

JOHNSON COUNTY

KANSAS

Library

Board Report
October 13, 2022

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 13, 2022
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

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

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.....4
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, David Sims
 - a) Personnel Review Committee: County Librarian Annual Appraisal
 - C. Friends of the Library; written report presented by Shanta Dickerson.....5
 - D. Johnson County Library Foundation: written report presented by Stephanie Stollsteimer.....6
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Authority of Board to determine Fines and Fees (ARM 20-10-90 and ARM 20-10-91)
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - b) Core statistics, Adam Wathen, Associate Director for Systemwide Services.....13
 - i. Current Fine Landscape.....16
 - 2. Comprehensive Library Master Plan, Scott Sime, Project Coordinator
 - a) Merriam Plaza Library.....26
 - b) Capital Projects: Timeline Summary.....31
 - c) Comprehensive Library Master Plan; Historical Context, Scott Sime, Project Coordinator and Dave Vratny, Finance Director.....34
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) New Staff Intranet, Laura Hunt, Internal Communication Manager.....42
 - b) Strategic Plan Update, Jennifer Mahnken, Interim Deputy County Librarian.....49
 - c) Board Retreat, Tricia Suellentrop, County Librarian
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the September 8, 2022 Regular Library Board meeting.....56

- 2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies: 10-10-10, 10-20-31, 10-30-20, 10-50-50, 10-50-35, 10-50-85, 20-10-12, 20-15-50, 20-20-50, 50-20-30, and 50-30-40..65

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2022 were handled in accordance with library and County policy.
- b) The August 2022 Revenue and Expenditure reports produced from the County’s financial system reflect the Library’s revenues and expenditures

C. Gift Fund Report

- 1. Treasurer’s Report.....80

VI. Old Business

None

VII. New Business

- A. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies: 10-20-10, 10-20-30, 10-50-10, 10-50-30, 10-55-14, 10-60-30, 20-10-91, 20-80-23, 20-80-26, and 20-80-30, Adam Wathen, Associate Director for Systemwide Services.....81
- B. Action Item: Consideration of Memorandum of Understanding between Johnson County Library and Johnson County Department of Health and Environment, Kinsley Riggs, Information Services Manager.....139

VIII. Adjournment

PUBLIC COMMENTS

October 2022

October 1, 2022

Good afternoon board,

I wanted to touch base with you regarding an unexpected experience I had over email. I received multiple emails from an unknown source whom I had not released my contact information to. I did not know if this organization was legitimate and did not consent to my information being released to them. I found it to be dramatic and excessive that my personal information was passed onto Unique Management Services over a \$20.00 library fee. I found that to be a drastic step to be taken over such a low fee (especially when the fee had not been outstanding for an extended period of time).

I would like to ask you to amend your policy to A) let library patrons know that you will not keep their information private B) raise the fee required for external involvement, while also providing readers time to cover the cost of the book/s that may have been damaged before involving an external resource C) raise awareness if you continue to use UMS to let library patrons know this is a legitimate organization that you all use to insure you receive all fees, D) consider not blocking accounts when they simply have one unpaid for book. Thank you for hearing my concern and I hope your outstanding fees policy is amended for the future.

C. Rowe

October 2, 2022

Hi! My family of 5 uses the library often, and we highly support going fine-free. I feel like that will allow all patrons to experience the library fully without concern or fear of a fine.

We are also grateful for the language-diverse books, as we read a lot of Spanish books, and would love to have more Chinese options!

Eileen Coughenour



October 2022: Monthly Report
of the
Friends of Johnson County Library
to the
Board of Directors of Johnson County Library

Good afternoon, and thank you for this time to highlight recent news and accomplishments on behalf of the Friends of Johnson County Library.

- Book Sale Features

If you've recently shopped at one of our Saturday book sales or follow us on social media, you might have noticed something new: weekly features! Every week, we select a genre or theme to emphasize, such as cookbooks, art, or puzzles. This adds a fresh feel to every sale as it requires us to reset front-of-house displays every week and gives us something specific to emphasize through social media and Friends newsletters. Additional discounts are possible if we're overstocked on a particular item, so it pays off to pay attention to our weekly announcements. Due to our 20% discount extended to members at every sale, we are seeing an increase in new and renewed memberships. For example, a member who lapsed in 2017 finally came back to us on a Saturday in September!

- 2022 Friends Annual Bookmark Design Contest

The Friends of Johnson County Library are pleased to announce the winners of the 2022 Friends of Johnson County Library Bookmark Design Contest. The contest celebrates National Friends of Libraries Week, October 16-22, 2022. Hundreds of submissions were received, and our judges have chosen 18 to be printed and distributed at libraries across Johnson County.

We thank all of our members who help to make this and other beloved programs possible! And as always, if you're not a member, please join us at <https://www.joinjclfriends.org>.

Thank you for your time, and I am happy to answer any questions you may have.

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: October 13, 2022
Re: Johnson County Library Foundation update

Library Lets Loose

The Library's signature fundraiser and community building event took place September 17!

- We are so grateful for how the Library community showed up in force.
- So many of you supported the event and we hope you had fun!
- The sponsors, donors, ticket buyers, and guests made all the difference.
 - Some numbers I can share include 50 sponsors, 500 attendees, and funds raised are \$135,000 and counting.
 - Of note was our honorary host couple Senia and Will Shields who were the consummate ambassadors all year and took photos with guests all night long.
- The Foundation wants to recognize how the event could not have happened without the committee volunteers, in-kind donors, event volunteers, and the remarkable support from Library staff.
- On behalf of the Foundation and Development Department, I want to send sincere thanks to the Library Board and everyone who volunteered, donated, and generally supported Library Lets Loose.
- We will be back soon with a 2023 date!

Grants: Ewing Marion Kauffman Foundation

- We are thrilled to report on a generous grant from the Kauffman Foundation that is for 3 years in the amount of \$375,000.
- The Kauffman Foundation is prioritizing grants in the area of diversity, equity and inclusion.
- The Library's Race Project KC is a standout in this area so it will receive the majority of this grant.
- In addition, the Library's programming that can be made to be more accessible is receiving funding.
- Congratulations to the Library staff who do this work and we will look forward to the progress over the next three years.

Other Foundation News

- Annual Appeal: You can count on a campaign for the year end!
- Board of Directors 2023: We have a new slate of officers and have a year end celebration scheduled in November.

Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2022
67% of Year Lapsed

| OPERATING FUND | Programs | 2022 Budget |
|---|--|--------------------------------|
| | Revenue | 3,767,639 |
| | Administrative Services | |
| | Information Technology | |
| | Collection Development | |
| | Branch/Systemwide Services | 242,004 |
| | Transfer to Capital Projects | 3,107,330 |
| | Interfund Transfers | |
| TOTAL OPERATING FUND EXPENDITURES | | <u>\$3,349,334</u> |
| TOTAL .75 INCREASE FUNDS REMAINING OPERATING | | <u><u>\$418,305</u></u> |
| | | |
| SPECIAL USE FUND | | 2022 Budget |
| | Revenue: | 3,590,820 |
| | Expenses: | |
| | Contractual Services (General Maintenance) | |
| | Commodities (Capital Equipment) | |
| | Transfer to Debt Payment | |
| | Transfer to Debt Payment - CLMP | 3,209,955 |
| | Transfer to Capital Projects | |
| TOTAL SPECIAL USE FUND EXPENDITURES | | <u>\$3,209,955</u> |
| TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE | | <u><u>\$380,865</u></u> |
| TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS | | <u><u>\$799,170</u></u> |

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2022
67% of Year Lapsed

| REVENUE ALL FUNDS | 2022 Year to Date | 2022 Budget | % Budget Year to Date | % Budget YTD Prior Year |
|--------------------------------------|----------------------|-------------------|--------------------------|----------------------------|
| Ad Valorem | 36,889,765 | 38,342,480 | 96% | 97% |
| Ad Valorem Delinquent | 259,789 | 364,732 | 71% | 2% |
| Motor Vehicle | 1,681,009 | 3,442,484 | 49% | 54% |
| Library Generated - Copying/Printing | 50,983 | 104,359 | 49% | 41% |
| Library Generated - Overdues / Fees | 208,080 | 493,271 | 42% | 29% |
| Sale of Library Books | 37,500 | 50,000 | 75% | 0% |
| Misc Other | 811 | 18,703 | 4% | 6% |
| Reimbursement | 218,596 | 630,043 | 35% | 50% |
| Library Generated - Other Charges | 0 | 3,641 | 0% | 0% |
| Investment | 70,972 | 54,948 | 129% | 160% |
| Unencumbered Balance Forward | 0 | 600,000 | 0% | 0% |
| Transfer from Capital Projects | 293,706 | 0 | 0% | 0% |
| Recreational Vehicle Tax | 13,883 | 15,169 | 92% | 109% |
| Commercial Vehicle Tax | 49,051 | 49,843 | 98% | 82% |
| Heavy Trucks Tax | 3,870 | 5,261 | 74% | 92% |
| Rental Excise Tax | 24,372 | 43,457 | 56% | 29% |
| State and Federal Grants | 133,322 | 265,638 | 50% | 64% |
| TOTAL REVENUE | 39,935,709 | 44,484,029 | 90% | 91% |

Expenses ALL FUNDS with Collection

| Encumbrance | 2022 Year to Date | 2022 Budget | % Categories Expended |
|--------------------------------|----------------------|-------------------|--------------------------|
| Salaries and Benefits | 13,800,603 | 22,947,472 | 60% |
| Contractual Services | 3,971,596 | 6,007,986 | 66% |
| Commodities | 3,835,823 | 4,411,766 | 87% |
| Risk Management Charges | 125,494 | 251,838 | 50% |
| Capital / Maintenance / Repair | 3,838,784 | 4,100,494 | 94% |
| Transfer to Debt Payment | 0 | 0 | 0% |
| Transfer to Capital Projects | 3,209,955 | 3,590,820 | 89% |
| Grants | 136,097 | 265,638 | 51% |
| Interfund Transfer | 3,035,441 | 2,908,015 | 104% |
| TOTAL EXPENDITURES | 31,953,792 | 44,484,029 | 72% |

Revenue - Expenses as of August 31, 2022 7,981,917

| RESERVES ALL FUNDS | As of 12/31/21 |
|---------------------------|--------------------------|
| Reserves Operating Fund | 14,286,867 |
| Reserves Special Use Fund | 1,840,991 |
| Total JCL Reserves | <u><u>16,127,858</u></u> |

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
August 2022
67% Year Lapsed

| OPERATING FUND | 2022 | 2022 | % Program |
|--|-------------------|-------------------|------------------|
| Programs | Year to Date | Budget | Expended |
| Administrative Services | 2,696,452 | 4,363,169 | 62% |
| Information Technology | 2,133,793 | 3,845,401 | 55% |
| Collection Development | 2,216,814 | 3,946,140 | 56% |
| Branch/Systemwide Services | 12,415,263 | 21,274,373 | 58% |
| Risk Management Charges | 125,494 | 251,838 | 50% |
| Grants * | 136,097 | 265,638 | 51% |
| Transfer to Capital Projects | 3,707,330 | 3,707,330 | 100% |
| Interfund Transfer | 2,866,474 | 2,908,015 | 99% |
| TOTAL OPERATING FUND EXPENDITURES | 26,297,717 | 40,561,904 | 65% |

| SPECIAL USE FUND | 2022 | 2022 | % Budget |
|--|------------------|------------------|-----------------|
| | Year to Date | Budget | Expended |
| Contractual Services (General Maintenance) | 40,797 | 204,305 | 20% |
| Commodities (Capital Equipment) | 0 | 127,000 | 0% |
| Transfer to Debt Payment | 97,788 | 0 | 0% |
| Transfer to Capital Projects | 3,112,167 | 3,590,820 | 87% |
| TOTAL SPECIAL USE FUND EXPENDITURES | 3,250,752 | 3,922,125 | 83% |

| | | | |
|---------------------------|-------------------|-------------------|------------|
| TOTAL EXPENDITURES | 29,548,469 | 44,484,029 | 66% |
|---------------------------|-------------------|-------------------|------------|

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2022
67% Year Lapsed

| ALL FUNDS | Categories | 2022 Year to Date | 2022 Budget | % Categories Expended |
|---------------------------|--------------------------------|------------------------------|------------------------|----------------------------------|
| | Salaries and Benefits | 13,800,603 | 22,947,472 | 60% |
| | Contractual Services | 3,285,085 | 6,007,986 | 55% |
| | Commodities | 2,117,011 | 4,411,766 | 48% |
| | Risk Management Charges | 125,494 | 251,838 | 50% |
| | Capital / Maintenance / Repair | 3,707,330 | 4,100,494 | 90% |
| | Transfer to Debt Payment | 97,788 | 0 | 0% |
| | Transfer to PBC Capital Leases | 3,243,621 | 3,590,820 | 90% |
| | Grants | 136,097 | 265,638 | 51% |
| | Interfund Transfer | 3,035,441 | 2,908,015 | 104% |
| TOTAL EXPENDITURES | | 29,548,469 | 44,484,029 | 66% |

| GRANTS* | Expenditures through 8/31/2022 | Source | Received | Expenditures | Grant Award | Budget Remaining |
|-----------|--------------------------------|--------|-----------|--------------|--------------|------------------|
| 285000089 | 2022-State Aid | State | 3/17/2022 | \$132,877.47 | \$133,321.69 | \$444.22 |

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

Expenditure of Friends of the JCL Donations 2022

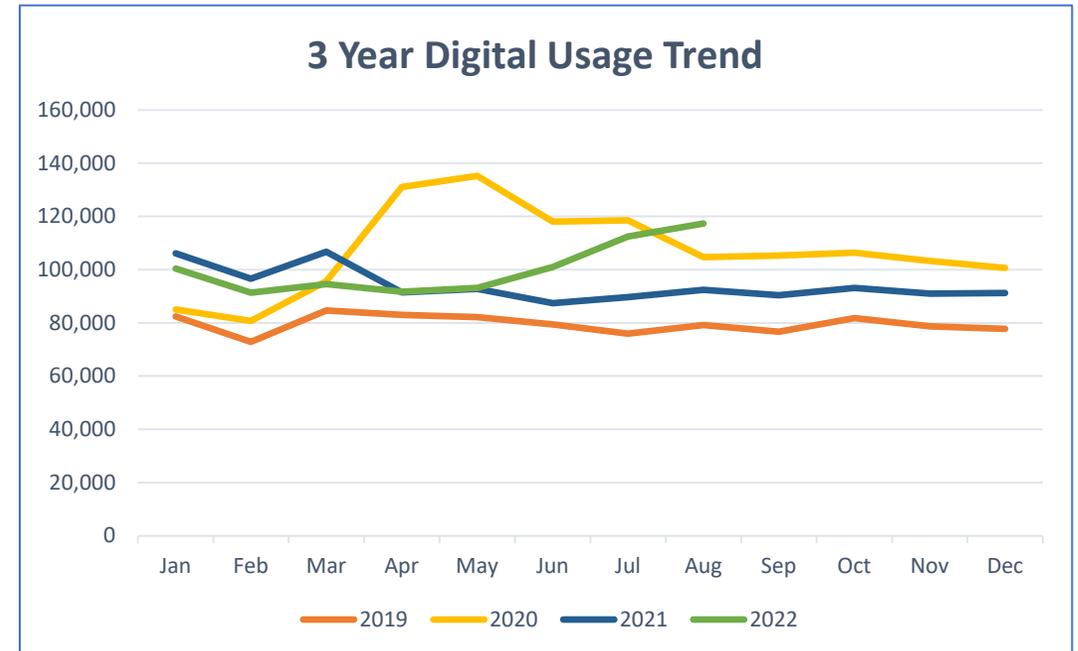
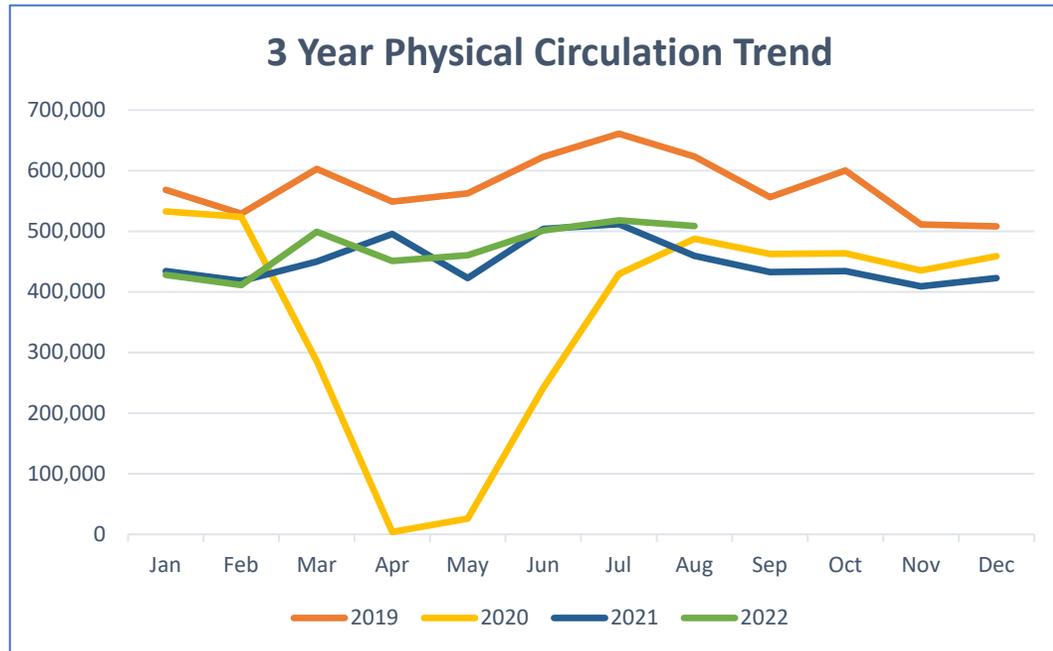
| <i>Expenditure Details</i> | <i>August</i> | <i>YTD</i> |
|--|---------------|--------------------|
| Volunteer Recognition | \$0.00 | \$0.00 |
| Advertising/Promotion | 0.00 | 0.00 |
| Collection Materials | 0.00 | 0.00 |
| Professional Development/Staff Recognition | 0.00 | 0.00 |
| Technology/Recruitment Consulting & Expenses | 0.00 | 0.00 |
| Strategic Planning meeting supplies | 0.00 | 0.00 |
| GEM Award/Staff Recognition | 0.00 | 0.00 |
| Homework Help and Tutor.com | 0.00 | 0.00 |
| Summer Reading Club/Elementia | 0.00 | 0.00 |
| Other Library Programming | 0.00 | 0.00 |
| MidAmerica Regional Council | 0.00 | 0.00 |
| Joint Board Meeting Expense | 0.00 | 0.00 |
| Board Travel Expenses | 0.00 | 2,406.86 |
| Board Retreat Expenses | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Total Expenditures | \$ - | \$ 2,406.86 |

Monthly Statistical Report

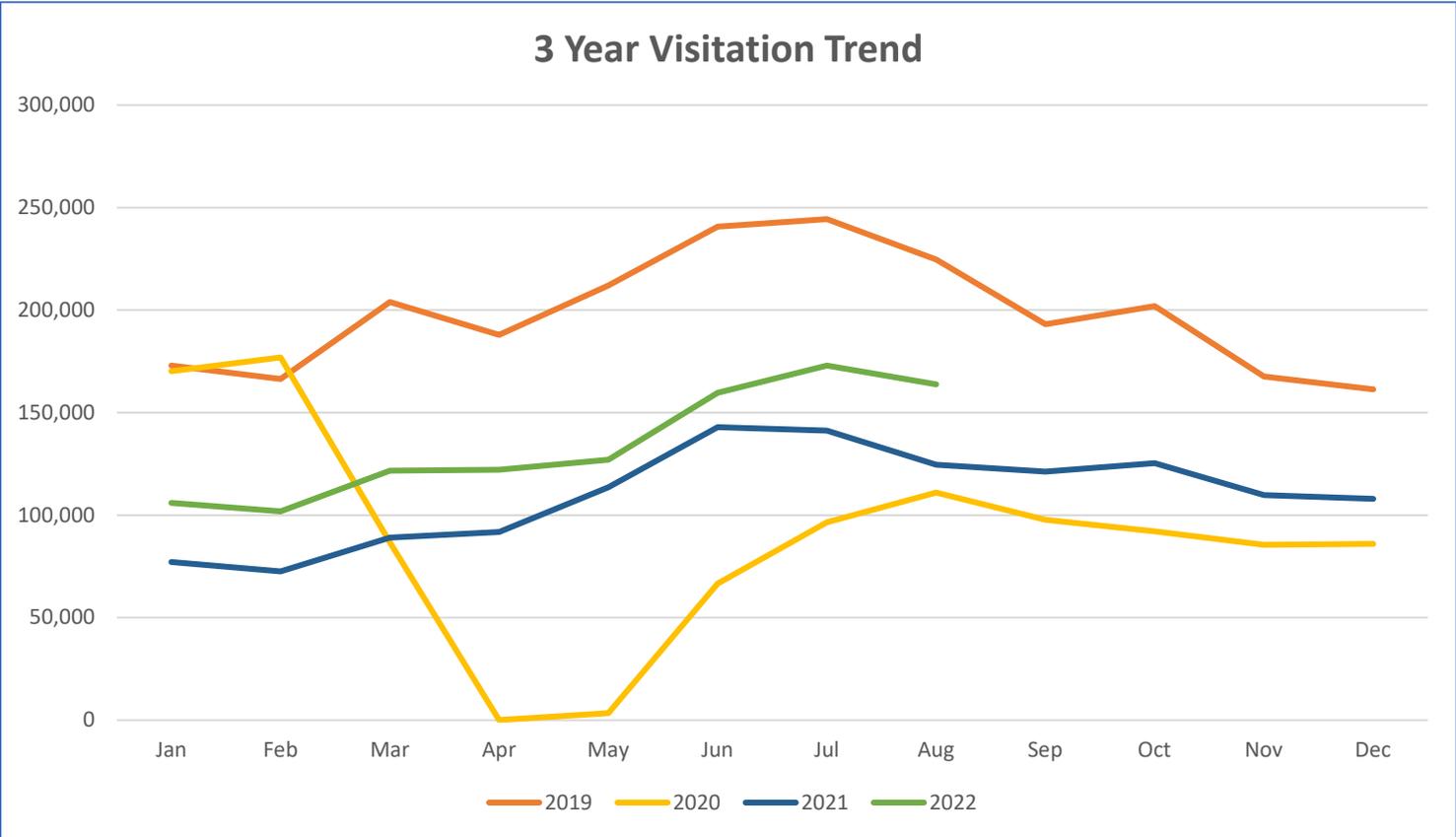
October 2022



Monthly Statistics



Monthly Statistics



Current Fines Landscape



Current JCL Fines

- JCL charges \$.30 per day for all overdue items
- This fine amount was increased in 2016 from \$.15 per day for adult items and \$.10 per day for children's items
- Maximum of \$6.00 is charged if item is returned undamaged
- Lost fees are assessed after material is overdue for more than 30 days
- Replacement fees are assessed according to the schedule in ARM 20-10-91
- Fines older than 5 years and less than \$3.00 are waived per ARM 20-10-95



Current Fines and Fees – Kansas City Metro Area

- Kansas City Kansas Public Library - \$1.00 card replacement fee; no late fines
- Mid-Continent Public Library - \$.05 per day
- Lawrence Public Library - \$.10 per day
- Olathe Public Library – tied to JCL - \$.30 per day

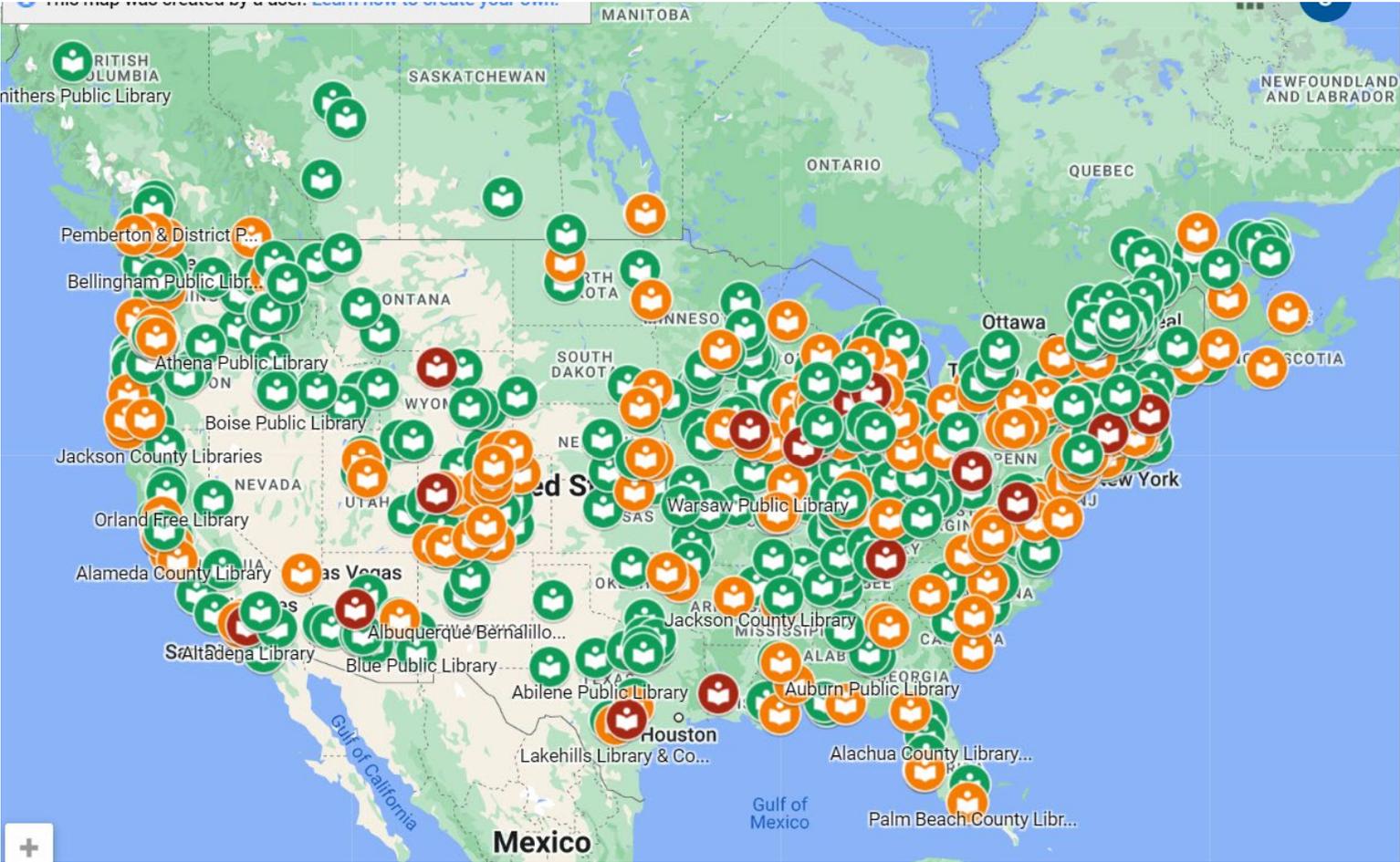


Current Metro Libraries that are Fine Free

- Kansas City Public Library
- Kansas City Kansas Public Library
- Basehor Community Library
- North Kansas City Public Library
- St. Joseph Public Library
- Topeka Shawnee County Public Library
- Wichita Public Library
- Trails Regional – Warrensburg, MO
- Daniel Boone – Columbia, MO



Libraries that are fine free or have a kids fine-free card

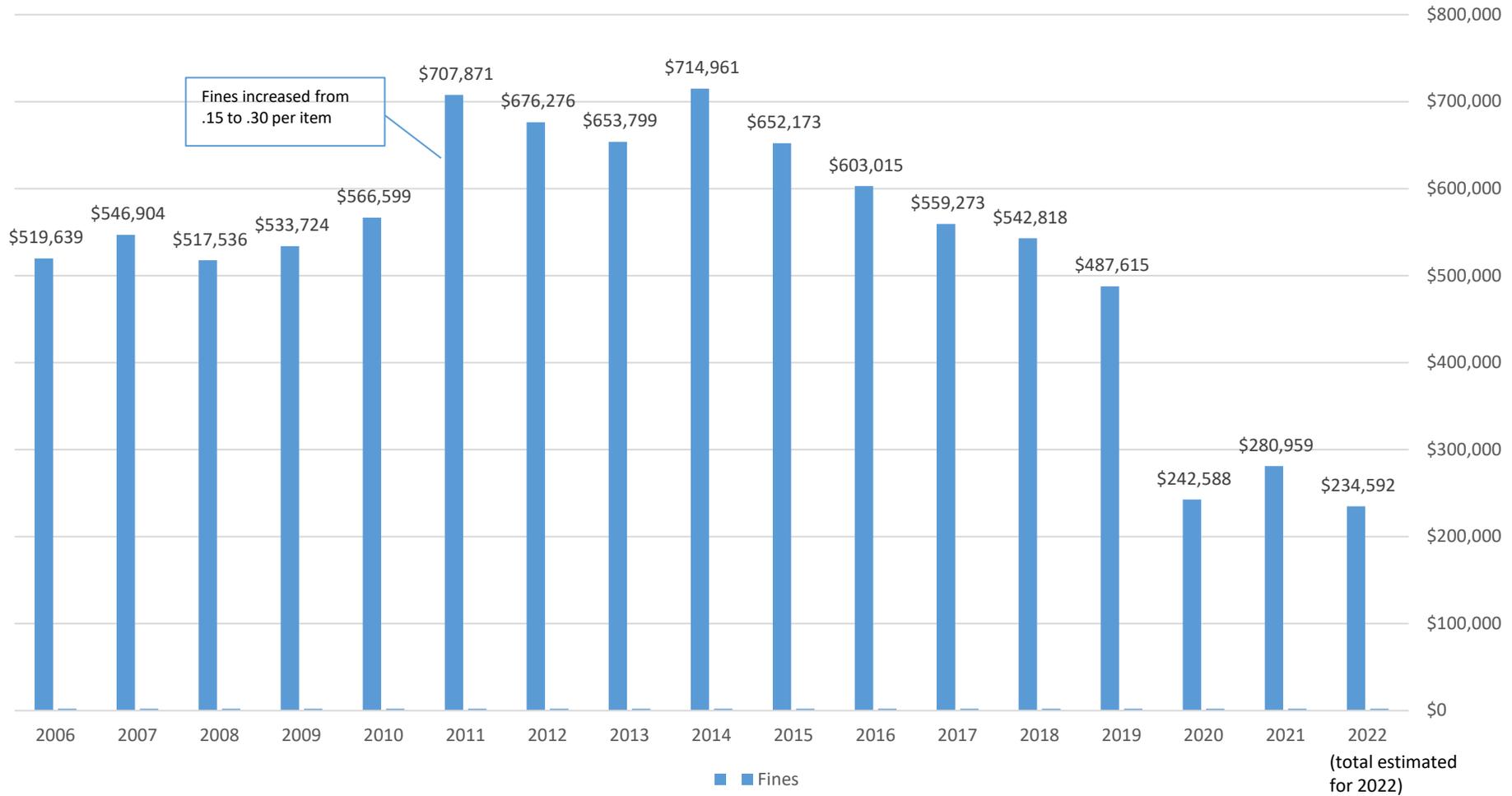


What Does Fine Free Mean?

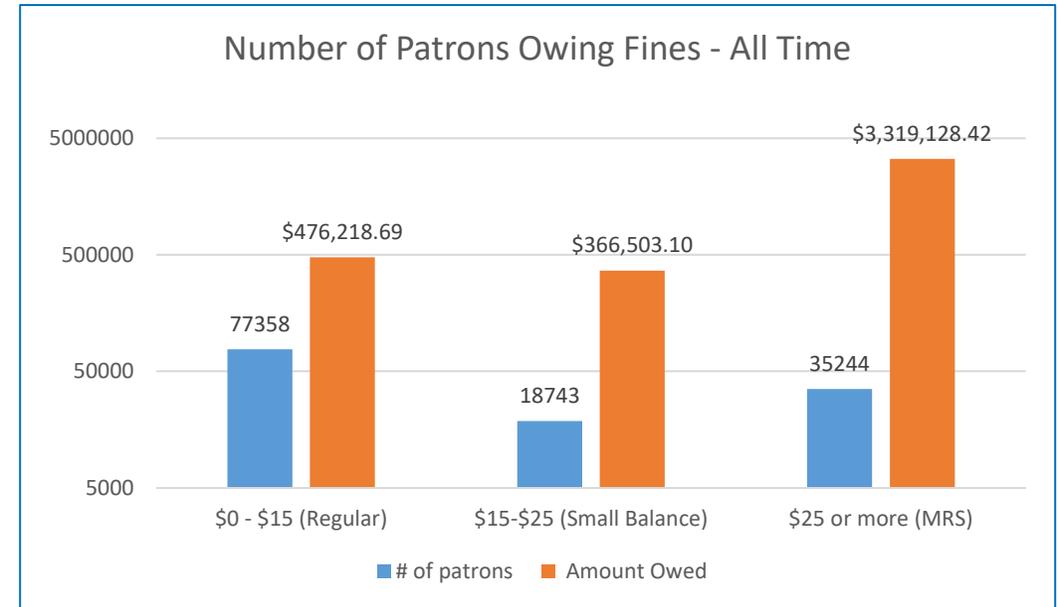
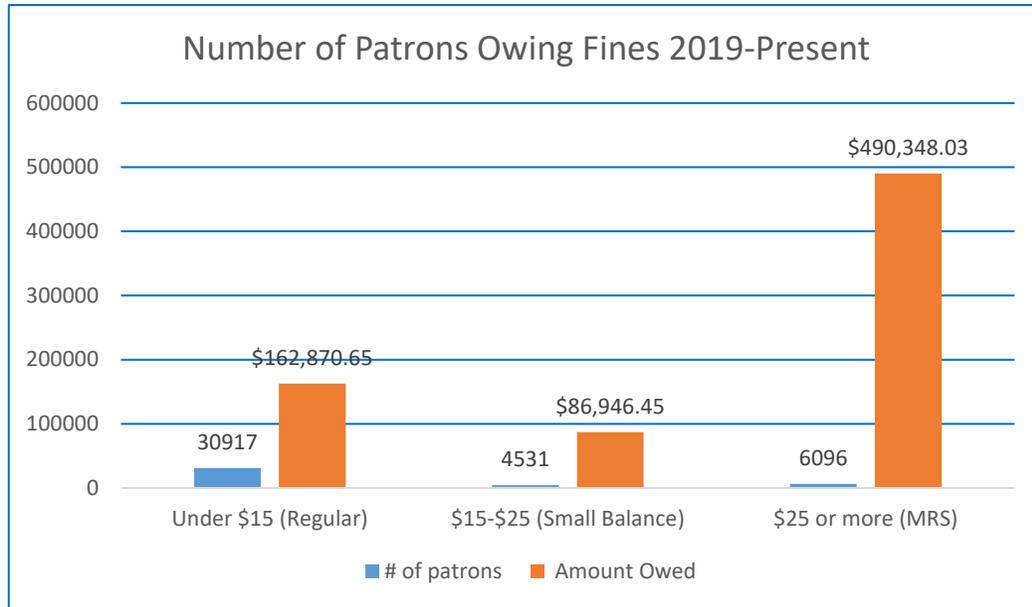
- Notices are still sent to patrons
 - One three days before due date
 - Two after the due date
- Fines don't accrue on an item until replacement fee is assessed 30 days past the due date
 - Item is assumed lost at this point and cost of an item is applied to patron record according to the schedule in ARM 20-10-91
 - If an item is returned the patron accrues no fees
- Items can be renewed up to 10 times if no one is waiting



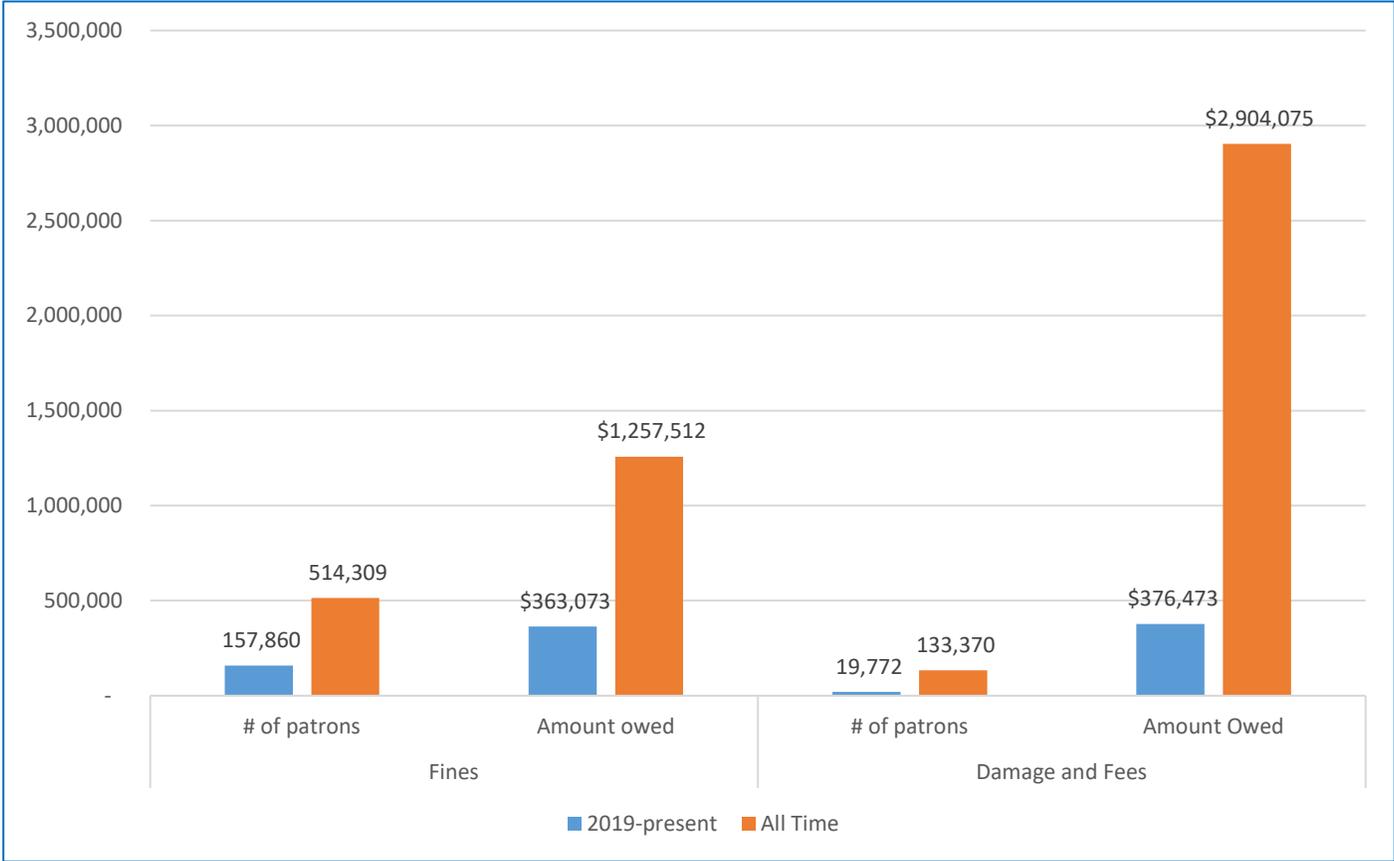
Revenue from Fines



Historical Total Fines and Fees



Fines vs. Replacement Cost and Fees



Our Ask

- Do you want us to bring a recommendation?
- Do you want to keep current practice in place and not bring a recommendation?



Merriam Plaza Library

Update – October 2022



Updates

- Transition from Design to Construction
- Approvals update
- Next steps



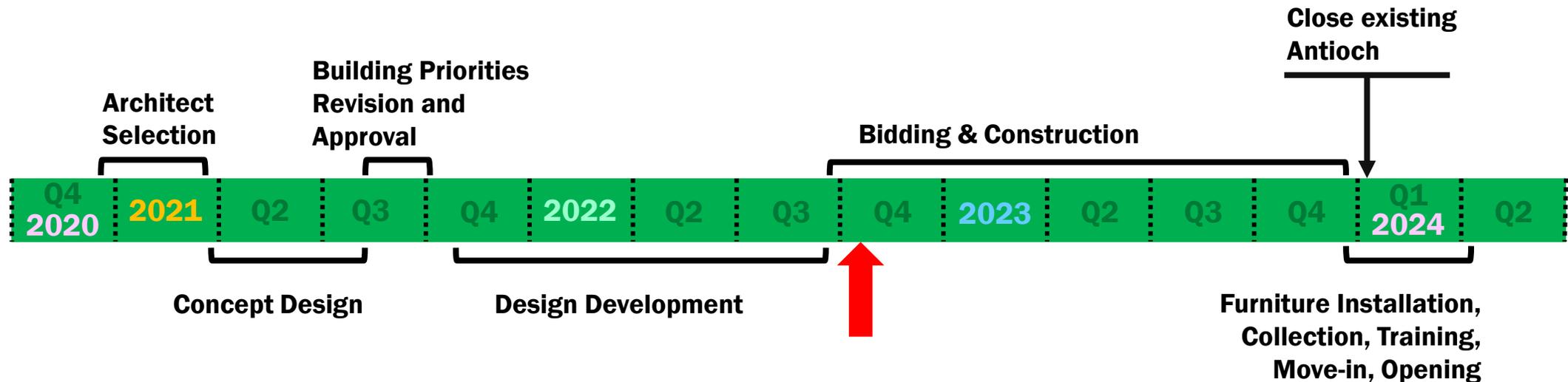
Next Steps

- Final Title work
- Transfer of property
- Construction GMP amendment



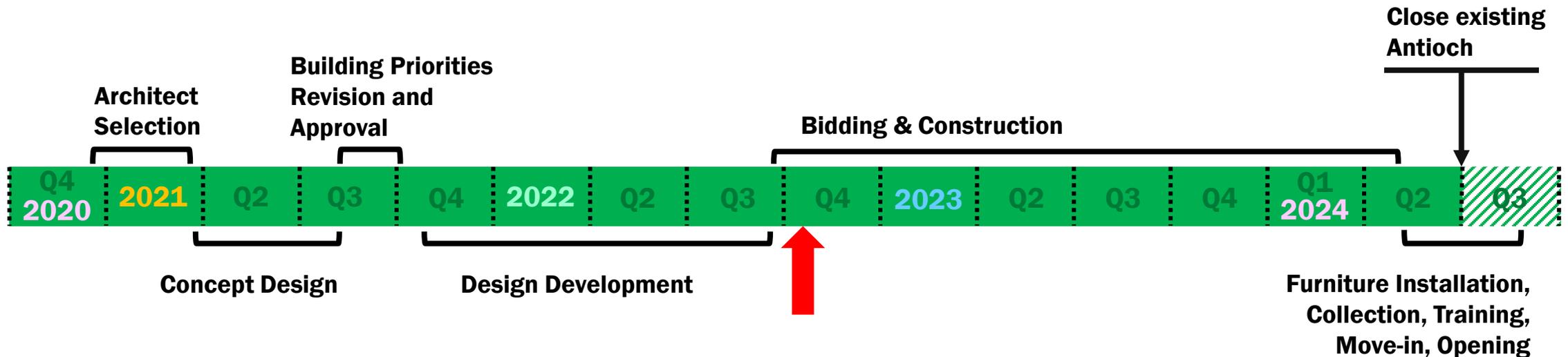
Merriam Plaza Library:

Anticipated Project Timeline



Merriam Plaza Library:

Anticipated Project Timeline

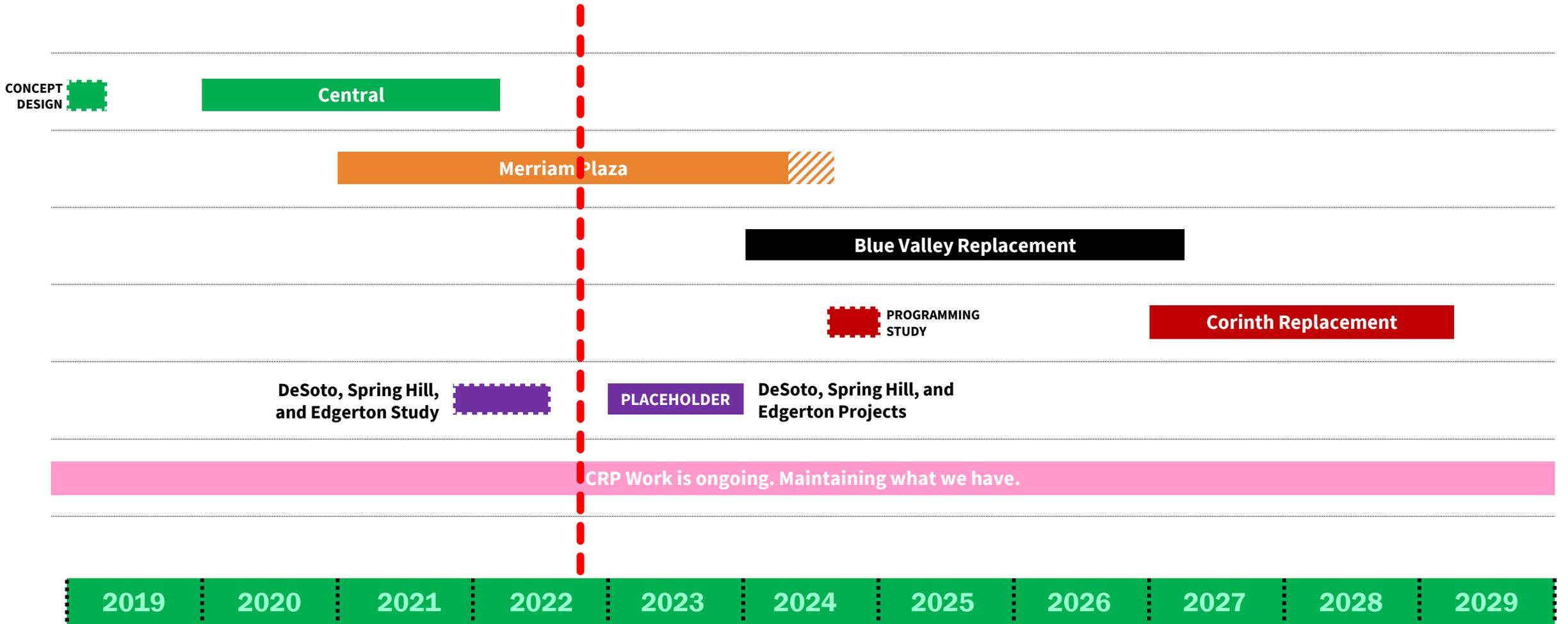


Capital Projects: Timeline Summary

October 2022



Capital Improvement Projects: Anticipated Timeline

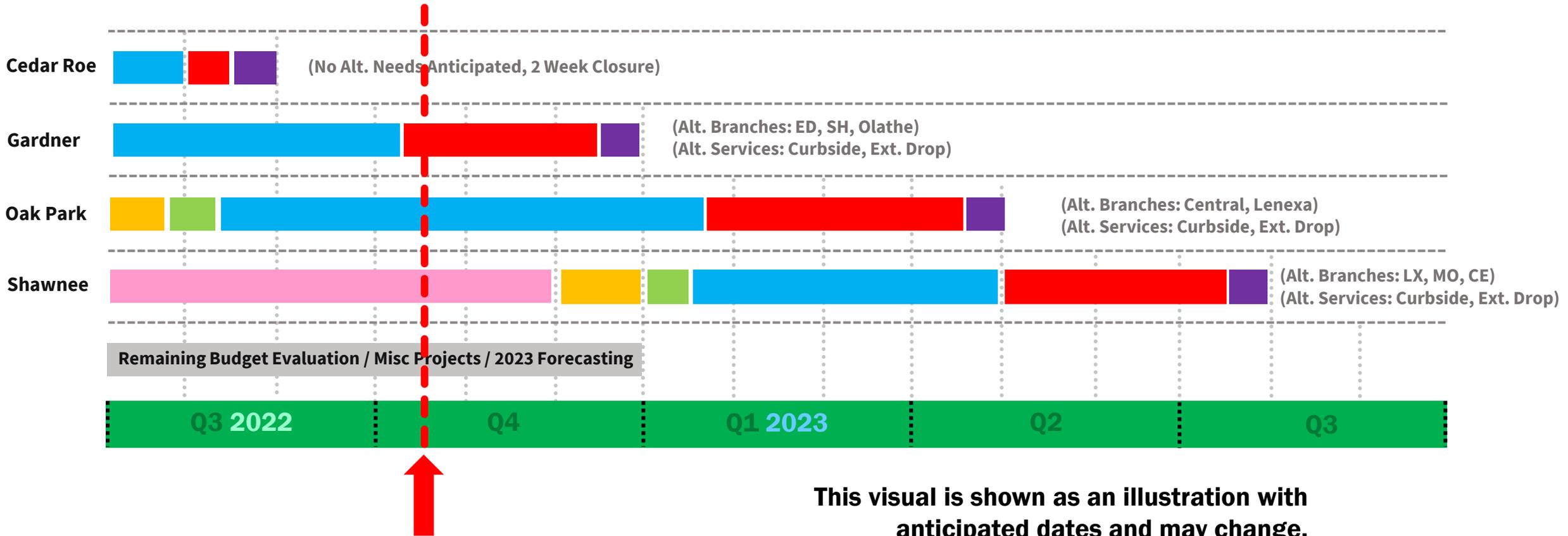


This visual is shown as an illustration with anticipated dates and may change.



2022-2023 CRP Anticipated Timeline (Staggered Closures)

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product/Material Submittals
- Construction / Building Closure
- Substantial Completion / Move-in / Punch List Completion



Comprehensive Library Master Plan (CLMP)

Historical Context



Prior to Comprehensive Library Master Plan (CLMP)

Library had only a few major projects between the opening of Blue Valley in 2000 and the 2014 CLMP planning efforts

- Leawood Library Expansion in 2008
- Central Resource Library Remodel Study in 2012 (Phase 1 in 2014-15)
- Land Purchase for future Monticello Library in 2012

Purpose and Goals of the CLMP

- To evaluate, update, and expand previous strategic service and facilities plans against current realities and projected needs
- To establish clear and realistic goals, objectives, and implementation strategies that can guide JCL's decision making for the next 10-15 years
- To evaluate current facilities, material handling, and processes/operations in order to recommend maximum efficiencies and effectiveness
- To prioritize development of future libraries and identify capital improvement priorities for the next 5, 10, and 15 years
- To engage the community, partners, and other stakeholders in the process

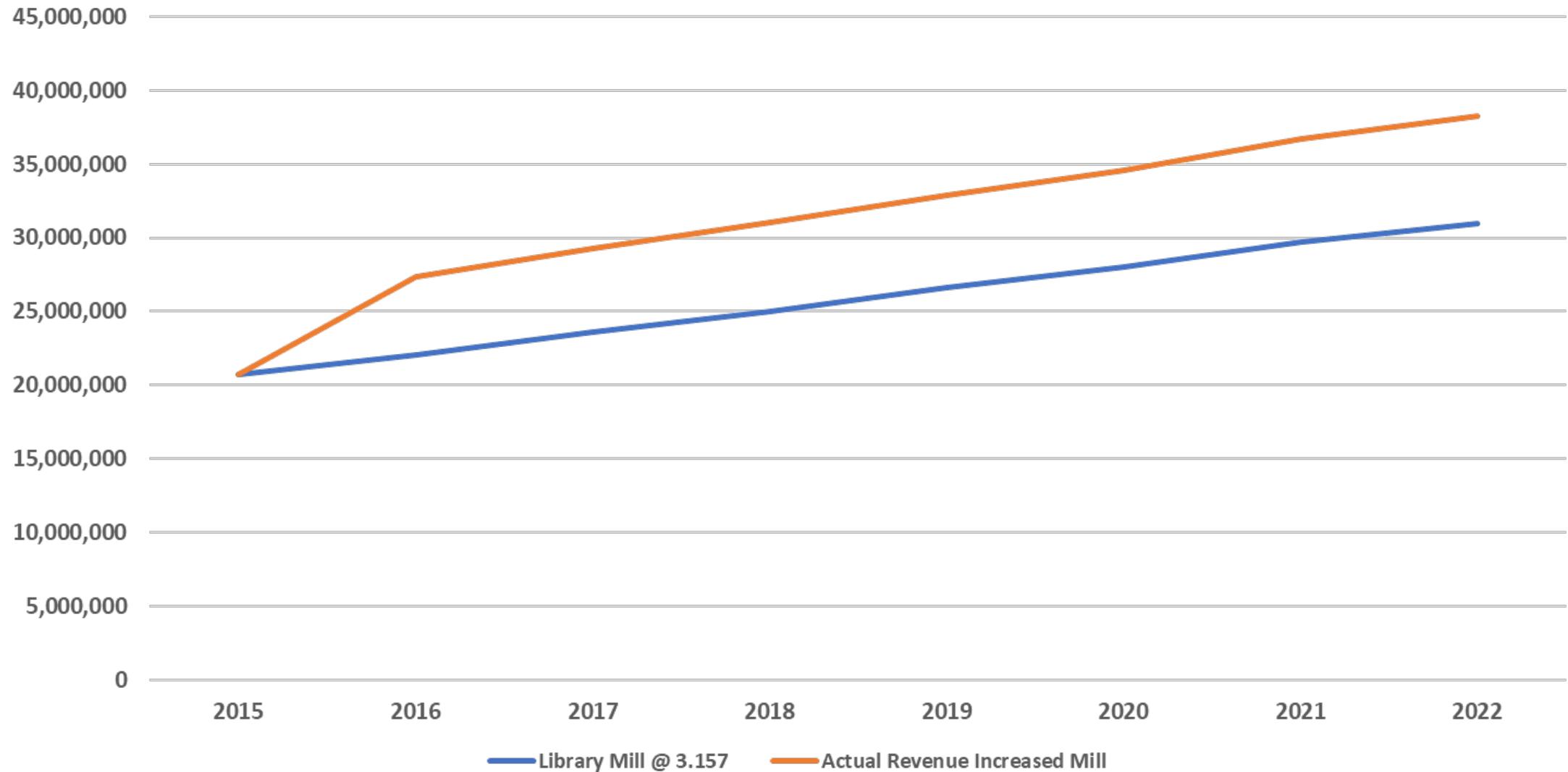


CLMP Progress to date

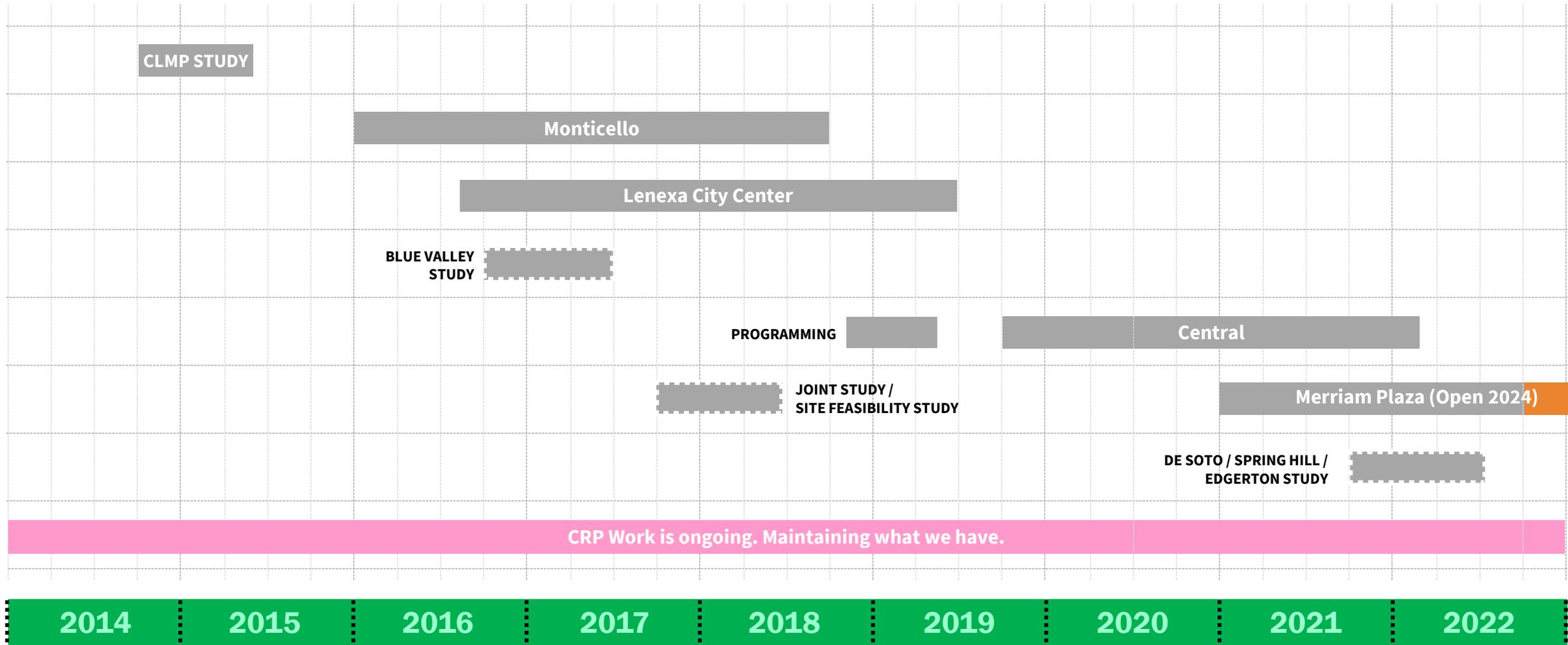
- In May 2015, the Library Board approved the CLMP plan
- In August 2015, the Board of County Commissioners (BOCC) approved partial funding for the CLMP (.75 mills) – the first significant mill increase for the Library in over 15 years
- In 2016, capital projects for Monticello, Lenexa, Blue Valley, and Central were approved by the BOCC
- Monticello opened in August 2018
- Lenexa City Center opened in June 2019
- Central (Phase 2) fully reopened after renovations in February 2022
- Merriam Plaza Library is anticipated to open in 2024



Actual Property Tax Library Revenues vs Library 2015 Mill Rate

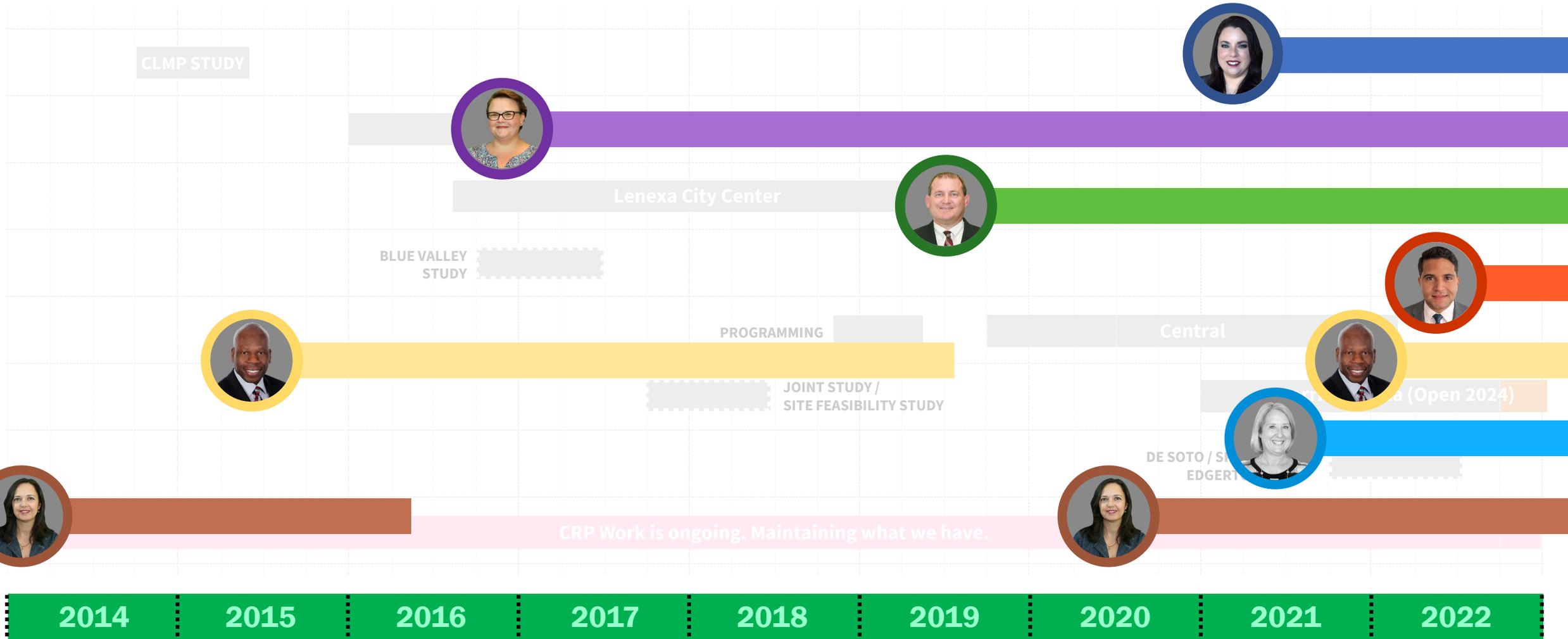


Comprehensive Library Master Plan: 2014-2022



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

Current Board Member Terms: 2014-2022



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

What's next?

- Short term: continue with Board's initial prioritization (CO, BV, and refreshes at the 3 smaller community locations)
- Within the next 5 years: Update the CLMP study to help the Library Board determine what our next set of priorities are.
- Ongoing: Capital Replacement Program (CRP) updates

New Staff Intranet

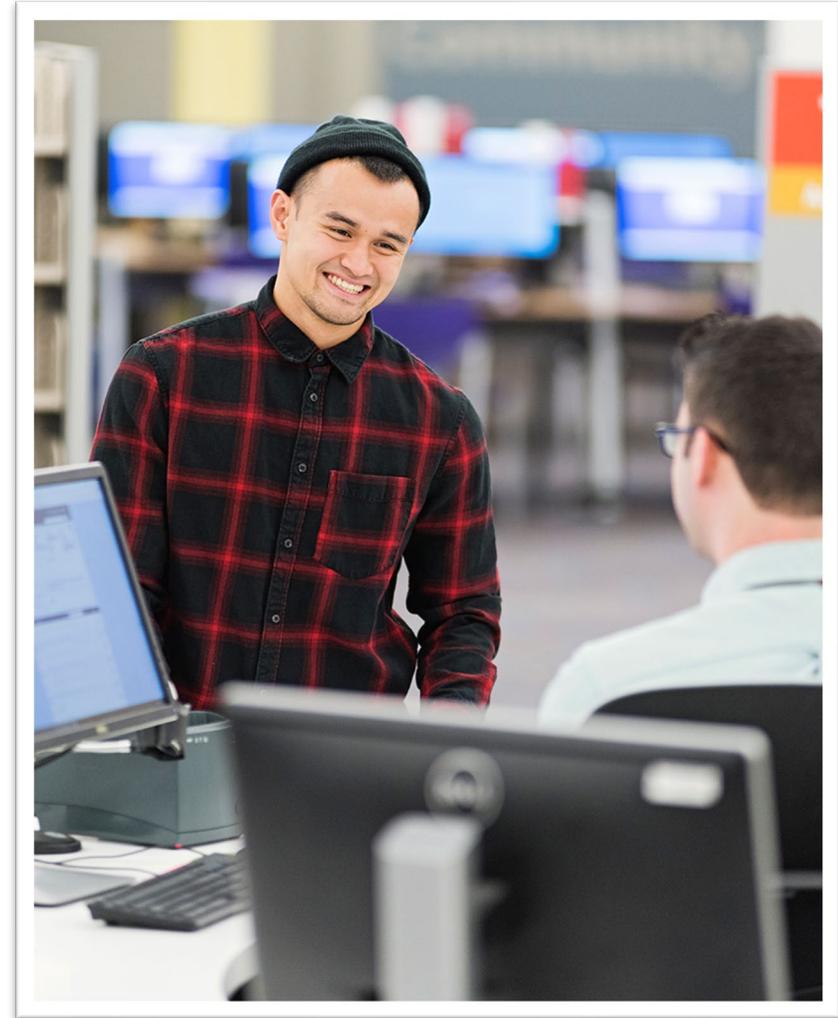
October 2022



Internal Communications



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The Homepage

The Resource InsideJoCo JoCo Library Oracle Email Edit

The Resource Procedures Projects Policies Forms Center Documents Departments Edit

★ Following

+ New Page details Analytics Published 9/23/2021

News

Gardner closed Oct. 5 through mid-December

Quick Links

- Alerts & Closures
- CX-Helpdesk
- Incident Reports
- Password Unlock
- Patron Services
- Reserve IT Equipment
- Supply Requests
- Suspended Patrons
- VOIP Current Phone List

Features

New Painting Features Library Bookmobile
Artist Patti Streep, whose collection of portraits of notab...
5 days ago

Charming Canine Comes to Corinth
The staff at the Corinth Library recently had the pleasure o...
5 days ago



Projects Page

The Resource InsideJoCo JoCo Library Oracle Email Edit

The Resource Procedures **Projects** Policies Forms Center Documents Departments Edit

★ Following

+ New Send to Promote Page details Analytics

Published 6/16/2022



Project Updates

+ Add



SORT II Update: New Q&A, Listening Sessions and Feedback Form

Over the past few months, Admin has been engaged in two primary workstrea...

yesterday



Gardner closed Oct. 5 through mid-December

Gardner Library's interior will be closed to the public...

yesterday



Board to Consider Scope for DS/SH/ED Projects at Retreat

In late 2018 the Library Board, understanding that De...

September 28



Antioch Replacement Library Update: New Name, Legal Agreements and Video Flythrough

The Antioch Library Replacement now has an official...

September 13

See all

Project Links

 [Antioch Library Replacement Project](#)

 [Capital Replacement Program \(CRP\) Projects](#)

 [De Soto, Spring Hill and Edgerton Renewal Study](#)

 [MEEP: Migration of eBooks and eAudiobooks Project](#)

 [Mobile Learning](#)

 [Remote Work](#)



Other Resources

Procedures 

- > Admin
- > Building Management
- > Circulation
- > Communication
- > Emergency
- > Foundation
- > Information Services
- > Learning and Development
- > Library Board
- > Operations
- > Outreach
- > Programming

Departments  Edit

- CX-Communications
- Development | >
- Facilities | >
- Finance
- Human Resources | >
- Learning and Development
- Materials Handling | >
- POIS

Finance

Budget Reports

Recently Added Budget Report

Current Year

Previous Years

CX-Communications

Hunt, Laura, JCL
Internal Communications Manager

JOHNSON COUNTY
Library

Program/Initiative Form (PIF)

JOHNSON COUNTY
Library

Brand Book

Learning & Development
at JCL

EXPLORE →

New Employee Orientation

Conferences & Professional Travel

Leadership Book Club

Strengths



Statistics

Popular content in the last 7 days

| Site pages | | News posts | | Documents | |
|--------------------------------|----------------|---|----------------|---|----------------|
| Name | Unique viewers | Name | Unique viewers | Name | Unique viewers |
| Home.aspx | 305 | Suspending-Patron-Access.aspx | 150 |  VOIP Current Phone List.xlsx | 45 |
| Sirsi-Circulation-Reports.aspx | 48 | Charming-Canine-Comes-to-Corinth.aspx | 114 |  SORT II-Questions and Answers.pdf | 35 |
| Projects.aspx | 26 | CliftonStrengths-by-Gallup-Launching-System-Wide.aspx | 95 |  Damaged Items.docx | 25 |
| SORT.aspx | 25 | 2023-Merit-and-Range-Movement-Adjustments.aspx | 86 |  Mileage Reimbursement Log.pdf | 14 |
| Suspended-Patrons.aspx | 21 | SORT-2-Update--New-Q&A,-Listening-Sessions-and-Feedback-Form.aspx | 78 |  Mismatch or Incomplete AV Items.docx | 13 |
| BranchServiceClosure.aspx | 20 | New-Painting-Features-Library-Bookmobile.aspx | 55 |  Quick Phone Reference.pdf | 11 |
| CXComm.aspx | 19 | Diversity,-Equity,-Inclusion-and-Belonging-Trainings-Offered-This-Fall.aspx | 52 |  HomeConnect Service Procedure.docx | 11 |
| Remote-Work.aspx | 18 | Newest-Library-Board-Member-has-Heart-for-Public-Service.aspx | 41 |  Mileage Chart for Library Locations.pdf | 11 |
| Finance.aspx | 17 | October-Open-Book-Preview.aspx | 40 |  Wonderbooks.docx | 11 |
| Annual-Performance-Reward.aspx | 11 | Board-to.aspx | 35 |  Registering a New Patron.docx | 10 |



thank
thank
you!



Strategic Plan Update

Recap of work from May – August 2022



Structure of the Strategic Plan



Education

Strategic Vision

Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Work Completed

- **Programs**
 - American Public Square (330 attendees in person and virtually)
 - Juneteenth Programming and resources cultivated
 - Summer Reading
- **Diversity Equity Inclusion and Belonging**
 - Staff working on creating training
 - Involved in County committees
- **Staff safety trainings**
- **Providing Leadership Training**



Community

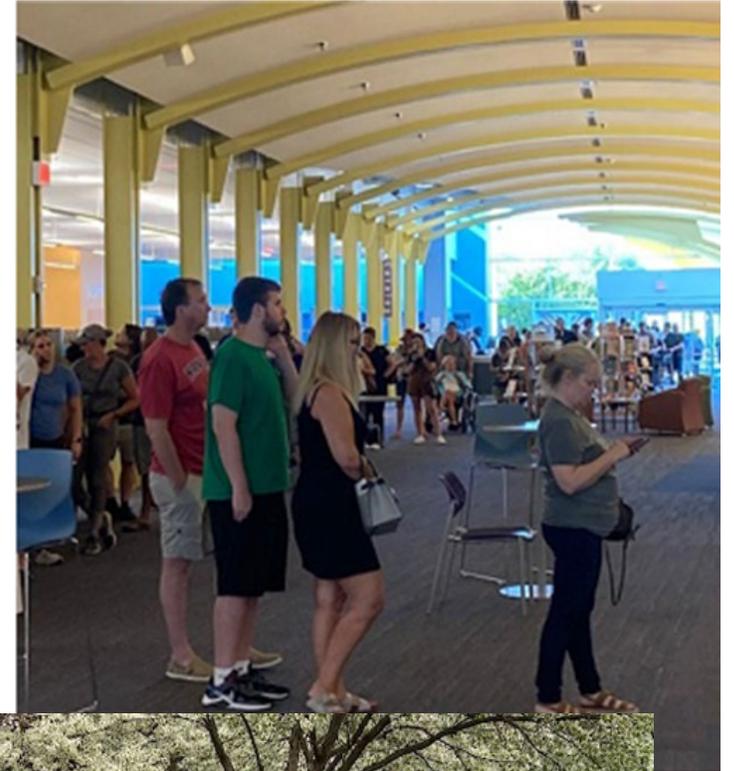
Strategic Vision

Johnson County Library offers neutral spaces and opportunities where all voices are equal and connections are forged.

Outcome

People will thrive and prosper.

- **Election Support**
 - Ballot Boxes
 - Getting Lackman ready
 - 23,744 voters in JCL facilities
- **Work with partners to renew MOUs**
- **Outreach activities –**
 - 10 different events = 25 new library cards
- **Tri-board Event**
- **Successful Teen volunteer program**
- **Friends Popup Sales**
- **Closing of Friends Book Stores**
- **Library Lets Loose - Planning**



Convenience

Strategic Vision

Johnson County Library delivers services and materials how, when and where patrons want.

Outcome

People will be surprised and delighted.

Work Completed

- **Cedar Roe CRP work completed**
- **Antioch planning continues**
- **Web site evaluation continues**
- **Donations to all libraries now**
- **Circulation staff shelved 1, 854,232 items**
- **Drive thru served 28,858 patrons**
- **Curbside served 909 patrons**



Communication

Strategic Vision

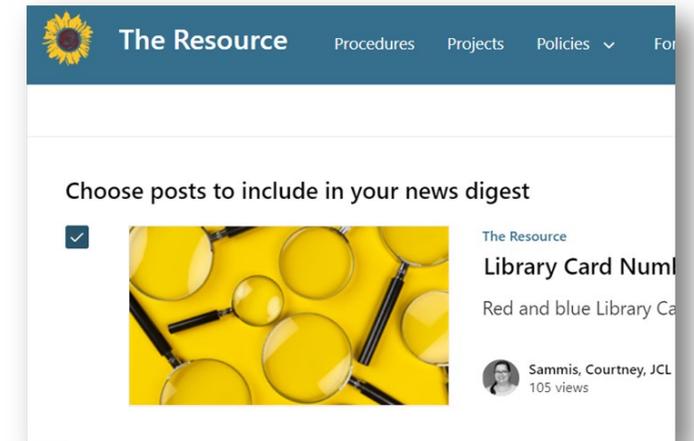
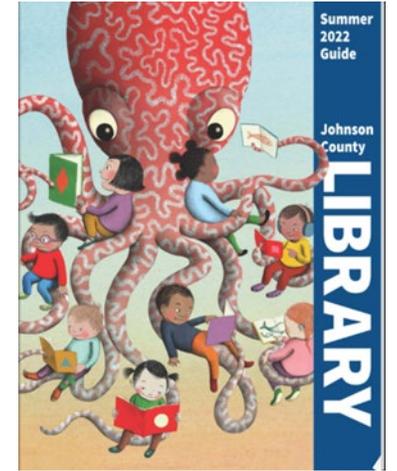
Johnson County Library listens to and shares information with all, building strong connections and relationships.

Outcome

People will be connected.

Work Completed

- **Library Guide Mailed**
 - 25% increase in library card sign ups
- **Launched Patron Point** – e-newsletters
- **More Spanish translations**
- **Building project communication**– internal and external
- **New staff Intranet site** – SharePoint
- **Looking at creating a billboard** to promote library services



Operations

Strategic Vision

Johnson County Library staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Outcome

People will receive seamless service.

Work Completed

- **Budget**
- **Revision of policies and procedures**
- **Custodial staff shifting hours**
- **Hiring**
- **IT work**
- **Staff training**
- **All managers working on revising strategic plan goals for next plan**
- **Administration working on a staff reorganization project**



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

August 11, 2022
at Central Resource Library
4:00 p.m.

BOARD: David Sims, Kelly Kilgore, Bethany Griffith, JR Riley, Mitra Templin, and Jeffrey Mendoza

ABSENT: Ali Seeling

BOARD ATTORNEY: Fred and Andrew Logan

BOCC: Commissioner Hanzlick

STAFF: (All JCL, FAC staff) Adam Wathen, David Vratny, Laura Hunt, Patti Kangethe, Stephanie Stollsteimer, Tricia Suellentrop, Jennifer Mahnken, Ben Sunds, Sean Hendrix, Melanie Fuemmeler, Kinsley Riggs, Michelle Olsen, Ted Clemons, and Joe Waters

Board Chair David Sims called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

Submitted by Karen Wulfsuhle

The Johnson County League of Women Voters, a nonpartisan, grassroots civic organization encourages informed and active participation in government. One way it does this is by observing entities with taxing authority in order to keep abreast of fiscal and policy decisions that affect the public. As a League member, I regularly attend the Library Board meetings and provide a brief summary for the League's newsletter.

At the August meeting, the County Librarian reported on the election support provided by the Library. On behalf of the League, thank you for making voting accessible across the county by providing space at selected branches for advance voting, drop-box sites and election day polling sites.

The Library's commitment to democracy is also demonstrated by the long-time partnership with the League to host legislative forums, an important way to educate and inform voters about candidates and issues. The current team, headed by Ashley Fick, is to be commended for its work.

The League looks forward to continuing our work together.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair David Sims welcomed everyone.

Ms. Templin shared that she has a statement that she would like to share regarding the action item regarding fines, at that time in the agenda.

**DEVELOPMENT DEPARTMENT
FRIENDS OF THE LIBRARY:**

Shanta Dickerson, Friends of the Library Operation Manager, presented on behalf of the Executive Committee of the Friends of the Library. The written report is included in the September Library Board Report.

Continuation of Strategic Goal 3.1

Ms. Dickerson shared that the Finance Committee is tasked with determining the best way to advance the operations and net revenues of all book sale divisions. The Friends have eliminated of the Bookstores Manager position, we have added a second Sorting & Sales Specialist to train and guide the sorting and sales volunteers. The Friends have over 100 volunteers and are placing more.

Donation acceptance has expanded to nearly all Johnson County Library branches, as Corinth launched on September 1. Based on history, Corinth is second only to Blue Valley Library users, reaching 75% of the materials collected through Blue Valley in 2019.

If you're not a member, please join us at <https://www.joinjclfriends.org/> and we will look forward to seeing you at our next sale.

JOHNSON COUNTY LIBRARY FOUNDATION:

Stephanie Stollsteimer, Development / Foundation Director, presented on behalf of the Johnson County Library Foundation. The written report is included in the as September Library Board Report.

Upcoming Events:

“A Conversation with Candice Millard and Steve Kraske.”

This is an appreciation and fundraising event for 1952 Society and Readers Circle. The 1952 Society is the Foundation's planned giving initiative and the Readers Circle that include donors who have given \$10,000 cumulatively over time

Ms. Stollsteimer shared background on Candice Millard and Steve Kraske, and that this event is being hosted by Carol and Fred Logan along with Erica and Andy Logan.

Library Lets Loose Fundraising Event in person, September 17th

Ms. Stollsteimer expressed thanks to the Honorary Hosts; Senia and Will Shields. There is a raffle opportunity for anyone giving \$100. We look forward to seeing you there.

Ms. Stollsteimer shared marketing about the Development Department's Give Join Help campaign.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick shared

Welcomed back Joe Waters, as the liaison to the Library with the Johnson County.

Board of County Commissioner (BOCC) passed the final 2023 fiscal year budget with the County, proud to be able to pass the budget with a 1 mill rollback, the largest rollback in the 20 years. This does not mean that residents will see a decrease in property taxes, but the increase will not be as substantial as it would have been. There are many struggles this year including inflation, supply chain, and workforce struggles.

Commissioner Hanzlick requested a card that library has previously made with a list of county services on it.

Commissioner Hanzlick shared that the library app is great, and it had a wonderful suggestion that she is currently reading *Things to look forward to; 52 large and small things to look forward to today.* by Sophie Blackall. It has helped her focus on having an attitude of gratitude.

BOARD COUNSEL REPORT

Fred Logan, Board co-counsel, reported on Senate Bill 13 and Tax Resolution, and how that law was changed in the past legislative session.

Mr. Logan shared that separate taxing districts like the Library work with the BOCC on budgeting. The board will approve a resolution today that aligns this board with the budget that is being approved by the BOCC. This process was established in the 2021 legislative session, which was reported on at that time and in the 2022 session additional changes were made. Changes to the Resolution include approval by a roll call vote as it is listed in the resolution and that any interested taxpayers be given a chance to address the board if there is that interest.

Mr. Logan shared that it is important that the board adopts this resolution as it puts us in compliance with this statute.

Mr. Mendoza asked if the public comment was noticed to the public.

Mr. Logan explained that the notice was given pursuant to law and that the Library Board Report was posted with this resolution.

COUNTY LIBRARIAN REPORT

Finance Report

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

At the end of July, we were 58% through the 2022 year, with a little over \$39.9 million, a little over 91% of projected revenues. Expenses show at about \$26.7 million, 61% of our budget encumbered, which is also on track with previous years, as we factor out the collection's encumbrances, we are at about 56% and where we would expect to be for this time of year.

Board Chair Sims looked at the Ad Valorem tax being at 96% and budgeted at 97% and asked if the library would hit the budget for the year.

Mr. Vratny shared that we may be a little under, usually we see an increase in our ad valorem delinquent collections the year after that happens. So, there may be some individuals that are struggling to keep current with those type of things.

Statistics

Adam Wathen, Associate Director of Systemwide Services, presented the Monthly Report of Statistics, this report is included in the September Board Report.

Mr. Wathen reviewed the monthly statistical report, the three-year physical circulation trends are pacing as expected with previous years and digital usage trends are continuing to increase. We attribute some of this growth in digital usage to the adoption of the Libby app. Visitations are gaining ground above last year and towards pre-COVID levels.

COMPREHENSIVE LIBRARY MASTER PLAN

Laura Hunt, Internal Communication Manager, presented on the Comprehensive Library Maser Plan, these reports are included in the September Board Report.

Antioch Replacement Project

Ms. Hunt reported the status of the Antioch Replacement Project and what is coming next. This information is a part of the September Board Report.

Ms. Hunt shared that the design team continues to work on construction document, expect bidding to be completed in October and to align with the Public Building Committee's (PBC) schedule.

The legal agreements with the City of Merriam have been unanimous approval, final step is a BOCC approval.

Ms. Hunt shared that there will be a Special Board meeting via Zoom on Wednesday, October 26th seeking action on the guaranteed maximum price contract amendment. Timing is tight for this for a few reasons including due to market conditions the time that bids are valid is decreasing and to be able to break ground before the end of 2022 we need to be on an early to mid-November PBC meeting.

Ms. Hunt shared next steps including future meetings for approval, this timeline is included in the September Board Report.

Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2022 timeline are included in the September Board Report.

There are no changes to the CIP timeline. Cedar Roe opened on time in late August. Gardner is the next project and work on that location is expected to start in early October and last until December, with curbside service, book drop, and ballot box to remain accessible throughout that closure.

UPDATES – Tricia Suellentrop, County Librarian

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

Summer Reading

Melanie Fuemmeler, Elementary Coordinating Librarian reported on Summer Reading, this information is included in the September Board Report.

Ms. Fuemmeler introduced the project team and the artist Sophie Blackall. Book distributions started in February with 61 schools participating and distributing almost 7,000 books and continuing through April with 13 community organization partnerships distributing over another 5,000 books. During the month of June books were distributed in branches and over 22,000 books were handed out. Summer reading includes virtual and in-person programs in June and July, with a few ongoing offerings to keep kids engaged.

Mr. Sims asked if Title 1 schools were not responsive or if the library needed to do more to reach out to those schools.

Ms. Fuemmeler shared that returning to in branch distribution may have affected the total number or participating schools. In the past couple of years without in branch, school distribution was the sole

way to get books to kids. The project team will continue to think about who those school librarians are and ways that we can reach them. There has also been a high rate of turnover for librarians in schools.

Mr. Sims asked if we've received feedback from teachers and librarians that were involved.

Ms. Fuemmeler shared that gathering continual feedback is part of the team's continuous improvement process and the team is working on a plus/delta for this year. One improvement that the team is already looking at is offering more reading readiness book options and reframing the order based on requests of the groups that are participating.

Mr. Sims mentioned that this program started as a Foundation funded program but is not in the budget yearly. He also asked if Summer Reading is receiving enough funding.

Ms. Fuemmeler affirmed that the program is managing well and currently placing orders for next year's books.

Mr. Sims shared that he feels strongly about reaching the at-risk population.

County Librarian Suellentrop shared that it was very exciting to see the virtual programming and see all the kids and families come back into branches. Also shared we diversified the Read to a Dog program as we had a cat join!

Election Recount Support

Ms. Tricia Suellentrop, County Librarian, reported to the Board on support for the election recount that Johnson County Library staff took part in.

The election officials managing the recount requested a total of 150 Johnson County staff be reassigned to assist with the effort, for a total of 3 10-hour days. Johnson County reassigned a total of 87 staff, Johnson County Library reassigned 16 staff members.

The Recount was not just the work of election staff, but the work of the entire county. It may not have been by our choice, but we wanted to make a point to be a part of that solution and help with that part of democracy.

County Librarian Suellentrop thanked all the staff and managers that juggled work and personal responsibilities to do this work and support this partnership when it was not as easy.

Mr. Sims asked if the requester had to pay for that recount.

Comm. Hanzlick shared that the County is unaware if the full amount will be covered. The requesters were required to put up a bond and believe that this was a bit more costly than anticipated. She also thanked staff that helped with that effort.

Mr. Sims shared the appreciation for the work that was done and knows that it is important that the library is fairly compensated for that.

Comm. Hanzlick shared that she is working to ensure that counties are held harmless, and the recount is only done within a certain threshold of differences.

Board Retreat

County Librarian Suellentrop shared the Annual Library Board Retreat is scheduled for October 19th Sunset Office Building. The agenda will include general review of ARMs, scope of the De Soto, Spring Hill and Edgerton Refresh and the prioritization of the CLMP. If there is additional time, we will have any opportunity to discuss Fines and the Olathe Interlocal Agreement.

Ms. Griffith asked if there is an opportunity for Board to tour our three buildings that we will be discussing at the Board Retreat.

CONSENT AGENDA

A. Action Items:

1. Minutes of the August 11, 2022, Regular Library Board meeting

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2021 were handled in accordance with library and County policy.
- b) The June 2021 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

C. Gift Fund Report

1. Treasurer's Report

Motion: Ms. Kilgore moved to approve the consent agenda.

Second: Ms. Griffith seconded this motion.

Motion was approved unanimously

New Business

- A. Action Item:** Consideration to update Administrative Regulation Manual (ARM) 20-91-10 to increase the denial of borrowing privileges limit.

Michelle Olsen introduced the briefing sheet that is included the September Board Report.

Ms. Templin shared she supports this but would like to see the board remove late fees. She shared that in 2019 ALA adopted a resolution declaring monetary fines as a form of social inequity and would not like to perpetuate this in Johnson County. She shared that many large library systems have been moving towards fine free and that we should be removing barriers rather than imposing more. Ms. Templin shared that fine income is unreliable and she would like staff to investigate removal of late fees, while maintaining a charge for lost materials. In addition, she requested that staff look at blocking cards due to lost material fees, but not inhibit patrons from using computers, attending programming, and utilizing digital materials.

Ms. Griffith asked staff for numbers of late fees versus lost or damaged fines.

County Librarian Suellentrop agreed that we can look at data on late versus damaged or lost materials.

Ms. Templin shared an option that other libraries mark a book as lost if unreturned after 30 days, but the fine can be dropped if the book is found and returned.

Ms. Griffith asked about the cost to send debts to collections.

Ms. Olsen shared that the library spent approximately \$31,000 to send accounts to collection, and that the library receive \$7 for every \$1 spent on collecting debt.

Comm. Hanzlick appreciates Ms. Templin's comments. She has heard from patrons that stopped using the library because they cannot ensure that they can get the materials back by the due date.

Mr. Sims asked if there was any other information needed to continue the fine discussion at the Board Retreat.

Ms. Kilgore asked what other libraries in the region are doing with fines.
Board Chair Sims

Comm. Hanzlick asked what the impact on the budget would be if the library were to go fine free. She also asked if there was a reason for the determined \$50 for denial of borrowing privilege or could that be \$100.

Ms. Olsen shared that staff looked at what other systems in the metro area are doing and working with Olathe Public Library to step together. Also looked at the cost of a young adult fiction book being about \$27 and that would push someone over the limit and make them unable to access library services. So, we wanted to be respectful of how many materials are acceptable to be lost by a patron before holding them accountable.

Ms. Templin suggested that we could determine our own fine limit amount and that it could certainly be \$100 or more.

County Librarian Suellentrop suggested that we give Ms. Olsen time to speak to our partner to determine if a higher limit would agree with them. In good partnership we would like to step with them.

Mr. Mendoza asked what the current limit is for Olathe's library.

Ms. Olsen shared that we currently have the same limit and that we share an ILS, and that system manages how a patron's account is affected. This would need to be a roll out to staff with training, and in cooperation with Olathe Public Library.

Mr. Mendoza asked how long the roll out would take.

Ms. Olsen shared the timeline is our own and could be adjusted if the Board would like to wait. Also, this is an opportunity to discuss the Board's desire to raise this limit even higher with Olathe.

Mr. Riley shared that he feels that what staff brought before the board is a reasonable proposal for this evening, even if further conversations can be had. He supports executing the motion in-front of the Board currently.

Motion: Mr. Riley moved that the Johnson County Library Board of Directors approves the raising of the Denial of Borrowing Privileges limit from \$25.00 to \$50.00.

Second: Ms. Griffith seconded this motion.

Motion was approved unanimously

B. Action Item: Consideration of Memorandum of Understanding (MOU) with Ultimaker for donation of 3D Printers.

Kinsley Riggs introduced the MOU with Ultimaker that would accept a donation of two 3D Printers. Current machines would be replaced and used for projects, programming, and community initiatives. Ms. Riggs shared some of the things possible to make with 3D printers and a recent partnership with MedAct to 3D print trachea for trainings.

Motion: Ms. Templin moved that the Johnson County Library Board of Directors approves the Memorandum of Understanding with Ultimaker in order to accept the donation of two 3D printers.

Second: Ms. Griffith seconded this motion.

Motion was approved unanimously

C. Action Item: Adopt a Resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate.

Mr. Vratny introduced the briefing sheet that is included the September Board Report.

No public comments on this item.

Suggested Motion: Ms. Kilgore moved to adopt a resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2023.

Second: Ms. Templin seconded this motion.

Roll Call Vote:

| JCL Board Member | Yes | No | No Vote |
|-------------------------|------------|-----------|----------------|
| Board Member Seeling | | | absent |
| Board Member Riley | X | | |
| Board Member Mendoza | X | | |
| Board Member Templin | X | | |
| Board Member Griffith | X | | |
| Board Member Kilgore | X | | |
| Board Chair Sims | X | | |

This motion passes with a vote of 6 to 0.

Motion was approved unanimously

D. Action Item: Antioch Library Replacement: Naming the new building

Ms. Mahnken introduced the briefing sheet that is included the September Board Report.

Suggested Motion: Ms. Griffith moved to approve the naming committee’s recommendation to set the name of the new library in Merriam as the **Merriam Plaza Library**.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Ms. Griffith moved to adjourn the meeting.

Second: Ms. Kilgore seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:12 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 13, 2022
RE: Administrative Regulation Manual Updates

Issue: Library staff has reviewed a group of Administrative Regulation Manual policies (ARMs). We are presenting for your information.

Recommended Motion: No motion needed.

Background:

Every year staff review several policies in our Administrative Regulation Manual to ensure that the policies still meet the needs of the Library or need any changes. This year several of our managers worked through this process and found several polices that needed no updates other than date or logo changes.

These policies include:

10-10-10, 10-20-31, 10-30-20, 10-50-35, 10-50-50, 10-50-85, 20-10-12, 20-15-50, 20-20-50, 50-20-30, and 50-30-40 and are part of your consent agenda.

Alternatives: Pull from consent to discuss or ask for changes.

Legal Review: Counsel has reviewed the ARMs

Budget Approval: There is no budget impact.

Recommendation: To approve the Administrative Regulation Manual polices on consent.

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-10-10

SECTION: Structure and Governance

SUBJECT: GOVERNANCE OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document summarizes the manner in which the Johnson County Library is governed. It also describes the statutes and legal principles that establish the relationship between the Board of Directors of the Johnson County Library and the Board of County Commissioners of Johnson County, Kansas.

Effective date:

September 21, 2005

Reaffirmed:

October 22, 2020

October 13, 2022

GOVERNANCE OF THE JOHNSON COUNTY LIBRARY; THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY AND THE BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS

The Johnson County Library is a county library system established and maintained pursuant to K.S.A. 12-1218 through 12-1230, as amended.

Until January 1, 1985, the Johnson County Library was governed in the same manner as other county library systems. In 1983, the Board of Directors of the Johnson County Library and the Board of County Commissioners of Johnson County, Kansas, negotiated new legislation for governance of the Johnson County Library. The Library Board and the County Commissioners agreed on the meaning and effect of the proposed legislation in correspondence written by respective counsel dated January 10, 1984, and January 18, 1984. That correspondence, a copy of which is attached to this regulation, was reviewed and approved by the two bodies. As a result of the agreement reached between the Library Board and the Commission, the Kansas legislature adopted the new legislation in the 1984 session and established a January 1, 1985 effective date.

THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY IS A QUASI-PUBLIC ENTITY THAT IS THE GOVERNING BODY OF THE JOHNSON COUNTY LIBRARY

Pursuant to K.S.A. 12-1223, the Board of Directors of the Johnson County Library constitutes "a body corporate and politic possessing the usual powers of a corporation for public purposes." The Library Board may contract, acquire, hold and convey real

and personal property in accordance with the law. The acquisition or disposition of real property is subject to the approval of the Board of County Commissioners of Johnson County, Kansas.

THE BOARD OF COUNTY COMMISSIONERS IS RESPONSIBLE FOR APPOINTMENT OF THE MEMBERS OF THE LIBRARY BOARD

Pursuant to K.S.A. 12-1222, the Board of County Commissioners is responsible for appointment of the seven members of the Library Board, in accordance with statute.

POWERS AND DUTIES OF LIBRARY BOARD

Pursuant to K.S.A. 12-1225 and 12-1225a, 1225b, and 1225c, the Library Board has certain powers and duties that include, but are not necessarily limited to, the power to make and adopt rules and regulations for the administration of the library; to acquire by purchase, gift or exchange, books, magazines, papers, and other library materials; to employ the county librarian; and to accept gifts or donations to the library and administer the same in its sole discretion.

CERTAIN ACTIONS OF THE LIBRARY BOARD ARE SUBJECT TO POLICIES AND PROCEDURES ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS

Pursuant to K.S.A. 12-1225b(b), any action taken by the Library Board or the County Librarian is subject to certain policies and procedures established by the Board of County Commissioners: personnel policies and procedures; any pay plan and benefits for county employees; purchasing policies and procedures, except with respect to the acquisition of books or other library materials; budget policies and procedures; financial policies and procedures, except with respect to gifts and non-governmental grants, which are received and administered at the Library Board's sole discretion; audit policies and procedures; and insurance and loss control policies and procedures. So long as the actions taken by the Library Board or the County Librarian are in accordance with those policies and procedures, any liability for those actions will be the responsibility of the Board of County Commissioners.

THE BOARD OF COUNTY COMMISSIONERS HAS THE AUTHORITY TO ADOPT A CHARTER RESOLUTION EXEMPTING THE JOHNSON COUNTY LIBRARY FROM TAX LEVY LIMITATIONS

On February 6, 1981, the attorney general of the state of Kansas issued Opinion No. 81-34, in which he found that the Board of County Commissioners has the authority to adopt a charter resolution exempting Johnson County from the statutory limitation on the tax levy for establishment and maintenance of a library. A copy of that opinion is attached to this regulation as an exhibit. The Board of County Commissioners exercised this authority in Charter Resolution 017-84, adopted on May 3, 1984.

THE JOHNSON COUNTY LIBRARY IS A TAXING SUBDIVISION OF THE STATE OF KANSAS; THE LIBRARY BOARD HAS THE AUTHORITY TO EXEMPT

On January 23, 1990, the attorney general of the state of Kansas issued Opinion No. 90-11, in which he concluded that the Johnson County Library was a taxing subdivision of the state of Kansas, that the

THE LIBRARY FROM THE TAX LID LAW

Board of Directors of the Johnson County Library was the governing body of the library and, as the governing body, had the authority to elect to exempt the library from the tax lid law (K.S.A. 79-502, et seq.) pursuant to K.S.A. 79-5036(c). A copy of this opinion is attached to this regulation as an exhibit.

MAINTENANCE OF THE LIBRARY FUND AS A SEPARATE FUND

On April 6, 1992, the attorney general of the state of Kansas issued Opinion No. 92-47, in which, among other things, he concluded that the Johnson County Library fund must be maintained by the county treasurer as a fund separate from county funds. He concluded that the Board of County Commissioners was prohibited from diverting funds raised pursuant to a library tax levy to the county general fund. A copy of this opinion is attached to this regulation as an exhibit.

THE LIBRARY BOARD'S POWERS ARE NOT SUBJECT TO COUNTY HOME RULE POWERS

Pursuant to K.S.A. 19-101a, the Board of County Commissioners may not exempt from or effect changes in the following statutes affecting Johnson County Library governance: K.S.A. 12-1223, 12-1225, 12-1225a, 12-1225b, 12-1225c, and 12-1226 and amendments thereto, or the provisions of K.S.A. 1995 Supp. 12-1260 to 12-1270, inclusive, and 12-1276. The statutes providing for the governance of the Johnson County Library were in no way modified or affected by the Johnson County Charter adopted by the voters of Johnson County in 2002: K.S.A. 19-101a.

October 13, 2022

ARM 10-10-10 End

DRAFT

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-31

SECTION: Library Documents

SUBJECT: FREEDOM TO VIEW

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reaffirmed: September 13, 2012
August 22, 2016
October 11, 2018
October 22, 2020
October 13, 2022

THE FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to

View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the American Library Association Council, January 10, 1990.

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

October 13, 2022

ARM 10-20-31 End

DRAFT

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

SUMMARY

This document is the fundamental statement which serves as a basis for library program.

Effective Date:

Reviewed

March 21, 2001
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022

MISSION STATEMENT

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

October 13, 2022

ARM 10-50-35 End

DRAFT

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-50

SECTION: Library Board of Directors

SUBJECT: LEGAL COUNSEL

SUMMARY

This document describes the Library Board's authority to contract for legal services.

Effective Date:

Reviewed

August 17, 2005
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022

CONTRACT FOR LEGAL COUNSEL

Vis-à-Vis County
Staff

a. Pursuant to K.S.A. 12-2223 and K.S.A. 12-1225, the Library Board may contract on an annual basis for legal services. The legal counsel of the Library Board represents that board, the library as an institution, the County Librarian, and the staff of the library when so directed by the Library Board.

b. Unless it is inappropriate due to a direct conflict of interest between the Library Board and the Board of County Commissioners, the legal counsel for the Library Board shall work with county staff, including county legal staff, to assure that no duplication of work exists with respect to the legal interests of the Johnson County Library.

AUTHORITY TO DIRECT

October 13, 2022

c. Counsel shall render services at the direction of the chair of the Library Board, the Library Board, or the County Librarian.

ARM 10-50-50 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-85

SECTION: Library Board of Directors

SUBJECT: PROGRAM AGREEMENTS WITH PUBLIC AGENCIES, NOT FOR PROFIT ORGANIZATIONS, AND FOR-PROFIT BUSINESSES

SUMMARY

Pursuant to K.S.A. 12-1223, the Library Board is a quasi-municipal corporation with the power to enter into and to delegate the authority to enter into contracts and agreements. ARM 50-30-25, entitled "Contracts," covers all contracts into which the library enters, with the exception of those agreements in which the library and a public agency, not-for-profit organization, or for-profit business agree to co-sponsor a program or event. Those agreements, which are called "Program Agreements," are covered by this regulation.

Effective Date:

July 19, 2006

Reviewed:

August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022

POLICY

a. The Johnson County Library may enter into Program Agreements with public agencies, not-for-profit organizations, or for-profit businesses pursuant to which the parties agree to co-sponsor programs or events. Any qualifying entity will be considered as a participant in a program agreement providing the entity is willing and able to meet the parameters of the particular agreement.

CRITERIA FOR APPROVAL OF PROGRAM AGREEMENTS BY THE COUNTY LIBRARIAN OR THE LIBRARY BOARD

b. The Library Board hereby delegates to the County Librarian the authority to approve all Program Agreements.

AGREEMENT REQUIRED

c. Program Agreements shall be evidenced in writing. The form of the writing may be by way of letter agreement or memorandum of understanding. The written agreement shall include provisions that specify the nature of the program or event that is the subject of the agreement; the costs, if any, involved in the program or event, with a clear statement as to the costs to be incurred by the library; the objectives of the program or event and any requirements imposed by the library with respect to those objectives; a description of other agencies, organizations, or businesses that may be involved in the program or event; and a clear statement of the responsibilities of each party with respect to the program or event. The agreement shall also specify library requirements with respect to advertising or display of corporate or organizational logos. Programs presented at library facilities

shall be offered to the public on a cost-free basis. However, the library may enter into sponsorship or other kinds of agreements in which programming is offered at other facilities with an agreed admission cost. Such terms shall be included in the agreement required under this regulation.

PROCEDURES

d. The County Librarian is directed to adopt written procedures and guidelines to implement the terms of this regulation.

October 13, 2022

ARM 10-50-85 End

DRAFT

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS FOR INCLEMENT WEATHER

SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:

October 4, 2017

Review Date:

November 7, 2019

February 11, 2021

POLICY

October 13, 2022

a. Johnson County Library facilities do not close due to severe weather, unless the County Librarian or the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

b. The County Librarian may postpone opening libraries until weather conditions abate or until travel conditions are improved, or may close facilities early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility.

c. Scheduled employees who are not able to work due to partial or complete closings will follow payroll procedures issued by Library administrative staff.

October 13, 2022

ARM 20-10-12 END

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

SECTION: Access to Materials

SUBJECT: SERVICE TO HOMEBOUND PATRONS

DOCUMENT NUMBER: 20-15-50

SUMMARY

This regulation describes services and waivers available to homebound patrons.

Effective Date:

March 8, 2012

Reviewed:

October 4, 2017
October 13, 2022

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 13, 2022

ARM 20-15-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-50

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

October 13, 2022

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 13, 2022

ARM 20-20-50 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: TRAVEL

SUMMARY

This document states the Library Board's policy regarding travel on official business.

Effective Date:

Reviewed

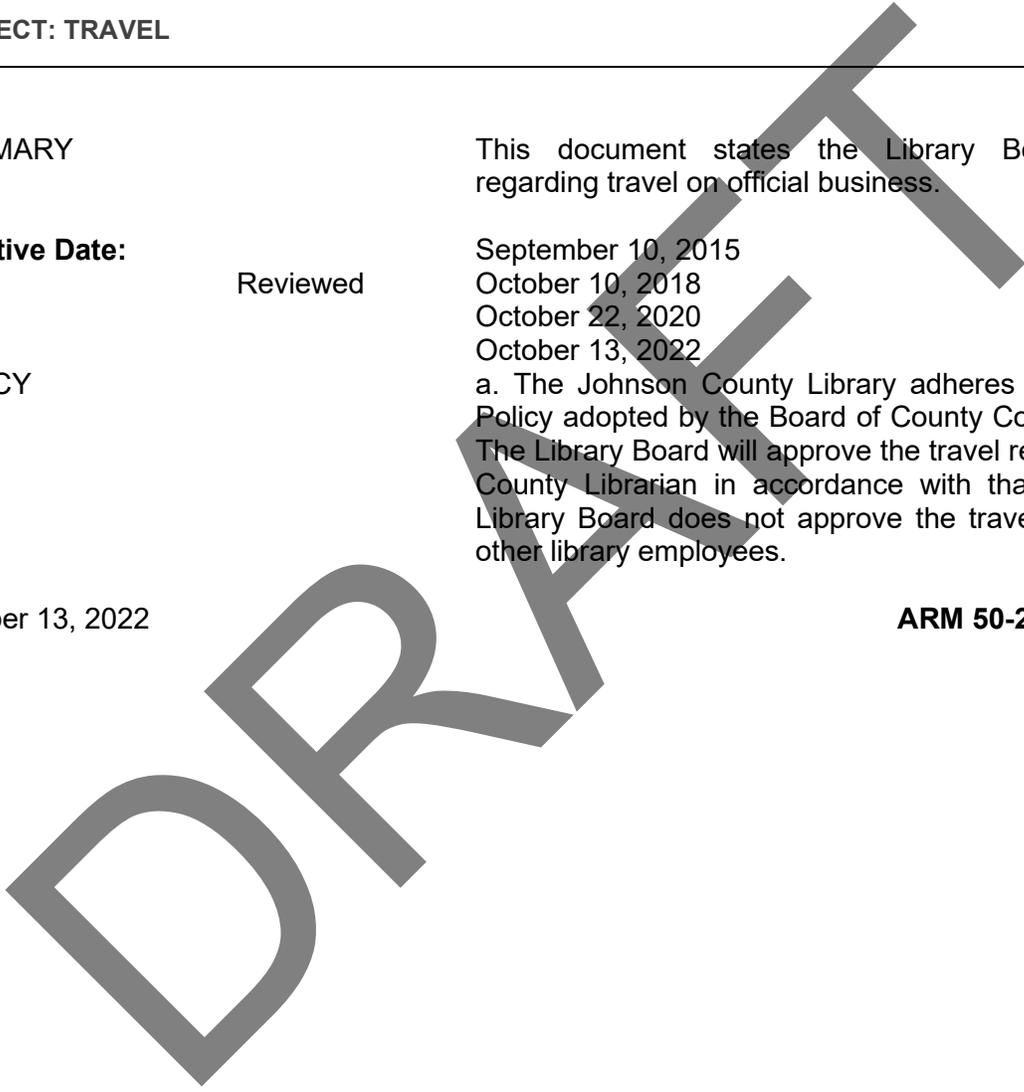
September 10, 2015
October 10, 2018
October 22, 2020
October 13, 2022

POLICY

a. The Johnson County Library adheres to the Travel Policy adopted by the Board of County Commissioners. The Library Board will approve the travel requests of the County Librarian in accordance with that policy. The Library Board does not approve the travel requests of other library employees.

October 13, 2022

ARM 50-20-30 End



Library

ADMINISTRATIVE REGULATIONS

TAB: Administration
SECTION: Finance
SUBJECT: PATRON ACCOUNTS RECEIVABLE

DOCUMENT NUMBER: 50-30-40

SUMMARY

This regulation defines a "Patron Account Receivable" and authorizes the County Librarian to adopt procedures with respect to such accounts; and specifies when Patron Account Receivable may be written off as doubtful or uncollectible.

REVIEW DATE:

October 11, 2018
October 13, 2022

DEFINITION OF PATRON ACCOUNT RECEIVABLE

A Patron Account Receivable is an account that represents the overall balance of funds due the Library from a patron. The balance of funds 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 PATRON ACCOUNTS RECEIVABLE

The County Librarian is authorized to adopt procedures for accounting for, reconciling, and reporting on, Patron Accounts Receivable in accordance with GASB rules. Such procedures may include appropriate definitions; rules governing accounts receivable ledgers and reports; procedures relating to reports on aged accounts receivable; and rules governing the handling of doubtful or uncollectible Patron Accounts Receivable in accordance with this regulation.

ALLOWANCE FOR DOUBTFUL OR UNCOLLECTIBLE ACCOUNTS RECEIVABLE

A patron Account Receivable is deemed to be doubtful or uncollectible when it is more than three years old and less than \$100 in value. Patron Accounts Receivable meeting these criteria shall be written off the accounts receivable ledger in the manner specified in procedures adopted by the County Librarian. When such accounts receivable are written off, the debt of the patron to the Library is not eliminated and remains in full force and subject to collection.

October 13, 2022

ARM 50-30-40
End

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: AUG-2022

| | | Receipts | Payments | Balance |
|--|---------------------------------|----------|------------|---------------------|
| | Opening cash balance | | | \$206,098.49 |
| | Add Receipts | \$127.39 | | |
| | Less Payments | | \$1,534.51 | |
| | Ending Cash balance | | | \$204,691.37 |
| | Less Liabilities | | \$1,709.15 | |
| | Unobligated cash balance | | | \$202,982.22 |

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 13, 2022
RE: Administrative Regulation Manual Updates

Issue: Library staff has reviewed a group of Administrative Regulation Manual policies (ARMs). We are presenting for your approval.

Recommended Motion: I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-20-10, 10-20-30, 10-50-10, 10-50-30, 10-55-14, 10-60-30, 20-10-91, 20-80-23, 20-80-26, and 20-80-30

Background:

Every year staff review several policies in our Administrative Regulation Manual to ensure that the policies still meet the needs of the Library or need any changes. This year several of our managers worked through this process and have suggested some minor changes to help ensure clarity and correct some grammatical errors.

- 10-60-30 was updated to match our current practice in how often we review ARMs.
- 20-10-91 updates the fee table. Other changes to this ARM came last month, but we forgot to update the table.
- 20-80-30, our Alcohol policy, was updated to match current practice, which is to allow the County Librarian to designate someone in their absence to make decisions.

The rest of the changes are grammatical or clerical in nature.

There were several ARMs that were reviewed that have no changes, other than date or logo, and are part of your Consent Agenda.

Alternatives: Not approve the changes or ask for different changes

Legal Review: Counsel has reviewed the ARMs

Budget Approval: There is no budget impact.

Recommendation: To approve the recommended changes to the Administrative Regulation Manual.

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-10

SECTION: Library Documents

SUBJECT: LIBRARY BILL OF RIGHTS

SUMMARY

This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patron's rights.

Effective Date:

Reaffirmed September 13, 2012

Reviewed

October 18, 2018

[October 13, 2022](#)

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Basic Policy

1. Books and other library resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Represents All Views

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Censorship

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Alliances

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Right to Use

5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Exhibit and Meeting
Space

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

History

~~Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1996, by the ALA Council.~~Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Authorship

American Library Association

October 13, 2022

ARM 10-20-10

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

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American Library Association

Authorship

October 13, 2022

ARM 10-20-10

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

SUMMARY

The Library Board's adoption of this document, [a joint statement by the American Library Association and the Association of American Publishers](#), illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Reviewed
Reaffirmed

October 11, 2018
November 8, 2018
[October 13, 2022](#)

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy; that the ordinary individual by exercising critical judgement, will accept the good and reject the bad. We trust Americans to recognize ~~recognize~~ propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian
Responsibility

We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Constitutional
Guarantee

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Affirmation of
Propositions

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

but why we believe it.

Non-
Endorsement

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Content
Independent of
Authorship

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

Freedom of
Choice

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Subjective
Labeling

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

Responsibility
to Contest
Encroachments

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally

Library

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DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility
to Provide
Diversity

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

Conclusion

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

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SECTION: Library Documents

SUBJECT: FREEDOM TO READ

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

History

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Authorship

A Joint Statement by: American Library Association and Association of American Publishers

Subsequent Endorsements

The Association of American University Presses, Inc. Freedom to Read Foundation National Association of College Stores
The Thomas Jefferson Center for the Protection of Free Expression

October 13, 2022

ARM 10-20-30 END

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

SUMMARY

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Library

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SECTION: Library Documents

SUBJECT: FREEDOM TO READ

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that

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ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian
Responsibility

We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Constitutional
Guarantee

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Affirmation of
Propositions

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe

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but why we believe it.

Non-
Endorsement

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Content
Independent of
Authorship

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

Freedom of
Choice

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

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To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Subjective
Labeling

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

Responsibility
to Contest
Encroachments

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally

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collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility
to Provide
Diversity

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

Conclusion

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

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enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

History

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Authorship

A Joint Statement by: American Library Association and Association of American Publishers

Subsequent Endorsements

The Association of American University Presses, Inc. Freedom to Read Foundation National Association of College Stores
The Thomas Jefferson Center for the Protection of Free Expression

October 13, 2022

ARM 10-20-30 END

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

This document consists of the bylaws of the Board of Directors of the Johnson County Library, as amended. The bylaws are the rules adopted by the library board for management of its internal affairs.

Review Date:

August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022

MEETINGS

I. MEETINGS

Regular Meetings

A. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted at the Central Resource Library, the County Administration Building, on the Library web-site, and provided in writing a reasonable time in advance of the meeting, to members of the print and electronic media, and to other persons or organizations that request such notice pursuant to the Kansas Open Meetings Act.

Changes

B. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

Special Meetings

C. Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.

Open Meetings Law

D. All meetings of the Board shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A 75-4317, except for lawful executive sessions.

Parliamentary Rules

E. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.

Suspension of Rules of Order Rules

F. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.

Agendas and Information Provided to the Board

G. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous meeting
3. Information on all consent items
4. Recommendations and proposed resolutions with resolutions with supporting information and reports
5. Discussion items with information and reports
6. Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

OFFICERS AND DUTIES

II. OFFICERS AND DUTIES

| | |
|-----------------------------------|---|
| Officers | A. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board. |
| Nominations | B. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board. |
| Terms of Office | C. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively. |
| Chair's Duties | D. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws. |
| Vice Chair/ Secretary's Duties | E. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with the Personnel Committee, if any, appointed by the chair. |
| Treasurer's Duties | F. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties. |
| Unexcused Absences | G. The unexcused absence of a Director from two (2) consecutive meetings shall be cause for the chair to prepare and transmit to such Director a letter reminding the Director that the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board. |
| Vacancies | H. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs or when a Director has incurred three (3) consecutive unexcused absences. Vacancies in a |

Board officer position shall be filled by election at the Board meeting next succeeding the occurrence of the vacancy.

COMMITTEES

Standing and Special Committees

III. COMMITTEES

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

QUORUM

Formula

IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

COUNTY LIBRARIAN

County Librarian's Duties

V. LIBRARIAN

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

ORDER OF BUSINESS

VI. ORDER OF BUSINESS

The Board shall generally follow Robert's Rules of eOrder for the order of business with adjustments as needed.

AMENDMENT OF BYLAWS

Criteria for Amendment of Bylaws

VII. AMENDMENT OF BYLAWS

These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains (1) the present wording of the provision being amended, (2) the proposed amendment, and (3) the rationale for the proposed amendment.

October 13, 2022

ARM 10-50-10 End

APPENDIX

Order of Business

In general, regular Board meetings shall have the following order of business:

- I. Call to Order – quorum determination
- II. Citizen Comments
- III. Remarks
 - a. Library Board of Directors
 - b. Friends of the Johnson County Library
 - ~~b.c.~~ Johnson County Library Foundation
 - ~~e.d.~~ Board of County Commissioner Liaison s
- IV. Reports
 - a. Board Counsel
 - b. County Librarian
 - c. Staff Reports
- V. Consent Agenda
 - a. Action Items
 - b. Information Items
 - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

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III. COMMITTEES

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October 13, 2022

ARM 10-50-10 End

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- I. Call to Order – quorum determination
- II. Citizen Comments
- III. Remarks
 - a. Library Board of Directors
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 - c. Johnson County Library Foundation
 - d. Board of County Commissioner Liaison
- IV. Reports
 - a. Board Counsel
 - b. County Librarian
 - c.
- V. Consent Agenda
 - a. Action Items
 - b. Information Items
 - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-30

SECTION: Library Board of Directors

SUBJECT: ROLES

SUMMARY

This regulation lists **R**oles adopted by the Library Board. Library programs for services and collections are based on these **R**oles.

Effective Date:

April 15, 1992

Reaffirmed:

October 22, 2020

October 13, 2022

The Board of Directors of the Johnson County Library adopted the following non-prioritized **R**oles for the Library, with accompanying descriptive components, on April 15, 1992:

Information for Life

1. The Library provides access to information and materials in a variety of formats on a broad range of topics of interest to users of all ages to assist in the problem-solving and decision-making required by the wide variety of life-roles they fill, both in conducting their daily lives and activities and in seeking to improve themselves.

2. The Library provides information and materials presenting all points of view and reflecting the world community's diversity of culture and the local community's needs. This is necessary for a free, concerned people living in a diverse, democratic society.

3. The Library provides programs and other activities to assist users of all ages in accessing the broad range of this information and these materials in a manner appropriate to their needs, and in acquiring information literacy. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

Business, Management, and Career Information

1. The Library provides business, management, and career information, with an emphasis on the current, to individuals, profit and non-profit organizations, and governmental agencies, recognizing the cultural, educational, and economic diversity of these users.

2. The Library provides this information in its broadest range of formats and provides physical and bibliographic access to materials not available in the Library through technology, referral, and interlibrary loan. User education is an important component of the Role.

3. The Library promotes this service and consults with the business and management community to ensure that users are provided with the materials most relevant to their needs and that the Library is an inclusive, active contributor to the economic development of the [dDistrict](#) and region.

Local Information

1. The Library serves as a clearinghouse for current information on community organizations, issues, and services for individuals, profit and non-profit organizations, and governmental agencies. The Library assists in placing the current local community life in its broader geographic, cultural, and historical context.

2. The Library provides this information and these materials cognizant of the fact that the Library serves the members of a culturally diverse democratic society, and as such is obliged to represent the range of points of view and needs of the whole community, even if they are unorthodox or unpopular.

3. The Library provides access to materials and information produced by governments and governmental agencies with which district citizens must interact in their personal and career lives.

4. The Library cooperates with other agencies and governments in pursuit of this Role and promotes these services to users.

Resource for Students and Learners

1. The Library provides a broad range of information and materials, selected in the context of all Roles, that can be accessed by students and self-directed learners of all ages. The Library does not support specific curricula of educational institutions and organizations but will examine student needs as it selects materials in other Roles, and be aware of courses of study and assignments for which students are likely to come to the library.

2. The Library provides to users of all ages access to information and materials in a variety of formats encompassing the breadth of knowledge, providing background for understanding ourselves, the locale, nation, world, and universe we inhabit, and the diversity of people with which we interact. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

3. The Library recognizes the purpose and methods of students and self-directed learners and seeks to meet their needs in approaching information and materials for the purpose of learning.

4. The Library provides bibliographic and physical access to non-curriculum specific materials students and learners require, using such methods as informational programs, interlibrary loan, a range of bibliographic resources, and online information.

5. The Library provides, in cooperation with other agencies, support of the GED program, adult literacy programs, and English-as-a-second-language programs.

Reading and Media Use for Leisure

1. The Library provides current, high-demand, high-interest materials for all ages in a variety of formats.

2. The Library actively promotes and encourages use of both current and non-current materials, by all ages and reading abilities, as leisure-time activities. The Library recognizes the special needs of young readers and works to encourage these persons to a lifetime of reading.

3. The Library provides broad access to materials for leisure, including booklists and bibliographies, programs, interlibrary loan, and ease of bibliographic and physical access to materials among its facilities. The Library seeks to make available a wide diversity of points of view, themes, opinions, and expression, reflecting the diversity of the community and world we inhabit, and the diversity of reader tastes and interests.

| October 13, 2022

ARM 10-50-30 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-30

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SUMMARY

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2. The Library provides information and materials presenting all points of view and reflecting the world community's diversity of culture and the local community's needs. This is necessary for a free, concerned people living in a diverse, democratic society.

3. The Library provides programs and other activities to assist users of all ages in accessing the broad range of this information and these materials in a manner appropriate to their needs, and in acquiring information literacy. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

Business, Management, and Career Information

1. The Library provides business, management, and career information, with an emphasis on the current, to individuals, profit and non-profit organizations, and governmental agencies, recognizing the cultural, educational, and economic diversity of these users.

2. The Library provides this information in its broadest range of formats and provides physical and bibliographic access to materials not available in the Library through technology, referral, and interlibrary loan. User education is an important component of the Role.

3. The Library promotes this service and consults with the business and management community to ensure that users are provided with the materials most relevant to their needs and that the Library is an inclusive, active contributor to the economic development of the district and region.

Local Information

1. The Library serves as a clearinghouse for current information on community organizations, issues, and services for individuals, profit and non-profit organizations, and governmental agencies. The Library assists in placing the current local community life in its broader geographic, cultural, and historical context.

2. The Library provides this information and these materials cognizant of the fact that the Library serves the members of a culturally diverse democratic society, and as such is obliged to represent the range of points of view and needs of the whole community, even if they are unorthodox or unpopular.

3. The Library provides access to materials and information produced by governments and governmental agencies with which district citizens must interact in their personal and career lives.

4. The Library cooperates with other agencies and governments in pursuit of this Role and promotes these services to users.

Resource for Students and Learners

1. The Library provides a broad range of information and materials, selected in the context of all Roles, that can be accessed by students and self-directed learners of all ages. The Library does not support specific curricula of educational institutions and organizations but will examine student needs as it selects materials in other Roles and be aware of courses of study and assignments for which students are likely to come to the library.

2. The Library provides to users of all ages access to information and materials in a variety of formats encompassing the breadth of knowledge, providing background for understanding ourselves, the locale, nation, world, and universe we inhabit, and the diversity of people with which we interact. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

3. The Library recognizes the purpose and methods of students and self-directed learners and seeks to meet their needs in approaching information and materials for the purpose of learning.

4. The Library provides bibliographic and physical access to non-curriculum specific materials students and learners require, using such methods as informational programs, interlibrary loan, a range of bibliographic resources, and online information.

5. The Library provides, in cooperation with other agencies, support of the GED program, adult literacy programs, and English-as-a-second-language programs.

Reading and Media Use for Leisure

1. The Library provides current, high-demand, high-interest materials for all ages in a variety of formats.

2. The Library actively promotes and encourages use of both current and non-current materials, by all ages and reading abilities, as leisure-time activities. The Library recognizes the special needs of young readers and works to encourage these persons to a lifetime of reading.

3. The Library provides broad access to materials for leisure, including booklists and bibliographies, programs, interlibrary loan, and ease of bibliographic and physical access to materials among its facilities. The Library seeks to make available a wide diversity of points of view, themes, opinions, and expression, reflecting the diversity of the community and world we inhabit, and the diversity of reader tastes and interests.

October 13, 2022

ARM 10-50-30 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

SUMMARY

Money raised for the purpose of providing library services cannot be diverted to the County General Fund for other purposes.

This resolution is the outcome of a disagreement between the BOCC and Library Board regarding two issues: (1) whether the BOCC can direct the transfer of funds from the Library Fund to the General Fund for the purpose of balancing the County government's funds, and (2) whether the County can charge the Library for administrative services rendered. The history of the disagreement is included in the resolution. The issues are centered in the 1983 agreement between the two boards which is represented in ARM 10-10-10 and in pertinent Kansas statutes appended to that agreement. The resolution represents a request by the Library Board that the BOCC modify its resolution regarding the Library Fund.

Effective Date

Reviewed:

July 12, 2012 (reaffirmed)
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022

PREFACE

The following resolution was adopted by the Board of Directors of the Johnson County Library at its regular meeting of April 15, 1992:

HISTORY

1. On January 30, 1992, the Board of County Commissioners of Johnson County adopted Resolution 010-92, which, among other things, purported to authorize the encumbrance of \$202,513 in the Johnson County Library Fund and to authorize "the transfer, as necessary, of the monies encumbered for administrative services charges." BOCC Resolution 010-92, page 3.

2. After consulting with the Board of County Commissioners, the Board of Directors of the Johnson County Library, by way of its counsel, requested an opinion from the Attorney General, Robert T. Stephan, as to whether BOCC Resolution 010-92 was in violation of statute.

3. On April 6, 1992, Attorney General Stephan issued Attorney General Opinion 92-47, which provided, in pertinent part, as follows:

(a) Resolution 010-92 is in violation of K.S.A. 79-2934, which provides in pertinent part as follows:

thus made shall not be used for any other purpose.

No part of any fund shall be diverted to any other fund, whether before or after the distribution of taxes by the county treasurer, except as provided by law.

(b) The board of county commissioners cannot authorize the transfer of funds from the Library Fund through the process of passing a resolution, when the resolution violates state statute.

(c) Money raised for the purpose of providing library services cannot be diverted to the General Fund for other purposes.

(d) The board of county commissioners cannot charge county agencies for administrative services which they are performing pursuant to statute.

(e) The county treasurer is the lawful custodian of the Library Fund.

(f) Even if presented with an order signed by the chairman of the board of county commissioners, the county treasurer is prohibited from transferring funds from the Library Fund pursuant to Resolution 010-92.

IT IS ACCORDINGLY RESOLVED:

That the Board of Directors of the Johnson County Library requests that the Board of County Commissioners modify Resolution 010-92 to comply with Attorney General Opinion 92-47; not to attempt the transfer of any funds from the Johnson County Library Fund to the County General Fund; to remove any encumbrances placed on the \$202,513 in the Johnson County Library Fund; and to include the sum of \$202,513 in the anticipated carry-over amount in the Johnson County Library Fund for the 1993 Johnson County Library budget.

October 13, 2022

ARM 10-55-14 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

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October 13, 2022

ARM 10-55-14 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-60-30

Section: County Librarian

SUBJECT: REGULATIONS

SUMMARY

This document describes the content, purpose, distribution, and management of the Administrative Regulations Manual (ARM).

Effective Date:

Reviewed

May 20, 1986 (revised November 16, 2005)
October, 2005
October 13, 2022

REGULATIONS

Contents

a. The County Librarian will maintain an Administrative Regulations Manual that contains the rules and regulations adopted by the Library Board.

Distribution

b. The County Librarian will be responsible for providing the Administrative Regulation Manual online for use by members of the Library Board, library patrons, and members of the public.
~~The County Librarian will be responsible for providing printed copies to the members of the Library Board, and for providing an online version for all other users.~~

Biennial review

c. A comprehensive biennial review of the rules and regulations will be conducted by library staff with ~~a summary report of~~ recommended revisions submitted to the Library Board during the annual Library Board retreat first quarter of even numbered years. Library Board members may also recommend revisions to the rules and regulations at this time. The library staff or members of the Library Board may recommend revision of a particular rule or regulation at any time.

October 13, 2022

ARM 10-60-30 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-60-30

Section: County Librarian

SUBJECT: REGULATIONS

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October 2005
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October 13, 2022

ARM 10-60-30 End

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
September 8, 2022
October 13, 2022

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~~\$50.00 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 13, 2022

ARM20-10-91 End

| <u>Reading Level (Delete Column)</u> | Material Type | Replacement Charge | Default Replacement Charge |
|--------------------------------------|--|---|----------------------------|
| Adult | Art Print | Cost of Item | \$30.00 |
| Adult | Audio books on CD | Cost of Item | \$4530.00 |
| Adult | Book | Cost of Item | \$2530.00 |
| Adult | Compact Disc (Music) | Cost of Item | \$1830.00 |
| 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 Kits | Cost of Item or \$12 Part (s) | \$3100.00 |
| 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 | \$50.00 |
| | Mini HDMI to HDMI adapter Laptops | \$50.00-\$1,550.00 | \$1,550.00 |

| | | | |
|--|---------------------|---------|--|
| | VGA to HDMI adapter | \$50.00 | |
| | MAC TO HDMI adapter | \$50.00 | |

Library

ADMINISTRATIVE REGULATIONS

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October 13, 2022

ARM20-10-91 End

| (Delete Column) | Material Type | Replacement Charge | Default Replacement Charge |
|-----------------|--------------------------|-------------------------------|----------------------------|
| | | | |
| | Audio | Cost of Item | \$30.00 |
| | Book | Cost of Item | \$30.00 |
| | Compact Disc (Music) | Cost of Item | \$30.00 |
| | DVD | Cost of Item | \$30.00 |
| | | | |
| | Holder, Plastic A-V | \$3.00 | \$3.00 |
| | Periodical | Cost of Item | \$6.00 |
| | | | |
| | Kits | Cost of Item | \$100.00 |
| | | | |
| | | | |
| | Video Games | Cost of Item | \$60.00 |
| | Inter-Library Loan Items | Cost of Item, Pending Invoice | \$200.00 |
| | Study Room AV Kits | \$50.00 | \$50.00 |
| | Laptops | \$1,550.00 | \$1,550.00 |
| | | | |
| | | | |

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

SUMMARY

The purpose of this regulation is to establish guarantees and restrictions regarding handout areas, bulletin boards and the library website for use by the public in libraries.

Effective Date:

Reviewed

July 12, 2012
October 4, 2017
September 8, 2022
October 13, 2022

DEFINITION AND POLICY

a. Items on public forum bulletin boards publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information. To achieve this goal, most material is displayed for one month only. Preference is given to organizations based in Johnson County. Physical areas are all designated as public forum areas and are subject to the intellectual freedom policies of the library. Non-public forum bulletin boards are limited to library and government use.

Posted comments or information on the library website or any/all applicable social media websites are subject to the approval of Johnson County Library staff. It must publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information.

POLICY ON PROVIDING SPACE AND LIMITING TYPE OF MATERIAL

b. Effective April 26, 1995, the library will, at all service points, provide limited space for the display and distribution of information regarding and provided by community-related, non-profit organizations in our buildings only. This does not apply to online boards. Exception: Community newspapers - newspapers

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community. In order to provide these services for a broad range of viewpoints and interests, the County Librarian is authorized:

- | | |
|------------|---|
| Size | 1. to establish size restrictions on items posted or distributed, |
| Quantities | 2. to restrict, on an equitable basis, the quantities of brochures to be distributed, and |
| Duration | 3. to impose restrictions on the length of time during which a poster will be posted or a brochure distributed. |

EQUITABILITY GUARANTEE c. Space for the display and distribution of information is available on a limited basis at all libraries on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their ~~use, and~~ use and will not be denied to anyone based solely on age. The library will attempt to ensure display and distribution of materials and information presenting all points of view. In the event that the County Librarian denies the display of materials in accordance with this policy, the individual or group requesting such display may appeal the decision in writing to the Library Board, which shall consider the appeal at its next regularly scheduled meeting.

October 13, 2022

ARM 20-80-23 End

Library

ADMINISTRATIVE REGULATIONS

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October 13, 2022

ARM 20-80-23 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

SUMMARY

This regulation describes the policy for the availability and use of JCL meeting rooms by non-library groups.

Effective Date: Reaffirmed
Reviewed

August 17, 2011
October 4, 2017

[October 13, 2022](#)

POLICY

a. When not being used for library meetings and programs, designated meeting rooms are available, free of charge, on a reserved-only basis to government agencies and ~~non-profit~~[not for profit](#) groups engaged in educational, cultural, intellectual, recreational, or charitable activities. As public forum areas, these meeting rooms are subject to the intellectual freedom policies of the library. All other meeting rooms are reserved for use by library or library-sponsored meetings or programs and are non-public forum areas. Study rooms are non-public forums pursuant to ARM 20-80-27 and are governed by the terms of that regulation. The County Librarian is directed to adopt written procedures to implement the terms of this policy.

GUIDELINES

b. The County Librarian will establish guidelines for meeting room use and make them available to patrons. [Solicitation is prohibited as defined in the procedure.](#)

Requirements

1. Groups must agree to abide by library regulations and procedures. All meetings held by non-library groups must be open to the public, and no admission may be charged.

Supervision

2. At least one person age 18 or over must be present and responsible for any event involving children under 18.

Penalties

3. Failure to comply with this regulation for meeting room use or other library policies and procedures may result in denial of future use of the library meeting

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

room, financial liability for damages, and/or immediate removal from the room.

PROCEDURES

c. The County Librarian will establish procedures for reservations, which must be made on a JCL form, which includes an indemnification and hold harmless agreement signed by a responsible representative of the group age 18 or over.

EQUITABILITY

d. Meeting rooms are available to groups on an equitable basis, within the guidelines of these regulations. The Library will not favor particular points of view or organizations advocating certain points of view and will make no effort to censor or amend the content of the meeting when granting meeting room access. Should a qualifying group with opposing viewpoints to the contents of a meeting wish to hold a meeting in a library meeting room, comparable access will be granted within the guidelines of these regulations.

DISCLAIMER

e. That a group is permitted to use a library meeting room does not in any way constitute an endorsement by the library of the group's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising.

Library Logo

Groups are prohibited from using the Johnson County Library logo.

APPEALS

f. Any group denied use of a library meeting room may appeal the decision in writing to the Library Board of Directors, who will consider the request at their next regularly scheduled meeting.

October 13, 2022

ARM 20-80-26 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

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Reviewed

August 17, 2011
October 4, 2017
October 13, 2022

POLICY

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Supervision

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3. Failure to comply with this regulation for meeting room use or other library policies and procedures may result in denial of future use of the library meeting

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October 13, 2022

ARM 20-80-26 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-30

SECTION: Facility Usage

SUBJECT: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

Alcoholic beverages are generally prohibited in library facilities and on library premises. -The purpose of this regulation is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-approved events in designated areas by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation.

Effective Date:

August 14, 2014

Review Date:

November 8, 2018
October 22, 2020
October 13, 2022

ALCOHOLIC BEVERAGES GENERALLY PROHIBITED

a. With the limited exception set forth in this regulation, alcoholic beverages are generally prohibited in library facilities and on library premises. -Nothing in this regulation shall be construed as authorizing patron possession or consumption of alcoholic beverages in library facilities or on library premises in violation of the Patron Code of Behavior, ARM 20-10-50.

LIMITED EXCEPTION FOR SERVING ALCOHOLIC BEVERAGES

b. Alcoholic beverages may be served by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation at events approved in writing by the library County Librarian or their designee on the terms set forth in this regulation.

Designated Areas

1. Alcoholic beverages may be served and consumed only in areas designated by the library County Librarian or their designee.

No sales

2. No sale of alcoholic beverages is permitted.

Caterers

3. When alcoholic beverages are dispensed and served by a caterer, the caterer shall utilize only trained and TIPS-certified servers.

Minors

4. Minors may not receive, consume, or be in possession of any alcoholic beverages.

Unlawful Service

5. Unlawful service, sale, and/or consumption of alcoholic beverages is strictly prohibited. Violators will be prosecuted to the full extent of the law.

PROCEDURES

c. Procedures for implementing this regulation shall be articulated and inserted in staff manuals.

October 13, 2022

ARM 20-80-30 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-30

SECTION: Facility Usage

SUBJECT: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

Alcoholic beverages are generally prohibited in library facilities and on library premises. The purpose of this regulation is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-approved events in designated areas by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation.

Effective Date:

August 14, 2014

Review Date:

November 8, 2018
October 22, 2020
October 13, 2022

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October 13, 2022

ARM 20-80-30 End

DRAFT

Briefing Sheet

To: JCL Library Board
From: Tricia Suellentrop
Date: October 13, 2022

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Department of Health and Environment & Johnson County Library memorandum of understanding for the year 2023.

Issue: Formalize relationship between Johnson County Library and Johnson County Department of Health and Environment.

Background: Johnson County Library has a study room/private space for Community Health Workers/Tobacco Treatment Specialists to meet with clients on a weekly basis. This agreement will formalize the relationship between the Johnson County Library and Johnson County Department of Health and Environment.

Johnson County Library has provided a place for the public to pick up, on a first come-first served basis, Covid-19 tests, free of charge.

Johnson County Library will provide promotion and in-branch signage.

Alternatives: Continue an informal relationship with the Johnson County Department of Health and Environment.

Legal Review: Reviewed by counsel.

Budget Approval: No budget implications.

Recommendation: To approve the memorandum of understanding with the Johnson County Department of Health and Environment.

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Johnson County Department of Health and Environment memorandum of understanding for the year 2023.

Memorandum of Understanding (MOU) between the Johnson County Library and Johnson County
Department of Health and Environment

This MOU is intended to document the relationship between the Johnson County Library System and Johnson County Department of Health and Environment. (Note: This MOU is contingent upon normal operations for both organizations.)

The Department of Health and Environment at the Central Resource Library (with potential to add branches)

October 13th, 2022 – December 2023

Space:

- Johnson County Library (JCL) will provide use of a study room at the Central Resource Library for a Community Health Worker/Tobacco Treatment Specialist from the Johnson County Department of Health and Environment (JCDHE) to meet one-on-one with residents from 10am - noon every Tuesday.
- JCL will provide table space for nurses from JCDHE to set up Blood Pressure Clinics on the 2nd Wednesday of each month from 10 – 11:30am.
- JCL will provide space at all fourteen locations for patrons to pick up Covid tests on a first-come, first-served basis, while supplies last.

Staffing and Resources:

- JCDHE will provide Community Health Worker/Tobacco Treatment Specialist to staff one-on-one Community Resource Connection Services/Tobacco Cessation Counseling every Tuesday from 1:00 – 3:00 pm at the Central Resource Library.
- JCDHE will provide nurses to staff blood pressure clinics on the 2nd Wednesday of each month from 10 – 11:30 am.
- JCDHE will provide at-home Covid tests to fourteen Johnson County Libraries on a first come, first served basis, while supplies last. Distribution process will be developed jointly with JCDHE and JCL.

Communication:

- JCL will feature the Community Health Worker/Tobacco Treatment Specialist visits on their website and events calendar, in JCL's public program publication The Guide (published 3x per year), and in their social media channels as needed (both shared and original content).
- JCL will provide in-branch signage in the form of lobby boards or a-frames for day-of promotion of Community Health hours and Blood Pressure Clinics.
- JCDHE will cross-promote the partnership with JCL on their website, publications, and in their social media channels as needed.

Foreman, Megan, DHE, Community Health Program Manager

Tricia Suellentrop, JCL, County Librarian