

Library Board Retreat

October 18, 2018



Library

Agenda

- Call to Order, Introduction and Welcome
- Administrative Regulatory Manual Review
- Strategic Plan Update
- Recommit to the Capital Master Plan
- Break
- Communication Plan Review
- Break – Staff Adjourns
- Executive Session



**ADMINISTRATIVE REGULATIONS Document ARM 20-15-11
Number**

Tab: Patron Services

Section: Access to Materials

Subject: INTERNET USE POLICY

SUMMARY

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

Effective Date:

July 12, 2012 (reaffirmed)

Reviewed: October 10, 2018

A. POLICY

Public Access to
Internet

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

Filtering and
Patron
Responsibility

2. The library has adopted the Internet ~~safety~~-plan set forth in this regulation in accordance with federal and state law. In order to meet the requirements of CIPA and LSTA, the library provides filtered access to the Internet. The Internet offers access to many valuable ~~local, national, and international~~ sources of information. Not all sources on the Internet provide accurate, complete, or current information. Patrons should accordingly evaluate the reliability of Internet sources just as they would print and audio visual materials. The library has no control over the information on the Internet and cannot be held responsible for its content.

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

libraries must have broad discretion to decide what material to provide to their patrons.” The library also ~~concurs with~~recognizes that the goal and mission of CIPA is that the library has a substantial and compelling government interest in protecting young library users from material on the Internet that is inappropriate for minors. The library provides access to the Internet in accordance with these principles.

Filtered Access
for Minors

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

Disabling of
Filters

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

Compliance with
Laws

6. Patrons who use the library’s computer terminals or the ~~libraries-library’s~~ computer networks comply with United States copyright law, with state and federal laws on obscenity, and all other applicable laws and library regulations.

Definition of
Minor

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

Compliance with
CIPA

8. This policy is adopted in order to facilitate the library’s compliance with CIPA, to authorize the library staff to submit the certifications referred to in CIPA, and

B. INTERNET
~~SAFETY~~ PLAN

Technology
Protection
Measures

to qualify the library to be eligible to receive funds described in the act.

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

2. Technology protection measures in the form of filters are installed on the library's computer terminals and computer networks. These filters are designed to block the access of minors to visual depictions that constitute obscenity or child pornography, or are harmful to minors. Obscenity, child pornography, and material harmful to minors are, for purposes of implementing the technology measures, defined as follows:

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

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

(i) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

(ii) such visual depictions is, or appears to be, of a minor engaging in sexually explicit conduct;

(iii) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or

(iv) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

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

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

(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(iii) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Disabling of
Filters for Adults

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

Other
Restrictions

4. Library computers and the computer networks shall not be used in a ~~way in which e-mail, chat rooms, or other forms of direct electronic communication are used in a~~ manner that is in violation of state or federal law, or in a manner that places the safety and security of minors at risk. Library computers and computer networks shall not be used by patrons, including minors, to gain unauthorized access to any data, computer, or network. The use of library computers by patrons, including minors, to engage in hacking or other unlawful online activities, is strictly prohibited. ~~Library computers and computer networks shall not be used to disseminate or disclose personal identification information regarding a minor.~~

Use of Library
Computer
Workstations

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

C. LOSS OF
PRIVILEGES

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

June 12, 2015

ARM 20-15-11 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: DENIAL OR RESTRICTION OF LIBRARY USE

SUMMARY

The purpose of this document is to establish the authority and procedures under which statute-mandated rules and regulations can be applied by the Library Board in denying or restricting library use.

Effective Date:

Review

September 10, 2015
October 10, 2018

Date:

STATUTORY AUTHORITY

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

OPEN ACCESS

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

**SUSPENSION, DENIAL OR
RESTRICTION POLICY &
PROCEDURE**

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or his or her expressly designated representative.

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: DENIAL OR RESTRICTION OF LIBRARY USE

The County Librarian or his/her designee is authorized to suspend, deny, or restrict an individual's library privileges for violation of federal or state law, local codes, or library regulations. The County Librarian may also suspend, deny, or restrict library privileges of individuals who interfere with the access of others to **information or who pose a public health risk**. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, he or she may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

**APPEAL PROCEDURE AND
APPLICATION FOR
REINSTATEMENT**

e. The County Librarian shall notify the individual in writing of the suspension, denial, or restriction of his or her library privileges. The individual will then have ten days from the date upon which the privileges have been suspended, denied, or restricted to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration. The Library Board shall hear the appeal at its next regular meeting. The County Librarian may withdraw or modify his or her order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present his or her case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of his or her library privileges or modification of the order denying or restricting his or her library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of directors, whichever is later. The order of the County Librarian on the application for reinstatement or modification shall be subject to the same appeal procedure set forth in this subsection.



ADMINISTRATIVE REGULATIONS

Document
Number

ARM-60-10-
10

Tab: Facilities

Section: Buildings and Grounds

Subject: STANDARDS AND TYPES FOR
PUBLIC SERVICE FACILITIES

Formatted Table

JOHNSON COUNTY KANSAS Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 60-10-10

SECTION: Administrative Services

SUBJECT: STANDARDS AND TYPES FOR PUBLIC SERVICE FACILITIES

SUMMARY

This document contains the standards and definitions for facility types upon which JCL bases its facilities planning. The standards themselves are Board policy; appended documentation is for explanation. For fuller rationale, see the current copy of the Library Facilities Master Plan document.

Effective Date:

November 18, 2009

Date Last
Reviewed: October 11 November, 201809

STANDARDS

a) The following standards are policy of the Johnson County Library, approved by the Library Board of Directors. All Building Programs will be based on these standards and definitions of facility types and will be approved by the Library Board of Directors.

b. These standards express what the Library Board and Staff of the Johnson County Library believe are both possible and reasonable to serve the people of the Johnson County Library District.

Area Served

1. Area Served: A library facility will be placed within three miles of 95% of the residents of the Johnson County Library District, with no branch library serving less than 15,000 or more than 50,000 persons.

	Size	2. <u>Size</u> : Branch library facilities will possess a minimum space standard of .76 square feet per capita for the User Population of a branch service area. (No space standard has been set for the Central Library, as it serves the entire county.
	Collections	3. <u>Collection</u> : The Johnson County Library collection will be based on an adequate holdings standard of 3.0 holdings per capita.
FACILITY TYPES	Legacy	1. LEGACY These facilities are Community Libraries, serving service areas with populations up to 15,000. These facilities provide service in limited hours ranging from 27 to 40 hours per week. The primary emphasis is popular, demand-driven, high-circulation materials appropriate for family and recreational use as well as homework support. Limited youth and adult programming is offered.
	Type 1	2. TYPE 1 Type 1 facilities are small Neighborhood Libraries, serving areas with populations between 15,000 and 30,000. These facilities provide a full range of service in 60 hours and six days per week. These branches provide popular, collections of approximately 42,000 volumes. Technology will be provided as an access point for patrons with limited staff support. This type provides modest community meeting spaces.
	Type 2	3. TYPE 2 Type 2 facilities are medium sized Neighborhood Libraries serving areas with populations of 30,000 – 40,000. These facilities provide a larger range of services six days and 60 hours per week. These branches provide popular collections of approximately 84,000 volumes. Youth collections and services are expanded and emphasize early literacy skills and K-5 th grade. This type includes dedicated staff to support and assist patrons with basic computer tasks. These facilities provide increased community meeting space.

Formatted: Highlight

Type 3

4. TYPE 3 Type 3 facilities are large Neighborhood Libraries serving areas with populations of 40,000-50,000. These facilities provide a larger range of services seven days and 60-64 hours per week. These branches provide popular collections of approximately 126,000 volumes. Type 3 branches expand the services of Type 2 libraries which emphasize early literacy and youth to also emphasize teen services and collection. ~~Additional professional staff are needed to support the teen population and to support technology access for patrons.~~ Type 3 branches have larger community meeting spaces.

Central Resource Library

5. The Central Resource Library (CRL) supports the entire library district population. CRL emphasizes high title counts, complete runs of materials, deeper non-fiction and classic titles in all formats. High circulation of materials is de-emphasized in favor of in-depth support for the reference function. Adult programming is emphasized.

~~October 4~~ November 18, 2018 ~~709~~

ARM 60-10-10
End

JOHNSON COUNTY KANSAS Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

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

Effective Date:

October 4, 2018~~7~~

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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

HOURS OF SERVICE

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

~~i. Antioch Branch, Blue Valley Branch, Central - Resource Library, Corinth Branch, Monticello Branch,~~

-

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm

~~ii. Antioch Branch, Corinth Branch, and Blue Valley Branch~~

~~Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm~~

~~iii. Gardner Branch, Lackman Branch, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch,~~

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday Closed

~~iiii. Cedar Roe Library,~~

Formatted: Font: (Default) Arial, Condensed by 0.15 pt

Formatted: Font: (Default) Arial, Condensed by 0.15 pt

Formatted: Font: (Default) Arial, Condensed by 0.15 pt

Formatted: Font: (Default) Arial, Condensed by 0.15 pt

Formatted: Right: 0", Space After: 10 pt, Line spacing: Multiple 1.15 li, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Right: 0.46"

Formatted: Right: 0.46"



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

Monday	Thursday 9am to 8pm
	Friday 9am to 6pm
	Saturday 10am to 2pm
	Sunday Closed



Library

ADMINISTRATIVE REGULATIONS

TAB: Patron Services
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

iv. De Soto Branch:

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

vi. Spring Hill Branch:

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

vii. Edgerton Branch:

Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

October 4, 2018~~7~~

ARM 20-10-10 End



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

SUMMARY

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

Effective Date:

October 4, 2018

CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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

HOURS OF SERVICE

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

i. Antioch Branch, Blue Valley Branch, Central Resource Library, Corinth Branch, Monticello Branch:

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday 1pm to 5pm

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

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 9am to 5pm
Sunday Closed

iii. Cedar Roe Library:

Monday - Thursday 9am to 8pm
Friday 9am to 6pm
Saturday 10am to 2pm
Sunday Closed



ADMINISTRATIVE REGULATIONS

TAB: Patron Services
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

iv. De Soto Branch:

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

v. Spring Hill Branch:

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

vi. Edgerton Branch:

Monday Closed
Tuesday, Wednesday 1pm to 6pm
Thursday 1pm to 8pm
Friday 1pm to 5pm
Saturday 10am to 2pm
Sunday Closed

October 4, 2018

ARM 20-10-10 End

Tab: Patron Services

Section: Facility Usage

Subject: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

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

Effective Date:

August 14, 2014

Review Date

~~August 14, 2014~~ October 18, 2018

Formatted: Strikethrough

Formatted: Font color: Red

ALCOHOLIC
BEVERAGES
GENERALLY
PROHIBITED

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

LIMITED
EXCEPTION
FOR SERVING
ALCOHOLIC
BEVERAGES

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

Designated
Areas

1. Alcoholic beverages may be served and consumed only in areas designated by the library.

No sales

2. No sale of alcoholic beverages is permitted.

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

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

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

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

August 14, 2014

ARM 20-80-30 End

Tab: Patron Services

Section: Facility Usage

Subject: SERVING OF ALCOHOLIC BEVERAGES

SUMMARY

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

Effective Date:

August 14, 2014

Review Date

October 10, 2018

**ALCOHOLIC
BEVERAGES
GENERALLY
PROHIBITED**

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

**LIMITED
EXCEPTION
FOR SERVING
ALCOHOLIC
BEVERAGES**

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

**Designated
Areas**

1. Alcoholic beverages may be served and consumed only in areas designated by the library.

No sales

2. No sale of alcoholic beverages is permitted.

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

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

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

PROCEDURES

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

August 14, 2014

ARM 20-80-30 End

JOHNSON COUNTY KANSAS

Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:

Reaffirmed
Reviewed

September 10, 2015
October 11, 2018

POLICY

a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

LIBRARY MATERIALS

Weeding

b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

With Intrinsic
Value

c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice

d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by
Employees and
Library Board
Members

e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. All sales to Library Board members must take place at a book store or at scheduled book sales.



ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

Without Intrinsic
Value

f. Undamaged Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

GIFTS

g. Disposal of gifts must be handled in accordance with any approved pre-conditions.

TANGIBLE PROPERTY

h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

AGREEMENT WITH
FRIENDS

i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.

September 10, 2015

ARM 50-20-50 End

JOHNSON COUNTY KANSAS

Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:

Reaffirmed
Reviewed

September 10, 2015
October 11, 2018

POLICY

a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

LIBRARY MATERIALS

Weeding

b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

With Intrinsic
Value

c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice

d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by
Employees and
Library Board
Members

e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. All sales to Library Board members must take place at a book store or at scheduled book sales.



ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

Without Intrinsic
Value

f. Undamaged Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

GIFTS

g. Disposal of gifts must be handled in accordance with any approved pre-conditions.

TANGIBLE PROPERTY

h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

AGREEMENT WITH
FRIENDS

i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.

September 10, 2015

ARM 50-20-50 End

JOHNSON COUNTY KANSAS

Library

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-30-30

SECTION: Finance

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

SUMMARY

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

EFFECTIVE DATE:

July 21, 2011

Reviewed

~~July, 2011~~ **October 11, 2018**

POLICY:

Statutory
Authorization of
Special Use
Fund

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

BOCC and
Library Use of
Special Use

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

Fund
and Purpose

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

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

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

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

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

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

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

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

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

4. Transfers of funds from the Special Use Fund to Project Accounts for expenditures for approved

construction or major maintenance projects. Project accounts shall continue to be maintained for such projects. Such accounts may be maintained over the course of more than one budget year to pay for authorized projects given budget approval by the Board of County Commissioners.

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

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

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

July 21, 2011

ARM 50-30-30 End

APPENDIX A

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

1. Res. 049-79, adopted May 21, 1979
 - a. Set annual 12-1257 levy of one-half mill; authorized issuance of bonds in the amount of \$4,000,000.
 - b. Stated Purposes:
 - i. Purchase of building sites at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance site.

- ii. Construction of new improvements at Oak Park, DeSoto, Gardner, Spring Hill, Stanley, Maintenance building.
- iii. "The equipping, repairing, maintaining, remodeling, and furnishing of furniture and equipment, to include books, computers, shelving, tables and chairs" at all library locations.

2. Res. 060-84, adopted May 3, 1984

- a. One-half mill levy.
- b. Stated Purposes:
 - i. Purchase site for Lenexa/Shawnee area library.
 - ii. Construct new improvements there and any other location (library)
 - iii. To "equip, repair, maintain, remodel, and furnish furniture and equipment, including books, computers, shelving, table and chairs" at new or any other library sites.

3. Res. 98-87, adopted September 3, 1987

- a. Bonds in the amount of \$1,865,000.
- b. Stated Purposes:

Microform conversion:	\$400,000
Building improvements:	\$265,100
Library computer:	\$1,200,000

4. Res. 04-88, adopted January 14, 1988

- a. Authorized issuance of temporary notes in the amount of \$384,270.
- b. Related to bonds authorized in Res. 98-87.

5. Res. 63-88, adopted May 19, 1988

- a. Issue bonds in the amount of \$215,000.
- b. Stated Purposes: for improvements at Corinth; temporary notes authorized.

6. Res. 63-90, adopted June 7, 1990

- a. Increased 12-1257 mill levy limit to 1.0 mills, the statutory limit.
- b. Stated Purposes: construction of branch library buildings in Shawnee and Leawood; constructing new improvements at those sites and any other library locations; "equipping, repairing, maintaining remodeling, and furnishing furniture

and equipment, including books, computers, shelving, tables, and chairs at new library branch buildings and any other library location.”

7. Res. 91-90, adopted September 27, 1990
 - a. Authorized issuance of bonds in amount of \$2,165,000.
 - b. Stated Purposes: construction of Shawnee branch library and purchase of computer and other equipment.
8. Res. 093-91, adopted December 12, 1991
 - a. Authorizes issuance of bonds in the principal amount of \$2,250,000
 - b. Stated Purposes: construction and equipping of Leawood branch library facility.
9. Res. 061-94, adopted July 28, 1994
 - a. Authorized issuance of bonds in principal amount of \$3,100,000.
 - b. Stated Purposes: Remodeling and renovation of Antioch branch library facility.
10. Res. 103-94, adopted October, 1994
 - a. Authorizes issuance of bonds in principal amount of \$345,000.
 - b. Stated Purposes: Upgrading computer system at Central Resource Library.
11. Res. _____, adopted sometime after September 20, 1995
 - a. Resolution by BOCC yet to be located.
 - b. Resolution of Library Board (enclosed) dated September 20, 1995.
 - c. Requests issuance of bonds in the amount of \$3,059,291.
 - d. Stated Purposes: Construction of addition to Lackman branch facility and for equipping, furnishing and remodeling of same.
12. Res. 048-98, adopted April 30, 1998
 - a. Authorizes issuance of bonds in principal amount of \$6,415,000.
 - b. Stated Purposes: Acquiring, constructing, furnishing and equipping Blue Valley branch library facility.
13. Res. 116-00, adopted March 2, 2000
 - a. Authorizes issuance of bonds in principal amount of \$3,390,000.

- b. Stated Purposes: Construction, furnishing, and equipping of Gardner branch library facility.
- 14. Res. 038-10, adopted July, 2010
 - a. Authorizes issuance of bonds in principal amount not to exceed \$800,000.
 - b. Stated Purposes: Acquisition of land for the future Monticello Library.

APPENDIX B

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

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 50-30-40

SECTION: Finance

SUBJECT: Patron Accounts Receivable

SUMMARY

This regulation defines a "Patron Account Receivable;" authorizes the County Librarian to adopt procedures with respect to such accounts; and specifies when Patron Accounts Receivable may be written off as doubtful or uncollectible.

Review Date:

~~January 21, 2009~~ October, 11, 2018

DEFINITION OF PATRON ACCOUNT RECEIVABLE

- a. A Patron Account Receivable is an account that represents the overall balance of funds due the Library from a patron. The balance of funds may include fees owed by the patron pursuant to ARM 20-10-90, "Fee Schedule" fines, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "Overdue, Lost or Damaged Materials Fee Schedule;" and any other fees or charges owed by the patron pursuant to these regulations.

AUTHORIZATION FOR COUNTY LIBRARIAN TO ADOPT PROCEDURES ON PATRON ACCOUNTS RECEIVABLE

- b. The County Librarian is authorized to adopt procedures for accounting for, reconciling, and reporting on, Patron Accounts Receivable in accordance with GASB rules. Such procedures may include appropriate definitions; rules governing accounts receivable ledgers and reports; procedures relating to reports on aged accounts receivable; and rules governing the handling of doubtful or uncollectible Patron Accounts Receivable in accordance with this regulation.

ALLOWANCE FOR DOUBTFUL OR UNCOLLECTIBLE ACCOUNTS RECEIVABLE

- c. A patron Account Receivable is deemed to be doubtful or uncollectible when it is more than three years old and less than \$100 in value. Patron Accounts Receivable meeting these criteria shall be written off the accounts receivable ledger in the manner specified in procedures adopted by the County Librarian. When such accounts receivable are written off, the debt of the patron to the Library is not eliminated and remains in full force and subject to collection.

January 21, 2009

ARM 50-30-40
End



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-10-10

SECTION: Structure and Governance

SUBJECT: GOVERNANCE OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document summarizes the manner in which the Johnson County Library is governed. It also describes the statutes and legal principles that establish the relationship between the Board of Directors of the Johnson County Library and the Board of County Commissioners of Johnson County, Kansas.

Effective date:

September 21, 2005

GOVERNANCE OF THE JOHNSON COUNTY LIBRARY; THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY AND THE BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS

The Johnson County Library is a county library system established and maintained pursuant to K.S.A. 12-1218 through 12-1230, as amended.

Until January 1, 1985, the Johnson County Library was governed in the same manner as other county library systems. In 1983, the Board of Directors of the Johnson County Library and the Board of County Commissioners of Johnson County, Kansas, negotiated new legislation for governance of the Johnson County Library. The Library Board and the County Commissioners agreed on the meaning and effect of the proposed legislation in correspondence written by respective counsel dated January 10, 1984, and January 18, 1984. That correspondence, a copy of which is attached to this regulation, was reviewed and approved by the two bodies. As a result of the agreement reached between the Library Board and the Commission, the Kansas legislature adopted the new legislation in the 1984 session and established a January 1, 1985 effective date.

THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY IS A QUASI-PUBLIC ENTITY THAT IS THE GOVERNING BODY OF THE JOHNSON COUNTY LIBRARY

Pursuant to K.S.A. 12-1223, the Board of Directors of the Johnson County Library constitutes "a body corporate and politic possessing the usual powers of a corporation for public purposes." The Library Board may contract, acquire, hold and convey real

and personal property in accordance with the law. The acquisition or disposition of real property is subject to the approval of the Board of County Commissioners of Johnson County, Kansas.

THE BOARD OF COUNTY COMMISSIONERS IS RESPONSIBLE FOR APPOINTMENT OF THE MEMBERS OF THE LIBRARY BOARD

Pursuant to K.S.A. 12-1222, the Board of County Commissioners is responsible for appointment of the seven members of the Library Board, in accordance with statute.

POWERS AND DUTIES OF LIBRARY BOARD

Pursuant to K.S.A. 12-1225 and 12-1225a, 1225b, and 1225c, the Library Board has certain powers and duties that include, but are not necessarily limited to, the power to make and adopt rules and regulations for the administration of the library; to acquire by purchase, gift or exchange, books, magazines, papers, and other library materials; to employ the county librarian; and to accept gifts or donations to the library and administer the same in its sole discretion.

CERTAIN ACTIONS OF THE LIBRARY BOARD ARE SUBJECT TO POLICIES AND PROCEDURES ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS

Pursuant to K.S.A. 12-1225b(b), any action taken by the Library Board or the County Librarian is subject to certain policies and procedures established by the Board of County Commissioners: personnel policies and procedures; any pay plan and benefits for county employees; purchasing policies and procedures, except with respect to the acquisition of books or other library materials; budget policies and procedures; financial policies and procedures, except with respect to gifts and non-governmental grants, which are received and administered at the Library Board's sole discretion; audit policies and procedures; and insurance and loss control policies and procedures. So long as the actions taken by the Library Board or the County Librarian are in accordance with those policies and procedures, any liability for those actions will be the responsibility of the Board of County Commissioners.

THE BOARD OF COUNTY COMMISSIONERS HAS THE AUTHORITY TO ADOPT A CHARTER RESOLUTION EXEMPTING THE JOHNSON COUNTY LIBRARY FROM TAX LEVY LIMITATIONS

On February 6, 1981, the attorney general of the state of Kansas issued Opinion No. 81-34, in which he found that the Board of County Commissioners has the authority to adopt a charter resolution exempting Johnson County from the statutory limitation on the tax levy for establishment and maintenance of a library. A copy of that opinion is attached to this regulation as an exhibit. The Board of County Commissioners exercised this authority in Charter Resolution 017-84, adopted on May 3, 1984.

THE JOHNSON COUNTY LIBRARY IS A TAXING SUBDIVISION OF THE STATE OF KANSAS; THE LIBRARY BOARD HAS THE AUTHORITY TO EXEMPT

On January 23, 1990, the attorney general of the state of Kansas issued Opinion No. 90-11, in which he concluded that the Johnson County Library was a taxing subdivision of the state of Kansas, that the

THE LIBRARY FROM THE TAX LID
LAW

Board of Directors of the Johnson County Library was the governing body of the library and, as the governing body, had the authority to elect to exempt the library from the tax lid law (K.S.A. 79-502, et seq.) pursuant to K.S.A. 79-5036(c). A copy of this opinion is attached to this regulation as an exhibit.

MAINTENANCE OF THE LIBRARY
FUND AS A SEPARATE FUND

On April 6, 1992, the attorney general of the state of Kansas issued Opinion No. 92-47, in which, among other things, he concluded that the Johnson County Library fund must be maintained by the county treasurer as a fund separate from county funds. He concluded that the Board of County Commissioners was prohibited from diverting funds raised pursuant to a library tax levy to the county general fund. A copy of this opinion is attached to this regulation as an exhibit.

THE LIBRARY BOARD'S POWERS ARE
NOT SUBJECT TO COUNTY HOME
RULE POWERS

Pursuant to K.S.A. 19-101a, the Board of County Commissioners may not exempt from or effect changes in the following statutes affecting Johnson County Library governance: K.S.A. 12-1223, 12-1225, 12-1225a, 12-1225b, 12-1225c, and 12-1226 and amendments thereto, or the provisions of K.S.A. 1995 Supp. 12-1260 to 12-1270, inclusive, and 12-1276. The statutes providing for the governance of the Johnson County Library were in no way modified or affected by the Johnson County Charter adopted by the voters of Johnson County in 2002: K.S.A. 19-101a.

August 2, 2016

ARM 10-10-10 End



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-10

SECTION: Library Documents

SUBJECT: LIBRARY BILL OF RIGHTS

SUMMARY	This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patron's rights.
Effective Date:	Reaffirmed September 13, 2012
Reviewed	October 10, 2018
LIBRARY BILL OF RIGHTS	The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
Basic Policy	1. Books and other library resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
Represents All Views	2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
Censorship	3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
Alliances	4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
Right to Use	5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Exhibit and Meeting
Space

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

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1996, by the ALA Council.

August 2, 2016

ARM 10-20-10

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

SUMMARY

The Library Boards adoption of this document illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reaffirmed August 2016

Reviewed

October 10, 2018

**THE FREEDOM
TO READ**

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the

ordinary individual by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize the propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must zealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian
Responsibility

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

Constitutional
Guarantee

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

Affirmation of
Propositions

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.

Non-
Endorsement

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

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

Content
Independent of
Authorship

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

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

Freedom of
Choice

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members.

But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility
to Provide
Diversity

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

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

Conclusion

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the

suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

History

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

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

Authorship

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

Subsequent
Endorsements

The Association of American University Presses,
Inc.
Freedom to Read Foundation
National Association of College Stores
The Thomas Jefferson Center for the Protection of
Free Expression

August 2, 2016

ARM 10-20-30- End

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-31

SECTION: Library Documents

SUBJECT: FREEDOM TO VIEW

SUMMARY

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

Effective Date:

Reaffirmed September 13, 2012

Reviewed

October 10, 2018

THE FREEDOM TO VIEW

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

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to

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

SUMMARY

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

August 2, 2016

ARM 10-20-31 End



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-30-20

SECTION: Johnson County Government

SUBJECT: CODE OF ETHICS

SUMMARY

This document is the basic statement by Johnson County Government regarding standards of conduct for County employees.

Effective Date:

December 1, 1988

Reviewed:

October 10, 2018

PURPOSE OF CODE

Purpose: The Code of Ethics for Johnson County Government is intended to establish standards of conduct expected of those persons who act for or on behalf of the public in the performance of all governmental duties and responsibilities.

It is, therefore, the purpose of this Code of Ethics to:

STANDARDS

1. Maintain high ethical standards in Johnson County Government;

PUBLIC CONFIDENCE

2. Increase public confidence in the integrity of the officials and employees of Johnson County Government;

PROPER COURSE

3. Assist officials and employees in determining the proper course of action when faced with uncertainty in ethical obligations; and

UNWARRANTED CRITICISM

4. Support the actions of the Government, its officials and employees in situations of unwarranted criticism.

TO WHOM APPLIES

Application: This Code of Ethics for Johnson County Government shall apply to all persons who are elected to the Office of Commissioner of Johnson County, Kansas; to all elected officials of Johnson County, Kansas; to all persons appointed or hired as employees of the County; its agencies, departments or commissions, whether temporary or permanent, whether full-time or part-time; to all persons appointed by the Board of County Commissioners to any position, board or commission, whether compensated or not; other than independent contractors, who perform personal services for and on behalf of the County; and to all persons elected or appointed to hold any office in Johnson County, Kansas. The ethical standards, considerations and rules of conduct shall apply and be observed during the person's term of office service with the County.

CONFIDENTIALITY

All proceedings of the Ethics Advisory Board, the Ethics Review Commission, the Board of County Commissioners, and any official, department or agency, in investigating and reviewing any ethics complaints shall be deemed as personnel matters and, thus, shall be confidential.

PROCEDURES

Complaints and Procedures:

Departmental Review

A. Departmental Review. Any allegation of a violation of the Code of Ethics for Johnson County Government should first be filed with the official, agency director or department head that has supervisory responsibility for the office or department in which the violation is claimed to have occurred. Whenever possible, the complaint shall be acted upon and resolved through standard policies and procedures of the applicable county department or agency or through the County Personnel Policies.

Advisory Board

B. Advisory Board Review. In the event Review that any allegation of a violation of the Code cannot, for whatever reason, be resolved through standard policies or procedures, then the complaint shall be made or referred to the Ethics Advisory Board for review and consideration.

Ethics

The Advisory Board may, as it deems necessary, conduct an investigation of the complaint, which may include interviewing persons who may have knowledge of the facts of the complaint.

Findings

Upon completion of its review and/or investigation, the Ethics Advisory Board shall prepare a written report, stating its findings, conclusions, and recommendation on the complaint. If the Advisory Board finds that there is no merit to the allegations of the complaint and there is no cause to believe that a violation has occurred, then the Advisory Board shall immediately issue its finding, dismissing the complaint. If the Advisory Board finds that there is cause to believe that a violation may have occurred, then the report of its findings and conclusions shall be:

Report Path

a. submitted to the appropriate elected official, department head, or agency director and to the County Personnel Department, if the complaint involves an employee, for their review, consideration and action;

b. submitted to the County Administrator if the complaint involves a department head or agency director for his review, consideration and action;

c. submitted to the Board of County Commissioners if the complaint involves the County Administrator, an appointed official or member of any County board or commission, or any person acting as a representative on behalf of the County; and

EMPLOYEE STANDARDS

d. submitted to the Ethics Review Commission if the complaint involves a member of the Board of County Commissioners or an elected official of the County.

An official, whether elected or appointed, and an employee in government service should:

Moral Standards	Standard 101: Always put loyalty to high moral standards and to the County above any loyalty to persons, department or agency, or political or other interests.
Uphold Laws	Standard 201: Uphold the Constitution, laws and regulations of the United States, the State of Kansas, and Johnson County and never be a party to their evasion.
Best Effort	Standard 301: Seek to find and employ more efficient and economical ways to provide service and give to the performance of his or her duties their best attention, efforts and thoughts.
Fair Treatment	Standard 401: Treat every citizen fairly and equally with courtesy and respect and never discriminate unfairly by dispensing of special favors or privileges to anyone, whether for remuneration or not; and should never accept for himself or family, favors or benefits under circumstances which might give the appearance to reasonable persons as influencing the performance of his governmental duties.
Uphold Integrity	Standard 501: Refrain from making any promise, private in nature, the performance of which would require him to act beyond the proper scope of the duties of his office or to act in a manner which would or could compromise the integrity of his public office.
Conflict of Duties	Standard 601: Never engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
Confidentiality of Information	Standard 701: Never use any information coming to him confidentially in the performance of governmental duties as a means for making a private profit or gaining benefit for himself or others; and never reveal any information made known to him through his public office which is by law confidential or by custom a protected right of privacy where revealing the information would affect the civil or moral rights of any citizen.
Public Trust	Standard 801: Always safeguard the public trust and never use nor allow the use of government property or funds for private purposes, for purposes other than those authorized or permitted, or for purposes which could mislead the citizens or damage the confidence and reputation of the government.
Integrity	Standard 901: At all times display the highest level of integrity in performing his or her duties and never knowingly

nor negligently mislead or allow others to mislead the public or other government officials nor fail to disclose or report to appropriate officials any corruption wherever discovered.

Appearance of
Improper
Influence

Standard 1001: Avoid the appearance of improper influence and refrain from ever receiving, soliciting or accepting gifts, gratuities, favors or anything of value for himself, his family or others, which is intended or has the appearance or effect of influencing the performance of his duties; and should never himself lobby nor attempt to influence others in the performance of their duties by any means which are not a part of his authorized duties.

Conflict of
Interest

Standard 1101: Never allow his judgment to be compromised by any personal, family or business interest not a part of his government service and never act upon any matter in which he, his family, or business has or may have any financial or beneficial interest; and should always declare and disclose the full nature and extent of any personal, family, or business interest in any matter related to governmental actions or duties.

Public
Representative

Standard 1201: Stand as a representative of the government and the public trust and never intentionally act outside the scope of their authority in that representation nor allow themselves to be perceived as acting on behalf of the public or government when, in fact, they are not.

POLICY

Policy Statement: It is the policy of Johnson County Government that:

A. All citizens be provided fair and equal access to and treatment by the government, without any appearance or element of discrimination or favor or consideration of any special interest; and

B. All official actions taken in the performance of government duties or responsibilities be motivated to the service of the public interest and the protection of the public trust without any regard for personal achievement, aggrandizement, or personal benefit; and

C. All persons who act for or represent the interests of Johnson County Government adhere to the highest standards of ethical conduct in the performance of their official duties to the end that the public trust is never violated nor its power abused; and

D. The policies and procedures for operation of the County government provide for efficient and cost-effective service, responsive to the public interest, that will preserve and promote confidence in government and the integrity of its members.



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

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

Review Date:

October 10, 2018

MEETINGS

I. MEETINGS

Regular Meetings

A. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted at the Central Resource Library, the County Administration Building, on the Library web site, and provided in writing a reasonable time in advance of the meeting, to members of the print and electronic media, and to other persons or organizations that request such notice pursuant to the Kansas Open Meetings Act.

Changes

B. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

Special Meetings

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

Open Meetings Law	D. All meetings of the Board shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A 75-4317, except for lawful executive sessions.
Parliamentary Rules	E. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.
Suspension of Rules of Order Rules	F. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.
Agendas and Information Provided to the Board	<p>G. An agenda for each regular meeting of the Board shall be prepared by the Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the Librarian at least one week prior to such meeting. The Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:</p> <ol style="list-style-type: none"> 1. An agenda 2. Minutes of previous meeting 3. Information on all consent items 4. Recommendations and proposed resolutions 5. with supporting information and reports 6. Discussion items with information and reports 7. Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

OFFICERS AND DUTIES

II. OFFICERS AND DUTIES

Officers	A. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board.
Nominations	B. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board.
Terms of Office	C. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively.
Chair's Duties	D. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.
Vice Chair/ Secretary's Duties	E. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with the Personnel Committee, if any, appointed by the chair.
Treasurer's Duties	F. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.
Unexcused Absences	G. The unexcused absence of a Director from two (2) consecutive meetings shall be cause for the chair to prepare and transmit to such Director a letter reminding the Director that the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board.
Vacancies	H. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs or when a Director has incurred three (3) consecutive unexcused absences. Vacancies in a

Board officer position shall be filled by election at the Board meeting next succeeding the occurrence of the vacancy.

COMMITTEES

Standing and Special Committees

III. COMMITTEES

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

QUORUM

Formula

IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

COUNTY LIBRARIAN

County Librarian's Duties

V. LIBRARIAN

The Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

ORDER OF BUSINESS

VI. ORDER OF BUSINESS

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

AMENDMENT OF BYLAWS

Criteria for Amendment of Bylaws

VII. AMENDMENT OF BYLAWS

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

ARM 10-50-10 End

APPENDIX

Order of Business

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

- I. Call to Order – quorum determination
- II. Citizen Comments
- III. Remarks
 - a. Directors
 - b. Friends of the Johnson County Library
 - c. Board of County Commissioners
- IV. Reports
 - a. Board Counsel
 - b. County Librarian
 - c. Staff Reports
- V. Consent Agenda
 - a. Action Items
 - b. Information Items
 - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

August 2, 2016

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-30

SECTION: Library Board of Directors

SUBJECT: ROLES

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

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.



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

SUMMARY

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

Effective Date:

Reviewed

March 21, 2001
October 10, 2018

MISSION STATEMENT

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

August 2, 2016

ARM 10-50-35 End



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-40

SECTION: Library Board of Directors

**SUBJECT: CONFLICTS OF INTEREST POLICY AND DISCLOSURE FORM FOR MEMBERS
OF THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY**

SUMMARY

This document describes the Conflicts of Interest Policy applicable to all members of the Board of Directors of the Johnson County Library and the Conflicts of Interest Statement and Disclosure Form to be completed by them annually.

Review Date:

October 10, 2018

ADOPTION OF CONFLICTS OF INTEREST POLICY AND DISCLOSURE FORM FOR LIBRARY BOARD MEMBERS

Members of the Board of Directors of the Johnson County Library shall be subject to, and comply with the terms of, the Conflicts of Interest Policy set forth on the following pages. In addition, members of the Library Board shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which follows, and is incorporated by reference in the Policy.

BOARD OF DIRECTORS OF THE JOHNSON COUNTY LIBRARY
Conflicts of Interest Policy for Members of the Board of Directors

This policy is applicable to members of the Board of Directors of the Johnson County Library (Library Board).

A conflict of interest arises whenever a Director or a member of his or her family: (1) has an existing or potential interest that impairs or might appear to impair his or her independent judgment in the discharge of responsibilities to the Library Board, or (2) may receive a material benefit from knowledge of information that is confidential to the Library Board. The family of an individual includes his or her spouse, parents and children.

Directors have a clear fiduciary obligation to the Library Board in connection with their service in such capacities. At all times they shall act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the Library Board (or appearance of such detriment) may result from a conflict between those interests and any personal interests that Director may have.

Procedure

1. Annual Written Disclosure. Directors shall annually complete a Conflicts of Interest Statement and Disclosure Form, a copy of which follows this Policy and is incorporated herein by reference. On that form, the Director will be asked to (1) confirm that he or she has read this Conflicts of Interest Policy and agrees to comply with the policy; (2) disclose any conflicts of interest of which the Director currently has knowledge; (3) list all nonprofit boards on which the Director serves and (4) list all for-profit business entities in which the Director has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity. "Material Financial Interest" shall not include the ownership of shares in a publicly held corporation. The statement shall disclose as fully as possible the nature of any conflicts and the nature of the Director's interest in the transactions. Each Director shall agree to answer any questions about conflicts. Directors shall update this information during the year by informing the Library Board Chair and County Librarian of any new relationships that develop.
2. Verbal Disclosure. Directors shall immediately disclose any actual or perceived conflict when discussing a transaction grant that poses an actual or perceived conflict of interest. The Director shall specifically disclose the material facts as to
 - a. his or her relationship or interest with the other party to the transaction and
 - b. the grant, contract, or transaction under consideration.
3. Discussion Participation. The Director with the actual or perceived conflict should not be involved further in the analysis, discussion or decision-making process, unless such person has a relevant and unique experience or perspective and the person present in the greatest position of authority for the Library Board (i.e. Chair of the Board, Committee Chair) asks such person for his or her information. Other Directors may also ask questions about the potential conflict.
4. Physical Presence. In order not to inhibit discussion, when practical, the Director with the actual or perceived conflict should physically remove himself or herself from the area in which the discussion is occurring.
5. Voting. The Director with the actual or perceived conflict shall abstain from voting on the matter. In particular, the Director shall abstain from voting when:

- a. The Library Board is considering a business transaction with an organization in which such Director or a member of the Director's family acts in a fiduciary, policy-making or executive managerial capacity or has a material financial interest.
6. Written record. The minutes of the meeting shall contain, when applicable:
- a. The names of the Directors who disclosed or otherwise were found to have a conflict of interest and any discussion or decision regarding such conflict; and
 - b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the fact that the Director with the conflict abstained from the vote and discussion, the content of the discussion, and a record of any votes taken in connection therewith.

Confidentiality

All information concerning actual or potential conflicts of interest on the part of Directors shall be held in confidence unless the best interests of the Library Board dictate otherwise. Any disclosure beyond the Board of Directors and the Chair and County Librarian shall take place only upon majority vote of the Board of Directors.

Board of Directors of the Johnson County Library
Conflicts of Interest Statement and Disclosure Form

I have read the Library Board's Conflicts of Interest Policy and I agree to abide by the policy. I will immediately notify the Chair and the County Librarian of any conflict, real or perceived, and make full disclosure thereof. I agree to answer any questions that management or the board may have with respect to any actual or perceived conflict of interest, but I understand that all such information will be held in confidence unless the best interests of the Library Board dictate otherwise and a majority of the members of the Board votes in favor of disclosure.

I hereby make the following disclosures regarding any potential conflicts of interest. If none are listed, then I am not aware of any potential conflicts of interest and have signed this document to certify this position.

Grants

List of Nonprofit Boards of the Director:

I act in a fiduciary, policy-making or executive managerial capacity with the following nonprofit organization(s):

Other Known Nonprofit Conflicts:

One of my family members (spouse, parents and children) acts in a fiduciary, policy-making or executive managerial capacity with the following organization(s) that I know is currently seeking a business relationship with the Library Board:

Organization

Person

Role

Business Transactions

List of For-Profit Business Relationships of the Director:

I have a material financial interest or act in a fiduciary, policy-making or executive managerial capacity in the following for-profit organization(s) ("Material Financial Interest" shall not include the ownership of shares in a publicly held corporation.):

Other Known For-Profit Conflicts:

One of my family members (spouse, parents and children) has a material financial interest or acts in a fiduciary, policy-making or executive managerial capacity in the following organization(s) that I currently know has or may be seeking a business relationship with the Library Board.

Organization

Person

Role

Date

Signature



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-50

SECTION: Library Board of Directors

SUBJECT: LEGAL COUNSEL

SUMMARY

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

Effective Date:

Reviewed

August 17, 2005
October 10, 2018

CONTRACT FOR LEGAL COUNSEL

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

Vis-à-Vis County
Staff

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

AUTHORITY TO DIRECT

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



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-85

SECTION: Library Board of Directors

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

SUMMARY

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

Effective Date:

July 19, 2006

Reviewed:

October 10, 2018

POLICY

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

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

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

AGREEMENT REQUIRED

c. Program Agreements shall be evidenced in writing. The form of the writing may be by way of letter agreement or memorandum of understanding. The written agreement shall include provisions that specify the nature of the program or event that is the subject of the agreement; the costs, if any, involved in the program or event, with a clear statement as to the costs to be incurred by the library; the objectives of the program or event and any requirements imposed by the library with respect to those objectives; a description of other agencies, organizations, or businesses that may be involved in the program or event; and a clear statement of the responsibilities of each party with respect to the program or event. The agreement shall also specify library requirements with respect to advertising or display of corporate or organizational logos. Programs presented at library facilities

shall be offered to the public on a cost-free basis. However, the library may enter into sponsorship or other kinds of agreements in which programming is offered at other facilities with an agreed admission cost. Such terms shall be included in the agreement required under this regulation.

PROCEDURES

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

August 2, 2016 (Reviewed)

ARM 10-50-85 End

ADMINISTRATIVE REGULATIONS Document ARM 10-55-12A
Number

Tab: Governance

Section: Resolutions by Library Board of Directors

Subject: ADMINISTRATION OF GIFT FUND

SUMMARY

This document describes the manner in which the Library's Gift Fund shall be administered.

Effective Date:

October 10, 2018

The Board of Directors of the Johnson County Library, on a motion made and seconded, adopted the following resolution:

Administration of the Gift Fund

Pursuant to K.S.A. 12-1225, 12-1225b(a), 12-1225c and 12-116(b), the Board of Directors of the Johnson County Library has the power and authority to make and adopt rules and regulations for the administration of the Library; to hold, invest or reinvest gifts and income derived from gifts in the manner the Board deems will best serve the interests of the Library; to place money received from sources other than a tax levy in a separate fund or funds; to retain gifts and non-governmental grants; to acquire material and equipment deemed necessary for the maintenance and execution of modern library service; to employ a librarian and to charge the librarian with the daily administration of the Library.

Pursuant to said statutes and K.S.A. 12-1224, the Board of Directors shall elect a Treasurer whose duties and responsibilities are determined by the bylaws, rules, and regulations of the Library except that the Treasurer shall (i) pay over to the County Treasurer all funds collected by the Library for the maintenance of the Library with the exception of gifts and non-governmental grants and (ii) keep an accurate record of all monies received along with its source and those monies delivered to the County Treasurer.

Therefore, the Board of Directors does hereby adopt the following rules and regulations for the administration, placement, disbursement and reporting of the monies,

gifts, and non-governmental grants received by the Library and held in the Library's gift fund(s).

In connection with the daily administration of the Library, the County Librarian shall have authority and is directed:

1. to establish such accounts, funds, processes and procedures as the County Librarian shall deem appropriate for such purposes and to deposit into such accounts the gifts and income derived therefrom;
2. to authorize and approve all disbursements from such funds and accounts;
3. to prepare on behalf of the Treasurer an accurate record of all monies received along with its source and those monies disbursed to the County Treasurer;
4. to delegate one or more members of the Library staff to act for and on behalf of the County Librarian in exercising any duties or responsibilities hereunder except that no Staff member shall have the responsibility of approving disbursements;
5. to report to the Board on a monthly basis the receipts and disbursements for said funds and accounts in such detail or summary form as the County Librarian and/or Board Chair may deem advisable;
6. to annually engage an auditor to conduct an audit of the gift funds, to determine the scope of the auditor's engagement, the fees to be paid for the audit, and provide a copy of the audit to the Board;

October 4, 2017

End

ARM

10-55-12A



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

SUMMARY

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

Effective Date

Reviewed:

July 12, 2012 (reaffirmed)

October 10, 2018

PREFACE

The following resolution was adopted by the Board of Directors of the Johnson County Library at its regular meeting of April 15, 1992:

HISTORY

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

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

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

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

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

thus made shall not be used for any other purpose.

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

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

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

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

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

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

IT IS ACCORDINGLY RESOLVED:

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

August 2, 2016

ARM 10-55-14 End



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-60-30

SECTION: County Librarian

SUBJECT: REGULATIONS

SUMMARY

This document describes the content, purpose, distribution, and management of the Administrative Regulations Manual.

Effective Date:

Reviewed

May 20, 1986
October 10, 2018

REGULATIONS

Contents

a. The County Librarian will maintain an Administrative Regulation Manual that contains the rules and regulations adopted by the Library Board.

Distribution

b. The County Librarian will be responsible for providing an online version for all other users.

Biennial review

c. A comprehensive biennial review of the rules and regulations will be conducted by library staff with a summary report of recommended revisions submitted to the Library Board during the first quarter of even numbered years. Library Board members may also recommend revisions to the rules and regulations at this time. The library staff or members of the Library Board may recommend revision of a particular rule or regulation at any time.

August 2, 2016

ARM 10-60-30 End



ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: TRAVEL

SUMMARY

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

Effective Date:

Reviewed

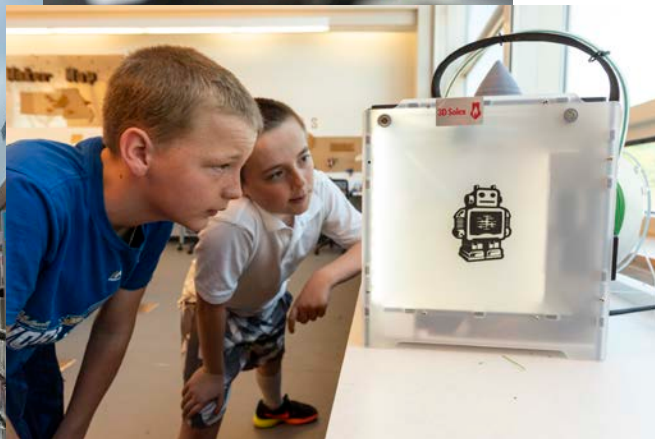
September 10, 2015
October 10, 2018

POLICY

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

September 10, 2015

ARM 50-20-30 End



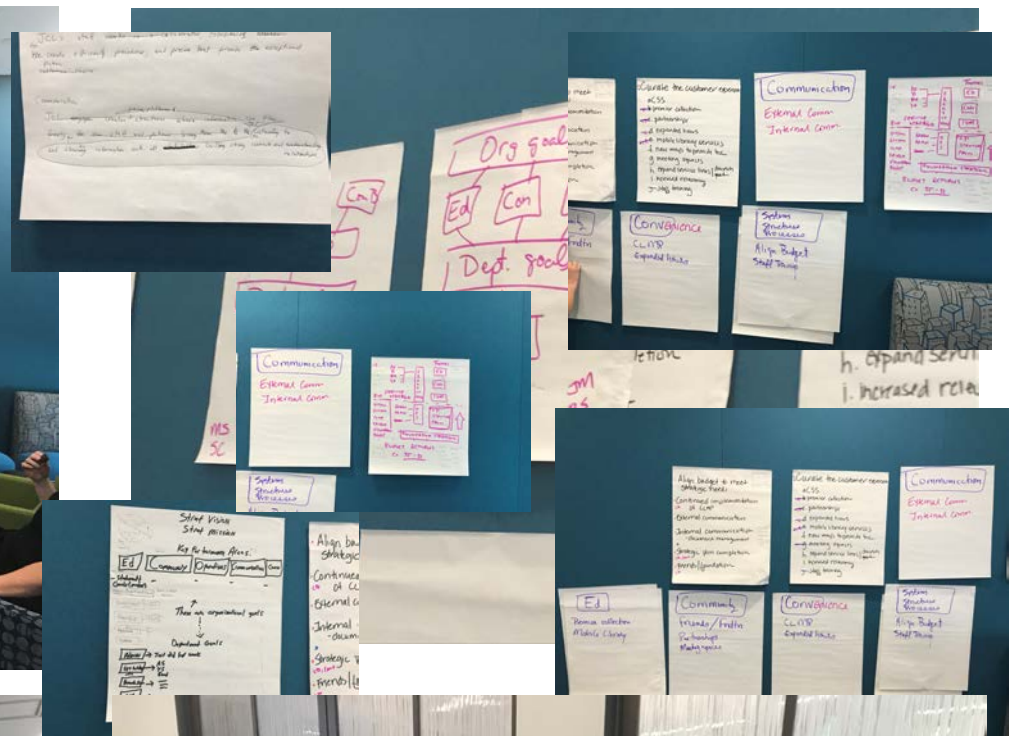
Strategic Plan

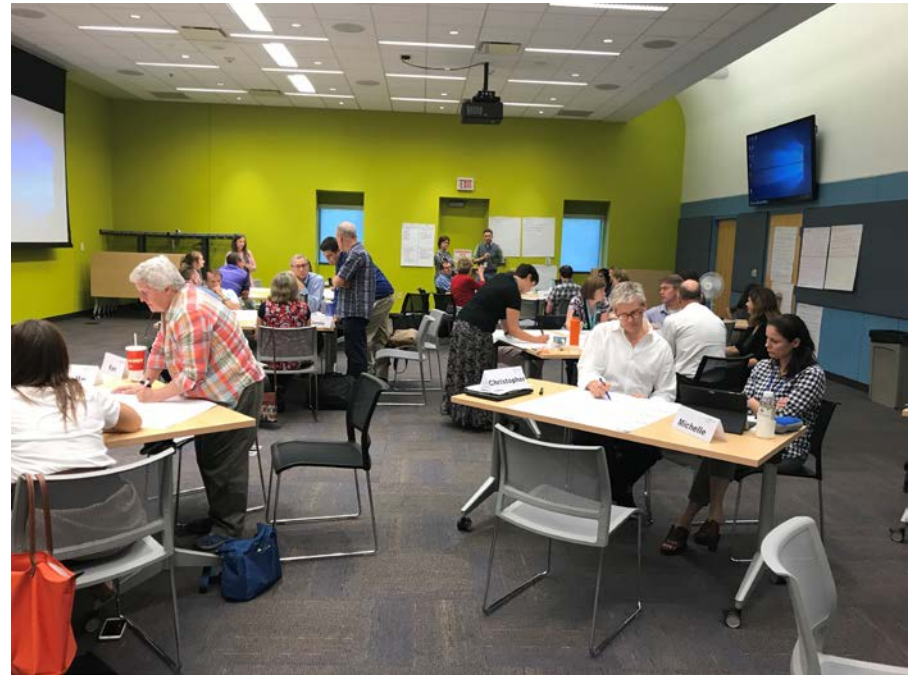
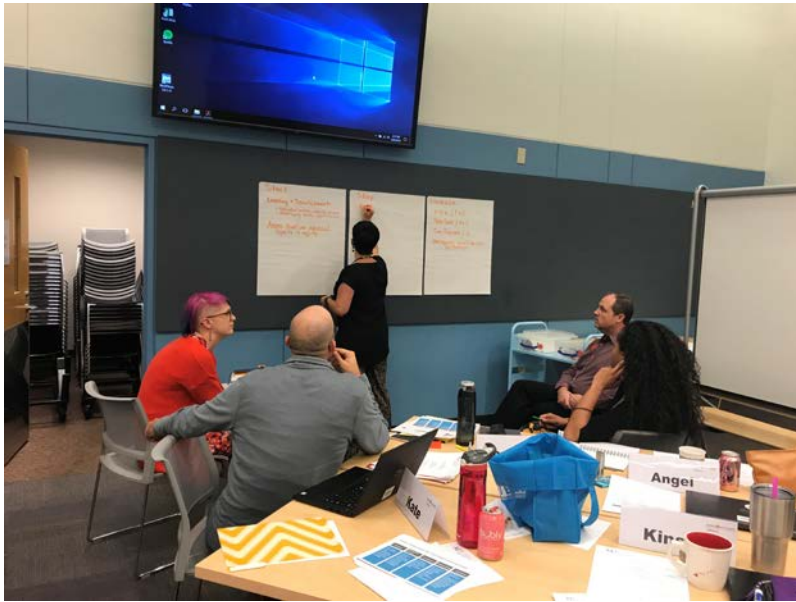
2019-2023

JOHNSON COUNTY
KANSAS
Library

Engaging the Community







Strategic Plan Structure

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

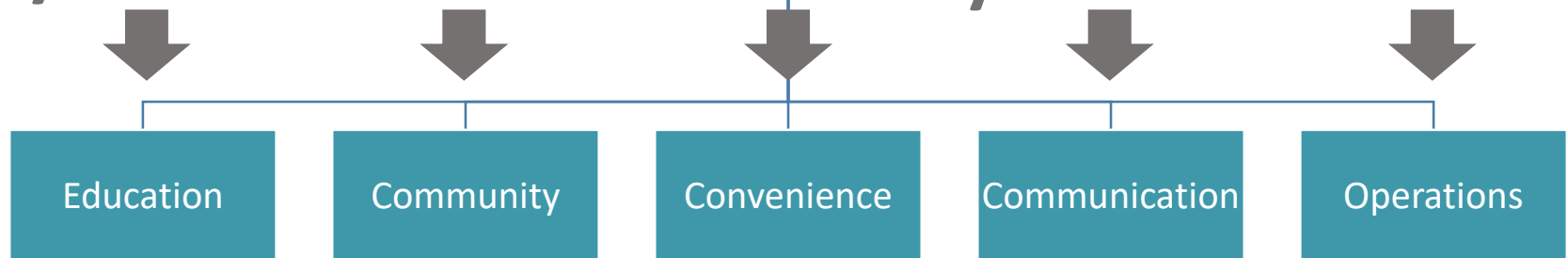
Vision

Mission: Johnson County Library provides access to ideas, information, experiences and materials that support and enrich people's lives

Mission

Key Performance Areas

Key Performance Areas



Vision Statements for 5 Key Performance Areas

Education

JCL creates inclusive and welcoming environments that spark curiosity and learning.

Community

JCL offers neutral spaces and opportunities where all voices are equal and connections are forged.

Convenience

JCL delivers services and materials how, when and where patrons want.

Communication

JCL listens to and shares information with all, building strong connections and relationships.

Operations

JCL staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service. —



Education

Strategic Vision

Johnson County Library creates inclusive and welcoming environments that spark curiosity and learning.

Outcome

People will learn about themselves and the world.

Department goals - Administration

- Provide a premier customer experience by improving and annually reviewing all defined Johnson County Library services.



Community

Strategic Vision

Johnson County Library offers neutral spaces and opportunities where all voices are equal and connections are forged.

Outcome

People will thrive and prosper.

Department goals - Administration

Annually review and align the 2019-2023 Friends and Foundation strategic plan to continue to support the mission of Johnson County Library



Convenience

Strategic Vision

Johnson County Library delivers services and materials how, when and where patrons want.

Outcome

People will be surprised and delighted.



Communication

Strategic Vision

Johnson County Library listens to and shares information with all, building strong connections and relationships.

Outcome

People will be connected.

Department goals - Administration

- Set and annually review the external communication vision and mission for Johnson County Library.
- Set and annually review the internal communication vision and mission for Johnson County Library.



Operations

Strategic Vision

Johnson County Library staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Outcome

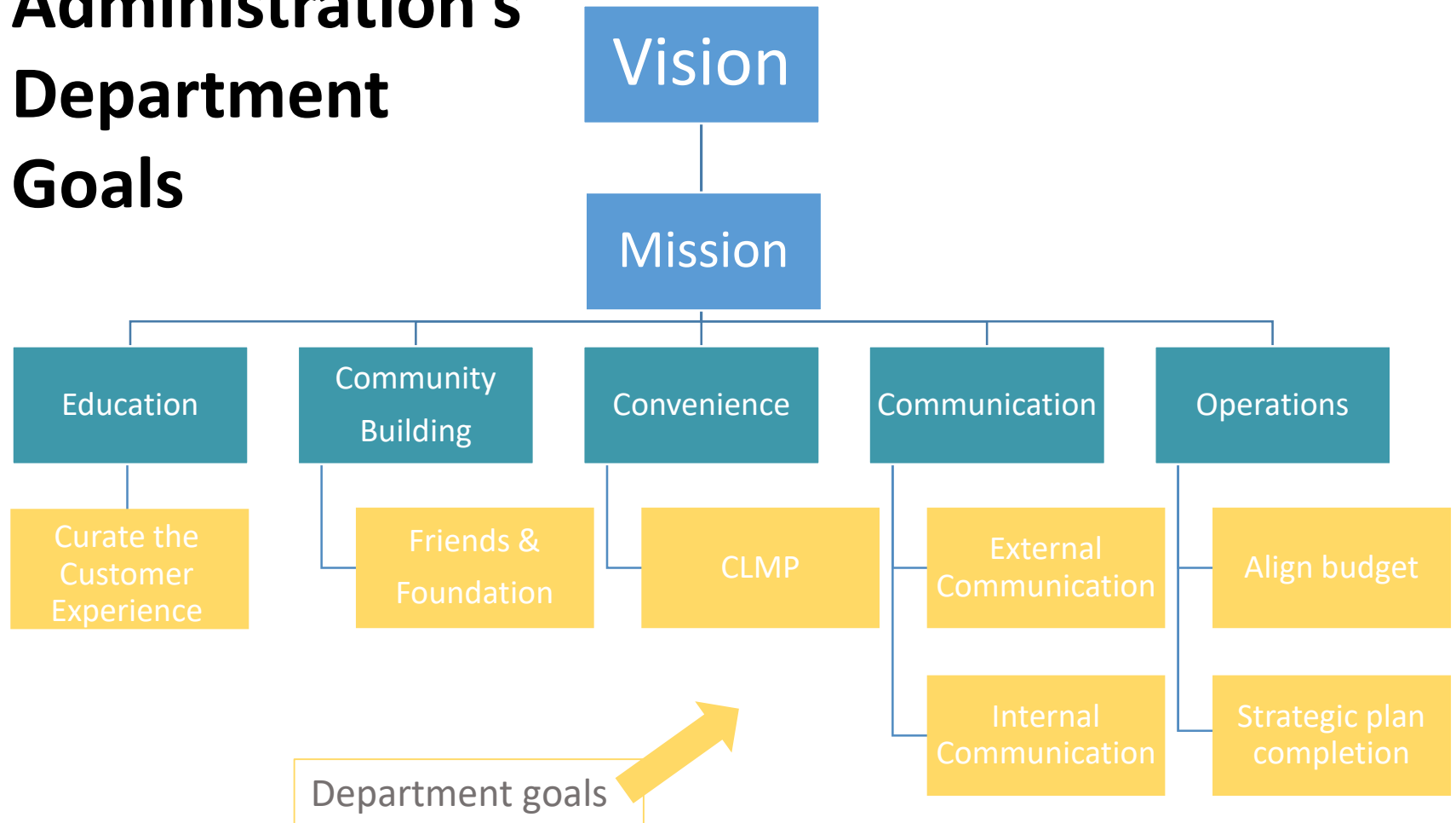
People will receive seamless service.

Department goals - Administration

- Develop and review the annual budget, allocating resources to align with strategic goals and tactics.
- Lead and administer the twenty year Comprehensive Library Master Plan with provided resources.
- Oversee and report on the implementation of the 2019-2023 strategic plan



Administration's Department Goals



Tactics under department goals - Administration

Align budget

Develop and review the annual budget, allocating resources to align with strategic goals and tactics.

Tactics	
<ul style="list-style-type: none">• Complete 3 year budget plans (1)	<ul style="list-style-type: none">• Library Board budget oversight and approval process (2)
<ul style="list-style-type: none">• BoCC and County budget process (3)	<ul style="list-style-type: none">• Staffing analysis calendar (24 month calendar) (4)
<ul style="list-style-type: none">• Review/implement/manage merit (5)	<ul style="list-style-type: none">• Asset inventory (6)
<ul style="list-style-type: none">• Lifecycle plans for assets (7)	<ul style="list-style-type: none">• Data driven justification for increases/decreases (8)
<ul style="list-style-type: none">• Report on how we expend Foundation and Friends funds (9)	<ul style="list-style-type: none">• Look for efficiencies with County partners (10)



Tactics under department goals - Administration

CLMP

Lead and administer the twenty year Comprehensive Library Master Plan with provided resources.

Tactics	
• Lenexa opening (1)	• Central Staff Space Consolidation (2)
• Complete Monticello (3)	• Antioch (4)
• Corinth (5)	• Blue Valley (6)
• Spring Hill (7)	De Soto (8)



Tactics under department goals - Administration

Set and annually review the external communication vision and mission for Johnson County Library.

Tactics

- Implement new organizational structure in CX (1)
- Implement strategic communication plan (3)
- Ongoing data analysis with metrics (5)
- Strategic messaging (2)
- Align budget for strategic communication plan (4)
- Data driven decision making (6)



Tactics under department goals - Administration

Set and annually review the internal communication vision and mission for Johnson County Library.

Tactics	
• Implement new staffing structure (1)	Create, define and maintain internal comm channels (i.e. Intranet platform) (2)
• Streamline internal processes and procedures (3)	• Curate document management (4)
• Ongoing collection and analysis of data and metrics (5)	• Volunteer development and analysis (6)



Tactics under department goals - Administration

Strategic plan
completion

Oversee and report on the implementation of the 2019-2023 strategic plan.

Tactics	
<ul style="list-style-type: none">• Department creation of SMART goals (1)	<ul style="list-style-type: none">• Coordination between departments' goals (2)
<ul style="list-style-type: none">• Assign manager to manage goal and oversee goal status (3)	<ul style="list-style-type: none">• Develop process for effective departmental and organizational communication (4)
<ul style="list-style-type: none">• Goals in dashboards (5)	<ul style="list-style-type: none">• Monthly report of strategic plan to the board (6)
<ul style="list-style-type: none">• Quarterly check-in with managers on PPD and strategic goals (7)	



Tactics under department goals - Administration

Annually review and align the 2019-2023 Friends and Foundation strategic plan to continue to support the mission of Johnson County Library.

Tactics	
<ul style="list-style-type: none">• Restructure the Friends/Foundation: Development (1)	<ul style="list-style-type: none">• Strategic plan development for the Friends, aligning with Foundation & Library (2)
<ul style="list-style-type: none">• Strategic plan development for the Foundation, aligning with Friends & Library (3)	<ul style="list-style-type: none">• Report on fund expenditure (4)
<ul style="list-style-type: none">• Creation of Friends website & Facebook page (5)	<ul style="list-style-type: none">• Operational alignment between Friends & Foundation & Library (6)
<ul style="list-style-type: none">• Develop transition plans for Board chairs (7)	<ul style="list-style-type: none">• Build a greater connection between the three boards (Triboard meeting) (8)



Tactics under department goals - Administration

Curate the
Customer
Experience

Provide a premier customer experience by improving and annually reviewing all defined services at Johnson County Library.

Tactics

- Maintain a premier collection (1)
- Complete an expanded hours analysis (3)
- Mobile library services (5)
- Staff training (7)
- Standards for meeting spaces (9)
- Restructure CX – Communication, L&D, IT (11)
- Implement customer service standards (2)
- Partnerships (4)
- Accessibility/Visibility (6)
- New ways to provide tech to improve the CX (8)
- Annual Customer satisfaction survey (10)



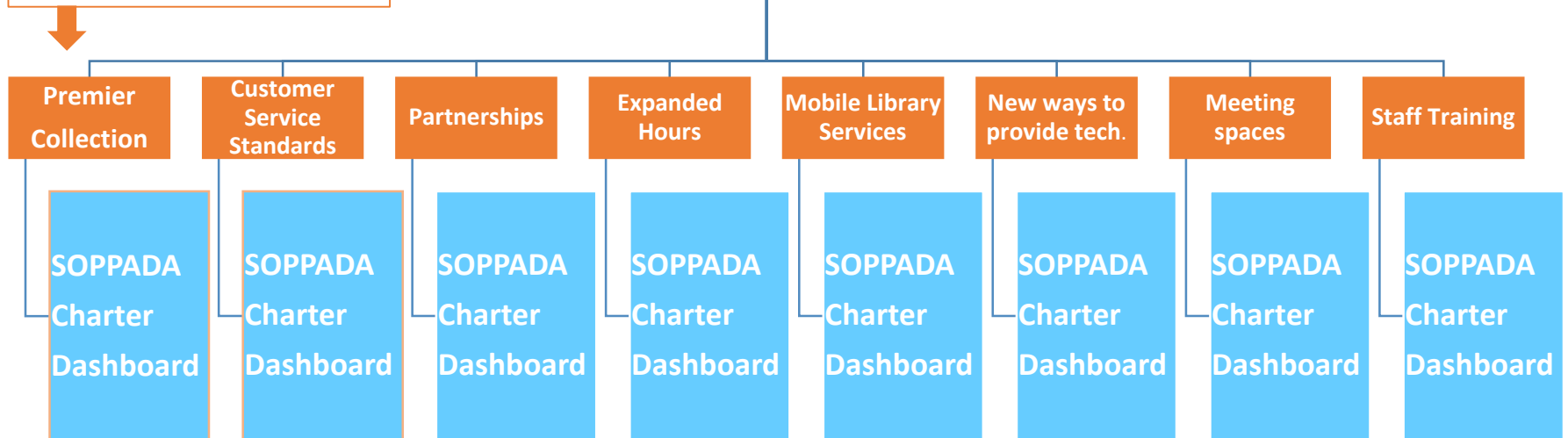
Tactics

Curate the
Customer
Experience

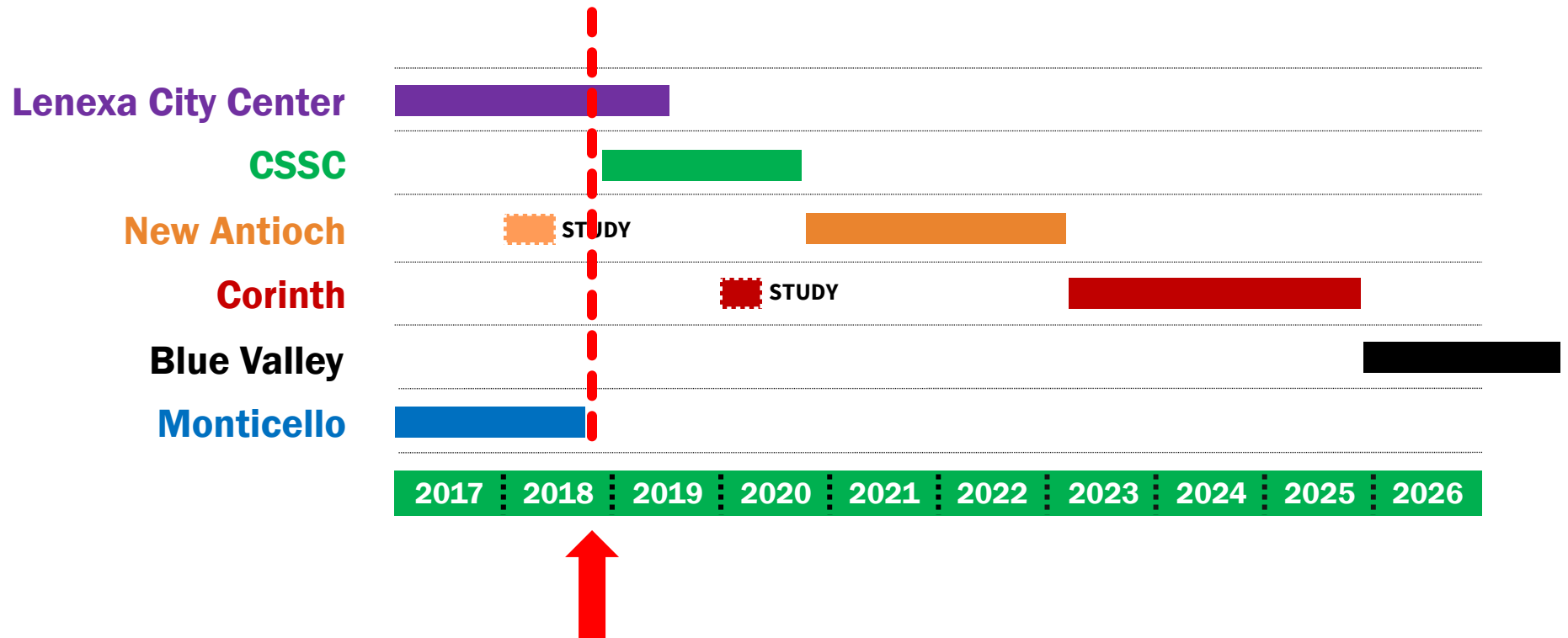
Curate the Customer
Experience

Department goal

Tactics



Anticipated Project Timeline



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



Johnson County Library Strategic Communication and Supporting Organizations Assessment

Analysis and Recommendations
July 9, 2018

Scope of Engagement

- Review and analyze Strategic Communication within the Library
- Audit External Communication with supporting organizations:
 - The Friends of the Johnson County Library
 - The Johnson County Library Foundation
- Make Recommendations for Improvement within All Organizations



- Public Policy and Non-Profit Consulting
- Maggie Collins, Founding Principal
 - Government
 - Non-Profit
 - Publicly Traded Company Experience
- Contact Information:
 - maggie@howestreetgroup.com
 - www.howestreetgroup.com

Executive Summary

- Section One: Internal Communication Recommendations
 - Identify a responsible party for Library internal communication
 - Prioritize the retirement and replacement of The Source
 - Minimize use of G://Drive
 - Deploy a Project Management Tool

Executive Summary (con't)

- Section Two: Alignment Between the Library, the Friends and the Foundation
 - Equalize engagement with the Friends and the Foundation
 - Restructure responsibilities of the Friends and the Foundation
 - Library sets forth fundraising priorities
 - Hire Executive Director for the Friends
 - Restructure Friends Board roles and tenure
 - Clarify boundaries between the Library and the Foundation
 - Ensure Alignment between the Friends, the Foundation and the Library
- Section Three: Miscellaneous Operational and Human Resources Enhancements

Process

- System-Wide Staff Interviews
- Outreach to peer Library systems
- Meetings and interviews with Friends and Foundation Leadership
- Review and Analysis of Supporting Documentation:
 - Strategic Plans
 - Organization Charts
 - Memorandums of Understanding
 - Training Materials
 - Internal Presentations

Internal Communication

OBSERVATIONS

Observation

There is no strategic owner of internal communication at the Library

- Historically no responsible party
- By default much falls to Tricia Sullentrop
- Gap exists even with hiring of Associate Director of Customer Experience

“Everyone owns it, therefore no one owns it.”

Observation

Customer Experience team inconsistencies further complicate the problems associated with the lack of an Internal Communication owner

- No claimed responsibility of internally-facing materials
- The Source management and usage varies
- Training on The Source is inconsistent

Related: Project Management Ambiguity

- CX Team lacks process for project request, status reporting or follow-up
 - E.g., flyers for Branch programs vs. internal policy changes

Observation

Antiquated technology platforms are inhibiting Library improvements

- The Source (intranet) intended as primary platform for employee communication
- Outdated
- Needs replacement

Internal Communication Strategy must have
the Technology in place to support it.

Observation

Documentation control and content curation is lacking

- Ineffective Intranet prohibits communication, collaboration, document storage and sharing
- Librarians are Resourceful...and tolerant!
- Lack of an Internal Communication owner results in neither strategy nor governance to internal file storage and usage

Internal Communication

RECOMMENDATIONS

Recommendation

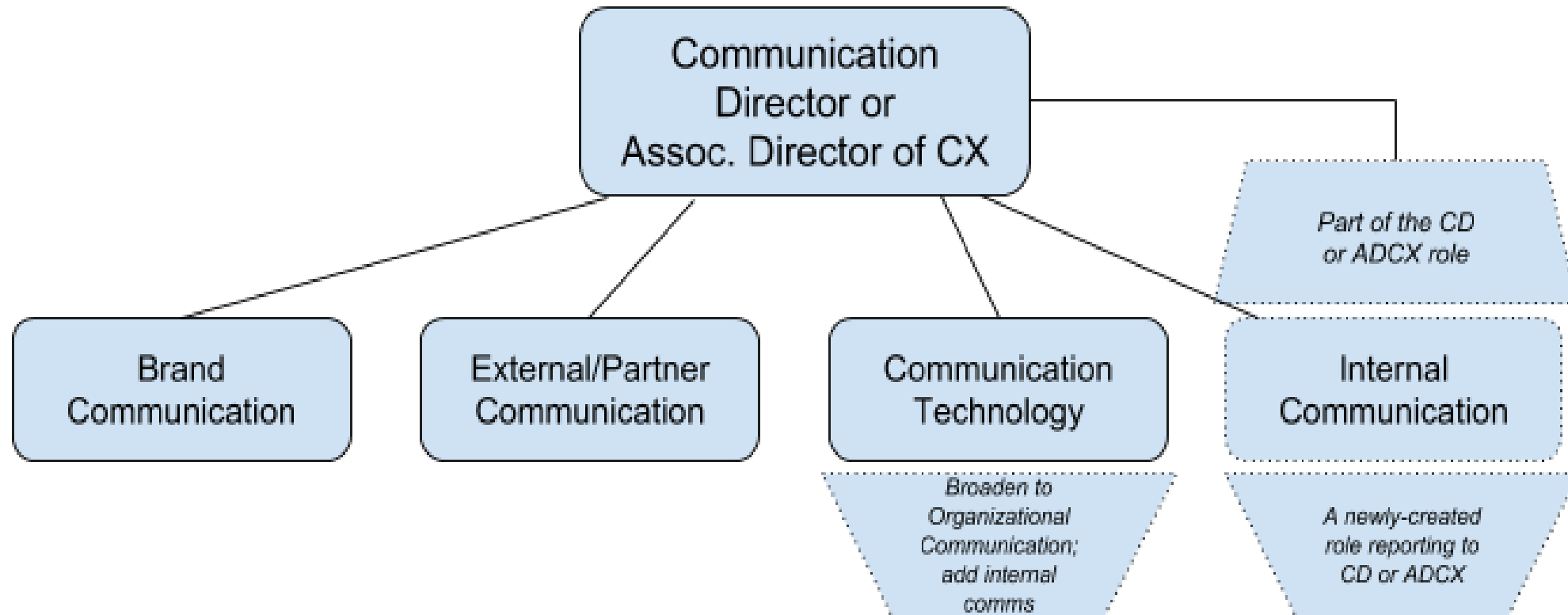
Clearly identify a responsible party for internal communication at the Library

Options:

1. Broaden role of Associate Director of Customer Experience; or
2. Establish new position: Communications Director, who sits on Administration Team

Leadership must clearly define all the core communication needs of the organization – internally and externally – and staff those needs accordingly.

Communication Functions and Staffing Proposal



Recommendation

Prioritize the retirement and replacement of The Source

- “Green Light” this critical need project

Project Team Make-Up:

1. Leadership Champion (Communications Director or ADCX; i.e., owner of Internal Communication function)
2. Project Lead (Communication Technology/IT Manager)
3. Cross-Functional Project Team with liberty to prioritize the project

Intranet Replacement Considerations

- *What requirements does the Library have for a new system?*
 - *What are staff and leadership preferences for a new system?*
 - *What platforms are similarly-sized organizations using?*
 - *What is the budget for implementation and ongoing management/maintenance?*
-
- Completely new branding
 - Analytics and measurements of engaged staff
 - Governance and usage policies matter

Recommendation

Significantly minimize the use of the G://Drive and establish protocols for proper usage

- In conjunction with new Intranet
- Standardized form availability
- Right technology will prevent need for librarian resourcefulness

Recommendation

Deploy a project management tool

- Enable Brand Communication Team to respond to requests appropriately
- Establish one protocol across the system
- Can be done within the Intranet, or independent of it

Misc. Internal Communication Observations

- **Audit all standard meetings, identify and eliminate redundancy and ineffectiveness**
- **Ensure leadership representation at Branch meetings**
- **Establish a communication alert tool**

Communication Alert

Communication Alert _____

Client Name: _____

Member(s): _____

_____/_____/_____

Alert (select one) ☐ REQUEST ☐ DECISION ☐ ANNOUNCEMENT
Alert (select one) ☐ SENSITIVE ☐ IMPORTANT ☐ GENERAL ☐

_____/Announcement/Request: _____

by: _____

Timeline? _____ Due date? _____

FOR SENSITIVE & IMPORTANT COMPLETE THE REMAINDER:

S:
Who is (are) the decision maker(s)? _____

Alignment between the Library, the Friends and the Foundation

OBSERVATIONS

Observation

The Friends and the Foundation are aligned in their goal of supporting the Library to successfully implement its mission

- Strategic Plans (where available) do not conflict
- Friends does not have Strategic Plan

Foundation → Financial Sustainability and Maintaining Library Endowment

Friends → Promoting an informed and engaged Library community

JOHNSON COUNTY
LIBRARY **FOUNDATION**



Observation

The Foundation lacks clarity from the Library on funding priorities

- Anyone can access Executive Director for funding requests
- No internal process to audit and manage internal requests of the Foundation

Observation

The Foundation is missing funding opportunities from major gift donors

- Lack of program prioritization from the Library
- Leaving money on the table
- Library should consider whether an increase in endowment principle is needed

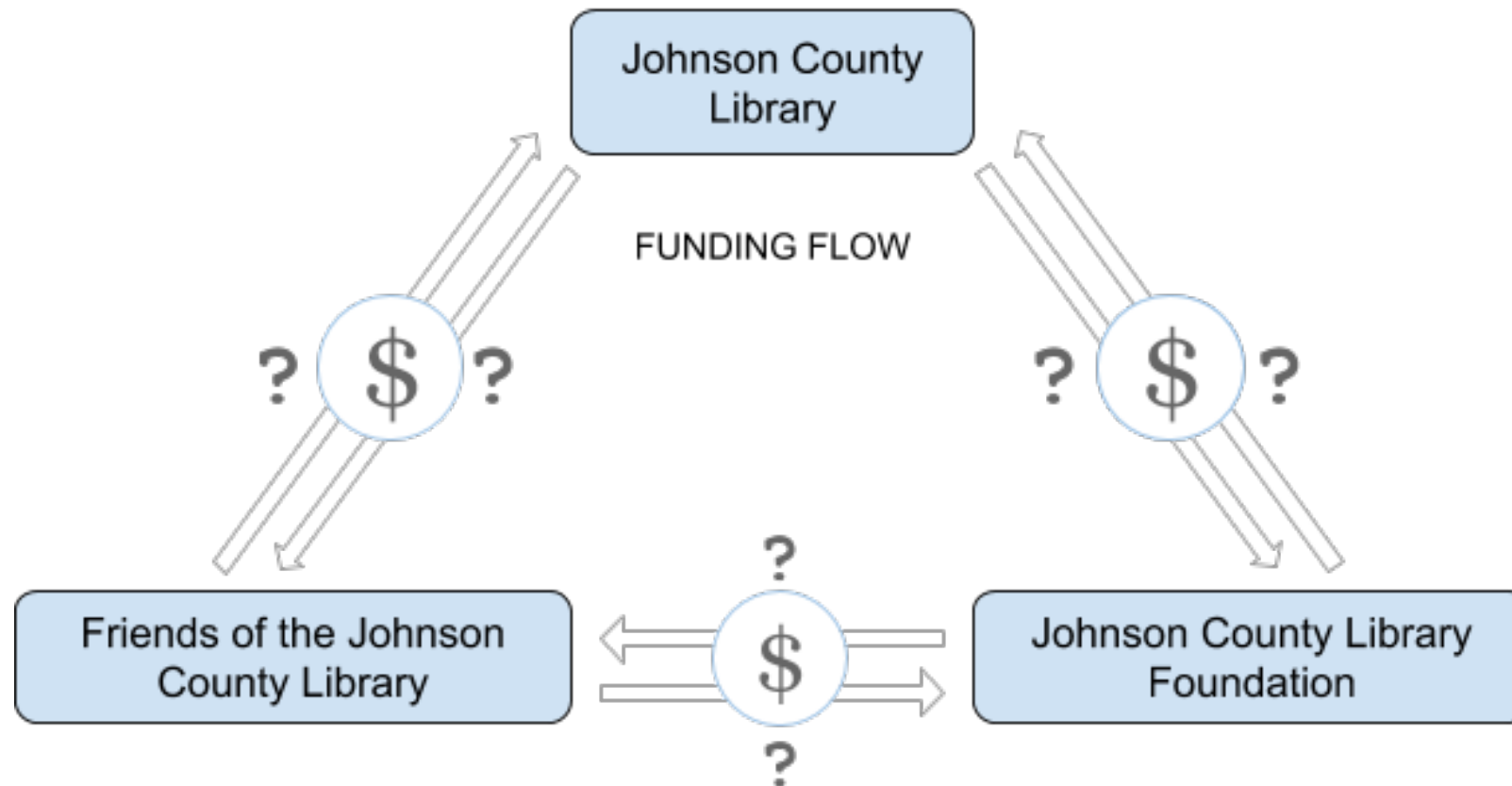
Observation

The Friends is struggling to find relevance in a changing Library environment

- Declining Book Sale revenue
- Disengaged membership base
- Friends employees report to Friends Board with no accountability to the Library
- Weeding services and volunteer hours are beneficial to Library

Observation

Ambiguity in funding flow between the Organizations

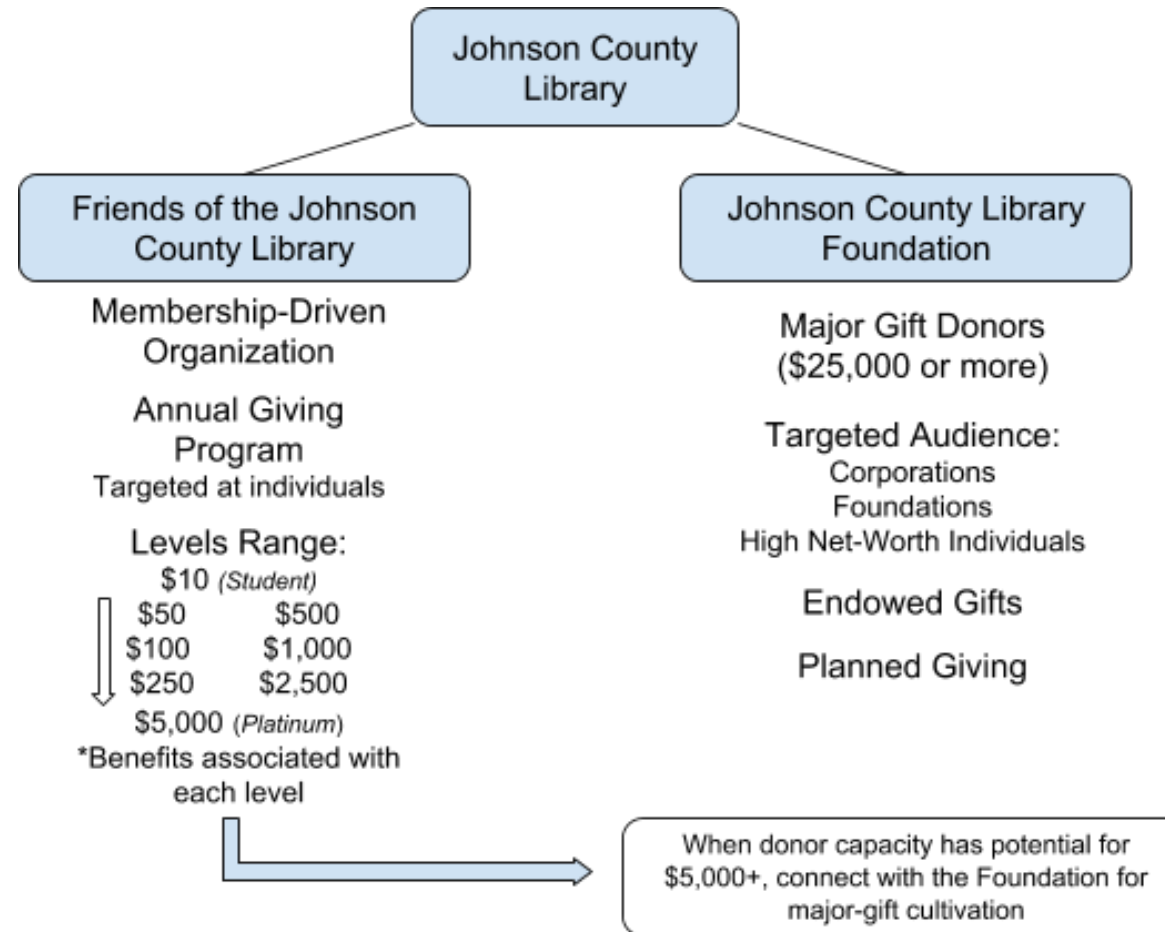


Alignment between the Library, the Friends and the Foundation

RECOMMENDATIONS

Recommendation

Restructure responsibilities between Friends and Foundation



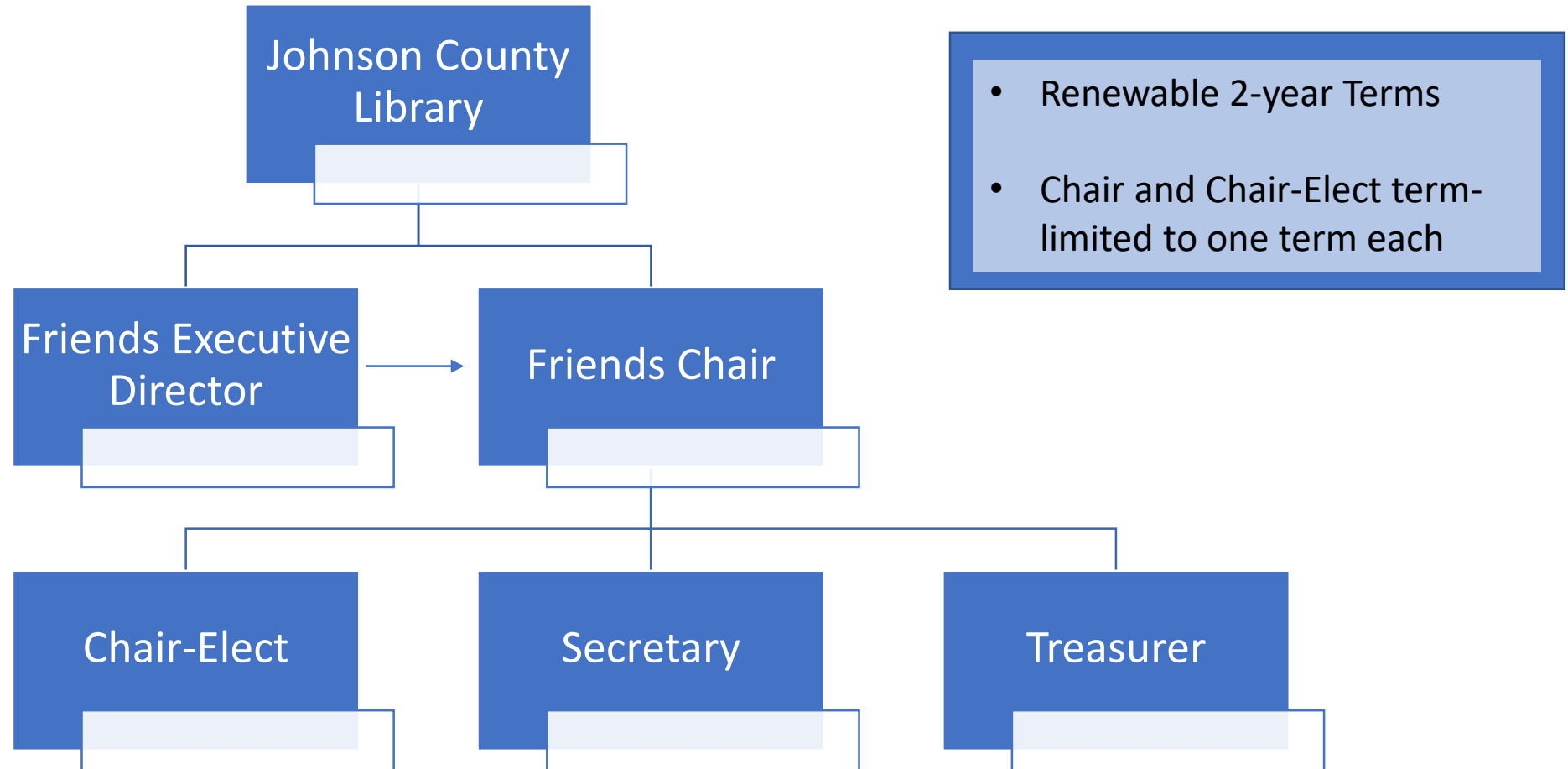
Recommendation

Hire a full-time, paid Executive Director of the Friends

- Membership organization requires dedicated staff responsible for stewardship of donors
- Parallels role of Foundation Executive Director
- Responsibilities Include:
 - Liaison to the Library
 - Liaison to the Friends Board, esp. Executive Director
 - Growing and maintaining Friends membership
 - Volunteer management
 - Staff management and oversight

Recommendation

Restructure Friends Board Leadership Roles and Tenure



Recommendation

Library Administration should be responsible for establishing fundraising priorities

- Library Administration, with staff input and in conjunction with the Library Board of Directors determine funding priorities
 - Foundation executes on securing major-gifts in support of identified priorities
 - Friends works towards annual membership goals in support of unrestricted gifts to the Library

Recommendation

Clarify boundaries between Library and Foundation and equalize alignment between Friends, Foundation and Library

- Assess necessary involvement in Library activities
- Establish process of regular communication between all three organizations by:
 1. Head Librarian maintaining responsibility; or
 2. Elevating role of Community Relations Coordinator to External/Partner Communication Manager

Miscellaneous Observations and Recommendations

Miscellaneous Operational & Human Resource Recommendations

1. Simplify Library Organization Chart
2. Review and Update Library Job Descriptions
3. Measure Budget Allocations against Personnel and Priorities
4. Conduct Staff Survey

Review and Questions?