

**JOHNSON COUNTY**  
  
**KANSAS**

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**Library**

Board Report  
March 12, 2015

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, MARCH 12, 2015  
LEAWOOD PIONEER NEIGHBORHOOD LIBRARY  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Nancy Hupp, Board Chair
    - 1. Appointment of the Nominating Committee for 2015-2016
  - C. Jim Minges, Friends of the Library
  - D. Jason Glasrud, President, Johnson County Library Foundation
  - E. Jason Osterhaus, Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
  - B. County Librarian Report
    - 1. Budget 2015 – Nicki Neufeld
    - 2. Strategic Plan – Sean Casserley
    - 3. Central Building Upgrade report – Scott Sime
    - 4. Comprehensive Library Master Plan – Kim Gile
    - 5. Updates
      - a.) Olathe Public Library – Increased Renewal Limit – Sean Casserley
      - b.) Hours change updated – Sean Casserley
      - c.) Summer Reading Theme – Sean Casserley
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of February 12, 2015 Regular Library Board meeting.....9
  - B. Information Items
    - 1. Summary of New and/or Renewed Contracts.....18
    - 2. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for January 2015 were handled in accordance with library and County policy.
      - b) The January 2015 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.....19

VI. Old Business

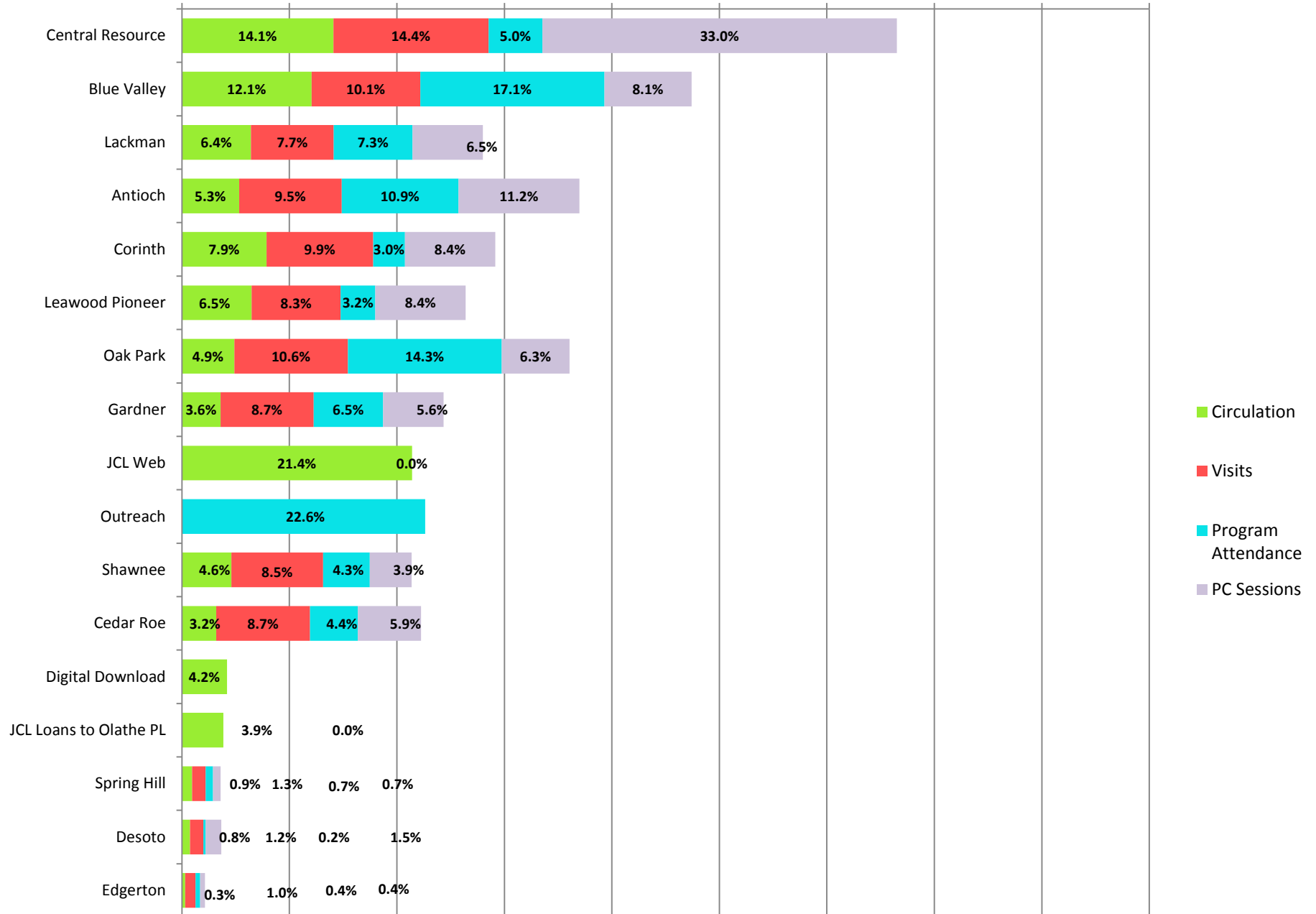
VII. New Business

A. Consideration of Johnson County Library Capital Improvement Plan for the 2016 budget – Presented by Nicki Neufeld.....27

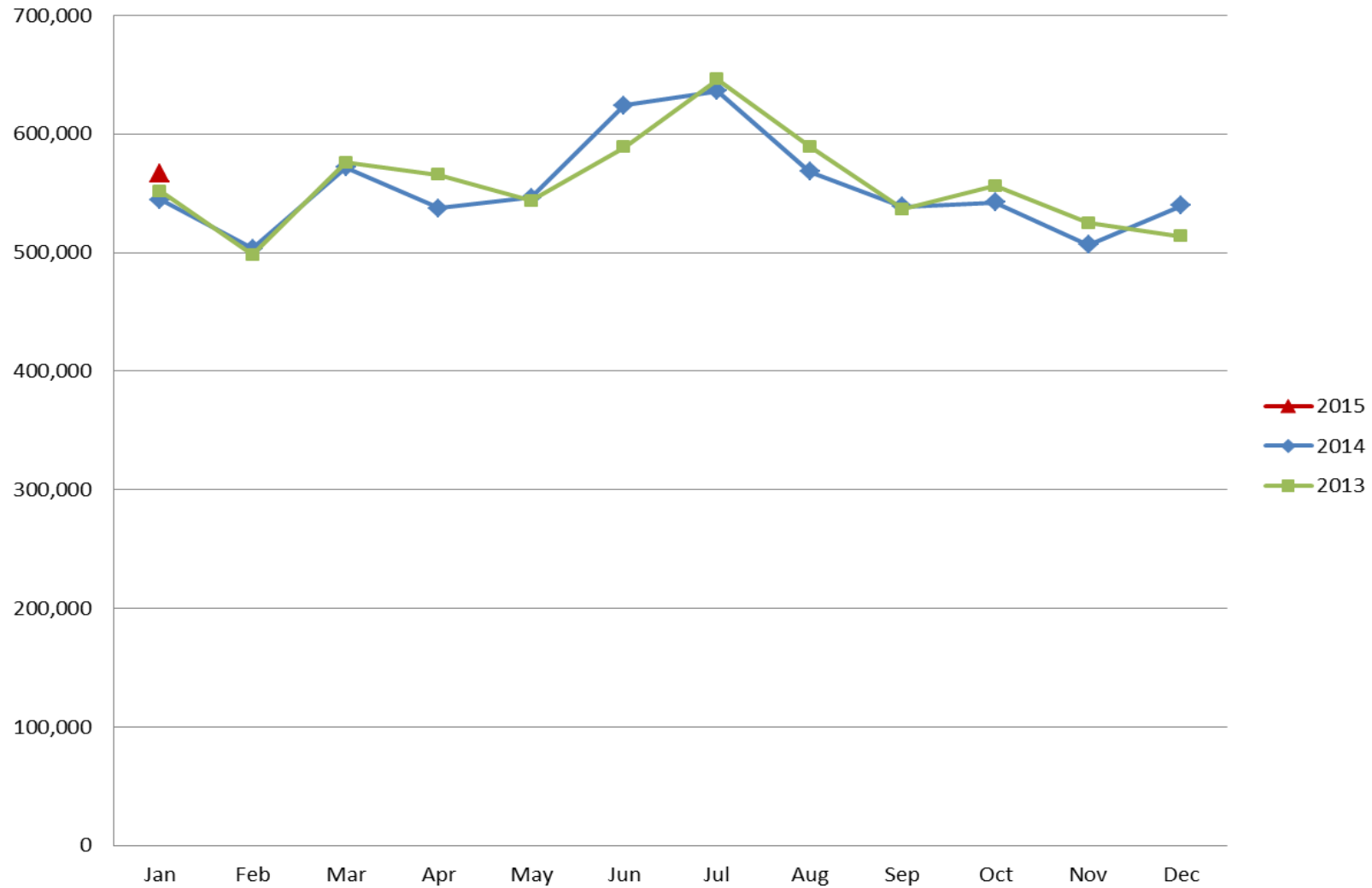
B. Consideration of Approval of Central Building Upgrade Guaranteed maximum price Presented by Scott Sime.....52

VIII. Adjournment

## Johnson County Library Touch Points Percentage of Activity by Location -- January 2015



## Johnson County Library Three-Year Trend in Circulation



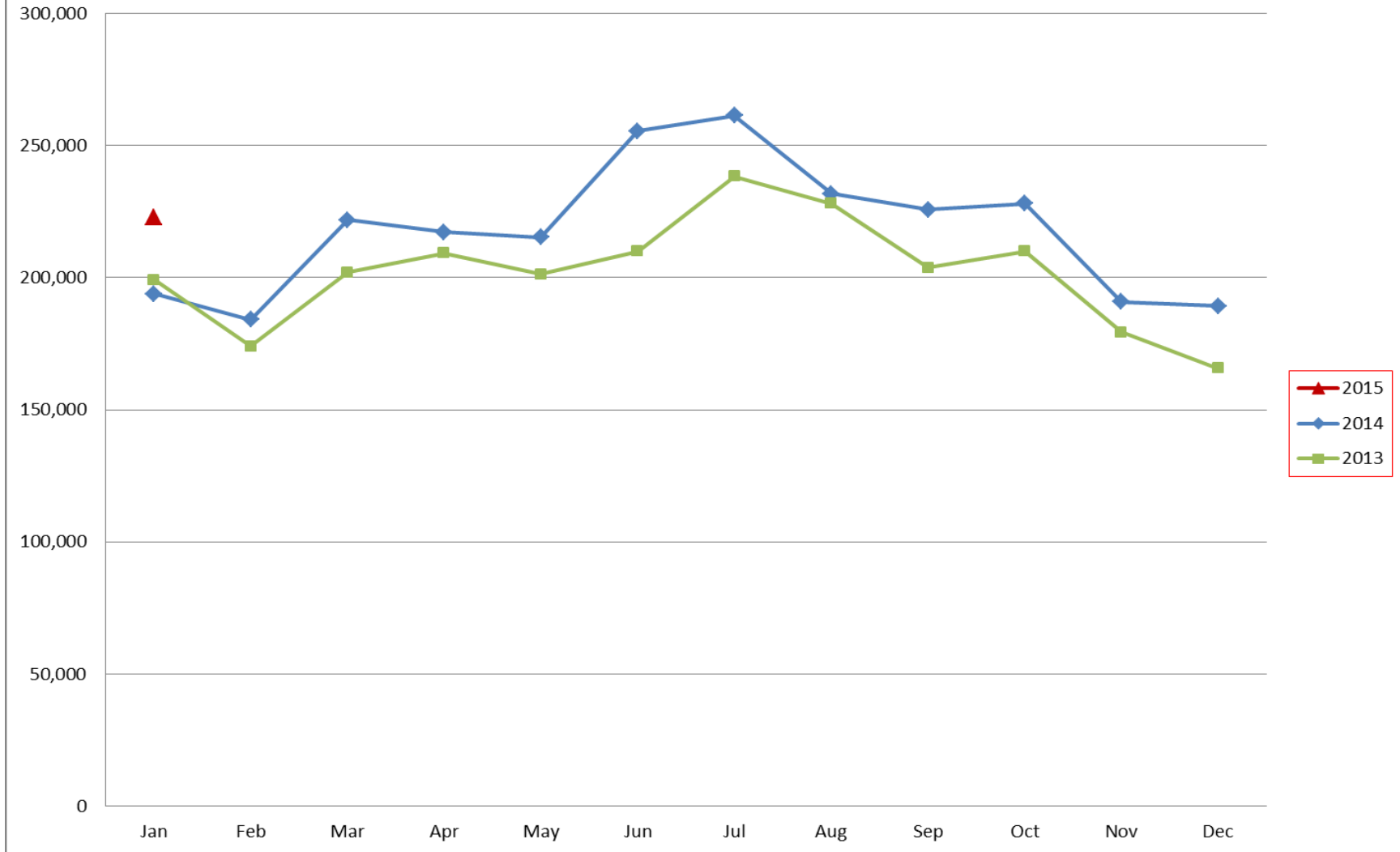
Johnson County Library  
**OFFICIAL CIRCULATION BY LOCATION**

January 2015

Location	Official Circulation										
	Current Month 2015				Current Month 2014				Percentage Change 2014 to 2015		
	Month		Yr-to-Dt Circulation	Previous Twelve Months	Month			Previous Twelve Months	Month	Yr-to-Dt	Previous 12 mos.
	Number (inc. ILL)	Percent of System Total			Number (inc. ILL)	Percent of System Total	Yr-to-Dt Circulation				
Antioch	30,156	5.3%	30,156	366,305	30,180	5.5%	30,180	372,745	-0.1%	-0.1%	-1.7%
Blue Valley	68,339	12.1%	68,339	804,550	62,141	11.4%	62,141	779,355	10.0%	10.0%	3.2%
Cedar Roe	18,060	3.2%	18,060	225,688	19,483	3.6%	19,483	247,233	-7.3%	-7.3%	-8.7%
Central Resource	79,835	14.1%	79,835	932,288	78,645	14.4%	78,645	933,325	1.5%	1.5%	-0.1%
Corinth	44,611	7.9%	44,611	525,372	44,021	8.1%	44,021	526,495	1.3%	1.3%	-0.2%
Desoto	4,251	0.8%	4,251	51,130	4,425	0.8%	4,425	51,581	-3.9%	-3.9%	-0.9%
Edgerton	1,755	0.3%	1,755	18,272	1,282	0.2%	1,282	17,765	36.9%	36.9%	2.9%
Gardner	20,348	3.6%	20,348	244,079	19,264	3.5%	19,264	241,462	5.6%	5.6%	1.1%
Lackman	36,443	6.4%	36,443	423,263	34,422	6.3%	34,422	434,258	5.9%	5.9%	-2.5%
Leawood Pioneer	36,722	6.5%	36,722	452,160	38,003	7.0%	38,003	467,955	-3.4%	-3.4%	-3.4%
Oak Park	27,609	4.9%	27,609	315,321	26,390	4.8%	26,390	316,581	4.6%	4.6%	-0.4%
Shawnee	26,109	4.6%	26,109	311,307	24,266	4.5%	24,266	302,453	7.6%	7.6%	2.9%
Spring Hill	5,337	0.9%	5,337	64,903	5,257	1.0%	5,257	71,953	1.5%	1.5%	-9.8%
JCL Web Renewals	121,299	21.4%	121,299	1,504,790	118,576	21.8%	118,576	1,513,698	2.3%	2.3%	-0.6%
Digital Downloads	23,805	4.2%	23,805	205,508	16,476	3.0%	16,476	162,074	44.5%	44.5%	26.8%
JCL Loans to Olathe PL	21,850	3.9%	21,850	237,242	21,577	4.0%	21,577	244,445	1.3%	1.3%	-2.9%
<b>JCL Branch Total</b>	<b>319,740</b>	<b>56.4%</b>	<b>319,740</b>	<b>3,802,350</b>	<b>309,134</b>	<b>56.8%</b>	<b>309,134</b>	<b>3,829,836</b>	<b>3.4%</b>	<b>3.4%</b>	<b>-0.7%</b>
<b>JCL Brances and Central</b>	<b>399,575</b>	<b>70.5%</b>	<b>399,575</b>	<b>4,734,638</b>	<b>387,779</b>	<b>71.2%</b>	<b>387,779</b>	<b>4,763,161</b>	<b>3.0%</b>	<b>3.0%</b>	<b>-0.6%</b>
<b>JCL SYSTEM TOTAL</b>	<b>566,529</b>	<b>100.0%</b>	<b>566,529</b>	<b>6,682,178</b>	<b>544,408</b>	<b>100.0%</b>	<b>544,408</b>	<b>6,683,378</b>	<b>4.1%</b>	<b>4.1%</b>	<b>0.0%</b>

Average Circulation per Capita		
	2015	2014
Current Month	1.3	1.3
Year-to-Date	1.3	1.3
Service Area Population	431,000	431,000

### Johnson County Library Three-Year Trend in Library Visits



Johnson County Library  
**USER VISITS**

**January 2015**

Location	Current Month 2015								Current Month 2014				Percent Change 2014 to 2015		
	Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	Visits per Hour		Circulations per Visit		Total Visits	% of Total Visits	Yr-to-Dt Visits	Previous Twelve Months	For Month	For Yr-to-Dt	Previous Twelve Months
					Hours Open	Visits per Hour	Circulation	Circ per Visit							
Antioch	21,273	9.5%	21,273	237,921	261	82	30,156	1.4	18,682	9.6%	18,682	238,424	13.9%	13.9%	-0.2%
Blue Valley	22,534	10.1%	22,534	306,412	261	86	68,339	3.0	24,036	12.4%	24,036	310,695	-6.2%	-6.2%	-1.4%
Cedar Roe	19,481	8.7%	19,481	235,970	225	87	18,060	0.9	20,169	10.4%	20,169	121,595	-3.4%	-3.4%	94.1%
Central Resource	32,185	14.4%	32,185	442,372	281	115	79,835	2.5	32,297	16.7%	32,297	455,176	-0.3%	-0.3%	-2.8%
Corinth	22,104	9.9%	22,104	267,173	261	85	44,611	2.0	20,115	10.4%	20,115	260,319	9.9%	9.9%	2.6%
DeSoto	2,782	1.2%	2,782	37,904	152	18	4,251	1.5	2,681	1.4%	2,681	34,442	3.8%	3.8%	10.1%
Edgerton	2,132	1.0%	2,132	16,372	108	20	1,755	0.8	635	0.3%	635	7,396	235.7%	235.7%	121.4%
Gardner	19,310	8.7%	19,310	203,806	245	79	20,348	1.1	9,301	4.8%	9,301	120,578	107.6%	107.6%	69.0%
Lackman	17,148	7.7%	17,148	245,333	245	70	36,443	2.1	19,163	9.9%	19,163	217,199	-10.5%	-10.5%	13.0%
Leawood Pioneer	18,474	8.3%	18,474	237,126	245	75	36,722	2.0	20,384	10.5%	20,384	257,462	-9.4%	-9.4%	-7.9%
Oak Park	23,571	10.6%	23,571	217,682	245	96	27,609	1.2	15,263	7.9%	15,263	207,241	54.4%	54.4%	5.0%
Shawnee	19,019	8.5%	19,019	148,469	245	78	26,109	1.4	7,600	3.9%	7,600	131,476	150.3%	150.3%	12.9%
Spring Hill	2,839	1.3%	2,839	46,961	136	21	5,337	1.9	3,508	1.8%	3,508	53,116	-19.1%	-19.1%	-11.6%
Branch Total	190,667	85.6%	190,667	2,201,128	2,629	73	319,740	1.7	161,536	83.3%	161,536	1,959,943	18.0%	18.0%	12.3%
<b>SYSTEM TOTAL</b>	<b>222,852</b>	<b>100.0%</b>	<b>222,852</b>	<b>2,643,500</b>	<b>2,910</b>	<b>77</b>	<b>399,575</b>	<b>1.8</b>	<b>193,833</b>	<b>100.0%</b>	<b>193,833</b>	<b>2,415,119</b>	<b>15.0%</b>	<b>15.0%</b>	<b>9.5%</b>

	2015	2014
Average Visits per Capita for Current Month:	0.5	0.4
Average Visits per Capita for Year-to-Date:	0.5	0.4
Service Area Population:	431,000	431,000



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, February 12, 2015  
4:00 p.m.**

**BOARD:** Nancy Hupp, Emmanuel Obi, Neil Shortlidge, Mitra Templin, John Nelson, Amy Ruo  
via phone: Pam Robinson

**BOARD ATTORNEY:** Fred Logan

**BOCC:** Commissioner Osterhaus

**FRIENDS OF THE LIBRARY:** Kathy McGinley

**STAFF:** Michelle Beesley, Barbara Brand, Becky Carleton, Sean Casserley, Monica Duffield, Catherine Groth, Mike Heffernan, John Helling, Peggy Hendershot, Linda King, Christopher Leitch, Jennifer Mahnken, Heather McCartin, Kate McNair, Daniel Molina, Susan Mong, Nicki Neufeld, Michelle Olsen, Thomas Parks, Andrew Patterson, Tina Pederson, Rita Rubick, Scott Sime, Kari Sime, Tricia Suellentrop, Caitlin Taggart, Adam Wathen, Ellen Welch, Ken Werne

**GUESTS:** Royceann Mather, Dave Schaecher, Jeff Sturgess

Nancy Hupp called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS**

There were none.

**BOARD OF DIRECTORS COMMENTS**

Mr. Shortlidge commented that the comprehensive library master plan summit was interesting, informative and led by a talented team. Many of the exit surveys were complimentary of the process.

Ms. Ruo presented two books, written by her father Gene Amos, that were recently uncovered from a time capsule that was buried by the city of Shawnee in 1990. Ms. Ruo donated the books, *Ancestry from A to Z* and *Kansas Funeral Profession...Through the Years* to the Johnson County Library.

Ms. Hupp agreed with Mr. Shortlidge's comments that the summit was an outstanding event. The board was well-represented and it was a productive evening.

Ms. Hupp attended a presentation given by Mr. Casserley to the League of Women Voters. County Manager, Hannes Zacharias also presented.

The Board has received the conflict of interest statement that is completed annually.

Ms. Hupp announced that at the March Board meeting she will ask for volunteers to serve on a nominating committee for officers of the library Board.

Ms. Hupp commented that each member of the staff is invaluable to the Johnson County Library, successfully doing more with less.

## **FRIENDS OF THE LIBRARY**

Kathy McGinley reported for the Friends of the Library. Ms. McGinley commented that the summit was wonderful. Four members of the Friends board attended.

Planning has started for the Summer Book sale, which will be held on the Johnson County Community College Campus, June 3-6. The Friends only preview will be the morning of the 3<sup>rd</sup>.

The book stores started 2015 on a positive note. Both the Antioch and Blue Valley books stores made budget for a combined total of \$8,396.

Friends staff and board continue to work on the new book store at the Central Resource Library. The operations committee is working with a mentor from the Service Core of Retired Executives (SCORE) to develop an enhanced business and marketing plan for the new Friends book store.

Internet sales continue to be successful. Over the last 10 years internet sales have totaled \$796,993.37. In January, 717 items were sold for a total of \$13,030.

Ms. Hupp thanked the Friends for the important work they do to support the library.

## **JOHNSON COUNTY LIBRARY FOUNDATION**

Executive Director, Susan Mong reported for the Foundation. Ms. Mong shared that the Foundation board recently welcomed new member, Kelly Ye.

The corporate partner program has kicked off with strong participation this year. Corporate partner members include:

- Stinson Leonard Street
- Creative Planning
- Google Fiber
- Target

The goal this year is to reach \$40,000 with the corporate partner program.

Ms. Mong shared that the Foundation anticipates program and collection support will total \$285,000 in 2015.

Several gifts totaling over \$1300 were given in honor of Sara Lynn Boddy. Ms. Boddy was a voracious reader with an interest in genealogy. Many friends and family gave to the Foundation in her honor. The library is honored to be part of her legacy.

The Elementia reception will be held at the Regnier center this year. Elementia highlights teen writers and artists and this year we will be welcoming Poet Naomi Shihab Nye. Elementia is funded through the Joan Berkley Writers Fund.

The Tri Board event will be held on April 1<sup>st</sup>. The Board of Directors, Friends and Foundation Boards will collaborate and enjoy a version of the library's popular *Edible Discussion* program.

## **BOARD OF COUNTY COMMISSIONER REPORT**

Commissioner Osterhaus reported that the summit meeting was interesting and informational. Commissioner Osterhaus will continue as liaison to the library board for the next year.

## **BOARD COUNSEL REPORT**

No report.

## **COUNTY LIBRARIAN REPORT**

Mr. Casserley thanked the Commissioners for making the time in their busy schedules to attend the comprehensive library master plan summit.

### **Facilities Maintenance Update**

Facilities Manager, Mike Heffernan, gave an update to the Board on facilities issues that have been identified as immediate or upcoming problems.

Mr. Heffernan reported that the boiler at Corinth was installed in the 1980's and has been repaired multiple times and may be nearing the end of life. It heats the north end of the building and replacement would be approximately \$80,000.

There are four chilling units at Corinth, three have been replaced. Mr. Heffernan would like to replace the fourth because it freezes and discontinues working when temperatures are above 90 degrees. Replacement would be an approximate cost of \$50,000.

Cedar Roe has two boilers, only one is functioning. The other boiler has a cracked fire chamber and sits behind the working boiler. The cost to remove and replace the broken boiler would be approximately \$100,000.

One of the largest problems we have is the cooling unit at Blue Valley. The cooling unit was installed to code at the time with a containment unit. On hot days the cooling unit reaches a temperature of over 100 degrees causing compressors to fail. A new, more efficient chiller can correct the problem. The cost is approximately \$350-\$450,000.

Mr. Heffernan noted that replacing the chiller may also provide energy savings.

The chiller at Central will be replaced in 2015.

Three roofs (Lackman, Cedar Roe and Central) need attention; all were installed approximately at the same time in the early 1990's. At Lackman the estimate is \$366,000, for Cedar Roe the estimate is \$256,000 and for Central the estimate is \$1.5 million.

Mr. Nelson confirmed with Mr. Heffernan that the facilities information is being communicated to the consultants working on the comprehensive library master plan project. Mr. Heffernan established that the consultants have the information and stated that these issues are also being included in the CIP.

### **Turnover Rates**

Staff Development Manager, Rita Rubick reported on Johnson County Library's 2014 turnover rates by quarter and position.

The turnover is relatively low. Page positions, which are often filled by students, tend to turn over more frequently. Also, web content and IT have higher turnover due to the competitive nature of the job market.

As of January 31, 2015 the library has 320 filled positions and 27 unfilled positions.

### **End of Year and 2015 Budget Preview**

Finance Director, Nicki Neufeld reported that the 2014 budget ended in a good place. The 2015 numbers show there will be a slight budget increase due to assessed valuation being higher than 2014. Ms. Neufeld is analyzing the cost centers and budget lines and making small adjustments as needed. There will be approximately \$550,000 additional funds in the contractual services line.

Ms. Hupp asked if the money from the ad valorem delinquent taxes comes to the library as the taxes are paid, or if payments are held and then distributed. Ms. Neufeld responded that she believes the payments are held and then distributed twice a year.

Ms. Neufeld responded to a question regarding where money goes if it is left over from the budget. Any leftover amount goes into the reserve account or fund balance account. We receive advice from the rating agencies on what percentage of our revenue should be in the fund balance. They advise us to keep it between 4%-8% to maintain our credit rating.

If we had an unexpected issue, we could request the use of the reserves from the Board. Ms. Neufeld indicated there are a number of different ways we could handle an unexpected issue, including scheduled replacement funds or request additional reserves. Mr. Heffernan, also budgets for replacement funds.

The reserve fund money sits in an interest bearing account. The revenue report for 2014 reflects interest income which comes from the reserve fund money.

### **Central Building Upgrade report**

Project Manager, Scott Sime, gave an update to the Board on the Central Building Upgrade. Over the past month planning has been underway for "Little Central" and the reduced services that will be available during construction. Earlier this month we had the sub walkthrough and the bidding period was opened. When the bidding period closes, the team will work on putting the guaranteed maximum price together and bring it to the Board as an addendum to the contract.

Mr. Sime presented the map of the planned "Little Central".

A change has been made for the plan to the Carmack room. Formerly we planned for Carmack to hold a portion of the collection for patron access. However, we found that after including shelves in the space the number of people allowed in the room by fire code would only be sixteen. Carmack will be put to better use by using it for a closed stack environment.

Next Steps:

- Collecting bids from pre-construction manager
- Further Little Central planning
- Further Communication with staff and public
- GMP (Guaranteed Maximum Price) addendum to contract in March

In response to a question from the Board, Mr. Sime clarified that we will be using a construction manager at risk who will manage the sub-contractors.

### **Comprehensive Library Master Plan –**

Mr. Sime reported that we had over fifty guests attend the comprehensive library master plan summit. Mr. Sime thanked the Board for their attendance.

We will be holding public meetings at all thirteen libraries for the community. The sessions are being facilitated by trained staff. Mr. Sime provided the Board with a list of dates for the meetings. An online forum is also available for comments and feedback.

A staff engagement component is scheduled for February to hear their thoughts and ideas. A follow-up to the comprehensive library master plan summit has been scheduled for April 8<sup>th</sup>.

In response to a question from the Board, Mr. Sime reported that we had 3 community members attend the Lackman public meeting.

The public meetings are being publicized through email, social media and word of mouth. Branch managers are also networking with community groups.

Mr. Nelson suggested the library use the County communication resources. Commissioner Osterhaus also recommended using the County's social media accounts.

Ms. Hupp encouraged Board members to attend at least one session in their district.

### **Communication Plan and Hours Change**

Marketing Coordinator, Daniel Molina provided an overview of the effort to coordinate communication plans internally and externally.

Community Relations Coordinator, Christopher Leitch reported on communication plans on the Central Building Upgrade (CBU), Comprehensive Library Master Plan (CLMP) and the upcoming hours change.

We face internal and external challenges in each project. The communication team is working to bring the details to library staff who can respond to any questions the public may have.

One tool being used is FAQ sheets that have been created for each project and are posted to the intranet. We want to make sure managers and staff have the information they need.

Externally, the communication team is working with the County Public Information office to thoroughly coordinate communication.

#### **Next Steps:**

- Emails will be sent to the patrons of central to let them know services will be limited at Central and that we have 12 other locations will the full range of library services.
- The communication team is working with other branches that may see a change in the volume of their patronage.

- The team is using every communication channel available to get the message out, including posters, fliers, the electronic screens, emails, web-site announcements and social media messaging.
- Our county partners are organizing a press event for the launch of the project in March.

We are ramping up communication about the hours change which will go into effect April 1<sup>st</sup>. Bookmarks, posters, electronic screens, web notices and staff are communicating the change. An FAQ is also available for staff.

Mr. Leitch thanked Web Content Manager, Michelle Beesley and the web team for their work.

In response to a question, Mr. Leitch confirmed that patrons are reading and asking questions about the CBU announcement boards that are posted at Central.

We have been relying on our branch managers, who have rich relationships with the neighbors in their communities, to carry some of the messages to Neighborhood associations. In addition, the library has recently joined several chambers to build relationships and share messaging.

Mr. Nelson asked if there will be better turnout at the upcoming public meetings. Mr. Leitch responded that he anticipates better turnout as there is a longer timeline for the upcoming meetings. A reporter from the Kansas City Star did attend the CLMP summit.

### **Performance Dashboard**

Mr. Casserley reported on the organizational effectiveness survey taken by JCL staff and given by Performance Dashboard. This is the second year we have taken the survey and it showed improvements in almost every area.

The library is in the green indicator in all categories for the organizational and departmental level. The survey has helped us identify opportunities to grow, for example, in the area of mobilizing change efforts.

Based on the survey results we are identifying ways to support staff as we go through change. We have also embarked on conflict resolution training with the management level staff.

Johnson County Library scored very high in both teamwork and collaboration on the survey and staff believe their work is important.

Overall the organization is healthy and excelling across the categories.

### **Staff Awards**

Staff Development Manager, Rita Rubick, presented the winners of the 2014 staff recognition awards.

The Outstanding service award was presented to Jon Martin, Security Guard at Central. In his daily work, Mr. Martin ensures that the Library is safe and secure, actively monitoring the pulse around the building and remaining professional, firm, and level-headed in difficult situations. When public service staff members are busy assisting patrons, without prompting or hesitation he jumps in to assist others who are waiting by helping them search the catalog, find materials and meeting rooms, use self-checkout machines, release print jobs, create and upload documents on public computers, and more.

The Morale Booster award was given to Becky Carleton, Information Specialist at the Central Resource Library. Ms. Carleton provides consistently upbeat and responsive service to both patrons and colleagues. Her willingness

to tackle the good, bad, and ugly – with a touch of kindness and humor, no less – exemplifies the Library’s values of making sure customer needs come first, showing respect and providing quality service.

The Best Idea award was presented to Caitlin Taggart, Information Specialist at the Corinth Neighborhood Library. Determined to connect and share her passion, Ms. Taggart knew she could draw in Library patrons with good books, fun conversation – and delicious food. After tapping internal resources to develop a potluck book club, An Edible Discussion launched in March 2014 and continues every month with new a mouth-watering theme and special guest speaker. It has been a hit in the community in every sense, attracting the attention of patrons, staff, local chefs, dieticians, restaurateurs, and even the Kansas City Star.

In addition to the staff recognition awards, two staff members were recognized for their accomplishments.

Early Literacy Coordinating Librarian, Bradley Debrick, was elected as one of fifteen library professionals to serve on the Caldecott selection committee. The Caldecott Medal annually recognizes the preceding year’s most distinguished American picture book for children. We congratulate Mr. Debrick on his prestigious accomplishment.

Peggy Hendershot, Youth Information Specialist at Blue Valley, won the Young Adult Library Service Association (YALSA’s) Margaret A. Edwards Trust (MAE) Award for the best literature program for teens. This award honors a YALSA member for developing an outstanding reading or literature program for young adults. Through Ms. Hendershot’s guidance, the Young Adult Advisory Council (YAAC) group at Blue Valley initiated an online program to discuss diversity issues with publishers. Ms. Hendershot also recognized colleague, Kate McNair, for her guidance and assistance in developing the program.

Mr. Casserley stated that he is proud of the staff of Johnson County Library for the outstanding work they do every day. The awards are well deserved.

**CONSENT AGENDA**

**MOTION:** Neil Shortlidge moved to accept the consent agenda

**SECONDED:** Amy Ruo

**MOTION CARRIED UNANIMOUSLY**

**New Business**

**Memorandum of Understanding (MOU) with Growing Futures Early Education Center**

Mr. Casserley noted that an existing MOU has been signed between Johnson County Library and Head Start of Shawnee Mission. Head Start of Shawnee Mission recently changed their name to Growing Futures and they have requested we sign an MOU with their new name. There are no changes to the MOU in substance.

**MOTION:** Mitra Templin moved the Board authorize staff to renew the agreement with Growing Futures Early Education Center, formerly Head Start of Shawnee Mission.

**SECONDED:** Amy Ruo

**MOTION CARRIED UNANIMOUSLY**

**Consideration of the Black and Veatch MakerSpace Gift Agreement**

This proposal was provided to the board as an information-only item in November. Susan Mong, Executive Director of the JCL Foundation worked with Fred Logan to draft the agreement which has been approved by Black & Veatch legal counsel.

Mr. Shortlidge stated that Mr. Logan has recommended he abstain from the vote due to his role on the Johnson County Library Foundation Board.

**MOTION:** Mitra Templin moved that the Board approve the gift agreement with Black & Veatch Corporation.

**SECONDED:** John Nelson

**Abstention:** Neil Shortlidge

**MOTION CARRIED**

Ms. Mong acknowledged MakerSpace Librarian, Meredith Nelson and Foundation Board member, Royceann Mather.

Mr. Casserley introduced Ken Werne to the Board. Mr. Werne has taken on the role of interim Communication Manager for six months. Barbara Brand, Youth Services Manager, has taken on the role of acting manager for the Corinth and Cedar Roe branches.

**ADJOURNMENT**

**MOTION:** Neil Shortlidge moved to adjourn.

**SECONDED:** Mitra Templin

**MOTION CARRIED UNANIMOUSLY**

Adjourned at 5:10 p.m.

DATE\_\_\_\_\_

SECRETARY\_\_\_\_\_   
 Amy Ruo

CHAIRMAN\_\_\_\_\_   
 Nancy Hupp

SIGNED\_\_\_\_\_



# County Librarian's Report

## elementia Celebrates 10th Anniversary

Community



More than 300 people celebrated the 10th anniversary of elementia, Johnson County Library's annual teen literary magazine featuring work by local young creatives. The March 3 festivities, held at Johnson County Community College, included a scavenger hunt, performance art and live poetry readings from local teens. Nationally-recognized poet Naomi Shihab Nye attended and spoke about the importance of place, poetry and connection. elementia is produced with the support of the Johnson County Library Foundation's Joan Berkley Writer's Fund.

Save the Date

MARCH

24

**State of the County**  
@ Ritz Charles OP  
11:30 -1:15 p.m.

APRIL

1

**Tri Board meeting**  
@ Central Resource

APRIL

8

**CLMP summit**  
@ County Admin  
6 - 8:30 p.m.

## 2014 Library Statistics Submitted

Education

Johnson County Library recently completed the Kansas State Library's 2014 Public Library Survey. The survey includes usage statistics that serve as the foundation of Johnson County Library's annual report. Increases in total Library visits and programming attendance highlight the 2014 statistics. Stay tuned for a full breakdown in the Library's upcoming 2014 annual report.

## Library Introduces Internal Brand Promise

Community

County Library Sean Casserley introduced an internal statement in March that defines a greater purpose for Johnson County Library and its staff. The statement, phrased in the form of a promise made by the Library, was developed by staff and complements the Library's external-facing mission and vision statements. Click [here](#) to listen to a presentation explaining the philosophy behind the statement: We promise to nurture our community's collective wisdom.

**JOHNSON COUNTY LIBRARY**

**SUMMARY OF NEW AND/OR  
RENEWED CONTRACTS  
Jan-15**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Cengage Learning	subscription and access to several online databases	66,647.59
Head Start and JCL	MOU between JCL and Head Start of Shawnee Mission	0.00
Naxos	online information service	7,795.00
Kansas Library Express Courier	delivery service among libraries, managed by NEKLS	1,800.00
	<b>Total</b>	<b>\$ 76,242.59</b>

**SIGNED:**

\_\_\_\_\_  
**Finance Director**

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JAN-2015

		Receipts	Payments	Balance
	<b>Opening cash balance</b>			<b>\$195,587.78</b>
	Add Receipts	\$77.18		
	Less Payments		\$15,267.92	
	<b>Ending Cash balance</b>			<b>\$180,397.04</b>
	Less Liabilities		\$25.48	
	<b>Unobligated cash balance</b>			<b>\$180,371.56</b>

**SIGNATURE** \_\_\_\_\_

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

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

January 2015  
8% of Year Lapsed

REVENUE ALL FUNDS	2015 Year to Date	2015 Budget	% Budget Year to Date
Ad Valorem	11,549,884	20,790,357	56%
Ad Valorem Delinquent	202,747	214,495	95%
Motor Vehicle	431,913	2,236,495	19%
Library Generated - Copying/Printing	9,077	93,530	10%
Library Generated - Overdues / Fees	70,056	739,500	9%
Sale of Library Books	0	50,000	0%
Misc Other	176	48,551	0%
Library Generated - Other Charges		322,050	0%
Investment	6,047	86,374	7%
Unencumbered Balance Forward	0	446,865	0%
Recreational Vehicle Tax	1,079	6,958	16%
Heavy Trucks Tax	1,982	1,464	135%
Rental Excise Tax	14,495	26,716	54%
State and Federal Grants	0	206,788	0%
<b>TOTAL REVENUE</b>	<b>\$12,287,456</b>	<b>\$25,270,143</b>	<b>49%</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**January 2015**  
**8% Year Lapsed**

**OPERATING FUND**

Programs	2015 Year to Date	2015 Budget	% Program Expended
Administrative Services	232,329	2,619,298	9%
Facilities	36,237	1,984,642	2%
Information Technology	227,175	2,189,844	10%
Collection Development	199,519	3,412,889	6%
Branch Services	548,812	6,594,094	8%
Systemwide Services	416,803	5,443,574	8%
Risk Management Charges	0	79,926	0%
Library Tax Increment	0	124,178	0%
Grants *	0	233,066	0%
Transfer to Capital Projects	0	436,865	0%
Interfund Transfers			

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>\$1,660,875</b>	<b>\$23,118,376</b>	<b>7%</b>
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\* Includes expenditures for 2014 calendar year only. The life of the grant may cover more than one year.

**SPECIAL USE FUND**

	2015 Year to Date	2015 Budget	% Budget Expended
Contractual Services (General Maintenance)	0	16,305	0%
Commodities (Capital Equipment)	7,792	192,564	4%
Transfer to Debt Payment	0	990,598	0%
Transfer to Capital Projects	0	952,300	0%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>\$7,792</b>	<b>\$2,151,767</b>	<b>0%</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$1,668,667</b>	<b>\$25,270,143</b>	<b>7%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**January 2015**  
**8% of Year Lapsed**

**ALL FUNDS**

Categories	2015 Year to Date	2015 Budget	% Categories Expended
Salaries and Benefits	1,212,820	14,601,228	8%
Contractual Services	132,470	3,512,665	4%
Supplies	315,585	4,105,083	8%
Capital - Operating	0	8,412	0%
Risk Management Charges	0	79,926	0%
Library General Tax Increment	0	124,178	0%
Capital / Maintenance / Repair	0	786,865	0%
Transfer to Debt Payment	0	990,598	0%
Transfer to Capital Projects	0	952,300	0%
Library Building Tax Increment	0	124,178	0%
Grants	7,792	233,066	3%
	\$1,668,667	\$25,518,499	

**JOHNSON COUNTY LIBRARY**

**GRANTS MONTHLY REPORT**

<b>GRANTS*</b>						<b>Grant</b>	<b>Budget</b>
<b>Expenditures through 1/31/15</b>	<b>Source</b>	<b>Received</b>	<b>Expend By</b>	<b>Expenditures</b>		<b>Award</b>	<b>Remaining</b>
2011 Alcohol Tax Fund	Local	Jan-11	Dec-14	\$9,500.00		\$9,736.00	\$236.00
2012 Alcohol Tax Fund	Local	Jan-12	Dec-14	\$6,059.35		\$7,744.75	\$1,685.40
2014 Check up and Check Out	State	Jul-14		\$1,295.83		\$5,250.00	\$3,954.17
2013 6by6 Activity Kits	State	Jul-13	Dec-14	\$1,158.26		\$2,144.95	\$986.69
2014 Kansas Town Hall	Federal	Dec-14	Dec-14	\$631.10		\$1,912.00	\$1,280.90
2014 6 By 6 Kits	State	Jul-14		\$27,221.49		\$27,221.49	\$0.00

\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

**Monticello Land Acquisition**

<b>REVENUE</b>	<b>TO DATE</b>	<b>BUDGET</b>
Library Fund Transfer	\$100,000	\$100,000
Bond Sale Proceeds	\$710,000	\$710,000
<b>TOTAL REVENUE</b>	<b>\$810,000</b>	<b>\$810,000</b>

<b>EXPENDITURES</b>	<b>TO DATE</b>	<b>BUDGET REMAINING</b>
Earnest Money for Land Purchase	\$50,000.00	
Land Purchase	\$713,778.64	
Engineering	\$7,015.00	
Site Survey	\$1,900.00	\$37,306.36
<b>TOTAL EXPENDITURES</b>	<b>\$772,693.64</b>	<b>\$37,306.36</b>



**Scheduled Replacement Account**

<u>REVENUE</u>	<u>REVENUE RECEIVED TO DATE</u>
2011 Operating Fund Transfer	360,175.00
2012 Operating/SU Fund Transfer	642,934.00
2013 Operating/SU Fund Transfer	551,250.00
2014 Operating/SU Fund Transfer	330,566.00

**Total Revenue** 1,884,925.00

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Concrete Work - Antioch	28,900.00			
Grounds & Concrete Work - Blue Valley	43,800.00			
Furnishings and Equipment	19,538.42	104,730.19	12,960.81	2,077.93
Vehicle Replacement	26,476.00	38,362.71		9,000.00
Shawnee Roof Replacement	10,797.60	1,200.10		
Painting Lights & Improvements - CRL		1,470.00	80,511.00	
CRL Parking Lot Improvements	82,951.00			1,705.00
Monticello Vending Solution Design		9,482.50		
Site Improvements - AN & CRL	4,414.00		687.50	
Drainage Repairs - Corinth	4,730.00			
Roof & Window & Fire System Replacement - CRL	8,400.00	3,724.00	118,071.10	36,579.41
Carpet/Tile Replacement - Blue Valley	6,433.00			
Parking lot Maintenance - Cedar Roe			15,040.00	
Copier Replacement - Creative Services	11,415.00			
Parking Lot Repair - Gardner	4,063.03			
Parking Lot Repair & Boiler Replace - Antioch	33,180.00			49,670.00
Remove bookcases/Painting - CO Meeting & Reading Rooms		2,750.00	1,575.00	
Painting & Security upgrades- Oak Park		2,810.00		1,554.00
Painting/Furnishings Gardner		1,880.00	5,976.26	
Carmack Room Blinds	6,994.00			
Office Remodel / Security upgrade LE		5,650.00		8,043.00
Security System Upgrade - Blue Valley		8,138.00		
Blind Replacement & Furnish - OP		1,958.68	14,651.03	
HVAC Improvements - Antioch		108,235.97		
Concrete Repairs - Shawnee		24,750.00	5,875.00	
Handicap Ramp / landscape- Gardner		3,275.00		
Office Remodel - Blue Valley	24,000.00	11,650.00		
Electrical & Security Camera Installation - CR	664.00	16,701.24	24,360.00	
Roof Repairs - Corinth		39,483.20		
Stack Moving for Carpet Replacement - CRL		8,370.00		
Emergency Lighting & Electrical work - CRL		8,750.00	62,123.00	15,476.01
Carpet Replacement - AN & SSB furnishings		13,577.00	1,839.85	
Carpet Replacement - Shawnee		48,312.25		
Leawood Sorter Installation		54,167.13	5,318.84	
Retaining Walls - Corinth		13,825.00		
HVAC Improvements - Corinth		13,800.00		
HVAC Improvements - Shawnee		15,285.00		
Edgerton Environmental Sampling		712.80		
Carpet & Security System Improvement - Lackman		898.00	815.00	1,520.00
Entryway Handrail Repair - Corinth		250.00		
Fence Repair - Antioch		3,700.00		
Rear Entry Modifications - Antioch		1,375.00	725.00	
Electrical Upgrades/Furnishings - Lackman		5,304.00	6,513.16	
Circulation Area Remodel - Shawnee		11,250.00		
Grounds BV/ Remodel & Landscape			22,875.50	5,625.00
LE Cabinet Heater w/ T-Stat option			1,586.56	
Security Improvements DE/ED/SH			9,594.00	
Carpet/Furnishing CO			11,012.47	
CRL Furnishings/Painting/Carpet			39,591.66	3,185.76
Architectural Services - CRL-Roof Repair			9,961.25	12,030.12
Shawnee Interior Renovation/Remove Door Frame				11,081.99
Lackman Carpet/Furnishings				4,305.40
Concrete replacement - Cedar Roe				4,969.00
Masonry Repair - Shawnee				6,468.00
Passenger Vehicles				52,394.00
Window Repairs				450.00
Furnishings and Equipment				1,859.10
CRL Remodeling				12,425.00
	<u>316,756.05</u>	<u>585,827.77</u>	<u>451,663.99</u>	<u>240,418.72</u>

Budget Remaining

\$ 290,258.47

**JOHNSON COUNTY LIBRARY**  
**Board of Directors**  
**March 12, 2015**

**AGENDA ITEM:** VII.A Consideration of Johnson County Library Capital Improvement Plan 2016 Submission.

**ISSUE FOR BOARD DETERMINATION:**

Whether to approve the 2016-2020 Capital Improvement Plan request for submission to the Board of County Commissioners (BOCC).

**DISCUSSION:**

Each year staff prepares a five-year Capital Improvements Plan (CIP) for submission to the BOCC as part of the budget process. Each project on the plan must be approved individually by the BOCC via the Johnson County Capital Improvements Plan submittal process. Authorization for a project is achieved when the BOCC includes the funding for the project in its budget resolution adopted in August of each year. The project is then assigned to a project account and arrangements are made to secure funding for the project.

With the adoption of the Facilities Master Plan 2010-2030 in the fall of 2009, the library priorities have been established. This request reflects the priorities outlined in the Plan. Feasibility studies have been conducted for the Central Resource Library Upgrade and the Monticello Phase I – Content Exchange projects. With Library debt service obligations falling off, there is more capacity to debt these projects within the current mill levy. Library reserves have increased as well, providing another funding option for equipment such as materials vending machines. County Facilities staff have worked closely with JCL staff and consultants to provide cost estimates for all projects based on service goals and timelines.

In addition to Facilities Master Plan projects, a Capital Replacement Plan (CRP) is requested. Regular, scheduled replacement and maintenance of carpets, roofs, vehicles, furniture, equipment and mechanical systems is essential to quality library facilities and services. Staff has identified the costs of this regular maintenance schedule for the next five years. Funding of \$330,566 was approved for the 2014 CRP; the 2015 request totals \$350,000. During 2015, the staff have reevaluated the capital replacement needs of JCL and formulated a CRP plan that includes much needed changes. This resulted in an increased request for funds to support an ongoing effort to keep library locations and assets in a functional and safe condition.

**BUDGET IMPACT:**

The total estimated capital costs for each project are, in recommended priority order:

Capital Replacement Plan	2016	\$ 699,000
Monticello Phase II	2016-2019	\$ 21,764,951
Shawnee Library Expansion	2016-2018	\$ 4,063,880

Corinth Library Replacement 2016-2018	\$14,266,240
New Antioch/Cedar Roe Library 2016-2019	\$20,494,698

**RECOMMENDATION:**

That the Johnson County Library Board of Directors recommend the proposed 2106-2020 Capital Improvement Plan request.

**PERSON(S) RESPONSIBLE:**

Sean Casserley  
Nicki Neufeld



Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

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**Department:** Library

**Project Title:** Capital Replacement Plan

**Approved By:** Sean Casserley

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**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

The Library's aging facilities, equipment and vehicles are in need of continued funding for scheduled replacement and maintenance. This request enhances the capital replacement plan that was funded in 2015 to include additional needs. The annual requirements total \$699,000 in 2016.

*2. Explain the project need. How is this need currently being met?*

Continuation of the scheduled replacement and maintenance program would ensure safe and comfortable facilities and protect the taxpayer's investment. Although progress has been made in recent years, buildings, equipment and furniture have continued to deteriorate, requiring constant reactive response. Continued scheduled replacement and maintenance funding would allow the Library to operate in a proactive mode, reducing the need for expensive capital project requests in the future. The 2015 CIP includes \$350,000 for scheduled replacement and maintenance.

*3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

This project relates to BOCC goals 1, 2, 3 and 4.

*4. Summarize and attach any preliminary studies that have been conducted.*

*5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

*6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement  Enhancement/Upgrade  Growth  New Service Provision

Items to be addressed in the 2016 scheduled replacement and maintenance plan include a systemwide Energy Management System, the purchase of a small van for the maintenance department, a hot water circulator for the Antioch location, new chiller design for Blue Valley, exhaust fan at Cedar Roe, remodeling the staff room at Central, replacing the parking lot lighting at Central, partial roof replacement at Central, variable frequency drives at Central, and carpet replacement at Gardner and systemwide landscape improvements.

## Capital Improvement Program

### Capital Impact

#### Johnson County, Kansas

*7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Alternatives are to continue making piecemeal repairs as funding allows, defer replacement of worn furnishings and equipment, close unsafe facilities and construct new facilities.

*8. If this is a building project provide detail on the square footage and life expectancy of the building.*

This project covers all 13 library locations.

*9. Please outline what sustainability best practices were considered in the development of this project.*

We continue to work toward use of sustainable materials and efficient equipment in the scheduled replacement and the remaining deferred maintenance items.

# Johnson County Capital Improvements Program 2016-2020

## Project Request Capital Summary

Department: Library						Date: March 6, 2015	
Submittal Year: 2015			Project Title: Capital Replacement Plan				
Annual Debt Service: \$ -		# of Years: -		Priority:			
Capital Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Roof Replacement/Ceiling Tile		\$ 200,000	\$ 100,000	\$ 265,000	\$ 586,000	\$ 435,000	\$ 1,586,000
Carpet/Flooring Replacement		\$ 80,000	\$ 100,000			\$ 140,000	\$ 320,000
Exterior/Interior Paint/Windows			\$ 150,000			\$ 50,000	\$ 200,000
Parking Lot Repair/Treatment		\$ 75,000	\$ 12,000	\$ 235,000	\$ 150,000	\$ 105,000	\$ 577,000
Irrigation/Landscaping				\$ 25,000			\$ 25,000
Design/Engineering/Consulting							\$ -
Interior Remodel		\$ 116,000		\$ 120,000			\$ 236,000
Subtotal	\$ -	\$ 471,000	\$ 362,000	\$ 645,000	\$ 736,000	\$ 730,000	\$ 2,944,000
Equipment Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Vehicle Replacement		\$ 26,000	\$ 22,000	\$ 55,000		\$ 69,000	\$ 172,000
HVAC Equipment Replacement		\$ 202,000	\$ 250,000				\$ 452,000
Furniture/Furnishings Replace							\$ -
Subtotal	\$ -	\$ 228,000	\$ 272,000	\$ 55,000	\$ -	\$ 69,000	\$ 624,000
Start Up Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 699,000</b>	<b>\$ 634,000</b>	<b>\$ 700,000</b>	<b>\$ 736,000</b>	<b>\$ 799,000</b>	<b>\$ 3,568,000</b>



Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

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**Department:** Library

**Project Title:** Shawnee Library Expansion and Remodel

**Approved By:** Sean Casserley

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**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

The JCL Facilities Master Plan recommends finishing the basement shell space, replacing the roof and upgrading upper level interior finishes at the Shawnee Library. The 6,068 square foot lower level would be finished and the upper level expanded by 1,462 square feet to accommodate existing from the lower level.

*2. Explain the project need. How is this need currently being met?*

The Shawnee Library, located at 13811 Johnson Drive, was built in 1992; there have been no additions or renovations at this facility. The engineering study conducted during development of the Facilities Master Plan found that column bases and heating units in the basement are rusting due to water infiltration. The roof is over 20 years old and needs to be replaced. Interior finishes are worn and need to be updated. The lower level is not finished and is unusable until an elevator is installed to meet code (the building is prepped for an elevator).

Continued population growth in eastern and western Shawnee is putting pressure on the Shawnee branch, resulting in cramped and crowded conditions. Finishing the lower level would provide new space to meet increasing service demand for programs, materials and access to technology. Expanding and renovating the upper level would create flexible-use space that comfortably accommodates patrons and staff, allowing for better direct customer service and more user-friendly self-service.

*3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

The JCL Facilities Master Plan recommends these improvements to the Shawnee Library. This project relates to BOCC goals 1, 2, 3 and 4.

*4. Summarize and attach any preliminary studies that have been conducted.*

A basic architectural and MEP review was conducted during the development of the Facilities Master Plan in 2010. A study was completed in 2006, though changes have been made to the facility since that time. An update to that study is requested for 2014 to properly re-assess current needs and costs for this project.

*5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

**Capital Improvement Program  
Capital Impact  
Johnson County, Kansas**

Preliminary Study		2016
Architect Selection	Q1	2017
Design and Documentation	Q2-3	2017
Construction Manager Selection/GMP	Q4	2017
Construction	Q1-2	2018
Furniture Installation/Move in/Opening	Q2	2018

6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):

Replacement  Enhancement/Upgrade  Growth  New Service Provision

The northwest area of the JCL District includes Shawnee, Lenexa and DeSoto. Population in this area is estimated to reach 116,822 by 2030 as the population shifts westward. Current services and programs would be enhanced by adequate space for materials, technology, educational programming and community gatherings. The northwest service area has experienced development in recent years that will continue to attract residents that demand high quality, convenient library service. In 2012, circulation at the Shawnee Library reached 299,492 items and user visits totaled 145,564.

7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.

Continue to provide service in the existing building leaving the lower level unused.

8. If this is a building project provide detail on the square footage and life expectancy of the building.

The project will add 1,462 square feet to the upper level, finish 6,068 square feet on the lower level and renovate 11,188 sf on the upper level. Life expectancy of the renovated areas is 10-20 years, life expectancy of the addition is 40+ years.

9. Please outline what sustainability best practices were considered in the development of this project.

Sustainability features will be integral to this project with possible certification for Commercial Interiors.

# Johnson County Capital Improvements Program 2015-2019

## Project Request Capital Summary

Department: Library						Date: March 6, 2015	
Submittal Year: 2016			Project Title: Shawnee Library Expansion				
Annual Debt Service:			# of Years: 10-40	Priority: 3			
Capital Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Preliminary Study		\$ 35,492					\$ 35,492
Design/Consulting			\$ 354,340	\$ 118,113			\$ 472,453
Construction				\$ 3,036,130			\$ 3,036,130
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ 35,492	\$ 354,340	\$ 3,154,243	\$ -	\$ -	\$ 3,544,075
Equipment Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Furniture/Fixtures/Equipment		\$ -		\$ 766,652			\$ 766,652
Specialized Equipment				\$ 16,209			\$ 16,209
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 782,861	\$ -	\$ -	\$ 782,861
Start Up Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Collection Materials/Processing							\$ -
Computer Hardware							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 35,492</b>	<b>\$ 354,340</b>	<b>\$ 3,937,104</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,326,936</b>

Capital Improvement Program  
Operating Impact  
Johnson County, Kansas

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**Project Title:** Corinth Library Replacement

**Department:** Library

**Major Service Area:** Culture and Recreation

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**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst or HR Consultant if you need assistance.

**Part 1 – Non-personnel Justification Section**

1. *Provide detail on non-personnel operating costs.*

The Corinth Library will be replaced on the current site. Operating costs requested support the additional square footage and are the basic expenses associated with operating a building and providing public library services. The addition of approximately 4,700 square feet represents a 23% increase. Utilities, lawn care, office supplies and other basic operational expenses reflect the square footage increase and an opening date of January 1, 2019. An ongoing collection consisting of 2,250 circulating materials and the contractual services required to make these materials shelf-ready will begin in 2020. Staff training costs are estimated at \$10,000 in 2018. Please see the Department Operating Summary form for expenditure detail.

2. *Provide detail on costs that are expected to increase in out years due to anticipated growth and inflationary costs (i.e. utilities)?*

An inflation factor of 5% is included for all expenses except collections and materials processing; these items are grown by 6% for inflation.

3. *Discuss which department(s) will be responsible for non-personnel operating costs (i.e. Facilities paying for utilities, home department purchasing office supplies, etc., ).*

The library will be responsible for all non-personnel operating costs.

**Part 2 – Personnel Justification Section**

4. *Please provide a brief summary of this personnel request with a list of titles and grades. Attach an organizational chart, major staffing plans, and employee scheduling information.*

An additional 4.2 FTE are requested to support the increased square footage and enhanced services. A youth services librarian, an information specialist, a custodian and three part-time pages are included in this request. Increased use of technology requires staff to assist patrons who may be unfamiliar with PCs and other electronic media. Expanded programming requires planning and presentation time and scheduling more meeting rooms also requires more time for set-up and assistance. A custodian is needed to maintain the expanded square footage.

5. *Explain how service needs are currently being met, including the number of FTEs currently performing this activity.*

The current building is not large enough to accommodate patrons, computers, meeting space and the collection, based on the findings of the Facilities Master Plan. The increased usage has created backlogs, making it difficult for staff to make materials accessible to patrons in a timely

**Capital Improvement Program  
Operating Impact  
Johnson County, Kansas**

manner. There is currently one custodian dedicated to this facility from the Facilities staffing pool. Current staffing at Corinth totals 15.33 FTE: 4.63 clerks, 3.2 pages, 1.5 youth information specialists, 3 information specialists, a youth services librarian, an assistant branch manager and a branch manager.

*6. How will these positions be financed? Provide detail on state funding, grant funding, or any other self-generated revenues for the next budget year and future years.*

Ad valorem.

*7. Provide a timeline for the phasing-in of all operating expenses, including new FTEs. Explain any additional operating requests that will be needed to support the position(s) and/or the capital request.*

New staff will start September 30<sup>th</sup>, 2018 to allow time for training before the January 2019 opening.

*8. What need or deficiency does this request address if approved? What other alternatives were explored to meet this need or deficiency? Discuss why the alternative represented in this request was selected.*

The Corinth Replacement will eliminate potential safety hazards and create more efficient spaces for both patrons and staff. Basement exits open into sunken gardens with no external access. Expanded square footage will address limited study and meeting room space, inadequate space for PC workstations and inadequate shelving space. Parking lot traffic flow and ADA parking will be improved, eliminating pedestrian safety hazards.

# Johnson County Capital Improvements Program 2016-2020

## Project Request

### Department Operating Summary

Department: Library					Date: March 6, 2015			
Project Title: Corinth Library Replacement								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2019	2020	2021	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2018	2019	2020	Annual Compensation (Full Year)
Youth Services Librarian	15	1.00	\$21.78	09/30/18				
Information Specialist	14	1.00	\$19.50	09/30/18				
Custodian	12	1.00	\$14.67	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Page	11	0.40	\$12.63	09/30/18				
Subtotal		4.20			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Utilities		510010	01/01/19	\$ 62,822	\$ 65,963	\$ 69,261	\$ 62,822	
Landscape,Lawn & Snow Svcs.		520125	01/01/19	\$ 16,393	\$ 17,212	\$ 18,073	\$ 16,393	
Ongoing Materials Processing		520275	01/01/20	\$ -	\$ 17,457	\$ 17,457	\$ 17,457	
Non-CPE Continuing Education		510930	10/01/18	\$ 10,000	\$ -	\$ -	\$ 10,000	
Subtotal				\$ 89,214	\$ 100,631	\$ 104,790	\$ 106,672	
Commodities (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Office Supplies		530015	01/01/19	\$ 6,288	\$ 6,602	\$ 6,933	\$ 6,288	
Ongoing Collection Materials		530030	01/01/20	\$ -	\$ 83,127	\$ 83,127	\$ 83,127	
Subtotal				\$ 6,288	\$ 89,729	\$ 90,060	\$ 89,415	
Capital (ongoing)	Account		Start Date (mo/da/yr)	2018	2019	2020	Annual Cost (Full Year)	
Subtotal				\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>				<b>\$ 95,502</b>	<b>\$ 190,361</b>	<b>\$ 194,850</b>	<b>\$ 196,087</b>	

# Johnson County Capital Improvements Program 2016-2020

## Project Request

### Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2018	2019	2020	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

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**Department:** Library

**Project Title:** Antioch/Cedar Roe Library Merger

**Approved By:** Sean Casserley

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**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

The JCL Facilities Master Plan calls for a new library to be constructed in the northeast area of the Library District to replace the aging Antioch and Cedar Roe facilities; a site has not yet been determined.

*2. Explain the project need. How is this need currently being met?*

For both the Antioch and Cedar Roe libraries, infrastructure, site constraints and current building codes limit economically justifiable and feasible improvements. These are among the oldest buildings in the JCL system; Antioch was built in 1956 and Cedar Roe in 1967. Renovations and additions have been constructed over the years, but these buildings have reached or exceeded their useful lives. Currently, repairs are made within available funding to keep the buildings safe, operational and comfortable for the public. Both libraries experience high usage rates, with combined circulation of 601,927 items and user visits of 354,182 in 2012.

**Antioch (8700 Shawnee Mission Parkway)** - Parking and pedestrian access continue to be a problem. Engineering studies done in 2009 determined that the Antioch structure is stressed and that the building does not meet code in several areas: it does not have a fire sprinkler system; the second level is not accessible via elevator (also an ADA issue); and the stairway railing to the second level does not meet code. The mechanical system has no redundancy, and in 2009 was believed to have 7 years of operable life remaining. The roof is bubbling and the carpet is showing signs of wear. Exterior walls show signs of cracking and water and insect infestation; some windows are inoperable.

**Cedar Roe (5120 Cedar)** – The parking lot is severely undersized with only 18 spaces and pedestrian access is an issue. Exterior concrete below the roof eaves is weathered and crumbling; steel reinforcing is exposed in some instances. The exterior stair on the east side is crumbling and needs to be replaced. The building does not comply with current building codes: it does not have a fire sprinkler system; there is not proper and sufficient egress on the east side of the building; and the 3 exits on the main floor are too close together. At the time of the engineering study, the exit from the mechanical room into an exterior exit was filled with eight inches of water. The mechanical room is constrained and the main electrical panel is original to the building and prone to failure due to being beyond its operational life. The building is not ADA compliant.



Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

3. *How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

The JCL Facilities Master Plan recommends replacement of the Antioch and Cedar Roe facilities with a new library to serve the northeast area of the district. This project relates to BOCC goals 1, 2, 3 and 4.

4. *Summarize and attach any preliminary studies that have been conducted.*

The engineering and Mechanical, Electrical, Plumbing (MEP) studies conducted during the development of the Facilities Master Plan found the current buildings and their systems to be beyond their useful lives in several areas.

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

Land Acquisition		2016
Preliminary Study		2017
Architect Selection	Q1	2018
Program Verification	Q2	2018
Design and Documentation	Q2-3	2018
Construction Manager Selection/GMP	Q4	2018
Construction	Q1-3	2019
Furniture Installation/Collection/Move in	Q4	2019
Opening	Q1	2020

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

*Replacement*  *Enhancement/Upgrade*  *Growth*  *New Service Provision*

The aging Antioch and Cedar Roe libraries would be merged and replaced with a new library to serve the northeast area of the JCL District, which includes Westwood, Roeland Park, Mission Hills, Fairway, Merriam, Mission and northern portions of Overland Park and Prairie Village. Current services, including senior outreach and early childhood literacy, would be enhanced by adequate space for materials, educational programming and community gatherings. The northeast service area has an increasingly older population while its affordable housing attracts young families with small children. The current partnership with JCCC to provide Adult Education and English as a Second Language (ESL) programs are essential to this area, which has the highest percentage of ethnic diversity in Johnson County.

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Continue to provide service in the existing buildings, making piecemeal repairs and risking safety hazards. Expand or renovate again, which is difficult due to existing infrastructure limitations.

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

*8. If this is a building project provide detail on the square footage and life expectancy of the building.*

Current combined square footage of Antioch and Cedar Roe Libraries totals 41,142. The new building will total approximately 36,000 square feet and will have a life expectancy of 75+ years.

*9. Please outline what sustainability best practices were considered in the development of this project.*

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

# Johnson County Capital Improvements Program 2015-2019

## Project Request Capital Summary

Department: Library					Date: March 6, 2015		
Submittal Year: 2016		Project Title: New Antioch/Cedar Roe Library					
Annual Debt Service:		# of Years: 75+		Priority: 5			
Capital Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Land Acquisition		\$ 2,500,000					\$ 2,500,000
Preliminary Study			\$ 91,397				\$ 91,397
Design/Consulting				\$ 1,425,467	\$ 475,156		\$ 1,900,623
Construction					\$ 13,126,587		\$ 13,126,587
Public Art					\$ 174,695		\$ 174,695
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ 2,500,000	\$ 91,397	\$ 1,425,467	\$ 13,776,438	\$ -	\$ 17,793,302
Equipment Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Furniture/Fixtures/Equipment					\$ 2,172,292	\$ -	\$ 2,172,292
Specialized Equipment					\$ 499,104	\$ -	\$ 499,104
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 2,671,396	\$ -	\$ 2,671,396
Start Up Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 91,397</b>	<b>\$ 1,425,467</b>	<b>\$ 16,447,834</b>	<b>\$ -</b>	<b>\$ 20,464,698</b>

# Johnson County Capital Improvements Program 2016-2020

## Project Request Department Operating Summary

Department: Library					Date: March 6, 2015			
Project Title: Antioch/Cedar Roe Library Merger								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2020	2021	2022	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2019	2020	2021	Annual Compensation (Full Year)
Subtotal		0.00			\$ -	\$ -	\$ -	\$ -
Contractual Services (ongoing)	Account		Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)	
Utilities		510010	01/01/19	\$ 9,017	\$ 9,468	\$ 9,942	\$ 9,017	
Lawn Care/Snow Removal		520125	01/01/19	\$ 2,571	\$ 2,700	\$ 2,835	\$ 2,571	
Trash Removal		510060	01/01/19	\$ 357	\$ 375	\$ 394	\$ 357	
Janitorial Services		520045	01/01/19	\$ 381	\$ 400	\$ 420	\$ 381	
Ongoing Materials Processing		520275	01/01/20	\$ -	\$ 3,672	\$ 3,892	\$ 3,672	
Subtotal				\$ 12,327	\$ 16,615	\$ 17,483	\$ 15,998	
Commodities (ongoing)	Account		Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)	
Office Supplies		530015	01/01/19	\$ 650	\$ 682	\$ 717	\$ 650	
Ongoing Collection Materials		530030	01/01/20	\$ -	\$ 17,484	\$ 18,533	\$ 17,484	
Subtotal				\$ 650	\$ 18,166	\$ 19,249	\$ 18,134	
Capital (ongoing)	Account		Start Date (mo/da/yr)	2019	2020	2021	Annual Cost (Full Year)	
Subtotal				\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>				<b>\$ 12,977</b>	<b>\$ 34,781</b>	<b>\$ 36,732</b>	<b>\$ 34,132</b>	

# Johnson County Capital Improvements Program 2016-2020

## Project Request Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2019	2020	2021	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

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**Department:** Library

**Project Title:** Monticello Library Phase II

**Approved By:** Sean Casserley

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**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

This project would construct, equip and staff a permanent Monticello Library; land for this project was acquired in 2010. A small portion of the land was donated with the stipulation that a library be built within ten years.

*2. Explain the project need. How is this need currently being met?*

The population in this area of Johnson County has grown rapidly over the past 10 years and this growth continues. Library planning standards dictate that 95% of the district's population be located within three miles of a library facility. Individuals and families wishing to use library service must travel to a distant Johnson County Library branch. The nearest branches are Shawnee, Lackman and DeSoto Libraries, all of which are 5-10 miles away. Additional triggers to placement of a new library in developing areas are a population exceeding 10,000 and construction of schools and significant retail and residential construction, all of which are present in the Monticello service area. The DeSoto School District is building new facilities and several housing developments have attracted young families to the area. There is a heavy proportion of persons under age 5 (9.4%) according to CERI. Commercial development is accelerating along the K-7 corridor near Shawnee Mission Parkway. The Crossings shopping center at the corner of K-7 and Shawnee Mission Parkway opened in 2003.

The proposed Monticello Phase I project would provide a small library presence in this area via a materials vending solution. Phase I can be used for 24 hour holds once Phase II is completed.

*3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

The JCL Facilities Master Plan placed this project in 2013 based on the BOCC's 2010 adopted CIP. This project relates to BOCC goals 1, 2, 3 and 4.

*4. Summarize and attach any preliminary studies that have been conducted.*

Focus groups have been conducted and a building program was completed in 2008.

**Capital Improvement Program  
Capital Impact  
Johnson County, Kansas**

*5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

Architect Selection	Q1	2016
Program Verification	Q2	2016
Design and Documentation	Q3-Q1	2016-17
Construction Manager Selection/GMP	Q3	2016
Construction	Q2-Q1	2017-8
Furniture Installation/Collection/Move in	Q1	2018
Opening	Q1	2018

*6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

*Replacement*  *Enhancement/Upgrade*  *Growth*  *New Service Provision*

This project would provide permanent library service in the currently un-served Monticello area. Patrons would have access to library materials in all formats, adult and youth programming, community meeting rooms, on-site and online reference services, business services, PCs and the internet, art displays, homework help and much more. Life-long learning and connection to community are vital to the continued growth and economic well-being of this area. Services for families, children and young adults are an investment in our future. Services for seniors contribute to the vitality of this growing population. Services to entrepreneurs and businesses are an investment in the community.

*7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

Leave the area un-served. Do not improve the land now owned by the JCL Board of Directors. Limit service to online services.

*8. If this is a building project provide detail on the square footage and life expectancy of the building.*

This building will total approximately 36,000 square feet and have a life expectancy of 75+ years.

*9. Please outline what sustainability best practices were considered in the development of this project.*

Sustainability features will be integral to this project with an intended outcome certification level of high Gold or ideally, Platinum.

# Johnson County Capital Improvements Program 2015-2019

## Project Request Capital Summary

Department: Library					Date: March 6, 2015		
Submittal Year: 2016		Project Title: Monticello Library Phase II					
Annual Debt Service:		# of Years: 75+	Priority: 6				
Capital Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Preliminary Studies	\$ 4,565						\$ -
Land Acquisition	\$ 763,779						\$ -
Design/Consulting		\$ 456,081	\$ 912,162	\$ 456,081			\$ 1,824,324
Construction				\$ 9,128,264	\$ 3,042,755		\$ 12,171,018
Public Art				\$ 104,072	\$ 104,072		\$ 208,143
							\$ -
							\$ -
							\$ -
Subtotal	\$ 768,344	\$ 456,081	\$ 912,162	\$ 9,688,416	\$ 3,146,826	\$ -	\$ 14,203,485
Equipment Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Furniture/Fixtures/Equipment				\$ 999,475	\$ 999,475		\$ 1,998,949
Specialized Equipment				\$ 516,476	\$ 516,476		\$ 1,032,951
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 1,515,950	\$ 1,515,950	\$ -	\$ 3,031,900
Start Up Expenditures	Prior Years Total	2016	2017	2018	2019	2020	Project Total
Collection Materials/Processing				\$ 2,203,853	\$ 2,203,853		\$ 4,407,705
Computer Hardware				\$ 60,930	\$ 60,930		\$ 121,860
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 2,264,783	\$ 2,264,783	\$ -	\$ 4,529,565
<b>TOTAL</b>	<b>\$ 768,344</b>	<b>\$ 456,081</b>	<b>\$ 912,162</b>	<b>\$ 13,469,149</b>	<b>\$ 6,927,559</b>	<b>\$ -</b>	<b>\$ 21,764,950</b>



# Johnson County Capital Improvements Program 2016-2020

## Project Request

### Department Operating Summary

Department: Library					Date: March 6, 2015			
Project Title: Monticello Library								
Submittal Year: Replace the existing text in cells H6, I6, and J6 with the corresponding years. Year 1 is the Submittal Year.					2015	2016	2017	
Yellow area to be completed by budget analyst.								
Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date (mo/da/yr)	2018	2019	2020	Annual Compensation (Full Year)
Branch Manager	16	1.00	\$26.94	01/01/15				
Assistant Branch Manager	15	1.00	\$22.78	07/01/16				
Youth Services Librarian	15	2.00	\$21.78	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	1.00	\$19.50	10/01/16				
Information Specialist	14	0.50	\$19.50	10/01/16				
Youth Information Specialist	14	1.00	\$19.50	10/01/16				
Youth Information Specialist	14	0.50	\$19.50	10/01/16				
Youth Information Specialist	14	0.50	\$19.50	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	1.00	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.50	\$14.67	10/01/16				
Clerk	12	0.60	\$14.67	10/01/16				
Custodian	12	1.00	\$14.67	10/01/16				
Custodian	12	1.00	\$14.67	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				

# Johnson County Capital Improvements Program 2016-2020

## Project Request

### Department Operating Summary

Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Page	11	0.40	\$12.63	10/01/16				
Subtotal		22.20			\$ -	\$ -	\$ -	\$ -
<b>Contractual Services (ongoing)</b>	<b>Account</b>	<b>Start Date (mo/da/yr)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Annual Cost (Full Year)</b>		
Utilities	510010	01/01/18	\$ -	\$ -	\$ -	\$ 98,954		
Lawn Care/Snow Removal	520125	01/01/18	\$ -	\$ -	\$ -	\$ 27,396		
Non-CPE Continuing Education	510930	01/01/15	\$ 2,500	\$ 7,500	\$ -	\$ 10,000		
Trash Removal	510060	01/01/18	\$ -	\$ -	\$ -	\$ 1,763		
Ongoing Materials Processing	520275	01/01/19	\$ -	\$ -	\$ -	\$ 35,385		
Subtotal			\$ 2,500	\$ 7,500	\$ -	\$ 173,498		
<b>Commodities (ongoing)</b>	<b>Account</b>	<b>Start Date (mo/da/yr)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Annual Cost (Full Year)</b>		
Office Supplies	530015	01/01/18	\$ -	\$ -	\$ -	\$ 9,688		
Ongoing Collection Materials	530030	01/01/19	\$ -	\$ -	\$ -	\$ 168,498		
Janitorial Supplies	530275	01/01/18	\$ -	\$ -	\$ -	\$ 10,800		
Subtotal			\$ -	\$ -	\$ -	\$ 188,986		
<b>Capital (ongoing)</b>	<b>Account</b>	<b>Start Date (mo/da/yr)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Annual Cost (Full Year)</b>		
Subtotal			\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>			<b>\$ 2,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 362,484</b>		

# Johnson County Capital Improvements Program 2016-2020

## Project Request

### Department Operating Summary

Start-up Expenditures (one-time)	Account	Start Date (mo/da/yr)	2018	2019	2020	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -

## Briefing Sheet

**To:** Johnson County Library Board of Directors  
Hannes Zacharias, County Manager  
**From:** Sean Casserley, County Librarian  
**Date:** March 12, 2015

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**Issue:** Consider whether to adopt the Guaranteed Maximum Price (GMP) contract for the Central Building Upgrade, including a project increase of \$321,407.34 – to be funded from Library Operating Fund's reserves, for the Central Resource Library Upgrade capital project, and to authorize the reallocation and expenditure of fund balances (reserves) for Fiscal Year (FY) 2015 for the Library Operating Fund in the amount of \$321,407.34.

**Background:** The Board of County Commissioners approved a 2014 capital project in the amount of \$3,600,000, to upgrade the Central Resource Library (CRL). The project includes the upgrade of infrastructure including replacement of mechanical units and improvement of public and staff areas to better respond to the changing needs of the facility. Public Building Commission (PBC) bonds for this project and the Monticello Library Phase I capital project were sold October 2014.

**Analysis:** In order to take advantage of cost savings and scheduling convenience, and minimizing disruption to Library operations, work that would greatly benefit the Library at this time includes renovation of the public restrooms, a new training lab and a new 24-person meeting room, library stack signage, and acoustical panels for the Carmack and MakerSpace recording rooms. This scope of work is currently not in the scope of the existing upgrade project. The Library is proposing to provide additional funding to combine this work with the current upgrade project.

The project is currently out for bids. The additional scope for the project described above has been estimated by the Construction Manager as Constructor - Titan Construction, and are being bid as alternates in order to keep the project on schedule.

**Alternatives:** 1) Approve GMP contract, including the increase in scope and project budget, totaling \$3,000,969.29. 2) Approve the GMP contract, not including the increase in scope (alternates) and project budget, totaling \$2,679,561.95. 3) Not approve the GMP contract.

**Legal Review:** None required at this time.

**Funding Review:** This project was originally approved by the Board of County Commissioners for \$3,600,000 in the FY 2014 Johnson County Capital Improvement Program (CIP) Budget. The Library is requesting the use of \$321,407.34 from Johnson County Library Operating Fund cash reserves for the additional renovation work. The Library Operating Fund has sufficient reserves available for this request.

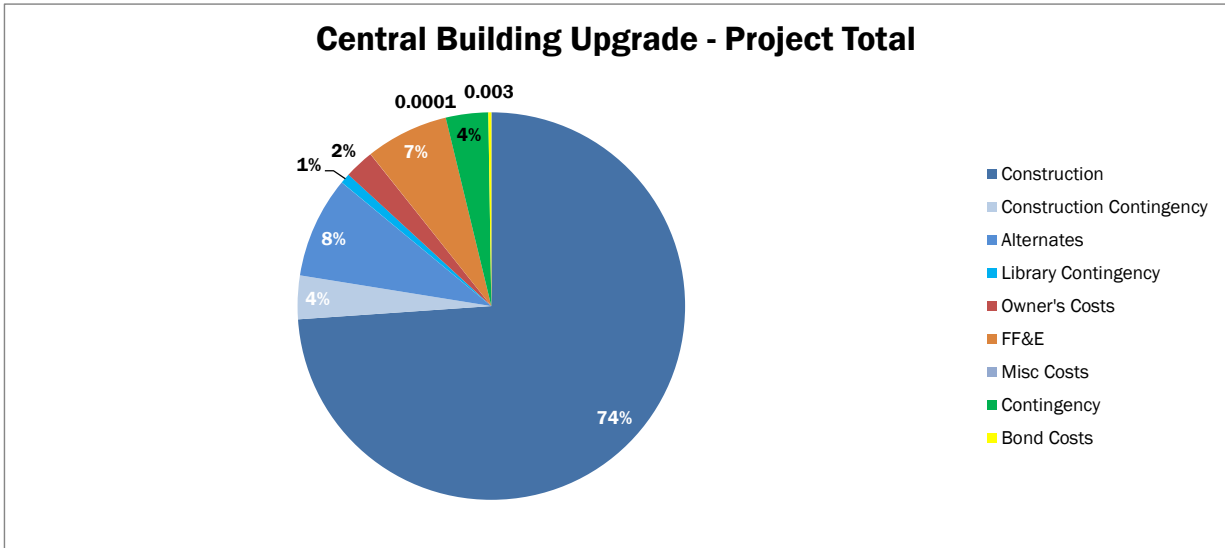
**Budget Approval:** \_\_\_\_\_

**Recommendation:** Approval of the GMP contract, including amending the FY 2015-2019 CIP to include an increase of \$321,407.34 for the Central Resource Library Upgrade capital project, to be funded from Library Operating Fund's reserves, and authorize the use of those reserves for this purpose.

**Suggested Motion:** I move to adopt a resolution to amend the FY 2015-2019 Capital Improvement Program (CIP) to include an increase of \$321,407.34 for the Central Resource Library Upgrade capital project to be funded from Library Operating Fund's reserves, and to authorize the reallocation and expenditure of fund balances (reserves) for Fiscal Year 2015 for the Library Operating Fund in the amount of \$321,407.34

Central Building Upgrade - Project Total

Expense	Budget	Comments
Construction	\$ 2,554,561.95	GMP Component
Construction Contingency	\$ 125,000.00	GMP Component
Alternates	\$ 292,188.49	Alternate Component
Library Contingency	\$ 29,218.85	Alternate Component
Owner's Costs	\$ 85,049.00	Inspections, Builder's Risk Insurance, sorter moving, cabling
FF&E	\$ 239,230.15	Furniture and Shelving moving, new furnishings, Furniture teardown/rebuild
Misc Costs	\$ 183.85	Printing / Publishing costs
Contingency	\$ 121,771.46	
Bond Costs	\$ 8,666.59	
Professional Services	\$ 397,480.00	Architect, AV consultant, pre-construction services



Johnson County Library  
Board of Directors  
Selection of Calendar Events  
February 2015

March 3	elementia Publication Launch Regnier Center, JCCC
March 4	Tabletop Games: First Wednesdays Antioch Neighborhood Library
March 7	Serenata a la Mujer/A Tribute to Women Oak Park Neighborhood Library
March 8, 22	Creative Commons-A Writers' Workshop Blue Valley Neighborhood Library
March 11	ABCs of Juicing and Blending Shawnee Neighborhood Library
March 12	Job & Career Resources Oak Park Neighborhood Library
March 14	Second Saturday at the Movies: Sherlock Holmes Antioch Neighborhood Library
March 19	Creation Exploration: Drawing Gardner Neighborhood Library
March 21	Legislative Coffee Lackman Neighborhood Library
March 24	Economia Familiar/Family Economy Shawnee Neighborhood Library
April 1	Tri-Board meeting Central Resource Library
April 8	CLMP: Summit County Administration