



**Board Report
July 10, 2025**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JULY 10, 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 before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board and be made part of the record prior to the meeting.

- I. Call to Order
 - A. Pledge of Allegiance
- II. Citizen Comments
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Jeffrey Mendoza
 - C. Development Department: Written reports presented by Stann Tate, President, Johnson County Library Foundation.....4
 - D. Liaison, Board of County Commissioners, Julie Brewer
- IV. Reports
 - A. Board Counsel – Andrew Logan
 - 1. Review of Library Board of Directors obligation to review Administrative Regulation Manual sections (ARMs)
 - 2. Review of Legal Obligation to ADA
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....7
 - b) Facilities Department, Tony Barron, Director of Facilities, and Matt Dedeke, Deputy Director of Facilities.....12
 - 2. Comprehensive Library Master Plan, Megan Clark, Project Coordinator
 - a) Website Update, Sav Russell, Web Developer II, and Jo Field, Web Content Developer.....40
 - b) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....46
 - c) Capital Projects: Timeline Summary, Scott Sime, Project and Event Manager.....50
 - 3. Updates – Tricia Suellentrop, County Librarian
 - a) Library Board Retreat – October 30th 8:00 a.m. to Noon
 - b) Olathe Public Library, Service Level Agreement Update, Jennifer Mahnken.....53
 - c) ALA Conference Involvement, Kinsley Riggs, Deputy County Librarian

V. Consent Agenda

A. Action Items:

1. Minutes of the June 12, 2025 Regular Library Board meeting.....61
2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies:.....70
 - a) ARM 10-20-31 Freedom to View
 - b) ARM 10-50-35 Mission Statement
 - c) ARM 10-50-50 Legal Counsel
 - d) ARM 20-15-10 Access Policy Statement
 - e) ARM 20-15-50 Service of Homebound Patrons
 - f) ARM 20-20-50 Collection Use Parameters
 - g) ARM 20-80-23 Handouts and Bulletin Boards
 - h) ARM 20-80-30 Serving of Alcoholic Beverages
 - i) ARM 50-20-30 Travel
 - j) ARM 50-20-70 Disposal and Transfer of Library Real Property

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2025 were handled in accordance with library and County policy.
- b) The May 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.....99

VI. Old Business

None

VII. New Business

- A. Information Item: Consideration of Guaranteed Maximum Price (GMP) Amendment for Spring Hill and De Soto, Megan Levitt, Project Coordinator.....100
- B. Information Item: Consideration of Closure dates for Spring Hill and De Soto, Megan Levitt, Project Coordinator.....102
- C. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies, Amy Barclay, Regional Manager for the Southeast Region;.....104
 1. ARM 10-20-30 Freedom to Read
 2. ARM 10-50-85 Agreements with Public Agencies, Not-For-Profit Organizations, and For-Profit Businesses
 3. ARM 10-55-14 Library Fund
 4. ARM 20-80-26 Meeting Rooms
- D. Information Item: Consideration of Closure at Monticello for Parking Lot Resealing, Scott Sime, Project and Event Manager.....132
- E. Information Item: Formation of Budget Review Committee, David Vratny, Finance Director.....133

VIII. Adjournment



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

Strategic Planning

On Saturday, June 6th, the Friends of Johnson County Library Board met at Shawnee Library to work on our 2026-2028 strategic plan. Given the success of our current plan and its implementation, we are once again working with Deb Zila and Mike Seitz of BOARDynamics.

This foundational work will continue through the summer. Our goal is to have a fully refreshed plan in place for approval at our November 11th annual meeting.

Library Advocacy

Our dedicated Friends members – 1200 strong and growing – continue to show up when and where we need them. In response to advocacy alerts shared via email and social media, members contacted the Board of County Commissioners to let them know how important Johnson County Library, with its outstanding services, programs and resources, are to the community. During the Library's budget presentation on Thursday, June 5th, Chair Mike Kelly shared his appreciation of the "robust" number of comments that he and his fellow Commissioners had received. We will retain this momentum through the County budget public hearing – until the 2026 budget is approved.

Community Engagement: Raising Awareness

Selling books helps to fund the work, but it is not the work. As advocates, we seek out mission-aligned partnerships to nourish and deepen our community roots. The Friends are currently working with Johnson County Community College's Waste Minimization Department to learn how we can improve our recycling processes and elevate our environmental impact. We will also continue our partnership with Midwest Trust Center as their 2025-26 theatre season begins – look for cross-promotional marketing, including those beloved members-only discount codes – to return this fall.

Respectfully submitted,

Shanta Dickerson (she/her)
Executive Director

Libraries for all. All for libraries.



Monthly Report of the
Volunteer & Friends Engagement Coordinator – Amber Bourek Slater
Board of Directors of Johnson County Library
July 2025

Summer Teen Volunteers

The Library has a lot of teen volunteers this summer. During the month of June, we had 127 teens fill 519 volunteer slots. We are excited to offer 12 different opportunities for teens to serve including helping distribute summer reading books, assisting with circulation tasks, and helping with library programs. A big thank you to the Library's Programming Department as well as our Branch Operations Managers for their assistance in providing training and direct supervision.

Library Lets Loose

Volunteer recruitment is already underway for Library Lets Loose volunteers. Our primary focus currently is recruitment of lead volunteers. These volunteers will be trained to ensure certain tasks are completed with the assistance of a small group of "done in a day" volunteers. The goal is to decrease down time between tasks for volunteers. We anticipate that volunteers will appreciate this efficiency in their volunteer experience. If you know anyone who might make a great lead volunteer, please have them contact me at bourekslatera@jocolibrary.org.

Friends Membership Update

In February 2024, the Friends Membership Committee conducted focus groups with Friends members to better understand what they wanted out of their Friends membership. We learned Friends members wanted more frequent communications. As a result, the Membership Plan for 2025 now includes a monthly eNewsletter as well as Advocacy Alerts when appropriate. Also, the Friends are providing more opportunities for special member-only sales a couple times a year as well as tours to learn more about operations.

Additionally, the transition to the Bloomerang membership software has allowed for some additional membership renewal reminders and thank you emails. In April 2025, we've also added follow-up phone calls to people who have been members for two or more years thanking them for their support.

With the expansion of the book sale space, the Friends have also seen an increase in opportunities to serve more customers. A big thank-you to the volunteer cashiers for their promotion of the Friends membership during purchases. I'm happy to report from November 2023 to June 2025, we have seen a 29% growth in Friends memberships.

Monthly Report
of the Johnson County Library Foundation -- Shelley O'Brien
to the Board of Directors of Johnson County Library
July 2025

Library Lets Loose Updates

We are please to announce that Erwin and Phyllis Abrams are the Honorary Hosts for Library Lets Loose 2025. Erwin has been a Foundation Board member since 2012, working on two committees and raising funds for the Library. It has been a family affair; he followed his son Michael Abrams (an attorney with Lathrop and Gage) on the board. Erwin retired in 2011 as the President and CEO of Hospice of the Chesapeake, providing compassionate end of life care services to many families in the Washington DC and Baltimore metro area.

Erwin was quoted as saying, "My wife and I give to the Library in order to preserve that child's sense of awe, that adult's resource for research, that senior citizen's place of quiet and safety. We give because strengthening community means strengthening America."



Do you have the golden ticket? The raffle this year has been updated to increase your chances of winning a fabulous vacation. The winner gets to choose a trip of a lifetime – Hawaii, Mexico, Lake Tahoe, or Jackson Hole. Only 200 tickets will be sold. You do not need to be present to win. Good luck!

Get to Know the Johnson County Library Foundation Board – Lisa Larson Bunnell



To encourage networking amongst our Library leadership volunteers, we want to highlight Foundation Board members each month. For July, we are highlighting President Elect, Lisa Larson Bunnell.

If you spend more than 5 minutes with Lisa, you start to wonder if she ever sleeps. By day, Lisa is legal counsel and compliance director at North Kansas City Hospital. On nights and weekends, she is volunteering everywhere in Johnson County. For her son Lucas's Scouts and for non-profits like the Johnson County Library Foundation and Christmas Bureau. She is a former Shawnee City Council member and is involved in volunteering, recruiting, and fundraising for others who want to run for local office.

This year on the Johnson County Library Foundation Board Lisa is the President Elect and one of the Co-Chairs for Library Lets Loose. Lisa is leading the auction and raffle committee, who are looking for 20 wonderful experiences for people to bid and purchase. Already she has brought in new experiences including a group dinner with a private chef and a high-end photography session for your family. We thank Lisa for all the hundreds of hours she volunteers for the Library and Library Lets Loose each year!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2025
42% of Year Lapsed

OPERATING FUND

	2024
Programs	Budget
Revenue	6,079,665
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	3,693,532
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$3,693,532</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$2,386,133</u></u>

SPECIAL USE FUND

	2024
	Budget
Revenue:	3,486,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	529,534
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$529,534</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$2,957,141</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$5,343,274</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2025

42% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	27,372,731	48,673,540	56%	57%
Ad Valorem Delinquent	106,542	297,300	36%	58%
Motor Vehicle	993,818	3,587,813	28%	28%
Library Generated - Copying/Printing	5,950	108,206	5%	30%
Library Generated - Overdues / Fees	45,176	42,000	108%	49%
Sale of Library Books	0	50,000	0%	0%
Misc Other	18,031	18,703	96%	35%
Reimbursements	108,442	791,000	14%	17%
Library Generated - Other Charges	0	0	0%	0%
Investment	705,776	825,000	86%	57%
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	9,848	14,995	66%	58%
Commercial Vehicle Tax	48,586	64,835	75%	74%
Heavy Trucks Tax	3,305	4,557	73%	75%
Rental Excise Tax	30,828	70,464	44%	44%
Payment in Lieu of Taxes	248,677	0	0%	0%
State and Federal Grants	165,810	273,607	61%	49%
TOTAL REVENUE	33,793,519	55,748,020	61%	48%

Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	11,255,543	29,358,440	38%
Contractual Services	2,939,350	7,654,967	38%
Commodities	4,157,968	5,386,244	77%
Risk Management Charges	65,322	261,286	25%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Capital Projects	529,534	3,127,170	17%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
TOTAL EXPENDITURES	26,510,497	55,748,020	48%

Revenue - Expenses as of May 31, 2025 **7,283,022**

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2025
42% Year Lapsed

OPERATING FUND		2025	2025	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	1,888,338	5,864,996	32%
	Information Technology	2,105,600	5,720,876	37%
	Collection Development	1,852,741	4,230,389	44%
	Branch/Systemwide Services	9,851,591	26,223,885	38%
	Risk Management Charges	65,322	261,286	25%
	Grants	2,179	273,607	1%
	Transfer to Capital Projects	3,693,532	5,985,047	62%
	Interfund Transfer	3,701,259	3,701,259	100%
TOTAL OPERATING FUND EXPENDITURES		23,160,562	52,261,345	44%

SPECIAL USE FUND		2025	2025	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	202,505	0%
	Commodities (Capital Equipment)	0	157,000	0%
	Transfer to Debt Payment	0	0	0%
	Transfer to Capital Projects	529,534	3,127,170	17%
TOTAL SPECIAL USE FUND EXPENDITURES		529,534	3,486,675	15%

TOTAL EXPENDITURES	23,690,096	55,748,020	42%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2025
42% Year Lapsed

ALL FUNDS		2025	2025	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	11,255,543	29,358,440	38%
	Contractual Services	2,540,286	7,654,967	33%
	Commodities	1,902,442	5,386,244	35%
	Risk Management Charges	65,322	261,286	25%
	Capital / Maintenance / Repair	3,693,532	5,985,047	62%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	529,534	3,127,170	17%
	Grants	2,179	273,607	1%
	Interfund Transfer	3,701,259	3,701,259	100%
TOTAL EXPENDITURES		23,690,096	55,748,020	42%

GRANTS*						
	Expenditures through 04/30/2025	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	\$0.00	\$165,810.08	

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

Expenditure of Friends of the JCL Donations 2025

Expenditure Details	May	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

Facilities Management Department Update



Spring Hill Branch

2025

Facilities by the Numbers

1991

Year department was created

11 M

Capital dollars managed in JCL projects (2025)

80

Number of buildings in portfolio

14

JCL Buildings

2.8M

Amount of square footage managed

307K

JCL square footage managed

527

Number of vehicles serviced

6

Dedicated JCL vehicles serviced

190

Number of team members

23

Dedicated FAC support team members to JCL



FAC-JCL Team: Engagement and Strategy Gathering

Facilities Management Department

Our Mission:

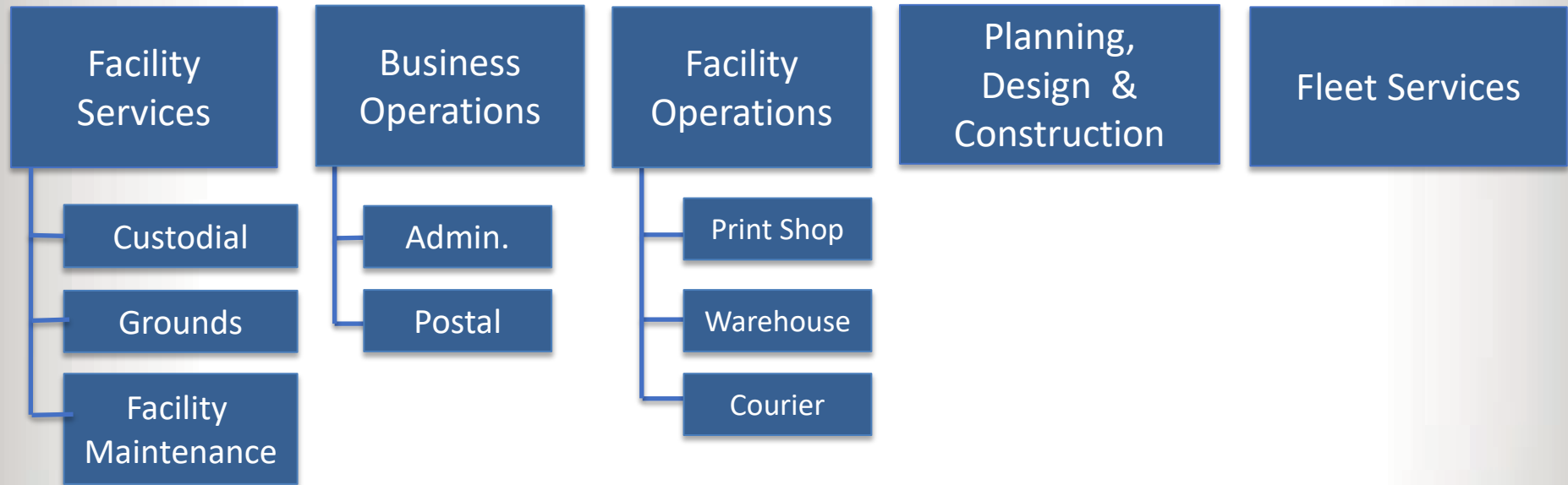
We provide environments and services that support growth, healthy and safe operations, and fiscal responsibility by valuing our customer and employee needs in a culture of continuous improvement.

Our M.O.U. Value

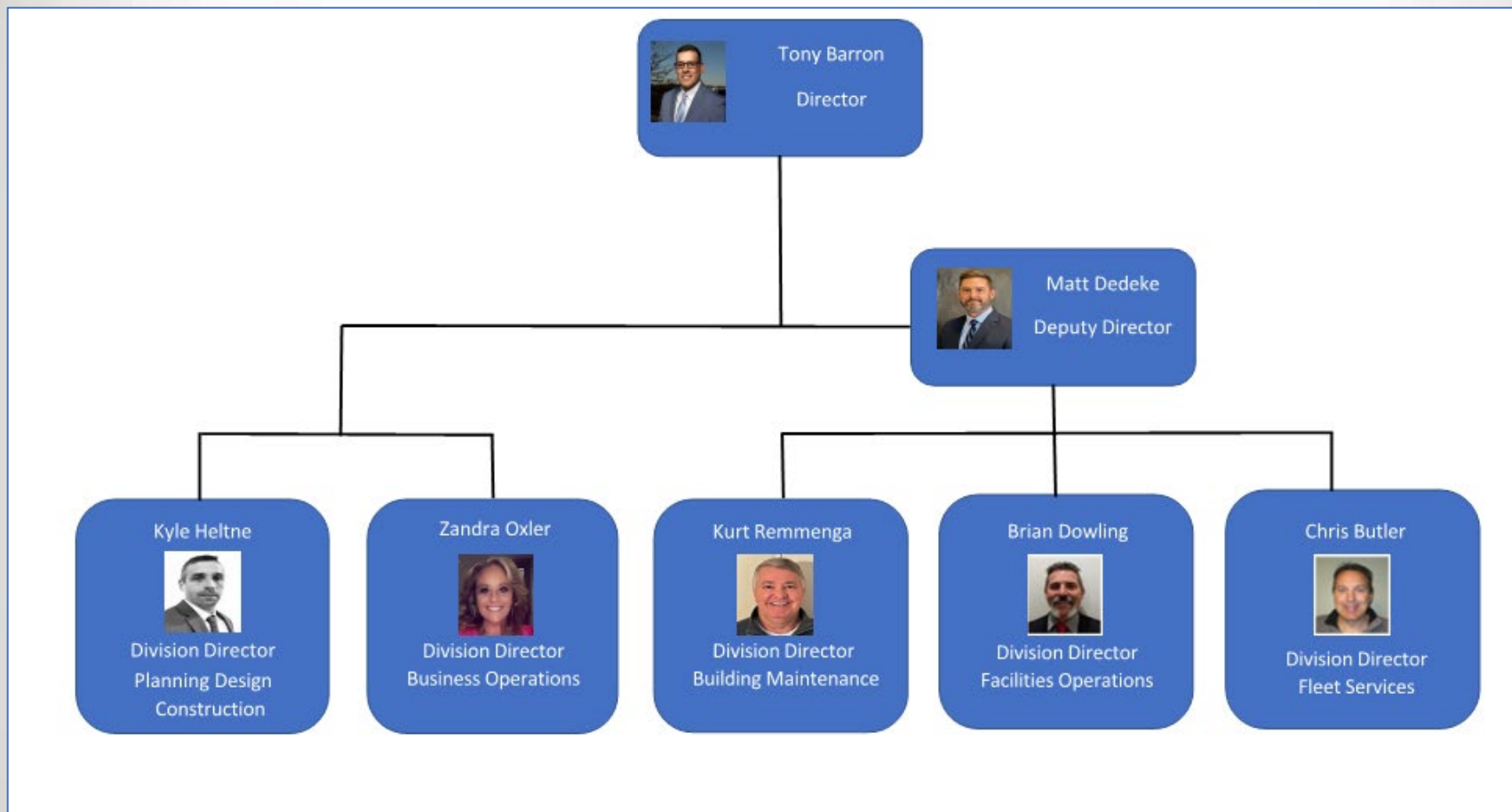
Partnering with Facilities brings value by...

- Taking ownership in the buildings we support
- Centralizing services
- Providing quality work
- Being responsive to needs
- Delivering overall facilities management

Facilities Divisions



Facilities Org Chart



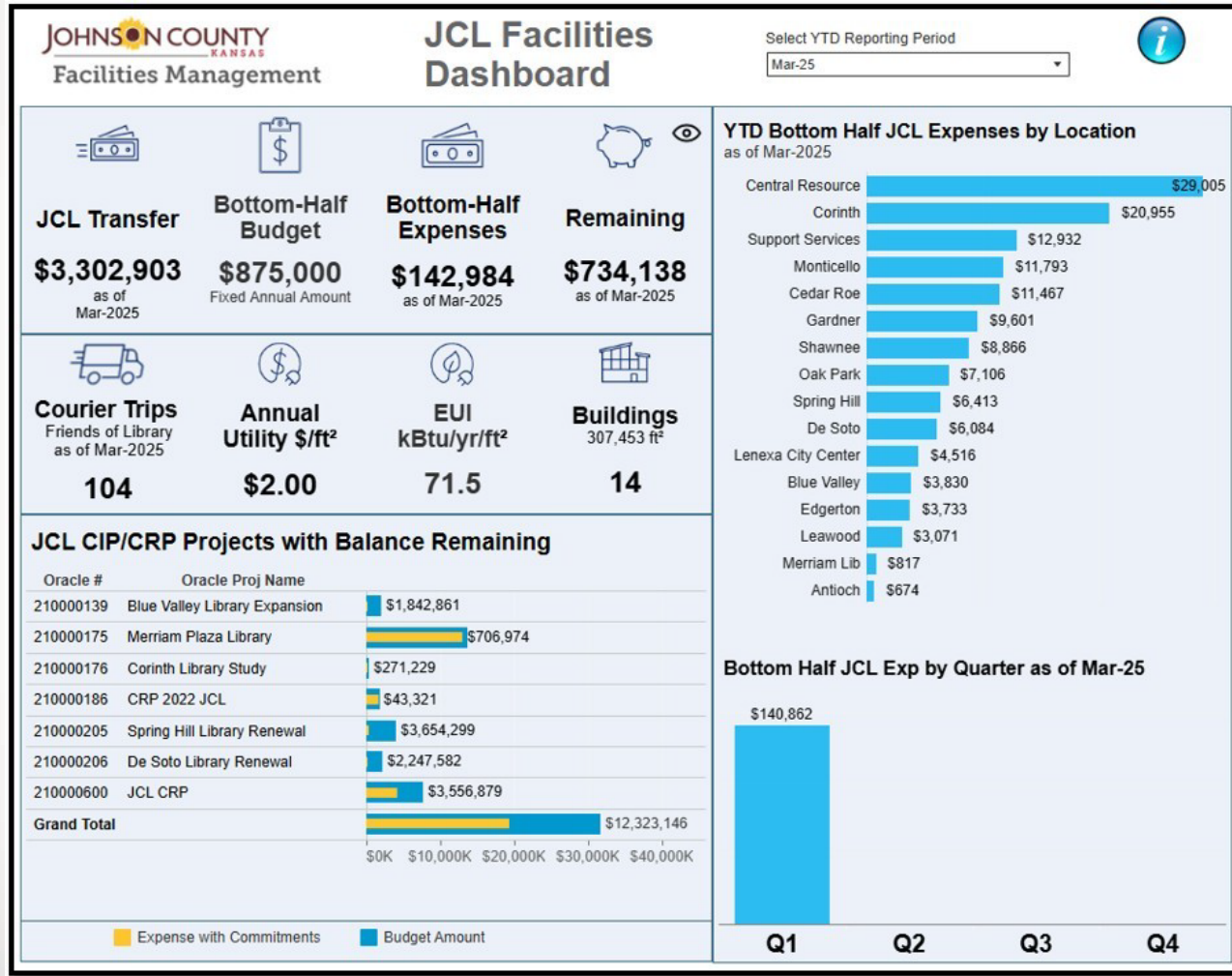
A close-up photograph of a calculator and a pen resting on a document with financial data. The calculator is silver and black, with the '+' and '=' keys prominently visible. The pen is silver and lies diagonally across the document. The document contains various numerical figures, some with plus signs, suggesting a financial statement or ledger.

Business Operations

How we can help:

- Quarterly financial updates
 - Year to date operational expenses
 - Building specific details on expenses
 - Review capital project financials
 - Review energy use and associated expenses

Business Operations



Planning, Design, & Construction: The PDC Team



Planning, Design, & Construction

How we can help:

- Capital Planning
- Strategic Planning
- Programming & Studies
- Project Management
- Standards & Regulation Compliance
- Furniture Moves, Adds & Changes
- Space Management
- Public Art Commission



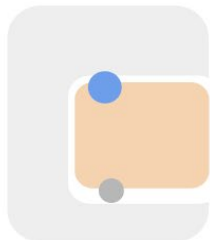
2025 Capital Projects



De Soto



Spring Hill

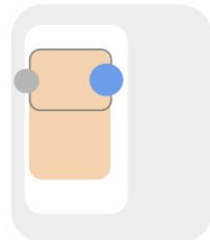


big-box

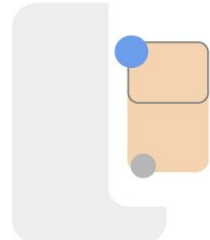
*requires acquisition West 81st Street



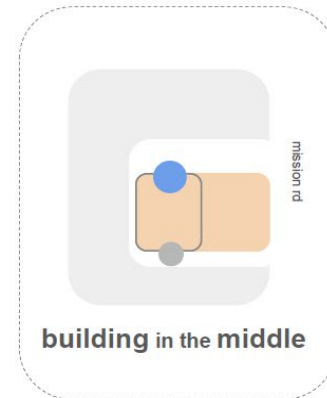
the donut



building in the back



building in the front



building in the middle

Corinth Branch Test Fits

Custodial - Grounds - Facility Maintenance

How we can help:

- Custodial Services
 - Daily cleaning
 - Responsive and Bio-Hazard Clean-Ups
- Grounds Services
 - Grass, Shrub, Tree Care
 - Landscaping
 - Snow Removal
- Maintenance
 - Preventative and Responsive Building Maintenance and Repairs
 - ARCHIBUS Work Order System
 - Building Automation System (HVAC)
 - Energy Management
 - Safety Programs



Custodial - Grounds - Facility Maintenance Team



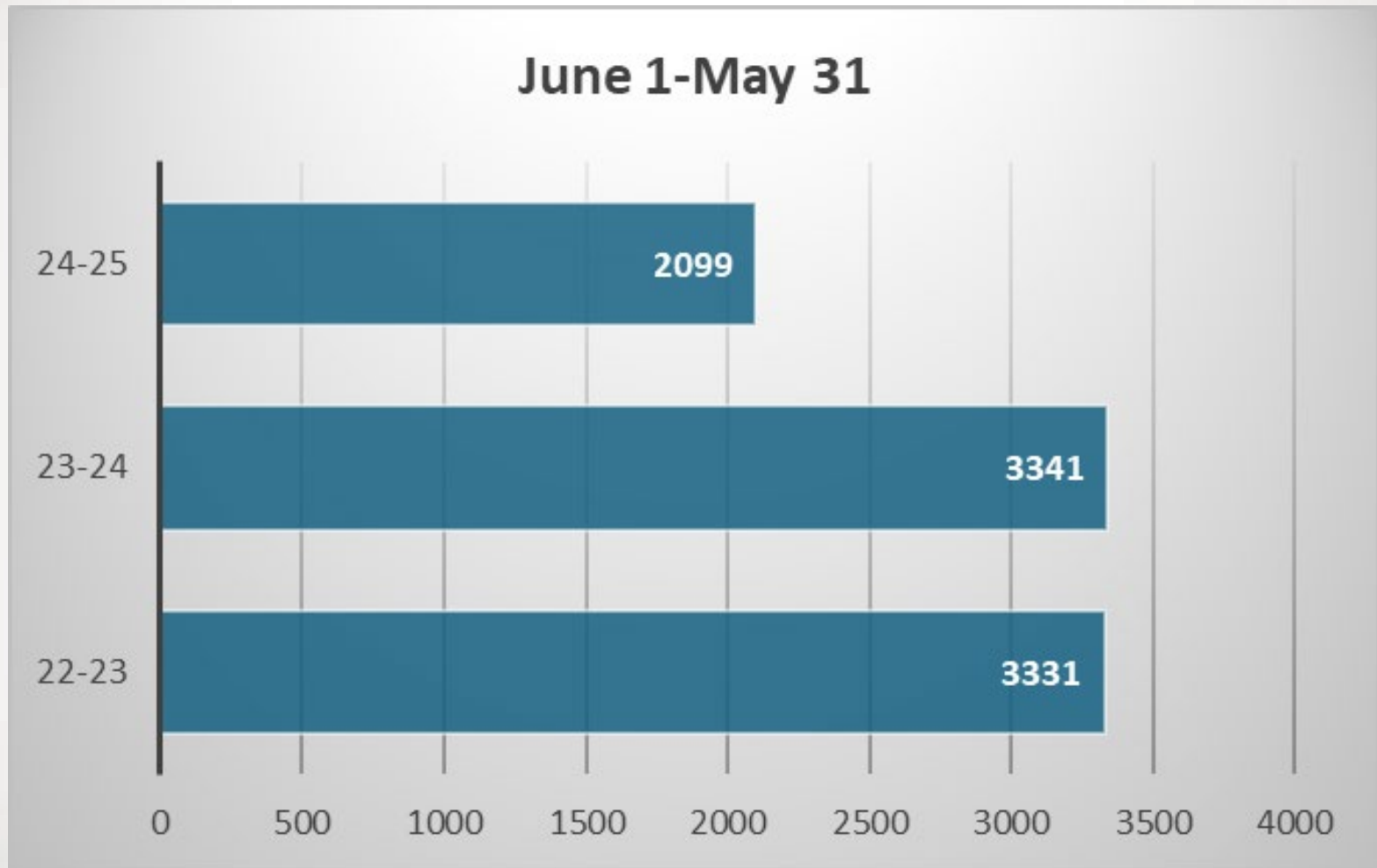
JOHNSON COUNTY
Kansas

Facilities Management

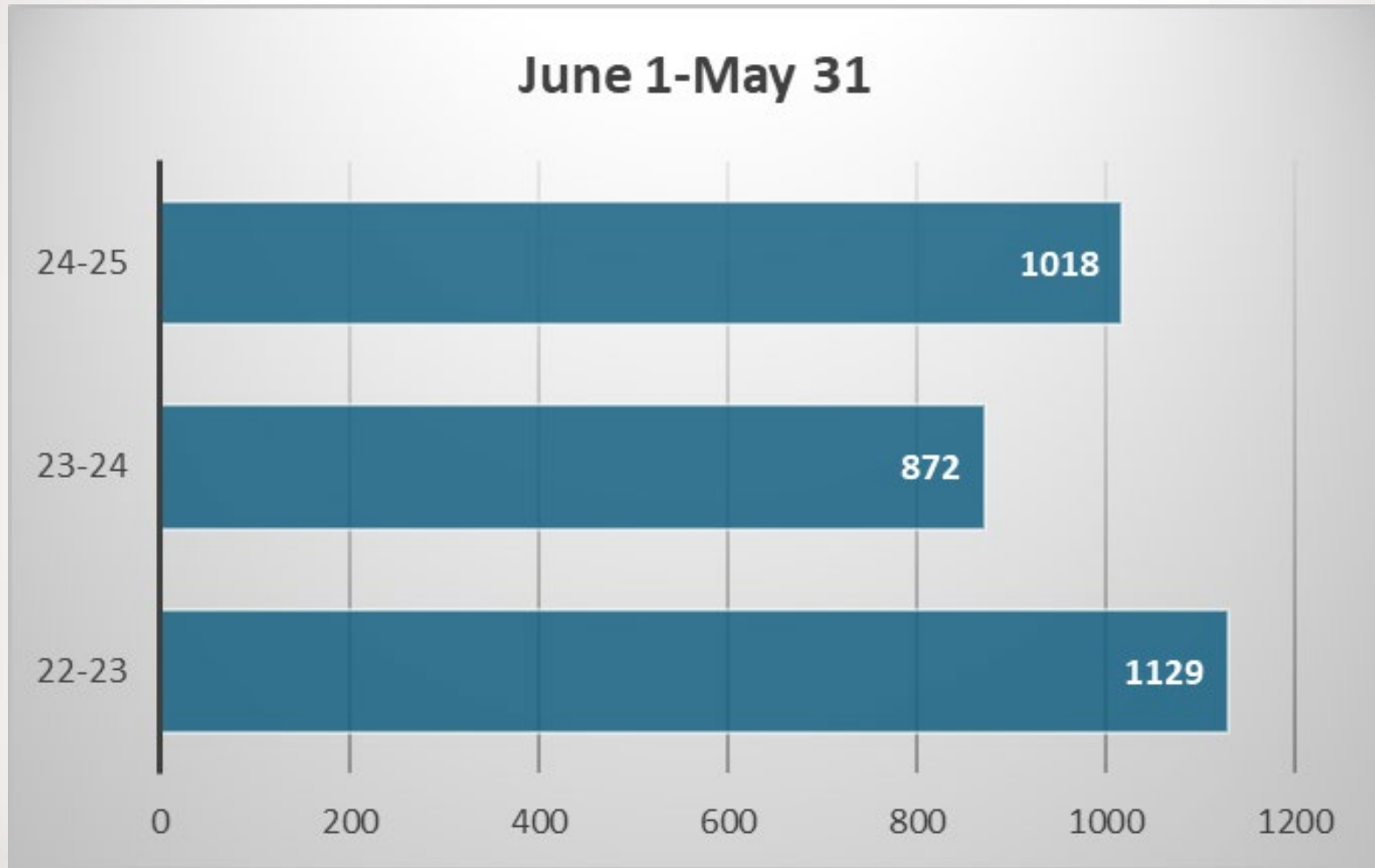
2025 July Board Report

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Maintenance Work Orders



Custodial Work Orders



Energy Usage

Energy Management Consumption Program

- Focus Areas
 - Energy Use
 - Energy Reduction
 - Asset Replacement
 - Highly Efficient Performance
- Goals
 - Reduce future energy consumption
 - Minimize long term maintenance costs
 - Improve indoor air quality and occupant comfort

Energy Usage Summary

In 2024...

- Energy costs avoided were \$69,136
- Energy usage decreased 7 %
- The average kBtu/sqft is below the Library National Average in the EnergyStar portfolio

* Based on energy per square foot (kBtu/sqft)

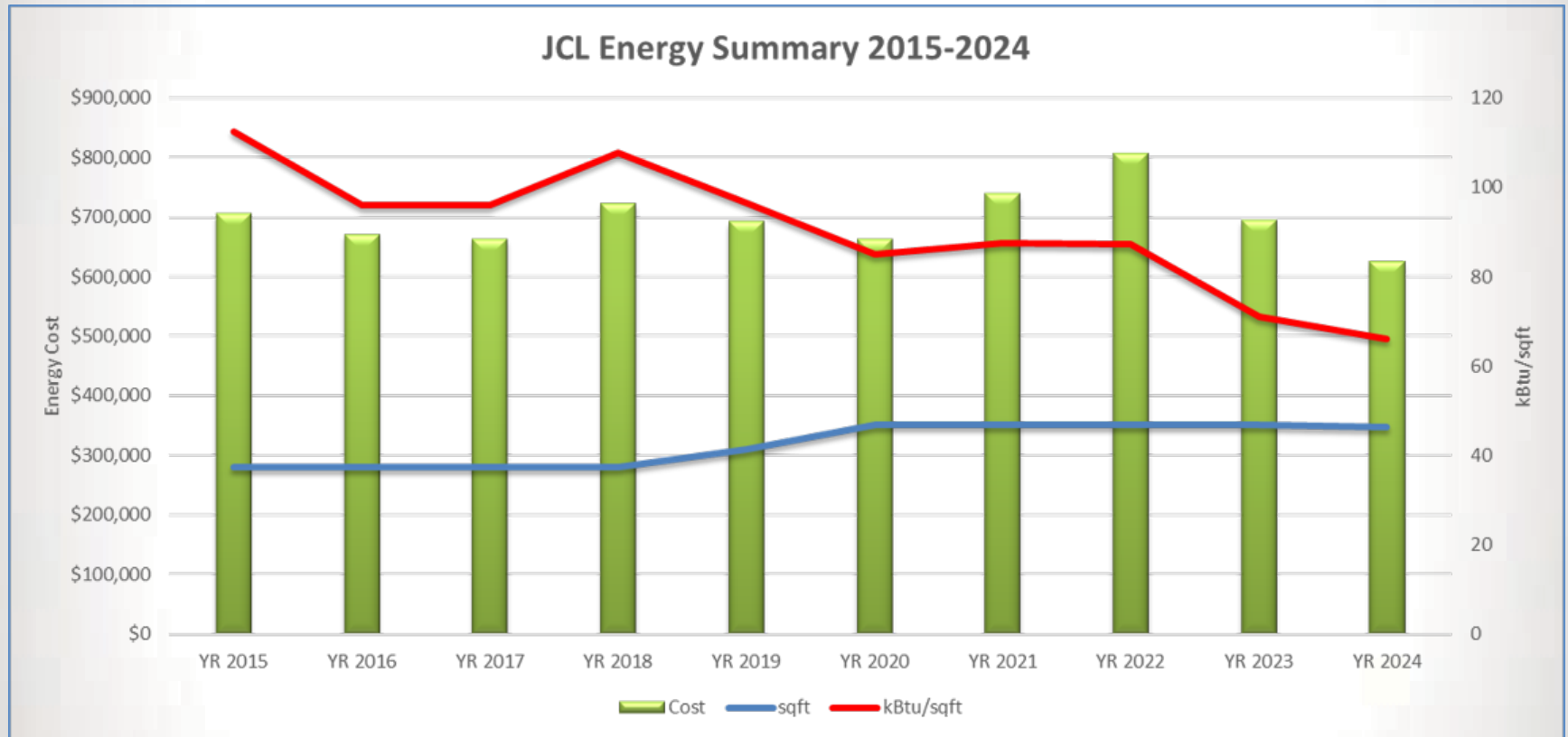
Energy Usage Summary

In 2024...

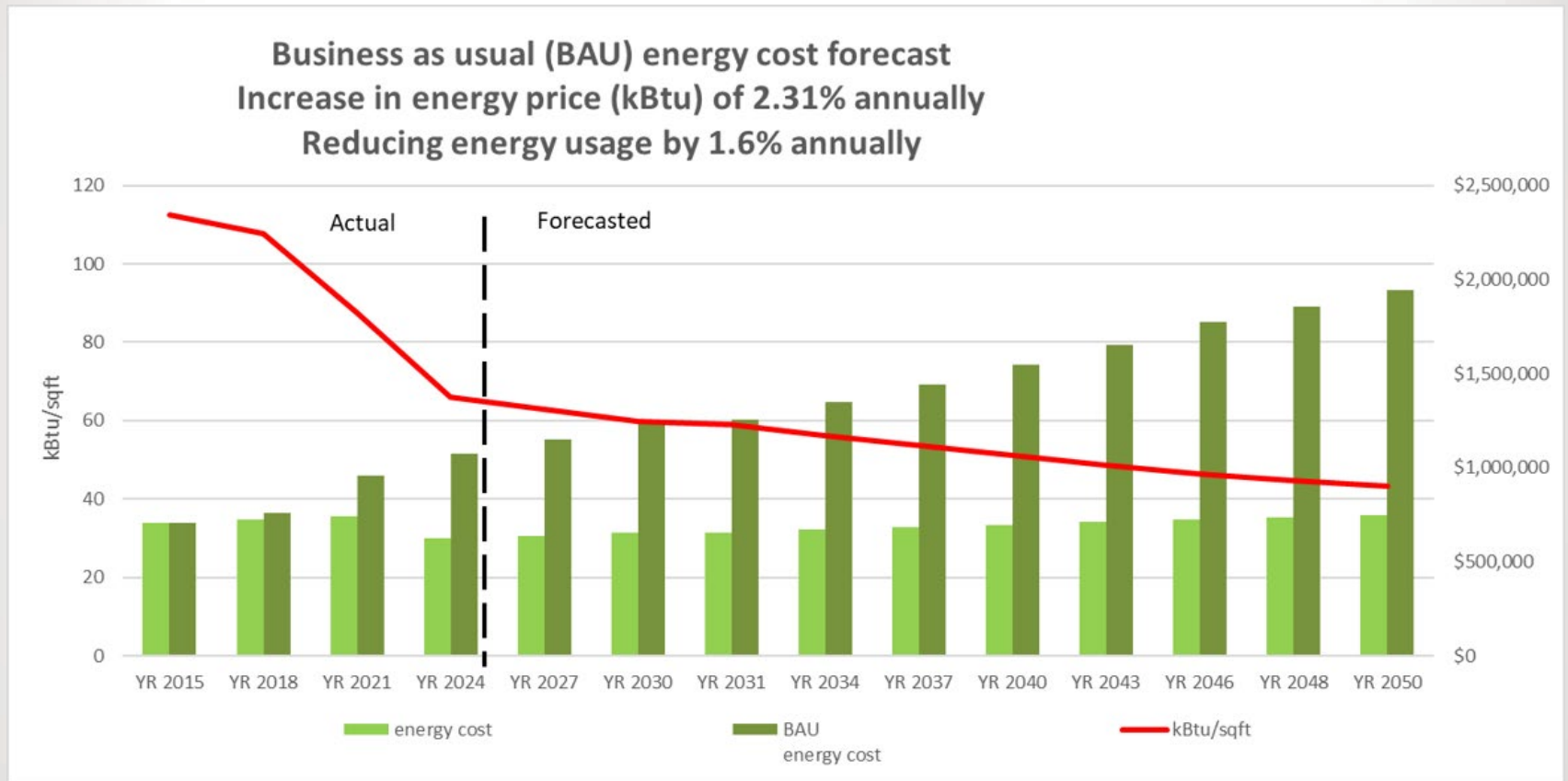
- Energy costs were approximately \$70,000 less than **2015** energy costs
- Energy and natural gas costs have increased 22% since **2015**
- JCL building portfolio has increased their square footage 24% since **2015**

* Based on energy per square foot (kBtu/sqft)

Energy Usage Summary

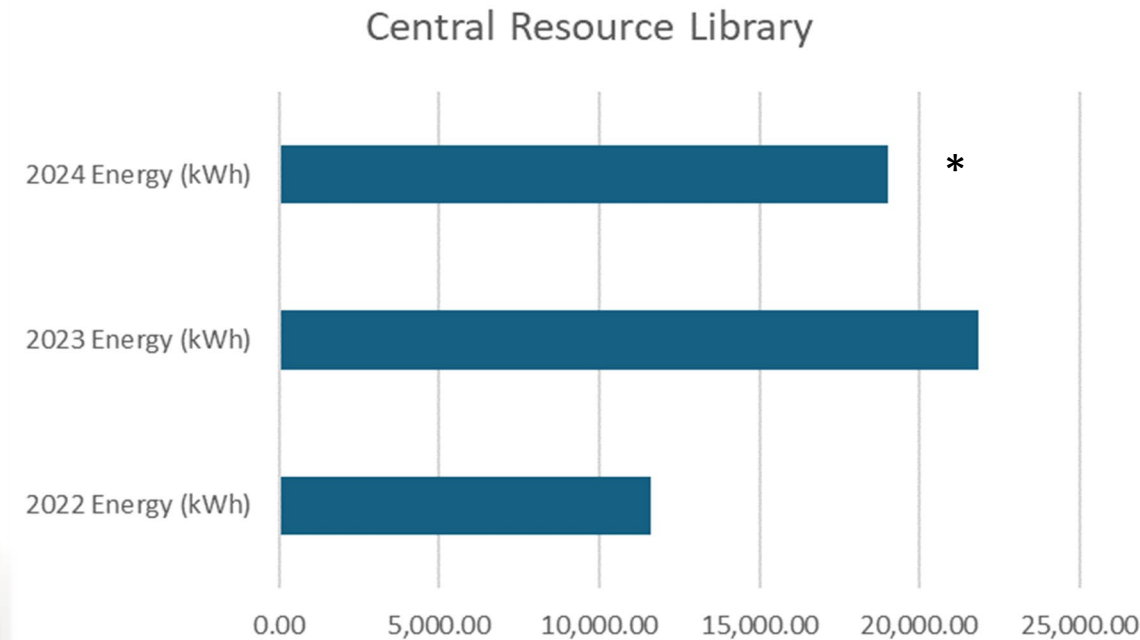


Energy Usage Summary



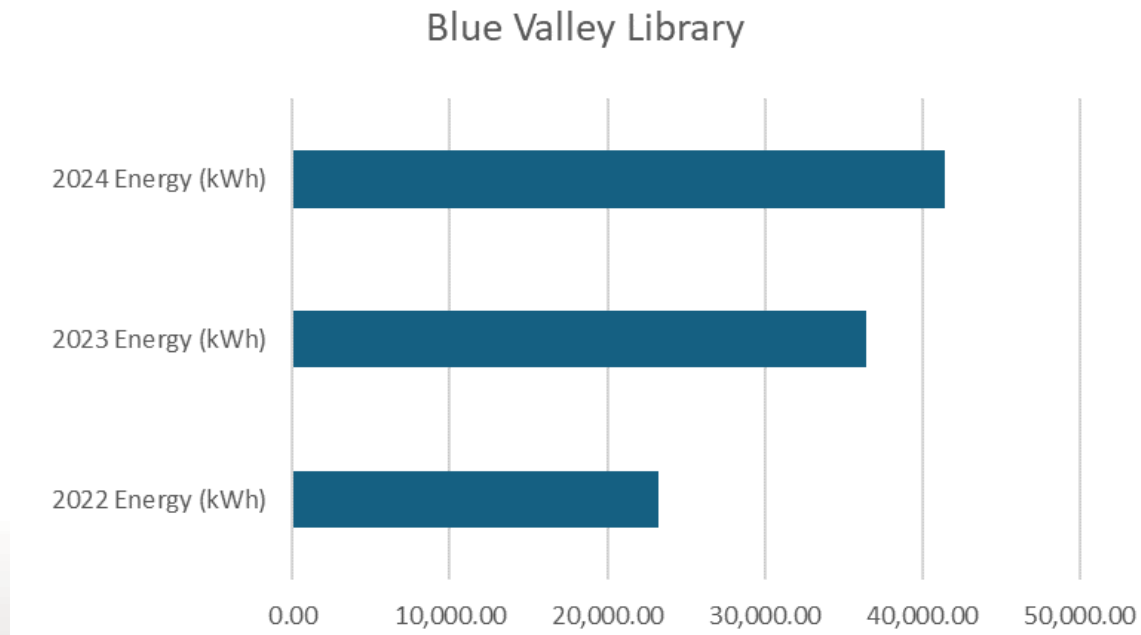
E.V. Public Charging

- Current EV stations
 - Central (2 Ports) *Charger has been offline and in process of being replaced



E.V. Public Charging

- Current EV stations
 - Blue Valley (2 Ports)

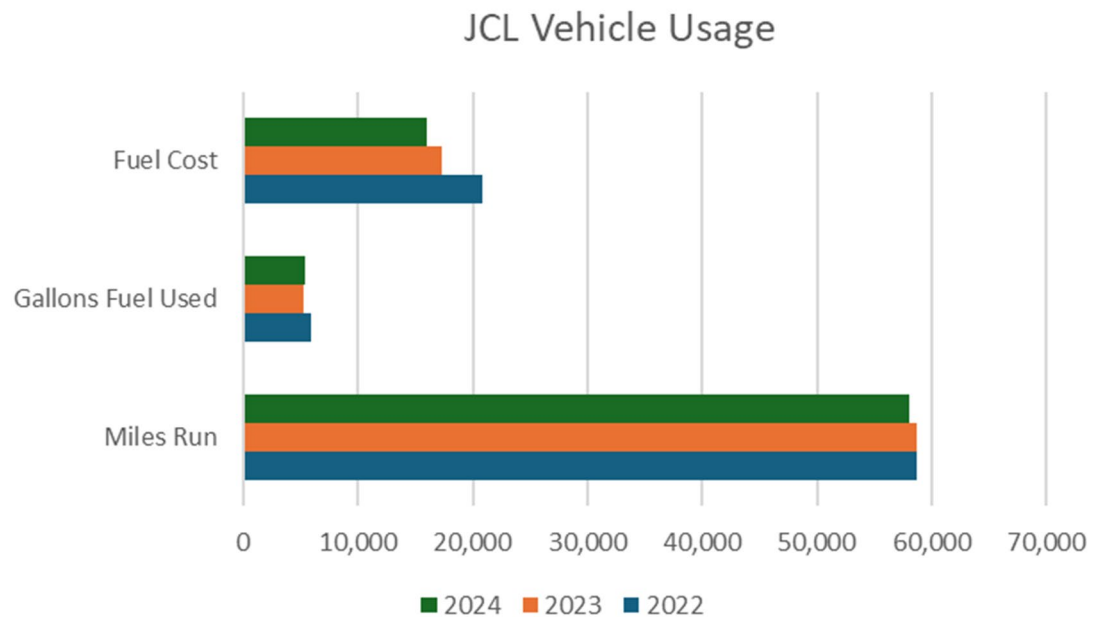


Fleet

- Currently operate
 - 1 cargo van
 - 4 box trucks
 - 1 Minivan



Brightdrop 600

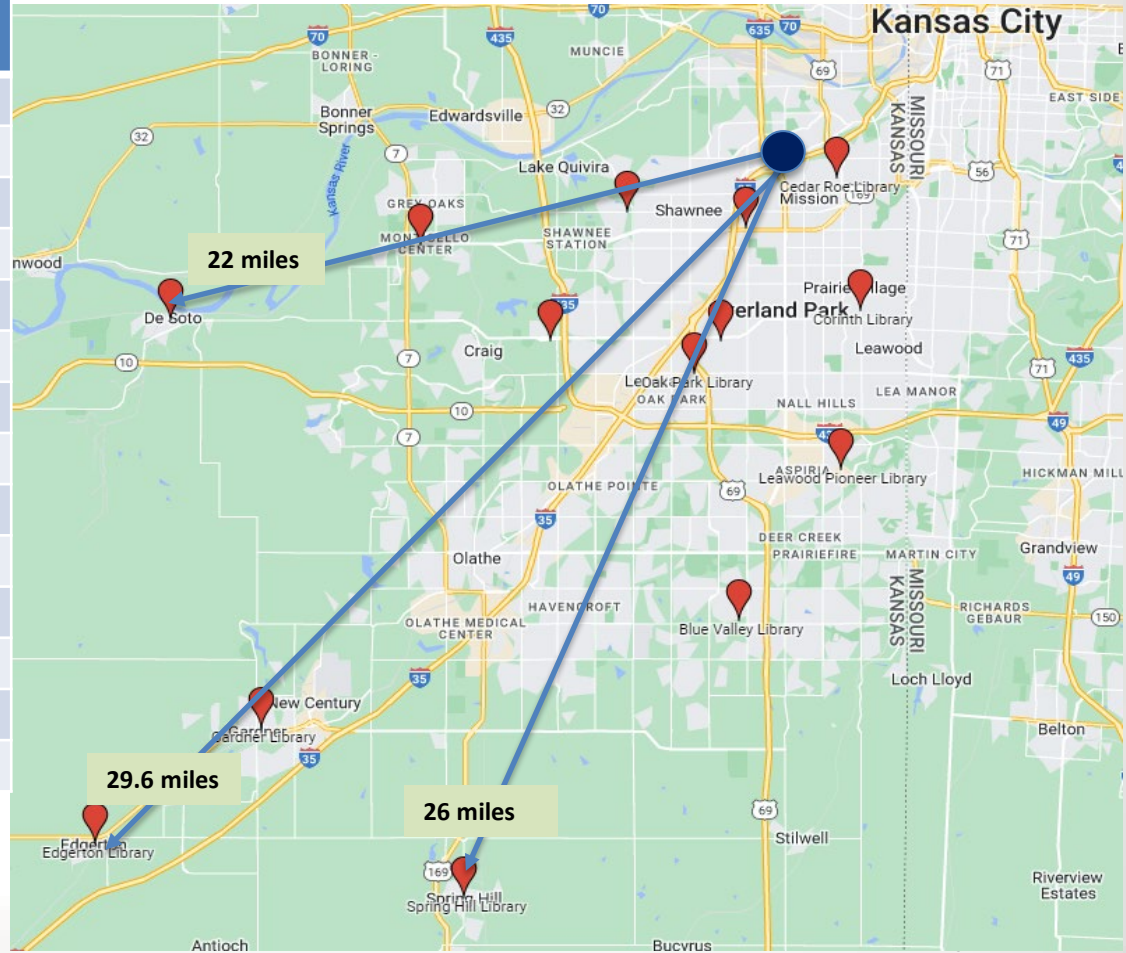


Looking Ahead

- Strengths
 - Collaboration
 - Financial Dashboards
- Challenges
 - Space for Facility Services
 - Contracted Market Labor
 - Consistent staffing ratios and type of support

Map of Johnson County Library Branches

Site	External Gross SF
Blue Valley Library	25,073 sq ft
Cedar Roe Library	12,516 sq ft
Central Resource Library	85,965 sq ft
Corinth Library	19,659 sq ft
De Soto Library	3,630 sq ft
Edgerton Library (Leased)	3,381 sq ft
Gardner Library	13,440 sq ft
Leawood Pioneer Library	19,015 sq ft
Lenexa City Center Library	40,244 sq ft
Merriam Plaza Library	15,498 sq ft
Monticello Library	31,875 sq ft
Oak Park Library	16,494 sq ft
Shawnee Library	18,158 sq ft
Spring Hill Library	3,005 sq ft



**** FAC- Techs office at Northeast Office**

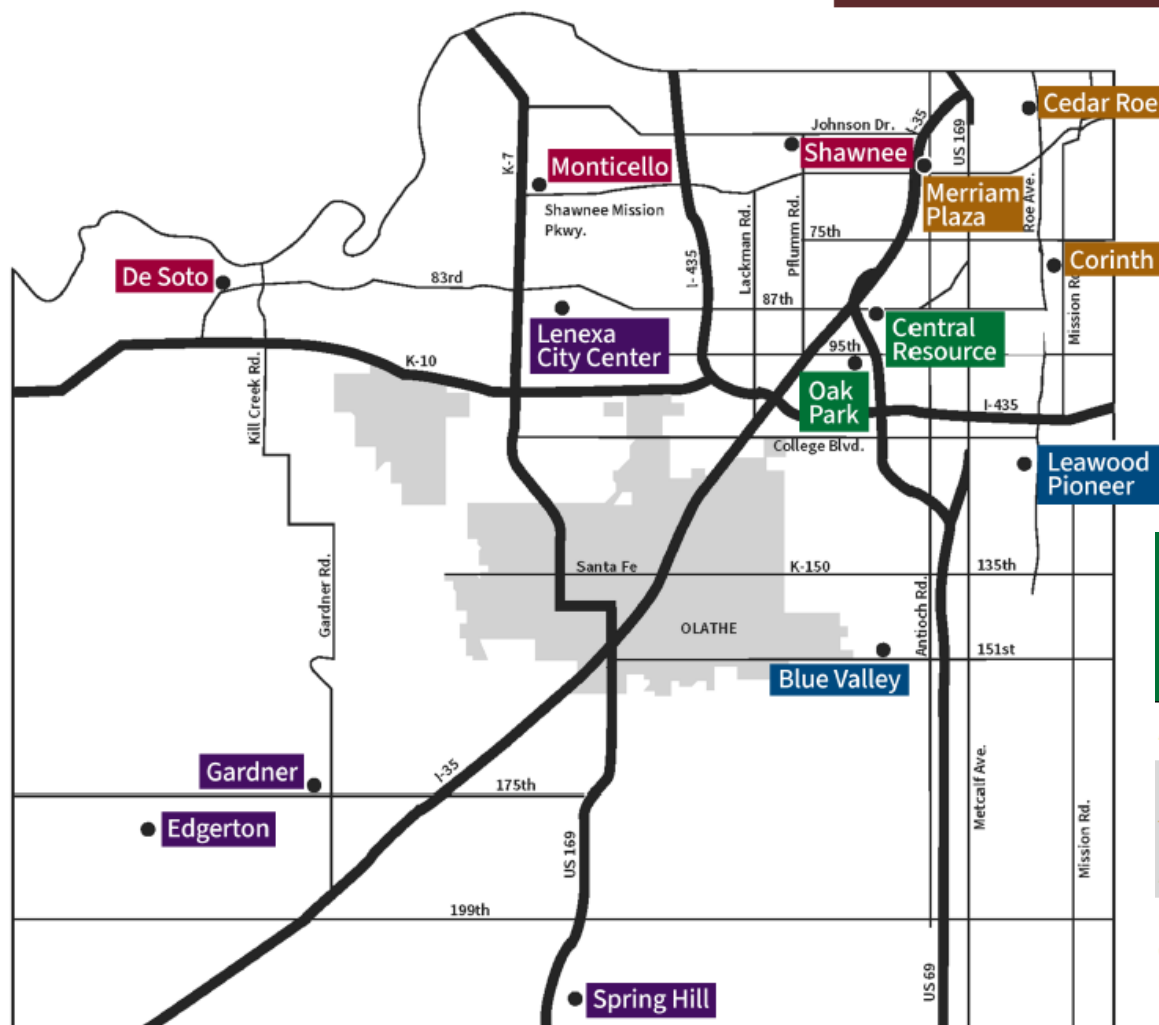
Total: 307,953 SQFT

Collaboration and Process

- Partnering with Servpro/NCRI to have priority support in extreme events



- Map and contacts, connecting the right people for support



	Northwest: Shawnee, Monticello & De Soto	Northeast: Corinth, Cedar Roe & Merriam Plaza
RMI	John Keogh	Christian Madrigal
BOM	Sarah Aanestad Nate Hohl Lisa Jordan	Matt Hammes Michelle Holden Marley Killgore Portia Montoy
RL	Angelica Reiff Erica Voell	Christi Haines Hilary Sorio Amanda Wahlmeier

Central: Central Resource & Oak Park	Southeast: Blue Valley & Leawood Pioneer	Southwest: Lenexa City Center, Gardner, Spring Hill & Edgerton
Anna Madrigal	Amy Barclay	Jared Harper
Dev Tillotson Julie Timmins Molly Wetta Ashley Whitham	Sheida Bates Kristen Holdman-Ross Ian Hrabe Jackie Manley	Katt Cooper Megan Mascorro-Jackson Nicole Schlagel Maureen Stover
Marty Johannes Chris Koppenhaver Bryan Voell	Melody Kinnamon Gregg Winsor	Meagan Condon Jayma Zook

Questions?



FAC Leadership Retreat

FAC All Staff Meeting



Website Refresh Update

July 2025



Updates

- Site approx. 95% complete
- Staff preview complete, public preview ongoing
- Planning for phase 2 (Sept.-Dec. 2025) underway





BLOG POST

June is Pride Month



BLOG POST

Library Resources for Juneteenth



Summer Reading is Here!

Join us for events all Summer long. Grab your free book, your reading log, and get ready to Color Our World!



Library Building Updates



BLOG POST

2025 Friends of the Library
Bookmark Contest



EVENT

Teen Advisory Group - TAG



BLOG POST

Submit Your Writing

Version A



Summer Reading is Here!

Summer Reading season is here! Celebrate diverse perspectives and the arts in all their forms with us as we Color Our World together.



BLOG POST

Library Resources for
Juneteenth



BLOG POST

June is Pride Month



Library Building Updates

Version B



Stellar. It's really beautiful. Love this! **Top-notch** intro video

I am a **big fan** of the website revamp! Good job everyone!

Lovely addition
Much improved! I love the **new layout**

Looking good - especially the branch highlight!

Cool addition to the website

I didn't know we had those things!

I am so **happy** we have a specific page for this now!

“Everything about this page is awesome.”

What a **great mix** of the content we have to offer

Snaps all around

Easy to navigate for kids too

Information is all in one place!

Overall, it's **beautiful!**

Your **hard work** has not gone unnoticed!

Very good! Much better than the old page.

I'm **excited** by what I'm seeing!

Team-JCL-BiblioWeb Implementation Notebook	
Project Meetings	Key and Layout
	Home Page (Version A) F...
	Home Page (Version B) F...
	Central Region
	NE Region
	NW Region
Staff Preview Feedback	SE Region
	SW Region
	Systemwide

Genealogy (Research)

Is every section going to have a different colored swoosh with the title? This is the only not blue one I have observed.

Saying "at central," right side button at the top, is a little to "lingo-like" and informal for patrons especially ones that have never been to central. Could delete the work "section" which is implied as that is the subject of the page and add library.

Love the video at the bottom.

Consider: reword button that directs to physical space (we only have 30 characters!)

TO DO: Missing some commas?

"If you are researching your family tree or need genealogy support(,) we can help! In partnership with the Johnson County Genealogical Society(,) we can assist you as you explore Johnson County marriage records, cemetery information, a local obituary index, collections of digitized photos and newspapers and links to much more."

Looks great!

Much improved! I like the very large tiles for Memory Lab and One-on-One Help. These are popular services and the tiles make it **easy to navigate to them quickly.**

Staff Feedback

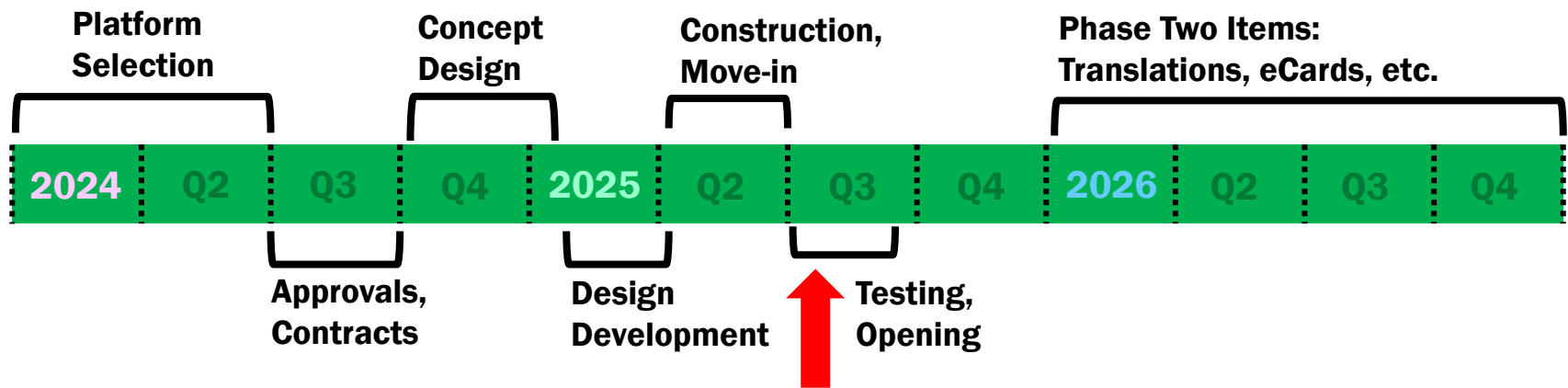


Next Steps

- Review Public Preview feedback
- Polish, polish, polish
- Prepare to launch!



Website Refresh: Anticipated Project Timeline



Spring Hill and De Soto Renovations

Update – July 2025



Construction Manager

- Guaranteed Maximum Price (GMP)
- Spring Hill site design approval expected this month



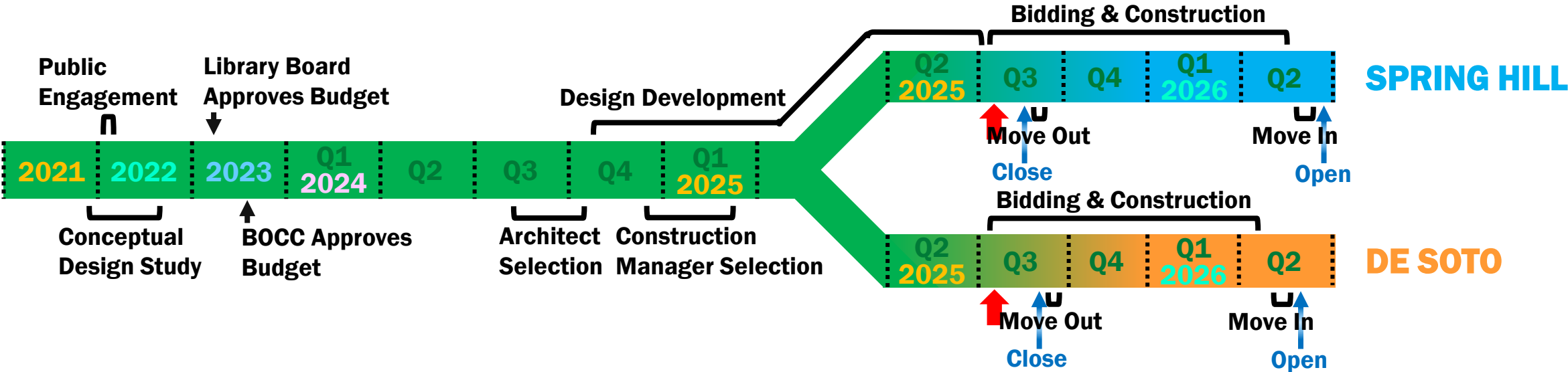
Next Steps

- Communication to patrons
- Design presentations to De Soto and Spring Hill city councils
- Beginning move-out tasks (tickets to vendors, staff location scheduling, etc.)
- Finalized Guaranteed Maximum Price (GMP) Amendment contract for approval in August
- Closure approval request in August



Spring Hill and De Soto Renovations:

Anticipated Project Timeline

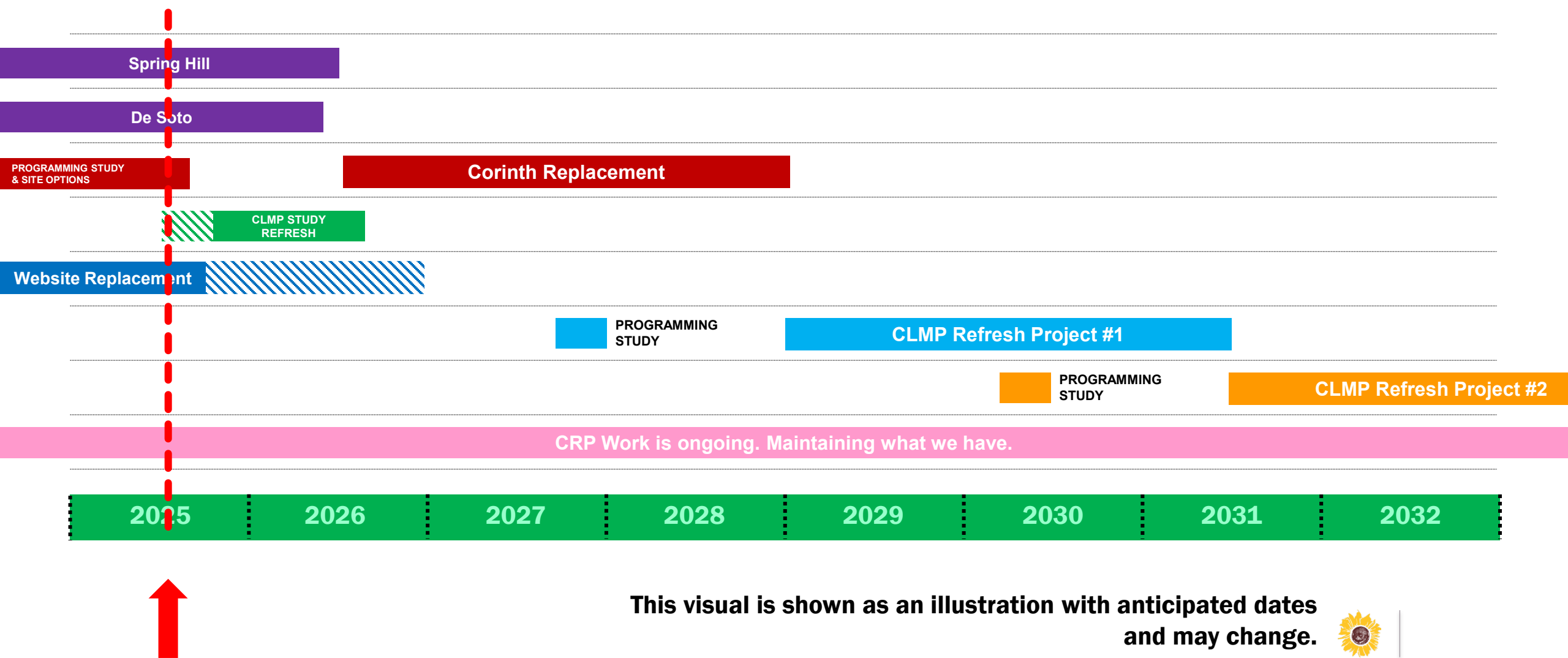


Capital Projects: Timeline Summary

July 2025



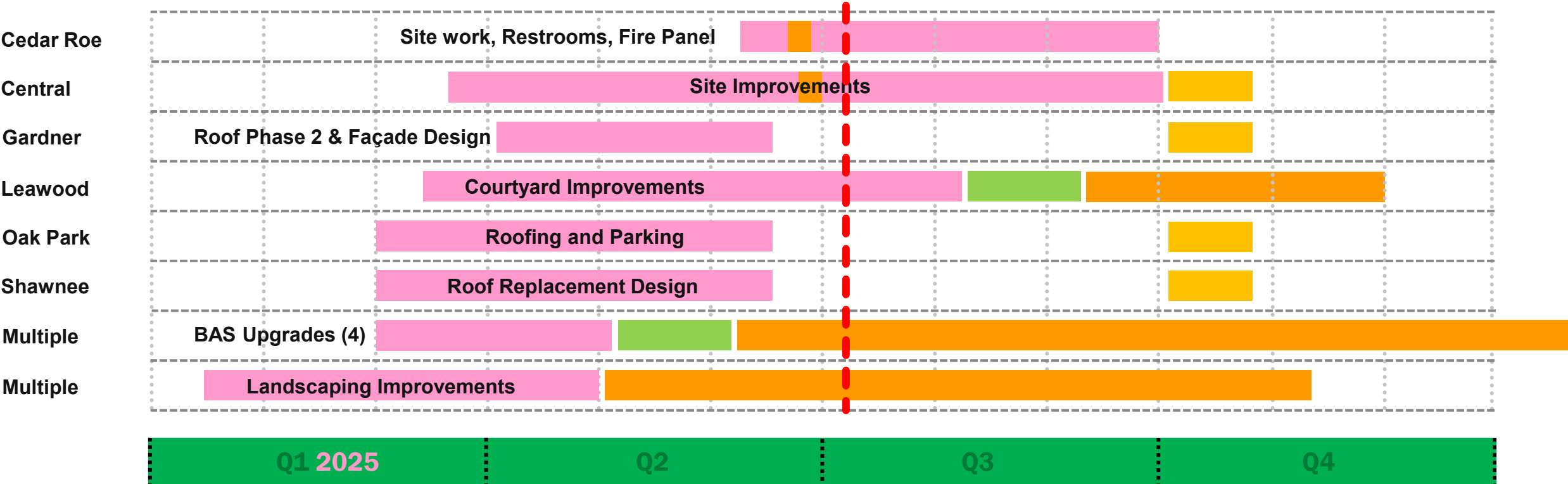
Capital Improvement Projects: Anticipated Timeline



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

2025 CRP Anticipated Timeline

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



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

Service Level Agreement

Johnson County and Olathe Libraries
July 2025



Interlocal Agreement v. Service Level Agreement (SLA)

The Service Level Agreement (SLA) operates under the conditions established in the Interlocal Agreement dated January 12, 2023. The Interlocal Agreement outlines shared objectives to elevate library services' quality, reach and inclusivity across Johnson County and Olathe.



Scope of Service Level Agreement

Community Experience

Shared IT Infrastructure

Materials Handling Management

Collaborative Marketing Efforts

Financial Framework



Community Experience



Quality of
Service



Access and
Availability



Safety, Security
and Privacy



Community
Programs and
Events



Shared IT Infrastructure



Shared library
catalog



Communication
around technology
purchases



Materials Handling



Collection

Couriers

Self Checks

RFID

Security gates



Collective Marketing



Cross Promotion



Joint Promotion



Public Communication



Internal Communication



Questions?



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

June 12, 2025
at Central Resource Library
4:00 p.m.

BOARD: Kelly Kilgore, Charles McAllister, Chrysalyn Huff, David Sims, Jeffrey Mendoza, Jennifer Hrabe and Jodie Dietz.

ABSENT: None.

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Brewer was unable to attend.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Shelley O'Brien, Patti Kangethe, Elissa Andre, Megan Clark, Lori Ross, Angel Tucker, Jared Harper, Rose York

Board Chair Jeffrey Mendoza called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

Cheryl Vandruff represented the homeless and explained that they were informed yesterday that they could no longer park in the Johnson County Library's parking lot. She emphasized that the library is a public spot funded by their tax dollars. Cheryl highlighted that not all homeless individuals are in that situation by choice; some are working moms and families who found the parking lot to be a safe place. The Overland Park police department had advised her to park there for safety on her first night of homelessness. Cheryl mentioned that people were looking out for them and that taking away the parking lot would mean towing their homes and possessions, as well as removing a safe spot and comfort zone. She pointed out that many in the community are one paycheck away from homelessness and that the number of homeless individuals in the area had increased since 2024. Cheryl noted that the parking lot was convenient due to its proximity to a restroom and that it provided a safe place for her and her family.

Ms. Hrabe asks when the no-parking rule at the library was implemented and if it is a new rule. County Librarian Suellentrop responded that the library has a longstanding policy of no parking and offers to find the documentation. She mentions that staff will review this policy if directed by the Library Board.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Board Chair Mendoza shared that on June 5, Tricia Suellentrop, the County Librarian, Dave Vratny, the Finance Director, and he presented the proposed 2026 budget to the Board of County Commissioners. The presentation was well received, and the Board expressed gratitude for the library's work. They raised concerns about employee satisfaction and offered to help address this issue.

Ms. Kilgore asked about the library's employee satisfaction compared to the overall county. Board Chair Mendoza suggested the library staff provide numbers for review and emphasized the importance of ensuring library staff are cared for and noted the Board of County Commissioners' concern. The budget presentation was well received, with no follow-up items listed, and the County Commissioners were pleased with the library's deliverables.

Ms. Huff asked for the dates and a link to the County Commissioner meeting to rewatch it. Ms. Huff wanted specific information about who brought up the issue and whether it concerned front-line staff or leadership. Ms. Huff mentioned that she and Charles had been wanting to assist Tricia for months but were still waiting to start. Board Chair Mendoza clarified that there was no complaint, but the discussion was about an employee survey. Ms. Huff expressed frustration that the survey did not reflect the concerns mentioned and encouraged board members to read it thoroughly.

County Librarian Suellentrop provided context about the annual countywide Employee Engagement Survey, which covers various aspects like career paths, trust in senior leaders, and comfort in speaking up. She clarified that this survey is separate from the library-specific performance survey. The Employee Engagement Survey is conducted every January, with results available by March or April. Last year, the library used the 2024 survey results to identify action items, which are included in her County Librarian goals. Board Chair Mendoza acknowledged changes in library structure and staff, emphasizing the importance of keeping this issue on everyone's radar as it was mentioned during the session.

The record reflected that Commissioner Brewer and Aaron Otto with County Managers Office had no comments, as they were unable to attend this meeting.

DEVELOPMENT DEPARTMENT REPORT

Shelley O'Brien, Development Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Library Foundation, and the Johnson County Library Volunteers, this report is included in the June Board Report.

Ms. O'Brien highlighted two points from the monthly report. First, she announced that Karin Dembinski, who played a significant role in establishing the Book Nook and has been a valuable employee and friend to the Johnson County Library and the Friends, would be leaving next week after almost ten years. Second, she informed that the Library Lets Use website is now operational, allowing for an auction and raffle this year. She also mentioned that bookmarks would be distributed for sharing with friends and loved ones.

COUNTY COMMISSIONER REPORT:

Commissioner Brewer was unable to attend this meeting.

BOARD COUNSEL REPORT

Mr. Andrew Logan, Board counsel, reviewed Review brief Legal Orientation and Governance (Policy vs Operations)

Mr. Logan discussed legal orientation and governance, focusing on the distinction between policy and daily operations. He explained that Kansas statute KSA 12-1225b grants the Board the authority to establish governing rules and policies, which are outlined in the administrative regulation manual

(ARM). The County Librarian is responsible for day-to-day management and operations. The Board appoints the County Librarian, who manages daily administrative tasks, including staff hiring, under the Board's policy guidance. Mr. Logan emphasized that the Board's role is policymaking, while daily operations fall under the County Librarian's authority.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny reported that at the end of April we are about a third of the way through the year, the library had collected about \$33.7 million, which is around 61% of the anticipated revenue for the year. This was ahead of the previous year's pace, partly due to the sale of the Antioch building. Expenditures, including encumbrances, were around \$23.5 million, or 42% of the budget, which was slightly under expectations when adjusted for pre-paid items.

Mr. Vratny shared that at the Budget Presentation the Board of County Commissioners (BOCC) appreciated the library's work and did not list any follow-up items. They discussed plans for two withdrawn positions and strategies to increase attendance, noting that the library had not fully recovered to pre-pandemic levels. The BOCC was curious about efforts to bring more people back into the library, considering the impact of e-resources and drive-through services. Overall, the session was positive, and the BOCC expressed their appreciation for the library's efforts.

Quarterly statistics

Adam Wathen, Associate Director of Brach Services, presented the Quarterly statistics, this report is included in the June Board Report.

Mr. Wathen reaffirmed the quarterly statistics for the first quarter of 2025, noting that physical circulation still lagged previous years, while digital usage continued to increase. Visitation was recovering compared to 2022, with new card applications and active user counts from previous years. The 2024 elections caused a spike in visitation. In a response to a question, he clarified that curbside and drive-through services were included in visitation statistics, and not in door counts. The door counters were adjusted to include these counts in visitation.

Circulation Department Trends

Michelle Olsen, Circulation Manager, presented the Circulation Department trends, this report is included in the June Board Report.

Ms. Olsen presented on the work of circulation services. She introduced the team, noting their combined 123 years of service, and showcased their accomplishments from the summer of 2024. Ms. Olsen detailed the efficiency of the Library Holds system and the significant volume of items processed. She also discussed the courier team's efforts in moving items and the interlibrary loan team's work in borrowing and lending materials. She also discussed the courier team's efforts in moving items and the interlibrary loan team's work in borrowing and lending materials. The presentation emphasized the importance of these services and the dedication of the staff.

In response to a question from Ms. Kilgore, Ms. Olsen shared that the pick list is organized by genre and collection.

In response to a question from Ms. Kilgore, Ms. Olsen shared that InterLibrary Loan (ILL) is a free service, unless there is a charge from the lending library.

In response to a question from Ms. Kilgore, Ms. Olsen shared that holds have dipped slightly since a height in the pandemic, due to popularity of ebooks.

In response to a question from Mr. Sims regarding how automation has changed, Ms. Olsen shared that there has been sticker shortages and technology has made many customizations. Also sharing the that books are automatically trapped now and do not need to be scanned when pulled for a hold.

Mr. McAllister expressed desire for this information to be tracked and shared as a reason that we might not be seeing people back in the library as we did in the past. Ms. Huff expressed similar desire that this information be shared more widely next year.

In response to a question from Mr. Mendoza, Ms. Olsen shared that the Library barrows ILL titles that are not in our collection and does not barrow popular titles that are in our collection.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project and Event Manager, Megan Levitt, Project Coordinator, and Elissa Andre, Marketing & Communications Manager presented on the Comprehensive Library Master Plan, these reports are included in the June 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 June Board Report.

Ms. Levitt provided an update on the Spring Hill and De Soto projects. The project team and stakeholders were finalizing construction documents, with proposed closure dates for both buildings to be communicated to patrons next month. Site design plans were submitted to the Spring Hill planning commission in May, allowing time for questions before the Spring Hill City Council action in late July. Staff and stakeholders created work plans for move out, shortening the time needed due to the smaller buildings and collections. Ms. Levitt mentioned that the guaranteed maximum price amendment would be presented next month, with full details expected at the August board meeting. She also introduced Brooke Cinalli and Hilary Beashore, who presented the final designs for construction, including building exteriors, landscaping, and interior views.

bd DESIGN GROUP, Brooke Cinalli and Hilary Beashore, presented the Final Design Update on the Spring Hill and De Soto building renovations, as included in the June Board Report.

Ms. Cinalli and Ms. Beashore provided updates on the Spring Hill and De Soto projects. They completed programming, visioning, branch tours, field work, and key stakeholder meetings, and moved from schematic design to design development. For De Soto, they showcased plans for ADA accessibility, outdoor seating, and integrative landscaping, emphasizing a warm and welcoming design inspired by downtown De Soto. For Spring Hill, they highlighted updates to the building exterior, including extended windows for natural light, and a new interior courtyard. The design aimed to create a space that fosters community and growth, with distinct zones for different library sections. They also discussed ongoing construction projects and collaboration with Titan to ensure the designs are accurately priced and built.

Mr. Sims expressed support for the Spring Hill kids section space increase and space distinction. Ms. Kilgore expressed her support for the renovated look and feel to the buildings. Ms. Huff expressed her support for the indoor and outdoor space designs, and long-term longevity.

In response to a question from Mr. Mendoza, Ms. Beashore shared that the Spring Hill design considered sightlines from the desk as well as the addition of glass that can be seen through between spaces and there was discussion that staff will be getting up to walk around the circulation space.

County Librarian Suellentrop highlighted the integrated technology that is being updated in both buildings.

Website Update

Elissa Andre, Marketing & Communications Manager, reported on the Website Update included in the June Board Report.

Ms. Andre noted that they were nearing the finish line. Over the past month, they wrapped up construction for approximately 90 pages, working with over 30 key internal stakeholders on existing and new content. They launched a staff preview of the site, allowing all 300+ library staff to explore and provide feedback. A public preview was planned for July, with the full site launch aimed for mid-August. They also planned a phase 2 for content improvements after the full site debut and a phase 3 in 2026 for further enhancements like site translations.

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 June Board Report.

Mr. Sime provided updates on CIP and CRP projects. For De Soto and Spring Hill, he followed Megan's detailed timeline. He highlighted Central Site improvements, including parking lot upgrades, ADA parking, entry plaza enhancements, lighting, landscaping, and potential EV charging stations, with a goal to complete the design this year. Gardner and Shawnee improvements focused on building envelope and roof work, expected to be bid out by year-end. Leawood courtyard improvements were in design to make the front area more usable, with plans to present to Leawood's planning commission before proceeding with construction.

UPDATES – Tricia Suellentrop, County Librarian

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

Libraries as Cooling and Warming Centers

Tricia Suellentrop, County Librarian, presented on the library as cooling and warming centers.

County Librarian Suellentrop shared that as temperatures start to rise it is important to follow proper precautions to stay safe and avoid heat-related illnesses. To find helpful tips to stay safe from extreme heat and to find Cooling Centers in your area you can search the Johnson County website. Regarding libraries as cooling and warming centers, it was noted that libraries serve as cooling

centers when open. Next week County offices and Libraries are closed for the Juneteenth holiday. The library provides a list of resources online for alternative cooling centers when closed.

In response to a question from Ms. Dietz, Ms. Suellentrop discussed posting the list of resources for public at the door.

Library Board Member and Staff attending ALA

County Librarian Suellentrop shared that this year, the ALA Annual Conference, will be held from June 26th to June 30th in Philadelphia Pennsylvania. The library has 13 staff members and one board member attending this year. Charles McAllister will be attending with Kinsley Riggs, and 12 other staff. In the fall the library will look at conferences again and library board members should voice their interest at that time.

Update Public Printing, PC Reservation and Point of Sale Project

County Librarian Suellentrop shared that we are phasing out patron print balances. Patrons had over 6 months to use down the balances after the change to our new print management system. Balances were sun-setted on May 12th. Checks have been issued for patrons who had a remaining balance of \$5 or above. We are exploring sending funds under \$5 to the state of Kansas as unclaimed funds.

There were a total of 95 check requests for payment on Patron Print Account balances that exceeded \$5. Those 95 checks total \$646.10 or approximately \$6.80 per check on average. The check requests were sent over to County's Finance Management and Administration (FMA) this past Friday (June 6th).

Juneteenth Celebration

Megan Mascorro-Jackson, Branch Operations Manager service Southwest Region, presented on the Juneteenth Celebration, this update is included in the June Board Report.

Ms. Mascorro Jackson shared details about the fourth annual Juneteenth event, to take place on Thursday, June 19, 2025, from 4:30 to 6:30 p.m. at the Lenexa civic campus commons. The program included a keynote speaker, live music from the Kansas City Boys and Girls Choir, comments from Board of County Commissioner Chairman Mike Kelly, activities for children, and more. The public could engage with staff, purchase food and beverages, and park for free. The library joined 13 other county departments and agencies, including the DEI coalition, to advertise services. New for 2025, community members could purchase county-designed Juneteenth t-shirts to promote awareness and participation. The Johnson County Government Juneteenth website provided more information about the event and ways to honor Juneteenth.

Mr. McAllister shared his support for this event and celebration.

elementia

Jenny Reeves, Program Coordinator, Hiran Magesh and Sumlina Alam presented the 22nd Issue of elementia, this update is included in the June Board Report.

Ms. Reeves introduced elementia team committee members Hiran Magesh and Sumlina Alam.

Hiran Magesh and Sumlina Alam shared details about elementia, a literary magazine created by and for teens. elementia aimed to empower young voices, with a committee of local teens serving as

editors and designers. From September through February, they worked closely with program staff to review over 800 submissions from teens worldwide, curate content, and design the publication. The library staff played a critical role in guiding and mentoring the teens. The launch of the "humanity" issue was celebrated on April 22 at the Central Resource Library, with over 150 attendees. The event featured a conversation with Julie Murphy and Natalie C. Parker, centering teen voices and honoring their work. Elementia was described as more than a magazine; it was a mentorship program, leadership experience, and platform for creativity, bridging cultures and communities.

Board Chair Mendoza shared his support for those participating in this and for the great magazine that was created.

In response to a question from Mr. Sims, it was noted that this is the 22nd year. County Librarian Suellentrop shared that many high schools do something similar and not quite to the same level.

Ms. Hrabe shared her support for this important program.

In response to a question from Ms. Hrabe, there was discussion and testimonials regarding elementia as more than a magazine; it is a mentorship program, leadership experience, and platform for creativity. The program has positively impacted many teens, helping them discover interests and pursue further opportunities in digital design and writing.

Strategic Plan Trimester 1 2025 Report

Kinsley Riggs, Deputy County Librarian, Deputy County Librarian, presented the Strategic Plan Trimester 1 2025 Report, this report is included in the June Board Report.

Ms. Riggs presented the first trimester of 2025, covering January through April. The library completed the first year of its 2024-2028 strategic plan, focusing on community needs and providing valuable services. The Antioch properties were successfully cleaned out, sold, and demolished. Progress was made on the Spring Hill and De Soto renovations, and several other capital projects, including the Central West Wall project and roofing designs for Gardner, Shawnee, and Oak Park. The library also worked on landscaping improvements and implemented an organizational restructure. Staff engagement efforts included the formation of the Johnson County Library V.I.B.E. team and the launch of action items based on the Employee Engagement Survey. The summer reading program, "Color our World," kicked off on June 2, and the library continued to plan for fall programs while fostering collaboration and team development.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of the May 8, 2025 Regular Library Board meeting
2. Minutes of the May 16, 2025 Special Library Board meeting
3. Consideration of Land Use Agreement to Create Community Garden between Johnson County Library and Overland Park Community Garden
4. Consideration of contract and exception to competition for upgrades to BAS systems at multiple branches
5. Consideration of agreement with American Heart Association
6. Consideration of Walk and Read Signage Installation at Central Resource Library

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2025 were handled in accordance with library and County policy.
- b) The April 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. McAllister seconded this motion.

Motion was approved unanimously.

II. Old Business

None.

III. New Business

None.

In response to a question asked by Ms. Hrabe regarding the citizen comment and the towing process, County Librarian Suellentrop responded that staff can gather the necessary information, including policies and incident reports, and provide a report next month. Ms. Hrabe shared that both hospital staff and police often directed people to park at the library and inquired about the availability of a paper list of general homeless resources for patrons. Ms. Suellentrop suggested identifying other suitable parking locations.

Ms. Hrabe expressed concern about the increasing homeless population and the library's role as a safe, resource-accessible space. She requested more information on how the library supports its staff in handling these issues and whether there was a long-term plan.

Ms. Huff recalled previous discussions about the library's role as a community resource and suggested revisiting the topic at a retreat. Ms. Sims proposed a simple permitting system to identify who was parking in the lot. Ms. Hrabe noted the conflicting information given by police and emphasized the need to support library staff. Ms. Suellentrop acknowledged the complexity of the issue and suggested further discussions were needed at the staff level and from a policy standpoint.

ADJOURNMENT

Motion: Ms. Kilgore moved to adjourn the meeting.

Second: Ms. Hrabe seconded this motion.

Motion approved unanimously.

Meeting adjourned at 5:31 p.m.

SECRETARY _____
David Sims

CHAIR _____
Jeffrey Mendoza

SIGNED _____
Tricia Suellentrop, County Librarian

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: July 10, 2025

Re: *Consent Agenda: Reaffirming ARMs*

Issue: Consideration of reaffirming Administrative Regulation Manual policies as presented with no changes.

Suggested Motion: *This item is 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 policies: ARM 10-20-31, ARM 10-50-35, ARM 10-50-50, ARM 20-15-10, ARM 20-15-50, ARM 20-20-50, ARM 20-80-23, ARM 20-80-30, ARM 50-20-30, and ARM 50-20-70.

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

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

- ARM 10-20-31 Freedom to View
- ARM 10-50-35 Mission Statement
- ARM 10-50-50 Legal Counsel
- ARM 20-15-10 Access Policy Statement
- ARM 20-15-50 Service of Homebound Patrons
- ARM 20-20-50 Collection Use Parameters
- ARM 20-80-23 Handouts and Bulletin Boards
- ARM 20-80-30 Serving of Alcoholic Beverages
- ARM 50-20-30 Travel
- ARM 50-20-70 Disposal and Transfer of Library Real Property

Funding Overview: No costs were affected.

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

Recommendation: Reaffirm the policies as presented.

Budget Review: None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-31

SECTION: Library Documents

SUBJECT: FREEDOM TO VIEW

SUMMARY

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

Effective Date:

Reaffirmed: September 13, 2012

August 22, 2016

October 11, 2018

October 22, 2020

October 13, 2022

July 10, 2025

THE FREEDOM TO VIEW

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

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to
2025 July Board Report
Page 71

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

SUMMARY

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~~October 13, 2022~~July 10,
2025

ARM 10-20-31 End

ADMINISTRATIVE REGULATIONS

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July 10, 2025

ARM 10-20-31 End

DRAFT



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

SUMMARY

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

Effective Date:

Reviewed

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

MISSION STATEMENT

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

October 13, 2022

ARM 10-50-35 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

SUMMARY

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

Effective Date:

Reviewed

March 21, 2001
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
July 10, 2025

**MISSION
STATEMENT**

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

July 10, 2025

ARM 10-50-35 End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-50

SECTION: Library Board of Directors

SUBJECT: LEGAL COUNSEL

SUMMARY

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

Effective Date:

Reviewed

August 17, 2005
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
May 21, 2025

CONTRACT FOR
LEGAL COUNSEL

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

Vis-à-Vis County
Staff

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

AUTHORITY TO
DIRECT

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

October 13, 2022
May 21, 2025

ARM 10-50-50

End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-50

SECTION: Library Board of Directors

SUBJECT: LEGAL COUNSEL

SUMMARY

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

Effective Date:

Reviewed

August 17, 2005
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
July 10, 2025

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**Vis-à-Vis County
Staff**

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**AUTHORITY TO
DIRECT**

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

July 10, 2025

ARM 10-50-50

End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-10

SECTION: Access to Materials

SUBJECT: ACCESS POLICY STATEMENT

SUMMARY

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

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

April 25, 2025

POLICY

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

No
Discrimination

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

Children

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

**COMPLIANCE
WITH THE
AMERICANS
WITH
DISABILITIES
ACT (ADA)**

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

October 27, 2021

ARM 20-15-10 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-10

SECTION: Access to Materials

SUBJECT: ACCESS POLICY STATEMENT

SUMMARY

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Effective Date:
Reviewed:

July 21, 2011
October 4, 2017
October 27, 2021
July 10, 2025

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WITH
DISABILITIES
ACT (ADA)

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

July 10, 2025

ARM 20-15-10 End

Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

SECTION: Access to Materials

SUBJECT: SERVICE TO HOMEBOUND PATRONS

DOCUMENT NUMBER: 20-15-50

SUMMARY

This regulation describes services and waivers available to homebound patrons.

Effective Date:

March 8, 2012

Reviewed:

October 4, 2017

October 13, 2022

SERVICE TO HOMEBOUND PATRON

a. The Library's intent is to provide equitable library service to County residents who are approved as homebound by a medical professional, social service worker, professional caregiver, or library staff.

Olathe residents and non-Johnson County residents will be referred to their own library system.

REGISTRATION AS HOMEBOUND

b. The County Librarian is authorized to issue procedures for registering qualified patrons for homebound service.

CIRCULATION SERVICES

c. Circulating library materials may be checked out and mailed to patrons registered as homebound according to library procedure.

BASIC REFERENCE SERVICE

d. Basic reference service will be provided to patrons registered as homebound. The results will be delivered to the patron, free of charge.

WAIVERS

e. No overdue or mail fees will be charged to homebound patrons. However, homebound patrons will be charged for lost or damaged items.

October 13, 2022

ARM 20-15-50 End

SUMMARY

This regulation describes services and waivers available to homebound patrons.

Effective Date:

March 8, 2012

Reviewed:

October 4, 2017
October 13, 2022
July 10, 2025

SERVICE TO HOMEBOUND PATRON

a. The Library's intent is to provide equitable library service to County residents who are approved as homebound by a medical professional, social service worker, professional caregiver, or library staff.

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e. No overdue or mail fees will be charged to homebound patrons. However, homebound patrons will be charged for lost or damaged items.

July 10, 2025

ARM 20-15-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-50

SECTION: Circulation Services

SUBJECT: COLLECTION USE PARAMETERS

SUMMARY

Delegates to the County Librarian the authority to designate loan periods and other collection use parameters.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017

October 27, 2021

October 13, 2022

POLICY

a. The Johnson County Library Board of Directors delegates to the County Librarian the authority for the following collection use parameters: determining what materials shall be circulating or non-circulating; setting loan period schedules; setting renewal limits and determining which types of materials are subject to being held for patron requests (holds).

b. The County Librarian uses the following guidelines in making the above determinations:

Rationale

i. The library administers its collections for the equitable sharing of library resources in the interest of all patrons.

Considerations

ii. In determining collection use parameters, the library considers elements such as scarcity of materials, ease of replacement, probable use, format, security issues, and allowing response to emergent or immediate changes or public demands.

Procedures

c. A schedule of these parameters for each type of material held by the library will be set out in administrative procedures approved by the County Librarian.

October 13, 2022

ARM 20-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-50

SECTION: Circulation Services

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June 12, 2015
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October 13, 2022
July 10, 2025

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c. A schedule of these parameters for each type of material held by the library will be set out in administrative procedures approved by the County Librarian.

July 10, 2025

ARM 20-20-50 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

SUMMARY

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

Effective Date:

Reviewed

July 12, 2012
October 4, 2017
September 8, 2022
October 13, 2022
[April 29 July 10, 2025](#)

**DEFINITION AND
POLICY**

a. Items on public forum bulletin boards publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, [not for profit non-profit](#) organizations. The intent is to give access to community information. To achieve this goal, most material is displayed for one month only. Preference is given to organizations based in Johnson County. Physical areas are all designated as public forum areas and are subject to the intellectual freedom policies of the library. Non-public forum bulletin boards are limited to library and government use.

Posted comments or information on the library website or any/all applicable social media websites are subject to the approval of Johnson County Library staff. It must publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, [not for profit non-profit](#) organizations. The intent is to give access to community information.

**POLICY ON
PROVIDING
SPACE AND**

b. Effective April 26, 1995, the library will, at all service points, provide limited space for the display and distribution of information regarding and provided by community-related, [not for profit non-profit](#)

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

**LIMITING TYPE
OF MATERIAL**

organizations in our buildings only. This does not apply to online boards. Exception: Community newspapers - newspapers produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community. In order to provide these services for a broad range of viewpoints and interests, the County Librarian is authorized:

Size

1. to establish size restrictions on items posted or distributed,

Quantities

2. to restrict, on an equitable basis, the quantities of brochures to be distributed, and

Duration

3. to impose restrictions on the length of time during which a poster will be posted or a brochure distributed.

**EQUITABILITY
GUARANTEE**

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

~~October 13,~~
2022 July 10, 2025

ARM 20-80-23 End

ADMINISTRATIVE REGULATIONS

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October 4, 2017
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POLICY ON PROVIDING SPACE AND LIMITING TYPE OF MATERIAL

b. Effective April 26, 1995, the library will, at all service points, provide limited space for the display and distribution of information regarding and provided by community-related, not-for-profit organizations in our buildings only. This does not apply to online boards. Exception: Community newspapers - newspapers produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community. In

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

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July 10, 2025

ARM 20-80-23 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-30

SECTION: Facility Usage

SUBJECT: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

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

Effective Date:

August 14, 2014

Review Date:

November 8, 2018
October 22, 2020
October 13, 2022
July 10, 2025

ALCOHOLIC BEVERAGES GENERALLY PROHIBITED

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

LIMITED EXCEPTION FOR SERVING ALCOHOLIC BEVERAGES

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

Designated Areas

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

No sales

2. No sale of alcoholic beverages is permitted.

Caterers

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

Minors

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

Unlawful Service

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

PROCEDURES

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

~~October 13, 2022~~ July 10, 2025

ARM 20-80-30 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-30

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July 10, 2025

ARM 20-80-30 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: TRAVEL

SUMMARY

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

Effective Date:

Reviewed

September 10, 2015

October 10, 2018

October 22, 2020

October 13, 2022

July 10, 2025

POLICY

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

~~October 13, 2022~~July 10, 2025

ARM 50-20-30 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

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July 10, 2025

ARM 50-20-30 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-70

SECTION: Administrative Services

SUBJECT: DISPOSAL AND TRANSFER OF LIBRARY REAL PROPERTY

SUMMARY

This document describes the Library Board's policy for the transfer and disposition of real property owned by the Library in the name of the "Board of Directors of the Johnson County Library."

Effective Date:

December 8, 2022

Reviewed:

April July 29 10, 2025

POLICY

a. Pursuant to K.S.A. 12-1223(b), the Library Board must approve the conveyance of real property, together with any improvements on the real property, owned by the Library, subject to the ratification of the Board of County Commissioners of Johnson County, Kansas, utilizing any method of sale permitted by law, which is considered to be efficient and economical under the circumstances and is beneficial to the Library, in accordance with the following guidelines.

PUBLIC SALE

b. Unless otherwise expressly authorized by the Library Board, real property that has marketable value and is approved for disposal first shall be offered through a public sale process.

CONDUCTING THE SALE

c. The sale of Library real property shall be conducted using any professionally acceptable method that is considered efficient and economical under the circumstances, and which may include but is not limited to live auction, negotiated sale, sealed bid, fixed price, negotiated bid, or any other method deemed beneficial to the Library or prescribed by statute. The Board reserves the right to reject any and all bids, for whatever reason, and to decline any offer for purchase or to refuse to complete any sale transaction when it is not in the best interests of the Library or the Johnson County Library taxing district taxpayers. If the Board rejects all bids or if no bids are received or if the sale is

not completed for any reason, the Board may offer the property for sale at another sale or may proceed to sell or dispose of that surplus real property in a manner deemed prudent by the Board, including but not limited to private sale.

d. The County Librarian is authorized to take necessary action to administer this policy, according to applicable legal requirements, and to consummate any sale transaction following Library Board approval.

~~December 8,~~
2022 July 10, 2025

ARM 50-20-70 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-70

SECTION: Administrative Services

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December 8, 2022

Reviewed:

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to private sale.

d. The County Librarian is authorized to take necessary action to administer this policy, according to applicable legal requirements, and to consummate any sale transaction following Library Board approval.

July 10, 2025

ARM 50-20-70 End

DRAFT

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

			Receipts	Payments	Balance
	Opening cash balance				\$117,720.51
		Add Receipts	\$123.60		
		Less Payments		\$186.33	
	Ending Cash balance				\$117,657.78
		Less Liabilities		\$8,405.09	
	Unobligated cash balance				\$109,252.69

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 10, 2025

Re: *Information Only:* De Soto and Spring Hill Libraries: Construction Contract Amendment for Guaranteed Maximum Price (GMP)

Issue: Consider authorizing the amendment to the Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the De Soto and Spring Hill Library projects in a total contract amount not to exceed \$XX, for a new total contract amount not to exceed \$XX, per Request for Proposal (RFP) No. 2025-008.

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

Background: De Soto and Spring Hill renovation projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023. These projects are funded by Library reserves. These projects will design, equip, renovate, construct and furnish, on their current sites, these two locations.

A total of \$6,249,696 has been transferred into the project from Library reserves. The contract with Titan Built was executed on March 22, 2025 for preconstruction services in the amount of \$75,000.

Analysis: On January 14, 2025 the Financial Management and Administration, Purchasing Division opened RFP 2025-008 for a contract to provide Construction Manager as Constructor Services for the De Soto and Spring Hill Library renovations. The RFP was advertised on January 15, 2025 in the County's newspaper of record and posted electronically on the Johnson County website and electronic bidding site powered by Ionwave.

A total of seventeen (17) responsive proposals were received and five (5) finalists were interviewed by the evaluation committee consisting of staff from Facilities Management and Library departments. Titan Built, LLC, was the top-ranked firm based on 5 criteria: (1) Project Approach & Management Plan, (2) Key Team Members, (3) Firm Experience, (4) Staff Utilization and (5) Cost proposal. Titan demonstrated a clear and complete understanding of the scope of services, has related experience, and has successfully provided similar services to the County and other similar agencies.

Firm	Interviewed	Recommended
Fogel-Anderson Construction Co.	X	
JE Dunn Construction Company	X	
Straub Construction Company	X	
Titan Built	X	X
Turner	X	
BHS Construction		
Brown & Root Industrial Services		
Centric		
Haren Companies		
Harmon Construction		
Icon Structures		
KBS Constructors		

Briefing Sheet

Kelly Construction Group		
Loyd Builders		
Monarch Build		
United Excel (StructSure Projects)		
Universal Construction Company		

Titan Built, LLC has been working with the project team to provide preconstruction services related to estimating, schedule expertise, and constructability, and has received multiple sub-contractor bids from trades involved in the project. The guaranteed maximum price amount is within expectations.

Funding Overview: These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

Purchasing Review: No approval needed.

Budget Review: No approval needed, costs are included in the project and operational budgets.

Alternatives: 1) Not authorize the contract amendment.

Legal Review: Library Legal counsel will review the contract amendment to the Guaranteed Maximum Price prior to Board approval.

Recommendation: Authorize the amendment to the Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the De Soto and Spring Hill Library projects in a total contract amount not to exceed \$XX, for a new total contract amount not to exceed \$XX, per Request for Proposal (RFP) No. 2025-008.

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

Briefing Sheet

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 10, 2025

Re: *Information Only:* De Soto and Spring Hill: Request for Closure for CRP Renovation Work

Issue: Consider authorizing:

- the closure of the Spring Hill Library for renovations and expansion, to begin on August 22, 2025, contingent on the Library Board's authorization of the Guaranteed Maximum Price contract amendment.
- the closure the De Soto Library for renovations, to begin on September 8, 2025, contingent on the Library Board's authorization of the Guaranteed Maximum Price contract amendment.

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

Background: These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

Design began in October 2024 with bc DESIGN Group. Titan Built was selected as the construction manager in March 2025. Design and construction documents have concluded, guaranteed maximum price is in development, and bidding begins this month. You will see a companion briefing sheet about the guaranteed maximum price amendment in this meeting as well. Once each location has been closed library staff are prepared for a quick move out of collections and equipment and Titan will begin construction.

Analysis: Renovations include creating and improving gathering spaces, updating technology, and enhancing kids' areas, in addition to updating building finishes (new carpeting, paint, furniture) and more intuitive collection layouts. Building mechanical, electrical, and plumbing systems will also be renovated. The Spring Hill Library will receive an expansion outward to provide a brighter, more spacious setting for Library services.

Both sites require closures for construction, due to the scope of the renovations, site staging, and safety. Construction laydown is such that curbside will not be feasible at Spring Hill during the closure. Staff will be relocated to other locations in their respective regions during construction. We recognize that taking these buildings offline for several months will have an impact to the De Soto and Spring Hill communities; to mitigate this impact, an Outreach team is planning programs and community connection points in these service areas during the closure, along with information on resource accessibility both at the library and through other community venues.

Our construction manager advises that the Spring Hill expansion should be weathertight before winter, or we could face project delays. An August closure allows enough time for this work to occur before the cold weather sets in. The De Soto closure does not include an expansion, so work will start a couple of weeks later than Spring Hill, which allows for similar renovation work to occur in concert between the buildings, leading to labor and scheduling efficiencies.

Both buildings are anticipated to reopen in second quarter of 2026.

Funding Overview: These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

Briefing Sheet

Purchasing Review: No approval needed.

Budget Review: No approval needed, costs are included in the project and operational budgets.

Legal Review: No legal review needed.

Alternatives: Not approve the closure dates, which would result in delay and increased costs for these approved projects.

Recommendation: To authorize:

- the closure of the Spring Hill Library for renovations and expansion, to begin on August 22, 2025, contingent on the Library Board's authorization of the Guaranteed Maximum Price contract amendment.
- the closure the De Soto Library for renovations, to begin on September 8, 2025, contingent on the Library Board's authorization of the Guaranteed Maximum Price contract amendment.

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

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: July 10, 2025

Re: *Information Only*: Updated ARMs

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

Suggested Motion: (*Information only in July*) I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-20-30, 10-50-85, 10-55-14 and 20-80-26.

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

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

10-20-30 Freedom to Read: Corrected clerical errors and removed 'Other Endorsements' section.

10-50-85 Program Agreements with Public Agencies, Not-For-Profit Organizations, and For-Profit Businesses: Corrected clerical errors and added 'promotion' to the section of 'Agreement Required.'

10-55-14 Library Fund: Corrected clerical and formatting errors and removed outdated provisions.

20-80-26 Meeting Rooms: Updated section C "Procedures" to align with current practice.

Funding Overview: No costs were affected.

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

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

Budget Review: None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

SUMMARY

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

Reviewed
Reaffirmed

October 11, 2018
November 8, 2018
October 13, 2022
[August 14, 2025](#)

THE FREEDOM TO READ

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

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

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

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

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

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

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SUBJECT: FREEDOM TO READ

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

**Librarian
Responsibility**

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

**Constitutional
Guarantee**

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

**Affirmation of
Propositions**

We therefore affirm these propositions:

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

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

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but why we believe it.

Non-
Endorsement

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

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

Content
Independent of
Authorship

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

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

Freedom of
Choice

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

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

Subjective
Labeling

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

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

Responsibility
to Contest
Encroachments

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

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

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to Provide
Diversity

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

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

Conclusion

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

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History

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

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

Authorship

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

~~Subsequent
Endorsements~~

~~American Booksellers for Free Expression, The Association of American University Presses, Inc., Freedom to Read Foundation, The Children's Book Council, National Association of College Stores, National Coalition Against Censorship, National Council of Teachers of English, The Thomas Jefferson Center for the Protection of Free Expression~~

~~October 13, 2022~~August 14, 2025

ARM 10-20-30 END

ADMINISTRATIVE REGULATIONS

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Authorship

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

August 14, 2025

ARM 10-20-30 END



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-85

SECTION: Library Board of Directors

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

SUMMARY

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

Effective Date:

July 19, 2006

Reviewed:

August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
August 14, 2025

POLICY

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

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

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

AGREEMENT REQUIRED

c. Program Agreements shall be evidenced in writing. The form of the writing may be by way of letter agreement or memorandum of understanding. The written agreement shall include provisions that specify the nature of the program or event that is the subject of the agreement; the costs, if any, involved in the program or event, with a clear statement as to the costs to be incurred by the Library; the objectives of the program or event and any requirements imposed by the Library with respect to those objectives; a description of other agencies, organizations, or businesses that may be involved in the program or event; and a clear statement of the responsibilities of each party with respect to the program or event. The agreement shall also specify ~~library~~ requirements with respect to promotion, advertising ~~and~~ or display of Library, corporate and/or organizational logos. Programs presented at Library facilities shall be offered to the public on a cost-free basis. However, the Library may enter into sponsorship or other kinds of agreements in which programming is offered at other facilities with an agreed admission cost. Such terms shall be included in the agreement required under this regulation.

PROCEDURES

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

~~October 13, 2022~~ August 14,
2025

ARM 10-50-85 End

ADMINISTRATIVE REGULATIONS

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other kinds of agreements in which programming is offered at other facilities with an agreed admission cost. Such terms shall be included in the agreement required under this regulation.

PROCEDURES

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

August 14, 2025

ARM 10-50-85 End

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

SUMMARY

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

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

Effective Date

Reviewed:

July 12, 2012 (reaffirmed)
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
~~July~~August 104, 2025

PREFACE

The following resolution was adopted by the Board of Directors of the Johnson County Library at its regular meeting of April 15, 1992 ~~and is reaffirmed.~~

HISTORY

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

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

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

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

~~The budget which is approved and filed with the county clerk for each year shall constitute and shall hereafter be declared to be an appropriation for each fund, and the appropriation~~

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

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

The budget which is approved and filed with the county clerk for each year shall constitute and shall hereafter be declared to be an appropriation for each fund, and the appropriation thus made shall not be used for any other purpose.

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

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

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

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

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

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

IT IS ACCORDINGLY RESOLVED:

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

~~October 13, 2022~~August 14, 2025

ARM 10-55-14 End

ADMINISTRATIVE REGULATIONS**TAB: Governance****DOCUMENT NUMBER: ARM 10-55-14****SECTION: Resolutions by Library Board of Directors****SUBJECT: LIBRARY FUND****SUMMARY**

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

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

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August 14, 2025

ARM 10-55-14 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

SUMMARY

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

Effective Date: Reaffirmed
Reviewed

August 17, 2011
October 4, 2017
October 13, 2022
July August 10, 4 2025

POLICY

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

GUIDELINES

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

Requirements

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

Supervision

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

Penalties

3. Failure to comply with this regulation for meeting room use or other library policies and procedures may

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

result in denial of future use of the library meeting room, financial liability for damages, and/or immediate removal from the room.

PROCEDURES

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

EQUITABILITY

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

DISCLAIMER

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

Library Logo

Groups are prohibited from using the Johnson County Library logo.

APPEALS

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



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

~~October 13,~~
~~2022~~August 14,
2025

ARM 20-80-26 End

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

Penalties

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

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

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August 14, 2025

ARM 20-80-26 End

Briefing Sheet

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 10, 2025

Re: *Information Only:* Monticello: Temporary Parking Lot Closure for Concrete Resealing

Issue: Consider authorizing a temporary closure at the Monticello Library for a period of up to two days over Labor Day weekend (8/29-9/1) to complete planned parking lot resealing.

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

Background: The purpose of the CRP is to investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner. The CRP ensures that the useful life of Library buildings is maximized.

Preventative maintenance to reseal the parking lot at Monticello Library is needed. Our Facilities partners are working with a contractor to schedule the work to occur over Labor Day weekend. This work is contingent on weather.

Analysis: The parking lot resealing will require staging of equipment, materials, and a work crew. Because of the type of work, the parking lot needs to empty. Our Facilities partners are working with a contractor to perform the work over the Labor Day weekend to take advantage of an already scheduled closure. Staff recommends the temporary closure of the building and parking lot for the contractor to perform this work.

Budget Review: This work is funded from 2024 CRP funds.

Alternatives: 1) Not approve the temporary closure.

Recommendation: To authorize a temporary closure at the Monticello Library for a period of up to two days over Labor Day weekend to complete planned parking lot resurfacing work.

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

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: July 10, 2025
Re: *Information Only:* Formation of Budget Review Committee

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

Suggested Motion: This is informational for July with action for forming the Budget Review Committee at the August Library Board

Background: The Committee set forth in ARM 10-70-10 has authority only to review the budget. Committee members may comment at Library Board meetings on the budget and new spending proposals learned from participation in the Committee.

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

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

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

Analysis: The Library Board Chair shall, subject to the approval of the Library Board, propose three Library Board members to compose the Committee membership.

Funding Overview: N/A

Alternatives: The Library Board could approve a Budget Committee made up of different Library Board Members.

Recommendation: To form the Budget Review Committee which should consist of no more than three (3) Board Members.

Purchasing Review: N/A

Budget Review: The Library Budget Committee will be reviewing the FY 2027 Library Budget proposal.

Legal Review: Formation of this committee which should consist of no more than three (3) Board Members has been approved by legal counsel.