



**Board Report
April 10, 2025**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, APRIL 10, 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
 - 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 Amber Bourek Slater, Volunteer & Friends Engagement Coordinator.....4
 - 1. Big Check Presentation (group photo after Library Board Meeting)
 - D. Liaison, Board of County Commissioners, Julie Brewer
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) ARM 10-70-10 Library Budget Review and Approval Process
 - b) Executive Orders Update
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....8
 - i. Legislative Updates related to Property Taxes
 - ii. Executive Orders and Risk to funding Update
 - b) Expenditure History, Dave Vratny, Finance Director.....13
 - 2. Comprehensive Library Master Plan, Scott Sime, Project and Events Manager, and Megan Clark, Project Coordinators
 - a) Spring Hill and De Soto, Megan Clark, Project Coordinator.....23
 - b) Capital Projects: Timeline Summary, Scott Sime, Project and Events Manager.....28
 - c) Website Update, Elissa Andre, Marketing & Communications Manager.....31
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) State of County, Tricia Suellentrop, County Librarian
 - b) Merriam Plaza Library Capstone Award, Tricia Suellentrop, County Librarian

V. Consent Agenda

- A. Action Items:
 - 1. Minutes of the March 13, 2025 Regular Library Board meeting.....41
- B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for February 2025 were handled in accordance with library and County policy.
 - b) The February 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.....50

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

VII. Old Business

- A. Action item: 2026 Library Budget Proposal, Dave Vratny, Finance Director.....51

VIII. New Business

- A. Action item: Election of Library Board Officers.....60
- B. Information Item: Consideration of Memorandum of Understanding between Johnson County Library and Johnson County Election Office, Christian Madrigal, Regional Manager, and Adam Wathen, Associate Director for Branch Services.....61

IX. Adjournment

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



Monthly Report of the
Volunteer & Friends Engagement Coordinator to the
Board of Directors of Johnson County Library
April 2025

Volunteer Appreciation

National Volunteer Appreciation Week is April 20th to 26th. At the Johnson County Library, we want to thank the 871 volunteers who have served with us in the last 12 months. We hope you will be able to join us on Friday, April 25th at Central Resource Library from 11:30AM-1:00PM for our annual **Volunteer Appreciation Luncheon** to celebrate their incredible contributions to the library.

Teen volunteers make up 46% of all Johnson County Library volunteers. Teens can earn the national Presidential Service Award by serving with the Library. For teen volunteers (11-15), award recognition begins at 50 service hours. For young adult volunteers (16-24 years old), the threshold for earning this award starts at 100 service hours. We are thrilled to share 13 volunteers who earned the Presidential Service Award for 2025. The recipients are:

Teen Honorees

- Addison Foster – *Bronze Award*
- Callan Haas – *Silver Award*
- Neil Joshi – *Bronze Award*
- Mia Maciula – *Gold Award*
- Sanay Mishra – *Bronze Award*
- Karunya Nimmagadda – *Gold Award*
- Tosha Patel – *Gold Award*
- Etina Roelofs – *Silver Award*
- Arihant Terala – *Gold Award*

Young Adult Honorees

- Nithin Dheepak – *Silver Award*
- Benny Lin – *Bronze Award*
- Iqra Nadeem – *Bronze Award*
- Mahad Zamir – *Bronze Award*



Monthly Report
of the Friends of Johnson County Library
to the Board of Directors of Johnson County Library
April 2025

Events at The Book Nook

With several Saturday and Sunday sales now under our belts, we are ready to increase visibility at our new book sale location.

We are planning a **reception and sale just for Friends members on Thursday, April 3rd, 2:00 pm -6:00 pm**. Light refreshments will be available, and tours will be provided every fifteen minutes. **Registration is required** for this event via our SignUpGenius link:

<https://www.signupgenius.com/go/904044BADAB28A57-55673139-open#/>.

Next, mark your calendars for our **ribbon cutting on Tuesday, April 8th, at 9am** (rain or shine), in conjunction with National Library Week. Lenexa Mayor Julie Sayers will offer remarks, and our friends with Block Real Estate Services will be present as we cross the finish line of our Capacity Expansion Project.

By popular demand, the **Thursday evening book sale series returns** for spring and summer 2025. The aforementioned reception serves as our kick-off, with the first public sale scheduled for Thursday, **April 10th**. The series will run up to Labor Day weekend.

Additionally, Amber shared the Book Nook with Kansas City on Fox 4 a couple weeks ago. To watch the segment, please go to https://archive.tveyes.com/18120/3412553-53059/857db9ec-2987-4417-8202-33ab298c5a43/WDAF_03-16-2025_08.09.58.mp4

Library Advocacy

Concerns surrounding the future of the Institute of Museum and Library Services (IMLS) weighs heavily on all our minds, and the potential for a 3% budget cut to the State Library of Kansas is equally troubling to those of us here in Kansas. 1,000 members strong, the Friends are making phone calls and sending emails to legislators on the federal and state levels.

We are utilizing our social media networks, website, and word of mouth to educate Johnson Countians and beyond on the need for library advocacy, too – not simply what is needed right now, but what can be done long-term to support and defend these representations of democracy. Museums and libraries are the archives of human history – they tell the stories of who we are. To lose them would be to lose ourselves.

Respectfully submitted,

Shanta Dickerson (she/her)
Executive Director

Libraries for all. All for libraries.



Monthly Report
of the Johnson County Library Foundation
to the Board of Directors of Johnson County Library
April 2025

Big Check Photo

After the April board meeting, we will ask all library and foundation board members to meet in the children's area for the annual Big Check photo. This check represents the \$123,074.38 that the Foundation is donating to the Library this year.

The donation is a 2-year quarterly average of 3.75% of interest earned from the Foundation endowment that goes to purchase physical books for the library collection. The Johnson County Library Foundation currently has our endowment (savings) funds at the Greater Kansas City Community Foundation. Additional interest earned is returned to the endowment to increase the funds.

Library Lets Loose Theme for 2025

Moved by recent events, the Library Lets Loose committee decided the **theme for 2025 is Freedom to Read**. Think patriotic red, white, and blue for the evening, with fun activities to remind you how special the library is for everyone.

The Freedom to Read statement was approved by the American Library Association in 1953 and it defined the responsibility of publishers and librarians to protect American's intellectual freedom. It has stood the test of time and is the bedrock of the American public library movement and the library profession. While this is a serious topic, we will lean into the lighter side and celebrate democracy. Please mark your calendars for Saturday, September 20th!

Foundation Honorary Board

The People Committee of the Johnson County Library Foundation is working to update the Foundation's Honorary Board. This includes opening the opportunity to all Foundation Board alumni who want to continue to be involved in the future of the Library. The Committee will be hosting a luncheon in October 2025 for these members to hear from the County Librarian about the future of our library system. The People Committee is looking at ways for us to continue to connect with former board members, but without the time and responsibility of serving on the Foundation Board.

Teen Presidential Service Award



- Nithin Dheepak
- Addison Foster
- Callan Haas
- Neil Joshi
- Benny Lin
- Mia Maciula
- Sanay Mishra
- Iqra Nadeem
- Karunya Nimmagadda
- Tosha Patel
- Etina Roelofs
- Arihant Terala
- Mahad Zamir

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
February 2025
17% of Year Lapsed

OPERATING FUND

	2024 Budget
Programs	
Revenue	6,079,665
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$0</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$6,079,665</u></u>

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	529,534
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$529,534</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$2,957,141</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$9,036,806</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

February 2025

17% 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	1,422	108,206	1%	6%
Library Generated - Overdues / Fees	13,020	42,000	31%	12%
Sale of Library Books	0	50,000	0%	0%
Misc Other	5,555	18,703	30%	1%
Reimbursements	102,246	791,000	13%	12%
Library Generated - Other Charges	0	0	0%	0%
Investment	515,253	825,000	62%	35%
Unencumbered Balance Forward	0	926,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Sale of Capital Assets	3,930,000	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	31,831,837	55,748,020	57%	45%

Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	3,903,083	29,358,440	13%
Contractual Services	2,201,865	7,654,967	29%
Commodities	5,454,914	5,386,244	101%
Risk Management Charges	65,345	261,286	25%
Capital / Maintenance / Repair	0	5,985,047	0%
Transfer to Capital Projects	529,534	3,127,170	17%
Grants	2,179	273,607	1%
Interfund Transfer	3,701,259	3,701,259	100%
TOTAL EXPENDITURES	15,858,179	55,748,020	28%

Revenue - Expenses as of February 28, 2025 **15,973,658**

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
February 2025
17% Year Lapsed

OPERATING FUND

Programs	2025 Year to Date	2025 Budget	% Program Expended
Administrative Services	648,873	5,864,996	11%
Information Technology	1,136,502	5,720,876	20%
Collection Development	738,993	4,230,389	17%
Branch/Systemwide Services	3,622,717	26,223,885	14%
Risk Management Charges	65,345	261,286	25%
Grants	2,179	273,607	1%
Transfer to Capital Projects	0	5,985,047	0%
Interfund Transfer	3,701,259	3,701,259	100%

TOTAL OPERATING FUND EXPENDITURES	9,915,869	52,261,345	19%
------------------------------------------	------------------	-------------------	------------

SPECIAL USE FUND

	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	529,534	3,127,170	17%

TOTAL SPECIAL USE FUND EXPENDITURES	529,534	3,486,675	15%
--------------------------------------------	----------------	------------------	------------

TOTAL EXPENDITURES	10,445,403	55,748,020	19%
---------------------------	-------------------	-------------------	------------

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
February 2025
17% Year Lapsed

ALL FUNDS

Categories	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	3,903,083	29,358,440	13%
Contractual Services	1,555,958	7,654,967	20%
Commodities	688,045	5,386,244	13%
Risk Management Charges	65,345	261,286	25%
Capital / Maintenance / Repair	0	5,985,047	0%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	529,534	3,127,170	17%
Grants	2,179	273,607	1%
Interfund Transfer	3,701,259	3,701,259	100%

TOTAL EXPENDITURES	10,445,403	55,748,020	19%
---------------------------	-------------------	-------------------	------------

GRANTS*						
	Expenditures through 02/28/2025	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

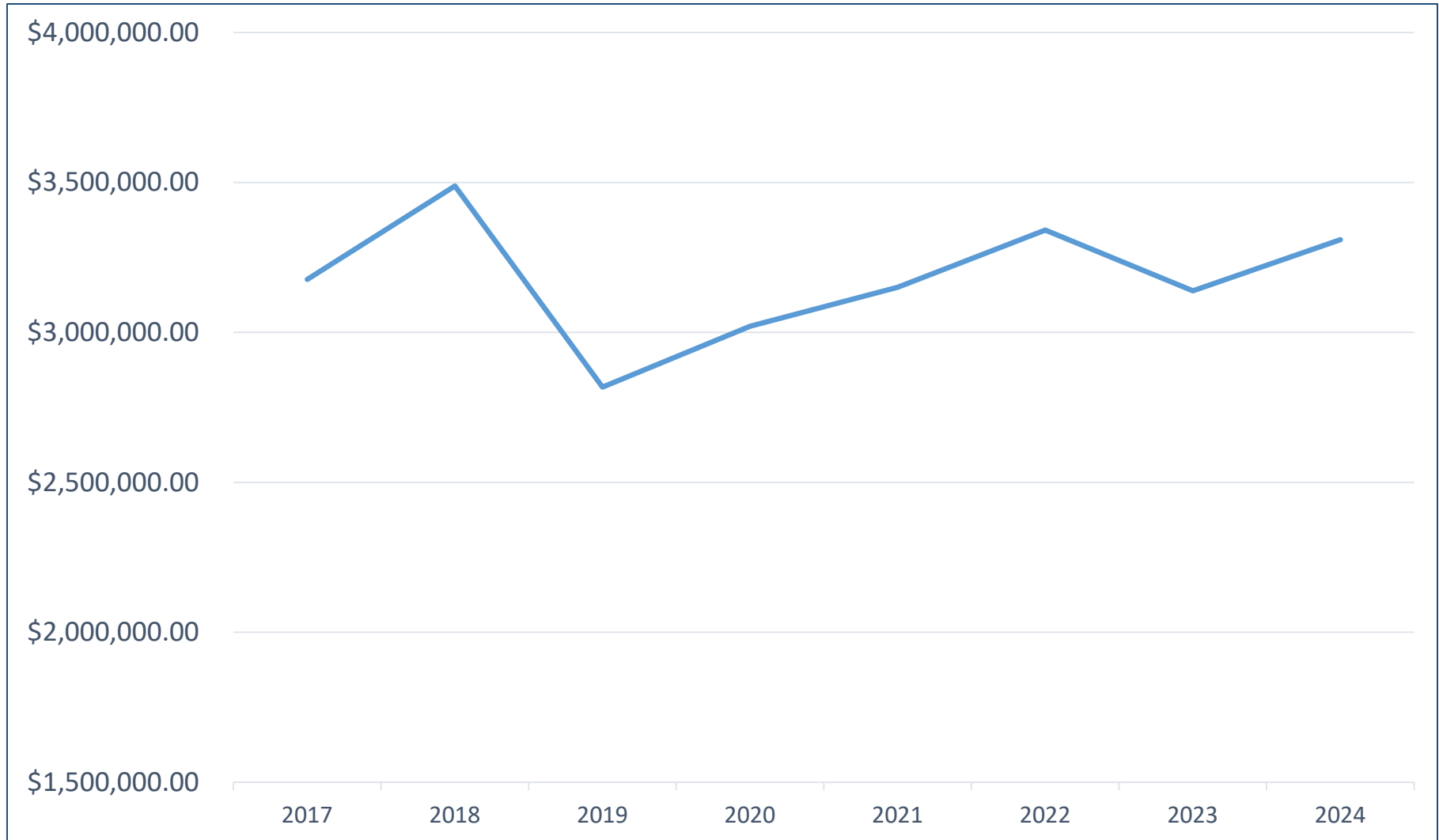
<i>Expenditure Details</i>	<i>February</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00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

Library Expenditure History

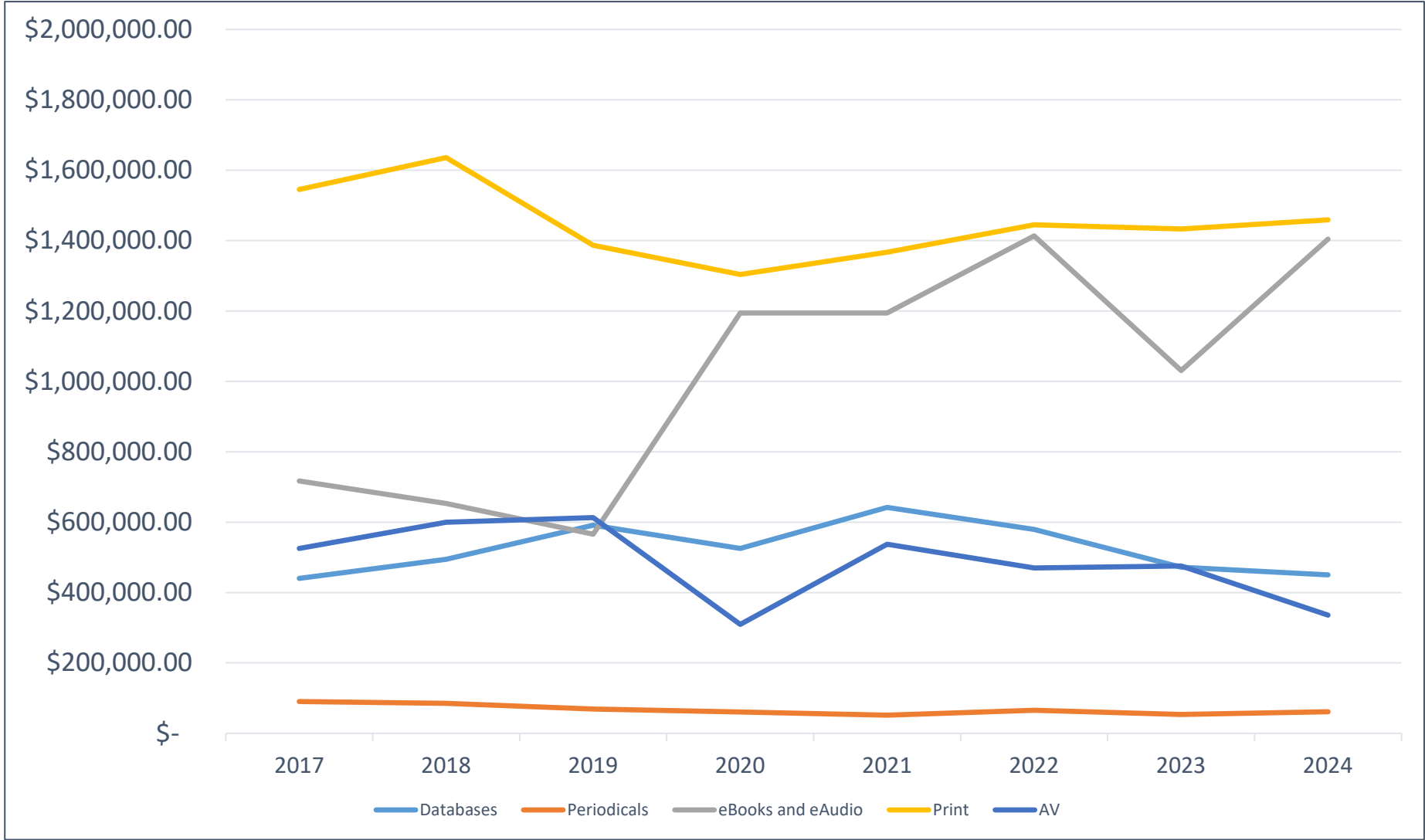
April 2025



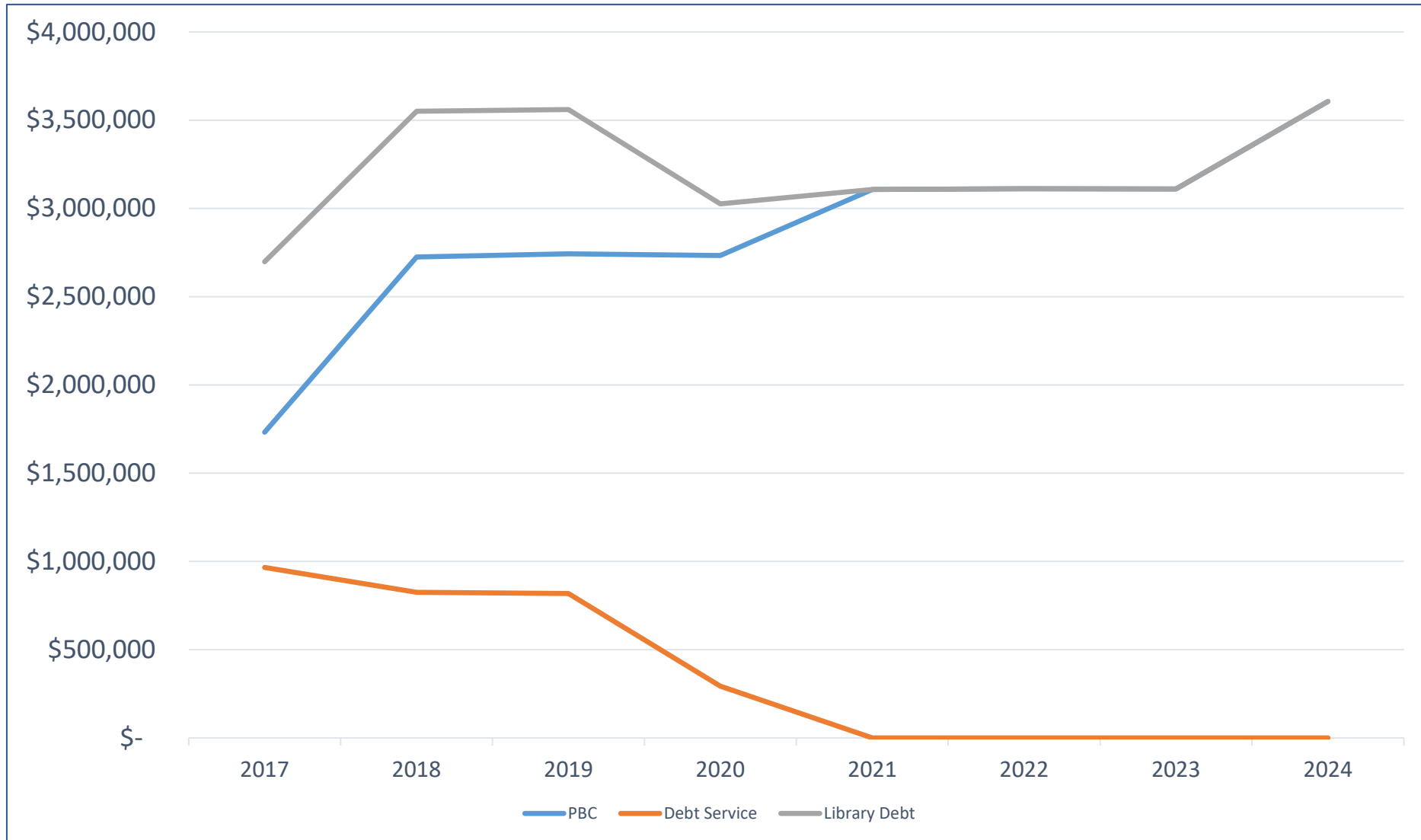
Expenditures on Library Physical Collection



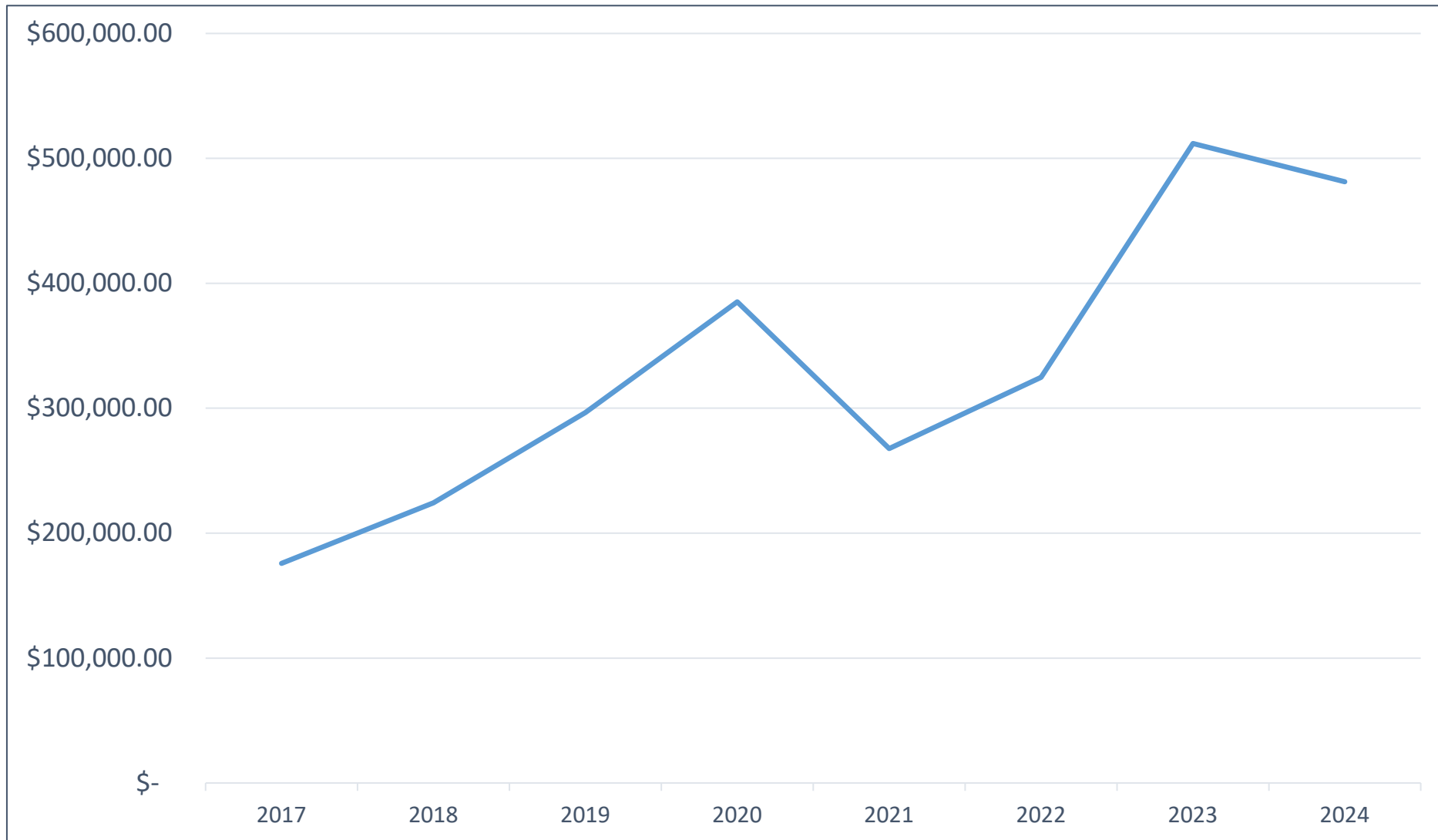
Expenditures on Library Collection Various Types



Recent Library Debt History

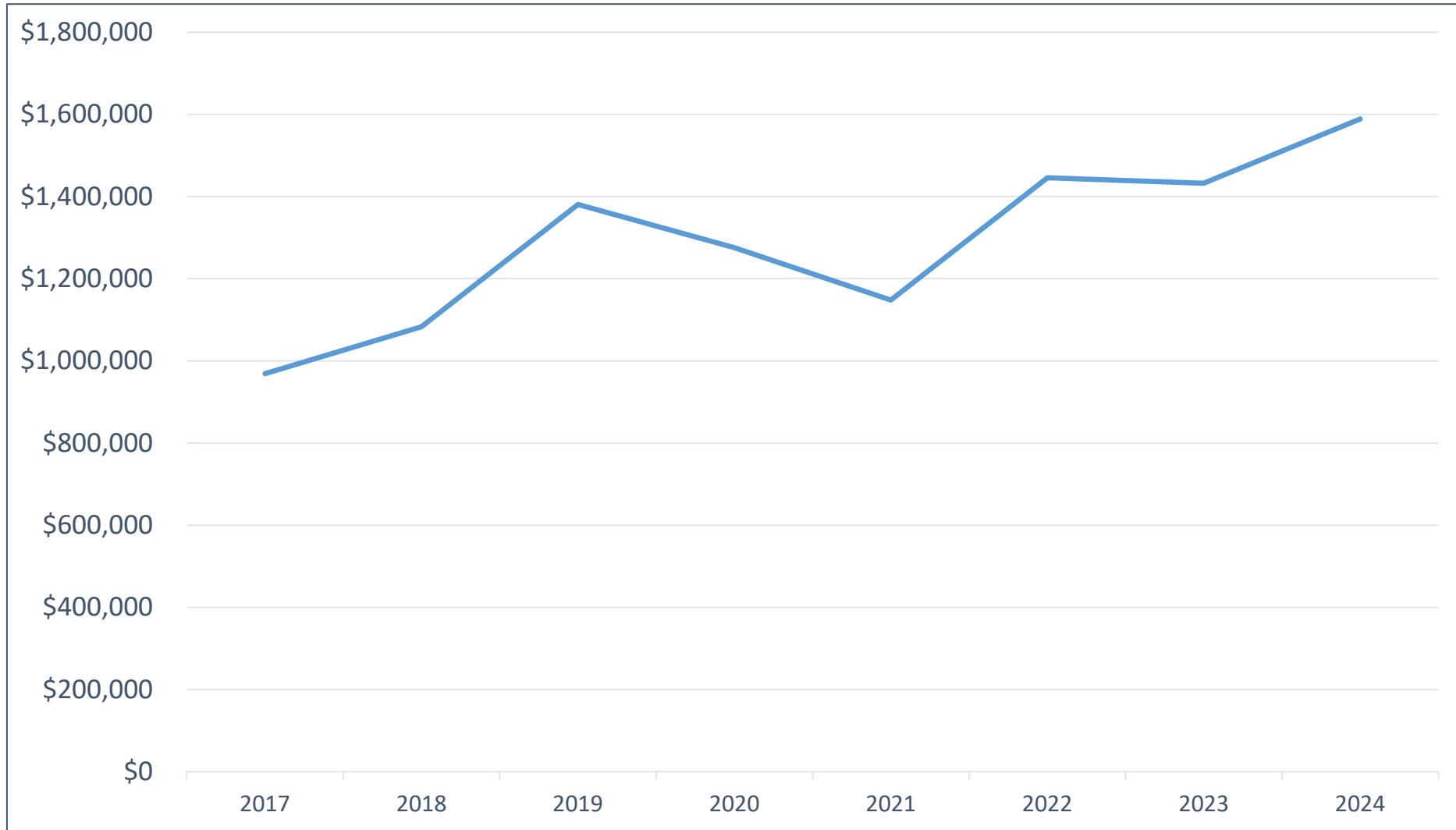


Expenditures on Library Programs



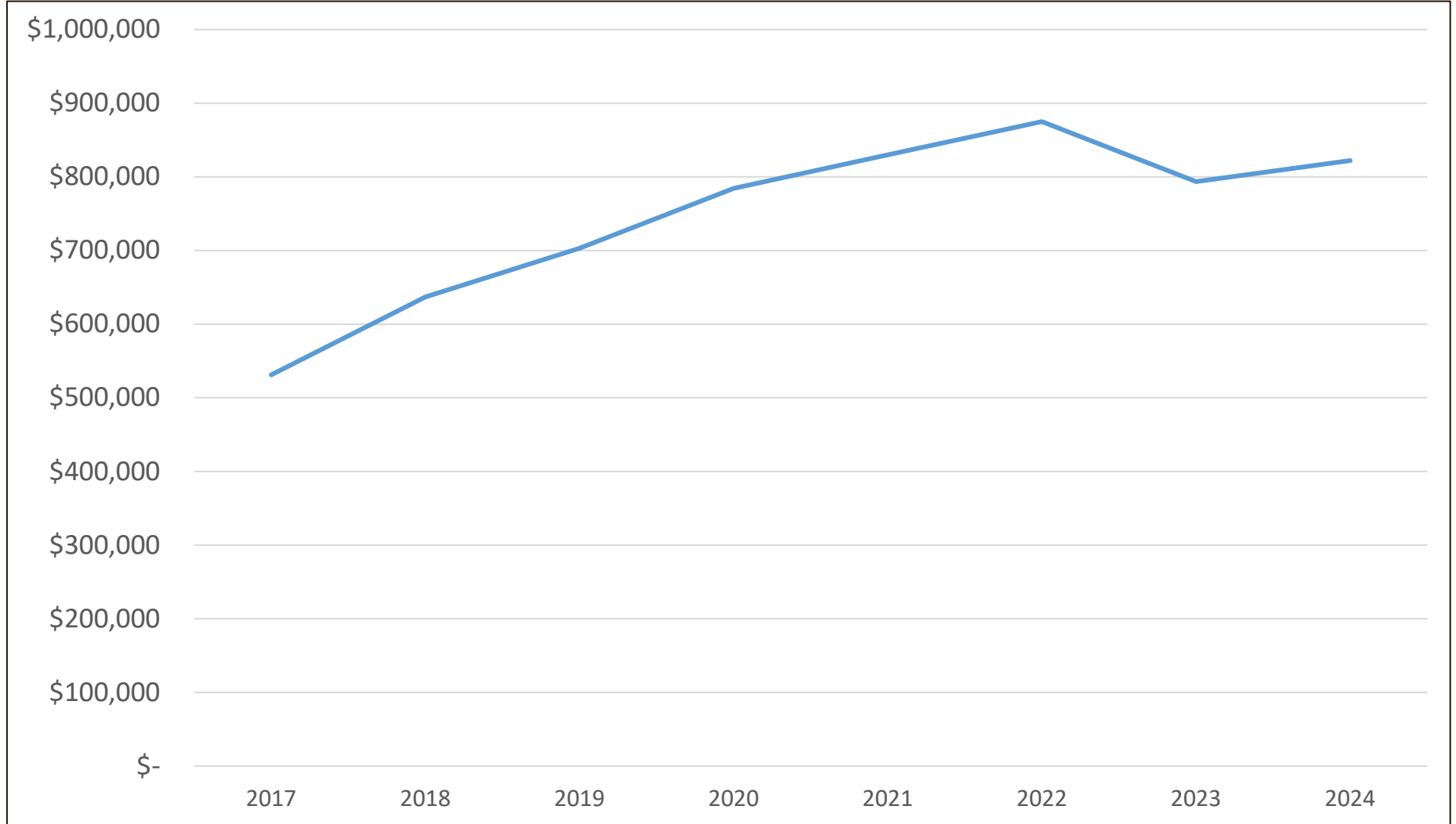
Library Information Technology (IT) Spending

Contracts, Hardware, and Software

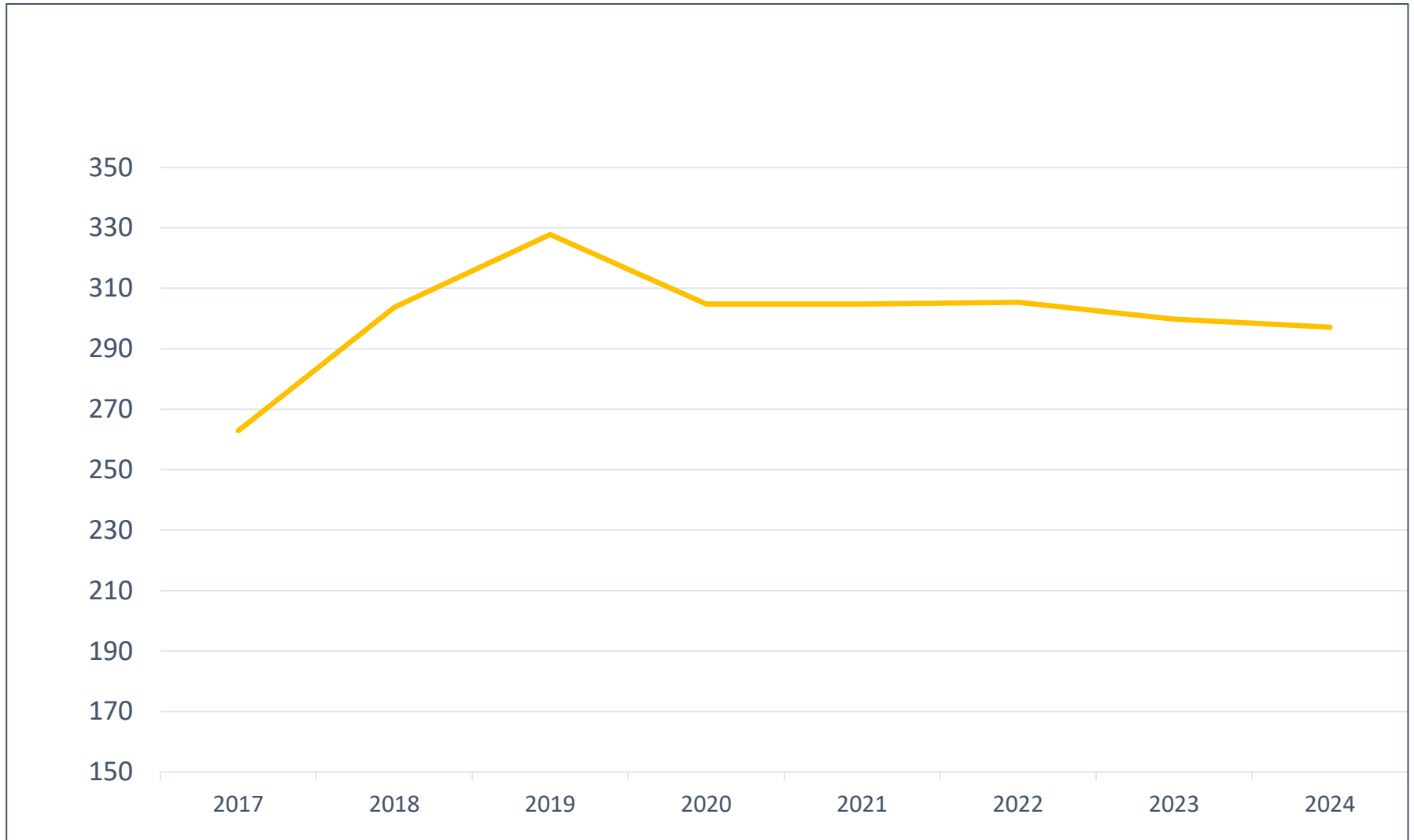


Library Building Custodial & Maintenance

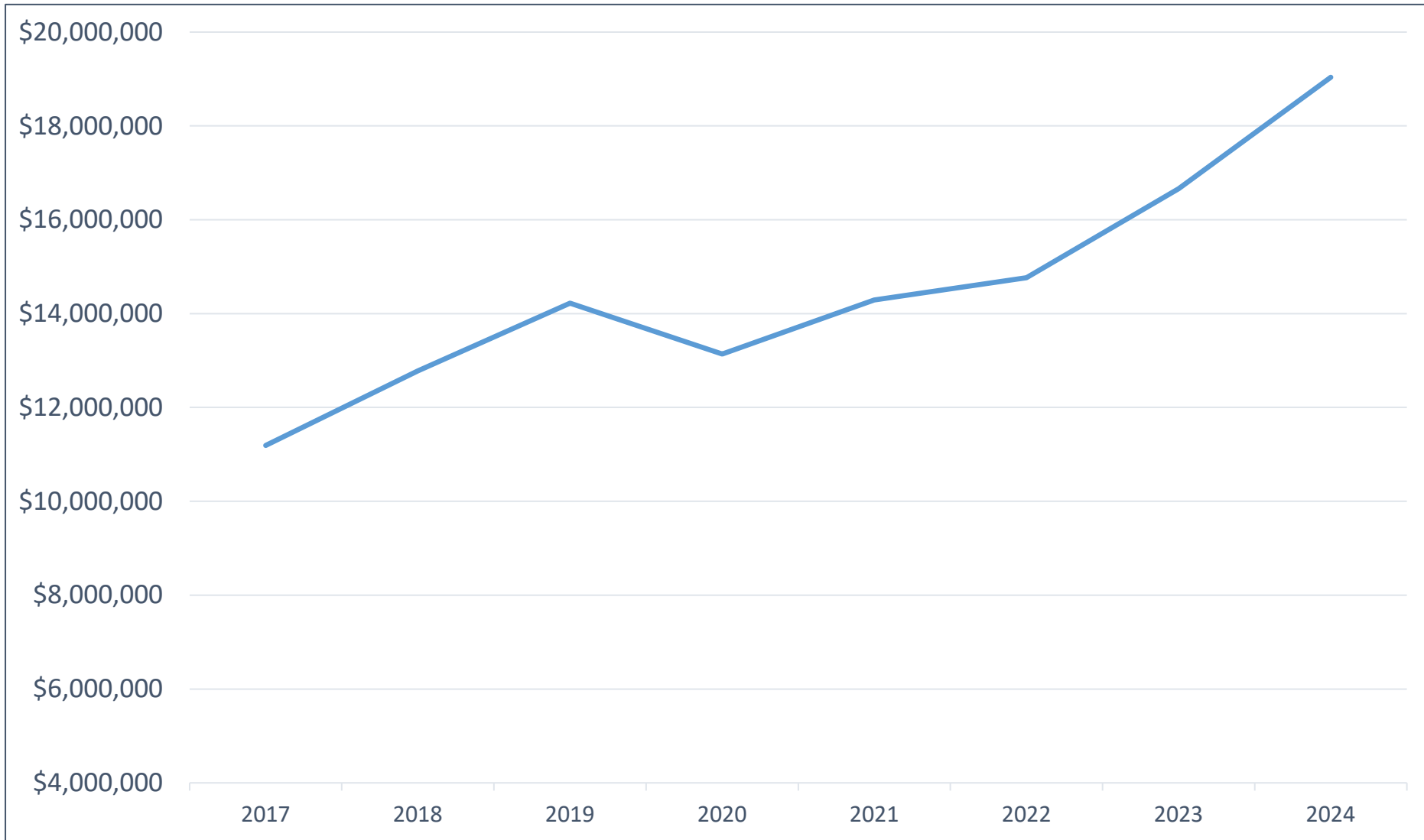
Contractual and Commodities Expenditures



Library Full-Time Equivalent (FTE) History

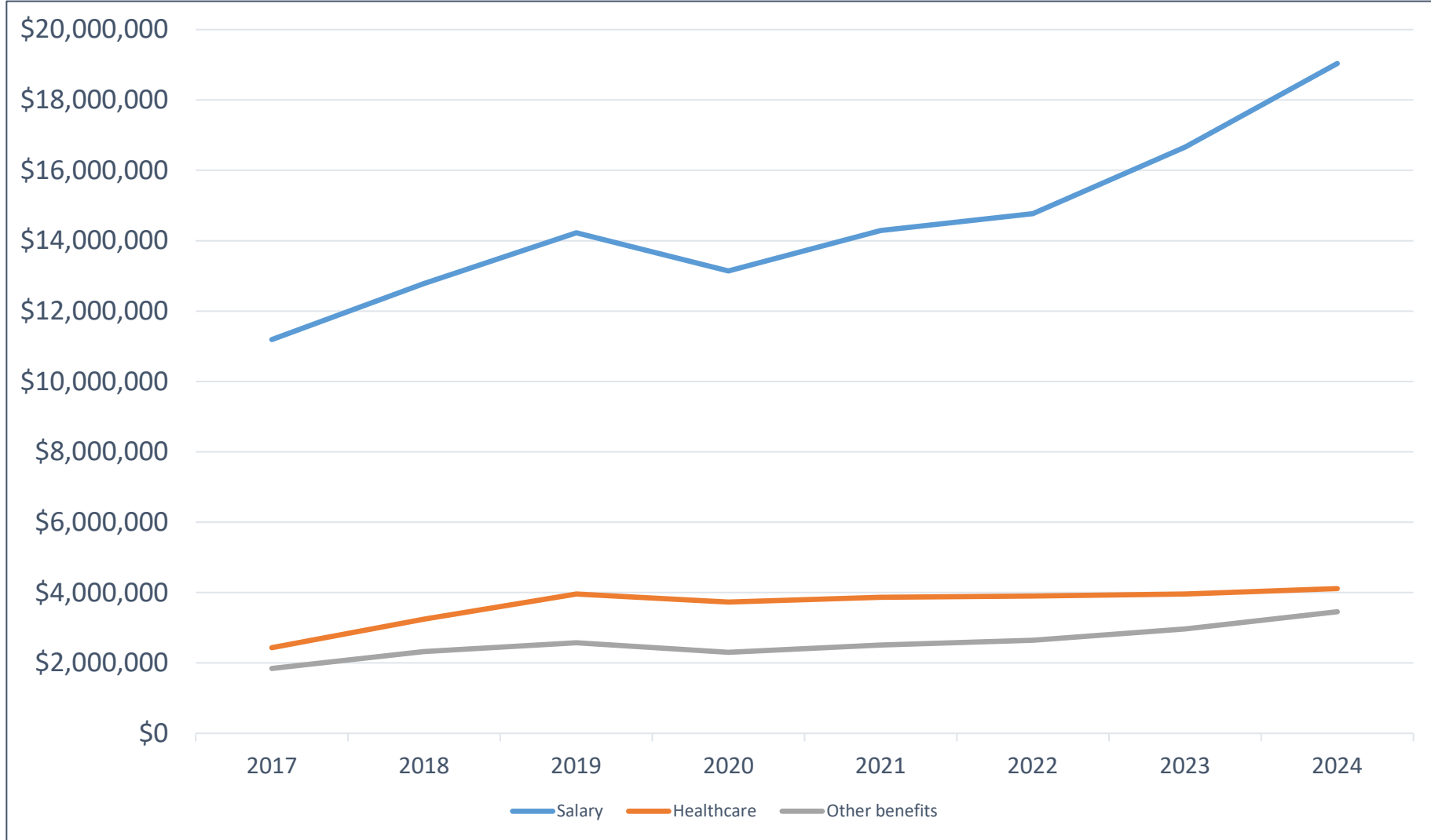


Library Salary Expenditures



Library Expenditures on Compensation

Salary, Health Care, and Other Benefits



Spring Hill and De Soto Renovations

Update – April 2025



Updates

- Design continues
- Internal planning to prepare for branch construction and eventual reopening



Construction Manager

- Pre-construction contract awarded to selected construction manager
- Had kickoff with the construction manager and bc Design Group in late March
- Construction manager is inspecting both sites, developing construction schedule, bidding, budget
- Guaranteed Maximum Price Amendment coming later



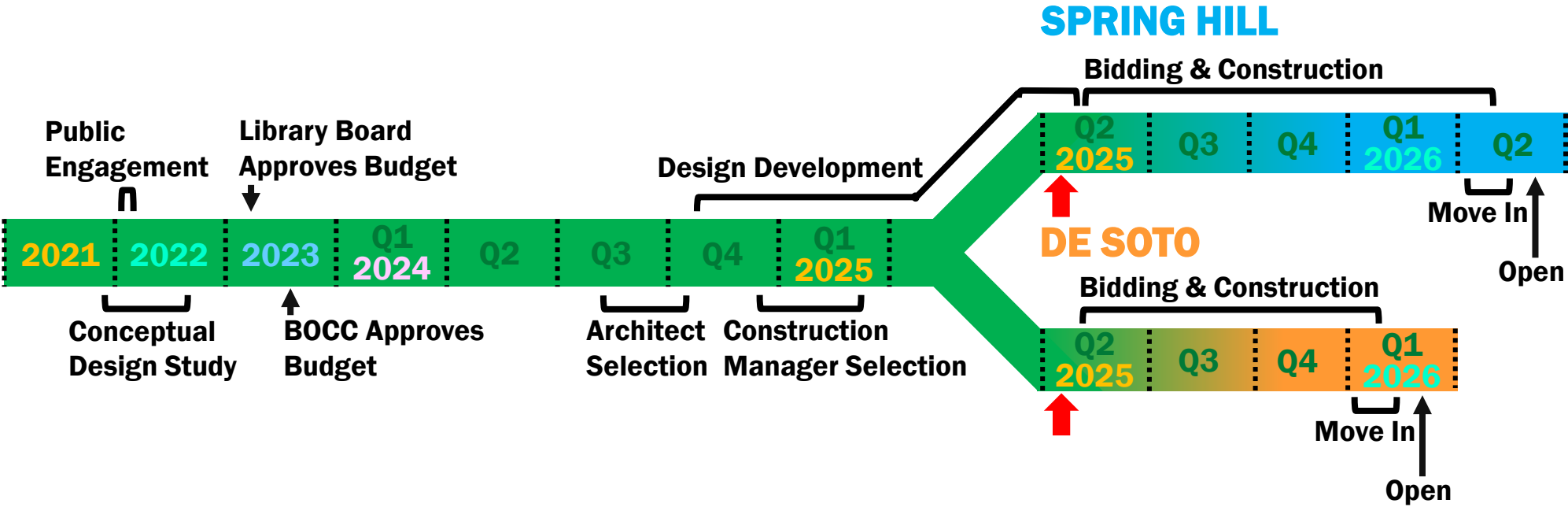
Next Steps

- Design continues
- Have begun preparing construction documents
- Construction schedule development
- Planning for move-outs
- Upcoming Guaranteed Maximum Price Amendment
- Upcoming closure approval request



Spring Hill and De Soto Renovations:

Anticipated Project Timeline

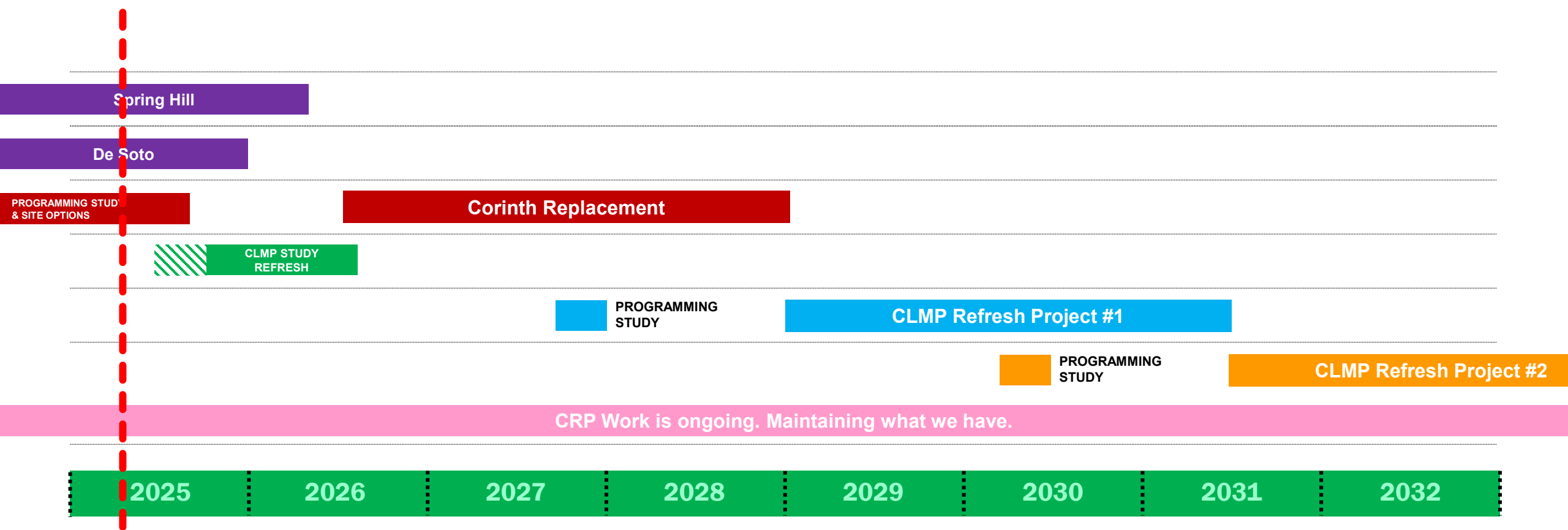


Capital Projects: Timeline Summary

April 2025



Capital Improvement Projects: Anticipated Timeline

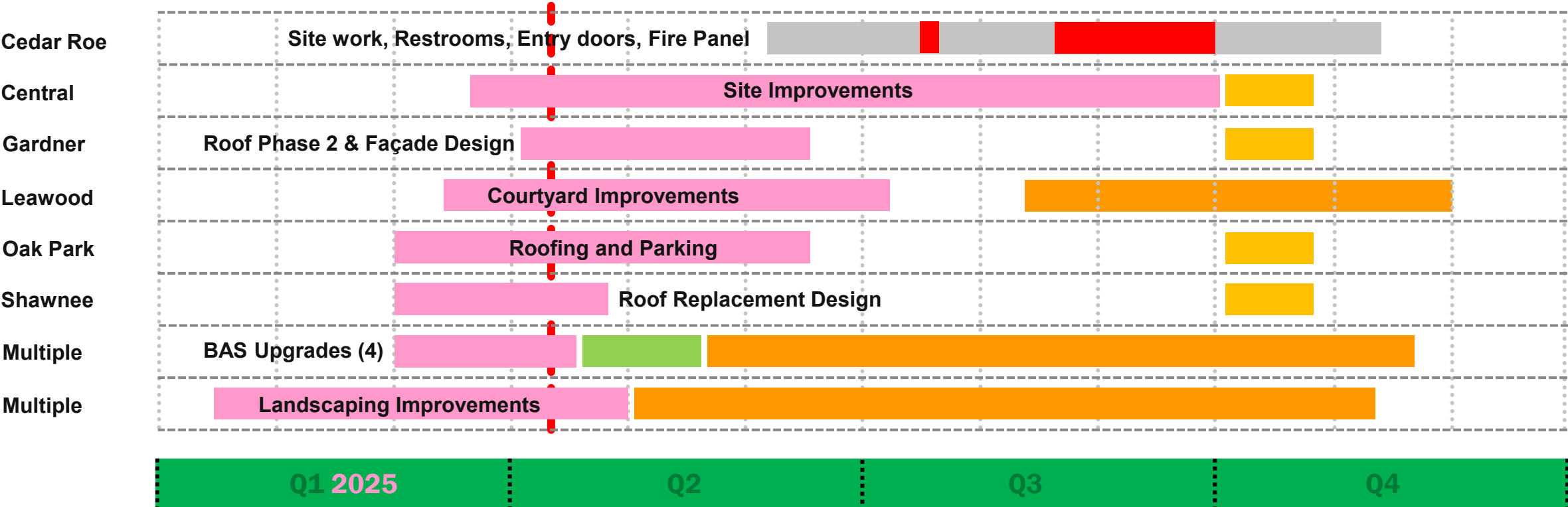


This visual is shown as an illustration with anticipated dates
and may change.



2025 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.



Website Refresh Update

April 2025





JoCoLibrary.org

2024 Web Sessions

1,900,000

2024 Catalog Sessions

6,300,000

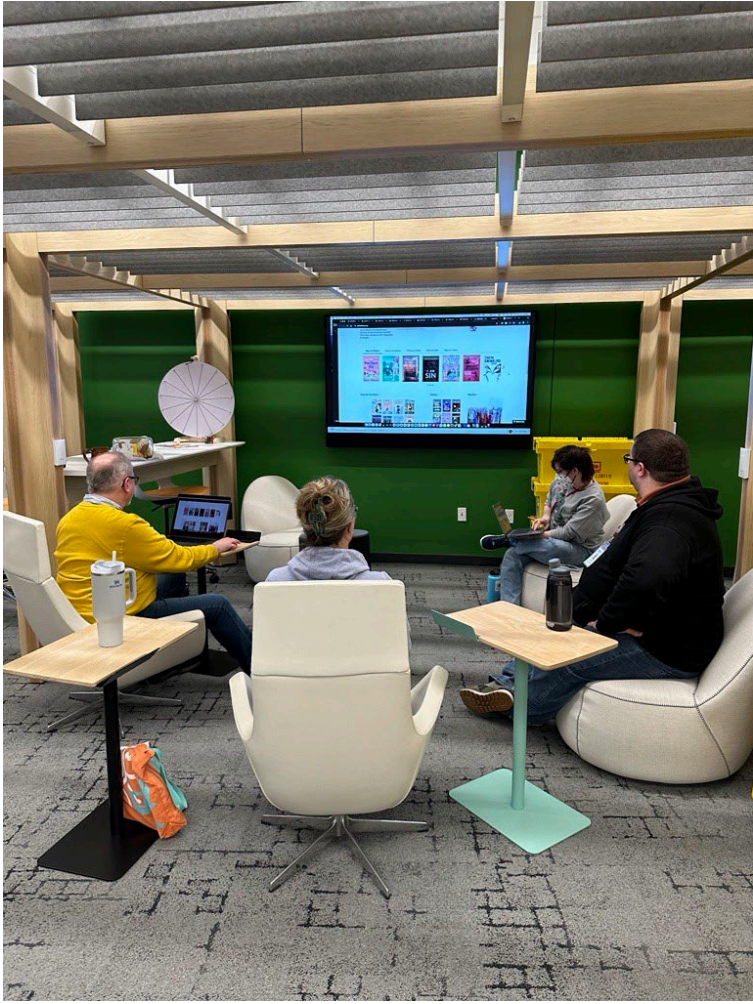


Johnson County Library

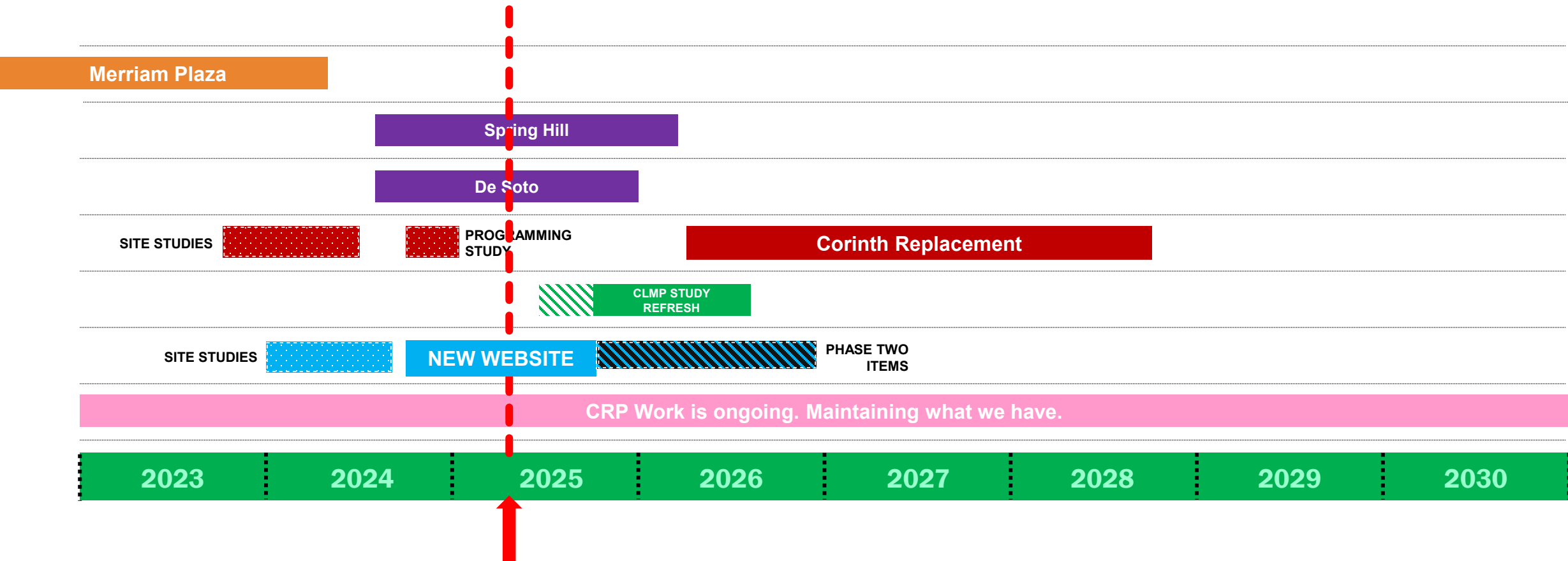
2024 Branch Visits

1,869,350





Capital Improvement Projects: Anticipated Timeline

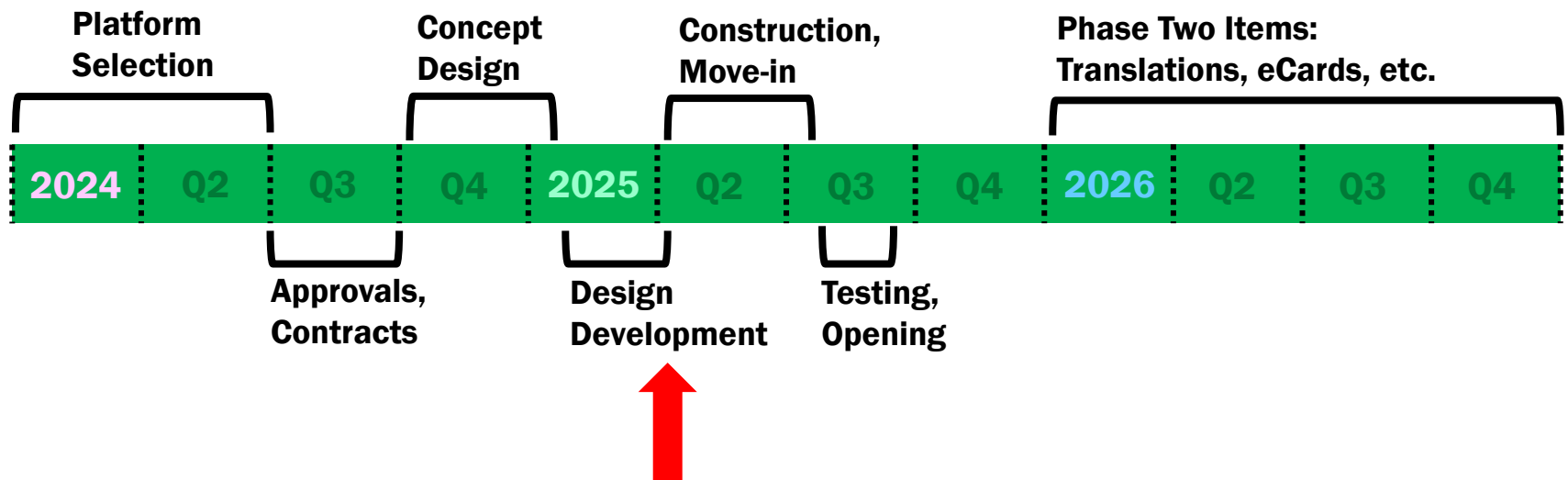


This visual is shown as an illustration with anticipated dates and may change.



Website Refresh:

Updated Anticipated Project Timeline



	A	B	C	D	K	L	M	N	O	P	Q	R
1	Page Title	Live URL	Contains PDFs/Media Links	Keeping this?	Notes							
21	Subsection: Bestsellers											
22	Bestsellers	https://jocolibrary.bibliocommons.com/explore/bestsellers	images from bibliocommons	Keep	this is a feed provided by bibliocommons, containing an "available now" section, as well as a link to bestseller							
23	Subsection: Our Stories											
24	Our Stories	https://www.jocolibrary.org/our-stories	images and videos pulled from individual blog posts	Rethink	Side nav here is: All Stories, Bookmarkable, Building Our Future, JoCoLibrary Uncovered, Writers Conference,							
25	Our Stories category example - bookmarkable	https://www.jocolibrary.org/our-stories/bookmarkable	images and videos pulled from individual blog posts	Taxonomy	A category of blog posts is similar to the Our Stories page, featuring blog posts from only that category							
26	Our Story feature page	https://www.jocolibrary.org/our-stories/finding-your-storys-voice	images with the blog post	Rethink	A single blog post has a title, image, and body text. Some may have an imbedded youtube video or slideshow							
27	Subsection: Book Groups											
28		https://www.jocolibrary.org/we-recommend/book-groups	images of books to go kits and books etc	Discuss	Advice for bookgroups, not our book groups. This could go under Answer FAQ and not its own page.							
29	Subsection: En Espanol											
30	En Espanol	https://www.jocolibrary.org/espa%C3%B1ol	pulls in image from most recent spanish blog post, and other images for the cards	Discuss	The side navigation here is explora nuestra coleccion, biblioteca electronica, investigar, articulos descatalogados, i							
31	Articulos destacados	https://www.jocolibrary.org/espanol/articulos-destacados	image or video from blog posts	Rethink	Similar to the Our Stories page, this pulls in images (or videos etc) and previews of recent articulos destacado							
32	Example spanish blog post	https://www.jocolibrary.org/espanol/articulos-destacados	image or video accompanying blog post	Discuss	The side nav for some spanish blog posts is the 'our stories' nav. Which doesn't have a spanish category... nor							
			item cover images, a google map of libraries that have spanish materials									



Current Site Feedback

What do users think of the current experience?

Tell me what I'm going to find if I click into it!

I have a hard time finding all of the news options in one place (on MCL).

Bouncing back and forth between library sites is confusing when something isn't available at JCL. That connectedness is just a little choppy right now.

The current site feels disjointed. I can tell parts that haven't been touched in 15 years and others where they just stuck an iframe in there to just make something work.

I don't even open the subnav, it's so much.

I would be interested in a book that had 400-700 on the list. If there had been a 'while you're waiting' option that would have been great.

The main toolbar now, I hardly ever use it because there's so much to look at and I'm really just there for the catalog.

Is sometimes frustrated with the selection (on Libby).



Positive Prototype Feedback

What do users
think of the
proposed
experience?

I like the news resources on the home page / news resources all together

I love the Things to Do recommendations - anything to get the kids out of the house!

It's nice to have the same experience (for books and browsing) as if I went to a physical library.

Everything on this screen is meaningful to me.

Wow. I thought this (Kids) was just a subset of the catalog but it's a lot more than that. (Confirmed that's a good wow.)

I like the breakout of topics in the subnav. It presents a picture of what is available.

First impression is that it feels very clean and less distracting than the current site. On the current site, I stay in the navigation / search area and rarely scroll down. This feels easier to digest.

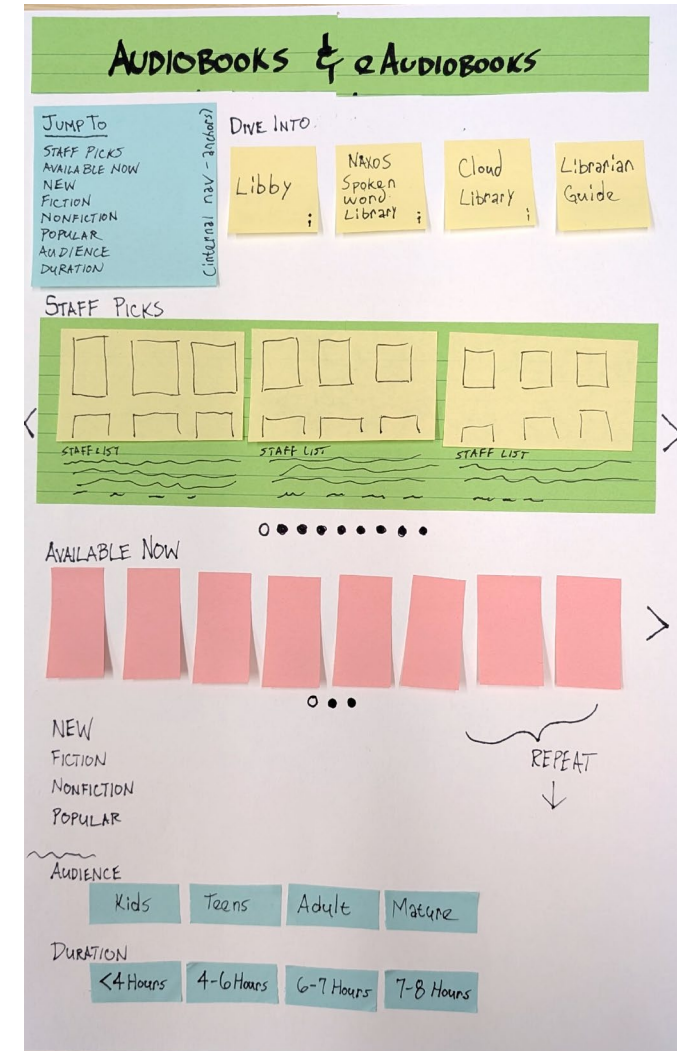
I didn't know you had a:

- kids & families newsletter
- the library has a blog?
- I always forget about MakerSpace!
- I didn't realize you had online events!
- Oh yeah ... volunteering



Summary

Page purpose	<p><i>What this page needs to achieve for your organization and for your audience</i></p> <p>All the newest materials in our collection!</p>
Library Goal	<p><i>Specific Library Goal</i></p> <p>Help patrons find new materials they want</p>
Target audience	<p><i>The audience that this page is being written for</i></p> <p>Everybody, all patrons and staff, all ages, entire catalog</p>
Likely tasks	<p><i>The key things that your audience are likely to want to find or be able to do on this page</i></p> <p>New and On Order titles</p>
Call to action	<p><i>What you want the audience to do as a consequence of visiting this page</i></p> <p>Place Holds See latest incoming content FOMO element - encourage engagement competitively (and for free!)</p>
Key messages	<p><i>What are the main 2-3 messages (maximum) that this page needs to communicate</i></p> <p>We have new stuff you want! The <u>Library</u> is up to date, has latest materials As soon as it's released, we have it! FOMO</p>



Next Steps

- Hub page refinement
- Creation of page templates
- Development of branding elements
- Troubleshooting



MINUTES JOHNSON COUNTY LIBRARY BOARD

REGULAR MEETING

March 13, 2025
at Central Resource Library
4:00 p.m.

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

ABSENT: None.

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Julie Brewer.

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, Lacie Griffin, Megan Clark, Lori Ross, Jared Harper, Molly Wetta, Juan Lopez-Tamez, John Keogh, Michelle Olsen

CITIZENS COMMENTS:

Included in the March Board Report is a citizen comment, submitted in writing.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Ms. Hrabe shared an experience that her elementary school hosted a literacy night, and the library attended with outreach materials. She saw people signing up for library cards and expressed that she was grateful for library coming to reach that community.

Board Chair Kilgore shared her experience in the MakerSpace with a recent project and recommended that everyone visit. She expressed gratefulness for the staff being professional and patient.

DEVELOPMENT DEPARTMENT REPORT

Shelley O'Brien, Development/Foundation Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. This report is included in the March Board Report.

Ms. O'Brien shared good news from the Friends organization regarding the Book Nook, that after a few weekends of its soft opening, it was performing exceptionally well. Revenue had more than doubled compared to previous weekends, and the investment in the expansion appeared to be paying off. She expressed excitement over the strong crowds and anticipated hearing more updates in the coming months. She also mentioned that the ribbon-cutting ceremony for the Book Nook, hosted by the Lenexa Chamber, was scheduled for Tuesday, April 8, at 9:00 a.m. She invited anyone interested to RSVP through her.

Regarding development updates, Ms. O'Brien noted that the 1952 Society event, originally scheduled for April 9, had been changed due to unforeseen circumstances. Stephen Bruno would now be

attending on May 1, and new invitations would be sent out the following day. The event would take place in Carmack at 6:00 p.m. on that Thursday.

Ms. O'Brien noted that this was the time of year when they actively sought to increase volunteer participation. She encouraged anyone on the Board or in the audience to refer potential volunteers for the library, the Foundation, or the Friends, directing those interested to visit the website, where opportunities were listed under the development office section.

BOARD COUNSEL REPORT

Mr. Andrew Logan, Board co-counsel, reviewed the Library Board's role within advocacy, Executive Order Update and Law Enforcement in the Library and Patron Privacy.

Regarding advocacy, Mr. Logan explained that when the Library Board is speaking it does so collectively through a vote, resolution, or specific direction. To the extent that the Board wanted to act or do something regarding any kind of advocacy, if it was legislation or the like, that would be some way in which the Board could give direction. While Board members could advocate as private citizens, they could not do so in their official capacity based on the code of ethics set forth by Johnson County that directs officials to act in the best interest of the public. Mr. Logan emphasized caution on social media, as courts had issued divided opinions on whether certain comments could be interpreted as representing the Board.

In response to a question if any specific incident had prompted this discussion, Mr. Logan clarified that there was no risk and this being a general update. He also commended the Friends of the Johnson County Library group for their advocacy efforts.

On executive orders, Mr. Logan noted that while there had been significant news about changes at the federal level, library operations remained unaffected. The library operations are governed by state statutes, local laws, county ordinances, and Library Board approved regulations. He reassured the Board that it is a separate taxing district of the Johnson County and follows county ordinance and regulation as well as state law that govern the library.

Regarding law enforcement and privacy, Mr. Logan reaffirmed that patron records remained confidential and could only be accessed with a court order or subpoena. However, law enforcement officers have the right to enter the library, as it is a public space, and enforce the law within their jurisdiction.

In response to a question from Board Chair Kilgore regarding if court orders grant access to a patron's checkout history, County Librarian Tricia Suellentrop further clarified that the library did not retain historical checkout records—once a book was returned, it was removed from a patron's record. This often-surprised law enforcement, as they sometimes assumed more information was available.

In response to a question from Mr. Mendoza regarding records of residency, Ms. Suellentrop confirmed that while the library collected address and phone number details for library cards, it did not retain copies of identification documents like driver's licenses.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny provided an update on January 2025's financials, noting that by the end of that month, the library had collected approximately \$27.8 million of the anticipated \$55.7 million in revenue. This amount, about half of the total expected revenue, aligned with typical January collections, as the largest portion of ad valorem revenues was usually received at the beginning of the year. He assured the Board that there were no concerns regarding revenue collection.

On expenditures, he reported that the library had spent or obligated \$6.2 million, about 11% of the budget. While this percentage might seem high, he explained that a significant portion was due to upfront collection purchases, which was consistent with past practices.

Budget Calendar Update

Mr. Vratny also reviewed the budget calendar, reminding the Board that they were in the early stages of planning for the 2026 budget. An informational item later in the agenda served as a placeholder for an upcoming budget proposal in April. He noted that the information provided was based on preliminary January estimates, but the Budget Committee would review updated figures in the coming week. A formal proposal for the 2026 budget was expected in April.

Annual Statistics

Adam Wathen, Associate Director of Branches, presented the Annual Statistics from 2023, this report is included in the March Board Report.

Mr. Wathen shared 2024 data had been submitted to the Kansas State Library, and peer comparisons that were primarily based on 2023 figures. He explained that peer libraries were selected based on similar branch numbers, population sizes, and budgets. Johnson County ranked in the middle of its peers for population served and operating revenue but had fewer branches, potentially due to Olathe's presence in the area.

Regarding staffing, the library had fewer full-time equivalent (FTE) staff than many peers, ranking 10th out of 15. Patron visits had declined compared to past years, ranking sixth out of 15, with Mr. Wathen acknowledging that door counts had not fully recovered to pre-COVID levels.

In response to a question from Board Chair Kilgore, regarding the uptick in digital usage being tied to decline in patron visitation, Mr. Wathen speculated that digital access, particularly through platforms like Libby, might be a factor, though the exact reasons were unclear. He went on to explain that the library had been increasing outreach services to make resources more accessible outside of physical branches. Mr. Sims expressed that this is a trend he would like the library to track.

There was discussion between Board Chair Kilgore, Ms. Van Ophem, and Mr. Wathen that building closures due to maintenance and capital replacement programs could have an impact on the patron visitation numbers as well.

Print circulation remained high compared to peers, while eBook circulation ranked centrally but had grown significantly since integrating Libby. Physical circulation had not returned to pre-pandemic levels, though it remained steady and above peer averages. The visitation trend indicated that Johnson County had closed earlier and reopened more quickly than some peer libraries during COVID, leading to a faster recovery.

Staffing levels showed that Johnson County operated with fewer staff per 1,000 people compared to peers while maintaining service levels.

In response to a question from Mr. Mendoza, regarding how other libraries used bookmobiles, Mr. Wathen explained that approaches varied, from mobile holds pickups to pop-up library locations.

Mr. Sims appreciated the report, noting its value in benchmarking against other libraries and ensuring continued improvement rather than self-congratulation.

Trends in Collection Development

Lacie Griffin, Collection Development Manager, presented the Trends in Collection Development, this report is included in the March Board Report.

Ms. Griffin introduced the Collection Development Department and what it was responsible for; purchasing all digital and physical materials for the Johnson County Library system, including books, DVDs, CDs, video games, databases, periodicals, and special collections like e-books and audiobooks. The team also worked on enhancing the patron experience, processing materials, and collaborating with architects to design shelving layouts suited to each library branch. Additionally, they partnered with other library departments, such as the Maker Space, to provide specialized resources, including a new film scanner for digitizing old films. Together, they managed a budget of over \$4 million and maintained a collection of more than 1.3 million materials, both physical and digital.

Ms. Griffin then reviewed a 10-year expenditure graph, showing how collection spending had fluctuated. A spike in 2018 reflected the opening of the Monticello Library, which received an additional \$1 million in project funds for new materials. In 2023, the budget increased to \$4.2 million, primarily to support digital materials.

Ms. Griffin discussed the stability of the physical collection, which remained around 1 million items, with a growth period in 2017-2018 due to Monticello's expansion. Since 2020, the library had shifted more resources to digital formats in response to patron demand. When combining physical and digital holdings, the total collection had grown to approximately 1.32 million items.

Digital content usage had reached an all-time high and continued to climb, with e-books, e-audiobooks, e-magazines, databases, streaming video, and e-learning software contributing to this trend. A significant increase in e-book and e-audiobook circulation followed the switch to the Libby platform in 2022. Popular digital resources in 2024 included bestselling fiction for e-audio checkouts, The New Yorker as the top e-magazine, and BBC TV shows dominating streaming checkouts, with Father Brown ranking particularly high.

Ms. Griffin confirmed that most streaming checkouts came from Kanopy. She also presented data showing that total circulation, including physical and digital materials, had not yet returned to pre-pandemic levels but had steadily increased from 2020 through 2024.

In response to a question from Board Chair Kilgore, in regards to balancing physical books and e-books, Ms. Griffin explained that rising costs for both formats required careful allocation of resources. The library prioritized print books for accessibility reasons before adding digital formats as the budget allowed. However, audiobooks had reversed this trend, with digital formats now prioritized over CDs due to the convenience of mobile apps.

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 March 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 shared progress on selecting a construction manager, including that the selection committee reviewed 17 proposals and conducted interviews the previous Thursday. While a selection had been made, the official announcement was pending contract negotiations. Efforts were underway to onboard the new construction manager quickly so they could begin preconstruction work and refine the project timeline. Once construction documents were finalized, the guaranteed maximum price (GMP) amendment would be presented, followed by the bidding process and the announcement of closure dates later in the spring.

Ms. Clark confirmed that there were no changes to the overall project timeline at that point, though updates might occur once the construction manager assessed the schedule.

In response to a question from Board Chair Kilgore, regarding staff relocation during closures, Ms. Clark explained that employees would be reassigned to other branches within their respective regions—Spring Hill staff to the southwest region and De Soto staff to the northwest region.

Mr. McAllister, who participated in the selection interviews, commended Ms. Clark's work, acknowledging that the process was long and valuable.

Spring Hill and De Soto – Community Outreach

Jared Harper, Regional Manager for the Southwest Region, provided an update on the Spring Hill and De Soto community outreach plans.

Mr. Harper, the Regional Manager for the southwest region of the library, which included the Lenexa, Gardner, Spring Hill, and Edgerton libraries, provided an update on outreach efforts for the Spring Hill and De Soto communities during their temporary closures for renovations.

Mr. Harper introduced and thanked his team for their efforts in developing a plan to maintain community engagement and access to library services. The team determined that while full library services would not be replicated, outreach efforts would focus on three key areas: events,

partnerships, and promotions. Patrons from these communities would still be redirected to other library locations for services such as computer access, hold pickups, and book checkouts.

For events, the library planned to maintain a presence in the communities through pop-up tables at accessible venues and participation in local events. Additionally, the team made arrangements to distribute summer reading books if the libraries remained closed during that period.

In terms of partnerships, the library engaged with cities, local organizations, schools, businesses, and civic groups to ensure community members remained aware of available library services. Collaborations with city governments would allow the library to participate in local events, while partnerships with businesses would help expand outreach efforts.

Promotion served as the bridge between events and partnerships. Through social media, newsletters, and local communication channels, the library aimed to keep the communities informed about ongoing partnerships and upcoming events.

Mr. Harper also introduced a new way for community members to connect with the library via its website. The Johnson County Library website now featured a form under the “Using the Library” tab, allowing organizations to request library participation at events, in-reach services, or collaborative partnerships. This tool would be highlighted in discussions with civic and school leaders to ensure the library remained accessible to patrons during the closures.

Mr. Mendoza express support for this report and work. In response to a question from Mr. Mendoza about tracking statistics for outreach and in-reach services for the next annual statistical report, Mr. Harper admitted that he had not yet considered it but appreciated the suggestion and planned to integrate it into future planning.

Overall Timeline

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

Mr. Sime reported that there were no changes from the past month.

UPDATES – Tricia Suellentrop, County Librarian

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

Tax Help at the Library

Molly Wetta, Branch Operation Manager, reported on tax help at the library, included in the March Board Report.

Ms. Wetta shared how Johnson County Library (JCL) served as a site for the AARP Kansas Tax Aid program, partnering with the community organization to assist taxpayers, particularly those with low to moderate incomes aged 50 and older. IRS-certified volunteers provided tax preparation assistance through an appointment system. At the Central Resource Library, services were available on weekdays except Thursdays.

Ms. Wetta shared that in the previous year, 75 volunteers had helped with 2,500 tax returns in Johnson County, with 800 of those completed at their library. This made their location one of the busiest among the 10 participating sites. She expressed gratitude for the partnership with AARP and the volunteers who made the service accessible.

Beyond hosting, the library staff also assisted by managing phone lines, handling an increase in calls during tax season, printing tax forms, answering questions about tax assistance, and making online appointments for those who struggled with technology. Library staff also referred individuals to other relevant community organizations.

Ms. Hrabe expressed appreciation for the program and asked if it primarily served seniors. Ms. Wetta confirmed that while the service was open to all, it predominantly served seniors and saw many returning visitors who inquired about appointment availability as early as January 2.

Ms. Hrabe then asked about public notification methods. Ms. Wetta explained that promotions included flyers at library branches and outreach through social service organizations that directed clients in need to the program. Ms. Hrabe mentioned she would inform her coworkers, as they worked with many seniors.

Mr. McAllister inquired about volunteer certification, to which Ms. Wetta confirmed that all volunteers were IRS-certified through AARP, ensuring they were qualified to provide assistance.

October Board Retreat

County Librarian, Tricia Suellentrop, shared that staff had been working to schedule the October 2025 retreat as early as possible, currently planned for October 30th and would soon send out information regarding availability in the morning or afternoon. She mentioned that the retreat was typically four hours long and had traditionally been held in the afternoon. She also noted that the retreat would continue discussions on the comprehensive library master plan refresh, building on the visioning work done in the previous year.

Joint Board Meeting

County Librarian, Tricia Suellentrop, updated the board that the annual Joint Board Meeting between the Library Board and the Board of County Commissioners is set to take place following the regular April Board Meeting. She explained that this year's meeting would be structured differently to encourage more conversation and engagement rather than a series of one-way presentations. They planned to replicate aspects of the October 2024 Library Board retreat, allowing commissioners to hear directly from board members about their vision and ideas for the Comprehensive Library Master Plan.

County Librarian Suellentrop mentioned that the format was still being finalized, with the possibility of either one large discussion or multiple small group discussions involving Board Members, Commissioners, and staff. She emphasized that this meeting would be the first step in engaging the commissioners in the Comprehensive Library Master Plan refresh, similar to how they had been involved in the process ten years prior.

CONSENT AGENDA

A. Action Items:

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

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

Motion: Ms. Van Ophem moved the Library Board of Directors approve the consent agenda.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

I. Old Business

None

II. New Business

A. Informational Item: Proposed 2026 Budget

Dave Vratny, Finance Director, presented the proposed 2026 Budget briefing sheet, as included in the March Library Board Report.

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

Motion: Ms. Hrabe moved, pursuant to K.S.A. 2017 Supp. 75-4319(b)(6), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to engage in preliminary discussion relating to the possible acquisition of real property. The subject of the discussion during the executive session will be issues relating to a possible acquisition of real property in the City of Prairie Village for a new branch facility.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library, County Librarian Tricia Suellentrop, Deputy County

Librarian Kinsley Riggs, Finance Director Dave Vratny, Associate Director of Customer Experience Ben Sunds, Associate Director of Branch Services Adam Wathen, Project and Events Manager Scott Sime, designated members of the County Facilities staff – Project Manager Juan Lopez-Tamez, **Adam Tilton of CBRE real estate**, and Johnson County Library Counsel Andrew Logan.

Second: Mr. Mendoza seconded this motion.

Motion was approved unanimously.

The Library Board will reconvene in this meeting room at 5:20 p.m.

ADJOURNMENT

Motion: Mr. Mendoza moved to adjourn the meeting.

Second: Ms. Hrabec seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:20 p.m.

SECRETARY _____
Anna Van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

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

			Receipts	Payments	Balance
	Opening cash balance				\$179,936.92
		Add Receipts	\$222.22		
		Less Payments		\$59,175.07	
	Ending Cash balance				\$120,984.07
		Less Liabilities		\$16,201.76	
	Unobligated cash balance				\$104,782.31

APPROVED: _____

DATE: _____

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: April 10, 2025

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

Issue: Consider approving the County Librarian's Recommended FY 2026 Revenue and Expenditure Budget of \$63,798,987.

Suggested Motion: I move to approve the County Librarian's Recommended FY 2026 Revenue and Expenditure Budget of \$63,798,987.

Background: The Library Budget Committee held a series of meetings in the 4th Quarter of 2024 and January of 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. Since that time new revenue estimates have been received that are significantly higher than earlier projections had anticipated in part due to assessed valuation growth being more than those earlier estimates as well as higher than anticipated investment interest. The Library Budget Committee recently met in March to review those new revenue/expenditure projections.

Analysis: The current County Librarian's Recommended FY 2026 Revenue and Expenditure Budget of \$63,798,987 is approximately \$760,055 higher than the original January 2025 forecasted amount of \$63,038,932. The current County Librarian's proposal is being made assuming that the Library's mill levy rate remains flat.

The County Librarian's Recommended FY 2026 Revenue and Expenditure Budget of \$63,798,987 does currently contain an approximate 4% merit and market rate adjustment budgeted for 2026. Additionally, there is funding for a two new positions a Senior Accounting Specialist and an Information Technology (IT) Analyst II, along with additional Information Technology (IT) maintenance and replacement funding along with funding for a systemwide audio visual plan for upgrades to public meeting rooms and study rooms, additional funding for maintaining the collection, additional program and Maker Space funding, funds for upcoming 2026 events, and some contingency funding for possible expenditure uncertainties and increasing Tax Increment Financing set-asides. This recommendation also makes recommendation for continued support and funding for the Library's Capital Replacement Program (CRP) which is designed to keep existing branches in good working shape and take care of deferred maintenance issues. There is also a recommended transfer of funds into the Comprehensive Library Master Plan (CLMP) Future Projects account for 2026, which is setting aside future cash financing for future debt financed projects. There is also a planned use of reserves to fund a portion of the Corinth Library Replacement project which is being requested to begin in 2026.

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 discussed with 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 request the submittal of an alternate plan.

Briefing Sheet

Recommendation: Approve the County Librarian Recommended 2026 Budget for submission to the County Manager's office and the Board of County Commissioners.

Purchasing Review: N/A

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

Legal Review: N/A

FY 2026 Proposed Library Budget Presentation to Library Board

April 10, 2025



Highlights for FY 2026 Proposed Budget

- Current proposal has a 4% Merit/Market Adjustment funded for 2026 (Compensation proposal for 2025 Budget Still Being Discussed)
- Two New Positions: Senior Accounting Specialist and IT Analyst II (2.0 FTE)
- Increased Operational Funding for Collections
- Increased Operational Funding for IT Maintenance/Replacement
- Additional Funding for Systemwide Audio Visual Plan Upgrades
- Increased Operational funding for Program and Maker Space Funding
- Additional Funding for Events (2026 World Cup, United States 250th, and Library Staff Workday)



Highlights for FY 2026 Proposed Budget

- Additional Funding for TIF (Tax Increment Financing) Set-Aside
- Additional Funding for Expenditure Uncertainties
- Funding for Library Capital Replacement Program (CRP) and Comprehensive Library Master Plan (CLMP) Future Projects Funding
- Funding for Corinth Replacement Library Project



Library Funding Highlights FY 2026

Change Categories	FY 2026 Proposed Budget Change
Additional Funding for Salary and Benefits for 2026	849,521
2 Additional Positions 2.0 FTE (Senior Accounting Specialist and IT Analyst II)	210,508
Additional Collections Funding	63,750
Additional IT Funding	85,135
Additional IT Funding for Systemwide Audio Visual Plan Upgrades	691,840
Additional Program and Maker Space Funding	150,000
Additional Event Funding	350,000
Additional Funding for TIF (Tax Increment Financing) Set-Aside	277,000
Additional Funding for Expenditure Uncertainties	650,000
Interfund Transfers Increases	122,278
Risk Management Charges	7,839
JCL Capital Replacement Plan (CRP)	(971,143)
CLMP Refresh Project Funded (Funded one-time in 2025)	(576,000)
Change CLMP Future Projects Transfer	243,699
Use of Carryover (Use of Library Reserves) for Corinth Library Replacement	5,850,768
Lease Payments to Public Building Commission (PBC)	10,000
Total Expenses	8,015,195

* The proposed changes are in comparison to 2024



Library Funding Highlights FY 2026 (without Use of Reserves)

Change Categories	FY 2026 Proposed Budget Change
Additional Funding for Salary and Benefits for 2026	1,199,521
2 Additional Positions 2.0 FTE (Senior Accounting Specialist and IT Analyst II)	210,508
Additional Collections Funding	63,750
Additional IT Funding	85,135
Additional IT Funding for Systemwide Audio Visual Plan Upgrades	691,840
Additional Program and Maker Space Funding	150,000
Additional Event Funding	350,000
Additional Funding for TIF (Tax Increment Financing) Set-Aside	277,000
Additional Funding for Expenditure Uncertainties	650,000
Interfund Transfers Increases	122,278
Risk Management Charges	7,839
JCL Capital Replacement Plan (CRP)	(971,143)
Change CLMP Future Projects Transfer	243,699
Lease Payments to Public Building Commission (PBC)	10,000
Total Expenses	3,090,427

* The proposed changes are in comparison to 2026



Proposed Library FY 2026 Budget

Revenues	Current Estimated FY 2025	Current Proposed FY 2026	Difference	% Change
Ad Valorem Taxes	48,673,540	51,688,950	3,015,410	6.2%
Other Taxes	4,039,964	4,043,609	3,645	0.1%
Grants	273,607	273,607	0	0.0%
Other Library Revenue	1,009,909	1,030,053	20,144	2.0%
Investment Interest	825,000	912,000	87,000	10.5%
Donations for Capital Campaign	0	0	0	0.0%
Use of Carryover	926,000	5,850,768	4,924,768	531.8%
Total Revenues	55,748,020	63,798,987	8,050,967	14.4%
Expenses	Current Estimated FY 2025	Current Proposed FY 2026	Difference	% Change
Payroll Estimates	29,358,440	30,418,469	1,060,029	3.6%
Contractual	7,654,967	8,871,424	1,216,457	15.9%
Commodities	5,386,244	6,473,284	1,087,040	20.2%
Interfund Transfers	3,701,259	3,823,537	122,278	3.3%
Grant Expenses	273,607	273,607	0	0.0%
Risk Management Charges	261,286	269,125	7,839	3.0%
Transfers to Capital Projects	5,985,047	10,532,371	4,547,324	76.0%
Lease Payments to Public Building Commission (PBC)	3,127,170	3,137,170	10,000	0.3%
Total Expenses	55,748,020	63,798,987	8,050,967	14.4%



Proposed Library FY 2026 Budget (without Use of Reserves)

Revenues	Current Estimated FY 2025	Current Proposed FY 2026	Difference	% Change
Ad Valorem Taxes	48,673,540	51,688,950	3,015,410	6.2%
Other Taxes	4,039,964	4,043,609	3,645	0.1%
Grants	273,607	273,607	0	0.0%
Other Library Revenue	1,009,909	1,030,053	20,144	2.0%
Investment Interest	825,000	912,000	87,000	10.5%
Donations for Capital Campaign	0	0	0	0.0%
Use of Carryover	0	0	0	0.0%
Total Revenues	54,822,020	57,948,219	3,126,199	5.7%
Expenses	Current Estimated FY 2025	Current Proposed FY 2026	Difference	% Change
Payroll Estimates	29,008,440	30,418,469	1,410,029	4.9%
Contractual	7,654,967	8,871,424	1,216,457	15.9%
Commodities	5,386,244	6,473,284	1,087,040	20.2%
Interfund Transfers	3,701,259	3,823,537	122,278	3.3%
Grant Expenses	273,607	273,607	0	0.0%
Risk Management Charges	261,286	269,125	7,839	3.0%
Transfers to Capital Projects	5,409,047	4,681,603	-727,444	-13.4%
Lease Payments to Public Building Commission (PBC)	3,127,170	3,137,170	10,000	0.3%
Total Expenses	54,822,020	57,948,219	3,126,199	5.7%



To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: April 10, 2025

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

Suggested Motion:

I move the Library Board of Directors elect the recommended slate of officers for the 2025-2026 term.

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

The Johnson County Library nominating committee – Jeffrey Mendoza, Charles McAllister, and David Sims submits the following nominations for officers:

Chair: Jeffrey Mendoza
Vice-Chair/Secretary: David Sims
Treasurer: Chrysalyn Huff

Recommendation:

The Johnson County Library Board of Directors elect the recommended slate of officers for the 2025-2026 term.

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: April 10, 2025

Re: Memorandum of Understanding with Elections (Informational Only)

Issue: Partnership with Johnson County Elections

Suggested Motion: I move the Library Board of Directors approves the Memorandum of understanding between JCL and Elections for the year 2025.

Background: Johnson County Library and Johnson County Elections first entered into a memorandum of understanding to provide meeting rooms for polling places in 2022. The MOU also included provisions for JCE to use JCL meeting rooms for trainings and other similar uses. Prior to 2022, JCL provided meeting rooms to JCE for polling places in an informal partnership. For the 2025 election year, the MOU has been streamlined to include a service level agreement (SLA) to be more nimble on details such as specific meeting rooms, points of contact, and a detailed schedule of election dates for setup, voting, and equipment teardown.

Analysis: The use of meeting room space to support Elections is minimal and for short periods of time. The Library feels strongly about supporting civic engagement in this way. No issues have arisen in the use of Library spaces over the years. Civic buildings like the Library remain the best choice for polling places because of the technology and accessibility requirements.

The amount of staff time required to support Elections is also minimal. On election day, a manager must arrive early to let poll workers into the building and to allow voters in before Library opening. Also, a staff person books the meeting rooms on behalf of Elections in order to secure the spaces for the year. This takes no more than two hours at the beginning of the year.

Funding Overview: Not applicable

Alternatives: Partner on an informal basis for 2025 calendar year or completely discontinue the partnership.

Recommendation: To approve the memorandum of understanding with Johnson County Election Office.

Purchasing Review: Not applicable

Budget Review: Not applicable

Legal Review: Reviewed by Counsel

2024-2025 Memorandum of Understanding

Johnson County Library & Johnson County Election Office

Purpose of Memorandum of Understanding

The purpose of this Memorandum of Understanding is to outline the partnership between Johnson County Library (JCL) and the Johnson County Election Office (JCE) for the year of ~~2024~~2025.

Responsibilities of Johnson County Library

COMMUNICATION:

- A. ~~The Civic Engagement Librarian~~ Branch Operations Manager of the Elections Service Line and Regional Librarian will serve as the primary contact for Johnson County Library to the Johnson County Election Office.
- B. JCL will print all voting related materials for free - including, but not limited to voter registration forms, advance voting applications, and candidate research.
- C. JCL will consult the needs of JCE when planning future buildings, however accommodation cannot be guaranteed.
- ~~C.D.~~ JCL will give notice to JCE if building renovations, upgrades, or construction affects the availability of ballot boxes or in-person voting.

BALLOT DROP BOXES:

- A. Johnson County Library will continue to provide space outside of the following branches for ballot drop boxes, as outlined in the service level agreement:
 - i. ~~Blue Valley Library~~
 - ii. ~~Central Resource Library~~
 - iii. ~~De Soto Library~~
 - iv. ~~Gardner Library~~
 - v. ~~Shawnee Library~~
 - vi. ~~Spring Hill Library~~
- B. B. Ballot drop boxes will remain in place post-Election and will be covered by JCE with canvas covers.
- C. JCL will provide security cameras aimed at the drop boxes and access to security footage to Sheriff in accordance with arm 60-10-30.
- ~~D.~~ Written requests for security video surveillance footage of ballot drop boxes may be made to JCL via the Physical Security Specialist in accordance with arm 60-10-30 and Civic Engagement Librarian.
- D. JCE will open and close ballot drop boxes at the beginning and end of advance voting.
- E. JCE will collect ballots daily.
- F. Ballot drop boxes will be maintained by JCE via County Facilities

Responsibilities of Johnson County Election Office

COMMUNICATION

- A. The Election Manager – Polling Places and Logistics will serve as the primary contact(s) for the Johnson County Election Office to the Johnson County Library.
- B. JCE will send reminders via mail to JCL Branch Managers Managers at polling locations per the SLA.
- C. JCE will provide digital copies of any relevant flyers to JCL prior to an election.

POLLING SITES

- A. In the event of a special election JCE may request Library meeting rooms to serve as polling places depending on availability, upon written request to the Civic Engagement Librarian Branch Operations Manager of the Election Service Line

BALLOT DROP BOXES

- ~~A. JCE will open and close ballot drop boxes at the beginning and end of advance voting.~~

- ~~B. JCE will collect ballots daily.~~
- ~~C. Ballot drop boxes will remain in place post Election and will be covered by JCE with canvas covers during the off season.~~
- ~~D. Ballot drop boxes will be maintained by JCE via County Facilities.~~

Service Level Agreement

JCL and JCE agree to establish a service level agreement (SLA) that will be referenced in a separate document and agreed to by both JCL and JCE which outlines the responsibilities shared by both parties.

Poll Site Agreement

1. CONTACT INFORMATION:

- ~~A. Blue Valley Library — 9000 W 151st St. Overland Park, KS 66221

 - ~~i. Contact Name: Matt Hammes, Assistant Branch Manager~~
 - ~~ii. Contact Phone: (913) 826-4362~~
 - ~~iii. Contact Email: hammesm@jocolibrary.org~~~~
- ~~B. Cedar Roe Library — 5120 Cedar St. Roeland Park, KS 66205

 - ~~i. Contact Name: Anna Madrigal, Branch Manager~~
 - ~~ii. Contact Phone: (913) 826-4661~~
 - ~~iii. Contact Email: madrigala@jocolibrary.org~~~~
- ~~C. Central Resource Library — 9875 W 87th St. Overland Park, KS 66212

 - ~~i. Contact Name: Deveron Tillotson, Assistant Branch Manager~~
 - ~~ii. Contact Phone: (913) 826-4480~~
 - ~~iii. Contact Email: tillotsond@jocolibrary.org~~~~
- ~~D. Corinth Library — 8100 Mission Rd. Prairie Village, KS 66208

 - ~~i. Contact Name: Portia Montoy, Assistant Branch Manager~~
 - ~~ii. Contact Phone: (913) 826-64214~~
 - ~~iii. Contact Email: montoyp@jocolibrary.org~~~~
- ~~E. Monticello Library — 22435 W. 66th St. Shawnee, KS 66226

 - ~~i. Contact Name: Nate Hohl, Assistant Branch Manager~~
 - ~~ii. Contact Phone: (913) 826-4771~~
 - ~~iii. Contact Email: hohlh@jocolibrary.org~~~~
- ~~F. Oak Park Library — 9500 Bluejacket St. Overland Park, KS 66214

 - ~~i. Contact Name: Lisa Jordan~~
 - ~~ii. Contact Phone: (913) 826-4481~~
 - ~~iii. Contact Email: jordanl@jocogov.org~~~~
- ~~G. Shawnee Library — 13811 Johnson Dr. Shawnee, KS 66216

 - ~~i. Contact Name: Anna Madrigal~~
 - ~~ii. Contact Phone: (913) 826-4661~~
 - ~~iii. Contact Email: madrigala@jocolibrary.org~~~~

2. PREMISES:

- ~~A. For the 2024 elections in subsections B, C, D & E subject to the terms and conditions set forth, I agree to allow the Election Office to occupy and use the facility stated in Section 1 during the times set out in Section 3, in addition to parking areas and facilities normally used for these premises:~~
- ~~B. August Primary, and November General Election Locations:

 - ~~i. Shawnee Library — Large Meeting Room~~~~
- ~~C. Presidential Primary, August Primary, and November General Election Locations:

 - ~~i. Blue Valley Library — Large Meeting Room~~
 - ~~ii. Cedar Roe Library — Large Meeting Room~~
 - ~~iii. Central Resource Library — Carmack Community Room~~
 - ~~iv. Corinth Library — Large Meeting Room~~~~

- v. ~~Monticello Library—Large Meeting Room~~
- vi. ~~Oak Park Library—Large Meeting Room (60 person)~~
- D. ~~Advance Voting—Presidential Primary, August Primary, and November General Election Locations:~~
 - i. ~~Monticello Library~~
- E. ~~Advance Voting—August Primary, and November General Election Locations:~~
 - i. ~~Central Resource Library—Carmack Community Room~~
 - ii. ~~Oak Park Library—Large Meeting Room (60 person)~~

3. DATES & TIMES OF USE:

The Election Office may use the Premises solely for the purpose described in Section 3, during the election timeframe, as described:

- A. ~~Advance Voting Schedule~~
 - i. ~~M-F 8:00 am to 8:00 pm; Polls open 9 am—7 pm~~
 - ii. ~~Saturday 8:00 am to 4:00 pm; Polls open 9 am—3 pm~~
- B. ~~Monticello Advance Voting Dates~~
 - i. ~~March 7 & 20, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - ii. ~~March 9—March 16, excluding Sundays for Advance Voting: from 8:00 am to 8:00 pm M-F, and 8:00 am—4:00 pm Saturdays~~
 - iii. ~~July 17 & August 7, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - iv. ~~July 20—August 3, excluding Sundays for Advance Voting~~
 - v. ~~October 16 & November 6, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - vi. ~~October 19—November 2, 2024, excluding Sundays for Advance Voting: from 8:00 am to 8:00 pm M-F, and 8:00 am—4:00 pm Saturdays~~
- C. ~~Central Resource Library & Oak Park Library Advance Voting Dates~~
 - i. ~~July 25 & August 7, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - ii. ~~July 27—August 3, excluding Sundays for Advance Voting: from 8:00 am to 8:00 pm M-F, and 8:00 am—4:00 pm Saturdays~~
 - iii. ~~October 24 & November 6, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - iv. ~~October 26—November 2, 2024, excluding Sundays for Advance Voting~~
- D. ~~Presidential Primary~~
 - i. ~~March 18 & 20, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - ii. ~~March 19, 2024: from 6:00 am to 8:00 pm for Election Day voting;~~
- E. ~~Primary Election~~
 - i. ~~August 5 & August 7, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - ii. ~~August 6, 2024: from 6:00 am to 8:00 pm for Election Day voting;~~
- F. ~~General Election~~
 - i. ~~November 4 & 6, 2024: from 8:00 am to 5:00 pm, for set-up and tear-down;~~
 - ii. ~~November 5, 2024: from 5:00 am to 8:00 pm for Election Day voting.~~

4. COMPLIANCE WITH LAWS:

- A. Both parties agree that use of the Premises is subject to all applicable federal, state, and local laws, regulations, codes, ordinances, and guidelines.
- B. Americans with Disabilities Act: the Facility acknowledges that the Election Office's use of the Premises is subject to the ADA and state and local laws regarding disabilities. The Facility will not prohibit appropriate access and agrees that the Election Office may provide temporary alterations.
- C. Electioneering is prohibited.
 - i. No campaign, candidate, or issue-related signs or materials will be posted or visible to voters during poll hours.
 - ii. All staff, visitors, and voters who are present during voting hours must comply with state electioneering laws. Electioneering laws prohibit, among other things, wearing hats, buttons clothes that advocate for or against a candidate or question on the ballot.
 - iii. Those areas of Library practice governed by intellectual freedom principles are not subject electioneering.

5. SIGNS:

- A. The Facility agrees that the Election Office may remove any signs which, in its estimation, violate federal or state election laws, including any signs which may constitute electioneering.
- B. Candidate or ballot question signs placed within 250 feet from a voter entrance will be removed by Johnson County election workers. The Facility also agrees that it will remove, or allow the Election Office staff to remove, any signs from its premises that are visible to the public and that pertain to voting issues beginning the Friday prior to the election, until the day following Election Day.

6. DUTIES OF THE PARTIES:

A. The Facility will:

- i. Assure that all voting equipment and supplies will be kept in a secure, limited-access or agreed-upon location, both prior to the election and after the polls are open for voting, and will provide the Election Office with access to secure its equipment and supplies from the time they are delivered to the Facility through the end of election day. Storage Location:
- ii. Make the Facility available in clean and secure condition and maintain such for the duration of the conduct of the elections and this Agreement;
- iii. Assure that the Election Office and the public will have uninterrupted access to the Premises for voting purposes on Election Day. Due to the nature and requirements of a polling place, the Facility will not cause any interruption to the elections during the term of this Agreement. This includes, but is not limited to, closure, practice drills, construction, remodeling, or cleaning on the Premises or any area that would affect access to the Premises, including parking. PROVIDED, however, the safety of the occupants is of the utmost importance, and in case of emergency, the parties will work together to assure the safety of the occupants.
- iv. Maintain electrical, water, and general utilities;
- v. Provide shelter for voters and election workers in case of severe weather.

B. The Election Office will:

- i. At the conclusion of the Agreement, return the Premises to as good condition as received, ordinary and reasonable wear and tear excepted; and
- ii. Pay for damages to the furnishings or other property caused by the Election Office or its guests or invitees.

7. NO ASSIGNMENT; LIMIT ON USE: The Election Office will use the Facility and Premises only for the purpose of conducting an election.

8. CANCELLATION: Due to publication requirements for poll sites, the Election Office must be able to rely on the use of the Facility without schedule change or cancellations. The Election Office must receive any request for cancellation of use of the Facility no less than one-hundred twenty (120) days prior to the scheduled use of the Facility.

9. VENUE AND JURISDICTION: The parties agree that jurisdiction and venue for any legal matter arising out of this Agreement shall be in the District Court of Johnson County, Kansas.

Tricia Suellentrop
County Librarian

Frederick L. Sherman
Election Commissioner

Signature

Johnson County Library

Signature

Johnson County Election Office

[Kelly Kilgore](#)
[Chair](#)

Signature

[Board of Directors of the Johnson County](#)
[Library](#)

[Need a signature block for board chair](#)

2025 Memorandum of Understanding Johnson County Library & Johnson County Election Office

Purpose of Memorandum of Understanding

The purpose of this Memorandum of Understanding is to outline the partnership between Johnson County Library (JCL) and the Johnson County Election Office (JCE) for the year of 2025.

Responsibilities of Johnson County Library

COMMUNICATION

- A. Branch Operations Manager of the Elections Service Line and Regional Librarian will serve as the primary contact for Johnson County Library to the Johnson County Election Office.
- B. JCL will print all voting related materials for free - including, but not limited to voter registration forms, advance voting applications, and candidate research.
- C. JCL will consult the needs of JCE when planning future buildings, however accommodation cannot be guaranteed.
- D. JCL will give notice to JCE if building renovations, upgrades, or construction affects the availability of ballot boxes or in-person voting.

BALLOT DROP BOXES

- A. Johnson County Library will continue to provide space outside of the following branches for ballot drop boxes, as outlined in the service level agreement.
- B. Ballot drop boxes will remain in place post-Election and will be covered by JCE with canvas covers.
- C. JCL will provide security cameras aimed at the drop boxes and access to security footage to Sheriff in accordance with arm 60-10-30
- D. Written requests for video surveillance footage of ballot drop boxes may be made to JCL via the Physical Security Specialist in accordance with arm 60-10-30. JCE will open and close ballot drop boxes at the beginning and end of advance voting.
- E. JCE will collect ballots daily.
- F. Ballot drop boxes will be maintained by JCE via County Facilities

Responsibilities of Johnson County Election Office

COMMUNICATION

- A. The Election Manager – Polling Places and Logistics will serve as the primary contact(s) for the Johnson County Election Office to the Johnson County Library.
- B. JCE will send reminders via mail to JCL Managers at polling locations per the SLA.
- C. JCE will provide digital copies of any relevant flyers to JCL prior to an election.

POLLING SITES

- A. In the event of a special election JCE may request Library meeting rooms to serve as polling places depending on availability, upon written request to the Branch Operations Manager of the Election Service Line

Service Level Agreement

JCL and JCE agree to establish a service level agreement (SLA) that will be referenced in a separate document and agreed to by both JCL and JCE which outlines the responsibilities shared by both parties.

Compliance with Laws

- A. Both parties agree that use of the Premises is subject to all applicable federal, state, and local laws, regulations, codes, ordinances, and guidelines.
- B. Americans with Disabilities Act: the Facility acknowledges that the Election Office's use of the Premises is subject

to the ADA and state and local laws regarding disabilities. The Facility will not prohibit appropriate access and agrees that the Election Office may provide temporary alterations.

C. Electioneering is prohibited.

- i. No campaign, candidate, or issue-related signs or materials will be posted or visible to voters during poll hours.
- ii. All staff, visitors, and voters who are present during voting hours must comply with state electioneering laws. Electioneering laws prohibit, among other things, wearing hats, buttons clothes that advocate for or against a candidate or question on the ballot.
- iii. Those areas of Library practice governed by intellectual freedom principles are not subject electioneering.

Signs

- A. The Facility agrees that the Election Office may remove any signs which, in its estimation, violate federal or state election laws, including any signs which may constitute electioneering.
- B. Candidate or ballot question signs placed within 250 feet from a voter entrance will be removed by Johnson County election workers. The Facility also agrees that it will remove, or allow the Election Office staff to remove, any signs from its premises that are visible to the public and that pertain to voting issues beginning the Friday prior to the election, until the day following Election Day.

Duties of the Parties

- A. The Facility will:
 - i. Assure that all voting equipment and supplies will be kept in a secure, limited-access or agreed-upon location, both prior to the election and after the polls are open for voting, and will provide the Election Office with access to secure its equipment and supplies from the time they are delivered to the Facility through the end of election day. Storage Locations:
 - ii. Make the Facility available in clean and secure condition and maintain such for the duration of the conduct of the elections and this Agreement.
 - iii. Assure that the Election Office and the public will have uninterrupted access to the Premises for voting purposes on Election Day. Due to the nature and requirements of a polling place, the Facility will not cause any interruption to the elections during the term of this Agreement. This includes, but is not limited to, closure, practice drills, construction, remodeling, or cleaning on the Premises or any area that would affect access to the Premises, including parking. PROVIDED, however, the safety of the occupants is of the utmost importance, and in case of emergency, the parties will work together to assure the safety of the occupants.
 - iv. Maintain electrical, water, and general utilities.
 - v. Provide shelter for voters and election workers in case of severe weather.
- B. The Election Office will:
 - i. At the conclusion of the Agreement, return the Premises to as good condition as received, ordinary and reasonable wear and tear excepted; and
 - ii. Pay for damages to the furnishings or other property caused by the Election Office or its guests or invitees.

No Assignment; Limit of use

The Election Office will use the Facility and Premises only for the purpose of conducting an election.

Cancellation

Due to publication requirements for poll sites, the Election Office must be able to rely on the use of the Facility without schedule change or cancellations. The Election Office must receive any request for cancellation of use of the Facility no less than one-hundred twenty (120) days prior to the scheduled use of the Facility.

Venue and Jurisdiction

The parties agree that jurisdiction and venue for any legal matter arising out of this Agreement shall be in the District Court of Johnson County, Kansas.

Tricia Suellentrop
County Librarian

Frederick L. Sherman
Election Commissioner

Signature

Johnson County Library

Signature

Johnson County Election Office

Kelly Kilgore
Chair

Signature

Board of Directors of the Johnson County
Library

DRAFT