



**Board Report  
November 8, 2018**

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, NOVEMBER 8, 2018  
CENTRAL RESOURCE LIBRARY  
CARMACK MEETING ROOM  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Nancy Hupp
  - C. Friends of the Library, Dorothy Hughes
  - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
  - E. Liaison, Board of County Commissioners, Ron Shaffer
- IV. Reports
  - A. Board Counsel – Fred Logan
    - 1. Contractual Partnerships: Memoranda of Understanding (MOUs)
    - 2. Update on the regulation dealing with Suspension of Library Privileges, other areas of Patron Conduct .....5
    - 3. Land conveyance update with the City of Merriam
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....12
      - a) Human Resource and Volunteer trends – Adam Wathen .....18
    - 2.Strategic Plan – Sean Casserley
      - a) Presentation of the Strategic Plan
    - 3.Comprehensive Library Master Plan – Scott Sime
      - a) Lenexa City Center.....22
        - i. Lenexa City Center Hiring – Christian Madrigal .....26
      - b) New Antioch
    - 4.Updates – Sean Casserley
      - a) Review of 2014 Building Hours Study .....29
      - b) Program update: Women and Money and Readers Advisory Unconference – Kinsley Riggs
      - c) 2020-2024 Capital Improvement Plan Submission .....52
      - d) Report on the budget committee .....61
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the October 11, 2018, Library Board meeting.....93
    - 2. Approval of changes to ARMS 20-10-10, 20-15-11, 60-10-10 .....99
    - 3. Affirmation of ARMS 10-10-10, 10-20-10, 10-20-30, 10-20-31, 10-30-20, 10-50-10, 10-50-30, 10-50-35, 10-50-40, 10-50-50, 10-50-85, 10-55-12A, 10-55-14, 10-60-30, 20-10-20, 20-80-30, 50-20-30, 50-20-50, 50-30-30, 50-30-40 .....110
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2018 were handled in accordance with library and County policy.
      - b) The August 2018 Revenue and Expenditure reports

produced from the County's financial system reflect the Library's  
revenues and expenditures

C.	Gift Fund Report	
	1. Treasurer's Report .....	163
VI.	New Business	
	1. Action: Approval of Administrative Regulation 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures .....	164
	2. Action: Consideration of renovation study for Spring Hill and De Soto .....	170
	3. Action: Consideration of Dell computer and monitor purchase as part of the regular replacement cycle up to the amount of \$110,000 from budgeted Library IT operating funds.....	171
VII.	Adjournment	

## **Motions**

### **Consent Agenda**

Suggested Motion: I move that the Library Board of Directors approve the consent agenda.

### **Approval of Administrative Regulation 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures**

Suggested Motion: I move that the Library Board of Directors approve Administrative Regulation 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures

### **Consideration of renovation study for Spring Hill and De Soto**

Suggested Motion: I move that the Library Board approve a study for the renovation of the Spring Hill and De Soto branches.

### **Consideration of Dell computer and monitor purchase as part of the regular replacement cycle up to the amount of \$110,000 from budgeted Library IT operating funds.**

Suggested Motion: I move the Johnson County Library Board of Directors approve purchase of Dell replacement computers and monitors at a cost not to exceed \$110,000.

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ALL ATTORNEYS  
ADMITTED IN KANSAS  
AND MISSOURI

## MEMORANDUM

TO: Members of the Library Board, Sean Casserley

FROM: Fred Logan and Andy Logan

RE: Revised ARM 20-10-30, "Suspension, Denial or Restriction of Library Use; Appeal Procedures"

DATE: November 2, 2018

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As you know, we have been engaged in a comprehensive review of the Library's regulations governing suspension, denial or restriction of Library use. Our work has been complemented and immensely assisted by outstanding work by Library staff on a revised administrative procedure on suspension, denial or restriction of Library use. We also considered what we determined were library best practices.

We prepared and submitted to staff for review and comment a draft of a revised version of ARM 20-10-30. We then incorporated suggestions made by members of the staff. At the Library Board meeting on November 8, I will review with you during Board Counsel Report our draft of a new version of ARM 20-10-30, now titled "Suspension, Denial or Restriction of Library Use; Appeal Procedures." You will find the redline version of the revised regulation immediately following this memorandum.

I will describe the revised regulation in some detail at the Board meeting. I will simply say for now that the revised regulation achieves the following goals:

- (1) The revised regulation addresses suspension, denial, and restriction of Library privileges.
- (2) The revised regulation authorizes the County Librarian to restrict Library privileges with respect to a patron who poses "an immediate health hazard or risk of an immediate health hazard."

(3) The revised regulation addresses in considerable detail (a) the procedures that will be followed in cases involving suspension, denial or restriction of Library privileges or use (this is unusually detailed to make the procedures absolutely clear to a court that would review a Library action), (b) the administrative record that will be created in those cases, and (c) the standard of review in the event that a suspension, denial or restriction of Library privileges case comes before the Library Board on appeal.

I will explain all of this in greater detail at the Library Board meeting but I thought the revised regulation to be sufficiently important to warrant some advance explanation.

# JOHNSON COUNTY KANSAS Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

### SUMMARY

The purpose of this document is to establish the authority and procedures under which ~~the County Librarian and the Library Board~~ may suspend library privileges or deny or restrict library use.

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Effective Date:

September 10, 2015

Review

Date:

~~2018~~

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### 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.

# JOHNSON COUNTY KANSAS Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

The County Librarian or his/her designee is authorized to suspend, deny, or restrict an individual's library privileges for (1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. 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.

**Deleted:** . The County Librarian may also suspend, ¶ deny, or restrict library privileges of individuals who ¶

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### APPEAL PROCEDURE AND APPLICATION FOR REINSTATEMENT

e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.

2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of three members of the administrative team to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.

**Deleted:** 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.

3. The individual whose Library privileges are under consideration shall be invited to provide written material



# JOHNSON COUNTY KANSAS

## Library

### ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE: APPEAL PROCEDURES

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or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.

4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter.

# JOHNSON COUNTY KANSAS Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

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8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. 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. The Library Board shall have the entire Administrative Record. The Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.

9. 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



ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

REMOVAL FROM LIBRARY  
PREMISES

months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

f. Library staff are authorized to cause an individual to be removed from any Library branch facility for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

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reinstatement or modification shall be subject to the same appeal procedure set forth in this subsection. ¶

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ARM 20-10-30  
End

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**September 2018**  
**75% of year lapsed**

**OPERATING FUND**

	<b>2018</b>
<b>Programs</b>	<b>Budget</b>
Revenue	2,806,736
Administrative Services	
Information Technology	
Collection Development	700,000
Branch/Systemwide Services	
Transfer to Capital Projects	0
Interfund Transfers	127,540
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$827,540</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$1,979,196</u></u></b>

**SPECIAL USE FUND**

	<b>2017</b>
	<b>Budget</b>
Revenue:	3,138,844
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	824,741
Transfer to Debt Payment - CLMP	2,725,526
Transfer to Capital Projects	0
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,550,267</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>(\$411,423)</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$1,567,773</u></u></b>

## Expenditure of Friends of the JCL Donations 2018

<i><b>Expenditure Details</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$188.18	\$1,193.18
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	139.44
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	581.57
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	2,780.25
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 188.18</b>	<b>\$ 4,694.44</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

September 2018  
75% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	30,738,227	31,144,550	99%	100%
Ad Valorem Delinquent	251,457	276,989	91%	100%
Motor Vehicle	1,592,371	3,077,115	52%	84%
Library Generated - Copying/Printing	79,314	99,255	80%	80%
Library Generated - Overdues / Fees	440,245	725,000	61%	60%
Sale of Library Books	37,500	57,832	65%	65%
Misc Other	200,894	348,746	58%	39%
Library Generated - Other Charges	84	3,570	2%	2%
Investment	236,927	139,179	170%	196%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	6,266	8,186	77%	162%
Commercial Vehicle Tax	49,579	49,072	101%	79%
Heavy Trucks Tax	683	2,322	29%	89%
Rental Excise Tax	19,153	29,560	65%	104%
State and Federal Grants	126,657	254,678	50%	53%
<b>TOTAL REVENUE</b>	<b>33,779,357</b>	<b>36,226,054</b>	<b>93%</b>	<b>97%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	13,233,914	19,132,976	69%
Contractual Services	3,119,679	4,019,965	78%
Commodities	3,968,848	5,125,453	77%
Risk Management Charges	80,415	108,070	74%
Capital / Maintenance / Repair	1,147,850	3,320,701	35%
Transfer to Debt Payment	824,741	834,741	99%
Transfer to Capital Projects	2,725,526	3,138,844	87%
Grants	126,657	254,678	50%
Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>	<b>25,355,171</b>	<b>36,226,054</b>	<b>70%</b>

Revenue - Expenses as of September 30, 2018 8,424,185

RESERVES ALL FUNDS As of 12/31/17

Reserves Operating Fund 6,922,942

Reserves Special Use Fund 867,243

Total JCL Reserves as of 12/31/2017 7,790,185

**Scheduled Replacement Account****REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850

<b>Total Revenue</b>	<b><u>3,327,100</u></b>
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**2018**

Contractual Services	1,295,496
Building Repair	55,037
Architectural Services	218,222
Furnishings and Office Equipment	73,032
HVAC	153,583
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
	<b>1,909,133</b>

<b>Budget Remaining</b>	<b>1,417,967</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**September 2018**  
**75% Year Lapsed**

<b>OPERATING FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Program</b>
	<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Administrative Services	3,550,726	7,045,836	50%
	Information Technology	1,603,462	2,697,938	59%
	Collection Development	3,304,287	4,074,120	81%
	Branch/Systemwide Services	11,037,923	14,129,195	78%
	Risk Management Charges	80,415	108,070	74%
	Grants *	126,657	254,678	50%
	Transfer to Capital Projects	1,147,850	3,320,701	35%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>20,978,860</b>	<b>31,921,164</b>	<b>66%</b>

<b>SPECIAL USE FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Budget</b>
		<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Contractual Services (General Maintenance)	28,653	16,305	176%
	Commodities (Capital Equipment)	27,557	315,000	9%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>3,606,478</b>	<b>4,304,890</b>	<b>84%</b>

<b>TOTAL EXPENDITURES</b>	<b>24,585,338</b>	<b>36,226,054</b>	<b>68%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**September 2018**  
**75% Year Lapsed**

<b>ALL FUNDS</b>		<b>2018</b>	<b>2018</b>	<b>% Categories</b>
	<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Salaries and Benefits	13,233,914	19,132,976	69%
	Contractual Services	3,119,679	4,019,965	78%
	Commodities	3,199,015	5,125,453	62%
	Risk Management Charges	80,415	108,070	74%
	Capital / Maintenance / Repair	1,147,850	3,320,701	35%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
	Grants	126,657	254,678	50%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>		<b>24,585,338</b>	<b>36,226,054</b>	<b>68%</b>

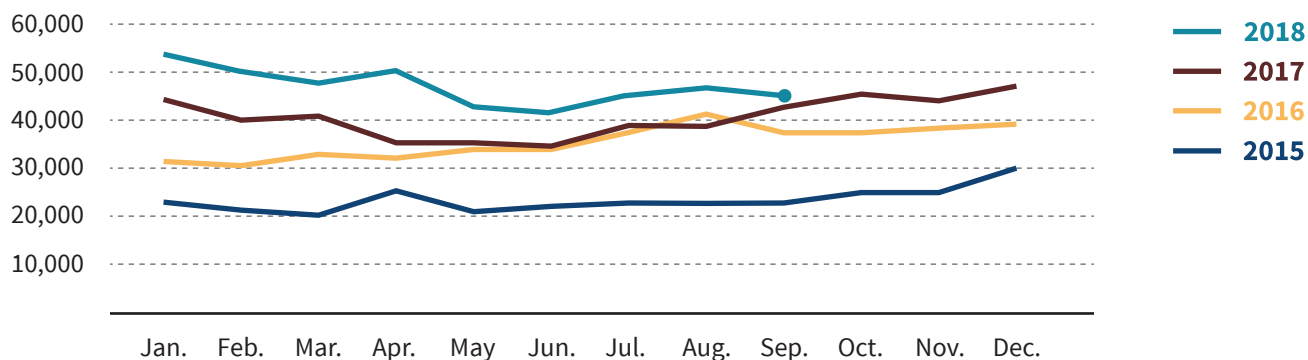


GRANTS*	Expenditures through 08/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$111,580.44	\$126,657.28	\$15,076.84

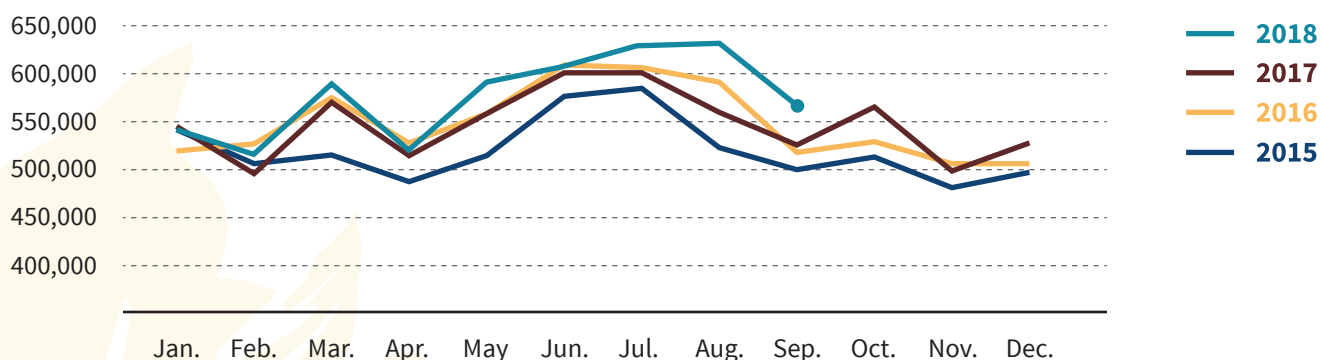
\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

## Core Operational Statistics

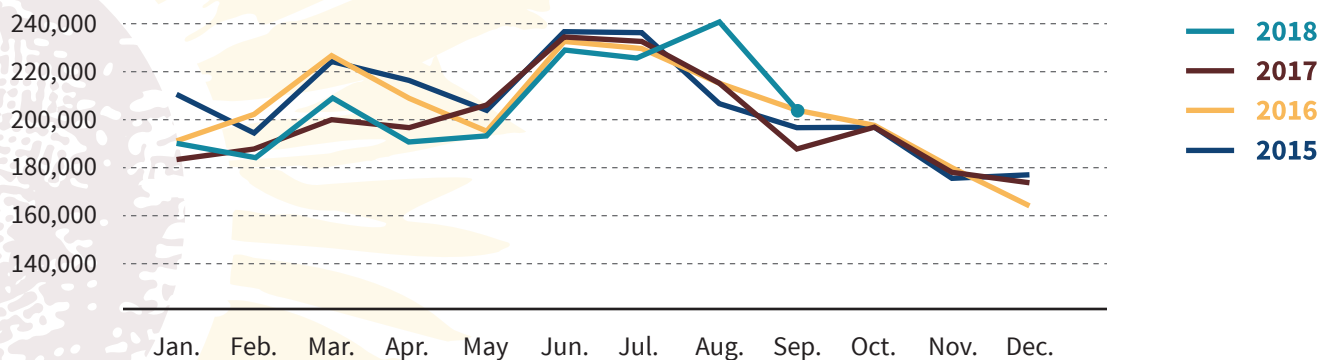
### 3 Year Digital Circulation Trend



### 3 Year Physical Circulation Trend

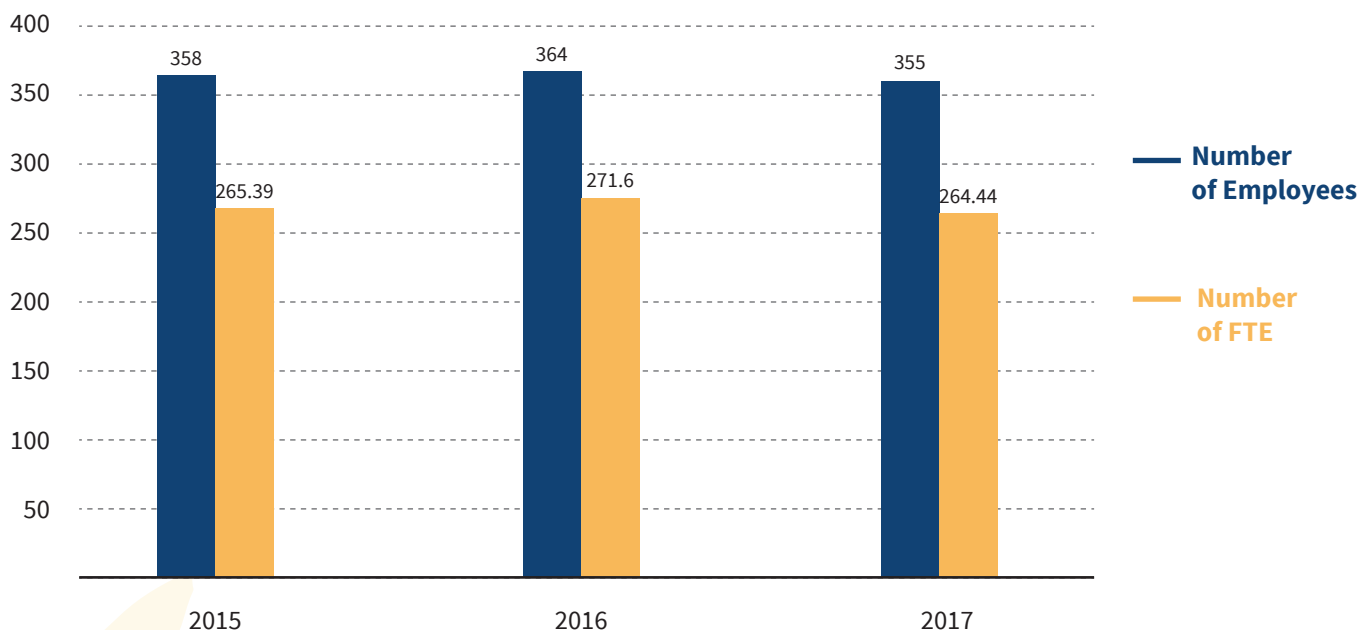


### 3 Year Visitation Trend

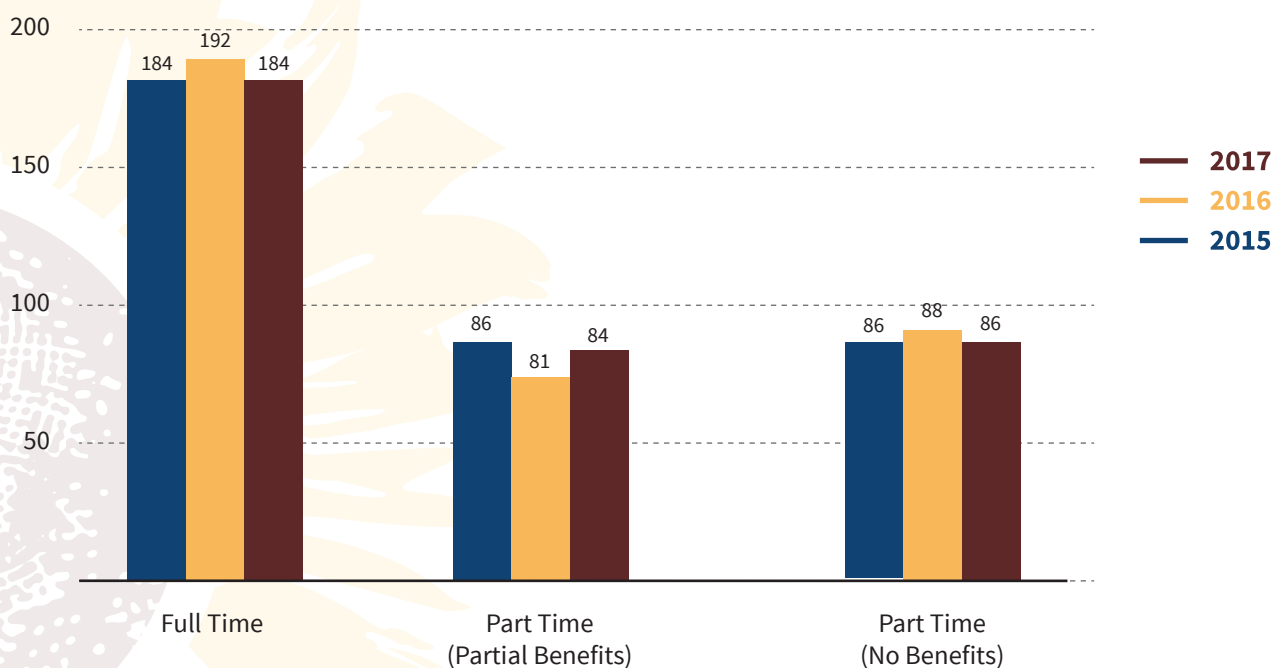


## Trends in Human Resources

### Number and Full-Time Equivalency of Employees

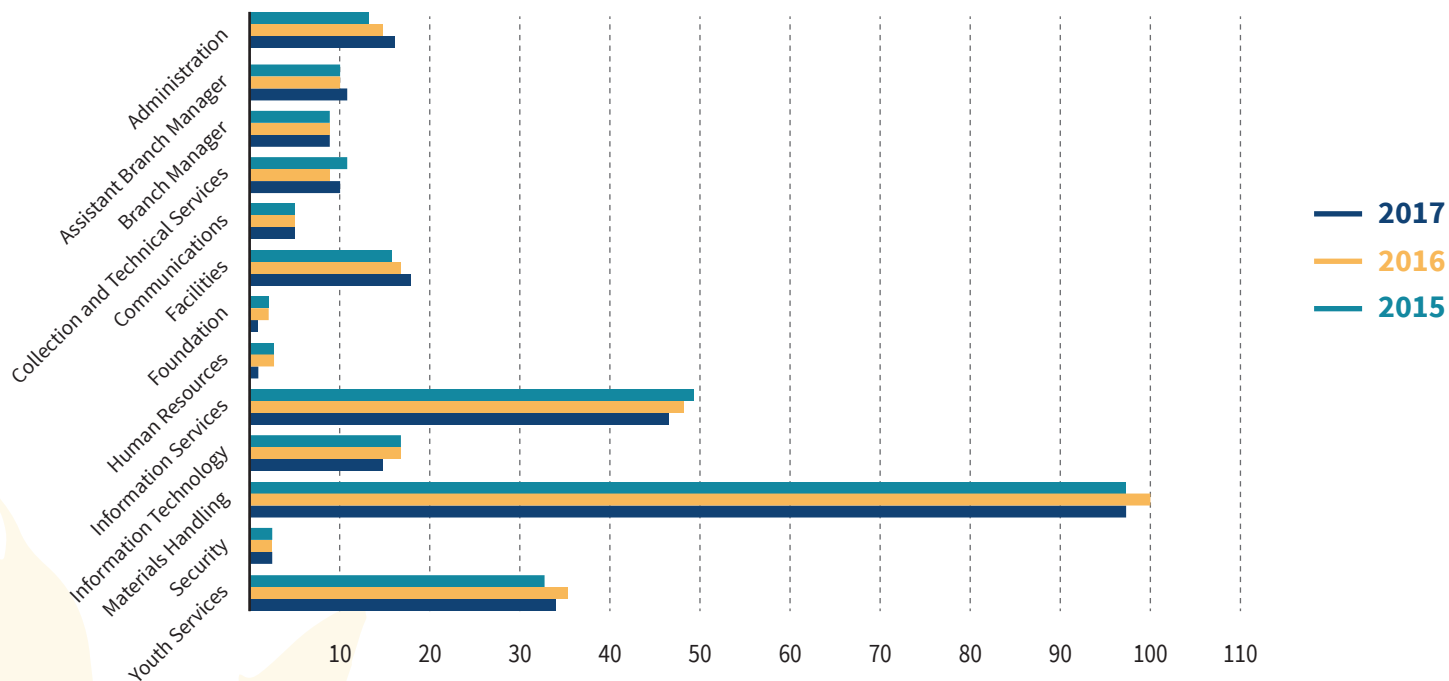


### Employees by Full Time and Part Time Status

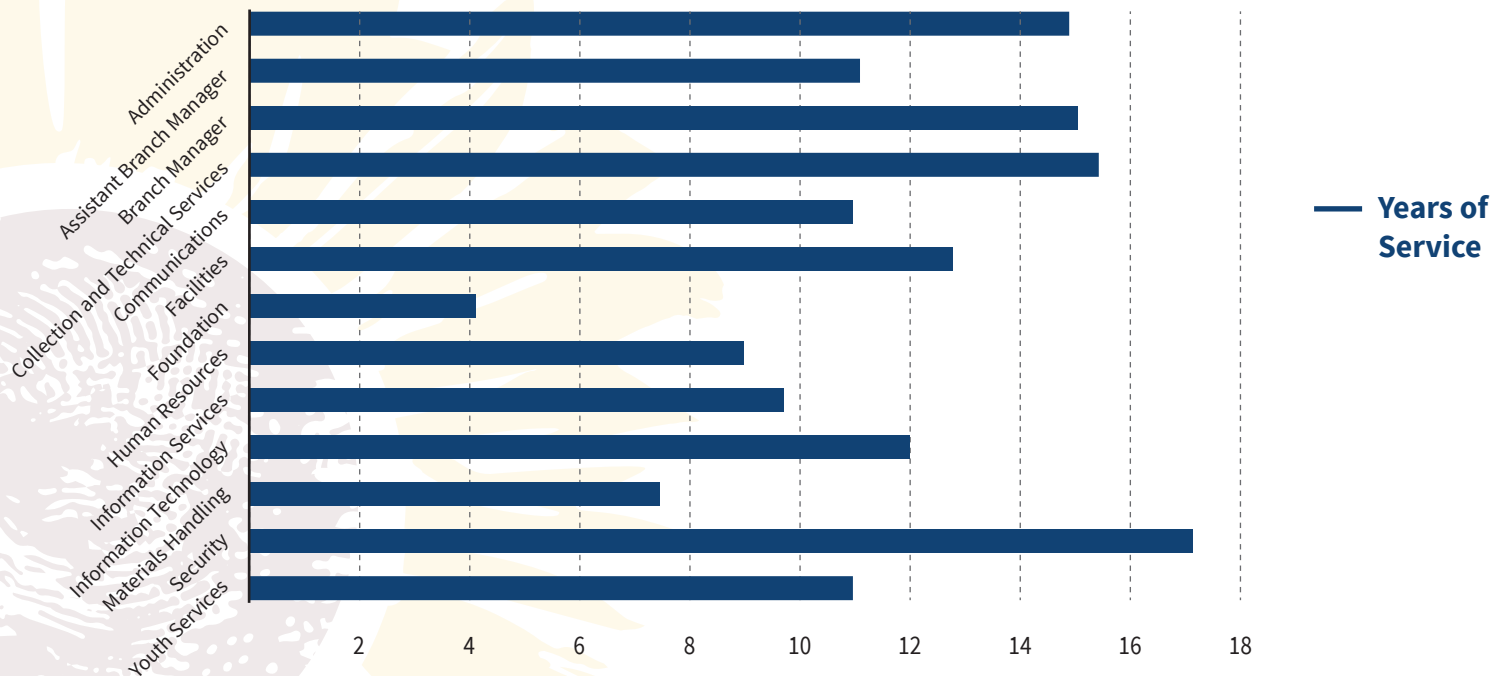


## Trends in Human Resources

**Employee Full-Time Equivalency by Work Area**

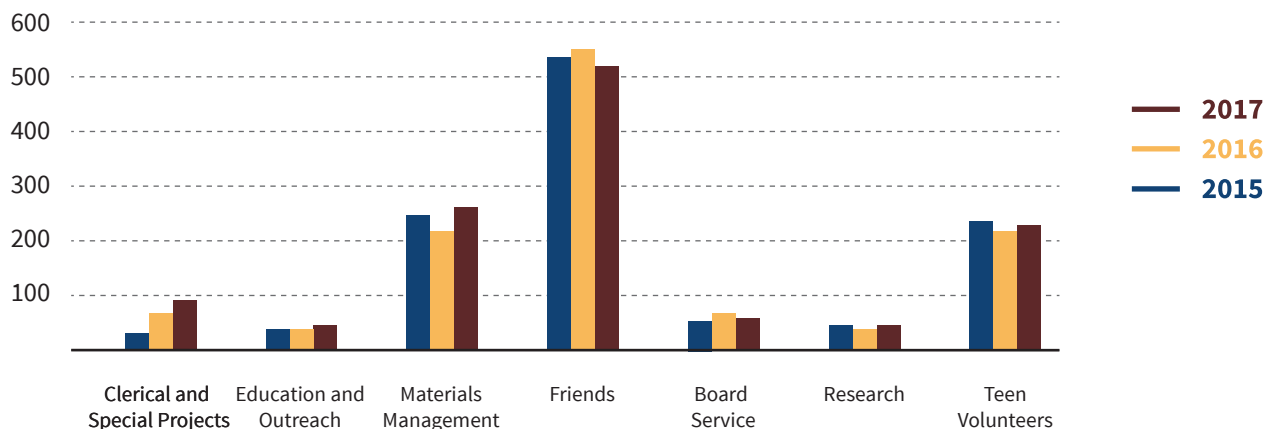


**Average Years of Service**

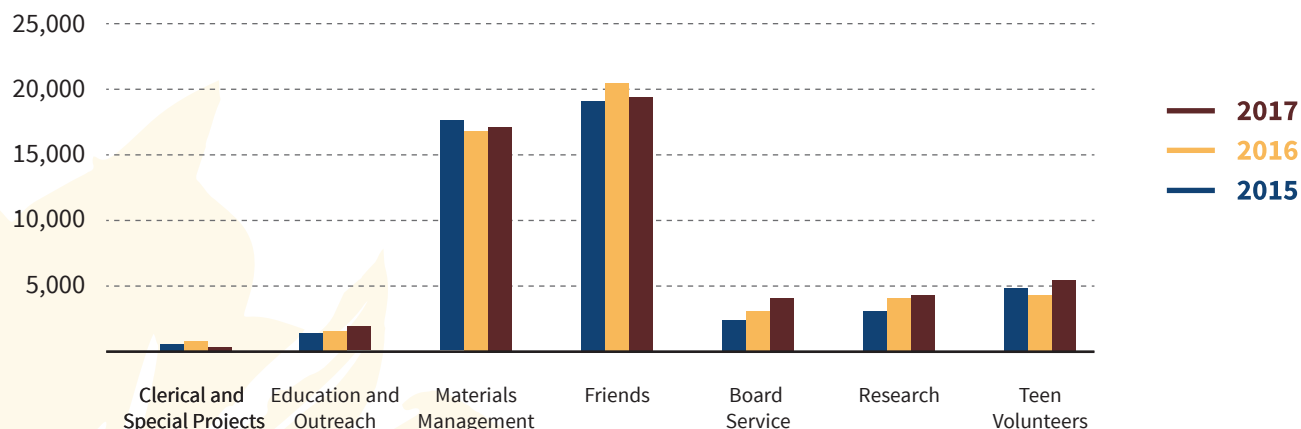


## Trends in Human Resources

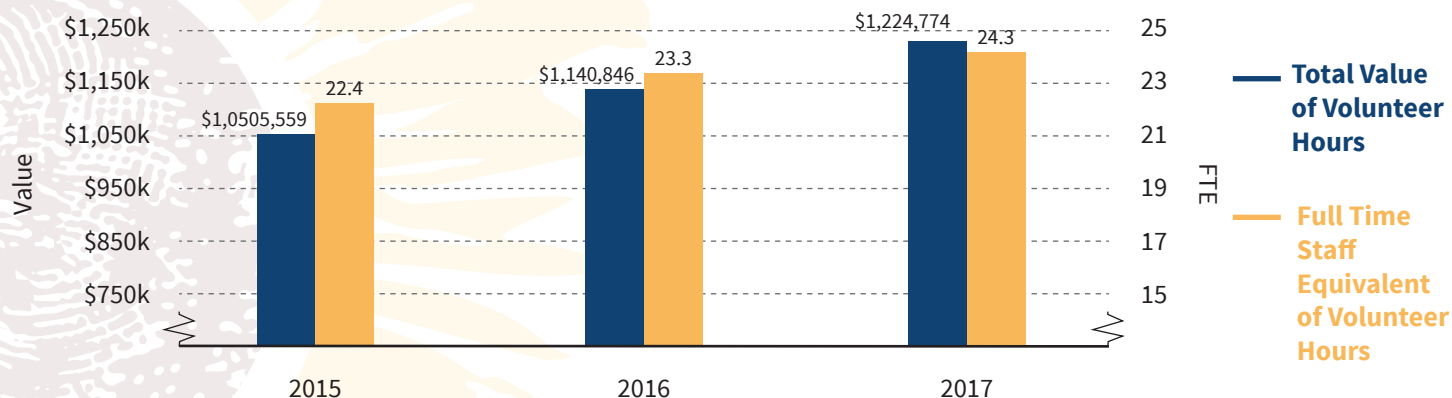
### Number of Volunteers



### Volunteer Hours



### Value and Full-Time Equivalent of Volunteers



# Lenexa City Center Library

Update—November 2018



# Updates

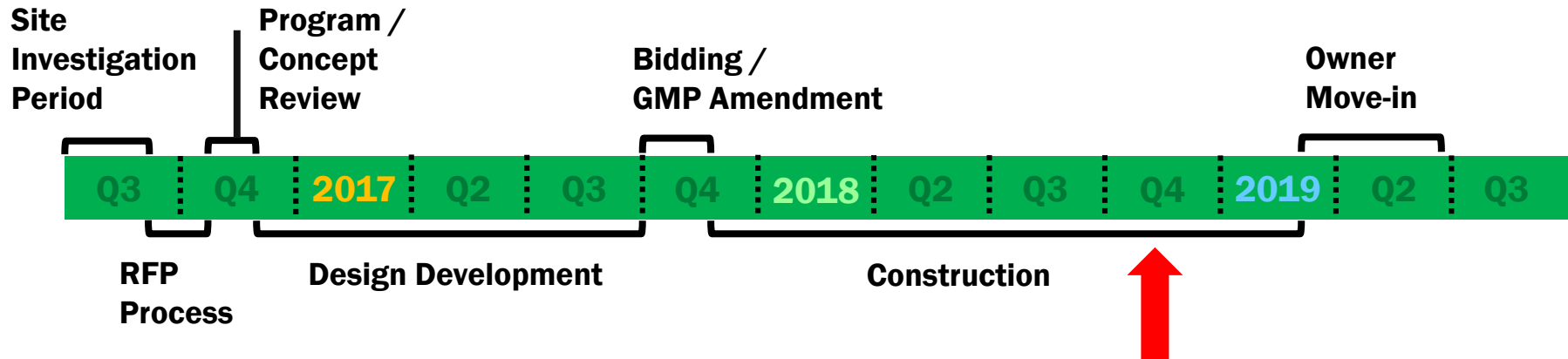
- Construction Update
- Next Steps
- Timeline

# Next Steps

- Construction continues
- Site / building tours



# Lenexa City Center Library Anticipated Timeline



# Lenexa City Center Library

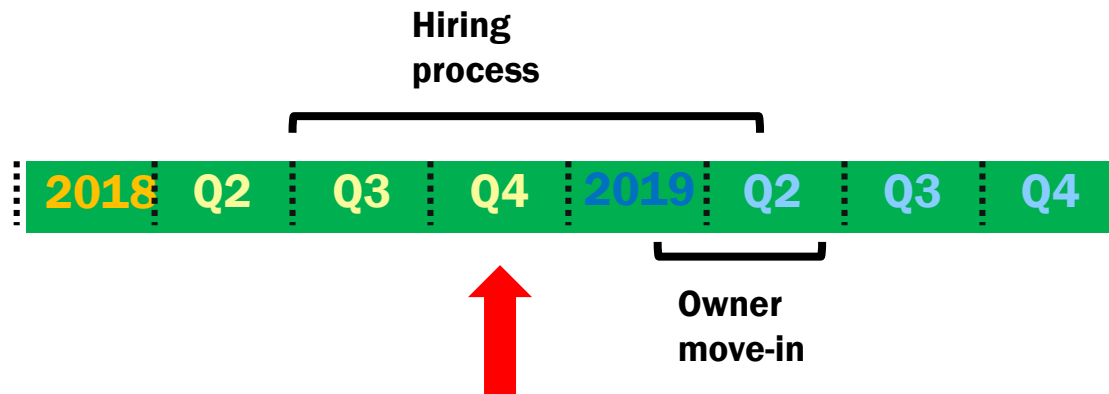
Hiring – November 2018



# Hiring

- Hiring 27 new employees
- Interviews begin this month
- Funding for the new positions becomes available January 1, 2019
- Teams across the organization will be impacted

# Lenexa City Center Timeline



# **2014**

# **LIBRARY**

# **USAGE BY**

# **HOUR**

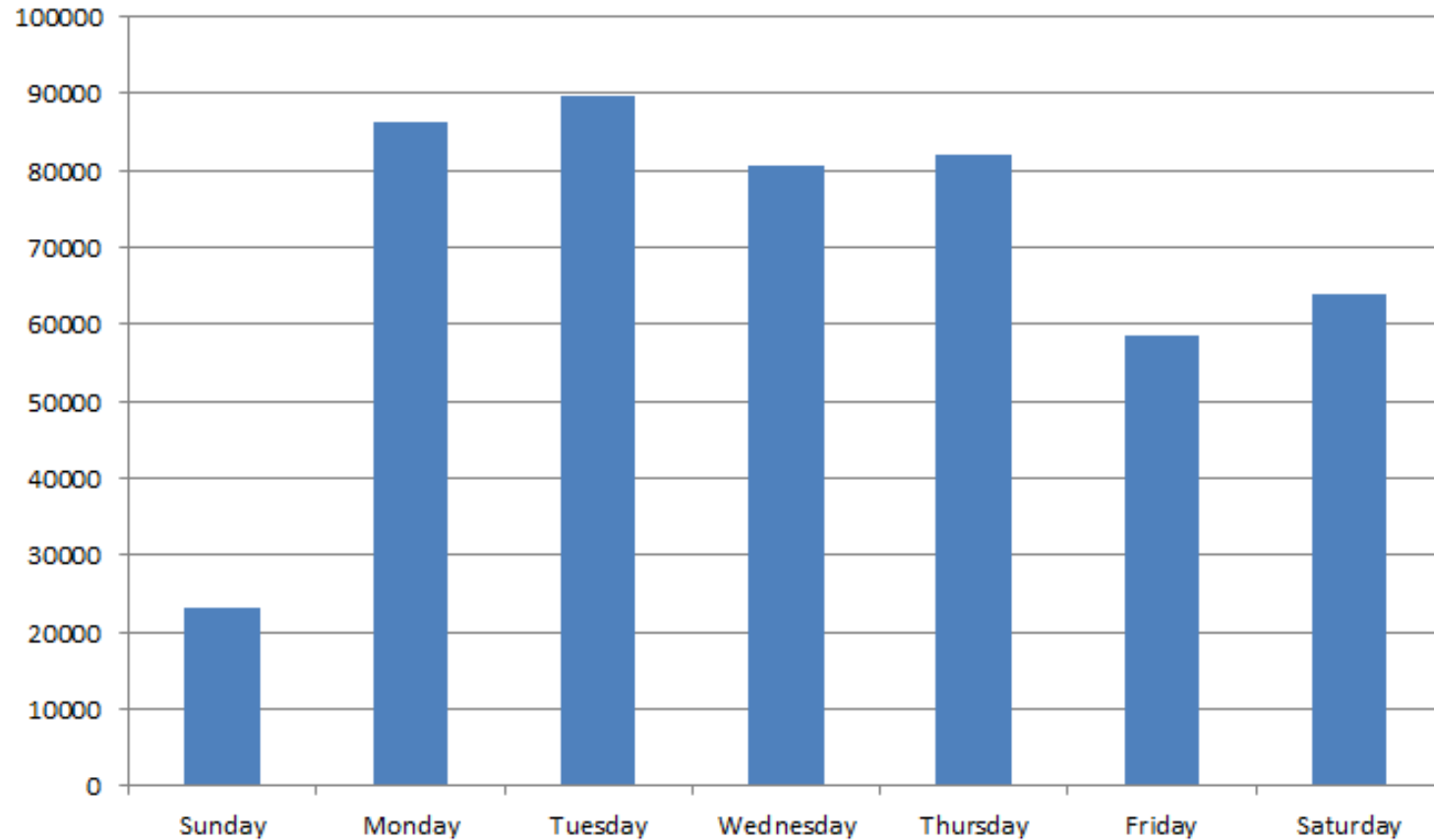
**OR: WHEN DO OUR  
PATRONS NEED US?**

# WHEN DO OUR PATRONS NEED US?

- **We have many ways to measure patron traffic. These include:**
  - Gimlet data (patron interactions with staff)
  - Building head counts (conducted in October)
  - Self-check usage (circulation)
  - PC sessions
- **We have also estimated the cost of opening one hour earlier without closing an hour earlier.**

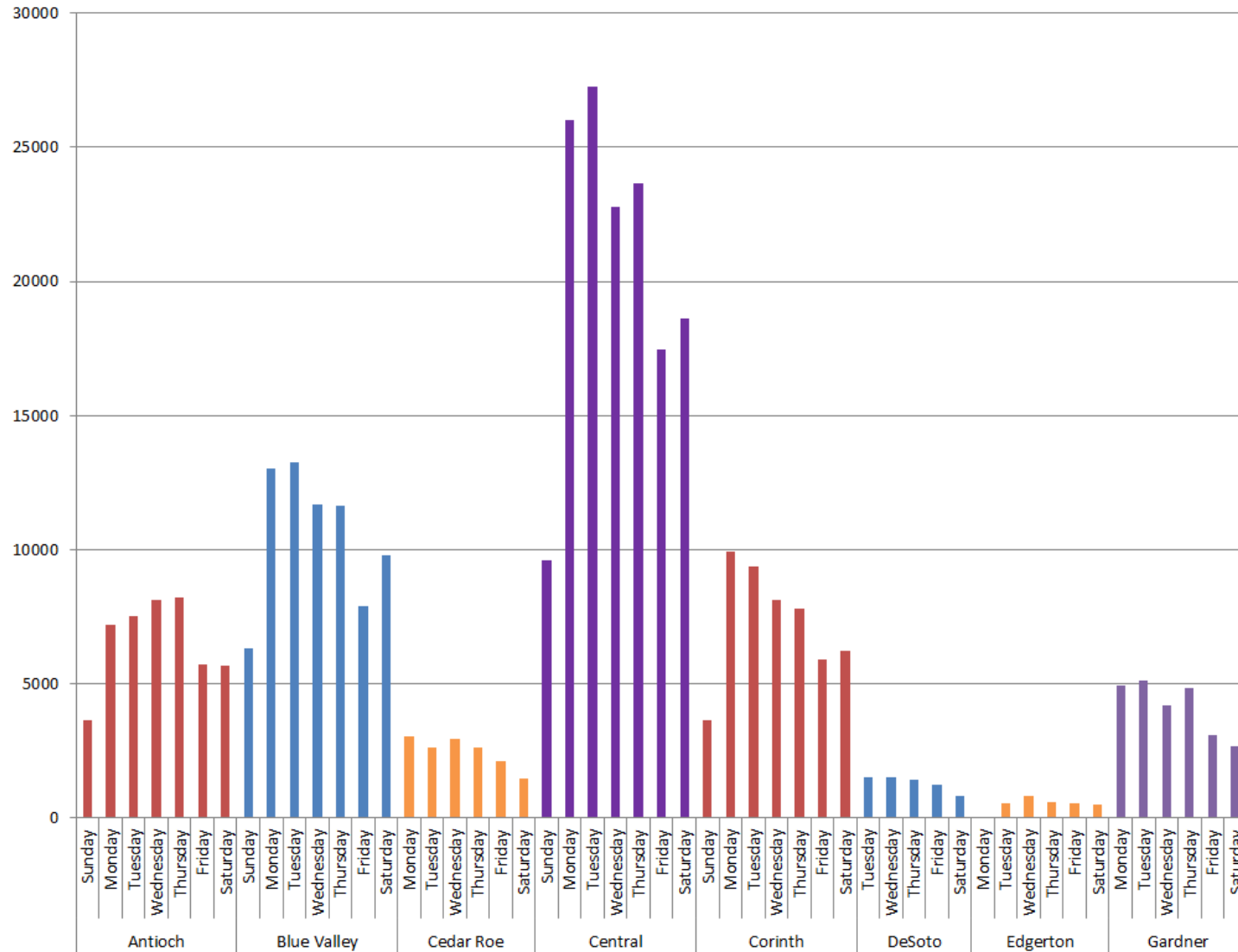
# GIMLET DATA

Daily traffic patterns, systemwide



# GIMLET DATA

Daily traffic patterns, by branch

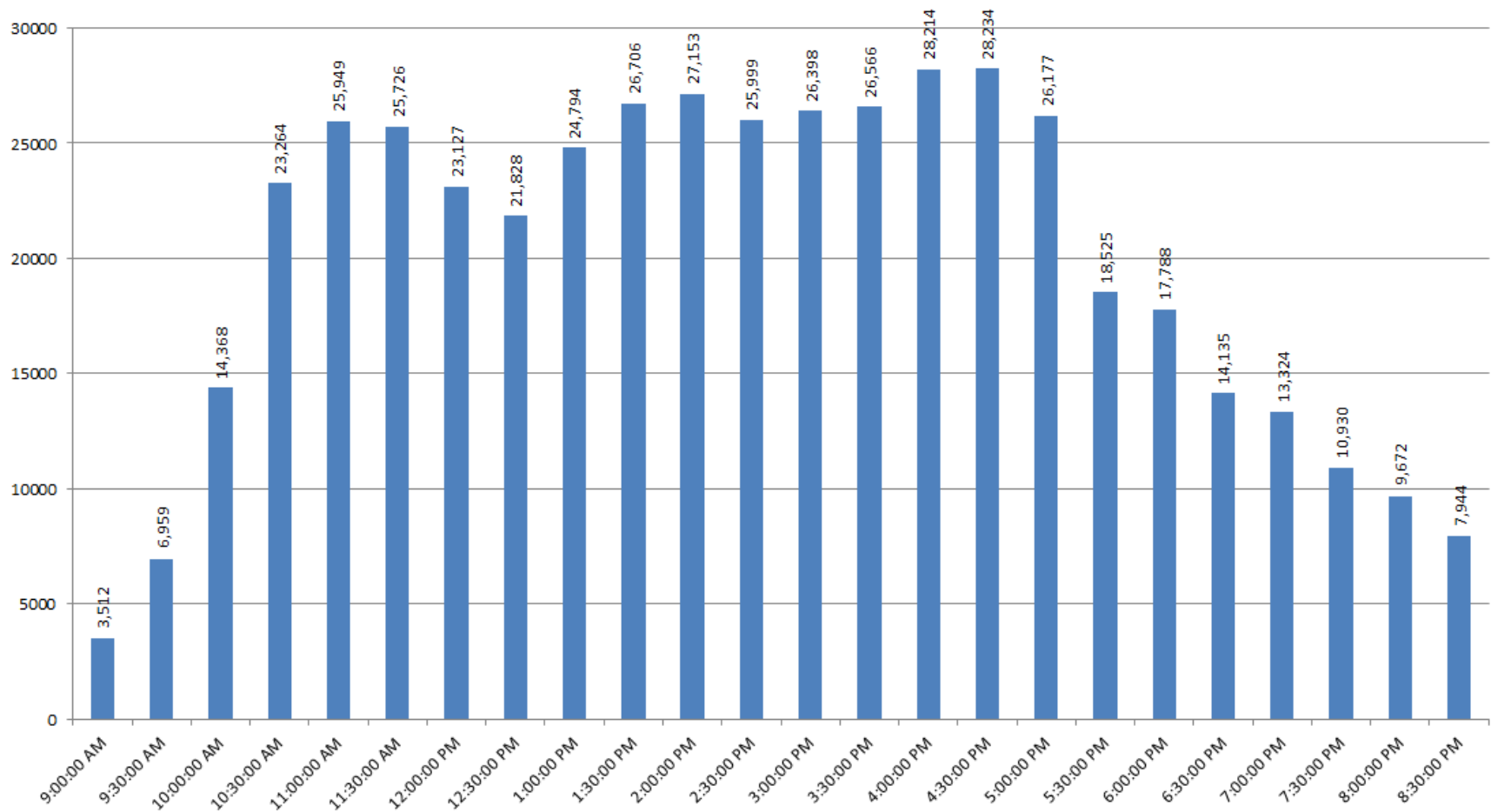




# GIMLET DATA

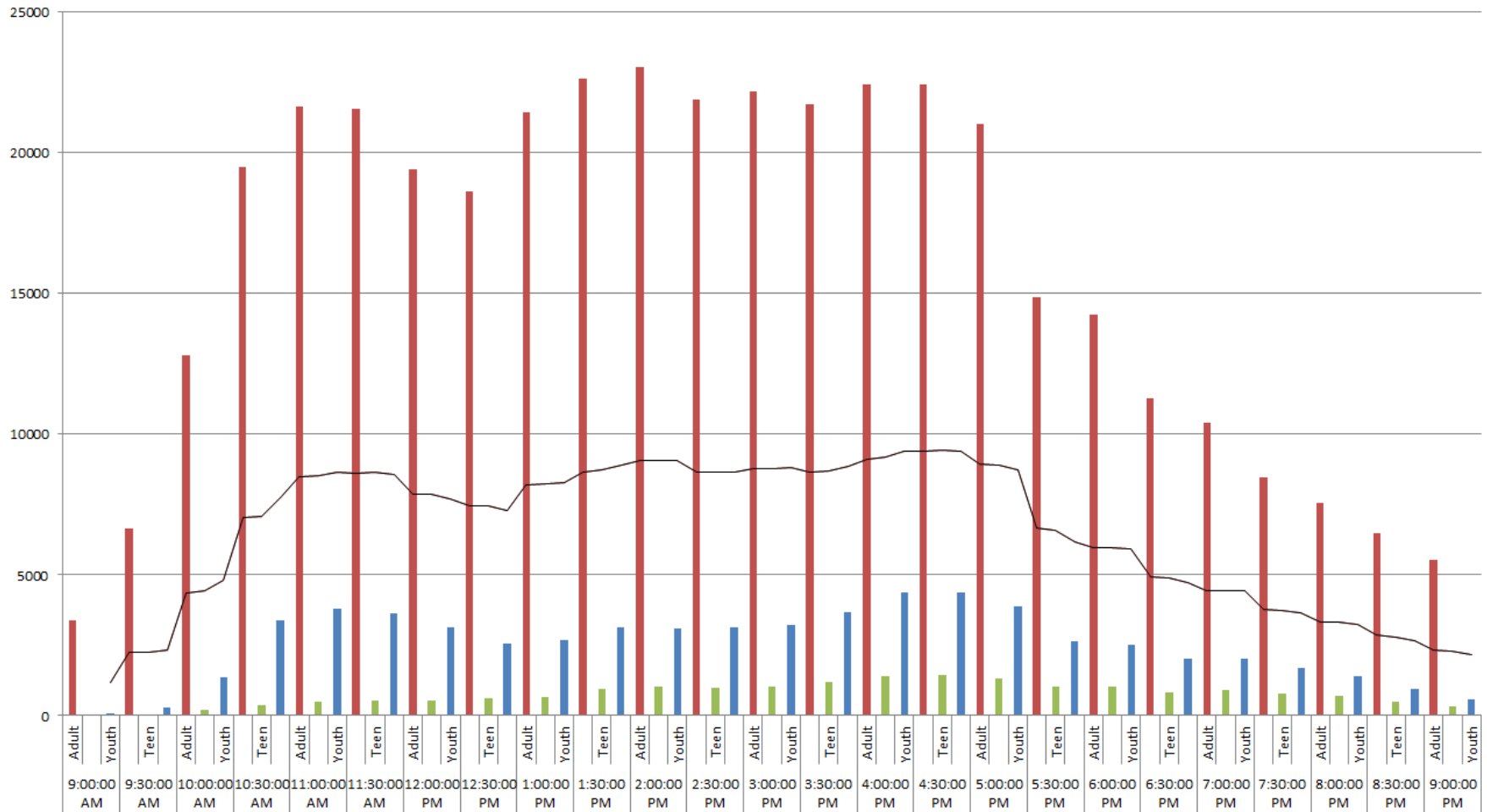
Count of Question Number

Hourly traffic patterns, systemwide

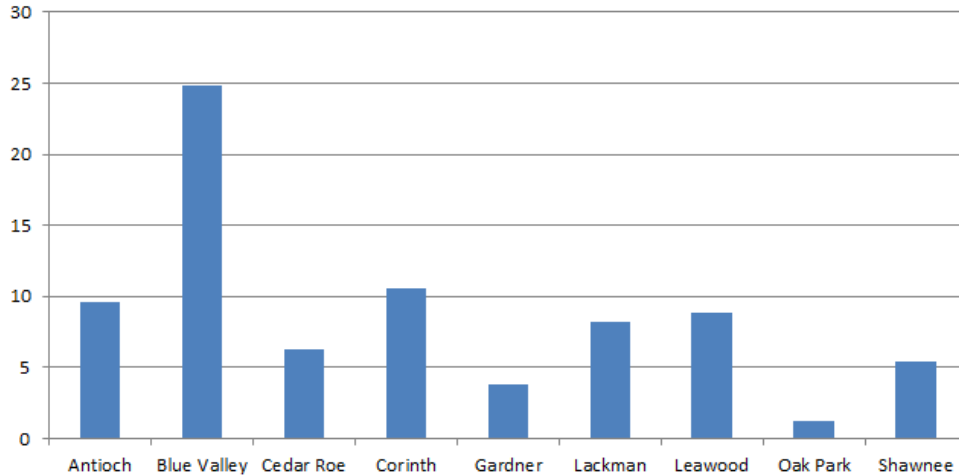


# GIMLET DATA

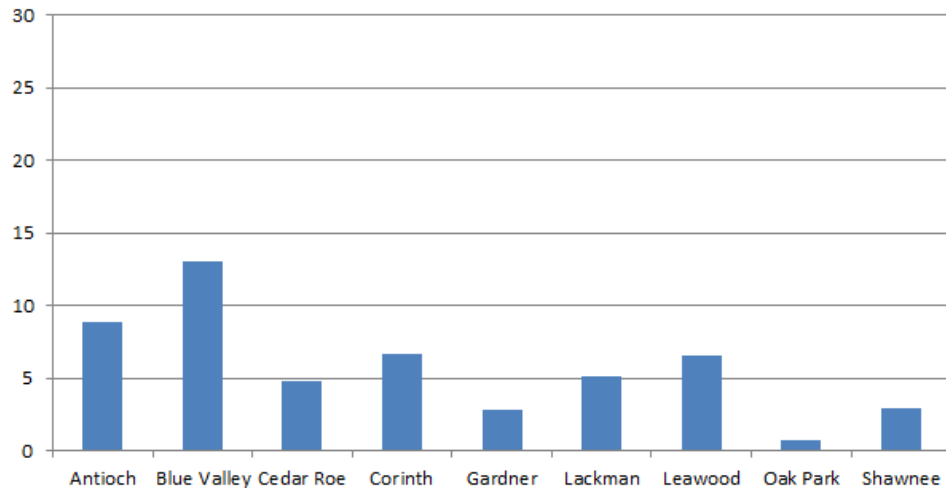
Hourly traffic by age, systemwide



# OCTOBER HEAD COUNTS



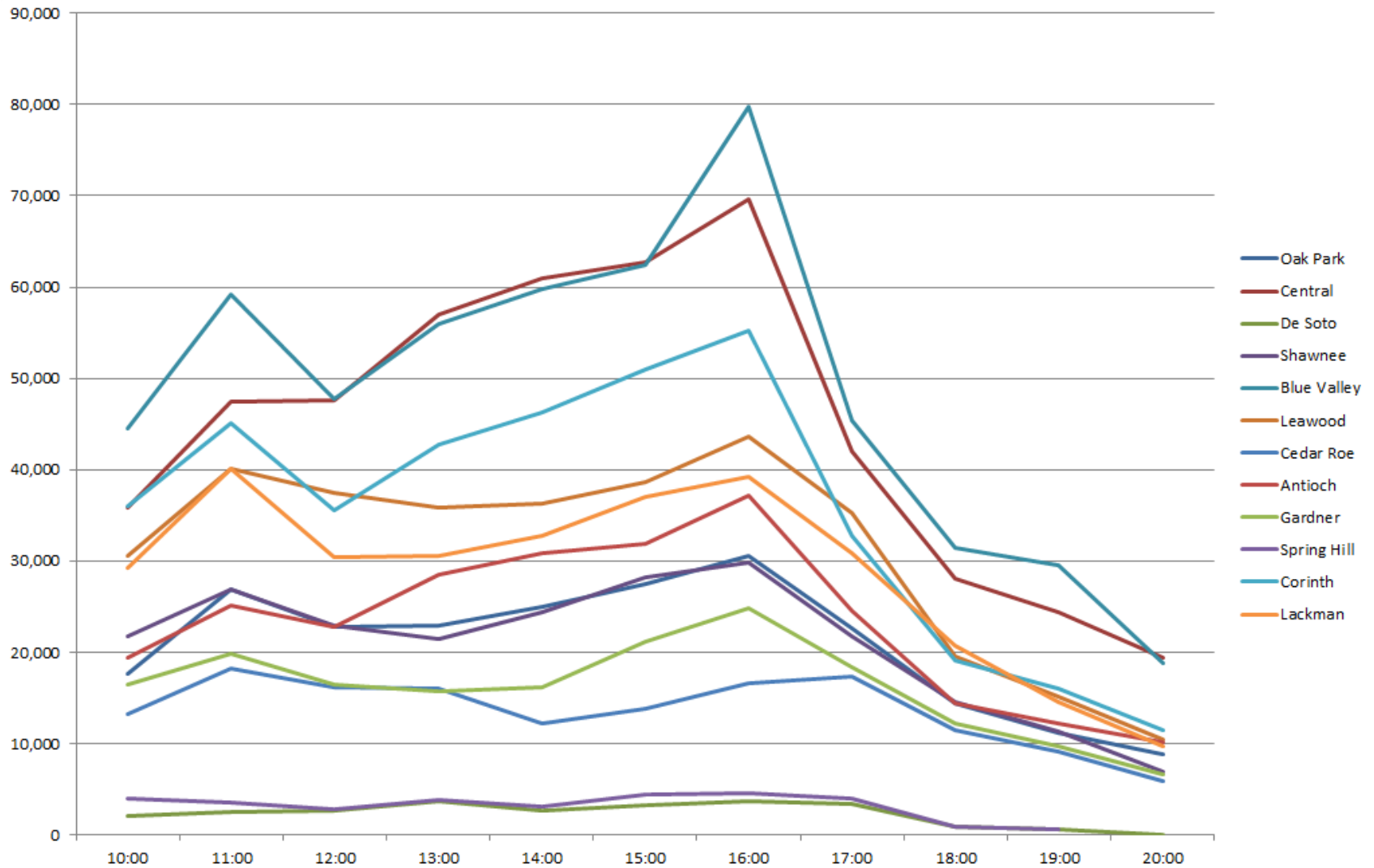
Average number of patrons in the building between 8-8:30



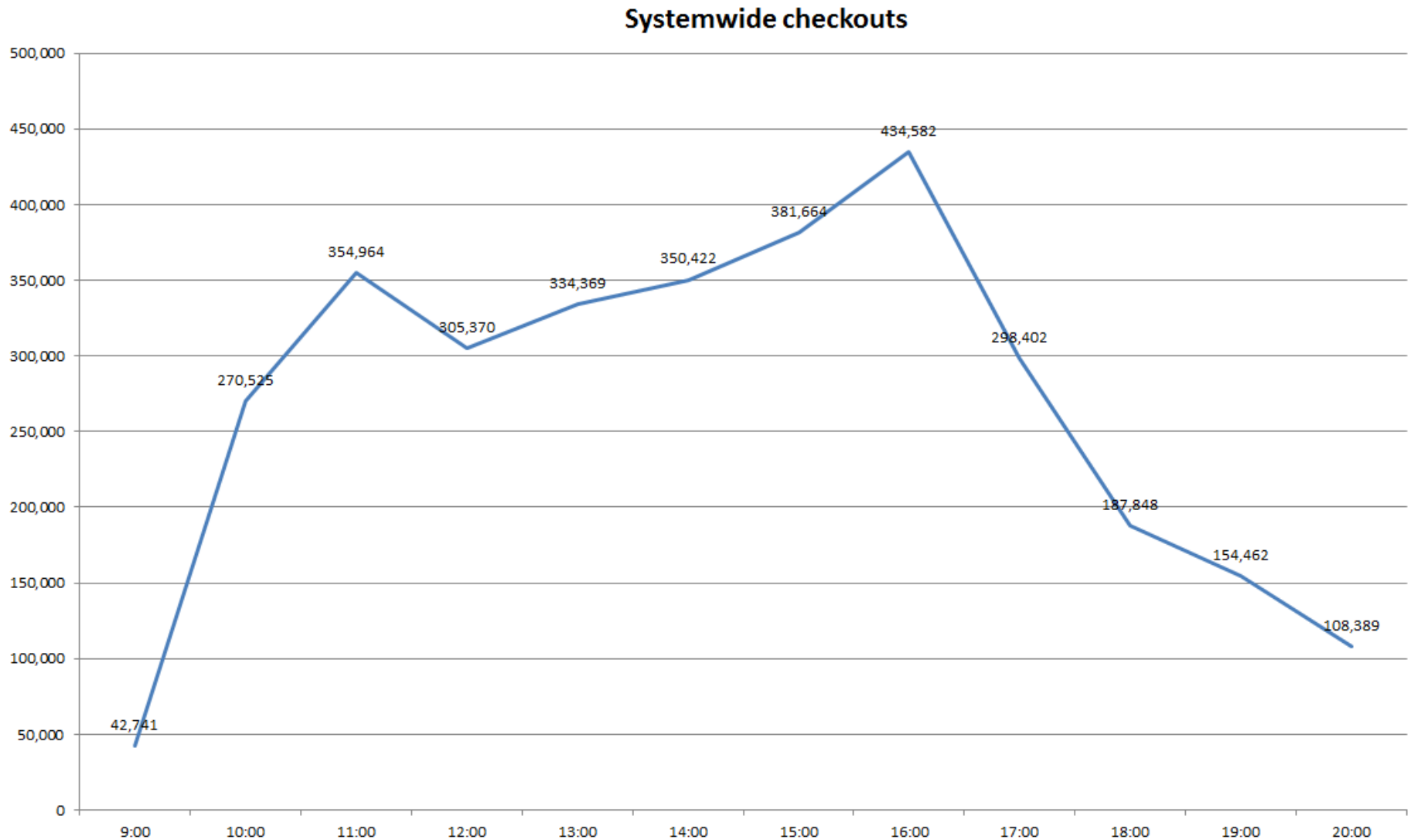
Average number of patrons in the building between 8:30-9

(Note: This does not include JCCC students at Antioch. We estimate a daily average of between 7-8 students.)

# SELF-CHECK USAGE

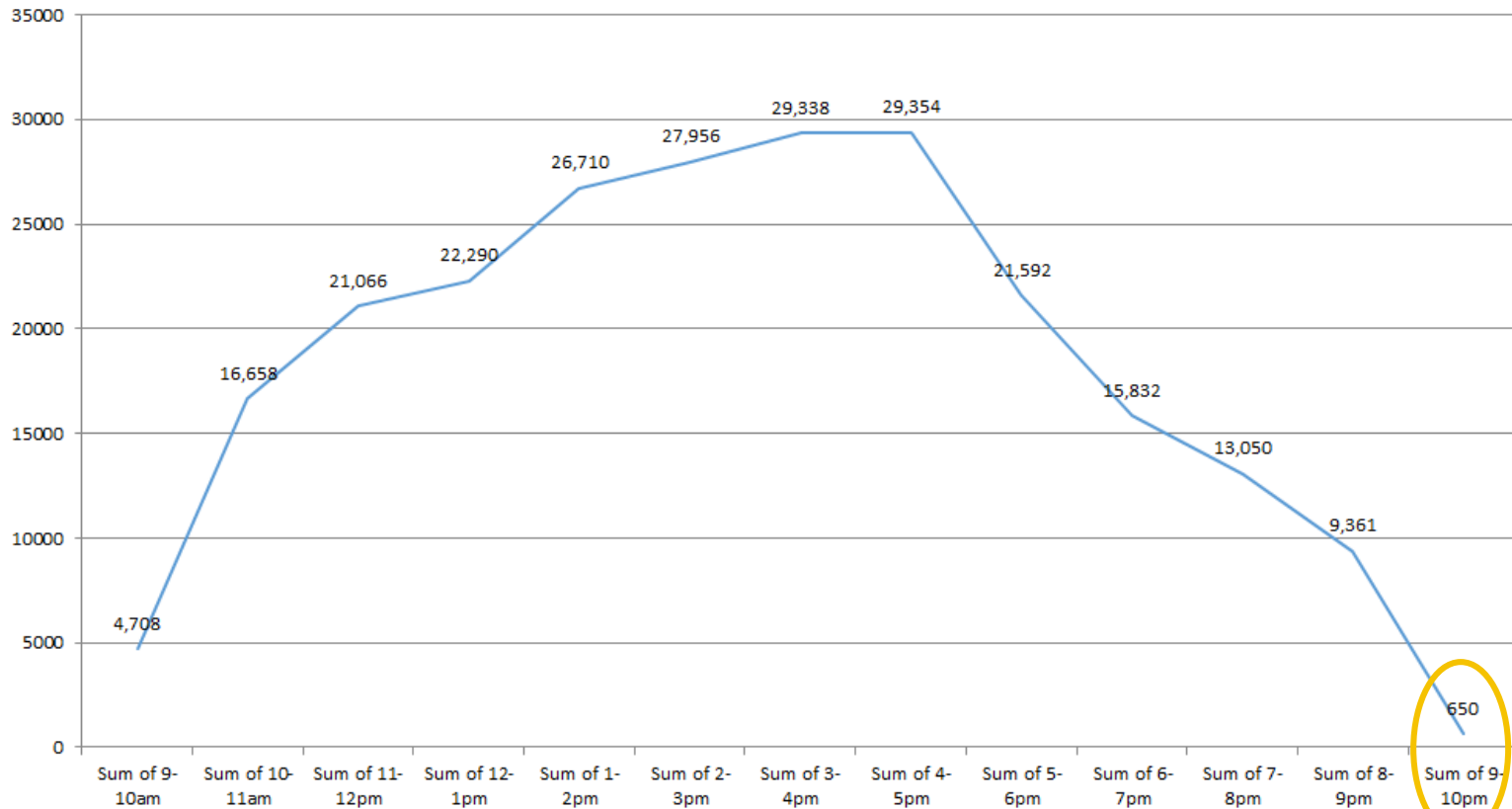


# SELF-CHECK USAGE



# PC SESSIONS

Total number of PC sessions during each hour (Aug, Sept, Oct)



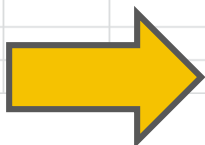
(This is the number of PC sessions still ongoing when the library closed)<sup>38</sup>

# ADDING AN HOUR

- We spent **approximately** \$7,213,219 on “public service” in 2013
  - Staff salary at all locations
  - Utilities at all locations
  - Does not include things like printer paper, toner, etc.
  - Does not include Collections, Tech Services, etc.

# ADDING AN HOUR

	A	B	C	D	E	F	G	H
1		Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
2	an	4	11	11	11	11	8	8
3	bv	4	11	11	11	11	8	8
4	cr		11	11	11	11	8	4
5	crl	4	12	12	12	12	9	8
6	co	4	11	11	11	11	8	8
7	de			8	8	7	8	4
8	ed			5	5	7	4	6
9	ga		11	11	11	11	8	8
10	la		11	11	11	11	8	8
11	le		11	11	11	11	8	8
12	op		11	11	11	11	8	8
13	se		11	11	11	11	8	8
14	sp		8	8	8	7		4
15		16	119	132	132	132	93	90
16								
17		number	hours	total hours for day of week				
18	Sundays	48	16	768				
19	Mondays	48	119	5712				
20	Tuesdays	52	132	6864				
21	Wednesdays	51	132	6732				
22	Thursdays	50	132	6600				
23	Fridays	51	93	4743				
24	Saturdays	52	90	4680				
25								
26				36099	total hours open, 2013			
27								
28								
29				7,213,219	cost of one year			
30				36,099	total open hours			
31				\$199.82	cost per hour			



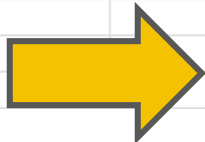
It costs us  
approximately  
\$199.82 to  
operate one  
library location  
for one hour.

(In real life, this number  
varies widely by branch,  
of course)



# ADDING AN HOUR

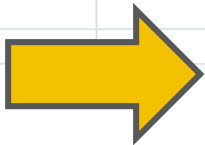
1		Sundays	Mondays	Tuesdays	Wednesday	Thursdays	Fridays	Saturdays
2	an	4	12	12	12	12	9	8
3	bv	4	12	12	12	12	9	8
4	cr		12	12	12	12	9	4
5	crl	4	12	12	12	12	9	8
6	co	4	12	12	12	12	9	8
7	de			9	9	8	9	4
8	ed			6	6	8	5	6
9	ga		12	12	12	12	9	8
10	la		12	12	12	12	9	8
11	le		12	12	12	12	9	8
12	op		12	12	12	12	9	8
13	se		12	12	12	12	9	8
14	sp		9	9	9	8		4
15		16	129	144	144	144	104	90
16								
17								
18		number	hours	total hours for day of week				
19	Sundays	48	16	768				
20	Mondays	48	129	6192				
21	Tuesdays	52	144	7488				
22	Wednesdays	51	144	7344				
23	Thursdays	50	144	7200				
24	Fridays	51	104	5304				
25	Saturdays	52	90	4680				
26								
27				38,976	projected open hours			
28				\$199.82	rough cost per hour			
29				\$7,788,184.32	total projected cost			
30				\$574,965.32	total increase from 2013 costs			



It would cost us **approximately** \$574,965 to add one hour to each weekday (excluding Central).

# ADDING AN HOUR

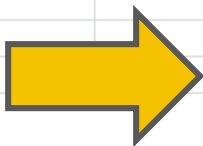
		Sundays	Mondays	Tuesdays	Wednesd.	Thursdays	Fridays	Saturdays
2	an	4	12	12	12	12	9	8
3	bv	4	12	12	12	12	9	8
4	cr		12	12	12	12	9	4
5	crl	4	12	12	12	12	9	8
6	co	4	12	12	12	12	9	8
7	de			8	8	7	8	4
8	ed			5	5	7	4	6
9	ga		12	12	12	12	9	8
10	la		12	12	12	12	9	8
11	le		12	12	12	12	9	8
12	op		12	12	12	12	9	8
13	se		12	12	12	12	9	8
14	sp		8	8	8	7		4
15		16	128	141	141	141	102	90
16								
17								
18		number	hours	total hours for day of week				
19	Sundays	48	16	768				
20	Mondays	48	128	6144				
21	Tuesdays	52	141	7332				
22	Wednesd.	51	141	7191				
23	Thursdays	50	141	7050				
24	Fridays	51	102	5202				
25	Saturdays	52	90	4680				
26								
27				38,367 projected open hours				
28				\$199.82 rough cost per hour				
29				\$7,666,493.94 total projected cost				
30				\$453,274.94 total increase from 2013 costs				



It would cost us **approximately** \$453,274 to add one hour to each weekday (excluding Central and community libraries).

# ADDING AN HOUR

1		Sundays	Mondays	Tuesdays	Wednesd	Thursdays	Fridays	Saturdays
2	an	4	12	12	12	12	8	8
3	bv	4	12	12	12	12	8	8
4	cr		12	12	12	12	8	4
5	crl	4	12	12	12	12	9	8
6	co	4	12	12	12	12	8	8
7	de			8	8	7	8	4
8	ed			5	5	7	4	6
9	ga		12	12	12	12	8	8
10	la		12	12	12	12	8	8
11	le		12	12	12	12	8	8
12	op		12	12	12	12	8	8
13	se		12	12	12	12	8	8
14	sp		8	8	8	7		4
15		16	128	141	141	141	93	90
16								
17								
18		number	hours	total hours for day of week				
19	Sundays	48	16	768				
20	Mondays	48	128	6144				
21	Tuesdays	52	141	7332				
22	Wednesd	51	141	7191				
23	Thursdays	50	141	7050				
24	Fridays	51	93	4743				
25	Saturdays	52	90	4680				
26								
27				37,908 projected open hours				
28				\$199.82 rough cost per hour				
29				\$7,574,776.56 total projected cost				
30				\$361,557.56 total increase from 2013 costs				



It would cost us **approximately** \$361,557 to add one hour Monday – Thursday (excluding Central and community libraries).

# SO WHAT DOES IT ALL MEAN?

- **GIMLET DATA – Our patron interaction data say:**
  - Our busiest days in terms of volume are Monday – Thursday
  - We see a steady decline in interactions after 4:00
  - Traffic in the 8pm hour is about 55% of the traffic in the 10am hour
- **SELF-CHECK USAGE – Our circulation data say:**
  - Our circulation is highest from 11:00 – 4:00
  - We see a steady decline in checkouts after 4:00
  - Traffic in the 8pm hour is about 40% of the traffic in the 10am hour

# SO WHAT DOES IT ALL MEAN?

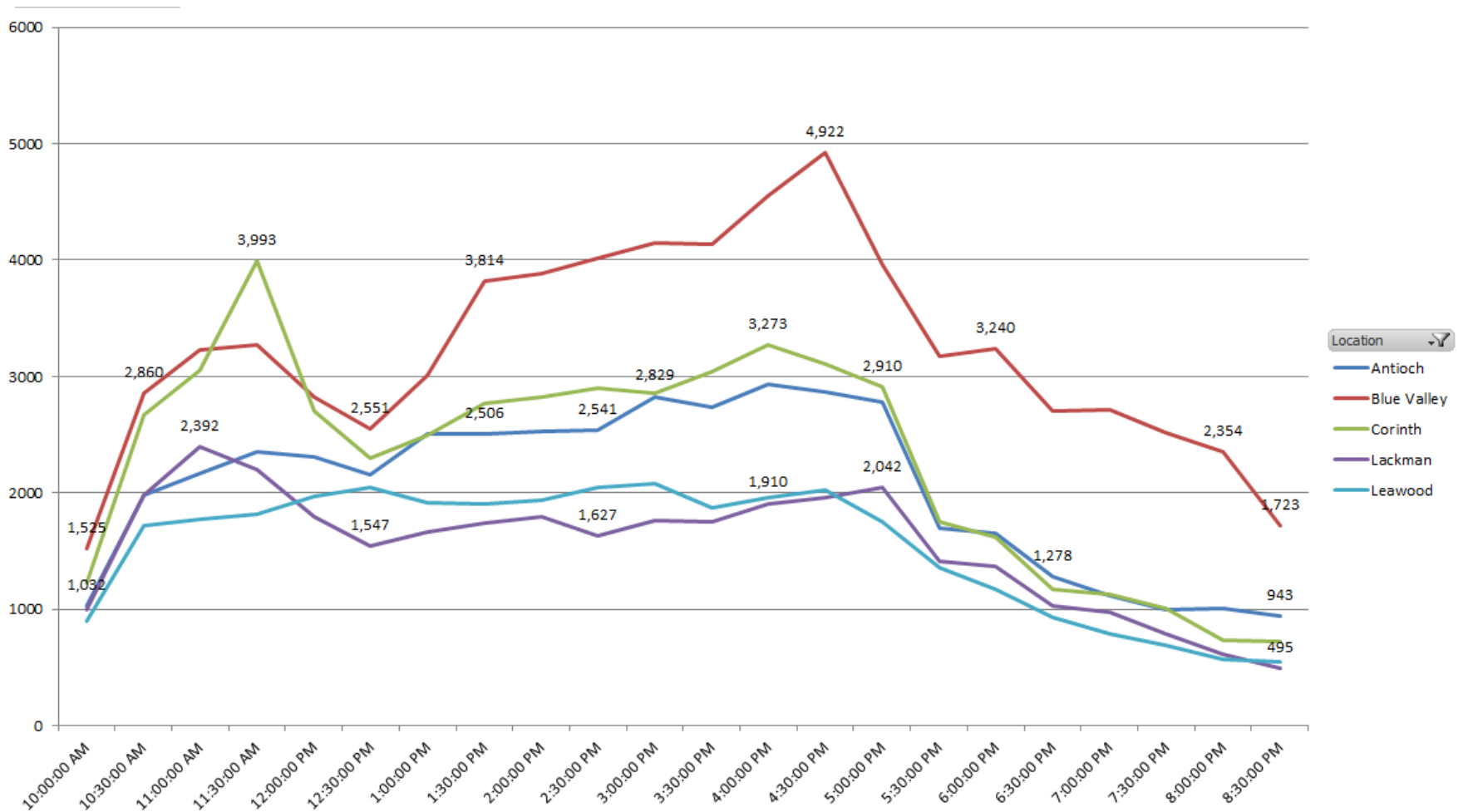
- **PC SESSIONS – Our usage data say:**
  - Beginning at about 5pm, we see a steady decline in public computing traffic
  - 8pm – 9pm is the least busy hour in terms of public computing
  - Traffic in the 8pm hour is about 56% of traffic in the 10am hour
- **COST ANALYSIS – Can we just add hours?**
  - Depending on how we structured the new hours, and assuming we don't hire any new people, it would cost somewhere between \$360,000 and \$550,000 to add one hour to our schedule.
  - Adding hours without adding people would cause service levels to drop.

**ANY  
QUESTIONS?**

**THANK YOU!**

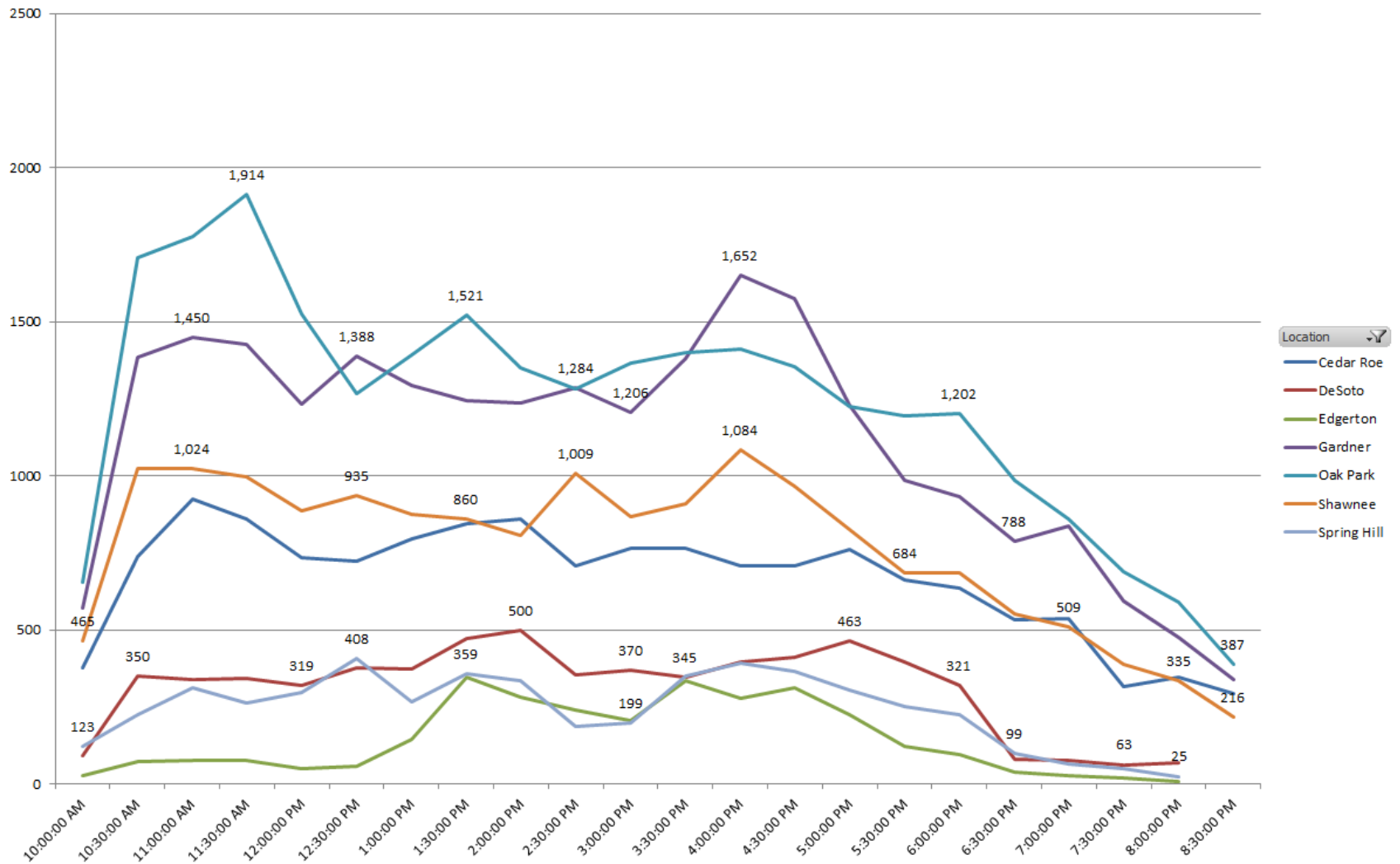
**2014**  
**LIBRARY**  
**USAGE BY**  
**THE HOUR**  
**THE SEQUEL!**

# HOURLY INTERACTIONS BY BRANCH

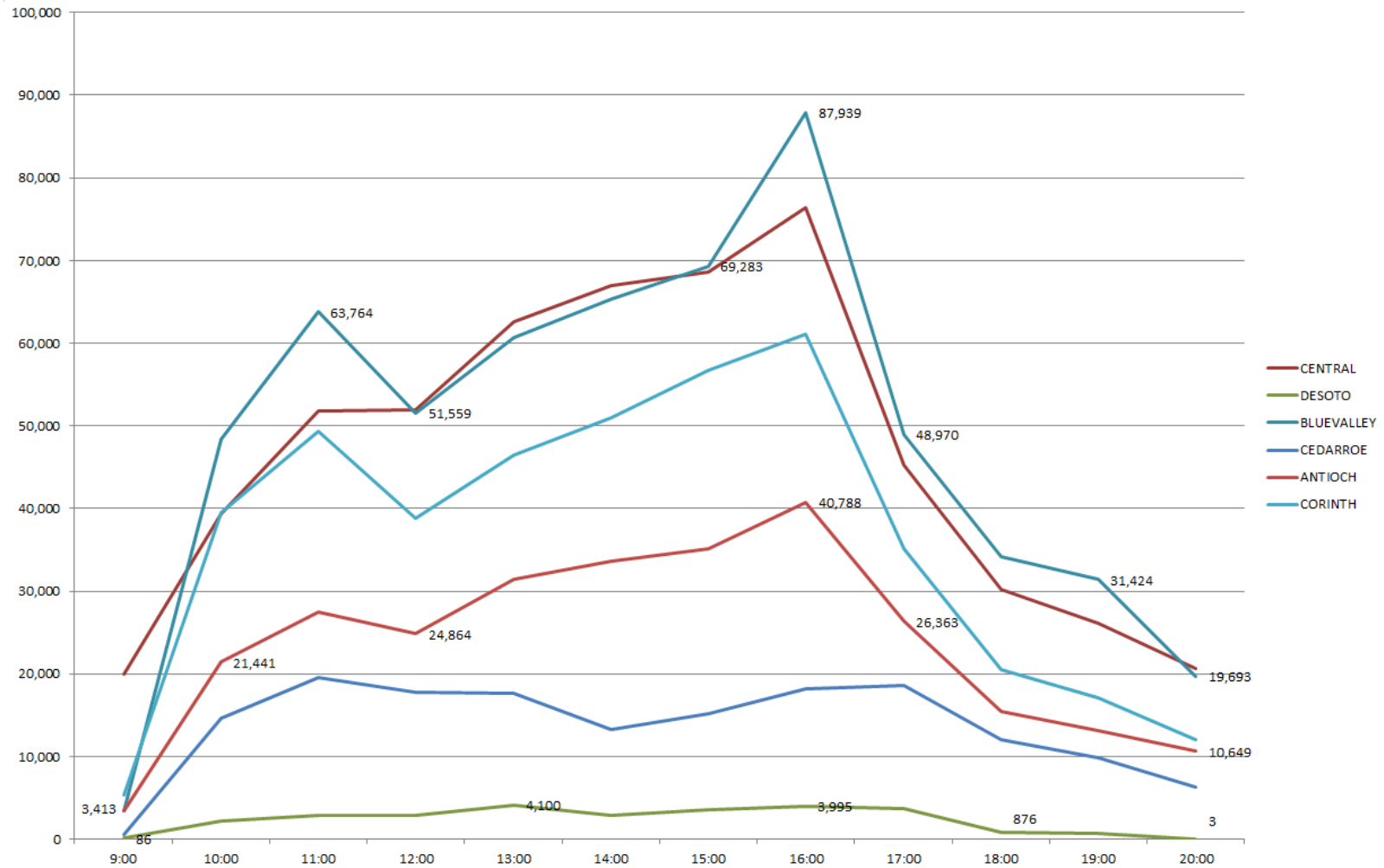




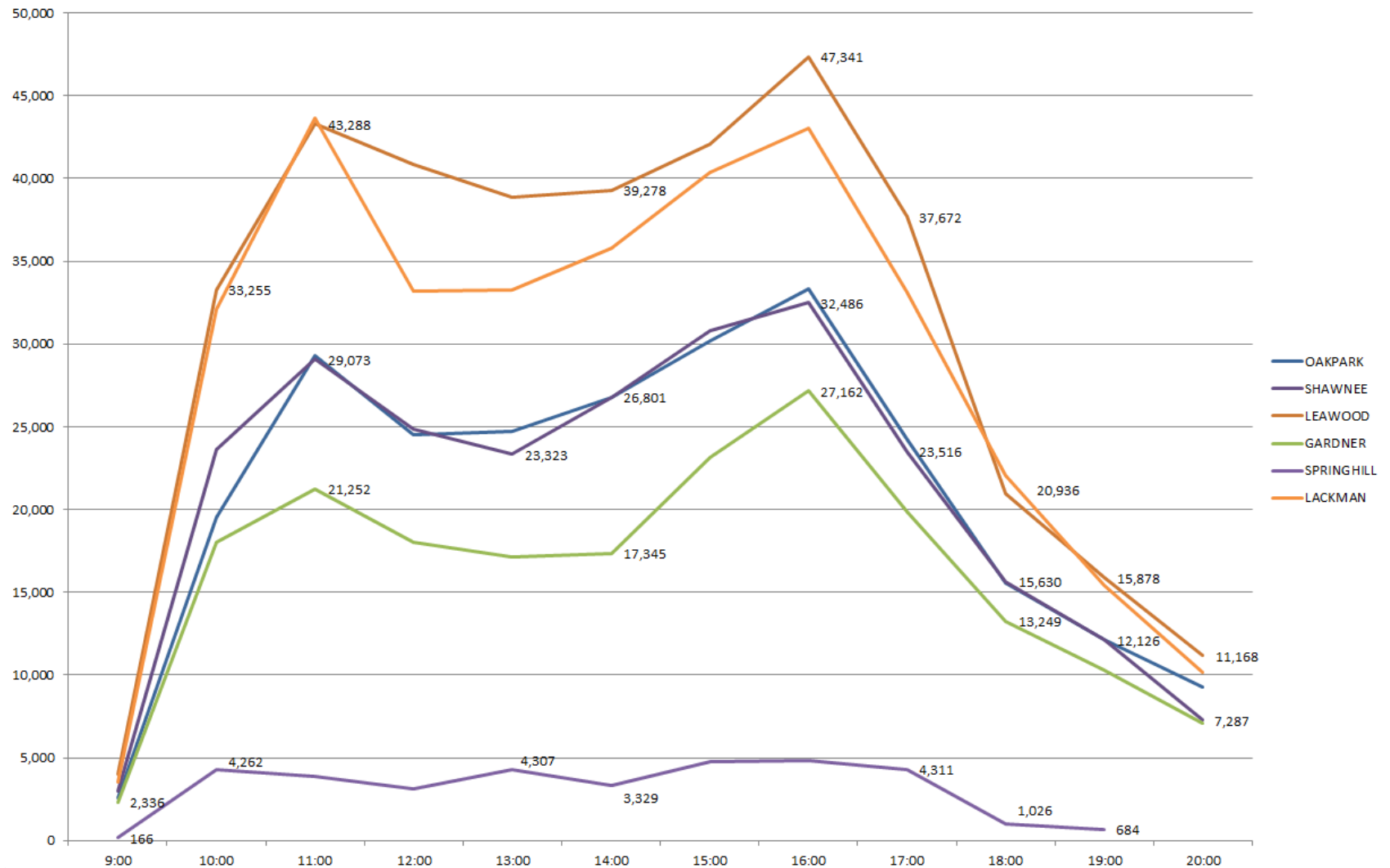
# HOURLY INTERACTIONS BY BRANCH



# HOURLY CHECKOUTS BY BRANCH



# HOURLY CHECKOUTS BY BRANCH



Briefing Sheet

**To:** JCL Library Board  
**From:** Sean Casserley  
**Date:** November 8, 2018

---

**Issue:** 2020-2024 Capital Improvement Plan (CIP) Submission

**Background:** Every year County agencies and departments put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5 year look ahead.

Today we are presenting a draft of the 2020-2024 CIP and these items are for capital requests to support the Library system. This is for informational use at this time and we will be asking you to take action at the December 2018 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2020 in August of 2019.

**Alternatives:** None at this time.

**Review:** Requests have been reviewed by JCL Board Budget Committee, JCL Administration, JCL Facilities and Johnson County Budget.

**Budget Approval:** \$1,130,000 in funding for the Capital Replacement Plan (CRP) funded from JCL operating, \$140,000 in one-time costs for the Corinth Library Study funded from JCL operating and \$13,680,094 for the Antioch Library Replacement project funded from cash and bonds.

**Recommendation:** This is being presented for information only at this time. Voting is anticipated to occur at the December 2018 meeting.

**Suggested Motion:** None is required at this time.

**Department Request Summary**  
Capital Improvements Program 2020-2024  
Johnson County, Kansas

[illegible]

# Johnson County Capital Improvements Program 2020-2024

## Project Request Capital Summary

Department: Library				Date: December 2018		
Submittal Year: 2018		Project Title: Capital Replacement Plan				
Annual Debt Service:		# of Years: -		Priority: System		
Capital Expenditures	2020	2021	2022	2023	2024	Project Total
Building Envelope/Roofing/Exterior Building Signage	\$ 326,000	\$ 70,000	\$ 510,000	\$ 757,000	\$ 767,000	\$ 2,430,000
Parking Lots/Site Repair/Irrigation/Landscaping	\$ -	\$ 308,500	\$ 105,000	\$ -	\$ 9,500	\$ 423,000
Interior Work/Finishes/ADA	\$ 285,000	\$ 442,000	\$ 250,000	\$ 425,000	\$ 475,000	\$ 1,877,000
						\$ -
						\$ -
						\$ -
						\$ -
Subtotal	\$ 611,000	\$ 820,500	\$ 865,000	\$ 1,182,000	\$ 1,251,500	\$ 4,730,000
Equipment Expenditures	2019	2020	2021	2022	2023	Project Total
Vehicle Replacement		\$ 35,000	\$ 90,000	\$ 40,000	\$ -	\$ 165,000
Building HVAC/Electrical Equip Replacement	\$ 719,000	\$ 610,000	\$ 570,000	\$ 275,000	\$ 194,000	\$ 2,368,000
						\$ -
Subtotal	\$ 719,000	\$ 645,000	\$ 660,000	\$ 315,000	\$ 194,000	\$ 2,533,000
Start Up Expenditures	2019	2020	2021	2022	2023	Project Total
						\$ -
						\$ -
						\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,330,000	\$ 1,465,500	\$ 1,525,000	\$ 1,497,000	\$ 1,445,500	\$ 7,263,000

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

---

**Department:** Johnson County Library

**Project Title:** Antioch Library Replacement

**Approved by:** Sean Casserley

---

**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

The existing 35,258 gross square foot (GSF) Antioch Library was occupied in 1956 and was the first central library. It has been renovated 5 times, with many smaller alterations occurring over the years within its interior spaces.

The City of Merriam approached the Library Board of Directors with an opportunity to construct a new facility on donated land directly adjacent to Merriam's new community center, strengthening the connection with the community. This project would create a 15,750 GSF facility to replace the existing facility and has the added benefits of allowing the Library to keep the existing branch open until the new branch has completed construction and also to sell the existing properties.

In the 2019 budget, a project was approved for a new materials conveyance system for Antioch in the amount of \$300,000. With the approval of this Antioch Library Replacement project request, the 2019 project would not be pursued. The materials conveyance system would be installed as part of the costs of this replacement project and the dollars are included in this project for that purpose.

*2. Explain the project need. How is this need currently being met?*

The limits of the existing site are predominantly location and small site size; site access and parking are both challenging, now and with any redevelopment in the future. The square footage for the new facility meets the need for this service area.

*3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

This project is aligned with the JCL Strategic Plan by providing a facility that can support and house the Library's Strategic Plan. This project is also aligned with the BOCC's Strategic priorities: 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness and 6) Facilitate increased coordination, collaboration, and consolidation within and among all governmental entities for the efficient and effective delivery of public services.

*4. Summarize and attach any preliminary studies that have been conducted.*

JCL 2015 Comprehensive Library Master Plan

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

5. *Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

The following timeline is anticipated and may change:

Site Feasibility Study/Programming/Estimating	Q2	2018
Architect Selection	Q4	2020
Design and Documentation	Q1-3	2021
Bidding and Construction	Q4-4	2021-22
Furniture Installation/Collection/Training/Move in	Q1	2023
Opening	Q1	2023

6. *Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

7. *What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

The alternatives are to continue operating a branch at this location, to construct a new facility on the same site or to search for other locations and opportunities to partner with other entities.

8. *If this is a building project provide detail on the square footage and life expectancy of the building.*

This total building square footage will be approximately 15,750 square feet with an anticipated lifespan of 75 years.

9. *Please outline what sustainability best practices were considered in the development of this project.*

Sustainability practices will be integral in the design and construction of this project.



# Johnson County Capital Improvements Program 2020-2024

## Project Request Capital Summary

Department: Library					Date: December 2018		
Submittal Year: 2018		Project Title: Antioch Library Replacement					
Annual Debt Service:                 \$                 -		# of Years:                                 -		Priority: 2			
Capital Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
Preliminary Studies	\$           32,600						\$           32,600
Design/Consulting		\$           74,055	\$   1,110,818	\$     296,218			\$    1,481,091
Construction				\$   9,759,119			\$   9,759,119
Public Art				\$    136,800			\$     136,800
							\$               -
							\$               -
							\$               -
							\$               -
Subtotal	\$           32,600	\$           74,055	\$   1,110,818	\$ 10,192,137	\$               -	\$               -	\$ 11,409,610
Equipment Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
Furnishings, Fixtures & Equipment				\$     575,771	\$   1,727,313		\$   2,303,084
							\$               -
Subtotal	\$               -	\$               -	\$               -	\$     575,771	\$   1,727,313	\$               -	\$   2,303,084
Start Up Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
							\$               -
							\$               -
							\$               -
Subtotal	\$               -	\$               -	\$               -	\$               -	\$               -	\$               -	\$               -
TOTAL	\$           32,600	\$           74,055	\$   1,110,818	\$ 10,767,908	\$   1,727,313	\$               -	\$ 13,712,694

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

---

**Department:** Johnson County Library

**Project Title:** Corinth Library Replacement

**Approved by:** Sean Casserley

---

**Directions:** Please answer the following questions. **Type only in the gray boxes.** Attach supplemental information if applicable. Contact your budget analyst if you need assistance.

*1. Describe the project request.*

The approximate 20,000 square foot Corinth Library is reported to be in relatively poor condition. Demolish and replace the building on its current site in Prairie Village or construct a new facility at another site location which would serve the needs of the library patrons in this area

*2. Explain the project need. How is this need currently being met?*

This need is currently being met by providing maintenance repairs to the existing building that is in poor condition.

*3. How does this project relate to the Board of County Commissioners' Strategic Priorities for Johnson County or departmental goals?*

This project is aligned with the JCL Strategic Plan by providing a facility that can support and house the Library's Strategic Plan. This project is also aligned with the BOCC's Strategic priority 1) Complete or advance existing projects approved by voters and the Board of County Commissioners with efficiency and effectiveness.

*4. Summarize and attach any preliminary studies that have been conducted.*

JCL 2015 Comprehensive Library Master Plan

*5. Provide a detailed project timeline beginning from project approval, through design, construction, fully occupied, and fully operational.*

The following timeline is anticipated and may change:

Site Feasibility Study/Programming/Estimating	Q1	2020
Architect Selection	Q2	2023
Design & Documentation	Q3-1	2023-24
Bidding & Construction	Q2-3	2024-25
Furniture Installation/Collection/Training/Move in	Q4	2025
Opening	Q4	2025

*6. Describe in detail the nature of the services provided with this capital request. Check which of the following best describes this project (see instruction/guideline page for definitions):*

Replacement ☒ Enhancement/Upgrade ☐ Growth ☐ New Service Provision ☐

Capital Improvement Program  
Capital Impact  
Johnson County, Kansas

*7. What alternatives have been considered to this project, i.e. lease vs. purchasing, outsourcing, cooperative or shared purchasing? Please elaborate.*

The alternative is to continue performing major repairs on the existing building as long as possible and close the building and branch when that is no longer possible.

*8. If this is a building project provide detail on the square footage and life expectancy of the building.*

This total building square footage will be approximately 20,000 square feet with an anticipated lifespan of 75 years.

*9. Please outline what sustainability best practices were considered in the development of this project.*

Sustainability practices will be integral in the design and construction of this project.

# Johnson County Capital Improvements Program 2020-2024

## Project Request Capital Summary

Department: Library					Date: December 2018		
Submittal Year: 2018		Project Title: Corinth Library Replacement					
Annual Debt Service: \$ -		# of Years: -		Priority: 2			
Capital Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
Preliminary Studies Design/Consulting Construction Public Art		\$ 140,000			\$ 708,900	\$ 1,299,350 \$ 10,245,000	\$ 140,000
							\$ 2,360,000
							\$ 17,075,000
							\$ 235,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ 140,000	\$ -	\$ -	\$ 708,900	\$ 11,544,350	\$ 19,810,000
Equipment Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
Furnishings, Fixtures & Equipment							\$ 3,785,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Start Up Expenditures	Prior Years Total	2020	2021	2022	2023	2024	Project Total
							\$ -
							\$ -
							\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 140,000	\$ -	\$ -	\$ 708,900	\$ 11,544,350	\$ 23,595,000

# Budget Committee FY 2020

September 2018



# Agenda

1. ARM 10-70-10 Library Budget Review and Approval Process and a little historical review
2. Any deletions or cuts in the Library budget
3. Review of decisions made for the 2019 budget last year (2018 Budget Committee)
4. New Position Requests for 2020
5. New Programs for 2020
6. Significant increases in spending for 2020

# JCL Board Policy 10-70-10

- 1. In October, the Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
- 2. In November, the Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
- 3. In early December, preferably before the December Library Board Meeting, the County Librarian shall present formal budget recommendations to the Committee.
- 4. At the December and/or January Library Board

# Topics

- History of 0.75% increase to budget

In 2015 the BOCC voted to increase the JCL mill levy from 3.159 mills by 0.75% of one mill to 3.91 mills. This increase in mill levy was designed to provide capital to build, provide additional staff and expand programming.

Growth in the 3.159 mill came with the request from BOCC to focus most of the 0.75% on capital and to move staffing/programming costs to be absorbed in the 3.159 mill.

JCL has followed this request in our proposed budget through the years since that vote. August 2018 the BOCC voted to set the mill levy at approximately 3.894 mills.

- 5% Growth since 2018

JCL was asked to study the 0.75% of one mill increase comparing actual growth with a 5% stable growth from 2015 forward and to analyze the effects this may have on the CLMP.

Also JCL was asked to look at a hybrid approach where JCL would offset the 5% growth by adding back \$125,000.

In August 2018 the BOCC voted to reduce the mill to reflect a \$230,000 decrease to bring the total increase to approximately 5% for Fiscal Year 2019.



# Original Mill Levy

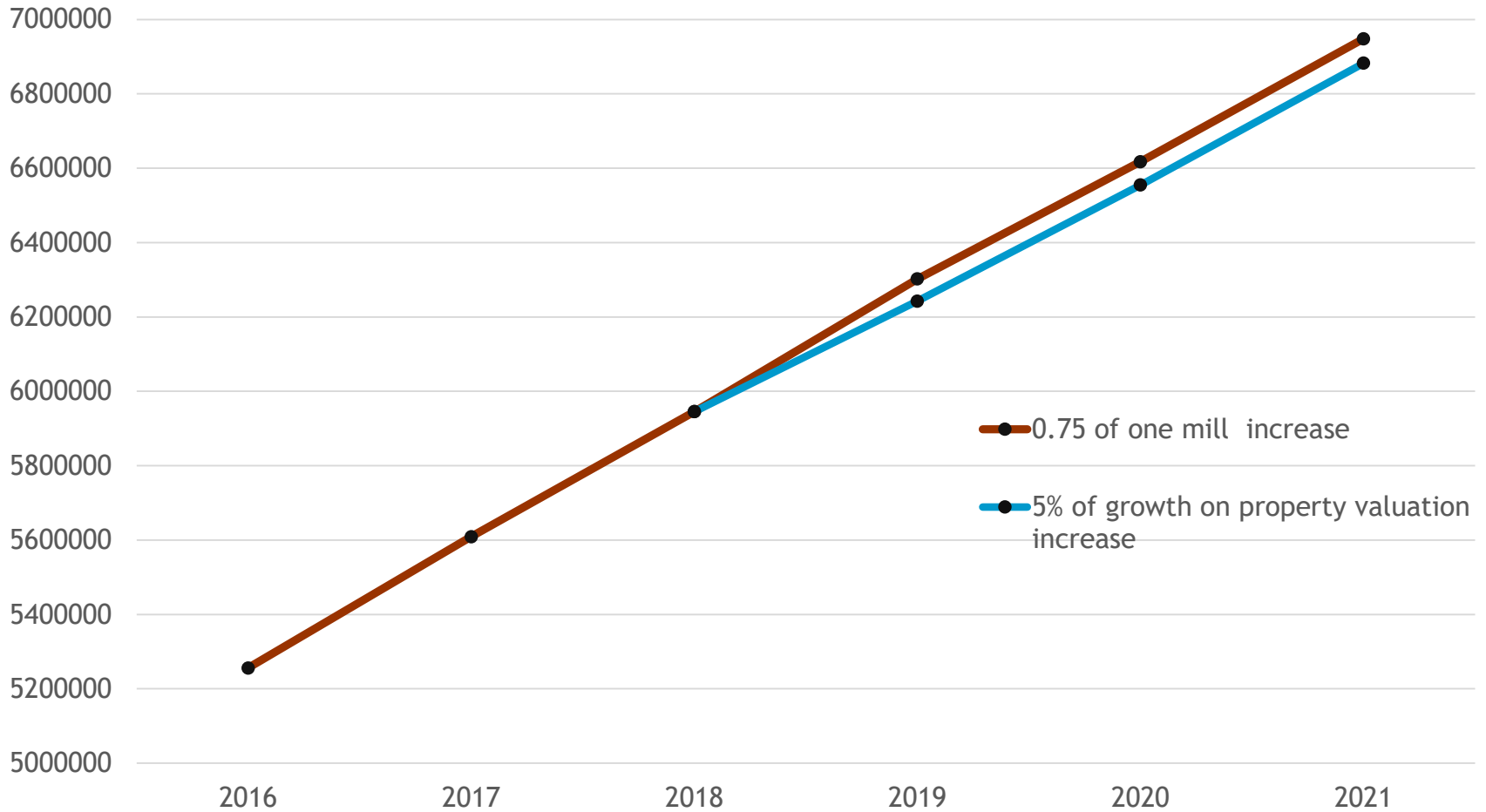
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This was a partial funding of the original request presented in the CLMP. The JCL Board requested an increase of 1.1 mills to fund the CLMP.

The BOCC increased the mill by 0.75%.

The CLMP was originally a 20 year plan and once the BOCC granted an increase of 0.75% of one mill, the BOCC requested that JCL compress the timeframe of the plan.

## Previous vs. Current



# Breakdown of 0.75% mill increase as of August, 2018

- 2016 \$5,256,044
- 2017 \$5,609,038
- 2018 \$5,945,580
- 2019 \$6,242,859  
(projection)
- 2020 \$6,555,002  
(projection)
- 2021 \$6,882,752  
(projection)

# Effects to CLMP

- We believe the effects to the CLMP progress will be minimal
- Approximate reduction of \$230,000 per year (ongoing)

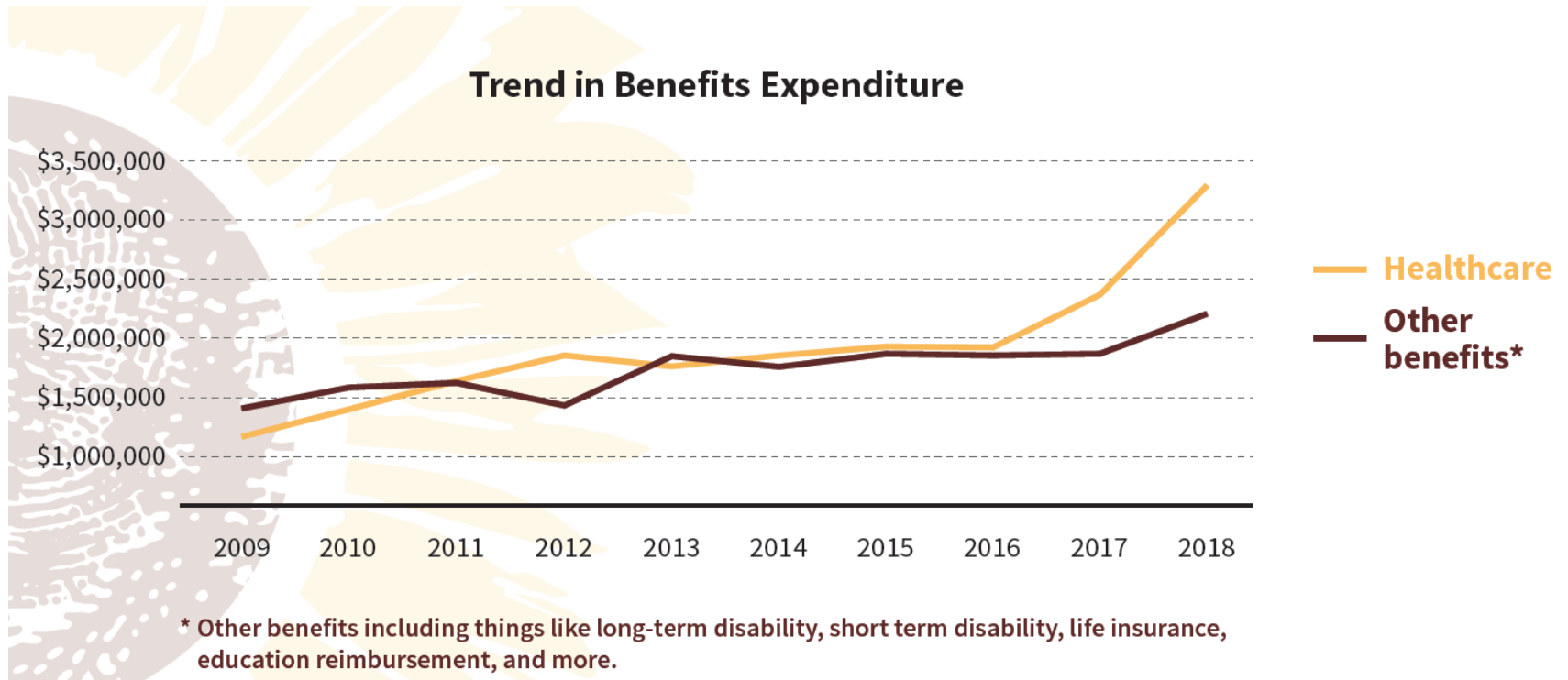
# Ongoing Budgeted Expenses

JCL Personnel costs (including benefits and 3% countywide salary increase) --  
\$21,479,786

Increase in FTEs for 2019 327.79 up 24.11  
from 2018 at 303.68

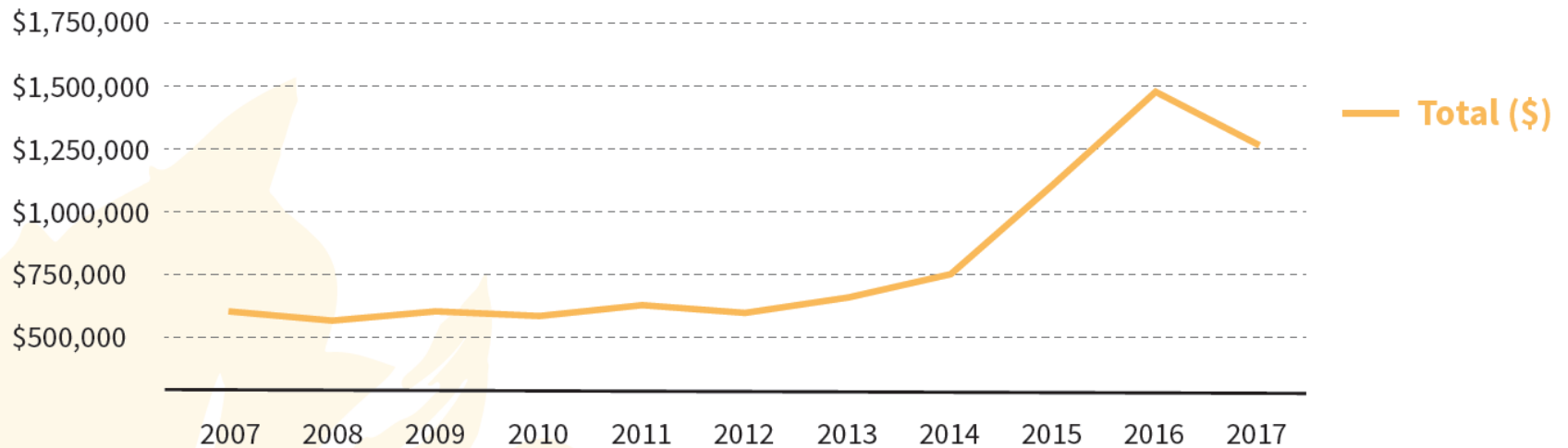
Health Benefits for 2019 \$3,962,127

# Healthcare costs 2009 – 2018



# Utilities 2007 – 2017

**Trend in Utility Expenditures**



# Budget Increase Requests Summary

1. Information Technology	\$226,313
2. Capital Replacement Plan	\$200,000
3. Collection	\$320,000
4. Communications/Marketing	\$100,000
5. Facilities	\$121,081



# Information Technology

- Software annual maintenance costs, upgrades and replacements  
\$117,701
- Credit card payment project  
\$76,622
- Increase in computer hardware replacement plan \$19,476
- A/V equipment replacement program  
\$12,000

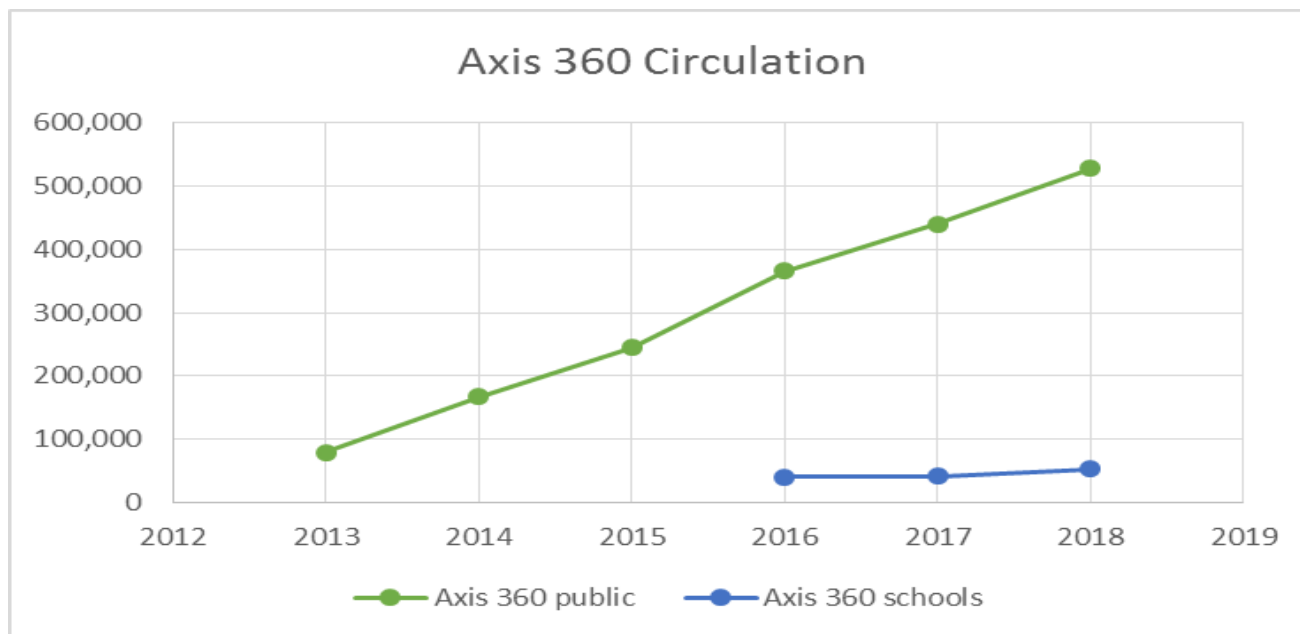
# Capital Replacement Program

- ADA Items  
\$100,000
- Interior painting cycle funding \$  
50,000
- Lighting/Energy Retrofit \$  
50,000

# Collection Increase Summary

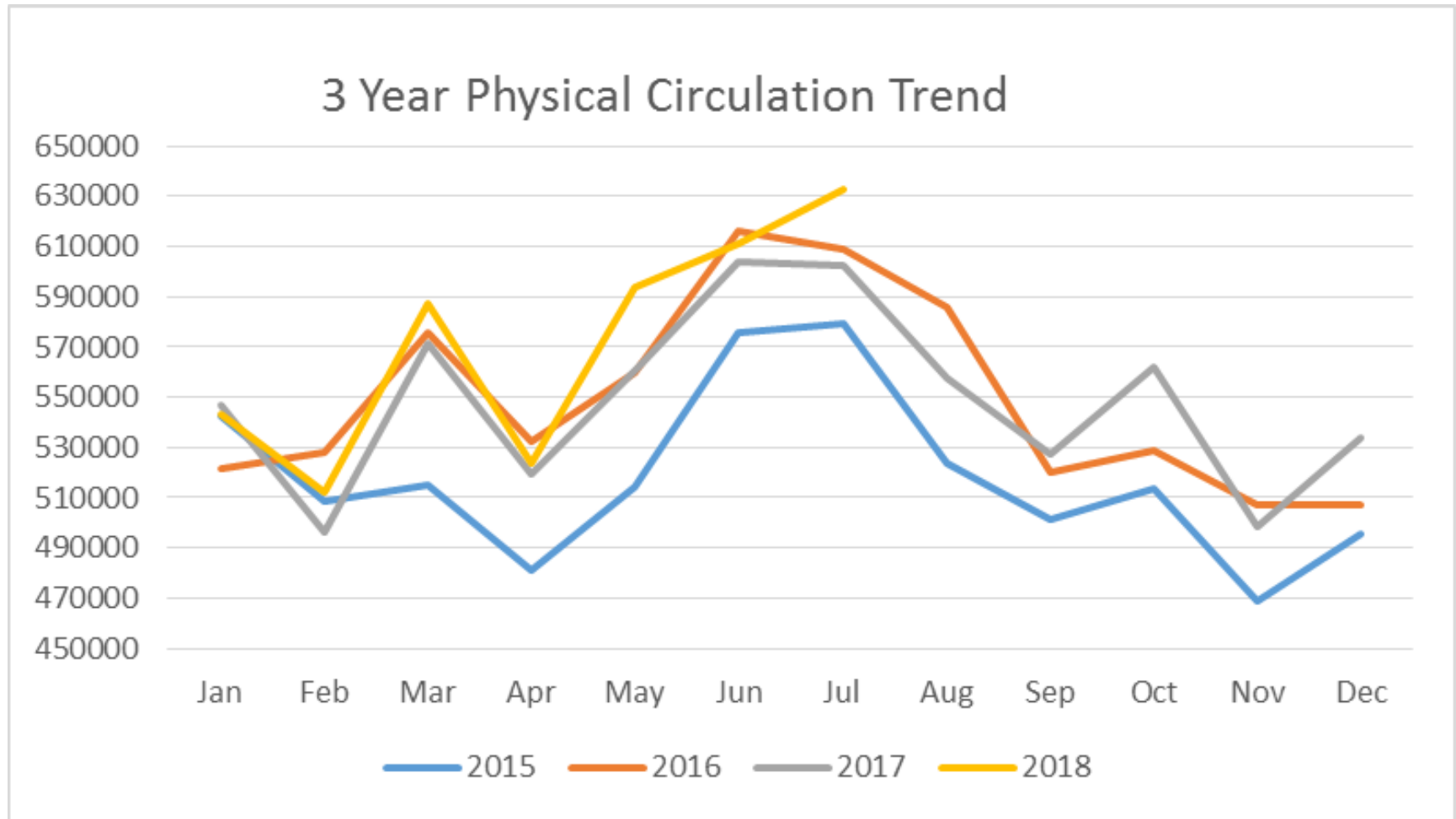
- Digital  
\$111,200
  - Physical  
\$181,034
  - Processing  
26,210
- \$

# Collection – Digital Collection



TOTAL CHECKOUTS	Axis 360 public	Public % increase	Axis 360 Schools	Schools % increase
2013	78904			
2014	167536	112.3%		
2015	244289	45.8%		
2016	365984	49.8%	39781*	
2017	439901	20.2%	41567	4.5%
2018**	527429	19.9%	52976	27.4%

# Collection - Physical Materials



# Communications/Marketing (A)

- \$100,000 increase covers:
  - \$50,000 in outsourced consulting/implementation of new strategic communications improving existing service and adding updated messaging
  - \$30,000 in new software for tracking effectiveness metrics for messages to patrons through e-mail, the public website, and social media
  - \$20,000 in increased promotions through mobile services and events to address patron requests identified in the KU-PMC study completed in June 2018

Marketing

Increase mobile services promotions  
20%

Outsourcing/Internal  
Communications  
50%

New software and metrics tracking  
30%

■ Outsourcing/Internal Communications   ■ New software and metrics tracking   ■ Increase mobile services promotions

# Facilities

- Additional weekend cleaning – Monticello
- Security Camera upgrades and replacements
- Fuel price increase
- Increase in janitorial supplies
- Increase in building materials – small projects
- Vehicle repairs, equipment maintenance
- Pest control central contract (ad hoc previously)
- Upgrade to central control software (and add MO)



# JCL Budget Projections 2018-2026

## as of 08/2018

	2018 Budget	2019 Budget	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated	2024 Estimated	2025 Estimated	2026 Estimated
Ad Valorem Taxes	31,144,550	33,045,236	35,145,078	36,882,987	38,617,345	40,450,794	42,473,334	44,597,000	46,826,850
Other Taxes	3,443,244	3,502,350	3,595,450	3,691,343	3,790,113	3,891,846	3,996,147	4,104,043	4,214,853
Other Library Revenue	1,234,403	1,226,571	1,251,049	1,276,017	1,301,484	1,327,460	1,354,009	1,381,089	1,408,711
Grants	254,678	250,389	257,901	265,638	273,607	281,815	287,451	293,200	299,064
Investment Interest	139,179	304,911	323,968	327,780	320,157	312,534	309,409	306,315	303,251
Use of Carryover	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Total Revenues</b>	<b>36,226,054</b>	<b>38,339,457</b>	<b>40,583,446</b>	<b>42,453,765</b>	<b>44,312,706</b>	<b>46,274,449</b>	<b>48,430,351</b>	<b>50,691,649</b>	<b>53,062,730</b>
Payroll Expenses	19,132,976	21,323,420	22,184,699	23,086,539	24,031,140	25,020,833	26,051,691	27,125,021	28,242,572
Blue Valley Staffing	0	0	0	0	0	0	0	0	750,000
Contractual	4,020,815	4,710,981	4,805,201	4,901,305	4,999,331	5,099,317	5,201,304	5,305,330	5,411,436
Commodities	5,125,453	4,385,684	4,473,398	4,562,866	4,654,123	4,747,205	4,842,150	4,938,993	5,037,772
Additional Lenexa Operating	0	0	49,822	50,818	51,835	52,872	53,929	55,008	56,108
Additional Blue Valley Operating	0	0	0	0	0	0	0	0	80,375
Interfund Transfers	290,626	490,100	509,704	530,092	551,296	573,348	597,314	622,281	648,293
Grants Other Expenses	254,678	250,389	257,901	265,638	273,607	281,815	287,451	293,200	299,064
Risk Management Charges	107,220	125,402	129,164	133,039	137,030	141,141	145,375	149,737	154,229
JCL Capital Replacement Plan (CRP)	1,147,850	1,131,100	1,194,000	1,189,800	1,273,600	1,247,000	1,247,000	1,247,000	1,247,000
Materials Handling Sorters	285,000	300,000							
Comprehensive Library Master Plan Future Projects	1,887,851	2,056,189							
Lease Payments to Public Building Commission (PBC)	3,138,844	2,738,276	2,728,376	2,731,826	2,739,776	2,734,576	2,735,575	2,264,475	2,270,925
Interfund Transfers to Debt Service Fund	834,741	827,916	334,718	10,000	10,000	10,000	0	0	0
Future Antioch Debt \$18.1m (Cash \$5.9m and Debt \$12.2m)	0	0	0	927,200	927,200	927,200	927,200	927,200	927,200
Corinth Debt \$22.6m (Cash \$10.6m and Debt \$12m)	0	0	0	0	0	948,000	948,000	948,000	948,000
Blue Valley Debt \$51.5m (Cash \$9.9m and Debt \$41.6m)	0	0	0	0	0	0	0	3,432,000	3,432,000
<b>Operating Expenses</b>	<b>36,226,054</b>	<b>38,339,457</b>	<b>36,666,982</b>	<b>38,389,123</b>	<b>39,648,937</b>	<b>41,783,307</b>	<b>43,036,989</b>	<b>47,308,244</b>	<b>49,504,974</b>
Cash for Future Projects			3,916,464	4,064,642	4,663,768	4,491,142	5,393,362	3,383,405	3,557,756
Information Technology			226,313	230,839	235,456	240,165	244,968	249,868	254,865
Capital Replacement Program			200,000	204,000	208,080	212,242	216,486	220,816	225,232
Collection			320,000	326,400	332,928	339,587	346,378	353,306	360,372
Marketing			100,000	102,000	104,040	106,121	108,243	110,408	112,616
Facilities			121,081	123,503	125,973	128,492	131,062	133,683	136,357
			<b>2,949,070</b>	<b>3,077,900</b>	<b>3,657,292</b>	<b>3,464,536</b>	<b>4,346,224</b>	<b>2,315,323</b>	<b>2,468,313</b>

# Budget Committee FY 2020

November 2018



# Agenda

1. ARM 10-70-10 Library Budget Review and Approval Process and a little historical review
2. Any deletions or cuts in the Library budget
3. Review of decisions made for the 2019 budget last year (2018 Budget Committee)
4. Budget Overview 2020

# JCL Board Policy 10-70-10

- 1. In October, the Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
- 2. In November, the Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
- 3. In early December, preferably before the December Library Board Meeting, the County Librarian shall present formal budget recommendations to the Committee.

# Original Mill Levy

- The original mill levy was 3.159 in 2015.
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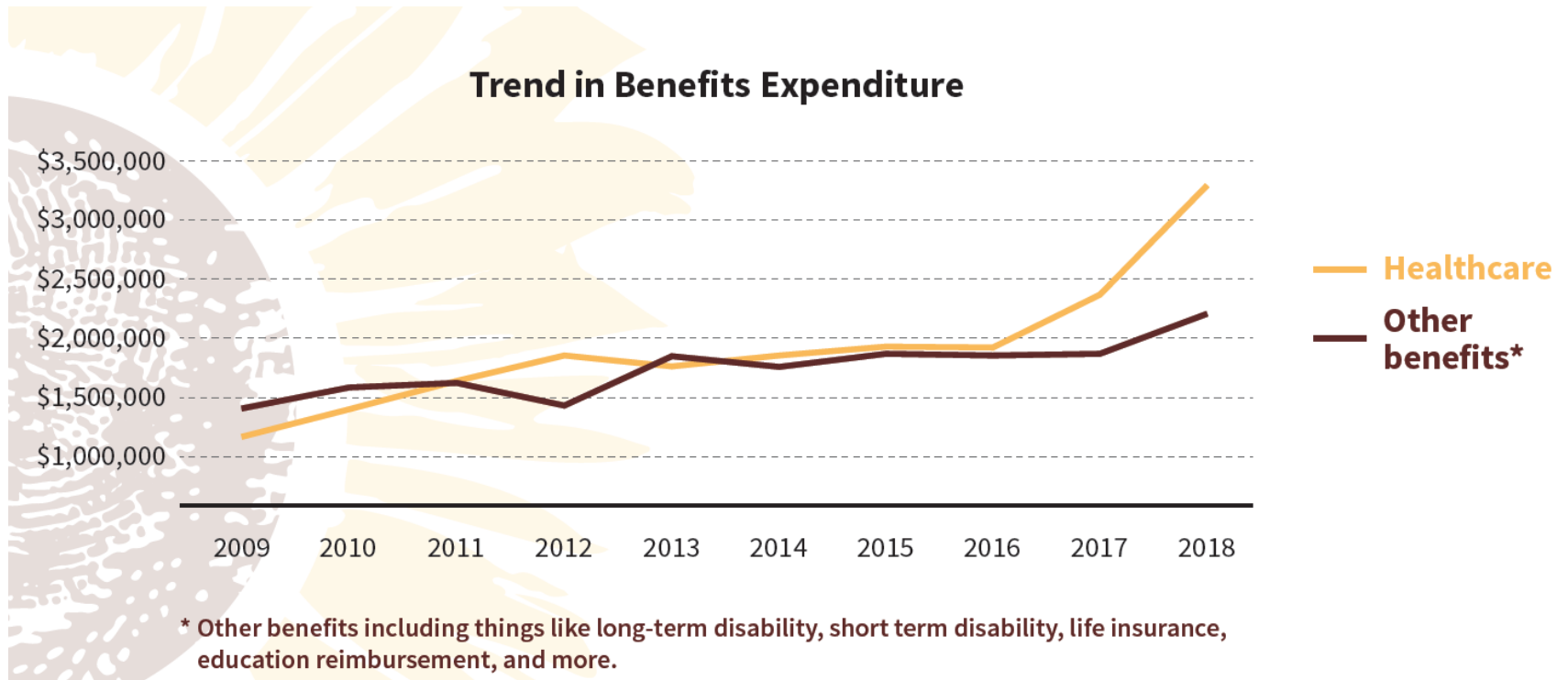
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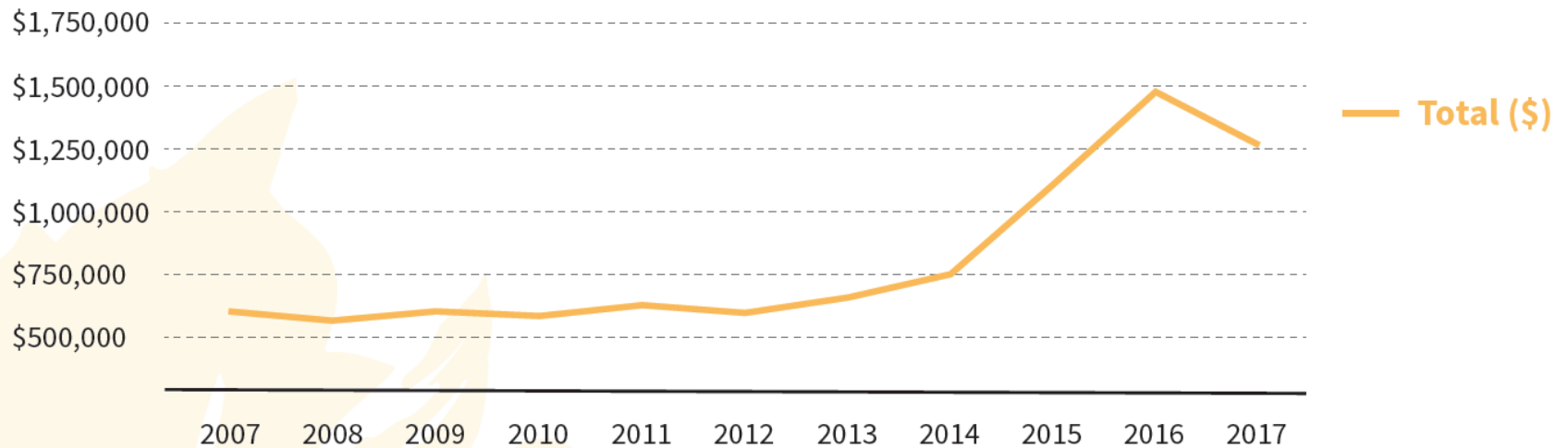
# Healthcare costs 2009 – 2018





# Utilities 2007 – 2017

**Trend in Utility Expenditures**



# Budget Increase Requests Summary

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2. Capital Replacement Plan	\$200,000
3. Collection	\$320,000
4. Communications/Marketing	\$100,000
5. Facilities	\$121,081
6. IS, YS, Events, Furniture, Learning & Dev	\$ 87,450

# Miscellaneous

- Information Services \$24,600
- Youth Services \$ 5,000
- Events \$22,250
- Furniture Replacement \$20,000
- Learning & Development \$15,600

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Interfund Transfers to Debt Service Fund	834,741	827,916	334,718	10,000	10,000	10,000	0	0	0
Additional Information Technology Funding	0	0	226,313	230,839	235,456	240,165	244,968	249,868	254,865
Additional CRP Funding	0	0	200,000	204,000	208,080	212,242	216,486	220,816	225,232
Increased Collections Funding	0	0	320,000	326,400	332,928	339,587	346,378	353,306	360,372
Increased Marketing Funding	0	0	100,000	102,000	104,040	106,121	108,243	110,408	112,616
IS, YS, Events, Furniture, Learning & Development	0	0	87,450	89,199	90,983	92,803	94,659	96,552	98,483
Increased Facilities Funding	0	0	121,081	123,503	125,973	128,492	131,062	133,683	136,357
Future Antioch Debt \$13.7m (Cash \$6.8m and Debt \$6.9m)	0	0	0	524,400	524,400	524,400	524,400	524,400	524,400
Corinth Debt \$23.6m (Cash \$7.3m and Debt \$16.3m)	0	0	0	0	0	1,287,700	1,287,700	1,287,700	1,287,700
Blue Valley Debt \$51.5m (Cash \$7.7m and Debt \$43.8m)	0	0	0	0	0	0	0	3,613,500	3,613,500
<b>Operating Expenses</b>	<b>36,226,054</b>	<b>38,339,457</b>	<b>37,721,826</b>	<b>39,062,263</b>	<b>40,343,597</b>	<b>42,839,616</b>	<b>44,115,686</b>	<b>48,591,277</b>	<b>50,811,300</b>
Cash for Future Projects			2,861,620	3,391,501	3,969,109	3,434,833	4,314,665	2,100,372	2,251,430

**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, October 11, 2018  
Central Resource Library  
4:00 p.m.**

**BOARD:** Bethany Griffith, Nancy Hupp, Donna Mertz, Amy Ruo, Sheryl Spalding  
Absent: Brandy Butcher, JR Riley

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Vickie Denk

**STAFF:** Katie Berrens, Devin Brotzer, Stephanie Brown, Sean Casserley, Lacie Griffin, Anita Long, Juan Lopez-Tamez, Michael Luttjohan, Jen Mahnken, Beth Markowitz, Nicki Neufeld, Michelle Olsen, Michaela Scruggs, Aubrey Seavey, Scott Sime, Preston Simpson, Paul Stepaniak, Tricia Suellentrop, Ben Sunds, Julie Timmins, Adam Wathen, Ken Werne

**GUESTS:** Rich Cook, Julie Steiner, Karen Wulfekuhle

Board Chair, Nancy Hupp, called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS:** There were none.

**BOARD OF DIRECTORS COMMENTS:**

Ms. Spalding encouraged everyone to vote in the November election and stated that it's not too late to register. She shared that the more people who are engaged and vote the better the outcome.

Ms. Griffith congratulated the Foundation and staff on a fun and successful Library Lets Loose event.

Ms. Hupp also commented that the Library Lets Loose was a great event and that honorary hosts, Valerie and Charley Vogt, were a perfect selection.

Ms. Hupp enjoyed reading and learning about staff in the Library Guide. She thanked Ms. Ruo for doing an outstanding job of leading the Board through the County Librarian's performance evaluation.

**FRIENDS OF THE LIBRARY:**

Vickie Denk reported for the Friends. The Friends recently held their regular board meeting. Maggie Collins with the Howe Street Group presented recommendations for the future of the Friends organization, and the Friends were happy with the findings in regards to the communication with the Library. The goal will be for the Friends, Foundation and Library to be more actively engaged with one another.

The Friends are currently analyzing the results of the membership survey. The Friends board and staff will also be completing an internal survey and interviewing Foundation members. These results will assist with their strategic planning process.

The Friends are interviewing for three vacant board member positions. They hope to have them filled by the end of the year.

They recently presented the first draft of the 2019 budget, it will be presented to the Friends board in November for approval.

The Friends are currently in the process of seeking a new location for the Sizzlin' Summer Book Sale. They are looking for a location with 20,000 square feet at a reasonable cost with sufficient parking.

The next big event is the Big Fall Book Sale, which will be held Thursday, November 15<sup>th</sup> through 17<sup>th</sup>.

This month the Friends will celebrate National Friends of the Library week. They will be delivering treats to each branch.

Ms. Hupp asked if the Friends are interested in a space for the book sale that might be temporary. Ms. Denk responded that all suggestions are welcome.

#### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation Director, Stephanie Stollsteimer, welcomed Foundation board member, Rich Cook, to the meeting.

The Library Lets Loose event raised over \$121,000 and welcomed nearly 500 guests. The Foundation is pleased with the growth of the event that welcomed over 47 sponsorships.

Ms. Stollsteimer thanked the Library Board for supporting the event, as well as for their attendance and enthusiasm. She thanked staff for all their work, and the Friends who opened the Bookstore that evening.

Ms. Stollsteimer thanked, honorary hosts, Charley and Valerie Vogt. She thanked the volunteers on the Library Lets Loose committee, as well as Foundation staff members, Steph Neu, Maria Stadick, and Event Producer, Joseph Keehn.

Moving into the fourth quarter the Foundation is making plans for year-end giving. There will be a push for Giving Tuesday, as well as an annual appeal.

The year-end board meeting will be held November 16<sup>th</sup> at Monticello.

Ms. Hupp commented that it was fun to meet family members of staff members at the event.

#### **BOARD OF COUNTY COMMISSIONERS REPORT:**

Commissioner Shaffer reported that he enjoyed the Library Lets Loose.

He reported that Mental Health awareness week will be October 7<sup>th</sup> through 13<sup>th</sup>. The County supplied mental health services to over 116,000 citizens over the past year.

The Commission recently received a report from Election Commissioner, Mr. Metsker, on the issues that occurred during the primary elections. Mr. Metsker assured the Commission that the issues were primarily software issues – there were no problems with the hardware. There were 192 polling stations in the county and fewer than 10% had issues with long lines. In preparation for the November election volunteers are receiving increased training with the new machines. The election office currently has 2,100 volunteers and would like to recruit another 1,000.

Commissioner Shaffer encouraged everyone who may be filling out advanced ballots to follow the instructions closely. He reported that the machines have been fully tested and that citizens can vote confidently.

## **Antioch Girl Scout Bench Project**

Troop 4138, 6<sup>th</sup> Grade Girl Scout Cadettes, presented the results of a project to paint benches at the Antioch Library. This year the Cadettes worked toward earning the Bronze award, and they decided to work on a project that would spread kindness and allow them to use their creativity. They offered to paint the outside benches at Antioch and chose book themed designs, including “Today a Reader and Tomorrow a Leader”.

Mr. Casserley said the world is full of great ideas, but it takes a special person to bring ideas to life. On behalf of the Library and Board he thanked the Girl Scouts for their inspiring work.

Ms. Hupp thanked the leaders for their efforts as well.

## **BOARD COUNSEL REPORT**

Mr. Logan reported that legal counsel is currently working on the Merriam documents for review by staff. Additional work is being done on the suspension policy.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Finance Director, Nicki Neufeld, reported that revenue for the year is at 93% received. We are at about 62% spent for the year.

### **Trends in Learning and Development**

Associate Director for Systemwide Services, Mr. Wathen, reported to the Library Board. Mr. Wathen reviewed the core operational statistics and noted that this is the first set of statistics that integrate Monticello numbers. The impact of Monticello can be seen in the physical circulation numbers and visitation numbers.

Mr. Wathen reviewed the number of JCL Training sessions and number of staff who attend training sessions. Mr. Wathen discussed three categories of staff training: organizational awareness, interpersonal skill development and technical skill development.

The Learning and Development department primarily focuses on organizational awareness to develop culture and then follows that learning with job specific training.

Mr. Wathen reviewed training that is provided by County, including benefits workshops, purchase card training and harassment awareness.

Learning and Development also coordinates and tracks conference attendance and cost.

## **STRATEGIC PLAN**

### **Update on strategic planning process**

Mr. Casserley reported that the managers group has been working on goal setting for the internal portion of the strategic plan. The graphic designer has presented several visual concepts for the external plan. We are on track to present the draft of the external plan at the November Library Board meeting.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Lenexa City Center**

Project Coordinator, Scott Sime, reported on behalf of the Lenexa Building Project's core team. Turner has been working on glazing on the south wall, they have the transformer set and interior wall framing, duct work and piping is continuing. They are also working on the drive through service point.

Tours of the construction site are available. They are monthly on the second or third Wednesday. Mr. Sime encouraged the Library Board to reach out to Ms. Scruggs if they would like to schedule a tour.

Mr. Sime presented the timeline and stated that we anticipate opening on the cusp of the second and third quarter. The Board will receive a report on hiring for Lenexa next month.

Ms. Griffith asked if the rain has affected the site. Mr. Sime responded that the roof was completed before the rain began and there were no large issues.

### **New Antioch**

No report this month.

## **UPDATES**

### **Update on County Merit Process**

Mr. Casserley reported on the new Pillars of Performance merit process. The compensation philosophy aligns employee compensation with performance levels and organizational contributions. A framework has been developed using the categories of teamwork, job proficiency, learning and development and leadership practices to determine rewards for performance.

Feedback from staff has been positive.

### **Update on alcohol exemption**

The Board of County Commissioners recently approved the alcohol exemption policy to allow alcohol to be served at Library sponsored events at all Library locations.

### **Update on bed bugs**

Mr. Casserley reported that the Facilities staff and Shawnee staff did a tremendous amount of work when bed bugs were discovered at Shawnee. Mr. Casserley thanked Ben Sunds, Christopher Leitch, Mary Cummings and Cheryl Sickels for their excellent communication work. He thanked Mr. Wathen and the administrative team for their creative thinking and ability to work swiftly as a team.

In 2017, staff received training on bed bug identification and remediation techniques and equipment was purchased. Bed bugs have become a common pest in public spaces, this may happen again and we have policies, procedures and equipment to deal with it swiftly and effectively.

In response to a question, Mr. Casserley reported that the bugs were first found in a book that had been returned by a patron.

Mr. Casserley thanked the Foundation and Stephanie Stollsteimer for their understanding and adaptability dealing with this issue so close to the fundraising event.



## **Literacy KC Luncheon**

Mr. Casserley and Foundation members recently attended the Literacy KC Luncheon. At the event it was reported that 1 in 10 adults reads below a fourth grade level. Literacy continues to be an issue in our community.

## **Budget Committee Report**

The budget committee recently met to review the capital improvement plan and capital replacement plan. They are on schedule.

## **Partnership with Cenergistics**

Mr. Casserley reported on the Library's partnership with Cenergistics. This is part of an energy conservation initiative with County. The Library has some unique challenges as we are both heating and cooling centers. In addition, we try to maintain stable temperatures to protect our materials from humidity. We are working with Cenergistics on four buildings with the greatest energy loss, Cedar Roe, Leawood, Edgerton and Blue Valley.

The Library is in full compliance with the initiative and we are look forward to seeing additional cost savings.

## **CONSENT AGENDA**

Minutes of the September 13, 2018, Library Board meeting

**Motion:** Amy Ruo moved the Library Board of Directors approve the consent agenda.

**Second:** Sheryl Spalding

**Motion carried unanimously**

## **Executive Session**

**Motion:** Amy Ruo moved, pursuant to K.S.A. 2017 Supp. 75-4319((b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of twenty minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal of the County Librarian.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library and the County Librarian.

The Board will reconvene in this meeting room at 5:12 p.m.

**Second:** Sheryl Spalding

**Motion carried unanimously**

## **Return to Regular Meeting**

The Library Board returned to open session in the Carmack room at 5:12 p.m.

## Adjournment

**Motion:** Amy Ruo moved to adjourn.

**Second:** Bethany Griffith

**Motion approved unanimously**

Meeting adjourned at 5:13 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Bethany Griffith

CHAIR \_\_\_\_\_ SIGNED \_\_\_\_\_  
Nancy Hupp Sean Casserley

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: PUBLIC FACILITIES HOURS OF SERVICES

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### 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:

**November 8, 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**

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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

November 8, 2018

**ARM 20-10-10      End**

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-11

SECTION: Access to Materials

SUBJECT: INTERNET USE POLICY

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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:

November 8, 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 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 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

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

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**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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should provide 'books and other...resources...for the interest, information, and enlightenment of all people of the community the library serves.' To fulfill their traditional missions, public libraries must have broad discretion to decide what material to provide to their patrons." The library also recognizes that the goal and mission of CIPA is that the library has a substantial and compelling government interest in protecting young library users from material on the Internet that is inappropriate for minors. The library provides access to the Internet in accordance with these principles.

Filtered Access for  
Minors

4. The library provides an environment in which minors may have access to ideas, information, experiences and materials that support and enrich their lives. The library accordingly makes selection decisions with respect to the 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.

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-15-11**

**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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Compliance with Laws	6. Patrons who use the library's computer terminals or the 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 to qualify the library to be eligible to receive funds described in the act.
B. INTERNET PLAN	1. The Johnson County Library Board of Directors has adopted this Internet plan in accordance with CIPA and LSTA.
Technology Protection Measures	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

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-15-11**

**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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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:



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-15-11**

**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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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

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-15-11**

**SECTION: Access to Materials**

**SUBJECT: INTERNET USE POLICY**

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may be made to appropriate library staff for evaluation and forwarding to the filter provider.

**Other Restrictions**

4. Library computers and the computer networks shall not be used in a manner that is in violation of state or federal law, or in a manner that places the safety and security of minors at risk. Library computers and computer networks shall not be used by patrons, including minors, to gain unauthorized access to any data, computer, or network. The use of library computers by patrons, including minors, to engage in hacking or other unlawful online activities, is strictly prohibited.

**Use of Library  
Computer  
Workstations**

5. In order to be able to use a library computer workstation, a library patron must have a current library card coded to identify the patron as an adult or minor, 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.

November 8, 2018

**ARM 20-15-11 End**



# 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, 2018

### 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. Size: 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. Collection: 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. 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<sup>th</sup> grade. These facilities provide increased community meeting space.

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

Type 3

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. Type 3 branches have larger community meeting spaces.

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.

Central Resource  
Library

October 4, 2018	<b>ARM 60-10-10 End</b>	
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### ADMINISTRATIVE REGULATIONS

**TAB:** Governance

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

**SECTION:** Structure and Governance

**SUBJECT:** GOVERNANCE OF THE JOHNSON COUNTY LIBRARY

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#### 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.

November 8, 2018

**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 18, 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.

November 8, 2018

**ARM 10-20-10**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-20-30**

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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**SUMMARY**

The Library Board's 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.

Reviewed  
Reaffirmed

October 11, 2018  
November 8, 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 judgement, will accept the good and reject the bad. We trust Americans to recognize recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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

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

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

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

ADMINISTRATIVE REGULATIONS

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SECTION: Library Documents

SUBJECT: FREEDOM TO READ

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

Librarian  
Responsibility

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

Constitutional  
Guarantee

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

Affirmation of  
Propositions

We therefore affirm these propositions:

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

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

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-20-30**

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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but why we believe it.

Non-  
Endorsement

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

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

Content  
Independent of  
Authorship

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

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

Freedom of  
Choice

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

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

Subjective  
Labeling

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

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

Responsibility  
to Contest  
Encroachments

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

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

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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 Americans the fullest of their support.

Conclusion

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



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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

November 8, 2018

**ARM 10-20-30 END**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-20-31**

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO VIEW**

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**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 November 8, 2018

Reviewed

October 11, 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.

November 8, 2018

**ARM 10-20-31 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-30-20**

**SECTION: Johnson County Government**

**SUBJECT: CODE OF ETHICS**

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

## 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	<b>Standard 101:</b> 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	<b>Standard 201:</b> 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	<b>Standard 301:</b> 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	<b>Standard 401:</b> 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	<b>Standard 501:</b> 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	<b>Standard 601:</b> 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	<b>Standard 701:</b> 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	<b>Standard 801:</b> 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	<b>Standard 901:</b> 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.

November 8, 2018

**ARM 10-30-20 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Library Board of Directors**

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

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**SUMMARY**

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

**Review Date:**

October 11, 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"> <li>1. An agenda</li> <li>2. Minutes of previous meeting</li> <li>3. Information on all consent items</li> <li>4. Recommendations and proposed resolutions</li> <li>5. with supporting information and reports</li> <li>6. Discussion items with information and reports</li> <li>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.</li> </ol>

## 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

November 8, 2018

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-50-30**

**SECTION: Library Board of Directors**

**SUBJECT: ROLES**

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**SUMMARY**

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

**Effective Date:**

April 15, 1992

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

**Information for Life**

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

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

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

**Business, Management, and Career Information**

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

2. The Library provides this information in its broadest range

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

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

### **Local Information**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

November 8, 2018

**ARM 10-50-30 End**



## ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

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### SUMMARY

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

### Effective Date:

Reviewed

March 21, 2001  
October 11, 2018

### MISSION STATEMENT

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

November 8, 2018

**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**

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### 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 11, 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.

November 8, 2018

**ARM 10-50-40 END**

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**

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**SUMMARY**

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

**Effective Date:**

**Reviewed**

August 17, 2005  
October 11, 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 11, 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.

November 8, 2018 (Reaffirmed)

**ARM 10-50-85 End**



**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-12A**

**SECTION: Resolutions by Library Board of Directors**

**SUBJECT: ADMINISTRATION OF GIFT FUND**

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**SUMMARY**

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

**Effective Date:**

October 4, 2017

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,

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-12A**

**SECTION: Resolutions by Library Board of Directors**

**SUBJECT: ADMINISTRATION OF GIFT FUND**

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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;

November 8,  
2018

**ARM 10-55-12A End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-55-14**

**SECTION: Resolutions by Library Board of Directors**

**SUBJECT: LIBRARY FUND**

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**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:

November 8, 2018 (reaffirmed)

October 11, 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.

November 8, 2018

**ARM 10-55-14 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-60-30**

**SECTION: County Librarian**

**SUBJECT: REGULATIONS**

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SUMMARY		This document describes the content, purpose, distribution, and management of the Administrative Regulations Manual.
Effective Date:		May 20, 1986
	Reviewed	October 11, 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.

November 8, 2018

**ARM 10-60-30 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-20**

**SECTION: General Patron**

**SUBJECT: LIBRARY CARD AND PRIVILEGES**

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<b>SUMMARY:</b>	The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.
<b>EFFECTIVE DATE:</b>	February 11, 2016
<b>BASIC CRITERIA:</b>	<p>a. A verified library card will be issued to a patron who can show valid proof of identification and current address. No verified library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.</p> <p>An eCard will be issued to a patron who completes and submits the library's online registration application. The eCard is available only to patrons who live within Johnson County. An applicant for an eCard must list a Johnson County residential address in his or her online registration application but no proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.</p>
<b>ACCESSING OWN RECORD</b>	1. A patron may check out or access his/her own record by providing a verified library card, verified number, or valid proof of identity. Per ARM 20-20-20 a patron may provide their PIN number plus two other pieces of information to gain access to their account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
<b>ACCESSING OTHERS RECORDS:</b>	2. A patron who provides a verified library card or verified library card number of any individual may check out materials to that card or obtain information from the matching patron record. Per ARM 20-20-20, a patron may also check out materials to another account by providing the PIN number and two other pieces of information on that account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
<b>CHILDREN UNDER 16:</b>	b. Children under sixteen years of age must obtain a parent's or guardian's signature on their application or electronic signature when



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

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	registering online. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, eLibrary content and materials accessed on library computer workstations.
ENTITLEMENT:	c. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Loan Period Schedule (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.
COMMUNITY OUTREACH LIBRARY CARD:	d. A Community Outreach library card is issued to groups or organizations serving those without mobility or otherwise lacking access to library materials. Such groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.
USES OTHER THAN BORROWING:	e. A verified library card, eCard or other valid identification may be required for use of library materials within the Library. A patron must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.
STOLEN/LOST CARDS:	f. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to him or her until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.
REVOCATION OF BORROWING PRIVILEGES:	g. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.
COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT:	h. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

ARM 20-10-20 End

November 8, 2018

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-30

SECTION: Facility Usage

SUBJECT: SERVING OF ALCOHOLIC BEVERAGES

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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

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.

November 8, 2018

**ARM 20-80-30 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 11, 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.

November 8, 2018

**ARM 50-20-30 End**

## 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**

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### SUMMARY

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

### Effective Date:

Reaffirmed  
Reviewed

November 8, 2018  
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.

#### 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



## 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

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### TANGIBLE PROPERTY

#### AGREEMENT WITH FRIENDS

November 8, 2018

approved pre-conditions.

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.

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

**ARM 50-20-50 End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

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

**SECTION: Finance**

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

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**SUMMARY**

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

**EFFECTIVE DATE:**

July 21, 2011

Reviewed

October 11, 2018

**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 Fund  
and Purpose

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

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

2. 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

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

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

**SECTION: Finance**

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

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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.

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

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

**SECTION: Finance**

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

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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.

November 8, 2018

**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.

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

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

**SECTION: Finance**

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

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- 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.

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-30-30

SECTION: Finance

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

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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.



**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

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

**SECTION: Finance**

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

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- c. Requests issuance of bonds in the amount of \$3,059,291.
  - d. Stated Purposes: Construction of addition to Lackman branch facility and for equipping, furnishing and remodeling of same.
- 12. Res. 048-98, adopted April 30, 1998
  - a. Authorizes issuance of bonds in principal amount of \$6,415,000.
  - b. Stated Purposes: Acquiring, constructing, furnishing and equipping Blue Valley branch library facility.
- 13. Res. 116-00, adopted March 2, 2000
  - a. Authorizes issuance of bonds in principal amount of \$3,390,000.
  - b. Stated Purposes: Construction, furnishing, and equipping of Gardner branch library facility.
- 14. Res. 038-10, adopted July, 2010
  - a. Authorizes issuance of bonds in principal amount not to exceed \$800,000.
  - b. Stated Purposes: Acquisition of land for the future Monticello Library.

**APPENDIX B**

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

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-30-40**

**SECTION: Finance**

**SUBJECT: Patron Accounts Receivable**

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**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:**

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.

November 8, 2018

**ARM 50-30-40  
End**

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: SEP-2018

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$116,498.92</b>
		Add Receipts	\$298.66		
		Less Payments		\$149.33	
	<b>Ending Cash balance</b>				<b>\$116,648.25</b>
		Less Liabilities		\$91.35	
	<b>Unobligated cash balance</b>				<b>\$116,556.90</b>

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

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

Briefing Sheet

**To:** JCL Library Board  
**From:** Sean Casserley  
**Date:** November 8, 2018

---

**Issue:** Revision of ARM 20-10-30, "Suspension, Denial or Restriction of Library Use; Appeal Procedures"

**Background:** Library legal counsel has been engaged in a comprehensive review of the Library's Administrative Regulation governing suspension, denial or restriction of Library use. The revised ARM addresses the procedures that will be followed in cases involving suspension, denial or restriction of Library privileges or use, the administrative record that will be created in those cases and the standard of review in the event a suspension, denial or restriction of Library privileges case comes before the Library Board on appeal.

**Alternatives:** None at this time.

**Review:** The revised ARM has been reviewed and revised by legal counsel.

**Recommendation:** We recommend that the Library Board of Directors approve Administrative Regulation 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures

**Suggested Motion:** I move that the Library Board of Directors approve Administrative Regulation 20-10-30, Suspension, Denial or Restriction of Library Use; Appeal Procedures

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-30**

**SECTION: General Patron Services**

**SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES**

---

**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~~ County Librarian and the Library Board may suspend library privileges or in-denying or restricting library use.

**Effective Date:**

September 10, 2015

Review

September 10, 2015-2018

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: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES**

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The County Librarian or his/her designee is authorized to suspend, deny, or restrict an individual's library privileges for (1) violation of federal or state law, local codes, or library regulations, (2) ~~The County Librarian may also suspend,~~ deny, or restrict library privileges of individuals who interfere with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. 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 Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.

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.

2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

---

of three members of the administrative team to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.

3. The individual whose Library privileges are under consideration shall be invited to provide written material or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.

4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

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County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter.

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. 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. The Library Board shall have the entire Administrative Record. The Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-30**

**SECTION: General Patron Services**

**SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES**

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judgment.

9. 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, by using the Library's Appeal Form. 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.

**REMOVAL FROM LIBRARY  
PREMISES**

f. Library staff are authorized to cause an individual to be removed from any Library branch facility for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

**ARM 20-10-30  
End**

Briefing Sheet

**To:** JCL Library Board  
**From:** Sean Casserley  
**Date:** November 8, 2018

---

**Issue:** The Library would like to conduct a study to explore the possibility of refreshing and modernizing the De Soto and Spring Hill branches.

**Background:** The Capital Library Master Plan is a twenty year plan. Currently, the De Soto and Spring Hill branches are not scheduled to be renovated for many years. The De Soto and Spring Hill branches were both built in 1982 and serve Johnson County's small rural communities. Although well-maintained, neither building has received a major renovation since the time they were built. It has been proposed that we explore a cosmetic refresh to the buildings, as well as innovative ways to expand hours and services to provide patrons with an enhanced library environment that better meets community needs.

**Alternatives:** Do not complete a study, and continue to maintain the buildings as they are.

**Budget:** Unknown

**Recommendation:** We recommend the Library Board approve a study for the renovation and modernization of the Spring Hill and De Soto branches.

**Suggested Motion:** I move that the Library Board approve a study for the renovation and modernization of the Spring Hill and De Soto branches.

## Briefing Sheet

To: Library Board of Directors  
From: Sean Casserley, County Librarian  
Date: 11/8/2018

Issue: Consideration of Dell computer and monitor purchase as part of the regular replacement cycle up to the amount of \$110,000 from budgeted Library IT operating funds.

Background: The Library currently has:

- 346 public desktop computers
- 335 staff desktop and laptop computers, including service points
- 32 catalog only computers
- 19 print release station computers

This request is to fund scheduled replacement of:

- 38 staff laptops and docks (Dell Latitude 7490 and Dell Business Dock)
- 17 print release station and 26 catalog only desktop computers (OptiPlex 3060 Microform factor)
- 20 touch screen monitors for catalog only computer (some will be larger monitors, purchased from a different source so not included in this count)
- 12 service point desktop computers, keyboards and mice (OptiPlex 7060 Microform factor)

This request also includes replacement computers for the catalog only stations at each location - 20 touch screen monitors and 26 desktop computers. The older keyboard and mouse style will be replaced with an ADA stand and touch screen - the same style currently at Central Resource Library and Monticello.

Analysis: This request will fund replacing aging staff desktop computers, staff laptops, public desktop computers and monitors coming to the end of their useful life.

### **Why replace public and staff computers and laptops and monitors?**

- The goal of regular replacement of laptop computers every three years and desktop computers every four years has historically demonstrated the best balance between the cost of replacement and the cost of maintaining computers. The Library follows guidelines set County-wide for replacement cycles.
- Troubleshooting specific issues on aging computers is time consuming for the CX-IT Help Desk, interrupting staff workflow and patron computer use.
- Aging and slow staff computers and laptops prevent staff from providing efficient customer service.
- Aging public computers create slow, inconsistent and inconvenient patron experiences.
- The lifespan of a monitor can be shortened by long Library service hours. Regular replacement is required as the monitors become unusable.
- The Customer Experience – Information Technology (CX-IT) team presented information regarding replacement cycles to the Library Board Budget Committee in Sept. 2018 as part of the 2020 budget request.

### **Why Dell computers?**

## **Library**

- The Library CX-IT team applies a standard configuration to public and staff computers and laptops after testing. This standardization allows for the systematic distribution of updates and consistency in troubleshooting. It also allows the quick preparation and deployment of new computers.
- Selecting a brand other than Dell based on price could add complexity to support due to inconsistent troubleshooting, hardware maintenance and upgrades between brands.
- The Library follows a standard configuration for Dell systems similar to County Department of Technology and Innovation's (DTI) recommendation with modifications as needed for the Library environment and supported equipment.

### **Why purchase in bulk direct from Dell?**

- Purchasing in bulk allows for better pricing than purchasing in smaller batches. The CX-IT team then works to deploy these batches of new systems systematically and efficiently.
- The State of Kansas Contract competitively bid a contract with Dell in April 2015 (Dell State of Kansas procurement contract #40400 runs 4/1/15 – 3/31/20). This contract consistently shows competitive pricing.
- County Purchasing policy and procedure 110-195 allows cooperative procurement from other governmental entities.
- Dell support has been consistently responsive.
- The Library has used Dell's Try and Buy plan to test new configurations as reflected in this bid.
- Purchasing directly from Dell allows easy customization of systems to Library specifications with quick turnaround. Resellers often give competitive pricing for stock systems, but this varies greatly for customized systems.
- CX-IT worked with County Purchasing on this quote ensure that this quote complies with best practices.
- In 2019, the Library will comply with new purchasing cycles and collaborative process currently being developed by the County Purchasing Development Team. The Library will bundle orders with other County departments.

The Johnson County Library Board of Directors is required to approve all library purchases of \$100,000 or more. Pursuant to K.S.A. 12-1225b (b), the Library Board and County Librarian must comply with purchasing policies established by the BOCC.

### **Alternatives:**

- Lengthen the replacement cycle for staff and public computer and laptops that are currently out of warranty.
- Retain the standard configuration of the catalog only computers at branches systemwide.

**Recommendation:** The Johnson County Library Board of Directors approve purchase of Dell replacement computers and monitors at a cost not to exceed \$110,000.

**Suggested Motion:** I move the Johnson County Library Board of Directors approve purchase of Dell replacement computers and monitors at a cost not to exceed \$110,000.



## A quote for your consideration!

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

**Total: \$  
105,738.46**

<b>Quote number:</b>	<b>Quote date:</b>	<b>Quote expiration:</b>	<b>Deal ID:</b>
3000030336430.1	Oct. 29, 2018	Nov. 28, 2018	16670015

<b>Company name:</b>	<b>Customer number:</b>	<b>Phone:</b>
JOHNSON COUNTY LIBRARY	9175926	(913) 495-7519

<b>Sales rep information:</b>	<b>Billing Information:</b>
Ralph Oliphant	JOHNSON COUNTY LIBRARY
Ralph_Oliphant@Dell.com	9875 W 87TH ST
(800) 456-3355	PO BOX 2933
Ext: 7250090	OVERLAND PARK
	KS 66212-4565
	US
	(913) 495-7519

## Pricing Summary

Item	Qty	Unit Price	Subtotal
Dell Latitude 7490	6	\$1,752.06	\$10,512.36
Dell Latitude 7490	32	\$1,515.56	\$48,497.92
OptiPlex 7060 MFF	12	\$875.53	\$10,506.36
OptiPlex 3060 MFF	43	\$595.73	\$25,616.39
Dell Business Thunderbolt Dock - TB16 with 180W Adapter	3	\$207.99	\$623.97
Dell 24 Touch Monitor - P2418HT	20	\$255.99	\$5,119.80
Dell Business Dock - WD15 with 130W adapter with DiB mDP to DP cable 2.7ft (0.8m)	34	\$142.99	\$4,861.66
<b>Subtotal:</b>			\$105,738.46
<b>Shipping:</b>			\$0.00
<b>Environmental Fees:</b>			\$0.00
<b>Non-Taxable Amount:</b>			\$105,738.46
<b>Taxable Amount:</b>			\$0.00
<b>Estimated Tax:</b>			\$0.00
<b>Total:</b>			<b>\$105,738.46</b>

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

## Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,  
Ralph Oliphant

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

## Shipping Group 1

<b>Shipping Contact:</b>	<b>Shipping phone:</b>	<b>Shipping via:</b>	<b>Shipping Address:</b>
MICHELLE BEESLEY	(913) 826-4526	Standard Delivery	9875 W 87TH ST OVERLAND PARK KS 66212-4565 US

SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Latitude 7490</b>	<b>6</b>	<b>\$1,752.06</b>	<b>\$10,512.36</b>
	<b>Estimated delivery date:</b> Nov. 29, 2018			
	<b>Contract No:</b> WN13AGW			
	<b>Customer Agreement No:</b> 40400			
210-ANQU	Dell Latitude 7490	6	-	-
379-BCXG	8th Gen Intel Core i7-8650U (8M Cache, Quad Core, 1.9GHz), vPro	6	-	-
605-BBMN	Ubuntu Linux 16.04	6	-	-
630-AAPK	No Productivity Software	6	-	-
338-BNKY	Intel Core i7-8650U Processor Base, Integrated UHD Graphics 620 with Displayport over USB Type-C	6	-	-
631-ABNZ	No Out-of-Band Systems Management	6	-	-
370-ADHX	16GB, 2x8GB, DDR4 2400MHz Non-ECC	6	-	-
400-AOTJ	512G M.2 2280 SATA SSD	6	-	-
391-BDLL	14" FHD WVA (1920 x 1080), Embedded Touch Anti-Glare, Camera & Microphone, WLAN w/ASA, Narrow Bezel, Carbon Fiber	6	-	-
583-BCUP	Internal US English Qwerty Non-backlit Keyboard	6	-	-
570-AADK	No Mouse	6	-	-
555-BDWR	Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless	6	-	-

	Driver+ Bluetooth 4.1			
555-BDHz	Qualcomm QCA61x4A 802.11ac Dual Band(2x2) Wireless Adapter+ Bluetooth 4.1	6	-	-
362-BBBB	No Mobile Broadband Card	6	-	-
451-BBYD	(3-cell) 42 Whr Express Charge Capable	6	-	-
492-BBXf	65W AC Adapter, 3-pin	6	-	-
346-BCPQ	Single Pointing, 82 key with No Smartcard or Fingerprint Reader with Displayport over Type C	6	-	-
650-AAAM	No Anti-Virus Software	6	-	-
620-AAOH	No Media	6	-	-
817-BBBB	No FGA	6	-	-
537-BBBD	E5 Power Cord (US)	6	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	6	-	-
430-XXYG	No Resource DVD / USB	6	-	-
340-BYPJ	Quick Reference Guide, English/French	6	-	-
452-BBSE	No Docking Station	6	-	-
387-BBCE	No Energy Star	6	-	-
340-ACQQ	No Option Included	6	-	-
332-1286	US Order	6	-	-
389-CGBC	8th Generation Intel Core i7 Processor Label	6	-	-
389-BCGW	No UPC Label	6	-	-
340-AAPP	Direct ship Info Mod	6	-	-
340-BYRC	MIX SHIP Config (DAO), Latitude 7490	6	-	-
658-BDSI	Latitude 7490 Software Driver	6	-	-
389-BEYY	Regulatory Label included	6	-	-
800-BBGU	BTO Standard Shipment (VS)	6	-	-
804-2167	Dell Limited Hardware Warranty Plus Service	6	-	-
804-2185	ProSupport Plus: Accidental Damage Service, 3 Years	6	-	-
804-2186	ProSupport Plus: Next Business Day Onsite, 3 Years	6	-	-



804-2187	ProSupport Plus: Keep Your Hard Drive, 3 Years	6	-	-
804-2188	ProSupport Plus: 7x24 Technical Support, 3 Years	6	-	-
997-8367	Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	6	-	-

SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Latitude 7490</b>	32	\$1,515.56	\$48,497.92
	<b>Estimated delivery date:</b> Nov. 29, 2018			
	<b>Contract No:</b> WN13AGW			
	<b>Customer Agreement No:</b> 40400			
210-ANQU	Dell Latitude 7490	32	-	-
379-BCXG	8th Gen Intel Core i7-8650U (8M Cache, Quad Core, 1.9GHz), vPro	32	-	-
605-BBMN	Ubuntu Linux 16.04	32	-	-
630-AAPK	No Productivity Software	32	-	-
338-BNKY	Intel Core i7-8650U Processor Base, Integrated UHD Graphics 620 with Displayport over USB Type-C	32	-	-
631-ABNZ	No Out-of-Band Systems Management	32	-	-
370-ADIB	8GB, 1x8GB, DDR4 2400MHz Memory	32	-	-
400-AOTF	M.2 256GB SATA Class 20 Solid State Drive	32	-	-
391-BDLL	14" FHD WVA (1920 x 1080), Embedded Touch Anti-Glare, Camera & Microphone, WLAN w/ASA, Narrow Bezel, Carbon Fiber	32	-	-
583-BCUP	Internal US English Qwerty Non-backlit Keyboard	32	-	-
570-AADK	No Mouse	32	-	-
555-BDWR	Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Driver+ Bluetooth 4.1	32	-	-
555-BDHZ	Qualcomm QCA61x4A 802.11ac Dual Band(2x2) Wireless Adapter+ Bluetooth 4.1	32	-	-
362-BBBB	No Mobile Broadband Card	32	-	-
451-BBYD	(3-cell) 42 Whr Express Charge Capable	32	-	-
492-BBXF	65W AC Adapter, 3-pin	32	-	-
346-BCPQ	Single Pointing, 82 key with No Smartcard or Fingerprint Reader with Displayport over Type C	32	-	-

650-AAAM	No Anti-Virus Software	32	-	-
620-AAOH	No Media	32	-	-
817-BBBB	No FGA	32	-	-
537-BBBD	E5 Power Cord (US)	32	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	32	-	-
430-XXYG	No Resource DVD / USB	32	-	-
340-BYPJ	Quick Reference Guide, English/French	32	-	-
452-BBSE	No Docking Station	32	-	-
387-BBCE	No Energy Star	32	-	-
340-ACQQ	No Option Included	32	-	-
332-1286	US Order	32	-	-
389-CGBC	8th Generation Intel Core i7 Processor Label	32	-	-
389-BCGW	No UPC Label	32	-	-
340-AAPP	Direct ship Info Mod	32	-	-
340-BYRC	MIX SHIP Config (DAO), Latitude 7490	32	-	-
658-BDSI	Latitude 7490 Software Driver	32	-	-
389-BEYY	Regulatory Label included	32	-	-
800-BBGU	BTO Standard Shipment (VS)	32	-	-
804-2167	Dell Limited Hardware Warranty Plus Service	32	-	-
804-2185	ProSupport Plus: Accidental Damage Service, 3 Years	32	-	-
804-2186	ProSupport Plus: Next Business Day Onsite, 3 Years	32	-	-
804-2187	ProSupport Plus: Keep Your Hard Drive, 3 Years	32	-	-
804-2188	ProSupport Plus: 7x24 Technical Support, 3 Years	32	-	-
997-8367	Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	32	-	-

SKU	Description	Qty	Unit Price	Subtotal
	<b>OptiPlex 7060 MFF</b>	12	\$875.53	\$10,506.36
	<b>Estimated delivery date:</b> Nov. 26, 2018			

<b>Contract No: WN13AGW</b>				
<b>Customer Agreement No: 40400</b>				
210-AOLK	OPTIPLEX 7060 Micro XCTO	12	-	-
338-BNZW	Intel Core i7-8700 (6 Cores/12MB/12T/up to 4.6GHz/65W); supports Windows 10/Linux	12	-	-
605-BBNH	Ubuntu Linux 16.04	12	-	-
630-AAPK	No Productivity Software	12	-	-
370-ADZL	8GB 1X8GB DDR4 2666MHz Non-ECC	12	-	-
340-ABIG	SSD as first boot drive	12	-	-
400-AWFS	M.2 256GB SATA Class 20 Solid State Drive	12	-	-
773-BBBC	M2X3.5 Screw for SSD/DDPE	12	-	-
401-AANH	No Additional Hard Drive	12	-	-
555-BBFO	No Wireless LAN Card	12	-	-
555-BBFO	No Wireless LAN Card	12	-	-
382-BBFP	Additional DisplayPort for Micro	12	-	-
329-BDSM	OptiPlex 7060 Micro with 130W up to 87% efficient adapter	12	-	-
580-ADJC	Black Dell KB216 Wired Multi-Media Keyboard English	12	-	-
275-BBBW	Black Dell MS116 Wired Mouse	12	-	-
320-BCGK	No Cove	12	-	-
470-AAJL	NO ADAPTER	12	-	-
817-BBBC	Not selected in this configuration	12	-	-
575-BBBI	No Integrated Stand option	12	-	-
640-BBJD	Info Sku OS Software Linux/ Embedded	12	-	-
658-BDVQ	System driver for Standard (None IOT)	12	-	-
620-AALW	OS-Windows Media Not Included	12	-	-
387-BBLW	Energy Star	12	-	-
817-BBBB	No FGA	12	-	-
340-ACQQ	No Option Included	12	-	-
340-CDYU	MOD,PLCMT,QSG,7060,MFF,DAO1	12	-	-
632-BBBJ	CMS Software not included	12	-	-

329-BBJL	TPM Enabled	12	-	-
389-CGJM	8th Gen Intel Core i7 vPro processor label	12	-	-
450-AAZN	US Power Cord	12	-	-
389-BCGW	No UPC Label	12	-	-
461-AABF	No CompuTrace	12	-	-
389-CXGI	Regulatory LBL for 130W adapter (65W CPU Chassis)	12	-	-
450-AFVB	130W AC Adapter	12	-	-
332-1286	US Order	12	-	-
340-CDWS	Ship Material for OptiPlex Micro Form Factor	12	-	-
389-BBUU	Shipping Label for DAO	12	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	12	-	-
379-BCWX	Intel Unite Software Not Included	12	-	-
551-BBBJ	No Intel Responsive	12	-	-
631-ABQQ	Intel vPro Technology Enabled	12	-	-
800-BBPR	Desktop MFF BTO Standard Shipment	12	-	-
650-AAAM	No Anti-Virus Software	12	-	-
812-3886	Dell Limited Hardware Warranty Plus Service	12	-	-
812-3898	ProSupport: 7x24 Technical Support, 4 Years	12	-	-
812-3909	ProSupport: Next Business Day Onsite 4 Years	12	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	12	-	-

SKU	Description	Qty	Unit Price	Subtotal
	<b>OptiPlex 3060 MFF</b>	<b>43</b>	<b>\$595.73</b>	<b>\$25,616.39</b>
	<b>Estimated delivery date:</b> Nov. 16, 2018			
	<b>Contract No:</b> WN13AGW			
	<b>Customer Agreement No:</b> 40400			
210-AOTP	OptiPlex 3060 Micro XCTO	43	-	-
338-BNZT	Intel Core i5-8400T (6 Cores/9MB/6T/up to 3.3GHz/35W); supports Windows 10/Linux	43	-	-
605-BBNH	Ubuntu Linux 16.04	43	-	-

630-AAPK	No Productivity Software	43	-	-
370-ADZL	8GB 1X8GB DDR4 2666MHz Non-ECC	43	-	-
340-ABIG	SSD as first boot drive	43	-	-
400-AWFP	M.2 128GB SATA Class 20 Solid State Drive	43	-	-
773-BBBC	M2X3.5 Screw for SSD/DDPE	43	-	-
401-AANH	No Additional Hard Drive	43	-	-
555-BBFO	No Wireless LAN Card	43	-	-
340-AFMQ	No Wireless Driver	43	-	-
382-BBFP	Additional DisplayPort for Micro	43	-	-
329-BDQY	OptiPlex 3060 Micro with 65W up to 87% efficient adapter	43	-	-
580-ADJC	Black Dell KB216 Wired Multi-Media Keyboard English	43	-	-
275-BBBW	Black Dell MS116 Wired Mouse	43	-	-
325-BCZQ	No Cable Cover	43	-	-
379-BBCY	No Additional Cable Requested	43	-	-
817-BBBC	Not selected in this configuration	43	-	-
575-BBBI	No Integrated Stand option	43	-	-
640-BBJD	Info Sku OS Software Linux/ Embedded	43	-	-
658-BDVY	Software for OptiPlex Systems	43	-	-
650-AAAM	No Anti-Virus Software	43	-	-
620-AALW	OS-Windows Media Not Included	43	-	-
387-BBLW	Energy Star	43	-	-
817-BBBB	No FGA	43	-	-
632-BBBJ	CMS Software not included	43	-	-
329-BBJL	TPM Enabled	43	-	-
450-AAZN	US Power Cord	43	-	-
389-CGBB	Intel Core i5 Processor Label	43	-	-
389-BCGW	No UPC Label	43	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	43	-	-

551-BBBJ	No Intel Responsive	43	-	-
631-ABSG	No Out-of-Band Systems Management	43	-	-
461-AABF	No CompuTrace	43	-	-
332-1286	US Order	43	-	-
389-CMVJ	Regulatory,Label,Opti 3060 MFF,65W	43	-	-
340-CDWS	Ship Material for OptiPlex Micro Form Factor	43	-	-
389-BBUU	Shipping Label for DAO	43	-	-
340-CDWP	Documentation, English, Spanish, Dell OptiPlex 3060	43	-	-
450-ADTR	65 Watt AC Adapter	43	-	-
800-BBPR	Desktop MFF BTO Standard Shipment	43	-	-
429-ABGY	No External ODD	43	-	-
340-ACQQ	No Option Included	43	-	-
803-8583	Dell Limited Hardware Warranty Plus Service	43	-	-
803-8647	ProSupport: Next Business Day Onsite, 4 Years	43	-	-
803-8703	ProSupport: 7x24 Technical Support, 4 Years	43	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	43	-	-

SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Business Thunderbolt Dock - TB16 with 180W Adapter</b>	<b>3</b>	<b>\$207.99</b>	<b>\$623.97</b>
	<b>Estimated delivery date:</b> Nov. 2, 2018			
	<b>Contract No:</b> WN13AGW			
	<b>Customer Agreement No:</b> 40400			

452-BCNP	Dell Business Thunderbolt Dock - TB16 with 180W Adapter	3	-	-
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SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell 24 Touch Monitor - P2418HT</b>	<b>20</b>	<b>\$255.99</b>	<b>\$5,119.80</b>
	<b>Estimated delivery date:</b> Nov. 2, 2018			
	<b>Contract No:</b> WN13AGW			
	<b>Customer Agreement No:</b> 40400			

210-ALCS	Dell 24 Touch Monitor - P2418HT	20	-	-
814-5380	Dell Limited Hardware Warranty	20	-	-

814-5381	Advanced Exchange Service, 3 Years	20	-	-
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SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Business Dock - WD15 with 130W adapter with DiB mDP to DP cable 2.7ft (0.8m)</b>	<b>34</b>	<b>\$142.99</b>	<b>\$4,861.66</b>
	<b>Estimated delivery date:</b> Nov. 5, 2018 <b>Contract No:</b> WN13AGW <b>Customer Agreement No:</b> 40400			
452-BDDV	Dell Business Dock - WD15 with 130W adapter with DiB mDP to DP cable 2.7ft (0.8m)	34	-	-

<b>Subtotal:</b>	<b>\$105,738.46</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fees:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$105,738.46</b>

Unless you have a separate written agreement that specifically applies to this order, your order is subject to [Dell's Terms of Sale](#) (for consumers the terms include a binding arbitration provision). Please see the legal disclaimers below for further information.

## Important Notes

### Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale ([www.dell.com/learn/us/en/uscorp1/terms-of-sale](http://www.dell.com/learn/us/en/uscorp1/terms-of-sale)), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy ([www.dell.com/returnpolicy](http://www.dell.com/returnpolicy)) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A ([www.dell.com/AEULA](http://www.dell.com/AEULA)) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S ([www.dell.com/SEULA](http://www.dell.com/SEULA)).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at

[http://www.emc.com/collateral/sales/dellemc-satisfaction-guarantee-terms-and-conditions\\_ex-gc.pdf](http://www.emc.com/collateral/sales/dellemc-satisfaction-guarantee-terms-and-conditions_ex-gc.pdf) ("Satisfaction Guarantee") and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

### Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com).

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

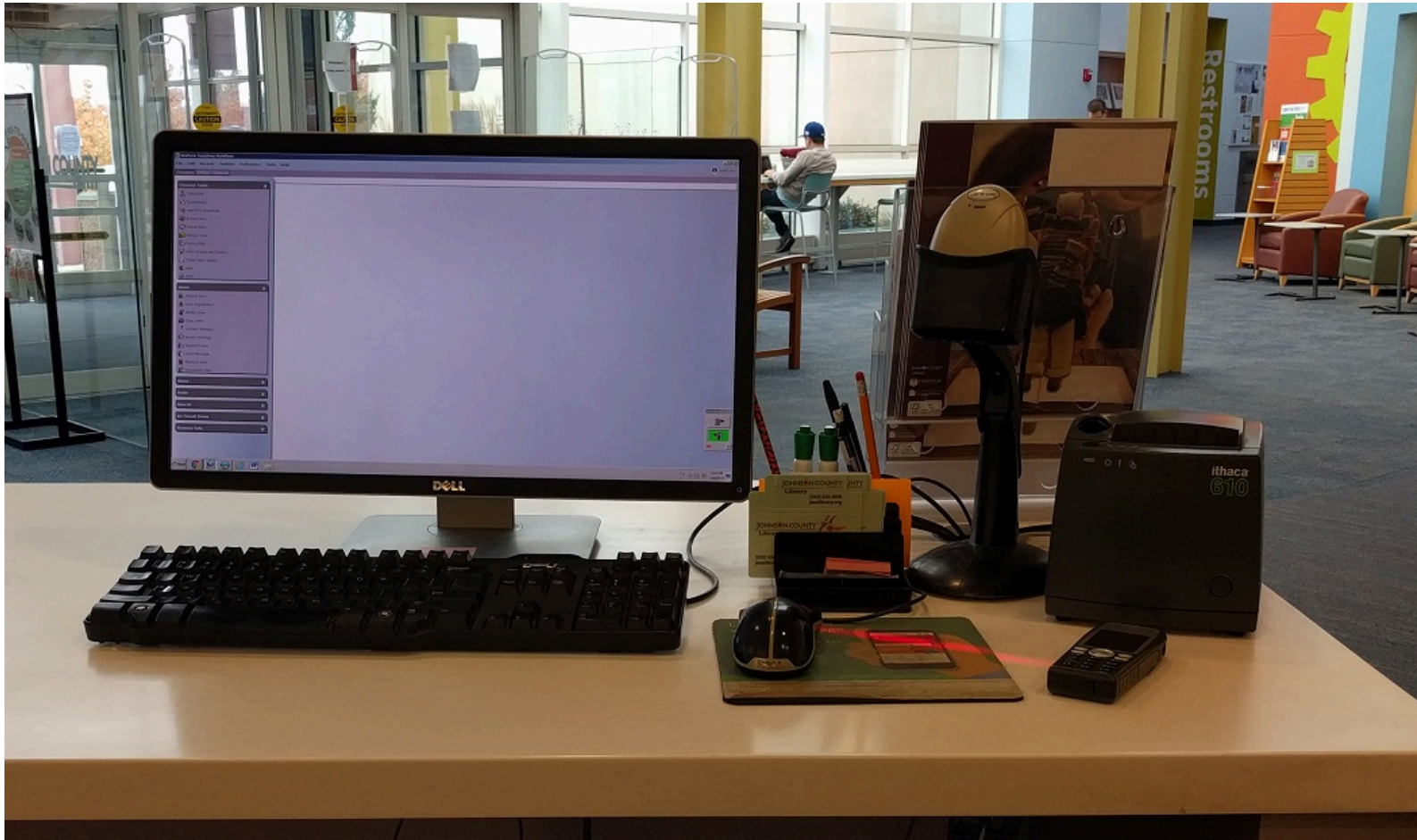


# Technology Purchases

Michelle Beesley  
Information Technology Manager, Customer Experience Team



# Public service desk planned replacement



# Print release station planned replacement



# Print release station planned replacement

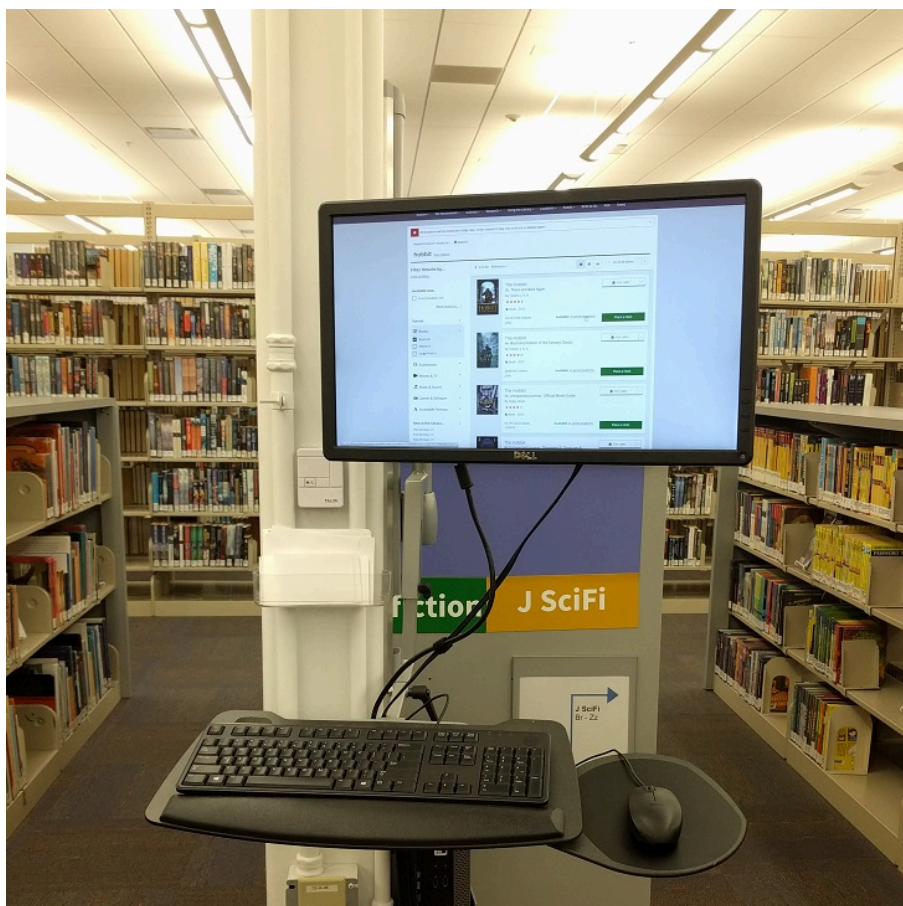




# Staff laptops planned replacement



# Catalog only – Current





# Catalog only – Upgraded



# Catalog only - Upgraded





# Replacement Cycles & Asset Management



# Next year

- Purchasing Development  
Team developing collaborative  
process
  - Library
  - JIMS (Justice Information  
Management)
  - DTI (County IT)
  - Parks and Rec
  - TFM (Treasury and Financial Management)
- Quarterly bulk purchases
- Continue working with Library Board's Budget Committee