



**Board Retreat
October 27, 2021**

Johnson County Library Board Retreat
October 27, 2020
3:00 p.m. to 7:00 p.m.
Oak Park Library – Large Meeting Room
9500 Bluejacket St
Overland Park, KS 66214

Meeting Outcomes/Objectives:

- Annual Review of the Administrative Regulatory Manual, Strategic Plan, and Comprehensive Library Master Plan

Agenda:

3:00 pm – 3:15 pm	Introductions	Denise McNerney
3:15 pm – 3:45 pm	Annual review of the Administrative Regulatory Manuals page 2	Administrative Staff
<p>Suggested Motion: I move to approve revisions to Administrative Regulation Manual policy: ARM 10-56-97, 10-70-10, 20-10-10, 30-10-10, 30-20-30, 30-20-50.</p> <p>Suggested Motion: I move to reaffirm Administrative Regulation Manual policies: ARM 10-55-12, 10-55-12A, 10-56-96, 20-10-11, 20-10-55, 20-10-61, 20-10-85, 20-10-90, 20-10-91, 20-10-95, 20-15-10, 20-15-50, 20-15-60, 20-20-50, 20-20-51, 20-20-55, 20-20-65, 20-30-05, 20-30-65, 20-35-10, 20-60-10, 20-60-11, 20-80-21, 20-80-22, 20-80-24, 20-80-27, 30-20-20, 30-20-70, 50-20-20, 60-10-11, 60-10-12, 60-10-20, 60-10-50, 60-10-60, 60-10-70, 60-20-30, 60-20-50.</p>		
3:45 pm – 4:15 pm	Review JCL’s Strategic Plan – Operations page 76 <ol style="list-style-type: none"> 1. Mobile Learning Lab Update 2. Genetech Security Update 3. Human Resources Updates 	Tricia Suellenthorp
4:15 pm – 4:45 pm	Review the Comprehensive Library Master Plan budget page 177 <ol style="list-style-type: none"> 1. Focus on future bonds and the library budget. 2. Reaffirm JCL Board capital projects prioritization. 	Dave Vratny
4:45 pm – 5:00 pm	Update on the Succession Plan page 127	Sean Casserley and Robin Smith
5:00 pm – 5:30 pm	Break	
5:30 pm – 5:45 pm	Olathe Public Library MOU page 128	Sean Casserley
5:45 pm – 6:15 pm	Areas of focus for the JCL Board in 2022 <ol style="list-style-type: none"> 1. Conferences, local events, governance, budget. 	Bethany Griffin
6:15 pm – 6:30 pm	Rural Renewal Initiative – DeSoto and Spring Hill page 153 <ol style="list-style-type: none"> 1. Scoping and Library Board Expectations. 	Sean Casserley

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-56-97

SECTION: Resolutions by Library Board of Directors

SUBJECT: NAMING AND SPONSORSHIP POLICY; WORKING WITH THE JOHNSON COUNTY LIBRARY FOUNDATION

SUMMARY

The Library and the Johnson County Library Foundation work closely together to develop private donations and funding for the benefit of Library programs and facilities. This document describes Library Board policy and intent regarding those cooperative efforts.

Effective Date:

February 14, 2019

POLICY:

a. The Library Board appreciates and encourages private donations made to support Library programs and facilities and views such contributions as vital to achieving the level of excellence desired by our community.

Because the Johnson County Library Foundation (“the Foundation”) maintains an established system to solicit, track, acknowledge, receive and recognize private gifts, the Library Board authorizes the Foundation to develop and manage naming and sponsorship opportunities for Library facilities and programs.

The Library Board has authorized other forms of fundraising and recognition in partnership with others as appropriate. See ARM 10-56-96, “Gifts and Fundraising.”

DEFINITIONS:

b. For the purposes of this document, sponsorship and naming opportunities are defined as follows:

- Sponsorship: Sponsorship may be applied to a program (e.g. speakers, events, presentations, and other programming), or facilities (e.g. interior and exterior areas, spaces, rooms) and may or may not be exclusive as designated by the donor agreement.

- Naming: Naming may be applied only to facilities (e.g. interior and exterior areas, spaces, rooms), will be exclusive, and must be approved by the Library Board.

AUTHORIZATION
TO THE COUNTY
LIBRARIAN AND
THE FOUNDATION

c. The Library Board authorizes the County Librarian and the Foundation to develop a mutually agreeable plan to designate interior and exterior areas, spaces, rooms and facilities (“Facility/Facilities”) as available for Naming, and to define Sponsorship opportunities for programs, speakers, events, presentations, and other programming.

The Library Board authorizes the County Librarian and the Foundation to develop minimum contribution levels for Naming and Sponsorship opportunities.

For a Naming to be approved, the County Librarian and the Foundation will present (i) a formal recommendation at an open meeting of the Library Board for review and approval or disapproval and (ii) an agreement executed by the donor and the Foundation relating to the terms of the donation. The agreement shall recite that the proposed Name is contingent on Library Board approval. No proposed Name will be formally announced until it is approved by the Library Board, although the proposed Name may appear in materials presented to the Library Board prior to its meeting pursuant to the terms of the Kansas Open Records Act. Naming recognition will be presented as part of the recommendation and will be described in the donor agreement.

Donations resulting in Naming or Sponsorship rights will be paid to and managed by the Foundation. Each Naming or Sponsorship will be finalized through a formal written agreement between the donor and the Foundation. Naming rights will not be offered in perpetuity; rather, the duration of Naming rights will be specified in a formal written agreement between the donor and the Foundation.

The Library Board will entertain requests from corporations and other legal entities to rename areas in cases of corporate or entity renaming but will not guarantee approval of such renaming requests.

MEMORANDUM
OF UNDERSTANDING

d. On the recommendation of the County Librarian, the Library Board may enter into a Memorandum of Understanding with the Foundation that provides operational and procedural details on Naming and Sponsorship opportunities.

February 14, 2019

ARM 10-56-97 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-56-97

SECTION: Resolution by Library Board of Directors

SUBJECT: NAMING AND SPONSORSHIP POLICY; WORKING WITH THE JOHNSON COUNTY LIBRARY FOUNDATION

SUMMARY

The Library and the Johnson County Library Foundation work closely together to develop private donations and funding for the benefit of Library programs and facilities. This document describes Library Board policy and intent regarding those cooperative efforts.

Effective Date:

January 10, 2018

Reviewed:

October 27, 2021

POLICY:

a. The Library Board appreciates and encourages private donations made to support Library programs and facilities and views such contributions as vital to achieving the level of excellence desired by our community.

Because the Johnson County Library Foundation (“the Foundation”) maintains an established system to solicit, track, acknowledge, receive and recognize private gifts, the Library Board authorizes the Foundation to develop and manage naming and sponsorship opportunities for Library facilities and programs.

The Library Board has authorized other forms of fundraising and recognition in partnership with others as appropriate. See ARM 10-56-96, “Gifts and Fundraising.”

DEFINITIONS:

b. For the purposes of this document, sponsorship and naming opportunities are defined as follows:

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OF UNDERSTANDING

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October 27, 2021

ARM 10-56-97 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

SUMMARY

The Board of Directors of the Johnson County Library ("the Library Board"), as the governing board of the Johnson County Library District, has a statutory duty to (1) approve and recommend a budget to the Board of County Commissioners for the Johnson County Library, (2) work with the office of the County Manager and the BOCC in developing a budget, and (3) ultimately approve a final budget in accordance with county budget policies and procedures. The purpose of this regulation is to describe the process by which the Library Board will achieve those goals.

Effective Date:

August 10, 2017

**LEGAL
AUTHORITY**

The Johnson County Library is a corporate and political subdivision and, through the Library Board, exercises the powers of a corporation for public purposes. K.S.A. 12-1223.

The Library Board is the governing board of the Johnson County Library taxing district. Attorney General opinions 90-11 and 92-47.

The Library Board must approve, in conjunction with the Board of County Commissioners, a budget for the Johnson County Library. K.S.A. 12-1669 and 12-1670.

The Library Board makes budget recommendations to the BOCC and approves the budget in the manner determined by budget policies and procedures adopted by the BOCC. K.S.A. 12-1225b (a) and (b).

**LIBRARY BUDGET
REVIEW
COMMITTEE**

a. The Library Board shall annually establish a Library Budget Review Committee ("Committee"). The Library Board Chair shall, subject to the approval of the Library Board, propose three Library Board members to compose the Committee membership. The Committee shall meet at designated times to review budget issues in accordance with this regulation.

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

<p>AUTHORITY AND SCOPE OF REVIEW</p>	<p>County Librarian's Role</p>	<p>b. The County Librarian shall attend all Committee meetings to take input from Committee members to help construct the Library's budget proposals with members' feedback. The County Librarian, however, shall be responsible for developing the budget and for making new spending recommendations to present to the Library Board.</p>
		<p>c. The Library Board has the authority to approve the Library budget and spending. The Committee does not have the authority to approve the Library's spending proposals, budget recommendation, and formal budget resolution; these tasks are the under purview of the Library Board.</p>
	<p>Library Board Budget Authority</p>	<p>1. The Library Board shall vote on and consider the Library's spending proposals, budget recommendation, and the formal budget resolution.</p>
	<p>Committee Budget Authority</p>	<p>2. The Committee has authority only to review the budget. Committee members may comment at Library Board meetings on the budget and new spending proposals learned from participation in the Committee.</p>
	<p>Scope of Committee Review</p>	<p>3. The Committee shall review only new spending. The Committee shall review five categories of new spending proposals as follows:</p> <ul style="list-style-type: none"> • New positions; • New programs; • Significant increases in spending; • Any deletions or cuts in the Library budget; and • Capital Improvement Plan proposals.
<p>BUDGET PROCESS AND SCHEDULE</p>	<p>Committee Schedule</p>	<p>d. The committee shall follow a schedule that tracks with the Library's and County Manager's Office budget process</p> <p>e. The Committee shall meet on four occasions over four months: October, November, and December, and again for the fourth meeting upon receiving the "balanced</p>

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

budget" summary from the Johnson County Manager's Office. The fourth meeting after the balanced budget summary more likely than not will occur in May. The Committee shall adjust the timing of its meetings, as necessary, should the Johnson County Board of County Commissioners ("BOCC") and the Johnson County Manager's Office make procedural changes to the budget process.

Committee Meeting Agendas and General Budget Timeline

f. Committee meetings shall follow an agenda that tracks with the county budget process. The Library Board budget process and the Committee's meetings will follow an annual schedule as follows, subject to change as to the months when meetings are held to account for changes in the county budget process:

1. In October, the Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
2. In November, the Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
3. In early December, preferably before the December Library Board Meeting, the County Librarian shall present formal budget recommendations to the Committee.
4. At the December and/or January Library Board Meetings:
 - (i) The County Librarian shall recommend new spending proposals to the Library Board; and
 - (ii) The Library Board shall vote on new spending proposals to send to the Johnson County Manger's Office.
5. In the Spring:

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

(i) The Johnson County Manager's Office reviews the Library's new spending proposals and issues a balanced budget summary; and

(ii) After receiving the balanced budget summary, the County Librarian shall prepare the recommended Library budget.

(iii) The balanced budget summary compares the Library's new spending proposals to the prior year's budget.

6. In May or June:

(i) The Committee shall convene for review of the balanced budget summary and the County Librarian-recommended budget; and

(ii) The County Librarian shall present the County Librarian-recommended budget to the Library Board for review and consideration.

7. In August:

(i) The BOCC reviews and adopts its budget for the Library; and

(ii) The Library Board shall approve a formal budget and levy resolution or resolutions for the Library that take into account BOCC actions on the Library budget.

August 10, 2017

END

ARM 10-70-10

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

SUMMARY

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Effective Date:
Reviewed:

August 10, 2017
October 27, 2021

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The Library Board makes budget recommendations to the BOCC and approves the budget in the manner determined by budget policies and procedures adopted by the BOCC. K.S.A. 12-1225b (a) and (b).

LIBRARY BUDGET REVIEW COMMITTEE

a. The Library Board shall annually establish a Library Budget Review Committee ("Committee"). The Library Board Chair shall, subject to the approval of the Library Board, propose three Library Board members to compose the Committee membership. The Committee shall meet at designated times to review budget issues in accordance with this regulation.

AUTHORITY AND SCOPE OF REVIEW

County Librarian's Role

b. The County Librarian shall attend all Committee meetings to take input from Committee members to help construct the Library's budget proposals with members' feedback. The County Librarian, however, shall be responsible for developing the budget and for making new spending recommendations to present to the Library Board.

c. The Library Board has the authority to approve the Library budget and spending. The Committee does not have the authority to approve the Library's spending proposals, budget recommendation, and formal budget resolution; these tasks are the under purview of the Library Board.

Library Board Budget Authority

1. The Library Board shall vote on and consider the Library's spending proposals, budget recommendation, and the formal budget resolution.

Committee Budget Authority

2. The Committee has authority only to review the budget. Committee members may comment at Library Board meetings on the budget and new spending proposals learned from participation in the Committee.

Scope of Committee Review

3. The Committee shall review only new spending. The Committee shall review five categories of new spending proposals as follows:

- New positions;
- New programs;
- Significant increases in spending;
- Any deletions or cuts in the Library budget; and
- Capital Improvement Plan proposals.

BUDGET PROCESS AND SCHEDULE

Committee Schedule

d. The committee shall follow a schedule that tracks with the Library's and County Manager's Office budget process

e. The Committee shall meet on four occasions over four months: October, November, and December, and again for the fourth meeting upon receiving the "balanced budget" summary from the Johnson County Manager's Office. The fourth meeting after the balanced budget summary more likely than not will occur in May. The Committee shall adjust the timing of its meetings, as necessary, should the Johnson County Board of County Commissioners ("BOCC") and the Johnson County Manager's Office make procedural changes to the budget process.

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 - (i) The County Librarian shall recommend new spending proposals to the Library Board; and
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5. In the Spring:
 - (i) The Johnson County Manager's Office reviews the Library's new spending proposals and issues a balanced budget summary; and
 - (ii) After receiving the balanced budget summary, the County Librarian shall prepare the recommended Library budget.
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6. In May or June:
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 - (ii) The County Librarian shall present the County Librarian-recommended budget to the Library Board for review and consideration.

7. In August or September:

(i) The BOCC reviews and adopts its budget for the Library;
and

(ii) The Library Board shall approve a formal budget and levy resolution or resolutions for the Library that take into account BOCC actions on the Library budget.

October 27, 2021

ARM 10-70-10 END

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

The purpose of this regulation is to establish hours during which library services will be available to the public at each library facility.

Effective Date:

March 14, 2019

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

a. Hours of service at each public service location will be established by the Library Board of Directors based upon the needs of the community it serves, availability of qualified staff, and consideration of budget factors.

HOURS OF SERVICE

b. The hours of service of public service locations are:

i. Antioch Branch, Blue Valley Branch, Central Resource Library, Corinth Branch, Lenexa City Center Branch, Monticello Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday 1pm to 5pm

ii. Gardner Branch, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday Closed

iii. Cedar Roe Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 10am to 2pm

Sunday Closed

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

iv. De Soto Branch:
Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday, 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

v. Spring Hill Branch:
Monday, Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday Closed
Saturday 10am to 2pm
Sunday Closed

vi. Edgerton Branch:
Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

vii. Lenexa City Center Drive-Thru
Monday-Thursday 7 a.m.-8 p.m.
Friday 7 a.m. to 6 p.m.
Saturday 9 a.m. to 5 p.m.
Sunday 1 p.m. to 5 p.m.
(Special Events in the Parking Garage may
affect drive-thru hours)

viii. Lenexa City Center Lenexa Holds Lobby
Monday-Sunday, 5 a.m. to 10 p.m.

November 8, 2018
Revised March 14, 2019

ARM 20-10-10 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

The purpose of this regulation is to establish hours during which library services will be available to the public at each library facility.

Effective Date:

March 14, 2019

Reviewed:

October 27, 2021

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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Sunday 1pm to 5pm

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Friday 9am to 6pm

Saturday 9am to 5pm

Sunday Closed

iii. Cedar Roe Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 10am to 2pm

Sunday Closed

iv. De Soto Branch:
Monday, Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday, 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

v. Spring Hill Branch:
Monday, Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday Closed
Saturday 10am to 2pm
Sunday Closed

vi. Edgerton Branch:
Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

vii. Lenexa City Center Lenexa Holds Lobby
Monday-Sunday, 5 a.m. to 10 p.m.

October 27, 2021

ARM 20-10-10

End

**ADMINISTRATIVE REGULATIONS Document ARM 30-10-10
Number**

Tab: Collections
Section: Collection Development
Subject: COLLECTIONS POLICY STATEMENT

SUMMARY

This document outlines the basic statement of the Library Board regarding the collecting of library materials for public use. A fuller statement is held in the Collection Development Policy, which is updated biennially.

Effective Date:

Reviewed July 12, 2012
October 4, 2017

POLICY

- a. Library collections may be developed and maintained in any format appropriate to the content, purpose, and usage of their materials.
- Subject Matter b. Library collections may contain any materials whose purpose coincides with the Mission of the Library, and are in compliance with the Collection Development Policy and other Library Board regulations
- Collection Development Policy c. The Library will maintain a Development Collection Policy that will be biennially reviewed by staff and approved by the Library Board of Directors.
- Library Bill of Rights d. Library collections will be developed and maintained in conformance with the Library Bill of Rights (ARM 10-20-10), the Freedom to Read Statement (ARM 10-20-30), and the Freedom to View Statement (ARM 10-20-31).

October 4, 2017

End ARM 30-10-10

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-10-10

SECTION: Collections Department

SUBJECT: COLLECTIONS POLICY STATEMENT

SUMMARY

This document outlines the basic statement of the Library Board regarding the collecting of library materials for public use. A fuller statement is held in the Collection Development Policy, which is updated biennially.

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017

October 27, 2021

POLICY

Formats

a. Library collections may be developed and maintained in any format appropriate to the content, purpose, and usage of their materials.

Subject Matter

b. Library collections may contain any materials whose purpose coincides with the Mission of the Library, and are in compliance with the Collection Development Policy and other Library Board regulations

Collection Development Policy

c. The Library will maintain a Collection Development Policy that will be biennially reviewed by staff and approved by the Library Board of Directors.

Library Bill of Rights

d. Library collections will be developed and maintained in conformance with the Library Bill of Rights (ARM 10-20-10), the Freedom to Read Statement (ARM 10-20-30), and the Freedom to View Statement (ARM 10-20-31).

October 27, 2021

ARM 30-10-10 End

**ADMINISTRATIVE REGULATIONS Document ARM 30-20-30
Number**

Tab: Collections

Section: Library Collections

Subject: SPECIAL COLLECTIONS

SUMMARY

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued, and lists currently authorized special collections.

Effective Date:

Reviewed

June 15, 2005
October 4, 2017

DEFINITION

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

AUTHORITY

c. Collections are established or abandoned based on specifications in the Johnson County Library Collections Policy.

October 4, 2017

ARM 30-20-30 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-20

SECTION: Library Collections

SUBJECT: SPECIAL COLLECTIONS

SUMMARY

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued, and lists currently authorized special collections.

Effective Date:

June 15, 2005

Reviewed:

October 4, 2017

October 27, 2021

DEFINITION

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

AUTHORITY

c. Collections are established or abandoned based on specifications in the Johnson County Library Collection Development Policy.

October 27, 2021

ARM 30-20-30 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-50

SECTION: Library Collections

SUBJECT: Gifts

SUMMARY	This document describes the policies and procedures for acceptance of gifts of library and non-library materials or funds designated for the purchase of library materials.
Effective Date:	July 12, 2012
Reviewed:	October 4, 2017
RECEIPT OF LIBRARY MATERIALS	a. General donations of materials may be made the property of the Friends of the Library under the Memorandum of Understanding with that organization.
RECEIPT OF FUNDS	b. All donations or gifts of funds may be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.
OTHER GIFTS	c. Donations or gifts that are not library material or funds may be directed to the Johnson County Library foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.
CONDITIONAL GIFTS	d. Only the Library Board of Directors may accept gifts when conditions are attached to the deed of the gift. Requests for acceptance of these gifts must be accompanied by a statement of the relevancy of the gift to the Library’s mission, strategic plan and Collection Development Policy.
PROCEDURES FOR RECEIPT	e. The County Librarian will establish procedures for the approval of gifts for library and non-library materials.
GIFTS AS DISCARDS	f. Gifts to the Johnson County Library and Friends of the Johnson County Library Book Sale may be disposed of according to the regulations regarding Surplus Property (ARM 50-20-50) and the Friends of the Johnson County Library Book Sale (ARM 50-20-55)

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-50

SECTION: Library Collections

SUBJECT: Gifts

unless provision is made at the time the gift is given. Library materials not selected for inclusion in the library collection will be considered as discarded materials and surplus property.

LIABILITY

g. The Johnson County Library will make reasonable effort to secure gifts against theft, but accepts no liability should it occur.

October 4, 2017

ARM 30-20-50

Library

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-50

SECTION: Library Collections

SUBJECT: GIFTS

SUMMARY

This document describes the policies and procedures for acceptance of gifts of library and non-library materials or funds designated for the purchase of library materials.

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017
October 27, 2021

RECEIPT OF LIBRARY MATERIALS

a. General donations of materials will be made the property of the Friends of the Johnson County Library under the Memorandum of Understanding with that organization.

RECEIPT OF FUNDS

b. All donations or gifts of funds may be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.

OTHER GIFTS

c. Donations or gifts that are not library material or funds may be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.

CONDITIONAL GIFTS

d. Only the Library Board of Directors may accept gifts when conditions are attached to the deed of the gift. Requests for acceptance of these gifts must be accompanied by a statement of the relevancy of the gift to the Library's mission, strategic plan and Collection Development Policy.

PROCEDURES FOR RECEIPT

e. The County Librarian will establish procedures for the approval of gifts for library and non-library materials.

GIFTS AS DISCARDS

f. Gifts to the Johnson County Library and Friends of the Johnson County Library Book Sale may be disposed of according to the regulations regarding Surplus Property (ARM 50-20-50) and the Friends of the Johnson County Library Book Sale (ARM 50-20-55) unless provision is made at the time the gift is given. Library materials not selected for inclusion in the library collection will be considered as discarded materials and surplus property.

LIABILITY

g. The Johnson County Library will make reasonable effort to secure gifts against theft, but accepts no liability should it occur.

October 27, 2021

ARM 30-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-12

SECTION: Resolutions by Library Board of Directors

SUBJECT: GIFT FUND

SUMMARY

This document represents a communication by the Library Board to the BOCC, clarifying the administrative responsibility for the Library's Gift Fund.

Effective Date:

July 12, 2012

Reviewed:

May, 2012

October 27, 2021

The Board of Directors of the Johnson County Library, on a motion made and seconded, adopted the following resolution:

RESOLUTION

1. In 1984, the Board of County Commissioners and the Board of Directors of the Johnson County Library, after much discussion, adopted a joint approach to new legislation on governance of the Johnson County Library.

2. As part of the agreement between the two boards, the Board of County Commissioners agreed that the Library Board would be "in sole control of gifts or bequests made to the library."

3. The Library Board and the Board of County Commissioners reached that understanding because it was agreed that the patrons of the library and citizens of Johnson County sometimes desire to make gifts to the Johnson County Library and that any interest which accrued was to be used as the Library Board might designate. It was also agreed that it was important that potential donors to the Johnson County Library be assured that their gifts and bequests, with any interest accruing thereon, would be used for the sole benefit of the Johnson County Library.

4. K.S.A. 12-1225a, 1989 Supp., provides that the Library Board in Johnson County will have the same duties and powers prescribed in K.S.A. 12-1225. One of the powers set out in K.S.A. 12-1225 is contained in subparagraph (h):

"To receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest, or reinvest the gift and any dividends, interest, rent, or income derived from the gift in the manner the board deems will best serve the interest of the library."

5. The legislation agreed to by the Board of County Commissioners and the Library Board, and ultimately adopted by the legislature contained the following statutory provisions:

K.S.A. 12-1226 (b): "Except where otherwise provided by law, the treasurer of the Library Board shall pay over the county treasurer all funds collected for the maintenance of the library, with the exception of gifts and non-governmental grants." (Emphasis added.)

6. The Gift Fund of the Johnson County Library has been successfully maintained by the Library Board for many years with absolutely no problem in control or management. In 2009, the Gift Fund bank account was closed and funds transferred to the Johnson County Treasurer bank account, per County Auditor recommendations, with the proviso that Gift Fund receipts and interest proceeds be segregated from other county funds, and that the Library Board remain "in sole control of gifts or bequests made to the library.". Library patrons and citizens who make gifts or bequests to the Johnson County Library are assured that the proceeds of those gifts or bequests, and any interest which is derived there from, are used for the benefit of the Johnson County Library and its programs.

THEREFORE, the Library Board resolves to comply with existing statutes on gifts to the Johnson County Library, to continue the agreement entered into in 1984 with the Board of County Commissioners, and to have the County treasurer accordingly continue to maintain a Gift Fund account to receive, invest, and disburse cash gifts to the Johnson County Library in accordance with the wishes of patrons and citizens of Johnson County who make gifts or bequests to the Johnson County Library.

October 27, 2021

ARM 10-55-12 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-12A

SECTION: Resolutions by Library Board of Directors

SUBJECT: ADMINISTRATION OF GIFT FUND

SUMMARY

This document describes the manner in which the Library's Gift Fund shall be administered.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

The Board of Directors of the Johnson County Library, on a motion made and seconded, adopted the following resolution:

Administration of the Gift Fund

Pursuant to K.S.A. 12-1225, 12-1225b(a), 12-1225c and 12-116(b), the Board of Directors of the Johnson County Library has the power and authority to make and adopt rules and regulations for the administration of the Library; to hold, invest or reinvest gifts and income derived from gifts in the manner the Board deems will best serve the interests of the Library; to place money received from sources other than a tax levy in a separate fund or funds; to retain gifts and non-governmental grants; to acquire material and equipment deemed necessary for the maintenance and execution of modern library service; to employ a librarian and to charge the librarian with the daily administration of the Library.

Pursuant to said statutes and K.S.A. 12-1224, the Board of Directors shall elect a Treasurer whose duties and responsibilities are determined by the bylaws, rules, and regulations of the Library except that the Treasurer shall (i) pay over to the County Treasurer all funds collected by the Library for the maintenance of the Library with the exception of gifts and non-governmental grants and (ii) keep an accurate record of all monies received along with its source and those monies delivered to the County Treasurer.

Therefore, the Board of Directors does hereby adopt the following rules and regulations for the administration,

placement, disbursement and reporting of the monies, gifts, and non-governmental grants received by the Library and held in the Library's gift fund(s).

In connection with the daily administration of the Library, the County Librarian shall have authority and is directed:

1. To establish such accounts, funds, processes and procedures as the County Librarian shall deem appropriate for such purposes and to deposit into such accounts the gifts and income derived therefrom;
2. To authorize and approve all disbursements from such funds and accounts;
3. To prepare on behalf of the Treasurer an accurate record of all monies received along with its source and those monies disbursed to the County Treasurer;
4. To delegate one or more members of the Library staff to act for and on behalf of the County Librarian in exercising any duties or responsibilities hereunder except that no Staff member shall have the responsibility of approving disbursements;
5. To report to the Board on a monthly basis the receipts and disbursements for said funds and accounts in such detail or summary form as the County Librarian and/or Board Chair may deem advisable;
6. To annually engage an auditor to conduct an audit of the gift funds, to determine the scope of the auditor's engagement, the fees to be paid for the audit, and provide a copy of the audit to the Board;

October 27, 2021

ARM 10-55-12A End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER 10-56-96

SECTION: Resolution by Library Board of Directors

SUBJECT: GIFTS AND FUNDRAISING

SUMMARY

K.S.A. 12-1226 authorizes the Library Board to receive and accept any gift or donation to the library and administer the same. This document describes Library Board policy and intent regarding fundraising and gifts, and solicitation of goods and services from private sources.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

POLICY

a. The Library is an important public institution and public revenues should be expended to maintain the highest level of service. Solicitation of gifts will not supplant public funding. Any gift-sponsored activity will remain within the control of the Johnson County Library. All gift funds received by the Johnson County Library shall be maintained in a separate library gift fund by the County Treasurer. Library gift funds shall not be commingled with county general funds.

DIRECTION TO STAFF

b. The Board directs the County Librarian to establish and maintain procedures for the solicitation of monetary gifts, goods and services to benefit Library programs and service.

**AUTHORITY TO
ACCEPT**

c. The Board of Directors authorizes the County Librarian to accept monetary gifts, goods and services in support of the Library. Gifts to the Library collection are covered in "Gifts of Library Materials" (ARM 30-20-50). The County Librarian shall report all gifts on a monthly basis to the Library Board.

**GIFTS ARE
UNRESTRICTED**

d. A gift to the Library is considered to be made without restrictions unless it is made with restrictions that are stated in writing and approved by the County Librarian at the time the gift is made.

October 27, 2021

ARM 10-56-96 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

SUMMARY

This document describes the policy of the Library Board in closing the library in observance of holidays.

Effective Date:
Reviewed:

September 10, 2015
October 4, 2017
October 27, 2021

POLICY

Regulation
Purpose

a. It is the policy of the Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

Closing on
Adjacent Days

b. The JCL will close on Easter Sunday and on Sundays occurring the day before BOCC-designated holidays that apply to the JCL, with the exception of Martin Luther King Holiday. However, if a contiguous Monday and Tuesday are BOCC-designated holidays, the JCL will keep regular hours on the Sunday immediately before. If Independence Day, Christmas, or New Year's Day fall on Saturday or Sunday, the JCL will be closed on the day of the holiday and the day of any BOCC-designated observance that applies to the JCL.

Early Closings

c. The JCL will close at 5:00 p.m. on July 3, December 24, and December 31, if the date falls on Monday, Tuesday, Wednesday, Thursday, or Friday. If July 3, December 24, or December 31 are designated holidays by the BOCC, the JCL will keep regular hours on July 2, December 23, and December 30.

Thanksgiving

d. Thanksgiving Day and the Friday following are designated official County holidays. The library will close at 5:00 p.m. on the Wednesday preceding Thanksgiving and reopen on Saturday morning.

Other Deviations

e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on

the day before other BOCC-designated holidays that apply to the JCL.

October 27, 2021

ARM 20-10-11 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

SECTION: General Patron Services

SUBJECT: THEFT OF LIBRARY PROPERTY

SUMMARY

This regulation describes the circumstances in which members of the library staff are authorized to search containers of any kind in the possession of a patron for library materials that have not been checked out.

Effective Date:
Reviewed:

October 4, 2017
October 27, 2021

POLICY

a. A patron's use of the library shall constitute an authorization from the patron to library staff to search sacks, bags, briefcases, or containers of any kind, carried or in the possession of such patron, when staff has reason to believe that such patron is concealing library materials that have not been checked out

October 27, 2021

ARM 20-10-55 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-61

SECTION: General Patron Services

SUBJECT: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY

SUMMARY

The purpose of this document is to describe the responsibilities of parents and librarians in regard to minors who are using the library. This regulation also describes the library policy on children left unattended at closing of a library facility.

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. Parents are responsible for making sure that their children age 7 and under are attended and supervised at all times while using the library.

b. Pursuant to ARM 20-10-10 Hours of Service, the library establishes hours of service. The library prominently publishes those hours for the benefit of library patrons.

Library employees are employed to provide library service during library hours of service. Library employees are not custodians, babysitters, or caregivers for children at any time, including after the library doors are closed. Parents are responsible for ensuring that their children have rides or are picked up and off of the library premises no later than the time that the library closes.

c. Parents or guardians of all children under the age of 18 are responsible for making sure that their children are prepared to leave the library when the library closes.

d. At 45 minutes after closing, a child under the age of 12 will be treated by the library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care.

e. The County Librarian may establish additional rules and guidelines for the enforcement of this regulation.

October 27, 2021

ARM 20-10-61 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-85

SECTION: General Patron Services

SUBJECT: PATRON FEEDBACK

SUMMARY

The purpose of this regulation is to describe the County Librarian's responsibility in providing opportunity for patron comment and in providing Library Board access to that comment.

Effective Date:

September 10, 2015

Reviewed:

October 27, 2021

POLICY ON PATRON COMMENTS

a. A major measurement of library services is public reaction to its delivery. The Library Board of Directors encourages direct and indirect citizen input through use of surveys, focus groups, comment forms, citizen comment at board meetings, and other appropriate measurements.

COUNTY LIBRARIAN'S RESPONSIBILITY

Reporting

b. As needed, the County Librarian will report patron feedback trends to the Board.

Enabling Comment

c. The County Librarian will implement procedures which will enable all patrons to comment on any aspect of service. Special accommodation will be provided to individuals with disabilities requiring assistance to comment. Library Board meetings shall also be accessible to individuals with disabilities, as defined in the Americans with Disabilities Act Amendments Act (ADAAA). Persons requiring interpretive services or other accommodations to attend a Library Board meeting should notify Library staff at least 48 hours prior to the scheduled Library Board meeting

October 27, 2021

ARM 20-10-85 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

SUMMARY

This regulation describes charges made to patrons for direct services.

Effective Date:
Reviewed:

October 4, 2017
November 7, 2019
October 27, 2021

AUTHORITY FOR FEES

a. Fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

REGULAR FEE SCHEDULE

b. The Fee Schedule for services available from public service desks are:

Ear buds

1. \$2.00

Interlibrary Loan

2. Interlibrary Loan
Actual charge from loaning institution.

Photocopies

3. Photocopies (paper and microform)
\$.15 per black and white exposure.
This charge is waived for patrons receiving service under ARM 20-15-50 (Services to Homebound Patrons.)
\$.50 per color exposure

Printed Copies

4. Printed copies from public use computers.
\$.15 per page for black and white
\$.50 per page for color

Materials Recovery Fee

5. Processing fee per patron account handled by the materials recovery vendor. \$10.00

Returned Check Fee

6. For a returned check, the library assesses a \$25.00 fee, which is added to the borrower record.

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

SECTION: General Patron Services

SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE

SUMMARY		This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.
Effective Date:		October 13, 2016
Reviewed:		October 27, 2021
AUTHORITY		a. Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.
		b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt. The maximum fine of \$6 will be deducted from the refund. Damaged materials fees apply to both borrowed materials and materials used in the library.
PROCEDURE		c. Overdue materials accrue a \$.30 fine per item per day, with a maximum fine of \$6.00. Damaged or lost materials will be charged to the patron according to the schedule.
	Denial of Borrowing Privileges	When the dollar amount of unpaid fines and fees posted to a borrower's record is \$25.00 or more, further checkout of materials is prohibited, study rooms may not be utilized (Per ARM 20-80-27). The County Librarian is authorized to establish procedures for restoration of borrowing privileges.
	ILL Materials	d. Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.
APPEAL		e. Fines and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the

County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

SCHEDULE

f. The fee schedule of overdue, lost, or damaged materials is as follows:

October 27, 2021

ARM 20-10-91 End

Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult	Art Print	Cost of Item	\$30.00
Adult	Audio books on CD	Cost of Item	\$45.00
Adult	Book	Cost of Item	\$25.00
Adult	Compact Disc (Music)	Cost of Item	\$18.00
Adult	DVD	Cost of Item	\$30.00
Adult	Federal Doc. Leaflet & circulating Maps	Cost of Item	\$15.00
Adult	Holder, Plastic A-V	\$3.00	\$3.00
Adult	Periodical	Cost of Item	\$6.00
E, J, YA	Audio books on CD	Cost of Item	\$15.00
E, J, YA	Book	Cost of Item	\$10.00
E, J, YA	Books to Grow Kit	Cost of Item or \$12 Part (s)	\$300.00
E, J, YA	DVD	Cost of Item	\$30.00
E, J, YA	Compact Disc (Music)	Cost of Item	\$18.00
E, J, YA	Holder, Plastic A-V	\$3.00	\$3.00
E, J, YA	Periodical	Cost of Item	\$6.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	
	Mini HDMI to HDMI adapter	\$50.00	
	VGA to HDMI adapter	\$50.00	
	MAC TO HDMI adapter	\$50.00	

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 20-10-95

SECTION: Finance

SUBJECT: WAIVING AGED PATRON ACCOUNTS RECEIVABLE

SUMMARY

This regulation defines the parameters within which aged patron library fines and fees (accounts receivable) may be automatically waived and authorizes the County Librarian to adopt procedures with respect to waiving such fines.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

DEFINITION OF FINE WAIVER

a. A fine waiver removes a fine from a patron's account and clears the patron's record of fines owed. The amount owed may include fees owed by the patron pursuant to ARM 20-10-90, "Fee Schedule;" fines, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "Overdue, Lost or Damaged Materials Fee Schedule;" and any other fees or charges owed by the patron pursuant to these regulations.

AUTHORIZATION FOR COUNTY LIBRARIAN TO ADOPT PROCEDURES ON AUTOMATIC WAIVERS

b. The County Librarian is authorized to adopt procedures for automatic waivers of aged accounts receivable from the Library's Integrated Library System (ILS). Such procedures may include appropriate definitions; rules governing timing of automatic waivers; and procedures relating to reports on aged accounts receivable.

ELIGIBILITY FOR AUTOMATIC WAIVER OF ACCOUNTS RECEIVABLE

c. Fines that were billed before 2008 and total \$6 or less will be automatically waived in the Library ILS in 2011. Thereafter, on an annual basis, fines that are older than five years and total \$3 or less will be automatically waived in the Library ILS. When such fines are waived, the debt of the patron to the Library is eliminated.

October 27, 2021

ARM 20-10-95 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-10

SECTION: Access to Materials

SUBJECT: ACCESS POLICY STATEMENT

SUMMARY

This document describes the Library Board's intent regarding accessibility of circulating materials for patrons in various parts of the district.

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. All circulating materials in the Library's collections are accessible to any patron at any Johnson County Library site, through online catalog requests and available delivery systems unless excepted in the related procedure.

No
Discrimination

b. Access to all materials legally obtainable is assured to the user, and policies and procedures will not unjustly exclude materials even if they are offensive to the librarian or the user. Libraries and library staff are responsible for providing equal access to library materials and services for all library users.

Children

Parents or guardians, and only parents or guardians, may restrict their children, and only their children, from access to library materials and services.

**COMPLIANCE
WITH THE
AMERICANS
WITH
DISABILITIES
ACT (ADA)**

d. Access to materials by individuals with disabilities as defined in the Americans with Disabilities Act shall be in accordance with the Act, (ARM 50-20-20), and other provisions of this regulation.

October 27, 2021

ARM 20-15-10 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-50

SECTION: Access to Materials

SUBJECT: SERVICE TO HOMEBOUND PATRONS

SUMMARY

This regulation describes services and waivers available to homebound patrons.

Effective Date:

March 8, 2012

Reviewed:

October 4, 2017

October 27, 2021

SERVICE TO HOMEBOUND PATRON

a. The Library's intent is to provide equitable library service to County residents who are approved as homebound by a medical professional, social service worker, professional caregiver, or library staff.

Olathe residents and non-Johnson County residents will be referred to their own library system.

REGISTRATION AS HOMEBOUND

b. The County Librarian is authorized to issue procedures for registering qualified patrons for homebound service.

CIRCULATION SERVICES

c. Circulating library materials may be checked out and mailed to patrons registered as homebound according to library procedure.

BASIC REFERENCE SERVICE

d. Basic reference service will be provided to patrons registered as homebound. The results will be delivered to the patron, free of charge.

WAIVERS

e. No overdue or mail fees will be charged to homebound patrons. However, homebound patrons will be charged for lost or damaged items.

October 27, 2021

ARM 20-15-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-60

SECTION: Access to Materials

SUBJECT: INTERLIBRARY LOAN

SUMMARY

The purpose of this document is to establish that an interlibrary loan function will be provided for the benefit of residents of the Johnson County Library district and for reciprocating institutions, and to delineate the conditions under which charges are made.

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

**POLICY ON
INTERLIBRARY
LOAN**

a. The Library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Johnson County Library; and to provide reciprocal interlibrary loan service to other institutions.

**GUARANTEE OF
RIGHT OF ACCESS**

b. This service is available to library cardholders who live in the Johnson County library district. Library patrons outside the Johnson County library district are encouraged to use the Interlibrary Loan service of their home library system. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

FEES

c. Usage fees may be charged for interlibrary loan service provided to the Johnson County Library user eligible for ILL services and to reciprocating institutions, according to the Fee Schedule (ARM 20-10-90).

Waivers

Fees assessed to staff and volunteers of the library may be waived if the service is provided to them in support of their work assignments, professional development, or course or degree work, if approved by the department head.

**MATERIALS
LOANED**

d. Johnson County Library will comply with current interlibrary loan protocols.

October 27, 2021

ARM 20-15-60 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-51

SECTION: Circulation Services

SUBJECT: COLLECTION USE PARAMETERS

SUMMARY

Delegates to the County Librarian the authority to designate loan periods and other collection use parameters.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. The Johnson County Library Board of Directors delegates to the County Librarian the authority for the following collection use parameters: determining what materials shall be circulating or non-circulating; setting loan period schedules; setting renewal limits, and determining which types of materials are subject to being held for patron requests (holds).

b. The County Librarian uses the following guidelines in making the above determinations:

Rationale

i. The library administers its collections for the equitable sharing of library resources in the interest of all patrons.

Considerations

ii. In determining collection use parameters, the library considers elements such as scarcity of materials, ease of replacement, probable use, format, security issues, and allowing response to emergent or immediate changes or public demands.

Procedures

c. A schedule of these parameters for each type of material held by the library will be set out in administrative procedures approved by the County Librarian.

October 27, 2021

ARM 20-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-51

SECTION: Circulation Services

SUBJECT: DISCLAIMER ON DAMAGED PATRON PROPERTY

SUMMARY

This regulation disclaims JCL responsibility for any damage to patrons' property resulting from use of materials checked out from the JCL.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

- a. Effective September 1, 1994, the Johnson County Library disclaims all responsibility for any reported damage sustained by patrons' property attributed to use of materials in any format checked out from the Johnson County Library. - The library assumes no responsibility for the condition of any item.
- b. The Johnson County Library disclaims all responsibility for any reported damage sustained to patrons' property when used in conjunction with the items provided by the Johnson County Library.

October 27, 2021

ARM 20-20-51 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-55

SECTION: Circulation Services

SUBJECT: RETURN OF OVERDUE MATERIALS

SUMMARY

This document describes the Board's policy on dealing with patrons who have not returned overdue materials borrowed from the Library.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. It is the policy of this Board to seek to use the Library's present structure of fees, replacement charges, collection remedies and other remedial actions to reduce the number of overdue materials and to protect library assets. Harsher measures, including the option provided by K.S.A. 21-3701, may occasionally need to be applied, but only with great caution and after careful deliberation.

Procedure

b. Before prosecuting a case under K.S.A. 21-3701 the County Librarian must consult with the Library Board's attorney. The County Librarian must then obtain the approval of the Library Board before proceeding.

October 27, 2021

ARM 20-20-55 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-65

SECTION: Circulation Services

SUBJECT: SERVICES TO STAFF AND VOLUNTEERS

SUMMARY

This document describes the extent and limitations of waivers of fines and fees for library staff and volunteers.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

Waiver

a. To encourage staff and volunteers to keep an awareness of the tools of their trade, no overdue or rental fees will be charged to the staff and volunteers of the Johnson County Library. Staff and volunteers will be subject to all other charges on the Fees and the Overdue, Lost or Damaged Materials Fees Schedule (ARM 20-10-90, ARM 20-10-91).

Limitations

b. In all other cases, except that described in paragraph 1 of this regulation, staff and volunteers are entitled only to the same library services and privileges offered to the general public.

Disclaimer

c. This regulation is not to be construed as to interfere with a staff member or volunteer carrying out official duties.

October 27, 2021

ARM 20-20-65 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-30-05

SECTION: Information Services

SUBJECT: COPYRIGHT ADHERENCE

SUMMARY

This regulation describes the library's commitment to adhering to copyright law and the Fair Use doctrine.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

A. The Johnson County Library adheres to the provisions of the Copyright Act of 1976 (Title 17 of the United States Code), as amended. No copy is made with any purpose of direct or indirect commercial advantage for the library; copies are made on a cost recovery basis only. The Library maintains records of all copies of periodicals articles obtained from outside sources for which it has not already paid royalties, and pays all royalty fees or acquires additional subscriptions as required by federal regulations. Library employees do not copy materials which under federal law cannot be copied, or which the copyright holder has specifically prohibited from being copied, except where the Fair Use Doctrine applies. The Library does not make multiple copies of copyrighted documents for a single user. The Library provides notice of copyright as required by law.

b. The Library trains its employees to operate within the parameters of the Copyright Act and to provide public assistance within the Fair Use Doctrine, which provides that, notwithstanding the exclusive rights of the copyright owner, the fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. Factors to be considered in determining whether the use made of a work in any particular case is a fair use include: whether such use is of a commercial nature or is for nonprofit educational purposes, the nature of the copyrighted work, the amount and substantiality of the portion used in relation

to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work. The Fair Use Doctrine applies to the electronic as well as the print environment.

c. Any copy made at the request of a patron will become the property of the patron, with any charges made only for recovery of both direct and indirect library costs. Copies not retained by the patron are destroyed. Copies are made only at the request of a patron and not in anticipation of such need. The library's use of Vertical Files does not fall within the purview of the Copyright Act.

d. Library employees are instructed to refuse to make copies for patrons whom they discover to be violating the Fair Use Doctrine, i.e., copying for commercial purposes or in a systematic manner, because of the substantiality of the material that the patron proposes to copy, or because the amount or systematic nature of the patron's copying of certain material would obviously impact the market for that material. Library employees who know that a patron is violating the Copyright Act by making copies in an unauthorized way are instructed to request that the patron stop. In the event a patron so requested refuses to stop, the library employee shall advise the County Librarian, who may suspend the patron's privileges to use the library, in accordance with regulation.

e. Music, audio, and video recordings are never copied by staff. Copyrighted sheet music is never copied or faxed by staff.

f. The Library adheres to Copyright restrictions for licensed online content as articulated by the license agreement between the Library and the licensor.

g. The County Librarian will establish procedures for adherence to the Copyright Act, based on the Act and on this regulation.

October 27, 2021

ARM 20-30-05 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-30-65

SECTION: Information Services

SUBJECT: LIBRARY DISPLAYS

SUMMARY

This document establishes displays of materials and information that highlight the collection and mandate that intellectual freedom principles will be used.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

**POLICY ON
DISPLAYS**

a. Materials for displays will be selected by librarians in accordance with Library Policy, the Library Bill of Rights statement, and guidelines established in the Library Collection Development Policy as formally adopted by the Library Board of Directors.

b. Displays will be selected at the discretion of the appropriate -library staff.

October 27, 2021

ARM 20-30-65 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-35-10

SECTION: Youth Services

SUBJECT: PROVISIONS OF YOUTH SERVICES

SUMMARY

The purpose of this document is to describe the mission and range of Youth Services, and to distinguish library and parental responsibilities in regard to children's interactions with library staff and library materials.

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017

October 27, 2021

GUARANTEE OF ACCESS

a. All services, materials and library privileges available within the Johnson County Library are accessible to all patrons, regardless of origin, age, background or views.

Parent's Role

It is the parents or guardians -- and only the parents or guardians -- who may restrict their children -- and only their children -- from access to library materials and services. The Library and its staff are responsible for providing equal access to library materials and services for all library users. Consistent with this, the library requires children under sixteen years of age to obtain a parent's or guardian's signature on their library card application.

TYPES OF SERVICE

b. The Johnson County Library provides library services, programs and materials to accommodate varying levels of intellectual development among youth. These services and materials may be available at all Library facilities.

PROMOTION OF READING

c. The mission of the Johnson County Library is to provide access to ideas, information, experiences, and materials that support and enrich people's lives. To fulfill this role, programs aimed at youth of all ages will be offered. The Library promotes reading, learning, and self-enrichment through services for children and teens and for adults working with children and teens, and works towards introducing young persons of all

ages to a wide range of materials, formats and experiences.

MATERIAL
ABOUT
CHILDREN

d. The Library provides programming and materials, for adults concerned with children, on reading readiness, cultural awareness, parenting, child care, and child development and other youth-related issues.

COOPERATIVE
ACTIVITIES

e. The Library participates in ongoing cooperation with other child- and teen-oriented agencies in the community and provides outreach services to schools, childcare facilities and other group settings where children and teens are unable to come to the library.

October 27, 2021

ARM 20-35-10 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-60-10

SECTION: Programming

SUBJECT: PROGRAMMING POLICY

SUMMARY

Describes the purpose and parameters of various aspects of programming within the Johnson County Library.

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017

October 27, 2021

**PROGRAMMING
POLICY**

a. Johnson County Library provides programming for the community as a part of its role in promoting lifelong learning and library use.

Benefits

1. Library programming provides information and/or encouragement for the use of materials in the library's collection.
2. It also creates an environment for people to learn, to explore, to enjoy, to create, and to connect.

**YOUTH
SERVICES**

b. Programming is an essential function to youth and teens conveying excitement about reading, writing and authorship, about research and problem solving, critical thinking, and social development, about exploring the world around them and about libraries. Youth Services programming supports life-long use of the Library, encourages involvement of parents with their children, provides outreach to schools, childcare facilities and other community agencies, and introduces children and their caregivers to a wide range of formats, materials and information.

LITERACY

c. The Library actively supports literacy programming because of the immediate personal, social and economic importance of a literate citizenry. Johnson County Library cooperates with community literacy programs to facilitate teaching efforts.

**ADULT
SERVICES**

d. Programs for adults are provided as lifelong learning opportunities focusing on books and authors, business,

civic engagement and topics of local interest, as well as societal and cultural issues.

INTELLECTUAL
FREEDOM

e. Library initiated programs are provided as a community resource, under the same policies of free and open access to information and ideas for all users that govern access to library materials. Johnson County Library subscribes to the LIBRARY BILL OF RIGHTS, which states in Article 2 that library resources "should not be proscribed or removed because of partisan or doctrinal disapproval." This policy applies to the contents of library-initiated programs and the views expressed by the participants.

Library
Disclaimer

1. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Topics, speakers, and resource materials are not excluded from library initiated programs because of possible controversy, and concerns about programs are handled under the same written policy and procedures which govern reconsideration of other library resources. Library initiated programs are open to all, without regard to origin, age, background, or views.

COMPLIANCE
WITH THE
AMERICANS
WITH
DISABILITIES
ACT

f. Programming shall be provided so that individuals with disabilities as defined in the Americans with Disabilities Act can participate in and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. The Library will provide programming that permits maximum integration and independent function for qualified individuals. Requests for interpretative services or other accommodations should be made at least forty-eight hours in advance of the scheduled event.

COOPERATIVE
EFFORTS

g. Co-sponsorship with community institutions is encouraged. Staff may present programs in other facilities with other agencies. Hosting traveling exhibits or outside-developed programs, supplemented with Library displays and publicity, is encouraged.

EVALUATION

h. Johnson County Library programming efforts are evaluated to ensure the appropriate use of public resources.

October 27, 2021

ARM 20-60-10 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-60-11

SECTION: Programming

SUBJECT: CO-SPONSORSHIP WITH OTHER ORGANIZATIONS

SUMMARY

The intent of this regulation is to establish a means by which the library can accept financial support for programming from outside organizations.

Effective Date:
Reviewed

July 12, 2012
October 4, 2017
October 27, 2021

POLICY

a. With the permission of the County Librarian or designee, the Johnson County Library may co-sponsor programs with profit and non-profit organizations. Johnson County Library selects and participates with co-sponsoring organizations based on criteria established by the Strategic Plan, and library policy.

FEES

b. Library programs whether initiated or co-sponsored by the library are free and open to the public.

SELLING

c. Sale of authors' works and other materials related to a library program is allowed in conjunction with the program.

October 27, 2021

ARM 20-60-11 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-21

SECTION: Facility Usage

SUBJECT: DISPLAYS AND EXHIBITS – NON-PUBLIC FORUM

SUMMARY

This regulation describes the policy for library-sponsored displays and exhibits.

Effective Date:

May 18, 2005

Reviewed:

October 4, 2017

October 27, 2021

**DEFINITIONS
AND POLICY**

a. Displays are defined as presentations on open shelves or fixtures of materials from the library collections which are available for lending and/or materials or information about materials created or lent by government units or personnel, or on loan from private citizens or groups. Displays often use merchandising techniques within the library and are frequently topical in nature. These displays are covered by the intellectual freedom policies of the library but are not a public forum.

b. Exhibits (non-public forum) are more formal presentations of library and governmental materials and realia. If an exhibit case is declared a non-public forum space, it may be used only by the government and library.

PROCEDURES

c. The County Librarian will establish procedures as guidelines for implementing these non-public forum displays and exhibits.

October 27, 2021

ARM 20-80-21 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-22

SECTION: Facility Usage

SUBJECT: DISPLAYS AND EXHIBITIONS – PUBLIC FORUM

SUMMARY

This regulation establishes the library's policy for programming with displays and exhibits as public forum spaces.

Effective Date:

May 18, 2005

Reviewed:

October 4, 2017

October 27, 2021

**POLICY ON
AVAILABILITY**

a. The library offers no public forum spaces for displays and exhibits.

b. The library offers limited space for displays of original works of art. The library facilities designated by the County Librarian constitute a library program and shall not create a public forum space.

c. The County Librarian will establish criteria and procedures for the selection of art works to be displayed.

October 27, 2021

ARM 20-80-22 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-24

SECTION: Facility Usage

SUBJECT: PICKETING AND PROTESTS

SUMMARY

This regulation describes the Library Board's policy on reacting to public demonstrations on library property.

Effective Date:

August 17, 2011

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. Peaceful demonstrations and picketing are permitted on Library property in areas designated by staff, unless the activity obstructs traffic or interferes with Library patrons' use of the Library. If Library uses and/or traffic is obstructed, Library personnel will call local police.

b. Demonstrators and picketers are responsible for following all laws, including municipal rules and regulations.

PROCEDURES

The County Librarian maintains written procedures to implement the terms of this policy.

October 27, 2021

ARM 20-80-24 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-27

SECTION: Facility Usage

SUBJECT: STUDY ROOMS

SUMMARY

This regulation describes the policy for public use of JCL study rooms.

Effective Date:

January 9, 2014

Reviewed

October 4, 2017

October 27, 2021

PURPOSE

a. The purpose of study rooms is to provide space, free of charge, for quiet study and small group meetings, for use by individuals of any age. Study rooms are non-public forum areas.

GUIDELINES FOR USE

b. The County Librarian or designee will establish guidelines and procedures for study room use and make them available to patrons.

1. Solicitation is prohibited as defined in the procedure.

PENALTIES

c. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library study room, financial liability for damages, and/or immediate removal from the room.

October 27, 2021

ARM 20-80-27 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-20

SECTION: Library Collections

SUBJECT: GOVERNMENT DOCUMENTS DEPOSITORIES

SUMMARY

This document outlines JCL's commitment to being a depository for two governments, federal and state, and its means of housing the materials and creating accessibility to them.

Effective Date:

June 15, 2005 (reaffirmed)

Reviewed:

October 4, 2017

October 27, 2021

POLICY

a. The Johnson County Library is a depository for documents of the United States and the state of Kansas. The County Librarian is authorized to meet the requirements and standards set forth by those governments for depository status.

Borrowing
Parameters

b. Items from the depository collections may circulate, except those in heavy demand or with reference value.

October 27, 2021

ARM 30-20-20 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-70

SECTION: Library Collections

SUBJECT: WORKS OF ART AND ARTIFACTS

SUMMARY

This document describes policy and procedure for the Library's collection of art and artifacts.

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017

October 27, 2021

POLICY

Purchased Art

a. The Johnson County Library may collect and purchase art and artifacts in accordance with criteria established by the library's mission, strategic plan, and collection development policy.

Commissioned Art

b. The Johnson County Library may commission art to be used in buildings, marketing and promotions, in order to enhance patron service or experience.

Donated Art

c. Donations of art to the Johnson County Library are governed by ARM 30-20-50 Gifts.

PROCEDURES

The County Librarian will establish procedures to govern the collection and purchase of art and artifacts.

October 27, 2021

ARM 30-20-70 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

SUMMARY

This document describes Library compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and Kansas Act Against Discrimination.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

ADHERENCE TO ACTS

a. The Johnson County Library adheres to the ADAAA of 2009 (PL 110-325) and the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq), and amendments thereto.

INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

b. Qualified individuals are those individuals with disabilities as defined by the ADAAA.

Services, Programs, and Activities

Services, programs, and activities shall be provided in such manner that qualified individuals can participate in them and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. Service animals are allowed in all libraries.

Website

Johnson County Library strives to ensure that the website is accessible to everyone in accordance with accessibility standards and best practices. To meet this commitment, we voluntarily comply with requirements of Section 508 of the Rehabilitation Act Amendments of 1998 and WCAG 2.0 AA Accessibility Guidelines proposed by World Wide Web Consortium (W3C). If

online information is not accessible in a format required by individuals with disabilities, the Library will convert this information upon request or otherwise seek to provide an alternative format or assistance.

Section 5-8 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us.

Integration into Activities The services, programs, and activities of the Library shall be provided in a manner that permits maximum integration and independent function for qualified individuals.

EMPLOYMENT

c. The Library follows the Human Resources policies and procedures of the Johnson County Human Resources Department. In doing so, the Library does not discriminate against qualified individuals in hiring, promotion, retention, compensation, job training, or other employment practices.

Vacancies In accordance with County policy job vacancy notices shall provide information on the essential tasks and physical requirements of the position, and posting shall be available in alternative formats upon request.

Disputes Individuals with employment-related disputes may make use of the County Human Resources Dispute Resolution Procedure.

COMMUNICATION

d. Information disseminated about Library services, programs, and activities shall be made available in alternative formats upon request. The Library shall publish information concerning adaptations and services available to individuals with disabilities. In planning for and implementing provisions of the acts, the Library shall consult with interested individuals, organizations, and individuals with disabilities.

STAFF DEVELOPMENT

e. The Library shall provide staff development activities to all employees to keep them informed of Library efforts to serve individuals with disabilities and about staff roles in providing Library services. Activities shall include developing interpersonal communication skills with individuals with disabilities and making staff sensitive to the needs of individuals with disabilities.

ADAAA
COMPLIANCE
OFFICER

f. The County Librarian shall appoint an ADAAA Compliance Officer. Information about how to contact the ADAAA Compliance Officer shall be easily available to the staff and the public.

Duties

The ADAAA Compliance Officer shall be responsible for coordinating compliance efforts, monitoring services to individuals with disabilities, maintaining expertise in the acquisition and use of auxiliary aids, receiving questions and complaints concerning compliance with the acts, and communicating with the staff and public concerning the acts.

GRIEVANCES

g. Individuals with discrimination complaints under the acts may present grievances for resolution to the staff member in charge at any public service location or to the ADAAA Compliance Officer. Complaints may be made in person, by telephone, by TDD, by mail, or in any format in which the aggrieved can communicate.

Investigation

The ADAAA Compliance Officer shall promptly investigate all complaints and communicate a suggested resolution to the aggrieved.

Appeal

Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the aggrieved may bring the complaint before the Library Board of Directors for resolution.

Notice

Rights of individuals to complain under the acts and procedures for doing so shall be made available in all public service locations in alternative formats upon request.

October 27, 2021

ARM 50-20-20 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-11

SECTION: Building and Grounds

SUBJECT: STATEMENT OF POLICY ON FACILITY DEVELOPMENT

SUMMARY

This regulation describes the method for determining when to begin development of a branch facility for a service area.

Effective Date:
Reviewed:

August 17, 2011
October 27, 2021

POLICY

In order that new facilities are opened when and where they are needed, a “trigger” indicates when planning and site selection for a new facility should begin in earnest. That trigger occurs when two related events come together:

- 1 – the population of a new branch service area reaches toward 10,000; and
- 2 – commercial/service/amenity centers begin to be developed in the service area.

Note: Both factors are necessary and both will occur about the same time. Population growth rates for the service area and city land use plans provide the data indicating that the trigger is approaching. Close contact with city planning departments and attention to activity involving zoning, building permits, and actual construction of homes and businesses; provide information as to the timing of land purchase and construction.

October 27, 2021

ARM 60-10-11 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-12

SECTION: Building and Grounds

SUBJECT: SITE SELECTION GUIDELINES

SUMMARY

This regulation describes criteria for determining where to build a library facility.

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

RATIONALE

a. Libraries, like most public buildings, generally must serve for many decades and can use any possible advantage to ensure that the library's full public service potential is realized and maintained. The location of the library and its relationship to present and future social, transportation and business patterns will have a direct effect on the extent the general public will make use of its resources. Convenience of access will build up the volume of use, and this greater volume will decrease the per user cost of service. Public library sites should be evaluated in much the same way that a business person researches desirable retail locations.

POLICY

b. The essential element in selecting a public library site which is common to all the research on the subject is that a public library should be as accessible as possible to the greatest number of users.

**PRIMARY SITE
CRITERIA**

c. There are two primary site criteria which normally have some absolute limitations. These two factors must be considered first, since the size and the cost of the property are givens which must be met before other criteria are considered. The factors are:

1. **Size and Shape of Property:** The site must be adequate area and appropriate configuration to allow construction of the programmed building, adjacent parking, and potential for expansion.

2. **Cost and Availability:** The property must be available by either negotiated purchase, gift, or through condemnation, at a price the library is

willing and able to pay, or through interlocal cooperation agreements with other governmental entities..

SITE SELECTION GUIDELINES

d. Guidelines to be applied to any prospective location under consideration in descending order of importance are:

1. Relationship of the location to the service population.
2. Vehicular access within the area served, major arterial highways/traffic patterns, and routes taken by residents, including public transportation.
3. Visibility and ease of identification of the building and its services.
4. The drawing influence of adjacent activities, (e.g. concentrations of retail and employment).
5. Access to parking: on-site or municipal, generally 5 spaces per 1,000 square feet of building area.
6. Ease of access in the immediate area.
7. Amenities: aesthetic factors and potential enhancement to an area, scenic view, and replacement of deteriorating structures.
8. Liabilities: unsuitable neighboring activities such as: flood plain, landfill, and livestock.

October 27, 2021

ARM 60-10-12 End



ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-20

SECTION: Building and Grounds

SUBJECT: EMERGENCY PREPAREDNESS

SUMMARY

This document describes the Library Board's policy regarding emergency situations.

Effective Date:

August 17, 2011

Reviewed:

August 17, 2011

October 27, 2021

POLICY

a. The Johnson County Library adheres to the Johnson County Emergency Preparedness Plan.

October 27, 2021

ARM 60-10-20 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-50

SECTION: Building and Grounds

SUBJECT: SMOKING PROHIBITION

SUMMARY

This document describes the Library Board's policy on prohibiting smoking in Library facilities.

Effective Date:

June 12, 2014

Reviewed:

October 27, 2021

PROHIBITION

a. Smoking/tobacco use, including but not limited to cigarettes, cigars, pipes, smokeless or chewing tobacco, electronic cigarettes, personal vaporizers that dispense nicotine, and electronic nicotine delivery systems generally, is prohibited inside all Johnson County Library facilities, including all public, work, staff lounge, and warehouse areas. Smoking/tobacco use is additionally prohibited at any location within 10 feet of a Johnson County Library facility entry or exit door. Smoking/tobacco use is also prohibited in library vehicles.

SIGNAGE

b. In accordance with State law and County policy, the County Librarian will post "Smoking Prohibited" signs in each facility.

NEW FACILITIES

c. Smoking/tobacco use will not be allowed in any new facility opened by the Johnson County Library.

October 27, 2021

ARM 60-10-50 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-60

SECTION: Buildings and Grounds

SUBJECT: SIGNS

SUMMARY

This document describes the Library Board's policy on signage.

Effective Date:

July 21, 2011

Reviewed:

October 27, 2021

POLICY

Exterior

a. All buildings owned or leased by the Johnson County Library that provide public service will be clearly identified with a sign that is limited to the phrase "Johnson County Library."

October 27, 2021

ARM 60-10-60 End

ADMINISTRATIVE REGULATIONS

TAB: Parking

DOCUMENT NUMBER: 60-10-70

SECTION: Buildings and Grounds

SUBJECT: PARKING

SUMMARY

This document describes the Library Board's policy in providing parking access for users, volunteers, and employees of the Library.

Effective Date:
Reviewed:

August 17, 2011
October 27, 2021

POLICY

a. The parking lots of Johnson County Library facilities are reserved for staff, volunteers, and users of Johnson County Library and its facilities.

PRIORITIES

b. In compliance with the Americans with Disabilities Act, accessible parking is provided for individuals with disabilities as defined by the Act. Next priority in parking convenience will be given to users and volunteers of the Johnson County Library and its facilities.

ENFORCEMENT

c. The County Librarian is authorized to take necessary action to enforce this policy, according to appropriate legal requirements and Johnson County governmental policies.

**SHARED
PARKING**

The County Librarian may establish shared parking agreements with other organizations or agencies where appropriate.

October 27, 2021

ARM 60-10-70 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-30

SECTION: Furnishings and Equipment

SUBJECT: STAFF USE OF LIBRARY EQUIPMENT AND SUPPLIES

SUMMARY

This document describes the Library Board's policy on staff use of library-owned furnishings and equipment.

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

POLICY

a. Except in carrying out of official duties, staff or volunteers of the Johnson County Library may use furnishings, equipment, machines, materials and supplies possessed by the Library only under the same conditions as the general public.

b. All written, voice, and electronic messages made on library equipment are library records. The library reserves the right to access and disclose all messages sent over or residing on its equipment for any purpose.

PROCEDURES

The County Librarian is authorized to issue procedures governing staff use of communications equipment.

October 27, 2021

ARM 60-20-30 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-50

SECTION: Furnishings and Equipment

SUBJECT: VEHICLES

SUMMARY

This document describes the Library Board's policy regarding the administration and use of vehicles in the possession of the Library.

Effective Date:

July 12, 2012

Reviewed:

October 27, 2021

PRIVATE USE

b. Private use of vehicles possessed by the Library is forbidden. (K.S.A. 8-301, 8-307)

LABELING

c. All vehicles owned or leased by the Library will be labeled in accordance to the provisions of K.S.A. 8-305.

KEPT AT HOME

d. Vehicles possessed by the Library may be kept at the home of library employees under conditions described in K.S.A. 8-307 only with the written permission of the County Librarian.

PROCEDURES

e. The County Librarian will ensure the establishment of procedures governing the use of library vehicles.

October 27, 2021

ARM 60-20-50 End

Strategic Plan Update

Second Trimester
May-September 2021



Key Performance Areas

Education

Operations

Community

Communication

Convenience



Education

Goal 9 Annually identify, review and recommend standards for professional skills necessary to deliver programs, outreach and information services in collaboration with other Library departments.

- Transition to In-Person Programming
- Virtual Branch Services
- Youth Focus Area Alignment – Strategy & Communication
- Spring 2022 Services Prioritization

Goal 13 Prioritize, plan, implement and evaluate high-quality learning experiences that engage, inform and connect our patrons on a tri-annual schedule while remaining responsive to community needs and requests.

- Central Building Upgrade training
- Cyber-Security training
- Learning Pathways for Circulation staff
- Summer Reading Virtual Programming, Events, and Outreach
- Maker Space Move-in and Upgrades
- Walk & Read
- Community Garden



Transition to In-Person Programming

Phase 1

Existing virtual programs, Walk and Read, exhibitions, and Incarcerated Service programs

Phase 2

Partnership programs outside the library. Procedures and best practices for registration.

Phase 3

In-person storytimes, book clubs, book groups, Makerspace programs, focus area programs, youth programs and partnership programs.



Move-in and Upgrades

When the Central Resource Library reopens the Maker experience will be enhanced with:

- Larger and more powerful Trotec laser cutters. The same machines available at the Indian Creek Library Lab.
- Larger, faster, but still beginner friendly X-Carve CNC machine. It will be in the old soundbooth.
- Dual extrusion Ultimaker 3D printers that will allow patrons more filament choices.
- A Formlabs resin 3d printer for highly detailed prints. This is a whole new printing process for us.



Operations

Goal 1 Develop and review the annual budget, allocating resources to align with strategic goals and tactics.

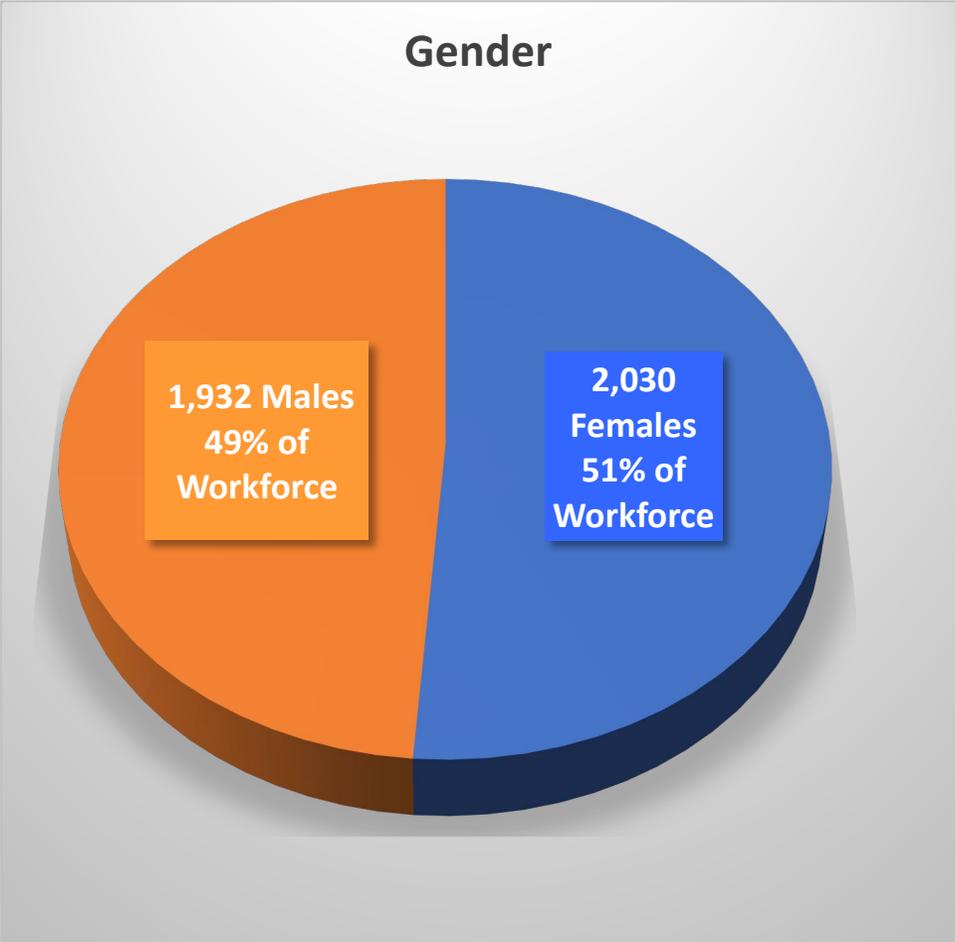
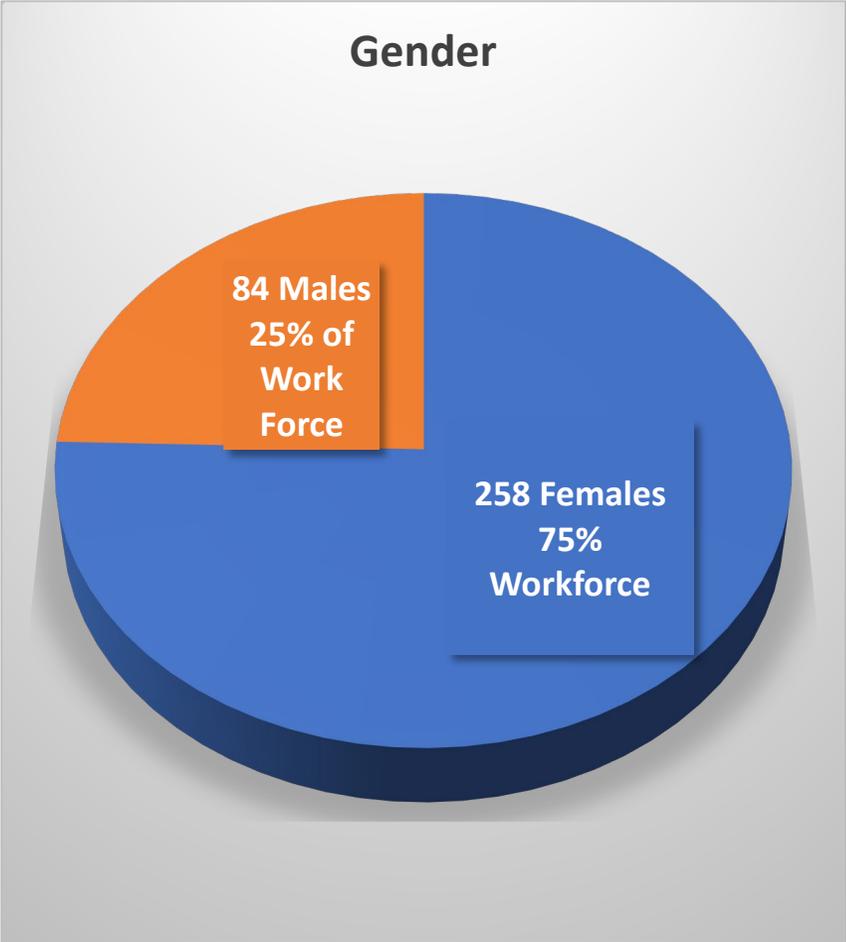
- Planning for FY 2023 budget
- Contract Management
- Payroll Equity Implementation
- Sub-committee was created in June 2021 and will examine statistics affecting circulation, offer suggestions on how these statistics should be applied to materials handling positions, and communicate about these statistics systemwide.
- After recording the time spent completing over 400,000 individual Clerk tasks, the Statistics subcommittee proposed a data-driven staffing model for Materials Handling in the branches

Goal 6 Annually Review and ensure public service staff have the knowledge skills and ability to handle patron code of behavior and emergency situations.

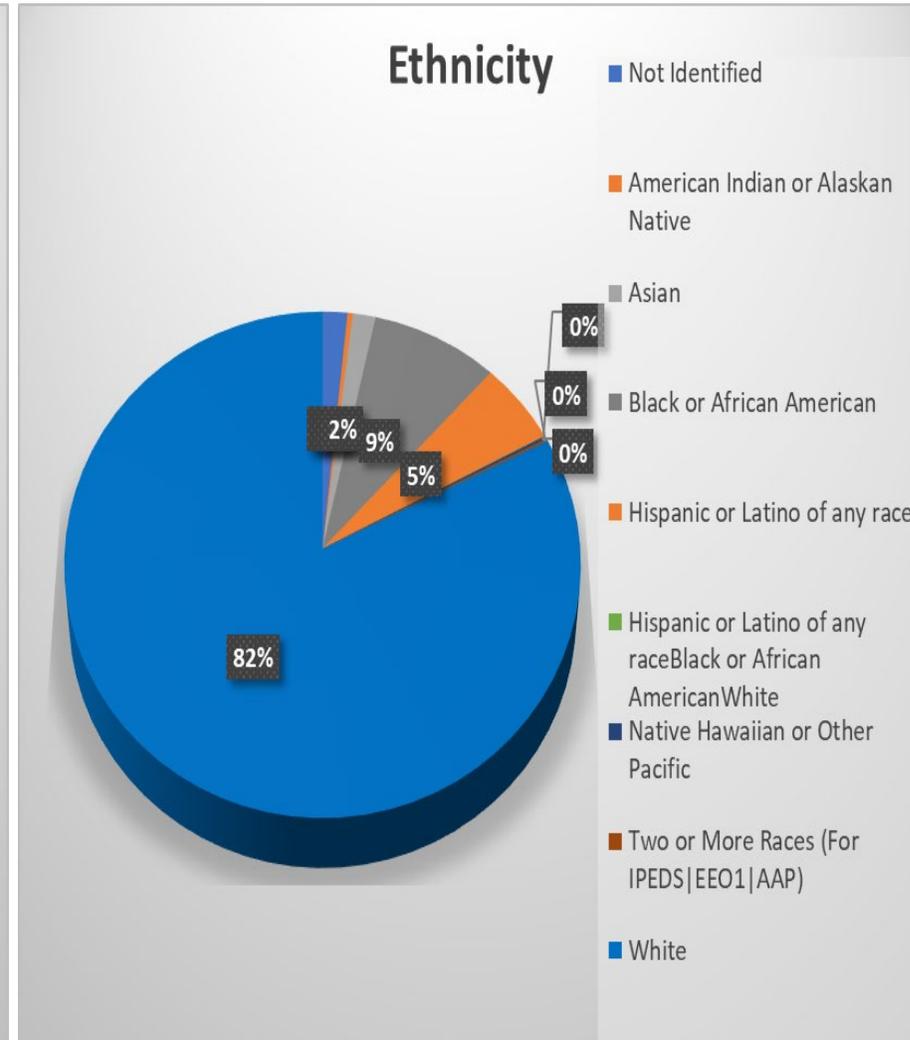
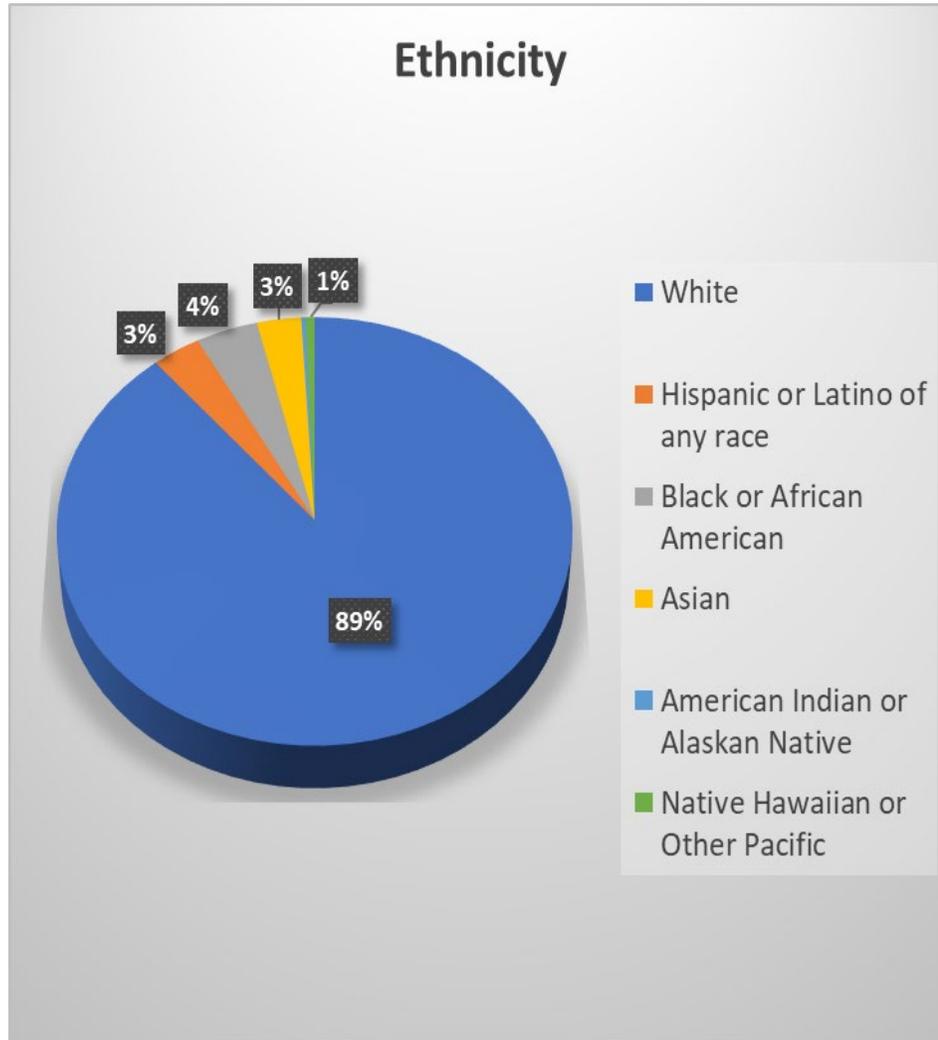
- Emphasis on Controlling the Building through Customer Service techniques for staff and patron interactions
- Building Access and Badging



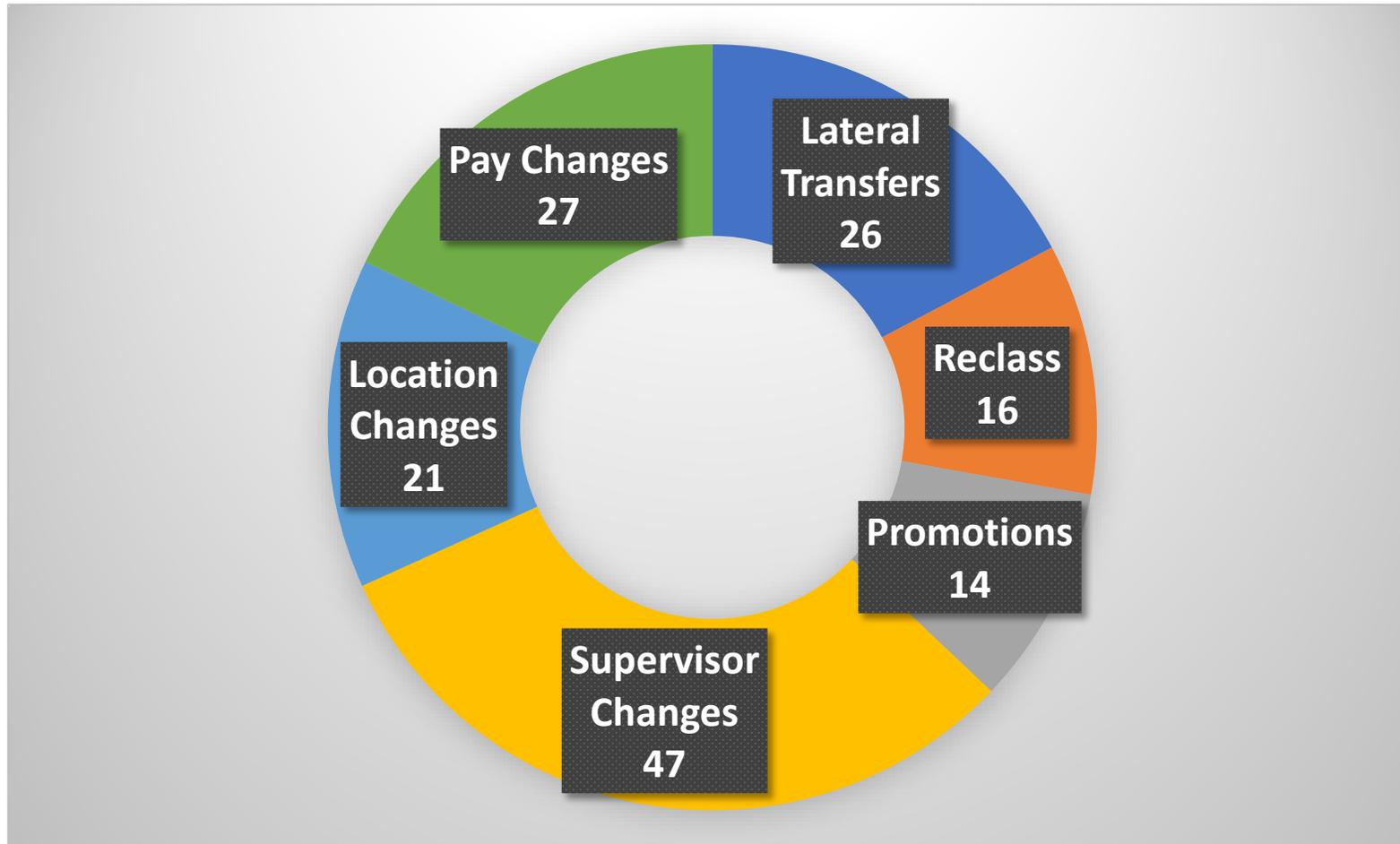
Workforce Diversity JCL & Johnson County Government



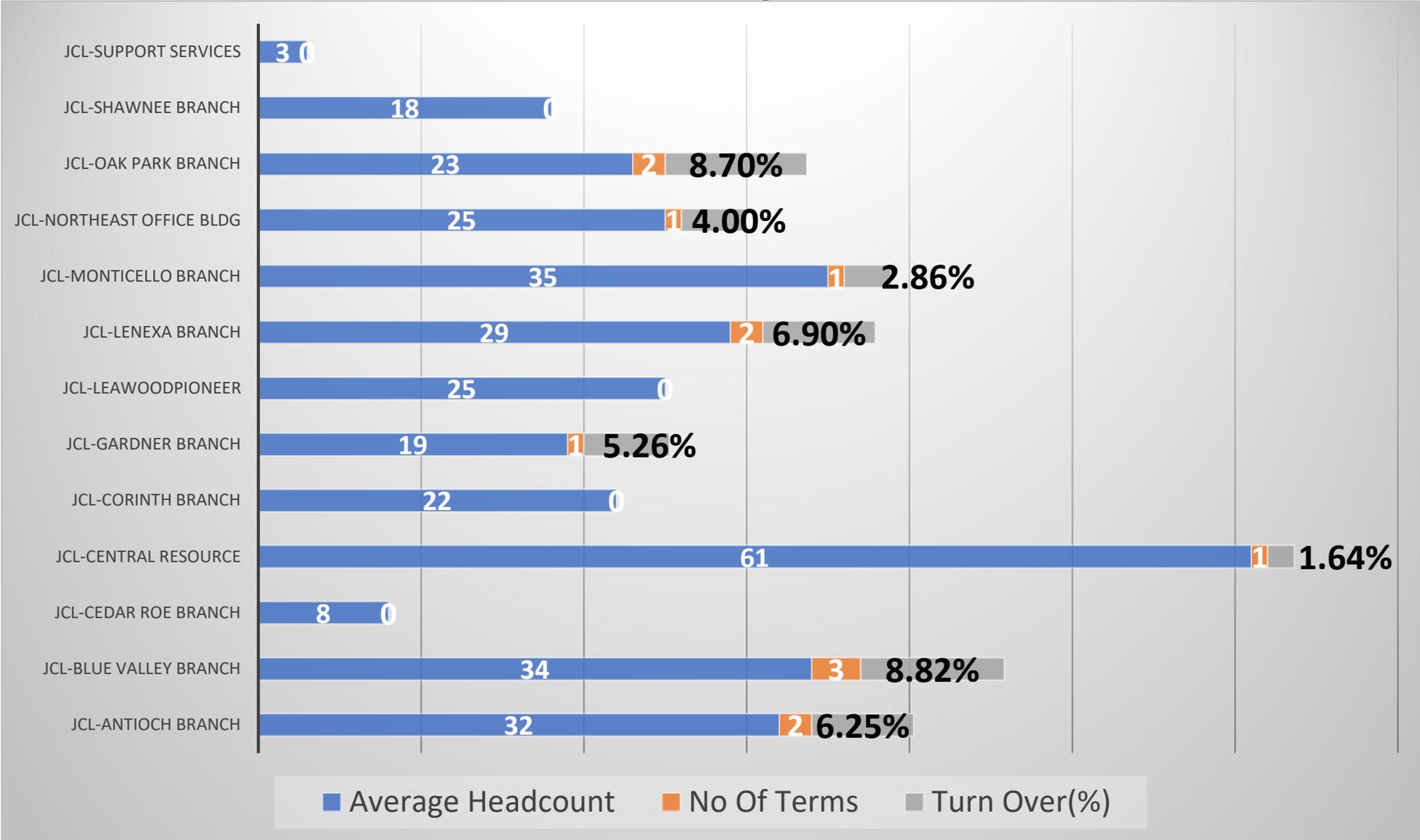
Workforce Diversity JCL & Johnson County Government



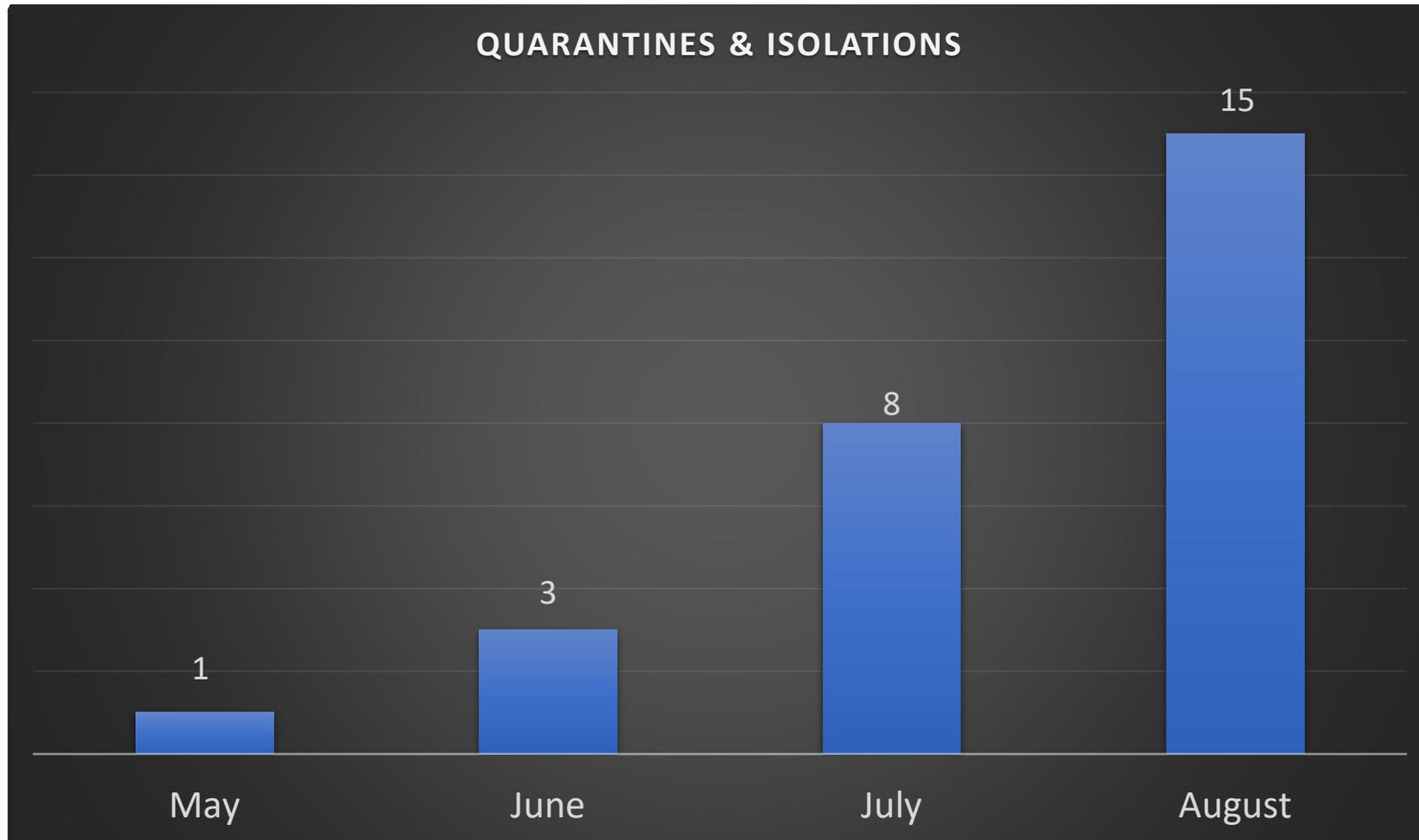
Assignment Changes



Turnover by Branch



COVID

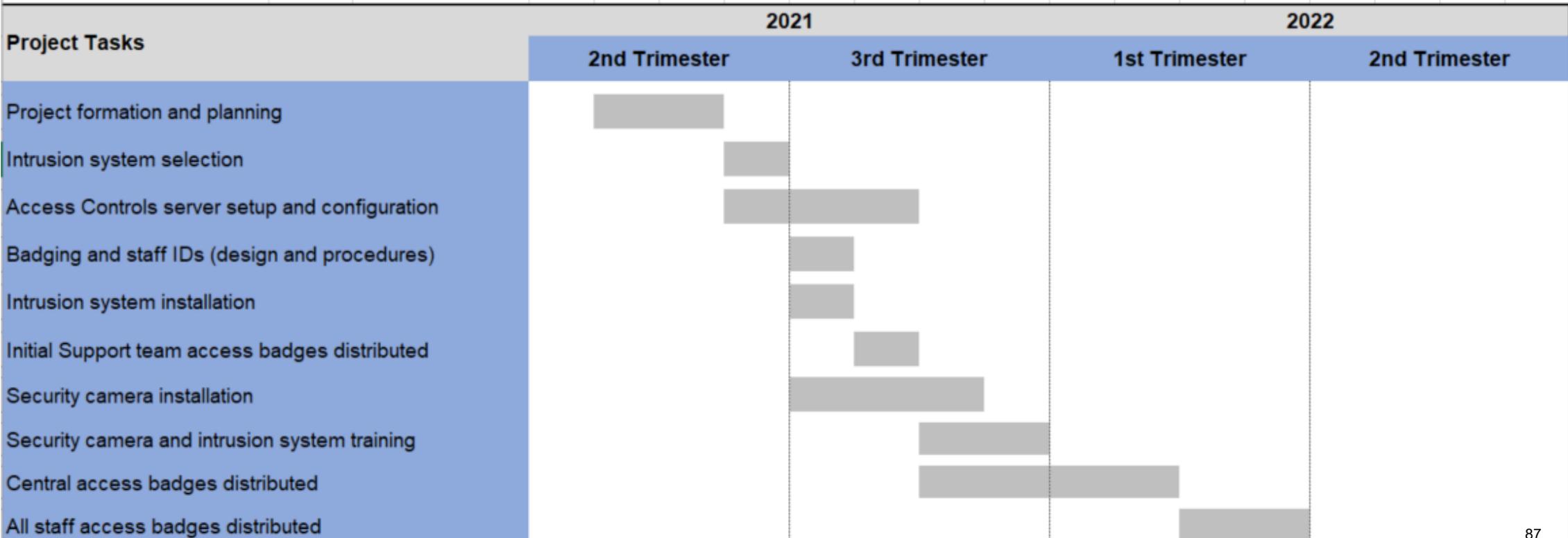


Project Title: CBU2 Physical Security

Key Performance Area: Communication, Operations, Convenience

Goal 6: Annually review and ensure public service staff have the knowledge, skills, and ability to handle patron code of behavior and emergency situations

Synopsis: <i>(concise overview - 1-2 sentences)</i>	To ensure defined security systems are in place and operational for Central by the time of building re-opening, and to work with other team leads in developing the overall timeline schedule.
Outputs: <i>(tangibles, products)</i>	Implement access controls including new staff badges and security cameras, intrusion/burglar systems.
Outcomes: <i>(results and accomplishments)</i>	Implementation of physical security systems for Central opening at the end of 2021/beginning of 2022, and success criteria determined for piloted systems



Operations

Goal 12 Assistant Branch Managers ensure their staff have the same understanding of management expectations and receive consistent foundational training at all locations to be reviewed annually.

- A standard Circulation Clerk Training Plan is in use systemwide. SORT trainings ensure continued proficiency of all staff who help circulate material and deal with patron accounts.
- Developing defined growth paths for circulation staff with expectations and boundaries for the system.
- Circulation staff routinely rotate between branches for building closures and to cover absences. This fosters relationships and assists in our goal of standardizing expectations across the system.
- Continuing to create Exploratory Learning Pathways for the following career options:
 - Materials Handling
 - Information Services
 - Management

Goal 17 Learning and Development annually reviews, designs and prioritizes Adult Learning based on assessed needs so that learning meets performance gaps.

- Department has increased by 50%
- Crucial Conversations – in person
- Cyber Security Training – 99% completion – highest completion rate in the County
- Continuing to record trainings for staff flexibility



Operations

Goal 18 Learning and Development connects people with assessed needs to learning resources following a determined learning calendar to ensure staff learning opportunities.

- L&D Internal Training Calendar

Goal 19 Learning and Development creates, curates, and outsources learning resources at least trimesterly to provide effective content based on assessed needs.

- New Employee Orientation – redundancy
- On-line conferences and workshops



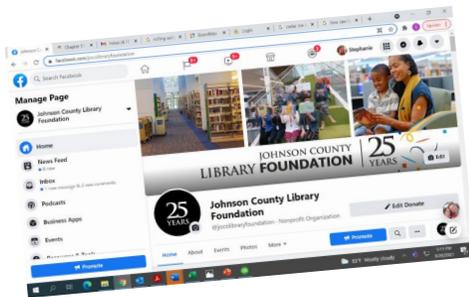
Community

Goal 4 Annually review and align the 2019-2023 strategic partnerships to continue to support the mission of Johnson County Library



Foundation

- **Clean audit** report for 2020
- **James Deberry bequest** received for Cedar Roe
- Hired new **social media subcontractor**
- Secured **new investment manager** after RFP search and interview process
- **Communication Task Force** completed audit of communications within the Foundation and updated portion of the strategic plan



GRANTS

- **\$43,700 Kauffman Foundation** Race Project KC and Online Programming
- **\$7,700 Speas Foundation** for the Central Burgeon unit

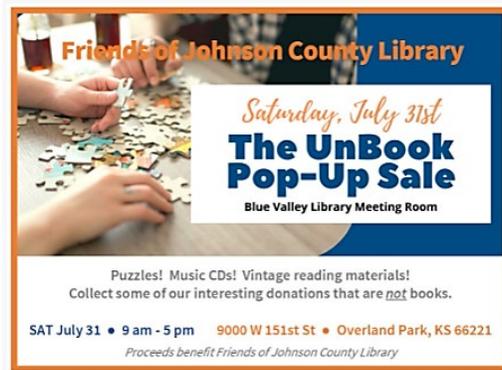


- Cultivate new **board members** across geographic, ethnic, professional **diversity** – **Currently 3 new board candidates for 2022**
- JCLF Board of Directors continues to meet virtually

JCL Strat Plan alignment: Community, Communication



Friends



- Hire new **Business Manager** ^
- Present 2 **Pop-Up sales**
- Weekly **donation drop-off** events
- **Grants / PPP loans** during COVID – 75k+
- **Recognition from KFOLA**
- Refreshed / renewed **Membership marketing**

- Coordinating **Friends Board Committees'** implementation of Strategic Plan
- Launch of **Friends web site** with online store and vendor codes for better experience
- Team work on **automation** at Friends sorting center
- Team work on **Friends Materials Handling**: accepting and moving community book donations

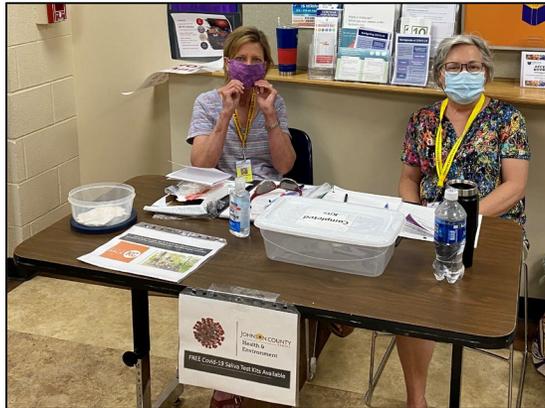


JCL Strat Plan alignment: Community, Communication

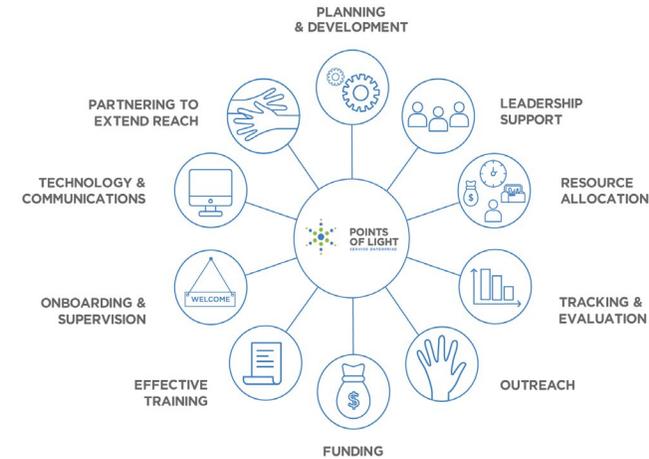


Volunteers

- We had **13 new active, 27 returned, 90 Friends book sale/donation drop-off volunteers, & 5 left volunteering** due to Covid
- **42 volunteers passed out 286 Covid Saliva Test Kits** at the Antioch & Blue Valley Branches & placed **10K vaccination cards** in Holds at all 14 branches this summer
- Hosted training with Alzheimer Association & Heart to Heart International for volunteers



JCL Strat Plan alignment: Community



- Volunteer Appreciation Survey
 - 35% of volunteers hadn't returned & 21% were volunteering less since Covid started
 - **10% ↓** in volunteers **feeling like** they are an **important part of the picture** at JCL
 - **18% ↑** improved Communication
 - 24% are interested in new opportunities
- Accepted into process to become a Points of Light **Service Enterprise Program**
 - 18 months of training & coaching to improve our Volunteer Program



Communication

Goal 3 Set and annually review the communication vision and mission for Johnson County Library

- Scripted and filmed video spots
- Finalized postcard design
- Created "Discover" website

Goal 10 To ensure continual improvement, annually audit and analyze existing communication delivery, process and procedures with key stakeholders.

- Established social media contributor process
- Began Brand Book overhaul
- Continued refining Trimester Guide and HelpDesk/PIF processes
- Began work on 2020 Annual Report



Title: "Discover" Marketing Campaign

Portfolio: Communication

3. Set and annually review the communication vision and mission for Johnson County Library.

Tactic: Develop a marketing campaign that creates a shared language and promotional goal.

Synopsis: (concise overview - 1-2 sentences)
 A multi-channel marketing campaign for "Occasionals," a group consisting of people who are familiar with libraries but maybe not all we have to offer and need convenience, has been in development for several years. It is finally set to launch in T3.

Outputs: (tangibles, products)
 County-wide mailer designed; three :30 video spots filmed; Discover landing page designed; eLibrary landing page revamped. In development: print and digital ads, swag, truck wraps; launch of black library cards

Outcomes: (results and accomplishments)
 External outcomes still to come; generating excitement among staff, reinforcing messaging we have presented in NEO.

Action Items	2020			2021			2022	
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri
Developed implementation plan								
Contracted vendors								
Design work								
Mailer								
Videos								
Website								
Targeted ads								
Truck wraps								
Etc								
Launch								

Title: The Resource

Portfolio: Communication

Goal : To ensure continual improvement, annually audit and analyze existing communication delivery, process and procedures with key stakeholders.

Tactic: Build an intranet for Internal Communication that serves as the building blocks for all internal communication strategy.

Synopsis: An intranet is an essential channel for internal communication. Building a more effective (concise overview - 1-2 sentences) intranet will lead to better communication throughout the organization.

Outputs: Completed staff intranet with communication sites for departments identified as needing (tangibles, products) additional communication support.

Outcomes: Staff will find the information they need to do their jobs in one centralized, well-organized, (results and accomplishments) and searchable location.

Action Items	2020			2021			2022	
	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri	3rd Tri	1st Tri	2nd Tri
Research governance for intranet				████████████████████				
Identify departments that need their own communication sites					████████			
Develop main page					████████████████			
Develop communication sites						████████████████		
Develop subpages						████████████████		
Develop staff training							████████	
Rollout new intranet to staff								████████

Communication

Goal 11 To unify and maintain consistency across internal and external communication channels, triannually review library messaging.

- Created Onboarding email campaign
- Continued A/B testing for Open Book metrics
- Year two of Summer Reading newsletter
- Explored SIRSI process and format updates

Goal 16 Support, coordinate, and implement, with Building Project Teams and stakeholders, the Comprehensive Library Master Plan (CLMP) following the prioritization and timeline set by the Library Board and as resources are available

- Branch & Assistant Branch Managers act as Project Leads for smaller building Capital Replacement Projects (CRP), coordinating communication, staff resources, patron concerns and troubleshooting service impacts.

- Central Building Upgrade 2 (CBU2) – six internal projects similar to opening a new building

- CBU2 Collection Move
- CBU2 Communication
- CBU2 Move
- CBU2 Office Etiquette & Training
- CBU2 Security Implementation
- CBU2 Staff & Public Technology



Internal Communication Mission/Vision



Our staff love what they do because:

- They trust that JCL leadership has their best interest in mind.
- They identify with the Library mission, vision, values and culture.
- They are supported and empowered to provide exceptional service to patrons

Current Strategic Projects* †

*current through end of T2 (May-Aug 2021)

†does not include Capital projects – those are included in FAC report

Project	Project Lead	Status
Antioch Replacement: Communication	Hunt	Active, Departmental with dashboard
CBU2: Collection Move, Removal, Put-back	Griffin	Active, Departmental with dashboard
CBU2: Communication	Hunt	Active, Departmental with dashboard
CBU2: Moves Team	Hohl	Active
CBU2: Office Etiquette and Training	Madrigal	Active
CBU2: Security Implementation	Sickels	Active
CBU2: Staff and Public Technology	Beesley	Active, Departmental, with dashboard
Cedar Roe HVAC Coordination	Clark	Active through T2 2021
Friends Business Plan (includes sorter)	Sime	Active
Mobile Learning Program	Suellentrop, Smith	Active
Reopening Team	Birmingham	Active
Library Lets Loose	Stollsteimer	Departmental, no dashboard
Staff Intranet of the Future	Hunt	Transitioning from Departmental to Project
Fine Options	Werne	Suspended – Q4 2020
Remote Working	Mascorro-Jackson	Suspended – Q4 2020



Mobile Learning Program

Strategic Opportunity –

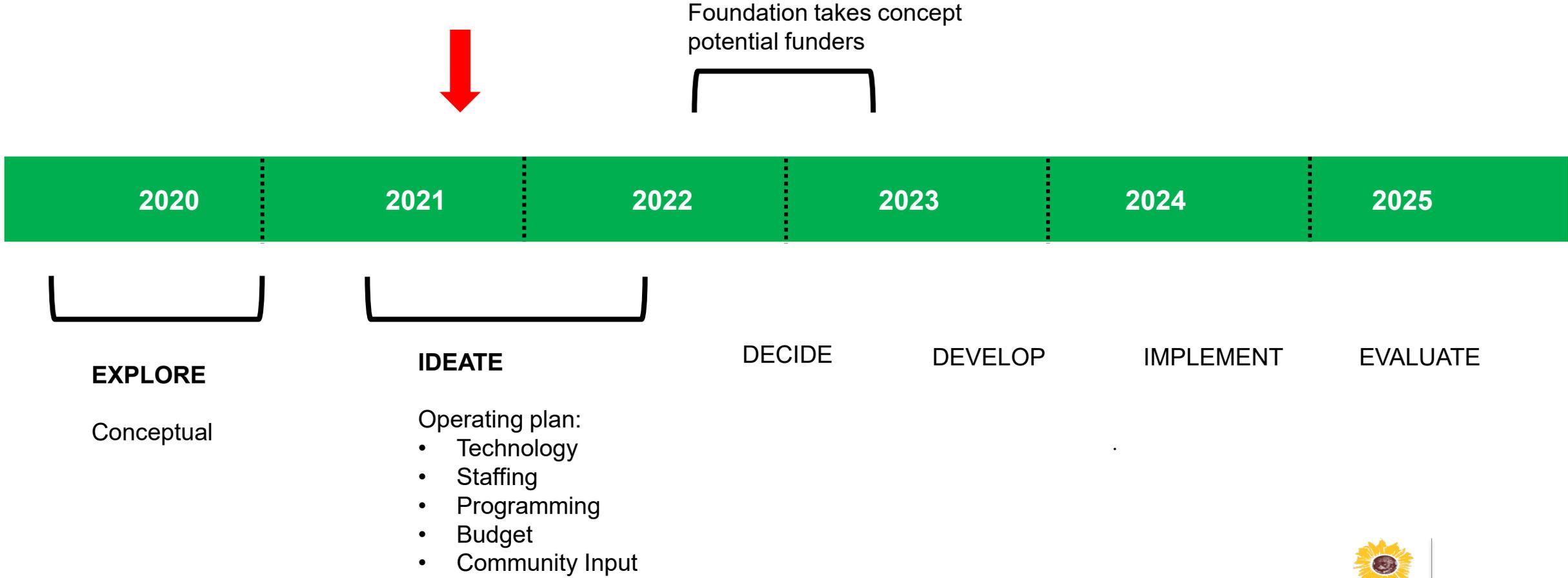
The Library is seeking to broaden its reach into unreached or underserved communities by launching a Mobile Learning Program focused on **Early Literacy**.

A fully executed Mobile Learning Program will bring key Library programming and services into previously unreached and underserved areas of Johnson County.



Mobile Learning Program

- Anticipated Timeline High Level



Project Team

Elena McVicar -Collections

Melanie Fuemmeler – Programming & Outreach

Amber BourekSlater -Development

Ben Oglesby - Communication

Michelle Beesley - IT

Carrie Worth –Youth & Adult Services

Project Manager - Robin Smith- Howe Street

Project Sponsor – Tricia Suellentrop

Peer Learning interviews

- Skokie Illinois Public Library - Director – Richard Kong
- Virtual Outreach/Bookmobile Conference attendance



Communication

Goal 21 Within the next 18 months Assistant Branch Managers will improve communication and create a systemwide approach to decision making.

- This work of this goal has been operationalized and continues.



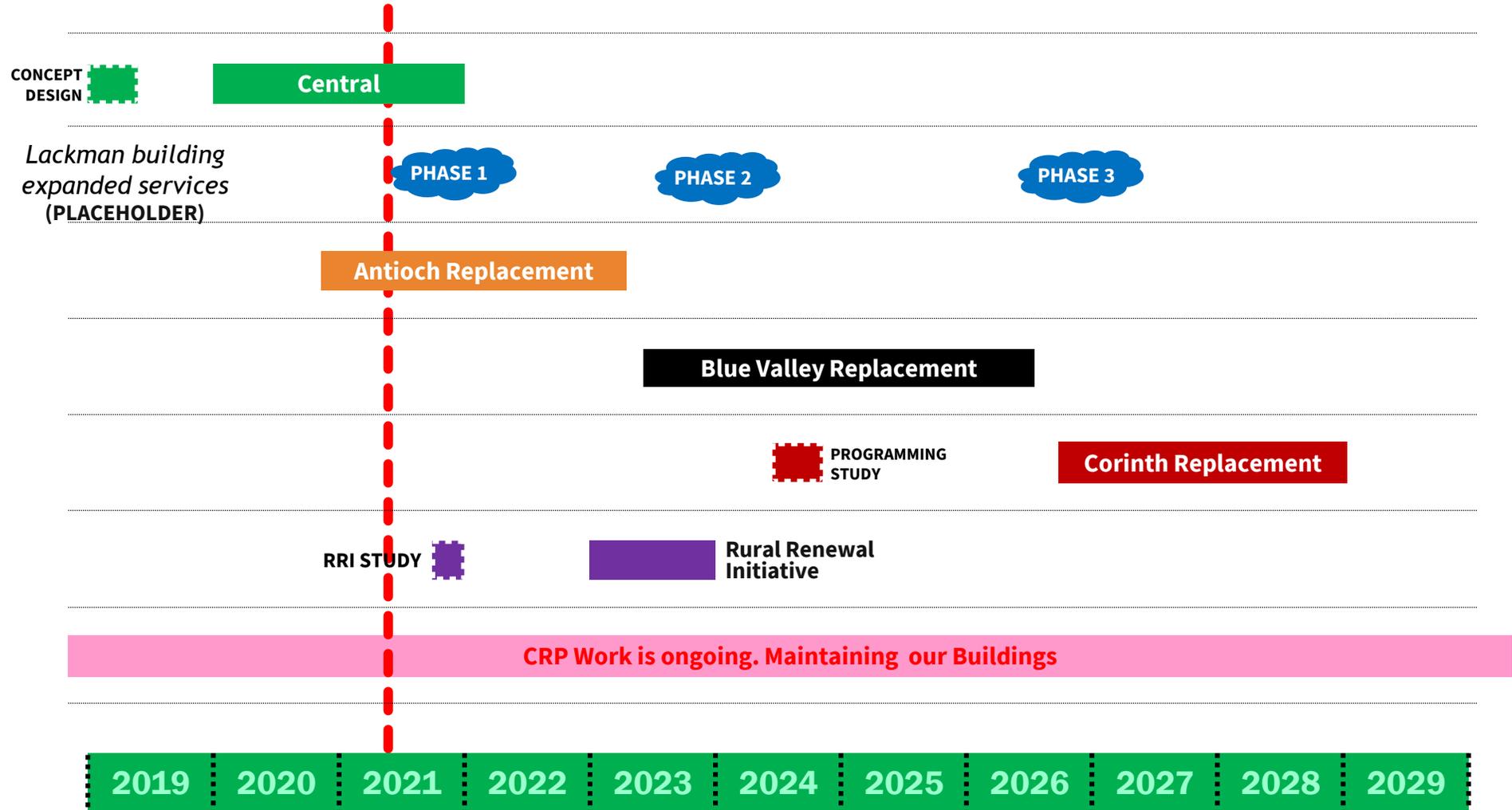
Convenience

Goal 2 Lead and administer the twenty-year Comprehensive Library Master Plan with provided resources.

- CBU2 Communication
- Oak Park Staff Area Refresh
- Central Building Upgrade
- Department Moves
- Transformation of materials services for Little Central
- Collection shuttering
- Mailroom configuration and security
- CR Closure and Shelving replacement



Capital Improvement Projects: Proposed Timeline



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



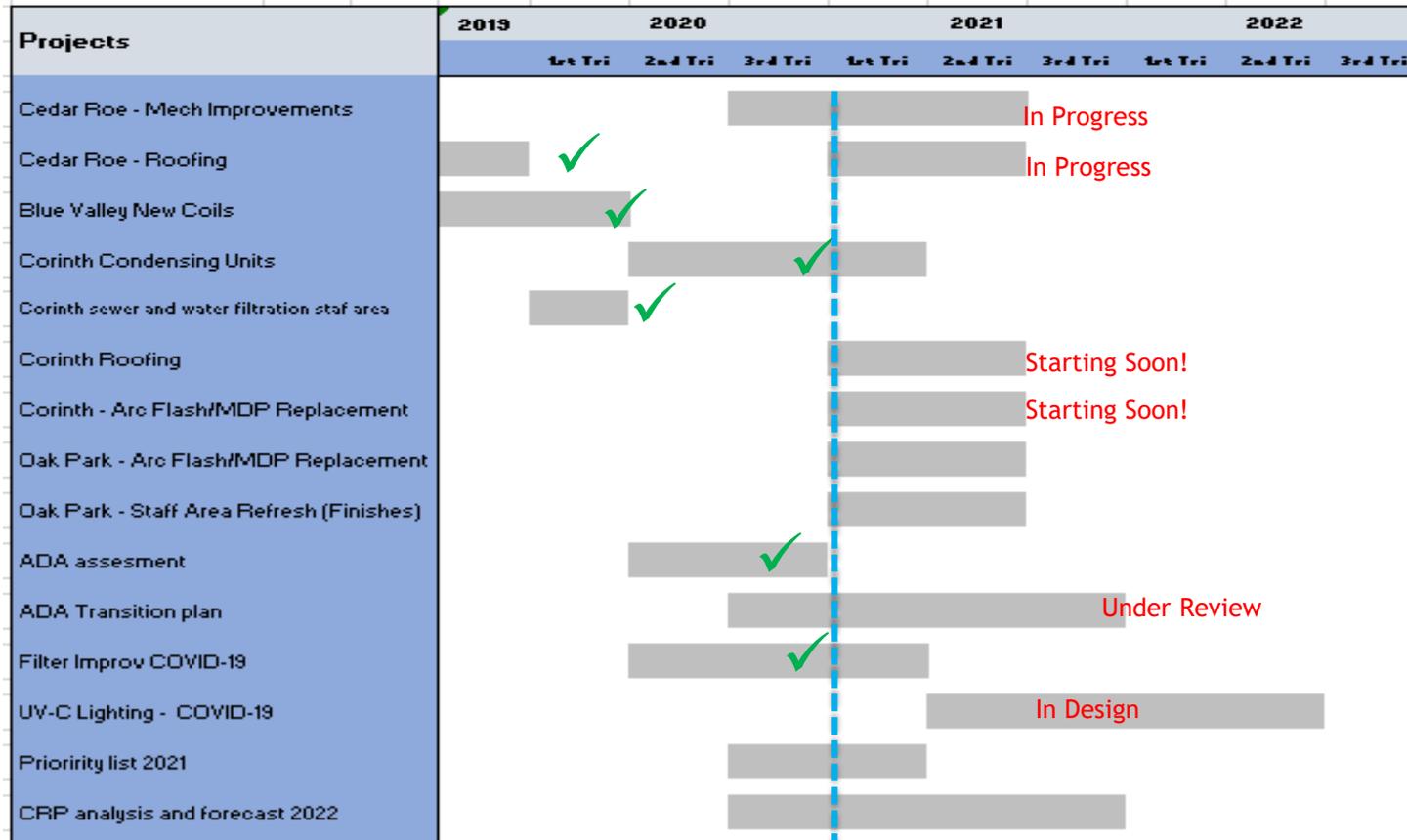
Portfolio: Convenience

CRP is lead by FAC-PDC (Planning, Design, and Construction) and working very closely with the Maintenance Team identifying areas where funds need to be applied. Forecast Based on VFA

Synopsis: *(concise overview - 1-2 sentences)* On-going capital project account set up to address maintenance needs at all the Library facilities, updated every year according with assesments, field inspections and work request in Archibus

Outputs: *(tangible products)* Maintian JCL building in the best shape possible, minimize affectation to operations and improve preventive maintainaince.

Outcomes: *(results and accomplishments)* Building improvements overall , protect or extend the lifetime of the buidling with a dedicated plan of action



Convenience

Goal 7: Ensure collection management, handling and content delivery methods and processes are reviewed annually and improvements are implemented for efficiency and effectiveness.

- Review of System-wide Materials Handling Processes and Procedures
- Review of Collection Development Vendor and Supply Chains
- Atlas patron facing web upgrade – System Maintenance
- Updated Clerk/Page job description
- Reclamation with OCLC
- Review & update of ILL procedures
- Review of OPL MOU
- iCurate inClusive Diversity Audit
- Leawood Shelving & Shifting Project
- New Collection Item Type: Wonderbooks
- Acquisitions Database Clean-up (Removing fiscal cycles from Workflows)
- Branch Inventory – CR, SE, LX



Collection Expenditures as of 09/20/2021

\$3,989,797.90 – Allocated (including Friends and State Aid)

\$2,934,912.45 - Expended (amount encumbered and paid)

\$1,054,885.45 – Remaining

74% expended

72% into the year

95% into the purchasing year (physical)



Convenience

Goal 8 To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology

Materials Handling

- Pine Ridge sorter project
- CBU2 sorter and automated materials handling

Systems

- Support for KU PUPs study at AN –meetings, testing, and frequent coordination to ensure devices work well in public computers

A/V Support

- Support for combination in-person and online participation and streaming Library Board meetings



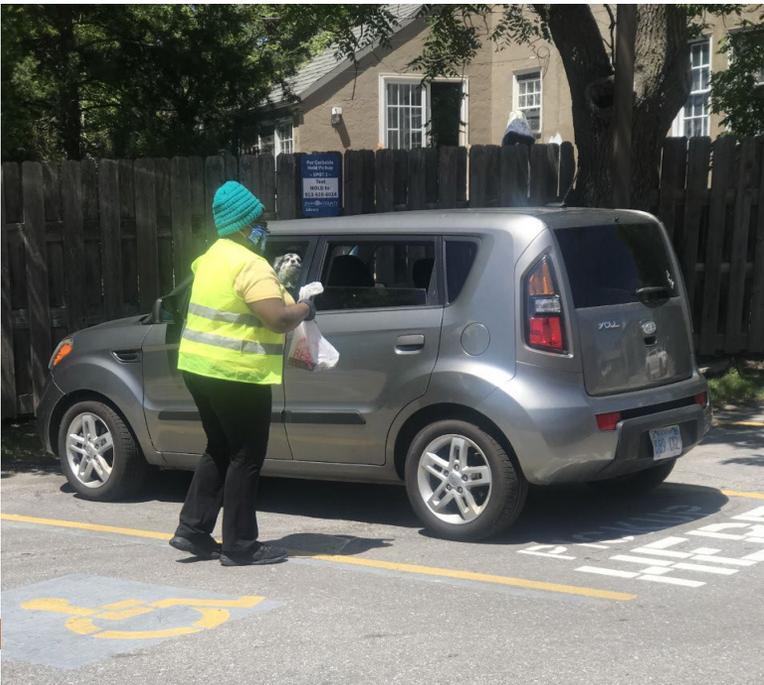
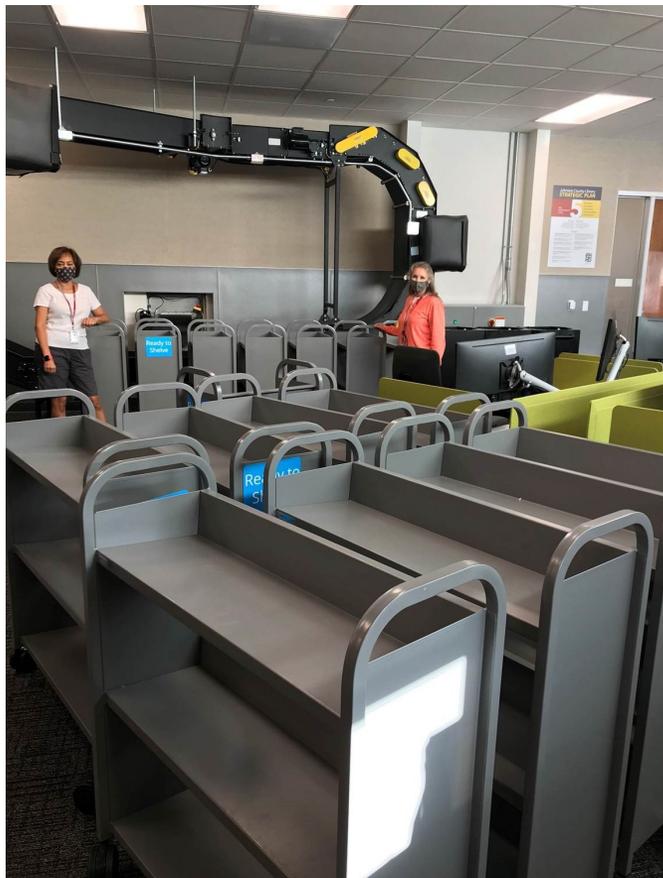
Curbside Holds Pickup Statistics

	Cedar Roe	Gardner	Leawood	Oak Park	Spring Hill
April 2021	444	67	187	69	11
May 2021	879	55	165	76	8
June 2021	713	48	160	90	13
Totals	2,036	170	512	235	32

— Cedar Roe staff piloted curbside service during a building closure.



Materials Handling and Curbside Holds Pick up



Convenience

Goal 8 To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology - continued...

Web

- Drupal 9 upgrade completed! (jocolibrary, Board, and ReSource)
- Interlibrary Loan service (ILLiad 9.0) web interface upgrade departmental project continues

Network

- CBU2!
- Support for physical security systems install
 - Intrusion
 - Access controls (door keycards)
 - Security cameras
- Support for Oak Park electrical project moves and downtime
- Support keycard changes, updates, daily
- Support security cameras
- Onboard Physical Security Specialist (PSS)
- Support PSS's development of new and refreshed policies and procedures
- Support complex access and technology needs for PSS
- See the CBU2 Physical Security Systems project for additional updates



Convenience

Goal 8 To meet current and changing technology needs for patrons and staff, annually review, analyze and prioritize library technology - continued...

Relationship building

- Continued building relationship with OPL technology support team through monthly meetings and increased coordination
- Building relationships with DTI – welcome new candidate John Siceloff started Feb 1, 2021
- Successful Sirsi COSUGI conference (April 27 - 29, 2021) – Pat Beers acted as conference chair and communicated extensively with JCL and OPL staff about educational opportunities

Integrated Library System (ILS)

- Many updates for reopening
- Continue to use the ILS to send patron emails, which takes technical staff time. We need to clear space to update this method
- Implemented Sirsi Data Control solution which provides an improved interface for access to Sirsi data (improved reports)
- In Sirsi new field created - Demographics / Department

Desktop & Support

- Continue to be on target for updates for staff and public computers – hitting target compliance rate consistently
- Staff computer refresh on schedules
- Public computer software updates (Envisionware and updates to Win 10)



Convenience

Goal 14 Evaluate, prioritize and address interior and exterior conditions of our properties on a trimester schedule to continue to minimize maintenance costs.

- Capital Replacement Projects (CRP)
- Corinth condensing units
- Cedar Roe mechanical improvements
- ADA transition plan
- Filter Improvement –COVID19



What Facilities has been up to:

Juan

- Antioch: Schematic Design, Meetings with SWM for layouts development
- Call for Artists second call 157 Submissions
- RFP On-Call GC for remodels/small jobs
- RFP on- Call Pavement and asphalt
- Roofing assessments all Libraries
- Supporting Sean H. on CRP projects
- JCL needs
- FAC/PDC CRP prioritization

Abby

- Furniture ordering for CSSC
- Furniture install coordination for CSSC
- Managing CSSC
- Oak Park furniture and flooring
- Managing JCL furniture surplus inventory and plan
- Working with team leads on move-in schedule
- Begin planning for Shawnee shelving replacement
- Begin planning for 2022 furniture replacement

Sean

- Assisting JCL-FAC team
- Cedar Roe – HVAC, Soffits, Elevator Upgrades, Sloped Roofing, Drinking Fountain, Duct Cleaning
- Corinth – Roof Replacement, Arc Flash
- Oak Park - staff area refresh, Arc Flash/Electrical
- ADA Transition Plan
- UV-C Lighting implementation in Libraries (ongoing)
- Friends/JCLAMH (Sorter) @ Pine Ridge



Questions?



Johnson County Library Board Retreat Comprehensive Library Master Plan Budget Update

October 2021 Update



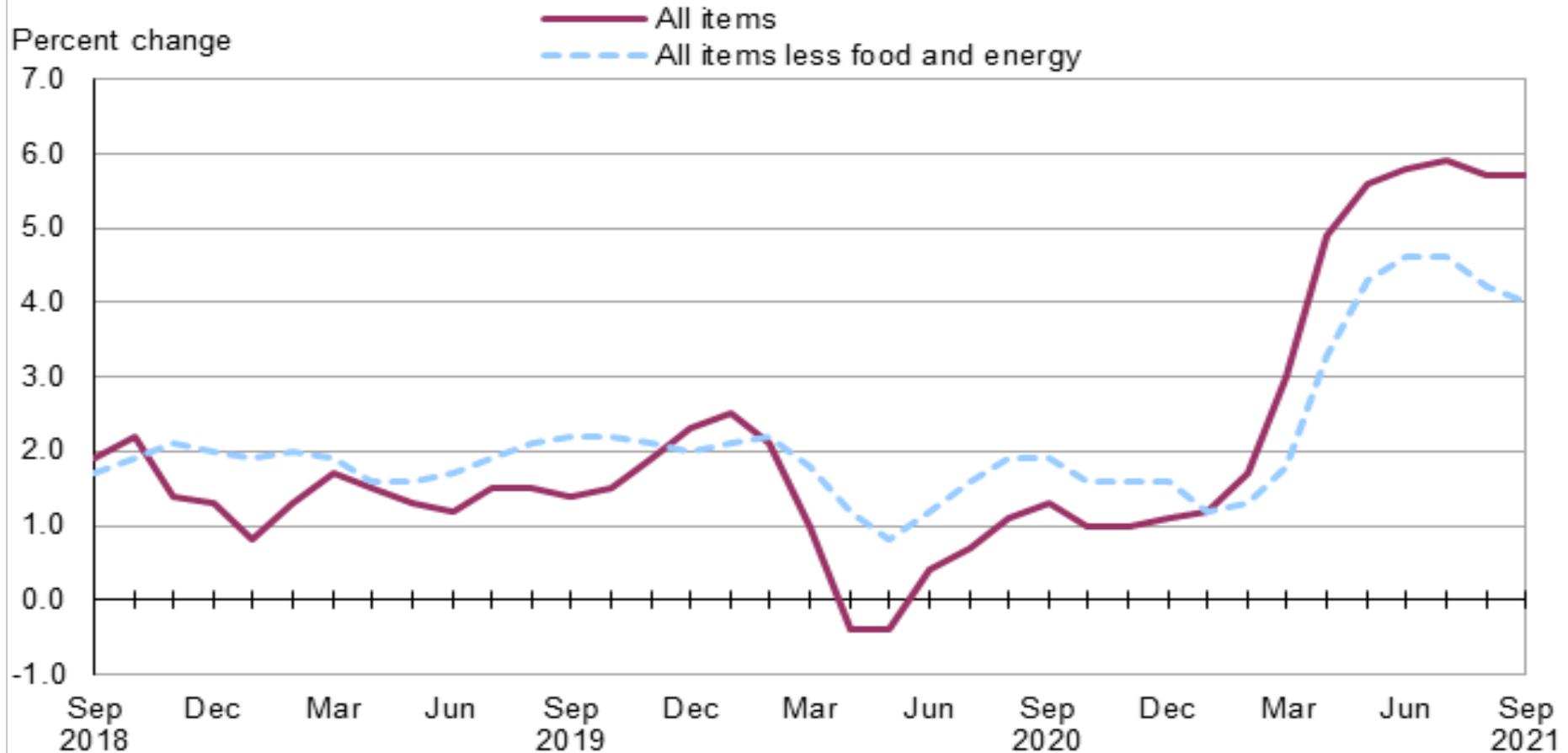
Economic Uncertainties 2021-2022

- COVID Disruptions
- Labor Market Shortages
- Supply Chain Issues
- Inflation Concerns
- Health Care Costs
- Changes in Commercial Real Estate Values
- Dark Store Theory Impacts



Consumer Price Index- Urban Midwest % Change September 2018 – September 2021

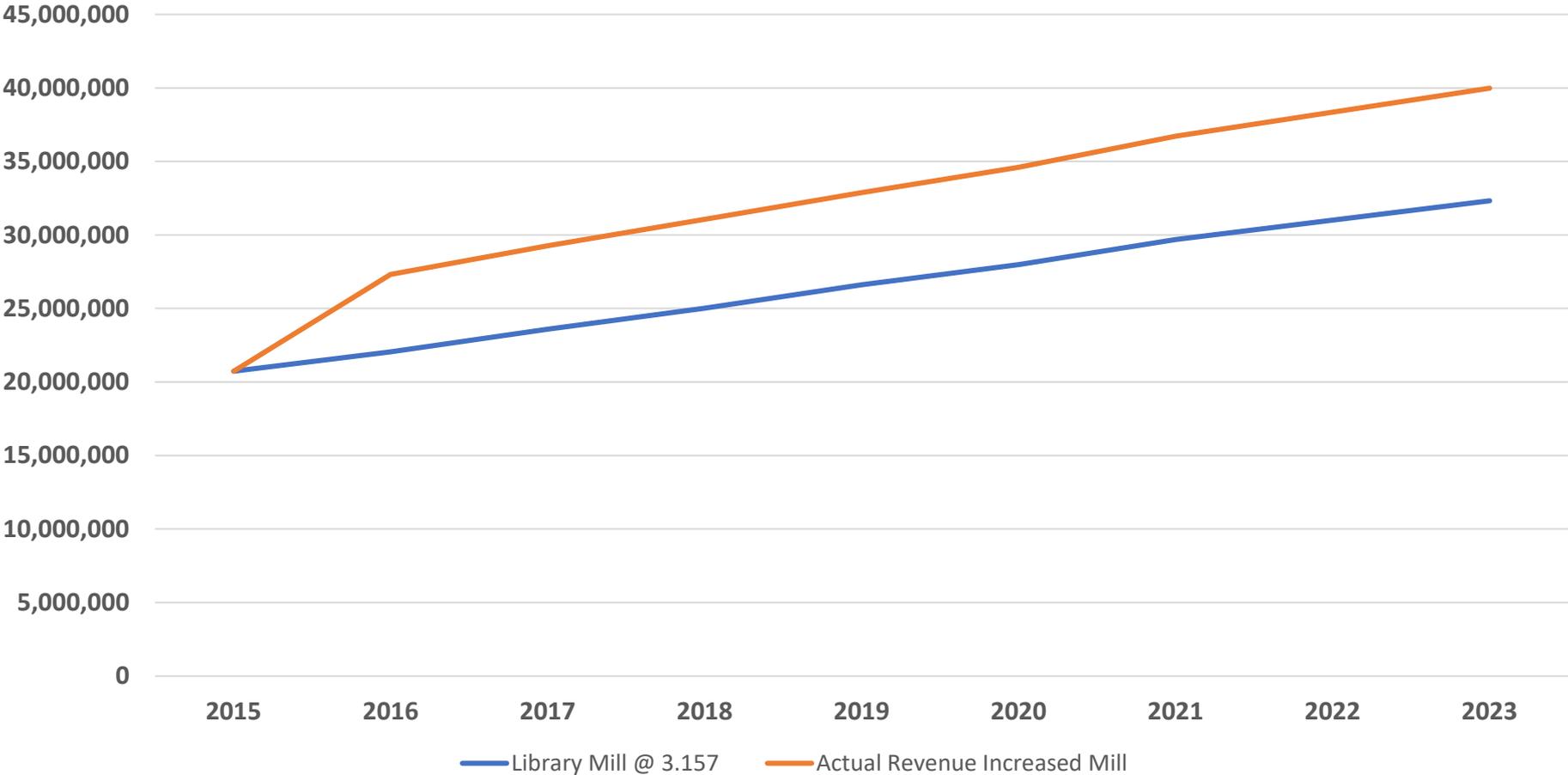
Chart 1. Over-the-year percent change in CPI-U, Midwest region, September 2018–September 2021



Source: U.S. Bureau of Labor Statistics.



Actual Library Property Tax Revenues vs Library Tax Revenues at 2015 Rate



Library's Current 5 Year CIP

FY 2022 – FY 2026

Priority	Project Title	Projected Capital Expenditures					
		2022	2023	2024	2025	2026	Total
System	Capital Replacement Program (CRP)	1,757,330	1,805,079	1,848,722	1,718,004	1,751,624	8,880,759
2	Rural Renewal Initiative		1,000,000				1,000,000
3	Blue Valley Library Replacement		3,510,000	17,016,000	29,614,000		50,140,000
4	Corinth Library Replacement					350,000	24,400,000



Capital Replacement Program (CRP)

- Library started to fund on-going capital replacement projects in 2010
- The 5 years (2011-2015) the Library on average funded at approximately \$389k a year into CRP
- The last 5 years (2017-2021) the Library on average funded approximately \$1.23m a year into CRP (3X increase over first 5 years)
- 2020 amount is \$1.3m, 2021 amount is \$1.4m, and 2022 is proposed at \$1.75m (2022-2026 CRP estimated to average around \$1.78m)



Library's Capital Replacement Program

Capital Replacement Program (CRP) - on-going capital project account set up to address maintenance needs at all the Library facilities

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.



Library Capital Project Financing

Projects	Status	Project Total	Cash	Debt
Future Antioch	Project Approved	\$13,680,094	\$6,841,567	\$6,838,527
Blue Valley	2023 Request	\$50,140,000	\$8,780,593	\$41,359,407
Corinth	2026 Request	\$24,400,000	\$2,376,982	\$22,023,018
Total		\$88,220,094	\$17,999,142	\$70,220,952



JCL Revenue and Expenses and Future Capital Costs

Projected 2023-2028

Revenue and Expenses Represent Millions

	2023	2024	2025	2026	2027	2028
Library Projected Total Revenues	46.5	47.5	49.6	51.9	54.4	57.0
Library Projected Expenses	43.8	45.0	46.1	47.0	48.1	49.3
Rural Renewal Initiative	1.0					
Blue Valley Projected Debt Service	0	0	2.6	2.6	2.6	2.6
Blue Valley Projected Additional Operating	0.0	0.0	0.6	1.9	2.0	2.1
Corinth Projected Debt Service	0	0	0	0	0	1.5
Total Projected Library Expenses	44.8	45.0	49.3	51.5	52.7	55.5
Cash Funding for Future CLMP Projects	1.7	2.5	0.3	0.4	1.7	1.5



CLMP: Funded and Unfunded

.75 Mil increase in 2016 funded a portion of the CLMP
(current estimated projects)

Funded Projects
New Construction - Monticello
Replacement - Lenexa City Center
Renovation - Central Resource Library
Replacement - Antioch (replacement)
Renovation - DeSoto and Springhill
Replacement - Blue Valley (modified from Blue Valley South)
Replacement - Corinth (replacement)

Unfunded Projects
Replacement - Cedar Roe
Replacement - Spring Hill
Replacement - DeSoto
Renovation - Shawnee
Renovation - Oak Park
Renovation - Gardner
Service Improvements - Leawood
Renovation - Edgerton



JCL Succession Management

STRATEGIC OPPORTUNITY

In 2020, the then-BOD requested work around Library succession planning.

Questions centered on:

- How do we retain culture upon a Leadership transition?
- How do we build a true leader culture to grow talent from within?
- How do we avoid operational disruption in the event of key departures?

PROJECT OVERVIEW

Explore

- Current state assessment (culture, succession candidate identification, performance management, performance expectations)
- Stakeholder interviews
- Alignment with L&D function/priorities
- Business continuity preparedness

Ideate

- Business continuity plans
- Best practice succession management tools (workforce planning, 9-Box, calibration, etc.)
- Leadership development framework

Decide

- Go-forward commitment to ongoing succession management
- Leadership pathways for 9-Box employees
- Alignment to L&D workstreams

PREVIEW OF FINDINGS

- The Library comes from a place of strength in terms of:
 - Mitigating disruption when turnover occurs
 - Employees' perspectives on career development
- There is minimal infrastructure in place to support succession management currently, for both the Library and the County.
- Primary opportunities exist in refining the training pathway for employees → managers and then managers → leaders.
- There is also opportunity to more fully embrace the County philosophy of “leadership is for everyone” by developing a leadership framework that addresses cultural leadership, subject matter leadership and people leadership.

NEXT STEPS

In December, a comprehensive presentation will be delivered to the BOD outlining key findings and recommendations.

CB

INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON
COUNTY LIBRARY AND THE BOARD OF DIRECTORS OF
THE OLATHE PUBLIC LIBRARY FOR AUTOMATED CIRCULATION,
PATRON, AND BIBLIOGRAPHIC SERVICES

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COUNTY LIBRARY AND THE BOARD OF DIRECTORS OF THE
OLATHE PUBLIC LIBRARY FOR AUTOMATED CIRCULATION,
PATRON, AND BIBLIOGRAPHIC SERVICES

THIS AGREEMENT is made and entered into this ____ day of _____, 1989, by and between the Board of Directors of the Johnson County Library, in behalf of the Johnson County Library, and the Board of Directors of the Olathe Public Library, in behalf of the Olathe Public Library, for the provision of automated circulation, patron and bibliographic services by Johnson County Library to Olathe Public Library under the terms and conditions set forth herein.

I. RECITALS.

WHEREAS, Johnson County Library owns and operates an automated information system (hereinafter sometimes referred to as the Johnson County Library automated system) which, among other things, provides a computer capability for circulation control, patron information-processing, and bibliographic information-processing; and

WHEREAS, it is the conclusion of the boards of directors of the Johnson County Library and the Olathe Public Library that the sharing of certain circulation and bibliographic information by way of the automated circulation, patron, and bibliographic services operated by the Johnson County Library would benefit both library or systems and the citizens of Olathe and Johnson County, Kansas; and

WHEREAS, the boards of directors of the Johnson County Library and the Olathe Public Library are empowered by K.S.A. 12-1225 to contract with one another to provide library services for the benefit of one another's patrons under such terms as may be agreed upon; and

WHEREAS, the Board of Directors of the Johnson County Library and the Board of County Commissioners for Johnson County, Kansas are parties to an "Agreement" and "Program License Agreement," both dated October 21, 1987, with Data Research Associates, Inc. (DRA) in which Johnson County Library agreed, among other things, to purchase the Atlas System referred to above, including certain computer hardware equipment and computer programs; and

WHEREAS, it is the desire of Johnson County Library and Olathe Public Library to do nothing which will impair in any way the rights and obligations of Johnson County Library under the "Agreement" and "Program License Agreement" with DRA, Inc. described above; and

WHEREAS it is the desire of Johnson County Library and Olathe Public Library to share automated circulation, patron, and bibliographic information from their respective library collections under the terms and conditions set forth in this Agreement and, at the same time, to maintain the integrity of the data base created by, and computer system hardware and software components purchased by, the Johnson County Library; and

WHEREAS, the Interlocal Cooperation Act, K.S.A. 12-2901, et seq. authorizes the parties to cooperate in sharing such information by way of automated services; and

WHEREAS, the Board of Directors of the Johnson County Library did approve and authorize its Chairman to execute this Agreement by official vote of said body on the ___ day of _____, 198___; and

WHEREAS, the Board of Directors of the Olathe Public Library did approve and authorize its Chairman to execute this Agreement by official vote of said body on the ___ day of _____, 198__.

II. AGREEMENT.

NOW, THEREFORE, on consideration of the above recitals, the mutual covenants and agreements herein contained, and for other good and valuable considerations, the parties agree as follows:

1. PURPOSE OF AGREEMENT. The purpose of this agreement is to set forth the terms and conditions under which Johnson County Library and Olathe Public Library will share certain circulation, bibliographic and patron information from their respective library collections by way of the automated systems operated by Johnson County Library. The parties agree to cooperate in establishing and maintaining a bibliographic data base which will afford patrons of each library the opportunity to retrieve through the automated system, information with respect to materials which are contained in the other library's collections. The parties also agree to cooperate in establishing an automated

circulation information-processing capacity which will permit the parties to share information with respect to the circulation status of their respective collections.

2. TERMS OF AGREEMENT. The term of the agreement shall be from the date it is executed by both parties through December 31, 1989. The parties may enter into a new agreement for the sharing of automated circulation, bibliographic and patron services for the calendar year 1990 or any calendar year thereafter, or may renew the Agreement by executing an addendum or memorandum renewing this Agreement for the calendar year 1990 or any calendar year thereafter.

3. SHARING OF PATRON INFORMATION: CONFIDENTIALITY. The parties acknowledge that in the course of sharing circulation information with respect to their library collections, it will be necessary to share certain information with respect to the patrons of each library, and the extent to which such information is shared within the libraries will be determined by the directors of the respective libraries. With respect to public access to each library's patron information, the parties agree to maintain the confidentiality of such information in accordance with the following policy:

A. Each library will not retain the charge records for the other's patrons beyond their use for circulation and control purposes.

B. Current patron charge records will not be made public except pursuant to a valid order or subpoena authorized under

Federal, state, or local law.

C. All inquiries regarding access to patron charge records shall be referred to the director of whichever library's records are involved, and no records may be made public without his or her express approval.

4. AUTOMATION PROJECT MANAGER; ADMINISTRATOR OF AGREEMENT.

Pursuant to the contract between DRA and the Johnson County Library, Johnson County Library has appointed an Automation Project Manager to coordinate its automation project. The parties agree that the Automation Project Manager of the Johnson County Library will serve as the administrator of this Agreement and will perform such duties and have such powers in coordinating the sharing of information between Olathe Public Library and Johnson County Library as are set forth in this agreement.

5. COMPUTER SYSTEM HARDWARE: FINANCING, USE AND MAINTENANCE.

The parties agree that the terms and conditions of this paragraph 5 will govern the purchase, use and maintenance of the physical equipment (hardware) utilized by the parties in sharing bibliographic and circulation information by means of the Johnson County Library automated system.

(a) Hardware Purchase and Ownership. The parties acknowledge that the following hardware purchases have been made by the Johnson County Library in establishing the Johnson County Library automated system and that it is the sole owner of said hardware:

(i) Johnson County Library owns the central automation system, including the central processing unit, located at the Technical Services Building of the Johnson County Library, and the parties agree that the same shall remain under the exclusive control and operation of the Johnson County Library. Apart from the hardware which it owns and which is located at its own remote stations, Olathe Public Library agrees that it has no ownership interest in the central automation system, or in any of the remote stations or terminals located at other Johnson County Library branches or at any other point in the communicative network of the Johnson County Library automated system. The operation of said system, its continued use, or its eventual expansion are within the sole discretion of Johnson County Library, and the Johnson County Library has no responsibility to maintain said system for the benefit of Olathe Public Library.

The parties agree that Johnson County Library cannot be responsible for failure to share its automated system with Olathe Public Library for reasons beyond its control, including, but not limited to, a shutdown of the automated system due to the conduct of the vendor of the turnkey system utilized by Johnson County Library.

(b) Future Hardware Purchases by the Parties. The parties shall be individually responsible for procuring and paying for future purchases of hardware to be used by them in sharing information in the Johnson County Library automated system, and shall remain the sole owners of hardware which they

have purchased. In order to assure the compatibility of the hardware components comprising the Johnson County Library automated circulation, patron, and bibliographic services system, and to assure adequate control over response time, Olathe Public Library agrees that its future purchases of hardware for the automated system shall in every case be first approved by the Johnson County Library Automation Project Manager. Johnson County Library agrees to provide technical assistance to Olathe Public Library in procuring and ordering such hardware.

(c) Maintenance of Hardware. Olathe Public Library agrees to contract, at its sole expense, for the maintenance of its hardware. Such contract shall be subject to the approval of the Johnson County Library. In the event of hardware malfunction at Olathe Public Library, it agrees that it will notify the Johnson County Library computer operator. In the event of such malfunction, Johnson County Library will provide technical assistance to Olathe Public Library but Olathe Public Library agrees that it is financially responsible for such malfunction. The parties agree that any future hardware maintenance contracts entered into by Olathe Public Library shall be first approved by the Johnson County Library Automation Project Manager.

(d) Hardware Usage. Johnson County Library will provide to Olathe Public Library the initial and subsequent training in the use of the hardware purchased by it set forth in paragraph 14, but Olathe Public Library shall otherwise be solely

responsible for the correction of any problems that arise in operating said hardware.

6. COMPUTER SYSTEMS SOFTWARE: FINANCING, USE AND MAINTENANCE. The parties agree that the terms and conditions of this paragraph 6 will govern the purchase, use and maintenance of the programs and procedures (software) utilized by the parties in sharing bibliographic and circulation information by means of the automated system.

(a) Software Purchased by Olathe Public Library:
Approval by Johnson County Library Required. The software utilized by Olathe Public Library shall be its sole property, subject to the governing license agreements. Each party shall be financially responsible for obtaining its own software. However, in order to assure the compatibility of the software utilized by Olathe Public Library in the Johnson County Library automated circulation, patron and bibliographic system, and to assure the integrity of the bibliographic data base compiled by Johnson County Library, Olathe Public Library agrees that all purchases of software made by it must be first approved by the Johnson County Library Automation Project Manager. In no event shall Olathe Public Library modify its software programs without obtaining the prior approval of the Johnson County Library Automation Project Manager. Johnson County Library agrees to provide technical assistance to Olathe Public Library in procuring and ordering software, subject to the limitations of

liability and disclaimer of warranties contained in paragraph 15 of this agreement.

(b) Maintenance of Software. Olathe Public Library agrees to contract, at its sole expense, for the maintenance of its software. Such contract shall first be submitted to the Johnson County Library for approval. In the event of software malfunction at Olathe Public Library, it agrees that it will notify the Johnson County Library computer operator. In the event of such malfunction, Johnson County Library will provide technical assistance to Olathe Public Library but Olathe Public Library agrees that it is financially responsible for such malfunction. The parties agree that any future software maintenance contracts entered into by Olathe Public Library shall first be approved by the Johnson County Library Automation Project Manager.

(c) Software Usage. Johnson County Library will provide to Olathe Public Library the initial and subsequent periodic training in software usage set forth in paragraph 14 of this agreement, but Olathe Public Library is otherwise solely responsible for the manner in which it uses its software and it is financially responsible for any problems or liability that might arise as a result of the manner in which said software is used.

7. TELECOMMUNICATIONS. The parties agree that Olathe Public Library shall be solely responsible for establishing, maintaining, and paying for a telecommunications system which

connects its terminals with the Johnson County Library automated system. Johnson County Library will provide technical assistance to Olathe Public Library to assure that the telephone lines which are installed by it are compatible with the existing system and meet DRA specifications, but Olathe Public Library shall otherwise be solely responsible for maintaining such lines.

8. AUTOMATED SYSTEM CAPABILITY: ESTABLISHMENT AND MAINTENANCE OF SYSTEM PARAMETERS. The parties agree that in order to assure the integrity of the data base created by Johnson County Library in the automated system, it will provide technical assistance to Olathe Public Library in filling out software parameters and will aid Olathe Public Library in assuring that the same are properly maintained. The parties agree that the power to enter, or modify, the software parameters of Olathe Public Library in the automated system shall reside solely in the Johnson County Library. The parties agree that in entering the software parameters, the Johnson County Library Automation Project Manager shall give first priority to meeting the needs of the Johnson County Library in utilizing its automated system.

9. CREATION OF CIRCULATION AND BIBLIOGRAPHIC DATA BASE; RESPONSIBILITY FOR DATA BASE VERIFICATION AND CORRECTION.

(a) The parties agree to share their bibliographic files for the purpose of creating a data base in the Johnson County Library automated system which will contain bibliographic information with respect to the collections of each library. The information to be shared will include, but is not necessarily

limited to book titles, authors, number of copies of a book available and present circulation status of those books. The information to be stored in the automated system shall also include bibliographic descriptions of other library materials available at each library and shall include circulation information relating to the availability and circulation status of such library materials. In the event of the termination or expiration of this Agreement, the parties agree that such information shall be the sole property of the Johnson County Library. However, Johnson County Library will provide a MARC formatted machine-readable copy of the bibliographic and item files of Olathe Public Library at Olathe's expense at the termination or expiration of this Agreement.

(b) The parties agree that in order to assure the integrity of the data base of the Johnson County Library automated system, the use of that data base shall be in accordance with standards set by Johnson County Library. Those standards, and procedures for using the data base, will be set by Johnson County Library in consultation with Olathe Public Library.

(c) The parties further agree that Johnson County Library has no responsibility for the quality of the bibliographic records given to it by Olathe Public Library for entry in the data base. The parties agree that they will do nothing in sharing information from the bibliographic data base that will

harm the integrity of that data base. The parties agree that only Johnson County Library may alter or correct the bibliographic data base unless approval is given to Olathe Public Library to do so by the Automation Project Manager. In the event Olathe Public Library desires to alter or correct the data base in some regard, it agrees it shall first provide notification to, and receive the approval of the Johnson County Library Automation Project Manager.

10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: NO CHARGE TO OLATHE PUBLIC LIBRARY. Johnson County Library and Olathe Public Library agree that, subject to paragraph 11, full and free access shall be allowed to information stored in the Johnson County Library automated system relating to the bibliographic description of books and library materials at both libraries, and relating to the holdings, availability, and circulation status of such books and library materials. There will be no charge, including any circulation transaction or service charge, to the Olathe Public Library for sharing in the use of the Johnson County Library automated system. In addition, the parties make the following agreements with respect to the circulation information-processing capacity of the Johnson County Library automated system:

(a) The parties agree to use the Johnson County Library automated system to permit patrons of one library system to "reserve" an item in the other library's collections.

Procedures for the delivery of such material will be developed by staff from Olathe Public Library and the Johnson County Library.

11. OPERATION OF THE JOHNSON COUNTY LIBRARY AUTOMATED SYSTEM: TIMING; SCHEDULE TO PROTECT RESPONSE TIME OF SYSTEM.

Johnson County Library will operate its automated circulation, patron, and bibliographic services system only during the hours that it is open. Olathe Public Library may share in the use of said system only during those hours, unless otherwise agreed by the parties. Johnson County Library agrees to provide Olathe Public Library sixty days prior notice of its intention to change its hours of operation. In order to protect the response time of the Johnson County Library automated system, the parties agree that the Automation Project Manager may establish a schedule which sets specified time periods during which Olathe Public Library may use the automated system to perform functions which might otherwise adversely affect response time.

12. SUPPLIES. Olathe Public Library is solely responsible for the acquisition of, and payment for, supplies it utilizes in sharing in the use of the Johnson County Library automated system. Johnson County Library may, at its sole discretion, purchase certain supplies, such as ribbons and labels, for Olathe Public Library at the sole expense of Olathe Public Library, if a more favorable price may be obtained for both parties by doing so, or if such purchases are necessary to assure the compatibility of the supplies with the hardware and software used in the automated system.

13. COSTS. Each party shall be responsible for the costs of electrical power, heat, light, ventilation, air conditioning, or other environmental controls at their respective premises and the other party shall have no obligation for reimbursement or other charge therefor.

14. TECHNICAL ADVICE PROVIDED BY JOHNSON COUNTY LIBRARY TO OLATHE PUBLIC LIBRARY IN HARDWARE AND SOFTWARE USAGE; OPERATION OF AUTOMATED SYSTEM.

The Automation Project Manager of the Johnson County Library shall provide initial training to Olathe Public Library in the use and maintenance of its hardware and software, free of any charge to Olathe Public Library. Olathe Public Library shall thereafter be responsible for training its staff in the proper use and maintenance of such hardware and software. Johnson County Library will also provide training, free of charge, to the procedures used in maintaining the automated system and will provide technical advice on maintenance of software parameters and going online with the Johnson County Library automated system. Nothing in this paragraph shall be construed in any way to limit the powers granted elsewhere in this agreement to the Johnson County Library Automation Project Manager.

15. LIMITATION OF LIABILITY: DISCLAIMER OF WARRANTIES BY JOHNSON COUNTY LIBRARY AS TO HARDWARE, SOFTWARE, TECHNICAL ADVICE GIVEN TO OLATHE PUBLIC LIBRARY. The parties shall have no responsibility or liability to one another for the accuracy or inadequacy of the data base which is to be compiled pursuant to

the terms of this agreement and for the storage of the same in the Johnson County Library automated system, except that each shall use its best efforts to maintain the integrity of said data base. The parties agree that Johnson County Library is not responsible for the inadvertent loss of Olathe Public Library data in the automated system and is not responsible for the reentering of such data in the automated system in the event of its loss. The parties shall have no responsibility or liability to one another for the reliability or performance of the Johnson County Library automated system, including the central processing unit, or the remote stations or telecommunications system established by Olathe Public Library, except that each party shall keep in effect the maintenance agreements required by paragraphs 5 and 6 of this agreement. Johnson County Library disclaims all warranties to Olathe Public Library for any hardware and software Johnson County Library has purchased and which is utilized in the Johnson County Library automated system, and Olathe Public Library fully releases Johnson County Library for any liability that might arise out of the use of such hardware and software. Johnson County Library disclaims responsibility for any technical advice which it gives to Olathe Public Library pursuant to the terms of this agreement and Olathe Public Library fully releases Johnson County Library for any and all liability which might arise out of the giving of such advice.

16. CONTRACT BETWEEN JOHNSON COUNTY LIBRARY AND DRA. The parties acknowledge that the Board of Directors of the Johnson

County Library is a party to an Agreement and License Agreement with DRA dated October 21, 1987, and they agree to do nothing which will impair the obligations or rights of those parties under the terms of those Agreements. The parties further acknowledge that nothing in this Interlocal Cooperation Agreement may be construed in such a way as to require Johnson County Library to utilize a particular turnkey system vendor for its automated system; that the decision to utilize a particular turnkey system is within the sole discretion of the Johnson County Library; and that in the event the Johnson County Library enters into a new agreement and program license agreement with a turnkey system vendor, those agreements will take precedence over this Interlocal Cooperation Agreement.

17. OLATHE PUBLIC LIBRARY EXPANSION. It is understood by the parties that the Olathe Public Library may build a new branch library. In that event, the parties agree that they will, on appropriate terms to be agreed upon at that time, expand the automated system to serve such branch library.

18. MISCELLANEOUS PROVISIONS.

(a) Definitions. Where applicable, words used in this agreement shall be defined by definitions accepted by the American National Standards Institute.

(b) Amendments. This agreement may be amended at any time during the initial term or any renewal term hereof by a written agreement between the parties executed by them.

(c) Expansion of the Johnson County Library Automated System to Other Libraries. The Johnson County Library may invite other libraries to participate in the use of its automated system and to share in the data base of such system, including information pertaining to the Olathe Public Library collections, under such terms as Johnson County Library and the other libraries may agree. The decision to enter into such agreements, and the determination of the terms thereof, shall be at the sole discretion of the Johnson County Library.

(d) Governing Law. This agreement shall be construed and the rights of the parties governed by the laws of the State of Kansas.

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

ATTEST: _____

BY: _____
Chairman

Approved as to form:

Fred J. Logan, Jr.
Attorney for the Board of
Directors of the Johnson County
Library

BOARD OF TRUSTEES OF THE
OLATHE PUBLIC LIBRARY

ATTEST: _____

BY: _____
CHAIRMAN

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this 14th day of January 2021, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the City of Olathe ("the City" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. A. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 14, 2021 through December 31, 2021 with Sections 10 and 10A as set forth below.

B. Parties. Pursuant to the Olathe Municipal Code ("OMC") Section 2.36.100 the Olathe Public Library Advisory Board is an advisory board to the City's Governing Body. Pursuant to OMC Section 2.36.020 the Olathe Public Library ("OPL") is established, continued, and maintained by the City. Pursuant to OMC Section 2.36.040 the City Manager shall be responsible for the fiscal and internal administrative operations of the OPL, and the OPL shall operate in conformance with the City's policies and procedures for budget administration. The City is the appropriate party for agreeing to this and future Renewals.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and the City agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.

- B. Internet Access Service. JCL and the City agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that the City will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the period of January 14, 2021 through December 31, 2021. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.
 - D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and the City mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.
3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:
- 10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and the City agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.
- A. JCL and the City shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
 - 1. The City will be responsible for 23% of the total cost in 2021 plus additional costs associated with the City being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in 2021.
 - 3. In 2021, databases will be billed from 10/1/20 – 9/30/21 and will continue billing on an October – September cycle thereafter.
 - 4. In 2021, e-books will be billed from 10/1/20 – 9/30/21 and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide the City with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

The City will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and the City.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.

- D. In the event of severance of the Inter local Agreement between JCL and the City , 23% of the mutual e-book and e-audio book content will remain the property of the City. The specific titles retained will be determined by OPL.

- 4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

- 5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and the City agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. JCL and the City shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:

- 1. The City will be responsible for 23% of the total cost in 2021, plus additional costs associated with

the City being made a party to any applicable leases.

2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

B. JCL shall provide the City with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.

C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF OLATHE, KANSAS



John W. Bacon, Mayor

ATTEST



Brenda D. Long, City Clerk



APPROVED AS TO FORM:



Ronald R. Shaver, City Attorney

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: Amos Ruo
Name: Amos Ruo
Title: Chair

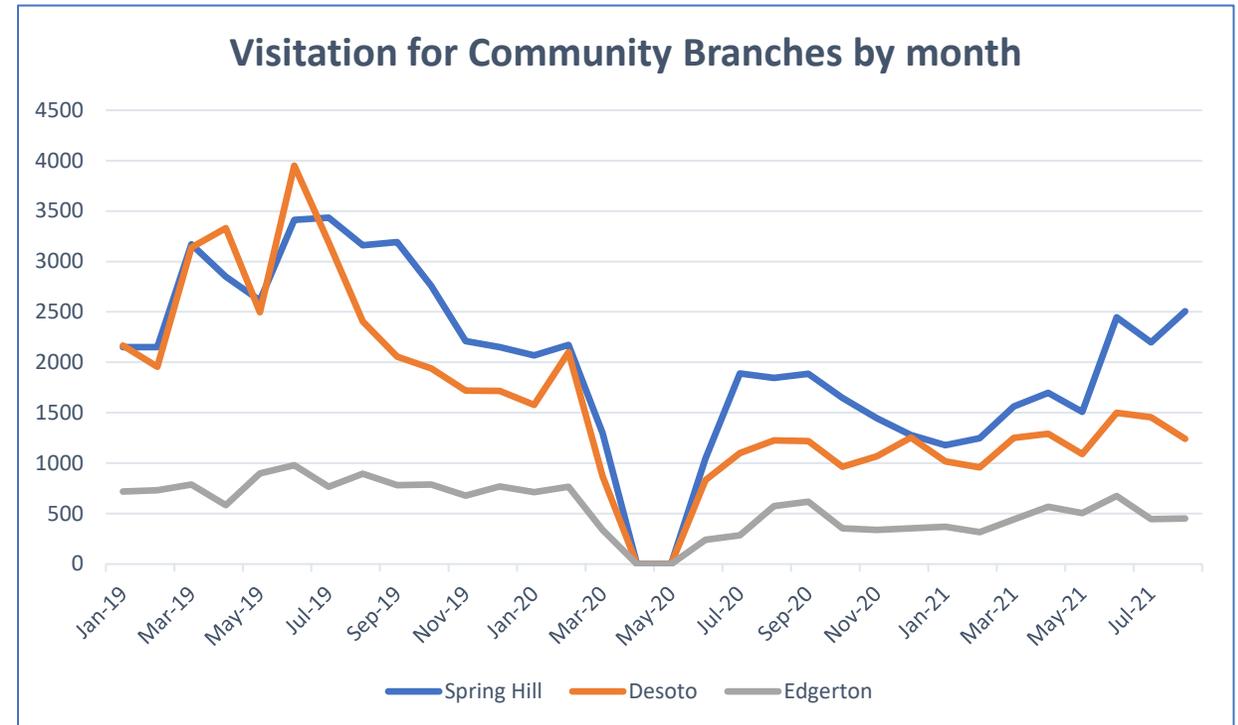
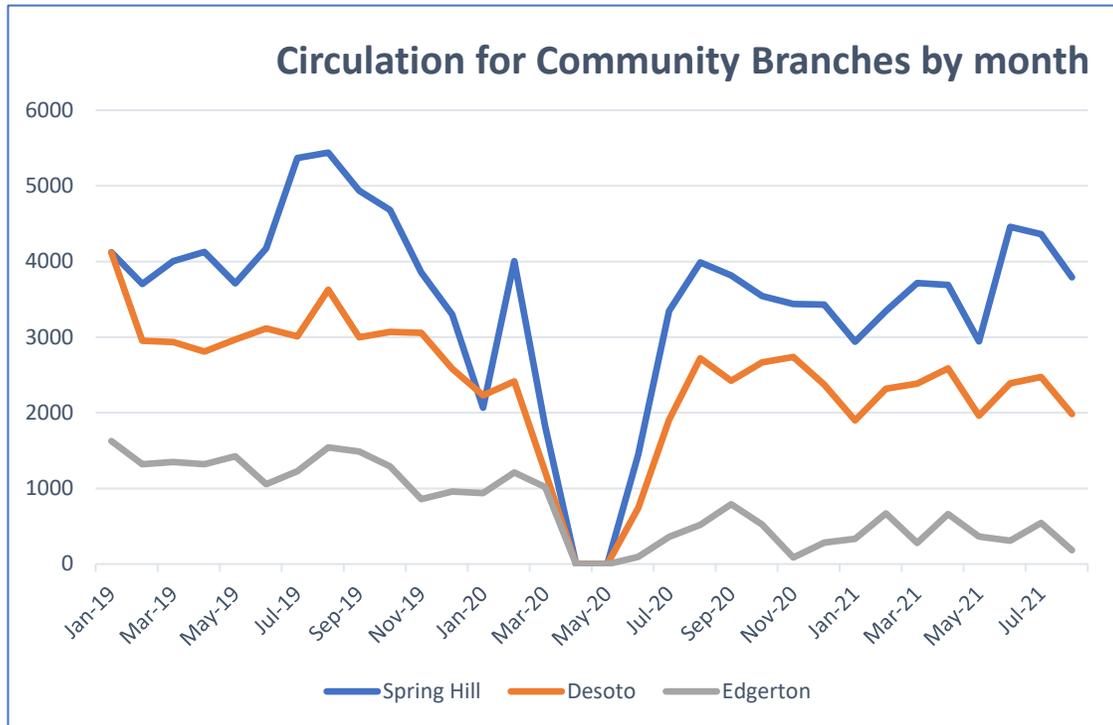
APPROVED AS TO FORM:

Andrew V. Logan
Fred J. Logan, Jr
Andrew V. Logan

Counsel to the Board of Directors
of the Johnson County Library

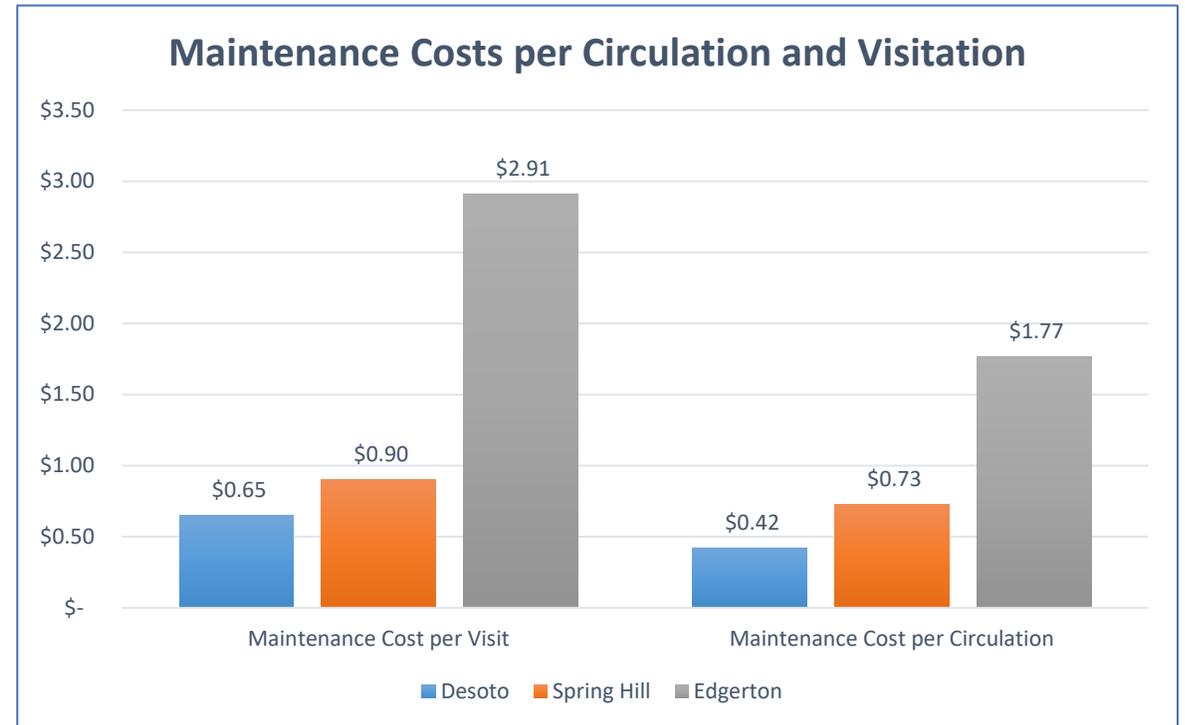
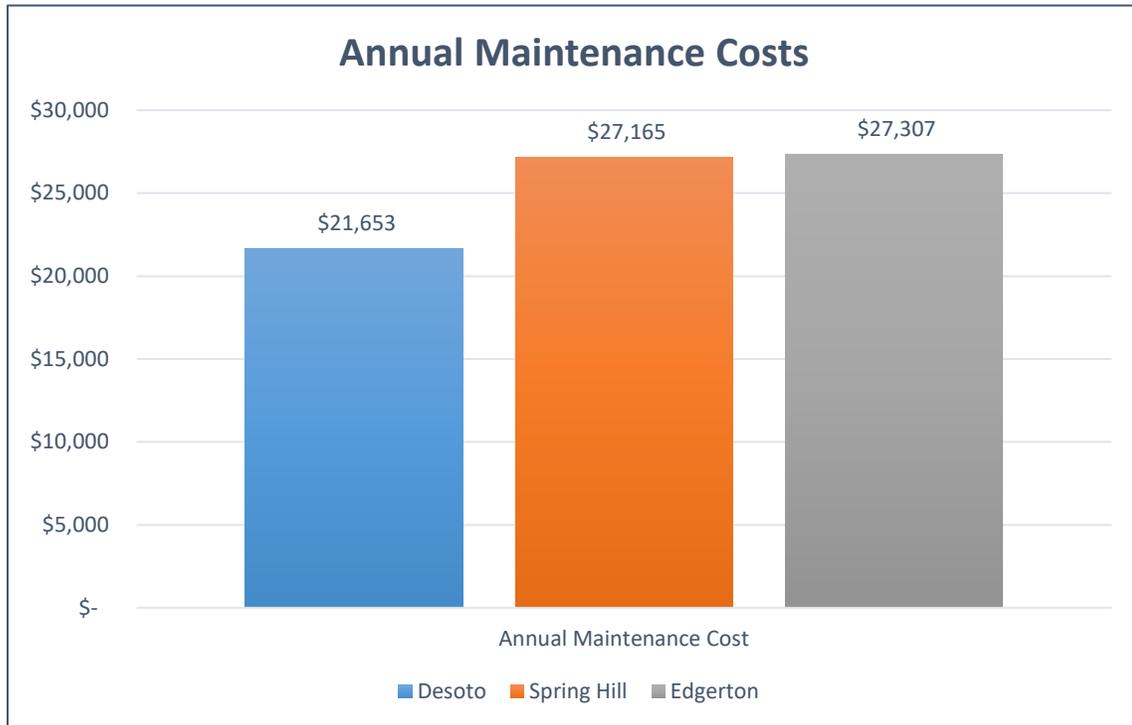
Rural Renewal Initiative: Spring Hill and Desoto

Circulation and Visitation



Community Library Maintenance Cost

including Edgerton



*Maintenance costs reported do not include management, administrative support, or staffing for JCL or Facilities staff.



Cost of Upcoming CRP Work

Desoto

2019 Property Value: \$250,000

Upcoming CRP work:

\$100,000 : Roofing

\$25,000 : ArcFlash

\$30,000 : Carpeting

\$125,000 : Total

Spring Hill

2019 Property Value: \$250,000

Upcoming CRP work:

\$135,000 : Roofing

\$100,000 : Air Handling Unit

\$80,000 : Condensing Units

\$30,000 : Humidifiers

\$345,000 : Total

Edgerton

2019 Property Value: \$0 (Rented)

No upcoming CRP work as this building is not owned by Johnson County Library



Architectural Evaluation Report

September 30, 2021



Johnson County
Edgerton Branch Library
319 E. Nelson Street
Edgerton, KS 66021

Note: Evaluation and probable costs were compiled with assistance from Mid-Continental Restoration Co., Inc. and BCI Mechanical, Inc.



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INTRODUCTION

A.1 Purpose and Scope of Services

Clark and Enersen was contacted to evaluate the integrity of the structure at 319 E. Nelson Street, Edgerton, Kansas. The building is owned by the City of Edgerton, Kansas and is leased by Johnson County Library, currently serving some 1600 Edgerton residents as a public library.

This Architectural Evaluation Report includes observations of deficiencies as they pertain to staff and patron safety, accessibility, protection of tenant property within, and overall building soundness and stability. The report includes potential causes of damage, recommendations for repair, and an estimate of probable construction costs. Information in the report was compiled through in person observation with assistance from Mid-Continental Restoration Co., Inc.



Figure 1. Aerial Site Photo, Google Maps

A.2 Building Overview

The building is a single-story, multiple-wythe brick structure with a stone foundation and a 400 square foot basement. The main level of the library is approximately 2,900sf. The roof deck is approximately 16' above finish floor and the top of the tallest portion of the building parapet is approximately 20' above finish floor. The roof is covered by a modified bitumen type membrane and is constructed with a low slope that drains into gutters and downspouts along the south edge of the building. The public door on the north side of the building opens at grade level to a sidewalk along E. Nelson Street. The public door on the south side of the main library space opens onto an outdoor brick surface patio that is surrounded by partial-height brick walls at the southeast corner of the building. There is a small staircase on the east side of the patio that descends to grade level at the sidewalk along E. 4th Street. A matching staircase on the south side of the patio descends to a patron parking lot containing five standard width diagonal parking stalls. Street parking is available along E. Nelson Street and E. 4th Street immediately adjacent to the property.



Figure 2. Building Floor Plan, N.T.S.

EVALUATION

B.1 Exterior Building and Patio Walls

The exterior walls of the building are composed of multiple wythes of red brick masonry. The north and east facades along E. Nelson and E. Fourth streets are composed of fire brick with soft, butter joint mortar while the south and west facades and west patio wall are composed of dry pressed brick with hard mortar joints. Spalling of face brick and grout decay are visible to varying degrees around the building with severe deterioration occurring at the hard mortared locations along the south and west building facades, west patio wall, and patio stair walls. We believe the mortar at these locations is too hard for the soft brick and is contributing to the spalling facade.

In addition to the incompatible mortar, deficiencies observed in the roofing and drainage system indicate that moisture infiltration may also be contributing to the spalling brick via freeze/thaw cycling, particularly along the west façade where spalling is concentrated along the roof line.

Grout deterioration is most severe at the patio edges with holes large enough to accommodate wasp and hornet nests along the west side of the patio and loose bricks and stone caps along the stair walls.



Figure 3. Brick Spalling on West Facade



Figure 4. Brick Spalling on West Facade



Figure 5. Grout Decay at West Patio



Figure 6. Grout Decay at West Patio



Figure 7. Grout Decay at South Wall



Figure 8. Spalling at Stair Wall



Figure 9. Grout Decay at West Patio



Figure 10. Spalling at Stair Wall

B.2 Roof and Drainage Systems

The roof consists of a modified bitumen type sheet membrane and is surrounded on the north, east, and west edges by parapet walls with stone coping caps and metal flashing terminations. The roof is constructed with a low slope that drains into gutters and four downspouts along the southern edges of the building. Two of the downspouts empty into vertical PVC storm pipes that protrude from the ground. The other two downspouts that exist along the north edge of the patio extend below the patio walking surface and empty into PVC drainage pipes that exit the south patio wall. A ninety-degree fitting directs water through the wall and into the ground.

There were a number of deficiencies found in the roof and drainage system and we believe moisture infiltration has caused much of the building's interior and exterior deterioration. The modified bitumen roof is beyond its useful life. Several instances of large bubbles were observed in the roof membrane and indicate a lack of adhesion to the substrate below. Gaps were observed in the wall termination bars, base flashing, and building corners. Long sections of metal flashing that had been used to terminate roofing at the parapet have been torn off along the east edge of the building, exposing the wall insulation and sheathing below and allowing a direct path for water into the building. The level of roofing insulation and the level of metal flashing (if any) below stone copings could not be determined.

The downspouts on the south end of the building do not have a direct connection to the PVC storm pipes, allowing water to flow onto the adjacent sidewalk and building foundation, possibly contributing to the large amount of water that is getting into the basement during moderate-heavy rain storms.

Finally, one of the PVC drain pipes coming out of the south patio wall is cracked, allowing water to leak down to the foundation wall and possibly contributing to the water that is getting into the basement.



Figure 11. Roofing Gap at Building Corner



Figure 12. Roof Deterioration



Figure 13. Torn Flashing at East Edge



Figure 14. Torn Flashing at East Edge



Figure 15. Torn Flashing at East Edge



Figure 16. Downspout



Figure 17. Downspout



Figure 18. Cracked Drainage Pipe

B.3 Ground Surfaces

Several deficiencies relating to accessibility compliance, safety, and water infiltration were found along the perimeter of the building at grade. The threshold of the main entrance on the north edge of the building exceeds the half-inch height limitation for accessible design. The existing threshold measures at almost an inch tall. Similarly, a crack in the sidewalk adjacent to the southwest entrance door is larger than the quarter-inch height limitation for accessible design. The walking surface of the patio contains areas of settlement resulting in slopes that exceed what is allowable for an accessible walkway. In addition to not meeting standards for accessible design, these deficiencies present tripping hazards to staff and patrons. Reports of the parking lot and south patio not being plowed or shoveled in winter compound these safety concerns. Finally, the grade along the west side of the building appears to be sloping toward the building and may be contributing to water infiltration of the basement.



Figure 19. Threshold at North Entrance



Figure 20. Sloping Patio Surface



Figure 21. Cracked Sidewalk at SW Entrance



Figure 22. Grade along West Facade

B.4 Indoor Air Quality and Finishes

The condensing units on the south side of the building contain soiled and clogged coils. We believe the units are not functioning at full capacity and that the indoor air quality of the building could be improved through routine servicing of the mechanical systems and filter replacements to better meet Johnson County Library standards.

Due to the previously mentioned deficiencies in the building’s roof and drainage systems, water has made its way into the building, damaging library property and interior materials. Water damage is visible on ceiling tiles in several areas. Rust has formed on some of the steel roof supports, visible above the ceiling tiles.



Figure 23. Condensing Unit at South Facade



Figure 24. Rust on Steel Roof Supports



Figure 25. Water Damage on Ceiling Tiles

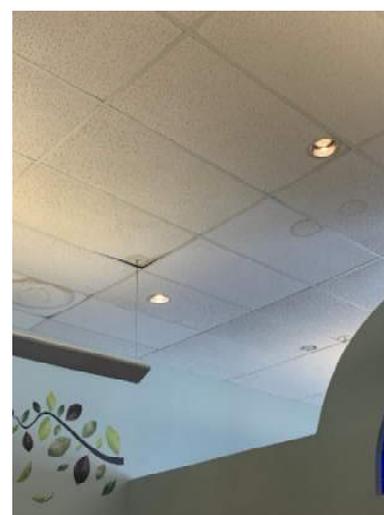


Figure 26. Water Damage on Ceiling Tiles

RECOMMENDATIONS

C.1 Masonry

C.1.a Selective Repointing at North and East Walls

Selectively repoint all deteriorating mortar at butter joints along north and east walls with mortar to match existing wall. Complete extents of repointing should be field verified by masonry contractor.

C.1.b Full Repointing at South, West, and Patio Walls

Cut out all grout along south and west exterior walls as well as all walls enclosing the outdoor patio. Fully replace/repoint with new soft mortar compatible with existing dry pressed brick. Complete extents of repointing should be field verified by masonry contractor.

C.1.c Brick Replacement

Remove and replace all spalling and damaged bricks with new bricks to match existing adjacent wall surface. Complete extents of brick replacement should be field verified by masonry contractor.

C.1.d Patio Stair Wall Replacement

Remove and replace side walls at patio stairs in their entirety.

C.2 Drainage Systems

C.2.a Roofing Replacement

Remove existing modified bitumen roof and all associated flashings and termination bars in their entirety. Field verify existing condition and level of roof insulation after membrane removal and install new rigid roof insulation of at least R-30 for entirety of roof area. Prep substrates for new roofing. Install FM Global approved 60mil, fully adhered TPO membrane.

C.2.b Metal Coping Installation

Install blocking, flashing, and new metal coping to cover all existing stone parapet walls and TPO membrane terminations.

C.2.c Downspout Boots and Drainage Pipes

Install collector boots at each of the two downspouts along the south building wall to create a direct connection to sub-grade piping. Replace the ninety-degree fitting on the cracked drain pipe protruding from the south patio wall.

Camera all existing underground drainage lines, including the storm piping below the southeast patio, to determine condition and potential for cracks. Potential for cracking could be present if the lines do not have sufficient slope, causing freezing drainage water to expand and damage rigid pipe material. Replace all visibly damaged pipe sections, hubs, and connectors with new material. This may require removal of storm piping below the brick patio and rerouting it out the east patio wall as well as installation of a trench drain to allow for water flow across the sidewalk and into the street gutter line.

C.3 Site and Flatwork

C.3.a Concrete Replacement

Remove approximately 25 sf of concrete pavement at the bottom of the southwest entrance stair.

C.3.b Patio Surface Leveling

Remove brick patio pavers in their entirety and salvage for re-use. Install underground drainage system designed by an engineer to allow for a flat, ADA compliant surface and to avoid ponding water. Provide new subgrade fill as needed. Re-install brick pavers plumb and level.

C.3.c Threshold Repair

Remove existing threshold and install ADA compliant interlocking ramp threshold with return closed ends such as NGP model R100 with slip resistance finish.

C.3.d Regrading

Regrade west side of building to create positive drainage slope away from building.

C.4 HVAC Systems

C.4.a AC Unit Cleaning, Inspection, and MERV 13 Filters

Wash condenser coils for two units. Change out two air filters with MERV 13 filters. Commission routine inspection and servicing of indoor and outdoor systems.

C.5 Operations and Finishes

C.5.a Ceiling Tile Replacement

Replace all damaged ceiling tiles with new ceiling tiles to match existing.

ESTIMATE OF PROBABLE CONSTRUCTION COSTS

D.1 Cost Matrix

SCOPE	No. UNITS	UNIT	UNIT COST	TOTAL
Masonry				\$55,683
Selective Repointing at North and East Walls	600	SF	\$16.77	\$10,064
Full Repointing at South, West, and Patio Walls	2,160	SF	\$11.37	\$24,552
Brick Replacement	500	EA	\$36.32	\$18,159
Patio Stair Wall Replacement	1	LS	\$2,908.00	\$2,908
General Contractor Markups & Contingency (40%)	1	LS	\$22,273	\$22,273
Subtotal				\$77,956
Drainage Systems				\$50,275
Roofing Replacement	3,000	SF	\$15	\$45,000
Metal Coping Installation	175	LF	\$25	\$4,375
Downspout Boots and Drain Pipe Replacement	3	EA	\$300	\$900
General Contractor Markups & Contingency (40%)	1	LS	\$20,110	\$20,110
Subtotal				\$70,385
Site and Flatwork				\$22,950
Concrete Replacement at SW Entrance Sidewalk	25	SF	\$15	\$375
Patio Surface Leveling and Subdrain System	575	SF	\$25	\$14,375
Threshold Repair at North Entrance	1	LS	\$1000	\$1000
Regrading and Seeding along West Facade	1,800	SF	\$4	\$7,200
General Contractor Markups & Contingency (40%)	1	LS	\$9,180	\$9,180
Subtotal				\$32,130
HVAC Systems				\$1,500
Condensing Unit Cleaning, Filters, & Inspection	1	LS	\$1500	\$1,500
General Contractor Markups (40%)	1	LS	\$600	\$600
Subtotal				\$2,100
Operations and Finishes				\$150
Ceiling Tile Replacement	30	SF	\$5	\$150
General Contractor Markups & Contingency (40%)	1	LS	\$60	\$60
Subtotal				\$210
Grand Total				\$182,781

D.2 Estimate Assumptions and Exclusions

1. Quantities of deficient materials are estimates based on visual observation and shall be field verified by repair contractor. Clark & Enersen recommends repairing or replacing ALL deficient brick and mortar joints, concrete, and interior ceiling tiles.
2. Unit costs include associated demolition (if applicable) as well as labor and material for new work.
3. Costs associated with HVAC Systems include cleaning, filter replacement, and inspection only. Costs for repairs that arise from a full inspection of indoor and outdoor mechanical systems are not included in this estimate.

