



**Board Report  
August 14, 2025**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, AUGUST 14, 2025  
Central Resource Library  
Carmack Community Room  
9875 W 87th St Overland Park, KS 66212  
4:00 p.m.

The public can view the broadcast of the meeting on the Johnson County Library [YouTube Channel](#). for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to [kangethep@jocolibrary.org](mailto:kangethep@jocolibrary.org) before noon on the Wednesday before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board and be made part of the record prior to the meeting.

- I. Call to Order
  - A. Pledge of Allegiance
- II. Citizen Comments.....4
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Jeffrey Mendoza
  - C. Development Department: Written reports presented by Shanna Eiklenborg, President of the Friends of Johnson County Library.....5
  - D. Liaison, Board of County Commissioners, Julie Brewer
- IV. Reports
  - A. Board Counsel – Andrew Logan
    - a) Review of ARM 10-10-10 Governance and Library adherence to County Policy
    - b) Review changes to Kansas Open Meeting Act (KOMA) and Kansas Open Records Act (KORA)
  - B. County Librarian Report – Kinsley Riggs, Deputy County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Dave Vratny, Finance Director.....8
      - i. Budget Committee
      - b) Project and Event Department Trends, Scott Sime Project and Events Manager.....13
    - 2. Comprehensive Library Master Plan
      - a) Website Update, Elissa Andre, Marketing & Communications Manager.....24
      - b) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....30
      - c) Capital Projects: Timeline Summary, Scott Sime, Project and Event Manager.....34
        - i. Leawood Courtyard Project design update, Scott Sime, Project and Event.....37 Manager
  - C. Updates – Kinsley Riggs, Deputy County Librarian
    - a) Patron Service Standard Update, John Keogh, Regional Manager.....45
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the July 10, 2025 Regular Library Board meeting.....51
    - 2. Consideration to approve revisions to Administrative Regulation Manual (ARM) policies.....59
      - a. ARM 10-20-30 Freedom to Read

b. ARM 10-50-85 Agreements with Public Agencies, Not-For-Profit Organizations, and For-Profit Businesses	
c. ARM 10-55-14 Library Fund	
d. ARM 20-80-26 Meeting Rooms	
e. ARM 10-55-11 Open Records.....	87
3. Consideration of Closure at Monticello for Parking Lot Resealing.....	105

#### B. Information Items

##### 1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for June 2025 were handled in accordance with library and County policy.
- b) The June 2025 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures

#### C. Gift Fund Report

1. Treasurer's Report.....	106
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#### VI. Old Business

A. Information Item: Formation of Budget Review Committee, Jeffrey Mendoza, Board Chair.....	107
B. Action Item: Consider amending the Appraisal Committee, Jeffrey Mendoza, Board Chair.....	108
C. Action Item: Consideration of Guarantee Maximum Price (GMP) Amendment for Spring Hill and De Soto, Megan Levitt, Project Coordinator.....	109
D. Action Item: Consideration of Closure dates for Spring Hill and De Soto, Megan Levitt, Project Coordinator.....	111

#### VII. New Business

A. Information Item: Consider adoption of the Johnson County Library Board Resolution for 2026 Revenue Neutral Rate, David Vratny, Finance Director.....	113
B. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policy 10-10-10 Governance, Michelle Beesley, IT Manager, and Ben Sunds, Associate Director of Customer Service.....	114
C. Information Item: Consideration to approve creation of Administrative Regulation Manual (ARM) policy 50-10-10 Information Technology Policies, Michelle Beesley, IT Manager, and Ben Sunds, Associate Director of Customer Service.....	133
D. Information Item: Consideration to approve creation of Administrative Regulation Manual (ARM) policy 50-40-10 Artificial Intelligence Policies, Michelle Beesley, IT Manager, and Ben Sunds, Associate Director of Customer Service.....	136

#### VIII. Adjournment

# CITIZEN COMMENTS

August 2025

July 19, 2025

Hello JoCoLibrary board,

My name is Dustin and I am a local Johnson County Library patron! I was referred to you by Elissa Andre regarding inquiries on return sorters. I originally sent this through the library reference email about having more locations having them, and I was told that you guys may have insight on these. I had a couple questions/concerns for you all that could likely be on your radars:

For patrons that go to a branch without this, they would have to wait up to a day or two for them to be processed/checked in (especially for most that are closed on Sundays) and likely aren't sure if they are clear to check out more items.

For instance: Oak Park, Shawnee and Cedar Roe have a similar layout to Corinth (one drop outside and one inside) and it seems that any person could return whenever depending on the time of day, so I was imagining a set could fit around there-- a simple joint (indoor and outdoor) layout could work for these locations. They could use a layout like what Corinth has but probably have fewer bins due to items circulated.

For the locations in the southern region, I could understand this may be difficult due to layout structures, but an inside-only machine could work. I have heard that DeSoto and Spring Hill's renovation expansions are likely happening this fall so I'm not sure if a small (three bin) sorter would work here. (I am also not sure if the company sorter that the newer branches use could accommodate all these weird back workroom layouts to allow such to be installed).

I don't want to make this too much of a priority, but as some of these locations have been through some renovations in the last few years and upgrading electricity standards probably weren't considered due to the age of the building and I was told that these machines use so MUCH power that too much could cause power issues/outages to the buildings.

Note: most of these locations with an outside drop should consider what is over or around the drop should severe weather occur and could likely make the outdoor automated sorter unusable in the event of liquid exposure.

A little unrelated, but I was hoping for updated checkout machines (like the ones at Monticello, Lenexa and Merriam) at the Central Resource Library as it is considered the "heart" of the library because they had done so much to this location within the last decade ! :)

I understand this email was a lot to discuss, but please let me know if you have any other questions or concerns regarding my suggestions!

Thank you for your consideration!

Best,  
Dustin





Monthly Report  
of the Friends of Johnson County Library – Shanta Dickerson  
to the Board of Directors of Johnson County Library  
August 2025

### **Community Engagement and Advocacy**

The past month has been a busy one on the advocacy front as we monitor activity on the federal, state, and local levels. A last-minute change to the Senate budget markup date, which will impact Institute of Museum and Library Services funding for 2026, shortened our advocacy prep time from a month to less than three days. Nonetheless, our members, along with many colleagues at Kansas Library Association and Friends of Kansas Libraries, moved quickly to write letters and make phone calls in support of libraries across the state.

We are also keeping the Johnson County 2026 budget public hearing top-of-mind with our network of advocates through in-person, social media and email communications.

### **New Staff Member**

I am delighted to introduce our newest staff member, August Spallo! August has been a volunteer since 2024, when he helped us accept book donations during the City of Overland Park's Fall Recycling Extravaganza. His work history is fascinating and diverse, ranging from classroom instructor and school principal to food truck owner and baker's apprentice. He will be part-time as an operations assistant, playing an instrumental role in the long-term stabilization of our sorting and sales procedures following several years of quick adaptation and necessary change.

### **Summer Sale Series Comes to a Close**

It's tough to believe that our 2025 Summer Sale Series is nearly over with Labor Day just around the corner. August 28th is the final Thursday evening we'll be open to the public until spring 2026. Our grand finale will be a sale and reception just for Friends members on September 4th, 5:30-7:30pm. We'd love to see you there!

Respectfully submitted,

Shanta Dickerson (she/her)

Executive Director

**Libraries for all. All for libraries.**



Monthly Report of the  
Volunteer & Friends Engagement Coordinator – Amber Bourek Slater  
to the Board of Directors of Johnson County Library  
August 2025

### **Summer Teen Volunteers**

Summer is a great time for teens to volunteer at the Library. During the month of July, 79 teen volunteers serve at the Library and Friends of the Johnson County Library. Tasks at the Friends include accepting book donations on Saturday mornings and helping sell gently used books in *The Book Nook*. Opportunities like these help teens learn customer service and money handling skills they can use in obtaining their first jobs. Thank you to the Friends staff and lead volunteers at the Friends for their assistance in providing training and direct supervision.

### **Library Lets Loose**

Volunteers play a critical role in Library Lets Loose. Nearly 100 volunteer shifts are available to help with a variety of day-of tasks including: assisting restaurants in setting up their food stations, checking in guests, promoting silent auction bidding, clean-up, and so much more. This is a great volunteer opportunity for teens and adults. If you know anyone who might be interested, please have them visit [www.jocolibrary.org/volunteer](http://www.jocolibrary.org/volunteer) to register.

### **More Volunteers Needed**

As you know, the Johnson County Library and the Friends of the Johnson County Library utilize over 900 volunteers each year with both done in a day and weekly volunteer opportunities. As we look to the end of 2025 and into 2026, we need to add additional volunteers to join our ranks. New opportunities will be posted on a regular basis, and more Library departments are planning to utilize volunteers to assist in accomplishing daily tasks. It is an exciting time to see volunteer work expand.

Creating a volunteer profile is the first step in the process to gain access to volunteer opportunities. For those interested in one-time opportunities such book sales or events, they can self-register for shifts and will receive on-the-job training.

For positions that require more specialized training, the second step is scheduling a volunteer interview. This process helps match volunteer skills with the right position. The final step in the onboarding process is training with staff. This ensures volunteers understand how to complete tasks. Once volunteers are fully trained, they all set to serve on a weekly basis.

In 2026 the development department will be participating in additional outreach efforts in Johnson County to recruit new volunteers. If you know if opportunities for partnerships or outreach, please let me know. I look forward to expanding our reach and hours in the new year.



Monthly Report  
of the Johnson County Library Foundation  
to the Board of Directors of Johnson County Library  
Shelley O'Brien, Executive Director  
August 2025

### **Library Lets Loose -- Food Stations**

The Library Lets Loose Committee is in the midst of confirming our food vendors for September 20<sup>th</sup>. So far, we are able to announce the following businesses. If you have the opportunity, please thank them for their partnerships.

- Kate Smith Soiree, downtown Overland Park
- Atomic Cowboy, downtown Overland Park
- Strang Hall, downtown Overland Park
- Whole Harvest Kitchen, Leawood
- Char Bar, Olathe, Westport and Parkville

Additionally, Library Lets Loose thanks KC Bier Co and J. Rieger & Co, for their continued support in providing beverages.

### **Library Lets Loose -- Social Media**

Thanks to new staff in the development department, Library Lets Loose social media is funnier than ever. If you need a quick pick me up, or a quick way to support our efforts, view, like, and share social media posts from the Foundation on Facebook and Instagram. Melissa Stan and Cara Duncan promise that no staff were injured during the creation of these videos.

### **Foundation Honorary Board**

The Foundation's People Committee is working on refreshing the Honorary Board. Think of it as a Foundation alumni group that stays active in supporting the work of the Library. Committee members are confirming participation and asking more recent former board members to join. On October 28<sup>th</sup> we are hosting a special luncheon for this group at Central Resource Library. It is an opportunity to hear from the County Librarian and ask questions.

We thank everyone involved in the People Committee and the Honorary Board for their dedication to supporting the Johnson County Library.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**June 2025**  
**50% of Year Lapsed**

**OPERATING FUND**

	<b>Programs</b>	<b>2025 Budget</b>
	Revenue	6,079,665
	Administrative Services	
	Information Technology	
	Collection Development	
	Branch/Systemwide Services	
	Transfer to Capital Projects	3,693,532
	Interfund Transfers	
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b><u>\$3,693,532</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>		<b><u><u>\$2,386,133</u></u></b>

**SPECIAL USE FUND**

	<b>2025 Budget</b>
Revenue:	3,486,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	144,070
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	529,534
Transfer to Capital Projects	
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$673,604</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>\$2,813,071</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$5,199,204</u></u></b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

June 2025

50% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	45,574,513	48,673,540	94%	96%
Ad Valorem Delinquent	56,472	297,300	19%	70%
Motor Vehicle	1,857,491	3,587,813	52%	53%
Library Generated - Copying/Printing	40,306	108,206	37%	42%
Library Generated - Overdues / Fees	21,555	42,000	51%	77%
Sale of Library Books	0	50,000	0%	0%
Misc Other	21,246	18,703	114%	36%
Reimbursements	108,471	791,000	14%	17%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,012,491	825,000	123%	85%
Unencumbered Balance Forward	0	926,000	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Sale of Capital Assets	3,930,000	0	0%	0%
Recreational Vehicle Tax	14,507	14,995	97%	87%
Commercial Vehicle Tax	61,240	64,835	94%	90%
Heavy Trucks Tax	3,857	4,557	85%	93%
Rental Excise Tax	30,828	70,464	44%	44%
Payment in Lieu of Taxes	399,032	0	0%	0%
State and Federal Grants	165,810	273,607	61%	49%
<b>TOTAL REVENUE</b>	<b>53,297,819</b>	<b>55,748,020</b>	<b>96%</b>	<b>81%</b>

## Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	13,417,436	29,358,440	46%
Contractual Services	3,537,965	7,654,967	46%
Commodities	4,197,042	5,386,244	78%
Risk Management Charges	130,644	261,286	50%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Capital Projects	529,534	3,127,170	17%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
<b>TOTAL EXPENDITURES</b>	<b>29,375,401</b>	<b>55,748,020</b>	<b>53%</b>

Revenue - Expenses as of June 30, 2025 23,922,418

RESERVES ALL FUNDS	As of 12/31/24
Reserves Operating Fund	16,689,524
Reserves Special Use Fund	3,259,982
Total JCL Reserves	<u><u>19,949,506</u></u>

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**June 2025**  
**50% Year Lapsed**

**OPERATING FUND**

Programs	2025 Year to Date	2025 Budget	% Program Expended
Administrative Services	2,137,128	5,864,996	36%
Information Technology	2,556,914	5,720,876	45%
Collection Development	2,195,964	4,230,389	52%
Branch/Systemwide Services	11,732,601	26,223,885	45%
Risk Management Charges	131,429	261,286	50%
Grants	59,317	273,607	22%
Transfer to Capital Projects	3,693,532	5,985,047	62%
Interfund Transfer	3,634,270	3,701,259	98%

<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b>26,141,156</b>	<b>52,261,345</b>	<b>50%</b>
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**SPECIAL USE FUND**

	2025 Year to Date	2025 Budget	% Budget Expended
Contractual Services (General Maintenance)	0	202,505	0%
Commodities (Capital Equipment)	144,070	157,000	92%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	529,534	3,127,170	17%

<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b>673,604</b>	<b>3,486,675</b>	<b>19%</b>
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<b>TOTAL EXPENDITURES</b>	<b>26,814,760</b>	<b>55,748,020</b>	<b>48%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**June 2025**  
**50% Year Lapsed**

**ALL FUNDS**

Categories	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	13,417,436	29,358,440	46%
Contractual Services	3,161,011	7,654,967	41%
Commodities	2,122,026	5,386,244	39%
Risk Management Charges	130,644	261,286	50%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Debt Payment	0	0	0%
Transfer to PBC Capital Leases	529,534	3,127,170	17%
Grants	59,317	273,607	22%
Interfund Transfer	3,701,259	3,701,259	100%

<b>TOTAL EXPENDITURES</b>	<b>26,814,760</b>	<b>55,748,020</b>	<b>48%</b>
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GRANTS*						
	Expenditures through 06/30/2025	Source	Received	Expenditures	Grant Award	Budget Remaining
285000091	2023-State Aid	State	3/29/2023	\$132,568.53	\$132,568.53	\$0.00
285000092	2024-State Aid	State	3/12/2024	\$132,886.40	\$132,886.40	\$0.00
285000094	2025-State Aid	State	4/17/2025	\$57,138.48	\$165,810.08	\$108,671.60

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

Expenditure of Friends of the JCL Donations 2025

<i>Expenditure Details</i>	<i>June</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$0.00
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	0.00
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	0.00
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	345.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 345.00</b>



today



later



# Project & Event Management

August 2025



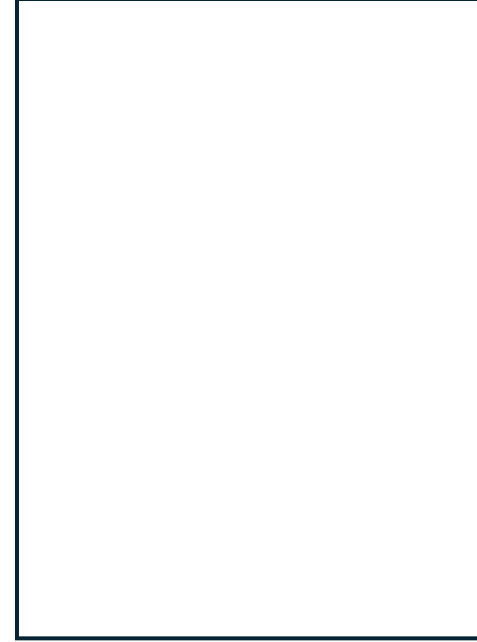
# Team Introduction



**Scott Sime, PMP**  
Project & Event Manager



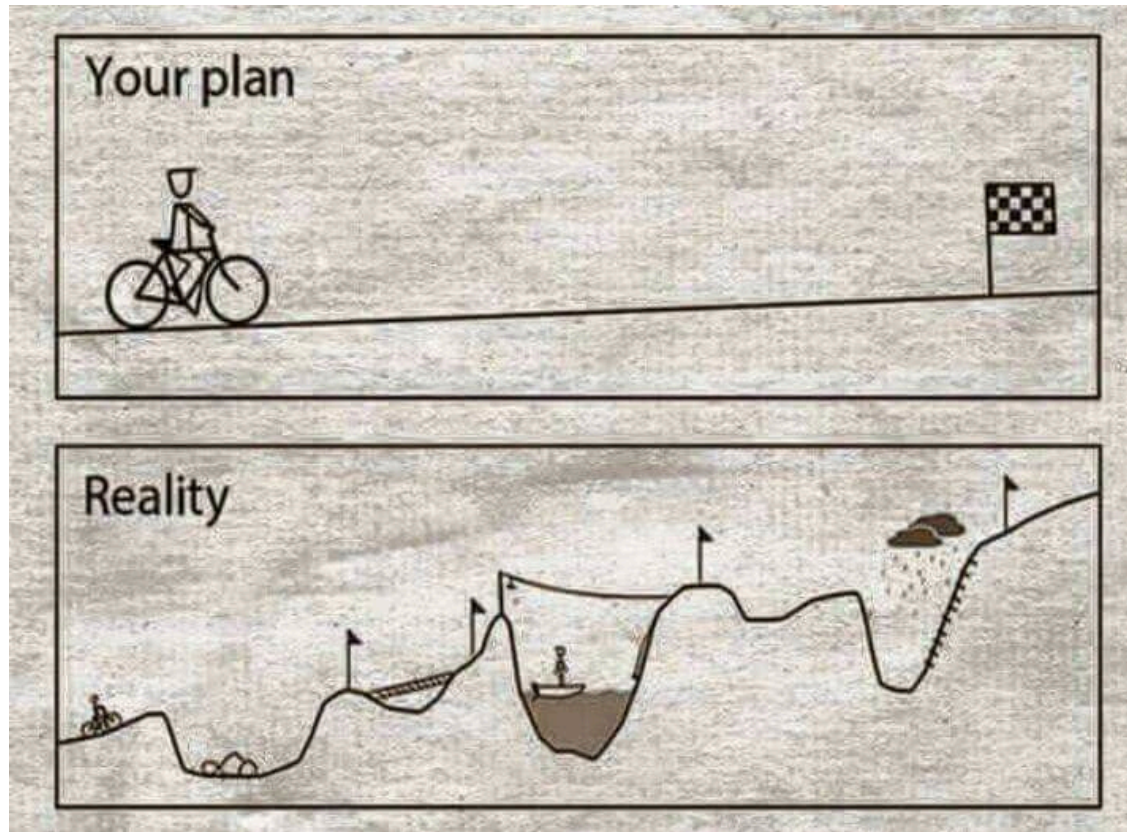
**Megan Levitt**  
Project Coordinator



**NEW PERSON**  
Project Coordinator



# Why Project Management?



# Why Project Management?





# Project Management:

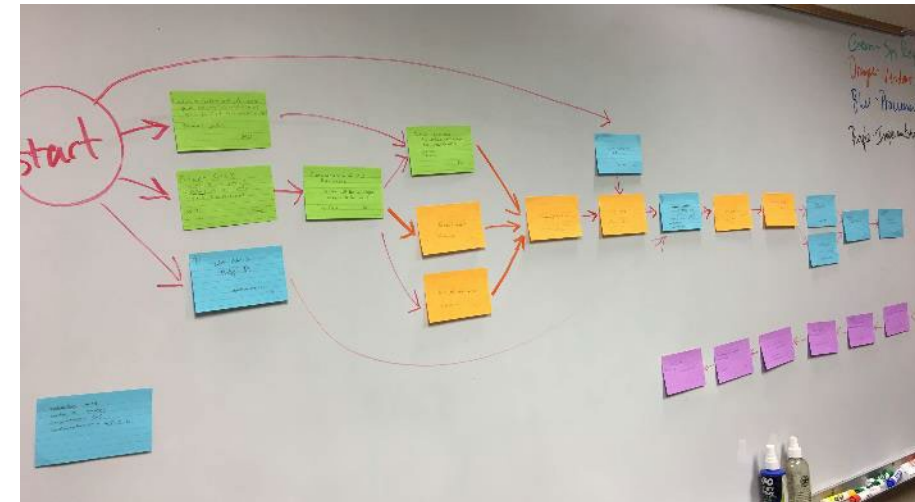
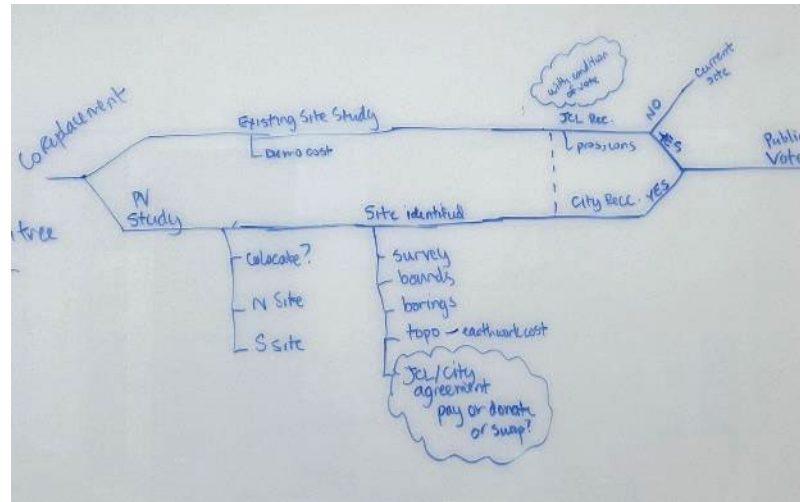
## Key Concepts

- Project Charter
- Stakeholder Engagement

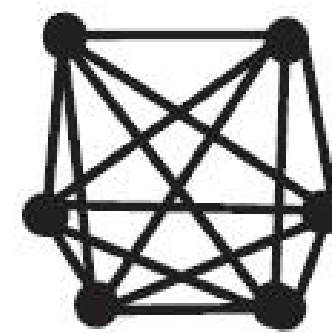
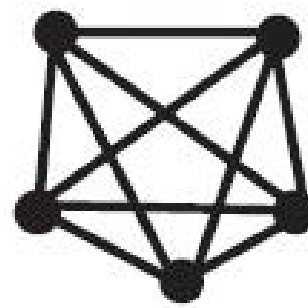
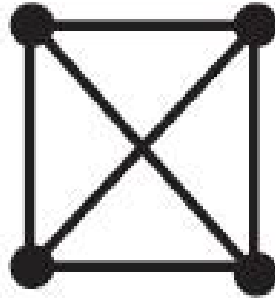
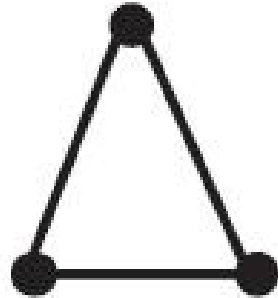


# Project Management: Key Concepts

- Scope / in- and out
- Schedule / Work Breakdown Structure
- RASCI
- Planning for Risks



# Communication Pathways



People

2

3

4

5

6

$n$

Paths

1

3

6

10

15

$$\frac{(n^2 - n)}{2}$$



# Project Structure

- **Parallel Team concept** – typical organization hierarchy is suspended for project work, to enable this team to work more effectively across functional areas.
- **Project Sponsor** – Champion for the work, advises and clears roadblocks for the project team, signs off project deliverables.
- **Project Lead** – Temporary authority given to initiate, plan, execute, and deliver the work.

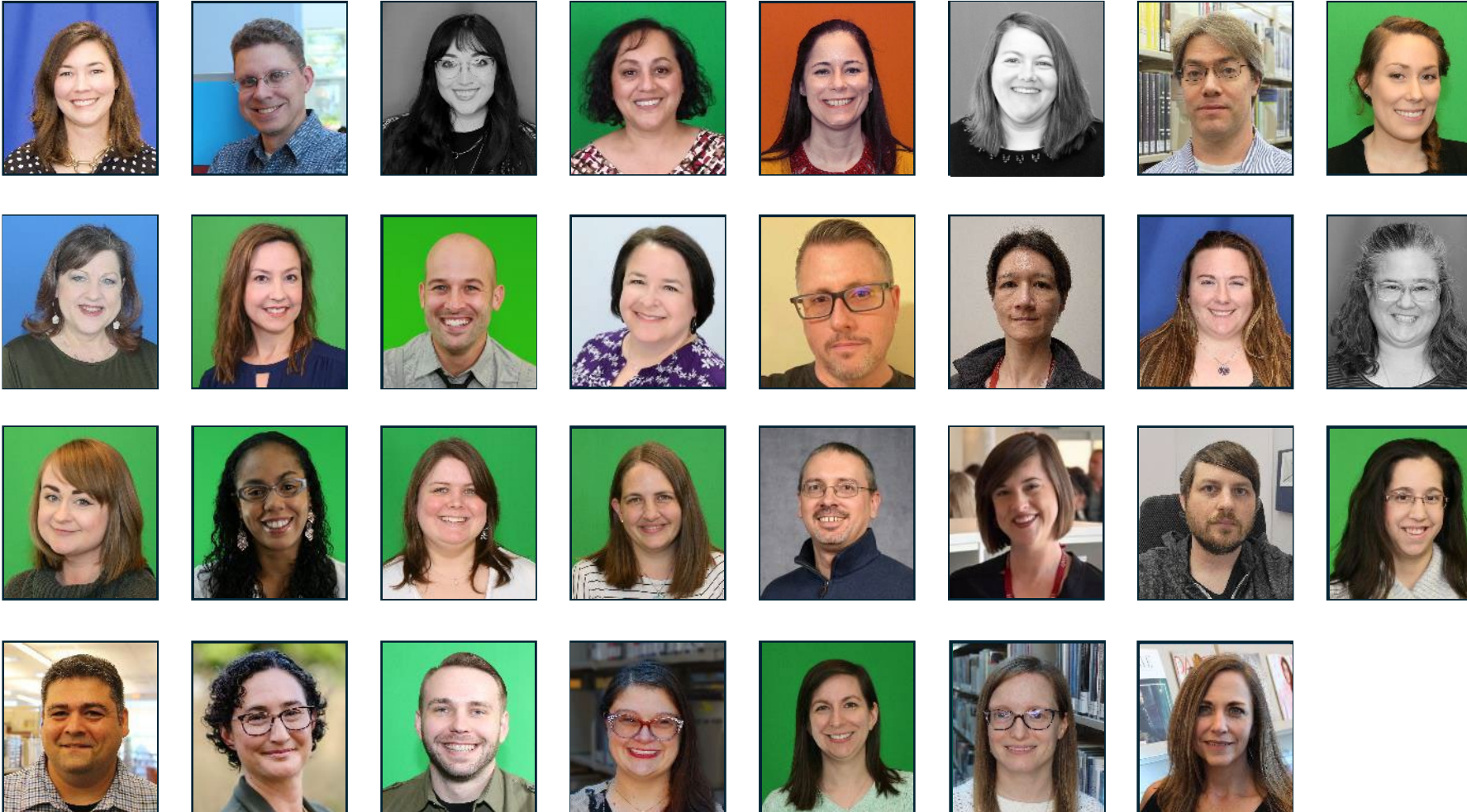




# Project Sponsors



# Project Leads (so far)



# Department Stats

**2015:** First PM position created

**2022:** Second PM position hired

**2024:** Department formed: 1 manager, 2 PMs + Event person (2026)

**50** : Colleagues we've trained on project management framework (since 2016)

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## Capital Projects:

**4** : Successful Major CIP projects – 3 new buildings, 1 renovation (since 2016)

**26:** Library-side projects that helped to make ^^^ these more successful

**33 months:** Average capital project duration (Design RFP through Building Opening)

## Non-Capital Projects:

**25:** Non-capital projects others have led (since 2020)

**11 months:** Average non-capital project duration



# Website Refresh Update

August 2025



# Updates

- **Feedback period closed July 21**
- **Stakeholder sign-off complete**
- **Site launched August 11-13**



Design and layout are pleasing: **4.3/5**

Easy to use and navigate: **4.2/5**

Content is useful: **4.3/5**

Website meets your needs: **4.1/5**

**102** comments:

- Certain pages feel too busy
- Hard to find New York Times and locations and hours
- Comments specific to the Bibliocommons catalog interface, Reserve a Room, Libby and Kindle functionality
- /+ Not a significant change from the old site
- + Colorful and clean
- + Easy to discover new things
- + Inclusive and accessible

**203,000**

emails sent

**107,000**

emails opened

**4,700**

clicks to new site (**3,600** unique)

**398**

clicks to feedback form

**140**

unique patron responses





It will do. I'm sure once I use it a while, I'll learn where everything is. Thank you for keeping Libby, Mango Languages and Rosetta Stone. I saw a few other resource I didn't know the library had, so **I'm interested in spending more time on the site once it is live.**

**Already found resources I didn't know about before!** Will take a bit to adjust to different layout/categorization, but shouldn't be too painful.

Website provides links to additional information- educational and enticing (for the curious mind). **Thank you for making the library experience even better!**

There is a lot of information on the first page which might be overwhelming to some. **Otherwise site feels more graphic and I can see that being easier for young and old to navigate.** Looks like job well done.

I love all the changes! I appreciate that you give us diverse ideas of books to read. **It feels very inclusive to me** which I really like.

**I appreciate that it is similar to the old one,** and the catalog looks the same, also. There is too much space for staff picks (unless they are place-holders in the preview?) Libraries should be first about patron, not staff, interests and needs.

This is colorful and happy! I love the suggested book as you scroll down. **It is new and fresh and not intimidating** for this old lady. GREAT job!!!!

**The library has a lot to offer, wow!** I mean, I knew that, but I can really see that on this website. It's a little dizzying sometimes to see it all, but lots of quality stuff here.

**Just a quick note of thanks for the notice of upcoming changes to the look/feel of your site. It's really unsettling to get to a trusted site and see a huge change w/out forewarning. I really do commend you all for that gesture even if it was an unintentional result of sharing**



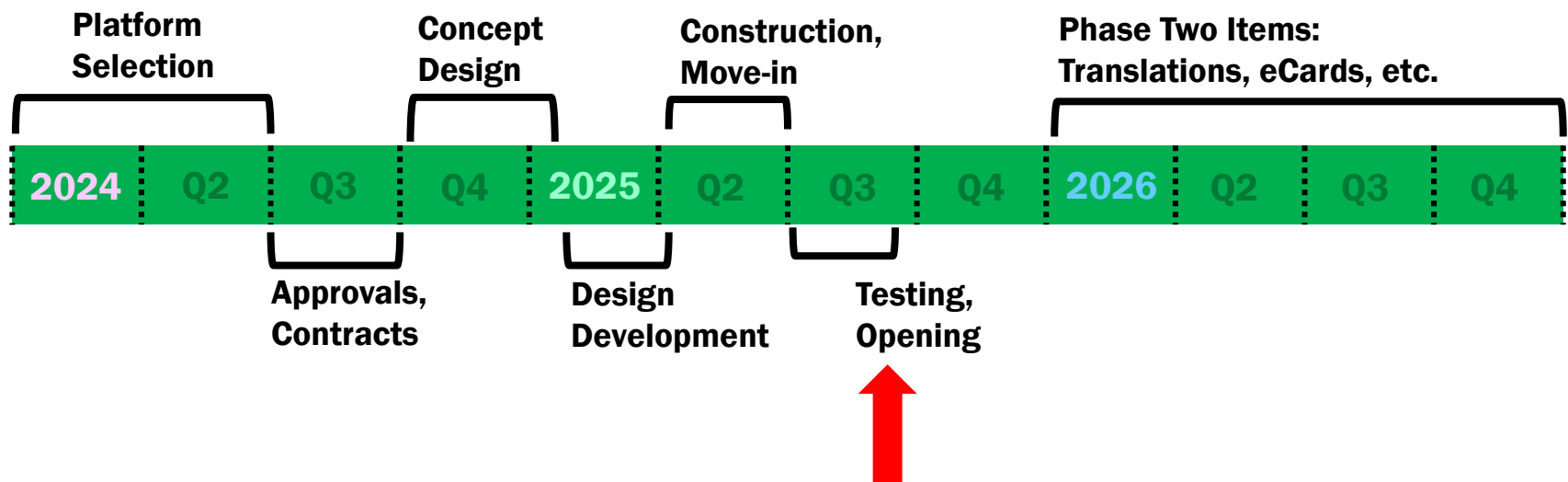
# Next Steps

- Implement pages that couldn't go live until launch
- Promote the new site
- Continue to review feedback
- Start work on phase two items





# Website Refresh: Anticipated Project Timeline



# Spring Hill and De Soto Renovations

August 2025



# Construction Manager

- Spring Hill site design approval
- Guaranteed Maximum Price
- Bidding and procurement
- Construction begins



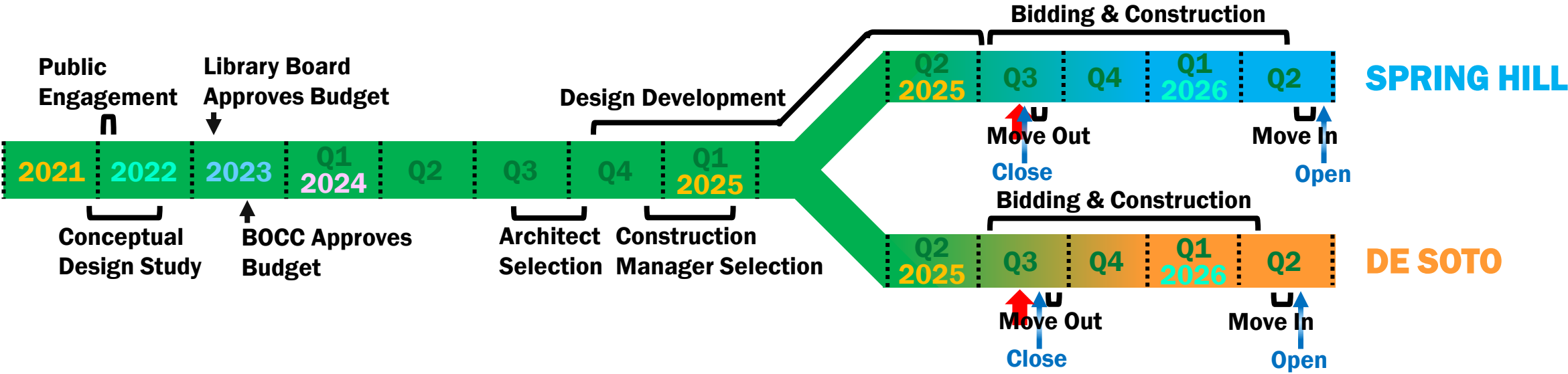
# Next Steps

- Design presentations to De Soto and Spring Hill city councils are complete
- Reminder to patrons
- Move-out at Spring Hill and then at De Soto



# Spring Hill and De Soto Renovations:

## Anticipated Project Timeline

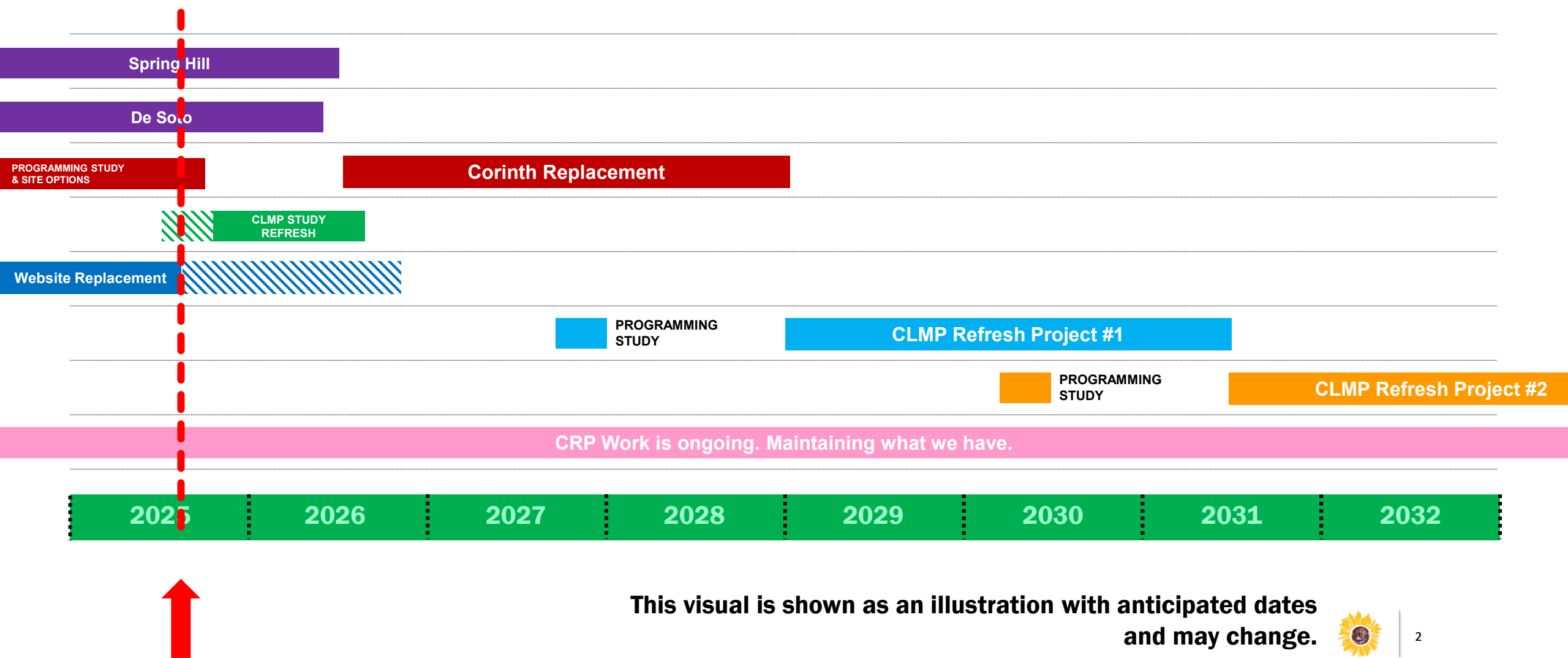


# Capital Projects: Timeline Summary

August 2025



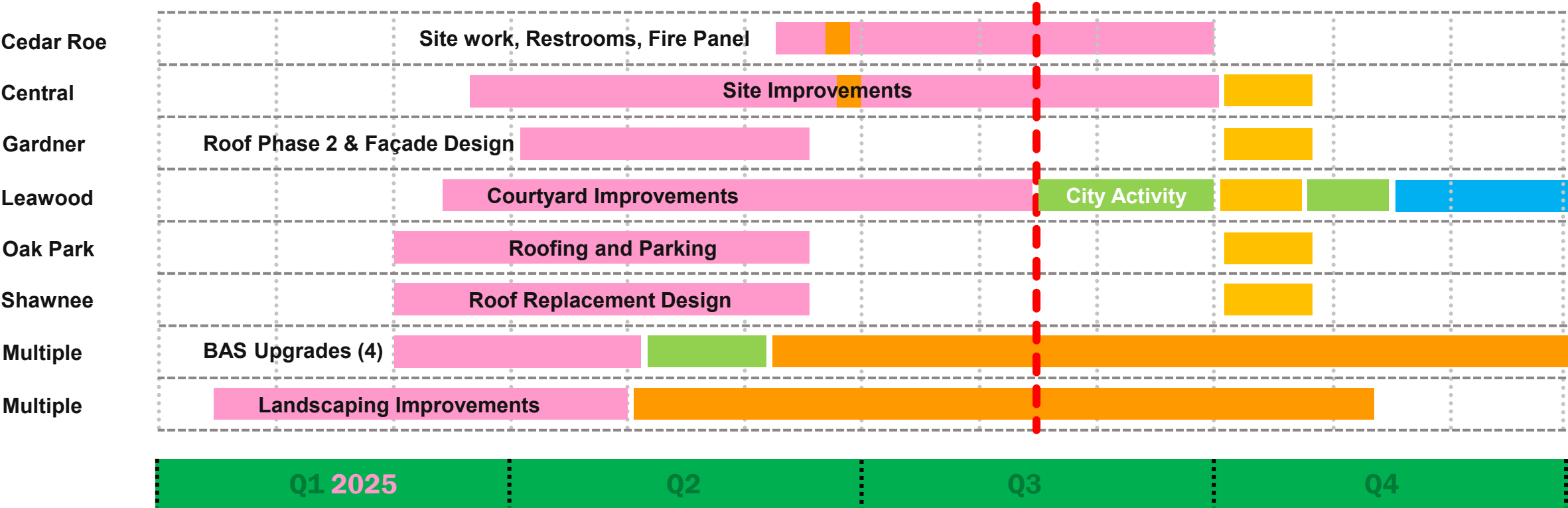
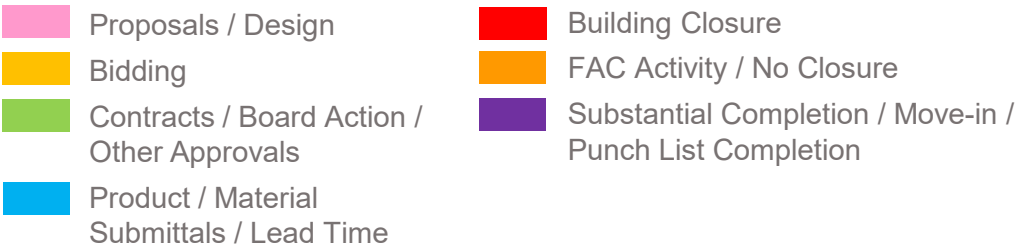
# Capital Improvement Projects: Anticipated Timeline



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



# 2025 CRP Anticipated Timeline



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





The background image shows the Johnson County Library building, a two-story brick structure with a gabled roof and large windows. The entrance is marked with a sign that reads "JOHNSON COUNTY LIBRARY" and the address "1700". Several cars are parked in the lot in front of the building. The sky is clear and blue.

# **Leawood Pioneer: Courtyard and Site Improvements**


August 2025

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**JOHNSON COUNTY LIBRARY**



# Existing Conditions



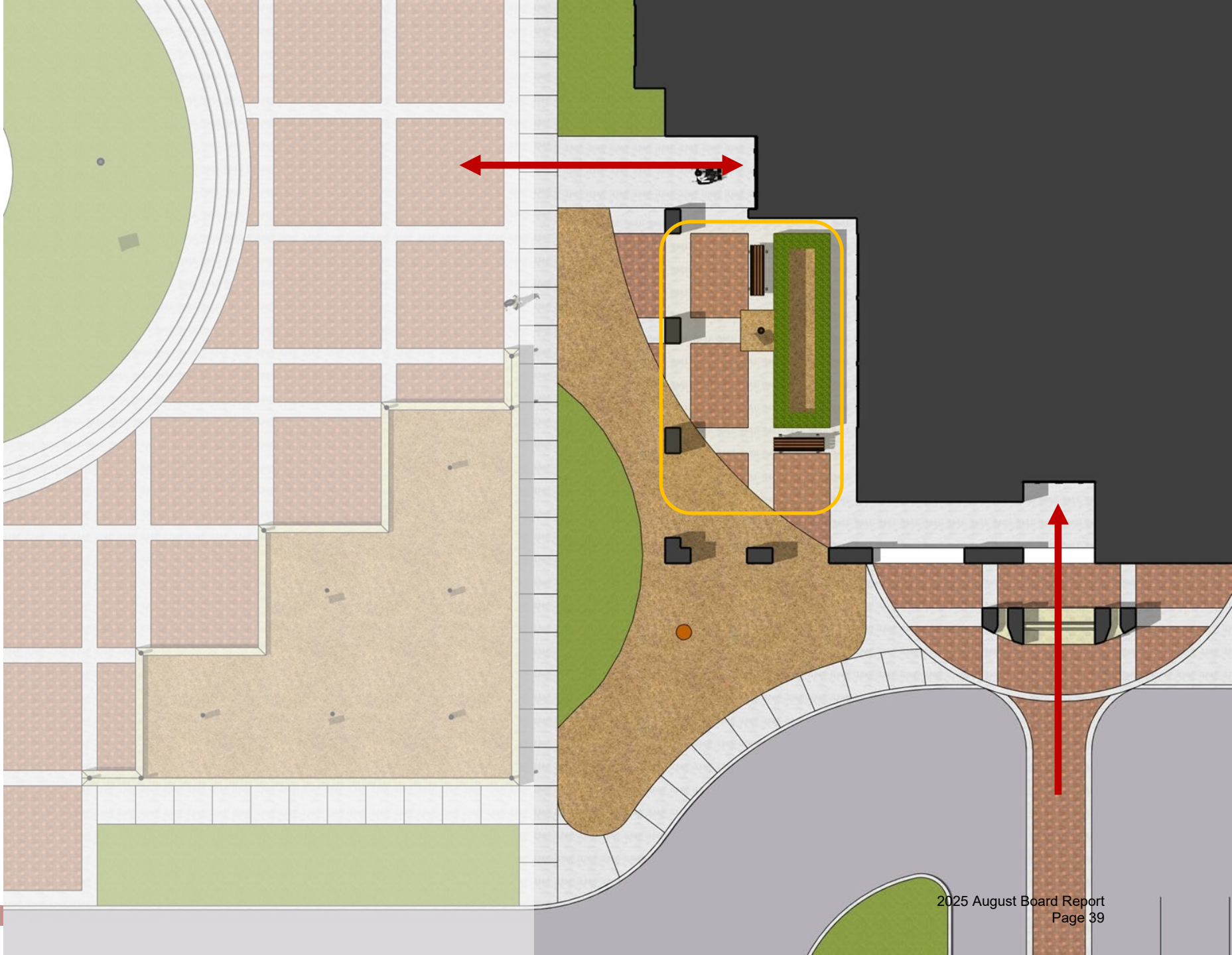
Brick settling has created a safety concern.  
Courtyard layout and furniture is under-utilized.  
Courtyard hidden by trees and columns.

Bench is a physical and visual  
barrier to library entrance.

Low wall closes off courtyard.



# Existing Plan



- Primary Circulation
- Secondary Circulation
- Activity Area

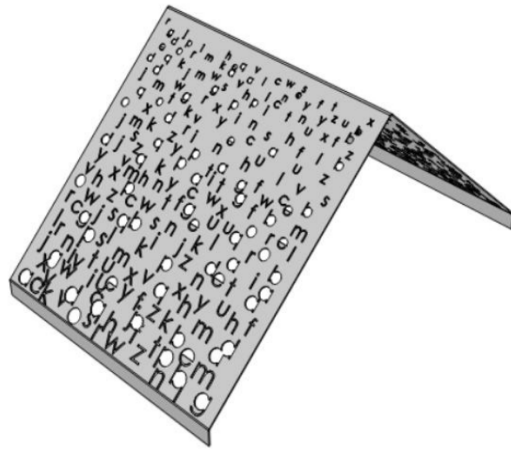




# View of updated Courtyard from City Plaza









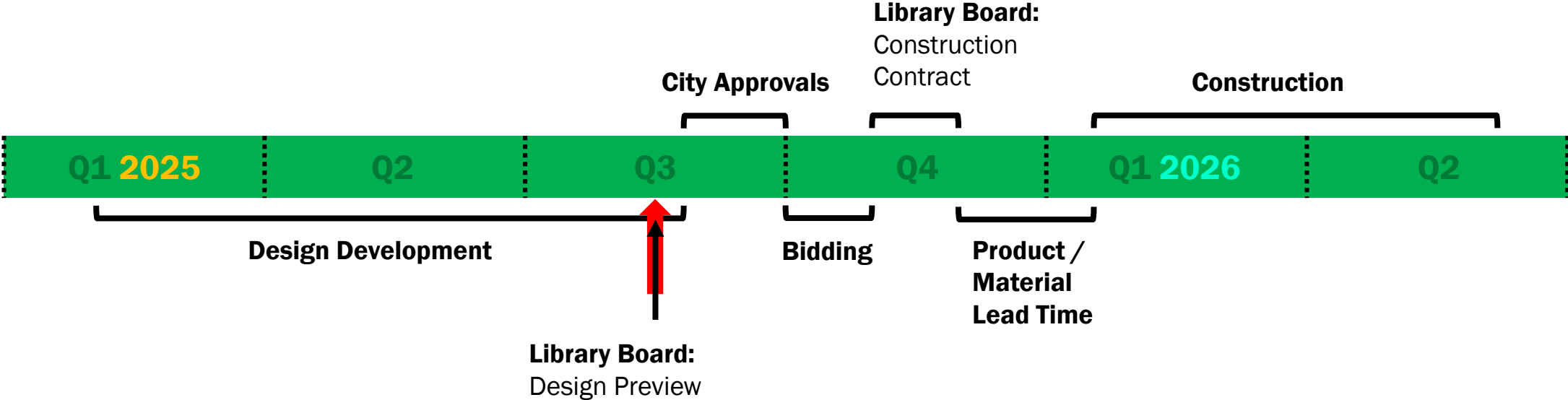
# View of updated Courtyard from Library Parking





# Leawood Courtyard and Site Improvements:

## Anticipated Project Timeline





# Patron Service Standards Project

August 14, 2025

Project Lead: John Keogh



# Project Team

## Project Lead:

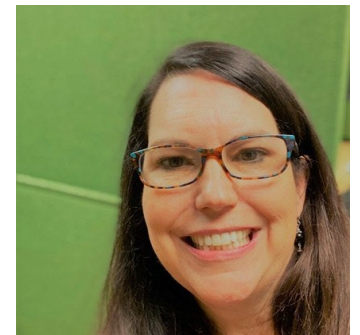
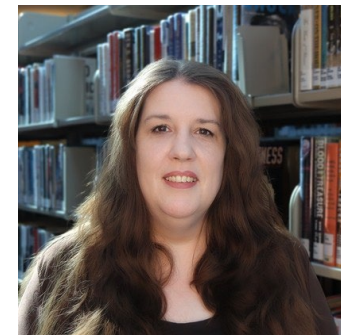
- John Keogh, Regional Manager

## Team Members:

- Amber Bourek Slater, Volunteer & Friends Engagement Coordinator
- Mike Keller, Patron Service Specialist
- Daniel Kirk, Training Specialist
- Hilary Sorio, Regional Librarian
- Maureen Stover, Branch Operations Manager

## Project Sponsor:

- Jen Mahnken, Associate Director for Systemwide Services



# 2024-2025 Organizational Priorities



Align staff and resources through implementation of SORT II and Patron Service Standards.



# Project Purpose Statement

The Patron Service Standards Project aims to establish clear, consistent and library-wide expectations for how staff engage with patrons and members of the public across various service channels. These standards will serve as a foundation for staff expectations and will help ensure excellent, equitable and professional service in all patron-facing interactions.



# Project Scope

## In Scope:

- Develop standards for how all library staff interact with patrons and members of the public
- Gain acceptance & adoption of these standards
- Identify training needs & develop a training plan for implementation
- Identify roles responsible for assessment & accountability

## Out of Scope:

- "Internal" customer service standards
- Delivery of training
- Ongoing assessment



# Anticipated Project Timeline

- Research & exploration: July – August 2025
- First draft of standards: End of August 2025
- Stakeholder input: Fall 2025
- Final draft of standards: Mid-December 2025
- Approval of standards: End of year 2025
  
- Hand off to roles responsible for implementation & training: January 2026



## MINUTES JOHNSON COUNTY LIBRARY BOARD

### REGULAR MEETING

July 11, 2024

at Central Resource Library

4:00 p.m.

**BOARD:** David Sims, Jodie Dietz, Charles McAllister, Jennifer Hrabec, Chrysalyn Huff (via Zoom), and Jeffrey Mendoza (via Zoom)

**ABSENT:** Kelly Kilgore

**BOARD ATTORNEY:** Andrew Logan

**BOCC:** Commissioner Brewer was unable to attend.

**STAFF:** (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Shelley O'Brien, Patti Kangethe, Terry Pulliam, Megan Levitt, Lori Ross, Tony Barron, Matt Dedeke, Chris Butler, Sav Russell, Jo Field, Amy Barclay, John Keogh, Karson Koziol, Michelle Olsen, Shanta Dickerson

Board Vice Chair David Sims called the meeting to order at 4:00 p.m., Board Chair Mendoza was unable to attend in person.

### CITIZENS COMMENTS:

Edward Boersma from Prairie Village inquired about updates on the Corinth library, expressing concerns about the current location's size and the Library Board's search for new locations. He sought updates on potential relocation sites.

County Librarian Suellentrop explained that the Library Board was considering various locations, with a possible review planned for August in an Executive Session. They were interested in a specific spot and kept it confidential to avoid price increases. Options included the current site, which was still under consideration. As a county library, location decisions were not based on city limits.

Mr. Boersma, disclosed he is running for city council, suggested remodeling the city hall and using a recently purchased church as a potential library location. Mr. Sims noted that all options were being considered and hoped for a decision soon. Ms. Huff emphasized the board's commitment to securing a new library, acknowledging past challenges and expressing confidence in the current leadership. County Librarian Suellentrop recounted an unsuccessful bid on a plot of land in Prairie Village and ongoing efforts with a broker to find suitable options. The board had also considered test fits for a new building at the current Corinth site.

### REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Mr. McAllister expressed his pleasure in attending the American Library Association conference, which exceeded his expectations with over 15,000 attendees. He highlighted the strong presence of Johnson County, the valuable interactions, and the award they received. Mr. McAllister emphasized the importance of protecting the library's nonpartisan stance and ensuring tight policies and procedures to avoid external influence. He also acknowledged the challenges faced by other library systems and expressed gratitude to those who made his experience enjoyable.

Ms. Dietz expressed her admiration for staff's support of the Summer Reading program and gave staff Kudos for all the work they have done to support community!

## **DEVELOPMENT DEPARTMENT REPORT**

Stann Tate, President, Johnson County Library Foundation, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Library Foundation, and the Johnson County Library Volunteers, this report is included in the July Board Report.

Mr. Tate expressed his pleasure in being involved with the library since 2017, starting as a volunteer and later becoming a board member in 2021.

Mr. Tate highlighted the ongoing work on the 2026-2028 strategic plan with BOARDynamics, aiming for approval at the November 11th meeting. He noted the Friends group's 1,200 dedicated members and their advocacy efforts. Mr. Tate also praised the volunteer coordinator, Amber Bourek Slater, for managing 107 teens in various roles. He provided an update on the Library Lets Loose event scheduled for September 20th, featuring hosts Erwin and Phyllis Abrams and a golden ticket raffle for a vacation.

## **COUNTY COMMISSIONER REPORT:**

Commissioner Brewer was unable to attend the meeting.

## **BOARD COUNSEL REPORT**

Mr. Andrew Logan, Board counsel, reviewed Library Board of Directors obligation to review Administrative Regulation Manual sections (ARMs) and their legal obligation to ADA.

Mr. Logan discussed the Library Board's obligation to review the administrative regulation manual (ARM), which governs library policies and regulations under Kansas statute K.S.A.12-1225a. He emphasized the ongoing process of adopting, reviewing, and updating these policies, often due to changes in law or Library practice. Currently staff, working with legal counsel, reviews a selection of policies each year to bring to the Board for review and the Board will notice some will have very few changes, while others will have larger changes based on changes in the law or other factors.

Mr. Logan also addressed the Americans with Disabilities Act (ADA) compliance, highlighting the library's efforts to ensure accessibility in physical spaces, activities, programs, and virtual spaces. The library is governed by the federal law, the ADA, and on the state level, the Kansas counterpart, which is the Kansas Act against Discrimination. The library is undergoing an update to its website and taking ADA matters into very serious consideration to address. He mentioned upcoming updates to the ARM 50-20-20 to further clarify ADA compliance. The library makes every effort to provide accommodations where it is reasonable and where the library can do so.

Mr. Logan then spoke about a three-year litigation case involving a slip and fall at the Monticello Library in 2020. The Kansas Supreme Court recently made a favorable decision for the library, significantly affecting its immunities under the Kansas Tort Claims Act. He praised the staff for their patience and efforts throughout the legal process, noting the court's recognition of their contributions.



Vice Chair Sims expressed that he appreciates the review of ARMs by the staff and the board, to ensure nothing is missed.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

Dave Vratny, Finance Director, presented the financial report to the Board, this report is included in the July Board Report.

Dave Vratny presented the May 2025 Total Revenue Report, noting that they had collected approximately \$33.8 million, which was about 61% of the anticipated revenue and ahead of last year's figures. This increase was largely due to the unexpected sale of the Antioch property. Even without this sale, they were still tracking slightly ahead of the previous year. On the expense side, the Library had spent or obligated about \$26.5 million, which was 48% of the budget. When considering actual expenditures and collections, they were at 42%, aligning with expectations for this time of year.

### **Department statistics**

Tony Barron, Director of Facilities, Matt Dedeke, Deputy Director of Facilities, and Chris Butler, Division Director of Fleet Services, presented the Facilities Department statistics, this report is included in the July Board Report.

Mr. Barron, Director of Facilities Management for Johnson County, Kansas, provided an in-depth overview of the department's operations. He highlighted that they manage 80 buildings, including 14 libraries, and emphasized the importance of their relationship with the library. Barron discussed the department's mission to balance efficiency and customer service, stressing the value of centralizing services and training. He also detailed the energy program initiated in 2015, which led to significant energy savings and reduced greenhouse gas emissions. Mr. Barron praised the library's investment in energy-efficient technologies and the positive impact on long-term costs.

Mr. Dedeke addressed the maintenance and custodial staffing, noting that 23 employees work directly for the library. He emphasized the importance of maintaining a high standard of service, including daily cleaning, biohazard responses, and HVAC system maintenance. The department has been working on improving efficiencies and communication with library staff to ensure timely and effective maintenance and custodial services.

Mr. Butler spoke about the partnership with the library and the introduction of electric vehicles to the fleet. He highlighted the benefits of these vehicles and plans for infrastructure and training. Mr. Butler emphasized the importance of understanding the library's needs and being dynamic in their approach. He also mentioned the consistent fuel costs and the potential for the new electric vehicles to provide a test market for future decisions.

Overall, all underscored the importance of collaboration, efficiency, and sustainability in their operations, and expressed excitement about the future developments and improvements in their respective areas.

Ms. Hrabe thanked the presenters for the excellent presentation and expressed appreciation for the priority on environmental concerns.

Board Vice Chair Sims asked how many staff are working for the library, guessing about 23. Mr. Dedeke shared that there are 23 and there is also specialist that take care of mechanical and some technical needs, to save the library money on service calls. County Librarian Suellentrop shared that she works with Mr. Barron to determine if future staffing is sufficient based on orders and workload.

Board Vice Chair Sims asked about energy usage and what the estimated savings has been. He highlighted the Building Automated Systems (BAS) is a big feature and questioned if that allows for savings. Mr. Barron said he could get that figure and share that the BAS does allow for a technician to sit in one place to adjust and diagnose issues before having to traveling to various locations.

### **COMPREHENSIVE LIBRARY MASTER PLAN**

Scott Sime, Project and Event Manager, Megan Levitt, Project Coordinator, and Elissa Andre, Marketing & Communications Manager presented on the Comprehensive Library Master Plan, these reports are included in the July Board Report.

### **Spring Hill and De Soto**

Megan Levitt, Project Coordinator, provided an update on the Spring Hill and De Soto building renovations, as included in the June Board Report.

Ms. Levitt highlighted the excitement from facilities partners and herself as they neared construction. She mentioned that Titan, BC Design Group, and facilities were working on the guaranteed maximum price (GMP) as construction documents were finalized. Site design plans were submitted to the Spring Hill planning commission in May, with anticipated approval at the Spring Hill city council meeting on July 24, 2025.

Ms. Levitt provided closure dates for Spring Hill and De Soto, emphasizing the need to communicate these dates to patrons, contingent upon Board approval in August. BC Design and Tricia Suellentrop were scheduled to present the design to the De Soto city council on July 17 and the Spring Hill city council on July 24. Megan thanked both cities for their cooperation and aimed to keep them informed and excited about the renovations.

Ms. Levitt provided an update that staff began background tasks related to the move-out process, such as submitting tickets to vendors, reassigning staff, and preparing for the GMP amendment. Megan updated the move-out timeline to reflect a minimal two-week period, noting that past projects had refined their processes, resulting in increased efficiency.

### **Website Update**

Sav Russell, Web Developer II, and Jo Field, Web Content Developer, reported on the Website Update included in the June Board Report.

Jo Fields and Sav Russell provided an update on the Johnson County Library web refresh project. Phase 1 was 95% complete, with the staff preview concluded and the public preview ongoing. Patrons were informed via email and provided with a feedback form. The public feedback period was set to close on July 21, but patrons could view the new site until its launch. During the staff preview, an experiment was conducted with two versions of the homepage, and staff preferred the version with fewer items.

The feedback from staff was overwhelmingly positive, highlighting ease of navigation, improved content visibility, and the new layout and design. The team received over 300 points of feedback, demonstrating staff's passion for providing excellent service. The new website was scheduled to launch the week of the August board meeting, with most users seeing the switch on August 11. Prelaunch preparations were nearly complete, with final touches and stakeholder signoffs pending.

### **Overall Timeline**

Scott Sime, Project and Event Manager, reported on Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2025 timeline; these timelines are included in the July Board Report.

Mr. Sime provided an update on Capital Improvement and Replacement projects. The timeline for the Capital Improvement Projects remained unchanged, and an internal project team Kicked Off for the Comprehensive Library Master Plan refresh.

Mr. Sime provided an update on Capital Replacement Programs, with sliding entry and exit doors at Cedar Roe and Central were replaced without needing closures. Roof replacements at Oak Park, Gardner, and Shawnee were in various stages of completion, with work expected to occur in 2026 and closures anticipated. Leawood's courtyard and site improvements aimed to enhance ADA access and usability, with a design preview expected next month and Planning Commission approval will be required. BAS upgrades approved by the Library Board were set to begin at Monticello in September, followed by Lenexa, Blue Valley, and Edgerton, with completion expected this winter. Landscaping improvements at Shawnee were completed and Cedar Roe will follow.

### **UPDATES – Tricia Suellentrop, County Librarian**

Ms. Tricia Suellentrop, County Librarian, reported to the Board.

### **Board Retreat – October 30th 8:00 a.m. to 12:00 p.m.**

Tricia Suellentrop, County Librarian, reported on the Board Retreat.

Ms. Suellentrop gave a reminder about the Library Board retreat scheduled for October 30th, from 8:00 AM to noon, at Leawood. Further details would be provided as the date approached. Attendees were encouraged to share any questions or agenda items with Mr. Sims, Mr. Mendoza, or Ms. Suellentrop to compile and prioritize topics for discussion. It was noted that some work at Corinth might be included in the agenda

### **Olathe Public Library, Service Level Agreement Update**

Jennifer Mahnken, Associate Director of Systemwide Services, presented on the Olathe Public Library Service Level Agreement.

In January 2023, a complete overhaul of the agreement with Olathe library was approved, resulting in an updated interlocal agreement and the creation of a service level agreement (SLA) to detail collaboration. The SLA focused on community experience, shared IT infrastructure, materials handling, and collective marketing. Efforts were made to align policies and procedures, ensure privacy and security, and share programs and events. The shared catalog, Sirsi, and other technology were coordinated to maintain seamless operations. Regular meetings and a joint governance committee facilitated communication and coordination. The joint no-fine campaign was an example of successful collaboration

Board Vice Chair Sims emphasized the great coordination and cost savings of this partnership.

### **ALA Conference Involvement**

Kinsley Riggs, Deputy County Librarian, presented on the ALA Conference Involvement.

Ms. Riggs provided an update on the recent American Library Association (ALA) conference in Philadelphia, attended by 13 staff members along with Charles McAllister, Shanta Dickerson, and Juan Lopez Lopez-Tamez. Highlights included sessions with Brené Brown and Dr. Hayden, the 14th Librarian of Congress, who shared insights on the future of libraries. Major themes of the conference were staff burnout, reconnecting with patrons, and the impact of artificial intelligence (AI). Three Johnson County Library managers presented a class at the conference, receiving positive feedback and interest from other libraries. Merriam Plaza Library won an award in a competition co-sponsored by the ALA and the American Institute of Architects. The team faced travel delays and supported each other through a group text thread, demonstrating their commitment to customer service and teamwork. The conference was a time for renewal, reconnecting with the library's mission, and making connections across the country.

Board Chair Mendoza asked if staff were developing ways to integrate AI with the new website and gauge how patrons are using the website. County Librarian Suellentrop shared that IT is seeing what opportunities are available. Ms. Riggs shared that she saw lots of what other vendors are piloting with AI on the exhibit floor.

Chrysalyn Huff left the meeting via Zoom.

### **CONSENT AGENDA**

#### **I. Consent Agenda**

##### **A. Action Items:**

1. Minutes of the June 12, 2025 Regular Library Board meeting
2. Consideration to reaffirm Administrative Regulation Manual (ARM) policies:
  - a) ARM 10-20-31 Freedom to View
  - b) ARM 10-50-35 Mission Statement
  - c) ARM 10-50-50 Legal Counsel
  - d) ARM 20-15-10 Access Policy Statement
  - e) ARM 20-15-50 Service of Homebound Patrons
  - f) ARM 20-20-50 Collection Use Parameters
  - g) ARM 20-80-23 Handouts and Bulletin Boards
  - h) ARM 20-80-30 Serving of Alcoholic Beverages
  - i) ARM 50-20-30 Travel
  - j) ARM 50-20-70 Disposal and Transfer of Library Real Property

##### **B. Information Items**

##### **1. Financial and Personnel**

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2025 were handled in accordance with library and County policy.
- b) The May 2025 Revenue and Expenditure reports produced from the County's financial system reflect the Library's

revenues and expenditures

C. Gift Fund Report

1. Treasurer's Report

**Motion:** Mr. McAllister moved that the Library Board of Directors approve the consent agenda.

**Second:** Ms. Dietz seconded this motion.

**Motion was approved unanimously.**

**II. Old Business**

None.

**III. New Business**

- a. Information Item: Consideration of Guaranteed Maximum Price Amendment for Spring Hill and De Soto

Megan Levitt, Project Coordinator, presented the Guaranteed Maximum Price Amendment for Spring Hill and De Soto briefing sheet, as included in the July Library Board Report.

Board Chair Mendoza asked what the conditions would be to require a special board meeting. Ms. Levitt shared that July 24<sup>th</sup> will be the approval at Spring Hill City Council and if there were any change requests from Spring Hill then there would be changes needed and would likely not make the August 14<sup>th</sup> date for the Board.

**No Motion**

- b. Information Item: Consideration of Closure dates for Spring Hill and De Soto

Megan Levitt, Project Coordinator, presented the Closure dates for Spring Hill and De Soto briefing sheet, as included in the July Library Board Report.

**No Motion**

- c. Information Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies.

Amy Barclay, Regional Manager for the Southeast Region, presented the revisions to ARMs, as included in the July Library Board Report.

ARM 10-20-30 Freedom to Read

ARM 10-50-85 Agreements with Public Agencies, Not-For-Profit Organizations, and For-Profit Businesses

ARM 10-55-14 Library Fund

**No Motion**

- d. Information Item: Consideration of Closure at Monticello for Parking Lot Resealing

Scott Sime, Project and Event Manager, presented the Closure at Monticello for Parking Lot Resealing briefing sheet, as included in the July Library Board Report.

**No Motion**

- e. Information Item: Formation of Budget Review Committee

Dave Vratny, Finance Director, presented the Budget Review Committee briefing sheet, as included in the July Library Board Report.

Board Chair Mendoza reiterated to please let him know if interested.

**No Motion**

**ADJOURNMENT**

**Motion: Ms. Hrabe** moved to adjourn the meeting.

**Second: Mr. McAllister seconded** this motion.

**Motion approved unanimously.**

Meeting adjourned at 5:40 p.m.

SECRETARY \_\_\_\_\_  
David Sims

CHAIR \_\_\_\_\_  
Jeffrey Mendoza

SIGNED \_\_\_\_\_  
Tricia Suellentrop, County Librarian

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop

**Date:** August 14, 2025

**Re:** *Consent Agenda:* Updated ARMs

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**Issue:** Consideration of revisions to Administrative Regulation Manual policies: 10-20-30, 10-50-85, 10-55-14 and 20-80-26.

**Suggested Motion:** *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-20-30, 10-50-85, 10-55-14 and 20-80-26.

**Background:** Each year library staff review one third of our policies or Administrative Regulations Manual (ARMs). The following ARMs have been reviewed and are being shared with you for information today. Highlighted below are the changes staff is recommending.

**Analysis:** Members of a working management team in consultation with various stakeholders, reviewed several policies this year. Some policies have no changes and are included in the Consent Agenda for your approval. The following ARMs do have some changes or are new.

**10-20-30** Freedom to Read: Corrected clerical errors and removed 'Other Endorsements' section.

**10-50-85** Program Agreements with Public Agencies, Not-For-Profit Organizations, and For-Profit Businesses: Corrected clerical errors and added 'promotion' to the section of 'Agreement Required.'

**10-55-14** Library Fund: Corrected clerical and formatting errors and removed outdated provisions.

**20-80-26** Meeting Rooms: Updated section C "Procedures" to align with current practice.

**Funding Overview:** No costs were affected.

**Alternatives:** Suggest any other changes you wish to see to these policies or not approve our recommendations.

**Recommendation:** For information only this month. Please make any suggestions you wish.

**Budget Review:** None needed.

**Legal Review:** These policies have been reviewed and certified by legal counsel.

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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**SUMMARY**

The Library Board's adoption of this document, a joint statement by the American Library Association and the Association of American Publishers, illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Reviewed  
Reaffirmed

October 11, 2018  
November 8, 2018  
October 13, 2022  
[August 14, 2025](#)

**THE FREEDOM TO READ**

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy; that the ordinary individual by exercising critical judgement, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.



**ADMINISTRATIVE REGULATIONS**

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**SUBJECT: FREEDOM TO READ**

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

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

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

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

**ADMINISTRATIVE REGULATIONS**

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**SUBJECT: FREEDOM TO READ**

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

**Librarian  
Responsibility**

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

**Constitutional  
Guarantee**

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

**Affirmation of  
Propositions**

We therefore affirm these propositions:

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

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

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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but why we believe it.

Non-  
Endorsement

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

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

Content  
Independent of  
Authorship

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

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

Freedom of  
Choice

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

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SUBJECT: FREEDOM TO READ

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

Subjective  
Labeling

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

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

Responsibility  
to Contest  
Encroachments

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

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

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Library Documents**

**SUBJECT: FREEDOM TO READ**

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collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility  
to Provide  
Diversity

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

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

Conclusion

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

ADMINISTRATIVE REGULATIONS

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enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

History

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

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

Authorship

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

~~Subsequent  
Endorsements~~

~~American Booksellers for Free Expression, The Association of American University Presses, Inc., Freedom to Read Foundation, The Children's Book Council, National Association of College Stores, National Coalition Against Censorship, National Council of Teachers of English, The Thomas Jefferson Center for the Protection of Free Expression~~

~~October 13, 2022~~August 14, 2025

**ARM 10-20-30 END**

ADMINISTRATIVE REGULATIONS

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SUMMARY

The Library Board's adoption of this document, a joint statement by the American Library Association and the Association of American Publishers, illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Reviewed  
Reaffirmed

October 11, 2018  
November 8, 2018  
October 13, 2022  
August 14, 2025

THE FREEDOM TO READ

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy; that the ordinary individual by exercising critical judgement, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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



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

Librarian  
Responsibility

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

Constitutional  
Guarantee

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

Affirmation of  
Propositions

We therefore affirm these propositions:

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

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

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but why we believe it.

Non-  
Endorsement

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

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

Content  
Independent of  
Authorship

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

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

Freedom of  
Choice

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

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

Subjective  
Labeling

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Authorship

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

August 14, 2025

ARM 10-20-30 END



## 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 Johnson County Library~~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  
October 13, 2022  
August 14, 2025

### 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 promotion, advertising ~~and~~ or display of Library, corporate and/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 13, 2022~~ August 14,  
2025

ARM 10-50-85 End

**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**

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**Reviewed:**

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**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-50-85**

**SECTION: Library Board of Directors**

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**PROCEDURES**

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**August 14, 2025**

**ARM 10-50-85    End**

DRAFT

## ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

### SUMMARY

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

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

### Effective Date

Reviewed:

July 12, 2012 (reaffirmed)  
August 2, 2016  
November 8, 2018  
October 22, 2020  
October 13, 2022  
~~July~~August 104, 2025

### PREFACE

The following resolution was adopted by the Board of Directors of the Johnson County Library at its regular meeting of April 15, 1992 ~~and is reaffirmed.~~

### HISTORY

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

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

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

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

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-55-14

SECTION: Resolutions by Library Board of Directors

SUBJECT: LIBRARY FUND

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

The budget which is approved and filed with the county clerk for each year shall constitute and shall hereafter be declared to be an appropriation for each fund, and the appropriation thus made shall not be used for any other purpose.

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

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

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

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

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

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

~~IT IS ACCORDINGLY RESOLVED:~~

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

~~October 13, 2022~~August 14, 2025

ARM 10-55-14 End

**ADMINISTRATIVE REGULATIONS****TAB: Governance****DOCUMENT NUMBER: ARM 10-55-14****SECTION: Resolutions by Library Board of Directors****SUBJECT: LIBRARY FUND****SUMMARY**

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**Effective Date**

Reviewed:

July 12, 2012 (reaffirmed)  
August 2, 2016  
November 8, 2018  
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**ADMINISTRATIVE REGULATIONS**

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

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

**SUBJECT: LIBRARY FUND**

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**August 14, 2025**

**ARM 10-55-14      End**

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-80-26**

**SECTION: Facility Usage**

**SUBJECT: MEETING ROOMS**

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**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  
October 13, 2022  
JulyAugust 10,4 2025

**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 not for 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. Solicitation is prohibited as defined in the procedure.

**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

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-26

SECTION: Facility Usage

SUBJECT: MEETING ROOMS

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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, ~~through the Library's web site 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.



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

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~~October 13,~~  
~~2022~~August 14,  
2025

**ARM 20-80-26 End**



ADMINISTRATIVE REGULATIONS

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August 14 2025

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 not for 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. Solicitation is prohibited as defined in the procedure.

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.

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-80-26**

**SECTION: Facility Usage**

**SUBJECT: MEETING ROOMS**

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**PROCEDURES**

c. The County Librarian will establish procedures for reservations, through the Library's web site, 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.

**August 14, 2025**

**ARM 20-80-26 End**

# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** August 14, 2025  
**Re:** *Consent Agenda:* Consideration of ARM 10-55-11 Open Records

---

**Issue:** Consider approving ARM 10-55-11 Open Records with updates and compliance language aligned to the recent amendment to K.S.A. 45-219.

**Suggested Motion:** *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policy 10-55-11.

**Background:** In July 2025 a new amendment was adopted to K.S.A 45-219 which references Kansas Open Records Act (KORA) and Kansas Open Meeting Act (KOMA). This ARM specifically aligns to the statute for Kansas Open Records Act and deletes unnecessary language from previous versions.

**Analysis:** The Johnson County Library has been following the Kansas Open Records Act by policy and procedure and this updated ARM will continue alignment of the Johnson County Library policy with the Kansas state statute.

**Funding Overview:** N/A

**Purchasing Review:** No approval needed.

**Budget Review:** No approval needed; any costs associated with a request will be paid to the Library general fund.

**Alternatives:** Not approve the updates to ARM 10-55-11 Open Records

**Legal Review:** Library Legal counsel has reviewed and approved ARM 10-55-11 Open Records

**Recommendation:** The staff recommendation is to approve ARM 10-55-11, Open Records, in order to stay in compliance with the recent amendment to the Kansas state statute KSA 45-219.

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-11**

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

**SUBJECT: OPEN RECORDS**

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**SUMMARY**

This ~~resolution-regulation and accompanying policies and procedures defines describes~~ the Board's compliance with open records practices required by the Kansas Open Records Act (KORA) statute, K.S.A. 45-2156, et seq., as amended (KORA).

**Effective Date:**

October 19, 2005

**Reviewed:**

October 4, 2017

February 11, 2021

August 14, 2025

**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 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~~

~~PUBLIC POLICY~~

~~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.~~

~~Subject to theExcept as otherwise provided for exceptions to disclosure set forth in Section 8 and as otherwise provided established in KSA 45-216, the Kansas Open Records Act (KORA)KORA, all public records of the Library shall be open for inspection by any person. It is the duty of LibraryThe Library acknowledges and agrees it is the public policy of the state of Kansas to liberally construe KORA to promote open disclosure of public records.officials to construe and to apply the Kansas Open Records Act liberally to promote this 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

### ~~PUBLIC RECORD~~

#### ~~Section 2. Definitions~~

A. "Public Record": A "public record" means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of the Library, or on the Library's behalf by Johnson County Government and Johnson County Department of Technology and Innovation (DTI), 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

B. "Custodian": ~~An~~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 Pursuant to K.S.A. 45-219, as amended, the Library reserves the right to require that requesters may be responsible for payment pay in advance actual of costs incurred by the Library infor providing access to or furnishing copies of publiethe requested public records, including the cost to review and redact public records. based on the following fee schedule of expenses: Black & white copies \$.25 per page, Color copies \$.50 per page, Plan/Plat Sheets \$8.00 per page, CD or DVD \$2.00 each. 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.~~

Requesters may also be responsible for payment of staff time required to search, retrieve, prepare, redact, or reproduce public records. Staff time will be charged at the rate of compensation for each person(s) whose time is used in assisting and/or reasonably necessary to fill the request responding to a specific request, provided the Library will charge the lowest-cost category of staff reasonably necessary for such work. This may include time spent accessing records maintained on computers, reviewing records to determine whether exceptions to disclosure apply, and/or redacting closed information from records.

The estimated total amount of required fees shall be presented to the requester for approval in advance of fulfilling the KORA request, provided requesters may be provided an itemized statement of costs upon written request of the requester. Under circumstances described in KORA, the Library will make reasonable efforts to engage in interactive communication with the requester about mitigating costs to fill the request. 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~~Library's general fund.

## PROCEDURE FOR ACCESS

~~Section 6. Procedure for access. A Requestor~~may be ~~are~~ required to furnish a written request in a form approved by the County Librarian setting forth the following:

### WRITTEN REQUEST

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

### FORM/IDENTIFICATION/ COUNTY ADMINISTRATOR

The written request may be submitted on ~~the a~~ form approved by the County Librarian~~herewith attached. Forms are available at each Library branch, and on the Library website, and upon request.~~ Sufficient identification may be required to verify the identity of the requester. The written request shall be submitted to the custodian who, in consultation with Library legal counsel, ~~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~~ redact portions~~redact portions~~ of the public record.

### DEADLINE/DELAY/ DENIAL

The custodian shall respond to~~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

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

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 (KSA 45-230?) shall be reported to the Johnson County District Attorney for appropriate action.~~

#### ~~EXCEPTIONS TO PUBLIC RECORDS ACCESS 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 shall have no obligation to disclose records which that qualify for disclosure fall under the exceptions, including those set forth set forth in section 229 in K.S.A. 45-221, 16, as amended, or any other applicable law. the Kansas Open Records Act, including, but not limited to the following: LIST TOPICS?~~

#### ~~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~~

~~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~~

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

#### ~~MATERIALS DONATD WITH LIMITATIONS~~

~~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~~

~~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

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

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

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

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

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

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

12. Notes, preliminary drafts, research data in the process of analysis, un-funded grant proposals, memoranda, recommendations, or other records in

	<p>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.</p>
PATRON AND CIRCULATION RECORDS	13. Library patron and circulation records which pertain to identifiable individuals.
ATTORNEY'S PRODUCT	14. Records which represent and constitute the work product of an attorney.
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.	16. Sealed bids and related documents, until a bid is accepted or all bids rejected.
DOCUMENTS OF PERSONAL NATURE	17. Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
BIDDER'S LIST OF CONTRACTORS	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.
PUBLIC IMPROVEMENTS	19. Engineering and architectural estimates made by or for the Library relative to public improvements.
FINANCIAL INFORMATION	20. Financial information submitted by contractors in qualification statements to the Library.
SECURITY MEASURES	21. Records pertaining to security measures taken by the library.
DEFINITION	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.

~~DELETION-~~  
REDACTION  
OF MATERIAL  
NOT SUBJECT  
TO  
DISCLOSURE

C. If a public record contains material which is not subject to disclosure pursuant to this act, the Library shall separate or ~~delete-redact~~ 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.

August 14, 2025

**ARM 10-55-11 End**

## ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-55-11

SECTION: Resolutions by Library Board of Directors

SUBJECT: OPEN RECORDS

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### SUMMARY

This regulation describes the Board's compliance with open records practices required by the Kansas Open Records Act, K.S.A. 45-215, et seq., as amended (KORA).

### Effective Date:

October 19, 2005

### Reviewed:

October 4, 2017

February 11, 2021

August 14, 2025

### PUBLIC POLICY

Except as otherwise provided for exceptions to disclosure established in KORA, all public records of the Library shall be open for inspection by any person. The Library acknowledges and agrees it is the public policy of the state of Kansas to liberally construe KORA to promote open disclosure of public records..

### DEFINITIONS

A. Public Record: A public record means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of the Library or on the Library's behalf by Johnson County Government and Johnson County Department of Technology and Innovation (DTI), 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.



**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-11**

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

**SUBJECT: OPEN RECORDS**

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B. Custodian: An Administrative Officer of 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 Johnson County Library, 9875 W. 87th Street, Overland Park, Kansas, shall be the custodian's official address.

**RESTRICTIONS ON  
ACCESS**

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**

Pursuant to K.S.A. 45-219, as amended, the Library reserves the right to require that requesters pay in advance actual costs for furnishing the requested public records, including the cost to review and redact public records.

Requesters may also be responsible for payment of staff time required to search, retrieve, prepare, redact, or reproduce public records. Staff time will be charged at the rate of compensation for each person(s) whose time is reasonably necessary to fill the request, provided the Library will charge the lowest-cost category of staff reasonably necessary for such work. This may include time spent accessing records maintained on computers, reviewing records to determine whether exceptions to disclosure apply, or redacting closed information from records.

**ADMINISTRATIVE REGULATIONS**

TAB: Governance

DOCUMENT NUMBER: 10-55-11

SECTION: Resolutions by Library Board of Directors

SUBJECT: OPEN RECORDS

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**PROCEDURE FOR  
ACCESS**

The estimated total amount of required fees shall be presented to the requester for approval in advance of fulfilling the KORA request, provided requesters may be provided an itemized statement of costs upon written request of the requester. Under circumstances described in KORA, the Library will make reasonable efforts to engage in interactive communication with the requester about mitigating costs to fill the request. Payment in advance may be required. Any such fees collected by the custodian shall be remitted to the Library's general fund.

Requestors are required to furnish a written request in a form approved by the County Librarian setting forth the following:

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

The written request may be submitted on a form approved by the County Librarian. Forms are available at each Library branch, on the Library website, and upon request. Sufficient identification may be required to verify the identity of the requester. The written request shall be submitted to the custodian who, in consultation with Library legal counsel, shall determine whether to allow or deny access, or whether to redact portions of the public record.

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-11**

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

**SUBJECT: OPEN RECORDS**

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**DEADLINE/DELAY/  
DENIAL**

The custodian shall respond to 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**

Reasonable accommodation will be made for the individuals with disabilities, as defined in the Americans with Disabilities Act (ADA), in accessing Library public records. Persons needing interpretative services and other accommodations should make their request for these services at the time the application to access the records is made.

**EXCEPTIONS TO  
PUBLIC  
RECORDS  
ACCESS**

Except to the extent disclosure is otherwise required by law, the Library shall have no obligation to disclose records that qualify for disclosure exceptions, including those set forth in K.S.A. 45-221, as amended, or any other applicable law.

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: 10-55-11**

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

**SUBJECT: OPEN RECORDS**

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REDACTION  
OF MATERIAL  
NOT SUBJECT  
TO  
DISCLOSURE

C. If a public record contains material which is not subject to disclosure pursuant to this act, the Library shall separate or redact 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.

August 14, 2025

**ARM 10-55-11 End**

# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** August 14, 2025

**Re:** *Consent Agenda:* Monticello: Temporary Parking Lot Closure for Concrete Resealing

---

**Issue:** Consider authorizing a temporary closure at the Monticello Library for a period of up to two days over Labor Day weekend (8/29-9/2) to complete planned parking lot resealing.

**Suggested Motion:** *This item is on consent; an individual motion will only be needed if pulled from consent.*

I move that the Library Board authorize the temporary closure of the Monticello Library for a period of up to two days near Labor Day weekend (8/29-9/2) to complete planned parking lot resealing.

**Background:** The purpose of the CRP is to investigate and evaluate the condition of major building components and systems in Library facilities, establish a repair/replacement schedule for those components, and implement the projects. This systematic approach allows the ongoing care and maintenance of existing assets to be prioritized in a holistic manner. The CRP ensures that the useful life of Library buildings is maximized.

Preventative maintenance to reseal the parking lot at Monticello Library is needed. Our Facilities partners are working with a contractor to schedule the work to occur over Labor Day weekend. This work is contingent on weather.

**Analysis:** The parking lot resealing will require staging of equipment, materials, and a work crew. Because of the type of work, the parking lot needs to be empty. Our Facilities partners are working with a contractor to perform the work over the Labor Day weekend to take advantage of an already scheduled closure. Staff recommends the temporary closure of the building and parking lot for the contractor to perform this work.

**Budget Review:** This work is funded from 2024 CRP funds.

**Alternatives:** 1) Not approve the temporary closure.

**Recommendation:** To authorize a temporary closure at the Monticello Library for a period of up to two days near Labor Day weekend to complete planned parking lot resurfacing work.

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: JUN-2025

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$117,657.78</b>
		Add Receipts	\$796.29		
		Less Payments		\$8,795.56	
	<b>Ending Cash balance</b>				<b>\$109,658.51</b>
		Less Liabilities		\$42.68	
	<b>Unobligated cash balance</b>				<b>\$109,615.83</b>

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

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



# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** August 14, 2025  
**Re:** *Information Only:* Formation of Budget Review Committee

---

**Issue:** The Library Board shall annually establish a Library Budget Review Committee ("Committee"). The Library Board Chair shall, subject to the approval of the Library Board, propose three Library Board members to compose the Committee membership. The Committee shall meet at designated times to review budget issues in accordance with this regulation.

**Suggested Motion:** This is informational for August with action for forming the Budget Review Committee at the September Library Board Meeting.

**Background:** The Committee set forth in ARM 10-70-10 has authority only to review the budget. Committee members may comment at Library Board meetings on the budget and new spending proposals learned from participation in the Committee.

The Committee shall review only new spending. The Committee shall review five categories of new spending proposals as follows:

- New positions;
- New programs;
- Significant increases in spending;
- Any deletions or cuts in the Library budget; and
- Capital Improvement Plan proposals.

The Committee shall meet on four occasions over four months: October, November, and December, and again for the fourth meeting upon receiving the "balanced budget" summary from the Johnson County Manager's Office. The Committee shall adjust the timing of its meetings, as necessary, should the Johnson County Board of County Commissioners ("BOCC") and the Johnson County Manager's Office make procedural changes to the budget process.

**Analysis:** The Library Board Chair shall, subject to the approval of the Library Board, propose three Library Board members to compose the Committee membership.

**Funding Overview:** N/A

**Alternatives:** The Library Board could approve a Budget Committee made up of different Library Board Members.

**Recommendation:** To form the Budget Review Committee which should consist of no more than three (3) Board Members.

**Purchasing Review:** N/A

**Budget Review:** The Library Budget Committee will be reviewing the FY 2027 Library Budget proposal.

**Legal Review:** Formation of this committee which should consist of no more than three (3) Board Members has been approved by legal counsel.

**To:** Johnson County Library Board of Directors

**From:** Jeffrey Mendoza, Chair

**Date:** August 14, 2025

**Re: Action Item: Amend the County Librarian Appraisal Review Committee**

---

**Issue:** The Library Board shall annually establish a County Librarian Appraisal Review Committee ("Personnel Committee"). The Library Board Chair shall appoint all committee members, subject to the approval of the Library Board.

Appointment of Personnel Committee by Board Chair Mendoza:

1. Personnel Committee Chair – Board Vice Chair David Sims
2. Chrysalyn Huff
3. Charles McAllister
- 4.

**Suggested Motion:** I move to amend the Personnel Committee to be the following Board Members; David Sims, Chrysalyn Huff, Charles McAllister, and \_\_\_\_\_.

**Background:** The Personnel Committee set forth in ARM 10-50-10 has authority only to review the annual performance of the County Librarian, who is hired by the Library Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with the Personnel Committee, if any, appointed by the chair.

Members of the Personnel Committee meet to determine desired process, and survey questions and meets to discuss results of survey prior to presenting a recommendation to the Library Board in Executive Session no later than the November Board Meeting.

The Personnel Committee works with the Library Human Resource partner to determine the personnel review questions as well as the stakeholder group who receive the review survey.

Kansas Legislature passed House Bill 2134, which went into effect on July 1, 2025. This bill made amendments to the state statutes addressing Kansas Open Meetings Act (KOMA) - KSA 75-4318 et seq. The bill explicitly makes any board created subcommittees subject to KOMA requirements, including need for notification and being an open meeting. The Personnel Committee handles personnel matters of non-elected personnel and pursuant to K.S.A. 75-4319((b)(1) be allowed to be recess into executive session when those matters are discussed. Any meeting with a quorum of Directors can recess into a lawful executive session.

**Analysis:** The Library Board Chair shall, subject to the approval of the Library Board, appoint three Library Board members in addition to the Vice Chair to compose the Personnel Committee.

**Recommendation:** Approve an appointment of a fourth Board Member.

**Legal Review:** No legal review needed.

# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** August 14, 2025

**Re: De Soto and Spring Hill Libraries: Construction Contract Amendment for Guaranteed Maximum Price (GMP)**

**Issue:** Consider authorizing the amendment to the Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the De Soto and Spring Hill Library projects in a total contract amount not to exceed \$XX, for a new total contract amount not to exceed \$XX, per Request for Proposal (RFP) No. 2025-008.

**Suggested Motion:** I move to authorize the amendment to the Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the De Soto and Spring Hill Library projects in a total contract amount not to exceed \$XX, for a new total contract amount not to exceed \$XX, per Request for Proposal (RFP) No. 2025-008.

**Background:** De Soto and Spring Hill renovation projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023. These projects are funded by Library reserves. These projects will design, equip, renovate, construct and furnish, on their current sites, these two locations.

A total of \$6,249,696 has been transferred into the project from Library reserves. The contract with Titan Built was executed on March 22, 2025 for preconstruction services in the amount of \$75,000.

**Analysis:** On January 14, 2025 the Financial Management and Administration, Purchasing Division opened RFP 2025-008 for a contract to provide Construction Manager as Constructor Services for the De Soto and Spring Hill Library renovations. The RFP was advertised on January 15, 2025 in the County's newspaper of record and posted electronically on the Johnson County website and electronic bidding site powered by Ionwave.

A total of seventeen (17) responsive proposals were received and five (5) finalists were interviewed by the evaluation committee consisting of staff from Facilities Management and Library departments. Titan Built, LLC, was the top-ranked firm based on 5 criteria: (1) Project Approach & Management Plan, (2) Key Team Members, (3) Firm Experience, (4) Staff Utilization and (5) Cost proposal. Titan demonstrated a clear and complete understanding of the scope of services, has related experience, and has successfully provided similar services to the County and other similar agencies.

Firm	Interviewed	Recommended
Fogel-Anderson Construction Co.	X	
JE Dunn Construction Company	X	
Straub Construction Company	X	
<b>Titan Built</b>	<b>X</b>	<b>X</b>
Turner	X	
BHS Construction		
Brown & Root Industrial Services		
Centric		
Haren Companies		
Harmon Construction		

# Briefing Sheet

Icon Structures		
KBS Constructors		
Kelly Construction Group		
Loyd Builders		
Monarch Build		
United Excel (StructSure Projects)		
Universal Construction Company		

Titan Built, LLC has been working with the project team to provide preconstruction services related to estimating, schedule expertise, and constructability, and has received multiple sub-contractor bids from trades involved in the project. The guaranteed maximum price amount is within expectations.

**Funding Overview:** These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

**Purchasing Review:** No approval needed.

**Budget Review:** No approval needed, costs are included in the project and operational budgets.

**Alternatives:** 1) Not authorize the contract amendment.

**Legal Review:** Library Legal counsel has approved the contract amendment to the Guaranteed Maximum Price.

**Recommendation:** To authorize the amendment to the Construction Manager as Constructor (CMc) Guaranteed Maximum Price (GMP) contract with Titan Built, LLC, for the De Soto and Spring Hill Library projects in a total contract amount not to exceed \$XX, for a new total contract amount not to exceed \$XX, per Request for Proposal (RFP) No. 2025-008.

# Briefing Sheet

**To:** Johnson County Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** August 14, 2025

**Re:** **De Soto and Spring Hill: Request for Closure for Renovation Work**

---

**Issue:** Consider, between the dates of August 14<sup>th</sup> and September 11<sup>th</sup>, 2025, authorizing the County Librarian to:

- close the Spring Hill Library for renovations and expansion, to occur after Spring Hill City Council's approval of the Development Plan and contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008.
- close the De Soto Library for renovations, the date being contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008, and the construction schedule at Spring Hill Library.

**Suggested Motions:** I move to, between the dates of August 14<sup>th</sup> and September 11<sup>th</sup>, 2025, authorize the County Librarian to:

- close the Spring Hill Library for renovations and expansion, to occur after Spring Hill City Council's approval of the Development Plan and contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008.
- close the De Soto Library for renovations, the date being contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008, and the construction schedule at Spring Hill Library.

**Background:** These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

The design process for De Soto and Spring Hill libraries began in October 2024 with bc DESIGN Group. Titan Built was selected as the construction manager in March 2025. The design process has concluded, and Titan Built is in the process of bidding the documents for construction, which will culminate in the development of a Guaranteed Maximum Price amendment to the Library Board's contract with Titan Built, LLC. You will see a companion briefing sheet about the guaranteed maximum price amendment in this meeting as well. Once each location has been closed library staff are prepared for a quick move out of collections and equipment and Titan Built will begin construction.

**Analysis:** Renovations include creating and improving gathering spaces, updating technology, and enhancing kids' areas, in addition to updating building finishes (new carpeting, paint, furniture) and more intuitive collection layouts. Building mechanical, electrical, and plumbing systems will also be renovated. The Spring Hill Library will receive an expansion outward to provide a brighter, more spacious setting for Library services.

Both sites require closures for construction, due to the scope of the renovations, site staging, and safety. Construction laydown is such that curbside will not be feasible at Spring Hill during the closure. Staff will be relocated to other locations in their respective regions during construction. We recognize that taking these buildings offline for several months will have an impact to the De Soto and Spring Hill communities; to mitigate this impact, an Outreach team is planning programs

and community connection points in these service areas during the closure, along with information on resource accessibility both at the library and through other community venues.

Our construction manager advises that the Spring Hill expansion should be weathertight before winter, or we could face project delays. An August closure allows enough time for this work to occur before the cold weather sets in. The De Soto closure does not include an expansion, so work will start a couple of weeks later than Spring Hill, which allows for similar renovation work to occur in concert between the buildings, leading to labor and scheduling efficiencies.

While we still anticipate the closure date of Spring Hill to be August 22, 2025, and De Soto to be September 8, 2025, as stated in the informational briefing sheet, there is a chance for these dates to be shifted, contingent on Spring Hill City Council approval of the Spring Hill Library's Development Plan. To facilitate timely communication to patrons once closure dates are definitive, we are amending the suggested action to the motion stated above, in order to allow for maximum responsiveness to any unexpected schedule adjustments between now and the next Library Board meeting in September.

Both buildings are anticipated to reopen in second quarter of 2026.

**Funding Overview:** These projects were approved by the Library Board and the Board of County Commissioners as part of the 2024 budget, in August 2023.

**Purchasing Review:** No approval needed.

**Budget Review:** No approval needed, costs are included in the project and operational budgets.

**Legal Review:** No legal review needed.

**Alternatives:** Not approve the closure authority, which could result in delay and increased costs for these approved projects.

**Recommendation:** To, between the dates of August 14<sup>th</sup> and September 11<sup>th</sup>, 2025, authorize the County Librarian to:

- close the Spring Hill Library for renovations and expansion, to occur after Spring Hill City Council's approval of the Development Plan and contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008.
- close the De Soto Library for renovations, the date being contingent on the Library Board's authorization of the Guaranteed Maximum Price (GMP) contract amendment with Titan Built, LLC, pursuant to RFP 2025-008, and the construction schedule at Spring Hill Library.



# Briefing Sheet

**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** August 14, 2025

**Re:** *Information Only:* Johnson County Library Board Resolution for 2026 Revenue Neutral Rate

---

**Issue:** Consider adoption of the Johnson County Library Board Resolution for 2026 Revenue Neutral Rate.

**Suggested Motion:** This is informational for August with adoption on this resolution being requested at the September Library Board Meeting.

**Background:** In 2022, the Kansas changed the process for consideration of the budgetary revenue neutral rate issue (see K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239). These changes include a requirement that the governing body vote by roll call vote with the vote of each board member reported to the county clerk with the budget materials. Therefore, the Library Board is requested to consider this item by roll call vote.

**Analysis:** The revenue neutral rate for Johnson County Library Taxing District for 2026 Budget is estimated at 3.580 mills. The 2026 requested budget approved by the Library Board and is part of the currently recommended Board of County Commissioner's (BOCC) 2026 Budget is for an estimated mill levy of 3.816 mills and projected to bring in \$51,837,553 in property tax revenue.

**Funding Overview:** The future resolution will be an acknowledgement that the 2026 budget will have revenues from property tax exceeding the amount of property tax revenues that are budgeted to be collected in 2025. The property tax is also in line with the 2026 budget that was approved previously by the Library Board and what has been presented and is awaiting approved by the BOCC as part of the final adopted 2026 budget which is scheduled for late August.

**Alternatives:** The Library Board could choose not to support the resolution, but in doing so it might put the Library at risk by not being in alignment with K.S.A. 2021 Supp. 79-2988, as amended by 2022 Senate Substitute for House Bill No. 2239.

**Recommendation:** Adopt the resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate, for consideration by roll call vote.

**Purchasing Review:** N/A

**Budget Review:** The resolution presented in September should be in alignment with the 2026 budget that the Library Board has previously approved and has been presented and is currently under consideration by the BOCC for the 2026 budget.

**Legal Review:** N/A

# Information Technology Policies at JCL

*Michelle Beesley, IT Manager*

*Ben Sunds, Associate Director of Customer Experience*

August 2025

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# Goals Today – Review for Consideration

- Limited revisions to ARM 10-10-10 Governance of the Johnson County Library
- Proposed ARM 50-10-10 adopting County IT Policy
- Proposed ARM 50-40-10 adopting County AI Policy



# Update to ARM 10-10-10 - Governance of the Johnson County Library

- Included with 2025 ARM review by Library staff
- Limited updates, redlined copy in packet
- Point out which County policies that JCL is following here as well
- Removing outdated references to taxation
- Refining reference to the Library Boards **Statutory** Powers



# **Proposed ARM 50-10-10 Information Technology Policies**

- Information Technology is integrated in all aspects of Library Service
  - Patron privacy and security
  - Data protection and retention
  - Contracts and purchasing
  - Patron services that include technology – online reference services, online collections, circulation, readers advisory, programs, library spaces, web catalog, web site, Makerspace, public computers, printing, and more



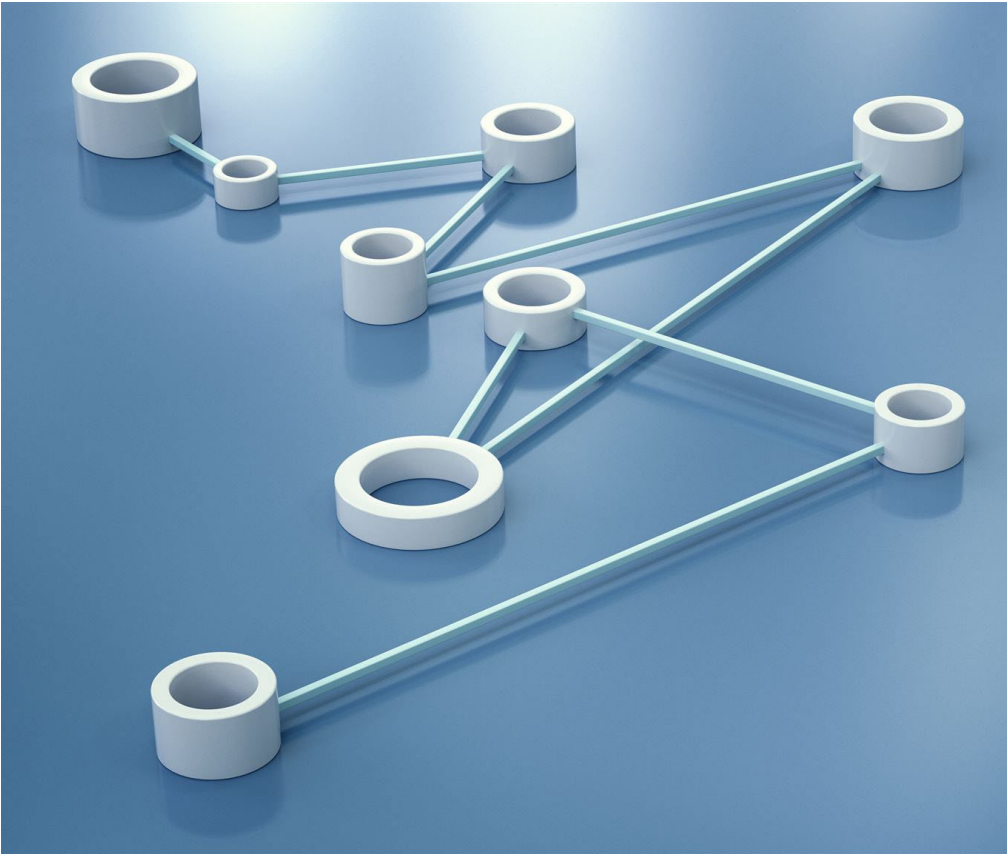
# Current ARMs That Impact Information Technology

50-20-50	Surplus Property
50-30-25	Contracts
50-30-30	Special Use Funds
60-10-20	Emergency Preparedness
10-70-10	Library Budget Review and Approval Process
10-20-30	Freedom to Read
10-10-10	Governance of the Johnson County Library
20-80-26	Meeting Rooms
20-80-27	Study Rooms
20-15-10	Access Policy Statement
20-20-20	Confidentiality of Records
20-60-11	Co-Sponsorship with Other Organizations
20-20-51	Disclaimer on Damaged Patron Equipment
20-10-90	Fee Schedule
20-10-10	Hours of Service
20-15-11	Internet Use Policy
20-10-20	Library Card and Privileges





# Library technology Is Integrated with County Technology



# County Information Technology (IT) Policies

- Library has followed County IT policies and procedures consistently
- Library participates in County-wide technology governance and operations groups
- Formally adopt County 140 Policy: Information Technology with appropriate modifications
- New ARM 50-10-10



# Highlights of IT Policy

- In accord with JCL ARM 50-10-10 and approval of the Board of Directors of the Johnson County Library (Board), JCL has standing approval for adopting County information technology policies as its own, currently and when created and/or revised, with modifications to address the policies as they relate to JCL and with any contextually effecting exceptions to be approved by the JCL Board.



# Highlights of IT Policy (cont.)

- Guiding principles:
  - intended to set high, uniform but flexible, standards for the management, protection and use of information technology
  - to establish a framework to develop, promote and continually improve those standards
- Goals
  - Develop, promote, and continuously improve information technology standards
  - Develop, implement, and maintain a coordinated information technology architecture
  - Establish best practices methodologies to monitor and protect
  - Support and expand awareness and use of flexible options for remote access



# Highlights of IT Policy (cont.)

- Standards
  - subject to uniform standards as developed and adopted under the IT Governance structure
  - highest degree of compatibility reasonably attainable across the organization
  - security of the Information Technology Systems of JCL and the information it processes is a highest priority standard
  - Expanding and improve to better serve the public



# **Proposed ARM 50-40-10 Artificial Intelligence Policies**

- Library has followed County AI policies and procedures consistently
- Library participates in County-wide AI Committee
- Follows best practices for risk and privacy in AI
- Formally adopt County 320: Artificial Intelligence Policy with appropriate modifications
- New ARM 50-40-10



# Highlights of AI Policy

- AI technologies must be used, deployed, managed, and governed in a secure, ethical, and transparent manner, aligning with the JCL's values and policies
- Principles
  - Transparency
  - Compliance
  - Workforce Support
  - Accountability
  - Data Protection





**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** August 14, 2025

**Re:** Consideration of Updates to ARM 10-10-10 GOVERNANCE OF THE JOHNSON COUNTY LIBRARY

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**Issue:** Updates to ARM 10-10-10

**Suggested Motion:** Informational Today, For Approval at September 2025 Library Board meeting

**Background:** ARM 10-10-10 GOVERNANCE OF THE JOHNSON COUNTY LIBRARY was last reviewed and approved by the Library Board in October 2022. As part of the regular review, several sections were found to be out of date.

**Analysis:** Legal review was completed and redlined document is provided.

–The sections regarding taxation have been struck as the statutory framework giving rise to this issue has been repealed. It is no longer relevant, except for historical context. The header of the last section was clarified to refer to “statutory powers.”

**Funding Overview:** none

**Alternatives:** Retain outdated text.

**Recommendation:** Adopt ARM 10-10-10 at the September Library Board meeting.

**Purchasing Review:** N/A

**Budget Review:** N/A

**Legal Review:** This policy has been reviewed and certified by legal counsel.

## ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-10-10

SECTION: Structure and Governance

SUBJECT: GOVERNANCE OF THE JOHNSON COUNTY LIBRARY

---

### SUMMARY

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

### Effective date:

September 21, 2005

### Reaffirmed:

October 22, 2020

October 13, 2022

September 12, 2025

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

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

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

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

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

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

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

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

POWERS AND DUTIES OF LIBRARY BOARD

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

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

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

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

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

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

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

~~THE LIBRARY FROM THE TAX LID  
LAW~~

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

MAINTENANCE OF THE LIBRARY  
FUND AS A SEPARATE FUND

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

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

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

September 12, 2025~~October 13, 2022~~

**ARM 10-10-10 End**

## **ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Structure and Governance**

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

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

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October 22, 2020

October 13, 2022

September 12, 2025

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## **ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

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

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

## **ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

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### **MAINTENANCE OF THE LIBRARY FUND AS A SEPARATE FUND**

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

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

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

September 12, 2025

**ARM 10-10-10 End**



**To:** Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** August 14, 2025  
**Re:** Consideration of New ARM 50-10-10 on Information Technology

---

**Issue:** Create new ARM formally adopting County IT policy for the Library

**Suggested Motion:** Informational Today, For Approval at September 2025 Library Board meeting

**Background:** The Library participates on County IT Governance and participated in the development of the County Policy 140, adopted by the Board of County Commissioners on October 4, 2018.

**Analysis:** Library currently follows County Policy 140 in practice. Adopting the proposed ARM solidifies the framework, ensuring consistent and efficient Library technology operations.

Legal counsel advises - it is optional from a statutory standpoint to follow County policy on IT; although, given the complexity of the subject and the need for being in line on the subject, having the same is advisable.

**Funding Overview:** none

**Alternatives:** Explore alternate language for policy to govern Library Information Technology.

**Recommendation:** Adopt ARM 50-10-10 at the September Library Board meeting.

**Purchasing Review:** N/A

**Budget Review:** N/A

**Legal Review:** This policy has been reviewed and certified by legal counsel.

## ADMINISTRATIVE REGULATIONS

TAB: Administration DOCUMENT NUMBER: 50-10-10

SECTION: Information Technology

SUBJECT: Information Technology Policies

---

### SUMMARY

This document describes the Library Board's policy regarding information technology for employees and public services.

### Effective Date:

September 11, 2025

Reviewed:

### POLICY

a. The Johnson County Library (JCL) adheres to the Information Technology policies (County IT Policy) adopted by the Board of County Commissioners of Johnson County, Kansas, and applicable to the Johnson County Government (County). The County Librarian is empowered to adopt service level agreements with County departments that support JCL's information technology operations.

b. Notwithstanding anything herein or in the County IT Policy to the contrary, the Library adopts the County IT Policy as its own with modifications tailored to address the policies as they relate to Library and subject to Library Board approval when such further exceptions deviate from County IT Policy in significant context or effect. It is also understood and acknowledged that while the Library's information technology policies follow County IT Policy, there are provisions in the County IT Policy that do not apply to Library.

c. The Library makes the following revisions to County IT Policy adopted hereby, including but not limited to:

Johnson County Government (County) is changed to Johnson County Library (Library),

Board of County Commissioners (BOCC) is changed to Board of Directors of the Johnson County Library (Board),

County Manager is changed to County Librarian, and

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration DOCUMENT NUMBER: 50-10-10**

**SECTION: Information Technology**

**SUBJECT: Information Technology Policies**

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Department of Technology and Information (DTI)  
(a County department) is changed to Library  
information technology personnel designated by  
the County Librarian.

**September 11,  
2025**

**ARM 50-10-10 End**

**DRAFT**

**To:** Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** August 14, 2025  
**Re:** Consideration of New ARM 50-40-10 on Artificial Intelligence

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**Issue:** Create new ARM formally adopting County AI policy for the Library

**Suggested Motion:** Informational Today, For Approval at September 2025 Library Board meeting

**Background:** Artificial Intelligence (AI) is increasingly pervasive in everyday life and in business. The Library is no exception and the Library is exploring and investigating AI solutions. To provide a positive framework around exploring and adopting AI, an AI Committee was formed with representation across the County departments and agencies. The Library has representation on this committee and participated in the development of County Policy 320 adopted by the Board of County Commissioners on May 1, 2025. Library participates in County-wide technology governance and follows IT policies in practice.

**Analysis:** The proposed ARM 50-40-10 creates a positive framework for the exploration, careful review, and adoption of AI solutions that support the growth and improvement of Library services.

Legal counsel advises - it is optional from a statutory standpoint to follow County policy on AI; although, given the complexity of the subject and the need for being in line on the subject, having the same is advisable.

**Funding Overview:** none

**Alternatives:** Explore alternate language for Library Policy to govern AI.

**Recommendation:** Adopt ARM 50-40-10 at the September Library Board meeting.

**Purchasing Review:** N/A

**Budget Review:** N/A

**Legal Review:** This policy has been reviewed and certified by legal counsel.

**ADMINISTRATIVE REGULATIONS**

**TAB:** Administration

**DOCUMENT NUMBER:** 50-40-10

**SECTION:** Artificial Intelligence

**SUBJECT:** Artificial Intelligence Policies

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**SUMMARY**

This document describes the Library Board's policy regarding artificial intelligence.

**Effective Date:**

September 11, 2025

Reviewed:

**POLICY**

- a. The Johnson County Library (JCL) adheres to the Artificial Intelligence policies (County AI Policy) adopted by the Board of County Commissioners of Johnson County, Kansas, and applicable to Johnson County Government (County).

- b. Notwithstanding anything herein or in the County AI Policy to the contrary, the Library adopts the County AI Policy as its own with modifications tailored to address the policies as they relate to Library and subject to Library Board approval when such further exceptions deviate from County AI Policy in significant context or effect. It is also understood and acknowledged that while the Library's artificial intelligence policies follow the County AI Policy, there are provisions in the County AI Policy that do not apply to Library.

- c. The Library makes the following revisions to County AI Policy adopted hereby, including but not limited to:

Johnson County Government (County) is changed to Johnson County Library (Library),

Board of County Commissioners (BOCC) is changed to Board of Directors of the Johnson County Library (Board),

County Manager is changed to County Librarian, and

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-40-10**

**SECTION: Artificial Intelligence**

**SUBJECT: Artificial Intelligence Policies**

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Any County department or County personnel is changed to Library personnel designated by the County Librarian.

**September 11,  
2025**

**ARM 50-40-10    End**

DRAFT