

JOHNSON COUNTY LIBRARY

**Board Report
March 13, 2025**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, MARCH 13, 2025
CENTRAL RESOURCE LIBRARY
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

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

| | |
|---|----|
| I. Call to Order | |
| II. Citizen Comments..... | 4 |
| III. Remarks | |
| A. Members of the Johnson County Library Board of Directors | |
| B. Board Chair, Kelly Kilgore | |
| C. Development Department: Written reports presented by Shelley O'Brien, Development and Foundation Director..... | 5 |
| D. Liaison, Board of County Commissioners, Julie Brewer | |
| IV. Reports | |
| A. Board Counsel – Andrew Logan and Fred Logan | |
| 1. Review Library Board's role within advocacy | |
| 2. Executive Order Update | |
| 3. Law Enforcement in the Library and Patron Privacy | |
| B. County Librarian Report – Tricia Suellentrop, County Librarian | |
| 1. Finances and Statistics | |
| a) Financial Report, Dave Vratny, Finance Director..... | 7 |
| i. 2026 Budget Calendar..... | 12 |
| b) Annual Statistical Report, Adam Wathen..... | 13 |
| i. Trends in Collection Development, Lacie Griffin..... | 22 |
| 2. Comprehensive Library Master Plan – Scott Sime, Project and Events Manager, and Megan Clark, Project Coordinator | |
| a) Spring Hill and De Soto, Megan Clark, Project Coordinator..... | 29 |
| i. Community Outreach Update, Jared Harper, Regional Manager..... | 34 |
| b) Capital Projects: Timeline Summary, Scott Sime, Project and Events Manager..... | 41 |
| 3. Updates – Tricia Suellentrop, County Librarian | |
| a) Joint Board Meeting, Tricia Suellentrop, County Librarian | |
| b) Board Retreat, Tricia Suellentrop, County Librarian | |
| c) Tax Help at the Library, Molly Wetta, Branch Operations Manager..... | 43 |

V. Consent

A. Action Items:

- 1. Minutes of the February 13, 2025 Regular Library Board meeting.....44
- 2. Consideration of Memorandum of Understanding between Johnson County Library and Johnson County Department of Health and Environment.....58
- 3. Consideration of Communication Term and Supply.....61

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2025 were handled in accordance with library and County policy.
- b) The January 2025 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.....64

VI. Old Business

None

VII. New Business

- A. Informational Item: Proposed 2026 Budget, Dave Vratny, Finance Director.....65

VIII. Executive Session: Relating to the acquisition of real property

IX. Adjournment

CITIZEN COMMENTS

March 2025

February 17, 2025

Do i understand correctly that there will be a JOCO Pride event on Feb 28th that will address transgender themes with younger kids via several book readings? If so, can you explain the logic? Thanks, Mike Feller



Monthly Report
of the Friends of Johnson County Library
to the Board of Directors of Johnson County Library
Shanta Dickerson, Executive Director
March 2025

Soft Opening of The Book Nook

Saturday, February 22 was the first day of business at 8281 Melrose Drive, our new book sale location, and the positive responses from customers have been tremendous. Officially named **The Book Nook**, our new sale space received a 5-star review on Google almost immediately:

“Wonderful selection of used books and puzzles. They just moved into this new space today, so there's no more waiting outside to get in. Everything is so well organized in various categories, including children, young adult, fiction, biography, science, history, politics, cookbooks, large print, and so much more. If you find yourself holding an armful of books, no problem, take your books up to the counter, and they will assign a holding bin for you so you can go continue looking for more treasures.” – Inga, Local Guide

Between now and ribbon cutting on Tuesday, April 8th, we will adjust hours and procedures based on staff, volunteer, member and customer feedback. Additionally, branded price signage and a retractable banner with our membership value proposition are in the works.

Come see us on a Saturday or Sunday between 10am-3pm. You will be delighted with what you find!

Capacity Expansion Project

With The Book Nook squared away, attention has turned to the reorganization of what is now our intake, sorting, and internet sales operations at 8279 Melrose Drive. We are improving efficiency and workflow, and we are preparing for an increase in donations due to the bump in organizational visibility that The Book Nook is providing.

The ribbon cutting is viewed as the official finish line on our Capacity Expansion Project. Change is hard, even – sometimes, especially – the best changes. Staff and volunteers alike are smack in the middle of the change management tunnel, where it is sometimes difficult to see light. I am deeply proud of every single one of them and what they can accomplish together. There will be much celebration once we are done!



Monthly Report
of the Johnson County Library Foundation
to the Board of Directors of Johnson County Library
Shelley O'Brien, Executive Director
March 2025

1952 Society Event – Wednesday, April 9th with author Stephen Bruno

If you have ever wondered how the other half lives, Stephen Bruno gives you a glimpse into the world of Park Avenue with his book, "Building Material". This memoir is about the do's and don'ts of being a doorman and a young talent trying to make his way in the world.

Stephen will join us in the Carmack Room at 6:00pm on Wednesday, April 9th for the 1952 Society's Spring author event. Light snacks and drinks will be provided. This event is open to all donors and their friends who support the library. We will have signed copies of Stephen's book for every household to take home.

This event is sponsored by the generosity of Lou and Jim Eisenbrandt and Judie Black Becker.

Volunteers for the Foundation

The Johnson County Library Foundation is always looking for volunteers, for both the board and committees, including Library Lets Loose. If you or someone you know would like to get involved, please let me know. I will pass along your information to the People Committee of the Foundation.

Thank you!

A big thank you to January and February 2025 gifts to the Foundation, including:

- Carol and Fred Logan -- \$10,000 to the JCL Leadership Fund
- Charles and Virginia Clark -- \$5,000
- Lou and Jim Eisenbrandt -- \$2,000 to support 1952 Society author events
- Judie Black Becker -- \$2,000 to support 1952 Society author events
- Claude and Bertina Thau -- \$750 to the MakerSpace
- Kate Gasper -- \$500
- Chuck and Kay Sipple -- \$500

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
January 2025
8% of Year Lapsed

OPERATING FUND

| Programs | 2024 Budget |
|-----------------|------------------------|
| Revenue | 6,079,665 |

Administrative Services
Information Technology
Collection Development
Branch/Systemwide Services
Transfer to Capital Projects
Interfund Transfers

| | |
|--|------------|
| TOTAL OPERATING FUND EXPENDITURES | \$0 |
|--|------------|

| | |
|---|--------------------|
| TOTAL .75 INCREASE FUNDS REMAINING OPERATING | \$6,079,665 |
|---|--------------------|

SPECIAL USE FUND

**2024
Budget**

| | |
|----------|-----------|
| Revenue: | 3,486,675 |
|----------|-----------|

Expenses:
Contractual Services (General Maintenance)
Commodities (Capital Equipment)
Transfer to Debt Payment
Transfer to Debt Payment - CLMP
Transfer to Capital Projects

| | |
|--|------------|
| TOTAL SPECIAL USE FUND EXPENDITURES | \$0 |
|--|------------|

| | |
|---|--------------------|
| TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE | \$3,486,675 |
|---|--------------------|

| | |
|---|--------------------|
| TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS | \$9,566,340 |
|---|--------------------|

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2025
8% of Year Lapsed

| REVENUE ALL FUNDS | 2025 Year to Date | 2025 Budget | % Budget Year to Date | % Budget YTD Prior Year |
|--------------------------------------|----------------------|-------------------|--------------------------|----------------------------|
| Ad Valorem | 26,178,221 | 48,673,540 | 54% | 54% |
| Ad Valorem Delinquent | 115,985 | 297,300 | 39% | 31% |
| Motor Vehicle | 667,734 | 3,587,813 | 19% | 19% |
| Library Generated - Copying/Printing | 1,032 | 108,206 | 1% | 6% |
| Library Generated - Overdues / Fees | 7,834 | 42,000 | 19% | 12% |
| Sale of Library Books | 0 | 50,000 | 0% | 0% |
| Misc Other | 3,222 | 18,703 | 17% | 1% |
| Reimbursements | 102,246 | 791,000 | 13% | 12% |
| Library Generated - Other Charges | 0 | 0 | 0% | 0% |
| Investment | 437,911 | 825,000 | 53% | 35% |
| Unencumbered Balance Forward | 0 | 926,000 | 0% | 0% |
| Transfer from Capital Projects | 0 | 0 | 0% | 0% |
| Sale of Capital Assets | 0 | 0 | 0% | 0% |
| Recreational Vehicle Tax | 7,928 | 14,995 | 53% | 45% |
| Commercial Vehicle Tax | 13,680 | 64,835 | 21% | 17% |
| Heavy Trucks Tax | 2,677 | 4,557 | 59% | 63% |
| Rental Excise Tax | 30,828 | 70,464 | 44% | 44% |
| Payment in Lieu of Taxes | 247,288 | 0 | 0% | 0% |
| State and Federal Grants | 0 | 273,607 | 0% | 0% |
| TOTAL REVENUE | 27,816,585 | 55,748,020 | 50% | 45% |

Expenses ALL FUNDS with Collection

| Encumbrance | 2025 Year to Date | 2025 Budget | % Categories Expended |
|--------------------------------|----------------------|-------------------|--------------------------|
| Salaries and Benefits | 1,781,275 | 29,358,440 | 6% |
| Contractual Services | 816,822 | 7,654,967 | 11% |
| Commodities | 3,629,272 | 5,386,244 | 67% |
| Risk Management Charges | 0 | 261,286 | 0% |
| Capital / Maintenance / Repair | 0 | 5,985,047 | 0% |
| Transfer to Capital Projects | 0 | 3,127,170 | 0% |
| Grants | 4,013 | 273,607 | 1% |
| Interfund Transfer | 0 | 3,701,259 | 0% |
| TOTAL EXPENDITURES | 6,231,382 | 55,748,020 | 11% |

Revenue - Expenses as of January 31, 2025 21,585,203

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
January 2025
8% Year Lapsed

OPERATING FUND

| Programs | 2025 Year to Date | 2025 Budget | % Program Expended |
|------------------------------|----------------------|----------------|-----------------------|
| Administrative Services | 254,617 | 5,864,996 | 4% |
| Information Technology | 633,455 | 5,720,876 | 11% |
| Collection Development | 249,553 | 4,230,389 | 6% |
| Branch/Systemwide Services | 1,510,103 | 26,223,885 | 6% |
| Risk Management Charges | 0 | 261,286 | 0% |
| Grants | 2,179 | 273,607 | 1% |
| Transfer to Capital Projects | 0 | 5,985,047 | 0% |
| Interfund Transfer | 0 | 3,701,259 | 0% |

| | | | |
|--|------------------|-------------------|-----------|
| TOTAL OPERATING FUND EXPENDITURES | 2,649,907 | 52,261,345 | 5% |
|--|------------------|-------------------|-----------|

SPECIAL USE FUND

| Programs | 2025 Year to Date | 2025 Budget | % Budget Expended |
|--|----------------------|----------------|----------------------|
| Contractual Services (General Maintenance) | 0 | 202,505 | 0% |
| Commodities (Capital Equipment) | 0 | 157,000 | 0% |
| Transfer to Debt Payment | 0 | 0 | 0% |
| Transfer to Capital Projects | 0 | 3,127,170 | 0% |

| | | | |
|--|----------|------------------|-----------|
| TOTAL SPECIAL USE FUND EXPENDITURES | 0 | 3,486,675 | 0% |
|--|----------|------------------|-----------|

| | | | |
|---------------------------|------------------|-------------------|-----------|
| TOTAL EXPENDITURES | 2,649,907 | 55,748,020 | 5% |
|---------------------------|------------------|-------------------|-----------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
January 2025
8% Year Lapsed

ALL FUNDS

| Categories | 2025 Year to Date | 2025 Budget | % Categories Expended |
|--------------------------------|----------------------|----------------|--------------------------|
| Salaries and Benefits | 1,781,275 | 29,358,440 | 6% |
| Contractual Services | 655,246 | 7,654,967 | 9% |
| Commodities | 211,208 | 5,386,244 | 4% |
| Risk Management Charges | 0 | 261,286 | 0% |
| Capital / Maintenance / Repair | 0 | 5,985,047 | 0% |
| Transfer to Debt Payment | 0 | 0 | 0% |
| Transfer to PBC Capital Leases | 0 | 3,127,170 | 0% |
| Grants | 2,179 | 273,607 | 1% |
| Interfund Transfer | 0 | 3,701,259 | 0% |

| | | | |
|---------------------------|------------------|-------------------|-----------|
| TOTAL EXPENDITURES | 2,649,907 | 55,748,020 | 5% |
|---------------------------|------------------|-------------------|-----------|

| GRANTS* | | | | | | |
|-----------|---------------------------------|--------|-----------|--------------|--------------|------------------|
| | Expenditures through 01/31/2025 | Source | Received | Expenditures | Grant Award | Budget Remaining |
| 285000091 | 2023-State Aid | State | 3/29/2023 | \$132,568.53 | \$132,568.53 | \$0.00 |
| 285000092 | 2024-State Aid | State | 3/12/2024 | \$132,886.40 | \$132,886.40 | \$0.00 |

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

Expenditure of Friends of the JCL Donations 2025

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

JCL Budget Process Timeline

- OCT/NOV/DEC 2024 and JAN 2025 - Library Budget Committee Meetings to Plan 2026 Budget and Review Multi-Year Financial Forecast
- JAN JCL Board - Informational Item - 2026-2030 Capital Improvement Plan (CIP)
- FEB JCL Board - Informational Item - 2026 Personnel Requests and CIP Approval
- MAR JCL Board - Informational Item - 2026 Library Budget Proposal
- MAR - Library Budget Committee Meets to Review Updated Multi-Year Financial Forecast (after updated revenue estimates are given from County Budget Department)
- APR JCL Board - 2026 Library Budget Proposal - Action Item for Approval
- APR/MAY - Library Budget Committee Receiving the “Balanced Budget” Summary
- MAY/JUN - 2026 Library Budget Presentation to Board of County Commissioners
- AUG - BOCC Budget Public Hearing & Adopting Neutral Rate Resolutions for 2026
- SEP - BOCC Adopt 2026 Budget Resolution & Library Board Adopts Neutral Rate Resolution for 2026
- OCT/NOV/DEC 2025 - Library Budget Committee Meetings to Plan 2027 Budget and Review Multi-Year Financial Forecast

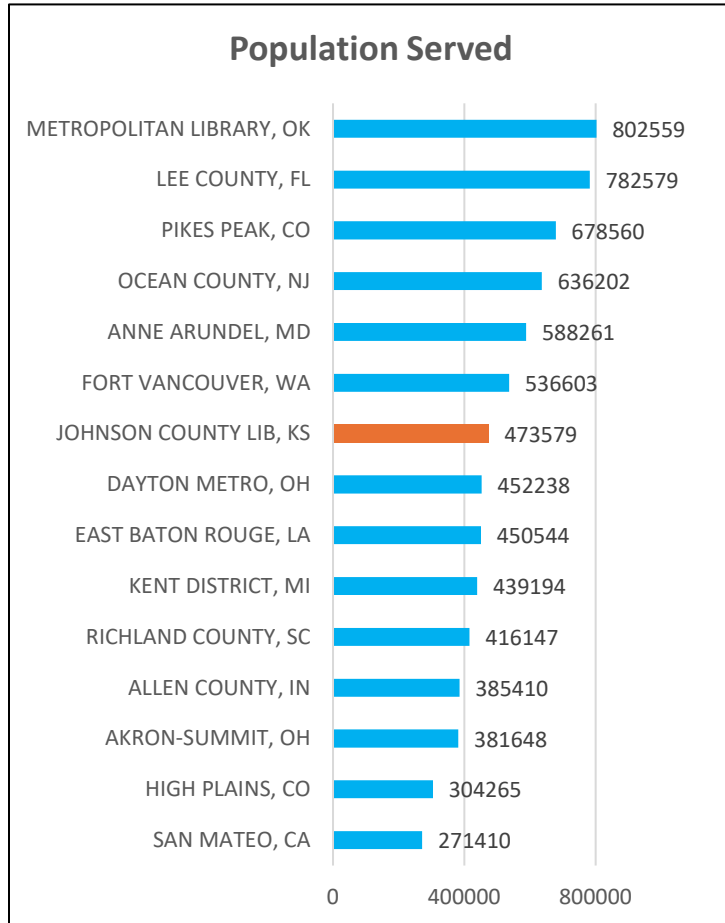


JCL Annual Statistics

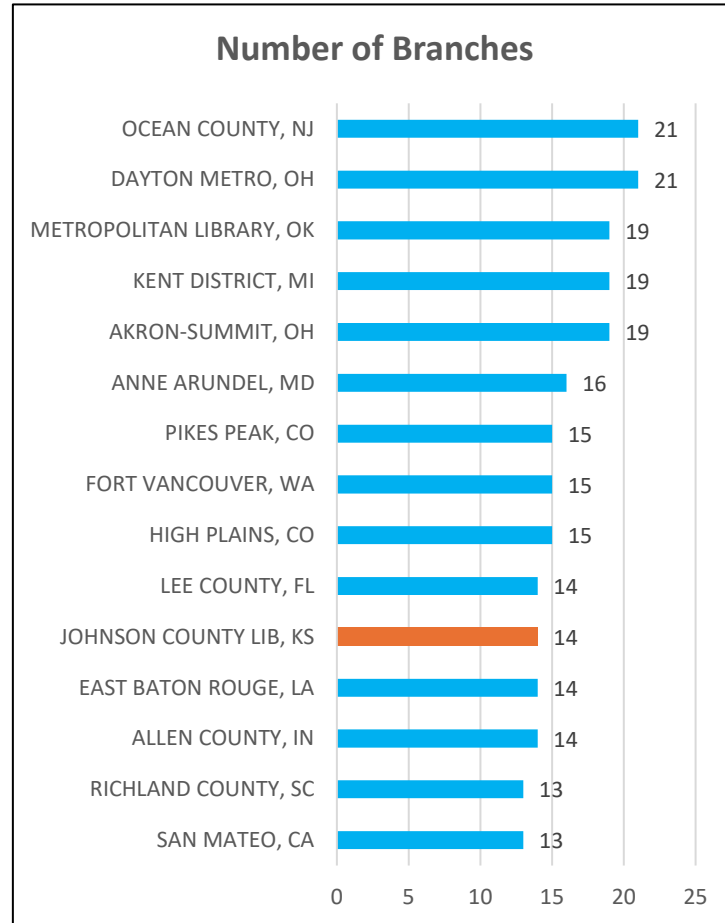
March 2025

JOHNSON COUNTY LIBRARY

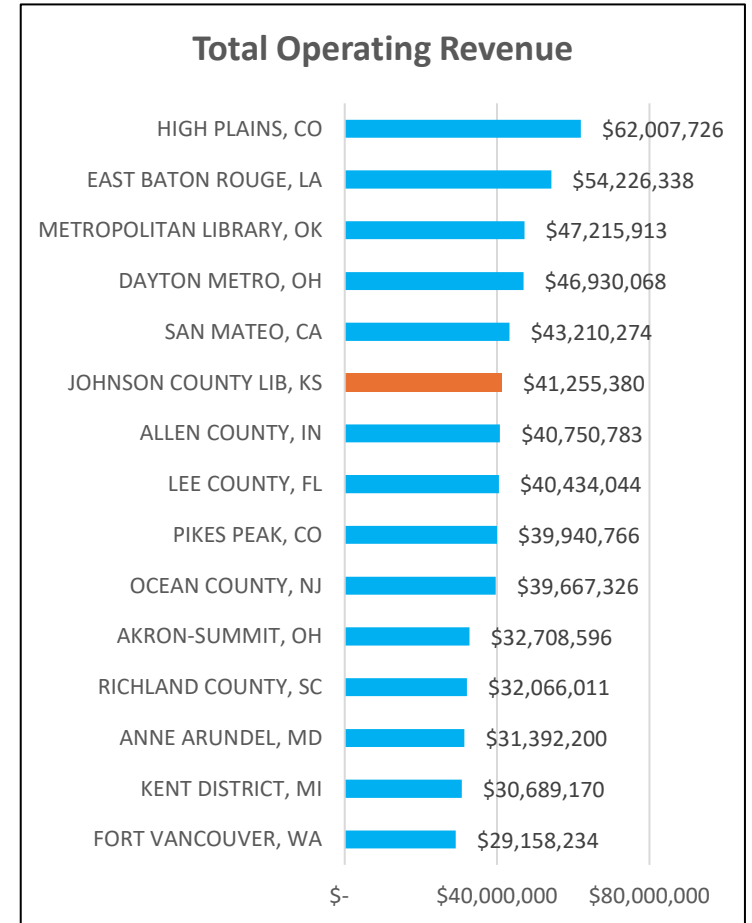
Baseline Peer Data - 2023



JCL = 7 of 15



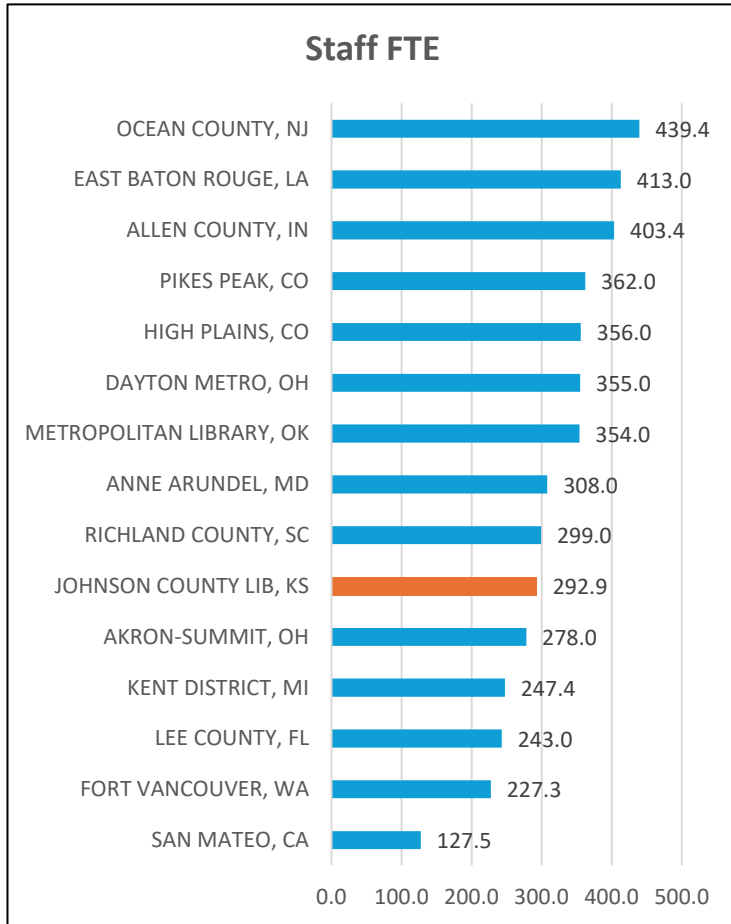
JCL = 11 of 15



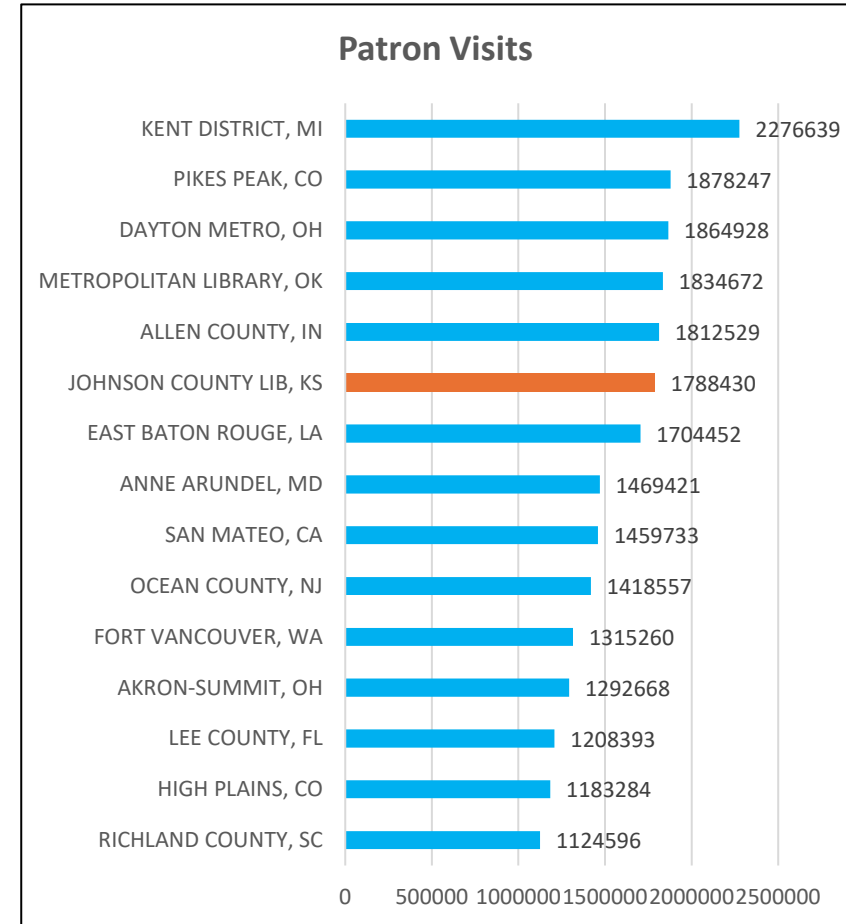
JCL = 6 of 15



Baseline Peer Data - 2023



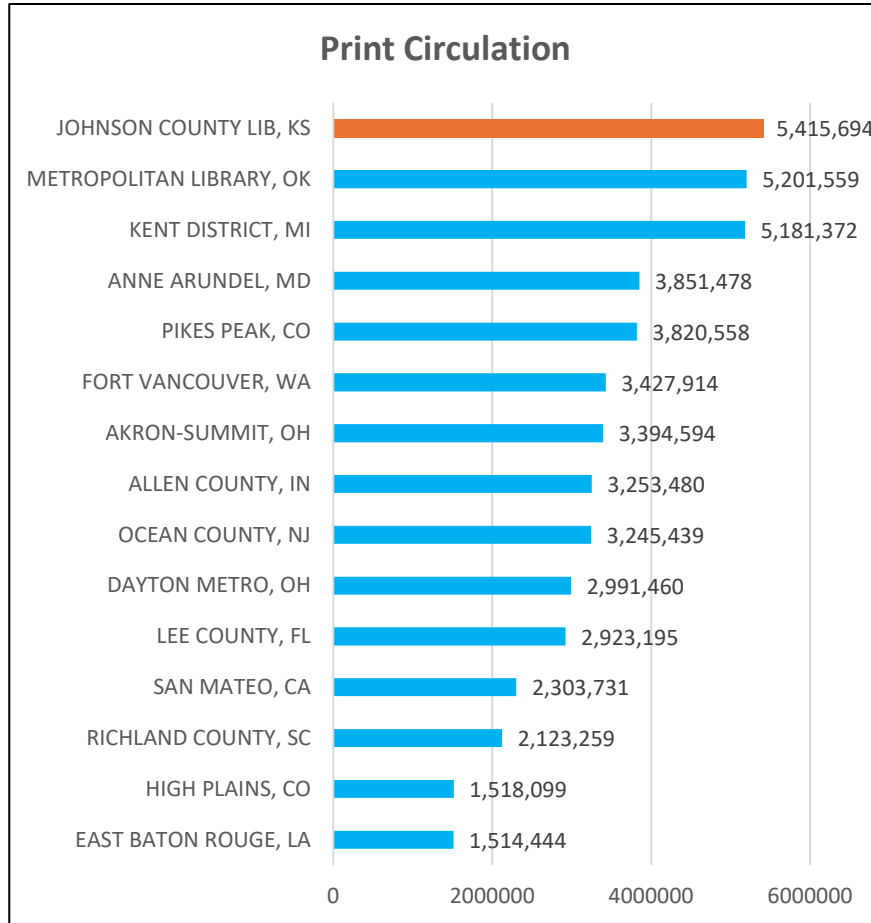
JCL = 10 of 15



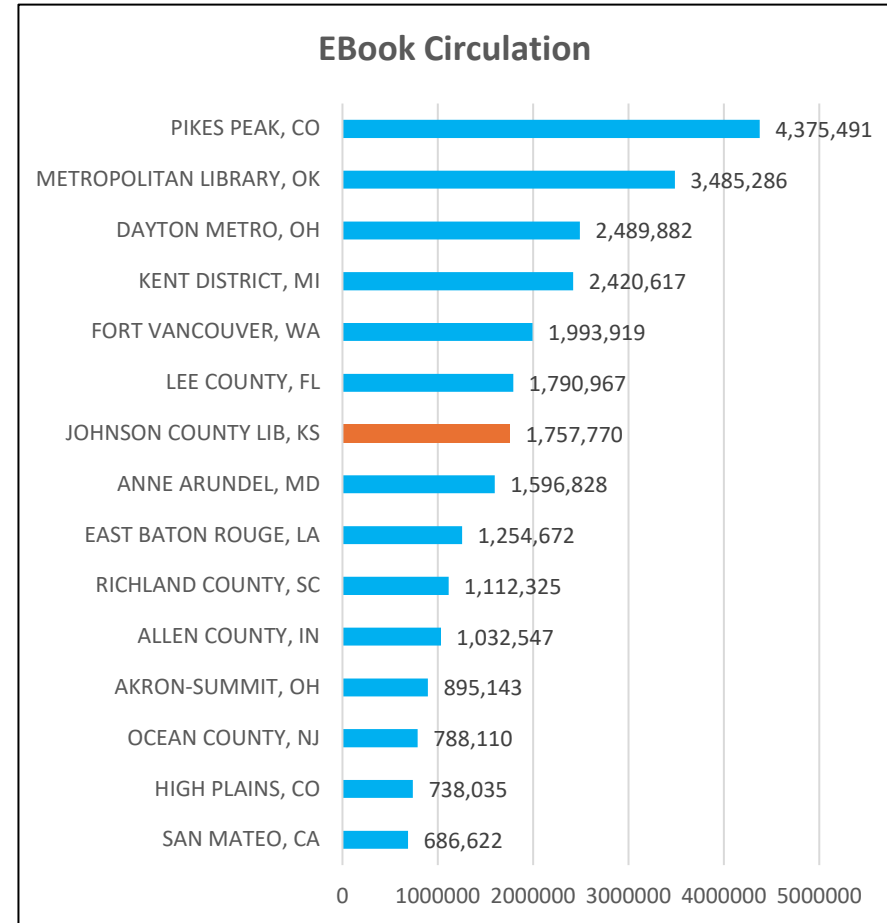
JCL = 3 of 15 (2021)
2 of 15 (2022)
6 of 15 (2023)



Baseline Peer Data - 2023



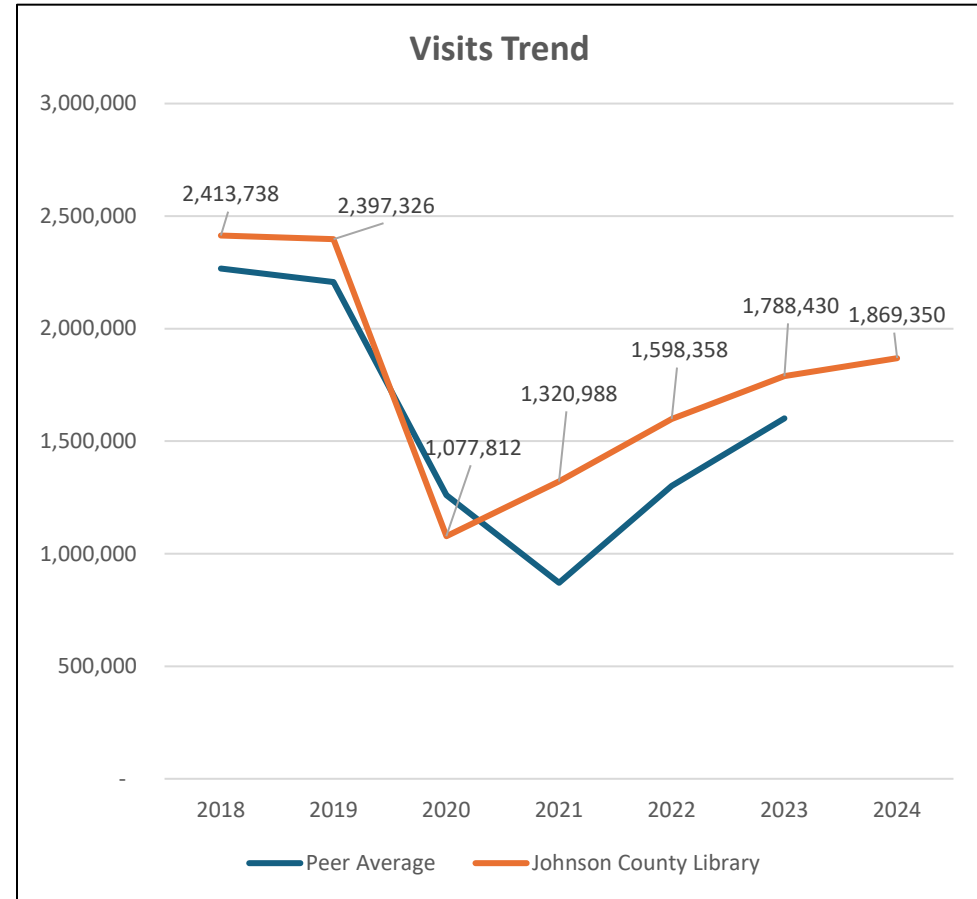
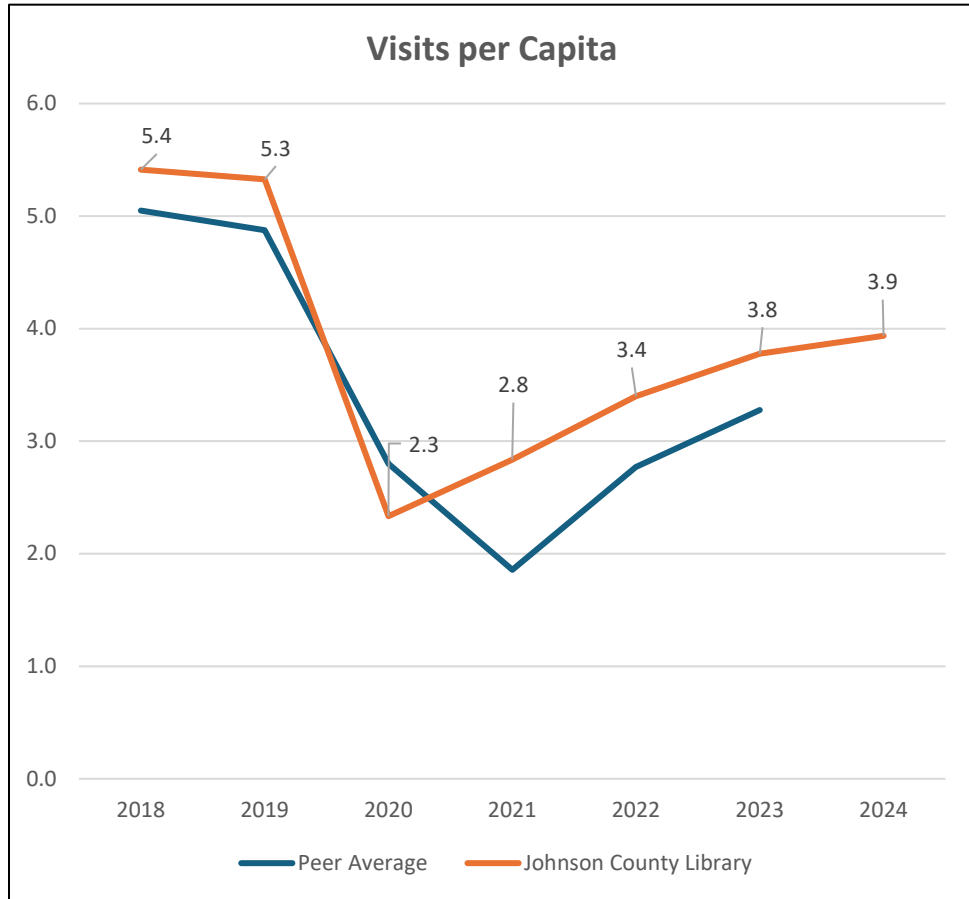
JCL = 1 of 15 (2021)
 1 of 15 (2022)
 1 of 15 (2023)



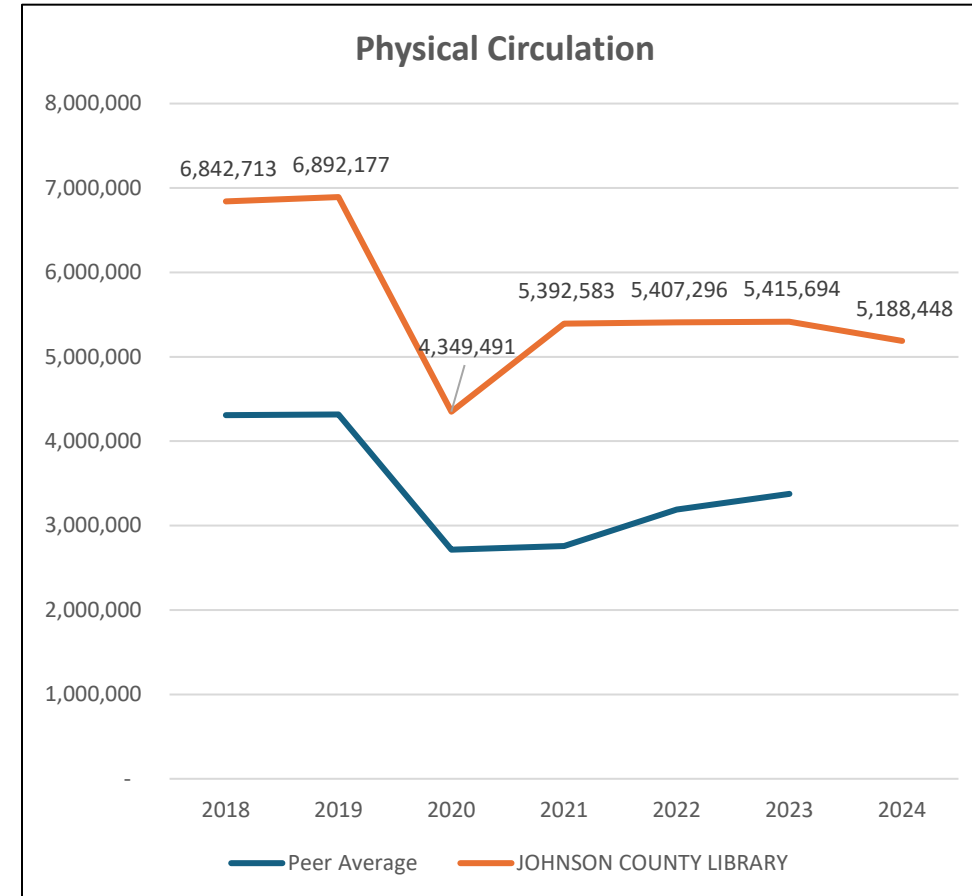
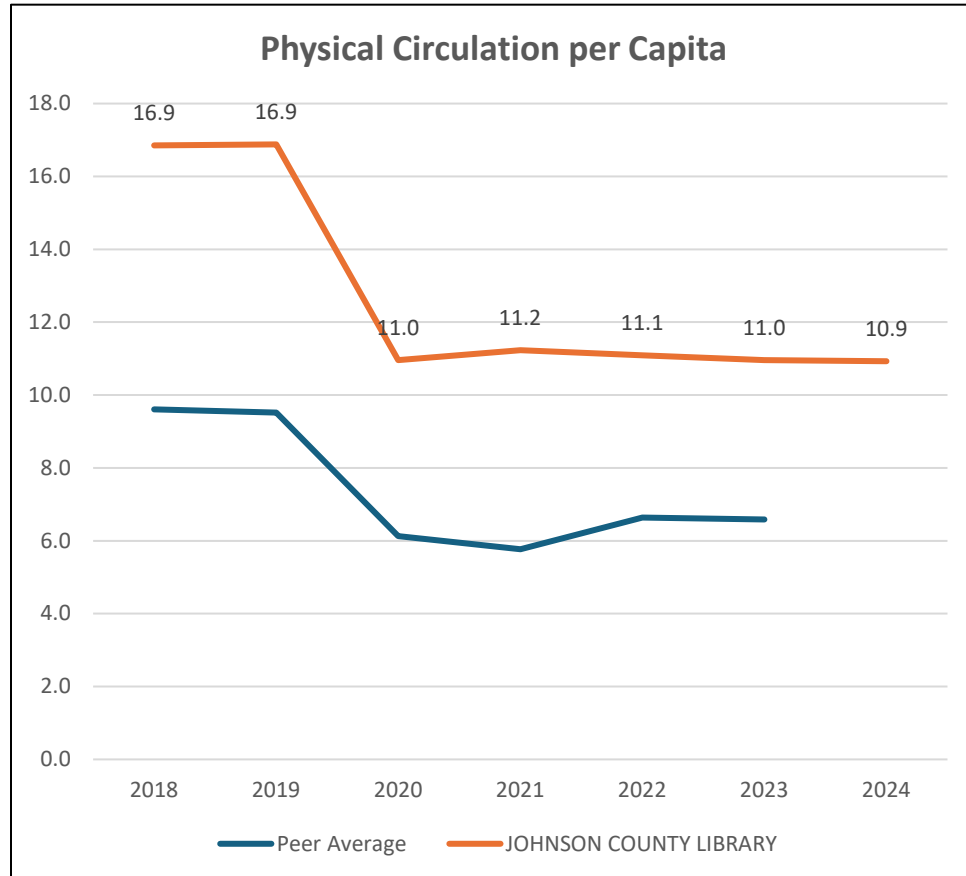
JCL = 11 of 15 (2021)
 9 of 15 (2022)
 7 of 15 (2023)



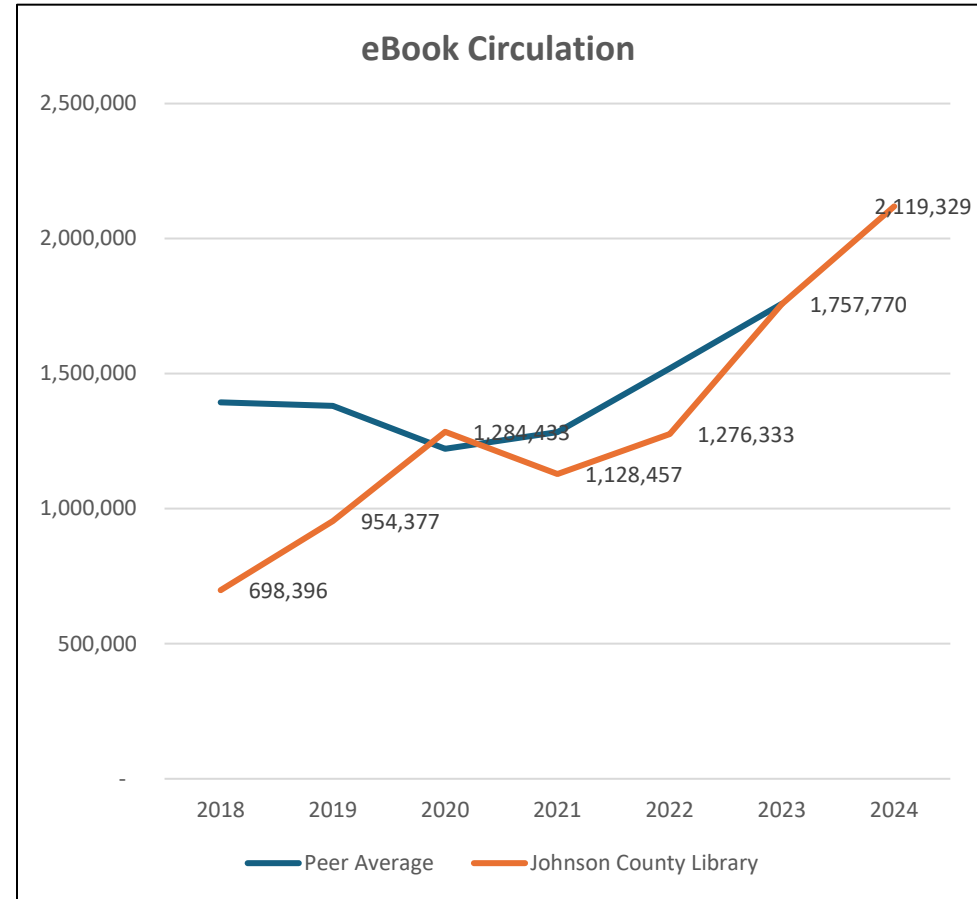
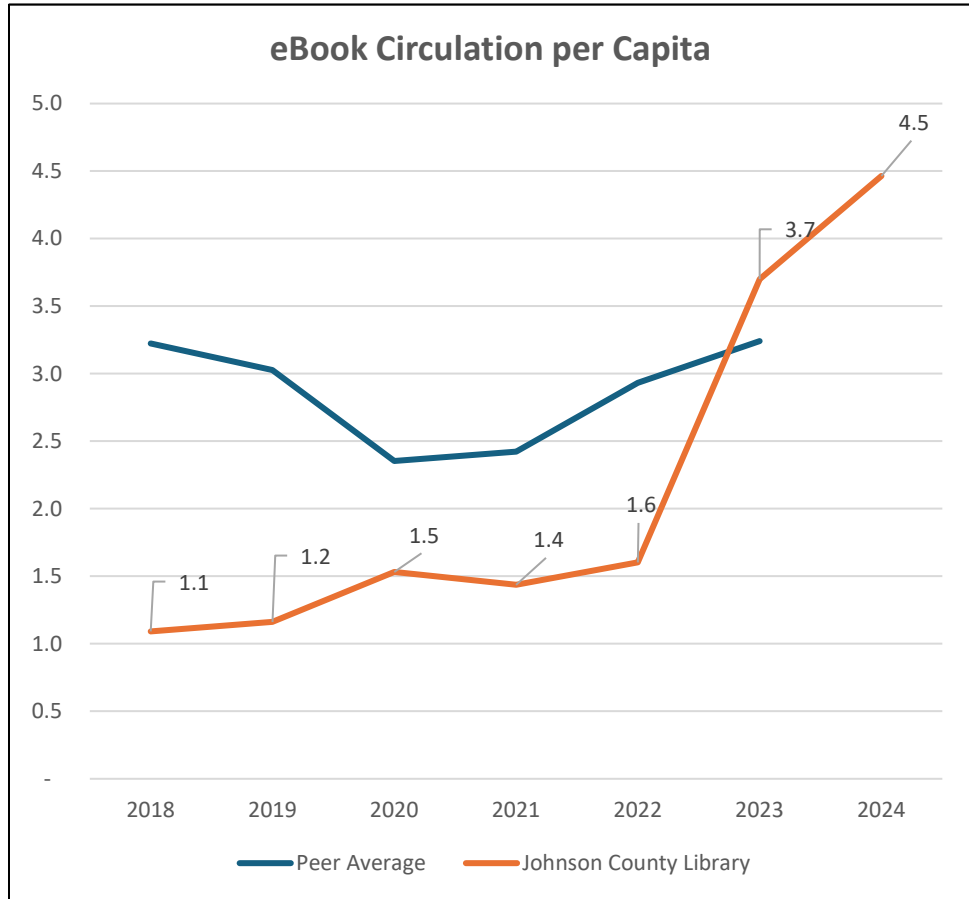
Visitation Trends



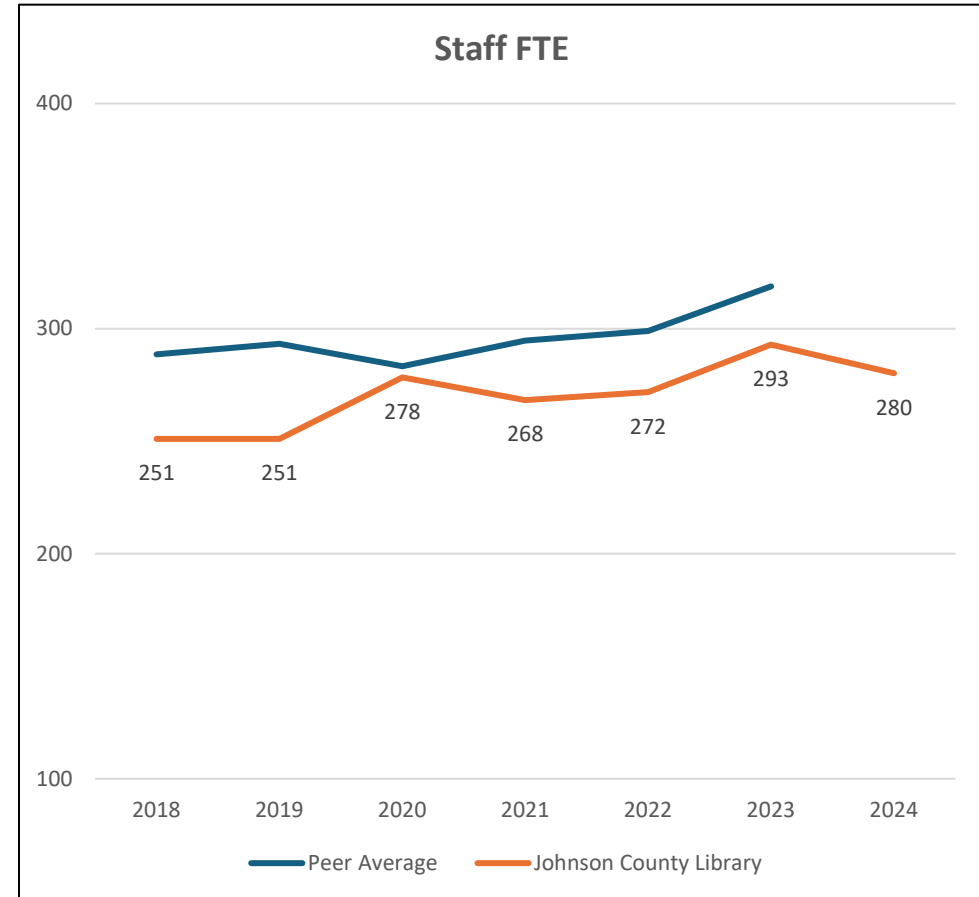
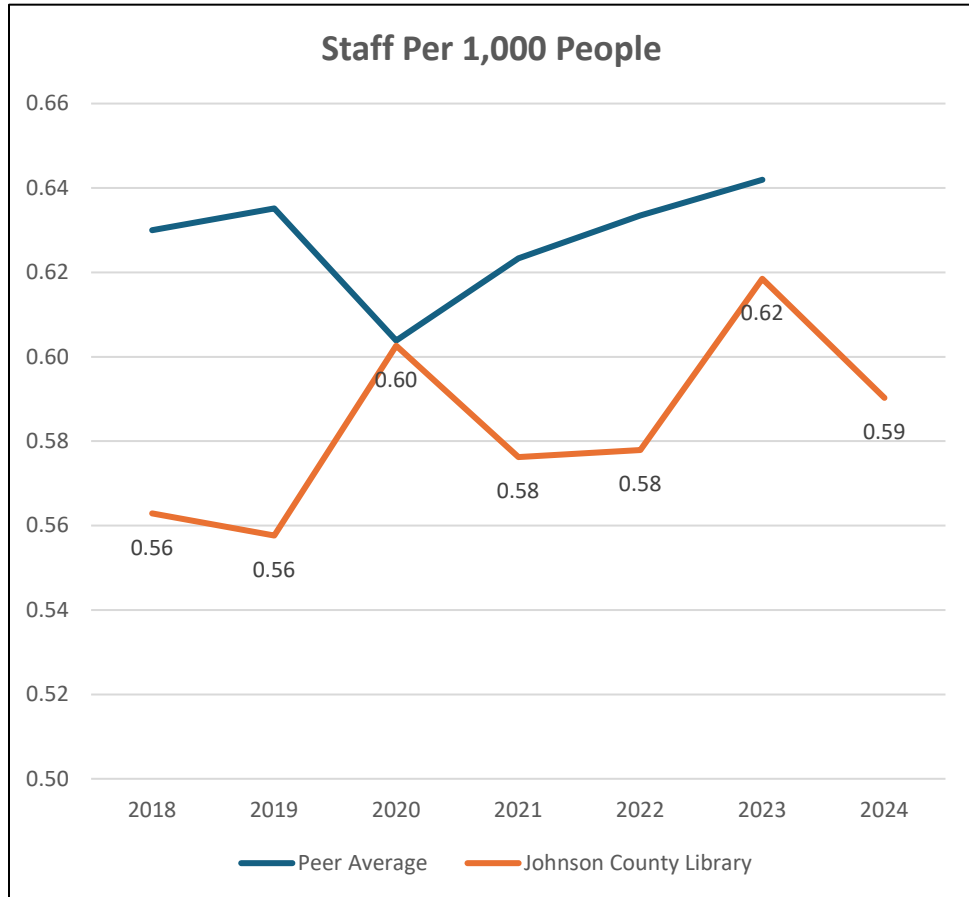
Physical Circulation Trends



eBook Circulation Trends



FTE Staffing Trends



Peer Comparable Libraries

| 2023* | Service Population (Residents) | Number of Branches | Book Mobiles | Visits per Resident | Circulation per Resident | Programs per 1,000 residents | Number of Staff FTE per 1,000 Residents | Total Operating Revenue per Resident |
|----------------------------------|-----------------------------------|-----------------------|-----------------|------------------------|-----------------------------|---------------------------------|--|--|
| San Mateo County, CA | 271410 | 13 | 1 | 5.4 | 11.0 | 27.7 | 0.47 | \$159 |
| High Plains Library District, CO | 304265 | 15 | 2 | 3.9 | 7.4 | 26.6 | 1.17 | \$204 |
| Akron-Summit County, OH | 381648 | 19 | 3 | 3.4 | 11.2 | 13.9 | 0.73 | \$86 |
| Allen County, IN | 385410 | 14 | 0 | 4.7 | 11.1 | 15.9 | 1.05 | \$106 |
| Richland County, SC | 416147 | 13 | 1 | 2.7 | 7.8 | 9.6 | 0.72 | \$77 |
| Kent District, MI | 439194 | 19 | 1 | 5.2 | 17.3 | 14.2 | 0.56 | \$70 |
| East Baton Rouge, LA | 450544 | 14 | 2 | 3.8 | 6.1 | 19.0 | 0.92 | \$120 |
| Dayton Metro, OH | 452238 | 21 | 2 | 4.1 | 12.1 | 20.9 | 0.78 | \$104 |
| Johnson County Library, KS | 473579 | 14 | 0 | 3.8 | 15.4 | 3.6 | 0.62 | \$96 |
| Fort Vancouver Regional, WA | 536603 | 15 | 2 | 2.5 | 10.1 | 2.7 | 0.42 | \$54 |
| Anne Arundel, MD | 588261 | 16 | 0 | 2.5 | 9.3 | 11.0 | 0.52 | \$53 |
| Ocean County, NJ | 636202 | 21 | 0 | 2.2 | 6.3 | 22.3 | 0.69 | \$62 |
| Pikes Peak, CO | 678560 | 15 | 2 | 2.8 | 12.1 | 6.8 | 0.53 | \$59 |
| Lee County Library, FL | 782579 | 14 | 0 | 1.6 | 6.0 | 3.7 | 0.31 | \$52 |
| Metropolitan Library System, OK | 802559 | 19 | 0 | 2.3 | 10.8 | 7.3 | 0.44 | \$59 |

*Data is from 2023 published state reports and library annual reports except 2022 numbers for Lee County data and East Baton Rouge Operating Revenue.

Presented to Library Board in March of 2025.

Collection Development Department

Lacie Griffin- Collection Development Manager



Mission

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

Languages

Include Translations

- English (15,090)
- French (949)
- No linguistic content (351)
- German (110)
- Italian (85)
- Spanish (85)
- Multiple languages (69)
- Undetermined (52)
- Chinese (36)
- Latin (32)
- Japanese (29)
- Russian (23)
- Arabic (15)
- Hindi (11)
- Portuguese (10)



★★★★☆

DVD - 2010 | French
Available [View location availability](#)

Place hold

For Later



French

Disc 5, Happy, sad and silly

★★★★☆

DVD - 2010 | French
Available [View location availability](#)

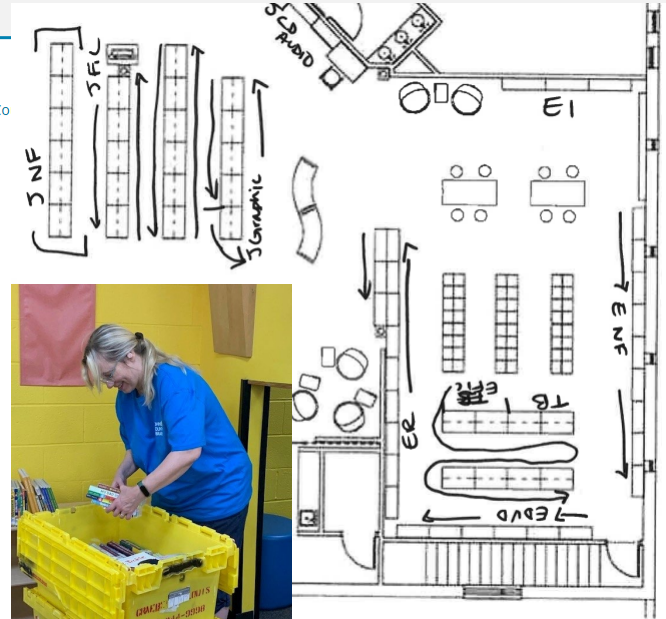
Place hold

For Later

Recommended by JoCoLibrary

BLOG POSTS

[Music Recommendations from Johnson Co](#)



The Collection Development Team



Samantha Chinn
eResource Collection Specialist



Hope Harms
Digital Access & Cataloging Specialist



Beth Atwater
Adult Fiction & DVD Selector



Matt Fuegen
Adult Nonfiction/Ref, Music CD, Video Game Selector



Elena McVicar
Youth & Graphic Novels Selector



Rachel Fair
Collection Development Clerk



Lacie Griffin
Collection Development Manager

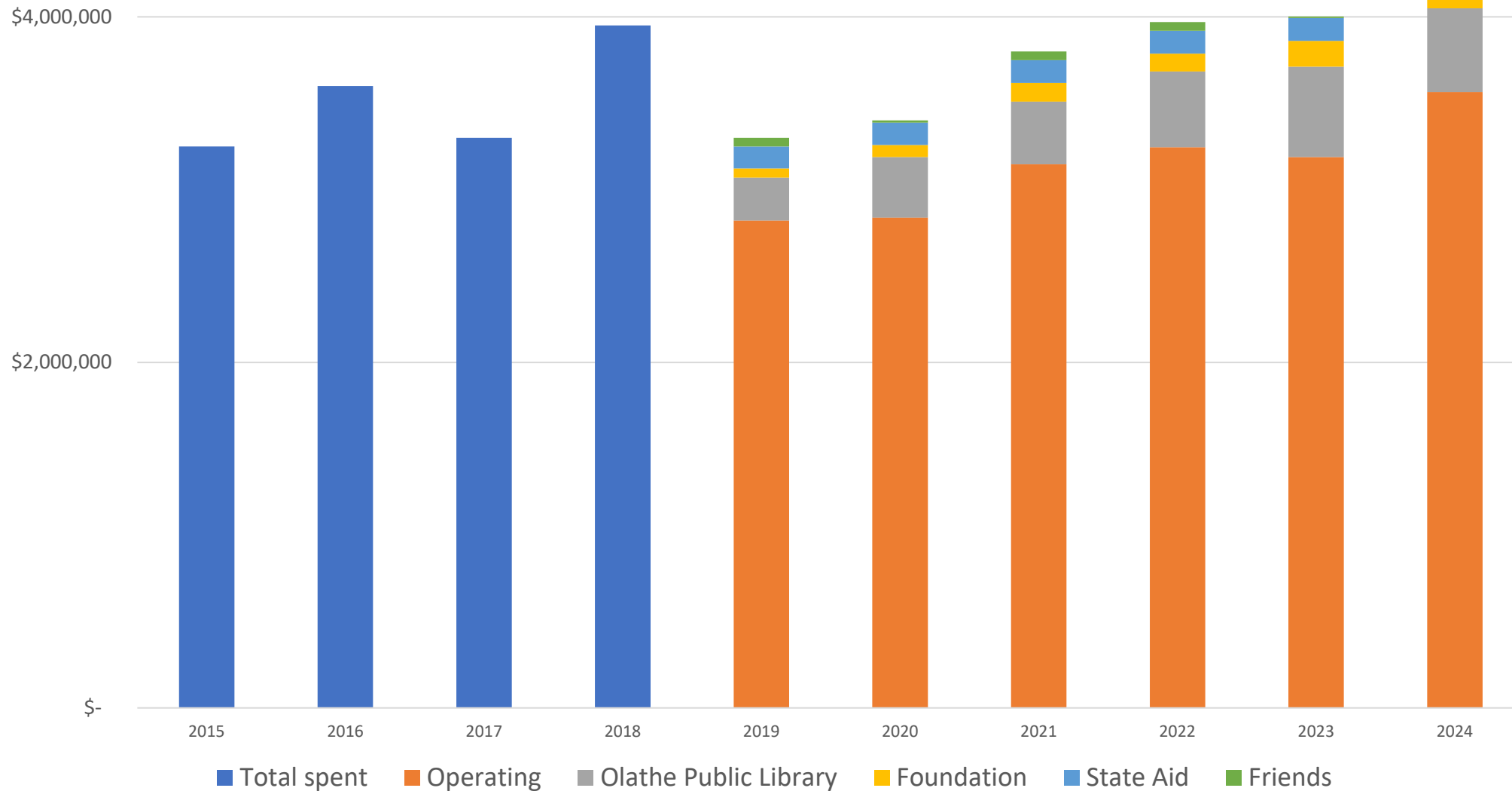


Karen Wickwire
Assistant Collection Development Manager

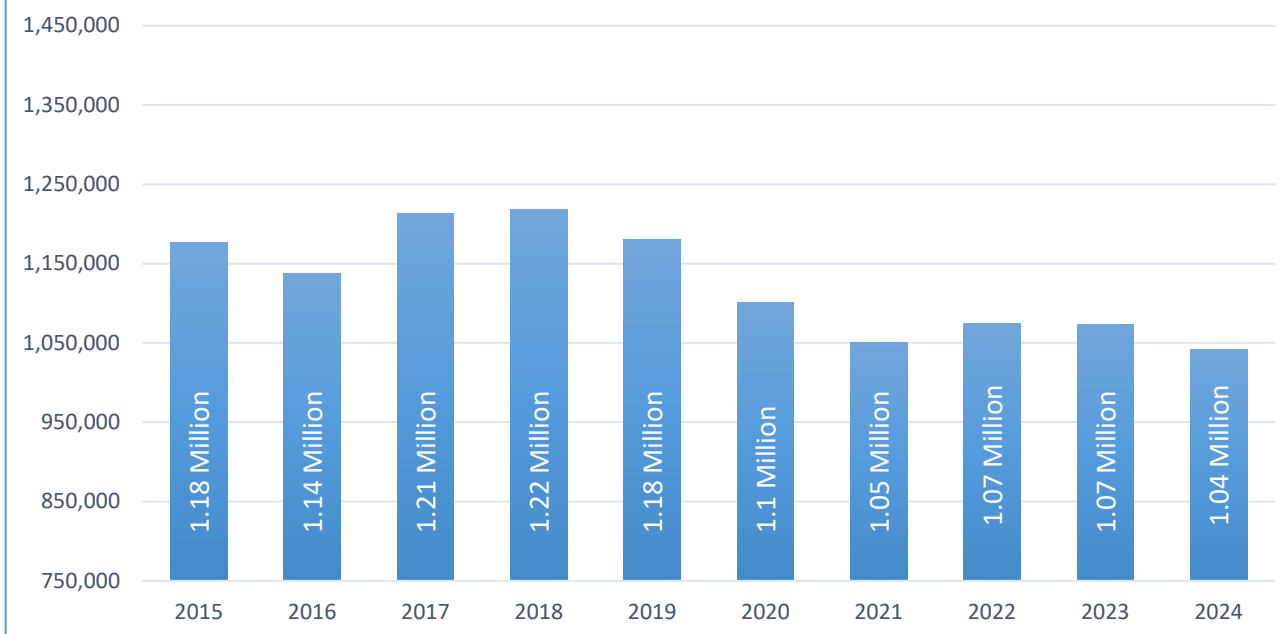


10-Year Collection Expenditures

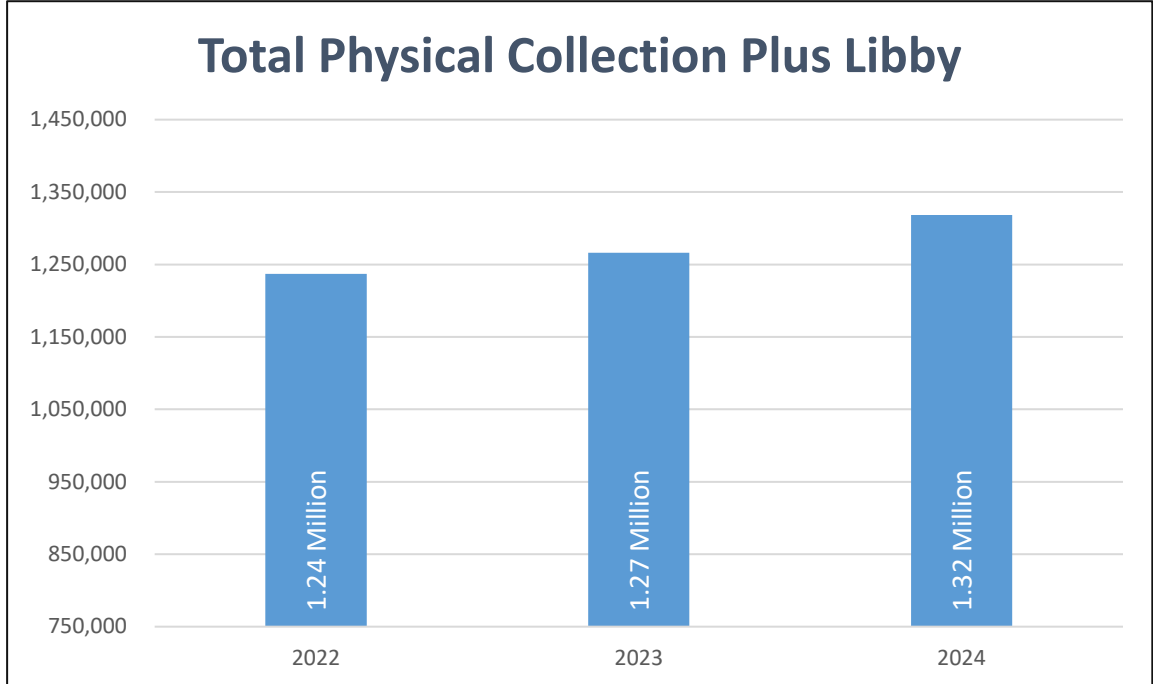
2024 spending
\$4.296 million



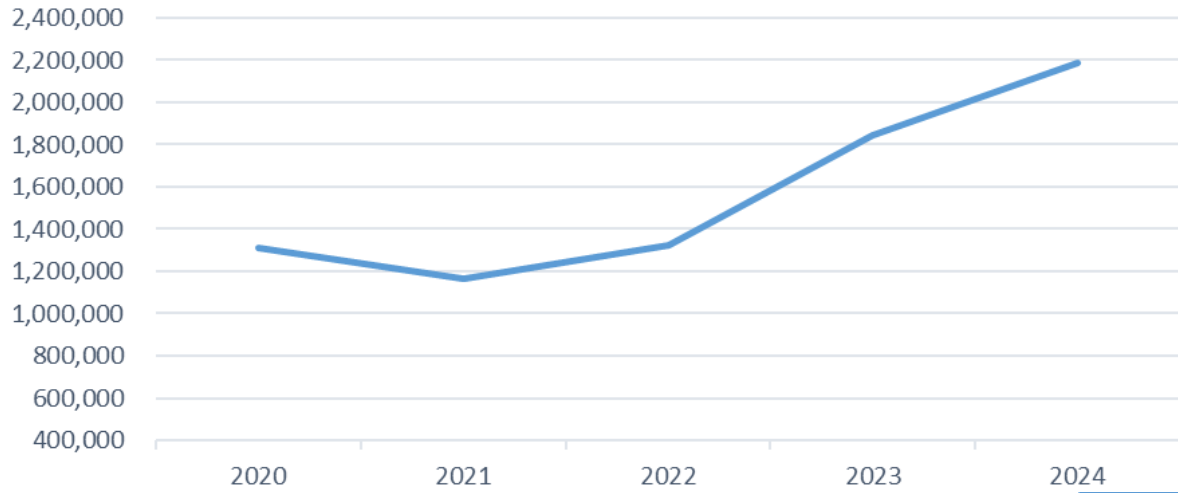
Total Physical Collections



Total Physical Collection Plus Libby



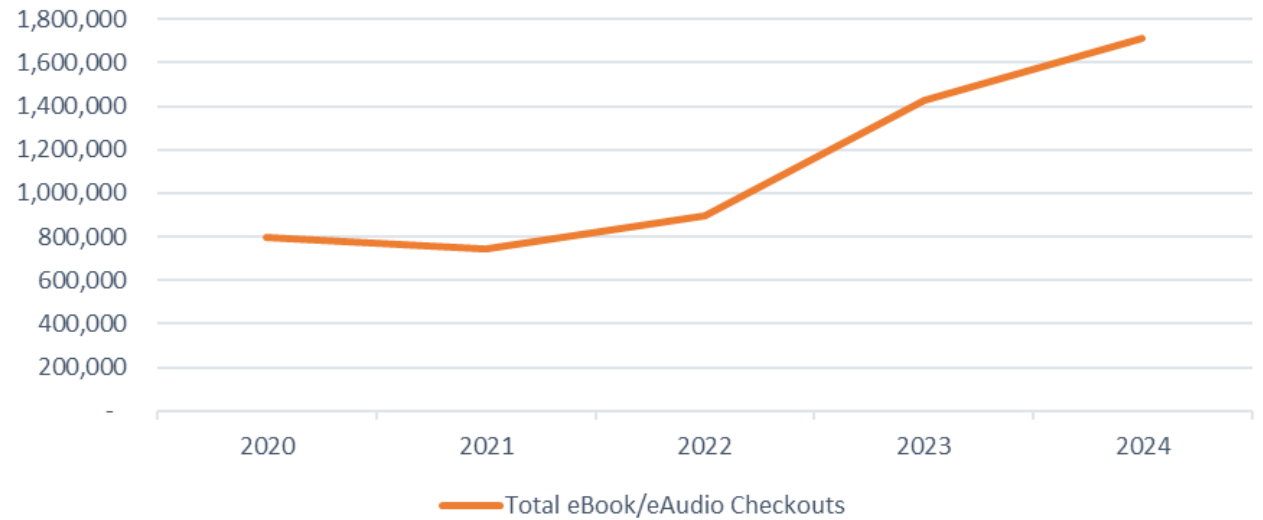
Total Digital Content Use



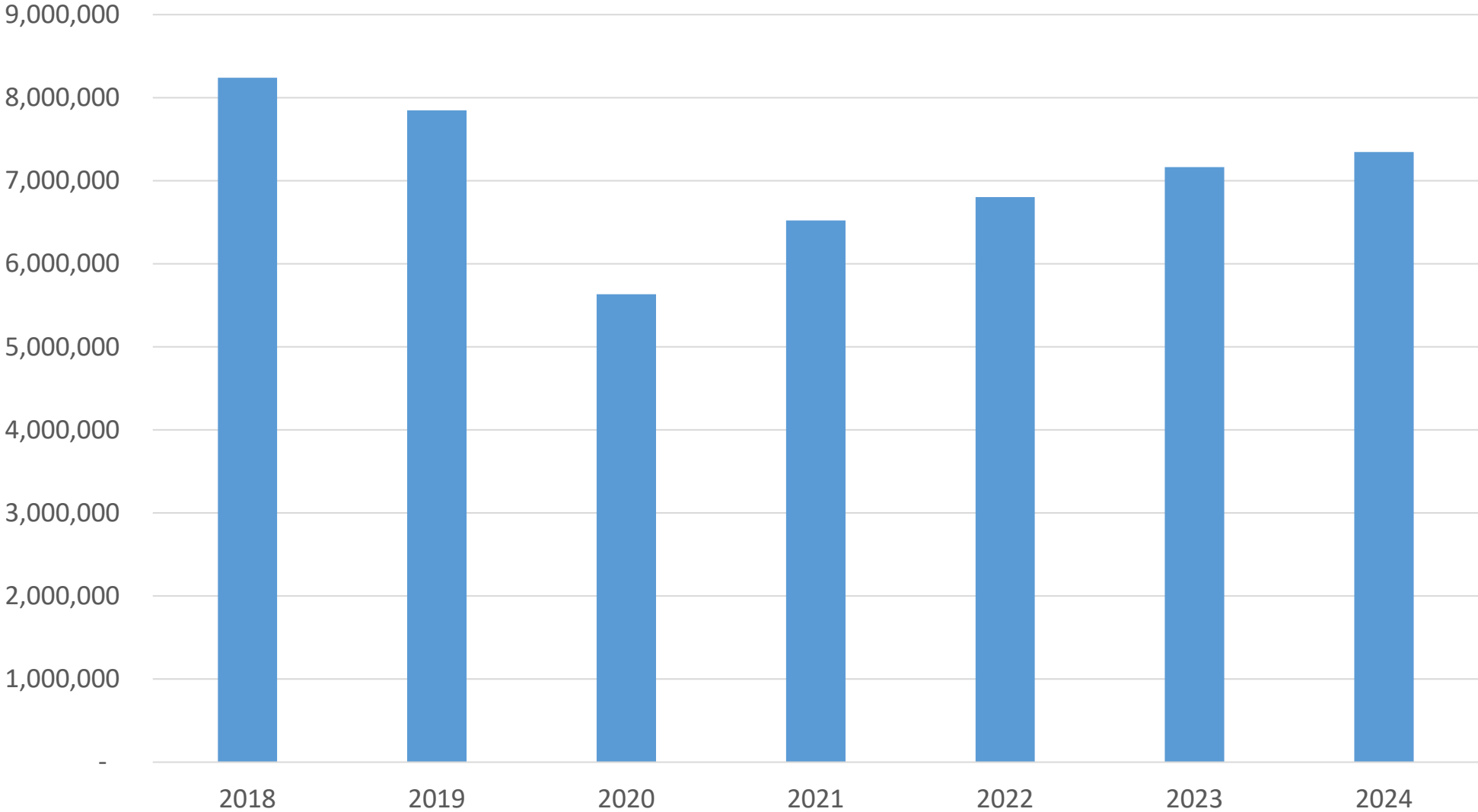
1. The New Yorker - 19,384 checkouts



Total eBook and eAudio Checkout



Total Circulation (All Physical and Digital)



Spring Hill and De Soto Renovations

Update – March 2025



Updates

- Design continues
- Internal meetings to discuss transitions continue



Construction Manager RFP

- Shortlisted for interviews in February
- Selection committee conducted interviews last week
- Preconstruction contract – construction documents
- Construction and Guaranteed Maximum Price
Amendment coming later

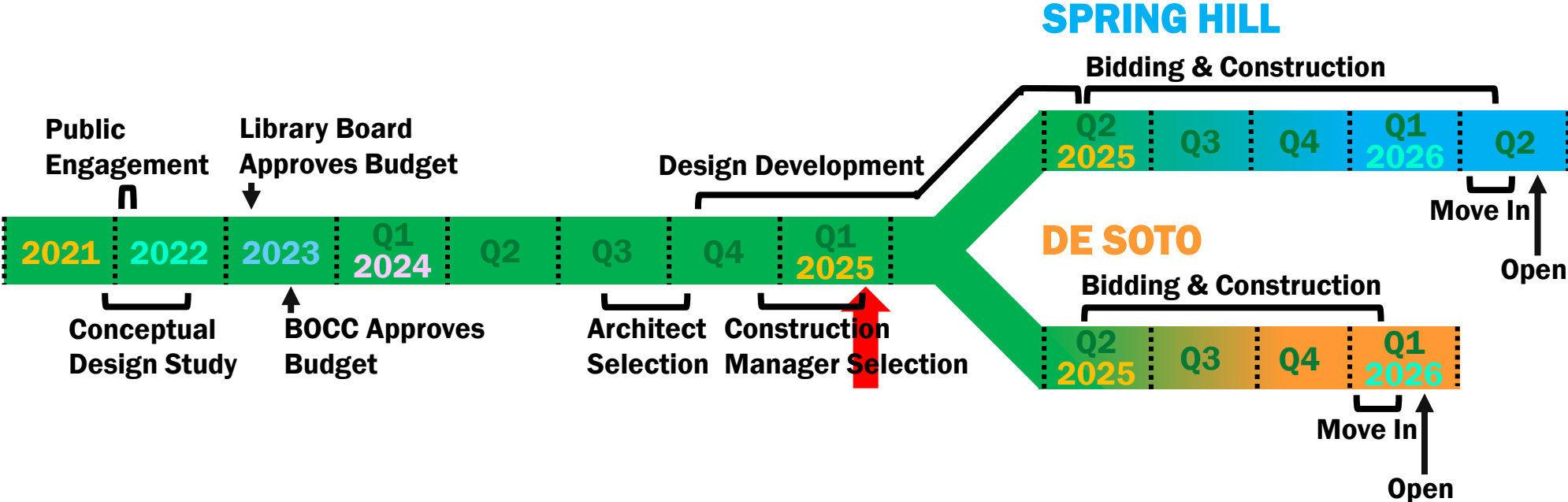


Next Steps

- Design continues
- Next preparing construction documents
- Planning for move-outs
- Upcoming Guaranteed Maximum Price Amendment
- Upcoming closure approval request



Spring Hill and De Soto Renovations: Anticipated Project Timeline



Spring Hill and De Soto Outreach

13 March 2025

JOHNSON COUNTY LIBRARY

Project Team

- Jared Harper – Regional Manager
- Joseph Keehn – Program Coordinator
- Ben Oglesby – Marketing Specialist
- Angelica Reiff – Regional Librarian
- Jayma Zook – Regional Librarian



Project Scope

- To provide community engagement and continue services to the Spring Hill and De Soto communities during the temporary closure of the libraries
 - Events: the physical things we can do
 - Partnerships: the community connection
 - Promotion: the bridge between the previous two



Partnerships

- Conversation and coordination with
 - City government
 - City civic groups
 - Chamber of Commerce meetings
 - School
 - In-service
 - New Teacher Academy
- Local areas to partner with
 - Book distribution
 - Promotion and communication
- Alternative resources for the community to access



Promotion

- Regular updates through identified channels
 - Johnson County Library website, email, Guide, newsletter and social media
 - Local community spaces, newsletters and publications
 - Branches before closing
- Emphasis on Library resources
 - HomeConnect
 - eLibrary
 - Outreach request form



Outreach and In-reach Services

Outreach is when we bring traditional Library services to your location to build relationships and connect communities with library resources. **In-reach** is when personalized Library services are requested for your group and occur in one of our Johnson County Library [locations](#). An example of an In-reach service is a library tour.

Request Outreach Services

Library staff are happy to start the conversation about how we can work with you or your group. Please complete a short form to tell us what you're interested in:

1. **WE COME TO YOU**

"I'd like for Library staff to visit my group or organization."

Complete this short form »

2. **YOU COME TO US**

"My group or organization would like to visit a Library branch."

Complete this short form »

3. **LET'S JOIN FORCES**

"My group or organization would like to form a partnership for a project, program or initiative."

Complete this short form »

Our intent is to respond to your request within three business days.

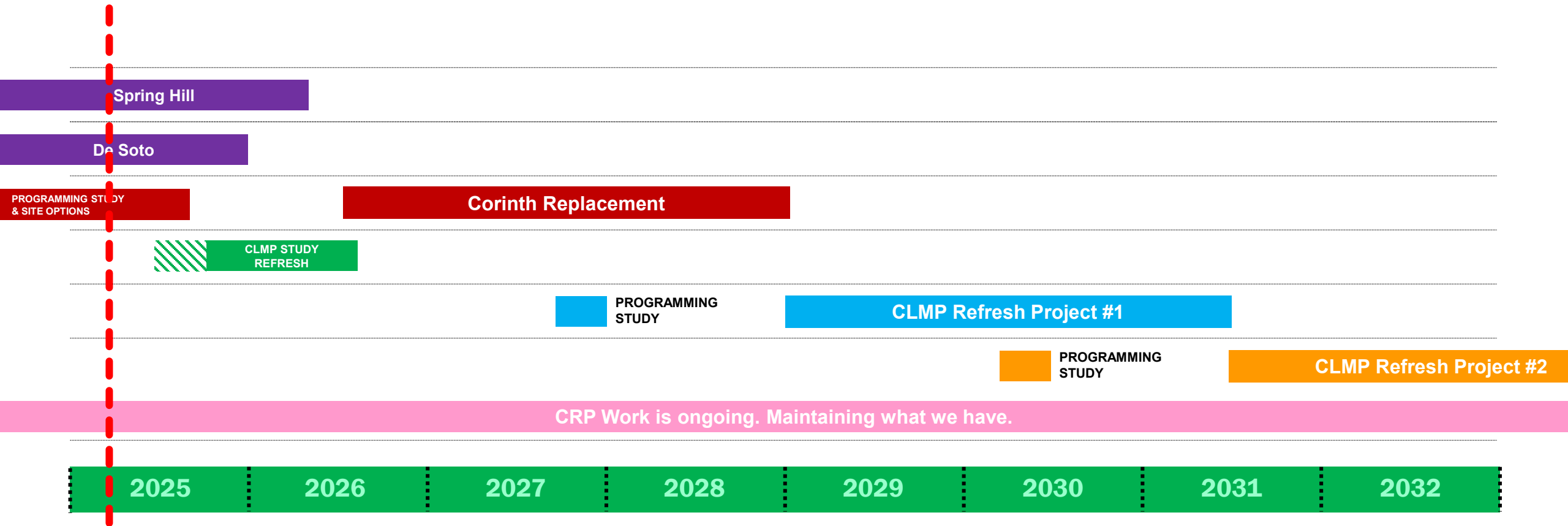


Capital Projects: Timeline Summary

March 2025



Capital Improvement Projects: Anticipated Timeline



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



Kansas Tax-Aide



Open to everyone

IRS-certified volunteers

Last year, 75 volunteers assisted with over 2,500 tax returns in Johnson County

800 of those were helped at Johnson County Library

JOHNSON COUNTY LIBRARY

AARP Foundation®

MINUTES JOHNSON COUNTY LIBRARY BOARD

REGULAR MEETING

February 13, 2025

at Central Resource Library

4:00 p.m.

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

ABSENT: Anna Van Ophem

BOARD ATTORNEY: Andrew Logan and Fred Logan.

BOCC: Commissioner Shirley Allenbrand.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, Ben Sunds, David Vratny, Jen Mahnken, Patti Kangethe, Shelley O'Brien, Elissa Andre, Scott Sime, Shanta Dickerson, Lacie Griffin, Michelle Olsen, Megan Clark, Lori Ross, John Keogh, Lisa Davis, Hope Harms, Laura Blair, Sarah Taylor, Rees Purdom, Susan Thomas-Butler, Kelsey Hildebrandt, Kristina Auch, Scott Sime, Julie Timmins, Raffaella Prevot, and Isabel Gennrich

CITIZENS COMMENTS:

None

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Charles McAllister expressed support and appreciation for the great roll out of Black History Month on the library's website.

Board Chair Kilgore welcomed Commissioner Julie Brewer as the new Board of County Commissioners liaison. She shared that Brewer brings over 30 years of leadership experience in both nonprofit and for-profit sectors, with a career dedicated to strengthening communities in areas such as public safety, education, transportation, digital access, health, and housing. Most recently, she served as the Executive Director of United Community Services of Johnson County, where she led advocacy, planning, and resource allocation initiatives to improve the well-being of Johnson County residents. She had received several honors for her work, including the Friend of Education Award from Blue Valley School District, the Work of Heart Award from CASA, and recognition for her service on the Public Health Leadership Council. A graduate of Leadership Overland Park and the Kansas Leadership program, Brewer had demonstrated a lifelong commitment to community leadership. Kilgore expressed enthusiasm for the insights and energy she would bring to the role.

Commissioner Brewer thanked the board and shared a personal anecdote about her first job as a library page at the Moline Public Library. She recalled how this experience led to her employment at Northern Illinois Universities research library. She noted that her grandmother had hoped she would major in library sciences and reflected on how her career had come full circle with her continued engagement with the Johnson County Library. She mentioned her work on community projects with the library and shared her reading selections, including *Project Hail Mary* by Andy Weir and *James* by Percival Everett, a reimagining of Huckleberry Finn from James' perspective.

Board Chair Kilgore shared that she attended the community resource fair at the library, praising the efforts of the staff and community partners in providing resources to those in need. She encouraged them to continue their work. Finally, Chair Kilgore announced the appointment of the Nominating Committee for selecting board officers for the next year, inviting board members to volunteer for positions such as treasurer, vice president, secretary, vice-chair, or chair.

Ms. Huff shared that she attended the Lenexa annual luncheon on behalf of the Library Board and the Sixth District. She enjoyed the opportunity to connect with library staff and be a guest on behalf of the library.

DEVELOPMENT DEPARTMENT REPORT

Shanta Dickerson, Executive Director of the Friends of Johnson County Library, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. This report is included in the February Board Report.

Ms. Dickerson shared that several members of the Friends staff, library staff, foundation members, and board members attended the Kansas Library Association's Legislative Day on January 28. She noted that many legislators in Johnson County were supportive of libraries, and the event provided a great opportunity to engage in productive conversations and maintain those relationships.

Ms. Dickerson announced that construction at the Friends Book Sale space, sorting, and sales warehouse had been completed. While the official naming was still pending, a soft opening was planned for the weekend with new hours on Saturdays and Sundays from 10:00 AM to 3:00 PM. The team intended to use the soft opening period to adjust to community needs before a formal ribbon-cutting ceremony.

Ms. Dickerson also introduced Kelsey Hildebrandt as the newest member of the Development Department, having started on February 10. Ms. Hildebrandt, previously the Director of Alumni and Events at William Jewell College, would be heavily involved in organizing Library Lets Loose, a major annual event.

Mr. Sims asked about book-related pushback during their trip to Topeka. Ms. Dickerson stated that there were no direct concerns about book banning and mentioned that, as part of the Governmental Affairs Committee with the Kansas Library Association, they were closely monitoring legislation that could impact libraries, particularly one bill related to school libraries. She described the overall atmosphere as overwhelmingly positive.

BOARD COUNSEL REPORT

Mr. Fred Logan, Board co-counsel, reviewed of Library Board authority pursuant to K.S.A. 12-1223 et seq.; the Library Board is the governing board of a separate taxing district; pursuant to statute, the Library follows certain designated County policies.

Mr. Logan provided an overview of the statutes governing the authority of the Library Board, noting that it had been 40 years since the statutory framework for the Johnson County Library was established. He emphasized that the Library Board was not an advisory board and rather the

governing board of a separate taxing district. The library taxing district is different than the county and the Park and Recreation District, as Olathe is not part of the library district. He explained that the board sets a separate mill levy for the library taxing district, which is subsequently approved by the Board of County Commissioners as part of the library's budget process.

Mr. Logan outlined two areas where the Library Board had absolute authority according to statute. First, the hiring and evaluation of the County Librarian were strictly the board's responsibility, though the hiring process followed county procedures. Second, the selection of library books and materials was entirely under the library's control, as specified in KSA 12-1225 b(b)(5), exempting it from any outside influence.

Then, Mr. Logan reviewed areas where the Library Board acts in accordance with county policies, including employee compensation and benefits, budget policies, financial policies, audit procedures, and insurance and loss control measures. While the board exercises authority in these areas, it does so within the framework set by the County Commissioners.

Mr. Logan highlighted the development of cooperative agreements between the library and county agencies in recent years, particularly in facilities management and human resources. He described these agreements as forming a collaborative, if not legal, partnership that allowed the library to benefit from the county's expertise in these areas.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny reported that at the end of December 2024 that the library had collected approximately \$52.8 million, representing over 91% of the anticipated revenue for the year. He reminded the board that \$6.9 million in reserves had been planned for use, meaning the shortfall was expected and the library had spent about \$3.5 million more than received. Expenditures totaled \$56.3 million, or 97% of the budgeted amount, leaving the library in good financial shape as it closed out the year.

In response to a question from Mr. Mendoza, Mr. Vratny confirmed that the report did not yet include proceeds from the sale of Antioch properties, which had been successfully completed on Wednesday. The library received approximately \$3.93 million from the sale, which would be reflected in the April revenue report, similar to the earlier \$1.9 million from the Lackman sale in 2024.

Personnel Review Committee Review

Mr. Vratny reviewed the personnel requests for 2026, including a senior accounting specialist to manage growing financial transactions and an IT analyst to provide additional help desk support. These positions would fit within the existing revenue stream and were set to be reviewed by the county's personnel committee next week before being included in the 2026 budget request.

Budget Calendar Update

Mr. Vratny outlined the library's budget planning process, noting that the Budget Committee had completed its review sessions from October through January. The Capital Improvement Program

(CIP) plan had been submitted as an informational item in January and was scheduled for board approval later in the meeting. The formal approval for the 2026 budget would be requested in April. He reminded the board of upcoming budget meetings, including a March Budget Committee meeting where updated assessed valuation numbers would be reviewed, followed by discussions with the Board of County Commissioners in May or June, public budget hearings in August, and final approval in September.

Purchase Threshold Review

Finally, Mr. Vratny provided an update on purchasing thresholds, which had been increased last year from \$100,000 to \$150,000. He informed the board that three contracts had fallen within this range and did not require board approval: a \$112,000 Bibliocommons contract, a \$16,700 Bibliotheca contract, and a \$145,869 three-year Microsoft enterprise agreement. This update was in line with the board's decision to review any contracts affected by the new threshold.

Quarterly Statistics

Adam Wathen, Associate Director of Branches, presented the Quarterly Statistics from Fourth Quarter of 2024, this report is included in the February Board Report.

Mr. Wathen reported a continued trend of a slight decline in physical circulation while digital usage increased compared to previous years. A chart showing physical and digital circulation over time indicated a gradual dip in physical checkouts, while digital circulation exhibited a more significant upward trend.

Regarding visitation trends, Mr. Wathen highlighted an unusual spike in October and November 2024, attributing the increase to the library serving as a polling location for early and day-of voting. This influx of visitors also contributed to a noticeable rise in new library card applications during those months. Otherwise, card applications remained consistent with previous years.

He also addressed active users, explaining that the library regularly removes inactive accounts from the system. A drop between November and December reflected this routine process of purging accounts that had not been used in a specified period. Despite these removals, the overall number of active users continued to rise.

In response to a question from Board Chair Kilgore, Mr. Wathen clarified that an 'active user' was defined as anyone who had engaged with the library in the past three years, including checkouts, room reservations, and electronic resource usage.

Trends in Human Resources

Shala Bloomberg, Human Resource Partner to Johnson County Library, presented the Trends in Human Resources, this report is included in the February Board Report.

Ms. Bloomberg presented data trends from 2022 to 2024, highlighting workforce changes, recruitment, and HR initiatives. She reported a slight increase in total library employees in 2024, with more full-time positions and fewer part-time roles without benefits. This shift resulted from reducing library page positions through attrition and reallocating vacancies to full-time roles, an effort ongoing since 2020.

She noted that the workforce remained predominantly female at 75%, with male employees increasing slightly from 24% to 25%. The library's workforce was 87% white, higher than Johnson County's 78%, while Black and Hispanic representation remained lower than county-wide figures.

Regarding hiring and attrition, the library averaged 30 new external hires per year, with attrition fluctuating—37 employees left in 2022, 23 in 2023, and 28 in 2024. Retirements remained steady at nine per year, while turnover rates of 8.3% in 2023 and 8.9% in 2024 indicated strong retention. In 2024, 24 requisitions were posted for 64 open positions, receiving an average of 136 applicants for external postings and 16 for internal-only roles. Internal postings often promoted part-time employees to full-time positions, while external hiring focused on roles with lower internal interest.

She also reviewed the recent staff reorganization that culminated in September 2024, which involved updating 12 job descriptions, modifying 550 assignments in Oracle, creating 14 new location codes and 11 job codes, and implementing 23 pay adjustments.

Ms. Bloomberg highlighted key HR initiatives, including the late 2023 implementation of ICIMS, a new applicant tracking system, and the county's 2024 adoption of CompAnalyst for real-time salary data and PowerDMS for document management. The 2024 Employee Engagement Survey had a 96.5% response rate, leading to improvements, with a follow-up Pulse Survey planned for spring 2025.

Lastly, she announced that, as of January 2025, the county had switched to SupportLinc as its Employee Assistance Program (EAP) provider, ensuring continued support for employee well-being.

In response to a question from Board Chair Kilgore, Ms. Bloomberg clarified that positions are posted internally because we have a high number of parttime workforce and often want to give an opportunity to promote from within.

Board Chair Kilgore expressed appreciation for Ms. Bloomberg's work in managing the County Librarian appraisal process. County Librarian Suellentrop expressed appreciation for Ms. Bloomberg's work in managing the reorganization and HR processes, recognizing the complexity and effort involved in making these transitions smooth for library staff.

Trends in Maker Services

Kate McNair, Maker Operation Manager, presented the trends in Maker Services, this report is included in the February Board Report.

Ms. McNair provided an update on the MakerSpace and the newly established Maker Services Department, which became independent from Adult Services in January 2024. The department expanded from three MakerSpace facilitators to a team of eight, including a manager, two part-time specialists, and two additional full-time specialists approved in the 2025 budget. Two positions remained vacant, with hiring in progress.

She noted that while the library supported MakerSpace staff, Black & Veatch funded the technology and equipment. Operating 35 hours per week, the MakerSpace attracted more visitors than some branches with similar hours. In 2024, it recorded nearly 5,000 bookings from 1,500 unique users. 3D

printers were the most popular tool, especially among first-time users, while laser cutters were widely used by small businesses and individuals making personalized gifts.

To increase access, Maker Services hosted programs beyond the Central Resource Library at Merriam Plaza and Corinth libraries. The number of programs grew from 26 in 2023, serving 533 patrons, to 29 in 2024, serving 724 patrons. Despite this growth, waitlists indicated demand exceeded capacity. The department also expanded circulating maker kits, offering resources for electronics, coding, and sound recording, along with new film scanner kits to help patrons digitize slides and 35mm film.

Ms. McNair shared patron success stories, including Lucy Roberts, who used MakerSpace to digitize artwork for her small business and later introduced her son to 3D printing. The space was featured on KCTV 5 in November for holiday gift-making. Another patron built a ghost-detecting device using the electronics workstation, while Tracy Foster expressed gratitude for the positive impact MakerSpace had on her son's year.

Looking ahead to 2025, McNair announced plans to extend MakerSpace hours from 35 to 54 per week once staffing was complete. Additional programs and an expanded maker kit collection would further extend services beyond the Central Resource Library. She thanked the Board, the Johnson County Library Foundation, and Black & Veatch for their continued support.

In response to questions, Ms. McNair confirmed that while the MakerSpace did not have a long arm quilting machine, experienced and novice quilters often collaborated using standard sewing machines. Ms. McNair also noted that while group tours had been offered, no specific projects were designed for groups like Girl Scout troops. When asked about the timeline for full hours, she estimated phased implementation, aiming for full hours by summer. Several board members expressed appreciation for the MakerSpace.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project and Event Manager, and Megan Clark, Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the February Board Report.

Spring Hill and De Soto

Megan Clark, Project Coordinator, provided an update on the Spring Hill and De Soto building renovations.

Ms. Clark introduced guests from bc Design Group, who were involved in the architectural design for the Spring Hill and De Soto library projects. She provided context, recalling that public engagement sessions in 2021 and early 2022 gathered community feedback on desired features, including collaborative spaces and expanded hours. Clark & Enerson conducted initial design groundwork, and in 2023, the project budget was approved. By October 2024, BC Design Group was onboarded, and stakeholder and design meetings began. In 2025, design meetings continued, and preparations were underway to hire a construction manager to collaborate on finalizing designs.

Ms. Clark introduced key project team members, including herself as project manager, Lisa Davis from facilities, and several library representatives. She also acknowledged Board liaisons Anna and Charles. bc Design Group representatives Brooke Cinalli and Hilary Beashore then presented updates on the design process. They explained that visioning work had been completed, including

facility tours and fieldwork to verify building layouts. They had also gathered input from library stakeholders.

For De Soto, the design priorities included collaboration and study spaces, staff areas, and a new conference room. The planned updates featured an improved exterior, designated seating areas, and a clear north-south pathway through the building. The children's collection would be on the left side, the adult collection on the right, and staff spaces at the back. Ms. Beashore confirmed that accessibility challenges, such as slight slopes at the site, would be addressed.

For Spring Hill, priorities mirrored those of De Soto, with additional space for meeting rooms. Unlike De Soto, Spring Hill's project included an expansion. The new addition would extend north of the existing structure, featuring a connector bridge, an outdoor courtyard, and separate areas for children's and adult collections. Staff areas would relocate to the building's lower section, and the previous main entrance would become a staff-only entrance. Parking adjustments would ensure accessibility while maintaining required capacity.

Discussion from the library board covered the layout and furnishing plans for library renovations, with Mr. Mendoza inquiring about the placement of bookshelves and furniture. Ms. Cinalli confirmed that those details were still in development. Mr. Sims asked about conference and study rooms, it was clarified that neither De Soto nor Spring Hill currently had them.

Ms. Beashore addressed accessibility concerns raised by Commissioner Brewer, noting that both locations had slight slopes that would be modified during exterior renovations. Efforts were also being made to ensure proper aisle widths and accessible study and copy rooms. Commissioner Brewer also raised concerns about parking adequacy and Ms. Beashore explained that while the expansion would take over part of the existing L-shaped parking lot, the remaining parking would still meet code requirements. The lot would be restriped, and accessibility routes would be improved.

Ms. Hrabe inquired about a drive-through drop-off at Spring Hill, and Ms. Beashore confirmed that curbside pickup would remain an option. Ms. Hrabe expressed excitement about the expanded children's collection, reminiscing about her time using the library as a teen at Spring Hill.

Looking ahead, Ms. Cinalli stated that design work was ongoing, and the next update would include more developed plans, along with input from a construction manager. Ms. Suellentrop emphasized the importance of bringing in a construction manager early to ensure the feasibility and safety of renovations while managing costs effectively.

Ms. Hrabe also asked whether the De Soto building had historical restrictions, Ms. Beashore and Ms. Suellentrop clarified that it was not on the historic register, unlike the Edgerton branch, meaning no special design limitations applied. Ms. Suellentrop noted that the adjacent post office and alley were factors in the planning process.

Following the design presentations, Ms. Clark provided further project updates. She confirmed that the construction manager request for proposals (RFP) had closed the previous week, and a selection committee was reviewing submissions. The hiring process involved a two-step contract: the first phase focused on preconstruction services, while the second, set for later in the spring, would

determine the guaranteed maximum price (GMP) for construction. Board liaisons were invited to observe the selection process.

Looking ahead, design work continued with a slight shift in the timeline, pushing the design development phase from late March to early April. Once a construction manager was onboarded, the team would finalize closure dates for construction and return to the Board with the GMP amendment and closure requests.

Overall Timeline

Scott Sime, Project and Event Manager, reported on the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2025 timeline are included in the February Board Report.

Mr. Sime presented two versions of the Capital Improvement Plan (CIP) timeline, highlighting changes made after the Library Board retreat. While timelines for De Soto, Spring Hill, and Corinth remained unchanged, the next two refresh projects were temporarily labeled 'Clump Refresh Project 1' and 'Clump Refresh Project 2' until priorities were determined through the comprehensive library master plan refresh. The revised approach allowed for more flexibility and learning between projects.

Regarding the capital replacement program, Sime outlined anticipated 2025 projects. At Central Library, design work was set to begin on the western sidewalk replacement, improvements to the north parking lot entry plaza, and wayfinding enhancements to increase accessibility and safety. Cedar Roe was slated for site and landscaping upgrades, as well as ADA-compliant restroom renovations, which would likely require a temporary closure. Gardner Library planned water testing on the roof and walls to ensure structural integrity before future interior renovations, including shelving and carpet replacements.

Leawood Library was scheduled for patio and courtyard improvements, including brick repairs and seating enhancements, as well as a sidewalk connection to a city project. Monticello planned landscape improvements on its green roof. Oak Park Library was set for extensive upgrades, including roofing, flooring, shelving, facade work, parking lot repairs, and drive-up book drop improvements, necessitating another closure. Shawnee would undergo water testing and window repairs, along with building automation system upgrades to improve efficiency.

Mr. Sime responded to questions about Oak Park's previous closure, approximately a year ago, explaining that budget constraints and staffing limitations had prevented all necessary work from being completed at once. He acknowledged that combining projects in the future could help reduce closures. He also noted that facilities and maintenance teams collaborated closely to identify and address system needs efficiently.

In response to a question from Board Chair Kilgore, Mr. Sime clarified that water testing on the Central Building was unconnected to the West Wall work.

County Librarian Suellentrop referenced a countywide ADA audit conducted two or three years prior, recognizing its influence on current projects. Sime confirmed that ADA improvements were integrated into the capital replacement plan whenever possible. Suellentrop also appreciated the coordination between library and city projects, particularly in Leawood, where joint efforts maximized efficiency. She thanked the team for their work and collaboration with city partners.

UPDATES – Tricia Suellentrop, County Librarian

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

Strategic Plan Update for Trimester Three of 2024

Kinsley Riggs, Deputy County Librarian, reported on the Strategic Plan Update for Trimester Three of 2024, included in the February Board Report.

Ms. Riggs presented the trimester report for the third trimester of 2024, covering September through December. She emphasized Johnson County Library's commitment to responding to community needs through services, materials, spaces, events, and programming. The library's 2024-2028 strategic plan was designed to be adaptable, addressing both daily community service and long-term initiatives.

Ms. Riggs outlined three major organizational priorities for 2024 and 2025: the Comprehensive Library Master Plan, capital replacement projects, and capital improvement projects. She reported that the joint conceptual study with Prairie Village for the Corinth Library replacement had been completed, and a program study was underway to assess space needs and refine project costs. Additionally, the library had begun working with a consultant to explore alternative site options. At De Soto and Spring Hill, the design development phase was in progress, and plans were being made to maintain community connections during construction. She also noted that the Antioch properties had been sold.

Other capital projects included the completion of the Merriam Plaza mural by artist Emily Alvarez and poet Tracy Bremhole. Several infrastructure improvements were made, including interior painting, repairs, and exterior work at Central; HVAC and window replacements at Shawnee; and security upgrades at Leawood and Blue Valley. The library also began redesigning workspaces for system-wide departments, with further adjustments planned for the new programming department.

Regarding staff reorganization, cross-functional teams were established to maintain and evaluate critical library services. Six key focus areas were identified: election partnerships and programming, justice-involved outreach, services for language learners, local history partnerships, early literacy programs, and summer reading. These teams would maintain current service levels in 2025 while assessing patron impact for 2026.

Ms. Riggs also provided an update on the library's website refresh project, which launched in November 2024 in partnership with Bibliocommons. A new web developer, Sav Russell, joined the team, bringing a strong focus on web accessibility. An IT vendor was also contracted to expand user feedback testing and analyze website structure.

She discussed efforts to enhance staff engagement, including the formation of an employee engagement action team, which developed initiatives to improve communication between administration and staff. Plans for monthly staff town halls and increased manager involvement in branch activities were set to begin in 2025.

Lastly, Ms. Riggs highlighted the library's commitment to diversity, equity, inclusion, and belonging (DEIB). The internal team, JCL VIBE, spent time brainstorming initiatives, with a focus on aligning

with the library's reorganization. Priorities for 2025 included developing a communication plan and planning the library's participation in Johnson County's Juneteenth celebration.

She concluded by emphasizing the library's busy schedule and ongoing efforts to enhance community engagement and staff involvement.

State of Cities

County Librarian Suellentrop provided updates on employee recognition, city trends, building maintenance, and winter weather preparedness. She noted that the county's annual employee recognition event, which honors staff for five, ten, fifteen, twenty, and twenty-five years of service, had been postponed due to inclement weather. This year, 64 staff members were set to be recognized, along with Leadership in Action Award winners. She also presented a 30-year service pin to Jennifer Mahnken, acknowledging her long tenure and various roles within the library.

Ms. Suellentrop welcomed new employees, including internal promotions, a returning alumnus, a volunteer-turned-staff member, and entirely new hires. She expressed gratitude for their contributions and looked forward to their impact on the library.

She then reported on recent 'State of the City' events attended by library representatives, including gatherings for Northeast Johnson County and Overland Park. She observed trends such as increased urban density, volunteer initiatives for community projects, efforts to maintain tree canopies, and investments in public spaces and parks. Overland Park had also completed a 40-year comprehensive plan, which provided insight into long-term city planning.

Buildings Update and Winter Weather

Tricia Suellentrop, County Librarian, reported on buildings and winter weathers.

Regarding building maintenance and winter weather, Ms. Suellentrop noted that library facilities had performed well during extreme conditions. At Shawnee Library, an issue with an improperly calibrated heating system had been resolved before January's cold snap. Snow removal efforts were coordinated with county facilities partners, and improvements were made to communication and efficiency. New site maps were created to ensure snow was piled in optimal locations, and facilities staff were equipped with additional snow blowers to handle problem areas. A tracking system for monitoring snow removal progress was also in development.

Antioch Property Sale Update

Tricia Suellentrop, County Librarian, acknowledged the successful sale of the Antioch Library property, thanking those involved in the process.

She also expressed appreciation for Commissioner Allenbrand's support in connecting the library with community groups and city officials, particularly regarding the De Soto and Spring Hill refresh projects.

Finally, Ms. Suellentrop announced the date for the annual joint meeting between the Library Board and the Board of County Commissioners, scheduled for April 10 from 6:00 to 7:30 PM, with planning underway for the agenda.

CONSENT AGENDA

A. Action Items:

1. Minutes of the January 9, 2025, Regular Library Board meeting
2. 2025 renewals of Memoranda of Understanding (MOUs)
 - a) Johnson County Community College Adult Education

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for December 2024 were handled in accordance with library and County policy.
- b) The December 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 the Library Board of Directors approve the consent agenda.

Second: Ms. Hrabe seconded this motion.

Motion was approved unanimously.

I. Old Business

- ### A. Action Item: 2026-2030 Capital Improvement Plan (CIP) Submission, Dave Vratny, Finance Director

Dave Vratny, Finance Director, presented the 2026-2030 Capital Improvement Plan (CIP) Submission briefing sheet, as included in the February Library Board Report.

Motion: Mr. McAllister moved that the Library Board of Directors approve the Library's proposed 2026-2030 Capital Improvement Program (CIP) submission.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

B. Action Item: Consideration of changes to ARM 20-10-90 Fees

Michelle Beesley, IT Manager, presented the changes to ARM 20-10-90 Fees briefing sheet, as included in the February Library Board Report.

Board Chair Kilgore asked, for Mr. Mendoza, about the status of bringing a recommendation for free printing back to the board. Ms. Beesley confirmed is expected once this presented fee schedule can be implemented and observed for one year.

Motion: Ms. Hrabe moved that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policy 20-10-90 Fee Schedule.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

C. Action Item: Consideration of OCLC Contract

Jennifer Mahnken, Associate Director for System Wide Services and Dave Vratny, Finance Director, presented the OCLC Contract briefing sheet, as included in the February Library Board Report.

Mr. Sims expressed his support and gratitude for staff doing this work.

Motion: Mr. Sims moved that the Library Board of Directors approves the OCLC Framework Agreement with a 3-year renewal commitment at a guaranteed 2.5% annual cost increase.

Second: Ms. Hrabe seconded this motion.

Motion was approved unanimously.

II. New Business

A. Informational Item: Consideration of Memorandum of Understanding between Johnson County Library and Johnson County Department of Health and Environment

John Keogh, Regional Manager, presented the Memorandum of Understanding between Johnson County Library and Johnson County Department of Health and Environment briefing sheet, as included in the February Library Board Report.

Initial discussion focused on the shelf life, distribution, and administration of Narcan. Mr. Keogh stated that while he did not know the exact shelf life, Narcan had a long viability period, and any expired doses would be handled through coordination with

DHE. He explained that the initial distribution was limited due to grant funding constraints but could be expanded if additional supplies were secured.

County Librarian Suellentrop confirmed that the funding came from a state grant, which was distributed to county health departments. She also mentioned ongoing discussions about expanding public health classes to more locations.

Commissioner Brewer inquired about educational aspects related to Narcan use to which Mr. Keogh responded that the packaging provided clear instructions, and that staff were not required to administer it. He emphasized the importance of reducing stigma and allowing individuals to access Narcan discreetly.

Mr. Mendoza raised concerns about staff responsibilities in medical situations, suggesting a need for further discussion on whether they should be trained in first aid. Other participants, including Ms. Hrabe and Ms. Huff, discussed the potential role of staff in medical emergencies, with some supporting optional first aid training. Commissioner Brewer shared a personal story highlighting the importance of recognizing aspiration after Narcan administration, questioning whether additional training should be provided.

The discussion concluded with an agreement that the topic of staff expectations in medical emergency needed further exploration, especially regarding staff roles and potential voluntary training opportunities.

B. Informational Item: Consideration of Communication Term and Supply

Elissa Andre, Marketing & Communications Manager, presented the Communication Term and Supply briefing sheet, as included in the February Library Board Report.

Mr. Sims asked if the Communication department could spend over what you have called out on a line item, if it is not over the overall authority. Ms. Andre confirmed that was true.

County Librarian Suellentrop welcomed Commissioner Brewer and explaining orientation would take place soon.

Mr. Mendoza announced that he welcomed his second son in the past month, with general excitement from the meeting attendees.

ADJOURNMENT

Motion: Mr. Mendoza moved to adjourn the meeting.

Second: Ms. Hrabe seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:47 p.m.

SECRETARY _____
Anna Van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: March 13, 2025
Re: Memorandum of Understanding

Issue: Memorandum of Understanding with Johnson County Department of Health and Environment

Suggested Motion: *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move that the Johnson County Library Board of Directors approve the Memorandum of Understanding with the Johnson County Department of Health and Environment.

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

Analysis: Our relationship with the Johnson County Department of Health and Environment has been strong and valuable for patrons. Our libraries serve as a convenient point for distribution of Health and Environment services and supplies. The changes to this MOU in 2024 broadened the language to allow for collaboration at any location to help deliver a wide variety of services and supplies. The 2025 MOU makes no changes.

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

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

Recommendation: For information only this month.

Budget Review: None needed.

Legal Review: This MOU has been reviewed and certified by legal counsel.

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

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

RECITALS

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

In consideration of the above and foregoing recitals, the mutual parties understand the following for January 1, 2024-2025 – December 31, 2024-2025. (Note: This MOU is contingent upon normal operations for both organizations.)

1. Space:

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

2. Staffing and Resources:

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

3. Communication:

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

- c. JCDHE will cross-promote the partnership with JCL on their website, publications, and in their social media channels as needed.
- d. JCDHE will provide educational materials for the public related to distribution of public health supplies.

Johnson County Library

Johnson County Department Health and Environment

~~Tricia Suellentrop, JCL, County Librarian~~
~~Kelly Kilgore, Johnson County Library Board Chair~~

Charlie Hunt, Director of Health & Environment

DATE: _____

DATE: _____

Approved as to Form

Approved as to Form

Fred Logan

Assistant County Counselor

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: March 13, 2025
Re: **Creation of a Term and Supply for Communication Vendors**

Issue: The Library would like to renew its Term and Supply arrangement with a variety of existing vendors and partners that have been identified as part of the varied communication platforms and information channels that are used to promote Library services and programs. The total planned expenditure amount is not to exceed \$300,400, an increase of \$1,100 from the year prior amount of \$299,300.00 to account for new opportunities.

Suggested Motion: *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move to approve the establishment of a Term and Supply arrangement with a wide variety of communication platforms and channels for the purposes of promoting library services and programs in an amount not to exceed \$300,400.

Background: The Library's communications team has a number of partner platforms and channels that are used to promote Library services and programs. Advertising partners and vendors are reviewed and selected on an annual basis based on factors like targeted audience segment and reach, and ROI on previous campaigns.

County purchasing thresholds were increased in 2024 that allow for purchases of up to \$15,000 to be made on the open market without competition. The County's purchasing policy further allows for exceptions to competition for certain situations or circumstances with documented justification and approval. Due to the unique nature of ongoing advertising campaigns, continued involvement with key partners may surpass this purchasing threshold over the year.

A solution to allow flexibility with these providers to reach crucial patron segments and new promotions throughout the year is to create a pre-qualified list of possible vendors, approved by the Library Board as a Term & Supply arrangement, with periodic spending limit increases. The initial Term and Supply was approved by the Library Board in September 2023 for use in FY 2024 and is now up for renewal for FY 2025.

The attached is a list of vendors the Library is requesting to be a part of this updated Term and Supply with a current amount that would be spent, with a proposed up to amount if approved by the Library Board. The requested amount represents approximately half of the Library's annual marketing and communications budget and, by recent survey, is in approximately the 50th percentile of advertising spends by comparably sized library systems.

Analysis: The promotion of Library services and programs is an important and effective method of keeping the library and its services front of mind for our community. The Library has seen a notable increase in Library card applications and specific service usage after advertising campaigns. When taxpayers are utilizing the Library, they see on average a 3 to 1 return on investment of their tax dollars. The Library believes that informing the public of available programs and resources is an effective way to help maximize the public return on investment.

The FY 2024 total spend was \$220,100 of a \$299,300 maximum spend. The FY 2025 estimated total spend is \$224,500 with a proposed maximum spend of \$300,400. This request has been done in conjunction with County Purchasing as a way to increase purchasing authorization thresholds for vendors that provide these communication and marketing services.

Briefing Sheet

Funding Overview: All expenditures with vendors authorized under this term and supply agreement would be made from the existing Communications budget.

Alternatives: To not approve the Term and Supply agreement. Annual marketing expenditures with individual vendors would be subject to County purchasing thresholds.

Legal Review: This is to establish increased expenditure authorization thresholds and the proposal has been reviewed by Counsel. Actual contracts with the individual vendors would still need to go through legal counsel review and receive County Librarian approvals.

Purchasing Review: This proposal has been reviewed and approved by County purchasing.

Budget Review: The costs have been accounted for in the current operating budget.

Recommendation: To approve the establishment of a Term and Supply arrangement with a wide variety of communication platforms and channels for the purposes of promoting library services and programs.

Johnson County Library Term Supply Expenditure Proposal for 2025 Library Promotional Services

| Vendor | Current | Proposed | Notes |
|--|------------------|------------------|--|
| KC Parent/KC Baby | \$13,500 | \$18,500 | Added 1/2 page ads for KC Baby and KC Parent |
| KC Mom Collective | \$15,000 | \$17,000 | Added 6 by 6 promotions |
| Post Publishing | \$15,000 | \$20,000 | Added the Book It! Program |
| National Cinemedia | \$20,000 | \$20,000 | |
| ScreenVision | \$20,000 | \$20,000 | |
| UMKC KCUR | \$12,000 | \$19,900 | Reflects full year of Education News Desk Sponsorship |
| KCPBS | \$13,000 | \$18,000 | Added 6 by 6 promotions |
| Steel City Media | \$12,000 | \$16,000 | Added 4 more weeks of radio spots |
| Pandora | \$12,000 | \$16,000 | Increased budget so we can promote our quarterly focus areas |
| Spotify | \$12,000 | \$16,000 | Increased budget so we can promote our quarterly focus areas |
| Stellar Image Studios | \$15,000 | \$20,000 | Production of quarterly focus area videos |
| Signs By Tomorrow | \$25,000 | \$25,000 | Signage audit, DS/SH construction wraps |
| Google/YouTube | \$12,000 | \$18,000 | Promote our new focus area videos throughout the year |
| Outfront | \$14,000 | \$16,000 | Promote our quarterly focus areas throughout the year |
| Gray Digital Media | \$14,000 | \$25,000 | 6 by 6, Summer Reading and quarterly focus area |
| Johnson County Transit Bus | \$0 | \$15,000 | New 6 by 6 character bus wraps |
| 2025 Total Proposed Spend Term & Supply | \$224,500 | \$300,400 | |

| | | |
|-------------------------------------|------------------|------------------|
| 2024 Term & Supply Spend | \$220,100 | \$299,300 |
|-------------------------------------|------------------|------------------|

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: JAN-2025

| | | Receipts | Payments | Balance |
|--|---------------------------------|------------|-------------|---------------------|
| | Opening cash balance | | | \$180,584.80 |
| | Add Receipts | \$1,996.77 | | |
| | Less Payments | | \$2,644.65 | |
| | Ending Cash balance | | | \$179,936.92 |
| | Less Liabilities | | \$44,366.97 | |
| | Unobligated cash balance | | | \$135,569.95 |

APPROVED: _____

DATE: _____

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: March 13, 2025

Re: County Librarian's Recommended FY 2026 Revenue and Expenditure Budget

Issue: This is being presented for informational purposes in March. Revenue estimates being made in March will change the current amount being used and the revised and updated FY 2026 Revenue and Expenditure recommendation will be presented for action to the Library Board in April.

Suggested Motion: No motion necessary as this is for informational purposes only as action will be requested for the updated FY 2026 Revenue and Expenditure recommendation in April.

Background: The Library Budget Committee held three meetings in the 4th Quarter of 2024 and a fourth meeting in January 2025 to evaluate budget related proposals that were made from staff for additional operating funds as well as reviewing current capital plans for the upcoming 5-year Capital Improvement Plan (CIP). There was also review of the multi-year budget forecast and what the impact of these budget decisions and the timing of the Library's capital plans.

The Library should be receiving March revenue updates that will lead to changes in the projected revenue totals. These changes will be shared with the Library Budget Committee and a final 2026 budget proposal presented later in March with the Library Budget Committee. The updated County Librarian's Recommended FY 2026 Revenue and Expenditure Budget to be presented to the Library Board for action at the April Library Board meeting.

Analysis: The current County Librarian's Recommended FY 2026 Revenue and Expenditure Budget of \$63,038,932 is based on the January 2025 estimate. There are higher revenues expected in the upcoming March revenue projections so this final number will likely be higher than what the January 2025 estimate.

Funding Overview: The County Librarian's Recommended FY 2026 Revenue and Expenditure Budget that is being presented is in balance, with revenue projections matching what has been provided by Johnson County's Budget and Financial Planning Department and the operating and capital expenditures being proposed are in line with what has been previously reviewed and supported by the Library Budget Committee.

Alternatives: The Library Board could recommend the County Librarian make modifications to this recommended FY 2026 Revenue and Expenditure Budget and submit an alternate plan.

Recommendation: This is being presented to the Library Board in March for informational purposes. Voting is anticipated to occur at the April 2025 meeting with new revenue and expenditure estimates.

Purchasing Review: N/A

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

Legal Review: N/A