

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-85

SECTION: Library Board of Directors

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

SUMMARY

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

Effective Date:

July 19, 2006

Reviewed:

August 2, 2016
November 8, 2018
October 22, 2020

POLICY

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

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

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

AGREEMENT REQUIRED

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

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

PROCEDURES

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

October 22, 2020

ARM 10-50-85 End