



**Board Report
January 14, 2021**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS REGULAR MEETING, JANUARY 14, 2021 4:00 p.m.

The Johnson County Library Board of Directors will meet using Zoom, an online meeting tool. The public can view the broadcast of the meeting on the Johnson County Library [Facebook page](#) for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to scruggsm@jocolibrary.org before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Remarks
 - A. Members of the Johnson County Library Board of Directors
 - B. Board Chair, Amy Ruo
 - C. Friends of the Library; written report presented by Christopher Leitch4
 - D. Johnson County Library Foundation; written report presented by Stephanie Stollsteimer6
 - E. Liaison, Board of County Commissioners, Janeé Hanzlick
- IV. Reports
 - A. Board Counsel – Fred Logan
 - a) Role of the Friends and Foundation and relationship with the Library
 - B. County Librarian Report – Sean Casserley, County Librarian
 - 1. Finances and Statistics – Dave Vratny, Finance Director7
 - a) Core and reopening statistics, 2020 Library Trends - Adam Wathen, Associate Director14
 - 2. Comprehensive Library Master Plan – Scott Sime, Project Coordinator
 - a) Central Staff Space Consolidation (CSSC)15
 - b) Antioch Replacement
 - c) Overall Timeline19
 - 3. Updates – Sean Casserley, County Librarian
 - a) Reopening update report, Jennifer Mahnken and Nancy Birmingham21
 - b) Leadership in Action (LIA) award winners
 - c) 2019 Annual Report
 - d) CARES Act Funding, Kinsley Riggs30
- V. Consent Agenda
 - A. Action Items:
 - 1. Minutes of the December 10, 2020 Regular Library Board meeting40
 - a. Consideration of renewal of MOU with Johnson County Genealogical Society49
 - B. Information Items
 - 1. Financial and Personnel
 - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for

November 2020 were handled in accordance with library and County policy.

- b) The November 2020 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	52

VI. New Business

A. Informational Item (no action): 2022-2026 Capital Improvement Plan (CIP) Submission	53
B. Consideration of contract for HVAC Upgrades at Cedar Roe Library	86
C. Consideration of renewal of the Interlocal agreement with Olathe Public Library	91
D. Consideration of renewal of the MOU with the City of Lenexa	102
E. Library board appraisal committee	

VII. Old Business

A. Consideration of approving updates to the Collection Development Policy	106
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VIII. Adjournment

January 2021: Monthly Report
of the Friends of Johnson County Library
to the
Board of Directors of Johnson County
Library

Thank you, Madame Chair, and members of the Board, and Commissioner Hanzlick, and Mr. Casserley for this time to report on Friends progress on behalf of the Executive Committee.

There are 4 subjects in my report today, detailing activities of November 2020:

- Bookstores Update
- Leadership Center Webinar
- Cares Act Loans and Grants
- Internet Sales

1. Bookstores Updates

November sales at Friends Bookstores improved significantly. Both locations had their best months since August. Prices were lowered on children's books and sales have been good since the prices were reduced. We plan to keep the lower prices in place indefinitely.

Our core crew of volunteers remains steadfast at the bookstores. They are conscientious about self-quarantining if there is a chance they have been exposed to the virus and have done their best to keep themselves and others safe.

2. Kansas Leadership Center

Friends operations manager Shanta Dickerson and JCL volunteer coordinator Amber Bourek Slater co-hosted a **Kansas Beats the Virus** virtual meeting and brainstorming session with volunteers through an initiative of the Kansas Leadership Center. Some great ideas emerged about staying safe during the pandemic, and the Friends were awarded a \$500 honorarium.

3. Johnson County CARES Grant

The Friends' application for a Johnson County CARES Grant was approved in the amount of \$10,000; funds were deposited in December. The Johnson County Commission allocated \$13.5m to

fund 1,350 grants to Johnson County small businesses. There are no restrictions on how these funds may be used – this program is structured as a repayment for incurred losses and/or COVID-related expenses. **Commissioner Hanzlick – please accept thanks on behalf of the Friends board, staff and members!**

On a related note, legislation has passed simplifying the forgiveness process for PPP loans up to \$150,000 – and our \$22,000 grant falls in that category. We are awaiting the Small Business Administration to provide information to lenders.

4. Internet Sales

Of 19,600 donated and weeded items scanned by sorting volunteers and staff in November, 2,129 met our criteria for listing = approximately 11%.

Significant sales:

- *Churches in Early Medieval Ireland: Architecture, Ritual and Memory* - \$196.00
- *Mastering Weave Structures: Transforming Ideas into Great Cloth* - \$120.00
- *Mayflower Families Through Five Generations* - \$103.00

Respectfully submitted, Friends of Johnson County Library

To: Library Board of Directors
From: Stephanie Stollsteimer
Date: January 14, 2021
Re: Johnson County Library Foundation update

Good Afternoon!

Year-end donations continued through New Year's Eve! Gifts of note include:

- Scheels sporting goods had a themed year end gift campaign called "2020" and the Library was selected to receive \$2,020 to "do good." The Foundation historically cultivated Scheels for donations for Library Lets Loose and we are grateful the Library was on their list.
- Henderson Engineers: Donated \$3,000 for *elementia*, the teen literacy arts magazine and program.
- The Library was designated for "Gifts in Memory" for William Spangler. Twenty-six donors have donated \$1,775. Mr. Spangler is remembered fondly as a community leader and his gift shop, Spangler's, in Prairie Village.
- We are still tracking gifts tied to the Annual giving campaign and I'll have numbers next month.
- As we look at the year-end, we saw an interesting increase in individual donations to Race Project KC. We had 114 donations totaling \$19,536.

The Black & Veatch sponsorship agreement for the MakerSpace is up for renewal.

- We submitted a request to renew the 3-year, \$90,000 agreement.

Plans are coming together for an appreciation event for Foundation donors, Friends of the Library and Volunteers, January 17, 3-4 p.m.

- A ZOOM author event featuring Jim Hoy: Cowboy Storyteller, featuring his new book, *My Flint Hills, Observations and Reminiscences from America's Last Tallgrass Prairie*.
- Hosted by the 1952 Society and Readers Circle

Thank you!

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
November 2020
92% of year lapsed

OPERATING FUND

	Programs	2020 Budget
	Revenue	3,968,723
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	1,330,000
	Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES		<u>\$1,330,000</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING		<u><u>\$2,638,723</u></u>

SPECIAL USE FUND

	2020 Budget
Revenue:	2,732,889
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	2,732,889
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$2,732,889</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$0</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$2,638,723</u></u>

Expenditure of Friends of the JCL Donations 2020

<i>Expenditure Details</i>	<i>November</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	150.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	0.00
Board Retreat Expenses	0.00	136.43
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 286.43

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

November 2020
92% of Year Lapsed

REVENUE ALL FUNDS	2020 Year to Date	2020 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	34,609,352	34,859,880	99%	100%
Ad Valorem Delinquent	211,215	306,306	69%	143%
Motor Vehicle	3,175,459	3,291,677	96%	103%
Library Generated - Copying/Printing	46,039	101,241	45%	97%
Library Generated - Overdues / Fees	256,374	746,421	34%	69%
Sale of Library Books	12,500	50,000	25%	75%
Misc Other	921	19,703	5%	11%
Reimbursement	178,798	330,043	54%	164%
Library Generated - Other Charges	0	3,641	0%	0%
Investment	254,280	352,221	72%	128%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	18,462	11,883	155%	160%
Commercial Vehicle Tax	57,293	60,438	95%	92%
Heavy Trucks Tax	4,311	3,261	132%	207%
Rental Excise Tax	42,363	38,669	110%	110%
State and Federal Grants	129,518	257,901	50%	51%
TOTAL REVENUE	38,996,883	40,443,285	96%	100%

Expenses ALL FUNDS with Collection Encumbrance	2020 Year to Date	2020 Budget	% Categories Expended
Categories			
Salaries and Benefits	17,288,784	20,370,778	85%
Contractual Services	3,680,760	4,967,815	74%
Commodities	3,336,031	4,503,719	74%
Risk Management Charges	142,737	143,587	99%
Capital / Maintenance / Repair	2,766,055	2,728,376	101%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	1,330,000	4,367,527	30%
Grants	129,568	257,901	50%
Interfund Transfer	2,266,116	2,768,864	82%
TOTAL EXPENDITURES	30,944,910	40,443,285	77%

Revenue - Expenses as of November 30, 2020 **8,051,973**

RESERVES ALL FUNDS	As of 12/31/19
Reserves Operating Fund	9,557,491
Reserves Special Use Fund	1,572,099
Total JCL Reserves	11,129,590

Scheduled Replacement Plan Funding

-	<u>REVENUE RECEIVED TO DATE</u>
2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850
2019 Fund Transfer	1,131,100
Total Revenue	<u>4,458,200</u>

2020

Contractual Services	1,584,927
Building Repair	585,616
Architectural Services	68,820
Furnishings and Office Equipment	73,032
HVAC	178,193
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
Interfund Transfer	1,767,934
	<u>4,372,285</u>
Budget Remaining	<u>85,915</u>

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
November 2020
92% Year Lapsed

OPERATING FUND

Programs	2020 Year to Date	2020 Budget	% Program Expended
Administrative Services	2,571,410	3,750,713	69%
Information Technology	2,426,195	3,192,515	76%
Collection Development	3,319,949	3,399,711	98%
Branch/Systemwide Services	15,382,831	19,168,068	80%
Risk Management Charges	142,737	143,587	99%
Grants *	129,568	257,901	50%
Transfer to Capital Projects	1,330,000	4,367,527	30%
Interfund Transfer	2,224,576	2,768,864	80%

TOTAL OPERATING FUND EXPENDITURES	27,527,266	37,048,886	74%
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SPECIAL USE FUND

	2020 Year to Date	2020 Budget	% Budget Expended
Contractual Services (General Maintenance)	119,536	250,305	48%
Commodities (Capital Equipment)	109,023	81,000	135%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to Capital Projects	2,732,889	2,728,376	100%

TOTAL SPECIAL USE FUND EXPENDITURES	2,966,306	3,394,399	87%
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TOTAL EXPENDITURES	30,493,572	40,443,285	75%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
November 2020
92% Year Lapsed

ALL FUNDS	2020	2020	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	17,288,784	20,370,778	85%
Contractual Services	3,442,712	5,201,815	66%
Commodities	3,122,741	4,269,719	73%
Risk Management Charges	142,737	143,587	99%
Capital / Maintenance / Repair	1,363,166	4,367,527	31%
Transfer to Debt Payment	4,859	334,718	1%
Transfer to PBC Capital Leases	2,732,889	2,728,376	100%
Grants	129,568	257,901	50%
Interfund Transfer	2,266,116	2,768,864	82%
TOTAL EXPENDITURES	30,493,572	40,443,285	75%

JOHNSON COUNTY LIBRARY

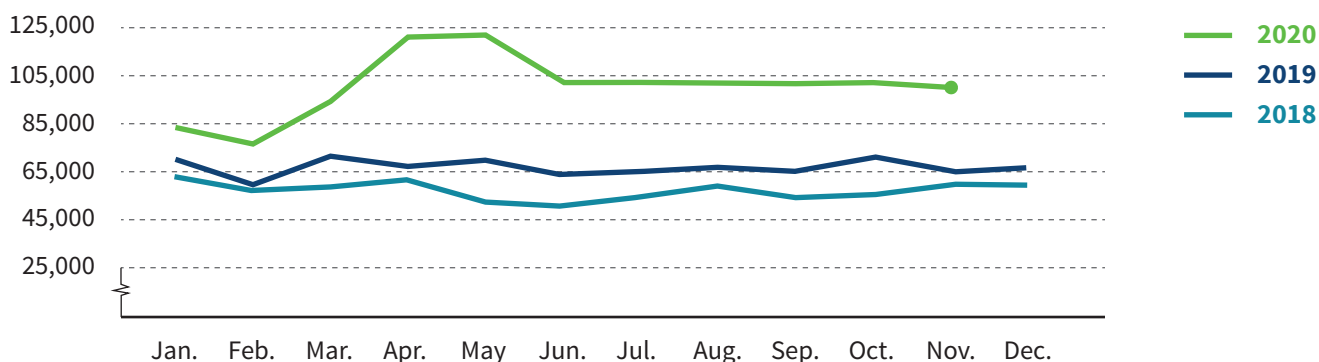
GRANTS MONTHLY REPORT

GRANTS*	Expenditures through 11/30/2020	Source	Received	Expenditures	Grant Award	Budget Remaining
285000085	State Aid 2020	State	2/21/2020	\$128,354.21	\$129,518.04	\$1,163.83

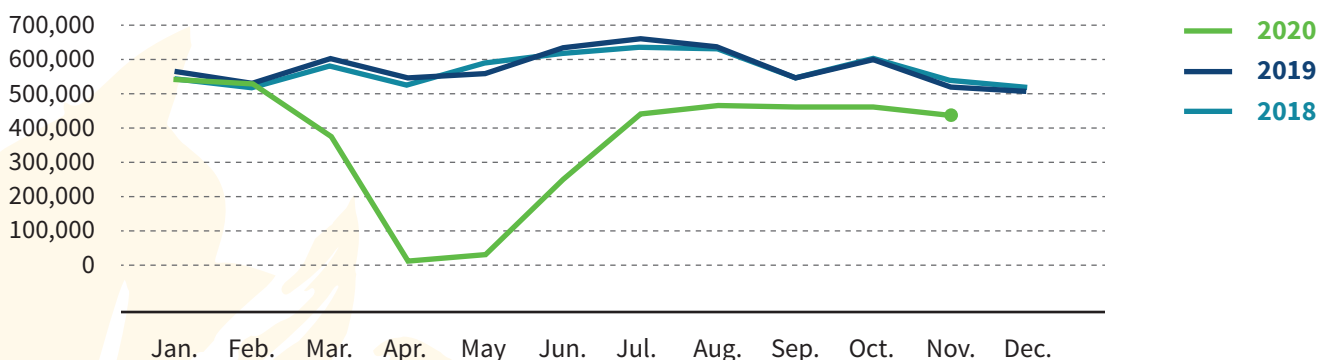
*Includes all expenditures and revenues over the life of the grant.

Core Operational Statistics

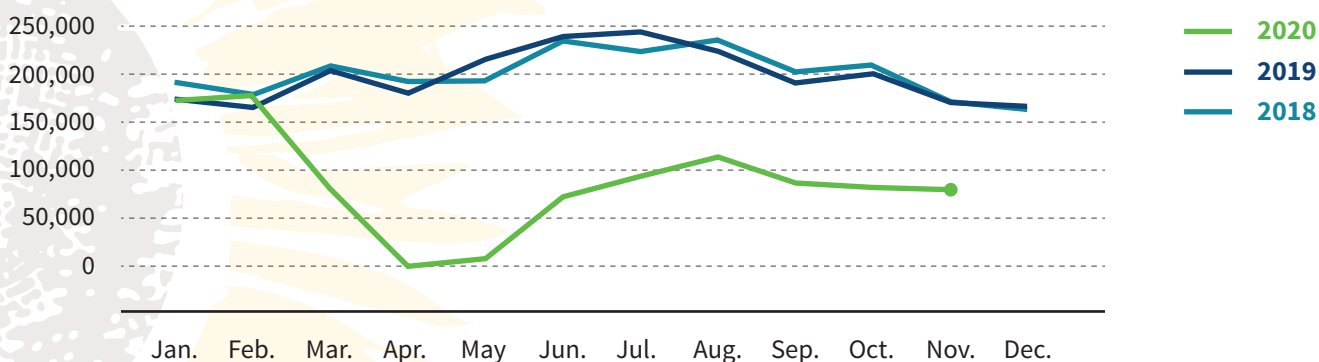
3 Year Digital Usage Trend



3 Year Physical Circulation Trend



3 Year Visitation Trend



Central Building Upgrade, Part 2 (CSSC)

Update – January 2021



Updates

- Preparing for Construction
- Next Steps
- Timeline



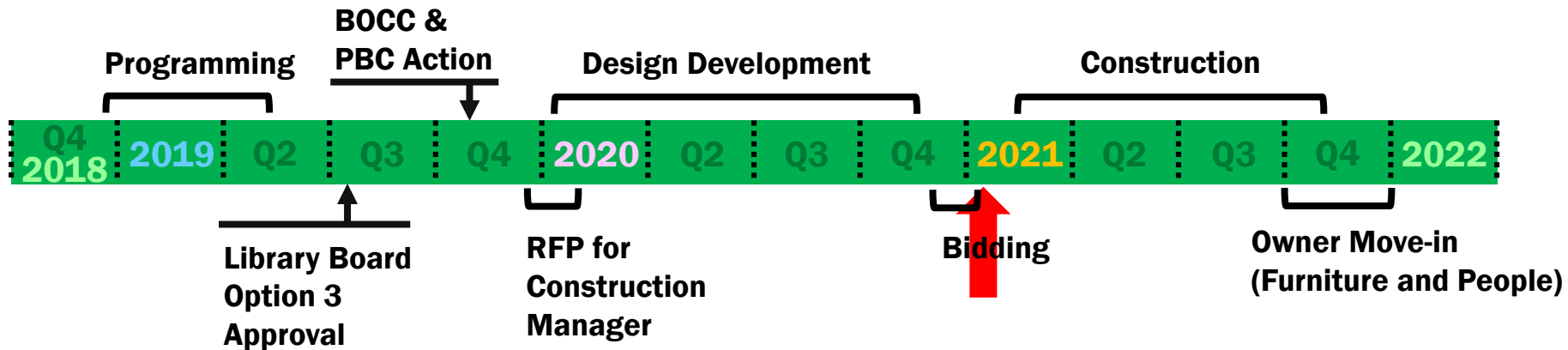
Next Steps

(*dates anticipated)

- January:
 - Construction contract – Special Board meeting on 1/27
- February:
 - Public Building Commission (PBC) action on 2/4*
 - Convert / partition to Little Central – 2/8-2/15*



Central Building Upgrade, Part 2: Anticipated Timeline:

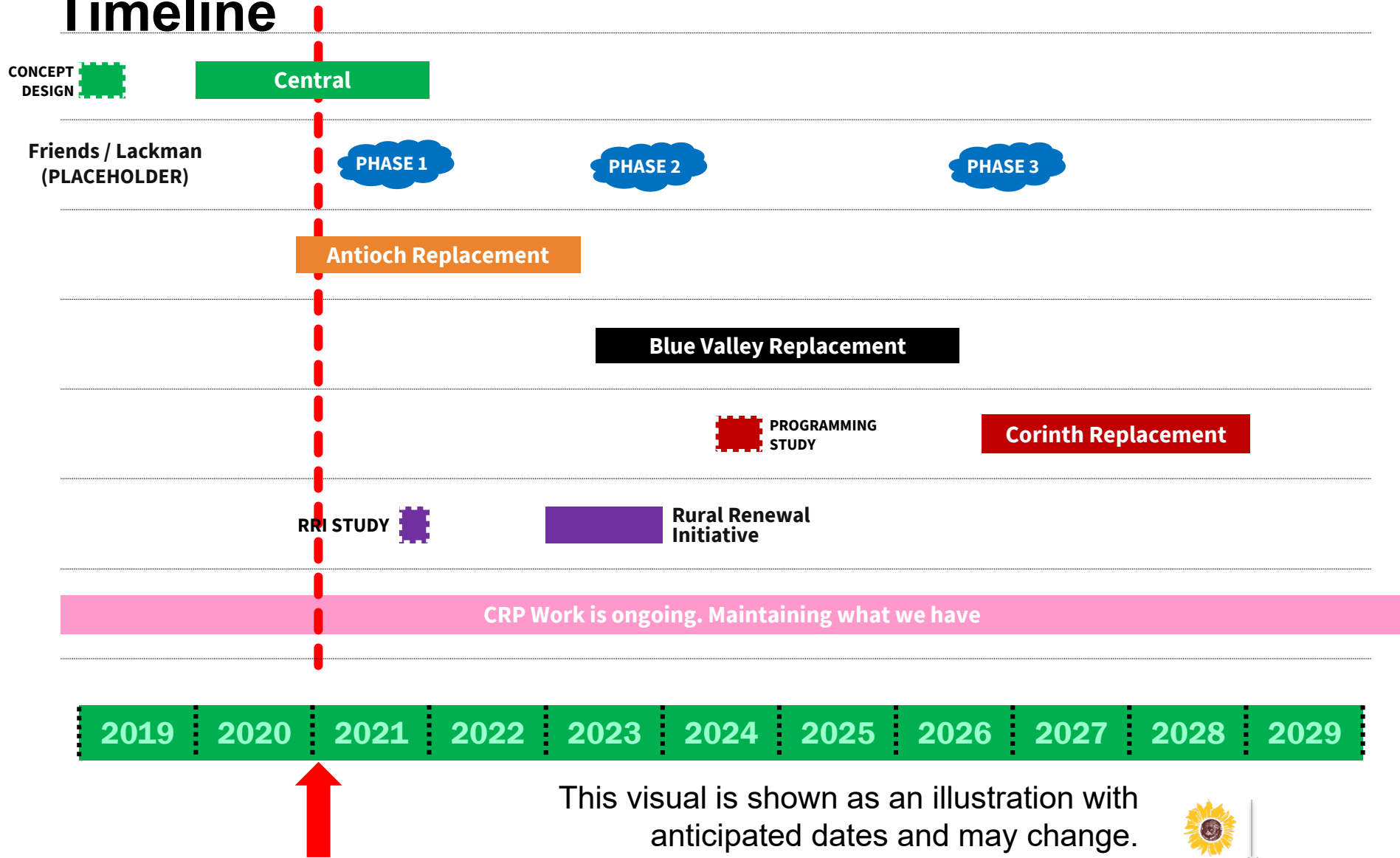


Capital Improvement Projects Timeline Summary

Update – January 2021



Capital Improvement Projects: Anticipated Timeline



Reopening Amid COVID-19

A phased approach for a safe return to public library services

December 2020



Overview

- Updates on COVID-19
- Other Library Systems
- School Updates
- Contactless Holds Statistics
- Possible Timeline



New testing opportunities in the metro



- JoCo – Olathe
- GoGetTested.com
- Comeback KC testing events
- Heart 2 Heart International testing
- Tour Health - Olathe



Vaccines have been approved and administered



- 95% effective
- 2 doses – 21 days apart
- Must be kept super cold –94*
- Can be kept 5 days after thawing



- 94.1% effective
- 2 doses – 28 days apart
- Normal freezer storage –4*
- Can be kept 30 days after thaw



Other Library Systems (as of 1/4/21)

Olathe

- Curbside pickup
- Browsing
- Maker Space by appointment

Kansas City MO Public Library

- Closed over the holidays
- Locations are only open for pop-in and appointment services.

Mid-Continent

- Closed over the holidays
- Curbside or drive through service only.

Kansas City Kansas

- Closed over the holidays
- Curbside pickup at some locations

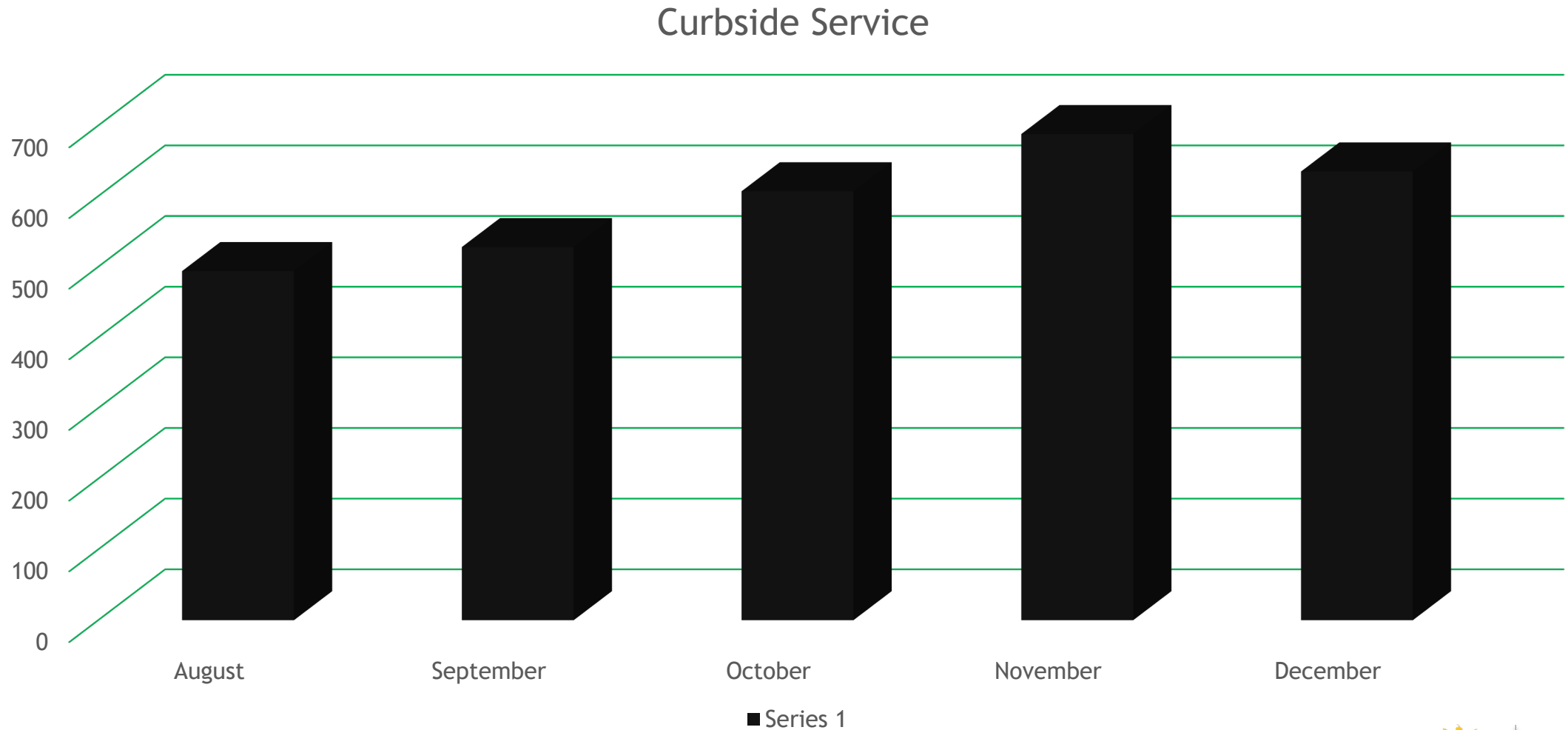


School Updates

- Many Kansas school districts are returning to hybrid learning models.
 - Elementary students in person
 - Middle Schools and High Schools virtual as of 1/4/21.
 - Many middle and high school students will move to a hybrid model.
- Positivity rates remain a moving target with each school having its own criteria. Most uses KDHE recommendations.
- JCL employs data from JDHE and KDHE.



Curbside Holds Continue to be popular



New Curbside locations February 1st

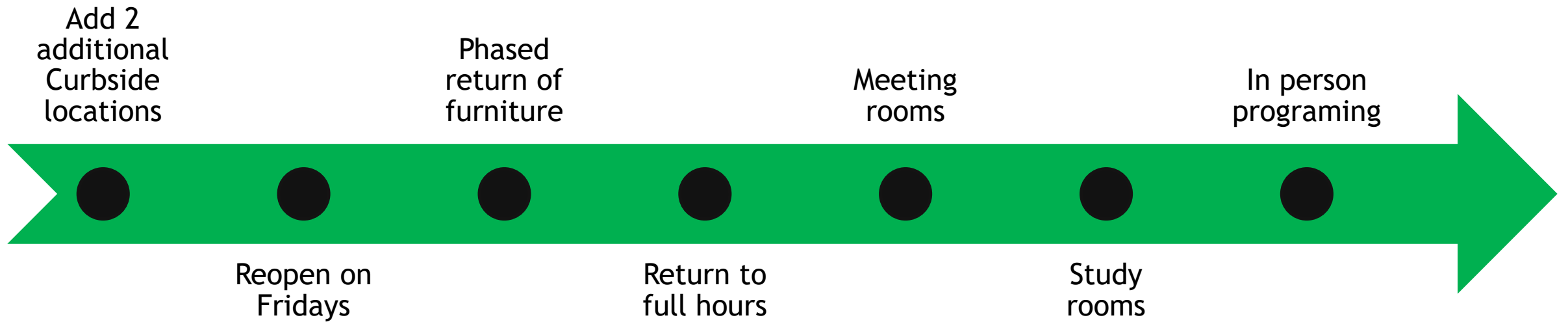
Oak Park



Spring Hill



Possible timeline



Digital Navigators

November 1 – December 24, 2020



CARES Act

Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law Mar 27, 2020.

This \$2 trillion relief package delivers on the commitment to protect the American people from the public health and economic impacts of COVID-19.

<https://www.jocogov.org/coronavirus-aid-relief-and-economic-security-cares-act-funding>



Project Team

Project Team Members

Megan Clark, Assistant Branch Manager
Melissa Horak-Hern, Reference Librarian
Ben Oglesby, Marketing Specialist
Abigail Powers, Accounting Specialist
Jenny Reeves, Youth Services Librarian
Dylan Reiter, Information Specialist
Julie Timmins, Training Specialist
Tad Twidwell, Branch Manager
Spencer Zelle, System Administrator

Project Sponsor

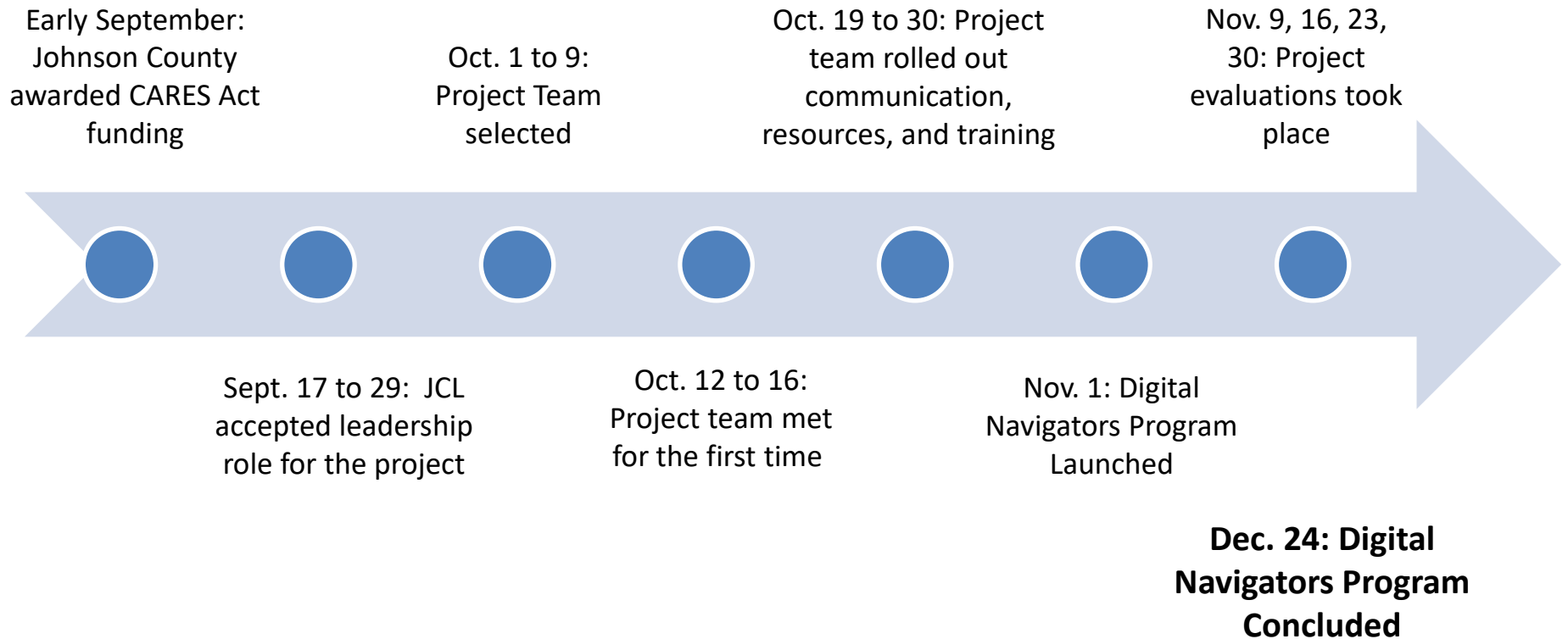
Tricia Suellentrop

Project Lead

Kinsley Riggs



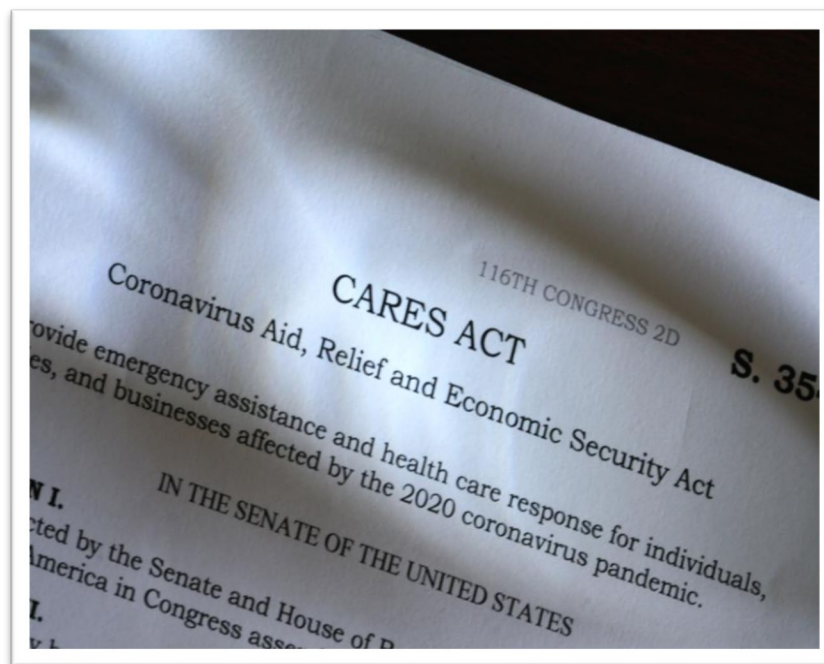
Timeline



Why Digital Navigators at JCL?

Our goal was to provide support and assistance for Johnson County residents who lack digital access and/or skills and have been impacted by COVID-19.

Johnson County Library connected people to education, career, technology, human services, and more through our information and public service channels.



Who are JCL's Digital Navigators?

Front line staff in libraries, at desks, on phones and via email.

Adult and Youth Information Specialists and public service managers were trained virtually.

Some Circulation Clerks and Managers were trained as well.



How did we connect & help?

Radio ads on Mix 93.3, a feature on KSHB, social media, and existing online channels promoted our resources and ability to help.

In all tracked interactions, we verified, "Are you asking about a COVID-19 related need today?"

We created [COVID](#) and [NON-COVID](#) lists to guide staff in tracking interactions.

We created and published extensive resource documents for staff use, and we were able to repurposed these into a publicly accessible website.

Navigating COVID-19

The Library is here to help those with limited digital access or skills navigate the COVID-19 pandemic.

Connecting you to a variety of helpful resources covering:

- Digital Literacy
- Employment
- Device & Internet Access
- Education
- And More

Get in touch with us today:

- Call 913.826.4600
- Text 913.667.7523
- ask@jocolibrary.org
- In-person at 14 locations

JOHNSON COUNTY KANSAS Library

To see a list of resources go to jocolibrary.org/covid.



Digital Navigator Partners



pcsforpeople



**CONNECTING
FOR GOOD**



Needs Assessment

In order to better understand our community's gaps in areas of internet; device; & tech support access, we partnered with survey company ETC to create a completely anonymous technology needs assessment survey.

Roughly 8,000 surveys began being mailed as of 12/30/20.

All survey mailers included an explanatory letter direct from the County Librarian.

AIMS data was used to prioritize sending surveys to residences previously identified as lacking internet access.

JOHNSON COUNTY Library Johnson County Library 2021 Technology Needs Assessment

In conjunction with the Federal CARES Act and Johnson County COVID-19 Recovery Funding, Johnson County Library would like your input on the technology needs and access available in our community. The survey will take approximately 10 minutes to complete, and your input will help us prioritize Library technology services in the months and years to come. When you are finished, please return your survey in the enclosed postage-paid, return-reply envelope. We appreciate your time.

JOHNSON COUNTY Library P.O. Box 2933
Shawnee Mission, KS 66201-1333

January 2021

Dear Johnson County Resident,

Johnson County Library is the primary organization implementing the Digital Navigators project of the Community Reinvestment Phase II of Johnson County COVID-19 Recovery Funding, part of the Federal CARES Act. A primary goal of this project is to provide additional technology support and access to our community, so we would like to learn more about the specific technology needs of our community during this challenging time.

Because technology is such a huge part of our everyday lives—and not just during a pandemic—the input you provide in the enclosed survey will help us make decisions that affect a wide range of library services over the coming months and years. To ensure that our priorities are aligned with the needs of our residents, it is important to hear directly from you.

We appreciate your time spent taking this survey. Whether you are a current Library cardholder or not, your responses allow Johnson County Library staff to identify and address the many opportunities and challenges facing our community in the increasingly digital world in which we live.

Please know your responses are entirely confidential. Your mailing address was randomly selected to receive this survey, and no identifying information will be available upon the survey's return.

We would appreciate your returning this survey in the enclosed postage-paid envelope within the next week. If you are unable to return the survey, please contact us at library@jclibrary.org or call 913.241.1333.

19. **Tech Support.** On a scale of 1 to 5, where 5 means "Very Comfortable" and 1 means "Not at All Comfortable," please indicate how comfortable you are accessing each of the following without assistance.

	Very Comfortable	Comfortable	Neutral	Not Comfortable	Not at All Comfortable	Don't Know
1. Your mobile device	5	4	3	2	1	9
2. A laptop or desktop computer	5	4	3	2	1	9
3. Word processing programs (e.g., Microsoft Word, Excel, PowerPoint)	5	4	3	2	1	9
4. Social media websites	5	4	3	2	1	9
5. Job search/career websites	5	4	3	2	1	9
6. Navigating Library website	5	4	3	2	1	9
7. Accessing Library resources	5	4	3	2	1	9
8. Setting up and/or troubleshooting devices	5	4	3	2	1	9

20. Which of the following resources do you regularly utilize for tech support? [Check all that apply.]

☐ (1) Family and/or friends ☐ (5) Online resources (e.g., Google, YouTube)

☐ (2) Employer resources ☐ (6) Print resources (e.g., books, magazines, user guides)

☐ (3) Public entities (e.g., library) ☐ (7) Other: _____

☐ (4) Private entities (e.g., Best Buy's Geek Squad)



QUESTIONS?



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

December 10, 2020

Online via Zoom

4:00 p.m.

BOARD: Amy Ruo, Bethany Griffith, Brandy Butcher, David Sims, Donna Mertz, Fabian Shepard, Wayne Burke

BOARD ATTORNEY: Andrew Logan, Fred Logan

BOCC: Commissioner Hanzlick

STAFF: Abby Giersch, Adam Wathen, Ben Sunds, Christopher Leitch, Dave Vratny, Elissa Andre, Georgia Sizemore, Jennifer Mahnken, Joseph Keehn, Juan Lopez-Tamez, Ken Kleffner, Lynn Smith, Melanie Fuemmeler, Michaela Scruggs, Nancy Birmingham, Scott Sime, Sean Casserley, Steph Neu, Stephanie Stollsteimer, Tina Pederson, Tricia Suellentrop

GUESTS: Joe Waters

Board Chair Amy Ruo called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

There were none.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS

Ms. Ruo requested Library Board members keep cameras on during the meeting if possible.

FRIENDS OF THE LIBRARY:

Community Relations Coordinator, Christopher Leitch, provided the following written report to the Library Board.

Thank you, Madame Chair, and members of the Board, and Commissioner Hanzlick, and Mr. Casserley, for this time to report on Friends progress during the last 30 days.

There are 4 subjects in this report today:

- Bookstore Operations
- Internet Sales
- Sorting Center Volunteers
- FRIENDSHIP Campaign

BOOKSTORE OPERATION

As long as we can stay open, we will try to keep the Antioch and Blue Valley stores running. Even though Coronavirus is spiking in the County, volunteers are still willing to help. As long as there isn't another shutdown, we may be able to squeak through the rest of the year.

INTERNET SALES

We presently have 18 volunteers listing items for sale (several also ship) and 5 volunteers (+ IS Manager) shipping items ordered. We're pleased to report a 16% increase in number of items sold from the previous month's reporting.

Sales of note:

- *World Book Encyclopedia 2018, 22-Volume Set* **\$ 497.77**
- *The Anchor Bible Dictionary 6-Volume Prepack* **\$ 398.90**
- *The Complete Sermons of Martin Luther: 7 Volumes* . **\$ 140.91**
- *Kekkaishi Set 3 [a Japanese manga series]* **\$ 102.89**

SORTING CENTER VOLUNTEERS

There are 35 volunteers on our sorting team at present, which remains down from pre-pandemic levels. Amber Bourek Slater has worked diligently to find new volunteers; some have dropped off until the pandemic situation improves, others need just a few service hours, or perhaps came to us for something to keep busy while looking for work.

We *are* keeping up with incoming donations and weeds for now thanks to the dedication and tenacity of our staff and sorting volunteers.

GIVE THE GIFT OF FRIENDSHIP CAMPAIGN

The Friends launched our year-end membership campaign with an electronic message and a note in the Library newsletter: all told, 250,000+ recipients were encouraged to join our ranks.

The campaign is promoted as a touchless way to celebrate physically distanced holidays, by sending an e-gift card to family or friends. Certificates may be used for in-store used-book purchases, or towards a Friends membership. Purchase online or in Friends bookstores and a lovely digital gift certificate will be emailed to your recipient. Your gifts are a gift to the Library, too: the Friends supports Library collections and programs!

JOHNSON COUNTY LIBRARY FOUNDATION

Executive Foundation Director, Stephanie Stollsteimer, provided the following written report to the Library Board.

The Annual Appeal is in full swing as we promote year end giving.

- The theme is "Nothing can keep us from a good book."
- The initial mailing went out the first of November and we've followed up with digital and social media. We'll do one more follow up mailing mid-month to key donors.
- In 2019 we received 178 gifts totaling \$39,000. We'll see what 2020 brings.

The Foundation's 2021 Slate of Officers and new board members have been approved.

- The officers include Chris Anderson, President; Ava Christie, President-Elect, Vickie Trott, Past President; Anne Blessing, Treasurer; Sean Casserley, Secretary.
- Three new board members include: Chuck Sipple, Bonnie Limbird, and Colleen Browne.
 - These community leaders are an inspiration and it is an honor to continue to this Library legacy of community volunteers and support.

The 1952 Society: Writing the Library's Next Chapter, received notification of a bequest.

- This donor has been dedicated to the Johnson County Library-Cedar Roe branch for a few years. He recently left a bequest of \$20,000 designated to Cedar Roe.

As we kick off 2021, we have scheduled a virtual donor appreciation event with Jim Hoy who is a Tallgrass Prairie cowboy and author for January 17. He will share his stories of the Flint Hills and his new book, *My Flint Hills, Observations and Reminiscences from America's Last Tallgrass Prairie*. We look forward to inviting you all to this Zoom event. Thank you!

Ms. Ruo complimented the theme for the annual appeal.

COUNTY COMMISSIONER REPORT

Commissioner Hanzlick reported the Board of County Commissioners have moved to meeting virtually via Zoom. They will meet virtually until at least the January 14 meeting. This decision was made to set an example for good practices during a time when the number of COVID cases in the county are high and there is stress on the hospitals.

Three Commissioners will be leaving the Commission as of January 11th, and three new Commissioners will be onboarded. The new Commissioner for District 6 is Shirley Allenbrand, the new Commissioner for District 2 is Jeff Meyers, and the District 3 Commissioner is Charlotte O'Hara. The liaison assignments may change, Commissioner Hanzlick has enjoyed being the liaison to the Library Board.

Johnson County has opened 2 new testing sites through KDHE. Testing is available at Johnson County Community College and Shawnee Mission North High School. To schedule a COVID test at either The website to register for testing at either location is: www.gogettested.com/kansas.

The micro transit program has doubled its service area to include Olathe.

Commissioner Hanzlick recently finished *An Unmarked Grave* by Charles Todd. She also recently read *Tacky the Penguin* as a guest reader for the Heritage Hill Neighborhood Association. Commissioner Hanzlick thanked Community Relations Coordinator, Christopher Leitch and Library staff for providing tips and additional program suggestions.

BOARD COUNSEL REPORT

Summary of legal meeting with JCL administration

Mr. Logan provided a summary of a meeting between legal counsel and members of the library staff to discuss several legal issues in-depth.

The first topic discussed was the administrative leave of absence policy. In 1984, the legislature passed legislation giving the Library authority to act independently in certain areas. In other areas, the Library acts in accordance with County policy established by the Board of County Commissioners. One such area is human resources.

Staff asked about the application of the administrative leave of absence policy. County policy dictates that a department or agency leader, such as the County Librarian, may place an employee on administrative leave. Administrative leave may be used when there is an emergency situation or unsafe work condition. It may also be used if it's in the best interest of the county or the library for legitimate business purposes not to have an employee in the workplace while considering an appropriate course of action.

The second topic discussed had to do with library card usage and minors. Occasionally there have been situations where divorced or separated parents object to materials the child has checked out, perhaps with the other parent. If a parent with a child presents a library card for the child or another type of identification proving parental connection to the child, they can access the child's account. There is also a federal regulation that states an agency may presume the parent has the authority to inspect or review records relating to his or her child unless the agency has been advised that the parent does not have authority under applicable state law. If

a parent objected to a child having access to material, the Library would expect that that parent would produce a court order to that effect.

The third topic discussed had to do with making policies and regulations gender neutral, a move many library systems are making. Mr. Logan advised Library leadership to use him or her, or his and her and not the plural for clarity. Library staff are drafting changes to the policies and the Board may see them in the coming months.

The final topic discussed had to do with online board meetings. Mr. Logan stated the online Library Board meetings have been in compliance with the Kansas Open Meetings Act. The Library has been streaming the meetings to the Facebook Live platform and it's worked very well. Other government agencies also use the Facebook Live platform. Legal counsel and staff discussed other options, but there was consensus to stay with the platform.

COUNTY LIBRARIAN REPORT

Mr. Casserley thanked Commissioner Hanzlick and Commissioner Fast for the leadership they showed by proposing the Board of County Commissioners follow best practices concerning conduct and parliamentary procedures. Mr. Casserley shared it's encouraging to see elected officials reinforce the idea that differing opinions can be discussed and explored in an agreeable manner.

Finance Report

Finance Director, David Vratny, shared the revenue report with the Board. As of the end of October, the Library has received a little over \$38.9 million, representing 96% of expected revenue. Revenues related to the Library's closures are slightly down, those include copying, printing, fine and fees.

The Library has spent a little over \$28.8 million as of the end of October. Overall, the Library is in good shape from a revenue and expenditures spent standpoint.

Statistics and Reopening Trends

Associate Director of Systemwide Services, Adam Wathen, reported on core operational statistics and reopening trends.

Digital usage continues to show a significant increase over previous years. The physical circulation statistics continue to move upward from the Library's COVID closure toward 2019 levels, and visitation is still lagging behind. Several in-building services are still limited, including access to seating in meeting rooms.

The reopening trends show that individual users checking out is 22% below 2019 levels and physical checkout numbers are 17% lower than 2019 levels. Both numbers are better than previous months and indicate a slow upward trend. Holds continue to pace close to last year's levels. Despite the lower visitor rate, holds delivery seems even more effective in connecting patrons with our materials.

Computer usage continues its trend of staying fairly low compared to pre-COVID levels. The average session time remains consistent. Prior to COVID the average was 42 minutes, during COVID computer session times average to 38 minutes.

COMPREHENSIVE LIBRARY MASTER PLAN

Central Staff Space Consolidation (CSSC)

Scott Sime, Project Coordinator, reported on behalf of the core team.

The design has been finalized. Narration is being added to the fly-through video that was shown last month, and drawings for construction are currently out to bid.

Staff have been de-cluttering spaces at Central, inventorying and determining furniture and equipment that will need to be moved to temporary work locations. Furniture and equipment will be moved to the temporary workstations in December and January.

A special board meeting will be held in January to discuss the guaranteed maximum price contract. The date range for the meeting will be between January 25th and February 3rd. This will allow the timing to align with the Public Building Commission's approval process.

In February, the team anticipates going in front of the Public Building Commission for action on the guaranteed maximum price contract. After approval, the team will move forward with setting up "Little Central" and proceeding into construction.

Mr. Sime showed the current project timeline.

The Board requested Ms. Scruggs set up the special Library Board meeting.

Cedar Roe

Cedar Roe is due to receive replacements and updates to the mechanical systems in 2021. Most of the work can be completed with minimal disruption to patrons, however the team does anticipate needing to close for some of the work. The estimated closure duration is 6 to 8 weeks and would likely be in the last stage in May. The Library Board will consider the contract next month.

This is a significant investment for the Cedar Roe building and the expenses are a planned expenditure from the 2021 Capital Replacement Plan budget.

The team is considering offering curbside service during the closure to continue to provide some access at the site. More information will be presented next month.

Overall Timeline

Mr. Sime shared the overall timeline.

UPDATES

COVID Update Report

Associate Director for Branch Services, Jennifer Mahnken, reported to the Board.

The COVID positivity rate is very high in Johnson County and the hospital resources are strained. All counties with public universities now require masks. The CDC has recently changed their quarantine and isolation guidelines to ten days. An individual who is exposed to COVID and shows no symptoms can get a test after five days. With a negative test result that individual can return to work on the eighth day. Post-positive individuals do not need to re-test for three months. Multiple vaccines are starting to roll-out.

Ms. Mahnken shared that weekly the Library has three to five staff members going into quarantine or isolation due to exposure to the virus.

Ms. Mahnken compared what other metro libraries are doing. Olathe Public Library is offering curbside pick-up and browsing within their buildings. They have also started offering MakerSpace appointments by reservation. Mid-Continent Public Library had an extended Thanksgiving closure and are currently only providing curbside

service. Kansas City Public Library only allows computer use by appointment only, there is no browsing and they also had an extended Thanksgiving closure. Kansas City Kansas Public Library buildings are closed to the public with curbside pickup only.

Johnson County Library's curbside service is increasingly popular. The team is discussing adding more curbside locations. Drive-through service also continues to be a popular alternative to coming into the buildings. Drive through services have increased by 148% at Blue Valley, 226% at Monticello and 166% at Lenexa.

Budget Committee

The Library Board's budget committee met in November to review general funds, operating expenditures, and revenues – ad valorem, fines and fees and use of carryover funds. Amy Ruo, Bethany Griffith and Donna Mertz represent the Board on the budget committee.

Facilities Report

Brad Reinhardt, Director of Facilities Management, introduced the facilities team, including Nicolle Welsh, Georgia Sizemore, Juan Lopez-Tamez, Abbie Giersch, Brad Morgan and Chay Her.

The Facilities Department values the partnership that has been developed with the Library and will continue to invest in the partnership. Mr. Reinhardt assured the board that the Facilities Department is committed to meeting the objectives of the library. The pandemic has caused this to be a challenging year, Facilities is committed to providing excellent and nimble service. Project Manager of CSSC project, Abby Giersch, Building Engineer, Brad Morgan, Custodial Manager, Chay Her and Project Manager, Juan Lopez-Tamez introduced themselves to the Library Board and shared an overview of the work they have been leading for the Library this year.

Collection Development Policy

Collection Development Manager, Lacie Griffin, presented the Collection Development Policy and updates. Every other year the Collection Development department revisits the policy to edit and update the policy ensuring that it meets the Library's mission to provide access to ideas, information, experiences, and materials that support and enrich people's lives.

This year most of the edits were updates to terms and vocabulary. Ms. Griffin presented two larger edits in the Preservation of Information section and the Library Bill of Rights. In the Preservation of Information section, the team aligned the language with the Library's mission to preserve access to high demand information and having it readily available to our community. The department has partnered with local archivist institutions, such as the Johnson County Museum, the Johnson County Historical Society, and the Johnson County Genealogical Society to preserve access to their archives. They have also taken steps to digitize holdings.

The second edit is in Appendix A, ARM 10-20-10, the Library Bill of Rights. The Library Board voted to update the Bill of Rights at the retreat in October. The Collection Development Policy has included the update ARM.

The Library Board will consider approving the updates to the Collection Development Policy in January.

Mr. Casserley presented the Consent Agenda and requested the Memorandum of Understanding (MOU) with the Friends of the Library be removed due to a change in the agreement that needs to be made.

CONSENT AGENDA

Minutes of the November 10, 2020 Library Board Meeting

2021 AARP MOU
2021 Arts Asylum MOU
2021 BikeWalk KC MOU
2021 Department of Corrections MOU
2021 Department of Technology & Innovation – Automated Information Mapping System MOU
2021 DeSoto Parents as Teachers MOU
2021 Growing Futures Early Education Center MOU
2021 Inter Urban Art House MOU
2021 Johnson County Library Foundation MOU
2021 Kansas City Artists Coalition MOU
2021 Lenexa City Center MOU
2021 Overland Park Community Garden MOU
2021 Johnson County Community College Adult Education MOU
2021 City of Edgerton MOU
2021 Logan Logan & Watson contract renewal for legal services
2021 Sirsi contract renewal
2021 Bibliotheca contract renewal

Motion: Wayne Burke moved to approve the consent agenda excluding the MOU renewal with the Friends of the Library.

Second: Fabian Shepard

Motion approved unanimously

NEW BUSINESS

Consideration of renewal of the MOU with the Johnson County Facilities Department

Over the last year and a half, the Library has partnered with Johnson County Facilities (FAC) to manage our custodial and maintenance services. We have worked with FAC to help us manage our capital projects for approximately the last 12 years. Over this year we have reviewed the MOU as well as created a Service Level Agreement that clearly defines the roles and expectations of each party.

Facilities manages the staff, oversees contracts, and completes the cleaning and maintenance of all our buildings as well as our fleet. The Planning, Design and Construction (PDC) team assists us in managing our CIP and CRP projects. This partnership has been a huge success as the Library does not have the expertise to do this on our own. Our buildings have never been cleaner, and we are beginning to catch up on overdue maintenance projects. Additionally, this staff has begun to inventory all our maintenance issues and to prioritize that work. The PDC team has assisted us with our building projects as well as our major system replacement projects (CRP).

Motion: Fabian Shepard moved to approve the Memorandum of Understanding between Johnson County Library and Johnson County Facilities for the year 2021.

Second: Brandy Butcher

Motion approved unanimously

Annual renewal of the Memorandum of Understanding between Johnson County Library and Housing and Credit Counseling, Inc. (HCCI)

Since 2014 Johnson County Library and HCCI have collaborated to present the Women & Money financial literacy education program. The program has consistently received very positive responses from participants.

HCCI and Johnson County Library wish to continue the collaborative partnership to promote financial literacy in 2021.

Changes in the MOU have been made to the potential program format, which may now be offered in three ways:

- as a series of six to eight evening classes; and/or
- as a day-long Saturday venue featuring a keynote speaker (author or motivational speaker) accompanied by breakout classes; and/or
- as a series of webinars presented over a period of weeks or months.

The MOU also broadens the marketing for the program to include the general public.

Motion: David Sims moved to approve the MOU between Johnson County Library and HCCI.

Second: Fabian Shepard

Motion approved unanimously

Consideration of a temporary closure to construct “Little Central” area

Central Resource Library will be under construction for several months in 2021. To continue to allow public access and use of the building, the contractor will create a partition near the public entrance. This temporary “Little Central” area will be available for patrons to return materials; pick up holds; use public PCs and have access to a printer and photocopier. Public restrooms will also be available.

Motion: Fabian Shepard move to approve a temporary closure of Central Resource Library for a period of one week (2/8/21-2/14/21) to allow for the construction of temporary partitions, and moving and installation of other equipment to facilitate the creation of the “Little Central” area, contingent on the authorization of the amendment to the construction contract.

Second: Brandy Butcher

Motion approved unanimously

Commissioner Hanzlick asked if the Library has any information regarding savings the Library has achieved through the collaboration with the Facilities Department.

Mr. Casserley responded that the Library can work up the numbers. He described the great value the Library receives by utilizing the expertise of the Facilities Department. For example, Ms. Giersch has worked to develop a five-year furniture replacement. This work has helped the Library budget for furniture replacement and provide consistent furniture quality across each of the branches. Mr. Lopez-Tamez helps develop a comprehensive five-year Capital Replacement Plan. This work provides cost-savings because previously the Library would outsource this work externally. We also find indirect savings by being able to work with people who are experts in their fields and show a high level of professionalism. Another aspect of savings can be found in economies of scale, for example through the bulk purchase of cleaning supplies.

Commissioner Hanzlick commented that the Facilities Department has added an energy manager in the last year. She asked if the libraries have been evaluated for energy efficiency by Facilities?

Mr. Casserley responded that he was not sure if Facilities has undertaken a formal evaluation yet but would be supportive of the initiative. The Library is looking closely at the new Library in Merriam and is building the Library with a focus on energy efficiency.

Commissioner Hanzlick thanked Mr. Casserley for the update and for his participation on the County sustainability committee. She shared that Johnson County has been chosen as one of among 25 entities in the country by the U.S. Green Building Council to receive a grant to pursue LEED for cities and communities. This will allow the county to assess sustainability.

Mr. Shepard asked if all design and construction is LEED Certified.

Mr. Casserley shared that at one time the County did seek LEED Certification for all new construction. Currently the practice is to build to the LEED standard, but not seek the certification. The Lenexa Library is LEED certified.

Commissioner Hanzlick shared that at the County there has been increased interest in seeking LEED certification because of the advantages.

Mr. Shepard shared his support of building to LEED standards and seeking the LEED certification for new Library buildings.

Mr. Casserley agreed there are benefits to seeking the certification and asked Ms. Ruo if the Board would be interested in learning more about LEED standards, the LEED certifications and the options that are available.

Ms. Ruo agreed the topic would be informative at a future Board meeting.

ADJOURNMENT

Motion: Fabian moved to adjourn the Library Board meeting

Second: Wayne Burke

Motion approved unanimously

Meeting adjourned at 6:31 p.m.

SECRETARY _____
Bethany Griffith

CHAIR _____
Amy Ruo

SIGNED _____
Sean Casserley

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley
Date: January 14, 2021

Issue: Annual renewal of the Memorandum of Understanding (MOU) between Johnson County Library (JCL) and the Johnson County Genealogical Society (JCGS).

Background: Johnson County Library and the Johnson County Genealogical Society have an agreement in place for the purposes of providing genealogical research collections and assistance at Central Resource Library.

JCL provides space, cataloging, databases, equipment and a staff liaison. JCGS provides the print collection, programs and volunteers to assist genealogy researchers.

The Johnson County Genealogical Society has reviewed the MOU and is in agreement. No significant changes have been made to the 2021 agreement.

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

Attachment(s): MOU between Johnson County Library and the Johnson County Genealogical Society.

AGREEMENT BETWEEN THE JOHNSON COUNTY LIBRARY AND JOHNSON COUNTY GENEALOGICAL SOCIETY

THIS AGREEMENT is made and entered into for the year 2021 by and between the JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INC., Johnson County, Kansas, hereinafter sometimes referred to as JCGS, and the JOHNSON COUNTY LIBRARY, Johnson County, Kansas, hereinafter sometimes referred to as the LIBRARY.

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

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

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

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

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

I. Johnson County Genealogical Society shall:

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

II. If the Johnson County Library's budget and staffing levels are adequate, it shall:

- a. Provide basic genealogy collection support including print reference and databases.

- b. JCL Collection Development Manager shall manage the collection and it will be subject to the same analysis and system of priorities as are all other specialized collections of the Library. The Library's *Collection Development Policy* section on Genealogy (9.12) will be followed with respect to this collection:
 "It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere." And "Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff."
- c. Provide basic bibliographic support through organization and cataloging of genealogical materials regardless of ownership.
- d. Provide space to house the physical genealogy collection, genealogy/reference queries and genealogy programming including floor space, basic shelving, service desk space, display space, and meeting room space.
- e. Provide operational support for basic equipment such as microform reader/printers, photocopy machines, standard computers and printers, use of the Library's Integrated Library System for materials searching and retrieval, use of the Library's IT staff for routine support of genealogy databases.
- f. Provide a designated staff liaison to assist and guide JCGS Executive Board member and Volunteer Coordinator in operational details and assist with programming promotions and meeting room reservations.
- g. Provide staff to answer general genealogy questions.
- h. Library cannot guarantee security for materials belonging to JCGS and above normal consideration and is not liable for damages, loss or theft. In case of catastrophic loss, JCGS materials are to be included under any claim Johnson County Library makes for material loss.
- i. Provide an updated obituary index on www.jocohistory.org.

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

JOHNSON COUNTY GENEALOGICAL
SOCIETY AND LIBRARY, INC.

By: Char Mitts
Char Mitts, President

Date: 14 Dec 2020

By: David Nowlin
David Nowlin, Recording Secretary

Date: Dec. 14, 2020

JOHNSON COUNTY LIBRARY

By: Sean Casserley
Sean Casserley, County Librarian

Date: _____

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: NOV-2020

			Receipts	Payments	Balance
	Opening cash balance				\$166,341.56
		Add Receipts	\$28.62		
		Less Payments		\$7,855.82	
	Ending Cash balance				\$158,514.36
		Less Liabilities		\$2,358.64	
	Unobligated cash balance				\$156,155.72

APPROVED: _____

DATE: _____

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 14, 2021

Issue: 2022-2026 Capital Improvement Program (CIP) Submission

Background: County agencies and departments are annually asked to put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5-year capital planning look ahead.

This upcoming 2022 budget plan will cover the 5-year capital planning period of FY 2022 to FY 2026. This information was initially presented at the December 2020 Budget Committee Meeting as part of the budget planning for FY 2022 and included in the Library's multi-year forecast. This current drafted Library 2022-2026 CIP is for informational use at this time with a plan for the Library Board to take official action on this at the February 2021 Board meeting.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward these 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 2022 in August of 2021.

Alternatives: None currently.

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

Budget Approval: \$1,757,330 in funding for the 2022 Capital Replacement Plan (CRP) funded from JCL operating budget.

Recommendation: This is being presented for information only at this time. Voting is anticipated to occur at the February 2021 meeting.

Suggested Motion: None is required at this time.

Department Request Summary
Capital Improvements Program 2022-2026
Johnson County, Kansas

Department: Library					Date of Submission: February 2021		
Priority	Project Title	Projected Capital Expenditures					
		2022	2023	2024	2025	2026	Total
System	Capital Replacement Program (CRP)	\$ 1,757,330	\$ 1,805,079	\$ 1,848,722	\$ 1,718,004	\$ 1,751,624	\$ 8,880,759
1	Lackman Building (expanded services)		\$ 2,357,500			\$ 3,312,500	\$ 5,670,000
2	Rural Renewal Initiative		\$ 1,000,000				\$ 1,000,000
3	Blue Valley Library Replacement		\$ 3,510,000	\$ 17,016,000	\$ 29,614,000		\$ 50,140,000
4	Corinth Library Replacement					\$ 350,000	\$ 24,400,000

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Capital Replacement Plan (CRP)	Priority #	0
		Year Requested	2022

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Building Envelope / Roofing / Exterior Building Signage		584,000	493,100	677,010	36,003	593,000	2,383,113
Parking Lots / Site Repair / Irrigation / Landscaping/ADA		91,380	153,000	220,025	216,001	86,253	766,659
Interior Work / Finishes / ADA		320,000	382,500	798,085	1,067,000	943,020	3,510,605
Subtotal	0	995,380	1,028,600	1,695,120	1,319,004	1,622,273	6,660,377
Equipment Expenditures							
Building HVAC / Electrical Equip Replacement		761,950	776,479	153,602	399,000	129,351	2,220,382
							0
Subtotal	0	761,950	776,479	153,602	399,000	129,351	2,220,382
Start-Up Capital							
							0
							0
Subtotal	0	0	0	0	0	0	0
Total Capital	0	1,757,330	1,805,079	1,848,722	1,718,004	1,751,624	8,880,759

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	#VALUE!		
Project:	Capital Replacement Plan (CRP)	Department Priority #	0	Year Project Requested	2022

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2021	2022	2023	2024	2025	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Capital Replacement Plan (CRP)	Priority #	0
		Year Requested	2022

Category	Prior Year	2021	2022	2023	2024	2025	Total Project Cost
Capital	0	995,380	1,028,600	1,695,120	1,319,004	1,622,273	6,660,377
Equipment	0	761,950	776,479	153,602	399,000	129,351	2,220,382
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	0	1,757,330	1,805,079	1,848,722	1,718,004	1,751,624	8,880,759

Total Capital	0	1,757,330	1,805,079	1,848,722	1,718,004	1,751,624	8,880,759
Total Operating		0	0	0	0	0	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: **JCL CAPITAL REPLACEMENT PROGRAM (CRP)**

Submitted By: **Sean Casserley**

Project Type (Check box that best represents this project request):

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

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The purpose of the Capital Replacement Program (CRP) is to: investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner.

Examples of building systems contained in the CRP include: heating, ventilation and air conditioning (HVAC), e.g. remote terminal units, air handling units, etc.; exterior building envelope, e.g. roofs, building skin, windows, doors, exterior signage, etc.; vertical systems, e.g. stairs, elevators, etc.; mechanical, electrical and plumbing (MEP) systems, e.g. restrooms, sewers, panels, switchgear; dock lifts, life safety systems, e.g. fire sprinklers, alarms, etc.; structural systems, e.g. foundations, slabs, roof framing, etc.; interior construction, e.g. partition walls, ceilings, doors, finishes, etc.; site work, e.g. sidewalks, grading, parking, stormwater systems, etc.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

Building component and system replacement grows in scope and cost the longer it is deferred. Projects that are deferred can lead to higher energy costs, increased staff time in dealing with problematic systems, safety hazards, and lower satisfaction and/or comfort for the public and staff who use the facilities every day.

The CRP ensures that the useful life of Library buildings is maximized and new construction and/or major remodeling projects are deferred. CRP supports a quality environment for the public and for our staff. This need is currently being met by annual funding of the CRP. The CRP database is continually updated to prioritize expenditure of funds and projects.

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

The CRP enables the Library to pursue their Strategic Priorities by properly maintaining the facilities that house the Library functions.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

In 2019, a comprehensive study of the systems in each Library facility was completed by VFA/Accruent and that has been used to determine budget forecast, scope of work, and timing of CRP requests for 2022 to 2026.

This study is in constant evolution learning with the experience on-site of FAC maintenance group, Archibus reports, and the changing conditions of the building systems and mechanical components.

5. Project Timeline

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

CRP projects are generally implemented during the fiscal year that they are funded. A portion of the projects carry over to subsequent years before being completed.

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

Funding for this on-going capital replacement plan comes from Johnson County Library's Operating Fund.

7. Alternatives Considered

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

Funding reflects the cost of repairs or replacement of components or systems that are not performing well or have reached the end of their usable life. Reduction of funding would necessitate lower quality repairs or solutions that will not last as long and typically lead to higher repair/replacement costs in future years. No alternatives available as these properties are owned and maintenance is a Library responsibility.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

Services provided differ as CRP projects occur at a variety of buildings throughout the Library system

9. Operating Impact (Non-Personnel)

- i** Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

N/A

10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Priority #	1
		Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	10,000						10,000
Land Acquisition							0
Design/Consulting	61,000		200,000				261,000
Construction	486,500		2,157,500			3,312,500	5,956,500
Public Art							0
Subtotal	557,500	0	2,357,500	0	0	3,312,500	6,227,500
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)		0	0				0
Subtotal	0	0	0	0	0	0	0
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	557,500	0	2,357,500	0	0	3,312,500	6,227,500

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Department Priority #	1
		Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Lackman building expanded services	Priority #	1
		Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	557,500	0	2,357,500	0	0	3,312,500	5,670,000
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	557,500	0	2,357,500	0	0	3,312,500	5,670,000

Total Capital	557,500	0	2,357,500	0	0	3,312,500	5,670,000
Total Operating		0	0	0	0	0	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: LACKMAN BUILDING EXPANDED SERVICES

Submitted By: Sean Casserley

*Project Type (Check box that best represents this project request):*Replacement ☐ Enhancement/Upgrade ☒ Growth ☐ New Service Provision ☐

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The Friends of Johnson County Library are the founding entity of our successful and popular Library system. The Friends are a doorway for community relationships, advocates for reading, lifelong learning, and building a well-informed citizenry. They increase visibility for volunteer opportunities and donations, which further the Library's mission.

A significant reorganization chartered in our 2019 Strategic Plan seeks to consolidate operations at a single address, to optimize business functions and expand our ability to support Johnson County Library. A key element is to merge our several bookstores (annual revenue: c. \$105,000) into a primary retail sales location at the Lackman facility in Lenexa. When that proves successful the Friends propose to locate all their inventory management and sales operations at this Library-owned facility. This project sustains the Friends and the community work they do for our Library.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

This phased project repurposes an existing owned resource to expand the financial and community-relationship success of our longest-tenured partner organization. We will also be able to expand select Library services into a dense residential setting.

The Friends currently operate inventory management and sales from four different addresses, a situation that is inefficient and untenable in the long term. The Library closed one of the bookstores in 2020 and will shutter a second in 2022. The third will close with the replacement of Blue Valley Library. This deprives the Friends of sales locations for app. 50% of their current in-person sales revenue.

The Lackman building stands vacant and valuation of the property has fallen. Locating Friends here establishes a robust revenue-generating facility that connects with residents who want to become members, shop for books and donate their used books to the Friends for resale.

Additionally, numerous former Lackman patrons desire to see walkable and bike-able basic library services in their midst. In this new era of touchless and remote service delivery, returns, holds pick-up and a self-scheduled meeting room will be well-received. This is community facing, community needs-driven solution that will be welcomed and successful.

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of:

1. Library Strategic Plan (2019-2023) Goal #4 – Annually Review and Align strategic partnerships to continue to support the mission of Johnson County Library;
2. Comprehensive Library Master Plan (2015) – includes intent to (re)co-locate the Friends of Johnson County Library into a library facility;

This project is also aligned with the Friends of Johnson County Library's Strategic Plan (2019-2023).

- The Friends' only function is to support and sustain the mission of Johnson County Library. The goals of this project are outlined in their 2019-2023 Strategic Plan.
- The Friends presents many opportunities that allow thousands of members, customers and other residents to connect with each other, the Library and to the community at large. Such opportunities reinforce a sense of community and well being through service. We help form positive community connections through donations, shopping at the stores and sales, and through volunteering.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The Friends business plan, Planning Meets Opportunity @ Lackman, includes an operations and facility feasibility study, as well as and budget analysis and revenue projections, developed with the Friends Board's Finance Committee and external consultants, The Clark Enersen Partners.

5. Project Timeline

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

The following timeline is anticipated and may change:

Design and Documentation	Q3-4	2021
Bidding/Approvals/Construction		
Phase 1	Q4-Q1	2021-2022
Phase 2	Q2-Q4	2023-2025
Phase 3	Q3-Q4	2026-2030

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

Phase 1

- Library Reserves (80%)
- Donor funding (20%) via the Johnson County Library Foundation.

7. Alternatives Considered

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

1. Remain in current location – inefficient and cost-ineffective
2. Purchase/lease separate building – market opportunities are few and not as cost-effective as Lackman solution
3. Sale of Lackman building – market has fallen for business / commercial properties
4. Location of Friends at a future library or County location:
 - New Century - not an ideal location for walk-in retail
 - Blue Valley – not anticipated to open until late 2025
 - Corinth – not anticipated to open until 2029

8. Services Provided with Request

i *Describe in detail the nature of the services provided with this capital request.*

Consolidated location for retail sales of donated and JCL used books and AV

- Ease of access for residents and customers
- All inventory centrally presented

Ability to process and create revenue from surplus or discarded library material.

Providing affordable books to all levels of the community.

Select library services and programming

Friends / Foundation ticketed events to be hosted at Lackman building.

Centralizing donation process - ease of donor access for this much-desired service

9. Operating Impact (Non-Personnel)

i *Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.*

Friends of Johnson County will encumber operating cost for the facility. This is conceptually similar to the Library's relationships with JCCC at the Antioch and Gardner libraries, and the Genealogical Society at Central; as well as the County's relationship with Evergreen, Enterprise Center of Johnson County, Arts Council of Johnson County, Overland Park Historical Society.

10. Operating Impact (Personnel)

- i** Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

11. Financing Operating Costs

- i** Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

- i** Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Rural Renewal Initiative	Priority #	2
		Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	96,000						96,000
Land Acquisition							0
Design/Consulting			100,000				100,000
Construction			600,000				600,000
Public Art							0
Subtotal	96,000	0	700,000	0	0	0	796,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)		0	300,000				300,000
Subtotal	0	0	300,000	0	0	0	300,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	96,000	0	1,000,000	0	0	0	1,096,000

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	#VALUE!		
Project:	Rural Renewal Initiative	Department Priority #	2	Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Rural Renewal Initiative	Priority #	2
		Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	96,000	0	700,000	0	0	0	700,000
Equipment	0	0	300,000	0	0	0	300,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	96,000	0	1,000,000	0	0	0	1,000,000

Total Capital	96,000	0	1,000,000	0	0	0	1,000,000
Total Operating		0	0	0	0	0	

DEPARTMENT/AGENCY: **LIBRARY**
PROJECT NAME: RURAL RENEWAL INITIATIVE
Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

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

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The Comprehensive Library Master Plan is a twenty-year plan. Currently, the DeSoto and Spring Hill branches are not scheduled to be renovated within this timeframe. The DeSoto and Spring Hill branches were each built in 1982 and serve Johnson County's small rural communities. They are well-maintained and have not received a major renovation since they were originally constructed almost 40 years ago.

This project is to refresh the physical space along with explore and implement innovative solutions to extend library services for our rural communities while maintaining level staffing costs. The goal is to provide the public with enhanced libraries that better meet the needs of the communities.

In 2019, the Library Board approved a study to explore the possibilities at these rural branches. This 2023 request is written as a maximum expenditure amount to implement the findings from the study that will occur in 2021.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

See above.

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priority of: Education, Operations, Community, Communication and Convenience.

4. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The study for this initiative will take place in 2021.

5. Project Timeline

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

The following timeline is anticipated and may change:

Design and Documentation	Q1-2	2023
Bidding/Approvals/Construction	Q2-4	2023
Furniture Installation/Move In/Opening	Q4	2023

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project would be funded from Library Reserves.

7. Alternatives Considered

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

An alternative is to continue to maintain the current level of building and services for these rural communities.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

The goal is to expand/enhance services without adding to the staffing levels.

9. Operating Impact (Non-Personnel)

i Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.

N/A

10. Operating Impact (Personnel)

i Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

N/A

11. Financing Operating Costs

i Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

i Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley		
Project:	Blue Valley Library	Priority #	3	Year Requested	2023

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	120,000						120,000
Land Acquisition							
Design/Consulting			3,510,000	2,340,000			5,850,000
Construction				14,676,000	22,014,000		36,690,000
Public Art					500,000		500,000
Subtotal	120,000	0	3,510,000	17,016,000	22,514,000	0	43,160,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)					7,100,000		7,100,000
Subtotal	0	0	0	0	7,100,000	0	7,100,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	120,000	0	3,510,000	17,016,000	29,614,000	0	50,260,000

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Blue Valley Library	Department Priority #	3
		Year Project Requested	2023

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Assistant Branch Manager	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Youth Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Services Librarian	15.15	1.00	31.16	7/1/2025	0	0	0	0	47,967	95,934
Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Youth Information Specialist	14.14	4.00	27.91	7/1/2025	0	0	0	0	175,867	351,734
Youth Information Specialist	14.14	0.50	27.91	7/1/2025	0	0	0	0	17,202	34,403
Clerk II	12.12	3.00	21.00	7/1/2025	0	0	0	0	106,356	212,711
Clerk II	12.12	0.50	21.00	7/1/2025	0	0	0	0	12,944	25,888
Clerk I	11.11	2.20	18.00	7/1/2025	0	0	0	0	41,378	82,755
Building Engineer	16.17	1.00	37.00	4/1/2025	0	0	0	0	87,808	110,638
Senior Maintenance Tech	14.14	1.00	27.91	7/1/2025	0	0	0	0	47,781	95,562
Custodial Level II	12.11	2.00	20.00	7/1/2025	0	0	0	0	50,318	100,636
Custodial Level I	11.11	1.00	18.00	7/1/2025	0	0	0	0	32,179	64,358
Subtotal		22.70			0	0	0	0	908,801	1,752,624
Contractual (On-Going)	Account Code		Date							
Contractual (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
Commodities (On-Going)	Account Code		Date							
Commodities (On-Going)	Various		7/1/2025		0	0	0	0	40,000	80,000
Subtotal					0	0	0	0	40,000	80,000
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley		
Project:	Blue Valley Library	Priority #	3	Year Requested	2023

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	120,000	0	3,510,000	17,016,000	22,514,000	0	43,040,000
Equipment	0	0	0	0	7,100,000	0	7,100,000
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	908,801	
Contractual		0	0	0	0	40,000	
Commodities		0	0	0	0	40,000	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	120,000	0	3,510,000	17,016,000	29,614,000	988,801	50,140,000

Total Capital	120,000	0	3,510,000	17,016,000	29,614,000	0	50,140,000
Total Operating		0	0	0	0	988,801	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: **BLUE VALLEY LIBRARY REPLACEMENT**

Submitted By: Sean Casserley

Project Type (Check box that best represents this project request):

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

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

Create a new ~64,000 square foot library at the NE corner of 151st and England Street, in the park area adjacent to the current library. This new facility will replace the existing 24,000 square foot library and will expand the current square footage by an additional ~40,000 square feet to meet the needs of the community. The City of Overland Park plans to create a literary park where the existing library facility is located.

2. Explain the project need

i Describe why this project is needed and what, if any of these needs are currently being met.

Currently, the patrons of the Blue Valley area are being served by a 24,000 square foot facility. This facility has become inadequate due to high demand from the surrounding area. In the summer months, the material circulation rate of the Blue Valley Library (24,000 sf) is greater than that of the Central Resource Library (90,000 sf).

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.
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. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP.

The Blue Valley Library study was completed in 2018 and reported the costs between renovating/adding on and building are very similar. The study assumed that a good-sized lease space would be needed to continue to serve the high traffic and material circulation at the branch while work occurred on the existing facility. JCL and the city of Overland Park (OP) had a public input session and the public is in favor of the new facility option. When the time comes to go through the planning processes, FAC and JCL will work closely with OP's planning department. JCL, FAC and the OP worked closely together during the study process and OP's Community Development Committee is in support of the new facility as well.

5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q4	2022
Program Verification/Design & Documentation	Q1-4	2023
Bidding/Approvals	Q1	2024
Construction	Q2-3	2024-25
Furniture Installation/Collection/Training/Move in	Q3	2025
Opening	Q4	2025

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash and part debt financed. The current plan estimated about \$7.1m cash for the project with the remaining amount to be debt financed.

7. Alternatives Considered

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

Creating an additional location in this area of the County was considered with the master plan. Within the current funding guidelines, it is less costly to accommodate the users in this area on this site with a land acquisition from the City of Overland Park.

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

Blue Valley is currently the busiest branch location and is just over 24,000 square feet in size. The building will almost triple in size with the expansion. With the additional square footage will come additional services, collections, and programming (with the addition of a Literary Park provided by the city on the same site). The location will add a MakerSpace or digital media Lab at this branch that will require additional staffing. All

position types will be increased to accommodate the growth - circulation (materials handling) positions, adult service positions, youth service positions, custodians as well as managers. The staffing levels are based on the number of service points, the size of the building, the number of open hours, and the services offered to the public. Blue Valley's service area – the number of people who live near this location – is about 80,000.

9. Operating Impact (Non-Personnel)

i *Provide in detail any non-personnel operating costs and what, if any of the anticipated out-year growth (inflationary costs) might be for this project.*

Contractual and commodities costs, including utilities, would increase with the additional square footage.

10. Operating Impact (Personnel)

i *Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.*

There are 17.7 FTE that are Library staff and an additional 5.0 FTE that are Facilities Staff associated with this expansion project.

11. Financing Operating Costs

i *Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?*

The additional staff will be funded with the Library Operating Fund and there should be sufficient resources to finance this expansion.

12. Operating Expense Timeline

i *Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.*

Most of the positions would start around the Q2 of 2025. The Building Engineer position would start around Q1 of 2025.

Capital Improvement Program - Capital Project Expenses

Department:	Library	Submitted by:	Sean Casserley		
Project:	Corinth Library Replacement	Priority #	4	Year Requested	2026

Capital Expenditures	Prior Year	2022	2023	2024	2025	2026	Project Total
Preliminary Studies	140,000						140,000
Land Acquisition							
Design/Consulting						350,000	2,850,000
Construction							17,850,000
Public Art							244,000
Subtotal	140,000	0	0	0	0	350,000	21,084,000
Equipment Expenditures							
Furnishings, Fixtures and Equipment (FFE)							3,456,000
Subtotal	0	0	0	0	0	0	3,456,000
Start-Up Capital							
Subtotal	0	0	0	0	0	0	0
Total Capital	140,000	0	0	0	0	350,000	24,540,000

Capital Improvement Program - Project Operating Expenses

Department:	Library	Submitted by:	Sean Casserley
Project:	Corinth Library Replacement	Department Priority #	4
		Year Project Requested	2026

Personnel Expenditures (Position Title)	Grade	FTE	Hourly Amount	Start Date	2022	2023	2024	2025	2026	Estimated Annual Cost
Subtotal		0.00			0	0	0	0	0	0
Contractual (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Commodities (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Capital Outlay (On-Going)	Account Code		Date							
Subtotal					0	0	0	0	0	0
Start-Up (One-Time)	Account Code		Date							
Subtotal					0	0	0	0	0	0

Department:	Library	Submitted by:	Sean Casserley
Project:	Corinth Library Replacement	Priority #	4
		Year Requested	2026

Category	Prior Year	2022	2023	2024	2025	2026	Total Project Cost
Capital	140,000	0	0	0	0	350,000	350,000
Equipment	0	0	0	0	0	0	0
Start-Up Capital Expenses	0	0	0	0	0	0	0
Personnel Expenses		0	0	0	0	0	
Contractual		0	0	0	0	0	
Commodities		0	0	0	0	0	
Capital Outlay		0	0	0	0	0	
Start-Up Operating Expenses		0	0	0	0	0	
Total	140,000	0	0	0	0	350,000	350,000

Total Capital	140,000	0	0	0	0	350,000	350,000
Total Operating		0	0	0	0	0	

DEPARTMENT/AGENCY: **LIBRARY**

PROJECT NAME: CORINTH LIBRARY REPLACEMENT

Submitted By: **Sean Casserley**

Project Type (Check box that best represents this project request):

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

OVERVIEW

1. Describe the project request

i Describe how this project came about, who is involved, and the purpose.

The approximate 20,000 square foot Corinth Library is reported to be in relatively poor condition. This project would 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

i Describe why this project is needed and what, if any of these needs are currently being met.

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

3. Strategic Priorities or Goals?

i Describe how this project helps meet strategic organizational needs, Board of County Commissioners' Strategic Priorities or if it helps fulfill department or agency goals.

This project aligns with the JCL Strategic Priorities of: Education, Operations, Community, Communication and Convenience.

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. Summary of Preliminary Studies

i Summarize and attach any preliminary studies that have been conducted related to this request.

The Library's Comprehensive Library Master Plan (CLMP) was completed in 2015 and the BOCC subsequently increased the mill levy to provide funding for the implementation of the CLMP. The study for this replacement project will begin in 2024.

5. Project Timeline

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

The following timeline is anticipated and may change:

Architect Selection	Q3	2026
Program Verification/Design & Documentation	Q4-2	2026-27
Bidding/Approvals	Q3	2027
Construction	Q4-2	2027-28
Furniture Installation/Collection/Training/Move in	Q3	2028
Opening	Q3	2028

6. Financing Capital Costs

i What is the requested source of project funding? Is it increased property tax support or reallocation of existing resources or some sort of other revenue source? Please be specific.

This project is to be part cash funded and part debt financed. The current plan estimated about \$2.8m cash for the project with the remaining amount to be debt financed.

7. Alternatives Considered

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

An 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.

A joint market feasibility study was completed with the City of Prairie Village, the YMCA and the Library to begin to determine the possibility of locating a branch on or near the City's site at 77th and Mission Road. The Library and City were about to enter into Phase II of their MOU to study the opportunity. This effort is currently on hold with the pandemic

8. Services Provided with Request

i Describe in detail the nature of the services provided with this capital request.

A Drive-Thru for holds pickup will be added with this replacement facility, otherwise, the nature of the services at the Corinth Library are not anticipated to change. The replacement facility will be better able to meet the needs of the public and staff.

9. Operating Impact (Non-Personnel)

i Provide in detail any non-personnel operating costs and what, if any of the anticipated out year growth (inflationary costs) might be for this project.

This project is currently considered a replacement project and, as such, there are not any anticipated additional non-personnel operating costs.

10. Operating Impact (Personnel)

i Please provide a brief summary of the personnel requests with a list of titles and grades associated with this request. Also, please attach an organizational chart with any major staffing plans with this request if FTEs are being requested.

This project is currently considered a replacement project and, as such, there are not any anticipated additional personnel requests associated with this project.

11. Financing Operating Costs

i Explain if there are currently FTEs or operating costs associated with this request and performing this activity and how those existing FTEs and operating costs are financed. How will these new FTEs or operating costs be financed? Is there any state funding, grant funding, or other self-generated revenues involved with this request?

N/A

12. Operating Expense Timeline

i Provide a timeline for the phasing in of all operating expenses, including new FTEs and explain any additional operating requests needed to support the new position(s) and or the operating expenses related to this project.

N/A

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 14, 2021
Re: **HVAC Upgrades at Cedar Roe Library**

Issue: Consider authorizing a contract with SGI Commercial Construction for a total amount not to exceed \$216,925.00 for HVAC upgrades at Cedar Roe Library, per Invitation for Bid (IFB) No. 2020-069.

Suggested Motion: I move to authorize a contract with SGI Commercial Construction for a total amount not to exceed \$216,925.00 for HVAC upgrades at Cedar Roe Library, per Invitation for Bid (IFB) No. 2020-069.

Background: The HVAC system (including the air handling unit, condensers, cooling lines, louvers, pumps, pump controls, boilers and heat exchangers) at the Cedar Roe location is at the end of its expected life and is need of replacement. The existing equipment is no longer able to keep the building adequately climatized when the outside temperature is extreme. If the equipment was to fail during any season, an emergency closure would be needed. We are scheduling work in the Spring to be ready for summer and next winter with better mechanical conditions.

The HVAC upgrades are a portion of work anticipated to occur at Cedar Roe in 2021 – we anticipate the entirety of the work will take 5 months to complete and much of it will be able to be completed with minimal impact to staff and patrons. We do anticipate needing to close temporarily for some of the work – expected duration for closure is 6-8 weeks during the last stage of work, likely beginning in May 2021. Once a timeline has been set for the work, we will bring back a motion for temporary closure.

Analysis: On Nov. 13, 2020 the Treasury and Financial Management Department issued an Invitation for Bid (IFB) No. 2020-069 for replacements and upgrades to the HVAC system at the Cedar Roe Library. The IFB was advertised in the local newspaper and posted electronically on the Johnson County KS website, Drexel Technologies plan room, and Johnson County electronic bidding site powered by Ionwave Technologies.

A mandatory pre-bid meeting was held on Dec. 8, 2020 at the Cedar Roe Library with ten (10) contracting firms in attendance. Bids were opened on Dec. 18, 2020 with three (3) responsive bids received.

Bidder:	Bid:
SGI Commercial Construction	\$216,925.00
Metro Air	\$222,000.00
The Fagan Company	\$243,204.00

The low and responsive bid was submitted by SGI Commercial Construction. This bid is within available designated funds. The Clark Enersen Partners, the consultant assisting the Library on this project, is in agreement with the Library, Facilities, and Purchasing on the recommended award to SGI Commercial Construction.

Library staff advises the Library Board that the Invitation for Bid was issued and administered, and this award recommendation is made, in compliance with County purchasing policies and procedures.

The equipment includes a warranty extension based on our documents and specifications.

Alternatives: 1) Not authorize the Contract.

Legal Review: Library Legal counsel has reviewed and approved the contractor agreement as to form and recommends its approval.

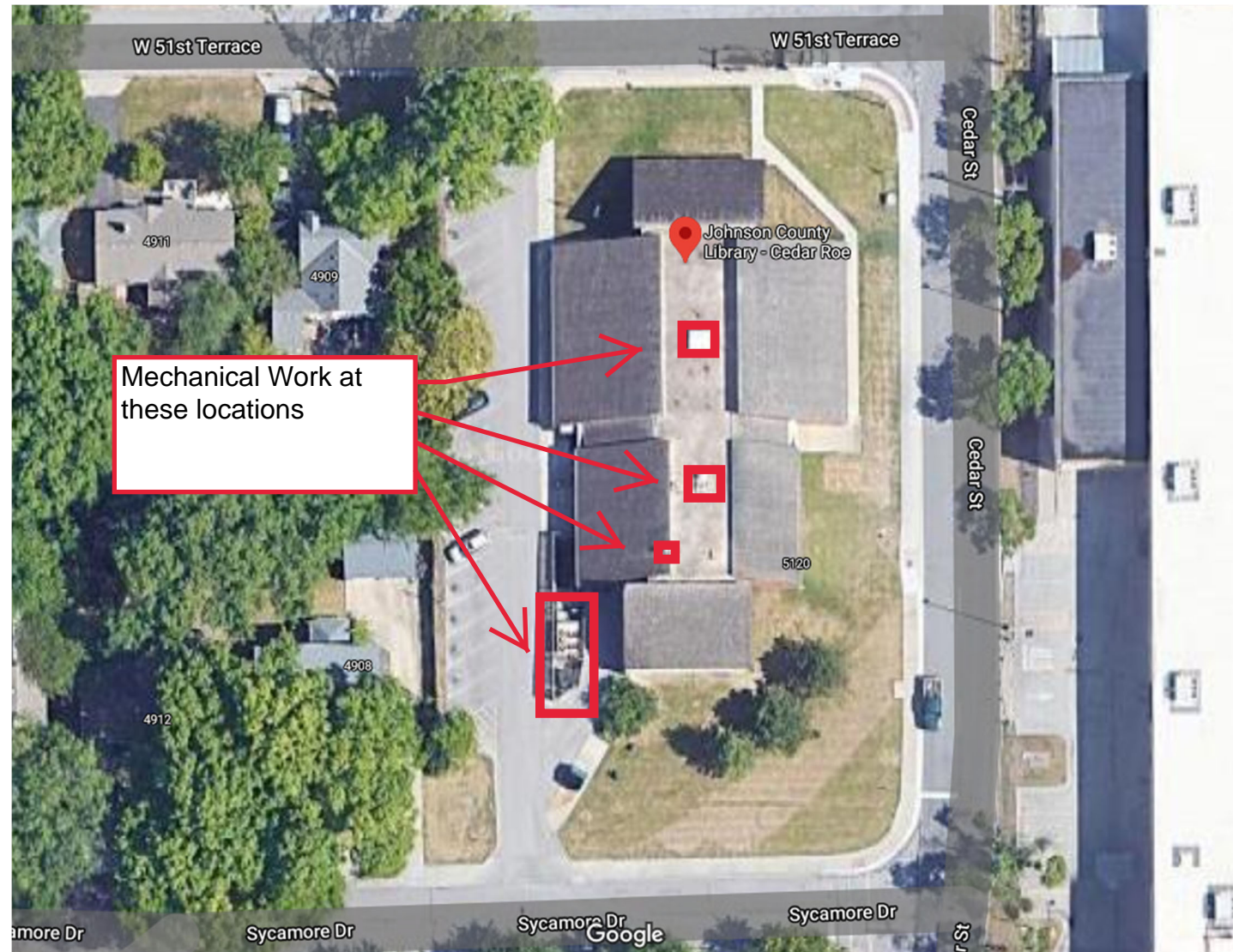
Funding Review: These funds have been allocated in the approved Capital Replacement Plan.

Recommendation: Authorize a contract with SGI Commercial Construction for a total amount not to exceed \$216,925.00 for HVAC upgrades at Cedar Roe Library, per Invitation for Bid (IFB) No. 2020-069.

Suggested Motion: Authorize a contract with SGI Commercial Construction for a total amount not to exceed \$216,925.00 for HVAC upgrades at Cedar Roe Library, per Invitation for Bid (IFB) No. 2020-069.

Attachments: Overhead map showing affected areas, Recommendation letter from The Clark Enersen Partners.

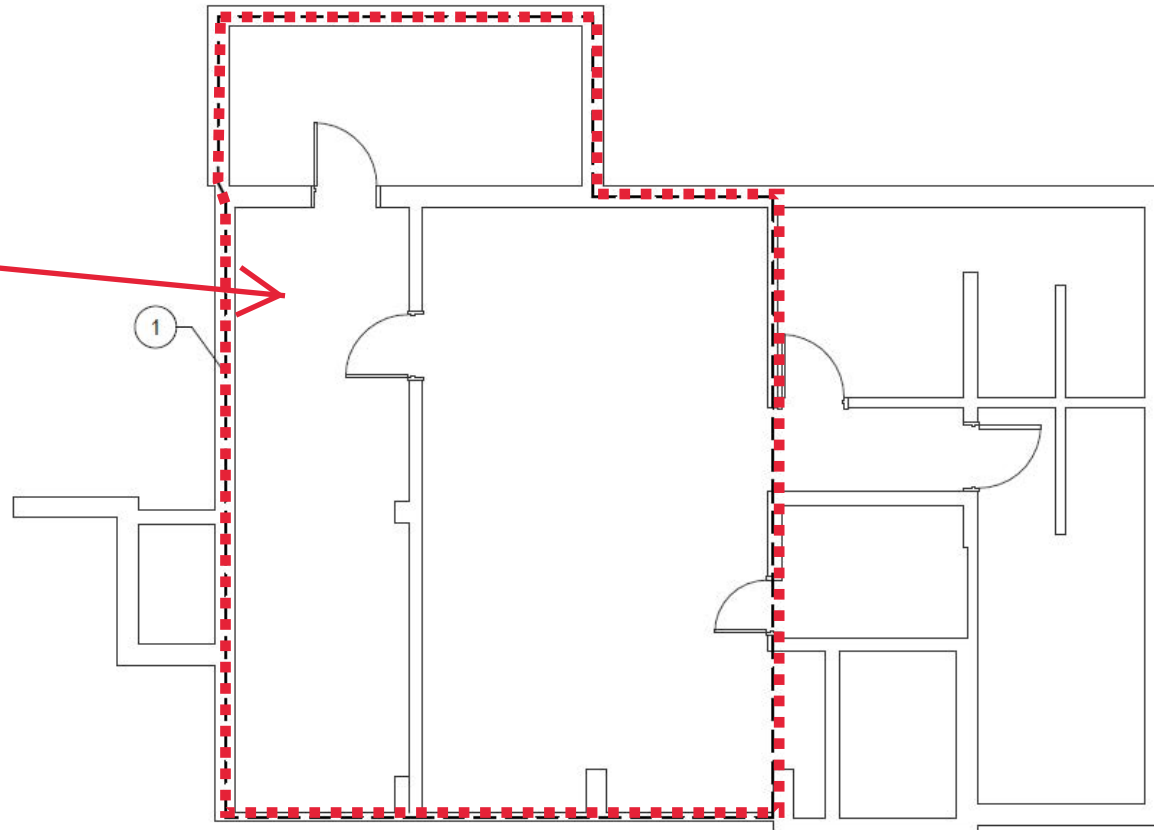
HVAC Upgrades at Cedar Roe Library (exterior)



HVAC Upgrades at Cedar Roe Library (Basement)

Replace / Upgrade Air Handling Unit, cooling lines, louvres, pumps, pump controls, boilers, heat exchangers.

(inside dashed area)





December 21, 2020

Juan Lopez-Tamez
Library Architectural Project Manager
Facilities Management
Planning, Design and Construction
111 South Cherry Street, Suite 2100
Olathe, KS 66061

RE: Johnson County Library -
HVAC Upgrades
at Cedar Roe Library
JCL Project No.: 2020-069
TCEP Proj. No.: 671-080-20

This letter is to provide notification that I have contacted Matt Noland with SGI on December 21, 2020 to review the scope of work of the base bid, schedule, and other expectations that will be required as part of their work if awarded the contract for JCL Project #2020-069. Through that conversation, I believe they understood all the expectations laid out in the construction drawings and specifications and have included all scope items (including controls work by Automated Control System) as part of their submitted bid. I recommend that Johnson County Library move forward with contracting with SGI to complete this work.

If you have any questions or require any additional information, please feel free to call.

Sincerely,

James Beecher

The Clark Enersen Partners

CC: File

Library

To: Johnson County Library Board of Directors

From: Sean Casserley, County Librarian

Date: January 14, 2021

Re: Annual renewal of Interlocal Agreement with the City of Olathe - Olathe Public Library

Issue: The Johnson County Library Board of Directors annually reviews and approves the Interlocal agreement between Johnson County Library and Olathe Public Library. Olathe Public Library is now a department within the City of Olathe. The 2021 interlocal agreement reflects this change.

Suggested Motion: I move to approve the Interlocal Agreement between Johnson County Library and the City of Olathe for 2021.

Analysis: The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The Interlocal is renewed each calendar year in order to keep the agreements in force and effect.

The dates have been updated in the agreement, as well as the parties.

Alternatives:

No alternatives to recommend at this time.

Legal Review:

The agreement has been reviewed and certified by legal counsel.

Attachment(s):

1. The redlined Interlocal Cooperation Agreement showing all changes for 2021.
2. The clean copy of the agreement.

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this ~~1414~~th day of January ~~2020~~2021, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the City of Olathe Public Library Advisory Board ("~~the City~~OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. A. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January ~~14~~¹, ~~2020~~2021 through December 31, ~~2020~~2021 with Sections 10 and 10A as set forth below.

B. Parties. Pursuant to the Olathe Municipal Code ("OMC") Section 2.36.100 the Olathe Public Library Advisory Board is an advisory board to the City's Governing Body. Pursuant to OMC Section 2.36.020 the Olathe Public Library ("OPL") is established, continued, and maintained by the City. Pursuant to OMC Section 2.36.040 the City Manager shall be responsible for the fiscal and internal administrative operations of the OPL, and the OPL shall operate in conformance with the City's policies and procedures for budget administration. The City is the appropriate party for agreeing to this and future Renewals.

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2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:

10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND
CIRCULATION DATA BASE: SERVICE FEES.

- A. Access to Information. JCL and ~~the City~~OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.

- B. Internet Access Service. JCL and ~~the City OPL~~ agree that JCL no longer provides OPL ~~w-~~with Internet Access Service and that no fee is accordingly charged for that service.
- C. Service Fees. The parties agree that ~~the City OPL~~ will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the period of January 14, ~~2020~~2021 through December 31, ~~2020~~2021. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.
- D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and ~~the City OPL~~ mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.
3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:
- 10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and ~~the City OPL~~ agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.
- A. ~~JCL and the City Each library~~ shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
1. ~~The City OPL~~ will be responsible for 23% of the total cost in ~~2020~~2021 plus additional costs associated with ~~the City OPL~~ being made a party to any applicable leases.
 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in ~~2020~~2021.
 3. In ~~2020~~2021, databases will be billed from 10/1/~~49~~20 – 9/30/~~20~~1 and will continue billing on an October – September cycle thereafter.
 4. In ~~2020~~2021, e-books will be billed from 10/1/~~49~~20 – 9/30/~~20~~1 and will continue billing on an October – September cycle thereafter.

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- B. JCL shall provide ~~the City OPL~~ with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

~~The City OPL~~ will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and ~~the City OPL~~.
 - C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.
 - D. In the event of severance of the Inter local Agreement between JCL and ~~the City OPL~~, 23% of the mutual e-book and e-audio book content will remain the property of ~~the City OPL~~. The specific titles retained will be determined by OPL.
4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:
- 10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.
5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:
- 10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE.
JCL and ~~the City OPL~~ agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.
- A. ~~JCL and the City Each library~~ shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:
 - 1. ~~The City OPL~~ will be responsible for 23% of the total cost in ~~2020~~2021, plus additional costs

associated with the City OPL being made a party to any applicable leases.

2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

B. JCL shall provide the City OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.

C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF OLATHE, KANSAS

John W. Bacon, Mayor

ATTEST

Brenda D. Long, City Clerk

APPROVED AS TO FORM:

Ronald R. Shaver, City Attorney

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

Fred J. Logan, Jr.
Andrew V. Logan

Counsel to the Board of Directors
of the Johnson County Library

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**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this 14th day of January 2021, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the City of Olathe ("the City" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. A. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 14, 2021 through December 31, 2021 with Sections 10 and 10A as set forth below.

B. Parties. Pursuant to the Olathe Municipal Code ("OMC") Section 2.36.100 the Olathe Public Library Advisory Board is an advisory board to the City's Governing Body. Pursuant to OMC Section 2.36.020 the Olathe Public Library ("OPL") is established, continued, and maintained by the City. Pursuant to OMC Section 2.36.040 the City Manager shall be responsible for the fiscal and internal administrative operations of the OPL, and the OPL shall operate in conformance with the City's policies and procedures for budget administration. The City is the appropriate party for agreeing to this and future Renewals.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
 10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
 - A. Access to Information. JCL and the City agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.

- B. Internet Access Service. JCL and the City agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
 - C. Service Fees. The parties agree that the City will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the period of January 14, 2021 through December 31, 2021. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.
 - D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and the City mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.
3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:
- 10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and the City agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.
- A. JCL and the City shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:
 - 1. The City will be responsible for 23% of the total cost in 2021 plus additional costs associated with the City being made a party to any applicable leases.
 - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in 2021.
 - 3. In 2021, databases will be billed from 10/1/20 – 9/30/21 and will continue billing on an October – September cycle thereafter.
 - 4. In 2021, e-books will be billed from 10/1/20 – 9/30/21 and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide the City with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

The City will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and the City.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.

- D. In the event of severance of the Inter local Agreement between JCL and the City , 23% of the mutual e-book and e-audio book content will remain the property of the City. The specific titles retained will be determined by OPL.

- 4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

- 5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE. JCL and the City agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. JCL and the City shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:

- 1. The City will be responsible for 23% of the total cost in 2021, plus additional costs associated with

the City being made a party to any applicable leases.

2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

B. JCL shall provide the City with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.

C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF OLATHE, KANSAS

John W. Bacon, Mayor

ATTEST

Brenda D. Long, City Clerk

APPROVED AS TO FORM:

Ronald R. Shaver, City Attorney

BOARD OF DIRECTORS OF THE
JOHNSON COUNTY LIBRARY

BY: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

Fred J. Logan, Jr.
Andrew V. Logan

Counsel to the Board of Directors
of the Johnson County Library

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 14, 2021
Re: **Annual renewal of Memorandum of Understanding with the City of Lenexa**

Issue: At the December 2020 Library Board meeting an incorrect version of the agreement between Johnson County Library and the City of Lenexa was mistakenly presented to the Board for approval. The corrected and revised version is being presented today for review and approval.

Suggested Motion: I move to approve the Memorandum of Understanding between Johnson County Library and the City of Lenexa for 2021.

Analysis: The MOU between Johnson County Library and the City of Lenexa defines the parameters for a collaborative series of monthly music performance programs in 2021.

Revisions to the agreement include a note recognizing service changes that may occur because of COVID-19. The City of Lenexa's name has also been clarified throughout the document.

Alternatives:

No alternatives to recommend at this time.

Attachment(s):

1. The redlined Memorandum of Understanding.
2. The clean copy of the agreement.

Memorandum of Understanding (MOU) between the Johnson County Library (JCL) and ~~City of Lenexa, Kansas (City) City Center~~

This MOU is intended to document the relationship between the Johnson County Library System and the ~~City of~~ Lenexa, ~~Kansas City Center~~. **(Note: This MOU is contingent upon normal operations for both organizations. Due to COVID-19 temporary service changes at Johnson County Library during 2020 and future contingencies that will remain in effect through early 2021, all or part of the following agreement components will be postponed until further notice.)**

City Center Live: A collaborative series of monthly music performance programs January 2021 – December 2021

- All programs will be free of charge for all ages arts-focused programs called City Center Live.
- Performances will occur in three month blocks throughout the year: January – March, June – August, September – November.
- Performances will occur on second Fridays at 7pm and run for 45 – 60 minutes.
- Performances can happen at 3-4 different locations, depending on time of year and/or weather: the Lenexa Community Forum, the Lenexa Public Market, the civic campus outdoor stage, and the new LCC Library commons area (depending on the type of performer/performance).
- JCL and ~~LAC~~City will alternate as performer payers/contractors. Who pays for what will be decided as performances are planned out in advance according to JCL promotional deadlines.
- Performers will be invited from across the arts spectrum: music, ballet, opera, spoken word, theater, etc.
- ~~LAC~~City and JCL will share hosting/MC duties, with at least two people on hand for each performance. That can be any combination of LACCity officials or members/city staff, JCL staff and/or volunteers. Who will be present at each event will be planned out in advance according to JCL promotional deadlines.

~~Susanne Neely, Recreation Supervisor~~Gary Ristow, Parks and Recreation Director
Sean Casserley, County Librarian

Memorandum of Understanding (MOU) between the Johnson County Library (JCL) and City of Lenexa, Kansas (City)

This MOU is intended to document the relationship between the Johnson County Library System and the City of Lenexa, Kansas. **(Note: This MOU is contingent upon normal operations for both organizations. Due to COVID-19 temporary service changes at Johnson County Library during 2020 and future contingencies that will remain in effect through early 2021, all or part of the following agreement components will be postponed until further notice.)**

City Center Live: A collaborative series of monthly music performance programs January 2021 – December 2021

- All programs will be free of charge for all ages arts-focused programs called City Center Live.
- Performances will occur in three month blocks throughout the year: January – March, June – August, September – November.
- Performances will occur on second Fridays at 7pm and run for 45 – 60 minutes.
- Performances can happen at 3-4 different locations, depending on time of year and/or weather: the Lenexa Community Forum, the Lenexa Public Market, the civic campus outdoor stage, and the new LCC Library commons area (depending on the type of performer/performance).
- JCL and City will alternate as performer payers/contractors. Who pays for what will be decided as performances are planned out in advance according to JCL promotional deadlines.
- Performers will be invited from across the arts spectrum: music, ballet, opera, spoken word, theater, etc.
- City and JCL will share hosting/MC duties, with at least two people on hand for each performance. That can be any combination of City officials or staff, JCL staff and/or volunteers. Who will be present at each event will be planned out in advance according to JCL promotional deadlines.

Gary Ristow, Parks and Recreation Director

Sean Casserley, County Librarian

City of Lenexa

Johnson County Library

Briefing Sheet

To: Johnson County Library Board of Directors
From: Sean Casserley, County Librarian
Date: January 14, 2021
Re: **Biennial approval of the Collection Development Policy**

Issue: Approval of the revised Collection Development Policy

Suggested Motion: I move that the Library Board of Directors approve the revised Collection Development policy.

Background: The purpose of the Collection Development Policy is to act as a blueprint for the collection - guiding staff in decision-making regarding the selection and management of the collection. The policy is reviewed, updated and brought before the Library Board for approval every other year.

Suggested changes to the Collection Development policy were presented to the Library Board of Directors at the December 10, 2020 meeting by Collection Development Manager, Lacie Griffin.

Alternatives: No alternatives to recommend at this time.

Recommendation: Approval of the revised Collection Development Policy.

Collection Development Policy

**Revisions Adopted by the Johnson County Library
Board of Directors
Pending January 2021 Library Board Meeting**

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COLLECTION DEVELOPMENT POLICY

PURPOSE

1.0

The purpose of this policy is to guide librarians in the selection and deselection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are made. Its primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the Library a dependable resource for most people most of the time.

Johnson County Library affirms the policies of free access to information that are fundamental to informed decisions in a democratic society, including access to the Internet at all locations. The Library provides books and other resources for the interest, information, and enlightenment of all people it serves. It does not censor materials by omitting to select them, by attaching prejudicial labels, by restrictive shelving, or by selective weeding, and it places no restrictions on access to the collection because of the origin, age, background, or views of the user. These principles of intellectual freedom are outlined in a series of documents endorsed by the Library Board, including the Library Bill of Rights, Freedom to Read, and Freedom to View, which are found in the Appendix of this policy.

Provisions of this **Collection Development Policy** are subject to federal and state laws.

Johnson County Library strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire materials that serve this clientele. Materials, regardless of their physical location, are accessible to all patrons through online databases, facsimile and other digital delivery systems, courier delivery, and assistive devices.

The Library's core resource, its collection, supports the basic services and goals outlined in its Mission Statement, Vision Statement, Values

Statement, Comprehensive Library Master Plan and current Strategic Plan. These statements provide the fundamental guidelines for selecting library materials.

Mission Statement 1.1

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

Vision Statement 1.2

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

Values Statement 1.3

The Johnson County Library Board and staff are honored to operate this public library in trust for the citizens of our community. These are the values which guide our service:

- Customer needs come first: We place the highest priority on service to our customers and treat every request with equal value.
- People are respected: We recognize the contributions of our staff and we treat all our customers and each other with respect.
- Access to information is ensured: We ensure access to information for people of all ages, abilities, and means.
- This is a learning organization: We commit to the professional growth and enrichment of our staff and volunteers.
- Freedom of information is protected: We protect your freedom to read and view all library information.
- Privacy and confidentiality are rights: We safeguard your right to request and obtain information in confidence.

- Basic services are provided without charge: We provide basic library services free of charge.
- Quality service is important: We strive to deliver the highest quality services possible.
- We are stewards of community resources: We respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources which you commit to us--people, time, assets, and funds.
- Integrity is a commitment: We follow the highest ethical standards which have been adopted by Johnson County government and our profession.

Trends, Operating Environment, and Community Composition **1.4**

Information from the Johnson County Library Strategic Plan, the Comprehensive Library Master Plan, and other appropriate sources will inform this plan.

Outcomes and Strategies **1.5**

The Johnson County Library Strategic Plan (2019) identifies the Key Performance Areas of Education, Community, Convenience, Communication and Operations as areas of focus through 2023.

- Education
JCL creates an inclusive and welcoming environments that sparks curiosity and learning.
- Community
JCL offers neutral spaces and opportunities where all voices are equal and connections are forged.

- Convenience
JCL Delivers services and materials how, when and where patrons want.
- Communication
JCL listens to and shares information with all, building strong connections and relationships.
- Operations
JCL staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Johnson County Library Collections

1.6

Johnson County Library develops a single collection for use among its branches. Nearly all materials are available for request by patrons at any of the branches. ~~Each branch may hold a reference collection which is resident only at that branch.~~

Central Resource Library maintains the primary reference collection which includes materials supporting needs as outlined in section 9 below. The Central Resource Library maintains several additional collections which are housed and used only at the Central Resource Library:

- Business Reference
- Regional Reference
- Genealogy
- Microfilm
- Maps

DEFINITIONS

2.0

The word "**materials**" as it occurs in this policy has the widest possible meaning, including print, nonprint, and digital materials and the content therein. It is implicit that every format is included, except as noted elsewhere.

"**Selection**" refers to the decision that must be made either to add a specific item or type of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not

necessarily reflect the opinions or values of the individual selector or of the Library Board.

“Deselection” or “Weeding” refers to the decision to remove a specific item or type of material from the collection.

The words **"book," "library materials,"** and other synonyms, as they may appear in this policy, have the widest possible meaning. All forms of recorded communication, from the traditional printed forms to the latest development in nonprint media are, therefore, included in this definition.

The word **"collection"** refers to a group of books or other library materials having a common characteristic or located in one place.

“Local” refers to Johnson County and its environs.

“Core” refers to titles designated by Collection Development Team as essential to the library collection which are intended to remain in the collection despite demand.

“JCL” refers to Johnson County Library.

"The Library" refers to Johnson County Library.

“Teen” includes persons of middle school or high school age.

“Children” includes anyone under the age of 16.

GUIDELINES FOR MATERIALS SELECTION

General Guidelines

This section briefly discusses some of the general guidelines used in developing the library collection. An item in any category does not have to meet all guidelines or criteria to be selected.

The acquisition of an item is based on its individual value and its relation to the collection

as a whole. Reviews in professional journals, such as Kirkus Reviews, Booklist, Library Journal, ~~Bulletin of the Center for Children's Books~~, Choice, Publishers Weekly, School Library Journal, Horn Book, ~~Video Librarian~~, and New York Times Book Review, and subject-specific periodicals as well as other authoritative sources are consulted for all types of materials for all ages of patrons.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection decisions are not inhibited by the possibility that materials may be accessible to use by children.

The Library maintains a core collection of titles which are considered essential to the collection because they are classic or meet a specific ongoing need of the community. These materials are not under the same constraints as the normal collection in that we may keep copies even if there is not demonstrable demand.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

The Library does not acquire textbooks except as such materials also serve the general public.

The Library always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical abilities.

The Library pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities it serves.

The Library takes a proactive approach to improving access to information by notifying publishers of patron needs.

The Library does not exclude certain materials

from selection solely because of their vulnerability to mutilation or theft.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Evaluation

3.2

The Collection Development Department monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of core titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means. Collection Development staff assesses patron demand by monitoring usage patterns, holds, and Interlibrary Loan requests.

Controversial Subjects/ Items

3.3

The Library recognizes that some materials are controversial.

Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community as outlined in the first section of the **Collection Development Policy**. Each library user or group of users has the right to free access to any of the materials in the Library's collection.

Library materials are not marked or identified by the Library to show approval or disapproval of the contents. Voluntary ratings, by private organizations such as the Motion Picture Association of America and the Recording Industry of America, may be considered in addition to content, published reviews, and other selection criteria. However, the Library is not bound by such ratings, any more than the Library is bound by any other published review.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

The Library does not promulgate particular beliefs or views nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

The overall purpose of a work is the chief criterion of selection. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions--religious, social, political, or economic--to enable patrons to make up their own minds about controversial subjects. Variety

and balance of opinion are sought whenever available. The Library does not label materials by such terms as "pro," "anti," "racist," "rightist," or "leftist."

The Library will reconsider any material in its collection upon written request from a patron on a "Request for Reconsideration" form. See **Request for Reconsideration, Section 11.**

Criteria for Selection

3.4

An item in any category does not have to meet all guidelines or criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely, or timeless, authoritative, and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous works, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or other data.
- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.
- Materials should meet standards of physical and technical excellence.
- Because of the significant initial investment of staff time and collection funds, new formats are acquired when demand and availability indicate that the format is commercially viable and

adequate staffing, equipment and space is available to support their use.

- Materials are acquired to support the Library's Mission Statement and Vision Statement.
- Locally produced materials are acquired with the intention of providing access to local content for which there is patron demand.

In determining whether or not specific items meet the criteria set forth above, the following points are considered:

**General Factors
for All Types
of Materials**

- Lasting value of the work
- Reputation and significance of the author
- Reputation and significance of the illustrator
- Reputation and professional standing of the publisher or producer of the work
- Quality of artwork
- Quality of visual representation of information
- Suitable format
- Popular appeal
- Popularity of the subject
- Sustained interest
- Compliance with stated collection goals
- Local interest
- Price
- Budget guidelines and constraints

- Professional judgment
- Strengths and weaknesses of the collection
- Appearance of title in special bibliographies or indexes
- Materials may be selected even though they contain words, scenes, and ideas which some may find objectionable, provided they are necessary to portray a period, environment, character, or incident with sincerity and truth.
- Inclusion in core lists
- Demonstrable demand

Nonfiction

- Importance of the subject to the balance of the collection
- Purpose or intent of the work
- Historical value
- Scarcity of material on the subject
- Special features (plates, index, bibliography)

Fiction

- Quality of the writing
- Originality of the work
- Literary merit
- Authenticity of the historical, regional, or social setting
- Representation of important movement (literary or social), genre, trend, or national culture

Children's

- Literary content
- Appropriateness for intended audience
- Portrayal of a spectrum of life situations, social issues, childhood experiences, and emotions.
- Readability
- Appeal of the format
- Titles which do not meet literary standards may be chosen to fulfill emotional needs, serve as stepping stones to better reading, or to serve some other special purpose.
- Follows fiction/nonfiction criteria and is discerned by age level of intended audience and/or depiction of characters in the work.

Periodicals

- Availability of subject matter in other formats
- Accessibility through print and digital indexes, especially with full text capability
- Patron requests
- Professional needs

Audiovisual

- Reputation and significance of artists, performers, producers, directors, or others who participate in the creation of the work
- Superiority of the audiovisual format to print for the subject
- Scarcity of information in other formats

eResources

- Significance of the literary work upon which an audiovisual item is based
- Content replaces, enhances, or supports other resources
- Authority of creator
- Currency and update frequency of content
- Depth, breadth, and diversity of content
- Full-text content and multimedia content
- Accessibility according with state and federal laws that promote access to library content.
- Accessibility to the average library user as judged by factors such as interface, navigation, search modes, help and tutorials, output options (printing and electronic delivery), and aesthetics
- Reliability, stability, and future-focused development of vendor
- Ease of maintenance and vendor support
- Hardware and software requirements and compatibility with other equipment
- Favorable licensing terms for broad patron access and use
- Affordable pricing
- Availability of usage statistics in compliance with recognized, uniform standards
- Commitment to information security, including respect for patron privacy and personal data

- Favorable critical opinion among library professionals and in library literature
- Supportive of JCL relationships with patrons

RESPONSIBILITY FOR MATERIALS SELECTION AND DESELECTION

4.0

The County Librarian is responsible for selection and deselection of materials within the framework of the policies and goals determined by the Library Board of Directors. The County Librarian may delegate the authority to interpret and apply the policies in daily operation to appropriate staff members.

A centralized Collection Development Team, under the supervision of the Collection Development Manager, is responsible for the selection and deselection of materials and the maintenance, development, and evaluation of the JCL's collections. For specialized collections, the Collection Development Team relies on advice from staff with expertise in those collections to inform purchasing decisions. Suggestions for purchase are welcome from all staff and patrons.

Materials handling staff are responsible for the physical maintenance of the collections at their branches and for informing the Enterprise Chain Team of collection needs.

Government publications are selected and deselected by the designated *Depository Librarian* under the oversight of the Collection Development Manager and within the parameters of the Collection Development Policy and Federal and State depository regulations.

The purchasing of materials based on analysis of Interlibrary Loan borrowing falls within the parameters of the Collection Development Policy.

RELATIONSHIPS TO OTHER LIBRARIES, INSTITUTIONS, AND ORGANIZATIONS

5.0

Johnson County Library serves a diverse population with diverse informational and reading needs. While the Library seeks to meet the needs of all its patrons by providing appropriate collections, it cannot own all materials or

resources. To bridge this gap, the Library participates actively in extensive local, state, regional, and national networks to connect patrons with resources outside the scope of the Johnson County Library.

Johnson County Library shares its online catalog with Olathe Public Library. Materials are selected in accordance with the JCL/OPL Interlocal Agreement. Materials are shared and transported between the two libraries. If shared catalog services expand in the Kansas City area, Johnson County Library will explore such arrangements with other area libraries.

The library operates an interlibrary loan function for the purpose of borrowing or obtaining copies of library materials not available in the Johnson County Library and to provide reciprocal interlibrary loan service to other institutions. This service is available to all library patrons, regardless of age. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

As much as possible, the Johnson County Library and other cooperating libraries attempt to take advantage of the wide diversity and unique variety of library collections in the Kansas City area and to avoid unnecessary duplication in the development of these collections. As technology develops, the Library will continue to explore ways to connect and develop collections with other libraries locally, throughout the state, and nationally.

COLLECTION MANAGEMENT

6.0

Duplicates

6.1

Duplication of titles is determined by popular demand, importance of the book to the collection, and budget. Materials on subjects of interest are ordered in multiple copies by selectors with knowledge of the collections' strengths and weaknesses and of the public's needs for information. Material of special local interest is duplicated throughout the system.

Titles may be duplicated in multiple collections as need warrants.

Titles within the collection are identified and duplicated to improve the likelihood that patrons will find the materials they want immediately available at their local branches.

Need Versus Demand

6.2

The Library acknowledges that each person within its service area has informational and recreational needs that are important to that individual. Therefore, as far as possible within its budget, and according to the Collection Development Policy, the Library responds to patron requests. The Library attempts to provide through interlibrary loan any patron request that falls outside the scope of the Library's collection.

During times of budgetary constraints, duplicates of titles in heavy demand are not added at the expense of purchasing or retaining an important work in less demand which is needed in the collection.

Replacements

6.3

High demand, popular, or significant titles which are damaged or lost are replaced as needed and as budget allows. Out-of-print books are not replaced unless there are special reasons to do so, such as persistent requests or general importance of the title to the collection.

Preservation of Information

6.4

~~In selected areas of specialization and in certain subject and format areas, preservation of materials having longterm value is crucial to the mission of the Library. Materials in these specific areas are selected with preservation needs in mind. When possible, materials of lasting value are purchased in quality bindings. Microform materials are purchased with the need for preservation in mind.~~

In selected areas, retaining information that has lasting value and long-term demand in the community is core to the mission of the Library. For that information, the format in which it is presented is selected with sustainable access in mind, giving particular consideration to durability,

stability, discoverability, and retrievability. Both physical and digital formats are considered.

Weeding

6.5

Weeding is the removal of an item from the collection. Criteria for weeding include:

- Duplicates of titles no longer in high demand
- Out-of-date titles
- Superseded editions
- Items which are worn out, damaged, or shabby
- Items of poor quality with missing parts or on poor quality stock
- Underused or unneeded materials
- Inadequate space to house or store materials

Collections are weeded for currency, physical condition, and low demand on a regular and continuing basis. Demand for an item is defined as the probability that it will be used in the future. If the probability of future use is low, based on objective circulation data for the item, the item will ordinarily be weeded.

System last copies are evaluated on an individual basis and are retained only if they are in demand and meet general collection criteria.

Classic titles and core titles which may circulate infrequently are retained.

POLICIES BY CLIENTELE SERVED

7.0

Adults

7.1

Materials are selected for adults, including independent learners, to meet their general reading, viewing, listening, recreation, and informational needs. Materials are selected according to the various interests, backgrounds, abilities, and levels of education identified in the community.

Teens

7.2

Teen materials are selected for middle school through high school grades. Teen collections are designed to complement the recreational

reading, listening, and viewing materials available at Johnson County Library. Materials in the teen nonfiction collection concern topics of interest to young people, with a focus on personal, social, and emotional needs.

Children

7.3

Youth Services programs and collections meet the needs of children through the sixth grade. Strong informational collections meet homework needs, and multiple copies of popular children's authors and titles are purchased for recreational reading for all ages.

Materials for youth are classified by content and vocabulary as Easy, Juvenile, or Teen.

Reading levels do not necessarily reflect age or grade levels, and all ages are approximate. The Library places no age restrictions on the use of its collection.

**Individuals with
Visual Disabilities**

7.4

The Library provides materials in various formats, including large print and audiobooks for individuals with visual disabilities.

Materials in Braille are not acquired for the book collections.

For further assistance, individuals with visual disabilities are referred to the Outreach Services Department. A variety of assistive devices are available throughout the library system.

**Individuals with
Hearing Disabilities**

7.5

In accordance with ADA guidelines, when available DVDs and streaming video content are purchased that include closed captioning.

Students

7.6

The needs of students from elementary to undergraduate levels are served with supplementary materials and reference works. An effort is made to provide materials which support homework and study needs. Textbooks are not purchased to support the specific curricula of educational institutions and organizations but may be purchased to provide

subject area development.

Business Community	7.7	We provide wide ranging, current, and popular business information to our patrons.
Outreach and Programming	7.8	While the Collection supports Outreach and Programming function, items in the collection are not purchased specifically to meet demands of Outreach and Programming. Collection Development seeks input and direction from outreach coordinators to develop the collection in ways that support those programs.
POLICIES BY FORMAT OF MATERIALS	8.0	The Library acquires materials in new formats as they become available and expands existing formats as budget allows.
Books	8.1	The majority of the Library's collection is in book format. Books for the adult collection are purchased in varying formats depending on anticipated use and need for long-term retention in the collection. Library binding is preferred for durability as opposed to trade or book club edition bindings. Children's books of high anticipated use are purchased in pre-bound trade editions.
Videos	8.2	<p>Video collections are developed in the DVD and streaming video formats for all ages. Video collection development includes both theatrical and nontheatrical titles at all branches. Theatrical videos include movies, plays, short stories, TV shows, and music performances. Nontheatrical videos are informational and are acquired in a broad range of subject areas including history, science, biography, documentary, travel, and how-to.</p> <p>Videos are not selected on the basis of Motion Picture Association of America ratings. Any film that meets the guidelines for audiovisual selection and the general selection criteria may be purchased.</p> <p>The Library does not restrict any materials from children. It is the responsibility of the parents or</p>

guardians to monitor materials their children select. Sources are available for patrons who wish to evaluate the appropriateness of a particular entertainment film for the intended viewers, or who wish to check Motion Picture Association of America ratings.

In accordance with the ADA requirements, videos are purchased in closed-captioning and described format when available.

Audiobooks

8.3

The Library collects audiobooks in the compact disc and downloadable formats. Both fiction and nonfiction audiobook titles are selected, as well as subjects where the spoken work is very important, such as drama, poetry, foreign language, and radio shows.

Recognizing the importance of hearing the spoken word to language development, the Library acquires audiobooks (and other spoken word materials) appropriate for all ages. Areas of collection development include stories and storytelling, poetry, fiction and information.

Audiobooks may be provided in abridged or unabridged versions, depending on availability. Unabridged will be preferred where available.

Recorded Music

8.4

Recorded music is collected in the compact disc and electronic formats. A broad range of music is selected for the collection, including classical, popular, and folk music.

The recorded music collection provides a broad selection of classical and popular music, such as symphonies, concertos, choral music, current and classic pop music, jazz, and American and world folk music.

The Library selects recordings of popular music created specifically for children.

Any recorded music that meets selection guidelines for audiovisual materials and the general selection criteria may be purchased

regardless of any warning labels that may have been attached by the manufacturer. The parental-advisory labels of the Recording Industry Association of America (RIAA) are voluntary.

Newspapers

8.5

The Library purchases all major local newspapers. The Library maintains a representative, but not complete, collection of Kansas newspapers. In addition, the Library makes available backfile collections of the most significant local and national newspapers, as availability and resources allow.

~~Art Prints~~

~~8.6~~

~~The Library maintains a collection of circulating art prints at the Central Resource Library. An attempt is made to represent major artists as well as various periods and schools of art.~~

Maps

8.6

The Library maintains a representative collection of maps of all countries, atlases, and other books. Sheet maps are acquired to supplement those in books and atlases. Topographic maps of Kansas are available in the Central Resource Library Reference Collection.

Periodicals

8.7

Periodicals are purchased for one or more of the following reasons:

- To provide access to the most current research and thought in various fields.
- To provide information not available in books.
- To satisfy recreational reading needs.
- To provide the staff with selection aids and professional reading

Backfiles of periodicals are retained according to an established schedule.

The preferred format for retention of periodical backfiles is digital. The appropriate format will be evaluated and decisions made based on factors including cost, equipment needs, space, staff,

ease of retrieval, full-text coverage of the resource and special features, and unnecessary duplication of holdings.

We purchase popular periodicals in digital format as available and appropriate.

Government Documents

8.8

The Central Resource Library is a full depository for Kansas State Documents and a selective depository for United States government publications. Documents of popular interest and useful aids are selected. These collections contain both circulating and non-circulating materials and a variety of formats and media.

Federal Depository Collection

All federal depository materials are the property of the federal government and are selected and deselected according to the Federal Depository Library Instructions, Guidelines, and Manuals.

Working with the Collection Development Manager, the designated ~~Government Documents Librarian~~ **Depository Coordinator** has primary responsibility for federal depository material selection and deselection, according to the guidelines listed elsewhere in this policy.

The federal depository collection is continuously weeded following depository retention and discard instructions and guidelines. Generally, materials are retained a minimum of five years.

The preferred format for Government Documents selection is digital.

Kansas State Depository Collection

The Kansas State Documents collection includes all materials distributed to Kansas depository libraries, regardless of subject emphasis. As a full depository, the Library is not permitted to select specific items.

Microforms

8.9

Materials are acquired and/or converted to physical or digital microform instead of, or in addition to, print format for one or more of the following reasons: space and storage limitations,

budget limitations, lack of availability of the information in other practical formats, or need to retain access to information of lasting value and in long-term demand by the community.

Manuscripts, Rare Books, and Archival Material **8.10**

The Library generally does not attempt to purchase or collect manuscripts or rare books. Patrons who wish to donate such materials are referred to an appropriate library or institution.

The Central Resource Library sometimes collects and solicits archival materials relating to local history. This is done primarily for the purpose of digitizing or microfilming the sources.

Printed Music **8.11**

The Library does not maintain a collection of sheet music for circulation. Music published in books is purchased, cataloged and shelved in the regular nonfiction collection.

Computer Software and Video Games **8.12**

Occasionally, software is included with a printed monograph. This software is cataloged, processed, and shelved with the monograph.

Video Games are added to the collection for popular platforms. These games are purchased with the intention of being available to all ages.

Large Print **8.13**

The Library provides large print books.

eResources **8.14**

eResources are acquired or leased to address specific subject areas of the collection and to meet specific service roles and emphases. They include indexing systems, full-text databases, eBooks, eAudiobooks, eMagazines, streaming video, eMusic and other interactive digital products. In addition, collections may be digitized or obtained in digital format when their content is relevant to Johnson County. Specifically, all materials published by the County are eligible for inclusion.

Realia **8.15**

Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not usually

acquired under Collection Development. For example, the Library does not acquire objects such as sculptures, globes, board games, seashells, or hand weaving for circulation. The Library does circulate collections of realia to support outreach and programming functions. For example, Arduino kits are currently available to our patrons.

**POLICIES BY
SUBJECT OF
MATERIAL**

Fiction 9.1

The Library provides a wide range of fiction including standard and contemporary works of cultural and literary significance and recreational reading materials for patrons of differing tastes, interests, purposes, and reading skills.

Titles are judged on individual merit. No attempt is made to collect the complete works of authors unless they are prominent and highly respected or the author is exceptionally popular among library patrons.

The works of experimental authors, while often controversial, are considered for purchase as they reflect new trends and styles of expression.

~~*Books written with the Kansas City metropolitan area as a setting are usually purchased.*~~

**Non-English
Language Materials 9.2**

The Library collects non-English language materials in a variety of formats for children, youth, and adults when demographic data indicate that the collection in that language would have sustained use and justify space and budget allocations. These collections serve the needs of members of the community who are proficient in non-English languages or who are studying non-English languages. Collections in non-English language materials are selected to reflect the nationalities, academic and cultural interests of the population served.

The Library purchases dictionaries, grammars,

and self-instruction materials for languages of interest to users of the Library. Audio materials and databases are purchased as an additional aid to learning a non-English language. These include grammars, pronunciation drills, and exercises in the use of the language. Materials in various formats are also purchased to assist in learning English as a secondary language by speakers of other languages.

Non-English language feature films are purchased to provide entertainment and, cultural enrichment. Periodicals in foreign languages are purchased selectively based on need.

Patrons have access to materials in foreign languages through some of the Library's online databases and through interlibrary loan services.

Medicine and Related Fields

9.3

The primary focus in medicine is consumer health information. Persons needing technical and professional materials beyond the scope of the collection are referred to area medical libraries.

The Library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related subjects. The Library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, common diseases, prenatal and maternal care, infant care, food, diet and nutrition, physical fitness, mental health, nursing, geriatrics, alternative medicine, substance abuse, and medical history and biography.

Law

9.4

Local, state and federal codes and statutes are available as appropriate. The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, patents, copyrights, corporation law, and criminal law. Emphasis is placed on United States practices. Dictionaries, encyclopedias, and phrase books which are useful in general

reference are purchased.

Human Sexuality 9.5

It is part of the function of the Library to provide, in adequate quantity for lay readers, general books on sex which are well-balanced, authoritative, and current. Materials are provided which are adapted to several levels of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such material should be instruction rather than the stimulation of prurient interest.

Materials selected for the youth collection will explain the processes of human and animal reproduction and growth in a clear, informative manner.

The Library acquires a range of materials on and about sexuality. Materials which are legally obscene are not considered for inclusion in the Library's collection.

Semi and Pseudo-Scientific Materials 9.6

The Library purchases titles in the area of the pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them. Questionable scientific, health, and borderline materials which do not meet general selection criteria may be purchased to meet demand.

Religion 9.7

Religious materials are purchased for the lay person. Materials include, but are not limited to:

- Sacred books of major faiths, including important versions of the Bible
- Doctrines and histories of major religions and denominations with emphasis on those found in the United States
- Commentaries and concordances
- Practical aspects of church administration

written for the layman

- Agnosticism and atheism
- New trends, ideas, and movements in religion
- Inspirational books
- Lives of religious figures in major faiths
- Collections of prayers
- Books of devotion and meditation
- Mythology
- Comparative religions

Professional Library Materials 9.8

The Library maintains a circulating collection of library and Information science materials with an emphasis on public library service.

Small Press Materials 9.9

The Library collects publications of small and alternative presses if materials meet general selection criteria.

Local Authors And Local and Kansas History 9.10

The Library acknowledges a particular interest in local, county, and state history. As materials are selected for circulating and reference collections systemwide, the Library takes a broad view of works by and about Kansas authors as well as general works relating to the state of Kansas. However, the Library is not under obligation to add to its collection everything about Kansas or produced by authors, printers, or publishers with Kansas connections.

Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines. The library maintains a representative, not a complete, collection of locally written materials.

JCL and the Johnson County Genealogical Society work together to build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Johnson Countians. It is a non-circulating collection. The print collection is maintained at the Central Resource Library, and digital resources extend access to genealogy tools in the branches.

The Library staff and the Johnson County Genealogical Society work cooperatively to see that materials either purchased by or donated to either group meet the following criteria:

- Very expensive or little used genealogical materials already available in the area are not purchased.
- Geographical considerations:
 - The Library attempts to acquire all materials of genealogical interest which pertain to Johnson County.
 - Genealogical materials from the state of Kansas receive major emphasis. Genealogical materials from the East, with particular emphasis on the states which had the most influence on the settling of Kansas (the original 13 colonies, Kentucky, Tennessee, Ohio, Illinois, and Missouri) are collected.
- Types of materials acquired:
 - Handbooks which explain genealogical principles and procedures
 - Directories and guides to locations of North American records
 - Census records, territorial, state,

and federal, and their indexes if available

- Immigration and passenger lists
 - Marriage records
 - Will books
 - Cemetery indexes
 - Military records
 - Selected city directories
 - Selected indexes, bibliographies, and reference sources
 - American genealogical periodicals
- Family histories, unless of prominent Johnson Countians or Kansans, are not purchased. Donations of family histories are accepted if judged of value by the Library staff and the Johnson County Genealogical Society members.
 - Standard reference works on heraldry are acquired to serve the lay person. Highly technical works on heraldry are excluded unless they contain a large number of names.
 - Materials in a variety of media and formats are acquired if they meet the criteria for selection.
 - Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.

Regional Reference 9.12

The purpose of the Johnson County Regional Reference Collection is to collect, retain, organize, and make available the documentation of Johnson County and its environs--past, present and future. Materials are collected which emphasize Johnson County and its place in the region. Subjects generally fall into one of two categories relating to Johnson County: Local History or Urban Reference (items of current interest and significance.)

Local History 9.12.1

Items of historical significance are acquired, and emphasis is also given to the acquisition of

materials which contribute to the knowledge of the past and present social, civic educational, religious, economic, and cultural life.

Whenever possible the Library will attempt to obtain and retain one non-circulating copy of all printed items (fiction and nonfiction) contributing to the knowledge of the history of Johnson County, past and present.

The Library endeavors to acquire all significant works of recorded knowledge in the area of the history of Johnson County.

Areas which receive special emphasis for the development of the Local History Collection include:

- Information about landmarks
- Histories of counties in Kansas and Missouri that are adjacent to Johnson County
- Information about the westward expansion as it relates to Johnson County
- Information about local flora and fauna, land forms, climatic conditions, and other subjects of a biological and/or scientific nature relating to the area
- Information about the Santa Fe Trail, the Oregon Trail, and the California Trail
- Information about local pioneer days in Kansas and Missouri
- Information about the Civil War as it pertains to the history of the area
- Selected maps and atlases emphasizing Kansas and Johnson County and the Kansas City metropolitan area
- Information about local civic organizations

- Yearbooks of schools and institutions of higher learning in the Johnson County area

Local sources such as community newspapers will be indexed to provide access to information about Johnson County.

Although very limited, efforts will be made to secure out-of-print materials when appropriate.

Items found in the Johnson County Regional Reference Collection may be duplicated throughout the library when appropriate.

Urban Reference

9.12.2

Current information and documents on governmental operations and activities in Johnson County are also included in the Regional Reference Collection. This provides current governmental regulations and legislation pertaining to the local area, planning programs of the various government agencies, and various official documents from municipalities and the County.

The collection serves the needs of historians, tracing the economic and physical development of Johnson County.

It also serves the general public, citizen activists, student researchers, businesses involved in development within the County, representatives of governmental agencies, and organizations that contribute to the development of the collection such as regional planning agencies or government advisory groups.

Materials acquired are generally limited to documents of and about the governments of Johnson County and their various agencies and sub-agencies. It contains supportive materials and documents relating to the Kansas City metropolitan area.

The Regional Reference Collection includes the following materials:

- Local ordinances
- Local planning documents
- Departmental publications which are important to the planning processes and development of the County
- Background materials used in local government planning operations
- Documents for all levels of government
- Publications from quasi-governmental organizations and agencies such as regional economic councils
- Publications from data-gathering or data publishing organizations, agencies, or consultant groups
- Publications from chambers of commerce and/or tourism bureaus
- Maps of interest to urban planners

The general subject of urban affairs is supported by materials in the general reference collection and circulating collection at the Central Resource Library.

Business

9.13

The business collection is designed to serve the current and future information needs of Johnson County businesses and government agencies. It is not intended to support academic research in business nor is it intended to supplant the curriculum materials used by business students, although some materials in the collection will be useful in both of these areas.

The collection focuses on serving personal investors, small business owners, entrepreneurs, and patrons seeking career exploration and planning. The kinds of materials collected to support business include, but are not limited to:

- Information on specific companies and industries, with an emphasis on local companies and industries
- Market research data focusing on the metropolitan area and the broader region but including national and international data as well
- Applied business information
- Information on:
 - Marketing methods
 - Personnel management
 - Tax management and accounting
 - Real estate and insurance issues
 - Data on financial market performance and guides to investment management
 - Data on and overviews of international business
 - Guides to starting and operating small businesses
 - Information on careers, particularly mid-life career change
- Some of this information is available only from sources not typically tapped by the Library:
 - Trade and professional associations
 - Government and non-profit agencies
 - Newsletter services and similar agencies

The collection does not support formal business

curriculum by purchasing textbooks and reading list materials, but it does endeavor generally to provide information on topics of interest to the business community.

Historical materials are maintained only when they have practical value and community demand. They are not actively sought out and acquired.

Providing business resources digitally is an increasing emphasis, as resources allow, providing greater access for patrons.

GIFTS

10.0

The Library is pleased to accept gifts of materials or money for the purchase of library materials with the understanding that general selection criteria will determine whether or not an item is added to the collection.

Gifts from Library patrons are to be acknowledged in a timely fashion.

Gifts that are not added to the collections are given to the Friends of the Johnson County Library. The Library does not place a monetary value on book donations. The Friends of the Johnson County Library provides Book Donation forms for patrons who wish to fill them out themselves.

Although the practice will be discouraged because the information may not remain accurate, requests are honored from groups donating materials to have a contact person, phone number, or address listed on the bookplate.

Invoiced unsolicited materials received by the Library are not acknowledged, returned, or paid for.

All donations of materials to the Library that are accepted become the property of the Library. The Library has the authority to place an item wherever the Library determines, to remove or relocate an item whenever the Library determines

and to sell or otherwise dispose of a removed or rejected item.

All gifts and other unsolicited items from whatever source are subject to the provisions of this policy.

**REQUEST FOR
RECONSIDERATION
OF LIBRARY
MATERIALS** **11.0**

Recognizing that a materials selection policy can result in comments from the public at large who may not agree with the reasons why certain items have been included, in the collection, the Library has developed the following procedures to process a patron's concerns:

- When a patron initiates a request for reconsideration of library materials, staff gives him/her a "Request for Reconsideration of Library Materials" form to fill out.
- Within 20 days after the form is submitted to the Library, the Collection Development Manager (CDM) will respond in writing to the patron setting forth the decision on the request.
- If the patron is not satisfied with the decision of the CDM, then the patron may have such decision reviewed by filing a written appeal with the CDM within 10 days after the date of the CDM's written response. Within 20 days after an appeal is filed, it shall be heard, with the patron invited to attend, by a committee composed of the CDM, the Associate Director of Systemwide Services, and the Deputy County Librarian. The committee shall notify the patron of its decision within 10 calendar days after its meeting.

If the patron is not satisfied with the decision of the Committee, then the patron may request in writing for the County Librarian to review the Committee's decision and the patron shall be notified of the decision of the County Librarian within 20 days after the patron has filed the request for review. If the patron is not satisfied with the decision of the County Librarian, then the patron may request in writing that the Library

Board review the decision. The patron shall be present in person when the Library Board reviews the request. The decision of the Board will be final.

The only issue to be considered by the Committee, the County Librarian, and the Board is whether the Collection Development Policy has been followed with respect to the item.

The form on the following page will be made available.

 **JOHNSON COUNTY**
K A N S A S
Library

Request for Reconsideration of Library Materials

Title _____

Author (if appropriate) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

Library _____ Date _____

If the item is already in the collection, please answer the following questions:

1. To what in the item do you object? (Please be specific)

2. Did you read or view the entire item? If not, which portion did you read or view?

Within 20 days after this form is submitted, the Collection Development Manager will respond in writing to you regarding your request.

APPENDIX

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 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

October 22, 2020

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

Books and other library resources should be provided for the interest, information, 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

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

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Alliances

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Right to Use

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

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.

Right to Privacy and Confidentiality

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

October 22, 2020

ARM 10-20-10

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-20-30

SECTION: Library Documents

SUBJECT: FREEDOM TO READ

SUMMARY

The Library Board's adoption of this document 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

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

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

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

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

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

**Librarian
Responsibility**

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

**Constitutional
Guarantee**

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

**Affirmation of
Propositions**

We therefore affirm these propositions:

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

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

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but why we believe it.

Non-
Endorsement

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

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

Content
Independent of
Authorship

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

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

Freedom of
Choice

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

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SUBJECT: FREEDOM TO READ

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

ADMINISTRATIVE REGULATIONS

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SUBJECT: FREEDOM TO READ

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

Right to Use

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

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.

Right to Privacy and Confidentiality

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

October 22, 2020

ARM 10-20-10

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-20-31

SECTION: Library Documents

SUBJECT: FREEDOM TO VIEW

SUMMARY

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

Effective Date:

Reaffirmed: September 13, 2012
August 22, 2016
October 11, 2018
October 22, 2020

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.

October 20, 2020

ARM 10-20-31 End