

# JOHNSON COUNTY LIBRARY

**Board Report  
July 11, 2024**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JULY 11, 2024  
Central Resource Library  
Carmack Community Room  
9875 W 87th St Overland Park, KS 66212  
4:00 p.m.

The public can view the broadcast of the meeting on the Johnson County Library [YouTube Channel](#). for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to [kangethep@jocolibrary.org](mailto:kangethep@jocolibrary.org) before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board and be made part of the record prior to the meeting.

- I. Call to Order
  - A. Pledge of Allegiance
  
- II. Citizen Comments.....4
  
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Kelly Kilgore
  - C. Development Department: Written reports presented by Shelley O'Brien, Development Director.....6
  - D. Liaison, Board of County Commissioners, Shirley Allenbrand
  
- IV. Reports
  - A. Board Counsel – Andrew Logan and Fred Logan
    - a) Review Kansas State Statute Ownership of Library Properties and Review Easement
    - b) Review ARM 20-80-25 and the effect of elections on petitioning zone
    - c) Review Opinion 126732 from Kansas Court of Appeals in response to *Brenda Zaragoza v. Board of County Commissioners*
  - B. County Librarian Report – Tricia Suellentrop, County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Kinsley Riggs, Deputy County Librarian.....9
      - b) Branch Services, Jared Harper and John Keogh, Regional Managers.....14
    - 2. Comprehensive Library Master Plan, Megan Clark, Project Coordinator
      - a) Capital Projects: Timeline Summary.....24
    - 3. Updates – Tricia Suellentrop, County Librarian
      - a) Board Retreat – October 30<sup>th</sup> Noon to 4pm (**pending Library Board availability**)
      - b) Prairie Village Update, Kinsley Riggs, Deputy County Librarian.....27
      - c) Strategic Plan Update, Kinsley Riggs, Deputy County Librarian.....30
      - d) Budget Presentation Report, Kinsley Riggs, Deputy County Librarian
      - e) Juneteenth, Kinsley Riggs, Deputy County Librarian.....40
      - f) Antioch Property next steps, Tricia Suellentrop, County Librarian.....41
  
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the June 13, 2024 Regular Library Board meeting.....45

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2024 were handled in accordance with library and County policy.
- b) The May 2024 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

C. Gift Fund Report

- 1. Treasurer's Report.....52

VI. Old Business

- A. Action Item: Consideration of temporary closure at Shawnee for CRP HVAC work, Megan Clark, Project Coordinator.....53

VII. New Business

- A. Action Item: Consideration of Evergy Metro Inc., Utility Easement, on Antioch Library property, Megan Clark, Project Coordinator.....54
- B. Information Item: Consideration of temporary closures at Blue Valley and Leawood for Security Upgrade Work, Megan Clark, Project Coordinator.....60
- C. Information Item: Consideration of groundwater monitoring agreement at Spring Hill, Megan Clark, Project Coordinator.....61
- D. Information Item: Consideration of ARM 10-50-10 Bylaws of the Board of Directors, Tricia Suellentrop, County Librarian.....62

VIII. Adjournment

# CITIZEN COMMENTS

July 2024

June 3, 2024

Library Board Members:

Thank you for providing an amazing facility of reading and educational resources. As seen at the Olathe Library, they have added phone charging stations on floors 3 & 4. I kindly suggest that 1 or 2 of these charging stations be added to this [Leawood] Town Center location.

June 10, 2024

once again i am commenting on the poor delivery service for periodicals. it is a beautiful day today, 50 degrees above freezing but the newspapers were not delivered friday or today so the last ones received were thursday. if i did my job as poorly as they do theirs i would have been unemployed. and how frustrating is it for library staff to immediately let me know that i could read it on line. would i drive to the library i fi wanted to read it at home? and what if i didnt have a computer? and frankly the gentleman at the cedar roe library must be working for free because he was rather combative for someone being paid. again, this is very frustrating.

June 29, 2024

This comment is regarding the board's recent adoption of the recitation of the Pledge of Allegiance during board meetings.

I request that the board adopt formal language to protect the First Amendment rights of their fellow library board members as well as members of staff and meeting attendees. Please clearly explain that individuals are free to choose not to stand and speak the pledge or to quietly protest, for example, by taking a knee or raising a fist during the pledge. I ask that the board unambiguously state that punitive or retributive actions based on an individual's choice will not be tolerated.

Thank you for your consideration.

# CITIZEN COMMENTS

July 2024

July 5, 2024

Thank you for taking my information about the potential trespassing violation(s) and illegal use of Johnson County property. I live in Lenexa, Kansas and pay property taxes in Johnson County. The information I have on this is from conversations with Patti Kangethe, executive assistant and Johnson County Library, my own photos, map views from Google Maps, and public websites run by Lenexa City Government and the Johnson County Library.

The property in question, building and parking lots, is owned by the Johnson County Library Department(?) at the following location:  
15345 W. 87th Parkway.

After this JoCo library was shut down and placed for sale, I noticed the parking lots of this property were being used by the Lenexa Baptist Church (LBC) which is across the street to the north on 87th Street. I run in the mornings by Ace Hardware and saw this consistently on Sunday mornings in 2023 and 2024. The parking lots on the east and west sides of the old library property were used by LBC members. The LBC has several small transportation buses they use to pick up LBC members from the old library property parking lots, then drop them off at the church across the street.

The old library property's parking lots are secured by chains, traffic cones, and padlocks. This is the property of the Johnson County government, according to Patti Kangethe. I have photos from July 5, 2024 of the chains, traffic cones, and padlocks at the property.

For evidence of potential trespassing, I have photos from Sunday, June 30 2024 of the west parking lots open, meaning someone unlocked the padlocks. I sent Patti the photos.

There are two codes/ordinances/policies we can look at for possible violations. City of Lenexa "Article 3-9-C OFFENSE AGAINST PROPERTY," "Section 3-9-C-4 CRIMINAL TRESPASS" Johnson County Library administrative regulations, buildings and grounds, "PARKING," Document #60-10-70

LBC got access to the JoCo Library property, without written consent, according to Patti Kangethe. It appears the padlocks were unlocked by someone with LBC to gain illegal access to the parking lot. How did they get the key(s)? Or did someone who works for JoCo government use their key(s)?

It appears that a tax exempt organization used JoCo government/library property for many months without a written agreement, for their own use. That same property was paid for by Johnson County taxpayers. It appears LBC used the old library parking lots without any compensation to JoCo government/library, and ultimately Johnson County taxpayers. This is in addition to the potential trespassing by LBC on the same property.

I appreciate your time in looking into this matter and want to hear back about what is being done.

Brett Akagoi



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

### **Our Community Friends**

I'm delighted to report that our newly formed partnership with Johnson County Community College [Midwest Trust Center](#) will continue into their 2024-2025 season. Our focus will again be on literary-themed shows; we have narrowed in on *Leonardo: A Wonderful Show About a Terrible Monster*, Owen/Cox Dance Group's *The Nutcracker and the Mouse King*, and L.A. Theatre Works' *A Room with a View*. Our members will receive exclusive deep discounts on tickets to these shows, and we are in the process of developing interactive learning opportunities unique to each performance that audiences are sure to enjoy.

Nearly a year has passed since we first participated in a [Re.Use.Full](#) Un-Dumpster Day – it was an experiment that has proven fruitful. We are building trust with folks from other organizations that solicit in-kind donations, and these events have given us the opportunity to build brand awareness beyond the lines of Johnson County. June 8<sup>th</sup>'s Un-Dumpster Day, held in KCMO, diverted more than 3 tons of still-good items and recyclable electronics from our local landfills. Expanding awareness of our longtime participation in the green economy also opens doors for additional funding opportunities.

Our latest collaboration is with [Serendipity Labs](#), a national coworking and office space company with a location in the Creative Planning building. They are eager to host a book drive for us, and we have agreed to trial a lunchtime business and leadership book club, which will meet quarterly if the first one goes well. Board treasurer Cassie Klein has volunteered to lead the first group in August, with a discussion on the bestseller *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear. We are delighted for the opportunity to educate this fresh audience about our library advocacy work and membership program.

### **Library Advocacy**

Our members continue to come through in support of our beloved library system when asked to do so. A single advocacy alert that landed in inboxes on Father's Day prompted a wave of positive comments to members of the Board of County Commissioners the week of Johnson County Library's 2025 budget proposal. While the return to our direct advocacy roots is still young, it has become clear over these past several months that the passion and desire to show up in defense of libraries and literacy-rich communities has never waned within the spirit of our constituents.

Shanta Dickerson (she/her)  
Executive Director

**Libraries for all. All for libraries.**



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

**Summer Teen Volunteer Program**

About 1/3 of all active teen volunteers at Johnson County Library volunteer in the summer. Here are a few of the ways they volunteered in the past couple of weeks.

- reviewed over 50 books
- played tabletop games with families
- helped implement the County's Juneteenth celebration at Lenexa City Center
- taught teens who are new to the U.S. about library resources available

**Update New Youth Services Volunteer Opportunities**

We interviewed six volunteers to assist with Storytime logistics at our Blue Valley and Corinth branches this fall. These volunteers include former teachers, a nurse, and reading specialist to help with this popular program. These volunteers are currently undergoing background checks and will do training in August.

We have 15 volunteers who have expressed interest in helping with our Homework Help program this fall. Since many of these volunteers are teenagers, the process to interview is taking a little longer. Our goal is to have four volunteers available one or two afternoons a week this fall to help 2-5<sup>th</sup> graders with homework.

**English Language Learners (ELL) Gains New Volunteers**

We have 73 students who are currently participating in our virtual or in-person English Language Learners classes. Thanks to a spotlight from the Library's communication team in the current issue of *Best Times* magazine, we have received numerous volunteer applicants to help with our language learner services. Several are shadowing facilitators this summer so they will be ready to teach in the fall.



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

**Library Lets Loose Updates**

Sponsors continue to sign up as we get closer to Library Lets Loose on September 21<sup>st</sup>. We are now at \$85,000 in sponsorships for the event. Sponsorships are key in raising money for the Foundation's annual fund.

- Barton P. and Mary D. Cohen Charitable Trust/Midwest Trust Trustee
- Johnson County Post
- Evergy
- Mark and Sue Carlson  
(Mark's mother, Virginia Carlson, worked for the Johnson County Library)
- Clark & Enersen
- Bill and Peggy Lyons

For the second year in a row, Johnson County Library staff are able to purchase tickets for \$25 (limit 2). We encourage all staff to join us and see the library in a different light.

Early bird tickets are \$85 until August 3<sup>rd</sup>. After early bird, full priced tickets will be \$100.

Servaes Brewing Company in Shawnee will be hosting a Music Bingo Night on Wednesday, August 28<sup>th</sup> to support the Library and promote Library Lets Loose. These Bingo nights have been known to sell-out, so if you are interested, please arrive early.

**Board Training**

Foundation Board members Vicki Denk and Marsha Daley are attending the United for Libraries (a division of the American Library Association) online annual conference on Wednesday, July 31<sup>st</sup>. The schedule has not been finalized but they are excited to hear from keynote speaker, Eric Klinenberg who wrote the 2018 book, "Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life."

**New Bookkeeping Firm**

The Johnson County Library Foundation has hired on contract Blue Cloud Accounting out of Overland Park. Lindsay Kletke is now assisting us with our accounting needs. Welcome Lindsay!



**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**May 2024**  
**42% of Year Lapsed**

<b>OPERATING FUND</b>	<b>Programs</b>	<b>2024 Budget</b>
	Revenue	5,054,089
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	339,754
	Transfer to Capital Projects	8,283,290
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$8,623,044</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u>(\$3,568,955)</u></b>
<b>SPECIAL USE FUND</b>		<b>2024 Budget</b>
	Revenue:	2,920,125
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	34,571
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	427,593
	Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b><u>\$462,164</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>		<b><u>\$2,457,961</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>		<b><u>(\$1,110,994)</u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

**May 2024**  
**42% of Year Lapsed**

REVENUE ALL FUNDS	2024 Year to Date	2024 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	25,780,912	45,612,939	57%	58%
Ad Valorem Delinquent	87,295	151,009	58%	56%
Motor Vehicle	935,997	3,387,672	28%	26%
Library Generated - Copying/Printing	39,722	108,206	37%	30%
Library Generated - Overdues / Fees	24,042	38,000	63%	25%
Sale of Library Books	0	50,000	0%	50%
Misc Other	6,570	18,703	35%	3%
Reimbursements	122,756	740,000	17%	11%
Library Generated - Other Charges	0	0	0%	0%
Investment	470,598	825,000	57%	60%
Unencumbered Balance Forward	0	6,499,696	0%	0%
Transfer from Capital Projects	6,221	0	0%	0%
Recreational Vehicle Tax	9,800	16,922	58%	60%
Commercial Vehicle Tax	46,672	63,117	74%	79%
Heavy Trucks Tax	3,548	4,733	75%	64%
Rental Excise Tax	29,046	66,002	44%	56%
Payment in Lieu of Taxes	217,349	0	0%	0%
State and Federal Grants	132,886	273,607	49%	50%
<b>TOTAL REVENUE</b>	<b>27,913,414</b>	<b>57,855,606</b>	<b>48%</b>	<b>54%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2024 Year to Date	2024 Budget	% Categories Expended
Salaries and Benefits	10,603,173	27,178,537	39%
Contractual Services	3,120,730	7,374,266	42%
Commodities	5,598,611	5,295,453	106%
Risk Management Charges	58,764	266,103	22%
Capital / Maintenance / Repair	8,435,207	10,399,696	81%
Transfer to Capital Projects	427,593	3,640,620	12%
Grants	132,886	273,607	49%
Interfund Transfer	3,360,335	3,427,324	98%
<b>TOTAL EXPENDITURES</b>	<b>31,737,299</b>	<b>57,855,606</b>	<b>55%</b>

Revenue - Expenses as of May 31, 2024 **(3,823,885)**

RESERVES ALL FUNDS	As of 12/31/23
Reserves Operating Fund	19,186,883
Reserves Special Use Fund	3,032,242
<b>Total JCL Reserves</b>	<b><u><u>22,219,125</u></u></b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**May 2024**  
**42% Year Lapsed**

<b>OPERATING FUND</b>	<b>Programs</b>	<b>2024 Year to Date</b>	<b>2024 Budget</b>	<b>% Program Expended</b>
	Administrative Services	2,201,554	7,406,324	30%
	Information Technology	1,845,518	4,906,803	38%
	Collection Development	1,593,420	4,063,002	39%
	Branch/Systemwide Services	9,354,167	23,259,611	40%
	Risk Management Charges	58,764	266,103	22%
	Grants	12,842	273,607	5%
	Transfer to Capital Projects	8,283,290	10,399,696	80%
	Interfund Transfer	3,360,335	3,360,335	100%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>26,709,891</b>	<b>53,935,481</b>	<b>50%</b>

<b>SPECIAL USE FUND</b>	<b>2024 Year to Date</b>	<b>2024 Budget</b>	<b>% Budget Expended</b>	
Contractual Services (General Maintenance)	0	152,505	0%	
Commodities (Capital Equipment)	34,571	127,000	27%	
Transfer to Debt Payment	0	0	0%	
Transfer to Capital Projects	427,593	3,640,620	12%	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>462,164</b>	<b>3,920,125</b>	<b>12%</b>

<b>TOTAL EXPENDITURES</b>	<b>27,172,055</b>	<b>57,855,606</b>	<b>47%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**May 2024**  
**42% Year Lapsed**

<b>ALL FUNDS</b>	<b>Categories</b>	<b>2024 Year to Date</b>	<b>2024 Budget</b>	<b>% Categories Expended</b>
	Salaries and Benefits	10,603,173	27,178,537	39%
	Contractual Services	2,529,483	7,374,266	34%
	Commodities	1,744,658	5,295,453	33%
	Risk Management Charges	58,764	266,103	22%
	Capital / Maintenance / Repair	8,435,207	10,399,696	81%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	427,593	3,640,620	12%
	Grants	12,842	273,607	5%
	Interfund Transfer	3,360,335	3,427,324	98%
<b>TOTAL EXPENDITURES</b>		<b>27,172,055</b>	<b>57,855,606</b>	<b>47%</b>

GRANTS*	Expenditures through 05/31/2024	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$132,233.29	\$132,568.53	\$335.24
285000092	2024-State Aid	State	3/12/2024	\$12,842.49	\$132,886.40	\$120,043.91

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

# Expenditure of Friends of the JCL Donations 2024

<i>Expenditure Details</i>	<i>May</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	58.00	1,380.71
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 58.00</b>	<b>\$ 1,380.71</b>

# Branch Services Statistical Report

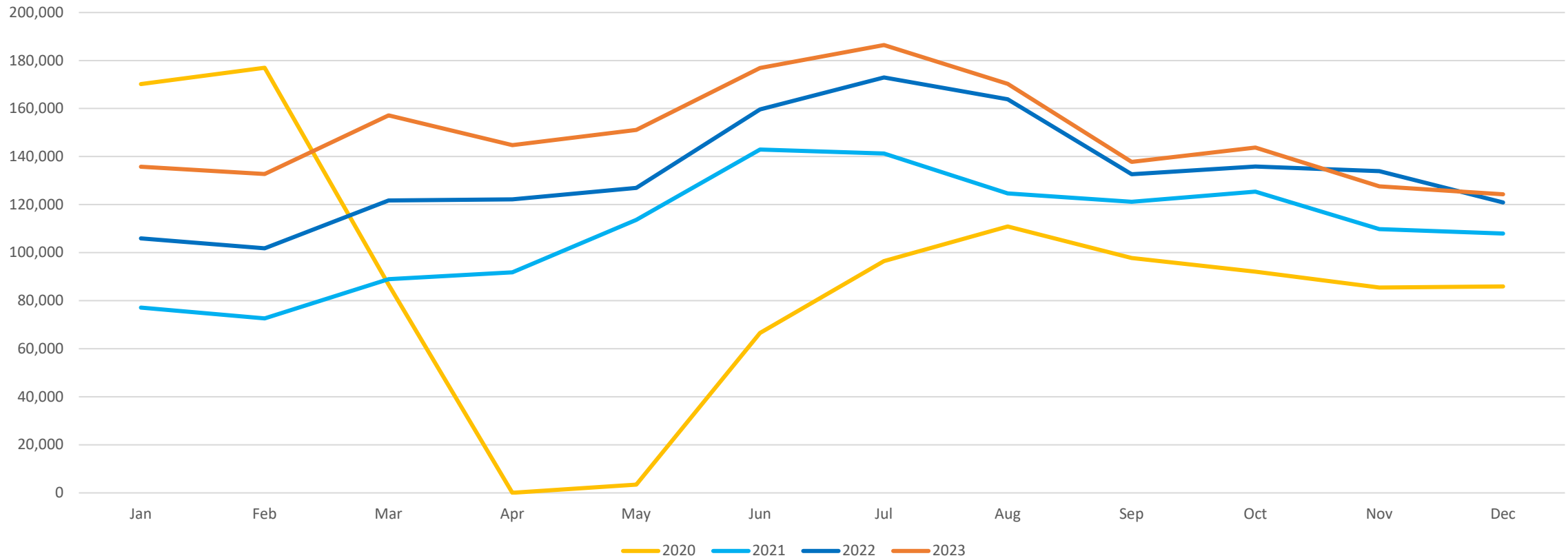
July 2024

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JOHNSON COUNTY LIBRARY

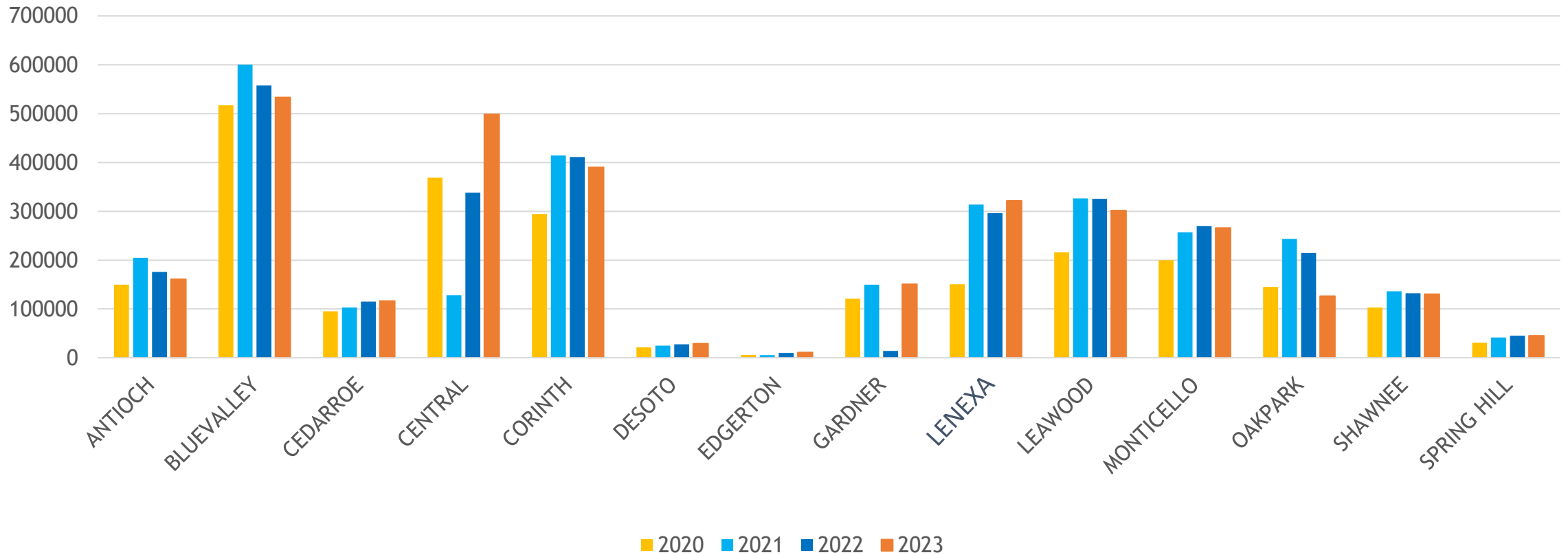
# Branch Statistics

### 4 Year Visitation Trend



# Branch Statistics

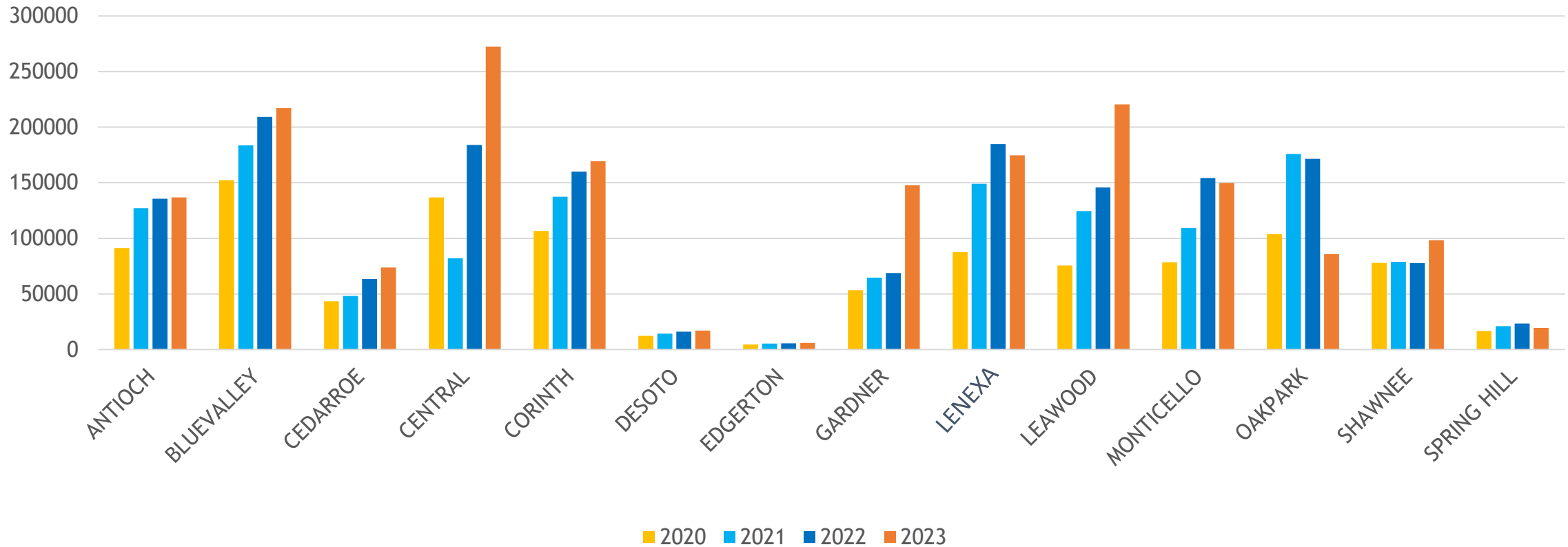
## Circulation by Branch



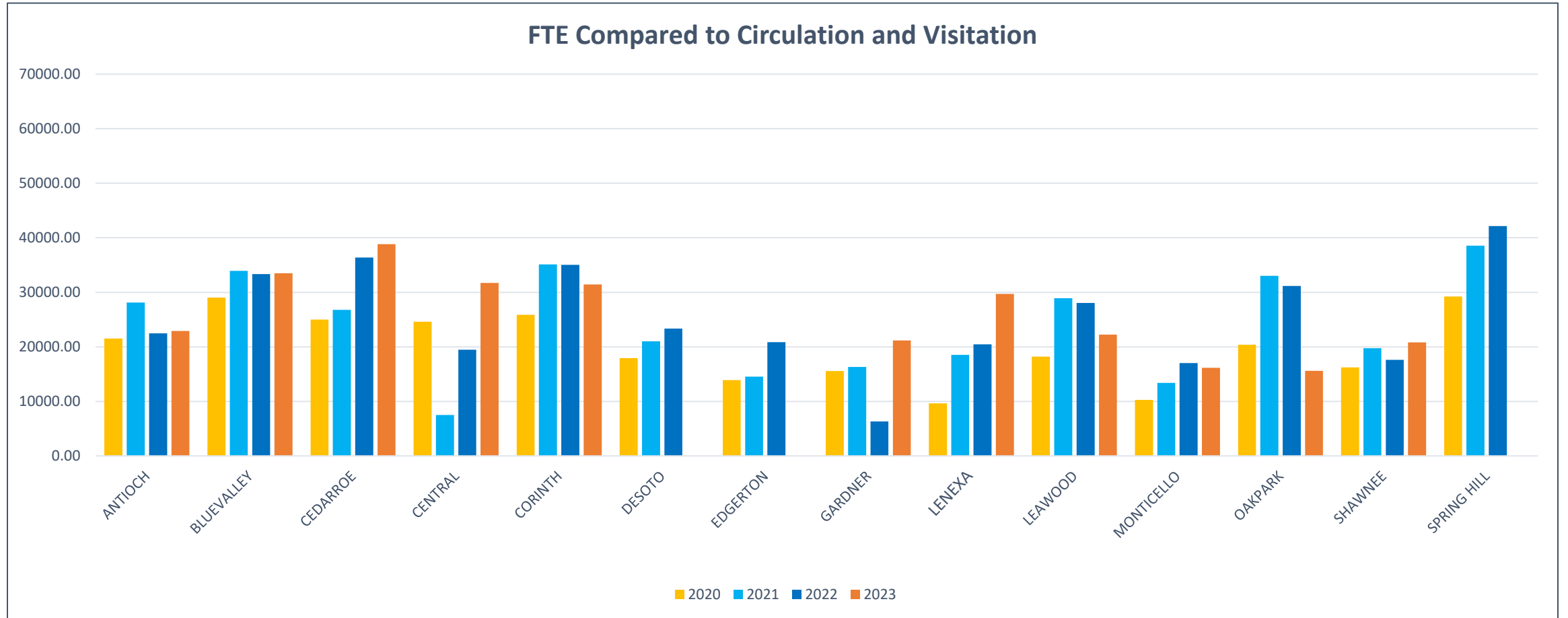


# Branch Statistics

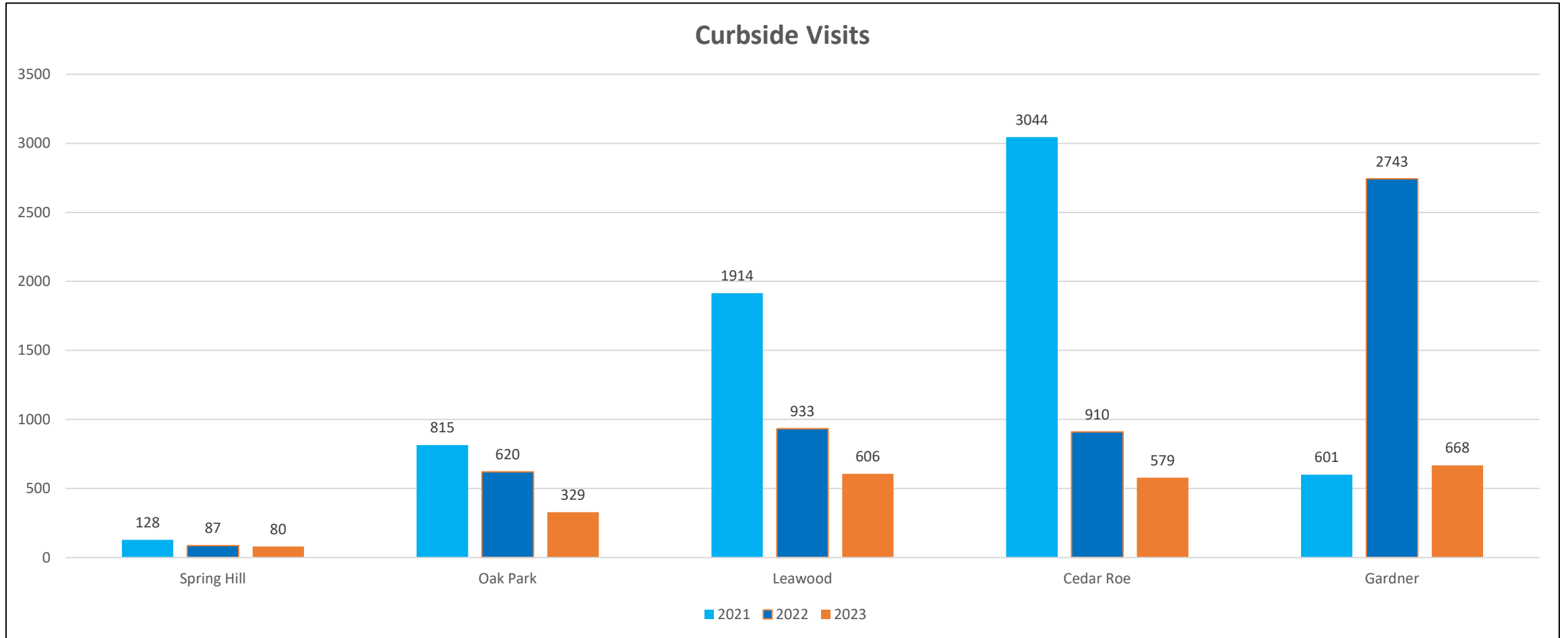
## Visits by Branch



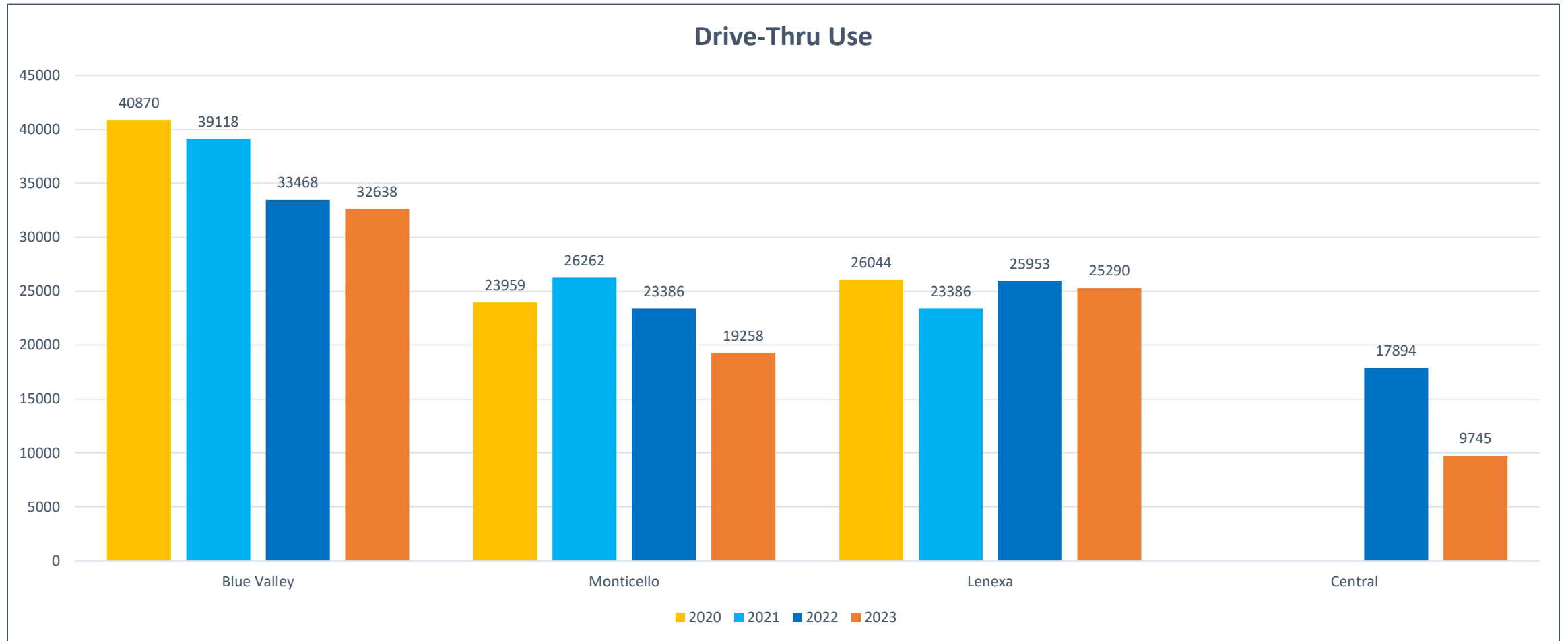
# Branch Statistics



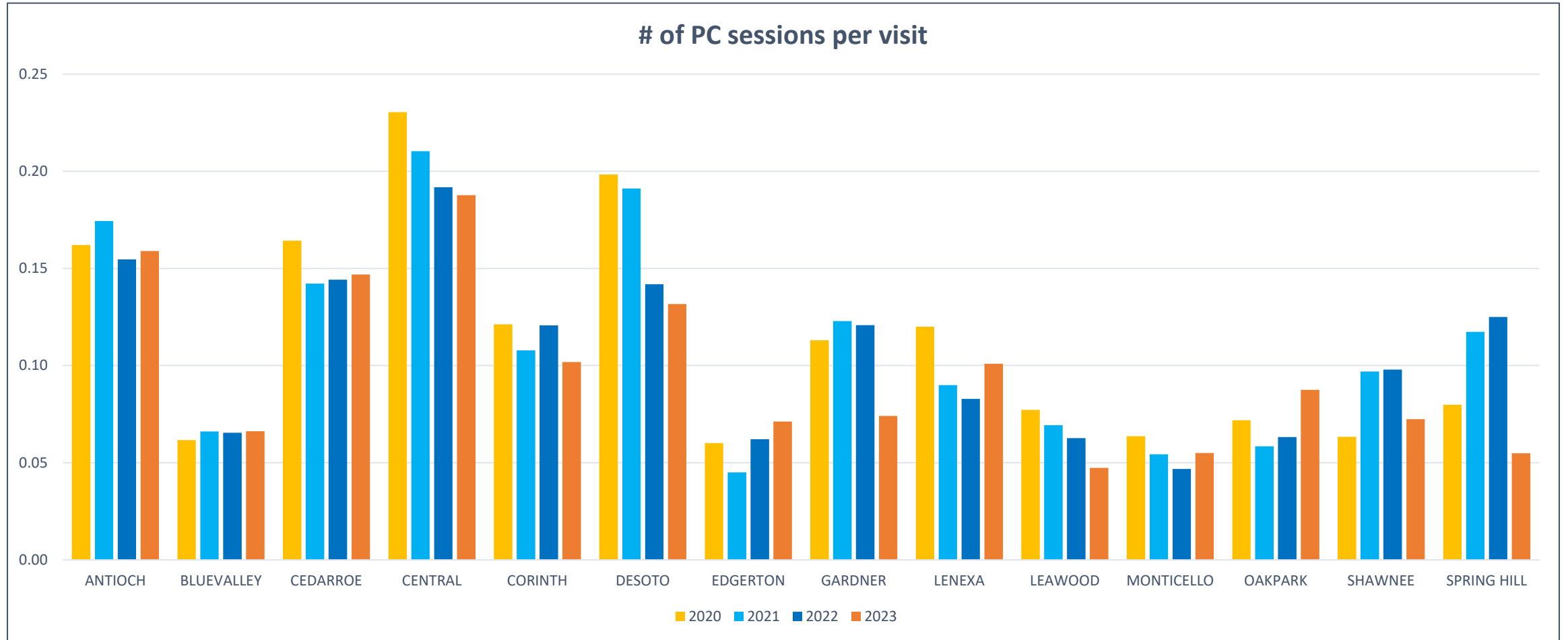
# Branch Statistics



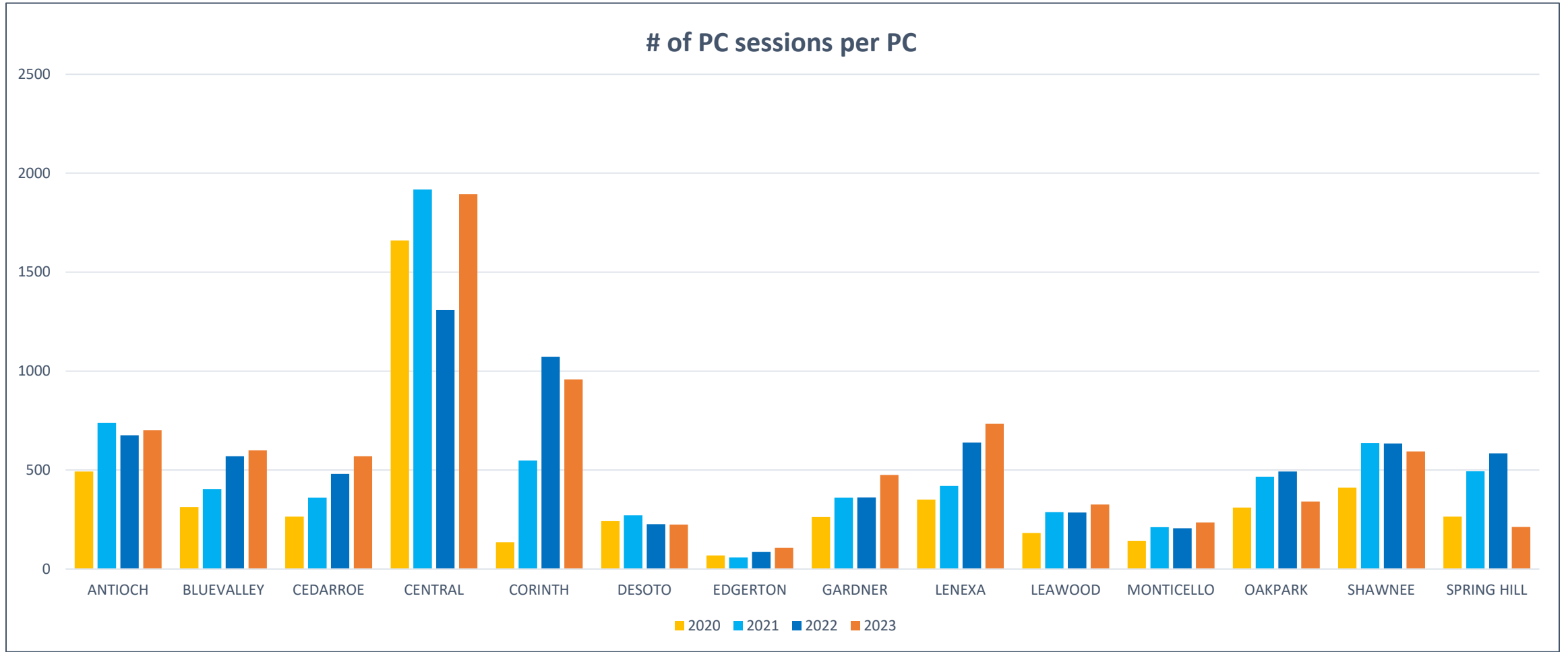
# Branch Statistics



# Branch Statistics

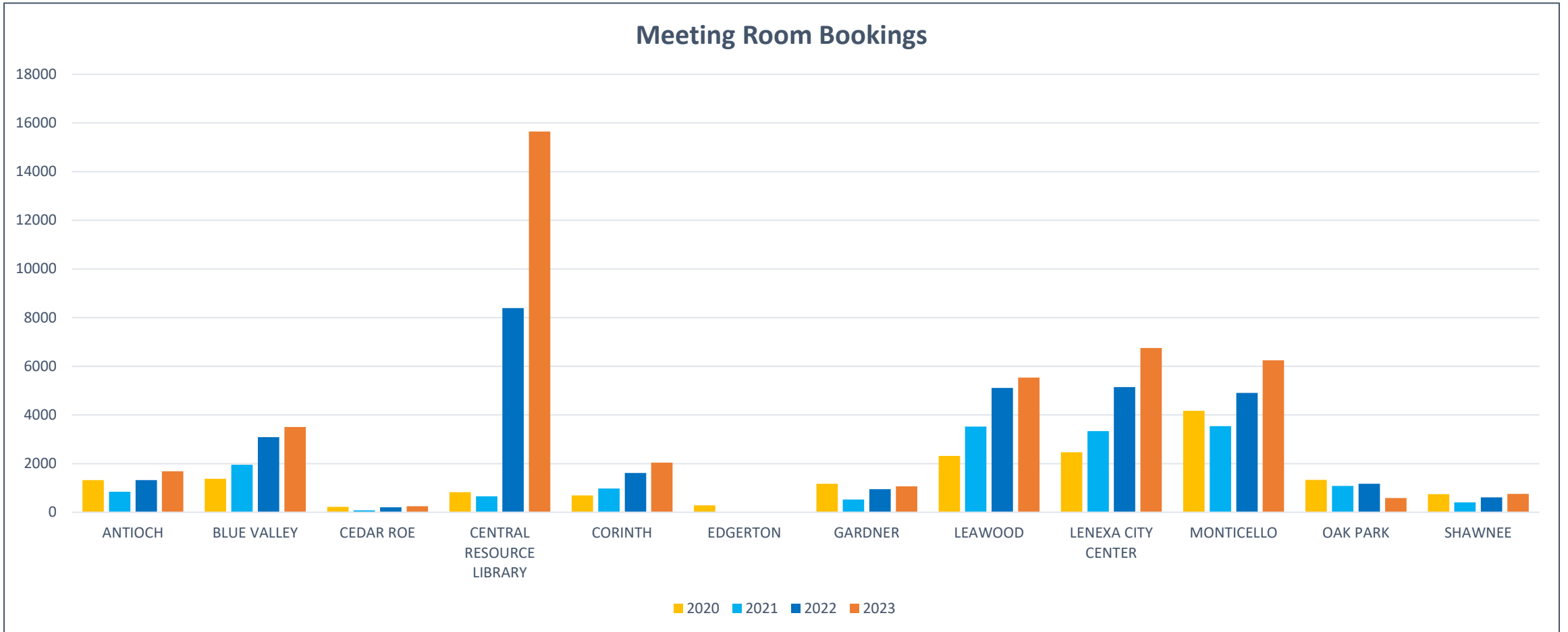


# Branch Statistics



# Branch Statistics

## Meeting Room Bookings



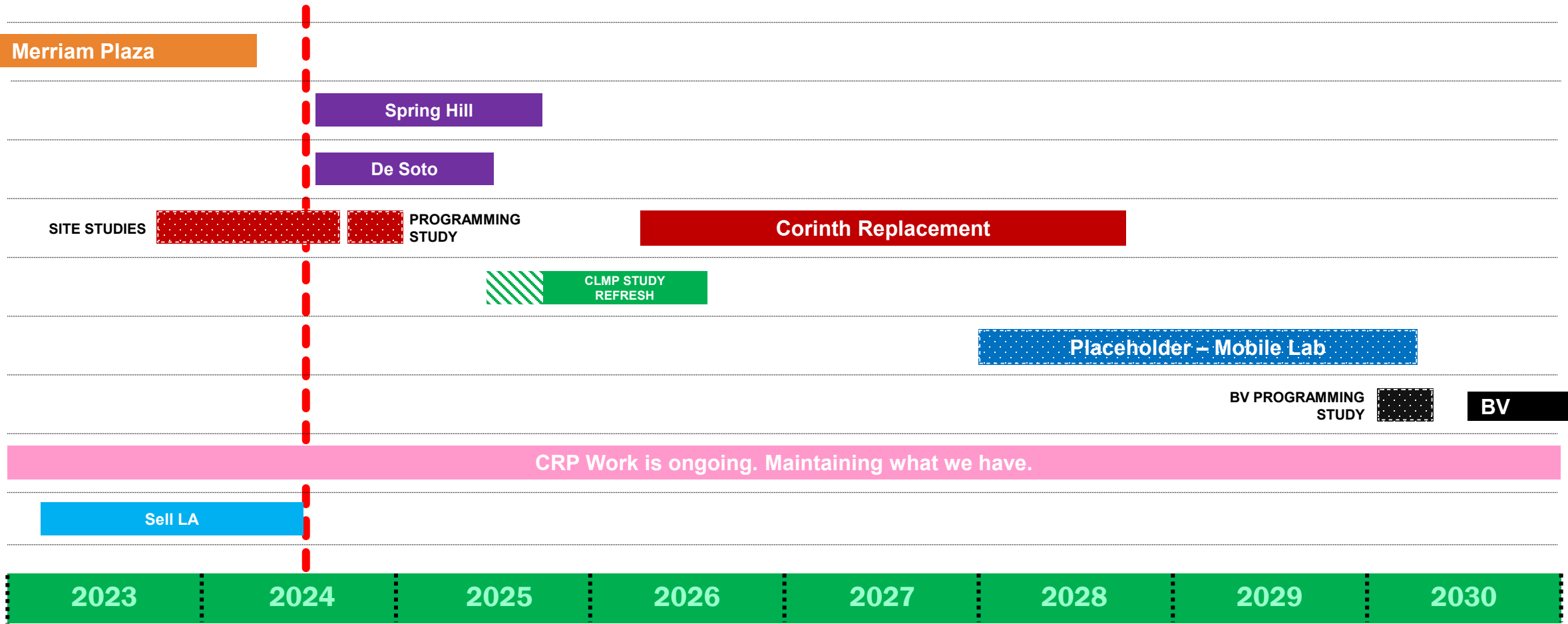
# Capital Projects: Timeline Summary

July 2024





# Capital Improvement Projects: Anticipated Timeline

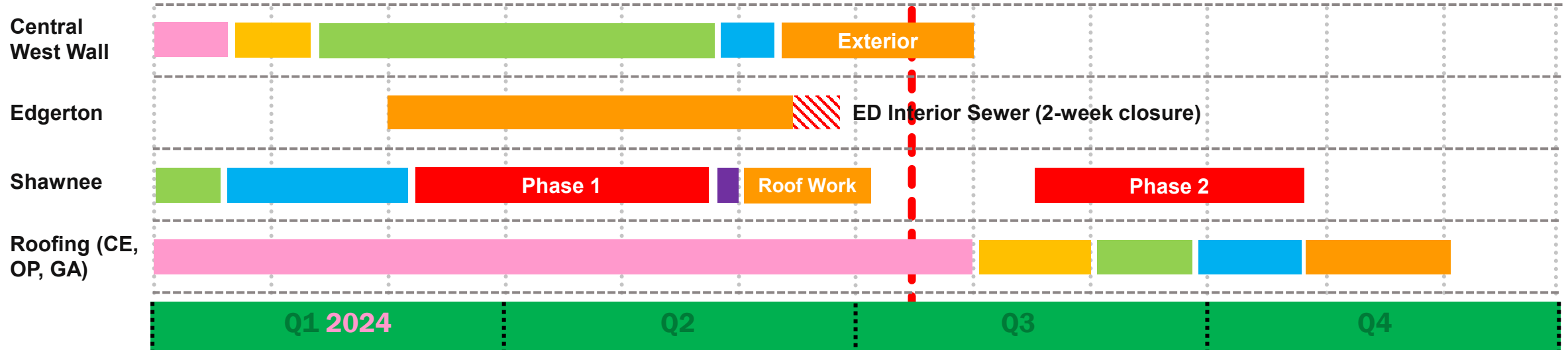


This visual is shown as an illustration with anticipated dates and may change.



# 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.**





PRAIRIE VILLAGE  
KANSAS



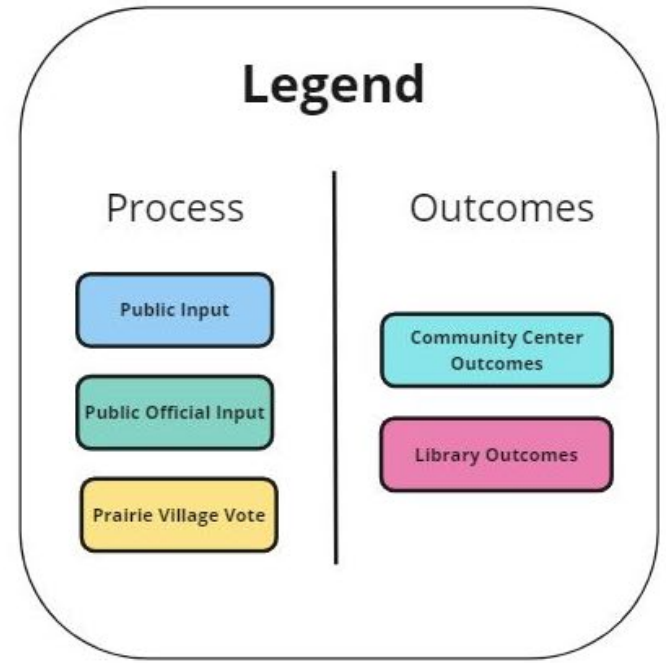
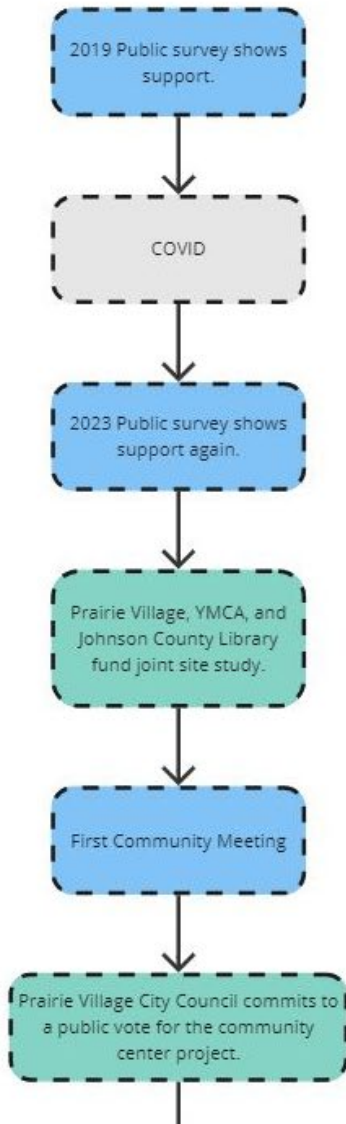
JOHNSON  
COUNTY  
LIBRARY

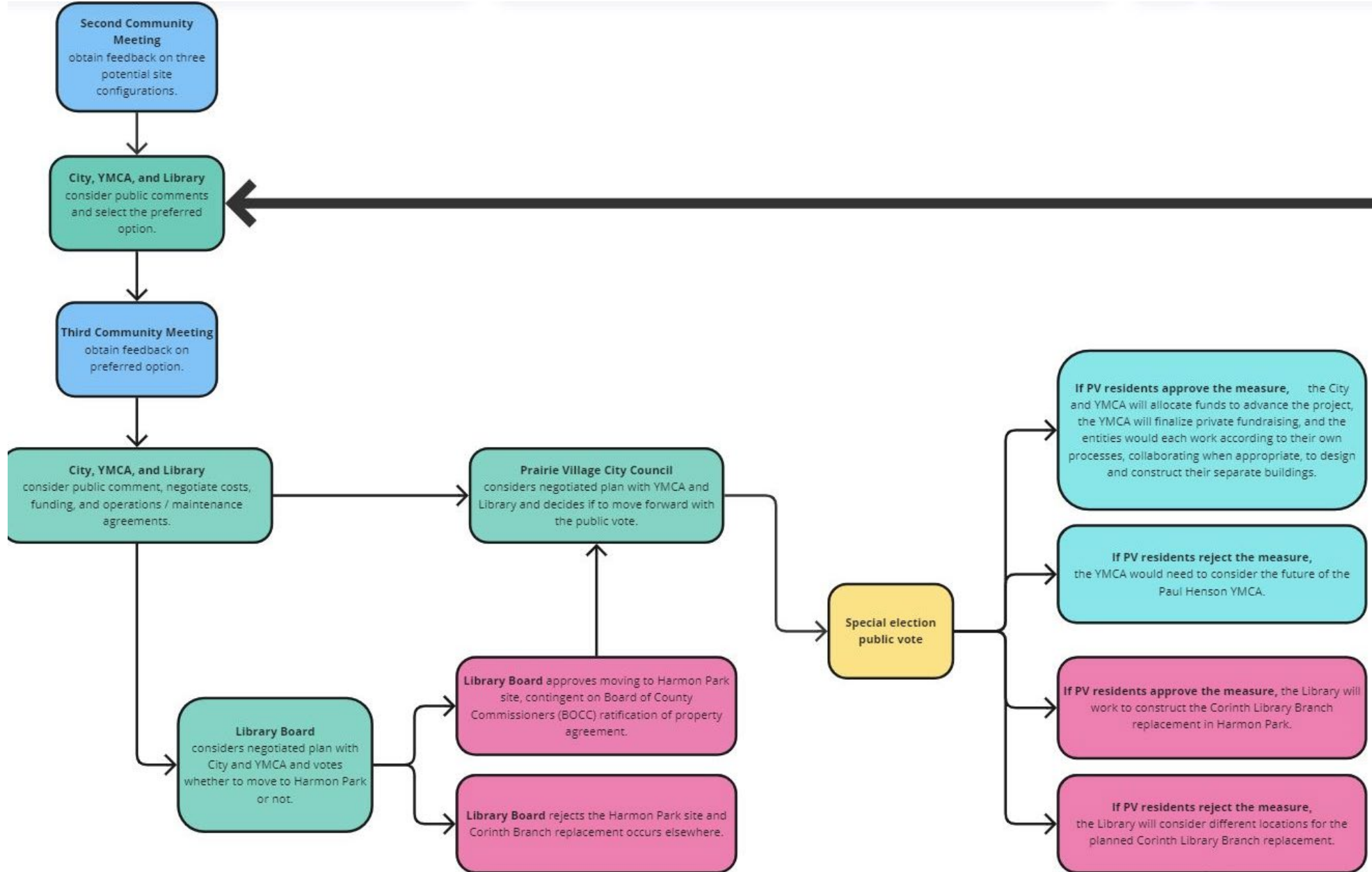
# Prairie Village Update

July 2024

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JOHNSON COUNTY LIBRARY





# Johnson County Library Strategic Plan Update Trimester One 2024

July 2024

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JOHNSON COUNTY LIBRARY

# 2024-2028 Strategic Plan

## Vision

Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

## Mission

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

## Key Performance Areas (KPAs)

Community \* Convenience \* Education \* Operations \* Communication

## 2024-25 Organizational Priorities



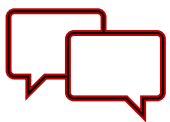
# 2024-2025 Organizational Priorities



Implement Comprehensive Library Master Plan (CLMP), Capital Replacement Projects (CRP), and Capital Improvement Projects (CIP).



Align staff and resources through implementation of SORT II (Staff Organization Redesign Template II) and Patron Service Standards.



Commit to the County's VIBE (Voices of Inclusion, Belonging and Equity) initiative through facilitating community engagement (staff and public) and prioritizing and implementing action items from the 2022-2023 DEIB (Diversity, Equity, Inclusion and Belonging) work.







# PRIORITY: CIP, CLMP, CRP

## *Merriam Plaza*

### Top Takeaways January-April 2024:

- Antioch building closed, equipment and furniture moved
- Furniture, Collection, Technology, installed at Merriam Plaza
- Staff training completed
- Merriam Plaza opened to the public on March 20



**SUCSESSES:** On time and on budget. Slater Street Relay and Opening Day well attended. Public storytelling, Public art, and Webb Family inclusion well-received.

**CHALLENGES:** Some delay in furnishings. Data, power, equipment, furnishings and external partners required careful coordination.

**UPCOMING:** Warranty period in effect until November 2024.



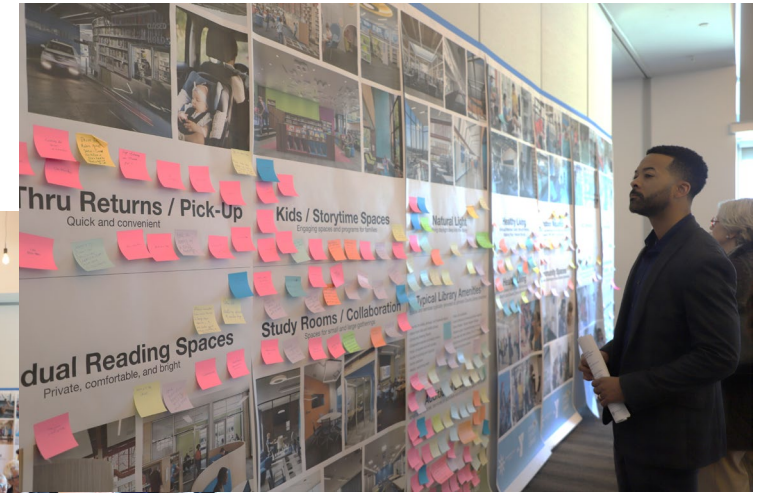


# PRIORITY: CIP, CLMP, CRP

## *Capital Improvement Plan, CLMP*

### Top Takeaways January-April 2024:

- *Corinth* Studies related to Corinth Library Replacement are underway.
- *Lackman* building is under contract for sale.



**SUCSESSES:** Two well-attended public engagement sessions for PV Study. Lackman property process is in Buyer investigation phase.

**CHALLENGES:** External Partners and governing body stakeholder alignment.

**UPCOMING:** Corinth Replacement site discussion and programming study. Lackman property investigation period.





# PRIORITY: CIP, CLMP, CRP

## *Capital Replacement Plan*

### Top Takeaways January-April 2024:

- *Central West Wall* contracts approved.
- *Shawnee* closed for CRP (Phase 1) work.
- *Cedar Roe* and *Corinth* elevator upgrades.
- *Leawood* interior lighting upgrade.
- *Monticello* HVAC troubleshooting.



**SUCSESSES:** Maintaining and upgrading existing buildings. Successful interventions on buildings that needed quick attention.

**CHALLENGES:** Still experiencing long lead times for some components and furnishings.

**UPCOMING:** Additional work expected at several locations before the end of 2024.



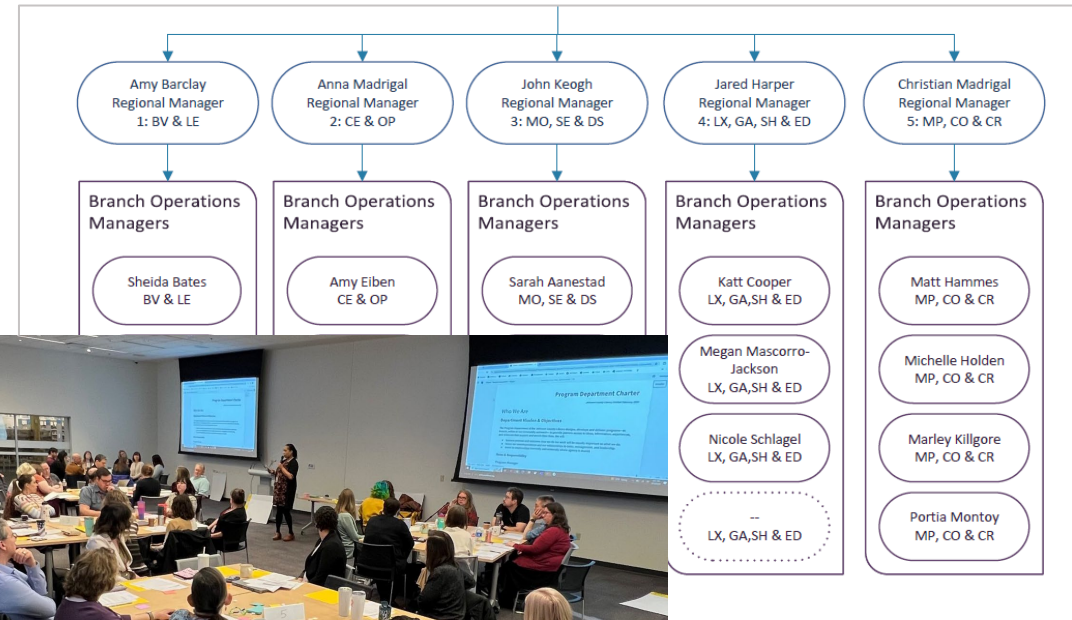


# PRIORITY: SORT II

## ***SORT Implementation***

Top Takeaways January-April 2024:

- Cascading knowledge transfer and implementation.
- Staff placements.
- Charter development for Branch and Program Services.
- Seeking staff feedback.

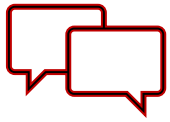


**SUCSESSES:** Manager team development and implementation progress; charter creation; weekly staff communications.

**CHALLENGES:** Scheduling, amount of work and time required to implement this change. 100+ staff are directly impacted by this change.

**UPCOMING:** Team of Teams work to prep for implementation by the fall.





# PRIORITY: DEIB

## *Employee Engagement Survey (EES) and Voices of Inclusion, Belonging and Equity*



### Snapshot Analysis Report

Department/Agency  
JCL

Survey Period: 1/29/2024 through 2/23/2024

Total Responses - 306

#### Contents

1. How to Use this Report
2. Engagement Fundamentals
3. Key Highlights
4. Comparative Analysis
5. Detailed Analysis
6. Interpreting the Findings
7. Taking Action
8. Team Meeting Agenda
9. Managing Your Own Engagement



### Top Takeaways January-April 2024:

- Staff survey completion rate of 96.5 percent.
- Strengths: Alignment to mission, supervisors treat staff with respect, people are proud to work here.
- Opportunities: "I feel I am important and valued part of team" (countywide) and "lack of trust in senior leadership" (JCL).

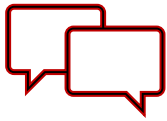


**SUCSESSES:** High response rate. Survey results showed operational support for DEIB. VIBE plan is ready to begin implementation.

**CHALLENGES:** We have not acted on EES results in the past, and the organization will plan our response over the summer.

**UPCOMING:** Seek staff input on opportunities. Select action items for strategic plan. VIBE team formation in 2024.





# PRIORITY: DEIB Web Refresh

## Top Takeaways January-April 2024:

- In-person user experience testing paused in January, expected to resume in Q3.
- Platform review underway.
- Identifying accessibility plug-ins and resources.

**SUCSESSES:** Conversations with County and KC Metro library systems about web accessibility best practices and standards.

**CHALLENGES:** Scheduling is difficult between departments.

**UPCOMING:** Team will select a content management system (website platform) by June 2024.



# 2024-2025 Organizational Priorities

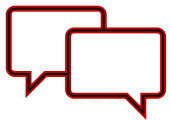
*Reporting to Board and Staff: July, November and March*



Implement Comprehensive Library Master Plan (CLMP), Capital Replacement Projects (CRP), and Capital Improvement Projects (CIP).



Align staff and resources through implementation of SORT II (Staff Organization Redesign Template II) and Patron Service Standards.



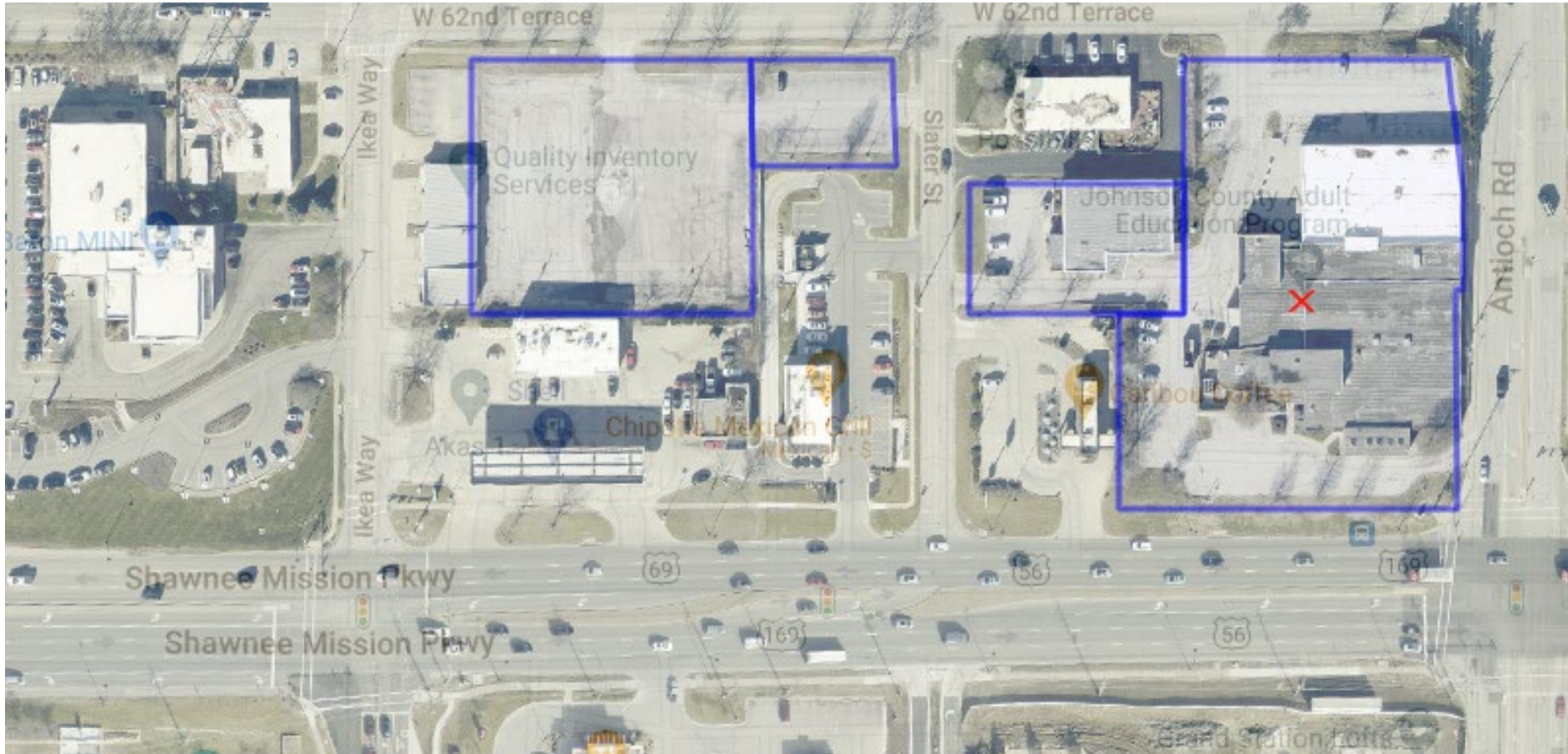
Commit to the County's VIBE (Voices of Inclusion, Belonging and Equity) initiative through facilitating community engagement (staff and public) and prioritizing and implementing action items from the 2022-2023 DEIB (Diversity, Equity, Inclusion and Belonging) work.







# Antioch Property: Information for Next Steps



**More information to come in following months.**



# Antioch Property: Surrounding developments



# Options for Antioch Property to consider:

- Dispose of Property Immediately
- Keep Antioch property and lease to another entity
- Include the Antioch property in the Comprehensive Library Master Plan Refresh to determine best next use

In coming months, the Board may hear presentations from other government, tax supported entities, that have proposals for the Antioch property.

Library Policy: [Disposal And Transfer Of Library Real Property ARM 50-20-70](#)



# Questions regarding Antioch Property to consider:

- What assumptions about this process and property do you have that staff can help to clarify?

*Example: All four parcels will be disposed in one sale.*

- What legal questions or concerns do you have pertaining to property disposal?

*Example: Is there a timeline in which the Library Board is compelled to dispose of property?*



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

June 13, 2024  
at Central Resource Library  
4:00 p.m.

**BOARD:** Kelly Kilgore, Jeffrey Mendoza, David Sims, Anna Van Ophem, Charles McAllister (via Zoom), Jennifer Hrabe, Chrysalyn Huff, and Jeffrey Mendoza.

**ABSENT:** None.

**BOARD ATTORNEY:** Andrew Logan and Fred Logan

**BOCC:** Commissioner Allenbrand was unable to attend.

**STAFF:** (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Shelley O'Brien, Patti Kangethe, Elissa Andre, Megan Clark, Lacie Griffin, Lori Ross, Angel Tucker, Kate McNair, Emma Clement (volunteer), Laura Blair, Ashley Fick, Maureen Stover, Erika Daggett, Hailey Gilbert, Abigail Wheeler, Megan Rome, Beth McDaniel, Stephen Clay, Matthew Morgan, and Cas Sickels.

Board Chair Kelly Kilgore called the meeting to order at 4:00 p.m.

**CITIZENS COMMENTS:**

No public comments.

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

Ms. Van Ophem asked if there was a reason the Library Board of Directors does not recite pledge of allegiance and asked the Library Board of Directors to consider doing this.

County Librarian Suellentrop shared that it has not been the practice of the Library Board in the past 10 years, previously there has been a United States and Kansas State flag that has been present in the room.

**Motion: Ms. Van Ophem** moved that the Library Board of Directors add the pledge of allegiance at the onset of each Library Board meeting.

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

**Motion was approved by Board Members Van Ophem, Sims, Huff, Hrabe, and Chair Kilgore.**

**Motion was opposed by Board Member McAllister.**

**Motion was approved 5 to 1.**

Ms. Hrabe expressed how impressed she was with the teen artwork from elementia that was hanging in the Central Resource Library.

Board Chair Kilgore shared information regarding a trustee training she attended through Northeast Kansas Library Systems and the recording has been shared with the board. She recommends *The*

*Secrets to Masterful Meetings* by Michael Wilkinson as a resource. She also requested that Board Members update the Board roster with cell phone numbers if those are not already provided.

Board Chair Kilgore apologized as she needs to leave at 5:30pm and will need to step out if the meeting goes past that.

Apologies were conveyed from Commissioner Allenbrand and Aaron Otto with County Managers Office, as they are unable to attend this meeting.

### **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 Library Foundation, and the Johnson County Library Volunteers, this report is included in the June Board Report.

Ms. O'Brien highlighted the summer volunteers, especially teen volunteers, joining and helping in many ways. The library is always in need of volunteers, different opportunities are listed on-line, and she highlighted the need for a graphic designer in her department.

Ms. O'Brien reminded everyone that Library Lets Loose is only three months away. Currently the Foundation is at 61% of their goal for sponsorship, she highlighted a few new sponsors and shared that the team is gearing up for another record setting year. She advised everyone, if they are interested in joining the event, there are early bird tickets currently on sale on-line.

### **COUNTY COMMISSIONER REPORT:**

Apologies from Commissioner Allenbrand, she was unable to attend this meeting.

### **BOARD COUNSEL REPORT**

Mr. Fred Logan, Board co-counsel, reviewed the Board's authority to use and transfer library real property (ARM 50-20-70), reviewed the Kansas State Statute on Library Board real property ownership, and reviewed ARM 10-50-50 Legal Counsel.

Mr. Logan noted that legal counsel is appointed by the board, on the recommendation of the County Librarian. What the library legal counsel does in regard to real estate is an important facet of the work that is done for the library.

Mr. Logan reviewed the state statute on library property, K.S.A. 12-1223, that provides that in Johnson County, the Library Board constitutes a body corporate and politic, possessing the usual powers of a corporation for public purposes and under the name of the Board of Directors of the Johnson County Library, may contract for, acquire, hold, or convey real property.

When the library acquires or disposes of real property it needs to be ratified by the Board of County Commissioners (BOCC). Mr. Logan gave an example of this with the recent contract of sale for the Lackman property that was approved by the Library Board. That then went to the BOCC for ratification and approval. The Lackman sale is scheduled to close in approximately 30 days. The Library Board owns 13 library properties, and the 14th property is in Edgerton and is subject to a lease that was approved by the Board.

## COUNTY LIBRARIAN REPORT

### Finance Report

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

Mr. Vratny highlighted that the packet had an update on page 8. He then reported that at the end of April we are about a third of the way through the year, the library had collected approximately \$27.9 million in total revenue, which accounted for about 48% of the \$57.8 million budgeted revenues. Year-to-date encumbrances and expenses amounted to around \$29.1 million, or 50% of the \$57.85 million budget. This figure included significant transfers to capital projects and upfront collections encumbrances. Without these items, the actual spending was closer under 30% year-to-date.

County Librarian Suellentrop thanked David Sims for catching a report that needed to be updated.

### Department statistics

Angel Tucker, Program Manager, presented the Programming department statistics, this report is included in the June Board Report.

Ms. Tucker shared that in 2023, there was an increase in in-person and live attendance, while recorded program viewership declined. In-person attendance numbers reached pre-COVID levels, and all online offerings continued to decrease. Consequently, more in-person events were developed and implemented. The data showed that average attendance at programs rose from 33 in 2019 to 43 in 2023, attributed to large events and story times.

Ms. Tucker highlighted program offerings per age group, and it was noted that 2023 was the first year of collaborating with national and international authors, expecting an increase in online viewership.

Board Chair Kilgore asked if Program Specialists would start focusing more on teen engagement. Ms. Tucker shared that the Program Department's first meeting occurred two weeks prior, with the aim to use data to project future work and direction. Those new roles will also be guided by 90-day plans to increase equity.

Mr. Sims asked about Race Project KC and what will take place during that pause. Ms. Tucker shared that the Race Project KC, a social justice initiative since 2015, had been working with a 24-group community advisory group for the past two years to enhance sustainability and equity. The library aimed to grow this initiative with more partnerships and community input, intending to make it an annual project centered on community needs and advocacy.

### COMPREHENSIVE LIBRARY MASTER PLAN

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

### Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2024 timeline are included in the June Board Report.

Ms. Clark provided an update on the library's capital projects. The sale contract for Lackman was ratified by the Board of County Commissioners, and the buyer was in the due diligence and

inspection period, with everything on track. The selection process for an architect for the Spring Hill and De Soto renovations is ramping up and the work is ongoing with the City of Prairie Village on the Corinth and Prairie Village studies.

Ms. Clark reviewed the CRP work, the west wall work at Central was expected to start the following Monday and continue until the end of July. Edgerton has been closed for sewer work, expected to conclude on June 21, during which the City of Edgerton also planned to repave the parking lot.

Shawnee reopened on May 28, following extensive renovations including new carpeting, paint, ceiling tiles, restroom renovations, pavement improvements, updated exterior building signage, a new fire panel, new shelving, and security upgrades. The City of Shawnee also repaved the parking lot, making the space ready for patrons just in time for the pool opening. The HVAC portion of the Shawnee project will be set to continue in the fall, with a closure returning to the Library Board. Roofing work has begun at Shawnee without disrupting patrons or staff and was expected to continue for another couple of weeks, weather permitting. Upcoming roofing projects were planned for Oak Park and Gardner, with updates pending. Electrical work at Cedar Roe is scheduled for June 24 through 29, contingent on weather and Everygy's schedule, which might require adjustments.

Ms. Clark concluded by showing before and after pictures of Shawnee's renovations, highlighting the new carpeting, paint, ceiling tiles, shelving, and bathroom renovations, which gave the space a brighter, fresher look.

Board Chair Kilgore asked if Shawnee has a drive through. Ms. Clark shared that Shawnee has a drive-up book drop, and no drive through. There is not curbside service at that location.

Mr. Sims asked about plans for selling Antioch property. County Librarian Suellentrop confirmed that after the sale of Lackman is completed then the options of how to proceed with sale will be brought to the Library Board. Interested parties in that property are being noted so that they can be made aware of next steps. Previously when the library board approve the broker for the sale of Lackman the possibility to use them for the sale of Antioch was written into that RFP, if recommended by staff.

Mr. Sims asked for confirmation on if the Antioch property would be sold with the parking lots or separately. County Librarian Suellentrop confirmed that the direction at this time is to consider all parcels together.

Ms. Van Ophem expressed that it is not a foregone conclusion to sell Antioch property and that she would like to consider all options.

County Librarian Suellentrop confirmed that there are many options of how to address that property.

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

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

#### **Prairie Village Update**

Tricia Suellentrop, County Librarian, presented on the Prairie Village Update.

The third public engagement session for the Prairie Village project will be held later in the summer, likely in August. In May, the city presented the project overview and costs to the City Council for the



first time, prompting numerous questions. The architect is expected to return for the next engagement session, and the timeline for a vote had been moved from November to Spring 2025, allowing more time for discussion and decision-making regarding the Library's location.

### **Libraries as Cooling and Warming Centers**

Tricia Suellentrop, County Librarian, presented on the library as cooling and warming centers.

Regarding libraries as cooling and warming centers, it was noted that libraries serve as cooling centers when open. The library provides online resources for alternative cooling centers when closed. A challenge arose last winter when the library was closed for Martin Luther King Day during extreme cold. Ms. Suellentrop highlighted the upcoming Juneteenth holiday which County offices and Libraries are closed for.

### **Juneteenth Celebration**

Angel Tucker, Program Manager, presented on the Juneteenth Celebration, this update is included in the June Board Report.

Ms. Tucker expressed gratitude on behalf of the Library and County colleagues for collaborating on the Juneteenth program. She provided an update on the upcoming third annual Juneteenth celebration, scheduled for Wednesday, June 19, from 4:30 to 6:30 at Lenexa City Center Campus. The event's theme was "The Jubilee of Juneteenth: Celebrating a Legacy of Freedom."

The program will include keynote speaker and poet Glenn North, emcee Steve Arledge, live music by vocalist Lisa Henry, and a roller dance performance by Skate Shot Studios. Additionally, Board of County Commissioners Chairman Mike Kelly is set to deliver comments and a proclamation. This year's event will also honor the memory of past emcee Nathan Lewis Jackson. Attendees can enjoy children's activities and crafts, interact with staff representing various county programs and services, and purchase food and beverages from the Lenexa Public Market.

Board Chair Kilgore asked if Juneteenth celebration would take place outdoors. Ms. Tucker confirmed the activities are set to take place outdoors, as the Library will be closed. The City Market will be open and there will be large tents to provide shade.

### **elementia**

Kate McNair and Emma Clement, Maker Services Operations Manager and recent Mill Valley High School graduate, presented the 21st Issue of elementia, this update is included in the June Board Report.

Ms. McNair introduced elementia, Johnson County Library's award-winning art magazine for teens, published since 2005 to uplift creative young adults. She highlighted the most recent issue, with Emma Clement, a Mill Valley High School graduate, and incoming Boston University freshman, serving as one of its editors and designers.

Emma Clement expressed pride in publishing the 21st issue, which featured 116 selected submissions from teens across Kansas City and even as far away as Australia, Korea, Jordan, and India. This issue had a record number of submissions, surpassing the previous record of just under a thousand, with an acceptance rate of under 10%. The theme was "The Unspoken," encouraging artists and writers to explore suppressed conversations and ideas.

Emma shared details of her design work for the magazine, her joy in finding thematic connections between pieces, and her personal artwork featured in the issue. Ms. Clement shared that elementia collaborated with the Johnson County Arts Council's Shooting Stars program, allowing nominees to submit their portfolios to the magazine, significantly contributing to its quality.

The reception for the 21st issue, held on April 30, transformed the Carmack Community room into an "elementia galaxy," featuring readings from eight authors and speeches from two artists. The event was supported by the Johnson County Library Foundation and Henderson Engineers, with a keynote speech by local teen author Adib Khorram. The event was recorded and is available on Johnson County Library [YouTube Channel](#).

Ms. Clement concluded by thanking the staff and volunteers who contributed to elementia's success and announced that submissions for the 22nd issue, themed "Humanity," were open until January 1, 2025.

Mr. Sims asked if there are other libraries that have something similar to this publication. County Librarian Suellentrop considered that there are high schools that have teen literary magazines and if other libraries do, they are likely not as robust.

Ms. Hrabe expressed how impressed she is by this work, its importance, and reminisced how wonderful it would have been to have this opportunity as a teen.

Board Chair Kilgore thanked Kate and her colleagues and the maker staff for their continued patience.

Ms. Huff asked if there were plans to submit elementia for awards, highlighting advertising and design awards. Ms. McNair shared that the publication has been submitted for a County award and won that accolade. There was discussion of adding more awards.

County Librarian Suellentrop thanked Emma Clement for presenting, congratulated her on her work, and wished her well as she goes to college.

Board Member Mendoza joined the meeting.

County Librarian Suellentrop shared that the scheduling has started for the Board Retreat, typically a 4-hour meeting in October, and that more information will be sent out to Board Members.

County Librarian Suellentrop welcomed the class of new staff joining the meeting today.

County Librarian Suellentrop shared that Library Board Liaisons for the De Soto and Spring Hill projects are open. Looking for two members to take part in short monthly meetings with County Librarian Suellentrop and Project Coordinator Megan Clark.

Board Chair Kilgore also reminded the board of other committee opportunities including appraisal committee and budget committee in the fall.

Ms. Van Ophem has volunteered as liaison for the De Soto and Spring Hill projects.

## CONSENT AGENDA

### I. Consent Agenda

#### A. Action Items:

1. Minutes of the May 9, 2024, Regular Library Board meeting

#### B. Information Items

##### 1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2024 were handled in accordance with library and County policy.
- b) The April 2024 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

#### C. Gift Fund Report

##### 1. Treasurer's Report

**Motion: Mr. Sims** moved that the Library Board of Directors approve the consent agenda.

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

**Motion was approved unanimously.**

## II. Old Business

None.

## III. New Business

None.

## ADJOURNMENT

**Motion: Mr. Mendoza** moved to adjourn the meeting.

**Second: Ms. Van Ophem seconded** this motion.

**Motion approved unanimously.**

Meeting adjourned at 4:40 p.m.

SECRETARY \_\_\_\_\_  
Anna Van Ophem

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

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

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

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$90,036.82</b>
	Add Receipts	\$0.00		
	Less Payments		\$959.56	
	<b>Ending Cash balance</b>			<b>\$89,077.26</b>
	Less Liabilities		\$28,507.97	
	<b>Unobligated cash balance</b>			<b>\$60,569.29</b>

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

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

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** July 11, 2024  
**Re:** Shawnee: Request for Temporary Closure for CRP HVAC Work

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**Issue:** Consider approving a temporary closure at the Shawnee Library from August 19 through late October to complete planned Capital Replacement Plan (CRP) HVAC replacement.

**Suggested Motions:** I move to approve a temporary closure of the Shawnee Library from August 19 through late October to complete planned Capital Replacement Plan (CRP) HVAC replacement.

**Background:** The purpose of the 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. The CRP ensures that the useful life of Library buildings is maximized.

Work planned for Shawnee this fall includes HVAC and related systems replacement, as well as the replacement of a number of windows throughout the building. The HVAC portion of this work was originally anticipated to occur during the Spring closure. Due to long lead times for the HVAC equipment, we had to split this work into a later phase.

**Analysis:** The work at Shawnee is anticipated to last from mid-August to mid- to-late October. During this time, the building will not have heating or cooling and we are recommending that the building be closed to the public and staff. The Shawnee staff will be temporarily reassigned to other locations during the closure. As Shawnee is a polling place and a ballot drop-off location for elections, performing the work during this time frame avoids closure during August Primaries and November General elections.

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

**Alternatives:** 1) Not approve the temporary closure, which would push this work further out into the future, raising costs and increasing risk to the building's HVAC system, which is at its end-of-life

**Recommendation:** To approve a temporary closure at the Shawnee Library from August 19 through late October to complete planned Capital Replacement Plan (CRP) HVAC replacement.

**Suggested Motions:** I move to approve a temporary closure at the Shawnee Library from August 19 through late October to complete planned Capital Replacement Plan (CRP) HVAC replacement.

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** July 11, 2024  
**Re:** Antioch: Easement Agreement with Evergy Metro, Inc.

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**Issue:** Consider authorizing an Easement Agreement with Evergy Metro, Inc. for utility infrastructure upgrades on the Antioch Library property.

**Suggested Motions:** I move to authorize an Easement Agreement with Evergy Metro, Inc. for utility infrastructure upgrades on the Antioch Library property.

**Background:** The City of Merriam is working with Evergy Metro, Inc. to allow for burying electrical and communication lines along the Shawnee Mission Parkway corridor for beautification and to improve reliability.

**Analysis:** This agreement grants an easement to the Evergy Metro, Inc. for approximately 0.11 acres on the south frontage of the Antioch Library property. The City of Merriam is working with Evergy Metro, Inc. to bury lines along the Shawnee Mission Parkway corridor in front of the Antioch Library building property. The Kansas Department of Transportation (KDOT) owns the right-of-way and will not allow the cable work on their property, so an easement is necessary to allow for this work.

We have worked with the City of Merriam to ensure that the property value is not negatively affected by this easement agreement. By granting an easement to Evergy Metro Inc., per the agreement, paving is allowed over the easement, so future developers could use this space for parking or greenspace, but not for building.

**Budget Review:** There is no new funding required for this item.

**Legal Review:** Library legal counsel has reviewed and approved the form of this agreement.

**Alternatives:** Not authorize the easement agreement at this time, which would slow down the City's work and also potentially require separate easement agreements with each utility.

**Recommendation:** To Authorize the Easement Agreement with Evergy Metro, Inc. for utility infrastructure upgrades on the Antioch Library property.

**Suggested Motions:** I move to authorize an Easement Agreement with Evergy Metro, Inc. for utility infrastructure upgrades on the Antioch Library property.

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S 12 | SE/SE | QQ/Q  
T 12S | Johnson | County  
R 24E | Kansas | State

### EASEMENT CONVEYANCE

THIS **EASEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **Board of Directors of the Johnson County Library**, the governing board of a Kansas quasi-municipal corporation, "**GRANTOR**" and **Evergy Metro, Inc., a Missouri corporation** whose mailing address is PO Box 418679, Kansas City, MO. 64141-9679, and its and their affiliates, lessees, licensees, designees, successors and assigns, of Jackson County, Missouri "**GRANTEE**".

**After recording mail to:**           **Evergy**  
  **David Kohart**  
  **Real Estate Dept. F&M-2**  
  **PO Box 418679**  
  **Kansas City, MO 64141-9679**

**Legal Description: See Exhibit A**

**KNOW ALL MEN BY THESE PRESENTS:** That the undersigned, Grantor, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby GRANTS, BARGAINS, SELLS AND CONVEYS to Grantee, its lessees, successors and assigns, the right, privilege and perpetual non-exclusive easement to enter upon the "Grantor Real Property" as described below, to patrol, alter, conduct surveys, construct, erect, inspect, install, maintain, operate, rebuild, reconstruct, relocate, remove, renew, repair and replace electric and communication transmission and distribution lines and their appurtenances under varying conditions of operation, including the poles, towers, anchors, guys, crossarms, insulators, conductors, conduit, ducts, cables, and other fixtures and equipment appurtenant thereto for the transmission and/or distribution of electric energy and communications in, along, under, across, and over the Grantor Real Property, and in and upon all streets, roadways or highways abutting said lands, as described ("Easement Tract") in Exhibit "A" attached hereto and incorporated by reference herein (individually and in any combination referred to as the "Rights"), together with the right of ingress to and egress to and from the Easement Tract on the Grantor Real Property and contiguous land owned by Grantor for the purpose of Grantee exercising the Rights ("Access Rights"). Grantee shall exercise the Rights and Access Rights in a reasonable and appropriate manner as

determined in its good faith and when practicable, use existing roads and lanes. The “Grantor Real Property” is that certain real property owned by Grantor and described in Book 493 at Page 703 & Book 493 at Page 705 in the Johnson County Recorder of Deeds office.

In the exercise of the Rights and Access Rights, Grantee shall have the further right to use gates in all fences that cross or obstruct the Access Rights or that shall hereafter cross or obstruct the Access Rights on the Grantor Real Property or contiguous land owned by Grantor, and also have the right to trim, remove, eradicate, cut and clear away any trees, limbs, brush and vines (“Woody Vegetation”) on or adjoining the Easement Tract or on routes exercised as Access Rights now or at any future time whenever in its judgment such Woody Vegetation will interfere with or endanger the exercise of the Rights or the Access Rights. All such Woody Vegetation shall be removed by Grantee unless otherwise mutually agreed to by Grantor and Grantee. In the event Grantee causes damage to Grantor or the Grantor Real Property from the exercise of the Rights or Access Rights, Grantee shall either cause the physical, material damage to be repaired or pay Grantor the reasonable cost of such work.

Grantor, its heirs, successors, assigns and lessees, may cultivate, use and enjoy the Easement Tract, provided such use shall not, in the judgment of Grantee, interfere with or endanger the Rights, and provided further that no improvements, buildings or structures shall be located, constructed or otherwise placed on the Easement Tract, except Parking Lot and similar uses and other public utility infrastructure and appurtenances.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**TO HAVE AND TO HOLD** said easement and rights aforesaid with all and singular, the rights, privileges, appurtenances, and immunities thereto belonging or in any way appertaining unto Grantee its lessees, licensee, successors or assigns forever. This easement conveyance shall run with the land and shall be binding upon Grantor and Grantor’s heirs, administrators, executors, successors and assigns. Grantor hereby covenants that Grantor is the owner(s) of the above-described land, subject to existing liens and right-of-way easements of record.

**SIGNATURES ON FOLLOWING PAGE**



**IN TESTIMONY WHEREOF**, Grantor has hereunto executed this Easement on the date first above written.

**The Board of Directors of the Johnson County Library**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGEMENT**

State of \_\_\_\_\_)

) SS.

County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me a Notary Public, appeared \_\_\_\_\_ to me personally known, (or proved to me on the basis of satisfactory evidence) to be the person(s) described in and who executed the foregoing instrument, and acknowledged that he/she is the \_\_\_\_\_ of the Board of Directors of the Johnson County Library, and that he/she executed the same on behalf of said Board of Directors and by authority thereof and acknowledged said instrument to be the free act and deed of said Board of Directors for the purposes therein expressed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year aforesaid.

My Commission Expires: \_\_\_\_\_

Notary Public \_\_\_\_\_

WR#: \_\_\_\_\_ Validation by: \_\_\_\_\_

**EXHIBIT "A"**  
(Page 1 of 2)

*This sketch has been prepared for easement purposes only and does not constitute a boundary survey. Distances shown hereon are ground distances, and bearings are based on NAD-83 Kansas North Zone State Plane Datum.*


**PERMANENT EASEMENT DESCRIPTION**

*All that part of Lots 10 thru 14, inclusive, Block 42, Eby Subdivision, Merriam Park, a platted subdivision in the Southeast Quarter of Section 12, Township 12 South, Range 24 East, in the City of Merriam, Johnson County, Kansas, more particularly described Chris R. Sprague, Kansas PS-1632 of Olsson, LS-114, on June 11, 2024, as follows:*

*COMMENCING at the Southeast corner of the Southeast Quarter of said Section 12; thence South 87 degrees 26 minutes 16 seconds West, on the South line of said Southeast Quarter, a distance of 305.76 feet to a point; thence departing said South line, North 02 degrees 33 minutes 44 seconds West a distance of 30.00 feet to the Southwest corner of said Lot 10, as platted; thence North 02 degrees 06 minutes 22 seconds West, on the West line of said Lot 10, a distance of 47.22 feet to a point on the North right-of-way line of Shawnee Mission Parkway as established in Book 21, Page 255; thence departing said West line, North 87 degrees 56 minutes 29 seconds East, on said North right-of-way line, a distance of 5.00 feet to a point on the West line of a Tract of land described in Book 493, Pages 703 & 705, and the POINT OF BEGINNING; thence departing said North right-of-way line, North 02 degrees 06 minutes 22 seconds West, on the West line of said Tract of land, a distance of 20.00 feet to a point; thence departing said West line, North 87 degrees 56 minutes 29 seconds East a distance of 260.99 feet to a point on the West right-of-way line of Antioch Road, as established in Book 844, Page 118; thence South 02 degrees 06 minutes 22 seconds East, on said West right-of-way line, a distance of 20.00 feet to a point on said North right-of-way line of said Shawnee Mission Parkway; thence departing said West right-of-way line, South 87 degrees 56 minutes 29 seconds West, on said North right-of-way line, a distance of 260.99 feet to the POINT OF BEGINNING, containing 5,220 Square Feet, or 0.1198 Acres, more or less.*

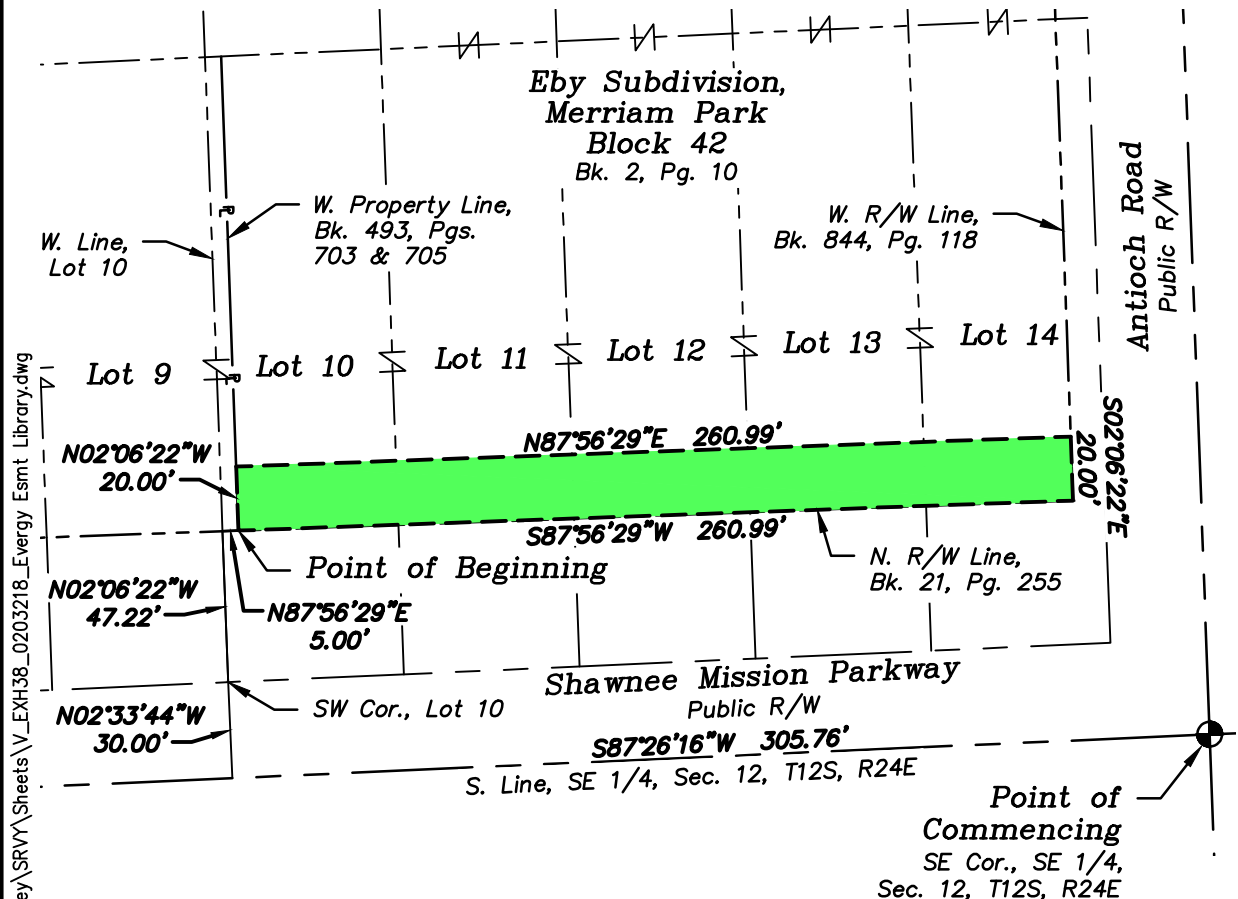
*(As depicted on EXHIBIT "A", (Page 2 of 2), attached and incorporated herein.)*

DWG: F:\2020\3001-3500\020-3218\40-Design\Survey\SRV\Sheets\V\_EXH38\_0203218\_Evergery Esmt Library.dwg  
 DATE: Jun 12, 2024 9:28am  
 USER: csprague

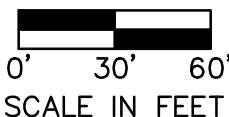
	7301 West 133rd Street Suite 200 Overland Park, KS 66213-4750 TEL 913.381.1170		GRAND STATION PHASE II		PROJECT NO: i20-3218
	COUNTY	TRACT NO.	DRAWN BY: CRS		
	JOHNSON	16	DATE: 06.11.2024		

**EXHIBIT "A"**  
(Page 2 of 2)

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DWG: F:\2020\3001-3500\020-3218\40-Design\Survey\SRV\Sheets\V-EXH38\_0203218\_Every Esmt Library.dwg  
 DATE: Jun 12, 2024 9:28am USER: csprague



Permanent Easement:  
5,220 S.F., 0.1198 Ac., ±

LEGEND

- PROPERTY LINE
- LOT LINE
- PRIVATE EASEMENT

	7301 West 133rd Street Suite 200 Overland Park, KS 66213-4750 TEL 913.381.1170		GRAND STATION PHASE II		PROJECT NO: i20-3218
	COUNTY	TRACT NO.			DRAWN BY: CRS
	JOHNSON	16			DATE: 06.11.2024

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** July 11, 2024  
**Re:** Blue Valley and Leawood: Temporary Closures for Security Upgrade Work

---

**Issue:** Consider approving the closure for up to two (2) non-consecutive days between mid-August and late September at the both the Blue Valley and Leawood Libraries for security upgrades.

**Suggested Motions:** This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at the August Library Board meeting.

**Background:** In May 2023, the Library Board approved funding for security upgrades at certain locations. We have been working on physical security upgrades across the Library ever since, coordinating with CIP and CRP projects as possible. Most recently, this work was completed at Oak Park and Shawnee libraries. We are continuing the work at Blue Valley and Leawood locations, which includes securing staff space from public space, upgrading access controls and ADA features. Since the work requires substantial demolition and preparation to install frames and conduits, we are requesting up to two (2) non-consecutive days of closure at each branch.

**Analysis:** The purpose of this work is to continue the planned physical security upgrades across the Library system. We were able to take advantage of closures at other buildings during CRP and emergency work, but Blue Valley and Leawood do not have other work planned soon. This will require brief closures of up to two (2) non-consecutive days to complete the work. The closures at each building will be scheduled independently without overlapping.

**Budget Review:** Funding for this work is included in the CRP budget and Physical Security budget.

**Alternatives:** Not approve the closure and not complete the security upgrades at this time.

**Recommendation:** None at this time, for information only.

**Suggested Motions:** This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at the August Library Board meeting.

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** July 11, 2024  
**Re:** Spring Hill: Groundwater Monitoring Agreement

---

**Issue:** Consider authorizing an Access Agreement with Larsen & Associates, Inc., for installation of a groundwater monitoring well related to a neighboring property.

**Suggested Motions:** This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at the August Library Board meeting.

**Background:** Larsen & Associates, Inc. notified the Library that they have been contracted by the Kansas Department of Health and Environment (KDHE) to perform an environmental investigation at the C&H Quick Stop related to a past release of petroleum from a storage tank formerly located at this facility which has impacted the soil and groundwater in the area. The C&H Quick Stop is across Webster St. to the east of the Spring Hill Library.

**Analysis:** This agreement grants access to Larsen & Associates, Inc. to perform soil boring and/or well installation, and to collect soil and water samples. Larsen would install a well in the northeast corner of the parking lot and collect samples for a period of two years. In order for Larsen & Associates, Inc. to proceed with their work, they are requesting the Library to authorize the access agreement.

After completion of the work, Larsen & Associates would return the property to its original condition. Larsen is also committing to follow all local and state regulations for this work and there would be no charge to the Library for this work.

If the monitoring well would be disrupted by planned construction at Spring Hill, we would need to contact Larsen & Associates to remove the well.

**Budget Review:** There is no cost to the Library for this item.

**Alternatives:** Not authorize the access agreement which would cause Larsen & Associates to perform their work at other nearby locations.

**Recommendation:** None at this time, for information only.

**Suggested Motions:** This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at the August Library Board meeting.

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** July 11, 2024  
**Re:** ARM 10-50-10 Bylaws of the Board of Directors

---

**Issue:** ARM 10-50-10 Bylaws of the Board of Directors – Information Only – vote in August

**Suggested Motion:** Information Only

**Background:** Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARM was last reviewed in February of 2024. Upon Board Member direction at the June 2024 Board meeting to add the Pledge of Allegiance to the format of the agenda this ARM has been reviewed. It is being shared with you for information today. Highlighted below are the changes staff is recommending.

**Analysis:** After the June 13<sup>th</sup>, 2024 Board Meeting discussions surrounding the addition of reciting the Pledge of Allegiance, staff reviewed ARM 10-50-10 Bylaws of the Board of Directors to incorporate that addition. The following changes have been made to ARM 10-50-10 Bylaws of the Board of Directors.

**Addition Pledge of Allegiance:** At the request of Library Board of Directors the addition of the Pledge of Allegiance has been added to the agenda.

**Removal of Friends of the Library Report:** The Friends of the Library report is given as part of the Development Department Report.

**Funding Overview:** No costs were affected.

**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.

**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  
August 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 c. 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 d. 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 e. 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 f. 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 g. 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 h. 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



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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

### Nominations

### Terms of Office

### Chair's Duties

### Vice Chair/ Secretary's Duties

### Treasurer's Duties

### Attendance

## 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

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## 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-August~~ 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
  - a. Pledge of Allegiance
- II. Citizen Comments
- III. Remarks
  - a. Library Board of Directors
  - ~~b. Friends of the Johnson County Library~~
  - ~~e.b.~~ Johnson County Development Department
  - ~~d.c.~~ Board of County Commissioner Liaison
- IV. Reports
  - a. Board Counsel
  - b. County Librarian
- 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**

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August 8, 2024

**ARM 10-50-10**

**End**

DRAFT

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- VI. Old Business
- VII. New Business
- VIII. Adjournment