



**Board Report
October 10, 2024**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 10, 2024
Central Resource Library
Carmack Community Room
9875 W 87th St Overland Park, KS 66212
4:00 p.m.

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

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

- I. Call to Order
 - A. Pledge of Allegiance
- II. Citizen Comments
- 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...4
 - i. Bookmark Contest Winners, Shanta Dickerson, Friends Executive Director and Shelley O'Brien, Development Director.....6
 - D. Board of County Commissioners, Shirley Allenbrand
- IV. Reports
 - A. Board Counsel – Andrew Logan and Fred Logan
 - a) Administrative Regulation Manual sections (ARMs)
 - b) Memorandums of Understanding (MOUs)
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....13
 - i. Budget Calendar Review.....18
 - b) Information Technology Trends, Michelle Beesley, Information Technology Manager.....19
 - 2. Comprehensive Library Master Plan, Scott Sime, Project and Events Manager, and Megan Clark, Project Coordinator
 - a) Spring Hill and De Soto, Megan Clark, Project Coordinator.....22
 - b) Merriam Plaza Library Update, Scott Sime, Project and Events Manager.....26
 - c) Capital Projects: Timeline Summary, Scott Sime, Project and Events Manager.....33
 - d) Comprehensive Library Master Plan; Brief Historical Context, Scott Sime, Project and Events Manager and Dave Vratny, Finance Director.....37
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Summer Reading Presentation, Melanie Fuemmeler, Program Operations Manager..50
 - b) Board Retreat, Tricia Suellentrop, County Librarian
 - c) Communication Awards, Tricia Suellentrop, County Librarian.....81

V. Consent Agenda

A. Action Items:

- 1. Minutes of the September 12, 2024 Regular Library Board meeting.....83
- 2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies.....92
 - 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.....100

VI. Old Business

- A. Action Item: Spring Hill and De Soto Architect Selection, Megan Clark, Project Coordinator.....101
- B. Information Item: Consider approval of contracts for exterior site work to Central West Wall, Scott Sime, Project and Events Manager.....107

VII. New Business

- A. Information Item: Corinth Replacement Project and Harmon Park Site Studies, Scott Sime, Project and Events Manager, and Dan Maginn, Dake Wells.....109
- B. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies, Kinsley Riggs, Deputy County Librarian.....145
 - 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

VIII. Adjournment



Monthly Report
of the Friends of Johnson County Library
to the Board of Directors of Johnson County Library
October 2024

National Friends of Libraries Week

It's almost here! October 20-26, 2024, marks the 19th annual National Friends of Libraries Week. This time is organized by United for Libraries, a division of the American Library Association, for Friends groups to "creatively promote our group in the community, to raise awareness, and to promote membership." This year, we'll celebrate with thank-you notes to each of our nearly 900 members and donors. We're also holding an open house just for members 2-6pm Friday, October 25, at Friends Headquarters. Tours and light refreshments will be provided.

Additionally, we will soon announce the winners of the 2024 Friends of Johnson County Library Bookmark Design Contest! This contest is one of our favorite parts of National Friends of Libraries Week. Hundreds of submissions were received this year, and our judges have chosen 14 to be printed and distributed at libraries across Johnson County.

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

Book Drive Toolkit

We are often the beneficiaries of generous individuals and businesses that hold book drives on our behalf. To make their work easier – and to encourage more people to hold book drives for us – we have created a book drive toolkit, which is available through our website. Check it out here:

<https://friendsofjcl.org/wp-content/uploads/2024/09/JCL-Friends-Book-Drive-Digital-Toolkit.pdf>

Book drives are also a great way to earn volunteer service hours; more information is available under volunteer opportunities on the Johnson County Library website. We do ask that anyone hosting a book drive register it with us so that we know when it's happening, and so we can inform Johnson County Library and Johnson County Friends of the Library staff accordingly.

National Voter Registration Day

Also known as NVRD, National Voter Registration Day is managed by Nonprofit VOTE, a 501(c)(3) organization. This year, we participated as one of more than 5500 partners who helped celebrate democracy on Tuesday, September 17, through the country's largest one-day voter registration drive. Our focus this year was raising awareness through social media and print collateral made available to book sale customers and volunteers. I hope for us to be even more impactfully engaged in 2025.

Shanta Dickerson (she/her)
Executive Director

Libraries for all. All for libraries.



Monthly Report of the
Johnson County Library Foundation from Shelley O'Brien and Amber Bourek Slater
to the Board of Directors of Johnson County Library
October 2024

Library Lets Loose Gratitude

Thanks to everyone on the Johnson County Library Board for participating in Library Lets Loose 2024. It was a terrific night! We saw a couple of Secret Service Agents, two Carmen Sandiegos, an FBI Agent, and many other spies among us.

A BIG thank you to J. Reiger & Co, KC Bier Co, Wild Child, and Boulevard Brewery for terrific drinks – 100% donated. Repeatedly we heard people talking about the yummy food from Whole Foods Kitchen, Korma Sutra, Betty Rae's Ice Cream, Strips, Mud Pie, Butter KC, Weiner Kitchen, and many other terrific local restaurants.

Volunteers are a critical component of Library Lets Loose. We are thankful for the over 100 volunteers who helped with everything from picking up donated products to clean-up on Sunday. Over 23 of the volunteers were elected officials serving as celebrity volunteers. We are grateful to Mike Kelly, Secret Agent Shirley Allenbrand, and Becky Fast for representing the Board of County Commissioners. Together, the volunteers contributed 812 hours of service valued at \$27,193.88. We truly appreciate their service. A special thank you to Amber Bourek Slater who led the charge!

We appreciate the Foundation Board members, library staff, library administration, and facilities staff members who were all working hard! The Library Lets Loose Committee worked for 6 months on this project – y'all are the best! The committee included our Co-Chairs Sarah Page and Anjali Pandya. Committee members were Marsha Daley, Kim Flenker Wilburn, Secret Agent Code Named: Briefcase is also known as Lisa Larson-Bunnell, Kathleen Livingston, Carol Logan, Shamita Mahajan, Rebecca Pankratz, Keegan Prentice, Julie Steiner, and Stann Tate.

As always, we want to recognize our Honorary Hosts Anne and Bill Blessing – you are fantastic community leaders. We are grateful for Presenting Sponsors – Ann K. Baum with the G. Kenneth and Ann Baum Philanthropic Fund and the Barton P. and Mary D. Cohen Fund/Midwest Trust Trustee.

All of this hard work resulted in 575 people attending the event and learning more about the Library, with over \$175,000 donated in support – an all-time high for fundraising.

Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**

Preschool-Kindergarten
category
Ira
Goyal
age 5
Cedar Hills
Elementary School

Ira says, "I love the
Library because it has
so many books."

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

Support your Library
and *join the Friends* at
friendsofjcl.org



FRIENDS
of Johnson County Library
JOHNSON COUNTY LIBRARY

Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**

Preschool-Kindergarten
category
Whitaker
Kirkland
age 5
Village Preschool

Whitaker says, "I love
the Library because
they have so many
books!"

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

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Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**

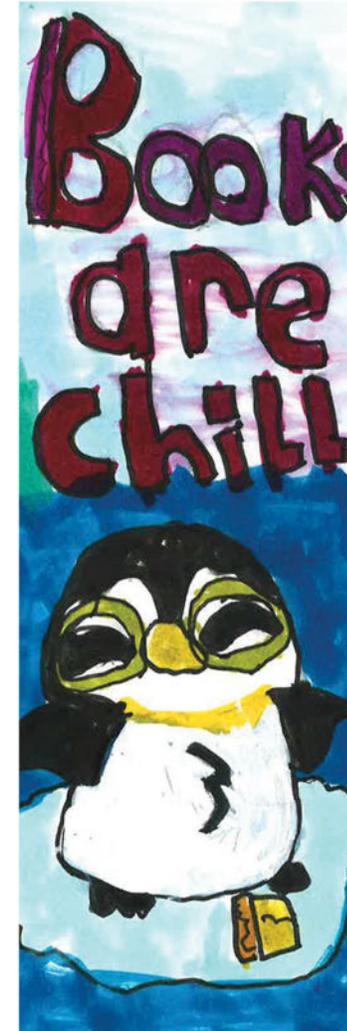


Grades 1-2 category
Dominic Kirkland
age 7
Homeschool

Dominic says, "I love the Library because we get to borrow so many books!"

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Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**



Grades 1-2 category
Hughy Buckley
age 8
Homeschool

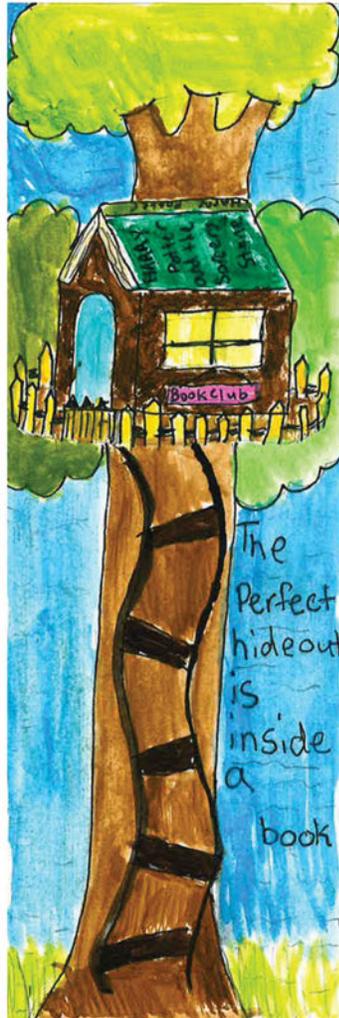
Hughy says, "I love the Library because I love to read books!"

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Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**



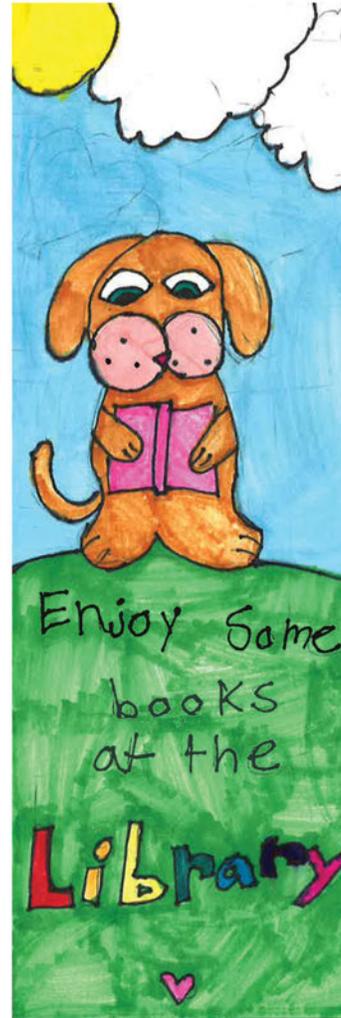
Grades 3-4 category

Everly Jablonski
age 10
Indian Valley
Elementary School

Everly says, "I love the Library because it has all different kinds of books, for all different kinds of people."

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Natl. Friends of Libraries Week 2024 **BOOKMARK DESIGN CONTEST**



Grades 3-4 category

Abigail Girard
age 9
Christa McAuliffe
Elementary School

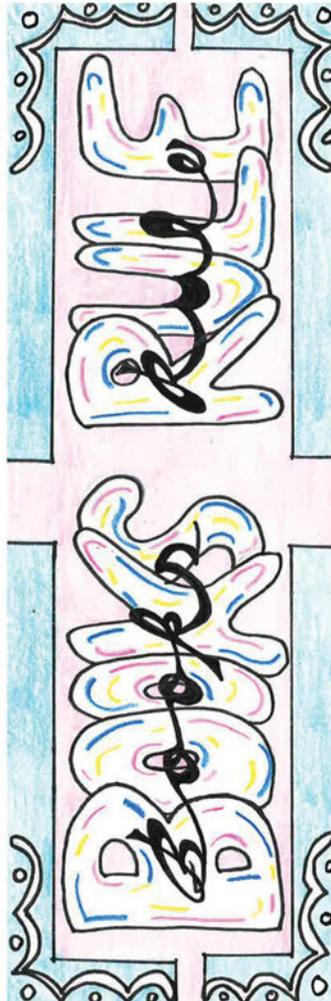
Abigail says, "I love the Library because there are so many good books to read."

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

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Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 5-6 category
Edie
Marshall
Moore
age 11
Oak Park-Carpenter
Elementary School

Edie says, "I love the Library because I can check out whatever I want for free!"

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

Support your Library and *join the Friends* at friendsofjcl.org



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 5-6 category
Elizabeth
McNutt
age 10
Homeschool

Elizabeth says, "I love the Library because it feels magical!"

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

Support your Library and *join the Friends* at friendsofjcl.org



Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 7-8 category
Ainsley
Van Trump
age 12
Aubry Bend
Middle School

Ainsley says, "I love the Library because it's a place where you can go to relax and it always feels like a magical place."

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

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Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 7-8 category
Anabelle
Ritchie
age 12
New Horizons Academy

Anabelle says, "I love the Library because it is a place where people can go and get so many books from a huge selection, plus the people there are so nice and helpful."

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

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Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 9-12 category
Olivia Wang
 age 14
 Blue Valley High School

Olivia says, "I love the Library because it's a place where I can escape into a realm of knowledge and imagination! There are so many amazing creative opportunities like this one as well."

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

Support your Library and *join the Friends* at friendsofjcl.org



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Grades 9-12 category
Lily Hamilton
 age 15
 Gardner Edgerton High School

Lily says, "I love the Library because it's a calm, quiet and welcoming environment, making it a beautiful escape from the chaotic noise of life. I love how easy it is to pick up a book and fall into someone's fantasy and I love the creative flow in the atmosphere."

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Winners of Natl. Friends of Libraries Week 2024 Bookmark Design Contest



Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST

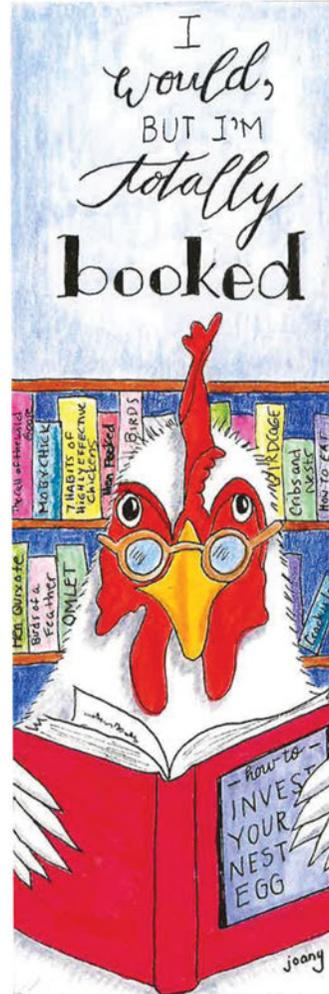


Adult category
Kevin
Gritzke

Kevin says, "I love the Library because it's a great resource for my children."

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Natl. Friends of Libraries Week 2024 BOOKMARK DESIGN CONTEST



Adult category
Joany
Degenhardt

Joany says, "I love the Library because the Library puts the world at my fingertips."

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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2024
67% of Year Lapsed

OPERATING FUND

	2024 Budget
Programs	
Revenue	5,054,089
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	347,063
Transfer to Capital Projects	8,908,290
Interfund Transfers	

TOTAL OPERATING FUND EXPENDITURES **\$9,255,353**

TOTAL .75 INCREASE FUNDS REMAINING OPERATING **(\$4,201,264)**

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 **\$3,641,094**

TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE **(\$720,969)**

TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS **(\$4,922,233)**

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2024
67% 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%	97%
Ad Valorem Delinquent	86,480	151,009	57%	-139%
Motor Vehicle	3,043,397	3,387,672	90%	50%
Library Generated - Copying/Printing	67,315	108,206	62%	64%
Library Generated - Overdues / Fees	43,643	38,000	115%	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%	21%
Library Generated - Other Charges	0	0	0%	0%
Investment	952,317	825,000	115%	118%
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%	81%
Commercial Vehicle Tax	62,830	63,117	100%	98%
Heavy Trucks Tax	4,615	4,733	98%	71%
Rental Excise Tax	66,733	66,002	101%	70%
Payment in Lieu of Taxes	346,154	0	0%	0%
State and Federal Grants	132,886	273,607	49%	50%
TOTAL REVENUE	51,368,550	58,230,606	88%	88%

Expenses ALL FUNDS with Collection

Encumbrance	2024 Year to Date	2024 Budget	% Categories Expended
Salaries and Benefits	17,574,946	27,178,537	65%
Contractual Services	4,054,943	7,374,266	55%
Commodities	5,674,582	5,295,453	107%
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	132,886	273,607	49%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL EXPENDITURES	43,640,714	58,230,606	75%

Revenue - Expenses as of August 31, 2024 7,727,836

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
August 2024
67% Year Lapsed

OPERATING FUND	2024	2024	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	3,819,609	7,406,324	52%
Information Technology	2,757,148	4,906,803	56%
Collection Development	2,569,724	4,063,002	63%
Branch/Systemwide Services	15,442,162	23,192,622	67%
Risk Management Charges	176,292	266,103	66%
Grants	53,201	273,607	19%
Transfer to Capital Projects	8,283,290	10,774,696	77%
Interfund Transfer	3,360,335	3,427,324	98%
TOTAL OPERATING FUND EXPENDITURES	36,461,762	54,310,481	67%

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	40,102,856	58,230,606	69%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2024
67% Year Lapsed

ALL FUNDS	2024	2024	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	17,574,946	27,178,537	65%
Contractual Services	3,456,579	7,374,266	47%
Commodities	2,814,772	5,295,453	53%
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	53,201	273,607	19%
Interfund Transfer	3,494,265	3,427,324	102%
TOTAL EXPENDITURES	40,102,855	58,230,606	69%

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	\$53,201.14	\$132,886.40	\$79,685.26

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

Expenditure of Friends of the JCL Donations 2024

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

Library Budget Process

- January - Library Capital Improvement Program (CIP) 5-year plan presented to Library Board
- April - Upcoming Proposed Budget Presented to Library Board for Approval
- May/June - Present the Upcoming Proposed Budget to Board of County Commissioners (BOCC)
- May/June - Possible Follow-Up Budget Items with BOCC
- July - Newspaper Publication of Proposed Budget and Intent to Exceed Revenue Due to County Clerk (if necessary)
- August - Notice to Taxpayers go out and Public Hearing on County Budget held and BOCC Approvals of Revenue Neutral Resolutions (if necessary)
- August/September - Final BOCC Approval of Library Budget
- September - Library Board Approval of Revenue Neutral Resolution (if necessary)
- October/November/December - Library Budget Committee Meetings to work on Development of next Budget

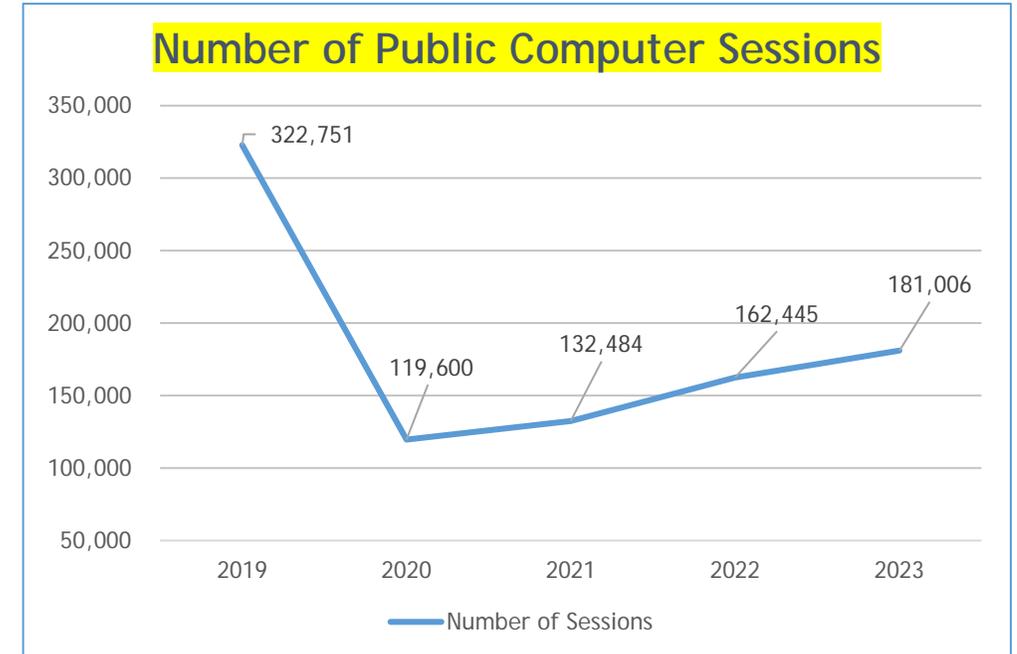
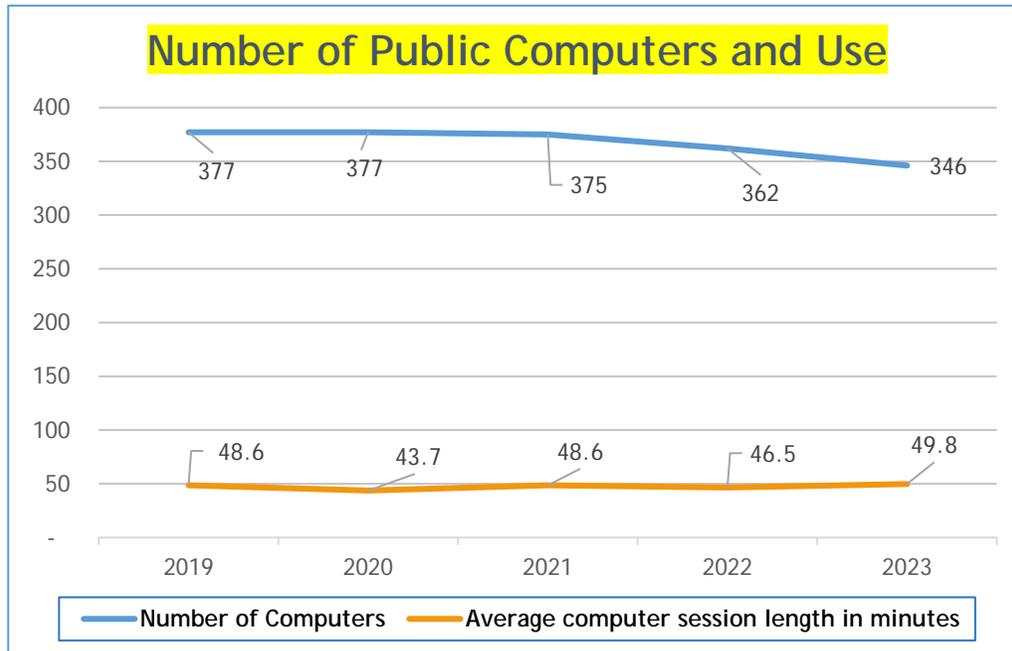


Monthly Statistical Report

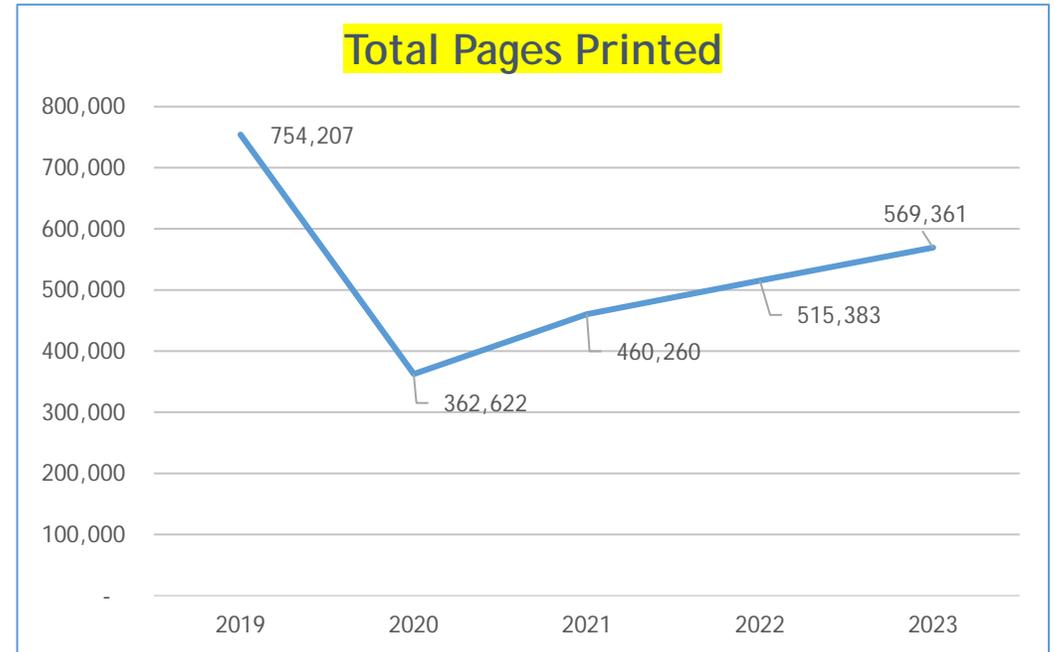
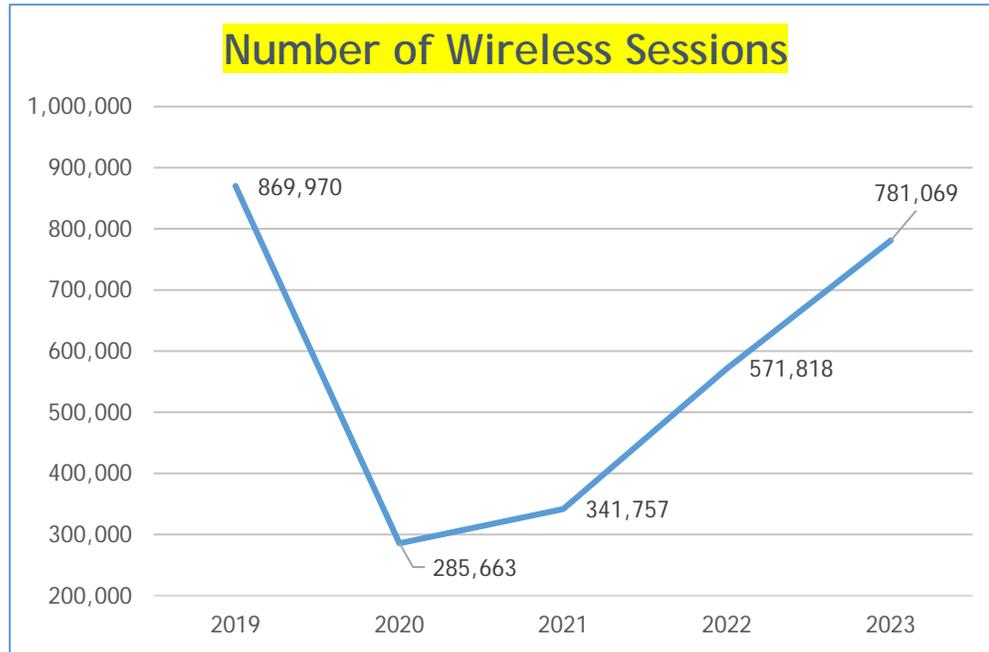
October 2024

JOHNSON COUNTY LIBRARY

Information Technology



Information Technology



Spring Hill and De Soto Renovations

October 2024



Updates

- Architect Selection

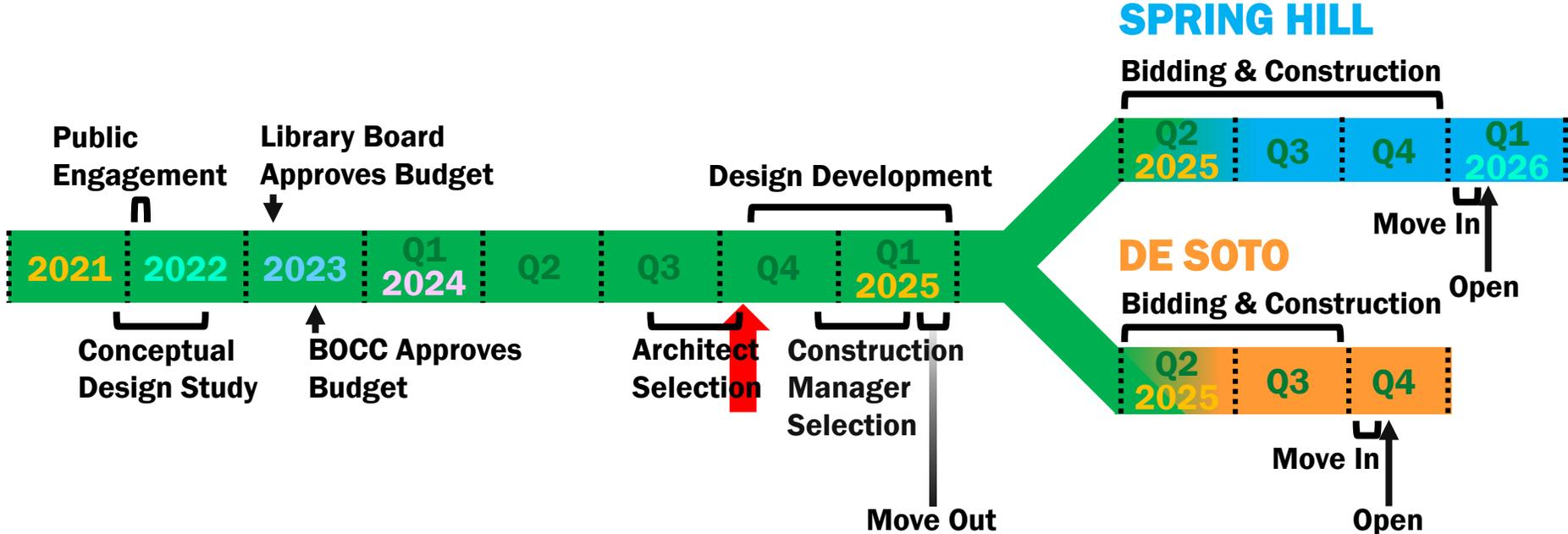


Next Steps

- Design Development Begins



Spring Hill and De Soto Renovations: Anticipated Project Timeline



Merriam Plaza Library

October 2024



Agenda

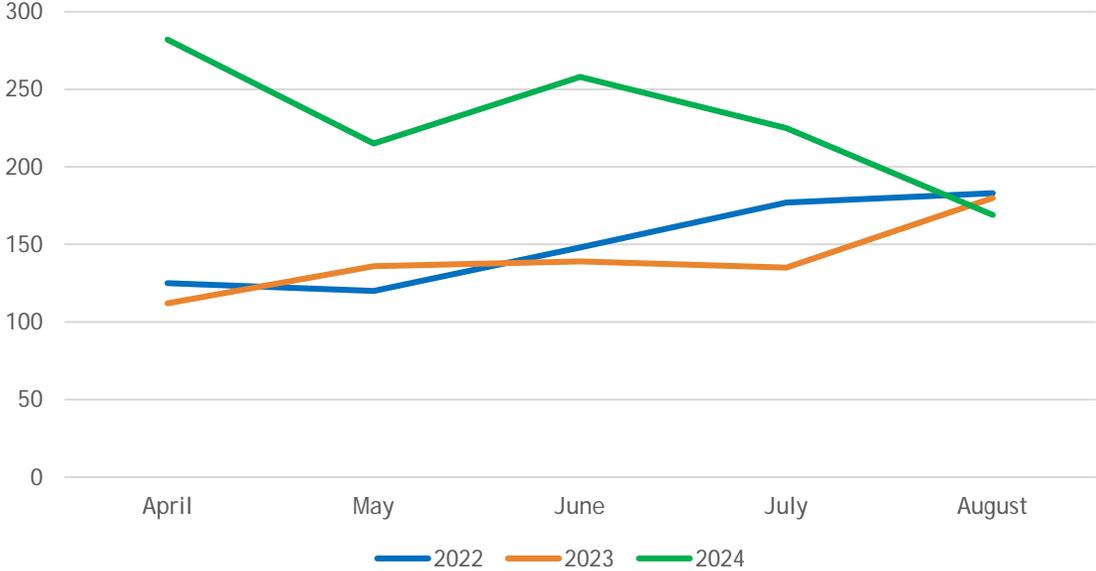
- Usage Data
- Post-Occupancy Process
- Library / City Relationship
- Management Team Moves



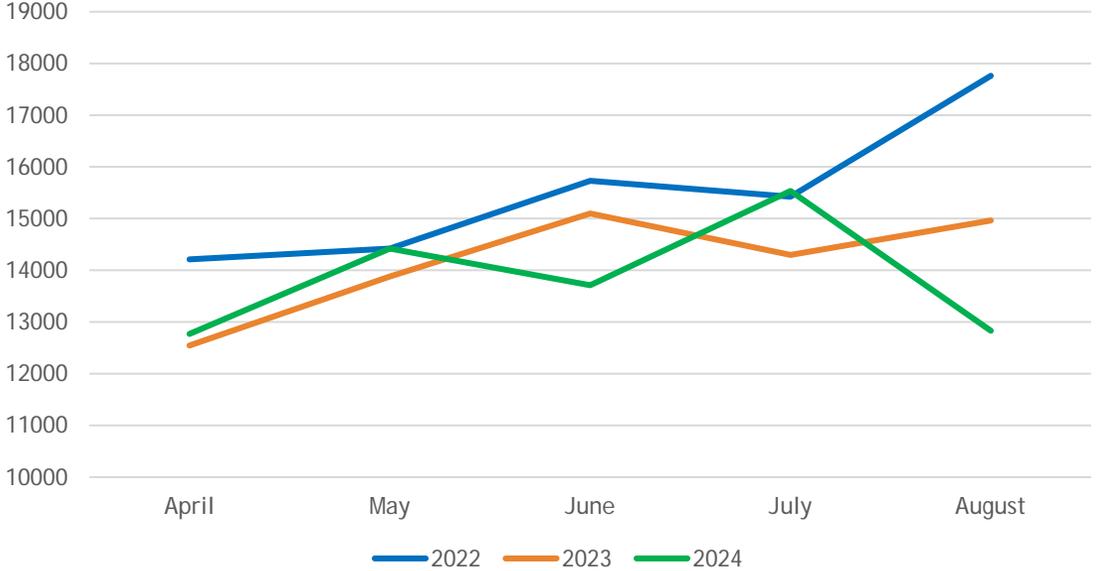


Usage Data

New Cards



Checkouts



Post Occupancy Process

- Monthly touch bases with Branch Management Team, Facilities, and other supporting departments
- Issues Log updating and resolving (relatively minor items so far)
- Facilities keeps detailed history of building system issues, inspections, and requests
- Project teams' Plus/Delta debriefs



Library / City Relationship

- Keeping in contact with City partners – monthly campus meeting
- City of Merriam staff have been great to work with
- Election site at Community Center



Management Team Moves

- Amy Barclay and Sheida Bates have moved regions
- New Manager Team: Chris Madrigal, Marley Killgore, Michelle Holden

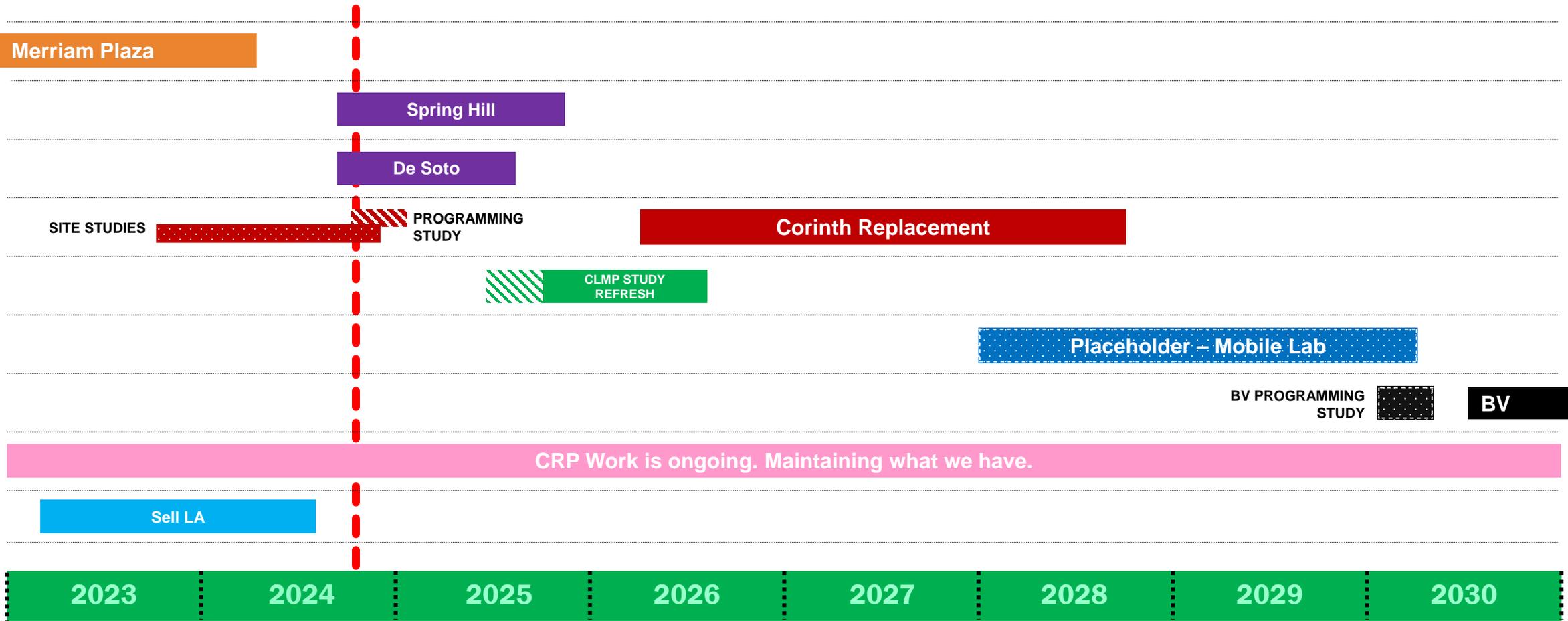


Capital Projects: Timeline Summary

October 2024



Capital Improvement Projects: Anticipated Timeline

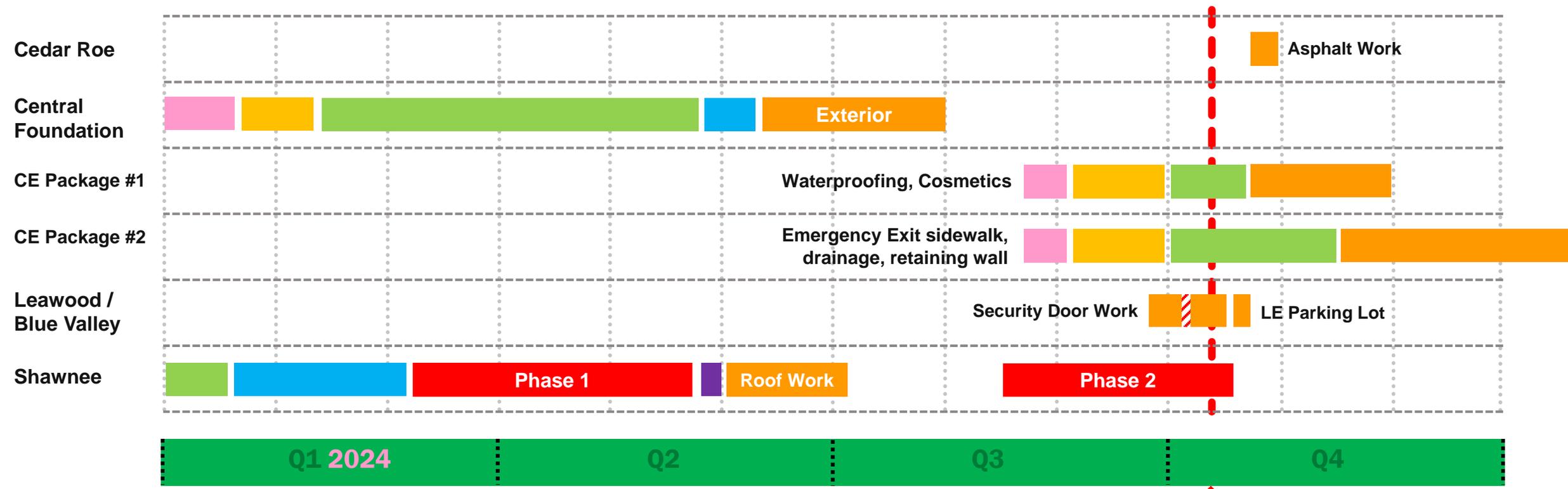


This visual is shown as an illustration with anticipated dates and may change.



2024 CRP Anticipated Timeline

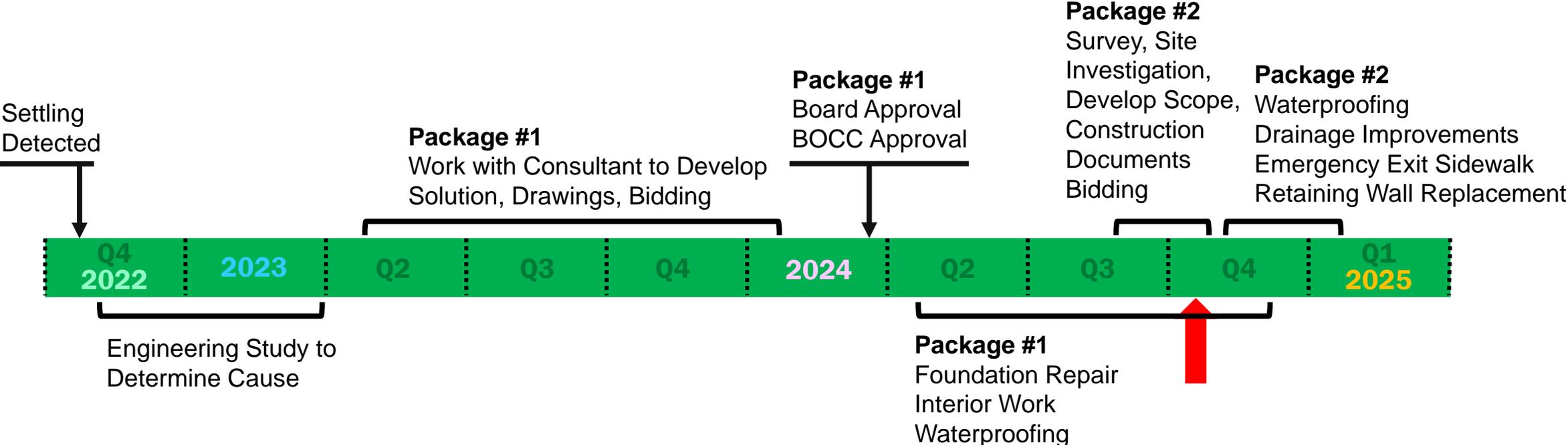
- Proposals / Design
- Bidding
- Contracts / Board Action
- Product / Material Submittals / Lead Time
- Building Closure
- FAC Activity / No Closure
- Substantial Completion / Move-in / Punch List Completion

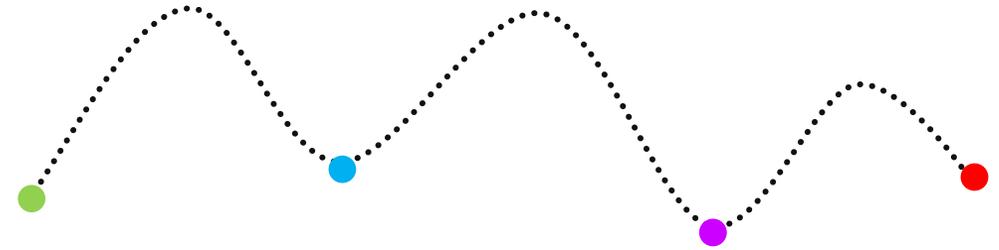


This visual is shown as an illustration with anticipated dates and may change.



Central West Wall: Anticipated Project Timeline





Comprehensive Library Master Plan

October 2024

JOHNSON COUNTY LIBRARY

Agenda

- Comprehensive Strategy
- Network Concept, Regional Strategies
- SF per Capita
- Flexible for Opportunities
- Celebrate our Successes
- Funding Scenarios



Purpose of the CLMP (2015): *Responsive and Forward-Looking*

Cohesive and connected guide for services, operations, and facilities

- Build on previous JCL planning work and community engagement
- Take a fresh look based on new information
- Recommendations for 20 years

CLMP Principles

- **Equitable** library services throughout the County
- **Optimize access** to services that are valued by customers
- Build on **existing infrastructure**
- **Operational sustainability**
- **Flexible** and **responsive** for evolving services and community change



JCL Facilities Vision – Right for Johnson County

Modernize

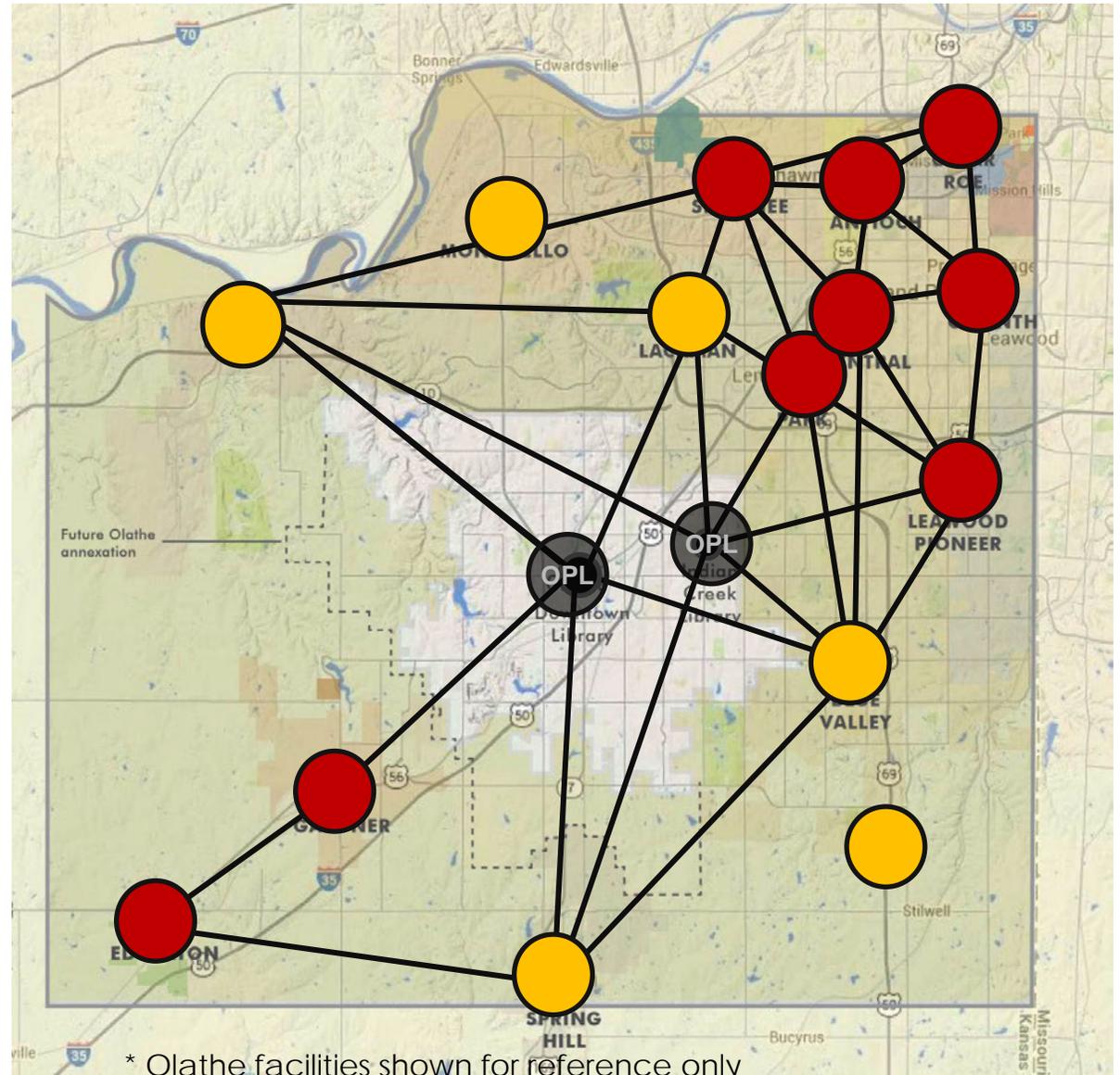
(Northeast, Central, & Southwest Regions)

- Buildings that do not fully support modern service
- Buildings requiring maintenance during life of master plan
- Renovate or replace at current size

Build Capacity

(Northwest & Southeast Regions)

- Areas of the county lacking space to meet growing population needs
- Opportunities to replace small facilities and add new branches



* Olathe facilities shown for reference only

JCL Facilities Vision – *Right for Johnson County*

Increase library space proportionate to population growth

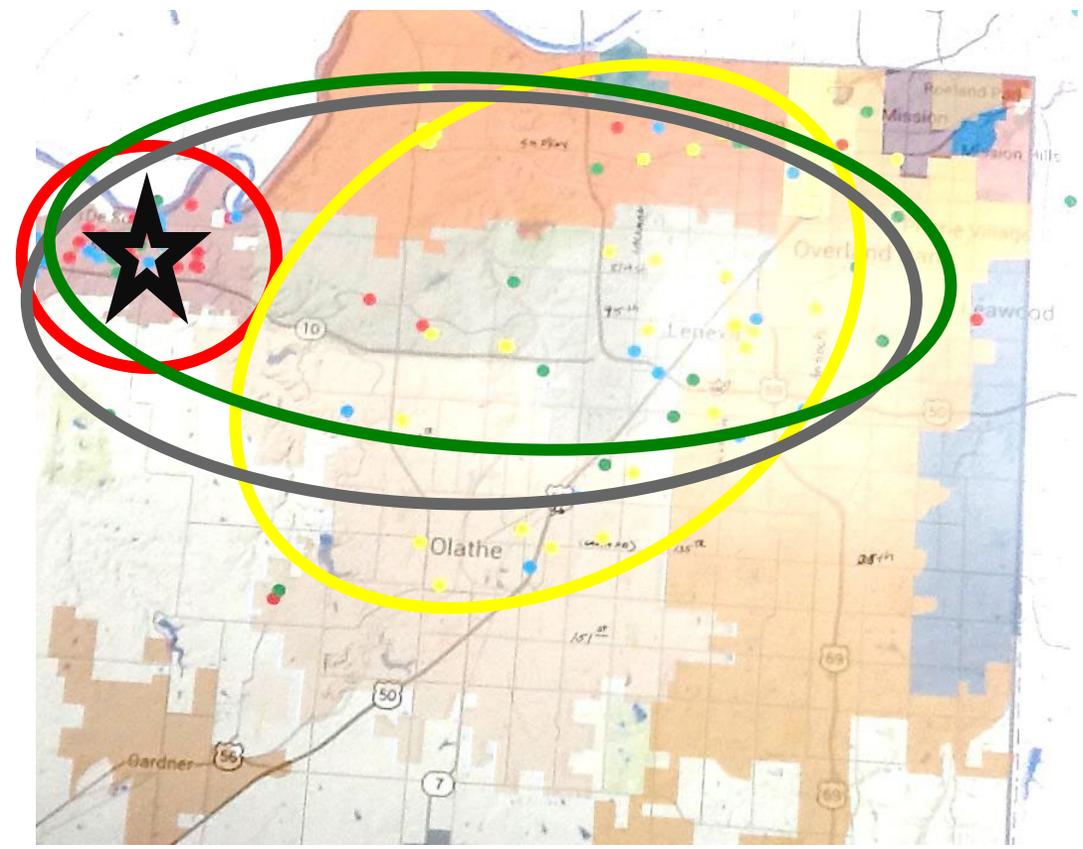
- *Based on unique service population of Johnson County Library*
- *Distributed to optimize community access, capital costs, and ongoing operations*

Equitable, not identical

- *Continue to provide core services locally to optimize convenience*
- *Strategically locate special services to optimize service costs and quality*

Design for behaviors

- *Consider actual patterns of travel and use*
- *Flexible spaces daily and over the long term*



Systemwide Space Planning Target

Factor applied to population projections



Characteristics

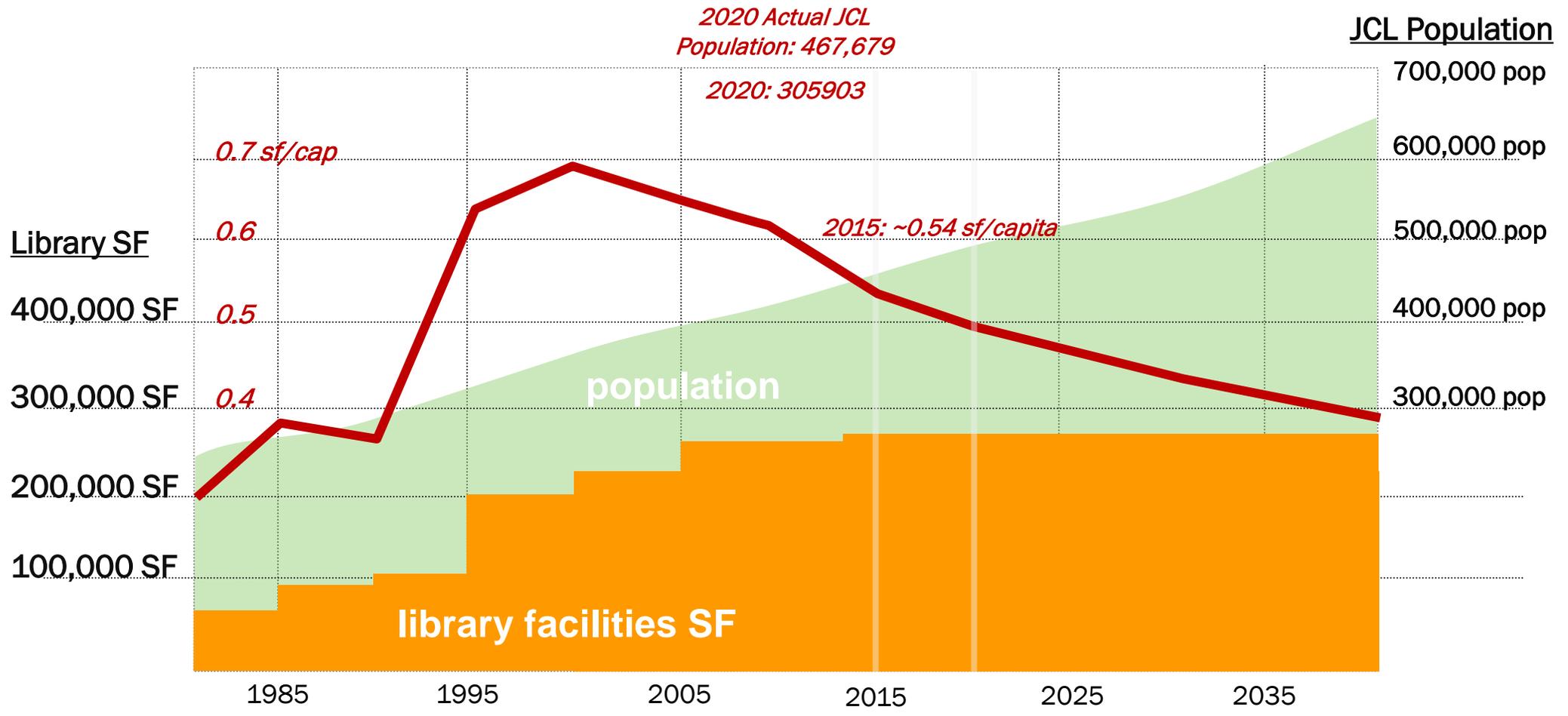
- grow by adding space*
- libraries function as a network*
- highly mobile population*
- robust online services*
- popular / digital collection*
- limited operations and/or capital budget*
- larger service population*
- strong partnerships*
- abundance of other service providers*
- space designed for behaviors*

Characteristics

- grow by adding locations*
- standalone/locally-focused branches*
- geographic barriers / dispersed population*
- limited services available online*
- large / archival library collection*
- robust budget*
- smaller service population*
- limited partnerships*
- few other service providers*
- space designed for demographics*

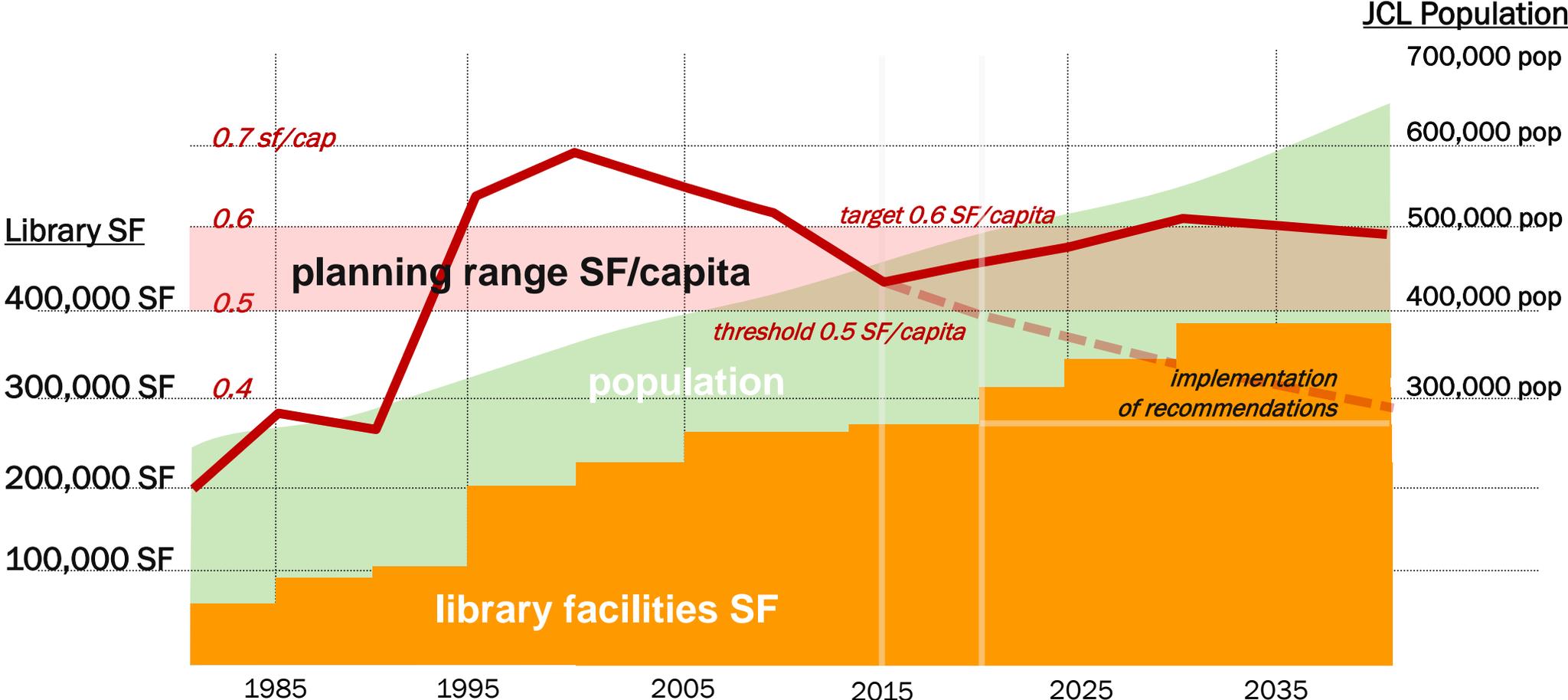
JCL Facilities Vision – Right for Johnson County

Without expansion



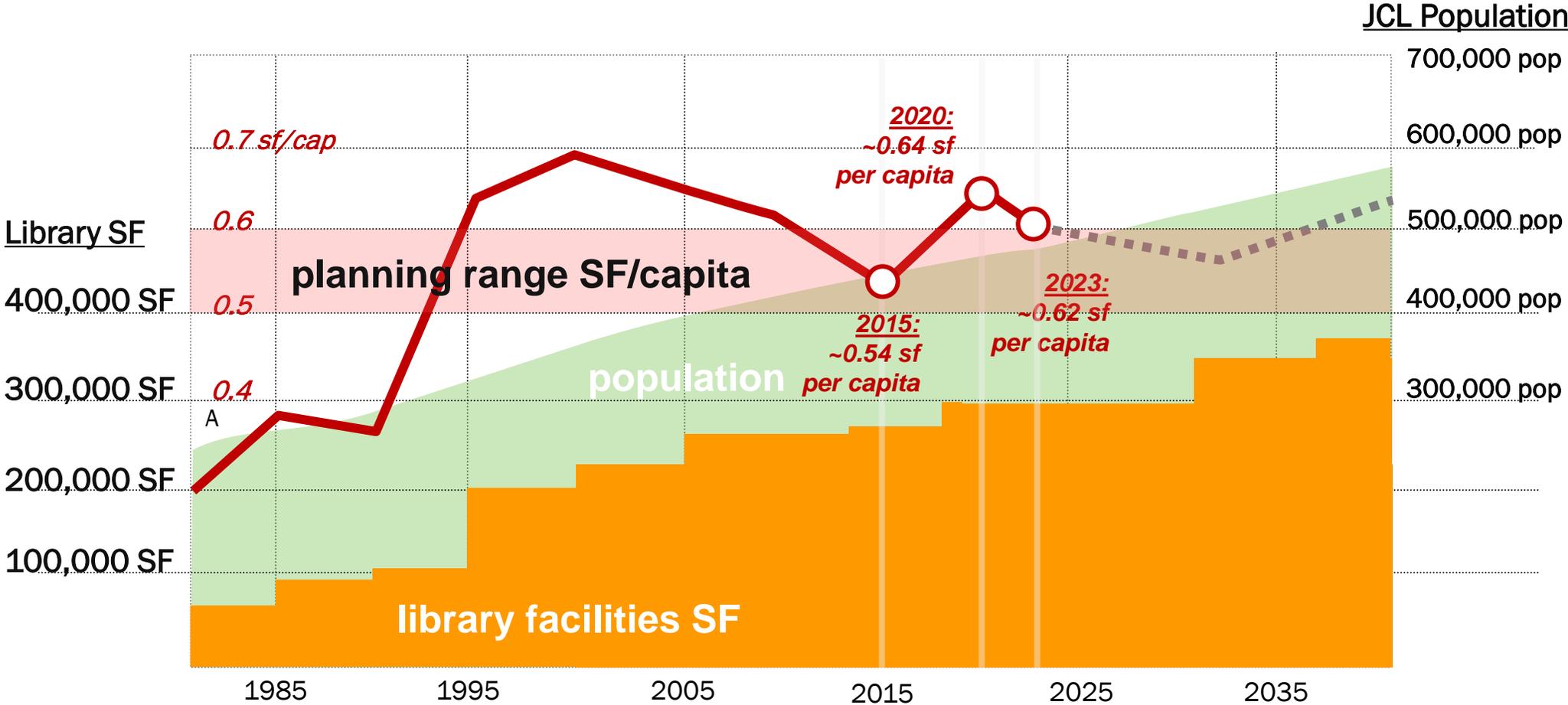
JCL Facilities Vision – *Right for Johnson County*

Recommended systemwide planning target range



JCL Facilities Vision – *Right for Johnson County*

As of 2023



Flexible for Opportunities

Original CLMP “Top 5”

1. Operations Center
2. Monticello Library
3. Lenexa City Center Library
4. Blue Valley South (land acq.)
5. Corinth Replacement

Actual first five Capital Projects

1. Monticello
2. Lenexa City Center
3. Central Renovation (Operations Center Concept - opportunity)
4. Merriam Plaza Library – opportunity
5. Corinth Replacement



Celebrating our Successes

On time and On budget:

- Monticello (2018)
- Lenexa City Center (2019)
- Central Renovation (2022)
- Merriam Plaza Library (2024)



Funding Scenarios

In the original study, we presented four funding scenarios to the Board of County Commissioners. This plan was funded at 76.5%, approximately .75 mill increase.

	<i>.5 mill</i>	<i>.75 mill</i>	<i>1 mill</i>	<i>1.15 mill</i>
Existing Mill Levy	\$106,867,302	\$106,867,302	\$106,867,302	106,867,302
Mill Increase	\$116,891,034	\$175,336,551	\$233,782,068	\$269,083,161
Debt Payoff	\$23,253,165	\$23,253,165	\$23,253,165	\$23,253,165
Total Funding	\$247,000,000	\$305,457,019	\$363,900,000	\$399,203,628
Total Program	\$399,400,000	\$399,400,000	\$399,400,000	\$399,400,000
% Program Funded	61.8%	76.5%	91.1%	100%
Amount Unfunded	\$152,387,822	\$93,942,305	\$35,496,788	\$195,696





Summer Reading 2024

JOHNSON COUNTY LIBRARY

Summer Reading Leadership Team



Creative Services



Book Distribution



2024 Outreach Book Distribution

- **62 schools participated** receiving a total of **7,565** books.

- Title 1 Schools: 19/19
- Blue Valley: 16/21
- De Soto: 4/7
- Gardner/Edgerton: 7/7
- Shawnee Mission: 30/34
- Spring Hill: 5/5

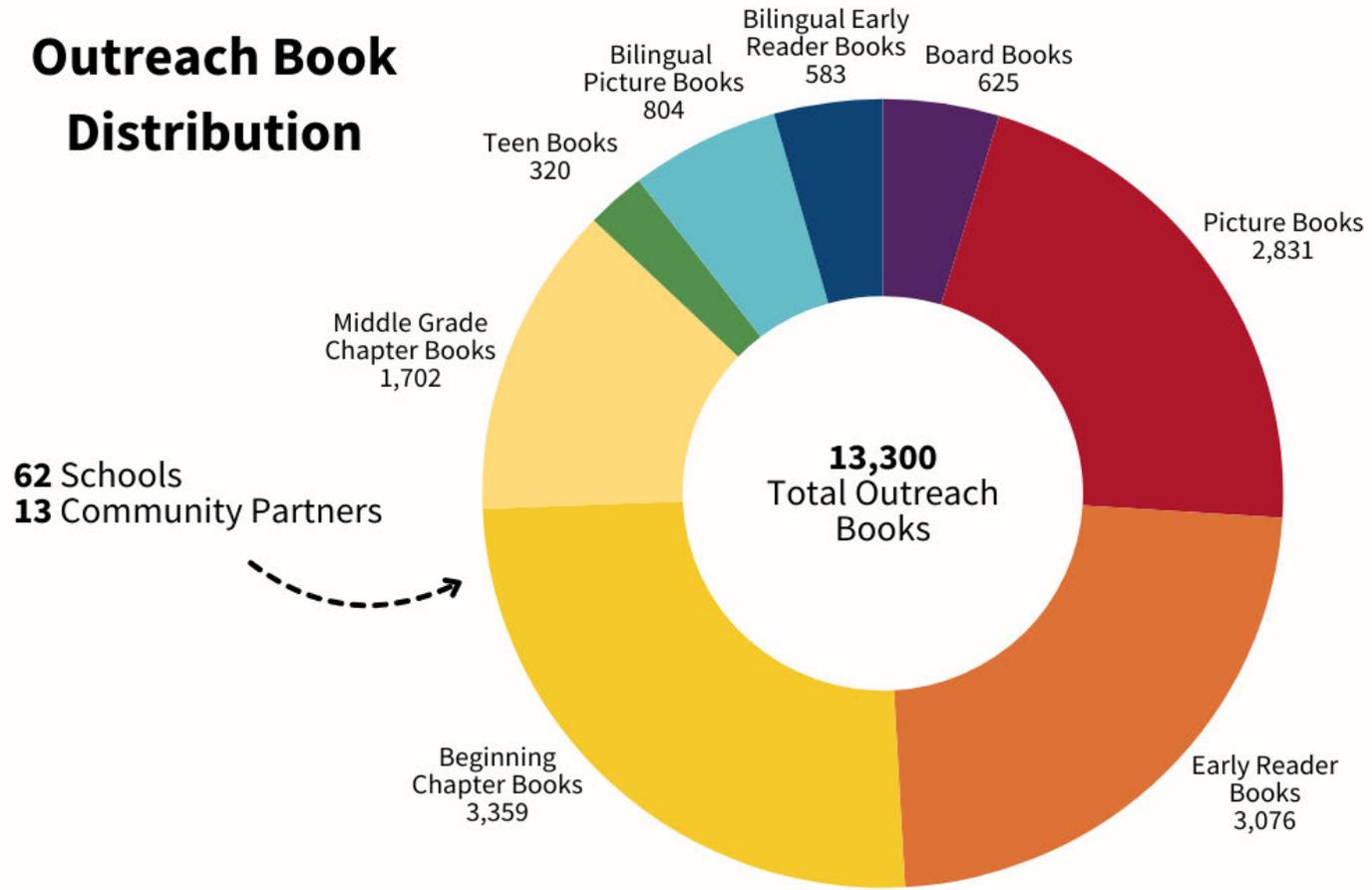


- **13 community partner organizations** received a total of **5,735** books.

- Merriam Farmers Market
- Infant-Toddler Services
- Dr. Andres, bilingual chiropractor
- JoCo Developmental Supports
- Blue Valley Parks and Recreation
- Jewish Community Center
- Growing Futures
- Catholic Charities



Outreach Book Distribution



2020 – 2024

Outreach Book Distribution Participation

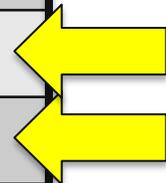
Year	Blue Valley	De Soto	Gardner/ Edgerton	Shawnee Mission	Spring Hill	Title 1	Community Partners	Total Books Distributed
2020	--	--	--	--	--	--	21	9,525
2021	11	5	7	23	4	13	14	10,212
2022	15	5	7	29	5	16	13	12,259
2023	14	4	7	31	5	19	14	13,131
2024	16	4	7	30	5	19	13	13,300



2024

In Branch Book Distribution Book Quantities

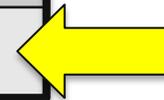
Branch	Quantity Ordered	Quantity Distributed	Percent Distributed
Blue Valley	3206	3206	100%
Cedar Roe	775	486	63%
Central	2621	2594	99%
Corinth	2579	2483	96%
De Soto	383	159	42%
Edgerton	312	42	13%
Gardner	1430	1142	80%



2024

In Branch Book Distribution Book Quantities

Branch	Quantity Ordered	Quantity Distributed	Percent Distributed
Leawood	2454	2334	95%
Lenexa	2805	2171	77%
Merriam Plaza	1491	1078	72%
Monticello	2917	2584	89%
Oak Park	990	732	74%
Shawnee	1287	942	73%
Spring Hill	338	191	57%



Programs and Presenters



Community Connections Fair

Opening Event:

Mr. Stinky Feet's Rock and Roll Adventure



Community Connections Fair

Mr. Stinky Feet's Rock and Roll Adventure



Community Connections Fair

Featured Event: *Transit Bus Partnership*



Community Connections Fair

Featured Event: *Transit Bus Partnership*



Community Connections Fair

Featured Event:

*Birdwatching with Audubon
Society of Kansas*



Community Connections Fair

Featured Event:
Ad Astra Planetarium



Community Connections Fair

Participating Organizations

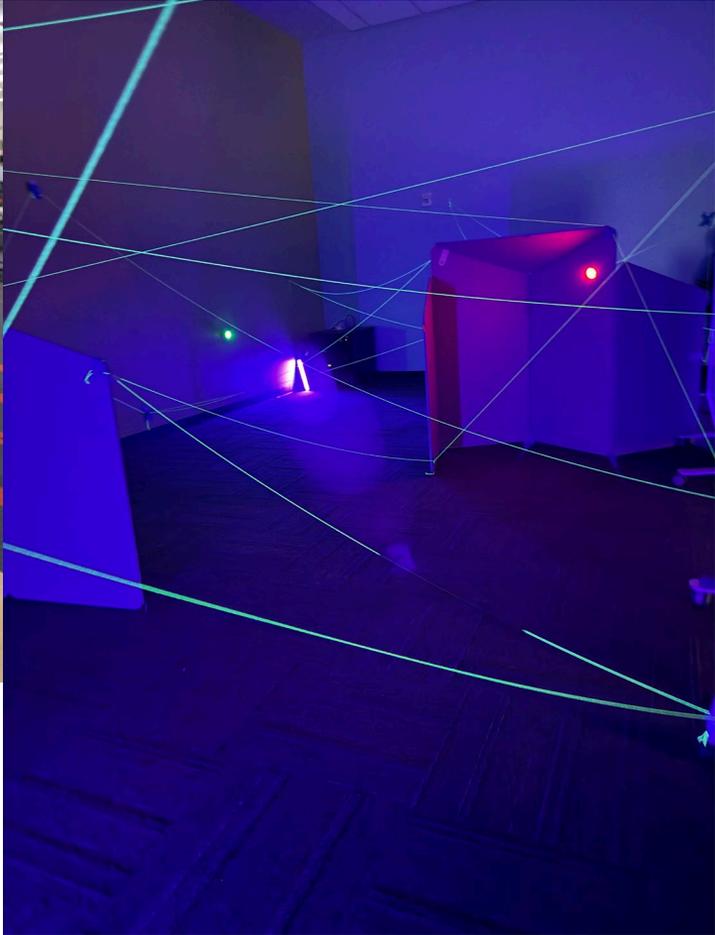


Community Connections Fair

Participating Organizations



Community Connections Fair



Summer Reading Launch



1,146 people visited Central Resource on launch day



137 birds were spotted in Strang Park during the bird watching excursions



33.78 billion miles were travelled across the Solar System via planetarium shows



20 partner organizations shared their offerings at the Community Connections Fair

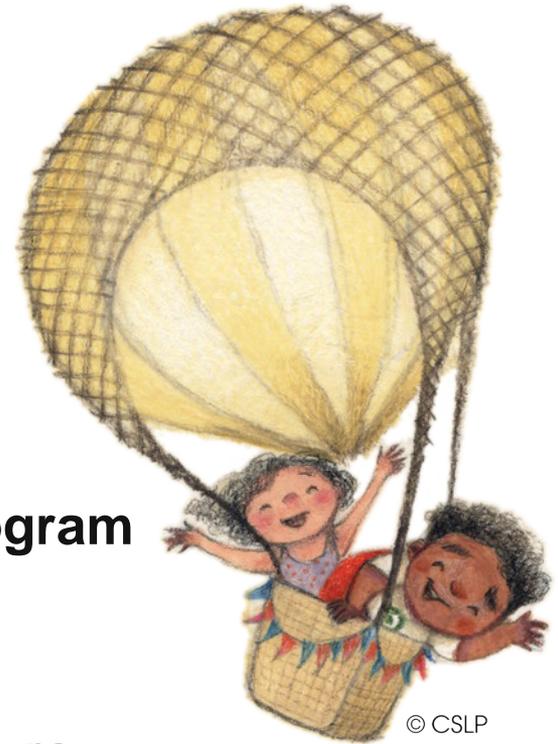


The bus horn was honked **44 times** (the Pigeon swears he didn't touch it!)



Summer Reading Programs

- **Animal Movements Workshop**
- **Campfire Adventures with Priscilla Howe**
- **Dino O'Dell: Adventure in Outer Space**
- **MakerSpace Adventures Drop In**
- **Mr. Stinky Feet's Rock and Roll Adventure**
- **Music for Milestones**
- **Operation Wildlife Presents Deluxe Raptor Program**
- **Read to a Dog or Cat with Pets for Life**
- **Ringo's Sing Along Adventure**
- **Science Heroes: Adventures of the Lost Treasure**
- **Sing and Share**
- **STEMusic Concert**
- **SugEasy Breakdancing Workshop**



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A community member shared that Juneteenth was a really great experience for her friend who participated in the event. She said that,

“the community seemed ‘so positive and receptive to discussions of racial issues and allyship.’ She would like to explore opportunities for ‘educational and interactive community activism’ using the library as a meeting space for the community and her organization- Allies for Racial Equity. She said the organization is looking for a meeting space ‘to begin fostering relationships in the community, including library-connected events in the future.’”





Summer Reading Walk and Reads

May – August Walk and Read Locations:

- West Flanders Park
- Meadowbrook Park
- Veterans Park
- I-Lan Park
- Thompson Park
- Ernie Miller Nature Center
- Antioch Park



Passport to Adventure



**Free Admission Day
at Shawnee Town 1929 Museum**
Thursday, Aug. 8 • 10 a.m.-4:30 p.m.
Shawnee Town 1929 Museum
11501 W. 57th St., Shawnee, KS 66203

Your Library card is your admission! Bring your card to the Shawnee Town 1929 Museum's Visitor Center to gain free admission all day on Thursday, Aug. 8. Don't have a Library card (yet)? Library staff will be on site to create cards and share all of the wonderful things the Library has to offer.

**Free Admission Day
at the Johnson County Museum**
Saturday, Aug. 17 • 9 a.m.-4:30 p.m.
Johnson County Museum
8788 Metcalf Ave., Overland Park, KS 66212

Show your Johnson County Library card for free entry to the Johnson County Museum on Saturday, Aug. 17. This free day is sponsored by the Library to encourage our patrons to get out and explore all the different adventures available in our community. The Museum helps visitors discover how Johnson County residents have worked together over the course of 200 years, changing from Native American lands to today's diverse, suburban communities, with the centerpiece being the 1950s All-Electric House.

- Leave an outdoor space cleaner than you found it.
- Roast marshmallows.
- Look at the stars.
- Read about a place you've never visited.
- Try a new food.
- Add a book to your home library.
- Introduce yourself to someone new in your community.
- Take the bus.
- Go birdwatching.
- Explore a community park.

Movie Night at the Aztec Shawnee Theater
Wednesday, Aug. 21 • 4-6 p.m.
Aztec Shawnee Theater
11119 Johnson Dr., Shawnee, KS 66203

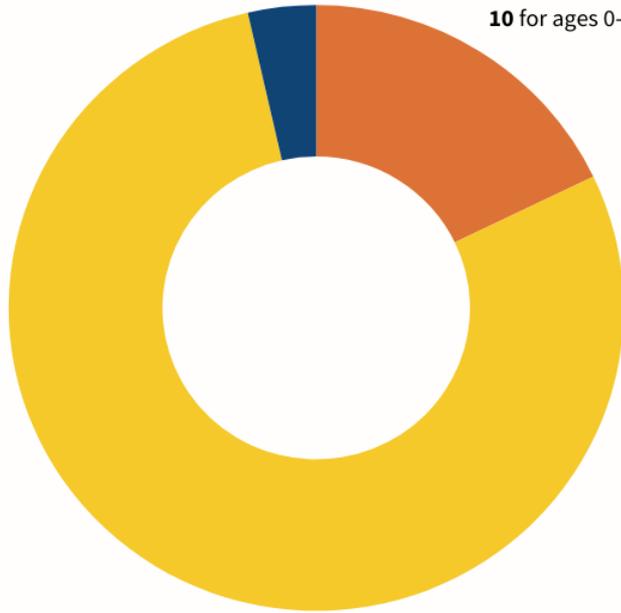
Celebrate the 85th anniversary of the iconic movie "The Wizard of Oz," which premiered in August 1939. Watch the film in its original screen format at the historic 1927 Aztec Shawnee Theater. Register through Johnson County Library at jocolibrary.org/events and the Library will pay your entrance fee. Doors open at 3 p.m. and the film starts at 4 p.m. Beverages and snacks will be available for purchase; purchases from the food trucks outside can be brought into the theater. Special thanks to sponsors Michael and Deborah Danley, and Shawnee Town 1929 Museum.

**Free Admission Day at The National
Museum of Toys and Miniatures**
Thursday, Aug. 22 • 10 a.m.-4 p.m.
The National Museum of Toys & Miniatures
5235 Oak St., Kansas City, MO 64112

Your Library card is your admission on Thursday, Aug. 22, to The National Museum of Toys and Miniatures, where art meets history and every visitor leaves feeling a little younger! Join us for a special feature Storytime at 10:15 a.m. celebrating art and the alphabet through Stephan T. Johnson's books including "Alphabet School", "Alphabet City" and "A is for Art." You will also have the opportunity to see his art and books firsthand at the Museum's "Art of the Imagination" exhibit.

2 special events for Scribbler and Kids & Tween Book Clubs

10 for ages 0-6



44 for kids and family

Programs

11 branches hosted over 50 programs throughout the summer.



Maker Services



91 new patrons tried 3D printing



Over 300 laser cut puppets were made at the Maker Adventures drop in program



4,432 patrons visited the MakerSpace



Volunteers



© CSLP



Summer Reading Teen Volunteer Stats

<i>Location</i>	<i>Hours</i>	<i>Teens</i>
Blue Valley	719	48 volunteers
Leawood	39	6 volunteers
Lenexa	58	4 volunteers
Monticello	22	2 volunteers
SR Launch	28	11 volunteers
Adelante Read	45.5	4 volunteers
2024 Total	911.5	75 volunteers



6 by 6, Ready to Read Program Turns 15!



Let's Party!



Upcoming Event:

*6 by 6 Birthday Bash
Saturday, October 15th
Central Resource Library
10:00am-12:00pm*

Patrons will enjoy Storytimes, activity stations, community partner features, bubbles, face painting, balloon art, and cupcakes!



Questions?



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JOIN US FOR THE 

SLATER ST. STORYBOOK RELAY

Help us move the final books from Antioch to Merriam Plaza Library!

SATURDAY, MARCH 2 AT 10 A.M.

JOHN COUCH LIBRARY

MERRIAM

YES!



**2024 3CMA Savvy Awards
Silver Circle Award Winner:
Resident Participation
(0-100,000)**





MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING
September 12, 2022
at Central Resource Library
4:00 p.m.

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

ABSENT: None.

BOARD ATTORNEY: Fred and Andrew Logan.

BOCC: Commissioner Allenbrand.

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, Leah Dalrymple, Jamie Peters, Savannah (Sav) Russell, Molly Wetta, Vanessa Western, Nancy Velazquez, Spencer Zelle, Lauren Byrd, Lacie Griffin, Ted Clemens, and Shanta Dickerson

PUBLIC:

CITIZENS COMMENTS:

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Ms. Van Ophem shared that she attended the commencement luncheon for the Leadership cohort and expressed that she felt it was a fabulous culmination of the learning.

DEVELOPMENT DEPARTMENT REPORT

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

Ms. O'Brien shared that the Friends were conducting library advocacy training at Johnson County Community College through a "train the trainers" model. This would eventually lead to more community training on advocating for libraries in the future. O'Brien also highlighted on the preparations for the upcoming "Library Lets Loose" event, expressing gratitude to Amber Bourke Slater, who had organized over 75 volunteers. Additionally, she thanked Ann and Bill Blessing, the event's honorary chairs, noting Bill's personal connection to the library as his first job was at Antioch.

Ms. O'Brien also highlighted the upcoming Tri-Board meeting on November 13, which would be a casual gathering of the Friends, Foundation Board, and Library Board members, followed by a talk from New York Times bestselling author Jen Mann.

Lastly, she thanked Charles McAllister for inviting her and other board members to a Diversity and Inclusion conference featuring Dr. Antoinette Allen from the University of Virginia, sharing that they had a great experience and appreciated the opportunity.

Board Chair Kilgore asked if the Board will be offered the advocacy training through the Friends and Ms. O'Brien said she would look into that opportunity.

COUNTY COMMISSIONER REPORT:

Commissioner Allenbrand expressed gratitude for the ongoing focus on areas in her district, including Spring Hill, De Soto, and Gardner, particularly regarding broadband access. She emphasized how many people, both students and adults, rely on these locations for internet access due to lack of connectivity, which was especially important given the growth in these areas. She also shared her excitement for the "Let It Loose" event, noting that she had volunteered and was encouraging others to get their tickets.

Additionally, she discussed her ongoing work with a group to secure private sponsorship for the Dolly Parton Imagination Library, aiming to provide monthly books to children from birth to age five in Johnson County. Lastly, she mentioned that former governor Mark Parkinson had written a book on healthcare and rating nursing homes, and she had invited him to bring the book to local libraries once it was published.

Board Chair Kilgore expressed support for a recently released collaboration between Kansas City Public Library and Vine Street Brewing for the 150th anniversary and endorsed such partnerships in the future.

BOARD COUNSEL REPORT

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

Fred Logan provided comments on two topics. First, he discussed Senate Bill 13 and the tax resolution. He explained that in 2022, Kansas legislature passed a law requiring governmental entities to adopt a resolution if they exceeded the previous year's revenue-neutral rate. The Library Board, as the governing body of the library district, submitted its budget to the Board of County Commissioners (BOCC) for approval. The Library Board's resolution on the 2025 revenue-neutral rate closely mirrored that of the BOCC, with only the governing body names being changed. Logan emphasized that the resolution required a roll call vote, per state law, and that the budget approval process was lengthy, involving both the Library Board and the BOCC.

Mr. Logan also commented on term and supply contracts, highlighting the library's collaboration with the county purchasing department to achieve both cost and process savings. This partnership allowed the library to contract with vendors under the county's existing agreements, avoiding the need to go through a separate bidding process. He noted that this approach expedited processes and resulted in financial savings for the library.

Board Chair Kilgore expressed her support for the use of term and supply contracts.

COUNTY LIBRARIAN REPORT

Finance Report

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

Dave Vratny presented the Johnson County Library's revenue report, covering the period through the end of July 2024. He pointed out a slight increase in the budget, attributed to the \$375,000 authorized earlier in the year for the West Wall project. This raised the total use of reserves for 2024 to \$6,874,696, reflected in both the unencumbered balance and on the expenditure side.

Mr. Vratny also highlighted an unexpected revenue source from the sale of the former Lackman building, amounting to \$1.92 million, which appeared in the July revenue report under "sale of capital assets." By the end of July, the library had collected nearly \$49.2 million in revenue, with total expenditures at about \$36.9 million, representing 63% of the budget. He explained that this figure appeared slightly ahead of schedule due to upfront capital transfers and interfund transfers made earlier in the year.

Facilities Report

Tony Barron, Director of Facilities, and Matt Dedeke, Deputy Director of Facilities, presented on the Facilities Partnership, this report is included in the September Board Report.

Mr. Barron provided an overview of the County's Facilities, noting that the library accounts for 17% of the County's 80 buildings, with 23 employees dedicated to library services. Mr. Barron highlighted the mission and vision of his department, emphasizing a commitment to providing safe and efficient environments while fostering a culture of continuous improvement.

Mr. Barron discussed the benefits of collaboration between Facilities Management and the library, particularly the sense of ownership his staff feels for the buildings. He noted the resources available to the library, including over 60 custodians and supervisors, which enhance the quality of services. The department's structure and leadership were explained, with Mr. Barron focusing on relationship-building and Mr. Dedeke handling operational and technical aspects.

Mr. Dedeke then addressed energy efficiency improvements, noting that the library's energy usage had improved compared to the national average. He detailed the preventative maintenance work being done and the challenges posed by older buildings and weather-related factors. He also discussed the use of building automation systems to enhance energy efficiency.

Mr. Barron concluded by highlighting the county's efforts toward sustainability, including the use of electric vehicle (EV) charging stations and a broader sustainability guide based on the KC Climate Action Plan. He mentioned ongoing challenges such as finding space for custodial supplies with the potential closure of Antioch Library and difficulties in securing contracted labor due to market saturation. Barron also acknowledged the retirement of two long-serving custodians, Jim George and Richard, as a testament to the organization's positive culture.

Board Chair Kilgore asked Mr. Barron whether the custodial and maintenance work orders from the library met expectations or if there was room for improvement. Mr. Barron explained that he and his colleague, Matt, were still learning how the system functioned. They had noticed discrepancies in how different buildings logged work orders, with some libraries recording items consistently while others did not. He anticipated an increase in work orders as they improved logging practices. Board Chair

Kilgore then asked how the library compared to other county departments. Mr. Barron replied that they had not yet conducted a per square foot cost analysis but noted that libraries, being "high touch" with more foot traffic, likely had higher costs than office spaces.

Ms. Ophem sought clarification about whether county staff used the Antioch location for storage. County Librarian Suellentrop confirmed that custodial staff and some maintenance operated from a neighboring building owned by the library next to the former Antioch library.

Commissioner Allenbrand praised Mr. Barron's work, mentioning improvements like better signage and ADA-compliant door buttons in public buildings since his arrival. County Librarian Suellentrop echoed this, and emphasized Mr. Barron's dedication and thoughtful approach to his role, including going above and beyond in unexpected situations.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime and Megan Clark, Project Coordinators, presented on the Comprehensive Library Master Plan, these reports are included in the September Board Report.

Spring Hill and De Soto

Ms. Megan Clark, project coordinator for the library, announced that updates on the Spring Hill and De Soto projects would begin this month. The architect selection process was underway, with interviews conducted and rankings submitted. The formal recommendation for the architect would be presented in October, after which the design phase would begin, lasting through the end of 2024 and into the first quarter of 2025. Ms. Clark provided a timeline, noting that Spring Hill, which includes an expansion and renovation, would take longer than De Soto.

Overall Timeline

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

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, foundation work was completed, and waterproofing and exterior drainage work was set to begin in October, with interior cosmetic work following. Security upgrades at Leawood and Blue Valley were scheduled, 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.

UPDATES – Tricia Suellentrop, County Librarian

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

Tricia Suellentrop thanked Scott and Megan for managing the Shawnee project, balancing its timeline with election schedules due to the location's ballot box and polling place. She confirmed that Shawnee would reopen by mid-October.

Board Retreat

Ms. Tricia Suellentrop, County Librarian, reported to the Board on the upcoming Board Retreat on October 30 from 1 to 5pm, which would cover topics such as the Comprehensive Library Master Plan,

the Corinth replacement project, and IT policy reviews. This externally facilitated meeting will help to keep the agenda on track.

Corinth Replacement Project

Ms. Tricia Suellentrop, County Librarian, reported to the Board on the Corinth Replacement Project; this report is included in the September Board Report.

Ms. Suellentrop noted that after a pause due to Prairie Village's discussions with the YMCA and its city council, the project was moving forward. The final public engagement session was scheduled for October 15, with presentations from the library, YMCA, and the city. A vote by Prairie Village residents was anticipated in 2025. Board members were being given tours of the proposed Harmon Park site to compare it with the current Corinth site, and a site study of Corinth would soon be presented.

Ms. Suellentrop explained that if the Library Board voted to move to the Harmon Park site, it would go back to the Prairie Village City Council for further action, including a public vote on funding a community center. She emphasized that while the library's funding was already in place, the vote would focus on the community center's funding, which might cause public confusion due to the co-location with the library. Finally, Ms. Suellentrop addressed the possibility of revisiting the partnership with Prairie Village if the public vote did not pass, though the city had not yet discussed that scenario in depth.

Board Chair Kilgore asked if Harmon Park would still be an option if the City does not move forward or if the vote does not pass. County Librarian Suellentrop shared that has not been on the table. Ms. Suellentrop addressed the possibility of revisiting the partnership with Prairie Village if the public vote did not pass, though the city had not yet discussed that scenario in depth.

There was discussion regarding sharing more information at the Library Board Retreat, as that meeting will be two weeks after the third citizen engagement and library staff hope to have the survey results by that time.

Mr. Sims emphasized that everyone is welcome to come, and that the public session is not limited to Prairie Village residents.

Ms. Huff requested an example of a partnership with a city and another YMCA. County Librarian Suellentrop shared that the library has had two other memorandums of understanding with cities for co-locations that have been shared on the board portal for review.

Comprehensive Library Master Plan Refresh process

Ms. Tricia Suellentrop, County Librarian, reported to the Board on the Comprehensive Library Master Plan Refresh process, this report is included in the September Board Report.

Ms. Suellentrop discussed the Comprehensive Library Master Plan (CLMP) refresh, highlighting that the original plan, created in 2014, had been guiding the library's services, operations, and facilities for several years. The initial plan led to a mill increase to fund buildings and services. Since the county had grown significantly in the past decade, the time had come to refresh the plan for the next 10-20 years.

She outlined key steps for the refresh, including identifying goals for the Library Board, defining the project structure, and selecting stakeholders such as school districts and city entities, while also encouraging the Board to suggest additional community connections. A consultant selection process would take place through an RFP, and staff would gather data internally and from county departments like planning and public works. The team would assess the condition of current library buildings and incorporate insights from previous projects.

The library planned to start the process officially in mid-2025, but Ms. Suellentrop wanted to ensure early involvement from the Board and staff to prevent any surprises when the work commenced. She confirmed that the original CLMP was nearly complete, with only the Corinth and Blue Valley projects still in progress. The library would explore vendors specialized in such consulting work, including firms like Group 4, which had been used in the 2014 plan. The library would also rely on recommendations from colleagues and insights from the county's strategic planning efforts.

Mr. Sims expressed that most of the original Comprehensive Library Master Plan was completed, except for Corinth and Blue Valley, and County Librarian Suellentrop confirmed that.

Board Chair Kilgore asked if the county has term and supply vendor for this type of specialized work. County Librarian Suellentrop was unsure, in 2014 the library utilized Group 4.

County Librarian Suellentrop welcomed the new employee class to the library.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the August 8, 2024 Regular Library Board meeting

B. Information Items

1. Financial and Personnel

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

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

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously.

II. Old Business

- A. Action Item: Consideration of contract amendment to BiblioCommons to add BiblioWeb.

Elissa Andre, Marketing and Communications Manager, presented the contract amendment to BiblioCommons to add BiblioWeb briefing sheet, as included in the September Library Board Report.

Mr. Mendoza had asked if the change was due to adding website services with Bibliocommons and the associated start-up fees. Elissa Andre confirmed this and added that the only new change from the previous month was the inclusion of an extra contingency fee for the development of a security add-on. This fee would cover the investigation into the development, with the total capped at \$30,000.

Ms. Van Ophem asked if this had been included in the 2025 budget or if adjustments would be made in other areas to accommodate the additional expense. Elissa Andre clarified that the amount was already included in her budget.

Motion: Ms. Hrabe moved to approve the Order Form with BiblioCommons Corp. for BiblioWeb services and to increase the total contract expenditure authority for BiblioCommons in an amount not to exceed \$222,300 for FY 2024-2025, which incorporates costs associated with the Order Form and costs for potential support of accelerated development of cybersecurity features, pending results of a discovery review with BiblioCommons.

Second: Mr. Mendoza seconded this motion.

Motion approved unanimously.

III. New Business

- A. Action Item: Consider adoption of the Johnson County Library Board Resolution for 2025 Revenue Neutral Rate

David Vratny, Finance Director, presented the Resolution for 2025 Revenue Neutral Rate briefing sheet, this information is included in the September Board Report.

Ms. Van Ophem expressed internal conflict regarding her previous vote in favor of the budget, despite her fiscally conservative stance. She explained that she was now inclined to vote against an increase beyond revenue neutrality, despite her earlier support.

Mr. Mendoza highlighted that the difference was \$3 million in a \$60 million budget, while Mr. Vratny clarified that the \$1.9 million from a sale was a one-time revenue and not suitable for long-term operational expenses. Mr. Vratny emphasized the difficulty of reducing operating costs to maintain a neutral levy.

The discussion concluded with Mr. Sims and Mr. Logan affirming that the board's current vote was largely a formality to align with state law and previous budget approvals, with future discussions necessary for any adjustments.

Motion: Mr. Sims move to adopt a resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2025.

Second: Mr. Mendoza seconded this motion.

Roll Call Vote:

JCL Board Member	Yes	No	No Vote
Board Member Sims	X		
Board Member Van Ophem		X	
Board Member Mendoza	X		
Board Member McAllister	X		
Board Member Hrabe	X		
Board Member Huff	X		
Board Chair Griffith	X		

This motion passes with a vote of 6 to 1.

B. Information Item: Spring Hill and De Soto Architect Selection.

Megan Clark, Project Coordinator, presented the Spring Hill and De Soto Architect Selection briefing sheet, this information is included in the September Board Report.

There was clarification requested to confirm that one architect would be brought back to the Library Board for consideration in October for both the Spring Hill and De Soto projects.

No Motion

IV. Executive Session: Personnel Review Process Update

A. Enter Executive Session:

Motion: Mr. Mendoza moved that pursuant to K.S.A. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal process of the County Librarian.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library and Shala Bloomberg, Human Resource partner.

5:49

Second: Mr. McAllister seconded this motion.

Motion approved unanimously.

Returned at: 5:44 pm

B. Action Item: Formation of Personnel Committee.

Appointment of Personnel Committee by Kelly Kilgore:

1. Personnel Committee Chair – Vice Chair Anna Van Ophem
2. Charles McAllister
3. Chrysalyn Huff

Motion: Ms. Kilgore moved to form the Personnel Committee with the following Board Members; Anna Van Ophem, Charles McAllister, and Chrysalyn Huff.

Second: Mr. Sims seconded this motion.

Motion approved unanimously.

ADJOURNMENT

Motion: Mr. Mendoza moved to adjourn the meeting.

Second: Ms. Hrabec seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:46 p.m.

SECRETARY _____
Anna Van Ophem

CHAIR _____
Kelly Kilgore

SIGNED _____
Tricia Suellentrop, County Librarian

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 10, 2024
Re: *Consent Agenda*: Updated ARMs

Issue: Updated ARMS – No changes

Suggested Motion: Part of the Consent Agenda

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

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

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

Funding Overview: No costs were affected.

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

Recommendation: Reaffirm the policies as presented without updates.

Budget Review: None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-85

SECTION: General Patron Services

SUBJECT: PATRON FEEDBACK

SUMMARY

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

Effective Date:

September 10, 2015

Reviewed:

October 27, 2021

October 10, 2024

POLICY ON PATRON COMMENTS

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

COUNTY LIBRARIAN'S RESPONSIBILITY

Reporting

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

Enabling Comment

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

November 14, 2024

ARM 20-10-85 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-10

SECTION: Access to Materials

SUBJECT: ACCESS POLICY STATEMENT

SUMMARY

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

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

October 10, 2024

POLICY

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

No
Discrimination

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

Children

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

COMPLIANCE
WITH THE
AMERICANS
WITH
DISABILITIES
ACT (ADA)

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

**November 14,
2024**

ARM 20-15-10 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-30-05

SECTION: Information Services

SUBJECT: COPYRIGHT ADHERENCE

SUMMARY

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

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

October 10, 2024

POLICY

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

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

copyrighted work. The Fair Use Doctrine applies to the electronic as well as the print environment.

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

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

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

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

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

**November 14,
2024**

ARM 20-30-05 End

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-20

SECTION: Building and Grounds

SUBJECT: EMERGENCY PREPAREDNESS

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

August 17, 2011

October 27, 2021

October 10, 2024

POLICY

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

**November 14,
2024**

ARM 60-10-20 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-60

SECTION: Buildings and Grounds

SUBJECT: SIGNS

SUMMARY

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

Effective Date:

July 21, 2011

Reviewed:

October 27, 2021

October 10, 2024

POLICY

Exterior

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

**November 14,
2024**

ARM 60-10-60 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-30

SECTION: Furnishings and Equipment

SUBJECT: STAFF USE OF LIBRARY EQUIPMENT AND SUPPLIES

SUMMARY

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

Effective Date:

August 17, 2011

Reviewed:

October 27, 2021

October 10, 2024

POLICY

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

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

PROCEDURES

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

**November 14,
2024**

ARM 60-20-30 End

DRAFT

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

		Receipts	Payments	Balance
	Opening cash balance			\$88,812.47
	Add Receipts	\$477.59		
	Less Payments		\$464.42	
	Ending Cash balance			\$88,825.64
	Less Liabilities		\$26,084.82	
	Unobligated cash balance			\$62,740.82

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 10, 2024
Re: Approval of Recommendation for Architectural Services for Spring Hill and De Soto

Issue: Consider approving a work order 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).

Suggested Motion: I move to approve a work order 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).

Background: These projects would renovate (both locations) and expand (Spring Hill) libraries at their existing locations, and were approved by the Library Board and the Board of County Commissioners (BOCC) as a part of the 2024-2028 Capital Improvement Plan. Total project costs for both locations amounts to \$6,249,696. These two projects will be funded by Library reserves.

Total project cost for the Spring Hill and De Soto renovation projects is shown below:

Spring Hill Renovation	\$4,002,114
De Soto Renovation	\$2,247,582
TOTAL	\$6,249,696

Analysis: On August 5, 2024 the Facilities Department issued the internal RFP to provide Architectural Services for the Spring Hill renovation and expansion and De Soto renovation projects.

A total of four (4) responsive proposals were received and all four (4) firms were interviewed: BC Design Group, Clark & Enersen, Dake Wells Architecture, Inc., and Finkle + Williams Architecture.

The evaluation of each proposal response was based on a scale of 100 points; 30 points for project approach, 25 points for firm personnel, 15 points for proposer’s experience, 15 points for staff utilization, 15 points for cost. There were five members on the selection committee and the rankings were combined as seen below. Determination is made by final ranking and weighting of each selection committee member’s top to bottom-ranked firms, with the result being that BC Design received the highest final ranking and is the selected firm.

Firm	Best Possible Ranking	No.1	No.2	No.3	No.4	No.5	Firm Total	Ranking Points	Firm Ranking
BC Design	500	85	93	93	72	90	433	8	1
Firm B	500	64	92	77	82	84	398	12	3
Firm C	500	93	89	92	81	88	442	10	2
Firm D	500	51	78	55	62	66	310	20	4

1st Place Vote = 1 Point
2nd Place Vote = 2 Points
3rd Place Vote = 3 Points
4th Place Vote = 4 Points

Funding Overview: Funding for this work will be paid from Library reserves, which has been moved into project accounts for these two projects.

Purchasing Review: All firms are pre-vetted term and supply vendors.

Budget Review: Funding for this work is included in the Library’s 2024-2028 Capital Improvement Plan and has been reviewed by the Facilities Contract Administrator.

Legal Review: Library Legal counsel has reviewed and approved the form of the work order authorization.

Alternatives: Not to approve the work order authorization.

Recommendation: To approve a work order 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).



Exhibit D: Project Authorization

In accordance with Section 1.1 of AIA Document B103-2017 Standard Form of Agreement Between Owner and Architect, as modified, of the "RFP 2019-078: On-Call Architectural Services" between the Board of County Commissioners, Johnson County Kansas and **[BC Design Group]**, Project Authorization is hereby given and mutually agreed upon per the following information and attached Scope of Services and Proposal.

Project Name: De Soto and Spring Hill Library Renovations

Fee Proposal Date: 8/23/2024

Base Amount of Compensation: \$227,778.00

Amount of Reimbursables: \$11,500.00

Total Stipulated Sum: \$239,278.00

Base Amount + Reimbursables

Notice to Proceed Date: 9/9/2024

Proposed Duration to Complete: 15 months

Detailed Description of Project and Scope: The De Soto and Spring Hill library branches are to be renovated for better performance, service to the public and support of Library operations.

The following information is activating referenced portions of the signed contract (B103-2017, as amended) between, **BC Design Group** Johnson County Treasury and Financial Management Department, dated during the week of November 17th, 2019. Negotiated terms for this project are as follows:

1.1.1 Owner's program for the Project: See attached project design proposal.

1.1.2 The Project's physical characteristics:

De Soto Library

33145 W 83rd St

De Soto, Kansas 66018

Spring Hill Library

109 S Webster St

Spring Hill, Kansas 66083

1.1.3 The Owner's budget for the Cost of Work, as defined in Section 6.1: \$3,038,000.00

1.1.4 The Owner's anticipated design and construction milestone dates:

1.1.4.1 Design phase milestone dates, if any: TBD

1.1.4.2 Construction commencement date: TBD

1.1.4.3 Substantial Completion date or dates: TBD

1.1.4.4 Other milestone dates: TBD

1.1.5 If the Owner intends to retain a Construction Manager adviser, it is with the intent of using:

One Contractor

Multiple Prime Contractors

Unknown at time of execution

If Multiple Prime Contractors are utilized, the term "Contractor" as used throughout this Agreement shall mean and apply to each of the Multiple Prime Contractors.

- 1.1.5.1 The Owner intends the following procurement and delivery method for the Project: Design, Bid, Build via RFP
- 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below: N/A
- 1.1.7 The Owner's anticipated Sustainable Objective for the Project: To renovate the De Soto and Spring Hill library branches at the same time, offering both patrons and staff a more desirable and supportive environment.
- 1.1.8 Other Project information:
N/A
- 1.1.9 The Owner identifies the following representative in accordance with Section 5.4:
Lisa H. Davis
Facilities Management Department
111 S. Cherry St, Suite 2100
Olathe, KS 66061
- 1.1.10 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
Johnson County Library Co-Counsel Fred Logan and Andrew Logan
- 1.1.11 The Owner will retain the following consultants and contractors. Unless otherwise indicated, such consultants and contractors are referred to collectively as the "Team Consultants" throughout the remainder of this Agreement:
N/A
 - 1.1.11.1 Cost Consultant:
Construction Manager
 - 1.1.11.2 Scheduling Consultant:
Architect
 - 1.1.11.3 Geotechnical Engineer:
TBD
 - 1.1.11.4 Civil Engineer:
Under Architect's contract, Professional Engineering Consultants (PEC)
 - 1.1.11.5 Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention: Q1 2025
 - 1.1.11.6 Other, if any:
TBD
- 1.1.12 The Architect identifies the following representative in accordance with Section 2.3:
Kurt Broeckelmann
BC Design Group
12101 W 110th St, Suite 100
Overland Park, KS 66210

1.1.13 The Architect will retain the consultants identified in Sections 1.1.13.1 and 1.1.13.2:

1.1.13.1 Consultants retained under Basic Services:

1.1.13.1.1 Structural Engineer:
Bob D. Campbell & Co.
4338 Belleview Ave.
Kansas City, MO 64111

1.1.13.1.2 Mechanical Engineer:
Hoss & Brown
25618 W 103rd St.
Olathe, KS 66061

1.1.13.1.3 Electrical Engineer:
Hoss & Brown
25618 W 103rd St.
Olathe, KS 66061

1.1.13.1.4 Civil Engineer:
Professional Engineering Consultants (PEC)
1100 Main Street
Suite 1800
Kansas City, MO 64111

1.1.13.1.5 Landscape Architect:
Confluence
417 Delaware St.
Kansas City, MO 64105

1.1.13.2 Consultants retained under Supplemental Services:
Avant Acoustics
13830 Santa Fe Trail Dr.
Lenexa, KS 66215

1.1.14 Other Initial Information on which the Agreement is based: N/A

2.5 Insurance: List any exceptions or revisions and additional insureds below. If there are any deviations from the original base contract, separate proof of insurance documents **must** be provided.

This Project Authorization will hereby be incorporated into and made a part of the aforementioned Agreement.

The parties hereto have caused this Project Authorization, numbered above, to be executed by their representatives and made effective this date 10/10/2024.

OWNER
Board of Directors of the Johnson County Library

ARCHITECT

(Signature)

(Signature)

Kelly Kilgore, Chair

(Printed name and title)

(Printed name and title)

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 10, 2024
Re: Central West Wall: Consideration of contract with a vendor TBD for Exterior Site Work

Issue: Consider authorizing a contract with a vendor TBD to improve the exterior site conditions of Central's southwestern and entire western area related to drainage, slope regrading, and the retaining wall near the northwest emergency exit.

Suggested Motion: This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at a future Library Board meeting.

Background: In late 2022 Library and Facilities staff observed signs of settling along Central's interior and exterior walls, and interior flooring along the west side of the building. In February 2024, the Library Board authorized Keller North America, Inc. to perform foundation repair work, as well as authorizing additional funding in the amount of \$130,000 to perform aesthetic work and replacement of cosmetic finishes.

The foundation repair work has been completed. Interior cosmetic work has been scheduled for later in October and November. The remaining funding allocated by the Board in March will be used to replace exterior waterproofing along the west wall.

The first package of work was limited to the building foundation and micropiles and there are improvements to the surrounding site that need to be completed. Because of these additional improvements, we are bringing back a work order authorization that bundles all remaining work under one contractor.

Analysis: These largely preventative steps are a 'Phase Two' to the original foundation repair. The items now being considered are adding new underdrain, new 10' building zone which will collect water before it reaches the building, regrading the slope to Farley St., replacing an emergency exit sidewalk, improving drainage, and removing and replacing the existing retaining wall near the existing emergency exit on the northwest corner of the building by the stormwater piping.

We expect the cost for the preventative work to be just over the threshold that requires Library Board approval and because of the remaining work being awarded to one contractor, are bringing the entire scope back to the Library Board for consideration. Because of the quick approach of fall and winter weather and a requirement for temperatures to be above 40 degrees to apply waterproofing, this work has an expedited timeline.

Our Facilities partners are preparing contract documents for review and we expect to quickly bring a contract back to the Board for consideration.

Funding Overview: This work would be funded from the remaining 2024 CRP budget, and other work initially slated for 2024 will be deferred until later.

Alternatives: Because this is an informational item, no alternatives are listed currently.

Recommendation: N/A This is only informational this month.

Purchasing Review: Review is in progress. We have consulted with County Purchasing. A cost exercise was performed with multiple bidders and the contractor with the lowest responsive bid is not a Term and Supply vendor. Because of this, we expect the work will require an exception from competition.

Budget Review: There is sufficient budget authority within the existing 2024 Library Capital Replacement Program (CRP) project account to pay for this additional exterior site work.

Legal Review: Library Legal will review the work order authorization prior to Library Board action.

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 10, 2024
Re: Corinth Library Replacement: Consideration of Prairie Village Site

Issue: Consider whether to relocate the Corinth Library to a property on the Prairie Village “Harmon Park” site. This would replace the current Corinth branch located at 81st St. and Mission Rd, which was concurrently studied.

Suggested Motion: This item is being presented to the Library Board for information purposes this month. Action is anticipated to be requested at a future Library Board meeting.

Background: In 2015, the Library Board approved the Comprehensive Library Master Plan (CLMP) and the plan was partially funded the following year by the Board of County Commissioners. At that time, Corinth was one of the first five priorities to be replaced. In 2019, the Library and the City of Prairie Village entered into an MOU to measure public sentiment regarding a shared campus for a potential Community Wellness and Recreation Center and a replacement for the existing Corinth Library. In September 2023, the Library and the City of Prairie Village entered into a second phase MOU which provided for the parties, along with the Paul Henson YMCA, to hire a consultant to perform a conceptual design study, including gathering community input.

Analysis: This study, along with the test-fit study of the existing site, using substantively the same building program, will be presented to the Library Board for consideration. The Library staff expect to bring a recommendation back to the Library Board later this year and at that time, the Library Board will be asked to provide direction regarding whether to move to the Harmon Park site.

The project team performing the Harmon Park conceptual design study, which included library staff, has recommended a specific site for the Corinth Library replacement in close proximity to a City-owned, YMCA-run Community Center, near the existing pool and park campus at approximately 77th and Delmar St.

After the Library Board provides direction on a specific site, if it is the Harmon Park site, the Library Board’s decision is still contingent on a successful ballot initiative by Prairie Village residents, as well as ratification and approval of a property transfer agreement by the Board of County Commissioners.

Funding Overview: Funding for the Corinth Library Replacement project (regardless of location) was approved by the Library Board and the Board of County Commissioners as a part of the 2024-2028 Capital Improvement Program submission.

Alternatives: Because this is an informational item, no alternatives are listed at this time.

Recommendation: Because this is an informational item, no recommendation is provided at this time.

Purchasing Review: Once a site is selected and the timing is appropriate, the Library will work with County Purchasing regarding selection of consultants.

Budget Review:

Legal Review: N/A

10 October 2024

JOHNSON COUNTY LIBRARY
CORINTH BRANCH REPLACEMENT

site studies and test fits





introduction

JCL priorities

- 1 Drive-thru
- 2 Study rooms / study spaces / collaborative patron spaces
- 3 Convenient entrance
- 4 Meeting room
- 5 Efficient circulation space
- 6 Service desk
- 7 Collection
- 8 Staff space
- 9 Public PCs
- 10 6 by 6
- 11 Security
- 12 Iconic Architecture
- 13 Storytime Room
- 14 Outdoor space
- 15 Nice views



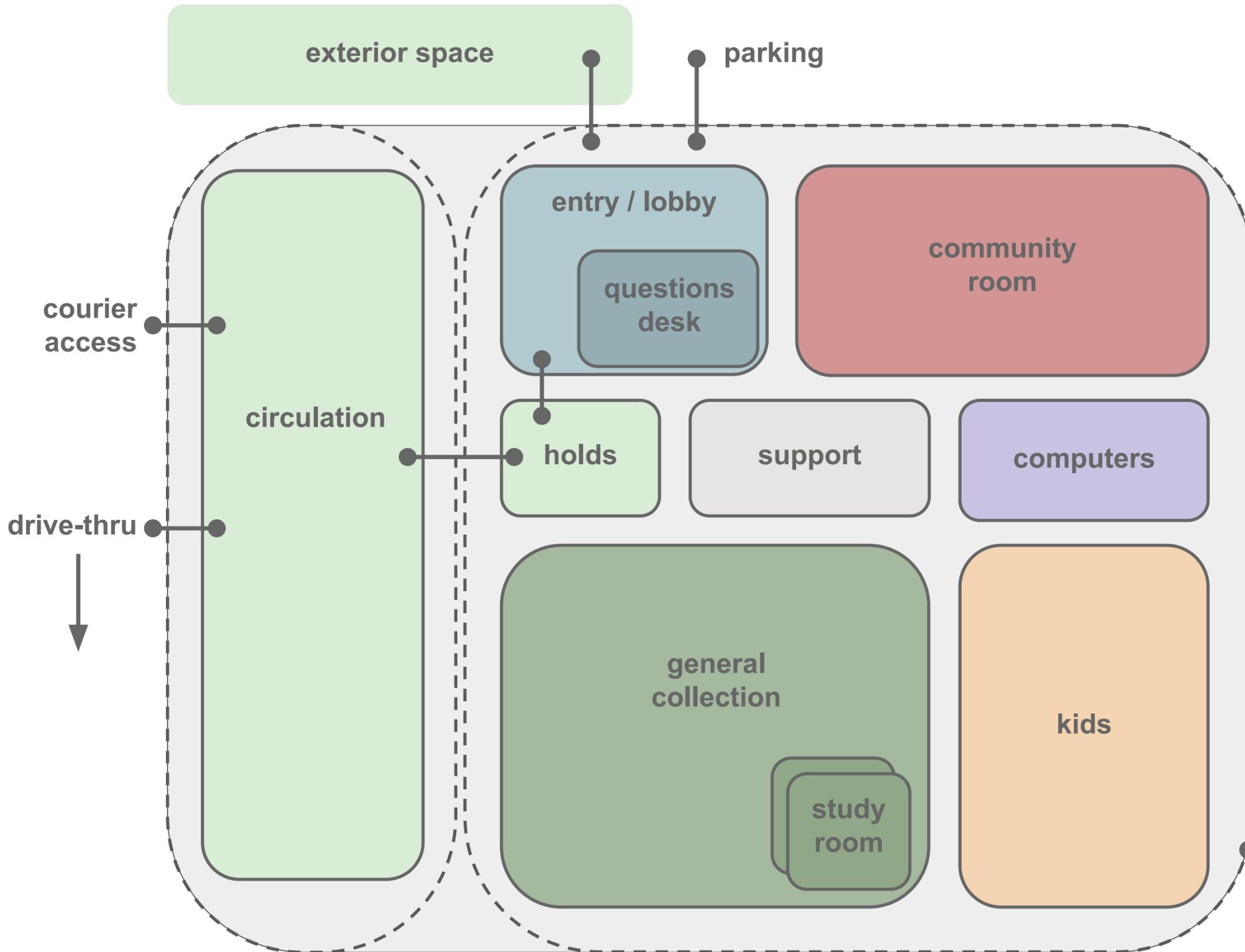
corinth library site studies

Dake Wells was enlisted to by Johnson County Facilities Management and Johnson County Library to perform the following tasks (combining 2 work scopes)

- Predesign. Work with JCL to clarify Rough Order of Magnitude (ROM) basic program and project priorities.
- Test fits @ existing site and Harmon Park (co-location)
- List of Pros and Cons (Architects, Core Team, JCL Admin)



space adjacencies



Pre-Program Summary (final sf of spaces tbd)

Entry / lobby

- Questions desk

Circulation (back of house)

- Drive-thru
- Holds
- AMH system
- Staff work areas
- Break

General collection

- incl adult and teen collection

Kids

- Storytime
- Niches
- 6 by 6

Computers

Community areas

- Community room
- Study rooms

Support

- Storage
- Restrooms (happy)
 - Women, Men, Family

Total Program sf 16,000 sf

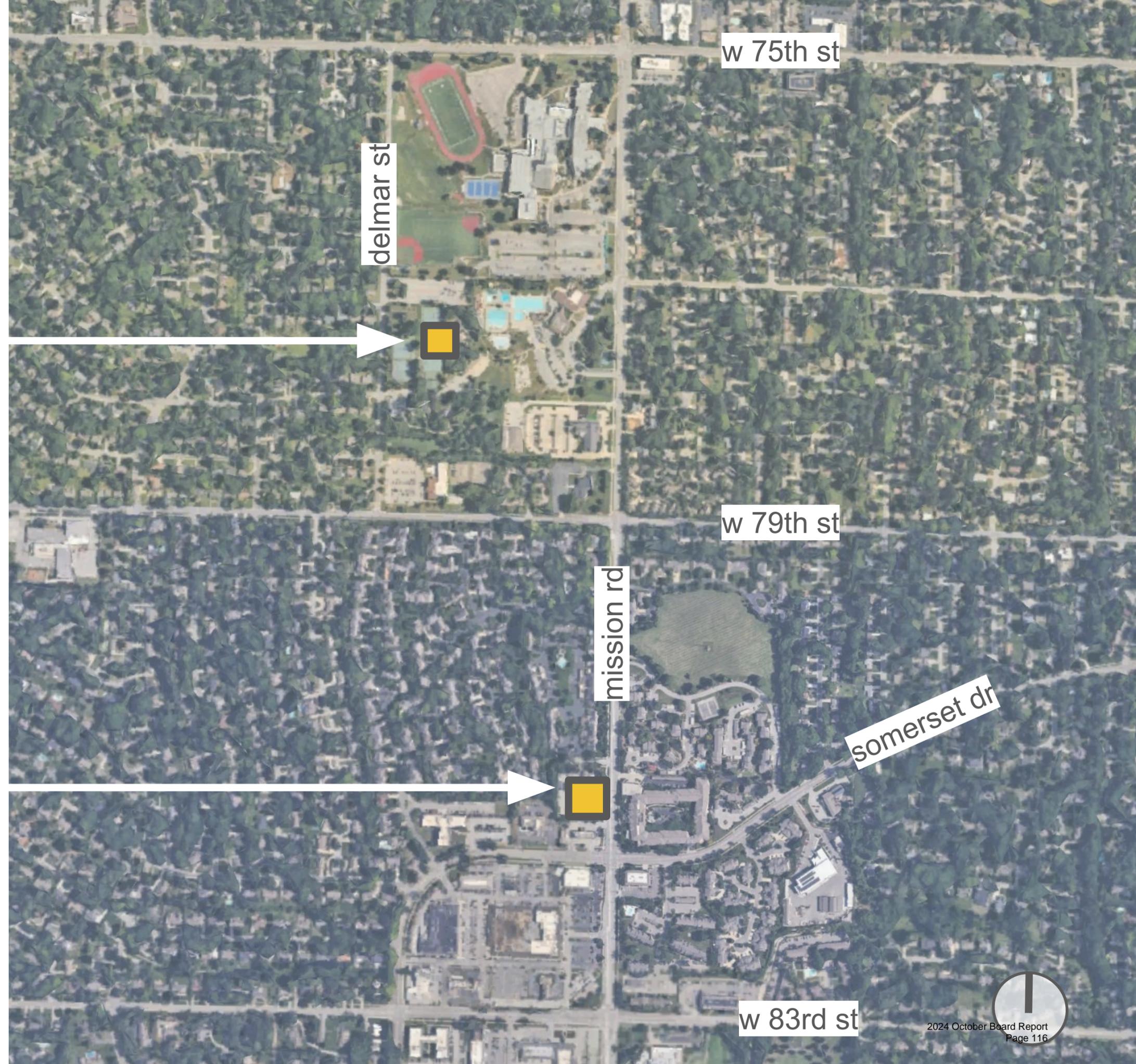
Grossing Factor (25%) 4,000 sf

Total Library sf 20,000 sf

harmon park site



corinth site



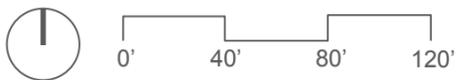
corinth site

site analysis



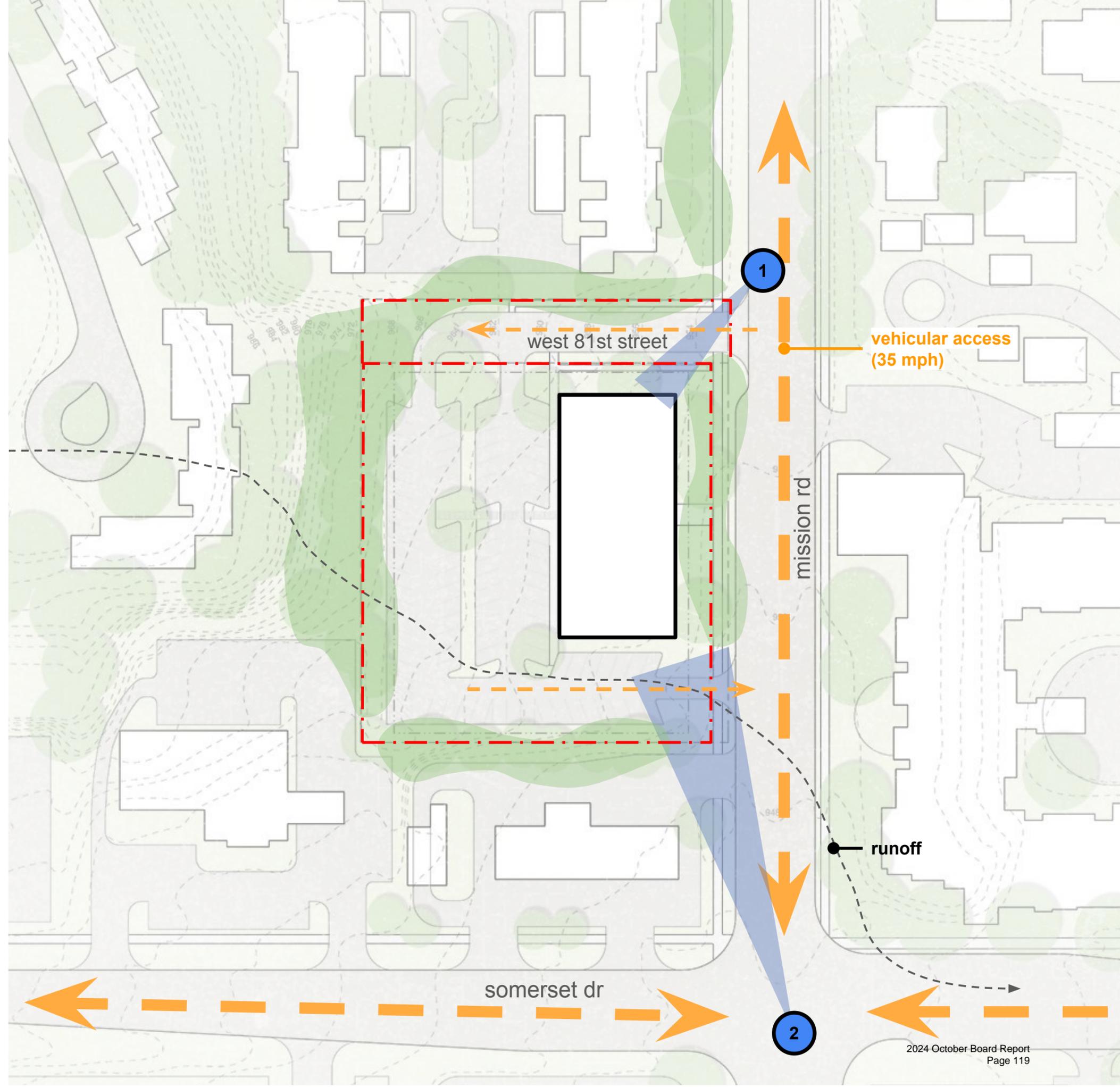
corinth site

- 1 - Corinth Library
- 2 - Gas Station
- 3 - Bank
- 4 - Residential
- 5 - Medical Center



site forces

- Suburban condition
- Trees / woods
- Cars at speed on Mission
- "Sea of cars"
- 14-18 feet of slope
- Leafy residential context
- Sightlines framed tightly by trees and neighbors
- 81st St right-of-way to the north could potentially be added to the site



zoning analysis

8100 Mission Road
Prairie Village, KS 66208

ex lot area. 78,927 sf

zoning. R1A Single Family Residential

parking. 1 space per 250 sf gross building area.
 $20,000 \text{ gsf} / 250 = 80 \text{ spaces min}$

lot coverage. 30% max
 $78,927 \times 30\% = 23,678 \text{ sf max}$

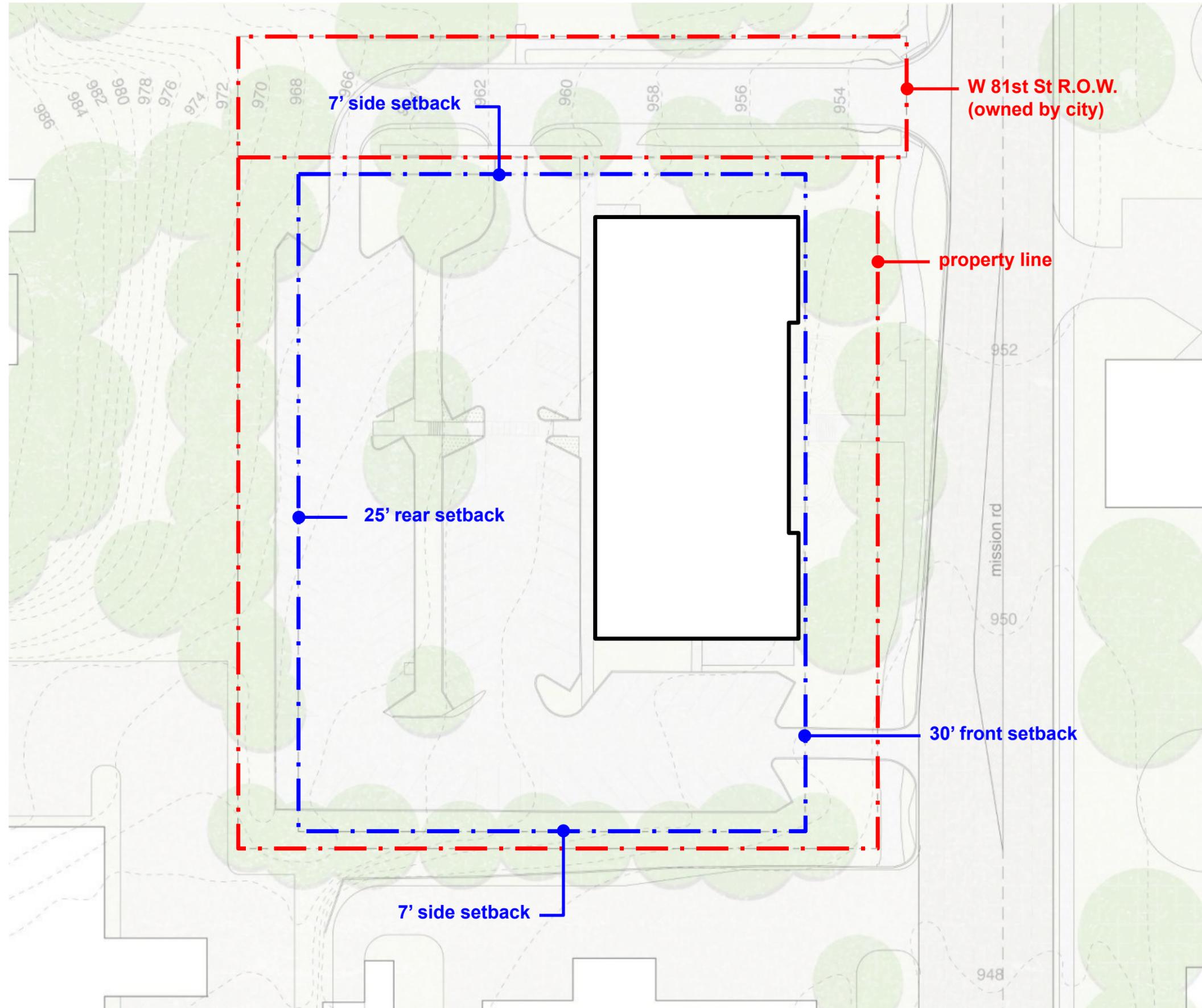
front setback. 30' min

rear setback. 25' min

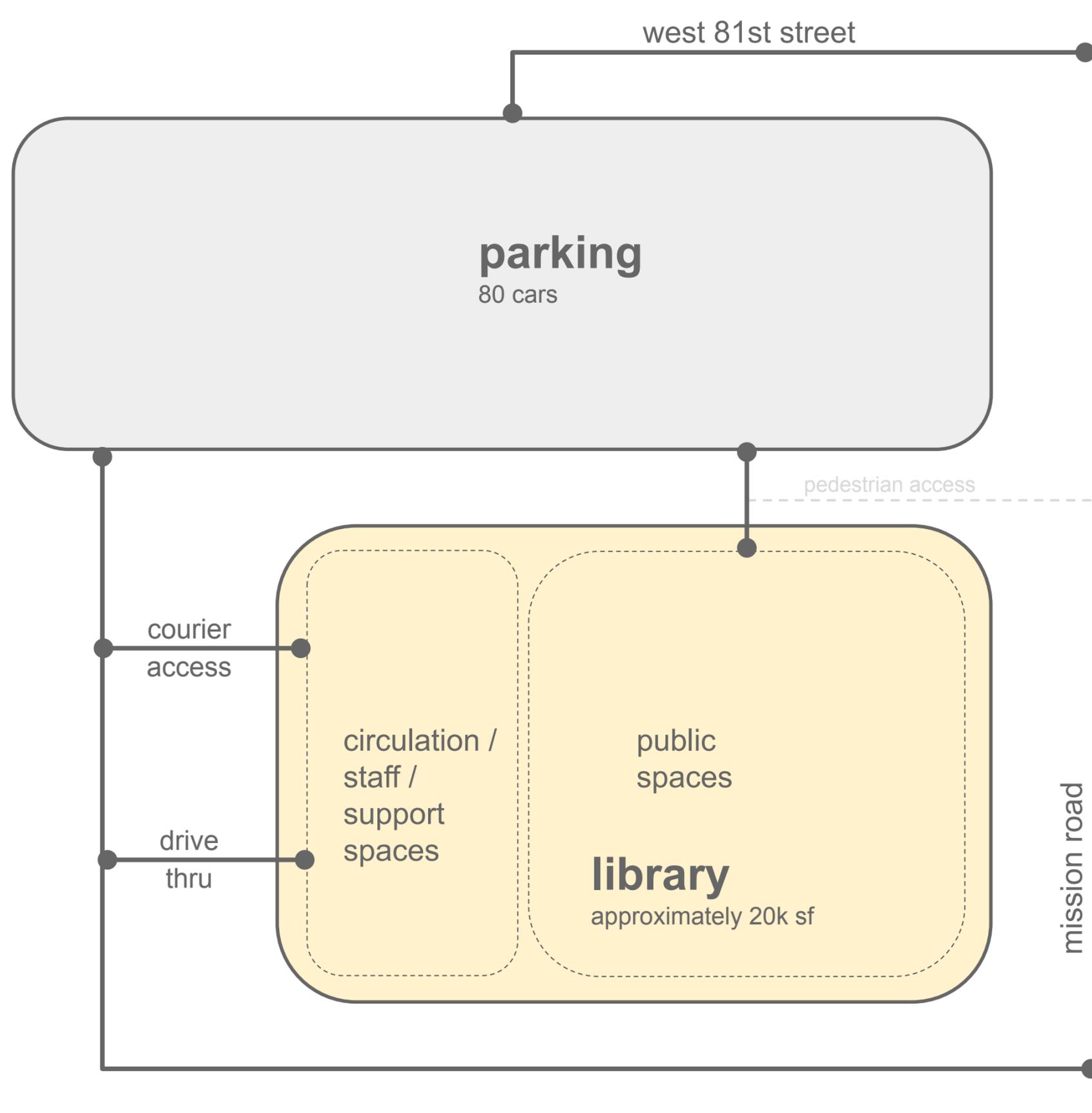
side setbacks. 7' min (each side), totaling to 20%
lot width min
 $285' \times 20\% = 57' \text{ total min}$

height. 35' max

stories. 2.5 max



site adjacencies



Site Adjacency Diagram (not to scale)

- Parking for 80 cars (to be accessed from west 81st street)
- Courier access with on grade connection to circulation / back of house spaces
- Drive-thru with transaction drawer and connection to circulation / back of house spaces
- Direct connection from parking to public areas of the library
- Vehicular flow through site and back out to Mission Road

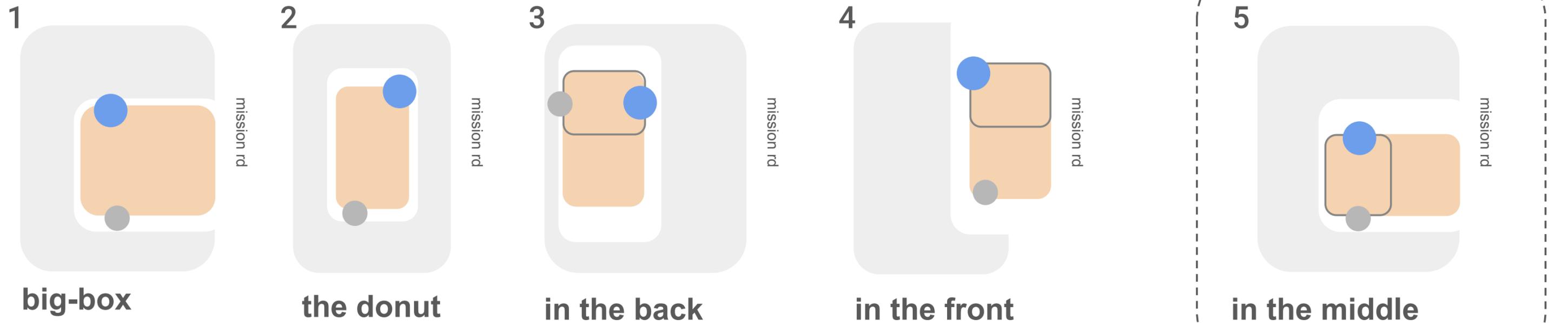


corinth site

test fit

initial test fits

Once the site constraints and driving forces were identified, the design team began testing multiple site configurations and parking layouts. Of the many that were tested, five viable schemes emerged and were presented for consideration. Input was gathered and each scheme was refined before one was selected for further development.



- main entry
- drive-thru
- building footprint
- parking

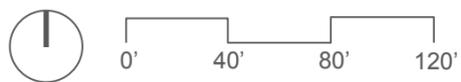
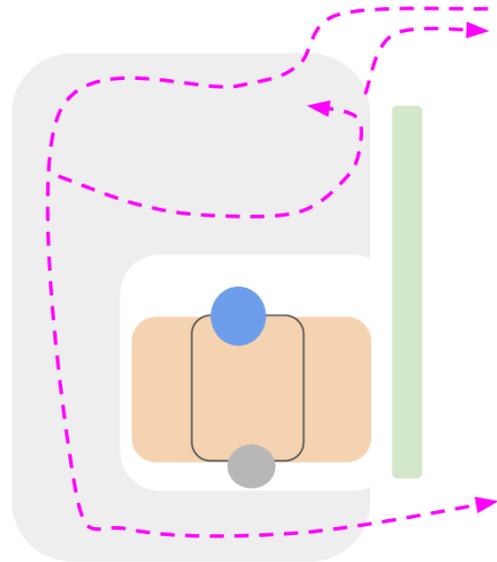
reasoning:

- strong visibility from the street
- provides ample parking with easy access to building entry
- most intuitive access for vehicles and pedestrians
- opportunity for occupiable roof

corinth site

test fit

-  main entry
-  drive-thru window
-  courier access
-  trash
-  potential retaining

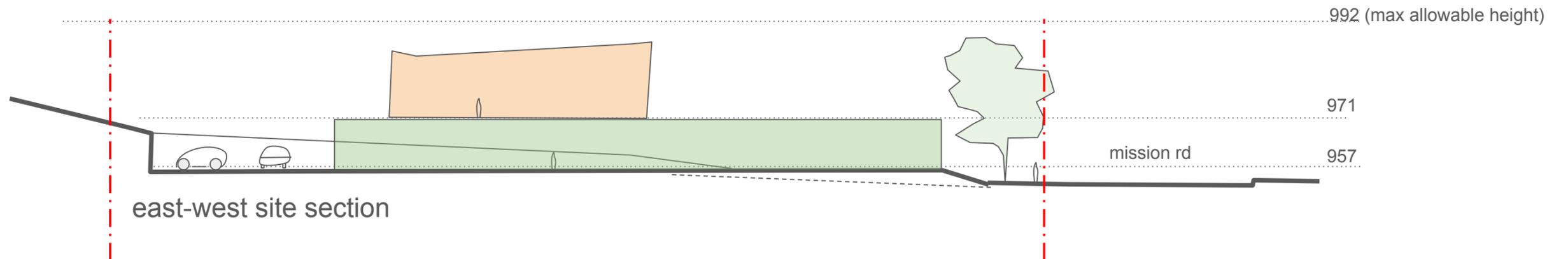
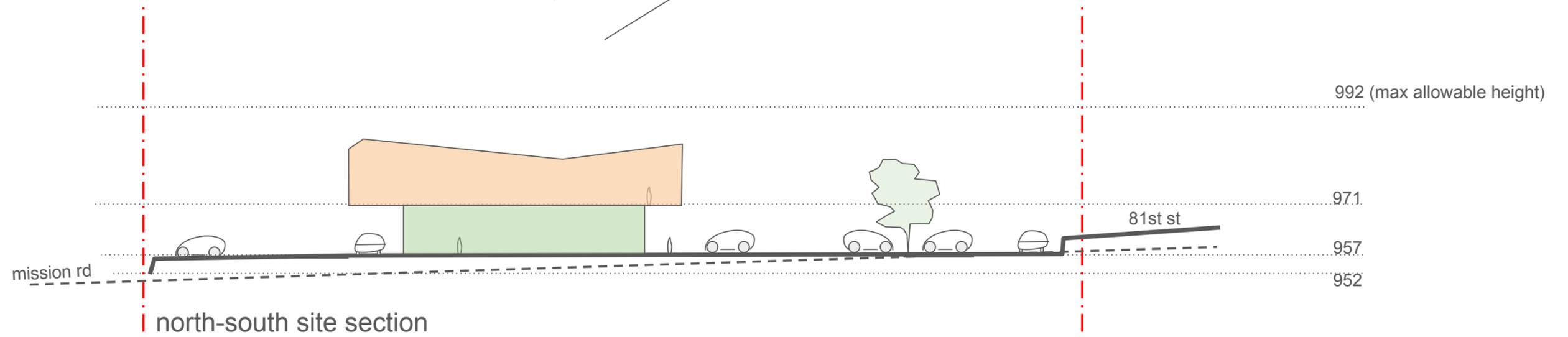
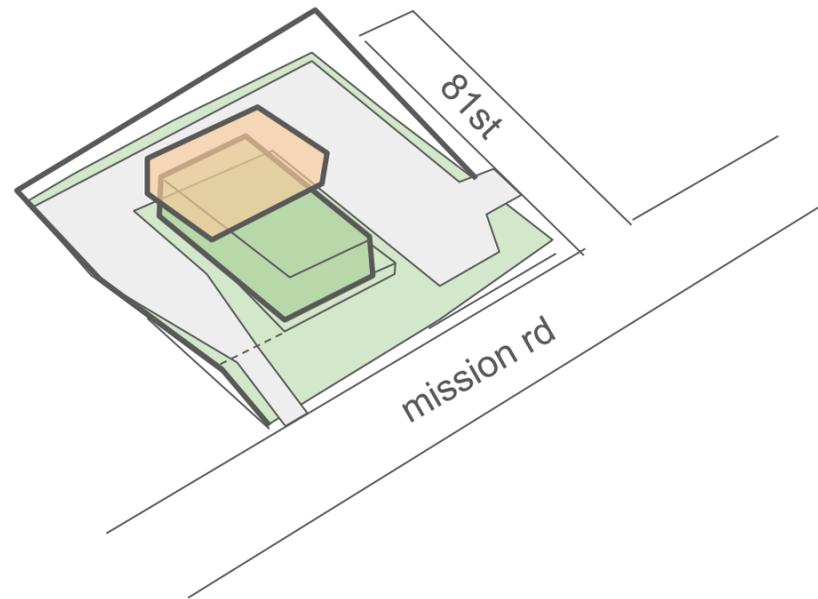


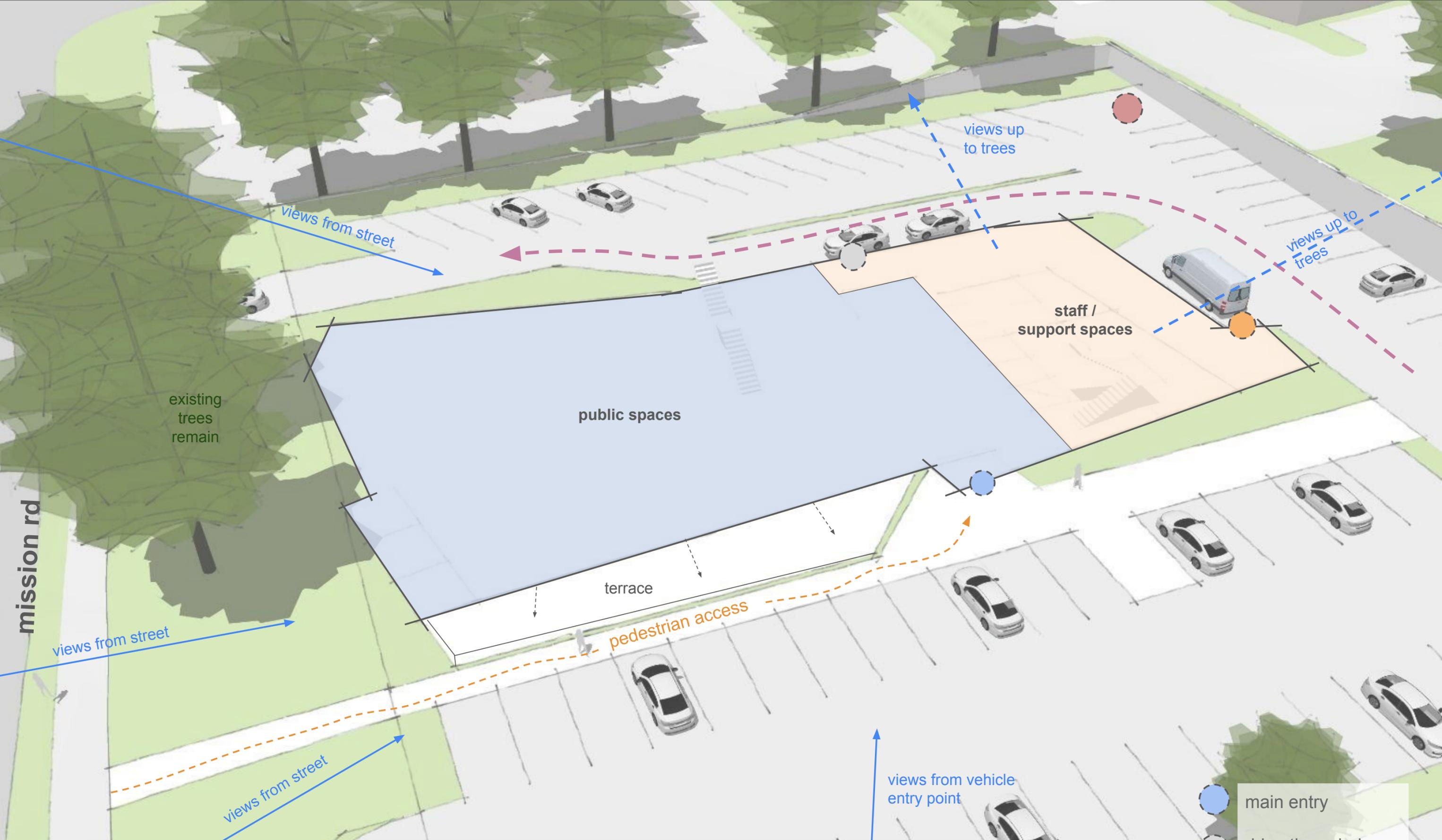
Sommerset Drive

Mission Road

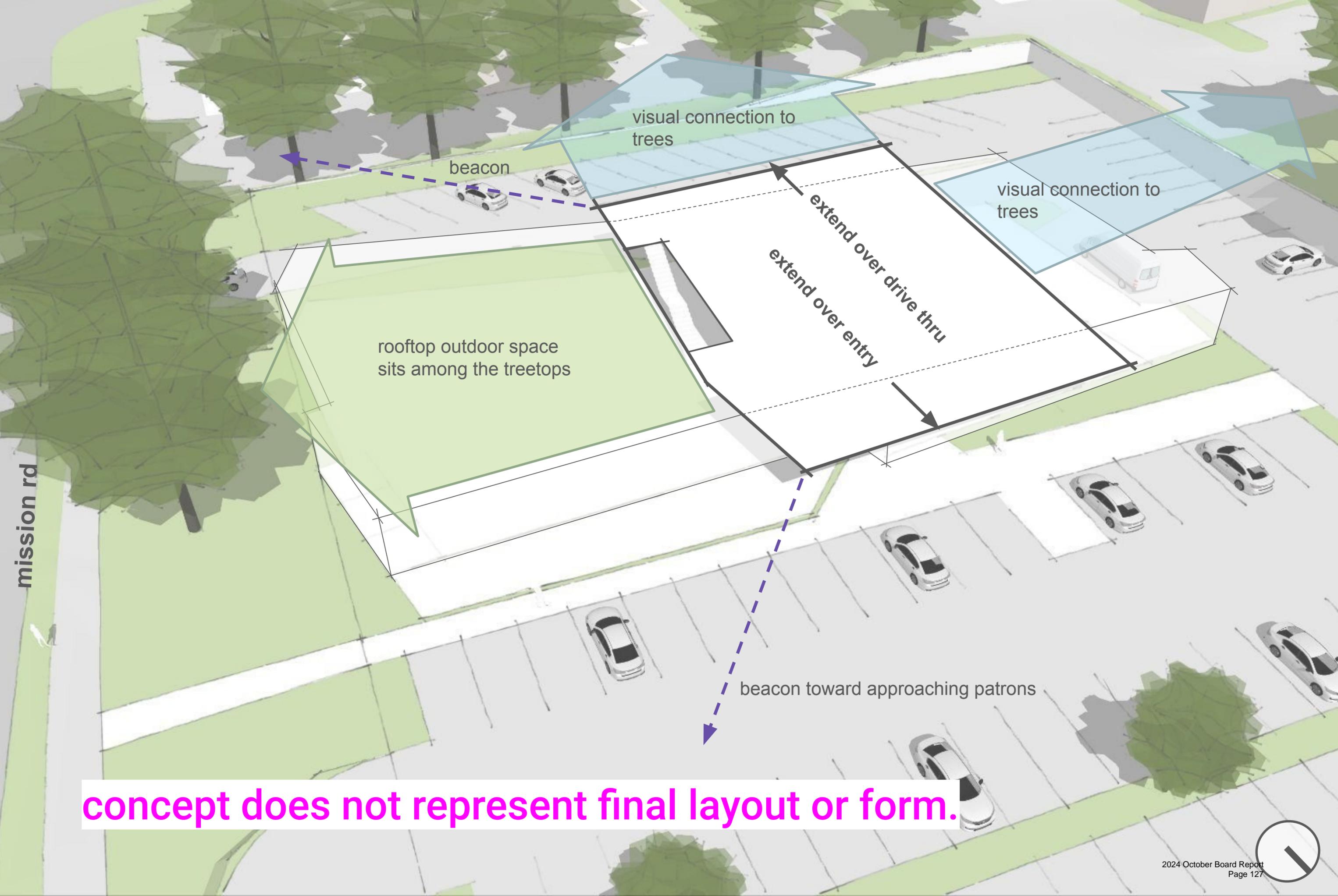
corinth site

test fit





concept does not represent final layout or form.



visual connection to trees

visual connection to trees

beacon

rooftop outdoor space sits among the treetops

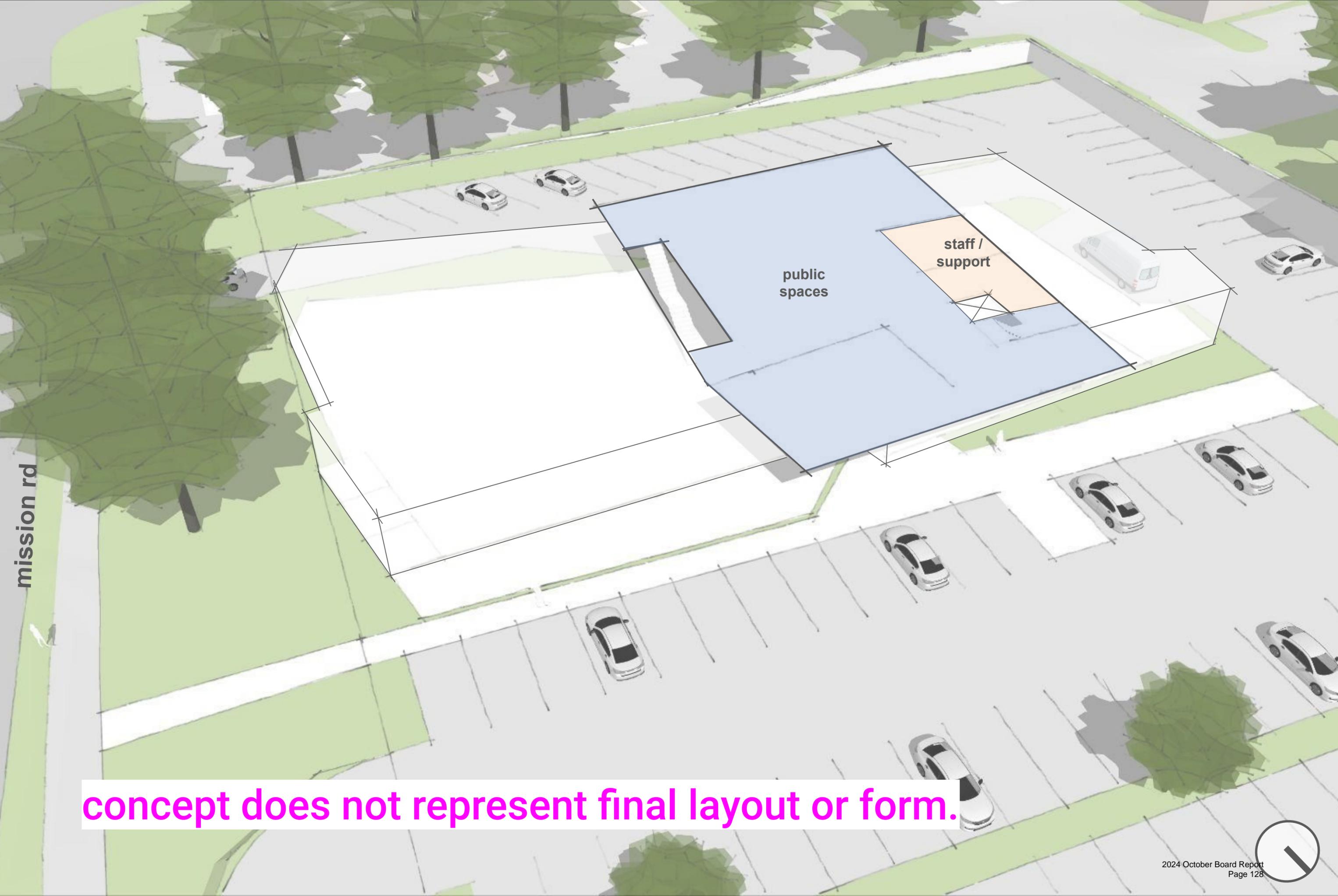
extend over drive thru
extend over entry

beacon toward approaching patrons

mission rd

concept does not represent final layout or form.





mission rd

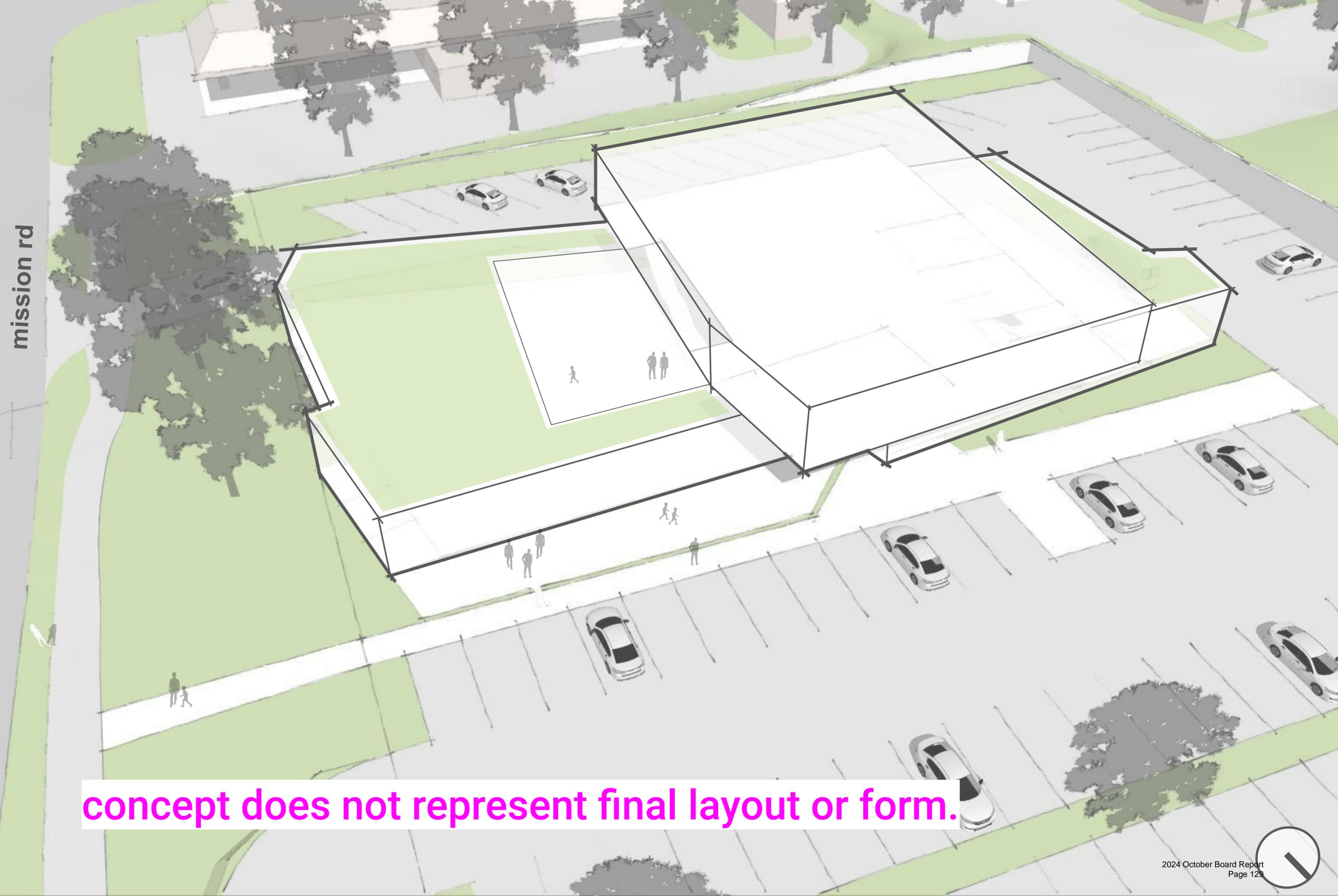
public spaces

staff / support

concept does not represent final layout or form.

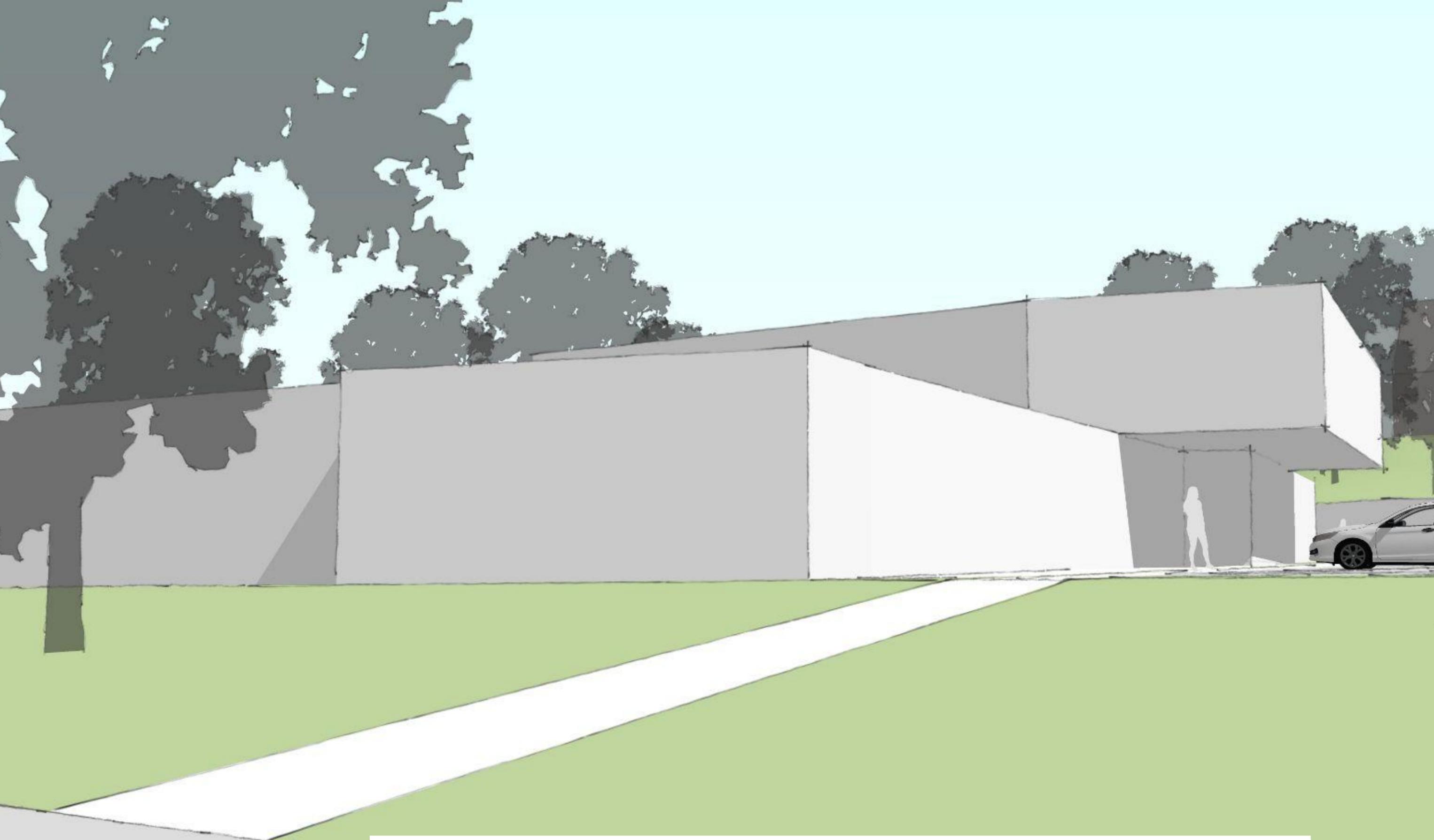


mission rd



concept does not represent final layout or form.





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corinth site

pros and cons

pros

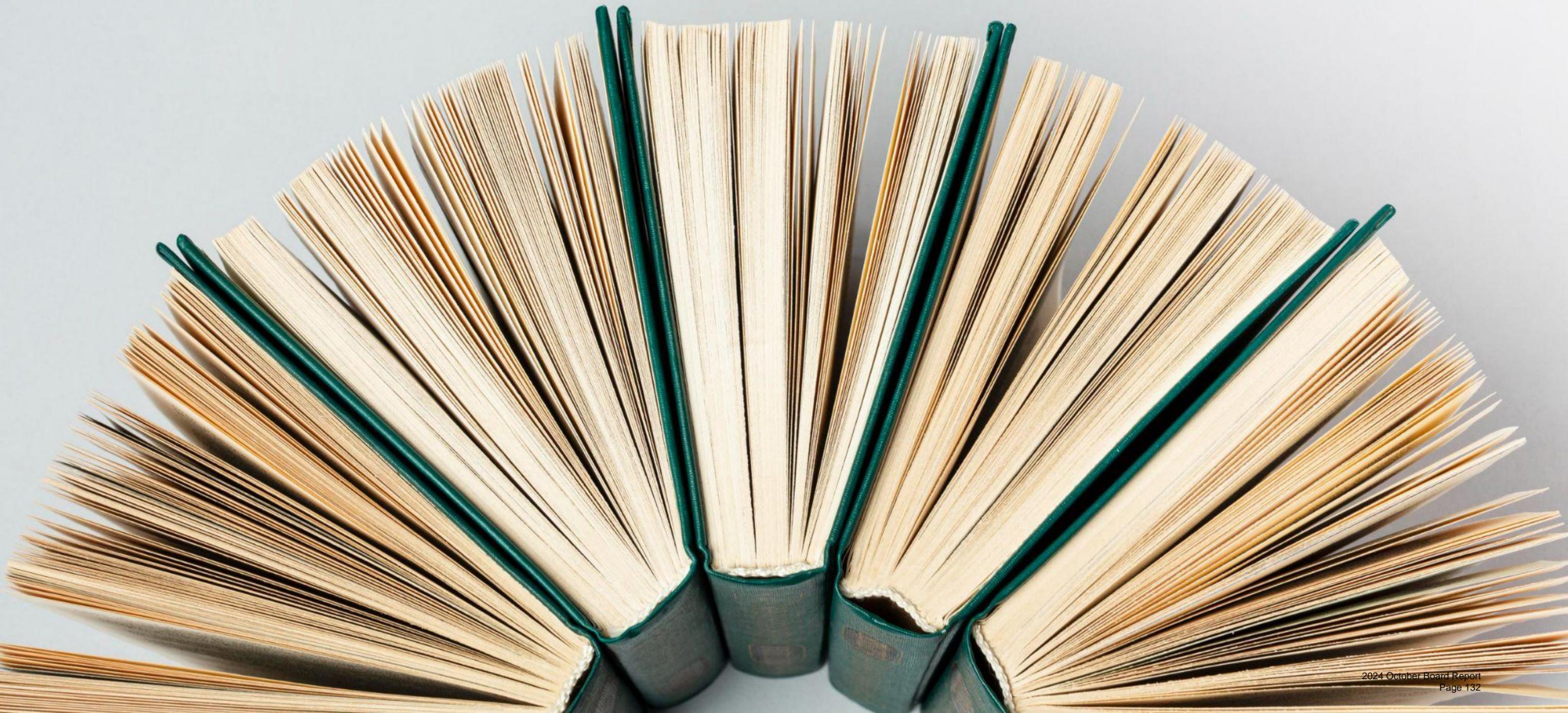
- location legacy
- high visibility on Mission Rd
- possible occupiable roof
- two-story library (opportunities for iconic architecture and dedicated kids area for acoustics)
- drive-thru path is intuitive and less dominant
- autonomy
 - we already own the property
 - operational autonomy
 - decision & design autonomy
 - dedicated parking

cons

- two-story library (staffing and patron navigation)
- site development will require earthwork and retaining walls
- existing branch would need to close during construction
- no adjacent park amenities
- site challenges
 - still difficult to make a left turn exit out of parking lot
 - traffic can back up at the exit at peak hours

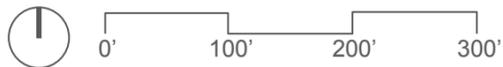
harmon park

site analysis

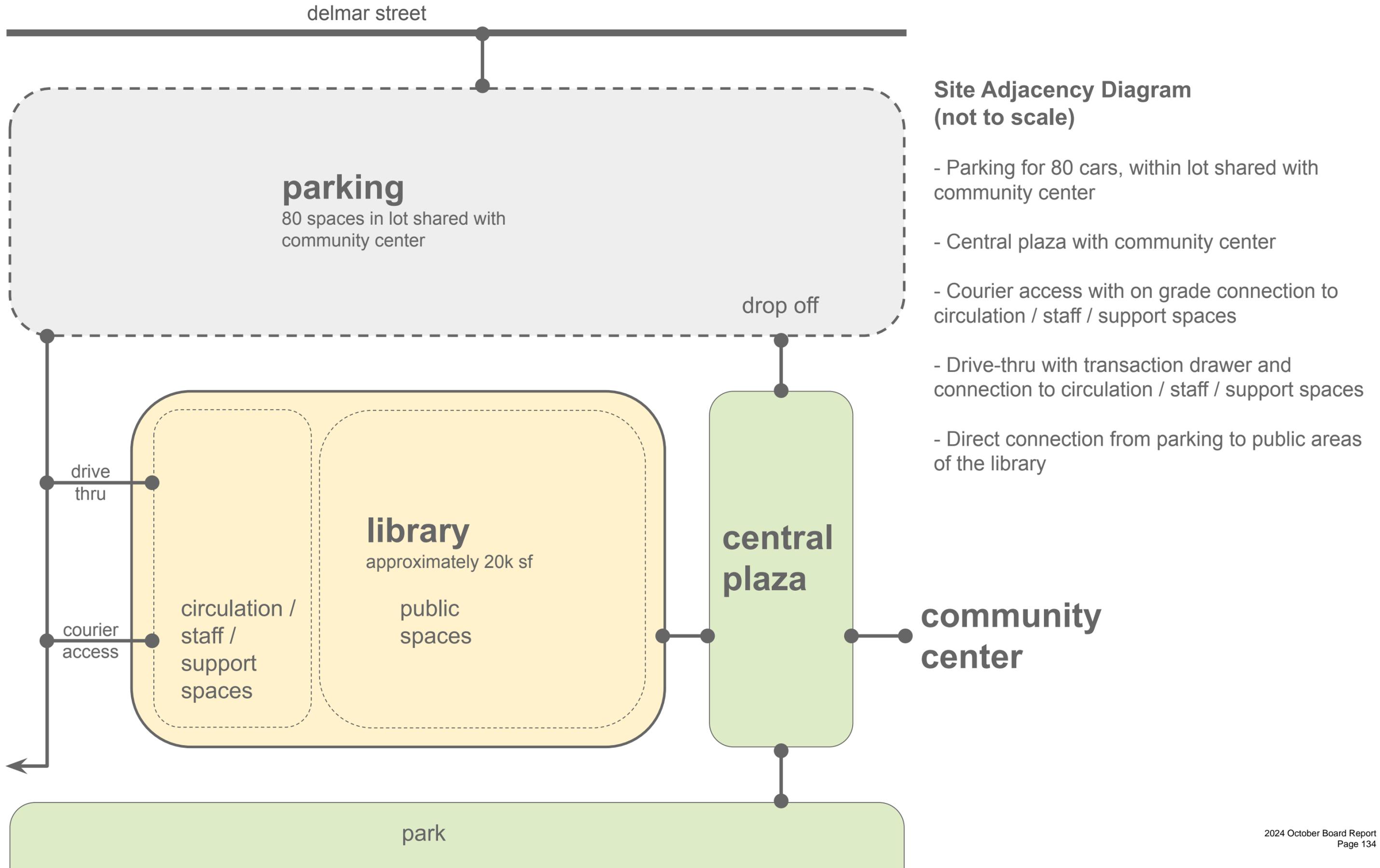


harmon park

- 1 - Shawnee Mission East High School
- 2 - Parking Lot
- 3 - Community Garden
- 4 - Tennis Courts
- 5 - Pavilion
- 6 - Inclusive Playground (opens June 2024)
- 7 - Water One Property
- 8 - Santa Fe Pavilion
- 9 - Santa Fe Swale
- 10 - Paul Henson Family YMCA
- 11 - Pools
- 12 - City Hall
- 13 - Prairie Village Police Department



site adjacencies



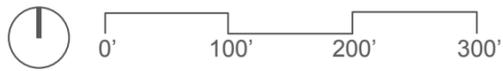
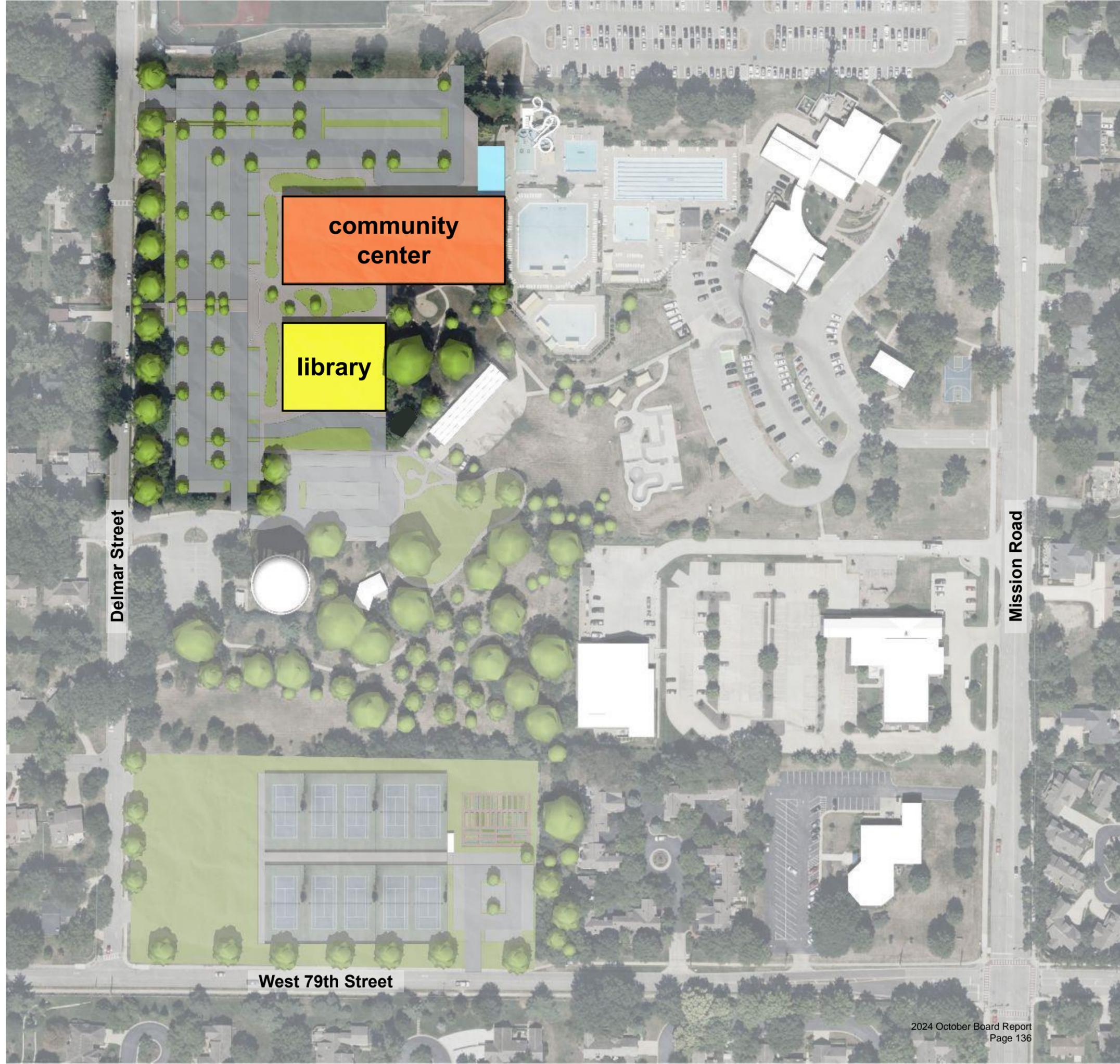


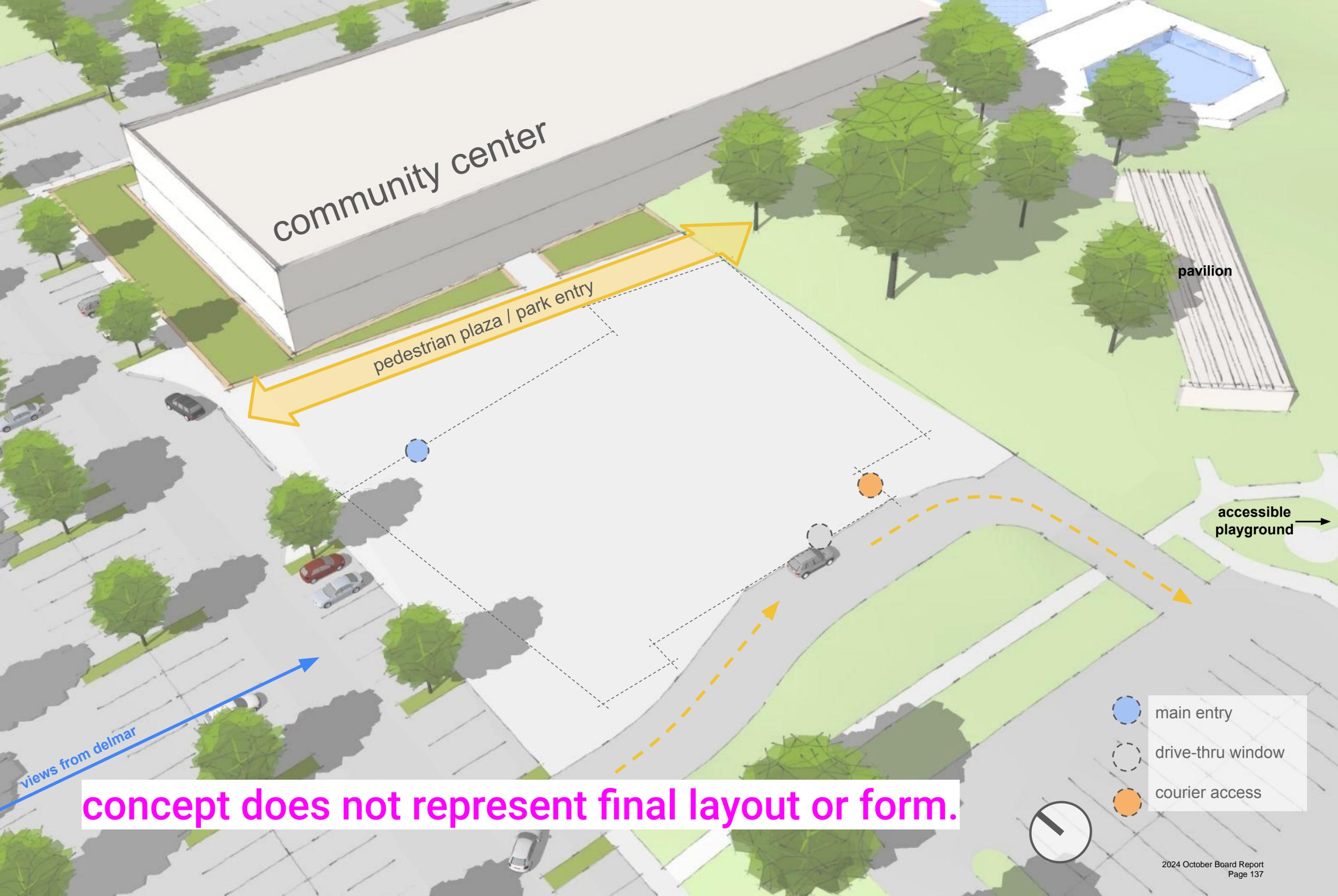
harmon park site

test fit

harmon park

test fit





community center

pedestrian plaza / park entry

pavilion

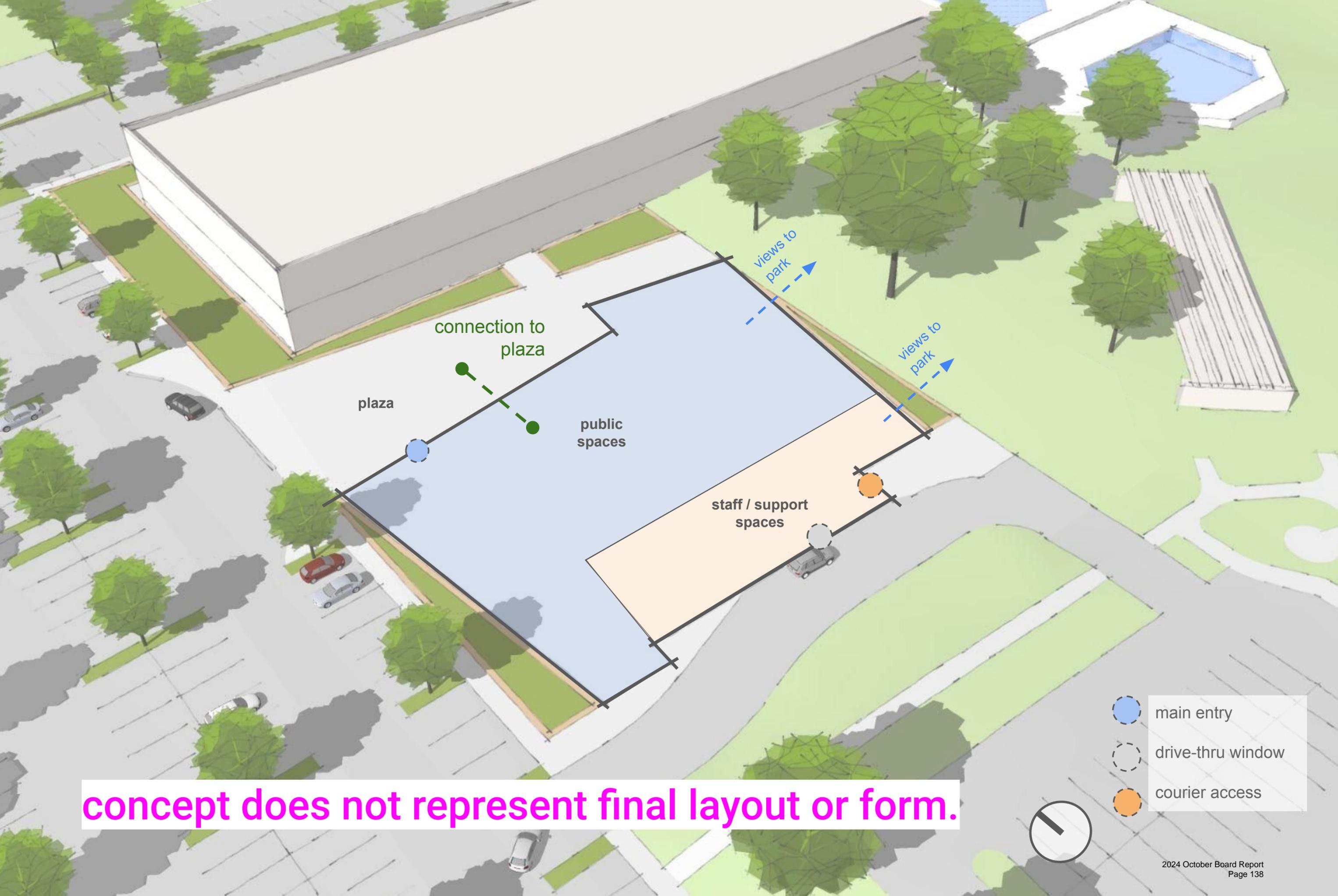
accessible playground

views from delmar

concept does not represent final layout or form.

- main entry
- drive-thru window
- courier access





plaza

connection to plaza

public spaces

staff / support spaces

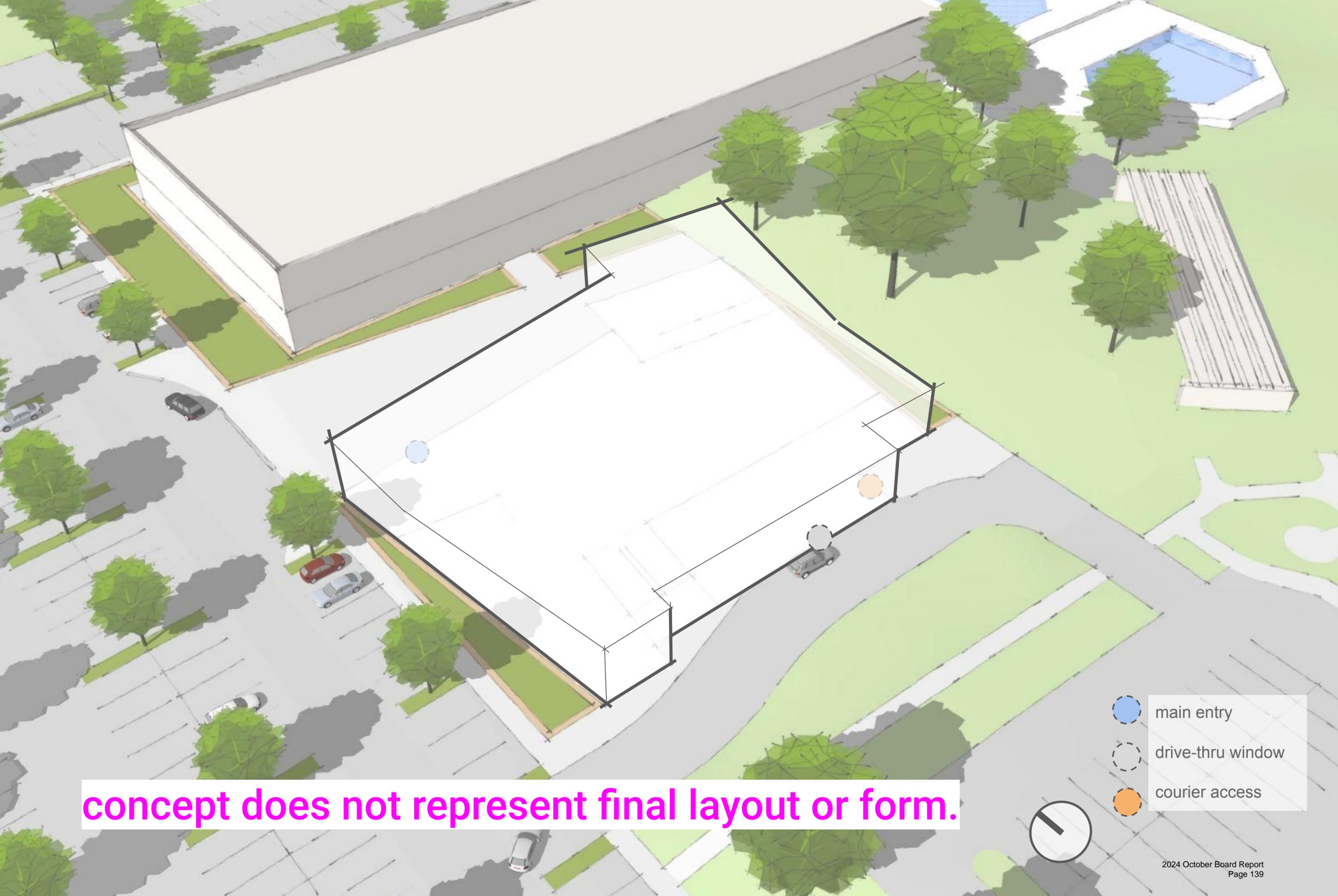
views to park

views to park

-  main entry
-  drive-thru window
-  courier access

concept does not represent final layout or form.





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harmon park

pros and cons

pros

- existing Corinth branch would be operational during construction
- campus model, i.e. co-located with the community center
 - plaza = more opportunity for activity
 - potential for shared maintenance
- single-story library (cost, accessibility, and some operational benefits)
- adjacent park amenities

cons

- single story (dedicated kids area for acoustics is challenging)
- Delmar Street = residential scale (less visible than Mission Rd)
- drive-thru path not as intuitive
- shared parking lot (community center, pools, inclusive playground, and overflow from Shawnee Mission East High School)
- daily school vehicle traffic
- not autonomous
 - land agreement not yet known
 - operational co-dependence
- potential for programming / event conflicts and negative effects on library access (parking, visitation, noise)

corinth site

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comparison

corinth site

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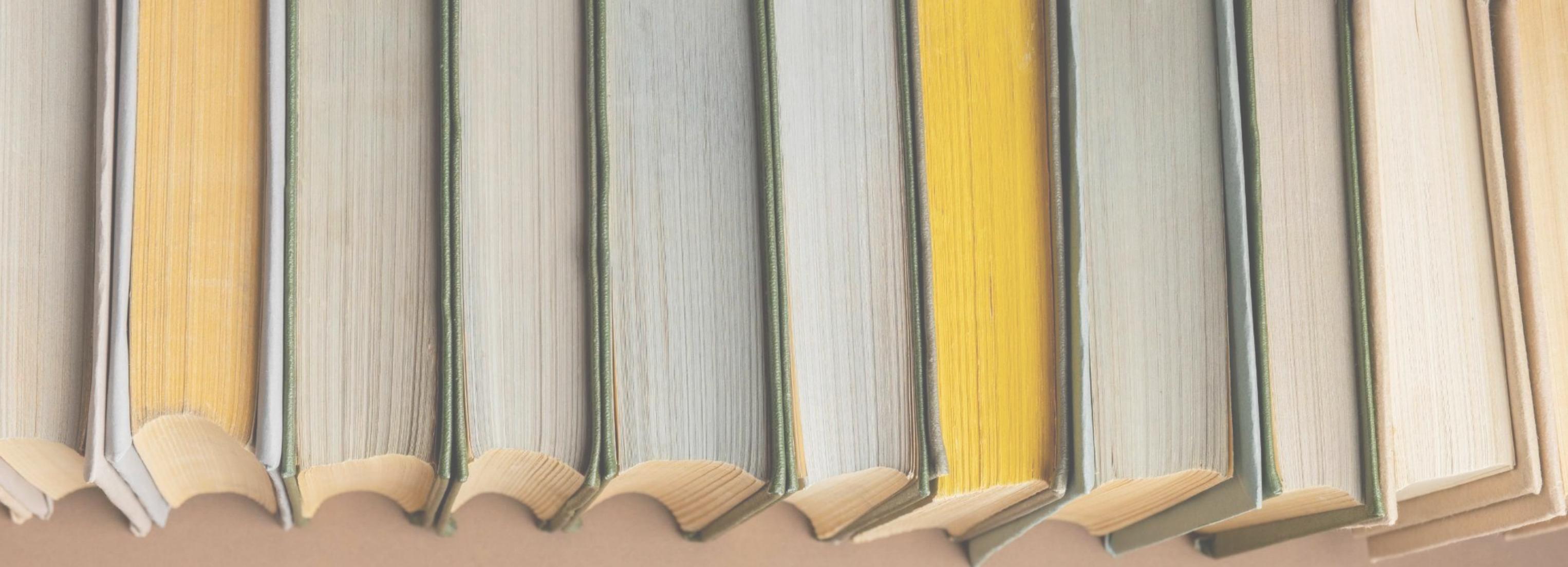
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discussion

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 10, 2024
Re: *Information Only*: Updated ARMs

Issue: Updated ARMS – Information Only – vote in November

Suggested Motion: Information Only

Background: Each year library staff review one third of our policies or Administrative Regulations 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 policies 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: For information only this month. Please make any suggestions you wish.

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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[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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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

Committee Schedule

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

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

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, 2021~~November 14, 2024
10-70-10 END

ARM

ADMINISTRATIVE REGULATIONS

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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, ~~Merriam~~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 174,
2024

ARM 20-10-10

End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

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October 27, 2021

November 14, 2024

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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 <u>as permitted under the Americans with Disabilities Act.</u> |
| Skating | 11. Skating, and skateboarding, <u>and use of other similar devices (scooters, hoverboards, etc)</u> are prohibited in library buildings and on any library property. |
| Parking Lot | 12. Participating in <u>bicycling, motor vehicle use, or any other</u> behavior that endangers the user/driver or library patrons <u>and/or</u> their vehicles, <u>library property, or library staff</u> 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. 21-4301(c), 21-6401 as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas.</p> <p>K.S.A. 21-6401<u>4301</u>.</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. 21-4301a<u>6401</u>, 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</p> |

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

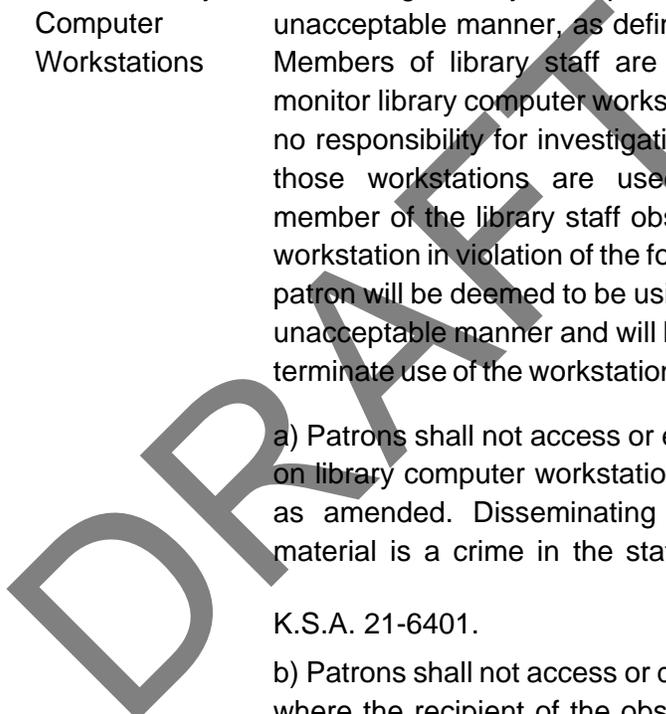
1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

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:

Earbuds	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 minors-obscene 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.

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.
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 - 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;

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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.

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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.g. 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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**JOHNSON
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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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initiated programs are open to all, without regard to origin, age, background, or views.

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, 2021~~ November 14, 2024

ARM 20-60-11 End

TAB: Patron Services

DOCUMENT NUMBER: 20-60-11

SECTION: Programming

SUBJECT: CO-SPONSORSHIP WITH OTHER ORGANIZATIONS

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FEES

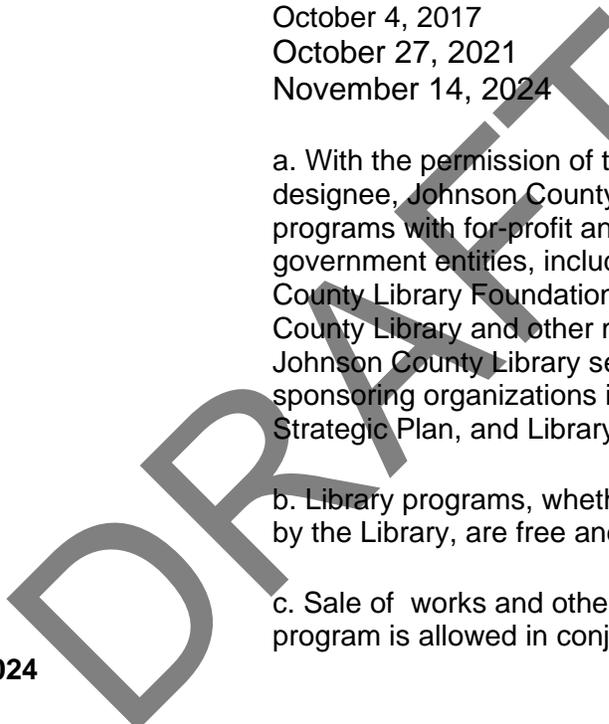
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SELLING

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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 ~~these 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:

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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

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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

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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.

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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. 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,~~
~~2021 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