

# ***Johnson County Library Board Retreat***

October 4, 2017  
Central Resource Library: Logan Room  
3pm – 7 pm

Meeting Facilitator: Sean Casserley

Purpose/Role	Alignment	Shared Vision
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- I. Review and approve ARMS
  - a) Review and approve ARM bylaws {30 minutes}
- II. Budget Review {30 minutes}
- III. Strategic Plan Review {30 minutes}
  - a) Portfolios (Themes) and Goals what is in 2018 -
- IV. Capital Library Master Plan Priorities (CLMP) {1.5 hour}
  - a) Review of how and why we are proceeding with CLMP
  - b) Opportunities and partnerships
  - c) Review and affirmation of priorities
- V. Review Board Strategic Plan {Same questions add name element, make comparison
  - a) Understanding the role of a Library Board Member (American Library Association Guidelines) { 30 minutes }
  - b) Update strategic matrix { 30 minutes}
- VI. Adjournment



**ADMINISTRATIVE REGULATIONS**   **Document**   **ARM 10-55-11**  
**Number**

Tab:            Governance

Section:       Resolutions by Library Board of Directors

Subject:       OPEN RECORDS

**SUMMARY**

This resolution and accompanying policies and procedures define the Board's compliance with open records practices required by statute.

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**Effective Date:**

October 19, 2005

Revi  
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October 4, 2017~~September 2005~~

**RESOLUTION**

WHEREAS, the Johnson County Library is a "public agency" within the meaning of the Kansas Open Records Act; and

WHEREAS, the Board of Directors of the Johnson County Library is accordingly required by that Act to "adopt procedures to be followed in requesting access to and obtaining copies of public records, which procedures shall provide full access to public records, protect public records from damage and disorganization, prevent excessive disruption of the agency's essential functions, provide assistance and information upon request and insure efficient and timely action in response to applications for inspection of public records."

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Johnson County Library:

1. The attached "Policies and Procedures Adopted by the Board of Directors of the Johnson County Library to be Followed in Complying with Requests for Inspection of Library Records Under the Kansas Open Records Act," is hereby approved and adopted and made the official statement of policy



for the Johnson County Library under the Kansas Open Records Act.

2. Copies of the policies and procedures shall be provided to any person upon request.

3. A copy of the policies and procedures adopted by the Library Board shall be transmitted to the County Administrator for his approval.

4. The policies and procedures shall be effective January 1, 1984; Revised October 20, 1993, to be immediately effective.

Approved by the Board of Directors of the Johnson County Library, December 14, 1983; Revised October 20, 1993.

POLICIES AND  
PROCEDURES  
ADOPTED BY THE  
BOARD OF DIRECTORS  
OF THE JOHNSON  
COUNTY LIBRARY TO  
BE FOLLOWED IN  
COMPLYING WITH  
REQUESTS FOR  
INSPECTION OF  
LIBRARY RECORDS  
UNDER THE KANSAS  
OPEN RECORDS

On December 14, 1983, revised October 20, 1993, the Board of Directors of the Johnson County Library by resolution adopted the following policies and procedures to be followed in the Johnson County Library (the Library hereinafter) when requests for inspection of the public records of the Library are submitted under the Kansas Open Records the Act. These policies and ACT procedures were made effective January 1, 1984; revised October 20, 1993, to be effective immediately.

PUBLIC POLICY

Section 1. Public Policy--Subject to the exceptions set forth in Section 8 and as otherwise provided in the Kansas Open Records Act, all public records of the Library shall be open for inspection by any person. It is the duty of Library officials to construe and to apply the Kansas Open Records Act liberally to promote this policy.

DEFINITIONS

Section 2. Definitions

PUBLIC RECORD

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A. "Public Record": A "public record" means any recorded information, regardless of form or characteristics, which is made, maintained or kept



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by or is in the possession of the Library, but shall not include records which are owned by a private person or entity and are not related to functions, activities, programs or operations funded by public funds or records which are made, maintained or kept by an individual who is a member of the Board of Directors of the Johnson County Library.

#### CUSTODIAN

~~Custodian~~

B. "Custodian": The Administrative Officer of the Johnson County Library shall be the official custodian of all Library records and the person responsible for carrying out the duties of custodian for the purposes of the Kansas Open Records Act. The Business Office of the Johnson County Library, 9875 W. 87th Street, Overland Park, Kansas, shall be the custodian's official address.

#### AVAILABILITY

Section 3. Availability- Records may be inspected during the regular business hours of the Business Office of the Johnson County Library, which are 8:00 A.M. to 5:00 P.M. on any day other than a Saturday, Sunday or day designated as a holiday by the Congress of the United States, by the Kansas legislature or governor, or by the county.

#### RESTRICTIONS ON ACCESS

Section 4. Restrictions on access.-The protection of public records from damage or disorganization and the prevention of excess disruption to the Library's essential functions shall be paramount. The custodian may refuse to provide access to or to permit inspection of a public record if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Library. No person shall remove original copies of public records from the office of the Library without the written permission of the custodian.

#### FEES

Section 5. Fees- The costs for photocopying shall be \$.25 per page unless otherwise provided for by law. Cost for computer access shall be in accordance with the published data processing fee schedule. In the event a member of the staff shall be required to be present during an inspection, the

actual cost for that assistance shall be included in the total cost. Payment in advance may be required. Any such fees collected by the custodian shall be remitted to the county treasurer who shall deposit the entire amount in the treasury and shall credit the library fund for that amount.

## PROCEDURE FOR ACCESS

Section 6. Procedure for access A requestor may be required to furnish a written request setting forth the following:

### WRITTEN REQUEST

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1. Name of the requester,
2. Address of the requester, and
3. Information sufficient to fulfill the request.

### FORM/IDENTIFICATION/ COUNTY ADMINISTRATOR

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The written request may be submitted on the form herewith attached. Sufficient identification may be required to verify the identity of the requester. The written request shall be submitted to the custodian who shall then forward a copy of the request to the County Administrator for placement in county files. The custodian shall determine whether to allow or deny access, or whether to delete portions of the public record.

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### DEADLINE/DELAY/ DENIAL

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The custodian shall act on the request no later than five o'clock p.m. of the third business day following the request. In the event the request cannot be acted upon prior to that time, the custodian shall inform the requester of the reasons for the delay and the anticipated time and place that the record will be made available. In the event the request is denied, the custodian shall, upon the application of the requester, provide a written statement on the grounds for the denial, including the specific provision of law upon which the denial was based. Such statement of denial shall be issued to the requester not later than the end of the third business day following the day on which the request for an explanation of denial is received.

### COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

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Reasonable accommodation will be made for the individuals with disabilities, as defined in the Americans with Disabilities Act, in (ADA) accessing the public records of the JCL. Persons needing

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~~Americans with Disabilities Act~~

interpretative services and other accommodations should make their request for these services at the time the application to access the records is made.

**SUSPECTED CRIMINAL VIOLATIONS**

Section 7. Suspected criminal violations --Any request which may violate section 11 of the Kansas Open Records Act shall be reported to the Johnson County District Attorney for appropriate action.

**ACCESS TO LIBRARY PUBLIC RECORDS/EXCEPTIONS**

Section 8. Access to Library Public Records- Exceptions -A. Except to the extent disclosure is otherwise required by law, the Library shall not be required to disclose records which fall under the exceptions set forth in the Kansas Open Records Act, including, but not limited to the following:

**RESTRICTION BY LAW**

~~Restriction by Law~~

1. Records the disclosure of which is specifically prohibited or restricted by federal law, state statute or rule of the Kansas Supreme Court or the disclosure of which is prohibited or restricted pursuant to specific authorization of federal law, state statute or rule of the Kansas supreme court to restrict or prohibit disclosure.

**PERSONNEL RECORDS**

~~Personnel Records~~

2. Personnel Records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of the Library once they are employed as such.

**LETTERS OF REFERENCE, ETC**

~~Letters of Reference, Etc~~

3. Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual.

**MATERIALS DONATED WITH LIMITATIONS**

~~Materials Donated With Limit~~

4. Library, archive and museum materials contributed by private persons, to the extent of any limitations imposed as conditions of the contribution.

IDENTITY OF DONOR

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5. Information which would reveal the identity of an individual who lawfully makes a donation to the Library, if anonymity of the donor is a condition of the donation.

CIVIL LITIGATION

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Litiga  
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6. Records of the Library involved in administrative adjudication of civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a prospective administrative adjudication or civil litigation.

DOCUMENTS  
REGARDING  
ACQUISITION OF  
PROPERTY

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7. The contents of appraisals or engineering or feasibility estimates or evaluations made by or for the Library relative to the acquisition of property, prior to the award of formal contracts therefore.

PRIVATE  
CORRESPONDENCE

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8. Correspondence between the Library and a private individual, other than correspondence which is intended to give notice of an action, policy or determination relating to any regulatory, supervisory, or enforcement responsibility of the Library or which is widely distributed to the public by the Library and is not specifically in response to communications from such a private individual.

EMPLOYMENT  
NEGOTIATIONS

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9. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful executive session under K.S.A. 75-4319 and amendments thereto.

SOFTWARE

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10. Software programs for electronic data processing and documentation thereof, but the Library shall maintain a register, open to the public, that describes:

A. The information which the Library maintains on computer facilities;

B. The form in which the information can be made available using existing computer programs.

RECORDS PROPERTY OF PRIVATE PERSON

~~Records Property of Private Person~~

11. Plans, designs, drawings or specifications which are prepared by a person other than an employee of the Library or records which are the property of a private person.

INTERNAL DOCUMENTS

~~Internal Documents~~

12. Notes, preliminary drafts, research data in the process of analysis, un-funded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting.

PATRON AND CIRCULATION RECORDS

~~Patron and Circulation Records~~

13. Library patron and circulation records which pertain to identifiable individuals.

ATTORNEY'S PRODUCT

~~Attorney's Product~~

14. Records which represent and constitute the work product of an attorney.

BIDDING SPECS

~~Bidding Specs~~

15. Specifications for competitive bidding, until the specifications are officially approved by the Library or the Board of County Commissioners of Johnson County, Kansas.

BIDS, ETC.

~~Bids, Etc.~~

16. Sealed bids and related documents, until a bid is accepted or all bids rejected.

DOCUMENTS OF PERSONAL NATURE

~~Documents of~~

17. Public records containing information of a personal nature where the public disclosure thereof

BIDDER'S LIST OF  
CONTRACTORS

PUBLIC  
IMPROVEMENTS

FINANCIAL  
INFORMATION

SECURITY MEASURES

DEFINITION

DELETION OF  
MATERIAL NOT  
SUBJECT TO  
DISCLOSURE

Personal  
Nature

Bidder's  
List of  
Contractors

Public  
Improvements

Financial  
Information

Security  
Measures

would constitute a clearly unwarranted invasion of personal privacy.

18. The bidder's list of contractors who have requested bid proposals for construction projects from the Library, until a bid is accepted or all bids rejected.

19. Engineering and architectural estimates made by or for the Library relative to public improvements.

20. Financial information submitted by contractors in qualification statements to the Library.

21. Records pertaining to security measures taken by the library.

B. As used in this section, the term "cited or identified" shall not include a request to an employee of the Library that a document be prepared.

C. If a public record contains material which is not subject to disclosure pursuant to this act, the Library shall separate or delete such material and make available to the requester that material in the public record which is subject to disclosure pursuant to this act. If a public record is not subject to disclosure because it pertains to an identifiable individual, the Library shall delete the identifying portions of the record and make available to the requester any remaining portions which are subject to disclosure pursuant to this act, unless the request is for a record pertaining to a specific individual or to such a limited group of individuals that the individuals' identities are reasonably ascertainable, the Library shall not be required to



disclose those portions of the record which pertain to such individual or individuals.

October 4, 2017~~October 4, 2005~~

**ARM 10-55-11 End**

**ADMINISTRATIVE REGULATIONS      Document      ARM 10-55-12  
Number**

Tab: Governance  
Section: Resolutions by Library Board of Directors  
Subject: GIFT FUND

**SUMMARY**

This document represents a communication by the Library Board to the BOCC, clarifying the administrative responsibility for the Library's Gift Fund.

**Effective Date:**

July 12, 2012

**Reviewed:**

October 4, 2017~~May, 2012~~

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

**RESOLUTION**

**RESOLUTION**

1. In 1984, the Board of County Commissioners and the Board of Directors of the Johnson County Library, after much discussion, adopted a joint approach to new legislation on governance of the Johnson County Library.
2. As part of the agreement between the two boards, the Board of County Commissioners agreed that the Library Board would be "in sole control of gifts or bequests made to the library."
3. The Library Board and the Board of County Commissioners reached that understanding because it was agreed that the patrons of the library and citizens of Johnson County sometimes desire to make gifts to the Johnson County Library and that—any interest which accrued was to be used as the Library Board might designate. It was also agreed that it was important that potential donors to the Johnson County Library be assured that their gifts and bequests, with any interest accruing thereon, would be used for the sole benefit of the Johnson County Library.
4. K.S.A. 12-1225a, 1989 Supp., provides that the Library Board in Johnson County will have the same duties and powers prescribed in K.S.A. 12-1225. One

of the powers set out in K.S.A. 12-1225 is contained in subparagraph (h):

"To receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest, or reinvest the gift and any dividends, interest, rent, or income derived from the gift in the manner the board deems will best serve the interest of the library."

5. The legislation agreed to by the Board of County Commissioners and the Library Board, and ultimately adopted by the legislature contained the following statutory provisions:

K.S.A. 12-1226 (b): "Except where otherwise provided by law, the treasurer of the Library Board shall pay over the county treasurer all funds collected for the maintenance of the library, with the exception of gifts and non-governmental grants." (Emphasis added.)

6. The Gift Fund of the Johnson County Library has been successfully maintained by the Library Board for many years with absolutely no problem in control or management. In 2009, the Gift Fund bank account was closed and funds transferred to the Johnson County Treasurer bank account, per County Auditor recommendations, with the proviso that Gift Fund receipts and interest proceeds be segregated from other county funds, and that the Library Board remain "in sole control of gifts or bequests made to the library.". Library patrons and citizens who make gifts or bequests to the Johnson County Library are assured that the proceeds of those gifts or bequests, and any interest which is derived there from, are used for the benefit of the Johnson County Library and its programs.

THEREFORE, the Library Board resolves to comply with existing statutes on gifts to the Johnson County Library, to continue the agreement entered into in 1984 with the Board of County Commissioners, and to have the County treasurer accordingly continue to maintain a Gift Fund account to receive, invest, and disburse cash gifts to the Johnson County Library in accordance with the wishes of patrons and citizens of Johnson County who make gifts or bequests to the Johnson County Library.

October 4,  
2017 July 12,  
2012

End

ARM 10-55-12

**ADMINISTRATIVE REGULATIONS      Document      ARM 10-55-12A**  
**Number**

Tab:                      Governance

Section:                Resolutions by Library Board of Directors

Subject:                ADMINISTRATION OF GIFT FUND

**SUMMARY**

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

**Effective Date:**

October 4, 2017~~July 12, 2012~~

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

**Administration of the Gift Fund**

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

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

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

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

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

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

October 4,  
2017~~July 12,~~  
~~2012~~

**End**

**ARM**

**10-55-12A**

**ADMINISTRATIVE REGULATIONS      Document      ARM 10-56-96**  
**Number**

Tab:                      Governance

Section:                Resolutions by Library Board of Directors

Subject:                GIFTS AND FUNDRAISING

**SUMMARY**

K.S.A. 12-1226 authorizes the Library Board to receive and accept any gift or donation to the library and administer the same. This document describes Library Board policy and intent regarding fundraising and gifts, and solicitation of goods and services from private sources.

**Effective Date:**

October 4, 2017~~July 12, 2012~~

**POLICY**

a. The Library is an important public institution and public revenues should be expended to maintain the highest level of service. Solicitation of gifts will not supplant public funding. Any gift-sponsored activity will remain within the control of the Johnson County Library. All gift funds received by the Johnson County Library shall be maintained in a separate library gift fund—by the County Treasurer. Library gift funds shall not -be commingled with county general funds.

**DIRECTION TO STAFF**

b. The Board directs the County Librarian to establish and maintain procedures for the solicitation of monetary gifts, goods and services to benefit Library programs and service.

**AUTHORITY TO  
ACCEPT**

c. The Board of Directors authorizes the County Librarian to accept monetary gifts, goods and services in support of the Library. Gifts to the Library collection are covered in "Gifts of Library Materials" (ARM 30-20-50). The County Librarian shall report all gifts on a monthly basis to the Library Board.

**GIFTS ARE  
UNRESTRICTED**

d. A gift to the Library is considered to be made without restrictions unless it is made with restrictions that are stated in writing and approved by the County Librarian at the time the gift is made.

October 4, 2017~~July 12, 2012~~

**End**

**ARM                      10-56-96**



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-10

SECTION: General Patron Services

SUBJECT: HOURS OF SERVICES

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### SUMMARY

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

### Effective Date:

October 4,  
2017~~September 10,~~  
~~2015~~

### CONSIDERATIONS FOR ESTABLISHING HOURS OF SERVICE

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

### HOURS OF SERVICE

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

i. Central Resource Library  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 9am to 5pm  
Sunday 1pm to 5pm

ii. Antioch Branch, Corinth Branch, and Blue Valley Branch  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 9am to 5pm  
Sunday 1pm to 5pm

iii. Gardner Branch, Lackman Branch, Leawood Pioneer Branch, Oak Park Branch, and Shawnee Branch  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 9am to 5pm  
Sunday Closed

iv. Cedar Roe Library  
Monday - Thursday 9am to 8pm  
Friday 9am to 6pm  
Saturday 10am to 2pm  
Sunday Closed



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services  
20-10-10

DOCUMENT NUMBER:

SECTION: General Patron Services

SUBJECT: HOURS OF SERVICES

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v. De Soto Branch  
Tuesday, Wednesday, Friday 10am to 6pm  
Thursday 1pm to 8pm  
Friday, 10am to 6pm  
Saturday 10am to 2pm  
Sunday Closed

vi. Spring Hill Branch  
Monday, Tuesday, Wednesday 10am to 6pm  
Thursday 1pm to 8pm  
Friday Closed  
Saturday 10am to 2pm  
Sunday Closed

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

| October 4, 2017~~September 10, 2015~~ ARM 20-10-10 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

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SUMMARY

This document describes the policy of the Library Board in closing the library in observance of holidays.

Effective Date:

September 10, 2015

Reviewed:

October 4,  
2017~~SeSeptember~~  
~~10, 2015~~

POLICY

Regulation  
Purpose

a. It is the policy of the Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

Closing on  
Adjacent Days

b. The JCL will close on Easter Sunday and on Sundays occurring the day before BOCC-designated holidays that apply to the JCL, with the exception of Martin Luther King Holiday. However, if a contiguous Monday and Tuesday are BOCC-designated holidays, the JCL will keep regular hours on the Sunday immediately before. If Independence Day, Christmas, or New Year's Day fall on Saturday or Sunday, the JCL will be closed on the day of the holiday and the day of any BOCC-designated observance that applies to the JCL.

Early Closings

c. The JCL will close at 5:00 p.m. on July 3, December 24, and December 31, if the date falls on Monday, Tuesday, Wednesday, Thursday, or Friday. If July 3, December 24, or December 31 are designated holidays by the BOCC, the JCL will keep regular hours on July 2, December 23, and December 30.

Thanksgiving

d. Thanksgiving Day and the Friday following are designated official County holidays. The library will close at 5:00 p.m. on the Wednesday preceding Thanksgiving and reopen on Saturday morning.

Other Deviations

e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

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the day before other BOCC-designated holidays that  
apply to the JCL.

October 4, 2017 ~~September 10,~~  
~~2015-~~

**ARM 20-10-11 End**



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS FOR INCLEMENT WEATHER

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### SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

### Effective Date:

October 4,  
2017~~September 10, 2015~~

### POLICY

a. Johnson County Library facilities do not close due to severe weather, unless the County Librarian or his or her designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

b. The County Librarian may postpone opening libraries until weather conditions abate or until travel conditions are improved, or may close facilities early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility.

c. Scheduled employees who are not able to work due to partial or complete closings will follow



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-12**

**SECTION: General Patron Services**

**SUBJECT: FACILITY CLOSINGS FOR INCLEMENT WEATHER**

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payroll procedures issued by Library administrative staff.

October 4, 2017~~September 10, 2015~~

**ARM 20-10-12 End**



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: DENIAL OR RESTRICTION OF LIBRARY USE

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### SUMMARY

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

### Effective Date:

September 10, 2015

Date:

Review

October 4, 2017~~September 10, 2015~~

### STATUTORY AUTHORITY

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

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

### OPEN ACCESS

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

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

### SUSPENSION, DENIAL OR RESTRICTION POLICY & PROCEDURE

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

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

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

**SECTION: General Patron Services**

**SUBJECT: DENIAL OR RESTRICTION OF LIBRARY USE**

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

**APPEAL PROCEDURE AND  
APPLICATION FOR  
REINSTATEMENT**

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

Destruction 2. Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

Weapons	<p>3. Subject to the exceptions set forth in subsections (i) and (ii) below, the carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-4201 into a library building of any kind or onto library property, including library parking lots, is strictly prohibited.</p> <p>(i) This section 3 of ARM 20-10-50 shall not apply to certified law enforcement personnel.</p> <p>(ii) This section 3 of ARM 20-10-50 shall not apply to individuals lawfully carrying concealed handguns pursuant to the terms of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended. All such individuals shall comply with all municipal, county, state and federal regulations and laws applicable to the carrying of concealed handguns.</p>
Unruliness	4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.
Abusiveness	5. Behavior that is abusive to library patrons and/or staff is not allowed.
Language	6. Abusive or obscene language is not allowed in the library.
Smoking	7. Use of tobacco products is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property. Consumption of food is also allowed in large library meeting rooms during scheduled meetings when approved in advance.
Alcohol	9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or

the Johnson County Library Foundation pursuant to ARM 20-80-30.

Pets	10. Pets- are not permitted in the library. Service animals are allowed.
Skating	11. Skating and skateboarding are prohibited in library buildings and on any library property.
Parking Lot	12. Participating in bicycling, motor vehicle use, or any other behavior that endangers the user/driver or library patrons or their vehicles in the library parking lot is not allowed.
Use of Library Computer Workstations	<p>13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate his or her use of the workstation:</p> <p>a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. 21-4301(c), as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. K.S.A. 21-4301.</p> <p>b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-4301a, as amended.</p> <p>c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient</p>

interest of the offender, the child or another. See K.S.A. 21-3516, as amended.

## PROCEDURES

d. Procedures for handling incidents shall be articulated and inserted in staff manuals.

October 4, 2017~~August 13,~~  
~~2015~~

**ARM 20-10-50**

**End**



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-55

SECTION: General Patron Services

SUBJECT: THEFT OF LIBRARY PROPERTY

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### SUMMARY

This regulation describes the circumstances in which members of the library staff are authorized to search containers of any kind in the possession of a patron for library materials that have not been checked out.

### Effective Date:

October 4, 2017~~September 10, 2015~~

### POLICY

a. A patron's use of the library shall constitute an authorization from the patron to library staff to search sacks, bags, brief cases, or containers of any kind, carried or in the possession of such patron, when staff has reason to believe that such patron is concealing library materials that have not been checked out

October 4, 2017~~September 10, 2015~~

**ARM 20-10-55    End**



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-61

SECTION: General Patron Services

SUBJECT: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY

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### SUMMARY

The purpose of this document is to describe the responsibilities of parents and librarians in regard to minors who are using the library. This regulation also describes the library policy on children left unattended at closing of a library facility.

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017~~September 10, 2015~~

### POLICY

a. Parents are responsible for making sure that their children age 7 and under are attended and supervised at all times while using the library.

b. Pursuant to ARM 20-10-10 Hours of Service, the library establishes hours of service. The library prominently publishes those hours for the benefit of library patrons.

Library employees are employed to provide library service during library hours of service. Library employees are not custodians, babysitters, or caregivers for children at any time, including after the library doors are closed. Parents are responsible for ensuring that their children have rides or are picked up and off of the library premises no later than the time that the library closes.

c. Parents or guardians of all children under the age of 18 are responsible for making sure that their children are prepared to leave the library when the library closes.

d. At 45 minutes after closing, a child under the age of 12 will be treated by the library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care.



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-61**

**SECTION: General Patron Services**

**SUBJECT: UNATTENDED CHILDREN AND PARENTAL RESPONSIBILITY**

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e. The County Librarian may establish additional rules and guidelines for the enforcement of this regulation.

October 4, 2017~~September 10, 2015~~

**ARM 20-10-61    End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-85**

**SECTION: General Patron Services**

**SUBJECT: PATRON FEEDBACK**

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**SUMMARY**

The purpose of this regulation is to describe the County Librarian's responsibility in providing opportunity for patron comment and in providing Library Board access to that comment.

**Effective Date:**

October 4,  
2017~~September 10, 2015~~

**POLICY ON  
PATRON  
COMMENTS**

a. A major measurement of library services is public reaction to its delivery. The Library Board of Directors encourages direct and indirect citizen input through use of surveys, focus groups, comment forms, citizen comment at board meetings, and other appropriate measurements.

**COUNTY  
LIBRARIAN'S  
RESPONSIBILITY**

**Reporting**

b. As needed, the County Librarian will report patron feedback trends to the Board.

**Enabling  
Comment**

c. The County Librarian will implement procedures which will enable all patrons to comment on any aspect of service. Special accommodation will be provided to individuals with disabilities requiring assistance to comment. Library Board meetings shall also be accessible to individuals with disabilities, as defined in the Americans with Disabilities Act Amendments Act (ADAAA). Persons requiring interpretive services or other accommodations to attend a Library Board meeting should notify Library staff at least 48 hours prior to the scheduled Library Board meeting

October 4, 2017~~September 10, 2015~~

**ARM 20-10-85    End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-90**

**SECTION: General Patron Services**

**SUBJECT: FEE SCHEDULE**

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**SUMMARY**

This regulation describes charges made to patrons for direct services.

**Effective Date:**

**October 4, 2017**  
**~~September 10, 2015~~**

**AUTHORITY FOR FEES**

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

**REGULAR FEE SCHEDULE**

- b. The Fee Schedule for services available from public service desks are:

USB Flash Drive

2. ~~\$39.00~~

Ear buds

3. \$2.00

Interlibrary Loan

4. Interlibrary Loan  
Actual charge from loaning institution.

Photocopies

5. Photocopies (paper and microform)  
\$.15 per black and white exposure.  
This charge is waived for patrons receiving service under ARM 20-15-50 (Services to Homebound Patrons.)  
\$.50 per color exposure

Printed Copies

6. Printed copies from public use computers.  
\$.15 per page for black and white  
\$.50 per page for color

Materials Recovery Fee

7. Processing fee per patron account handled by the materials recovery vendor. \$10.00

Returned Check Fee  
Fee

8. For a returned check, the library assesses a \$25.00 fee, which is added to the borrower record.



**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-90**

**SECTION: General Patron Services**

**SUBJECT: FEE SCHEDULE**

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October 4, 2017~~September 10, 2015~~

**ARM 20-10-90**

**End**



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 20-10-95

SECTION: Finance

SUBJECT: WAIVING AGED PATRON ACCOUNTS RECEIVABLE

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### SUMMARY

This regulation defines the parameters within which aged patron library fines and fees (accounts receivable) may be automatically waived and authorizes the County Librarian to adopt procedures with respect to waiving such fines.

### Effective Date:

October 4, 2017~~September 10, 2015~~

### DEFINITION OF FINE WAIVER

a. A fine waiver removes a fine from a patron's account and clears the patron's record of fines owed. The amount owed may include fees owed by the patron pursuant to ARM 20-10-90, "Fee Schedule;" fines, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "Overdue, Lost or Damaged Materials Fee Schedule;" and any other fees or charges owed by the patron pursuant to these regulations.

### AUTHORIZATION FOR COUNTY LIBRARIAN TO ADOPT PROCEDURES ON AUTOMATIC WAIVERS

b. The County Librarian is authorized to adopt procedures for automatic waivers of aged accounts receivable from the Library's Integrated Library System (ILS). Such procedures may include appropriate definitions; rules governing timing of automatic waivers; and procedures relating to reports on aged accounts receivable.

### ELIGIBILITY FOR AUTOMATIC WAIVER OF ACCOUNTS RECEIVABLE

c. Fines that were billed before 2008 and total \$6 or less will be automatically waived in the Library ILS in 2011. Thereafter, on an annual basis, fines that are older than five years and total \$3 or less will be automatically waived in the Library ILS. When such fines are waived, the debt of the patron to the Library is eliminated.

October 4, 2017~~September 10, 2015~~

**ARM 20-10-95 End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number ARM 20-15-10**

Tab: Patron Services  
Section: Access to Materials  
Subject: ACCESS POLICY STATEMENT

**SUMMARY**

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

**Effective Date:**

**July 21, 2011**

**Reviewed:**

October 4, 2017 ~~June 12, 2015~~

**POLICY**

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

**No  
Discrimination**

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

**Children**

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

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

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

October 4,  
2017 ~~June 12,~~  
~~2015~~

**ARM 20-15-10 End**

**ADMINISTRATIVE REGULATIONS  
DOCUMENT NUMBER  
ARM 20-15-50**

Tab: Patron Services  
Section: Access to Materials  
Subject: SERVICE TO HOMEBOUND  
PATRONS

**SUMMARY**

This regulation describes services and waivers available to homebound patrons.

**Effective Date:**

**March 8, 2012**

**Reviewed:**

**October 4, 2017 ~~June 12, 2015~~**

**SERVICE TO HOMEBOUND  
PATRON**

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

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

**REGISTRATION AS HOMEBOUND**

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

**CIRCULATION SERVICES**

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

**BASIC REFERENCE SERVICE**

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

**WAIVERS**

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

**October 4, 2017 ~~June 12, 2015~~**

**ARM 20-15-50 End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number ARM 20-15-60**

Tab: Patron Services  
Section: Access to Materials  
Subject: INTERLIBRARY LOAN

**SUMMARY**

The purpose of this document is to establish that an interlibrary loan function will be provided for the benefit of residents of the Johnson County Library district and for reciprocating institutions, and to delineate the conditions under which charges are made.

**Effective Date:**

**July 21, 2011**

Date  
Reviewed:

October 4, 2017 ~~June 12, 2015~~

**POLICY ON  
INTERLIBRARY  
LOAN**

a. The Library will operate 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.

**GUARANTEE OF  
RIGHT OF ACCESS**

b. This service is available to- library cardholders who live in the Johnson County library district,. Library patrons outside the Johnson County library district are encouraged to use the Interlibrary Loan service of their home library system. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

**FEES**

c. Usage fees may be charged for interlibrary loan service provided to the Johnson County Library user eligible for ILL services and to reciprocating institutions, according to the Fee Schedule (ARM 20-10-90).

**Waivers**

Fees assessed to staff and volunteers of the library may be waived if the service is provided to them in support of their work assignments, professional development, or course or degree work, if approved by the department head.

**MATERIALS  
LOANED**

d. Johnson County Library will comply with current interlibrary loan protocols.

October 4,  
2017~~June 12, 2015~~

**ARM 20-15-60 End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number ARM 20-20-50**

**Number**

Tab: Patron Services  
Section: Circulation Services  
Subject: COLLECTION USE PARAMETERS

**SUMMARY**

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

**Effective Date** Reaffirmed  
Reviewed

June 12, 2015  
October 4, 2017~~June 12, 2015~~

**POLICY**

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

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

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

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

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

October 4,  
2017~~June 12,~~  
~~2015~~

**End**

**ARM 20-20-50**

Formatted Table

**ADMINISTRATIVE REGULATIONS**  
**Document Number**  
**ARM 20-20-51**

Tab: Patron Services

Section: Circulation Services

Subject: DISCLAIMER ON DAMAGED PATRON  
EQUIPMENTPROPERTY

**SUMMARY**

This regulation disclaims JCL responsibility for any damage to patrons' equipment—property resulting from use of ~~audiovisual~~ materials checked out from the JCL.

**Effective Date:**

Date Reviewed

June 12, 2015

June 12, 2015

**POLICY**

- a. Effective September 1, 1994, the Johnson County Library disclaims all responsibility for any reported damage sustained by patrons' equipment—property attributed to use of ~~audiovisual~~ materials in any format checked out from the Johnson County Library. - The library assumes no responsibility for the condition of any ~~audiovisual~~ item.
- b. The Johnson County Library disclaims all responsibility for any reported damage sustained to patrons' property equipment when used in conjunction with the technology—items provided by the Johnson County Library.

October 4,  
2017June 12,  
2015

**ARM 20-20-51 End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number**  
**ARM 20-20-55**

Tab: Patron Services

Section: Circulation Services

Subject: RETURN OF OVERDUE MATERIALS

**SUMMARY**

This document describes the Board's policy on dealing with patrons who have not returned overdue materials borrowed from the Library.

**Effective Date:** Reaffirmed  
Reviewed

June 12, 2015  
October 4, 2017~~June 12, 2015~~

**POLICY**

a. It is the policy of this Board to seek to use the Library's present structure of fees, replacement charges, collection remedies and other remedial actions to reduce the number of overdue materials and to protect library assets. Harsher measures, including the option provided by K.S.A. 21-3701, may occasionally need to be applied, but only with great caution and after careful deliberation.

**Procedure**

b. Before prosecuting a case under K.S.A. 21-3701 the County Librarian must consult with the Library Board's attorney. The County Librarian must then obtain the approval of the Library Board before proceeding.

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-20-55**

**End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number**  
**ARM 20-20-65**

Tab: Patron Services

Section: Circulation Services

Subject: SERVICES TO STAFF AND VOLUNTEERS

**SUMMARY**

This document describes the extent and limitations of waivers of fines and fees for library staff and volunteers.

**Effective Date:** Reaffirmed  
Reviewed

June 12, 2015  
October 4, 2017~~June 12, 2015~~

**POLICY** Waiver

a. To encourage staff and volunteers to keep an awareness of the tools of their trade, no overdue or rental fees will be charged to the staff and volunteers of the Johnson County Library. Staff and volunteers will be subject to all other charges on the Fees and the Overdue, Lost or Damaged Materials Fees Schedule (ARM 20-10-90, ARM 20-10-91).

Limitations

b. In all other cases, except that described in paragraph 1 of this regulation, staff and volunteers are entitled only to the same library services and privileges offered to the general public.

Disclaimer

c. This regulation is not to be construed as to interfere with a staff member or volunteer carrying out official duties.

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-20-65 End**

**ADMINISTRATIVE REGULATIONS**

**Document Number**

**ARM 20-30-05**

Tab:Patron Services

Section: Information Services

Subject: COPYRIGHT ADHERENCE

**SUMMARY**

This regulation describes the library's commitment to adhering to copyright law and the Fair Use doctrine.

**Effective Date:**

June 12, 2015

Reviewed:

October 4, 2017 ~~June 12, 2015~~

**POLICY**

A. The Johnson County Library adheres to the provisions of the Copyright Act of 1976 (Title 17 of the United States Code), as amended. No copy is made with any purpose of direct or indirect commercial advantage for the library; copies are made on a cost recovery basis only. The Library maintains records of all copies of periodicals articles obtained from outside sources for which it has not already paid royalties, and pays all royalty fees or acquires additional subscriptions as required by federal regulations. Library employees do not copy materials which under federal law cannot be copied, or which the copyright holder has specifically prohibited from being copied, except where the Fair Use Doctrine applies. The Library does not make multiple copies of copyrighted documents for a single user. The Library provides notice of copyright as required by law.

b. The Library trains its employees to operate within the parameters of the Copyright Act and to provide public assistance within the Fair Use Doctrine, which provides that, notwithstanding the exclusive rights of the copyright owner, the fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. Factors to be considered in determining whether the use made of a work in any particular case is a fair use include: whether such use is of a commercial nature or is for nonprofit educational purposes, the nature of the copyrighted

work, the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work. The Fair Use Doctrine applies to the electronic as well as the print environment.

c. Any copy made at the request of a patron will become the property of the patron, with any charges made only for recovery of both direct and indirect library costs. Copies not retained by the patron are destroyed. Copies are made only at the request of a patron and not in anticipation of such need. The library's use of Vertical Files does not fall within the purview of the Copyright Act.

d. Library employees are instructed to refuse to make copies for patrons whom they discover to be violating the Fair Use Doctrine, i.e., copying for commercial purposes or in a systematic manner, because of the substantiality of the material that the patron proposes to copy, or because the amount or systematic nature of the patron's copying of certain material would obviously impact the market for that material. Library employees who know that a patron is violating the Copyright Act by making copies in an unauthorized way are instructed to request that the patron stop. In the event a patron so requested refuses to stop, the library employee shall advise the County Librarian, who may suspend the patron's privileges to use the library, in accordance with regulation.

e. Music, audio, and video recordings are never copied by staff. Copyrighted sheet music is never copied or faxed by staff.

f. The Library adheres to Copyright restrictions for licensed online content as articulated by the license agreement between the Library and the licensor.

g. The County Librarian will establish procedures for adherence to the Copyright Act, based on the Act and on this regulation.

October 4,  
2017~~June 12,~~  
2015

**ARM 20-30-05 End**

**ADMINISTRATIVE REGULATIONS**  
**Document Number**  
**ARM 20-30-65**

Tab: Patron Services

Section: Information Services

Subject: LIBRARY DISPLAYS

**SUMMARY**

This document establishes displays of materials and information that highlight the collection and mandate that intellectual freedom principles will be used.

**Effective Date:** Reaffirmed  
Reviewed

June 12, 2015  
October 4, 2017~~June 12, 2015~~

**POLICY ON  
DISPLAYS**

a. Materials for displays will be selected by librarians in accordance with Library Policy, the Library Bill of Rights statement, and guidelines established in the Library Collection Development Policy as formally adopted by the Library Board of Directors.

b. Displays will be selected at the discretion of the appropriate -library staff.

October 4,  
2010~~7 June 12,~~  
~~2015~~

**ARM 20-30-65**

**End**

**ADMINISTRATIVE REGULATIONS**

**Document Number**

**ARM 20-35-10**

Tab: Patron Services

Section: Youth Services

Subject: PROVISION OF YOUTH SERVICES

**SUMMARY**

The purpose of this document is to describe the mission and range of Youth Services, and to distinguish library and parental responsibilities in regard to children's interactions with library staff and library materials.

**Effective Date:**

July 12, 2012

Reviewed:

October 4, 2017 ~~June 12, 2015~~

**GUARANTEE OF  
ACCESS**

a. All services, materials and library privileges available within the Johnson County Library are accessible to all patrons, regardless of origin, age, background or views.

**Parent's Role**

It is the parents or guardians -- and only the parents or guardians -- who may restrict their children -- and only their children -- from access to library materials and services. The Library and its staff are responsible for providing equal access to library materials and services for all library users. Consistent with this, the library requires children under sixteen years of age to obtain a parent's or guardian's signature on their library card application.

**TYPES OF  
SERVICE**

b. The Johnson County Library provides library services, programs and materials to accommodate varying levels of intellectual development among youth. These services and materials may be available at all Library facilities.

**PROMOTION OF  
READING**

c. The mission of the Johnson County Library is to provide access to ideas, information, experiences, and materials that support and enrich people's lives. To fulfill this role, programs aimed at youth of all ages will be offered. The Library promotes reading, learning, and self-enrichment through services for children and teens and for adults working with children and teens, and works towards introducing young persons of all ages to a wide range of materials—, formats and experiences.

MATERIAL  
ABOUT  
CHILDREN

d. The Library provides programming and materials, for adults concerned with children, on reading readiness, cultural awareness, parenting, child care, and child development and other youth-related issues.

COOPERATIVE  
ACTIVITIES

e. The Library participates in ongoing cooperation with other child- and teen-oriented agencies in the community and provides outreach services to schools, childcare facilities and other group settings where children and teens are unable to come to the library.

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-35-10 End**

**ADMINISTRATIVE REGULATIONS      Document      ARM 20-60-10  
Number**

Tab:              Patron Services

Section:        Programming

Subject:        PROGRAMMING POLICY

**SUMMARY**

Describes the purpose and parameters of various aspects of programming within the Johnson County Library.

**Effective Date:**

July 12, 2012

Reviewed:

October 4, 2017~~May, 2012~~

**PROGRAMMING  
POLICY**

a. Johnson County Library provides programming for the community as a part of its role in promoting lifelong learning and library use.

**Benefits**

1. Library programming provides information and/or encouragement for the use of materials in the library's collection.
2. It also creates an environment for people to learn, to explore, to enjoy, to create, and to connect.

**YOUTH  
SERVICES**

b. Programming is an essential function to youth and teens conveying excitement about reading, writing and authorship, about research and problem solving, critical thinking, and social development, about exploring the world around them and about libraries. Youth Services programming supports life-long use of the Library, encourages involvement of parents with their children, provides outreach to schools, childcare facilities and other community agencies, and introduces children and their caregivers to a wide range of formats, materials and information.

**LITERACY**

c. The Library actively supports literacy programming because of the immediate personal, social and economic importance of a literate citizenry. Johnson County Library cooperates with community literacy programs to facilitate teaching efforts.

**ADULT  
SERVICES**

d. Programs for adults are provided as lifelong learning opportunities focusing on books and authors, business, civic engagement and topics of local interest, as well as societal and cultural issues.

## INTELLECTUAL FREEDOM

e. Library initiated programs are provided as a community resource, under the same policies of free and open access to information and ideas for all users that govern access to library materials. Johnson County Library subscribes to the LIBRARY BILL OF RIGHTS, which states in Article 2 that library resources "should not be proscribed or removed because of partisan or doctrinal disapproval." This policy applies to the contents of library-initiated programs and the views expressed by the participants.

### Library Disclaimer

1. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Topics, speakers, and resource materials are not excluded from library initiated programs because of possible controversy, and concerns about programs are handled under the same written policy and procedures which govern reconsideration of other library resources. Library initiated programs are open to all, without regard to origin, age, background, or views.

## COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

f. Programming shall be provided so that individuals with disabilities as defined in the Americans with Disabilities Act can participate in and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. The Library will provide programming that permits maximum integration and independent function for qualified individuals. Requests for interpretative services or other accommodations should be made at least forty-eight hours in advance of the scheduled event.

## COOPERATIVE EFFORTS

g. Co-sponsorship with community institutions is encouraged. Staff may present programs in other facilities with other agencies. Hosting traveling exhibits or outside-developed programs, supplemented with Library displays and publicity, is encouraged.

## EVALUATION

h. Johnson County Library programming efforts are evaluated to ensure the appropriate use of public resources.

October 4,  
2017~~July 12,~~  
~~2012~~

**ARM 20-60-10**

**End**



## ADMINISTRATIVE REGULATIONS

Tab:

Section:

Subject:

Document Number

Patron Services

Programming

CO-SPONSORSHIP WITH OTHER ORGANIZATIONS

ARM 20-60-11

Formatted Table

## SUMMARY

The intent of this regulation is to establish a means by which the library can accept financial support for programming from outside organizations.

Effective Date:

July 12, 2012

Reviewed: October 4, 2017~~May, 2012~~

## POLICY

a. With the permission of the County Librarian or designee, the Johnson County Library may co-sponsor programs with profit and non-profit organizations. Johnson County Library selects and participates with co-sponsoring organizations based on criteria established by the Strategic Plan, Collections Policy, and library policy.

## FEES

b. Library programs whether initiated or co-sponsored by the library are free and open to the public.

## SELLING

c. Sale of authors' works and other materials related to a library program is allowed in conjunction with the program.

October 4, 2017~~July 12, 2012~~

ARM 20-60-11  
End

## ADMINISTRATIVE REGULATIONS

### ARM 20-80-20

Tab: Patron Services  
Section: Facility Usage  
Subject: PUBLIC FORUM AND NON-PUBLIC FORUM AND DISPLAY SPACES

#### SUMMARY

This regulation sets forth rationale and criteria on which designation of public and non-public spaces is based.

#### Effective Date:

April 12, 2014

Reviewed October 4, 2017~~June 12, 2015~~

#### POLICY

a. As part of its public service and information mission, the Johnson County Library makes available in all libraries handout, display and exhibit areas and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community.

#### Public Forum Spaces

b. Displays, exhibits, handouts and materials posted on bulletin boards are covered by the intellectual freedom policies of the library. However, not all display and distribution areas are public forum spaces. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a

position, but the display and distribution do not constitute endorsement of the material's content by the library. Materials cannot be excluded from public forum spaces on the basis of content unless the exclusion is necessary to serve a compelling governmental interest which cannot be served by less restrictive action.

	Designations	<p>c. Both public forum and non-public forum spaces exist in most libraries:</p> <p>1. Public Forum: All meeting rooms booked for public use are public forum spaces; exhibit cases (except those specifically designated as available for library and County, State or Federal government use only), handout areas, and non-governmental bulletin boards are public forums.</p> <p>2. Non-public forums: All display areas and those exhibit cases and bulletin boards designated for the use of the libraries and government (County, State or Federal) are not public forums. Pursuant to ARM 20-80-27, all study rooms are non-public forums.</p>
	Procedures	<p>d. Each library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that he or she adopts to implement this policy.</p>
AVAILABILITY OF PUBLIC FORUM SPACES		<p>e. Public forum space is available for use by government agencies and non-profit groups engaged in educational, cultural, intellectual, or charitable activities within policies set forth in regulation and within procedures established by the County Librarian.</p>
DISPLAY SPACES	Non-Public Forum	<p>f. Displays are defined as presentations on open shelves or fixtures of materials from the library collections which are available for lending and/or materials or information about materials created or lent by government units</p>

or personnel, or on loan from private citizens or groups. Displays are covered by the intellectual freedom policies of the library but are not a public forum.

g. Exhibits (non-public forum) are more formal presentations of library and governmental materials and regalia. If an exhibit case is declared a non-public forum space, it may be used only by the government and library.

#### Public Forum

h. The library offers no public forum spaces for displays and exhibits.

i. The library offers limited space for displays of original works of art. The library facilities designated by the County Librarian constitute a library program and shall not create a public forum space.

#### AUTHORITY

j. Final authority for all materials displayed and made available in handout, display and exhibit space and on bulletin boards rests with the County Librarian, but is delegated operationally to the facility manager in each library. The one exception to this is an all-system exhibit set up at the request of the library administration, in which case delegated authority, rests with the relevant library programs coordinator. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.

October 4, 2017~~June 12, 2015~~

**ARM 20-80-20**  
**End**

**ADMINISTRATIVE REGULATIONS**

**Document ARM 20-80-21  
Number**

Tab: Patron Services

Section: Facility Usage

Subject: DISPLAYS AND EXHIBITS—  
NON-PUBLIC FORUM

**SUMMARY**

This regulation describes the policy for library-sponsored displays and exhibits.

**Effective Date:**

May 18, 2005

Reviewed

October 4, 2017 ~~June 12, 2015~~

**DEFINITIONS  
AND POLICY**

a. Displays are defined as presentations on open shelves or fixtures of materials from the library collections which are available for lending and/or materials or information about materials created or lent by government units or personnel, or on loan from private citizens or groups. Displays often use merchandising techniques within the library and are frequently topical in nature. These displays are covered by the intellectual freedom policies of the library but are not a public forum.

b. Exhibits (non-public forum) are more formal presentations of library and governmental materials and realia. If an exhibit case is declared a non-public forum space, it may be used only by the government and library.

**PROCEDURES**

c. The County Librarian will establish procedures as guidelines for implementing these non-public forum displays and exhibits.

October 4,  
2017 ~~June 12,~~  
~~2015~~

**ARM 20-80-21**

**End**

**ADMINISTRATIVE REGULATIONS**

**Document Number**

**ARM 20-80-22**

Tab: Patron Services

Section: Facility Usage

Subject: DISPLAYS AND EXHIBITS—  
PUBLIC FORUM

**SUMMARY**

This regulation establishes the library's policy for programming with displays and exhibits as public forum spaces.

**Effective Date:**

Reviewed

May 18, 2005

October 4, 2017~~June 12, 2015~~

**POLICY ON  
AVAILABILITY**

a. The library offers no public forum spaces for displays and exhibits.

b. The library offers limited space for displays of original works of art. The library facilities designated by the County Librarian constitute a library program and shall not create a public forum space.

c. The County Librarian will establish criteria and procedures for the selection of art works to be displayed.

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-80-22 End**

**ADMINISTRATIVE REGULATIONS      Document      ARM 20-80-23**  
**Number**

Tab:              Patron Services

Section:        Facility Usage

Subject:        PUBLIC BULLETIN BOARDS

**SUMMARY**

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

**Effective Date:**

July 12, 2012

Reviewed

October 4, 2017~~May, 2012~~

**DEFINITION AND  
POLICY**

a. Items on public forum bulletin boards publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information. To achieve this goal, most material is displayed for one month only. Preference is given to organizations based in Johnson County. Physical areas are all designated as public forum areas and are subject to the intellectual freedom policies of the library. Non-public forum bulletin boards are limited to library and government use.

Posted comments or information on the library website or any/all applicable social media websites are subject to the approval of Johnson County Library staff. It must publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information.

**POLICY ON  
PROVIDING  
SPACE AND  
LIMITING TYPE  
OF MATERIAL**

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

viewpoints and interests, the County Librarian is authorized:

- |                           |  |
|---------------------------|--|
| Size                      | 1. to establish size restrictions on items posted or distributed,  |
| Quantities                | 2. to restrict, on an equitable basis, the quantities of brochures to be distributed, and  |
| Duration                  | 3. to impose restrictions on the length of time during which a poster will be posted or a brochure distributed.  |
| EQUITABILITY<br>GUARANTEE | c. Space for the display and distribution of information is available on a limited basis at all libraries on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, and will not be denied to anyone based solely on age. The library will attempt to ensure display and distribution of materials and information presenting all points of view. In the event that the County Librarian denies the display of materials in accordance with this policy, the individual or group requesting such display may appeal the decision in writing to the Library Board, which shall consider the appeal at its next regularly scheduled meeting. |

October 4,  
~~2017 July 12, 2012~~

**ARM 20-80-23 End**

## ADMINISTRATIVE REGULATIONS

**Document Number**      **ARM 20-80-24**

Tab:                      Patron Services

Section:                Facility Usage

Subject:                PICKETING AND PROTESTS

### SUMMARY

This regulation describes the Library Board's policy on reacting to public demonstrations on library property.

**Effective Date:**      Reaffirmed  
Reviewed

August 17, 2011  
October 4, 2017~~June 12, 2015~~

### POLICY

a. Peaceful demonstrations and picketing are permitted on Library property in areas designated by staff, unless the activity obstructs traffic or interferes with Library patrons' use of the Library. If Library uses and/or traffic is obstructed, Library personnel will call local police.

b. Demonstrators and picketers are responsible for following all laws, including municipal rules and regulations.

### PROCEDURES

The County Librarian maintains written procedures to implement the terms of this policy.

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-80-24    End**

## ADMINISTRATIVE REGULATIONS

**Document Number    ARM 20-80-25**

Tab:            Patron Services

Section:       Facility Usage

Subject: SOLICITATION, PETITIONING OR  
DISTRIBUTION OF LITERATURE IN  
LIBRARIES

### SUMMARY

This regulation establishes the policy for solicitation -- which may include soliciting for petitions, personal campaigning, and personal distribution of literature to Library employees or Library patrons in Library buildings and on Library grounds.

### Effective Date:

August 17, 2011

Reviewed

October 4, 2017~~June 12, 2015~~

### POLICY

a. Persons are prohibited from engaging in the personal distribution of literature and/or solicitation of Library employees and Library patrons in Library buildings and on Library grounds, with exceptions noted below. Government agencies that disseminate information in Library buildings pursuant to the approval of the County Librarian are not engaged in solicitation, petitioning, or distribution of literature, as defined in this regulation.

Limited  
Exceptions for  
Petitioning and  
Distribution of  
Literature

b. Petitioning is allowed in the following circumstances: Inside a library, petitions are allowed only in the context of scheduled meetings in library meeting rooms. Petitioners may not stand outside the library meeting rooms. Petitioners may stand outside library buildings on library property in areas designated by staff, away from entrances, but must not impede traffic, or pursue patrons. Literature may be distributed at locations designated by library staff outside library buildings on library property in areas designated by staff, away from entrances, but must be done in a manner that does not impede traffic. Persons are prohibited from selling or soliciting donations within the petitioning zone

Library is  
Neutral

c. The Johnson County Library maintains a content and viewpoint neutral position regarding any activity that

Employees'  
Charitable  
Works

takes place in the petitioning zones and consistent with our Patron Code of Behavior 20-10-50.

c. The County Librarian will maintain written procedures and guidelines to direct Library employees' distribution or solicitation of contributions for charitable organizations among other Library employees, if the County Librarian determines that such distribution of literature or solicitation of contributions among Library employees will not interfere with Library employee work.

**ARM 20-80-25**

**End**

October 4,  
2017~~June 12,~~  
~~2015~~

## ADMINISTRATIVE REGULATIONS

**Document Number**      **ARM 20-80-26**

Tab:                      Patron Services

Section:                Facility Usage

Subject:                MEETING ROOMS

### SUMMARY

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

**Effective Date:**      Reaffirmed  
Reviewed

August 17, 2011  
October 4, 2017 ~~June 12, 2015~~

### POLICY

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

### GUIDELINES

b. The County Librarian will establish guidelines for meeting room use and make them available to patrons.

#### Requirements

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

#### Supervision

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

#### Penalties

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

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

## PROCEDURES

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

## EQUITABILITY

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

## DISCLAIMER

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

## Library Logo

Groups are prohibited from using the Johnson County Library logo.

## APPEALS

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

October 4,  
2017June 12,  
2015

**ARM 20-80-26 End**

## ADMINISTRATIVE REGULATIONS

### Document Number ARM 20-80-27

Tab: Patron Services  
Section: Facility Usage  
Subject: STUDY ROOMS

#### SUMMARY

This regulation describes the policy for public use of JCL study rooms.

#### Effective Date:

January 9, 2014

Reviewed

October 4, 2017~~June 12, 2015~~

#### PURPOSE

a. The purpose of study rooms is to provide space, free of charge, for quiet study and small group meetings, for use by individuals of any age. Study rooms are non-public forum areas.

#### GUIDELINES FOR USE

b. The County Librarian or designee will establish guidelines and procedures for study room use and make them available to patrons.

1. Solicitation is prohibited as defined in the procedure.

#### PENALTIES

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

October 4,  
2017~~June 12,~~  
~~2015~~

**ARM 20-80-27 End**

**ARM 30-10-10**

**End**

**ADMINISTRATIVE REGULATIONS    Document    ARM 30-20-20  
Number**

Tab:            Collections

Section:       Library Collections

Subject:       GOVERNMENT DOCUMENTS DEPOSITORIES

**SUMMARY**

This document outlines JCL's commitment to being a depository for two governments, federal and state, and its means of housing the materials and creating accessibility to them.

**Effective Date:**

Reviewed

June 15, 2005 (reaffirmed)  
October 4, 2017~~May, 2005~~

**POLICY**

a. The Johnson County Library is a depository for documents of the United States and the state of Kansas. The County Librarian is authorized to meet the requirements and standards set forth by those governments for depository status.

Borrowing  
Parameters

b. Items from the depository collections may circulate, except those in heavy demand or with reference value.

October 4,  
2017~~July 21,~~  
~~1993~~

**End**

**ARM       30-20-20**



ADMINISTRATIVE REGULATIONS  
Document Number ARM 30-20-30

Number

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Tab: Collections  
Section: Library Collections  
Subject: SPECIAL COLLECTIONS

SUMMARY

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued, and lists currently authorized special collections.

Effective Date:

Reviewed June 15, 2005  
October 4, 2017~~May, 2005~~

DEFINITION

- a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.
- Exclusions b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

AUTHORITY

c. Collections are established or abandoned based on specifications in the Johnson County Library Collections Policy.

October 4,  
2017~~June 15,~~  
~~2005~~

ARM 30-20-30 End

**ADMINISTRATIVE REGULATIONS    Document    ARM 30-20-30**  
**Number**

Tab:            Collections

Section:       Library Collections

Subject:       SPECIAL COLLECTIONS

**SUMMARY**

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued, and lists currently authorized special collections.

**Effective Date:**

Reviewed

June 15, 2005

October 4, 2017~~May, 2005~~

**DEFINITION**

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

**AUTHORITY**

c. Collections are established or abandoned based on specifications in the Johnson County Library Collections Policy.

October 4,  
2017~~June 15,~~  
~~2005~~

**ARM 30-20-30    End**

**ADMINISTRATIVE REGULATIONS Document ARM 30-20-50  
Number**

Tab: Collections  
Section: Library Collections  
Subject: GIFTS

**SUMMARY**

This document describes the policies and procedures for acceptance of gifts of library and non-library materials or funds designated for the purchase of library materials.

**Effective Date:**

Reviewed July 12, 2012  
October 4, 2017 ~~June 2012~~

**RECEIPT OF  
LIBRARY  
MATERIALS;  
FUNDS**

a. ~~All prearranged gifts of library materials or funds designated for the purchase of library materials will be received through the centralized selection and/or acquisitions function of the Library.~~ General donations of materials may be made ~~they are~~ property of the Friends of the Library under the Memorandum of Understanding with that organization.

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RECEIPT OF  
FUNDS

b. ~~All donations or gifts of funds may will be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.~~

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OTHER GIFTS

c. Donations or gifts that are ~~not library material or funds~~ may are will be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.

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CONDITIONAL  
GIFTS

KEEP IN

b. ~~Only the Library Board of Directors may accept gifts when conditions are attached to the deed of the gift. Requests for acceptance of these gifts must be accompanied by a statement of the relevancy of the gift~~

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to the Library's mission, strategic plan, and Collection Development Policy.

PROCEDURES  
FOR RECEIPT

KEEP IN

~~c. The County Librarian will establish procedures for the approval of gifts for library and non-library materials.~~

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GIFTS AS  
DISCARDS

KEEP IN

~~d. Gifts to the Johnson County Library and Friends of the Johnson County Library Book Sale may be disposed of according to the regulations regarding Surplus Property (ARM 50-20-50) and the Friends of the Johnson County Library Book Sale (ARM 50-20-55), unless provision is made at the time the gift is given. Library materials not selected for inclusion in the library collection will be considered as discarded materials and surplus property.~~

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LIABILITY

KEEP IN

~~e. The Johnson County Library will make reasonable effort to secure gifts against theft, but accepts no liability should it occur.~~

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July 20, 2005  
~~October 4, 2017~~ July 12, 2012

ARM 30-20-50 End

**ADMINISTRATIVE REGULATIONS      Document      ARM 30-20-70**  
**Number**

Tab: Collections

Section: Library Collections

Subject: WORKS OF ART AND ARTIFACTS

**SUMMARY**

This document describes policy and procedure for the Library's collection of art and artifacts.

**Effective Date:**

July 12, 2012

Reviewed

October 4, 2017 ~~June 2012~~

**POLICY**

Purchased Art

a. The Johnson County Library may collect and purchase art and artifacts in accordance with criteria established by the library's mission, strategic plan, and collection development policy.

Commissioned Art

b. The Johnson County Library may commission art to be used in buildings, marketing and promotions, in order to enhance patron service or experience.

Donated Art

c. Donations of art to the Johnson County Library are governed by ARM 30-20-50 Gifts.

**PROCEDURES**

The County Librarian will establish procedures to govern the collection and purchase of art and artifacts.

July 20, 2005

October 4, 2017 ~~July 12, 2012~~

**ARM 30-20-70    End**



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

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### SUMMARY

This document describes Library compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and Kansas Act Against Discrimination.

### Effective Date:

October 4, 2017

### ADHERENCE TO ACTS

a. The Johnson County Library adheres to the ADAAA of 2009 (PL 110-325) and the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq), and amendments thereto.

### INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

b. Qualified individuals are those individuals with disabilities as defined by the ADAAA.

Services, Programs, and Activities

Services, programs, and activities shall be provided in such manner that qualified individuals can participate in them and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. Service animals are allowed in all libraries.

Website

Johnson County Library strives to ensure that the website is accessible to everyone in accordance with accessibility standards and best practices. To meet this commitment, we voluntarily comply with requirements of Section 508 of the rehabilitation Act Amendments of 1998 and WCAG 2.0 AA Accessibility Guidelines proposed by World Wide Web Consortium (W3C). If online information is not accessible in a format required by individuals with disabilities, the Library will convert



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

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this information upon request or otherwise seek to provide an alternative format or assistance.

Section 5-8 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us.

Integration into  
Activities

The services, programs, and activities of the Library shall be provided in a manner that permits maximum integration and independent function for qualified individuals.

## EMPLOYMENT

c. The Library follows the Human Resources policies and procedures of the Johnson County Human Resources Department. In doing so, the Library does not discriminate against qualified individuals in hiring, promotion, retention, compensation, job training, or other employment practices.

Vacancies

In accordance with County policy job vacancy notices shall provide information on the essential tasks and physical requirements of the position, and posting shall be available in alternative formats upon request.

Disputes

Individuals with employment-related disputes may make use of the County Human Resources Dispute Resolution Procedure.

## COMMUNICATION

d. Information disseminated about Library services, programs, and activities shall be made available in alternative formats upon request. The Library shall publish information concerning adaptations and services available to individuals with disabilities. In planning for and implementing provisions of the acts, the Library shall



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

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### STAFF DEVELOPMENT

consult with interested individuals, organizations, and individuals with disabilities.

e. The Library shall provide staff development activities to all employees to keep them informed of Library efforts to serve individuals with disabilities and about staff roles in providing Library services. Activities shall include developing interpersonal communication skills with individuals with disabilities and making staff sensitive to the needs of individuals with disabilities.

### ADAAA COMPLIANCE OFFICER

f. The County Librarian shall appoint an ADAAA Compliance Officer. Information about how to contact the ADAAA Compliance Officer shall be easily available to the staff and the public.

#### Duties

The ADAAA Compliance Officer shall be responsible for coordinating compliance efforts, monitoring services to individuals with disabilities, maintaining expertise in the acquisition and use of auxiliary aids, receiving questions and complaints concerning compliance with the acts, and communicating with the staff and public concerning the acts.

### GRIEVANCES

g. Individuals with discrimination complaints under the acts may present grievances for resolution to the staff member in charge at any public service location or to the ADAAA Compliance Officer. Complaints may be made in person, by telephone, by TDD, by mail, or in any format in which the aggrieved can communicate.

#### Investigation

The ADAAA Compliance Officer shall promptly investigate all complaints and communicate a suggested resolution to the aggrieved.

#### Appeal

Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the



## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS  
ACT AGAINST DISCRIMINATION

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aggrieved may bring the complaint before the Library Board of Directors for resolution.

Notice

Rights of individuals to complain under the acts and procedures for doing so shall be made available in all public service locations in alternative formats upon request.

October 4, 2017

**ARM 50-20-20 End**

**Library**



Tab: Facilities

Section: Buildings and Grounds

Subject: STATEMENT OF POLICY ON  
FACILITY DEVELOPMENT

**SUMMARY**

This regulation describes the method for determining when to begin development of a branch facility for a service area.

**Effective Date:**  
Reviewed

Reaffirmed  
Reviewed

August 17, 2011  
October 4~~August 17~~, 2017~~4~~

**POLICY**

In order that new facilities are opened when and where they are needed, a “trigger” indicates when planning and site selection for a new facility should begin in earnest. That trigger occurs when two related events come together:

- 1 – the population of a new branch service area reaches toward 10,000; and
- 2 – commercial/service/amenity centers begin ~~to~~ be developed in the service area.

Note: Both factors are necessary and both will occur about the same time. Population growth rates for the service area and city land use plans provide the data indicating that the trigger is approaching. Close contact with city planning departments and attention to activity involving zoning, building permits, and actual construction of homes and businesses; provide information as to the timing of land purchase and construction.

October~~August 4~~17,  
2017~~4~~

**ARM 60-10-11 End**



## ADMINISTRATIVE REGULATIONS Document ARM 60-10-12

Number

Tab: Facilities

Section: Buildings and Grounds

Subject: SITE SELECTION GUIDELINES



### SUMMARY

This regulation describes criteria for determining where to build a library facility.

#### Effective Date:

Reviewed

Reaffirmed

Reviewed

August 17, 2011

October 17, 2014

### RATIONALE

a. Libraries, like most public buildings, generally must serve for many decades and can use any possible advantage to ensure that the library's full public service potential is realized and maintained. The location of the library and its relationship to present and future social, transportation and business patterns will have a direct effect on the extent the general public will make use of its resources. Convenience of access will build up the volume of use, and this greater volume will decrease the per user cost of service. Public library sites should be evaluated in much the same way that a business person researches desirable retail locations.

### POLICY

b. The essential element in selecting a public library site which is common to all the research on the subject is that a public library should be as accessible as possible to the greatest number of users.

### PRIMARY SITE CRITERIA

c. There are two primary site criteria which normally have some absolute limitations. These two factors must be considered first, since the size and the cost of the property are givens which must be met before other criteria are considered. The factors are:

1. Size and Shape of Property: The site must be adequate area and appropriate configuration to allow construction of the programmed

building, adjacent parking, and potential for expansion.

2. Cost and Availability: The property must be available by either negotiated purchase, gift, or through condemnation, at a price the library is willing and able to pay, or through inter-local cooperation—      agreements with other governmental entities.

## SITE SELECTION GUIDELINES

d. Guidelines to be applied to any prospective location under consideration in descending order of importance are:

1. Relationship of the location to the service population.

2. Vehicular access within the area served, major arterial highways/traffic patterns, and routes taken by residents, including public transportation.

3. Visibility and ease of identification of the building and its services.

4. The drawing influence of adjacent activities, (e.g. concentrations of retail and employment).

5. Access to parking: on-site or municipal, generally 5 spaces per 1,000 square feet of building area.

6. Ease of access in the immediate area.

7. Amenities: aesthetic factors and potential enhancement to an area, scenic view, and replacement of deteriorating structures.

8. Liabilities: unsuitable neighboring activities such as: flood plain, landfill, and livestock.



Tab: Facilities  
Section: Buildings and Grounds  
Subject: EMERGENCY PREPAREDNESS

**SUMMARY**

This document describes the Library Board's policy regarding emergency situations.

**Effective Date:** Reaffirmed  
Reviewed

August 17, 2011  
~~October August 147, 2017~~

**POLICY**

a. The Johnson County Library adheres to the Johnson County Emergency Preparedness Plan.

~~October August 147, 2017~~

**ARM 60-10-20 End**

**Library**



Tab: Facilities  
Section: Buildings and Grounds  
Subject: SMOKING PROHIBITION

**SUMMARY**

This document describes the Library Board's policy on prohibiting smoking in Library facilities.

**Effective Date:** Reaffirmed  
Reviewed

June 12, 2014  
October~~May 2~~47, 20174

**PROHIBITION**

a. Smoking/tobacco use, including but not limited to cigarettes, cigars, pipes, smokeless or chewing tobacco, electronic cigarettes, personal vaporizers that dispense nicotine, and electronic nicotine delivery systems generally, is prohibited inside all Johnson County Library facilities, including all public, work, staff lounge, and warehouse areas. Smoking/tobacco use is additionally prohibited at any location within 10 feet of a Johnson County Library facility entry or exit door. Smoking/tobacco use is also prohibited in library vehicles.

**SIGNAGE**

b. In accordance with State law and County policy, the County Librarian will post "Smoking Prohibited" signs in each facility.

**NEW FACILITIES**

c. Smoking/tobacco use will not be allowed in any new facility opened by the Johnson County Library.

October~~May~~-274,  
20174

**ARM 60-10-50 End**



## Library



### ADMINISTRATIVE REGULATIONS 60

Document    **ARM 60-10-  
Number**

Tab:            Facilities  
Section:       Buildings and Grounds  
Subject:       SIGNS

#### SUMMARY

This document describes the Library Board's policy on signage.

#### Effective Date:

July 21, 2011

Reviewed

October, 2017- Reaffirmed

#### POLICY

Exterior

a. All buildings owned or leased by the Johnson County Library that provide public service will be clearly identified with a sign that is limited to the phrase "Johnson County Library."

October 4, 2017

**ARM 60-10-60**

**End**



**JOHNSON COUNTY**  
KANSAS  
**Library**

**ADMINISTRATIVE REGULATIONS**  
**Document ARM 60-10-70**

**Number**

Tab: Facilities  
Section: Buildings and Grounds  
Subject: PARKING

**SUMMARY**

This document describes the Library Board's policy in providing parking access for users, volunteers, and employees of the Library.

**Effective Date:** Reaffirmed  
Reviewed

August 17, 2011  
~~October 4, 2017~~  
August 17, 2017

**POLICY**

a. The parking lots of Johnson County Library facilities are reserved for staff, volunteers, and users of Johnson County Library and its facilities.

**PRIORITIES**

b. In compliance with the Americans with Disabilities Act, accessible parking is provided for individuals with disabilities as defined by the Act. Next priority in parking convenience will be given to users and volunteers of the Johnson County Library and its facilities.

**ENFORCEMENT**

c. The County Librarian is authorized to take necessary action to enforce this policy, according to appropriate legal requirements and Johnson County governmental policies.

**SHARED  
PARKING**

The County Librarian may establish shared parking agreements with other organizations or agencies where appropriate.

~~October 4, 2017~~  
August 17, 2017

**ARM 60-10-70 End**



Number

Tab: Facilities

Section: Furnishings and Equipment

Subject: STAFF USE OF LIBRARY  
EQUIPMENT AND SUPPLIES

SUMMARY

This document describes the Library Board's policy on staff use of library-owned furnishings and equipment.

**Effective Date:** Reaffirmed  
Reviewed

August 17, 2011  
October 4~~August 17~~, 2011

POLICY

a. Except in carrying out of official duties, staff or volunteers of the Johnson County Library may use furnishings, equipment, machines, materials and supplies possessed by the Library only under the same conditions as the general public.

b. All written, voice, and electronic messages made on library equipment are library records. The library reserves the right to access and disclose all messages sent over or residing on its equipment for any purpose.

PROCEDURES

The County Librarian is authorized to issue procedures governing staff use of communications equipment.

October 4~~August 17~~, 2011

**ARM 60-20-30 End**

Tab: Facilities

Section: Furnishings and Equipment

Subject: VEHICLES

SUMMARY	This document describes the Library Board's policy regarding the administration and use of vehicles in the possession of the Library.
---------	---

**Effective Date:** July 12, 2012  
Reviewed: October 2017

**PRIVATE USE**

b. Private use of vehicles possessed by the Library is forbidden. (K.S.A. 8-301, 8-307)

LABELING	c. All vehicles owned or leased by the Library will be labeled in accordance to the provisions of K.S.A. 8-305.
----------	---

KEPT AT HOME

d. Vehicles possessed by the Library may be kept at the home of library employees under conditions described in K.S.A. 8-307 only with the written permission of the County Librarian.

PROCEDURES

e. The County Librarian will ensure the establishment of procedures governing the use of library vehicles.

October 4, 2017

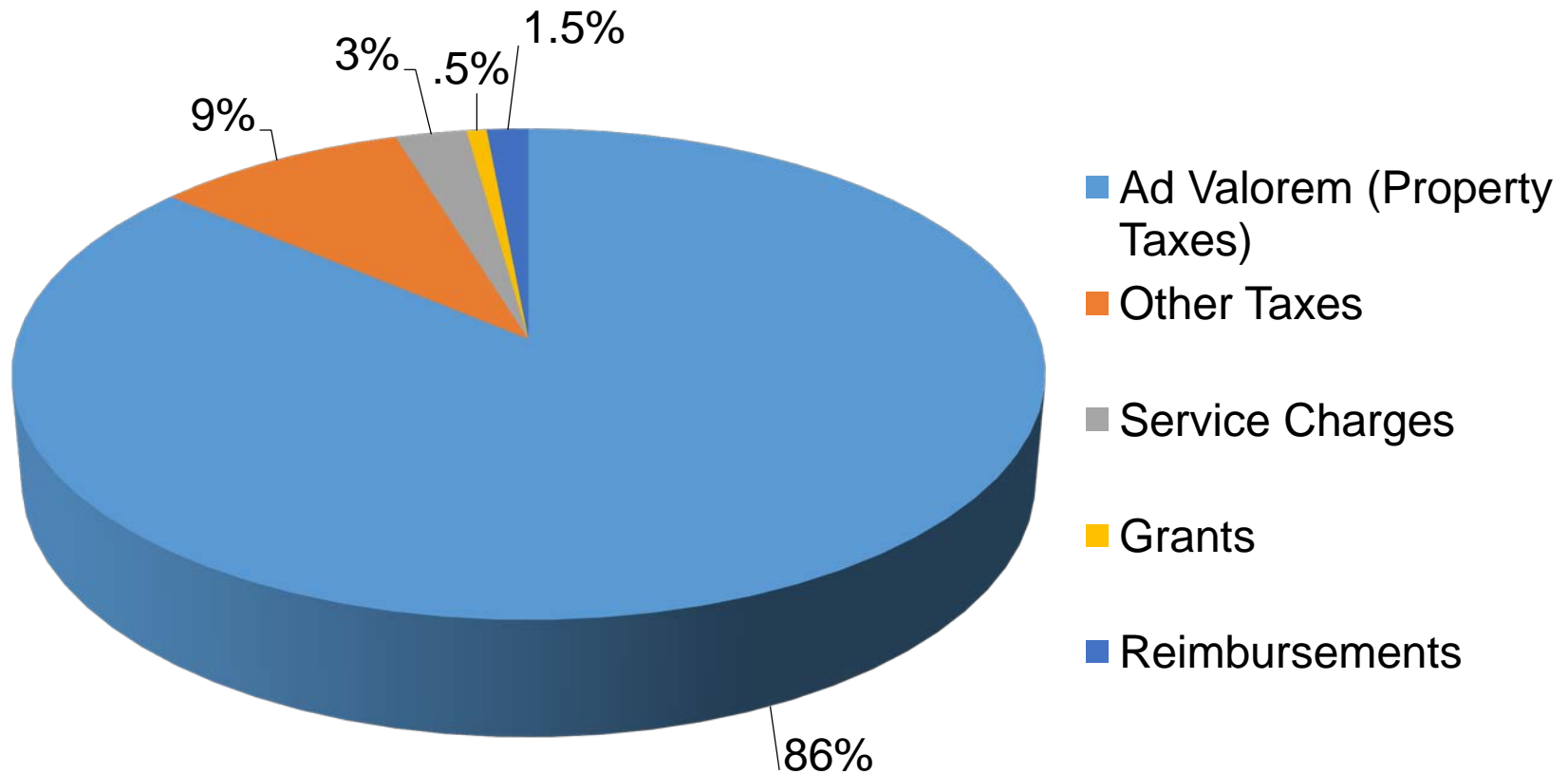
**ARM 60-20-50 End**



How much **Revenue** does JCL receive each year?

- 2017 budgeted revenue is \$34,274,850
- Fluctuation in property valuation is generally the largest influencing factor
- Increase or decrease in mill levy rate (there was an increase of .75% of one mill beginning in 2016)

# JCL's REVENUE SOURCES



# Treasury and Financial Management

» Treasury and Financial Management » Real & Personal Property Taxes » RE Tax Bill

**ACCOUNT DETAILS AND TAX BILL ARE UPDATED NIGHTLY.**

**INFORMATIONAL PURPOSES ONLY-THIS IS NOT A TAX BILL**

[Printer Friendly](#)

## REAL ESTATE DETAIL

## MILL LEVIES

Property Number: OP49000003 0001

Number: 11150966665

Location: 7839 JUNIPER ST

District: 0654UW

Property Tax: \$1,591.10

Mill Levy Tax: \$3,182.19

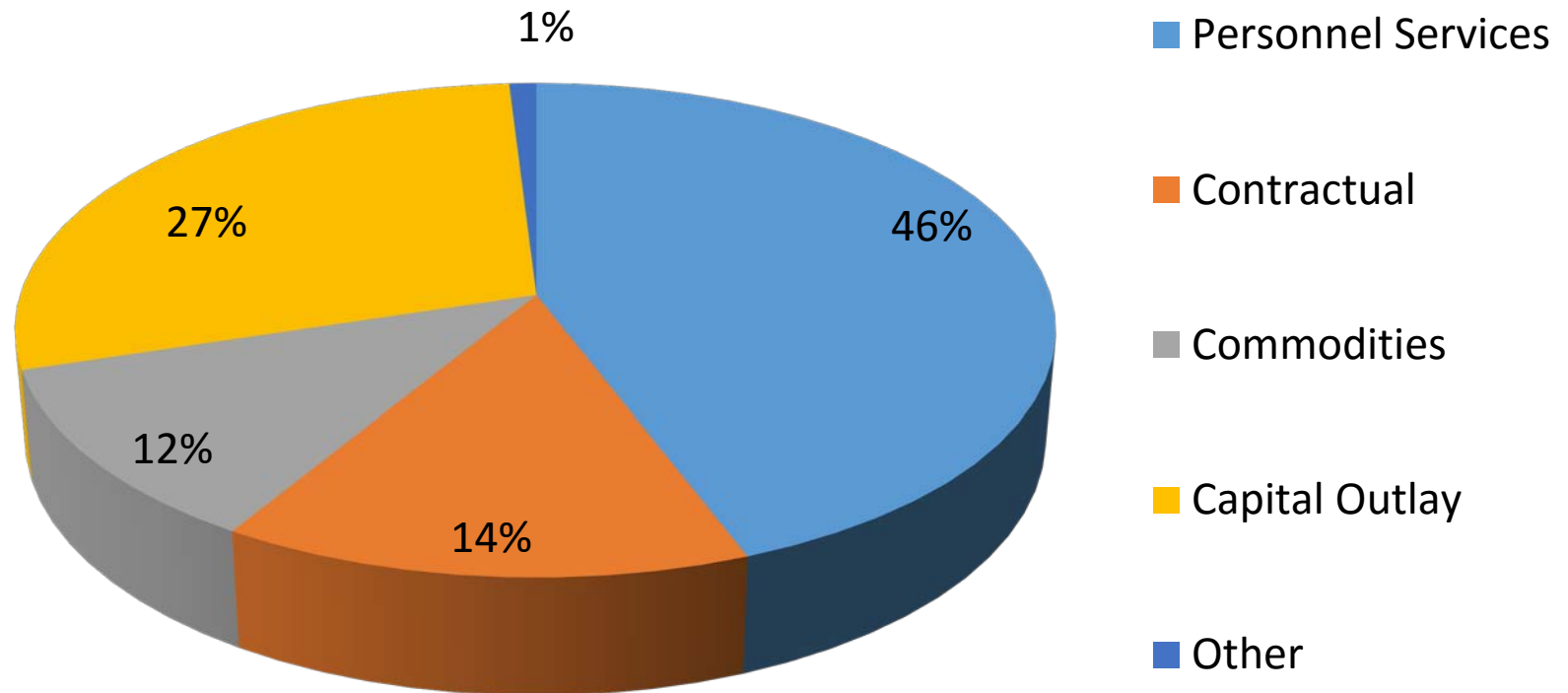
Tax Authority	Rate	Tax Amount
---------------	------	------------

STATE OF KS	1.5000	36.21
JOHNSON CO	19.5820	472.70
COMM CLGE	9.4690	228.57
JO CO PARK	3.1010	74.85
PRAIRIE VILL	19.5000	470.71
512 UNIFIED	26.6140	642.43
512 SCH GEN	20.0000	436.78*
512 BOND	7.4450	179.71
JOC CONS F#2	11.7570	283.80
JO CO LIB	3.9120	94.43
261 PVCSTMWATER		88.00
835 PVC WCOL 5		174.00



\* TAX CALCULATED ON  
APPRAISED VALUE LESS \$20,000.

# JCL's OPERATING EXPENSES BY TYPE



# What are **reserves** and why do we have them?

- Savings for unforeseen events
- Protection of investors (Bonds)
- AAA rating from credit rating agencies
- Savings for future projects

Bond Counsel Recommended Amount: 5% - 10%

# QUESTIONS?

## Lenexa Staffing Needs

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3	<b>Current Lackman Staff</b>		<b>Current FTE</b>		<b>Current People</b>		<b>FTE Needed</b>	<b>People needed</b>		<i>Total Bodies Needed</i>	<b>Total FTE needed for Lenexa</b>	<b>Job order FT</b>	<b>Job order PT</b>
4	Pages		2.4		6		4.8	12		18	7.2	0	12
5													
6	Clerks		3.5		4		7.5	10		14	11	5	5
7													
8	Info		2.6		3		7	8		11	8.6	4	4
9													
10	YS Librarian		1		1		1	1		2	2	1	0
11													
12	YS Info		2		3		4.5	5		8	6.5	4	1
13													
14	Assistant Branch Manager		1		1		2	2		3	2	2	0
15													
16	Branch Manager		1		1		0	0		1	1	0	0
17													
18	Custodian		1		1		1	1		2	1.5	1	0**
19													
20													
21													
22	<b>TOTALS</b>		<b>14.5</b>		<b>20</b>		<b>27.8</b>	<b>39</b>		<b>59</b>	<b>39.8</b>	<b>17</b>	<b>22</b>

## Monticello Staffing Needs

	A	B	C	D	E	F
1						
2						
3						
4	<b>Staff Position</b>		<b>FTE Needed</b>		<b>People Needed</b>	
5	Pages		7.2		18	
6						
7	Clerks		10		12	
8						
9	Info		7		9	
10						
11	YS Librarian		2		2	
12						
13	YS Info		5.5		7	
14						
15	Assistant Branch Manager		3		3	
16						
17	Branch Manager		1		1	
18						
19	Custodian		1		1	
20						
21						
22						
23	<b>TOTALS</b>		<b>36.7</b>		<b>53</b>	

	A	B	C	D	E	F	G	H
1	Monticello Library							
2	Staffing		Staffing Formula		Features		Open Hours	
3	36.7 FTE  53 People		2.5 FTE per service point  circulation = 4 service points  Information Services = 3 service points  YS = 3 Service points  1 custodian per 30,000 sq ft		2 floors/ 30,000 sq ft		<b>Building and Drive Thru Hours</b>  M - R 9 a.m. - 8 p.m.    Friday 9 a.m. - 6 p.m.    Saturday 9 a.m. - 5 p.m.    Sunday 1 - 5 p.m.	
4					31 Public Computers			
5					5 Macs			
6					24 Staff Computers			
7					Drive-up Window			
8					Story Time Room			
9					Public Art			
10					7 Study Rooms			
11					1 Lg Meeting room			
12								
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17								
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19								
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24								
25								

	A	B	C	D	E	F	G	H
26								
27								
28								
29								
30	Lenexa Library							
31	<b>Staffing</b>		<b>Staffing Formula</b>		<b>Features</b>		<b>Open Hours</b>	
32	39.8 FTE		IS/YS - 2.5 FTE per service point		2 floors/ 40,000 sq ft		<b>Building Hours</b>	
33			Circ - 2.25 FTE per service point		32 Public Computers		Mon - Thurs 9 a.m. - 8 p.m.	
34			Programming = approximately half a service point		24 Staff Computers		Friday 9 a.m. - 6 p.m.	
35			Pages - 7.2 FTE		Drive-up Window		Saturday 9 a.m. - 5 p.m.	
36	59 People		circulation = 5 service points		Extended Holds pick up		Sunday 1 - 5 p.m.	
37			Information Services = 3.5 service points		Public Art		<b>Drive Thu Hours</b>	
38			YS = 3.5 Service points		Story Time Room		Mon - Thurs 7 a.m. - 8 p.m.	
39			1 custodian per 30,000 sq ft		Gallery space for programs		Friday 7 a.m. - 6 p.m.	
40					6 Study Rooms		Saturday 7 a.m. - 5 p.m.	
41					Access to large auditorium		Sunday Noon - 5 p.m.	
							<b>Extended Holds Pick Up</b>	
							7 a.m. - 11 p.m. every day	

	I	J	K	L
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# **Merriam Community Center + Antioch Library**

**October 4, 2017**

# NEW MERRIAM COMMUNITY CENTER

Approved by **67.5%** of Merriam voters in September 2017

## PROPOSED AMENITIES

- Indoor walking and jogging track
- Fitness center and aerobics room
- Indoor and outdoor pool
- Full size gymnasium
- Art gallery and senior lounge
- Classrooms
- Party room
- Meeting and event space
- Catering kitchen
- Child watch
- Free social gathering space with WiFi



# NEW ANTIOCH LIBRARY

Priority Identified in Master Plan with .75 mill increase

## 2015 Comprehensive Library Master Plan

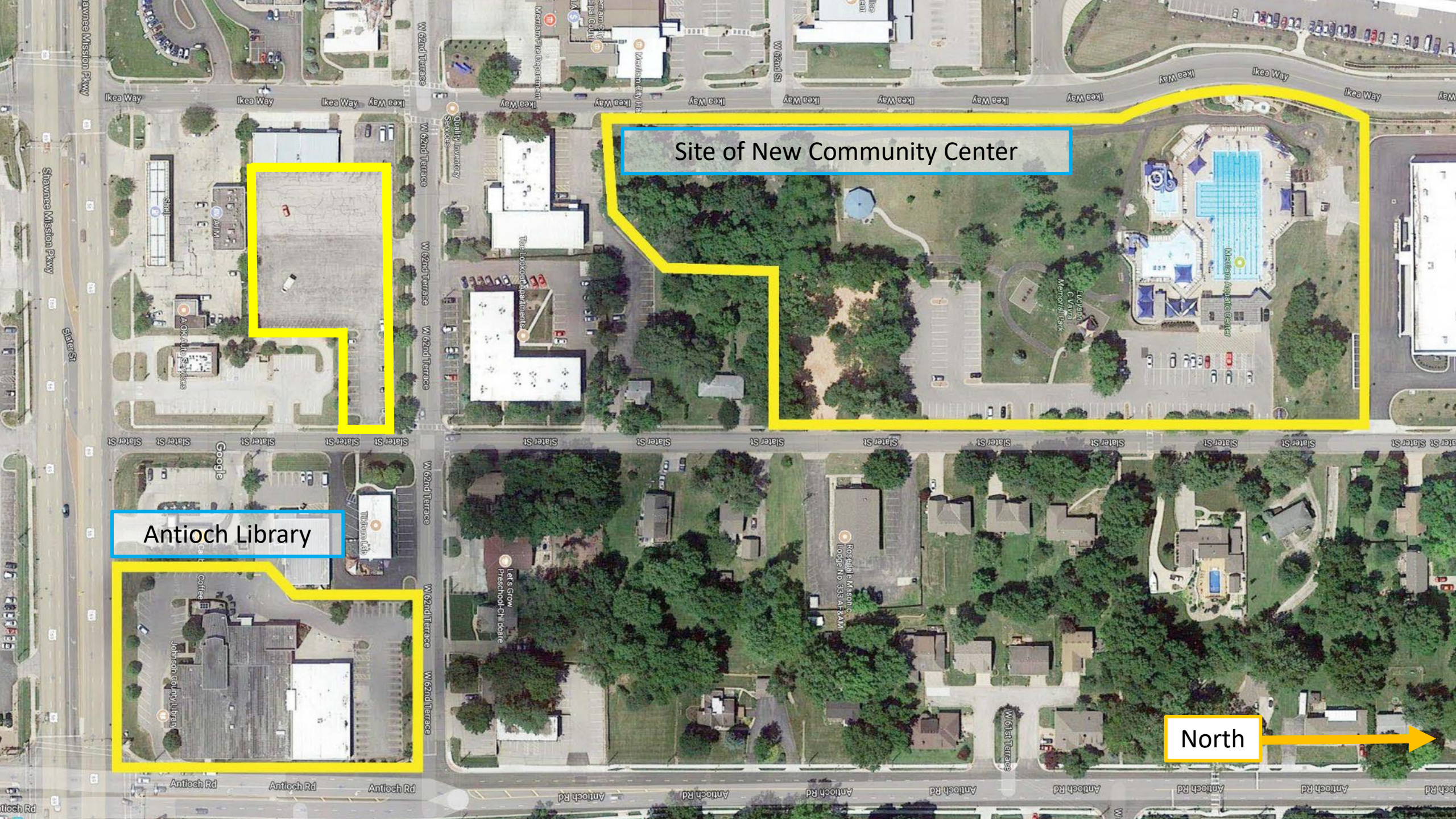
- Current facility: 35,000 sq. ft.
- Recommendation: Replace at 15,000 sq. ft. and add additional parking





Site of New  
Community Center

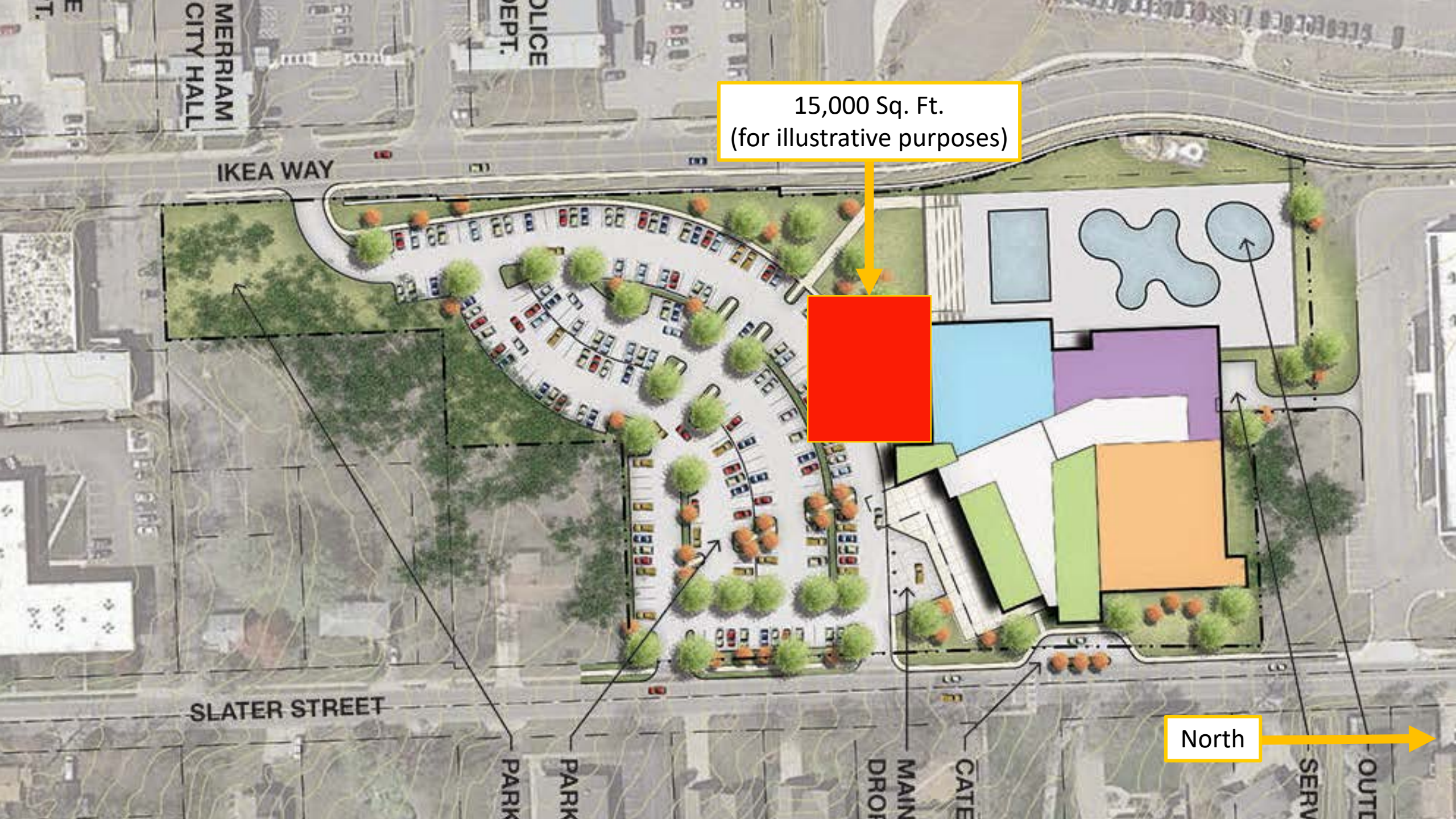
Antioch Library



Site of New Community Center

Antioch Library

North



15,000 Sq. Ft.  
(for illustrative purposes)



North

# PARTNERSHIP OPPORTUNITY

“Develop partnerships to cost-effectively increase service to the community”

*- 2015 Comprehensive Library Master Plan*

## Today's Goals

- Move Antioch Branch to an active priority
- Commit to exploring the opportunity to partner on this project by participating in the design phase of the Merriam community center



Johnson County  
**Library**

**JCL Strategic Plan  
Summary**

# Table of Contents

Executive Summary.....	1
Background.....	2
Key Decision Points.....	3
Results.....	4
Next Steps and Works Cited.....	5

# Executive Summary

For the last ten months, the Johnson County Library has been rewriting its Strategic Plan. We've listened to the community, we've listened to the staff, and we've listened to the library board. These groups have provided us insight that will help us to ensure our resources are utilized effectively and appropriately.

This process, as you may expect, has been lengthy and thorough. It has involved undertaking large, "broad stroke" initiatives like community meetings and staff input sessions, and it has involved small, targeted committees tasked with accomplishing specific portions of the work, like data condensing or goal writing.

This document will provide a brief history of this process from its inception to its current state, and will provide detail regarding how key decisions were made and how the process was carried out by library staff. It will also provide a detailed summation of the last few stages of the planning process, which were the production and compilation of specific goals for the library to work towards over the next five years. Finally, it will provide an overview of the next steps that the library will take to finalize the work we've done so far and turn it into a living, breathing plan.

## Background

1. **Initial planning phases, January 2013** – Ad Team decided on the structure of the strategic planning process by utilizing *Strategic Planning for Results*.
2. **Community Meetings, April 10 and May 8, 2013** – Specific, representative members of the community were invited to weigh in on their priorities in two meetings facilitated by Jari Holland Buck. This built on the work of the Citizens Visioning Committee.
3. **MindMixer feedback, April 2013 and ongoing**– A website called MindMixer was set up to capture suggestions from the general public. Participants could either respond to prompts or suggest their own ideas for what the library needs.
4. **Staff meetings, May 2013** – Members of the library’s Administrative Team held a series of meetings for library staff to offer input. All staff members were invited, and two meetings were scheduled for non-business hours so that all staff, regardless of shift scheduling, could attend.
5. **Data condensing, May/June 2013** – The input from the community meetings, the staff meetings, and MindMixer was condensed into digestible trends for the library’s Administrative Team. Based on these trends, the Administrative Team began to formulate responses.
6. **Selection of the Portfolio of Services, June 17, 2013** – After viewing the data trends, the Administrative Team selected the areas of Education, Community Building, and Convenience as the three focal points of the Strategic Plan, which are referred to as our Portfolio of Services.
7. **Library “All Managers” group goal writing, August 2013** – With the Portfolio of Services in hand, the “All Managers” group, consisting of every manager in the library, began to brainstorm goals to use as milestones. This process generated several dozen goals.
8. **Ad Team created “goal clusters” at Westport library, 9/23/13** – From the dozens of goals generated by the All Managers group, the Administrative Team searched for common trends and themes that could be grouped to eliminate redundancy. This produced 31 “goal groups.”
9. **“All Managers” formed small groups to distill the “goal groups” into broader goals, September 26, 2013** – The Administrative Team handed the “goal groups” back to the All Managers group, who then summarized the “goal groups” into broad, overarching goals. This produced 31 goals.
10. **A Goal Compilation committee condensed the 31 goals into eight, October 2013** – A subcommittee of the All Managers group was tasked with further condensing the 31 goals into a more manageable number. This produced eight final goals, which were then edited for consistency of language and shared back with All Managers.

# Key Decision Points

There were several key decision points that gave shape the strategic planning process. They are detailed below to give insight into the reasoning behind these decisions.

**The strategic planning process would be as “grassroots” as possible.** It was decided very early in the process that the process needed to gather input from all levels, not just managers, administrators, or department heads. People who were on the front lines of public service needed a chance to participate, as did the people who were the targets of library services. If we failed to gather ideas from these groups, then the entire strategic planning process would have been largely guesswork. For more accurate feedback, and to create a sense of engagement with all constituencies, the strategic plan had to be built from the ground up.

**The input of three key groups would be gathered: the community, the library board, and the staff.** After the decision was made to carry out a grassroots process, it had to be decided who the grassroots really were. We decided that we need to talk to the community that we serve, the library staff who works so hard to provide service the community, and the library board who govern and oversee the services that we provide. Our strategic planning process had to include mechanisms that gathered the ideas of these specific groups; if we left any of these groups out, vital voices would not be included in the discussion. Each of these groups has a unique perspective on the library that the other groups do not necessarily have access to, and so the balancing of these perspectives provides a truly holistic view of the library and the people it services.

**The process would be as “in-house” as possible, with minimal use of external consultants.** It was decided that completing the work without the use of external consultants would create a larger amount of staff buy-in. We wanted staff to know that Ad Team was truly engaged in the processes and had not assigned this important work to someone else, with the hopes that their increased engagement would lead to an increased amount of personal investment in the finished product. Additionally, while a consultant could bring an understanding of process to the table, they would never be able to match the deep knowledge that library staff has of our community.

**The strategic plan would be democratic, with administrators empowering staff to take a leading role in its creation.** After input was gathered, someone would need to actually synthesize all the information and turn it into achievable goals for the library. By making use of the collective intelligence of our entire managerial staff (as opposed to just the Administrative Team), the process would take advantage of the strengths of as many people as possible.

# Results

At a result of the process detailed above, we have eight goals within our three portfolio areas that will guide our work for the next five years.

The goals, listed within their portfolio areas, are below in no particular order:

## Portfolio area: **Education**

- Goal 1: Library staff will exemplify the brand promise in their interactions with people.
- Goal 2: People will achieve higher levels of personal success through digital literacy.
- Goal 3: People with specific educational or informational needs will be supported by the Library.

## Portfolio area: **Community Building**

- Goal 4: People will connect and interact because of Library partnerships and collaborations.
- Goal 5: People will experience a welcoming library environment that meets their needs.

## Portfolio area: **Convenience**

- Goal 6: People will find Library staff, materials, and services convenient and easy to access.
- Goal 7: Library staff will engage in a workforce that is collaborative, connected, efficient, and effective.
- Goal 8: People will experience library services and resources through the innovative use of technology.

## Next Steps

Now that we have identified created our Portfolio of Services, which are the broad areas of focus for the library, and our goals, which will give us measurable, achievable ways to work towards our Portfolio items, we will (with the library board's approval) move forward with the creation of tactics.

Tactics are the nitty-gritty of the Strategic Plan. They are the actual methods we will use to achieve our goals. As such, they will inform the work plans of all library staff members. Literally, they will determine how staff members spend their days, and will ensure that our day-to-day activity is focused on achieving the initiatives put forth in the Strategic Plan. In this way, we will have taken the direct input of our community, our board, and our staff and turned it into meaningful work that will ensure the Johnson County Library remains a valued, relevant institution.

When the formulation of tactics is complete, the Administrative Team of the library will be able to use the tactics as guidelines when creating the library's annual budget. We will use the Balanced Scorecard Method to achieve this. In other words, the tax dollars that we collect will be allocated based on the priorities identified in the strategic plan, which come directly from the community we serve.

## Works Cited

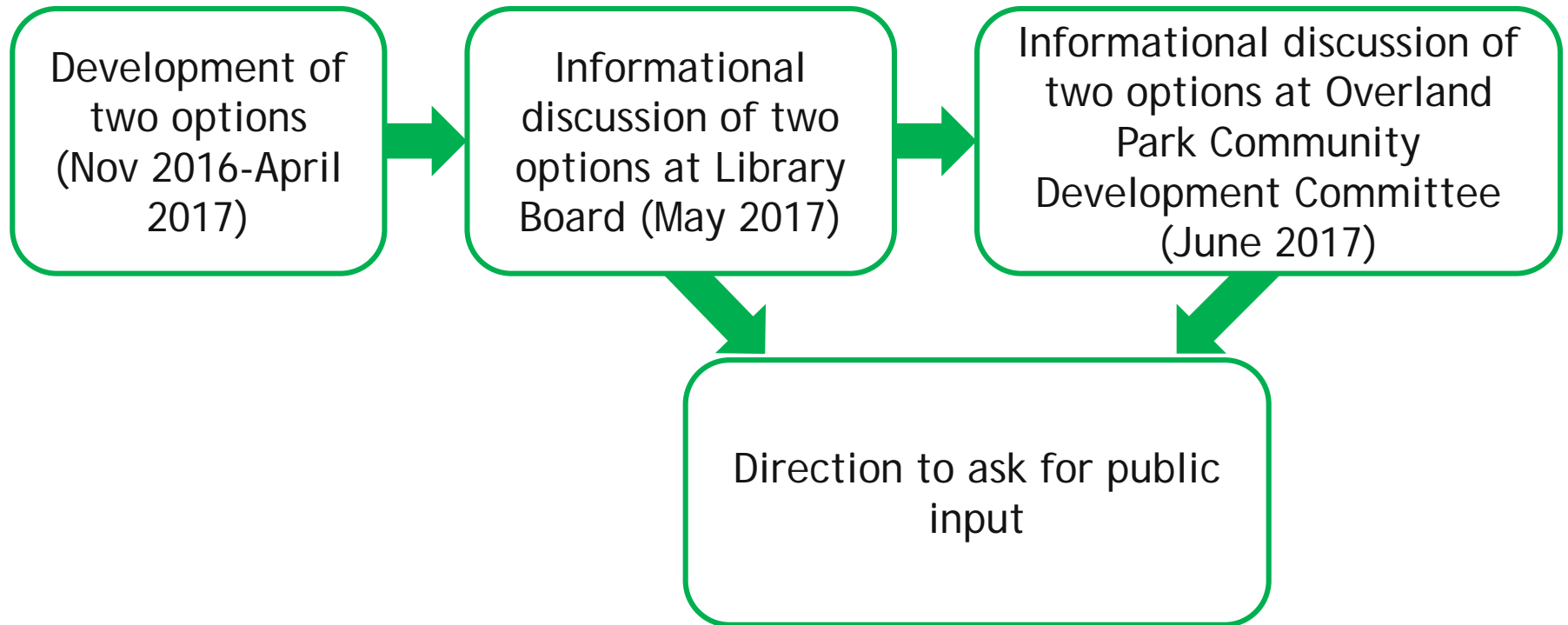
Nelson, Sandra. *Strategic Planning for Results*. Chicago: American Library Association, 2008. Print.

# Blue Valley Studies

Update – October 2017



# Library Study



# Public Input channels

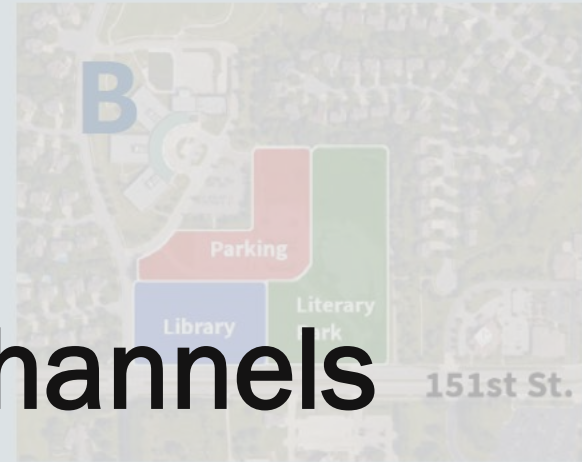


## Option A – Expand Building

- Existing building partially re-used with Literary Park along 151st St.
- One-story design
- Requires branch closure and temporary service location

**Option A**

**Which option do  
you prefer?**



## Option B – New Building

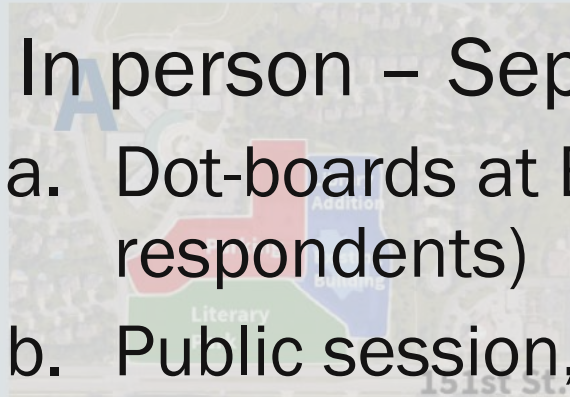
- Compact design and increased Literary Park size
- Two-story design
- Current location open during construction

**Option B**



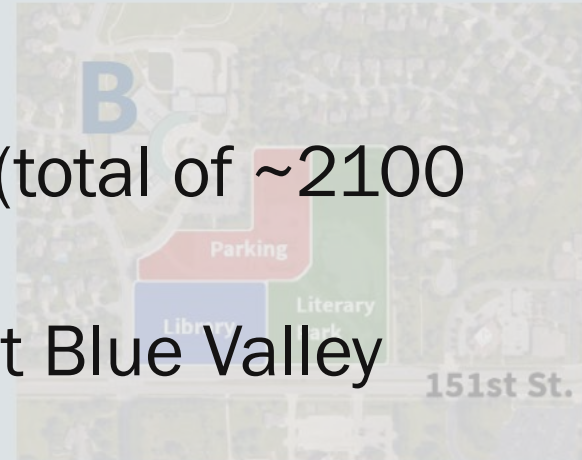
# Public Input channels

1. In person – Sept. 5-20
  - a. Dot-boards at Blue Valley (total of ~2100 respondents)
  - b. Public session, Sept. 19 at Blue Valley
2. Online – Sept. 5-20
  - a. through Library and City social, link to Library survey
3. Postcard – sent to residents within 500' of property, directing to #1 and #2, above



Option A - Expand Building

- Existing building partially reused with Literary Park along 151st St.
- One-story design
- Requires branch closure and temporary service location



Option B - New Building

- Compact design and increased Literary Park size
- Two-story design
- Current location open during construction

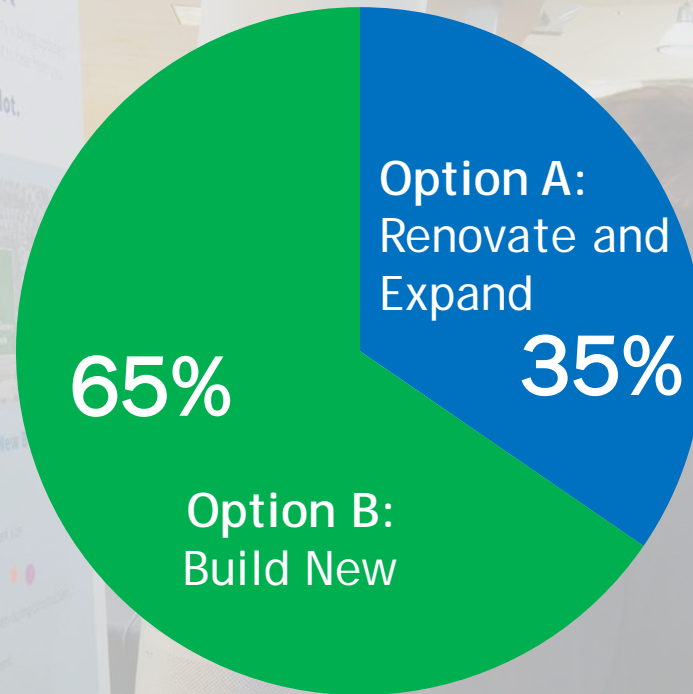


# Public Input findings



# Dot Boards

In person, leading up to public session

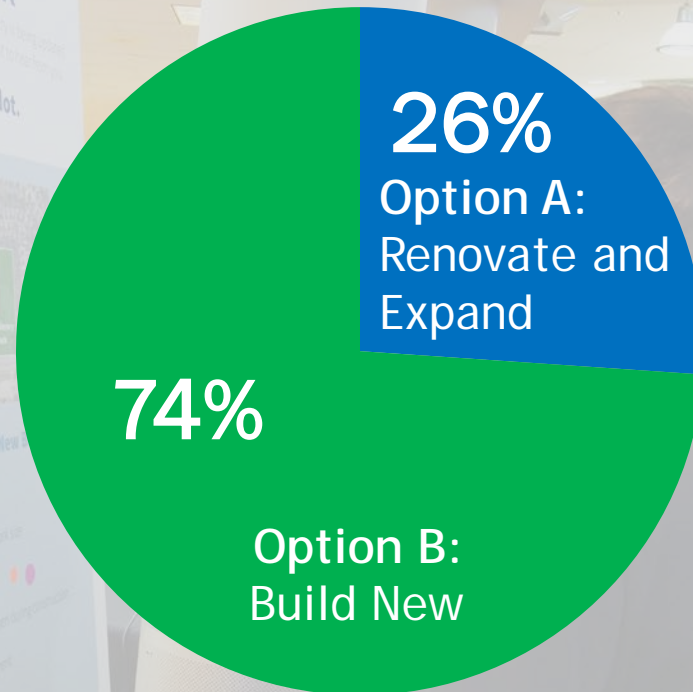


In Person Voting	
Option A: Renovate and Expand	370
Option B: Build New	700
Total	1070



# Dot Boards

Online



Online Voting	
Option A: Renovate and Expand	277
Option B: Build New	785
<b>Total</b>	<b>1062</b>



# Public Input session

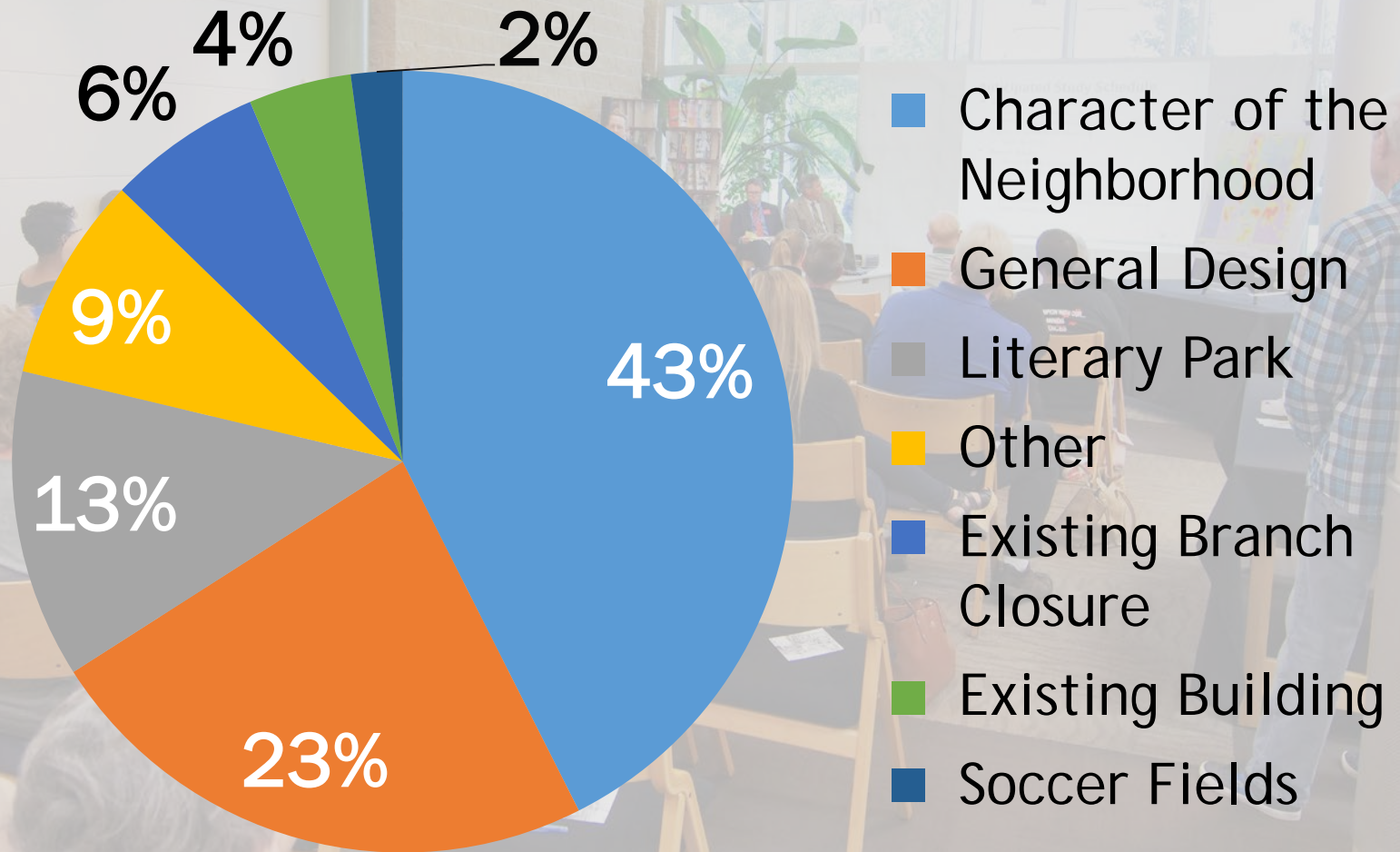


# Public Input session

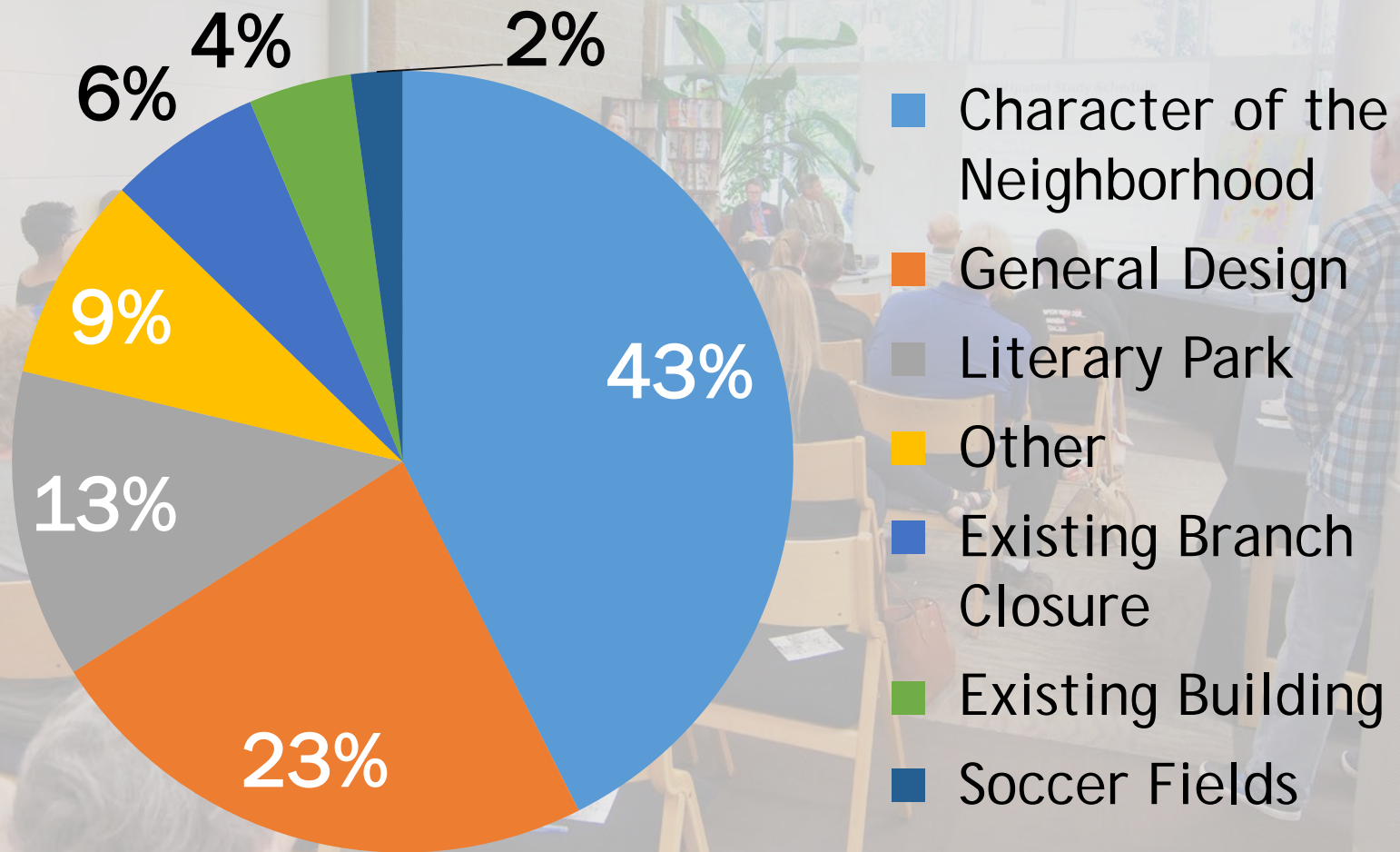
- Resounding 2-1 in favor of Option B: Build new on the 151<sup>st</sup> St location
- High level of engagement from the community (via all channels)
- Discussion of a potential Option C, one story on the corner of 151<sup>st</sup> and England St.



# Input session comments



# Public Input



# Recommendation

- Option B, to build new on the corner of 151<sup>st</sup> St and England St.



# Next Steps

- Oct. 12 – revisit this topic at the Library Board meeting
- Nov. 1 – meet with the City of Overland Park's Community Development Committee
- Date TBD – Meet with Board of County Commissioners for a Study Session on this issue



# **Merriam Community Center + Antioch Library**

**October 4, 2017**

# NEW MERRIAM COMMUNITY CENTER

Approved by **67.5%** of Merriam voters in September 2017

## PROPOSED AMENITIES

- Indoor walking and jogging track
- Fitness center and aerobics room
- Indoor and outdoor pool
- Full size gymnasium
- Art gallery and senior lounge
- Classrooms
- Party room
- Meeting and event space
- Catering kitchen
- Child watch
- Free social gathering space with WiFi



# NEW ANTIOCH LIBRARY

Priority Identified in Master Plan with .75 mill increase

## 2015 Comprehensive Library Master Plan

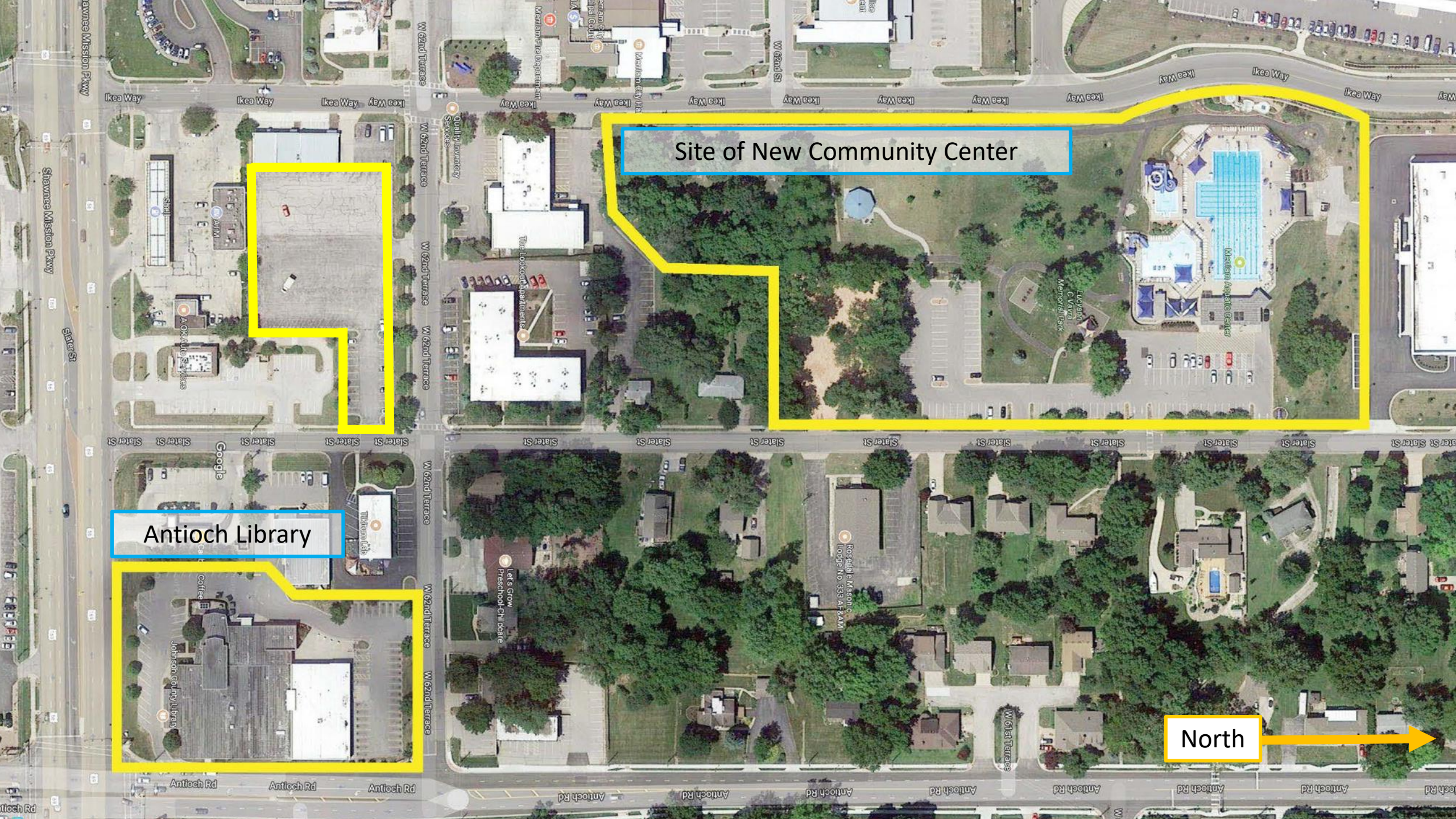
- Current facility: 35,000 sq. ft.
- Recommendation: Replace at 15,000 sq. ft. and add additional parking





Site of New  
Community Center

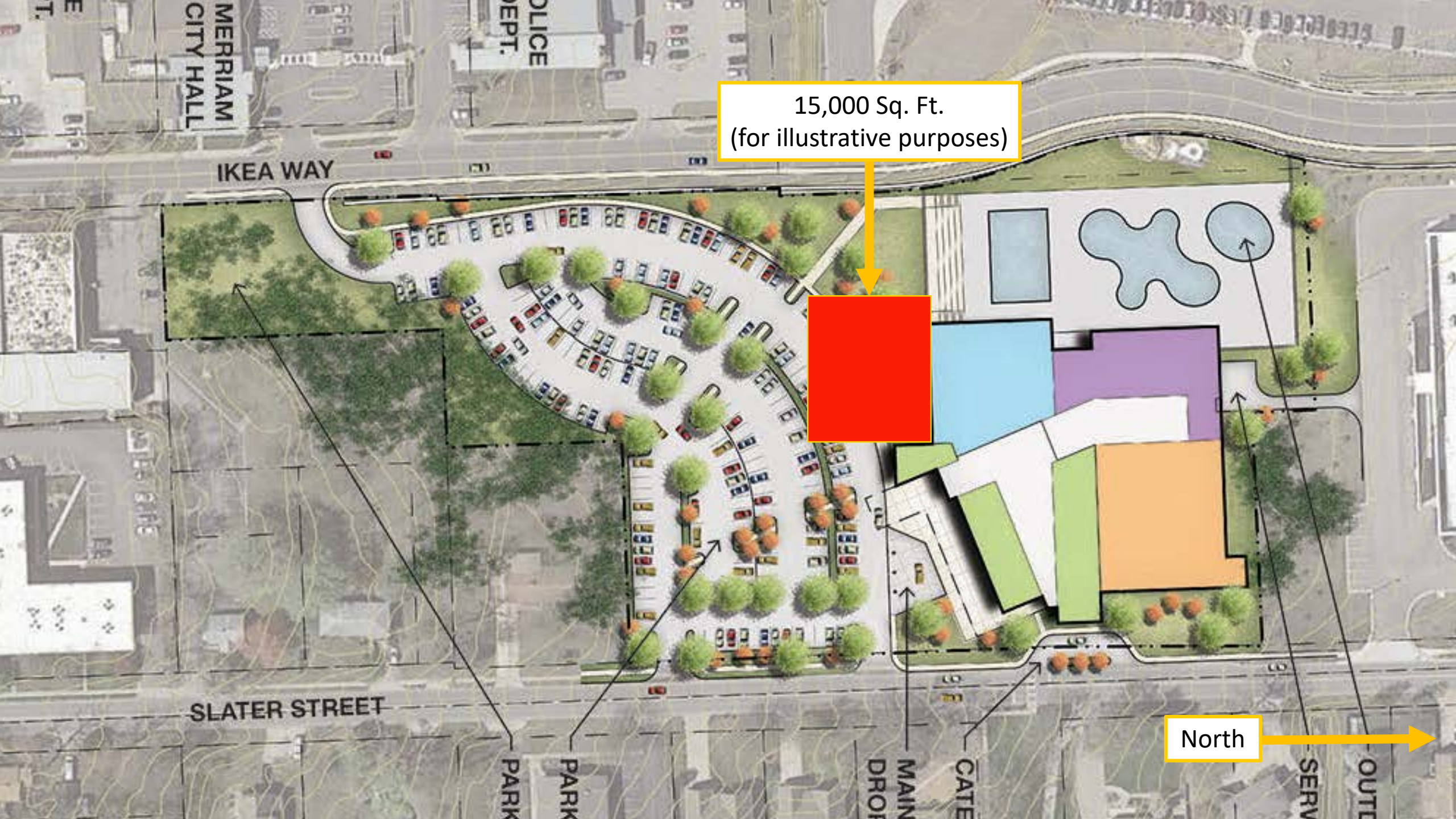
Antioch Library



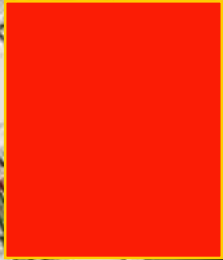
Site of New Community Center

Antioch Library

North



15,000 Sq. Ft.  
(for illustrative purposes)



North

# PARTNERSHIP OPPORTUNITY

“Develop partnerships to cost-effectively increase service to the community”

*- 2015 Comprehensive Library Master Plan*

## Today's Goals

- Move Antioch Branch to an active priority
- Commit to exploring the opportunity to partner on this project by participating in the design phase of the Merriam community center

## Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

### Stay strategically focused on the mission and its relevance for the future:

1. Ensures future mission relevance by having thought strategically about the development of possible scenarios and appropriate responses.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Consistently makes mission-driven decisions.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Overall, the Board is very effective at staying strategically focused on the mission and its relevance for the future.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

### Take accountability for its performance and discipline themselves to get the work done, thus adding significant value to the organization:

4. The Board makes a real difference that can be measured in terms of organizational resources, performance, and influence. (e.g Board impact on reaching Key Performance/Success Measures of the strategic plan).

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. The Board embraces innovation and creativity by seeking out creative people to energize discussions and decisions while asking: is there a better way to do things?

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

**Operate to maximum results:**

6. Builds/maintains a strong culture focused on effectiveness and aligned with the organizational values.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. All Board members have an equal voice in the discussion/decision-making.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

**3. Operate for maximum results:**

8. Builds/maintains a strong culture focused on effectiveness and aligned with the organizational values.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. All Board members have an equal choice in discussion/decision making.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Committees: Board clearly delegates work and authority to committees and taskforce.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

**Recruit, prepare and retain the right people to serve on the Board and support their capacity to lead:**

11. There is a strong commitment to inclusiveness.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. New Board members are orientated before their first board meeting.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

**Use a clear, comprehensive communication strategy:**

13. The Board practices effective, good two-way communication between the Board, the County Librarian and the County Commission.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Information is shared in a timely and appropriate manner.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

### Understands the market your organization serves:

15. The Board has spent time learning about how the Library is funded, and understands how those funds are acquired and managed.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Continues to learn about changes in the field and in the community the Library serves. Pays attention to what's happening in the political, economic, technology, and social ecosystems in which the Library operates.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Overall, the Board very clearly understands the market it serves.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

### Serves as "ambassadors"/"friend-raisers" for the organization:

18. Board members can articulate (accurately and in their own words or verbatim) the mission, vision, and values without stopping to think.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Overall, the Board is very effective at serving as "ambassadors"/"friend-raising" for the organization.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copy of Johnson County Library High-Impact Board Survey October 12, 2017

How well does the Board:

**Support and work in partnership with the County Librarian:**

20. It recognizes and welcomes the support of the County Librarian (as well as staff, as appropriate) in ensuring the highest level of performance of the Board.

	Strongly Disagree			Strongly Agree		N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Works with County Librarian and HR Department to develop his/her annual performance plan, aligned with the strategic plan and County objectives.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. Overall, the Board very effectively supports and works in partnership with the CEO.

	Strongly Disagree				Strongly Agree	N/A
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## ***Twelve Golden Rules for Board Members***

1. ***A trustee must have an interest in the library.*** Does (s)he believe enough in the educational, informational, and recreational role of the library to fight for the library as the churchperson fights for his church, the school person for his educational program, the doctor for his patient? It is a duty of the trustee to do so.
2. ***A trustee must have time to give to the library.*** Continuity of policy is almost impossible if certain board members are absent two out of three meetings. No citizen should accept appointment as a library trustee if they do not intend to come regularly to meetings. Likewise, a trustee who finds new interests interfering with attendance should resign.
3. ***A trustee must consider the position, not as a matter of prestige but as an opportunity for courageous and forward-looking determination to push the library ahead.*** An ideal trustee is a good businessperson, interested in education, has few prejudices, and has good judgement, sound character, common sense and public spirit. A trustee should be chosen these personal qualities in mind and not because of the church they attend, the section of town in which they live or political party affiliations, etc.
4. ***A trustee must know the law under which the library is organized.***
5. ***A trustee serves without compensation.***
6. ***A trustee carries a full share of responsibility as a board member so that a few members do not have to do all the work, taking all blame or praise.***
7. ***A trustee does not re-voice his opposition or criticism, either publicly or privately, after a policy or rule is adopted by majority vote of the board.***
8. ***A trustee is very careful to keep confidential information confidential and does not give out information regarding future board action or plans until such action is taken.***
9. ***A trustee treats the staff members and the librarian in a completely impersonally fashion.*** Under no circumstances does a trustee listen to grievances of staff members or treat individual problems on his own. The librarian is in charge of the staff and has administrative control up to the point that a grievance is presented to the library board as a whole.
10. ***A trustee should know the funding sources of the library and be familiar with the library budget.***
11. ***A trustee must know the needs of the library and community, be aware of new trends and procedures in the library field.*** The best and perhaps only way to do this is to read professional library publications, meet with trustees of other communities, visit other libraries, and attend the annual conferences and meetings of trustees and librarians.
12. ***A trustee knows that all powers are always vested in the library board and none at all in the individual board member.*** The individual has no power to act for the library in any way, unless authorized by the board itself; it is always the board as a unit that holds the responsibility and the powers.