



**Board Report
September 12, 2024**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, SEPTEMBER 12, 2024
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

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

- I. Call to Order
 - A. Pledge of Allegiance
- II. Citizen Comments
- 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.....4
 - D. Liaison, Board of County Commissioners, Shirley Allenbrand
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Senate Bill 13 and Tax Resolution
 - b) Term and Supply Contracts
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - b) Facilities Department, Tony Barron, Director of Facilities.....12
 - 2. Comprehensive Library Master Plan, Scott Sime and Megan Clark, Project Coordinators
 - a) Spring Hill and De Soto Renovations, Megan Clark, Project Coordinator.....37
 - b) Capital Projects: Timeline Summary, Scott Sime, Lead Project Coordinator.....41
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Board Retreat, Tricia Suellentrop, County Librarian
 - b) Corinth Replacement Project, Tricia Suellentrop, County Librarian.....44
 - c) Comprehensive Library Master Plan Study Refresh, Tricia Suellentrop, County Librarian.....50

V.	Consent Agenda	
	A. Action Items:	
	1. Minutes of the August 8, 2024 Regular Library Board meeting.....	53
	B. Information Items	
	1. Financial and Personnel	
	a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2024 were handled in accordance with library and County policy.	
	b) The July 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.....	65
VI.	Old Business	
	A. Action Item: Consideration of contract amendment to BiblioCommons to add BiblioWeb, Elissa Andre, Marketing and Communication Manager.....	66
VII.	New Business	
	A. Action Item: Consider adoption of the Johnson County Library Board Resolution for 2025 Revenue Neutral Rate, David Vratny, Finance Director.....	70
	B. Information Item: Spring Hill and De Soto Architect Selection, Megan Clark, Project Coordinator.....	74
VIII.	Executive Session: Personnel Committee	
	A. Appoint Personnel Committee: County Librarian Annual Appraisal, Anna Van Ophem, Board Vice Chair	
IX.	Adjournment	



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

Friends Facilities Expansion

As I shared with you in person at July’s meeting, the Friends board of directors unanimously voted to approve our New Home Committee’s recommendation to expand our sorting and sales facility, currently located at 8279 Melrose Drive. Our immediate neighbors to the west are moving out, and we will absorb 8281 Melrose Drive, which will double our square footage. We will sign a 10-year lease agreement that takes effect January 1, 2025; in exchange, Block Real Estate Services will absorb the full cost of tenant improvements necessary to turn 8281 Melrose into a book sale space. We are in the final stages of the administrative portion of this process and will soon roll out a timeline detailing our next steps.

Library Advocacy Training

What does it mean to be a library advocate? The more you think about the question, the more nuanced it becomes. It is essential for our board and staff to be not only passionate and committed about advocacy work, but fully confident and comfortable in doing it. As such, we are working with Johnson County Community College’s Continuing Education Department to develop and deliver customized advocacy training to our teams. This training will take approximately 4 hours to complete. As we “train the trainers” and become increasingly knowledgeable in this line of work, I believe we will become one of the strongest nonprofit advocacy arms in the Kansas City metro region.

Bring Your Own Lunch Book Club

The Friends are cultivating a budding relationship with the folks at Serendipity Labs, a coworking space located inside of the Creative Planning building in Overland Park. As they plan a book donation drive for our benefit, we launched a Bring Your Own Lunch Book Club on August 15th. This is a Friends-organized book club that will meet quarterly at Serendipity Labs over the lunchtime hour.

If you’re wondering why you didn’t know about this, it’s because we did so quietly, not knowing what size of group to anticipate given the number of people who work from this building. “Atomic Habits: An Easy and Proven Way to Build Good Habits and Break Bad Ones” by James Clear was our first book choice – but we have since learned that most of the people who utilize this coworking space would really prefer to read cozy mysteries. So, cozy mysteries it shall be! Our second group will be reading “The Thursday Murder Club” by Richard Osman and are scheduled to meet on November 13th.

Respectfully submitted,

Shanta Dickerson (she/her)
Executive Director

Libraries for all. All for libraries.



Monthly Report of the
Volunteer & Friends Engagement Coordinator, Amber Bourek Slater to the
Board of Directors of Johnson County Library
September 2024

Summer Teen Volunteers

Summer is a time when we encourage teens to utilize their free time by volunteering with Johnson County Library. Between June 1st and July 31st, we had 151 teens who served 1,740 service hours. They help us teach elementary students through Adelante! Reads, passed out summer reading books, shelved holds materials, cleaned toys, created displays, collected books for the Friends, set-up for Juneteenth, lead MakerSpace activities, participate in the Young Adult Lit Council, worked book sales, and even reviewed 298 books in our collection. A huge thank you to these dedicated young citizens for all their hard work.

Friends Membership

Since the beginning of the year, the Friends Membership Committee has been focused on member meeting and surveys to better understand their constituents. Additionally, the Friends Office Manager Chris Hickam and I have been working on transferring and cleaning up membership data. Currently, the Friends graphic designer is working on templates for newsletter and letters to Friends supporters. In addition to a marketing plan and membership benefits statement, I'm excited to share the Friends now have an 18-month strategy for engaging with members and prospects. This includes a mix of online, mail, phone calls, and emails for the different segments of supporters. These new database/communication tools will provide valuable information in the years ahead about how strategies are working to engage Friends supporters.

Fall Volunteering

Fall is a busy time for volunteers of all ages at Johnson County Library. This year is no different with everything from recycling extravaganzas to Math Day at the Library. We are excited to 32 volunteers returning this fall to help our language learner patrons improve their English skills and prepare for citizenship. September is an especially busy month with over 120 volunteers needed to help plan *Library Lets Loose*. Other opportunities include helping with youth service programs and the Writers Conference. Later in the year, we have a few special appreciation events planned to thank volunteers for all their dedicated service.



Monthly Report of the
Executive Director of the Foundation, Shelley O'Brien to the
Board of Directors of Johnson County Library
August 2024

Library Lets Loose – September 21st

We are in the final stretch for our annual fundraising event for the Library – Library Lets Loose.

If you have a chance, please promote the event on your social media. It's a great way to get the word out to sell event tickets and raffle tickets. Facebook is where the most people interact with the Foundation.

A HUGE thank you to Anne and Bill Blessing, event Honorary Hosts, for their hard work and dedication to the Library and the Library Foundation. We are on track for this year to be the most successful in the event's history thanks to their support.

Sarah Page and Anjali Panyda, as Library Lets Loose Committee Co-Chairs, have been amazing. Lisa Larson-Bunnell has worked tirelessly on the creative touches this year and she has asked all of Shawnee to participate in this event!

Thank you to our sponsors (or Top Secret Agents)

Presenting Sponsors

Ann K. Baum, G. Kenneth Baum and Ann Baum Philanthropic Fund
Barton P. and Mary D. Cohen Charitable Trust/Midwest Trust Trustee

Event Sponsors

Drake Development
Carol and Fred Logan
Vickie and Dale Trott

Tri-Board Meeting on Wednesday, November 13, 2024

Save the date! The three boards associated with the Library – the Johnson County Library Board, the Johnson County Library Foundation Board, and the Friends of the Johnson County Library – will have a reception on Wednesday, November 13th from 5pm to 6pm at the Central Resource Library in the MakerSpace. This is not a meeting, but a networking event to celebrate the volunteer leadership of the library in 2024.

After the reception, we will attend the JCL Foundation author event in Carmack with New York Times Best Selling author Jen Mann. She wrote the book, "People I Want to Punch in the Throat". This author event is not open to the public, but to donors, volunteers, and special guests. We are so pleased to host this best-selling author who lives in our community and uses our libraries.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
July 2024
58% of Year Lapsed

OPERATING FUND	Programs	2024 Budget
	Revenue	5,054,089
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	347,063
	Transfer to Capital Projects	8,908,290
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$9,255,353</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>(\$4,201,264)</u>
SPECIAL USE FUND		2024 Budget
	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	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$462,164</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>\$2,457,961</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>(\$1,743,303)</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

July 2024

58% of Year Lapsed

REVENUE ALL FUNDS	2024 Year to Date	2024 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	43,766,715	45,612,939	96%	97%
Ad Valorem Delinquent	105,744	151,009	70%	-139%
Motor Vehicle	1,785,183	3,387,672	53%	50%
Library Generated - Copying/Printing	56,062	108,206	52%	44%
Library Generated - Overdues / Fees	35,339	38,000	93%	12%
Sale of Library Books	14,182	50,000	28%	0%
Misc Other	6,779	18,703	36%	7%
Reimbursements	125,204	740,000	17%	19%
Library Generated - Other Charges	0	0	0%	0%
Investment	785,320	825,000	95%	86%
Unencumbered Balance Forward	0	6,874,696	0%	0%
Transfer from Capital Projects	6,293	0	0%	0%
Sale of Capital Assets	1,920,768	0	0%	0%
Recreational Vehicle Tax	14,648	16,922	87%	81%
Commercial Vehicle Tax	56,523	63,117	90%	98%
Heavy Trucks Tax	4,400	4,733	93%	71%
Rental Excise Tax	29,046	66,002	44%	70%
Payment in Lieu of Taxes	342,332	0	0%	0%
State and Federal Grants	132,886	273,607	49%	50%
TOTAL REVENUE	49,187,423	58,230,606	84%	88%

Expenses ALL FUNDS with Collection

Encumbrance	2024 Year to Date	2024 Budget	% Categories Expended
Salaries and Benefits	14,676,463	27,178,537	54%
Contractual Services	3,776,214	7,374,266	51%
Commodities	5,387,037	5,295,453	102%
Risk Management Charges	117,528	266,103	44%
Capital / Maintenance / Repair	8,926,277	10,774,696	83%
Transfer to Capital Projects	427,593	3,640,620	12%
Grants	132,886	273,607	49%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL EXPENDITURES	36,938,263	58,230,606	63%

Revenue - Expenses as of July 31, 2024 12,249,160

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
July 2024
58% Year Lapsed

OPERATING FUND	2024	2024	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,422,937	7,406,324	46%
Information Technology	2,392,450	4,906,803	49%
Collection Development	2,148,640	4,063,002	53%
Branch/Systemwide Services	12,249,534	23,192,622	53%
Risk Management Charges	117,528	266,103	44%
Grants	53,201	273,607	19%
Transfer to Capital Projects	8,908,290	10,774,696	83%
Interfund Transfer	3,494,266	3,427,324	102%
TOTAL OPERATING FUND EXPENDITURES	32,786,847	54,310,481	60%

SPECIAL USE FUND	2024	2024	% Budget
	Year to Date	Budget	Expended
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%
TOTAL SPECIAL USE FUND EXPENDITURES	462,164	3,920,125	12%

TOTAL EXPENDITURES	33,249,011	58,230,606	57%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
July 2024
58% Year Lapsed

ALL FUNDS	2024	2024	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	14,676,463	27,178,537	54%
Contractual Services	3,272,839	7,374,266	44%
Commodities	2,280,844	5,295,453	43%
Risk Management Charges	117,528	266,103	44%
Capital / Maintenance / Repair	8,926,277	10,774,696	83%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	427,593	3,640,620	12%
Grants	53,201	273,607	19%
Interfund Transfer	3,494,266	3,427,324	102%
TOTAL EXPENDITURES	33,249,011	58,230,606	57%

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	\$53,201.14	\$132,886.40	\$79,685.26

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

Expenditure of Friends of the JCL Donations 2024

<i>Expenditure Details</i>	<i>July</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	1,502.21
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 1,502.21

Facilities Management Department Update



Merriam Plaza

Photo Credit: Gayle Babcock

Facilities by the Numbers

1991 Year department was created

80 Number of buildings in portfolio

14 JCL Buildings

2.8M Amount of square footage managed

307K JCL square footage managed

527 Number of vehicles serviced

7 Dedicated JCL vehicles serviced

190 Number of team members

23 Dedicated FAC support team members to JCL

470M Dollars managed in projects (2023)

8% Of FAC dollars managed are JCL dollars

6 Strategic Priorities

1. Improve communication, development & engagement of our Facilities team.
2. Strengthen relationships with our customers.
3. Leverage technology to improve processes and measure, monitor and verify our performance.
4. Maintain financial accountability of available resources.
5. Establish a culture of continuous improvement.
6. Measure our performance to support fact-based decision-making.

Facilities Management Department

Our Mission:

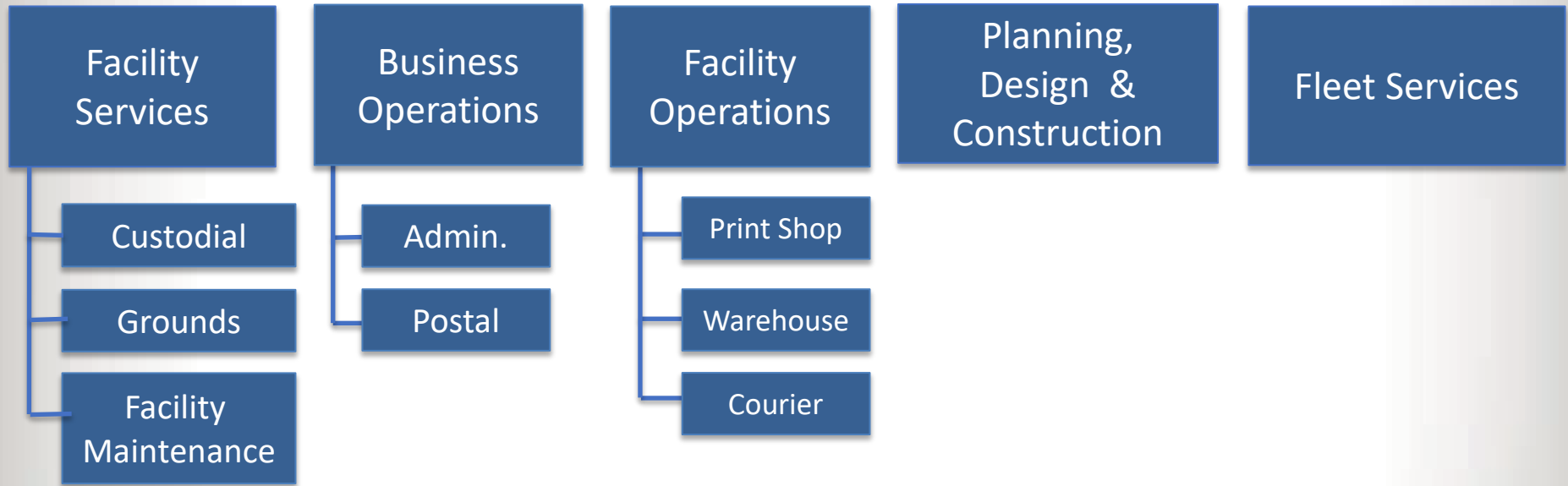
We provide environments and services that support growth, healthy and safe operations, and fiscal responsibility by valuing our customer and employee needs in a culture of continuous improvement.

Our M.O.U. Value

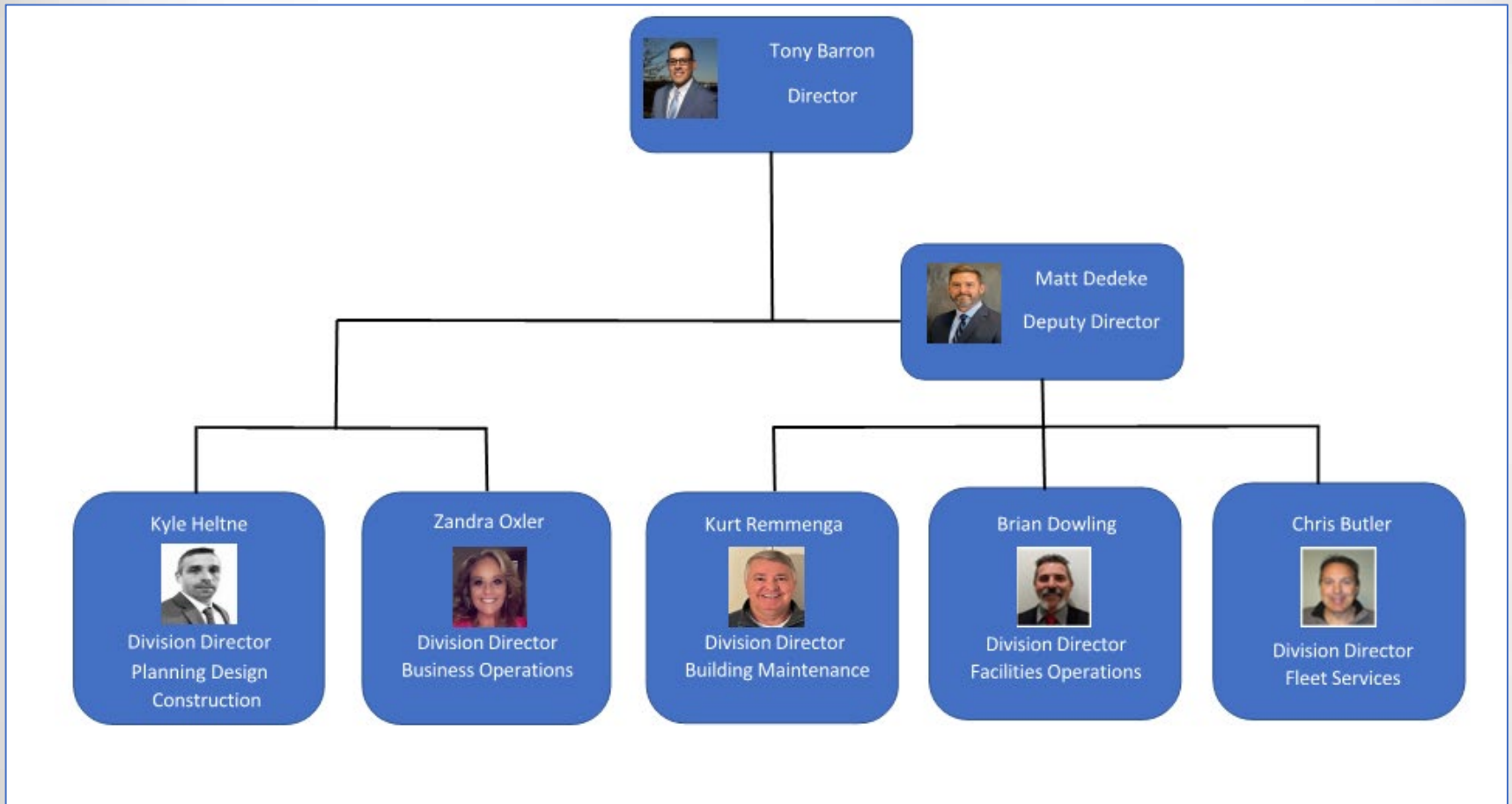
Partnering with Facilities brings value by...

- Taking **ownership** in the buildings we support
- **Centralizing** services
- Providing **quality** work
- Being **responsive** to needs
- Delivering overall facilities **management**

Facilities Divisions



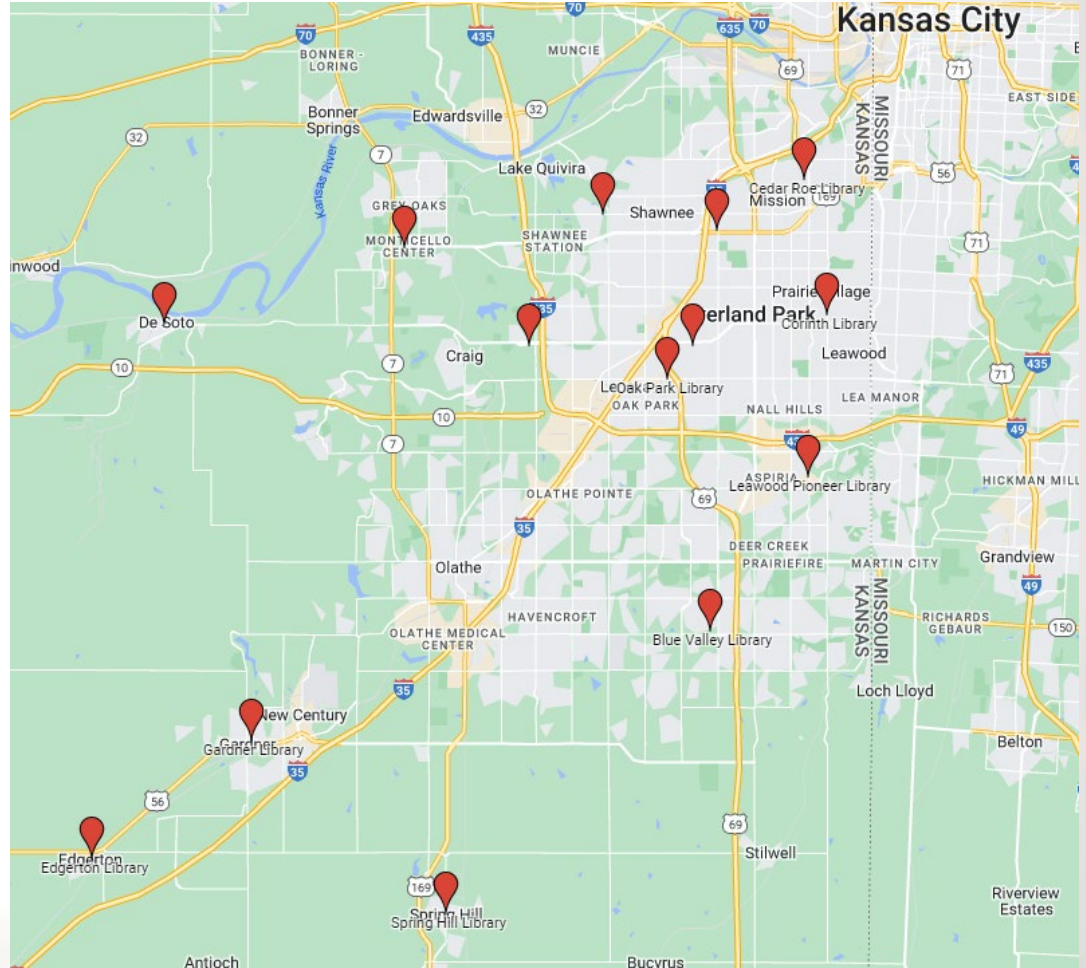
Facilities Org Chart



Map of Johnson County Library Branches

Site	External Gross SF
Blue Valley Library	25,073 sq ft
Cedar Roe Library	12,516 sq ft
Central Resource Library	85,965 sq ft
Corinth Library	19,659 sq ft
De Soto Library	3,630 sq ft
Edgerton Library (Leased)	3,381 sq ft
Gardner Library	13,440 sq ft
Leawood Pioneer Library	19,015 sq ft
Lenexa City Center Library	40,244 sq ft
Merriam Plaza Library	15,498 sq ft
Monticello Library	31,875 sq ft
Oak Park Library	16,494 sq ft
Shawnee Library	18,158 sq ft
Spring Hill Library	3,005 sq ft

Total: 307,953 SQFT



Planning, Design, & Construction Team



Planning, Design, & Construction

How we can help:

- Capital Planning
- Strategic Planning
- Programming & Studies
- Project Management
- Standards & Regulation Compliance
- Furniture Moves, Adds & Changes
- Space Management
- Public Art Commission



Project Collaborators



2024 Capital Projects



Custodial - Grounds - Facility Maintenance

How we can help:

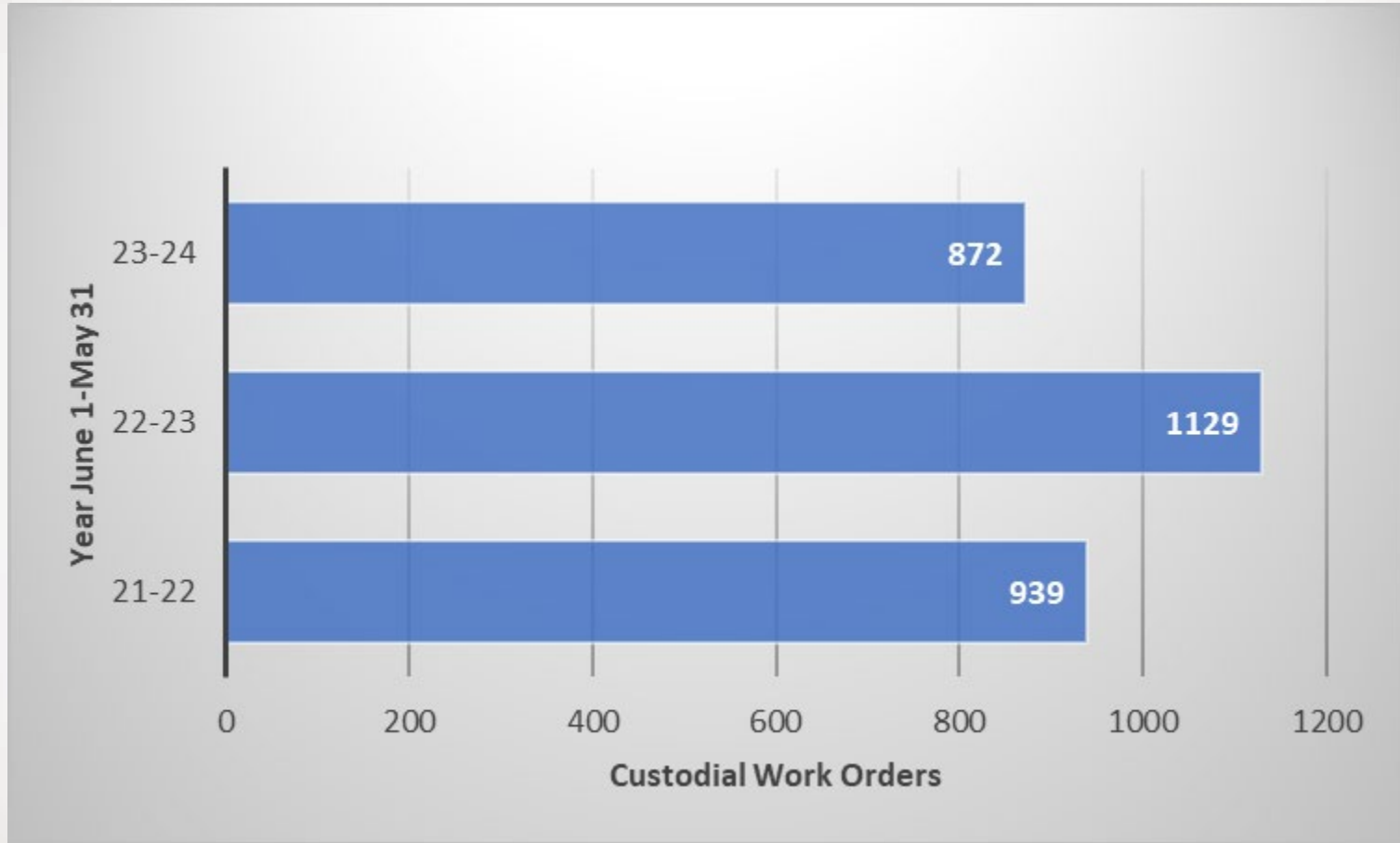
- Custodial Services
 - Clean For Health
 - Responsive and Bio-Hazard Clean-Ups
- Grounds Services
 - Grass, Shrub, Tree Care
 - Landscaping
 - Snow Removal
- Maintenance
 - Preventative and Responsive Building Maintenance and Repairs
 - ARCHIBUS Work Order System
 - Building Automation System (HVAC)
 - Energy Management
 - Safety Programs



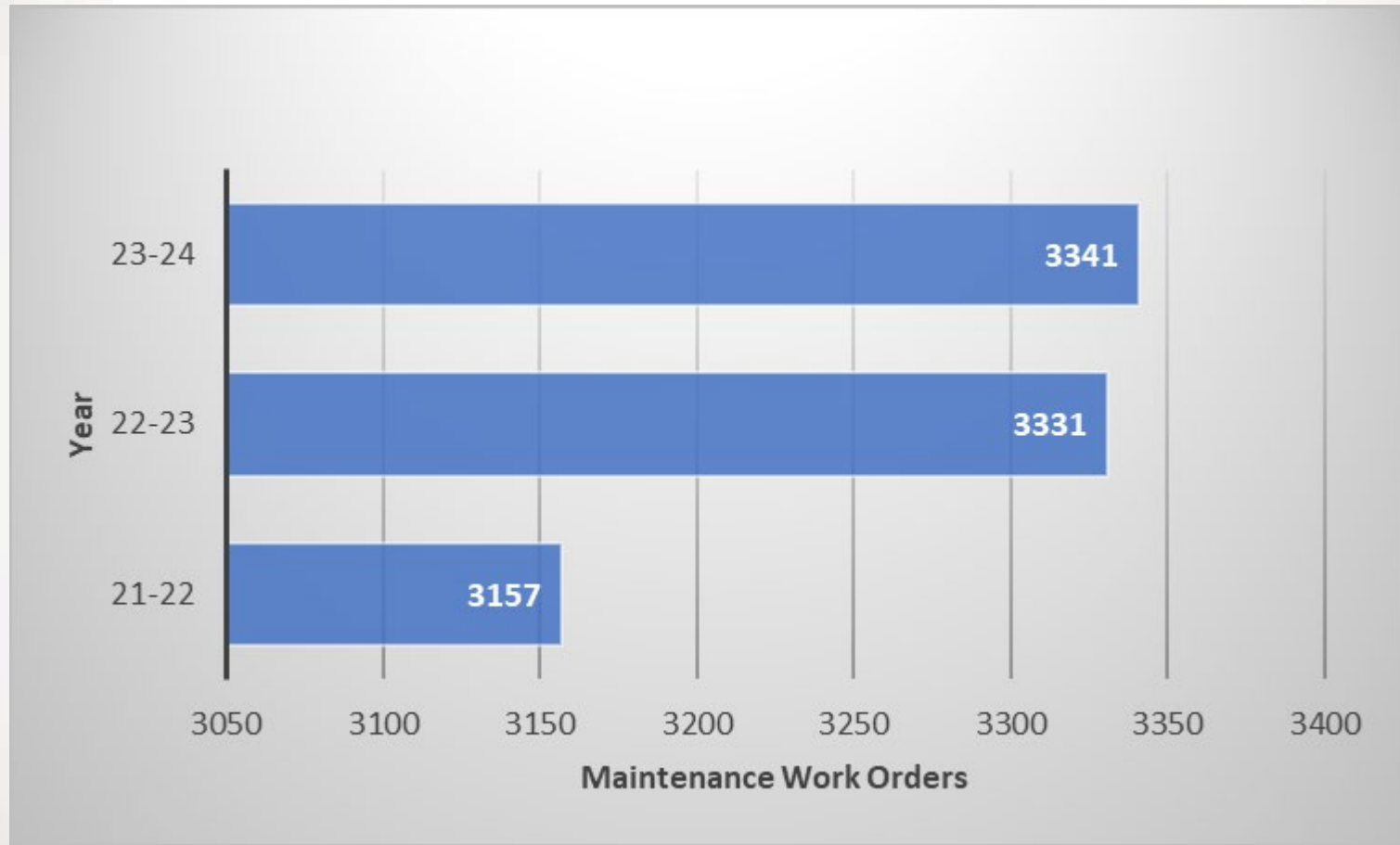
Custodial - Grounds - Facility Maintenance Team



Custodial Work Orders



Maintenance Work Orders

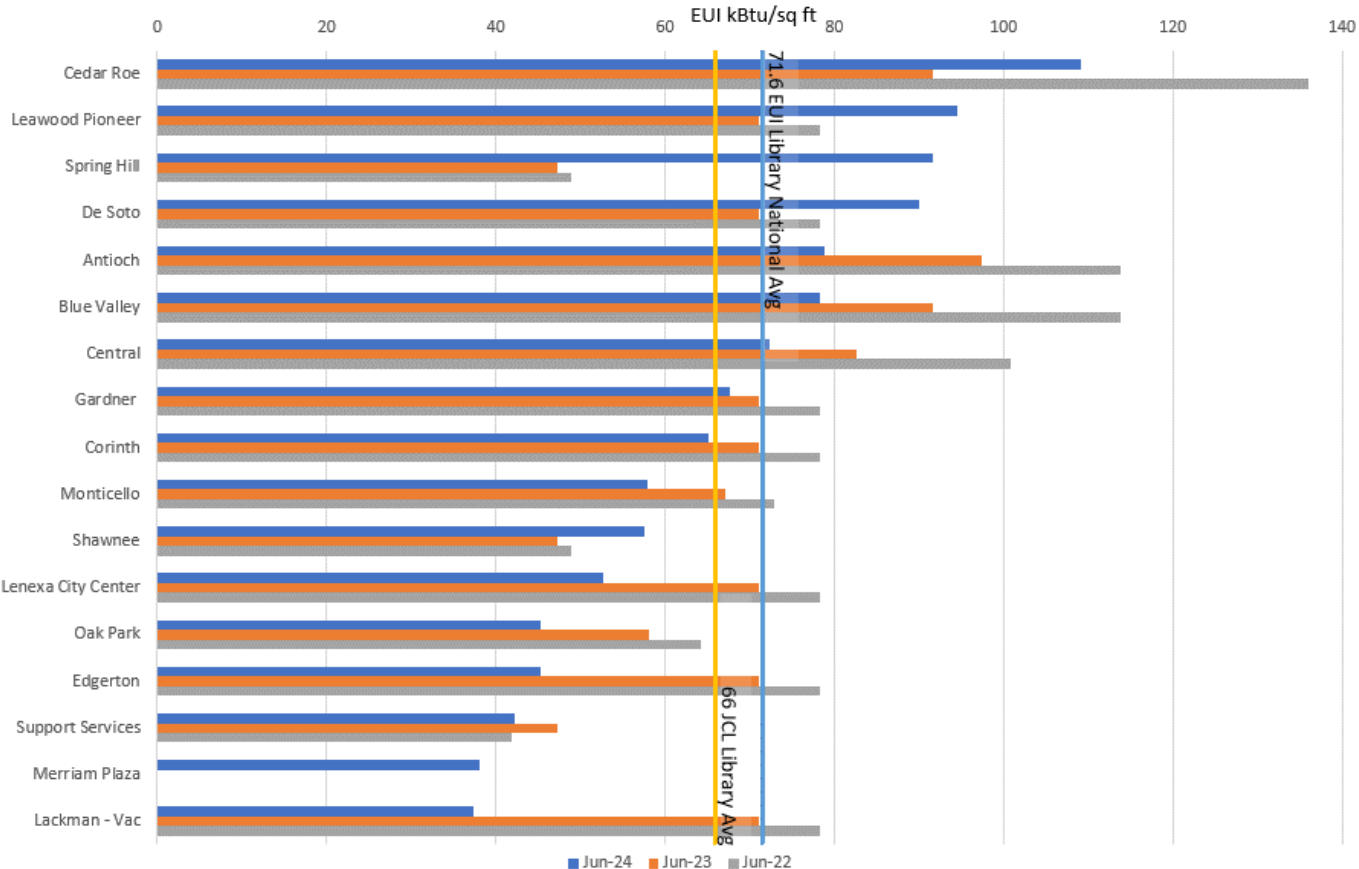


Energy Usage

The average EUI is now **below** the Library National Average

Energy Usage Intensity (EUI) by Location

June 2024, 2023, and 2022 - Including Gas and Electric consumption

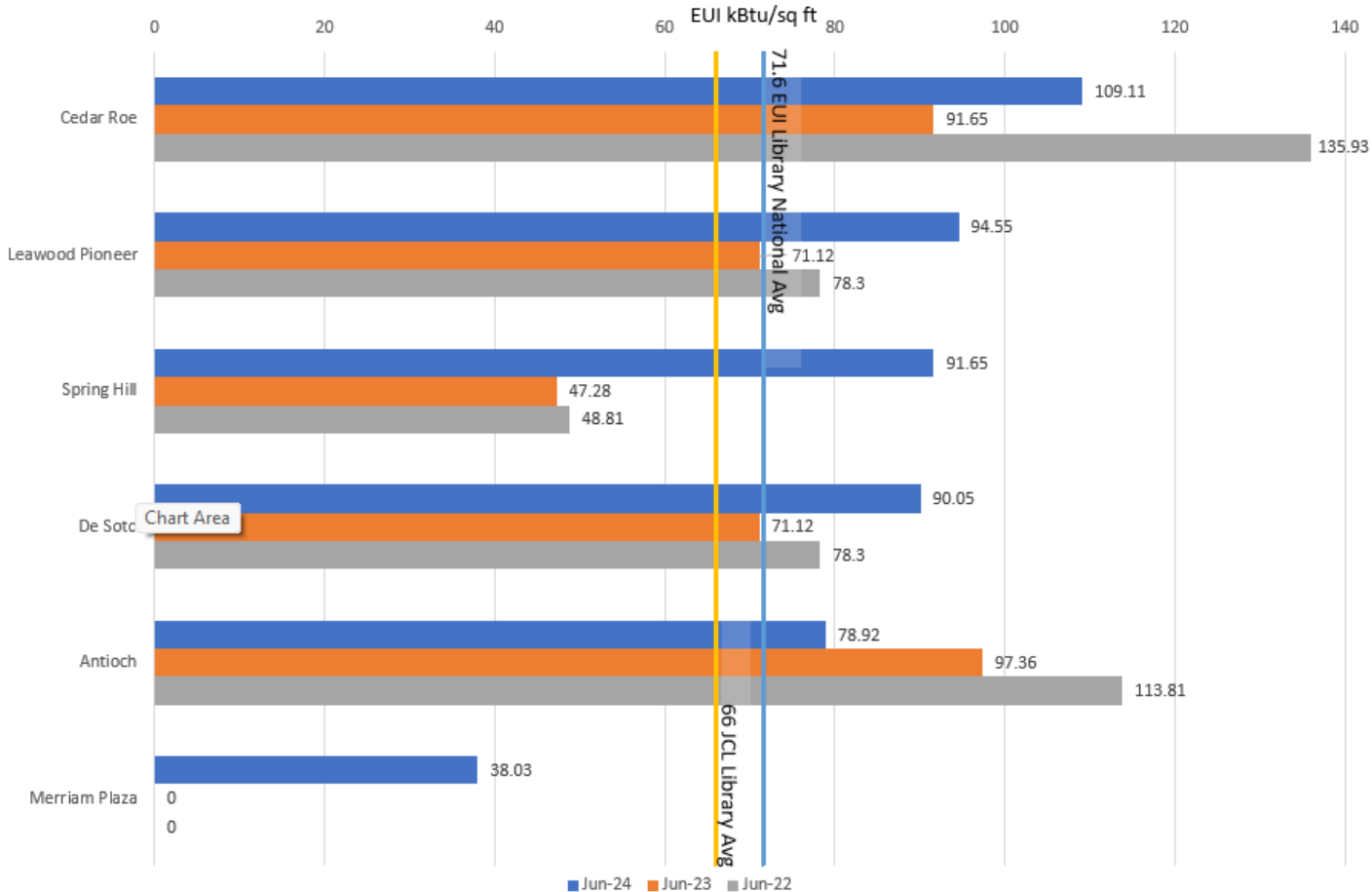


*National Library EUI Average comes from Energy Star last updated April 2021

Energy Usage

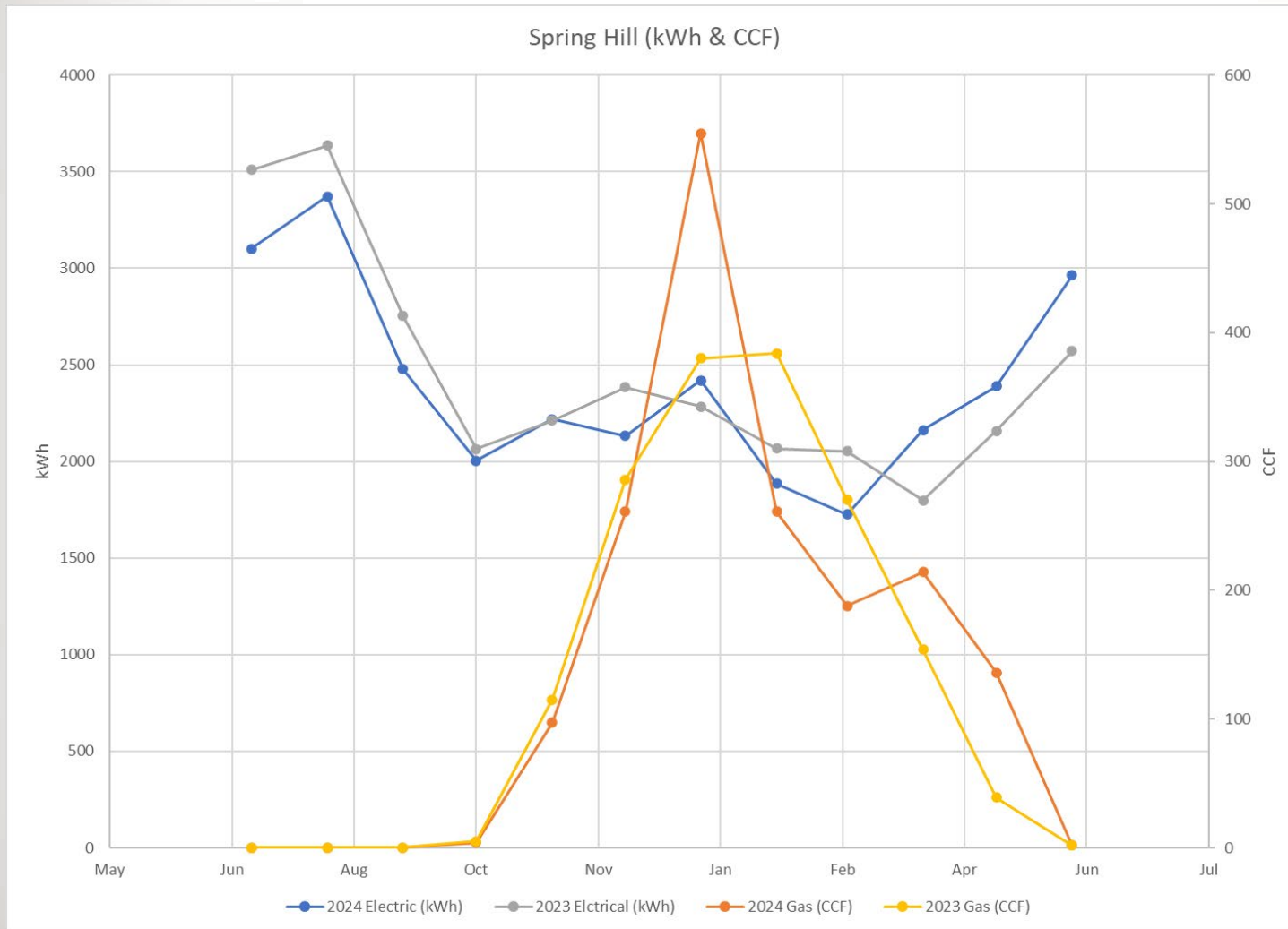
Energy Usage Intensity (EUI) by Location

June 2024, 2023, and 2022 - Including Gas and Electric consumption

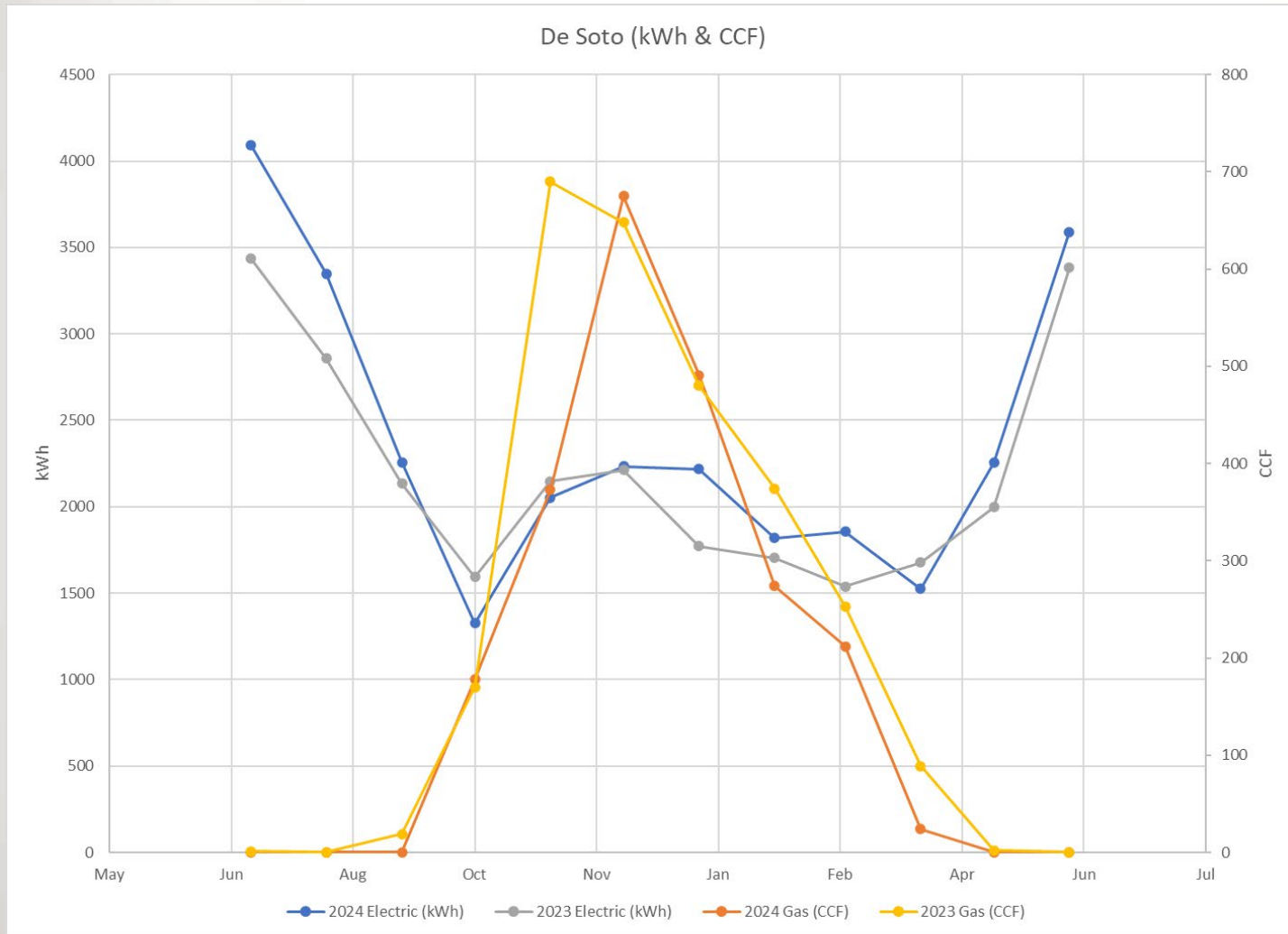


*National Library EUI Average comes from Energy Star last updated April 2021

Electrical and Gas Usage



Electrical and Gas Usage

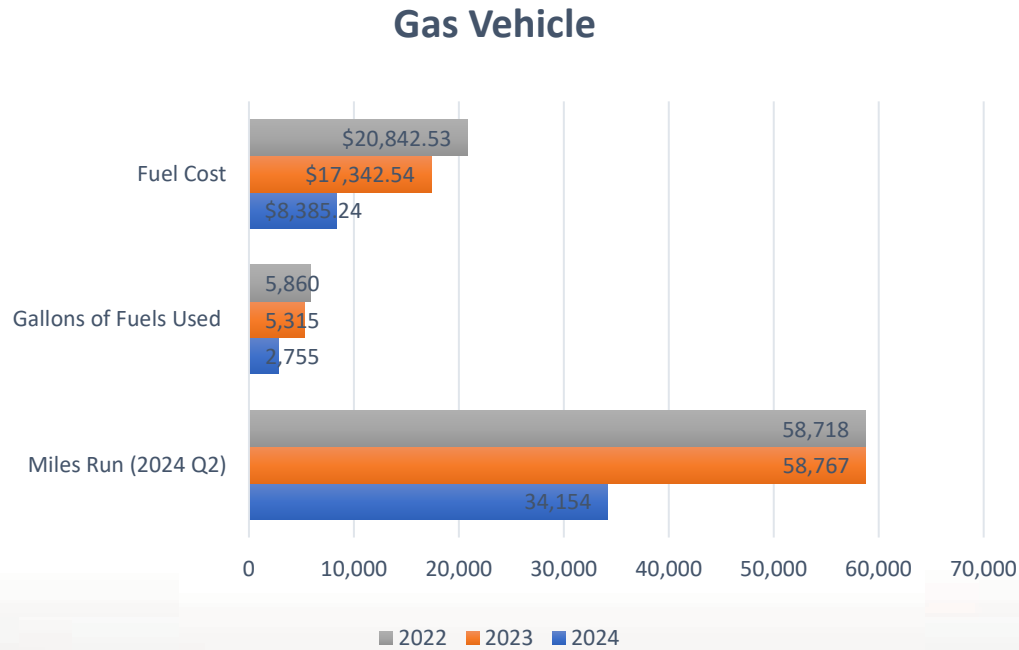


Electrical and Gas Usage



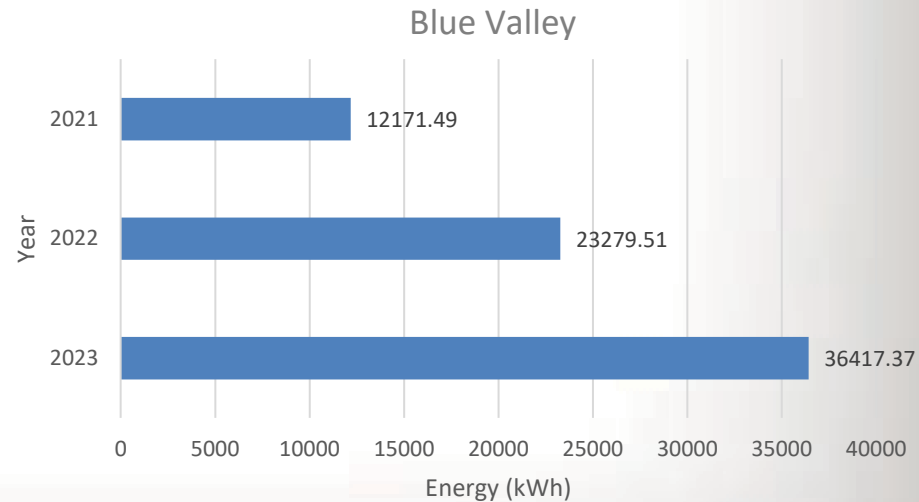
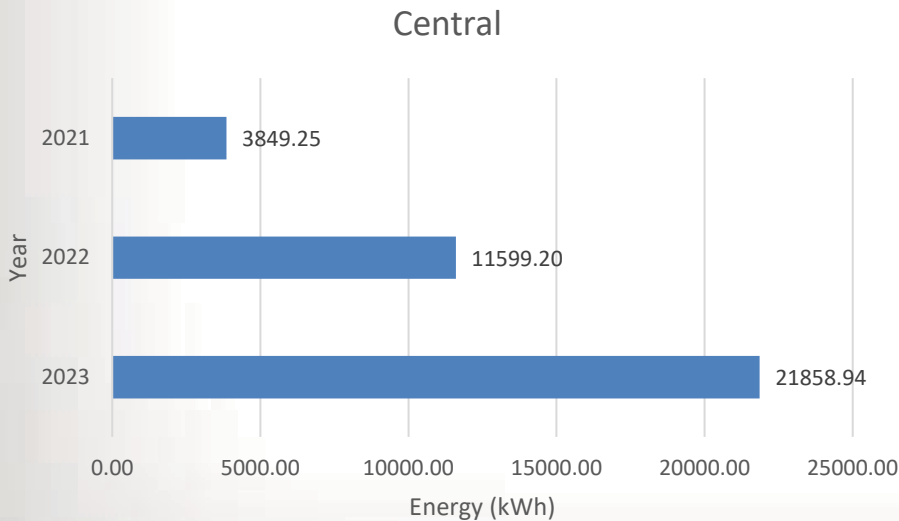
Fleet

- Currently operate
 - 6 cargo vans, 1 box truck



E.V. Charging Initiative

- Current EV stations
 - Central (2 Ports)
 - Blue Valley (2 Ports)



Looking Ahead

- Strengths
 - Collaboration
 - Financial Dashboards
- Challenges
 - Space for Facility Services
 - Contracted Market Labor
- Trends
 - Increased oversight of projects
 - Adjusted Expectations

Dedicated Facility Staff *Retired*

- Jim George-
 - Merriam

- Richard Wilcox-
 - Leawood

Questions?



Facilities Monthly Lunch

Spring Hill and De Soto Renovations

September 2024



Updates

- Project update
- Next steps
- Timeline

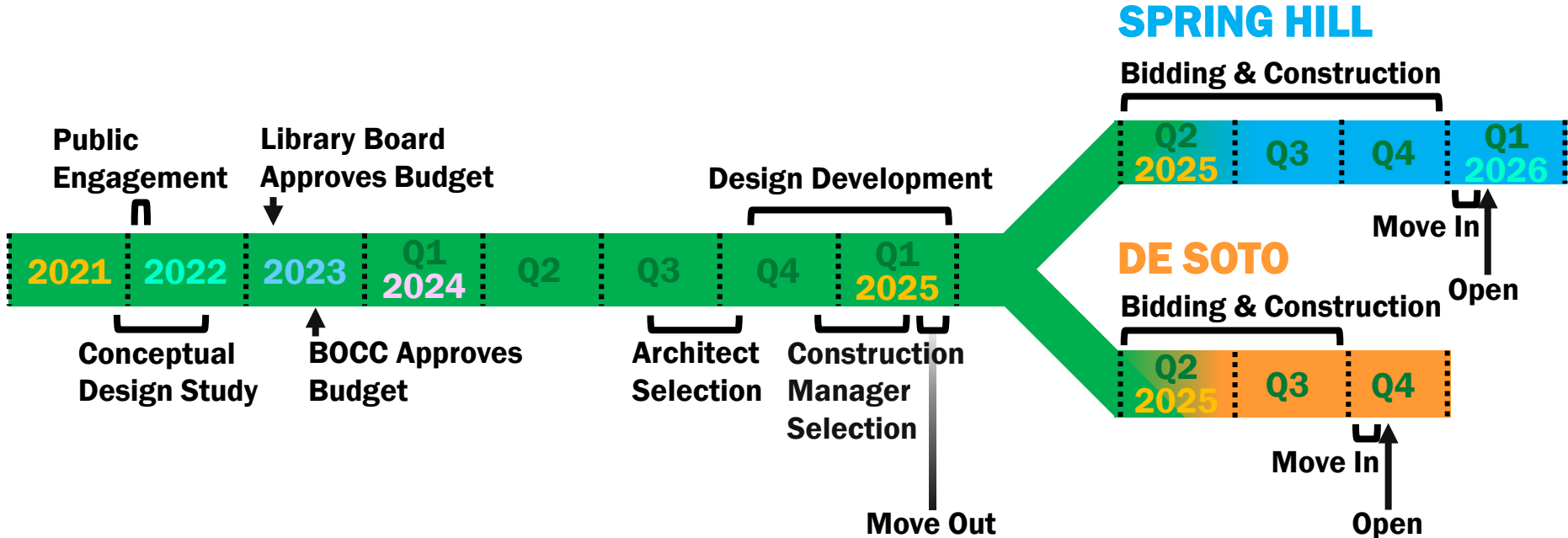


Next Steps

- Architect Selection
- Design Development



Spring Hill and De Soto Renovations: Anticipated Project Timeline

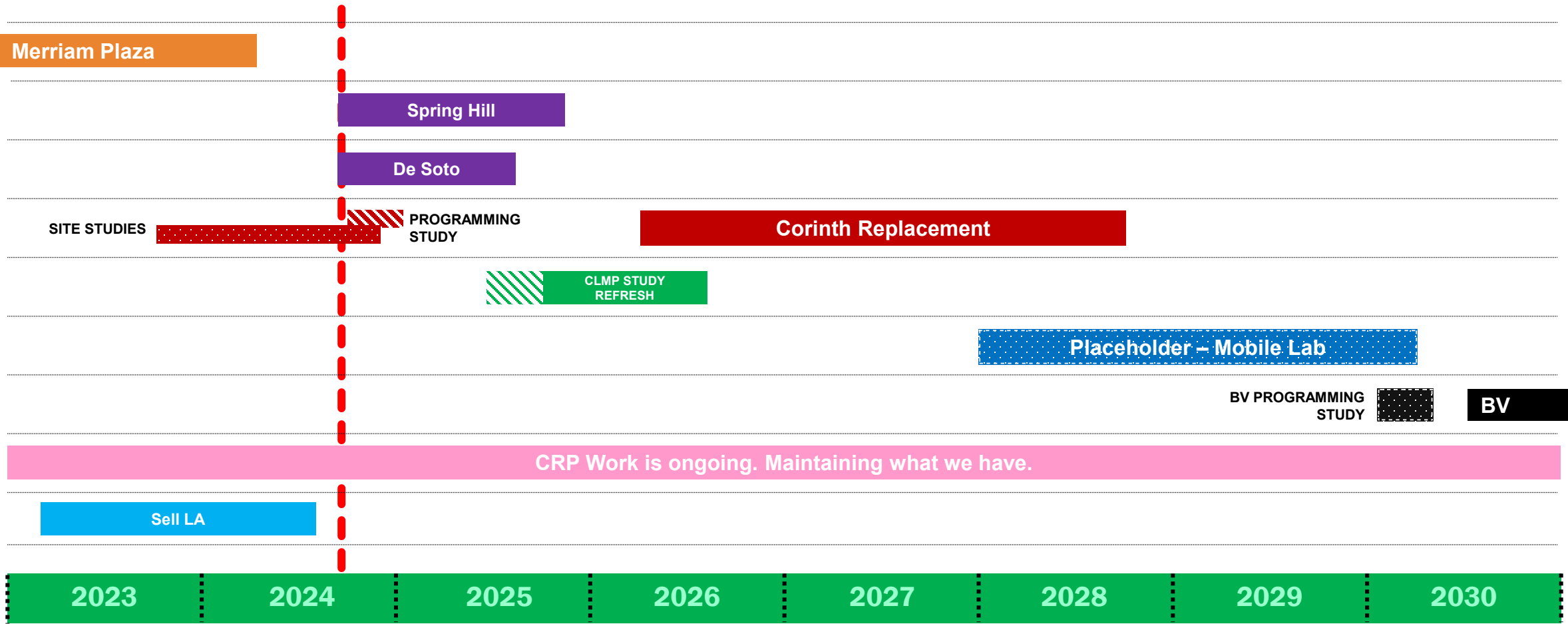


Capital Projects: Timeline Summary

September 2024



Capital Improvement Projects: Anticipated Timeline

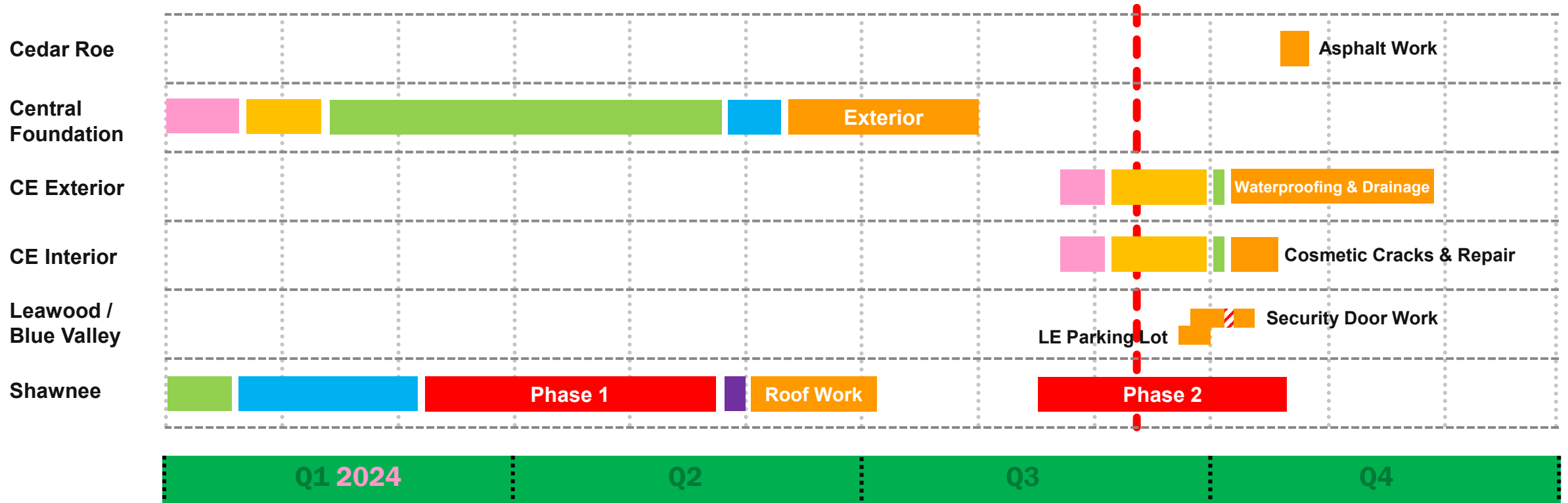


This visual is shown as an illustration with anticipated dates and may change.



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.



Corinth Replacement Project

September 2024



Updates

- Public Engagement Meeting #3
- Site tours for Board members
- Studies Refresher
- Anticipated points of potential Library / City Agreement
- Library Board (and other) Decision Points



Studies Refresher

- **Harmon Park Conceptual Design Study.** After a pause over the summer for City/YMCA background work, this work is back on track and we expect to present the recommended option with pros and cons in October.
- **Existing Site Study.** This work is pretty much completed. We expect to present an existing site option in October, using similar planning criteria, with pros and cons.

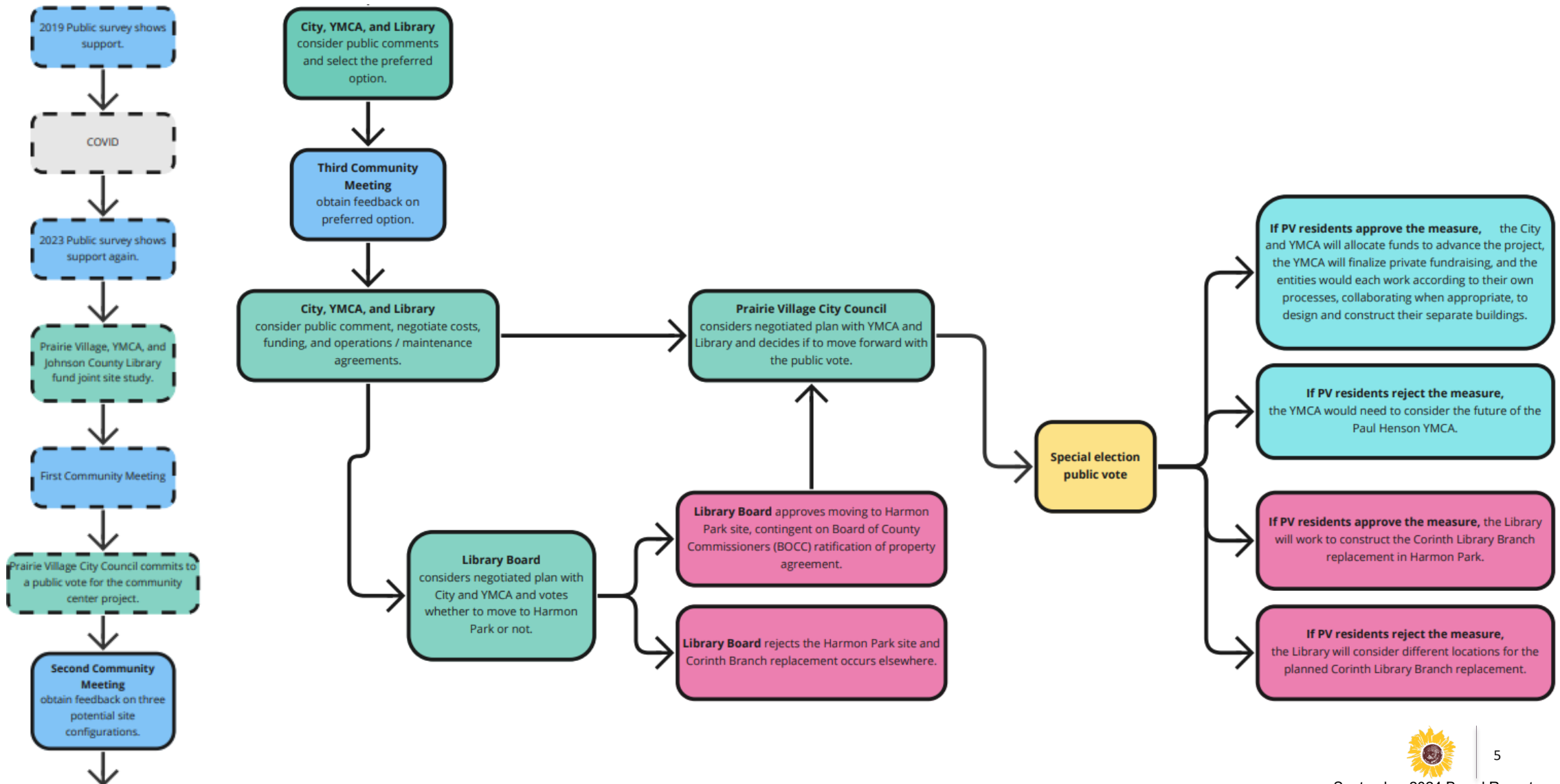


Potential Library / City Agreement

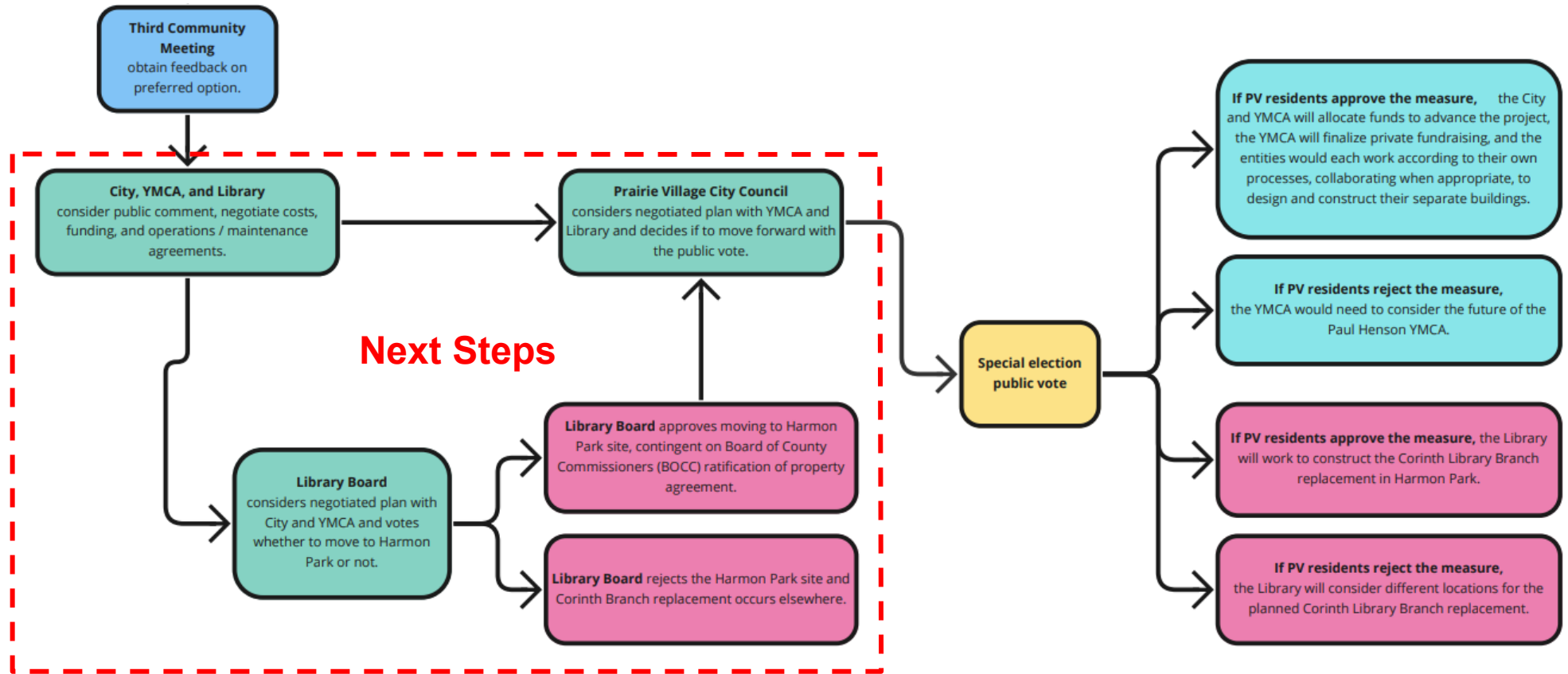
- If the Library Board selects the Harmon Park site, it is important for the Library and City to investigate the details of a potential agreement between the two parties, to provide this context to the Library Board in advance of a decision.
- Potential important points: method of site acquisition (donated), size of the site, site development costs, parking, inclusion of drive-thru, and dumpsters.



Library Board (and other) Decision Points



Library Board (and other) Decision Points



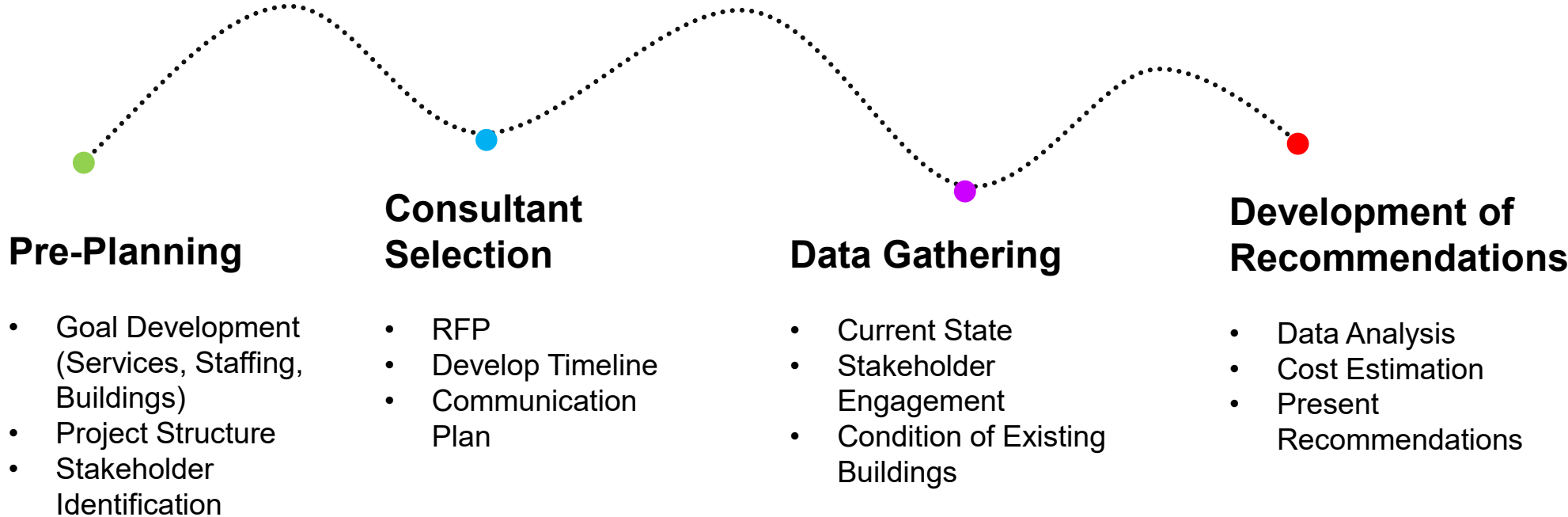
Comprehensive Library Master Plan Study Refresh

September 2024

JOHNSON COUNTY LIBRARY

Comprehensive Library Master Plan (CLMP)

Anticipated Milestones



Hispanic Heritage Month (Sept 15 – Oct 15)

Walk & Read

- [Walk and Read at Johnson County Arts & Heritage Center](#) | Johnson County Library and Johnson County Park and Recreation invite you to visit the Walk and Read at the [Johnson County Arts & Heritage Center](#) from **Sept 28-Oct 6**. "[Pepe and The Parade, A Celebration of Hispanic Heritage](#)" will be posted.

Book Discussions

- [Book Discussion: Solito by Javier Zamora](#) on **Sept 18** @ Oak Park
- [Book Discussion: Solito by Javier Zamora](#) on **Sept 19** @ Blue Valley
- [Book Discussion: Solito by Javier Zamora](#) on **Oct 10** @ Leawood Pioneer
- [Book Discussion: Solito by Javier Zamora](#) on **Oct 13** @ Central Resource (additional dates include: Nov 19 @ Online)
- [Book Discussion: "Mexican Gothic" by Silvia Moreno-Garcia](#) @ Cedar Roe on **Sept 9** (additional dates include: Oct 19 @ Merriam Plaza, Oct 22 @ Corinth, Nov 25 @ Shawnee, Nov 26 @ Monticello, and Dec 16 @ Lenexa City Center)

Online Author Events

- [On Childhood Migration from Central America: In Conversation with Javier Zamora](#) on **Nov 14** @ Online (3 pm)
- [Liberating Latin American Genre Fiction: In Conversation with Bestselling Author Silvia Moreno-Garcia](#) on **Oct 9** @ Online (6 pm)

Language Learners

We want to note that while Language and Citizenship programs serve a wide range of diverse individuals, speaking many languages across the County, the Hispanic community represents a high percentage of the learners engaged in this content.

- [Citizenship Civics](#) on Tuesdays and Wednesdays through **Sept-Nov** @ Online
- English Language Learner Conversation Classes on Tuesdays and Saturdays through **Sept-Nov** @ Online and Central Resource. Class dates do not appear in the online events calendar, as participants received a class schedule after completing an interview to determine level placement on Aug 10 and Aug 13.

Outreach

- We're partnering with the Johnson County Arts & Heritage Center for the [Hispanic Heritage Month Celebration](#) on **Oct 2**. The Library will host a community table during the event, sign up attendees for library cards, and share resources with the community.

**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

August 8, 2024
at Central Resource Library
4:00 p.m.

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

ABSENT: None.

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Allenbrand

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Adam Wathen, David Vratny, Shelley O'Brien, Patti Kangethe, Elissa Andre, Aaron Otto, Laura Blair, Megan Clark, Scott Sime, Juan Lopez-Tamez, Ted Clemons, Lori Ross, Ashley Fick, Tad Twidwell, Chris Koppenhaver, Jared Harper, Anna Madrigal, Shannon Goebel, Michelle Olsen, Terry Pulliam, David Carson, Becky Carleton, Christin Devonshire, Katherine Fuller, Shannon Goebel, Heather Miller, Lisa Nason, Mary Shortino, and Angel Tucker.

Board Chair Kelly Kilgore 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 Library Foundation, and the Johnson County Library Volunteers, this report is included in the August Board Report.

Ms. O'Brien provided an update focusing on the "Library Lets Loose" event. The goal of raising \$100,000 in sponsorships was surpassed, reaching \$115,000. A special mention was given to Ann Baum and the G. Kenneth and Ann Baum Philanthropic Fund for becoming the presenting sponsors. It was also confirmed that Dana Wright and Scott Parks from KMBZ Radio would be the MCs for the event.

Ms. O'Brien highlighted the importance of sponsorships, raffle, and ticket sales for fundraising. Several raffle prizes were disclosed, including trips to the Dominican Republic and Washington, DC, a lunch, and interview experience with KCUR's Steve Kraske, a private ice cream tasting at Betty Rae's, a whiskey tasting at Old Shawnee Pizza, and a special tour of the Johnson County Sheriff's Office crime lab and medical examiner's office.

Board Chair Kilgore asked about recent ticket sales and promotional events. Ms. O'Brien reported that regarding ticket sales, about 70 early bird tickets were sold, along with 20-30 tickets for employees. O'Brien also mentioned that two promotional events had already occurred, with the final one scheduled for the end of August at Servaes Brewing Company in Shawnee.

COUNTY COMMISSIONER REPORT:

Commissioner Allenbrand expressed that she is excited to serve as liaison to the Library Board. She is also excited to attend the Library Lets Loose event.

BOARD COUNSEL REPORT

Mr. Andrew Logan, Board co-counsel, reviewed the Kansas Open Records Act (KORA) requests, the Kansas Open Meetings Act (KOMA) in relation to the upcoming board retreat, and communications during a Request for Proposal (RFP) process.

Regarding KORA requests, Mr. Logan explained that the board has an administrative regulation, ARM 10-55-11, that outlines the process. A formal request must be submitted to the library staff, who will search for the relevant documents. Exceptions under KORA are also recited in the library's regulation; legal counsel is consulted to determine if any exceptions apply, such as attorney-client privileged communications. The requested documents are then provided to the requester, along with an explanation of what they will receive.

For the Kansas Open Meetings Act and the upcoming board retreat in October, Mr. Logan emphasized that the board is subject to KOMA, meaning any gathering of four or more board members where there are matters discussed about items pending before this board is considered an open meeting. The retreat is an open meeting that is open to the public. It is not a requirement of KOMA that there be opportunity for public comment or involvement by people outside of the Board or staff. The retreat's schedule, including date, time, and location, is published beforehand, and no action is expected to be taken during the retreat.

Lastly, Mr. Logan addressed communications during an RFP process, advising caution if board members are contacted by interested bidders. To ensure a fair, open, and impartial process, board members should avoid communicating with bidders and redirect any inquiries to the County Librarian. Library policy, County purchasing policies, as well as State Statutes, lay out the process to prevent any appearance of impropriety or conflict. In the past and often there is a specific staff person assigned to respond to inquiries.

In response to a question from Board Chair Kilgore, Mr. Logan noted that if someone wants to make a records request, there is a form available on the library's website with instructions, which should be filled out and submitted to staff to initiate the process.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny reported that at the end of June we are about halfway through the year, the library had collected over \$47.15 million in total revenue, which accounted for about 81% of the total budgeted

revenues. Excluding the unencumbered balance forward (use of reserves), the revenue collection was closer to 91.8%. Mr. Vratny noted that this was in line with expectations for the year, comparing it to the previous year when they were at 88%, with a smaller unencumbered balance forward in the 2023 budget. On the expenditure side, the library had spent or obligated approximately \$34.3 million, equating to 59% of the budget. However, after excluding interfund transfers and capital transfers made earlier in the year, the actual spending was around 51%, which was where they expected to be at this point in the year.

Mr. Vratny also mentioned that while the 2025 budget had not yet been finalized, the staff had begun planning for the 2026 budget. The 2026 Budget Review Committee was scheduled to meet in October, November, and December. This topic was on the agenda for action later in the meeting.

Communications Department Update

Elissa Andre, Marketing and Communication Manager, presented the Communication statistics, this report is included in the August Board Report.

Ms. Andre shared the accomplishments of her team over the past year, focusing on deepening community relationships with the library and enhancing its brand. Her team underwent some restructuring, with her title changing to align with other County positions and the addition of an Assistant Communications Manager, Terry Pulliam, who focused on internal communications.

The team, consisting of graphic designers, marketing specialists, a videographer, a social media coordinator, and web content developers, worked on various projects. These included designing new library cards, launching a mailer for new residents, creating behavior posters, and promoting major initiatives like the summer reading program. They also managed internal communications, developed a safety and security toolkit, and strategized long-term improvements.

Ms. Andre highlighted several achievements, such as winning multiple awards for their video series, launching new library card designs, and enhancing their social media presence. The team successfully navigated viral social media posts, including one about a pilot who returned a lost book, which gained global attention.

The department manages several e-newsletters with high engagement rates and continued to see strong traffic to the library's website and catalog. They played a significant role in the promotion of building projects, including the opening of the Merriam Plaza Library, and continued to produce the library guide, a popular publication among patrons.

Ms. Andre reported that library card applications reached their highest level in years, with a 26% increase from 2022. The team kept marketing costs low while expanding advertising channels to reach new audiences. They also established an on-air book club partnership with KCTV 5 and worked on a website refresh and a brand refresh for the 6x6 Ready to Read program.

Looking ahead, Ms. Andre mentioned the launch of a new marketing campaign in 2024 aimed at increasing active patrons. She concluded by inviting questions, emphasizing the team's busy schedule and ongoing projects.

Ms. Hrabe praised the work of the small but effective team, commending them for their efforts. Hrabe congratulated them on their awards and expressed appreciation for the new resident mailers and the library guides. Ms. Andre clarified that the mailers started in November of the previous year, with over

a thousand sent out since January and noted that the guide mailings, which had been ongoing for three years, served as a proof of concept for the new mover mailer.

Ms. Hrabe emphasized her appreciation for the physical guides, especially for parents, and congratulated the team again for their hard work.

COMPREHENSIVE LIBRARY MASTER PLAN

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

Overall Timeline

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

Scott Sime provided an update on the library's large capital projects. He reported that an RFP for design work had been issued for the De Soto and Spring Hill renovations, with architect interviews scheduled later in the month. Library board members Van Ophem and McAllister served as project liaisons. The selection of the architect was expected to be presented in September or October. Regarding the Spring Hill project, Mr. Sime mentioned that groundwater monitoring, initially planned near a gas station across the street, was relocated to a different site. For the Corinth replacement project, a programming study was expected to begin later in the year to determine service and space needs. Mr. Sime emphasized that no design work would be done during this study, but the data collected would be crucial for future planning. Lastly, Mr. Sime also shared positive news about the Lackman property, which had officially been sold, marking the first property sale in almost 25 years. Proceeds from the sale were intended for future library projects.

Mr. Sime provided updates on Capital replacement projects, including the Central West Wall foundation repair, which was progressing with foundation pouring and poly injection completed. Additional work, including structural joist reinforcement and waterproofing, was planned, though the waterproofing might require additional funding. Mr. Sime mentioned that Shawnee's Phase 2 was set to begin in about 10 days, involving HVAC upgrades and window replacements. The Cedar Roe Library had completed electrical fixes and concrete work, with plans to resurface the parking lot later in the year without closing the library. Lastly, drainage improvements at the Leawood Library were planned for mid-October to address a slip hazard, with work expected to take three to five days.

UPDATES – Tricia Suellentrop, County Librarian

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

Ms. Suellentrop announced that staff from various branches had formed the new programming department and began working together at Central. She welcomed those attending the meeting and expressed confidence in their ability to handle the upcoming work.

Election Support Update

Ashley Fick, Program Coordinator and Tad Twidwell, Physical Security Specialist presented an update on the support for Elections, this report is included in the August Board Report.

Ms. Fick discussed the library's partnership with the Johnson County Elections Office, highlighting the record number of early voting sites hosted, including new ones at Lenexa and Shawnee. Lenexa was

especially popular. Johnson County Library also hosted ballot boxes and primary candidate forums, with plans to host polling places and a presidential debate watch party in the fall.

Mr. Twidwell explained the process for handling ballot box footage. Johnson County Library provided cameras at six locations, and footage requests were managed by him or the Civic Engagement Librarian, with a vendor handling the footage download and transfer to the election office.

Ms. Van Ophem asked for clarification on the process of handling ballot box footage, specifically when it is considered complete and if it is actively monitored. Mr. Twidwell explained that footage is captured from when ballot boxes are unlocked and available to the public until they are relocked. The footage is retained for 30 days according to the library's surveillance policy and is then provided to the election office, which sets the parameters. The library staff does not monitor the footage or ballot boxes. County Librarian Suellentrop emphasized that the election office manages the process, and the library is not involved in monitoring the ballot boxes, though they are located on library property. Mr. Sims noted that the library's role is to assist the election office by providing access and cameras, and not to take responsibility for monitoring. Mr. Sims expressed how supportive he was of this partnership and increasing access for ballot collection in this way. It was confirmed that Library staff do not have access to ballot boxes and work with election office staff if maintenance to the ballot box is needed.

Ms. Huff asked how the candidate forums are promoted. Ms. Fick and Ms. Andre discussed the promotion of candidate forums hosted in partnership with the Johnson County Post, noting that they are promoted on social media, and the forums are popular, often requiring early arrival due to high attendance. The forums are also shown live on the Library's Facebook page.

Catholic Charities Update

Chris Koppenhaver, Regional Librarian and Jared Harper, Regional Manager, presented an update on the partnership with Catholic Charities, this report is included in the August Board Report.

Mr. Chris Koppenhaver, the Youth Services librarian, is transitioning to the role of Regional Librarian due to a recent restructuring. He served as the main contact for a partnership with Catholic Charities, which provided free food for children and families at the library every weekday during June and July. Catholic Charities, a faith-based nonprofit, provided the food, volunteers, and funding, while the library offered space and minimal involvement, aside from advertising and staff promotion.

The program aimed to reduce poverty by allowing families to focus on other priorities and fostering community connections. The library had been a consistent site for this program since 2015. Funded by the federal government, the program had minimal qualifiers and was accessible to children under 18 and some adults with disabilities without requiring sign-ups.

During the COVID years, the program saw a spike in participation due to increased funding and food availability. This year, the program ran through the end of July, serving a total of 1,841 meals, the highest number recorded at the library. Despite the start of early voting in the same room, Catholic Charities continued their service by setting up tables outside. The program not only provided meals, and it also helped build relationships and connections, as demonstrated by the story of a young boy who became more comfortable and engaged over time.

Additionally, Elizabeth Schmidt, a volunteer from Johnson County Art Therapy and Emporia State University, offered art activities, further enhancing the program's impact by providing creative outlets for the participating families and children.

Ms. Hrabe questioned why the program ended on July 19th, even though there were still several weeks before school started. Mr. Koppenhaver explained that this year, the program extended until August 2nd, and they went as far as possible, considering the transition to school. He noted that statistics cut off around July 19th. Ms. Hrabe emphasized the program's importance, particularly as a social worker, and inquired if Central was the only location where it was held that summer. Mr. Koppenhaver confirmed it was and mentioned that new sites are chosen based on various factors. He provided an example where a location was not selected because a nearby school was already distributing lunches. He added that they might offer the program at more locations next summer, potentially including the new space at Mariam, which he believed would benefit from it.

Prairie Village Update

Tricia Suellentrop, County Librarian, presented updates on the Prairie Village projects.

The Prairie Village site study was put on pause, specifically the library's involvement, as the city worked through its process. The YMCA presented their pro forma to the Prairie Village City Council, which would review it further before making decisions. Due to this ongoing process, the three partners involved decided to delay the third public engagement session, originally scheduled for June, until the City Council had made its decision. Ms. Suellentrop also clarified that the Library Board would ultimately decide whether to move the library to the new site or to keep and renovate the current Corinth site.

In response to a question from Mr. Sims, Ms. Suellentrop confirmed that it is her hope to have more information to be able to bring the Prairie Village topic to the Library Board Retreat, in October, for more discussion.

Antioch Property update, Tricia Suellentrop, County Librarian

Tricia Suellentrop, County Librarian, presented on the Antioch Property update, this report is included in the August Board Report.

Ms. Suellentrop provided an overview of the four parcels owned by the library, including the current Antioch building and nearby parking lots. She explained the options for the property, which would be discussed at the Library Board retreat in October. These options included selling the property, leasing it, or including it in the comprehensive Library Master Plan refresh scheduled for 2025. She also provided a brief history of the 2015 Master Plan and discussed the potential costs of holding onto the Antioch property for another year.

In response to a question from Board Chair Kilgore, Ms. Suellentrop confirmed that before selling the property, the county's potential use for the building would be considered, similar to the process followed with the Lackman building. The Library Board would further discuss the Antioch property in October.

ALA Conference Involvement

Anna Madrigal, Regional Manager, and Shannon Goebel, Program Operations Manager, presented on the ALA Conference involvement, this report is included in the August Board Report.

Ms. Madrigal shared that the American Library Association (ALA), founded in 1876, is the oldest and largest association supporting the library profession, serving over 50,000 members across various types of libraries. This year, the ALA Annual Conference, held from June 27th to July 2nd in San Diego, California, welcomed more than 13,000 library workers, supporters, and vendors from around the world. Thirteen staff members from Johnson County Library (JCL), along with the executive director of the Friends of the Library and the 2024 Friends of the Library board president, attended the conference. They learned about new innovations, shared experiences, and best practices, and participated in 175 sessions aligned with their roles and learning goals. The exhibit hall featured over 500 exhibitors showcasing the latest technology, resources, and publications. Key trends at the conference included intellectual freedom, staff engagement strategies, building projects, diversity, and innovative solutions.

The JCL attendees felt inspired by the innovations and solutions shared at the conference. They found reassurance in knowing that the issues faced by their community in Johnson County were common across the country. The conference also provided opportunities for networking, team building, and representing JCL's innovative practices on a national level. Four individuals from JCL and the Friends of Johnson County Library contributed by presenting sessions, including Executive Director Shanta Dickerson, Branch Operations Manager Jackie Manley, Program Manager Angel Tucker, and others, receiving excellent feedback. Additionally, Branch Operations Manager Nate Hull supported Cindy Hull, who was inaugurated as the 2024-2025 ALA President. Other JCL staff, including Amy Ian and Lacy Griffin, completed and began their respective leadership roles within the ALA. Next year's ALA Annual Conference will be held in Philadelphia, Pennsylvania, from June 26 to July 1, 2025, and JCL hopes board members will consider attending.

Board Chair Kilgore asked if staff have submitting presentation applications and Ms. Madrigal confirmed that no presentations had been submitted at this time for next year.

Fine Free Annual update

Michelle Olsen, Circulation Services Manager and Elissa Andre, Marketing and Communication Manager, presented the Fine Free update, this report is included in the August Board Report.

Michelle Olsen reported on the one-year update following the library's decision to go fine-free. She revisited the initial steps taken in October 2022, when the board requested staff to explore the removal of fines. A project team was formed in November 2022, including members from another library, to investigate the impact of going fine free. The goals were to remove barriers to library access, increase convenience, and re-engage lapsed cardholders and non-users.

The fine-free initiative, launched on April 14, 2023, involved eliminating the 30-cent daily late fine, raising the threshold for blocked accounts from \$25 to \$50, and forgiving fines, with some exceptions. As a result, over 800 patrons retained access to library materials.

Feedback from patrons was mostly positive, though some expressed concerns about potential delays in returning materials. Data from May 2023 to April 2024 indicated an 11% increase in new car registrations, a rise in active cardholders, and a slight increase in circulation and branch visits. Despite concerns, hold fulfillment times saw only minor changes, with a slight dip in the first month but remaining stable overall.

Olsen concluded by noting the positive community sentiment and the ongoing monitoring of data and hold times, with regular updates to the library board.

Ms. Hrabe asked if the forgiveness of fines under \$600 included lost items. Ms. Olsen clarified that the forgiveness of fines applied to everyone except those in bankruptcy or owing over \$600. She explained that forgiveness for lost materials was limited to items lost seven years prior. Mr. Mendoza received confirmation that items lost more than seven years ago had been forgiven, but items lost six years ago had not. However, at the end of 2024, fees for lost or damaged items from 2017 would be removed.

Mr. Sims inquired about total amount forgiven for the 2,600 patrons who became active again after having their fines forgiven. Mr. Sims pointed out that this action was criticized as giving away taxpayer money and expressed that those patrons likely would not have paid their fines anyway. Ms. Olsen noted that their system sometimes did not retain detailed payment history after fines were paid, so determining the total forgiven for that subset would be hard, and they had captured last activity dates to track returning patrons.

Mr. Sims expressed curiosity about how many overdue items on hold were due to popular demand and whether fines would have affected their return. Ms. Olsen explained that popular titles were actively purchased at a higher ratio to meet demand, although some items, like certain movies, could not be easily acquired.

Ms. Huff thanked the board for going fine free, sharing that as a young, financially struggling mother in the '90s, she might have avoided the library due to fines.

Ms. Kilgore mentioned she had not experienced longer hold times and suggested no immediate action was needed on checking hold times for new books. Mr. Mendoza agreed that data on overdue items could help address concerns about the fine-free policy.

CONSENT AGENDA

County Librarian Suellentrop shared that changes need to be made to two items on Consent Agenda, the minutes of the July 11, 2024 Regular Library Board meeting and the consideration of temporary closures at Blue Valley and Leawood for Security Upgrade Work.

I. Consent Agenda

A. Action Items:

1. Minutes of the July 11, 2024 Regular Library Board meeting
2. Consideration of temporary closures at Blue Valley and Leawood for Security Upgrade Work

B. Information Items

1. Financial and Personnel

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

- b) The June 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. Mendoza moved that the Library Board of Directors pull Item A.2. Consideration of temporary closures at Blue Valley and Leawood for Security Upgrade Work and the Minutes from July 11th and approve the remaining consent agenda.

Second: Ms. Van Ophem seconded this motion.

Motion was approved unanimously.

Motion: Mr. Mendoza moved that the Library Board of Directors approve the Minutes from July 11th, with an amendment to the attendees, to note Board Member Mendoza as absent.

Second: Ms. Van Ophem seconded this motion.

Motion was approved unanimously.

II. Old Business

- A. Action Item: Consideration of ARM 10-50-10 Bylaws of the Board of Directors, Tricia Suellentrop, County Librarian

County Librarian Suellentrop, presented ARM 10-50-10 Bylaws of the Board of Directors work briefing sheet, as included in the August Library Board Report.

Motion: Ms. Van Ophem moved that the Johnson County Library Board of Directors approves ARM 10-50-10, Bylaws of the Board of Directors.

Second: Ms. Hrabe seconded this motion.

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

Motion was opposed by Board Member McAllister.

Motion was approved 6 to 1.

- B. **Pulled from consent:** Action Item: Consideration of temporary closures at Blue Valley and Leawood for Security Upgrade Work

Megan Clark, Project Coordinator, presented temporary closures at Blue Valley and Leawood for Security Upgrade Work briefing sheet, as included in the August Library Board Report.

Mr. Mendoza asked for the reason for a closure for this work. Ms. Clark shared that this work would include some demolition of walls, addition of door frames, and the closure is due to noise and mess that is anticipated, along with possible electrical impacts to the building.

County Librarian Suellentrop shared that this work has been wrapped into other CRP projects and there has not been construction at either of these branches to wrap this into.

Motion: Ms. Huff moved to approve the closure for up to two (2) non-consecutive days before the end of 2024 at both the Blue Valley and Leawood Libraries for security upgrades.

Second: Ms. Van Ophem seconded this motion.

Motion was approved unanimously.

III. New Business

A. Action Item: Formation of Budget Review Committee, David Vratny, Finance Director

David Vratny, Finance Director, presented Budget Review Committee briefing sheet, as included in the August Library Board Report.

Ms. Van Ophem expressed that she is honored to serve, and it would be second time on the committee, suggesting that this could be an opportunity to engage new board members. Ms. Huff expressed interest and willingness to be on the Budget Committee. Mr. Mendoza proposed that the motion be updated to include Board Member Huff and not Board Member Van Ophem.

Motion: Mr. Mendoza moved to form the Budget Review Committee with the following Board Members; Board Treasurer Jeffrey Mendoza, Board Member David Sims, and Board Member Chrysalyn Huff.

Second: Ms. Van Ophem seconded this motion.

Motion was approved unanimously.

B. Information Item: Consideration of CBRE as future broker for possible disposal of Antioch Property, David Vratny, Finance Director

David Vratny, Finance Director, presented CBRE as future broker for possible disposal of Antioch Property briefing sheet, as included in the August Library Board Report.

Mr. Mendoza expressed that we have had a good working relationship with CBRE and asked if we have an obligation for a bidding process to use them again. Mr. Logan clarified that the previous RFP was framed with the option to continue with the CBRE engagement, at the discretion of this board, with nothing being confirmed. Mr. Sims asked if the language had not been included then we would have been obligated to go back out to bid and Mr. Logan confirmed that assumption.

Mr. Sims asked about the process and if the library will look to obtain an appraisal first or is that a broker's role. County Librarian Suellentrop shared that an appraisal is in motion with Cushman & Wakefield on those four parcels.

No Motion

- C. Information Item: Consideration of Memorandum of Understanding (MOU) to accept a grant for Electric Vehicle Charging Station purchase and installation, Adam Wathen, Associate Director of Branch Services, and David Vratny, Finance Director

David Vratny, Finance Director, presented Memorandum of Understanding (MOU) to accept a grant for Electric Vehicle Charging Station purchase and installation briefing sheet, as included in the August Library Board Report.

Mr. Mendoza asked if users at the charging stations had to pay for electricity or if it was provided for free. Mr. Wathen responded that the charging stations were currently free, with the county bearing the costs, but future discussions would determine if charging fees would be introduced. Board Chair Kilgore inquired whether the grant allowed for charging fees, to which Mr. Wathen admitted uncertainty but believed they were not charging as part of the grant.

Ms. Van Ophem suggested that the issue might be suitable for further discussion, possibly in October. County Librarian Suellentrop expressed that many questions were being investigated. Mr. Wathen confirmed that this matter would be brought back before the board for consideration once edited.

In response to a question from Mr. Sims, Mr. Wathen confirmed that the county had approved the Department of Health and Environment to proceed with the grant implementation, including formalizing partnerships.

Commissioner Allenbrand mentioned that ongoing research was being conducted to determine if charging fees could be introduced, as not charging indefinitely was unsustainable.

Mr. Sims noted that charging might be necessary due to the loss of gas tax revenue. Mr. Wathen assured that they had not committed to any obligations without the board's approval.

No Motion

- D. Information Item: County Librarian Appraisal Review Committee Updates, Anna Van Ophem, Board Vice Chair

Anna Van Ophem, Board Vice Chair, presented County Librarian Appraisal Review Committee Updates briefing sheet, as included in the August Library Board Report.

No Motion

- E. Information Item: Consideration of contract amendment to BiblioCommons to add BiblioWeb, Elissa Andre, Marketing and Communication Manager

Elissa Andre, Marketing and Communication Manager, presented amendment to BiblioCommons to add BiblioWeb briefing sheet, as included in the August Library Board Report.

Mr. Mendoza expressed agreement that website needs update and asked if comparison of vendors were limited to current solution or BiblioWeb, and asked if there could have been more comparison around pricing and options. Ms. Andre shared that the team looked at various headless solutions, with pros and cons of each. BiblioWeb is the only library specific option.

Mr. Mendoza asked what Olathe uses on their front end. Ms. Andre shared that Olathe is hosted on Granicus, a government site.

Mr. Sims asked if cost would be shared with Olathe and Ms. Andre shared that Olathe would not be part of that. Ms. Anrea went on to explain that there is a translation module for the catalog that would be a shared cost, if implemented.

Mr. Sims and Ms. Andre discussed the cost savings to not maintain Drupal, there would be an approximate cost savings of \$100,000 to replace with a cost of \$75,000 of BiblioWeb. There would be cost savings in the third-party vendor and accessibility widgets that would not be necessary, as well as staff time that could be used elsewhere.

No Motion

ADJOURNMENT

Motion: Mr. Mendoza moved to adjourn the meeting.

Second: Ms. Van Ophem seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:55 p.m.

SECRETARY _____
Anna Van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

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

		Receipts	Payments	Balance
	Opening cash balance			\$89,606.83
	Add Receipts	\$263.61		
	Less Payments		\$1,057.97	
	Ending Cash balance			\$88,812.47
	Less Liabilities		\$26,084.82	
	Unobligated cash balance			\$62,727.65

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: September 12, 2024
Re: Action Item: BiblioCommons Purchasing Authority

Issue: The Library is looking to amend our existing contract with BiblioCommons, our online Library Catalog and Events platform, to include additional web services BiblioWeb and potentially BiblioLanguages. The collective amount of both the new and existing services will take the contract with BiblioCommons over the purchasing threshold of \$150,000 for the FY 2024-2025 and forward, which necessitates the Library Board's authorization of the expenditure on the proposed additional services.

Suggested Motion: I move to approve the Order Form with BiblioCommons Corp. for BiblioWeb services and to increase the total contract expenditure authority for BiblioCommons in an amount not to exceed \$222,300 for FY 2024-2025, which incorporates costs associated with the Order Form and costs for potential support of accelerated development of cybersecurity features, pending results of a discovery review with BiblioCommons.

Background: With an estimated 7,000,000 visits annually, Johnson County Library's public-facing website, jocolibrary.org, is a critical channel for the community to access Library information and resources. The website and a handful of ancillary web properties are maintained and hosted in-house by a small team of communications and Library IT staff external vendors. Industry best practices recommend a full website redesign every two to five years; aside from minor layout improvements and design tweaks to individual pages, it has been nearly a decade (2015) since we last looked at information architecture and user experience. In addition, the existing content management system poses usability challenges for content contributors and is time-consuming to develop and maintain. The Library's organizational changes also impact the availability of librarians to contribute to the public website. In the first half of 2024 a team from the Library's Communications and IT departments reviewed existing and alternate content management systems (web platforms) against a list of present-day website requirements and best practices, with a focus on security and accessibility.

Analysis: The cloud-based solution provided by BiblioCommons, our existing vendor for the Library's online Library catalog and events platform, provides an improved overall user experience through the seamless integration of the catalog and web resources, provide efficiencies in staff workflows and content development, and meet modern security and accessibility protocols. While there is an increase in annual subscription cost with this solution, outsourcing web backend and server maintenance will free up IT and communication staff time for other projects and innovations and require less support from external vendors.

In addition, the Library is requesting spending authority for a sponsored development project related to authentication by BiblioCommons. This sponsored development project ensures that these features will be in place in a timely fashion and provide increased cyber security. The Library believes having these features built to our specific needs and specifications is worth the cost in decreased cybersecurity risk.

The Library is also exploring the addition of BiblioLanguages with the June 2025 contract renewal an added feature for the catalog which would allow for automatic translation of the catalog and app into multiple languages, increasing accessibility and community engagement.

Funding Overview: The existing contract with BiblioCommons is \$112,065.34 annually. The addition of BiblioWeb services is an additional \$75,240.99 annually. The order form includes a prorated amount of \$44,938.45 for the period of November 1, 2024, when our Web subscription would begin, through the end of our annual contract period, June 6, 2025. This fee is based on the population of the Library service area. The order form also includes a separate, one-time implementation fee of \$33,274.00 for BiblioCommons to frame out the site, as well as a one-time, \$2,000 discovery fee for a scope of work, accelerated development plan and cost estimate for the requested cybersecurity features. The accelerated development cost will not exceed \$30,000. The Library is not contractually obligated to move forward with development.

- November 2024-June 2025 contract total (Catalog, Events, Web, Web Implementation fee and Discovery fee): \$192,277.79
- Staff is recommending the additional expenditure authority up to \$222,300 to support accelerated development of cybersecurity features, pending results of the discovery phase.

Beginning June 2025, the total annual contract with BiblioCommons through June 2026 would be \$187,306.33. If BiblioLanguges is included in 2025 estimated at \$18,000 annually, the future total subscription cost would be \$205,306.33.

- BiblioCommons Potential June 2025-June 2026 contract total (Catalog, Events, Web, Langages): \$205,306.33

Alternatives: Not authorize the spend on additional services; the contract with BiblioCommons will remain as is and an alternate content management system will need to be selected.

Recommendation: Staff recommends the approval of the additional budget authority with Bibliocommons to add Biblioweb and the additional cybersecurity features as presented.

Purchasing Review: Though adding the service(s) will take the existing contract over the \$150,000 purchasing threshold, County Purchasing has reviewed and determined that County Purchasing approval is not necessary since it is an amendment to an existing contract. Library Board authorization, once obtained, would need to be provided at the time of entering the purchase requisition.

Budget Review: The additional service(s) would be covered within existing Communications and IT budgets.

Legal Review: Legal review was completed on Sept. 4 by Andrew Logan, who certified that the Order Form is approved as to form under the terms of ARM 50-30-25 and may be approved and executed by the Library Board in accordance with Library policy and state statute.

Schedule 'A' – Order Form #00003507

Page 1 of 2



Johnson County Library

9875 W. 87 St.
Overland Park, Kansas
66214

Date: September 4, 2024

Valid Until: Oct 31, 2024

Subscription Term: Nov 1, 2024 – Jun 6, 2025

Population Served: 468,573
Population Source: Census

Contact: Alyx Park
Email: alyx.park@bibliocommons.com

Subscription	Annual Subscription Fee (USD)	One-Time Implementation Fee (USD)
BiblioWeb A fully-hosted integrated content management system and webpage builder. Includes theming, training, support, and upgrades. Also includes a subscription to BiblioEvents. See Schedules "A-4" and "A-6." https://www.bibliocommons.com/schedule-a4-biblioweb Rate: \$0.16057474/pop. or \$40,000 minimum.	\$75,240.99 Prorated Subscription Fee: \$44,938.45	\$27,360.00
Accelerated Development Discovery for SSO/MFA Work. See Scope of Work for details.	\$0.00 Prorated Subscription Fee: \$0.00	\$2,000.00

Sub-Total	\$75,240.99	\$29,360.00
Subscription Fees		75,240.99
Total Due This Year, payable on the date hereof		\$74,298.45

Quote for Johnson County Library (KS) – September 4, 2024
Contact: Alyx Park Email: alyx.park@bibliocommons.com



Terms

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

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

Johnson County Library

BiblioCommons Corp.

Signature

Signature

Name

Name

Title

Title

Date

Date

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: September 12, 2024

Re: Johnson County Library Board Resolution for 2025 Revenue Neutral Rate

Issue: Consider adoption of the Johnson County Library Board Resolution for 2025 Revenue Neutral Rate.

Suggested Motion: I move to adopt a resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2025.

Background: In 2022, the Kansas changed the process for consideration of the budgetary revenue neutral rate issue (see K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239). These changes include a requirement that the governing body vote by roll call vote with the vote of each board member reported to the county clerk with the budget materials. Therefore, the Library Board is requested to consider this item by roll call vote.

Analysis: The revenue neutral rate for Johnson County Library Taxing District for 2025 Budget is estimated at 3.571 mills. The 2025 budget has been approved by the Library Board and is part of the Board of County Commissioner's (BOCC) 2025 Budget for an estimated mill levy of 3.809 and projected to bring in \$49,717,610 in property tax revenue.

Funding Overview: The resolution being presented is the acknowledgement that the 2025 budget will have revenues from property tax exceeding the amount of property tax revenues that are budgeted to be collected in 2024. The property tax is also in line with the 2025 budget that was approved previously by the Library Board and what has been presented and approved by the BOCC in the final adopted 2025 budget.

Alternatives: The Library Board could choose not to support the resolution, but in doing so it might put the Library at risk by not being in alignment with K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239.

Recommendation: Adopt the resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate, for consideration by roll call vote.

Purchasing Review: N/A

Budget Review: The resolution being presented is in alignment with the 2025 budget that the Library Board has previously approved and has been presented and a part of the recently approved by the BOCC 2025 budget.

Legal Review: Legal counsel has reviewed and certified the resolution as to form and content for consideration by the Library Board.

RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2024.

At a regular meeting of the Johnson County Library Board of Directors to consider exceeding the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2024, conducted on Thursday, September 12, 2024, there came before the Board for consideration the matter of adopting a Resolution to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library Taxing District for fiscal year 2025.

The Johnson County Library Board, after full consideration, upon a motion duly made, seconded and carried, adopted the following Resolution to-wit:

WHEREAS, pursuant to K.S.A. 79-2988, prior to adopting a proposed budget that will result in a tax rate in excess of the revenue neutral rate, as defined in the legislation, the Johnson County Library Board shall publish notice of its proposed intent to exceed the revenue neutral rate, conduct a public hearing and pass a resolution to approve exceeding the revenue neutral rate; and

WHEREAS, pursuant to K.S.A. 79-2988, the Johnson County Library Board published notice in The Legal Record and on the Johnson County Library website of its proposed intent to exceed the revenue neutral rate and of the public hearing on the revenue neutral rate held jointly with the Board of County Commissioners of Johnson County, Kansas; and

WHEREAS, the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2025 is 3.571 mills; and

WHEREAS, the Johnson County Library Board has evaluated and determined the level of services and needed expenditures prudently required to fund the fiscal year budget for Johnson County Library Taxing District; and

WHEREAS, if approved and adopted as proposed, the budget would include authorized expenditures of \$70,541,451 for the Johnson County Library Taxing District; which would require, in addition to other revenue sources, the levy of property taxes for the Johnson County Library Taxing District in the amount of \$49,717,610, at an estimated mill levy of 3.809 mills, which would exceed the revenue neutral rate for the Johnson County Library Taxing District; and

WHEREAS, the Board of County Commissioners of Johnson County, Kansas held a hearing on August 20, 2024, regarding the intent to exceed the revenue neutral rate for the Johnson County Library Taxing District, and allowing all interested taxpayers an opportunity to be heard at the hearing; and

WHEREAS, the Board of County Commissioners, having heard public comment, has determined that it is in the best interest of Johnson County to exceed the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2025.

NOW, THEREFORE, BE IT RESOLVED by the Johnson County Library Board that the Board hereby approves the levy of property taxes in support of the budget for the Johnson County Library Taxing District for the 2025 budget year that requires a property tax rate exceeding the revenue neutral rate of 3.571 mills.

Adopted by roll call vote this 12th day of September 2024.

REPORTING OF ROLL CALL VOTE FOR A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2025.

David Sims _____

Anna van Ophem _____

Jeffrey Mendoza _____

Charles McAllister _____

Jennifer Hrabe _____

Chrysalyn Huff _____

Kelly Kilgore _____

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

KELLY KILGORE, Board Chair

ATTEST:

ANNA VAN OPHEM, Board Secretary

APPROVED AS TO FORM:

FRED J. LOGAN, JR., Legal Counsel

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: September 12, 2024
Re: Approval of Recommendation for Architectural Services for Spring Hill and De Soto

Issue: Consider authorizing a work order authorization with County approved term and supply vendor XX for architectural services for the Spring Hill renovation and expansion and the De Soto renovation projects in the amount of \$XX per the informal Request for Proposal (RFP).

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

Background: These projects would renovate (both locations) and expand (Spring Hill) libraries at their existing locations, and were approved by the Library Board and the Board of County Commissioners (BOCC) as a part of the 2024-2028 Capital Improvement Plan. Total project costs for both locations totals \$6,249,696. These two projects will be funded by Library reserves.

Total project cost for the Spring Hill and De Soto renovations projects is shown below:

Spring Hill Renovation	\$4,002,114
De Soto Renovation	\$2,247,582
TOTAL	\$6,249,696

Analysis: On August 5, 2024 the Facilities Department issued the internal RFP to provide Architectural Services for the Spring Hill renovation and expansion and De Soto renovation projects.

A total of four (4) responsive proposals were received and all four (4) firms were interviewed: BC Design Group, Clark & Enersen, Dake Wells Architecture, Inc., and Finkle + Williams Architecture.

The evaluation of each proposal response was based on a scale of 100 points; 30 points for project approach, 25 points for firm personnel, 15 points for proposer’s experience, 15 points for staff utilization, 15 points for cost. Determination is made by final ranking noted in parentheses and shown below:

Evaluation Criteria	Maximum Points	Firm A	Firm B	Firm C	Firm D
Project Approach	30				
Firm Personnel	25				
Proposer’s Experience	15				
Staff Utilization	15				
Cost	15				
Total Points (Rank)	100				

Interviews have been completed and the selection committee will bring the recommendation to the Library Board in October.

Funding Overview: Funding for this work will be paid from Library reserves, which has been moved into project accounts for these two projects.

Purchasing Review: All firms are pre-vetted term and supply vendors.

Budget Review: Funding for this work is included in the Library's 2024-2028 Capital Improvement Plan and has been reviewed by the Facilities Contract Administrator.

Legal Review: Library Legal counsel will review the form of work order authorization.

Alternatives: Not to authorize the work order authorization.

Recommendation: None at this time, for information only.