



**Board Report
October 12, 2023**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 12, 2023
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

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

- I. Call to Order
- II. Citizen Comments.....5
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Bethany Griffith
 - C. Development Department: Written reports presented by Shelley O'Brien, Development Director.....6
 - D. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Authority of Board to determine parameters for Citizen Comments
 - b) ARM 20-10-55 Theft, Vandalism, and Destruction of Library Property
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....9
 - b) Core statistics, Adam Wathen, Associate Director for Branch Services..... 14
 - i. Information Technology Trends, Michelle Beesley, Information Technology Manager..... 17
 - 2. Comprehensive Library Master Plan, Scott Sime, Lead Project Coordinator, and Megan Clark, Project Coordinator
 - a) Merriam Plaza Library.....19
 - i. Technology and Security, Cas Sickels, Programmer Analyst II.....23
 - b) Lackman Building Sale Update
 - c) Capital Projects: Timeline Summary.....29
 - d) Comprehensive Library Master Plan; Brief Historical Context, Scott Sime, Project Coordinator and Dave Vratny, Finance Director.....32
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) 2019-2023 Strategic Plan Update, Kinsley Riggs, Deputy County Librarian.....40
 - b) Board Retreat, Tricia Suellentrop, County Librarian
 - c) Bookmark Contest Winners, Shanta Dickerson, Friends Executive Director and Shelley O'Brien, Development Director.....47
- V. Consent Agenda

A. Action Items:

1. Minutes of the September 14, 2023 Regular Library Board meeting.....	49
2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies.....	60
ARM 10-55-12 Gift Fund	
ARM 10-55-12A Administration of Gift Fund	
ARM 10-56-96 Gifts and Fundraising	
ARM 10-56-97 Naming and Sponsorship Policy	
ARM 20-10-30 Suspension, Denial or Restriction of Library Use; Appeal Procedures	
ARM 20-10-90 Fee Schedule	
ARM 20-80-27 Study Room	
ARM 30-20-30 Special Collections	
ARM 30-20-50 Gifts	
ARM 30-20-70 Works of Art and Artifacts	
ARM 50-20-20 Compliance with ADA and Kansas Act Against Discrimination	
ARM 50-20-50 Surplus Property; Conveyance of weeded materials to Friends of JCL	

B. Information Items

1. Financial and Personnel	
a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2023 were handled in accordance with library and County policy.	
b) The August 2023 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.....	83
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VI. Old Business

A. Action Item: Consideration of approval of the MOU with Facilities, Adam Wathen, Associate Director for Branch Services.....	84
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VII. New Business

A. Action Item: Consideration of approving contract with a vendor to retrofit Leawood lighting, Scott Sime and Megan Clark, Project Coordinators.....	89
B. Information Item: Consider approving the permanent closure of the Antioch Library in preparation for opening its replacement, the Merriam Plaza Library, Scott Sime and Megan Clark, Project Coordinators.....	94
C. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies, Adam Wathen, Associate Director for Branch Services.....	95
ARM 10-50-40 Code of Ethics for Library Board	
ARM 10-30-20 Code of Ethics for Library Personnel	
ARM 20-10-11 Holiday Closings	
ARM 20-10-55 Theft, Vandalism, and Destruction of library Property	
ARM 20-20-55 Materials Not Returned	
ARM 20-20-65 Services to Staff and Volunteers – Repeal	
ARM 20-80-20 Public Forum and Non-Public Forum and Display Spaces	
➤ ARM 20-30-65 Information Services – Repeal due to incorporation into 20-80-20	
➤ ARM 20-80-21 Facility Usage – Repeal due to incorporation into 20-80-20	
➤ ARM 20-80-22 Displays and Exhibitions- Public Forum – Repeal due to incorporation into 20-80-20	
ARM 60-10-50 Smoking Prohibition	

ARM 60-20-50 Vehicles

VIII. Adjournment

CITIZEN COMMENTS

October 2023

September 19, 2024

Board of Directors
Central Reference Library
9875 W. 87th
Overland Park, KS. 66212

Gentlemen:

I wonder why the libraries decided to do away with return dates and with imposing fines on overdue books. What examples are we sitting for the next generation? If there are no consequences for our actions, how do we become responsible citizens? Instead of letting people get by with wrong behavior we should be teaching responsibility for our actions. If I borrowed something from someone, I was taught to return it in a reasonable amount of time and in the same condition it was in when I borrowed it. If the book was damaged while in my hands, I was to report it.

What would your policy today be about people handing out religious material on the library grounds? Would Christians be allowed to hand out Bibles and Christian literature? Several years ago Muslims were handing out information and copies of the Koran at the Central Reference Library, and not that long ago teens were holding signs at the Monticello Library promoting the right to abortion. If your purpose in allowing this is to not offend anyone, then please pray about these things as Christians are offended by it. I believe in being kind, but I don't think we should tolerate evil wherever we find it. It is everywhere these days, and I am sad for the children who face challenges we never had to face.

Thank you for reading and taking these things into consideration.

Sincerely

Mrs. J of Lenexa, Ks.



Monthly Report
of the Friends of Johnson County Library
to the Board of Directors of Johnson County Library
October 2023

Stellar Customer Service Rates

Let's take a moment to celebrate my truly wonderful staff and the many book sale volunteers who make our weekly pop-up sales something to remember. Month after month throughout the year, we have received 100% positive feedback from the sale customers who participate in a quick post-shopping survey. There are businesses that would kill for such great stats. We are lucky to have such great Friends among us!

National Friends of Libraries Week

It's almost here! October 15-21, 2023, marks the 18th annual National Friends of Libraries Week. This time is organized by United for Libraries, a division of the American Library Association, for Friends groups to "creatively promote our group in the community, to raise awareness, and to promote membership." This year, we'll celebrate with thank-you notes to all our 750+ members, signed by our executive director and Membership Committee members. Also, thanks to the heartwarming generosity of board member Lindsay Park, we will present librarians of Title 1 schools throughout Johnson County with more than \$1,000 worth of Friends gift cards to help them buy books for their students from our weekly pop-up sales.

And if that wasn't enough...

2023 Friends Annual Bookmark Design Contest

We will soon announce the winners of the 2023 Friends of Johnson County Library Bookmark Design Contest! This contest is one of our favorite ways to celebrate National Friends of Libraries Week. Hundreds of submissions were received, and our judges have chosen 14 to be printed and distributed at libraries across Johnson County.

We are so deeply grateful to our members and donors who help make community programs such as this possible!

And as always, if you're not a member, please join us at <https://www.joinjclfriends.org>. We are stronger with you.

Respectfully submitted,

Shanta Dickerson
Executive Director

Monthly report of the
Johnson County Library Foundation to the
Board of Directors of the
Johnson County Library
October 2023

Library Lets Loose

We are still counting but here are some good guesses of our event results.

- Over 625 people purchased tickets, 70 of those tickets were purchased at the door.
- 19 local restaurants, bars, and distilleries provided delicious bites and cocktails.
- A scavenger hunt with four stops to learn more about the library.
- Over 80 volunteers assisted over three days.
- Six celebrity volunteers worked the party including Johnson County Board of County Commissioners Becky Fast and Janeé Hanzlick.
- 10 fabulous and unique experiences were given away to donors.
- One magician and one staff member dressed as a magician.
- 43 sponsors and one presenting sponsor: Black & Veatch supported the event.
- An estimated \$125,000 was raised for the Library Foundation.

Please save the date: **Saturday, September 21, 2024.**

A special thank you to development department staff Steph Neu, Amber Bourek Slater, and Teresea Simpson for all their hard work!

Grants

Black & Veatch renewed their grant to support the MakerSpace at \$40,000 for 2024. That is \$10,000 more than past years.

Upcoming Fundraising Campaigns

- o Annual Fundraising Campaign -- direct mail out to donors and prospects using the theme "Libraries are Magic". Our goal is to raise over \$50,000 before the end of the year.
- o Giving Tuesday – The international day of giving is Tuesday, November 28th. This year the Johnson County Library Foundation will be promoting during the month of November.



Monthly Report of the
Volunteer Coordinator to the
Board of Directors of Johnson County Library
October 2023

Library Lets Loose

Volunteers are a critical player in executing Library Lets Loose. A committee of Foundation board members, community, and business professionals have been dedicating their service since January to planning the event. New this year was the addition of six elected officials who graciously volunteered their time during the event to greet attendees, pass out food, and bus tables. A huge thank you to the 84 volunteers who dedicated 1,340 hours of service to make the event a success.

New Fall Volunteers

September was the beginning of two new volunteer opportunities: Early Literacy and Homework Help. Four volunteers are serving at our Corinth and Blue Valley branches to help with storytime logistics. This is a big help as we often need extra people to help with ticketing, directing crowds, and clean-up of this very popular library program.

Our Homework Help opportunity incorporates both teen and adult volunteers to help students grade 2nd – 5th with literacy-based homework needs. I'm excited to report that we immediately had families participating during our first 30 minutes of offering this service.

Friends Summer Update

Volunteers are an amazing resource to help support the work of the Friends in selling books. Remote volunteers test jigsaw puzzles in their homes and retirement communities. Every Saturday morning, eight teen volunteers help community members unload donations from their vehicles at the Friends' sort center. In addition to Saturday afternoon sales, Friends volunteers also served Thursday nights Pop-up Book Sales during the summer months. Nearly 90 regular volunteers serve Monday-Friday processing donations by checking the condition of materials, scanning items on the sorter, listing books for online sales, and shelving materials. From Memorial to Labor Day, the Friends had 182 volunteers who contributed 4,873 hours of service to help sell materials with proceeds supporting our library.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2023
67% of Year Lapsed

OPERATING FUND	Programs	2023 Budget
	Revenue	4,491,024
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	93,800
	Transfer to Capital Projects	1,949,485
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$2,043,285</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$2,447,739</u></u>
SPECIAL USE FUND		2023 Budget
	Revenue:	3,619,470
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	138,802
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	3,110,703
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$3,249,505</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u><u>\$369,965</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u><u>\$2,817,704</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2023

67% of Year Lapsed

REVENUE ALL FUNDS	2023 Year to Date	2023 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	40,018,281	41,255,380	97%	97%
Ad Valorem Delinquent	-288,773	208,493	-139%	2%
Motor Vehicle	1,751,764	3,537,320	50%	54%
Library Generated - Copying/Printing	66,484	104,359	64%	41%
Library Generated - Overdues / Fees	75,688	506,271	15%	29%
Sale of Library Books	0	50,000	0%	0%
Misc Other	1,255	18,703	7%	6%
Reimbursements	133,650	630,043	21%	50%
Library Generated - Other Charges	0	0	0%	0%
Investment	461,590	390,000	118%	160%
Unencumbered Balance Forward	0	1,000,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Recreational Vehicle Tax	14,570	18,094	81%	109%
Commercial Vehicle Tax	55,428	56,733	98%	82%
Heavy Trucks Tax	4,412	6,251	71%	92%
Rental Excise Tax	26,344	37,610	70%	29%
State and Federal Grants	132,569	265,638	50%	64%
TOTAL REVENUE	42,453,261	48,084,895	88%	91%

Expenses ALL FUNDS with Collection

Encumbrance	2023 Year to Date	2023 Budget	% Categories Expended
Salaries and Benefits	14,865,825	23,741,078	63%
Contractual Services	4,003,890	6,300,803	64%
Commodities	3,850,684	5,095,281	76%
Risk Management Charges	151,844	304,538	50%
Capital / Maintenance / Repair	2,043,285	5,497,634	37%
Transfer to Capital Projects	3,110,703	3,619,470	86%
Grants	132,569	265,638	50%
Interfund Transfer	3,330,040	3,260,453	102%
TOTAL EXPENDITURES	31,488,840	48,084,895	65%

Revenue - Expenses as of August 31, 2023 10,964,421

RESERVES ALL FUNDS	As of 12/31/22
Reserves Operating Fund	17,438,848
Reserves Special Use Fund	2,464,433
Total JCL Reserves	<u><u>19,903,281</u></u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
August 2023
67% Year Lapsed

OPERATING FUND	Programs	2023 Year to Date	2023 Budget	% Program Expended
	Administrative Services	3,240,600	4,398,511	74%
	Information Technology	2,283,675	4,409,160	52%
	Collection Development	2,674,077	4,011,480	67%
	Branch/Systemwide Services	13,391,671	22,081,847	61%
	Risk Management Charges	151,844	304,538	50%
	Grants *	112,791	265,638	42%
	Transfer to Capital Projects	1,949,485	5,497,634	35%
	Interfund Transfer	3,265,499	3,195,912	102%
TOTAL OPERATING FUND EXPENDITURES		27,069,643	44,164,720	61%

SPECIAL USE FUND	2023 Year to Date	2023 Budget	% Budget Expended
Contractual Services (General Maintenance)	0	173,705	0%
Commodities (Capital Equipment)	138,802	127,000	109%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,110,703	3,619,470	86%
TOTAL SPECIAL USE FUND EXPENDITURES	3,249,505	3,920,175	83%

TOTAL EXPENDITURES	30,319,148	48,084,895	63%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2023
67% Year Lapsed

ALL FUNDS	Categories	2023 Year to Date	2023 Budget	% Categories Expended
	Salaries and Benefits	14,865,825	23,741,078	63%
	Contractual Services	3,851,361	6,300,803	61%
	Commodities	2,853,299	5,095,281	56%
	Risk Management Charges	151,844	304,538	50%
	Capital / Maintenance / Repair	2,043,285	5,497,634	37%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	3,110,703	3,619,470	86%
	Grants	112,791	265,638	42%
	Interfund Transfer	3,330,040	3,260,453	102%
TOTAL EXPENDITURES		30,319,148	48,084,895	63%

GRANTS*	Expenditures through 08/31/2023	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$112,790.78	\$132,568.53	\$19,777.75

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

Expenditure of Friends of the JCL Donations 2023

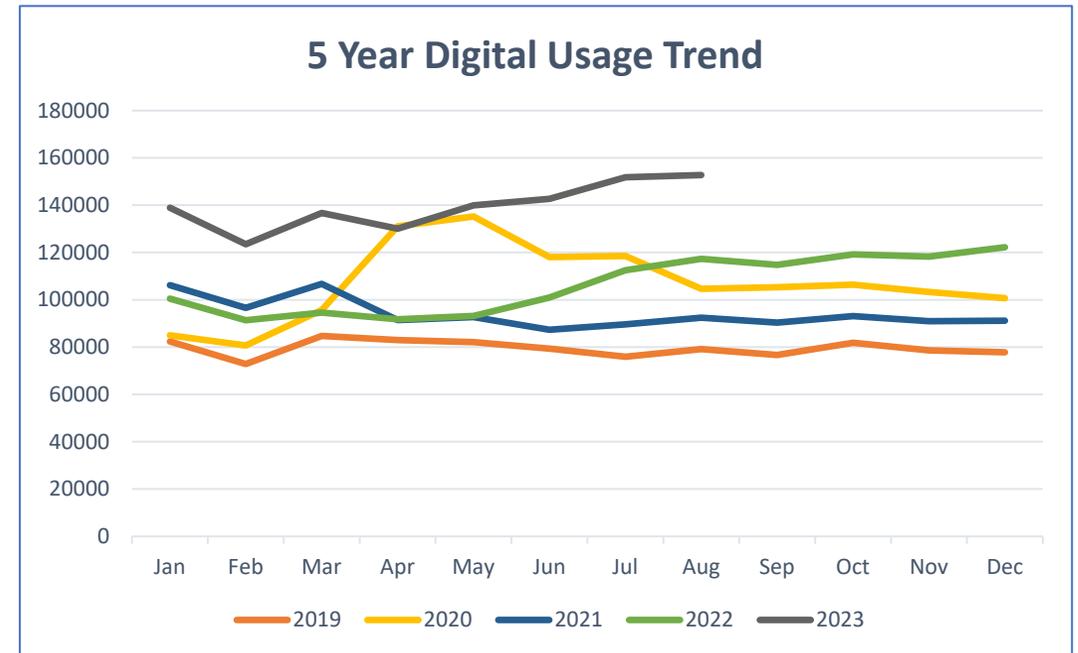
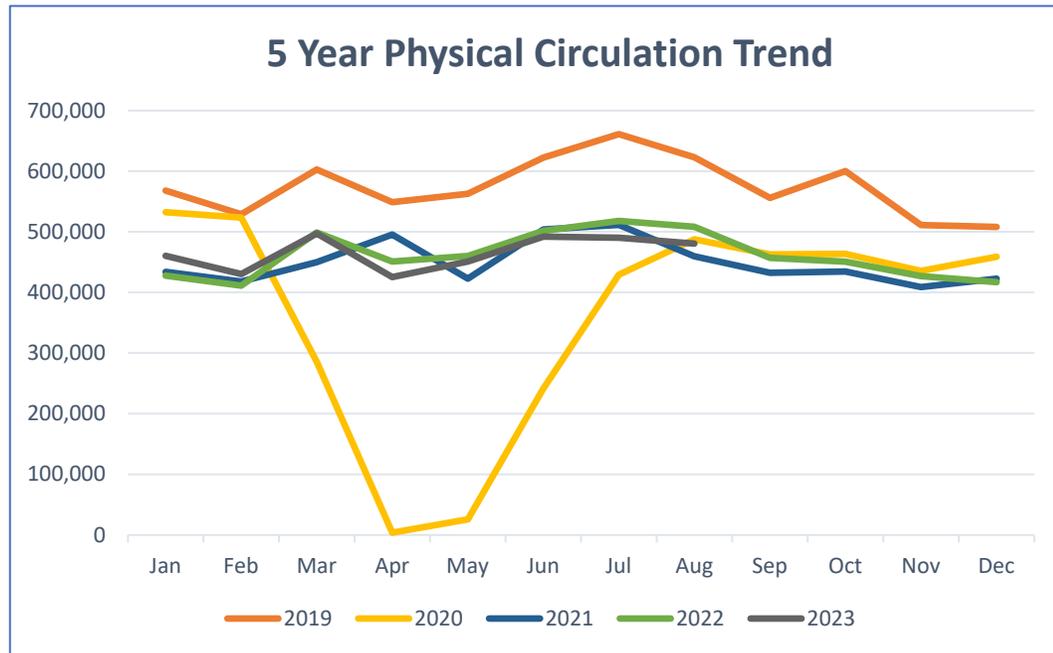
<i>Expenditure Details</i>	<i>August</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	570.77
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 570.77

Monthly Statistical Report

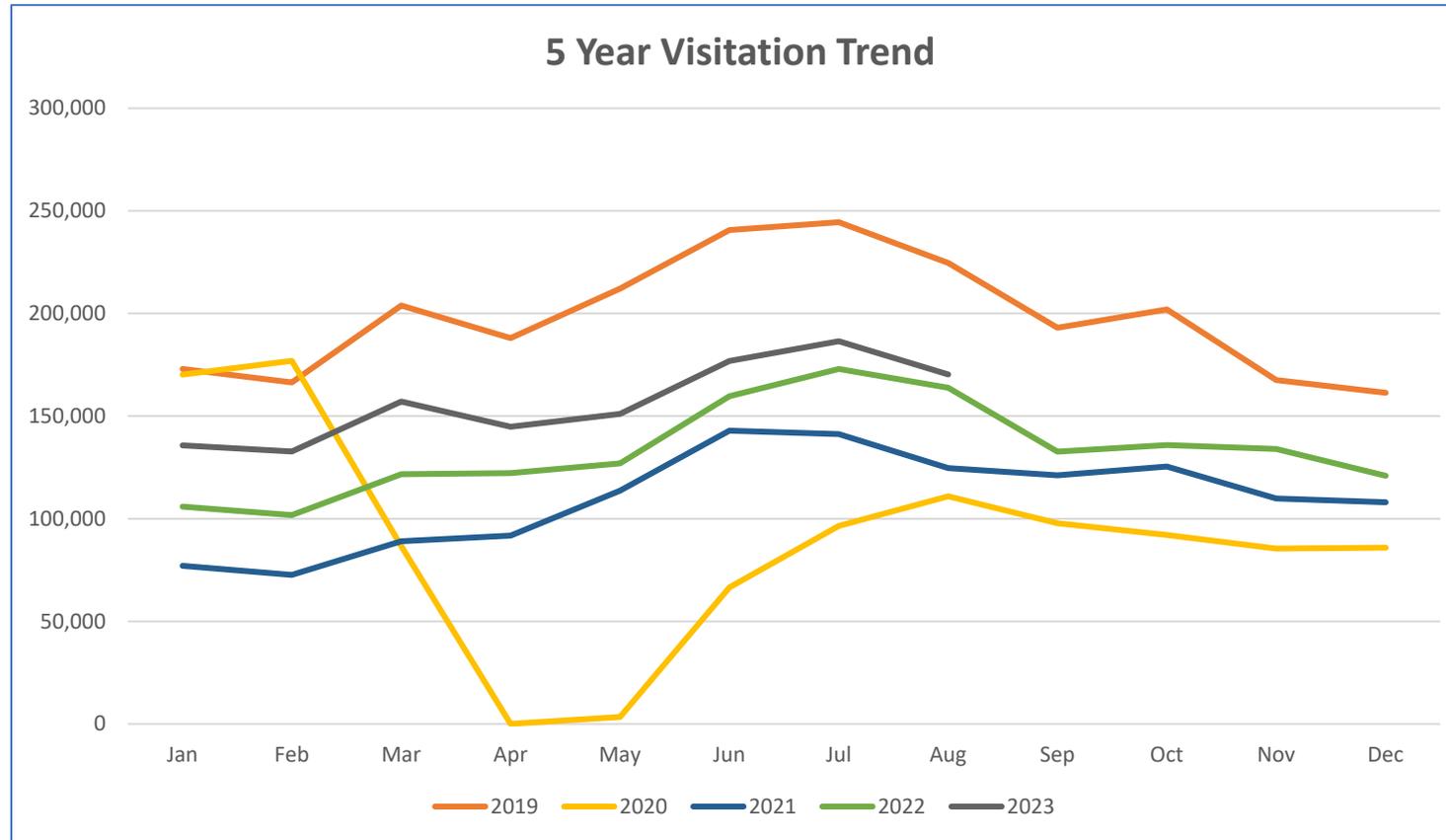
October 2023

JOHNSON COUNTY LIBRARY

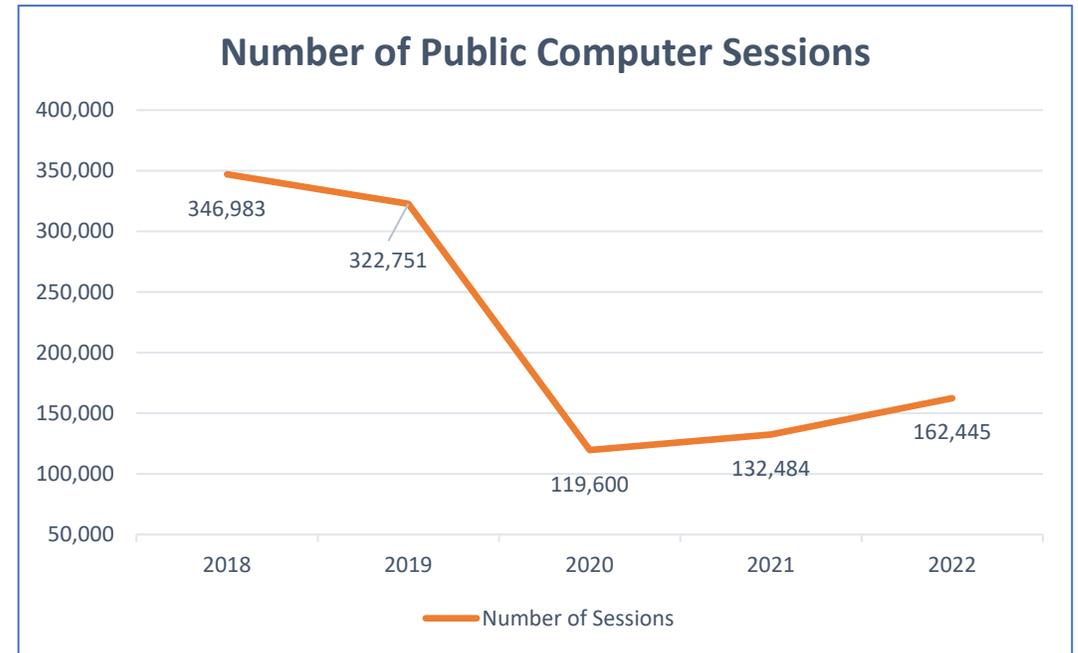
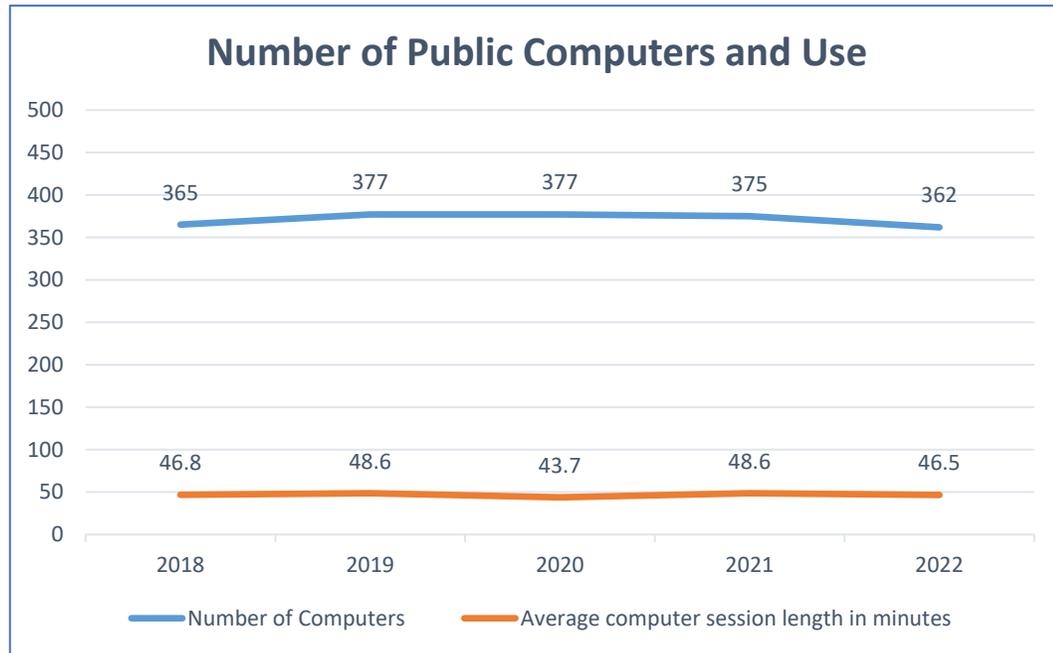
Monthly Statistics



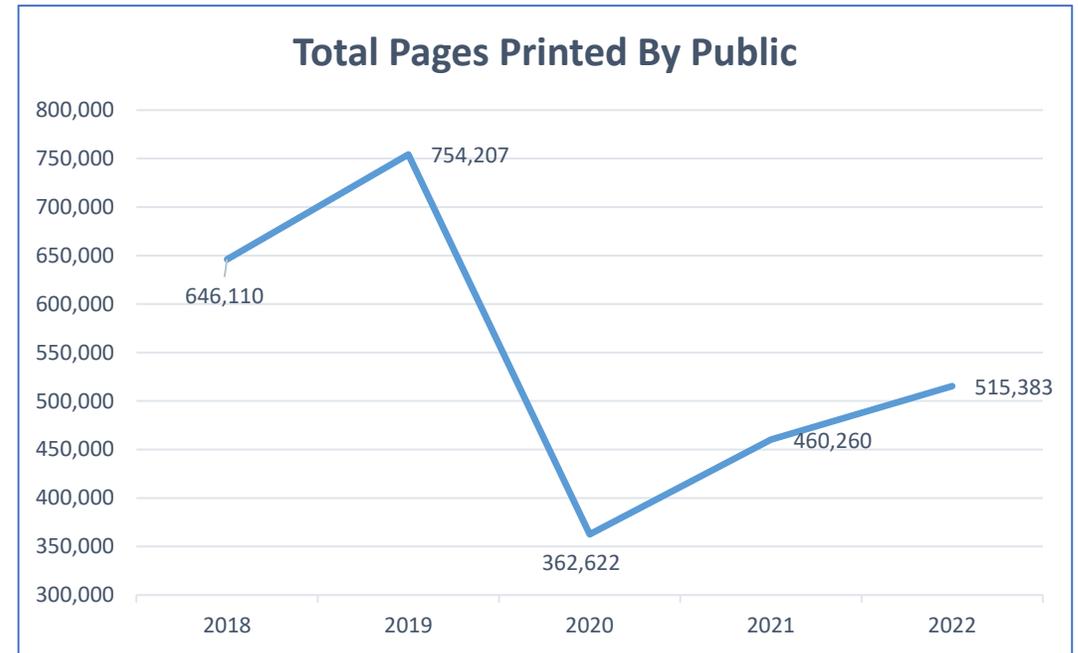
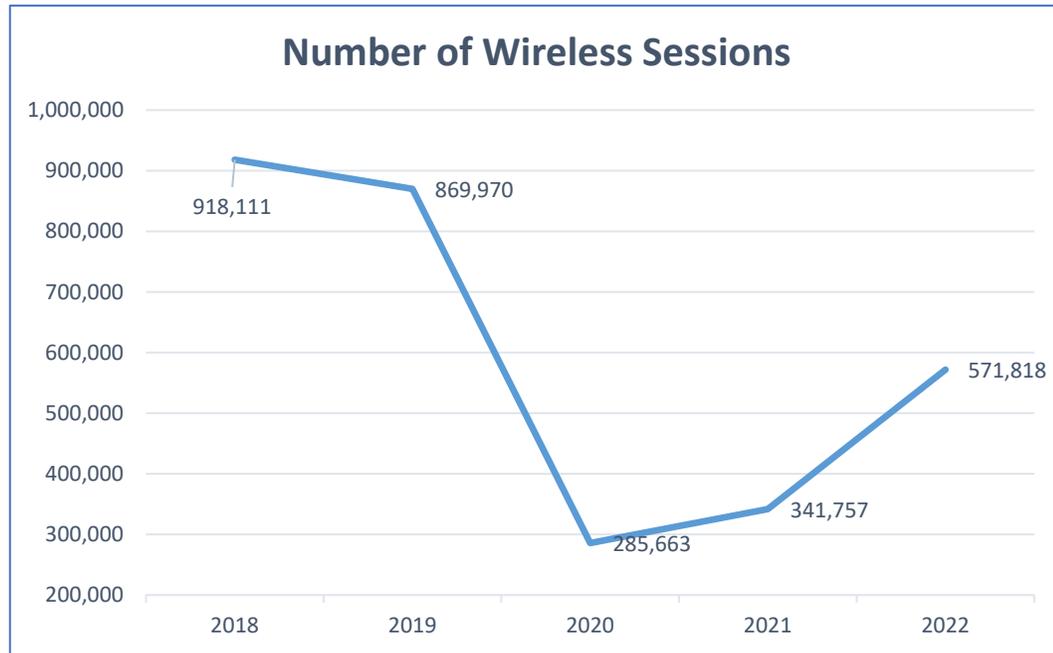
Monthly Statistics



Information Technology



Information Technology



Merriam Plaza Library

October 2023



Updates

- Construction update
- Next steps
- Tours
- Timeline

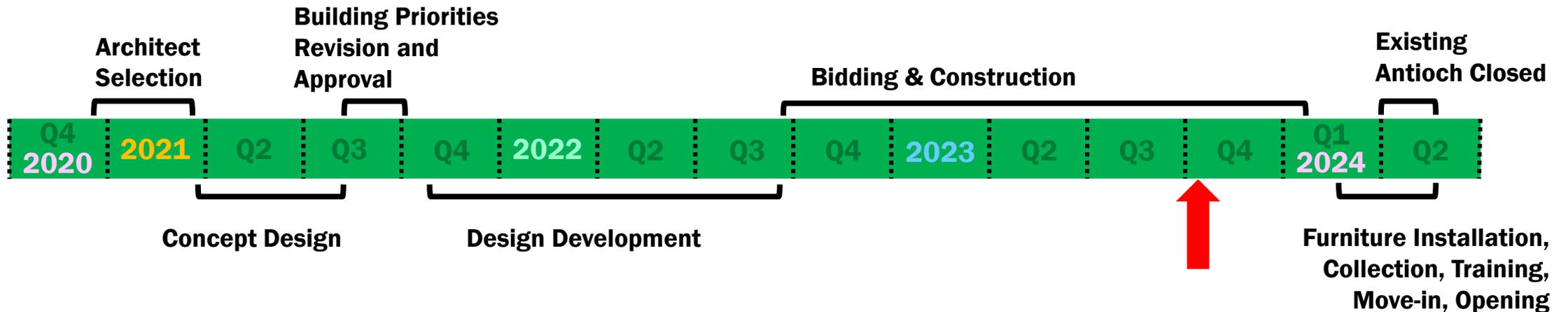


Next Steps

- Construction continues
- Planning for transition from Antioch to Merriam Plaza
- Project team updates



Merriam Plaza Library: Updated Anticipated Project Timeline



Merriam Plaza Technology and Physical Security Project

October 2023



OUR TEAM

CX-IT



Michelle Beesley
Bruce Alderman
Brian Berrens
Chris Carleton
Kevin Chacey
Tom Erdman
Brandon Hosey
Spencer Zelle

PROJECT MANAGER



Cas Sickels

COUNTY PARTNERS



Juan Lopez-Tamez
County IT
Construction Manager Representatives

PROJECT MANAGEMENT



Scott Sime
Megan Clark

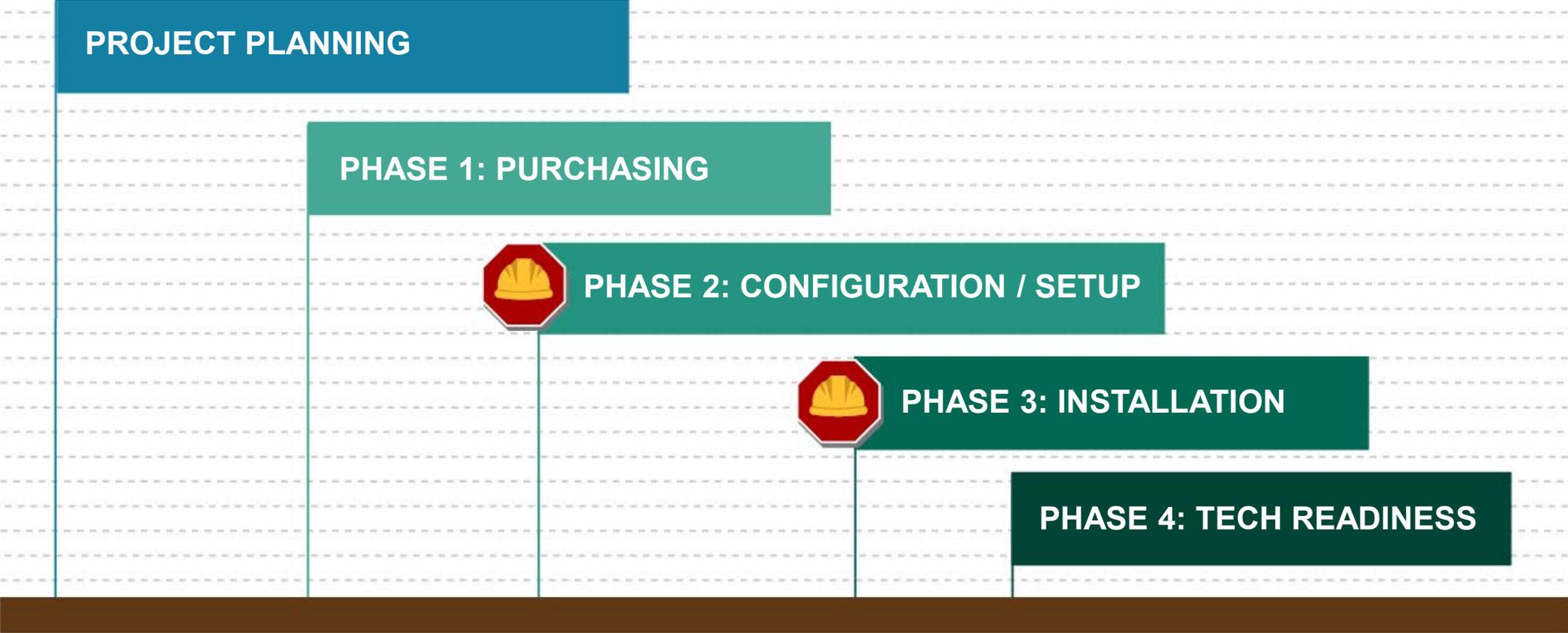
PHYSICAL SECURITY



Tad Twidwell



PROJECT PHASES



INFORMATION TECHNOLOGY

- Book Sorter, Self-Checks and Door Gates
- Catalog-only stations
- Public computers, copiers and printers
- Staff computers and other hardware
- Wireless internet access
- Meeting Room technology
- AV equipment

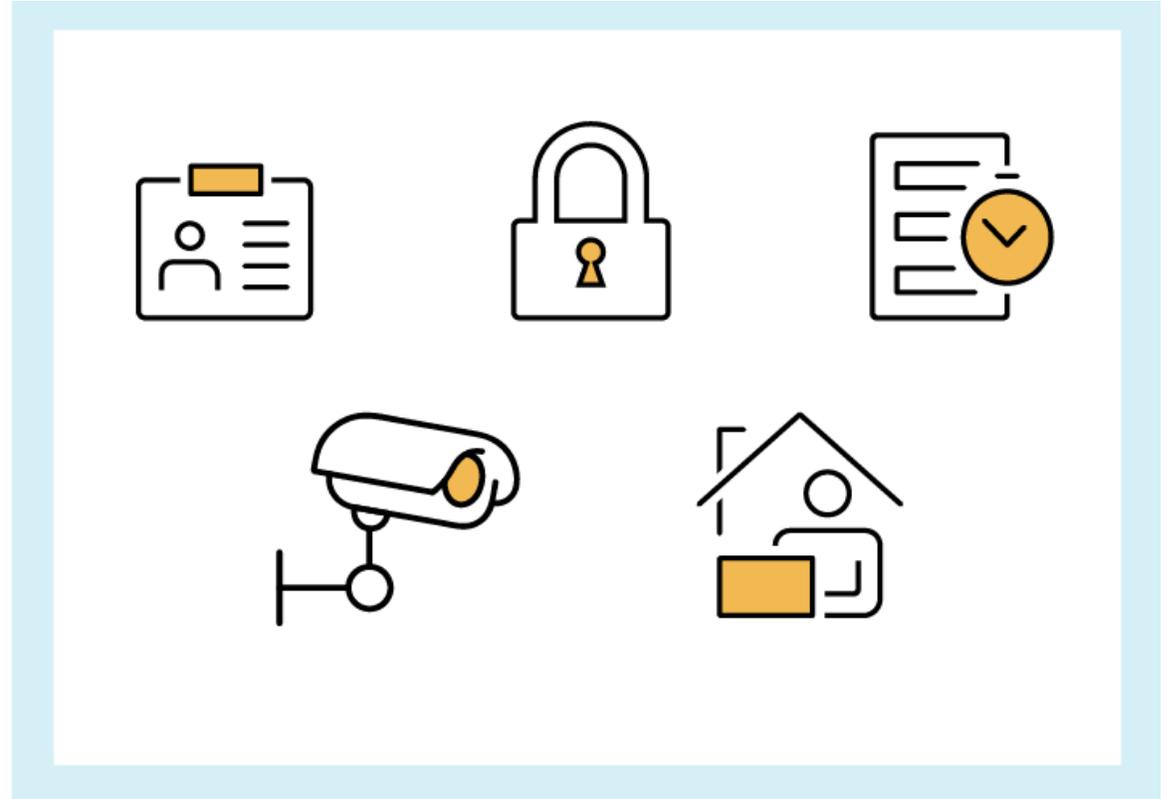
This technology has been evaluated and updated to support patrons and staff, as well as for new features such as the Merriam Plaza drive-thru.



PHYSICAL SECURITY

- Access Controls and keycards
- Security cameras
- Intrusion system, which includes alarms

This project brings forward the improvements from Central's CBU2 Project and continues to integrate it systemwide.



SUMMARY

PROJECT PLANNING

PHASE 1: PURCHASING

PHASE 2: CONFIGURATION / SETUP

PHASE 3: INSTALLATION

PHASE 4: TECH READINESS



GOALS

- Merriam Plaza fully equipped with technology for patron and staff use, such as computers, copiers, printers, AV equipment, internet access, automated materials sorter and self-check machines.
- Physical Security implemented successfully - access controls, security cameras, and intrusion system.

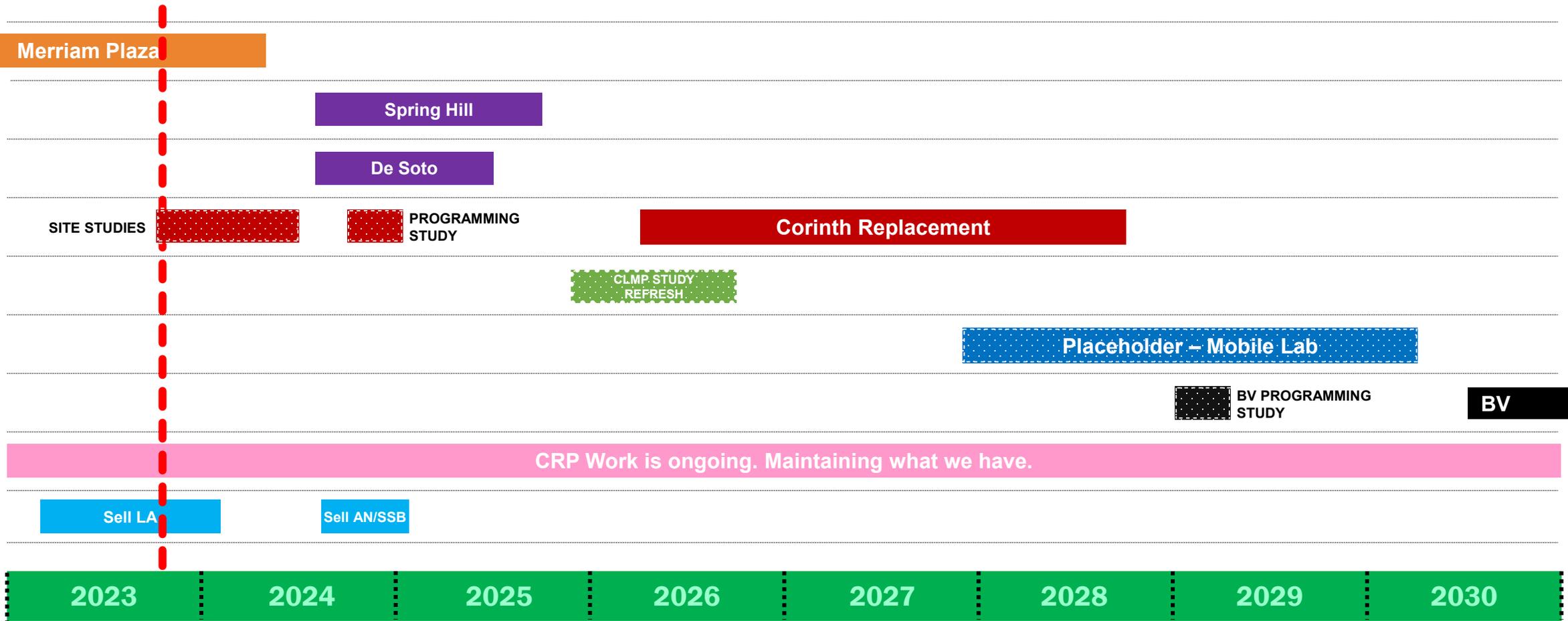


Capital Projects: Timeline Summary

October 2023



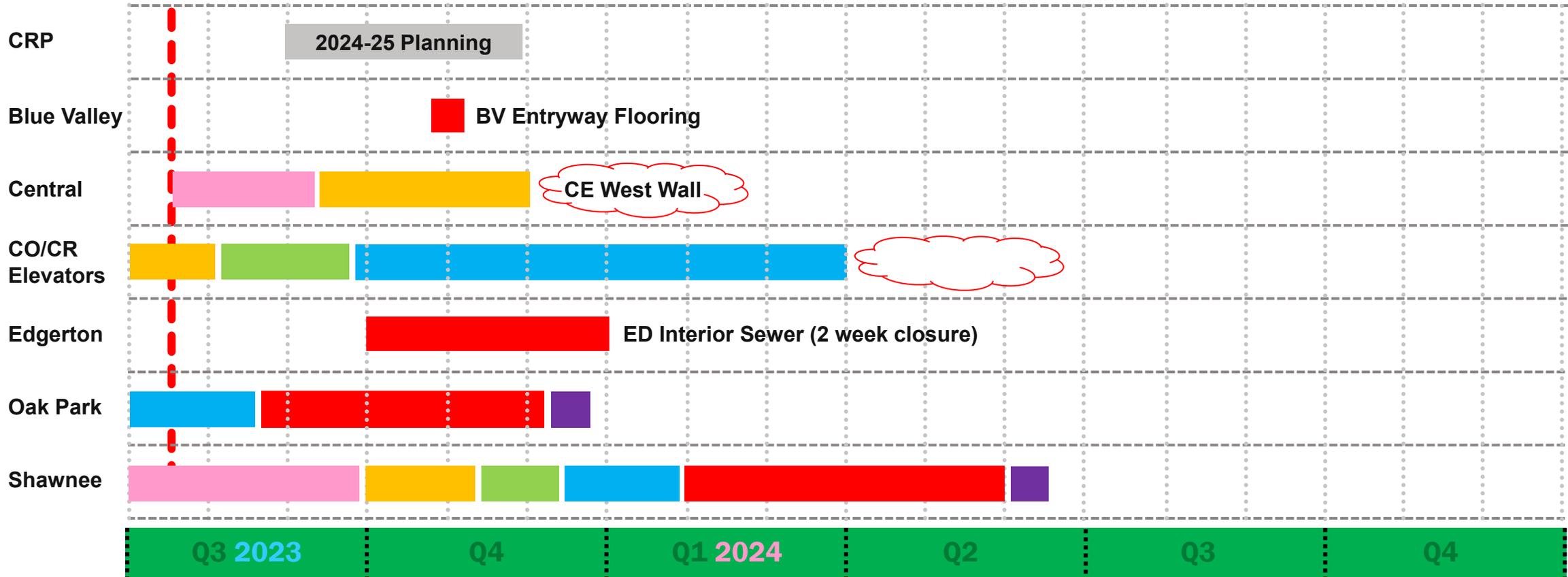
Capital Improvement Projects: Anticipated Timeline



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



2023-24 CRP Anticipated Timeline



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



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

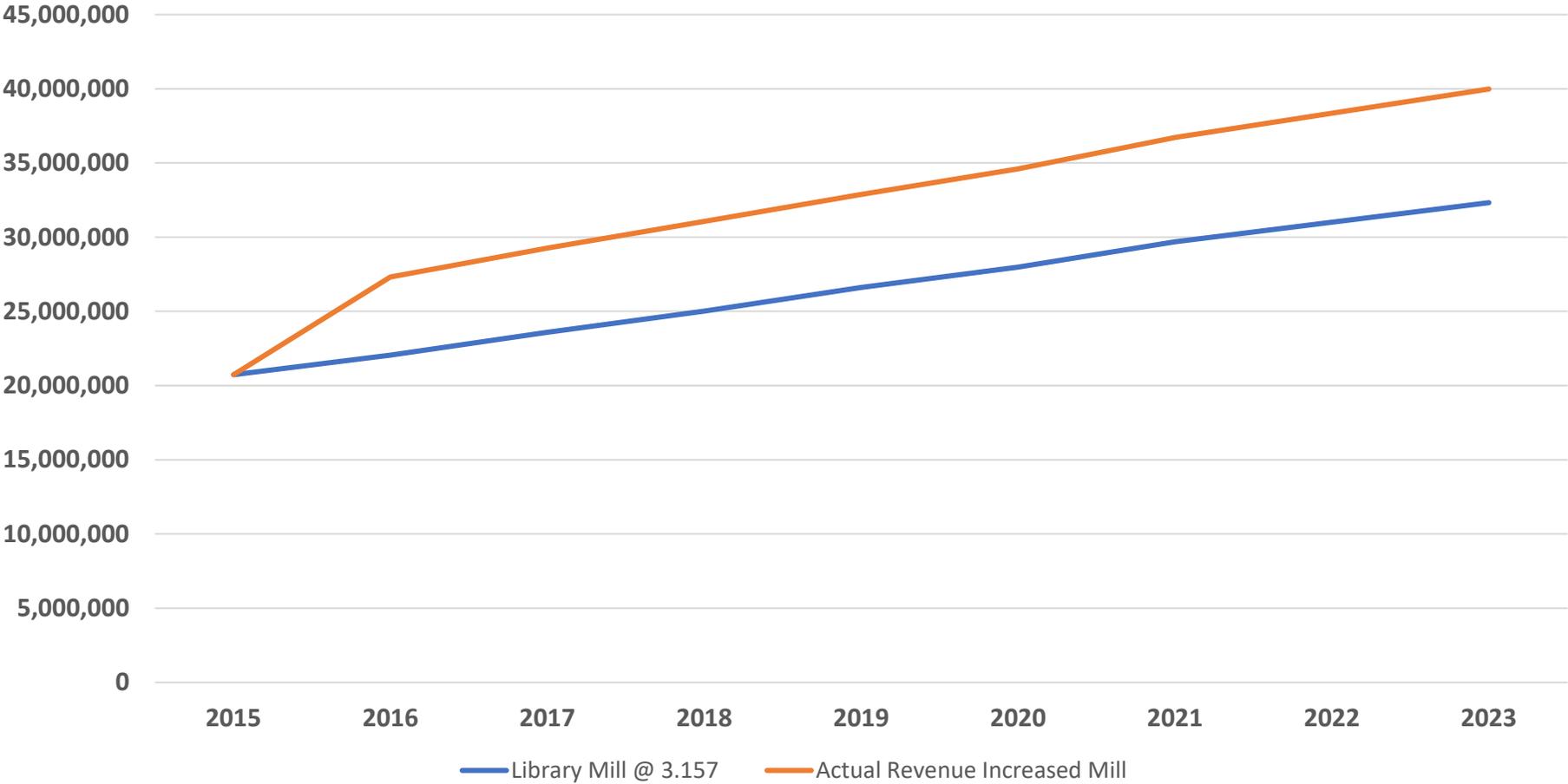


CLMP Progress to date

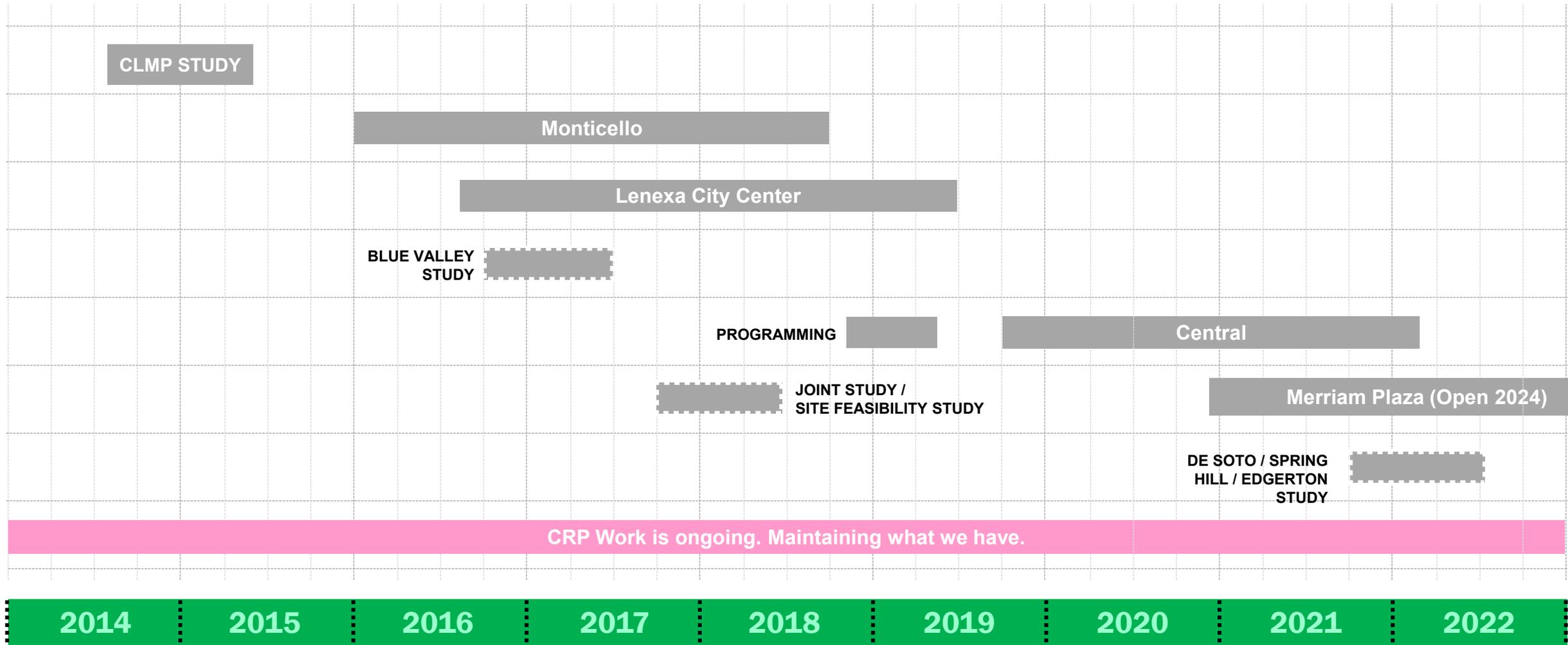
- In May 2015, the Library Board approved the CLMP plan
- In August 2015, the Board of County Commissioners (BOCC) approved partial funding for the CLMP (.75 mills) – the first significant mill increase for the Library in over 15 years
- In 2016, capital projects for Monticello, Lenexa, Blue Valley, 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 first half of 2024



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

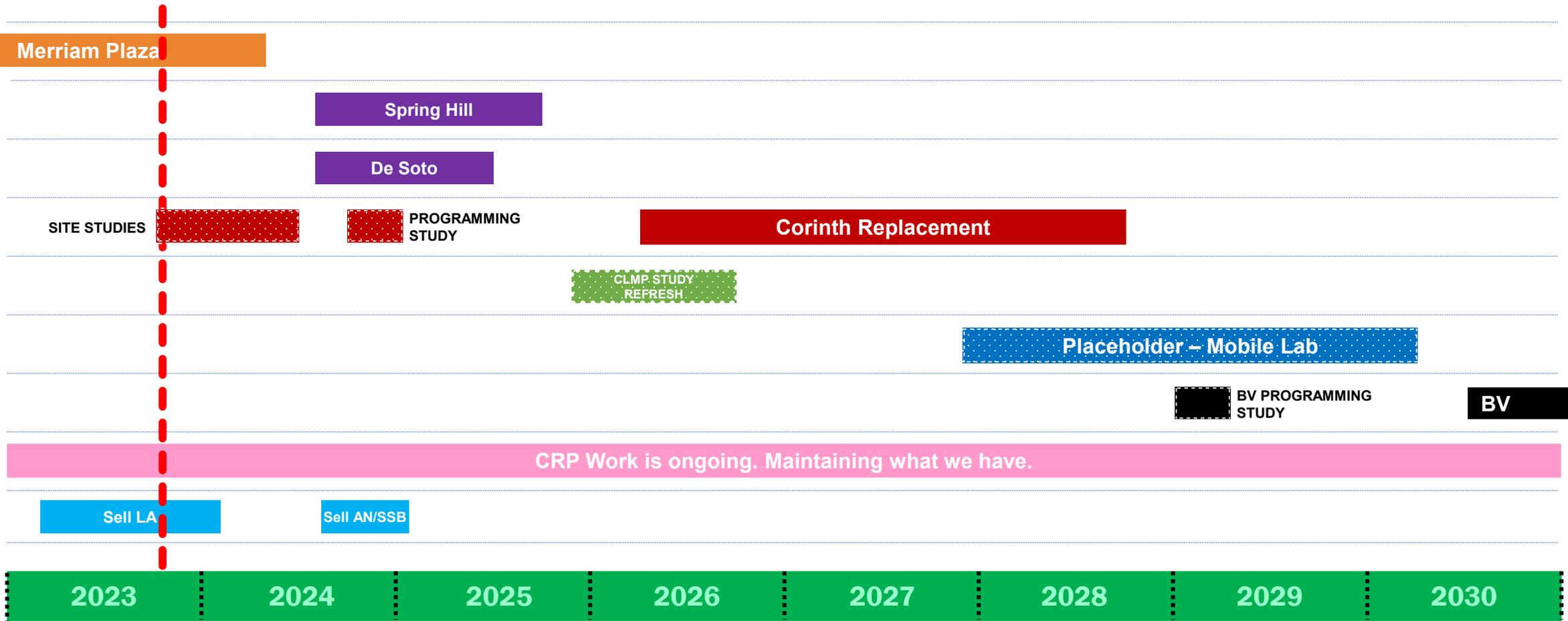


Comprehensive Library Master Plan: 2014-2022



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

Capital Improvement Projects: Anticipated Timeline 2023-2030



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

What's next?

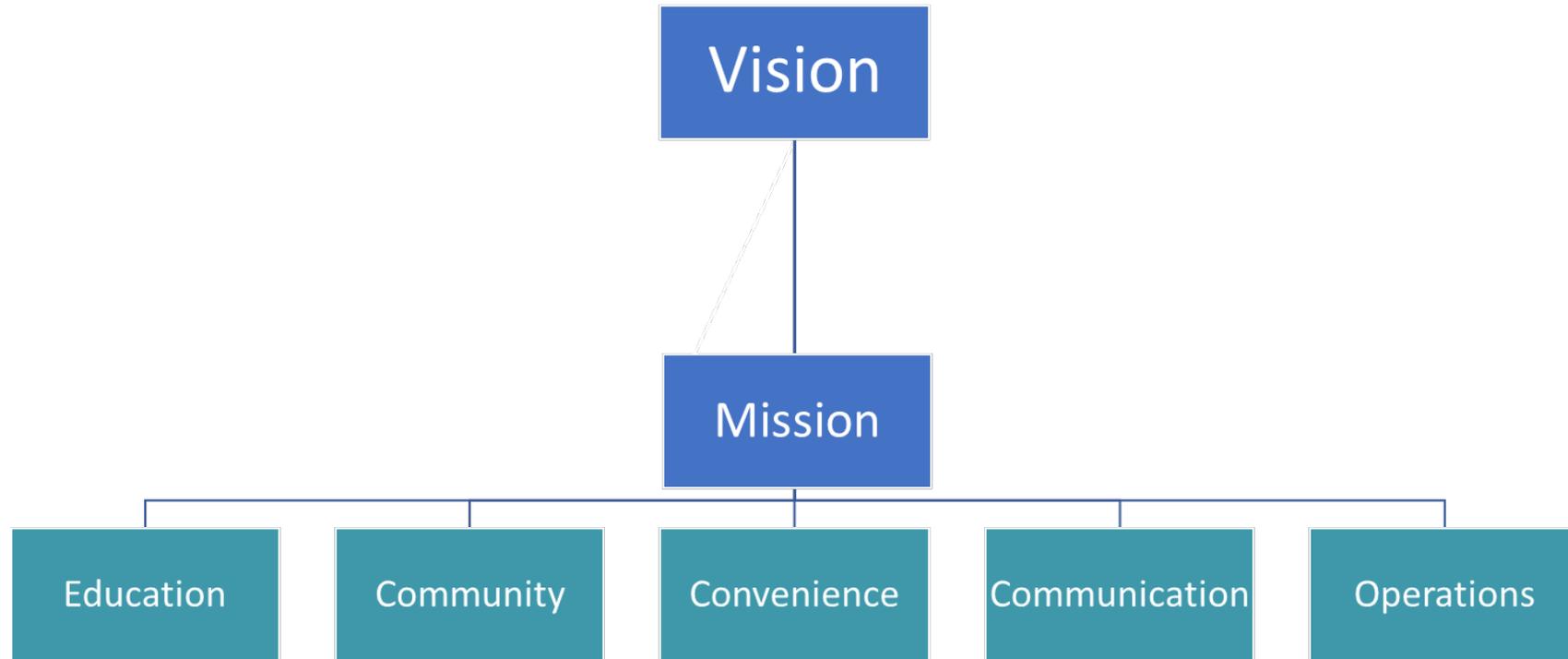
- Short term: Revalidate the Project Priority Order for 2025 Budget Planning Purposes
- 2025-2026 Update the CLMP study to help the Library Board determine what our next set of priorities should be
- Ongoing: Capital Replacement Program (CRP) updates

2019-2023 Strategic Plan Update

May – August 2023

JOHNSON COUNTY LIBRARY

Strategic Plan 2019-2023



Education

Strategic Vision

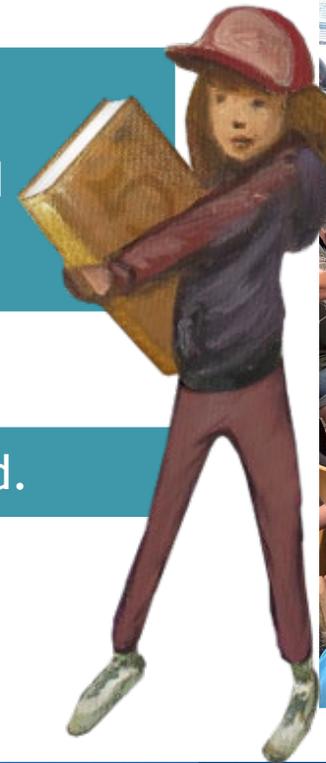
Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Work Completed

- Summer programs for all ages
- JCL definition of outreach
- Learning with local law enforcement
- Staff safety and security 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.

Work Completed

- Library Lets Loose planning
- Community events
- Teen volunteer program
- Building municipal relationships



Convenience

Strategic Vision

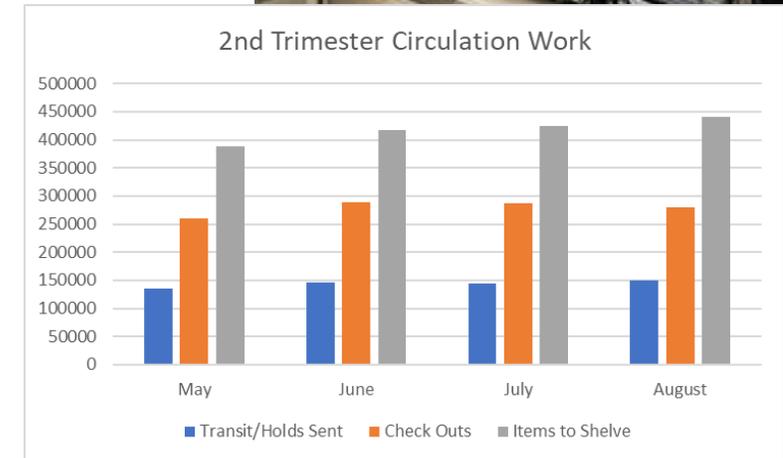
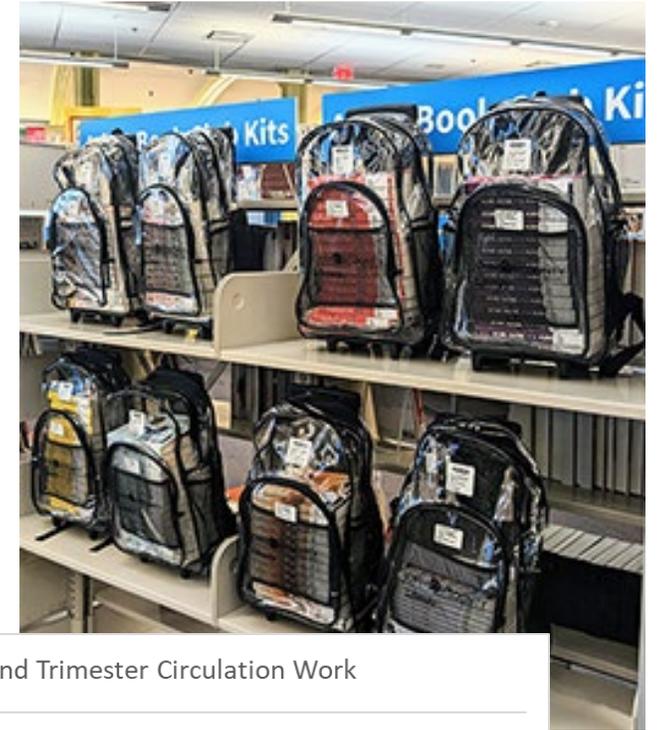
Johnson County Library delivers services and materials how, when and where patrons want.

Outcome

People will be surprised and delighted.

Work Completed

- Shelved 1,669,591 items
- 29,418 people used drive thrus
- Adult Book Group Kits
- Materials Handling Hiring



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

- Summer Guide Mailed to 270k
- Fall Guide Released in August
- Johnson County Library on YouTube
- New truck wraps on courier vehicles



Operations

Strategic Vision

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

Outcome

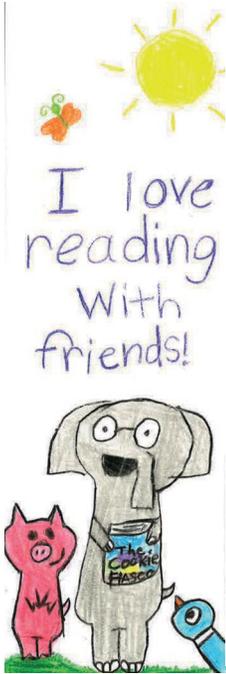
People will receive seamless service.

Work Completed

- Merriam Plaza Construction
- Oak Park Renovations
- SIRSI Upgrade Pre-Testing
- System-wide Inventory Project



Winners of National Friends of Libraries Week 2023 Bookmark Design Contest



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 1-2 category
Makenzie
Crafton
age 7
Rosehill Elementary School

Makenzie says, "I love the Library because they have lots of funny books!"

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and Join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 3-4 category
Ben
Thompson
age 9
Pawnee Elementary School

Ben says, "I love the Library because there are lots of cool movies and books."

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and Join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 3-4 category
Logan
Scarborough
age 8
Corinth Elementary School

Logan says, "I love the Library because it's a nice quiet place to read and you can learn lots of stuff from being there."

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and Join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 5-6 category
Autumn
Lamar
age 11
Mission Trail Middle School

Autumn says, "I love the Library because it's a place where your imagination can unfold."

14 winners were selected this year and are available at all Johnson County Library locations.

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Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 5-6 category
Louisa
Good
age 11
Homeschool

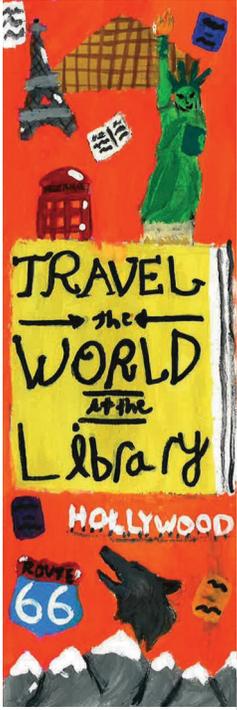
Louisa says, "I love the Library because it's nice and quiet, and it's a great place to do school. If I don't have a book, I get bored. The library has so many options to read!"

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and Join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST

Winners of National Friends of Libraries Week 2023 Bookmark Design Contest



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 7-8 category
Kennedy Kirkland
age 13
Homeschool

Kennedy says, "I love the Library because of all the fun events and opportunities they host, and the variety of books and magazines they have!"

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 7-8 category
Roz O'Mara
age 13
Harmony Middle School

Roz says, "I love the Library because there are many types of stories and books I can read."

14 winners were selected this year and are available at all Johnson County Library locations.

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Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Grades 9-12 category
Cloe Morales
age 14
Shawnee Mission South High School

Cloe says, "I love the Library because it's calm, quiet, and a nice place to get homework done. It's really fun to look at the books and I can read a lot more because of the library and the librarians are all super nice!"

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

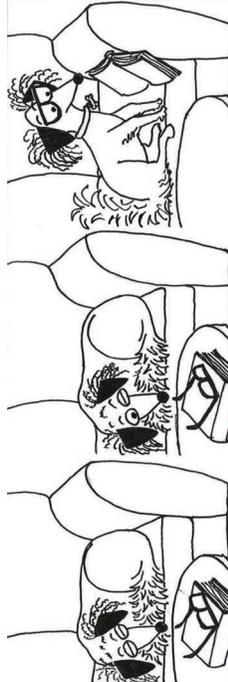
Grades 9-12 category
Brooklyn Morrissey
age 16
Shawnee Mission West High School

Brooklyn says, "I love the Library because of the free books and movies."

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Adult category
Matt Huckins

Matt says, "I love the Library because I love books!"

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Adult category
Liz Vargas

Liz says, "I love the Library because I find all the books I need."

14 winners were selected this year and are available at all Johnson County Library locations.

Support your Library and join the Friends at joinjclfriends.org

Natl. Friends of Libraries Week 2023 BOOKMARK DESIGN CONTEST

MINUTES JOHNSON COUNTY LIBRARY BOARD

REGULAR MEETING

September 14, 2023
at Central Resource Library
4:00 p.m.

BOARD: Bethany Griffith, Kelly Kilgore, David Sims, Anna Van Ophem, Charles McAllister, and Mitra Templin.

ABSENT: Jeffery Mendoza.

BOARD ATTORNEY: Fred and Andrew Logan.

BOCC: Commissioner Hanzlick.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, Ben Sunds, David Vratny, Patti Kangethe, Joe Waters, Shelley O'Brien, Scott Sime, Joseph Keehn, Ted Clemens, Ben Oglesby, Melanie Fuemmeler, Jenny Reeves, Tony Barron, Juan Lopez-Tamez, Lisa Davis, Kurt Remmenga, Kyle Heltne, Brianna Cook, Saber Weekley, Tricia Rightmire, Sophia Palcic, Susan Smith, Katelyn Grisham, and Abigail Minard

PUBLIC:

Rudy Padilla, Julie Steiner, Shanta Dickerson, Charlotte O'Hara, Wendy North

Board Chair Bethany Griffith called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

There were Citizen Comments sent in prior to the meeting, these have been included in the September Board Report.

Commissioner Charlotte O'Hara, who said she was appearing as a private citizen, spoke against the Spring Hill and De Soto refresh. She reminded the Board that increased tax burden is stressful and asked for them to reconsider these expenditures.

Rudy Padilla, 8531 Lamar Avenue, Overland Park, spoke on his Mexican heritage and the Hispanic history of Kansas.

City of Spring Hill Councilwomen Wendy North, 21586 S. Harrison Street, Spring Hill, spoke favorably for Johnson County Library services and against the remodel of the Spring Hill library branch. She urged the Board to consider a new library near current large developments that are being proposed.

Board Chair Griffith thanked citizens for taking time to participate in the democratic process and being invested in the library system.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Griffith remarked on the approved MOU with Strawberry Week that has received some questions and comments since the last Board Meeting, explaining that the governing body does the

best with the information that they have to take competing interests into account and do the best for our library system. Her comments were to explain the thoughts that went into her decisions.

This Board governs the Library system and that is not under the purview of the Board of County Commissioners, now the BOCC does have a role to play in our operations and our budget but they are not actually responsible for policy setting that is this Board's job and if you have concerns about that it would be better to contact us because we are actually somebody can do something about what your concerns are. The nature of our system being connected is that you are a free Citizen, and you could reach out to the BOCC, but this is our job so it would probably skip a few steps if you actually came directly to us.

Also, in addition to that this week I was asked to explain why we entered into that and why I endorse the policy of placing products in both the men's and the women's restrooms. For those who are unaware Strawberry Week is free of charge providing period products so that in all of our bathrooms across the system we can have those products available for free and there is no burden to the taxpayer they are just free. The decision was made that we were going to put them in both bathrooms, and somebody asked for clarification. First, I voted for the MOU because it was the most practical way to meet a need that I wanted to meet in a way that did not actually use taxpayer money. It is nobody else's burden, people donate these products, companies donate these products, and we can meet a need in a practical way. As for the universal application of this policy that is really quite simple in my mind it is my preference when making policy to err on the side of caution and to accept that there are circumstances and situations that I cannot foresee and that do not directly reflect my life experience so I understand the confusion at first glance on the purpose of putting period products in the men's restroom because I understand the physiology involved, but physiology is not our only consideration in making thoughtful, compassionate, and considerate public policy. I do not think it is "nonsense" to plan thoughtfully for situations that could arise especially if all it means that there is a plastic container that takes up a little bit of space on a bathroom counter so if the naysayers are right they go unused they get dusty, but if we are right and they do get used then our patrons have been treated with dignity and respect which is the goal at every opportunity of the Johnson County Library system.

DEVELOPMENT DEPARTMENT REPORT

Shelley O'Brien, Development/Foundation Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. The written reports are included in the September Library Board Report.

Ms. O'Brien shared that Library Lets Loose is only eight days away and thanked the Co-Chairs for their hard work, Julie Steiner and Stan Tate. She also acknowledged a few celebrity volunteers that will be helping with the evening including Commissioner Janee Hanzlick.

Ms. O'Brien shared that Friends of the Library are working on their strategic plan and focusing on increasing membership and advocacy in the next year. Next month we will hear more about National Friends of the Library week, and she acknowledged the promotion of Shanta Dickerson to Executive Director.

COUNTY COMMISSIONER REPORT:

Commissioner Hanzlick thanked chair for her statement, as a mother of two daughters there were times that her husband was with them without her present and it makes sense to have all bases covered. She also followed up on Mr. Padilla's statement and supported the continuation of the library's focus on providing information and programs to raise public awareness of contributions of the Hispanic community.

Commissioner Hanzlick remarked that the 2024 County budget was approved, this included the Library and Parks and Recreation. This budget included adjustments to salaries, which is important due to significant issues with salaries being under market rate.

Commissioner Hanzlick urged everyone to continue to use the 487-Bus route, in its first month it had over 450 rides and we want to keep it well-used.

Currently she is finished reading Timothy Egan's *A Fever in the Heartland*. This was a very insightful book about the Ku Klux Klan's plot to take over America and the woman who stopped them, and it has implications for things that are happening today.

BOARD COUNSEL REPORT

Mr. Fred Logan, Board co-counsel, reviewed Senate Bill 13 and Tax Resolution, and Term and Supply Contracts.

Mr. Logan reviewed Senate Bill 13 and the Tax Resolution that was adopted into law by the Kansas legislature. This law requires the Library Board to adopt a resolution by roll call vote if there was not what is called a revenue neutral rate, in other words if there was any increase in dollars in the revenues.

Ms. Van Ophem asked about the timing of the last measure because the budget has been approved. Mr. Logan clarified that the Library Board could not be certain what the rate would be until the budget was approved by the Board of County Commissioners, so the timing of the resolution is appropriate.

Mr. Logan reviewed that term and supply contracts have become more prevalent in government as they provide opportunities for governmental entities to develop lists of vendors, select from one and negotiate a contract with them. This is being proposed for the Library with respect to communication services. Library staff have worked closely with County Purchasing on this as they use these kinds of contracts.

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 2023 year, with a little over \$42.3 million, a little over 88% of the full \$48 million in anticipated revenues. Expenses, including our collection encumbrances and interfund transfer we have spent a little under \$26.4 million or roughly 55%, which is where we would expect to be at this time.

Statistics

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

Mr. Wathen reviewed the monthly statistical report based on the past five years as of July. Physical circulation is just below previous years, very close to pre-Covid numbers. Digital usage is trending about 40% higher than 2022. Visitation is continuing to pace above last year and has not caught up with 2019 or pre-COVID levels.

Facilities Report

Tony Barron, Director of Facilities, Kurt Remmenga, Division Director of Building Maintenance, and Kyle Heltne, Division Director of Planning Design Construction, presented on the Facilities Partnership, this report is included in the September Board Report.

Mr. Barron reviewed the Facilities mission and the partnership with library, including what facilities cover. He focused on innovation and high-quality services, highlighting the number of buildings in their portfolio, square footage, and the number of employees allocated to the library system. Mr. Barron emphasized the strategic priorities, including improving communication and strengthening relationships. His presentation discussed the organizational chart, recent personnel changes, the roles, and responsibilities of various teams within the department, and procurement processes for goods and services.

Mr. Barron covered the energy management program, custodial services, maintenance, and work orders. Highlighting the importance of energy efficiency in older buildings and the need to consider energy usage when planning renovations.

Ms. Kilgore asked what is contributing to Cedar Roe being an outlier in energy usage. Mr. Barron responded that he would look at getting that information and passing that along through the County Librarian, Tricia Suellentrop. County Librarian Suellentrop confirmed that is an older building and looks forward to more information.

Commissioner Hanzlick thanked Mr. Barron for his report and is very impressed with his presentation. She asked if there is a sense of where the new Merriam Plaza Library will be for Energy Use Mr. Barron confirmed that Merriam Plaza Library will be all electric, all green roof, with other sustainability features such as lighting design. We project and hope that it will be at the energy usage will be at the bottom and we may not know that until we have used the building for a full year cycle. Commissioner Hanzlick reminded the board that as they are considering other updates and new buildings this energy usage is important in terms of return on investment for energy efficiencies.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Lead Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the September Board Report.

Merriam Plaza Project

Mr. Sime reported the status of the Merriam Plaza Library Project, Titan has begun installing the concrete Plaza and Patio on the north side of the building, the building's exterior facade, and drywall including pieces that patrons signed as part of the community engagement. There are plans to utilize video footage of this drywall installation later this year. Also, the power transformer has been successfully installed on-site.

Mr. Sime reviewed next steps in the construction process, including site grading and preparation for landscaping, the installation of a green roofing system, landscaping, and irrigation work, continued insulation of the exterior facade, setting up rooftop HVAC equipment, ongoing drywall installation, initiating interior painting, and commencing the installation of ceiling tile grids, lighting fixtures, and HVAC diffusers.

There is a transition team working through the move between the current building to the new building, the Board will be hearing from sub-groups in the coming months.

Mr. Sime reviewed the timeline for this project, he addressed the hatched portion of the timeline that was being held for procuring product and that has been received so can securely say that the timeline will end in the first half of 2024. His presentation concluded with images of progress including the North Plaza and Patio front porch, some drywall being installed, and the future Webb family meeting room.

Overall Timeline

The Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2023 timeline are included in the September Board Report.

Mr. Sime reviewed the Capital Improvement Projects timeline, with only one change to the Merriam timeline. There is an RFP out for brokerage services for the sale of the Lackman building. Mr. Sime gave an update that Oak Park's work includes mechanical and electrical systems, restrooms, paving, and entrance enhancements for ADA improvements. The Central West Wall work is expected to come back next month.

Ms. Van Ophem asked what the Spring Hill expansion included and what percent of the building was looking to be expanded.

Mr. Sime clarified that the expansion at Spring Hill is planned as a 1,000 square foot expansion, about 33% increase.

Commissioner Hanzlick asked for a repeat of the information regarding the Lackman RFP.

Mr. Sime reviewed that the building was open for public bids, and none were received, so the library currently has an open RFP for brokerage services.

UPDATES – Tricia Suellentrop, County Librarian

Ms. Tricia Suellentrop, County Librarian, reported to the Board. She thanked the Facilities for their wonderful work and smart decisions.

Board Chair Griffith reminded board members that if they desire more information regarding any past board decisions, they can reach out the Executive Assistant for that information.

Summer Reading

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

Melanie Fuemmeler and Jenny Reeves, part of a library team, highlighted their Summer Reading program. They distributed books to schools and community partners, reaching 19 out of 19 Title One schools. They gave away over 13,000 books before the Summer Reading launch, distributed nearly 19,000 books in-branch, and hosted authors like Jacqueline Woodson and Mister G. Their program included various events and contests, involving teen volunteers who contributed over 2,000 hours.

They celebrated with teen appreciation party and a Community Connections Fair, receiving positive feedback. It is the aim of the Library to continue expanding their outreach efforts.

Mr. Sims congratulated the librarians on reaching all Title One schools. He also asked what happens with any extra books.

Ms. Fuemmeler shared there were many branches that ran out of books and any books left over would be used for outreach opportunities, this year there were about 200 books to use for outreach opportunities.

Mr. Sims challenged to give out more books and get them in the hands of those that do not already get to the library.

Commissioner Hanzlick would love to see free books available on the bus.

County Librarian Suellentrop thanked the team for their excitement and influence as they advocate for the library.

Board Retreat

County Librarian Suellentrop shared the Annual Library Board Retreat is scheduled for October 19th from noon to 4pm here at Central Resource Library.

Typically, no action is taken at the Board Retreat, there is the ability for discussion and alignment around action that you want to take. Lunch will be provided, please see the menu at your seat for meal selection. Chair Bethany and Vice Chair Kelly will review the agenda items, currently looking at reviewing and reaffirming the Comprehensive Library Master Plan, reviewing citizen comments, and policy regarding how we handle Urgent non-Emergency Closures versus Planned Closures.

Staff Organization Redesign Template II

Kinsley Riggs, Deputy County Librarian, presented an update on the Staff Organization Redesign Template II (SORT II).

Ms. Riggs introduced this second phase of a staff organization redesign template. The first phase look place in 2019, focusing on Materials Handling and Circulation work. The current phase deals with Information Services and Programming. The goal is to improve the library's organizational structure and role descriptions to enhance the patron experience. The need for this restructuring arose from the library's significant growth, workforce changes, and inconsistencies in program resourcing. We have been working on researching and planning the new structure, with implementation anticipated over several months or years, all aimed at delivering an improved patron experience. No specific timeline has been set yet.

County Librarian Suellentrop welcomed new and promoted employees at the meeting. She also expressed gratitude to Commissioner Hanzlick for supporting the new bus route connecting Libraries, she was fortunate to be able to ride from Lenexa City Center to Central Resource Library on its inaugural run. Ms. Suellentrop then introduced the invaluable Lisa Jordan as the Interim Internal Communication Manager, filling in for a vacant position. Lastly, County Librarian Suellentrop highlighted a recent visit by FCC Chairwoman Rosenworcel and Secretary of Education Cardona, organized by the Secret Service. The visit included meetings with school superintendents, an impromptu Story Time with children, and a group photo with Library staff. The visit was seen as positive and attributed to the library's outstanding services and local connections.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the August 10, 2023 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 July 2023 were handled in accordance with library and County policy.
- b) The July 2023 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 that the Library Board of Directors approve the consent agenda.

Second: Ms. Templin seconded this motion.

Motion was approved unanimously.

II. Old Business

A. Action Item: Consideration of approving Term and Supply for Communication vendors.

Ben Oglesby, Marketing Specialist and David Vratny, Finance Director, presented the term and supply for communication vendors briefing sheet, as included in the September Library Board Report.

Ms. Van Ophem asked if the proposed increase is about a 30% increase.
Mr. Vratny confirmed that the increase is about 30%.

Mr. Sims asked if we have indeed spent more in that these amounts in the past and this is an attempt to streamline the process to do so.
Mr. Oglesby confirmed that if we did jump through these hoops in the past and this is attempting to be more efficient moving forward.

Ms. Van Ophem asked if the Library Board is being asked to approve the individual vendor amounts or the total increase.

Mr. Vratny explained that the total is the ultimate number to be approved, staff is attempting to be transparent with the amounts that are looking to be spent.

Motion: Mr. McAllister moved to approve the establishment of a Term and Supply arrangement with a wide variety of communication platforms and channels for the purposes of promoting library services and programs in an amount not to exceed \$299,300.

Second: Ms. Kilgore seconded this motion.

Motion approved by Board Members Templin, McAllister, Sims, Kilgore, and Chair Griffith.
Motion apposed by Board Member Van Ophem.

Motion is approved 5 to 1.

- B. Action Item: Consideration of approval of Memorandum of Understanding (MOU) with the City of Prairie Village to Jointly Engage in a Site Design Study and Gather Public Input and Feedback.

Scott Sime, Lead Project Coordinator, presented MOU with the City of Prairie Village briefing sheet, as included in the September Library Board Report.

Ms. Kilgore asked if a consultant is already determined.
Mr. Sime confirmed that would be the next step.

Van Ophem asked if \$50,000 is currently part of our budget.
Mr. Sims confirmed that amount was anticipated and would come out of our Operation funds.

Motion: Ms. Kilgore move to approve an MOU with the City of Prairie Village to Jointly Engage in a Site Design Study and Gather Public Input and Feedback.

Second: Mr. Sims seconded this motion.

Motion approved unanimously.

- C. Action Item: Consideration of approving a contract with MEI Total Elevator Solutions to replace elevator equipment at Corinth.

Scott Sime, Lead Project Coordinator, presented the Corinth elevator contract briefing sheet, this information is included in the September Board Report.

Ms. Templin asked how much a full replacement would be.
Mr. Sime shared that a full replacement would be between \$200,000 and \$300,000.

Motion: Mr. McAllister move to approve a contract with MEI Total Elevator Solutions in an amount not to exceed \$129,563.00 to install elevator modernization upgrades at Corinth Library.

Second: Ms. Templin seconded this motion.

Motion approved unanimously.

III. New Business

- A. Information Item: Consideration of approval of Memorandum of Understanding (MOU) with Facilities.

Adam Wathen, Associate Director for Branch Services, presented MOU with Facilities briefing sheet, as included in the September Library Board Report.

Mr. Sims asked if we have had savings from this partnership.

Mr. Wathen shared that we have not done study and we could work on that if the board would like that.

Ms. Templin shared that she remembers when the Library first contracted with County Facilities and how happy we have been with the outcome, cost and service standing. County Librarian Suellentrop shared that there has also been an increase in cleaning standards, with the care and attention that we received especially during COVID that was outstanding. We are not professionals in this area, and they are.

Mr. Wathen also shared that the planning has had us strategically catching up on deferred maintenance, to allow us to be successful on CLMP.

Mr. Sims is comfortable with this information and the fact we have improved.

Board Chair Griffith asked that if Board Members have questions, please reach out to Exec. Assistant so they can be included in the October Board Report.

B. Action Item: Consider adoption of the Johnson County Library Board Resolution for 2024 Revenue Neutral Rate

David Vratny, Finance Director, presented the Resolution for 2024 Revenue Neutral Rate briefing sheet, this information is included in the September Board Report.

Motion: Ms. Kilgore move 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 2024.

Second: Mr. McAllister seconded this motion.

Roll Call Vote:

JCL Board Member	Yes	No	No Vote
Board Member Mendoza			absent
Board Member Van Ophem		X	
Board Member Templin	X		
Board Member McAllister	X		
Board Member Sims	X		
Board Member Kilgore	X		
Board Chair Griffith	X		

This motion passes with a vote of 5 to 1.

C. Action Item: Consider approving the temporary closure of the Edgerton Library for Interior Sewer Line Replacement.

Scott Sime, Lead Project Coordinator, presented the temporary closure of Edgerton briefing sheet, this information is included in the September Board Report.

Motion: Ms. Kilgore move that the Johnson County Board of Directors approve the temporary closure of the Edgerton Library for up to two weeks between September 2023 and January 2024 to allow for the City of Edgerton's interior sewer line replacement work.

Second: Ms. Templin seconded this motion.

Motion approved unanimously.

- D. Action Item: Consider approving the temporary closure of the Blue Valley Library for replacement of entryway flooring.

Scott Sime, Lead Project Coordinator, presented the temporary closure of the Blue Valley briefing sheet, this information is included in the September Board Report.

Motion: Mr. McAllister move that the Johnson County Board of Directors approve the temporary closure of the Blue Valley Library for up to one week between September 2023 and January 2024 to allow for flooring replacement in the public entryway.
Second: Ms. Templin seconded this motion.

Motion approved unanimously.

County Librarian Suellentrop thanked Deputy County Librarian and Library staff for their assistance at the August Board Meeting so that she could be away, their support was much appreciated.

IV. Executive Session: Personnel Review Process Update

- A. Enter Executive Session:

Motion: Ms. Kilgore move that pursuant to K.S.A. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 20 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal process of the County Librarian.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library.

Second: Ms. Van Ophem seconded this motion.

Motion approved unanimously.

Returned at: 5:45pm

Mr. McAllister needed to leave the meeting at that time.

- B. Action Item: Formation of Personnel Committee.

Appointment of Personnel Committee by Chair Griffith:

1. Personnel Committee Chair – Vice Chair Kelly Kilgore
2. Mitra Templin
3. Anna Van Ophem

Motion: Mr. Sims moved to form the Personnel Committee with the following Board Members; Kelly Kilgore, Mitra Templin, and Anna Van Ophem.

Second: Ms. Templin seconded this motion.

Motion approved unanimously.

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Mr. Sims seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:46 p.m.

SECRETARY _____
Kelly Kilgore

CHAIR _____
Bethany Griffith

SIGNED _____
Tricia Suellentrop, County Librarian

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 12, 2023
Re: *Consent Agenda*: Updated ARMs

Issue: Updated ARMS – No changes

Suggested Motion: Part of the Consent Agenda

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARMs have been reviewed and are being shared with you for reaffirmation today. The ARMs listed are recommended to be reaffirmed without changes.

Analysis: Members of a working management team in consultation with various stakeholders, reviewed several policies this year. The following polices have no recommended changes and are included in the Consent Agenda for your approval.

- ARM 10-55-12** Gift Fund
- ARM 10-55-12A** Administration of Gift Fund
- ARM 10-56-96** Gifts and Fundraising
- ARM 10-56-97** Naming and Sponsorship Policy
- ARM 20-10-30** Suspension, Denial or Restriction of Library Use; Appeal Procedures
- ARM 20-10-90** Fee Schedule
- ARM 20-80-27** Study Room
- ARM 30-20-30** Special Collections
- ARM 30-20-50** Gifts
- ARM 30-20-70** Works of Art and Artifacts
- ARM 50-20-20** Compliance with ADA and Kansas Act Against Discrimination
- ARM 50-20-50** Surplus Property; Conveyance of weeded materials to Friends of JCL

Funding Overview: No costs were affected.

Alternatives: Remove from the consent agenda for discussion. Not approve the changes or ask for different changes.

Recommendation: Reaffirm the policies as presented without updates.

Budget Review: None needed

Legal Review: These polices have been reviewed and certified by legal counsel

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-12

SECTION: Resolutions by Library Board of Directors

SUBJECT: GIFT FUND

SUMMARY

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

Effective Date:

July 12, 2012

Reviewed:

May, 2012

October 27, 2021

[October 12, 2023](#)

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

RESOLUTION

1. In 1984, the Board of County Commissioners and the Board of Directors of the Johnson County Library, after much discussion, adopted a joint approach to new legislation on governance of the Johnson County Library.
2. As part of the agreement between the two boards, the Board of County Commissioners agreed that the Library Board would be "in sole control of gifts or bequests made to the library."
3. The Library Board and the Board of County Commissioners reached that understanding because it was agreed that the patrons of the library and citizens of Johnson County sometimes desire to make gifts to the Johnson County Library and that any interest which accrued was to be used as the Library Board might designate. It was also agreed that it was important that potential donors to the Johnson County Library be assured that their gifts and bequests, with any interest accruing thereon, would be used for the sole benefit of the Johnson County Library.
4. K.S.A. 12-1225a, 1989 Supp., provides that the Library Board in Johnson County will have the same duties and powers prescribed in K.S.A. 12-1225. One of the powers set out in K.S.A. 12-1225 is contained in subparagraph (h):

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

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

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

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

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

October 27,
2024-12, 2023

ARM 10-55-12 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-12A

SECTION: Resolutions by Library Board of Directors

SUBJECT: ADMINISTRATION OF GIFT FUND

SUMMARY

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

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

[October 12, 2023](#)

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

Administration of the Gift Fund

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

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

Therefore, the Board of Directors does hereby adopt the following rules and regulations for the administration, placement, disbursement and reporting of the monies, gifts, and non-governmental grants received by the Library and held in the Library's gift fund(s).

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

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

October ~~27,~~
202412, 2023

ARM 10-55-12A End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER 10-56-96

SECTION: Resolution by Library Board of Directors

SUBJECT: GIFTS AND FUNDRAISING

SUMMARY

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

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

October 12, 2023

POLICY

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

DIRECTION TO STAFF

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

AUTHORITY TO ACCEPT

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

GIFTS ARE UNRESTRICTED

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

October ~~27, 2021~~, 2023

ARM 10-56-96 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-56-97

SECTION: Resolution by Library Board of Directors

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

SUMMARY

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

Effective Date:

January 10, 2018

Reviewed:

October 27, 2021

October 12, 2023

POLICY:

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

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

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

DEFINITIONS:

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

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

AUTHORIZATION
TO THE COUNTY
LIBRARIAN AND
THE FOUNDATION

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

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

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

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

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

MEMORANDUM
OF UNDERSTANDING

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

October ~~27, 2021~~12, 2023

ARM 10-56-97 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

SUMMARY

The purpose of this document is to establish the authority and procedures under which the County Librarian and the Library Board may suspend library privileges or deny or restrict library use.

Effective Date:

September 10, 2015

Review Date:

January 9, 2020
February 11, 2021
October 12, 2023

STATUTORY AUTHORITY

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

OPEN ACCESS

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

SUSPENSION, DENIAL OR RESTRICTION POLICY & PROCEDURE

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or the County Librarian's expressly designated representative.

APPEAL PROCEDURE AND
APPLICATION FOR
REINSTATEMENT

The County Librarian or the County Librarian's designee is authorized to suspend, deny, or restrict an individual's library privileges for

(1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, the County Librarian may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.

2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of three members of the administrative team to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.

3. The individual whose Library privileges are under consideration shall be invited to provide written material or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.

4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the

public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. The County Librarian may withdraw or modify the order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present a case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. The Library Board shall have the entire Administrative Record. The

Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.

9. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of that individual's library privileges or modification of the order denying or restricting that individual's library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

REMOVAL FROM
LIBRARY PREMISES
AND TEMPORARY
SUSPENSION OF
PRIVILEGES

Library staff are authorized to cause an individual to be removed immediately from any Library branch facility or particular Library service area, or from all Library branch facilities or premises for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

Library staff may cause an individual to be removed from Library branch facilities, services, or premises and the County Librarian, upon issuance of a written notice, may suspend temporarily, for a period not to exceed thirty (30) days, an individual's Library privileges when the patron's behavior is particularly flagrant or a threat to public safety, including but not limited to (1) making threats of violence or endangering the safety of Library staff or patrons, (2) giving Library staff reason to contact police, or (3) interfering with the ability of other patrons to make use of the Library or access information. When the County Librarian or the County Librarian's designee temporarily suspends the individual's Library privileges under this subsection f, the suspension procedure described in subsections d and e shall be commenced by the Library, unless such a suspension procedure has already been commenced with respect to the individual's Library privileges.

ARM 20-10-30 END

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

SUMMARY

This regulation describes charges made to patrons for direct services.

Effective Date:

October 4, 2017

Reviewed:

November 7, 2019

October 27, 2021

October 12, 2023

AUTHORITY FOR FEES

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

REGULAR FEE SCHEDULE

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

Ear buds

1. \$2.00

Interlibrary Loan

2. Interlibrary Loan
Actual charge from loaning institution.

Photocopies

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

Printed Copies

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

Materials Recovery Fee

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

Returned Check Fee

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

October ~~27, 2021~~ 12, 2023

ARM 20-10-90

End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-27

SECTION: Facility Usage

SUBJECT: STUDY ROOMS

SUMMARY

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

Effective Date:

January 9, 2014

Reviewed

October 4, 2017

October 27, 2021

October 12, 2023

PURPOSE

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

GUIDELINES FOR USE

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

1. Solicitation and selling of tangible goods out of study, media and conference rooms is prohibited. ~~Solicitation is prohibited as defined in the procedure.~~

PENALTIES

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

October 27,
2021, 12, 2023

ARM 20-80-27 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-~~320~~

SECTION: Library Collections

SUBJECT: SPECIAL COLLECTIONS

SUMMARY

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

Effective Date:

June 15, 2005

Reviewed:

October 4, 2017

October 27, 2021

October 12, 2023

DEFINITION

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

Exclusions

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

AUTHORITY

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

**October 27,
~~2021~~12, 2023**

ARM 30-20-30 End

TAB: Collections

DOCUMENT NUMBER: 30-20-50

SECTION: Library Collections

SUBJECT: GIFTS

SUMMARY

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

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017
October 27, 2021

[October 12, 2023](#)

RECEIPT OF LIBRARY MATERIALS

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

RECEIPT OF FUNDS

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

OTHER GIFTS

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

CONDITIONAL GIFTS

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

PROCEDURES FOR RECEIPT

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

GIFTS AS DISCARDS

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

LIABILITY

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

October ~~27, 2024~~ 12, 2023

ARM 30-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-70

SECTION: Library Collections

SUBJECT: WORKS OF ART AND ARTIFACTS

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

Effective Date: July 12, 2012
Reviewed: October 4, 2017
October 27, 2021
October 12, 2023

- POLICY
- Purchased Art
 - a. The Johnson County Library may collect and purchase art and artifacts in accordance with criteria established by the library's mission, strategic plan, and collection development policy.
 - Commissioned Art
 - b. The Johnson County Library may commission art to be used in buildings, marketing, and promotions, in order to enhance patron service or experience.
 - Donated Art
 - c. Donations of art to the Johnson County Library are governed by ARM 30-20-50 Gifts.

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

~~October 27,~~ 202112, 2023 **ARM 30-20-70 End**

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

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

SUMMARY

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

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

[October 12, 2023](#)

ADHERENCE TO ACTS

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

INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

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

Services, Programs, and Activities

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

Website

Johnson County Library strives to ensure that the website is accessible to everyone in accordance with accessibility standards and best practices. To meet this commitment, we voluntarily comply with requirements of Section 508 of the Rehabilitation Act Amendments of 1998 and WCAG 2.0 AA Accessibility Guidelines proposed by World Wide Web Consortium (W3C). If online information is not accessible in a format required by individuals with disabilities, the Library will convert

this information upon request or otherwise seek to provide an alternative format or assistance.

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

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

EMPLOYMENT

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

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

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

COMMUNICATION

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

STAFF DEVELOPMENT

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

ADAAA COMPLIANCE OFFICER

f. The County Librarian shall appoint an ADAAA Compliance Officer. Information about how to contact the ADAAA Compliance Officer [\(Administrative Team\)](#)

member) shall be easily available to the staff and the public.

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

GRIEVANCES

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

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

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

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

October ~~27, 2024~~12,
2023

ARM 50-20-20 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:

Reaffirmed
Reviewed

September 10, 2015
October 11, 2018
October 22, 2020
October 12, 2023

POLICY

a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

LIBRARY MATERIALS

Weeding

b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

With Intrinsic Value

c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice

d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by Employees and Library Board Members

e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. All sales to Library Board members must take place at a Friends of the Library location~~book-store~~ or at scheduled book sales.

Without Intrinsic Value

f. Undamaged Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

GIFTS

g. Disposal of gifts must be handled in accordance with any approved pre-conditions.

TANGIBLE PROPERTY

h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

AGREEMENT WITH FRIENDS

i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.

October ~~22, 2020~~12, 2023

ARM 50-20-50 End

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: AUG-2023

		Receipts	Payments	Balance
	Opening cash balance			\$221,681.33
	Add Receipts	\$614.10		
	Less Payments		\$2,457.53	
	Ending Cash balance			\$219,837.90
	Less Liabilities		\$919.00	
	Unobligated cash balance			\$218,918.90

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: October 12, 2023

Re: **Consideration of Memorandum of Understanding (MOU) with Johnson County Facilities**

Issue: Renewal of the MOU with Johnson County Facilities

Suggested Motion: I move the Johnson County Library Board of Directors approves the Memorandum of Understanding between Johnson County Library and Johnson County Facilities for the years 2024, 2025, and 2026.

Background: Beginning in 2019, Johnson County Library has partnered with Johnson County Facilities (Facilities) to manage our custodial and maintenance services, provide fleet services and some courier services, and provide planning, design, and construction project management. We have worked with Facilities to help us manage our capital projects for approximately the last 15 years. We have reviewed this MOU and associated Service Level Agreements that clearly define the roles and expectations of each party.

Facilities manages staff, oversees contracts, and completes the management and maintenance of all our buildings and our fleet. The Planning, Design, and Construction (PDC) team assists us in managing our CIP and CRP projects and real estate efforts. This partnership has been a huge success as the Library does not have the expertise to perform this work on our own. Our buildings have never been cleaner or more well maintained. Through the prioritization and tracking of our facilities work, we are continuing to catch up on overdue maintenance projects and to establish replacement cycle programs for many areas of our facilities and furnishings. The PDC team has assisted us with our building projects as well as our major system replacement projects (CRP).

Analysis: This MOU extends to a three-year agreement to provide for the contract stability necessary for Johnson County Facilities and Johnson County Library to proactively plan for future work without concern of dissolution. We are able to do this because the details of the work are established in regularly reviewed associated service level agreements and costs are reviewed and evaluated quarterly in established budget meetings. To this end, the amount of money required to compensate Facilities for the actual staff and equipment costs associated with these contracts is no longer specified in the MOU but rather reviewed and detailed in our quarterly meetings between the Library Director of Finance and the Facilities Director of Finance and other administrative and relevant staff.

Funding Overview: In 2023, the base amount Operational dollar transfer for this work was \$2,972,465 for Library costs for Facilities and \$64,541 for Fleet services. As stated in the MOU, Library and Facilities staff meet quarterly to review services and expenditures to ensure accurate payment for services.

Alternatives: Not renew the MOU and direct the Library to provide Facilities support services from within our own management and equipment structures.

Recommendation: To approve the MOU between Johnson County Library and Johnson County Facilities.

Budget Review: Our Finance Director has reviewed and approves this expenditure.

Legal Review: This has been reviewed by legal counsel.

**Memorandum of Understanding
Between Johnson County Library (JCL) and Johnson County Facilities Management
(FAC)**

This Memorandum of Understanding (MOU) is entered into as of _____, 2023 by and between the Board of County Commissioners of Johnson County, Kansas (BOCC) and the Board of Directors of Johnson County Library (Library Board) for the purpose of providing certain support services to the Library Board through the Johnson County Facilities Management Department (Facilities Department).

1. The Library Board exists under the authority of K.S.A. 12-1223 *et seq.* and the operation of Library Board facilities is governed by K.S.A. 12-1225b. The Library Board have previously entered into cooperative arrangements that included reimbursement to the BOCC for support services provided by the Facilities Department and the parties desire to continue that mutually beneficial relationship under the terms and conditions set forth in this Agreement.
2. The Board of County Commissioners and the Library Board jointly oversee and are responsible for library operations under K.S.A. 12-1225b and the Library Board has requested the Facilities Department provide certain services and perform specific operations functions on behalf of the Library Board relating to the design, construction, and maintenance of buildings, structures and grounds as requested. In addition, the Library Board desires the Facilities Department perform custodial, grounds, and maintenance of Library Board facilities, structures, and grounds all as set forth in the Service Level Agreements attached to this Agreement as Appendices A, B, and C.
3. The Library Board requests, and the BOCC agrees that the Facilities Department shall continue its past practice of providing planning, design, and construction services identified by the Library Board in its Comprehensive Library Master Plan. The extent of the consultation and management services provided to the Library Board by the Facilities Department shall be mutually agreed upon as the need arises and may include the overall planning, coordination, and control of project(s) from their conception through completion of construction for capital-type improvements.
4. This Agreement shall be effective as of _____, 2023, and expire on _____, 2026. However, the Agreement may be terminated by either party, in writing, with no less than 90-day notice. The parties anticipate this Agreement will be renewed every three years with appropriate changes in the services provided and the compensation received.

Responsibilities

The Library Board and the BOCC each hereby agree to the following terms and conditions:

1. Appendix A captioned “Facility Management Services” describes those custodial services to be provided by the BOCC through the Facilities Department under this Agreement. The BOCC agrees to provide, and the Library Board agrees to budget funding for, the equivalent of eighteen (18) full time employee positions and any mutually agreed upon additional positions during the term of this Agreement, the “Grade” and pay scale of such positions to be determined by the Facilities Department in accordance with generally applicable BOCC personnel policies. The parties agree the Library Board shall transfer sufficient funds from the Library Operating Fund to the BOCC General Fund which shall be used cover the costs incurred in connection with staff for the services set forth in Appendix A along with supplies, materials, and other actual costs and expenses incurred.
2. The Facilities Department will complete facility maintenance of Library facilities set forth on Appendix A. The BOCC agrees to provide, and the Library Board agrees to budget funding for, the equivalent of five (5) full time employee positions and any mutually agreed upon additional positions during the term of this Agreement, the “Grade” and pay scale of such positions to be determined by the Facilities Department in accordance with generally applicable BOCC personnel policies. The parties agree the Library Board shall transfer sufficient funds from the Library Operating Fund to the BOCC General Fund which shall be used cover the costs incurred in connection with staff for the services set forth in Appendix A along with supplies, materials, and other actual costs and expenses incurred.
3. The Facilities Department shall undertake and complete necessary planning, design, and construction services of those Library facilities set forth in Appendix A. The BOCC agrees to provide, and the Library Board agrees to budget funding based on the average salary Project Manager positions in the Planning, Design & Construction division (PMI, PMII, and PMIII) for 3.0 full time employee positions during the term of this Agreement, the “Grade” and pay scale of such positions to be determined by the Facilities Department in accordance with generally applicable BOCC personnel policies. The parties agree the Library Board shall transfer sufficient funds from the Library Operating Fund to the BOCC General Fund which shall be used cover the costs incurred in connection with staff for the services set forth in Appendix A along with supplies, materials, and other actual costs and expenses incurred. The BOCC agrees the Facilities Department will select and designate Project Managers responsible for Library Board Projects and that the Facilities Department and the Library will select and designate a mutually agreed upon Project Manager liaison as a lead for coordination between the Facilities Department and the Library Agency Board.
4. The parties acknowledge and agree that the Library Board’s reimbursement to the BOCC under this Agreement includes the costs to the BOCC of employee

compensation, including fringe benefits. The employees are to include Custodial Personnel, Maintenance Personnel, and Project Managers as set forth above who shall be primarily assigned to duties related to the Library Board's facilities and operations. In the event that any party terminates this agreement, the BOCC, the Facilities Department, and Library agree that they will take the steps necessary to ensure that the custodial, maintenance, and employee positions described in this MOU become Library employee positions. The parties further agree to work cooperatively and in good faith to ensure a smooth transition in the event of termination of this agreement.

5. In addition to the staffing reimbursement to be funded by the Library Board under this Agreement as described in Paragraphs 1, 2, 3 and 4, the Library Board shall reimburse the Board for additional resources as defined in Appendices A, B, and C, including Courier, Grounds, FFE Warehousing Services used in the performance of the BOCC's obligations under this Agreement. The Library and Facilities Department will develop mutually agreed upon standards for Facilities use of JCL space for Facilities Department staffing and technology support before the end of the terms of this MOU.

6. In addition to the services set forth in Appendix A, the parties agree the Facilities Department shall provide the services set forth in Appendix B captioned "Fleet Services". The BOCC agrees that the Library Board's vehicles shall be kept and maintained to a standard that is the same or better than BOCC-owned vehicles.

7. The parties also agree the Facilities Department shall provide those "Custodial Services" set forth in Appendix C. The BOCC agrees that the Library Board's facilities shall be kept and maintained to a standard that is the same or better than other BOCC-maintained buildings.

8. The Library Board shall provide Library facility access to the Facilities staff as needed to properly assess and perform all levels of work to maintain the Library facilities.

9. The Library Board shall compensate the BOCC for materials and support services provided under this Agreement at an agreed upon base amount annually. The parties agree that any materials and support services in addition to those set forth in Appendices A, B, and C shall be provided only with the express agreement of the BOCC. The Library Board agrees to transfer funds from the Library Operating Fund maintained by the BOCC for the benefit of the Library Board to the BOCC's General Fund.

10. The parties agree to meet quarterly to review services and expenditures, review the responsibilities noted in this document to plan for budget requests and determine the base amount for future fiscal years.

This Agreement and any renewal thereof, is subject to the provisions of the Kansas Cash Basis Law, KS.A. 10-1101 *et seq.*, and amendments thereto (the "Act").

Entered into as of _____, 2023.

Patricia Suellentrop
County Librarian
Johnson County Library

Date

Chair, Board of Directors
Johnson County Library

Date

Tony Barron
Facilities Management Director
Johnson County

Date

Penny Postoak Ferguson
Johnson County Manager

Date

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: October 12, 2023

Re: Leawood: Consider authorizing Control Service Company to perform Building Automation System (BAS) and Lighting upgrades

Issue: Consider authorizing work with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) and Lighting Controls at Leawood library in an amount not to exceed \$153,728 per County Purchasing Policy and Procedure #110.180.A.4.

Suggested Motion: I move to authorize work with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) and Lighting Controls at Leawood library in an amount not to exceed \$153,728 per County Purchasing Policy and Procedure #110.180.A.4.

Background: This authorization will provide for upgrading Leawood's Building Automation System (BAS) to match the current standard at other already-upgraded locations. The BAS provides several features, including sensors and controllers for remotely monitoring, adjusting, and troubleshooting Mechanical, Electrical, Plumbing, and Life Safety systems in the building, as well as being able to track trends more easily for the building – adding efficiencies to our buildings and the staff who support them. Upgrading the lighting controls will have a positive impact on energy usage for the building – connected to this work, our Facilities partners will be upgrading fixtures and bulbs from fluorescent to LED.

Analysis: This work is planned to occur before and during library operational hours. Our Facilities partners are also anticipating to upgrade lighting with more efficient LED components at the same time. No closure is needed for this work.

We are utilizing the same company who has successfully installed our BAS systems at Central, Cedar Roe, Gardner, and is in progress at Oak Park.

Library Administration recommends approval of this item.

Budget Review: Funding for this work is included in the CRP budget.

Legal Review: Library legal counsel has reviewed the documents.

Alternatives: 1) Not approve the upgrades at Leawood.

Recommendation: To authorize work with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) and Lighting Controls at Leawood library in an amount not to exceed \$153,728 per County Purchasing Policy and Procedure #110.180.A.4.

Suggested Motion: I move to authorize work with Control Service Company as a sole source exception to competition for upgrades to the Building Automation System (BAS) and Lighting Controls at Leawood library in an amount not to exceed \$153,728 per County Purchasing Policy and Procedure #110.180.A.4.



Innovative Solutions for Healthier Environments

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Will Sramek, P.E.
Energy Manager
Facilities Management
111 S. Cherry Street, Suite 2100
Olathe, Kansas 66061
Direct 913-715-1107
Mobile 620-260-0653
Office 913-715-1100

June 7, 2023

Re: Johnson County – Leawood Pioneer Library - Controls

Will:

We are pleased to provide the following proposal for the Leawood Pioneer Library facility new HVAC and lighting controls. The quote is based on our walkthrough on Wednesday, June 26, 2023.

HVAC Controls Price: \$117,640

Lighting Controls Price: \$36,088

Scope and Equipment monitored/controlled

- HVAC Controls:
 - Automated Logic presence in the building
 - 2 RTUs with the following points:
 - - Outside Air Temp
 - - Outside Air Humidity
 - - Mixed Air Damper
 - - Outside Air Damper
 - - Mixed air temp
 - - Filter switch
 - - Heat enable
 - - Supply Fan Enable
 - - Supply Fan Status
 - - Supply Fan Speed
 - - Supply Fan Fault

- - Cooling Enable 1
- - Cooling Enable 2
- - Cooling Enable 3
- - Cooling Enable 4
- - Supply Air Temp
- - Supply Air Pressure
- - High Duct Static
- - Return Air Temp
- - Return Air Humidity
- - Relief Fan Enable
- - Relief Fan Status
- - Relief Fan Speed
- - Relief Fan Fault
- 3 EFs with the following points:
 - -Enable
 - - Status
- 11 FPVAVs
- 14 VAVs
 - Zone Temp (Branch Manager room 125 will include CO2)
 - Large congregating areas will include CO2 sensors
- 1 Mini Split with the following point:
 - Enable
 - Status
 - Zone Temp
- HHWP with the following point:
 - - Enable
 - - Status
- Design, programming, graphic generation, installation, and startup/checkout
- Lighting Controls
 - Replacement of the existing relay module/lighting control panel with a new Crestron panel with daylight harvesting/dimming capabilities
 - JOCO will replace the fluorescent fixtures and provide control wiring from the new dimmable LED fixtures back to the lighting panel/electrical room.
 - The balance of the fixtures will remain on relay modules with on/off and scheduling capabilities only.
- Design, programming, graphic generation, installation, and startup/checkout
 - This includes integration to the new BAS quoted above.

Details and Exclusions:

- Price is for straight time
- Wiring in open plenum rated cable
- Any systems not listed in this proposal are excluded
- Taxes

Thank you for this opportunity to work with you and our customer, Johnson County Government. Please give me a call if you have any questions or need anything else.

Thank You,



Stanley P. Chandler
816-309-0904
schandler@controlservice.com



January 25, 2022

RE: Automated Logic Corporation Sole Source

To Whom it May Concern,

Automated Logic products and services for Kansas City and the surrounding counties, including Johnson County, KS and Johnson County, MO are solely represented by Control Service Company of Lee's Summit, MO. They have the exclusive right to sell our products within their assigned territory, and they are the sole source for all ALC products, after sales service and warranty on ALC products installed in their territory.

Automated Logic products and solutions will be provided by Control Service Company. They are responsible for all aspects of our product, including: design, engineering, programming, installation, start-up and warranty. This includes ALC hardware/software (WebCTRL), and support of ALC systems - replacement of disparate control systems with ALC product.

Service or repair / replacement of ALC parts (hardware or software) by other entities other than Control Service Company in this territory voids factory warranty, unless explicitly clarified by ALC.

Please contact me directly if you have additional questions at (614) 778-8926 or email: phillip.cockerham@carrier.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip Cockerham".

Phillip Cockerham
Mountain / Plains
Region Sales Manager

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: October 12, 2023

Re: *Information Only:* Permanent Closure of Antioch Library in Preparation for Opening Merriam Plaza Library

Issue: Consider approving the permanent closure of the Antioch Library in preparation for opening its replacement, the Merriam Plaza Library.

Suggested Motion: This item is being presented to the Library Board for information purposes only this month. Action will be requested at an upcoming Library Board meeting.

Background: The Merriam Plaza Library is expected to open in the first half of 2024, replacing the Antioch Library. To allow time for Library staff and partners to prepare the new building, move the collection, move other equipment and items, and train staff, we anticipate approximately 8 weeks between the closure of Antioch and the opening of Merriam Plaza.

Analysis: In past projects, such as the closure of Lackman Library and the opening of Lenexa City Center Library, we found this timeframe to be adequate to complete the transition work. To allow sufficient time to move the collection and prepare the building, staff anticipate a period of 8 weeks to complete this work.

Budget Review: Costs for this work, such as moving costs, are already included in the capital project funding.

Alternatives: 1) Not approve the closure request and open Merriam Plaza Library without the collection or equipment in place.

Recommendation: None at this time.

Suggested Motion: This item is being presented to the Library Board for information purposes only this month. Action will be requested at an upcoming Library Board meeting.

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 12, 2023
Re: *Information Only*: Updated ARMs

Issue: Updated ARMS – Information Only – vote in November

Suggested Motion: Information Only

Background: Each year library staff review one third of our policies or Administrative Regulations (ARMs). The following ARMs have been reviewed and are being shared with you for information today. Highlighted below are the changes staff is recommending.

Analysis: Members of a working management team in consultation with various stakeholders, reviewed several policies this year. Some policies have no changes and are included in the Consent Agenda for your approval. The following ARMS do have some changes or are new.

ARM 10-50-40 - Code of Ethics for Library Board – Johnson County Government adopted a completely new code of ethics for boards. We have updated our policy to reflect this change.

ARM 10-30-20 - Code of Ethics for Library Personnel – We have updated our policy to align with changes to the County HR policies. It has been simplified and broadened.

ARM 20-10-11 - Holiday Closings – Changes have been made include new holidays the County recognizes, and to be more internally consistent. We are also recommending to not close on the Sunday before holidays which land on a Monday to preserve access for our patrons. Examples of this include Veteran’s Day and Juneteenth.

ARM 20-10-55 - Theft, Vandalism, and Destruction of Library Property – This policy has been updated to include language addressing vandalism and destruction of property, not just theft of property.

ARM 20-20-55 - Materials Not Returned – language has been updated to reflect our new Fine Free policy.

ARM 20-20-65 - Services to Staff and Volunteers – Repeal – Since we no longer charge fines for overdue materials, we no longer need this policy exempting staff and volunteers from paying fines. Staff and volunteers are still responsible for paying fees if materials are lost or damaged.

ARM 20-80-20 - Public Forum and Non-Public Forum and Display Spaces

- ARM 20-30-65 Information Services – **Repeal** due to incorporation into 20-80-20
- ARM 20-80-21 Facility Usage – **Repeal** due to incorporation into 20-80-20
- ARM 20-80-22 Displays and Exhibitions- Public Forum – **Repeal** due to incorporation into 20-80-20

This policy, regarding public forum and non-public forum spaces combines the three policies listed above. The language has been simplified and combines these all into one document for clarity.

ARM 60-10-50 - Smoking Prohibition – We took out redundant language that referred specially to new buildings.

ARM 60-20-50 – Vehicles – We took out a reference to a Kansas Statute which no longer matched the subject of the policy.

Funding Overview: No costs were affected.

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

Recommendation: For information only this month. Please make any suggestions you wish.

Budget Review: None needed

Legal Review: These policies have been reviewed and certified by legal counsel

ADMINISTRATIVE REGULATIONS

TAB: Governance DOCUMENT NUMBER: ARM 10-30-20
Section: Johnson County Government
SUBJECT: CODE OF ETHICS FOR JOHNSON COUNTY LIBRARY PERSONNEL

SUMMARY

This document is the basic statement by the Johnson County Library regarding the ethical standards of conduct for Library employees and personnel, in accordance with Johnson County Government policy.

Effective Date: December 1, 1988
Reviewed: August 2, 2016
November 8, 2018
October 20, 20 20
October 13, 2022
~~October 13, 2022~~, November 9, 2023

PURPOSE OF CODE The Code of Ethics is intended to establish standards of ethics, conduct, and performance expectations for Johnson County Library employees and personnel. It is, therefore, the policy of the Johnson County Library and Johnson County Government to hire and retain employees and personnel who are committed to the Library's and County's shared mission to provide exemplary public service and to the Library's and County's values of serving the common good, preserving the public trust, and holding itself to the highest principles, always seeking to do the right thing for the common good.

ARM SECTION
SUBJECT TITLE The subject and title of this Administrative Regulation is amended and replaced as: "Code of Ethics for Johnson County Library Personnel."

ADOPTION OF POLICY The Board of Directors of the Johnson County Library hereby adopts as policy and regulation for the Johnson County Library, in accordance with K.S.A. § 12-1225b, [Policy 401, Ethics, Conduct, and Performance Expectations](#), of the Johnson County Government, effective February 16, 2023, as amended, which is hereby incorporated by reference in this Administrative Regulation as if it were contained in the body of this Administrative Regulation. This Administrative Regulation is interpreted to adopt and incorporate any future amendment to Policy 401 adopted by Johnson County Government or the Board of County Commissioners of Johnson County, Kansas.

~~October 12~~November 9, 2023

ARM 10-30-20 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-30-20

Section: Johnson County Government

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November 9, 2023

ARM 10-30-20 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-40

Section: Library Board of Directors

SUBJECT: CODE OF ETHICS FOR THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

SUMMARY This document is the basic statement by the Johnson County Library regarding the ethical standards of conduct for all members of the Board of Directors of the Johnson County Library, in accordance with the Code of Ethics for Johnson County Government Public Officials, as adopted by the Board of County Commissioners of Johnson County, Kansas.

Effective Date: August 2, 2016
Reviewed: November 8, 2018
October 22, 2020
February 11, 2021
November 9, 2023

PURPOSE OF CODE The Code of Ethics is intended to establish standards of ethics, conduct, and performance expectations for all members of the Board of Directors of the Johnson County Library.

ARM SECTION
SUBJECT TITLE The subject and title of this Administrative Regulation is amended and replaced as: "Code of Ethics for the Board of Directors of the Johnson County Library."

ADOPTION OF POLICY Members of the Board of Directors of the Johnson County Library shall be subject to, and comply with the terms of, the [Code of Ethics for Johnson County Government Public Officials](#), in accordance with resolution of the Board of County Commissioners of Johnson County, Kansas, effective February 16, 2023, as amended, which is hereby incorporated by reference in this Administrative Regulation as if it were contained in the body of this Administrative Regulation. This Administrative Regulation is interpreted to adopt and incorporate any future amendment to the Code of Ethics for Johnson County Government Public Officials, as adopted by the Board of County Commissioners of Johnson County, Kansas.

November 9, 2023

ARM 10-50-40 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-40

Section: Library Board of Directors

SUBJECT: CODE OF ETHICS FOR THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY

SUMMARY This document is the basic statement by the Johnson County Library regarding the ethical standards of conduct for all members of the Board of Directors of the Johnson County Library, in accordance with the Code of Ethics for Johnson County Government Public Officials, as adopted by the Board of County Commissioners of Johnson County, Kansas.

Effective Date: August 2, 2016
Reviewed: November 8, 2018
October 22, 2020
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November 9, 2023

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November 9, 2023

ARM 10-50-40 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

SUMMARY

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

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017

October 27, 2021

November 9,

2023 August 1, 2023

POLICY

Regulation
Purpose

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

Closing on
Adjacent Days

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

Early Closings

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

Thanksgiving

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

Other Deviations

e. These are the only deviations from the regular hours

of operation as
defined in
ARM 20-10-10

Hours of
Service that
~~Service that~~

may occur regarding holidays, except that the County
Librarian may authorize early closings on

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

~~October 27, 2024~~November 9, 2023
ARM 20-10-11 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

SUMMARY

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

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017

October 27, 2021

November 9, 2023

POLICY

Regulation Purpose

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

Closing on Adjacent Days

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

Early Closings

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

Thanksgiving

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

Other Deviations

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

November 9, 2023

ARM 20-10-11 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

SECTION: General Patron Services

SUBJECT: THEFT, VANDALISM, AND DESTRUCTION OF LIBRARY PROPERTY

SUMMARY

This regulation describes the circumstances in which members of the library staff are authorized to search containers of any kind in the possession of a patron for library materials that have not been checked out. The purpose of this document is to describe the library's policies around theft, vandalism, and destruction of property.

Effective Date:
Reviewed:

October 4, 2017
October 27, 2021
November 9, 2023

POLICY

a. A patron's use of the library shall constitute an authorization from the patron to library staff to search sacks, bags, briefcases, or containers of any kind, carried or in the possession of such patron, when staff has reason to believe that such patron is concealing library materials that have not been checked out. Patrons may be charged with a fee or the replacement cost of the stolen item. The fee will be determined by Johnson County Library and can vary depending on the value of the materials deemed stolen.

Vandalism

b. Vandalism is strictly prohibited in the library. The act of vandalism includes but is not limited to graffiti, defacing or damaging library materials, technology, furniture, equipment, or any other property. Any patron found engaging in or having engaged in vandalism will be asked to leave immediately. Violations of this policy may result in the suspension of library privileges and possible legal action. Vandalism may also result in fees for repair or replacement.

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ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

SECTION: General Patron Services

SUBJECT: THEFT, VANDALISM, AND DESTRUCTION OF LIBRARY PROPERTY

Destruction of Property

c. Destruction of library property is also strictly prohibited. This includes but is not limited to damaging or destroying library materials, technology, furniture, equipment, or any other property. Any patron found engaging in or having engaged in destruction of property will be asked to leave immediately. Violations of this policy may result in the suspension of library privileges and possible legal action. Destruction of library property may result in assessment of fee for repair or replacement.

- Patrons are responsible for any damages or losses incurred to library property. Any damage or loss must be reported immediately to library staff. Johnson County Library reserves the right to monitor and review security footage and take appropriate legal action in the event of any incidents of theft, vandalism, or destruction of property as classified in this regulation.

Patron Personal Property

d. The library is not responsible for patron personal property while utilizing library spaces. Patrons are encouraged to always keep all personal belongings with them.

October 27, 2021 November 9, 2023

ARM 20-10-55 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

SECTION: General Patron Services

SUBJECT: THEFT, VANDALISM, AND DESTRUCTION OF LIBRARY PROPERTY

SUMMARY

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Reviewed:

October 4, 2017
October 27, 2021
November 9, 2023

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ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

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SUBJECT: THEFT, VANDALISM, AND DESTRUCTION OF LIBRARY PROPERTY

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d. The library is not responsible for patron personal property while utilizing library spaces. Patrons are encouraged to always keep all personal belongings with them.

November 9, 2023

ARM 20-10-55 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-55

SECTION: Circulation Services

SUBJECT: ~~RETURN OF OVERDUE MATERIALS~~ - MATERIALS NOT RETURNED

SUMMARY

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

Effective Date:
Reviewed:

June 12, 2015
October 4, 2017
October 27, 2021
??November 9, 2023

POLICY

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

Procedure

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

~~October 27,~~
~~2021~~Reviewed
~~date?~~November
9, 2023

ARM 20-20-55 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-55

SECTION: Circulation Services

SUBJECT: MATERIALS NOT RETURNED

SUMMARY

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

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

November 9, 2023

POLICY

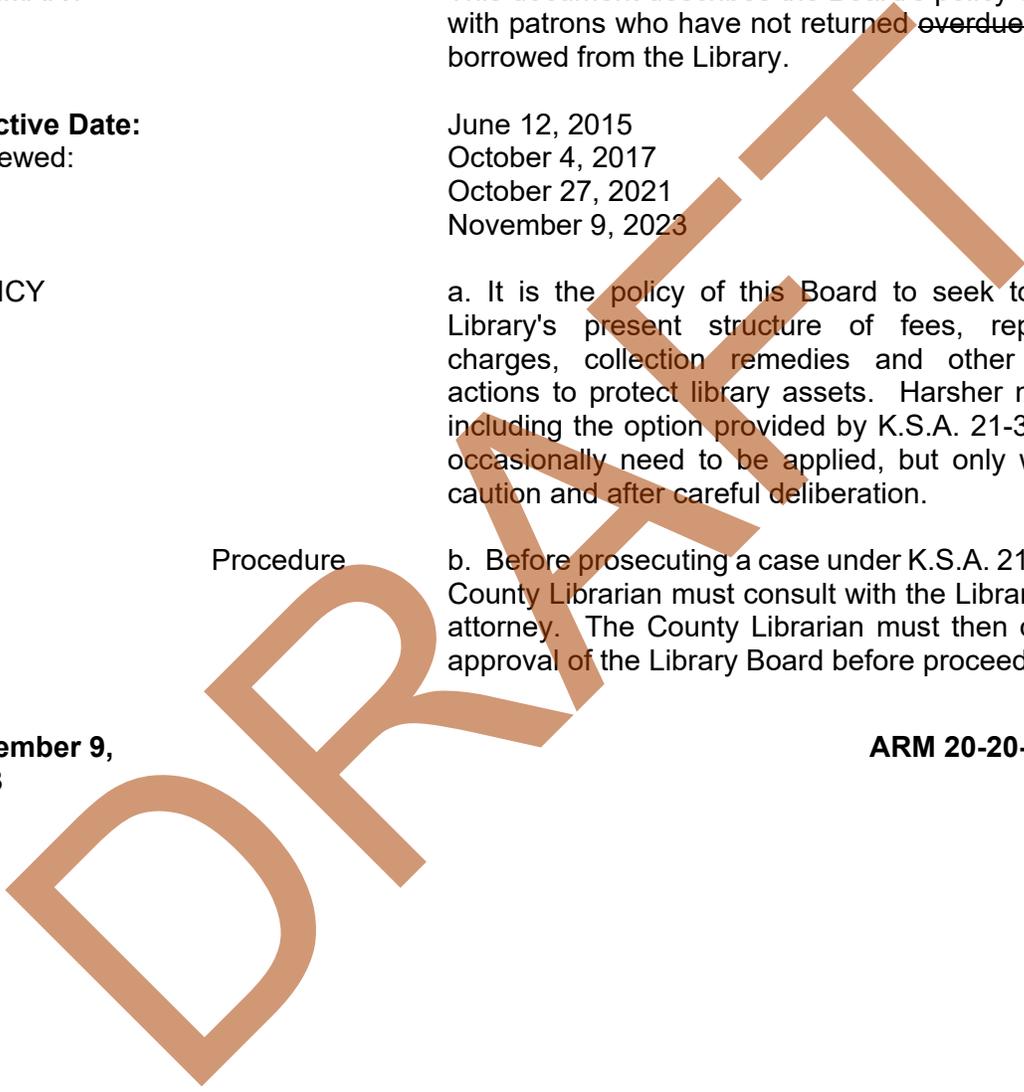
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**November 9,
2023**

ARM 20-20-55 End



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-65

SECTION: Circulation Services

SUBJECT: SERVICES TO STAFF AND VOLUNTEERS

SUMMARY

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

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

POLICY

Waiver

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

Limitations

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

Disclaimer

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

October 27, 2021

ARM 20-20-65 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-20

SECTION: Facility Usage

SUBJECT: PUBLIC FORUM AND NON-PUBLIC FORUM AND DISPLAY SPACES

SUMMARY

This regulation sets forth rationale and criteria on which designation of public and non-public spaces and displays therein are based. As part of its public service and information mission, Johnson County Library makes available in all branch locations handout, display and exhibit areas and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community. However, display and distribution areas are subject to designations as public forum or non-public forum spaces with specific criteria for use. This regulation sets forth rationale and criteria on which designation of public and non-public spaces and displays therein is are based.

Effective Date:

April 12, 2014

Reviewed:

October 4, 2017
February 11, 2021
November 9, 2023

DESIGNATIONS

Public Forum Spaces

- a. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a position, but the display and distribution do not constitute endorsement of the material's content by the library. Materials cannot be excluded from public forum spaces based on content unless the exclusion is necessary to serve a compelling governmental

interest which cannot be served by less restrictive action.

1. Public Forum: All meeting rooms booked for public use and community information spaces such as handout areas and non-governmental bulletin boards are public forum spaces.

2. Public forum space is available for use by government agencies and non-profit groups engaged in educational, cultural, intellectual, or charitable activities within policies set forth in regulation and within procedures established by the County Librarian.

Non-public Forum Spaces

b. Pursuant to ARM 20-80-27, all study rooms and conference rooms are non-public forums. All ~~display, exhibits and exhibit cases, and art spaces~~ displays, exhibits, and exhibitions are designated as ~~are~~ non-public forum spaces. The Library offers no public forum spaces for displays and exhibits.

Non-public Forum Spaces

DEFINITIONS

Displays

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

Exhibits

d. d. Exhibits are more formal presentations of Library and governmental materials ~~-and/or~~ regalia. Exhibits and exhibit cases are covered

Exhibits

by the intellectual freedom policies of the library and are not a public forum.

Art Spaces

e. e. The Library offers limited space for displays of original-works of art. These spaces are designated by the County Librarian and constitute a library program and are not a public forum.

Art Spaces

f. f. In accordance with ARM 20-80-23, community information spaces for handouts, posters, and other information relevant to the local community are available in most libraries as a public forum. The exception to this is during election time if the Library Branch is a polling place. No election material will be displayed within 250 feet of the entrance.

Community Information Spaces

Community Information Spaces

PROCEDURES

g. ~~Each library~~The Library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that the County Librarian adopts to implement this policy.

h. The County Librarian will establish criteria and procedures as guidelines for implementing non-public forum displays, exhibits, and art displays.

AUTHORITY

i. i. Final authority for all materials displayed and made available in ~~handout, display and exhibit~~

~~space and on bulletin boards, public forum and non-public forum spaces rests with the County Librarian, but is delegated operationally to the facility manager in each library or their designee. The one exception to this is an all-system exhibit set up at the request of the library Library administration, in which case delegated authority rests with the relevant library programs coordinator. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.~~

~~February 11, 2021~~ November 9, 2023
20-80-20 END

_____ **ARM**

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-30-65

SECTION: Information Services

SUBJECT: LIBRARY DISPLAYS

CONTENT INCORPORATED INTO ARM 20-80-20, SUGGESTING DELETION.

SUMMARY

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

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

**POLICY ON
DISPLAYS**

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

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

October 27, 2021

ARM 20-30-65 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-21

SECTION: Facility Usage

~~SUBJECT: DISPLAYS AND EXHIBITS – NON-PUBLIC FORUM~~

~~CONTENT INCORPORATED INTO ARM 20-80-20, SUGGESTING DELETION.~~

SUMMARY

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

Effective Date:

~~May 18, 2005~~

Reviewed:

~~October 4, 2017~~

~~October 27, 2021~~

**DEFINITIONS
AND POLICY**

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

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

PROCEDURES

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

October 27, 2021

ARM 20-80-21 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-22

SECTION: Facility Usage

SUBJECT: DISPLAYS AND EXHIBITIONS – PUBLIC FORUM

CONTENT INCORPORATED INTO ARM 20-80-20, SUGGESTING DELETION.

SUMMARY

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

Effective Date:

~~May 18, 2005~~

Reviewed:

~~October 4, 2017~~

~~October 27, 2021~~

**POLICY ON
AVAILABILITY**

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

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

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

October 27, 2021

ARM 20-80-22 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-20

SECTION: Facility Usage

SUBJECT: PUBLIC FORUM AND NON-PUBLIC FORUM AND DISPLAY SPACES

SUMMARY

This regulation sets forth rationale and criteria on which designation of public and non-public spaces and displays therein are based. As part of its mission, Johnson County Library makes available in all branch locations handout, display and exhibit areas and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community. However, display and distribution areas are subject to designations as public forum or non-public forum spaces with specific criteria for use.

Effective Date:

April 12, 2014

Reviewed:

October 4, 2017
February 11, 2021
November 9, 2023

DESIGNATIONS

Public Forum Spaces

a. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a position, but the display and distribution do not constitute endorsement of the material's content by the library. Materials cannot be excluded from public forum spaces based on content unless the exclusion is necessary to serve a compelling governmental interest which cannot be served by less restrictive action.

1. Public Forum: All meeting rooms booked for public use and community information spaces such

as handout areas and non-governmental bulletin boards are public forum spaces.

2. Public forum space is available for use by government agencies and non-profit groups engaged in educational, cultural, intellectual, or charitable activities within policies set forth in regulation and within procedures established by the County Librarian.

DEFINITIONS

Non-public Forum Spaces

b. Pursuant to ARM 20-80-27, all study rooms and conference rooms are non-public forums. All displays, exhibits, and exhibitions are designated as non-public forum spaces. The Library offers no public forum spaces for displays and exhibits.

Displays

c. Displays are defined as presentations on open shelves or fixtures of materials from the library collection which are available for lending, and/or materials or information about materials created or on loan to the Library by government units or from private citizens or groups. Displays are often topical in nature, and are covered by the intellectual freedom policies of the Library and are not a public forum.

Exhibits

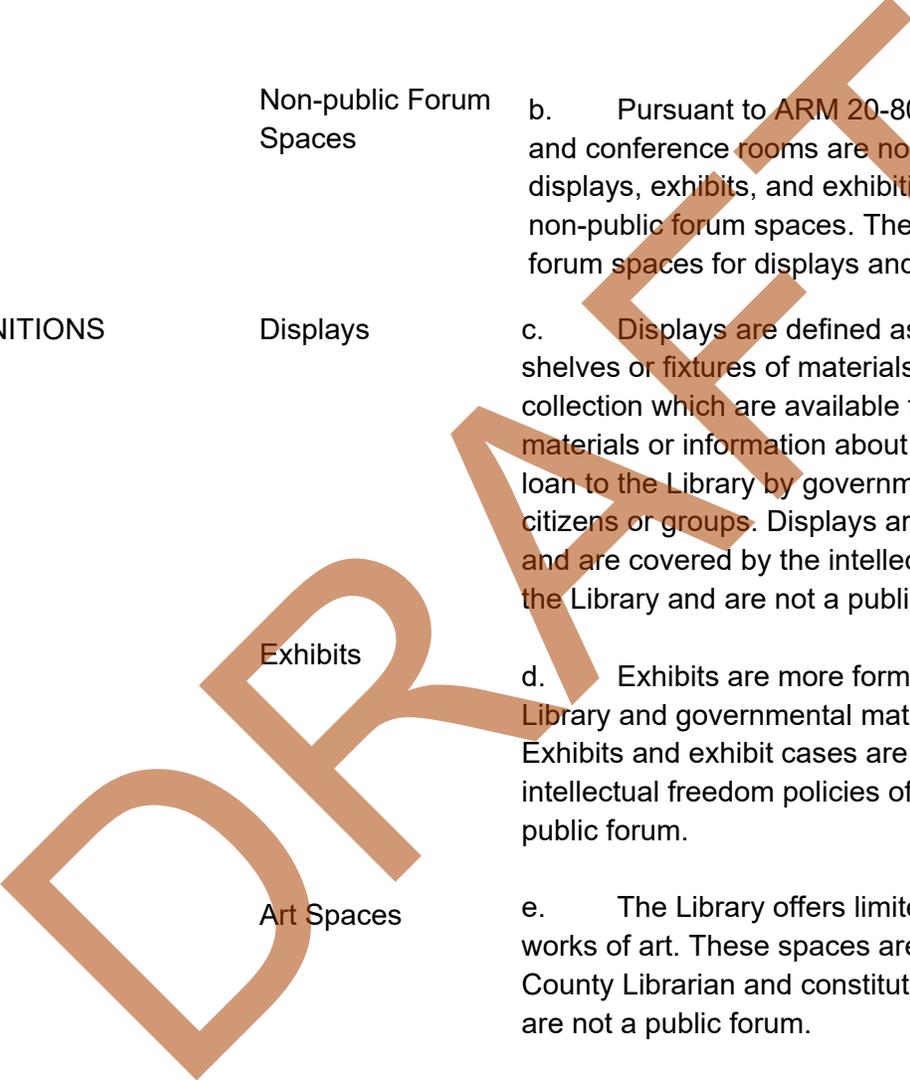
d. Exhibits are more formal presentations of Library and governmental materials and/or regalia. Exhibits and exhibit cases are covered by the intellectual freedom policies of the library and are not a public forum.

Art Spaces

e. The Library offers limited space for displays of works of art. These spaces are designated by the County Librarian and constitute a library program and are not a public forum.

Community Information Spaces

f. In accordance with ARM 20-80-23, community information spaces for handouts, posters, and other information relevant to the local community are available in most libraries as a public forum. The



exception to this is during election time if the Library Branch is a polling place. No election material will be displayed within 250 feet of the entrance.

PROCEDURES

g. The Library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that the County Librarian adopts to implement this policy.

h. The County Librarian will establish criteria and procedures as guidelines for implementing non-public forum displays, exhibits, and art displays.

AUTHORITY

i. Final authority for all materials displayed and made available in public forum and non-public forum spaces rests with the County Librarian, or their designee. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.

November 9, 2023

ARM 20-80-20 END

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-50

SECTION: Building and Grounds

SUBJECT: SMOKING PROHIBITION

SUMMARY

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

Effective Date:

June 12, 2014

Reviewed:

October 27, 2021

November 9, 2023

PROHIBITION

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

SIGNAGE

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

NEW FACILITIES

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

~~October 27,~~
~~2021~~November 9,
2023

ARM 60-10-50 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-50

SECTION: Building and Grounds

SUBJECT: SMOKING PROHIBITION

SUMMARY

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

Effective Date:
Reviewed:

June 12, 2014
October 27, 2021
November 9, 2023

PROHIBITION

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

SIGNAGE

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

**November 9,
2023**

ARM 60-10-50 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-50

SECTION: Furnishings and Equipment

SUBJECT: VEHICLES

SUMMARY

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

Effective Date:

July 12, 2012

Reviewed:

October 27, 2021

October 12, 2023

PRIVATE USE

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

LABELING

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

KEPT AT HOME

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

PROCEDURES

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

~~October 27,~~
~~2024~~November 9,
2023

ARM 60-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-50

SECTION: Furnishings and Equipment

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SUMMARY

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Effective Date:
Reviewed:

July 12, 2012
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October 12, 2023

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KEPT AT HOME

c. Vehicles possessed by the Library may be kept at the home of library employees only with the written permission of the County Librarian.

PROCEDURES

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

November 9, 2023

ARM 60-20-50 End