



**Board Report  
December 11, 2025**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, DECEMBER 11, 2025  
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](mailto: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. Public Comments

III. Remarks

- A. Members of the Johnson County Library Board of Directors
- B. Board Chair, Jeffrey Mendoza
- C. Development Department: Written reports presented by Shelley O'Brien, Development Director.....4
- D. Board of County Commissioners, Julie Brewer

IV. Reports

- A. Board Counsel – Andrew Logan
  - 1. Review Administration Regulation Manual (ARM) 50-30-25 Contracts and the role of Legal Counsel
  - 2. Review Library Board Authority and Administration Regulation Manual (ARM) 20-10-12 Facility Closing for Inclement Weather
  - 3. Review Library Board Authority to own property
- B. County Librarian Report – Tricia Suellentrop, County Librarian
  - 1. Finances and Statistics
    - a) Financial Report, Dave Vratny, Finance Director.....7
    - b) Quarterly Statistics, Adam Wathen, Associate Director of Branch Services.....12
    - c) Branch Services Department Trends, John Keogh and Anna Madrigal, Regional Managers.....18
  - 2. Comprehensive Library Master Plan
    - a) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....27
      - i. Extended Access Team, Amber Bourek Slater, Volunteer & Friends Engagement Coordinator, and Matt Hammes, Branch Operations Manager.....34
    - b) Capital Projects: Timeline Summaries, Scott Sime, Project and Event Manager....41
    - c) Comprehensive Library Master Plan Refresh Update, Scott Sime, Project and Event Manager

3. Updates – Tricia Suellentrop, County Librarian
  - a) Writers' Conference, Joseph Keehn, and Lisa Nason, Program Coordinator & Program Services Specialist.....45
  - b) Urban Library Council (ULC) Conference Report, John Keogh and Amy Barclay, Regional Managers.....57
  - c) Board Member Conference Attendance, American Library Association (ALA) and ULC, Tricia Suellentrop, County Librarian.....64
  - d) Library Board retreat 2026 date, Tricia Suellentrop, County Librarian
  - e) Library Weather Closures, Ben Sunds, Associate Director of Customer Experience
  - f) Staff Day Planning, Angel Tucker, Program Department Manager.....65
  - g) Print Allowance Update, Amy Barclay, Regional Manager.....72

## V. Consent Agenda

### A. Action Items:

1. Minutes of the November 13, 2025 Regular Library Board meeting.....79
2. Consideration to approve revisions to Administrative Regulation Manual (ARM) 20-10-20 Library Card and Privileges.....88
3. Consideration of approval of 2026 renew agreement for legal services with Logan, Logan, and Watson.....94
4. Consideration of approval of renewal and amendment to TBS contract for ScanEZ.....96
5. 2026 renewals of Memoranda of Understanding (MOUs) Consideration of approval of the MOUs for Johnson County Genealogy Society, City of Edgerton, Johnson County Adult Education (JCCC), Interlocal Agreement with City of Olathe Public Library.....106

### B. Information Items

1. Financial and Personnel
  - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for October 2025 were handled in accordance with library and County policy.
  - b) The October 2025 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.....131

## VI. Old Business

- A. Action Item: Consideration authorizing continued work on the Johnson County led Electric Vehicle Charging Grant, Adam Wathen, Associate Director of Branch Services.....132

## VII. New Business

- A. Information Item: Consideration of contract to construct Leawood courtyard and site improvements, Scott Sime, Project and Event Manager.....136
- B. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 10-50-10 Bylaws of Board of Directors, Patti Kangethe, Executive Assistant.....137

## VIII. Adjournment



Monthly Report  
of the Friends of Johnson County Library  
to the Board of Directors of Johnson County Library  
December 2025

**2026 and Beyond**

The Friends of Johnson County Library Board of Directors gathered at Friends Headquarters on Tuesday, November 11th for our annual meeting and a thoughtful look ahead to the coming year. With an eye toward long-term impact and sustainability, the following items were approved:

- Proposed 2026 budget
- 2026 advocacy agenda – building on the priorities of 2024 and 2025 while expanding our stated focus to include federal-level legislation
- 2026-2029 strategic plan
- A tactical framework for implementation of the 2026-2029 strategic plan, with a shift from standing committees to action-oriented task forces
- 2026 slate of officers:
  - Lauren Plumlee, President
  - Shanna Eiklenborg, Past President
  - Tyler Reese, Vice President / President-elect
  - Abby Yeagle, Secretary
  - Cassie Klein, Treasurer

The Board also expressed heartfelt gratitude to Chris Meier, Lindsay Park, and Karen O'Mara for their years of dedicated service, as they wrap up the final year of their terms. Their dedication and leadership have helped strengthen us in meaningful ways.

We are equally excited to welcome new board members who will begin their service on January 1:

- Kelly Bunch – Freelance writer and consultant
- Colleen Cunningham Schremmer – Business Architect, American Century Investments
- Kayla Mehojah – Head of Campaign Operations, Automattic (WordPress VIP)

We look forward to the fresh perspectives and energies they will bring as we move into our next chapter together.

Respectfully submitted,

Shanta Dickerson (she/her)

Executive Director

**Libraries for all. All for libraries.**





Monthly Report  
of the Johnson County Library Foundation  
to the Board of Directors of Johnson County Library  
Shelley O'Brien, Executive Director  
December 2025

### Annual End of the Year Appeal

Each year in late November, the Foundation mails an annual appeal to donors. This year the appeal has the theme "You are the Hero in Our Story". We hope this positive theme will resonate with donors this year.



### Content about Donating and Volunteering From Library Board

The Johnson County Library Foundation is looking for more content on why people volunteer and donate to the Library. This content often shows the impact of our work and inspires others to become involved. Therefore, Foundation staff will be reaching out for quotes and stories about your volunteer experience to inspire others. Thank you in advance.

### Save the Date – Kansas Library Association Day in Topeka

The Kansas Library Association (KLA) hosts an annual advocacy day in Topeka each January. This year please save the date, Tuesday, January 27<sup>th</sup>. We will be sending a group from Johnson County that includes volunteers, leadership volunteers, staff, and library patrons. The visits are with Johnson County library-friendly legislators, updating them on the importance of libraries in our community. We hope you will join us for this all-day event. \*\* Shelley and Amber will buy you lunch if you join us!



Monthly Report of the  
Volunteer & Friends Engagement Coordinator, Amber Bourek Slater  
to the Board of Directors of Johnson County Library  
December 2025

### **Triboard Event**

On November 17<sup>th</sup>, the Friends of Johnson County Library Board were pleased to host the members of the Johnson County Library Board and the Johnson County Library Foundation Board at the annual Triboard event. The Friends gave tours of the sort to sell facility and showed off *The Book Nook*, the expanded book sale space which opened earlier this year. 25 board members across the three boards joined the festivities. During this social event, the groups celebrated accomplishments of the last year, welcomed new board members, and honored board members. Thank you to all of you who joined us for this fun event.

### **Thanking volunteers**

Each year, over 900 volunteers support the work of the Johnson County Library by giving the gift of time. The Library thanks these volunteers at the end of each year. During the month of November, volunteers who serve on a weekly basis received Thanksgiving cards with handwritten notes letting them know how much they are appreciated.

On Friday, December 5<sup>th</sup>, the Library hosted an end-of-year potluck breakfast at the Central Resource Branch for all volunteers. This fun social event features delicious homemade food and plenty of time for playing games and socializing. The Library would like to thank those who brought in food donations to support *Feed the Need*, a county-wide initiative which supports the three Johnson County food pantries.

### **Membership Support**

The Friends of Johnson County Library is a membership-based nonprofit with nearly 1,200 members who support and advocate for libraries. The Friends Membership Committee worked hard this year implementing our plan to retain and grow membership. As the Friends move into their next strategic plan, the board will use a new matrix dashboard to continue to track progress on the Friends Membership Plan. Goals that will be tracked monthly starting in 2026 include renewal rates, length of membership, number of members, and open rates for emails.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**October 2025**  
**83% of Year Lapsed**

**OPERATING FUND**

	<b>Programs</b>	<b>2025 Budget</b>
	Revenue	6,079,665
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	34,905
	Transfer to Capital Projects	3,693,532
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$3,728,437</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$2,351,228</u></u></b>

**SPECIAL USE FUND**

	<b>2025 Budget</b>
Revenue:	3,486,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	144,070
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	3,131,182
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,275,252</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$211,423</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$2,562,651</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

October 2025

83% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	47,130,740	48,673,540	97%	97%
Ad Valorem Delinquent	(18,915)	297,300	-6%	87%
Motor Vehicle	3,681,342	3,587,813	103%	103%
Library Generated - Copying/Printing	72,911	108,206	67%	68%
Library Generated - Fees	38,263	42,000	91%	133%
Sale of Library Books	12,447	50,000	25%	28%
Misc Other	35,881	18,703	192%	91%
Reimbursements	243,809	791,000	31%	21%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,577,240	825,000	191%	136%
Unencumbered Balance Forward	0	926,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Sale of Capital Assets	3,930,000	0	0%	0%
Recreational Vehicle Tax	22,073	14,995	147%	130%
Commercial Vehicle Tax	69,333	64,835	107%	103%
Heavy Trucks Tax	3,984	4,557	87%	98%
Rental Excise Tax	68,034	70,464	97%	101%
Payment in Lieu of Taxes	407,844	0	0%	0%
State and Federal Grants	165,810	273,607	61%	49%
<b>TOTAL REVENUE</b>	<b>57,440,796</b>	<b>55,748,020</b>	<b>103%</b>	<b>81%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	23,344,845	29,358,440	80%
Contractual Services	4,552,673	7,654,967	59%
Commodities	4,634,571	5,386,244	86%
Risk Management Charges	196,168	261,286	75%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Capital Projects	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
<b>TOTAL EXPENDITURES</b>	<b>43,422,219</b>	<b>55,748,020</b>	<b>78%</b>

Revenue - Expenses as of October 31, 2025 **14,018,577**

<b>RESERVES ALL FUNDS</b>	<b>As of 12/31/24</b>
Reserves Operating Fund	16,689,524
Reserves Special Use Fund	3,259,982
<b>Total JCL Reserves</b>	<b>19,949,506</b>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**October 2025**  
**83% Year Lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Program Expended</b>
Administrative Services	4,089,662	5,864,996	70%
Information Technology	3,548,223	5,720,876	62%
Collection Development	3,413,409	4,230,389	81%
Branch/Systemwide Services	19,913,730	26,223,885	76%
Risk Management Charges	196,168	261,286	75%
Grants	167,989	273,607	61%
Transfer to Capital Projects	3,693,532	5,985,047	62%
Interfund Transfer	3,634,270	3,701,259	98%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>38,656,984</b>	<b>52,261,345</b>	<b>74%</b>
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**SPECIAL USE FUND**

	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Budget Expended</b>
Contractual Services (General Maintenance)	0	202,505	0%
Commodities (Capital Equipment)	144,070	157,000	92%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,131,182	3,127,170	100%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>3,275,252</b>	<b>3,486,675</b>	<b>94%</b>
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<b>TOTAL EXPENDITURES</b>	<b>41,932,236</b>	<b>55,748,020</b>	<b>75%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**October 2025**  
**83% Year Lapsed**

**ALL FUNDS**

<b>Categories</b>	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Categories Expended</b>
Salaries and Benefits	23,344,845	29,358,440	80%
Contractual Services	4,248,491	7,654,967	55%
Commodities	3,448,771	5,386,244	64%
Risk Management Charges	196,168	261,286	75%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%

<b>TOTAL EXPENDITURES</b>	<b>41,932,236</b>	<b>55,748,020</b>	<b>75%</b>
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GRANTS*						
	Expenditures through 10/31/2025	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$132,568.53	\$132,568.53	\$0.00
285000092	2024-State Aid	State	3/12/2024	\$132,886.40	\$132,886.40	\$0.00
285000094	2025-State Aid	State	4/17/2025	\$165,810.08	\$165,810.08	\$0.00

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

Expenditure of Friends of the JCL Donations 2025

Expenditure Details	October	YTD
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	345.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 345.00

# Quarterly Statistical Report

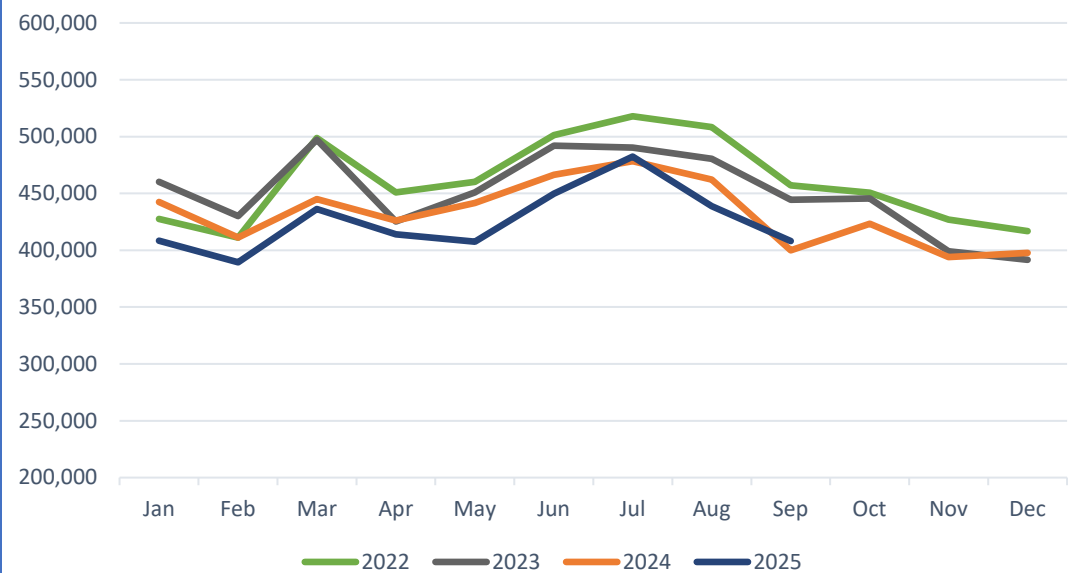
3rd Quarter 2025



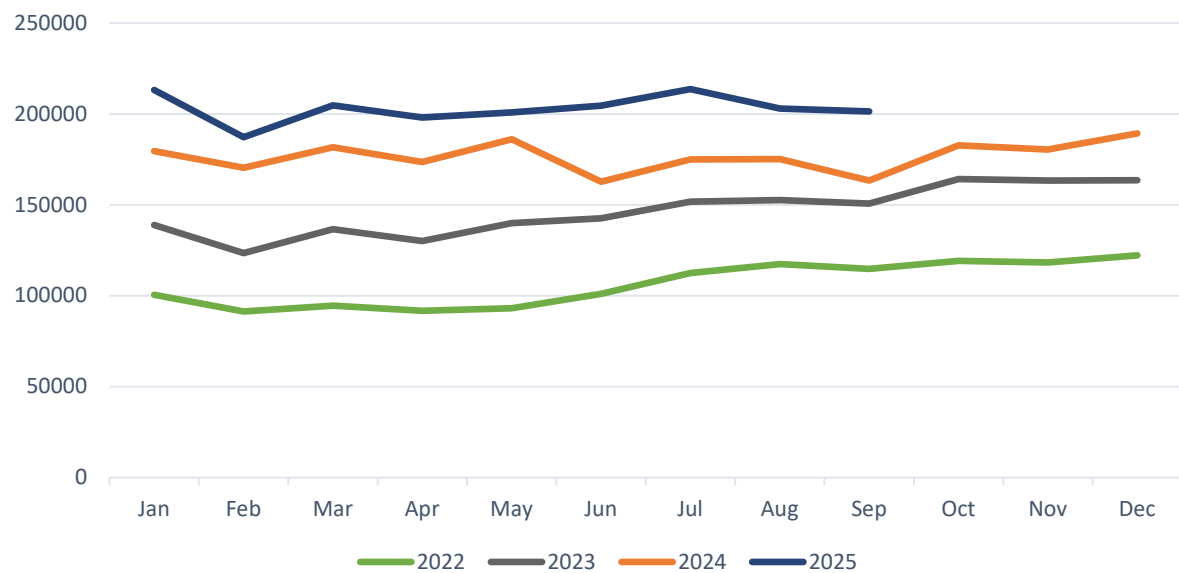


# Quarterly Statistics

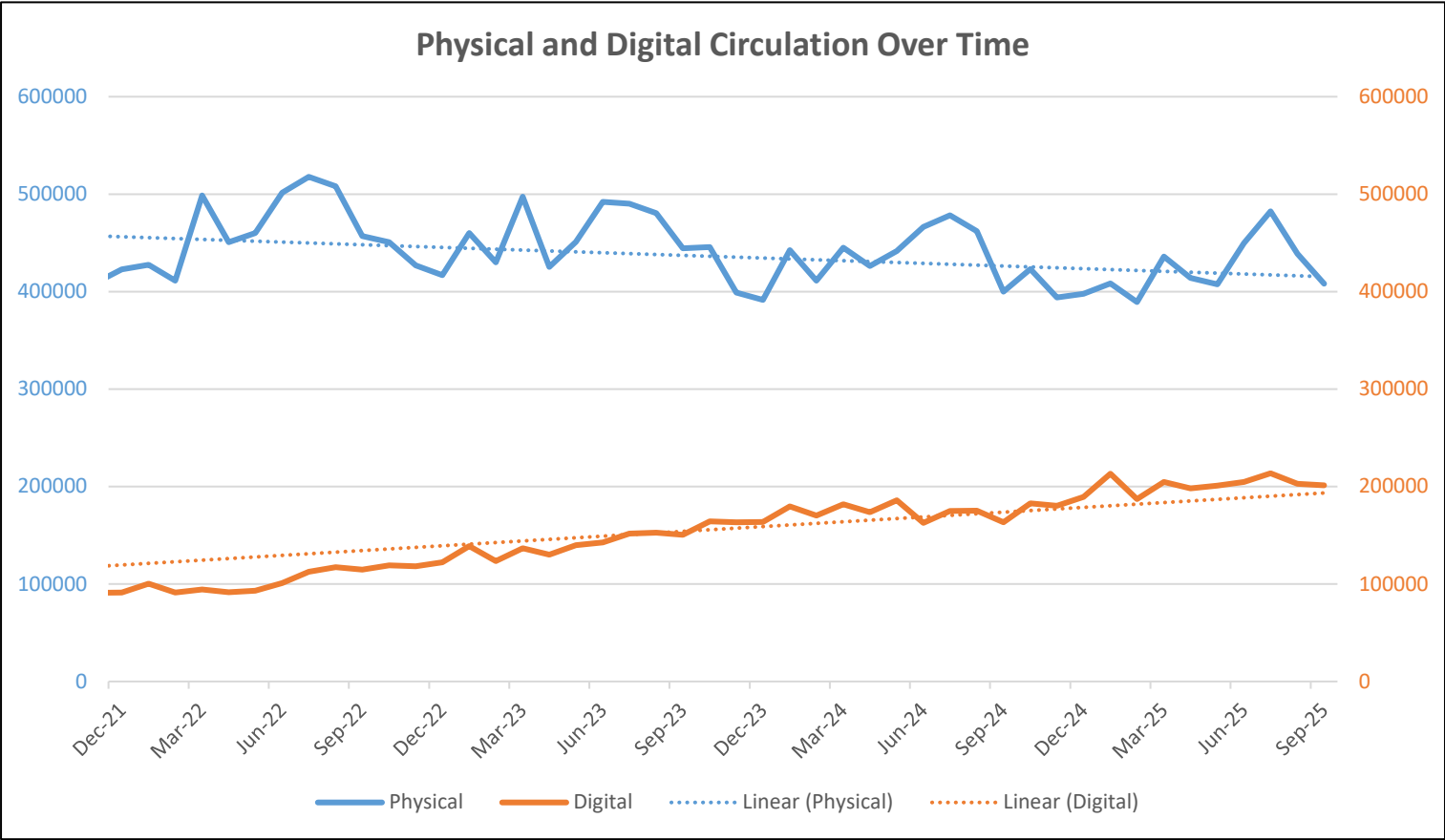
3 Year Physical Circulation Trend



3 Year Digital Usage Trend



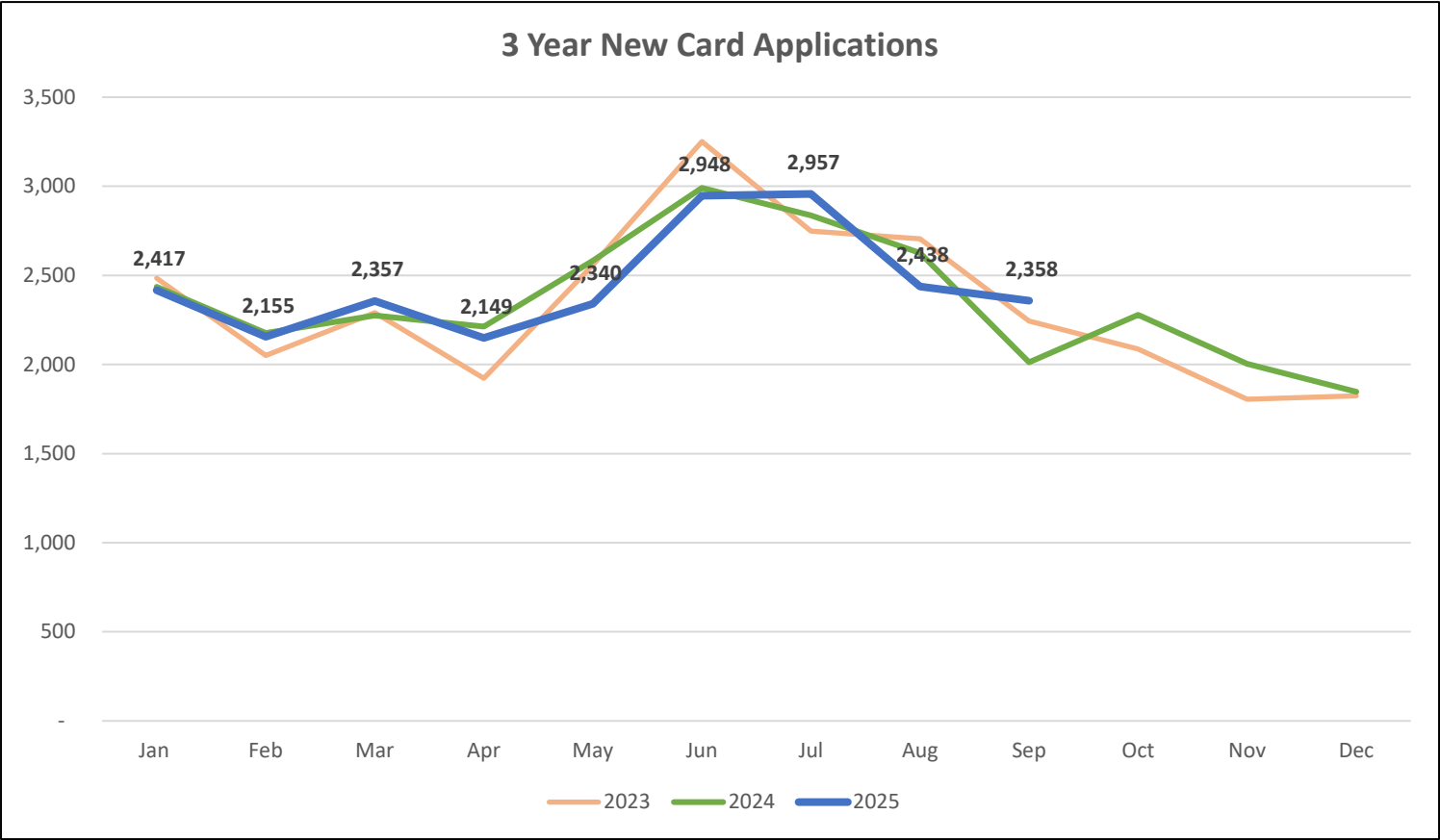
# Quarterly Statistics



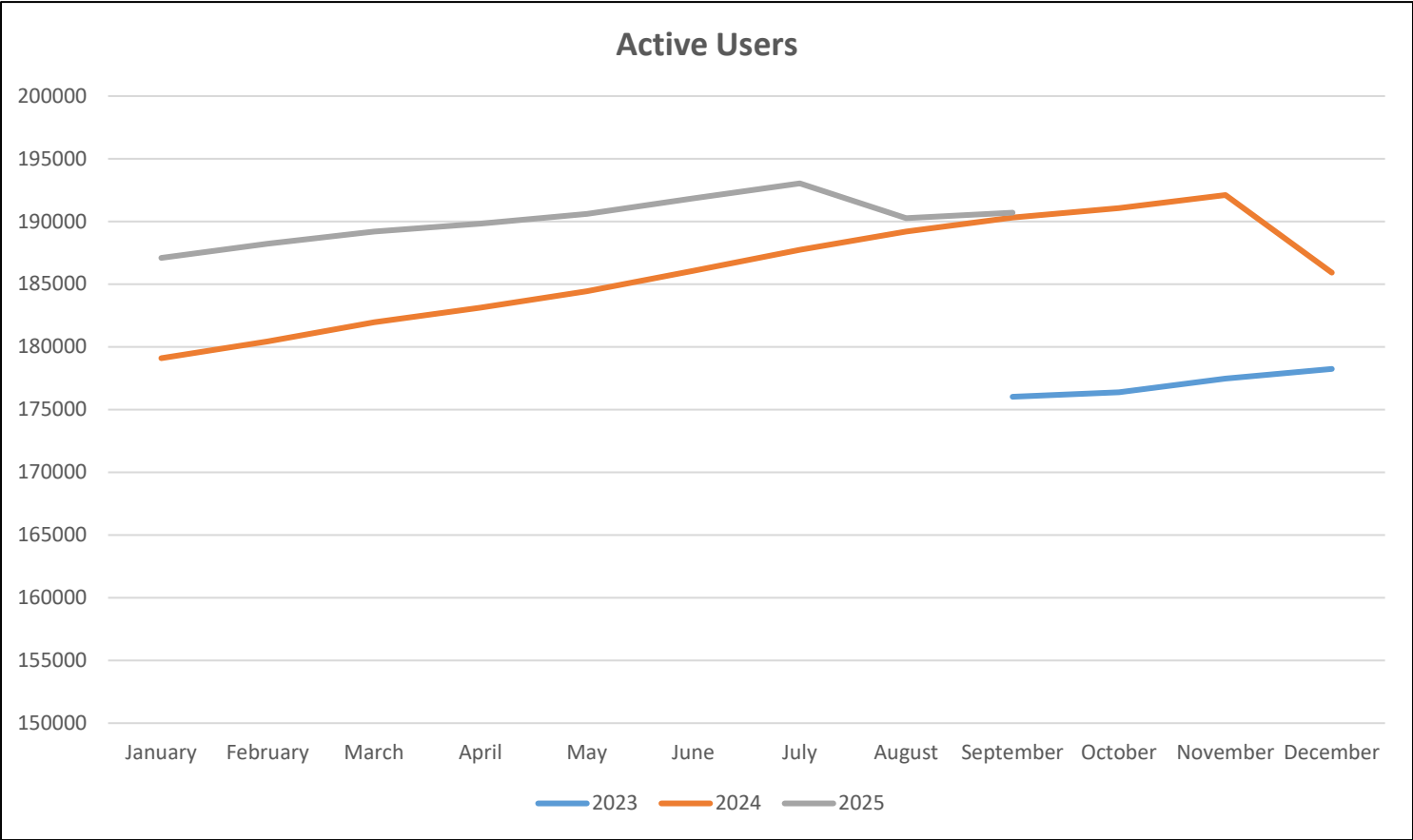
# Quarterly Statistics



# Quarterly Statistics



# Quarterly Statistics



# Branch Services Department

December 2025

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# Department Scope

- The Branch Services department delivers community and patron services in branch, online or in the community. We build bridges between the community and the experiences and resources they seek.



# People

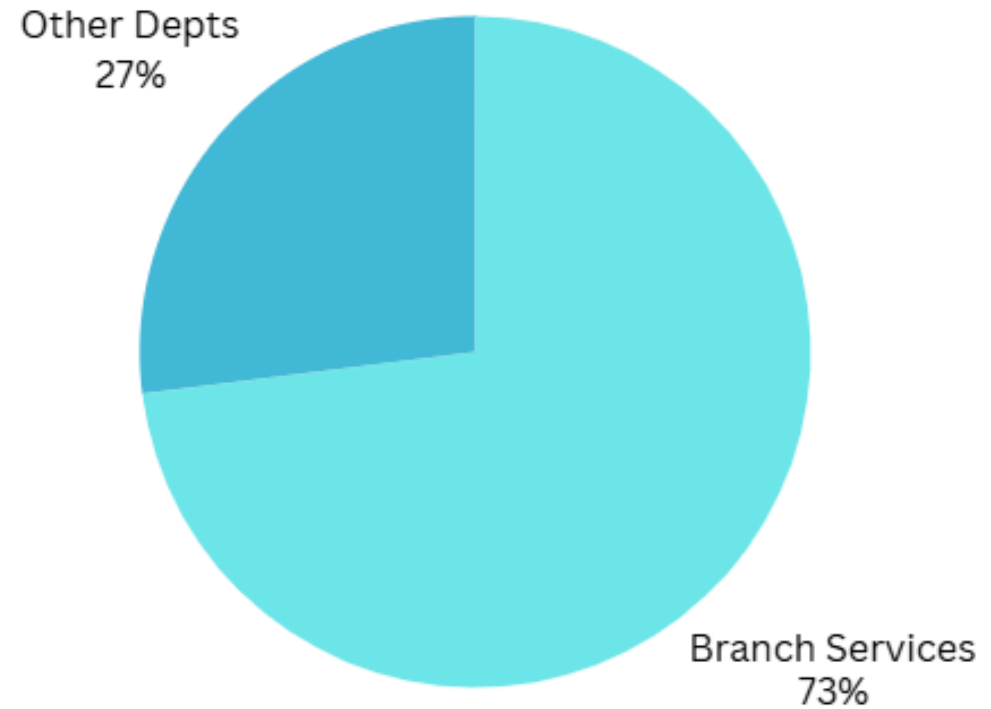
- Service population (without Olathe) - approximately 473,000
- Active cardholders - 210,453.
- Evolved staffing model to better serve our growing community and adapt to changing needs.





# People

With staff members,  
Branch Services makes up  
73 % of the organization



# In Branch



- 14 buildings
- Public-use rooms:
  - Study rooms = 36
  - Meeting rooms = 15
  - Conference rooms = 12
- 141,788 **sessions** across 328 PCs & shared laptops (Jan- Oct 2025)
- **Door count** – 1,471,935 (Jan-Oct 2025)
- **In-reach:** 57 requests (Jan-Oct 2025)
  - In-reach defined as requests for branch **tours** and library-resource **presentations** where the community "comes to us"



*\*Display at Leawood Pioneer.*

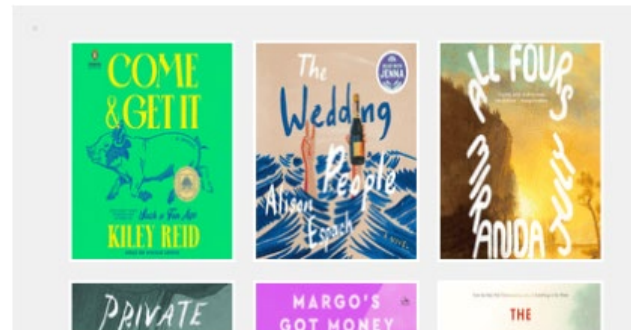


*\*Distributed 22,273 Summer Reading books in branches.*



# Online

- **Telephone Reference**
  - 37,974 calls received (Jan – Oct 2025)
  - Available 3,380 hours per year (equivalent to 140 days)
- **Answers** – Email reference service
  - Average # of tickets per day: 17.23



## Great Audiobooks For Fiction Lovers



## New to Houseplants? Start here! 🌱

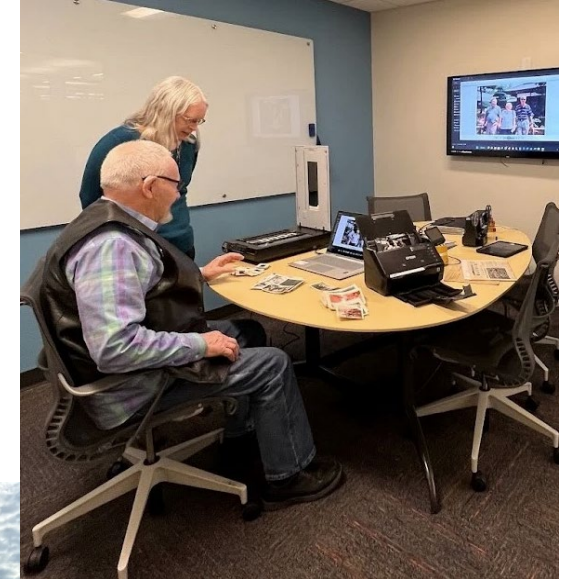
A list for the houseplant curious!  
These are books that helped me  
build confidence and helped  
build my confidence.





# In the Community

- 2025 Outreach -150 Requests
- Memoranda of Understand (MOUs)
  - AARP
  - Catholic Charities
  - Department of Corrections
  - InterUrban ArtHouse
  - Elections Office
  - Johnson County Adult Education
  - Johnson County Genealogical Society
  - Johnson County Museum
  - Libraries with Heart
  - Parents as Teachers
  - Strawberry Week



"The staff at every library location I have been to are 5 stars. I recently needed help with navigating through processes in the computer that involve some more tech savvy/experience than I currently have - [staff] was very helpful, knowledgeable and patient as well as every staff member that has assisted me."

*Central Resource Patron*

"I just want to say how thankful our family is to have access to a wonderful library and all the resources it offers! All the staff are always so kind and help as well! Thank you!"

*Blue Valley Patron*

"Best library ever! Easiest to get a card. Crazy nice people."

*Leawood Pioneer Patron*

"Thank you for all you do!! I just read 2 life changing, thought provoking books I found on your new book bookshelf. I hope you get multiple copies. The issues are that important."

*Corinth Patron*



# Future Work

- Patron Service Standards
- People counters
- Reimagining outreach
- Community Connections space
- Comprehensive Library Master Plan



# Spring Hill and De Soto Renovations

December 2025



# Construction Updates

## Spring Hill

- New addition steel framing erected
- New addition roof decking installed
- New shingles on existing building
- Drywall going up in existing building

## De Soto

- Front concrete poured: ADA ramp, stairs, seating area pad, and new sidewalk
- Drywall going up





# Construction Updates



View from inside the connector looking NW into the addition space.



Exterior view of the west side, showing the new addition steel structure framework connected to the existing brick building.



# Construction Updates – De Soto



View of the front. Concrete poured: ADA ramp, stairs, seating area pad, and new sidewalk.



View of the northeast looking from the restroom hallway to the new adult computer area.



# Next Steps

## Spring Hill

- New addition exterior completed for winter weather
- New addition start interior mechanical, electrical, and plumbing work
- Existing building floor prep, interior painting, restroom tile installation

## De Soto

- Restroom tile installation
- Floor prep
- Interior wall painting
- Exterior façade installed



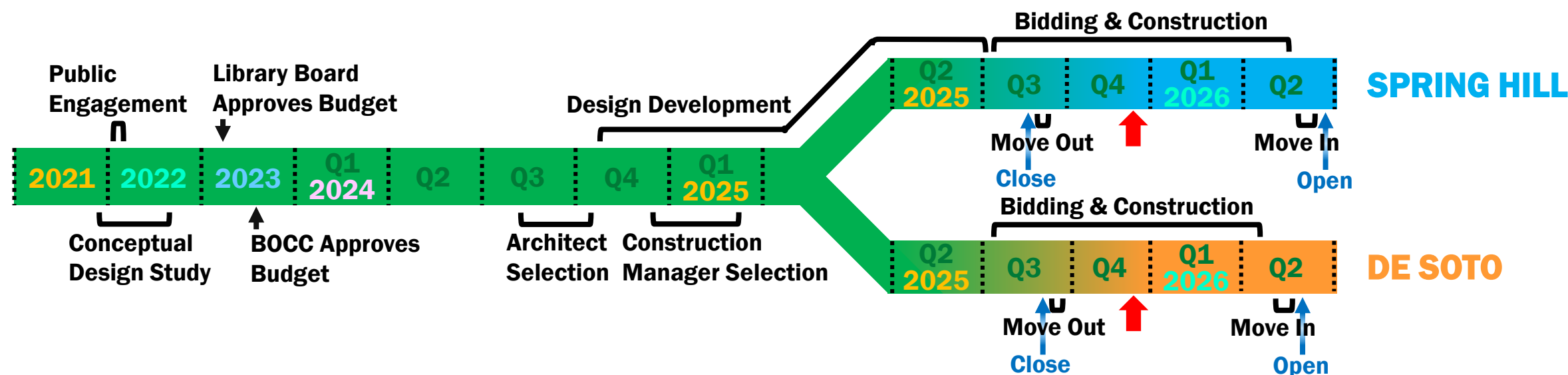
# Next Steps

- Presentations from sub-teams coming periodically over the remainder of the construction phase
  - Next up – IT/Security sub-team will share about their work



# Spring Hill and De Soto Renovations:

## Anticipated Project Timeline



# Spring Hill Extended Access Team

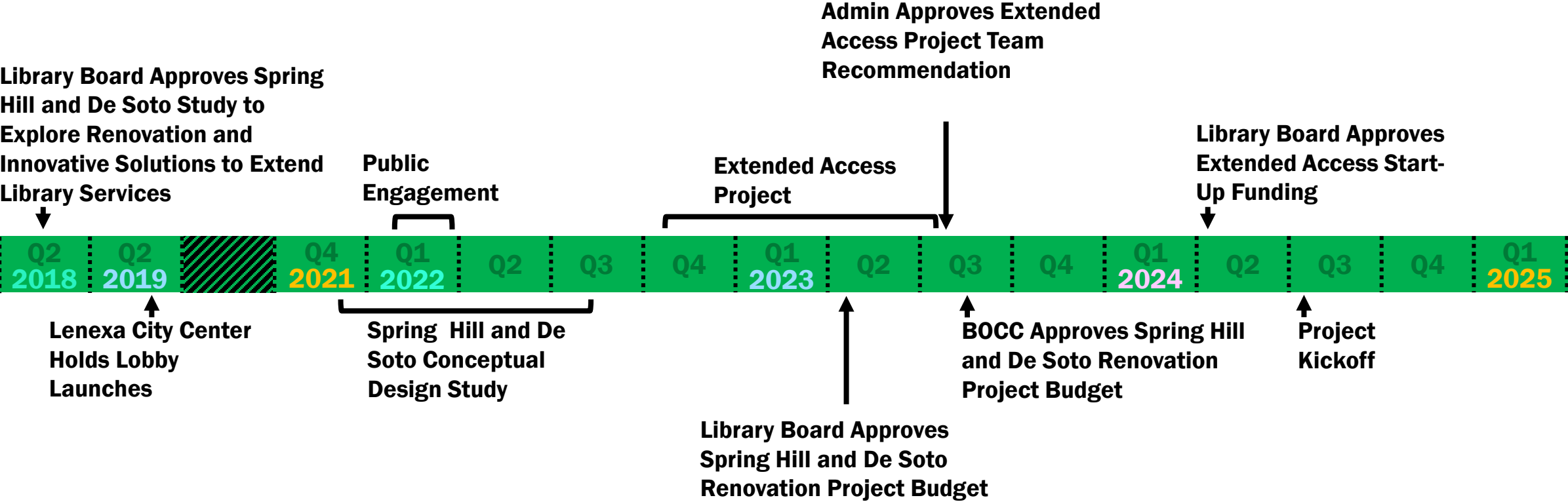
December 2025

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# Spring Hill and De Soto Extended Access: Project Timeline



# OUR TEAM

## Project Team

Michelle Beesley (IT)  
Matt Hammes (Branch Ops)  
John Keogh (Regional Manager)  
Marley Killgore (Branch Ops)  
Megan Mascorro-Jackson (Branch Ops)  
Michelle Olsen (Circulation)  
Tad Twidwell (Security)

## Project Lead

Amber Bourek Slater





# Project Scope and Definition

## Project Scope



Define, design and direct implementation of Extended Access services at Spring Hill Library.

## Definition



Extended Access services grant registered patrons secure access to the facility outside of the branch's staffed hours. Extended hours are self-service and patrons must register in advance.



# Extended Access: Spring Hill

## Extended Access at JCL

Extended Access has been available at the Lenexa City Center through the Holds Lobby since 2019 for holds pick-up.

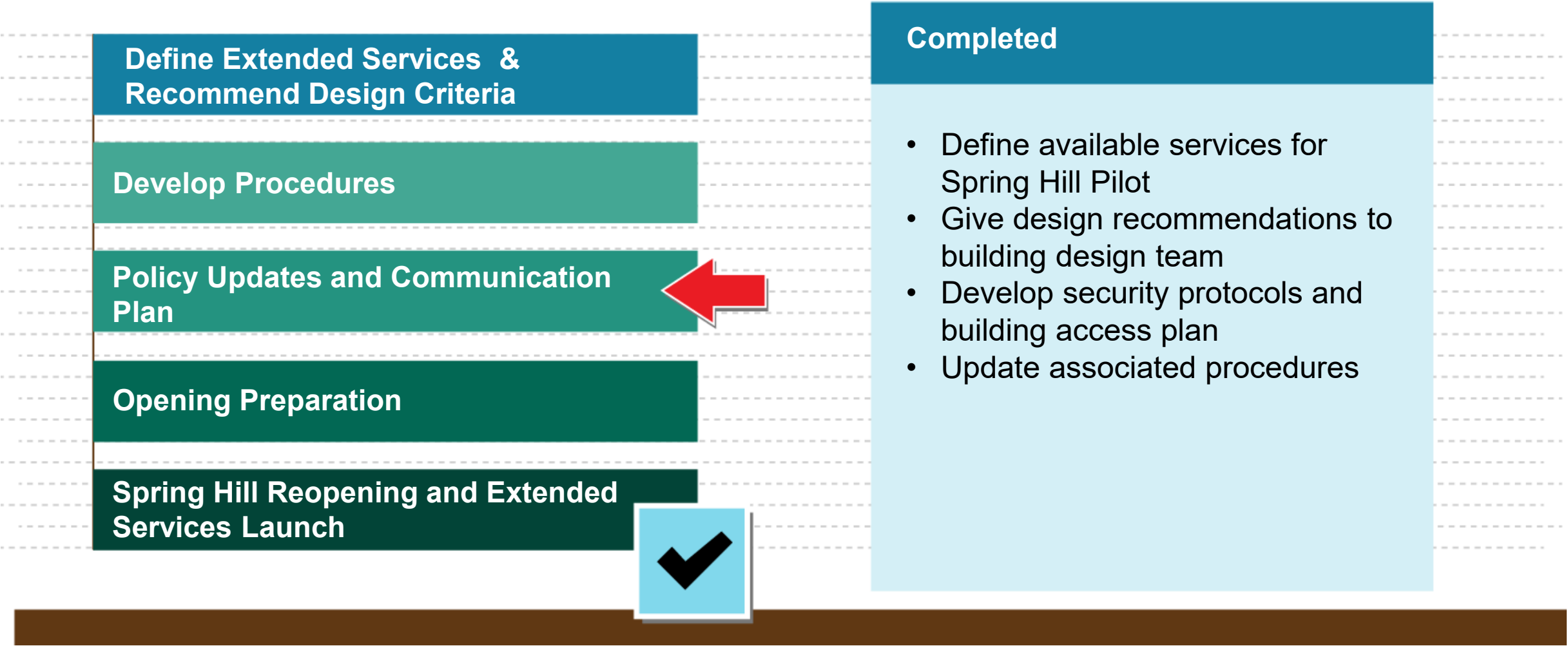
The Library is bringing Extended Access to Spring Hill in 2026 through a pilot program offering even more services.

## Extended Access At Spring Hill

- Browsing Collection
- Holds
- Self-Checkout
- Computers and Printers
- Restrooms
- Seating



# Project Outline



# Current Work & Next Steps

Current Work
<ul style="list-style-type: none"><li>• Communications plan</li><li>• Policy updates</li><li>• Facilities custodial plan</li></ul>
Next Steps
<ul style="list-style-type: none"><li>• Bring hours policy change to future board meeting</li><li>• Finalize all related documents</li></ul>

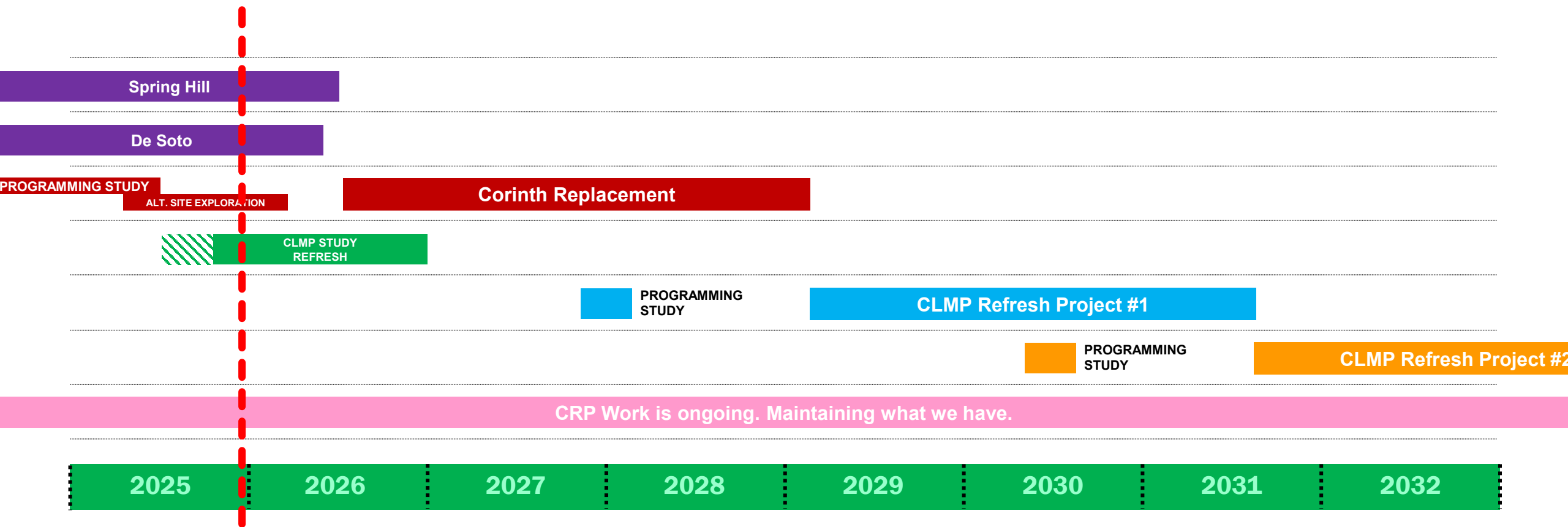


# Capital Projects: Timeline Summary

December 2025



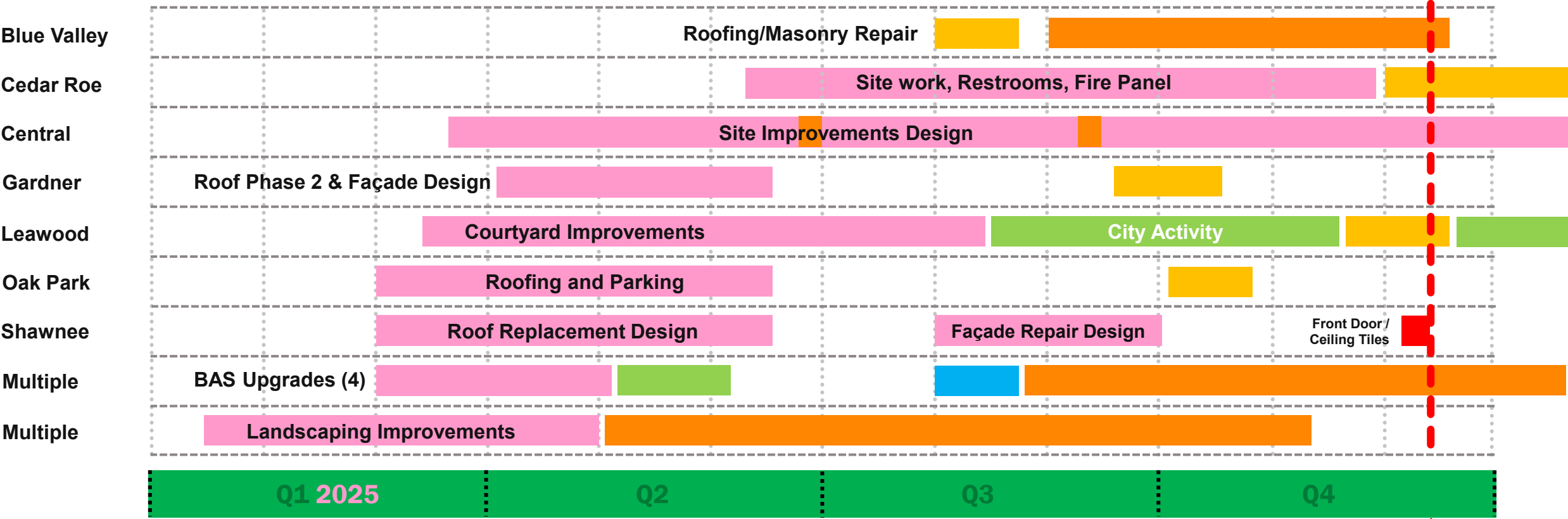
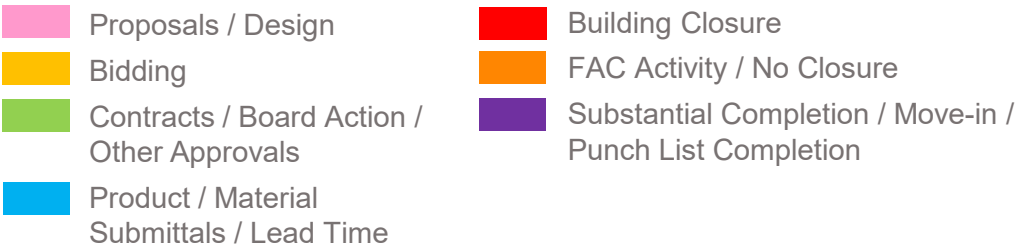
# Capital Improvement Projects: Anticipated Timeline



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



# 2025 CRP Anticipated Timeline



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



# Comprehensive Library Master Plan Update

## Updates:

- RFP is now closed
- 7 Responses received

## Next Steps:

- Selection team will individually review each consultant response and score it according to that team's scoring matrix
- Scores will be tabulated by County Purchasing department
- Highest ranking firms will be invited to interview (mid-January)





# Writers Conference

December 2025





**Steve Almond • Calvin Arsenia • Gustavo Adolfo Aybar • Erin Beaty • Dr. Marlee S. Bunch • Jessica Conoley • Jim “Mr. Stinky Feet” Cosgrove Amado Espinoza • Melissa Ferrer Civil • Bee Hawthorne • Jody Jensen Shaffer • Mary-Lane Kamberg • Patrick Kelly • Lindsey Kennedy • Adib Khorram • KIMSA • Hazel Krebs • Michelle Lin • Dwight Miller • Mateo Moreno • Erin Niederberger • Anthony “AO” Oropeza • Ali Petterson Natasha Ria El-Scari • Misako Rocks! • Joanie Saltzman • Rebecca Schier-Akamelu • Aisha Sharif • Russell “Russ” Sifers • Jordan Stempleman • The Coterie Theatre • Kansas City Art Institute • KC Book Beat • Johnson County Library • Kansas City Writers Group Kansas-Missouri Writers’ Collective • Mid-America Romance Authors Mid-Continent Public Library: The Story Center • Society of Children’s Book Writers and Illustrators • The Writers Place • Olathe Public Library • Readers and Writers Network • Kansas City Review**



# Writers Conference Planning Team

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**Frazer, Cindy, JCL**  
Graphic Designer



**Keehn, Joseph, JCL**  
Program Coordinator



**Nason, Lisa, JCL**  
Program Services Specialist



**Shortino, Mary, JCL**  
Program Services Specialist



**Stone, Scott, JCL**  
Support Clerk III



**Thompson, Zoe, JCL**  
Program Services Specialist



**Worth, Carrie, JCL**  
Program Coordinator



# Communication



[Explore Resource Page](#)

2+ Days | 50+ sessions | 25+ Presenters | 10+ Writing Groups & Organizations Quick Links



Thank you, writers, for celebrating the 10th anniversary of the Writers Conference!



[Explore Website](#)



# Writers Row



KC Book Beat

Oct 18 • 🌐

...

Yesterday, our founder and president had the honor of speaking at a Writer's conference at the [Johnson County Library - KS](#)! They spoke to a full room about KC Book Beat and our mission and how to get involved!



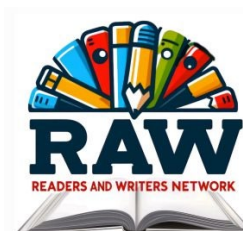
Kansas City  
Art Institute



The Writers Place



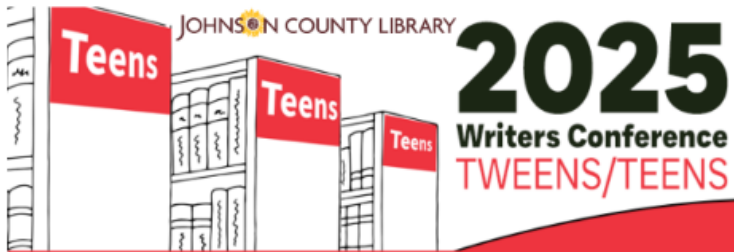
What's your story?



*"The staff were very helpful and enthusiastic, and the attendees that visited our table were interested in engaging. We got the word out about our local writers' organization that others might find useful."*







Join other young storytellers at this year's Writers Conference. Meet authors, try fun writing activities and discover new ways to share your voice. Free and open to all aspiring writers, ages 10-17.

**Friday, Oct. 17: 9 a.m.-6 p.m.**

9:30 a.m. and 3 p.m. "Let's Make Manga!" with Misako Rocks!  
 11 a.m. "Comic Book Basics" with Anthony Oropeza  
 1 p.m. "Playing with Tropes: or how you can learn to stop worrying and love the trope" with Lindsay Kennedy  
 2 p.m. "Darius The Great Is Not Okay: From Idea to Novel" with Adib Khorram  
 4 p.m. "Look Who's Talking" with Mary-Lane Kamberg

**@ Central Resource Library**

9875 W. 87th St., Overland Park, KS 66212

Register now!



**jocolibrary.org/writersconference**

Tag us @jocolibrary



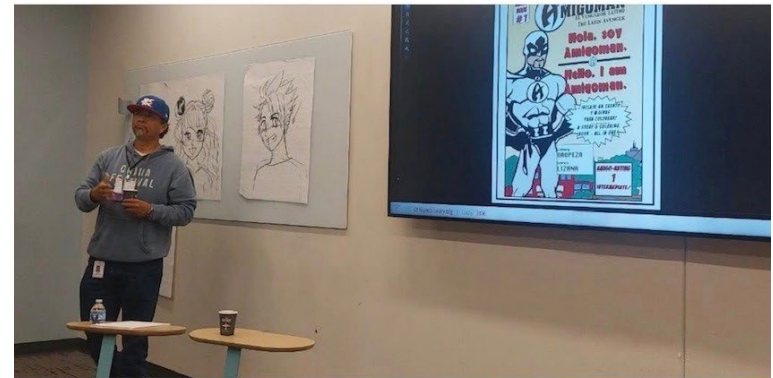
**Anthony AO Oropeza**

Oct 18 • 🎵 U2 • Beautiful Day • 🌍

Your friendly neighbor public speaker - sweating it out trying drop knowledge as a presenter at the JoCo Library Writers Conference! Thx! [REDACTED]



Thx to the library and Joseph !!



👍❤️ 57

2 comments 3 shares



# Data



**Photo:** Zoe Thompson, Program Specialist, facilitating a book discussion on “Truth is the Arrow, Mercy is the Bow” by Steve Almond.

Registrants = 362

In-person sessions = 66    Attendance = 1,458

On-line sessions = 11    Attendance = 660

## Attendee Survey Results (scale 1-5)

The Writers Conference met or exceeded my expectations.

4.5

The event felt welcoming and inclusive.

4.7

The sessions I attended were helpful and useful to me.

4.2

I made connections or discovered resources in the local writing community.

4.3







## Presenter Survey Results (scale 1-5)

I received clear communication about my roles and responsibilities. **5.0**

The logistics and setup on the day of the event met my needs. **4.9**

Library staff were available and responsive during the event. **5.0**

The audience I engaged with was appropriate for my content or materials. **4.95**

The Writers Conference helped me connect with local writers and organizations. **4.9**







**Photo:** Tricia Suellentrop, County Librarian moderating panel discussion with Melissa Ferrer Civil, Rebecca Schier-Akamelu, Hazel Krebs, and Michelle Lin.

## Staff Survey Results (scale 1-5)

I felt informed about the Writers Conference before the event. **4.8**

There was adequate staffing and support at the branch the days of the event. **4.8**

## Additional Questions

What types of patron questions did you hear before the event?

What types of patron questions did you hear during the event?

What would help you feel more prepared to support events like this in the future?



# What Participants Said



Photos: (left) Steve Almond signing books after keynote on Thursday night. (right) Almond presenting a session in Carmack on Saturday.

*“Thank you so much for this writer community outreach – it felt like Christmas early!”*

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*“I was apprehensive about attending – then bam! The first night was great, and so were the following days. Thank you.”*

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*“I made so many wonderful connections – well done!”*



# Lasting Impact



**Photo:** Jim “Mr. Stinky Feet” Cosgrove presenting a performance for a session on Friday over the lunch hour.

*“This was my first time attending the conference. Even as someone who mostly journals, I learned something from each session I attended.”*

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*“I was delighted that some of the sessions were recorded, so I could watch the ones I missed while attending another.”*

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*“The presenters addressed writer’s block and the ‘I’m not good enough’ syndrome — both of which have weighed me down this year.”*



# What's next

Continue to review data

Plus | Delta

Proposal for Writers Conference 2026

Begin implementation



# Urban Libraries Council Leadership Forum

December 2025

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# Off to Cincinnati



S25 Ultra

Pictured (left to right):

- Regional Manager John Keogh
- County Librarian Tricia Suellentrop
- Deputy County Librarian Kinsley Riggs
- Regional Manager Amy Barclay



# Conference Structure

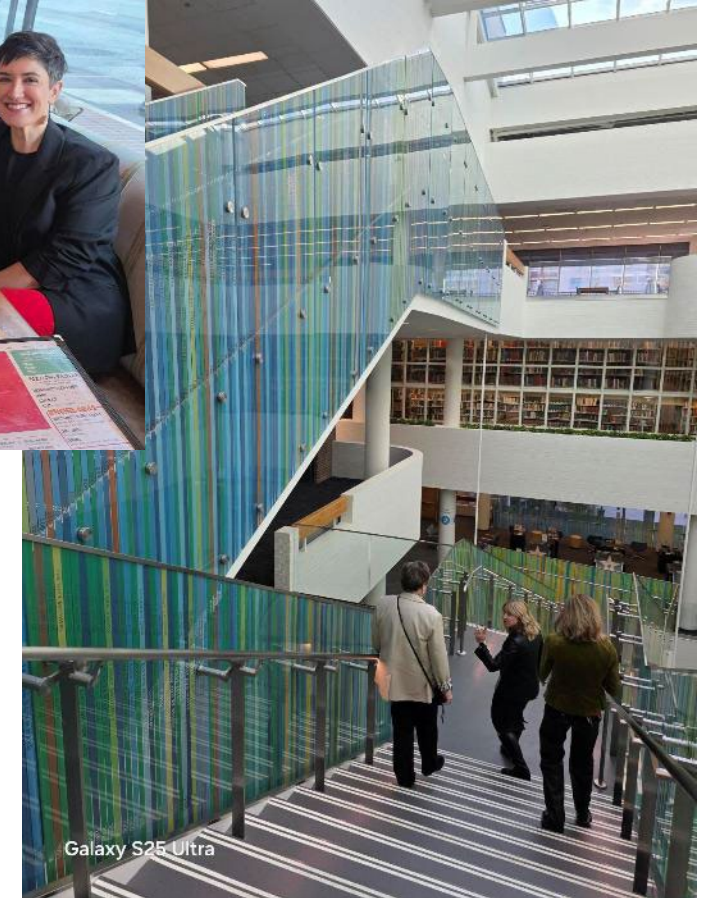
- Single sessions
- Breakout activities
- Representative panel discussions





# Networking

- Meals & social hour
- Cincinnati Downtown Main Library tour
- Lunch with Cincinnati Public Library regional managers





# Highlights



*\*More than 43,000 books, 23,000 photographs and numerous maps, blueprints, broadsides and prints available in special collections.*

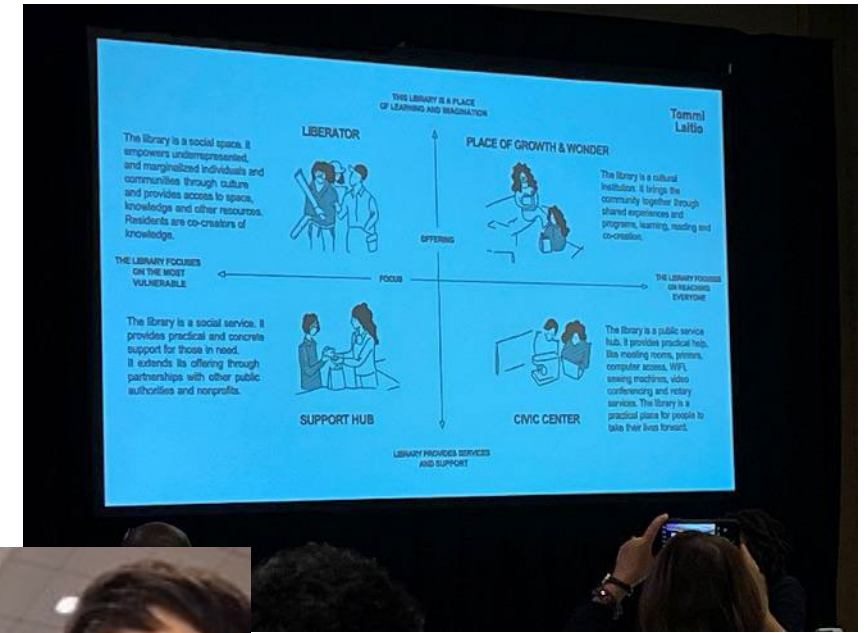


*\*View from Heunefeld Tower Room.*



# Takeaways

- "Apolitical does not mean we're not politically engaged."
- Storytelling
- Books and more





**Save the Date!**

**2026 ULC Annual Leadership Forum**  
**September 30-October 2, 2026 | Las Vegas, Nevada**

ULC's next Annual Leadership Forum will be held in Las Vegas, NV, from September 30-October 2, 2026  
—co-hosted by the Las Vegas-Clark County Library District.

*Stay tuned for additional details!*



**FREE TO BE**



# 2026 Library Conferences

Staff in the library field often attend key industry conferences, including the American Library Association (ALA), Public Library Association (PLA), and Urban Libraries Council (ULC). These events provide opportunities to learn, share successes, and explore trends and best practices in public libraries. ALA's annual conference, PLA's biennial conference, and ULC's annual forum each focus on different aspects of library work and innovation.

## AMERICAN LIBRARY ASSOCIATION (ALA)



The American Library Association (ALA) 2026 Annual Conference & Exhibition will take place in **Chicago, Illinois, from June 25 to 29, 2026, at McCormick Place**. This milestone event marks ALA's 150th Anniversary and is expected to be the largest library gathering of the year. Attendees will explore education programs, the Library Marketplace, and sessions celebrating the past, present, and future of libraries. The conference brings together library professionals, educators, authors, publishers, and advocates from around the globe to celebrate libraries and inspire the next era of innovation.

## URBAN LIBRARIES' COUNCIL (ULC)



The Urban Libraries Council (ULC) 2026 Annual Leadership Forum will be held in **Las Vegas, Nevada, from September 30 to October 2, 2026**. Hosted in partnership with the Las Vegas-Clark County Library District, this event will bring together library leaders to explore trends, challenges, and opportunities in the library field. Attendees will connect with professionals, participated in expert-led sessions, and engage in discussions to shape the future of urban public libraries.

Visibility at conferences like ALA, PLA, and ULC strengthens our expertise and the reputation of Johnson County Library. Staff bring back new ideas, best practices, and innovative services that benefit our community, while ensuring JCL's voice helps shape the future of libraries.



# JCL Staff Day 2026

December 2025

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JOHNSON COUNTY LIBRARY

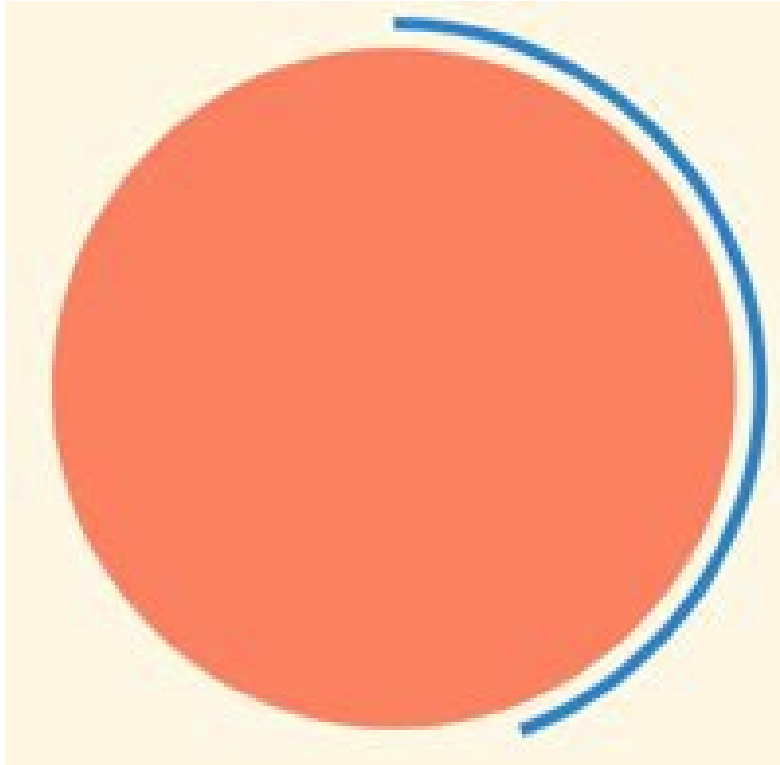
# Historical Context



- Previous Staff Days: 1992, 1993, 2009, 2011, 2014, 2017
- Increased staff size and major system changes since last Staff Day
- Need for renewed connection post-pandemic and post reorganization



# Present State



Commitment to prioritizing  
Employee(all) Engagement



# People Centered Objectives



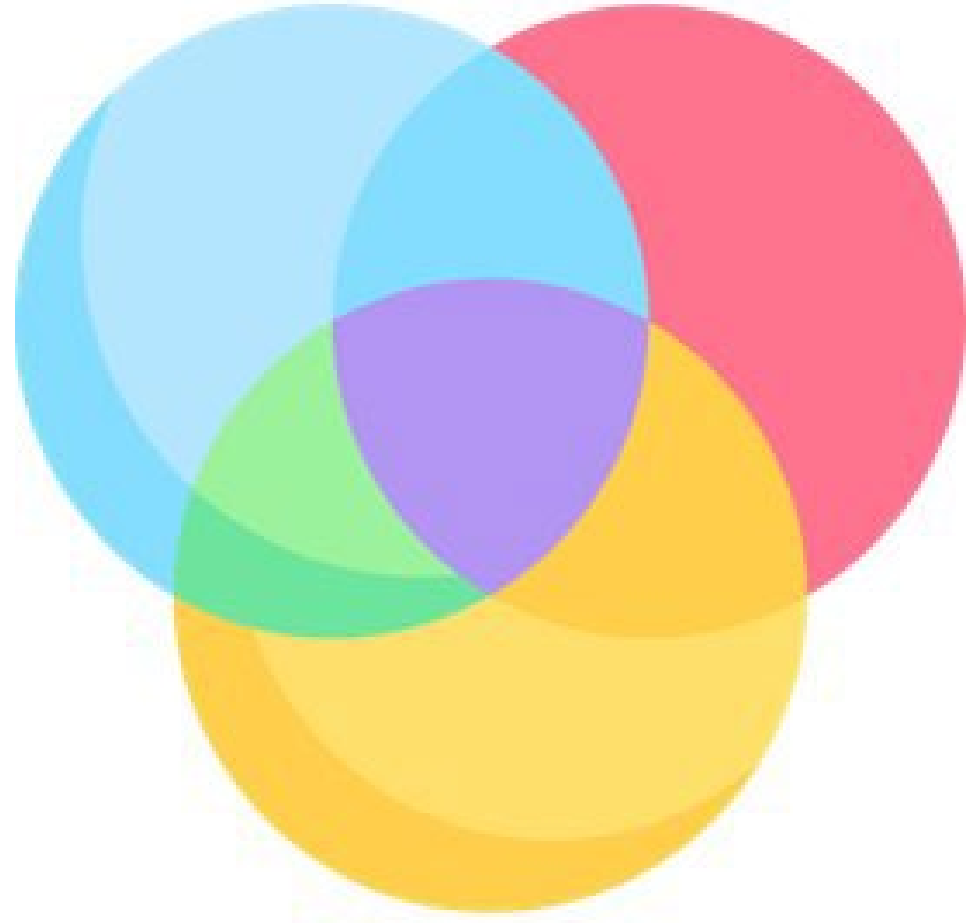
- Facilitate Ambassador Engagement (Jan–Sept)
- Deliver an inclusive, choice-based event
- Achieve:  $\geq 85\%$  participation,  $\geq 90\%$  satisfaction





# Key Outcomes for Team Kick Off

- Alignment on early objectives and success criteria
- Clarifying roles (project team, ambassadors, advisors)
- Building common communication norms and team identity
- Establishing early design direction for the event structure and experience
- Activate team to begin engaging with their colleagues



# Planning for Beyond



## Ambassador Engagement Framework

Collective process for gathering insight and building in staff voice.

## Staff Day Planning Toolkit

- A repeatable resource including:
- Project templates
- Planning timelines
- Role descriptions
- Checklists
- Sample agendas
- Communication plans  
(Outlined as a primary deliverable in the SOPPADA).



# Abundance & Acknowledgements



# Printing Allowance

December 2025

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# Our Team

## Project Manager



Amy Barclay (Regional Manager)

## Team Members



Bree Cook (IT)  
Chris Carleton (IT)  
Courtney Sammis (Communications)  
Daniel Kirk (Learning & Development)  
Katt Cooper (Branch Services)  
Matt Hammes (Branch Services)  
Kristen Holdman-Ross (Branch Services)  
Dev Tillotson (Branch Services)

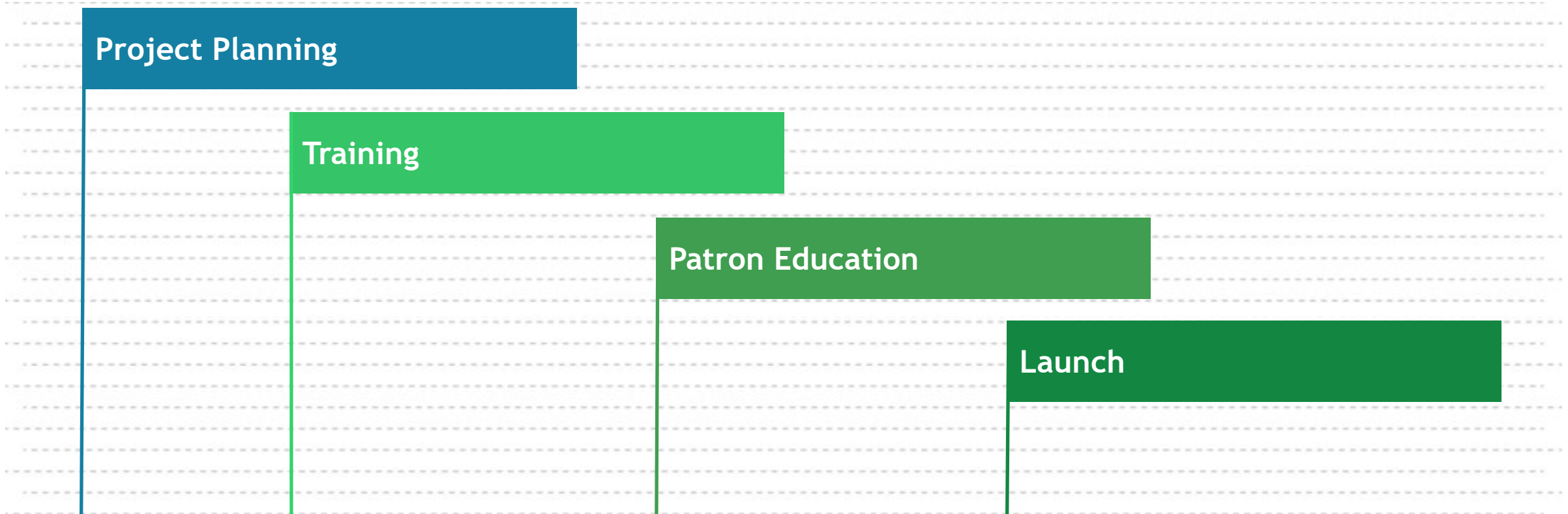


# Project Scope

Develop proposal(s) for a printing allowance.  
With stakeholders, recommend one proposal and implement.







# PROJECT PHASES





# Deliverables

- Policy update 
- Staff trained on new service 
- Signage at branches 
- December launch 





# Printing allowance became available December 9



Library card holders now have access to a \$1.50 daily printing allowance



# Future Work

- Future Board updates: March, June, September & December 2026
- Long-term goals:
  - Alignment with Olathe Public Library
  - Budget forecasting
  - Marketing and promotion
- Future analysis:
  - Additions to the service
  - Evaluation of allowance



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

November 13, 2025  
at Central Resource Library  
4:00 p.m.

**BOARD:** Jeffrey Mendoza, David Sims, Kelly Kilgore, Charles McAllister, Jennifer Hrabe, and Jodie Dietz (Zoom).

**ABSENT:** Chrysalyn Huff

**BOARD ATTORNEY:** Andrew Logan.

**BOCC:** Commissioner Julie Brewer was unable to attend this meeting.

**STAFF:** (All JCL, FAC staff) Tricia Suellentrop, Adam Wathen, Ben Sunds, David Vratny, Jen Mahnken, Patti Kangethe, Shelley O'Brien, Aaron Otto, Scott Sime, Juan Lopez-Tamez, Shanta Dickerson, Lacie Griffin, Michelle Olsen, Megan Levitt, Lori Ross, Lacie Griffin, Abby Minard, Terry Pulliam, Abigail Wheeler, Jamal Lang, Juan Lopez-Tamez, Kathy Cooper, Krista Suter, Susan Lazar, Amy Powers, and Michael Hodapp

**PUBLIC COMMENTS:**

Included in the November Board Report are public comments submitted in writing.

**REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:**

Ms. Hrabe expressed appreciation for the staff at Central Resource Library for their support of her Girl Scout troop's lively use of the Logan Conference Room.

Ms. Kilgore expressed appreciation for the staff at Monticello Library, noting a positive voting experience and the helpfulness of those directing voters.

Board Chair Mendoza acknowledged the importance of voting, extended birthday wishes to the U.S. Marine Corps on its 250th anniversary, and recognized Colonel Sunds for both military service and continued contributions to the library while expressing a happy veteran's day to all that have served.

**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 November Library Board Report.

Ms. O'Brien provided updates and reminders. The TriBoard (Library Board, Foundation Board, and Friends Board) meeting was scheduled for Tuesday the 18th at 5:30 p.m., and attendees were encouraged to RSVP to the Library executive assistant. The event was intended to be informal, with light refreshments and included members from the Library Board, Foundation Board, and Friends Board. The Friends membership had increased by 9%, attributed to successful renewal efforts. Additionally, the 1952 Fall Reception took place the previous evening, featuring a presentation titled "Tips for Dead People," which offered guidance on obituary writing. The event was open to

Foundation donors and was well received. Ms. O'Brien also expressed openness to discussing planned giving.

#### **COUNTY COMMISSIONER REPORT:**

Commissioner Brewer was unable to attend this meeting.

#### **BOARD COUNSEL REPORT**

Mr. Andrew Logan, Board counsel, reviewed Petitioning Zones and Elections.

Mr. Logan provided an update regarding petition zones and elections considering a recent election. He referenced Administrative Regulation Manual 20-80-25, which allowed the library to designate outdoor spaces for individuals to petition, campaign, or distribute materials, provided such activities did not interfere with library access or operations. He emphasized that these zones were not for commercial solicitation and were subject to the same patron behavior rules as the rest of the library.

Mr. Logan highlighted a legal consideration involving Kansas statute KSA 25-2430, which prohibited electioneering within 250 feet of a polling place. He cited Merriam Plaza as an example where coordination with the city was necessary to ensure petitioning zones remained compliant, especially since the library did not own all surrounding property. He concluded by affirming the library's commitment to balancing free expression with legal compliance and invited questions from the board.

#### **COUNTY LIBRARIAN REPORT**

##### **Finance Report**

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

Mr. Vratny reported that at the end of September 2025, Johnson County Library had reached approximately 75% of the fiscal year. Total revenue stood at \$56.6 million, exceeding the 2025 budget by \$880,000. This surplus was largely attributed to the \$3.9 million sale of the Antioch properties earlier in the year. A noted negative revenue line reflected delinquent ad valorem refunds, primarily from commercial entities, processed by the treasurer in September. Year-to-date expenditures totaled \$40.5 million, or 73% of the annual budget, slightly below expected levels.

##### **Learning and Development Department Trends**

Laura Blair, Learning and Development Department Manager, presented the Learning and Development Department Trends to the Board, this report is included in the November Board Report.

Ms. Blair provided an overview of her department's 2025 accomplishments and 2026 plans. The team supported staff development through role-specific training, internal and external programs, and budget stewardship. A major achievement was the launch of a new learning management system, 360 Learning, which improved usability, tracking, and manager engagement without increasing costs.

The department facilitated 93 instructor-led sessions attended by 276 staff, covering topics such as conflict resolution, emergency response, and leadership. They also expanded eLearning offerings, averaging over 22 hours of online training per staff member. Monthly cybersecurity microlearning and annual baseline training achieved 100% compliance.

Externally, 54 staff attended 24 conferences, and 34 participated in local events. Staff also engaged in national committees and are scheduled to present at Public Library Association (PLA). Looking ahead to 2026, the department planned to continue leadership development, enhance job-specific training, and offer blended learning formats.

In response to a question from Mr. Mendoza, a discussion focused on the library's collaboration with the county's VIBE (Voices of Inclusion, Belonging, and Equity) advisory team and staff development practices. Ms. Blair clarified that while the Learning and Development (L&D) department does not directly oversee VIBE, the library had established its own VIBE advisory group, which remained connected to the county's broader VIBE structure. County Librarian Suellentrop added that county VIBE had previously supported the library in forming its own team and had provided diversity, equity, and inclusion (DEI) training for staff and managers. Ms. Blair noted that approximately 35 managers had completed a three-session DEI course facilitated by county VIBE.

In response to a question from Ms. Dietz, Ms. Blair explained that while specific baseline trainings were mandatory, additional learning opportunities were promoted through the library's learning management system (LMS) and a monthly learning digest. Staff were encouraged to coordinate with managers to participate in both internal and external training. Although she did not have participation statistics readily available, she referenced the county's "pillars of performance and development" framework, which documented individual learning goals. Ms. Blair emphasized the library's strong commitment to staff development, noting it exceeded what she had seen in her 30 years of experience. County Librarian Suellentrop added that the library attracted staff who were naturally inclined toward learning, with "learner" being the most common Clifton Strengths trait among employees.

In response to a question from Ms. Hrabe regarding conference participation, Ms. Blair explained that staff submitted requests annually, with priority given to those presenting or involved in the event. The selection process also considered recent travel history and strategic benefit to the staff member and the library. County Librarian Suellentrop stated that data on internal promotions could be gathered and shared with the board. She then concluded by acknowledging the successful transition to the new LMS and the department's efforts in training staff to use it effectively.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

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

### **Spring Hill and De Soto**

Megan Levitt, Project Coordinator, provided an update on the Spring Hill and De Soto building renovations, as included in the November Board Report.

At Spring Hill, the foundation and slab for the new addition had been poured, exterior and interior framing was underway, and parking lot repaving was in progress. Improvements included new windows, landscaping, seating, an ADA-accessible ramp, and enhanced drainage benefiting a neighboring business. Mechanical systems had been roughed in.

At De Soto, the front sidewalk area was demolished to make way for new landscaping, seating, and an ADA ramp. The front façade was being updated, and interior work included wall framing, HVAC installation, and electrical groundwork. Megan noted that drywall installation and weatherproofing were upcoming priorities for both sites, with visible progress expected in the next project update.

### **Spring Hill and De Soto Materials Handling Team**

Lacie Griffin, Collection Services Manager, and Abby Minard, Assistant Circulation Services Manager, presented the Spring Hill and De Soto Materials Handling Team report, as included in the November Board Report.

Ms. Griffin and Ms. Minard presented an overview of the materials handling team's role in the Spring Hill and De Soto renovation projects. They described the team's responsibilities, which included managing circulation functions during closures and reopenings, configuring systems like Sirsi Workflows and BiblioCommons, and coordinating patron notifications and holds. Due to differing closure timelines for each branch, the team developed detailed calendars to manage logistics.

They introduced a new storage method using color-coded moving tubs to distinguish between collections from each branch, as on-site storage was unavailable. The team collaborated with a new moving vendor after their previous partner ceased operations, and they successfully packed and stored 351 tubs with help from ten staff volunteers. Coordination with other departments—such as IT, Facilities, and Branch Operations—was critical, and a shared Excel-based task timeline ensured smooth handoffs.

Looking ahead, the team planned to reverse the process by managing the installation of new shelving, furniture, and signage, and reopening both branches in library systems. The tub system developed for this project would be replicated in future renovations, supporting the library's ongoing shelving replacement initiative.

The team was commended by Ms. Hrabe and County Librarian Suellentrop for work that they had done as well as the amount of detail that the work included.

### **Overall Timeline**

Scott Sime, Project and Event Manager, reported on Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2025 timeline; these timelines are included in the November Board Report.

Mr. Sime provided updates on the library's capital projects and the Capital Replacement Program (CRP) for 2025. He confirmed there were no changes to the Comprehensive Library Master Plan prioritization, which the Board had reviewed during its recent retreat.

Mr. Sime reported that the Blue Valley roof repair was completed, and masonry and façade work was nearing completion. Design work was underway for restroom renovations at Cedar Roe, including fixture upgrades and behind-the-wall replacements. Additional future needs at Cedar Roe were also being evaluated for potential bundling. At Shawnee, a project closure item was scheduled for Board review in December. Lastly, facilities partners were reviewing building engineer reports to finalize the 2026 CRP project list, with highlights to be shared in the coming months.

### **Comprehensive Library Master Plan Refresh**

Scott Sime, Project and Event Manager, reported on Comprehensive Library Master Plan Refresh status.

Mr. Sime provided an update on the Comprehensive Library Master Plan refresh study. The Request for Proposals (RFP) has been issued and is scheduled to close within a week. The process was proceeding as expected, with the next steps involving the selection team reviewing proposals, shortlisting firms, conducting interviews, and contracting with the top-ranked firm. Consultant interviews were anticipated in January, and special thanks were extended to Ms. Kilgore for agreeing to participate. Staff were reminded not to engage with potential consultants during the selection process and to forward any inquiries to the county purchasing coordinator.

#### **UPDATES – Tricia Suellentrop, County Librarian**

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

#### **Veterans Day Recognition and Elections**

County Librarian Suellentrop shared that the county shifted its traditional Veterans Day recognition to a broader staff recognition event this year. All county-employed veterans were honored at a breakfast held a few days prior to Veterans Day. Special acknowledgment was given to Library Board member Mendoza and library staff veterans, including Mike from the NEO class, for their service.

Additionally, County Librarian Suellentrop provided an update on the library's ongoing partnership with Johnson County Elections. The general election began on October 25, with library locations serving as advanced voting sites, day-of polling places, and ballot drop box locations. This collaboration supported voter access and assisted county colleagues in election efforts.

#### **Board Retreat Recap**

The Library Board held its retreat on October 30 at the Leawood Pioneer Branch. Attendees included Library Board members, County Commissioner liaison Commissioner Brewer, and the library administrative team. The retreat provided an informal setting for discussion and review of key topics. The group reaffirmed the prioritization of the Comprehensive Library Master Plan for 2026 and discussed meeting room policies, safety measures, community engagement, operational efficiency, and a proposed printing allowance. No formal actions were taken during the retreat, and related items were expected to appear on future board agendas.

#### **Warming and Cooling Centers**

County Librarian Suellentrop shared that the library was provided an update on its role in supporting warming and cooling centers. While libraries continued to serve as warming and cooling centers during open hours, closures on holidays such as Christmas Day, Thanksgiving, and Martin Luther King Jr. Day presented challenges. In response, the county allocated funding to support community organizations willing to host warming centers during those closures. These funds could be used for staffing, training, and other necessary resources. The library committed to promoting this initiative to the public and potential partner organizations to ensure full use of the allocated budget.

Additionally, the library welcomed several new employees in November, including two operations managers, one IT staff member, and one program department staff member. A returning employee, Christa, was also recognized for previously working at the library in 2002.

County Librarian Suellentrop warmly welcomed new employees including two operations managers, one IT staff member, and one program department employee. Highlighting that one is returning to the organization, who previously worked at the library as a page in 2002.



## CONSENT AGENDA

### A. Action Items:

1. Minutes of the October 9, 2025 Regular Library Board meeting
2. Minutes of the October 30, 2025 Library Board Retreat meeting
3. Minutes of the October 30, 2025 Library Board Personnel Committee meeting
4. Consideration of Closure at Shawnee Branch for replacement of entry doors and glass storefront
5. Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 10-50-30 Roles and ARM ~~50-20-30~~ 20-10-60 Filming and Photography
6. Consideration of approval of the Memoranda of Understanding (MOUs) for American Public Square, Johnson County, Kansas Department of Corrections, and InterUrban ArtHouse

### B. Information Items

1. Financial and Personnel
  - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for September 2025 were handled in accordance with library and County policy.
  - b) The September 2025 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

### C. Gift Fund Report

1. Treasurer's Report

**Motion: Ms. Kilgore** moved that the Library Board of Directors approve the consent agenda.

**Second: Mr. Hrabe** seconded this motion.

**Motion was approved unanimously.**

## I. Old Business

**None**

## II. New Business

### A. Action Item: Approval of the prioritization for Comprehensive Library Master Plan projects

Tricia Suellentrop, County Librarian, presented the prioritization for Comprehensive Library Master Plan projects, as included in the November Library Board Report.

**Motion: Ms. Hrabe** moved to approve the CLMP project prioritization as discussed at the October 30, 2025, Library Board Retreat.

Capital Replacement Program (CRP) projects are continuous.

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

#### 4. CLMP Refresh Project #2

**Second: Ms. Kilgore seconded** this motion.  
**Motion approved unanimously.**

- B. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 20-10-90 Fee Schedule

Amy Barclay, Regional Manager, presented the revisions to ARM 20-10-90 Fee Schedule, as included in the November Library Board Report.

Mr. Sims expressed his support for recommendation.

**Motion: Ms. Kilgore** moved that the Johnson County Library Board of Directors approve the revised Administrative Regulation Manual policy 20-10-90, Fee Schedule.

**Second: Mr. McAllister seconded** this motion.

**Motion approved unanimously.**

Mr. Mendoza expressed appreciation, noting the decision reflected a strong commitment to equitable service and responsible use of taxpayer funds. Gratitude was extended to staff for their efforts in making it possible.

- C. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 20-10-20 Library Card and Privileges, Michelle Olsen, Circulation Manager

Michelle Olsen, Development Director, presented the revisions to ARM 20-10-20 Library Card and Privileges, as included in the November Library Board Report.

In response to a question, Ms. Olson confirmed that the updated policy was especially important for the unhoused population, as well as for temporary workers and patrons who may be hesitant to provide a verified address. The change aimed to ensure these individuals could still borrow and return library materials.

In response to a question, Ms. Olson acknowledged that, as with any library card type, there had been occasional instances where materials were not returned. However, she emphasized that expanding access through temporary cards was important, particularly for individuals unable to provide a verifiable address.

#### No Motion

- D. Information Item: Consideration authorizing continued work on the Johnson County led Electric Vehicle Charging Grant

Adam Wathen, Associate Director of Branch Services, presented the continued work on the Johnson County led Electric Vehicle Charging Grant, as included in the November Library Board Report.

In response to a question, staff confirmed that the estimated annual cost for the proposed EV charging stations was approximately \$11,200, with an additional \$6,500 for maintenance. Mr. Sims expressed concern that the project did not align with the library's mission and suggested the funds could be better allocated to other priorities, such as youth services or printing support.

In response to a question regarding the loss of parking spaces, particularly at the Leawood branch, staff clarified that the charging stations would be ADA accessible so two spaces would occupy at least three existing spots.

In response to a question regarding cost recovery through user fees, staff clarified that it was still under discussion with county facilities. The item was presented for information only, with further details to be provided before any decision.

### No Motion

In response to a prior incident, Board Chair Mendoza addressed the Library Board to acknowledge and clarify a misunderstanding that occurred during the previous meeting. He shared that he and Ms. Huff had since spoken and participated in constructive conversations during the Board retreat, where Ms. Huff offered an apology for her remarks. Board Chair Mendoza also acknowledged that his own tone may have been inappropriate and extended an apology, particularly to library staff. He emphasized the importance of maintaining decorum in board meetings and adhering to Roberts Rules of Order, noting it is his responsibility as Chair to uphold those standards. He concluded by expressing appreciation for the work of library staff and the public's engagement and invited other board members to share comments.

### **Executive Session: Personnel Review**

**Motion: Ms. Kilgore** 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 all present members of the Board of Directors of the Johnson County Library, Kathy Cooper, Deputy Director of Human Resources, and Patricia Suellentrop, County Librarian.

The Library Board will reconvene in this meeting room at 5:36 p.m.

**Second: Ms. Hrabe seconded** this motion.

**Motion approved unanimously.**

Library Board returned at 5:36 p.m.

**Motion: Mr. Sims** moved, Johnson Cas Chair of the Annual Appraisal Committee, we completed the appraisal and voted to give the County Librarian a 2.75% merit raise.

**Second: Ms. Kilgore seconded** this motion.

**Motion approved unanimously.**

## **ADJOURNMENT**

**Motion: Mr. Kilgore** moved to adjourn the meeting.

**Second: Ms. Hrabec seconded** this motion.

**Motion approved unanimously.**

Meeting adjourned at 5:37 p.m.

SECRETARY \_\_\_\_\_  
David Sims

CHAIR \_\_\_\_\_  
Jeffrey Mendoza

SIGNED \_\_\_\_\_  
Tricia Suellentrop, County Librarian

**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** December 11, 2025

**Re:** Proposed update to Administrative Regulation Manual policy 20-10-20

---

**Issue:** Consideration of revisions and creation of Administrative Regulation Manual policies: 20-10-20, Library Card and Privileges, to allow an Unverified card to checkout two items on an ongoing cycle.

**Suggested Motion:** *These items are on consent; an individual motion will only be needed if pulled from consent.*

I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policy 20-10-20, Library Card and Privileges.

**Background:** Per ARM 20-10-20, Library Card and Privileges, an unverified card may be issued to an applicant who cannot prove current address. This card may check out up to two items with no additional items checked out until valid proof of current address is provided. Current policy limits physical material access to individuals that are unable to provide a verified address. Staff regularly have encounters with individuals who have been impacted by our current library card policy. Those include the unhoused, migrant workers, travel nurses, temporary corporate staff assignments, and individuals who live in unstable situations where providing an address may be risky.

### Analysis:

#### Advantages to the Proposed Change

- Aligns with the Library's Mission
- Increases access to those without a verified address
- Allows checkout access to physical materials on a continual basis without the need to provide a verified address
- The risk for potential loss of library materials remains the same
- No policy change required by Olathe Public Library to implement update

#### Disadvantages to the Proposed Change

- Less incentive to provide the Library with a verified address

**Funding Overview:** N/A

**Alternatives:** Do not change the policy and leave as currently written.

**Recommendation:** To approve the recommended changes to ARM 20-10-20, Library Card and Privileges policy governing the issuance of an Unverified card.

**Purchasing Review:** N/A

**Budget Review:** There is a chance for loss of items and no way to charge the patron for those items. However, that risk is the same with or without this change.

**Legal Review:** Complete



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

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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 at any one time. Upon return of the two items checked out under the unverified card, the applicant may check out up to two additional 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.
REVOCATION 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: 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 at any one time. Upon return of the two items checked out under the unverified card, the applicant may check out up to two additional items.  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.

## REVOCATION 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**

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** December 11, 2025

**Re:** Annual renewal of agreement for legal services with Logan Logan & Watson, L.C.

---

**Issue:** Annual renewal of agreement for legal services with Logan Logan & Watson, L.C.

**Background:** Mr. Andrew Logan provides contract review and legal advice to the Library Board of Directors and to the Library.

Mr. Logan maintains a strong relationship with the County Legal Department and coordinate for items that fall under their jurisdiction, such as some bidding documents and/or personnel issues.

Mr. Logan provides an exceptionally high quality of work at reasonable rates. Mr. Andrew Logan's services is compensated at \$210.00/hr and any associate attorney is compensated at \$200.00/hr.

**Attachment(s):** Renewal agreement for 2026.

# LOGAN LOGAN & WATSON, L.C.

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8340 MISSION ROAD, SUITE 106  
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TELEPHONE (913) 381-1121  
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JOHN F. LOGAN  
COURTNEY E. CYZMAN  
SPENCER T. HASHAGEN  
SOFIA R. DOMINGUEZ\*

\*ADMITTED IN MISSOURI ONLY

ALL OTHER ATTORNEYS ARE  
ADMITTED IN KANSAS AND  
MISSOURI

## AGREEMENT FOR LEGAL SERVICES FOR 2026 JOHNSON COUNTY LIBRARY

This letter of agreement is approved as of December 11, 2025, and evidences the agreement by the Board of Directors of the Johnson County Library (JCL) with Logan Logan & Watson, L.C., through partner attorney Andrew Logan (Legal Counsel). This agreement is for legal services to be rendered during the period beginning January 1, 2026, and ending December 31, 2026.

Legal Counsel will provide services at the direction of the JCL Board of Directors and JCL management. Andrew Logan will be the lead attorney assisting JCL as Legal Counsel. However, Andrew Logan may require the assistance of an associate attorney, in particular Sofia Dominguez, upon becoming a licensed attorney in the State of Kansas, or other attorney of the same or similar skill at Legal Counsel's offices. Legal Counsel shall render services on an hourly rate basis, calculated in increments of two-tenths of one hour, as follows: Andrew Logan, \$210.00; and for any other attorney \$200.00. Legal Counsel will issue no ancillary expense charges, except for copies and for delivery costs actually incurred. Legal Counsel shall submit to JCL a detailed invoice each month.

This agreement may be terminated at any time through reasonable written notice so as to allow JCL to obtain replacement counsel, as required under the Kansas Rules of Professional Conduct.

Logan Logan & Watson, L.C.



By: \_\_\_\_\_  
Andrew V. Logan, Member

Johnson County Library

By: \_\_\_\_\_  
Jeffrey Mendoza, Chair  
Board of Directors of the Johnson County Library



**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** December 11, 2025

**Re:** Today's Business Solutions, Inc. Renewal and Expansion of Contract

---

**Issue:** Consideration of renewal and expansion of contract with Today's Business Solutions, Inc. (TBS, Inc.) for ScanEZ system installation at all locations.

**Analysis:** In August 2023, the Library published a Request for Proposal (RFP) requesting proposals for:

- Patron Computer (Public PC) Reservation
- Patron Computer (Public PC) Authorization/Management
- Print Management and Pay-for-Print

Optional solutions also included in the RFP:

- Wireless and Cloud/Remote Printing
- Self-service Payment
- Scan and Photocopy
- Fax
- Point of Sale
- Online Payment
- Unfiltered Internet Sessions

The contract with TBS, Inc. was approved by the Library Board on April 23, 2024 in the amount of \$170,293.00. JCL implemented solutions the solutions below in October and November 2024:

- Patron Computer (Public PC) Reservation
- Patron Computer (Public PC) Authorization/Management
- Print Management and Pay-for-Print
- Wireless and Cloud/Remote Printing
- Point of Sale
- Unfiltered Internet Sessions

In April – May 2025, the Library ran a pilot of the ScanEZ solution for scanning and photocopying services at Central Resource Library. Public service staff trained on the new system and collected patron feedback during the pilot. Patrons appreciated the enhanced scanning functionality and ability to photocopy. It was determined that ScanEZ is an innovative solution to replace the aging photocopiers at all locations.

To implement ScanEZ systems at all locations, the agreement with TBS, Inc. will be updated to include fourteen (14) ScanEZ systems and five (5) coin and bill towers to process payments along with one piece of additional hardware for the pilot system (at Central). Since the addition of ScanEZ is considered an extension of the existing contract, additional spending authority must be approved by the Library Board.

The Library requests spending authority as described the attached quote from TBS, Inc. in the amount of \$122,310.50 to purchase ScanEZ systems and extend the existing contract with TBS, Inc. The Library Board should also be aware that there are ongoing renewal costs for existing TBS, Inc. solutions in December 2025 in the amount of \$23,429.

**Alternatives:** Replace photocopiers with standard systems and implement a different (than the existing) point of sale solution.

**Funding Overview:** Implementation Phase 1 and 2 of this project were funded out of 2024 Library operating funds. This proposed phase will also be funded out of 2025 or 2026 Library operating funds, depending on when invoiced.

The Johnson County Library Board of Directors is required to approve all library purchases of \$150,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

**Legal review:** Agreement is acceptable as to form under the terms of ARM 50-30-25 and may be approved and executed in accordance with Library policy.

**Recommendation:** I move that the Johnson County Board of Directors authorize the expanded contract with Today's Business Solutions not to exceed the sum cost of \$122,310.50.

Today's Business Solutions Inc  
P.O.Box 672  
Lemont, IL 60439  
(630) 537-1370



Bill To:
Johnson County Library Attn: Michelle Beesley 9875 W. 87th St. Overland Park, KS 66212 United States

Date	Invoice
10/28/2025	19048
Account	Johnson County Library

Terms	Due Date	PO Number	Reference	
Net 30 days	11/27/2025		Annual Billing for 2025-2026	

Other Charges	Quantity	Price	Amount
Agreement Maintenance-Support-Annually for MYPC, Papercut, ePRINTit, Kiosk Tower and POS			
MyPC Annual license and support. Includes all hardware support and software support, updates, and licenses.	1.00	\$2,359.00 USD	\$2,359.00 USD
PaperCut Annual license and support. Includes all hardware support and software support, updates, and licenses.	1.00	\$1,840.00 USD	\$1,840.00 USD
ePRINTit Annual license and support. Includes all software support, updates, and licenses.	14.00	\$445.00 USD	\$6,230.00 USD
TBS Kiosk/Towers Annual Depot Service Agreement includes all parts, shipping, return shipping, and bill changer updates.	18.00	\$595.00 USD	\$10,710.00 USD
Annual maintenance for Magna POS	1.00	\$2,290.00 USD	\$2,290.00 USD
<b>Total Other Charges:</b>			<b>\$23,429.00 USD</b>

Covers from 12/2025 thru 11/2026

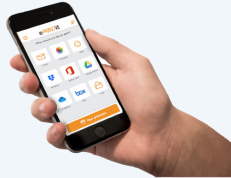
Make checks payable to Today's Business Solutions Inc	<b>Invoice Subtotal:</b>	\$23,429.00 USD
	<b>Sales Tax:</b>	\$0.00 USD
	<b>Invoice Total:</b>	<b>\$23,429.00 USD</b>
	<b>Payments:</b>	\$0.00 USD
	<b>Credits:</b>	\$0.00 USD
	<b>Balance Due:</b>	<b>\$23,429.00 USD</b>

Thank you for your business!

Visa, Mastercard and American Express payments are subject to a 5% administrative fee at the time of invoicing.

# Redefining Your Library's Customer Experience

**ePRINTit™**  
SECURE CLOUD PRINTING  
**Mobile Printing**



**PaperCutMF**  
**Print Management**

**TBS 9900**  
**PAYMENT KIOSKS**  
**Payment Solutions**



**(14) Scan EZ Units, (5) Kiosks with  
High Coin/Bill/Credit Card and  
Wheels, 1 CPAD, Bar Code Scanner**

Quote # MS002168  
Version 1

 **EasyBooking™**  
 **MyPC**  
**Computer Booking**

**Prepared for:**  
**Johnson County Library**

Michelle Beesley  
BeesleyM@jocolibrary.org

**Prepared by:**  
**Corporate Office**

Mick Smith  
msmith@tbsit360.com

  
**Scanning Solutions**



**POINT OF SALE SYSTEM**  
**MAGNA**  
**POS-L**  
**FOR LIBRARIES**  
**Point Of Sale**





7820 S Quincy  
Willowbrook, Illinois 60527  
www.tbsit360.com  
630-537-1370

Monday, October 27, 2025

Johnson County Library  
Michelle Beesley  
9875 W. 87th St.  
Overland Park, KS 66212  
BeesleyM@jocolibrary.org

Dear Michelle,

Today's Business Solutions, Inc. (TBS) would like to thank your Library Team for the opportunity to further expand our partnership. We are excited to provide more capabilities and provide significant enhancements for your patrons and staff with our solutions and outstanding customer service and support.

A few of the many benefits your staff and patrons will receive from TBS include:

- Since 1991 TBS has become the leader for advancing technology for time and print management for libraries.
- Customer service is the center of our philosophy.
- Our extensive knowledge of library management systems, your patrons and staff for the ever-changing needs of this market has set TBS apart from other companies within this industry.
- We are a Hardware and Software expert, thus for the past 5 years TBS has been Awarded Platinum Status from MLA for our products and solutions.
- TBS was the first vendor to bring mobile printing to the market and our solution is far easier for your patrons to use than any other.
- TBS offers a browser-based staff portal that will save your staff hours.
- Our robust standard reporting provides valuable tools for your staff that are unmatched by anyone else in the industry.
- Our Scan EZ solution with scan, copy, internet based faxing, restoring old photos and translation service to text and audio is revolutionizing scanning to attract more patrons.
- TBS's expertise in system conversions will make transitioning to the TBS solution a smooth one for both customers and staff.

It is our intent to continue to earn your partnership and provide your Library with a state of the art solution that far exceeds your minimum requirements. Thank you again for being a TBS partner and the opportunity to expand our partnership.

Thank you in advance for reviewing our proposal. Do not hesitate to reach me to review or ask any questions regarding any part of our proposal or solution via email or at 630-537-1370.

Mick Smith  
Director of Sales  
Corporate Office



## About Us

**TBS – Today's Business Solutions** was established in 1991 and is a software and hardware solutions provider specializing in the Public Library and Higher Education markets.

TBS provides **BookScan Stations, Print Management, MyPC Computer** booking, and **Web-Based Printing Portals** as well as a full line of payment devices.

Payment devices range from low-cost coin towers to combination systems of a coin, bill, and debit cards; to “networked” terminals connected to a centralized server. Payment devices control access and charge for such things as copies, printing, scanning, fax, laundry, vending, Point of Sale, PC time access, door access.

Our solutions can also integrate a Web-Base credit card gateway which will allow users to use their credit cards or Debit cards (**Master Card, Visa, American Express**, etc.) for such purchases. Our solutions decrease your cost of operating your business while increasing your patron's overall satisfaction.

In addition to being an equipment provider, TBS provides: Sales Support, Technical Support and can custom design support and implementation programs to meet any customer's requirements

## PaperCut Print Management

Product No.	Qty	Description	Unit Price	Ext. Price
PCUT-MF	1	<b>PaperCut MF Library Edition</b>	\$0.00	\$0.00
PCUT-CCC	6	<b>Cartadis cPad connection</b>	\$82.00	\$492.00
PCUT-CVL	6	<b>Cartadis cPad Value Loader</b>	\$308.00	\$1,848.00
PCUT-UAS-12	1	<b>PaperCut Upgrade Assurance and Support (12 months)</b>	\$240.00	\$240.00
Subtotal:				\$2,580.00

## Kiosk

Product No.	Qty	Description	Unit Price	Ext. Price
TBS-Kiosk-CCHB	5	<b>TBS Kiosk with High Capacity Coin/Bill Recycler and Credit Card</b>  There is an additional \$8.95 monthly fee for each Credit Card terminal and NOT included above. Each Credit Card transaction is billed at 5.95%.	\$5,680.00	\$28,400.00
TBS-WHEELS	5	<b>Kiosk/9900 Wheels and Plate</b>	\$165.00	\$825.00
ASA-KT	6	<b>TBS Kiosk/Towers Annual Depot Service Agreement includes all parts, shipping, return shipping, and bill changer updates. First Year Maintenance &amp; Support are included with the purchase.</b>	\$0.00	\$0.00
KRFK-BarCode	1	<b>BarCode Reader Retrofit Kit for Kiosk</b>	\$278.25	\$278.25
KRFK-CPAD	1	<b>cPad Retrofit Kit for TBS-9900</b>	\$1,314.75	\$1,314.75
KRFK-CPADM	1	<b>Existing cPad to Existing TBS9900 - (Metal Work Only)</b>	\$262.50	\$262.50
Subtotal:				\$31,080.50

## Scan Stations

Product No.	Qty	Description	Unit Price	Ext. Price
SSS-21-FBS	14	<b>ScanEZ with 21" Tablet/Wide Screen and 11" x 17" Book Edge Flat Bed Scanner</b>	\$5,095.00	\$71,330.00
AD370	14	<b>Single Pass Duplex Sheet Feed Scanner 70ppm/140ppm</b>	\$695.00	\$9,730.00



## Scan Stations

Product No.	Qty	Description	Unit Price	Ext. Price
ASA-SCANEZ	14	<b>ScanEZ Annual license and support. Includes all hardware and software support, updates, and licenses. First Year Maintenance &amp; Support are included with the purchase.</b>	\$0.00	\$0.00
SSS-ATS	14	<b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$0.00	\$0.00
SSS-VPIX	14	<b>Image Enhancement Module</b>	\$195.00	\$2,730.00
SSS-Fax	14	<b>Simple Scan Station - Fax Service</b>  TBS Bills Quarterly in Arrears Per Page at \$.12 for US/Canada and \$.80 for International	\$0.00	\$0.00
SSS-FEATURES	14	<b>Exclusive TBS ScanEZ Features:</b> <ul style="list-style-type: none"> <li>• ScanEZ Web Reports</li> <li>• ABBYY® Fine Reader - OCR supports</li> <li>• True Copy Function</li> <li>• Multilingual User Interface</li> <li>• HIPPA Compliant Secure Fax Service</li> <li>• Automatic call FAX re-submission during off-hours</li> <li>• Print from USB/Cloud Storage</li> </ul>	\$0.00	\$0.00
SSS-WR	14	<b>ScanEZ Web Reports</b>	\$0.00	\$0.00
SSS-OCR	14	<b>ABBYY® Fine Reader - OCR supports 198 recognition languages in all combinations. 53 languages include dictionary support.</b>	\$0.00	\$0.00
SSS-MLI	14	<b>The ScanEZ Station multilingual interface allows users to switch on-screen text to one of languages 25 different languages.</b>	\$0.00	\$0.00
SSS-TC	14	<b>True Copy Function – Provides user with an easy way to utilize the ScanEZ Station as a copier replacement including Single Pass ID Copy, reduction and enlargement capabilities.</b>	\$0.00	\$0.00
SSS-HSF	14	<b>HIPAA Compliant Fax Service - Privacy and Security of an individual's medical records and health information.</b>	\$0.00	\$0.00
SSS-BF	14	<b>Busy Fax - Automatic call re-submission during off-hours</b>	\$0.00	\$0.00
SSS-UCP	14	<b>Print from USB/Cloud Storage</b>	\$0.00	\$0.00
TF	19	<b>Tariff Fee (If Applicable)</b>	\$0.00	\$0.00

Subtotal: \$83,790.00



## Services

Product No.	Qty	Description	Unit Price	Ext. Price
A-1005	1	A-1005 <b>Remote Installation &amp; Training</b>	\$3,300.00	\$3,300.00
Subtotal:				\$3,300.00

## Annual Maintenance and Support After Year 1

Description		Price	Qty	Ext. Price
PCUT-UAS-12	<b>PaperCut Upgrade Assurance and Support (12 months)</b>	\$240.00	1	\$240.00
ASA-KT	<b>TBS Kiosk/Towers Annual Depot Service Agreement includes all parts, shipping, return shipping, and bill changer updates.</b>	\$595.00	6	\$3,570.00
ASA-SSS	<b>ScanEZ Station Annual license and support. Includes all hardware support and software support , updates and licenses.</b>	\$795.00	14	\$11,130.00
SSS-VPIX-BSA	<b>Yearly Support for Image Enhancement</b>	\$60.00	14	\$840.00
SSS-ATS	<b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$0.00	14	\$0.00
Subtotal:				\$15,780.00



7820 S Quincy  
Willowbrook, Illinois 60527  
www.tbsit360.com  
630-537-1370

## (14) Scan EZ Units, (5) Kiosks with High Coin/Bill/Credit Card and Wheels, 1 CPAD, Bar Code Scanner

### Quote Information:

**Quote #: MS002168**

Version: 1

Delivery Date: 10/27/2025

Expiration Date: 11/30/2025

### Prepared for:

**Johnson County Library**

9875 W. 87th St.

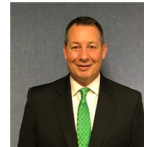
Overland Park, KS 66212

Michelle Beesley

(913) 826-4526

BeesleyM@jocolibrary.org

### Prepared by:



### Corporate Office

Mick Smith

630-537-1370 ex: 1004

Fax 630-537-1369

msmith@tbsit360.com

## Quote Summary

Description	Amount
PaperCut Print Management	\$2,580.00
Kiosk	\$31,080.50
Scan Stations	\$83,790.00
Services	\$3,300.00

Subtotal: \$120,750.50

Estimated Shipping: \$1,560.00

Total: \$122,310.50

### Terms and Conditions

1.Freight Prepaid

2.This price quote is good for 40 days from the date of this quotation

3.TERMS are Net 30 days from the date of shipment (not installation)

4.Lead-time is TBD

5.Equipment remains TBS Inc. property until payment is received

### Corporate Office

### Johnson County Library

Signature: \_\_\_\_\_

Name: Mick Smith

Title: Director of Sales

Date: 10/27/2025

Signature: \_\_\_\_\_

Name: Michelle Beesley

Date: \_\_\_\_\_

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** December 12, 2025  
**Re:** Annual renewal of Memoranda of Understanding (MOUs)

---

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

**Suggested Motion:** *These items are on consent; an individual motion will only be needed if pulled from consent.*

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Johnson County Genealogy Society for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with City of Edgerton for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Johnson County Adult Education (JCCC) for the year 2026.

I move that the Johnson County Library Board of Directors approve the Interlocal Agreement with City of Olathe Public Library for the year 2026.

**Background:**

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

**Analysis:**

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes to the intent have been made to the following MOUs renewing for 2026:

1. Johnson County Genealogy Society
2. City of Edgerton
3. Johnson County Adult Education (JCCC)
4. Interlocal Agreement with City of Olathe Public Library

**Alternatives:**

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

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

**Legal Review:** These MOUs have been reviewed by Counsel

## **AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY AND JOHNSON COUNTY GENEALOGICAL SOCIETY**

THIS AGREEMENT is made and entered into for the year 202~~5~~<sup>6</sup> by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

WHEREAS, JCGS is a volunteer organization whose purpose is to assist individuals interested in family history research and to provide genealogical materials for inclusion in the combined JCGS and JCL Genealogy Collection located at the Johnson County Library (the Library),

WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

### **I. Johnson County Genealogical Society shall:**

- a. Use Library space to schedule and staff the genealogy service desk with JCGS volunteers working under the JCL volunteer service program regulations and guidelines.
- b. JCGS will designate a Volunteer Coordinator who will facilitate communication between the genealogy volunteers and the designated Library staff member, and will coordinate genealogy desk scheduling with the designated Library staff member.
- c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
- d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
- e. Use JCGS/JCL Volunteers to pursue special projects.
- f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.
- g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with a Collection Development Specialist to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

- II. **If Johnson County Library's budget and staffing levels are adequate, it shall:**
- a. Provide basic genealogy collection support including print reference and databases.
  - b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.1~~1~~<sup>2</sup>) will be followed with respect to this collection:  
"It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
  - c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
  - d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, meeting room space, and a locked cabinet for storage of Memory Lab equipment.
  - e. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.
  - f. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions and meeting room reservations prior to the general public's ability to book rooms.
  - g. Provide basic technology assistance in the Carmack Community Room and the use of JCL coffee grounds and coffee making facilities in the Central break room.
  - h. Provide staff to answer general genealogy questions.
  - i. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft. In case of catastrophic loss, JCGS materials are to be included under any claim Johnson County Library makes for material loss.
  - j. Provide an updated obituary index on [www.jcohistory.org](http://www.jcohistory.org).
  - h. Provide study or conference room space to host a Memory Lab for hours each week outside of the normal booking parameters of the study rooms.

IN WITNESS WHEREOF, the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY GENEALOGICAL  
SOCIETY AND LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: \_\_\_\_\_  
Heather Jenkins, President

By: \_\_\_\_\_  
Patricia Suellentrop, County Librarian

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By : \_\_\_\_\_  
Susan Lamkin Cowan, Recording Secretary

Date: \_\_\_\_\_



## AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY AND JOHNSON COUNTY GENEALOGICAL SOCIETY

THIS AGREEMENT is made and entered into for the year 2026 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

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WHEREAS, JCGS and the Library have, since 1972, been working together to build a genealogy collection to assist patrons with family history, working together in a mutually beneficial relationship, and

WHEREAS, both organizations recognize that the impact of fluctuations in financial support may change strategic priorities, and

WHEREAS, the genealogy collection serves students of all levels, local and regional historians, interested citizens, hobby enthusiasts, and all genealogists, including those researching Johnson Countians,

NOW, THEREFORE, JCGS and the Library make the following agreement with respect to the relationship.

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- c. JCGS will designate an Executive Board member to be the liaison with the designated Library staff member for areas not handled by the Volunteer Coordinator such as but not limited to donations, meeting rooms, displays, and programming issues.
- d. Use Library space to plan and implement genealogy programs during Library hours and subject to meeting room guidelines.
- e. Use JCGS/JCL Volunteers to pursue special projects.
- f. JCGS requests for specialized equipment and associated staff support time will follow the Library's system of priorities for staff, technical and equipment support.
- g. Providing funds are available, JCGS may purchase additional genealogical books and/or materials chosen by the JCGS in consultation with a Collection Development Specialist to be shelved at the Johnson County Library. All books and other materials purchased by JCGS will remain the property of JCGS.

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- a. Provide basic genealogy collection support including print reference and databases.
- b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.11) will be followed with respect to this collection:  
"It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
- c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
- d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, meeting room space, and a locked cabinet for storage of Memory Lab equipment.
- e. Provide operational support for basic equipment such as microform reader/printers,

photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.

- f. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions and meeting room reservations prior to the general public's ability to book rooms.
- g. Provide basic technology assistance in the Carmack Community Room and the use of coffee making facilities and supplies in the Central break room.
- h. Provide staff to answer general genealogy questions.
- i. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft. In case of catastrophic loss, JCGS materials are to be included under any claim Johnson County Library makes for material loss.
- j. Provide an updated obituary index on [www.jcchistory.org](http://www.jcchistory.org).
- h. Provide study or conference room space to host a Memory Lab for hours each week outside of the normal booking parameters of the study rooms.

IN WITNESS WHEREOF, the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY GENEALOGICAL  
SOCIETY AND LIBRARY, INC.

JOHNSON COUNTY LIBRARY

By: Heather Jenkins  
Heather Jenkins, President

By: \_\_\_\_\_  
Patricia Suellentrop, County Librarian

Date: 10/26/2025

Date: \_\_\_\_\_

By: Susan Cowan  
Susan Lamkin Cowan, Recording Secretary

Date: 10/26/25

## **FACILITY USE AND MAINTENANCE AGREEMENT**

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this \_\_\_\_\_ day of ~~December~~December, 202~~34~~5, by and between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library (JCL). The parties agree as follows:

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

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

### **SECTION THREE: CITY'S RESPONSIBILITIES**

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

### **SECTION FOUR: JCL'S RESPONSIBILITIES**

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

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

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

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



## **SECTION SIX: FAILURE TO MAKE REPAIRS**

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

## **SECTION SEVEN: TERM**

The term of this Agreement shall be one year beginning January 1, 202~~436~~<sup>446</sup> through December 31, 202~~346~~<sup>446</sup>, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

## **SECTION EIGHT: INSURANCE AND HOLD HARMLESS**

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

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

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

**IN WITNESS WHEREOF**, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF EDGERTON, KANSAS

BOARD OF DIRECTORS OF THE JOHNSON  
COUNTY LIBRARY

\_\_\_\_\_  
Donald Roberts, Mayor  
Chair

\_\_\_\_\_  
~~Bethany Griffith~~~~Kelly Kilgore~~Jeffery Mendoza,

ATTEST:

ATTEST:

\_\_\_\_\_  
Alexandria K. Clower, City Clerk  
Vice Chair

\_\_\_\_\_  
~~Kelly Kilgore~~~~Anna Van Ophem~~David Simms,

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lee W. Hendricks, City Attorney

\_\_\_\_\_  
~~Fred J.~~~~Andrew V.~~ Logan, Jr., Attorney

## **FACILITY USE AND MAINTENANCE AGREEMENT**

THIS FACILITY USE AND MAINTENANCE AGREEMENT (the Agreement) is made this \_\_\_\_\_ day of October, 2025, between the City of Edgerton (the City) and the Board of Directors of the Johnson County Library (JCL). The parties agree as follows:

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

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

### **SECTION THREE: CITY'S RESPONSIBILITIES**

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

### **SECTION FOUR: JCL'S RESPONSIBILITIES**

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



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

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

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

## **SECTION SIX: FAILURE TO MAKE REPAIRS**

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

## **SECTION SEVEN: TERM**

The term of this Agreement shall be one year beginning January 1, 2026 through December 31, 2026, upon execution by the parties of a Resolution renewing the Agreement. In the event that one of the parties elects not to renew this Agreement, it shall give the other party six months prior written notice of its intent not to renew.

## **SECTION EIGHT: INSURANCE AND HOLD HARMLESS**


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

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


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

**IN WITNESS WHEREOF**, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF EDGERTON, KANSAS

  
\_\_\_\_\_  
Donald Roberts, Mayor

ATTEST:

  
\_\_\_\_\_  
Dusti Callahan, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Todd Luckman, City Attorney

BOARD OF DIRECTORS OF THE JOHNSON  
COUNTY LIBRARY

\_\_\_\_\_  
Jeffery Mendoza, Chair

ATTEST:

\_\_\_\_\_  
David Simms, Vice Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew V. Logan, Jr., Attorney



## Exhibit A

**City of Edgerton  
Library Capital Improvement Program  
2026-2030**

### COMPLETED PROJECTS

JCL Priority	Project Name	Project Description	CIP Budget	City Funding	JCL Funding	Anticipated Start	Anticipated Complete
1	Sanitary Sewer Service Line Repair	Rehabilitation of sanitary sewer service line from Bank of Knowledge to the main. Also replaced concrete on majority of rear parking lot	\$ 19,699	\$ 19,699	\$ -	Apr-24	COMPLETE
NA	Concrete aggregate	As part of sewer project, City requested the installation of aggregate concrete surface near book drop to replace poor landscaping.	\$ -	\$ 2,785	\$ -	Apr-24	COMPLETE
<b>TOTAL</b>			<u>\$ 19,699</u>	<u>\$ 22,484</u>	<u>\$ -</u>		

### FUNDED PROJECTS

JCL Priority	Project Name	Project Description	CIP Budget	City Funding	JCL Funding	Anticipated Start	Anticipated Complete

### Unfunded Projects

JCL Priority	Project Name	Project Description	Estimated Cost
1	South Patio	Monitor and evaluate for continued settlement or tripping hazards.	unknown
2	Sidewalk Repair	Repair and/or grind sidewalk at bottom of SW entrance stair to eliminate trip hazard	unknown
3	Downspouts at South façade	Install collector boots/fittings on the downspouts along the South/SW side of the building to ensure all roof water is directed through the sub-grade piping.	unknown
4	Repair drain pipe from SE patio	Repair or replace the PVC pipe drain coming out of the patio on the South side to prevent water leak down the foundation wall	unknown
5	HVAC	Replace aging HVAC system for the building. Requested 07/2025	\$ 22,000
6	Flooring	Replace aging carpet/flooring for the building. Requested 07/2025	\$ 22,000

**AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY  
AND JOHNSON COUNTY COMMUNITY COLLEGE**

THIS AGREEMENT is made and entered into for the year ~~2024-2025~~ 2026 between the JOHNSON COUNTY COMMUNITY COLLEGE, OVERLAND PARK, KANSAS, hereinafter referred to as JCCC or the College, and Johnson County Library, Kansas, hereinafter is referred to as the Library.

WHEREAS the JCCC ABE/GED/ESL Program called Johnson County Adult Education conducts classes for adults who cannot speak English or who have limited English-speaking skills, cannot read, read with minimal skill, read at less than high school level, have other basic skill deficiencies, or have not received a high school diploma, and

WHEREAS Johnson County Adult Education also provides individualized instruction geared to special needs of each adult enrolled, and

WHEREAS JCAE does not charge tuition for enrolling adults in the program, and

WHEREAS the parties have since September 3, 1985 operated JCAE study centers at various Library locations.

THEREFORE, JCCC and the Library make the following agreement with respect to the Program for Adult Basic Education, hereinafter referred to as JCAE: Gardner.

NOW THEREFORE JCCC and the Library agree as follows:

I. Johnson County Community College shall:

- a. Provide professional instructors to supervise, instruct, and coordinate JCAE at Gardner.
- b. Provide student assessment and counseling for JCAE participants in the above library centers.
- c. Recruit, train and supervise volunteers for JCAE and the above Library literacy centers.
- d. Promote JCAE library centers and use the Library in general.
- e. Select appropriate training materials for volunteers and participants.
- f. In exchange for the space provided to JCCC by the Library, act as a resource by providing space periodically for library activities in accordance with JCCC policies and procedures.
- g. Seek other opportunities for collaboration and mutual benefit.

II. Johnson County Library shall:

- a. Act as a resource by providing space for JCAE at Gardner library.
- b. Provide general support for grant applications sought by JCAE to promote literacy and/or adult education programs as appropriate.
- c. Offer donated weeded materials that may be of interest to JCAE (such as literature appropriate for adult beginning readers) by means of working with the Friends of the Library to select and deliver materials to JCAE sites via JCL courier.
- d. Train all public services staff to be sensitive to special needs of adult learners. Library staff will be available to orient JCAE students to library services and give guidance on appropriate reading materials.
- e. Disseminate information about JCAE.
- f. Provide, maintain, and support personal computer (PC) workstations, hardware and software.

- g. Provide access to the Internet from all JCAE sites located within JCL facilities.
- h. Seek other opportunities for collaboration and mutual benefit.

III. The parties hereto agree that this agreement shall be interpreted under and pursuant to the laws of the State of Kansas and this agreement may be terminated by mutual consent of the parties with sixty (60) days' notice.

IN WITNESS WHEREOF the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY COMMUNITY COLLEGE

\_\_\_\_\_  
Elisa Waldman

VP Workforce Development and Continuing Education

Date: \_\_\_\_\_

JOHNSON COUNTY LIBRARY

\_\_\_\_\_  
~~Bethany Griffith~~ ~~Kelly Kilgore~~ ~~Jeffery~~  
~~Mendoza~~

-Chair, Library Board of Directors

Date: \_\_\_\_\_

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  - d. Promote JCAE library centers and use the Library in general.
  - e. Select appropriate training materials for volunteers and participants.
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  - g. Seek other opportunities for collaboration and mutual benefit.
- II. Johnson County Library shall:
  - a. Act as a resource by providing space for JCAE at Gardner library.
  - b. Provide general support for grant applications sought by JCAE to promote literacy and/or adult education programs as appropriate.
  - c. Offer donated weeded materials that may be of interest to JCAE (such as literature appropriate for adult beginning readers) by means of working with the Friends of the Library to select and deliver materials to JCAE sites via JCL courier.
  - d. Train all public services staff to be sensitive to special needs of adult learners. Library staff will be available to orient JCAE students to library services and give guidance on appropriate reading materials.
  - e. Disseminate information about JCAE.
  - f. Provide, maintain, and support personal computer (PC) workstations, hardware and software.



- g. Provide access to the Internet from all JCAE sites located within JCL facilities.
- h. Seek other opportunities for collaboration and mutual benefit.

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IN WITNESS WHEREOF the parties hereby have executed this agreement after due action of their respective governing boards.

JOHNSON COUNTY COMMUNITY COLLEGE

\_\_\_\_\_  
Elisa Waldman  
VP Workforce Development and Continuing Education  
Date: \_\_\_\_\_

JOHNSON COUNTY LIBRARY

\_\_\_\_\_  
Jeffery Mendoza  
Chair, Library Board of Directors  
Date: \_\_\_\_\_

**INTERLOCAL AGREEMENT PURSUANT TO K.S.A. 12-2908  
FOR CONTRACTING LIBRARY SERVICES  
BETWEEN THE JOHNSON COUNTY LIBRARY AND THE CITY OF OLATHE**

This Interlocal Agreement for Contracting Library Services Between the Johnson County Library and the City of Olathe (“Agreement”) is made ~~as of this~~ the 1st day of January 2026~~2022~~ (“Effective Date”), by and between the Board of Directors of the Johnson County Library (“JCL”) and the City of Olathe (“the City”) (each individually a “Party” and collectively the “Parties”). The Johnson County Library and the Olathe Public Library operated by the City are sometimes referred to herein as “library systems.”

RECITALS

A. On May 17, 1989, JCL and the Olathe Public Library entered into an “Interlocal Cooperation Agreement Between the Board of Directors of the Johnson County Library and the Board of Directors of the Olathe Public Library for Automated Circulation, Patron, and Bibliographic Services” (the “1989 Agreement”). JCL and the Olathe Public Library and the Olathe Public Library’s successor, the City, subsequently renewed that 1989 Agreement, as periodically amended and supplemented, on an annual basis. The Parties ~~most recently~~ renewed the 1989 Agreement, as amended and supplemented, on January 13, 2022, for the period of that date through December 31, 2022. On January 12, 2023 Thereafter, the Parties entered collaborated to develop this form of into an “Interlocal Agreement Pursuant to K.S.A. 12-2908 for Contracting Library Services Between the Johnson County Library and the City of Olathe,” which was originally entered and dated as of January 12, 2023 (“2023 Agreement”), for a term of three (3) years.-

B. JCL has the authority pursuant to K.S.A. 12-1223, et seq., to enter into contracts to provide library services. JCL is entering into this Agreement pursuant to the authority set forth in those statutes.

C. Pursuant to the Olathe Municipal Code (“OMC”), Section 2.36.020, the Olathe Public Library (“OPL”) is maintained by the City. Pursuant to OMC Section 2.36.040, the City Manager is responsible for the fiscal and internal administrative operations of OPL in conformance with the City’s policies and procedures for budget administration. The City has the authority pursuant to the OMC to enter into contracts to provide library services. The City is entering into this Agreement pursuant to the authority set forth in the OMC.

D. Pursuant to K.S.A. 12-2908, any political subdivision of the state or instrumentality thereof, including but not limited to cities and bodies politic possessing the powers of public corporations, may contract with each other to perform any governmental service, activity, or undertaking which said contracting municipality is authorized by law to perform. Both JCL and the City are authorized to provide library services, and further authorized pursuant to K.S.A. 12-2908 and JCL further authorized pursuant to K.S.A. 12-1223 to enter into this Agreement.

E. The purpose of this Agreement is to enhance library service in the Johnson County Library district and the City, and in other library districts that may in the future agree to provide

service under the terms of this Agreement, by maintaining a shared integrated library system; providing a courier service to move requested library materials quickly from one library system to another; providing shared access to electronic resources; and coordinating library services that are efficient, convenient, and effective for all JCL and City library patrons.

#### AGREEMENT

1.0 Incorporation of Recitals in this Agreement. The Recitals set forth above are incorporated by reference in this Agreement section of the Agreement.

2.0 Agreement effective ~~date upon approval and execution by JCL and the City; 2023+1989~~ Agreement terminated ~~upon approval and execution of the Agreement.~~ The Parties agree that upon the formal approval and execution of this Agreement by JCL and the City:

a. This Agreement shall be ~~immediately effective~~ of full force and effect as of the Effective Date; and

b. The ~~2023+1989~~ Agreement, as amended, shall be deemed terminated as of 12:00 a.m. on the Effective Date.

3.0 Governance of Agreement once made effective. The Parties agree that once made effective this Agreement shall be governed as follows:

a. Term of Agreement and Renewal. The term of this Agreement shall be three (3) years from the ~~date upon which it is approved and executed by both Parties~~ Effective Date. Before the expiration of the Agreement, the Parties may agree in writing to renew or amend the Agreement for an additional time period, unless earlier terminated as provided herein. At the expiration of the initial term and any renewal terms, the Agreement will automatically renew for a three-year term unless either party provides the other party with written notice of non-renewal at least six months prior to the expiration of the term.

b. Administration of Agreement by Joint Governance Committee. This Agreement shall be administered by a Joint Governance Committee (JGC). The members of the JGC shall be employees of JCL and OPL and shall be appointed by JCL and the OPL respectively.

c. Additional Actions and Agreements. The Parties acknowledge and agree that administration of this Agreement is a long-term, significant undertaking by both JCL and the City. The Parties acknowledge and agree that from time-to-time matters will arise that will require the timely cooperation and joint effort of the Parties to accomplish. To ensure that library services are not unnecessarily delayed, the Parties agree that by entering into this Agreement their chief officials (Chair of the Board of Directors of the Johnson County Library and Olathe Mayor) and their respective executive managing officers (JCL County Librarian and Olathe City Manager) have the continuing authority, without further formal action by their respective governing bodies, except as otherwise provided by applicable law, to take all necessary and appropriate action, including entering into and signing, contracts and agreements with each other and third parties, in the furtherance of this Agreement. Additional actions include, but are not limited to, adoption of a service level agreement, as further described below. Any additional actions taken and agreements adopted under this provision

in the 2023 Agreement will continue in full force and effect under this Agreement, unless otherwise specifically provided in such additional action or agreement.

d. ~~Adoption of Service Level Agreement to implementing~~ administration of this Agreement by JGC. Pursuant to the 2023 Agreement, ~~t~~The Parties ~~agree to have~~ -adopted ; simultaneously with the approval of this Agreement, a Service Level Agreement (SLA) last updated March 7, 2025, that ~~will be~~ is administered by the JGC and that ~~will~~ sets forth the terms pursuant to which specific library services and responsibilities ~~shall be~~ are shared by the Parties. The SLA will continue to be effective under this Agreement, as amended, and may be reviewed and modified by the JGC as needed.

e. Cost-Sharing Formula. The Parties agree to utilize a cost-sharing formula percentage, which is calculated using the United States Census Bureau population estimates statistics of resident population for the City and Johnson County, Kansas, based upon the latest data available, as may be adjusted on an annual basis by an additional action agreement of the JGC pursuant to Section 3.c. The formula percentage will be rounded to the nearest one-tenth of a percent. For example, the cost-sharing formula will operate as follows: if the City's resident population is 143,014 and the Johnson County, Kansas, resident population is 613,219, which is a proportion of 23.32%, then the cost-sharing percentage would be rounded to 23.3%. The Parties agree the cost-sharing formula is initially set at Twenty-Three and Three-Tenths Percent (23.3%). The Parties will set forth administration of the cost-sharing in the SLA.

f. JCL to serve as primary contact for vendors. JCL and OPL agree that JCL shall serve as the primary contact for all vendors shared by them pursuant to written agreements with those vendors.

g. Agreement to work cooperatively. JCL and OPL agree that they will work cooperatively and at all times do the following:

- i. Abide by the decisions made by the JGC.
- ii. Maintain Internet connectivity, hardware, and staffing needed to meet their obligations under this Agreement and the SLA.
- iii. Communicate with one another concerning issues and questions that could impact their performance under the terms of the Agreement and the SLA.
- iv. Ensure that staff at their respective library systems participate in training and committee meetings.
- v. Maintain shared integrated library systems that ensure that those systems' holdings and user records meet standards set in the SLA.

4.0 Responsibilities of the Joint Governance Committee. The JGC has the following responsibilities:

a. To direct the affairs of the Parties under this Agreement and any additional agreements and to discuss all policy issues that arise under said agreements.

b. Appoint and oversee the work of committees, task forces, and work groups implementing and administering this Agreement.

c. Review applications by other library systems to become Parties to this Agreement and any additional agreements and shall make recommendations on such applications to JCL and OPL.

d. Identify new services to be offered by member library systems and forward recommendations to JCL and OPL for approval.

e. Annually review the Agreement and any additional agreements and make recommendations on any suggested changes.

f. Establish a system to communicate on issues and challenges that impact the Parties' library systems.

5.0 Confidentiality of JCL and OPL patron records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and, subject to all applicable laws, to make no disclosure of the other library system's confidential library patron records. JCL and OPL further agree as follows:

a. JCL and OPL agree that their respective library systems will not retain the charge records for the other library system's patrons beyond their use for circulation and control purposes.

b. Current patron charge records will not be made public except pursuant to a valid order or subpoena authorized under federal, state, or local law.

c. All inquiries regarding access to patron charge records shall be referred to the respective Party's executive managing officer (JCL County Librarian and Olathe Library System Officers), depending on whether JCL or OPL records are involved, and no records may be made public without the executive managing officer's express approval.

6.0 Termination of Agreement and additional agreements. JCL and the City agree that this Agreement and additional agreements may be terminated by either party by giving written notice of termination to the other party at least six months prior to the date upon which termination is to be effective.

*[Remainder of page intentionally blank; signature page follows.]*

**IN WITNESS WHEREOF**, the Parties have hereunto set their hands.

CITY OF OLATHE, KANSAS

**BY:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
John W. Bacon, Mayor

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
Brenda D. Long, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
\_\_\_\_\_  
Ronald R. Shaver, City Attorney

**BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY**

**BY:** \_\_\_\_\_  
~~David Sims~~ Jeffrey Mendoza  
Chair

**APPROVED AS TO FORM:**

\_\_\_\_\_  
~~Fred J. Logan, Jr.~~  
Andrew V. Logan

Interlocal Agreement for Contracting Library Services  
City of Olathe and Johnson County Library

Counsel to the Board of Directors  
of the Johnson County Library



**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: OCT-2025

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$101,001.39</b>
		Add Receipts	\$123,867.39		
		Less Payments		\$311.16	
	<b>Ending Cash balance</b>				<b>\$224,557.62</b>
		Less Liabilities		\$870.64	
	<b>Unobligated cash balance</b>				<b>\$223,686.98</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**To:** Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** December 11, 2025  
**Re:** Public Electric Vehicle Charging stations at the Library

---

**Issue:** Consider authorizing work on the Johnson County led Electric Vehicle Charging Grant.

**Suggested Motion:** I move that the Johnson County Library Board of Directors authorize staff to develop the Facilities MOU in such a way that the administration and maintenance of public electric vehicle charging stations follow Johnson County policy, strategy, and practice.

**Background:** The Johnson County Department of Health and Environment (DHE) has received a grant award administered by the Federal Highway Administration and distributed through the Kansas Department of Transportation (KDOT) and the Mid-America Regional Council (MARC) to provide electric vehicle infrastructure to the community. DHE has reached out to the Library to be a community partner in this grant endeavor and have public electric vehicle charging stations added to several Library branch locations.

The Library is working with DHE consultants and County Facilities to plan implementation of public electric vehicle chargers at four or five library locations (currently Central Resource, Leawood, Monticello, and Oak Park).

### **Analysis:**

The Library partners with County Facilities to manage, maintain, and plan our facilities under the direction of the Facilities MOU in alignment with Facilities standards and strategy. County Facilities is delivering a county-wide strategy regarding public electric vehicle charging. Participation in this strategy broadens the availability of electric vehicle charging to library patrons.

Choosing not to align with County strategy on public electric vehicle charging would mean that the Library would direct Facilities to not consider public EV charging in the design of future projects including new building design and parking lot projects.

**Funding Overview:** EV charging has been free to the community at County government facilities. This is estimated to cost the Library approximately \$16,000 annually in electricity, maintenance, and equipment at our current two charging stations. The direction of the Library Board to align JCL practice with County Facilities would mean aligning with any Board of County Commissioners decision to maintain free public electric vehicle charging or to charge for public electric vehicle charging.

**Alternatives:** The Library Board could choose not to follow County strategy for public EV charging. If so, the Library would direct Facilities not to include public electric vehicle infrastructure in future building and project plans.

**Recommendation:** We recommend that the Library Board directs staff to develop the Facilities MOU in such a way that the administration and maintenance of any public electric vehicle charging stations follows Johnson County policy, strategy, and practice.

### **Legal Review:**

# Public Electric Vehicle Charging

December 2025

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# Timeline

- Summer 2024, Johnson County submitted application for Federal EV charging grant.
- August 2024, library board informational briefing sheet about support of EV charging
- August 2024, Board of County Commissioners approve public EV charging grant participation.
- Project put on hold by Johnson County
- Quarter One 2025, County received notice of grant
- June 2025, JCL informed and brought back on board
- July – October 2025, JCL planning and alignment on locations
- October – December 2025, Library Board direction



# Decision implications

## YES vote

- Future building design and parking lot projects include electric vehicle charging infrastructure considerations.
- Library follows Johnson County Facilities strategy for design and implementation of electric vehicle charging at Library locations.
- Library brings back an MOU detailing Johnson County Facilities responsibility regarding electric vehicle charging

## NO vote

- Future building design and parking lot projects will not include electric vehicle charging infrastructure
- MOU with Facilities will prohibit electric vehicle charging strategy to be implemented on Library projects.



# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** December 11, 2025

**Re:** Leawood Library: Construction Contract for Courtyard and Site Improvements

---

**Issue:** Consider authorizing a contract with XX to construct and make improvements on the exterior and site of Leawood Pioneer Library, in an amount not to exceed \$XX.

**Suggested Motion:** **\*\*This item is being presented as information only in December. It is anticipated to come back for action in January\*\*** I move that the Library Board authorize a contract with XX to construct and make improvements on the exterior and site of Leawood Pioneer Library, in an amount not to exceed \$XX.

**Background:** Staff recommend authorizing a construction contract with XX to improve utilization and correct ADA deficiencies at the Leawood Pioneer Library. Courtyard landscaping dominates a space that could see higher usage by patrons. The current exterior seating is fixed, limited, and blocks visibility to the entrance. The brick pavers in the courtyard and crossing from the building to ADA parking have settled over time causing a trip hazard for members of the public and staff.

**Analysis:** The Library and Facilities staff have designed improvements to the space that would correct the ADA deficiencies, and improve public utilization by refreshing the layout, furniture, landscaping, visibility into the space, the addition of a literacy-themed fixed sun shade that connects to the Library's 6 by 6 early literacy program. While the sun shade is not meant to keep rain out, it does extend the period of outdoor use further into the year. This project would activate an exterior area that is currently ignored, turning it into a memorable outdoor element of the Leawood Pioneer Library.

Because this work is on the exterior, a closure is not expected. This project will also include installation of a lit exterior building sign.

Facilities partners are working with the County's Purchasing team to bid the work, which is budgeted.

**Funding Overview:** Funding for this work has been allocated in the approved 2025 CRP budget.

**Alternatives:** 1) Authorize the contract. 2) Do not authorize the contract.

**Recommendation:** Staff recommends the Library Board authorize a contract with XX to construct and make improvements on the exterior and site of Leawood Pioneer Library, in an amount not to exceed \$XX.

**Purchasing Review:** FMA-Purchasing has reviewed this procurement, ensuring the recommendation meets the requirements of the county's purchasing policies and concurs with the recommendation.

**Budget Review:** Costs for this work have been planned for in the 2025 CRP budget.

**Legal Review:** Library legal counsel has approved the contract as to form.

# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** December 11, 2025  
**Re:** Update ARM 10-50-10 Bylaws of the Board of Directors

---

**Issue:** Consideration to approve revisions to Administrative Regulation Manual (ARM) policy.

**Suggested Motion:** I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual 10-50-10.

**Background:** Each year library staff review one third of our policies or Administrative Regulations Manual (ARMs). The following ARM, ARM 10-50-10 Bylaws of the Board of Directors has been reviewed based on and are being shared with you for information today. Highlighted below are the changes staff is recommending.

Clerical update to language to be more inclusive by updating Citizen to Public in all instances of Public Comment. Comments may be received by any member of the public.

Updates to the Officers, Nominations, and Terms of Office sections reflect direction provided by the Board at the October 2025 Board Retreat. During the retreat, concerns were raised about potential conflicts of interest within the nominating committee, particularly when committee members were also candidates for officer roles. The Board recommended amending the bylaws to prohibit members of the nominating committee from running for Chair, Vice Chair, or Treasurer.

The Board reviewed a proposal under which the Vice Chair would automatically assume the Chair position. The nominating committee would be composed of the outgoing Chair and two board members who are not seeking officer positions to enhance transparency. A pre-nomination survey was proposed to identify board members interested in serving as officers, allowing for the selection of an impartial nominating committee.

These changes will be incorporated through bylaw revisions.

**Analysis:** Members of a working management team in consultation with various stakeholders, reviewed several policies this year. The following ARM does have changes.

**10-50-10** Bylaws of the Board of Directors: Updates to Officers, Nominations, and Terms of Office sections based on direction of the Board given at the 2025 October Board Retreat

**Funding Overview:** No costs were affected.

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

**Recommendation:** Adopt ARM 10-50-10 at the January Library Board meeting.

**Budget Review:** None needed.

**Legal Review:** This policy has been reviewed and certified by legal counsel.



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

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

Review Date:

August 2, 2016  
November 8, 2018  
October 22, 2020  
October 13, 2022  
February 8, 2024  
August 8, 2024  
September 11, 2025  
January 9, 2026

MEETINGS

I. MEETINGS

Regular Meetings

- a. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted on the Library website, and provided in writing a reasonable time in advance of the meeting to persons or organizations that request such notice pursuant to KOMA, as defined herein in Section I.f.
- b. The Board will accept ~~citizen~~public comments at each monthly regular Board meeting, which is an opportunity for ~~citizen~~publics to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. ~~A citizen~~Public must provide their address for the record if that ~~citizen~~person seeks further engagement or follow-up by the Library on an item addressed in their ~~citizen~~public comment. ~~Citizen~~Publics may speak in person or may submit a written comment. To speak in person, the ~~citizen~~person must indicate their attendance before the meeting starts on a ~~citizen~~public comment sign-in sheet located in the meeting room. Additionally, ~~Citizens~~Public are encouraged to communicate with Library staff before the meeting date about their intention to give ~~citizen~~public comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. ~~Citizen~~Public comments will last no more than 30 minutes in

total, unless otherwise provided by a vote of the majority of the Board. The Board Chair will determine the follow-up needed to ~~citizen~~public comments, if any, in consultation with the County Librarian.

	c. The decision to recite or stand for the Pledge of Allegiance is at the sole discretion of each individual Library Board Member, library staff member, and meeting attendee. No individual shall face any form of retribution or adverse action for their decision in this matter, in full protection of their First Amendment rights.
Changes	d. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.
Special Meetings	e. Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.
Kansas Open Meetings Act	f. The Board and its subcommittees and subordinate groups shall comply with the Kansas Open Meetings Act, K.S.A. 75-4317 et seq. (KOMA) in conducting meetings open to the public, except as otherwise provided under KOMA.
Parliamentary Rules	g. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.
Suspension of Rules of Order Rules	h. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.
Agendas and Information Provided to the Board	i. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each Director prior to the meeting.

advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous Board meeting
3. Minutes of committees, if any
4. Information on all consent items
5. Recommendations and proposed resolutions with supporting information and reports
6. Discussion items with information and reports

Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

Executive Session

- j. The Board may recess into executive session for justifications under KOMA and the Personnel Committee may recess into executive session for consideration of personnel matters as justified under KOMA and provided herein upon a formal motion seconded and carried by a simple majority during a meeting consisting of a quorum of the Board. The complete motion for executive session will include (a) statement of the subject to be discussed, (b) justification for the executive session under KOMA, and (c) the time and place the open meeting will resume, all of which shall be recorded in the minutes.

## OFFICERS AND DUTIES

Officers

## II. OFFICERS AND DUTIES

- a. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board. Officers serve a one-year term without the option of serving in the same officer position for a second consecutive one-year term.

Nominations

- b. A nominating committee shall be appointed by the chair during the in-regular February Board meeting or no later than the regular March Board meeting. A pre-nomination survey to assess board member interest in serving as board officers will be completed prior to the appointment of said committee. The nominating committee will consist of the outgoing chair and two board members, preferably those not seeking officer positions. The committee and shall present its recommended slate of officers at least two weeks

prior to the regular April meeting of the Board not later than two weeks prior to the regular April Board meeting.

Terms of Office

- c. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. The Vice Chair / Secretary shall automatically assume the Chair position, unless vice chair is unable to serve for any reason whatsoever. Officers serve a one-year term without the option of serving in the same officer position for a second consecutive one-year term. No Director shall serve more than two terms in the same office consecutively.

Chair's Duties

- d. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.

Vice Chair/  
Secretary's Duties

- e. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with and serves on the Personnel Committee.

Treasurer's Duties

- f. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.

Attendance

- g. This Board expects that Directors regularly and consistently attend Board meetings to ensure the continuity of Library activities by having a quorum at Board meetings. Four absences from regular Board meetings during a 12-month period by a Director is cause for the Board chair to informally communicate such Director's attendance record to the Director's appointing member of the Board of County Commissioners. Provided, however, the Board acknowledges (a) the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board, at which time the chair will give notice to the Board of County Commissioners, and (b) the authority for appointment or removal of the Directors resides with the Board of County Commissioners in accordance with K.S.A 12-1222.

Vacancies

- h. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs. Vacancies in a Board officer position shall be filled by

election at the Board meeting next succeeding the occurrence of the vacancy.

## COMMITTEES

### Standing and Special Committees

## III. COMMITTEES

Standing and special committees, as appropriate, consisting of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of designated matters, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225. Committees shall consist of three or fewer Directors. Provided, however, the Personnel Committee shall consist of four Board members for the sole purpose of a Board quorum for taking formal action to recess into executive session in accordance with KOMA, K.S.A. 75-4319(b)(1), as amended, and to adjourn.

### Advisory Status

In all cases, Board committees shall be advisory in nature and may not take any action that binds the Board or serves as an action in lieu of action by the Board. Any intentional or unintentional action by a committee on behalf of the Board shall be null and void. Committees may make recommendations or provide advice to the Board on designated matters.

### Notice

Written notice stating the date, place and time of any such committee meeting and the purpose for which the same is called shall, unless waived, be given to each Director a reasonable time in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Further, notices of committee meetings shall be given to the public in the same manner as notices of regular Board meetings; provided, however, that notices to participating Directors may be given by U.S. mail, telephone, facsimile, or electronic mail. Committees do not accept ~~citizen~~public comment. Instead, ~~citizen~~public comments are taken by the Board at regular meetings, as provided herein. Committees may conduct meetings in-person or by remote teleconference as provided under KOMA.

### Standing Committees

The Board has two standing committees, which are governed by these Bylaws, as well as provided by other Board policy in the Administrative Regulation Manual, as follows:

- (1) Library Budget Review Committee, as more particularly described in ARM 10-70-10; and
- (2) Personnel Committee, as more particularly described in Article V herein.

## QUORUM

## IV. QUORUM

Formula	A quorum for the transaction of business shall consist of four members of the Board.
COUNTY LIBRARIAN	V. LIBRARIAN
County Librarian's Duties	The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.
Personnel Committee	Pursuant to its authority under K.S.A 12-1225a, the Board employs the County Librarian and undertakes periodic review of County Librarian performance for that purpose. Accordingly, the Board established the Personnel Committee as a standing Board committee to consider performance criteria and other general matters related to review of the County Librarian's employment for recommendation and advisement to the Board. The Personnel Committee shall consist of four Directors, including the Vice Chair, which is a quorum of the Board. The Board authorizes the Personnel Committee to take formal action as a quorum of the Board for the sole purpose of recessing into executive session as permitted under KOMA and adjourning the meeting. The Personnel Committee shall recess into executive session if specific matters pertaining to County Librarian performance are being discussed. The Personnel Committee shall issue minutes of each meeting, but excluding those matters closed in executive session, for consideration by the Board.
ORDER OF BUSINESS	VI. ORDER OF BUSINESS
	The Board shall generally follow Robert's Rules of Order for the order of business with adjustments as needed.
AMENDMENT OF BYLAWS	VII. AMENDMENT OF BYLAWS
Criteria for Amendment of Bylaws	These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains (1) the present wording of the provision being amended, (2) the proposed amendment, and (3) the rationale for the proposed amendment.

## APPENDIX

### Order of Business

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

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



**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-50-10**

**SECTION: Library Board of Directors**

**SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS**

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**SUMMARY**

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

**Review Date:**

August 2, 2016  
November 8, 2018  
October 22, 2020  
October 13, 2022  
February 8, 2024  
August 8, 2024  
September 11, 2025  
January 9, 2026

**MEETINGS**

**I. MEETINGS**

**Regular Meetings**

- a. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted on the Library website, and provided in writing a reasonable time in advance of the meeting to persons or organizations that request such notice pursuant to KOMA, as defined herein in Section I.f.
- b. The Board will accept public comments at each monthly regular Board meeting, which is an opportunity for publics to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. Public must provide their address for the record if that person seeks further engagement or follow-up by the Library on an item addressed in their public comment. Public may speak in person or may submit a written comment. To speak in person, the person must indicate their attendance before the meeting starts on a public comment sign-in sheet located in the meeting room. Additionally, Public are encouraged to communicate with Library staff before the meeting date about their intention to give public comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. Public comments will last no more than 30 minutes in total, unless otherwise provided by a

vote of the majority of the Board. The Board Chair will determine the follow-up needed to public comments, if any, in consultation with the County Librarian.

- Changes
- c. The decision to recite or stand for the Pledge of Allegiance is at the sole discretion of each individual Library Board Member, library staff member, and meeting attendee. No individual shall face any form of retribution or adverse action for their decision in this matter, in full protection of their First Amendment rights.
  - d. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

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

- Kansas Open Meetings Act
- f. The Board and its subcommittees and subordinate groups shall comply with the Kansas Open Meetings Act, K.S.A. 75-4317 et seq. (KOMA) in conducting meetings open to the public, except as otherwise provided under KOMA.

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

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

- Agendas and Information Provided to the Board
- i. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in

advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous Board meeting
3. Minutes of committees, if any
4. Information on all consent items  
Recommendations and proposed resolutions with supporting information and reports
5. Discussion items with information and reports

Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

Executive  
Session

- j. The Board may recess into executive session for justifications under KOMA and the Personnel Committee may recess into executive session for consideration of personnel matters as justified under KOMA and provided herein upon a formal motion seconded and carried by a simple majority during a meeting consisting of a quorum of the Board. The complete motion for executive session will include (a) statement of the subject to be discussed, (b) justification for the executive session under KOMA, and (c) the time and place the open meeting will resume, all of which shall be recorded in the minutes.

## OFFICERS AND DUTIES

Officers

### II. OFFICERS AND DUTIES

- a. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board. Officers serve a one-year term without the option of serving in the same officer position for a second consecutive one-year term.
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Nominations

recommended slate of officers not later than two weeks prior to the regular April Board meeting.

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- d. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.

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- e. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with and serves on the Personnel Committee.

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V. LIBRARIAN

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ORDER OF BUSINESS

VI. ORDER OF BUSINESS

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

AMENDMENT OF BYLAWS

VII. AMENDMENT OF BYLAWS

Criteria for  
Amendment of  
Bylaws

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

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