



**Board Report
February 8, 2024**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, FEBRUARY 8, 2024
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
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - 1. Appointment of the Nominating Committee
 - C. Development Department: Written reports presented by Shelley O’Brien, Development Director.....4
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - 1. Review addition of policies to address Public Social Media Commenting and limited public forum.
 - 2. Review Kansas Open Records Act.
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - i. Personnel Review Committee Review
 - ii. Budget Calendar Update.....12
 - b) Core statistics, Adam Wathen, Associate Director for Branch Services.....15
 - i. Collection Development, Lacie Griffin, Collection Development Manager.....18
 - 2. Comprehensive Library Master Plan – Scott Sime and Megan Clark, Project Coordinators
 - a) Merriam Plaza Library.....25
 - i. Materials Handling, Lacie Griffin, Collection Development Manager.....29
 - b) Lackman Building Sale Update
 - c) Capital Projects: Timeline Summary.....34
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Johnson County Department of Health and Environment Partnership Opportunity – Distribution of Naloxone, Elizabeth Holzschuh, Director of Epidemiology Health & Environment and Dennis Kriesel, Deputy Director Health & Environment.....37
 - b) Strategic Plan Update for Trimester Three of 2023, Tricia Suellentrop, County Librarian.....48
 - c) 2024 Board Conferences, Tricia Suellentrop, County Librarian
 - d) NEJC Chamber State of the Cities, Tricia Suellentrop, County Librarian
 - e) Prairie Village Citizens Engagement and Online Survey, Tricia Suellentrop, County Librarian.....55
 - f) Buildings Update and Winter Weather, Tricia Suellentrop, County Librarian

V. Consent Agenda

A. Action Items:

- 1. Minutes of the January 11, 2024, Regular Library Board meeting.....56
- 2. Consider approving an updated temporary closure of the Edgerton Library for Interior Sewer Line Replacement.....67
- 3. Consideration for resolution to surplus furniture from Antioch.....68
- 4. 2024 renewals of Memoranda of Understanding (MOUs).....74
 - a) Johnson County Community College Adult Education
 - b) Johnson County Department of Technology & Innovation - Automated Information Mapping System

B. Information Items

- 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2023 were handled in accordance with library and County policy.
 - b) The December 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.....82

VI. Old Business

- A. Action Item: 2025-2029 Capital Improvement Plan (CIP) Submission, Dave Vratny, Finance Director.....83
- B. Action Item: ARM 20-80-28 Commercial and Business Activities in the Library and ARM 20-80-27 Study Rooms, Adam Wathen, Associate Director for Branch Services.....99
- C. Action Item: ARM 20-10-61 Unattended Children and Parental Responsibilities, Adam Wathen, Associate Director for Branch Services..... 104
- D. Action Item: ARM 20-10-12 Facility Closings, Adam Wathen, Associate Director for Branch Services..... 109
- E. Action Item: ARM 10-50-10 Bylaws of the Board of Directors, Adam Wathen, Associate Director for Branch Services..... 114
- F. Action Item: ARM 60-10-30 Surveillance Cameras and Dissemination of Images, Ben Sunds, Associate Director for Customer Experience, and Tad Twidwell, Physical Security Specialist...128

VII. New Business

- A. Information Item: ARM 20-10-40 Social Media Commenting, Ben Sunds, Associate Director for Customer Experience, and Elissa Andre, Marketing and Communication Manager..... 132
- B. Action Item: ARM 50-30-25 Purchasing Threshold Update, Dave Vratny, Finance Director..... 137
- C. Information Item: Consideration of Memorandum of Understanding between Johnson County Library and Johnson County Department of Health and Environment, Adam Wathen, Associate Director for Branch Services..... 155
- D. Information Item: Consideration for contract for west wall work at Central Resource, Scott Sime, Lead Project Coordinator..... 158

VIII. Adjournment



Monthly report of the
Johnson County Library Foundation to the
Board of Directors of the Johnson County Library
February 2024

Strategic Road Map

The Johnson County Library Foundation passed a new strategic road map at the January 25th meeting. This document highlights the seven areas where the Foundation can make a difference with fundraising and outreach in the community over the next five years. Every six months the foundation board will evaluate progress on the following:

- #1 Increase board engagement with donors
- #2 Increase donor retention and acquiring new donors
- #3 Increase communication and stewardship with donors
- #4 Increasing communication about the Reader's Circle – one-on-one
- #5 Elevate the Foundation in the community through events
- #6 Increase the number of people in the 1952 Society – planned giving
- #7 Increase the dollar amount raised each year

1952 Society Event – April 17th

The Johnson County Library Foundation hosts the annual **1952 Society Event** each year. The event highlights and recognizes the community members who have added the JCL Foundation to their estate plans.

This year we are hosting author **Matt Eicheldinger as our guest speaker on Thursday, April 17th at 6:30 pm** in Carmack at Central Resource Library. Matt is a public-school teacher who is publishing his first book of stories he shares with his students. The book is called, "Matt Sprouts and the Curse of the Ten Broken Toes." Matt's stories are often tales of resiliency and grit to overcome challenges. He will be discussing the writer's process and how to connect with children through stories.

The event is being co-sponsored by the Johnson County Library Foundation and Andrews McMeel Universal. The Library Board is invited, please email Shelley O'Brien at obriens@jocolibrary.org if you are able to attend. Formal invitations will be mailed to you in March.



Monthly Report of the
Volunteer Coordinator to the
Board of Directors of Johnson County Library
February 2024

2023 Volunteer Stats

In 2023, Johnson County Library had 897 volunteers who contributed 42,186 hours of service. That is the equivalent of 20.28 FTEs or \$1,342,514.80 in-kind service.

- Fifty-seven percent (57%) of our volunteer opportunities were in the branches while 43% were at the Friends.
- Approximately one quarter of our active volunteers were adults who serve on a weekly or bi-weekly basis. This group accounted for 72% of all volunteer hours in 2023.
- We had 415 teen volunteers. They helped with distributing summer reading materials, helping elementary children with homework, accepting book donations, working book sales, leading family game nights, writing book reviews for our website, and participating in the Young Adult Literary Councils.
- For every \$1 the Library spent on volunteer services program expenses, we yielded a return on volunteer investment of \$8.80.

Homework Help

Johnson County Library utilizes both adult and teen volunteers to provide Homework Help at our Central Resource Branch. This trimester, the service has been expanded from 1 to 2 nights per week from January through April. We are excited to welcome 10 new teen volunteers, representing 7 different high schools, to assist in providing this service line.

Friends Database

Amber Bourek Slater helped the Friends select Bloomerang as their new membership database and communication tool. The next step is to help in the migration of data to this new tool. That process will take approximately 12 weeks to complete. As a part of this process, Amber will participate in data clean-up and training on the new software.

42,186 hours/2080* hours = 20.28 FTEs

* Total number of hours a full-time employee works annually.

42,186 x \$31.80** = \$1,342,514.80 value of in-kind service.

** Independent Sector's 2023 national dollar value per hour served by a volunteer.

^ ROVI - Return on Volunteer Investment according to Service Enterprise

(Dollar Value of Volunteer Contribution – Total Investment)/ Total Investment = ROVI



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

New Board Members

At the December 12 regular meeting of the Board of Directors, two new members were elected to begin 3-year terms as of January 1:

- Misty Eytcheson (she/her) – Misty is a successful small-business entrepreneur, having just recently sold ExBEERiment Brewing, Gardner’s first craft brewery. As a member of the Gardner community, her presence on our board adds much-needed representation for District 6 residents and library users. Misty also now serves on our Membership Committee.
- Jae Moyer (they/them) – Jae is an experienced community advocate. They currently serve as one of the first appointees of Johnson County’s Diversity, Equity, and Inclusion Committee, and work for Mainstream Coalition as Engagement Coordinator. Jae also now serves on our Community Engagement & Advocacy Committee.

The addition of two more members is on the agenda for our February 13 regular meeting. Should they be elected, this will fill all twelve seats on the Friends board.

Community Engagement & Advocacy

The purpose of the Friends of Johnson County Library is to support Johnson County Library by promoting community involvement and interest in the Library’s functions, services, resources, and needs. To expand visibility of that core mission, we now function under a mission statement: *Libraries for all. All for libraries.*

Of course, what we do and how we do it must vary along with changes in the needs of our library and our communities. For many years, our primary source of community engagement has been the sale of used and weeded books. While this served us well throughout the years that libraries were properly valued and respected as fundamental cornerstones of community, now, it isn’t enough.

We are expanding awareness of who we are and what we do by simply getting out into the community and reminding folks that the Friends were around long before those book sales began. We have joined the Lenexa Chamber of Commerce; we are developing a collaborative partnership with Midwest Trust Center at Johnson County Community College.

I will be popping up at library events, city and county meetings, and legislative coffees. I look forward to seeing you out and about in the community sometime soon.

Respectfully submitted,

Shanta Dickerson
Executive Director

Libraries for All. All for Libraries.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
December 2023
100% of Year Lapsed

OPERATING FUND	Programs	2023 Budget
	Revenue	4,491,024
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	398,945
	Transfer to Capital Projects	4,497,634
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$4,896,579</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>(\$405,555)</u>
SPECIAL USE FUND		2023 Budget
	Revenue:	3,619,470
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	137,008
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	3,110,703
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$3,247,711</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>\$371,759</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>(\$33,796)</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

December 2023
100% of Year Lapsed

REVENUE ALL FUNDS	2023 Year to Date	2023 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	40,648,142	41,255,380	99%	99%
Ad Valorem Delinquent	-233,130	208,493	-112%	28%
Motor Vehicle	3,416,944	3,537,320	97%	96%
Library Generated - Copying/Printing	86,901	104,359	83%	72%
Library Generated - Overdues / Fees	86,477	506,271	17%	60%
Sale of Library Books	8,524	50,000	17%	100%
Misc Other	1,538	18,703	8%	6%
Reimbursements	782,152	630,043	124%	130%
Library Generated - Other Charges	0	0	0%	24753%
Investment	577,290	390,000	148%	229%
Unencumbered Balance Forward	0	1,000,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Recreational Vehicle Tax	15,128	18,094	84%	142%
Commercial Vehicle Tax	63,122	56,733	111%	123%
Heavy Trucks Tax	4,557	6,251	73%	90%
Rental Excise Tax	58,431	37,610	155%	124%
State and Federal Grants	132,569	265,638	50%	50%
TOTAL REVENUE	45,648,644	48,084,895	95%	99%

Expenses ALL FUNDS with Collection

Encumbrance	2023 Year to Date	2023 Budget	% Categories Expended
Salaries and Benefits	23,588,568	23,741,078	99%
Contractual Services	4,508,442	6,301,653	72%
Commodities	5,137,302	5,095,281	101%
Risk Management Charges	303,688	303,688	100%
Capital / Maintenance / Repair	4,591,577	5,497,634	84%
Transfer to Capital Projects	3,110,703	3,619,470	86%
Grants	132,233	265,638	50%
Interfund Transfer	3,330,040	3,260,453	102%
TOTAL EXPENDITURES	44,702,553	48,084,895	93%

Revenue - Expenses as of December 31, 2023 **946,091**

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>19,903,281</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
December 2023
100% Year Lapsed

OPERATING FUND	Programs	2023 Year to Date	2023 Budget	% Program Expended
	Administrative Services	4,204,693	4,398,511	96%
	Information Technology	3,505,782	4,409,160	80%
	Collection Development	3,784,658	4,011,480	94%
	Branch/Systemwide Services	21,077,356	22,081,847	95%
	Risk Management Charges	303,703	304,538	100%
	Grants *	132,233	265,638	50%
	Transfer to Capital Projects	4,497,634	5,497,634	82%
	Interfund Transfer	3,330,040	3,195,912	104%
TOTAL OPERATING FUND EXPENDITURES		40,836,100	44,164,720	92%

SPECIAL USE FUND	Year to Date	2023 Budget	% Budget Expended	
Contractual Services (General Maintenance)	0	173,705	0%	
Commodities (Capital Equipment)	137,008	127,000	108%	
Transfer to Debt Payment	0	0	0%	
Transfer to Capital Projects	3,110,703	3,619,470	86%	
TOTAL SPECIAL USE FUND EXPENDITURES		3,247,711	3,920,175	83%

TOTAL EXPENDITURES	44,083,811	48,084,895	92%
---------------------------	-------------------	-------------------	------------

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2023
92% Year Lapsed

ALL FUNDS	Categories	2023 Year to Date	2023 Budget	% Categories Expended
	Salaries and Benefits	23,588,568	23,741,078	99%
	Contractual Services	4,440,430	6,300,803	70%
	Commodities	4,586,556	5,095,281	90%
	Risk Management Charges	303,703	304,538	100%
	Capital / Maintenance / Repair	4,591,577	5,497,634	84%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	3,110,703	3,619,470	86%
	Grants	132,233	265,638	50%
	Interfund Transfer	3,330,040	3,260,453	102%
TOTAL EXPENDITURES		44,083,811	48,084,895	92%

GRANTS*	Expenditures through 11/30/2023	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 2023

<i>Expenditure Details</i>	<i>December</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	570.77
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	281.76
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 852.53

Johnson County Library Budget Calendar Key Dates for Library Board 2024

February 2024

JOHNSON COUNTY LIBRARY

JCL Budget Process Timeline

- OCT/NOV/DEC 2023 and JAN 2024 - Library Budget Committee Meetings to Plan 2025 Budget and Review Multi-Year Financial Forecast
- JAN JCL Board - Informational Item - 2025-2029 Capital Improvement Plan (CIP)
- FEB JCL Board - Informational Item - 2025 Personnel Requests and CIP Approval
- APR JCL Board - 2025 Library Budget Proposal - Action Item for Approval
- APR/MAY - Library Budget Committee Receiving the “Balanced Budget” Summary
- MAY/JUN - 2025 Library Budget Presentation to Board of County Commissioners
- AUG - BOCC Budget Public Hearing & Adopting Neutral Rate Resolutions for 2025
- SEP - BOCC Adopt 2025 Budget Resolution & Library Board Adopts Neutral Rate Resolution for 2025
- OCT/NOV/DEC 2024 - Library Budget Committee Meetings to Plan 2026 Budget and Review Multi-Year Financial Forecast



JCL Personnel Requests for 2025 Budget

- Library Acquisitions Clerk (1.0 FTE) - additional staff needed to help with collections acquisitions and processing of collections
- 2 MakerSpace Information Specialists (2.0 FTE) - more staff needed to increase MakerSpace service hours of availability for patrons

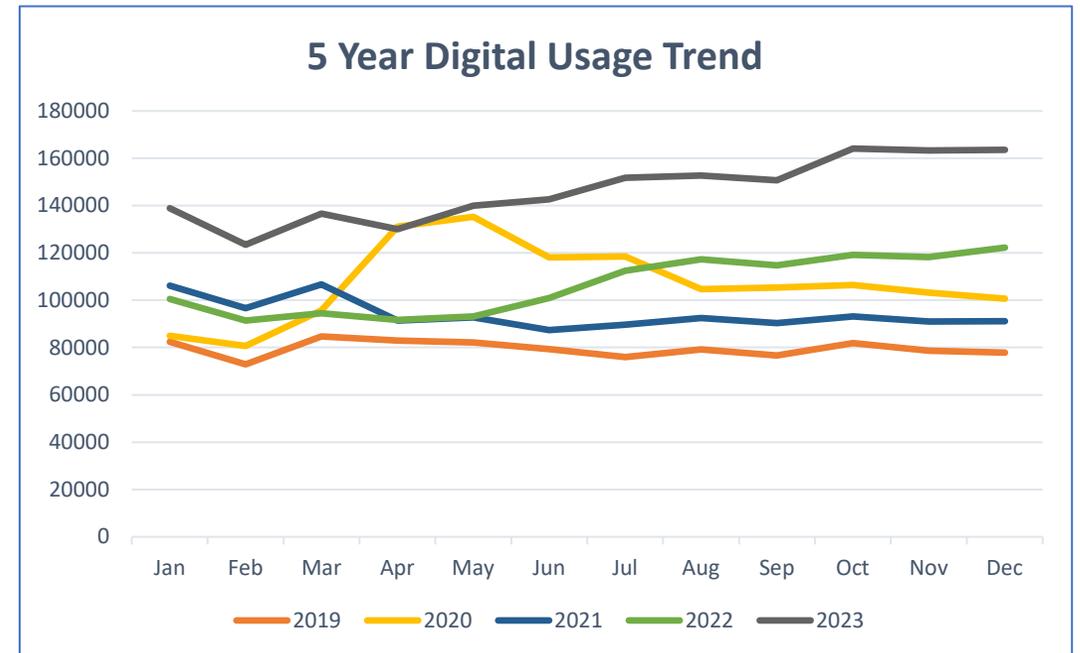
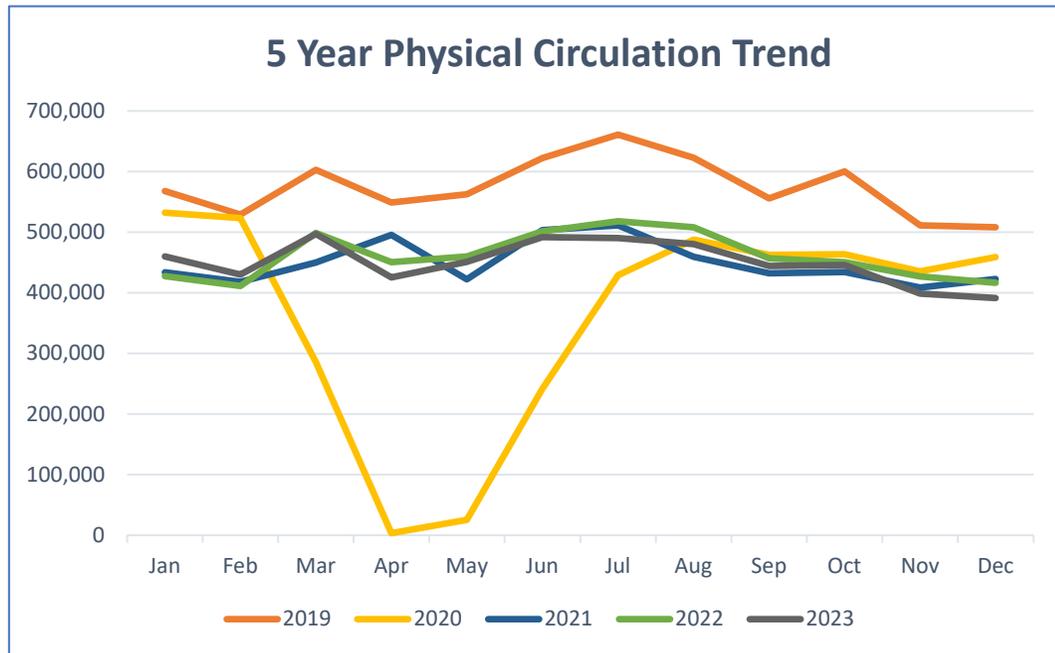


Monthly Statistical Report

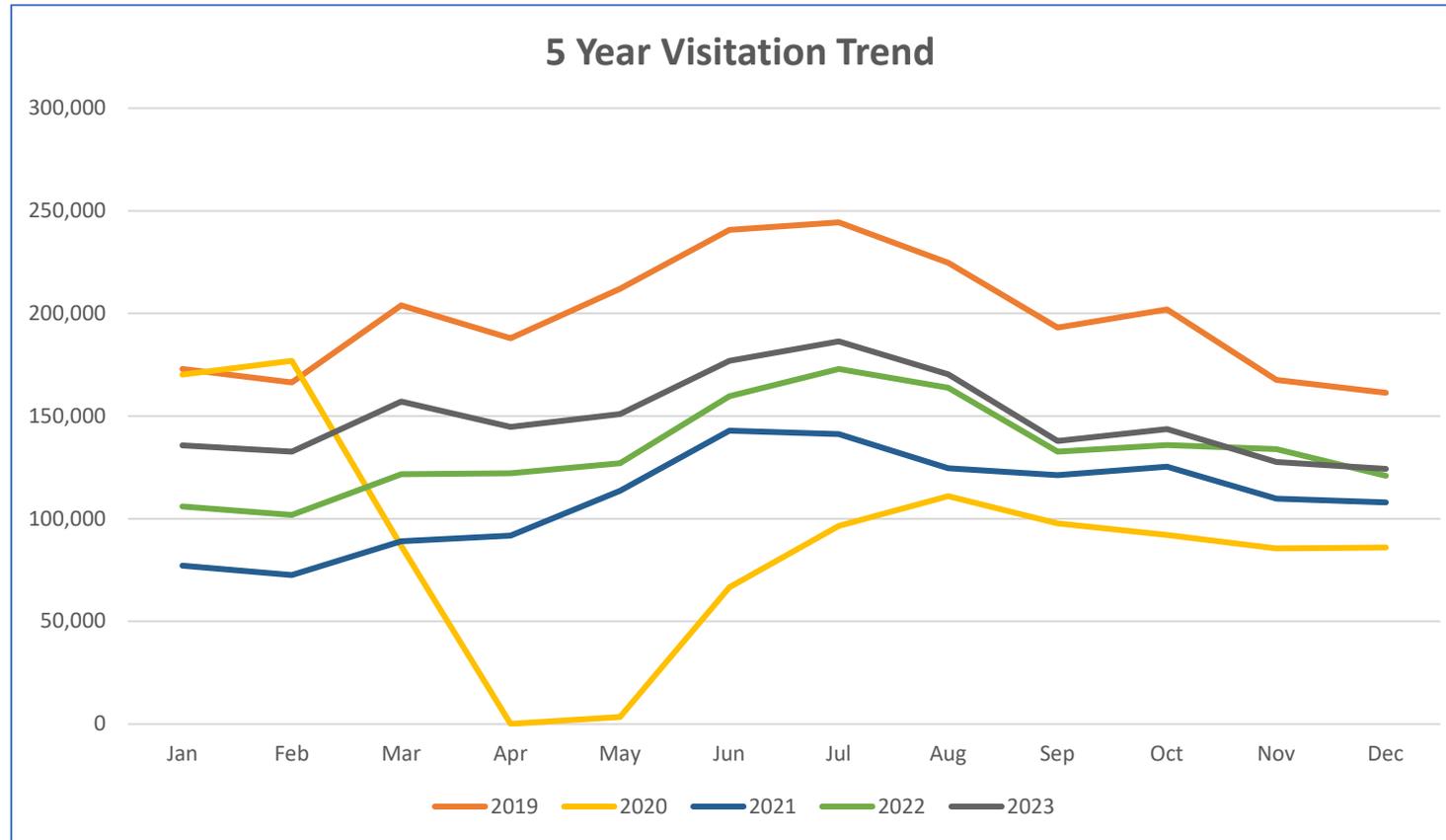
February 2024

JOHNSON COUNTY LIBRARY

Monthly Statistics



Monthly Statistics



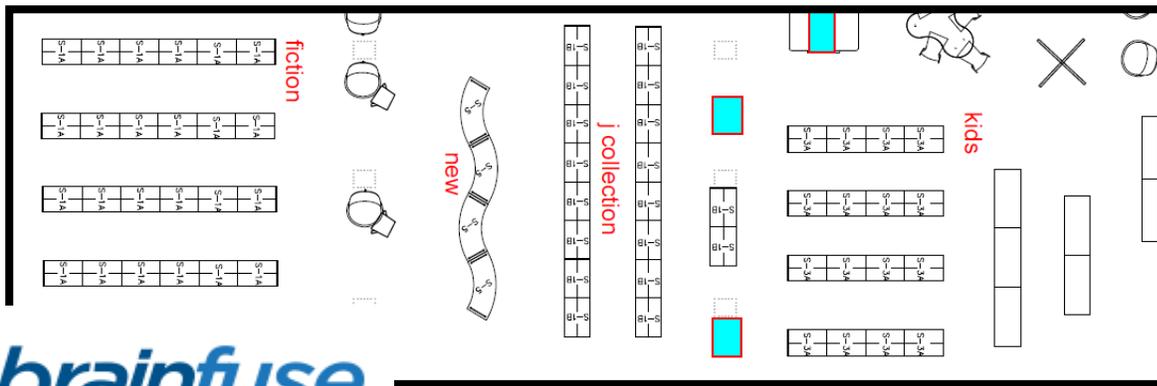
Collection Development Department

Lacie Griffin- Collection Development Manager



Mission

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



The Collection Development Team



Samantha Chinn

eResource Collection Specialist

Hope Harms

Digital Access & Cataloging Specialist



Beth Atwater

Adult Fiction & DVD Selector

Matt Fuegen

Adult Nonfiction/Ref, Music CD, Video Game Selector

Elena McVicar

Youth & Graphic Novels Selector



Rachel Fair

Collection Development Clerk

Lacie Griffin

Collection Development Manager

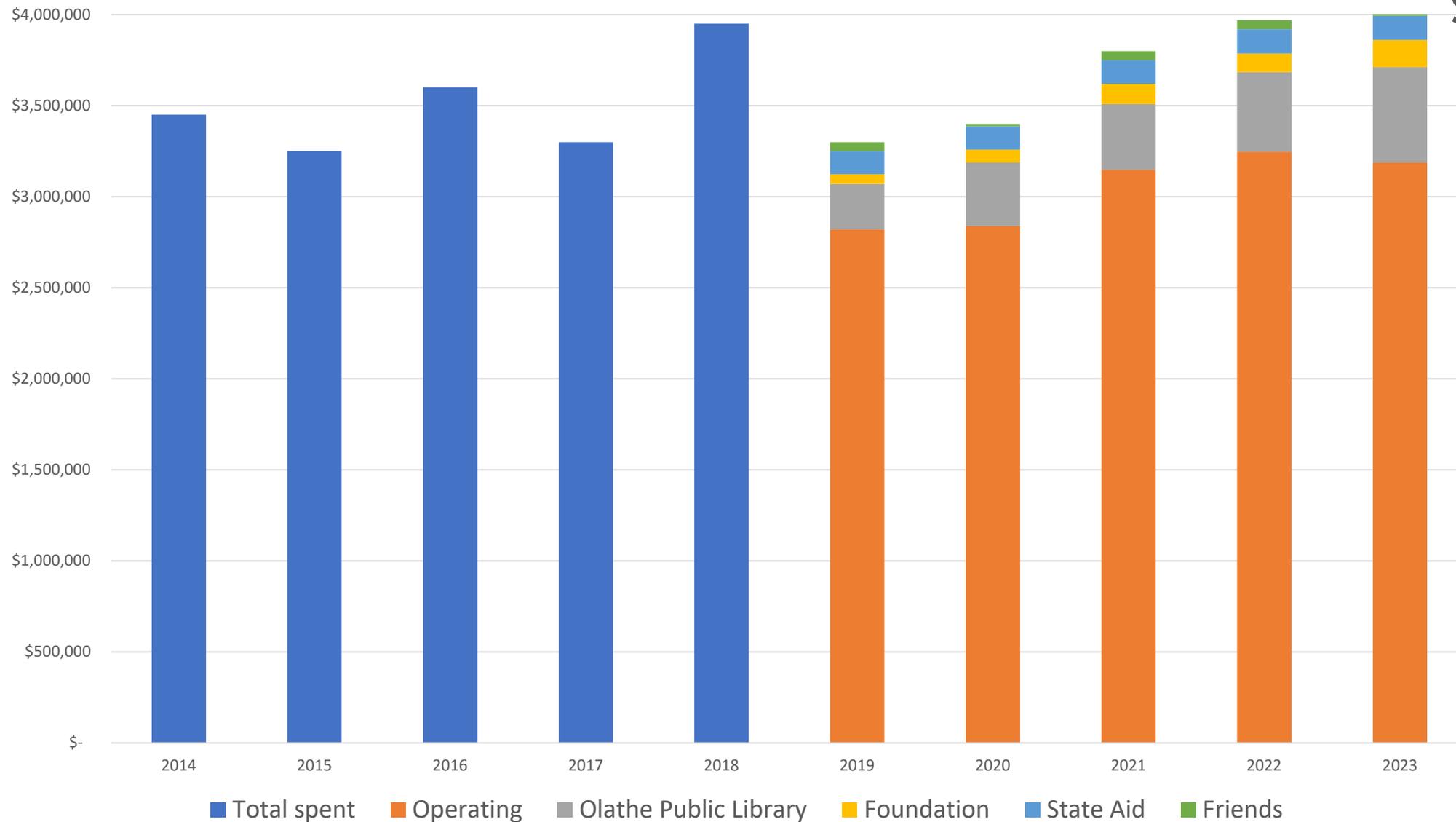
Karen Wickwire

Assistant Collection Development Manager

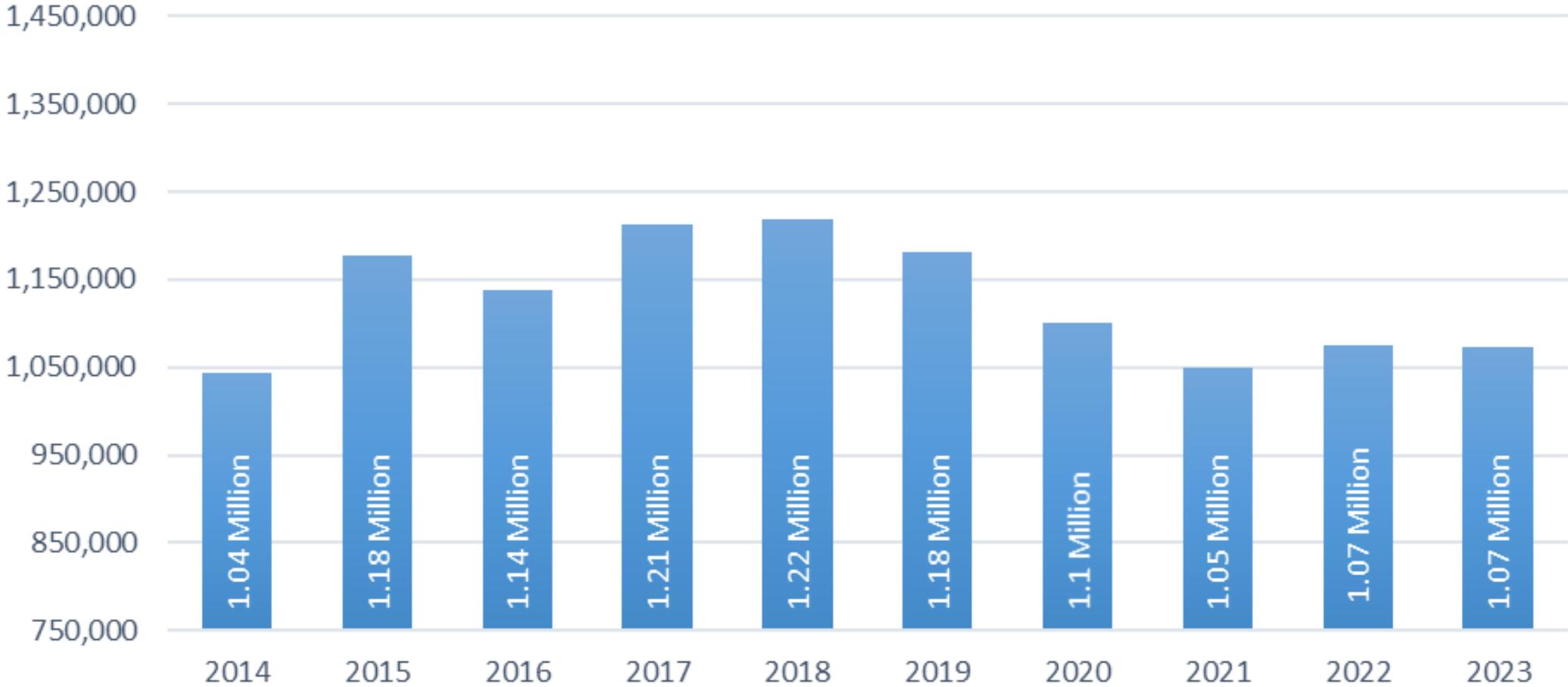


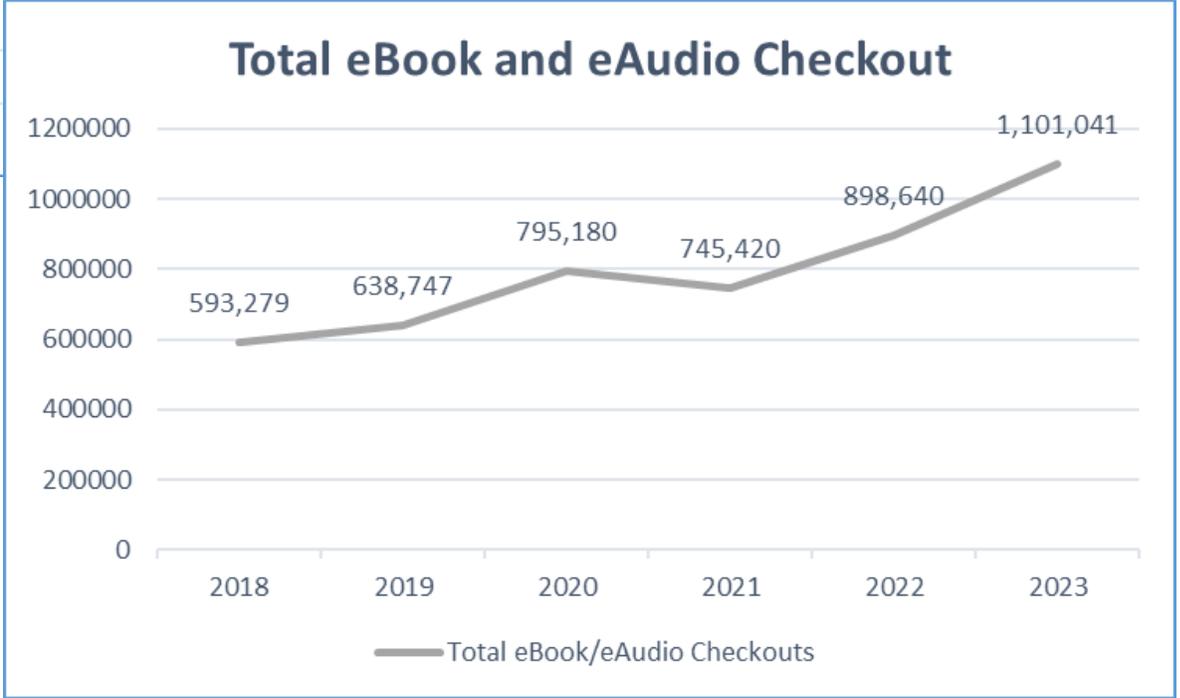
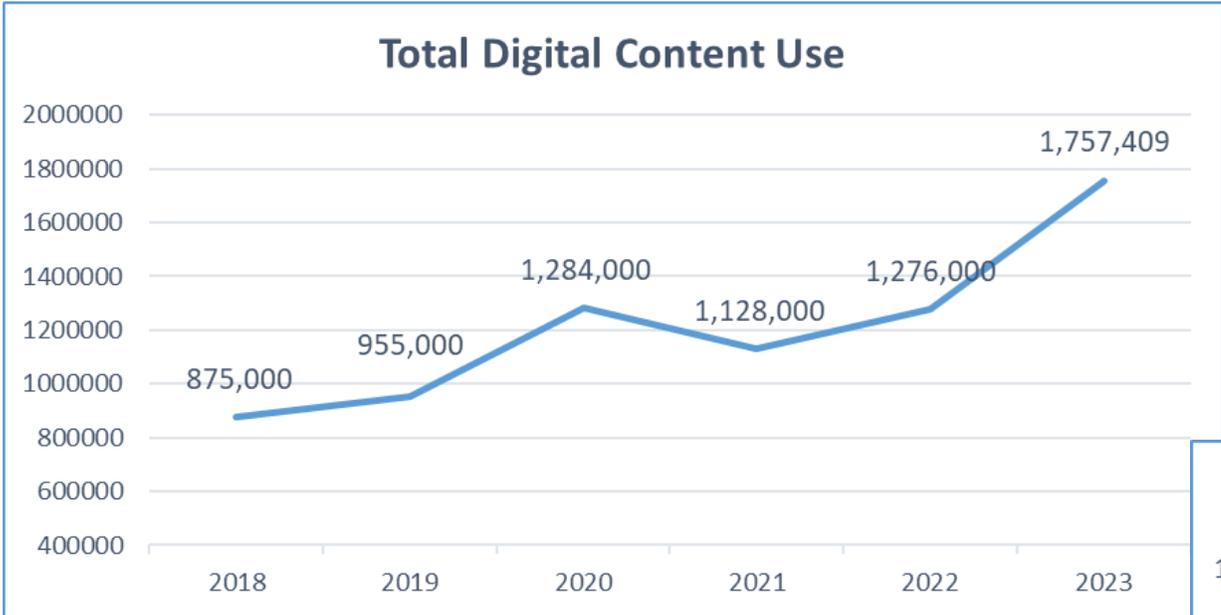
10-Year Collection Expenditures

2023 spending
\$4.1 million

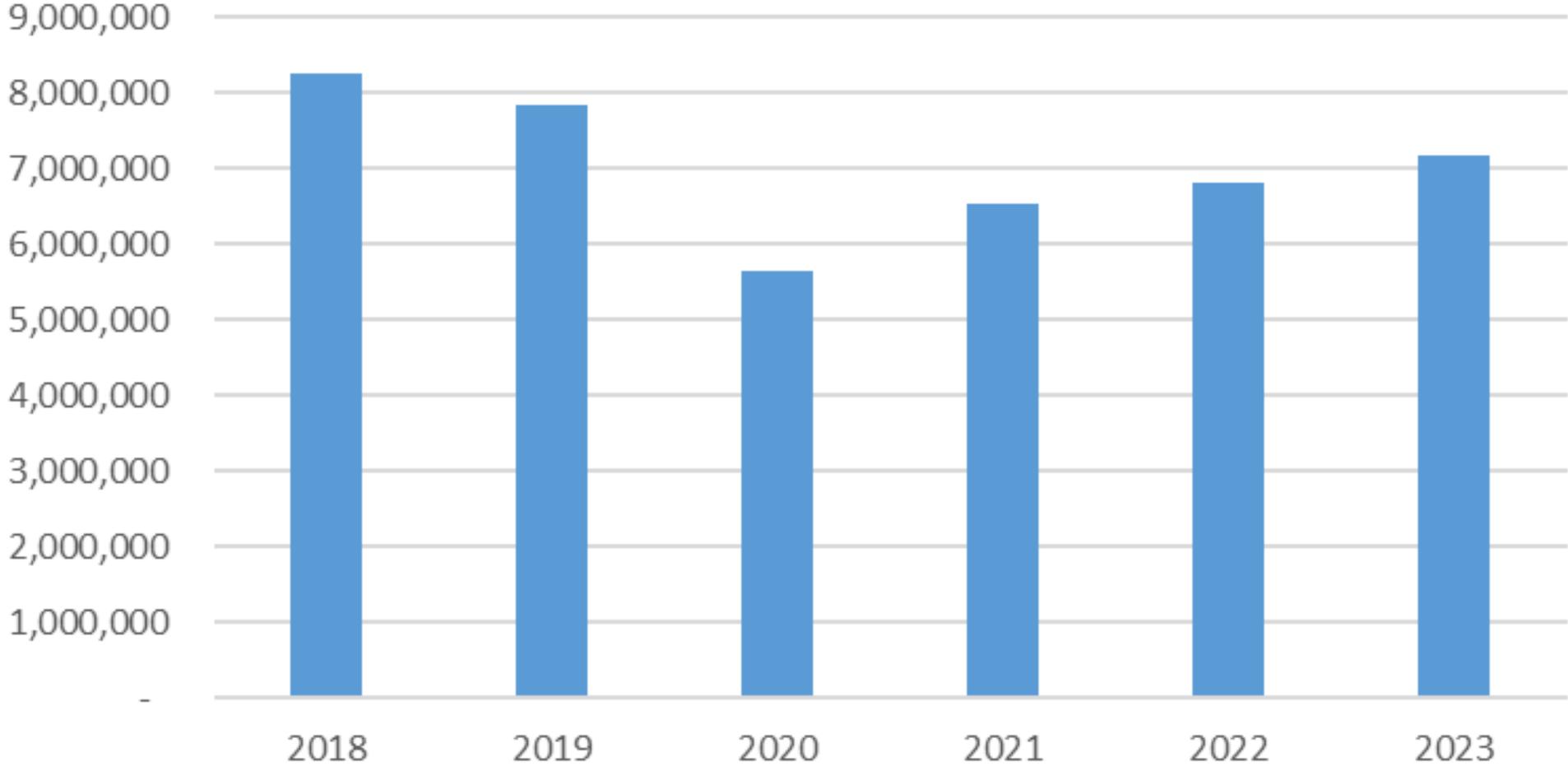


Total Physical Collections





Total Circulation (All Physical and Digital)



Merriam Plaza Library

February 2024



Updates

- Antioch Library closure
- Next steps
- Tours
- Timeline

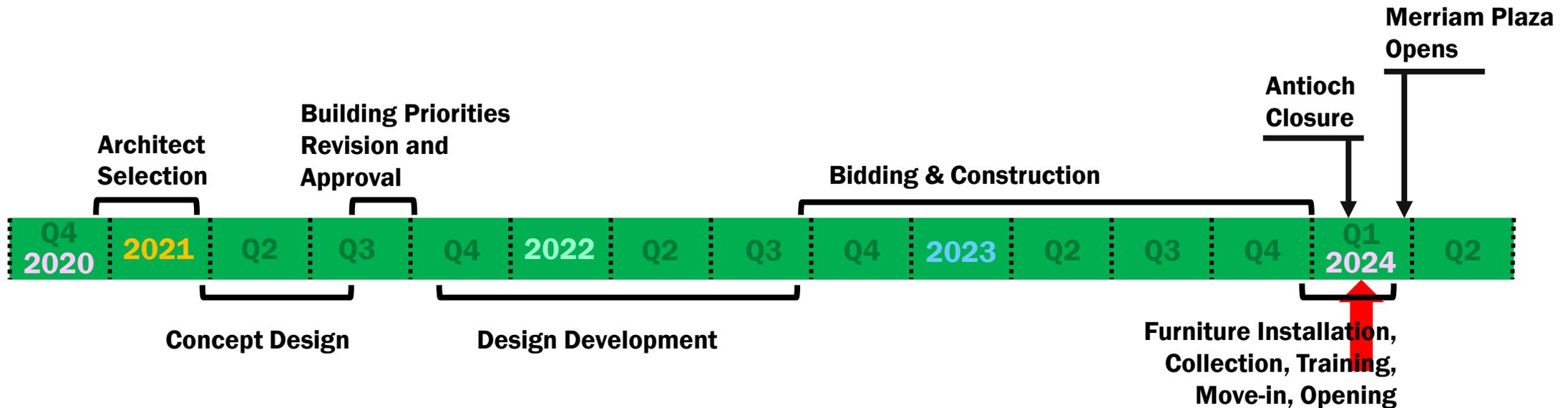


Next Steps

- Move-in update
 - Transition activities
 - Upcoming events
- Project team updates – Lacie Griffin, Materials Handling Team



Merriam Plaza Library: Updated Anticipated Project Timeline



Merriam Plaza Library: Materials Handling Project

Lacie Griffin- Project Lead
February 2024



Merriam Plaza: Materials Handling Project Team

Materials Handling



Bruce Alderman
Brianna Cook
Elena McVicar
Abby Minard
Michelle Olsen
Courtney Sammis
Karen Wickwire

PROJECT LEAD



Lacie Griffin

COUNTY PARTNERS



Juan Lopez-Tamez
Lisa Davis
Construction Manager Representatives

PROJECT MANAGEMENT



Scott Sime
Megan Clark

VENDORS



Daniel's Moving and Storage, Inc



Materials Handling: Tasks

- **Renaming Antioch to Merriam Plaza**
 - Within computer systems and the online catalog
- **Ending Circulation Services at Antioch**
 - Sirsi Workflows Configurations
 - Holds (and holds notifications)
 - Checkouts
 - Returns
- **Collection**
 - Shelving layout
 - Moving the collection from Antioch to Merriam Plaza
- **Starting Circulation Services at Merriam Plaza**
 - Sirsi Workflows Configurations
 - Holds (and holds notifications)
 - Checkouts
 - Returns



PROJECT PHASES

Design: Shelving and Circulation

Rename: Antioch to Merriam Plaza

Closure: Antioch

Installation: Shelving

Move: Collection

Open: Merriam Plaza

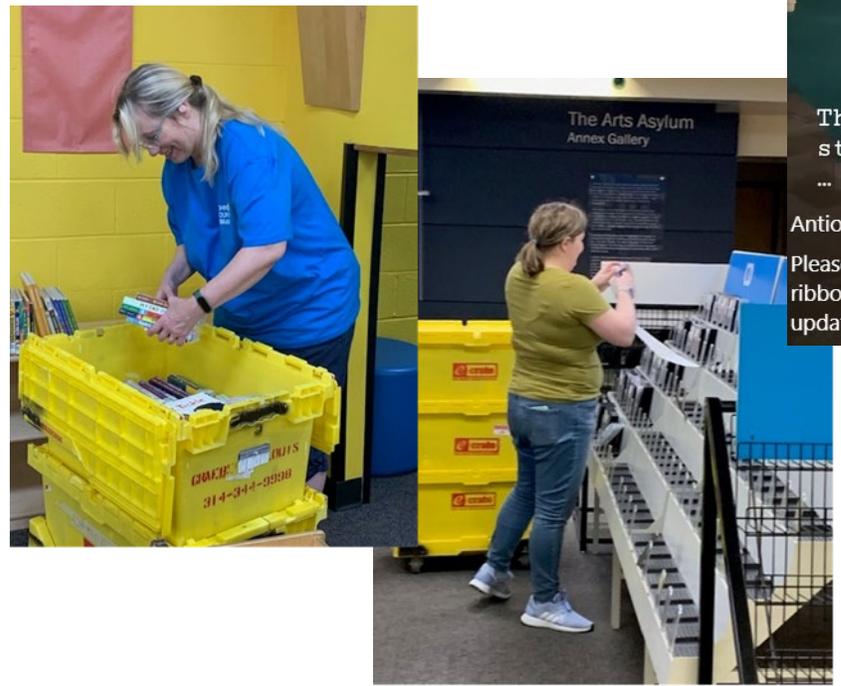


UU5UU5U356 - 266 - DVD14DAY
J DVD Harry - MERRIAM
0032560208 - 3 - DVD14DAY - I





Antioch Library - Saying Goodbye

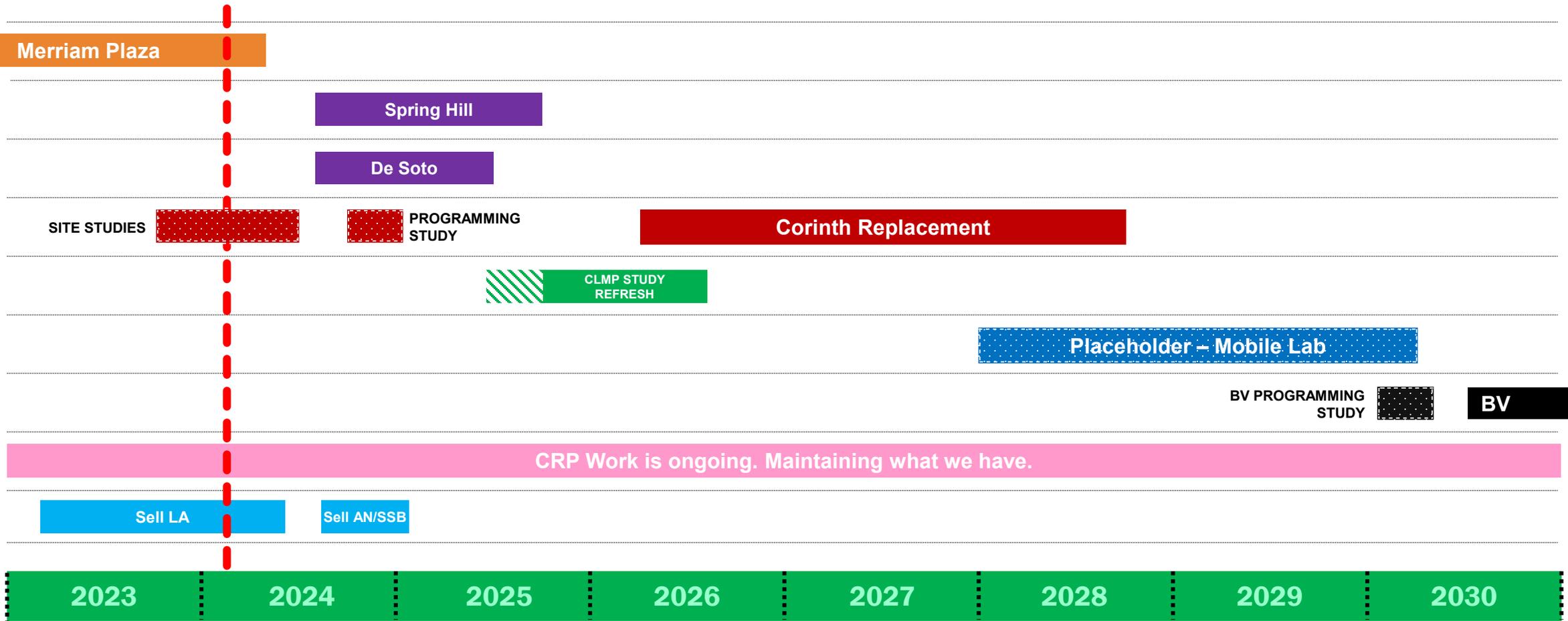


Capital Projects: Timeline Summary

February 2024



Capital Improvement Projects: Anticipated Timeline

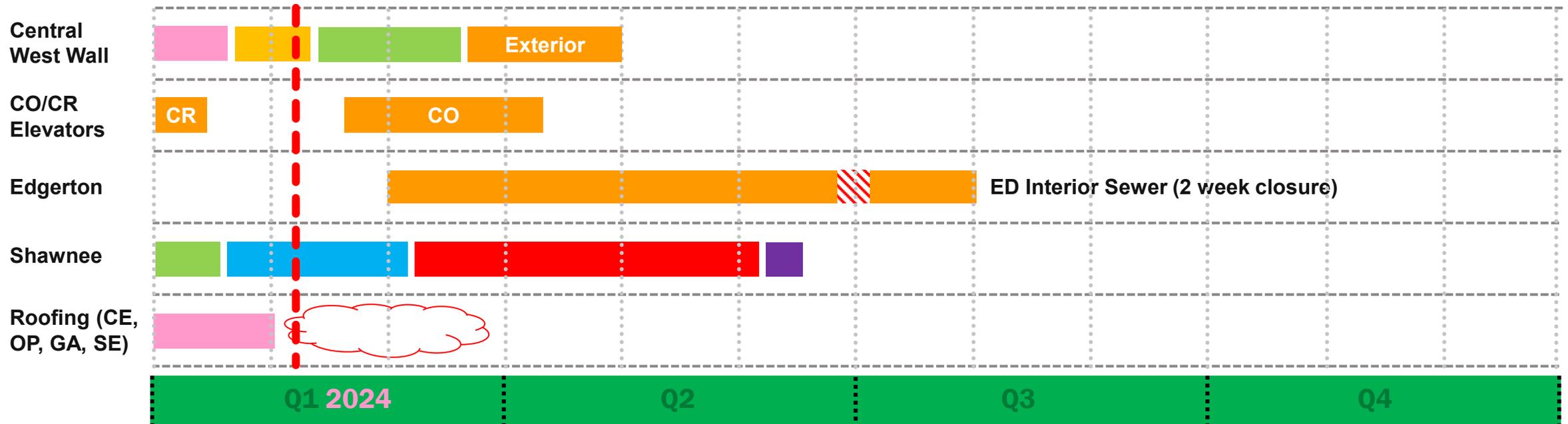


This visual is shown as an illustration with anticipated dates and may change.



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.



Naloxone Distribution Through JoCo Libraries

Elizabeth Holzschuh, MS
Director of Epidemiology
Johnson County Department of Health and Environment

Dennis Kriesel
Deputy Director
Johnson County Department of Health and Environment

Outline

- Opioid overview
- Opioid-related poisonings
- Naloxone overview
- Request for JCL

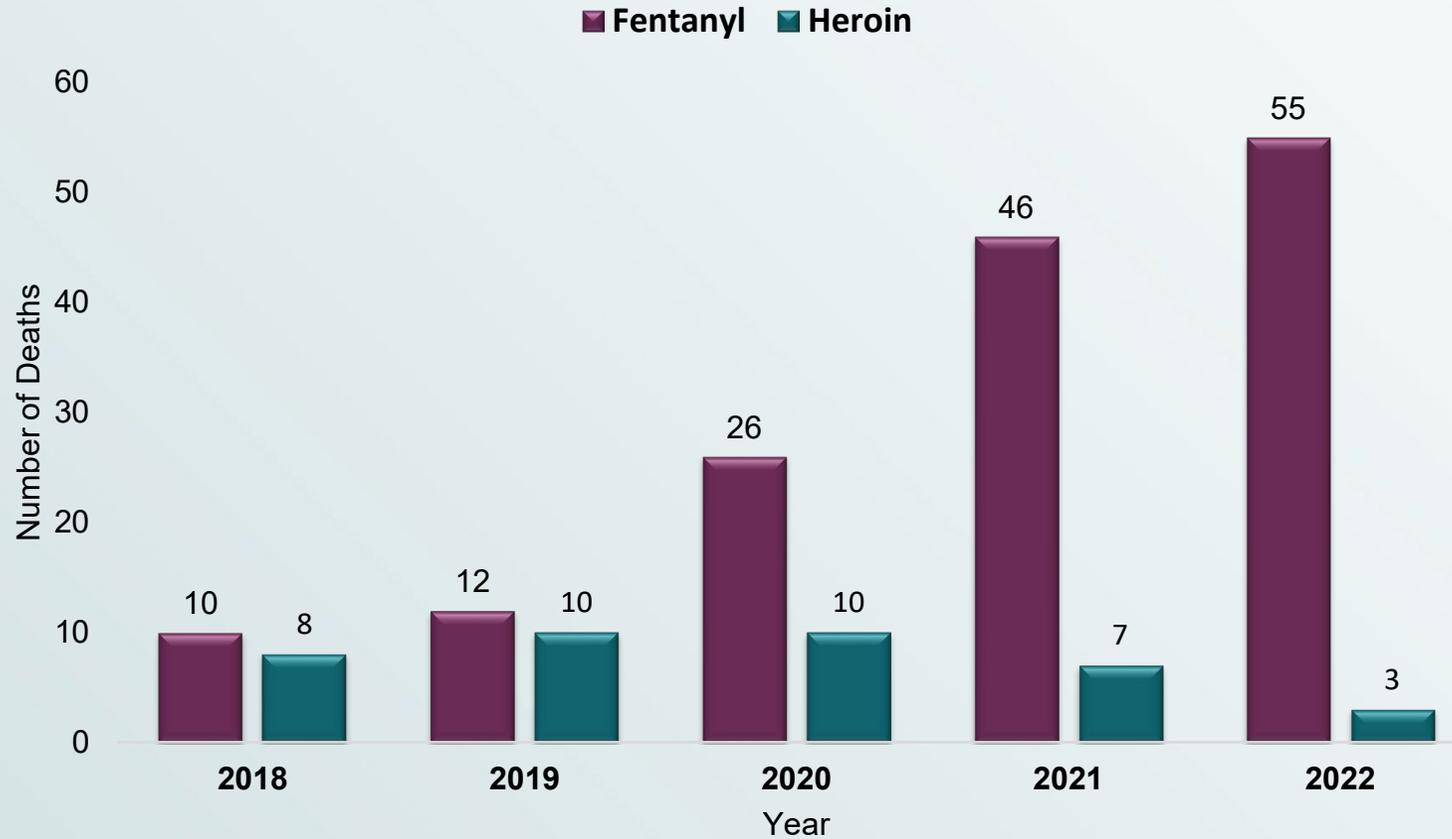
What are Opioids?

- Can be natural or synthetic
- Includes illegal drugs like heroin as well as prescription pain medications such as oxycodone, fentanyl, etc.
- Can be tampered with to be snorted or injected
- Can be abused when taken by mouth

What is an Opioid Overdose?

- Opioids bind to opioid receptors in the brain as well as on vital organs
- When too much of an opioid is taken, body functions can shut down
- Breathing is slowed down or stopped
- The individual does not receive oxygen to their brain

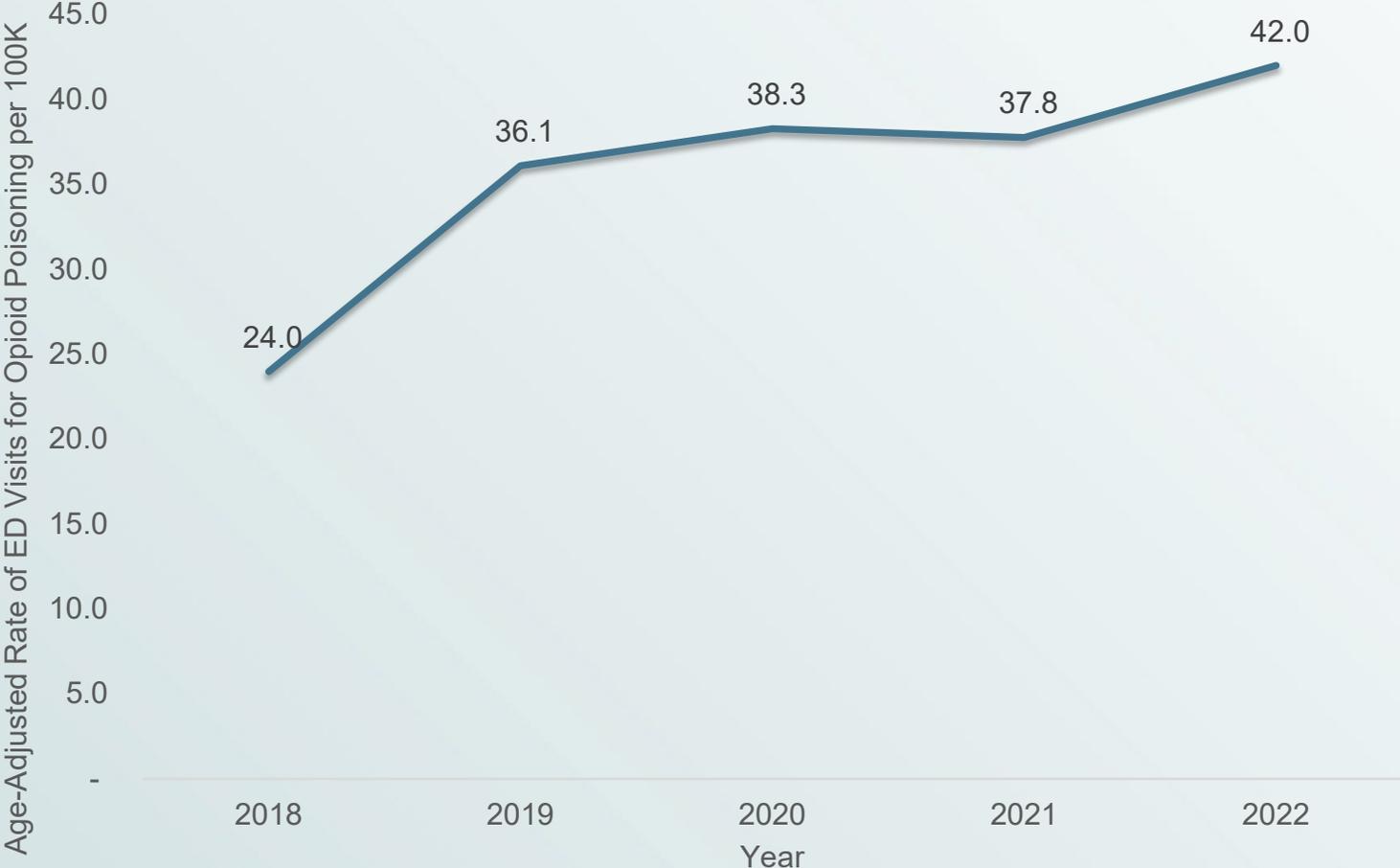
Fentanyl-related Opioid Poisoning Deaths (2018-2022), Johnson County



Source – Johnson County Vital Records, received from the Kansas Department of Health and Environment (KDHE)'s Office of Vital Statistics, and Kaiser Family Foundation, received from National Vital Statistics System Mortality File. Prepared by the Epidemiology Division of the Johnson County Department of Health and Environment, September 2023.

Fentanyl-related deaths prior to 2017 and heroin-related deaths prior to 2018 are suppressed due to low totals.

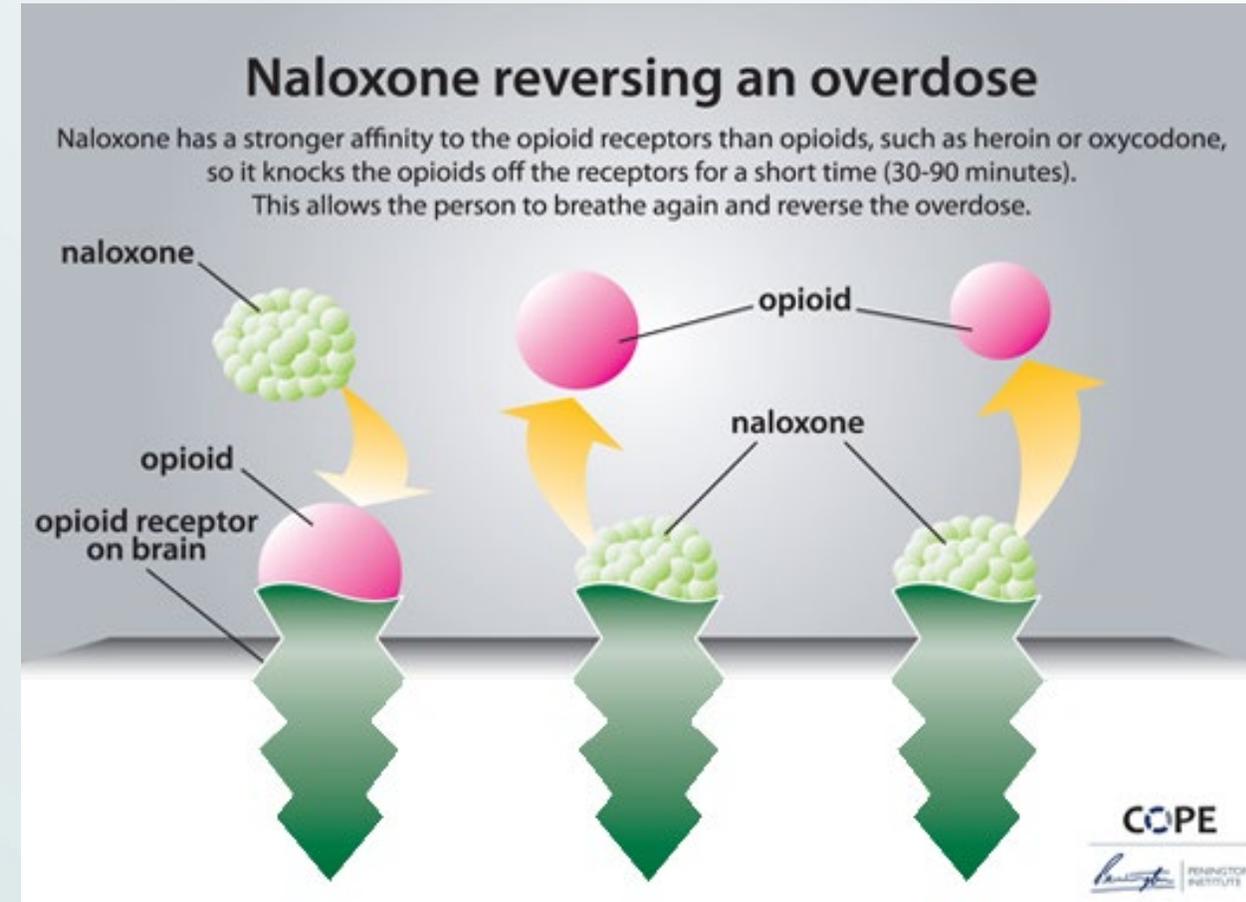
Rate of ED Visits for Opioid Poisoning (2018-2022), Johnson County



Source – National Syndromic Surveillance Program’s (NSSP) Electronic Surveillance System (ESSENCE). Prepared by the Epidemiology Division of the Johnson County Department of Health and Environment, September 2023.

How Does Naloxone Work?

- Displaces opioids from the opioid receptors
- Only effective for overdoses related to opioids
- Works for about 30 to 90 minutes
- Even if victim responds to treatment, must still seek emergency services



Naloxone Administration

- Can be administered on the scene before emergency first responders arrive
- No adverse effect if given to someone who is not suffering from an opioid overdose
- Intranasal spray can be properly administered with minimal training
- No risk of needle sticks with intranasal formulation



Libraries as a Public Health Partner

- DHE and JCL partnered on distribution of COVID-19 tests
- Libraries serve a large number and diverse cross section of our community
- Nationwide, libraries have partnered with public health to address the opioid crisis through the distribution of naloxone
 - Promising practice

DHE's Request for JCL

- Goal: distribute naloxone to residents to ensure that individuals throughout our community can potentially save a life if they witness an overdose
- Request: have naloxone and educational materials available at JoCo Libraries for residents to take with them for potential use
 - No ask of JCL staff to administer or educate on the usage of naloxone

Summary

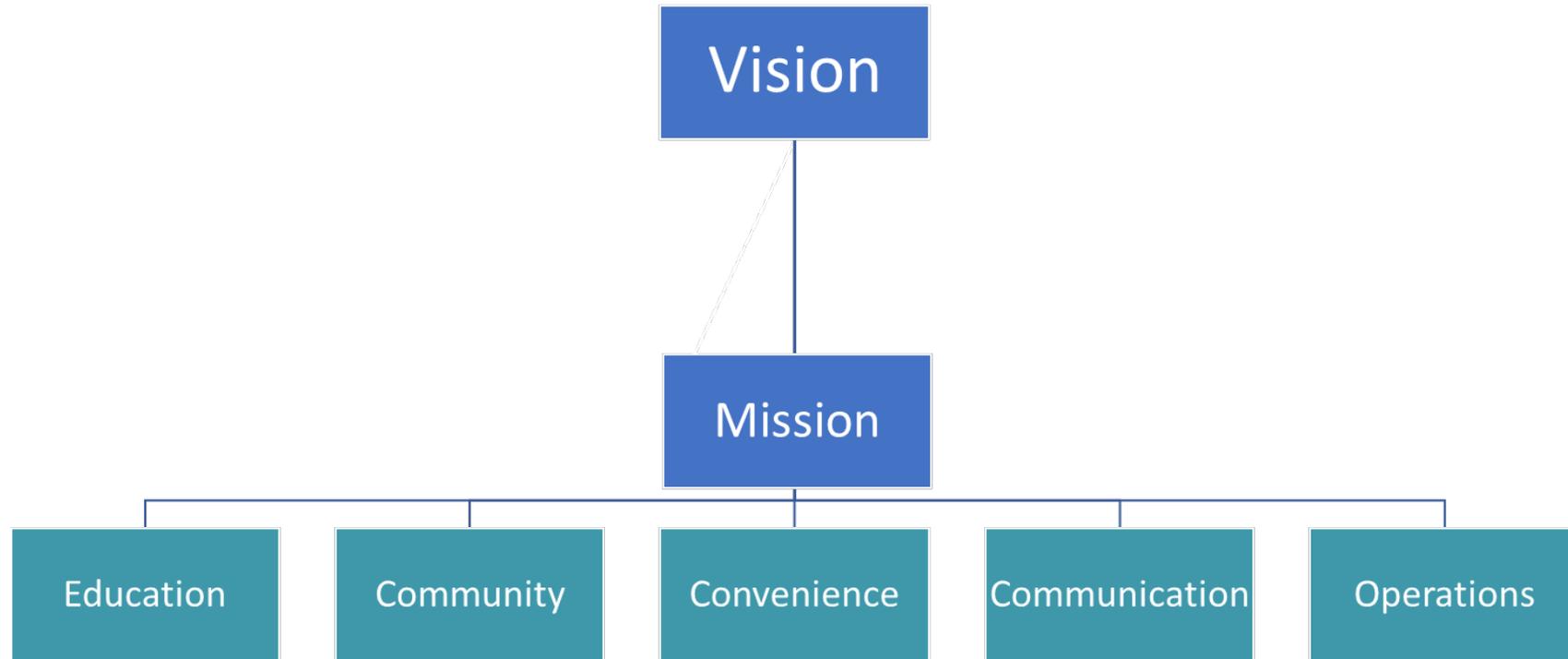
- Opioid-related poisonings, fatal and non-fatal, have been increasing in Johnson County
- Naloxone is a safe medication that can reverse the effects of an opioid overdose
- DHE has partnered with JCL successfully in the past, specifically around COVID-19 test distribution
- Due to the number and variety of patrons that visit the library, we believe this partnership has the potential to save lives

Strategic Plan Update

September – December 2023

JOHNSON COUNTY LIBRARY

Strategic Plan 2019-2023



Education

Strategic Vision

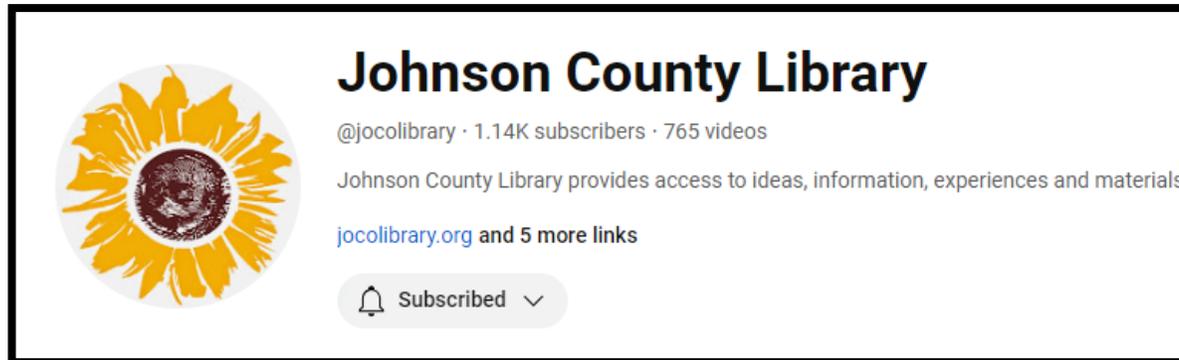
Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Work Completed:

- JCL YouTube 1 million views
- Writers Conference
- KLA attendees, presentations and positions
- Strategic Plan Rollout



Community

Strategic Vision

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

Outcome

People will thrive and prosper.

Work Completed:

- Library Lets Loose
- End of Year Fundraising
- Volunteer Numbers
- Secretary Miguel Cardona



Convenience

Strategic Vision

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

Outcome

People will be surprised and delighted.

Work Completed:

- Oak Park Reopened
- Blue Valley Entry Flooring
- Degenrefication continues

Circulation Stats:

- 1,447,454 items shelved in T3
- 28,920 people served at drive thru windows
- 526 people served via curbside
- 5254 items borrowed through interlibrary loan
- 2,268 items lended through interlibrary loan



Communication

Strategic Vision

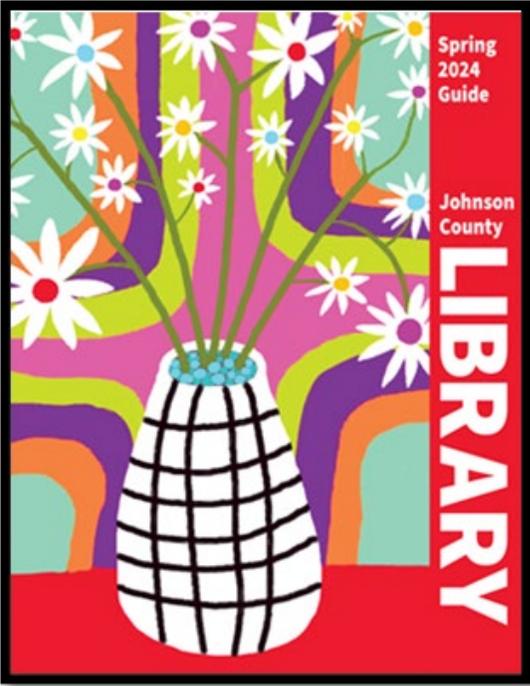
Johnson County Library listens to and shares information with all, building strong connections and relationships.

Outcome

People will be connected.

Work Completed:

- Truck Wraps debuted
- New Mover Postcards
- Spring 2024 Guide release
- Merriam Plaza window wraps



Operations

Strategic Vision

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

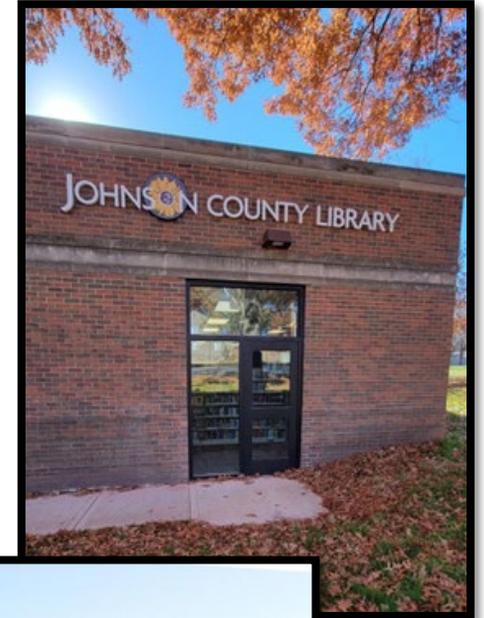
Outcome

People will receive seamless service.

Work Completed:

- Leadership In Action Awards
- ICIMS hiring software launch
- Cybersecurity efforts continue
- Merriam Plaza Occupancy
- Prairie Village Site Study Kick Off

KnowBe4
Human error. Conquered.



Prairie Village Conceptual Study Update

Public Engagement Meetings:

- Meeting #2 – Thurs, 4/4 4-7pm, Meadowbrook Park
 - To present conceptual designs that respond to feedback and input heard from the community
- Meeting #3 – Thurs 6/20 4-7pm, Meadowbrook Park
 - Agenda TBD



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

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

BOARD: Bethany Griffith, Kelly Kilgore, David Sims, Anna Van Ophem (via Zoom), Charles McAllister, Mitra Templin, and Jeffrey Mendoza.

ABSENT: None.

BOARD ATTORNEY: Fred Logan and Andrew Logan.

BOCC: Commissioner Hanzlick.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Elissa Andre, Patti Kangethe, Amber Bourek Slater, Scott Sime, Megan Clark, Ted Clemens, Juan Lopez-Tamez, Lacie Griffin, Shanta Dickerson, Michelle Beesley, Nate Hohl, Amy Barclay, Heather Miller, Terry Pulliman, Courtney Sammis, Stephanie Neu, Teresea Simpson, Shala Bloomberg, and Shelley O'Brien.

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

CITIZENS COMMENTS:

No Citizen Comments.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

No Board of Director Comments.

DEVELOPMENT DEPARTMENT REPORT

Shelley O'Brien, Development 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.

Ms. O'Brien provided updates, including the launch of the "My Book Club Is Better Than Your Book Club" social media campaign and competition for VIP tickets to Library Lets Loose. Volunteer stats are up by 11%, and the Friends group is actively enhancing their message, adopting a new database, and conducting focus groups to boost membership.

Ms. Kilgore shared that she visited the Friends book sale and there was a line out the door. It was great to see residents purchasing books.

BOARD COUNSEL REPORT

Mr. Fred Logan, Board co-counsel, reviewed the addition of policies to address Commercial and Business Activities in the Library and Surveillance Cameras and Dissemination of Images, and reviewed the Surplus Policy and Furniture Resolution.

Mr. Logan first reviewed commercial activities in the library, aiming to prevent for-profit meetings and unauthorized use of library rooms. Staff has developed this in response to several instances. Historically the library encourages people to use a study room or meeting room for general purposes, sometimes employees meet up or hold a private business meeting, that is acceptable. What has occurred is that some commercial and business operations were using library rooms, advertising their services out of that space, and had for-profit meetings in here or meetings that could lead to for-profit activities and would even solicit people to come in repeatedly. A regulation of commercial business activities in the library is to make sure that the business activity is appropriate and give the staff the authority to deal with inappropriate uses. Having this regulation in place makes clear that, that kind of ongoing solicitation of patrons bringing people in for a for-profit business purpose is not appropriate.

Mr. Logan second reviewed a policy that pertains to surveillance cameras, emphasizing their role in enhancing security without infringing on privacy. This is a security item the library has in place that provides additional security for staff and for the library to have a photographic record of certain areas where there could be problems. The purpose behind the policy is to make clear that the purpose of installing video surveillance cameras on library property is for security of library patrons and staff and protecting the integrity of library property. The cameras are not to be viewing the stacks where one can see what books people are picking or anything else, cameras are a safety protection measure. This policy specifies how long that tapes would be kept and the time those materials would be turned over. An example of when tapes would be turned over would be to law enforcement if there was a subpoena or a request from the appropriate authority, based on the availability of a 30-day retention, and after that retention period it would be destroyed. Mr. Logan shared that this is perfectly acceptable from a legal perspective.

Mr. Logan then reviewed a resolution regarding surplus property at Antioch Library, aligning with county practices and suggesting distribution for library-related purposes. This resolution tracks with what the county did when they had a surplus property at the old County Courthouse, and it would address surplus property that cannot be sold. This would allow for it to be distributed maybe for library purposes or Friends of Library purposes. Staff have worked carefully with purchasing on this resolution so we would recommend approval of that next month as well.

Mr. Mendoza asked if staff wanted to increase retention time for cameras to 60-days if there would be any issue with that.

Mr. Logan clarified that tapes could be kept longer; this policy would be a guideline and it would be probable that tapes would not be kept past the retention period.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of November, we were 92% through the 2023 year, with a little under \$45 million being received, a little over 94% of the full \$48 million in anticipated revenues. A little lower than anticipated with going fine free and with ad valorem taxes are still showing negative due to back taxes. Expenses, including our collection encumbrances and interfund transfer we have spent a little over \$38.8 million or roughly 81%, which is about where we would expect to be at this time.

Board Chair Griffith asked if there were any concerns as we neared the end of the year. Mr. Vratny replied that he had no concerns, and that December is looking good.

Statistics

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

Mr. Wathen reviewed the monthly statistical report based on the past five years as of November. There was a noticeable dip to door count due to the closure of Oak Park, the statistics are increasing in previous years. Mr. Wathen plans to return in February with statistics from the full year.

Human Resource Data

Shala Bloomberg, Human Resources Senior Partner, presented the Human Resource Trends report to the Board, this report is included in the January Board Report.

Ms. Bloomberg, the library's Human Resources partner, presented Human Resource data from 2021 to 2023. She highlighted the shifts in employee categories, gender distribution (predominantly female), ethnic origin comparisons with the county, varying new hire numbers, reduced attrition in 2023, compression addressed in 2022, market adjustments in 2023, and notable Human Resource initiatives like policy overhaul in 2021, Leadership Empowers All People (L.E.A.D.) training relaunch, electronic I-9 adoption in 2022, and a new applicant tracking system (ICIMS) implemented in 2023.

Ms. Kilgore asked what LEAP stood for.

Ms. Bloomberg clarified that it is Leadership Empowers All People (L.E.A.D.) training.

Ms. Kilgore asked if Library staffing was being compared to any groups broader than County employees, such as the entire Johnson County whole demographics.

Ms. Bloomberg shared that she does not have that information at this time. There was information included regarding the male vs. female, and she did not have the ethnic numbers at this time. The county as a whole demographic is 51% female and 49% male.

Mr. Mendoza asked if we have the demographic split for the new hires in the past two years.

Ms. Bloomberg shared that she has that information, it is not with her at this time.

Mr. Mendoza commended library staff for making the shift in the library page position from a pay grade 12 to 13. He expressed that this is the fair thing to do, and he predicts it will help with attrition.

Mr. Sims asked if the breakdown for ethnicity was standard nationwide.

Ms. Templin asked for clarification, that Mr. Sims is asking for the breakdown within the library field. County Librarian Suellentrop shared an anecdotal trend that she has recorded from colleagues. There is a trend that the more urban the library the more diversity there is in the staffing. We see more diversity in more front-line public service roles and less as you get to different educational requirements.

Ms. Kilgore asked if Johnson County has a diversity officer and what they are doing to make sure we are reaching more diverse candidates.

Ms. Bloomberg shared that Kendra Neal Wright was hired in 2020, now the DEIB Program Manager, and she has been working on this for a full 3 years. The County works with a talent platform Circa that sends job openings out to organizations across the metro area, to help reach diverse organizations for underrepresented candidates. The County and JCL have a VIBE team.

Mr. Wathen explained JCL is working to implement a Voices of Inclusion, Belonging and Equity (V.I.B.E.) Library Team, get staff through a couple different rounds of training, and revise our hiring manual to reduce hiring bias to evaluate and limit bias based on institutional bias.

County Librarian Suellentrop shared that in December Administration reported on the internal reorganization and when working through those changes the review of educational requirements for each position was very important, especially to consider allowing for individuals to meet the minimum requirements. She also referenced using the updated hiring manual a couple of times already and its limited ability for bias.

County Librarian Suellentrop thanked Shala for her partnership with HR matters, she is thrilled to have her working with the library.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Library project, including construction highlights and upcoming plans. Shelves are being installed, furniture is arriving, and the core network is in place. The branch team is developing a training schedule for new systems, while the materials handling team is managing holds during the transition.

Antioch will close on January 28th, and preparations for moving collections and installing equipment at Merriam are underway. The ribbon-cutting for Merriam Plaza is scheduled for March 20th, allowing seven weeks for the transition and final touches.

Mr. Sime reviewed the timeline for this project. Mr. Sime concluded his presentation with photos showing the snowy exterior and the interior with some of the first shelving and furnishings.

Move-out and Clean-out

Nate Hohl, Assistant Branch Manager, presented the Move-out and Clean-out report, this report is included in the January Board Report.

Mr. Hohl's team, including library and county partners, is categorizing items from Antioch into groups such as those moving to Merriam Plaza, items for other library facilities, county surplus, sellable items, and disposables. The project has gone through inventory, collaboration with project teams, staff involvement, and packing at Antioch. The next steps involve separating and staging items, packing at Antioch, and coordinating with the moving company for the closure and subsequent move. The project aims to efficiently manage the extensive inventory at Antioch as it transitions to Merriam Plaza.

County Librarian Suellentrop shared that Nate led the Central Resource renovation as well. She has appreciated his quiet leadership on this project once again.

Lackman Building

Mr. Sime expressed that the interest in that building has been consistent via our web contact forms, so we're still getting interest in it.

Overall Timeline

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

Mr. Sime reviewed that the library capital project timeline has been slightly updated, considering discussions at the Library Board retreat in October. Spring Hill and De Soto remain as previously planned, but there's a shift in the Comprehensive Library Master Plan refresh study, now anticipated to begin in mid-2025. The green cross-hatched area indicates internal discussions before bringing a consultant onboard. In the Capital Replacement Program (CRP), Cedar Roe elevator work is mostly complete, awaiting state inspection. Corinth elevator work is next, with ongoing planning to minimize impacts on patrons. During Corinth elevator work, meeting room space will be reallocated, and temporary adjustments will be made to accommodate the relocation of the kids' collection.

Ms. Kilgore asked how long the elevator is expected to be unavailable at Corinth.

Mr. Sime shared that Cedar Roe elevator work took about three to four weeks, so that is about the closest comparable.

County Librarian Suellentrop reminded the board that with an older building when upgrades are done the city often wants to ensure other code items are brought up to standard.

Mr. Sime shared that there is no update for Edgerton from last month.

UPDATES – Tricia Suellentrop, County Librarian

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

Prairie Village Update

Ms. Suellentrop shared that the shared study for Prairie Village will start holding public engagement sessions in late January. Board members are welcome to attend those sessions. The set up will be similar to walking around to different stations with the citizens and learning the different aspects of the site. No board members will be expected to speak. It will be more informal, with no presentation. This is the first time the library's done something in this type of setup. Anyone is welcome to come and listen and ask questions. Board members will have no speaking role, and it is not expected that you to respond to anything in the moment. The purpose is for citizens to learn about what is happening and the plans for that particular location.

Ms. Templin asked how and where these public engagement sessions are being communicated. County Librarian Suellentrop shared that each partner is pushing this out to their distribution groups, and we will do the same. This information will also be added to holds at Corinth branch.

Ms. Templin asked if it would be in the Shawnee Mission Post.

County Librarian Suellentrop confirmed we often work with the now Johnson County Post and would expect them to cover this if there is interest.

Leadership in Action (LIA) 2023 Award Winners

Tricia Suellentrop, County Librarian, presented the 2023 Leadership in Action Award Winners, this report is included in the January Board Report.

The County's Leadership in Action award recognizes outstanding staff contributions, with each recipient receiving \$2,500. Among this year's library recipients are Amber, acknowledged for her role

in managing the library volunteer program and achieving Service Enterprise Certification. Lacie Griffin is recognized for her work on intellectual freedom, both locally and nationally, offering expertise and support. Heather Miller, along with Emma (absent), received accolades for their determined efforts to bring free period products to library patrons, showcasing adaptability and creating a replicable model for nonprofit partnerships. These individuals exemplify leadership, dedication, and innovation within the library community.

Johnson County Purchasing Thresholds Update

Dave Vratny, Financial Director, presented an update on the Johnson County Purchasing Thresholds Updates, this report is included in the January Board Report.

In December 2023, the Board of County Commissioners (BOCC) increased the County's purchasing thresholds from \$100,000 to \$150,000. This adjustment was based on the Consumer Price Index, indicating a nearly 63% increase in buying power since 2004. Mr. Vratny's presentation outlined the levels requiring quotes or formal bidding, with the new threshold for formal competition set at \$150,000. He provided context by highlighting six contracts reviewed by the Library Board in 2023, that due to their amount the Board would not have seen via the proposed updated thresholds. The library will plan to align its purchasing thresholds with the county's and plans to present a review and proposal for the Library Board's direction next month.

Mr. Mendoza asked about the thresholds and who has the authority for approval at each level. Mr. Vratny explained that the County Librarian signs all contracts up to the 3rd threshold level.

Ms. Kilgore asked for clarification on formal competition for general services vs formal competition for over and under \$150,000.

Mr. Vratny explained that there are various types of contracts and vetting processes. Cooperative contracts are contracts that have previously gone through a vetting process. There is also an exception of completion that can be approved if a vendor is the only one to sell something.

County Librarian Suellentrop reviewed that the BOCC approved this in December to go into process in January. Moving forward the Board has an option to approve this threshold update, keep the thresholds at the current rate or look to set a rate in between. Library staff is looking for direction from the Board on what they would prefer.

Mr. Sims expressed that the updates to the threshold are keeping up with inflation. Mr. Mendoza agreed with that as well.

Board Chair Griffith asked for consensus for this topic to come back for information or action. General Board direction was to bring this topic for action with a motion in February.

COUNTY COMMISSIONER REPORT:

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

Commissioner Hanzlick came from a meeting discussing cold weather concerns about the unhoused neighbors over the Martin Luther King Holiday. Her meeting was exploring ideas, including utilizing library facilities. The situation is complicated and fluid.

County Librarian Suellentrop shared that before the Board meeting, she spoke with a partner organization, Project 1020, that gives services to the unhoused and has asked if the Lackman building could be used temporarily for the unhoused. She has reached out to County Facilities Director, Tony Barron, to start investigating the condition of Lackman.

Board Chair Griffith asked if Lackman has water.

Commissioner Hanzlick share that the building does not have water at this time and Mr. Barron said it could be turned on.

County Librarian Suellentrop asked the board for the authority to work towards a solution for the unhoused, that could involve Lackman.

Mr. Mendoza asked if staff is looking to table the broker agreement.

Commissioner Hanzlick expressed that she did not believe so and would not want to hold up that process.

Board Chair Griffith reviewed that the Library has a building, that could potentially be used as an emergency temporary shelter.

Mr. Mendoza asked if this would include the use of any library staff members.

County Librarian Suellentrop shared that there may also be other county staff, low to no library staff to only open the building.

Board Chair Griffith expressed that the Board has the opportunity to step into a gap during this time.

Ms. Templin expressed that discretion would be given for this particular event. Mr. Mendoza agreed with this being situational.

Motion: Board Chair Griffith moved that the Library Board approve the County Librarian to take measures to make Lackman a temporary shelter in partnership with Project 1020.

Amended to include: Until February 8th.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the December 14, 2023 Regular Library Board meeting
2. 2024 renewals of Memoranda of Understanding (MOUs)
 - a) City of Edgerton

B. Information Items

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

C. Gift Fund Report

- a. Treasurer's Report

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

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

II. Old Business

- A. Action Item: Consideration of renewal of MOU with the Friends of the Library,
Shelley O'Brien, Development Director, presented Memorandum of Understanding (MOU) with the Friends of the Library briefing sheet, as included in the January Library Board Report.

Motion: Ms. Kilgore moved that the Johnson County Library Board of Directors approves the Friends of Johnson County Library Memorandum of Understanding for the years 2024 to 2026.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

- B. Action Item: Consideration of renewal of MOU with the Library Foundation
Shelley O'Brien, Development Director, presented Memorandum of Understanding (MOU) with the Library Foundation briefing sheet, as included in the January Library Board Report.

Motion: Mr. Mendoza that the Johnson County Library Board of Directors approve the MOU between Johnson County Library and the Johnson County Library Foundation.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

- C. Action Item: Consideration of renewal of MOU with Johnson County Parks & Recreation District on behalf of Johnson County Museum
Jennifer Mahnken, Associate Director for Systemwide Services, presented Memorandum of Understanding (MOU) with Johnson County Parks & Recreation District on behalf of Johnson County Museum briefing sheet, as included in the January Library Board Report.

Motion: Ms. Kilgore moved the Johnson County Library Board of Directors approves the Memorandum of Understanding between the Library and Johnson County Parks and Recreation to support Johnson County History.

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously.

III. New Business

- A. Action Item: Consideration for contract for shelving at Shawnee

Megan Clark, Project Coordinator, presented the consideration for a contract for shelving at Shawnee briefing sheet, as included in the January Library Board Report.

Motion: Mr. McAllister moved to approve a contract with Southwest Solutions Group in an amount not to exceed \$166,866.31 to perform shelving replacement at the Shawnee library.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

Shawnee update

- B. Action Item: Letter of intent to accept broker for RFP for sale of buildings including Lackman building.

Dave Vratny, Finance Director, presented the Letter of intent to accept broker for RFP for sale of buildings including Lackman building briefing sheet, as included in the January Library Board Report.

Mr. Sims asked for clarification on scoring and what was the tie breaker.

Mr. Vratny confirmed there was a tie, Firm C had a lower cost proposal, and the project approach, key staff members, firm expertise and staff utilization had the CBRE ahead of Firm C.

Ms. Kilgore asked if that meant they would get paid more.

Mr. Vratny not necessarily, it is a commission-based fee.

Motion: Ms. Kilgore moved to authorize a contract with CBRE Advisory & Transaction Services, for real estate brokerage services for Johnson County Library with a real estate commission of 6% of the sale price, for the sale of Lackman.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

Ms. Kilgore asked if we would start the same process for Antioch and if we start now.

Mr. Vratny we will have the option to enter into agreement with CBRE to sell Antioch if we choose to do that.

- C. Informational Item: 2025-2029 Capital Improvement Plan (CIP) Submission

Dave Vratny, Finance Director, presented the 2025-2029 Capital Improvement Plan (CIP) Submission briefing sheet, as included in the January Library Board Report.

- D. Information Item: Consideration for resolution to surplus furniture from Antioch

Scott Sime, Lead Project Coordinator, presented the resolution to surplus furniture from Antioch briefing sheet, as included in the January Library Board Report.

- E. Information Item: Consideration of renewal of MOU with the Johnson County Community College Adult Education

Adam Wathen, Associate Director for Branch Services, presented the renewal of MOU with the Johnson County Community College Adult Education briefing sheet, as included in the January Library Board Report.

- F. Information Item: ARM 20-80-28 Commercial and Business Activities in the Library and ARM 20-80-27 Study Rooms

Adam Wathen, Associate Director for Branch Services, presented the ARM 20-80-28 Commercial and Business Activities in the Library and ARM 20-80-27 Study Rooms briefing sheet, as included in the January Library Board Report.

Mr. Sims expressed that this is very clear for business use in the library.

Mr. McAllister asked how staff would know if a room were being used for business purposes.

Mr. Wathen shared that we typically do not know, there are many businesses uses that are very appropriate. This policy has narrowed in on solicitation of patrons because it is potentially disruptive of those other patrons' experience and ability to find the library as an inviting space, that is what want to try to avoid.

- G. Information Item: ARM 20-10-61 Unattended Children and Parental Responsibilities

Adam Wathen, Associate Director for Branch Services, presented the ARM 20-10-61 Unattended Children and Parental Responsibilities briefing sheet, as included in the January Library Board Report.

- H. Information Item: ARM 20-10-12 Facility Closings

Adam Wathen, Associate Director for Branch Services, presented the ARM 20-10-12 Facility Closings briefing sheet, as included in the January Library Board Report.

- I. Information Item: ARM 10-50-10 Bylaws of the Board of Directors

Kinsley Riggs, Deputy County Librarian, presented the ARM 10-50-10 Bylaws of the Board of Directors briefing sheet, as included in the January Library Board Report.

Mr. Mendoza asked specifically about wording for citizen comments regarding not speaking about topics on the agenda.

Ms. Van Ophem, Ms. Templin, and Board Chair Griffith, expressed that the Board would like to hear any topic, only at the beginning of the meeting for two minutes, with consensus for this direction.

Staff will update to reflect that direction.

- J. Information Item: Consideration of renewal of MOU with DTI/AIMS

Ben Sunds, Associate Director for Customer Service, presented the renewal of MOU with DTI/AIMS briefing sheet, as included in the January Library Board Report.

K. Information Item: ARM 60-10-30 Surveillance Cameras and Dissemination of Images

Benett Sunds, Associate Director for Customer Service, presented the ARM 60-10-30 Surveillance Cameras and Dissemination of Images briefing sheet, as included in the January Library Board Report.

Ms. Kilgore asked to clarify if the library is moving from 14 days to 30 days, and how that timeframe was determined.

Mr. Sunds clarified that previously 14 days was a restriction of technology. 30 days was determined based on research of similar public library systems and similar sized organizations. Some used up to 90-days and staff did not determine there was need to go that far.

Executive Session: Personnel Review

Mr. Logan reviewed that after the Executive Session the Library Board will need to reconvene and adjourn the meeting.

Motion: Ms. Kilgore moved that pursuant to K.S.A. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal of the County Librarian.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library, Johnson County Human Resource Partner, and County Librarian Tricia Suellentrop.

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously at 5:38 pm.

6:07 returned from Executive Session.

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Ms. Templin seconded this motion.

Motion approved unanimously.

Meeting adjourned at 6:08 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
Bethany Griffith

SIGNED _____
Tricia Suellentrop, County Librarian

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Interior Sewer Line Replacement at Edgerton Library – Building Closure

Issue: Consider authorizing the temporary closure of the Edgerton Library for up to two weeks to align with the City of Edgerton’s timeline for interior sewer line replacement.

Suggested Motion: I move that the Johnson County Board of Directors authorize the temporary closure of the Edgerton Library for up to two weeks between February and July 2024 to allow for the City of Edgerton’s interior sewer line replacement work.

Background: The building housing the Edgerton library was constructed in 1906, and renovated in 1999 prior to the Library moving in. The building is facing issues with the current design of the aging plumbing infrastructure. In the past year, Edgerton library has experienced several issues with the sewer line that have forced unplanned branch closures, and further investigation has revealed the need for more extensive plumbing work. The Edgerton Library building and property are owned by the city of Edgerton, and the City is conducting and funding the repairs as part of their capital projects.

Analysis: Our Facilities partners are communicating with City staff to understand the timeline for this work. At this point we expect the work to occur between now and July of 2024. We anticipate the work will require a building closure. We are requesting a closure of up to two weeks at Edgerton Library to occur between now and the end of July 2024 for plumbing work, to be conducted by the City of Edgerton. To provide flexibility to the City for scheduling repairs, we are requesting this more general closure in advance of the work being scheduled.

Budget Review: There are no costs to the Library for this work as the building is owned and funded by the City of Edgerton.

Alternatives: 1) Not approve the closure and incur ongoing plumbing issues and potential failures, which would affect operations to the public.

Recommendation: To authorize the temporary closure of the Edgerton Library for up to two weeks between February and July 2024 to allow for the City of Edgerton’s interior sewer line replacement work.

Suggested Motion: I move that the Johnson County Board of Directors authorize the temporary closure of the Edgerton Library for up to two weeks between February and July 2024 to allow for the City of Edgerton’s interior sewer line replacement work.

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Antioch: Resolution regarding surplus property at Antioch Library

Issue: Resolution 2024-01, consider approving Resolution 2024-01, declaring furniture, fixtures, and equipment located in the existing Antioch Library as surplus property of no value and authorizing their disposal.

Suggested Motion: I move that the Library Board adopt Resolution 2024-01 declaring furniture, fixtures, and equipment located in the existing Antioch Library as surplus property of no value and authorizing their disposal.

Background: The Library will be relocating from the existing Antioch location to the new Merriam Plaza facility in the first few months of 2024. During this time useable furniture, fixtures, and equipment will be reallocated to other County departments and/or agencies, the Friends of Johnson County Library, or inventoried for future use.

Remaining furniture, fixtures, and equipment at the existing location are not suitable for reuse at other Johnson County Library locations, County departments or agencies, or by the Friends of Johnson County Library. Items considered of no value or cannot be repurposed are anticipated to be left at the Antioch Library and sold with the building to defray costs to the County and allow for a timely transition to the new location. Using the typical County disposal methods (on-line or in-person auction) is not practical, considering the effort it would take staff to dispose of. Resolution 2024-01 allows the disposal of all remaining surplus property by any convenient means or method as determined by the County Librarian and Library Facilities partners.

This resolution mirrors closely the process the County used to dispose of equipment at the old courthouse and Library staff have worked with the County Purchasing Department to ensure their support.

Policy 210.140.C1 Disposition of Surplus Personal Property allows Johnson County Library to deem the property as having no value which the cost of sale or transfer would likely exceed any expected gain or recovery to be disposed of by donation to a public entity or through reasonable means, and no public notice or publication shall be required prior to disposition.

Analysis: Generally, surplus property is to be offered for sale through public auction. The proposed Resolution gives the County Librarian and Library Facilities partners a one-time opportunity to deal with surplus personal property in a manner that will expedite the transition to the new Merriam Plaza Library.

Funding Overview: No funding is being requested.

Alternatives: 1) Approve the Resolution. 2) Elect to dispose of the surplus personal property in some other manner. Disposal of the surplus property in another manner will impact the timeline for transitioning out of the Antioch location.

Recommendation: Staff recommends the Library Board adopt this resolution to allow for the disposal of surplus personal property located at the Antioch Library.

Briefing Sheet

Purchasing Review: FMA-Purchasing reviewed the resolution ensuring the recommendation meets requirements of the County's surplus policies and procedures and concurs with the recommendation.

Budget Review: No approval needed: this item has no budgetary impact.

Legal Review: The Library Legal reviewed and approved the resolution as to form.

RESOLUTION NO. 2024-01

A RESOLUTION DESIGNATING LIBRARY-OWNED PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL

At a regular meeting of the Johnson County Library Board of Directors, Kansas conducted on Thursday, February 8, 2024, there came before the Board for consideration the matter of designating certain Library-owned personal property as surplus and authorizing its disposal pursuant to this Resolution, which follows but shall supersede County Resolution 030-09 and the County’s surplus property policy, to the extent a conflict exists. A notice of the Board’s consideration of this matter and the contemplated method(s) of disposal will be published once in the official county newspaper. The Board, upon a motion duly made, seconded, and carried adopted the following Resolution, to- wit:



WHEREAS, the Johnson County Library Board of Directors owns the Antioch Library (“Existing Library”) located in Merriam, Kansas along with all of the furniture, fixtures and equipment located in the Existing Library; and

WHEREAS, the Board is now undertaking the construction of a new library to replace the Existing Library with an anticipated “move-in” period between January 29, 2024, and March 31, 2024; and

WHEREAS, an inventory of certain furniture, fixtures and equipment now located in the Existing Library has been or will be compiled and certain items identified as surplus personal property (the “Surplus Property”);

WHEREAS, the Surplus Property is comprised, for the most part, of individual items that have been, or will be, made available to other County offices, departments and agencies and designated for their continued use; and

WHEREAS, it is contemplated that certain items of the Surplus Property not reallocated to a County office, department, or agency may be suitable for sale or donation to another governmental or public agency, or the Friends of the Johnson County Library; and

WHEREAS, the Surplus Property also includes furniture, fixtures and equipment that may be both marketable and unmarketable, but with a market value, for each item, of less than \$1000; and

WHEREAS, costs of disposing any Surplus Property that remain unallocated to another entity and therefore available for public sale are expected to exceed the market value of the Surplus Property; and

WHEREAS, the transition plan for moving library functions from the Existing Library is a short window during which the Surplus Property must be removed from the Existing Library to allow for the expedient decommissioning of the Existing Library; and

WHEREAS, removing the Surplus Property from the Existing Library is critical to the decommissioning of the structure and the logistics, expense, and uncertainty of disposing of any unallocated Surplus Property makes it necessary and desirable to authorize the Johnson County Library and Johnson County Facilities staff to dispose of the

Surplus Property by any special, prudent, and appropriate methods including sale, donation, negotiated agreement, bulk sale, in-kind services, salvage, inclusion of remaining furniture, fixtures, and equipment in the sale of the Existing Library building, or other means that will assure all the furniture, fixtures and equipment are removed from the Existing Library no later than June 30, 2024, unless being sold as part of a sale of the Existing Library building.

NOW, THEREFORE, BE IT RESOLVED by the Johnson County Board of Directors, Kansas, that all of the furniture, fixtures and equipment located in Existing Library (“Surplus Property”) is declared Library surplus and may be disposed through one or more of the following methods:

1. Reassigned for use by another County office, agency, or department of the Johnson County Government, or the Friends of the Johnson County Library;
2. By donation to another public entity for items the cost of sale or disposal of which is likely to exceed the value of the item or which may have a particular public benefit and need for the item (*e.g.*, other Libraries in Kansas);
3. By sale through a public bid process, which may include sealed bids, auction, or fixed price as a “cash and carry” sale recognizing the value of many of the items will be nominal;
4. By a “bulk sale” of all or any part of the furniture, fixtures and equipment, which may include as in-kind consideration the hauling services that will result in the removal of the Surplus Property in an expedient and timely fashion to avoid a delay in decommissioning the Existing Library; and
5. Inclusion in the Existing Library building sale all Surplus Property not otherwise

disposed of prior to June 30, 2024.

The Surplus Property shall be sold or transferred “as is” without any representation or warranty as to its condition or suitability for any particular purpose.

BE IT FURTHER RESOLVED, that the Johnson County Library and Facilities staff shall oversee the disposal of the Surplus Property in the exercise of its discretion that facilitates the timely removal of the Surplus Property from the Existing Library, which may require the establishment of special terms and conditions and notwithstanding anything in County Resolution 030-09 and County Policy 210 to the contrary.

BE IT FURTHER RESOLVED, that in order to facilitate the disposal of the Surplus Property in a timely manner, the County Librarian shall have the authority to negotiate and enter into any agreements or contracts for the disposal and removal of the Surplus Property in the best interests of the Library upon such terms and conditions the County Librarian deems reasonable and prudent.

BE IT FURTHER RESOLVED, that any action taken by the Library and Facilities staff to ensure the timely removal of the Surplus Property shall be deemed by the Board to be authorized under this Resolution in accordance with County Resolution 030-09 and County Policy 210.

Johnson County Library Board of Directors

Bethany Griffith, Library Board Chair

ATTEST:

APPROVED AS TO FORM:

Fred J. Logan, Jr.
Library Counsel

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Annual renewal of Memoranda of Understanding (MOU)

Issue: The Johnson County Library Board of Directors annually reviews memoranda of understanding the Library holds with partner organizations.

Background:

The purpose of memoranda of understanding is to clearly define how the Library and partner organizations will work together to provide programs and services.

Analysis:

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes to the intent have been made to the following MOU renewing for 2024:

- Johnson County Community College Adult Education program
- Johnson County DTI-AIMS

Alternatives:

The Library Board of Directors can request to remove an MOU from the consent agenda for further discussion.

Attachment(s): MOU between Johnson County Library and the listed partner organization

~~AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY
AND JOHNSON COUNTY COMMUNITY COLLEGE~~

~~THIS AGREEMENT is made and entered into for the year 2022-2023 between the JOHNSON COUNTY COMMUNITY COLLEGE, OVERLAND PARK, KANSAS, hereinafter referred to as JCCC or the College, and Johnson County Library, Kansas, hereinafter is referred to as the Library.~~

~~WHEREAS the JCCC ABE/GED/ESL Program called Johnson County Adult Education conducts classes for adults who cannot speak English or who have limited English speaking skills, cannot read, read with minimal skill, read at less than high school level, have other basic skill deficiencies, or have not received a high school diploma, and~~

~~WHEREAS Johnson County Adult Education also provides individualized instruction geared to special needs of each adult enrolled, and~~

~~WHEREAS JCAE does not charge tuition for enrolling adults in the program, and~~

~~WHEREAS the parties have since September 3, 1985 operated JCAE study centers at various Library locations.~~

~~THEREFORE, JCCC and the Library make the following agreement with respect to the Program for Adult Basic Education, hereinafter referred to as JCAE: Antioch and Gardner.~~

~~NOW THEREFORE JCCC and the Library agree as follows:~~

~~I. Johnson County Community College shall:~~

- ~~a. Provide professional instructors to supervise, instruct, and coordinate JCAE at Antioch and Gardner.~~
- ~~b. Provide student assessment and counseling for JCAE participants in the above library centers.~~
- ~~c. Recruit, train and supervise volunteers for JCAE and the above Library literacy centers.~~
- ~~d. Promote JCAE library centers and use the Library in general.~~
- ~~e. Select appropriate training materials for volunteers and participants.~~
- ~~f. In exchange for the space provided to JCCC by the Library, act as a resource by providing space periodically for library activities in accordance with JCCC policies and procedures.~~
- ~~g. Seek other opportunities for collaboration and mutual benefit.~~

~~II. Johnson County Library shall:~~

- ~~a. Act as a resource by providing space for JCAE at Antioch and Gardner libraries.~~
- ~~b. Provide general support for grant applications sought by JCAE to promote literacy and/or adult education programs as appropriate.~~
- ~~c. Offer donated weeded materials that may be of interest to JCAE (such as literature appropriate for adult beginning readers) by means of working with the Friends of the Library to select and deliver materials to JCAE sites via JCL courier.~~
- ~~d. Train all public services staff to be sensitive to special needs of adult learners. Library staff will be available to orient JCAE students to library services and give guidance on appropriate reading materials.~~
- ~~e. Disseminate information about JCAE.~~

- ~~f. Provide, maintain, and support personal computer (PC) workstations, hardware and software.~~
- ~~g. Provide access to the Internet from all JCAE sites located within JCL facilities.~~
- ~~h. Seek other opportunities for collaboration and mutual benefit.~~

~~III. The parties hereto agree that this agreement shall be interpreted under and pursuant to the laws of the State of Kansas and this agreement may be terminated by mutual consent of the parties with sixty (60) days' notice.~~

~~IN WITNESS WHEREOF the parties hereby have executed this agreement after due action of their respective governing boards.~~

JOHNSON COUNTY COMMUNITY COLLEGE

Elisa Waldman

VP Workforce Development and Continuing Education

Date: _____

JOHNSON COUNTY LIBRARY

~~Bethany Griffith~~David Sims

Chair, Library Board of Directors

Date: _____

**FACILITY USE AGREEMENT BETWEEN
JOHNSON COUNTY COMMUNITY COLLEGE
AND
JOHNSON COUNTY LIBRARY**

THIS FACILITY USE AGREEMENT (“Agreement”) is made and entered _____, 2023, by JOHNSON COUNTY COMMUNITY COLLEGE (“JCCC”) and Johnson County Library (“Library”). JCCC and Library are “Parties.”

RECITALS

- A. JCCC’s Johnson County Adult Education program (“Program”) conducts educational classes for adults.
- B. The Program also provides individualized instruction geared to the needs of each adult enrolled without charging tuition.
- C. Since September 3, 1985, the Library has permitted the Program to operate at various Library locations.
- D. The Library desires to continue permitting JCCC to operate the Program at the Library’s Gardner library branch facility located at 137 E Shawnee, Gardner, KS (“Facility”) on the terms set forth in this Agreement.

THEREFORE, JCCC and the Library agree as follows:

AGREEMENT

1. The Library grants JCCC limited license to use designated areas in the Facility for the sole purpose of conducting Program classes and individual instruction at days and times mutually agreeable to the Parties from January 1, 2024, to December 31, 2024.
2. The Library agrees to permit JCCC’s use of the Facility in 2024 for the Program at no cost to JCCC.
3. The Library expressly disclaims any express or implied warranties or representations as to the condition, maintenance or repair of the Facility and as to the suitability of the Facility for the Program.
4. Library will provide to JCCC employees and agents and Program students access to Facility common areas and services available to the general public, including restrooms, on-site parking, and public access wireless internet, during normal business hours.
5. JCCC and the Library will cooperate to determine the schedule for Program usage of the Facility and designated space in the Facility for such use not later than January 1, 2024.

6. JCCC shall cause its employees and agents and Program-enrolled students to adhere to all policies and regulations of the Library concerning the use of the Facility. Failure to comply with Library policies and regulations may result in loss of access to the Facility for the Program and Program participants. The Parties each agree to be responsible for their own acts or omissions and to the extent permissible under law, the acts or omissions of its employees and agents.
7. Subject to the limitations and immunities set forth in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq. and K.S.A. 71-201a, as applicable, JCCC shall indemnify, defend, and hold harmless the Library, its officers and employees, from and against any all costs, damages, losses, or liabilities (including reasonable attorneys' fees), related to or arising out of JCCC's negligent, wanton, or intentionally reckless use of the Facility, including such acts or omissions of JCCC's employees and agents. This indemnity does not apply to claims arising from the grossly negligent, wanton, or intentional misconduct of the Library.
8. JCCC will maintain throughout the duration of this Agreement commercial general liability insurance in an amount not less than \$1,000,000 per occurrence / \$2,000,000 aggregate liability insurance and naming the Library as an additional insured. JCCC shall deliver a certificate of insurance in a form acceptable to the Library containing the terms set forth in this Section 8 not later than January 1, 2024.
9. This Agreement may be renewed for subsequent one-year terms upon the mutual agreement of the Parties.
10. Either party may terminate this Agreement for any reason by written notice to the other party of not less than thirty (30) calendar days. In the event of termination by the Library, Library will allow JCCC to complete any courses in progress at the Facility for a period not longer than the remainder of the current academic calendar semester. Provided, however, if JCCC fails to comply with or otherwise violates or breaches any of the terms of this Agreement, the Library may, at its option, elect to terminate this Agreement by providing 30 days' written notice to JCCC.
11. JCCC will not assign, sublicense or transfer this Agreement without the prior written consent of the Library.
12. JCCC agrees to comply with all applicable laws regarding its use and occupancy of the Facility.
13. This Agreement shall be governed by and interpreted in accordance with Kansas law.
14. JCCC and the Library agree that nothing contained in this Agreement is intended or should be construed as in any way creating or establishing the relationship of partners or joint venturers between the Library and JCCC.

15. The waiver of any breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of the same or other provisions in this Agreement.
16. This Agreement contains the entire understanding between the Parties and supersedes all prior agreements or understandings between the Parties with respect to the subject of this Agreement.
17. Any modification or waiver of any provision of this Agreement shall not be effective unless made in writing and signed by both Parties.
18. The Recitals set forth above are incorporated as terms to the body of this Agreement.
19. This Agreement shall be binding on the heirs, successors, executors, administrators, and assigns of the Parties.
20. Both Parties represent and warrant that the undersigned individual has the authority to execute this Agreement and bind the respective party.

“JCCC”

Johnson County Community College

By: _____

Name/Title: _____

Date: _____

“Library”

Johnson County Library

By: _____

Name/Title: _____

Date: _____

Approved as to form:

Johnson County Library, Legal Counsel

Johnson County Library Data/Analytics

Memorandum of Understanding ("MOU")

The following MOU represents an arrangement between Johnson County Department of Technology & Innovation - Automated Information Mapping System ("DTI-AIMS") and Johnson County Library ("JCL"). The MOU establishes terms and conditions relative to service rates, duration, billing and project review. AIMS will provide services to JCL for data development, GIS analysis and application development and support.

I. General Terms and Conditions

a. Hours and rates

DTI-AIMS will provide services for data development, GIS analysis, and data analytics to JCL in an amount not to exceed 500 hours annually. Any use of the services listed above must be approved by the JCL AIMS Coordinator. The hourly rates are as follows:

- Data analytics hours will be charged at a rate of ~~\$50~~ \$75 per hour
- DTI-AIMS will not charge for project administration.

b. Length of Agreement

This MOU will be in effect for a term of one year, beginning in January of 2024 and re-evaluated for renewal in December of 2024.

c. Billing and Review Terms

Under this MOU, DTI-AIMS will provide quarterly, itemized billing for all hours completed in the prior quarter along with a status review of work completed. Both parties may agree to revise work hours on a per project basis.

II. Roles and Responsibilities

- JCL-** JCL will act as the project manager and schedule quarterly or as needed status update meetings to review and prioritize work to be completed.
- DTI-AIMS-** DTI-AIMS will provide an itemized list of work completed for each quarter. DTI- AIMS will attend status meetings and clarify the estimated number of work hours for the subsequent quarter.

III. Termination/Modification

This agreement will remain in effect for a term of one year. This agreement can be modified at any time by mutual written agreement between DTI-AIMS and JCL to reflect changes in business requirements. Quarterly review of projects may result in the increase of contracted hours.

IV. Data and Services

Data

JCL will have full and open access to all DTI-AIMS data that is identified as necessary to meet the business needs of JCL. JCL may pay additional licensing fees for any new data sets or access that is deemed necessary for marketing or analytics. Access to 3rd party services or data acquisition will be charged their full cost, this can include training JCL staff to use said services (e.g.

ArcGISOnline, ESRI Community Analyst, Experian, etc.). An invoice for data and services will be sent at the end of the 3rd quarter.

Services

SDE Administration

AIMS stores and administers data in ESRI's SDE(Spatial Data Engine). SDE provides an enterprise wide repository for spatial and attribute data within a relational database system. DTI-AIMS will provide connectivity to AIMS data as well as store and assist with administration of JCL data within this environment. AIMS will also insure availability of SDE data.

myAIMS

JCL personnel will have free and unlimited access to myAIMS. A 24x7 secure web portal of DTI- AIMS applications including myRC, JCLR, Plat Search Utility, Create Map PDF, Digital Data Request(DDR) and advanced functionality within the Johnson County Online Mapping application.

V. Acceptance

This MOU is understood and agreed upon by the following representatives of DTI-AIMS and JCL.

Shannon Porter
DTI-AIMS Manager

Date

Tricia Suellentrop
County Librarian

Date

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

		Receipts	Payments	Balance
	Opening cash balance			\$210,675.83
	Add Receipts	\$191.32		
	Less Payments		\$23,550.96	
	Ending Cash balance			\$187,316.19
	Less Liabilities		\$15,953.12	
	Unobligated cash balance			\$171,363.07

APPROVED: _____

DATE: _____

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: February 8, 2024

Re: Johnson County Library's 2025-2029 Capital Improvement Program (CIP) Submission

Issue: 2025-2029 Capital Improvement Program (CIP) Submission.

Suggested Motion: I move the Library Board of Directors approve the Library's proposed 2025-2029 Capital Improvement Program (CIP) submission.

Background: County agencies and departments are annually asked to put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5-year capital planning look ahead.

This upcoming 2025 budget plan will cover the 5-year capital planning period of FY 2025 to FY 2029. This documents in this month's February contain updated project numbers that have taken inflationary concerns into account for the projects being listed for 2025-2029. The other change being made is the furniture and shelving replacement strategy plan that has in the past been funded out of the Library's Operating Fund is being proposed to be moved into the Library's on-going Capital Replacement Account which is a practice that the County has recently taken with their own County buildings Capital Replacement Plan (CRP).

These updated capital numbers were presented at the January 2024 Budget Committee Meeting as part of the budget planning for the FY 2025 budget where the financing for the projects were discussed and the impacts of these projects outlined in the Library's multi-year forecast.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these recommendations on to the County Manager for inclusion in the County Manager's 2025 budget proposal that will be put forth to the Board of County Commissioners (BOCC) in May of 2024. The BOCC will vote on their final budget for 2025 in September of 2024.

Analysis: The order of the projects is in alignment with past submittals and what was recently reaffirmed at the October 2024 Library Board Retreat.

Funding Overview: The projects listed currently fit the projected budget resources in the balanced multi-year budget plan.

Alternatives: The Library Board could recommend changes to the order of projects or what is included for submission for the 2025-2029 CIP.

Recommendation: To approve the 2025-2029 Capital Improvement Program (CIP) proposal as presented for submission.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:		Tricia Suellentrop			
Project:	Capital Replacement Plan (CRP)	Priority #	Year Requested	Year Requested	2025		
Capital Expenditures	Prior Year	2025	2026	2027	2028	2029	Project Total
Building Envelope / Roofing / Exterior Building Signage		720,532	115,182	652,300	794,559	884,234	3,166,808
Parking Lots / Site Repair / Irrigation / Landscaping/ADA		1,140,000	387,601	179,775	278,342	719,533	2,705,251
Interior Work / Finishes / ADA		1,095,000	1,173,700	1,037,322	656,569	1,177,827	5,140,418
Subtotal	0	2,955,532	1,676,483	1,869,397	1,729,470	2,781,594	11,012,477
Equipment Expenditures							
Building HVAC / Electrical Equip Replacement		192,000	588,900	460,836	998,623	528,916	2,769,275
FFE		546,000	425,250	792,750	782,250	57,750	2,604,000
Subtotal	0	738,000	1,014,150	1,253,586	1,780,873	586,666	5,373,275
Start-Up Capital							
							0
							0
Subtotal	0	0	0	0	0	0	0
Total Capital	0	3,693,532	2,690,633	3,122,983	3,510,343	3,368,260	16,385,752

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

Department/Agency: Library

Submitted by: Tricia Suellentrop

Project Name: JCL Capital Replacement Program (CRP)

Date of Submittal: 01/26/2024

Department Priority: System

Project is: On-going from prior years [] Replacement [X] Enhancement [] Growth [] New Service Provision []

Description:

(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)

The purpose of the Capital Replacement Program (CRP) is to: investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner.

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.

In 2019, a comprehensive study of the systems in each Library facility was completed by VFA/Accruent and that has been used to determine budget forecast, scope of work, and timing of CRP requests for 2025 to 2029.

This study is in constant evolution learning with the on-site experience of FAC maintenance group, Archibus reports, and the changing conditions of the building systems and mechanical components.

Benefits of Project and Impact if Not Completed:

(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)

Building component and system replacement grows in scope and cost the longer it is deferred. Projects that are deferred can lead to higher energy costs, increased staff time in dealing with problematic systems, safety hazards, and lower satisfaction and/or comfort for the public and staff who use the facilities every day.

Services provided differ as CRP projects occur at a variety of buildings throughout the Library system.

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff. This need is currently being met by annual funding of the CRP, which comes from Johnson County Library's Operating Fund. The CRP database is continually updated to prioritize expenditure of funds and projects.

Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):

(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)

CRP Projects are generally implemented during the fiscal year that they are funded. A portion of the projects carry over to subsequent years before being completed.

Performance Measures and Strategic Priorities:

(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)

The CRP enables the Library to pursue their Strategic Priorities by properly maintaining the facilities that house the Library functions.

The Library CRP directly relates to the BOCC's Strategic Priority regarding Infrastructure by appropriately planning for repair and replacement of Library building components and systems.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:		Tricia Suellentrop			
Project:	CLMP Study Refresh	Priority #	Year Requested	2025	2025		
Capital Expenditures	Prior Year	2025	2026	2027	2028	2029	Project Total
Preliminary Studies							0
Land Acquisition							0
Design/Consulting		230,400	345,600				576,000
Construction							0
Public Art							0
Subtotal	0	230,400	345,600	0	0	0	576,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)							0
Subtotal	0	0	0	0	0	0	0
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	0	230,400	345,600	0	0	0	576,000

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

Department/Agency: Library

Submitted by: Tricia Suellentrop

Project Name: CLMP Refresh Study

Date of Submittal: 01/26/2024

Department Priority: 1

Project is: On-going from prior years [] Replacement [] Enhancement [X] Growth [] New Service Provision []

Description:

(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

The first several projects in the CLMP have either been completed or are scheduled. This Study Refresh will provide updated data and patron feedback to inform the Library's strategic decision-making and determine how to best meet changing Library facility and service needs and assess and determine the following items at a minimum:

- Types, quantities, and sizes of library facilities throughout the County
- Program services in these facilities
- Estimated Operating and Capital Costs
- Anticipated Phasing Timeline

Benefits of Project and Impact if Not Completed:

(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)

The 2015 Comprehensive Library Master Plan implementation has been highly successful to date. The Library recognizes that by the time this CIP request is approved, nearly 10 years will have passed, and that patron and community needs change over time. This study will allow the Library to update and confirm or revise previous findings as needed to match changing community needs. The 2015 CLMP was not fully funded and several projects still remain – this study will provide a path to continue to ensure the best result for library services in our community.

Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):

(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

The following timeline is anticipated and may change:

Consultant Selection	Q4-Q1 2025-2026
Study	Q1-Q3 2026

Performance Measures and Strategic Priorities:

(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)

This project directly relates to the BOCC's Strategic Priority regarding Infrastructure by appropriately planning to support our growing and expanding community.

This project also aligns with the Library's Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:				Tricia Suellentrop	
Project:	Corinth Library Replacement	2026	2027	2028	2029	2026	
			Priority #	Year Requested			
Capital Expenditures	Prior Year	2025	2026	2027	2028	2029	Project Total
Preliminary Studies	140,000						140,000
Land Acquisition							
Design/Consulting	250,000		2,669,072	893,888			3,812,960
Construction				11,388,300	9,317,700		20,706,000
Public Art				287,462			287,462
Subtotal	390,000	0	2,669,072	12,569,650	9,317,700		24,946,422
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)				3,801,600			3,801,600
Subtotal	0	0	0	3,801,600		0	3,801,600
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	390,000	0	2,669,072	16,371,250	9,317,700	0	28,748,022

Capital Improvement Program - Project Operating Expenses

Department:		Library		Submitted by:		Tricia Suelentrop		2026		
Project:		Corinth Library Replacement		Department Priority #		2		Year Project Requested		
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2025	2026	2027	2028	2029	Estimated Annual Cost
Library Clerk	13.13	1.00	25.00	1/3/2028	0	0	0	78,860	82,014	78,860
Library Clerk	13.13	1.00	25.00	1/3/2028	0	0	0	78,860	82,014	78,860
Library Clerk	13.13	0.50	25.00	1/3/2028	0	0	0	30,680	31,907	30,680
Library Clerk	13.13	0.50	25.00	1/3/2028	0	0	0	30,680	31,907	30,680
Subtotal		3.00			0	0	0	219,080	227,842	219,080
Contractual (On-Going)										
		Account Code		Date						
Subtotal					0	0	0	0	0	0
Commodities (On-Going)										
		Account Code		Date						
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)										
		Account Code		Date						
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)										
		Account Code		Date						
Subtotal					0	0	0	0	0	0

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

Department/Agency: Library

Submitted by: Tricia Suellentrop

Project Name: Corinth Library Replacement
Project

Date of Submittal: 01/26/2024

Department Priority: 2

Project is: On-going from prior years [] Replacement [X] Enhancement [] Growth [] New Service Provision []

Description:

(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)

The approximately 20,000 square foot Corinth Library building is reported to be in relatively poor condition. This project would build a replacement library at a site that is to be determined. The Library is currently working on a site study with the City of Prairie Village and the YMCA to determine whether relocating to the Harmon Park campus is desirable to the Library and City. In 2024 the Library Board is anticipated to discuss whether to stay on the existing site or move to the Prairie Village site, either of which would serve the needs of the library patrons in this area.

The Library expects to also complete a site comparison study and a programming study for this location in 2024.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

Benefits of Project and Impact if Not Completed:

(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)

A Drive-Thru for holds pickup will be added with this replacement facility, as well as a larger meeting room to better serve the northeast community, otherwise, the nature of the services at the Corinth Library are not anticipated to change overmuch. The replacement facility will be better able to meet the needs of the public and staff.

If not funded, we would continue to provide maintenance and repairs to the existing building that is in poor condition for as long as possible before closing the branch when repair is no longer possible.

Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):

(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

operating requests needed to support the new position(s) and or the operating expenses related to this project.)

The following timeline is anticipated and may change:

Architect Selection	Q2	2026
Program Verification/Design and Documentation	Q3-Q2	2026-2027
Bidding/Approvals	Q3	2027
Construction	Q3-Q2	2027-2028
Furniture Installation/Move In	Q3	2028
Opening	Q3	2028

Because this building replacement would add a drive-thru, we anticipate up to 3 FTE of new positions.

Performance Measures and Strategic Priorities:

(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)

This project directly relates to the BOCC's Strategic Priority regarding Infrastructure by appropriately planning to support our growing and expanding community.

This project also aligns with the Library's Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:		Tricia Suellenrop	2028	2028	2029	Project Total
Project:	Mobile Lab	Priority #	3	Requested	0	523,688	330,750	1,102,500
Capital Expenditures								
Preliminary Studies								0
Land Acquisition								0
Design/Consulting					523,688		330,750	1,102,500
Construction								0
Public Art								0
Subtotal	0	0	0	0	523,688	330,750	330,750	1,102,500
Equipment Expenditures								
Furnishings, Fixtures and Equipment (FFE)								0
Subtotal	0	0	0	0	0	0	0	0
Start-Up Capital								
Subtotal	0	0	0	0	0	0	0	0
Total Capital	0	0	0	0	523,688	330,750	330,750	1,102,500

Completed Project total (Est 2030)
Garage not included

Capital Improvement Program - Project Operating Expenses

Department:		Library		Submitted by:		Tricia Suellentrop		2028		
Project:		Mobile Lab		Department Priority #		3		Year Project Requested		
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2025	2026	2027	2028	2029	Estimated Annual Cost
Mobile Learning Unit Manager	16.16	1.00	38.00	1/3/2028	0	0	0	108,077	112,400	108,077
Youth Information Specialist	14.14	1.00	29.00	7/3/2028	0	0	0	43,312	90,089	90,089
Youth Information Specialist	14.14	1.00	29.00	7/3/2028	0	0	0	43,312	90,089	90,089
Youth Information Specialist	14.14	1.00	29.00	7/3/2028	0	0	0	43,312	90,089	90,089
Subtotal		4.00			0	0	0	238,013	382,667	378,344
Contractual (On-Going)		Account Code		Date						
Various Contractual				1/2/2029						
Subtotal					0	0	0	0	60,000	60,000
Commodities (On-Going)		Account Code		Date						
Various Commodities				1/2/2029						
Subtotal					0	0	0	0	60,000	60,000
Capital Outlay (On-Going)		Account Code		Date						
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)		Account Code		Date						
Subtotal					0	0	0	0	0	0

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

Department/Agency: Library

Submitted by: Tricia Suellentrop

Project Name: Mobile Learning Unit

Date of Submittal: 01/26/2024

Department Priority: 3

Project is: On-going from prior years [] Replacement [] Enhancement [] Growth [] New Service Provision [X]

Description:

(Provide project description, including an overview of the need for the project, departments involved, project purpose, timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.)

Johnson County Library, through prior research and project team efforts, has identified community need for expanded patron access and outreach with targeted emphasis on providing a traveling hub of Library services that focuses primarily on early literacy development. This project would provide a “mobile branch” that can take a select set of Library services to various underserved and disadvantaged areas of the County, focusing providing increased services that help grow early literacy skills in the *Birth to 6* and *Early Elementary* age groups, as well as caregivers and educators. It is anticipated that we would also see increased visitation at physical locations and increased usage of existing library resources because of this mobile programming.

The Library expects to work with Johnson County Library’s Foundation to help identify possible sponsors and design a capital fund raising campaign to help pay for a portion of initial costs for the mobile learning unit. Johnson County Library would be committed to paying for the additional personnel, ongoing operational and maintenance costs associated with providing these services, along with eventual costs for replacement of the mobile unit.

Benefits of Project and Impact if Not Completed:

(Highlight project benefits, including efficiencies created, service enhancements, and cost savings. Also describe any short- and long- term consequences of not funding the project.)

The idea behind the mobile learning unit is to help fill possible opportunity gaps that have developed within Johnson County for children in certain segments of the community. The mobile unit is hoping to help enhance early literacy efforts within those underserved or disadvantaged segments of the community and provide increased access to library programs for the birth to 6 and early elementary populations along with caregivers and educators for these populations. The goal is to help create a community where every child has a chance to grow, learn, and thrive; or at a minimum help mitigate opportunity gaps in the community with more vulnerable youth populations.

Discuss Operating Budget Impact (Personnel and Non-Personnel Operating Costs):

Capital Improvement Program FY 2025 – FY 2029 Capital and Operating Impact Form

(Explain the project's short- and long-term impacts on the community's operating budget Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.)

This would be a new service line for Johnson County Library which will require additional personnel to staff the mobile learning unit. The Library anticipates needing 4.0 FTE to operate the mobile learning unit. There will also be vehicle insurance, fuel, and vehicle maintenance costs associated with the mobile learning unit. Depending on what equipment is placed on the mobile learning unit there could be some maintenance agreements tied to that equipment or some subscription-based services that are tied to programs that the mobile learning unit would provide.

Performance Measures and Strategic Priorities:

(List department/agency performance measures that will be used to evaluate project success. Also describe how the project relates to the Board of County Commissioners Strategic Priorities.)

This project directly relates to the BOCC's Strategic Priorities regarding Infrastructure and Health and Safety by appropriately planning to support our growing and expanding community, and striving to provide a high quality of life for all residents.

This project also aligns with the Library's Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: February 8, 2024

Re: ARM 20-80-28 Commercial and Business Activities in the Library and ARM 20-80-27 Study Rooms

Issue: ARM 20-80-28 Commercial and Business Activities in the Library and ARM 20-80-27 Study Rooms

Suggested Motions:

(a) I move that the Johnson County Library Board of Directors approves ARM 20-80-28, Commercial and Business Activities.

(b) I move that the Johnson County Library Board of Directors approves ARM 20-80-27, Study Rooms.

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARM is newly created after a question was brought to our attention during the review cycle. It has been reviewed and is being shared with you for information today. It has been library practice that businesses do not use library resources to solicit our patrons or staff. The creation of policy 20-80-28 clarifies our intended use of the library for businesses. The addition of this policy requires changes to our existing Study Room policy (ARM 20-80-27) which was pulled from consideration by the Library Board in October 2023 to address the question of solicitation in the Library.

Analysis:

Our current solicitation policy (ARM 20-80-25) describes how individuals may use and not use Library spaces for solicitation, petitioning, or distribution of literature. ARM 20-80-28 is intended to describe how entities with business or commercial interest may use and not use Library spaces. We invite commercial entities to use our spaces to conduct business in ways that do not disrupt patrons or solicit patrons. Appropriate business uses might include the use of our rooms to meet clients or the use of our computers to conduct business transactions. Inappropriate business use might include hosting seminars to engage potential customers or the distribution of products or advertisements to library staff or patrons.

We believe that this policy clarification allows us to better fulfill our vision to create an environment for people to learn, to explore, to enjoy, to create, and to connect.

Additionally, we are recommending a change to ARM 20-80-27 Study Rooms to reference the individual use policy (20-80-25) and the commercial and business use policy (20-80-28).

Funding Overview: No costs were affected.

Alternatives: Maintain our current policy and practice regarding solicitation in the library.

Recommendation: It is the recommendation of the library that the Board approves the proposed changes to these policies.

Budget Review: None needed.

Legal Review: These policies have been reviewed and certified by legal counsel.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-28

SECTION: Facility Usage

SUBJECT: COMMERCIAL AND BUSINESS ACTIVITIES IN THE LIBRARY

SUMMARY

This regulation describes the use of library spaces to conduct business and commercial activities.

Effective Date:

February 8, 2024

Reviewed

POLICY

a. The library desires to provide an environment for individuals and businesses to utilize the library for the furtherance of limited commercial endeavors without disruption or solicitation of patrons in the library.

GUIDELINES FOR USE

b. Individuals and business entities or other organizations may not solicit library patrons on library premises. For purposes of this policy, solicit and solicitation are defined as seeking the business or commercial engagement of potential customers.

Individuals and businesses may conduct business in the library with clientele or associates with whom that person or business has a preexisting relationship, except in those areas prohibited by ARM 20-80-20.

As described in ARM 20-80-20, as public forum spaces, meeting rooms are only available to government and non-profit organizations and may not be utilized for business or commercial purposes.

Study rooms or conference rooms, as non-public forum spaces, are available for business purposes in accordance with this policy.

As indicated in ARM 20-60-11, sale of authors' works and other materials related to a library program is allowed in conjunction with the program.

All entities and individuals are prohibited from using Johnson County Library's likeness, branding, or images without the expressed consent of the Library, in compliance with ARM 10-50-85.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-28

SECTION: Facility Usage

SUBJECT: COMMERCIAL AND BUSINESS ACTIVITIES IN THE LIBRARY

EXAMPLES

c. The following are limited examples intended to illustrate acceptable and unacceptable business activities in the library:

Example of an acceptable activity:

A business entity reserves a study room and utilizes the study room for a board of directors meeting.

Examples of activities in violation of this policy:

An entity reserves a study room and utilizes the study room to host an informational seminar on certain products and seeks to engage attendees to purchase such products.

PENALTIES

An entity distributes flyers or pamphlets on library property to solicit Library patrons or employees.

c. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library.

February 8, 2024

ARM 20-80-28 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-27

SECTION: Facility Usage

SUBJECT: STUDY ROOMS

SUMMARY

This regulation describes the policy for public use of JCL study rooms.

Effective Date:

January 9, 2014

Reviewed

October 4, 2017

October 27, 2021

~~October 12, 2023~~ February 8, 2024

PURPOSE

a. The purpose of study rooms is to provide space, free of charge, for quiet study and small group meetings, for use by individuals of any age. Study rooms are non-public forum areas.

GUIDELINES FOR USE

b. The County Librarian or designee will establish guidelines and procedures for study room use and make them available to patrons.

~~1. Solicitation and selling of tangible goods out of study, media and conference rooms is prohibited. Solicitation is prohibited as defined in the procedure.~~

Business activities may be conducted in study, media, and conference rooms within the guidelines of ARM 20-80-25 and ARM 20-80-28

PENALTIES

c. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library study room, financial liability for damages, and/or immediate removal from the room.

~~October 27, 2021~~,
~~202112,~~
February 8, 2024

ARM 20-80-27 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-27

SECTION: Facility Usage

SUBJECT: STUDY ROOMS

SUMMARY

This regulation describes the policy for public use of JCL study rooms.

Effective Date:

January 9, 2014

Reviewed

October 4, 2017

October 27, 2021

February 8, 2024

PURPOSE

a. The purpose of study rooms is to provide space, free of charge, for quiet study and small group meetings, for use by individuals of any age. Study rooms are non-public forum areas.

GUIDELINES FOR USE

b. The County Librarian or designee will establish guidelines and procedures for study room use and make them available to patrons.

1. Business activities may be conducted in study, media, and conference rooms within the guidelines of ARM 20-80-25 and ARM 20-80-28

PENALTIES

c. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library study room, financial liability for damages, and/or immediate removal from the room.

February 8, 2024

ARM 20-80-27 End

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: February 8, 2024
Re: ARM 20-10-61 Unattended Children and Parental Responsibilities

Issue: ARM 20-10-61 Unattended Children and Parental Responsibilities

Suggested Motion: I move that the Johnson County Library Board of Directors approves ARM 20-10-61, Unattended Children and Parental Responsibilities.

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARM has been reviewed and the highlights below are the changes staff is recommending. The Library has had a policy regarding unattended children and parental responsibility. It is the Library's intent that parents are responsible for their children's practice in the library and not Library staff.

Analysis: The previous version of the policy did not adequately define our expectations for a "caregiver" who has been charged with overseeing children under the age of 7. The suggested changes establish that parents or guardians are responsible for ensuring that children under the age of 7 are supervised by a caregiver who is at least 12 years old and has the ability to abide by Library policies and behavioral expectations.

These changes help establish guidelines for patrons and staff to ensure an environment for patrons to engage with our services.

Funding Overview: No costs were affected.

Alternatives: Maintain our current policy and practice regarding unattended children in the library.

Recommendation: Approval of the changes to the Unattended Children policy.

Budget Review: None needed.

Legal Review: These polices have been reviewed and certified by legal counsel.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-61

SECTION: General Patron Services

SUBJECT: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY

SUMMARY

The purpose of this document is to describe the responsibilities of parents and librarians ~~in regard to~~ regarding minors who are using the library. This regulation also describes the library policy on children left unattended at closing of a library facility.

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017

October 27, 2021

February 8, 2024

POLICY

a. Parents **or guardians** are responsible for making sure that their children age 7 and under are attended and supervised at all times while using the library.

b. **Parents or guardians are responsible for making sure that their children age 7 and under have an actively engaged caregiver of at least 12 years of age in the immediate vicinity of and in sight of children age 7 and under.**

c. **Parents, guardians, or caregivers are responsible for ensuring that children under their supervision are able to abide by Library policies, including the Patron Code of Behavior.**

d. Pursuant to ARM 20-10-10 Hours of Service, the

library establishes hours of service. The library prominently publishes those hours for the benefit of library patrons.

Library employees are employed to provide library service during library hours of service. Library employees are not ~~custodians, babysitters, or caregivers for children at any time, including after the library doors are closed. Parents are responsible for ensuring that their children have rides or are picked up and off of the library premises no later than the time that the library closes.~~

e. Parents or guardians of all children under the age of 18 are responsible for making sure that their children are prepared to leave the library when the library closes.

f. At 45 minutes after closing, a child under the age of 12 will be treated by the library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care.

g. The County Librarian may establish additional rules and guidelines for the enforcement of this regulation.

February 8, 2024

ARM 20-10-61 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-61

SECTION: General Patron Services

SUBJECT: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY

SUMMARY

The purpose of this document is to describe the responsibilities of parents and librarians regarding minors who are using the library. This regulation also describes the library policy on children left unattended at closing of a library facility.

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017

October 27, 2021

February 8, 2024

POLICY

a. Parents or guardians are responsible for making sure that their children age 7 and under are attended and supervised at all times while using the library.

b. Parents or guardians are responsible for making sure that their children age 7 and under have an actively engaged caregiver of at least 12 years of age in the immediate vicinity of and in sight of children age 7 and under.

c. Parents, guardians, or caregivers are responsible for ensuring that children under their supervision are able to abide by Library policies, including the Patron Code of Behavior.

d. Pursuant to ARM 20-10-10 Hours of Service, the

library establishes hours of service. The library prominently publishes those hours for the benefit of library patrons.

Library employees are employed to provide library service during library hours of service. Library employees are not caregivers for children at any time-

e. Parents or guardians of all children under the age of 18 are responsible for making sure that their children are prepared to leave the library when the library closes.

f. At 45 minutes after closing, a child under the age of 12 will be treated by the library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care.

g. The County Librarian may establish additional rules and guidelines for the enforcement of this regulation.

February 8, 2024

ARM 20-10-61 End

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: February 8, 2024
Re: ARM 20-10-12 Facility Closings

Issue: ARM 20-10-12 Facility Closings

Suggested Motion: I move that the Johnson County Library Board of Directors approves ARM 20-10-12, Facility Closings.

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARM was discussed at the Library Board Retreat in October and has been reviewed. This ARM had only covered facility closings for weather events. It has been expanded to include facility closure for other events (including maintenance). Highlighted below are the changes staff is recommending.

Analysis: After the Library Board Retreat discussions surrounding types of building closures, ARM 20-10-12 Facility Closings was reviewed by members of a working management team in consultation with various stakeholders. The new policy incorporates suggestions of the closure authority delegated to the County Librarian or their designee. The following changes have been made to ARM 20-10-12 Facility Closings.

- Edits for clarity
- Addition of Maintenance and construction closure standards including the delegated closure limit of three days without Library Board approval in those instances where the Library can not bring the closure to a regularly scheduled Library Board meeting.

Funding Overview: No costs were affected.

Alternatives: Maintain current policy for weather closure only.

Recommendation: Approval of the changes to the Facility Closings policy.

Budget Review: None needed.

Legal Review: These policies have been reviewed and certified by legal counsel.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS ~~FOR INCLEMENT WEATHER~~

SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:

October 4, 2017

Review Date:

November 7, 2019
February 11, 2021
October 13, 2022
February 8, 2024

POLICY

a. Johnson County Library facilities do not close due to severe weather or maintenance, unless the County Librarian or the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

Weather

b. ~~In the event of inclement weather, the~~ County Librarian may postpone opening libraries or close libraries early ~~until weather conditions abate or until travel conditions are improved, or may close facilities early~~ when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility

Maintenance and Construction

c. Johnson County Library will maintain standards for safe building access. In the event that a facility is unsafe to deliver service, the County Librarian or their designee may postpone opening libraries or close libraries early until facility conditions are made safe to deliver patron service. The determination of late openings, early closings, or complete closings will be made on a situation-by-situation basis.

d. For situations where scheduled maintenance demands building closure the County Librarian or their designee will seek Library Board approval for closure. In the event that the urgency of the closure does not allow

for Library Board approval at a regularly scheduled meeting, the County Librarian or their designee is authorized to close a building for up to three days.

Employee Compensation

e. Scheduled employees who are not able to work due to partial or complete closings will follow payroll procedures issued by Library administrative staff

ARM 20-10-12 END

~~October 13,~~
2022 February 8,
2024

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS

SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:

October 4, 2017

Review Date:

November 7, 2019
February 11, 2021
October 13, 2022
February 8, 2024

POLICY

a. Johnson County Library facilities do not close due to severe weather or maintenance, unless the County Librarian or the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

Weather

b. In the event of inclement weather, the County Librarian may postpone opening libraries or close libraries early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility

Maintenance and Construction

c. Johnson County Library will maintain standards for safe building access. In the event that a facility is unsafe to deliver service, the County Librarian or their designee may postpone opening libraries or close libraries early until facility conditions are made safe to deliver patron service. The determination of late openings, early

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS

closings, or complete closings will be made on a situation-by-situation basis.

d. For situations where scheduled maintenance demands building closure the County Librarian or their designee will seek Library Board approval for closure. In the event that the urgency of the closure does not allow for Library Board approval at a regularly scheduled meeting, the County Librarian or their designee is authorized to close a building for up to three days.

Employee
Compensation

e. Scheduled employees who are not able to work due to partial or complete closings will follow payroll procedures issued by Library administrative staff

February 8, 2024

ARM 20-10-12 END

DRAFT

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: February 8, 2024
Re: ARM 10-50-10 Bylaws of the Board of Directors

Issue: ARM 10-50-10 Bylaws of the Board of Directors

Suggested Motion: I move that the Johnson County Library Board of Directors approves ARM 10-50-10, Bylaws of the Board of Directors.

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARM was discussed at the Library Board Retreat in October and has been reviewed. Highlighted below are the changes staff is recommending.

Analysis: After the Library Board Retreat discussions surrounding ARM 10-50-10 Bylaws of the Board of Directors, members of a working management team in consultation with various stakeholders, reviewed this policy. The following changes have been made to ARM 10-50-10 Bylaws of the Board of Directors.

I. Meetings B. Regular Meetings Outlines the policy for accepting in person or written citizen comments on matters pertaining to the Library. Limits for in person comment is 2 minutes per individual for a total of 30 minutes. Written comments will be made part of the board packet and will not be read aloud. Commenting citizens are requested to provide their name and city of residence. If seeking further engagement they are asked to provide their address.

II. Officers & Duties G. Attendance Outlines expectations that Directors regularly and consistently attend Board meetings to ensure continuity of activities by having a quorum. Describes actions taken by the Board chair if a Director is absent from 4 meetings in a 12 month period. This will initiate informal communication to the Director's appointing member of the Board of County Commissioners. The authority for appointment or removal of the Directors resides with the Board of County Commissioners in accordance with K.S.A. 12-1222.

Funding Overview: No costs were affected.

Alternatives: Maintain current bylaws or remit for further changes.

Recommendation: Approval of the changes to the Bylaws of the Board of Directors.

Budget Review: None needed.

Legal Review: These polices have been reviewed and certified by legal counsel.

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

This document consists of the bylaws of the Board of Directors of the Johnson County Library, as amended. The bylaws are the rules adopted by the library board for management of its internal affairs.

Review Date:

August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
February 8, 2024

MEETINGS

I. MEETINGS

Regular Meetings

~~A.~~ ~~A.~~The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted at the Central Resource Library, the County Administration Building, on the Library website, and provided in writing a reasonable time in advance of the meeting, to members of the print and electronic media, and to other persons or organizations that request such notice pursuant to the Kansas Open Meetings Act.

B. The Board will accept citizen comments at each monthly regular Board meeting, which is an opportunity for citizens to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. A citizen must provide their address for the record if that citizen seeks further engagement or follow-up by the Library on an item addressed in their citizen comment. Citizens may speak in person or may submit a written comment. To speak in person, the citizen must indicate their attendance before the meeting starts on a citizen comment sign-in sheet located in the meeting room. Additionally, Citizens are encouraged to communicate with Library staff before the meeting date about their intention to give citizen comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. Citizen comments will last no more than 30 minutes in total, unless otherwise provided by a vote of the majority of the Board. The Board Chair will determine the follow-up needed to citizen comments, if any, in consultation with the County

Changes B. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

Special Meetings C. Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.

Open Meetings
Law

D. All meetings of the Board shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A 75-4317, except for lawful executive sessions.

Parliamentary
Rules

E. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.

Suspension of
Rules of Order
Rules

F. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.

Agendas and
Information
Provided to the
Board

G. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous meeting
3. Information on all consent items

Recommendations and proposed resolutions with supporting information and reports

4. Discussion items with information and reports
5. Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

OFFICERS AND DUTIES

II. OFFICERS AND DUTIES

- Officers A. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board.
- Nominations B. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board.
- Terms of Office C. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively.
- Chair's Duties D. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.
- Vice Chair/ Secretary's Duties E. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with the Personnel Committee, if any, appointed by the chair.
- Treasurer's Duties F. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.

~~Unexcused Absences~~Attendance

G. ~~The unexcused absence of a Director from two (2) consecutive meetings shall be cause for the chair to prepare and transmit to such Director a letter reminding the Director that the This Board expects that Directors regularly and consistently attend Board meetings to ensure the continuity of Library activities by having a quorum at Board meetings. Four absences from regular Board meetings during a 12-month period by a Director is cause for the Board chair to informally communicate such Director's attendance record to the Director's appointing member of the Board of County Commissioners. Provided, however, the Board acknowledges (a) the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board, at which time the chair will give notice to the Board of County Commissioners, and (b) the authority for appointment or removal of the Directors resides with the Board of Co~~2024 February Board Report Commissioners in accordance with K.S.A 12-1222.-

Vacancies

H. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs ~~or when a Director has incurred three (3) consecutive unexcused absences.~~ Vacancies in a

Board officer position shall be filled by election at the Board meeting next succeeding the occurrence of the vacancy.

COMMITTEES

Standing and Special Committees

III. COMMITTEES

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

QUORUM

Formula

IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

COUNTY LIBRARIAN

County Librarian's Duties

V. LIBRARIAN

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

ORDER OF BUSINESS

VI. ORDER OF BUSINESS

The Board shall generally follow Robert's Rules of Order for the order of business with adjustments as needed.

AMENDMENT OF BYLAWS

Criteria for Amendment of Bylaws

VII. AMENDMENT OF BYLAWS

These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains (1) the present wording of the provision being amended, (2) the proposed amendment, and (3) the rationale for the proposed amendment.

February 8, 2024

ARM 10-50-10 End

APPENDIX

Order of Business

In general, regular Board meetings shall have the following order of business:

- I. Call to Order – quorum determination
- II. Citizen Comments
- III. Remarks
 - a. Library Board of Directors
 - b. Friends of the Johnson County Library
 - c. Johnson County Library Foundation
 - d. Board of County Commissioner Liaison
- IV. Reports
 - a. Board Counsel
 - b. County Librarian
 - c.
- V. Consent Agenda
 - a. Action Items
 - b. Information Items
 - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

This document consists of the bylaws of the Board of Directors of the Johnson County Library, as amended. The bylaws are the rules adopted by the library board for management of its internal affairs.

Review Date:

August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
February 8, 2024

MEETINGS

I. MEETINGS

Regular Meetings

- A. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted at the Central Resource Library, the County Administration Building, on the Library website, and provided in writing a reasonable time in advance of the meeting, to members of the print and electronic media, and to other persons or organizations that request such notice pursuant to the Kansas Open Meetings Act.
- B. The Board will accept citizen comments at each monthly regular Board meeting, which is an opportunity for citizens to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. A citizen must provide their address for the record if that citizen seeks further engagement or follow-up by the Library on an item addressed in their citizen comment. Citizens may speak in person or may submit a written comment. To speak in person, the citizen must indicate their attendance before the meeting starts on a citizen comment sign-in sheet located in the meeting room. Additionally, Citizens are encouraged to communicate with Library staff before the meeting date about their intention to give citizen comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. Citizen comments will last no more than 30 minutes in total, unless otherwise provided by a vote of the majority of the Board. The Board Chair will determine the follow-up needed to citizen

comments, if any, in consultation with the County Librarian.

Changes

B. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

Special Meetings

C. Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.

Open Meetings Law

D. All meetings of the Board shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A 75-4317, except for lawful executive sessions.

Parliamentary Rules

E. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of

order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.

Suspension of Rules of Order Rules

F. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.

Agendas and Information Provided to the Board

G. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as

designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous meeting
3. Information on all consent items

Recommendations and proposed resolutions with supporting information and reports

4. Discussion items with information and reports

Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

OFFICERS AND DUTIES

Officers

II. OFFICERS AND DUTIES

A. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board.

Nominations

B. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board.

Terms of Office

C. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively.

Chair's Duties

D. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.

Vice Chair/ Secretary's Duties

E. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with the Personnel Committee, if any, appointed by the chair.

Treasurer's Duties

F. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.

Attendance

G. This Board expects that Directors regularly and consistently attend Board meetings to ensure the continuity of Library activities by having a quorum at Board meetings. Four absences from regular Board meetings during a 12-month period by a Director is cause for the Board chair to informally communicate such Director's attendance record to the Director's appointing member of the Board of County Commissioners. Provided, however, the Board acknowledges (a) the Board of County

Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board, at which time the chair will give notice to the Board of County Commissioners, and (b) the authority for appointment or removal of the Directors resides with the Board of County Commissioners in accordance with K.S.A 12-1222.

Vacancies

H. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of

County Commissioners whenever a Board vacancy occurs Vacancies in a

COMMITTEES

Standing and Special Committees

III. COMMITTEES

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

QUORUM

Formula

IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

COUNTY LIBRARIAN

County Librarian's Duties

V. LIBRARIAN

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

ORDER OF BUSINESS

VI. ORDER OF BUSINESS

The Board shall generally follow Robert's Rules of Order for the order of business with adjustments as needed.

AMENDMENT OF BYLAWS

Criteria for Amendment of Bylaws

VII. AMENDMENT OF BYLAWS

These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains

(1) the present wording of the provision being amended, the proposed amendment, and (3) the rationale for the proposed amendment.

DRAFT

APPENDIX

Order of Business

In general, regular Board meetings shall have the following order of business:

- I. Call to Order – quorum determination
- II. Citizen Comments
- III. Remarks
 - a. Library Board of Directors
 - b. Friends of the Johnson County Library
 - c. Johnson County Library Foundation
 - d. Board of County Commissioner Liaison
- IV. Reports
 - a. Board Counsel
 - b. County Librarian
 - c.
- V. Consent Agenda
 - a. Action Items
 - b. Information Items
 - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: February 8, 2024

Re: ARM 60-10-30 Surveillance Cameras and Dissemination of Surveillance Images

Issue: ARM 60-10-30 Surveillance Cameras and Dissemination of Surveillance Images

Suggested Motion: I move that the Johnson County Library Board of Directors approves ARM 60-10-30 Surveillance Cameras and Dissemination of Surveillance.

Background: The following ARM is newly created to address physical security matters at the Library. The Library has had an informal process in the past to respond to law enforcement agency or Kansas Open Records Act (KORA) requests for video surveillance footage and previously used 14 days as a retention point based on technology constraints at the time. The current industry standard used for video surveillance footage is 30 days.

Analysis: The Library endeavors to provide safe and secure facilities for patrons and Library employees. This regulation governs (i) installation of surveillance camera technology, (ii) use of images and information captured by surveillance cameras, and (iii) retention of surveillance footage by the Library. The purpose of installing video surveillance cameras on Library property is for security of Library patrons and staff and protecting the integrity of Library property. Technology advancements and updated security equipment have made a formal policy necessary to ensure transparency to patrons, staff, and law enforcement agencies.

Funding Overview: No costs were affected.

Alternatives: The process remains informally without a policy behind it and 14 days video surveillance footage retention is kept as a standard instead of moving to 30 days.

Recommendation: Approve the ARM as reviewed and written.

Budget Review: None needed.

Legal Review: These polices have been reviewed and certified by legal counsel.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 60-10-30

SECTION: Administrative Services

SUBJECT: Surveillance Cameras and Dissemination of Surveillance Images

SUMMARY

This document provides guidelines for the practice of installing security and surveillance camera technology installed by the Johnson County Library on Library property and the use, retention, and dissemination of the images and information captured by such cameras.

Effective Date:

February 8, 2024

POLICY

a. The Library endeavors to provide safe and secure facilities for patrons and Library employees. This regulation governs (i) installation of surveillance camera technology, (ii) use of images and information captured by surveillance cameras, and (iii) retention of surveillance footage by the Library. The purpose of installing video surveillance cameras on Library property is for security of Library patrons and staff and protecting the integrity of Library property.

SURVEILLANCE CAMERAS & CAPTURED IMAGES Location of Cameras

b. Only the Library may install security cameras on exterior and interior surfaces of Library buildings and related improvements, in locations determined by the County Librarian or designee. The County Librarian is authorized to develop procedures, as necessary, to identify locations of security cameras in consultation with authorized individuals having expertise in security systems. It is intended that the surveillance cameras, once installed, are permanent fixtures of the Library, unless earlier decommissioned or removed as determined by the County Librarian or designee. Camera positions will not be changed without the permission of the County Librarian or designee. The locations for surveillance cameras are identified with the purpose of deterring theft, endangerment, vandalism, operational disruption, and to identify any individual involved in illegal activity, allegedly illegal activity, or offense of the Library's Patron Code of Behavior.

Privacy and Notice to Patrons

c. The Library recognizes the importance of Library patrons' and staff right to privacy. Cameras will not be installed in areas of the Library: (i) with access restricted from the public and accessible primarily to Library staff

and (ii) where a person has a reasonable expectation of privacy, for example, restrooms. Cameras will not be installed with the intentional purpose of identifying the contents of a person's Library materials or viewing or listening activities while in the Library. Information and images collected by surveillance cameras are not Patron Registration Information or Patron Borrowing Records, as defined in ARM 20-20-20.

Security cameras will be installed in a manner that is plainly visible to the public. Signage will be posted in a location identified by the County Librarian or designee advising the public that video surveillance is taking place on the Library premises.

Video and
Image Access
by Library Staff

d. The County Librarian and staff authorized by the County Librarian will have authority to access images and information captured by video surveillance cameras. The County Librarian is authorized to develop procedures to designate personnel authorized to access the security systems.

Video recordings, as well as images obtained through archival recordings may be used internally by Library staff to identify person(s) participating in criminal or alleged criminal activity, in violation of Library policy, or actions which are considered or may be in violation of the Library's Patron Code of Behavior. Still frame images and limited video captured by surveillance cameras may be shared with authorized Library staff members to identify individuals who have had their Library privileges suspended, participated in criminal activity, or are considered a disruption to Library operations. Images and videos are only shared with the authorized Library employees when appropriate to raise awareness of safety and security concerns, or at the discretion of the County Librarian or designee.

Video and
Image
Retention

e. The Library will retain surveillance footage for 30 days from the date of recording, at which time such footage will be destroyed, unless during the 30-day retention period the Library receives a third-party request, as described in Paragraph f below, or the footage contains images or information pertaining to a known or potential security incident, in which cases the footage will be retained until resolution of the matter at issue or when it no longer has use for Library security purposes, whichever is sooner. During the 30-day footage retention period, the retained footage and images are stored on an internal server and will be accessible through archival retrieval by authorized

DISSEMINATION OF
VIDEO & CAPTURED
IMAGES

Library staff, subject to safeguards utilized to protect data from unauthorized access.

f. Outside inquiries from law enforcement, media, government agencies, lawyers, and other third parties regarding security footage related to particular incidents captured by surveillance will be referred to the County Librarian, and no records may be made public without express approval of the County Librarian or designee. Video, images, and information captured by surveillance cameras, may be released (i) to law enforcement when requested as part of a criminal investigation and (ii) to the extent required by valid court order, subpoena authorized under state, federal, or local law, or as otherwise required by law, including but not limited to the Kansas Open Records Act, K.S.A. 45-215, *et. seq.*, in accordance with Library ARM 10-55-11.

EXCEPTIONS FOR PUBLIC
MEETING AND
PROGRAMMING EVENTS

g. This regulation does not pertain to recordings of public meetings of the Johnson County Library Board of Directors or certain recorded Library programming events, including but not limited to author speaking engagements, for example.

February 8, 2024

ARM 60-10-30 End

DRAFT

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: February 8, 2024
Re: ARM 20-10-40 Social Media Commenting Terms of Use Policy

Issue: ARM 20-10-40 Social Media Commenting Terms of Use Policy – Information Only – vote in March

Suggested Motion: Information Only

Background: This new regulation provides policy, implementation and interaction framework for Library staff and patrons as they use and interact with Johnson County Library social media on any social media platforms. The regulation is based on social media guidelines from Johnson County Government and the American Library Association and reflects the rules contained in the Library’s Patron Code of Behavior (ARM 20-10-50).

Analysis: 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 restrict the exercise of free speech rights in all interactions on Library social media, especially to the extent that the conduct in question would be disruptive or harmful to others or violates this regulation or the Library’s Patron Code of Behavior (ARM 20-10-50). This applies to all interactions, posts, messages, and comments by all individuals on all Library social media platforms. This policy applies to public comments on social media platforms and staff of Johnson County Library are still subject to the Johnson County HR policy governing employee behavior on social media.

Funding Overview: No costs were affected.

Alternatives: The policy covering public commenting on social media remains under the Johnson County policy and procedures.

Recommendation: For information only this month. Please make any suggestions you wish.

Budget Review: None needed

Legal Review: These polices have been reviewed and certified by legal counsel

ADMINISTRATIVE REGULATIONS

TAB: Patron/Other Services

DOCUMENT NUMBER: 20-10-40

SECTION: General Patron Services

SUBJECT: Social Media Commenting Terms of Use Policy

SUMMARY

This regulation provides policy, implementation and interaction framework for Library staff and patrons as they use and interact with Johnson County Library social media on any social media platforms. The regulation is based on social media guidelines from Johnson County Government and the American Library Association and reflects the rules contained in the Library’s Patron Code of Behavior (ARM 20-10-50).

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 restrict the exercise of free speech rights in all interactions on Library social media, especially to the extent that the conduct in question would be disruptive or harmful to others or violates this regulation or the Library’s Patron Code of Behavior.

This document describes situations under which a user’s comment or other content may be removed from Library social media or a user may be blocked from any Library social media.

Comments expressed on any social media platform do not reflect the views or positions of the Library, the Library Board or Library employees. Social media users should exercise their own judgment about the quality and accuracy of any information presented through social media.

Effective Date:

Affirmed

February 8, 2024

DEFINITIONS

a: Social media. The U.S. Government defines social media as the various activities that integrate technology, social interaction and content creation. These sites and applications may take on different forms, such as social networking, forums, micro-blogging, blogs and video/photo posting sites.

POLICY

b: Limited public forum. Library social media is a limited public forum distinguishable from a public forum in that the Library maintains discretion to reasonably restrict the exercise of speech in a designated space. A limited public form is not required to allow unfettered free speech; rather, it is required only to allow free speech that is consistent with its own mission, vision and values.

c: User. For the purposes of this document, a user is a person who engages with the Library via social media by posting a comment on a post made by the Library, tagging the Library in a post the user makes or using a platform to message the Library. Users who submit posts or comments on Library social media sites agree that they have read, understand and agree to this policy/the Social Media Commenting Terms of Use policy.

d: Content. For the purposes of this document, content is any and all written or visual interaction with the Library on its social media platforms. Content may include but is not limited to comments, messages, text, images, photographs, alt tags, GIFS, memes or other visual or written forms of interaction.

a. In accordance with this regulation, the Patron Code of Behavior (ARM 20-10-50) applies to all interactions, posts and comments by any and all individuals on all Library social media. The same is true for private messages, regardless of social media platform.

b. Failing to comply with Library regulations and with instructions or requests made by Library staff with respect to Library regulations is strictly prohibited on Library social media.

Unruliness

Dangerous or disruptive behavior is prohibited. This may include posts, comments, private messages or any behavior that is disruptive to patrons or staff or contains information that may compromise the safety or security of the public, public systems, the Library, the county, its employees, or public officials.

Abusiveness

Behavior in the form of comments, posts or private messages that is abusive to Library patrons or staff is prohibited.

Language

Abusive or obscene language, graphics, videos or any other media is prohibited on posts, comments or

messages on Library social media.

Images	Images, GIFs and/or video content or language that is considered profane, posts that contain sexually explicit images, cartoons, jokes or links to sexual content; or content that contains obscene, profane, threatening, or harassing language is strictly prohibited.
Discrimination	Content that advocates unlawful discrimination on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, religion, age, disability, genetic information, military service, or other circumstance prohibited by federal, state, or local law, rule, or regulation is strictly prohibited.
Commercial Messages	Content that contains commercial messages, including advertisements, endorsements, solicitations and spam is strictly prohibited.
Political Endorsements	Content that promotes or endorses political campaigns, candidates for election to a political office, or ballot measures is strictly prohibited. This includes posts made from accounts named for the campaign of an office or elected position.
Illegal Activity	Content that contains suggestions or encouragement of illegal activity is strictly prohibited.
Defamatory Comments	Content that contains defamatory (i.e. slanderous, libelous) remarks, personal attacks or threats against any individual person or group of people is strictly prohibited as is content that makes or publishes false, vicious or malicious statements concerning any county employee.
Intellectual Property	Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement is strictly prohibited.
Violence	Content that promotes violence or the threat of violence to themselves or others is strictly prohibited and such content may be reported to the appropriate authorities.
Confidential Information	Content that discloses confidential or proprietary information or personally identifiable information, such as an address, phone number, social security number or other sensitive information of any person is strictly prohibited.
	Content that contains three or more successive or repetitive posts by a single user or repetitive posts

Repetitive Content	copied and pasted by one or more users, or spam is strictly prohibited.
Relevance	Content that is significantly off-topic or explicitly unrelated to the specific post is strictly prohibited. To best facilitate online conversation, users should please keep comments to the topic at hand.
Adjacent Content	Profile pictures and account names that accompany posts or comments are also subject to moderation based on the terms of this regulation.
Thread Size	Commenting on individual posts may be turned off when commenting exceeds 200 comments and/or when there are excessive comments in violation of our terms of use. Alternate methods of engaging with the Library will be offered, such as email or mail.
Notice	Commenting on social media is not an official notice or comment to Johnson County Library, its Board of Directors, administration or employees.

PRIVACY

Social media posts and comments are separate from patron records. Social media platforms will not be used to collect information about the Library's users. Information shared by users on the Library's social media will not be retained by the Library or used for other purposes. The Library may occasionally refer to public comments made on social media and members of the public may capture, screenshot or otherwise save and/or share content. However, the Library will not collect, sell or knowingly transfer to any third party and/or personally identifiable information related to social media engagement with the library. Messages to the Library through social media platforms are not private and may be subject to disclosure. Please be aware that every social media platform has its own privacy policies and they should be carefully reviewed before posting, commenting or otherwise engaging.

RETENTION

Records of hidden/deleted social media posts and blocked users will be retained by the Library for a period of one year.

AUTHORIZATION

The County Librarian authorizes designated Library staff to hide or delete posts and block users if posts or users violate this regulation.

February 8, 2024

ARM 20-10-40 End

To: Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Amending Administrative Regulations (ARM 50-30-25) Increased Purchasing Thresholds

Issue: Consider amending Administrative Regulations (ARM 50-30-25) to increase purchasing thresholds to align with recent purchasing threshold changes made for County purchasing.

Suggested Motion: I move to approve the recommended changes to Administrative Regulations (ARM 50-30-25) pertaining to the increased purchasing thresholds outlined in the redlined version of ARM 50-30-25.

Background: The last time the purchasing thresholds were updated was 2004. At that time the threshold for items requiring Library Board approval was increased from \$75,000 to \$100,000 and all of the other threshold levels were also adjusted accordingly at that time. In 2004 the overall Library expenditures totaled \$19,309,413 and the overall Library expenditure budget for 2024 is currently estimated at \$57,855,606.

Analysis: The County recently reviewed the purchasing thresholds and evaluated several factors that influence what the appropriate levels should be taking into consideration jurisdiction size, staff capacity, local cost of living, and typical purchasing volume to name just a few factors that were reviewed and evaluated. The other major factor that was considered was the impact that inflation has had on the cost for goods and services since 2004. Using the Consumer Price Index (CPI) the 2004 \$100,000 threshold would equate to approximately \$165,000 in today's dollars.

Based on the factors that were reviewed a recommendation of increasing the County's purchasing thresholds was made to the Board of County Commissioner's and approved on December 7, 2023, and went into effect January 1, 2024. Those threshold changes that would bring the Library to the County's revised levels are outlined in the chart below and match up with what is being proposed for changes being recommended to ARM 50-30-25.

Current Thresholds		
Description	Approval	Required Competition
Total		
Under \$10,000	Department Manager	Open Market
Under \$50,000	Department Manager	Informal Quotes
Under \$100,000	County Librarian	Formal Competition for General Services
Over \$100,000	Library Board	Formal Competition
Proposed Thresholds		
Description	Approval	Required Competition
Total		
Under \$15,000	Department Manager	Open Market
Under \$75,000	Department Manager	Informal Quotes
Under \$150,000	County Librarian	Formal Competition for General Services
Over \$150,000	Library Board	Formal Competition

In a review of items that came to the Library Board for approval in 2023 the approval of the recommended \$150,000 threshold would have reduced the number of contracts that come to the Library Board approval by six as there were six total contracts that were between \$100,000 and \$150,000 that the Library Board approved in 2023.

Funding Overview: There are no funds being requested as part of this action.

Alternatives: The Library Board could recommend keeping the purchasing thresholds for Library Board approval at the current level of \$100,000 and not accept the current proposed changes being made to ARM 50-30-25.

Recommendation: Library Board approve the recommended changes to Administrative Regulations (ARM 50-30-25) pertaining to the increased purchasing thresholds outlined in the redlined version of ARM 50-30-25.

Purchasing Review: This item does not require Purchasing approval but would align Library purchasing thresholds to the recently increased thresholds that the County has made and approved.

Legal Review: Library Board Counsel has reviewed and approved the proposed changes being made to the purchasing thresholds outlined in the redlined version of ARM 50-30-25 as presented.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

SUMMARY

This regulation describes the source of the Library Board's authority for entering into contracts independently, its intent to follow County procedures, where it does and does not delegate its authority to enter into contracts, adherence to the Kansas Cash Basis Law, and the reporting on contracts to be made to the Board. This regulation covers all contracts adopted by the Library Board pursuant to its governing authority under K.S.A. 12-1223. Agreements between the Johnson County Library and public agencies, not-for-profit organizations and for-profit businesses on co-sponsorship of programs and events (Program Agreements) are covered by ARM 10-50-85, "Program Agreements with Public Agencies, Not-for-Profit Organizations, and For-Profit Businesses." All Johnson County Library contracts are subject to the Kansas Cash Basis Law and the Kansas Tort Claims Act.

Effective Date:

Reaffirmed

March 9, 2017
 December 12, 2019
 February 11, 2021
 February 09, 2023
February 08, 2024

Reviewed

March 9, 2017
 December 12, 2019
 February 11, 2021
 February 09, 2023
February 08, 2024

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

POLICY;
CONTRACTS
COVERED BY THIS
REGULATION

a. The power to contractually bind the Johnson County Library resides solely in the Board of Directors of the Johnson County Library, pursuant to K.S.A. 12-1223, or in the County Librarian in those instances where the Library Board has specifically delegated the power to the County Librarian. The Board of County Commissioners does not have statutory authority to contractually bind the Johnson County Library. K.S.A. 12-1223 provides, "In Johnson county, the library board shall constitute a body corporate and politic possessing the usual powers of a corporation for public purposes, . . . and under such name may contract . . ." This regulation covers all of the contracts into which the library enters pursuant to its authority as a governing body under K.S.A. 12-1223 (Governance Contracts), with the exception of the Program Agreements covered by ARM 10-50-85. Governance Contracts include but are not necessarily limited to contracts for construction and renovation of library facilities; all contracts for consulting and professional services; all contracts with vendors and for the acquisition of goods; all leases and contracts pertaining in any way to library real estate, including easement and cross- parking agreements; all contracts relating to the acquisition of books and other library materials; and all contracts relating to the acquisition and maintenance of library technology and

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS FOR ACQUISITION OF MATERIALS

equipment. All of the contracts described in this regulation are Governance Contracts.

b. The Library Board of Directors has the complete authority, pursuant to K.S.A.12-1225(c), to enter into contracts for the acquisition of "books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the Board for the maintenance and extension of modern library service."

CONTRACTS FOR CONSULTING, ETC.

c. The Library Board of Directors also has the complete authority to enter into contracts for consulting, professional, and other services pursuant to K.S.A. 12-1223.

CONTRACTS FOR CONSTRUCTION

d. The Library Board of Directors has complete authority to award bids and enter into contracts for construction and renovation for specific projects when such specific projects have been authorized and funded by the Board of County Commissioners.

CONTRACTS FOR THE ACQUISITION OR DISPOSITION OF REAL ESTATE; ALL OTHER CONTRACTS

e. The Library Board of Directors has the authority to enter into contracts for the acquisition or disposition of real estate, subject to the approval of the Board of County Commissioners of Johnson County. The Library Board, as a quasi-municipal corporation under K.S.A. 12-1223, has the complete authority to enter into other contracts in accordance with this regulation.

DELEGATION TO COUNTY LIBRARIAN

Library Materials

f. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into contracts for library materials in cases where the Library Board's intent is provided in the Collection Development Policy and annual operating budget. The Library Board shall approve contracts for the acquisition of library materials of \$~~100~~150,000 or more.

Other Areas

g. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into all other contracts up to \$~~149~~149,999, where funds and the Library Board's intent are provided in the Johnson County Library's annual budget, except as noted below.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

PURCHASING
DEPT.

THRESHOLDSPROC
EDURES

h. Johnson County Purchasing Department regulations are strictly followed for all purchasing procedures, except as noted in (b) above. Purchases under \$150,000 require no competitive quotations. Purchases of \$150,000-\$7449,999 for which there is more than one source, require informal competitive quotations. Expenditures above \$7550,000 require formal, advertised competition (RFP's or RFB's); award can be made to any or all of the respondents to an RFP. Expenditures resulting from an RFP or RFB for amounts of \$7550,000 to \$1499,999 may be approved by the County Librarian in consultation with the Purchasing Director. The Library Board must approve all contracts arising from an RFP or RFB and other purchases amounting to \$1500,000 or more.

Change Orders

i) Change orders for construction projects and construction-related professional service contracts not specifically described in section ii may be approved by the County Librarian.

ii) The following types of change orders must be approved by the Library Board: ~~change orders which equal or exceed \$1500,000; for projects with a base contract amount of \$500,000 or less, change orders which equal or exceed \$750,000; for projects with a base contract amount of \$100,000 or less, change orders which equal or exceed \$150,000 and cause the total contract to exceed \$1500,000; for projects with a base contract amount between \$100,000 and \$500,000, change orders which individually or in combination with others exceed \$7550,000; for projects with a base contract amount between \$500,000 and \$1,000,000, change orders which individually or in combination with others exceed \$15000,000; for projects with a base contract amount of \$1,000,000 or more, -~~ Any change order which individually or in combination with others exceeds purchasing thresholds, or 10% of the base contract amount; and any change order which causes a project to exceed its project authorization or scope.

BOARD APPROVAL

i. All contracts for consulting and professional services that amount to \$1500,000 or more must receive the approval of the Library Board. Contracts for consulting and professional services that amount to less than \$7550,000 may be negotiated

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

and approved by the County Librarian without competitive quotations. Contracts for consulting and professional services for \$~~7550~~,000 or more require at least three competitive quotations and may, at the direction of the County Librarian or Library Board, be made subject to a formal competitive quotation or RFP process. However, nothing in these regulations shall require the approval of such contracts strictly on the basis of the low dollar bid. Library board counsel shall review and approve the form of all contracts for professional and consulting services.

BOARD APPROVAL

j. The Library Board must approve all contracts not delegated to the County Librarian in this regulation.

REPORTS

k. The Library Board will receive monthly a summary of all contracts entered into by the Library and all change orders approved by the County Librarian during the previous month.

CASH BASIS LAW

l. The Johnson County Library is subject to the terms of the act setting out the Kansas Cash Basis Law, K.S.A. 10-1101, et seq. The law's statutory scheme requires the Johnson County Library to contract all indebtedness in conformity with the act. Except where the act provides a specific exception, it is illegal for the Johnson County Library to create any indebtedness "in excess of the amount of funds actually on hand in the treasury of the library at the time for such purpose." (K.S.A. 10-1112). All library contracts that are lease-purchase agreements or installment sale agreements that extend over a period in excess of 12 months shall contain the following language:

The Johnson County Library is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the library's current budget year or (b) funds made available from any lawfully operated revenue producing source. (K.S.A. 10-1116b). The Johnson County Library has the right to not renew said agreement by an act of non-appropriation at the end of each fiscal year.

In the event that the proposed agreement is for a term exceeding the current fiscal year of the library, the

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

agreement shall be subject to the following: (1) The amount of capital cost required to purchase the item if paid for in cash as of the end of the fiscal year, (2) the annual average effective interest cost (simple interest payable in arrears), and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost. (K.S.A. 10-1116c). The principle and interest portions of each periodic lease payment shall be denoted.

AUTOMATIC
RENEWAL
CLAUSES IN
CONTRACTS

m. The Library Board or the County Librarian must approve all library contracts in accordance with this regulation. No library contracts shall contain provisions that “automatically renew” the term of the contract without specific new approval by the Library Board or the County Librarian pursuant to the terms of this regulation. Any automatic contract term renewal provisions in library contracts not stricken or deleted by mistake shall be null and void under the terms of this regulation.

PROHIBITED

MANDATORY
VENUE CLAUSES
PROHIBITED

n. The Library shall retain the right, under all of the contracts to which it is a party, to bring actions on claims or disputes under those contracts in the state courts of Johnson County, Kansas or the federal courts of the state of Kansas. No Library contracts shall contain provisions that mandate placement of venue of disputes or claims under the contracts in some state other than Kansas , except upon authorization from the County Librarian when (1) the contract is for services or products from a contractor that in effect is the sole source for such services or products or when there are not reasonable alternative contractor options, (2) the contract terms are found by the County Librarian in consultation with Library counsel to present a low risk of disputes or litigation to the Library, and (3) the contract’s benefit, in terms of the access provided to information or other services to the Library and its patrons is great. In the event that any such “mandatory venue” provision is not stricken or without authorization from the County Librarian, such provision shall be deemed null and void under the terms of this regulation.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS
SUBJECT TO
KANSAS TORT
CLAIMS ACT;
INDEMNIFICATION
CLAUSES
SUBJECT TO
LIMITATIONS

o. Contracts to which the Library is a party are subject to the Kansas Tort Claims Act, K.S.A. 75-6101, et seq. The Kansas Tort Claims Act limits liability for the Library and other Kansas governmental entities. The law caps the amount of damages and grants immunity to the Library and its employees and agents for a variety of tort actions.

Nothing in any contract shall be construed as a waiver by the Library of the immunities and liability limitations afforded to it by the Kansas Tort Claims Act. Indemnification agreements in Library contracts are limited by and made subject to the terms of the Kansas Tort Claims Act. Nothing in any

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CERTIFICATION BY
LIBRARY BOARD
COUNSEL;
INCORPORATION
OF STANDARD
LIBRARY
CONTRACT
ADDENDUM IN
LIBRARY
AGREEMENTS

indemnification agreement in a Library contract shall be construed to set aside the immunities and liability limitations of the Kansas Tort Claims Act or to expand the Library's liability under that Act.

p. Prior to execution by the Library of a contract, Library Board Counsel shall certify in writing that Counsel has reviewed the contract, approves the same as to form, and that it may be approved and executed in accordance with this regulation. The Standard Library Contract Addendum set forth in the Appendix to this regulation shall be made a part of Library contracts if Library Board Counsel so directs in Counsel's certification. The Standard Library Contract Addendum should be used with construction contracts unless Library Board Counsel directs in the certification that it need not be used.

CONTRACTS ARE
SUBJECT TO AND
LIMITED BY THE
KANSAS CASH
BASIS LAW AND
THE KANSAS TORT
CLAIMS ACT;
NOTICE

q. All contracts to which the Library is a party shall be subject to and limited by the Kansas Cash Basis Law and the Kansas Tort Claims Act, and amendments thereto. The Library makes the provisions of ARM 50-30-25 and other administrative regulations available to the public and to contractors and vendors on its website.

February 09, 2023

ARM 50-30-25 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

SUMMARY

This regulation describes the source of the Library Board's authority for entering into contracts independently, its intent to follow County procedures, where it does and does not delegate its authority to enter into contracts, adherence to the Kansas Cash Basis Law, and the reporting on contracts to be made to the Board. This regulation covers all contracts adopted by the Library Board pursuant to its governing authority under K.S.A. 12-1223. Agreements between the Johnson County Library and public agencies, not-for-profit organizations and for-profit businesses on co-sponsorship of programs and events (Program Agreements) are covered by ARM 10-50-85, "Program Agreements with Public Agencies, Not-for-Profit Organizations, and For-Profit Businesses." All Johnson County Library contracts are subject to the Kansas Cash Basis Law and the Kansas Tort Claims Act.

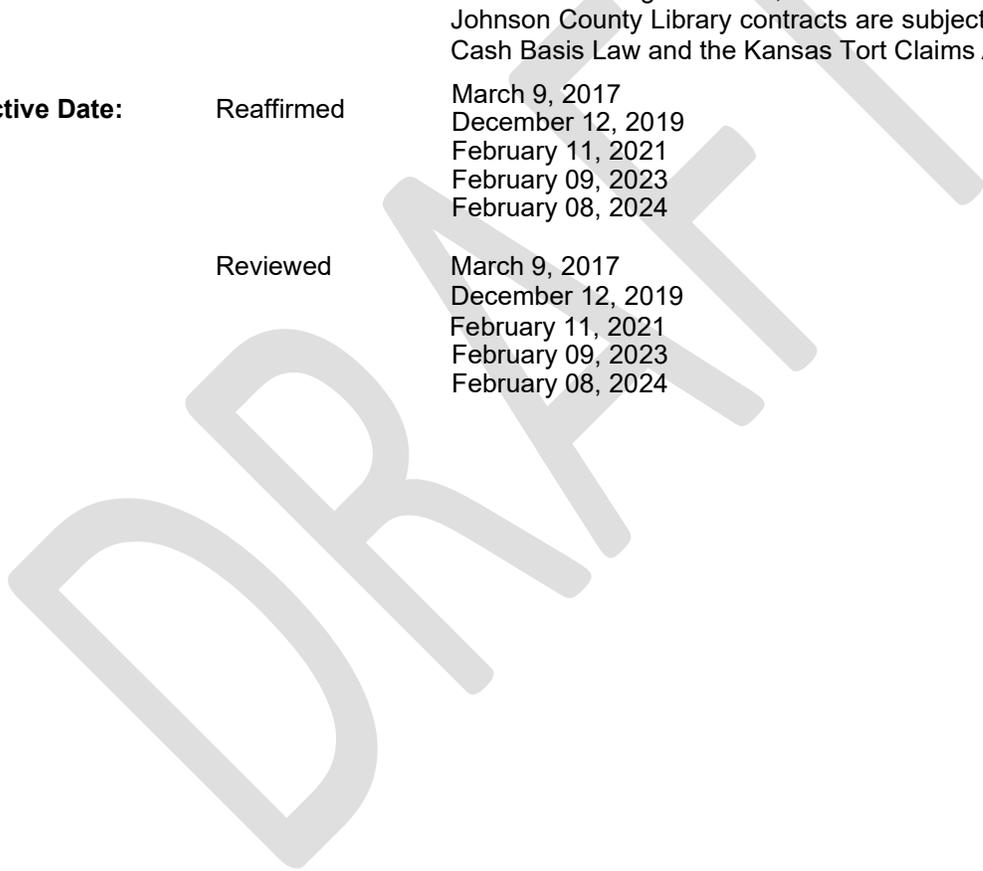
Effective Date:

Reaffirmed

March 9, 2017
December 12, 2019
February 11, 2021
February 09, 2023
February 08, 2024

Reviewed

March 9, 2017
December 12, 2019
February 11, 2021
February 09, 2023
February 08, 2024



ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

**POLICY;
CONTRACTS
COVERED BY THIS
REGULATION**

a. The power to contractually bind the Johnson County Library resides solely in the Board of Directors of the Johnson County Library, pursuant to K.S.A. 12-1223, or in the County Librarian in those instances where the Library Board has specifically delegated the power to the County Librarian. The Board of County Commissioners does not have statutory authority to contractually bind the Johnson County Library. K.S.A. 12-1223 provides, "In Johnson county, the library board shall constitute a body corporate and politic possessing the usual powers of a corporation for public purposes, . . . and under such name may contract . . ." This regulation covers all of the contracts into which the library enters pursuant to its authority as a governing body under K.S.A. 12-1223 (Governance Contracts), with the exception of the Program Agreements covered by ARM 10-50-85. Governance Contracts include but are not necessarily limited to contracts for construction and renovation of library facilities; all contracts for consulting and professional services; all contracts with vendors and for the acquisition of goods; all leases and contracts pertaining in any way to library real estate, including easement and cross- parking agreements; all contracts relating to the acquisition of books and other library materials; and all contracts relating to the acquisition and maintenance of library technology and

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS FOR
ACQUISITION OF
MATERIALS

equipment. All of the contracts described in this regulation are Governance Contracts.

b. The Library Board of Directors has the complete authority, pursuant to K.S.A.12-1225(c), to enter into contracts for the acquisition of "books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the Board for the maintenance and extension of modern library service."

CONTRACTS FOR
CONSULTING,
ETC.

c. The Library Board of Directors also has the complete authority to enter into contracts for consulting, professional, and other services pursuant to K.S.A. 12-1223.

CONTRACTS FOR
CONSTRUCTION

d. The Library Board of Directors has complete authority to award bids and enter into contracts for construction and renovation for specific projects when such specific projects have been authorized and funded by the Board of County Commissioners.

CONTRACTS FOR
THE ACQUISITION
OR DISPOSITION
OF REAL ESTATE;
ALL OTHER
CONTRACTS

e. The Library Board of Directors has the authority to enter into contracts for the acquisition or disposition of real estate, subject to the approval of the Board of County Commissioners of Johnson County. The Library Board, as a quasi-municipal corporation under K.S.A. 12-1223, has the complete authority to enter into other contracts in accordance with this regulation.

DELEGATION TO
COUNTY
LIBRARIAN

Library Materials

f. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into contracts for library materials in cases where the Library Board's intent is provided in the Collection Development Policy and annual operating budget. The Library Board shall approve contracts for the acquisition of library materials of \$150,000 or more.

Other Areas

g. Subject to the review and approval of the form of the contract by Library Board Counsel, the County Librarian is authorized to enter into all other contracts up to \$149,999, where funds and the Library Board's intent are provided in the Johnson County Library's annual budget, except as noted below.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

PURCHASING
DEPT.
THRESHOLDS

h. Johnson County Purchasing Department regulations are strictly followed for all purchasing procedures, except as noted in (b) above. Purchases under \$15,000 require no competitive quotations. Purchases of \$15,000-\$74,999 for which there is more than one source, require informal competitive quotations. Expenditures above \$75,000 require formal, advertised competition (RFP's or RFB's); award can be made to any or all of the respondents to an RFP. Expenditures resulting from an RFP or RFB for amounts of \$75,000 to \$149,999 may be approved by the County Librarian in consultation with the Purchasing Director. The Library Board must approve all contracts arising from an RFP or RFB and other purchases amounting to \$150,000 or more.

Change Orders

i) Change orders for construction projects and construction-related professional service contracts not specifically described in section ii may be approved by the County Librarian.

ii) The following types of change orders must be approved by the Library Board: Any change order which individually or in combination with others exceeds purchasing thresholds, or 10% of the base contract amount; and any change order which causes a project to exceed its project authorization or scope.

BOARD APPROVAL

i. All contracts for consulting and professional services that amount to \$150,000 or more must receive the approval of the Library Board. Contracts for consulting and professional services that amount to less than \$75,000 may be negotiated

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

and approved by the County Librarian without competitive quotations. Contracts for consulting and professional services for \$75,000 or more require at least three competitive quotations and may, at the direction of the County Librarian or Library Board, be made subject to a formal competitive quotation or RFP process. However, nothing in these regulations shall require the approval of such contracts strictly on the basis of the low dollar bid. Library board counsel shall review and approve the form of all contracts for professional and consulting services.

BOARD APPROVAL

j. The Library Board must approve all contracts not delegated to the County Librarian in this regulation.

REPORTS

k. The Library Board will receive monthly a summary of all contracts entered into by the Library and all change orders approved by the County Librarian during the previous month.

CASH BASIS LAW

l. The Johnson County Library is subject to the terms of the act setting out the Kansas Cash Basis Law, K.S.A. 10-1101, et seq. The law's statutory scheme requires the Johnson County Library to contract all indebtedness in conformity with the act. Except where the act provides a specific exception, it is illegal for the Johnson County Library to create any indebtedness "in excess of the amount of funds actually on hand in the treasury of the library at the time for such purpose." (K.S.A. 10-1112). All library contracts that are lease-purchase agreements or installment sale agreements that extend over a period in excess of 12 months shall contain the following language:

The Johnson County Library is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the library's current budget year or (b) funds made available from any lawfully operated revenue producing source. (K.S.A. 10-1116b). The Johnson County Library has the right to not renew said agreement by an act of non-appropriation at the end of each fiscal year.

In the event that the proposed agreement is for a term exceeding the current fiscal year of the library, the

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

agreement shall be subject to the following: (1) The amount of capital cost required to purchase the item if paid for in cash as of the end of the fiscal year, (2) the annual average effective interest cost (simple interest payable in arrears), and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost. (K.S.A. 10-1116c). The principle and interest portions of each periodic lease payment shall be denoted.

AUTOMATIC
RENEWAL
CLAUSES IN
CONTRACTS

m. The Library Board or the County Librarian must approve all library contracts in accordance with this regulation. No library contracts shall contain provisions that “automatically renew” the term of the contract without specific new approval by the Library Board or the County Librarian pursuant to the terms of this regulation. Any automatic contract term renewal provisions in library contracts not stricken or deleted by mistake shall be null and void under the terms of this regulation.

PROHIBITED

MANDATORY
VENUE CLAUSES
PROHIBITED

n. The Library shall retain the right, under all of the contracts to which it is a party, to bring actions on claims or disputes under those contracts in the state courts of Johnson County, Kansas or the federal courts of the state of Kansas. No Library contracts shall contain provisions that mandate placement of venue of disputes or claims under the contracts in some state other than Kansas , except upon authorization from the County Librarian when (1) the contract is for services or products from a contractor that in effect is the sole source for such services or products or when there are not reasonable alternative contractor options, (2) the contract terms are found by the County Librarian in consultation with Library counsel to present a low risk of disputes or litigation to the Library, and (3) the contract’s benefit, in terms of the access provided to information or other services to the Library and its patrons is great. In the event that any such “mandatory venue” provision is not stricken or without authorization from the County Librarian, such provision shall be deemed null and void under the terms of this regulation.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CONTRACTS
SUBJECT TO
KANSAS TORT
CLAIMS ACT;
INDEMNIFICATION
CLAUSES
SUBJECT TO
LIMITATIONS

o. Contracts to which the Library is a party are subject to the Kansas Tort Claims Act, K.S.A. 75-6101, et seq. The Kansas Tort Claims Act limits liability for the Library and other Kansas governmental entities. The law caps the amount of damages and grants immunity to the Library and its employees and agents for a variety of tort actions.

Nothing in any contract shall be construed as a waiver by the Library of the immunities and liability limitations afforded to it by the Kansas Tort Claims Act. Indemnification agreements in Library contracts are limited by and made subject to the terms of the Kansas Tort Claims Act. Nothing in any

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-25

SECTION: Finance

SUBJECT: CONTRACTS

CERTIFICATION BY
LIBRARY BOARD
COUNSEL;
INCORPORATION
OF STANDARD
LIBRARY
CONTRACT
ADDENDUM IN
LIBRARY
AGREEMENTS

indemnification agreement in a Library contract shall be construed to set aside the immunities and liability limitations of the Kansas Tort Claims Act or to expand the Library's liability under that Act.

p. Prior to execution by the Library of a contract, Library Board Counsel shall certify in writing that Counsel has reviewed the contract, approves the same as to form, and that it may be approved and executed in accordance with this regulation. The Standard Library Contract Addendum set forth in the Appendix to this regulation shall be made a part of Library contracts if Library Board Counsel so directs in Counsel's certification. The Standard Library Contract Addendum should be used with construction contracts unless Library Board Counsel directs in the certification that it need not be used.

CONTRACTS ARE
SUBJECT TO AND
LIMITED BY THE
KANSAS CASH
BASIS LAW AND
THE KANSAS TORT
CLAIMS ACT;
NOTICE

q. All contracts to which the Library is a party shall be subject to and limited by the Kansas Cash Basis Law and the Kansas Tort Claims Act, and amendments thereto. The Library makes the provisions of ARM 50-30-25 and other administrative regulations available to the public and to contractors and vendors on its website.

February 09, 2023

ARM 50-30-25 End

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Memorandum of Understanding

Issue: Memorandum of Understanding with Johnson County Department of Health and Environment – information only – Vote in March

Suggested Motion: Information only.

Background: For many years the Department of Health and Environment has delivered services and public health supplies in Johnson County Library spaces. Johnson County Library has hosted blood pressure clinics, a blood pressure machine, and has distributed COVID tests and PPE.

Analysis: Our relationship with the Johnson County Department of Health and Environment has been strong and valuable for patrons. Our libraries serve as a convenient point for distribution of Health and Environment services and supplies. The changes to this MOU broaden the language to allow for collaboration at any location to help deliver a wide variety of services and supplies rather than the specifics indicated in the previous MOU.

Funding Overview: This MOU does not demand budget. It specifies how JCL will use space and labor to support Department of Health initiatives.

Alternatives: Suggest any other changes you wish to see to these policies or not approve our recommendations.

Recommendation: For information only this month. Please make any suggestions you wish.

Budget Review: None needed.

Legal Review: These polices have been reviewed and certified by legal counsel.

**Memorandum of Understanding between the Johnson County Library and Johnson County
Department of Health and Environment**

This **Memorandum of Understanding** (“MOU”) made and entered into as of the date of last signature below. It is entered into by and between **Johnson County Library** (“JCL”) and **Johnson County Department of Health and Environment** (“JCDHE”), both departments of Johnson County, Kansas government (collectively, “Parties”).

RECITALS

- A. JCL operates fourteen libraries.
- B. JCDHE has public health resources, such as public health supplies, programs, and presentations, that it wishes to make available at the libraries.
- C. The Parties wish to collaborate on the items below.

In consideration of the above and foregoing recitals, the mutual parties understand the following for January 2, 2024 – December 31, 2024. (Note: This MOU is contingent upon normal operations for both organizations.)

1. Space:

- a. JCL will provide use of appropriate spaces, including study, conference, or meeting rooms at ~~Johnson County Libraries~~the Central Resource Library for public health supplies, programs, and presentations from JCDHE.
- b. JCL will provide space at ~~all fourteen library~~ locations for patrons to pick up public health supplies on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

2. Staffing and Resources:

- a. JCDHE is exclusively responsible for staffing their programs at the Library.
- b. JCL staff will act as on-site resources for questions JCDHE has about library space usage and requests.
- c. JCDHE will provide public health supplies to Johnson County Libraries on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

3. Communication:

- a. JCL will feature JCDHE programs hosted in library spaces on their website and events calendar, in JCL’s public program publication The Guide (published 3x per year), and in their social media channels as needed (both shared and original content).
- b. JCL will provide in-branch signage ~~in the form of lobby boards or a-frames~~ for timely promotion of JCDHE programs and distribution of public health supplies hosted in library spaces.

c. JCDHE will cross-promote the partnership with JCL on their website, publications, and in their social media channels as needed.

e.d. JCDHE will provide educational materials for the public related to distribution of public health supplies.

Johnson County Library

Johnson County Department Health and Environment

Tricia Suellentrop, JCL, County Librarian

Charlie Hunt, Director of Health & Environment

DATE: _____

DATE: _____

Approved as to Form

Approved as to Form

Fred Logan

Assistant County Counselor

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: February 8, 2024
Re: Central: West Wall Structural Repair Project

Issue: Consider authorizing 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, which includes approval of 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, wall finishes and repairs performed by County Term and Supply vendors at an estimated cost of \$100,000, and an owner's contingency of \$30,000 for unexpected costs (such amount to be returned to the Library's General Fund if unused).

Suggested Motions: *INFORMATIONAL ITEM ONLY AT THIS TIME**

I move 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, and approval of 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.

Background: In late 2022 Library and Facilities staff observed signs of settling along Central's interior and exterior walls and interior flooring along the west side of the building. At that time, we entered into a contract with Walter P. Moore and Associates, Inc. (Moore and Associates) to determine the cause. Based on the conditions Moore and Associates discovered in March 2023, they recommend structural underpinning and pressure grouting to stabilize the walls and interior floors in the affected area. In May 2023, the Library Board approved a contract with Moore and Associates to produce construction documents, coordinate of pile selection and design with a specialty geotechnical contractor (Keller North America), construction administration services, field inspections, review of completed work, and preparation of a closeout punch list.

Analysis: Since that time, our Facilities partners have worked with Moore and Associates and Keller North America to develop construction documents, and review quotes from multiple contractors. Not all contractors included the same scope in their quotes and our Facilities partners, along with Moore and Associates, after vigorous review, have determined that Keller North America is best equipped to provide services that the Library needs to stabilize the west wall's foundation issues.

Keller is uniquely positioned to provide the best solution when considering the method of stabilization and relatively low impact to the continued operation of the Central Resource Library. Library Administration recommends award of the exterior portion of the contract to them. The anticipated contract amount for this exterior work is \$245,000. Because the services provided by Keller North America are specialty services that we do not retain a Term and Supply vendor for, this item requires an Exception from Competition per County Policy 110-180-A16. Library, Facilities, and County Purchasing staff are coordinating on this process.

In addition to the exterior work, wall repair and replacing cosmetic finishes will be needed. These scopes are anticipated to be performed by County Term and Supply vendors and have an estimated cost of \$100,000. After the exterior work is completed, we will be able to bring an updated cost for interior work to the Board.

As a safeguard to protect against unexpected costs, we also recommend including a \$30,000 owner's contingency. If this amount is not needed, it would be returned to the Library's General Fund.

Because these structural issues were not included in the 2024 Library Operating Budget, the Library staff recommend a requested Use of Reserves in an amount of \$375,000 to fund the repairs and establishing a project account for this work. This approach will also require approval by the Board of County Commissioners for the ability to use reserves and establishing of a project account for this work.

Budget Review: The Library staff recommend funding these repairs with Library Reserves.

Legal Review: Library legal counsel certify the Keller Terms and Conditions agreement is approved as to form under the terms of ARM 50-30-25 and may be approved and executed in accordance with Library policy and state law.

Purchasing Review: County Purchasing has reviewed the briefing sheet and agrees the only method for contracting for the proprietary system is through the exception to competition process.

Alternatives: 1) Authorize and approve the motions. 2) Not authorize and approve the motions, which would cause further settling and eventually a safety risk for staff and patrons.

Recommendation: Staff recommends authorization and approval of these items.

Suggested Motions: *INFORMATIONAL ITEM ONLY AT THIS TIME**

I move 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, and;
- Approves 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.