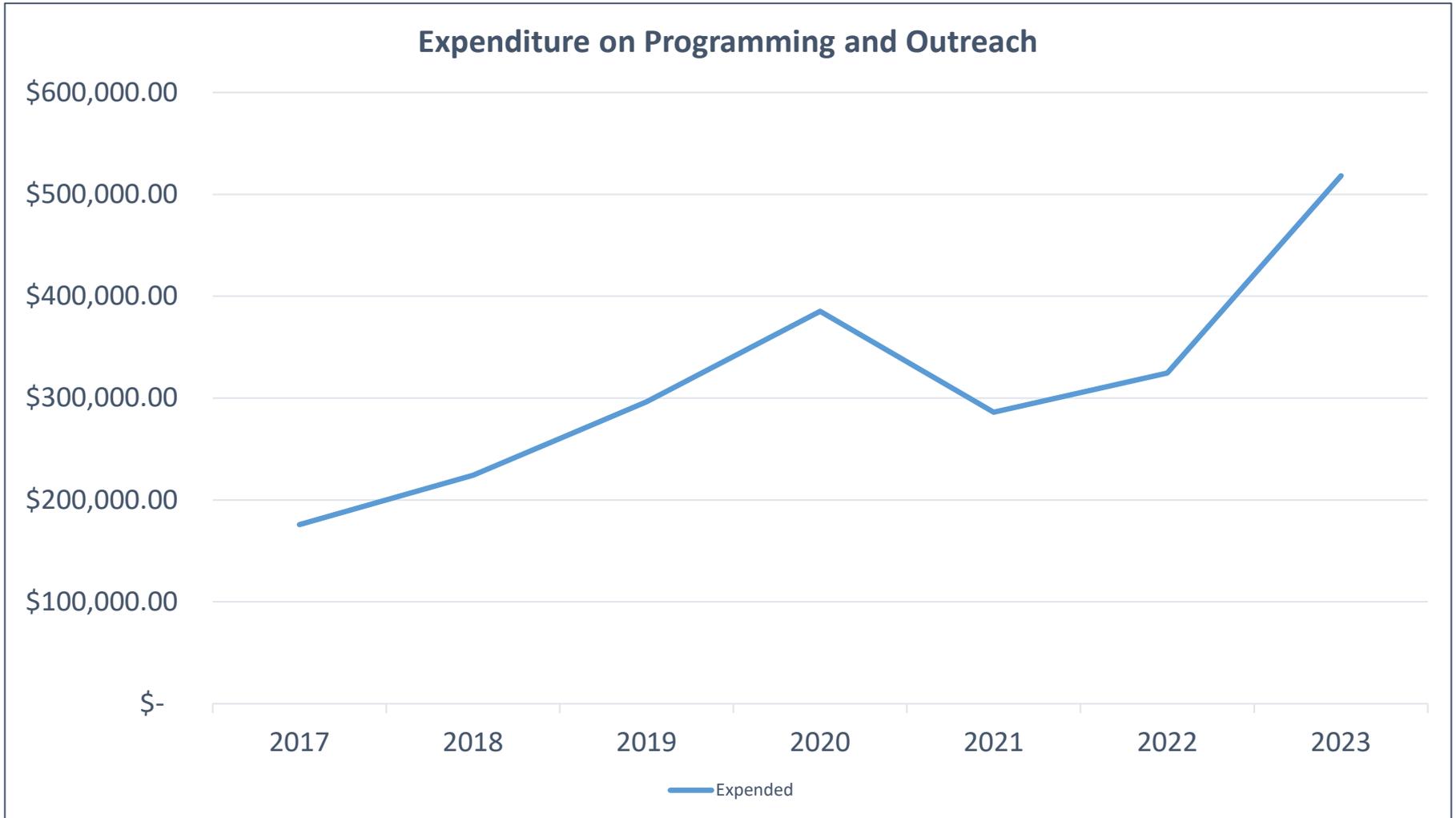
Expenditures on Library Collection Various Types



Recent Library Debt History



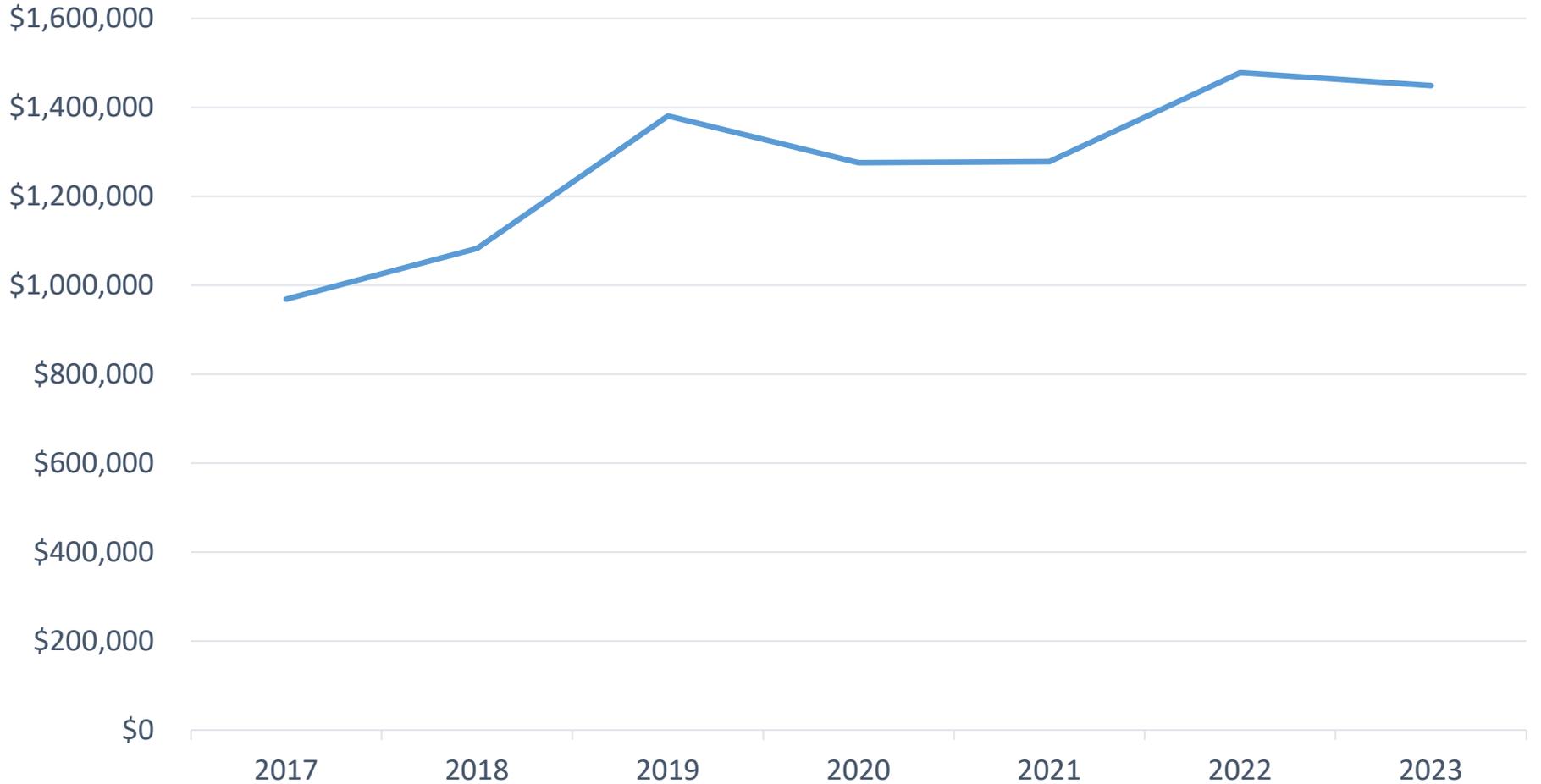
Expenditures on Library Programming



Library Information Technology (IT) Spending

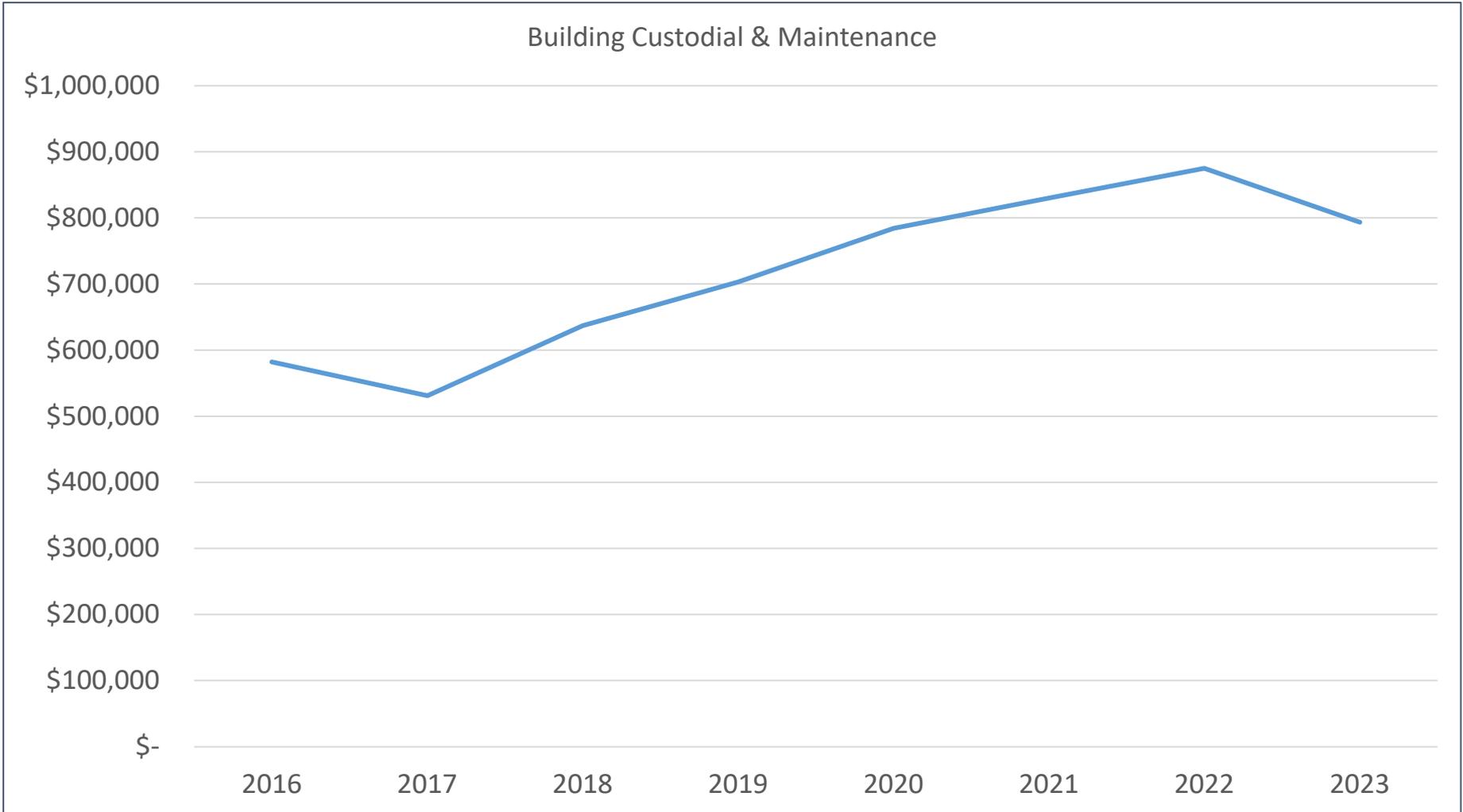
Contracts, Hardware, and Software

Total IT Expenditures: Contracts, Hardware, Software

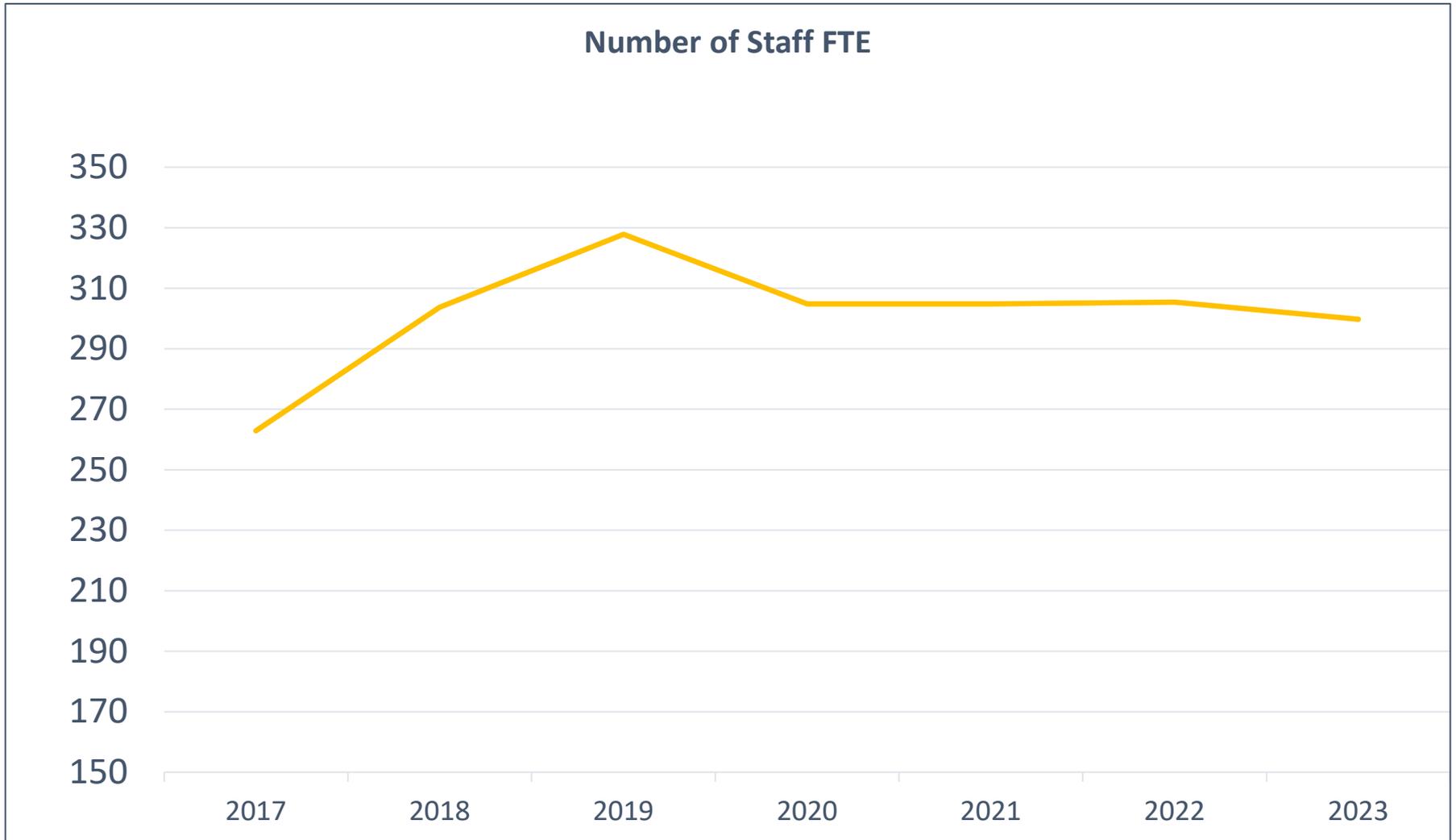


Library Building Custodial & Maintenance

Contractual and Commodities Expenditures

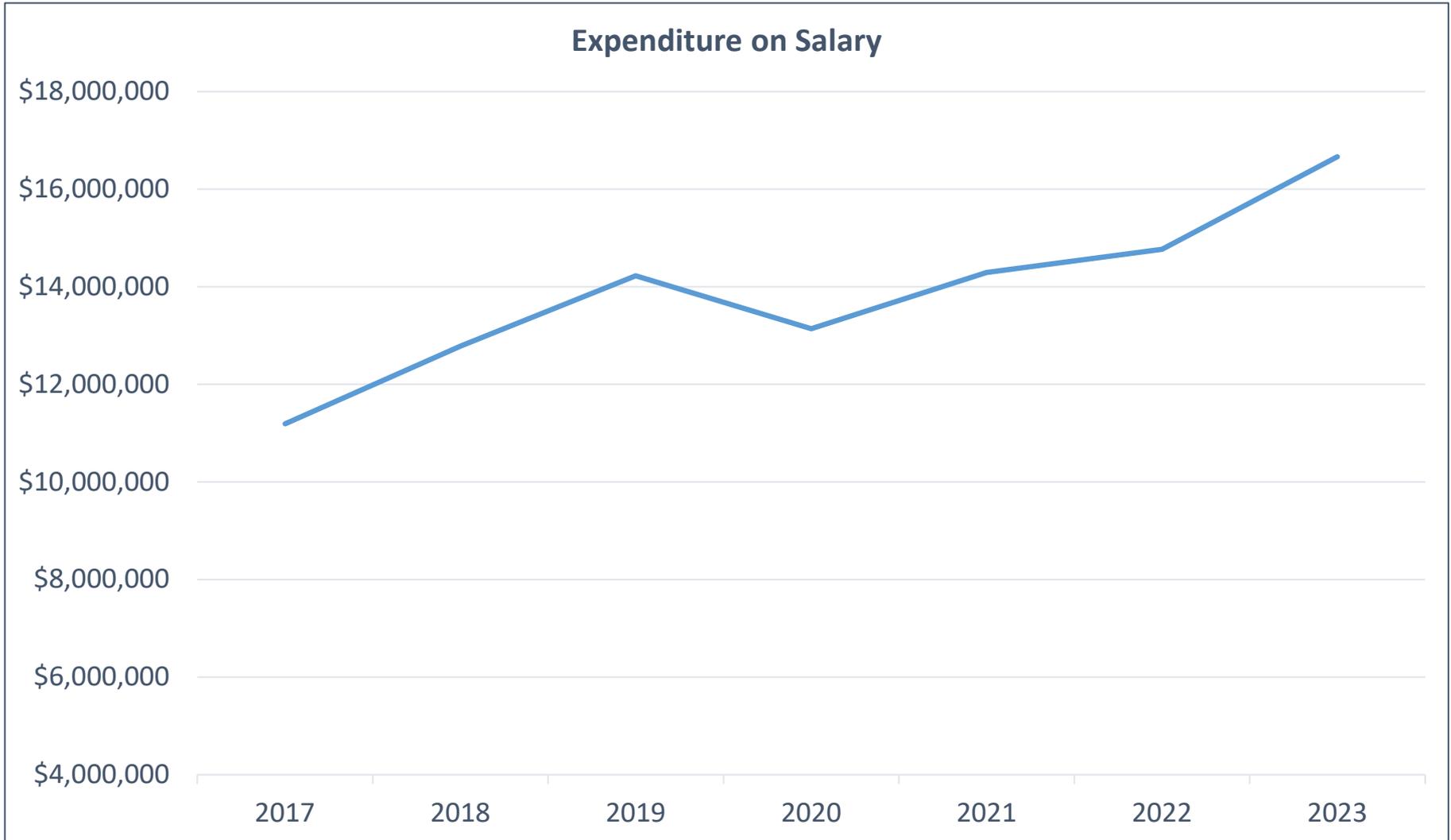


Library Full-Time Equivalent (FTE) History



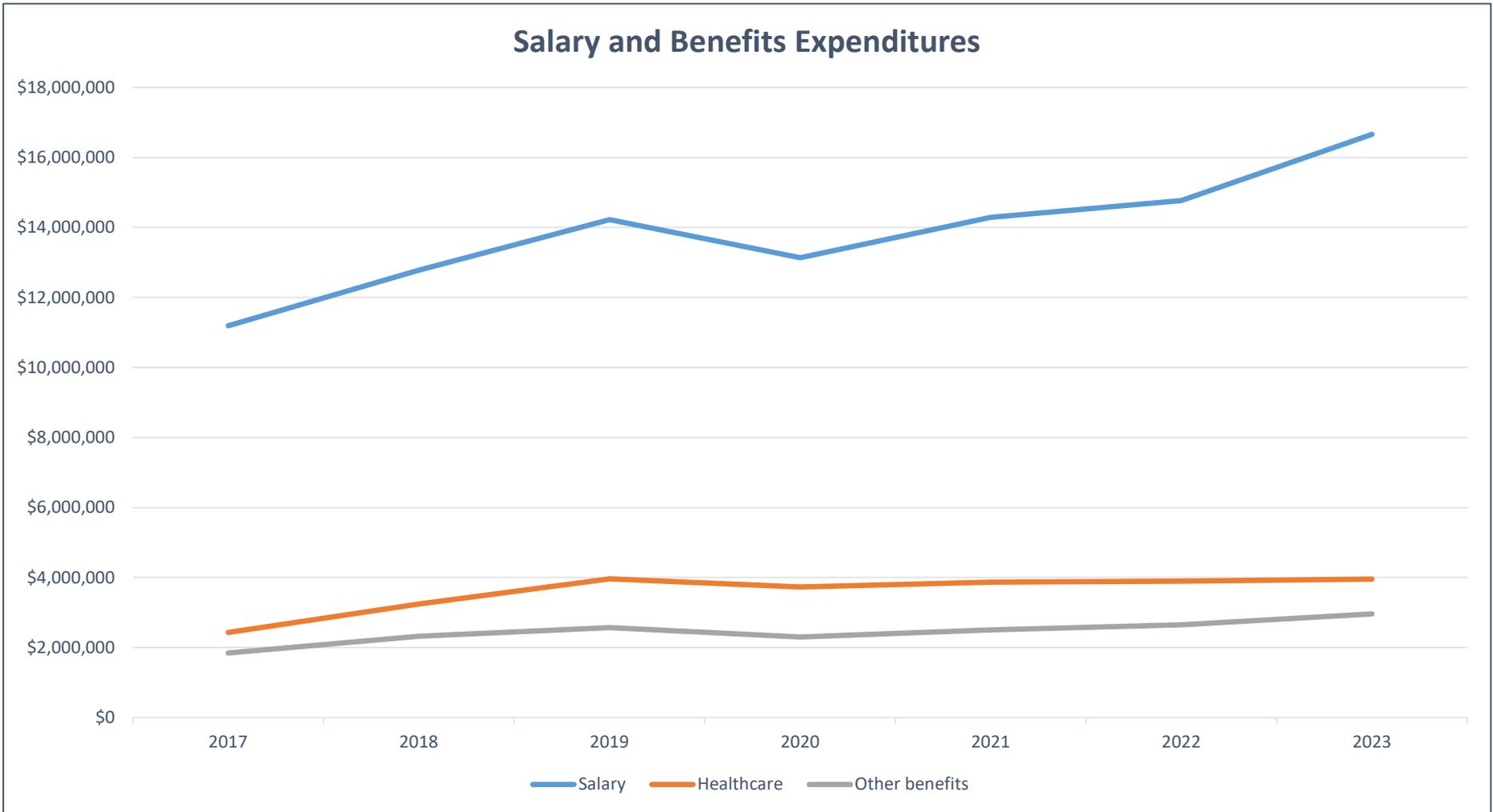
Library Salary Expenditures

Expenditure on Salary



Library Expenditures on Compensation

Salary, Health Care, and Other Benefits



Merriam Plaza Library

Update – April 2024



Updates

- Merriam Plaza Library is open
- Successful and well-attended public events
- Next steps
- Timeline



Slater Street Storybook Relay



Some photos courtesy KC Star, City of Merriam

Ribbon Cutting



Celebrating our new library

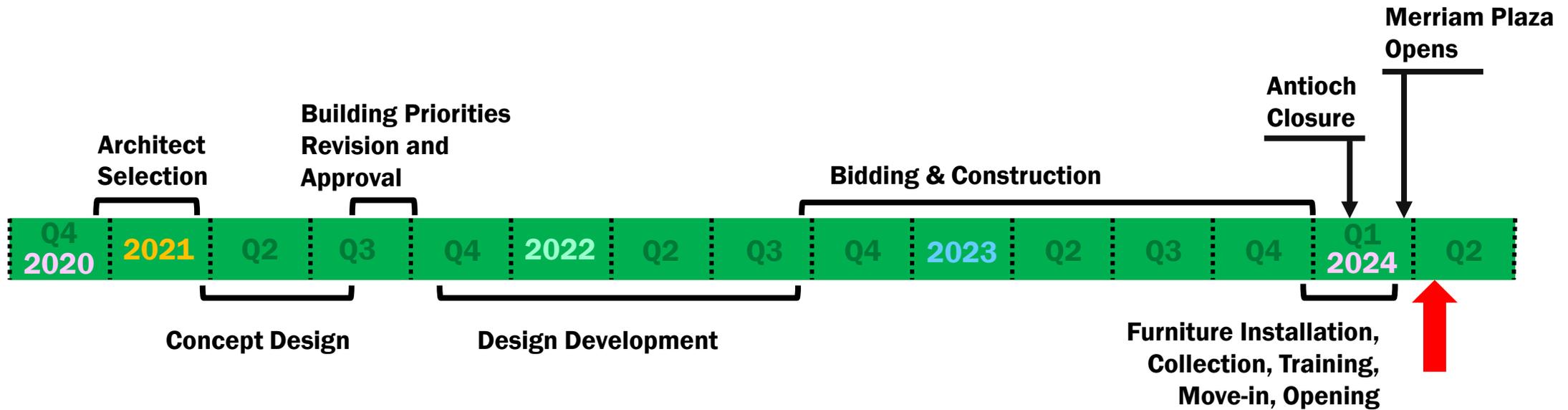


Next Steps

- Warranty period until Nov. 2024
- Monthly Post-occupancy meetings
- Facilities keeps a detailed history tracking of issues, inspections, and requests
- Project plus/deltas



Merriam Plaza Library: Project Timeline

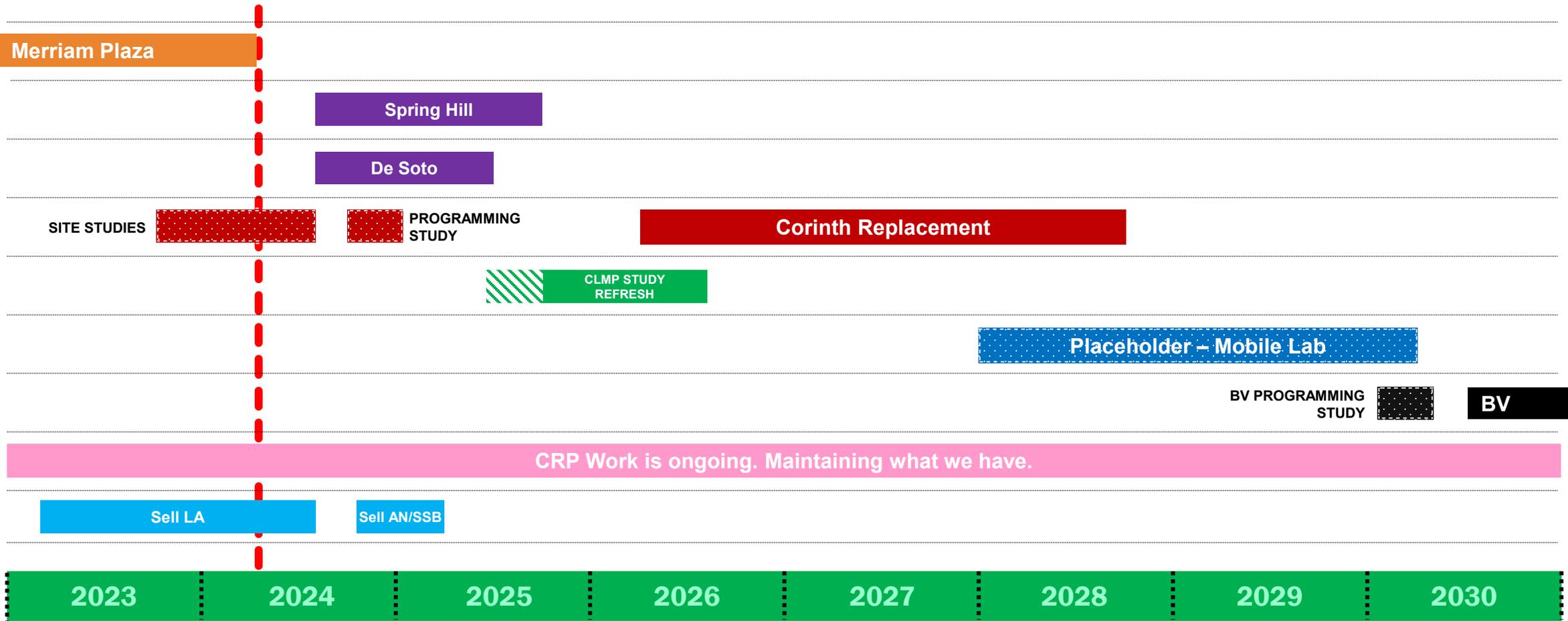


Capital Projects: Timeline Summary

April 2024



Capital Improvement Projects: Anticipated Timeline

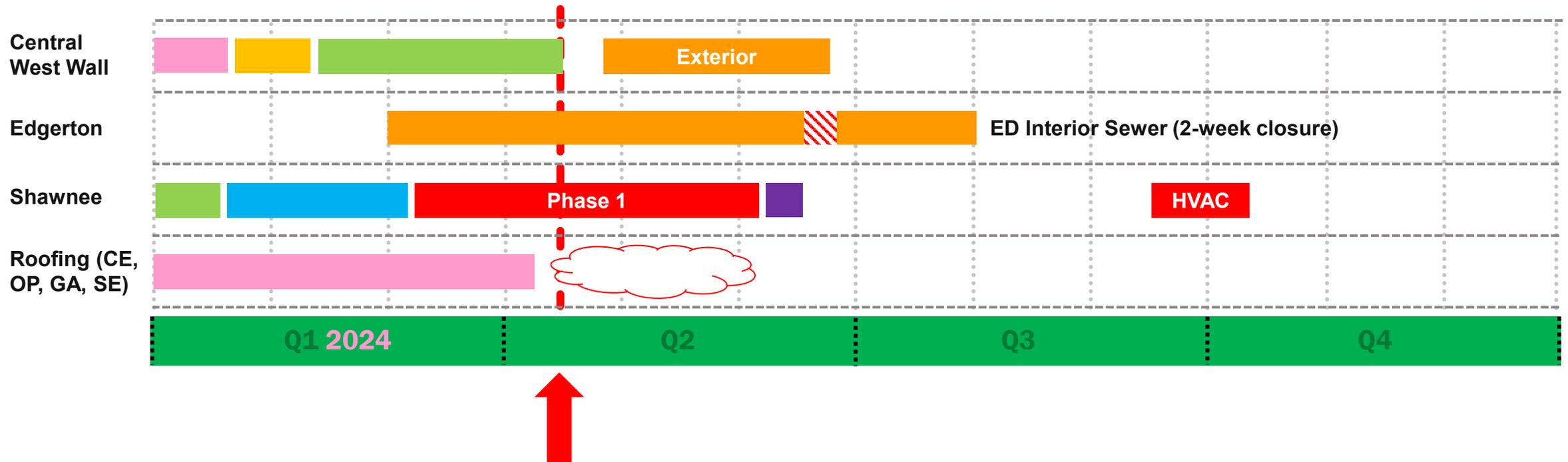


This visual is shown as an illustration with anticipated dates and may change.



2024 CRP Anticipated Timeline

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product / Material Submittals / Lead Time
- Building Closure
- FAC Activity / No Closure
- Substantial Completion / Move-in / Punch List Completion



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



Campus / Co-location at Library Branches

April 2024

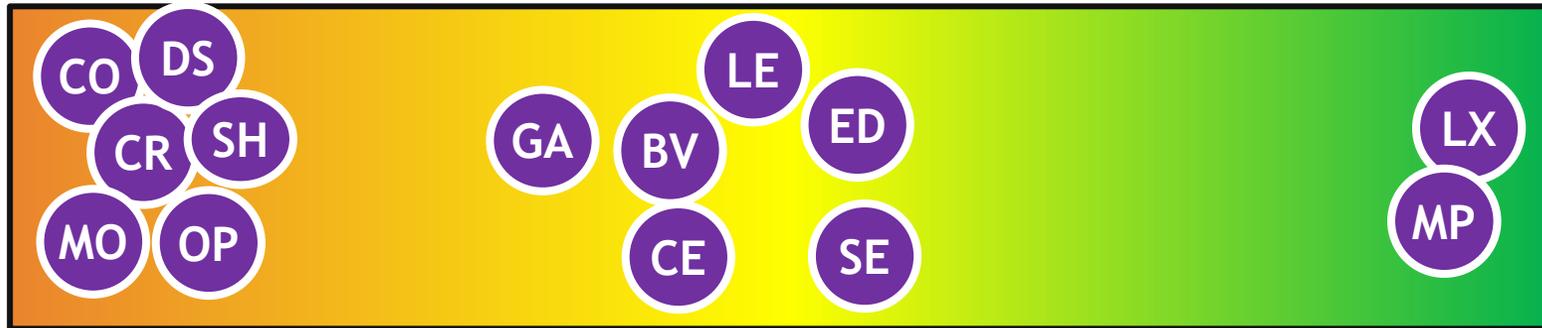


Agenda

- Levels of partnership
- JCL locations



Levels of Partnership



Solo Building
(No City Amenities)

Adjacent to City
Amenities

Intentional
Campus Concept



Solo Libraries

- Corinth
- De Soto
- Cedar Roe
- Spring Hill
- Monticello
- Oak Park



Libraries Adjacent to City Amenities

- **Gardner** – Adjacent to City Hall, share some parking with City
- **Blue Valley** – Close to grade school, City green space, informal shared maintenance
- **Central** – Adjacent to City park, some shared programming
- **Leawood** – Adjacent to City Hall, some informal shared maintenance
- **Edgerton** – close to City Hall, new Community Center, leased building, formal maintenance agreement
- **Shawnee** – Share parking with pool and Civic Center



Intentional Campus Concept

- **Lenexa City Center** – Close to City Hall, Rec Center, Food Hall, formal shared parking and maintenance
- **Merriam Plaza** – Close to Community Center, pool, formal shared parking and maintenance



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

March 14, 2024
at Central Resource Library
4:00 p.m.

BOARD: Bethany Griffith, David Sims, Anna Van Ophem, Charles McAllister, Mitra Templin and Jeffrey Mendoza.

ABSENT: Kelly Kilgore

BOARD ATTORNEY: Fred Logan and Andrew Logan.

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Aaron Otto, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Shelley O'Brien, Patti Kangethe, Megan Clark, Lori Ross, Shanta Dickerson, Michelle Beesley, Terry Pulliam, Kyle Heltne, and Lisa Davis.

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

CITIZENS COMMENTS:

No public comments. Public comments in the board report.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Apologies from Ms. Kilgore, she was unable to attend.

Mr. Sims expressed concern about the escalation of book banning discussions. He emphasizes the importance of literacy and providing options in libraries, advocating for parental involvement in guiding children's reading choices. Sims acknowledges the right of parents to determine what their own children read but cautions against imposing those preferences on others. He expressed concern over a recent Facebook post promoting banned books as disrespectful and unnecessary, calling for mutual respect and cooperation. Sims underscores the societal implications of literacy, urging collaboration to support youth success.

Mr. Mendoza commended Kinsley Riggs, as an ambassador of the library system, for her impressive presentation to Johnson County's Diversity, Equity, and Inclusion coalition. He expresses gratitude to the library staff for their impactful work, noting the positive reception and excitement generated by the library's initiatives within the community.

Board Chair Griffith reminded patrons that the Johnson County library's mission is to provide access to ideas, information, and materials that enrich people's lives. Emphasizing the library's role as a provider rather than a gatekeeper, Griffith underscored the importance of the marketplace of ideas and individual choice in accessing content. The institution aims to balance the promotion of free expression with ensuring a positive patron experience. Griffith acknowledges the challenges of navigating free speech issues and assuring patrons that the administration and board take their responsibilities seriously in fostering an environment for learning, exploration, and connection.

DEVELOPMENT DEPARTMENT REPORT

Shanta Dickerson, Executive Director, 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, this report is included in the March Board Report.

Shanta Dickerson provided updates on the activities of the Help, Join, Give Development Department, which includes the Friends of the Johnson County Library. She highlighted the ongoing volunteer appreciation efforts, upcoming events like the annual volunteer appreciation luncheon and a special speaker event featuring Matt Stewart and Curt Nelson. Dickerson emphasized the Friends' commitment to advocacy work and their recent addition of advocacy alerts for members. She invited attendees to the book series kickoff event and assures homemade cookies for those who attend.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shares business from the Board of County Commissioners (BOCC).

Commissioner Hanzlick reflected on her tenure as the Board of County Commissioners liaison to the library board for over five years. Commissioner Hanzlick expressed gratitude for the opportunity to serve and commends the leadership and staff of the library system. She introduced her successor, Commissioner Shirley Allenbrand, and assures continued support for the library.

Commissioners Hanzlick shared personal anecdotes about parenting and emphasizes the importance of using challenging situations as teaching opportunities. She provided updates on county budget meetings and upcoming public open houses to discuss county services. Additionally, she highlighted the commencement of a strategic planning process for transit in Johnson County and praised her husband, David Hanzlick's, recently published *Benevolence, Moral Reform, Equality: Women's Activism in Kansas City* with University of Missouri Press.

BOARD COUNSEL REPORT

Mr. Fred Logan, Board co-counsel, reviewed addition of policies to address Social Media Commenting and limited public forum and review library board's role in advocacy.

Mr. Logan reviewed the changes being proposed to the social media policy and the importance of each. In the summary it will now read "The Library supports intellectual freedom and the right of all users to share their opinions on various topics. It also reserves the right to exercise discretion to reasonably regulate interactions on library social media to the extent that the conduct in question violates the regulation of the library's patron's code of behavior." Then in Subsection B it will cite the United States Supreme Court case *Good News Club v. Milford*, dealing with a Limited Public Forum. This provides that library social media is a limited public forum. The Social Media Commenting policy is for those rare instances when someone is engaged in disruptive behavior on Library social media, similar to a patron engaging in disruptive behavior within a library branch. This policy has a limited application and legal counsel believes the changes proposed make this clear.

Mr. Logan moved onto advocacy and reviewed the historical role of the library board in negotiating governance with the Board of County Commissioners and advocating for legislative changes. Over the years, advocacy efforts have largely been taken up by the Friends of the Johnson County Library, a supporting organization, who have excelled in that role. He clarified that others can advocate, under particular circumstances, if there was a recommendation to do so. Mr. Logan acknowledged the Friends' significant role in advocacy and underscored their effectiveness in representing the library's interests at the public level.

Ms. Van Ophem thanked legal counsel and staff for the efforts made in revisions, she was much more comfortable with the version that is moving forward.

Ms. Templin commented that we have designated the Friends as advocates and noted that we trust the Friends to do this important piece and guide us in how we want to approach advocacy. She also expressed desire to see the County Librarian work closely with the Friends, to identify topics for the library and in turn to see the County Librarian and Library Board Members step up to advocate as needed.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of January, we were 45% through the 2024 year, with a little under \$26.1 million being received, a little over 45% of the \$57.85 million projected budget. We are showing a use of about \$6.5 million of reserves as unencumbered balance forward. On the expenditure side, about \$7.8 million has been spent or encumbered, which puts our expenses around 5% at this time. Mr. Vratny highlighted a new line on his report, payment in lieu of taxes from IRB projects and explained that those figures previously were included with Ad Velorem amount.

Mr. Vratny reviewed the budget calendar timeline to the Board, highlighting the upcoming Library Budget Proposal in April, this information was included in the March Board Report.

Commissioner Hanzlick urged people to attend the public hearings and BOCC meetings dealing with the budget, as it means a lot to see members of the public speaking up in favor for the services they support.

Information Technology Trends

Michelle Beesley, Information Technology Manager, presented the Information Technology Trends, this report is included in the March Board Report.

Michelle Beesley shared yearly statistics including the number of public computers slightly decreased in 2023 due to factors like including workstations from Johnson County adult education at Antioch and computer replacements. There was an error in counting laptops out for service. The correct count for 2023 should be 343. However, the duration of public computer sessions remained steady. The number of public computer sessions increased post-pandemic. Additionally, public wireless sessions increased, nearing pre-pandemic levels, indicating patrons may be using their own devices or taking advantage of remote printing solutions. There's also a healthy interest in printing, evidenced by the number of pages printed in 2023.

Mr. Mendoza asked for clarification about discrepancies in statistics regarding public computer sessions and wireless sessions at the library.

Ms. Beesley clarified that wireless is different than logging on to a desktop computer, and discussed the reliability of the data, particularly regarding individual user logins and session interruptions.

There was clarification that no user information must be collected for either type of session, as guest passes can be used for desktop computer sessions. Mr. Mendoza recounted a personal experience in Fort Worth, TX and getting a card that would be good for 30 years to use their computers. It was

clarified that guest passes at Johnson County Library are unlimited and usable for a day, and that we currently are not encountering a wait for computer usage.

Mr. Mendoza also expressed apprehension about potentially reducing the number of available devices based on incomplete data and emphasized the need for better statistics to inform decision-making.

Ms. Beesley assured him that they are cautious in evaluating usage and are hopeful that a new solution will provide more accurate data.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Merriam Plaza Project

Megan Clark provided updates on the Merriam Plaza and CRP projects. Merriam Plaza is set to open soon, with final touches being put on the building and staff settling in. She highlighted the success of the Slater Street storybook relay event, which involved moving books from Antioch to Merriam Plaza. The ribbon-cutting ceremony is scheduled for next Wednesday, featuring remarks from various officials and a poem by the Kansas poet laureate. Pre-opening tours have concluded, and the project is on track both in terms of timeline and budget.

Additionally, there are plans to bring an informational item recommending selling the Antioch properties in the coming months.

Fixtures and Furniture

Lisa Davis, Facilities Project Manager III, presented the Fixtures and Furniture report to the Board, this report is included in the March Board Report.

Lisa Davis, the interior designer and project manager on the Merriam Plaza project, expressed her excitement about working on this project, her first library area project after seven years with the county. She outlined her role in gathering information and coordinating with various stakeholders to create a supportive environment for patrons and staff. Lisa emphasized the detailed process involved in interior design for commercial spaces, including compliance with codes, safety measures, and budget management. She provided insights into the phases of the project, such as information gathering, designing, procurement, and installation of materials and furniture. Lisa shared floor plans and discussed design solutions tailored to meet the needs of the library program, including considerations for life safety, demographics, and functionality. She highlighted the incorporation of interactive elements, such as a children's wall, to create a unique and engaging environment for library visitors. Lastly, Lisa emphasized the diverse zones within the library, catering to different interests and activities, which contribute to its uniqueness.

Lackman Building

Megan Clark, Project Coordinator, provided updates on Lackman Library building sale, with CBRE selected as the broker for the sale. Marketing materials have been prepared, and the property has been listed on various commercial services. CBRE is currently showing the property and responding to inquiries. Monthly updates will be provided to the board, with the possibility of an executive session in April to address any process questions that may arise.

Mr. Mendoza requested some of the marketing brochures.

Overall Timeline

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

Megan Clark, Project Coordinator, provided the capital projects timeline summary including updates on various library renovation and construction projects. For De Soto and Spring Hill libraries, an architect is expected to be selected in the third quarter to begin design work. Conceptual plans for these locations were approved by the library board in 2022, and renovations are included in the libraries' 2024-2028 CIP submittal. The next steps involve hiring an architect to confirm programming and develop design documents. The Corinth replacement project progress will be presented separately.

Regarding the CRP work, the Central west wall update will be provided later in the agenda. The elevator work at Corinth has been completed, allowing its use again. Interior sewer work at Edgerton is still on track, pending narrowing down the dates. Shawnee library closed on March 4th, and renovation activities, including restroom demolition and painting, are underway. Roofing assessments and planning are ongoing for Central, Oak Park, Gardner, and Shawnee libraries.

UPDATES – Tricia Suellentrop, County Librarian

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

Prairie Village Citizens Engagement and Online Survey Report

Ben Sunds, Assistant Director of Community Experience, presented the report of the Prairie Village Citizen Engagement and online survey results, this report is included in the March Board Report.

Mr. Sunds shared that the recent Prairie Village engagement survey garnered over 1,000 responses and provided valuable feedback for developing conceptual designs. Attendees expressed concerns about cost and tax impact, while also expressing excitement about features like a drive-through and MakerSpace. They emphasized the importance of maintaining the cozy feel and existing architecture of the Corinth facility. Moving forward, there will be increased communication about next steps and approval processes, with a focus on clarifying that library funding will be separate from community center funding. Attendees will have the opportunity to react to three options at an upcoming meeting on April 4th, with a third meeting scheduled for June 20th likely focusing on the preferred option and providing more details.

Mr. Sims asked how many non-Prairie Village residents responded or attended. County Librarian Suellentrop shared that she did not have that information and anecdotally mostly spoke with Prairie Village residents at the first public engagement session.

Mr. Sims requested that when the Library pushes out the information regarding future engagement sessions that it be made clear that you do not need to be a Prairie Village Citizen to take part.

Joint Board Meeting

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

The joint library and Board of County Commissioners Meeting is scheduled for April 11th, following the library board meeting. The meeting will take place at Carmack and will be followed by dinner. Efforts will be made to keep the joint meeting concise, usually lasting about an hour. Planning for the

meeting agenda is ongoing, and suggestions for discussion topics are welcome. Attendees are encouraged to communicate any dietary concerns to ensure accommodations.

County Librarian Suellentrop introduced the new County Manager office liaison, Aaron Otto, bringing experience from his previous role as Airport Director.

County Librarian Suellentrop expressed appreciation to staff, the library board, and city officials for their support during the recent book relay event.

County Librarian Suellentrop thanked Commissioner Hanzlick for her five years of service as the Library Board Commissioner liaison, with recognition of her dedication to the library community and her invaluable support in various initiatives. We have seen her doing those things in various ways, building tours, celebrating book mark artists on a Saturday, supporting us going fine free, connecting county needs with library resources during the pandemic, being a celebrity volunteer for Library Lets Loose, always keeping an eye out for the most vulnerable patrons, championing bus routes and includes bus stops at libraries, promoting our team literary magazine, referring potential volunteers to the library and over all constantly connecting citizens to our services and help us serve our patrons better. . A book, "*No Way Home: The Crisis of Homelessness and How to Fix It with Intelligence and Humanity*," was selected as a token of appreciation, reflecting her commitment to serving with humanity and intelligence.

CONSENT AGENDA

A. Action Items:

1. Minutes of the March 14, 2024, 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 January 2024 were handled in accordance with library and County policy.
- b) The January 2024 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. Van Ophem moved that the Library Board of Directors approve the consent agenda.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

I. Old Business

- A. Information Item: Update to ARM 20-10-90 Fee Schedule to Reflect Addition of Remote/Cloud Printing Service

Michelle Beesley, IT Manager, presented updates to ARM 20-10-90 Fee Schedule to Reflect Addition of Remote/Cloud Printing Service report, as included in the March Library Board Report.

Recommendation to the library board: The committee recommended maintaining the current fee schedule to recover a portion of costs while monitoring changes and implementing new solutions. Next steps involve further evaluation and proposing a limited free printing schedule in the future.

During the meeting, Mr. Mendoza inquired about the duration needed to collect data post-implementation of any changes. Ms. Beesley explained that due to seasonal variations, a year of data collection would provide a comprehensive overview, and a minimum of six months, covering both summer and the school year, would be necessary to account for significant fluctuations. The discussion also touched upon comparing printing costs with commercial solutions and exploring other library services as precedents. Mr. Mendoza advocated for aligning printing costs with peer libraries and suggested gradually reducing fees to make printing more accessible while ensuring the library covers its costs. Further questions were raised about revenue from printing and the history of pricing changes in neighboring libraries.

Michelle Beesley concluded by highlighting the need to update the ARM (Administrative Regulation Manual) regarding fee schedules and introduced upcoming topics for discussion.

B. Action Item: ARM 20-10-40 Social Media Commenting

Ben Sunds, Associate Director for Customer Experience, presented ARM 20-10-40 Social Media Commenting briefing sheet, as included in the March Library Board Report.

Mr. McAllister expressed appreciation of the language changes and noted its importance.

Motion: Ms. Van Ophem moved that the Johnson County Library Board of Directors approves ARM 20-10-40 Social Media Commenting Terms of Use Policy.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

C. Action Item: Consideration for contract for west wall work at Central Resource

David Vratny, Finance Director, presented contract for west wall work at Central Resource briefing sheet, as included in the March Library Board Report.

Mr. Sims thanked staff for providing the opportunity to address questions about this process.

Motion: Mr. Sims moved that the Library Board authorizes the reallocation and expenditure of fund balance (reserves) from the Library Operating Fund in the amount of \$375,000, establishing a capital project account for the Central Resource Library's West Wall Structural Repair.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

Motion: Mr. Sims moved that the Library Board authorizes an exception to competition to contract with Keller North America, Inc. for the foundation repair work for an amount not to exceed \$245,000 per County Policy 110-180-A16.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

II. New Business

A. Information Item: Proposed 2025 Budget

Dave Vratny, Finance Director, presented the proposed 2025 budget briefing sheet, as included in the March Library Board Report.

ADJOURNMENT

Motion: Ms. Templin moved to adjourn the meeting.

Second: Ms. Van Ophem seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:40 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
Bethany Griffith

SIGNED _____
Tricia Suellentrop, County Librarian

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: FEB-2024

		Receipts	Payments	Balance
	Opening cash balance			\$158,754.68
	Add Receipts	\$290.12		
	Less Payments		\$50,598.52	
	Ending Cash balance			\$108,446.28
	Less Liabilities		\$28,692.57	
	Unobligated cash balance			\$79,753.71

APPROVED: _____

DATE: _____

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: April 11, 2024

Re: County Librarian's Recommended FY 2025 Revenue and Expenditure Budget

Issue: Consider approving the County Librarian's Recommended FY 2025 Revenue and Expenditure Budget of \$55,274,960.

Suggested Motion: I move to approve the County Librarian's Recommended FY 2025 Revenue and Expenditure Budget of \$55,274,960.

Background: The Library Budget Committee held a series of meetings in the 4th Quarter of 2023 and January of 2024 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans. Since that time new revenue estimates have been received that are significantly higher than earlier projections had anticipated in part due to assessed valuation growth being slightly more than those earlier estimates as well as higher anticipated other taxes such as Motor Vehicle tax collections being more than original projections. The Library Budget Committee recently met in April to review those new revenue/expenditure projections.

Analysis: The current County Librarian's Recommended FY 2024 Revenue and Expenditure Budget of \$55,274,960 is approximately \$540,401 higher than the original January 2024 forecasted amount of \$54,734,559. The higher revenues projected is in part due to assessed valuation growth being slightly more than those earlier estimates as well as higher anticipated other taxes such as Motor Vehicle tax collections being more than original projections. The current County Librarian's proposal is being made assuming that the Library's mill levy rate remains flat.

The County Librarian's Recommended FY 2025 Revenue and Expenditure Budget of \$55,274,960 does currently contain an approximate 4.5% merit and market rate adjustment budgeted for 2025. Additionally, there is funding for a two new Maker Service Specialists for the Library's MakerSpace, along with additional Information Technology (IT) maintenance and replacement funding, additional funding for maintaining the collection, start-up funding for expanded patron access in De Soto and Spring Hill, and some other minor adjustments to address inflationary concerns within other program and cost centers. There is also additional funding being set aside for a portion of the Library's portion of the supplemental retirement match. This recommendation also makes recommendation for continued support and funding for the Library's Capital Replacement Program (CRP) which is designed to keep existing branches in good working shape and take care of deferred maintenance issues. There is also a recommended transfer of funds into the Comprehensive Library Master Plan (CLMP) Future Projects account for 2025, which is setting aside future cash financing for future debt financed projects. There is also a planned use of reserves to fund the Comprehensive Library Master Plan (CLMP) Study Refresh.

Funding Overview: The County Librarian's Recommended FY 2025 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and discussed with the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2025 Revenue and Expenditure Budget and request the submittal of an alternate plan.

Recommendation: Approve the County Librarian Recommended 2025 Budget for submission to the County Manager's office and the Board of County Commissioners.

Purchasing Review: N/A

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

Legal Review: N/A

FY 2025 Proposed Library Budget

April 11, 2024

JOHNSON COUNTY LIBRARY

Highlights for FY 2025 Proposed Budget

- Current proposal has a 4.5% Merit/Market Adjustment funded for 2025 (Compensation proposal for 2025 Budget Still Being Discussed)
- Two new MakerSpace Information Specialist positions (2.0 FTE)
- Increased Operational funding for IT maintenance/replacement
- Increased Operational funding for Collections
- Increased Funding for Expanded Patron Access for De Soto and Spring Hill
- Funding approximately half of Library's 2025 Supplemental Retirement Match amount.
- Funding for Library Capital Replacement Program (CRP) and Comprehensive and Library Master Plan (CLMP) Future Projects Funding
- Funding for Comprehensive Library Masterplan (CLMP) Refresh



Library Funding Highlights FY 2025

Change Categories	FY 2025 Proposed Budget Change
Additional Funding for Salary Benefits for 2025	1,231,659
2 Additional MakerSpace Information Specialists (2.0 FTE)	171,394
Additional Funding for Collections	162,387
Additional Funding for Information Technology	293,609
Additional Funding for Start-Up for Expanded Patron Access	216,000
Movement of Furniture Replacement to Library's Capital Replacement Plan (CRP)	-500,946
Library Payment for Approximately Half of 2025 Supplemental Retirement	250,000
Interfund Transfer Increases (Tied to Compensation Increases FAC/HR/FMA)	233,389
Inflation to Capital Replacement Plan (CRP) and Furniture Replacement	1,659,938
Comprehensive Library Master Plan (CLMP) Refresh	576,000
Lease Payment Changes to Public Building Commission (PBC)	-473,300
Change in the Transfer Amount to CLMP (Comprehensive Library Master Plan) Future Projects Account	-150,891
Total of Highlighted Changes	3,669,239

* The proposed changes are in comparison to 2024



Library Funding Highlights FY 2025 (without Use of Reserves)

Change Categories	FY 2025 Proposed Budget Change
Additional Funding for Salary Benefits for 2025	1,231,659
2 Additional MakerSpace Information Specialists (2.0 FTE)	171,394
Additional Funding for Collections	162,387
Additional Funding for Information Technology	293,609
Additional Funding for Start-Up for Expanded Patron Access	216,000
Movement of Furniture Replacement to Library's Capital Replacement Plan (CRP)	-500,946
Library Payment for Approximately Half of 2025 Supplemental Retirement	250,000
Interfund Transfer Increases (Tied to Compensation Increases FAC/HR/FMA)	233,389
Inflation to Capital Replacement Plan (CRP) and Furniture Replacement	1,659,938
Lease Payment Changes to Public Building Commission (PBC)	-473,300
Change in the Transfer Amount to CLMP (Comprehensive Library Master Plan) Future Projects Account	-150,891
Total of Highlighted Changes	3,093,239

* The proposed changes are in comparison to 2024



Proposed Library FY 2025 Budget

Revenues	Current Estimated FY 2024	Current Proposed FY 2025	Difference	% Change
Property Taxes	45,612,939	48,550,479	2,937,540	6.44%
Other Taxes (Motor Vehicle)	3,835,025	4,039,961	204,936	5.34%
Other Library Revenue	954,909	1,009,913	55,004	5.76%
Investment Interest	880,000	825,000	-55,000	-6.25%
Grants	273,607	273,607	0	0.00%
Use of Reserves	6,499,696	576,000	-5,923,696	-91.14%
Total Revenue	58,056,176	55,274,960	-2,781,216	-4.79%
Expenses	Current Estimated FY 2024	Current Proposed FY 2025	Difference	% Change
Personnel	27,332,772	28,735,825	1,403,053	5.13%
Contractual Services	7,440,158	7,573,410	133,252	1.79%
Commodities	5,325,453	5,386,244	60,791	1.14%
Capital Outlay	0	0	0	0.00%
Interfund Transfers	3,448,982	3,932,371	483,389	14.02%
Transfers to Capital Projects	10,399,696	5,985,047	-4,414,649	-42.45%
Lease Payments to PBC	3,600,453	3,127,170	-473,283	-13.15%
Risk Management	235,055	261,286	26,231	11.16%
Grants	273,607	273,607	0	0.00%
Total Expense	58,056,176	55,274,960	-2,781,216	-4.79%



Proposed Library FY 2025 Budget (without Use of Reserves)

Revenues	Current Estimated FY 2024	Current Proposed FY 2025	Difference	% Change
Property Taxes	45,612,939	48,550,479	2,937,540	6.44%
Other Taxes (Motor Vehicle)	3,835,025	4,039,961	204,936	5.34%
Other Library Revenue	954,909	1,009,913	55,004	5.76%
Investment Interest	880,000	825,000	-55,000	-6.25%
Grants	273,607	273,607	0	0.00%
Total Revenue	51,556,480	54,698,960	3,142,480	6.10%
Expenses	Current Estimated FY 2024	Current Proposed FY 2025	Difference	% Change
Personnel	27,332,772	28,735,825	1,403,053	5.13%
Contractual Services	7,440,158	7,573,410	133,252	1.79%
Commodities	5,325,453	5,386,244	60,791	1.14%
Capital Outlay	0	0	0	0.00%
Interfund Transfers	3,448,982	3,932,371	483,389	14.02%
Transfers to Capital Projects	3,900,000	5,409,047	1,509,047	38.69%
Lease Payments to PBC	3,600,453	3,127,170	-473,283	-13.15%
Risk Management	235,055	261,286	26,231	11.16%
Grants	273,607	273,607	0	0.00%
Total Expense	51,556,480	54,698,960	3,142,480	6.10%



To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: April 11, 2024
Re: Contract with Today's Business Solutions, Inc.

Issue: Consideration of approval of a contract with Today's Business Solutions, Inc. for software and hardware for public computer reservation, print management, and point-of-sale solutions.

Suggested Motion: I move that the Johnson County Library Board of Directors authorize the contract with Today's Business Solutions, Inc. not to exceed the sum cost of \$187,322.30 and authorize the County Librarian to execute agreements with Verifone, Nayax, and Authorize.net the costs of which are incorporated in the sum cost of \$187,322.30.

Background: In August 2023, the Library published a Request for Proposal (RFP) requesting proposals for solutions for:

- Patron Computer Reservations
- Patron Computer Authorization/Management
- Print Management and Pay-for-Print

Optional solutions also included in the RFP:

- Wireless and Cloud/Remote Printing
- Self-service Payment
- Scan and Photocopy
- Fax
- Point of Sale
- Online Payment
- Unfiltered Internet Sessions

Analysis: The RFP Committee was made up of members from JCL and Olathe Public Library and supported by a Senior Purchasing Administrator from Johnson County Financial Management. Five proposals were evaluated and vendors interviewed. Today's Business Solutions, Inc. (TBS) was selected based on specific criteria published in the RFP and positive references. The solutions selected from TBS include:

- EasyBooking with MyPC software for 340 public computers to manage reservations and sessions
- PaperCut software for 14 branches and 18 Print Release Stations to manage printing for public computers
- ePRINTit software to support remote and cloud printing from patron personal computers, phones, and tablets to printers at all 14 branches
- Print Release Payment Kiosks for payment for print at all 14 branches and four additional payment towers for print release at two-story branches (Lenexa, Monticello, and Corinth) and Central Resource Library
- Printers for reporting on Print Release Payment Kiosks
- Online fee payment software
- Fee payment management software and credit/debit card payment terminals (separate from payment for print)
- One-time implementation fee for the above systems

Note the adoption of TBS-supported systems includes contracting with specific point-of-sale payment providers. These providers have specific contracts signed by the County Librarian. The spending authority for these contracts is reflected in the total amount requested. The Board motion includes authorization for the County Librarian to execute these contracts, copies of which are available for Library Board reference in the Library Board portal due to the documents' sensitive nature for Library information technology security, pursuant to K.S.A. 45-221(a)(12) and include: Nayax Service Agreement, Verifone Merchant Agreement, and Authorize.net Payment Gateway Merchant Service Agreement.

The Library and TBS have a mutually agreed upon Service Level Agreement document describing ongoing support for TBS provided software and hardware, a copy of which is available for Library Board reference in the Library Board portal.

The Library requests spending authority for contingency of an additional 10% of the project budget (\$17,029.30) to use during implementation for additional print release stations or possible pilot of one TBS, Inc. ScanEZ Station for patron scan and photocopy service.

Funding Overview: This project will be funded out of 2024 Library operating funds.

The Johnson County Library Board of Directors is required to approve all library purchases of \$150,000 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.

Alternatives: Renew existing solutions that do not allow self-service credit/debit payment for printing (in current configuration). Continue using aging coin and bill acceptors for cash payments at print release. Continue using existing point-of-sale solutions with end-of-life credit/debit card terminals. Do not offer new service for cloud/remote printing.

Recommendation: Approve the selection of the RFP Committee of TBS, Inc. and contract with Today's Business Solutions, Inc. not to exceed the sum cost of \$187,322.30 and authorize the County Librarian to execute agreements with Verifone, Nayax, and Authorize.net the costs of which are incorporated in the sum cost of \$187,322.30. This total includes \$170,293 project costs for year 1 and 10% contingency of \$17,029.30.

Purchasing Review: The RFP process and all contacts with TBS, Inc. have been supported by a Senior Purchasing Administrator from Johnson County Financial Management. This contract has been approved by County Financial Management and Administration.

Budget Review: Ongoing support costs are planned for in operating budget for future years.

Legal Review: The RFP was reviewed by Library legal counsel prior to publication. The contract and bid documents have been reviewed and certified by Library legal counsel.

PURCHASE ORDER TERMS AND CONDITIONS

1. The agreement between Johnson County Library, (hereinafter the Purchaser or "Library") and Vendor consists of the terms and conditions contained on the face hereof, these printed terms and conditions, and any documents referenced herein which may or may not be attached hereto. Any such documents referenced on the face of this Purchase Order are incorporated by reference and made a part of the agreement between Purchaser and Vendor. In the event of conflict between the terms and conditions on the face of this Purchase Order, including documents referenced thereon, and these printed terms and conditions, the terms and conditions on the face hereof shall prevail. The agreement as described hereinabove constitutes the entire agreement between Purchaser and Vendor, which agreement shall not be modified orally or by failure of either party to enforce any of its rights hereunder.
2. Purchaser and Vendor agree that no acknowledgement or other document written or executed by Vendor or forwarded by Vendor to Purchaser after the date of the Purchase Order which contain terms and conditions other than those specified herein, shall be binding on Purchaser unless any such instrument shall be signed either by the person who signed this Purchase Order or such other person authorized to execute such instrument on behalf of Purchaser, and only then if such instrument shall have been delivered to Vendor.
3. Unless otherwise indicated on the face of this Purchase Order, all prices shall be F.O.B. destination. Where specific purchases are negotiated F.O.B. origin, the Vendor shall prepay shipping charges and indicate those charges as a separate item on the invoice. C.O.D. shipments will not be accepted.
4. Goods or equipment delivered and/or services rendered hereunder must be made according to the terms of this agreement both as to time and quantities, with Purchaser reserving the right to cancel, reject, or refuse any delivery made and/or service rendered prior to or subsequent to the times specified. In the event no quality is specified on the face hereof, the goods or equipment delivered and/or services rendered hereunder must be of the best quality. If delivery of goods or equipment and/or rendering of services cannot be maintained, Vendor must notify Purchaser immediately. Upon Vendor's failure to maintain delivery or otherwise perform hereunder, Purchaser reserves the right to procure such goods or equipment and/or services elsewhere, in whole or in part, and assess Vendor with any additional costs incurred, unless Vendor's default arises from causes beyond its control and without fault or negligence. Time is of the essence in this agreement.
5. All goods or equipment delivered and/or services rendered hereunder shall be properly packaged and identified by Purchase Order number and shall be received subject to Purchaser's inspection, count and testing. Inspection and acceptance will be made at the F.O.B. delivery point unless otherwise negotiated. Payment alone shall not constitute acceptance.
6. Purchaser may reject, in whole or in part, goods or equipment delivered or to be delivered and/or services rendered or to be rendered hereunder by reason of Vendor's failure to comply with any of the terms, conditions and/or specifications contained herein. Nothing herein shall make Purchaser obligated to pay Vendor for any goods or equipment delivered and for services rendered which are so rejected.
7. Vendor shall maintain in full force and effect such insurance coverage as may be required hereunder by Purchaser and for such period specified by Purchaser.
8. Vendor agrees to protect, defend, indemnify and save harmless the Purchaser, its officers, employees and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities attributable to defect(s) in the item(s) purchased hereunder, or resulting from the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Purchase Order.
9. Vendor agrees to comply with the provisions of Executive Order 11246 and all similar federal, state and local laws, rules, regulations and orders, and amendments thereto, prohibiting discrimination in employment and further agrees that it will not discriminate on the basis of race, creed, color, sex, age, handicap, national origin, ancestry or political affiliation.
10. Vendor agrees not to assign, transfer, convey, sublet, or otherwise dispose of this agreement or the right, title or interest of the power to execute this agreement to any other third party without the expressed written consent of the person who signed this Purchase Order or such other person authorized to execute such instrument on behalf of Purchaser, but in no event shall such consent relieve the Vendor from any of its obligations hereunder, or in any way alter or modify the terms and conditions of this agreement.
11. Vendor shall not be charged with any liability for failure or delay in the performance required hereunder when such failure or delay is due to any cause beyond its control and without its fault or negligence; provided that Vendor shall give to Purchaser prompt written notice when it appears that such cause will delay its performance hereunder. Correspondingly, Purchaser shall be excused for failure or delay in its performance due to any cause beyond its control and without its fault or negligence.
12. Vendor warrants that any and all goods, equipment and services required to be furnished and rendered hereunder to Purchaser are in accordance with applicable specifications, drawings, samples or other descriptions given and free from any defects of workmanship and materials; that goods furnished to Purchaser shall be merchantable and, if selected or specified by Vendor for Purchaser's purposes, fit for such purposes; and that no governmental law, regulation, order or rule has been violated in the manufacture or sale of such goods.
13. Vendor agrees to deliver the goods or equipment and/or services hereunder free and clear of all liens, encumbrances and claims of laborers or materialmen and Purchaser may withhold payment pending receipt of evidence in form and substance satisfactory to it in the absence of such liens, claims and encumbrances.
14. Vendor agrees to observe and comply with all applicable federal, state and local laws, rules, regulations and orders in its

performance required hereunder.

15. Invoices shall be prepared and submitted in duplicate as per the instruction on the face of this Purchase Order. Separate invoices shall be furnished for each order. Invoices shall contain the following information: Purchase Order number, contract number, item number, descriptions of supplies or services, sizes, units of measure, quantities, unit prices and extended totals. Invoices will be processed in routine after receipt of the invoice or the Purchaser's acceptance, whichever is later. All cash discounts will be taken on the same basis.
16. Purchaser is exempt from applicable federal, state and local sales, excise and use taxes and agrees to provide Vendor with evidence of such exemption, upon request.
17. Termination for Cause. In the event of any breach of any of the terms or conditions of this agreement by Vendor, or in the event of any proceedings by or against Vendor in bankruptcy or insolvency or for appointment of receiver or trustee or any general assignment for the benefit of creditors, Purchaser may, in addition to any other remedy provided it by law or inequity or other right reserved to it elsewhere in this agreement, without any liability to Vendor on account thereof, by written notice, terminate all or any part of this agreement, procure the goods, equipment and/or services provided for herein elsewhere, on such terms and under such conditions as are reasonable in the sole discretion of Purchaser, and Vendor shall be liable to pay to Purchaser any excess cost or other damages caused Purchaser as a result thereof.
18. Termination for Convenience. Purchaser shall have the right to terminate this agreement for convenience in whole, or from time to time, in part. In such event, Purchaser's maximum liability shall be limited to payment for goods or equipment delivered and accepted and/or services rendered.
19. It is mandatory for a manufacturer, supplier, or distributor to supply a Material Safety Data Sheet (MSDS) as required by 29 CFR 1910.1200 with the first shipment of hazardous material. Also, at any time the content of MSDS is revised, the Vendor is required to provide new information relevant to the specific material.
20. This agreement shall be governed by, construed and enforced in accordance with laws of the State of Kansas. Vendor and Purchaser agree to the exclusive jurisdiction of the courts of Johnson County, Kansas, or the federal District Court of Kansas.
21. Right to Examine and Audit Records. The Vendor agrees that the Purchaser, or any of its authorized representatives, shall have access to and the right to examine and audit any and all books, documents, papers and records of the Vendor involving transactions related to the contract between the Purchaser and Vendor hereunder, or any change order or contract modification thereto, or with compliance with any clauses thereunder. Such records shall include hard copy as well as computer readable data. The Vendor shall require all of its payees including, but not limited to, subcontractors, insurance agents or material suppliers to comply with the provisions of this clause by including the requirements hereof in a written agreement between the Vendor and payee. Further, the Vendor agrees to cooperate fully and will cause all related parties and will require all of its payees to cooperate fully in furnishing or making available to the Purchaser any and all such books, documents, papers, and records.
22. HIPAA Compliance. Both parties hereby agree that they will comply with the Administrative Simplification provisions and protected health information provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law, 104-191 ("HTPAA") and the Health and Human Services regulations implementing the Administrative Simplification or protected health information provisions of HIPAA by the applicable compliance dates and enter into addenda or memorandum of understanding as may be necessary to address the details of such implementation.
23. In accordance with K.S.A. 44-1030, the Vendor agrees that:
 - a. The Vendor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present agreement because of race, religion, color, sex, disability, national origin or ancestry;
 - b. In all solicitations or advertisements for employees, the Vendor shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("Commission");
 - c. If the Vendor fails to comply with the manner in which it reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the Vendor shall be deemed to have breached the present agreement and it may be cancelled, terminated or suspended, in whole or in part, by the Purchaser;
 - d. If the Vendor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the Vendor shall be deemed to have breached the present agreement and it may be cancelled, terminated or suspended, in whole or in part, by the Purchaser; and
 - e. The Vendor shall include the foregoing provisions (a. through d. immediately above) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. The foregoing provisions (a. through d. immediately above) shall not apply to the Vendor if the Vendor employs fewer than four employees during the term of the present agreement or the present agreement cumulatively totals \$5,000 or less during the fiscal year of the Purchaser.
24. The contract is subject to the provisions of the Kansas Cash Basis Law, *KS.A. 10-1 IOI et seq.*, and amendments thereto, (the "Act"). By virtue of this Act, the Library is obligated only to pay periodic payments as contemplated by the contract as may lawfully be made from funds budgeted and appropriated for that purpose during the Library's current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source. Should the Library fail to budget, appropriate or otherwise make available funds for payments due under the contract in any budget year, the contract shall be deemed terminated on the last day of the then current budget year for which appropriations were received, without penalty or expense to the Library of any kind whatsoever. The Library shall notify Vendor in writing if the Library fails to budget, appropriate, or otherwise make or have available funds for payments due under the contract.

Today's Business Solutions, Inc.	Johnson County Library
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Bid Number: 2023-061

Bid Title: Library Patron Computer and Print Management Solutions

Vendor Name: Today's Business Solutions, Inc. (TBS)

Line Item				Cost	
MyPC, PaperCut, ePRINTit, Kiosks, Scan EZ and POS with Online Fee Payment for PC/Print/Mobile Print/Payment Solutions					
Product No.	Qty	Description	Unit Price	Gross Amount	
PC/MAC/Chromebook Management (MyPC 340 Total Devices)					
MyPC-BASE	1	MyPC Software Licenses - Base License	\$ 1,995.00	\$ 1,995.00	
MyPC-ADD-Migration	340	MyPC Migration Workstation Licenses	\$ 20.00	\$ 6,800.00	
TBS-ILS-CL	1	TBS ILS Connector Licenses	\$ 1,095.00	\$ 1,095.00	
MyPC-ASM-IMWS	1	MyPC Software Maintenance & Support (12 Months)	\$ 2,359.00	\$ 2,359.00	
On Site Print Management (PaperCut for 14 Locations/Buildings and 18 Print Release Stations)					
PCUT-MF	1	PaperCut-MF Main Branch	\$ 899.00	\$ 899.00	
PCUT-MFB	13	PaperCut-Additional Branches	\$ 495.00	\$ 6,435.00	
PCUT-CCL	18	Cartadis cPad connection (For Copy/Print Release Kiosks)	\$ 82.00	\$ 1,476.00	
PCUT-CVL	18	Cartadis cPad Value Loader Connection (For Copy/Print Release Kiosks)	\$ 308.00	\$ 5,544.00	
TBS Portal	1	TBS Staff Portal for All Locations	\$ 495.00	\$ 495.00	
PCUT-UAS	1	PaperCut Upgrade Assurance and Support (12 Months)	\$ 1,840.00	\$ 1,840.00	
Mobile/Remote Printing (ePRINTit for 14 Locations)					
ePRINTit	14	Mobile Printing Subscription Per Building (12 Months)	\$ 445.00	\$ 6,230.00	
Payment Kiosks for Copy/Print Release (14) Coin/Bill/Credit Card and (4) CPAD Only No Charging					
TBS-KiosksCBCC	18	Coin/Bill and Credit Card Self-Serve Payment Kiosks	\$ 4,290.00	\$ 77,220.00	
HCBR (High Coin/Bill)	18	Provide Change In \$1 Bills plus coins for Bills up to a \$20.	\$ 1,390.00	\$ 25,020.00	
Wheels	18	Wheels for the Kiosks	\$ 165.00	\$ 2,970.00	
CMP 20	14	Receipt Printer for Staff for Auditing Kiosk	\$ 350.00	\$ 4,900.00	
Shipping	1	White Glove Shipping (All Crates and Shipping Material is Removed)	\$ 2,400.00	\$ 2,400.00	
BSA	18	Maintenance and Support (Year 1) (After Year 1, \$595 Each Kiosk Annually)	Included	Included	
Fee Payment On Line with Payment Gateway and (14) POS Software Solutions at Customer Service Desk with VeriFone Credit Card					
Magna POS Enterprise	1	Enterprise Software for Central Reporting for Staff PC's for POS	\$ 850.00	\$ 850.00	
Magna POS DT	14	Desk Top Software for 14 POS Staff Computers	\$ 750.00	\$ 10,500.00	
ILS-Int	1	Integration into ILS	\$ 495.00	\$ 495.00	
EZK-CCG	1	EZKiosk Credit Card Authorize.NET Gateway	\$ 1,720.00	\$ 1,720.00	
BSA	1	Maintenance and Support (12 Months) For POS Software, Training, Shipping	\$ 950.00	\$ 950.00	
BSA Credit Card Rental	14	Rental Of VeriFone Credit Card Devices (Monthly Rental Per Device)	\$40.00 Per Unit/Month- Not Included		
Year 1 Total Software and Hardware Solution				\$ 162,193.00	
On Site Implementation Services - Remote Plus 5 Days On-Site for Training					
Product No.	Qty	Description	Unit Price	Gross Amount	
A-1004	1	Professional Services	\$ 8,100.00	\$ 8,100.00	
		Project Management	Included	Included	
		Data Conversion/Migration	Included	Included	
		Training	Included	Included	
		On-Site Roll Out and Training	Included	Included	
		Shipping Includes White Glove Service for Removal of all Packaging	Included	Included	
Total for Implementation Services For RFP Requirements				\$ 8,100.00	
Total Project Costs Year 1				\$ 170,293.00	
Notes: There is an Additional \$8.95 Monthly Cost Per Credit Card Reader Per Month NOT Included Above for Print Kiosks. Each Credit Card Transaction is for Print Kiosks is Fixed at 5.95% for Printing. Transaction Fees for Online Gateway/POS NOT included above. POS VeriFone Terminals Rental Fee and Transaction Fees Are Not Included Above.					

Ongoing Costs Per Year After Year 1 for Maintenance, Upgrades and Support				
Product No.	Qty	Description	Annual Costs After Year 1	Reoccurring Annual Costs
MyPC-ASM-IMWS	1	Annual MyPC Software Maintenance & Support (12 months)	\$ 2,359.00	\$ 2,359.00
PCUT-UAS	1	PaperCut Upgrade Assurance and Support (12 Months)	\$ 1,840.00	\$ 1,840.00
ePRINTit	1	Mobile Printing for 14 Locations	\$ 6,230.00	\$ 6,230.00
Kiosks	1	Complete Service and Support for 18 Units with Full Replacement Warranty	\$ 10,710.00	\$ 10,710.00
OnLine/POS Solution	1	Fee Payment and Payment Gateway and Hardware Support	\$ 2,290.00	\$ 2,290.00
Total Annual Ongoing Costs				\$ 23,429.00
Notes: There is an Additional \$8.95 Monthly Cost Per Credit Card Reader Per Month for NOT Included Above. Each Credit Card Transaction is Fixed at 5.95% for Copy/Print/POS. Transaction Fees for Online Gateway/POS also NOT included above. POS VeriFone Terminals Rental Fee and Transaction Fees Are Not Included Above.				

Public Computer Reservation and Print Management, Continued

April 11, 2024



Goal - Convenience

CONVENIENCE

We make it easy for our community to incorporate Library services into their lives.



Today's Business Solutions (TBS, Inc.)

- Today's Business Solutions (TBS, Inc.), a well-known Library vendor is the front runner
- Positive references from similar public library systems



Today's Business Solutions, Inc.

- RFP Committee evaluated all the offerings of TBS, Inc.
- Completed in-depth cyber security risk evaluation
- Legal review of contract



Today's Business Solutions, Inc.

Proposed contract includes:

- MyPC software for public computers to manage reservations
- PaperCut software to manage printing for public computers
- ePRINTit software for remote/cloud printing from patron personal computers, phones, and tablets
- Print Release Payment Kiosks at all locations and four additional tablets for a second print release at two-story branches (Lenexa, Monticello, and Corinth) and Central Resource Library
- Receipt printers to print reports for payment kiosks



Today's Business Solutions, Inc.

Proposed contract includes (cont.):

- Online fee payment software
- Point-of-Sale software and credit/debit card terminals (for fees at service points)
- One time implementation charge (on-site vendor support)



Implementation

- Phase 1 - Implement
 - Public computer reservation system (MyPC)
 - Print release for public computers (PaperCut)
 - Point of sale Payment kiosks for print release (coin and bill acceptors, debit/credit card terminals)
 - Remote/cloud print service (ePRINTit)
 - Point-of-sale software and credit/debit card terminal replacement (for fees at service points)



Implementation

- Phase 2 – Implement in 2025
 - Photocopy replacement with scanner and printer - ScanEZ stations
 - Continue with coin and bill acceptors only for existing photocopiers for now



Request for Contract Approval

- Details in the Briefing Sheet



To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: April 11, 2024

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

Suggested Motion:

I move the Library Board of Directors elect the recommended slate of officers for the 2024-2025 term.

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

The Johnson County Library nominating committee – Bethany Griffith, Anna Van Ophem, and Kelly Kilgore – submits the following nominations for officers:

Chair: Kelly Kilgore
Vice-Chair/Secretary: Anna Van Ophem
Treasurer: Jeffrey Mendoza

Recommendation:

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2024-2025 term.