



**Board Report
November 14, 2024**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 14, 2024
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

- I. Call to Order
 - A. Pledge of Allegiance
- II. Citizen Comments.....4
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Kelly Kilgore
 - C. Development Department: Written reports presented by Shelley O'Brien, Development Director.....6
 - D. Board of County Commissioners, Shirley Allenbrand
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - 1. Quasi-municipal Authority (ARM 50-30-25 e.)
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....9
 - b) Quarterly Core statistics, Adam Wathen, Associate Director for Branch Services..... 14
 - 2. Comprehensive Library Master Plan – Scott Sime, Project and Events Manager
 - a) Spring Hill and De Soto, Megan Clark, Project Coordinator.....20
 - b) Capital Projects: Timeline Summary, Scott Sime, Project and Events Manager.....24
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Veterans Day Recognition and Elections, Tricia Suellentrop, County Librarian
 - b) Board Retreat Recap, Tricia Suellentrop, County Librarian
 - c) Warming and Cooling centers, Tricia Suellentrop, County Librarian
 - d) Corinth Replacement Update, Kinsley Riggs, Deputy County Librarian.....27
 - e) 2024-2028 Strategic Plan Update, Kinsley Riggs, Deputy County Librarian.....30
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the October 10, 2024 Regular Library Board meeting.....40
 - 2. Minutes of the October 17, 2024 Special Library Board meeting.....49
 - 3. Minutes of the October 30, 2024 Library Board Retreat meeting.....50
 - 4. Consideration of approval of the MOUs for AARP, American Public Square, City of Edgerton, Johnson County Corrections, De Soto Parents as Teachers, Growing Futures, N-Circle, and Overland Park Community Garden.....58

- B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2024 were handled in accordance with library and County policy.
 - b) The September 2024 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.....79

VI. Old Business

- A. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies, Kinsley Riggs, Deputy County Librarian;.....80
 - ARM 10-20-10 Library Bill of Rights
 - ARM 20-10-10 Hours of Service
 - ARM 10-70-10 Library Budget Review and Approval Process
 - ARM 20-10-20 Library Card and Privileges
 - ARM 20-10-50 Patron Code of Behavior
 - ARM 20-10-90 Fee Schedule
 - ARM 20-15-11 Internet Use Policy
 - ARM 20-15-60 Interlibrary Loan
 - ARM 20-20-51 Disclaimer on Damaged Patron Equipment
 - ARM 20-60-10 Programming Policy
 - ARM 20-60-11 Co-Sponsorship with Other Organizations
 - ARM 30-20-20 Government Documents Depositories
 - ARM 50-30-30 Special Use Funds
 - ARM 60-10-11 Statement of Policy on Facility Development
 - ARM 60-10-12 Site Selection Guidelines
 - ARM 60-10-70 Parking

VII. New Business

- A. Action Item: Approval of the prioritization for Comprehensive Library Master Plan projects, Tricia Suellentrop, County Librarian.....161
- B. Information Item: Consideration of Memorandum of Understanding between Strawberry Week Society, Adam Wathen, Branch.....162
- C. Information Item: Consider approving the temporary closure of the Central Resource Library for Library Lets Loose 2025, Shelley O’Brien, Development Director.....165

VIII. Executive Session: Personnel Review

IX. Executive Session: Attorney-Client Privileged Consultation

X. Adjournment

CITIZEN COMMENTS

November 2024

October 20, 2024

Dear Library Board,

I am sharing with you an email sent to the PV Council Members regarding the proposed Community Center/Library co-location.

----Dear Council Members,

Thank you for your time presenting to the community on Tuesday, October 15th.

As a means of introduction, Prairie Village has been my home since 2009, when I purchased a first-time home after returning to my native Kansas City from Washington, D.C. My husband and I have since relocated from the "starter home" close to the Village shops to our "forever home" in the Cure of Ars community. We recently completed an extensive remodel of our home to accommodate our five children. Our remodel included aspects to allow us to "age in place." I am sharing this detail to underscore--we plan on being life-long residents of Prairie Village.

I am reaching out to express a number of concerns regarding the proposed Community Center and library co-location. Questions and concerns are bulleted below:

Why was the decision made to have citizens vote on the Community Center by mail-in ballot only? This feels underhanded and like the City is attempting to move forward an initiative without fully engaging the community.

What are the reasons that the YMCA has been floundering, apart from the degradation of its facilities? Is there sufficient demand for YMCA-type programs? It feels you are following a "if we build it they will come" fallacy here.

Why would the city choose to lower its bond rating and take on an enormous amount of debt to "bail out" the YMCA when this entity hasn't managed its finances appropriately to care for its own facility?

How are neighboring community centers fairing financially? If they are not successful, why would a PV Community Center be different?

Further, would the creation of a PV Community Center reduce usage at neighboring city centers, thus impacting their viability?

There is no doubt that the Corinth library is in need of repair, and the library has shown fiscal responsibility by earmarking funds for this. Why would the library choose to co-located with a Community Center and thus strap citizens with enormous debt?

The proximity of SM East to the proposed Community Center and library will be a detriment to young families who frequent the library. Placing careless student drivers in close

CITIZEN COMMENTS

November 2024

proximity to a parking lot frequented by young parents with strollers, toddlers, wandering grade school kids and piles of books is inviting an accident.

In my opinion, co-locating the library with a Community Center will make the library a LESS safe place to be. We currently allow the eldest of our five children, a sixth-grader and fourth-grader, to ride their bikes to the library together. If the library were co-located with a Community Center drawing a wider population, with more people milling about and more high schoolers present, I would not allow this.

Once again, it feels as if the Council is taking Prairie Village away from the city people chose to live in--small, safe, quaint, known, and doing this is a way where citizens are not informed and do not have the opportunity to voice counter opinions. The lack of a Q&A at the presentation on the 15th left me fuming. What was the consensus from the write-in cards at the meeting? Will a sampling of these comments and concerns be shared?

I am exceptionally concerned with both the proposed Community Center and the PV Government's communication and transparency with the planning process and mail-in ballot decision making.

I would invite the opportunity to dialogue further on this, and would find assurance in knowing these comments are actually heard and given more respect than a tiny comment card at a community presentation.

Thank you for your time.

Regards,

Kirsten Flanagan

MA-IR, Maxwell School of Citizenship and Public Policy, Syracuse University

816-289-3883



Monthly Report of the
Volunteer & Friends Engagement Coordinator Amber Bourek Slater
to the Board of Directors of Johnson County Library
November 2024

Youth Service Days

On Tuesday, October 15th, the Friends of Johnson County Library hosted for the third time a group of 8th graders from Prairie Trail Middle School for their annual day of service. During their shift, students rotated between stations of checking the condition of books, running the sorting machine, and shelving. A big thank you to the volunteer leads who helped the students learn their roles at Pine Ridge. Students were able to select a book or puzzle to take with them at the end of their volunteer shift.

Thanking volunteers

As the year is about to end, this is a great time to thank volunteers for all they have done in 2024 to support Johnson County Library. One of the ways the Friends of JCL thanked volunteers is by delivering donuts to election volunteer who worked the polls in seven JCL branches. Additionally, our most active adult volunteers will be receiving thank you cards with personalized messages from staff for Thanksgiving. Lastly, we will be hosting an end of year potluck breakfast on Friday, December 13th at Central Resource Branch from 9:30-11AM. I hope you will join us as your schedule permits.



Monthly Report
of the Friends of Johnson County Library from Shanta Dickerson
to the Board of Directors of Johnson County Library
November 2024

Community Engagement and Advocacy: Making an Impact Together

Since participating in **National Voter Registration Day**, we've stayed active in key advocacy efforts. Partnering with organizations like **Nonprofit VOTE** and supporting initiatives like the **National Freedom to Read Day of Action**, we continue to champion voter awareness and community engagement.

In addition, we joined hands with other nonprofits at **Overland Park's Fall Recycling Extravaganza** on October 12. Thanks to everyone's generosity, we collected an incredible 7,000 pounds of gently used books and audiovisual materials. Every donation helps us continue our mission—we are so grateful to our numerous in-kind donors for being part of the change!

National Friends of Libraries Week: A Celebration of Community & Growth

The 19th annual **National Friends of Libraries Week** (October 20-26, 2024) was an exciting and busy time for us! Here's a quick look at how we celebrated and connected with our amazing supporters:

- We proudly **announced our upcoming expansion** plans on social media and launched the **fundraising campaign** for our Capacity Expansion Project.
- We **opened our brand-new online merchandise store!** You can now show your support with exclusive Friends of the Library gear: [Visit our shop here!](#)
- We were honored to receive a **proclamation from the Board of County Commissioners**, recognizing the impact of our work.
- We hosted a **members-only open house** with over 40 guests, offering behind-the-scenes tours of our sorting and sales operations—such a fun way to connect with our community!
- We spread the word through the **Shawnee Mission Post**, educating even more people about our mission and goals: [Read the full article here.](#)
- Finally, we sent a heartfelt **thank you note** to our **900+ active members**, expressing our deepest gratitude for their continued generosity and support.



Monthly Report of the
Johnson County Library Foundation from Shelley O'Brien
to the Board of Directors of Johnson County Library
November 2024

Foundation Slate of Officers for 2025

At the October Foundation Board meeting, the Board voted for the following officers in 2025:

Stann Tate – President
Julie Steiner – Past President
Lisa Larson-Bunnell – President-Elect
Chris Anderson – Treasurer

In addition, Brandon Kenig will be added to the Foundation Board as a member in January. Brandon grew up in Johnson County and spent a lot of time as a child at the Oak Park Branch. As a teen he served on a Teen Advisory Committee led by Tricia Suellentrop.

End of the Year Solicitation

Next to Library Lets Loose, the end of the year is where the Foundation brings in the most dollars to support the Library. This year we are celebrating with Giving Tuesday on Tuesday, December 3rd and with ads in the Johnson County Post all December. Additionally, Tricia Suellentrop and Julie Steiner is signing personalized solicitations to our past donors, asking them to renew their commitment to the Library.

Reminder – November 13th is the Tri-Board reception and the author Jen Mann 1952 Society reception at the Central Resource Library starting at 5pm. Please let Shelley know if you are attending the author reception.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
September 2024
75% of Year Lapsed

OPERATING FUND	Programs	2024 Budget
	Revenue	5,054,089
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	387,555
	Transfer to Capital Projects	8,908,290
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$9,295,845</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u>(\$4,241,756)</u>
SPECIAL USE FUND		2024 Budget
	Revenue:	2,920,125
	Expenses:	
	Contractual Services (General Maintenance)	
	Commodities (Capital Equipment)	34,571
	Transfer to Debt Payment	
	Transfer to Debt Payment - CLMP	3,606,523
	Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES		<u>\$3,641,094</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE		<u>(\$720,969)</u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS		<u>(\$4,962,725)</u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2024

75% of Year Lapsed

REVENUE ALL FUNDS	2024 Year to Date	2024 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	44,460,590	45,612,939	97%	99%
Ad Valorem Delinquent	86,480	151,009	57%	-129%
Motor Vehicle	3,043,397	3,387,672	90%	85%
Library Generated - Copying/Printing	67,315	108,206	62%	59%
Library Generated - Overdues / Fees	43,969	38,000	116%	15%
Sale of Library Books	14,182	50,000	28%	0%
Misc Other	6,921	18,703	37%	7%
Reimbursements	133,246	740,000	18%	22%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,059,618	825,000	128%	123%
Unencumbered Balance Forward	0	6,874,696	0%	0%
Transfer from Capital Projects	6,293	0	0%	0%
Sale of Capital Assets	1,920,768	0	0%	0%
Recreational Vehicle Tax	20,180	16,922	119%	74%
Commercial Vehicle Tax	62,830	63,117	100%	107%
Heavy Trucks Tax	4,615	4,733	98%	73%
Rental Excise Tax	66,733	66,002	101%	155%
Payment in Lieu of Taxes	346,154	0	0%	0%
State and Federal Grants	132,886	273,607	49%	50%
TOTAL REVENUE	51,476,177	58,230,606	88%	92%

Expenses ALL FUNDS with Collection

Encumbrance	2024 Year to Date	2024 Budget	% Categories Expended
Salaries and Benefits	19,630,773	27,178,537	72%
Contractual Services	4,208,257	7,374,266	57%
Commodities	5,804,480	5,295,453	110%
Risk Management Charges	176,292	266,103	66%
Capital / Maintenance / Repair	8,926,277	10,774,696	83%
Transfer to Capital Projects	3,606,523	3,640,620	99%
Grants	128,182	273,607	47%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL EXPENDITURES	45,975,049	58,230,606	79%

Revenue - Expenses as of September 30, 2024 5,501,128

RESERVES ALL FUNDS	As of 12/31/23
Reserves Operating Fund	19,186,883
Reserves Special Use Fund	3,032,242
Total JCL Reserves	<u><u>22,219,125</u></u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
September 2024
75% Year Lapsed

OPERATING FUND	2024	2024	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	4,132,449	7,406,324	56%
Information Technology	2,940,138	4,906,803	60%
Collection Development	2,884,462	4,063,002	71%
Branch/Systemwide Services	17,065,902	23,192,622	74%
Risk Management Charges	176,292	266,103	66%
Grants	80,326	273,607	29%
Transfer to Capital Projects	8,283,290	10,774,696	77%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL OPERATING FUND EXPENDITURES	39,057,125	54,310,481	72%

SPECIAL USE FUND	2024	2024	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	152,505	0%
Commodities (Capital Equipment)	34,571	127,000	27%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,606,523	3,640,620	99%
TOTAL SPECIAL USE FUND EXPENDITURES	3,641,094	3,920,125	93%

TOTAL EXPENDITURES	42,698,219	58,230,606	73%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
September 2024
75% Year Lapsed

ALL FUNDS	2024	2024	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	19,630,773	27,178,537	72%
Contractual Services	3,637,611	7,374,266	49%
Commodities	3,146,152	5,295,453	59%
Risk Management Charges	176,292	266,103	66%
Capital / Maintenance / Repair	8,926,277	10,774,696	83%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	3,606,523	3,640,620	99%
Grants	80,326	273,607	29%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL EXPENDITURES	42,698,219	58,230,606	73%

GRANTS*	Expenditures through 05/31/2024	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$132,233.29	\$132,568.53	\$335.24
285000092	2024-State Aid	State	3/12/2024	\$80,326.09	\$132,886.40	\$52,560.31

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

Expenditure of Friends of the JCL Donations 2024

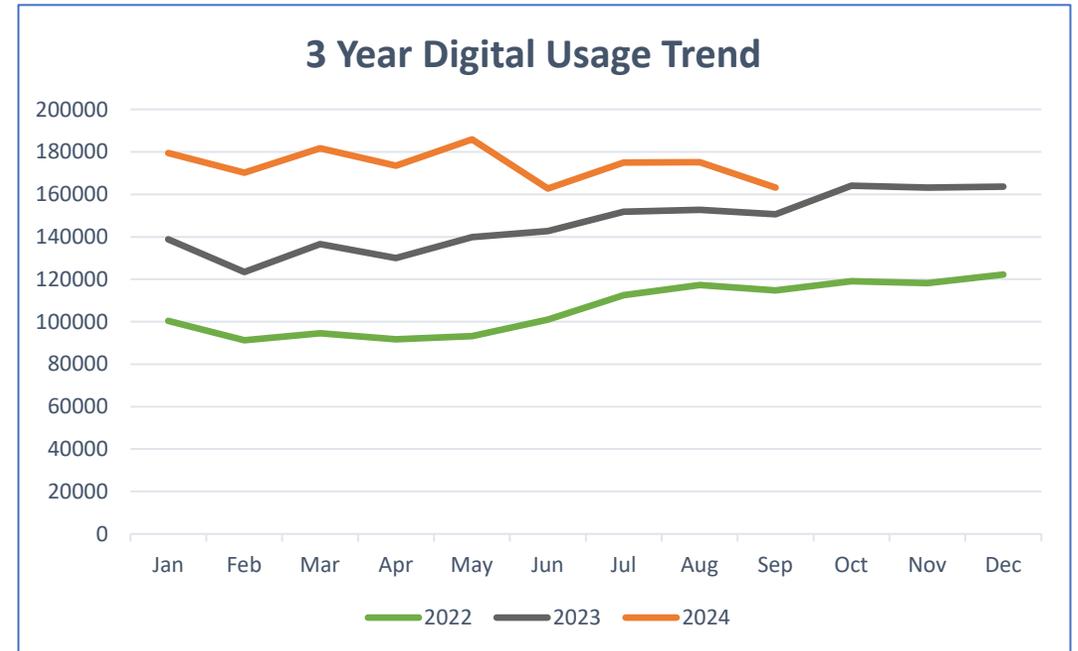
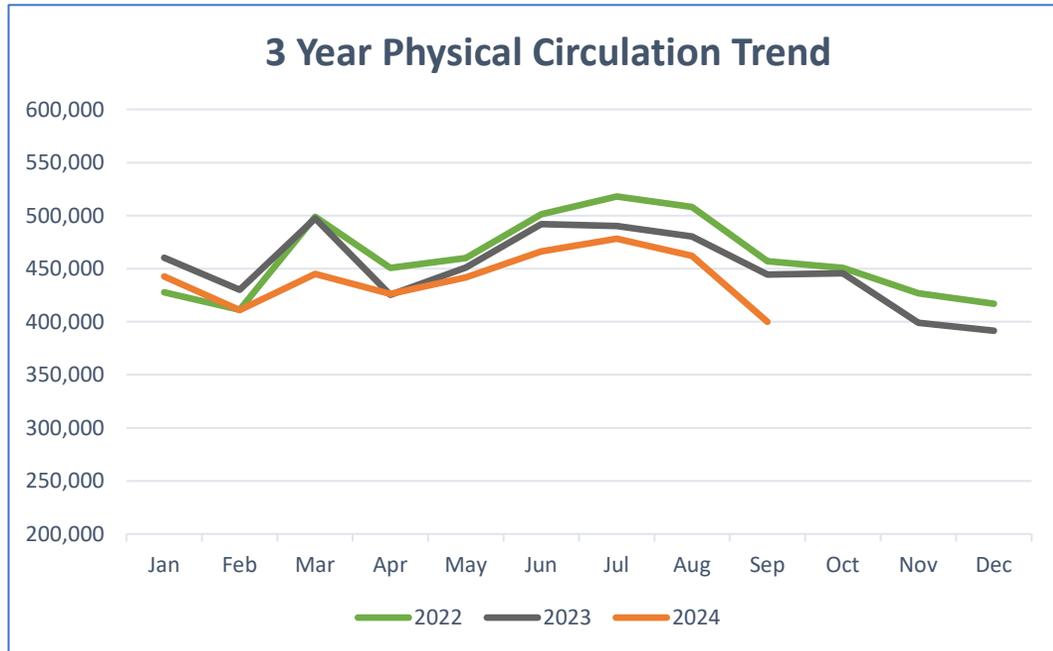
<i>Expenditure Details</i>	<i>September</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	1,502.21
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 1,502.21

Quarterly Statistical Report

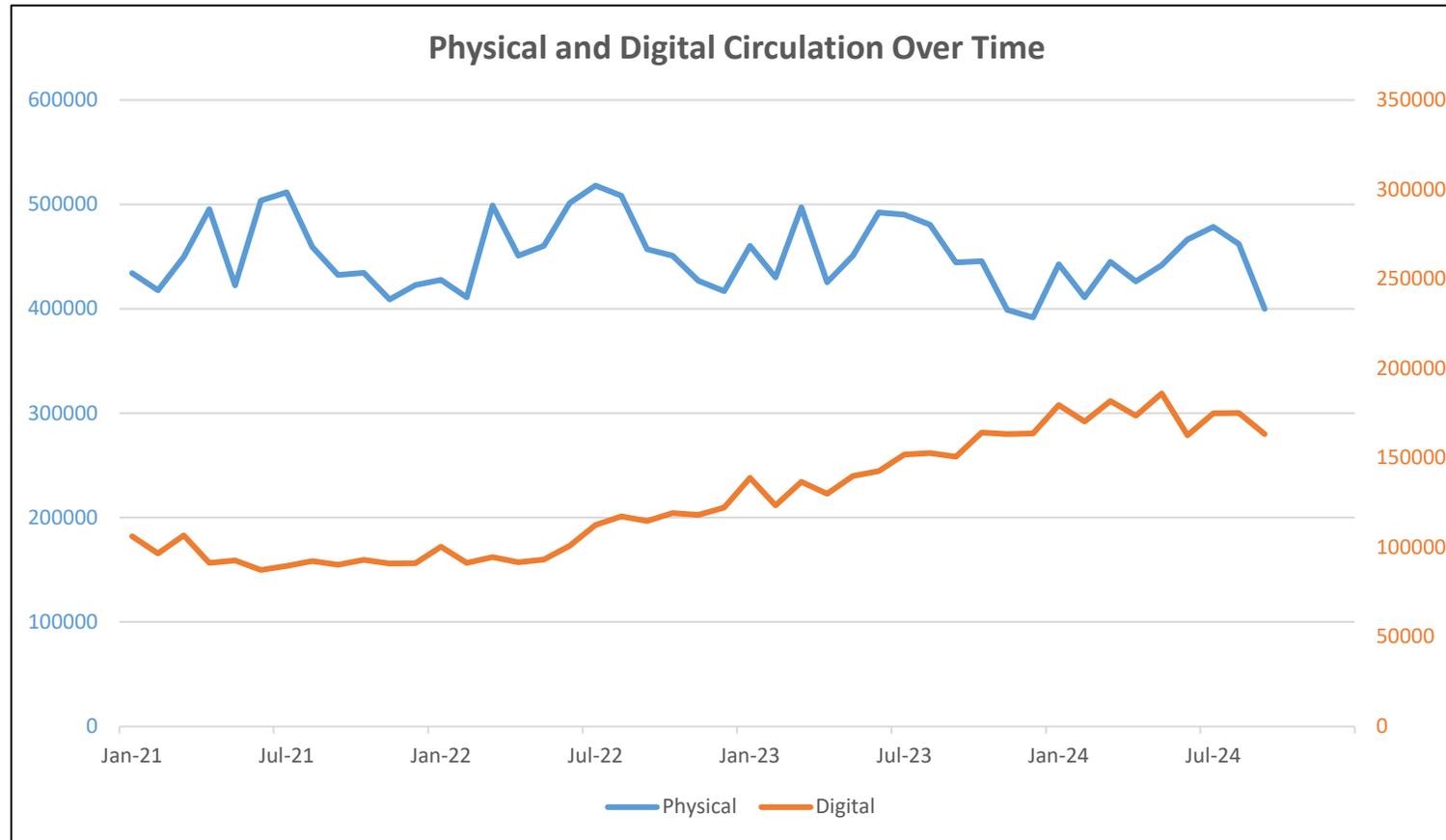
3rd Quarter 2024

JOHNSON COUNTY LIBRARY

Quarterly Statistics



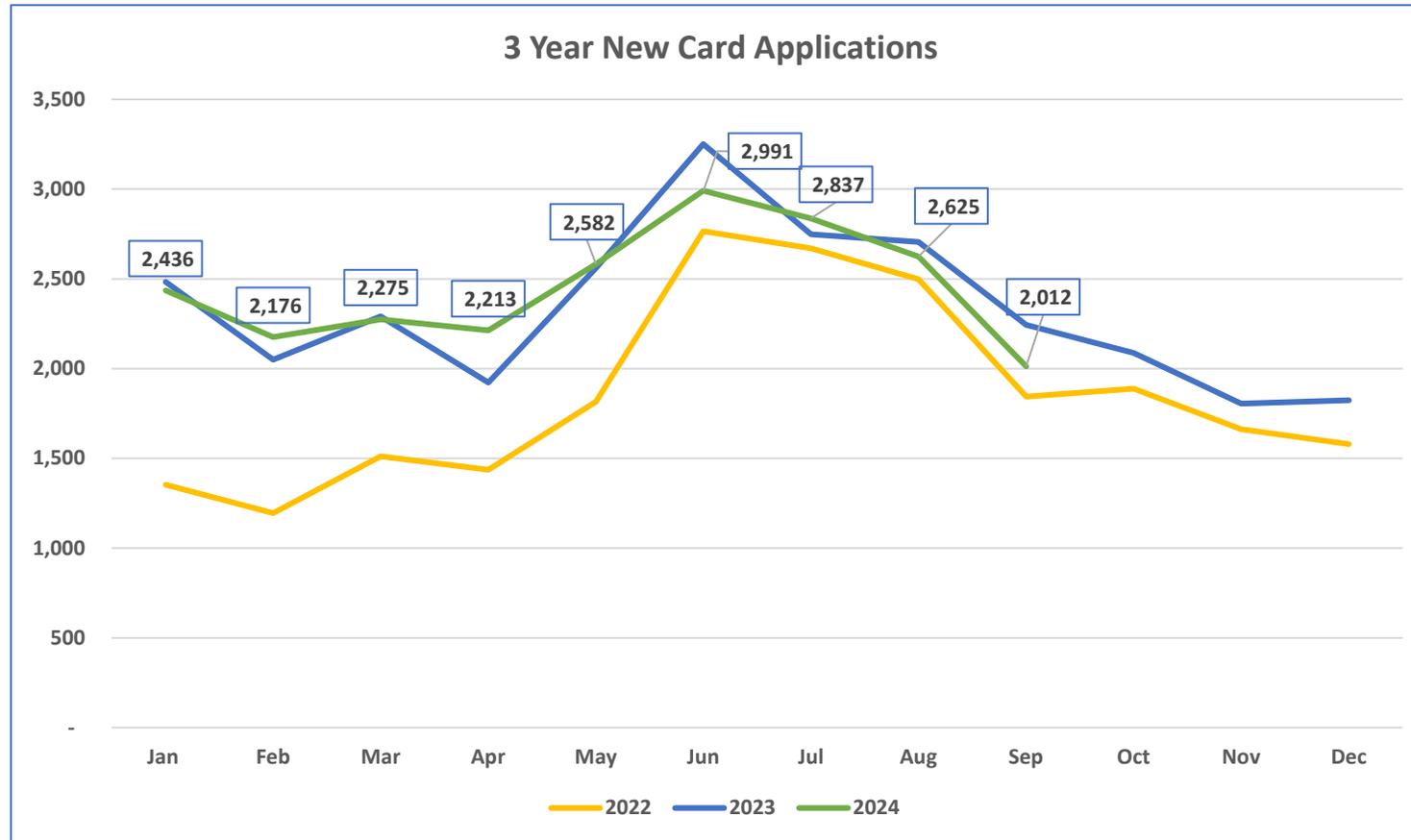
Quarterly Statistics



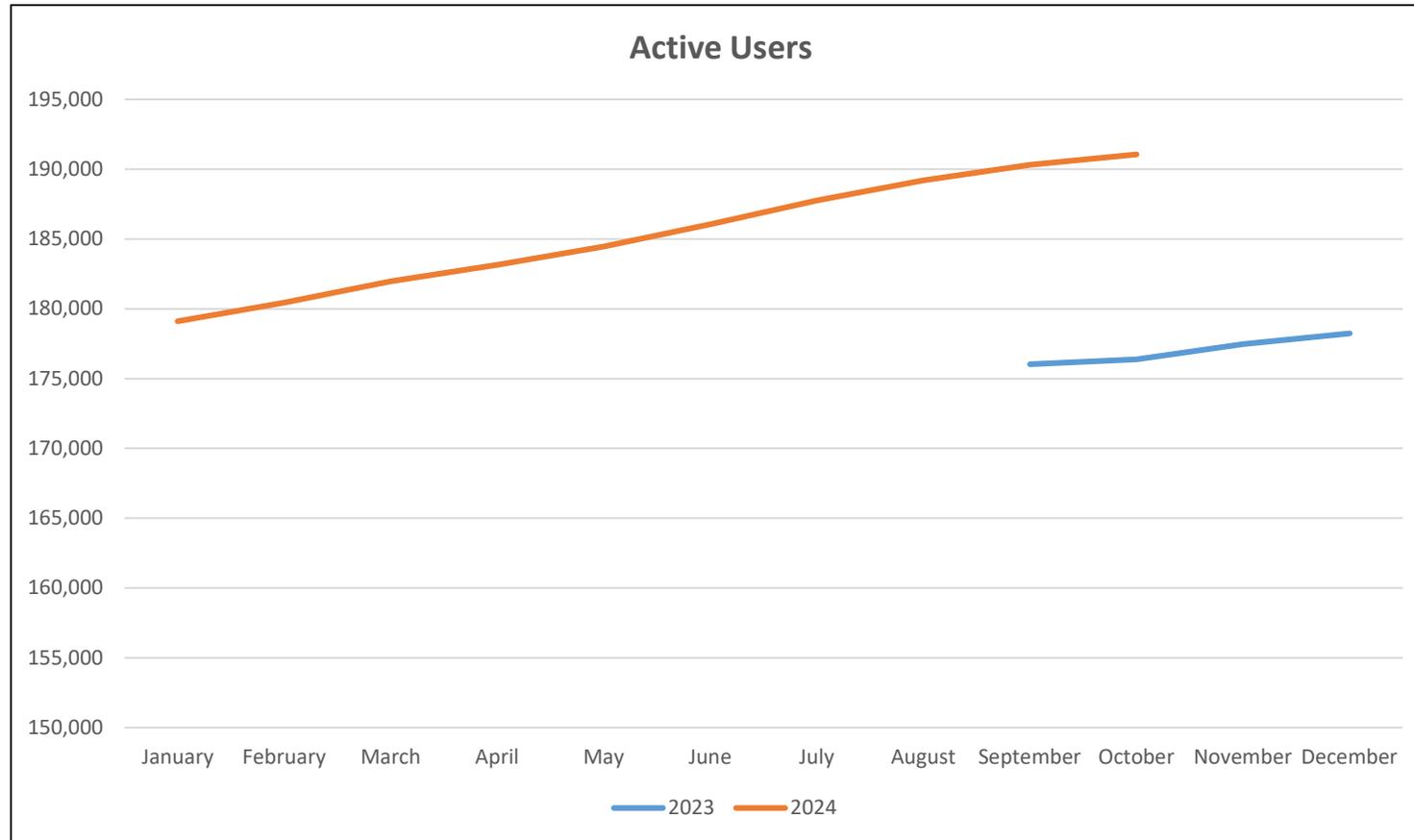
Quarterly Statistics



Quarterly Statistics



Quarterly Statistics



Spring Hill and De Soto Renovations

Update – November 2024



Updates

- Architect kickoff
- Building tours
- Schematic Design

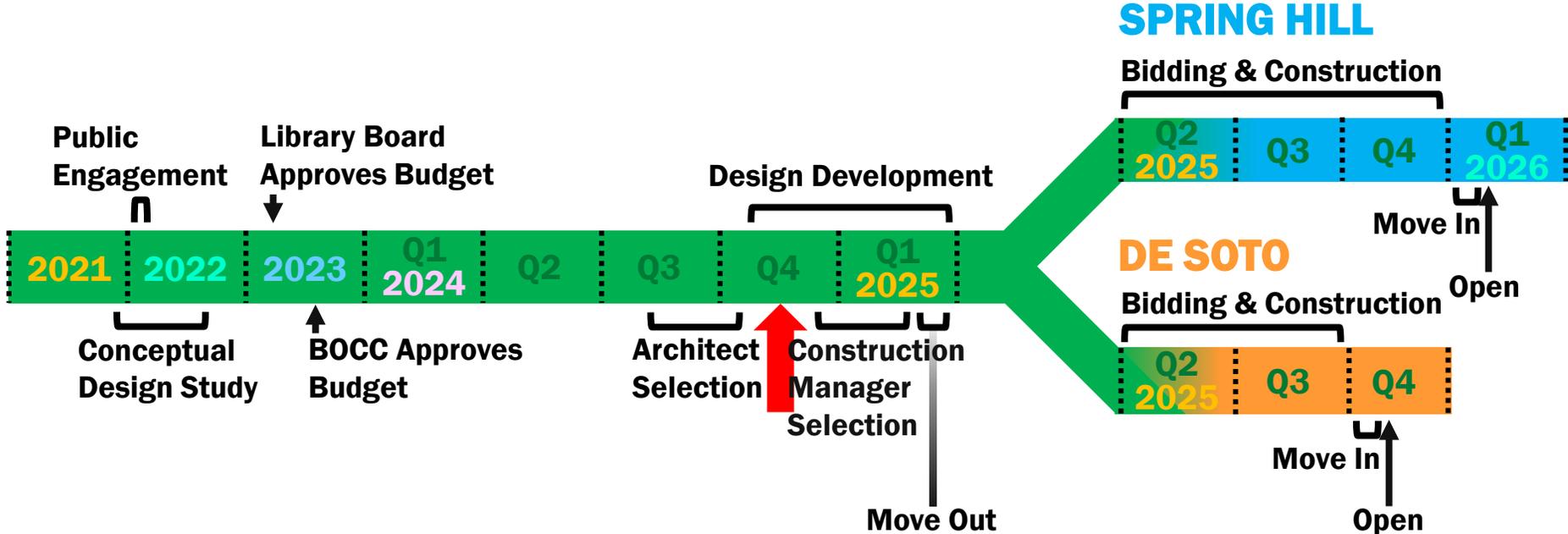


Next Steps

- Schematic design has begun
- Internal stakeholder interviews are underway



Spring Hill and De Soto Renovations: Anticipated Project Timeline

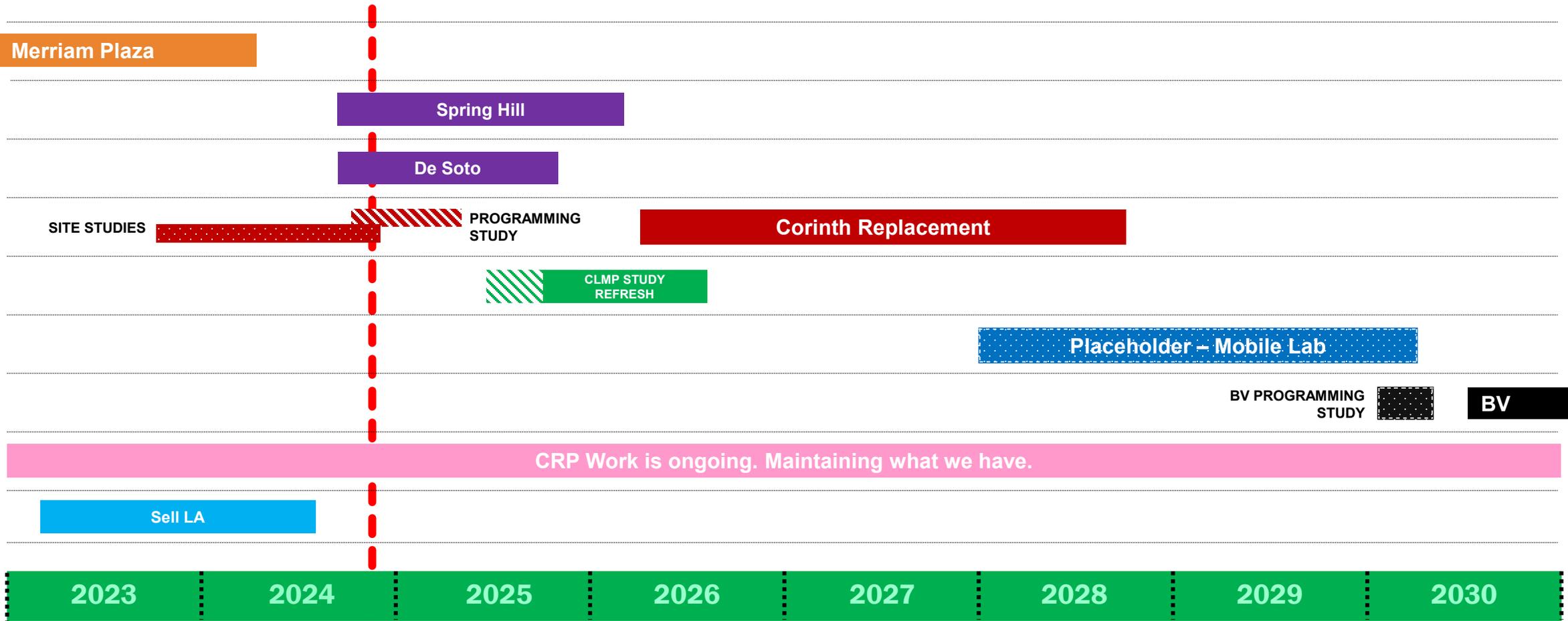


Capital Projects: Timeline Summary

November 2024



Capital Improvement Projects: Anticipated Timeline

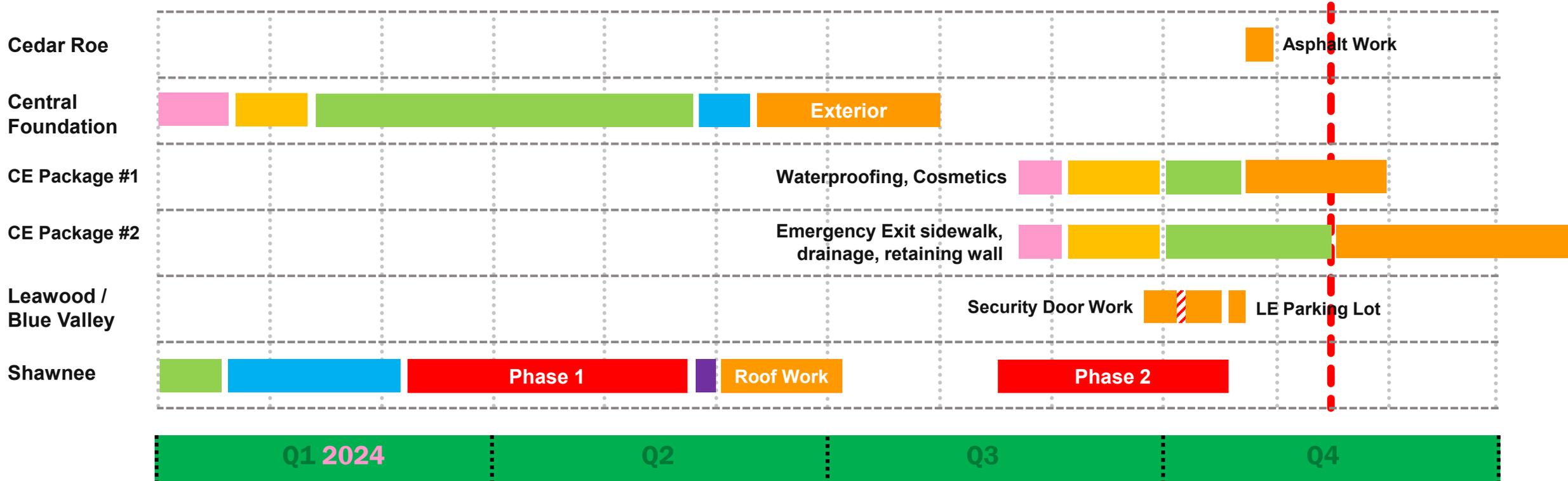


This visual is shown as an illustration with anticipated dates and may change.



2024 CRP Anticipated Timeline

- Proposals / Design
- Bidding
- Contracts / Board Action
- Product / Material Submittals / Lead Time
- Building Closure
- FAC Activity / No Closure
- Substantial Completion / Move-in / Punch List Completion
- LE Parking Lot



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

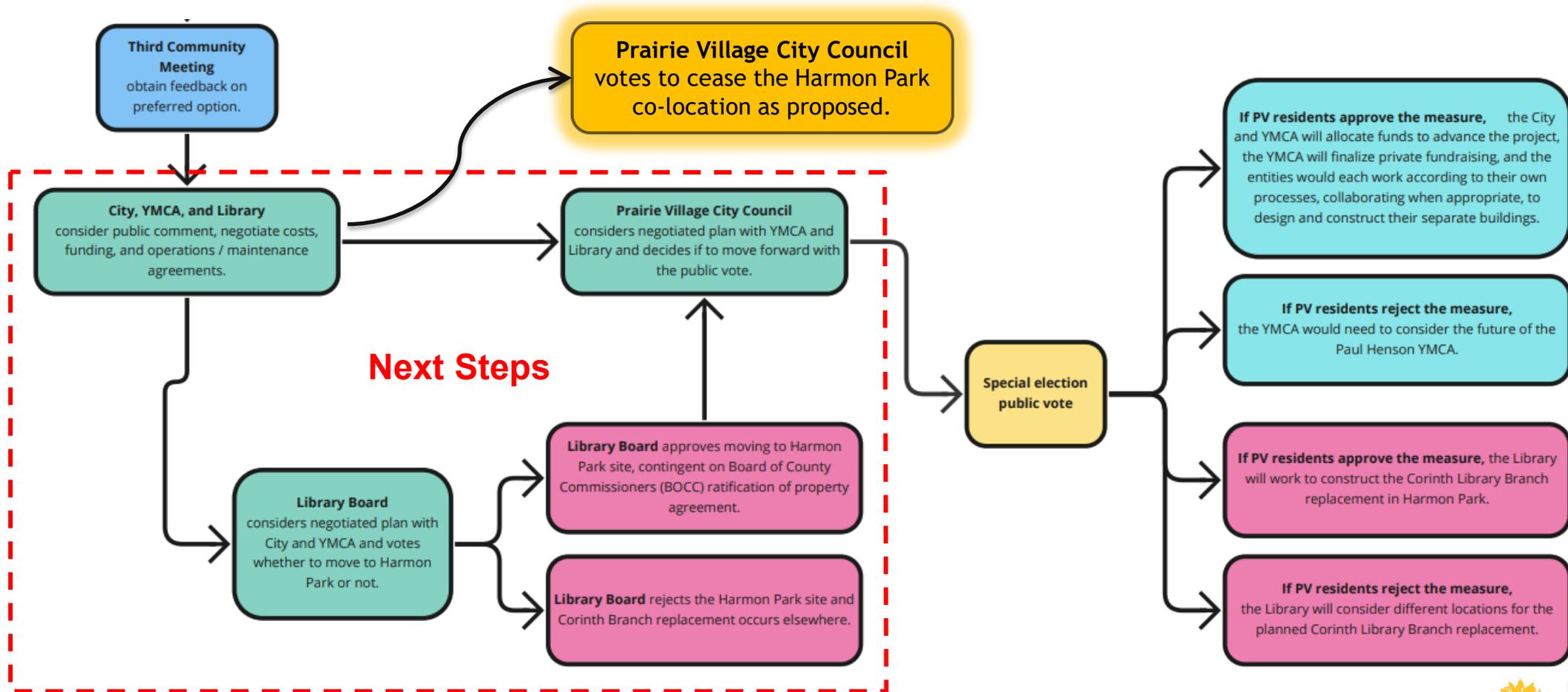


Corinth Replacement Project and Harmon Park co-location site study

Update and Next Steps



Corinth Replacement Project and Harmon Park co-location site study



Corinth Replacement Project and Harmon Park co-location site study

Rebuild on the current
Corinth Library site.

Explore other options
within the service area.



2024 – 2028 Strategic Plan Trimester II Update

May - August 2024

JOHNSON COUNTY LIBRARY

2024-2028 Strategic Plan

Vision

Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

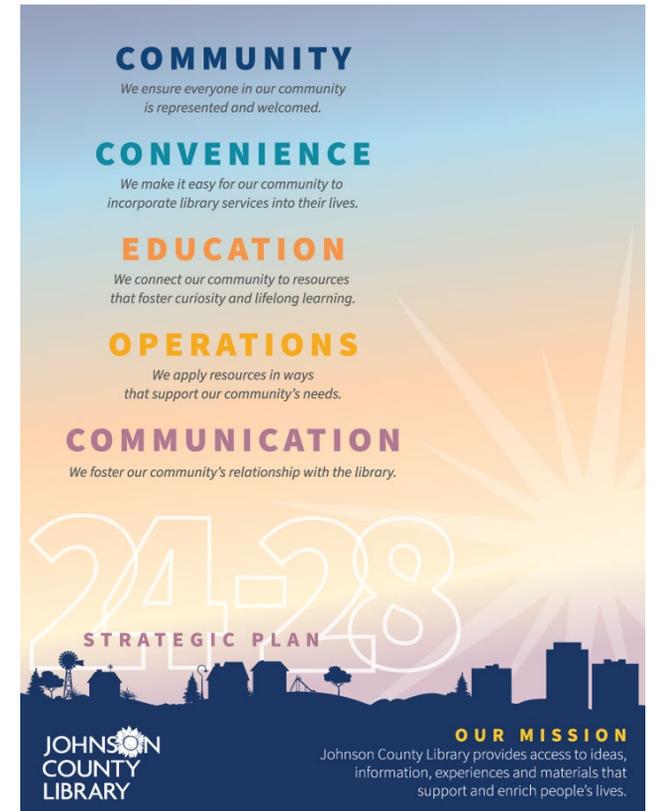
Mission

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

Key Performance Areas (KPAs)

Community * Convenience * Education * Operations * Communication

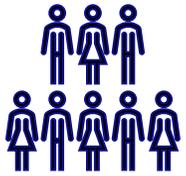
2024-25 Organizational Priorities



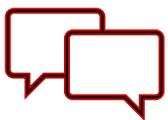
2024-2025 Organizational Priorities



Implement Comprehensive Library Master Plan (CLMP), Capital Replacement Projects (CRP), and Capital Improvement Projects (CIP).



Align staff and resources through implementation of SORT II (Staff Organization Redesign Template II) and Patron Service Standards.



Commit to the County's VIBE (Voices of Inclusion, Belonging and Equity) initiative through facilitating community engagement (staff and public) and prioritizing and implementing action items from the 2022-2023 DEIB (Diversity, Equity, Inclusion and Belonging) work.



PRIORITY: SORT II

SORT Implementation

Top Takeaways May-August 2024:

- Program Department: All positions selected, placed, onboarded and co-located at Central
- Leaders across the Library were involved in implementation planning
- Team of six teams created plans to support continuity, communication and patron service through the transition into the new structure



SUCSESSES

Fall Programs planned
Onboarding Program staff
Maintaining continuity of patron services

CHALLENGES

Space for Program staff at Central
Finding time and effort to plan for the near future while maintaining present service

UPCOMING MILESTONE

Fall Programs to begin Sept. 5
Regional teams forming Sept. 29





PRIORITY: CIP, CLMP, CRP

Lackman

Top Takeaways, May-August 2024:

- Successful sale process
- Sale funds received
- One step closer to completing the changeover to our new security vendor



SUCSESSES: Competitive bid process resulted in a sale over the asking price.

CHALLENGES: Site security during the process. Communication challenges.

UPCOMING: Consideration of the process for future building sales.





PRIORITY: CIP, CLMP, CRP

Capital Improvement Plan

Top Takeaways May-August 2024:

- *Corinth* Studies related to Corinth Library Replacement are underway.
- *Spring Hill and De Soto* renovations project has begun the preliminary stage of architect selection and project team formation.



SUCSESSES: Prairie Village campus study site recommendation has been identified.

CHALLENGES: External Partners and governing body stakeholder alignment.

UPCOMING: Corinth Replacement site discussion and programming study. Spring Hill and De Soto design begins.



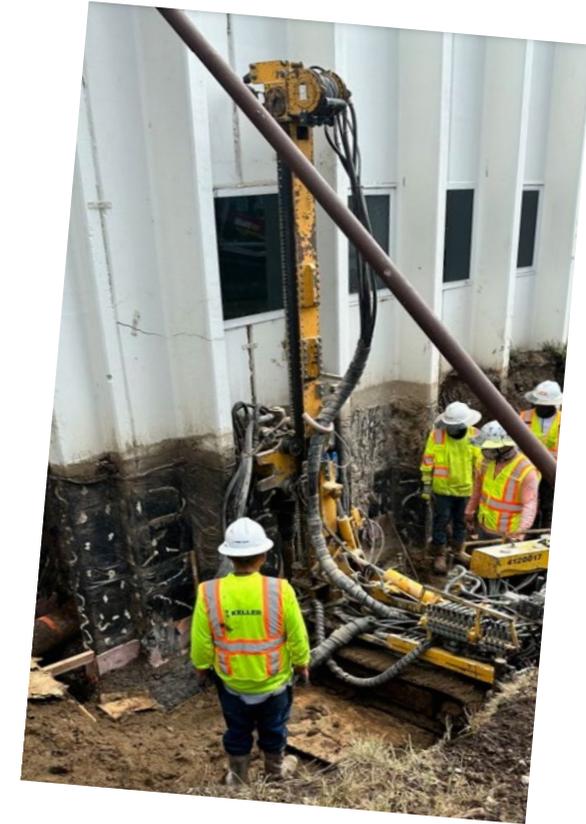


PRIORITY: CIP, CLMP, CRP

Capital Replacement Plan

Top Takeaways May-August 2024:

- *Central West Wall* work began.
- *Central Support Staff Workspace Planning* work began.
- *Shawnee* closed for CRP (Phase 2) work.
- *Cedar Roe* parking lot and electrical upgrades.
- *De Soto* sewer line replacement.



SUCSESSES: Maintaining and upgrading existing buildings. Successful interventions on buildings that needed quick attention.

CHALLENGES: Still experiencing long lead times for some components and furnishings.

UPCOMING: Additional work expected at several locations before the end of 2024.





PRIORITY: DEIB

JCL VIBE Team formation

Top Takeaways May-August 2024:

- Co-facilitators of JCL VIBE Team began the launch process through Library communication channels.
- July: Team chosen via application process.
- August: Kickoff meeting for team.



SUCCESES: Team launched after more than one year of planning and framework creation.

CHALLENGES: The timing of the launch coincided with significant organizational changes within SORT II implementation

UPCOMING: Establishment of team priorities and work groups.



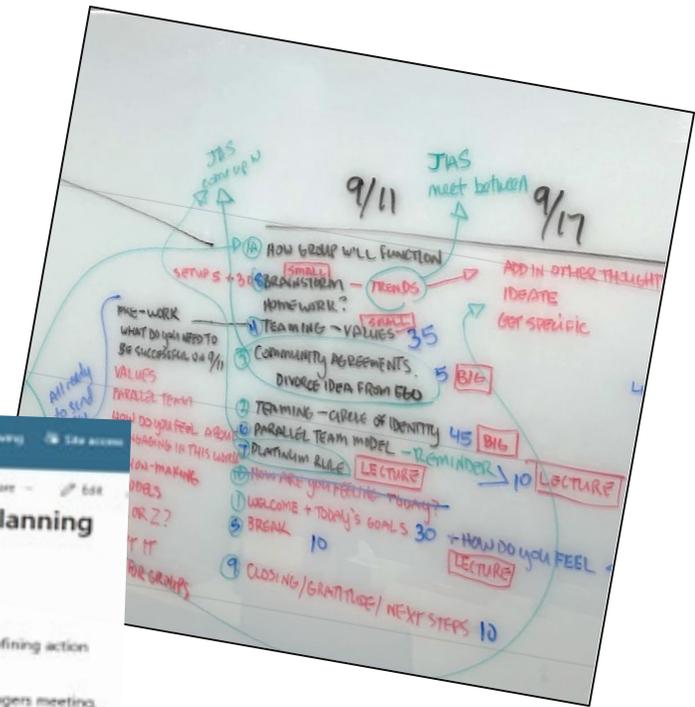


PRIORITY: DEIB

Employee Engagement Survey (EES)

Top Takeaways May-August 2024:

- Representative team formed to develop up to two Strategic Plan action items.
- Facilitators chosen, session dates/ times booked, and agendas in progress.
- Work coordinated with the launch of the JCL VIBE team.

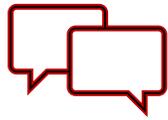


SUCSESSES: Feedback led to robust dialogue and a pivot to directly involve staff at all levels; good interest from staff in serving on the team.

CHALLENGES: Competing priorities have made it hard to find time for the planning of the sessions.

UPCOMING: Development of Employee Engagement action items for inclusion in the 2025 Strategic Plan.

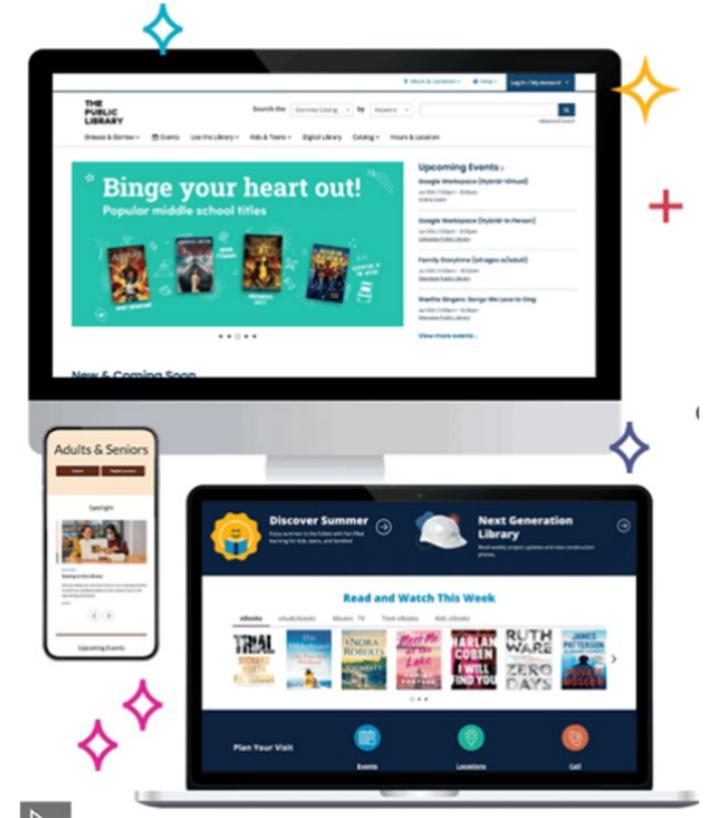
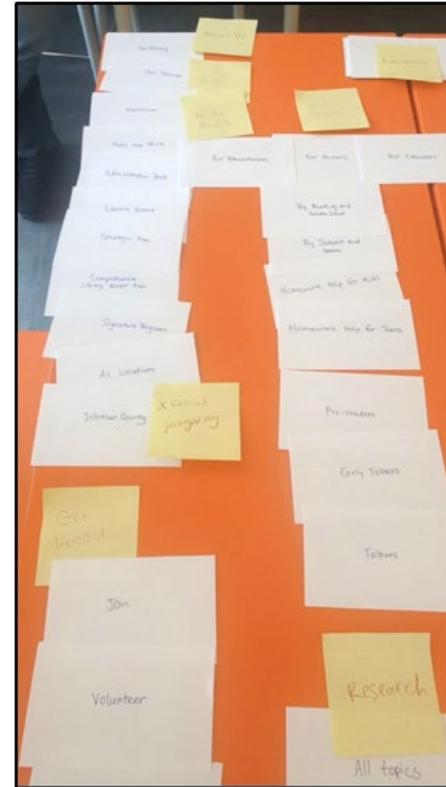




PRIORITY: DEIB *Web Refresh*

Top Takeaways May-August 2024:

- New Content Management System (CMS) selected; security, financial reviews complete and legal review underway.
- User experience testing resumed with staff and patron groups.
- Received updated Federal Guidance and compliance timeline on ADA accessibility of Library website.



SUCSESSES: Six-month review process completed, and catalog vendor BiblioCommons chosen for continuity of patron experience and ease of use.

CHALLENGES: Vendor contract requires many layers of review and approvals before it can be approved, and project can begin.

UPCOMING: Board approves a spending level increase in Sept.; project kickoff in Nov.; user testing will ramp up in Q3.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

October 10, 2024
at Central Resource Library
4:00 p.m.

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

ABSENT: Jennifer Hrabe.

BOARD ATTORNEY: Andrew Logan.

BOCC: Commissioner Allenbrand unable to attend this meeting.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, Ben Sunds, David Vratny, Jen Mahnken, Patti Kangethe, Shelley O'Brien, Aaron Otto, Scott Sime, Juan Lopez-Tamez, Shanta Dickerson.

CITIZENS COMMENTS:

None.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Mr. McAllister announced that October 31st is his birthday.

Ms. Huff and Board Chair Kilgore both expressed congratulations to the Foundation on an incredible event, Library Lets Loose was a fantastic occasion with multiple aspects of success.

Mr. Sims expressed regret missing the Library Lets Loose event and thanked the Foundation for sponsoring his trip to the Association for Library Services to Children conference in Denver. He recounted being able to witness staff's presentation and appreciates the time and attention that is spent on policies more now. He also mentioned that today is his birthday.

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 October Library Board Report.

Ms. O'Brien gave an update on the success of the Library Lets Loose event mentioning that they raised \$175,000, which was a significant increase from the previous year's \$131,000. While attendance was slightly lower at around 575 people (compared to 625 the previous year), they had more sponsors. She thanked Ann Baum, Midwest Trust, honorary hosts Ann and Bill Blessing, her colleague Amber BurekSlater, and the Board for their support.

Shanta Dickerson, Executive Director of the Friends of Johnson County Library, then presented the winners of the annual bookmark contest. This year, 14 winners across seven categories, Preschool through Adult, were recognized. Winners and images of the winning bookmarks are included in the October Library Board Report.

COUNTY COMMISSIONER REPORT:

Commissioner Allenbrand apologized for not being able to attend this meeting.

BOARD COUNSEL REPORT

Mr. Andy Logan, Board co-counsel, reviewed Administrative Regulation Manual sections (ARMs) and Memorandums of Understanding (MOUs) as the board is approaching a season when several of these will be reviewed and reviewed in the coming months.

Mr. Logan reviewed state statutes, KSA 12, 1225 B requires that the Library Board establish the policies that govern the library. First set out in 1984 in state statute, and in 1986, the Board established a policy (ARM 10-60-30) for how to make policy that sets out that the ARMs will be maintained by the County Librarian and reviewed on a biennial basis. Mr. Logan reviewed that policies might need minor tweaks or major changes, and be addressing staff recommendations or board requests, to ensure smooth library operations.

Regarding MOUs, Mr. Logan explained that these are contracts, often more informal, expressing cooperation and collaboration with various entities. Typically, MOUs are renewed annually and involve partnerships with nonprofits or government bodies. They may cover services like early childhood development or property agreements. He anticipated several MOUs for renewal in the coming months, with some possibly spanning more than a year, although the Kansas cash basis law limits multi-year financial commitments.

Board Chair Kilgore asked about multi-year agreements and Mr. Logan explaining that while some MOUs might extend beyond a year, those involving budgetary commitments would be constrained by the Kansas cash basis law meaning the library cannot obligate itself to apply certain funds for a future year under the Kansas cash basis law. So, that is a budgetary mechanism and restriction.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny presented the Johnson County Library's revenue report, covering the period through the end of August. The library had collected nearly \$51.4 million, which represented about 88% of the annual target, comparable to the same time last year. In terms of expenditures, the library had spent \$43.6 million, including various encumbrances such as collections. Although the spending appeared to be at 75%, Mr. Vratny clarified that after excluding capital transfers, debt service, and interfund transfers, it aligned more closely with 68%, which was typical for that point in the year.

Information Technology Trends

Michelle Beesley, Information Technology Manager, presented the financial report to the Board, this report is included in the October Board Report.

Ms. Beesley reviewed the library's technology usage trends over the past five years. She noted that public computers remained popular, although the number declined slightly in 2023 due to the removal of 12 computers from the Johnson County adult education classrooms at Antioch and adjustments at Corinth and Cedar Roe. These changes created more space for personal devices. The duration and number of public computer sessions increased in 2023, while wireless sessions also continued to rise post-pandemic, reflecting increased patron traffic and multiple device usage.

Printing remained popular, and Ms. Beesley anticipated that the implementation of new public printing solutions in 2024 would impact these numbers. In response to a question about usage returning to pre-pandemic levels, she noted that more people were bringing their own devices, but the trend was unclear. She also mentioned that laptop lending had increased after moving kiosks from Monticello to Central, though desktops still drew more attention.

Discussions followed about possibly lending laptops for use outside the library and offering larger monitors as part of future upgrades.

Board Chair Kilgore asked if we see used of public computers getting back up to pre-pandemic levels or if we see people having their own devices more now. Ms. Beesley responded that we have tried to create lending laptops to create flexibility with the space and ultimately, we see the numbers trending up.

Mr. Mendoza asked if laptop lending has been stable. Ms. Beesley shared that the service of laptop lending has gotten more use at Central, and it is not our most popular service. She shared that people tend to use the desktops that they see compared to the laptops available. Mr. Mendoza expressed interest in looking into lending the laptop not just for use in the library, also able to take with you and continue your project wherefore the patron is going.

Board Chair Kilgore and Ms. Beesley also mentioned the draw that larger screens on desktop computers may have for users.

County Librarian Tricia Suellentrop announced that Scott Sime had recently started his new role as the library's first-ever Project and Events Manager, a newly created position. She expressed enthusiasm for his appointment. Board Chair Kilgore expressed her congratulations.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project and Event Manager, and Megan Clark, Project Coordinator, presented on the Comprehensive Library Master Plan, these reports are included in the October Board Report.

Spring Hill and De Soto

Ms. Megan Clark, project coordinator for the library, provided an update on the Spring Hill and De Soto projects, highlighting that the architect selection process had been completed. A briefing sheet with the results was forthcoming, and pending approval, the design process would soon begin. She noted that there were no changes to the project timeline at that point, but adjustments might be made as the design phase progressed.

Merriam Plaza Library Update

Scott Sime, project and event manager, provided an update on the Merriam Plaza Library, which had been open for six months. He reviewed new card creation and checkout data, noting that new card sign-ups had balanced out, and checkouts, including holds, followed a consistent trend with a summer peak before settling lower.

Mr. Sime also discussed the post-occupancy process, like the model used since Monticello's opening in 2018. Monthly meetings with branch staff, facilities, and other departments helped troubleshoot minor issues, such as furniture delays, wind noise in the drive-through microphone, and glare from windows. They maintained a detailed log of building systems to address problems and improve future projects. Lessons learned were recorded, and they kept in touch with city partners through monthly meetings.

He highlighted the good working relationship with the Community Center next door, which was an election site, unlike the library. Mr. Sime concluded by mentioning a new management team at Merriam Plaza and confirmed that an 11-month inspection would be conducted to address any issues before the building's warranty expired.

Overall Timeline

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

Mr. Sime provided an update on the capital project timeline, noting no significant changes but highlighting progress on several projects. At Cedar Roe, parking lot work was scheduled to begin by the end of the month without requiring a closure. At Blue Valley, security door work was expected to finish soon, with no need for a closure despite potential weather-related slip hazards. The Shawnee project was also on track to open the following week.

Scott Sime, lead project coordinator, expressed gratitude for the support from various team members and provided updates on multiple projects. He mentioned that repaving at Cedar Roe would be done without closing the library. The Central branch will be addressed in an item on the Old Business agenda. Security upgrades at Leawood and Blue Valley are progressing, with brief closures expected for the most disruptive work. Drainage improvements were also planned for Leawood. Lastly, Mr. Sime confirmed that the Shawnee branch was on track to reopen on October 14, following HVAC upgrades and window replacements.

Comprehensive Library Master Plan; Brief Historical Context

Scott Sime, Project and Events Manager and Dave Vratny, Finance Director, reported to the Board on a brief history of the Comprehensive Library Master Plan, this report is included in the October Board Report.

Mr. Sime discussed the Comprehensive Library Master Plan (CLMP), giving a brief overview of the 2014 and 2015 study that aimed to develop a cohesive strategy for library services and operations across the county. The plan updated a 2009 facilities master plan and focused on modernizing existing buildings and building new capacity in rapidly growing areas. The goal was to increase library square footage proportionate to population growth, aiming for 0.6 square feet per capita by 2035. As of 2023, projects like Monticello and Lenexa City Center had helped raise the library system to 0.62 square feet per capita.

He also reviewed successes, noting that projects had been delivered on time and within budget, including Monticello, Lenexa City Center, the central renovation, and the new Merriam Plaza Library. Mr. Sime acknowledged that while they had secured 0.75 mills in funding, short of the 1.15 mills needed to fully implement the CLMP, the library had made significant progress. He concluded by mentioning that priorities were continually re-evaluated and that a refresh of the CLMP would include a review of achievements and funding comparisons.

UPDATES – Tricia Suellentrop, County Librarian

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

Summer Reading Presentation

Melanie Fuemmeler, Program Operations Manager, reported to the Board on the Summer Reading Programing, this report is included in the October Board Report.

Ms. Fuemmeler began by acknowledging the library's leadership team and their roles in the success of the summer programs. She explained that the outreach book distribution, which began in April, connected with local schools and community partners to distribute books to students and families. Participation with Title I schools were fully achieved, with an increase in Blue Valley schools' involvement, and over 13,000 books were distributed, including 7,000 to Title I schools.

Ms. Fuemmeler noted that the outreach book distribution began during the pandemic and has grown steadily over five years. She also discussed in-branch book distribution, where future reallocation of funds might be necessary depending on the percentage of books given away at each branch.

Regarding programs, Ms. Fuemmeler highlighted the Community Connections Fair that kicked off the summer, featuring popular events like performances by "Mr. Stinky Feet" and a city bus tour, along with collaborations with 35 organizations. Summer launch stats showed over 1,100 people participated in activities, including bird-watching and outer space adventures. The library's involvement in the county's Juneteenth event received positive feedback, and special youth events, including an author panel and a graphic memoir workshop, were successful.

The library also engaged the community through "walk and read" programs in local parks, and the "Passport to Adventure" encouraged exploration of local museums. Overall, the library hosted over 50 programs across 11 branches, with MakerSpace drawing more than 4,000 patrons and 91 new participants in 3D printing. Teen volunteers were vital to the success of summer reading programs, with 75 volunteers contributing over 900 hours. Finally, the 15th birthday of the "6 by 6" early literacy program was celebrated with a well-attended event.

Mr. Mendoza asked if there were strings attached to schools accepting books for students. Ms. Fuemmeler explained that there were no strings attached to the book distribution, and that some schools might not participate due to turnover or other circumstances, though efforts were made to encourage maximum participation.

County Librarian Suellentrop commended the program department for their planning of the summer reading programs while they were going through a reorganization and transitioning to a new job.

Board Retreat

Ms. Tricia Suellentrop, County Librarian, reported to the Board on the upcoming Board Retreat on October 30 from 1:00p.m. to 5:00p.m. at Merriam Plaza, which would cover Corinth Replacement Project, planning for the Comprehensive Library Master Plan Refresh, and Antioch properties next steps.

Communications Awards

Ms. Tricia Suellentrop, County Librarian, reported to the Board on recent Communication Awards; this report is included in the October Board Report.

Ms. Suellentrop took a moment to discuss the communication department and recent awards they won. Roughly eight years earlier, the Library Board and administration decided to increase resources for the department, both financially and in staff, a challenging decision that took time to show results. The impact of this investment was soon evident in improved communication practices within the library. The department's expertise enhanced skills, boosted material quality, strengthened partnerships with local cities and their public information officers, and improved internal and external communications. A second phase introduced thoughtful design and a coordinated storytelling approach in both printed and digital communication. This cohesive strategy allowed the team to capitalize on opportunities and raise communication standards across the county.

Examples included the Merriam Plaza project, where the department managed communications involving multiple partners, three governing bodies, and public opinion—demonstrating their effectiveness in complex scenarios. Ms. Suellentrop emphasized that these outcomes stemmed from hiring the right people and equipping them well.

Ms. Suellentrop then recognized the department's awards, including the international Telly award, and expressed gratitude, particularly for efforts like the storybook relay. Appreciation was also extended to the library's friends for organizing the annual bookmark contest, which celebrated young readers and artists. She thanked everyone for their contributions to nurturing artistic expression and literacy.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the September 12, 2024 Regular Library Board meeting
2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies:

ARM 20-10-85	Patron Feedback
ARM 20-15-10	Access Policy Statement
ARM 20-30-05	Copyright Adherence
ARM 60-10-20	Emergency Preparedness
ARM 60-10-60	Signs
ARM 60-20-30	Staff Use of Library Equipment and Supplies

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2024 were handled in accordance with library and County policy.
- b) The August 2024 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

Amendment on Page 8 – Chair's Name needs to be listed as Chair Kilgore.

Motion: Mr. Mendoza moved that the Library Board of Directors approve the consent agenda as amended.

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously.

II. Old Business

A. Action Item: Spring Hill and De Soto Architect Selection

Megan Clark, Project Coordinator, presented the architect selection for Spring Hill and De Soto briefing sheet, as included in the October Library Board Report.

Motion: Mr. McAllister moved to approve a project authorization with County approved term and supply vendor BC Design Group for architectural services for the Spring Hill renovation and expansion and the De Soto renovation projects in the amount of \$239,278.00 per the informal Request for Proposal (RFP)

Second: Mr. Sims seconded this motion.

Motion approved unanimously.

Mr. Mendoza asked if we have worked with them in the past.

Mr. Sime shared that the library did work with BC Design Group on the Cedar Roe renovation and clarified that there were five members on the committee.

Mr. McAllister expressed that the firm had a great presentation.

Board Chair Kilgore reminded that the board that the county uses a sophisticated ranking system and considers many factors when coming to a decision.

B. Information Item: Consider approval of contracts for exterior site work to Central West Wall

Scott Sime, Project and Event Manager, presented the exterior site work to Central West Wall briefing sheet, as included in the October Library Board Report.

Mr. Sims asked what would have to be deprioritized to complete this. Mr. Sime shared that roofing work slated for Oak Park and Gardner will need to push to next year.

Mr. Mendoza asked if a closure would be needed. Mr. Sime shared that this work does not require a closure.

Mr. McAllister asked if there was, anyway, we could have known in advance about this. Mr. Sime shared that there was no way to know until the portion of ground was dug up for waterproofing.

County Librarian Suellentrop announced that there will be a special board meeting Thursday Oct 17th, 3:30p.m. held virtually. She explained that the chair can call a special meeting and that does not need to take place in open session.

III. New Business

A. Information Item: Consideration of Corinth Library Replacement: Consideration of Prairie Village Site

Scott Sime, Project and Event Manager, introduced Dan Maginn and Jake Brandon with Dake Wells to present that Corinth Library Replacement site studies, as included in the October Library Board Report.

Mr. Mendoza asked about the recent action by the Prairie Village City Council. County Librarian Suellentrop shared that Prairie Village City Council did have vote- 7-6 to continue the project, we will see pros and cons, and we will have more opportunities to discuss at the board retreat, and we will look to have vote in November.

(Mendoza needed to exit at 5:23pm)

Board Chair Kilgore mentioned that, despite challenges in programming and shared parking for events, she did not see these as drawbacks due to the strong relationship with Merriam Community Center.

Ms. Huff asked about property sizes. County Librarian Suellentrop did not have exact measurements and was willing to procure them to share later. Ms. Suellentrop emphasized that all board members needed a common understanding of the pros and cons of each site.

Questions about alternative building placements were raised, with the back location deemed less favorable due to potential visibility and safety concerns. Architects and Engineers consulted on grading indicated no major issues, though some soil and grading adjustments would be necessary.

The discussion covered potential impacts of site use on school parking and tennis court relocation, with an understanding that coordinating with city timelines would be required. The board also considered temporary library options, like a previous library expansion. Finally, Board Chair Kilgore and County Librarian Suellentrop thanked participants, noting further discussion would occur at the upcoming Library Board retreat.

B. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies.

Kinsley Riggs, Deputy County Librarian, presented the revisions to ARMS briefing sheet, as included in the October Library Board Report.

ARM 10-20-10	Library Bill of Rights
ARM 20-10-10	Hours of Service
ARM 10-70-10	Library Budget Review and Approval Process
ARM 20-10-20	Library Card and Privileges
ARM 20-10-50	Patron Code of Behavior
ARM 20-10-90	Fee Schedule
ARM 20-15-11	Internet Use Policy
ARM 20-15-60	Interlibrary Loan
ARM 20-20-51	Disclaimer on Damaged Patron Equipment
ARM 20-60-10	Programming Policy
ARM 20-60-11	Co-Sponsorship with Other Organizations
ARM 30-20-20	Government Documents Depositories
ARM 50-30-30	Special Use Funds
ARM 60-10-11	Statement of Policy on Facility Development
ARM 60-10-12	Site Selection Guidelines
ARM 60-10-70	Parking

County Librarian Suellentrop expressed congratulations for the review of ARMs yearly and involving managers and staff in that process.

Mr. Sims expressed that it is nice to know that library board members are a part of this process, as he learned at the conference, he attended that not all library systems address policies in that way.

ADJOURNMENT

Motion: Mr. Sims moved to adjourn the meeting.
Second: Mr. McAllister seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:48 p.m.

SECRETARY _____
Anna Van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

**MINUTES JOHNSON COUNTY LIBRARY BOARD
SPECIAL BOARD MEETING**

October 17, 2024
On Zoom at 3:30 p.m.

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

ABSENT: None.

BOARD ATTORNEY: Fred Logan and Andrew Logan

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, Ben Sunds, Dave Vratny, Jennifer Mahnken, Shelley O'Brien, Patti Kangethe, Scott Sime, Juan Lopez-Tamez and Karsen Koziol.

Board Chair Kelly Kilgore called the meeting to order at 3:30p.m.

New Business

- A. **Action Item:** Consideration to approve an exception from competition, and contract with Titan Built, LLC for work related to exterior and site work on Central Library's west wall.

Mr. Sime introduced the briefing sheet for this item that is included in the October Special Board Report.

Board Chair Kilgore asked if any of the roof work that will be pushed off at Shawnee Library is urgent. Mr. Sime confirmed that roof worked is planned and not urgent.

Motion: Mr. Mendoza moved that the Library Board authorizes an exception to competition to contract with Titan Built, LLC. for west wall area improvements and waterproofing in an amount not to exceed \$352,531.50 per County Policy 110-180-A16.

Second: Mr. Sims seconded this motion.

Motion was approved unanimously

ADJOURNMENT

Motion: Mr. Sims moved to adjourn the meeting.

Second: Mr. Mendoza seconded this motion.

Motion approved unanimously.

Meeting adjourned at 3:36 p.m.

SECRETARY _____
Anna van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

MINUTES JOHNSON COUNTY LIBRARY BOARD RETREAT

October 30, 2024

at Merriam Plaza Library

1:00 to 5:00 p.m.

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

BOCC: Commissioner Allenbrand.

STAFF: Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Shelley O'Brien, Scott Sime, Megan Clark, Juan Lopez-Tamez, Elissa Andre, Aaron Otto, Kathleen Harnish McKune, and Patti Kangethe.

Board Chair Kelly Kilgore called the meeting to order at 1:00 p.m.

County Librarian Tricia Suellentrop welcomed board, Commissioner liaison, staff, and attendees to the retreat. She shared that the meeting room is named after the Webb family and explained their tie to the history of Mission and the Johnson County area. Just last week American Institute of Architect Design Excellence Merit award was received for the Merriam Plaza building.

Ms. Suellentrop reviewed that the Board Retreat is a meeting held annually to allow the board to work together to review the comprehensive library master plan (CLMP) and prioritize the work of the library as it relates to the CLMP.

Ms. Suellentrop then updated that previously the Antioch property was on the agenda, that has been removed as she is currently in dialog that may result in an offer on that property. That offer might come as early as November or December, and it would come the Library Board in executive session to review and discuss.

Mr. Mendoza asked if the City of Merriam is still interested in that property. County Librarian Suellentrop clarified that there are a lot of unknowns at this time and that if an offer is presented that will come back to the library board to review. Board Chair Kelly Kilgore asked if an offer is not forthcoming then a conversation will come back to the library board regarding next steps and County Librarian Suellentrop confirmed that is the plan.

County Librarian Suellentrop introduced the facilitator for the Library Board Retreat, Kathleen Harnish McKune.

Kathleen shared some of her background, primarily working with organizations that work with vulnerable communities. She introduced her method of working, using both individual thinking and group work.

Introductions

Introductions were conducted using an Ice Breaker to share what each member likes, wishes, and wonders about the library board and/or library services.

Commissioner Shirley Allenbrand: Likes that the board is forward thinking and provides services like broadband access in rural areas.

Wishes there was a café at more libraries, gave examples like near Lenexa or the Olathe Indian Creek branch.

Wonders what it will be like in 30 years and will people be in our buildings.

Ms. Hrabe: Likes service beyond books and media, including children's programming and meeting spaces.

Wishes there was a library social worker on staff.

Wonders meet the needs of the aging and homeless population.

Ms. Van Ophem: Like that each branch is unique and designed to the surrounding community, like the collection, programming and that patrons like us.

Wish we had more civic oriented classes and for how patrons can participate and understand in public policy and processes.

Wonders what library services will mean in more than 25 to 50 years, specifically looking at AI and digital and asking how we will be learning.

Mr. Sims: Likes providing access to information to everyone.

Wishes we could reach everyone, especially those that are not coming into buildings, specifically calling out diverse ages of communities (old and young) and homeless community, and we could provide transportation.

Wonders how we stay flexible.

Ms. Huff: Likes the ability to serve the community.

Wishes more people knew about what is available.

Wonders what changes in the community will affect the needs of the library.

Mr. Mendoza: Likes the great services for county residents.

Wishes we had laptop lending and free printing.

Wonders why we continue to increase the mil levy.

Board Chair Kilgore: Likes serving the community by advocating and a thoughtful approach.

Wishes every citizen was aware of and takes advantage of all we have to offer.

Wonders what other community partnerships are out there that we can utilize to enhance and expand our offerings.

Mr. McAllister: Likes that the library is run thoughtfully and with intention.

Wishes that more public people would listen to meetings and see the intention being put into the running of the library. Wishes that we would be more diverse in terms of thoughts and ideas.

Wonders and hopes that we do not fall into book banning.

County Librarian Suellentrop: Like facilities and staff set up for success with spaces, maintenance, care.

Wishes more vulnerable and underrepresented populations were able to use the library.

Wonders if we could double card holders with robust mobile services.

The group discussed and reflected on these likes, wishes, and wonderings. Generally, Mr. Mendoza and Ms. Huff were pleased to hear that most people discussed future growth and were happy with where things are. Commissioner Allenbrand liked to hear that serving those with special needs is important to many and acknowledged that comes with a cost. County Librarian Suellentrop expressed gratitude that she heard many say they appreciated the library's approach and intention, essentially how we spend our money, as that ties to public trust.

Staff that attended also participated in the Icebreaker activity.

Ms. Mahnken: Wishes for free printing and wonders what would happen if we removed security gates.

Mr. Wathen: Likes how passionate and missional staff are, wishes we had a better sense of how to connect services with community of needs, and wonders what changes we will have in the future and how we will prepare.

Mr. Vratny: Likes that the library offers a wide variety of services and have unique branches, wishes that we continue to position ourselves well for the future and stay relevant, and wonders how to keep giving access to factual information for community.

Mr. Sunds: Likes having a volunteer board and hopes that the board likes to be on the board, he also likes that libraries are a source of information for everyone in the community, and he wonders what AI will do for future growth.

Ms. Riggs: Likes equitable access, wishes more people knew about library services, and wonders how to get more out into the community and what the next type of library will look like.

Ms. O'Brien: Likes the collaborative nature of this organization, her wish is that we strive to be high performing organization and wonders how the model will work financial for libraries with digital costs rising.

Mr. Sime: Likes that we are beneficiaries of super smart people, including the library board, policies, and procedures, due to the work of many predecessors.

Ms. Clark: Likes the return on investment and the value that the library brings to the community.

Mr. Lopez-Tamez: Wonders if we could reintroduce the "now I'm reading this book" because it brought good recommendations.

Ms. Andre: Likes the community support and wonders what they will actually tell us when we spend more time asking.

Mr. Otto: Likes the positive and enthusiastic staff and board, and he wonders what the library of the future looks like.

Ms. Kangethe: Likes that this is a place for everyone and where everyone is welcome.

Corinth Replacement Project

County Librarian Tricia Suellentrop reviewed the current state and the closing of the Harmon Park study. The City of Prairie Village provided a counteroffer to the YMCA and the Library, the Library requested donated land and the city countered with a land swap, and the city requested the YMCA put in about \$7.5 million and the YMCA countered with approximately \$2-3 million. After that the City Council ultimately voted to cease the project, due to funding, and this ended the study and that official partnership.

The library core team had been putting together a staff recommendation, that recommendation lined up with the city, that it was not in the library's best interest to move to Harmon Park as proposed. This recommendation was based on reviewing the proposed Harmon Park site and the current Corinth building site, and that is no longer necessary due to action to end the study by the city.

The group discussed some of the concerns that led to the staff recommendation including parking and the Harmon Park site being built out. The partnership with the city

was commended for sharing and communication, and there was consensus to being open to continuing to partner with the City of Prairie Village.

The next steps were to discuss the current Corinth site or consider what other options to consider for the Corinth replacement project.

Mr. Mendoza asked for clarification on estimated time of construction for a new building, and how long that service area would be without a library. County Librarian Suellentrop clarified that typical construction is approximately 18 months to 2 years, and there would not be much option for partial closures in this case due to demolition. She also introduced that there could be a satellite location that could be opened to allow for access to holds, limited computers, and limited services.

County Librarian Suellentrop shared that there is not a plan to have a satellite space in De Soto and Spring Hill during those renovations, and we are looking to partner with community resources to program and allow access to some resources.

Mr. Mendoza expressed that a two-story model was a positive to him, highlighted the ability for kids to be free on one level. There was discussion about the benefits of two story and the fact that the current Corinth site would not be able to house a 15,000-20,000 square foot building as one story.

Kathleen Harnish McKune led an activity to determine next steps for the Corinth replacement project. The board took time to think about additional questions they had, additional positives or negatives to add, or additional options and implications to consider in small groups.

Additional questions that the Corinth Replacement Project included; Is there public support for the current site, what is the budget for this project, what is the timeline for the project and what services or satellite location can be offered, a Café or large meeting room, can we purchase land on the corner where the gas station is, will the comprehensive library master plan refresh affect our vision, and temporary library or mobile library.

Additional positives to staying on the current Corinth site included can start right away, building a two-story library, and residents like the current location.

Additional negatives to staying on the current Corinth site included that the site is hard to find.

Options and implications to the Corinth Replacement Project included; ADA dreams to be the first in the US to offer the ultimate service to aging population, if we sold would that allow more money to the Harmon Park project, Mobile dream test site could set up permanently in Prairie Village (expensive, staff, find donation), other available land in the area and what's the value of current land unsure what the cost is to buy, what happens if it looks like we need to look outside Prairie Village and what are tax implications, honor the design elements that align with the current design, temporary

transportation of patrons to open library locations, and explore future development of land donation.

Mr. Mendoza asked if the library explored other land before Harmon Park study. County Librarian Suellentrop clarified that the Harmon Park study was an opportunity that came to the library and other land was not considered previously. Often the priority determined by library board allows cities to come up with opportunities.

There was a discussion regarding where a library could go, if not on the current site, and there is no mandate to stay where it is, a library could move a block or two around the Prairie Village city limits.

Planning the Comprehensive Library Master Plan Refresh

County Librarian Suellentrop reviewed context of the Comprehensive Library Master Plan.

In 2014 the library wrote, and Board of County Commissioners approved a 20-year plan and partially increased the mill. The mill increase does not sunset and has been mostly accomplished in the past 10 years. As part of that plan, we have replaced Monticello, Lenexa, and Merriam Plaza, updated Central Resource, Spring Hill, and De Soto, and upgrades to Oak Park, Gardner, Cedar Roe, and Shawnee. Blue Valley and Leawood are the branches that have not been touched. The board reprioritizes annually in October the coming projects and allows cities to understand the plans of the library.

In 2025 the library will kick-off the Comprehensive Library Master Plan (CLMP) refresh to address the next version of this plan. This will include a Request for Proposal for a consultant, staff engagement, board engagement with Friends of the Library, Foundation, and Library, cities, schools, and other planning resources.

Kathleen Harnish McKune led a workshop activity to explore the vision and reality for the library's next CLMP. Board members took time to think about the vision they want to see, the reality of what they have, the challenges or blocks that can be expected, and the choices we need to make to be able to implement the vision.

The themes from vision were around access, education, funding, community outreach, design, and staffing. The themes from reality and challenges were around taxes, philanthropy, staffing, prioritizing, telling the story of the library, and external forces. There was consensus that prioritization is very important.

County Librarian Suellentrop shared that this is the first step of this process, this information will inform library staff, and staff will bring this information back to the library board in the next few months.

Board Chair Kilgore asked if the library board would have future influence on the strategies. County Librarian Suellentrop shared that in the last process the board did take part in different ways, for this version the process for this work was not fully developed and once the project lead is onboarded then they would start to determine that.

Reaffirming Comprehensive Library Master Plan Order of work - 2025

County Librarian Suellentrop introduced prioritizing and reaffirming the CLMP work for 2025. There is not much left on the current plan to prioritize, so staff presented a recommendation to continue with the CLMP refresh and Corinth as planned and hold for the next two projects once those are determined by the CLMP Refresh.

Ms. Van Ophem asked if staff expected the CLMP refresh to address Corinth. County Librarian Suellentrop shared that due to Corinth being landlocked and the service area being stable, we do not expect any information to come from the CLMP refresh on the branch. Mr. Sims agreed that Corinth would not be addressed in the CLMP refresh.

Ms. Van Ophem asked if the Corinth branch would not be addressed in the CLMP refresh if work could start sooner on it. County Librarian Suellentrop shared that the timing was due to capacity to allow the study to begin, also it was pushed back a bit because of the Harmon Park study.

The group discussed the possibility to put Corinth first and have the CLMP refresh come next.

Discussion regarding the CLMP refresh project, that it would not be limited to internal staff involvement, there would be an expectation of a consultant and many community stakeholders involved. Funding for the CLMP refresh project has been placed in the project and is currently allocated for 2025.

Mr. Mendoza asked if the CLMP refresh project could come up with a project that could be higher priority than Corinth.

Discussion took place regarding the Corinth replacement project. Currently starting the programming study portion of work on Corinth, that will determine what needs to go into any building in that service area. We have not currently engaged in design. Mr. Sims expressed a need to determine if the library stays on the current site.

Commissioner Allenbrand expressed lots of changes happening in the 6th district, as she is having conversations with cities of De Soto, Spring Hill, and Gardner. Ms. Suellentrop and Mr. Sims both agreed this information proves importance of CLMP refresh.

Ms. Van Ophem asked for the decision to come back on Corinth, to stay or find other option, sooner rather than later.

County Librarian Suellentrop shared this staff recommended priority will come back to the Library Board to take action on at the November Board meeting and an updated timeline would come back closer to January, with general consensus from the group.

CRP – Continuous

1. CLMP Refresh
2. Corinth
3. CLMP Refresh project #1.
4. CLMP Refresh project #2.

Board Chair Kelly Kilgore adjourned the meeting at 4:30pm.

SECRETARY _____

Anna Van Ophem

CHAIR _____

Kelly Kilgore

Librarian

SIGNED _____

Tricia Suellentrop, County

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: November 14, 2024
Re: **Annual renewal of Memoranda of Understanding (MOUs)**

Issue: The Johnson County Library Board of Directors annually reviews memoranda of understanding the Library holds with partner organizations.

Background:

The purpose of memoranda of understanding is to clearly define how the Library and partner organizations will work together to provide programs and services.

Analysis:

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes to the intent have been made to the following MOUs renewing for 2025:

- AARP
- American Public Square
- City of Edgerton
- Corrections
- De Soto Parents as Teachers
- Growing Futures
- N-Circle
- Overland Park Community Garden

Alternatives:

The Library Board of Directors can request to remove an MOU from the consent agenda for further discussion.

Attachment(s): MOUs between Johnson County Library and the listed partner organizations

Memorandum of Understanding (MOU) between the Johnson County Library and AARP Foundation

This MOU is intended to document the relationship between the Johnson County Library and AARP Foundation Tax-Aide Program.

Tax Year 2024 (February 3 – April 15, 2025)

Training:

- Johnson County Library (JCL) will provide meeting space for the training of AARP Foundation - Kansas Tax-Aide volunteers in the Central Carmack Community Room and Logan Room, and the Oak Park Large and Small Meeting Rooms. This training will take place primarily in December of 2024 and January of 2025.

Tax Preparation:

- Johnson County Library will provide one room, the Logan Conference Room (capacity of 24), at the Central Resource Library (9875 W 87th St, Overland Park). The room will be used exclusively by the AARP Foundation Tax-Aide volunteers from January 29, 2025 until April 18, 2025.
- JCL will furnish an internet connection, wire or wireless, to which an AARP router can be connected.
- AARP Foundation Tax-Aide Program will provide services by appointment (but may allow a limited number of walk-ins) at the Central Resource Library.
- AARP Foundation Tax-Aide Program will provide all the hardware and software needed to prepare taxes.
- AARP will provide all the safety and personal protective equipment (e.g. masks, hand sanitizer and anti-bacterial wipes) required by AARP Foundation Tax-Aide Program to keep the volunteers and clients safe.
- JCL will provide internal key card access for volunteers to the Central Resource Library (to access the staff breakroom and restrooms, as well as tables and chairs).

Communication:

- AARP Foundation Tax-Aide Program will provide content on tax tips and FAQs to JCL for inclusion on library website.
- JCL will print the handout of the tax preparations sites (content provided by AARP Foundation – Tax-Aide Program).
- JCL will promote the service on its website.
- JCL staff will make appointments for and/or direct patrons to the AARP Foundation Tax-Aide website and phone line to make appointments.

End of Year Celebration:

- If AARP Foundation Tax-Aide Volunteers decides to hold a celebration at the end of the tax season, JCL will provide the Central Resource Carmack Community Room with chairs and tables to hold the AARP Foundation Tax-Aide Volunteer celebration on April 30, from 12:00 – 5:00 pm. JCL staff will reserve the room and set up the A-V technology. AARP will provide any laptop needed, treats and consumables used for the event.

AARP Foundation Representative

Tricia Suellentrop, County Librarian, Johnson County Library

Date

Date

William (Bill) Kelm, District 27 Coordinator

AARP Foundation –Kansas Tax-Aide Program Representative Bkelm61@gmail.com

**Memorandum of Understanding
Between American Public Square at Jewell and Johnson County Library**

Effective Date: January 1, 2025

This Memorandum of Understanding (MOU) establishes a collaborative partnership between American Public Square at Jewell and Johnson County Library.

I. MISSION

American Public Square at Jewell ("APS"), with offices at 300 E. 39th Street, Kansas City, Missouri 64111, whose mission is to convene non-like-minded people to improve the tone and quality of civil discourse to find paths toward actionable common ground, and Johnson County Library (the "Library"), with its main offices at 9875 W 87th Street, Overland Park, Kansas 66212, whose mission is to provide access to ideas, information, experiences and materials that support and enrich people's lives, (individually, a "Party;" together, the "Parties") commit to a collaborative partnership

Together, the Parties enter into this MOU to mutually promote their organizations, their audiences, and the Greater Kansas City Metropolitan community.

II. PURPOSE AND SCOPE

As the Kansas City Metropolitan area is rich with a seeming unlimited number of media outlets, community organizations, academic institutions, government agencies, and others seeking to bring people together while bringing powerful change to our city, there is some downside as many of these entities are serving the same purpose and, with limited funds available to support all of these efforts, the overlap and duplication of effort is costing KC more than it can bear in the long run.

Together, APS and the Library are well-situated to and convene the community to address the issues of the day while simultaneously achieving each Party's individual objectives.

The beneficiaries of this effort include the Greater Kansas City Metropolitan community, regional funders, and prospective collaboration partners as, if successful, it will drive collaboration, more efficient use of funds, and more resources for the community.

III. RESPONSIBILITIES

Each party will appoint one representative to serve as the official contact person who will coordinate the activities necessary to carry out this MOU. The initial appointees are:

For APS:

Claire Bishop

Executive Director

(816) 516-0564

Claire@AmericanPublicSquare.org

For the Library:

Ashley Fick

Program Coordinator

{913} 826-4407

ficka@jocolibrary.org

**Memorandum of Understanding
Between American Public Square at Jewell and Johnson County Library**

Effective Date: January 1, 2025

The organizations agree to the following responsibilities for this MOU:

APS will:

- List the Library on its website as a community partner. Listing will, at a minimum, include a logo and link to the Library's website.
- List the Library as a Program Sponsor for at least two jointly produced events during the year.
- As possible, promote events hosted by the Library through APS marketing channels which may include any or all of email newsletters, social media, and/or other media.
- Appoint a representative from the Library to serve on its Program Committee.

The Library will:

- Serve as a \$2,500 sponsor for each of two jointly produced events for a total sponsorship contribution of \$5,000 for the year.
- Contribute research and other related resources for APS Fact Sheets, as needed and relevant.
- As possible, promote events hosted by APS through the Library's marketing channels which may include any or all of email newsletters, social media, and/or other media.

Together, APS and the Library will, at a minimum:

- Jointly organize at least two events that are free and open to all on a topic of local, regional and/or national importance (note: gatherings may be virtual and/or in-person) which will be dedicated to uncovering and discussing multiple perspectives of those issues.
- Jointly promote the event(s) through their various marketing channels.
Jointly fund the effort(s) and, as necessary, raise sponsorship dollars to cover expenses.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of one (1) year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the Parties will strive to reach, to the best of their abilities, the above-stated objectives.

American Public Square:

Johnson County Library:

Signature

Signature

Claire Bishop
Executive Director, COO

Tricia Suellentrop
County Librarian

Date

Date

**Memorandum of Understanding
Between American Public Square at Jewell and Johnson County Library**

Effective Date: January 1, 2025

FACILITY USE AND MAINTENANCE AGREEMENT

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this _____ day of December, 2024, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library (JCL). The parties agree as follows:

SECTION ONE: City's Agreement to Make a Facility Available for a Branch Library. The City owns the former Edgerton Bank building located at 319 E. Nelson, Edgerton, KS, 66021 (hereinafter "the Facility") and desires to authorize JCL to use an agreed area of the Facility (hereinafter the "Library Site") for the purposes of establishing and maintaining a public library.

SECTION TWO: JCL's Agreement to Maintain a Branch Library at the Facility. JCL and the Board of County Commissioners of Johnson County, Kansas, previously approved the establishment and maintenance of a branch facility of the Johnson County Library at the Facility and JCL desires to continue maintaining a public library at the Library Site.

SECTION THREE: CITY'S RESPONSIBILITIES

1. Making the Facility Ready for Use; Compliance with Codes and Laws. The City agrees that it shall, at its sole expense, maintain the Facility and the Library Site for use by JCL. The City warrants that the Facility and the Library Site will be maintained in a manner that assures that the Facility and the Library Site will be in compliance with all federal, state, county, and city laws and building and zoning codes, and that the City will, at its sole expense, bring the Facility or Library Site into compliance with such laws or codes, in the event that the parties are advised of a violation of any one of such laws or codes.
2. Signage. The City agrees that JCL shall continue to be permitted to place appropriate signs on the exterior of the Facility identifying the library, subject to City zoning and building codes.
3. Maintenance of the Facility. The City agrees that it will, at its sole expense, maintain the grounds and sidewalk surrounding the Facility; mow the grass; remove snow and ice from parking and sidewalk areas around the Facility; maintain all electrical, plumbing, mechanical, heating, ventilation, and air condition systems in good repair; maintain the floors, roof, walls, windows, entry areas and common areas of the Facility in a manner that makes the Facility safe and free of hazards for use by JCL patrons; arrange for pest and insect control; and, subject to the terms of section 5.3 below on significant capital improvements, arrange for capital improvements of the Facility that are needed to assure that the Facility is in good condition for use by JCL patrons and the citizens of Edgerton.

SECTION FOUR: JCL'S RESPONSIBILITIES

1. Agreement to Use the Library Site. JCL agrees to continue to maintain a public library at the Library Site of the Facility. The parties agree that library services, selection of materials, and establishment of hours of service are the sole prerogative of JCL.

2. Library Operations. During the term of this Agreement, JCL shall operate the hours of the library as determined by JCL with no prior approval from the City. The City, however, may recommend changes to the operational hours of the library, and JCL agrees to reasonably consider such recommendations.
3. Usage of Facilities for City Functions. JCL agrees to allow the City to use the Facility for City functions upon reasonable notice, and in the event the Facility is not otherwise reserved for use by another party during regular library hours of service.
4. Usage and Maintenance Fee. JCL agrees to pay the City a Usage and Maintenance Fee (hereinafter the “Fee”) in the sum of \$1,500.00 per month. The Fee shall be paid monthly by the first day of each month.
5. Security. JCL shall be solely responsible for securing the Library Site and safeguarding JCL materials used in the operation of the public library at the Library Site. The City agrees all such security measures are the sole prerogative of JCL. JCL will provide the City with appropriate keys should locks or automated access be changed.
6. Maintenance of Library Site and Payment of Utilities. JCL agrees to maintain and keep in good repair the Library Site (excluding capital improvements to the common areas, walls, floors, or ceiling) and agrees, at its sole expense, to contract for custodial services for the Library Site and to make all payments due for utilities used for the Library Site in a timely manner.

SECTION FIVE: COMMUNICATION; SHARING OF EXPENSE FOR SIGNIFICANT CAPITAL IMPROVEMENTS

1. The Library designates the Building Maintenance Engineer to be the contact for the City to discuss repairs or building maintenance needs. Requests for repairs will come from this designee.
2. The Library designates the Branch Manager of Gardner, Edgerton, and Spring Hill Libraries to be the contact for events, requests to use the Facility, or other non-maintenance related issues.
3. The Library and the City agree that they will undertake certain significant capital improvements that must be made to the Facility to keep it in good repair. For purposes of this Agreement, the Library and the City agree that “significant capital improvements” are defined to be those capital improvement projects identified in the Library Capital Improvement Program attached to this Agreement in Exhibit A. The Library and the City agree to (a) a one-time cost-share of the expenses in order to make significant capital improvements for items listed at Funded Projects on Exhibit A and (b) meet and confer regularly to reach agreement on the timetable for making the significant capital improvements listed as Unfunded Project on Exhibit A.
4. The Library and the City agree to meet once per year (in the spring) to discuss the condition of the building, plans for capital expenses, and the overall agreement.

SECTION SIX: FAILURE TO MAKE REPAIRS

The City agrees to respond promptly when advised of needed repairs or service for the Facility, the surrounding grounds, sidewalks, and parking. In the event that the City does not, within a reasonable period of time, respond to the call for repair or services, JCL may undertake such repair or service on its own, and the City agrees to reimburse JCL for the reasonable cost of any such repair or service. This Section applies to everyday maintenance items and does not apply to significant capital improvements as described in Section Five.

SECTION SEVEN: TERM

The term of this Agreement shall be one year beginning January 1, 2024 through December 31, 2024, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

SECTION EIGHT: INSURANCE AND HOLD HARMLESS

1. City's Insurance. The City shall maintain commercial general liability insurance for the Facility in the amount of at least \$500,000 per occurrence. Such insurance shall include provisions providing for the City to indemnify, defend, and hold JCL harmless for all loss that may occur or be claimed on or about The Facility resulting from the City's acts or omissions, or of its agents or employees. The City also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on any personal property used, stored, or kept at The Facility by the City. The City agrees to furnish JCL with certificates of insurance reflecting the above requirements.
2. JCL's Insurance. JCL shall maintain commercial general liability insurance for such premises and its operations at the Facility in the amount of at least \$500,000 per occurrence, and shall name City as an additional insured. Such insurance shall also include provisions providing for JCL to indemnify, defend, and hold City harmless for all loss that may occur or be claimed on or about The Facility resulting from JCL's acts or omissions, or the acts or omissions of its agents, employees, or invitees. JCL also agrees to carry Workers Compensation insurance for its employees, and maintain adequate insurance on its personal property used, stored, or kept at The Facility. JCL agrees to furnish City with certificates of insurance reflecting the above requirements, or to provide certification that all such requirements are being met through insurance provided on behalf of JCL by Johnson County Risk Management.
3. Waiver of Subrogation. Each of the parties releases the other party from all liability for damage due to any act or neglect of the other party (except as hereinafter provided) occasioned to property owned by the parties which is or might be incident to or the result of a fire or any other casualty against loss for which either of the parties is now carrying or hereafter may carry insurance; provided, however, that these releases shall not apply to any loss or damage occasioned by the willful, wanton, or premeditated negligence of either of the parties, and the parties hereto further covenant that any insurance that they obtain on their respective properties shall contain an

appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.

4. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or JCL waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act. Additionally, the parties specifically agree that the terms of this section, and the terms of this agreement, shall be subject to and limited by the Kansas Cash Basis Law (K.S.A. 10-1101 *et seq.*) and the Kansas Budget Law (K.S.A. 79-2935 *et seq.*), and amendments thereto.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of _____, 20_____.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON
COUNTY LIBRARY

Donald Roberts, Mayor

Kelly Kilgore, Chair

ATTEST:

ATTEST:

Alexandria K. Clower, City Clerk

Anna Van Ophem, Vice Chair

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

Fred J. Logan, Jr., Attorney

MEMORANDUM OF AGREEMENT

THIS MEMORADUM OF AGREEMENT ("MOA"), made in Olathe, Johnson County, Kansas, and entered into this 1st day of January 2025 (the "Effective Date"), by and between the Johnson County, Kansas Department of Corrections (hereinafter "Corrections"), and the Johnson County Library, with offices located at 9875 W 87th Street, Overland Park, KS 66212 (hereinafter "Provider"), each hereinafter "Party", or collectively "Parties".

WITNESSETH:

WHEREAS, Corrections supervises juvenile and adult offenders through progressive, effective, and sound correction, rehabilitation, and recidivism reduction programs, and forges partnerships to bridge the gap between offenders and the community by encouraging client responsibility and behavioral change; and

WHEREAS, Provider desires and is willing to provide certain services for and on behalf of Corrections so as to support the role and vision of Corrections in serving the community and achieving its mission; and

WHEREAS, Corrections and Provider hereby agree to accept the terms and conditions of this Memorandum of Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and for other good and valuable considerations, the Parties hereto agree as follows:

ARTICLE I

Purpose

1.1 Purpose. Corrections hereby engages the services (the "Services") of Provider, as those Services are more specifically described under Article II hereinbelow; and Provider hereby agrees to provide Corrections with such Services in accordance with, and subject to, the terms and conditions of this MOA. This MOA involves no exchange of money but is based upon a mutual interest and understanding to exchange what each Party has to offer towards the purpose contemplated under this MOA.

ARTICLE II

Nature and Scope of Services

2.1 Nature of Services. Provider shall, at all times, faithfully, diligently, earnestly and industriously, and to the best of the ability, experience and skills of the personnel it provides, perform all duties and responsibilities necessary to provide Corrections with the highest level of quality of Services in an expeditious and professional manner, consistent with the purpose and requirements of this MOA, and Corrections' interests, goals, and objectives.

2.2 Scope of Services. In providing Corrections with the Services required hereunder, Provider shall render to Corrections those Services, at such location(s) and subject to such protocols, more fully described and outlined in in **Exhibit A**, which exhibit is attached hereto, and is hereby incorporated by reference, as if fully set forth in detail herein.

ARTICLE III

Term

3.1 Term. The term of this MOA shall commence with the Effective Date hereof and shall remain in full force and effect until December 31, 2025, or until terminated by either Party pursuant to the terms herein. This MOA may be terminated, for any reason, by either Party upon thirty (30) days prior written notice to the other Party.

ARTICLE IV

Coordination of Services Provided

4.1 Coordination of Services; Project Representative. Provider shall coordinate all Services to be provided by Provider under this MOA with a designated representative from Corrections (the "Corrections Representative"). Whenever this MOA requires, or it becomes necessary for, Provider to advise, provide, or communicate information to, or seek the approval of, Corrections in matters relating to the Services to be provided hereunder, Provider shall direct all such communications and requests for approval to the Corrections Representative. Further, Provider shall, upon request, meet with the Corrections Representative on a periodic basis to coordinate any activities, services, and responsibilities required of Provider under this MOA.

ARTICLE V

Liability

5.1 Liability. Each Party to this MOA will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this MOA. Neither Party will be considered the agent of the other and neither Party assumes any responsibility to the other Party for the consequences of any act or omission of any person, firm, or corporation not a party to this MOA.

ARTICLE VI

Assignment and Subcontracting

6.1 No Assignment. Provider shall not assign, transfer, convey, sublet, or otherwise dispose of either this MOA or any of its rights and obligations hereunder, without the prior written consent of Corrections, but in no event shall such consent relieve Provider from its

obligations under the terms of this MOA.

6.2 Subcontracting. It is understood and acknowledged by the Parties that should Provider intend to subcontract some services required hereunder, Provider agrees to obtain prior written consent from Corrections of any such subcontracting relationships, and of the services such subcontractors are to perform. Notwithstanding this procedure, such subcontractors shall at all times remain under the direction and control of Provider, and Provider shall remain fully liable to Corrections for the proper discharge of all the services required hereunder regardless of by whom they are performed.

ARTICLE VII
Agreement Status

7.1 Agreement Status. In connection with this MOA, each Party is considered an independent contractor and as such will not have any authority to bind or commit the other. Nothing herein shall be deemed or construed to create a joint venture, partnership, or agency relationship between the Parties for any purpose.

ARTICLE VIII
Amendment

8.1 Amendment. This MOA may be amended by supplemental writing mutually agreed to and executed by duly authorized representatives of the Parties hereto.

ARTICLE IX
Notices

9.1 Notices. Any notices, bills, invoices, reports, payment of correspondence required or permitted by or from one Party to the other under this MOA shall be made in writing, delivered personally, or by mail, postage prepaid to the following addresses, or other location as either Party may from time to time designate:

Corrections:	Johnson County Department of Corrections 588 E. Santa Fe, Suite 3000 Olathe, KS 66061
Provider:	Johnson County Library 9875 W 87th Street Overland Park, KS 66212

ARTICLE X
Waiver of Breach

10.1 *Waiver of Breach.* The waiver of any Party hereto of a breach of any of the provisions of this MOA shall not operate or be construed as a waiver of any subsequent breach by either Party.

ARTICLE XI
Governing Law; Venue

11.1 *Governing Law.* This MOA shall be governed by, construed, and enforced in accordance with the laws of the State of Kansas.

11.2 *Venue.* In the event that the Parties hereto are unable to resolve any controversy or claim arising out of, or relating to, this MOA or the making, performance, or interpretation of it without resort to the courts, the Parties agree that exclusive jurisdiction and venue over such matter shall be in the District Court of Johnson County, Kansas.

ARTICLE XII
General Provisions

12.1 *Dispute Resolution.* The Parties are fully committed to working with each other throughout the period of this MOA and agree to communicate regularly with each other so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Corrections and Provider each commit to resolving such disputes or disagreements in an amicable, professional, and expeditious manner so as to avoid unnecessary losses, delays, and disruptions hereunder.

12.2 *Nondiscrimination.* Provider agrees to not discriminate on the basis of race, color, national origin, ancestry, religion (or no religion), creed, sex or gender, sexual orientation, gender identity or expression, pregnancy, age, disability, genetic information, or other status or circumstance prohibited by federal, state or local law, rule or regulation in its operation, management and employment practices and with respect to availability and accessibility of products and services to the public. Provider agrees to comply with all applicable laws of the State of Kansas and of the United States of America, regarding such non-discrimination and equality of opportunity.

12.3 *Change in Laws; Adverse Determination.* Corrections and Provider recognize that this MOA is subject, at all times, to applicable state, local and federal laws, rules and regulations, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and amendments thereto, if applicable, and to the extent HIPAA may apply

hereunder, each Party shall provide any written assurances to the other that may be required under the requirements of **HIPAA**. The Parties further recognize that this MOA is subject to amendments to such laws, rules and regulations, new legislation, and rulings by courts of competent jurisdiction. Any provisions of law that invalidate, or otherwise are inconsistent with, the terms of this MOA or that would cause one or both of the Parties to be in violation of any law, rule or regulation, will be deemed to have superseded the terms of this MOA; provided, however, that the Parties agree to exercise their best reasonable efforts to accommodate the terms and intent of this MOA by amendment to this MOA, to the greatest extent possible consistent with the requirements of law. Notwithstanding the foregoing, in the event of any judicial, legislative, regulatory or administrative change or determination, whether federal, state or local, which has or would have a significant adverse impact on either Party hereto in connection with the performance of this MOA, or in the event that continued performance by either Party of any term, covenant, condition or provision of this MOA would for any reason be in violation of any statute, regulation, or otherwise be deemed illegal or subject either Party to sanctions or penalties under any federal, state or local law, notwithstanding any other provision of this MOA, either Party may terminate this MOA immediately upon prior written notice to the other Party.

12.4 Publicity. Provider must obtain prior written approval from Corrections for use of information relating to Corrections or this MOA in advertisements, brochures, promotional materials or media, or other informational avenues.

12.5 Investigation and Research. Provider, by investigation and research, has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this MOA is to be based upon such investigation and research, and not solely upon any representation made by Corrections or any of its officers, employees or agents, except as provided herein.

12.6 Further Assurances. The Parties shall do all such things and provide all such reasonable assurances as may be required to consummate the transactions contemplated hereby, and each Party shall provide such further documents or instruments required by any other Party as may be reasonably necessary or desirable to effectuate the purposes and requirements of this MOA and carry out its provisions.

12.7 Section Headings. Section and other headings in this MOA are for reference purposes only, and are in no way intended to describe, interpret, define or limit the scope or extent of any provision hereof.

12.8 Counterparts. This MOA may be executed in multiple counterparts (whether by facsimile signature or otherwise), each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

ARTICLE XIII

Severability

13.1 Severability. All agreements, covenants and clause contained herein are severable, and in the event any of them shall be deemed or held to be unconstitutional, invalid or unenforceable, the remainder of this MOA shall be interpreted as if such unconstitutional, invalid or unenforceable agreements, clauses and covenants were not contained herein.

ARTICLE XIV

Entire Agreement

14.1 Entire Agreement. This MOA represents the entire agreement between Corrections and Provider with respect to the provision of Services required of Provider for Corrections, and supersedes all prior understandings or promises, whether oral or written, between the Parties pertaining to or in connection with this MOA.

IN WITNESS WHEREOF, the Parties hereto have caused this MOA to be executed in multiple counterparts by their duly authorized representatives and made effective the day and year first above written.

Provider

Corrections

By:

By:

Patrica Suellentrop



Robert A. Sullivan, Jr.

Title: County Librarian

Title: Director of Corrections

EXHIBIT A

[Scope, location, Protocols]

Provider extends library service to clients of Corrections in acknowledgment of their restricted access to public libraries. In providing this service, it is recognized that the informational and recreational needs of clients in institutional settings are balanced against Corrections' overall objectives regarding treatment and security. At least one time during the year, representatives from Provider will meet with Corrections staff to evaluate services.

Provider staff who regularly provide services for clients of Corrections shall be recruited, screened, and trained according to policy as set forth by Corrections, as well as agreeing in writing to abide by all facility policies, rules, and regulations, and the Code of Conduct. The level of facility access they are given shall be according to the frequency of their visits and to the discretion of the Director of the facility in which the services are provided.

Provider may offer services at the Adult Residential Center (ARC), Therapeutic Community, Adult Intensive Supervision Probation Office (AFS), Juvenile Field Services Office (JFS), and the Juvenile Services Center. Youth and Family Corrections will be given a Community Outreach Library card with which they may check out materials that are needed on a temporary basis for an extended loan period. This card will have a fine-free status. Overdue notices will be sent for unreturned materials. Corrections is responsible for lost or damaged materials and Corrections will make every effort to see that library materials are returned and in satisfactory condition.

The resource collection within Corrections facilities will be developed and purchased by Provider. Materials selected and provided to Corrections shall meet the cultural, informational, educational and recreational needs of the clients. Materials selected will be based upon the collection procedure outlined below completed by Provider in cooperation with Corrections staff.

Collection Procedure

Library and Corrections officials shall confer to make sure that materials that are considered a threat to security or the advancement of treatment programs are not permitted in any area of Corrections' facilities. However, nothing in this Agreement shall be construed as a modification of the Collection Policy by which Provider selects materials for the Johnson County Library.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
DE SOTO PARENTS AS TEACHERS**

Purpose:

The purpose of the Understanding is to outline collaboration between Johnson County Library (JCL) and De Soto Parents As Teachers (DS PAT). The Understanding is designed to coordinate early literacy and library services.

Agency Roles and Responsibilities

Johnson County Library will:

1. Provide a staff member for DS PAT Advisory Board quarterly meeting.
2. Allow DS PAT to use library meeting spaces at no cost with reservations when available.

De Soto Parents As Teachers will:

1. Provide information regarding JCL services to DS PAT families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Promote JCL’s involvement with DS PAT newsletters, website and other public relations opportunities.

Duration of Understanding:

The duration of this Understanding is from January 1, 2025 to December 31, 2025.

Cancellation and Termination:

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.

Signatures:

The parties to this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.

Elizabeth Durkin, Coordinator, De Soto Parents As Teachers

Date

Patricia Suellentrop, Johnson County Librarian

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JOHNSON COUNTY LIBRARY
AND
GROWING FUTURES EARLY EDUCATION CENTER**

Purpose:

The purpose of the Understanding is to outline collaboration between Johnson County Library (JCL) and Growing Futures Early Education Center (Growing Futures). The Understanding is designed to coordinate early literacy and library services.

Agency Roles and Responsibilities

Johnson County Library will:

1. Provide a staff member for Growing Futures Policy Council monthly meetings.
2. Provide virtual book and storytime lists for classrooms monthly.
3. Allow Growing Futures to use library meeting spaces at no cost with reservations when available.

Growing Futures Early Education Center will:

1. Provide information regarding JCL services to Growing Futures families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Promote JCL’s involvement with Growing Futures newsletters, website and other public relations opportunities.

Duration of Understanding:

The duration of this Understanding is from January 1, 2025 to December 31, 2025.

Cancellation and Termination:

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and Growing Futures Board of Directors to execute this Understanding.

Signatures:

The parties to this Understanding have been duly authorized by Johnson County Library representation and Growing Futures Board of Directors to execute this Understanding.

Larry Lewis, Executive Director, Growing Futures

Date

Patricia Suellentrop, Johnson County Librarian

Date

Memorandum of Understanding (MOU) between Johnson County Library and NCircle

This MOU is intended to document the relationship between the Johnson County Library System and NCircle.

College of Trades Humanities Classes

January 2025 – December 2025

- Johnson County Library (JCL) will interview, select and pay for local instructors to teach arts and humanities classes.
- Johnson County Library will purchase the instructor supplies requested by the instructor and composition notebooks for each student.
- NCircle will promote, recruit and enroll TC students in the classes.
- NCircle staff will be onsite during class time to provide assistance to the instructor if needed.
- NCircle will host an art exhibit at the conclusion of the humanities classes to provide students an opportunity to exhibit their writing/art to staff and family.

StrengthsFinder Books

- Johnson County Library will purchase copies of the StrengthsFinder books for the College of Trades students.
- NCircle will arrange for the students to have computer access to take the test.
- NCircle will hire a qualified StrengthsFinder instructor to go over the test results with the students.

Communication:

- JCL will promote the partnership on their social media promotions when an opportunity is presented.
- NCircle will cross-promote JCL on their website and in their social media promotions when an opportunity is presented.

Program/Training:

- JCL and NCircle will work together to develop additional courses for the College of Trades students as time and funding allows.
- NCircle will work with JCL on any training and/or professional development for staff.

Lee Jost, Executive Director of NCircle



Tricia Suellentrop, County Librarian

ADDENDUM JO LAND USE AGREEMENT.
TO CREATE A COMMUNITY GARDEN

THIS ADDENDUM (the Addendum) is made this ___ day of _____ 2024, to the Land Use Agreement dated December 10, 2015, by and between the Board of Directors of the Johnson Country Library (hereinafter called the property owner) and Overland Park Community Garden, Inc., a not-for-profit corporation (hereinafter called OPCG). Pursuant to the Land Use Agreement, which runs to **December 31, 2025**, and may be renewed thereafter, OPCG has developed a community gardening project at the Oak Park branch facility at 9500 Blue Jacket, Overland Park, Kansas (the community gardening project site is referred to herein as "the Site"). This Addendum authorizes OPCG to establish a "Giving Grove" on land designated by the property owner adjacent to the Site.

The parties agree that a new subsection A is added to section 1 of the Land Use Agreement to read as follows:

1. A. OPCG, acting in partnership with the Overland Park Parks Department, is authorized at its expense to establish a "Giving Grove" on land designated by the property owner adjacent to the Site.

(i) The Giving Grove will consist of edible tree gardens developed by OPCG on the designated land adjacent to the Site. Edible tree gardening is a sustainable food production and land management system based on planting fruit and nut trees, berry-producing bushes and shrubs, and perennial herbs and vegetables.

(ii) OPCG, acting in partnership with the Overland Park Parks Department, will be responsible for removing the scrub tree and stump on the designated land adjacent to the Site, purchasing the trees and shrubs that comprise the Giving Grove, installing a water hydrant or hydrants in the Giving Grove, providing water during the time when the Giving Grove's hydrants are turned off, paying for the water used in the Giving Grove, and paying for the mulch used in the Giving Grove.

(iii) OPCG will also be responsible for finding and managing caretakers for the Giving Grove, overseeing the Giving Grove, and for coordinating with the Overland Park Parks Department for the harvesting and distribution of Giving Grove produce.

(iv) The property owner will be responsible only for designating the land adjacent to the Site upon which the Giving Grove will be developed. The parties agree that the property owner will be the sole owner of the land on which the Giving Grove is developed and will become the owner of all trees, bushes shrubs, and plants planted in the Giving Grove. The parties agree, however, that during the term of the Land Use Agreement, and any renewal term, OPCG shall have the produce harvested from the Giving Grove, for use and distribution in accordance with OPCG's charitable purposes. The property owner agrees to consider working with OPCG on programming involving the Giving Grove.

The parties otherwise reaffirm each and every provision of the Land Use Agreement dated December 10, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this Land Use Agreement the day and year first above written.

BOARD OF DIRECTORS OF THE JOHNSON
LIBRARY

Kelly Kilgore, Library Board Chair

OVERLAND PARK COMMUNITY GARDEN, INC.

Ari Wiemar, President

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: SEP-2024

		Receipts	Payments	Balance
	Opening cash balance			\$88,825.64
	Add Receipts	\$10,407.48		
	Less Payments		\$0.00	
	Ending Cash balance			\$99,233.12
	Less Liabilities		\$11,796.72	
	Unobligated cash balance			\$87,436.40

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: November 14, 2024
Re: Updated Administrative Regulations Manual policies

Issue: Updated ARMS

Suggested Motion: I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-20-10, 10-70-10, 20-10-10, 20-10-20, 20-10-50, 20-10-90, 20-15-11, 20-15-60, 20-20-51, 20-60-10, 20-60-11, 30-20-20, 50-30-30, 60-10-11, 60-10-12, and 60-10-70.

Background: Each year library staff review one third of our policies or Administrative Regulations Manual (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 polices have no changes and are included in the Consent Agenda for your approval. The following ARMS do have some changes or are new.

10-20-10 Library Bill of Rights: Adding Section 7 as added by the American Library Association.

10-70-10 Library Budget Review and Approval Process: Edited to align with current practice of when we take items to the Board.

20-10-10 Public Facilities Hours of Service: Updated to Merriam Plaza and to accurately state De Soto hours.

20-10-20 Library Card and Privileges: Removed sections Accessing Own Record and Accessing Others Records as this information appears in ARM 20-20-20; Added a section, Responsibilities which includes the responsibility statement from the library card application. Updated Community Outreach Library Card definition.

20-10-50 Patron Code of Behavior: Updated references to Kansas Statutes to align with the most current version. Revised subsection (i) of the Weapons section to state: "This section 3 of ARM 20-10-50 does not apply to certified law enforcement personnel or personnel contracted by the Library for cash handling services and authorized to carry weapons in the course of their duties pursuant to a service contract."

20-10-90 Fee Schedule: Updated format to a table mirroring ARM 20-10-91's fee schedule.

20-15-11 Internet Use Policy: Changes include more detailed and updated language for Internet use and additional clarity on filtering, legal compliance, and user responsibility.

20-15-60 Interlibrary Loan: Added definition for Johnson County library district and more specificity to compliance by changing "current protocols" to the "Interlibrary Loan Code for the United States, prepared by Reference and User Services Association, as revised."

20-20-51 Disclaimer on Damaged Patron Property: Updated language to be more inclusive of the range of materials provided by the library.

20-60-10 Programming Policy: Removed specific audience designations to allow for greater flexibility in our approach to programming for all ages..

20-60-11 Co-Sponsorship with Other Organizations: Expanded the scope of organizations to include government entities and other library systems. Changes align and integrate our approach to co-sponsorship with the Strategic Plan.

30-20-20 Government Documents Depositories: Updated to accurately reflect current depository status.

50-30-30 Special Use Funds: Deleted reference to Appendix B, including the header at the end of the ARM, as well as Paragraph 2 of the Section entitled, "BOCC and Library Use of Special Use Fund and Purpose."

60-10-11 Statement of Policy on Facility Development: Updated Language.

60-10-12 Site Selection Guidelines: Re-ordered c(2) to be more in line with how we have recently acquired property. Also added to d(4), to include municipal amenities.

60-10-70 Parking: Edited to align with existing electric vehicle charging stations.

Funding Overview: No costs were affected.

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

Recommendation: Approve changes to the ARMs as described.

Budget Review: None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-10

SECTION: Library Documents

SUBJECT: LIBRARY BILL OF RIGHTS

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

Effective Date: Reaffirmed September 13, 2012

Reviewed October 18, 2018
[October 13, 2022](#)
[November 14, 2024](#)

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

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

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

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

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

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

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

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[Privacy](#)

7. All People, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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[Exhibit and Meeting Space](#)

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[History](#)

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

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[Authorship](#)

American Library Association

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~~October-November~~ [134](#), 2022

ARM 10-20-10

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ADMINISTRATIVE REGULATIONS

TAB: Governance

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History

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

Authorship

American Library Association

November 14, 2022

ARM 10-20-10

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

SUMMARY

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

Effective Date:

August 10, 2017

Reviewed:

October 27, 2021

~~add date here~~ November 14, 2024

**LEGAL
AUTHORITY**

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

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

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

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

**LIBRARY BUDGET
REVIEW
COMMITTEE**

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

AUTHORITY AND SCOPE OF REVIEW

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

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

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

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

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

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

BUDGET PROCESS AND SCHEDULE

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

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

Committee Meeting Agendas and f. Committee meetings shall follow an agenda that tracks with the county budget process. The Library Board budget process and the Committee's meetings will follow an annual schedule as follows, subject to change as to the

General Budget
Timeline

months when meetings are held to account for changes in the county budget process:

1. ~~In October, t~~The Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
2. ~~In November, t~~The Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
3. ~~In early December, preferably before the December Library Board Meeting, t~~The County Librarian shall present formal budget recommendations to the Committee.

~~4. At the December and/or January Library Board Meetings:~~

~~(i) The County Librarian shall recommend new spending proposals to the Library Board; and~~

~~(ii) The Library Board shall vote on new spending proposals to send to the Johnson County Manger's Office.~~

Upcoming Capital Improvement Program 5 Year Plans are brought to the Library Board in January for review and February for formal Library Board Action.

Any new personnel being requested is also presented in February to the Library Board as an informational update.

5. In the Spring:

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

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

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

~~6. In May or June:~~

~~(iv) The Committee shall convene for review of the balanced budget summary and the County Librarian-~~

recommended budget; and

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

A balanced budget proposal is brought to the Library Board in March for formal Library Board Action in April this includes funding for any upcoming capital projects for the next year and any new personnel being requested.

The budget approved by the Library Board is then taken to be included in the County Budget and presented to the Board of County Commissioners (BOCC) in June/July.

67. In ~~August or September~~late summer or early fall:

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

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

~~October 27, 2024~~November 14, 2024
10-70-10 END

ARM

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-70-10

SECTION: Library Board of Directors

SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS

SUMMARY

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

Effective Date:
Reviewed:

August 10, 2017
October 27, 2021
November 14, 2024

**LEGAL
AUTHORITY**

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

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

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

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

**LIBRARY BUDGET
REVIEW
COMMITTEE**

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

AUTHORITY AND SCOPE OF REVIEW

County Librarian's Role

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

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

Library Board Budget Authority

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

Committee Budget Authority

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

Scope of Committee Review

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

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

BUDGET PROCESS AND SCHEDULE

Committee Schedule

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

e. The Committee shall meet on four occasions over four months: October, November, and December, and again for the fourth meeting upon receiving the "balanced budget" summary from the Johnson County Manager's Office. The Committee shall adjust the timing of its meetings, as necessary, should the Johnson County Board of County Commissioners ("BOCC") and the Johnson County Manager's Office make procedural changes to the budget process.

Committee Meeting Agendas and General Budget Timeline

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

1. The Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
2. The Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
3. The County Librarian shall present formal budget recommendations to the Committee.

Upcoming Capital Improvement Program 5 Year Plans are brought to the Library Board in January for review and February for formal Library Board Action.

Any new personnel being requested is also presented in February to the Library Board as an informational update.

5. In the Spring:

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

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

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

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

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

A balanced budget proposal is brought to the Library Board in March for formal Library Board Action in April this includes funding for any upcoming capital projects for the next year and any new personnel being requested.

The budget approved by the Library Board is then taken to be included in the County Budget and presented to the Board of County Commissioners (BOCC) in June/July.

6. In late summer or early fall:

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

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

November 14, 2024

ARM 10-70-10 END

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

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

Effective Date:

March 14, 2019

Reviewed:

October 27, 2021

~~June~~November 14, 2024

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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

HOURS OF SERVICE

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

i. ~~Antioch Branch~~, Blue Valley Branch, Central Resource Library, Corinth Branch, Lenexa City Center Branch, ~~Merrriam~~Merriam Plaza Branch,

Monticello Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday 1pm to 5pm

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

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday Closed

iii. Cedar Roe Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 10am to 2pm

Sunday Closed

iv. De Soto Branch:

Monday, ~~Closed~~

Tuesday, Wednesday 10am to 6pm
Thursday 1pm to 8pm
Friday, 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

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

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

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

~~October 27, 2021~~ ~~June~~ November 17, 2024

ARM 20-10-10

End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

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

Effective Date:

March 14, 2019

Reviewed:

October 27, 2021

November 14, 2024

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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

HOURS OF SERVICE

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

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

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday 1pm to 5pm

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

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 9am to 5pm

Sunday Closed

iii. Cedar Roe Branch:

Monday - Thursday 9am to 8pm

Friday 9am to 6pm

Saturday 10am to 2pm

Sunday Closed

iv. De Soto Branch:

Monday Closed

Tuesday, Wednesday 10am to 6pm



Thursday 1pm to 8pm
Friday, 10am to 6pm
Saturday 10am to 2pm
Sunday Closed

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

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

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

November 14, 2024

ARM 20-10-10

End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

SUMMARY: The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.

EFFECTIVE DATE: February 11, 2016
Reviewed: February 11, 2021
November 14, 2024

ENTITLEMENT:
[a. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Collection Use Parameters \(ARM 20-20-50\) and other rules and regulations of the Library Board of Directors.](#)

BASIC CRITERIA:
[a.b.](#) A verified library card will be issued to [a patron an individual](#) who can show valid proof of identification and current address. No verified library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.

An eCard will be issued to [a patron an individual](#) who completes and submits the library's online registration application. The eCard is available only to [patrons persons](#) who live within Johnson County. An applicant for an eCard must list a Johnson County residential address in the online registration application but no proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.

ACCESSING OWN RECORD:
~~1. A patron may check out or access his/her own record by providing a verified library card, verified number, or valid proof of identity. Per ARM 20-20-20 a patron may provide their PIN number plus two other pieces of information to gain access to their account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.~~

ACCESSING OTHERS RECORDS:
~~2. A patron who provides a verified library card or verified library card number of any individual may check out materials to that card or obtain information from the matching patron record. Per ARM 20-20-20, a patron may also check out materials to another account by providing the PIN number and two other pieces of information on that account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.~~

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RESPONSIBILITIES

c. An individual accepts full responsibility for all materials selected and borrowed on the library card, including loss, damage and fees incurred. Borrowers should be responsible for informing the library of changes to their name, address and other contact information.

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STOLEN/LOST CARDS:

d. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to the patron until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.

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CHILDREN UNDER 16:

b- e. Children under sixteen years of age must obtain a parent's or guardian's signature on their application or an electronic signature when registering online. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, eLibrary content and materials accessed on library computer workstations.

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ENTITLEMENT:

e. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Loan Period Schedule (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.

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COMMUNITY-OUTREACH LIBRARY CARD:

d. f. An Community Outreach library card is issued to individuals, groups or organizations serving those without mobility or otherwise lacking access to library materials. Such groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.

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USES OTHER THAN BORROWING:

e- g. A verified library card, eCard or other valid identification may be required for use of library materials within the Library. A patron must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.

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STOLEN/LOST CARDS:

f. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to the patron until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.

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REVOCATION OF BORROWING PRIVILEGES:

g- h. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.

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COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT:

h- i. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

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February 11, 2024 November 14, 2024

ARM 20-10-20 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

SUMMARY: The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.

EFFECTIVE DATE: February 11, 2016
Reviewed: February 11, 2021
November 14, 2024

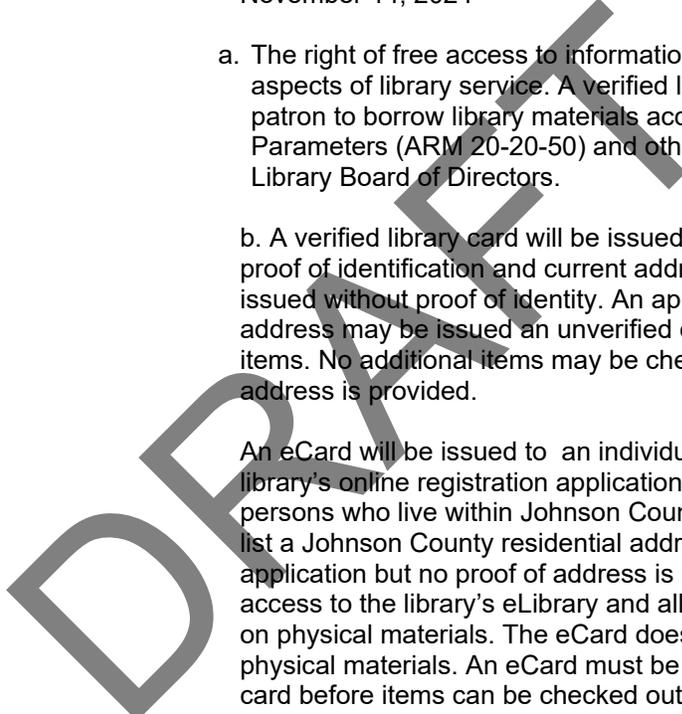
ENTITLEMENT:

a. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Collection Use Parameters (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.

BASIC CRITERIA:

b. A verified library card will be issued to an individual who can show valid proof of identification and current address. No verified library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.

An eCard will be issued to an individual who completes and submits the library's online registration application. The eCard is available only to persons who live within Johnson County. An applicant for an eCard must list a Johnson County residential address in the online registration application but no proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.



RESPONSIBILITIES

c. An individual accepts full responsibility for all materials selected and borrowed on the library card, including loss, damage and fees incurred. Borrowers are responsible for informing the library of changes to their name, address and other contact information.

STOLEN/LOST CARDS:

d. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to the patron until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.

CHILDREN UNDER 16:

e. Children under sixteen years of age must obtain a parent's or guardian's signature on their application or an electronic signature when registering online. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, eLibrary content and materials accessed on library computer workstations.

OUTREACH LIBRARY CARD:

f. An Outreach library card is issued to individuals, groups or organizations serving those without mobility or otherwise lacking access to library materials. Such groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.

USES OTHER THAN BORROWING:

g. A verified library card, eCard or other valid identification may be required for use of library materials within the Library. A patron must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.

REVOCAION OF BORROWING PRIVILEGES:

h. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT:

i. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

November 14, 2024

ARM 20-10-20 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: ARM 20-10-50

SECTION: Resolutions by Library Board of Directors

SUBJECT: PATRON CODE OF BEHAVIOR

SUMMARY

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

Effective Date:

August 13, 2015

Review Date

October 4, 2017
 February 11, 2021
[November 14, 2024](#)

**POLICY ON
 DISRUPTIVE
 PATRON**

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

**PATRON CODE
 OF BEHAVIOR**

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons	<p>3. Subject to the exceptions set forth in subsections (i) and (ii) below, the carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-4204K.S.A. 21-6302 into a library building of any kind or onto library property, including library parking lots, is strictly prohibited.</p> <p>(i) This section 3 of ARM 20-10-50 shall not apply to certified law enforcement personnel <u>or personnel contracted by the Library for cash handling services and authorized to carry weapons in the course of their duties pursuant to a service contract.</u></p> <p>(ii) This section 3 of ARM 20-10-50 shall not apply to individuals lawfully carrying concealed handguns pursuant to the terms of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended. All such individuals shall comply with all municipal, county, state and federal regulations and laws applicable to the carrying of concealed handguns.</p>
Unruliness	4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.
Abusiveness	5. Behavior that is abusive to library patrons and/or staff is not allowed.
Language	6. Abusive or obscene language is not allowed in the library.
Smoking	7. <u>As defined in policy 60-10-50, smoking and tobacco use</u> Use of tobacco products is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property. <u>Consumption of food is also allowed in large library meeting rooms during scheduled meetings when approved in advance.</u>

Alcohol

9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas ~~of the library~~ at library-approved ~~events~~ by the library, the Friends of the Johnson County Library, ~~or~~

the Johnson County Library Foundation pursuant to ARM 20-80-30.

- Pets 10. Pets are not permitted in the library. Service animals are allowed as permitted under the Americans with Disabilities Act.
- Skating 11. Skating, ~~and~~ skateboarding, and use of other similar devices (scooters, hoverboards, etc) are prohibited in library buildings and on any library property.
- Parking Lot 12. Participating in bicycling, motor vehicle use, or any other behavior that endangers ~~the user/driver or~~ library patrons and/or their vehicles, library property, or library staff in the library parking lot is not allowed.
- Use of Library Computer Workstations 13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate use of the workstation:
- a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. ~~21-4301(c), 21-6401~~ as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas.
- K.S.A. 21-~~6401~~4301.
- b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-~~4301a~~6401, as amended.
- c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in ~~sexually explicit~~ conduct ~~with~~ intent ~~to~~ arouse or satisfy ~~the~~ ~~sexual~~ desires or appeal to the prurient

interest of the offender, the child or another. See K.S.A. 21-~~3516~~5510, as amended.

PROCEDURES

d. Procedures for handling incidents shall be ~~articulated and inserted in staff manuals~~maintained by staff in accordance with Library policy.

February 11, 2021

ARM 20-10-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: ARM 20-10-50

SECTION: Resolutions by Library Board of Directors

SUBJECT: PATRON CODE OF BEHAVIOR

SUMMARY

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

Effective Date:

August 13, 2015

Review Date

October 4, 2017
February 11, 2021
November 14, 2024

POLICY ON
DISRUPTIVE
PATRON

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

PATRON CODE
OF BEHAVIOR

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

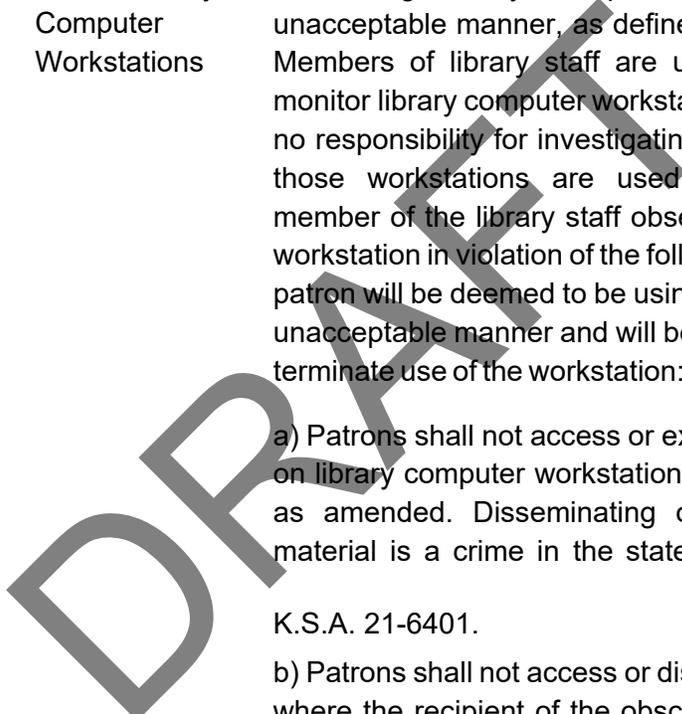
1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons	<p>3. Subject to the exceptions set forth in subsections (i) and (ii) below, the carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-6302 into a library building of any kind or onto library property, including library parking lots, is strictly prohibited.</p> <p>(i) This section 3 of ARM 20-10-50 shall not apply to certified law enforcement personnel or personnel contracted by the Library for cash handling services and authorized to carry weapons in the course of their duties pursuant to a service contract.</p> <p>(ii) This section 3 of ARM 20-10-50 shall not apply to individuals lawfully carrying concealed handguns pursuant to the terms of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended. All such individuals shall comply with all municipal, county, state and federal regulations and laws applicable to the carrying of concealed handguns.</p>
Unruliness	4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.
Abusiveness	5. Behavior that is abusive to library patrons and/or staff is not allowed.
Language	6. Abusive or obscene language is not allowed in the library.
Smoking	7. As defined in policy 60-10-50, smoking and tobacco use is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property.
Alcohol	9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation pursuant to ARM 20-80-30.

Pets	10. Pets are not permitted in the library. Service animals are allowed as permitted under the Americans with Disabilities Act.
Skating	11. Skating, skateboarding, and use of other similar devices (scooters, hoverboards, etc) are prohibited in library buildings and on any library property.
Parking Lot	12. Participating in any behavior that endangers library patrons and/or their vehicles, library property, or library staff in the library parking lot is not allowed.
Use of Library Computer Workstations	<p>13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate use of the workstation:</p> <p>a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. 21-6401 as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas.</p> <p>K.S.A. 21-6401.</p> <p>b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-6401, as amended.</p> <p>c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another. See K.S.A. 21-5510, as amended t</p>



PROCEDURES

d. Procedures for handling incidents shall be maintained by staff in accordance with Library policy.

February 11, 2021

ARM 20-10-50 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

SUMMARY

This regulation describes charges made to patrons for direct services.

Effective Date:
Reviewed:

October 4, 2017
November 7, 2019
October 27, 2021
November 14, 2024

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~~ is as follows:

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.

Fee

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<u>Service</u>	<u>Fee Charged</u>

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Ear Buds	\$2.00
Interlibrary Loan	Actual charge from the loaning institution for lending materials
Photocopies	\$.15 per black and white exposure \$.50 per color exposure This fee is waived for patrons receiving service under Service to Homebound Patrons (ARM 20-15-50)
Printed Copies	\$.15 per page for black and white \$.50 per page for color
Materials Recovery Fee	\$10.00 per patron account handled by the materials recovery vendor.
Returned Check Fee	\$25.00

~~October 27, 2024~~ [November 14, 2024](#)

ARM 20-10-90 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

November 14, 2024

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 is as follows:

Service	Fee Charged
Ear Buds	\$2.00
Interlibrary Loan	Actual charge from the loaning institution for lending materials
Photocopies	\$.15 per black and white exposure \$.50 per color exposure This fee is waived for patrons receiving service under Service to Homebound Patrons (ARM 20-15-50)
Printed Copies	\$.15 per page for black and white \$.50 per page for color
Materials Recovery Fee	\$10.00 per patron account handled by the materials recovery vendor.
Returned Check Fee	\$25.00

November 14, 2024

ARM 20-10-90

End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-11

SECTION: Access to Materials

SUBJECT: INTERNET USE POLICY

SUMMARY This regulation states the library’s policy on patron use of the Internet on the library’s public [access-computers-terminals and wireless network](#). This regulation also sets out the library’s Internet safety policy in accordance with the Children’s Internet Protection Act (CIPA) and the Library Services and Technology Act (LSTA).

Effective Date: July 12, 2012 (reaffirmed)

Reviewed: November 8, 2018
 October 22, 2020
 February 11, 2021
[November 14, 2024](#)

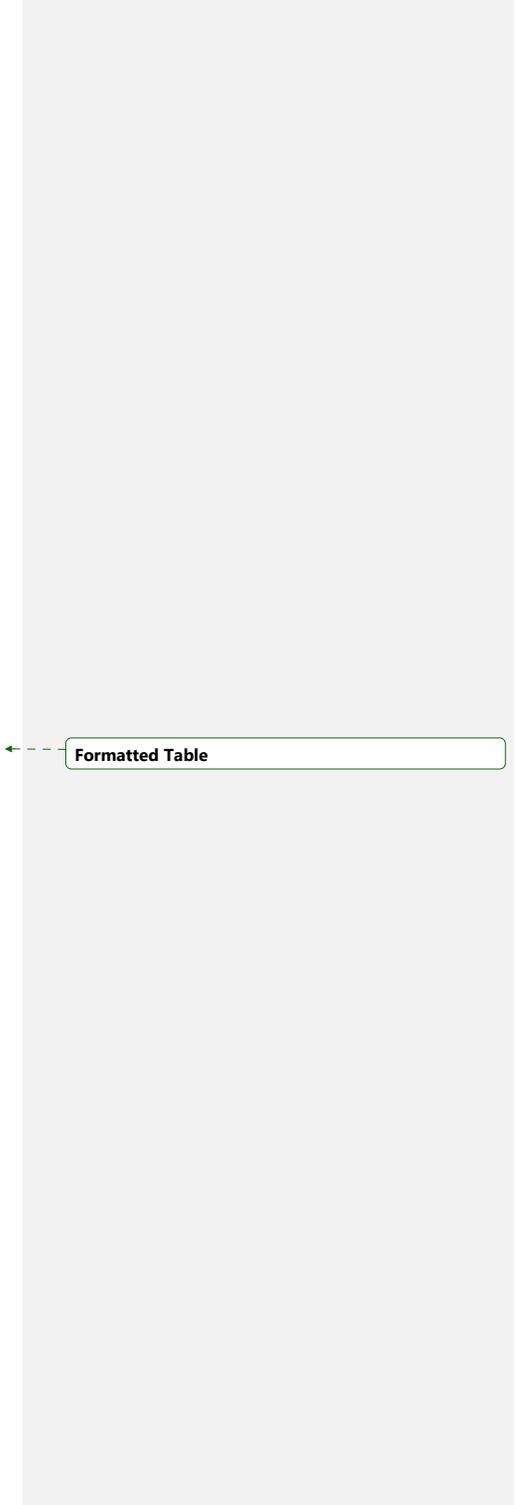
A. POLICY

Public Access to Internet

1. The Internet is a global electronic network that provides access to ideas, information and [commentarymedia](#). The Johnson County- Library provides public access to the Internet in keeping with its vision and mission statements.
2. [The Internet offers access to many valuable sources of information. Not all sources on the Internet provide accurate, complete, or current information. Patrons should accordingly evaluate the reliability of Internet sources just as they would print and audio-visual materials. The library has no control over the information on the Internet and cannot be held responsible for its content.](#)

Filtering and Patron Responsibility

3. The library has adopted the Internet plan set forth in this regulation in accordance with federal and state law. In order to meet the requirements of [Children’s Internet Protection Act \(CIPA\)](#) and [Library Services and Technology Act \(LSTA\)](#), the library provides filtered access to the Internet. [The Library recognizes that the goal and mission-The purpose of CIPA is that the library has a substantial and compelling government interest in protecting young-is to protect minor library users from material on the Internet that is inappropriate for minorsobscene or harmful for minors, as well as unauthorized access to information, including regarding hacking, and other unlawful activities, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Therefore, the default status for aAll library computers on the library](#)



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network employs a filter for potentially unlawful, harmful, or obscene content, in accordance with guidance in CIPA and LSTA.

- ~~2. The Internet offers access to many valuable sources of information. Not all sources on the Internet provide accurate, complete, or current information. Patrons should accordingly evaluate the reliability of Internet sources just as they would print and audio-visual materials. The library has no control over the information on the Internet and cannot be held responsible for its content.~~
 - ~~4. Filters are, however, imperfect. Guiding a minor's access to the Internet is the responsibility of the parent or legal guardian. The library does not supervise the use of the Internet by minors. As with all other library materials, parents or legal guardians are responsible for deciding what library resources are appropriate for minors in their care. There are some Internet resources that parents or guardians may consider inappropriate for minors in their care, even when access to the Internet is made by way of filtered access.~~
 - ~~5. Though safety and security measures are taken by the Johnson County Library, internet access is provided on an open network and should be used at a patron's own risk.~~
- ~~3.6. The library adheres to the statements in the Library Bill of Rights formulated by the American Library Association and~~

adopted by the Johnson County Library Board of Directors. As the United States Supreme Court stated in *United States, et al. v. American Library Association, Inc., et al.*, 539 U.S.194(2003), the "Library Bill of Rights states libraries should provide 'books and other...resources...for the interest, information, and enlightenment of all people of the community the library serves.' To fulfill their traditional missions, public libraries must have broad discretion to decide what material to provide to their patrons."

The Library also recognizes that the goal and mission of CIPA is that the library has a substantial and compelling government interest in protecting young library users from material on the Internet that is inappropriate for minors. The library provides access to the Internet in accordance with these principles:

Filtered Access for Minors

4. The library provides an environment in which minors may have access to ideas, information, experiences and materials that support and enrich their lives. The library accordingly makes selection decisions with respect to ~~the~~in accordance with these principles. material that is made available to minors over the Internet by providing filtered access, which is the default status for all library computers on the library computer network. Filters are, however, imperfect. Guiding a minor's access to the Internet is the responsibility of the parent or legal guardian. The library does not supervise the use of the Internet by minors. As with all other library materials, parents or legal guardians are responsible for deciding what library resources are appropriate for minors in their care. There are some Internet resources that parents or guardians may consider inappropriate for minors in their care, even when access to the Internet is made by way of filtered access.

Disabling of Filters

5. The filters on the library computers will, upon request, be disabled for adult use in accordance with the terms of the Internet safety plan set forth in this regulation.

Compliance with Laws

6. Patrons who use the library's computers terminals or the library's computer networks agree to comply with United States applicable state and federal law, including copyright law, with state and federal laws on obscenity, and all other applicable laws and library regulations.

Definition of Minor

7. For purposes of this policy and the Internet Safety Plan set out in Section B, the term "minor" means an individual who

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has not attained the age of 18. The County Librarian shall devise procedures that authorize members of the library staff to determine whether a patron is an adult or a minor, as defined by this policy, including by way of but not limited to examining the patron's library card and personal identification numbers, for example.

Compliance with CIPA

8. This policy is adopted in order to facilitate the library's compliance with CIPA, to authorize the library staff to submit the certifications referred to in CIPA, and to qualify the library to be eligible to receive funds described in the act.

B. INTERNET PLAN

Technology Protection Measures

1. The Johnson County Library Board of Directors has adopted this Internet plan policy in accordance with CIPA and LSTA.

2. Technology protection measures in the form of filters are installed on the library's computer terminals and computer networks. These filters are designed to block the access of minors to visual depictions that constitute obscenity or child pornography or are harmful to minors. Filters also prevent access to content and sources that are classified as presenting that present a potential cyber security risk, which could would put the user and the library's computer network at risk. Obscenity, child pornography, and material harmful to minors are, for purposes of implementing the technology measures, defined as follows:

a) Pursuant to Miller v. California, 413 U.S. 15 (1973), obscenity is defined as follows: (1) Whether the average person, applying contemporary community standards, would find that the work (taken as a whole) appeals to the "prurient" interest; (2) whether the work depicts sexual conduct in a patently offensive way; and (3) whether the work (taken as a whole) lacks serious literary, artistic, political, or scientific value.

b) Pursuant to 18 U.S.C.2256, "child pornography" means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—

- i. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- ii. such visual depictions are, or appears to be, of a minor engaging in sexually explicit conduct;

- iii. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
- iv. such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

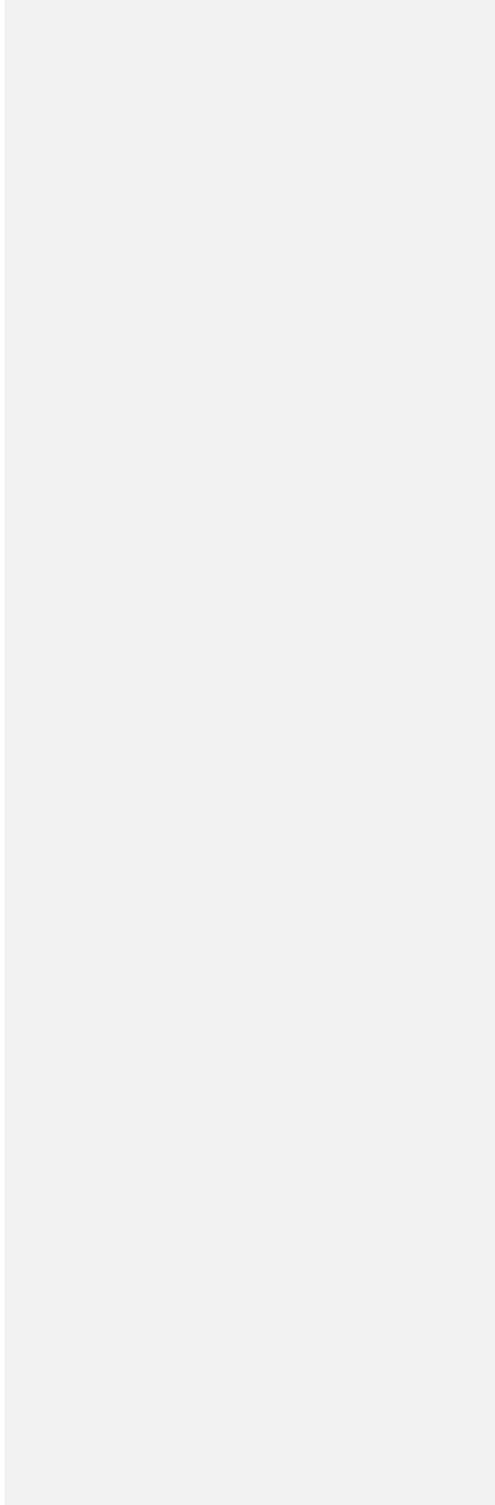
c) Pursuant to CIPA, "visual depictions" that are "harmful to minors" are defined as follows:

Any picture, image, graphic image file, or other visual depiction that—

- i. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- iii. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Disabling of Filters for Adults

3. Upon the request of an adult, a member of the library staff will disable the filter on a library computer being used by that adult to enable access for a research or other lawful purpose. The technology that would permit the library to disable the filters on the wireless network does not presently exist. However, when a wireless network user wishes the disabling of the filter, the user may come to the library, where a member of the library staff may disable the filter on a library computer in accordance with this regulation. Filters will not be disabled for minors. The County Librarian is authorized to devise procedures to implement this provision. Members of the library staff who are 18 years or older may disable the filters on the library computers on which they are working for any research or other lawful purpose. Requests for the review and unblocking of the URL for a specific blocked site may be made to appropriate library staff for evaluation and forwarding to the filter provider.



Other Restrictions

4. Library computers and the computer networks shall not be used in a manner that is in violation of state or federal law, or in a manner that places the safety and security of minors at risk. Library computers and computer networks shall not be used by patrons, including minors, to gain unauthorized access to any data, computer, or network. The use of library computers by patrons, including minors, to engage in hacking or other unlawful online activities, is strictly prohibited.

Use of Library Computer Workstations

5. In order to be able to use a library computer workstation, a library patron must have a current library card coded to identify the patron as an adult or minor^s, as defined in this policy, and a personal identification number or log in with a library provided guest pass. The use or misappropriation by an individual of another individual's library card or personal identification number is prohibited.

C. LOSS OF PRIVILEGES

1. The library privileges of a patron who violates any provision of this Internet Use Policy or who uses a library computer workstation or the computer network in a manner prohibited by ARM 20-10-50 shall be subject to suspension in accordance with the Patron Code of Behavior, ARM 20-10-50.

~~February 11, 2021~~November 14, 2024

ARM 20-15-11 END

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-11

SECTION: Access to Materials

SUBJECT: INTERNET USE POLICY

SUMMARY

This regulation states the library's policy on patron use of the Internet on the library's public computers and wireless network. This regulation also sets out the library's Internet safety policy in accordance with the Children's Internet Protection Act (CIPA) and the Library Services and Technology Act (LSTA).

Effective Date:

July 12, 2012 (reaffirmed)

Reviewed:

November 8, 2018
October 22, 2020
February 11, 2021
November 14, 2024

A. POLICY

Public Access to Internet

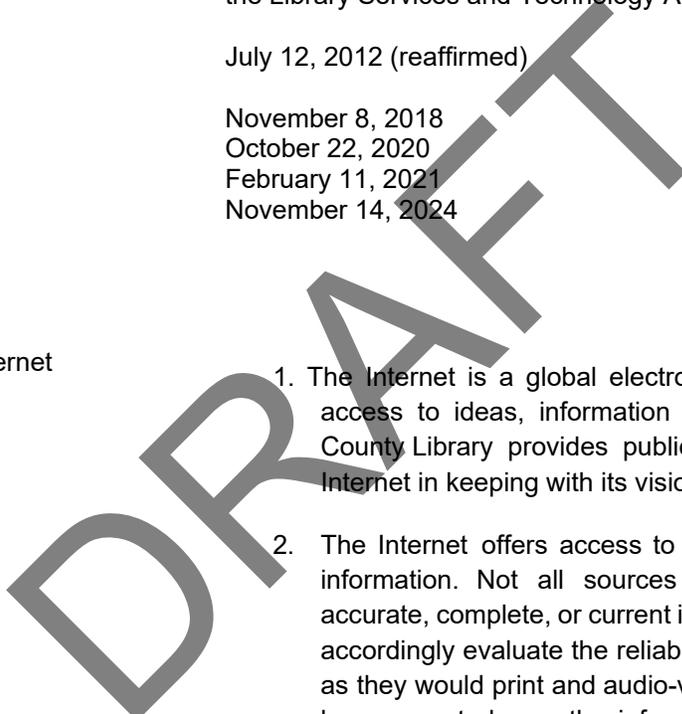
1. The Internet is a global electronic network that provides access to ideas, information and media. The Johnson County Library provides public access to the Internet in keeping with its vision and mission statements.

2. The Internet offers access to many valuable sources of information. Not all sources on the Internet provide accurate, complete, or current information. Patrons should accordingly evaluate the reliability of Internet sources just as they would print and audio-visual materials. The library has no control over the information on the Internet and cannot be held responsible for its content.

Filtering and Patron Responsibility

3. The library has adopted the Internet plan set forth in this regulation in accordance with federal and state law. In order to meet the requirements of Children's Internet Protection Act (CIPA) and Library Services and Technology Act (LSTA), the library provides filtered access to the Internet. The purpose of CIPA is to protect minor library users from material on the Internet that is obscene or harmful for minors, as well as information regarding hacking and other unlawful activities, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors. All library computers on the library network employ a filter for potentially unlawful, harmful, or obscene content, in accordance with guidance in CIPA and LSTA.

4. Guiding a minor's access to the Internet is the responsibility of the parent or legal guardian. The library



does not supervise the use of the Internet by minors. As with all other library materials, parents or legal guardians are responsible for deciding what library resources are appropriate for minors in their care. There are some Internet resources that parents or guardians may consider inappropriate for minors in their care, even when access to the Internet is made by way of filtered access.

5. Though safety and security measures are taken by the Johnson County Library, internet access is provided on an open network and should be used at a patron's own risk.
6. The library adheres to the statements in the Library Bill of Rights formulated by the American Library Association and adopted by the Johnson County Library Board of Directors.

Disabling of Filters

7. The filters on the library computers will, upon request, be disabled for adult use in accordance with the terms of the Internet safety plan set forth in this regulation.

Compliance with Laws

8. Patrons who use the library's computers or the library's networks agree to comply with applicable state and federal law, including copyright law, laws on obscenity, and all other applicable laws and library regulations.

Definition of Minor

9. For purposes of this policy and the Internet Safety Plan set out in Section B, the term "minor" means an individual who has not attained the age of 18. The County Librarian shall devise procedures that authorize members of the library staff to determine whether a patron is an adult or a minor, as defined by this policy, including but not limited to examining the patron's library card and personal identification numbers, for example.

Compliance with CIPA

10. This policy is adopted in order to facilitate the library's compliance with CIPA, to authorize the library staff to submit the certifications referred to in CIPA, and to qualify the library to be eligible to receive funds described in the act.

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B. INTERNET PLAN

Technology Protection Measures

1. The Johnson County Library Board of Directors has adopted this policy in accordance with CIPA and LSTA.
2. Technology protection measures in the form of filters are installed on the library's computer terminals and computer networks. These filters are designed to block the access of minors to visual depictions that constitute obscenity or child pornography or are harmful to minors. Filters also prevent access to content and sources that present a potential cyber security risk, which could would put the user and the library's computer network at risk. Obscenity, child pornography, and material harmful to minors are, for purposes of implementing the technology measures, defined as follows:
 - a) Pursuant to *Miller v. California*, 413 U.S. 15 (1973), obscenity is defined as follows: (1) Whether the average person, applying contemporary community standards, would find that the work (taken as a whole) appeals to the "prurient" interest; (2) whether the work depicts sexual conduct in a patently offensive way; and (3) whether the work (taken as a whole) lacks serious literary, artistic, political, or scientific value.
 - b) Pursuant to 18 U.S.C.2256, "child pornography" means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—
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 - ii. such visual depictions are, or appears to be, of a minor engaging in sexually explicit conduct;

DRAFT

- iii. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
- iv. such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

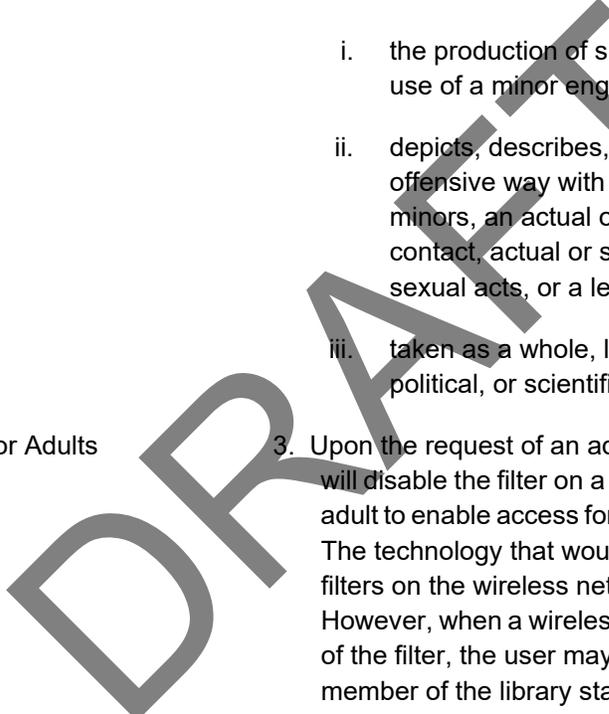
c) Pursuant to CIPA, “visual depictions” that are “harmful to minors” are defined as follows:

Any picture, image, graphic image file, or other visual depiction that—

- i. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
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Disabling of Filters for Adults

3. Upon the request of an adult, a member of the library staff will disable the filter on a library computer being used by that adult to enable access for a research or other lawful purpose. The technology that would permit the library to disable the filters on the wireless network does not presently exist. However, when a wireless network user wishes the disabling of the filter, the user may come to the library, where a member of the library staff may disable the filter on a library computer in accordance with this regulation. Filters will not be disabled for minors. The County Librarian is authorized to devise procedures to implement this provision. Members of the library staff who are 18 years or older may disable the filters on the library computers on which they are working for any research or other lawful purpose. Requests for the review and unblocking of the URL for a specific blocked site may be made to appropriate library staff for evaluation and forwarding to the filter provider.



Other Restrictions

4. Library computers and the computer networks shall not be used in a manner that is in violation of state or federal law, or in a manner that places the safety and security of minors at risk. Library computers and computer networks shall not be used by patrons, including minors, to gain unauthorized access to any data, computer, or network. The use of library computers by patrons, including minors, to engage in hacking or other unlawful online activities, is strictly prohibited.

Use of Library Computer Workstations

5. In order to be able to use a library computer workstation, a library patron must have a current library card coded to identify the patron as an adult or minors, as defined in this policy, and a personal identification number or log in with a library provided guest pass. The use or misappropriation by an individual of another individual's library card or personal identification number is prohibited.

C. LOSS OF PRIVILEGES

1. The library privileges of a patron who violates any provision of this Internet Use Policy or who uses a library computer workstation or the computer network in a manner prohibited by ARM 20-10-50 shall be subject to suspension in accordance with the Patron Code of Behavior, ARM 20-10-50.

November 14, 2024

ARM 20-15-11 END

DRAFT

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-60

SECTION: Access to Materials

SUBJECT: INTERLIBRARY LOAN

SUMMARY

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

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

November 14, 2024

POLICY ON INTERLIBRARY LOAN

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

GUARANTEE OF RIGHT OF ACCESS

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

JOHNSON COUNTY LIBRARY DISTRICT

c. The Johnson County library district includes the following zip codes 66012-13, 66018-19, 66021, 66025, 66030-31, 66083, 66085, 66201-27, 66250-51, 66276, 66282-83, 66285-86. Zip codes covering the city of Olathe, KS, 66051, 66061-63, are outside of the district and considered a part of the Olathe Public Library district.

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FEES

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

Waivers

Fees assessed to staff and volunteers of the library may be waived if the service is provided to them in support of their work assignments, professional development, or

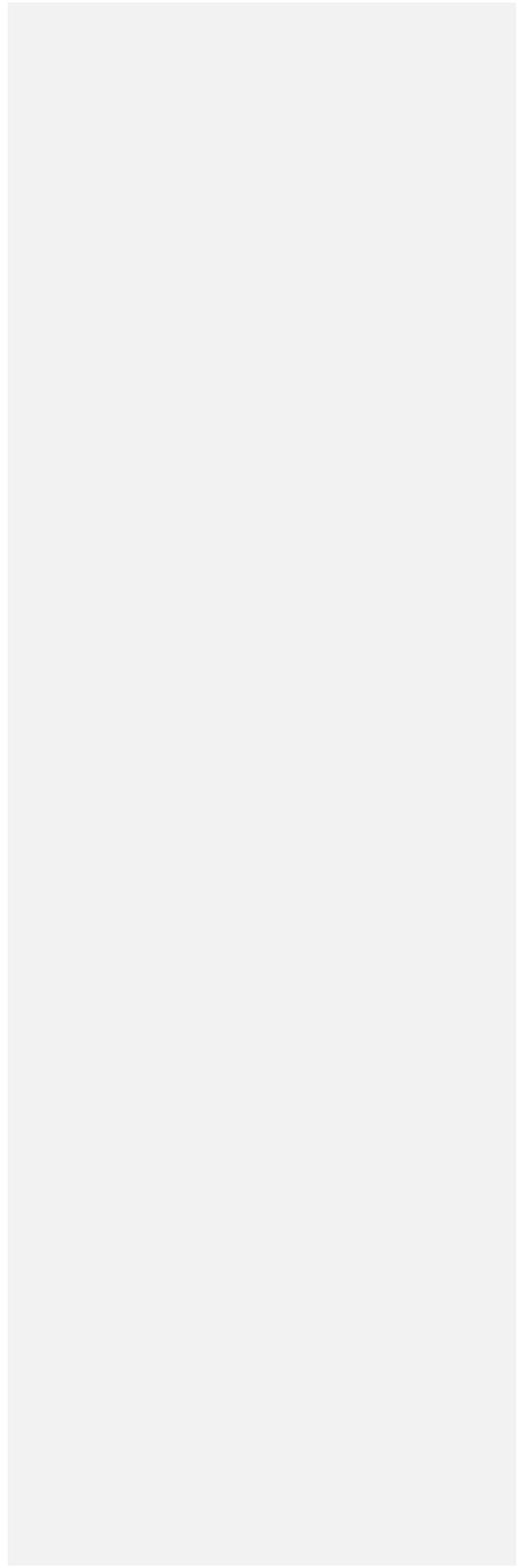
course or degree work, if approved by the department head.

MATERIALS
LOANED

e.d. Johnson County Library will comply with the current Interlibrary Loan protocols Code for the United States, as prepared by Reference and User Services Association, as revised.

~~October 27,~~
~~2024~~ November 14,
2024

ARM 20-15-60 End



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-60

SECTION: Access to Materials

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FEES

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Waivers

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

MATERIALS
LOANED

e.. Johnson County Library will comply with the Interlibrary Loan Code for the United States, as prepared by Reference and User Services Association, as revised.

November 14, 2024

ARM 20-15-60 End

DRAFT

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-51

SECTION: Circulation Services

SUBJECT: DISCLAIMER ON DAMAGED PATRON PROPERTY

SUMMARY

This regulation disclaims ~~JCL Johnson County Library~~ ~~(Library)~~ responsibility for any damage to patrons' property resulting from use of materials checked out from ~~the JCL Johnson County Library~~ ~~the Library~~. This regulation disclaims ~~Johnson County Library~~ ~~the Library~~ responsibility for any damage sustained to patrons' property while ~~onsite~~ on library grounds.

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Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

~~June 12~~ November 14, 2024

POLICY

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

~~October 27,~~

~~2021~~ June

~~12~~ November 14,

2024

ARM 20-20-51 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-51

SECTION: Circulation Services

SUBJECT: DISCLAIMER ON DAMAGED PATRON PROPERTY

SUMMARY

This regulation disclaims Johnson County Library (Library) responsibility for any damage to patrons' property resulting from use of materials checked out from the Library. This regulation disclaims the Library responsibility for any damage sustained to patrons' property while on library grounds.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

November 14, 2024

POLICY

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

**November 14,
2024**

ARM 20-20-51 End

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-60-10

SECTION: Programming

SUBJECT: PROGRAMMING POLICY

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

Effective Date: July 12, 2012
Reviewed: October 4, 2017
October 27, 2021
November 14, 2024

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

- Benefits**
1. Library programming provides information and/or encouragement for the use of materials in the library's collection.
 2. Programming also supports our vision statement by creating an environment for people to learn, to explore, to enjoy, to create, and to connect.
 - ~~2.3.~~ Programming supports our mission statement by providing access to ideas, information, experiences, and materials that support and enrich people's lives.

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

~~**LITERACY Early Literacy**~~ c. ~~The Library actively supports early literacy programming and outreach because of the immediate personal, social and economic importance of a literate citizenry. indispensable academic, social, and cognitive~~

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~~skills gained. Johnson County Library cooperates with community literacy programs to facilitate teaching efforts.~~

ADULT SERVICES

~~d. Programs for adults are provided as lifelong learning opportunities focusing on books, and authors, writers, business efforts, civic engagement, and topics of local interest, as well as societal and cultural issues.~~

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INTELLECTUAL FREEDOM

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

Library Disclaimer

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

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

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

COOPERATIVE EFFORTS

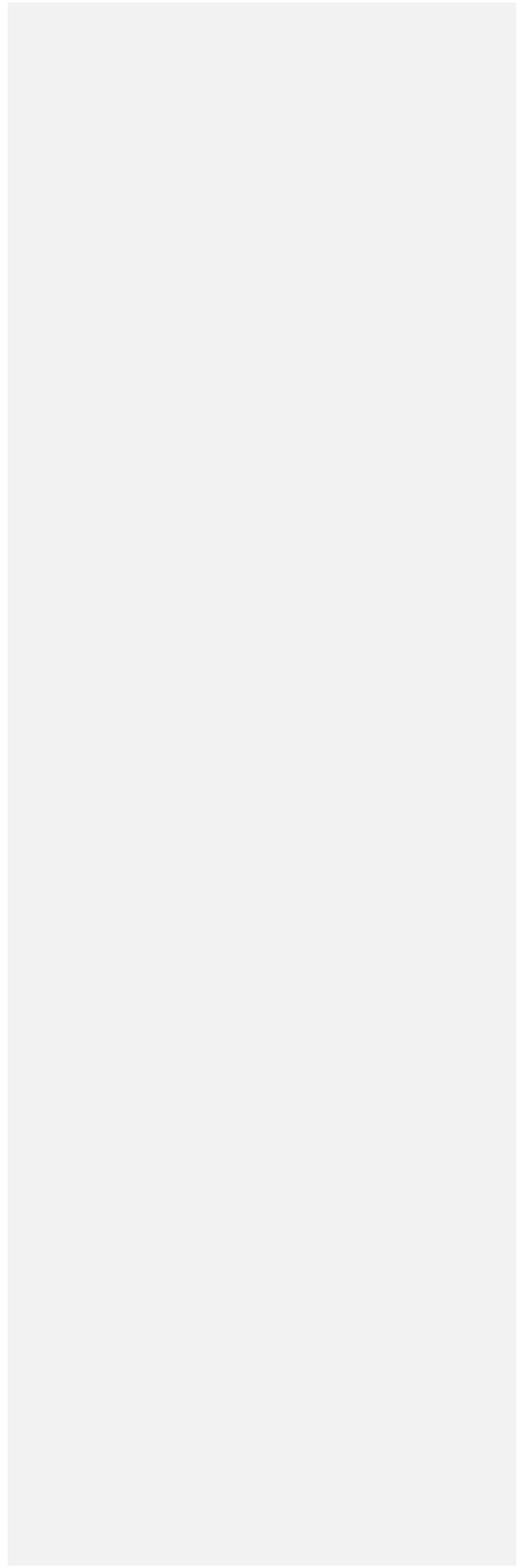
~~dg.~~ Co-sponsorship with community institutions is encouraged. Staff may present programs in other facilities with other agencies. Hosting traveling exhibits or outside-developed programs, supplemented with Library displays and publicity, is encouraged.

EVALUATION

[ef](#). Johnson County Library programming efforts are evaluated to ensure the appropriate use of public resources [and in alignment with current strategic plan priorities](#).

~~October 27,~~
~~2024~~November
14, 2024

ARM 20-60-10 End



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-60-10

SECTION: Programming

SUBJECT: PROGRAMMING POLICY

SUMMARY

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

Effective Date:

July 12, 2012

Reviewed:

October 4, 2017

October 27, 2021

November 14, 2024

PROGRAMMING POLICY

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

Benefits

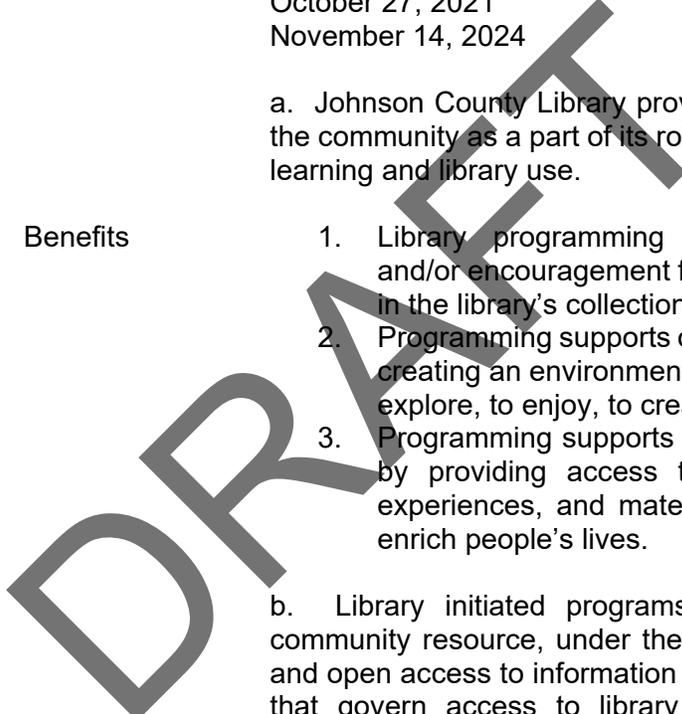
1. Library programming provides information and/or encouragement for the use of materials in the library's collection.
2. Programming supports our vision statement by creating an environment for people to learn, to explore, to enjoy, to create, and to connect.
3. Programming supports our mission statement by providing access to ideas, information, experiences, and materials that support and enrich people's lives.

INTELLECTUAL FREEDOM

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

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COMPLIANCE
WITH THE
AMERICANS
WITH
DISABILITIES
ACT

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

COOPERATIVE
EFFORTS

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

EVALUATION

e. Johnson County Library programming efforts are evaluated to ensure the appropriate use of public resources and in alignment with current strategic plan priorities.

**November 14,
2024**

ARM 20-60-10 End

DRAFT

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-60-11

SECTION: Programming

SUBJECT: CO-SPONSORSHIP WITH OTHER ORGANIZATIONS

SUMMARY

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

Effective Date:

Reviewed

July 12, 2012

October 4, 2017

October 27, 2021

~~DATE~~ November 14, 2024

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POLICY

a. With the permission of the County Librarian or designee, ~~the~~ Johnson County Library may co-sponsor programs with ~~for-profit and non-profit organizations~~ and government entities, including but not limited to Johnson County Library Foundation and Friends of Johnson County Library and other metro area Library systems. Johnson County Library selects and participates with co-sponsoring organizations ~~based on criteria established by~~ in alignment with the Library's Strategic Plan, and library ~~Library~~ policy.

FEES

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

SELLING

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

~~October 27, 2024~~ November 14, 2024

ARM 20-60-11 End

TAB: Patron Services

DOCUMENT NUMBER: 20-60-11

SECTION: Programming

SUBJECT: CO-SPONSORSHIP WITH OTHER ORGANIZATIONS

SUMMARY

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Effective Date:

Reviewed

July 12, 2012
October 4, 2017
October 27, 2021
November 14, 2024

POLICY

a. With the permission of the County Librarian or designee, Johnson County Library may co-sponsor programs with for-profit and non-profit organizations and government entities, including but not limited to Johnson County Library Foundation and Friends of Johnson County Library and other metro area Library systems. Johnson County Library selects and participates with co-sponsoring organizations in alignment with the Library's Strategic Plan, and Library policy.

FEES

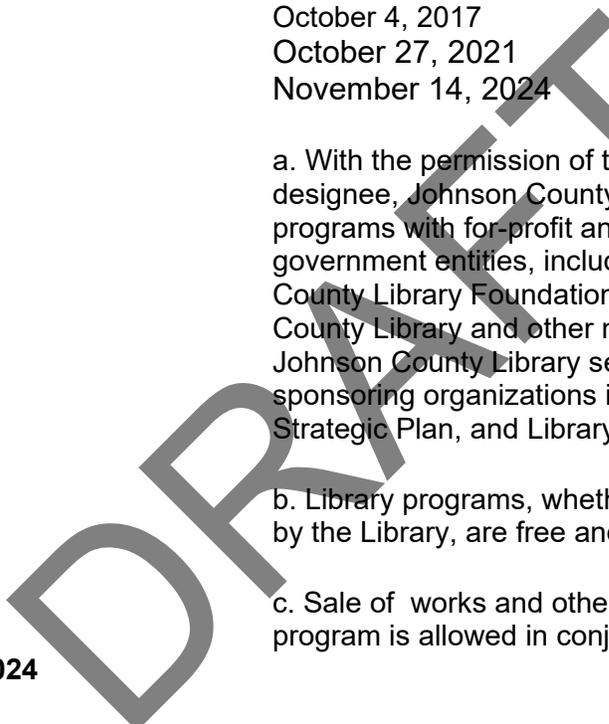
b. Library programs, whether initiated or co-sponsored by the Library, are free and open to the public.

SELLING

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

November 14, 2024

ARM 20-60-11 End



ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-20

SECTION: Library Collections

SUBJECT: GOVERNMENT DOCUMENTS DEPOSITORIES

SUMMARY

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

Effective Date:

June 15, 2005 (reaffirmed)

Reviewed:

October 4, 2017

October 27, 2021

November 14, 2024

POLICY

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

Borrowing
Parameters

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

~~October 27,~~
2024 November
14, 2024

ARM 30-20-20 End

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-20

SECTION: Library Collections

SUBJECT: GOVERNMENT DOCUMENTS DEPOSITORIES

SUMMARY

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

Effective Date:

June 15, 2005 (reaffirmed)

Reviewed:

October 4, 2017

October 27, 2021

November 14, 2024

POLICY

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

Borrowing
Parameters

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

November 14, 2024

ARM 30-20-20 End

DRAFT

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-30-30

SECTION: Finance

SUBJECT: K.S.A. 12-1257 Special Fund (Special Use Fund)

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SUMMARY

This regulation describes the types of expenditures that may be made from the library's special fund. It also describes the types of expenditures that may not be made from that fund but that must instead be made from the library's operating fund. The library's special fund was established by the Board of County Commissioners in 1979 pursuant to K.S.A. 12-1257. While the statute refers to the fund as a "special fund," the library and Board of County Commissioners have for many years referred to the fund as the library's "special use fund." Both designations are sometimes used in this regulation.

EFFECTIVE DATE:

July 21, 2011

Reviewed

October 11, 2018
October 22, 2020
[\[add date\]November 14, 2024](#)

POLICY:

Statutory Authorization of Special Use Fund

a. K.S.A. 12-1257 provides that the Board of County Commissioners, at the request of the library board, "may make an annual levy of not to exceed one mill upon all taxable tangible property within the county for the purpose of creating a special fund to be used for the acquisition of sites, and for the constructing, equipping, repairing, remodeling and furnishing of buildings for county library purposes. . ." In addition, the statute authorizes the Board of County Commissioners, at the request of the library board, to "issue bonds of such county in an aggregate amount not exceeding 2% of the assessed tangible valuation of such county, the proceeds of which shall be placed in such special fund and may be used for the purposes herein enumerated.

BOCC and Library Use of Special Use

b. The following history and description of purpose of the special use fund are relevant to understanding this regulation.

Fund
and Purpose

1. The Board of County Commissioners has since 1979 adopted fourteen resolutions making use of the library's special fund authority pursuant to K.S.A. 12-1257. An index of those resolutions and a summary of the stated purposes for each is set out in Appendix A of this regulation.

~~2. Chief counsel to the Board of County Commissioners, and counsel to the Johnson County Library, on June 21, 2006 issued a joint memorandum describing the purposes for which the funds in the library's special use fund may be expended. A copy of that memorandum is attached as Appendix B to this regulation.~~

~~3.~~ On January 11, 2007, the County Auditor issued Report No. 2007-01 entitled "Library Special Use Fund Management and Financial Review." Among other things, the County Auditor recommended that the library establish "appropriate guidelines for the use of this special fund. The guidelines should make a clear distinction between the types of expenditures allowed in the Special Use Fund and those allowed in the Library Operating Fund."

~~4.~~ The library has agreed with the recommendation of the County Auditor and has accordingly adopted this regulation.

Types Of
Expenditures
That May Be
Made From
The Special
Use Fund

c. The library may make expenditures from the Special Use Fund that are clearly and explicitly authorized under the terms of the statute and approved by the Board of County Commissioners. In addition, the following expenditures are appropriately made from the Special Use Fund:

1. Amounts sufficient to service the debt incurred by the library under the terms of K.S.A. 12-1257.

2. Sums paid for construction, renovation, or library infrastructure projects for which the Board of County Commissioners has granted budget approval.

3. Sums used to pay for major technology upgrades infrastructure purchases that include servers, routers, substantial hardware acquisition, and software acquired with budget approval granted by the Board of County Commissioners as part of the overall library budget approval process.

4. Transfers of funds from the Special Use Fund to Project Accounts for expenditures for approved construction or major maintenance projects must be approved through the annual library budget process. Outside the annual library budget process, such a transfer requires approval by the Library Board. Project accounts shall continue to be maintained for such projects. Such accounts may be maintained over the course of more than one budget year to pay for authorized projects given budget approval by the Board of County Commissioners.

Types of Expenditures That May Not Be Made From the Special Use Fund

d. The following expenditures may not be made from the library's Special Use Fund but must instead be made from the library's Operating Fund:

1. All personnel expenditures.
2. Expenditures made with respect to ongoing or day-to-day maintenance or repair of library facilities and properties.
3. Expenditures made for ongoing day-to-day property and facility maintenance items such as snow removal and lawn care. This prohibition extends to items of equipment, such as lawn and garden tools, that are used in such ongoing or day-to-day maintenance.
4. Expenditures that relate to the annual replacement of staff and public computers, copiers, furniture, vehicles, and other equipment that is acquired and used by the library on a three to five year cycle or more.

~~October 22, 2020~~
~~November 14,~~
~~2024~~

ARM 50-30-30 End

APPENDIX A

**SUMMARY OF RESOLUTIONS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS
TO CREATE A SPECIAL FUND FOR THE JOHNSON COUNTY LIBRARY PURSUANT TO
K.S.A. 12-1257**

1. Res. 049-79, adopted May 21, 1979
 - a. Set annual 12-1257 levy of one-half mill; authorized issuance of bonds in the amount of \$4,000,000.
 - b. Stated Purposes:
 - i. Purchase of building sites at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance site.
 - ii. Construction of new improvements at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance building.
 - iii. "The equipping, repairing, maintaining, remodeling, and furnishing of furniture and equipment, to include books, computers, shelving, tables and chairs" at all library locations.
2. Res. 060-84, adopted May 3, 1984
 - a. One-half mill levy.
 - b. Stated Purposes:
 - i. Purchase site for Lenexa/Shawnee area library.
 - ii. Construct new improvements there and any other location (library)
 - iii. To "equip, repair, maintain, remodel, and furnish furniture and equipment, including books, computers, shelving, table and chairs" at new or any other library sites.
3. Res. 98-87, adopted September 3, 1987
 - a. Bonds in the amount of \$1,865,000.
 - b. Stated Purposes: Microform conversion: \$400,000

Building improvements: \$265,100
Library computer: \$1,200,000

4. Res. 04-88, adopted January 14, 1988
 - a. Authorized issuance of temporary notes in the amount of \$384,270.
 - b. Related to bonds authorized in Res. 98-87.
5. Res. 63-88, adopted May 19, 1988
 - a. Issue bonds in the amount of \$215,000.
 - b. Stated Purposes: for improvements at Corinth; temporary notes authorized.
6. Res. 63-90, adopted June 7, 1990
 - a. Increased 12-1257 mill levy limit to 1.0 mills, the statutory limit.
 - b. Stated Purposes: construction of branch library buildings in Shawnee and Leawood; constructing new improvements at those sites and any other library locations; "equipping, repairing, maintaining remodeling, and furnishing furniture and equipment, including books, computers, shelving, tables, and chairs at new library branch buildings and any other library location."
7. Res. 91-90, adopted September 27, 1990
 - a. Authorized issuance of bonds in amount of \$2,165,000.
 - b. Stated Purposes: construction of Shawnee branch library and purchase of computer and other equipment.
8. Res. 093-91, adopted December 12, 1991
 - a. Authorizes issuance of bonds in the principal amount of \$2,250,000
 - b. Stated Purposes: construction and equipping of Leawood branch library facility.
9. Res. 061-94, adopted July 28, 1994
 - a. Authorized issuance of bonds in principal amount of \$3,100,000.
 - b. Stated Purposes: Remodeling and renovation of Antioch branch library facility.
10. Res. 103-94, adopted October, 1994
 - a. Authorizes issuance of bonds in principal amount of \$345,000.
 - b. Stated Purposes: Upgrading computer system at Central Resource Library.

11. Res. _____, adopted sometime after September 20, 1995
 - a. Resolution by BOCC yet to be located.
 - b. Resolution of Library Board (enclosed) dated September 20, 1995.
 - c. Requests issuance of bonds in the amount of \$3,059,291.
 - d. Stated Purposes: Construction of addition to Lackman branch facility and for equipping, furnishing and remodeling of same.
12. Res. 048-98, adopted April 30, 1998
 - a. Authorizes issuance of bonds in principal amount of \$6,415,000.
 - b. Stated Purposes: Acquiring, constructing, furnishing and equipping Blue Valley branch library facility.
13. Res. 116-00, adopted March 2, 2000
 - a. Authorizes issuance of bonds in principal amount of \$3,390,000.
 - b. Stated Purposes: Construction, furnishing, and equipping of Gardner branch library facility.
14. Res. 038-10, adopted July, 2010
 - a. Authorizes issuance of bonds in principal amount not to exceed \$800,000.
 - b. Stated Purposes: Acquisition of land for the future Monticello Library.

APPENDIX B

JOINT MEMORANDUM ISSUED ON JUNE 21, 2006 BY DON JARRETT, CHIEF COUNSEL, BOARD OF COUNTY COMMISSIONERS, AND FRED LOGAN, LIBRARY BOARD COUNSEL, ON THE PURPOSES FOR WHICH FUNDS IN THE LIBRARY'S SPECIAL USE FUND MAY BE EXPENDED

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-30-30

SECTION: Finance

SUBJECT: K.S.A. 12-1257 Special Fund (Special Use Fund)

SUMMARY

This regulation describes the types of expenditures that may be made from the library's special fund. It also describes the types of expenditures that may not be made from that fund but that must instead be made from the library's operating fund. The library's special fund was established by the Board of County Commissioners in 1979 pursuant to K.S.A. 12-1257. While the statute refers to the fund as a "special fund," the library and Board of County Commissioners have for many years referred to the fund as the library's "special use fund." Both designations are sometimes used in this regulation.

EFFECTIVE DATE:

July 21, 2011

Reviewed

October 11, 2018
October 22, 2020
November 14, 2024

POLICY:

Statutory Authorization of Special Use Fund

a. K.S.A. 12-1257 provides that the Board of County Commissioners, at the request of the library board, "may make an annual levy of not to exceed one mill upon all taxable tangible property within the county for the purpose of creating a special fund to be used for the acquisition of sites, and for the constructing, equipping, repairing, remodeling and furnishing of buildings for county library purposes. . ." In addition, the statute authorizes the Board of County Commissioners, at the request of the library board, to "issue bonds of such county in an aggregate amount not exceeding 2% of the assessed tangible valuation of such county, the proceeds of which shall be placed in such special fund and may be used for the purposes herein enumerated.

BOCC and Library Use of Special Use Fund and Purpose

b. The following history and description of purpose of the special use fund are relevant to understanding this regulation.

1. The Board of County Commissioners has since 1979 adopted fourteen resolutions making use of the library's special fund authority pursuant to K.S.A. 12-1257. An index of those resolutions and a summary of the stated purposes for each is set out in Appendix A of this regulation.

2. On January 11, 2007, the County Auditor issued Report No. 2007-01 entitled "Library Special Use Fund Management and Financial Review." Among other things, the County Auditor recommended that the library establish "appropriate guidelines for the use of this special fund. The guidelines should make a clear distinction between the types of expenditures allowed in the Special Use Fund and those allowed in the Library Operating Fund."

3. The library has agreed with the recommendation of the County Auditor and has accordingly adopted this regulation.

Types Of Expenditures That May Be Made From The Special Use Fund

c. The library may make expenditures from the Special Use Fund that are clearly and explicitly authorized under the terms of the statute and approved by the Board of County Commissioners. In addition, the following expenditures are appropriately made from the Special Use Fund:

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November 14,
2024

ARM 50-30-30 End

APPENDIX A

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TO CREATE A SPECIAL FUND FOR THE JOHNSON COUNTY LIBRARY PURSUANT TO
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14. Res. 038-10, adopted July, 2010
- a. Authorizes issuance of bonds in principal amount not to exceed \$800,000.
 - b. Stated Purposes: Acquisition of land for the future Monticello Library.

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-11

SECTION: Building and Grounds

SUBJECT: STATEMENT OF POLICY ON FACILITY DEVELOPMENT

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

November 14, 2024

POLICY

~~In order that n~~New library branch facilities are ~~opened~~considered when and where they are needed. ~~There are two main related events that bring about~~indicate when we need a new library branch that ~~need and they are:~~a “trigger” indicates when planning and site selection for a new facility should begin in earnest. That trigger occurs when two related events come together:

1 – the population of a new branch service area reaches toward 10,000; and

2 – commercial/service/amenity centers begin to be developed in the service area.

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

~~October 27,~~
2021November 14,
2024

ARM 60-10-11 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-11

SECTION: Building and Grounds

SUBJECT: STATEMENT OF POLICY ON FACILITY DEVELOPMENT

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

November 14, 2024

POLICY

New library branch facilities are considered when and where they are needed. There are two main related events that indicate when we need a new library branch

1 – the population of a new branch service area reaches toward 10,000; and

2 – commercial/service/amenity centers begin to be developed in the service area.

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

**November 14,
2024**

ARM 60-10-11 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-12

SECTION: Building and Grounds

SUBJECT: SITE SELECTION GUIDELINES

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

~~June 20~~November 14, 2024

RATIONALE

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

POLICY

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

PRIMARY SITE CRITERIA

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

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

2. Cost and Availability: The property must be available by either interlocal cooperation agreements with other governmental entities, gift, negotiated purchase, ~~gift,~~ or through condemnation, at a price the library is willing and able to pay, ~~or through interlocal cooperation~~

~~agreements with other governmental entities.~~

SITE SELECTION
GUIDELINES

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

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

~~October-June~~
~~27-20~~November
14, 2024~~2024~~

ARM 60-10-12 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-12

SECTION: Building and Grounds

SUBJECT: SITE SELECTION GUIDELINES

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

Effective Date: August 17, 2011
Reviewed: October 27, 2021
November 14, 2024

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

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

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

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

2. **Cost and Availability:** The property must be available by either interlocal cooperation agreements with other governmental entities, gift, negotiated purchase, or through condemnation, at a price the library is willing and able to pay.

SITE SELECTION
GUIDELINES

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1. Relationship of the location to the service population.
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4. The drawing influence of adjacent activities, (e.g. shared campus with municipal amenities, concentrations of retail and employment).
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6. Ease of access in the immediate area.
7. Amenities: aesthetic factors and potential enhancement to an area, scenic view, and replacement of deteriorating structures.
8. Liabilities: unsuitable neighboring activities such as: flood plain, landfill, and livestock.

November 14,
2024

ARM 60-10-12 End

ADMINISTRATIVE REGULATIONS

TAB: Parking

DOCUMENT NUMBER: 60-10-70

SECTION: Buildings and Grounds

SUBJECT: PARKING

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

Effective Date: August 17, 2011
Reviewed: October 27, 2021
November 14, 2024

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

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

c. Spaces provided for electric vehicles are reserved for charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking. Users of electric vehicle charging stations are expected to comply with any regulations pertinent to the use of the stations.

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Commented [WAJ1]: Not sure that this sentence is necessary - but I thought I'd add because cities are developing municipal codes to enforce usage of the stations.

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

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SHARED PARKING ef. The County Librarian may establish shared parking agreements with other organizations or agencies where appropriate. Staff and patrons shall abide by necessary regulations when shared parking agreements exist.

Note for Board review: Consideration of clause as it relates to overnight parking allowance.

JOHNSON COUNTY LIBRARY

ADMINISTRATIVE REGULATIONS

TAB: Parking

DOCUMENT NUMBER: 60-10-70

SECTION: Buildings and Grounds

SUBJECT: PARKING

~~October 27,~~

~~2024~~ ~~DATE~~ ~~November~~
~~14, 2024~~

End

ARM

60-10-70

ADMINISTRATIVE REGULATIONS

TAB: Parking

DOCUMENT NUMBER: 60-10-70

SECTION: Buildings and Grounds

SUBJECT: PARKING

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

November 14, 2024

POLICY

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

PRIORITIES

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

c. Spaces provided for electric vehicles are reserved for charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking. Users of electric vehicle charging stations are expected to comply with any regulations pertinent to the use of the stations.

ENFORCEMENT

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

SHARED PARKING

f. The County Librarian may establish shared parking agreements with other organizations or agencies where appropriate. Staff and patrons shall abide by necessary regulations when shared parking agreements exist.

November 14, 2024

ARM 60-10-70 End

To: Johnson County Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: November 14, 2024
Re: **Comprehensive Library Master Plan (CLMP): 2025 Project Prioritization**

Issue: Consider approving the CLMP project prioritization as discussed at the October 30, 2024 Library Board Retreat.

Suggested Motion: I move to approve the CLMP project prioritization as discussed at the October 30, 2024 Library Board Retreat.

Capital Replacement Program (CRP) projects are continuous.

1. CLMP Refresh
2. Corinth Replacement Project
3. CLMP Refresh Project #1
4. CLMP Refresh Project #2

Background: Each year the Library Board discusses and updates or reaffirms the project prioritization of next year's Comprehensive Library Master Plan. This prioritization is the basis for the Capital Improvement Program submittal.

Analysis: At their October 30, 2024 Library Board Retreat, Library staff presented information and a recommendation to the Library Board for discussion. After discussion, the Library Board determined by consensus that the prioritization be updated as below:

Capital Replacement Program (CRP) projects are continuous.

1. CLMP Refresh
2. Corinth Replacement Project
3. CLMP Refresh Project #1
4. CLMP Refresh Project #2

While the Board reached consensus at the retreat, no formal action was taken. This action item serves as direction to library staff regarding which building projects are prioritized next.

Library staff and Facilities partners will develop an implementation timeline, returning to the Library Board with this information at a later date.

Alternatives: 1) Approve an alternative prioritization.

Recommendation: Approve the CLMP project prioritization as discussed at the October 30, 2024 Library Board Retreat.

Suggested Motion: I move to approve the CLMP project prioritization as discussed at the October 30, 2024 Library Board Retreat.

To: Library Board of Directors
From: Tricia Suellentrop
Date: November 14, 2024
Re: **Consideration of MOU with Strawberry Week Society**

Issue: Continue partnering with organization Strawberry Week Society to provide free period products in Johnson County Library public restrooms

Suggested Motion: I move that the Johnson County Library Board of Directors approves the Strawberry Week Society & Johnson County Library memorandum of understanding for the year 2025.

Background: The Library asks to continue a partnership with the nonprofit organization Strawberry Week, which will provide the Library a quarterly supply of period products at no charge to the Library for distribution in all public restrooms across its 14 locations. Strawberry Week seeks to decrease period poverty across the Kansas City metropolitan region by partnering with local agencies and organizations to provide free tampons, pads, and liners to the general public via schools, hospitals, libraries, and community groups. The partnership between the Library and Strawberry Week was first approved in August 2023.

Johnson County, KS Facilities Department does not currently provide period products to any Johnson County, KS government buildings, thus this partnership will serve to empower library patrons and increase access to our buildings by supplying often-needed products.

Analysis: The annual cost of products Strawberry Week agrees to supply would save the Library approximately \$3,171.16 on 10,000 pads and 6,000 tampons if the Library were to purchase supplies directly from County approved vendors. An advantage of partnering with Strawberry Week is their willingness to increase our product quantities if it is found we need more in certain library locations. This partnership offers many advantages, including reinforcing a proactive and impactful approach to providing more seamless customer service, fostering a welcoming environment, safeguarding privacy, and confidentiality by making products available without a patron needing to ask, and ensuring prolonged, comfortable access to information and library resources in our spaces.

Funding Overview: The Associate Director of Branch Services has approved an annual budget allowance of approximately \$725 for replacement containers to hold the provided products.

Alternatives: Not approve the MOU and no longer provide period products for patrons in library public restrooms.

Recommendation: To move to approve an MOU between Johnson County Library and the organization Strawberry Week Society that will provide the Library a quarterly delivery of period products to make available to the public across all 14 library locations.

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

Legal Review: This has been reviewed by legal counsel.

Memorandum of Understanding (MOU) between the Johnson County Library and Strawberry Week Society

This Memorandum of Understanding (MOU) is intended to document the relationship between the Johnson County Library (JCL) and Strawberry Week Society d/b/a Strawberry Week (Strawberry Week), a Kansas not for profit corporation, in support of our mutual efforts to provide free menstrual and period products to the public in all public restrooms of the branches of JCL. This will foster a welcoming environment which deepens a customer experience designed to empower patrons to thrive and prosper through increased convenience and guaranteed access to library resources. This MOU is in effect from the date of JCL's execution below through ~~December 31, 2023~~ December 31, 2025.

Any party to the MOU may terminate their participation in this MOU by giving a 30-day written notice of termination to the other party.

Johnson County Library Responsibilities

- Stock free period products in every public restroom ~~containing sufficient counter space~~ across the ~~14~~ all branches of JCL
- Provide containers to hold products for all public restrooms ~~with counter space~~ in all branches of JCL ~~at a cost to JCL of approximately \$375.00, which is the total amount incurred by JCL under this MOU~~
- Promote partnership with Strawberry Week via JCL channels including but not limited to the website and social media accounts
- Create signage for promotion in restrooms cobranded with Strawberry Week and JCL logos
- Recognize that Strawberry Week has limited resources and any products provided will be subject to Strawberry Week's available inventory at the reasonable efforts of Strawberry Week who must balance the needs of all of their partners

Strawberry Week Responsibilities

- Deliver pads and tampons to the Central Resource Library once per quarter
- Provide language, information cards and marketing material for promotion
- Promote partnership with JCL on Strawberry Week's social media accounts in conjunction with JCL's external communications team. Any use of JCL name, library branch facility name, or logo by Strawberry Week is subject to the prior written approval of JCL.
- Notify JCL if Strawberry Week must stop providing products with as much notice as possible

About Strawberry Week

Strawberry Week is an organization that is focused on addressing period poverty in our community through collecting and distributing products across the metro through partnership with local organizations, libraries, and schools. Strawberry Week is the only 501(c)(3) nonprofit organization that serves Kansas and Missouri whose mission is 100% focused on addressing period poverty by improving accessibility to period products to both underserved populations and the general public.

Micheala Miller
Founder, Chief Executive Officer
Strawberry Week Society

Date:

Tricia Suellentrop
County Librarian,
Johnson County Library

Date: _____

Briefing Sheet

To: Johnson County Library Board
From: Johnson County Library Foundation
Date: November 14, 2024
RE: Closure of Central Resource Library for Library Lets Loose; September 20, 2025

Issue: Consider closing the Central Resource Library on Saturday, September 20, 2025 at 2:00 pm, for the purpose the annual Library Lets Loose fundraising event.

Background:

The Johnson County Library Foundation would like to hold its annual fundraiser, Library Lets Loose, at the Central Resource Library. In order to set-up and host the event, the Foundation would like to request permission to close the building to the public on Saturday, September 20, 2025 at 2:00 pm. Communication will be provided to staff and patrons well in advance of this date to minimize disruption. Patrons will be rerouted to branches in close proximity to the Central Resource Library.

Alternatives: No alternative date or location has been developed.

Recommendation: We recommend the Library Board approve the closing of the Central Resource Library on September 20, 2025 at 2:00 pm.

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.