



**Board Report  
November 13, 2025**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, NOVEMBER 13, 2025  
Central Resource Library  
Carmack Community Room  
9875 W 87th St Overland Park, KS 66212  
4:00 p.m.

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

I. Call to Order

A. Pledge of Allegiance

II. Public Comments.....4

III. Remarks

A. Members of the Johnson County Library Board of Directors

B. Board Chair, Jeffrey Mendoza

C. Development Department: Written reports presented by Shelley O'Brien, Development Director.....6

D. Board of County Commissioners, Julie Brewer

IV. Reports

A. Board Counsel – Andrew Logan

1. Petitioning Zones and Elections

B. County Librarian Report – Tricia Suellentrop, County Librarian

1. Finances and Statistics

a) Financial Report, Dave Vratny, Finance Director.....9

b) Learning and Development Department Trends, Laura Blair, Learning and Development Department Manager.....14

2. Comprehensive Library Master Plan

a) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....26

i. Materials Handling Team, Lacie Griffin, Collection Services Manager, and Abby Minard, Assistant Circulation Services Manager.....33

b) Capital Projects: Timeline Summary, Scott Sime, Project and Event Manager.....39

c) Comprehensive Library Master Plan Refresh Update, Scott Sime, Project and Event Manager

3. Updates – Tricia Suellentrop, County Librarian

a) Veterans Day Recognition and Elections, Tricia Suellentrop, County Librarian

b) Board Retreat Recap, Tricia Suellentrop, County Librarian

c) Warming and Cooling centers, Tricia Suellentrop, County Librarian

## V. Consent Agenda

### A. Action Items:

1. Minutes of the October 9, 2025 Regular Library Board meeting.....42
2. Minutes of the October 30, 2025 Library Board Retreat meeting.....52
3. Minutes of the October 30, 2025 Library Board Personnel Committee meeting.....58
4. Consideration of Closure at Shawnee Branch for replacement of entry doors and glass storefront.....60
5. Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 10-50-30 Roles and ARM 50-20-30 Filming and Photography.....61
6. Consideration of approval of the Memoranda of Understanding (MOUs) for American Public Square, Johnson County, Kansas Department of Corrections, and InterUrban ArtHouse.....68

### B. Information Items

#### 1. Financial and Personnel

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

### C. Gift Fund Report

1. Treasurer's Report.....88

## VI. Old Business

## VII. New Business

- A. Action Item: Approval of the prioritization for Comprehensive Library Master Plan projects, Tricia Suellentrop, County Librarian.....89
- B. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 20-10-90 Fee Schedule, Amy Barclay, Regional Manager.....90
- C. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy: ARM 20-10-20 Library Card and Privileges, Michelle Olsen, Circulation Manager.....95
- D. Information Item: Consideration authorizing continued work on the Johnson County led Electric Vehicle Charging Grant, Adam Wathen, Associate Director of Branch Services.....98

## VIII. Executive Session: Personnel Review

## IX. Adjournment

# PUBLIC COMMENTS

November 2025

October 18, 2025

## Talk is Cheap – Land Acknowledgement Statement Considerations

During the introduction at the Writers Conference sponsored by the Johnson County Library, there was a land acknowledgement statement.

Land acknowledgement statements are performative and insufficient substitutes for concrete action. It's merely virtue signaling unless the library does specific things (up to and including land repatriation). If the library is serious about concrete actions, no land acknowledgement will be necessary, as the library can instead list its concrete actions. Now, that would be meaningful.

If the library is not serious, the land acknowledgement statement is a travesty. It is also imprudent. All over the country, attorneys are looking at ways to use such statements in lawsuits seeking compensation.

Whatever the case, the library needs to stop using the land acknowledgement statement – it's patronizing and sanctimonious - it doesn't fix nor improve anything for indigenous communities.

Kathryn Lawler

October 18, 2025

Please Help, [REDACTED], employee of the Johnson county library system is refusing to remove items from my account that were returned by auto scan at the Leawood Library on Friday October 10 2025

The auto scan at Leawood Library seldom works and I have complained by email before that items were returned and not removed from my account.

1. My one and only, cd
  2. Straight up and down cd
- Returned more than 8 days ago.
3. I have sent more than 8 emails to Johnson county library to remove the items and I have been ignored!
  4. This kind of behavior is totally understandable and it must be addressed ASAP!
  5. By email, I asked [REDACTED] to escalate my emails to her manager and [REDACTED] ignored my request!
  6. I sent 8 emails asking for a manager to contact me and I have been ignored.

# PUBLIC COMMENTS

November 2025

In closing, I am asking for the Board of Directors to take action against [REDACTED] unprofessional behavior.  
And to remove the above items from my account because they have been returned.

Marian Woodward



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

**Strengthening Our Bond**

On October 15th, staff met for a team retreat organized and facilitated by Sidney Smith of The Nonprofit Guild. The theme was “Stronger Together: Pieces of the Same Puzzle,” and it was a much-needed step back from our day-to-day operations. We engaged in candid, yet respectful conversation and had more than one *aha!* moment. It was an outstanding experience.

**National Friends of Libraries Week**

Organized by United for Libraries, a division of the American Library Association, the 20<sup>th</sup> annual National Friends of Libraries Week (October 19-25) encourages Friends groups nationwide to “creatively promote our group in the community, raise awareness, and promote membership.”

Here’s how we marked the occasion and connected with our incredible supporters:

**Spotlighted creativity:** We proudly announced winners of the Annual Bookmark Design Contest winners on social media and our website, with special thanks to the Library’s communications team for amplifying our reach through the Johnson County Post and the Library website.

**Introduced new merchandise:** For the first time, winning bookmark contest designs were featured on T-shirts, totes, and mugs available through [our Bonfire shop](#).

**Opened our doors:** We hosted a members-only open house with behind-the-scenes tours of our sorting and sales operations – a fun and meaningful way to connect with our community. Our thanks go to board member Lindsay Park for purchasing Friends gift cards as door prizes, and to board member Andrea Artist, and Volunteer & Friends Engagement Coordinator Amber Bourek Slater for generously contributing wine for our guests.

**Raised some dough:** We partnered with Panera Bread in Overland Park (8803 W. 75th St.) for a give-back event on October 25, receiving 20% of net sales from customers who presented our flyer.

This month has been a joyful celebration of community spirit. We’re deeply grateful to every member – for each donation, act of kindness, and show of support that helps us champion the Library and its mission.

Respectfully submitted,

Shanta Dickerson (she/her)  
Executive Director

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



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

**Library Foundation Board Updates for 2026**

Last week the Foundation Board met and approved officers for the year 2026. The slate will include:

**Lisa Larson Bunnell – President**

**Amanda Vega-Mavec – President-Elect**

**Stann Tate—Past President**

**Chris Anderson – Treasurer**

Additionally, the Foundation Board approved the following people to join as Board Members in January.

- **KC Pfannenstiel**, Attorney in Lenexa
- **Dan Shay**, Certified Financial Planner with Stepp & Rothwell
- **Kelly Stromberg**, Helianthus Books Owner
- **Peter Zobel**, Certified Financial Planner with Creative Planning, current Foundation Finance Committee member

Leaving the Foundation Board at the end of 2025 and moving to the Foundation Honorary Board are

- **Shamita Mahajan** joined the Foundation Board in 2020 and served on the Library Lets Loose and People Committees.
- **Julie Steiner** joined the Foundation Board in 2020 and served as President in 2024.
- **Craig Wakeman** joined the Foundation Board in 2015 for one year, moved abroad, then came back to the Foundation Board in 2020.

Thank you, Shamita, Julie and Craig, for outstanding leadership and continuing to support the Johnson County Library in the future.

**Foundation Honorary Board Luncheon**

Former Foundation Board Members who stay involved in our library community may serve on the Honorary Board, which met on October 29th for lunch at the Library. County Librarian Tricia Suellentrop gave an update on current library news and a preview of 2026 which includes reopening De Soto and Spring Hill and starting the new Comprehensive Library Master Plan. It was wonderful to see so many friendly faces. We look forward to making this luncheon an annual event.



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

**Friends Membership Renewal Campaign**

For National Friends of the Library Week, the Friends of Johnson County Library did a membership renewal campaign for people whose memberships have lapsed in the last two years. The theme of the campaign was “Hello Friend, We Missed You.” The postcard reminded past members why advocating for the Library is so important. In the first few weeks since the appeal hit mailboxes, we have had 13 member renewals.

The Membership Committee has been analyzing membership patterns over the past three years. We are excited to report an increase in membership renewals as well as a boost in new memberships this year. We believe this is the result of increased communications and membership benefits. We are projecting a 9% increase in memberships for 2025.

**Program Volunteers**

The Programming Department has been working closing with the Volunteer and Friends Engagement Coordinator to increase the use of volunteers to support library programs. More weekly volunteers have been recruited to assist with Storytimes and Language Learner classes. We are pleased to have supported several one-time opportunities for volunteers to help with creative tasks such as making sugar skulls for the Dia de los Muertos events and cutting story boards for the popular Walk and Read displays.

The Writer’s Conference from October 16-18th had 29 volunteers providing 121 service hours in support for our community of storytellers. Volunteers helped with hospitality, registration, room monitoring, and set-up/clean-up.

**Thanking Our Library Volunteers**

Volunteer recognition is not just a once-a-year recognition at the Library. Thanksgiving is a great time to recognize our most dedicated volunteers. Each year, we handwrite Thanksgiving cards for volunteers who serve 50 or more service hours. Library staff who work directly with the volunteers often add personal notes to let them know how much they are appreciated. This year’s list includes 170 volunteers who shared their time and talents. The next time you see a Library volunteer with a yellow lanyard on, make sure to thank them for their service.



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

**OPERATING FUND**

	<b>Programs</b>	<b>2025 Budget</b>
	Revenue	6,079,665
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	3,693,532
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$3,693,532</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$2,386,133</u></u></b>

**SPECIAL USE FUND**

	<b>2025 Budget</b>
Revenue:	3,486,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	144,070
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	3,131,182
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,275,252</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$211,423</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$2,597,556</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2025

75% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	47,123,114	48,673,540	97%	97%
Ad Valorem Delinquent	(67,374)	297,300	-23%	57%
Motor Vehicle	3,191,661	3,587,813	89%	90%
Library Generated - Copying/Printing	64,286	108,206	59%	62%
Library Generated - Fees	32,599	42,000	78%	116%
Sale of Library Books	12,447	50,000	25%	28%
Misc Other	31,592	18,703	169%	37%
Reimbursements	120,710	791,000	15%	18%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,455,704	825,000	176%	128%
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	19,924	14,995	133%	119%
Commercial Vehicle Tax	67,408	64,835	104%	100%
Heavy Trucks Tax	3,984	4,557	87%	98%
Rental Excise Tax	68,034	70,464	97%	101%
Payment in Lieu of Taxes	407,844	0	0%	0%
State and Federal Grants	165,810	273,607	61%	49%
<b>TOTAL REVENUE</b>	<b>56,627,742</b>	<b>55,748,020</b>	<b>102%</b>	<b>81%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	20,711,537	29,358,440	71%
Contractual Services	4,323,563	7,654,967	56%
Commodities	4,576,986	5,386,244	85%
Risk Management Charges	196,100	261,286	75%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Capital Projects	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
<b>TOTAL EXPENDITURES</b>	<b>40,502,148</b>	<b>55,748,020</b>	<b>73%</b>

Revenue - Expenses as of September 30, 2025 16,125,594

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

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**September 2025**  
**75% Year Lapsed**

**OPERATING FUND**

Programs	2025 Year to Date	2025 Budget	% Program Expended
Administrative Services	3,252,945	5,864,996	55%
Information Technology	3,337,129	5,720,876	58%
Collection Development	3,044,003	4,230,389	72%
Branch/Systemwide Services	18,082,091	26,223,885	69%
Risk Management Charges	196,100	261,286	75%
Grants	167,989	273,607	61%
Transfer to Capital Projects	3,693,532	5,985,047	62%
Interfund Transfer	3,701,259	3,701,259	100%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>35,475,048</b>	<b>52,261,345</b>	<b>68%</b>
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**SPECIAL USE FUND**

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

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>3,275,252</b>	<b>3,486,675</b>	<b>94%</b>
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<b>TOTAL EXPENDITURES</b>	<b>38,750,300</b>	<b>55,748,020</b>	<b>70%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2025**  
**75% Year Lapsed**

**ALL FUNDS**

Categories	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	20,711,537	29,358,440	71%
Contractual Services	4,100,866	7,654,967	54%
Commodities	3,047,835	5,386,244	57%
Risk Management Charges	196,100	261,286	75%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%

<b>TOTAL EXPENDITURES</b>	<b>38,750,300</b>	<b>55,748,020</b>	<b>70%</b>
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GRANTS*						
	Expenditures through 09/30/2025	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	\$165,810.08	\$165,810.08	\$0.00

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

Expenditure of Friends of the JCL Donations 2025

<i>Expenditure Details</i>	<i>September</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	345.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 345.00</b>

# Learning and Development

November 2025





# DEPARTMENT PURPOSE

Learning & Development partners with departments to identify needs, create and deliver programs, and evaluate results, supporting staff growth and advancing Library KPAs. As champions of lifelong learning, we bring this core value to life—that's why we do what we do.



# DEPARTMENT OBJECTIVES

## 01 - EMPLOYEES

Build employees' skills, knowledge, and competency through role specific training

## 02 - GROWTH

Empower employees' growth through internal and external programs and tools

## 03 - PLAN & MANAGE

Effectively plan and manage the annual budget to support learning while also being good stewards of taxpayer money.



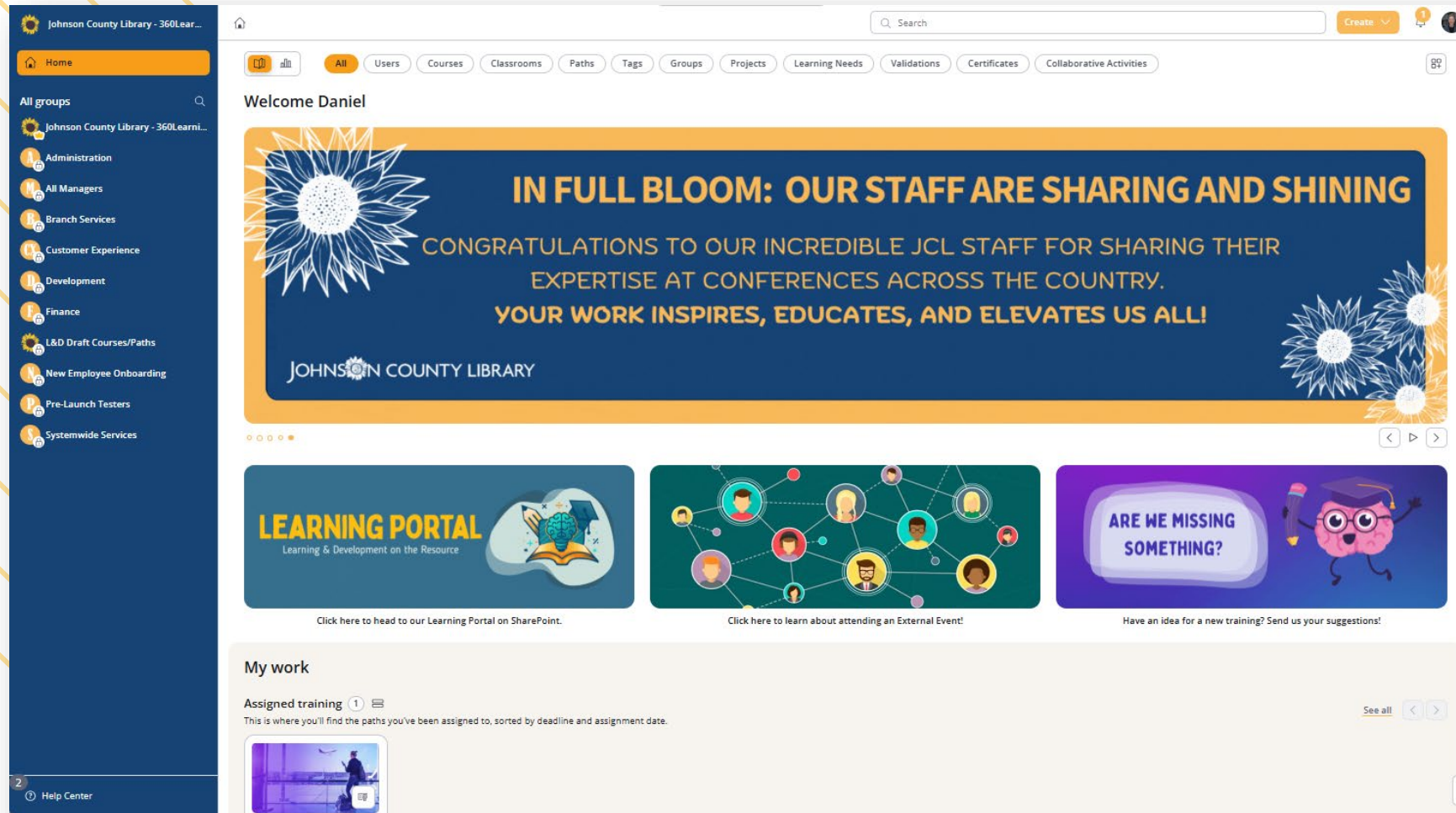


# Meet the Team





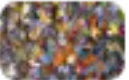

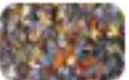







# DEPARTMENT ACCOMPLISHMENTS

## Implemented New Learning Management System (LMS) – JCL 360Learning



# DEPARTMENT ACCOMPLISHMENTS

## Authoring and Facilitating Trainings. New Employee Orientation (NEO).

	Essential Position Specific Skills - Patron Service...	 Daniel Kirk
	Essential Position Specific Skills - Branch Operations...	 Daniel Kirk
	Essential Position Specific Skills - Branch Services Clerk	 Daniel Kirk
	How to Create Meaningful Library Gatherings	 Daniel Kirk
	Library Technology Essentials: Magna POS, Computer...	 Ashly Squires
	Johnson County Library Branch Tours	 Ashly Squires

**27 New or newly promoted employees have gone through New Employee Orientation @ JCL**



# DEPARTMENT ACCOMPLISHMENTS

## Training Programs – Instructor Led Classes

**We offered 93 sessions for 25 different classes!  
276 staff attended sessions.**

**Our most attended ILCs were:**

*Controlling the Building Through Customer Service*

*CPR/AED Training*

*Crucial Conversations (one session was for the whole programming department)*

*Foundational Library Policies*

*Public PCs, Print Management, and Point of Sale (PPP) Training*

*Department Overviews: Collection Development and ILL*



# DEPARTMENT ACCOMPLISHMENTS

## Training Programs – Online Classes & eLearnings

***Staff enrolled in 47 courses and spent an average of 22 hours & 39 minutes in online learning!***

**Most enrolled in courses were:**

*Physical Security (Active Shooter, Trauma Bag, Incident Report Writing)  
Public PCs, Print Management, and Point of Sale (PPP) training tutorials  
HomeConnect  
SORT II Overview  
Travel to Learn: a JCL guide to professional travel*



# DEPARTMENT ACCOMPLISHMENTS

## Training Programs – JoCo Cybersecurity Trainings

### *100% Completion by JCL Staff*

#### Topics covered:

- Data Privacy
- QR Scanners
- Social Engineering
- Physical Security
- Phishing
- Safe Web Surfing
- Third Party Vendor Safety
- Security Tips for Personal Devices





# DEPARTMENT ACCOMPLISHMENTS

## External Events and Conferences

### Conference Travel

**54 people total to 24 conferences**

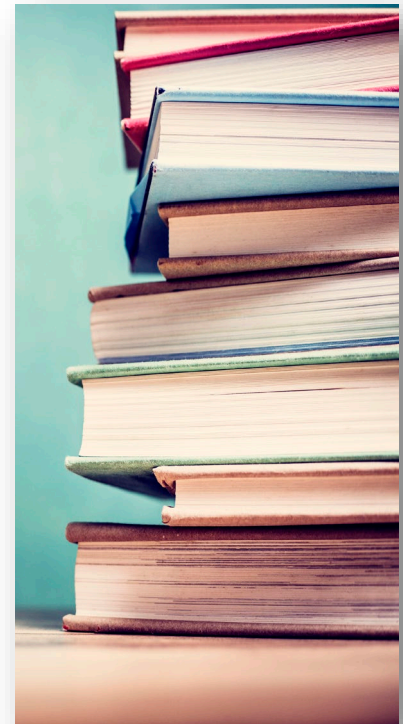
- COSUGI
- ALA
- Bibliocon
- LibLearnX
- Urban Libraries Council Forum
- KLA
- Core Forum

### External Events

**34 people attended**

#### TOPICS included:

- \* *Nurturing Your Resilience to Avoid Burnout*
- \* *Diffusing Encounters with Angry Patrons*
- \* *Library Signage: The Good, The Bad, and The Ugly*
- \* *Children's Literature Festival, 2025*
- \* *Doing What Matters, Values in Libraries*
- \* *Conflict in the Library: Managing, Surviving, and Even Thriving?*
- \* *Library Management Training*



# A LOOK AHEAD TO 2026 AND BEYOND

“The future depends on what you do today.” – *Mahatma Gandhi*



The outlook for Learning and Development at Johnson County Library in 2026 and into 2027 is exceptionally strong, with staff poised to benefit from a period of strategic transformation and investment.





A series of approximately 10 thin, parallel blue lines radiate from the top-left corner of the slide, extending towards the right side of the frame.

Thank you!



# Spring Hill and De Soto Renovations

November 2025



# Construction Updates

## Spring Hill

- New addition foundation completed
- Interior framing
- Parking lot in progress
- Installation of new dormer windows

## De Soto

- Front entryway concrete poured
- New drainage completed
- Mechanical systems roughed in
- Interior framing



# Construction Updates – Spring Hill



View of new window openings in future conference and study room; walls framed and HVAC ductwork hung



View of new addition foundation from south and west, prior to slab concrete pouring



# Construction Updates – De Soto



View of front of building. Demolition of fascia and soffits, new façade framing started, and entryway footings poured.



View of northwest, looking towards kids area. Interior wall framing begun, HVAC run overhead, concrete poured over new electrical.





# Next Steps

## Spring Hill

- Finishing mechanical rough in
- Enclosing new addition
- Hanging drywall

## De Soto

- Front façade enclosed
- Finishing mechanical rough in
- Hanging drywall



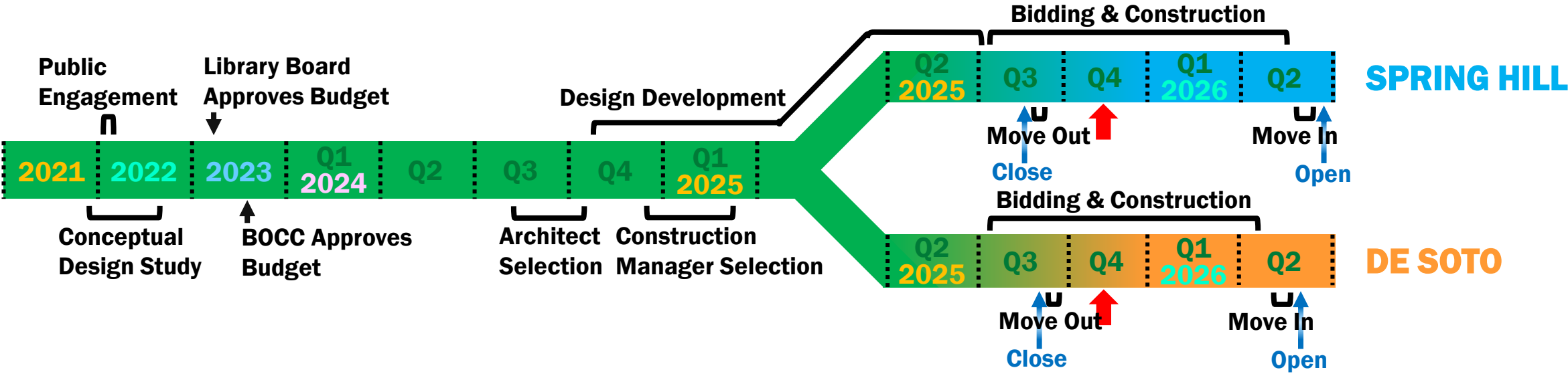
# Next Steps

- Presentations from sub-teams coming periodically over the remainder of the construction phase
  - Next up – Extended Access sub-team will share about new extended access service at Spring Hill



# Spring Hill and De Soto Renovations:

## Anticipated Project Timeline





From Branch Operations  
and Moves Team in  
October, to...



## Spring Hill & De Soto Materials Handling Team

November 2025

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JOHNSON COUNTY LIBRARY

# OUR TEAM

## Project Team



Erin Barnes (Comm)  
Katt Cooper (Branch Ops)  
Meagan Condon (Regional Lib)  
Lisa Davis (Facilities)  
Lisa Jordan (Branch Ops)  
Abby Minard (Mat. Handling)  
Karen Wickwire (Mat. Handling)

## PROJECT LEAD



Lacie Griffin



# Project Scope

## Circulation

- Sirsi Workflows configurations
- BiblioCommons configurations
- Checkouts
- Holds
- Notifications
- Circulation Procedures (new and temporary)
- Collection Processing
- Returns
- Donations

All circulation functions for closing, placing a building offline, and reopening.

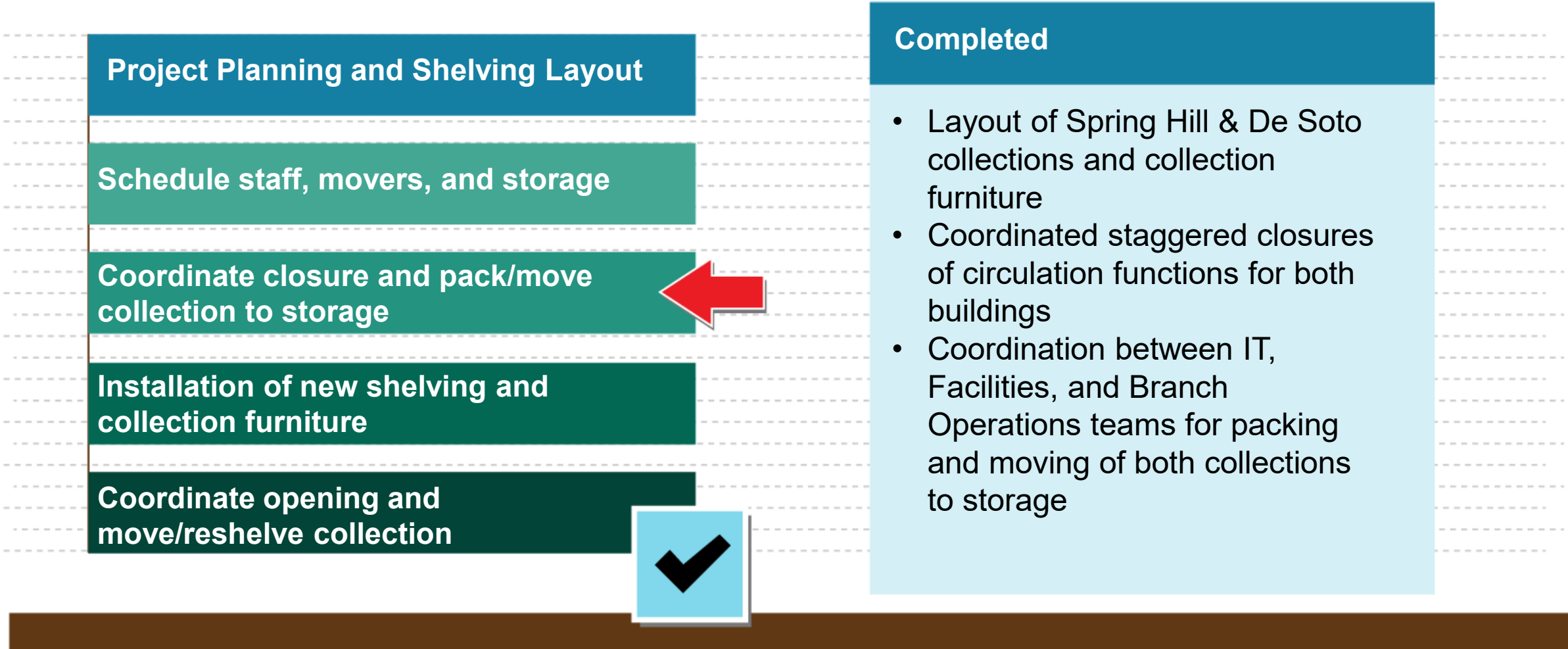
All collection functions for taking a collection offline, removing it from the buildings, storing collection, and reshelving it for reopening.

## Collection

- Shelving
  - New shelving units and layout
  - Removing materials from the shelves and then reshelving
- Storage of collection
- Moving of the collection to and from storage
- Collection Signage
- Collection Furniture



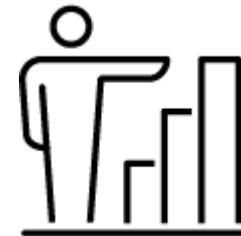
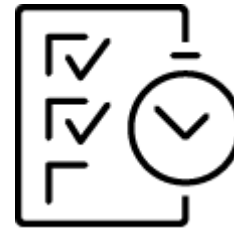
# Project Outline



# Next Steps

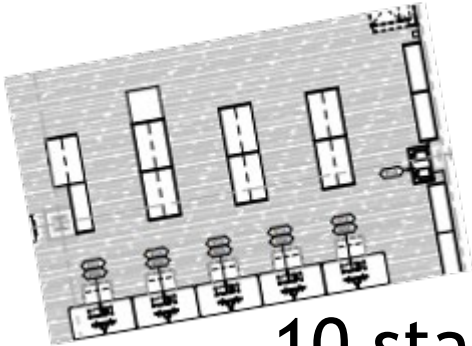
## Next Steps

- Planning stage to reverse it all
  - Install new shelving units and collection furniture
  - Install new collection signage
  - Restart circulations functions
  - Move collection in and reshelve materials

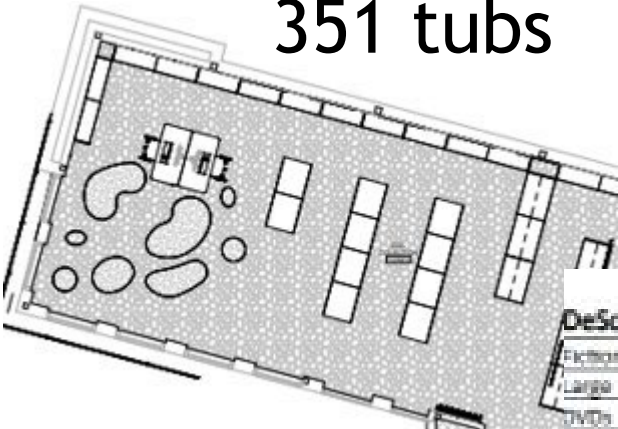




# Questions?



10 staff members  
54 staff hours  
351 tubs



DeSoto: Collection Section	Total Items	Total Shelves	Size of Units	Total Shelving Units to Order	Single Side	Tubs for Storage
Fiction, Mystery, SciFi and Western	3273	109	60"	22		27
Large Print (nonfiction and fiction)	488	16	60"	3		11
DVDs (Adult)	1900	32	90"	5	X	17
CD Audio (Adult- non and fic)	346	9	60"	2		4
Nonfiction (adult +BIO)	1585	53	60"	11		35

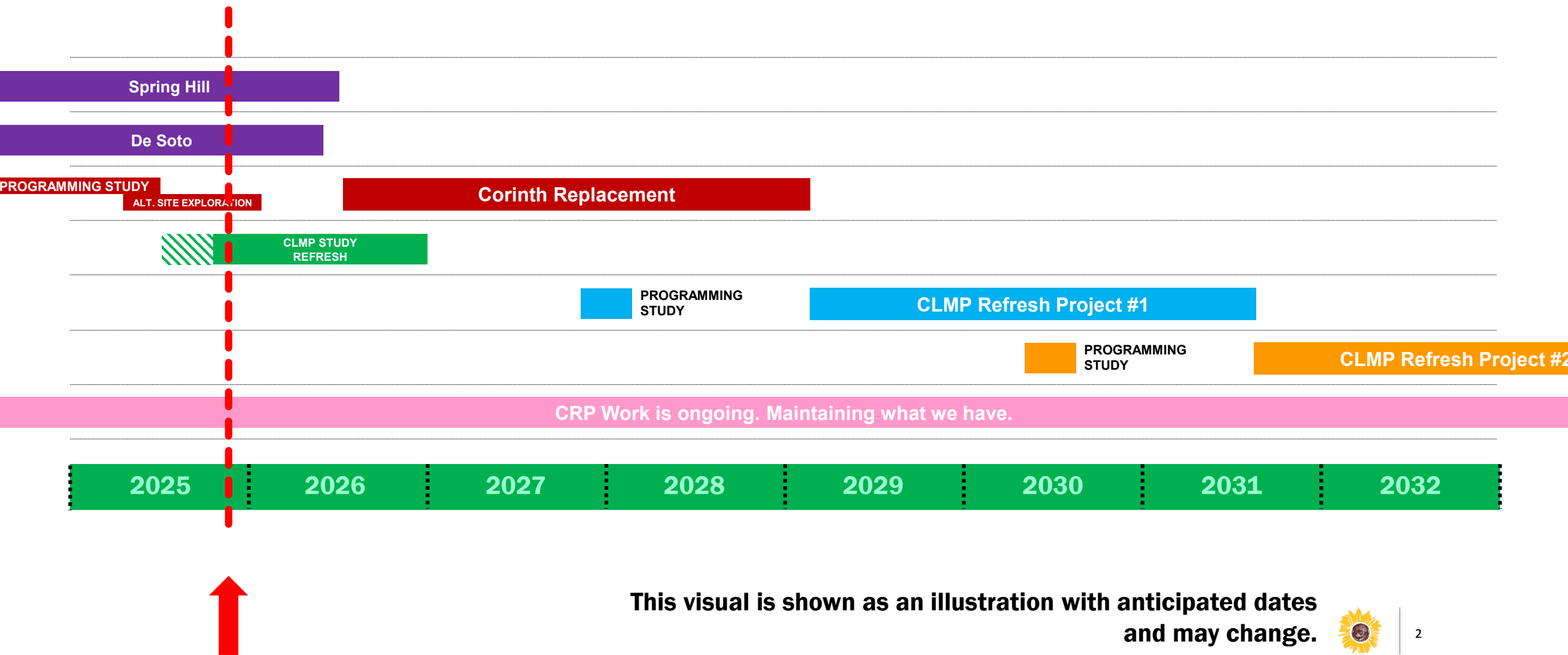


# Capital Projects: Timeline Summary

November 2025

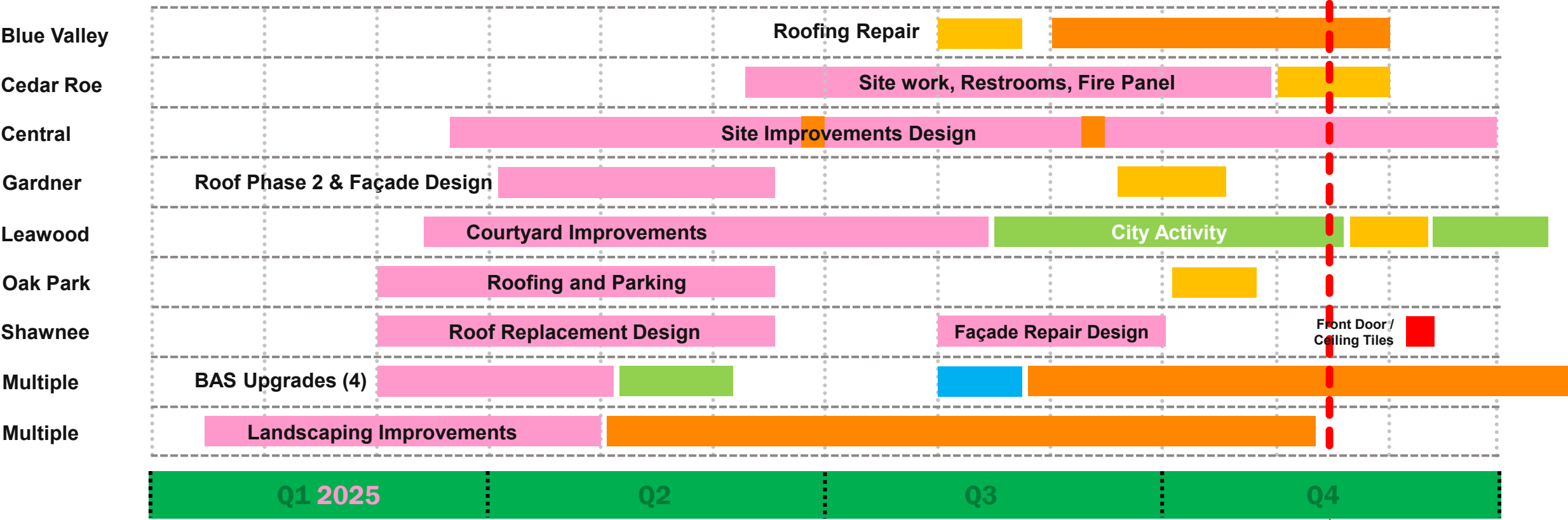
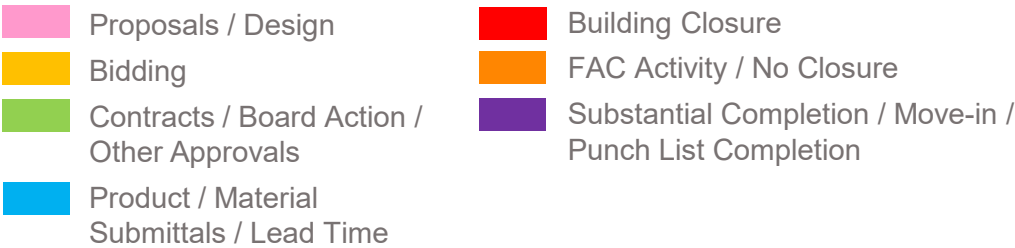


# Capital Improvement Projects: Anticipated Timeline





# 2025 CRP Anticipated Timeline



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



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING**

October 9, 2025  
at Central Resource Library  
4:00 p.m.

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

**ABSENT:** None.

**BOARD ATTORNEY:** Andrew Logan

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

**STAFF:** (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Shelley O'Brien, Patti Kangethe, Megan Levitt, Scott Sime, Lori Ross, Terry Pullium, Adisa Collins, Michelle Beesley, Lacie Griffin, John Keogh, Lisa Jordan, Portia Montoy, Laura Blair, Juan Lopez-Tamez, Tad Twidwell, Aaron Otto

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

**CITIZENS COMMENTS:**

Included in the October Board Report are citizen comments, submitted in writing.

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

Ms. Kilgore stated that the Library Let's Loose event was the best one yet. She praised the entertainment and food, noting that a good time was had by all.

Ms. Dietz seconded Ms. Kilgore's sentiments, describing the event as an amazing experience. She expressed appreciation for the efforts of the foundation and library staff.

Mr. McAllister echoed the positive feedback for the Library Lets Loose event. He also announced a public "backyard party" hosted by the Johnson County Diversity, Equity, and Inclusion Coalition, scheduled for the following day at Shawnee Mission Park from 4:00 to 6:30 PM, featuring pizza and the same DJ from the Lets Loose event.

Mr. Sims shared that he, along with other staff, represented the library at the Shawnee Mission Foundation event. He was impressed by the youth participants, highlighting their talent and courage. He emphasized the importance of reaching students who are not currently engaged in library programs and challenged the library to strengthen collaboration with local schools to improve literacy outcomes and expand participation.

Board Chair Mendoza acknowledged the library's efforts in recognizing diverse communities, particularly during Hispanic Heritage Month. She expressed gratitude for the programming and book selections that celebrate Latino culture and emphasized the importance of inclusivity and representation in the library system.

## **DEVELOPMENT DEPARTMENT REPORT**

Shanta Dickerson, Friends Executive Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. This report is included in the October Board Report.

Ms. Dickerson expressed appreciation for the success of the recent Library Lets Loose event. The fundraiser exceeded expectations, raising over \$142,000 and drawing nearly 500 attendees, while maintaining a comfortable and well-organized atmosphere. Over 100 volunteers contributed, with effective delegation led by Volunteer Coordinator Amber Borick Slater and her team of lead volunteers.

Ms. Dickerson also shared updates from the Friends organization, noting the upcoming National Friends of Libraries Week and the annual bookmark contest. Seventeen winners were to be introduced, with their artwork generating excitement among patrons. Additionally, a new initiative led by Social Media Coordinator and Graphic Designer Erin Billingsley will feature the winning bookmark designs on merchandise available through the Bonfire shop, with winners receiving complimentary items.

Ms. Dickerson then recognized all of the bookmark contest winners in attendance.

## **BOARD COUNSEL REPORT**

Mr. Andrew Logan, Board counsel, reviewed Memorandums of Understanding (MOUs) with the County Departments and ethics of the board.

Mr. Logan explained that the Library Board, under KSA 12-1223, has the authority to enter into contracts, including MOUs with county departments for services such as facilities maintenance, janitorial support, and financial management. These partnerships enhanced efficiency and allowed the library to focus on its core mission.

Regarding ethics, Mr. Logan provided a refresher on conflict-of-interest guidelines under KSA 46-247. Board members were advised to avoid any appearance of impropriety, particularly where financial interests involving themselves or immediate family members might arise. While Board members are not required to file statements of substantial interest, members were encouraged to consult with the County Librarian or legal counsel when in doubt and to recuse themselves from both discussion and voting when necessary. The County's expanded ethics policy, introduced in 2023, was also referenced for additional guidance.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

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

Mr. Vratny shared that as of the end of August 2025, the Johnson County Library had collected approximately \$53.6 million in revenue, representing 67% of the fiscal year and pacing ahead of the previous year—largely due to the \$3.9 million generated from the sale of the Antioch property.

Expenditures and encumbrances totaled approximately \$37.9 million, or 68% of the annual budget, aligning with expectations.

In response to a question from Board Chair Mendoza it was noted that the term “overdue fees” in the report was outdated, as the library no longer collects them; current fees reflect charges for lost or damaged materials.

Additionally, Mr. Vratny reviewed the Budget Callendar and shared that the Library Budget Committee was scheduled to begin meetings on October 20th to initiate planning for the 2027 budget cycle.

### **Information Technology Trends**

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

Ms. Beesley reported on 2024 information technology trends. The number of public computers remained steady compared to 2023, with no wait times for access. Session durations declined slightly, though not significantly. A new public computer management system was implemented at the end of 2024, which may affect future data trends.

Ms. Beesley shared that wireless usage data was limited to 2024 due to a system change, but usage continued to rise in line with door counts. There were approximately 185,000 active cardholders, averaging 1.3 wireless sessions per user. Public printing totaled over 562,000 pages, consistent with prior years. A new print system introduced in November 2024 now counts each printed side as a page. Interest in printing remained strong, and the data included cloud and remote printing activity.

The board held a discussion regarding public printing metrics and equitable access. Chair Mendoza inquired whether double-sided prints were counted as one or two pages. Ms. Beesley clarified that due to a system change in November 2024, each printed side was now counted as a separate page. Prior to that, reporting varied due to limitations in the previous system.

Ms. Dietz asked about printing costs, which Ms. Beesley confirmed were \$0.15 per black-and-white page and \$0.50 per color page.

Ms. Dietz raised concerns about access for patrons with limited or no income, particularly students needing to print schoolwork. County Librarian Suellentrop responded that current options included saving documents electronically or using flash drives, the library did not yet offer free printing. However, staff had begun gathering data to explore printing allowances and assess potential budget impacts. Board members and staff expressed shared interest in addressing this issue, with Board Chair Mendoza emphasizing the importance of finding a sustainable solution, noting that other library systems had successfully implemented similar programs.

### **COMPREHENSIVE LIBRARY MASTER PLAN**

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

## **Spring Hill and De Soto**

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

Ms. Levitt provided an update on the Spring Hill and De Soto Library projects. At Spring Hill, interior demolition was completed, and site preparation began for the new addition, including foundation work and a new vestibule. A time-lapse camera was installed to document construction progress. At De Soto, interior demolition was also completed, and work began on sidewalk upgrades, landscaping, seating, and ADA improvements.

Ms. Levitt shared photos showing construction progress at both sites, including expanded windows for natural light at Spring Hill and cleared areas for new infrastructure. Next steps included continued foundation work at Spring Hill and mechanical system replacements at De Soto. Ms. Levitt also noted that sub-team presentations would begin, starting with the branch operations move-out team, and confirmed that the project timeline remained on track.

## **Spring Hill and De Soto Branch Operations and Moves Team**

Portia Montoy and Lisa Jordan, Branch Operations Managers, presented the Spring Hill and De Soto Branch Operations and Moves Team report, as included in the October Board Report.

Ms. Jordan explained that the team, composed of representatives from various departments, was responsible for coordinating the transition of staff and materials out of the Spring Hill and De Soto branches prior to construction, and for preparing staff to return post-renovation.

Ms. Montoy reported that both branches had been successfully closed, staff were reassigned within their regions under the new regional model, and all items had been inventoried, packed, or redistributed. The team collaborated with IT, Facilities, and Materials Handling to complete the move-out process.

Currently, the team was focused on updating branch-specific procedures, such as opening and closing protocols, in coordination with IT and Learning & Development. These updates would support upcoming staff training on new technologies and workflows. The team also shared photos of the move-out process and noted positive community feedback, including a supportive message left by a patron at De Soto. The reopening of both branches was anticipated in 2026.

County Librarian Suellentrop acknowledged and appreciated the detailed work presented by Lisa Jordan and Portia Montoy on Branch Operations and Moves team. Their involvement demonstrated how staff from various departments and experience levels were intentionally included in project teams to support professional development and succession planning.

There was discussion that clarified that team members were selected based on a combination of relevant experience, departmental representation, and current workload capacity. This approach ensured a balance of perspectives and allowed staff to build project management skills through hands-on collaboration and exposure to different challenges.

## **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 October Board Report.

Mr. Sime reviewed a Capital Improvement Plan timeline change, splitting the Corinth program study and site study.

Mr. Sime then reviewed the Capital Replacement Plan with a few updates. Roof repairs at Blue Valley began following rain-related issues, and restroom renovation design work was underway at Cedar Roe. Bidding had started for roof work at Gardner, Oak Park, and Shawnee. Building automation upgrades began at Monticello, with site visits occurring at Lenexa. Parking lot resealing at Monticello was completed.

## **Comprehensive Library Master Plan Refresh**

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

Mr. Sime also shared that the Request for Proposal (RFP) for consultant services was nearly ready for release, with a one-month open period followed by proposal reviews, interviews, and a contract award expected in early 2026. Staff information sessions were being held to provide context for the study internally. Mr. Sime reminded board members to refer any RFP-related inquiries from interested parties to the county's purchasing representative to maintain the integrity of the process.

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

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

Ms. Suellentrop expressed appreciation to the Library Board and administrative team for their support during a recent bereavement leave, acknowledging Kinsley's increased involvement during that time.

## **Board Retreat**

Ms. Suellentrop reminded Board Retreat is an annual 4-hour meeting of the Library Board. This will be an open public meeting and will not be recorded or live streamed. Currently the Library Board is scheduled to meet on October 30th from 8am to 12-noon at Leawood Pioneer Library.

If board members have topics they wish to have discussed, please reach out to the Board Chair Mendoza.

## **Elections Partnership Update**

Ms. Suellentrop noted that the Library maintains a memorandum of understanding and a service level agreement with the Johnson County Elections Office. These documents outline responsibilities such as ballot box locations and hours. Currently, six ballot box locations were active, with discussions underway to add a seventh at Lenexa City Center. Ballot boxes at Spring Hill and De Soto were temporarily removed due to ongoing construction, with relocation decisions being coordinated with local communities.

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

John Keogh, Regional Manager for the Northwest and Southwest regions, provided an update on Serving De Soto and Spring Hill, included in the October Board Report.

Mr. Keogh provided an update on how the library maintained its presence in the Spring Hill and De Soto communities during branch closures. He explained that outreach efforts were guided by a mission to extend access beyond traditional library spaces and build meaningful community relationships.

Staff from various departments—including branch services, programming, makerspace, and development—collaborated to identify and participate in outreach opportunities. Activities included participating in local parades, community events such as Dia de los Muertos and Halloween celebrations and exploring partnerships with local food pantries. The team also worked closely with city departments, parks and recreation, and other local stakeholders to coordinate efforts and communicate with residents.

Additionally, Regional Librarians continued to strengthen relationships with schools, PTAs, businesses, churches, and other community organizations. These efforts were part of a broader strategy to remain engaged and visible in the community while the library buildings were under renovation.

## **World Cup Planning**

Tad Twidwell, Physical Security Specialist, provided an update on World Cup Planning, included in the October Board Report.

Mr. Twidwell provided an update on the World Cup Engagement Project. The initiative, supported by a cross-departmental team and sponsored by Kinsley Riggs, aimed to create welcoming, accessible programming aligned with the library's Diversity, Equity, Inclusion, and Belonging (DEIB) goals and the county's Voices of Inclusion, Belonging, and Equity (VIBE) initiative in anticipation of the 2026 FIFA World Cup.

The project's purpose was to position Johnson County Library locations as community hubs during the World Cup, offering inclusive events and activities that fostered community connection and awareness of library services. The scope included programming, events, and staff training, while excluding team sponsorships, political content, and commercial endorsements to maintain neutrality. The project followed a four-phase timeline: initiation (June–September 2025), planning (through January 2026), execution (January–August 2026), and closure (post-event reflection and feedback). Mr. Twidwell emphasized the unique nature of the event and the team's readiness to adapt and serve both local and international visitors.

In response to a question from Ms. Kilgore, Mr. Twidwell shared that while specific plans were still in development, the World Cup Engagement Project would include thematic programming tied to the 2026 FIFA World Cup. One confirmed initiative was a metro-wide summer reading program titled *Read, Score, Roar*, which creatively combined dinosaurs and soccer. Additional ideas included in-branch displays and potential infrastructure upgrades, such as increased bandwidth, to accommodate visitors using library spaces as cooling centers during the summer event.

## **Public Printing Update**

Amy Barclay, Regional Manager for the Southwest region and Dave Vratny, Finance Director, provided an update on Public Printing Update, included in the October Board Report.

Ms. Barclay presented an update on the library's exploration of a printing allowance initiative. She explained that the library had been preparing for this conversation for several months, beginning with the implementation of a new print release and point-of-sale system designed to support such a program. Branch Services assumed leadership of the initiative due to their direct interaction with patrons.

The team had been collecting six months of data from the new system to assess the feasibility and sustainability of a printing allowance. They also benchmarked practices from other library systems, noting significant variation in how allowances were structured (e.g., daily, weekly, or monthly limits). Community engagement was identified as a key next step to ensure the program aligns with patron needs.

Ms. Barclay emphasized the importance of coordination with the library's partner system, the Olathe Public Library, to maintain a seamless patron experience. Additional considerations included upcoming deployment of new scanning systems and adherence to existing fee policies. She noted that the initiative was not yet included in the 2026 budget, and discussions with the budget committee would be necessary.

The team expressed strong interest in moving forward with a printing allowance—intentionally using that term rather than “free printing”—and planned to continue gathering data and community input in the coming months. Ms. Barclay concluded by thanking the board for its support, noting that such backing is not common across all library systems.

The board held a detailed discussion regarding the proposed implementation of a printing allowance at the library. Ms. Barclay confirmed that the library had been preparing for this initiative for several months, collecting six months of data from a new print management system and benchmarking practices from other library systems. She noted that while a survey and in-branch engagement were being considered, the plan was still in development and would involve collaboration with the Patron Insights Manager and community partners, including local school districts.

Board members expressed opinions about the pace and necessity of further data collection. Chair Mendoza strongly favors a faster process for implementation, emphasizing that the board had been discussing this issue for over a year and had previously been told six months of data would suffice. He urged staff to expedite the process and bring a proposal to the board for a vote. Other members, including Mr. Sims, supported moving forward without additional community engagement, citing manageable budget implications and the need to remove access barriers.

Ms. Huff emphasized the importance of respectful dialogue and cautioning against placing undue pressure on staff. She also highlighted that some library systems offering free printing were supported by external sponsorships, which may not be applicable in this case.

Ms. Barclay clarified that the technology in place could support a printing allowance and that the team was working to ensure a smooth and understandable implementation for patrons. She also noted that the allowance would be based on dollar value rather than page count, and that future system upgrades would integrate printing and copying under a unified allowance.



The conversation concluded with a call for staff to develop cost scenarios and implementation options, while acknowledging the board's strong interest in moving the initiative forward.

### **Strategic Plan Reporting**

Kinsley Riggs, Deputy County Librarian, provided an update on Strategic Plan Reporting, included in the October Board Report.

Ms. Riggs presented the second trimester report covering May through August 2025. She emphasized the library's commitment to aligning services, programs, and spaces with community needs, guided by five key performance areas and three organizational priorities.

Under the capital improvement priority, Riggs noted progress on the Comprehensive Library Master Plan refresh, ongoing exploration of options for the Corinth replacement, and continued design work on roofing, building automation systems, and landscaping projects. Updates were also provided on the Spring Hill and De Soto renovations, with strong community engagement reported.

The organizational redesign priority included the development of departmental charters, work plans, and budgets. Branch Services launched a dashboard to inform staffing strategies based on patron activity and completed 90-day plans with regional teams. The programming department introduced a "run-of-show" tool to improve internal communication and event coordination, while also investing in leadership and facilitation training.

The patron service standards project progressed with stakeholder interviews and was on track to deliver draft standards by year-end, with implementation and training planned for early 2026.

Under the VIBE (Voices of Inclusion, Belonging, and Equity) priority, the library launched its new website and began planning for phase two enhancements. Community engagement efforts included interactive displays and focus groups to explore public dialogue on current events. Internally, the VIBE team prioritized communication and community-building, with a focused 90-day work plan in place. Staff engagement continued through town halls, side-by-side work, and planning for the 2026 Staff Day, for which a one-day closure was proposed.

### **CONSENT AGENDA**

#### **A. Action Items:**

1. Minutes of the September 11, 2025 Regular Library Board meeting
2. Consideration of Memoranda of Understandings (MOU) with AARP, Catholic Charities, and Johnson County Department of Health and Environment
3. Consideration of closure of Central Resource Library for Library Lets Loose, September 19<sup>th</sup>, 2026
4. Consideration of closure for Staff Day 2026, October 12<sup>th</sup>, 2026

#### **B. Information Items**

##### **1. Financial and Personnel**

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2025 were handled in accordance with library and County policy.
- b) The August 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. Hrabe** moved that the Library Board of Directors approve the consent agenda.

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

**Motion was approved unanimously.**

**I. Old Business**

None.

**II. New Business**

A. Information Item: Consideration of Closure at Shawnee Branch for replacement of entry doors and glass storefront

Scott Sime, Project and Event Manager, presented the closure for Shawnee Branch briefing sheet, this information is included in the October Board Report.

Mr. Sims expressed gratitude for considering bundling this work together.

B. Information Item: Consideration for Adoption of ARM 50-20-30 Filming and Photography

Adam Wathen, Associate Director of Branch Services and Tad Twidwell, Physical Security, presented the new Administrative Regulation Manual (ARM) policy 50-20-30 Filming and Photography briefing sheet, this information is included in the October Board Report.

In response to a question from Ms. Dietz about how staff handles situations where patrons do not give consent for photos, Mr. Wathen explained that staff already manage such scenarios regularly, often without clear policy guidance. He noted that confusion sometimes arises due to individuals conducting free speech audits, which blurs the lines between public and non-public spaces and the library's authority over filming. The proposed policy would help clarify these boundaries, ultimately reducing staff burden. He added that staff are trained to manage patron conflicts and, when necessary, involve law enforcement.

Ms. Kilgore expressed appreciation to the library for the opportunity to attend the annual event hosted by the Olathe Public Library, along with Kinsley Riggs, Chrysy Huff, and other staff. She noted that the culinary arts program provided an excellent meal and that local author Candace Millard gave an engaging talk, answered questions, and signed books. She described the experience as highly enjoyable. Additionally, Ms. Kilgore volunteered to participate as a Board Liaison for the consultant interviews for the Comprehensive Library Master Plan (CLMP) refresh, referencing past board involvement in similar processes such as real estate broker interviews.

## ADJOURNMENT

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

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

**Motion approved unanimously.**

Meeting adjourned at 5:33 p.m.

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

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

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

## MINUTES JOHNSON COUNTY LIBRARY BOARD RETREAT

October 30, 2025

at Leawood Pioneer Library Large Meeting Room

8:00 a.m. to 12:00 p.m.

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

**BOCC:** Commissioner Brewer.

**STAFF:** Tricia Suellentrop, Kinsley Riggs, Jennifer Mahnken, Ben Sunds, Adam Wathen, David Vratny, Shelley O'Brien, Scott Sime, Adisa Collins, Christian Madrigal, Amy Barclay, Aaron Otto, Terry Pulliam, Lisa Davis, Karsen Koziol, Lydia Travis, Kristina Auch, and Patti Kangethe.

Board Chair Jeffrey Mendoza called the meeting to order at 8:00 a.m.

County Librarian Suellentrop opened the meeting by reminding attendees that it was an Open Meeting. There would be discussion and no action taking place. As this is a special meeting, no public comments will be heard, and public are welcome to attend.

At the recent board meeting, Ms. Huff issued a formal apology for her prior remarks, acknowledging that her comments had shifted from substantive discussion to personal responses. She expressed a renewed commitment to supporting both the board and staff. Chairman Mendoza also reflected on his own conduct, apologizing to Library staff member, Amy Barclay, for any unintended impact and underscoring the importance of adhering to board bylaws and Robert's Rules of Order. The board engaged in a discussion on improving how disagreements are managed, emphasizing the chair's role in maintaining order and suggesting strategies such as tabling contentious topics and ensuring inclusive dialogue.

Ms. Huff addressed challenges with virtual attendance, citing missed meetings due to personal circumstances and recommending technological enhancements to improve remote participation and hand-raising functionality. The board acknowledged that current bylaws do not address virtual attendance, prompting a discussion on the potential need to amend the bylaws to accommodate remote participation in the future.

The discussion concluded with a shared commitment to move forward constructively, with both Ms. Huff and Chairman Mendoza highlighting the importance of reflection, accountability, and preventing unresolved issues from affecting future meetings. Ms. Dietz and Mr. Sims expressed desire for more opportunities to build relationships and get to know each other and their differences.

## Introductions

Introductions were conducted asking what everyone's favorite book was from childhood.

County Librarian Suellentrop shared *Duck Rabbit* as a favorite childhood book, highlighting the theme of perspective and that you see what you want to see.

Board Chair Mendoza chose *The Very Hungry Caterpillar* as a childhood favorite.

Ms. Hrabe shared *Joey the Jack-o'-Lantern*, a story about transformation and finding one's purpose.

Mr. McAllister cited the *Bible*, specifically the 23rd Psalm, as most meaningful. Reflected on his life journey, including early racial challenges and expressed gratitude for being part of the board and committed to being a strong, proud voice.

Commissioner Brewer shared that she appreciated hearing others' life stories and shared *My Quiet Place* as her favorite. As a parent her favorites were *Going on a Bear Hunt* and *Click Clack Moo: Cows That Type* for its humor and creativity.

Ms. Dietz named *The Lion, the Witch and the Wardrobe* and *A Wrinkle in Time* as impactful reads. Her favorite book as a parent has been *Officer Buckle and Gloria* and *Running with Horses*.

Ms. Kilgore remembered *The Penguin That Hated the Cold, Are You My Mother?*, and the *Ramona* series by Beverly Cleary.

Mr. Sims enjoyed *Dr. Seuss* books, as well as biographies and encyclopedias during childhood.

Ms. Huff fondly recalled *Golden Books*, and *The Prince and the Ball* and *Walter the Farting Dog*. She also reflected on the library as a safe space where she tried to check out as many books as she wanted.

Ms. Riggs referenced enjoying her school librarian reading *The Borrowers* as a childhood favorite.

Mr. Wathen shared *The Adventures of Moomins* and *Amelia Bedelia* as memorable reads.

Mr. Vratny selected *Where the Wild Things Are* as a favorite, seeing himself as Max.

Mr. Sunds named *High Alps Treasure* and *Goodnight Moon* as cherished childhood books.

Ms. O'Brien shared *Clifford the Big Red Dog* as hers.

## **Prioritization for Comprehensive Library Master Plan project**

County Librarian Tricia Suellentrop presented the current state and timeline for the Comprehensive Library Master Plan (CLMP), noting that work was underway in Spring Hill, De Soto, and the CLMP study refresh, with Corinth identified as the next major project. The Board reviewed the Request for Proposal (RFP) process for the Master Plan refresh, noting Ms. Kilgore as the board liaison and setting expectations for a consultant to begin in early 2026.

Ms. Dietz and other members emphasized the importance of incorporating input from cities, county departments, and the community—particularly regarding the Corinth site's character and ongoing land considerations. Board Chair Mendoza and Ms. Kilgore urged staff to continue to work with the City of Prairie Village and Overland Park to continue to consider partnering for a Corinth site and/or a Blue Valley site. In response to a question from Commissioner Brewer, it was confirmed that the current Corinth building would not be able to be renovated, and would need to be replaced, either on the current site or on a new site. The board addressed budget concerns related to the Corinth replacement and discussed the need for clear, consistent messaging to educate stakeholders on project necessity and financial planning.

There was general alignment around following prioritization for Comprehensive Library Master Plan projects.

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

## **Printing Allowance Proposal**

Amy Barclay, Southwest Regional Manager, presenting the Printing Allowance Proposal.

Ms. Barclay presented a proposal for a printing allowance, recommending a daily limit of \$1.50 per Library card holding patron, equivalent to 10 black-and-white pages or 3 color pages per patron, with flexibility for combinations. This recommendation was based on technology capabilities and peer library practices. The project team considered a December or January launch, favoring a January rollout to allow for staff training and promotion. Ms. Barclay and Mr. Vratny estimated an additional \$190,000 impact to the 2026 budget, which could be covered by contingency funds, and discussed strategies for managing overruns. The Board addressed technical aspects of the printing and copying systems, clarified that the allowance would apply to library computers and remote printing, and noted plans to integrate copiers in the future. Equity considerations for unbanked and guest users were also discussed, currently the recommendation did not include guest pass users. Board members provided feedback on launch strategies

and patron education, and Ms. Barclay confirmed that operational details would be handled administratively, with alignment sought from the board on the preferred launch timeline.

There was discussion with board regarding the launch strategy for this new allowance, with consensus favoring a soft launch in December followed by a full promotional rollout in January, contingent on staff readiness and vendor coordination. Ms. Barclay also informed the group that the Administrative Regulation Manual (ARM) wording was under legal review, with updates to be shared in future meetings. Additionally, board members emphasized the project's significance for the community, acknowledged Jeffrey's contributions, and reiterated that the initiative was designed to serve the broader public rather than individual interests. Many Board members expressed their appreciation and commended staff for accomplishing a significant amount of work within a limited timeframe to bring this recommendation at this time.

There was general alignment around the launch of the recommended printing allowance in December. Staff will bring a policy update to the board in November to address the Fee Schedule.

### **Review of Bylaws - nomination process/selection of officers**

Mr. McAllister led a discussion on past concerns regarding conflicts of interest within the nominating committee, specifically when members such as Board Chair Mendoza and Mr. Sims were also candidates for officer roles. This prompted a recommendation to amend the bylaws to prevent committee members from running for chair, vice chair, or treasurer. The group reviewed a proposed amendment in which the Vice Chair would automatically assume the Chair position, and the nominating committee would consist of the outgoing chair and two board members not seeking officer roles, to enhance transparency. Board Chair Mendoza also proposed a pre-nomination survey to identify board members interested in officer positions, allowing for more impartial committee selection. The board agreed to include language in the bylaws to address special circumstances, such as when the vice chair is unable to serve. County Librarian Suellentrop confirmed that staff would prepare a redline draft of the bylaws reflecting these discussions, with the intent to review and finalize the changes in November or December, ahead of the February nominating cycle.

### **Meeting Room Policy & Safety and Security**

Tad Twidwell, Physical Security Specialist, Adam Wathen, Associate Director and Andy Logan, Legal Counsel presented on the meeting room policy & safety and security.

The board received a presentation from Mr. Wathen, Mr. Twidwell, and Mr. Logan on meeting room security, including camera usage, incident management, and the balance

between public access and safety. Mr. Twidwell outlined the library's security philosophy, which emphasized deterrence, delay, and response through staff presence, physical measures, and trained emergency support. Camera systems were described as strategically placed to monitor key areas without infringing on privacy, with footage retained for 30 days and used solely for incident reviews. Staff were reported to receive annual training on objective incident reporting, following a structured workflow from identification to post-incident review. Mr. Wathen shared a recent example of a disruptive incident that was resolved through review and discussion rather than removal.

Board members discussed the distinction between public and private use of library meeting rooms, emphasizing the need for clearer communication regarding access and expectations. They reaffirmed that meeting rooms are intended as public forums aligned with the library's mission to provide access to ideas and experiences, while study rooms are for private use unless publicly advertised. The board and staff agreed on the importance of clarifying reservation procedures and waiver language. Legal precedents were cited to support the library's role in offering equitable access without judging content. Concerns were also raised about potential disruptions involving vulnerable groups, prompting discussion on balancing safety, intellectual freedom, and the library's mission. Mr. Logan expressed that staff have consistently demonstrated strong adherence to policy and have taken all appropriate measures to maintain a safe and welcoming environment.

Board members discussed updating policies to address e-bikes and scooters on library property, aiming to balance safety with accessibility for seniors. They also addressed concerns about unhoused individuals, reaffirming behavior-based access policies and considering the addition of a social worker at Central Library. Staff currently connect patrons to services through partnerships, with plans to create a dedicated community support space.

The board also discussed legal enforcement challenges, noting that staff must rely on law enforcement for trespass issues, which can be complicated by unclear policy language. Efforts were noted to be underway to clarify policies and strengthen coordination with local authorities.

### **Electric Vehicle Charging & Facilities Memorandum of Understanding**

Adam Wathen, Associate Director, presented an update on Johnson County's successful federal grant for the Electric Vehicle (EV) Charging stations and Facilities Memorandum of Understanding, noting the project's initial pause and reactivation in Spring 2025. Planning resumed in coordination with county facilities, and the board was asked to consider three policy options: not proceeding with EV charging, continuing with library-led policy development, or delegating policy and operational responsibility to County Facilities. The staff recommended delegation of EV policy and operations to county facilities for efficiency. The grant requires the library to cover 20% of installation



costs—estimated at \$100,000—and a 1% administrative fee, with a five-year maintenance obligation. Five library sites were identified as viable, with Gardner requiring additional coordination. Existing stations at Blue Valley and Central would remain unaffected. The board discussed budgeting, fee flexibility, and cost recovery, agreeing to gather more data and place the decision on the November agenda, with a possible vote in December. An annual review of EV charging operations was also proposed.

County Librarian Tricia Suellentrop closed the meeting by thanking all attendees for participating.

Board Chair Mendoza adjourned the meeting at 12:00pm.

SECRETARY \_\_\_\_\_

David Sims

CHAIR \_\_\_\_\_

Jeffrey Mendoza

SIGNED \_\_\_\_\_

Tricia Suellentrop, County Librarian

## MINUTES JOHNSON COUNTY LIBRARY BOARD PERSONNEL COMMITTEE

October 30, 2024

at

at Leawood Pioneer Library Conference Room

12:15 p.m.

**BOARD:** David Sims, Charles McAllister, Chrysalyn Huff, and Jodie Dietz

**STAFF:** Andy Wade, Patti Kangethe.

Mr. Sims, head of the Personnel Committee, opened the meeting at 12:15p.m.

Mr. McAllister reviewed where the committee was in planning for a new member. The Personnel Committee had determined it was unfair to meet with the County Librarian only once a year and thought it should review a few times a year. The intent was to meet mid-year or quarterly, and this year that was disrupted by the changes made to Kansas Open Meeting Act (KOMA). Ms. Huff agreed with this review.

Mr. Wade confirmed that the Personnel Committee typically determined goals with the County Librarian in December or January.

Mr. Sims confirmed that in November an executive session would take place with the entire board, to confirm the recommendation for merit that is determined today and share the decision with the County Librarian.

At 12:20 p.m., Ms. Huff moved, pursuant to K.S.A. 75-4319(b)(1) and Administrative Regulation Manual 10-50-10, that the Personnel Committee of the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be consideration of matters for review of the employment of the County Librarian.

Those attending the executive session shall include members of the Personnel Committee of the Board of Directors of the Johnson County Library, who are David Sims, Charles McAllister, Chrysalyn Huff, Jodie Dietz, and Andrew Wade, Johnson County HR representative.

Seconded by Ms. Dietz.

Motion approved unanimously.

The Personnel Committee would reconvene in the meeting room at 12:50 p.m.

The Personnel Committee returned at 12:50 p.m.

There was discussion regarding the fact that the Vice Chair is always the head of this committee and that they would like to have a mid-year review in May. There may be a desire to incorporate that into the bylaws.

Mr. McAllister moved to adjourn the Personnel Committee meeting.

Ms. Huff seconded.

Motion approved unanimously.

Personnel Committee meeting was adjourned at 12:54 pm.

COMMMITTEE CHAIR \_\_\_\_\_  
David Sims

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** November 13, 2025  
**Re:** Shawnee: Temporary Closure for Front Door and Ceiling Tile Replacement

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**Issue:** Consider authorizing a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

**Suggested Motion:** *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move to authorize a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

**Background:** Recent upgrades to building systems and finishes at Shawnee in 2024 did not include the front entry doors or replacement of ceiling tiles due to expected longer lifespans. The entry doors were expected to be replaced in 2029 and on review of recent problem tickets, our Facilities partners have prioritized the replacement of the entry doors sooner.

Ceiling tile replacement is needed and can be performed at the same time as the front door replacement.

**Analysis:** Because the front door work will make the public entry and exiting path unavailable, staff recommend the library be closed for the duration of this work. During the closure, interior ceiling tiles can be replaced more efficiently than while we are open. Dust and other particulates will be in the air while the ceiling tiles are replaced. Having staff and patrons out of the building while this work occurs is recommended. The contractor will protect the collection and computers with plastic sheeting while the work is occurring. After the work is completed, Facilities Custodial will perform a final clean before opening. Both the front entry door replacement and ceiling tile work are expected to take one week to complete.

**Funding Overview:** Funding for this work is included in the CRP budget.

**Alternatives:** Not approve the closure and not complete this work. Future front entry door issues would continue to be handled by vendor service calls.

**Recommendation:** To authorize a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

**Purchasing Review:** This work is being completed under existing vendor contracts.

**Budget Review:** The Finance Director and Facilities partners have reviewed the cost for this work.

**Legal Review:** N/A

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** 11/13/2025  
**Re:** Updated and Creation of ARMs

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**Issue:** Consideration of revisions and creation of Administrative Regulation Manual policies: 10-50-30 Roles and 50-20-30 Filming and Photography in Library Spaces.

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

I move that the Johnson County Library Board of Directors approve the Administrative Regulation Manual policy 50-20-30 Filming and Photography in Library Spaces.

I move that the Johnson County Library Board of Directors approve the Administrative Regulation Manual policy 50-20-30 Filming and Photography in Library Spaces.

**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.

**10-50-30 Roles:** Reviewed with no updates, clerical update to the date.

**50-20-30 Filming and Photography in Library Spaces:** The policy permits casual filming in public areas, restricts commercial use without permission, and prohibits filming private information and in private spaces. It also allows for Library recording of events for promotional purposes while ensuring compliance with the Patron Code of Behavior and relevant laws.

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

**Alternatives:** Either of these ARMs may be Suggest any other changes you wish to see to these policies or not approve our recommendations.

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

**Budget Review:** None needed.

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

**ADMINISTRATIVE REGULATIONS****TAB: Governance****DOCUMENT NUMBER: ARM 10-50-30****SECTION: Library Board of Directors****SUBJECT: ROLES**

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**SUMMARY**

This regulation lists Roles adopted by the Library Board. Library programs for services and collections are based on these Roles.

**Effective Date:**

April 15, 1992

**Reaffirmed:**

October 22, 2020

October 13, 2022

**November 13, 2025**

The Board of Directors of the Johnson County Library adopted the following non-prioritized Roles for the Library, with accompanying descriptive components, on April 15, 1992:

**Information for Life**

1. The Library provides access to information and materials in a variety of formats on a broad range of topics of interest to users of all ages to assist in the problem-solving and decision-making required by the wide variety of life-roles they fill, both in conducting their daily lives and activities and in seeking to improve themselves.

2. The Library provides information and materials presenting all points of view and reflecting the world community's diversity of culture and the local community's needs. This is necessary for a free, concerned people living in a diverse, democratic society.

3. The Library provides programs and other activities to assist users of all ages in accessing the broad range of this information and these materials in a manner appropriate to their needs, and in acquiring information literacy. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

**Business, Management, and Career Information**

1. The Library provides business, management, and career information, with an emphasis on the current, to individuals, profit and non-profit organizations, and governmental agencies, recognizing the cultural, educational, and economic diversity of these users.

2. The Library provides this information in its broadest range of formats and provides physical and bibliographic access to materials not available in the Library through technology, referral, and interlibrary loan. User education is an important component of the Role.

3. The Library promotes this service and consults with the business and management community to ensure that users are provided with the materials most relevant to their needs and that the Library is an inclusive, active contributor to the economic development of the district and region.

### **Local Information**

1. The Library serves as a clearinghouse for current information on community organizations, issues, and services for individuals, profit and non-profit organizations, and governmental agencies. The Library assists in placing the current local community life in its broader geographic, cultural, and historical context.

2. The Library provides this information and these materials cognizant of the fact that the Library serves the members of a culturally diverse democratic society, and as such is obliged to represent the range of points of view and needs of the whole community, even if they are unorthodox or unpopular.

3. The Library provides access to materials and information produced by governments and governmental agencies with which district citizens must interact in their personal and career lives.

4. The Library cooperates with other agencies and governments in pursuit of this Role and promotes these services to users.

### **Resource for Students and Learners**

1. The Library provides a broad range of information and materials, selected in the context of all Roles, that can be accessed by students and self-directed learners of all ages. The Library does not support specific curricula of educational institutions and organizations but will examine student needs as it selects materials in other Roles and be aware of courses of study and assignments for which students are likely to come to the library.

2. The Library provides to users of all ages access to information and materials in a variety of formats encompassing the breadth of knowledge, providing background for understanding ourselves, the locale, nation, world, and universe we inhabit, and the diversity of people with which we interact. Physical and bibliographic access to greater depth of knowledge and information than available on-site is provided through electronic means and interlibrary loan.

3. The Library recognizes the purpose and methods of students and self-directed learners and seeks to meet their needs in approaching information and materials for the purpose of learning.

4. The Library provides bibliographic and physical access to non-curriculum specific materials students and learners require, using such methods as informational programs, interlibrary loan, a range of bibliographic resources, and online information.

5. The Library provides, in cooperation with other agencies, support of the GED program, adult literacy programs, and English-as-a-second-language programs.

### **Reading and Media Use for Leisure**

1. The Library provides current, high-demand, high-interest materials for all ages in a variety of formats.

2. The Library actively promotes and encourages use of both current and non-current materials, by all ages and reading abilities, as leisure-time activities. The Library recognizes the special needs of young readers and works to encourage these persons to a lifetime of reading.

3. The Library provides broad access to materials for leisure, including booklists and bibliographies, programs, interlibrary loan, and ease of bibliographic and physical access to materials among its facilities. The Library seeks to make available a wide diversity of points of view, themes, opinions, and expression, reflecting the diversity of the community and world we inhabit, and the diversity of reader tastes and interests.

November 13, 2025

**ARM 10-50-30 End**



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: Filming and Photography

### SUMMARY

This policy establishes guidelines for photography in library spaces by balancing the rights of individuals with the need to protect patron privacy, ensure safety, and maintain an environment conducive to library use. The word “photography” in this policy is interpreted to mean any type of camera usage, including but not limited to taking still images, filming, videotaping, and film or digital photography.

The Johnson County Library is committed to providing a safe, welcoming environment for all patrons.

### Effective Date:

November 13, 2025

Reviewed:

### POLICY STATEMENT

a. Personal photography is permitted in Johnson County Library public spaces as provided in this policy, provided such activities do not interfere with library operations, violate the privacy of patrons or staff, or contravene state, local, or federal law.

### PERSONAL PHOTOGRAPHY

b. Non-commercial photography without flash for personal use is permitted in public areas of the Library during regular public hours, provided such activities do not disrupt library services or other patrons’ use of the Library. Photography is prohibited in library book shelving and storage areas, at circulation desks, self-checkout kiosks, in areas where there is a reasonable expectation of privacy, or around a public computer where the computer screen would be visible to the photographer and when in use by a library user.

### COMMERCIAL PHOTOGRAPHY

c. The use of tripods, lighting, or other camera equipment is prohibited without prior written approval from the Library.

Photography for commercial, advertising, or other business purposes, or that would otherwise violate ARM 20-80-28, by any photographer, whether an

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-20-30**

**SECTION: Administrative Services**

**SUBJECT: Filming and Photography**

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**PATRON AND STAFF  
PRIVACY**

individual person or organization, is prohibited without the prior written approval of the Library. Groups are prohibited from using the Library logo per ARM 20-80-26.

**LIBRARY  
PROGRAMS AND  
EVENTS**

- d. Photography is not permitted in areas where a person would have a reasonable expectation of privacy, including but not limited to restrooms, designated staff areas, designated children's areas, or in a manner that would constitute a breach of privacy as provided under K.S.A. 21-6101, as amended.

- e. The Library may record or photograph programs and events for promotional or archival purposes. Notice will be provided to attendees when such recording is planned.

- f. Attendees who do not wish to be photographed or recorded should notify Library staff.

- g. Photography of third-party intellectual property and works displayed or presented in the Library, including but not limited to artwork and art installations, speaker events, exhibits, and films may be prohibited without express permission of the Library or the third-party property owner, as applicable.

**OPERATIONAL  
DISRUPTION  
AND SAFETY**

- h. Photography shall not disrupt Library operations, programs, or the ability of patrons to use Library spaces, in accordance with the Patron Code of Behavior (ARM 20-10-50).

- i. Library staff shall have authority to instruct and require photographers to cease photography if it is determined to be in violation of this policy.

**COMPLIANCE**

- j. All photographers engaged in photography must comply with the Library's Patron Code of Behavior, all other applicable Library policies, and relevant Kansas statutes, including but not limited to K.S.A. 21-6101 (Breach of

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-20-30**

**SECTION: Administrative Services**

**SUBJECT: Filming and Photography**

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Privacy), K.S.A. 21-5808 (Criminal Trespass), and K.S.A. 21-5427 (Stalking), all as amended.

- k. Failure to comply with this policy may result in removal from Library property and/or suspension of Library privileges, in accordance with ARM 20-10-30.
- l. Notwithstanding anything in this policy to the contrary, this policy is separate from and does not affect the effect and enforceability of ARM 60-10-30, Surveillance Cameras and Dissemination of Surveillance Images.
- m.

**November 13,  
2025**

**ARM 50-20-30    End**

**DRAFT**

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** November 11, 2025  
**Re:** Annual renewal of Memoranda of Understanding (MOUs)

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

**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 memoranda of understanding with American Public Square for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Johnson County, Kansas Department of Corrections for the year 2026.

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

**Background:**

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

**Analysis:**

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

- American Public Square
- Johnson County, Kansas Department of Corrections
- InterUrban ArtHouse

**Alternatives:**

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

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

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

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

**Effective Date: January 1, 2026 - December 31, 2026**

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

**I. MISSION**

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

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

**II. PURPOSE AND SCOPE**

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

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

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

**III. RESPONSIBILITIES**

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

For APS:

Alana Muller

Community Development Director

(913) 481-3566

Alana@AmericanPublicSquare.org

For the Library:

Ashley Fick

Civic Engagement Librarian

(913) 826-4407

ficka@jocolibrary.org

The organizations agree to the following responsibilities for this MOU:

APS will:

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

The Library will:

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

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

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

IV. TERMS OF UNDERSTANDING

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

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

V. AUTHORIZATION

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

American Public Square at Jewell:

Johnson County Library:

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*Signature*

Claire Bishop  
Executive Director, COO

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*Date*

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*Signature*

Tricia Suellentrop  
County Librarian

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*Date*

## MEMORANDUM OF AGREEMENT

THIS MEMORADUM OF AGREEMENT ("MOA"), made in Olathe, Johnson County, Kansas, and entered into this 1<sup>st</sup> day of January 2026~~5~~ (the "Effective Date"), by and between the Johnson County, Kansas Department of Corrections (hereinafter "Corrections"), and the Johnson County Library, with offices located at 9875 W 87th Street, Overland Park, KS 66212 (hereinafter "Provider"), each hereinafter "Party", or collectively "Parties".

### WITNESSETH:

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

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

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

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

### ARTICLE I

#### **Purpose**

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

### ARTICLE II

#### **Nature and Scope of Services**

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

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

### **ARTICLE III**

#### **Term**

**3.1 Term.** The term of this MOA shall commence with the Effective Date hereof and shall remain in full force and effect until December 31, 202~~6~~<sup>5</sup>, or until terminated by either Party pursuant to the terms herein. This MOA may be terminated, for any reason, by either Party upon thirty (30) days prior written notice to the other Party.

### **ARTICLE IV**

#### **Coordination of Services Provided**

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

### **ARTICLE V**

#### **Liability**

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

### **ARTICLE VI**

#### **Assignment and Subcontracting**

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



obligations under the terms of this MOA.

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

## **ARTICLE VII** **Agreement Status**

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

## **ARTICLE VIII** **Amendment**

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

## **ARTICLE IX** **Notices**

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

Corrections: Johnson County Department of Corrections  
588 E. Santa Fe, Suite 3000  
Olathe, KS 66061

Provider: Johnson County Library  
9875 W 87th Street  
Overland Park, KS 66212

**ARTICLE X**  
**Waiver of Breach**

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

**ARTICLE XI**  
**Governing Law; Venue**

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

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

**ARTICLE XII**  
**General Provisions**

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

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

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

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

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

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

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

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

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

**ARTICLE XIII**  
**Severability**

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

**ARTICLE XIV**  
**Entire Agreement**

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

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

**Provider**

By:

Patrica Suellentrop

Title: County Librarian

**Corrections**

By:



Robert A. Sullivan, Jr.

Title: Director of Corrections

## **EXHIBIT A**

### *[Scope, location, Protocols]*

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

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

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

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

#### **Collection Procedure**

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

## MEMORANDUM OF AGREEMENT

**THIS MEMORADUM OF AGREEMENT ("MOA")**, made in Olathe, Johnson County, Kansas, and entered into this 1<sup>st</sup> day of January 2026 (the "Effective Date"), by and between the Johnson County, Kansas Department of Corrections (hereinafter "Corrections"), and the Johnson County Library, with offices located at 9875 W 87th Street, Overland Park, KS 66212 (hereinafter "Provider"), each hereinafter "Party", or collectively "Parties".

### WITNESSETH:

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

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

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

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

### ARTICLE I

#### **Purpose**

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

### ARTICLE II

#### **Nature and Scope of Services**

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

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

### **ARTICLE III**

#### **Term**

**3.1 Term.** The term of this MOA shall commence with the Effective Date hereof and shall remain in full force and effect until December 31, 2026, or until terminated by either Party pursuant to the terms herein. This MOA may be terminated, for any reason, by either Party upon thirty (30) days prior written notice to the other Party.

### **ARTICLE IV**

#### **Coordination of Services Provided**

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

### **ARTICLE V**

#### **Liability**

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

### **ARTICLE VI**

#### **Assignment and Subcontracting**

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

obligations under the terms of this MOA.

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

## **ARTICLE VII** **Agreement Status**

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

## **ARTICLE VIII** **Amendment**

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

## **ARTICLE IX** **Notices**

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

Corrections: Johnson County Department of Corrections  
588 E. Santa Fe, Suite 3000  
Olathe, KS 66061

Provider: Johnson County Library  
9875 W 87th Street  
Overland Park, KS 66212



**ARTICLE X**  
**Waiver of Breach**

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

**ARTICLE XI**  
**Governing Law; Venue**

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

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

**ARTICLE XII**  
**General Provisions**

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

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

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

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

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

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

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

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

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

**ARTICLE XIII**  
**Severability**

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

**ARTICLE XIV**  
**Entire Agreement**

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

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

**Provider**

**Corrections**

By:

By:

Jeffrey Mendoza

Robert A. Sullivan, Jr.

Title: Library Board Chair

Title: Director of Corrections

## **EXHIBIT A**

### *[Scope, location, Protocols]*

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

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

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

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

#### **Collection Procedure**

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

## **Memorandum of Understanding (MOU) between the Johnson County Library and Interurban ArtHouse**

This MOU is intended to document the relationship between the Johnson County Library and Interurban ArtHouse (IUAH).

### **Interurban ArtHouse Paid Curation**

~~January 1, 2025 – December 31, 2025~~

January 1, 2026 – December 31, 2026

### **Scope of Work**

Interurban ArtHouse (IUAH) will manage curatorial services at 9 Johnson County Library "Annex Gallery" locations. "Annex Gallery" exhibitions will take place in the designated locations in this proposal and rotate every 4 months. This scope of work will total 27 "Annex" exhibitions annually.

### **Interurban ArtHouse Curatorial services include:**

- Artist Selection Process
- All Artist Communications, Contracts and Payments
- Exhibition Installation: January, May and September
- Exhibition De-Installation: April, August and December

### **Promotion and Documentation:**

- IUAH will provide necessary Artist Hang Tags and Identification
- IUAH will feature each exhibition on their website
- JCL will feature the exhibitions on their website, in JCL's public program publication The Guide, and in their social media promotion as needed.
- IUAH will feature each exhibition on their social media platforms
- IUAH will cross-promote JCL on their website and in their social media promotion as needed.

### **Program/Training:**

- IUAH will work with JCL staff at individual locations for any Exhibition-related program
- IUAH will work with JCL on any training and/or professional development for staff needed for each exhibition.

### **Locations/Pricing**

This agreement totals ~~\$28,350~~ \$31,050 annually - \$15.750 for curatorial fee; \$4,500 for admin fee; ~~\$8,100~~ \$10,800 for artist stipends (See table below.)

## Terms

Agreement must be executed prior to the 1st proposed installation cycle. This agreement will have the option for renewal each year, unless cancellation notice is given in writing 3 months prior to the end of the term.

## Cancellation

IUAH requires a 3 month notice of cancellation to end services.

Location	Curatorial Fee	Admin Fees	Artist Stipends	Total
This Proposal totals \$28,350 annually. <b>\$15,750</b> curatorial fee, <b>\$4,500</b> admin fee, <b>\$8,100</b> artist stipends	selection, coordination, installation	accounting, signage, IKTGIPR, website, archive	\$300/artist/cycle	
Merriam Plaza Library 6120 Slater St. Merriam, KS 66202	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Blue Valley library 9000 W 151st St Overland Park, KS 66221	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Cedar Roe Library 5120 Cedar St. Roeland Park, KS 66205	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Corinth Library 8100 Mission Rd Prairie Village, KS 66208	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Gardner Library 137 E Shawnee St Gardner, KS 66030	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Leawood Pioneer Library 4700 Town Center Dr Leawood, KS 66211	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Lenexa City Center Library 4700 Town Center Dr Leawood, KS 66211	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Oak Park Library 9500 Bluejacket St Overland Park, KS 66214	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
Shawnee Library 13811 Johnson Dr Shawnee, KS 66216	\$1,750	\$500	<del>\$900</del> \$1,200	<del>\$3,150</del> \$3,450
	\$15,750	<b>\$4,500</b>	<del>\$8,100</del> \$10,800	<del>\$28,350</del> \$31,050

**MOU between the Johnson County Library and Interurban ArtHouse**

~~Angi Hejduk, Chief Executive Officer~~Brittany Noriega, Co-Director

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Interurban ArtHouse Representative Date

Tricia Suellentrop

---

County Librarian, Johnson County Library Date

~~Kelly Kilgore~~Jeffrey Mendoza

---

Chair, Johnson County Library Board Date

**MOU between the Johnson County Library and Interurban ArtHouse**

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$103,797.97</b>
		Add Receipts	\$287.40		
		Less Payments		\$3,083.98	
	<b>Ending Cash balance</b>				<b>\$101,001.39</b>
		Less Liabilities		\$257.53	
	<b>Unobligated cash balance</b>				<b>\$100,743.86</b>

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

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



# Briefing Sheet

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

**From:** Tricia Suellentrop, County Librarian

**Date:** November 13, 2025

**Re:** **Comprehensive Library Master Plan (CLMP): 2025 Project Prioritization**

---

**Issue:** Consider approving the CLMP project prioritization as discussed at the October 30, 2025 Library Board Retreat.

**Suggested Motion:** I move to approve the CLMP project prioritization as discussed at the October 30, 2025 Library Board Retreat.

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

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

**Analysis:** At their October 30, 2025 Library Board Retreat, Library staff presented information and a recommendation to the Library Board for discussion. After brief discussion, the Library Board determined by consensus that the prioritization be updated as below:

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

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

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

**Alternatives:** 1) Approve an alternative prioritization.

**Recommendation:** Approve the CLMP project prioritization as discussed at the October 30, 2025 Library Board Retreat.

**Suggested Motion:** I move to approve the CLMP project prioritization as discussed at the October 30, 2025 Library Board Retreat.

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

**From:** Tricia Suellentrop

**Date:** November 13, 2025

**Re:** ARM 20-10-90 Fee Schedule

---

**Issue:** ARM 20-10-90 is being updated to allow for a printing allowance.

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

**Background:** Library staff have developed a plan for a patron printing allowance. The fee schedule does not have language around printing allowance. Updates to the fee schedule describe the parameters of the printing allowance.

**Analysis:** The updated language clearly describes parameters around printing allowance. It gives staff the policy clearance to administer a printing allowance consistent with current printing fees.

**Alternatives:** The library board could not change policy and effectively direct staff to discontinue printing allowance.

**Recommendation:** The Library Board approve the recommended changes to policy 20-10-90.

**Budget Review:** None needed.

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

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

---

### SUMMARY

This regulation describes charges made to patrons for direct services.

### Effective Date:

**October 4, 2017**

### Reviewed:

November 7, 2019

October 27, 2021

November 14, 2024

February 13, 2025

### AUTHORITY FOR FEES

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

### REGULAR FEE SCHEDULE

b. The Fee Schedule for services available from public service desks is as follows:

Service	Fee Charged
Ear Buds	\$2.00
Interlibrary Loan	Actual charge from the loaning institution for lending materials
Photocopies	\$0.15 single-sided or \$0.30 for double-sided black and white \$0.50 single-sided or \$1.00 for double-sided color This fee is waived for patrons receiving service under Service to Homebound Patrons (ARM 20-15-50)
Prints from Library Computers, Scanners, or Remote/Cloud Print Service	\$0.15 a page single-sided or \$0.30 for double-sided black and white \$0.50 a page single-sided or \$1.00 for double-sided color
Materials Recovery Fee	\$10.00 per patron account handled by the materials recovery vendor.
Returned Check Fee	\$25.00

### PRINTING ALLOWANCE

c. The library will provide patrons an allowance of \$1.50 per day for printing services on the terms described in

this policy. Each library patron with an active library card is eligible to utilize an allowance of \$1.50 per day for printing services at the library defined in the fee Regular Fee Schedule as "Prints from Library Computers, Scanners, or Remote/Cloud Print Service" ("Printing Allowance"). The Printing Allowance will draw down and deplete at the rates described in the Regular Fee Schedule for printing services utilized by a patron on a given day. The Printing Allowance will reset at the end of each library service day. Unused Printing Allowance does not accrue or carry forward to any later day. The library patron is responsible for service fees that exceed their respective Printing Allowance in any one-day period. The library does not warrant access to printing services and interruption to printing services may occur, at which time the Printing Allowance will be unavailable.

February 13, 2025

ARM 20-10-90      End

**ADMINISTRATIVE REGULATIONS****TAB: Patron Services****DOCUMENT NUMBER: 20-10-90****SECTION: General Patron Services****SUBJECT: FEE SCHEDULE**

---

**SUMMARY**

This regulation describes charges made to patrons for direct services.

**Effective Date:****October 4, 2017****Reviewed:**

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this policy. Each library patron with an active library card is eligible to utilize an allowance of \$1.50 per day for printing services at the library defined in the fee Regular Fee Schedule as "Prints from Library Computers, Scanners, or Remote/Cloud Print Service" ("Printing Allowance"). The Printing Allowance will draw down and deplete at the rates described in the Regular Fee Schedule for printing services utilized by a patron on a given day. The Printing Allowance will reset at the end of each library service day. Unused Printing Allowance does not accrue or carry forward to any later day. The library patron is responsible for service fees that exceed their respective Printing Allowance in any one-day period. The library does not warrant access to printing services and interruption to printing services may occur, at which time the Printing Allowance will be unavailable.

**February 13, 2025**

**ARM 20-10-90      End**

**To:** Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** November 13, 2025  
**Re:** Proposed update to ARM 20-10-20, Unverified Card

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**Issue:** Consider approving proposed changes to Administrative Regulation Manual policy 20-10-20, Library Card and Privileges, to allow an Unverified card to checkout two items on an ongoing cycle.

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

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

### Analysis:

#### Advantages to the Proposed Change

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

#### Disadvantages to the Proposed Change

- Less incentive to provide the Library with a verified address

**Funding Overview:** N/A

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

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

**Purchasing Review:** N/A

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

**Legal Review:** Complete

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

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

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

ENTITLEMENT:

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

BASIC CRITERIA:

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

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



RESPONSIBILITIES

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

STOLEN/LOST CARDS:

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

CHILDREN UNDER 16:

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

OUTREACH LIBRARY  
CARD:

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

USES OTHER THAN BORROWING:

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

REVOCATION OF BORROWING  
PRIVILEGES:

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

COMPLIANCE WITH AMERICANS  
WITH DISABILITIES ACT:

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

November 14, 2024

**ARM 20-10-20 End**

**To:** Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** November 13, 2025  
**Re:** Public Electric Vehicle Charging stations at the Library

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

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

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

As part of the grant, the Library would be responsible for paying 20% of the cost for each charging station's construction and a 1% fee to MARC; the grant would pay the other 80% of the cost of construction.

The Library is working with DHE consultants to plan implementation at five library locations (Central Resource, Gardner, Leawood, Monticello, and Oak Park).

### **Analysis:**

The Library currently partners with County Facilities who manage, maintain, and plan our facilities under the direction of the Facilities MOU. County Facilities are delivering a county-wide strategy regarding public electric vehicle charging. Participation in this strategy broadens the availability of electric vehicle charging to library patrons. Participation in the grant saves the Library approximately \$400,000 in costs should the Library install electric vehicle charging stations at these locations in the future.

**Funding Overview:** The average cost for an electrical charging station is \$98,000. A 20% match would be approximately \$19,600 per charging station. The expectation would be the 20% match would come from Library's Operating Fund in 2026. We anticipate 4 or 5 stations be placed on Library properties for a total cost of approximately \$80,000 to \$100,000.

**Alternatives:** The Library Board could choose not to follow County strategy for public EV charging and direct staff to develop a Library public electric vehicle charging strategy or to not pursue public electric vehicle charging. Either alternative would result in the Library not participating in the grant.

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

### **Legal Review:**